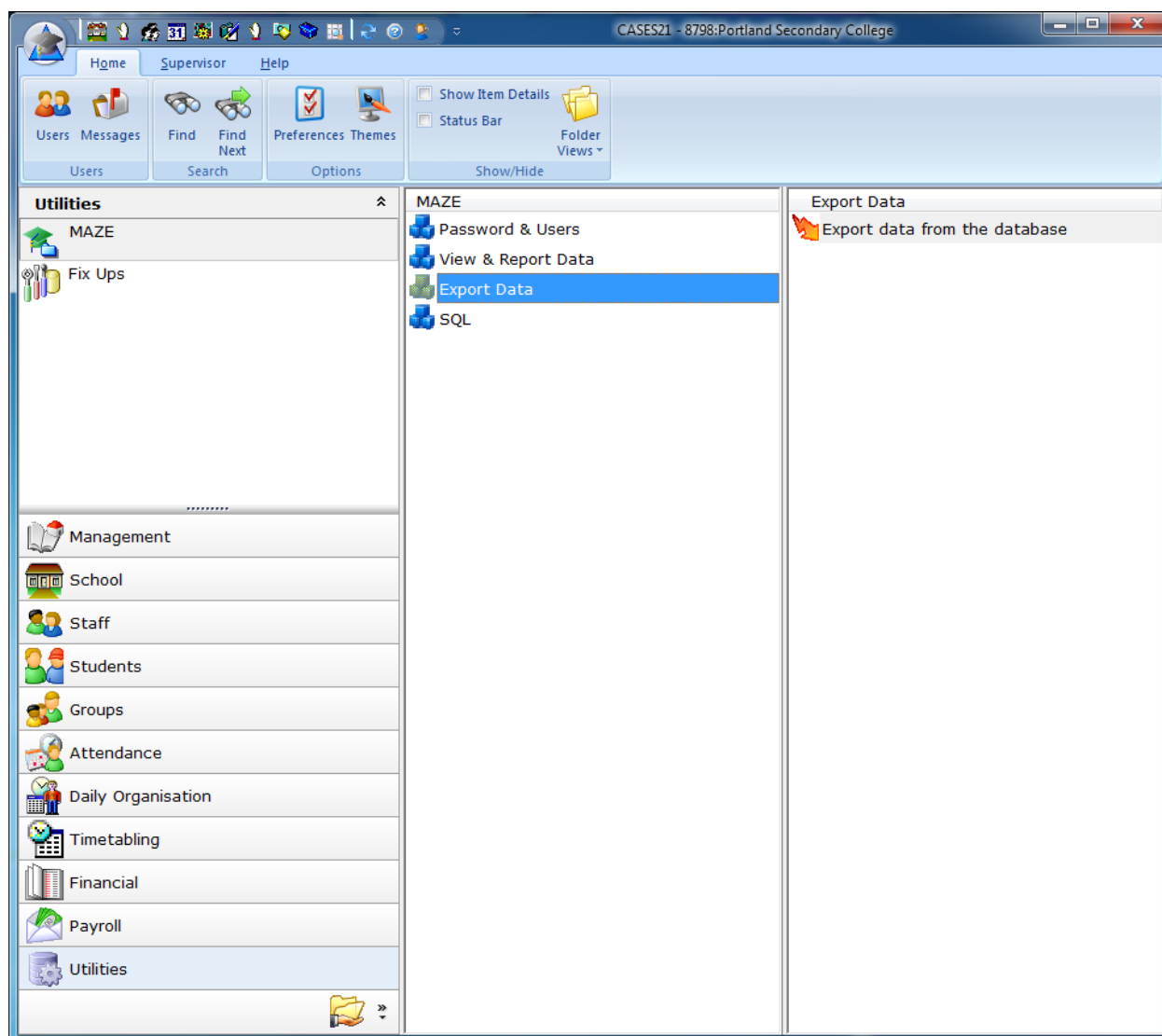# Data Export from CASES21 to SportsTrak

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)
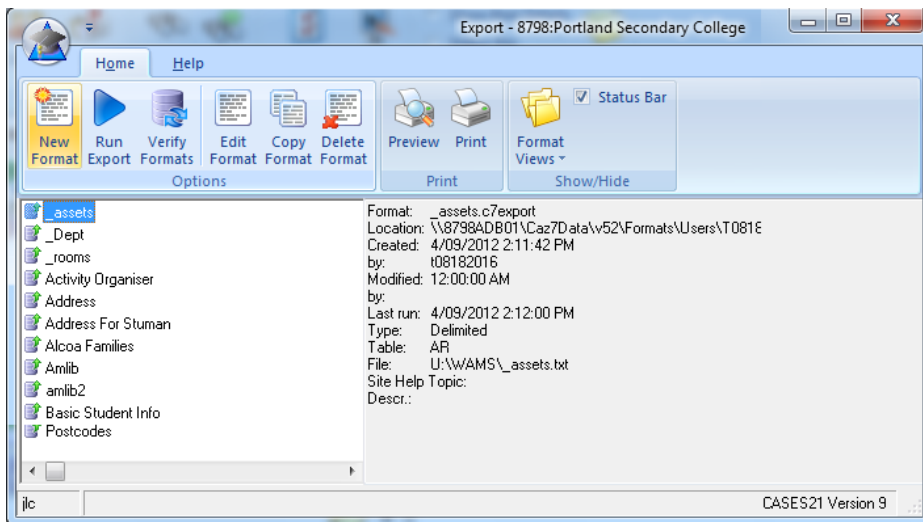

Select the following from the above screen:

 Utilities then **Export Data** then **Export Data from the database** as shown above.
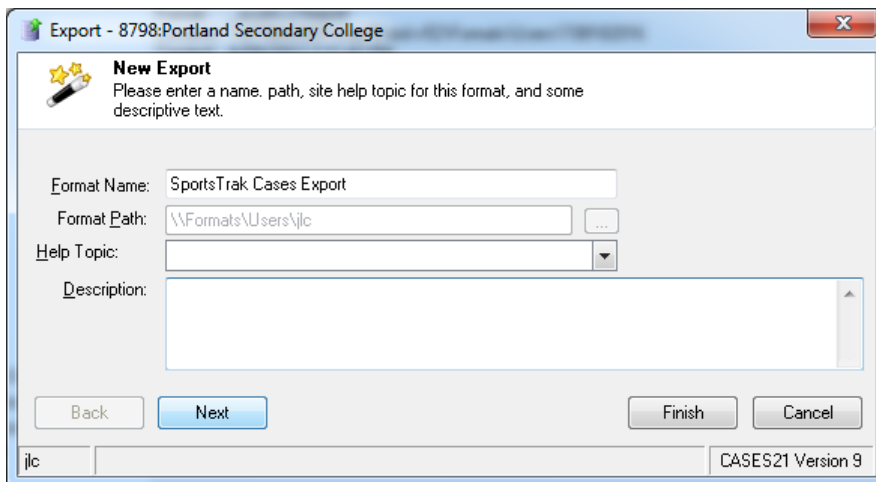
