

Data Viewer

Last Modified on 10/22/2022 10:00 am CDT

Calendar Selection | Create a New Report | Manage and Store Data Viewer Reports | Generate Data Viewer Reports

Classic View: Ad Hoc Reporting > Data Viewer

Search Term: Data Viewer

The Data Viewer is a user-friendly report building tool which allows users to drag and drop fields into a real-time view of the report as it is being built.



Data Viewer Tool

Calendar Selection

Select a **saved Student Report** or a **saved Course/Section Report**. Select calendars by the active year, by the school name or by year. If a calendar is selected in the Campus Toolbar, that calendar is already selected.



Calendars cannot be selected if the query is for Census/Staff Data Types.

Only calendars to which the user is assigned calendar rights are available for selection.

Data Viewer		
😌 New 🖌 Edit 😥 Copy <table-cell> Delete</table-cell>		
My Reports	Report Options	
person 435 student MG Test student raceethnicity	Report Name: SME calendar	Last Updated 02/26/2018
curriculum SME calendar	Ad Hoc Filter: SME Course Fields (108852)	
	Report Output Format:	
	Which calendar(s) would you like to include in the report?	
	2017-18 2017-18 Abbott Elementary 2017-18 Bryant Elementary 2017-18 Choven Middle School 2017-18 Dupont Middle School 2017-18 Ewing High School 2017-18 Franklin High School	
	V CTRL-click or SHIFT-click to select multiple	
Click and drag a report into a folder. CTRL + click, then drag to move multiple reports into a folder.	Generate Report	
	Minimum	Engine Version: 2.0 supported engine version: 2.0

Data Viewer Calendar Selection

Create a New Report

The Data Viewer allows users to drag and drop fields into a real-time view of the report as it is being built. Each report must have a unique name in order to save correctly. To create a new report, select the **New** button. The Data Viewer - New Item editor appears.

Data Viewer		
🕂 New 📝 Edit 🕥 Copy	S Delete	
My Reports Student grades		
student oms Plans Nov student oms Services for jj student Rh report	Data Viewer - New Item	×
	Create New:	Report Focus:
	Report	Student -
	Folder	
		OK Cancel

New Item Editor

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Select Items to Include on the Report

Select the **Report** radio button and choose the **Report Focus**. The report focus determines which fields are made available when building the report and helps you understand which data is being reported for fields which may be shared between staff and students. Users can select a Report Focus of Student, Census/Staff or Course/Section.

Once Report and Report Focus have been selected, hit the **OK** button.

Back to Reports Save Data Viewer - Edit	合 Print				
* Name:	·	Filtering			
Drag selected field to Report Preview column to selected location; field will a to Filtering pane *Field drop-down list Dragging selected field to Filtering pan field to the filter options only.	use with Click and drag e Preview window. with a preview	tion to access fields for nin the report. ach field to the Report The window refreshed v of the new report.	Operator TRUE	Value •	
Double clicking a selected field will appen column to the end of the Preview pane.	nd the	Displaying the first 10 of 1308	records		preview
Search Cle	ar _	Student Number		Last Name	First Name
			Student	Alvin	
			Student	Beatrice	
			Student	Calvin	
				Denise	
i ··· ≤≥ District			Student		
Learner Learner Sective Enrollment			Student	Everett	
⊡ ≤≥ Core elements			Student	Frances	
Enrollment ID		789012	Student	Garrett	
Person ID Calendar ID		891123	Student	Harriet	
Structure ID		Enrollment ID	Student	Indigo	
Grade			Student	Jasmine	
Service Type		·			
Active Class Rank Exclude					
Start Date					
Start Status					
Start Comments					

Add Fields to the Report

Select fields from the Field Selection area on the left and drag and drop them into the Report Preview window. You can double-click a field to append it to the right-most column of the Report Preview. The Report Preview will refresh each time a field is added to show a real-time view of how the report will look as well as the first ten records of reported data (see Image 3).

Configure Filtering of Data Elements

Report data can be filtered using the Filtering editor (Image 4). This editor allows you to apply operators to fields added to the Report Preview.

Fields can be added to the Filtering editor by selecting the **Add New Filter** button or by dragging and dropping the field from the Field Selection section to the Filtering editor.

See the Operator Options and Rules section for more information about each available operator.

