

This document is a guide to using the SOIN Query Builder to generate lists, labels, tables and reports. It allows users to create Microsoft Sequel queries without formal knowledge and training with SQL. It allows users to easily extract data from the SOIN database and format to their liking.

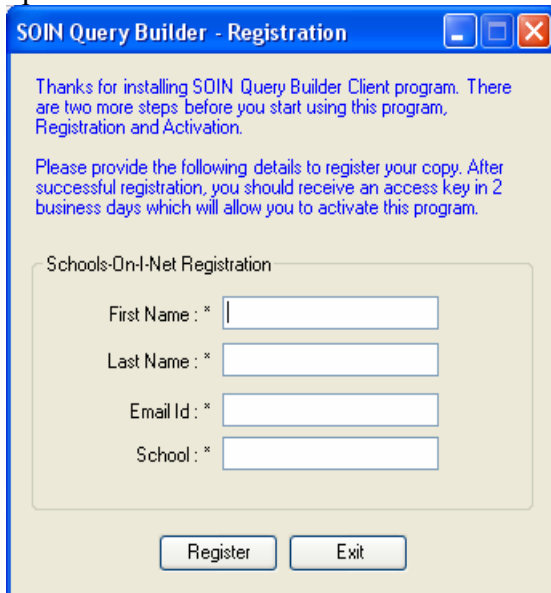
OVERVIEW: Query Builder is a software tool that allows SOIN users to extract data from the SOIN database to generate specific lists, tables and labels. Query builder is installed on a user's local machine and data is pulled (synchronized) from the SOIN database and managed on the local machine. This allows users to have up-to-date data, without working on the actual live database. The data available in Query Builder is categorized into tables, with many values in each table able to be extracted and managed.

REQUIREMENTS: SOIN Query Builder can only be installed on Windows 2000, Windows XP service pack 2, Windows Server 2003 and Windows Vista operating systems. The program will not function on Windows 98 (or earlier) operating systems. The program requires a minimum of 512 MB ram. Microsoft .Net Framework 2.x and Microsoft SQL Express also get installed when you install SOIN Query Builder, since QB will not function without those two programs.

INSTALLATION: To install and register SOIN Query Builder, you must either
a) Download it from the link on the Schools-On-I-Net.com website, or
b) Install from the Query Builder attachment received via e-mail from a SOIN team member.

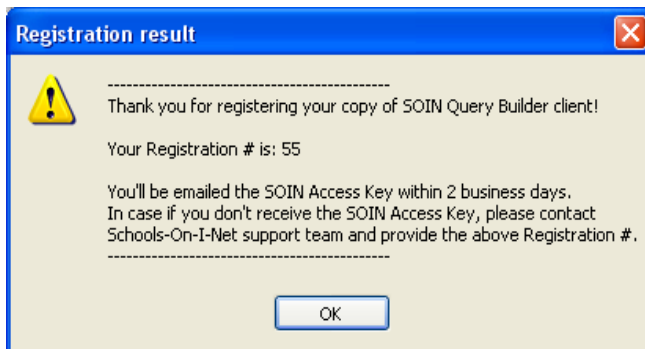
If you are installing from the website, follow the prompts to complete the installation. If you are installing from an e-mail attachment, unzip the attachment and open the folder and double click the setup file, then follow the prompts.

REGISTRATION AND ACTIVATION: When installation is complete, the program will close, double click the desktop icon and the Query Builder Registration form will open.



The image shows a Windows-style dialog box titled "SOIN Query Builder - Registration". The text inside reads: "Thanks for installing SOIN Query Builder Client program. There are two more steps before you start using this program, Registration and Activation. Please provide the following details to register your copy. After successful registration, you should receive an access key in 2 business days which will allow you to activate this program." Below this text is a section titled "Schools-On-I-Net Registration" containing four text input fields: "First Name : *", "Last Name : *", "Email Id : *", and "School : *". At the bottom of the dialog are two buttons: "Register" and "Exit".

