



SAINT - ST7.2.1

TIPS & TRICKS

**EXPORTING DATA TO
OTHER APPLICATIONS
ADVANCED**

Advanced Exports

Note: this section assumes that the reader is already familiar with the process of extracting SAINT data using the *File/Export* facility – see INTRODUCTION TO EXPORTING DATA TO OTHER APPLICATIONS.

Exporting from SAINT lets you extract data from a single table in the database or the data fields that are used by that particular screen. However, if this not adequate for your needs ie you want to extract data from *more than one table* this may be solved by using SRL (Standard Letters and Reports) facility which accesses data over a wide range of tables and then produces a text file which can be read into Excel (or other applications).

For example, you may to produce a file of UCAS applicants, showing their nationality. Within SAINT, the best way to access this information is via the **ACD** screen and the 'Other' menu item '*Student Details*', which includes '*Nationality*'.

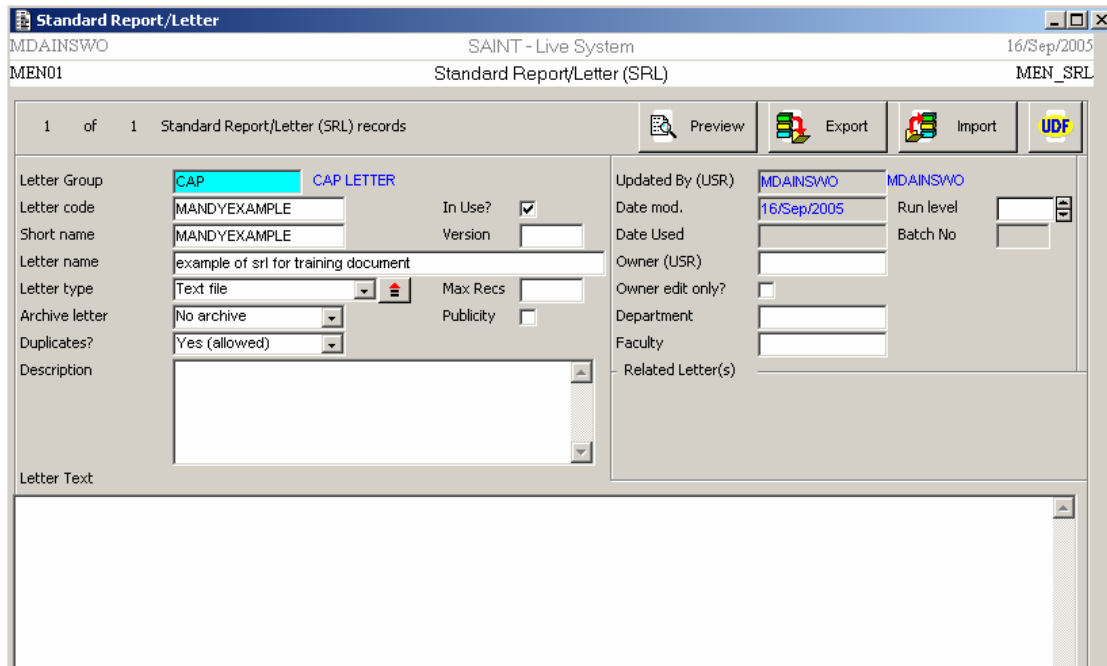
However, because these particular fields are:

- not on the 'main' **ACD** screen
- not in the 'STU' database table which is the basis of the '*Student Details*' screen

