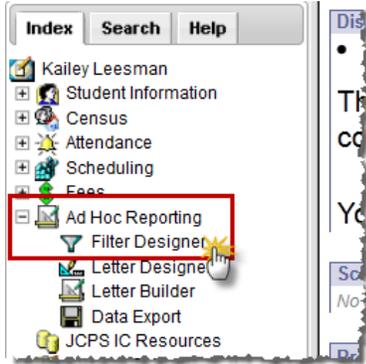


Ad Hoc Reporting: Filter Designer

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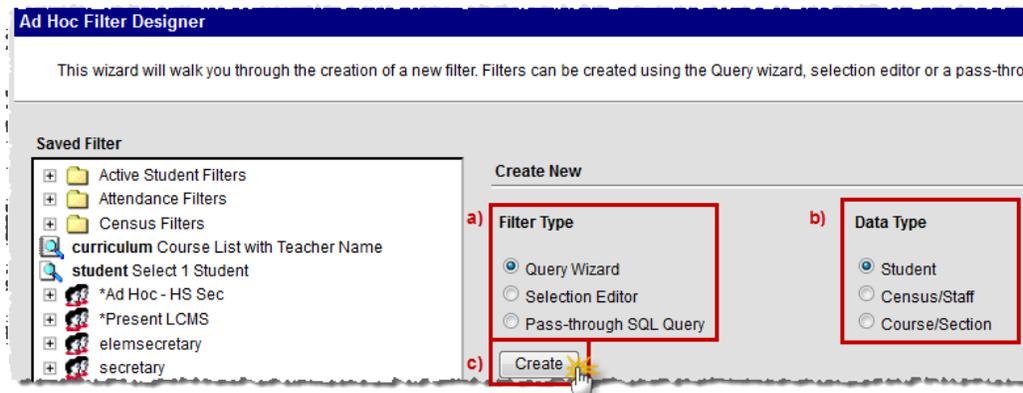
Ad Hoc Reporting > Filter Designer



Query Wizard Filters

The Query Wizard allows you to create a filter by selecting specific data fields. There are three different types of filters that can be created with the Query Wizard option: Student, Census/Staff, and Course/Section. Query Wizard filters are dynamic and will always pull current information from the database based on the fields and filter options selected.

Step 1: Filter & Data Type



- a) Select the **Query Wizard** radio button
- b) Select a **Data Type**
 - i. **Student:** [Click Here](#) (JCPS Staff Resources website) to see the field mappings of the Student Data Type fields
 - ii. **Census/Staff:** [Click Here](#) (JCPS Staff Resources website) to see the field mappings of the Student Data Type fields
 - iii. **Course/Section:** [Click Here](#) (JCPS Staff Resources website) to see the field mappings of the Student Data Type fields
- c) Click the **Create** button

Step 2: Field Selection

Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

a) *Query Name:

b) Short Description:
Long Description:

Select categories & fields

Filter By:

All Fields: Selected Fields:

- a) Enter a **Query Name** for the filter.
- b) Enter a **Short** and/or **Long Description** about the filter (if applicable). A short and/or long description can be added to filters to provide additional information and context about the filter. This information is displayed when you select the filter in the Saved Filters window as well as when the filter is being edited.

Select categories & fields

Filter By:

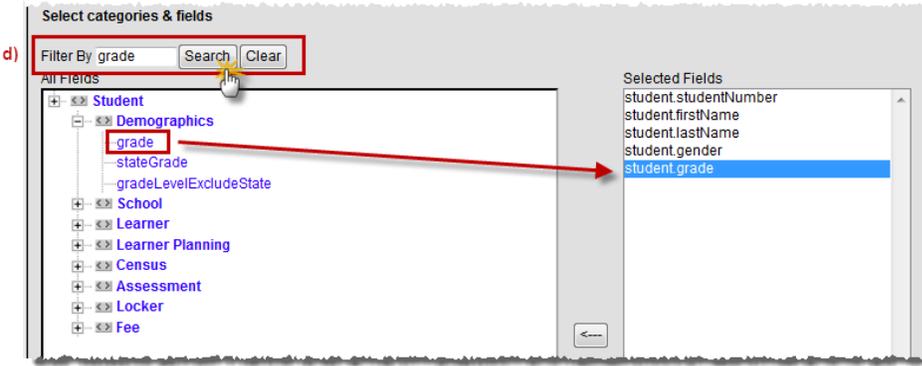
c) All Fields: Selected Fields:

Select (arrow from studentNumber in All Fields to Selected Fields)

Remove (arrow from Selected Fields to left arrow button)

Add Function

- c) Select the data elements from the **All Fields** list by clicking on them. The fields will move to the Selected Fields list. To remove a field from the Selected Fields list, click on it to highlight and click the left pointing arrow button.
 - i. Click here for a field mapping of the Student data Fields
 - ii. Click here for a field mapping of the Census/Staff data fields
 - iii. Click here for a field mapping of the Course/Section data fields



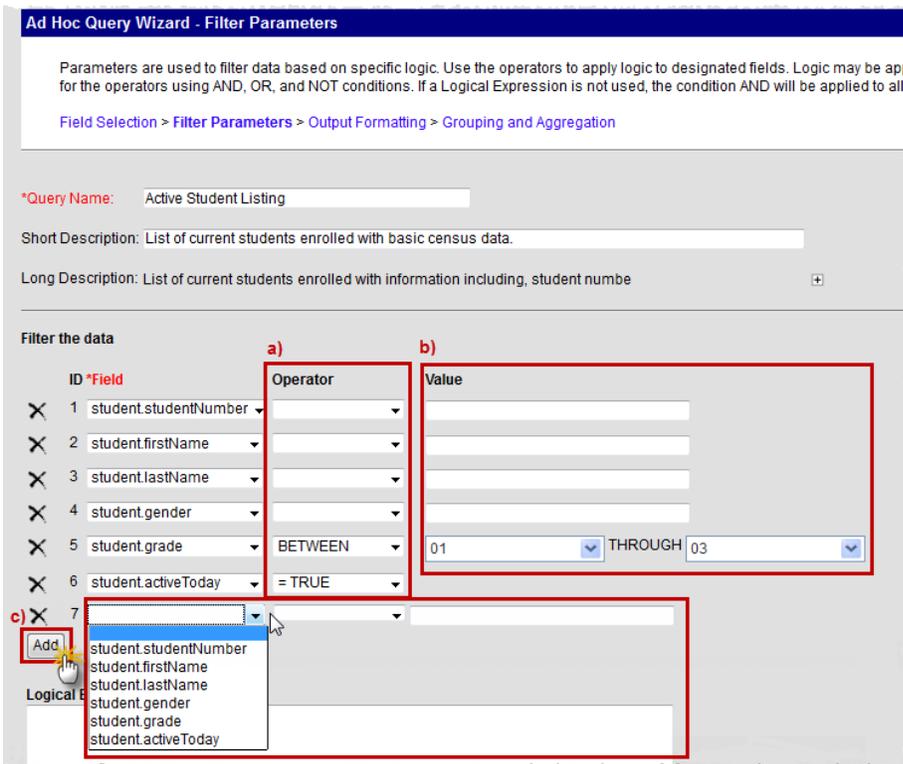
d) To search for a particular field, enter part of the name of the field in the **Filter By** section and click the **Search** button. All fields that contain that name will appear in the All Fields list. Select the appropriate options for the query. To clear the selection, click the **Clear** button and all available fields will appear again.



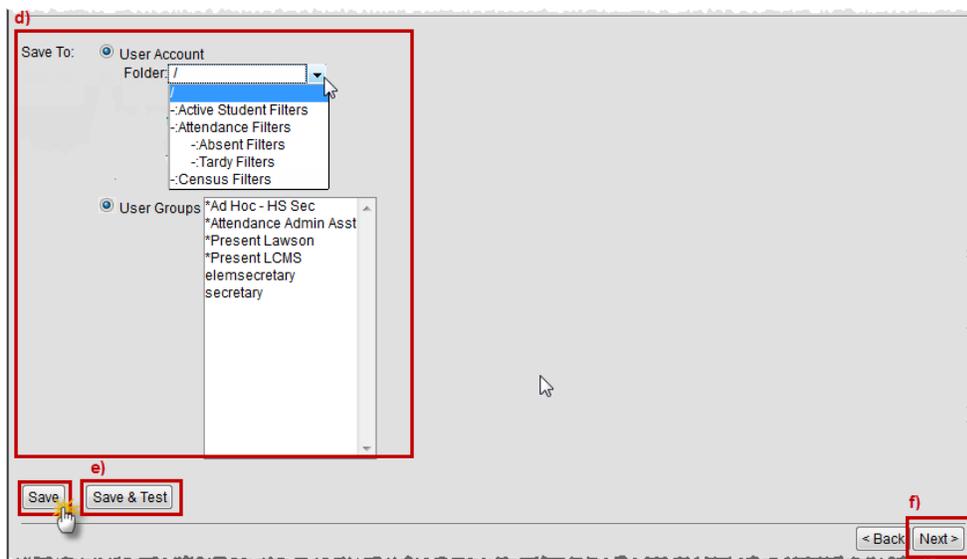
e) Click the **Next** button to continue creating the filter, narrow returned results and sort the filter into the desired order.

