

Ad Hoc Reporting

November 2025

Agenda

- What is Ad Hoc Reporting?
- Data Viewer
- Filter Designer
- Data Export
- Letter Builder
- Letter Designer

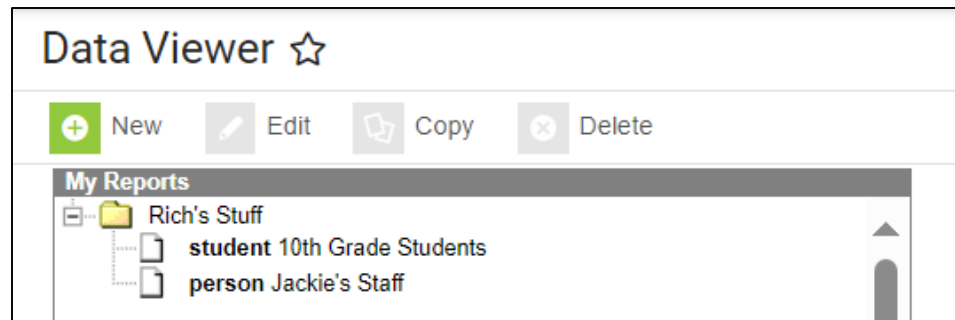
Overview and Agenda

- **What is Ad Hoc Reporting?**
 - Canned reports provided by Infinite Campus are usually generalized, reporting the most common information required by the majority of Campus-district users.
 - Ad hoc reports allow you to pull user-defined detail information from several areas of Infinite Campus into one report.
 - Data from Custom Forms and Custom Tabs are available within Ad Hoc reporting.
 - Many canned reports can also be filtered with ad hoc selections.

Data Viewer

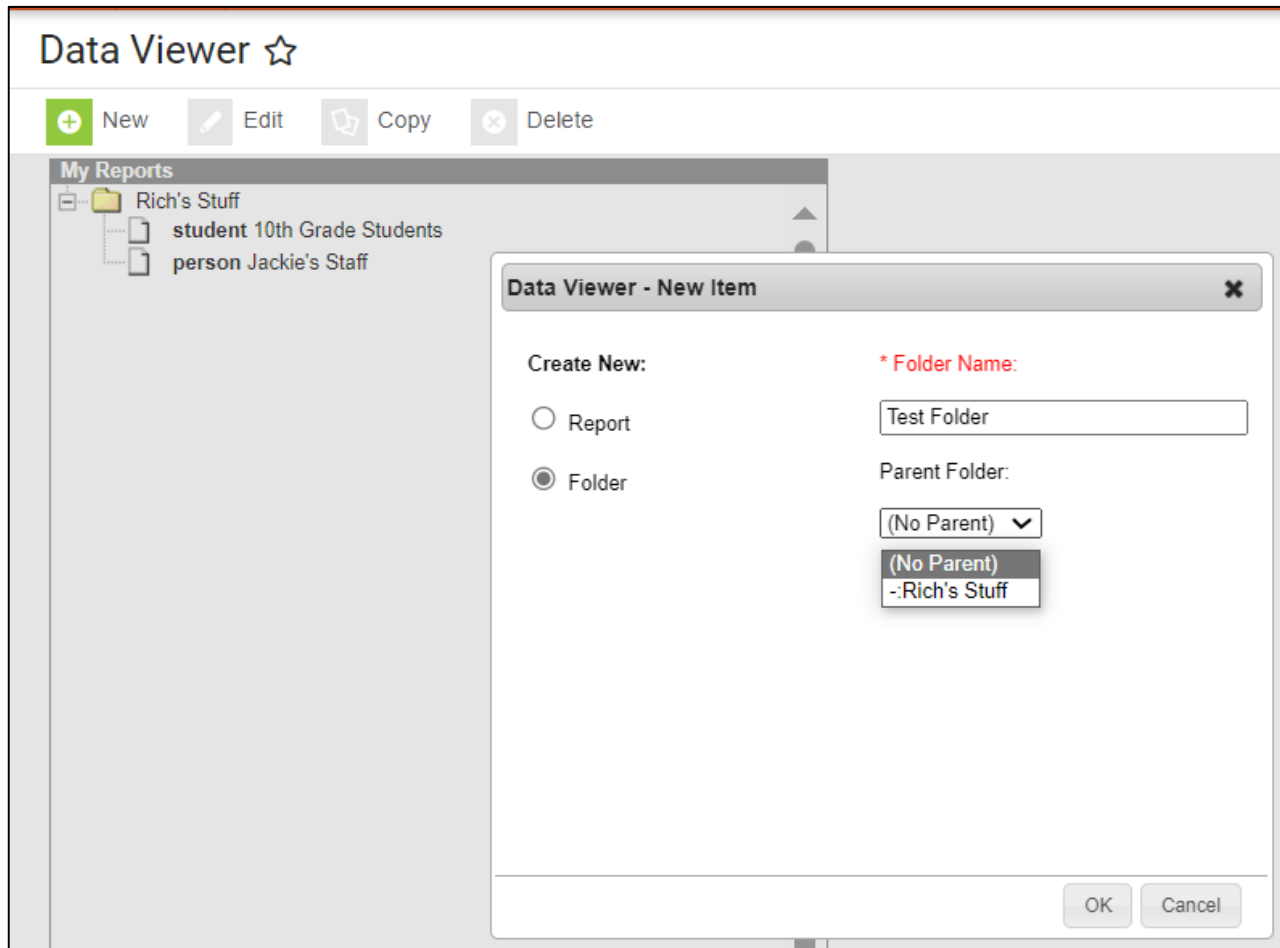
Reporting > Ad Hoc Reporting > Data Viewer

- **Data Viewer** is a way to make simple reports without the complexity of the ad hoc query wizard. It doesn't have all the query wizard capabilities, but it is easy to learn and then teach to a novice user.
- The reports use the same views as the more complex query wizard, based on the user's access rights: student, census/staff, or course/section.
- Reports save only to the user account (no sharing).
- Reports are not available in Ad Hoc Filter dropdown lists.
- Reports have the same basic functions as filters, based on the user's access rights: **Edit**, **Copy**, **Delete**, ability to sort in folders.
- Reports display in **PDF**, **CSV**, or **HTML** (webpage) formats.
- Reports can be displayed in comparison to an existing filter.



Data Viewer

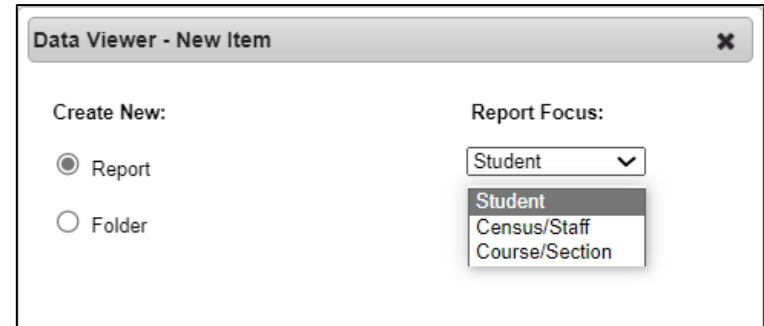
- Click New
 - Create a new folder.
 - Folder
 - Name the folder and select whether it should be nested inside another folder.
 - Move filters into folders using drag and drop.



Data Viewer

- Click New

- Select data set.
 - Student
 - Census/Staff
 - Course/Section



Data Viewer - New Item

Create New:

☒ Report

☐ Folder

Report Focus:

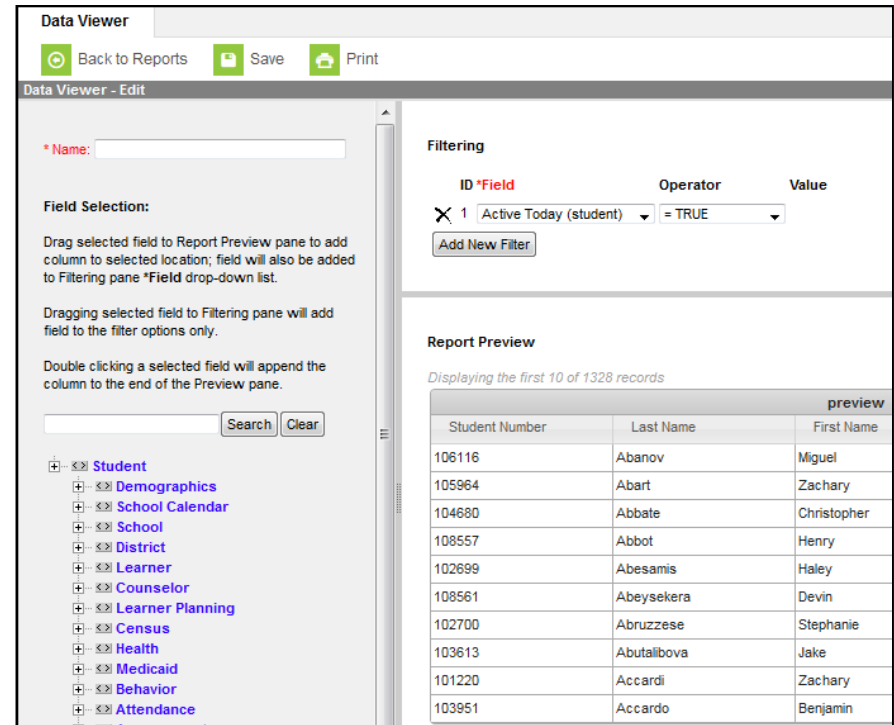
Student

Student

Census/Staff

Course/Section

- Give the report a ***Name** (must be unique).
- The basic identifier fields are pre-selected based on your data set.
- Search for additional fields using search/clear boxes or by using expand/collapse plus-minus boxes.
- Add fields by selecting using double-click or drop and drag.
- Filter fields by clicking **Add New Filter** above the report preview; basic operators are available based on field data type. *Functions and Logical Expressions tools are not available here.*



Data Viewer

Back to Reports Save Print

Data Viewer - Edit

* Name:

Field Selection:

Drag selected field to Report Preview pane to add column to selected location; field will also be added to Filtering pane *Field drop-down list.