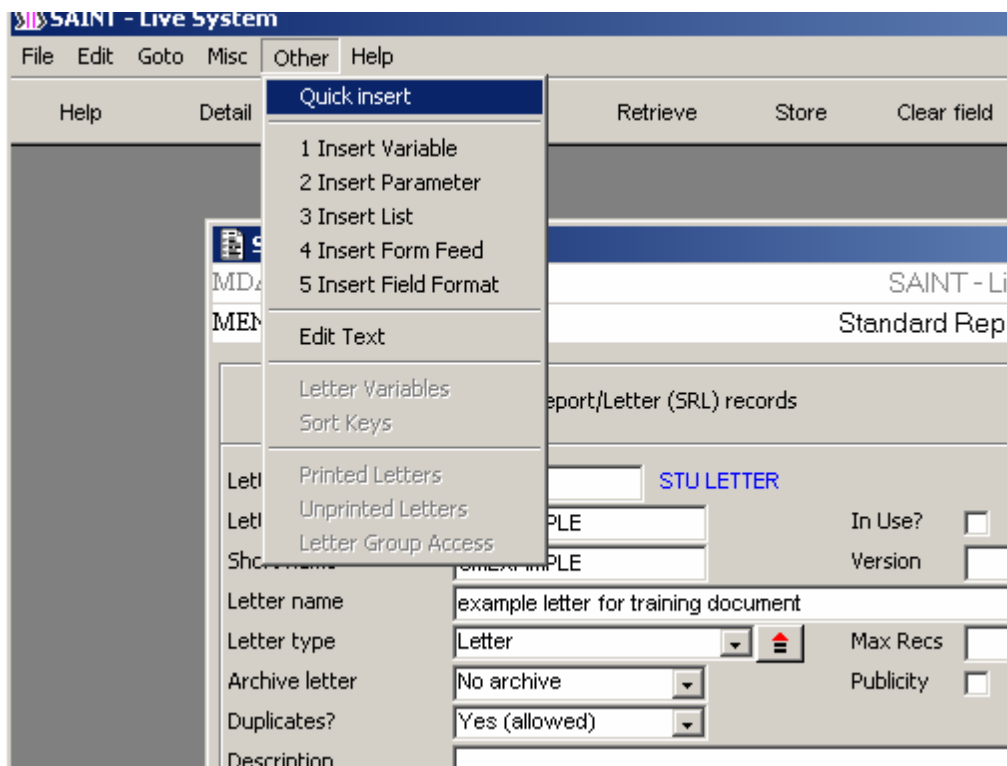
they are not available via a 'normal' export.

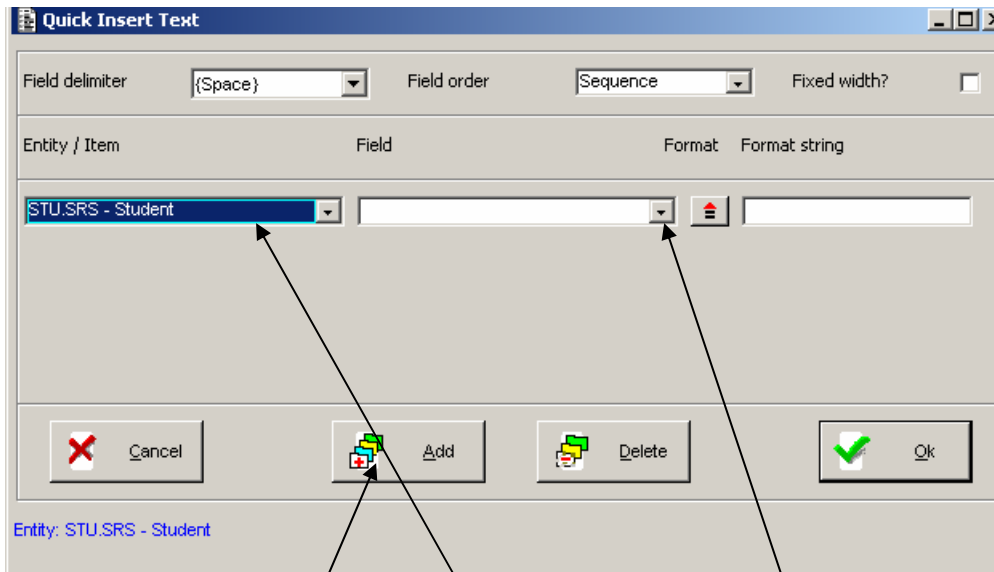
To get round this problem, open SRL, and set up a Standard Letter, with the following specification:

Letter Group:	This will depend on the type of data being extracted – the example is based on CAP data – double-clicking in empty field will give list of options.
Letter Code:	As required (prefix with your two-digit Department Code)
Letter Name:	As required
Short Name:	As required
Version number:	(Optional)
Letter Type:	Text file
Archive letter:	No archive
Read level:	As required
Duplicates:	Yes



From the 'Other' menu item, select 'Quick Insert'.

