

## Query Tips

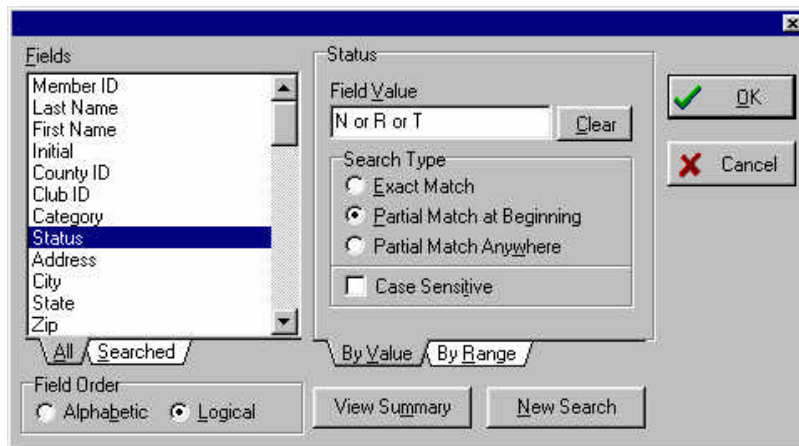
Queries can be used for a number of reasons:

- To sort and filter to find information quickly.
- To add or delete information by filtering a group of people to quickly make a transaction.
- To quickly check information by a certain grouping.
- To export information in another program.

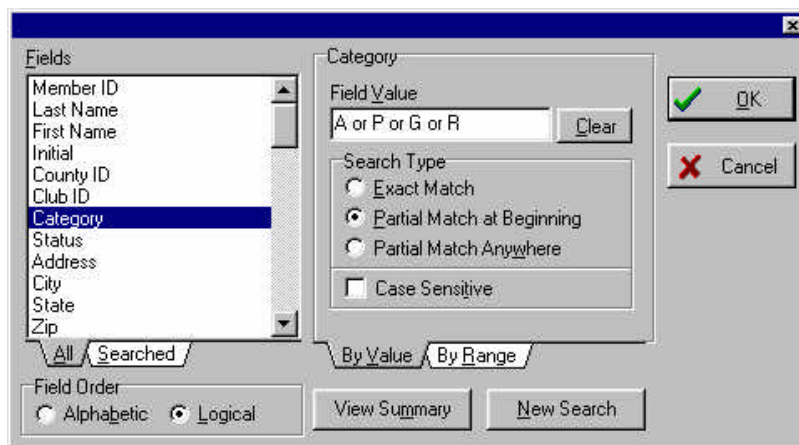
**Note:** To make filtering the queries easier, review and print the Code Identification Report under **Reports|Print Data Files|Code Identification Report**.

### *Creating Multiple queries at once.*

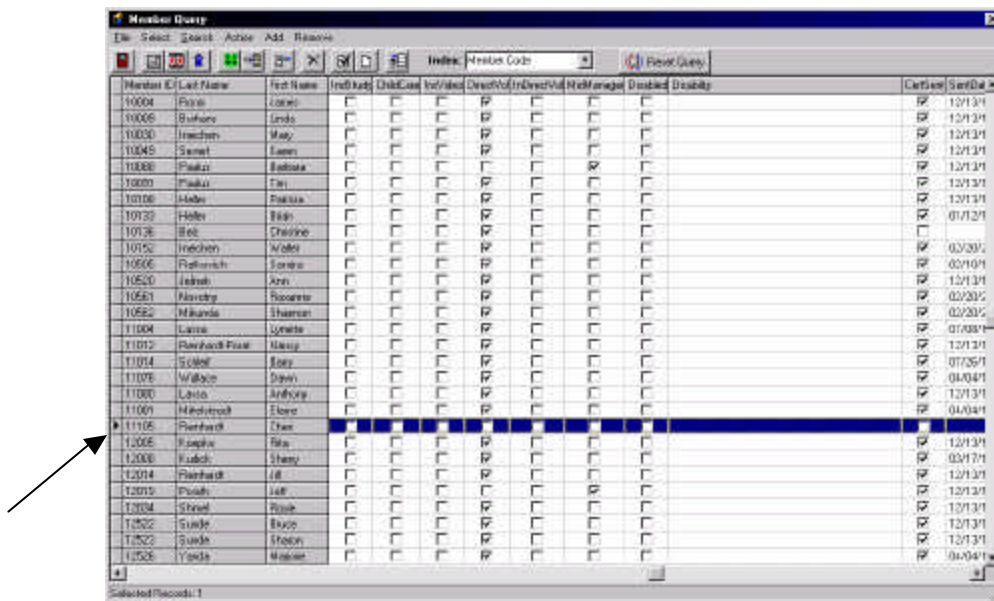
1. Go to **File|Member Query**
2. **File|Filter**
3. In **Fields All tab** (on the left) Choose first filter option i.e. **Status**
4. In **Status Field Value By Value tab** (on the right) Type in **N or R or T**