Step 3: Filter Parameters

This area can be used to pare down the report to only include information based off certain criteria that you set here.



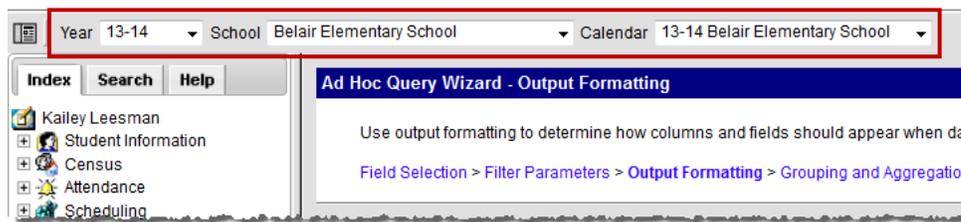
- a) Select the **Operator** for each Field. Available fields are based on data elements selected in the previous Field Selection screen. For more information about Operator functionality, see the [Operator Definitions](#) section below.
 - i. The operator field options will change depending on the type of data that is in the field on which the operator is being set.
 - ii. During a given school year, the **activeToday** field returns only active students in the ad hoc if it is set **=TRUE**. If running the ad hoc **outside** of the school year date range (e.g. running the report on August 1st prior to the school year starting), this field must be set to **=FALSE** in order to display any students.
- b) Enter the **Value** for each Operator. This is the value being used in conjunction with the Operator selected (*i.e.*, student.age > 5, where 5 is the value entered and the output is all students older than 5 years of age).
 - i. The value field options will change depending on the type of operator selected
 - ii. If the operator selected is True/False, no value will need to be set
 - iii. The value **MUST** be entered just as the data is in the system or the filter will not return any results (*i.e.*, grade will have to be entered as 01, 02, 03, ect. If a value of 1, 2 , 3 ect. is entered, no results will appear). If you are not sure of the exact value, leave the operator and value fields blank, run the report to view the data, then go back and enter an operator and value.
- c) To apply multiple operators to the same field(s), click the **Add Filter** button. Selecting this button adds an additional field area where users can select an already existing filter field and apply additional operators.



- d) Select which group to **Save To**. Selecting the **User Account** radio button will provide the option of saving the filter to the current user or saving the filter to a specific folder. See the [Saving Filters to Folders](#) section for more information. Selecting the **User Groups** radio button allows the filter to be saved to a user group or multiple user groups. See the [Saving Filters to User Groups](#) section for more information. To select multiple user groups, hold the CTRL key while left-clicking each user group. Then click **Save**.

- e) To view the results of the filter select **Save & Test**. Users must have pop-ups enabled on the web browser in order to view test results.

***NOTE:** The results of the query will depend on the year, school, and calendar selected in the Campus Toolbar.



- f) If output formatting and/or group data needs to be defined for the filter, select the **Next** button. The Output Formatting editor will appear.

Step 4: Output Formatting

Filter parameters allows you to define specific constraints for how each field is filtered within the filter. This tool allows you to filter very specific data within reports and other exported files. Some of this formatting can be done in Excel. This step is not necessary but could make it much easier if you run a query multiple times throughout the year.

For more information on each field in this area, see the [Output Formatting Field Definitions](#) section below.

Field	Output	Seq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.studentNumber	<input checked="" type="checkbox"/>	1			Student Number			
student.firstName	<input checked="" type="checkbox"/>	2	3	Ascend	First Name			
student.lastName	<input checked="" type="checkbox"/>	3	2	Ascend	Last Name			
student.gender	<input checked="" type="checkbox"/>	5			Gender			
student.grade	<input checked="" type="checkbox"/>	4	1	Ascend	Grade			
student.activeToday	<input type="checkbox"/>							

- a) If data should output in unduplicated records, mark the **Output distinct records** checkbox.
- b) If the field should appear in the filter output, verify the **Output** checkbox is marked. If it is not marked, the field will not appear in the output but will be used to filter data.
Ex) The field student.activeToday might be chosen to filter out inactive students (student.activeToday = 1), but the Output checkbox could be unselected so that field is not included in the output.
- c) Enter the **Sequence**. This number places the field in that order on the output. If nothing is selected, the fields will be sequenced in the order they were added to the filter.
- d) Enter a number in the **Sort** field. This determines the order in which fields will be sorted. If a number was entered in the Sort field, determine how the field should be sorted by selecting a **Direction**. Data can be sorted by ascending or descending direction. If nothing is selected, the fields sort in the order they were added to the filter.
- e) Enter a **Column Header** for each field. This is the header that will appear in the column relating to the field when the filter is exported. If no header is entered, the field name is used as the header for the column (*i.e.*, student.otherID will display a column name of student.otherID if no header is entered).

*Query Name: Active Student Listing

Short Description: List of current students enrolled with basic census data.

Long Description: List of current students enrolled with information including, student numbe

Format the output file/report

Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	f) Alignment	g) Formatting	h) Length
student.studentNumber	<input checked="" type="checkbox"/>	1		Student Number	Left	Zero Pad	
student.firstName	<input checked="" type="checkbox"/>	2	3	Ascend	Right	Space Fill	
student.lastName	<input checked="" type="checkbox"/>	3	2	Ascend	Center	Upper Case	
student.gender	<input checked="" type="checkbox"/>	5		Gender		Lower Case	
student.grade	<input checked="" type="checkbox"/>	4	1	Ascend			
student.activeToday	<input type="checkbox"/>						

Save To: User Account
Folder: /

- f) Determine the field's **Alignment** on files exported.
- g) Select the **Formatting** of outputted field data. These options allow users to specify how data is reported in exported files.
- h) Enter the field **Length**. This field determines the maximum amount of characters the field will report data before truncation.
 - i. If data is exported using the Fixed Width format, each field with the Output checkbox checked must have a length value entered.

i) Save To: User Account
Folder: /

- Active Student Filters
- Attendance Filters
- Absent Filters
- Tardy Filters
- Census Filters

User Groups

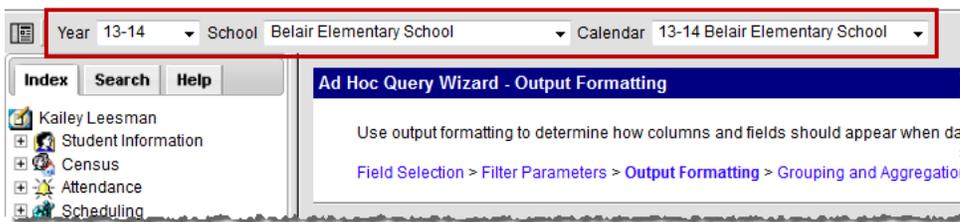
- *Ad Hoc - HS Sec
- *Attendance Admin Asst
- *Present Lawson
- *Present LCMS
- elemsecretary
- secretary

Save Save & Test

k) < Back Next >

- i) Select which group to **Save To**. Selecting the **User Account** radio button will provide the option of saving the filter to the current user or saving the filter to a specific folder. See the [Saving Filters to Folders](#) section for more information. Selecting the **User Groups** radio button allows the filter to be saved to a user group or multiple user groups. See the [Saving Filters to User Groups](#) section for more information. To select multiple user groups, hold the CTRL key while left-clicking each user group. Then click **Save**.

- j) To view the results of the filter select **Save & Test**. Users must have pop-ups enabled on the web browser in order to view test results.
- *NOTE:** The results of the query will depend on the year, school, and calendar selected in the Campus Toolbar.

