

Blue Ribbon Youth Enrollment Tip Sheet

Creating Member/Leader Queries

Queries can be used for a number of reasons:

- * To sort and filter to find information quickly.
- * To add or delete information by filtering a group of people to quickly make a transaction.
- * To quickly check information by a certain grouping.
- * To export information in another program.

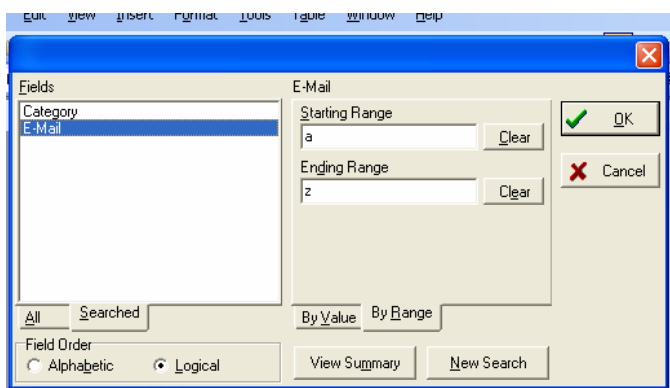
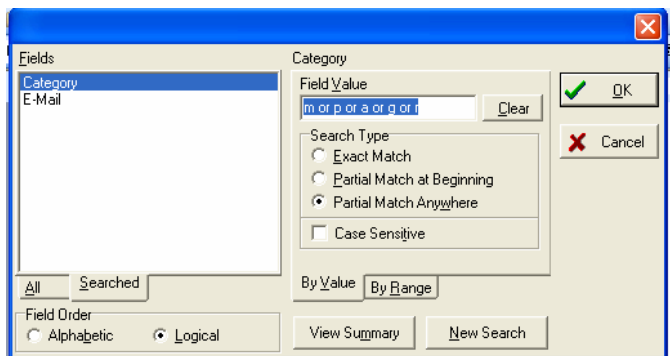
Note: To make filtering the queries easier, review and print the Code Identification (Report under **Reports|Print Data Files|Code Identification Report**). This information gives you the letters that you need to place in the field value space.

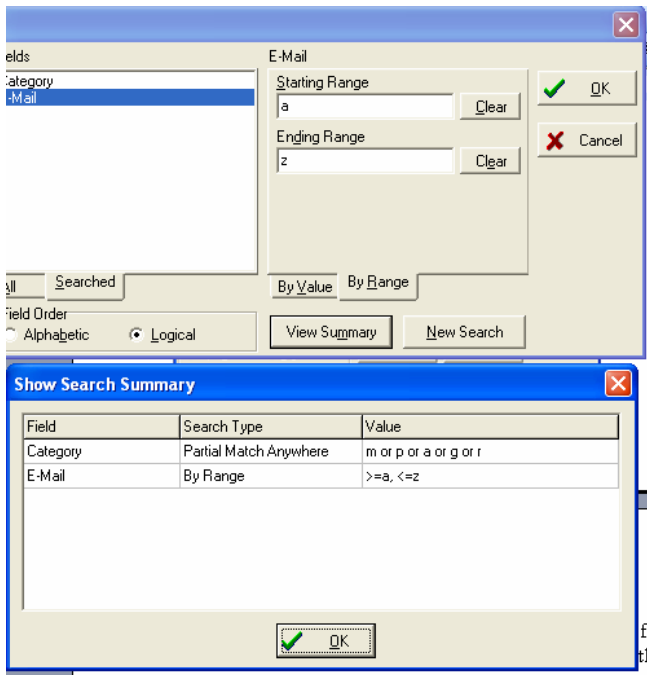
Let's get started:

Open the program, select file/ member query / file / filter - The member query box pops up, from here you select the field that you want to filter. The information that you are looking at includes all the member information for all members and advisors.

To filter email addresses:

Fields – category, the status or field value would be – A for activity advisor, C for Cloverbud member, G for General/Org Leader, M for Members, O for Other, P for Project Advisor, R for Resource Advisor, second filter would be Field – e-Mail / Category would be by range with the starting range being a and the ending range would be z