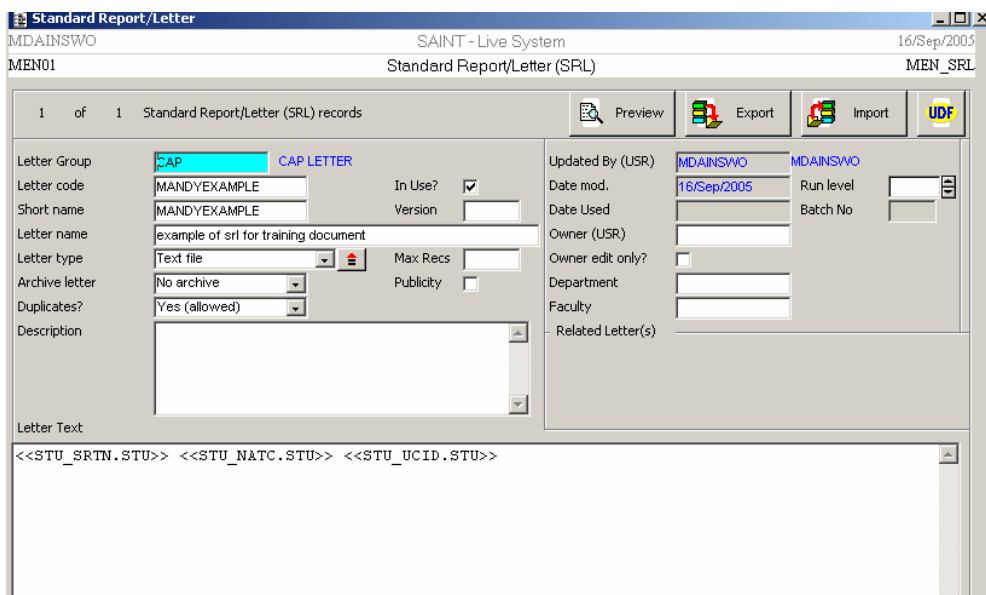




- From first drop-down field (Entity / Item), select table (e.g. STU.SRS) – note that several tables are available, all from the SRS system.
- From second drop-down list (Field), select data item (e.g. STU_SRTN)
- Click the ‘Add’ button, and repeat as necessary, until all required fields have been selected.

Remember to add a carriage return after the rightmost field, otherwise the data will be strung out in a continuous line, rather than records being below one another.

Click ‘OK’. Back in main SRL screen



Store and Exit.

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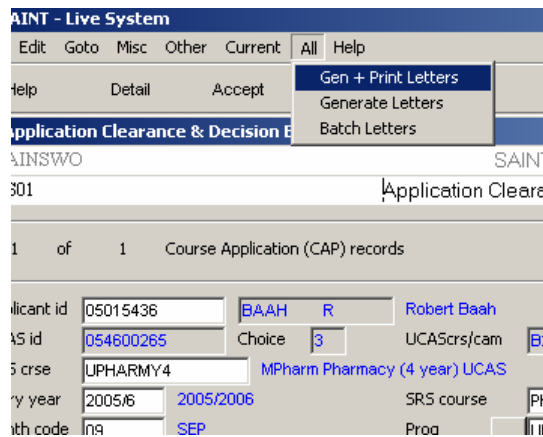
Running the export

In appropriate screen (e.g. **ACD**), retrieve all records you wish to export (the retrieve profile in the example shown will bring back all applicants whose UCAS id begins with '05' and whose surnames begin with B).

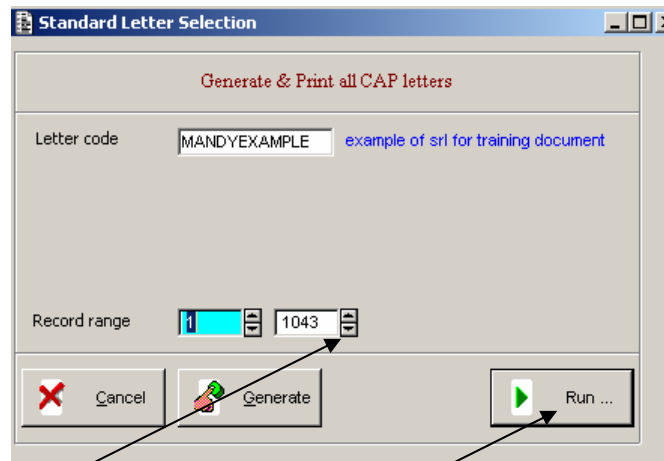
Note that 'Nationality' is not visible on this screen (even though it may be accessed via *'Other'/Student Details*), and thus would not be available in a 'normal' File/Extract.

