How Do I Create a Student-Parent Mailing Query to Identify Families with Siblings?

Go to Student/Parent>Mailings>Family



Click the magnifying glass next to the Query List to create a new query

Family Mailing	×
Labels/Envelopes Build Merge File Options Show Count Exclude Blank Addresses Include Active Addresses Only Include Do Not Publish Fields Show next year's information Show SQL Close Window Include Send Mail Only	Output Type Form Type Form Options Start at Label Row 1 Column 1 Query List Name Family Mailing (*DEFAULT)
	Print Run WP Close



Query Maine	Description	Туре	_ ^
*DEFAULT	Family Mailing	S	
1USE	Family Mailing - P1,P2	S	
1USE2	Family Mailing - P1,P2	S	1
6-12TH	Family Mailing (Guide-Summer) Do not edit	S	
ADMISYR	Family Mailing - New to Prep (formula)	S	
ADMITYR	Family Mailing - P1,P2 by Admission Year	S	
BY DATE	Family Mailing New Familes by date	S	
BYGRADE	Family Mailing - P1,P2 by grade and school id	S	
BYINDIVI	Family Mailing by Individual	I	
EMPLOY	Parent employment info	S	Ĭv

Click on the New button, to create the Query.

Give the query a name that will make sense to the user, then highlight the row and select Edit, to add the query conditions.

uery List (Family Mailing)						
	Query Name	Description	Туре	^		
-	SIBLING	Family Mailing - Families with Siblings	S			
	*DEFAULT	Family Mailing	S			
	1USE	Family Mailing - P1,P2	S			
	1USE2	Family Mailing - P1,P2	S			
	6-12TH	TH Family Mailing (Guide-Summer) Do not edit				
	ADMISYR	Family Mailing - New to Prep (formula)	S			
	ADMITYR	Family Mailing - P1,P2 by Admission Year	S			
	BY DATE	Family Mailing New Familes by date	S			
	BYGRADE	Family Mailing - P1,P2 by grade and school id	S			
	BYINDIVI		×			
(OK Cancel	New Edit Delete Copy Print	t Setu	łÞ		

Use the Add Before button to add the first criteria for the query (this will be the **P1** address on the Student record)

Quer	y Parame	ters (Family Mailing - Sl	BLING)		_		×
an Co <u>n</u>	d/or ditions	Sorting Add Before	Add After Delete	Formula	<u>Cu</u> t Row	s Copy Rows Paste Rows	
	And/Or	Table Name	Field / Formula N	ame	Operator	Value	
-	OR	ADDR_FAMILY	ADDR_CODE		=	P1	
		1	1	1			
	Legend					OK Cance	əl

User the Add After button to add the next query criteria (in this case, select the Student Group of Student):

Quen	y Parame	eters (Family	Mailing - SI	BLING)							Х
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	And/Or	Table	e Name	Field	/ Formula N	ame	Op	erator	Valu	le	
→	OR	ADDR_FAM	ILY	ADDR_C	DDE			=	P1		
→	AND	SP_STUDEN	NT	STUDEN	T_GROUP			=	STUDENT		
									•		
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									•		
L	.egend]							OK	Cancel	



The third line of the query will be a FORMULA. Creating the FORMULA will indicate to the system that to run the report for these Family Addresses, there is a little more advanced processing that needs to be included (specifically, we want to know if there are any siblings).

Quer	y Parame	ters (Family Mailing - SIBL	ING)			X
Conc	l/or => ditions	Image: Section g Image: Section g Add Before A	dd After Delete Formu	la <u>Cu</u> t Rot	ws Copy Rows Paste Rows	
	And/Or	Table Name	Field / Formula Name	Operator	Value	
→	OR	ADDR_FAMILY	ADDR_CODE	=	P1	
→	AND	SP_STUDENT	STUDENT_GROUP	=	STUDENT	
\rightarrow	AND	~				
L	.egend				OK Cance	el 🛛

Click the Add After button, then select **FORMULA** as the Table Name.

Click into the Field/Formula Name section to activate the Formula button at the top of the screen

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an Con	d/or ditions	Sorting Add Before A	dd After Delete Formu	la Cut Ro	ws Copy Rows Paste Rows
	And/Or	Table Name	Field / Formula Name	Operator	Value
-	OR	ADDR_FAMILY	ADDR_CODE	=	P1
-	AND	SP_STUDENT	STUDENT_GROUP	=	STUDENT
-	AND	**Formula**	v		
	Legend				OK Cancel



Give the Formula a Name, then use the Table and Type drop-lists to build the Formula (select the SP_STUDENT table and set the Type to Count. For the Calculation line, use the drop-list to select the SP_STUDENT.ID entry. This will indicate that the information you desire (families with siblings) is found on the SP_STUDENT table, and the records selected should be counted as part of the query criteria).

