



# Online Common Functionality

## Using the SQL Mail Merge Button

The primary function of the SQL Mail Merge facility is to create a file of exported data on the basis of an SQL Select Query. 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.

The **SQL Mail Merge** button is available in many areas of One v4 Online. Click the **SQL Mail Merge** button to preview and export existing queries. SQL Mail Merge is set up via **v4 Online | Administration | System Admin | SQL Mail Merge**.

### SQL Mail Merge in CSS and Governors

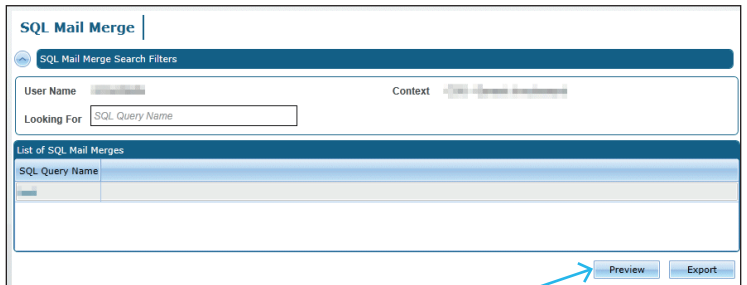
1. Click the **SQL Mail Merge** button to display the **SQL Mail Merge Search Filters** dialog.



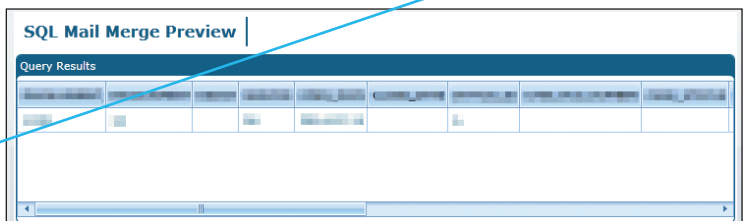
Existing alerts for the entity display in the **List of SQL Mail Merges** browse.

The **Context** is populated according to the entity where the **SQL Mail Merge** button was selected.

2. Enter the SQL Query Name in the **Looking For** field to search for the required SQL Mail Merge.
3. Click the **Export** button to display the **Save As** dialog.
4. Select the location to which you wish to save the SQL Mail Merge and click the **Save** button. The file saves as a .CSV file.

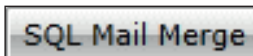


Click the **Preview** button to display the **SQL Mail Merge Preview Query Results** dialog. You may need to use the scroll bar to view all of the results.



### SQL Mail Merge in Exclusions

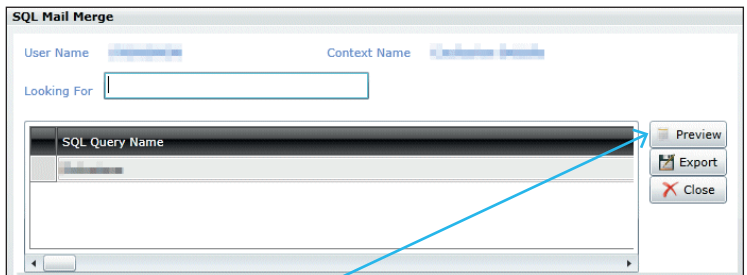
1. Click the **SQL Mail Merge** button to display the **SQL Mail Merge** dialog.



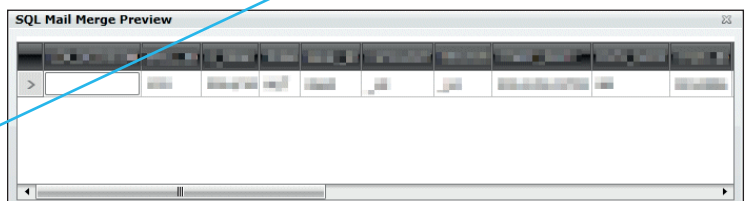
Existing alerts for the entity display in the **SQL Query Name** browse.

The **Context Name** is populated according to the entity where the **SQL Mail Merge** button was selected.

2. Enter the SQL Query Name in the **Looking For** field to search for the required SQL Mail Merge.
3. Click the **Export** button to display the **Save As** dialog.
4. Select the location to which you wish to save the SQL Mail Merge and click the **Save** button. The file saves as a .CSV file.



Click the **Preview** button to display the **SQL Mail Merge Preview** dialog. You may need to use the scroll bar to view all of the results.





# Online Common Functionality

## Using the SQL Mail Merge Button

### SQL Mail Merge in A&T Back Office / Bases / Applications / Music Tuition / Training Manager

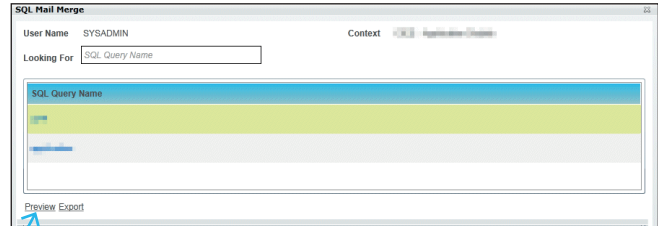
1. Click the **Mail Merge** link to display the **SQL Mail Merge Search Filters** dialog.

[Mail Merge](#)

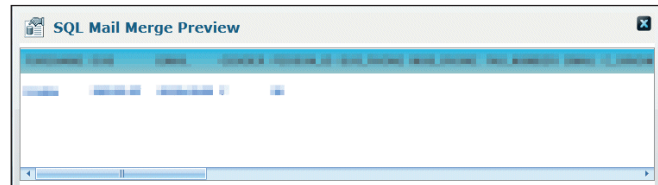
Existing alerts for the entity display in the **SQL Query Name** browse.

The **Context** is populated according to the entity where the **Mail Merge** link was selected.

2. Enter the SQL Query Name in the **Looking For** field to search for the required SQL Mail Merge.
3. Click the **Export** button to display the **Save As** dialog.
4. Select the location to which you wish to save the SQL Mail Merge and click the **Save** button. The file saves as a .CSV file.



Click the **Preview** button to display the **SQL Mail Merge Preview** dialog. You may need to use the scroll bar to view all of the results.



#### Related Reference Guides:

- RG\_Online\_Administration\_SQL Mail Merge
- RG\_Administration\_SQL Mail Merge.