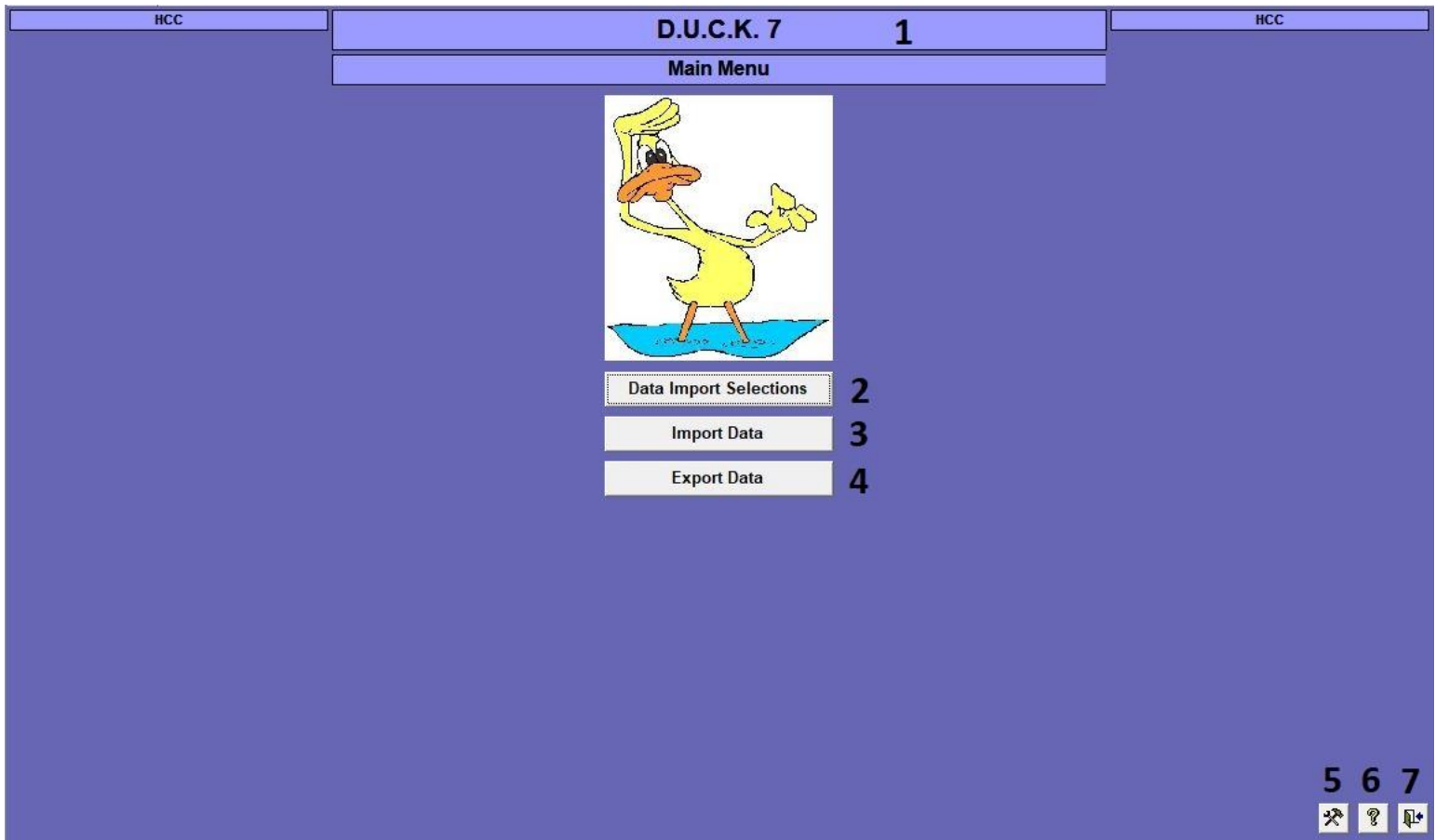


# D.U.C.K.



- 1) Double-click to access the Setup screen
- 2) Select the data to be imported
- 3) Import the selected data
- 4) Export tables and queries to spreadsheets or delimited files
- 5) Close the Main Menu
- 6) Display on-screen help
- 7) Exit D.U.C.K.

# Setup



Double-click the title (1) at the top of the Main Menu to access the Setup screen.

