



**Queries**

© 2001 – 2002 Janice Sorrell

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### **Acknowledgements**

A very big THANKYOU to Westwood Forster for allowing me to use the Visual Alms logo.

This manual is one in a series developed at The City University, London for training courses which I developed for the Visual Alms installation there. While City does not officially endorse these manuals I would still like to thank them for my time there and the learning experiences it afforded me.

Janice Sorrell Sept 2002

## **Course Aims**

This course will enable you to perform standard queries on the Visual Alms database and to use those queries to produce reports and other forms of output.

## **What's in this course**

- ◆ What's a query?
- ◆ Reports and other outputs
- ◆ How to access the Query Module
- ◆ Basic Queries on Contact Details
- ◆ Perspective, The Golden Rule and The Schema
- ◆ Address queries
- ◆ Queries on Education
- ◆ Create your basic Building Blocks
- ◆ Correspondent Queries
- ◆ Samples
  
- ◆ Appendix A - Cheat Sheets
- ◆ Appendix B – Standard Reports and other outputs
- ◆ Appendix C – The Building Blocks

## What's a query?

Why have an electronic database? – so that you can manipulate data to answer a variety of questions.

e.g.

*How many people do we have living in London?  
Who lives in London?  
Which companies have offices in London?*

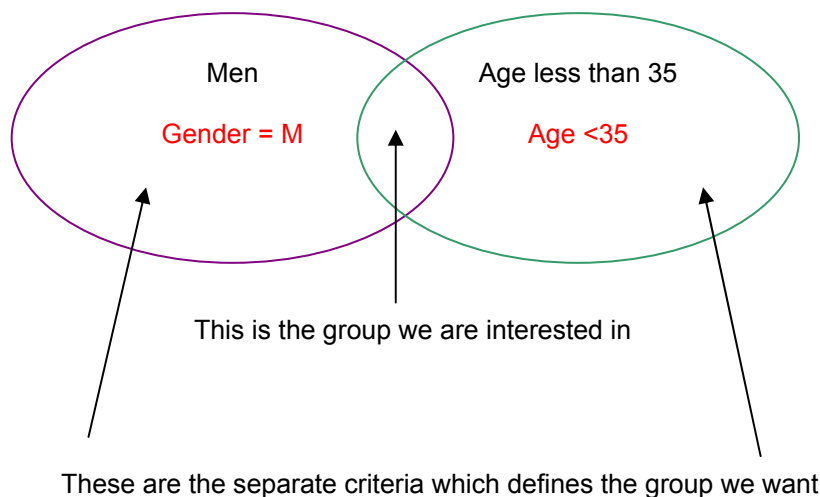
The way in which we manipulate the data is through the Query module of Alms.

Visual Alms is a very powerful database in that it allows querying by any and all fields within the system. Most professional databases systems will have a pre-selected list of fields on which you can query and while this usually makes the process very simple, after a while, you find that these restrictions bind a little too tightly.

Queries are a way to group information together. You specify the criteria you want and how those criteria interact.

It is very much like Venn Diagrams at school.

Lets take a fairly easy query say of *all the men on the system aged under 35*.



Here the criteria would be  
Gender EQUALS M (for male)  
AND  
Age IS LESS THAN 35

What the query would actually bring up, as well as those with an age listed as under 35, is those with age not defined i.e. zero.

Before we get on to the “how to’s”, let’s consider how the queries work and the logic they use. They work on pure mathematical principals and exact matching of the search criteria. You need to be very careful when you define criteria.

**e.g. 1**

Find contacts where

the average donation >= £20  
AND contacts are individuals  
OR the average donation >= £10  
AND contacts are volunteers

There are two ways this statement can be read

**Way 1**

the average donation >= £20  
AND ( contacts are individuals  
OR the average donation >= £10 )  
AND contacts are volunteers

**Way 2**

( the average donation >= £20  
AND contacts are individuals )  
OR ( the average donation >= £10  
AND contacts are volunteers )

So if we take two donations and see the differences each form of logic would make to whether or not the donation meets the criteria.

	Way 1	Way 2
£15 from Volunteer	No	Yes
£12 from Individual	No	No

Way 2 is the way of Implicit Logic and this is the way that Queries work within Alms.

The following symbols are a useful shorthand which when combined with the layout of “pseudo-code” above will help you to specify your criteria and query.

Symbol	Operation in Alms	Notes
=	equals	
<>	is not equal to	
	is between	
	is not between	
>	is greater than	
>=	is greater than or equal to	
<	is less than	
<=	is less than or equal to	
	is one of	
	is not one of	
	is empty	
	is not empty	
	Prompted	
OR	OR	This or that but not both
AND	AND	This and that
NOT	NOT	This but not that
( )	( )	Brackets used to group statements together. These are only used for certain circumstances in Alms.

### Exercise

Please draw Venn Diagrams and write pseudo-code for the following:

- ◆ Find ladies who are alumnae of City University and who live in London.

## **Reports and Other Outputs**

While queries let you interrogate the data you hold, the reports and other outputs let you display selected information from the records that match your criteria. The actual writing of reports etc can be quite complex so we won't inflict this on you (although we can arrange training if you want). If you require something apart from the standard reports we have already, please speak to a member of the Information Systems Team in the Development Office.

It is really useful to be able to think in terms of the query (the criteria which specifies the records you want) and the report (data you want to display) as separate entities.

In the following sections we will see how to run reports from queries.

We are including sample reports as Appendix B on these course notes.

## How to Access the Query Module

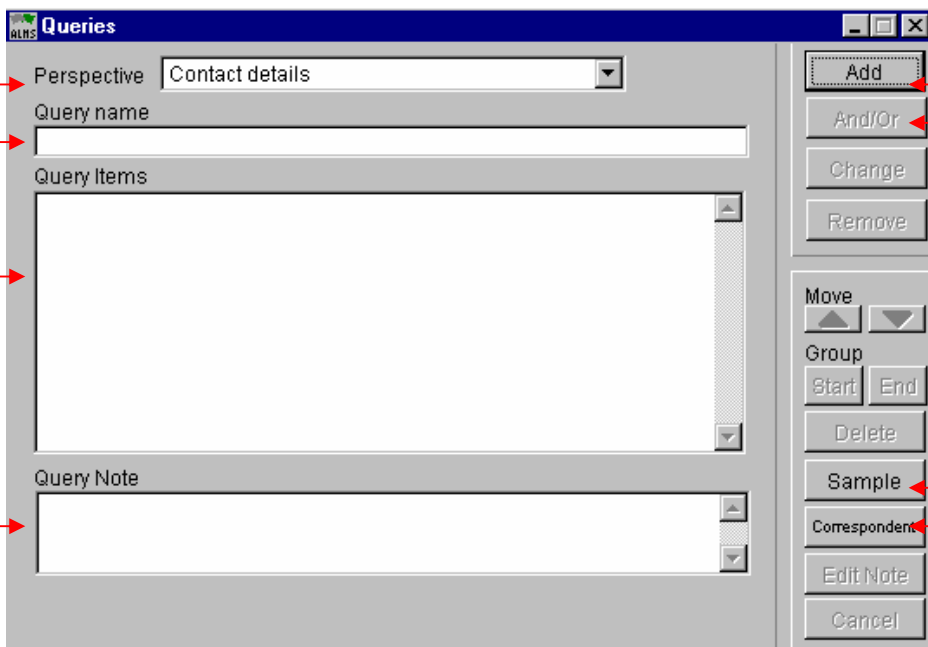
In *Introduction to Alms*, you should have customised the Button Bar to include Queries. In case you haven't done this yet, you can also gain access by going to

