

# 250 Basics of Query

This course is specifically designed for new Aeries users or those who have not worked with query before.



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# Quick Info

- This is a basic query session. We will work with single tables and get an introduction to what query is and its uses.
- There will be breaks in between subjects to take a few questions. I will also open it up for questions at the end.
- Please don't forget to fill out the survey after session, we love the feedback!





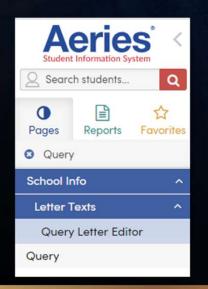
Simply put a query is a question or a request.

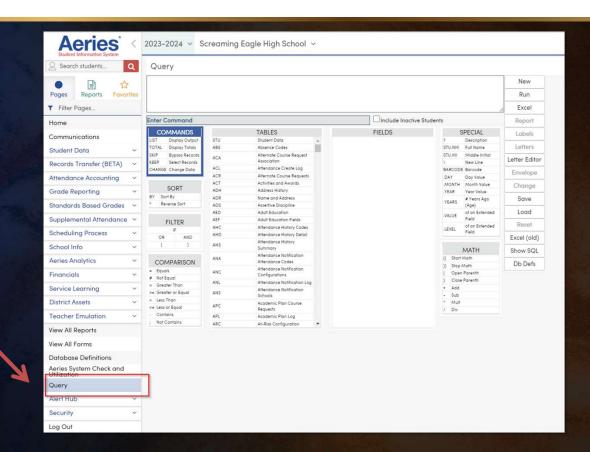
Think of it like asking your Aeries database questions:

- How many students are in 3<sup>rd</sup> grade?
- Which students don't have email addresses listed?
- Can you list the names of all students in Ms. Teagues class?

# Where can I find the Query page?

The Query page is located towards the end of the navigation tree.





\* Cool Aeries Tip – Don't want to scroll? You can always type "Query" into Filter Pages and it will take you right to it!



## Where should I begin?

- **1. Clarify Your Goal**: Before diving into the query, understand what you need. What specific information are you after? Make a list of the data points you want to retrieve.
- **2. Identify the Page (Table)**: In Aeries, think of each screen as a page. Where on this page can you find the desired information? This location is called a **field**. For example, if you're looking for student names, the **STU** table likely holds that data.

#### 3. Write Down Your Query Plan:

- What You Want: Be specific. For instance, "I want a list of students in 9<sup>th</sup> grade and I want it to include their Language Fluency."
- Where to Find It: Note the page (table) and the field where this information resides. The waffle is your friend!

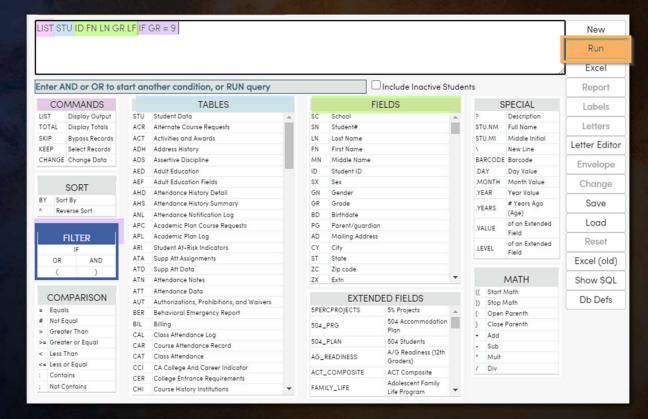
#### 4. Leverage Existing Resources:

- Query Bank: Check if someone has already created a similar query.
- Your District's Database: You might have saved queries that fit your needs.

#### Query Page

#### Order matters when building a Query.

- 1. Choose a Command: In Aeries, you'll start by selecting a command. For basic queries, we'll focus on the LIST command. This command allows you to create a list of specific data.
- **2. Select the Table**: Most often, you'll want to make a list related to student information.
- **3.** Choose Fields: Fields are like little boxes within the Aeries screens (pages). These fields hold specific pieces of information. For example, the student name field might be labeled "First Name" or "Last Name."
- **4.** Create a Filter (Optional): If you want to narrow down your query to a specific group of students (e.g., all 9th graders or students with a certain language preference), you can apply filters.
- **5. Run Your Query**: Once you've set up your query with the desired fields and any filters, click **RUN**. A datasheet will display with the relevant data.





