Electronic Access Conference 2000 GET CONNECTED

Student Financial Assistance

We Help Put America Through School

Session 10

Queries: Powerful and flexible tools that anyone can use.

Queries Hands-On

- Who is this session geared for?
  - Beginners
- Evaluations
- Questions
  - Feel free to ask questions throughout the session.
  - There will be time at the end for individual help.

What is a query?

- A request for information from a database

- *"A query is a set of criteria that describes a particular student population. Queries are used in functions like Print, Package, and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query."*

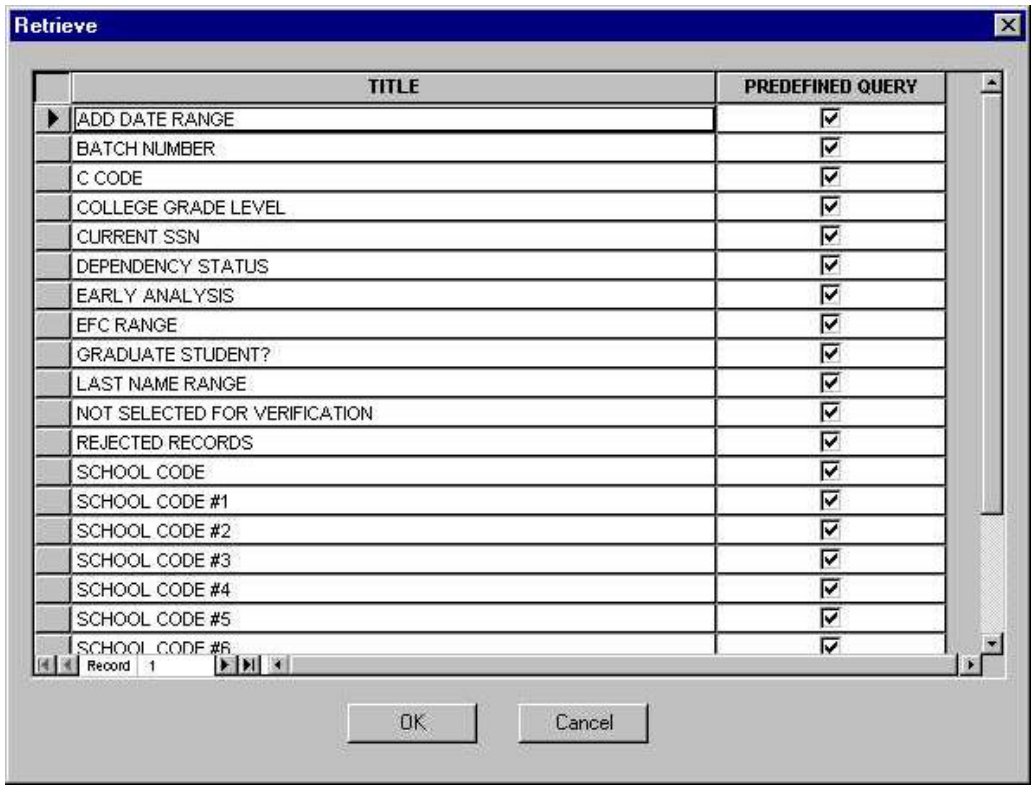
  EDExpress Help Text

Session Overview

- Using predefined queries
- Creating your own queries
- Modifying existing queries
- The power of queries