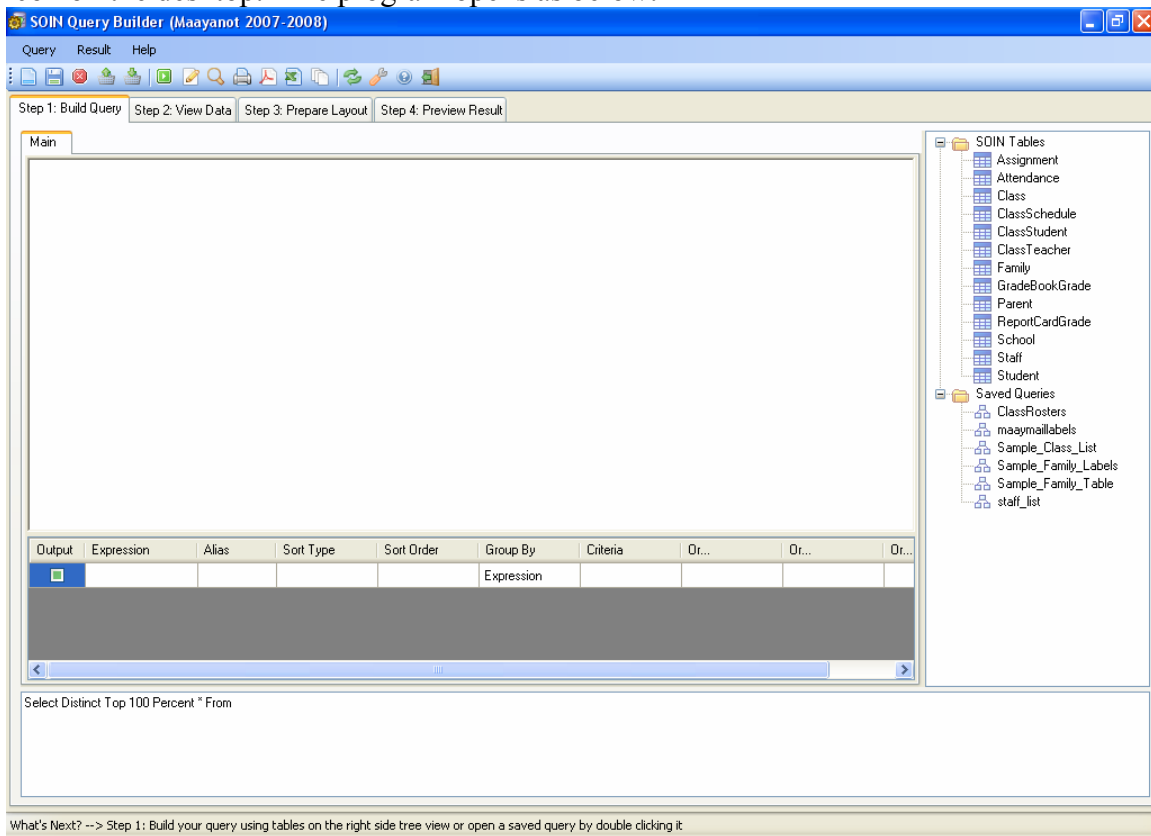
Enter your first and last names, a valid e-mail address and your school. Then click 'register' button. A registration number will pop up, as below:



The image shows a Windows-style dialog box titled "Registration result". It features a yellow warning icon with an exclamation mark. The text inside reads: "Thank you for registering your copy of SOIN Query Builder client! Your Registration # is: 55. You'll be emailed the SOIN Access Key within 2 business days. In case if you don't receive the SOIN Access Key, please contact Schools-On-I-Net support team and provide the above Registration #." At the bottom of the dialog is an "OK" button.

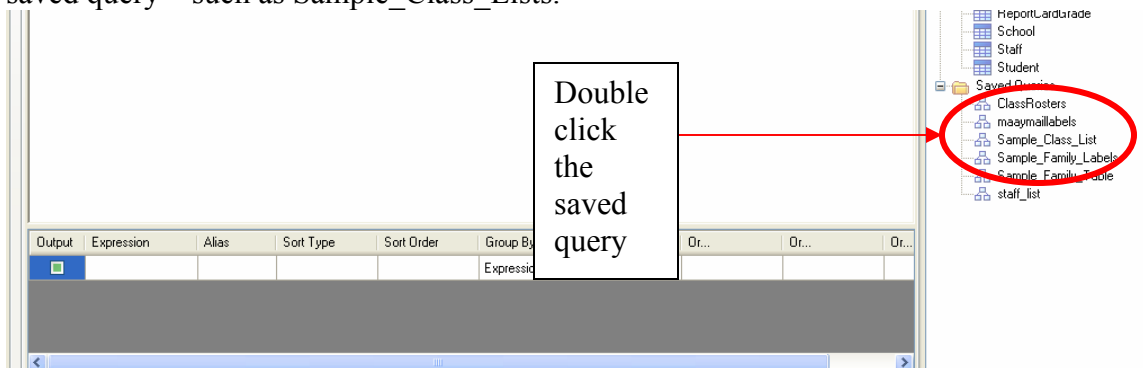
At this point, call the SOIN team and inform them that you just registered the SOIN Query Builder program and need to activate it. Provide the registration number. They will activate the program, and an Access key will be sent to the e-mail address provided. Copy the Access key and double click the SOIN Query Builder icon on your desktop. Paste the Access key into the Access Key field and click OK. Now your SOIN Query Builder is activated and ready to go. Double click the Icon once again and the program opens. When opening QB for the first time, it will automatically sync the data from the school to which it was registered (this process pulls all the current data from the SOIN database).

I. 1. After installation and registration is complete, double click the SOIN Query Builder icon on the desktop. The program opens as below:



The field on the left is where the query gets constructed, the list on the right side named “SOIN Tables” is a list of tables from the SOIN database available for use. In each table you will find a list of values that can be extracted to build your query. Also, on the right side, toward the bottom, is a list of saved queries, including samples of common saved queries.

2. As a quick overview, we will start start by bringing up a saved query. Double click a saved query – such as Sample_Class_Lists.



3. The saved query opens up by displaying the tables on the top and each value that has been selected (checked) listed below.

Tables

Each value checked in a table gets listed on the bottom Output Expression grid.

