Create a Pass-through SQL Query

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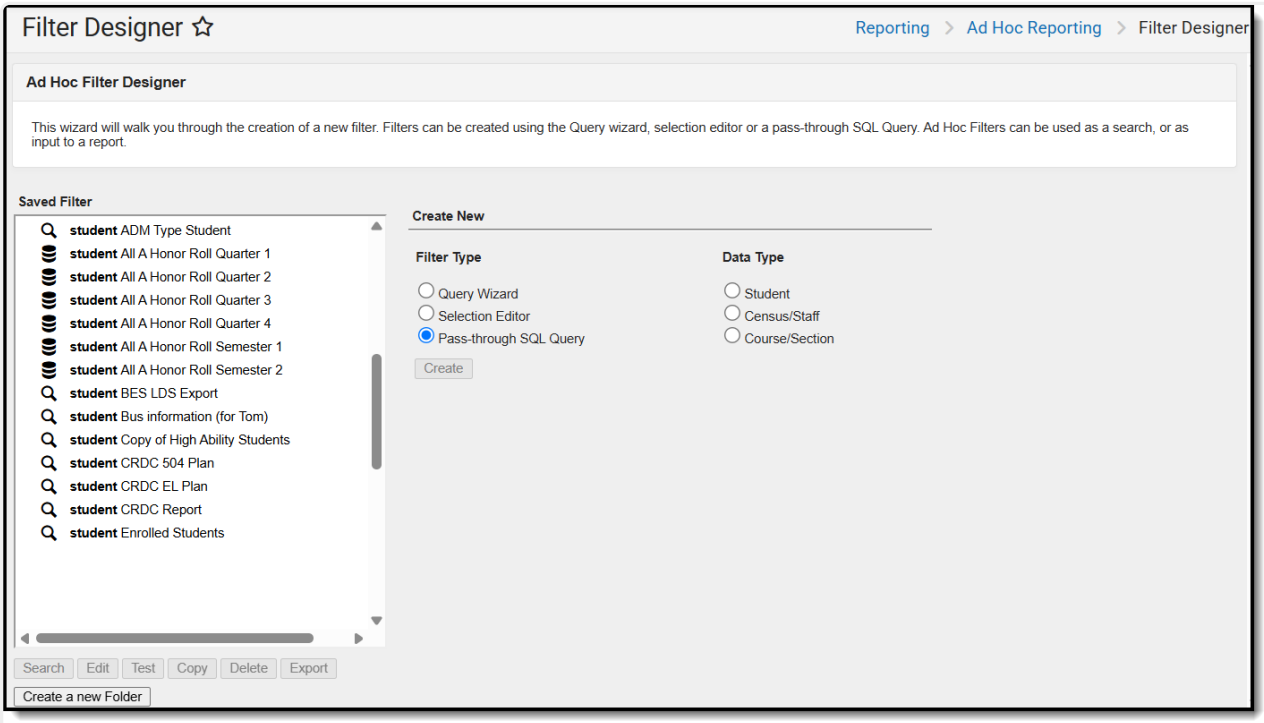
Path: Reporting > Ad Hoc Reporting > Filter Designer

Use a Pass-through SQL Query to create custom filters that return data not available through standard Query Wizard options. Pass-through queries allow you to search additional tables and views, create custom joins, and use SQL functions to return targeted data sets. This guide explains how to create, test, and save a pass-through SQL query filter.



Select Pass-through SQL Query filter type and the data source for retrieving report data.

Before you start

- Pass-through queries require a basic understanding of SQL and familiarity with the Campus data schema. Authorized Technical Support Contacts can request a copy of the Campus schema from their Infinite Campus Client Relationship Manager.
- When creating student- or course-based queries, select the appropriate year, school, and calendar in the Campus toolbar before creating the query.
- Unless **All Schools** is selected, student and course data is limited to the selected calendar. Census/Staff data is not dependent on calendar selection.
- Set appropriate tool rights. Refer to the Filter Designer Tool Rights article for more information.

