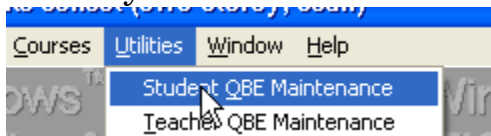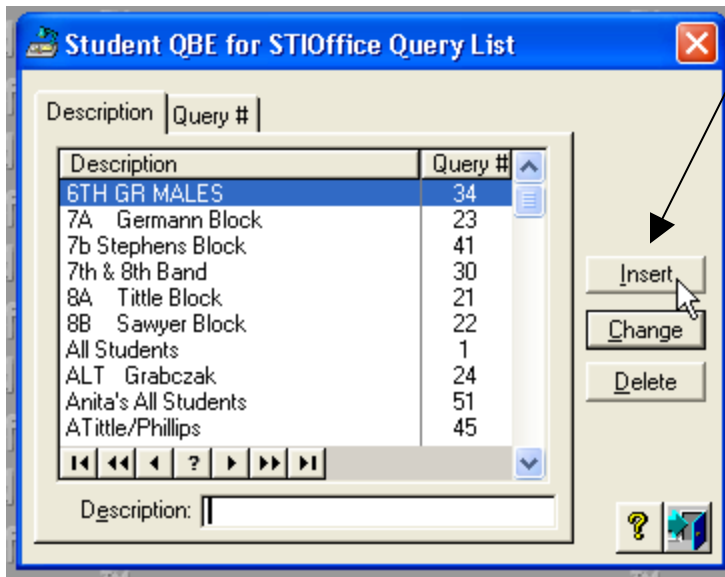# Tagging specific students for reports, mailings, etc.

Sometimes you only want to print labels or letters or fee statements for a small number of students. These steps will allow you to create a filter for that purpose.
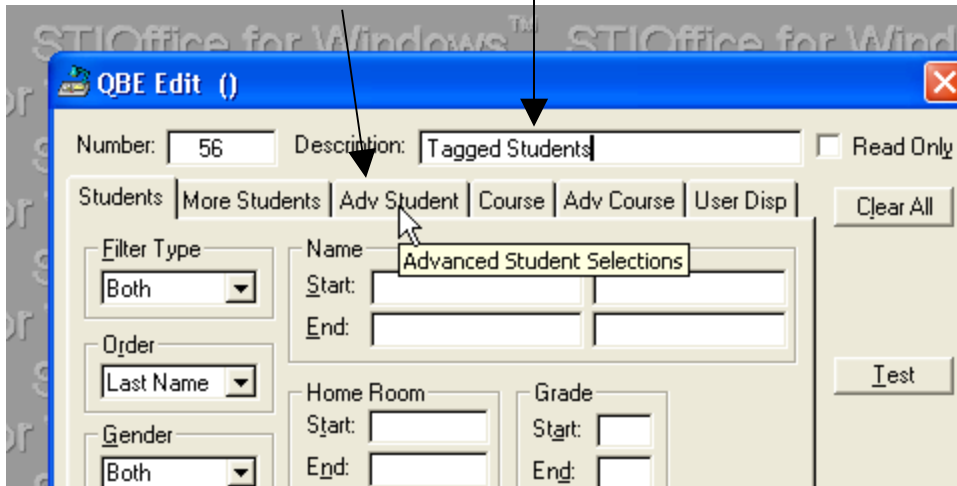
Go to the Utilities menu and choose Student QBE Maintenance to initially create this filter.
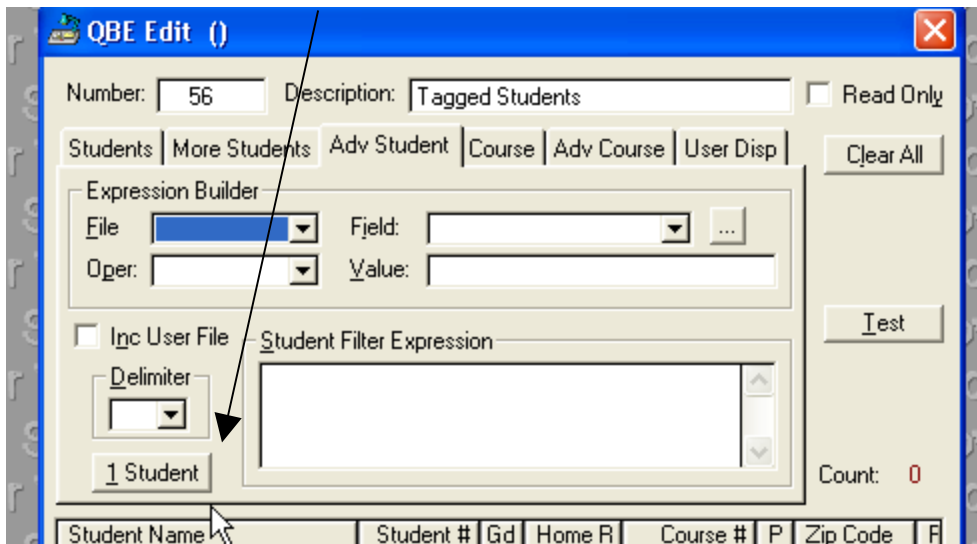