The following window allows you to select from saved queries or create new ones.

Initially you will require a **new** query, but after completing this process you will simply highlight the correct query and click **Run Export.**
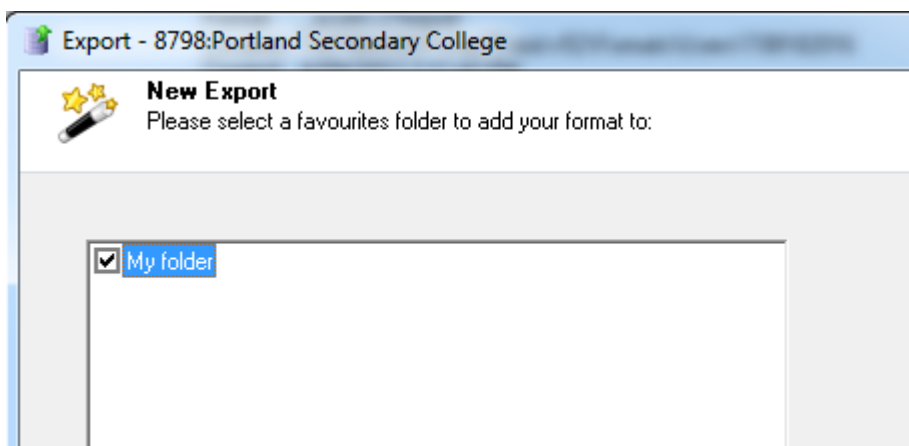
Click **New Format** from the above window.