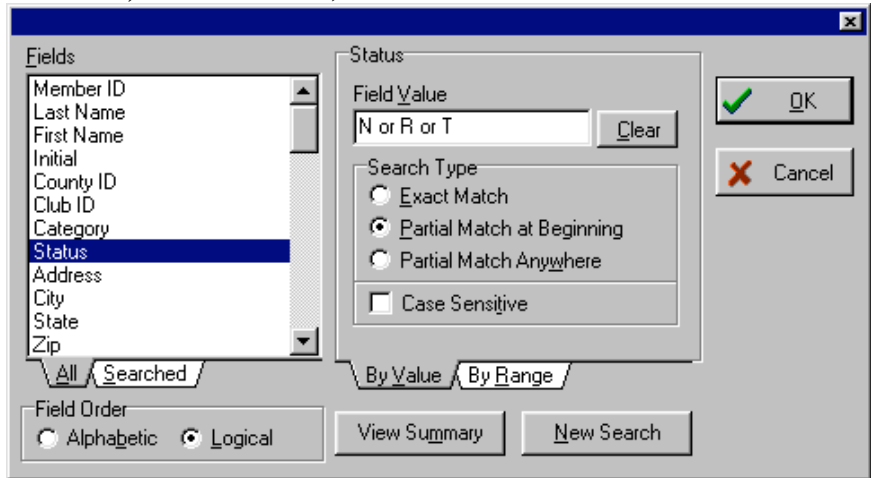
This member query would give you email address for all members, project advisors, activity leaders, general/organizational advisors and resource advisors. From here you can export the list to Excel.

To filter by age:

Fields – age / starting range-lowest age that you want to filter, ending range – upper age that you want to filter / OK, The list you generate will be all members that are between those ages.

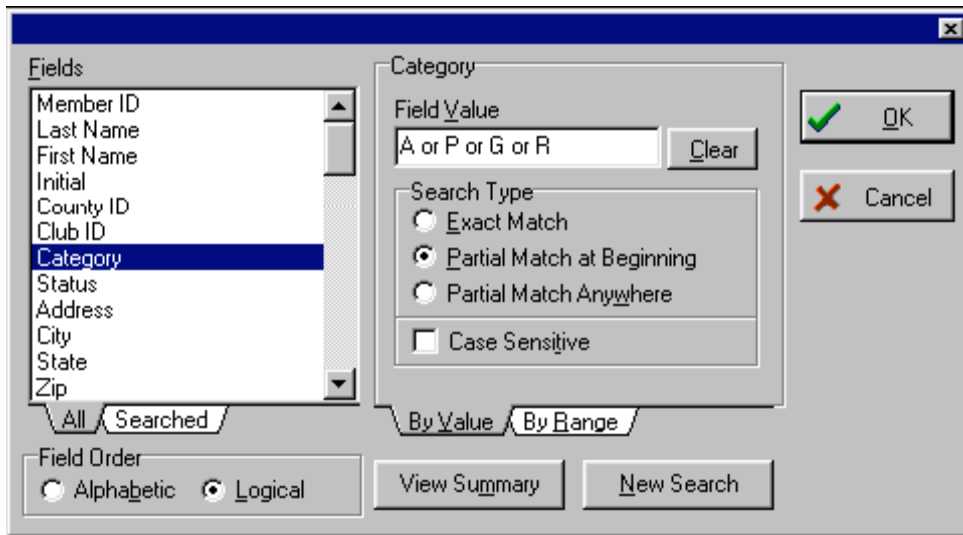
Creating Multiple queries at once.

1. Go to FileMember Query
2. FileFilter
3. In **Fields All tab** (on the left) Choose first filter option i.e. **Status**
4. In **Status Field Value By Value tab** (on the right) Type in **N or R or T** (n=new, r=returned, t= terminated)



Go back under **Fields All tab** and choose Second filter option **Category**

6. In **Category Field Value By Value tab** (on right) type in **A or P or G or R** (A= activity advisor, P= project advisor, G= general/organ. advisor, R= resource advisor)



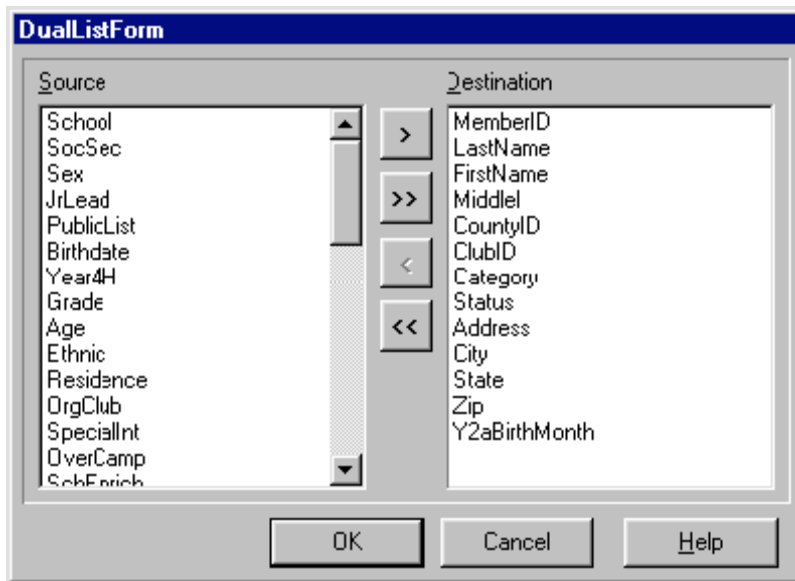
Click **OK**.

