

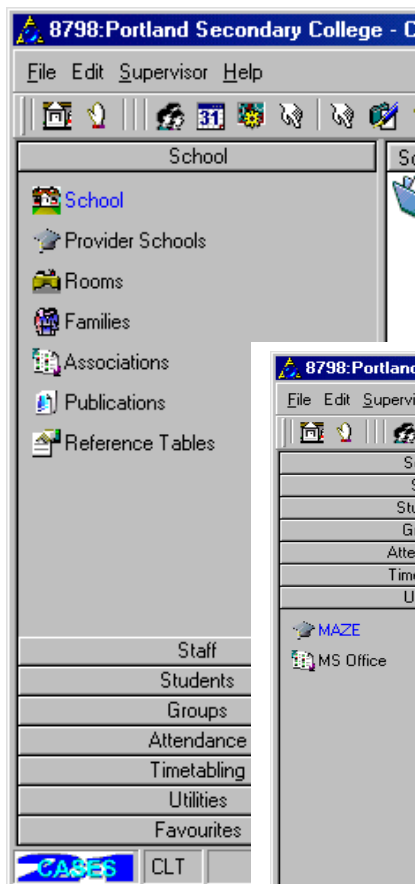
Data Export from CASES21 to SportsTrak and Activity Organiser. (Feb 2002)

SportsTrak requires the import of 8 data fields from CASES student data.
(Student Code, Surname, First Name, Initial, Birth Date, Gender, House, HomeGroup)

Activity Organiser requires 9 data fields
(Student Code, Surname, First Name, Initial, Birth Date, Gender, House, HomeGroup, Year Level)

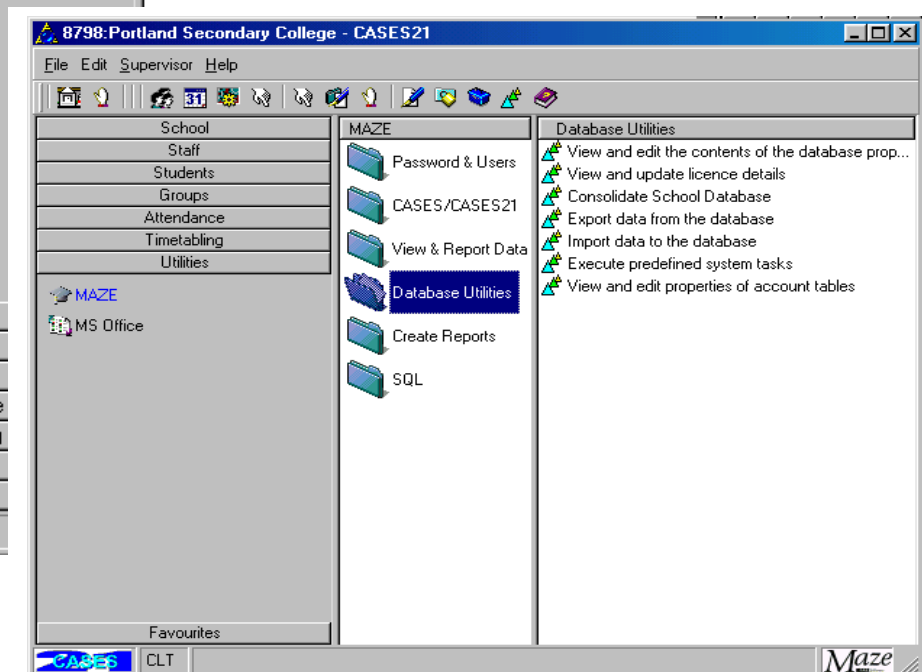
The order is critical .

