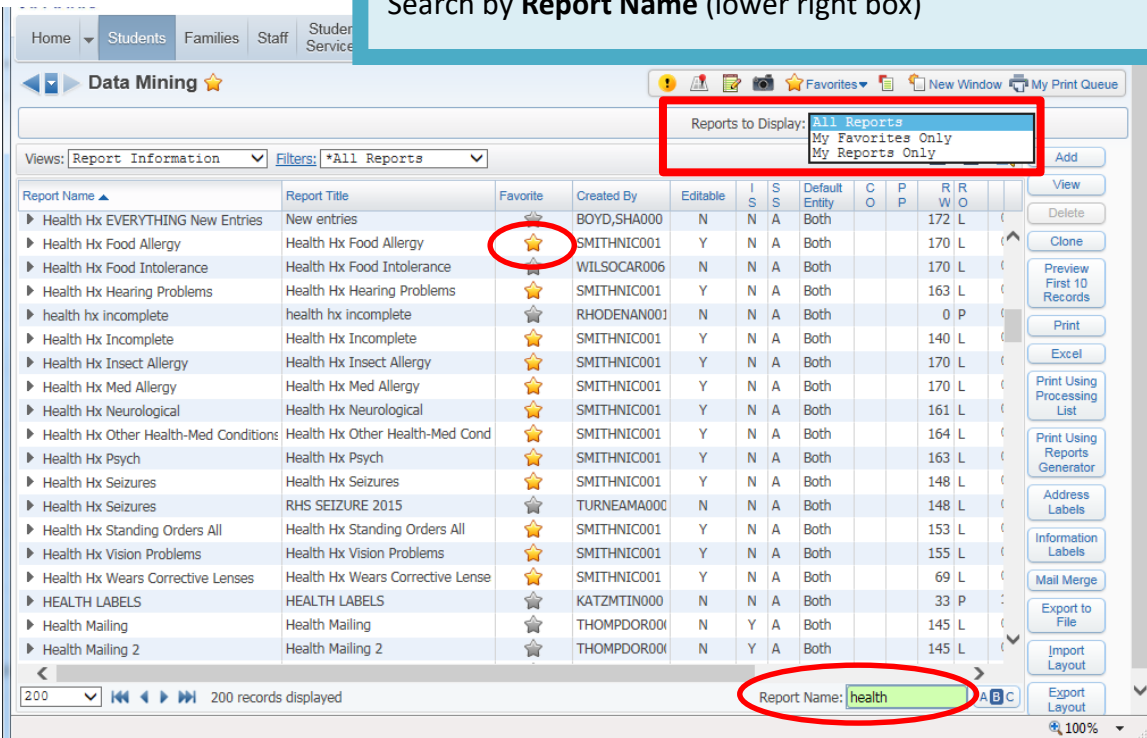


Build and run Data Mining reports in:
WS\ST\DM

Customize your Display options
Reports to Display: All Reports; My Favorites Only or My Reports Only
Yellow Star: click to make a template a Favorite
Search by Report Name (lower right box)



- Add** = create a new report template
- View** = open and look at a template made by someone else or skyward
- Edit** = change/revise an existing report you created
- Delete** = delete a report template you created (please do this if you no longer need it!)
- Clone** = copy a template made by someone else so you can edit it
- Preview First 10 Records** = test your report, prints results to PDF format
- Print** = run the report template as a PDF document
- Excel** = run the report template as an Excel spreadsheet
- Print Using Processing List** = run the report with a processing list of students OR create a New Processing List (list of student names) with the selected DM report
- Print Using Reports Generator** = a list of students that meet the parameters of the report
- Address Labels** = set up a template to create address labels
- Information Labels** = set up a template to create an information label
- Mail Merge** = utilize an existing DM report to create a Mail Merge document
- Export to File** = produces an exportable file (Excel) of your DM report using Comma, Fixed Width, Space or Tab delimiters
- Import Layout** = Import other DM text layouts from users in a different district
- Export Layout** = Export a DM text file for another Skyward district to Import

Add or Clone

Data Mining

Report Information

* Report Name: Health Emergency Info

* Report Title: Health Emergency Info

Save and Add Fields

Save

Back

Name & Title template; select format and Ranges Save and Add Fields

Data Mining

Report Name: Health Emergency Info

Report Title: Health Emergency Info

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

Field Selection Field Search

Field Areas

Emergency

Alert Info

Critical Alert Info

Dentist

Dentist Code

Dentist Phone

Dentist Phone Extension

Display in Family Access

Display in Student Access

Emerg. Contact Info

Hospital

Hospital Code

Hospital Phone

Select Field Area then Add Selected Field to report. Tip: Think about what data is in the field you are adding. Save and Modify Ranges

Selected Field

Description: Alert Info

Used For: Emerg.