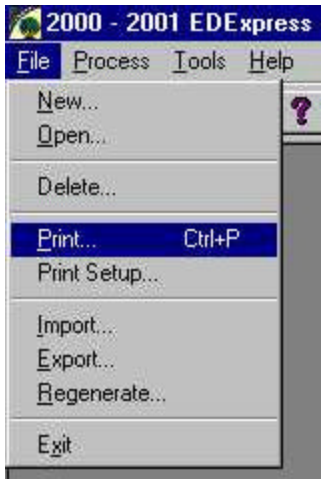
Predefined Queries HANDS ON

- Predefined queries in EDExpress

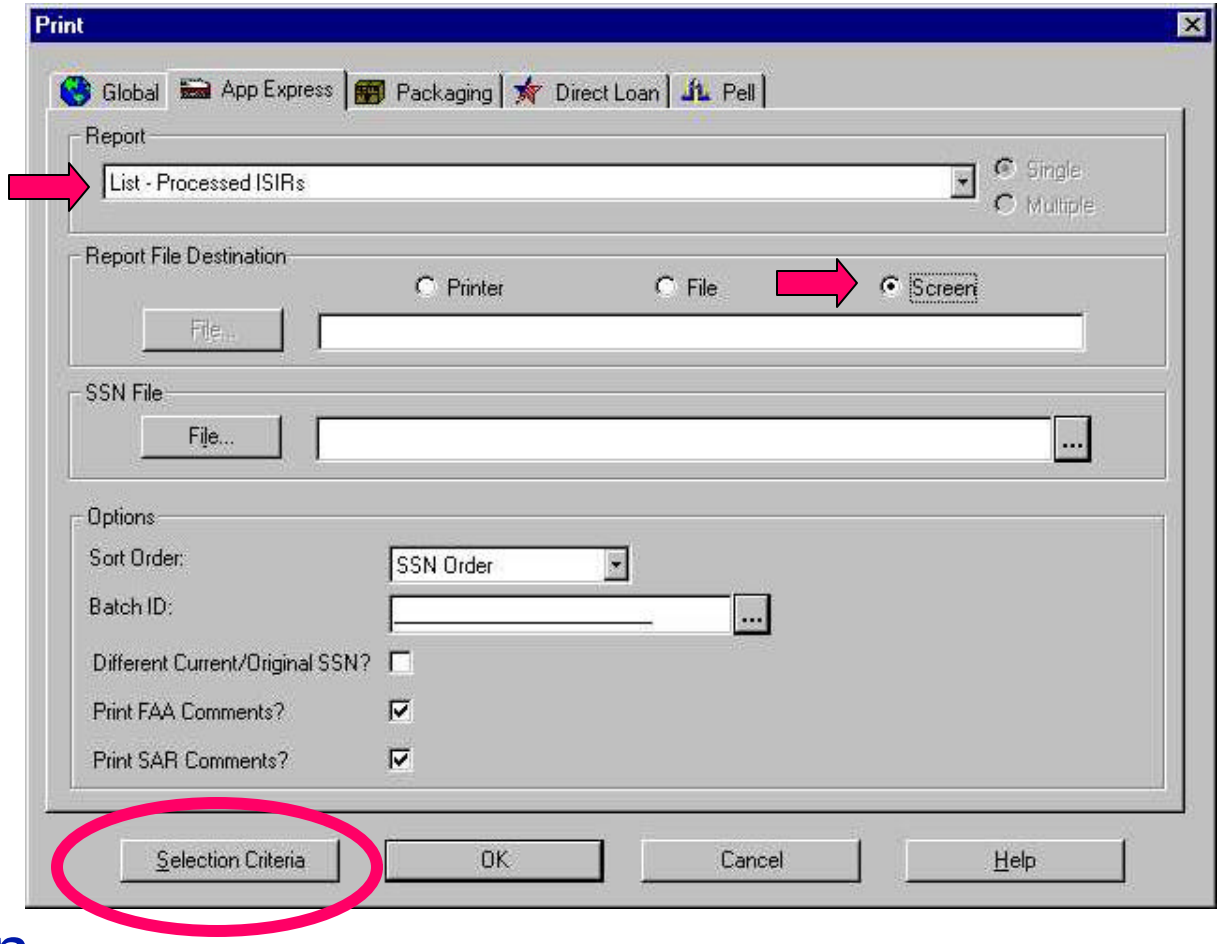


Predefined Queries HANDS ON

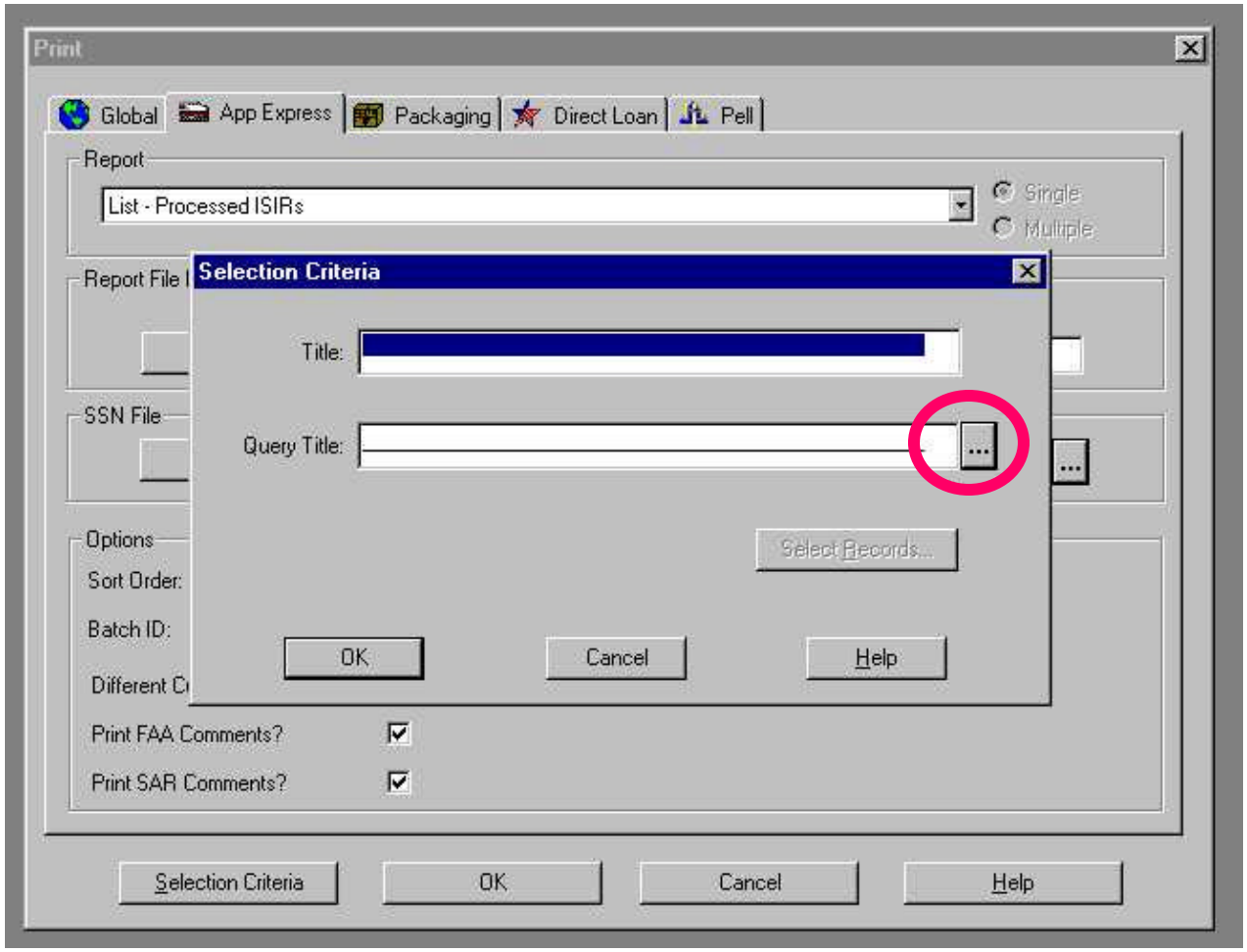
- Printing List-Processed ISIRs using predefined query
  - File|Print



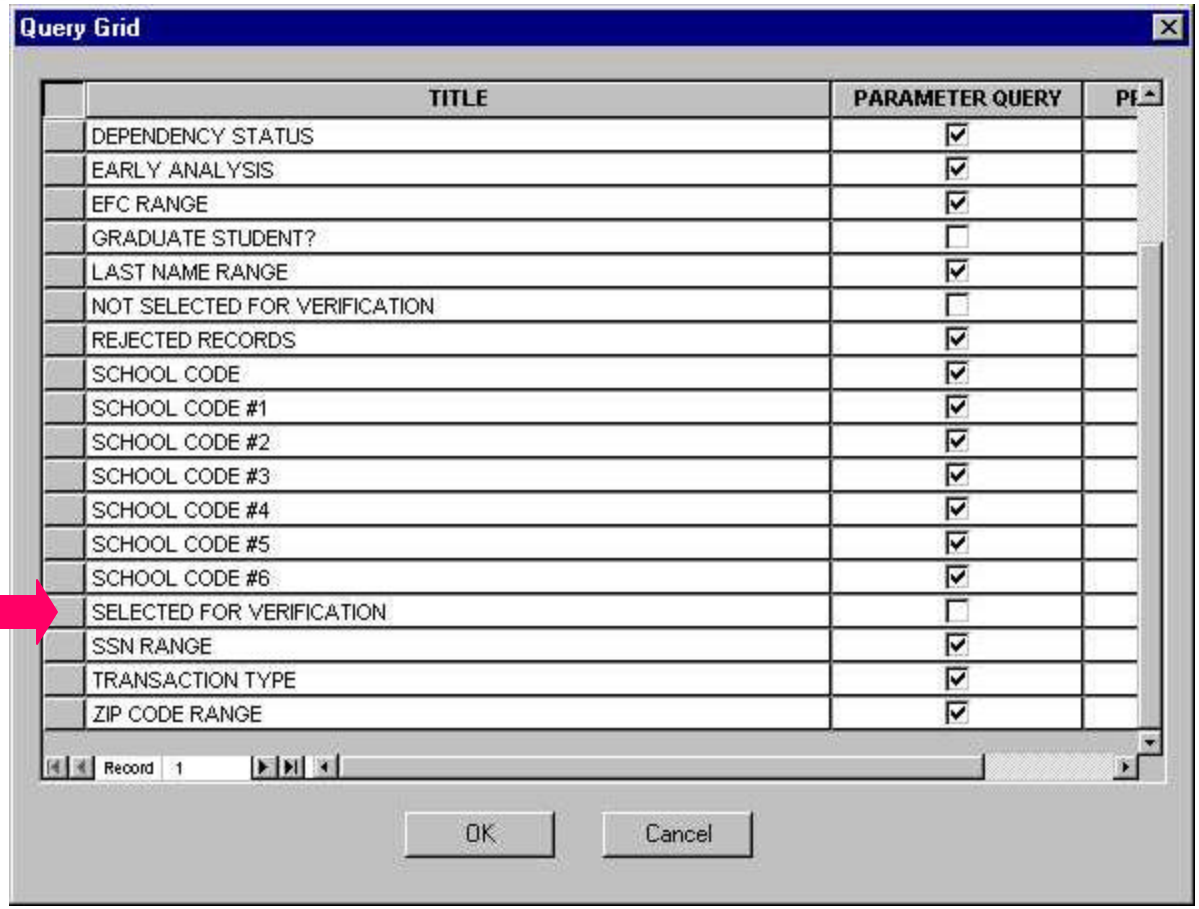
- Select report type “List-Processed ISIRs
- Select destination “Screen”
- Click on the Selection Criteria button