Dragging selected field to Filtering pane will add field to the filter options only.

Double clicking a selected field will append the column to the end of the Preview pane.

Search Clear

Student

Demographics

School Calendar

School

District

Learner

Counselor

Learner Planning

Census

Health

Medicaid

Behavior

Attendance

Filtering

ID *Field Operator Value

X 1 Active Today (student) = TRUE

Add New Filter

Report Preview

Displaying the first 10 of 1328 records

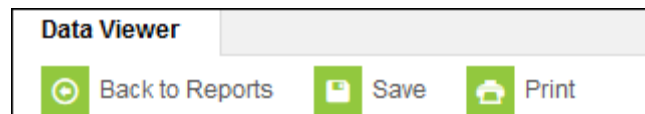
Student Number	Last Name	First Name
106116	Abanov	Miguel
105964	Abart	Zachary
104680	Abbate	Christopher
108557	Abbot	Henry
102699	Abesamis	Haley
108561	Abeysekera	Devin
102700	Abruzzese	Stephanie
103613	Abutalibova	Jake
101220	Accardi	Zachary
103951	Accardo	Benjamin

Data Viewer

- Drag column headers to re-sort left to right order.
- Remove, sort, and group columns by clicking on preview-window column headers.
- Top ten results are displayed, report must be generated for full results.

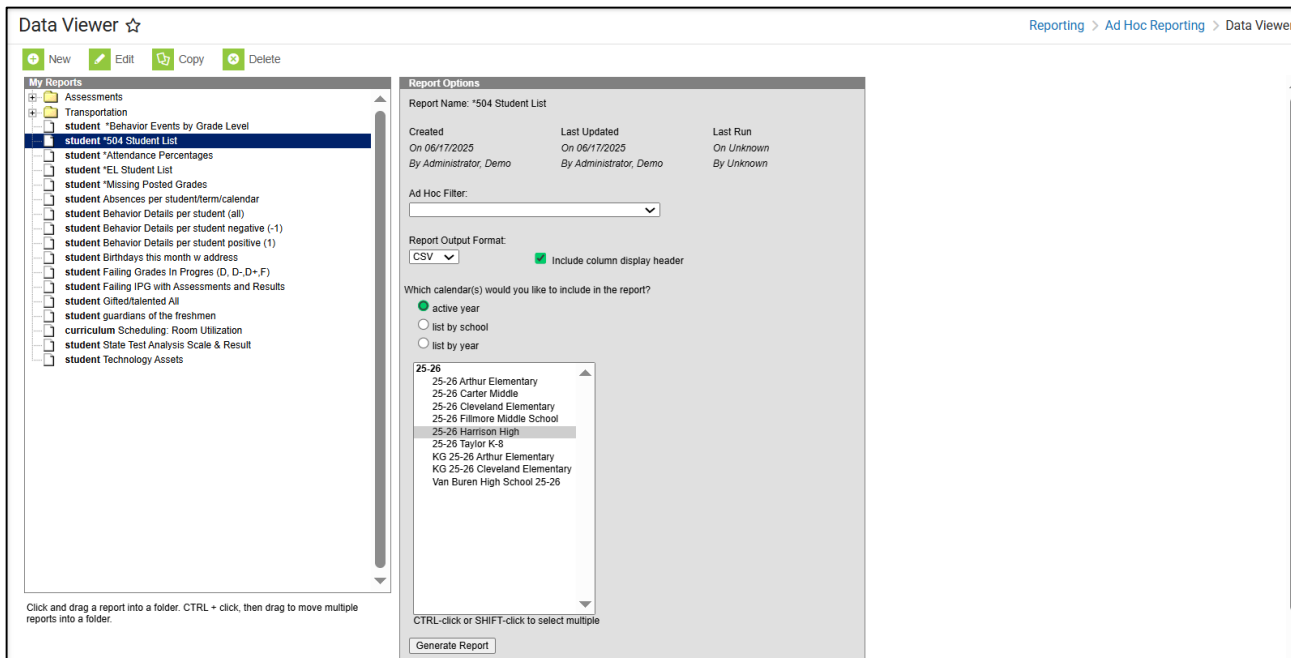
preview			
Student Number	Last Name	First Name	Start Status
106116	▲ Sort ASC ▼ Sort DESC Group By Column Remove Column	Miguel	0011
105964		Zachary	0011
104680		Christopher	0011
108557		Henry	0011
102699	Abesamis	Haley	0011
108561	Abeysekera	Devin	0011
102700	Abruzzese	Stephanie	0011
103613	Abutalibova	Jake	0011
101220	Accardi	Zachary	0011
103951	Accardo	Benjamin	0011

- Tool selections are **Back to Reports** (navigate away,) **Save**, and **Print**.
 - **Print** saves the report similarly to “save and test.” **Print** from the report creation or “edit” view defaults to a **PDF** print with the report header field.



Data Viewer

- Once a report is saved, it can be re-used to **print**, **copy**, or be **deleted**. The user may re-print the report by filtering with an existing Query Wizard filter.
- Select the report. Select the ad hoc filter name (if desired) and then choose an export format. Click Generate Report.
- Opposing calendar selections (header calendar vs. filter calendar) may cause some report issues.



Filter Designer

Reporting > Ad Hoc Reporting > Filter Designer

- **Query Wizard** – create a dynamic (*real-time*) filter by selecting specific data fields to be used for generating custom reports, report cards, mailings, etc.
- **Selection Editor** – select a static (*unchanging*) group of people about whom a report/letter can be run.
- **Pass-Through SQL Query** - use with basic **SQL** programming language and Campus schema knowledge to build queries from the three data sets.
- Three data set return options: **Student**, **Census/Staff**, or **Course/Section** (*based on users' access rights*).

Filter Designer ☆

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. A

Saved Filter

- Activity Registration
- Advance Ad Hoc Training
- Attendance
- Behavior
- Christine
- CRDC
- Letter Filters
- Pass-Through SQL Queries
- RP Training
- Scheduling
- Scheduling Filters
- School Store
- SI/Census
- Student Data Groups
- student **Tardy Today 3 Times
- student *504 Students

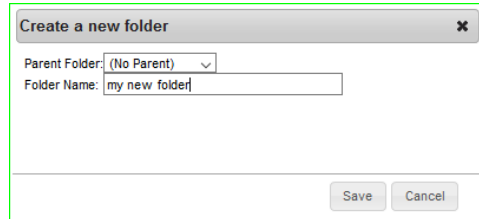
Create New

Filter Type	Data Type
☐ Query Wizard	☐ Student
☐ Selection Editor	☐ Census/Staff
☐ Pass-through SQL Query	☐ Course/Section

Create

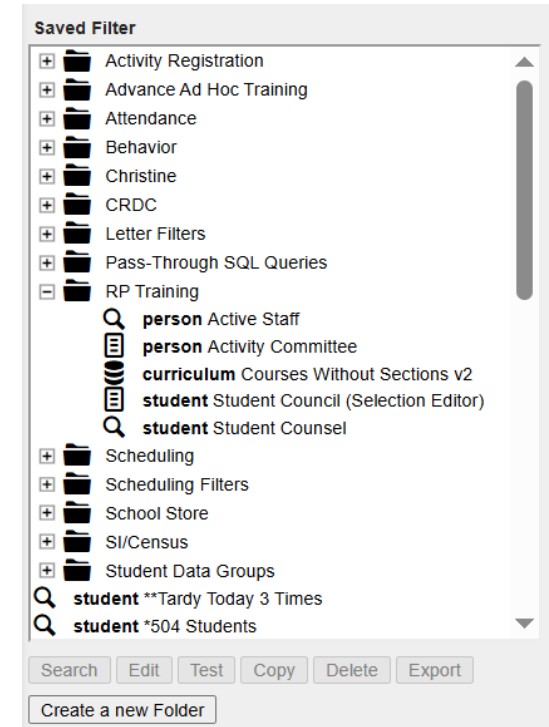
Filter Designer

- The **Saved Filter** window displays your (*accessible to you only*) **User Account** ad hoc folders, then individual filters, and then shared filters (*based on your user group memberships*).
- Shared** filters, once altered, are altered for the whole group.
- An empty folder can be created by entering a unique name, and folders may be nested within other folders. Folders can't be created within a shared "user group" area.



A dialog box titled "Create a new folder" with a close button (X). It contains a "Parent Folder:" dropdown menu set to "(No Parent)" and a "Folder Name:" text input field containing "my new folder". At the bottom are "Save" and "Cancel" buttons.

