



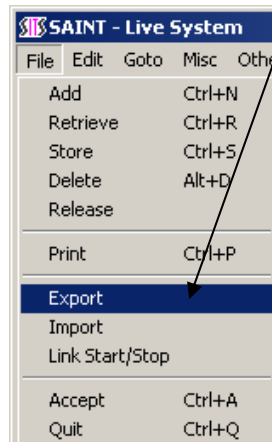
SAINT - ST7.2.1

TIPS & TRICKS

**INTRODUCTION TO EXPORTING
DATA TO
OTHER APPLICATIONS**

Simple Exports

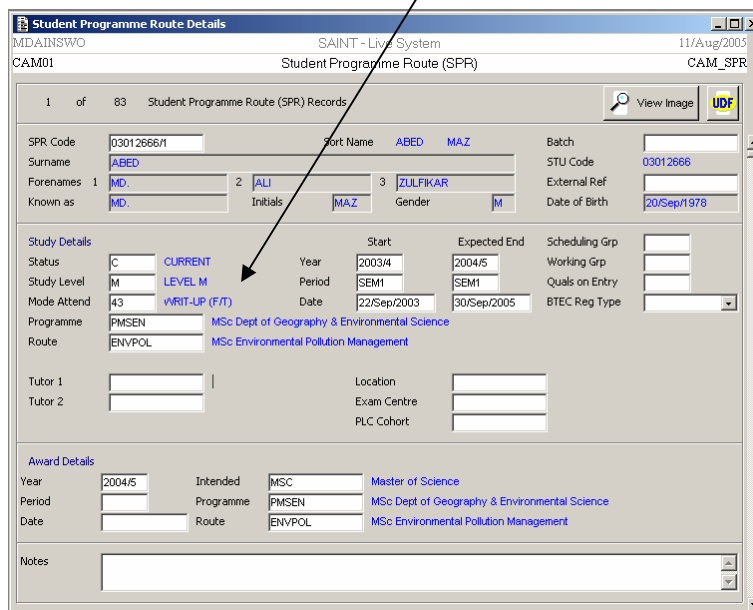
- Most (although not all!) SAINT screens have the option to export data – via the 'File' menu, where there will normally be an 'Export' option.



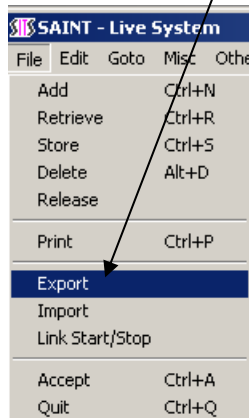
- This is often a convenient way of producing reports – simply export the data, open it in Excel, 'tidy up' headings, add totals, etc., and print out.

Note that only the database rows which have been retrieved will be included in the export file;

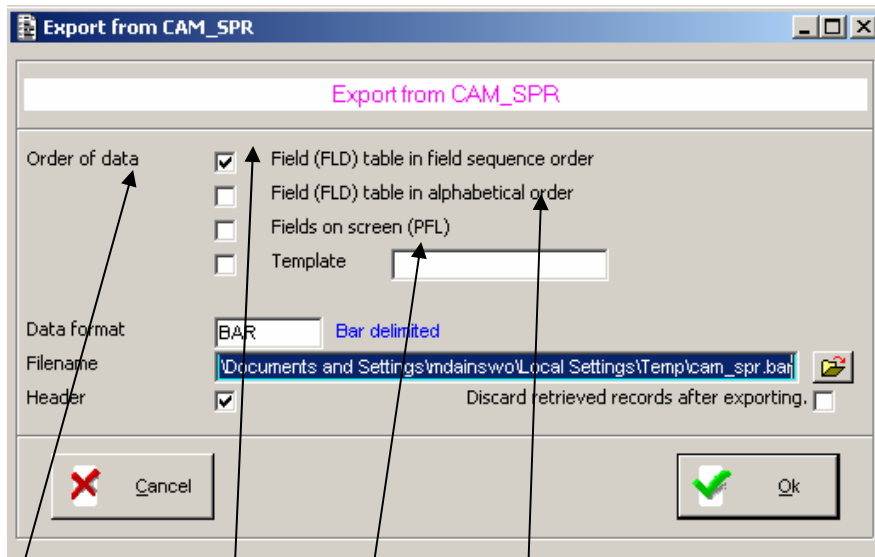
- in the example shown (using the SPR – Student Programme Route – screen), the Study Programme code 'PMSEN' (*MSc in the Department of Environmental Sciences*) has been entered in the 'Study Programme' field, and 83 records have been retrieved.
- Remember, if you don't know a code, double-clicking in the field will normally give a lookup listing. These 83 records are the ones which will be exported.