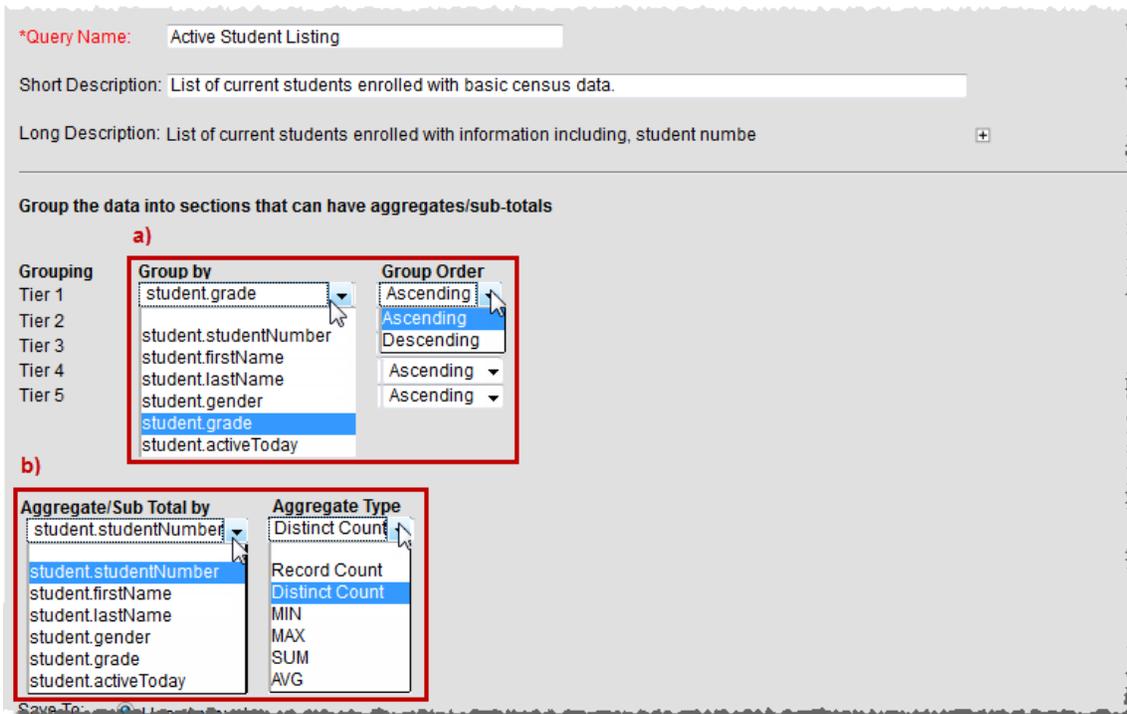


- k) If grouping and aggregation data needs to be defined for the filter, select the **Next** button. The Grouping and Aggregation editor will appear.

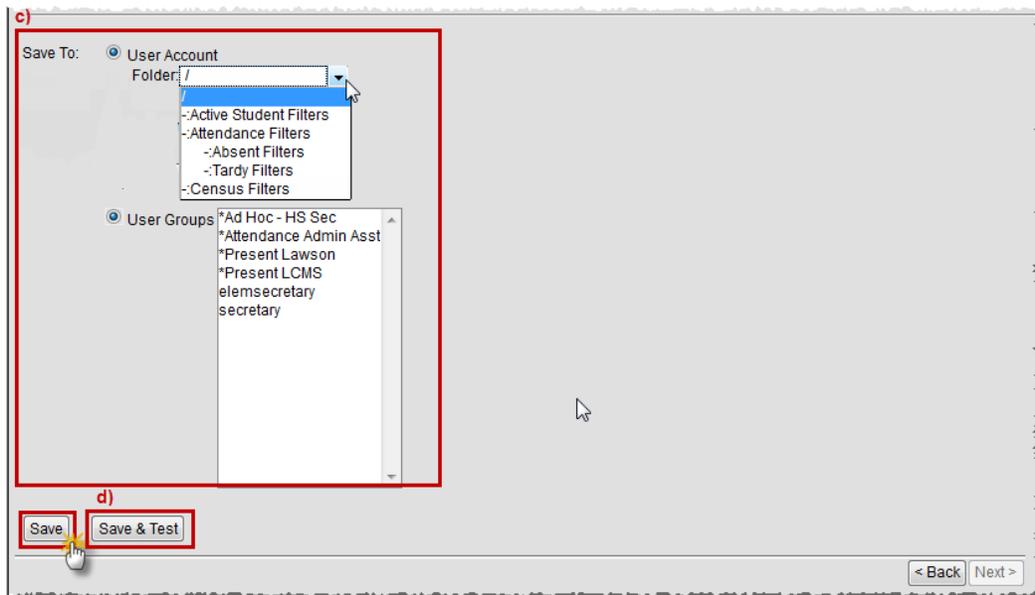
Step 5: Grouping and Aggregation

The Grouping and Aggregation editor allows users to group fields into sections and report specific aggregates/sub-totals for each section. Some of this formatting can be done in Excel using various methods (e.g. sorting, pivot table, filters, etc.). This step is not necessary but could make it much easier if you run a query multiple times and would like the data grouped a certain way.

For more information on each field in this area, see the [Grouping and Aggregation Field Definitions](#) section below.

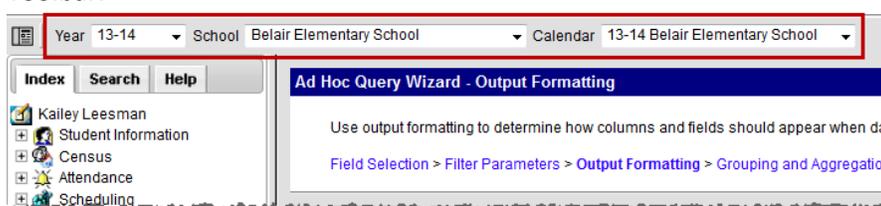


- a) Select each field to **Group By** for each tier. This field determines which fields are grouped into sections, allowing the field to have separate aggregate/sub-totals reported. Select each tier **Group Order**. This determines how aggregate/sub-total data is reported for the tier.
- b) Select the field and determine the **Aggregate/Sub Total by Aggregate Type**. Data within each group will be aggregated based on the field and Aggregate Type selected. See the table below for information about each available aggregate type.



- c) Select which group to **Save To**. Selecting the **User Account** radio button will provide the option of saving the filter to the current user or saving the filter to a specific folder. See the [Saving Filters to Folders](#) section for more information. Selecting the **User Groups** radio button allows the filter to be saved to a user group or multiple user groups. See the [Saving Filters to User Groups](#) section for more information. To select multiple user groups, hold the CTRL key while left-clicking each user group. Then click **Save**.
- d) To view the results of the filter select **Save & Test**. Users must have pop-ups enabled on the web browser in order to view test results.

***NOTE:** The results of the query will depend on the year, school, and calendar selected in the Campus Toolbar.



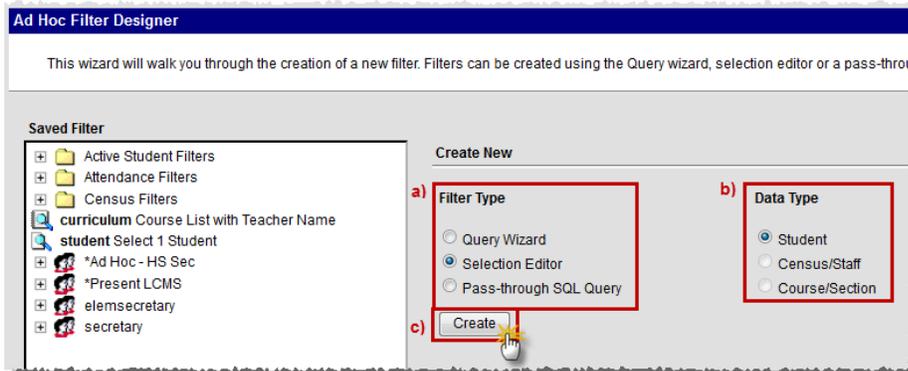
View of Results when using Grouping and Aggregating

Active Student Listing Total Records:240

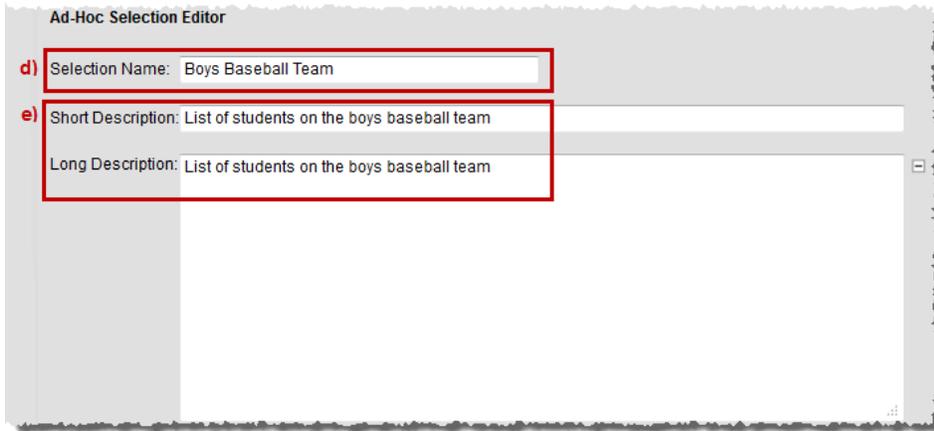
All Records				
Grade 01				
Student Number	First Name	Last Name	Grade	Gender
188463296	Hunter	Allen	01	M
846214661	Sydney	Ambler	01	F
698572766	Kailana	Anderson	01	F
208454605	Charles	Baker	01	M
115474166	Grant	Burkemper	01	M
346831006	Rebekka	Widener	01	F
874652579	Abbigail	Witt	01	F
215661911	Starky	Zhang	01	M
Grade 01 Distinct Student Number: 78				
Grade 02				
Student Number	First Name	Last Name	Grade	Gender
299715495	Emma	Anderson	02	F
078172911	Kaydence	Apel	02	F
514150238	Carter	Bennett	02	M
276214379	Christian	Berry	02	M