- Filters** may be **edited, tested, copied, deleted, exported** and **displayed** based on user tool right access.
- A filter must be selected for the "action buttons" to become active.
- If a short description is populated, it displays to the user when hovering the cursor over the filter name.
- When an existing filter is highlighted, usage statistics display below the filter's name and long description (*if populated*).



attendance		
Created	Last Updated	Last Run
On 09/08/2022	On 02/22/2023	On 02/22/2023
By Iuliano, Cindi	By Iuliano, Cindi	By Iuliano, Cindi

Filter Designer

- Search results on the Search tab can be populated with saved filters. When a saved filter is selected, click the **Search** button. Results returned in the filter display in the Search tab.

The screenshot displays the 'Filter Designer' interface, which is divided into two main sections: 'Search' on the left and 'Filter Designer' on the right.

Search Tab:

- Type:** A dropdown menu set to 'Student'.
- Search:** A text input field containing 'Student Search...' with a magnifying glass icon.
- Results:** A list of 11 results, with the first one highlighted: 'Abegg, Dylan - Nickname V' (12) 09/15/2007 #171900001. A red arrow points to this result.
- Buttons:** 'Reset' and 'Advanced' buttons at the bottom.

Filter Designer Panel:

- Ad Hoc Filter Designer:** A section with a description: 'This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search filter.' Below this is a 'Create New' button.
- Saved Filter:** A list of saved filters, including 'student Student Council (Selection Editor)', which is highlighted. A red box highlights the 'Search' button at the bottom of this list.
- Student Council:** A section with a table showing filter details:

Created	Last Updated	Last Run
On 11/17/2025	On 11/17/2025	On 11/17/2025
By Administrator, Demo	By Administrator, Demo	By Administrator, Demo

Create New:

- Filter Type:** Radio buttons for 'Query Wizard', 'Selection Editor', and 'Pass-through SQL Query'.
- Data Type:** Radio buttons for 'Student', 'Census/Staff', and 'Course/Section'.
- Create:** A button to create the filter.

Which calendar(s) would you like to include in the report?

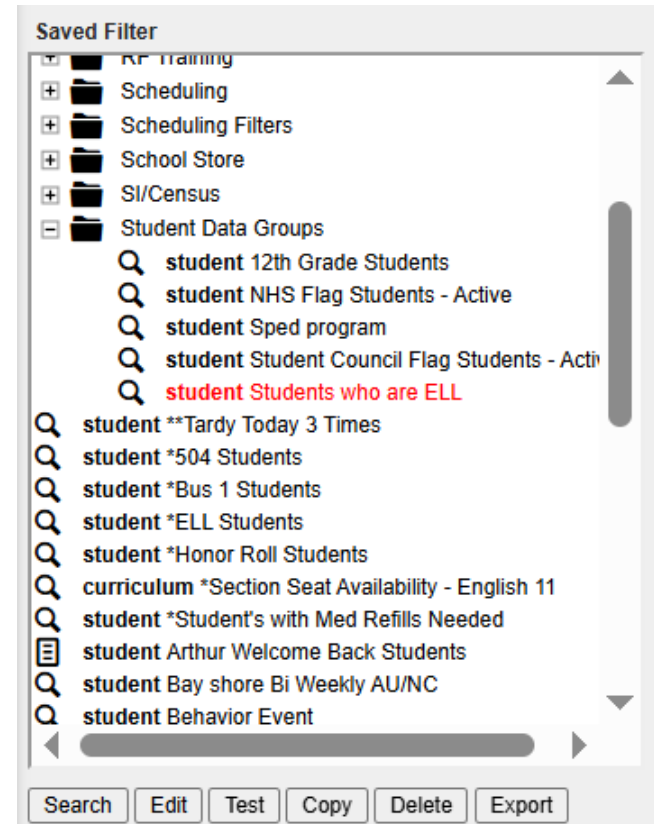
- ☒ active year
- ☐ list by school
- ☐ list by year

25-26:

- 25-26 Arthur Elementary
- 25-26 Carter Middle
- 25-26 Cleveland Elementary
- 25-26 Fillmore Middle School

Filter Designer

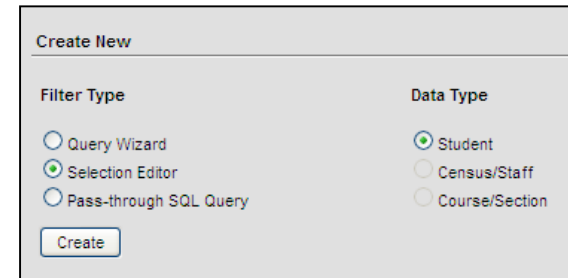
- A filter containing a deprecated field will display in **red**. It will still be operational, although the deprecated field info will only be historical, since no new data can be saved to the field.
- If you have a shared filter to which your tool rights don't allow “**read**” access, it will generate an error message titled “**Security**”:
 - **Security: Filter contains data that requires one of the following rights: [Student Information > Health > General > Health Office Visits, Student Information > Health > General > Health Visits]. Please contact your System Administrator.**



Selection Editor

Ad hoc Reporting > Filter Designer > Selection Editor

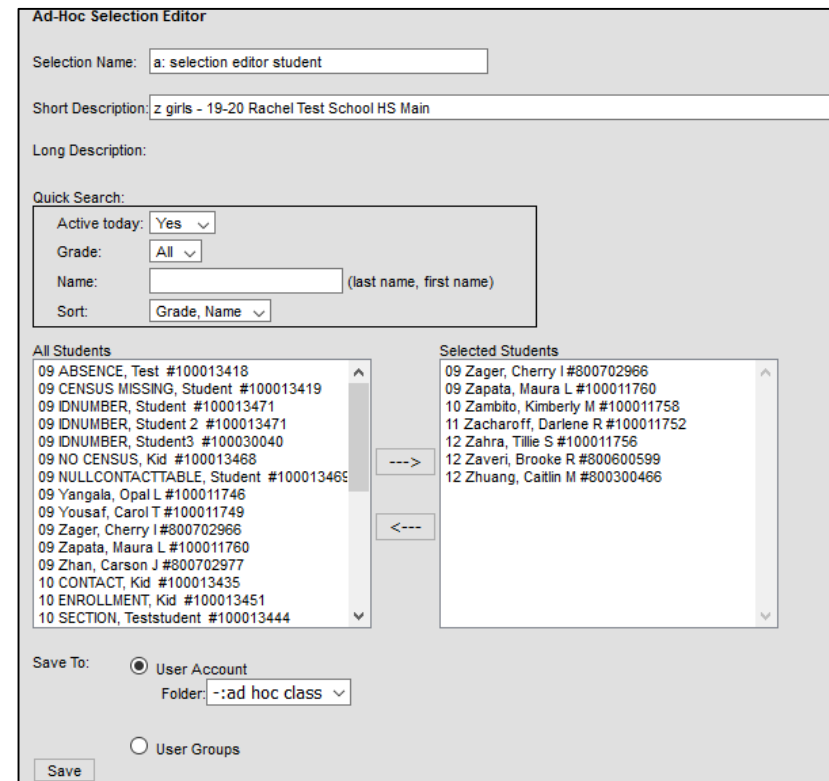
- Choose Selection Editor under Filter Type
- Student and Census/Staff are the only available Data Sets in this mode.
- Student selection options are driven by the header calendar in which the filter is created, and enrollment.
- Unique name required, description text are boxes optional. A best-practice is to add the calendar name where the filter is created if based on student. The short description will display on the “saved filters” screen when hovering with the cursor.
- All students contained in the calendar can be displayed, including dropped students (“no-shows” are excluded). Quick search options narrow the selection list.
 - Dropped students will display in red text if “No” or “Both” is selected under Active today.
- Click and use **← L/R →** Arrows to move students, or hold **CTRL**, click multiple students, and move once.
- Save is the only option, no data filtering is available in this list.



Create New

Filter Type	Data Type
☐ Query Wizard	☒ Student
☒ Selection Editor	☐ Census/Staff
☐ Pass-through SQL Query	☐ Course/Section

Create



Ad-Hoc Selection Editor

Selection Name:

Short Description:

Long Description:

Quick Search:

Active today:

Grade:

Name: (last name, first name)

Sort:

All Students

- 09 ABSENCE, Test #100013418
- 09 CENSUS MISSING, Student #100013419
- 09 IDNUMBER, Student #100013471
- 09 IDNUMBER, Student 2 #100013471
- 09 IDNUMBER, Student3 #100030040
- 09 NO CENSUS, Kid #100013468
- 09 NULLCONTACTTABLE, Student #100013468
- 09 Yangala, Opal L #100011746
- 09 Yousaf, Carol T #100011749
- 09 Zager, Cherry I #800702966
- 09 Zapata, Maura L #100011760
- 09 Zhan, Carson J #800702977
- 10 CONTACT, Kid #100013435
- 10 ENROLLMENT, Kid #100013451
- 10 SECTION, Teststudent #100013444

Selected Students

- 09 Zager, Cherry I #800702966
- 09 Zapata, Maura L #100011760
- 10 Zambito, Kimberly M #100011758
- 11 Zacharoff, Darlene R #100011752
- 12 Zahra, Tillie S #100011756
- 12 Zaveri, Brooke R #800600599
- 12 Zhuang, Caitlin M #800300466

Save To: ☒ User Account
Folder:

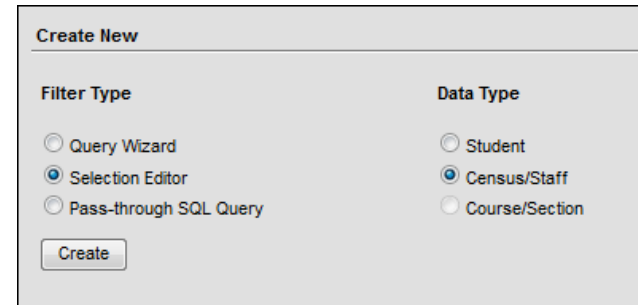
☐ User Groups

Save

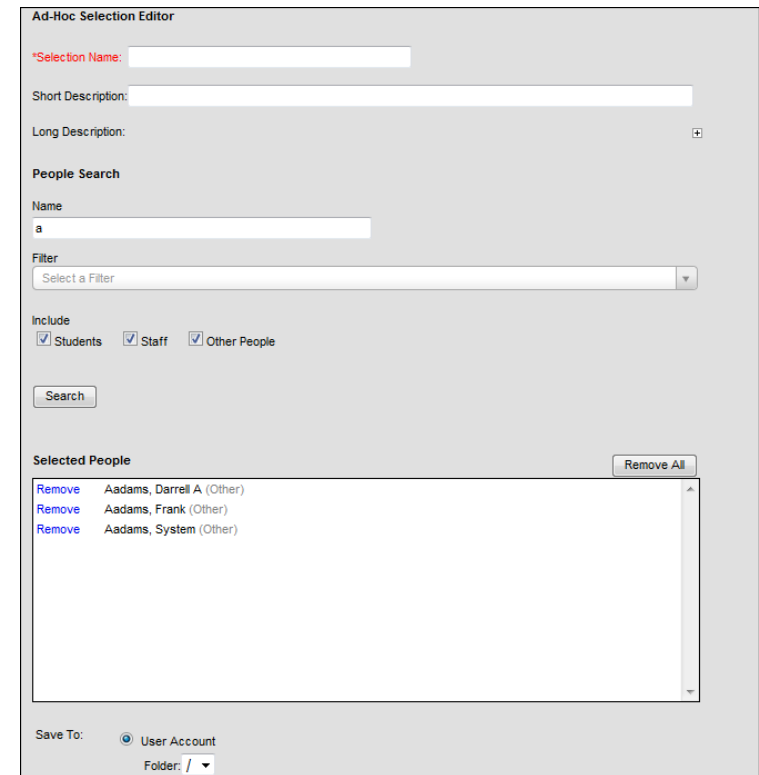
Selection Editor

Ad hoc Reporting > Filter Designer > Selection Editor

- **Student and Census/Staff** are the only available Data Sets in this mode.
- **Census/Staff** data set options are driven by census and not limited to the selected calendar.
- Unique name required, description text boxes are optional. The short description will display on the “saved filters” screen when hovering with the cursor.
- A portion of the name needs to be selected in the text box, or you may select from an ad hoc filter which has already been created, or a combination of the two - the two search fields work in conjunction with one another, but may cancel each other out, depending on the filter detail.
 - i.e. if you search a staff member’s name and a student filter at the same time, you will receive 0 persons.
- Click the **Add** button to add the person to the selection editor list. Clicking the **blue** name link will display the person summary report. Click the **blue** Remove link in the selection window to take a person off the list.
 - Each name will have a description of whether they’re Student, Staff, or Other People
- **Save** is the only option, no data filtering is available in this list.



The 'Create New' dialog box is used to select a filter type and data type. It features two columns: 'Filter Type' and 'Data Type'. Under 'Filter Type', there are three radio buttons: 'Query Wizard', 'Selection Editor' (which is selected), and 'Pass-through SQL Query'. Under 'Data Type', there are three radio buttons: 'Student', 'Census/Staff' (which is selected), and 'Course/Section'. A 'Create' button is located at the bottom left.



The 'Ad-Hoc Selection Editor' window contains several input fields and controls. At the top, there is a 'Selection Name' field, followed by 'Short Description' and 'Long Description' fields. Below these is a 'People Search' section with a 'Name' input field (containing 'a') and a 'Filter' dropdown menu (showing 'Select a Filter'). Underneath is an 'Include' section with three checked checkboxes: 'Students', 'Staff', and 'Other People'. A 'Search' button is located below the checkboxes. At the bottom, there is a 'Selected People' list with a 'Remove All' button. The list contains three entries: 'Adams, Darrell A (Other)', 'Adams, Frank (Other)', and 'Adams, System (Other)', each with a 'Remove' link to its left. At the very bottom, there is a 'Save To:' section with 'User Account' selected and a 'Folder:' dropdown menu.

Query Wizard - Creating a New Filter

Ad hoc Reporting > Filter Designer > Query Wizard

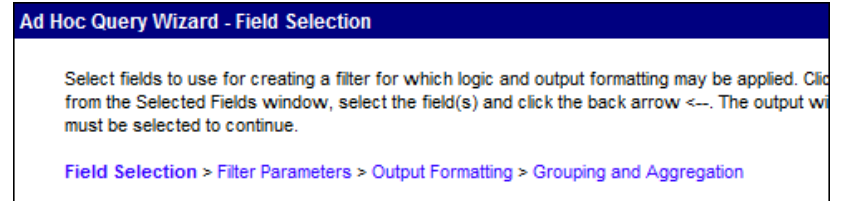
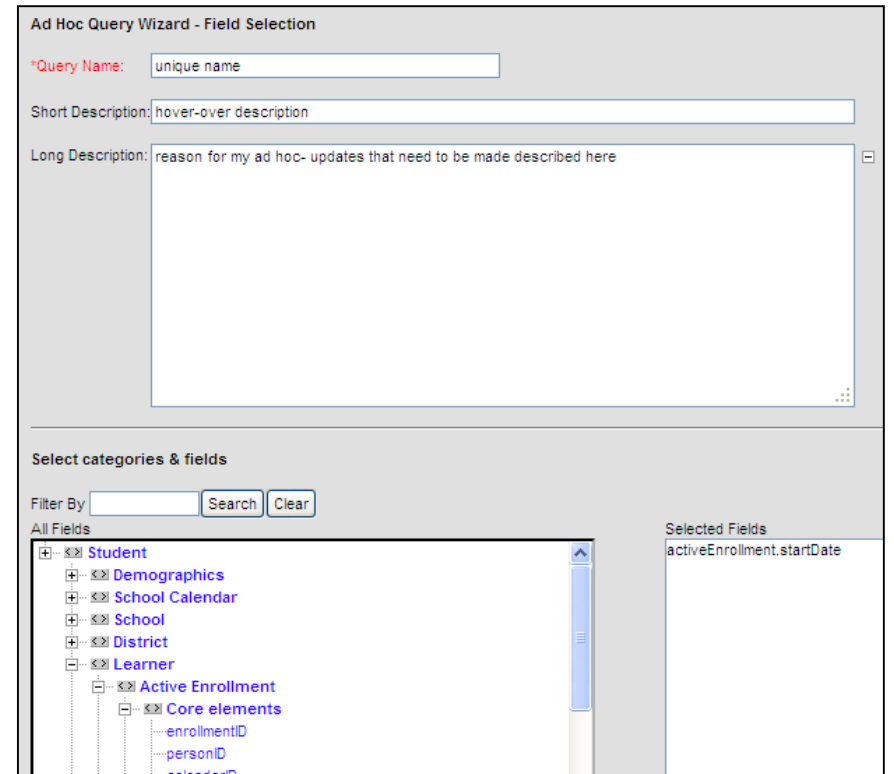
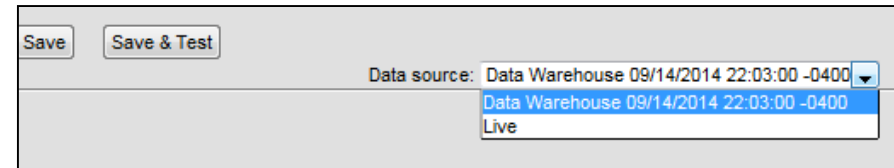
- Choose **Filter Type** 'Query Wizard', select the **Data Type**, then click **Create**.
 - Your school year and calendar selections will affect your result set output.
 - Unique name required, description text boxes are optional. The short description will display on the "saved filters" screen when hovering with the cursor.
 - The modules are available based on your initial data type option (**Student**, **Census**, or **Course**.) Each module contains multiple fields to select.
 - For the most part, filters can **only** pull information saved in the database (ie. *you can not create a filter to find a student who has never had a **FRAM** eligibility, because that studentID does not exist in the **FRAM** records table.*) There are a few areas where you can ad hoc students who don't have a record of something, ie. Homeless, EL.
 - Expand the module and click the field name to use it in your filter. To remove a field, highlight it from the "**selected**" box and click the left arrow button (**center.**)
 - Force Order – check this for complicated filters that report data from several calendars and/or have many fields from many different areas. It is not recommended to mark this on every filter.

The screenshot shows the 'Filter Designer' window with a star icon in the title bar. Below the title bar is a section labeled 'Ad Hoc Filter Designer'. A message states: 'This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad'. Below this is a 'Saved Filter' list on the left with items like 'Activity Registration', 'Advance Ad Hoc Training', 'Attendance', 'Behavior', 'Christine', 'CRDC', 'Letter Filters', 'Pass-Through SQL Queries', 'RP Training', 'Scheduling', and 'Scheduling Filters'. On the right, under 'Create New', there are two columns: 'Filter Type' with radio buttons for 'Query Wizard' (selected), 'Selection Editor', and 'Pass-through SQL Query'; and 'Data Type' with radio buttons for 'Student' (selected), 'Census/Staff', and 'Course/Section'. A 'Create' button is at the bottom right.