# Setup Connections

? +

**D.U.C.K. 7**

**Setup**

**General Parameters**

District Name	HCC	Application Title	D.U.C.K. 7
Building Name	HCC	Post Import Form	
1		5	
2		6	
3		7	
4		8	

**Utility Setup**

- Servers Setup
- Software Setup
- Build Definitions
- Databases
- Transfer Settings
- [Duck Applications](#)
- Import Query

**Connections**

Software	Connection
DASLR2	J087 <input type="checkbox"/>
	<input type="checkbox"/>

Setup one or more connections. Connections can be setup for multiple software if needed.

Multiple connections can be quickly setup by double-clicking the "Connections" label to access the "Setup Connections" screen.

## Setup Multiple Connections


The screenshot shows a software interface for setting up multiple connections. At the top, there is a title bar labeled "D.U.C.K. 7" and a sub-header "Setup Connections". Below these are three main sections:

- Select Software:** A dropdown menu with "DASLr2" selected.
- Select District:** A dropdown menu with "J0" selected.
- Buildings To Include:** Two radio buttons are present: "Active Only" (which is selected) and "All".

At the bottom of the interface, there are two buttons: "Generate Connections" and "Delete Connections".

Rather than setting up connections one at a time, multiple connections (i.e., all buildings for a district) can be added quickly by selecting the Software, selecting the District, then clicking [Generate Connections]. In this example, a connection will be created for all active buildings in the "J0" district.

## ***Rebuild Definitions***

<b>D.U.C.K. 7</b>	
<b>Build Definitions</b>	
<b>Last Build</b>	<input type="text"/>
<b>Software</b>	<input type="text" value="v"/> 
<b>Username</b>	<input type="text"/>
<b>Password</b>	<input type="text"/>
<input type="button" value="Build Definitions"/>	
<input type="button" value="View Error Log"/>	

If new definitions have been added or existing ones modified, the Build Definitions routine should be run to refresh the definitions. Simply select the Software, enter the Username and Password, and then click the [Build Definitions] button.

# Data Import Selections

Summary Report | Detail Report | **D.U.C.K. 7** | Clear All | Search

### Data Import Selections

Software	Import	Connection	Import	Dbase / Year	Import	DASLR2	Schema	Type	Import	Combine	Distinct
DASLR2	<input type="checkbox"/>	J087	<input type="checkbox"/>	Live	<input type="checkbox"/>	StudentCourseMarks	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>1</b>		<b>2</b>	2029	<input type="checkbox"/>	StudentCourseRequests	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2028	<input type="checkbox"/>	StudentCoursesAssigned	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2027	<input type="checkbox"/>	StudentDailyAbsence	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2026	<input type="checkbox"/>	StudentDailyAbsence_Test	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2025	<input type="checkbox"/>	StudentDailyAbsence_Today	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2024	<input type="checkbox"/>	StudentDailyAbsence2	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2023	<input type="checkbox"/>	StudentDemographic	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2022	<input type="checkbox"/>	StudentDemographic_Lite	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

De-Select All | De-Select All | De-Select All | De-Select All | Display Selected

Import	StudentDemographic (dbo)	Criteria	Convert	Type	Length	Convert To	Size	Format
<input type="checkbox"/>	StudentNumber		<input type="checkbox"/>	Long	1	0		
<input type="checkbox"/>	EMISId		<input type="checkbox"/>	Text	9	0		
<input type="checkbox"/>	SSN		<input type="checkbox"/>	Text	9	0		
<input type="checkbox"/>	FirstName		<input type="checkbox"/>	Text	50	0		
<input type="checkbox"/>	MiddleName		<input type="checkbox"/>	Text	50	0		
<input type="checkbox"/>	LastName		<input type="checkbox"/>	Text	100	0		
<input type="checkbox"/>	NameSuffix		<input type="checkbox"/>	Text	8	0		
<input type="checkbox"/>	CalledName		<input type="checkbox"/>	Text	30	0		
<input type="checkbox"/>	Address		<input type="checkbox"/>	Text	100	0		
<input type="checkbox"/>	Address2		<input type="checkbox"/>	Text	100	0		
<input type="checkbox"/>	City		<input type="checkbox"/>	Text	50	0		
<input type="checkbox"/>	State		<input type="checkbox"/>	Text	2	0		
<input type="checkbox"/>	Zip		<input type="checkbox"/>	Text	5	0		
<input type="checkbox"/>	Zip4		<input type="checkbox"/>	Text	4	0		
<input type="checkbox"/>	IsUnlisted		<input type="checkbox"/>	Text	1	0		
<input type="checkbox"/>	StudentHomePhone		<input type="checkbox"/>	Text	14	0		
<input type="checkbox"/>	Gender		<input type="checkbox"/>	Text	8	0		
<input type="checkbox"/>	Birthdate		<input type="checkbox"/>	Text	10	0		
<input type="checkbox"/>	GradeLevel		<input type="checkbox"/>	Text	8	0		
<input type="checkbox"/>	NextYearGradeLevel		<input type="checkbox"/>	Text	2	0		
<input type="checkbox"/>	Status		<input type="checkbox"/>	Text	8	0		