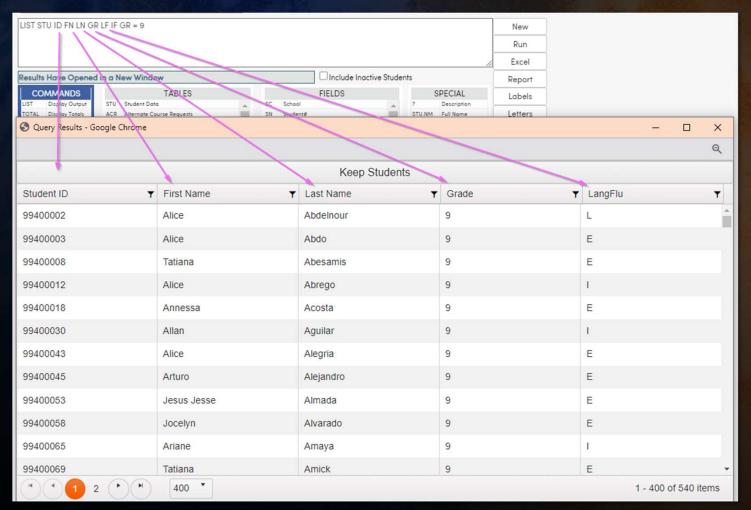
## **Cool Aeries Tip!**

LIST	
Enter table code	☐ Include Inactive Students
LIST STU FN	
Enter more field code(s), or BY, or IF or RUN QUERY	☐ Include Inactive Students
LIST FN	
Error - Invalid table code	☐ Include Inactive Students

This information bar will help you with your next steps and will tell you when there is an error with the Query structure.



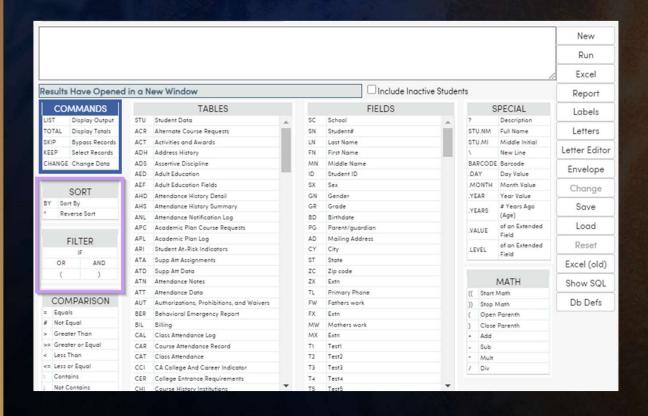
## Query Results



Success! Nice wo<u>rk!</u>



#### **SORT** and **FILTER** Query Options



**Sorting** a Query will allow for grouping of similar data

Example: Sorting by Language Fluency so the Language Fluency codes are grouped together.

**Filtering** a Query will allow for selecting specific data

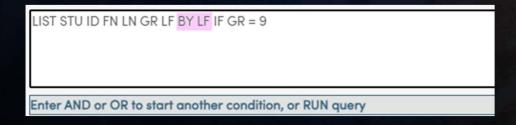
Example: Selecting only 9<sup>th</sup> grade students



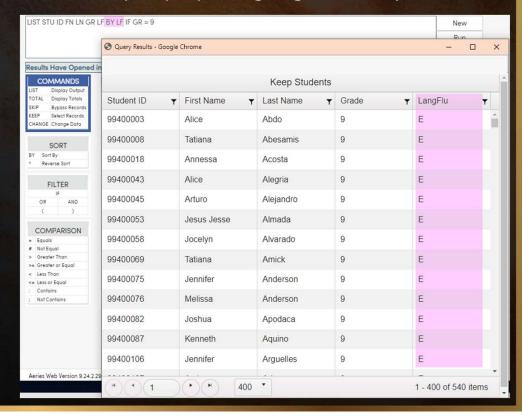
#### Sorting a Query using BY

The **Sort BY** option will only work when added BEFORE the **Filter**.

You can sort by a field from the table listed in the query. Its always good to include your sort field in your Query statement so you can verify the data.



In this example I am sorting my query by Language Fluency.