8. Your filter sequence is complete and has returned your results

Member ID	Last Name	Firs: Name	IndStudy	ChildCare	InsVideo	DirectVol	InDirectVol	MidManager	Disabled	Disability	CertSent	SentDal
10004	Ronis	James	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10009	Burhans	Linda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10030	Ineichen	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10049	Severt	Karen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10088	Paulus	Barbara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10091	Paulus	Tim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10108	Heller	Patricia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10133	Heller	Brien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/12/1
10136	Belz	Christine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10152	Ineichen	Walter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/20/2
10505	Ratkovich	Sandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/10/1
10520	Jelinek	Ann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
10561	Novotny	Roxanne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/20/2
10562	Mikunda	Shannon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/20/2
11004	Lassa	Lynette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/08/1
11012	Reinhardt-Porat	Nancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
11014	Schleif	Bary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/26/1
11076	Wallace	Dawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/04/1
11080	Lassa	Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
11081	Mittelsteadt	Elaine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/04/1
11105	Reinhardt	Cheri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12005	Koepke	Rita	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
12008	Kudick	Sherry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/17/1
12014	Reinhardt	Jill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
12019	Porath	Jeff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
12034	Shimel	Froxie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
12522	Sunde	Bruce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
12523	Sunde	Sharon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/13/1
12526	Yanda	Majorie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/04/1

*** This filter can be used to check for missing Leader type. *Note:* Member #11105 doesn't have a Leader Type checked. At this point you can go ahead and put a check mark the space.

Also: If you wish to export this information, you can go to **Select all** and go to **File|Export|Ascii** -OR use the **Alternative 8-10** directions below for saving as dbase file (might be easier)...



Use the **DualListForm** to select the fields to be exported. From the **Source** (on left) highlight the item i.e. **MemberID** and click on the **>**. This puts the item under **Destination** (on right). Only the items on the left are **Exported**. Note: If you wish to export **All** items can use the **>>** key to put all the items on the right under **Destination**.

A *Save as* box comes up. Note: where the file will be Saved or Browse where you want it saved. Also give it a *FileName*. It will be saved as a ***.txt file**. Click **Save**.

Alternative 8. OR you can **Save** as **Database** file (which might be easier to open in Excel or Word.)

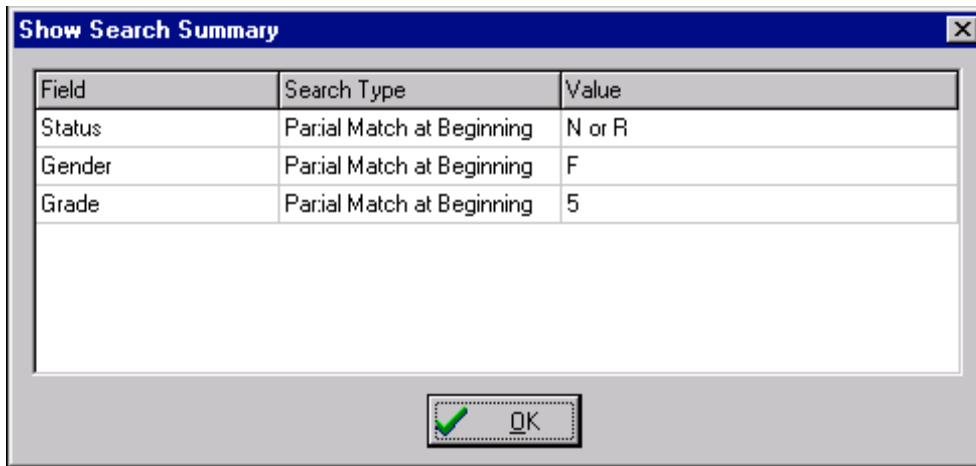
9. If you wish to export the information as a **dbase** file go to **Select all** and **FileExportIDbase** and a **DualListForm** window comes up. Choose your Fields you wish to export by moving them to the Destination side. I.e. Highlight the item from the **Source** (on left) i.e. MemberID and click on the **>**. This puts the item under the **Destination** (on right). Only items on the left are **Exported**.