Navigation (Menu Bar)

All Processes

Queries

And this should bring you to the *Main Query Screen*



**Perspective** – we'll see this in a minute

**Query Name** – you can name a query once you have the first criteria set

**Query Items** – the criteria of your search

**Query Notes** – where you can help people and describe what your query does  
this is done through the **Edit Note** button

**Add** – criteria to the query  
definition

**And/Or** – changes the operator

**Change** – to amend criteria

**Remove** – to delete criteria

**Move** – up or down criteria list

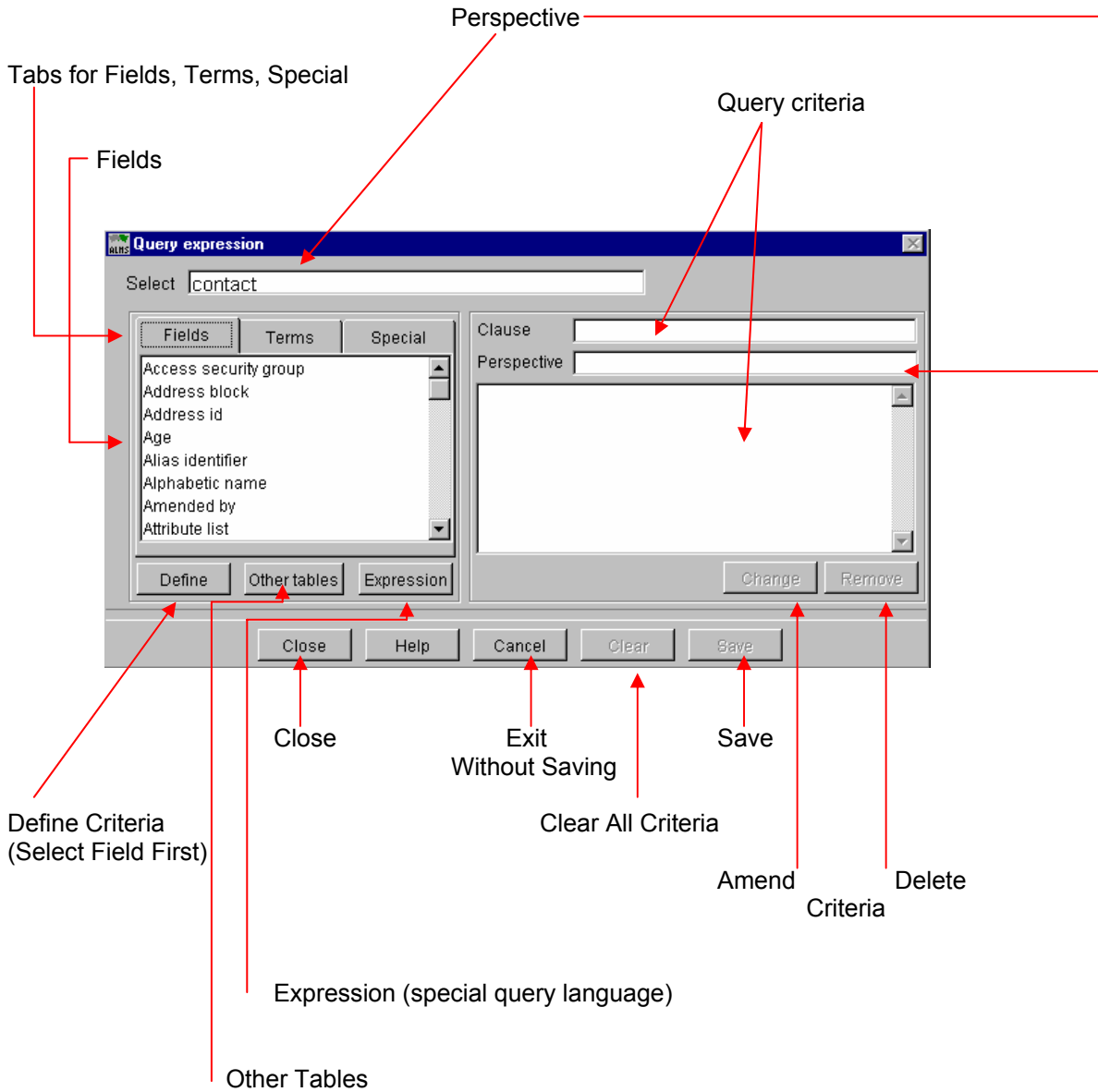
**Group** – **Start**, **End**, **Delete** – this is the equivalent of brackets

**Sample**

**Correspondent**

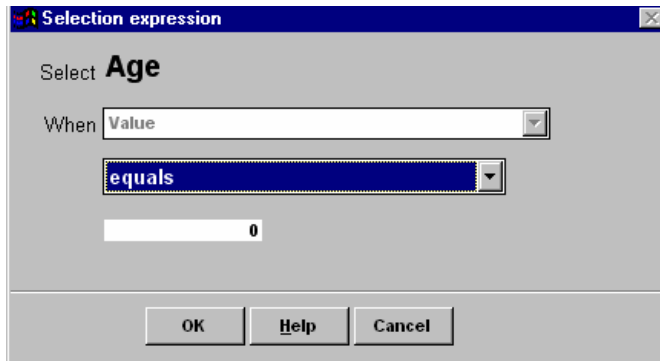
## Basic Query on Contact Details

The business end of the Query screen is the Add button. This brings up the Query Expression Screen.



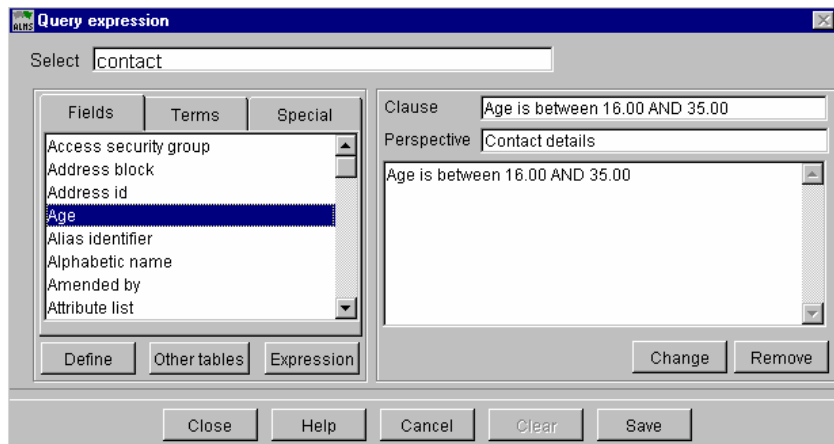
So lets do the query from page 3 – men under 35.

