

RE Queries Standard Course Outline

RE 7 Queries

This course provides a solid foundation for using the Query feature of The Raiser's Edge® 7. It is designed for any user who is responsible for extracting data from the RE 7 database. The class begins with simple queries and proceeds to more complex ones. A one-day class.

Prerequisites: The Raiser's Edge® 7 Constituent and Gift Data or equivalent experience.

Topics:

- ◆ Learn about Query Types and Formats
- ◆ Learn to set up criteria with a variety of Operators
- ◆ Find out how to select and organize your results
- ◆ Build new queries on existing ones
- ◆ Discover how to use the Ask Operator
- ◆ Learn to use Favorites
- ◆ Learn to merge queries using AND, OR, SUB and XOR
- ◆ Learn to create queries using summary information fields
- ◆ Learn about Control Reports
- ◆ Learn the database management tips to fix, manage and manipulate data in Microsoft Excel, including duplicate fields, sort and filter
- ◆ Learn the pros and cons of when to use Export vs. Query vs. Reports in Raiser's Edge
- ◆ Learn the data integrity tips to check output file
- ◆ Top 10 Database Queries to generate more revenue
- ◆ Industry Best Practices and new fundraising trends

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