Selection Editor

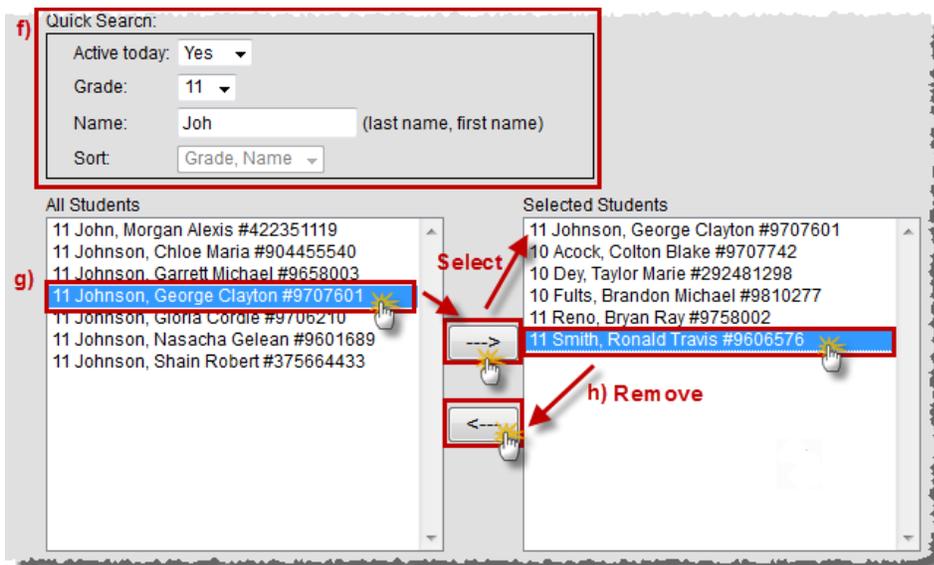
The Selection Editor provides a list of all students (currently enrolled and ended enrollment) in the selected calendar chosen in the Campus toolbar who can be selected for the query. Once chosen, this selection is saved and can be used in standard reports. Selection editor lists are static. Any changes must be made manually.



- Select the **Selection Editor** radio button
- Select a **Data Type: Student**.
- Click the **Create** button

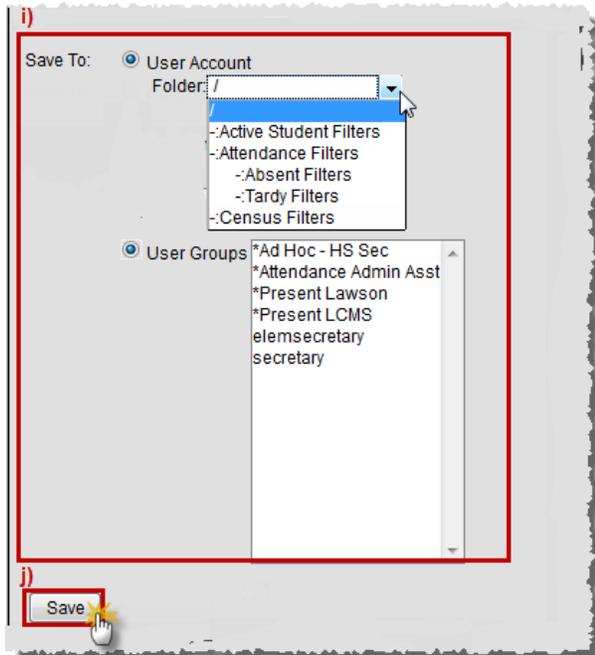


- d) Enter a **Selection Name**
- e) Enter a **Short** and/or **Long Description** about the filter (if applicable). A short and/or long description can be added to filters to provide additional information and context about the filter. This information is displayed when you select the filter in the Saved Filters window as well as when the filter is being edited.



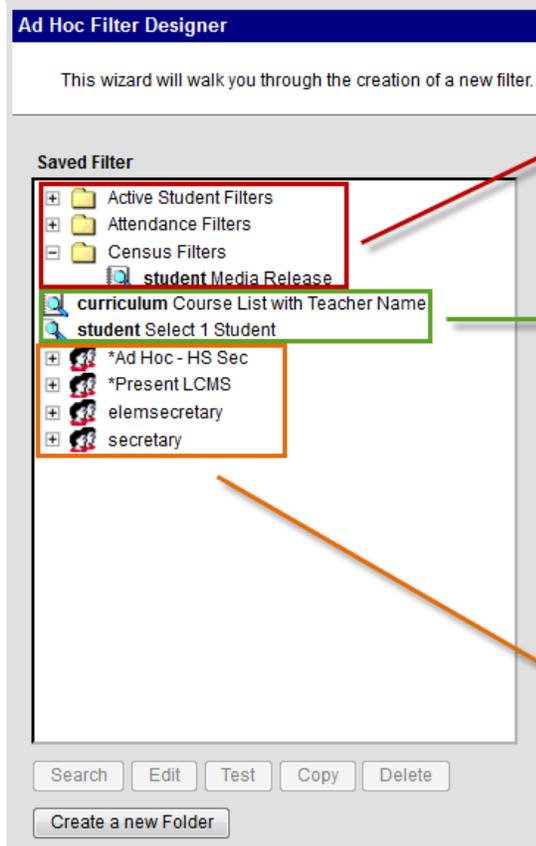
- f) To filter students within the All Students list, enter **Active Today**, **Grade**, **Name** and **Sort** values within the Quick Search area.
 - i. Select an **Active Today** value:
 - **Yes** - Filters students to only those who have an active enrollment record as of the current date.
 - **No** - Filters students to only those who do not have an active enrollment record as of the current date. Inactive students will appear in red.
 - **Both** - Filters students to those who have and do not have active enrollment records as of the current date. Inactive students will appear in red.
 - ii. Select the **Grade** by which to filter students.
 - iii. Enter a **Name** (last name, first name) by which to filter students. Students are actively filtered as characters are entered into the field.
 - iv. Select a **Sort** option to filter students first by grade, then by last and first name (default option), or by last and first name only. If Grade is selected, Sort is disabled.

- g) Select the students to include in the selection filter from the **All Student** list on the left by highlighting the name and clicking the right-pointing arrow key. This will move the student name to the **Selected Students** column.
 - i. To select all students appearing in the list, highlight the first student and scroll to the very end of the list. Hold down the SHIFT key on the keyboard and select the last student. All student names should now be highlighted. Hold the Ctrl key on the keyboard to select individual students.
- h) Remove a student from the selected students list by clicking the left-pointing arrow key.



- i) Select which group to **Save To**. Selecting the **User Account** radio button will provide the option of saving the filter to the current user or saving the filter to a specific folder. See the [Saving Filters to Folders](#) section for more information. Selecting the **User Groups** radio button allows the filter to be saved to a user group or multiple user groups. See the [Saving Filters to User Groups](#) section for more information. To select multiple user groups, hold the CTRL key while left-clicking each user group.
- j) Click the **Save** icon when finished. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer.

Saved Filters



Folders can be created to help organize the Ad Hoc filters that you have created.

See the *Saving Filters to Folders* section of this document for more information on how to create folders and save filters to folders.

Filters that you have created but not placed in folders will appear between the folders and User groups. The symbol and bolded wording depicts the type of filter that has been created. This documentation will walk through in detail each of these type of filters

Query Wizard: Allows you to create a filter by selecting specific data fields. There are three different types of filters that can be created with the Query Wizard option: Student, Census/Staff, and Course/Section.

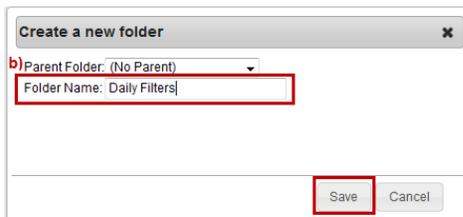
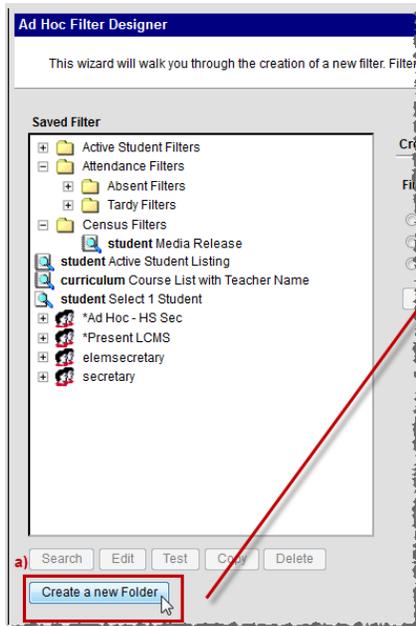
Selection Editor: Provides a list of all students in the selected calendar in the Campus toolbar who can be selected for the query. Once chosen, this section is saved and can be used in standard reports.