Heading 1:

Heading 2: Alert Info

Length: 30

Add This Field To Report

Fields on Report

Student Full Name	[Profile]
Other ID	[Profile]
Birth Date	[Profile]
Alert Info	[Emerg.]
Guardian Full Name	[Guardians]
Phone	[Guardians]

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width: 172/172

Limited to 172 characters per student line; adjust in Ranges (see next)

Data Mining

Report Name: Health Emergency Info

Report Title: Health Emergency Info

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

Field Selection Field Search

Field Search

Field Lookup:

*** Type 3 Text Characters to Start Search ***

Selected Field Location

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

Fields on Report

Student Full Name	[Profile]
Other ID	[Profile]
Birth Date	[Profile]
Alert Info	[Emerg.]
Guardian Full Name	[Guardians]
Phone	[Guardians]
2nd Phone	[Guardians]
Physician	[Emerg.]
Hospital	[Emerg.]
Contact	[Emerg.]
Contact Number	[Emerg.]
Phone	[Emerg.]

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width: 172/172

Limited to 172 characters per student line; adjust in Ranges (see next)

Data Mining

Include All Students Regardless if They Have Data in the Field Areas. ?
 Include Students Who Have Data in at Least One of the Selected Field Areas.
 Include Only Students Who Have Data in All of the Selected Field Areas.

Field Areas Save Areas

Select	Description ▲
<input checked="" type="checkbox"/>	Student Main Line

Select All Areas
Unselect All Areas
Back

Edit areas

Data Mining

Include All Students Regardless if They Have Data in the Field Areas. ?
 Include Students Who Have Data in at Least One of the Selected Field Areas.
 Include Only Students Who Have Data in All of the Selected Field Areas.

Field Areas Save Areas

Select	Description ▲
<input checked="" type="checkbox"/>	Emerg. Contact Info
<input checked="" type="checkbox"/>	Health Conditions
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Student Main Line

Select All Areas
Unselect All Areas
Back

Students Included on Report

Information:

- A Data Mining report must contain at least one Student Main Line field in order to print.
- Student Inclusion criteria is based on Fields Areas. A Field Area is a common group of related fields. Examples of Field Areas: Student Main Line Info, Student Attend Info, Discipline Info, Scheduling Info.
- If at least one of the fields in a Field Area has a value, then that area is considered to have data.
- A field from any area can be considered part of the Student Main Line Field Area. A field is determined to be part of the Student Main Line Field Area if only one value can be entered for the Student.
- If a report has the Student's Name, their Advisor, and their Obligations, the Student's Name and their Advisor are one Field Area, and their Obligations are another Field Area.

Example:

	Has Attend Records	Has Discipline Records
John	Yes	Yes
Mary	No	Yes
Tom	Yes	No
Jane	No	No

Include All Students, Regardless if They Have Any Data in the Selected Field Areas

- The report will include all Students even if they do not have any records in the Attend or Discipline tables.
- **John, Mary, Tom and Jane** are all included on the report.

Include Students Who Have data in at Least One of the Selected Field Areas

- The report will include all Students who have a record in the Attend or Discipline table.
- **John, Mary and Tom** are included on the report.
- **Jane** is excluded from the report because she does not have any records in either the Attend or Discipline table.

Include Only Students Who Have Data in All of the Selected Field Areas

- The report will only include Students with a record in both tables.
- Only **John** is included on the report.

Data Mining

Report Name: Health Epinephrine Lists

Report Title: Health Epinephrine Lists

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

Print First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels

Information Labels Mail Merge Export to File Print Parameter Page

Include All Students Regardless if They Have Data in the Field Areas.
 Include Students Who Have Data in at Least One of the Selected Field Areas.
 Include Only Students Who Have Data in All of the Selected Field Areas.

Fields on Report		Add/Delete Fields	Field Areas
Other ID	[Profile]	Add/Delete Fields	Select Description
Birth Date	[Profile]		<input type="checkbox"/> Health Conditions
Gender	[Profile]	Edit Field	<input checked="" type="checkbox"/> Medications
Grade	[Profile]		<input type="checkbox"/> Student Main Line
Health School Year	[Health/MED]		
Medication Long Desc	[Health/MED]		
Void	[Health/MED]		
End Status	[Health/MED]		
Medication Instructions	[Health/MED]		
Condition Desc	[Health/CON]		
Status	[Health/CON]		
Void	[Health/CON]		

Report Width: 172/172

3 records displayed

Data Mining

Report Name: Health Epinephrine Lists

Report Title: Health Epinephrine Lists

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

Print First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels

Information Labels Mail Merge Export to File Print Parameter Page

Report Width: 172/172

Health School Year (Health/MED)

