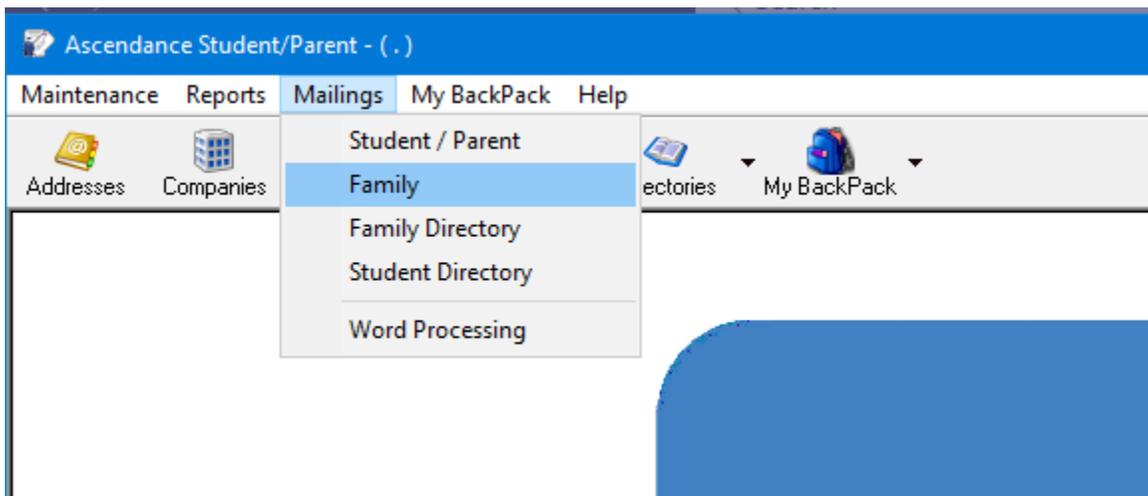


# How Do I Export All Current Students' Parent Work Information?

There are times when a school would like to export a list of all the Work information that is entered for their current Students. The easiest way to extract this data would be by using the Family Mailing function in the Student/Parent Addresses module.

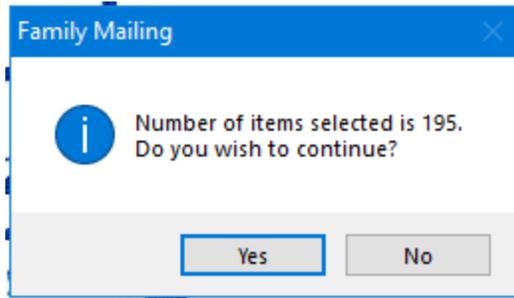
Go to Student Parent Addresses>Mailings> Family



In the Family Mailing window, create a query that pulls data for children identified as in the Student Group Student, and in the Family Address table, select ONLY Address Codes P1 Father Work, P1 Mother Work, P2 Father Work, and P2 Mother Work (in this example, the query is titled CURR WORK).

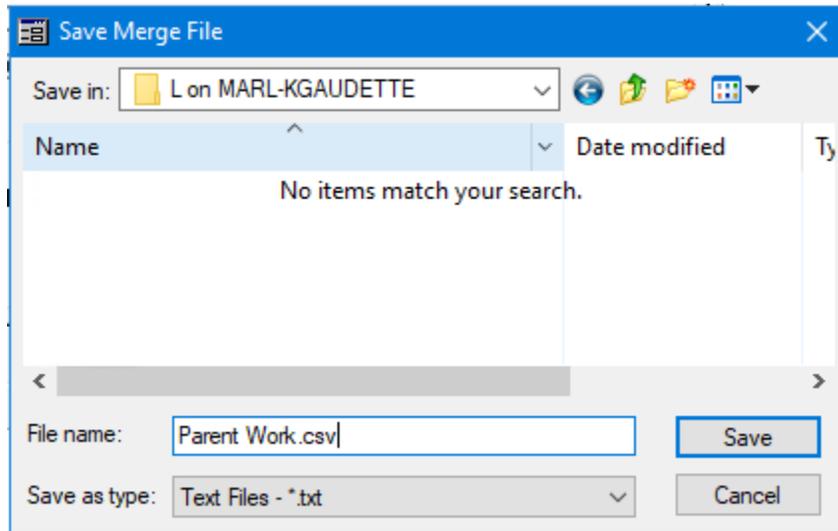




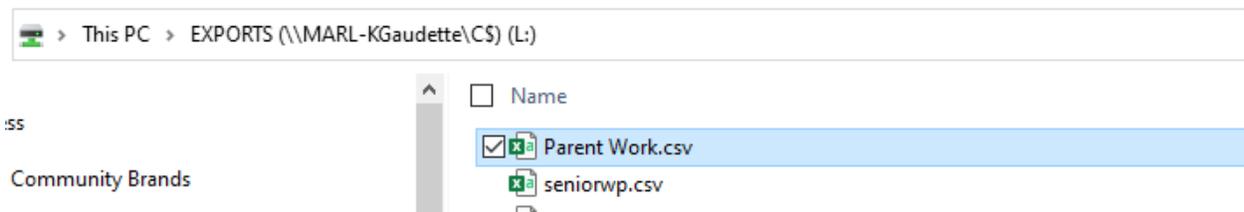


Click Yes to continue.

Navigate to where the file will be saved and be sure to add the extension .csv to the document when naming it, so that it can be easily opened with Excel.



Go to the drive where the file was saved and double click to open it. The Parents' Work information will appear, with a column designating to whom the Work Address is assigned.



AutoSave  Off Parent Work.csv Search

File Home Insert Draw Page Layout Formulas Data Review **View** Help

Default

Keep Exit New Options

Normal Page Break Preview Custom Views

Workbook Views

Ruler  Formula Bar

Gridlines  Headings

Show

Sheet View

AE1

AddrCode

	A	AC	AD	AE	AF	AG	AH	AI
1	FamilyID	Name1Preferred	Name2Preferred	AddrCode	Region	TelNo	TelNoUnlisted	FaxNo
2	665			P1MW			N	
3	IZAW01			P1MW			N	
4	7280			P1FW			N	
5	7650			P1FW			N	
6	7760			P1FW			N	