

Create an Active Student Only Ad Hoc

Index>Ad Hoc Reporting>Filter Designer>Create New>Query Wizard>Student>Create

1. Query Name: Enter name for the Ad Hoc

*Query Name:

2. Open Demographics

The screenshot shows the 'All Fields' panel on the left and the 'Selected Fields' panel on the right. The 'All Fields' panel is expanded to show the 'Demographics' section, which includes fields like personID, stateID, otherID, additionalID, studentNumber, personGUID, identityID, effectiveDate, lastName, firstName, middleName, suffix, alias, gender, birthdate, raceEthnicity, hispanicEthnicity, raceEthnicityFed, raceEthnicityDetermination, birthCountry, and birthState. The 'Selected Fields' panel contains the following fields: student.lastName, student.firstName, and student.activeToday. Below the panels are buttons for 'Add Function' and 'Edit Function'. At the bottom, there are 'Save To:' options for 'User Account' (selected) and 'User Groups', a 'Folder:' dropdown, and 'Save' and 'Save & Test' buttons. Navigation buttons '< Back' and 'Next >' are at the bottom right.

3. Select: lastName, firstName, activeToday

4. Click Next

The screenshot shows the 'Filter the data' section. It has a table with columns 'ID', 'Field', 'Operator', and 'Value'. There are three rows of filters:

ID	Field	Operator	Value
1	student.lastName		
2	student.firstName		
3	student.activeToday	=	TRUE

Below the table is an 'Add' button. There is a 'Logical Expression (Optional):' text area with up and down arrows. Below that is a note: 'If logical expression is left blank, all operators will be applied. Allowed symbols: AND OR NOT () IDs Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))'. At the bottom, there are 'Save To:' options for 'User Account' (selected) and 'User Groups', a 'Folder:' dropdown, and 'Save' and 'Save & Test' buttons.

5. Under Operator for Student Active today select =TRUE
6. Save