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

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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).



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Labels/Envelopes Build Merge File Options Show Count Exclude Blank Addresses Include Active Addresses Only Include Do Not Publish Fields Show next year's information Show SQL Close Window Include Send Mail Only	Output Type Save only Mailing Data Insert Field Names (Header) Save All Data Query List Name Family Mailing (*DEFAULT)	
	Build Run WP Close	

Query Name	Description	Туре	
*DEFAULT	Family Mailing	S	
CURR WRK	All Current Family Work Information	S	
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ery Paramet	ters (Family Mailing - CUI	RR WRK)		
and/or	Sorting Add Before	Add After Delete For	mula Cut Ro	ws Copy Rows Paste Rows
And/Or	Table Name	Field / Formula Name	Operator	Value
OR	SP_STUDENT	STUDENT_GROUP	=	STUDENT
AND	ADDR_FAMILY	ADDR_CODE	in	P1FW, P1MW, P2FW, P2MW
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Once the query is created, click OK to return to the Family Mailing window.

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Labels/Envelopes Build Merge File Options Show Count Exclude Blank Addresses Include Active Addresses Only Include Do Not Publish Fields Show next year's information Show SQL Close Window Include Send Mail Only	Output Type Save only Mailing Data Insert Field Names (Header) Save All Data Query List Name All Current Family Work Information (CURR WRK) V
	Build Run WP Close

Use the Options list to determine which of the Work Addresses to display (many times, the Address information will be left Blank, so be sure that Exclude Blank Addresses is unchecked)

Click Build, to generate the Merge File. The system will provide a count, for the number of address records expected.



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.

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<					>
File name:	Parent Work.csv			Save	
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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.

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		Parent Work.csv			
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1	FamilyID	Name1Preferred	Name2Preferred	AddrCode	Region	TelNo	Te	NoUnlisted	FaxNo	C
2	665			P1MW			N			_
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4	7280			P1FW			N			
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