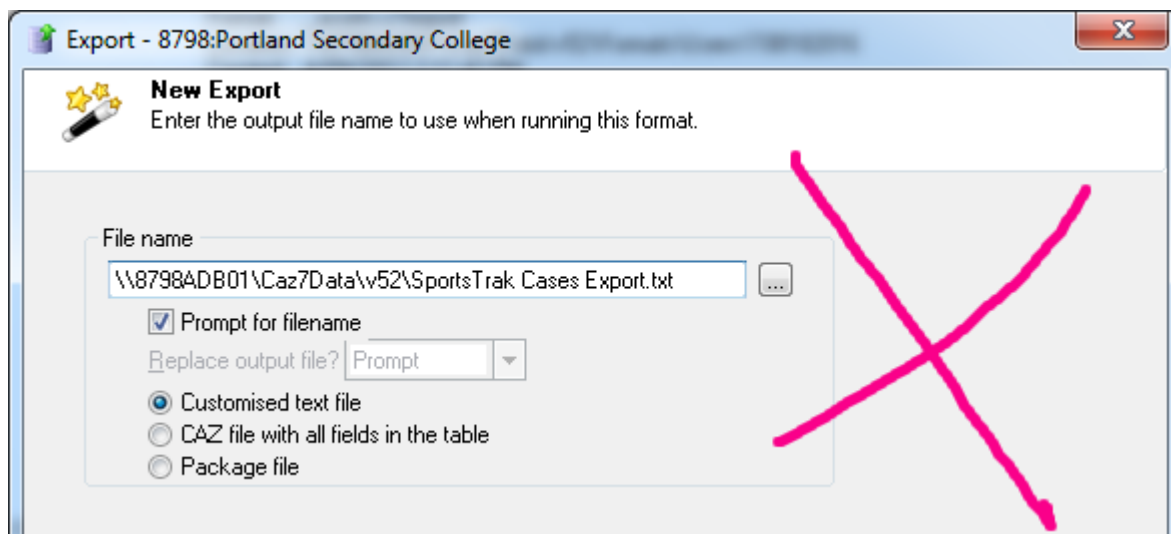The following wizard commences – **type in a meaningful name** then click N**ext**

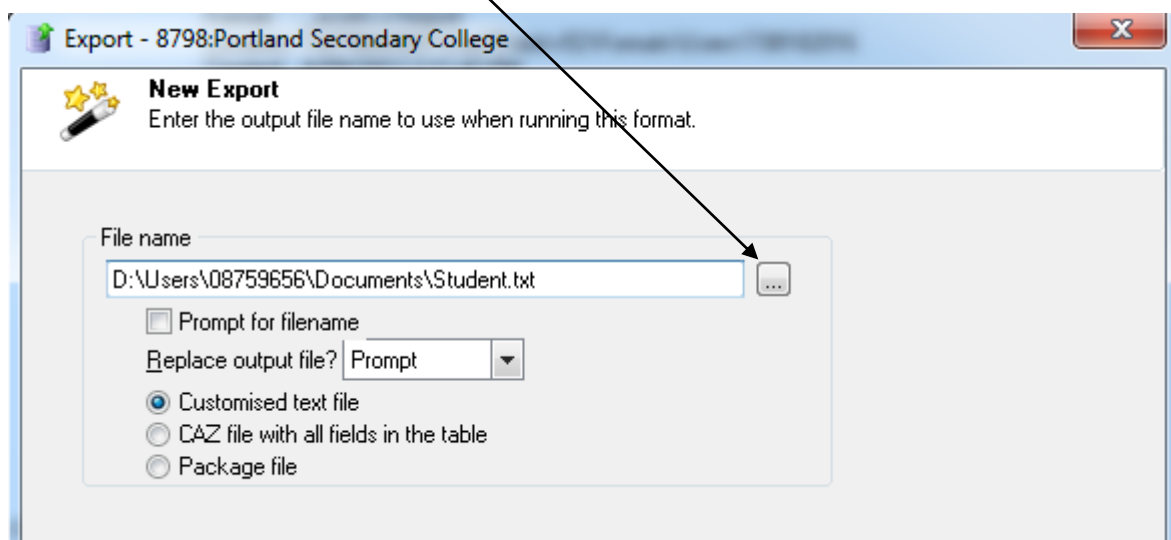Accept the next window by clicking **Next**