User Groups are generally used to give access to certain areas of Infintie Campus. User groups can also be used to share Ad Hoc filters that have been created. Each time you are added to a user group it will appear in the Saved Filter box.

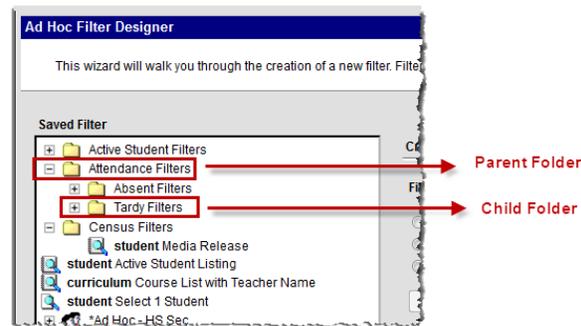
Please see the *Saving Filters to User Groups* section of this documentation for more information on how to save filters in these groups.

Saving Filters to Folders

1. Creating Filter Folders



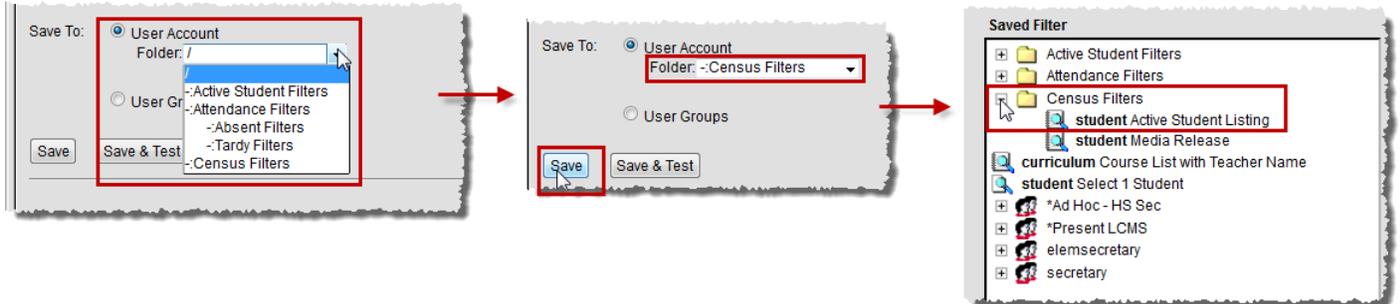
Parent/Child Folder Example



- a) If the folder should not be tied to a parent folder, leave the **Parent Folder** field as (No Parent), enter a **Folder Name** and select the **Save** button. The folder will appear in the **Saved Filters** field and is now available for storing Ad hoc filters.
- b) If the folder should be assigned to a parent folder, select the parent folder from the **Parent Folder** field. Once the parent folder has been selected it will appear in the **Parent Folder** field. Enter the **Folder Name** of the folder being created and select the **Save** button. The folder will appear in the Saved Filters field and is now available for storing Ad hoc filters.

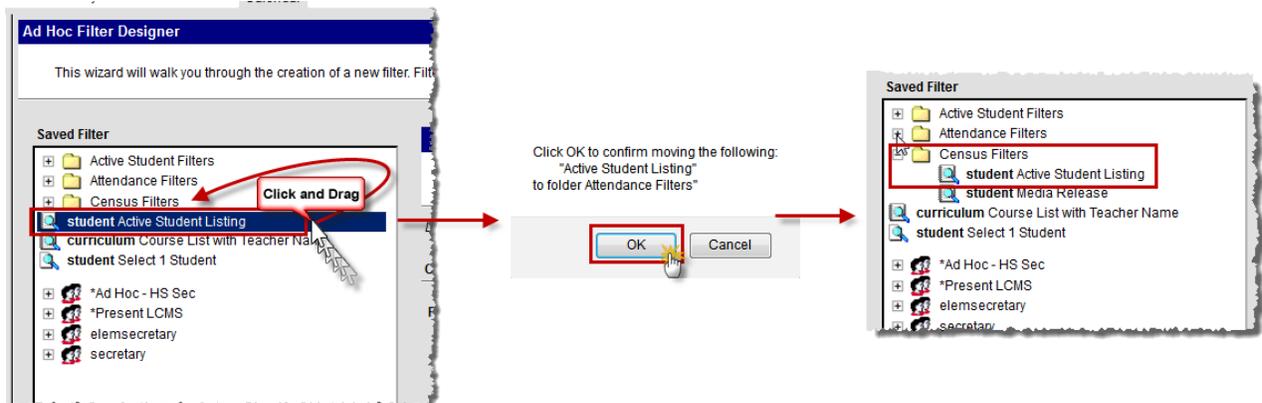
2. Saving Filters to Folders

To assign an Ad hoc filter to a folder, click the **User Account** radio button when in the Query Wizard, select the folder from the **Folder** field and click **Save**. The filter will now appear within the folder in the **Saved Filter** window.



3. Reorganizing Filters into Folders

To move an Ad hoc filter into an existing folder, left-click, hold and drag the filter into or out of the designated folder. A pop-up message will appear, asking the user to confirm the action. Select the **OK** button to move the Ad hoc filter.

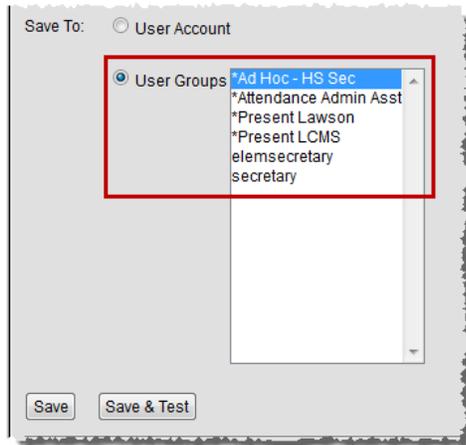


Saving Filters to User Groups

To assign an Ad hoc filter to a User Group, click the **User Groups** radio button when in the query wizard, select the **User Group** and click **Save**.

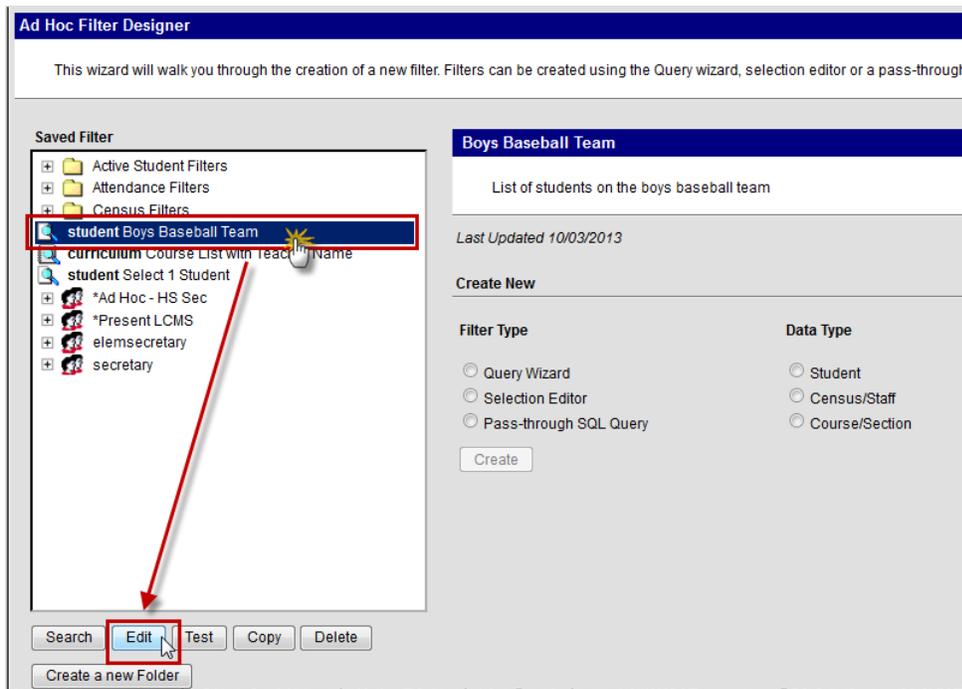
User groups are generally used when assigning access to Infinite Campus. If you and another user are assigned to the same User Group, then Ad hoc filters can be shared using the User Group option.

IMPORTANT: Any filter that is placed in a user group can be changed or deleted by any other user assigned to that group. If you have placed a filter in a user group, it is best practice to make a copy of the filter in your account. If saving a filter to a user group, **ONLY** save to user groups that start with ***Ad Hoc -**.