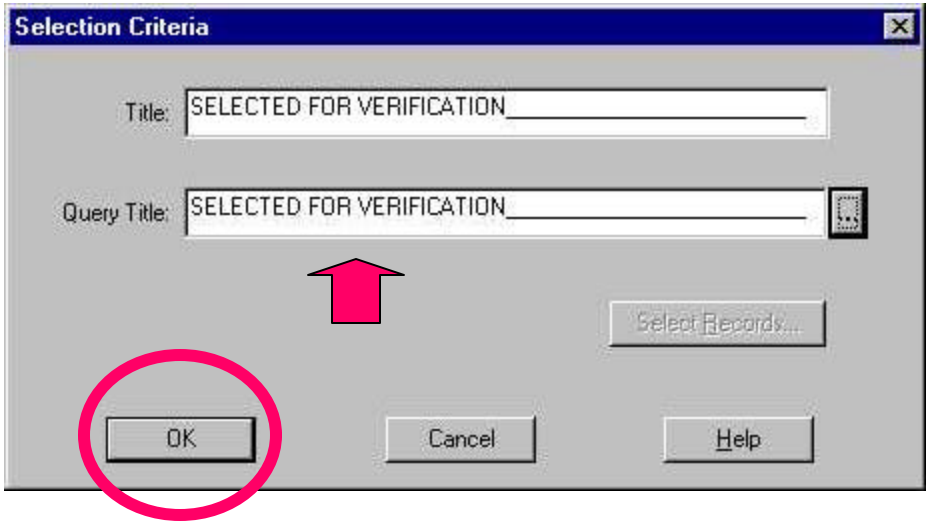
– Click on the ellipsis button



– Choose the desired query

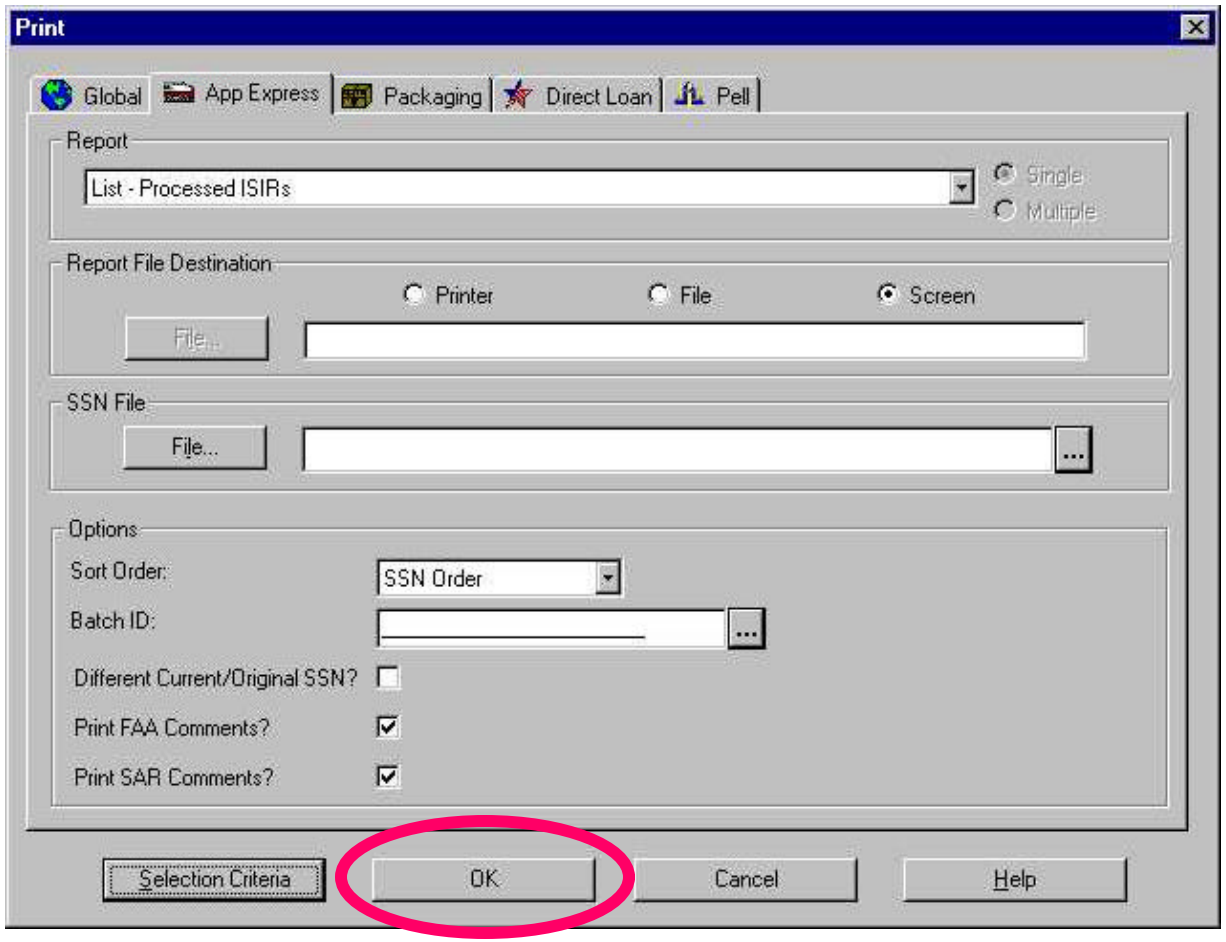


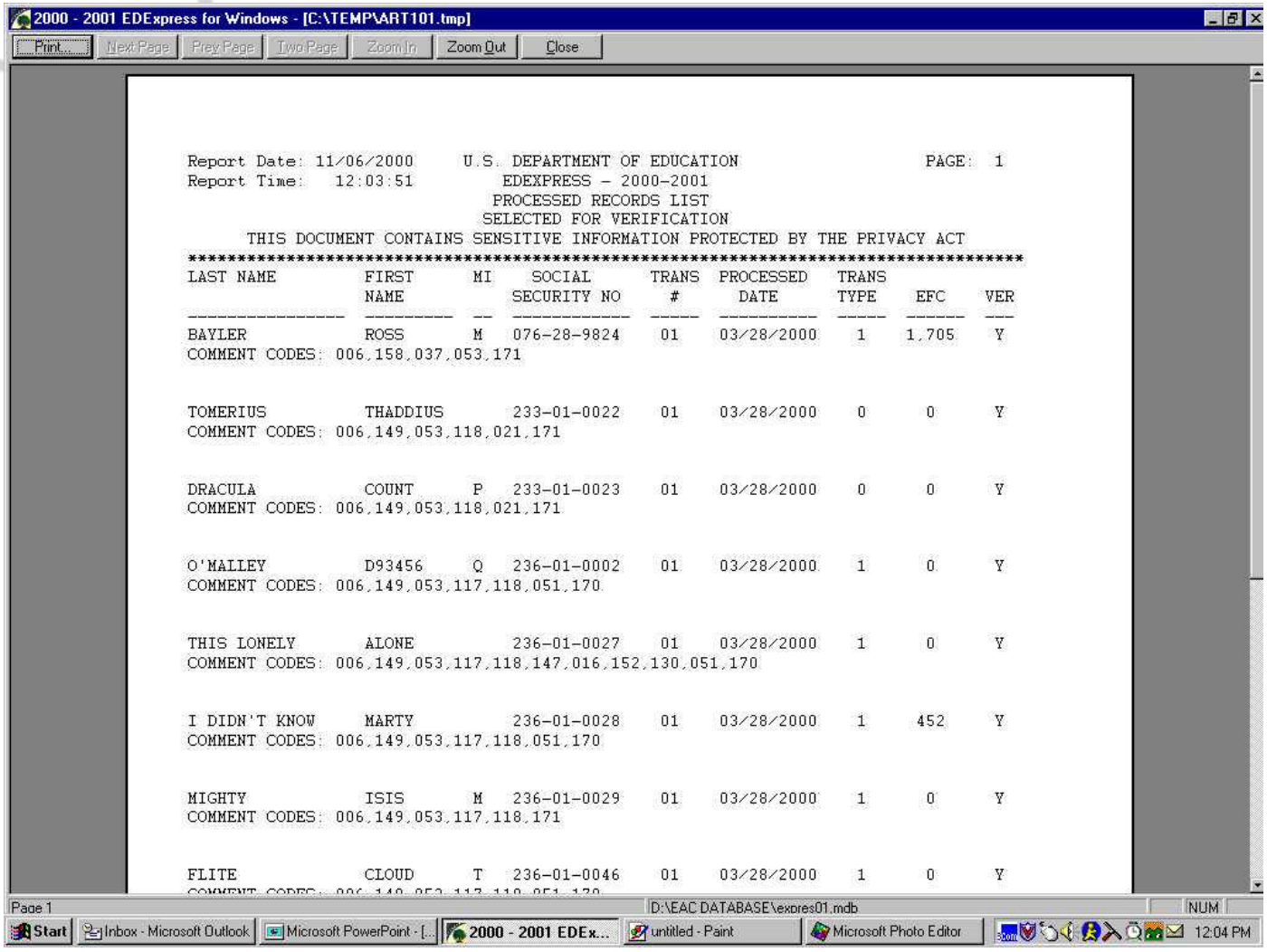
- Notice that the name of the selected query fills the “Query Title” field
- Click OK



– Returns to the Print screen

– Click OK





Report Date: 11/06/2000 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 12:03:51 EDEXPRESS – 2000-2001
PROCESSED RECORDS LIST
SELECTED FOR VERIFICATION
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NO	TRANS #	PROCESSED DATE	TRANS TYPE	EFC	VER
BAYLER	ROSS	M	076-28-9824	01	03/28/2000	1	1,705	Y
COMMENT CODES: 006,158,037,053,171								
TOMERIUS	THADDIUS		233-01-0022	01	03/28/2000	0	0	Y
COMMENT CODES: 006,149,053,118,021,171								
DRACULA	COUNT	P	233-01-0023	01	03/28/2000	0	0	Y
COMMENT CODES: 006,149,053,118,021,171								
O'MALLEY	D93456	Q	236-01-0002	01	03/28/2000	1	0	Y
COMMENT CODES: 006,149,053,117,118,051,170								
THIS LONELY	ALONE		236-01-0027	01	03/28/2000	1	0	Y
COMMENT CODES: 006,149,053,117,118,147,016,152,130,051,170								
I DIDN'T KNOW	MARTY		236-01-0028	01	03/28/2000	1	452	Y
COMMENT CODES: 006,149,053,117,118,051,170								
MIGHTY	ISIS	M	236-01-0029	01	03/28/2000	1	0	Y
COMMENT CODES: 006,149,053,117,118,171								
FLITE	CLOUD	T	236-01-0046	01	03/28/2000	1	0	Y

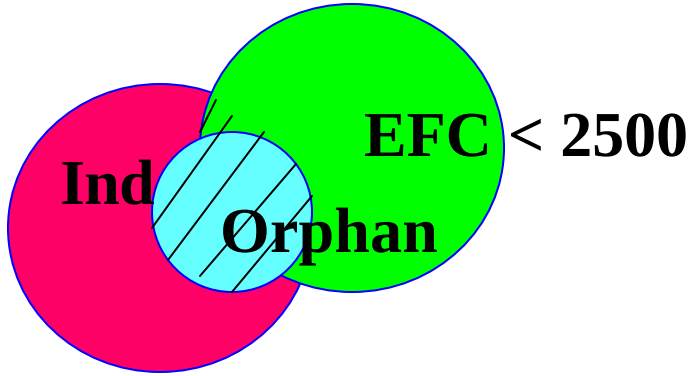
Creating your own query...