Export File Name, Location, and Format

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

Make these alterations

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

Change the file name to **Student.txt** as part of the file name below
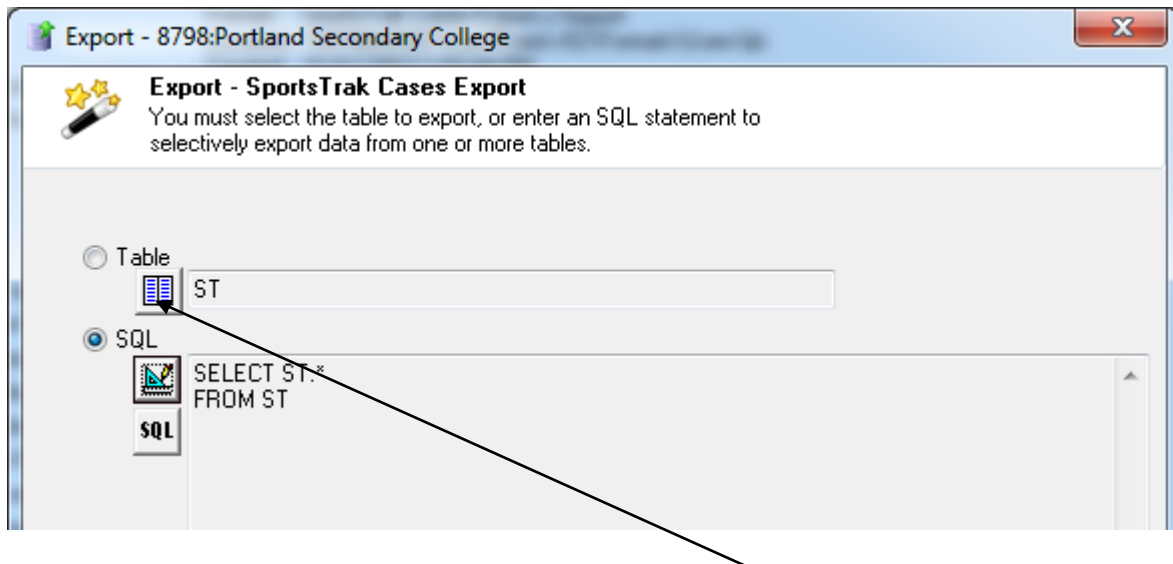
Untick **Prompt For Filename**

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.
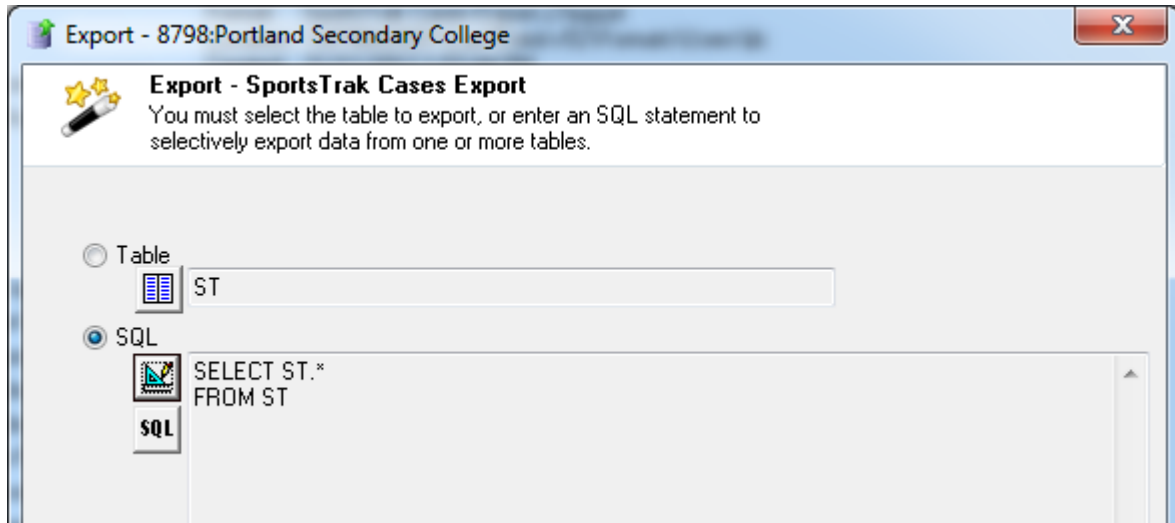

