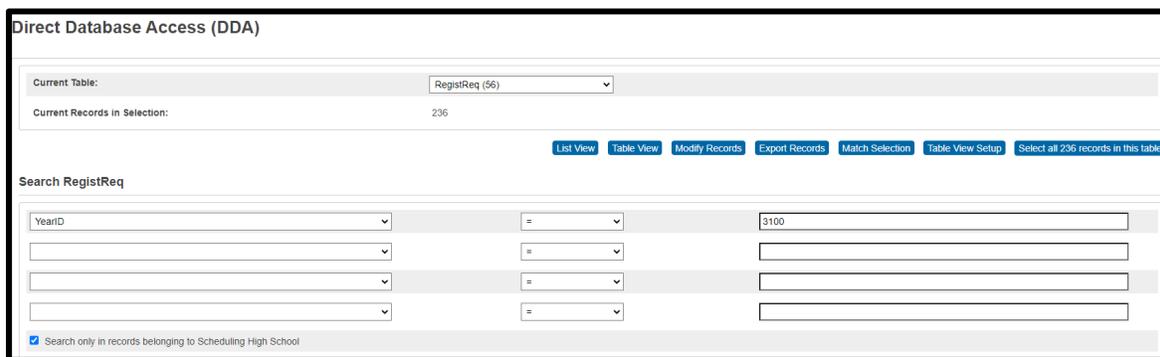


## How to Re-Use Request Management Requirements

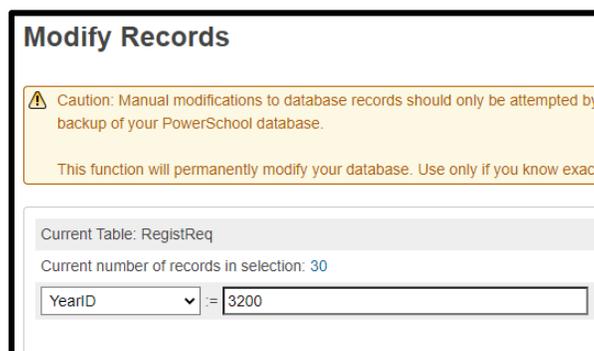
How to reuse student request management requirements. You must have access to DDA to complete these steps.

1. Be in the correct school.
2. Navigate to DDA.
3. Select the [RegistReq] table.
4. Search for YearID = [current year TermID].
5. Check the box to "Search only within records belonging to [current school]."
6. Check to search all records in this school.



The screenshot shows the 'Direct Database Access (DDA)' interface. At the top, 'Current Table:' is set to 'RegistReq (56)' and 'Current Records in Selection:' is 236. Below this are buttons for 'List View', 'Table View', 'Modify Records', 'Export Records', 'Match Selection', 'Table View Setup', and 'Select all 236 records in this table'. The 'Search RegistReq' section contains three search criteria rows, each with a dropdown menu, an operator dropdown (all set to '='), and a text input field. The first row has 'YearID' selected and '3100' entered. At the bottom left, there is a checked checkbox labeled 'Search only in records belonging to Scheduling High School'.

7. Click on List or Table View to verify that the correct records are in the selection.
8. On the DDA search page select "Modify Records."
9. Modify the YearID to equal the upcoming year's Term ID value.



The screenshot shows the 'Modify Records' interface. It features a yellow warning box with a triangle icon containing an exclamation mark. The text in the box reads: 'Caution: Manual modifications to database records should only be attempted by backup of your PowerSchool database. This function will permanently modify your database. Use only if you know exact'. Below the warning box, 'Current Table: RegistReq' and 'Current number of records in selection: 30' are displayed. At the bottom, there is a search criteria row with 'YearID' selected in the dropdown, an operator dropdown set to ':=', and '3200' entered in the text input field.

**Note:** Most tables in PowerSchool use the 2-digit year ID. However, the values used YearID field of the RegistReq table are the same as the 4-digit TermID.