

Creating a Worklist

The process of creating a worklist is the same in NT as it is in SQL. Following are examples of how to create a worklist; one with ALL STUDENTS IN TIMS and the other with ALL AM Runs for a particular school. These same basic principles can be applied to creating different types of worklist.

Example one: creating a worklist to find all students in our TIMS data.

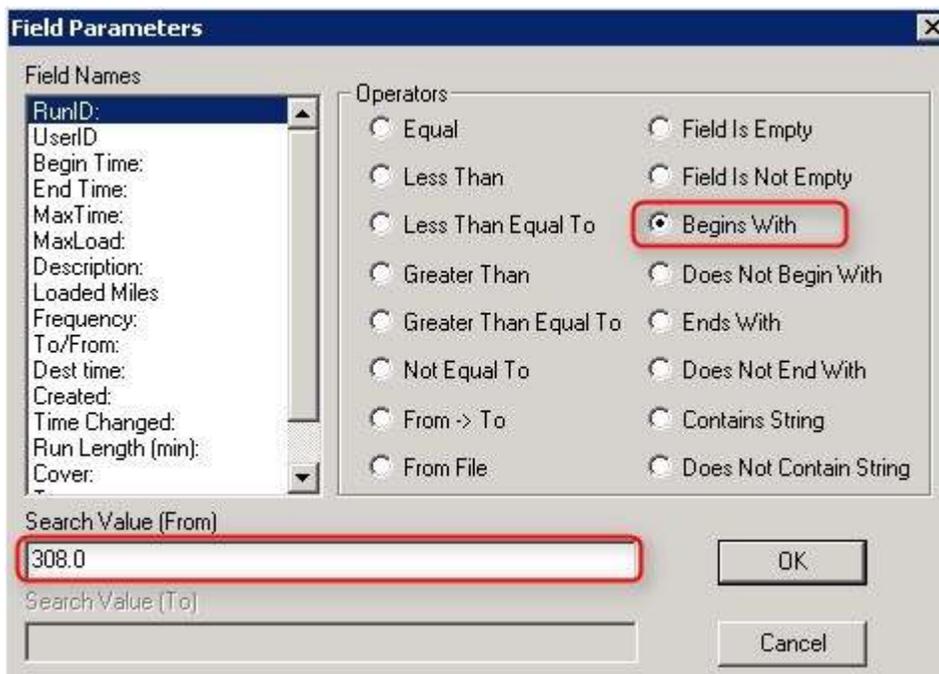
1. Open Edulog
2. From the menu bar select **Lists**
3. From the 'List Management' window, click the **Create New List** button
4. The 'Select List Type' window opens. To create a worklist for **All Students** click the radio button for **Student** then click **OK**
5. From the 'Search/Sort Parameters' window click the **Data Fields** button
6. From the 'Field Parameters' window, select the following:

The screenshot shows the 'Field Parameters' dialog box. On the left, a list of field names includes 'Last Name:', 'First Name:', 'Edulog ID:', 'District ID:', 'Government ID:', 'Date Changed:', 'School:', 'Program:', 'Grade:', 'Sch Dist:', 'Elg Code:', 'User ElgCde:', 'Residence:', 'Prefix', and 'Number'. 'Edulog ID:' is highlighted. On the right, under 'Operators', several radio buttons are listed: 'Equal', 'Less Than', 'Less Than Equal To', 'Greater Than', 'Greater Than Equal To', 'Not Equal To' (which is selected and circled in red), 'Field Is Empty', 'Field Is Not Empty', 'Begins With', 'Does Not Begin With', 'Ends With', 'Does Not End With', 'Contains String', and 'Does Not Contain String'. At the bottom, there are two text input fields: 'Search Value (From)' containing '0' (circled in red) and 'Search Value (To)' which is empty. 'OK' and 'Cancel' buttons are at the bottom right.

- a. **Field Names** click **Edulog ID**
 - b. **Operators** click **Not Equal to**
 - c. **Search Value (From)** type in the number **0**
7. Click the OK button
 8. Save/Exit and name the file All Students in TIMS

Example Two: creating a worklist to find all AM Runs for a particular School.

1. Open Edulog
2. From the menu bar select **Lists**
3. From the 'List Management' window, click the **Create New List** button
4. Select the list type **Run** then click **OK**
5. From the 'Search/Sort Parameters' window click the **Data Fields** button
6. From the 'Field Parameters' window, select the following:



- a. **Field Names** choose **RunID**
 - b. **Operators** click **Begins With**
 - c. **Search Value(From)** 308.0 (308 is the school code of the runs I want to see)
7. Click the OK button
 8. Save/Exit and name the file All AM Runs for 308
 9. Click OK