10. A *Save as* box comes up. Note: where the file will be Saved. Give it a File Name. It will be saved as a ***.dbf file**. Click **Save**.

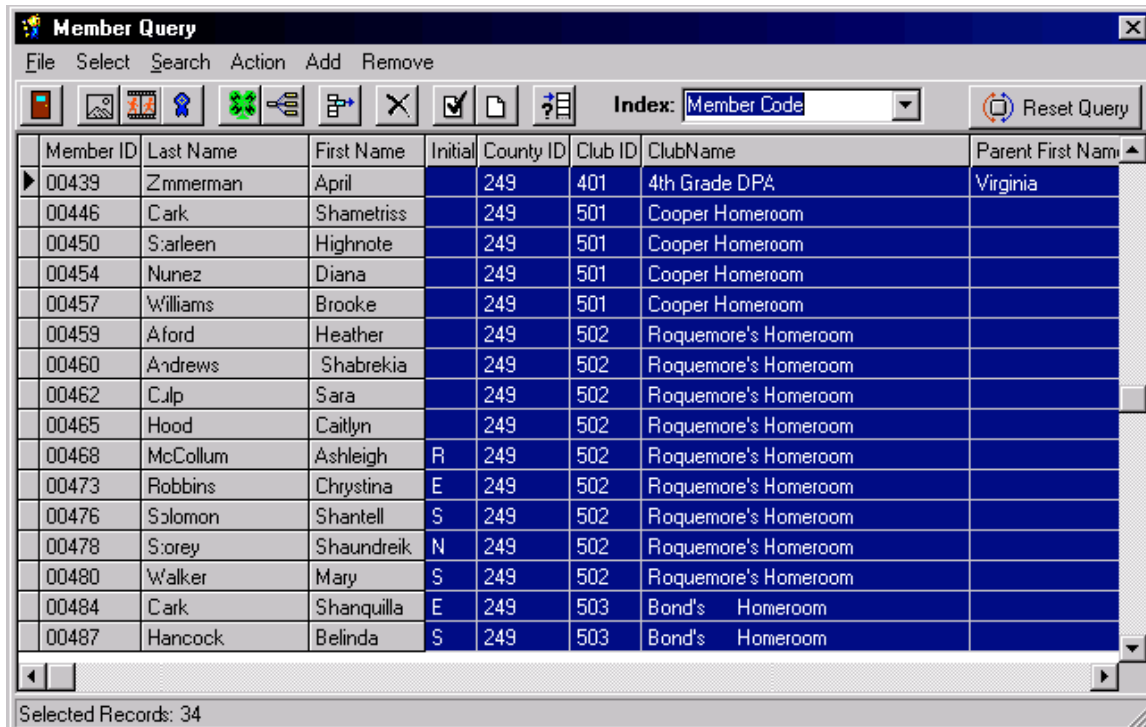
11. Note: If you want to change your filter. You can simply **Reset the Query**.

Sample of Query 5th grade Females –You can add & modify this sample

1. Go to FileMember Query
2. FileFilter
3. In **Fields All tab** (left) Choose 1st filter option i.e. Status
4. In **Status Field Value By Value** tab (right) Type in N or R
5. In **Fields All tab** (left) Choose 2nd filter option i.e. Gender
6. In **Status Field Value By Value** tab (right) Type in F
7. In **Fields All tab** (left) Choose 3rd filter option i.e. Grade
8. In **Status Field Value By Value** tab (right) Type in 5
9. By viewing the **View Summary** it verifies your filters:



Click **OK** in the Summary and **OK** in the filter. Your return filter sequence is complete and has returned your results:



Go to **Select>Select all**

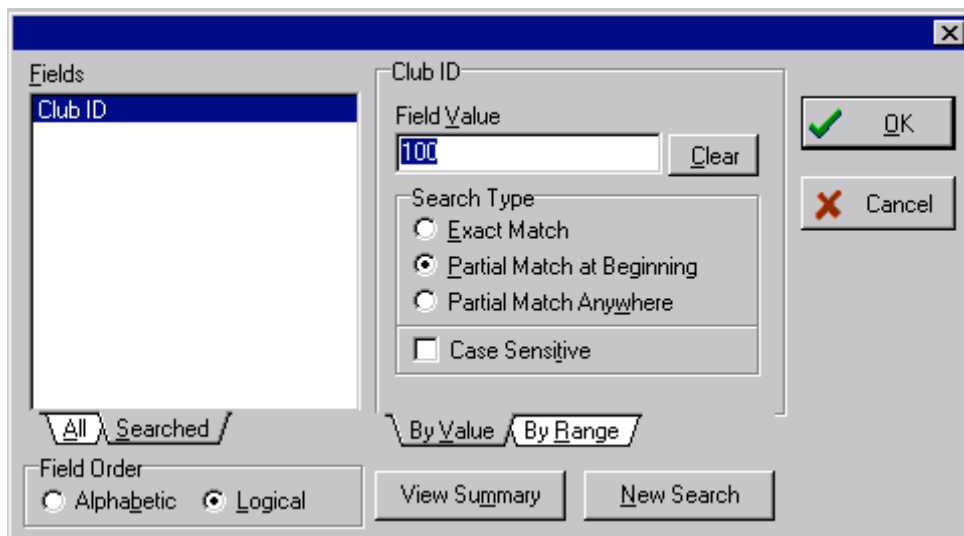
12. You can choose **mailing labels** right from here by going to **Action|Mailing Labels**. Choose your parameters and Preview and/or Print your labels.

13. **OR** If you wish to export, go to **File|Save As Dbase** and save your file as shown before.

To Further Filter after you had already created a filter

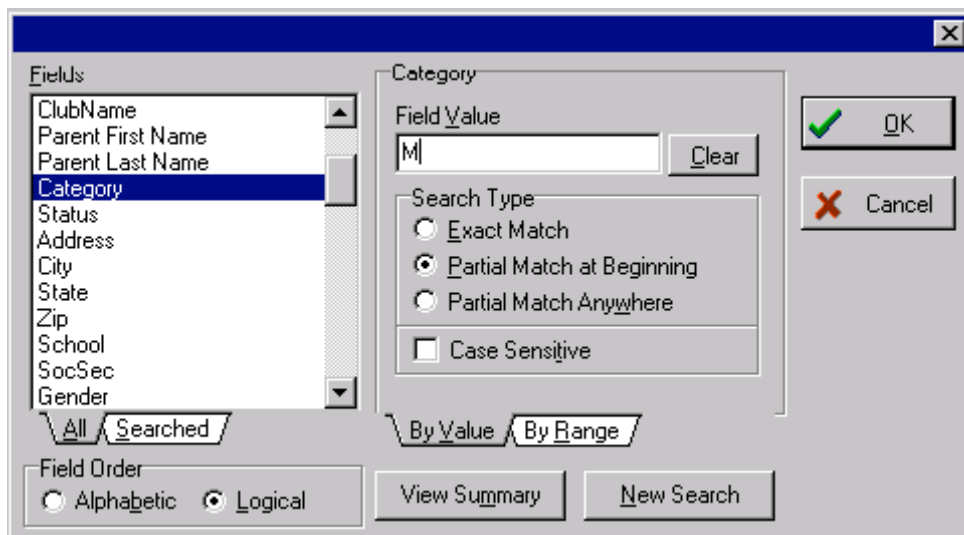
1. If you have created a filter and want to filter further. Simply go back to **File|Filter** and your current Filter will be there (*As Searched tab*).