Output	Expression	Alias	Sort Type	Sort Order	Group By	Criteria	Order
<input checked="" type="checkbox"/>	[Class].[ClassId]				Expression		
<input checked="" type="checkbox"/>	[Class].[ClassNa...]		Ascending	1	Expression		
<input checked="" type="checkbox"/>	[Class].[ClassType]				Expression		
<input checked="" type="checkbox"/>	[Staff].[Salutation...]	Teacher			Expression		

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Select Distinct Top 100 Percent [Class].[ClassId], [Class].[ClassName], [Class].[ClassType], [Staff].[Salutation] + '' + [Staff].[FirstName] + '' + [Staff].[LastName] As [Teacher], [Student].[FirstName] + '' + [Student].[LastName] As [Student] From [Class] Inner Join [ClassStudent] On [Class].[ClassId] = [ClassStudent].[ClassId] Inner Join [ClassTeacher] On [Class].[ClassId] = [ClassTeacher].[ClassId] Inner Join [Student] On [Student].[StudentId] = [ClassStudent].[StudentId] Inner Join [Staff] On [ClassTeacher].[TeacherId] = [Staff].[StaffId] Order By [Class].[ClassName]
    
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5. Click on the 'Step 2: View Data' tab at the top of the program.

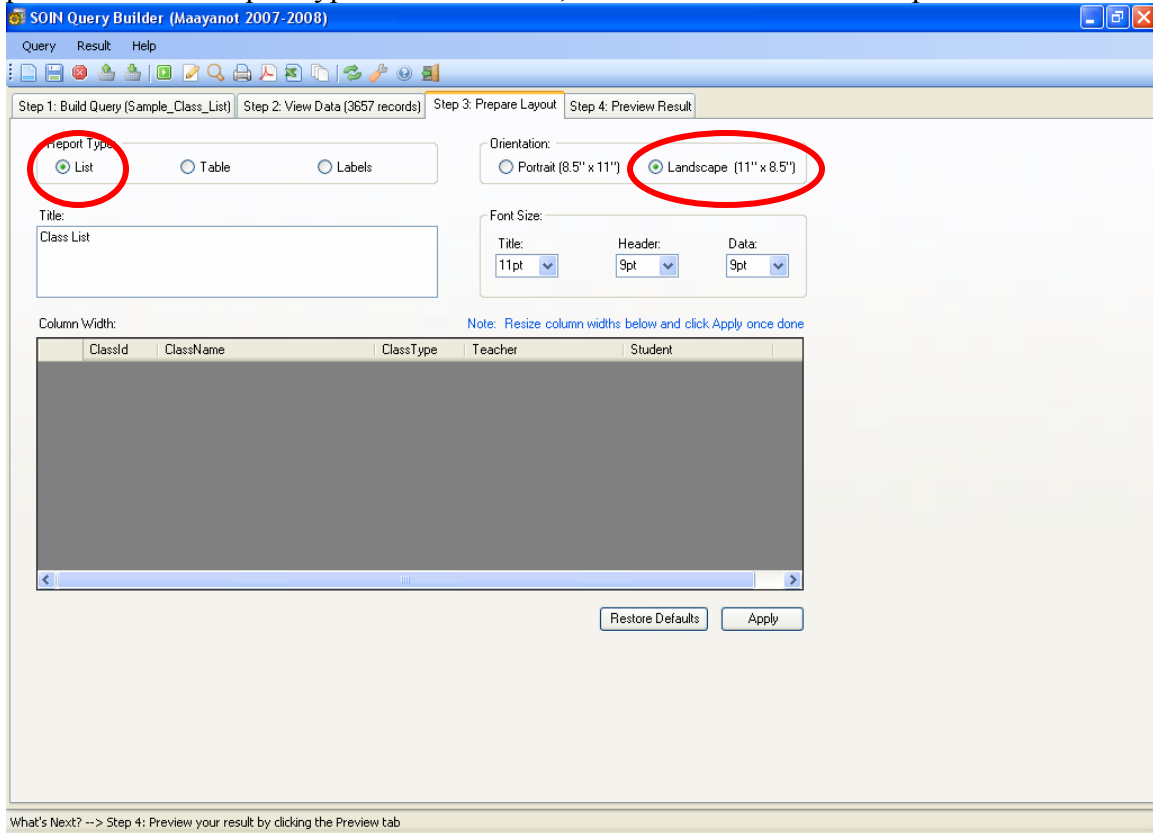
This will show the raw data in a grid format:

ClassId	ClassName	ClassType	Teacher	Student
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Adina Tropp
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Betty Moheban
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Daniella Herszfeld
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Elana Kram
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Elisheva Goldman
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Hannah Pasternak
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Noa Peyser
308	Adv Bible Sem ...	Normal	Mrs. Leah Herzog	Rochelle Adler
336	Adv.Studio Art 12...	Normal	Ms. Marilyn Benkler	Aliza Gold
336	Adv.Studio Art 12...	Normal	Ms. Marilyn Benkler	Betty Moheban
336	Adv.Studio Art 12...	Normal	Ms. Marilyn Benkler	Jordana Gilbert
336	Adv.Studio Art 12...	Normal	Ms. Marilyn Benkler	Leora Dhevshalom
336	Adv.Studio Art 12...	Normal	Ms. Marilyn Benkler	Noa Peyser
336	Adv.Studio Art 12...	Normal	Ms. Marilyn Benkler	Shlomit Filhart
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Adena Kleiner
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Atara Clark
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Atara Polinsky
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Cheryl Rosenberg
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Ilana Greenspan
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Jordana Wietsch...
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Kayla Applebaum
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Penina Cohen
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Rachel Beilin
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Rachel Friedman
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Rachel Ramras
236	Alg II / Trigh (1) ...	Normal	Ms. Joyce Heller	Rebecca Novetsky

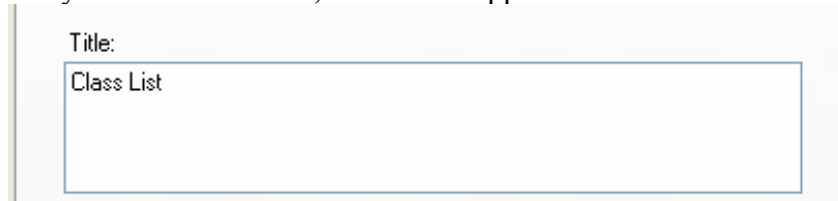
What's Next? --> Step 3: Adjust the layout for your result by clicking on Layout tab

Review the results to see if that is indeed the information you want to extract. For this example – class lists- Class ID, Class Name, Teacher and Student were all checked and are listed.