The table shown initially is not correct, so **click on the picture of the book** and change the table to **ST**
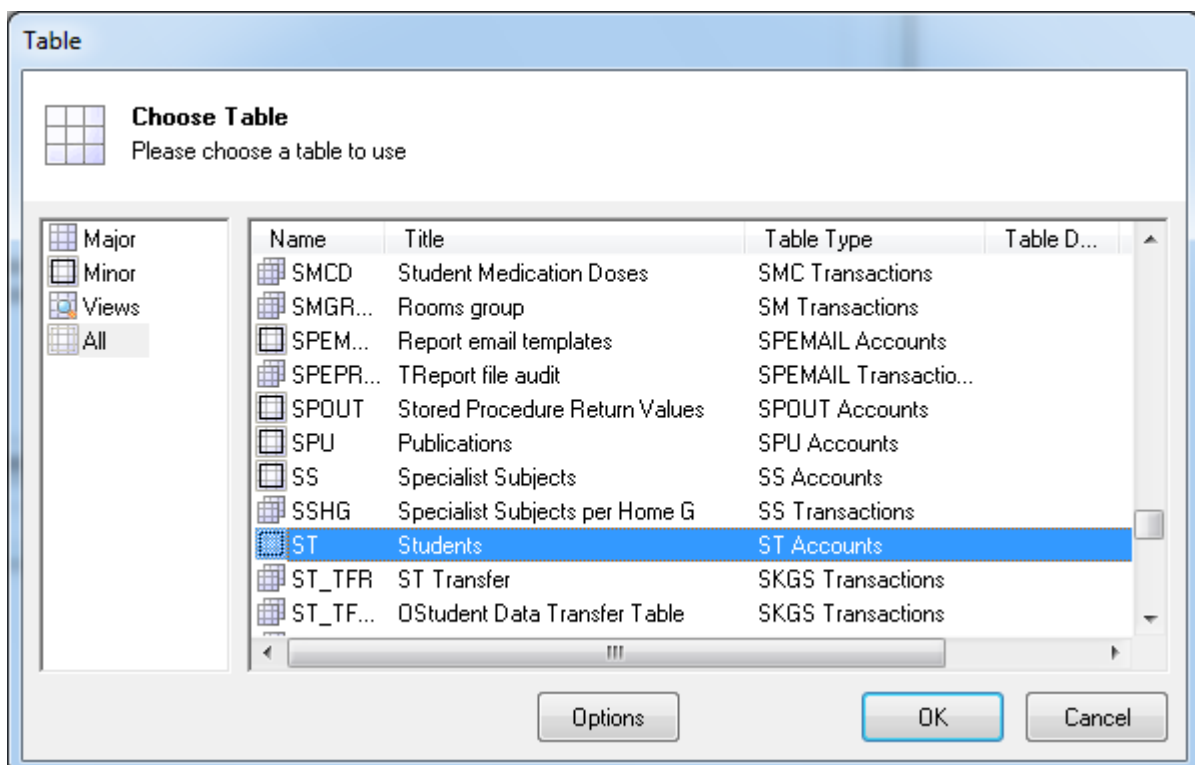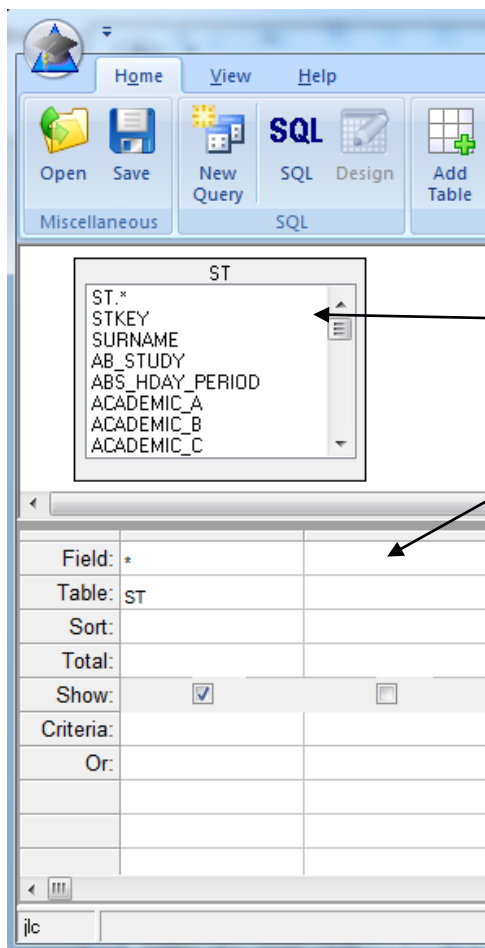

