This is a guide for creating a simple Access database for generating custom subsets of the form letter data that is exported by the AEW application.

Importing the IR dataset:

Use the import Wizard. The IR dataset is a CSV delimited by commas and uses double quotes as the “Text Qualifier”.

The first row contains the field names. When you get to the Field Options step in the wizard open up the Advance editor and ensure that all fields detected as date formats are set to text instead as Access seems to have issues parsing the dates. Allow Access to add its own primary key. Name the table “IRDataSet” and finish.

Importing the mailmerge.tab dataset:

Use the "deliver all" link to send emails to all configured recipients. 

Use the following text box and link to deliver email for a given student's alerts. This will redeliver to all recipients who would normally receive alerts for this student.
This data file is Tab delimited and does not use text qualifiers. The first row contains the field names. On the Field Options wizard step use the advanced button/editor. Ensure that the StudentSID field is imported as a text value rather than an integer. Similarly for the Zip code field. Allow access to add its own primary key. On the final step ensure that the table name is set to “Mailmerge”.

Before proceeding to the next steps we will need to gather some information from the AEW system. First gather the InterventionCodes for all intervention codes that you will want to use to determine that the student should be contacted. Write down all of the numeric IDs.

![Image of the AEW system interface showing the InterventionCodes page.](image-url)
You will also need to retrieve the numeric CompilationId for the compilation that you will be generating student cohorts from.

We essentially want to select subsets from the Mailmerge dataset that represent the target cohorts we have in mind. We will first create three queries that will generate lists of unique SIDs for each of these cohorts.

Create a query using the Create Query wizard and don’t select any tables. Change to the SQL design view. Add in the following query:

```
SELECT DISTINCT StudentId
FROM IRDataSet
WHERE
CompilationId = 6
and DoNotContactStudent="False"
and InterventionCodeId in (1,2,3,5,6)
and Department = 'MATH';
```

Modify the CompilationId, included InterventionCodeIds and the desired Class Department as required. Save the query as “MathCohortQuery”.

We essentially want to select subsets from the Mailmerge dataset that represent the target cohorts we have in mind. We will first create three queries that will generate lists of unique SIDs for each of these cohorts.
Create a query for the additional cohort in this case we want the students who have negative status reported in science classes. Follow the same pattern as before and be sure to use the correct desired CompilationId. This will be the “ScienceCohortQuery”.

```
SELECT DISTINCT StudentId
FROM IRDataSet
WHERE CompilationId=6
  and DoNotContactStudent="False"
  And InterventionCodeId In (1,2,3,5,6)
  And Department In ('ASTR','CHEM','BIO','GEOL','GEOG','OCE','PHYS');
```

Finally construct a query that will pick up all students who have negative status in classes not covered by the previous cohort queries. This is the “RemainderCohortQuery”.

```
SELECT DISTINCT StudentId
FROM IRDataSet
WHERE CompilationId=6
  and DoNotContactStudent="False"
  And InterventionCodeId In (1,2,3,5,6)
  And Department Not In ('ASTR','CHEM','BIO','GEOL','GEOG','OCE','PHYS','MATH');
```

The previous three queries will need to be edited when this process is used to produce letters from a different compilation.

Finally we need to create three queries that will produce the datasets used to create the flat files that will be used by our form letter application (Microsoft Word).

If you have followed the naming conventions so far you can use the following query. In this case I named it MathCohortMailmerge.

```
SELECT Mailmerge.*
FROM Mailmerge INNER JOIN MathCohortQuery
ON Mailmerge.StudentSID = MathCohortQuery.StudentId;
```

Similarly for the Science Cohort. (ScienceCohortMailmerge)

```
SELECT Mailmerge.*
FROM Mailmerge INNER JOIN ScienceCohortQuery
ON Mailmerge.StudentSID = ScienceCohortQuery.StudentId;
```

Similarly for the remaining students. (RemainderCohortMailmerge)

```
SELECT Mailmerge.*
FROM Mailmerge INNER JOIN RemainderCohortQuery
ON Mailmerge.StudentSID = RemainderCohortQuery.StudentId;
```

In order to export the data for Microsoft Word right click the appropriate Mailmerge query and choose export. The most effective format is probably the Excel spreadsheet format. It may actually be possible to use the Mailmerge queries directly from Word but I have not tested that method.