You should still have the Query Expression Screen in front of you. Go down the list of Fields and select Age by clicking on it. You can now either double-click or use the Define button to bring up the following screen



The drop down box which says “equals” brings up the list of Operators or Comparisons which we’ve listed on page 5. Bearing in mind what we’ve said before about being careful what you wish for, set the operator to *is between* and fill in the numbers 16 and 35. Then push the OK button.

This should take you back to the Query Expression screen as follows



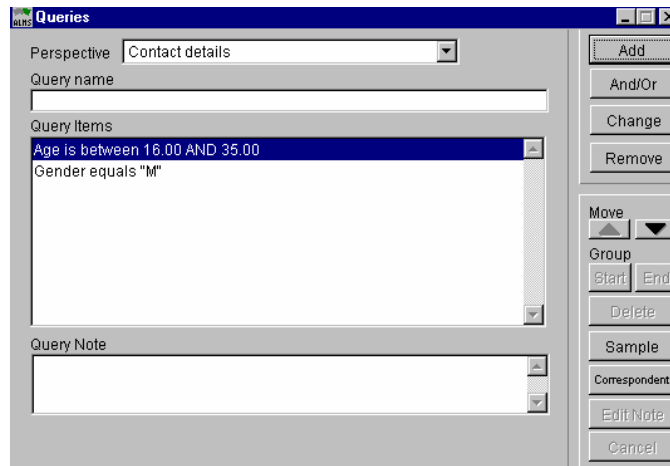
You now need to push the Save button, then the Close button to take you back to the main Query Screen.

Returning to the main Query Screen is good for a number of reasons –

- ◆ you can see all of your criteria in one place
- ◆ you can order your criteria which can affect the results of some queries
- ◆ you can more easily watch the progress of your query

Now Add the criteria of Gender =M

You should have



It is generally a good idea to save your queries. You do this by using the Save button on the Button Menu. The first four buttons are the same as before. Now we introduce you to what you can do with a query and some tools as well.



- ◆ **Browse** – brings back the Browser Screen (similar to when you look up a record) showing the records which match your criteria. Very useful in gauging if your query is bringing you back the right results. However you cannot print this out or go into a record from this screen.
- ◆ **Toolkit** – brings up the Output Toolkit to allow you to use predefined reports, labels, exports etc.
- ◆ **Segment** – saves a snapshot of which records meet the criteria at the time the query is run.
- ◆ **Delete** – deletes the entire query. For instance if you make a mistake with a query and want to get rid of it or if it's a query that you no longer want (just be sure that you don't rely on the query in any other one that you've written).
- ◆ **Title** – not currently used by City University
- ◆ **Count** – brings back the number of records selected by your criteria. As with Browse it is useful to give you a guide if your query is on the right lines. You can however print out this number – but that is it.
- ◆ **TreeView** – not currently used by City University

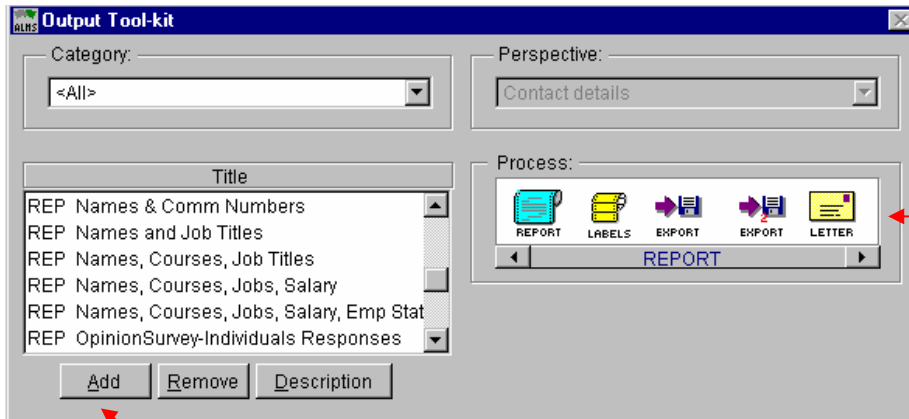
When saving, we have adopted a system of naming queries by using your initials, or in the case of queries that get incorporated into lots of others by putting the initials BB for Building Block.

Once you've saved, please run the query to

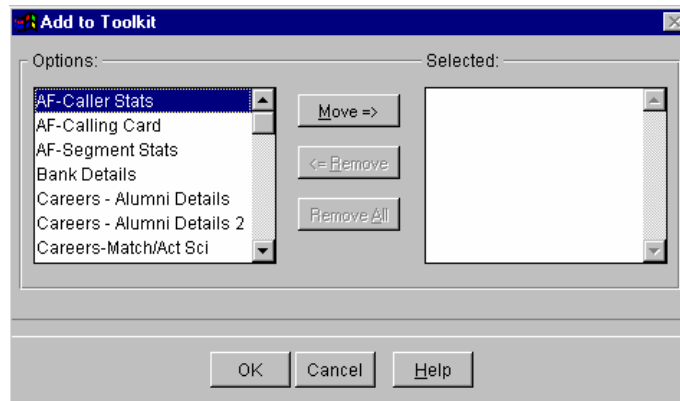
- ◆ Count
- ◆ Browse
- ◆ Toolkit

At the time of writing these course notes, the count was 15188 records.

The Toolkit, the first time you go into it, will probably be empty.



If you use the Add button, you get the following screen and can then select the Reports you use most often



Similarly with the other outputs, select them from their icons and move the ones you want to use. This is your own personal Toolkit for you to customise how you want it.

For the moment, put the following into:

Reports –

- ◆ Names, Courses, Job Titles
- ◆ Names, Courses, Job Titles, Salary
- ◆ Simple Contacts Report w Comms
- ◆ Simple Education Details
- ◆ Profile Report 1
- ◆ Simple Contact List Alpha Name Order

Labels –

- ◆ Label J3 (works with Avery L7162 labels or equivalent)
- ◆ L7161 (works with this Avery or an equivalent label)

You can now run the exercise to a preview (not print, please) of Simple Education Details.

## Perspective, The Golden Rule and The Schema



One of the great strengths of Visual Alms is that you can query on every field in the system. To do this you need to know three things:

◆ **The Schema**

This is a drawing of how the tables connect on to each other (see next page). It provides a handy visual reference although the cheat sheets in Appendix A give a list of the most commonly queried fields and which tables to find them in.

