Ad-hoc Reporting – Report Designer

AD-HOC REPORT DESIGNER MANUAL

NonProfit Technologies, Inc.

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Ad-hoc Reports

INTRODUCTION

What are Ad-hoc Reports?

Ad-hoc reports are reports that can be modified by a report user or created by a report user.

- ☐ Users can choose the type of data or data sources for their reports
- ☐ Fields can be added or removed from reports.
- ☐ Filters can be created, removed or modified.
- ☐ Reports can be made available for other reports users or just the author.

DATA SOURCES

Definition

The first step in designing a new report is to choose the data sources for you report.

- A data source is a link to your data
- A data source is a table or tables from your database.
- A data source contains the fields you want to see on your report
- You may link different data sources to create reports
    - Example - Link a Participant data source to an Account data source to see Participants and their accounts

It is very important to understand the available data sources and to know the ones you will need for a specific report, before designing your new report. The next section describes the available data sources.

Gazelle Data Sources

The following is a list of available data sources in the Gazelle Ad-hoc reporting module.

Data Source	Description
Account	This data source has all basic information regarding an account. Use this data source to create reports with account information like first account number, start date, status and case manager. This data source can be used to create reports for training accounts, support account, or both. Combine this data source with Account Balance to get information like Budget, Available Budget, Encumbrances, and Expenses. Combine this data source with Account Training to get training outcome information.
Account Activity	This data source reports account activities and their details. Use this data source to see activities on individual accounts or several accounts.
Account Activity Adjust Budget	This data source reports account adjust activities and specific details like the amount of the adjustment. Use this data source to see activities on individual accounts or several accounts.
Account Activity Change Case Manager	This data source reports account adjust activities and specific details like the previous case manager. Use this data source to see activities on individual accounts or several accounts.
Account Activity Change Fund Source	This data source reports account adjust activities and specific details like the previous fund source. Use this data source to see activities on individual accounts or several accounts.
Account Activity Close Account	This data source reports account adjust activities and specific details like the available budget returned. Use this data source to see activities on individual accounts or several accounts.
Account Activity Create Disbursement Receipt	This data source reports account adjust activities and specific details like the receipt number and the amount of the receipt. Use this data source to see activities on individual accounts or several accounts.
Account Activity Open Account	This data source reports account adjust activities and specific details like the initial budget. Use this data source to see activities on individual accounts or several accounts.
Account Activity Void Voucher	This data source reports account adjust activities and specific details like the void reason. Use this data source to see activities on individual accounts or several accounts.
Account Balance	This data source can be used to create reports for training accounts, support accounts, or both. This data source contains fields for the account Budget, Available Budget, Encumbrances, and Expenses. Combine this data source with Account to get additional account information and with Account Training to get training outcome information.
Account Training	This data source can be used to create reports for training accounts, and contains fields that are specific to training accounts, like

	anticipated end date, and training outcome information. Combine this data source with Account to get additional account information and with Account Balance to get the account's Budget, Available Budget, Encumbrances, and Expenses.
Account Training Outcome Type	Combine this data source with the Account Training data source to categorize Training Account outcomes by completed and placed.
Account With Balance	This data source combines the Account and AccountBalance data sources and will improve report performance in some cases when creating reports that contain account and account balance data.
Card	This data source details individual pre-paid cards that have been disbursed or returned.
Fundsource	This data source lists information about fund sources
Fundsource Balance	This data source reports a fund sources budget, available budget, encumbrances and expenses. Combine this with the Fundsource data source to see available budget on all fund sources.
Fundsource With Balance	This data source combines the Fundsource and Fundsource Balance data sources and will improve report performance in some cases when creating reports that contain fundsource and fundsource balance data.
Gaz Organization	This data source has your organization's information. It contains fields like address, web site, FEIN, and voucher expiration interval.
Line Item Category	This data source has the name and status of your line item categories.
Participant	This data source has all basic information regarding a participant. Use this data source to create participant reports or with the account data source to create participant account reports.
Participant Balance	This data source reports a Participant's lifetime expenses and any open encumbrances and outstanding available balances. The balances are provided by account type, support and training.
ParticipantWithBalance	This data source combines the Participant and Participant Balance data sources and will improve report performance in some cases when creating reports that contain participant and participant balance data.
Program	This data source has all information regarding approved programs. Use this data source to create program reports. Combine this data source with the Provider and Account data sources to report on program outcomes, expenses and other summary information.
Provider	This data source has all information regarding approved training providers. Use this data source to create provider reports. Combine this data source with the Account data sources to report on provider outcomes, expenses and other summary information.
User (or GazUser)	This data source lists all Gazelle users and information like username and status.
Voucher	This data source has all information regarding a voucher including the fund source and initial voucher amount. Use this data source to see all vouchers given certain filters. Combine this data source with the Account data sources to report on accounts and their vouchers, combine this with Voucher Balance to see the voucher status and open