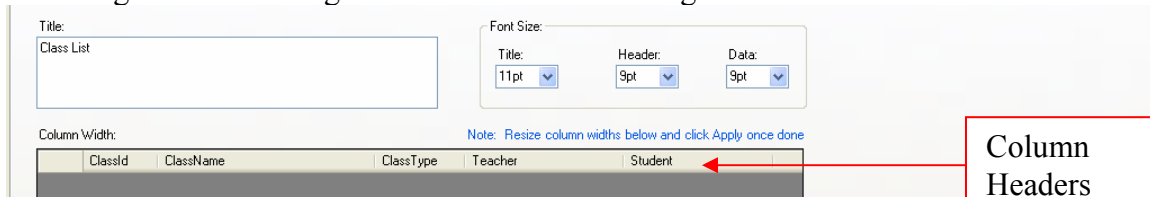
6. Next, click on the 'Step 3: Prepare Layout' tab to format how you want this data to be presented. The Report type is listed as List, the Orientation is Landscape.



7. At this point you can enter a title, which will appear on the final formatted output.

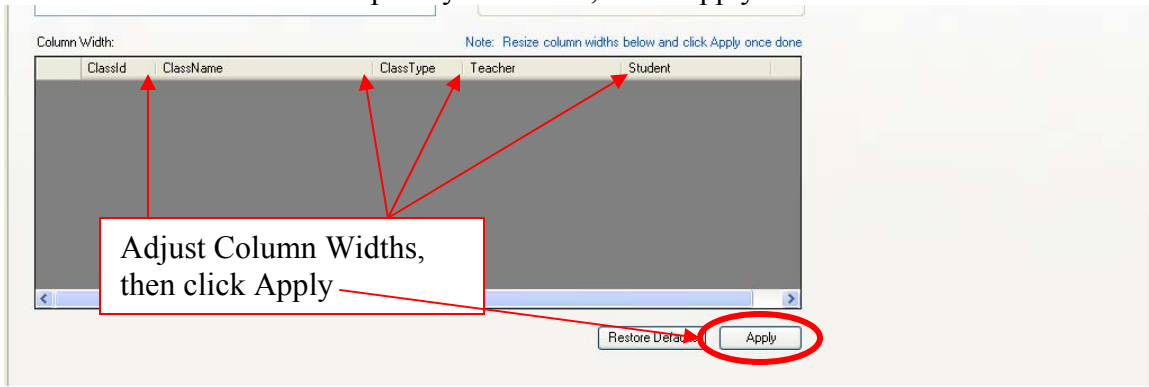


8. Change the fonts using the Font Size box to the right of the title field.



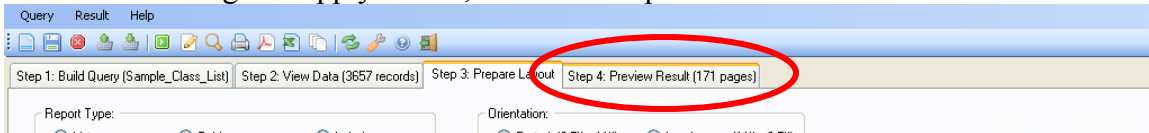
Font size can be adjusted for the title, the column headers and the data.

9. Next, the column Width can be adjusted to accommodate the data fields by placing the cursor over the column border, holding down the left mouse button and moving it to the desired location. When completely formatted, click Apply



Be sure to give the column width the appropriate width to accommodate the data going in that column (a name will need more space than a class ID, and address will need more than a DOB, etc).

10. After clicking the Apply button, click on “Step4: Preview Results” tab.



Note: The number of pages will appear on Tab 4 after clicking the Apply button, which locks in the format.

11. The results appear as formatted with the fonts and column widths as specified on the format page.

The screenshot shows the SOIN Query Builder interface. The title bar reads "SOIN Query Builder (Maayanot 2007-2008)". The menu bar includes "Query", "Result", and "Help". The toolbar contains various icons for file operations and data manipulation. The main window has four tabs: "Step 1: Build Query (Sample_Class_List)", "Step 2: View Data (3657 records)", "Step 3: Prepare Layout", and "Step 4: Preview Result (171 pages)". The "Step 4" tab is active, displaying a table titled "Class List".

Classid	ClassName	ClassType	Teacher	Student
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Adina Tropp
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Betty Moheban
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Daniella Herszfeld
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Elana Kram
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Elisheva Goldman
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Hannah Pasternak
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Noa Peyser
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Rochelle Adler
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Aliza Gold
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Betty Moheban
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Jordana Gilbert
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Leora Ohevshalom
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Noa Peyser
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Shlomit Filhart
236	Alg II / Trigh(1) (2542-1)	Normal	Ms. Joyce Heller	Adena Kleiner
236	Alg II / Trigh(1) (2542-1)	Normal	Ms. Joyce Heller	Atara Clark
236	Alg II / Trigh(1) (2542-1)	Normal	Ms. Joyce Heller	Atara Polinsky

At the bottom of the window, a status bar reads: "What's Next? --> Step 4: Preview your result by clicking the Preview tab".