Formula Editor	\times
Image: Add Before Image: Add After Image: Add After Image: Add After	
Formula	
Name SIBLINGS Table SP_STUDENT V Type Count V	
Calculation SP_STUDENT.ID	~
SP_STUDENT.LANGUAGE SP_STUDENT.LAST_NAME SP_STUDENT.LAUNDRY_NO SP_STUDENT.LOAN_GROUP SP_STUDENT.LOAN_GROUP_NO SP_STUDENT.LOCK_NUMBER SP_STUDENT.LOCKER_NUMBER SP_STUDENT.MIDDLE_NAME SP_STUDENT.MIDDLE_NAME SP_STUDENT.MIDYEAR_ENTRANCE SP_STUDENT.NEXT_GRADE SP_STUDENT.NEXT_GRADE_SORT SP_STUDENT.NEXT_GRADE_SORT SP_STUDENT.NEXT_SCHOOL_ID SP_STUDENT.POSITION SP_STUDENT.POSITION SP_STUDENT.POSITION SP_STUDENT.RACE SP_STUDENT.RACE SP_STUDENT.RANK SP_STUDENT.RANK	



Again, use the Add Before button to identify records where the child(ren) is in the Student Group of Student

Formula Editor					>			
Image: Second Before Formula Name Second Before Total Second Before Total Second Before								
	IGS Table SF	P_STUDENT ~	Type Cou	int 🗸				
Calculation S	P_STUDENT.ID				~			
And/Or	Table Name	Field / Formula Name	Operator	Value				
→ OR	SP_STUDENT	STUDENT GROUP	=	STUDENT				
	-							
				0				
			OK	Cancel	Delete			

Click OK to save the FORMULA and return to the original query.

In the query, add the Operator > (greater than) and a Value to complete the FORMULA line for the query (1, indicating use the FORMULA to count all children the Student Group of Student with the same family ID, and return only those where the number of children is greater than 1).

Quer	y Parame	ters (Famil	y Mailing - S	IBLING)					×
an Co <u>n</u> e	d/or => ditions	₹ Sorting	Add <u>B</u> efore	Add <u>A</u> fter	<u>€</u> elete	Sub-Qu	ery Cut Ro	ws <u>C</u> opy Rows	<mark>관</mark> 계 <u>P</u> aste Rows
	And/Or	Ta	ble Name	Fiel	d / Formula N	lame	Operator	Valu	e
→	OR	ADDR_FA	MILY	ADDR_0	CODE		=	P1	
-	AND	SP_STUD	ENT	STUDEN	NT_GROUP		=	STUDENT	
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							•		
		:		:				:	i
	_egend							OK	Cancel

Click OK to save the query.

In the Query List, select the new query and click OK

Query Name	Description	Туре	1
BY DATE	Family Mailing New Familes by date	S	
BYGRADE	Family Mailing - P1,P2 by grade and school id	S	
BYINDIVI	Family Mailing by Individual	Ι	
EMPLOY	Parent employment info	S	Ĩ
FAMCOUNT	Families Count	S	Ĩ
FAM_NEW	Family Mailing - P1,P2	S	1
GRADE-LF	Family Mailing - P1,P2 by grade and school id	S	Ĩ
GRANDP	Family Mailing - P1,P2	S	
SIBLING	Family Mailing - Families with Siblings	S	
SUMMER	Summer Programs	S	Ī



At the Family Mailing screen, choose an Output Type and make sure the new query is selected, and choose to "Print" the file.

Family Mailing	×
Labels/Envelopes Build Merge File Options Show Count Exclude Blank Addresses Include Active Addresses Only Include Do Not Publish Fields Show next year's information Show SQL Close Window Include Send Mail Only	Output Type Form Type Env. #10 (4 1/8 x 9 1/2) Start at Label Row 1 Column 1 Query List Name Family Mailing - Families with Siblings (SIBLING) Start at Label Query List
	Print Run WP Close

A confirmation message will appear showing the count of families that have siblings.

Family Mailing							\times	7
		Number of items selected is 135. Do you wish to continue?						n
1			Ye	25		No		