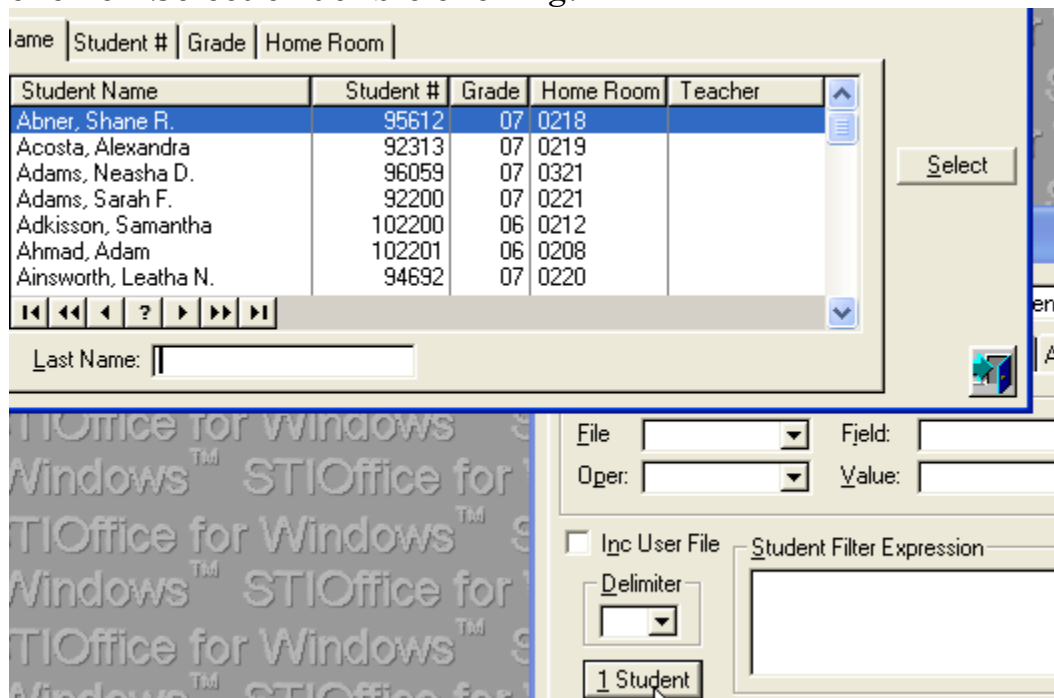Click on the Insert button to create the new filter

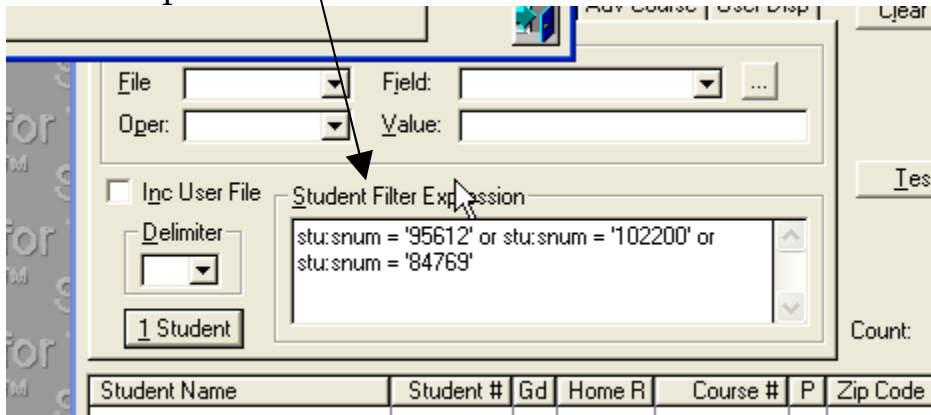Type in a description of the filter.
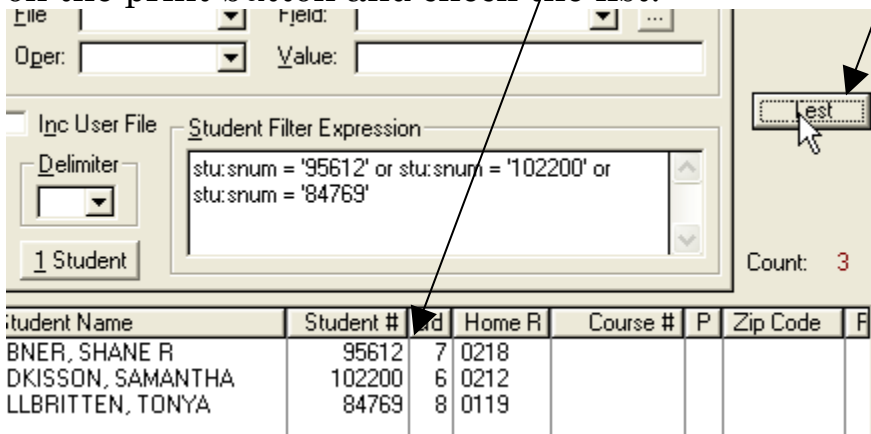Next click on the Adv Student tab