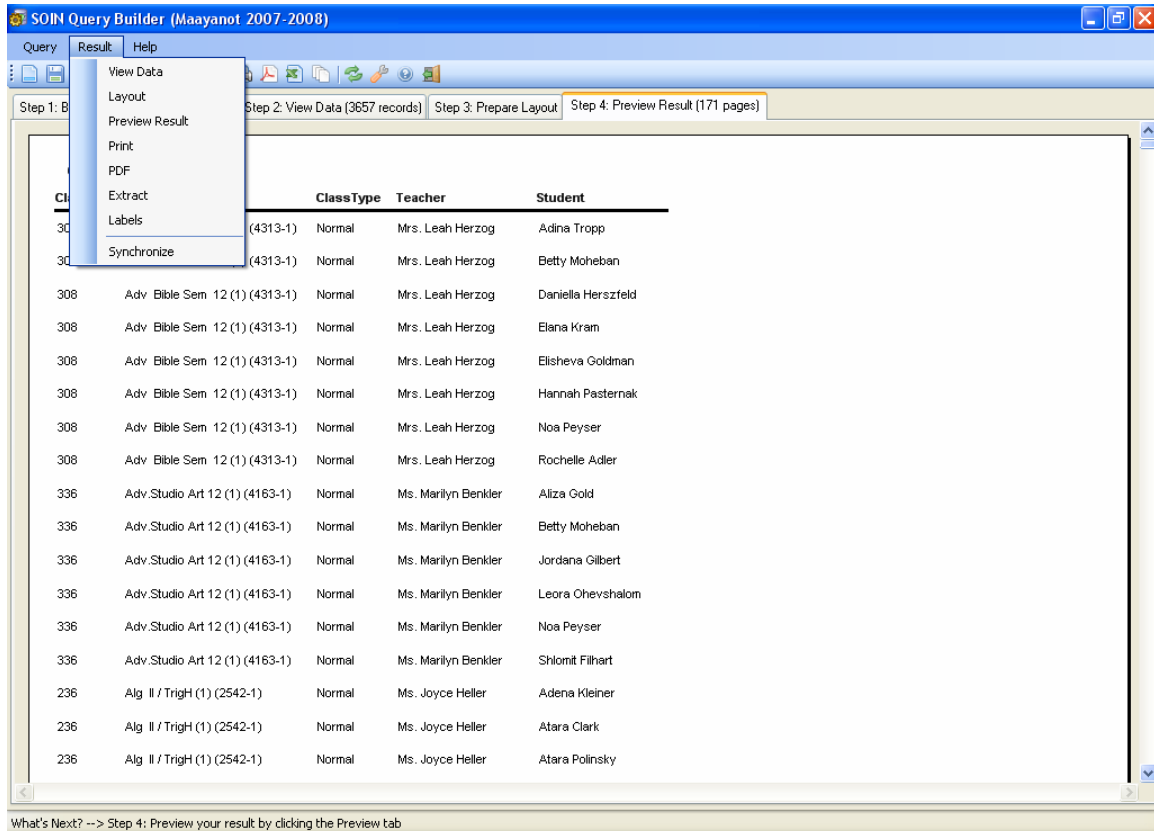
12. From the file dropdown menu in the upper left corner, you can choose what you want to do with your query (save, backup, etc).

The screenshot shows the SOIN Query Builder interface. The title bar reads "SOIN Query Builder (Maayanot 2007-2008)". The menu bar includes "Query", "Result", and "Help". The toolbar contains icons for file operations. The main window displays a table with the following data:

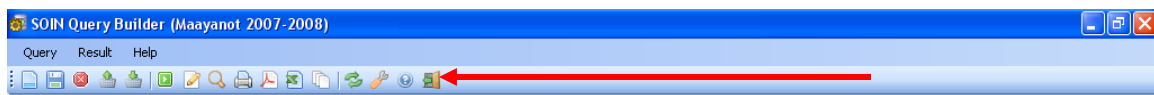
	Name	ClassType	Teacher	Student
	Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Adina Tropp
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Betty Moheban
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Daniella Herszfeld
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Elana Kram
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Elisheva Goldman
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Hannah Pasternak
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Noa Peyser
308	Adv Bible Sem 12 (1) (4313-1)	Normal	Mrs. Leah Herzog	Rochelle Adler
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Aliza Gold
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Betty Moheban
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Jordana Gilbert
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Leora Ohevshalom
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Noa Peyser
336	Adv.Studio Art 12 (1) (4163-1)	Normal	Ms. Marilyn Benkler	Shlomit Filhart
236	Alg II / Trigh(1) (2542-1)	Normal	Ms. Joyce Heller	Adena Kleiner
236	Alg II / Trigh(1) (2542-1)	Normal	Ms. Joyce Heller	Atara Clark
236	Alg II / Trigh(1) (2542-1)	Normal	Ms. Joyce Heller	Atara Polinsky

The file menu is open, showing options: New, Save, Delete, Backup, Restore, Options, and Exit. The status bar at the bottom indicates "What's Next? --> Step 4: Preview your result by clicking the Preview tab".