	encumbrance amount, and with Voucher Line Item Category to see the individual voucher line items.
Voucher Archive	This data source provides a snapshot of the voucher when it was created and allows reporting on the fields that appear on the voucher.
Voucher Balance	This data source reports a voucher’s status and open encumbrance amount.
Voucher Line Item	This data source provides the details for a voucher’s line items. Combine this data source with Voucher to see the complete voucher.
Voucher With Balance	This data source combines the Voucher and Voucher Balance data sources and will improve report performance in some cases when creating reports that contain voucher and voucher balance data.
Zip	This data source has detailed information on every zip code in the United States. It will list s zip code and the corresponding area code, city, county state, and time zone. Use this data source to create reports to validate customer address and phone information.

AD-HOC REPORTING SECURITY

In order to use ad-hoc reports, a Gazelle user must have one of the following roles assigned to a group for which they are a member:

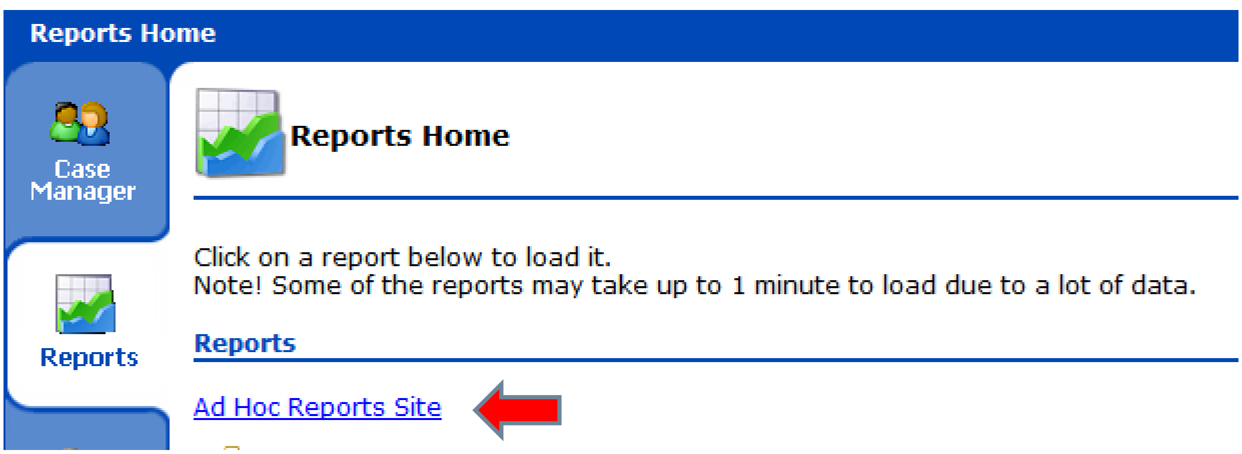
- Report Viewer – able to view reports
- Report Trusted Viewer – able to view reports and view full SSNs
- Report Manager – able to design reports. A report manager must also be assigned one of the viewer roles if they are to view reports.