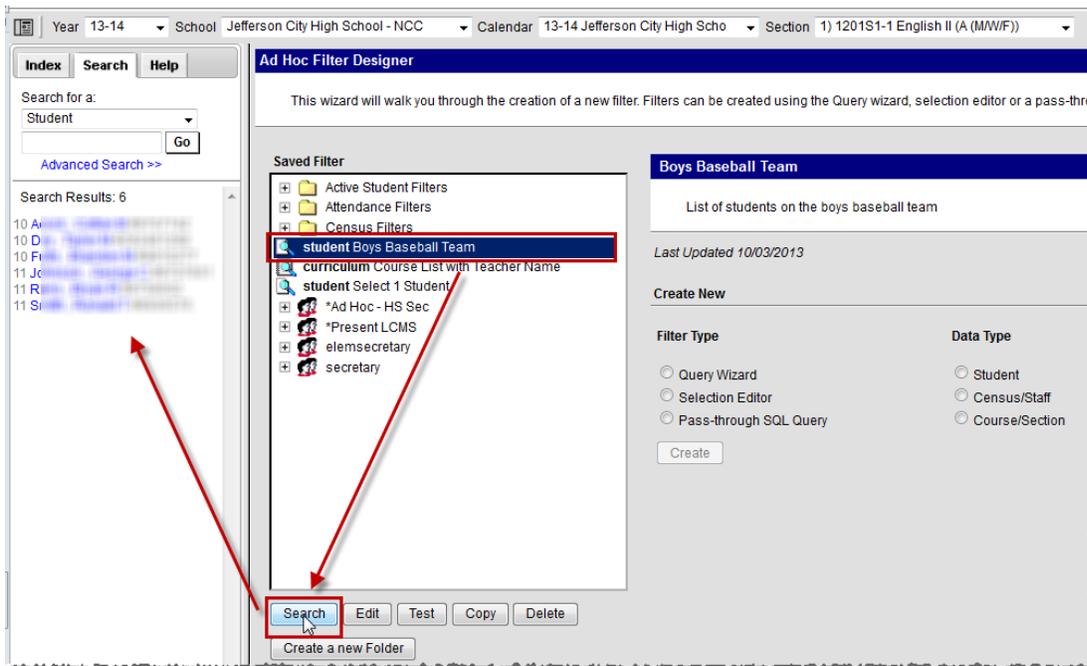
Editing Saved Filters

Saved filter can be edited at any time by selecting the filter and clicking the **Edit** button. This will display the filter so users can modify the selected fields and verify the operations and export options.



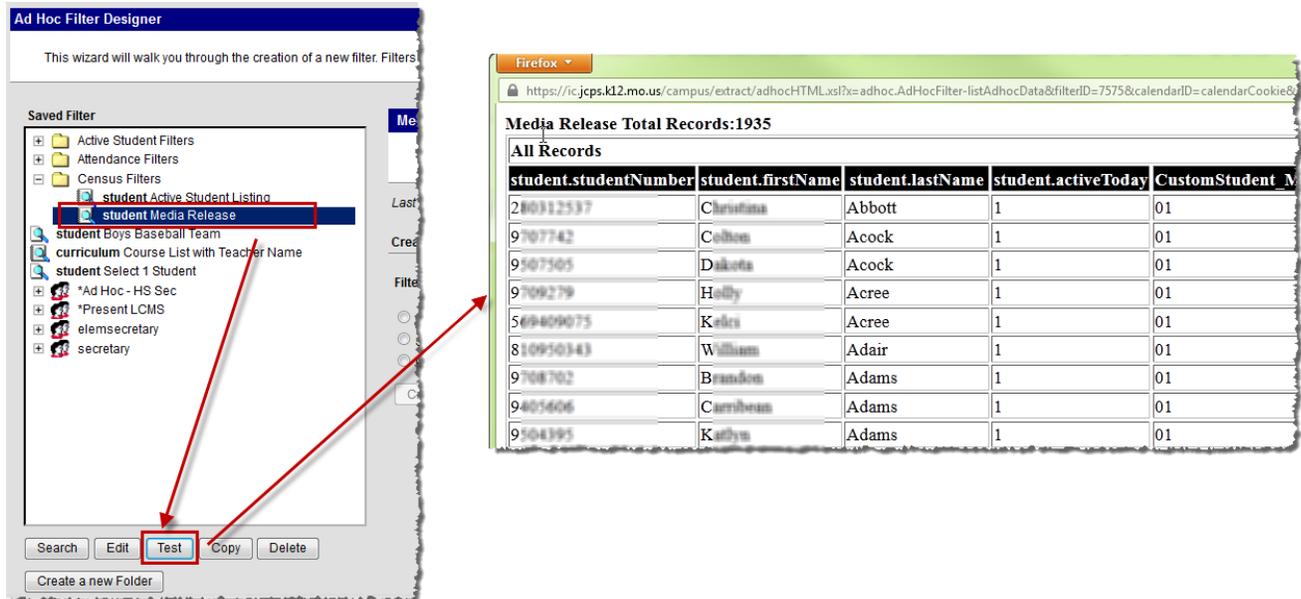
Searching Saved Filters

Search results on the Search tab can be populated with saved filters. When a saved filter is selected, click the **Search** button. Results returned in the filter will be displayed in the Search tab.



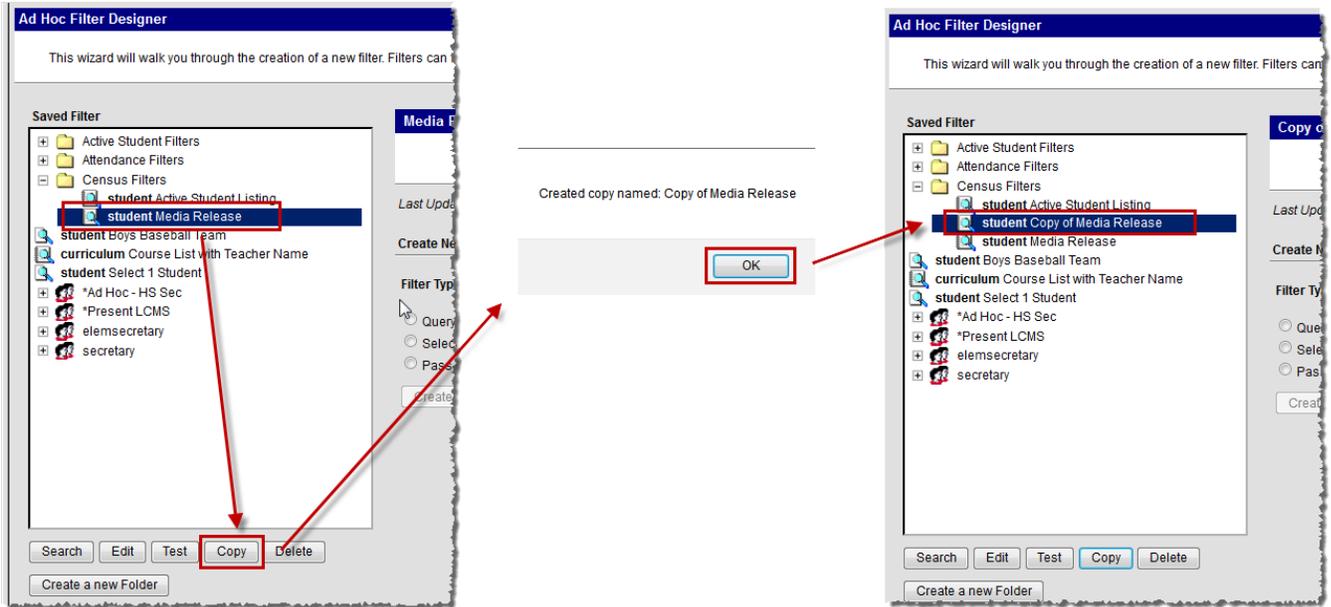
Testing Saved Filters

To test an existing filter, select the filter from the Saved Filter window and click the **Test** button. A separate window will appear displaying filter results in HTML format.