2. Click on the **Fields All tab** and choose a field i.e. **Category**

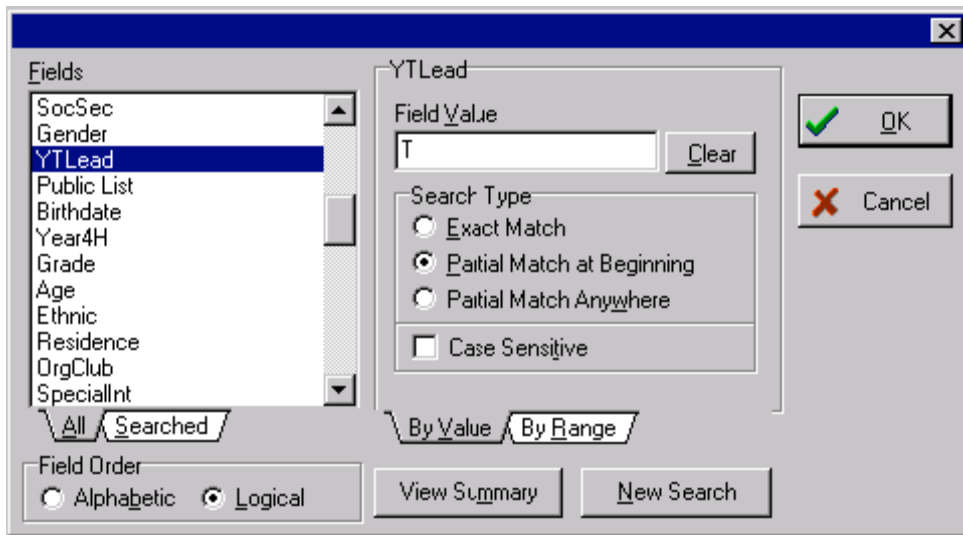


Click on the **Fields All tab** and choose a field i.e. **Category**

In the **ClubID Field Value By Value** type in **M**



***** Any field that is displayed on the Member Query Screen as a *checkmark* is considered a **True/False** field. Use the word **True** or a **T** to retrieve the



information from the file in the **Field Value By Value tab** as checked. Use the word **False or a F** to retrieve a blank

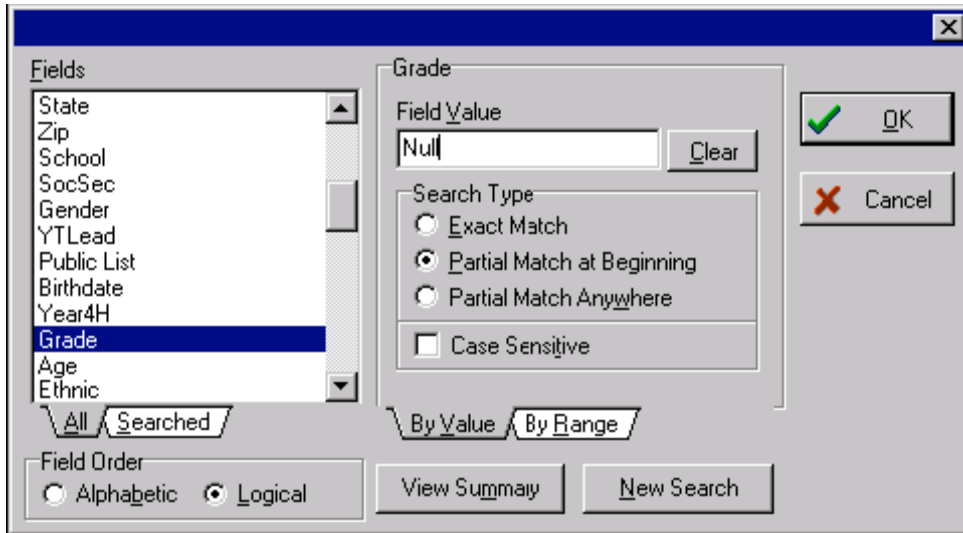
Returns the output

Member ID	Last Name	First Name	Address	City	State	Zip	School	SocSec	Gender	YTLead	Public List	Birthdate
10024	Ineichen	Elizabeth	W1971 Vascheau Road	Merrill	WI	54452		391-02-3466	F	✓	☐	02/06/1
10080	Burgener	Elizabeth	N5309 Hwy 17	Gleason	WI	54435		394-02-1095	F	✓	☑	04/06/1
10089	Paulus	Beth	N3348 Hwy X	Gleason	WI	54435			F	✓	☑	12/05/1
10090	Paulus	Jessica	N3348 Hwy X	Gleason	WI	54435		392-88-2930	F	✓	☑	12/04/1
10142	Takehara	Juri	N3348 Hwy X	Gleason	WI	54435-			F	✓	☐	12/20/1
10145	Tessmer	Amanda	PO Box 14	Merrill	WI	54452-			F	✓	☐	03/02/1

The use of Null

Null = means blank or nothing in computer language. Therefore, to find fields that are blank in many cases you need to use the Field value of Null.

1. Go to **FileMember Query**
2. **FileFilter**
3. Checking your files for a blank is ordered by choosing under **Field All tab** (on left) **Grade**, in **FieldValue Grade By Value tab** of **Null**



Returns results

Member ID	Last Name	First Name	Public List	Birthdate	Year4H	Grade	Age	Ethnic	Residence	OrgClub	SpecialInt	OverCamp	GchEnrich	IndStudy	ChildC
00513	Johnson	Susan	<input type="checkbox"/>	05/01/1987				13 Z	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00515	Poof	Cara	<input type="checkbox"/>					0 W	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Filtering By Range

In filtering you can also choose a range to target.