5. Go back under **Fields All tab** and choose Second filter option **Category**
6. In **Category Field Value By Value tab** (on right) type in **A or P or G or R**



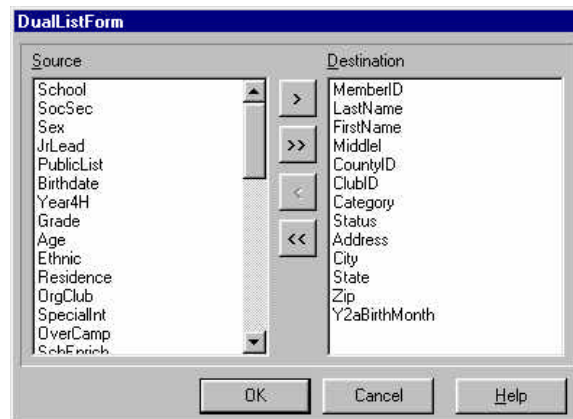
7. Click **OK**.
8. Your filter sequence is complete and has returned your results  
This filter can be used to check for missing Leader type. *Note:* Member #11105 doesn't have a Leader Type checked.



Member ID	Last Name	First Name	Intrbldg	ClubCode	IntrVld	DirectVol	IndirectVol	NotManager	Disabled	Disability	Certific	SendDa
10004	Pinto	James										12/13/1
10005	Burford	Linda										12/13/1
10030	Trachsel	May										12/13/1
10045	Smet	Laura										12/13/1
10060	Pisuli	Esther										12/13/1
10090	Pisuli	Tim										12/13/1
10100	Helen	Patricia										12/13/1
10120	Helen	John										01/12/1
10130	Bob	Christine										
10150	Trachsel	Walter										02/20/1
10500	Petersch	Sandra										02/19/1
10520	Jakob	Ann										12/13/1
10561	Alvord	Rebecca										02/20/1
10562	Mikanda	Sharon										02/20/1
11004	Laura	Lynette										01/08/1
11010	Renehard	Paul										12/13/1
11014	Schell	John										07/25/1
11070	Walton	Dawn										04/04/1
11080	Lavo	Anthony										12/13/1
11091	Mikendorf	Elaine										04/04/1
11105	Renehard	Chae										
12005	Knapke	Rita										12/13/1
12000	Kudach	Sherry										03/17/1
12074	Renehard	Jill										12/13/1
12075	Pisuli	Jill										12/13/1
12074	Shel	Rose										12/13/1
12022	Sunde	Barbara										12/13/1
12022	Sunde	Sharon										12/13/1
12026	Yonda	Walter										04/04/1

Also: If you wish to export this information, you can go to **Select all** and go to **File|Export|Ascii**

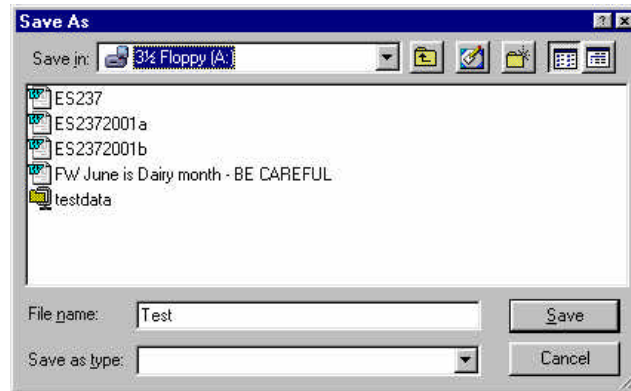
**-OR use the Alternative 8-10 directions below for saving as dbase file (might be easier)...**



Source	Destination
School	MemberID
SocSec	LastName
Sex	FirstName
JrLead	Middle
PublicList	CountyID
Birthdate	ClubID
Year4H	Category
Grade	Status
Age	Address
Ethnic	City
Residence	State
OrgClub	Zip
SpecialInt	Y2aBirthMonth
OverCamp	
SelfEnrich	

9. Use the **DualListForm** to select the fields to be exported. From the **Source** (on left) **highlight** the item i.e. **MemberID** and click on the **>**. This puts the item under **Destination** (on right). Only the items on the left are **Exported**. Note: If you wish to export **All** items can use the **>>** key to put all the items on the right under **Destination**.