A screenshot of the 'Student Programme Route Details' screen in the SAINT - Live System. The window title is 'Student Programme Route Details'. The main content area shows '1 of 83 Student Programme Route (SPR) Records'. Below this, there are several sections: 'Personal Details' (SPR Code: 03012666/1, Surname: ABED, Forenames: MD, Initials: MAZ, Gender: M, Date of Birth: 20/Sep/1978), 'Study Details' (Status: CURRENT, Study Level: LEVEL M, Programme: PMSEN, Route: ENVPOL), and 'Award Details' (Year: 2004/5, Intended: MSC, Programme: PMSEN, Route: ENVPOL). An arrow points from the text in the second bullet point to the 'PMSEN' value in the 'Study Programme' field.

- Select (from the menu bar) *File/Export*,



- a dialogue box appears which allows you to make some choices about your output file:




- **'Order of data'** refers to the sequence in which fields will be presented to you in the *next* dialogue box:
- **'Field (FLD) table in field sequence order'** means that all the fields in the *main* database table used by the screen (in this case the 'SPR' table) will be available, and they will be displayed in the order in which they are stored in the database.
- **'Field (FLD) table in alphabetical order'** is the same, except that the fields will be sorted for you alphabetically (in most cases this is a lot more useful!)
- **'Fields on screen (PFL)'** means that *all* the fields on the screen will be available.

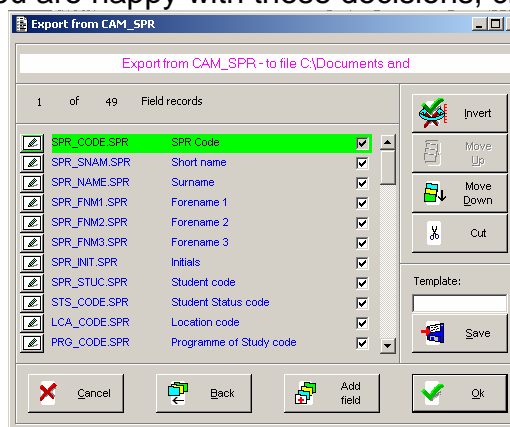
Note the important difference between ‘Fields in table’ and ‘Fields on screen’:

- **Fields on screen** – The fields you see on a SAINT screen may only be a fraction of the fields associated with the database table. For example, the SPR screen displays only some of the fields from the SPR table. However it can ‘supplement’ these fields with relevant items from other linked tables – which can be available for your export if you choose this option.
- **Field (FLD) table in field sequence order’/‘Field (FLD) table in alphabetical order** – this option will access only fields from the SPR table – even some that are not visible on screen

If a previous export has been stored as a template, check the ‘**Template**’ box, and double-click in the adjacent field to see a list of available templates – choose from the list by double-clicking.

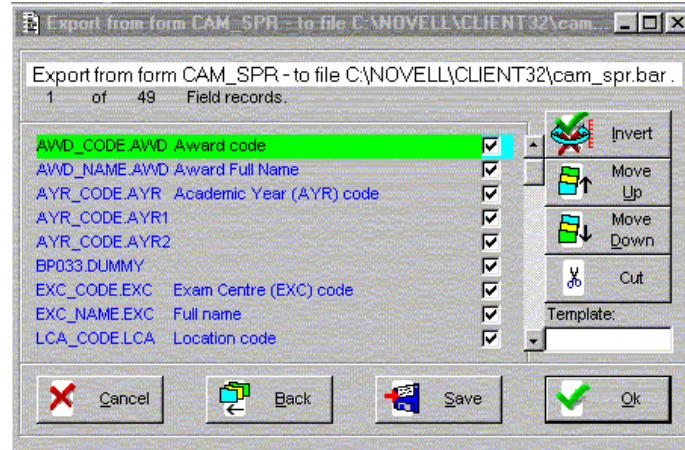
- ‘**Data format**’ refers to the type of output file required – clear the field (if necessary) and double-click for a list of available options; the format ‘EXCEL’ will produce output separated by commas, suitable for export to Excel.
- There will be a default **Filename**, such as `C:\WOVELL\CLIENT32\cam_spr.bar` – you would normally wish to replace this with a suitable file/location on your PC or on a network drive, giving the file a name you will be able to identify it by. Click the  button to browse your PC for a location.
- Ticking the ‘**Header**’ box will append column headings to your output file – note that these are taken from the database tables, and may not always be ‘meaningful’, e.g. many different fields are known as ‘Short Name’ – these may of course be modified once the data has been opened and saved in Excel.