Login to Cases 21 with Business Manager rights



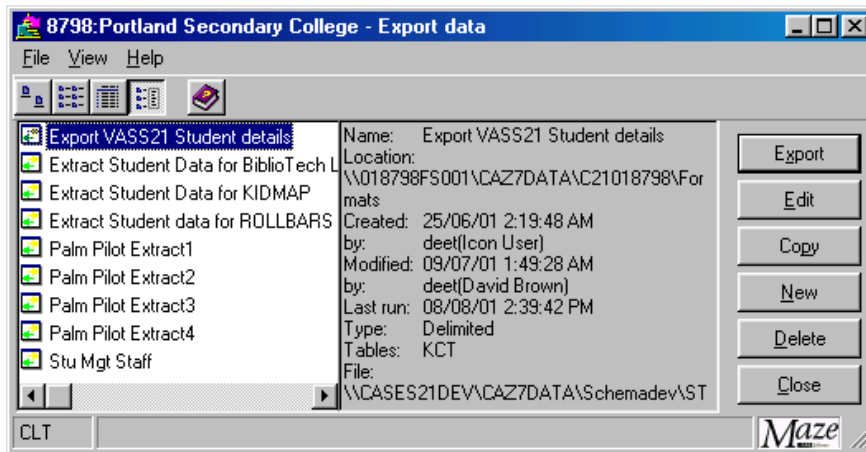
Select

1. **Utilities** from the left-hand panel then
2. **Database Utilities** from the middle then
3. **Export Data** from the database on the right panel



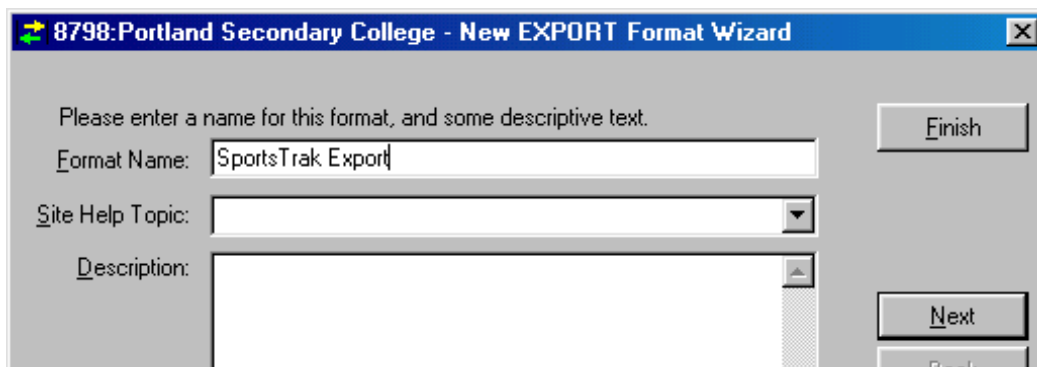
The following window allows you to select from saved queries or create new ones.

Initially you will require a **new** query, but after completing this process you will simply highlight the correct query and click **Export**.

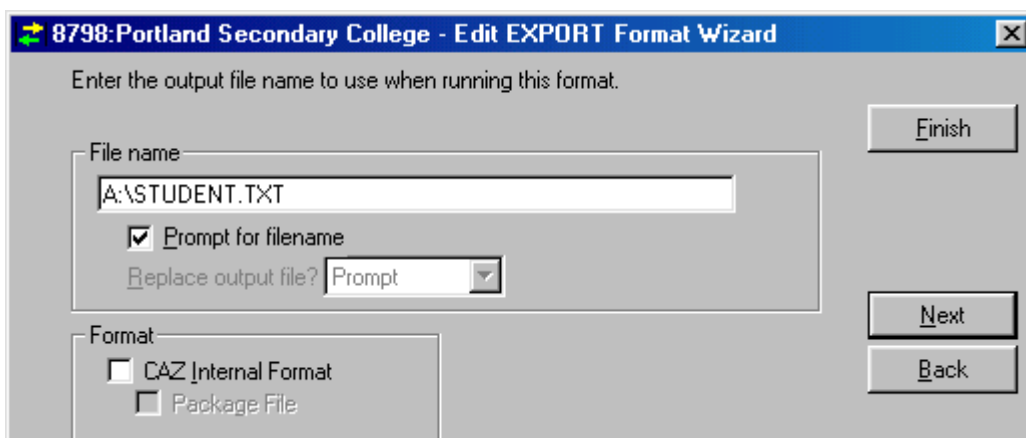


Click **New** from the above window.