13. From the result dropdown menu you can choose what you would like to do with the results. View Data, Format and Preview choices will take you back to those respective tabs. The print choice is self explanatory. Choosing PDF will convert the results to a .pdf file to be viewed in Adobe acrobat viewer. Extract allows the results to be converted into .csv format for spreadsheet programs such as Excel. Labels will format the results into labels and the synchronize button will sync the data to be most current.



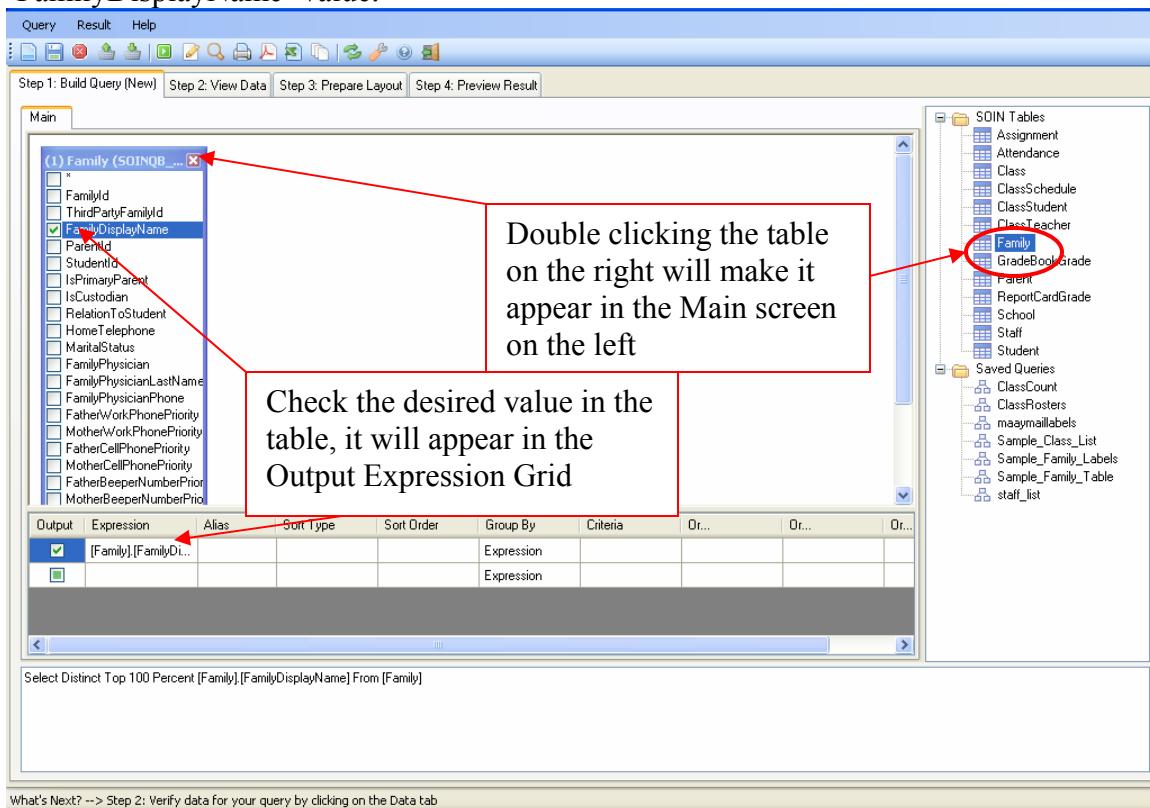
All the items on the drop down menus also have corresponding icons located on the toolbar.



II. How To Build A Query – This section will show you how to build a query from ‘scratch’. In this example we will construct a query to print mailing labels for each student’s family.

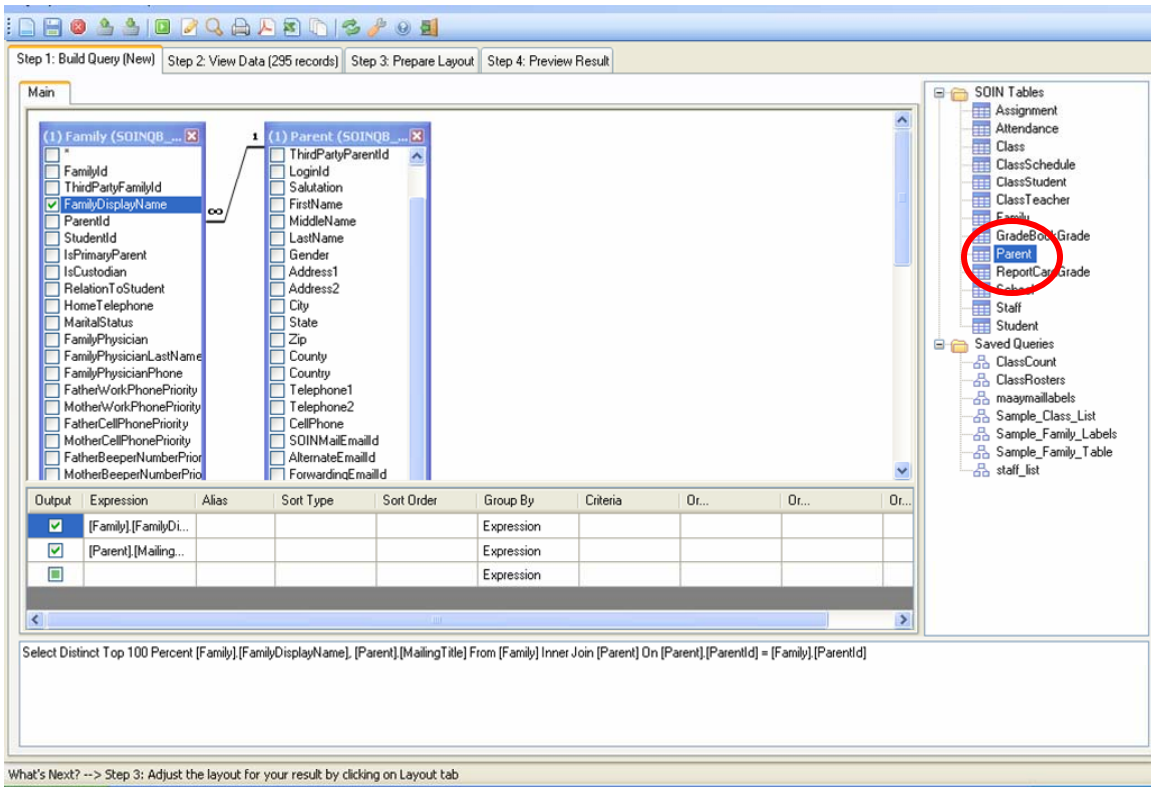
Before clicking on any table or selecting values, you must think of what information you want in the result. In this case, you want a label addressed to the parents of each student, the student’s name below, followed by the address, city, state and zip code of the family in an address label format suitable for mailing.