Default Gazelle security allows for the following ad-hoc privileges:

- Users in the 'Administrators' group have the 'Report Manager' role.
- Users in the 'SuperCaseManagers' group have the 'Report Trusted Viewer role.
- Users in the 'CaseManagers' group have the 'Report Viewer' role.

ACCESSING AD-HOC REPORTING

To access ad-hoc reports navigate to the Gazelle reports module and click on the link for ad-hoc reports. Then, log into the ad-hoc reporting site using your Gazelle user name and password.



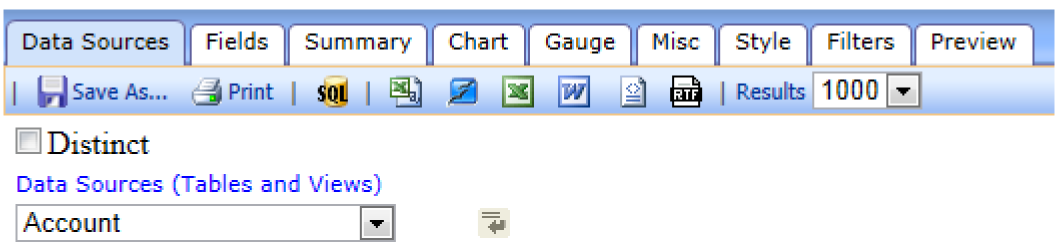
Note: if you log into the site and you are returned to the log in page, then the appropriate ad-hoc roles have not been added to your Gazelle user.

DESIGNING A REPORT

To begin designing a new report, click on the ‘New Report’ link. This will bring you to the Data Sources tab of the ‘New Report’ page.

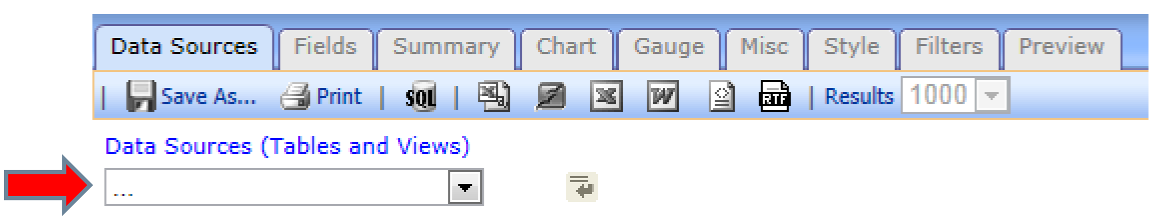
Distinct

The Data Source tab’s ‘distinct’ check box will remove any duplicates from the report. In most cases, reports will be designed to not have duplicates; therefore, this function will not have an effect on the report.