The following wizard commences –**type in a meaningful name**, then click **Next**

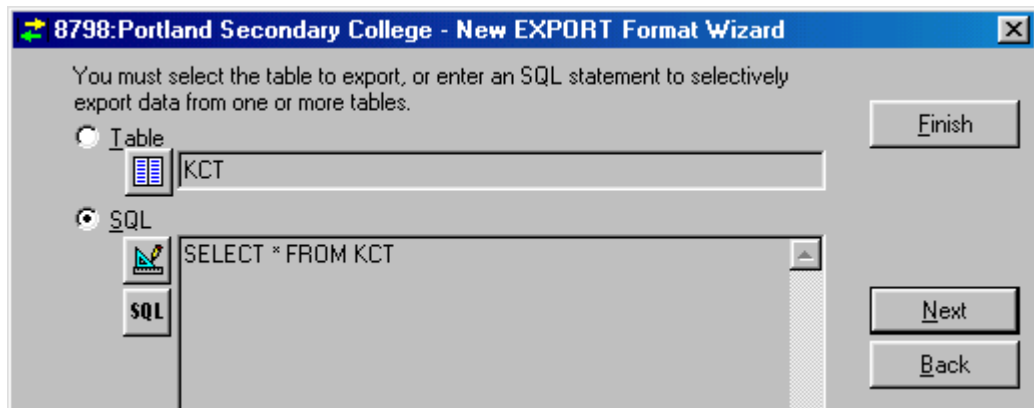


In the next window, it is important to **untick the CAZ Internal Format item**, and type in the filename shown for both SportsTrak or AO. **Untick Prompt for filename** (not ticked as shown below)

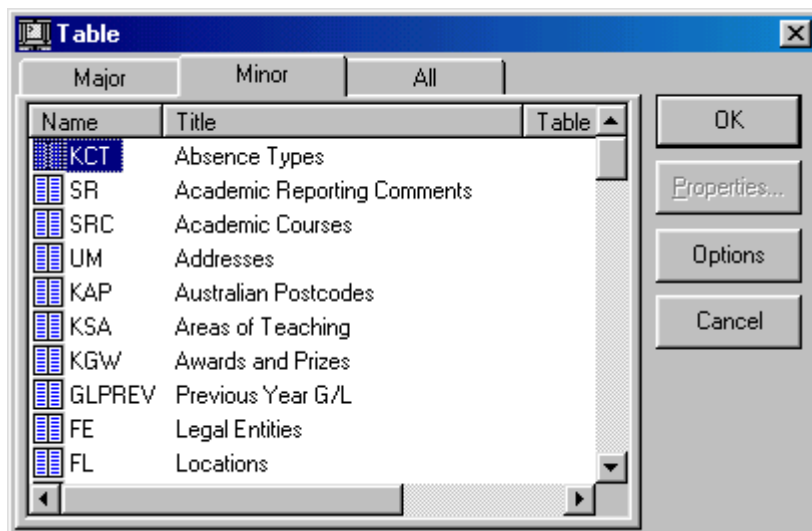


Click **Next**

This is where you design the query, specifying which table, then which fields from that table.



Cases 21 identifies all data tables with an abbreviation. The table KCT shown is not correct, so **click on the picture of the book**.