Data Viewer				
💿 Back to Reports 📔 Save 👩 Print				
Data Viewer - Edit				
* Name:	Filtering			
Field Selection:	ID *Field X 1 Active Today (str	Operator udent) - TRUE	Value •	
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.	Add New Filter	ent) 👻 SOUNDS LIKE	✓ Student	
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.	Report Preview Displaying 5 of 5 records			
Search	Student Number	Last Name	First Name	
I∓I ≤≥ Student	123456	Student	Adrian	
En emographics	234567	Student	Alexis	
	345678	Student	Andrew	
	123456	Student	Jacob	
unit in the second sec	831515	Student	One	
Counselor Source Planning Source Pla				

Filtering Report Data

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In the example above, data is being filtered to only report students who are currently active (Active Today = TRUE) and have a last name which sounds like Aarons (Last Name SOUNDS LIKE Aarons). The Report Preview window will display.

Change a column's name by double-clicking the column name box. Rearrange the column order by clicking on a column name and dragging the column left or right.

To access column options such as sort order, grouping and deleting the column, select the small triangle to the right of the column name.

mpos					
ata Viewer - Edit					
* Name: Test Report		d drag the colum t or right to chan			
Field Selection:	the	column order	Opera ent) 💌 = TR		
Drag selected field to Report Preview pane add column to selected location: field will		Add New Filter			
list.	e-click a co ie to chang		Select this icon column op		1010101
Dragging selected field to Finering pane was add field to the filter options only.		Report Preview	of 5446 ecords		
Double clicking a selected field will appen column to the end of the Preview pane.	d the			preview	
·		Student Number		First Name	Enrollment ID
Search Clear		138880003	▲ Sort ASC	Student1	608
+ 😏 Student		138880004	▼ Sort DESC	Student2	608
+- 😟 Demographics +- 😢 School Calendar		(1111)	🖳 Group By Column	Amanda	
+ School			X Remove Column	Amanda	
+ \cdots 💷 District			Aarons		
+ 😟 Learner					

Sorting and Modifying Column Names/Order

Operator Options and Rules

The following table describes each available operator:

Operator	Results	Example
= (Equals)	Returns exact match of value.	student.grade = 3
		Only students in grade 3 are returned.
< > (Does	Returns results not equal to the value.	student.gender < > M
not equal)	value.	Students who have a Gender = F on the Demographics tab or who do not have a value entered in the Grade field are returned.
		This operator allows NULL values.
> (Greater than)	Returns results that are greater than the entered numeric value.	student.age > 16
		All students older than 16 years of age are returned.
> = (Greater than or equal	Returns results that are greater than or equal to the entered numeric	student.age >= 16
to)	value.	All students 16 years of age and older are returned.



Operator	Results	Example
< (Less than)	Returns results that are less than the entered value.	student.age < 16
		All students under the age of 16 are returned.
< = (Less than or equal	Returns results that are less than or equal to the entered numeric value.	student.age <= 16
to)	equal to the entered numeric value.	All students 16 years of age and younger are returned.
IN	Includes value.	student.grade IN 9,10
		All students in 9th and 10 grade are returned.
		When using this format, do not put spaces after the comma
NOT IN	Excludes value.	student.grade NOT IN 11,12
		All students not in 11th or 12th grade are returned.
		This operator allows NULL values.
		When using this format, do not put spaces after the comma
BETWEEN	Filters data between two specified values. Works with numbers, dates and strings.	For BETWEEN : student.stateID BETWEEN 00001 THROUGH 100000.
	If a date field is selected, the	All students with a State ID between 00001 - 100000 are returned.
	 following options are available: DATE - Returns data based on the specified date range (where the starting date is suboption 1 and the ending date is sub-option 2). TODAY - Filters data based on 	For DATE : student.birthDate BETWEEN
		DATE 10151995 THROUGH DATE 10152010.
		All students with a birth date between 10/15/1995 - 10/15/2010 are returned.
	 dates that occur from a specific date through today or vice versa. TOMORROW - Filters data 	For TODAY : student.startDate BETWEEN TODAY THROUGH TODAY.