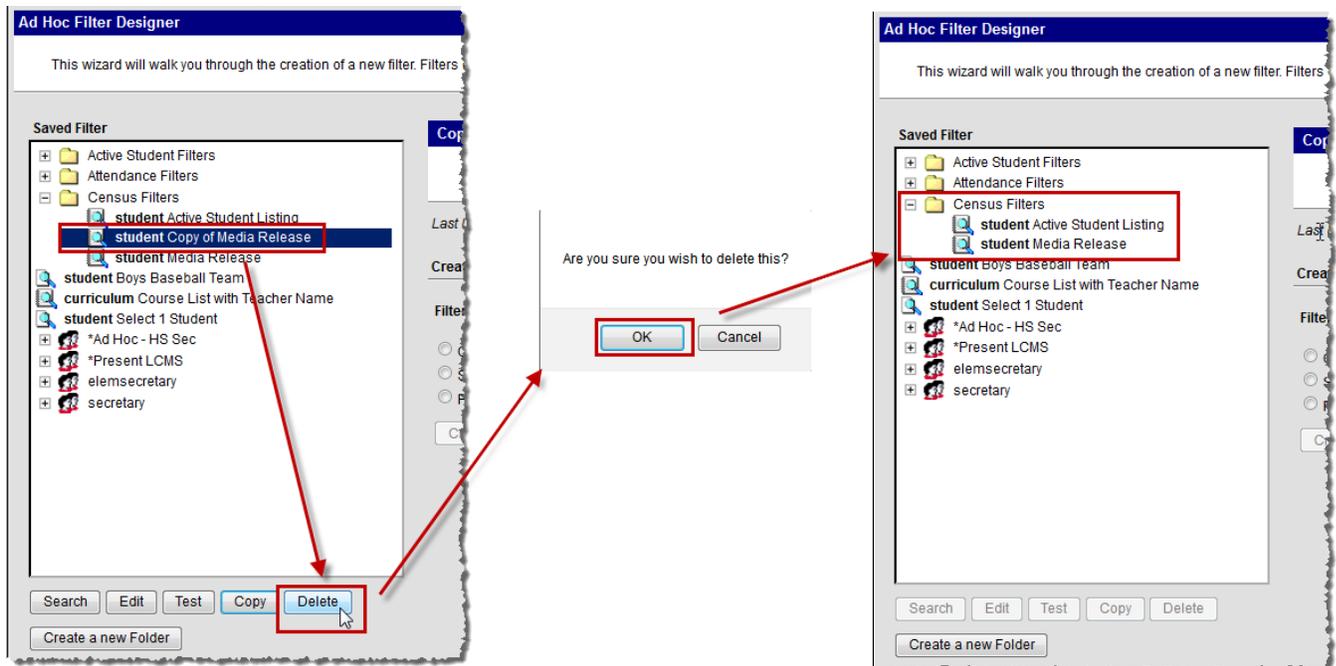
Copying Saved Filters

Filters can be copied for additional editing. Select a saved filter and click the **Copy** button. A pop-up message will appear indicating the filter has been copied. Copied filters are named Copy of [Original Filter Name].



Deleting Saved Filters

A saved filter created by a user can also be deleted by that user. Because filters can be shared with other users, only the person who created the filter has the ability to delete it. To delete a filter, select the filter from the Saved Filters window and click the **Delete** button. A pop-up message will appear, confirming deletion of the filter. To delete multiple filters at the same time, hold the **Ctrl** key, select each filter and click the **Delete** button.



Operator Definitions

Operator	Results	Example
= (Equals)	Returns exact match of value.	student.grade=3 Only students in grade 3 are returned.
< > (Does not equal)	Returns results not equal to the value.	student.gender < > M Students who have a Gender = F on the Demographics tab or who do not have a value entered in the Grade field are returned. This operator allows NULL values.
> (Greater than)	Returns results that are greater than the entered numeric value.	student.age > 16 All students older than 16 years of age are returned.
> = (Greater than or equal to)	Returns results that are greater than or equal to the entered numeric value.	student.age >= 16 All students 16 years of age and older are returned.
< (Less than)	Returns results that are less than the entered value.	student.age < 16 All students under the age of 16 are returned.
< = (Less than or equal to)	Returns results that are less than or equal to the entered numeric value.	student.age <= 16 All students 16 years of age and younger are returned.
IN	Includes value.	student.grade IN 9,10 All students in 9th and 10 grade are returned. NOTE: When using this format, do not put spaces after the comma
NOT IN	Excludes value.	student.grade NOT IN 11,12 All students not in 11th or 12th grade are returned. This operator allows NULL values. NOTE: When using this format, do not put spaces after the comma

<p>BETWEEN</p>	<p>Filters data between two specified values. Works with numbers, dates and strings.</p> <p>If a date field is selected, the following options are available:</p>	<p>For BETWEEN: student.stateID BETWEEN 00001 THROUGH 100000.</p> <p>All students with a State ID between 00001 - 100000 are returned.</p> <p>For DATE: student.birthDate BETWEEN DATE 10151995 THROUGH DATE 10152010.</p> <p>All students with a birth date between 10/15/1995 - 10/15/2010 are returned.</p> <p>For TODAY: student.startDate BETWEEN TODAY THROUGH TODAY.</p>
	<ul style="list-style-type: none"> • DATE - Returns data based on the specified date range (where the starting date is sub-option 1 and the ending date is sub-option 2) • TODAY - Filters data based on dates that occur from a specific date through today or vice versa. • TOMORROW - Filters data based on dates that occur from a specific date through tomorrow or vice versa. • YESTERDAY - Filters data based on dates that occur from a specific date through yesterday or vice versa. • DAYS BEFORE - Filters data based on the number of days (sub-option 1) prior to sub-option 2 through sub-option 2. • MONTHS BEFORE - Filters data based on the number of months (sub-option 1) prior to sub-option 2 through sub-option 2. • DAYS AFTER - Filters data based on sub-option 1 through the number of days (sub-option 2) after the sub-option 1 date. • MONTHS AFTER - Filters data based on sub-option 1 through the number of months (sub-option 2) after the sub-option 1 date. 	<p>All students who began an enrollment in the school today (current date) are returned.</p> <p>For YESTERDAY: student.startDate BETWEEN YESTERDAY THROUGH DATE 10152010.</p> <p>All students who began an enrollment in the school yesterday through 10/15/2010 are returned.</p> <p>For DAYS BEFORE: student.startDate BETWEEN DAYS BEFORE 4 THROUGH YESTERDAY.</p> <p>All students who began an enrollment in the school 4 days before yesterday through yesterday are returned.</p> <p>For MONTHS BEFORE: student.startDate BETWEEN MONTHS BEFORE 5 THROUGH TODAY.</p> <p>All students who began an enrollment in the school 5 months prior to today through today are returned.</p> <p>For DAYS AFTER: student.startDate BETWEEN DATE 10152010 THROUGH DAYS AFTER 5.</p> <p>All student who began an enrollment in the school on 10/15/2010 through 10/20/2010 (5 days after) are returned.</p> <p>For MONTHS AFTER: student.startDate BETWEEN DATE 10152010 THROUGH MONTHS AFTER 5.</p> <p>All student who began an enrollment in the school on 10/15/2010 through 3/15/2011 (5 months after) are returned.</p>

IS CURRENT USER	Returns the current user's ID.	For learningPlan.planManagerPersonID IS CURRENT USER The current user's ID is reported along with data only applicable to him/her.
LIKE	Searches for test string in field.	course LIKE hist All courses like History 101 are returned.
NOT LIKE	Searches for test string and filters data that is not like the user-defined value.	course NOT LIKE hist All courses not like Hist are returned. This operator allows NULL values.
SOUNDS LIKE	Uses a database function to return names with similar sound patterns.	student.lastName SOUNDS LIKE Ball Names such as "Ball," "Bell" and "Boll" are returned.
CONTAINS	Searches for strings that include the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry CONTAINS Cana All students with a Birth Country that contains "Cana" are returned.
STARTS WITH	Searches for strings that begin with the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry STARTS WITH Mexi All students with a Birth Country that begins with "Mexi" are returned.
ENDS WITH	Searches for strings that end with the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry ENDS WITH many All students with a Birth Country that ends with "many" are returned.
IS NULL	Returns fields that are completely NULL (0 is considered a value).	student.stateID IS NULL All students who do not have a state ID are returned.
IS NOT NULL	Returns all fields that are not NULL (0 is considered a value).	student.ssn IS NOT NULL All students who do not have a stateID are returned.
IS TODAY	Returns result dates as the current date.	start.date IS TODAY Entries where the start.date is the current date are returned.

IS YESTERDAY	Returns result dates as of yesterday's date.	start.date IS YESTERDAY Results for one day previous to the current date are returned.
IS TOMORROW	Returns result dates as of tomorrow's date.	end.date IS TOMORROW Results for one day after the current date are returned.
IN THE MONTH	Returns all database field data for the month entered. This operator allows both numbered dates and spelled out dates (<i>i.e.</i> , 10 or October). This operator also allows for both upper and lower case letters. If spelling out a month, users must enter at least the first three characters (<i>i.e.</i> , Oct for October).	employment.districtStartDate IN THE MONTH October All employees who have a district employment Start Date within the month of October are returned. This operator does not look at the Year or Calendar selected in the Campus toolbar. All historical and current district employment records with a Start Date in October are returned.
=TRUE	Returns checkbox values of "true" (checkbox is marked)	enrollment.stateExclude = TRUE All students who have the State Exclude checkbox marked on their enrollment records are returned.
=FALSE	Returns checkbox values of "false" (checkbox is not marked)	enrollment.stateExclude = FALSE All students who do not have the State Exclude checkbox marked on their enrollment records are returned.