- Step 1: Decide what you want to query

BE SPECIFIC

(Independent <u>and</u> EFC < 2500)

<u>or</u> (is Orphan)



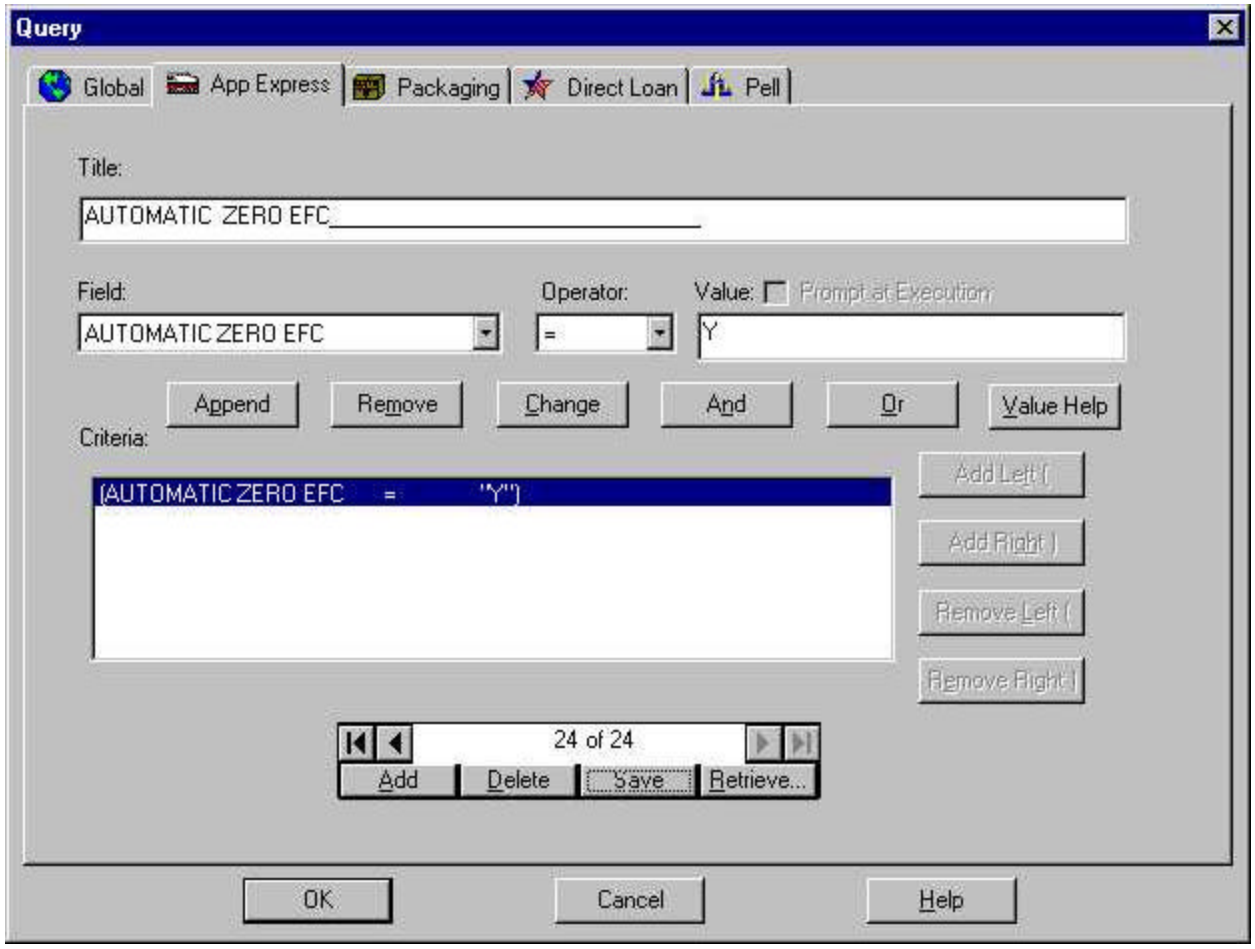
Basic Query Rules

- Queries process left to right, AND before OR
- Parenthesis change the order of precedence

  (1+3) ÷ 2 = 2 1 + (3 ÷ 2) = 2.5
- Difference between AND and OR

Creating a Query HANDS ON

- Query to find Auto Zero EFC students


Query
Global
App Express
Packaging
Direct Loan
Pell
Title:
AUTOMATIC ZERO EFC
Field:
AUTOMATIC ZERO EFC
Operator:
=
Value:
Prompt at Execution
Y
Append
Remove
Change
And
Or
Value Help
Criteria:
(AUTOMATIC ZERO EFC = "Y")
Add Left (
Add Right)
Remove Left (
Remove Right)
24 of 24
Add
Delete
Save
Retrieve...
OK
Cancel
Help

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Creating a Query HANDS ON

- Query to find Auto Zero EFC students

- Query to find students who are
  - Independent AND
  - EFC < 2500 AND
  - Comment Code 053 (left “Drug Eligibility Question” blank

