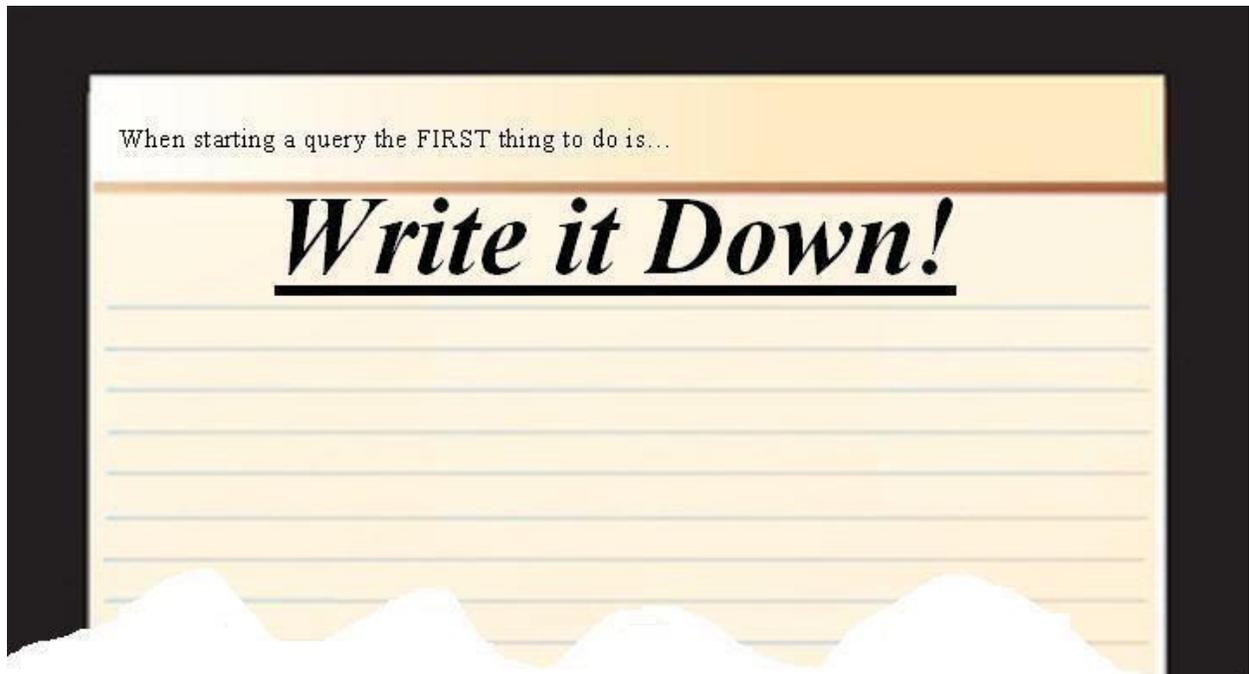


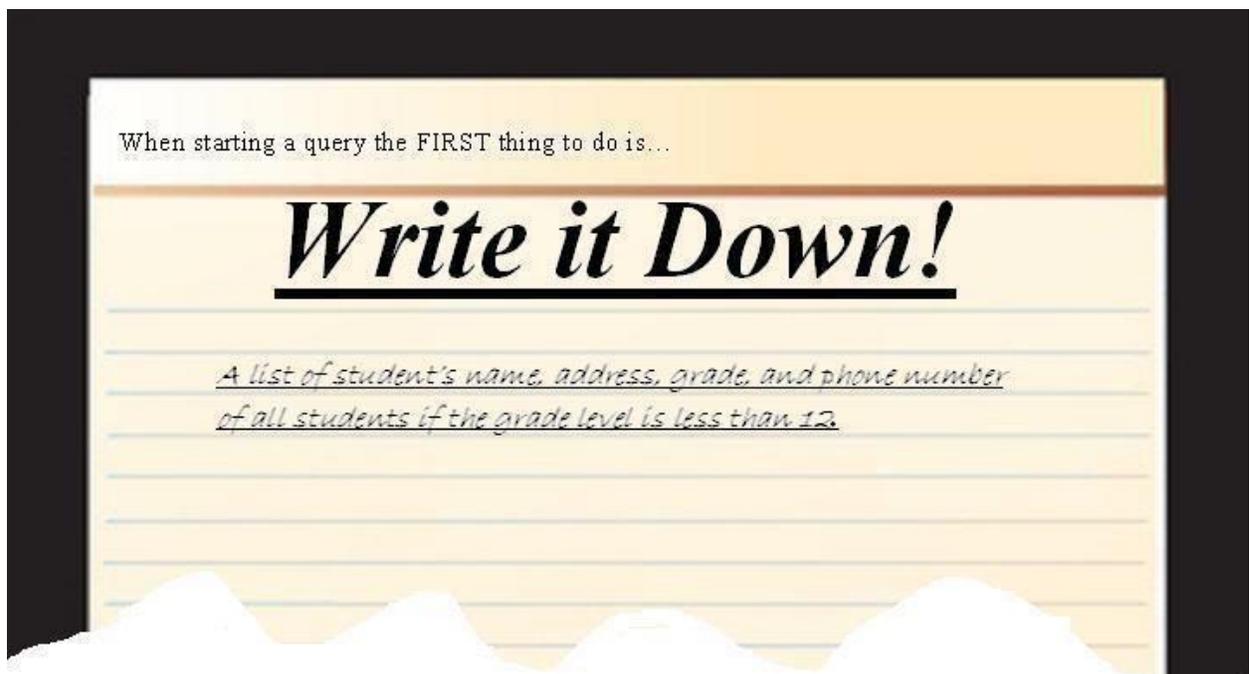
When starting a query the FIRST thing to do is...



Think of what exactly you want to produce with you query then write a statement.

Example:

A list of student's name, address, grade, and phone number of all students if the grade level is less than 12.



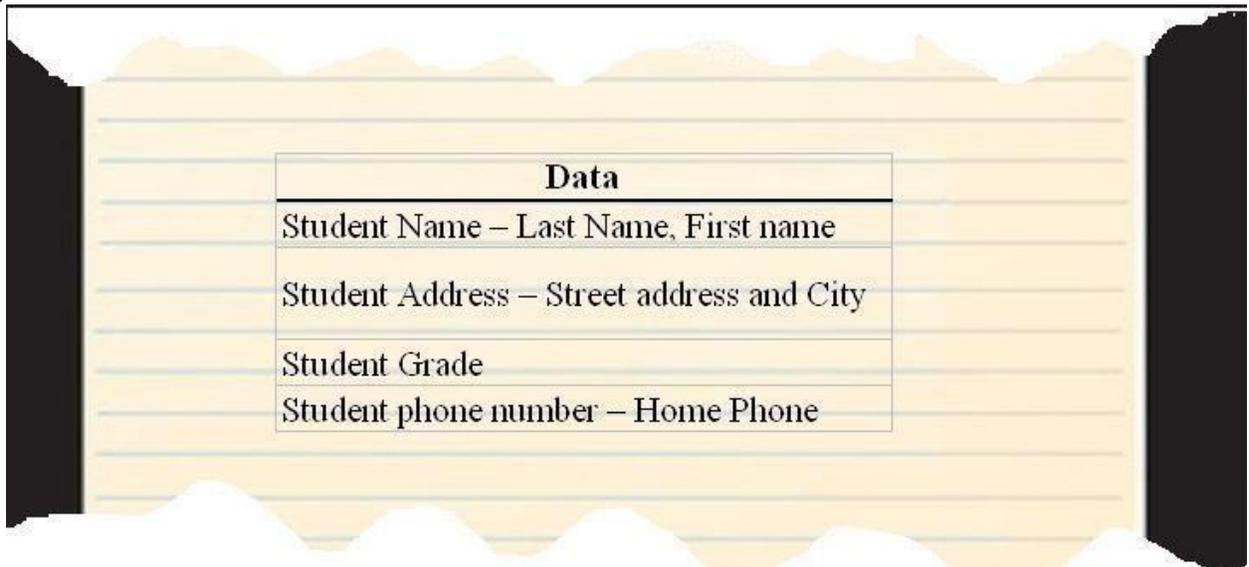
Once you have the statement, then decide what fields you would like.