Click **All** on the left, then scroll to **ST**, click **OK**

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:

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

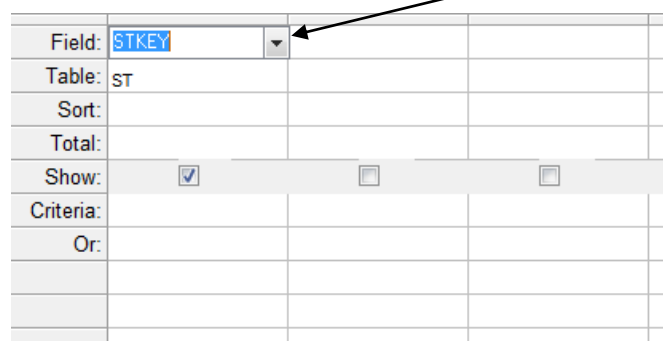The ST box shows us what table we are getting data from.

The grid here shows which fields we are going to get.

It starts by showing an asterisk, meaning all fields.

We don't want all fields so we need to get rid of the asterisk, and then specify the 8 fields we need.

Click on the field with the asterisk, click the down arrow, and choose STKEY as shown below

STKEY is the Student Code, the first field we need.

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

1. STKEY	2. SURNAME	3. FIRST_NAME	4. SECOND_NAME
5. BIRTHDATE	6. GENDER	7. HOUSE	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:	✓	✓	✓	✓	✓	✓	✓	✓
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.
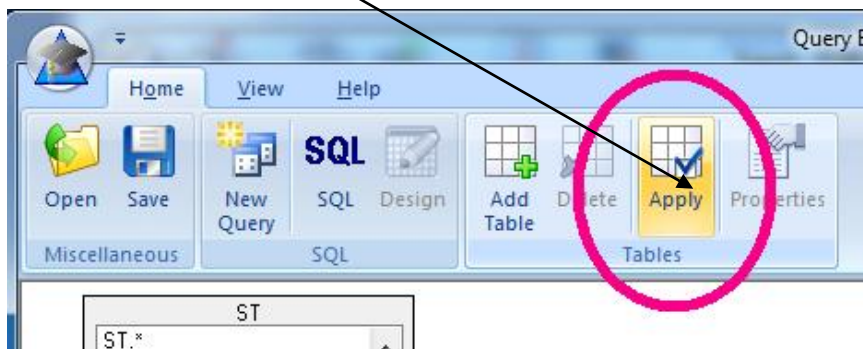
Restrict Export to existing students only.
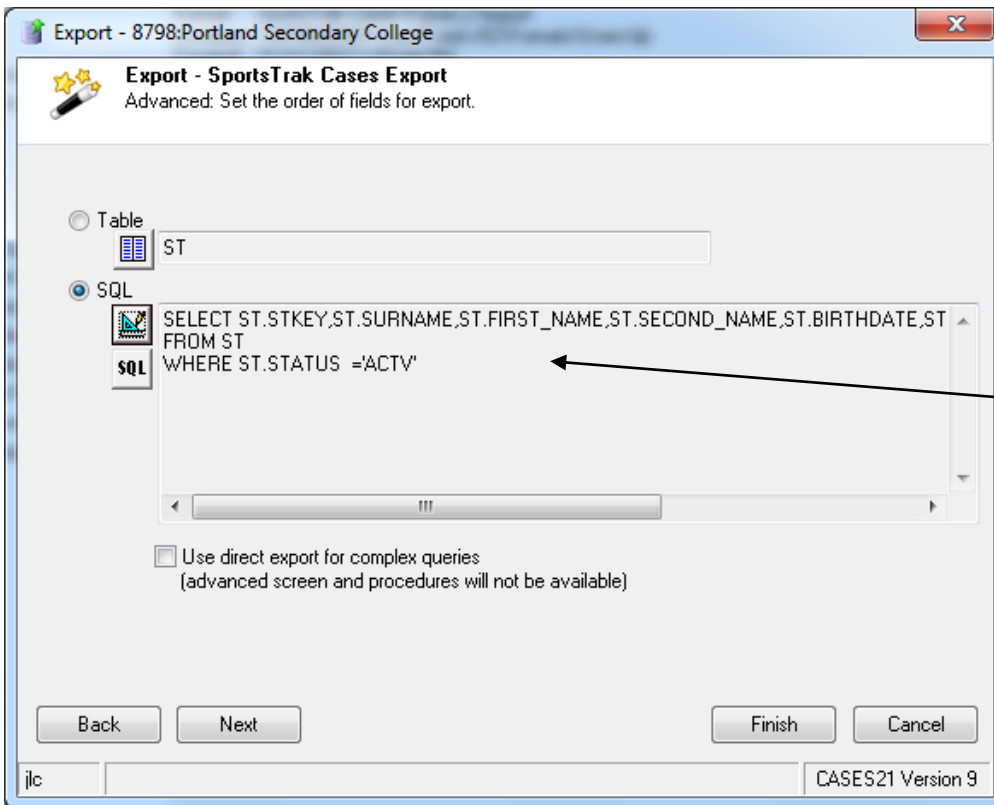
Add **ST.STATUS** as the final field.
Untick **Show.**
Add **Where** and **= 'ACTV' exactly** as shown below