◆ **The Golden Rule**

**You can only query up-to one table away from the one you start in**

◆ **And your Perspective**

The table you start in is your perspective. You can determine your perspective from the question you are asking of the database and it often helps to write this down.

For instance:

How many people live in London?

While we are interested in London as an address, the important factor is the individuals.

Contact Details is the perspective to look for – eventually.

How many London addresses do we have?

Here we are looking at the Address perspective.

How many home telephone numbers do we have?

We would be looking at Communication Numbers perspective.

## Schema



## Address Queries

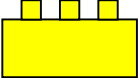
From the schema you can see that Address Locations (where the address information lives) is two tables away from Contact Details. So how do we find out how many people we have living in London?

- ◆ We start at the Address perspective. So, in the Query module, set your perspective.
- ◆ Now use the Other Tables button to link onto the Address Locations Table.
- ◆ Scroll down the list of fields and select on Town, set the criteria “equals London”.
- ◆ When you get back to the main query screen, Save the query.
- ◆ Run this query by Browsing it and look at your results.

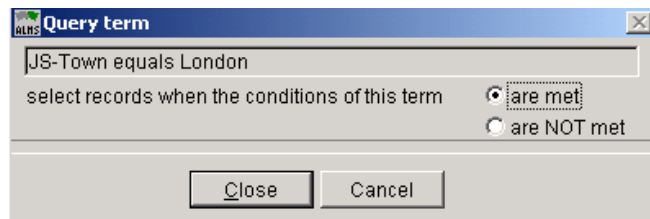
### Naming Queries

For queries which are for your own use, please use your initials hyphen query title:  
JS-Town equals London  
Bear in mind that the system treats upper and lower case separately.

For queries that will be of use to lots of alms users, they should be prefixed with BB for Building Block  
BB- active list (defines the friends and alumni we are currently in touch with)

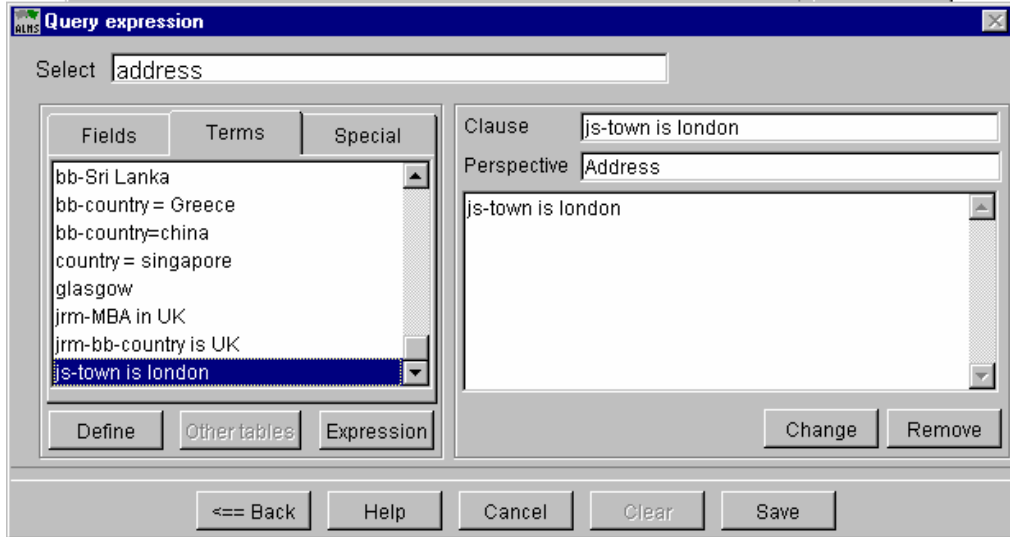


- ◆ Now start a new query. Make the perspective Contact Details.
- ◆ Again use the Other Tables button, this time link to the Address Table.
- ◆ Now click on the Terms Tab. Terms is where previously defined queries are stored. Bear in mind that the terms saved will be available only at the perspective you saved them at. Your query should be here at the Address perspective.
- ◆ Select your query and define it. The system will present you with the following



You will want the terms of your query to be met, that is, all London addresses. This dialogue box is very useful for sometimes what you will want to search for is the absence of a thing – a pejorative. You may have wanted everyone who doesn't live in London.

- ◆ Save this criteria



- ◆ Where the Close button would have been, there's the Back button to take you back to your original perspective.
- ◆ Now you have the Close button which takes you back to the main query screen.
- ◆ At this stage, save the query. Please note that when you saved before, you saved a query at the Address perspective. You are now saving a query at the contact details perspective.
- ◆ Run the Query by Browsing it. You now have the people who live at the addresses.

## Hints

You will probably notice that the same person has multiple addresses listed. This is because we also store old addresses. You can eliminate this by specifying at the Address perspective that the address should not have the Archive flag set to True and that the Address Type should not be one of the Goneaway types.

You should also be aware that Alms is case sensitive. It treats London and LONDON as two separate entities. Also be aware that any typos from data entry will also affect your results. (Though we do data cleaning to minimise this).

What we have done here is an example of *nesting* queries – using one query as a term in another.

Every major query that the Development Office has conducted, whether for mailings, phone campaigns, personal information updates, email surveys etc, have all been created using nested queries. We have created a series of standard queries, our Building Blocks, which can be nested in your own queries. But please do not alter the criteria of the Building Blocks themselves.

**Exercises**

How many UK addresses are there?

How many alumni do we have living in the UK?

## Queries on Education

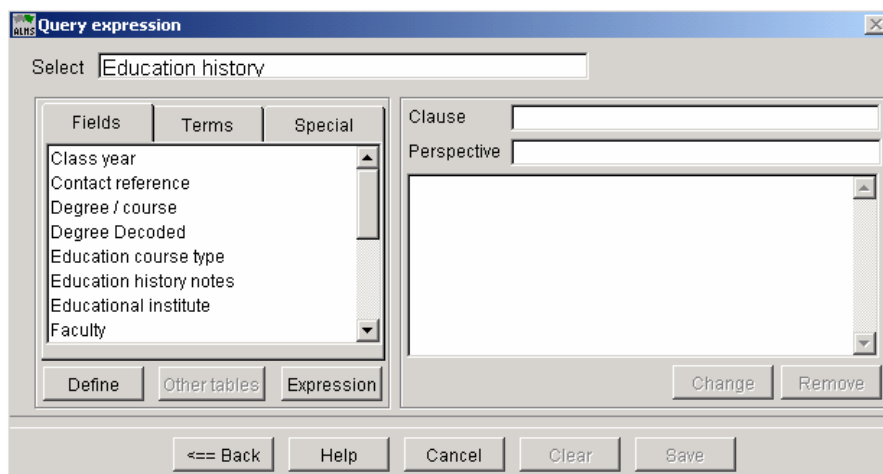
Education is held in a hierarchical structure on Alms. First there are the Departments which in Alms are referred to as Faculties. Within each Faculty there are the Degrees/Courses. Both Faculties and Degrees/Courses are taken from the Registry system – Student Information (SI, formerly known as Dolphin). It is for this reason that we have approximately 800 courses and 49 faculties. It is important that we preserve both department and course information from when the alumnus was at City. A prime example will be the re-organisation of the Business School departments. We will not be re-organising within Alms. We will take on the new structures so that new alumni will fit into this.