4. Go to **FileMember Query**

5. **FileFilter**

6. IF you want to see how many members/leaders were in 4H for 3-5 years. Choose the **Year4H Field** in *AllFields tab* (on left). **Year4H Starting Range 3, Ending Range 5, By Range tab.**

7. Returns results

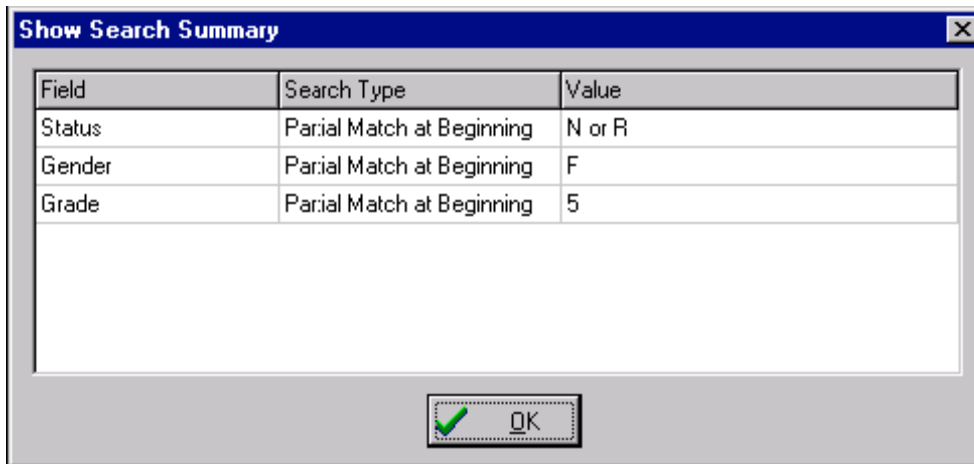
Returns results

Member ID	Last Name	Firs: Name	Public List	Birthdate	Year4H	Grade	Age	Ethnic	Residence	OrgClub	SpecialInt	OverCamp	SchEnrich	IndStudy	ChildC
10011	Staeck	Eric	<input type="checkbox"/>	09/02/1994	4	5	6	W	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10013	Belz	Sara	<input checked="" type="checkbox"/>	10/09/1992	4	5	-92	W	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10046	Heller	Rebecca	<input checked="" type="checkbox"/>	07/01/1989	5	5	-89	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10087	Paulus	Adam	<input checked="" type="checkbox"/>	12/01/1979	4	5	21	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10141	Klos	Josua	<input type="checkbox"/>	12/31/1986	5	5	14	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10142	Takehara	Juri	<input type="checkbox"/>	12/20/1981	3	13	-81	P	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10146	Tessmer	Nicholas	<input type="checkbox"/>	05/09/1987	3	5	13	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10147	Cottrell	Linda	<input type="checkbox"/>	07/17/1963	3	5	37	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10148	Schmidt	Tyler	<input type="checkbox"/>	08/14/1987	4	5	13	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10152	Ineichen	Walter	<input checked="" type="checkbox"/>	09/06/1958	3	-1	-58	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10504	Olund	Janelle	<input type="checkbox"/>	08/14/1985	3	10	15	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10505	Ratkovich	Sandra	<input type="checkbox"/>	11/14/1959	5	-1	41	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10510	Shelley	Siri	<input checked="" type="checkbox"/>	10/09/1985	5	8	15	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10518	Vincent	Melissa	<input checked="" type="checkbox"/>	12/13/1983	5	11	17	W	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10532	Kozey	Kristina	<input checked="" type="checkbox"/>	12/14/1983	5	11	17	W	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10540	Eberl	Adrenne	<input checked="" type="checkbox"/>	01/12/1982	5	13	18	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10544	Meier	Maiiah	<input checked="" type="checkbox"/>	08/26/1992	4	2	8	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10546	Lemke	Brogan	<input type="checkbox"/>	08/03/1993	4	2	7	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10548	Ratkovich	Zachary	<input type="checkbox"/>	09/11/1989	4	5	11	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10549	Vincent	Claudia	<input type="checkbox"/>	03/06/1952	3	-1	48	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10550	Vincent	Samantha	<input type="checkbox"/>	06/24/1992	3	3	8	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10553	Weinzal	Jade	<input type="checkbox"/>	01/30/1993	3	2	7	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10554	Williams	Brooke	<input type="checkbox"/>	05/20/1992	3	3	8	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10555	Rumsey	Janie	<input type="checkbox"/>	08/17/1987	4	7	13	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10556	Meier	Mikaela	<input type="checkbox"/>	03/03/1994	3	1	6	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10557	Barr	Vanessa	<input type="checkbox"/>	08/13/1989	3	4	-89	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10558	Barr	Hannah	<input type="checkbox"/>	10/20/1987	3	7	13	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10560	Weber	Brandi	<input type="checkbox"/>	02/18/1985	3	10	15	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10561	Novotny	Roxanne	<input type="checkbox"/>	01/29/1953	3	-1	47	W	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