The screenshot shows the 'Ad Hoc Query Wizard - Field Selection' window. It has a title bar and a main area with instructions: 'Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function button. The sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.' Below the instructions is a breadcrumb: 'Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation'. There are input fields for 'Query Name:', 'Short Description:', and 'Long Description:'. Below these is a section 'Select categories & fields' with a 'Filter By' dropdown, 'Search', and 'Clear' buttons. The 'All Fields' list on the left includes categories like 'Student', 'Demographics', 'School Boundaries', 'School Calendar', 'School', 'District', 'Learner', 'Counselor', 'Learner Planning', 'Census', 'Health', 'Medicaid', 'Behavior', 'Attendance', 'Assessment', 'Grading', 'Learner Portfolio', 'Standards Portfolio', 'Locker', 'Fee', 'Transportation', 'Activities', and 'Activity Registration'. A 'Selected Fields' box on the right is currently empty. A left arrow button is between the two boxes. At the bottom, there is an 'Add Function' button, a 'Save To:' section with 'User Account' selected and a 'Folder' dropdown, 'User Groups' and 'Force Order' (checked) options, and 'Save' and 'Save & Test' buttons.

Query Wizard

- Query Wizard Filters are dynamic and will pull current information from the database.
 - Districts using Tableau third-party software will have an option whether to use **Data Warehouse data, or live.**
- Fields are organized in a format similar to the tab set modules from the index.
- The “**Filter By**” search box will narrow the field list to any modules containing your entry. The **Clear** button will return to the full display of field options.
- Once fields are selected, the header bar has **blue links** to navigate throughout the Query Wizard (*this helps avoid scrolling L/R/Up/Down for users who have zoomed in the view on their browser.*)



Query Wizard (cont'd)

Ad Hoc Query Wizard - Field Selection

*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By

All Fields

- + Student → Data Set Name
 - + Demographics → Table Module Names
 - + School Calendar → Table Module Names
 - + School → Table Module Names
 - + District → Table Module Names
 - Learner → Table Module Names
 - + Active Enrollment → Sub-Module Table Names
 - + Core elements → Sub-Module Table Names
 - enrollmentID → Field Names
 - personID → Field Names
 - calendarID → Field Names
 - structureID → Field Names
 - grade → Field Names

Left Arrow to "de"select a Field

Selected Fields

activeEnrollment.startDate

Module "dot" Field Name

Hover over for Max. character length allowances

Back and Next buttons are on the bottom right to navigate through the steps of the Wizard

OR use the blue navigation links to move through the steps

Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied from the Selected Fields window, select the field(s) and click the back arrow <-. The one must be selected to continue.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

Query Wizard (Cont'd.)

- Parameters uniquely filter each field while maintaining the filter structure.
 - see additional document for **operator definitions and use**
 - users can employ the following wildcard for searches:
 - % percent sign can be used for an unknown string of values
 - **SEARCH > module.lastName** = "R%z" will return Rodriguez, Ramirez, Ruiz, Rodenzo, Randazzo, etc.
 - _ underscore can be used for a single unknown value
 - **SEARCH > module.lastName** = "Rodri_uez" will return Rodriguez, Rodriquez
 - other wildcards exist, but aren't commonly used
 - ['x'y'] items encased in brackets will return only those values
 - [^z'] bracketed and caret values will not return

Query Wizard (Cont'd.)

- Filter **Operators** allow a user to define specific constraints about how each field is reported within the filter.
- There is also an **Add** button to re-use operators on a field multiple times (i.e. *grading.score* <= 64, *grading.score* <> 100, *grading.score* *LIKE* F).
- Enter the definition information in the **Value** field.

Filter the data

ID	*Field	Operator	Value
✕ 1	student.firstName		
✕ 2	student.lastName		
✕ 3	student.grade		
✕ 4	courseSection.courseName		
✕ 5	courseSection.courseNumber		
✕ 6	courseSection.homerom		
✕ 7	courseSection.sectionNumber		
✕ 8	sectionSchedule.termStart		
✕ 9	sectionSchedule.periodStart		

Add

Using the Add Button and Deleting Fields

- You may **add** a field multiple times within the same filter, so multiple definitions may be used against it
 - In the example below, the user can find all **third grade-linked** courses, but can exclude the “**lunch**” and “**attendance**” courses.

*Query Name:

Short Description:

Long Description: +

Filter the data

ID *Field	Operator	Value
☐ 1 student.studentNumber		
☐ 2 student.firstName		
☐ 3 student.lastName		
☐ 4 student.grade		
☐ 5 courseSection.courseNumber	LIKE	03
☐ 6 courseSection.courseNumber	NOT IN	003LUN, 03 ATT

- You may also delete repeated fields from your results by clicking the “x” next to the field ID. If a non-repeated field is deleted from display, it will still be available in the list from step 1 of the Query Wizard, and you may return it to the result set by choosing it from the list under “**Add**”.
 - All selected fields “tie in” records, the deletion will not display a different result set until it is removed from the Selected Fields list.

Inserting a Function

- You can add a **function** to perform tasks in a result column
 - Enter a name for the **function**. This will serve as the field name.
 - Can contain spaces but not 'special characters'.
 - Choose a **function**.
 - **Constant** - creates a new column with a fixed value
 - Enter "**constant**" value into the text field
 - **Coalesce** - "substitutes" one field for another if the initial field return IS NULL (**max 5 fields**)
 - **Concatenate** - merges the values from two fields/columns into one return column (**max 5 parameters**)
 - **Add, Subtract, Multiply, Divide** - mathematical functions between at least two numeric fields
 - For all functions containing multiple field components , each must be selected and entered into the Parameters box.
 - **Record Count** - number of returned records per unique ID *
 - **Distinct Count** - number of unique (non-repeated) returned records per unique ID
 - **MIN** - returns the "lowest" value of this field for all records returned per unique ID
 - **MAX** - returns the "highest" value of this field for all records returned per unique ID
 - **SUM** - returns the sum of the numeric values contained within one field (numeric fields only) per unique ID*
 - **AVG** - returns the average of the numeric values contained within one field (numeric fields only) per unique ID*
 - Any **function** may be edited by highlighting the **function.name** "field"

*If there are repeated records in the return set, ad hoc will report on ALL records, not only those that are unique. Extracting a field that returns multiple records (i.e. attendance date) can multiply the number of rows returned, mistakenly multiplying the return values.

Adding a Logical Expression

- A filter can be tested and re-tested using the **Logical Expressions** text box
- Fields are referenced by their field **IDs**, and not the field names
- **()** Parentheses must be used for grouping, and only the **SQL** expressions **AND**, **OR**, and **NOT** may be used in this field
 - **AND** means all conditions must fit the statement
 - **OR** means only one condition needs to fit the statement
 - **NOT** means the condition must not fit the statement

Field **IDs** to
be used in
statements

Location for
entering
conditions

Filter the data

	ID *Field	Operator	Value
X 1	student.studentNumber		
X 2	student.firstName		
X 3	student.lastName		
X 4	student.grade		
X 5	courseSection.courseNumber	LIKE	03
X 6	courseSection.courseNumber	NOT IN	003LUN, 03 ATT

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
Allowed symbols: AND OR NOT () IDs
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Adding a Logical Expression

Sample filter

***Query Name:** Logical Expression - which LEP program area

Short Description: determine if any kids still have LEP in their "program" flags rather than the LEP module

Long Description:

All fields containing an operator must be added into the expression, or their qualifiers will be ignored. In the case below, ID7 student.activeToday will report both true and false unless it has filter.

The AND operator can't be used on the same field twice, because one record can never return two conflicting results. For example, student.lastName = Adams AND student.lastName = Anderson will never be true for one person's identity.

Filter the data

	ID	*Field	Operator	Value
X	1	student.firstName		
X	2	student.lastName		
X	3	student.grade		
X	4	lep.currentProgramStatus	=	LEP
X	5	spProgram.code	=	0231
X	6	spProgram.endDate	IS NULL	
X	7	student.activeToday	= TRUE	

Logical Expression (Optional):

4 OR (5 AND 6)

If logical expression is left blank, all operators will be applied.
Allowed symbols: AND OR NOT () IDs
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Query Wizard (Cont'd.)

- **Output Formatting** allows users to control how each field will be reported and displayed when exported.
- **Output** - determines whether or not a column will display with the data results. The filtering criteria is still factored into the ad hoc results.
- **Sequence** - displays the columns (numerically) left-to-right if you want to change the field order in the results
- **Sort** - will sort the result data alphanumerically in the numeric order in which you choose (i.e. sort last name **0-##-A-Z**, then first name **0-##-A-Z**. Without sorting, the ID columns are the primary sort - in this filter's case, studentNumber.)
- **Direction** - is Ascending (low to high) or Descending (high to low **Z-A-##-0**)

Format the output file/report

☒ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.studentNumber	☒ 1			Student ID	Center	Zero Pad	9
student.firstName	☒ 2						
student.lastName	☒ 3	1	Ascend	Last	Center	Upper Case	
student.activeToday	☐						
contacts.relatedBy	☐						
contacts.secondary	☐						
contacts.mailing	☐						
contacts.guardian	☐						
contacts.portal	☐						
contacts.addressLine1	☒ 5						
contacts.addressLine2	☒ 6						
contacts.privateAddress	☐						
mailingAddress.guardianName	☒ 4						
contacts.personGUID	☒						

Save To: ☐ User Account

☒ User Groups

xHS Last Year
 xHS Next Year
 xHS This Year

Save Save & Test

Query Wizard (Cont'd.)