Luckily, both Faculty and Degree/Course are available through the Education History Table.

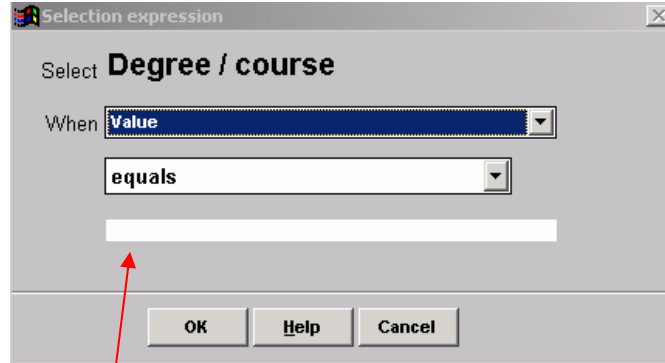
Lets start a new query

- ◆ Set perspective to Contact Details
- ◆ Add
- ◆ Other Tables
- ◆ Education History

You should now have



- ◆ Select Degree / course and Define this to get




- ◆ Click the cursor into this white box and then use F4 or right click to bring up the lookup table

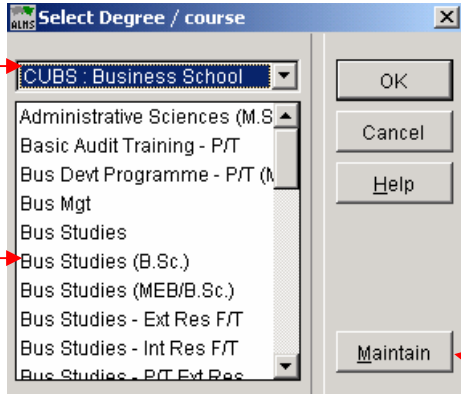
**Hints**

In many places where you are querying there will be lookup tables. This makes querying faster and easier. It also makes the system more logical and comprehensible – once you have got used to it. The lookup tables are maintained by the system administrator alone. To access the lookups use F4 or right click.

There are of course places which don't have lookups – Towns as we have seen. Although there is a lookup table for Country it is still best to type the country you require. There is a bug in the system where the data is entered that means the lookup table cannot be used as the data is not saved to the underlying tables.



The lookup table should look like this



Here you have a drop down box with the faculties

Underneath which is the list of courses

Here's one of the Maintain buttons which we found in the Introduction Course we weren't supposed to use ☺

In the screen shot above we've already used the drop down list to select CUBS: Business School

## *Queries and Outputs*

- ◆ Click on Bus Studies to highlight it then click on the OK button.
- ◆ This takes you back to the Select Expression screen, click OK again.
- ◆ Back at the Query Expression, click Save, then click Back, then click Close.
- ◆ By now you should have returned to the main query screen.
- ◆ Run the Query to the Output Toolkit and preview the results on the Simple Education Details report.

### **Exercise**

How many alumni are there for Laban Centre?

How many alumni are there for CUBS: Business School?

How many people have been on a Business Studies course?


## **Create your basic Building Block**

Here we create the basic building block which allows you to do straight forward mailings. We'll group together your courses or departments, add in the active list definition and any other criteria which will define who you would normally mail to.

Please use this space to write the pseudo-code for your building block and to note the eventual criteria we define.

## Correspondent Queries

Correspondent queries give us a more accurate and reliable way of performing address style queries because they only deal with addresses that are currently used by a correspondent. They are also the best way to search for people who work in certain locations.

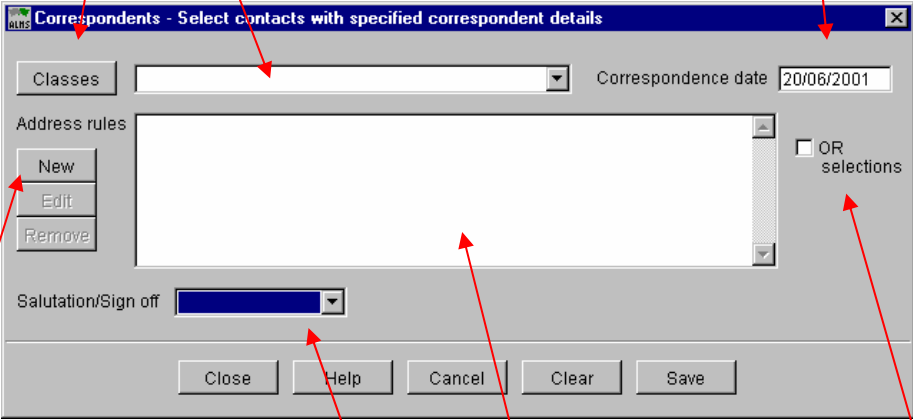
At the point of writing, Correspondent queries do not work on machines that have the additional module of ServerSide Processing installed. The software suppliers are working on this bug. 

Here's how to do a Correspondent query.

- Use the Add button to define any other criteria which you want
- Now push the Correspondent button on the right hand side of the main query screen – near the bottom.

Correspondent Classes you are interested in  
(You can have more than one)

Correspondence date  
(when you plan to send your mailing)



New button to define address rules

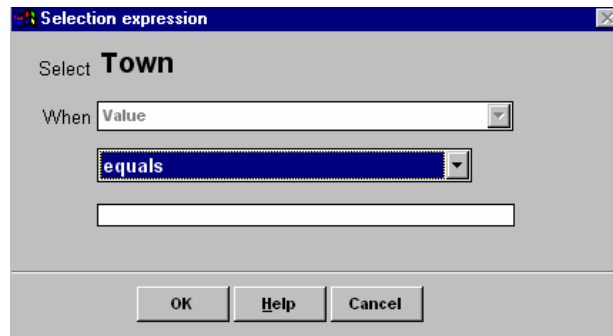
Rules list out here


Change rule combination from AND to OR

Salutation and Signoff classes which you want to use

- Firstly set your Correspondent Class or Classes – for instance you may be looking for people who work in London. The Work Address may be attached to either the Default or Work Correspondent so in this case you would choose both Work and Default classes.

- Click on the New button to define a new address rule.
- You can select between the fields from the Correspondent. Such things as Address Type (Home or Work), Town, County, Country and Post Code.
- When you select a field you are presented with the standard Selection Expression where you specify what you want



- You can have multiple criteria – the operator between them is AND unless you use the OR switch between criteria. But be careful where you place it.
- Once you are happy with the criteria, SAVE then CLOSE the dialogue box. I have noticed that Alms has display problems here. The screen doesn't re-draw itself properly. 
- The query can then be run in the normal ways.