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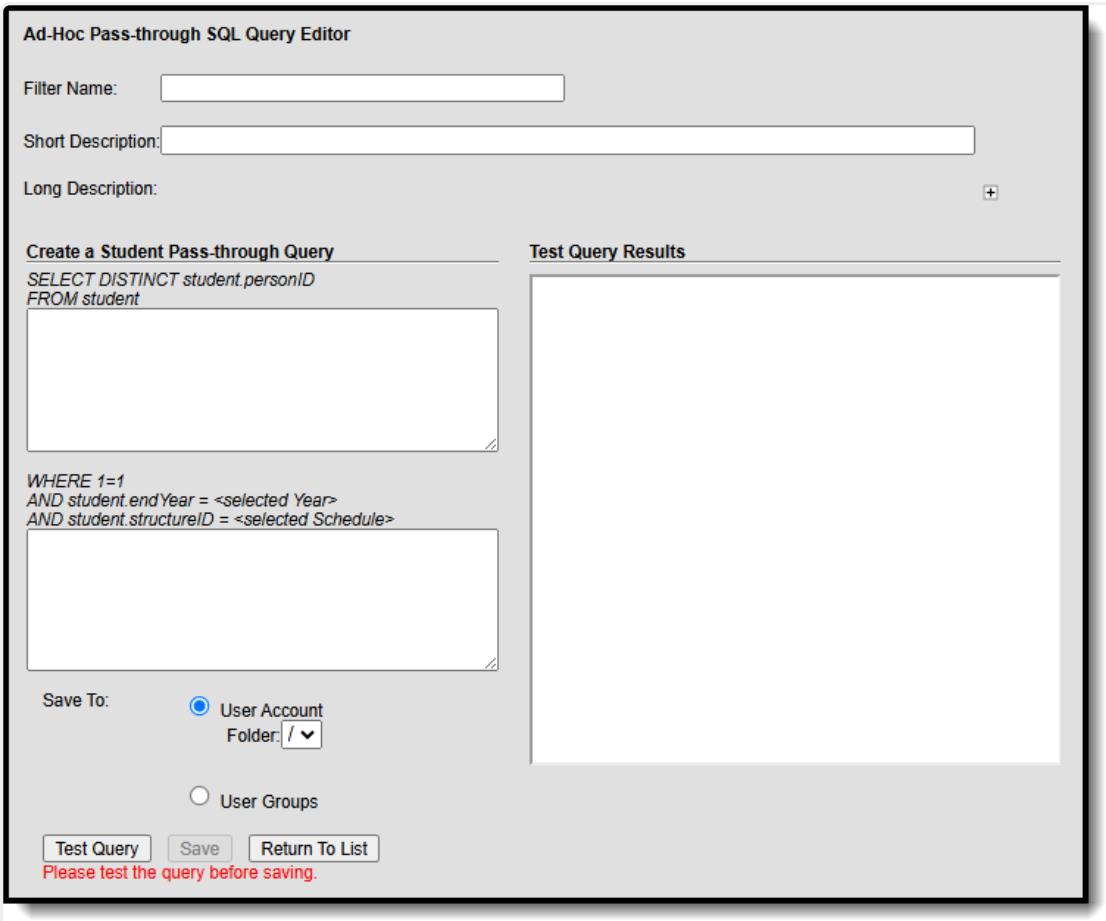

Create, test, and save a pass-through SQL query for use in ad hoc filtering and reporting.

1. Select the Pass-through SQL Query **Filter Type**.
2. Select a **Data Type**. The selected data type determines which fields are available when building the filter.
3. Click **Create**.
4. Enter a **Filter Name**.
5. Enter a **Short Description** and/or **Long Description** to provide additional information and context about the filter. Select the (+) icon to access the Long Description text box.
6. In the first query field, add SQL statements that extend the predefined SELECT DISTINCT statement. Use this area to join tables or views as needed.
7. In the second query field, enter additional query criteria for the WHERE clause. You can also include the GROUP BY and HAVING clauses together.

   ▸ When adding text to the query field, note the following:

8. Click **Test Query** to validate the query and review he results.
9. Select where to save the filter - to the **User Account** to save to your account or a folder, or to the **User Groups** to save one or more copies for user groups. Each group receives its own editable copy.
10. Click **Save**.
11. Click **Return to List** to navigate back to the Filter Designer home page.

Select calendars for saved queries

For saved **Student** and **Course/Section** pass-through queries, you can choose which calendars to include when running the query.

1. Open a saved Student or Course/Section pass-through query.
2. Select one or more calendars by the active year, the school name, or the year.
3. Run the query.

Calendars are only available when you have rights to those calendars. Refer to the User Group Calendar Rights article for more information.

Impact

The saved query appears in the **Saved Filter** list in Filter Designer and can be used in reporting tools such as Letter Builder/Letter Designer.

The query returns results only from the selected calendars.

What's next

- Use the saved query in reporting and communication tools.
- Review pass-through queries for additional SQL examples:
  - Student
  - Census/Staff
  - Course/Section