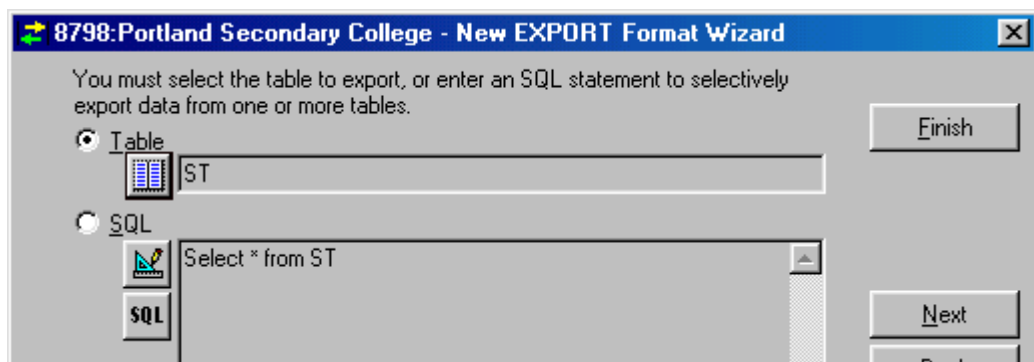


The student file is named ST and is a major file.

Click the tab labelled Major

Clicking on the title bar on the word *Name* will sort the file list in name order, making it easier to find the file ST.

Find ST, highlight it and click OK. The window should look like this:



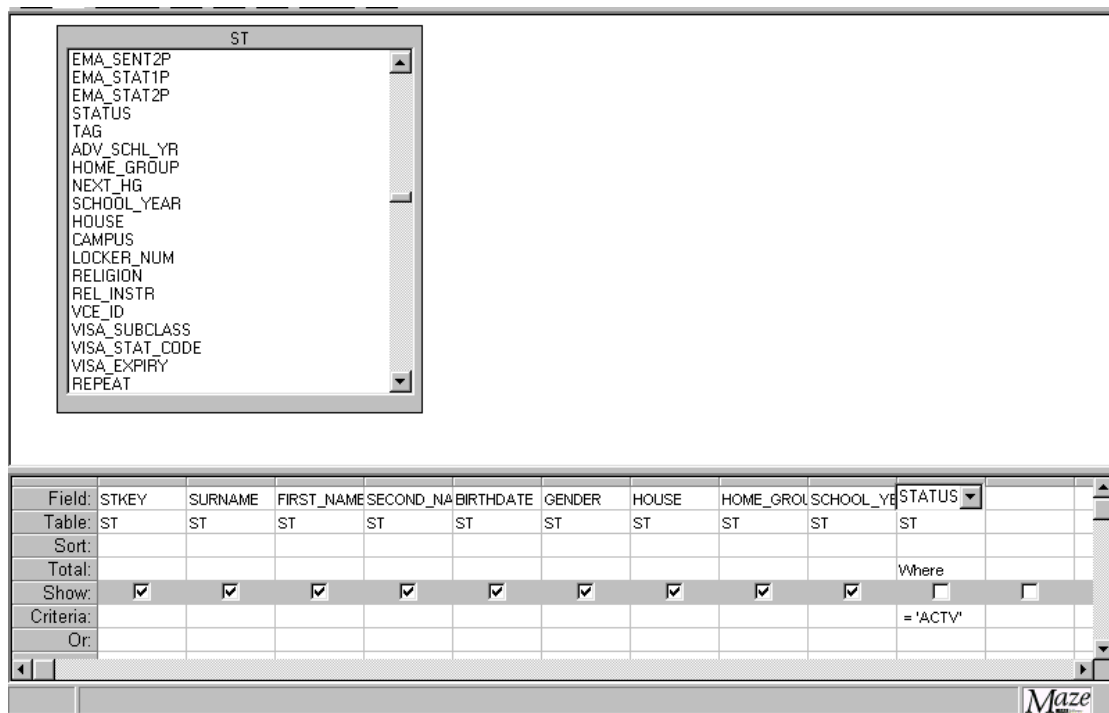
Most parts of this window can be resized to help view.