Student name – Do you want fist name, middle name, and last name? Do you want last name and then first name? Do you want last name “,” first name all in one field?

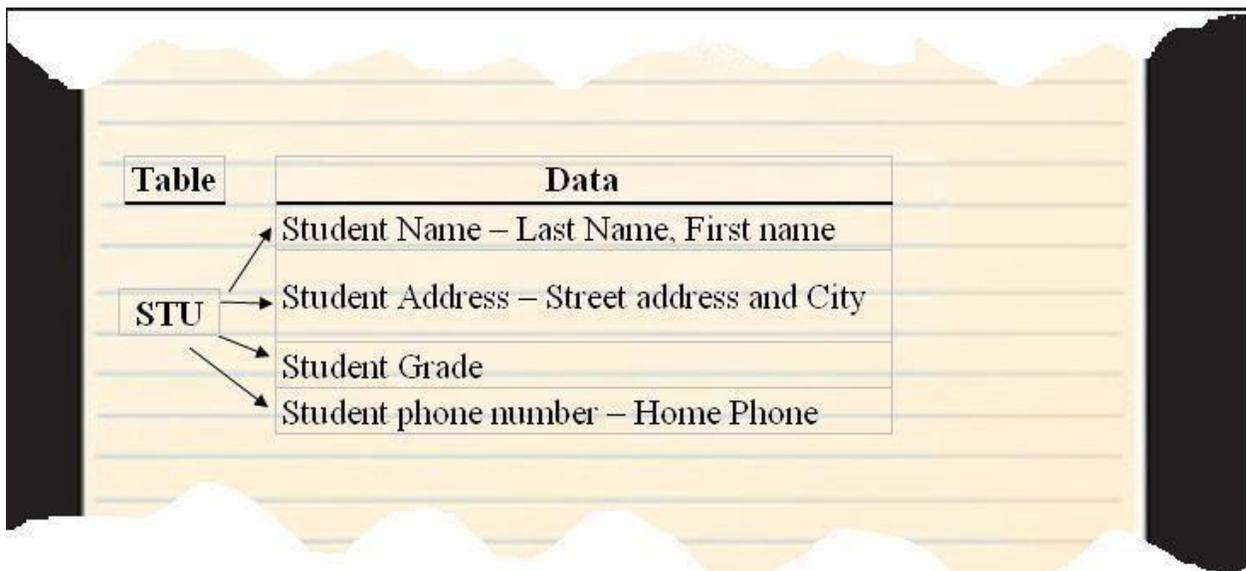
Address – Do you want just the street address or do you want also the City, State, and Zip Code?

Phone Number – Do you want home phone, Father’s Work number, mother’s work number, or student’s Cell phone number?

As you are deciding what fields you want, start listing them down the middle of your paper under your statement.



Once you have all the tables and fields then you need to find out what tables they come from:



Then what are the field names:

Table	Data	Field
STU	Student Name – Last Name, First name	NM
	Student Address – Street address and City	AD CY
	Student Grade	GR
	Student phone number – Home Phone	TL

Then you should decide what sort order you would like then to appear.

