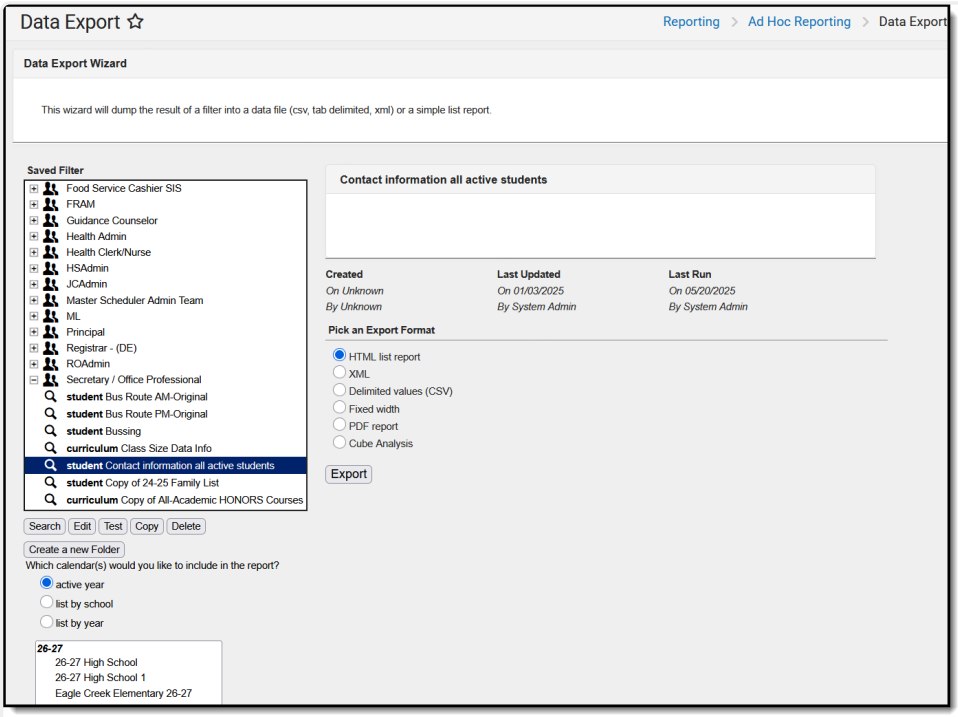
Export an Ad hoc filter

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Path: Student Information > Ad Hoc Reporting > Data Export

Use Data Export to download the results of a saved Ad hoc filter for reporting, data analysis, auditing, or data-sharing purposes. This guide explains how to export a saved Ad hoc filter from the Data Export tool. For information about creating and maintaining filters, see Filter Designer.



Data Export tool showing a selected Ad hoc filter and avaialble export format option.

Before you start

Before exporting data:

- Set appropriate tool rights for Data Export and related Ad Hoc Reporting tools.
- Create and save an Ad hoc filter in Filter Designer.
- Identify the calendars to include if exporting a Student Data Type or Course/Section Data Type filter.
- Define field lengths in Filter Designer when using the Fixed Width export format.
- Use Search to verify which records are included in a filter before exporting data.

Export an Ad hoc filter

1. Open **Data Export**.
2. Select a filter from the **Saved Filters** window. Saved filters are created in Filter Designer. A

filter description may display, if available.
3. If the filter uses a Student Data Type or Course/Section Data Type, select the calendar or calendars to include in the export.
4. In the **Pick an Export Format** area, select an export format:
    - **HTML List Report**
    - **XML**
    - **Delimited Values (CSV)**
    - **Fixed Width**
    - **PDF Report**
        - Field Name Only: Header displays the field name as it exists in the database
        - Table and Field Name
    - **Cube Analysis**: Exports the filter results to a pivot table. For more information about navigating and utilizing the features of a pivot table, see the Pivot Designer article.
5. Click Export.
6. Review the exported results in the new window.

Impact

The export opens in a separate window in the selected format. Save the file locally or use it in downstream reporting processes.

Edit an Ad hoc filter

Use Edit to update filter criteria before exporting data.

1. Select a filter from the **Saved Filters** window.
2. Click **Edit**.
3. Modify the filter criteria in **Filter Designer**.
4. Save the filter.
5. Return to Data Export and export the updated filter, if needed.

Impact

The updated filter is available for future searches and exports.

Delete an Ad hoc filter

Use Delete to permanently remove a filter that is no longer needed.

1. Select a filter from the **Saved Filters** window.
2. Click **Delete**.
3. Review the confirmation message.
4. Click **OK** to delete the filter or **Cancel** to keep it.

Impact

The filter is permanently removed from Infinite Campus and is no longer available anywhere in the application.

Notes

- Calendar selection is available only for Student Data Type and Course/Section Data Type queries. Calendar selection is not available for Census or Staff Data Type queries.
- Only calendars for which you have calendar rights are available for selection.
- When exporting Custom fields, results may include students who do not have a corresponding custom-dated record.
- Table and List Element Custom types can return multiple combinations of values based on stored dates and times.

What's next

After exporting your filter results, you may want to refine the data by adjusting the filter criteria and rerunning the export. Before generating future exports, use **Search** to validate that the filter returns the expected records. You can also export other saved filters using a different export format to meet additional reporting or data-sharing needs.