To delete a column, highlight the narrow bar at the top of the column, and press delete when the column shows black.

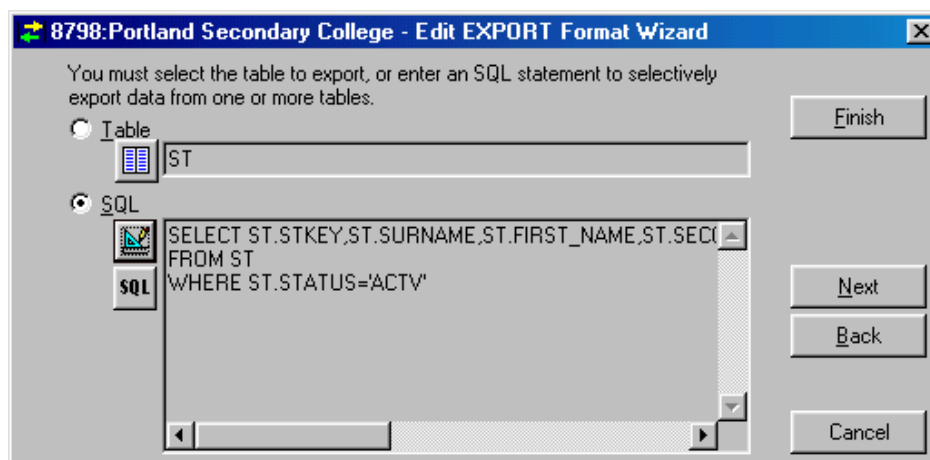
Restrict Export to Existing Students

Cases21 stores students who may not be active, such as last year's Year 12. To restrict the export only to active students, follow the next step.

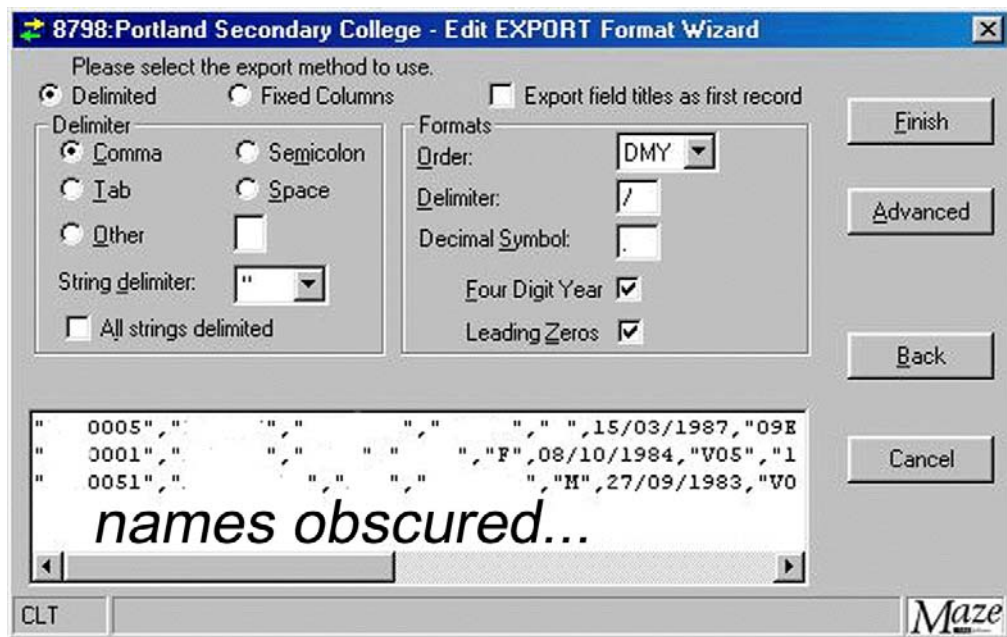
Add ST.STATUS as a final field as shown, completing the bits:Where and ='ACTV'
Be sure too untick the Show box, because this does not have to print.