Correspondent queries do tend to take a bit longer to run than ordinary ones but this is because they are having to access information through the links between records.

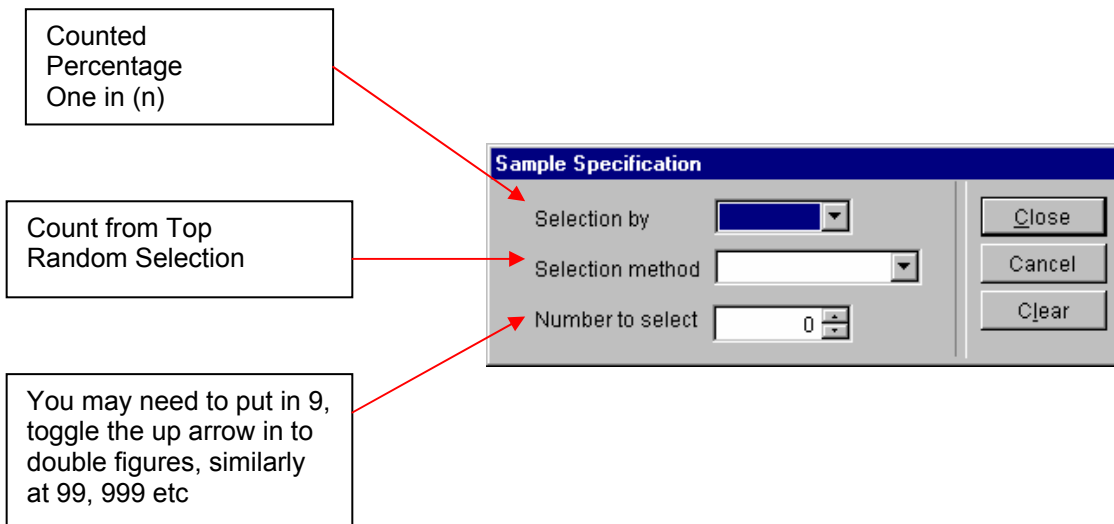
Once you have defined Correspondent criteria you cannot take them off again. You would need to re-create your original query without them.

## Samples

Occasionally you may need to take a sample of your data. For instance you may want to do a survey but can't afford the budget to mail all 10,000 alumni on your courses. You may also want to confirm that your query has produced the results you were wanting by testing the data. Sampling will allow you do do this quickly.

Alms offers you several options on how to select your sample.

Through the Sample button there is



Samples can be Cleared off queries if they are no longer required.

## **Further Exercises**

Find all active alumni from Property Valuation & Management who have home telephone numbers.

How many companies are on the system?

How many alumni do we have earning over £100,000?

How many alumni are there in Investment Risk Management & Insurance and Business Studies between 1996 and 2000?

Produce labels for Civil Engineering BEng and MEng courses qualifying in 1995 and 1996.

## **Before we draw to a conclusion...**

Queries allow us to interrogate the information on the database which we can use with the Output Toolkit to produce reports, labels, mail merge letter etc.

However, what the Query module doesn't do is mark up the individual's record that they have received a communication from us. If the record doesn't have this marked we can't attribute any changes we make to the record as having been because of the wonderful mailing we have just sent out.

To mark up the records involves the use of the Marketing Initiatives module which we learn about in the next course which you should now immediately book up for 😊

## **In Conclusion**

This course has shown the basics of how to query on Visual Alms and how to use the results through the Toolkit.

We have seen

- Perspective
- The Schema
- The Golden Rule

We have also seen

- How to access queries
- How to bring up the Query Selection and the Selection Expression windows
- How to move onto other tables
- How to use nested queries

What now remains is to practice. You may want to book some Practice Sessions in the Development Office where you will have someone on call to help you.

## Appendix A - Cheat Sheets

The following sheets provide a handy lookup to get to the most commonly used fields to query on. We've left some spaces at the end for you to add your own but we'd be grateful if you could let us know so that we can add them in to future releases of these notes.

Type of Data	Field	Table	Actual Field
0_Contact Type	Organisation Y/N	Contact Details	Organisation?
0_Name	Contact Reference	Contact Details	Contact Reference
0_Name	Forename 1	Contact Details	First Forename
0_Name	Forename 2	Contact Details	Second Forename
0_Name	Known As	City Info	Mac Known As
0_Name	Previous Surname	Contact Details	Maiden Name
0_Name	Suffixes/Qualifications	Contacts Qualifications	
0_Name	Surname	Contact Details	Default Contact Name
0_Name	Title	Contact Details	Title ID
0_Personal Details	Age	Contact Details	Age
0_Personal Details	Communication Numbers	Communication Numbers	
0_Personal Details	Date Death Notified	City Info	Date Death Notified
0_Personal Details	Date of Birth	Contact Details	Date of Birth
0_Personal Details	Date of Death	Contact Details	Date Contact Died
0_Personal Details	Dead Y/N	Contact Details	Dead
0_Personal Details	Honorary Degree Conferred Date	City Info	Hon Degree Conferred Date
0_Personal Details	Links / Related Contacts	Contact To Contact Links	Relationship Reciprocated Relationship
0_Personal Details	Location e.g. Home, Work	Communication Numbers	Telephone Description
0_Personal Details	Marital Status	Contact Details	Civil Status
0_Personal Details	Method e.g. Phone, Fax, Email	Communication Numbers	Communication Method
0_Personal Details	Nationality	Contact Details	Nationality
0_Personal Details	Sex	Contact Details	Gender
0_Personal Details	Source of Death Notification	City Info	Source of Death Notification
1_Peoples Addresses	Home Address Confirmed	City Info	
1_Peoples Addresses	How To Output A Formatted Address	Address	Formatted Addresses Lines 1-5
1_Peoples Addresses	Query By Country	Address Locations	Country
1_Peoples Addresses	Query By Postcode	Address Locations	Postcode
1_Peoples Addresses	Query By Town	Address Locations	Town
1_Peoples Addresses	Work Address Confirmed	City Info	Work Add Confirmed Date
10_Company Details	Company AGCAS Code	Corporate Detail	Company Type