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:	✓	✓	✓	✓	✓	✓	✓	✓	☐
Criteria:									='ACTV'
Or:									

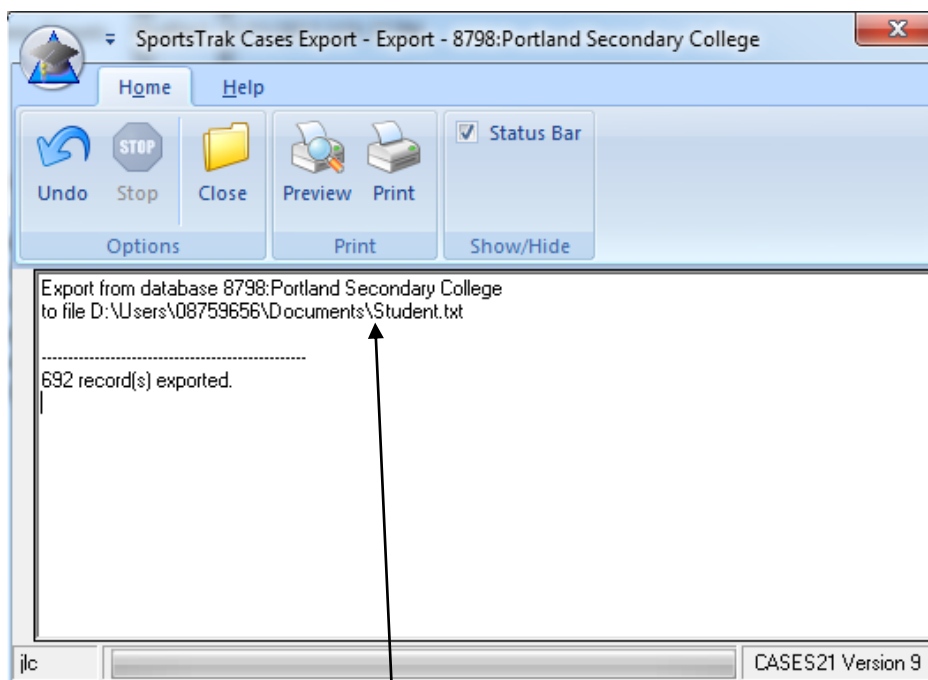When ready, click **Apply** at the top of the window

Your activity has created a SQL query displayed above in the format SELECT ...FROM ... WHERE.

This is the instruction that CASES follows when you run the query.

Click **Finish**

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

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