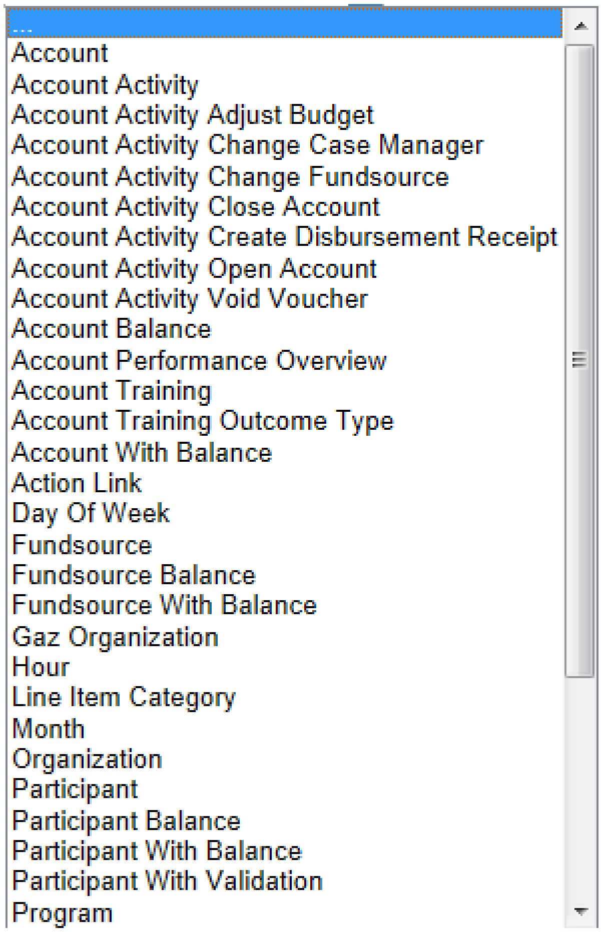


Choose a data source

The first step in designing a new report is to choose the data sources for the report. Use the ‘Data Sources (Tables and Views)’ drop down to choose the data sources for your report.

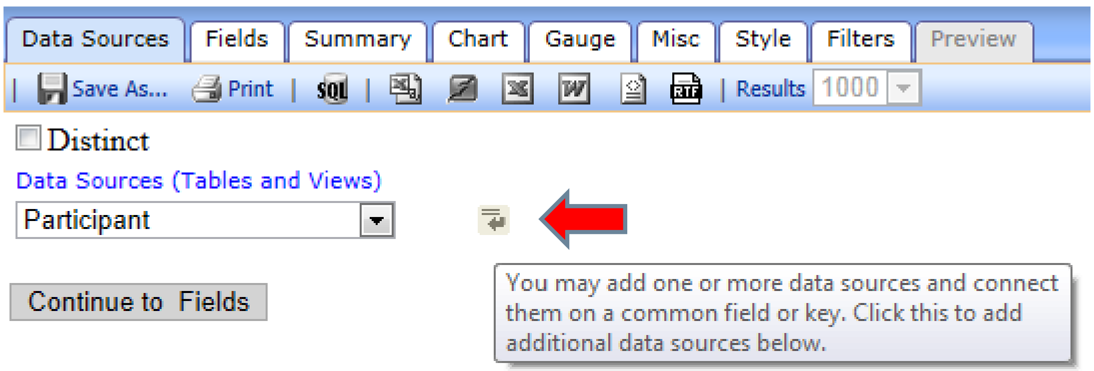


After clicking on the drop down, you will be presented with a list of available data sources.



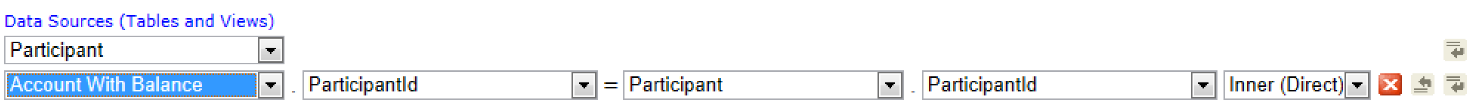
Additional data sources

You can choose additional data sources by clicking on the icon indicated below.



Linking data sources

After choosing an additional data source, a default link will be created. In most cases, you will not have to change the default.



