

Ad Hoc Filter Export

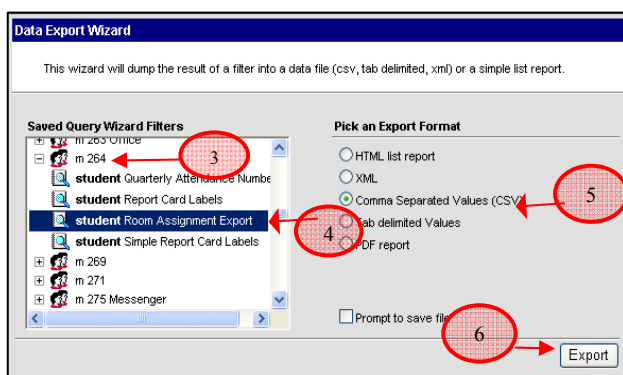
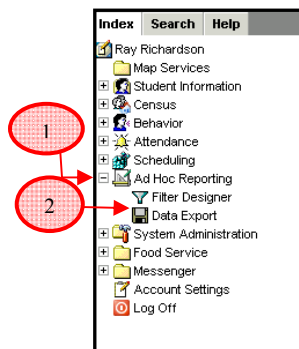
Using Ad Hoc Filters to Export Data

Data Export is used to display the Filters that were created in Filter Designer. There are 5 ways to export information from Infinite Campus.

1. HTML text report which displays in a web page format.
2. XML displays HTML coding values.
3. Comma Separated Values (CSV) displays in Excel format.
4. Tab delimited Values displays in Excel format.
5. PDF which displays in Acrobat Reader format.

In order to sort or manipulate the results of a filter you need to use Comma Separated Values (CSV) or the Tab delimited Values options. Using Comma Separated Values (CSV) will put the information into an Excel spreadsheet quickly. From within Excel you can then sort and manipulate the information using the column headings.

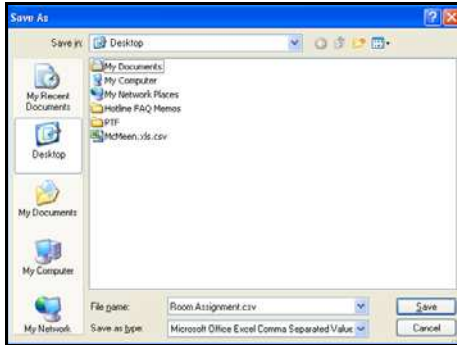
Location of Ad Hoc Export Filters



1. From the **Index** tab click the (+) sign next to **+Ad Hoc Reporting**
2. Click the **Data Export** link
3. Click the (+) next to your school owned container **m 264** to see a list of filters created for your school
4. Click to highlight the filter you want to use
5. Select the **Comma Separated Values (CSV)** option
6. Then click the **Export** button.

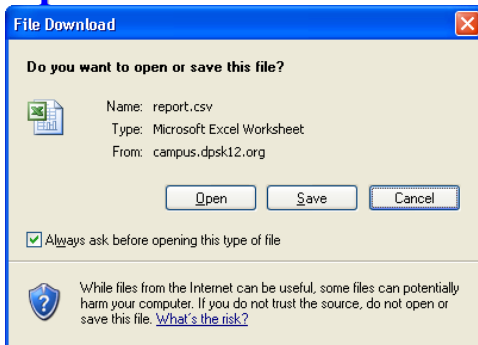


Save



OR

Open



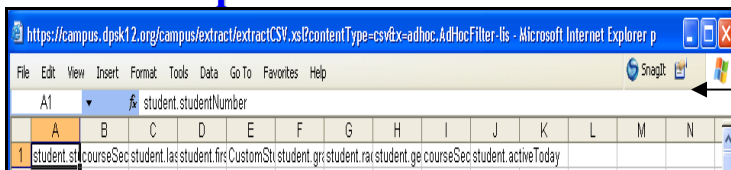
7. Your options are to either Open **OR** Save the export

a) Select the **Save** option if you're using it as a database a mail merge document. When linking the database to a mail merge document you need to have the database file closed. You'll want to sort the database file first then resave it if you need the mail merged printed out in a particular order such as by zip code or by teacher. To sort the database minimize IC and open the database by double-clicking it. Proceed to step 7 to sort or manipulate.

b) Select **Open** if you just need to print or do a quick sort and/or manipulate the information before you print. Proceed to step 8 to sort or manipulate.

Either option you choose allows you to the ability to delete/move rows/columns, move columns etc. Choosing to Save gives you ability to change the font size and font style with Excel.

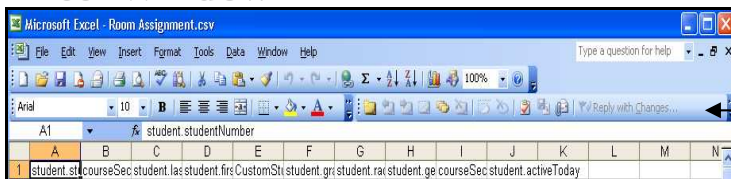
Internet Explorer Window



Differences between **Internet Explorer** and **Excel** tool Bars.