When ready, **click Apply**



Click Next

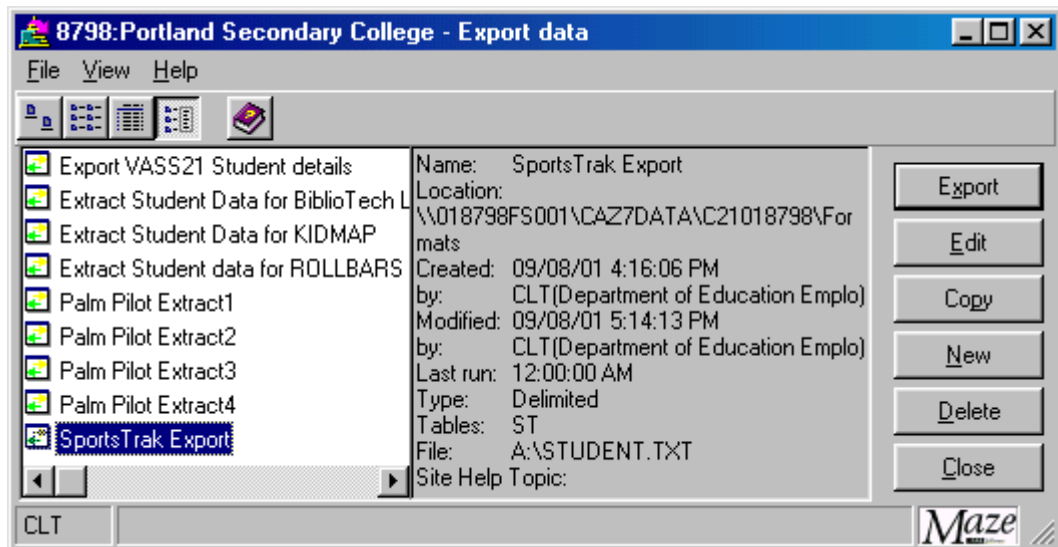


Uncheck the Export Field Titles as First Record item.

- You may use Comma or Tab
- The screen shot above has obscured names, but you should see several complete lines resulting from your query

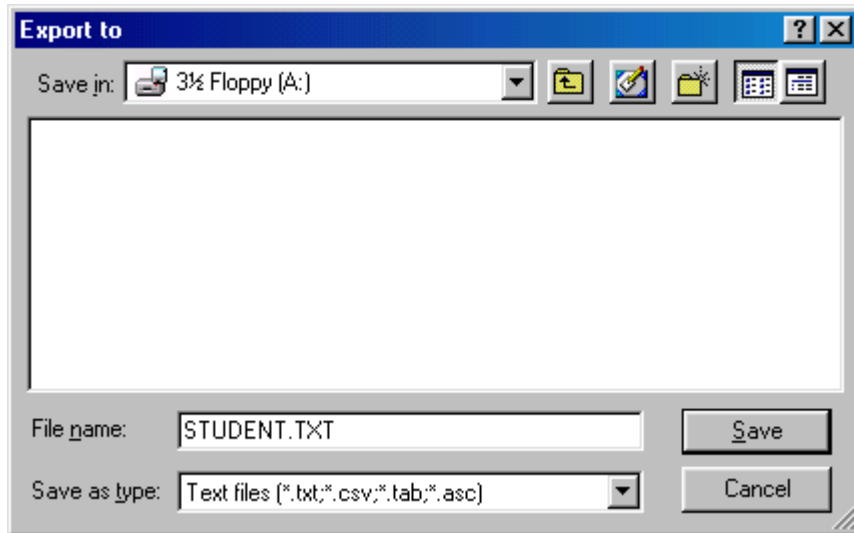
Click Finish to complete the process.

On subsequent occasions you can choose the saved query from the list (next page)



and click Export.

When exporting, check the window looks as shown:



click Save

