## Data Export from CASES21 to SportsTrak

**SportsTrak** requires the import of 8 data fields from CASES student data. *Student Code, Surname, First Name, Initial, Birth Date, Gender, House, Home Group* The field order is not critical, but desirable.

Login to Cases 21 with sufficient rights to see Utilities (eg Business Manager Level)

	CASES21 - 8798:Portland	Secondary College
Home Supervisor Help	<ul> <li>Show Item Details</li> <li>Status Bar</li> <li>Folder</li> <li>Views *</li> <li>Show/Hide</li> </ul>	
Utilities *	MAZE	Export Data
MAZE	🛃 Password & Users	YExport data from the database
Sile Fix Ups	View & Report Data	
	🔹 Export Data	
	SQL	
Management		
Staff		
Students		
Groups		
Attendance		
Daily Organisation		
Timetabling		
Financial		
Payroll		
Utilities		
*		

Select the following from the above screen:

Utilities then Export Data then Export Data from the database as shown above.

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 **Run Export.** 

Home Help	Export	- 8798:Portl <mark>and</mark> Seconda	ry College	
New Format Export Formats Options	Preview Print Print	Format Views ~ Show/Hide		
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ilc			CA	SES21 Version 9

Click **New Format** from the above window.

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

Export - 8798	Portland Secondary College Export enter a name. path, site help topic for this format, and some
descrip	otive text.
<u>F</u> ormat Name:	SportsTrak Cases Export
Format <u>P</u> ath:	\\Formats\Users\jlc
<u>H</u> elp Topic:	· · · · · · · · · · · · · · · · · · ·
<u>D</u> escription:	
Back	Next Finish Cancel CASES21 Version 9

Accept the next window by clicking  $\ensuremath{\textbf{Next}}$ 

AR B	New Export Please select a favourites folder to add your format to:
	4y folder

#### **Export File Name, Location, and Format**

The next window appears like this, but **don't accept the default options**.

Export - 8798:Portland Secondary College
New Export Enter the output file name to use when running this format.
File name \\8798ADB01\Caz7Data\v52\SportsTrak Cases Export.txt
Prompt for filename Replace output file? Prompt
<ul> <li>Customised text file</li> <li>CAZ file with all fields in the table</li> <li>Package file</li> </ul>

#### Make these alterations

Use the ellipses (...) button to select a more convenient location to save the export file.

New Export Enter the output file name to use when running this format.	
File name D:\Users\08759656\Documents\Student.txt	
Prompt for filename <u>R</u> eplace output file? Prompt	
<ul> <li>Customised text file</li> <li>CAZ file with all fields in the table</li> <li>Rackage file</li> </ul>	

Change the file name to **Student.txt** as part of the file name below

Untick Prompt For Filename

Select Customised text file

Click **next** 

### **Design the Export Query**

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.

We want to read from the table named ST (student data), not AR or whatever it shows first.

👔 Expor	t - 8798:Portland Secondary College	×
2443 	Export - SportsTrak Cases Export You must select the table to export, or enter an SQL statement to selectively export data from one or more tables.	
© T ⊚ S	able ST OL SELECT ST: FROM ST	*

The table shown initially is not correct, so **click on the picture of the book** and change the table to **ST** 

Choose Table       Please choose a	<b>e</b> a table to us	e		
Major Minor Views All	Name SMCD SPEM SPEPR SPOUT SPU SS SSHG SSHG ST_TFR ST_TFR ST_TF	Title Student Medication Doses Rooms group Report email templates TReport file audit Stored Procedure Return Values Publications Specialist Subjects Specialist Subjects per Home G Students ST Transfer OStudent Data Transfer Table III Options	Table Type SMC Transactions SM Transactions SPEMAIL Accounts SPEMAIL Transactio SPOUT Accounts SPU Accounts SS Accounts SS Accounts SS Transactions SKGS Transactions SKGS Transactions	Table D

Click All on the left, then scroll to ST, click OK

If the list is not alphabetical, click on the title bar on the word *Name* to sort the file list in name order, making it easier to find the file ST.