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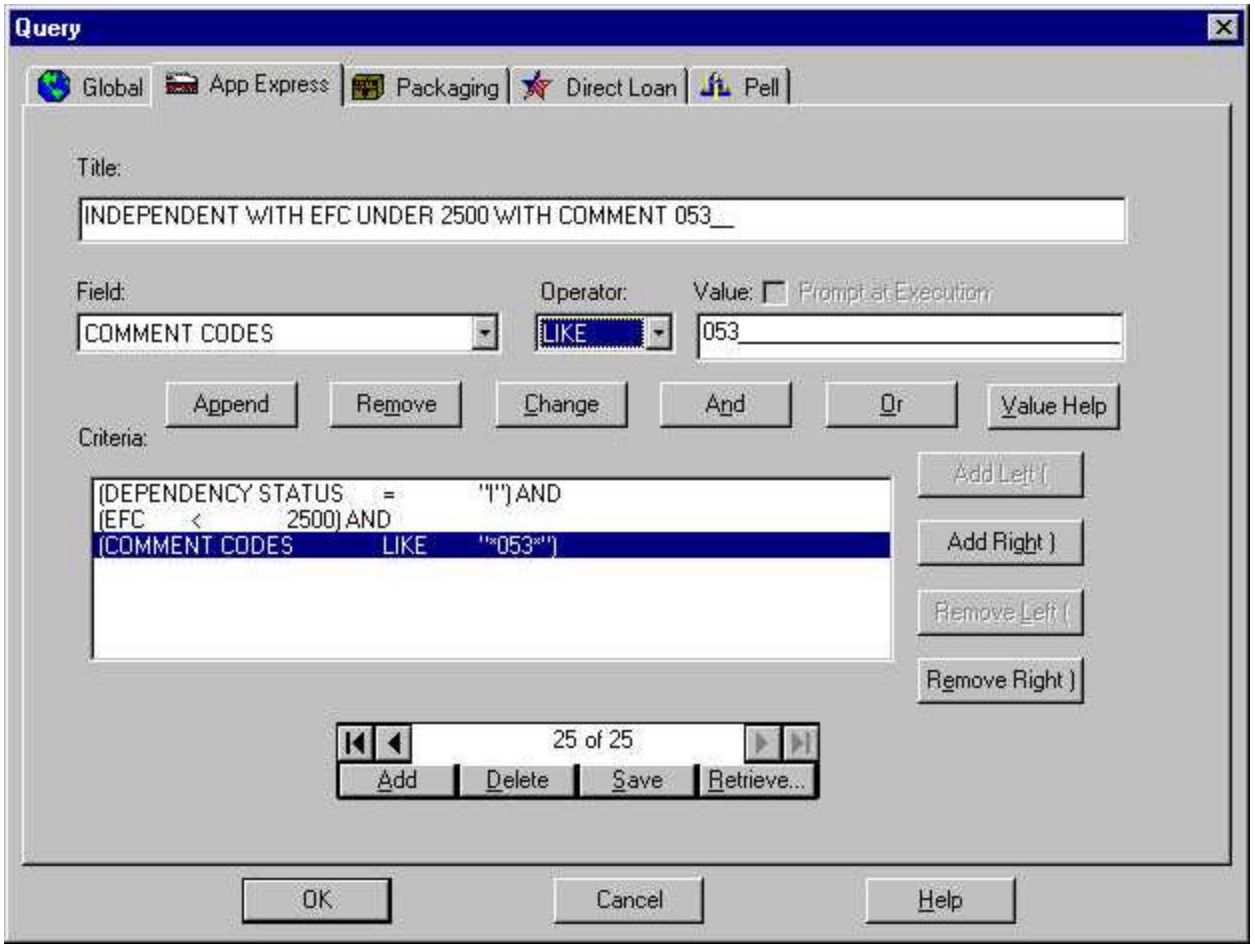
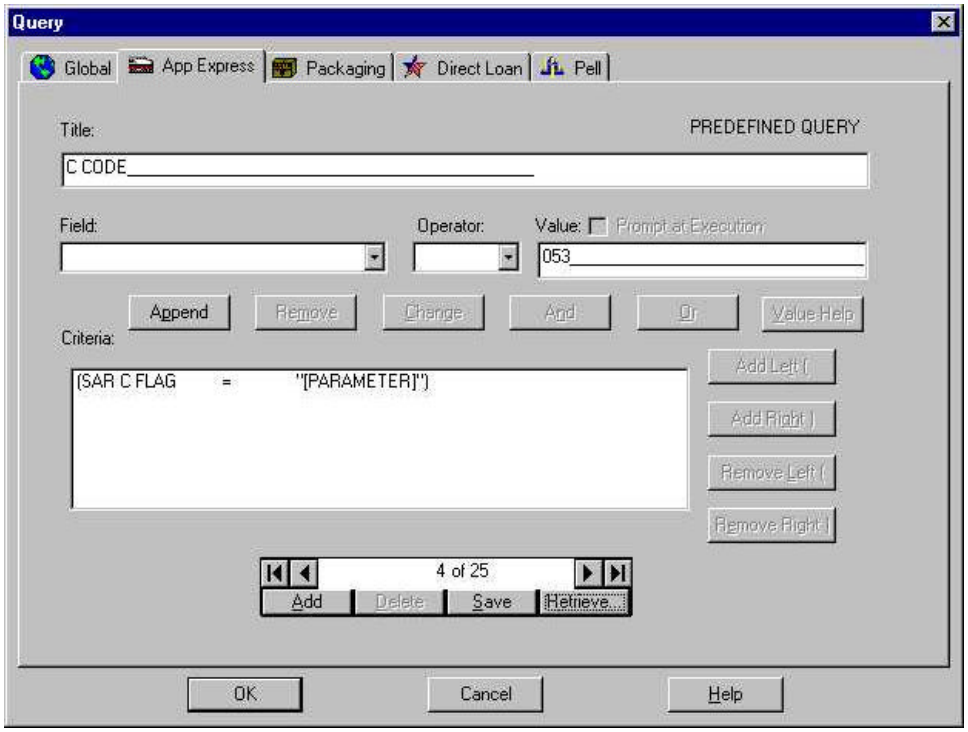
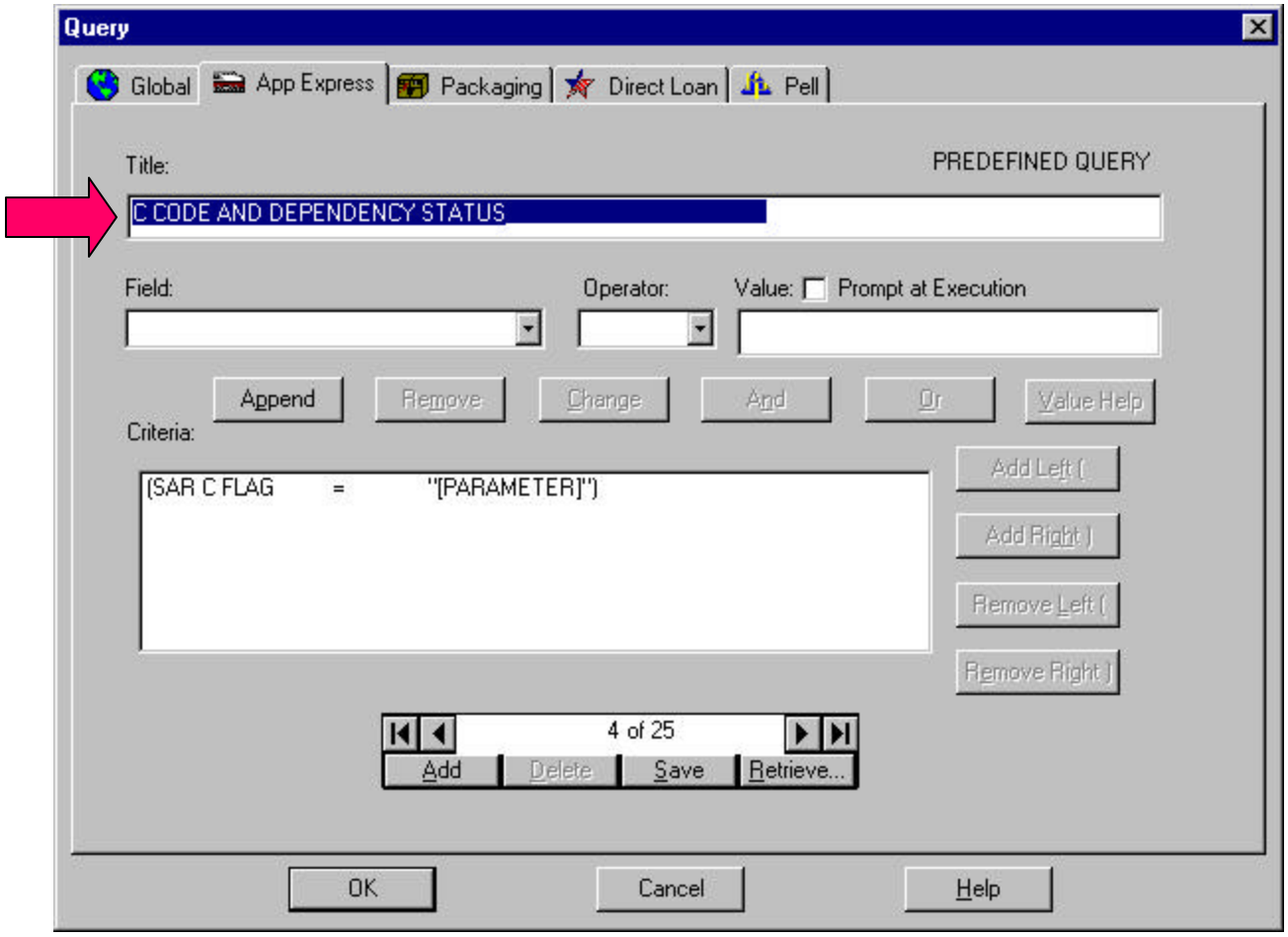

Query
Global
App Express
Packaging
Direct Loan
Pell
Title:
INDEPENDENT WITH EFC UNDER 2500 WITH COMMENT 053__
Field:
COMMENT CODES
Operator:
LIKE
Value:
Prompt at Execution
053
Append
Remove
Change
And
Or
Value Help
Criteria:
(DEPENDENCY STATUS = "I") AND
(EFC < 2500) AND
(COMMENT CODES LIKE "*053*")
Add Left (
Add Right)
Remove Left (
Remove Right)
25 of 25
Add
Delete
Save
Retrieve...
OK
Cancel
Help