Click on the 1 Student button

Select the specific students you want by either highlighting and click on Select or double clicking.
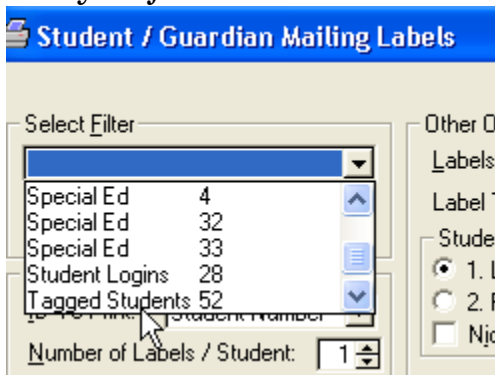
Notice that as you select the students, they appear in the Student Filter Expression

To easily check your list for accuracy—click on the Test button and either scroll through the list of students that appear or click on the print button and check the list.
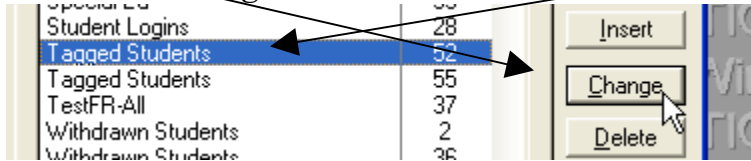

Now Close the filter and the initial filter screen. Choose your report or label, etc. I have chosen Mailing Labels in the Student file as an illustration—When you select your filter, scroll to the one you just created. Proceed with any other choices you want.
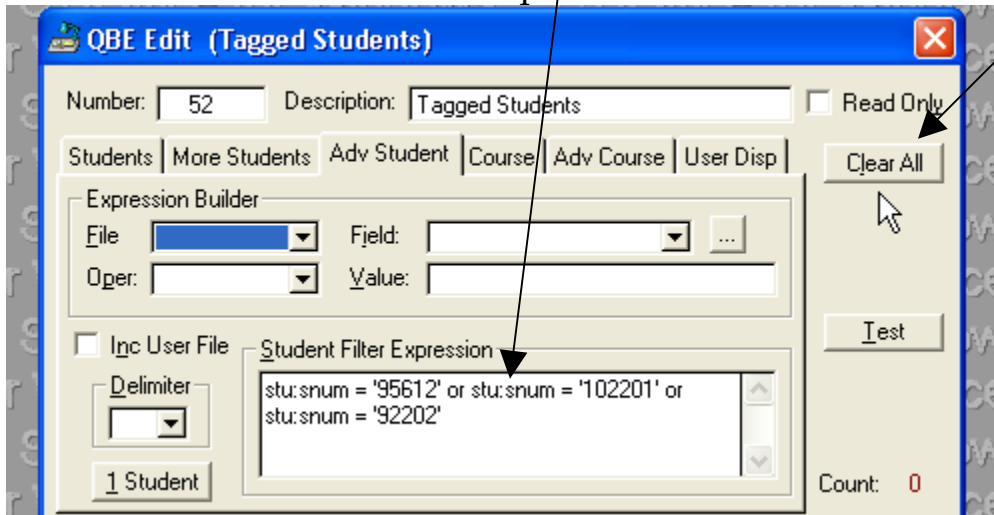
Clearing out the old data and entering new:

The next time you want to tag students, go to Utilities and
Student QBE Maintenance again. This time, select your filter and
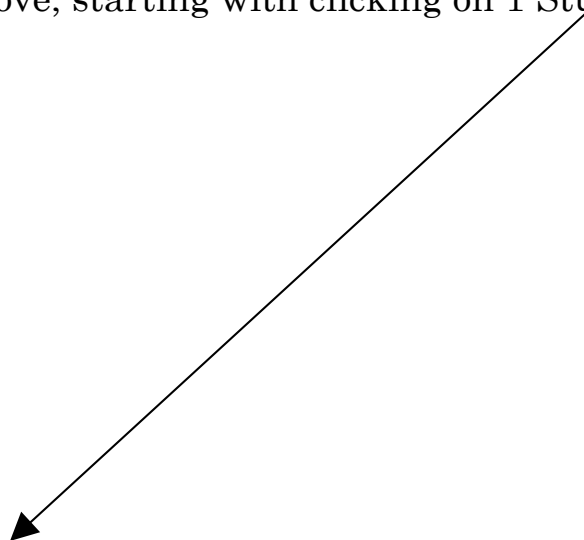click on Change

Click on the Adv Student tab again
Notice the old list is in the Expression area. Click on Clear All

Now the old list is gone and you once again follow the same
procedure as above, starting with clicking on 1 Student

QBE Edit (Tagged Students)

Number: 52   Description: Tagged Students   ☐ Read Only

Students | More Students | Adv Student | Course | Adv Course | User Disp

Expression Builder

File: [▼]   Field: [▼] [...]

Oper: [▼]   Value: [   ]

☐ Inc User File   Student Filter Expression

Delimiter
[▼]

[1 Student]

[Clear All]

[Test]

Count: 0

Student Name	Student #	Gd	Home R	Course #	P	Zip Code	F