Operator	based on dates that occur from Results	All students who began an enrollment in Example
Operator	a specific date through	the school today (current date) are
	tomorrow or vice versa. • YESTERDAY - Filters data	returned.
	based on dates that occur from	For YESTERDAY : student.startDate
	a specific date through	BETWEEN YESTERDAY THROUGH DATE
	yesterday or vice versa.	10152010.
	 DAYS BEFORE - Filters data based on the number of days 	All students who began an enrollment in
	(sub-option 1) prior to sub-	the school yesterday through 10/15/2010
	option 2 through sub-option 2.	are returned.
	 MONTHS BEFORE - Filters data based on the number of 	For DAYS BEFORE : student.startDate
	months (sub-option 1) prior to	BETWEEN DAYS BEFORE 4 THROUGH
	sub-option 2 through sub-	YESTERDAY.
	option 2. • DAYS AFTER - Filters data	All students who began an enrollment in
	based on sub-option 1 through	the school 4 days before yesterday
	the number of days (sub-option	through yesterday are returned.
	2) after the sub-option 1 date.MONTHS AFTER - Filters data	For MONTHS BEFORE:
	based on sub-option 1 through	student.startDate BETWEEN MONTHS
	the number of months (sub-	BEFORE 5 THROUGH TODAY.
	option 2) after the sub-option 1 date.	All students who began an enrollment in
		the school 5 months prior to today
		through today are returned.
		For DAYS AFTER : student.startDate
		BETWEEN DATE 10152010 THROUGH
		DAYS AFTER 5.
		All student who began an enrollment in
		the school on 10/15/2010 through
		10/20/2010 (5 days after) are returned.
		For MONTHS AFTER : student.startDate
		BETWEEN DATE 10152010 THROUGH
		MONTHS AFTER 5.
		All student who began an enrollment in
		the school on 10/15/2010 through
		3/15/2011 (5 months after) are returned.
IS CURRENT USER	Returns the current user's ID.	For learningPlan.planManagerPersonID IS CURRENT USER
		The current user's ID is reported along
		with data only applicable to him/her.



Operator	Results	Example
LIKE	Searches for test string in field.	course LIKE hist
		All courses like History 101 are returned.
NOT LIKE	Searches for test string and filters	course NOT LIKE hist
	data that is not like the user-defined value.	All courses not like Hist are returned.
		This operator allows NULL values.
SOUNDS	Uses a database function to return	student.lastName SOUNDS LIKE Ball
LIKE	names with similar sound patterns.	Names such as "Ball," "Bell" and "Boll" are returned.
CONTAINS	Searches for strings that include the same data entered by the user in	student.birthCountry CONTAINS Cana
	the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	All students with a Birth Country that contains "Cana" are returned.
STARTS WITH	Searches for strings that begin with the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry STARTS WITH Mexi All students with a Birth Country that begins with "Mexi" are returned.
ENDS WITH	Searches for strings that end with the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry ENDS WITH many All students with a Birth Country that ends with "many" are returned.
IS NULL	Returns fields that are completely NULL (0 is considered a value).	student.stateID IS NULL All students who do not have a state ID are returned.
IS NOT NULL	Returns all fields that are not NULL (0 is considered a value).	student.ssn IS NOT NULL All students who do not have a stateID are returned.



Operator	Results	Example
IS TODAY	Returns result dates as the current date.	start.date IS TODAY
		Entries where the start.date is the current date are returned.
IS YESTERDAY	Returns result dates as of yesterday's date.	start.date IS YESTERDAY
		Results for one day previous to the current date are returned.
IS TOMORROW	Returns result dates as of tomorrow's date.	end.date IS TOMORROW
		Results for one day after the current date are returned.
IN THE MONTH	Returns all database field data for the month entered.	employment.districtStartDate IN THE MONTH October
	This operator allows both numbered dates and spelled out dates (<i>i.e.</i> , 10 or October). This operator also allows for both upper and lower case letters. If spelling out a month, users must entered at least the first three characters (<i>i.e.</i> , Oct for October).	All employees who have a district employment Start Date within the month of October are returned. This operator does not look at the Year or Calendar selected in the Campus toolbar. All historical and current district employment records with a Start Date in October are returned.
=TRUE	Returns checkbox values of "true" (checkbox is marked)	enrollment.stateExclude = TRUE All students who have the State Exclude checkbox marked on their enrollment records are returned.
=FALSE	Returns checkbox values of "false" (checkbox is not marked)	enrollment.stateExclude = FALSE All students who do not have the State Exclude checkbox marked on their enrollment records are returned.