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- From the menu, select *All* then *Gen+Print Letters*

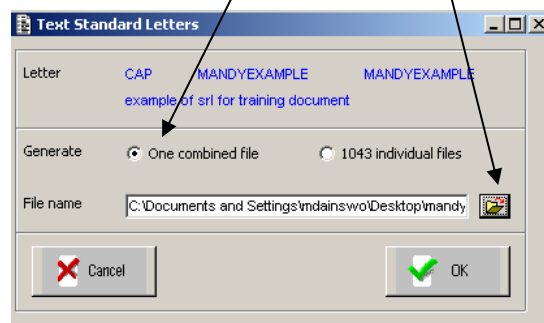


- Double-click in the 'Letter code' box, select your 'letter' (the name you gave your extract in **SRL**).



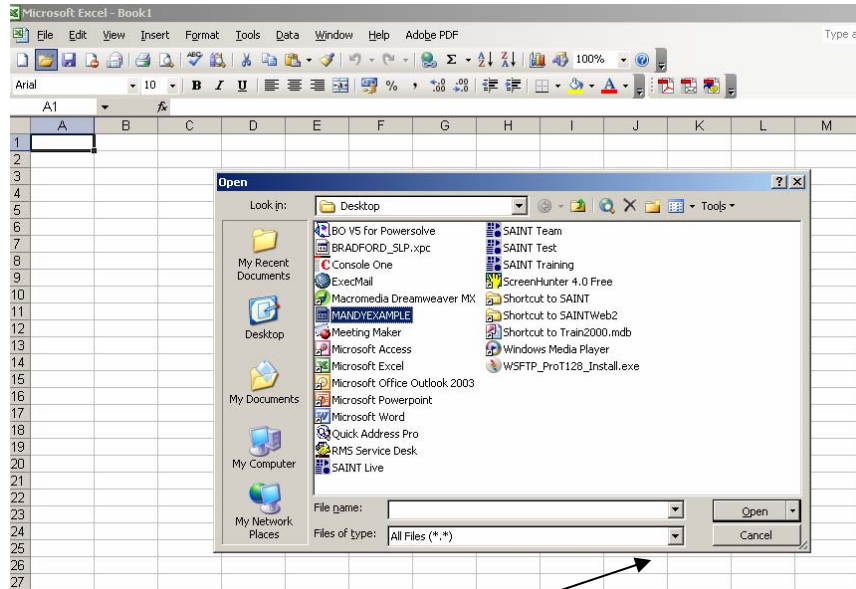
Note that for testing purposes you may reduce the number of records to be extracted by use of the 'Record range' fields.

- Click 'Run'.
- In the next dialogue box, click 'One combined file', and type in the directory and filename where you would like to save your exported file



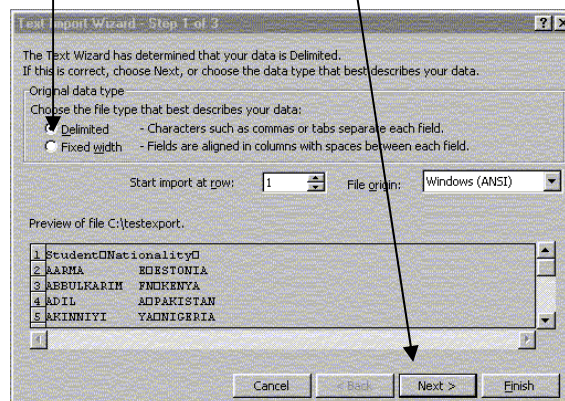
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- Click 'OK'.
- Go to Excel, and open your file.