10. A *Save as* box comes up. Note: where the file will be Saved or Browse where you want it saved. Also give it a *FileName*. It will be saved as a *\*.txt* file. Click *Save*.

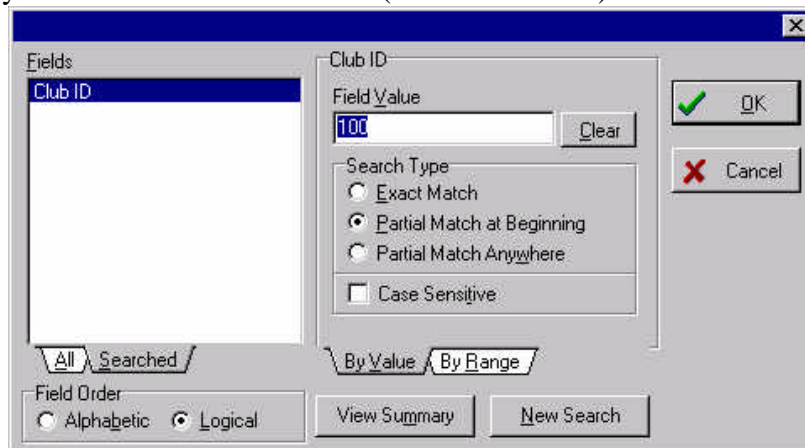


**Alternative 8.** OR you can *Save* as **Database** file (which might be easier to open in Excel or Word.)

9. If you wish to export the information as a **dbase** file go to **Select all** and **File|Export|Dbase** and a **DualListForm** window comes up. Choose your Fields you wish to export by moving them to the Destination side. I.e. **Highlight** the item from the *Source* (on left) i.e. **MemberID** and click on the >. This puts the item under the *Destination* (on right). Only items on the left are **Exported**.
10. A *Save as* box comes up. Note: where the file will be Saved. Give it a File Name. It will be saved as a *\*.dbf* file. Click *Save*.
11. Note: If you want to change your filter. You can simply **Reset the Query**.

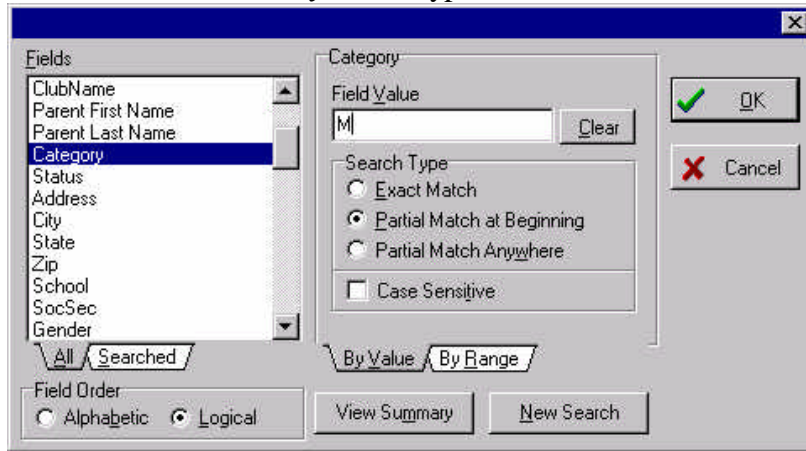
### ***To Further Filter after you had already created a filter***

1. If you have created a filter and want to filter further. Simply go back to **File|Filter** and your current Filter will be there (*As Searched* tab).