- **Output Formatting** allows users to control how each field will be reported and displayed when exported.
- **Column Header** - replaces the field name with the text entered.
- **Alignment** - determines what justification the column header and result data displays (left, right, center)
- **Formatting** - allows you to change the spacing, padding, and text formatting of the results, and Length applies to Fixed Width export formatting only (isn't honored in **HTML**, **CSV**, etc.)
- If data is **exported** using the Fixed Width format, fields with the Output checkbox checked should have a Length value entered

Format the output file/report

☒ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.studentNumber	☒ 1			Student ID	Center	Zero Pad	9
student.firstName	☒ 2						
student.lastName	☒ 3	1	Ascend	Last	Center	Upper Case	
student.activeToday	☐						
contacts.relatedBy	☐						
contacts.secondary	☐						
contacts.mailing	☐						
contacts.guardian	☐						
contacts.portal	☐						
contacts.addressLine1	☒ 5						
contacts.addressLine2	☒ 6						
contacts.privateAddress	☐						
mailingAddress.guardianName	☒ 4						
contacts.personGUID	☒						

Save To: ☐ User Account

☒ User Groups

xHS Last Year
xHS Next Year
xHS This Year

Save Save & Test

Query Wizard (Cont'd.)

- Output Formatting allows users to control how each field will be reported and displayed when exported.
- Output** distinct records - will report only those records **WITHOUT** duplicate field results. For example, a “grayed out” (with **Output** unchecked) field may be different, while all of the “**displayed**” fields are identical. This will eliminate the duplicates.
- Users **must have pop-ups enabled** on the web browser to view Test results
- Filters can't be saved to multiple users or multiple user groups.** Each must have a separate stored copy so alterations may be made without affecting another user or group.

Format the output file/report

☒ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.studentNumber	☒ 1			Student ID	Center	Zero Pad	9
student.firstName	☒ 2						
student.lastName	☒ 3	1	Ascend	Last	Center	Upper Case	
student.activeToday	☐						
contacts.relatedBy	☐						
contacts.secondary	☐						
contacts.mailing	☐						
contacts.guardian	☐						
contacts.portal	☐						
contacts.addressLine1	☒ 5						
contacts.addressLine2	☒ 6						
contacts.privateAddress	☐						
mailingAddress.guardianName	☒ 4						
contacts.personGUID	☒						

Save To: ☐ User Account

☒ User Groups

xHS Last Year
xHS Next Year
xHS This Year

Save Save & Test

Query Wizard (Cont'd.)

- The Grouping and Aggregation editor allows users to group fields into sections and report specific aggregates/sub-totals for each section.

*Query Name:

Short Description:

Long Description:

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	mailingAddress.householdName	Ascending
Tier 2		Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

Aggregate/Sub Total by	Aggregate Type
student.birthdate	Distinct Count
feeSummary.totalBalance	SUM
feeSummary.totalBalance	AVG

- In this example, each Group [household] will be displayed in a separate “block” for each family (*mailingAddress.householdName*)
- Since a household may have more than one student, a “distinct record count” on *student.birthdate* is added to the Aggregation
 - Review output, formatting student ID to 9 characters changed the display of *student.studentNumber* distinct count
- Each block has individual aggregation results, and the report has a ‘total record’ aggregation line at the end
- Grouping and Aggregation headers are NOT honored in .csv and fixed width export formats, but subtotals can be exported to .csv**

Family Name RADIGAN									
Student ID	Grade	First	Last	student.birthdate	Family Name	Parent	Address	City, State, Zip	Fee Balance
520211211	10	Matthew	Zang	2003-04-20	RADIGAN	Zanone, Brittni	620 Frontier Path	Any Town, NY 11234	-\$ 5.00
Family Name RADIGAN Distinct student.birthdate: 1 Total Fee Balance: -\$ 5.00 Average Fee Balance: -\$ 5.00									
Family Name RANEY									
Student ID	Grade	First	Last	student.birthdate	Family Name	Parent	Address	City, State, Zip	Fee Balance
100011746	09	Opal	Yangala	2004-05-04	RANEY	Yacoub, Lenny	62 Frontier Drive	Anywhere, NY 11234	-\$ 5.00
100011745	12	Joseph	Yang	2001-05-12	RANEY	Yacoub, Lenny	62 Frontier Drive	Anywhere, NY 11234	-\$ 5.00
Family Name RANEY Distinct student.birthdate: 2 Total Fee Balance: -\$ 10.00 Average Fee Balance: -\$ 5.00									
All Records Distinct student.birthdate: 19 Total Fee Balance: -\$ 95.00 Average Fee Balance: -\$ 5.00									

Re-Using Saved Filters

- When selecting a saved filter to enable “action buttons”, Campus displays a calendar picker below the saved filter window.
- This defaults to the calendar selected in the header but will override the calendar header if the selection is changed.
- Click and drag or CTRL+click to select multiple calendars from the list.

The screenshot shows the 'Filter Designer' window with a star icon in the title bar. Below the title bar is a section labeled 'Ad Hoc Filter Designer' with a subtitle: 'This wizard will walk you through the creation of a new filter. F'. The main area is titled 'Saved Filter' and contains a list of filters. The filter 'student Student Council' is selected and highlighted in blue. Below the list are buttons for 'Search', 'Edit', 'Test', 'Copy', 'Delete', and 'Export'. Below these buttons is a section titled 'Create a new Folder' and a question: 'Which calendar(s) would you like to include in the report?'. There are three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these options is a list of calendars, with '25-26 Harrison High' selected and highlighted in blue.

Filter Designer ☆

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. F

Saved Filter

- Activity Registration
- Advance Ad Hoc Training
- Attendance
- Behavior
- Christine
- CRDC
- Letter Filters
- Pass-Through SQL Queries
- RP Training
 - person Active Staff
 - person Activity Committee
 - curriculum Courses Without Sections v2
 - student Student Council**
 - student Student Council (Selection Editor)
- Scheduling
- Scheduling Filters
- School Store
- SI/Census
- Student Data Groups
 - student **Tardy Today 3 Times
 - student *504 Students

Search Edit Test Copy Delete Export

Create a new Folder

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

25-26

- 25-26 Arthur Elementary
- 25-26 Carter Middle
- 25-26 Cleveland Elementary
- 25-26 Fillmore Middle School
- 25-26 Harrison High**
- 25-26 Taylor K-8
- KG 25-26 Arthur Elementary
- KG 25-26 Cleveland Elementary
- Van Buren High School 25-26

Re-Using Saved Filters

- When testing a filter, Campus will display any *non-formatted* filter in a mobile-friendly view.
- It uses the same sort, hide, and filter functions as a spreadsheet program, as well as the option to 'group by' when using click-and-drag on the column headers.
- It also has options to display as an HTML table (traditional popup), to export to Excel, or to export as PDF.

Realistic Function Use Total Records: 54	
Simple HTML table	
Export to Excel Export to PDF	
Drag a column header and drop it here to group by that column	
FUNCTION.FUNCTION	STUDENT.LASTNAME
Test Homeroom	Sort Ascending
Test Homeroom	Sort Descending
Test Homeroom	Columns >
Test Homeroom	Filter >
Test Homeroom	Aguilar
Test Homeroom	Bard
Test Homeroom	BATCH ASSIGNMENT
Test Homeroom	Bernt
Test Homeroom	ENROLL CHANGE
Test Homeroom	FALSE
Test Homeroom	FULL SCHED
Test Homeroom	FULL SCHED
Test Homeroom	KID
Test Homeroom	KID
Test Homeroom	KID

Advanced Search

- Advanced Search allows a user to populate the index with the filter's unique IDs, based on the source of the filter.

The screenshots illustrate the workflow for using Advanced Search to populate an index with filter IDs:

- Search Screen:** Shows a search for "Student" with 25-26 Harrison High results. A red arrow points to the "Advanced" button at the bottom.
- Filter Designer Screen:** Shows the "Ad Hoc Filter Designer" with fields for Person ID, Locker Number, and various student attributes. A red arrow points to the "Select Filter" button.
- Select a Saved Filter Dialog:** Shows a search for "Football" with results like "RP Football Team" and "JV Football roster". A red arrow points to the "RP Football Team" filter.
- Filter Designer (Wizard) Screen:** Shows the "Ad Hoc Filter Designer" with a list of saved filters, including "Activity Registration", "Advance Ad Hoc Training", "Attendance", "Behavior", "Christine", "CRDC", "Letter Filters", "Pass-Through SQL Queries", "RP Training", "Scheduling", "Scheduling Filters", "School Store", "SI/Census", "Student Data Groups", "student **Tardy Today 3 Times", "student *504 Students", "student *Bus 1 Students", "student *ELL Students", "student *Honor Roll Students", "curriculum *Section Seat Availability - English 11", and "student *Student's with Med Refills Needed".

Data Export

Ad Hoc Reporting > Data Export

- Allows users to view the results of Ad Hoc filters created via the Filter Designer in multiple report formats and files.
 - The Data Export fields include HTML list report, XML, Delimited values (CSV), Fixed Width, PDF report, Cube Analysis (pivot table)
 - Grouping and Aggregation headers are NOT honored in .csv and fixed width export formats, but subtotals can be exported to .csv
- Users can Edit, Copy, and Delete from this tool based on the user rights toolset.