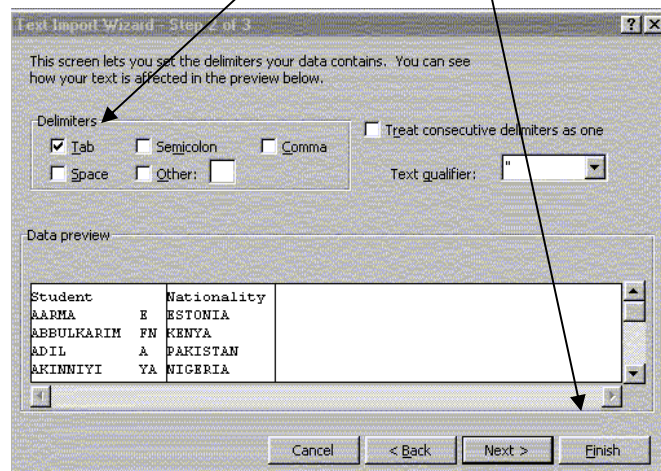
Remember to specify All File Types, rather than Excel Workbooks!

- Follow the instructions in the File Import Wizard:
- Set File type to 'Delimited'; click 'Next'.

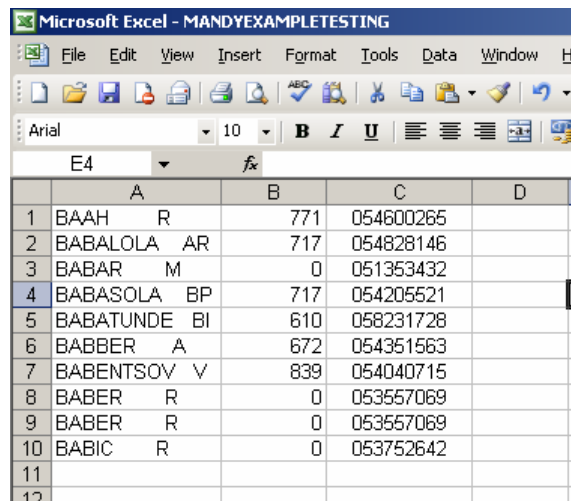


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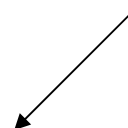
- Select field delimiter as 'Tab', and click 'Finish'.

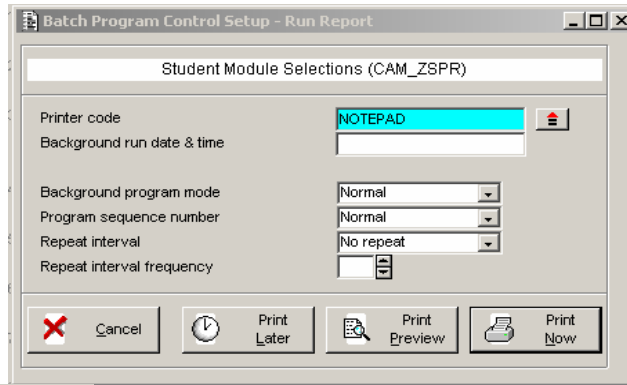



- The data may now be edited and saved as a Worksheet.

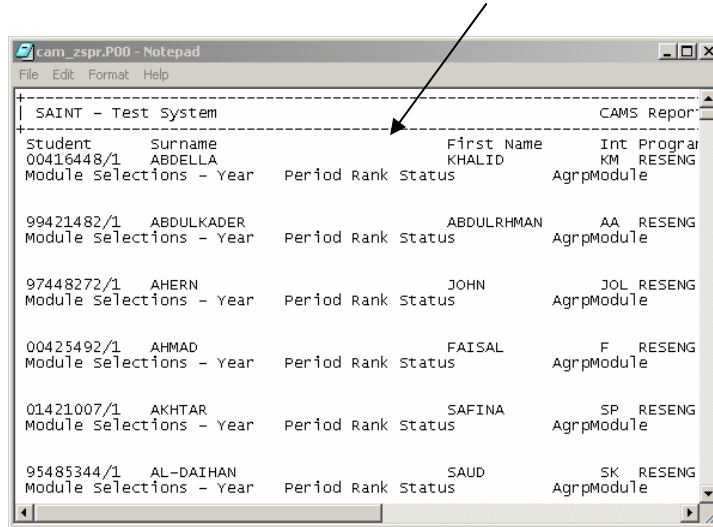


- Exporting Print Output From Predefined ReportsRun a standard SAINT report
- In the print dialogue box, enter the printer code 'NOTEPAD'