Open has no Formatting toolbar.

Excel Window

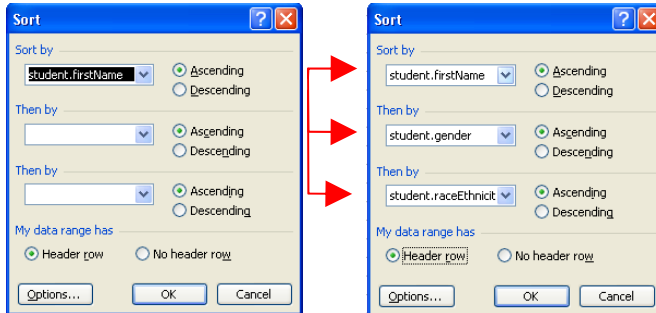


Saved gives you Formatting toolbar.

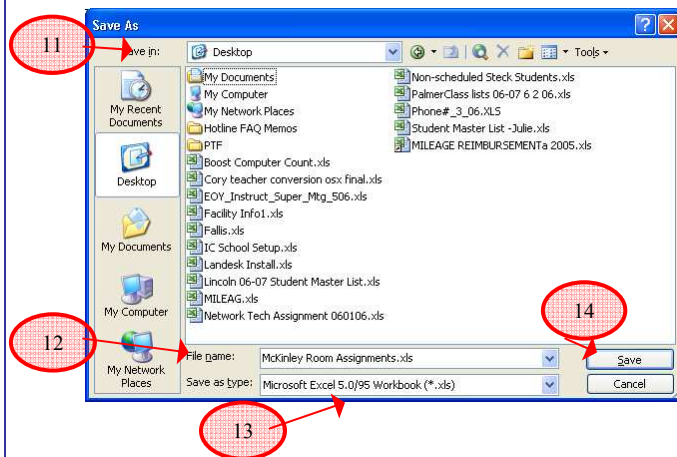


	A	B	C	D	E	F	G	H	I	J	K	L
1	student.sti	courseSec	student.las	student.firs	CustomSti	student.gri	student.rak	student.ge	courseSec	student.acti	activeToday	
2	633161	Ashley, Sa	Alexander	Jamison		1	5	M	101	1		
3	642658	Mayes, Ba	Allen	Josh		3	5	M	107	1		
4	602327	Scott, Lau	Alvarado	Bernadette	Y	2	4	F	104	1		
5	588949	Morris, Eri	Finkleston	Crabby	Y	5	4	F	201	1		
6	636259	Mayes, Ba	Fifle	Barney		3	5	M	107	1		
7	652254	Redd, Kart	Stone	Sharron		0	4	F	109	1		
8	616418	Girard, Juc	Cobos	Franklin		4	5	M	202	1		
9	616424	Scott, Lau	Johnson	Adam		2	5	F	104	1		
10	653852	Genty, Rol	Washington	George					108 (ECE)	1		

8. With any one of the cells highlighted in the export click on the Data menu and click on Sort.



9. In the **Sort** window select the column heading(s) you want to rearrange your data display. You have the option to sort up to 3 multiple sorts at one time.



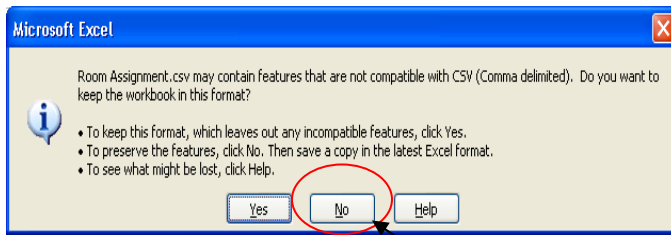
10. To save the sorted export as an **Excel** spreadsheet click on **File/Save As**.

11. Check the **Save In** box to put the file in the correct folder

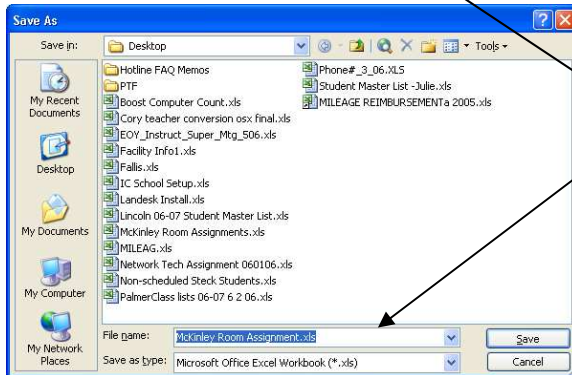
12. Give it a file a name that describes the data.

13. Click the drop down arrow on the **Save as type.**, change to **Microsoft Excel workbook (*.xls)**.

14. Click **Save**



If you **forget to change the type of file** over to Excel you'll get a message.



The Comma Separated Values (CSV) format doesn't have any extra formatting that you'll need so go ahead and click **No**. You will then be able to **change the file type** over to **Excel Workbook (*.xls)** and click **Save**.

CSV Icon



Excel Workbook Icon

