

Transportation Export

Please keep in mind that you may not have access to DDE and might have to rely on assistance to get the data.

1. Pre-select grade level(s) from start page so system hangs onto those records.
2. Select "system" under set up.
3. Select "direct database export" DDE.
4. From drop down, select "Transportation (120)".
5. Select all ____ records in this table.

Direct Database Export (DDE)

Current Table: Transportation (120)

Current Records in Selection: 1206

List View Table View Export Records Match Selection Table View Setup

Select all 2869 records in this table

6. Select "match selection" icon.
7. Screen will open with default setting on "Students" which is what you want. Click on the "Proceed to match selection". This function will match your pre-selected kids to the transportation table and only pulls those records.

Match USM Selection

Current Table: Transportation

This function creates a new selection of records in this table (Students), based on the records in the table selected below.

Students

Note: Not all tables can be used to create selections in this table; there must be a relation between the two tables. For example, records in the Students table may be matched with records from the CC table, because the CC table has a field called StudentID. However, attempting to match the Students table with the Teachers table does not work because the Students table does not have a TeacherID field and the Teachers table does not have a StudentID field.

Note: This function may take several minutes to complete.

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Proceed to match selection

8. Select "export records" and set up the export box to something similar to the screen shot below depending on what fields you want to export.

Export Records

Export the 1206 selected records (Table: Transportation)

{1}lastfirst
{1}grade_level
Address
BusNumber
DriverName
Description
Type
FromTo

Field Delimiter: Tab

Record Delimiter: CR

"Surround fields" Column titles on 1st row

Optional: Sort Field Name Direction

>
>
>

Back to Direct Database Export Main Screen

Submit