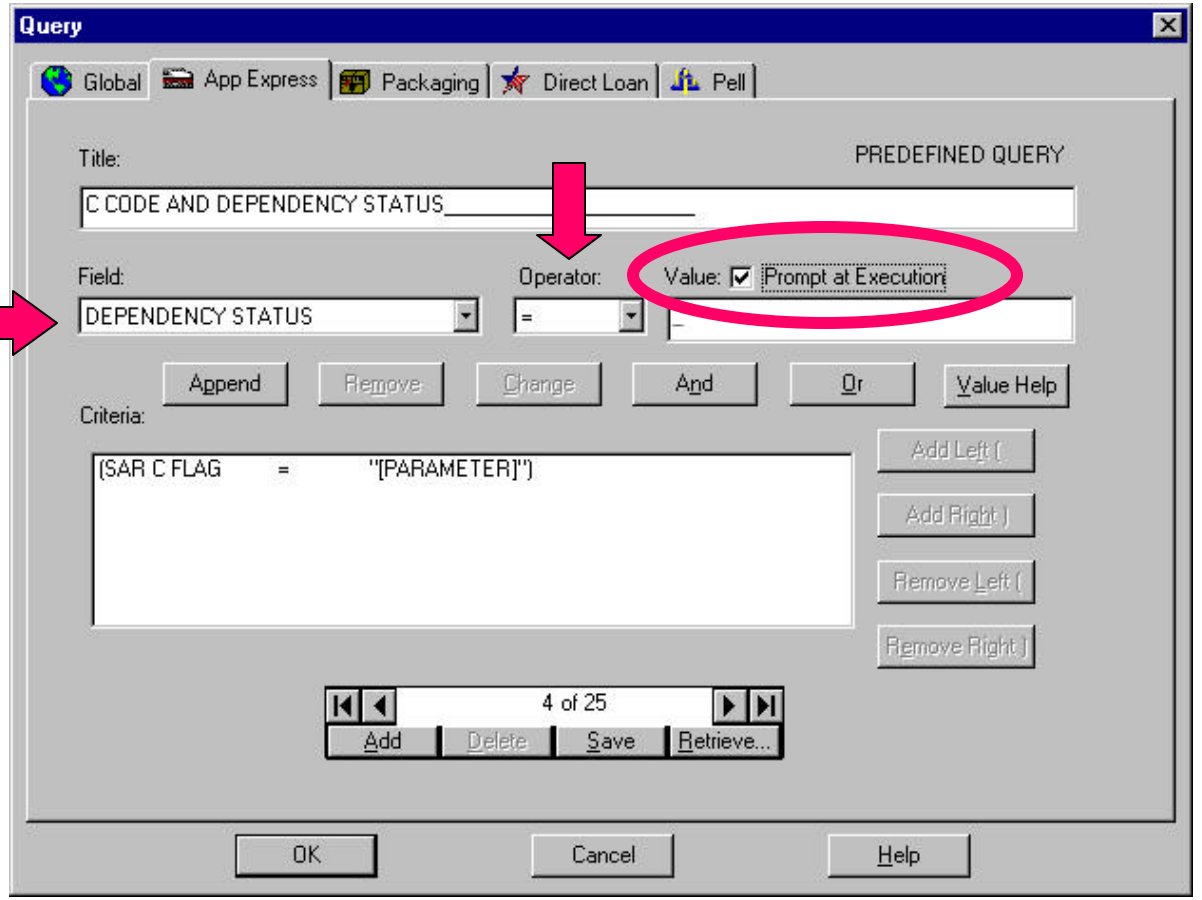
Modifying Existing Query HANDS ON

- Modify C CODE query to choose students by dependency status

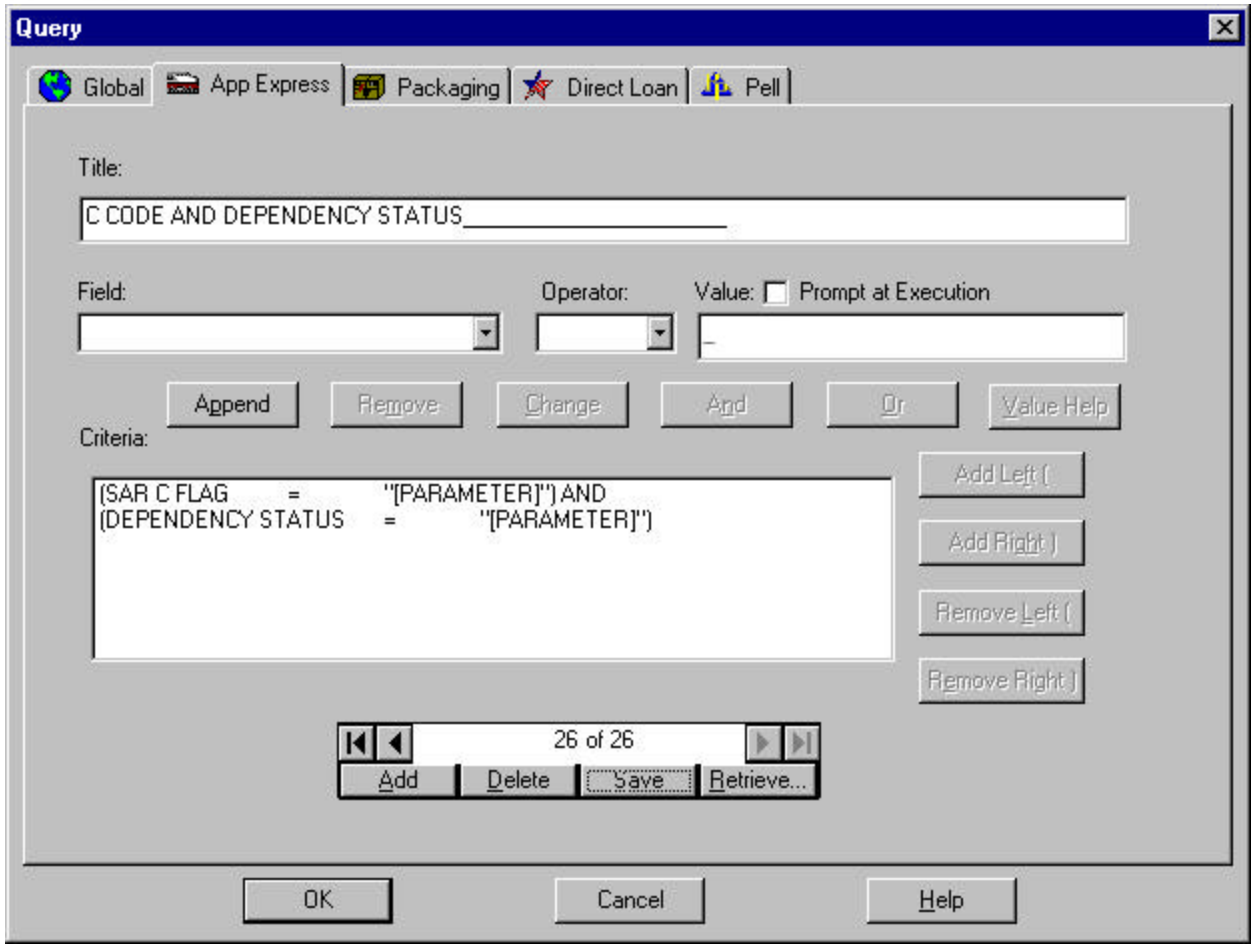


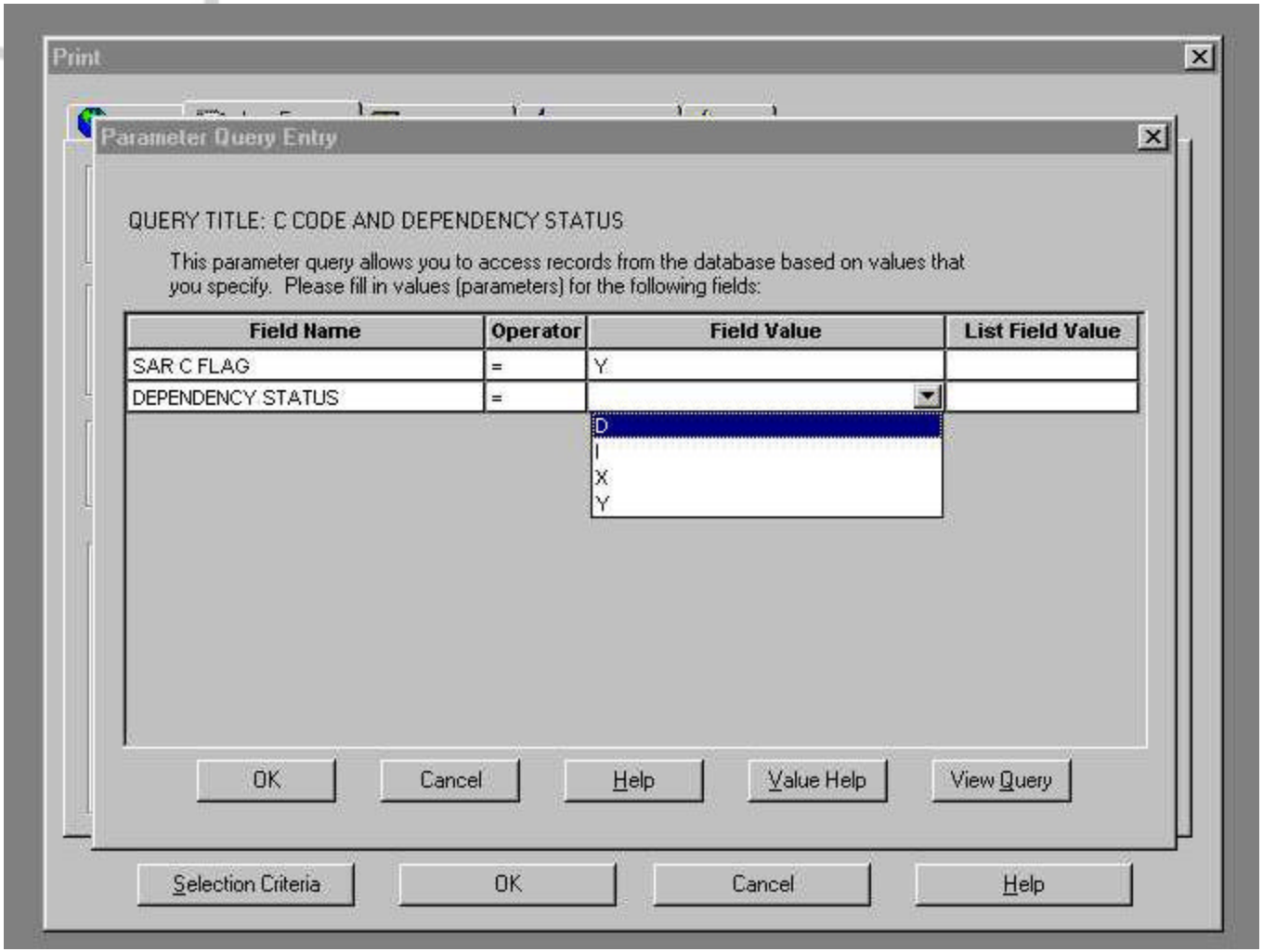
– Change the title





– Choose “Field” DEPENDENCY STATUS
– Set “Operator” to =
– Check “Prompt at Execution”


Query
Global
App Express
Packaging
Direct Loan
Pell
Title:
C CODE AND DEPENDENCY STATUS
Field:
Operator:
Value:
Prompt at Execution
Append
Remove
Change
And
Or
Value Help
Criteria:
(SAR C FLAG = "[PARAMETER]") AND
(DEPENDENCY STATUS = "[PARAMETER]")
Add Left (
Add Right)
Remove Left (
Remove Right)