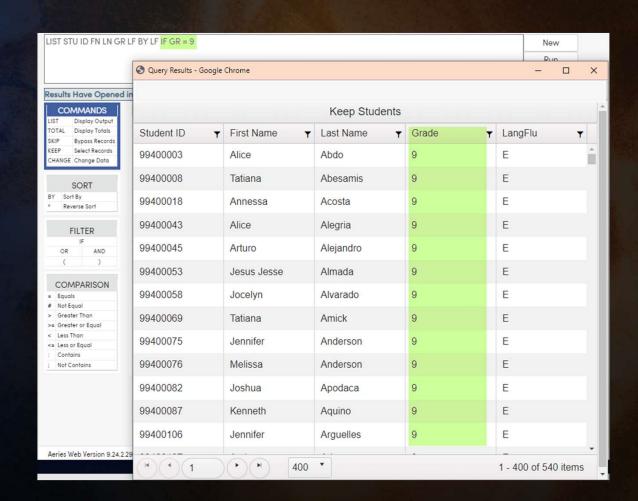


#### Filtering a Query using IF

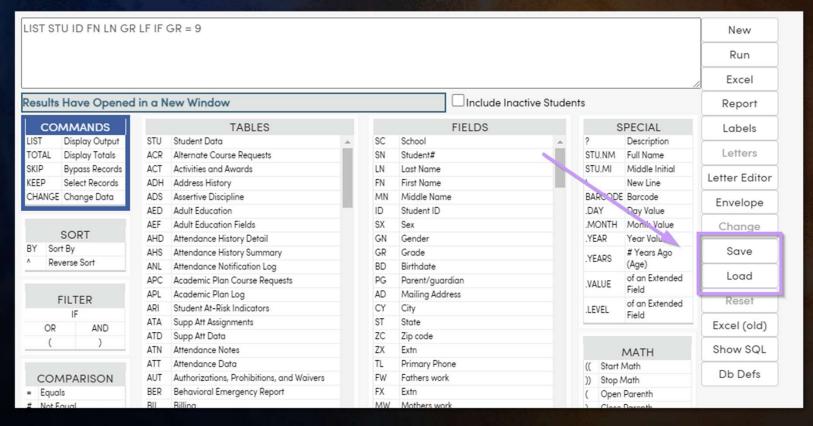
The **Filter IF** should be used at the end of your query.

You can filter your query by setting parameters to access specific data.

Its always good to include your Filter field in your Query statement so you can verify the data.



#### Saving and Loading Query



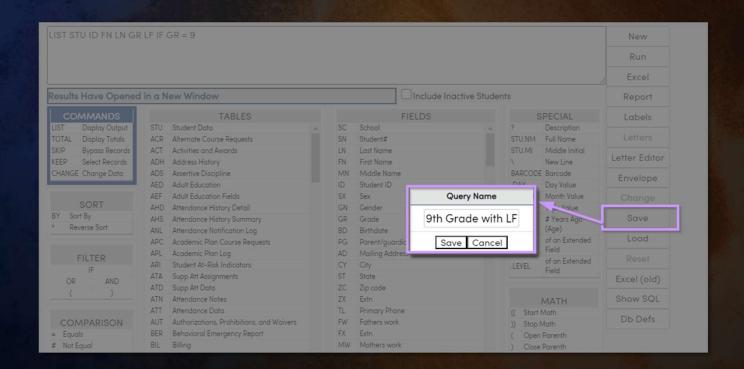


#### Saving a Query

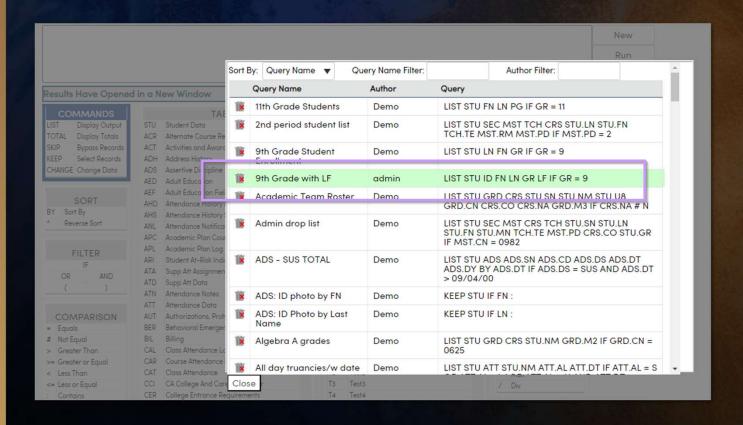
To Save your query, click SAVE.