Type of Data	Field	Table	Actual Field
10_Company Details	Company Name	Contact Details	Default Contact Name
10_Company Details	Company SIC Code	Contacts SIC Codes	
10_Company Details	Parent or Company Site	Contact Attributes	
2_Relationship To City	CUS Mail Until	City Info	CUS Mail Until Date
2_Relationship To City	Deactivations/Contact Blocks	Deactivations	Various
2_Relationship To City	Memberships	Contact Attributes Contacts Alumni Association	Various Various
2_Relationship To City	Roles	Contact Attributes	Various
3_Education	Course	Education History	Degree
3_Education	Course Year Left	Education History	Year Conferred
3_Education	Course Year Started	Education History	Year Admitted
3_Education	Date Started	City Info	Educational Start Date
3_Education	Department	Education History	Faculty
3_Education	Dolphin ID	Contact Details	External Reference
3_Education	Leaving Status	Education History	Organisation
4_Career History	Active/Inactive	Career History	Active:Inactive = F Inactive:Inactive = T
4_Career History	End Date	Career History	Termination Date (Career)
4_Career History	Individual's AGCAS Code	Career History	Employment Type
4_Career History	Job Title	Career History	Job Title
4_Career History	Retired Y/N	Career History	Retired
4_Career History	Salary Range	Career History	Salary Range
4_Career History	SOC Code	Career History	SOC Code
4_Career History	Start Date	Career History	Commencement Date (Career)
5_Career Network	Assistance End Date	City Careers Permissions	Project End Date
5_Career Network	Assistance Start Date	City Careers Permissions	Project Start Date
5_Career Network	Assistance Sub-type e.g. Letter, Phone, Mock Interview, Email	City Careers Permissions	Project Sub Type
5_Career Network	Attended Careers Fair Y/N	City Careers Permissions	Attended Careers Fair?
5_Career Network	Careers Net Mail Until Date	Careers Net Addtnl Info	Careers Net Mail Until Date
5_Career Network	Date Student Contacted Alum	City Stud Careers Contact-Old	Date Student Contacted
5_Career Network	Maximum Number of Contacts	Careers Net Addtnl Info	Maximum Number of Contacts
5_Career Network	Note About Student Contact	City Stud Careers Contact-Old	Notes About The Student's Contact
5_Career Network	Notes on Assistance/Advice Offered	Careers Net Addtnl Info	Career Vol Notes



## Appendix B – Standard Reports

Page 1

### Names, Courses & Jobs

Date: 21/06/2001

City ID	Default contact addressee	Forename	Years	Course	Employer	Job Title
166254	Lady Onya Bakibicz	Onya	1939 1941	Post Graduate Occasional - St Bartholomew	Bicz Businesses	Masseur
163547	Mr Tomas de Tanqengin	Tomas	1980 1999	Bus Mgt	City University	Office Junior
163566	Mr M Digaults	Maules	1972 1975	An & Design - Structs for Hazards	Gasbord Industries plc	Tunnelling Consultart
163565	Ms M Hathaway	Michelle				
175721	Ms B Nohra	Bledah	1998 2001	Nursing (B.Sc.)		
163890	Mr R Way	Rene	0 0	Evening Programme - Feb (M.B.A.)		

Page: 1

### Names, Courses, Jobs & Salary

Date: 21/06/2001

City ID	Address	Forename	Years	Course	Employer	Job Title	Salary Range
166254	Lady Onya Bakibicz	Onya	1939 1941	Post Graduate Occasional - St	Bicz Businesses	Masseur	15,001-20,000
163547	Mr Tomas de Tanqengin	Tomas	1980 1999	Bus Mgt	City University	Office Junior	
163566	Mr M Digaults	Maules	1972 1975	An & Design - Structs for Hazards	Gasbord Industries plc	Tunnelling Consultart	
163565	Ms M Hathaway	Michelle					
175721	Ms B Nohra	Bledah	1998 2001	Nursing (B.Sc.)			
163890	Mr R Way	Rene	0 0	Evening Programme - Feb (M.B.A.)			

Page: 1

**Simple Contact 3 with COMms**

<b>163547</b>	Mr Tomas de Tanqengin	de Tanqengin
	HomeEmail - Externalomas@ledepotdetrain.com	
	HomeTelephone020 7505 5552	
	MobileMobile0797754464301	
	WorkFax020 7505 5555	
<b>163565</b>	Ms M Hathaway	Hathaway
<b>163566</b>	Mr M Digauls	Digauls
	HomeEmail - ExternalMoles@gasbord.co.uk	
	HomeTelephone01732 225112	
<b>163890</b>	Mr R Way	Way
<b>166254</b>	Lady Onya Bakiabicz	Bakiabicz
	BusinessTelephone0032 5 666 5515	
	HomeEmail - Externalbag@bicz.com	
	HomeTelephone0032 5 666 5515	
<b>175721</b>	Ms B Nohra	Nohra
	Home (query)Telephone01334 880383	
	WorkEmail - Externalaround.tuit@eventually.com	

City ID	Addressee	Forenames	Known As
Year Entered	Year Left	Department	Course
166254	Lady Onya Baklabicz	Onya	
1939	1941	BARTS: School of Nursing and Midwifery	Post Graduate Occasional - St Bartholomew
163547	Mr Tomas de Tanqengin	Tomas	Unprintable
1980	1999	CUBS: Business School	Bus Mgt
163566	Mr M Digauls	Maules	
1972	1975	ENG: Dept of Civil Engineering	An & Design - Structs for Hazards
163565	Ms M Hathaway	Michelle	
0	0		
175721	Ms B Nohra	Bledah	
1998	2001	BARTS: School of Nursing and Midwifery	Nursing (B.Sc.)
163890	Mr R Way	Rene	
0	0	CUBS: Business School	Evening Programme - Feb (M.B.A.)

### Profile Report 1

Page: 1

Date: 21/06/2001

<i>City ID</i> <b>166254</b>	<i>Alphabetic Name</i> <b>,Lady Onya</b>	<i>First Name</i> <b>Onya</b>	<i>Known As</i>	<i>Initials</i> O	<i>Surname</i> <b>Bakiabicz</b>
---------------------------------	---	----------------------------------	-----------------	----------------------	------------------------------------

*Course Information*

1939 1941 Post Graduate Occasional - St Bartholomew

*Job Title*  
Masseur

*Employer*  
Bicz Businesses

*Default Address*

Lady Onya Bakiabicz  
69 X Ratd  
BLD 70B LE GOVVR  
POLAND

*Home Address*

*Confirmed Date*  
13/06/2000

*Work Details*

*Confirmed Date*  
13/06/2000

*Communication Numbers*

Telephone Home:0032 5 666 5515

Email - External:bag@bicz.com

<i>City ID</i> <b>163547</b>	<i>Alphabetic Name</i> <b>de Tanqengin ,Mr Tomas,</b>	<i>First Name</i> <b>Tomas</b>	<i>Known As</i> <b>Unprintable</b>	<i>Initials</i> T	<i>Surname</i> <b>de Tanqengin</b>
---------------------------------	--	-----------------------------------	---------------------------------------	----------------------	---------------------------------------