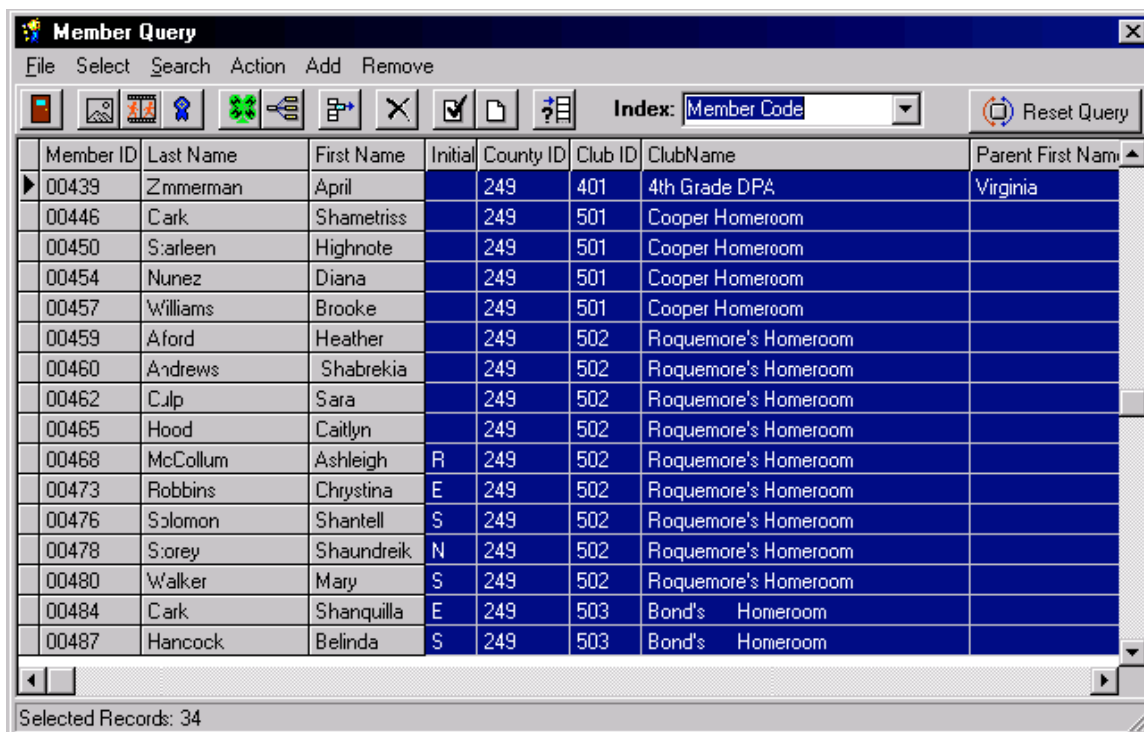
Total Records: 265

Sample of Query 5th grade Females – Can Add & Modify this sample

1. Go to FileMember Query
2. FileFilter
3. In **Fields All tab** (left) Choose 1st filter option i.e. Status
4. In **Status Field Value By Value** tab (right) Type in N or R
5. In **Fields All tab** (left) Choose 2nd filter option i.e. Gender
6. In **Status Field Value By Value** tab (right) Type in F
7. In **Fields All tab** (left) Choose 3rd filter option i.e. Grade
8. In **Status Field Value By Value** tab (right) Type in 5
9. By viewing the **View Summary** it verifies your filters:



Click **OK** in the Summary and **OK** in the filter. Your return filter sequence is complete and has returned your results:



Go to **Select>Select all**

12. You can choose *mailing labels* right from here by going to **Action|Mailing Labels**. Choose your parameters and Preview and/or Print your labels.

13. **OR** If you wish to export, go to **FileSave As Dbase** and save your file as shown before.

To open files in Excel you can simply open the file and it sets the headers and columns up automatically. Just browse to find your ***.dbf** file and it returns your database.

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