Once you are happy with these decisions, click ‘**OK**’.

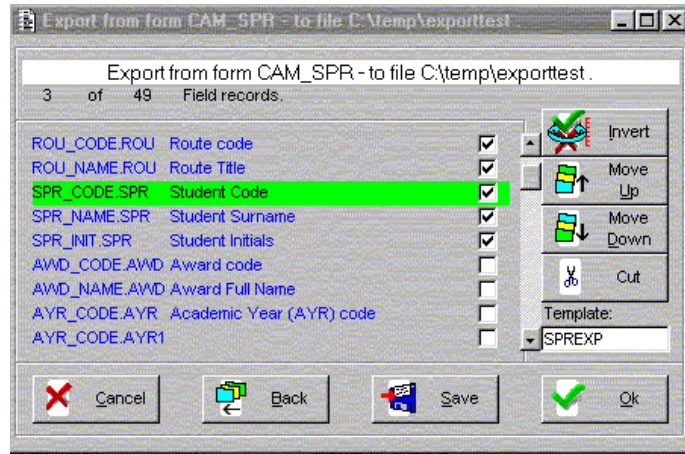


- **Note that 49 fields are available** - all from the ‘SPR’ table (indicated by the ‘.SPR’ suffix, e.g. SPR_CODE.SPR), because in this case ‘**Field (FLD) table in field sequence order**’ was selected.

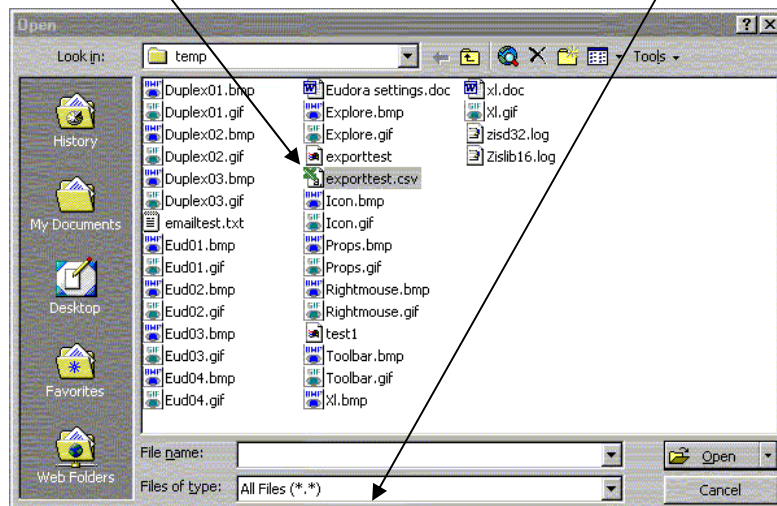
- If **'Fields on screen'** was chosen, 49 fields are available, some from the 'SPR' table, others from associated tables used by the screen (such as the 'Award' table, shown by the 'AWD' suffix, e.g. AWD_CODE.AWD)



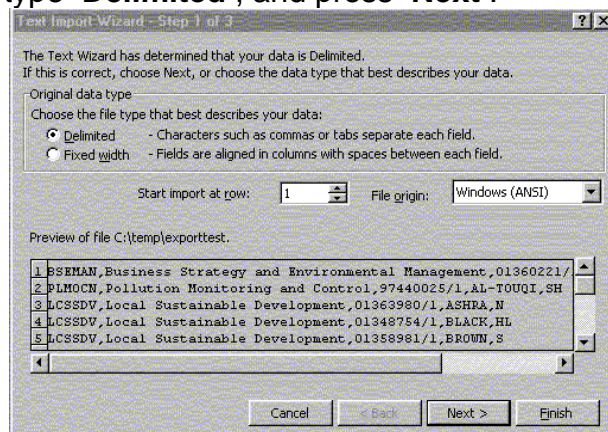
- You may have noticed that there were *more* than 49 fields on the original SPR screen – remember that it also includes the descriptions (usually shown in a contrasting colour next to the code field, e.g. Status 'C' = 'Current').
- All available fields are checked for export by default, but may be 'unticked' as required – note that the 'Invert' button will tick all unticked boxes, and vice-versa, so if you require only a small number of columns, it may be easier to click this first, and then tick only the boxes you *do* want.
- Columns will be output (left to right) in the (top down) sequence shown – if you wish to change this, you may use the 'Move Up' and 'Move Down' button to change the order. Alternatively, a single item may be moved by highlighting it, pressing the 'Cut' button (which then changes to 'Paste'), moving to the position where the field is required and pressing 'Paste' (this may save time e.g. if moving one field from the bottom to the top of a long list).
- If you think you will be performing this export on a regular basis, you may save it as a *template* – enter the name you wish to give it in the **'Template'** field, and press **'Store'** – this will then be available for future exports, and will present you with only the fields you have selected, rather than having to repeat the above procedure every time.
- When you are ready to run the export, press **'OK'**.



