Query Templates

This document lists queries that return common groups of records. You use these queries as a starting point to build queries that suit your own specific needs. To use one of these queries, search for it by query name, click File>Save As and save it as your own.

Query Name	Query Type	Use
AR - Alumni by Ethnicity or Race*	Constituent	Returns alumni who identify themselves with the ethnicity or race you specify. You will be asked to provide ethnicity and race criteria at query runtime.
AR - Alumni by Location*	Constituent	Returns alumni who live in the city, state, county, zip code and/or country you specify. You will be asked to provide all criteria at query runtime. When working with zip code criteria, use the "Begins With" operator as most zip codes have 4 digit extensions.
ASA - All Email Base	Constituent	Returns all active, living constituents in the database with an email address
ASA - Seattle Area Alumni BASE*	Constituent	Returns active, living alumni from one of the following WA counties: King, Snohomish, Pierce, Island, Kitsap.
EV - Event Participant BASE	Participant	Returns participants to the event(s) you specify. At query runtime, you will be asked for the event(s) ID and participant status you want to include.

*Does not include Law School

Remember, queries are not to be used on their own to create mailing/emailing lists, nor are they a reporting tool. Contact Advancement Services at REHelp@seattleu.edu if mail/email or reporting is your intention, or if you have any other questions about how these queries may be used.