*Course Information*

1980 1999 Bus Mgt

*Job Title*  
Office Junior

*Employer*  
City University

*Default Address*

Mr Tomas de Tanqengin  
2 Rue de la Brique Jeune  
T 1568 TRUMPTON  
FRANCE

*Home Address*

*Confirmed Date*  
30/03/2000

*Work Details*

*Confirmed Date*  
30/03/2000

*Communication Numbers*

Telephone Home:020 7505 5552

Email - External:tomas@ledepotdetrain.com

<b>Page:</b>	<b>1</b>	<b>Simple Contact List - Alpha Name Order</b>	<b>Date:</b>	<b>21/06/2001</b>
166254	Bakiabicz	69 X Ratd	BLO 70B LEGOWVR	Legowr
163566	Digauls	5 Rue le Day	SEVENOAKS	Sevenoaks
163565	Hathaway	High Street	SEVENOAKS	Sevenoaks
175721	Nohra	35 Hepburn Gardens	ST AND REIMS	St Andrews
163890	Way	4 Rue de la Brique Jeune	46234 PARIS	Paris
163547	de Tanqengin	2 Rue de la Brique Jeune	T 1568 TRUMPTON	Trumpton

Labels J3

Lady Onya Bakiabicz 69 X Ratd BLO 70B LE GOVVR POLAND	166254	Mr Tomas de Tanqengin de Tanqengin 2 Rue de la Brique Jeune T 1568 TRUMPTON FRANCE	163547
Mr M Digauls 5 Rue le Day SEVENOAKS KENT TN13 2TA	163566	Ms M Hathaway High Street SEVENOAKS KENT TN13 2TA	163565
Ms B Nohra 35 Hepburn Gardens ST ANDREWS FIFE KY16 8JG	175721	Mr R Way 4 Rue de la Brique Jeune 46234 P ARIS FRANCE	163890

## Queries and Outputs

### Labels L7160-1

Lady Onya Bakiabicz 166254  
69 X Ratd  
BL0 70B LEGOVVR  
POLAND

Mr Tomas de Tanqengin 163547  
2 Rue de la Brique Jeune  
T 1568 TRUMPTON  
FRANCE

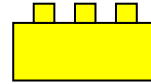
Mr M Digauls 163566  
5 Rue le Day  
SEVENOAKS  
KENT  
TN13 2TA

Ms M Hathaway 163565  
High Street  
SEVENOAKS  
KENT  
TN13 2TA

Ms B Nohra 175721  
35 Hepburn Gardens  
ST ANDREWS  
FIFE  
KY16 8JG

Mr R Way 163890  
4 Rue de la Brique Jeune  
46234 PARIS  
FRANCE

## Appendix C – The Building Blocks



Perspective	Building Block	Criteria
Contact Details	BB – active list	BB-Attrib(CUS Mail List) BB-AddType(not Goneaways NOT in BB-ContBlock(CUS Mail To Expired) NOT in BB-ContBlock(No Known Address) NOT in BB-Deactivated NOT in BB-Is Dead
Contact Details	BB-Attrib(CUS Mail List)	Attribute = CUS Mailing List
Contact Details	BB-AddType(not Goneaway)	Address Type is not one of GoneawayH, GoneawayI, GoneawayT, GoneawayW
Contact Details	BB-ContBlock(CUS Mail To Expired)	Blocking reference = CUS Mail To Expired
Contact Details	BB-ContBlock(No Known Address)	Blocking reference = No Known Address
Contact Details	BB-Deactivated	Blocking reference is one of Deactivated by University, AlumReqNoAAMail, Contact Rqstd No Mail
Contact Details	BB-Is Dead	Is Dead (Dead flag has been set)
Contact Details	BB-Alumni Card Holder	Contact's Alumni Association = AA cardholder NOT in BB-Deactivated
Contact Details	BB-Attrib(Careers Network Volunteer)	Attribute = Careers Network Volunteer
Contact Details	BB-Attrib(Donor & Donor Anon)	Attribute is one of Donor, Donor-Anonymous
Contact Details	BB-BARTS	Education Faculty = BARTS: School of Nursing and Midwifery
Contact Details	bb-JRM-CUBS	bb-jrm pg OR bb-jrm ug
Contact Details	bb-jrm pg	Education Degree/course is one of Administrative Sciences (M.Sc.) Mgt Programme – P/T (M.B.A.) Mgt Science – F/T (M.B.A) Int Auditing & Mgt (M.Sc.) Int Auditing & Mgt – F/T (M.Sc.) Corp Prop Mgt - F/T (M.Sc.) Corp Prop Mgt - P/T (M.Sc.)

Corp Prop Strategy – F/T (M.Sc.)  
Corp Prop Strategy – P/T (M.Sc.)  
Prop Investment – P/T (M.Sc.)  
Prop investment – F/T (M.Sc.)  
PVM – F/T (M.A.)  
PVM – P/T (M.A.)  
Fin – F/T (M.B.A.)  
Fin – P/T (M.B.A.)  
Hum Resource Mgt – F/T (M.B.A.)  
Hum Resource Mgt – P/T (M.B.A.)  
Hum Resources Mgt – F/T (M.B.A.)  
Info Tech & Mgt (M.B.A.)  
Info Tech & Mgt – P/T (M.B.A.)  
Info Tech & Mgt – F/T (M.B.A.)  
Marketing – P/T (M.B.A.)  
Marketing – F/T (M.B.A.)  
Eng Mgt – F/T (M.B.A.)  
Eng Mgt – P/T (M.B.A.)  
Intl Bus & Export Mgt F/T (M.B.A.)  
Intl Bus & Export Mgt P/T (M.B.A.)  
Mgt & Tech – P/T (M.B.A.)  
Mgt of Tech – F/T (M.B.A.)  
Ins & Risk Mgt – F/T (M.Sc.)  
Ins & Risk Mgt – P/T (M.Sc.)  
Investment Mgt - F/T (M.Sc.)  
Investment Mgt – P/T (M.Sc.)  
Mathematical Trad & Fin – F/T (M.Sc.)  
Mathematical Trad & Fin – P/T (M.Sc.)  
Shipping, Trad & Fin – Conv (M.Sc.)  
Shipping, Trad & Fin – F/T (M.Sc.)  
Shipping, Trad & Fin – P/T (M.Sc.)  
Trad, Trans & Fin – F/T (M.Sc.)  
MBA  
MSc Business Administration  
Evening Programme – Feb (M.B.A.)  
Evening Programme – Sep (M.B.A.)  
Int Bus and Man  
Gen & Strategic Management  
Strat man of Tech and Electro Bus

Contact Details    bb-jrm ug

Education Degree / course is one of  
Banking & Intl Fin (B.Sc.)  
Banking & Intl Fin (M.E.B/B.Sc.)  
Ins & Investment (B.Sc.)  
Ins & Investment (M.E.B./B.Sc.)  
Bus Studies (B.Sc.)  
Bus Studies (MEB/B.Sc.)  
BSc Property Valuation and Finance  
Prop Valuation & Fin (B.Sc.)  
Prop Vaulation & Fin (M.E.B./B.Sc.)

Contact Details    bb-attrib=alum(active)

BB-active list  
Attribute = Alumnus/a