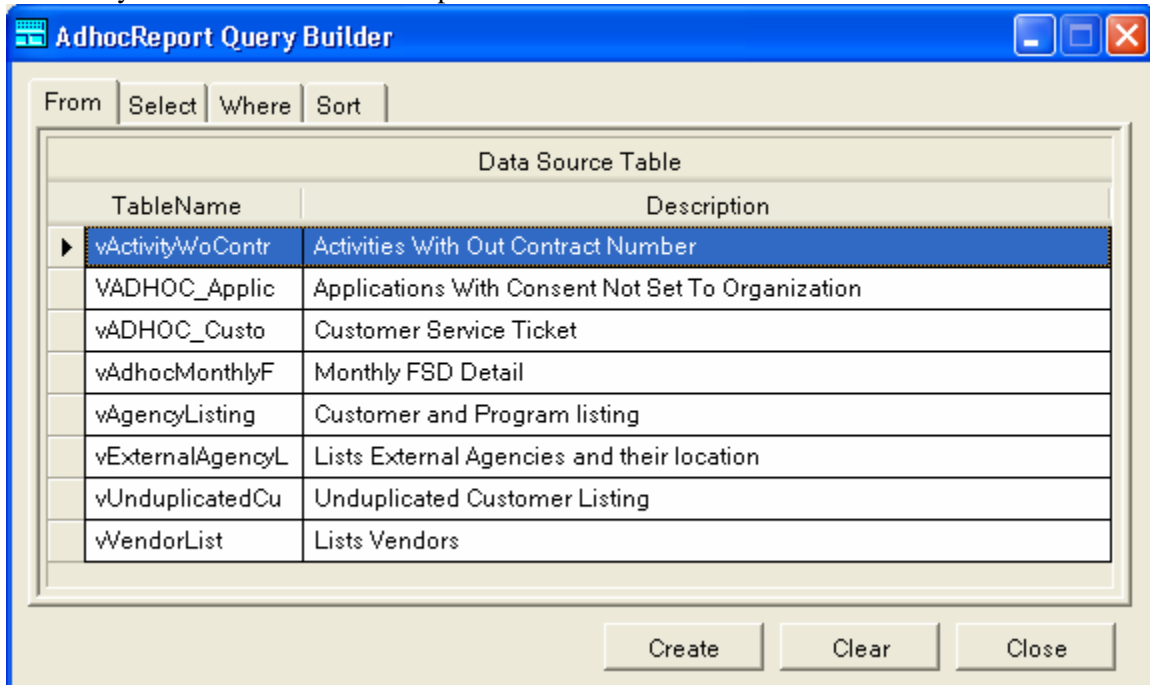
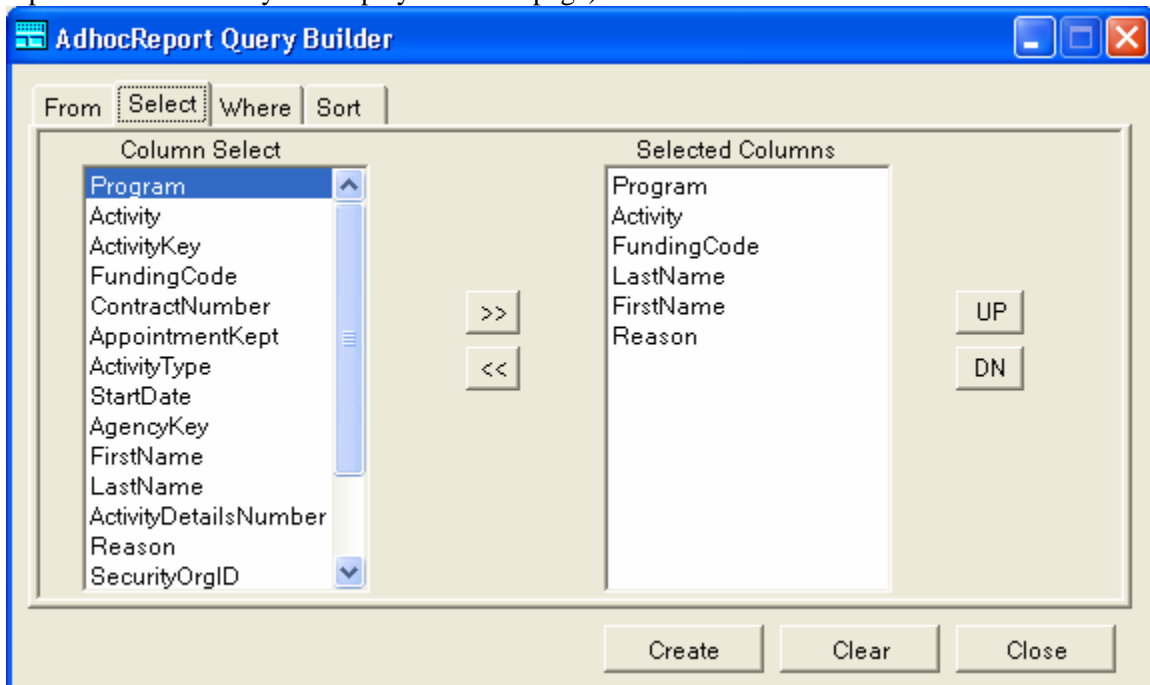