The screenshot shows the 'Data Export Wizard' interface. At the top, it says 'Data Export ☆' and 'Data Export Wizard'. Below that, a note states: 'This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.'

The main area is divided into two panels. The left panel, titled 'Saved Filter', contains a list of filters. The filter 'student Student Council' is selected and highlighted in blue. Below the list are buttons for 'Search', 'Edit', 'Test', 'Copy', and 'Delete'. There is also a 'Create a new Folder' button.

The right panel, titled 'Student Council', shows the filter's details. It includes a description: 'Students in Student Council based on Flags'. Below this is a table with columns 'Created', 'Last Updated', and 'Last Run'. The table shows one entry: 'On 11/17/2025 By Administrator, Demo'. Below the table is a section 'Pick an Export Format' with radio buttons for 'HTML list report' (selected), 'XML', 'Delimited values (CSV)', 'Fixed width', 'PDF report', and 'Cube Analysis'. There is also a 'Data source' dropdown menu set to 'Live' and an 'Export' button.

At the bottom, there is a section 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected), 'list by school', and 'list by year'. Below this is a list of schools, with '25-26 Harrison High' selected.

Share a Filter in the Index

- Embed a frequently used filter in the Index through System Administration > Custom > Outline Links tool.
- Create the filter and save it to a shared ad hoc filter group in which users who you want to be able to run the filter from the index will be a member of that group.
- Make sure to 'Test' or 'Save & Test' the ad hoc from the shared group where you saved it.
- Select all and copy the entire URL from the result window's browser bar.

Filter Designer ☆ Reporting > Ad Hoc Reporting > Filter Designer

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

Saved Filter

- Activity Registration
- Advance Ad Hoc Training
- Attendance
- Behavior
- Christine
- CRDC
- Letter Filters
- Pass-Through SQL Queries
- RP Training
 - person Active Staff
 - person Activity Committee
 - curriculum Courses Without Sections v2
 - student Student Council**
 - student Student Council (Selection Editor)
- Scheduling
- Scheduling Filters
- School Store
- SI/Census
- Student Data Groups
- student **Tardy Today 3 Times
- student *504 Students

Search Edit Test Copy Delete Export

Create a new Folder

training055.infinitecampus.com/campus/extract/adhocHTML.xsl?x=adhoc.AdHocFilter-listAdhocDat... — □ ×

training055.infinitecampus.com/campus/extract/adhocHTML.xsl?x=adhoc.AdHocFilter-listAdhocData 🔍

Student Council Total Records: 11 [Simple HTML table](#)

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

student...	student...	student.l...	student.f...	spProgr...	spProgr...
1	171900001	Abegg	Dylan - Nickname	Student Council	
1	131900011	Atwood	Nadia	Student Council	
1	108608	Chipperfield	Vivienne	Student Council	
1	108606	Chipperfield	Wren	Student Council	

Share a Filter in the Index

- System Settings > Custom Data and Links > Custom Tool Editor > New URL Link
- Give the tool a unique name and code value (to display on hover-over).
- Paste the URL
- Select the Menu and Category to display the link within the menu.
- When completed, Save.

The image displays two screenshots of the 'Custom Tool Setup' interface, which is part of a system settings application. The breadcrumb trail at the top of both windows reads: 'System Settings > Custom Data and Links > Custom Tool Setup'.

Left Screenshot: Edit Custom Tool Setup

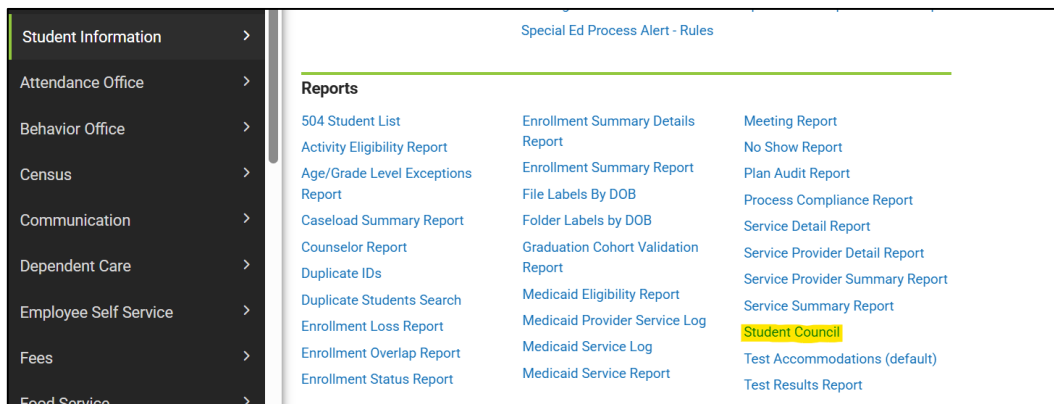
- Tool Type:** URL Link
- Tool Name (Required):** Student Council
- Code (Required):** STUC
- URL:** https://training055.infinitecampus.com/campus/extract/a (Note: External links should begin with the protocol (Ex: http://www))
- Target:** New Window
- Pass User Session:** None
- Buttons:** New, Save, Cancel, Delete

Right Screenshot: New Custom Tool Setup

- Description:** Student Council Report
- Menu Item (Required):** Student Information
- Categories (Required):** Reports
- Sort Name (Optional):** (Empty field)
- Text:** Additional menu placements can be setup after saving.
- Buttons:** New, Save, Cancel

Share a Filter in the Index

- Log off, and log back in to refresh the index.
- Test the filter/report for yourself.



- Once you've confirmed it's functioning, go to the user group (or create new) to add Read rights to this element in the tool tree.
- Navigate to its Tool Rights tab.
- Click the Read box for the element.
- Ask user(s) to log off/log in to confirm use.

User Tool Rights Editor					
admin					
Service Provider Summary Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Service Summary Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Student Council	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Test Accommodations (default)	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Test Results Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Letter Designer

Reporting > Ad Hoc Reporting > Letter Designer

- Ability to select either a Blank or Addressed Form Letter
- Letter templates are user-specific and can also be saved to shared ad hoc User Groups.
 - It's helpful to indicate the filter to be used with the template, to avoid printed letters for the wrong student(s).
- Highlight saved letter name to Edit, or click New Format to create a new template.
- Letters can be created in each Census > People> Demographics > Personal Contact Information > Preferred Language option, and will be auto-selected by recipient's [guardian's] language field.
 - English is selected automatically, other languages must be marked active before the letters will populate in an alternate (saved as draft until activated).

The screenshot shows the 'Letter Designer' window with a star icon. Below the title bar is a dark blue header labeled 'Ad Hoc Letter Designer'. A message states: 'This wizard will walk you through the creation of a new letter format.' The main area is divided into two sections. On the left, 'Saved Letter Formats' lists several templates with document icons: 'Graduation Cap and Gown', 'Low Lunch Balance', 'Perfect Attendance', 'Tutoring Office Hours', 'Welcome Back - Schedule', 'Administrators', and 'OLR Administrator'. The last two have expandable icons. On the right, 'Create a New Letter Format' has two radio buttons: 'Blank Form Letter' (selected) and 'Addressed Form Letter'. At the bottom left are 'Edit', 'Delete', and 'Copy' buttons. At the bottom right is a 'New Format' button.

Letter Designer

- Free-text type the letter body
- Click the “Fields” icon (Campus ‘F’ with a green border) in the HTML editor bar to insert customized school and student/census fields into your letter.
- Click the “Sub Report” icon (Campus ‘S’ with a green border) to add a student-specific sub report to the letter. Choices are: Schedule, Schedule Plans, Attendance, Grading, Behavior, GPA/Class Rank, Immunization and Screenings, and POS Account Balance reports.
- When finished formatting the letter, choose whether to save to your account or share in a User Group, and click Save Format.

Ad Hoc Letter Designer

This wizard will walk you through the creation of a new letter format.

Name

Short Description:

Long Description:

Preferred Language Active

- aaaa: Chinese
- it: Italian
- en_US: US English** ☒
- es_MX: Spanish (Mexico)

HTML Editor Bar: B I U **F** **S**

Letter Body:

Dear Parent,

would like to invite your student, to Freshman Seminar during the period 5 lunch session on Friday, January 24. Please note lunch will be provided for all students in attendance. Although this is not a mandatory scheduling requirement, we highly encourage to participate. Our advisory sessions will assist in making practical high school scheduling choices and activity selections, aimed toward building robust post-secondary applications. Beginning January 28, the parent portal will be open for student and parent course selection. Please see the login page at the URL below for scheduling opening and closing notifications.