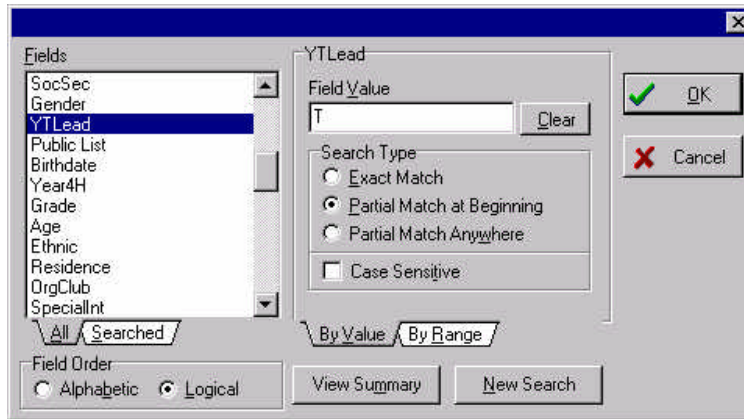


2. Click on the **Fields All tab** and choose a field i.e. **Category**

3. In the **ClubID Field Value *By Value*** type in M

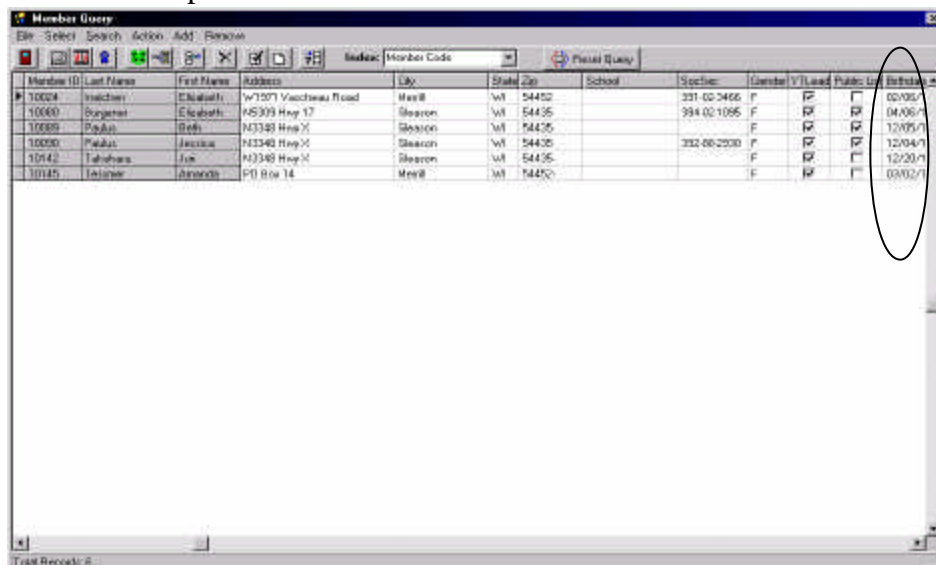


4. Any field that is displayed on the Member Query Screen as a *checkmark* is considered a **True/False** field. Use the word **True** or a **T** to retrieve the



information from the file in the **Field Value *By Value*** tab as checked. Use the word **False** or a **F** to retrieve a blank .

