

GOOD PRACTICES FOR CREATING SCHOOL LEVEL QUERIES, FILTERS, FIELD SETS AND QUICK REPORTS

IMPORTANT POINTS

- School Level users have the ability to make Queries, Filters, Field Sets and Quick Reports and save them at the [School] level rather than [User].
- This means all users with School View will see these items.
- The only person that can delete these items is the person who created them.
- There is no way to see who created them unless the creator names them with an identifier.

Good Practice would be to name any [School] level Query, Filter, Field Set or Report by **add in your initials after the name**. i.e. Name aa [School]

To view your list of **Queries** Options > Query...> Select

This will show the Query Pick List. Owner type here shows what level the Query was created.

Filters can be viewed under the filter icon > Manage Filters

Field Sets can be viewed under the Field Set icon > Manage Field Sets

Quick Reports can be viewed under the Quick Print Icon or Reports Menu > (Create) Quick Report > Choose Saved Reports

Name ▲	OwnerType
<input checked="" type="radio"/> Citizenship = Int' Funding Elig	School
<input type="radio"/> Cloud Services YES	School
<input type="radio"/> COHORT8_2B	School
<input type="radio"/> Copy of All Active Students	School
<input type="radio"/> Copy of All Active Students	User
<input type="radio"/> Copy of All Active Students	User
<input type="radio"/> Copy of DIST Course Section = ?	District
<input type="radio"/> Copy of Former Students	User
<input type="radio"/> Copy of Grade Level = ? gs	User
<input type="radio"/> Copy of Homeroom = ?	User