Creating an Ad Hoc report to view activities without a contract number

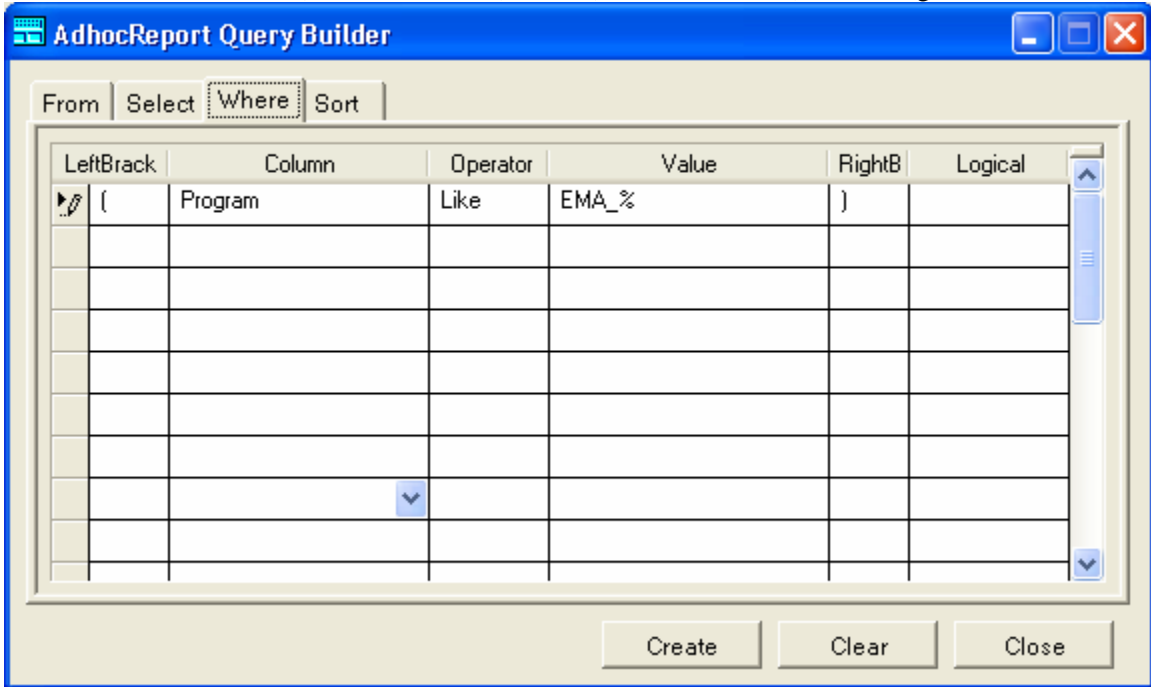
The process is the same for all ad hoc reports. The selections on each screen of the Query Builder determine what data your report will show. In this example, we start by selecting the Data Source Table (view) for our report by clicking in the gray square to the left of the desired table. You can select only one table for an ad hoc report.



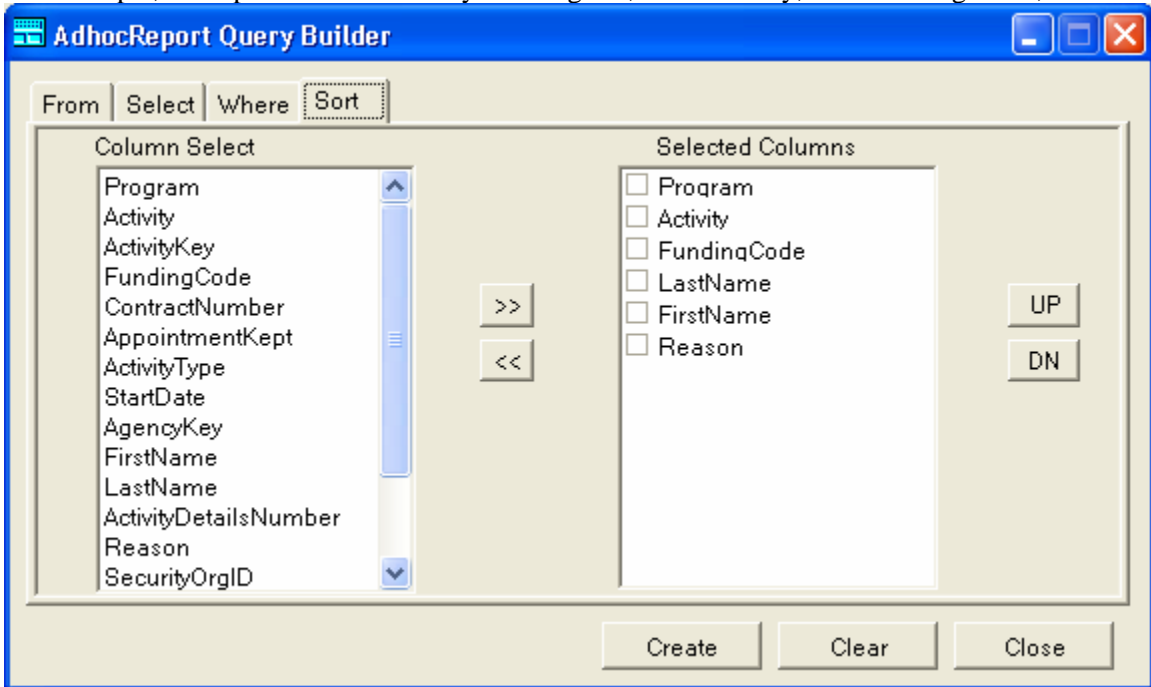
Next, we click on the Select tab. The Column Select field displays all the available data fields in the Data Source Table we selected. You can select fields one at a time, or use Ctrl+Click to select multiple fields. Once selected, use the >> button to move the fields to the Selected Columns field. You can use the << button to move unwanted selections out of the Selected Columns field. Use the Up and Dn buttons to change the order (fields will be displayed on the report in the order they are displayed on this page).