1. Start a new query by clicking on the ‘Family’ table, and selecting the ‘FamilyDisplayName’ value.

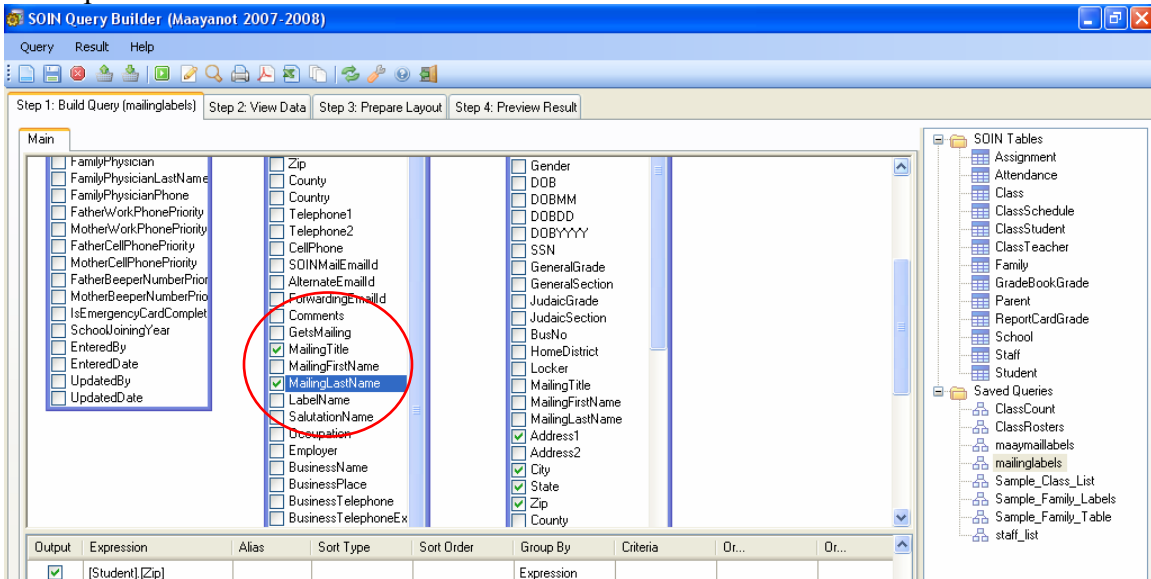


Hint: you can always check the out put by clicking on “step 2: view data” tab, then return to the “step 1 tab”.

2. Next, you want the parent information, so double click the parent table.



3. Using the scroll bar(s), scroll down to the 'MailingTitle' and 'Mailinglastname' values in the parent table.



4. You will need the student information, so double click the student table.

The screenshot shows the Microsoft Access Query Design View. The main area contains three tables: Family (SOINQB_...), Parent (SOINQB_...), and Student (SOINQB_M...). The Student table is highlighted in the table list on the right. The design grid shows the following fields:

Output	Expression	Alias	Sort Type	Sort Order	Group By	Criteria	Dr...	Dr...	Dr...
<input checked="" type="checkbox"/>	[Family].[FamilyDi...]				Expression				
<input checked="" type="checkbox"/>	[Parent].[Mailing...]				Expression				
<input type="checkbox"/>					Expression				

The SQL statement at the bottom of the window is:

```
Select Distinct Top 100 Percent [Family].[FamilyDisplayName], [Parent].[MailingTitle] From [Family] Inner Join [Parent] On [Parent].[ParentId] = [Family].[ParentId] Inner Join [Student] On [Student].[StudentId] = [Family].[StudentId]
```

5. In the student table, select the students first and last name, address, city, state and zipcode.

The screenshot shows the Microsoft Access Query Design View. The main area contains the Student table. The design grid shows the following fields:

Output	Expression	Alias	Sort Type	Sort Order	Group By	Criteria	Dr...	Dr...
<input checked="" type="checkbox"/>	[Student].[Zip]				Expression			
<input checked="" type="checkbox"/>	[Parent].[Gender]				Expression			
<input checked="" type="checkbox"/>	[Parent].[MailingTitle]				Expression			
<input checked="" type="checkbox"/>	[Parent].[MailingLastNa...]				Expression			

The SQL statement at the bottom of the window is:

```
Select Distinct Top 100 Percent [Family].[FamilyDisplayName], [Student].[FirstName], [Student].[LastName], [Student].[Address1], [Student].[City], [Student].[State], [Student].[Zip], [Parent].[Gender], [Parent].[MailingTitle], [Parent].[MailingLastName] From [Family] Inner Join [Parent] On [Parent].[ParentId] = [Family].[ParentId] Inner Join [Student] On [Student].[StudentId] = [Family].[StudentId]
```

6. Viewing the results will show many more records than you want.

The screenshot shows the SOIN Query Builder interface. The title bar reads "SOIN Query Builder (Maayanot 2007-2008)". The menu bar includes "Query", "Result", and "Help". The toolbar contains various icons for file operations and navigation. The main window has four tabs: "Step 1: Build Query (mailinglabels)", "Step 2: View Data (460 records)", "Step 3: Prepare Layout", and "Step 4: Preview Result". The "View Data" tab is active, displaying a table with the following columns: FamilyDisplayName, FirstName, LastName, Address1, City, State, Zip, Gender, MailingTitle, and MailingLa. The table contains 460 rows of data, with the first few rows showing records for the Adler family and others.

FamilyDisplayName	FirstName	LastName	Address1	City	State	Zip	Gender	MailingTitle	MailingLa
Adler	Elishveva	Adler	1290 Trafalgar St...	Teaneck	NJ	07666	F		
Adler	Elishveva	Adler	1290 Trafalgar St...	Teaneck	NJ	07666	M	Mr. Ben and Mrs....	Adler
Adler	Rochelle	Adler	18 Laurel Avenue	Clifton	NJ	07012	F		
Adler	Rochelle	Adler	18 Laurel Avenue	Clifton	NJ	07012	M	Mr. Bruce and Mr...	Adler
Adler - Mr. and M...	Talya	Adler	1116 Magnolia R...	Teaneck	NJ	07666	F		
Adler - Mr. and M...	Talya	Adler	1116 Magnolia R...	Teaneck	NJ	07666	M	Mr. Gary and Mrs...	Adler
Adler - Mr. and M...	Yifat	Adler	1116 Magnolia R...	Teaneck	NJ	07666	F		
Adler - Mr. and M...	Yifat	Adler	1116 Magnolia R...	Teaneck	NJ	07666	M	Mr. Gary and Mrs...	Adler
Aghachi - Mr. an...	Sharona	Aghachi	468 Tulane Court	Paramus	NJ	07652	F		
Aghachi - Mr. an...	Sharona	Aghachi	468 Tulane Court	Paramus	NJ	07652	M	Mr. Nejat and Mr...	Aghachi
Alt - Mr. and Dr. ...	Allison	Alt	200 Chadwick R...	Teaneck	NJ	07666	F		
Alt - Mr. and Dr. ...	Allison	Alt	200 Chadwick R...	Teaneck	NJ	07666	M	Mr. Howard and ...	Alt
Alt - Mr. and Dr. ...	Melissa	Alt	200 Chadwick R...	Teaneck	NJ	07666	F		
Alt - Mr. and Dr. ...	Melissa	Alt	200 Chadwick R...	Teaneck	NJ	07666	M	Mr. Howard and ...	Alt
Andron	Eliana	Andron	133 Huguenot A...	Englewood	NJ	07631	F		
Andron	Eliana	Andron	133 Huguenot A...	Englewood	NJ	07631	M	Dr. Richard and ...	Andron
Ansbacher	Pena	Ansbacher	690 Fort Washin...	New York	NY	10040	F		
Ansbacher	Pena	Ansbacher	690 Fort Washin...	New York	NY	10040	M	Mr. Joseph and ...	Ansbacher
Apfel - Mr. and M...	Pamela	Apfel	1664 Hanover St...	Teaneck	NJ	07666	F		
Apfel - Mr. and M...	Pamela	Apfel	1664 Hanover St...	Teaneck	NJ	07666	M	Mr. Ronny and M...	Apfel
Applebaum - Dr. ...	Kayla	Applebaum	323 Ogden Aven...	Teaneck	NJ	07666	F		
Applebaum - Dr. ...	Kayla	Applebaum	323 Ogden Aven...	Teaneck	NJ	07666	M	Dr. Eric and Dr. S...	Applebaum
Arussy - Mr. and ...	Dalya	Arussy	139 Hillside Aven...	Livingston	NJ	07039	F		
Arussy - Mr. and ...	Dalya	Arussy	139 Hillside Aven...	Livingston	NJ	07039	M	Mr. Lior and Mrs. ...	Arussy
Arussy - Mr. and ...	Sara	Arussy	139 Hillside Aven...	Livingston	NJ	07039	F		

At the bottom of the window, a status bar reads: "What's Next? --> Step 3: Adjust the layout for your result by clicking on Layout tab".

The values selected for the query need to be filtered to eliminate the redundant records.

7. To filter or sort results, you must return to 'Step 1:' Tab.