You will then give your Query a Title and click Save.





#### **Loading** a Query

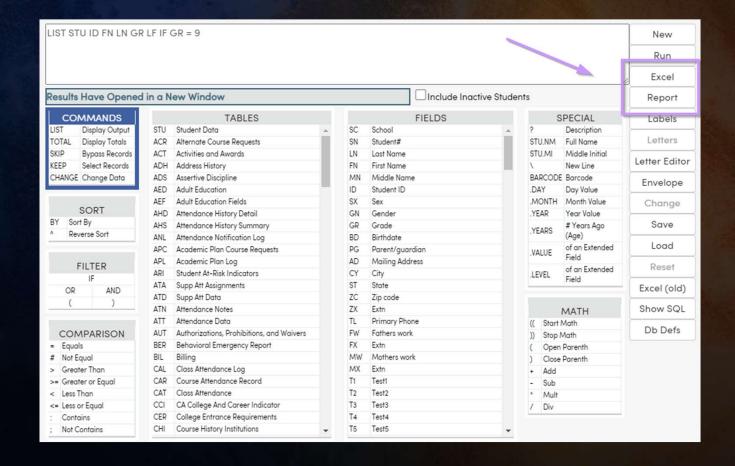


Click the Load button to bring up Saved Queries

You can filter and sort by Query name, or filter by Author!



#### **Excel** and **Report** Query Options

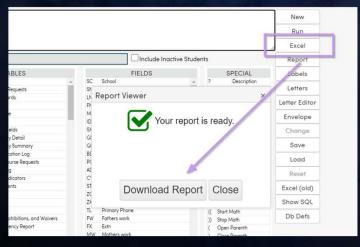




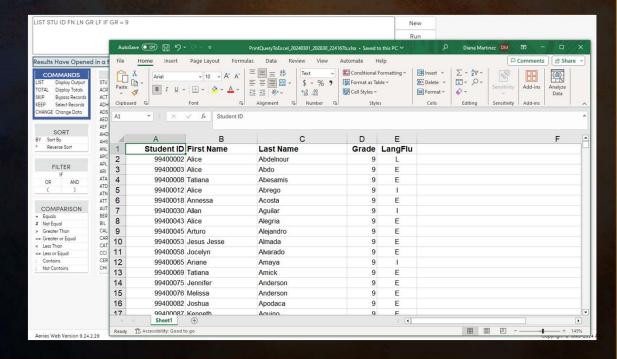
#### **Excel** Query Option

First, click the Excel Button.

Next, you will be prompted to download your sheet.



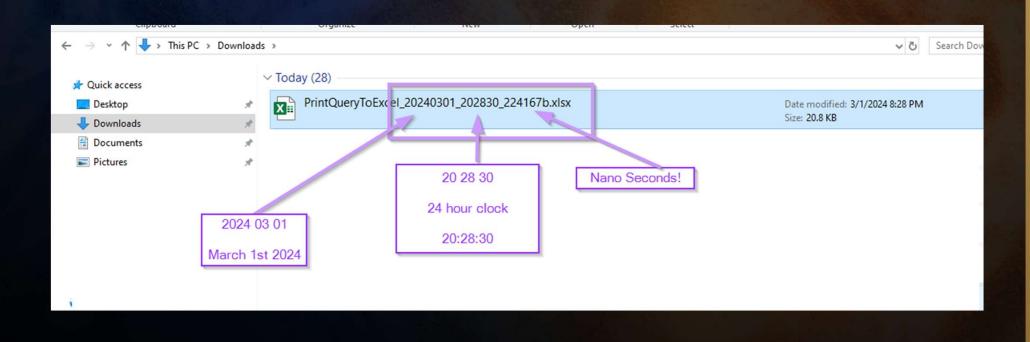
You will then be able to open the file from your browser downloads or your computer file explorer.





## **Cool Aeries Tip!**

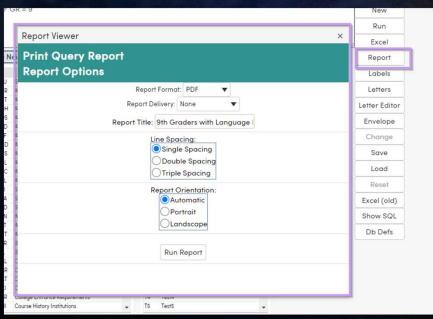
The Query default file name is a timestamp of when the file was downloaded.