Select All | De-Select All | Display Selected | Delete All Criteria | Set Common Criteria | Display fields by Field Name | Format Examples

The 5 boxes work like links in a chain. At least one selection in each box must be made in order to download data.

[?] Help

[Summary Report] Report of the selections in the top 4 boxes

[Detailed Report] Report of the selections in all 5 boxes

[Display Selected] Toggle the list between showing only the selected items or showing all

[De-Select All] Uncheck all items in the list

[Select All] Select all items in the list

[Delete All Criteria] Deletes all criteria for the selected definition

[Set Common Criteria] Sets popular criteria such as "IsPrimaryBuilding = Y"

[Display fields by Field Name] Toggles the field list between Alphabetical and Field Number order

# Select Data

Summary Report | Detail Report | **D.U.C.K. 7** | Clear All | Search

**Data Import Selections**

Software	Import	Connection	Import	Dbase / Year	Import	DASLR2	Schema	Type	Import	Combine	Distinct
DASLR2	<input checked="" type="checkbox"/>	J087	<input checked="" type="checkbox"/>	Live	<input checked="" type="checkbox"/>	StudentDemographic	dbo	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				2029	<input type="checkbox"/>	StudentDemographic_Lite	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2028	<input type="checkbox"/>	StudentDemographic_Lite_HR	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2027	<input type="checkbox"/>	StudentDiplomaSeals	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2026	<input type="checkbox"/>	StudentDiscipline	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2025	<input type="checkbox"/>	StudentEmailAddresses	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2024	<input type="checkbox"/>	StudentEMIS	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2023	<input type="checkbox"/>	StudentEmisAssessment	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2022	<input type="checkbox"/>	StudentEmisAssessment2	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

De-Select All | De-Select All | De-Select All | De-Select All | Display Selected

Import	StudentDemographic (dbo)	Criteria	Convert	Type	Length	Convert To	Size	Format
<input checked="" type="checkbox"/>	StudentNumber		<input checked="" type="checkbox"/>	Long	1	Text	9	00000000
<input type="checkbox"/>	EMISId		<input type="checkbox"/>	Text	9		0	
<input type="checkbox"/>	SSN		<input type="checkbox"/>	Text	9		0	
<input checked="" type="checkbox"/>	FirstName		<input type="checkbox"/>	Text	50		0	
<input type="checkbox"/>	MiddleName		<input type="checkbox"/>	Text	50		0	
<input checked="" type="checkbox"/>	LastName		<input type="checkbox"/>	Text	100		0	
<input type="checkbox"/>	NameSuffix		<input type="checkbox"/>	Text	8		0	
<input type="checkbox"/>	CalledName		<input type="checkbox"/>	Text	30		0	
<input type="checkbox"/>	Address		<input type="checkbox"/>	Text	100		0	
<input type="checkbox"/>	Address2		<input type="checkbox"/>	Text	100		0	
<input type="checkbox"/>	City		<input type="checkbox"/>	Text	50		0	
<input type="checkbox"/>	State		<input type="checkbox"/>	Text	2		0	
<input type="checkbox"/>	Zip		<input type="checkbox"/>	Text	5		0	
<input type="checkbox"/>	Zip4		<input type="checkbox"/>	Text	4		0	
<input type="checkbox"/>	IsUnlisted		<input type="checkbox"/>	Text	1		0	
<input type="checkbox"/>	StudentHomePhone		<input type="checkbox"/>	Text	14		0	
<input checked="" type="checkbox"/>	Gender		<input type="checkbox"/>	Text	8		0	
<input type="checkbox"/>	Birthdate		<input type="checkbox"/>	Text	10		0	
<input checked="" type="checkbox"/>	GradeLevel		<input type="checkbox"/>	Text	8		0	
<input type="checkbox"/>	NextYearGradeLevel		<input type="checkbox"/>	Text	2		0	
<input checked="" type="checkbox"/>	Status	= 'A' or 'N'	<input type="checkbox"/>	Text	8		0	

Select All | De-Select All | Display Selected | Delete All Criteria | Set Common Criteria | Display fields by Field Name | Format Examples

This example shows selections to download 6 fields from the StudentDemographic definition.