In addition to the options above, wildcard searching is also available. The following is a list of options:

Wildcard or Pattern	SQL Meaning	Standard Examples
%	0 or more characters	Entering the word <i>Man</i> returns the same results when entering <i>Man%</i> . <i>%son</i> finds names that end in <i>-son</i> : Johnson, Manson, Jason-Benson, etc.
_ (underscore)	One character	<i>Olson_Zierke</i> and <i>Olson Sierke</i> returns the same results. <i>L__</i> (with two underscores) does not look only for 3-character names that start with <i>L</i> , but <i>_L_e_</i> will find names where <i>L</i> is the first and <i>e</i> the third character (e.g. <i>Lee</i> , <i>Luewenhook</i>).
[token]	A range of possible characters	<i>L[ae]</i> finds names that start with <i>La</i> or <i>Le</i> .

,James	No SQL wildcard	Searches for first name equal to or beginning with James. NOTE: This can only be used in the Quick Search fields.
Gonzales-Uribe	Compound name	Finds that last name. This will return compound names regardless of whether they are linked by a space or hyphen.

Users can also use the following combinations when using the *Like* operator:

Wildcard or Pattern	SQL Meaning	Standard Examples
%	0 or more characters	L% finds names that start with L L finds names that contain an L LAN finds names containing LAN (Blanko, Landesburg, Blankenship, etc.)
_ (underscore)	One character	L__ (two underscores) finds <i>Lee</i> and <i>Lor</i> , not <i>Luewenhook</i> .
[token]	A range of possible characters	L[ae]% finds names that start with <i>La</i> or <i>Le</i> .
^	Negation of token	L[Query Wizard^ae] finds names that do not start with <i>La</i> or <i>Le</i> .

Output Formatting Field Definitions

Field	Description
Output distinct records	If marked, data is outputted in unduplicated records based on field values. The following is an example of a filter containing student first name, last name, grade, gender and behavior event type: If a student has three behavior events for the same behavior event type and the Output distinct records checkbox is not marked, the student will report three records. If the Output distinct records checkbox is marked, this same student will now only report one record.
Field	Fields selected from the All Fields window in the previous screen.
Output	This checkbox determines whether or not the field is included in outputted data. Deselecting this checkbox means data will still be filtered and reported for this field and operators but not included in the output.
Seq	This field determines the sequence of outputted data.
Sort	This field determines the sort order of outputted field data.
Direction	This field determines if data is sorted ascending or descending. This field is only available if a value is entered in the Sort field.
Column Header	This field determines what header is displayed for the field on files exported via the Data Export tool . Users are encouraged to enter a logical and easily identifiable column header for each field as leaving the field blank results in the field name (<i>i.e.</i> , student.statelD) being reported.

Alignment	The field determines how field data is aligned on files exported via the Data Export tool . Available options include: Left, Center and Right.
Formatting	<p>The field determines how values are reported for the field when used in reports and exported files. Formatting options are important for filters used with reports which require specific formatting in order for the file to be correctly submitted to an entity or system. The following formatting options are available:</p> <p>Zero Pad - numbers are padded with zeros to the left (<i>i.e.</i>, 444 zero padded becomes 000444)</p> <p>Space Fill - values are filled with spaces in order to reach required field length Upper Case - values are reported entirely in uppercase (<i>i.e.</i>, Course is reported COURSE). This option is only available for text, char and varchar fields.</p> <p>Lower Case - values are reported entirely in lowercase (<i>i.e.</i>, Course is reported course). This option is only available for text, char and varchar fields. MM/DD/YYYY</p> <p>MM-DD-YYYY</p> <p>MMDDYYYY</p> <p>YYYY/MM/DD YYYY-MM-DD YYYYMMDD YYYY</p> <p>YYYY/MM YYYY-MM</p> <p>YYYYMM MM/YYYY</p> <p>MM-YYYY MMYYYY</p> <p>MM/DD/YYYY hh:mm AM MM-DD-YYYY hh:mm AM</p> <p>YYYYMMDDHHmm - This will output similar to military time (<i>e.g.</i>, 1:00PM is 1300) because there is no AM/PM.</p> <p>1, 234.5; - 1,234.5</p> <p>1,234.5; (1,234.5)</p> <p>\$1,234.00; -\$1,234.00</p> <p>\$1,234.00; (\$1,234.00)</p> <p>Y/N - Used with bit fields. If bit field is checked, Y is reported. If field is unchecked, N is reported.</p> <p>YES/NO - Used with bit fields. If bit field is checked, YES is reported. If field is unchecked, NO is reported.</p> <p>T/F - Used with bit fields. If bit field is checked, T is reported. If field is unchecked, F is reported.</p> <p>TRUE/FALSE - Used with bit fields. If bit field is checked, TRUE is reported. If field is unchecked, FALSE is reported.</p> <p>1/0 - Used with bit fields. If bit field is checked, 1 is reported. If field is unchecked, 0 is reported.</p>
Length	<p>This field determines the length of the column in the exported data file. This is the maximum amount of characters allowed to be reported in the column. Data which exceeds the defined length is truncated on the right side. Zero padding is added to the left of a value. Space filling is added to the right of a value.</p> <p>A length must be defined for each field when exporting the filter in Fixed Width format within the Data Export tool.</p>
Save To	<p>Indicates whether the filter will be saved to the current user, a user group(s) or specific folder.</p> <p>If a filter is saved to more than one user group, a separate copy is stored for each group. Each group can independently edit the filter without affecting another group's copy. If a filter with the same name already exists within a group, the filter name is appended with a number in parentheses indicating an incremented version number (<i>i.e.</i>, HonorStudents already exists for a group so saving a new filter with the same name will append the name to HonorStudents(2)). If the filter was saved across multiple groups, the filter name will only appear appended for groups where a filter with the same name already exists.</p>

Test	This field allows users to test and preview a filter before saving it. Test results will appear in a separate window. Pop-up windows must be enabled on the web browser in order to view the test filter.
Save	Saves the filter within Infinite Campus.

Grouping and Aggregation Field Definitions

Field	Description
Grouping	This is the order in which each group is reported. Users are allowed report up to 5 tiers (or groups).
Group By	Determines which field is in the group and will report aggregate/sub-totals. Only fields included within the filter are available for selection.
Group Order	Determines how group aggregate/sub-totals are reported when exported via the Data Export tool .
Aggregate/Sub Total by	Determines which field within the filter will be used for the 'Group by' fields. For example, a user creating a behavior Ad hoc filter who chooses to Group By behavior events and Aggregate By personID using an Aggregate Type of Distinct Count will produce the number of students per Behavior Event Type.
Aggregate Type	<p>Determines which calculation is applied to the group when calculating and reporting aggregate/sub-totals. For example, a group containing student last names (student.lastName) with an Aggregate/Sub Total of State ID (student.stateID) and an Aggregate Type of Distinct Count will report individual groups based on student last names with a count of how many students within that group have distinct State IDs.</p> <p>Aggregate Types include:</p> <ul style="list-style-type: none"> Record Count - Indicates the total number of records in the group. Distinct Count - Indicates the total number of distinct records within a group based on the fields selected to be counted from the Aggregate By option. MIN - Indicates the minimum value for the designated Aggregate/Sub Total field within a group (<i>i.e.</i>, an Aggregate/Sub Total for State ID (student.stateID) with a MIN Aggregate Type will report the smallest State ID value with each group). MAX - Indicates the maximum value for the designated Aggregate/Sub Total field within a group (<i>i.e.</i>, an Aggregate/Sub Total for State ID (student.stateID) with a MAX Aggregate Type will report the largest State ID value within each group). SUM - Indicates the sum of all values within a group for the Aggregate/Sub Total field selected (<i>i.e.</i>, an Aggregate/Sub Total for Present Minutes (attendanceDetail.presentMinutes) with a SUM Aggregate Type will report a sum of all Present Minutes with each group). AVG - Indicates the average of all values within a group for the Aggregate/Sub Total field selected (<i>i.e.</i>, an Aggregate/Sub Total for Present Minutes (attendanceDetail.presentMinutes) with AVG Aggregate Type will report the average of Present Minutes for all students within each group) <p>See the Rules for Aggregate Calculations by Data Type table below for more information.</p>

Save To	<p>Indicates whether the filter will be saved to the current user, a user group(s) or specific folder.</p> <p>If a filter is saved to more than one User Group, a separate copy is stored for each group. Each group can independently edit the filter without affecting another group's copy. If a filter with the same name already exists within a group, the filter name is appended with a number in parentheses indicating an incremented version number (<i>i.e.</i>, HonorStudents already exists for a group so saving a new filter with the same name will append the name to HonorStudents(2)). If the filter was saved across multiple groups, the filter name will only appear appended for groups where a filter with the same name already exists.</p>
Test	<p>This field allows users to test and preview a filter before saving it. Test results will appear in a separate window. Pop-up windows must be enabled on the web browser in order to view the test filter.</p>
Save	<p>Saves the filter within Infinite Campus. The filter is now available for use in all Ad hoc Filter fields throughout Infinite Campus (if the user is part of the user group the filter was saved to).</p>