## Report Query Option

First, click the Report Button.

Next, you will be Choose your report option. Then click Run Report.



#### The Report

	3/1/2024				
2023-2024		Page 1			
Student ID	First Name	Last Name	Grade	LangFlu	
99400002	Alice	Abdelnour	9	L	
99400003	Alice	Abdo	9	E	
99400008	Tatiana	Abesamis	9	E	
99400012	Alice	Abrego	9	1	
99400018	Annessa	Acosta	9	E	
99400030	Allan	Aguilar	9	1	
99400043	Alice	Alegria	9	E	
99400045	Arturo	Alejandro	9	E	
99400053	Jesus Jesse	Almada	9	E	
99400058	Jocelyn	Alvarado	9	E	
99400065	Ariane	Amaya	9	1	
99400069	Tatiana	Amick	9	E	
99400075	Jennifer	Anderson	9	E	
99400076	Melissa	Anderson	9	E	
99400082	Joshua	Apodaca	9	E	
99400087	Kenneth	Aquino	9	E	
99400098	Daniel	Ardon	9	L	
99400106	Jennifer	Arguelles	9	E	
99400107	Amir	Arias	9	E	
99400108	Christopher	Arias	9	E	
99400111	Timothy	Arias	9	L	
99400116	Shane	Armitage	9	E	
99400128	Chima	Artechi	9	E	
99400132	Fahd	Arzola	9	E	
99400133	Monica	Ascha	9	1	
99400142	Todd	Attia	9	E	

#### Summary of options covered

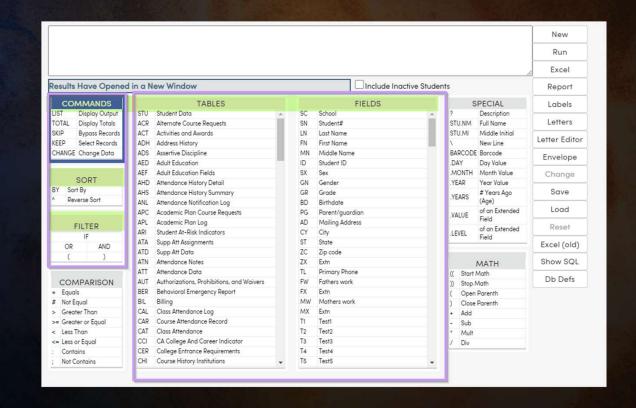
Commands tell the query what you would like it to do.

**Tables** are what houses specific data, this is where the query will be looking for information

**Fields** are the pieces within the tables

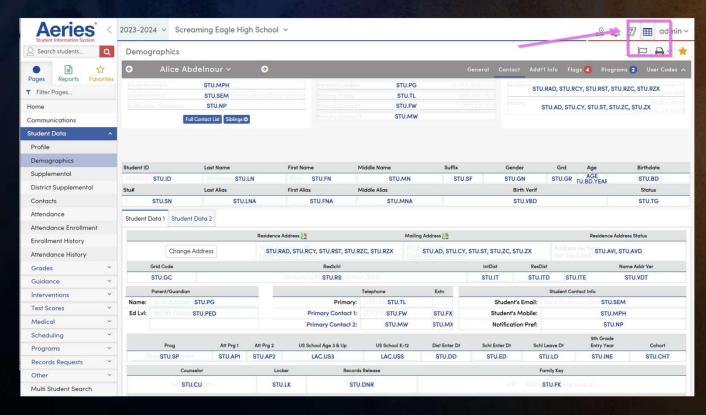
Sorting will group data together

**Filtering** will specify the data you are requesting





#### **Cool Aeries Tip!**



Unsure about the Tables and Fields you need?

Use the Waffle to display the Table and Field names.

This waffle is available on most Aeries pages.

#### **Other Query Sessions:**

255 Intermediate Query

Thursday Period 3 Friday Period 2 Room 9-10

**260 Query Tools** 

Thursday Period 4
Friday Period 3
Room 9-10

Friday Period 4 Room A11 265 Multi-Tbl Query – with Me!

Friday Period 3 Room 9-10

270 Advanced Query

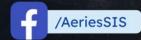
Friday Period 4 Room 9-10

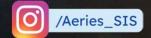
272 Flex Queries

Thursday Period 5 Room A5

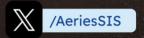


http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024













# Share your Feedback:



