How To: Using DDE

**Summary**

Follow these generalized steps for using the different functions of DDE. (Note: these generalized steps have been updated to accommodate finding seniors who have completed a LHGS course)

**Overview**

* List View: Provides an organized list of the current records in selection
* Table View: Provides an organized table of the current records in selection
* Table View Setup: Preferences for the view in table view

**Match Selections**

**Note:**Before you attempt a Match Selection make sure the tables have a valid relationship.

1. From your start page click System under Setup
2. Click Direct Database Export (DDE) under Data Management
3. The current table will default to Students (1)
4. Make a selection of records using the Search Students filters to drill down to the exact set of records: Grade\_Level = 12
5. Check the box that says “Search only in records belonging to Abingdon High School”
6. In the bottom right click on Search All xxxx records in this table (this will give you the current AHS 12th graders)
7. Back up top, in the current table switch to the second table you would like to match: StoredGrades
8. In the top right click the button for Select all xxxx records in this table
9. In the same line click on Match Selection
10. In the drop down select the original table from step 1 (Students)
11. Click Proceed to match
12. Now your current record selection will be matched based on the criteria of the original search
13. Make a selection of records using the Search StoredGrades filters to drill down to the exact set of records:
    1. Course\_Number Contains G
    2. StoreCode = F1
14. In the bottom right click Search within the current xxxx records only
15. Skip to Step 6 of Exporting Records to be able to save/open your records in Excel

**Exporting Records**

1. From your start page click System under Setup
2. Click Direct Database Export (DDE) under Data Management
3. Select the table for which you would like to search for records
4. Use the Search boxes to filter your records
5. Use either the table or list view to verify that your selection of records is correct
6. Click the link to Export Records
   * Use the drop down to select fields from the table you are currently in
   * In the box use the [Table name or Number] Field Name method to pull fields
7. Fill out all other desired options for export on the Export Records page such as Field and Record Delimiter
8. Click Submit to begin the export