Criteria has been added to limit the data to only students with a Status value of 'A' or 'N'. To edit the criteria for a field, double-click the Criteria field next to the field.

The StudentNumber field is setup to be converted from a numeric value to a zero-filled text value 9 characters in length. The data will automatically be converted as it is downloaded.

If the Format field is left blank, the StudentNumber will still be converted from numeric to text, but will not be zero-filled.

# Set Criteria

Summary Report | Detail Report | **D.U.C.K. 7** | Clear All | Search

**Data Import Selections**

Software	Import	Connection	Import	Dbase / Year	Import	DASLr2	Schema	Type	Import	Combine	Distinct
DASLr2	<input checked="" type="checkbox"/>	J087	<input checked="" type="checkbox"/>	Live	<input checked="" type="checkbox"/>	StudentDemographic	dbo	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				2029	<input type="checkbox"/>	StudentDemographic_Lite	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2028	<input type="checkbox"/>	StudentDemographic_Lite_HR	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2027	<input type="checkbox"/>	StudentDiplomaSeals	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2026	<input type="checkbox"/>	StudentDiscipline	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2025	<input type="checkbox"/>	StudentEmailAddresses	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2024	<input type="checkbox"/>	StudentEMIS	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2023	<input type="checkbox"/>	StudentEmisAssessment	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				2022	<input type="checkbox"/>	StudentEmisAssessment2	dbo	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

De-Select All | De-Select All | De-Select All | De-Select All | Display Selected

StudentDemographic	dbo	Status
Operation	Value	
equals	A	
<input type="radio"/> And <input checked="" type="radio"/> Or		
equals	N	
<input checked="" type="radio"/> And <input type="radio"/> Or		
<input checked="" type="radio"/> And <input type="radio"/> Or		

Delete All

Multiple criteria can be added to a single field. It is wise not to initially set criteria until it is known how the data looks after it is downloaded. Sometimes how the data is viewed in the host software is different from the actual values downloaded. For example, a field may be displayed at 'Yes' in the host software, but the value is 'Y' when it is downloaded.



# Export Data

The screenshot shows the 'Export Data' dialog box in the D.U.C.K. 7 application. At the top, there are two blue header bars: 'D.U.C.K. 7' and 'Export Data'. Below these is a table titled 'Select one or more Tables or Queries to Export'. The table has two columns: the first column lists the tables/queries, and the second column indicates their type. Two items are selected: 'Courses' (Table) and 'StudentDemographic' (Table). Below the table are two main sections of options. The first section is for Excel export, with a 'Select Version' dropdown set to 'Excel 2007/2010 (XLSX)', and buttons for 'Export To Excel' and 'Open With Excel'. The second section is for delimited files, with a 'Delimitter Character' dropdown set to 'Comma (,)', radio buttons for 'Include Field Names?' (No is selected) and 'Delimit Fields w/Quotes?' (No is selected), a 'Select Filename Extension' dropdown set to '.CSV', and buttons for 'Export' and 'Open With Notepad'. In the top right corner of the dialog, there are icons for help and a window manager.

Tables and 'Select' queries can be exported.

=== Excel ===

If a single table or query is selected, then a spreadsheet with that table or query name will be generated when the [Export To Excel] button is clicked. If more than one table or query is selected and the [Export To Excel] button is clicked, a dialog box will be displayed, prompting for the name of the Excel spreadsheet, and all of the selected items will be exported into a single spreadsheet with a separate sheet for each item.

=== Delimited Files ===

Select the item to be exported

Delimiter Character: The character that will be used to delimit each field

Include Field Names: Select 'Yes' to include a header record with the field names

Delimit Fields w/Quotes: Select to add double quotes around each field

Select Filename Extension: Choose ".CSV", ".TXT", or ".TSV"

Click [Export] to create the file