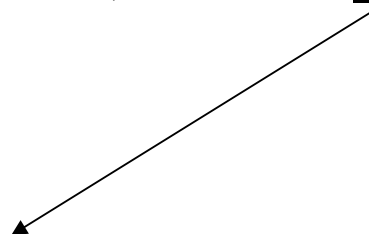


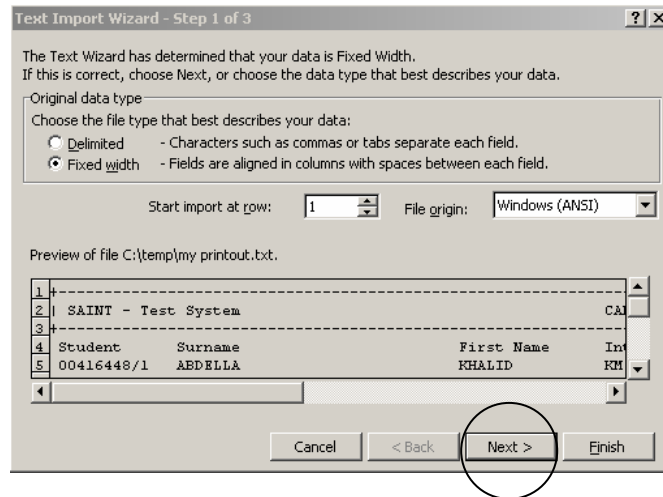
- Click 
- This will open the document in Windows Notepad:



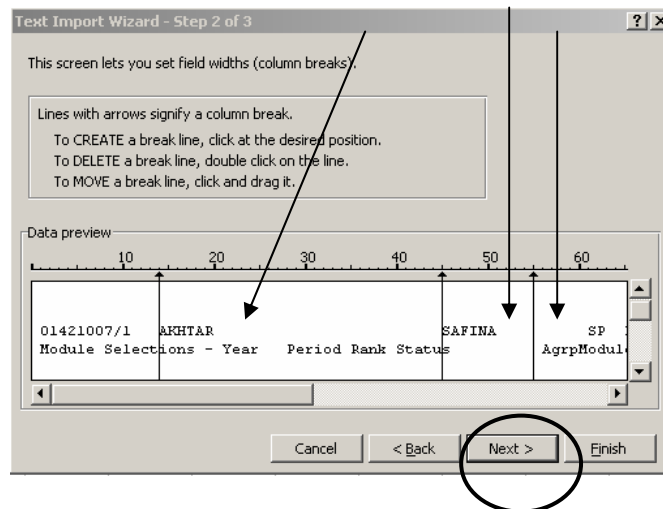
- From the 'File' menu, select 'Save as' and save the file (as a text file – e.g. 'my printout.txt') in a directory of your choosing.
- Start Excel, and open your file (remember to specify 'all files' in the file open dialogue).

The Text Import Wizard will start; click the 'Fixed width' radio button, and 'NEXT':



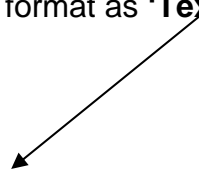


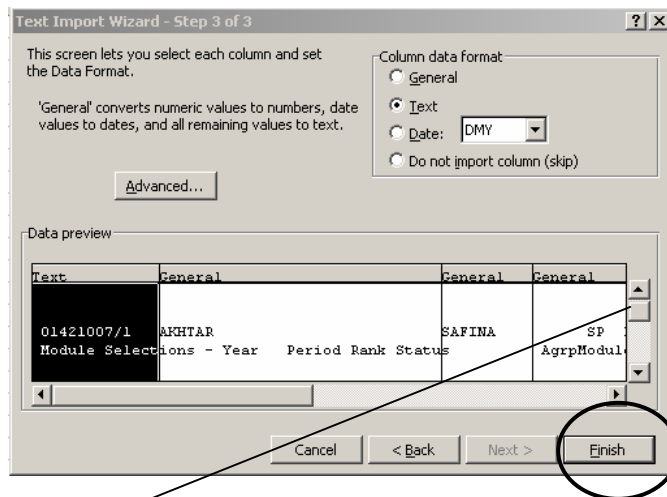
- Using the mouse, click at the positions where you would like each column to start: (see next page)



- (Double-click will remove a column marker, click, hold and drag will move it).
- When complete, click '**Next**'.

If you have any columns which require leading zeroes to be retained (e.g. UB Number), select the column and specify data format as '**Text**':





- Click '**Finish**'.
- You may now need to edit your file to remove any unwanted headings, etc.

If you wish, save as an Excel workbook.