26 of 26
Add
Delete
Save
Retrieve...
OK
Cancel
Help

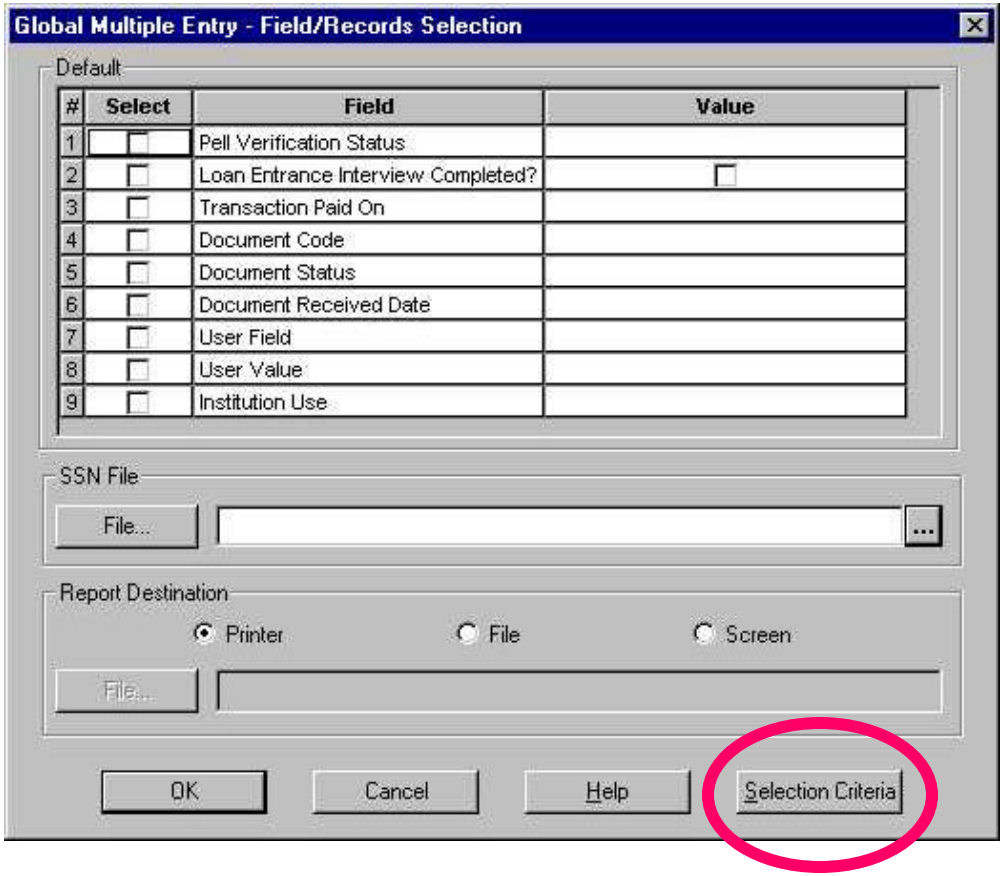

Print
Parameter Query Entry
QUERY TITLE: C CODE AND DEPENDENCY STATUS
This parameter query allows you to access records from the database based on values that you specify. Please fill in values (parameters) for the following fields:
Field Name
Operator
Field Value
List Field Value
SAR C FLAG
=
Y
DEPENDENCY STATUS
=
D
I
X
Y
OK
Cancel
Help
Value Help
View Query
Selection Criteria
OK
Cancel
Help

Modifying Existing Query HANDS ON

- Modify C FLAG query to choose students by dependency status
- You can also modify user-defined queries