5. Returns the output

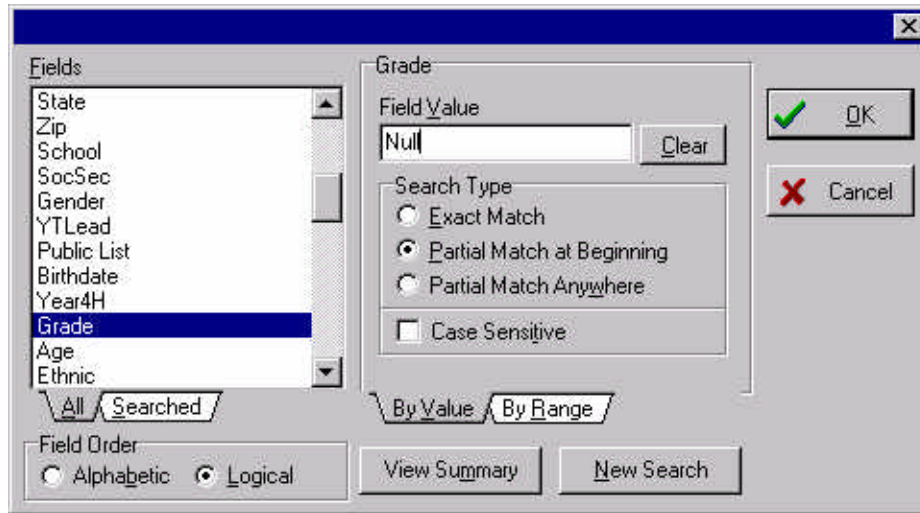


Member ID	Last Name	First Name	Address	City	State	Zip	School	Section	Gender	YTLed	Public List	Birthdate
10004	Wichner	Elizabeth	W1207 Vachonau Road	Marill	WI	54452		331 02 2466	F	<input type="checkbox"/>	<input type="checkbox"/>	02/05/7
10000	Burgner	Elizabeth	45309 Hwy 17	Shevcon	WI	54435		394 02 1056	F	<input type="checkbox"/>	<input type="checkbox"/>	04/06/7
10009	Paulus	Reb	N3340 Hwy 14	Shevcon	WI	54435			F	<input type="checkbox"/>	<input type="checkbox"/>	12/05/7
10000	Paulus	Jessica	N3340 Hwy 14	Shevcon	WI	54435		332 06 2200	F	<input type="checkbox"/>	<input type="checkbox"/>	12/04/7
10142	Talshers	Jay	N3340 Hwy 14	Shevcon	WI	54435			F	<input type="checkbox"/>	<input type="checkbox"/>	12/20/7
10145	Talshers	Sharon	P.O. Box 14	Marill	WI	54452			F	<input type="checkbox"/>	<input type="checkbox"/>	03/02/7

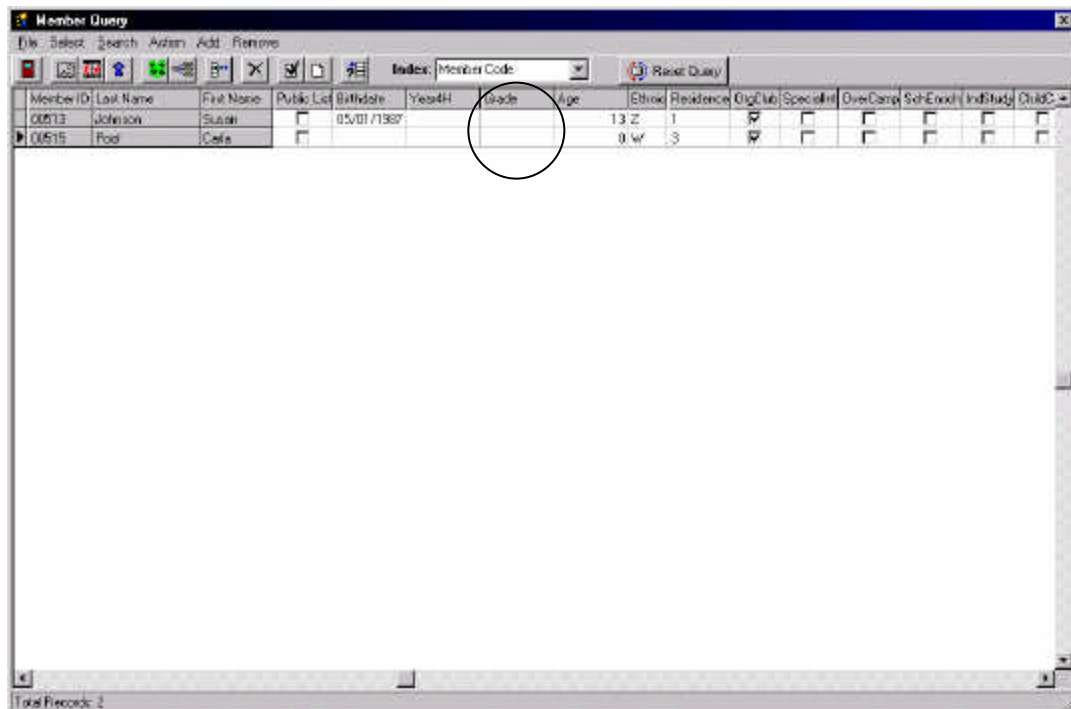
## The use of Null

Null = means blank or nothing in computer language. Therefore, to find fields that are blank in many cases you need to use the Field value of Null.

