



# Students with Medical Alerts Filters and Reports

## Creating a Filter for Medical Alerts

1. Student TopTab
2. Options Menu > Query

**New Query** Simple Mode

**Tables** Alerts (B)

**Fields** Type (C), Description, Icon, Sequence number, AlertType. Sort A-Z

**Operator** Equals (D)

**Value** Medical (E)

**Search criteria**  
Alerts > Type Equals Medical

And Or (F)

Delete (-)

Search based on All Active Students (A)

Search Cancel New Save As... Select...

- A. Choose "All Active Students" from the dropdown menu.
- B. Select the "Alerts" Table.
- C. Choose "Type" as your Field.
- D. Choose "Equals" from the Operator dropdown menu.
- E. Choose "Medical" for the Value.
- F. Click the **Add button (it will be the only button there, initially)**

- A. Choose "Icon" as your Field.
- B. Choose "Equals" from the Operator dropdown menu.
- C. Choose "Health Alert" for the Value.
- D. Click the **Or** button.
- E. Click the **Save As... button**.

**New Query** Simple Mode

**Tables** Alerts

**Fields** Type  
Description  
**Icon** (A)  
Sequence number  
AlertType

**Operator** Equals (B)

**Value** Health Alert (C)

And Or (D)

**Search criteria**

Alerts > Type Equals Medical  
Or Alerts > Icon Equals

Delete (-)

Search based on All Active Students (E)

Search Cancel New Save As... Select...

1. Give your new filter a name: "Medical Alerts"
2. Choose "School" in the Query: Owner Type dropdown menu.
3. Check the "Save As Filter" checkbox.
4. Choose "School" in the Filter: Owner Type dropdown menu.
5. Click the **Save button**.

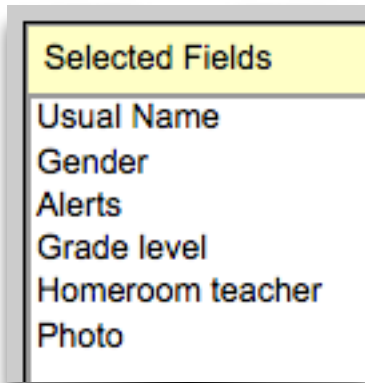
**You will now have a new filter that can be used by all school users.**



## Creating a Field Set for Medical Alerts



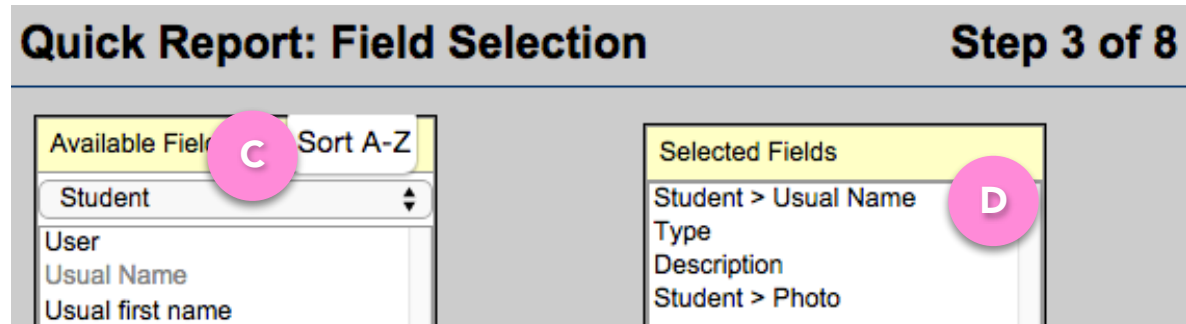
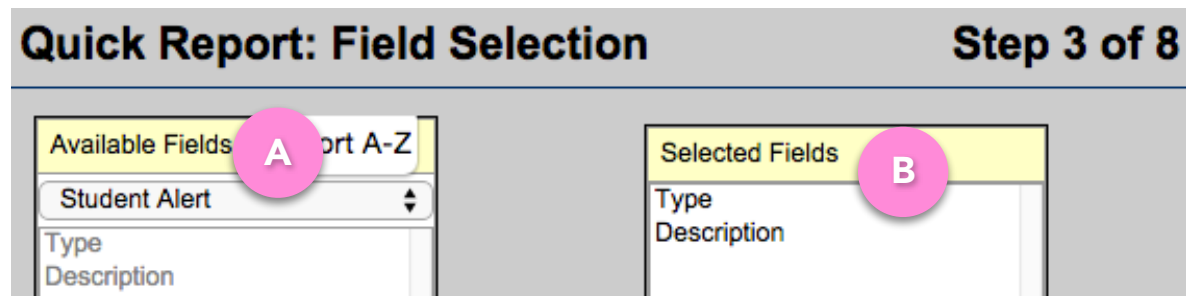
1. Field Set Menu Icon > Manage Field Sets
2. Click on the **New button**.
3. **Name:** Medical Alerts
4. **Owner:** School
5. Add the fields shown here to the Selected Fields:



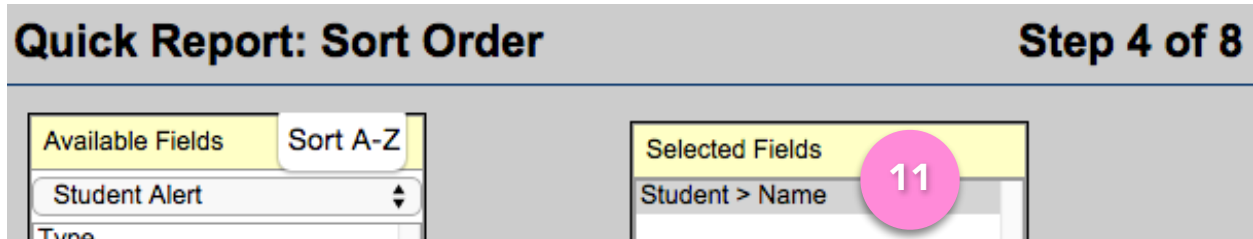
6. Click the **Save button**.

## Creating a Photo Report for Students with Medical Alerts

1. Global TopTab > Student SideTab
2. Search for the Student Alerts Table  
This will display any students with Alerts.
3. Build a "Medical Descriptions" Query: Type = Medical OR Type = Other  
Save it as a filter.
4. Check the boxes beside any students you wish to omit from your report.  
Options > Omit Selected.
5. Reports > Quick Report
6. **Step 1:** This will be a New report.
7. Click the **Next button**.
8. **Step 2:** Report Type = Detail  
This will put each student on their own page.
9. Click the **Next button**.
10. **Step 3:** Build your selected fields.
  - A. Choose the Student Alert dropdown
  - B. Add Type and Description to the Selected Fields
  - C. Choose the Student dropdown.
  - D. Add Usual Name and Photo to the Selected Fields



11. **Step 4:** Add Name to the Selected fields.



12. If you wish to just run the report without saving, you can choose to do so on any of the following screens. Otherwise, keep clicking the **Next button**, and make decisions on fonts, etc.

13. If you keep clicking the **Next button**, you will get to the final page, where you have the option of saving the report. It would show up in your list of Saved Reports.

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### **Stock Report for Student Alerts (No Photo)**

You also have the option of printing a stock Aspen report that will give you a quick list of students with Alerts.

1. Reports > Other Jurisdictions > Student Alerts

**Alert Type = Medical** will give serious medical conditions.

**Alert Type = Other** will give less-serious medical info and Student Services info.