Print Field on Report Individual Selections

Ranges Low/High: 2018 2018

Headings 1: Year Length: 4

Medication Long Desc (Health/MED)

Print Field on Report Individual Selections

Ranges Low/High: ep epz

Headings 1: Medication Description Length: 50

Void (Health/MED)

Print Field on Report

Yes No Both

Edit Ranges

Add/Delete Fields

Adjust **Ranges** as needed

If your report is longer than 172 characters, you will also need to adjust field lengths to 172. Tip: Run reports with shortened fields as **Excel** so the entire field contents display on report

Add **Void** field to keep voided records from printing on report

Choose **Individual Selections** when available, such as from a Custom Form OR use Ranges for specific parameters

Select to **Print Field** on Report or unselect Print Field on Report

Wears Glasses (Health/VIS)
 Print Field on Report
 Yes No Both
 Headings 1: Headings 2: Length:

Health Comment Code (Health/VIS)
 Print Field on Report Individual Selections
 Ranges Low/High:
 Headings 1: Headings 2: Length:

Some fields have **Yes, No** or **Both** choices
 Column labels are **Headings 1 & 2** are stacked on each other (Change as needed)
Length can be adjusted for only amount needed

Data Mining (114)

Report Name: Report Title:
 Report Orientation: Student Status: Excel Export:

Selected Fields
 Age [Profil]
 Other Name [Profil]
 Grade [Profil]
 Student Full Name [Profil]

Selected Sorts
 1 Birth Date [Profil]

Selected Totals
 Age [Profil]

Break
 Single Double Triple Page
 Count

Up Down

Save and Back Back

1. Click the right and left arrows to sort the report based on the selected fields.

2. Choose to space the results of your report by Single, Double, Triple, or Page Break.

3. Click Up or Down to move the selected sorts up and down the list.

4. Click Save and Back when you've finished editing your Sort parameters.

Sorting

Data Mining (5626)

Report Name: Report Title:
 Report Orientation: Student Status: Excel Export:

Print All Information on One Line Per Person
This option does not apply to Address Labels or Information Labels Report Width:

Table Information

Table Name	Print #
General/Profile	1
General/Profile/Name	1

Save and Back Back

1. Use the Format option to customize the way your line headings look when using the print 1 line per person option.

2. Click Save and Back when you've finished editing the Format options.

Format

Data Mining

Report Name: Report start [Add] [Clone] [Delete] [Back]

Report Title: Report start
 Report Orientation: Portrait Student Status: Active Excel Export: Default Default Entity: Yes

[Print] [First 10 Records [Print]] [Excel] [First 10 Records [Excel]] [Print Using Processing List] [Print Using Reports Generator] [Address Labels]
 [Information Labels] [Mail Merge] [Export to File] [Print Parameter Page]

Defined Filters [Edit]

STUDENT
 NO FILTERS ARE DEFINED FOR THIS SECTION.

Current Filter Statement
 NO FILTER IS CURRENTLY DEFINED.

Defined Filters

STUDENT Add
 NO FILTERS ARE DEFINED FOR THIS SECTION.

VISION TEST Add
 Edit Delete REFERRAL COMPLETED = FALSE AND HEALTH COMMENT CODE <> 'TRA' OR
 Edit Delete REFERRAL COMPLETED = TRUE AND HEALTH COMMENT CODE <> 'TRA' AND HEALTH COMMENT CODE <> 'TM' AND HEALTH COMMENT CODE <> 'NP'

Filter Parameter Definitions

Sections	Fields	Operator	Value	Action
Vision Test	Health Comment Cod	Equal		Accept

Current Filter Statement
VISION TEST
 IF (REFERRAL COMPLETED = FALSE AND HEALTH COMMENT CODE <> 'TRA') OR (REFERRAL COMPLETED = TRUE AND HEALTH COMMENT CODE <> 'TRA' AND HEALTH COMMENT CODE <> 'TM' AND HEALTH COMMENT CODE <> 'NP')

[Print] [First 10 Records [Print]] [Excel] [First 10 Records [Excel]] [Print Using Processing List] [Print Using Reports Generator] [Address Labels]
 [Information Labels] [Mail Merge] [Export to File] [Print Parameter Page]

And/Or Filter: allows you to choose your fields and select a greater than, less than, equal to, etc. parameters

Use **First 10 Records (Print or Excel)** to see if your template is pulling the report information desired. Run report using **Print** for PDF, **Excel** for spreadsheet, or **Processing List** for a list of students matching your report template's ranges/fields

As a rule Not Equal needs to be an **AND** and Equal needs to be an **OR**