1. Go to **File|Member Query**
2. **File|Filter**
3. Checking your files for a blank is ordered by choosing under **Field All tab** (on left) **Grade**, in **FieldValue Grade By Value tab** of Null



4. Returns results

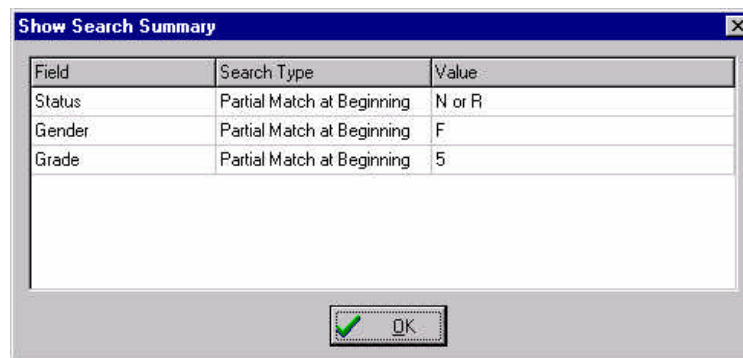


Member ID	Last Name	First Name	Public List	Birthdate	Year4H	Grade	Age	Ethnic	Residence	Org. Lib.	Special Int.	Over Camp	Sch. Exch.	Inst. Study	Child C.
00513	Johanson	Susan	<input type="checkbox"/>	05/01/1987			13	Z	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00515	Pool	Celia	<input type="checkbox"/>				0	W	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

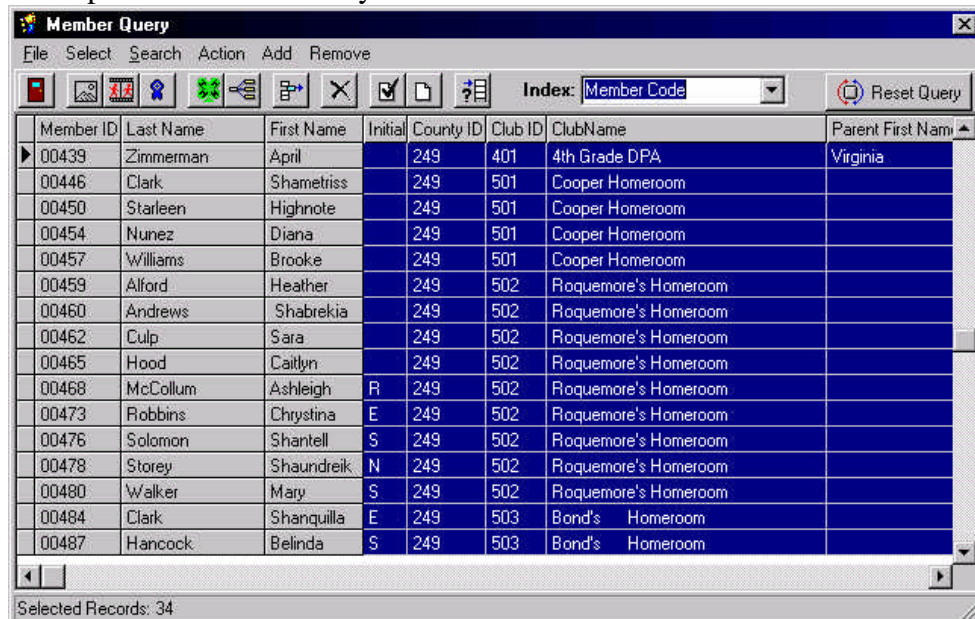


**Sample of Query 5<sup>th</sup> grade Females – Can Add & Modify this sample**

1. Go to File|Member Query
2. File|Filter
3. In **Fields All tab** (left) Choose 1<sup>st</sup> filter option i.e. Status
4. In **Status Field Value By Value** tab (right) Type in N or R
5. In **Fields All tab** (left) Choose 2<sup>nd</sup> filter option i.e. Gender
6. In **Status Field Value By Value** tab (right) Type in F
7. In **Fields All tab** (left) Choose 3<sup>rd</sup> filter option i.e. Grade
8. In **Status Field Value By Value** tab (right) Type in 5
9. By viewing the **View Summary** it verifies your filters:

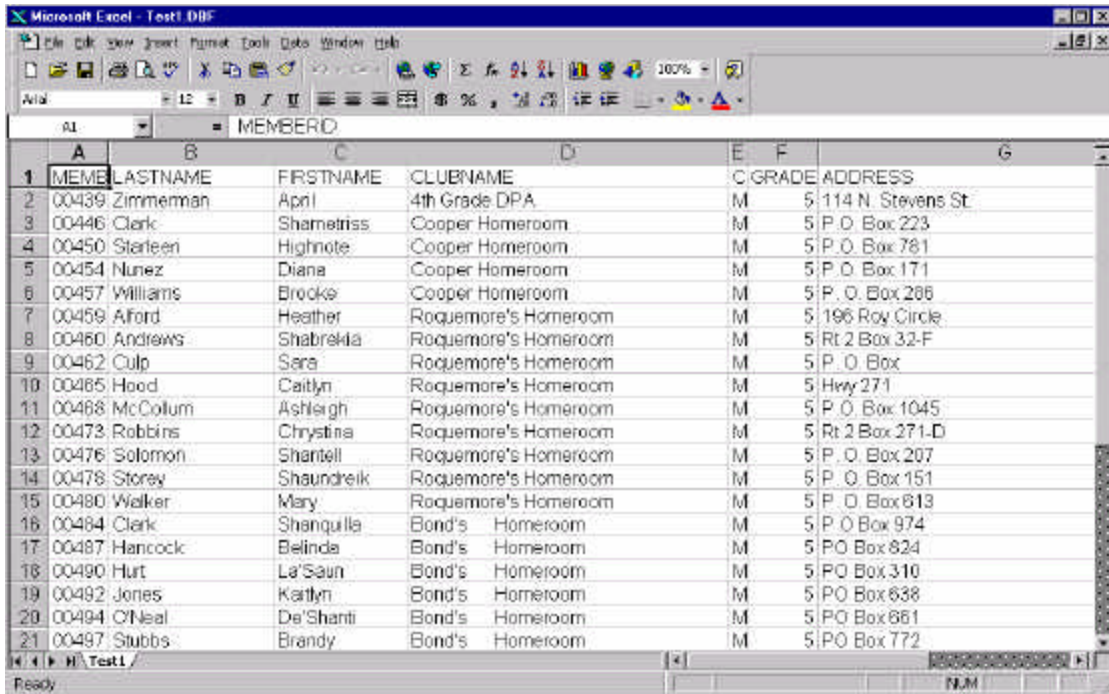


10. Click **OK** in the Summary and **OK** in the filter. Your return filter sequence is complete and has returned your results:



11. Go to **Select|Select all**
12. You can choose **mailing labels** right from here by going to **Action|Mailing Labels**. Choose your parameters and Preview and/or Print your labels.

13. **OR** If you wish to export, go to **File|Save As Dbase** and save your file as shown before.
14. To open files in Excel you can simply open the file and it sets the headers and columns up automatically. Just browse to find your **\*.dbf** file and it returns your database.



	A	B	C	D	E	F	G
1	MEME	LASTNAME	FIRSTNAME	CLUBNAME	C	GRADE	ADDRESS
2	00439	Zimmerman	April	4th Grade DPA	M	5	114 N. Stevens St.
3	00446	Clark	Shametriss	Cooper Homeroom	M	5	P. O. Box 223
4	00450	Starleen	Highnote	Cooper Homeroom	M	5	P. O. Box 761
5	00454	Nunez	Diana	Cooper Homeroom	M	5	P. O. Box 171
6	00457	Williams	Brooke	Cooper Homeroom	M	5	P. O. Box 286
7	00459	Aford	Heather	Roquemore's Homeroom	M	5	196 Roy Circle
8	00460	Andrews	Shabrekia	Roquemore's Homeroom	M	5	Rt 2 Box 32-F
9	00462	Culp	Sara	Roquemore's Homeroom	M	5	P. O. Box
10	00465	Hood	Caitlyn	Roquemore's Homeroom	M	5	Hwy 271
11	00468	McColum	Ashleigh	Roquemore's Homeroom	M	5	P. O. Box 1045
12	00473	Robbins	Christina	Roquemore's Homeroom	M	5	Rt 2 Box 271-D
13	00476	Solomon	Shantell	Roquemore's Homeroom	M	5	P. O. Box 207
14	00478	Storey	Shaundreik	Roquemore's Homeroom	M	5	P. O. Box 151
15	00480	Walker	Mary	Roquemore's Homeroom	M	5	P. O. Box 613
16	00484	Clerk	Shanquilla	Bond's Homeroom	M	5	P. O. Box 974
17	00487	Hancock	Belinda	Bond's Homeroom	M	5	PO Box 824
18	00490	Hurt	La'Saun	Bond's Homeroom	M	5	PO Box 310
19	00492	Jones	Kartlyn	Bond's Homeroom	M	5	PO Box 638
20	00494	O'Neal	De'Shanti	Bond's Homeroom	M	5	PO Box 861
21	00497	Stubbs	Brandy	Bond's Homeroom	M	5	PO Box 772