Thank you,

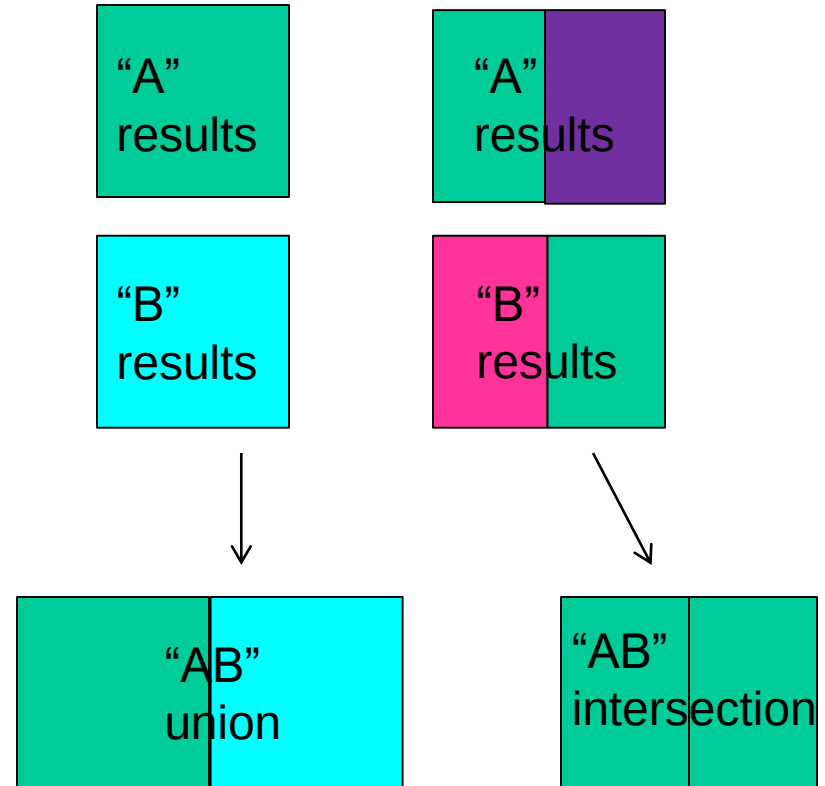
The Guidance Staff at

Organized To:

Letter Builder

- Allows users to create letters combining Ad Hoc Filters (Filter Designer) with saved Letter Designer templates to create multiple student letters based on filtered student data.
 - More than one saved Ad Hoc filters may be selected. Users select one of two set operations:
 - Union – Combines 2 or more filters by appending one to the other. (Includes all results from Filter A and all results from Filter B)
 - Intersection – Locates only data that is reported in BOTH (ALL) filters. (Includes ONLY results that are repeated on Filter A and Filter B.)
- Different sort options are available for ease of distribution.

The screenshot shows the 'Letter Builder' interface. At the top, it says 'Letter Builder ☆' and 'Ad Hoc Letter Builder'. Below this, a note states: 'This tool will merge an Ad Hoc filter with a letter design to create letters. The output will be in PDF format and is based on the Calendar'. The main area is divided into two columns: 'Saved Filters (select 1 or more)' and 'Saved Letters (select 1)'. The 'Saved Filters' column contains a list of filters with expand/collapse icons, including 'Activity Registration', 'Advance Ad Hoc Training', 'Attendance', 'Behavior', 'Christine', 'CRDC', 'Letter Filters', 'Pass-Through SQL Queries', 'RP Training', 'Scheduling', 'Scheduling Filters', 'School Store', 'SI/Census', 'Student Data Groups', and several student-specific filters like '**Tardy Today 3 Times', '*504 Students', '*Bus 1 Students', '*ELL Students', '*Honor Roll Students', '*Student's with Med Refills Needed', and '12 graders'. The 'Saved Letters' column contains a list of letter templates: 'Graduation Cap and Gown', 'Low Lunch Balance', 'Perfect Attendance', 'Tutoring Office Hours', 'Welcome Back - Schedule', 'Administrators', and 'OLR Administrator'. At the bottom, there are dropdown menus for 'Set Operation' (set to 'Union') and 'Data source' (set to 'Live'). At the very bottom, there are 'Sort Options' with radio buttons for 'Alpha' (selected), 'Grade/Alpha', 'Zip', and 'Teacher'.



Letter Builder

- Letters are created in PDF format and are generated based on the calendar selection in the header (an ad hoc locating 3rd-grade students will not generate letters when the High School is selected in the header.)
- Letters generated using this tool will be saved in Student Information>General>Ad Hoc Letters and can be regenerated individually from that student's tabset.
- If the letter contains a Campus *field* that isn't applicable to the student, the report will remove the student from the list or print with "No Students Found" in the text body (if there is only one student in the filter). If there is no Campus field in the body, but a sub-report that contains no data, the report prints header and letter body information only.

Cindi High School 1 Main St Anytown, NY 11777 (666)222-5555	Report generated: 04/27/2022 Student #100030074 Grade: 10 Birthdate: 02/04/2007
Parent/Guardian of: Ahousehold, Mary 1 Main St. Kings Park, NY 11777	
Dear Parent, Miss Dina Parker would like to invite your student, Mary, to a Grad Planning Lunch Seminar during the period 05 lunch session on Friday, January 15. Please note lunch will be provided for all students in attendance. Although this is not a mandatory scheduling requirement, we highly encourage Mary to participate. Our advisory sessions will assist Mary in making informed high school scheduling choices and activity selections, aimed toward building a robust post-secondary model for practical application. Beginning January 29, the parent portal will be open for student and parent course selection. Please see the login page at the URL below for scheduling opening and closing notifications. Thank you, The Guidance Staff at Cindi High School https://www.esboces.org/	

Letters in Student Information

- Letters that were generated through Letter Builder are available in the Student Information > General > AdHoc Letters tab, based on user/group rights.
 - Letters must be created by the user or accessible through a shared group.
 - Shared letter titles should contain a description (i.e. the “Freshman Seminar” letter should not be printed for tenth-grade students).
 - If a letter contains a data field not applicable to the student, the letter will generate “No Students Found”

The screenshot displays the 'Ad Hoc Letters' interface within a student information system. At the top, the student's profile is shown: Abegg, Dylan - Nickname V, Student #: 171900001, Grade: 12, DOB: 09/15/2007, Counselor: Joy Counselor. Below the profile, various student attributes are listed, including Medical Condition(s), Custody Restriction, Peer Tutor, Student Council, NHS, and 504 Student. A 'Print' button is visible next to the student profile.

The main section is titled 'Ad Hoc Letters' and contains a list of letter templates on the left. The templates include: Graduation Cap and Gown, Low Lunch Balance, Perfect Attendance, Tutoring Office Hours, Welcome Back - Schedule, Administrators, Addressed Spanish Tutor Letter, New portal accounts, New Staff Accounts, NHS GPA Below 3.5 - Membership At Risk, NHS Invitation - All Grades, and Student Advisory Council Induction. The 'Student Advisory Council Induction' template is selected.

The central preview window shows the letter content for the 'Student Advisory Council Induction' template. The letter is addressed to the Parents/Guardians of Dylan - Nickname Abegg and informs them that Dylan has been selected to serve on the Student Advisory Council. The letter also mentions an induction ceremony on Friday, September 20th at 6:00 PM, and a spaghetti dinner in the cafeteria.

On the right side, there is a 'Related Tools' dropdown menu with a list of tools: Activity Registration, Ad Hoc Letters (highlighted), Alternate ID Lookup, Assessment, Athletics, Attendance, Behavior, Blended Learning Group Assignments, Contact Log, and Credit Summary.

Miscellaneous

Ad Hoc Reporting>Data Analysis>Pivot Designer

The Pivot Designer tool allows users to analyze, interpret and visually present cross-referenced data in easy to understand charts and graphs.

<https://kb.infinitecampus.com/help/pivot-designer>

System Administration>Data Utilities>Ad Hoc Runtime Security Report

The Ad Hoc Runtime Security Report identifies filters which are assigned to users and/or user groups in which the user or group does not have proper tool rights for accessing information (fields) contained within the filter.

<https://kb.infinitecampus.com/help/ad-hoc-runtime-security-report>

System Administration>Data Utilities>Deactivated Elements Impact Report

The Deactivated Elements Impact Report lists which user-created Ad hoc Filters and Reports have been affected by elements being deactivated. Deactivated elements are those fields which are no longer in use, but kept for historical reporting purposes. Identifying deactivated elements within filters is important for understanding which data is being reported and possible filter changes needed in order to pull current data.

<https://kb.infinitecampus.com/help/deactivated-elements-impact-report>

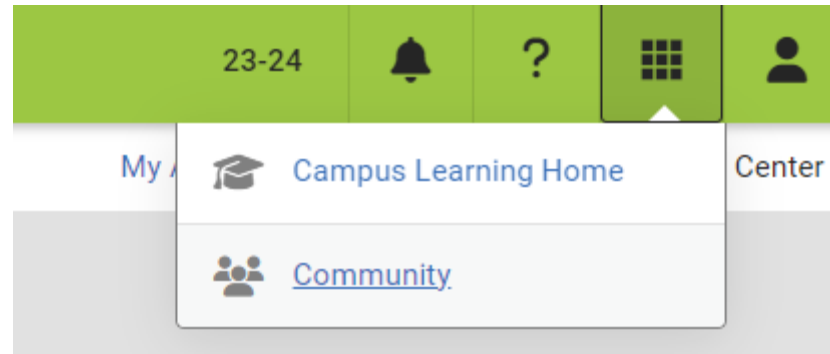
System Administration>Data Utilities>Element Replacement

The Element Replacement tool allows users to replace deactivated Ad hoc fields with the current field equivalent within Ad hoc filters, Ad hoc Letter templates, Behavior Letter templates, Attendance Messenger, Attendance Letters and Messenger templates. This tool also allows users to modify existing filters and templates containing deactivated Ad hoc fields without having to navigate away from the tool or replace the element with its current field equivalent. Additionally, replacing a field with the Element Replacement tool will replace the field and the operator's value if the replaced field was being used as the value.

<https://kb.infinitecampus.com/help/element-replacement>

Questions?
Need more help?

Campus Community is a great resource!
Click the Community link in your
Campus header and search the
Knowledge Base.





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Darlene Rocas - Regional Information Center
Jachan Watkis - Diversity, Equity, and Inclusion

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