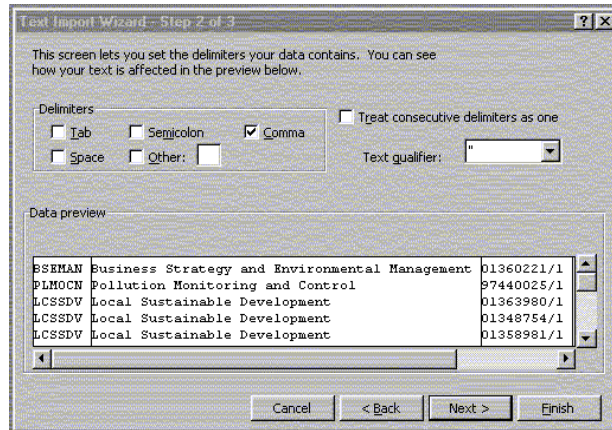
- A message should be displayed at the bottom of the SAINT screen indicating that the export has run successfully.
- Start Excel, and open your file (remember to look for 'all files', *not* Excel workbooks!)



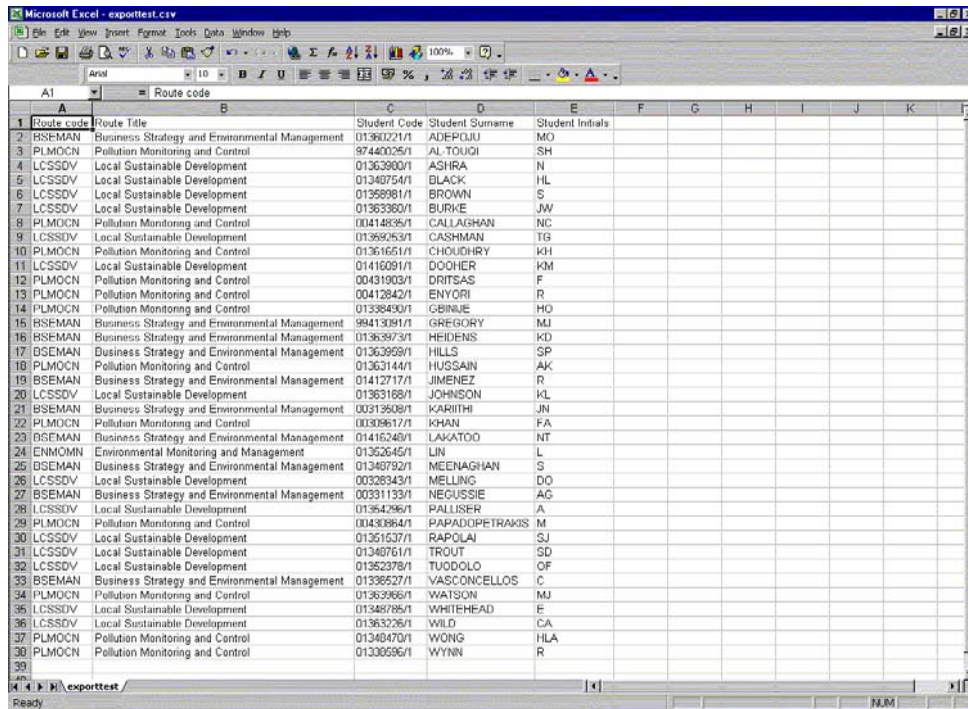
- Excel will start the Import Wizard.
- Select file type '**Delimited**', and press '**Next**'.



- In the second screen, tick the **'Comma'** delimiter box, and **'Next'**.



- Click **'Finish'**.



- Data in Excel may now be sorted, formatted, etc., and saved as a worksheet for printing.