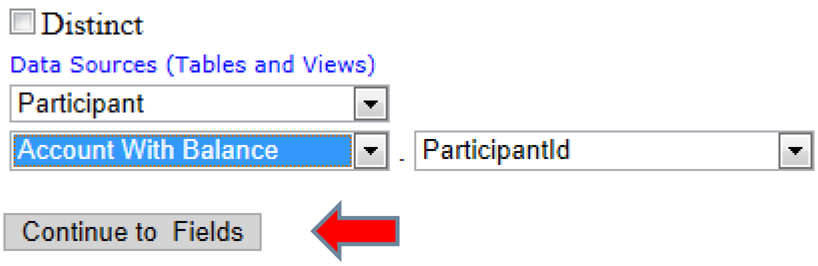
Managing data sources

Refer to this grid for managing a report's data sources

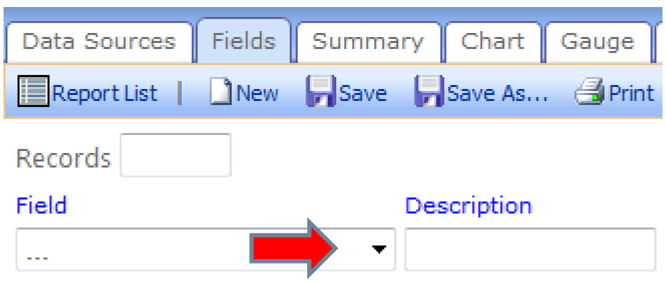
Icon	Description
	Use this icon to delete a data source
	Use this icon to add a data source above an existing data source
	Use this icon to add a data source below an existing data source

Choosing Fields for Your Report

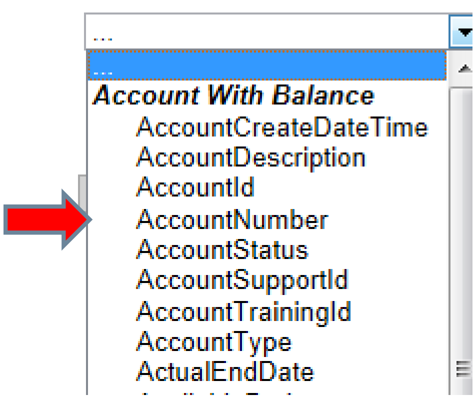
Click the ‘Continue to Fields’ button or the ‘Fields’ tab to start adding fields to your report.



Click on the ‘Field’ drop down



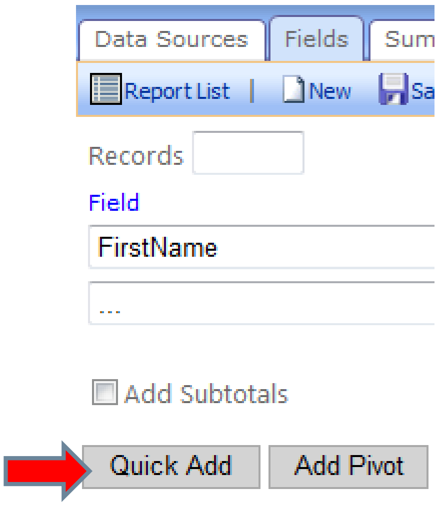
Then choose a field.



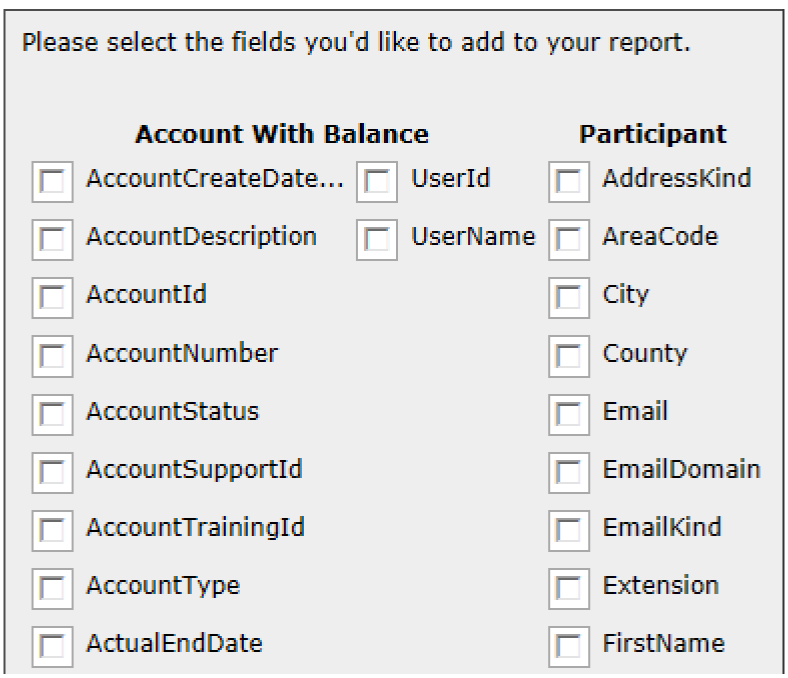
Quick Add

You can also quickly add any field from the report's data sources by using the 'Quick Add' function.