The window should look like this:

👔 Export	- 8798:Portland Secondary College	x
24 th 19	Export - SportsTrak Cases Export You must select the table to export, or enter an SQL statement to selectively export data from one or more tables.	
© Ta ● S(	able ST QL	
	SELECT ST.* FROM ST SQL	*

Click on the Set Square button in the above window. This lets us select fields for export.

Home View Help Figure SQL Add New SQL Design Add Miscellaneous SQL				
ST.* STKEY SURNAME AB_STUDY ABS_HDAY_PERIOD ACADEMIC_A ACADEMIC_B	_The ST box from.	shows เ	ıs what table w	e are getting data
ACADEMIC_C -	The grid he	ere show	s which fields w	ve are going to get.
Field:    Table:    Sort:    Total:    Show:    Criteria:    Or:	It starts by We don't w asterisk, and Click on the arrow and	showing want all nd then e field w	g an asterisk, m fields so we ne specify the 8 fi ith the asterisk STKEY as show	eaning all fields. ed to get rid of the elds we need. , click the down
		encose		
	Field: STK	EY	•	
	Table: ST			
	Sort:			
	Total:			
	Show:	<b>V</b>		
KEY is the Student Code, the first	Or:			

Click in the first cell of the successive columns until you have the correct 8 fields for SportsTrak

1. STKEY2. SURNAME5. BIRTHDATE6. GENDER

3. FIRST\_NAME 7. HOUSE 4. SECOND\_NAME 8. HOME\_GROUP

•											
Field:	STKEY	SURNAME	FIRST_NAME	SECOND_NAME	BIRTHDATE	GENDER	HOME_GROUP	SCHOOL_YEAR			
Table:	ST	ST	ST	ST	ST	ST	ST	ST			
Sort:											
Total:											
Show:	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>			
Criteria:											
Or:											

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

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

CASES 21 keeps records of all students, existing and historic. We only require current students.

## Restrict Export to existing students only.

Add **ST.STATUS** as the final field.

Untick **Show.** Add **Where** and **= 'ACTV' exactly** as shown below

Field:	STKEY	SURNAME	FIRST_NAME	SECOND_NAME	BIRTHDATE	GENDER	HOME_GROUP	SCHOOL_YEAR	STATUS
Table:	ST	ST	ST	ST	ST	ST	ST	ST	ST
Sort:									
Total:									Where
Show:	<b>V</b>		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>		
Criteria:								×	='ACTV'
Or:									

# When ready, click Apply at the top of the window



Export - SportsTrak Cases Export Advanced: Set the order of fields for export.	
<ul> <li>Table</li> <li>ST</li> <li>SQL</li> <li>SELECT ST.STKEY,ST.SURNAME,ST.FIRST_NAME,ST.SECOND_NAME,ST.BIRTHDATE,ST ► FROM ST</li> <li>SQL</li> <li>WHERE ST.STATUS ='ACTV'</li> </ul>	Your activity has created a SQL query displayed above in the format SELECTFROM WHERE.
Use direct export for complex queries     (advanced screen and procedures will not be available)	This is the instruction that CASES follows wher you run the query.
Back Next Cancel	Click <b>Finish</b>

When the query runs, you get this sort of report.

SportsTrak Cases Export - Export - 8798:Portland Secondary College									
	H <u>o</u> me	<u>H</u> elp	Help						
Undo	STOP Stop	Close	Preview	Print	V Status Bar				
	Options			nt	Show/Hide				
692 rec	ord(s) exp	ported.							
jle							CASES21 V	Version 9	

Pay attention to the file location because you will most likely need to copy the text file from here to a memory stick to take to the SportsTrak computer.

## On subsequent occasions you can choose the saved query from the list and Run Export