In addition to the options above, wildcard searching is also available. The following is a list of options:

	Wildcard or Pattern	SQL Meaning	Standard Examples
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Wildcard or Pattern	SQL Meaning	Standard Examples
%	0 or more characters	Entering the word <i>Man</i> returns the same results when entering <i>Man%</i> . <i>%son</i> finds names that end in <i>-son</i> : Johnson, Manson, Jason-Benson, etc.
_ (underscore)	One character	 Olson_Zierke and Olson Sierke returns the same results. L_ (with two underscores) does not look only for 3-character names that start with L, but _L_e_ will find names where L is the first and e the third character (e.g. Lee, Luewenhook). If the three underscores are entered at the end of a name, like Dan, results will list names with three additional letters (Daniel).
[token]	A range of possible characters	<i>L[ae]</i> finds names that start with <i>La</i> or <i>Le</i> .
,James	No SQL wildcard	Searches for first name equal to or beginning with James.
Gonzales-Uribe	Compound name	Finds that last name. This will return compound names regardless of whether they are linked by a space or hyphen.
Gonzales Uribe or Gonzales_uribe or Gonzales%uribe	A compound name with a space.	Will find the name with or without a space or hyphen. Try wildcards if there is a space between the compound name.

Users can also use the following combinations when using the *Like* operator:

Wildcard or Pattern	SQL Meaning	Standard Examples
%	0 or more characters	L% finds names that start with L L finds names that contain an L LAN finds names containing LAN (Blanko, Landesburg, Blankenship, etc.)
_ (underscore)	One character	<i>L</i> (two underscores) finds <i>Lee</i> and <i>Lor</i> , not <i>Luewenhook</i> .

Wildcard or Pattern	SQL Meaning	Standard Examples
[token]	A range of possible characters	<i>L[ae]%</i> finds names that start with <i>La</i> or <i>Le</i> .
^	Negation of token	<i>L[Query Wizard^ae]</i> finds names that do not start with <i>La</i> or <i>Le</i> .

Rules for Operators by Data Type

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The following table describes all rules for allowing or disallowing operators by data type where:

 \mathbf{Y} = Allowed, \mathbf{N} = Not Allowed and \mathbf{D} = Depends on Field.

	Number	Float	String	Date	Text	Bit
>	Y	Y	Y	Y	Y	Ν
>=	Y	Y	Y	Y	Y	N
<	Y	Y	Y	Y	Y	N
<=	Y	Y	Y	Y	Y	Ν
< >	Y	Y	Y	Y	Y	Ν
=	Y	Y	Y	Y	Y	N
IS NULL	D	D	D	D	D	Ν
IS NOT NULL	D	D	D	D	D	Ν
BETWEEN	Y	Υ	Y	Y	Y	Ν
IS TODAY	Ν	N	N	Y	N	Ν
IS YESTERDAY	Ν	N	Ν	Y	N	Ν
IS TOMORROW	Ν	N	Ν	Y	N	Ν
IN	Y	Υ	Υ	Y	Y	Ν
NOT IN	Y	Υ	Y	Y	Y	Ν
LIKE	Ν	N	Y	Ν	N	Ν
STARTS WITH	Ν	N	Y	Ν	Ν	Ν
ENDS WITH	Ν	N	Y	Ν	Ν	Ν
CONTAINS	Ν	N	Y	Ν	Ν	Ν
SOUNDS LIKE	Ν	N	Y	Ν	N	N
=TRUE	N	N	N	N	N	Y

	Number	Float	String	Date	Text	Bit
=FALSE	Ν	Ν	Ν	Ν	Ν	Y

Manage and Store Data Viewer Reports

Copy Reports

To copy an existing report, select the report from the My Reports window and click the **Copy** button. The copied report will appear within the My Reports window prefixed by the words "Copy of". In the example below, the **student sped** report was copied to have a **student Copy of sped** report.



Copy a Report

Edit an Existing Report

To edit an existing report, select the report from the My Reports window and click the **Edit** button.

My Reports	Report Options	
student grades student orms Plans Now student orms Services for j student Rh report	Report Name: grades Ad Hoc Filter: abba • • Report Output Format: PDF • Generate Report	Last Updated 02/03/2014
		Engine Version: 2.0 Minimum supported engine version: 2.0

Report

Apply an Ad hoc Filter to an Existing Report

An Ad hoc filter can be applied to an existing report to further filter report data. To apply a filter, select the report from the My Reports window and select the filter from the **Ad Hoc Filter**

Edit a



dropdown list.