Click on the 'Quick Add' button.



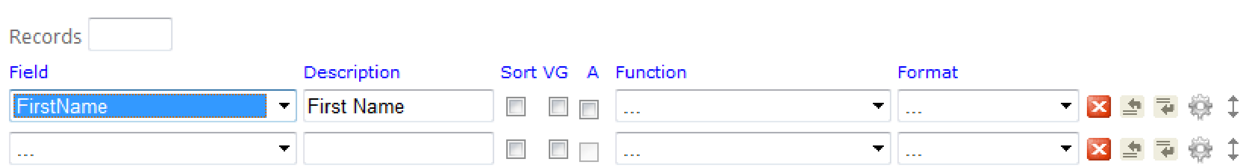
Then choose the fields you want on the report and click 'OK'



Field Settings

After choosing your first field(s), you will have several options for each chosen field:

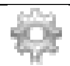
Description	This is the title of the field on your report.
Sort	This will perform an ascending sort on the column
VG (Visually Group)	This will organize the report data into multiple result sets based on this field.
A (Arithmetic)	This will perform the chosen arithmetic operation on the previous field. You can choose addition (+), subtraction (-), multiplication (*) or division (represented by the division symbol).
Function	This will allow the report to group by the specified filter and then to return a count, maximum, or minimum for the group
Format	This will allow you specifically format your field. For a date field, you can specify long date, short date or other data formats



Managing fields

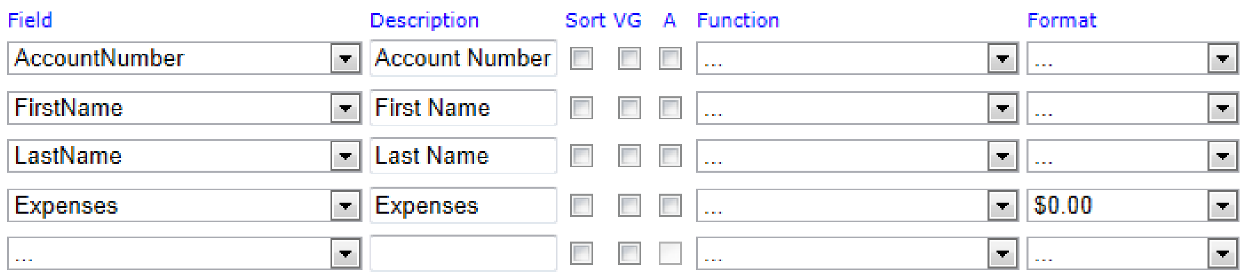
Refer to this grid for managing the fields in your report

Icon	**Description**
	Use this icon to remove a field
	Use this icon to add a field above an existing field
	Use this icon to add a field below an existing field

	Use this icon to set advanced settings such as a descending sort or field width
	Use this icon to move a field up or down within the list

Completing the Choice of Fields

Once you have finished choosing fields for your report, you have finished the mandatory steps for creating a report! You can now preview your report or choose to continue with other options.



Sorting

Sorting a report in design mode

When you are designing a report, you can choose to sort by multiple columns by checking the 'Sort' check box. The fields will be sorted in the order that they appear in the field list. For example, if your first field is fund source name and your second field is program name, then the report will be sorted first by fund source name and then by program name.