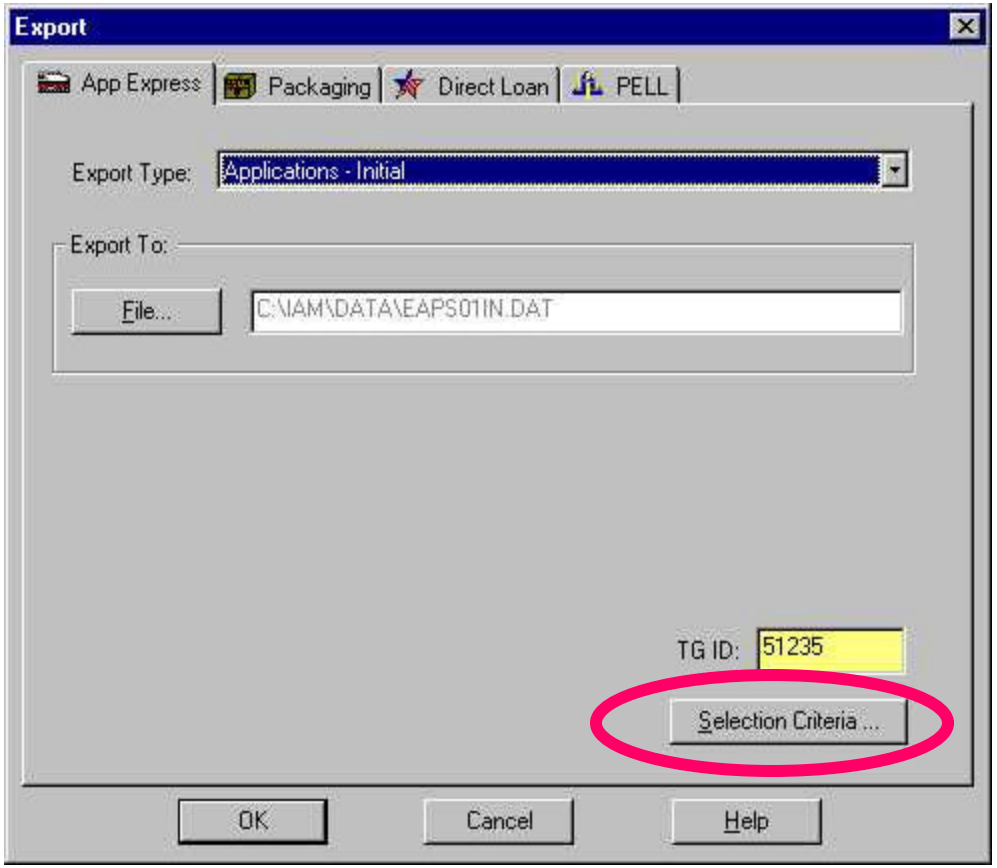
The Power of Using Queries

- Printing Reports
- Multiple Entry



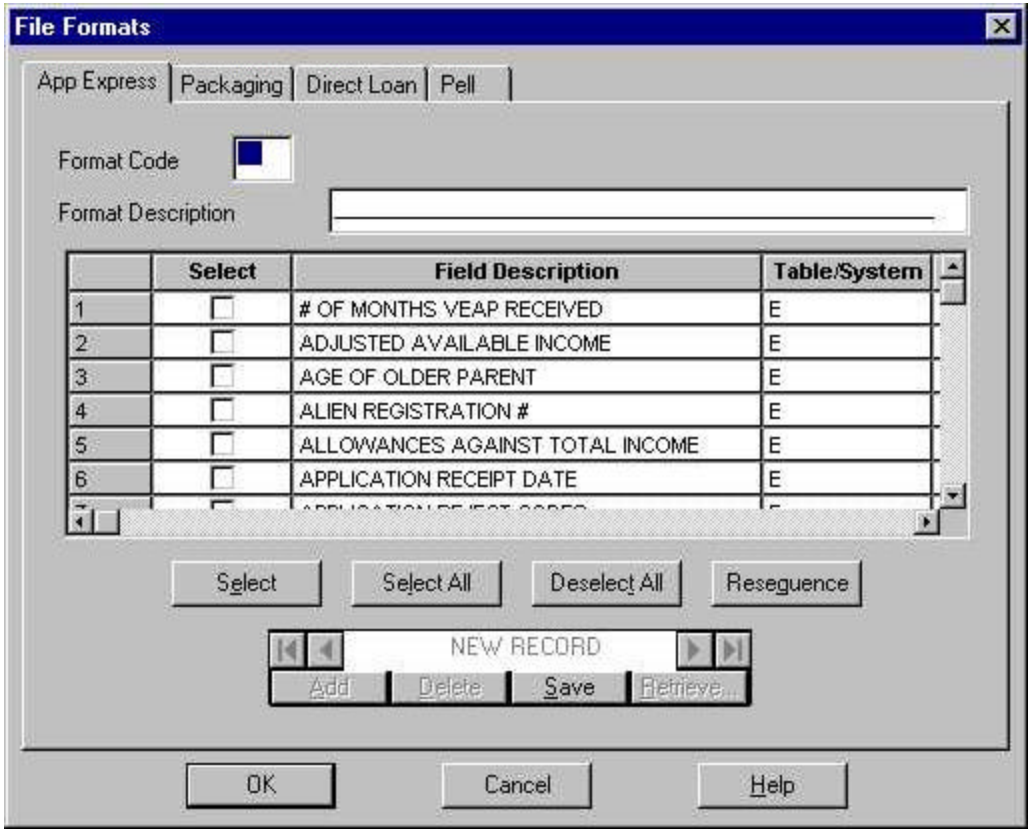
The Power of Using Queries

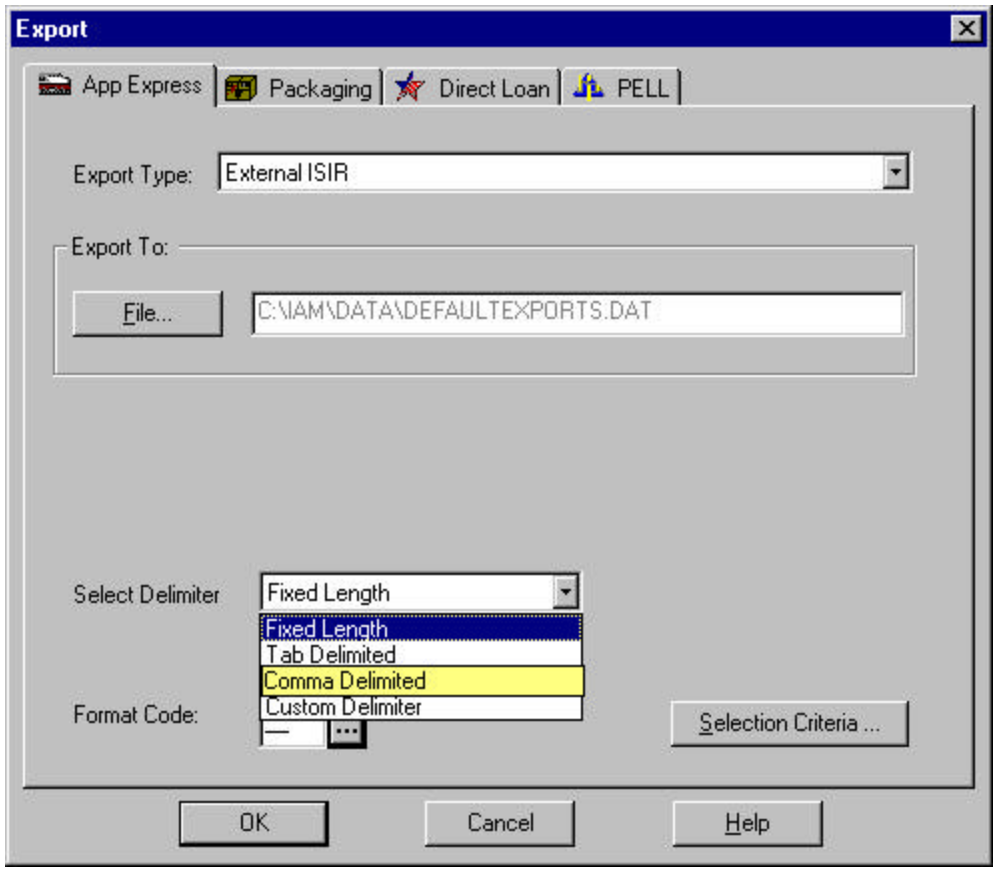
- Printing Reports
- Multiple Entry
- Exporting EAPS and CORR



The Power of Using Queries

- Printing Reports
- Multiple Entry
- Exporting EAPS and CORR
- User Database fields
- Queries in combination with File Formats


File Formats
App Express
Packaging
Direct Loan
Pell
Format Code
Format Description
Select
Field Description
Table/System
1 # OF MONTHS VEAP RECEIVED E
2 ADJUSTED AVAILABLE INCOME E
3 AGE OF OLDER PARENT E
4 ALIEN REGISTRATION # E
5 ALLOWANCES AGAINST TOTAL INCOME E
6 APPLICATION RECEIPT DATE E
Select
Select All
Deselect All
Reseguence
NEW RECORD
Add
Delete
Save
Retrieve
OK
Cancel
Help


Export
App Express
Packaging
Direct Loan
PELL
Export Type:
External ISIR
Export To:
File...
C:\IAM\DATA\DEFAULTEXPORTS.DAT
Select Delimiter
Fixed Length
Fixed Length
Tab Delimited
Comma Delimited
Custom Delimiter
Format Code:
Selection Criteria ...
OK
Cancel
Help

Trankey	Last Name	First Name	Father's Educational Level	Mother's Educational Level
001010001FU01	FULLLASTNAMETEST	JANE	2	3
0024720300'01	O'TOOLE	JOHN	2	3
031289426NE01	NELSON	CAMERON	2	2
067333168WA01	WASHINGTON	DENZEL	3	3
069987246BA01	BARAKA	AMIRI		
075362152PO01	POWELL	LAURIE	2	3
076229870JA01	JACKSON	CANDY	2	2
076289824BA01	BAYLER	ROSS	3	3
098243166SM01	SMITH	LUCRETIA	4	3
126753122WO01	WONDERFUL	VERY	2	2
214223179YO01	YOBA	MALIK	4	3
233010010GE01	GETTY	J		1
233010017HI01	HIAWATHA	BARNEY		1
233010018PI01	PICCARD	JEAN LUC		1
233010019LO01	LOWENSTEIN	JOHN		1
233010020KI01	KIRK	JAMES		1
233010021GA01	GATES	WILLIAM		1
233010022TO01	TOMERIUS	THADDIUS		1
233010023DR01	DRACULA	COUNT		1
2360100020'01	O'MALLEY	D93456		1
236010003B.01	B.DOT	A.'-		
236010005D'01	D'3876543210	FULLFIRST	2	2
236010010LI01	LIGHTING	ADDISON		

Session Review

- Using predefined queries
- Creating your own queries
- Modifying existing queries
- The power of queries

Further Assistance

We appreciate your feedback and comments.

CPS Customer Service

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Email: <cps@ncs.com>

TDD/TTY: (800) 511-5806

SFATECH

http://www.ed.gov/offices/OSFAP/sfatech/index.html

Questions?

- Individual assistance available for remainder of this session.
- Visit the PC lab for more individual assistance.