



Ohio 4-H Youth Enrollment HOW TO #6 Running SQL's



Before you run any SQL statements, backup your data. Once an SQL is run, you cannot undo it.

What is an SQL?

An SQL statement is a command, which deletes, adds, or changes the data in your tables. We use these statements to change all the data quickly, or to change data based on the values in your tables. A good example of using an SQL is to change all volunteers to Direct Volunteer status. Use the following instructions to run SQL statements.

How to run an SQL?

The first step is to copy the SQL text. You will do this by highlighting the text, then right-clicking on the highlighted text and clicking on copy.

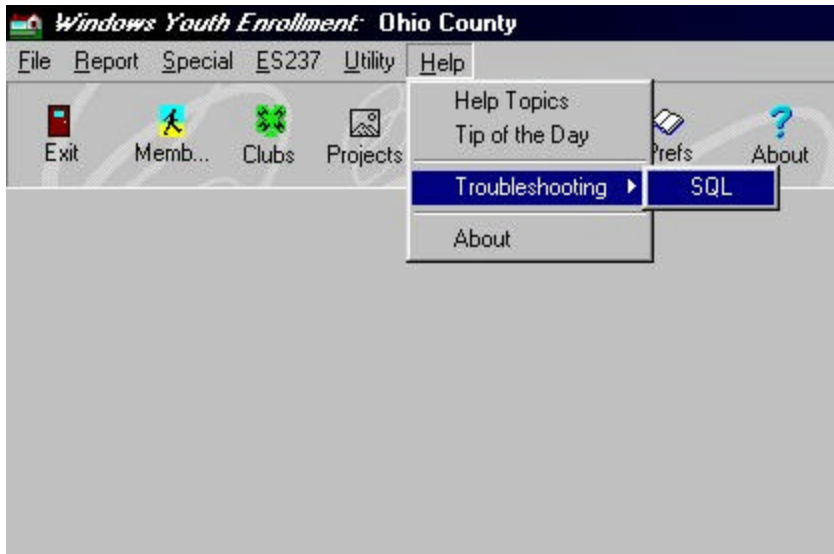
Here is the SQL to delete the Race from all clubs which are integrated.

```
UPDATE "Youth2x.db"  
SET Fill12=""  
WHERE (Integrate="true")
```

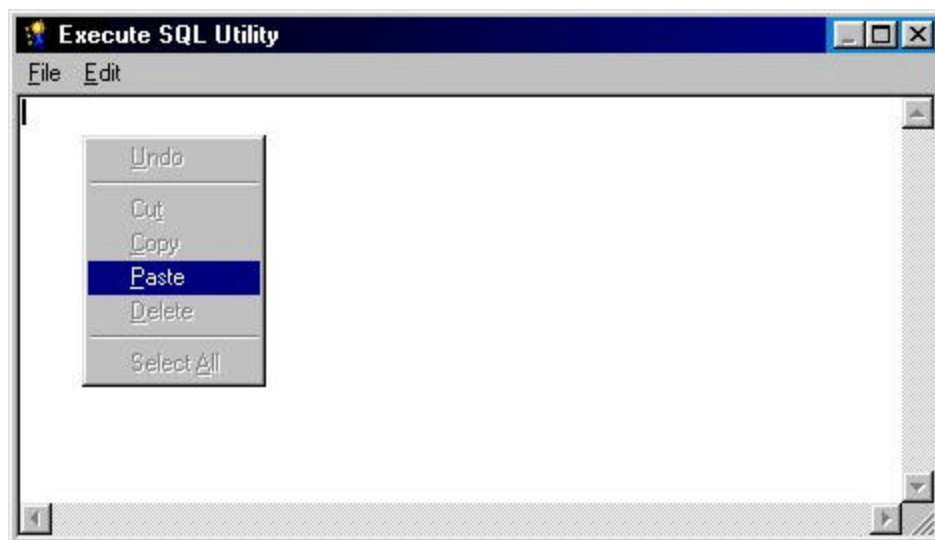
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A context menu is shown over the SQL code, with the 'Copy' option highlighted in blue. Other options include Cut, Paste, Clear, and Select All.