On the Where tab, enter the criteria that you want your search records to match. This view (activities without contract numbers), only returns activities without a contract number, so you do not need to enter that criteria. You can search for a particular program or, as this example shows, use the wildcard (%) to search for all agency programs at one time. If you use a second line, be sure to select either And (match both lines) or Or (match either line) in the Logical column.



The Sort tab lets you define how the results will be sorted on the displayed report. Remember, the order of the columns is defined on the Select tab. The Sort tab defines in what order the data will be displayed. By default, data is displayed in alphabetical (or numerical) order. If you check the box next to an item in the Selected Columns filed, the order for that item will be reversed. In this example, the report will sort first by the Program, then Activity, then Funding Code, etc.



After you click Create, you should be back to this screen. You will need to fill in the Title, Group Sort, Number of Group, and Group By fields, then click Show Report (for a PDF format) or Export to Excel (for an Excel Spreadsheet). Once you confirm that the report provides the data you want, ***you will need to use the Save As button to create a permanent copy*** of this ad hoc report template. The template will then appear in the Report Query dropdown for any user/group for which you grant permissions.

The screenshot shows the 'AdhocReport' window with the following configuration:

- Report: 50Fields List
- Report Query: (empty)
- Title: BlankContractNumberListing
- Report ID: 27
- Group Sort: All
- Number of Group: 0
- Group By: Program
- Query String:


```
Select [Program],[Activity],[FundingCode],[LastName],[FirstName],[Reason] From [vActivityWoContract] Where ([Program] Like 'EMA_%') Order By [Program] ASC,[Activity] ASC ,[FundingCode] ASC ,[LastName] ASC ,[FirstName] ASC ,[Reason] ASC
```

Buttons at the bottom include: Print Report, Show Report, Save As, Export as Excel, Clear, and Close.

The output should look like this. The Export to Excel option will create a separate worksheet tab for each Program (or whatever you select in the Group By field):

The screenshot shows an Excel spreadsheet with the following data:

BlankContractNumberListing					
SQL:					
<pre>Select [Program],[Activity],[FundingCode],[LastName],[FirstName],[Reason] From [vActivityWoContract] Where ([Program] Like 'EMA_ ASC,[Activity] ASC ,[FundingCode] ASC ,[LastName] ASC ,[FirstName] ASC ,[Reason] ASC</pre>					
EMA_LIHEAP					
PROGRAM	ACTIVITY	FUNDINGCODE	LASTNAME	FIRSTNAME	REASON
BMA_LIHEAP	CA CO W ECIP FY07	CA CO W ECIP FY07	Shaw	David	Does not fall in Date Range
BMA_LIHEAP	EA Benefit	EA Benefit	Dookery	Gevonee	Does not fall in Date Range
BMA_LIHEAP	EA Benefit	EA Benefit	Geiger	Annie	Does not fall in Date Range
BMA_LIHEAP	EA Benefit	EA Benefit	Laxton	Darrel	Does not fall in Date Range
BMA_LIHEAP	EA Benefit	EA Benefit	Luster	Yolanda	Does not fall in Date Range
BMA_LIHEAP	EA Benefit	EA Benefit	Twiggs	Jaquidra	Does not fall in Date Range
BMA_LIHEAP	EA Benefit	EA Benefit	Uriega	Alejandro	Does not fall in Date Range
BMA_LIHEAP	MA CO W ECIP FY07	MA CO W ECIP FY07	Lunsford	Margie	Does not fall in Date Range
BMA_LIHEAP	MA CO W ECIP FY07	MA CO W ECIP FY07	Sehn	Rena	Does not fall in Date Range
Count: 9					