

Publishing Query Results in the Teacher Portal

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

Here is the new version of this article in the [Veracross Community](#).

Overview

The screenshot shows a web browser window with the URL <https://portals.veracross.com/vcsandbox/faculty/pages/axiom-test-bus-routes>. The page title is "Veracross Sandbox" and the navigation bar includes "Faculty Portal", "Messages", and "My Calendar". The main content area is titled "Bus Routes" and contains a table with the following columns: AM/PM, Description, Maximum Ridership, Capacity, Driver, Organization, Start Time, End Time, Location, # Stops, Notes, # of Most Recent Trips, Next Scheduled Trip, Sort Key, and Archived. The table lists various bus routes, including "Bus Route 1" through "Bus Route 6" and "Bus 1G".

AM/PM	Description	Maximum Ridership	Capacity	Driver	Organization	Start Time	End Time	Location	# Stops	Notes	# of Most Recent Trips	Next Scheduled Trip	Sort Key	Archived
(Both)	0			None	None	12:00 am	12:00 am	0	0		0	03/02/2009	0	False
(Both)	0			None	None	12:00 am	12:00 am	0	0		0	03/02/2009	0	False
(Both)	0			None	None	12:00 am	12:00 am	0	0		0	02/27/2009	9	False
(Both)	0			None	None	12:00 am	12:00 am	0	0		0	03/02/2009	10	False
(Both)	0			None	None	12:00 am	12:00 am	0	0		0	03/02/2009	12	False
(Both)	0			None	None	12:00 am	12:00 am	0	0		0	02/27/2009	13	False
(Both)	0			None	None	12:00 am	12:00 am	0	0		0		1000	False
PM	Bus Route 1	4	15	None	None	3:05 pm	4:15 am	School	4		2	03/02/2009	5	False
PM	Bus Route 2	2		None	None	3:00 pm			2		2	03/02/2009	7	False
AM	Bus Route 3	1		None	None	8:00 am			3		1	02/27/2009	9	False
PM	Bus Route 4	1		Fr, Fraser	None						2	03/02/2009	10	False
PM	Bus Route 5	1		None	None						2	03/02/2009	12	False
PM	Bus Route 6			None	None						1	02/27/2009	13	False
(Both)	Bus 1G	2	25	None	None	5:30 am	5:00 pm	Aravali	7					False

This is a duplicate of the screenshot above, showing the same "Bus Routes" table in the Veracross Faculty Portal.

Axiom query results generated can be published to teacher and staff portals. This powerful feature allows portal administrators to make important information available to teachers and staff directly. The published queries respect security roles, which is why they are only available in teacher and staff portals (parents and students do not have Axiom access). Accounting queries generated from

accounting.veracross.com are not available for publishing. The query results are read-only, cannot be edited (designed), and the ability to print can be enabled or disabled per query.

Visibility and Security in the Portals

Who Can View Published Queries: Axiom query results can be added to teacher and employee portals (not student or parent portals). This is because teachers' and employees' user accounts have access to the underlying data on which Axiom queries are built.

What Data Are Viewable: Users can only see data in these published queries if they have access to the underlying data based on their security roles. For example, if a published query were added to a teacher portal that included basic demographic data (visible to teachers with the faculty security role), teachers would be able to see all the fields. But if a medical field were added, e.g., "Insurer" or "Subscriber #," the field would appear as blank in the published query. If no fields are visible to the user (e.g., a faculty member viewing a report with only medical data), they will see an error message.

Workflow: Making a Published Query Available in a Portal

The workflow for making a published query available in a teacher or staff portal is straightforward.

1. Obtain a Query ID From a Saved Query

Create a query and save it to a workspace or use a pre-built one accessed on an Axiom homepage.

When creating a query to be published, keep in mind that end users in the teacher or staff portal will only see the results and that they will not be able to filter the results. Therefore, be sure to "pre-filter" the query criteria to produce the exact results you want teachers/staff to see in their portals.

The unique query ID can be found in the URL of the query itself. For example note the unique query ID 317677 at the end of this URL:

```
https://axiom.veracross.com/vcdemo_client/#/results/317677
```

TIP – the {me} Parameter: Use the {me} parameter in a **Person ID** field to search for results relating to the logged-in user. It is worth noting that this query will not function if you put it in the "Person" field, instead.

Types of Queries

Data grid, cards, and labels & envelopes visualizations can be published. All query options are available in these three visualizations except the freeze pane one in the data grid visualization. Calendar, map,

URL preview, timeline, and merge duplicate query types are not publishable.

2. Make the Published Query Available in the Axiom Portal Detail Screen

Queries need to be added to the portal detail screen in Axiom. Doing so does not add them to the actual portal, rather it only makes them available to be added. In Axiom:

1. Navigate to the **Portal Admin** homepage.
2. Click into the relevant **portal detail screen**.
3. Click the **Published Queries** tab. Here are listed all available reports.
4. To add a new report, click **Add Record...**
5. Enter the information for the report (see field descriptions below), and click **Update**.

The screenshots show the Axiom Portal Admin interface. The top screenshot displays the 'Published Queries' section with a table of existing queries. The bottom screenshot shows the same interface with the 'Published Queries' tab selected, highlighting the 'Add Record...' button and the table structure.

Description	Access Name	Axiom Query ID	Allow Printing?	View Screen	Update Date	Update User	Notes	
Bus Routes	axiom-test-bus-routes	29498	<input checked="" type="checkbox"/>	View...	06/21/18 11:15	@smerickson		X
Labels (Grade 2)	axiom-test-labels-1	151130	<input checked="" type="checkbox"/>	View...	06/21/18 11:22	@smerickson		X
Photo Directory	axiom-test-photos	231649	<input checked="" type="checkbox"/>	View...	06/21/18 11:22	@smerickson		X
Reenrollment Summary	axiom-test-reenrollment-summary	112279	<input checked="" type="checkbox"/>	View...	06/21/18 11:18	@smerickson		X

- **Description:** Your own description of the published query, which is displayed in the top left of the screen in the portal.

- **Access Name:** This is used in the URL and system shortcut screen.
- **Axiom Query ID:** The unique query ID to embed.
- **Allow Printing?:** Check this field to allow the portal user to print the published query.
- **View Screen:** Click to see a preview of the report in the portal.

Note on printing options: All printing options available in Axiom are available in the portal, e.g., on a data results grid, shading alternate rows and subtotal header page breaks, etc., and choosing font and text alignment when printing labels.

Deleting Published Queries: To delete a published query, click the redX and click **Update**. If that screen is referenced in a portal, it will show an error screen.

3. Add a Link to the Published Query in the Portal

Once the published query has been added to the portal detail screen, it needs to be linked to in the teacher or staff portal. Published queries are a type of system screen and are linked to with a portal shortcut, using the access name to reference the desired report: `{screen:my-screen-name}`.

Example:

```
{screen:axiom-test-bus-routes}
```

The link can be added to a button or notification in the portal, just like any other link.

Video: Adding a Published Query to a Teacher Portal

This video takes the following steps, illustrating different options along the way:

1. Grab the query ID of a saved query.
2. Navigate to the **Published Queries** tab of the portal.
3. Add the query on that screen and click **Update**.
4. Add the link (using the access name defined in the previous step) as a link in the portal.

Admin Permissions

The *SysAdmin* or *Portal_Admin* security role is required to add published queries to portals. In other words, if a user can see a portal detail screen in Axiom, they can add a query to a portal.