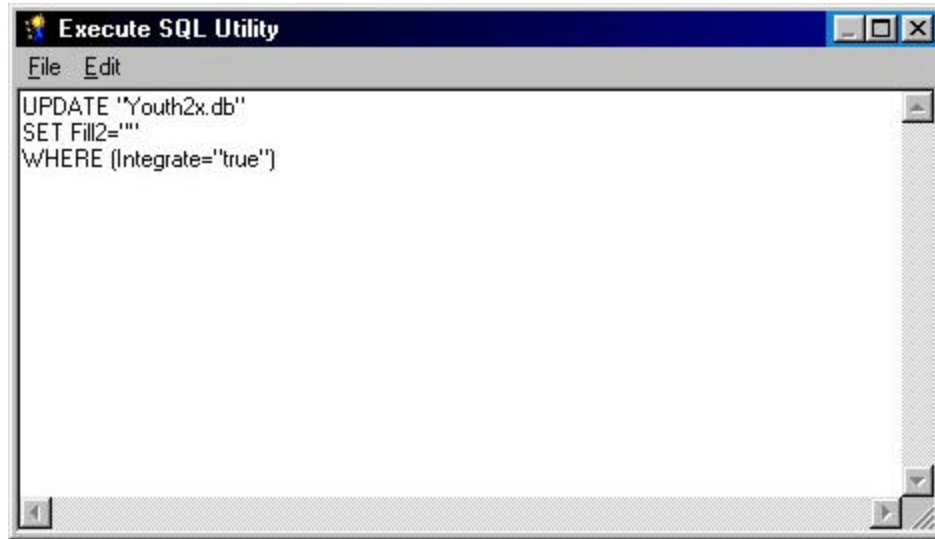
Now you will need to open your Youth Enrollment program. Click on HELP - TROUBLESHOOTING - SQL.



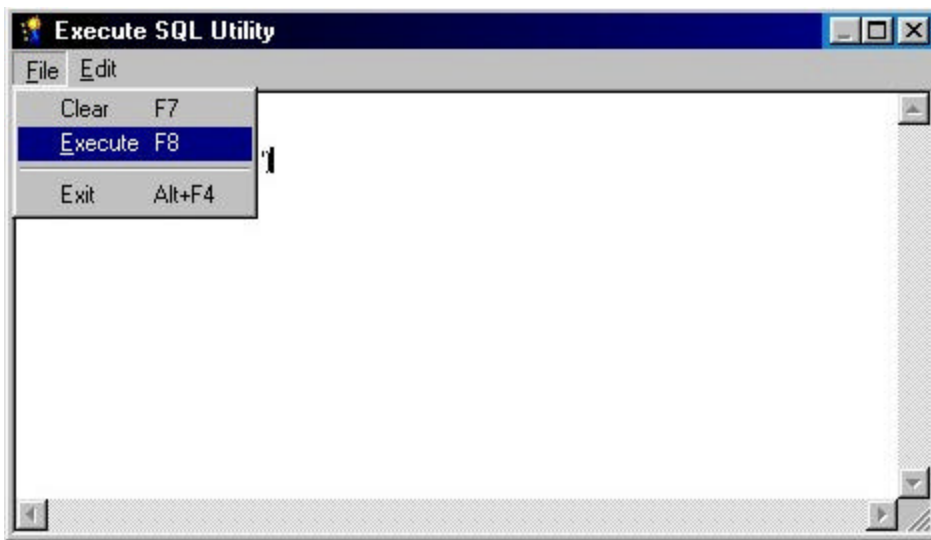
Right-click inside the window and click PASTE.



The SQL statement is now entered into the window. Make sure none of the characters look different than they looked on the page you copied them from.



The SQL is ready to be executed. This is done by going to FILE | EXECUTE.



If the SQL executed correctly, you will get a message telling you so.



Congratulations!!! You have successfully executed the SQL statement.