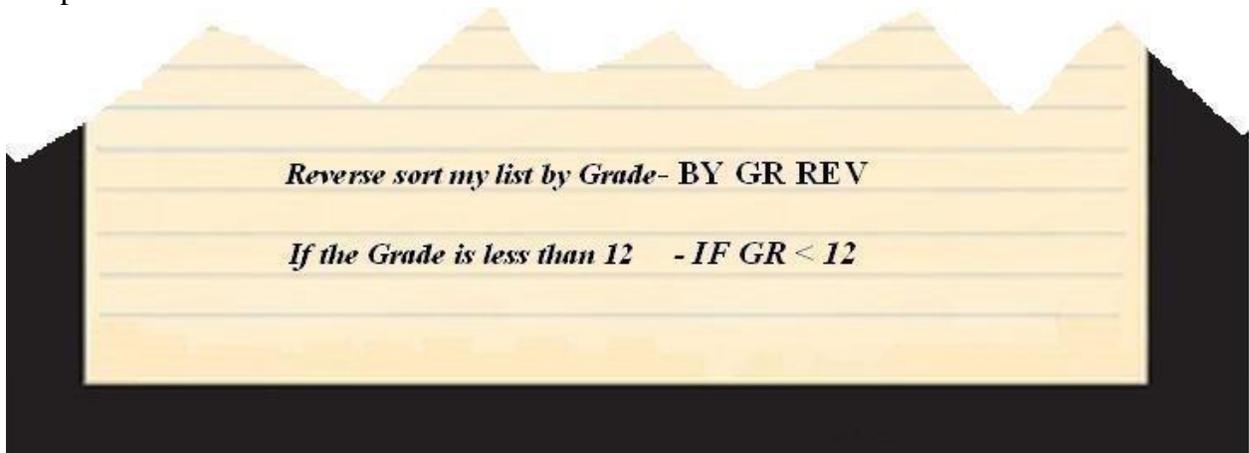
Table	Data	Field	Order
STU	Student Name – Last Name, First name	NM	1
	Student Address – Street address and City	AD CY	3 4
	Student Grade	GR	2
	Student phone number – Home Phone	TL	5

Next is do you want them sorted by student name? Or do you want them sorted by Grade then student name? Or perhaps you would like them reverse sorted by Grade then student name. (You do not have to add the Student name after the “BY”. Aeries will automatically sort Student Name)

Example: BY GR REV

The last step is to consider any conditions you have placed in your statement such as only listing if grade is less than 12

Example: IF GR < 12



Now you are ready to go to Aeries Query.

1. First click on ALL the tables listed in the first column.
2. Second click on the field names in the order you had predetermined.
3. Third click on the condition then the fields that make the statement true.

Student Name	Grade	Mailing Address	City	Primary Phone
Acharya, Josiah	11	1120 E Wanamaker Dr Apt B	Eagle Rock	7775556954
Adame, Nambia	11	11559 E Charleston Blvd #118	Eagle Point	7775554241
Adame, Nambia	11	11559 E Charleston Blvd #118	Eagle Point	7775554241

Query

LIST STU NM GR AD CY TL BY GR REV IF GR < 12

Enter AND or OR to start another condition, or RUN query Include Inactive Students

COMMANDS	TABLES	FIELDS	SPECIAL
LIST Display Output	STU Student Data	SC School	? Description
TOTAL Display Totals	ACT Activities and Awards	SN Student#	STU.NM Full Name
SKIP Bypass Records	ADH Address History	LN Last Name	STU.MI Middle Initial
KEEP Select Records	ADS Assertive Discipline	FN First Name	\ New Line
CHANGE Change Data	AHD Attendance History Detail	MN Middle Name	BARCODE Barcode
	AHS Attendance History Summary	ID Student ID	.DAY Day Value
	ANL Attendance Notification Log	SX Sex	.MONTH Month Value
	ANL Attendance Notification Log	GN Gender	.YEAR Year Value
	APC Academic Plan Course Requests	GR Grade	.YEARS # Years Ago (Age)
	APL Academic Plan Log	BD Birthdate	
	ATA Supp Att Assignments	PG Parent/guardian	MATH
	ATD Supp Att Data	AD Mailing Address	((Start Math
	ATN Attendance Notes	CY City) Stop Math
	ATT Attendance Data	ST State	(Open Parenth
	AUT Authorizations, Prohibitions, and Waivers	ZC Zip code) Close Parenth
	BER Behavioral Emergency Report	TL Primary Phone	+ Add
	BIL Billing	FW Fathers work	- Sub
		FX Extn	* Mult