



# Administration

## SQL Mail Merge

Menu: v3 | Tools | System Administration | Users / Groups (to set up Users and Groups)  
v4 Online | Administration | System Admin (to set up SQL Mail Merge)  
v4 | Person / Student Details | SQL Mail Merge button (using SQL Mail Merge)

### SQL Mail Merge

The primary function of this facility is to create a file of exported data on the basis of an **SQL 'Select' Query**, typically for use in a Mail Merge Word document but this is not the exclusive use. The data may also be used for analysis in Excel for example. Only SQL Statements that begin with the word 'Select' are allowed.; all other commands such as 'Update', 'Insert' or 'Delete' are prohibited and will fail validation. Statements separated by a semi-colon will also fail validation. Once the file is created you can export the data to a nominated file folder on the system's network or to a local machine. The **System Administrator** can nominate which **Users** and which **User Groups** may initiate the Query.

**Users and Groups:** These need to be set up in:  
v3 | Tools | System Administration | Users and Groups.  
They will be available for selection for the SQL in:  
v4 Online | Administration | System Admin

**SQL Query:** The SQL Statement is defined and can be edited in v4 Online | Administration | System Admin.  
**SQL Statements** can only begin with the word 'Select'.

**SQL Mail Merge:** The **SQL Mail Merge** button is found in many areas of the system, e.g. Student Details. Click on the button to open the **SQL Mail Merge** dialog



# Administration

## SQL Mail Merge

Menu: Student / Person Details | SQL Mail Merge button

### SQL Mail Merge

[SQL Mail Merge - SYSADMIN - Student Details]

Export Preview

01. SQL Mail Merge Details

01. SQL Mail Merge Details

Looking For

Query Name

Stud

Student LV

**SQL Mail Merge dialog:** Opens, displaying the name of the User and the area where the SQL Mail Merge is set up for

**SQL Mail Merge Details:** Use the **Looking For** field to locate the SQL Mail Merge.

Highlight a record and click **Preview** to open the **SQL Mail Merge Preview** dialog.

SQL Mail Merge Preview

STUD_ID	SURNAME	UPPER_SURNAME	CHSN_SNAME	CHSN_SNAME_UPPER	FORENAME	UPPER_FORENAME	CH

SQL Mail Merge Preview: Details of the record are displayed in columns. Click on a column heading to sort ascending or descending. Use the scroll bar to view other columns.

[SQL Mail Merge - SYSADMIN - Student Details]

Export Preview

01. SQL Mail Merge Details

01. SQL Mail Merge Details

**SQL Mail Merge dialog:** Highlight a record and click **Export** to open the **Save Output As** dialog.

Save Output As

Save in: SQLMM

.CSV

File name:

Save as type: CSV files (\*.csv)

Save Cancel

**Export:** Select a location to **save** the file. Enter a **File Name**  
**Save as Type:** CSV files (\*.csv)

**Related Reference Guides:**

- RG\_OnLine\_Admin\_SQL Mail Merge