- 1. Select a report from the My Reports window.
- 2. Select a filter from the **Ad Hoc Filter** dropdown list. Filters are created using the Filter Designer tool.
- 3. Select the Report Output Format. Options include PDF (default), HTML or CSV.
- 4. Click the **Generate Report** button. The report will appear in the designated format with data filtered based on the filter selected.

Data Viewer Image: Operative State Image: Operative State		
My Reports	Report Options	
student grades student oms Plans Now student oms Services for j student Rh report	Report Name: grades Ad Hoc Filter: abba Report Output Format: PDF Generate Report	Last Updated 02/03/2014
		Engine Version: 2.0 Minimum supported engine version: 2.0

Ad Hoc Filter with an Existing Report

Delete a Report

To delete a report, select the report from the My Reports window and select the **Delete** button.

Data Viewer		
🕂 New 🖌 Edit 🖏 Copy 😵 Delete		
My Reports	Report Options	
student grades student oms Plans Now	Report Name: grades	Last Updated 02/03/2014
Student oms Services for jj	Ad Hoc Filter: abba	
	Report Output Format: PDF -	
	Generate Report	
		Engine Version: 2.0 Minimum supported engine version: 2.0

Delete a Report

Create a Folder

Reports can be organized into folders, allowing for easier access to related reports as well as providing important report context.

Infinite Campus		
Data Viewer	Delete Data Viewer - New Item Create New: Create New: Folder	Report Options Report Name: Copy of grades

Creating a New Folder

To create a report folder:

- 1. Select the **New** icon. The Data Viewer New Item editor will appear.
- 2. Click the **Folder** radio button.
- 3. Enter the Folder Name.
- 4. Select the **Parent Folder** (if necessary). This option allows you to decide if the folder should be separate from all other folders (No Parent) or live within an existing folder.
- 5. Select the **OK** button. The folder will be added to the My Reports window or within the selected Parent Folder (see Image 16).



New Created Folder



Edit Existing Folders

To edit a folder, select the folder from the My Reports window and select the **Edit** button. Select a new **Parent Folder** and/or enter a new **Folder Name** and select the **Save** icon.

Data Viewer		
🕀 New 📝 Edit 😡 C	Copy 🔇 Delete	
My Reports		
Test Folder Student Copy of grades		
student grades student oms Plans Now	Edit an existing folder	×
student oms Services for student Rh report	Parent Folder: (No Parent) 👻	
	Folder Name: Test Folder	
		Save Cancel

Editing an Existing Folder

Add/Remove Reports into Folders

Reports can be moved in and out of folders by clicking and dragging the report into the folder or dragged out of folder. The folder receiving the moving report will highlight in yellow.

To remove a report from living within a folder, click and drag the report name to the bottom of the My Reports window. The area displaying reports not within folders will highlight in yellow.

Generate Data Viewer Reports

Once the Name has been entered, all fields have been added to the Report Preview and any Filtering options have been defined, save the report by selecting the **Save** icon.

To generate the report, click the **Print** button. The report will appear in PDF format.

Selecting the Print button will also save the report.

Data Viewer				
📀 Back to Reports 📔 Save 🛖 Print				
ata Viewer - Edit				
* Name:	Filtering			
Field Selection:	ID *Field X 1 Active Today (stud	Operator ent) - TRUE	Value	
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.	X 2 Last Name (studen Add New Filter	t) 🔹 SOUNDS LIKE	✓ Student	
Dragging selected field to Filtering pane will add field to the filter options only. Double clicking a selected field will append the	Report Preview			
column to the end of the Preview pane.	Displaying 5 of 5 records			
Search	Student Number	Last Name	First Name	
± €≥ Student	123456	Student	Adrian	
Demographics	234567	Student	Alexis	
	345678	Student	Andrew	
	123456	Student	Jacob]
	831515	Student	One]
⊕ - ≤≥ Counselor ⊕ - ≤≥ Learner Planning ⊕ - ≤≥ Census ⊕ - ≤≥ Health				

Saving and/or Printing the Report

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Generated on 03/14/2013 10:49:32 AM Page 1 of 1		Test Report Report Print field name only Total Records: 4		
Student Number	First Name	Last Name	Enrollment ID	
Student Number	First Name	Aarons	Enrollment ID	
Student Number	First Name	Aarons Aarons	Enrollment ID	
Student Number	First Name	Aarons	Enrollment ID	

Example of a Printed Report

To generate a report, select the report from the My Reports window and select the **Generate Report** button.



Generating a Report