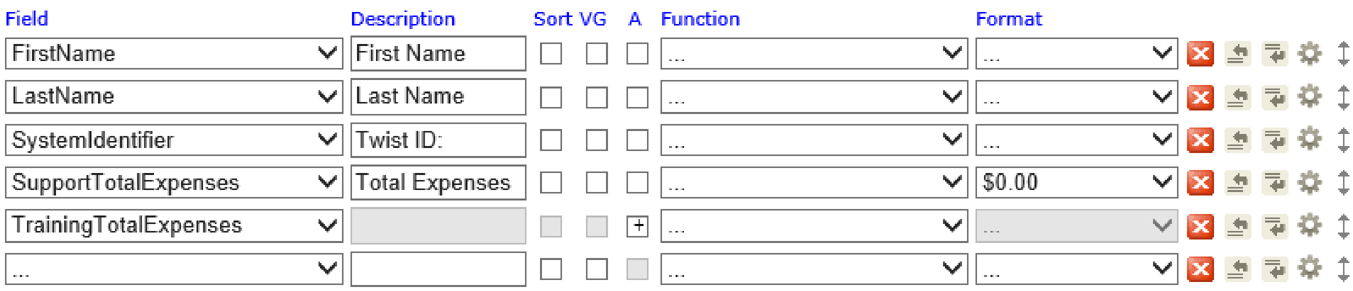
Sorting a report in view or preview mode

In view or preview mode, you are able to sort on one column at a time.

Arithmetic Multibox

Performing an arithmetic operation on the previous field.

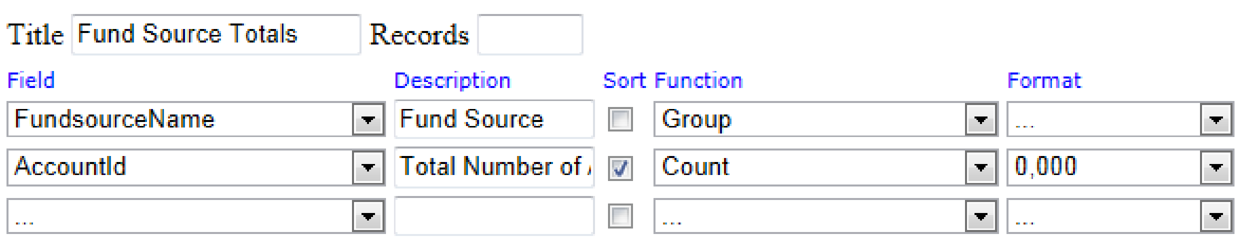
The ‘A’ multibox allows you to perform addition, subtraction, multiplication or division on the previous field. You choose the specific operation by clicking on the multibox until you see the sign for the operation you want to perform on the previous field.



In this example, a '+' sign is chosen for the 'TrainingTotalExpenses' field. This will result in the previous field, 'SupportTotalExpenses', becoming a calculated field that is sum of 'SupportTotalExpenses' and 'TrainingTotalExpenses'. This new calculated field is titled 'Total Expenses'.

Summary

By using the Summary tab, you can add a summary table to your report. The grid of fields behaves exactly like the grid of fields on the 'Fields' tab.



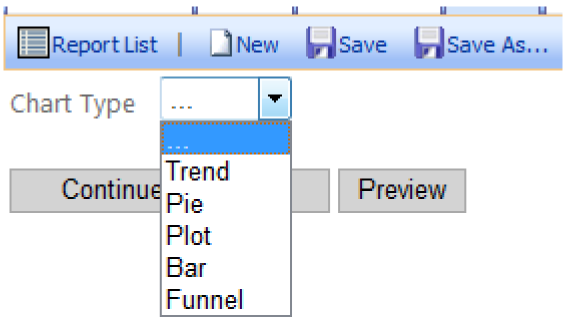
The summary table can be used to summarize the data from your report by using a 'group' or other function. In this example, all the reports records are grouped by 'Fund source' and then a count of accounts for each fund source is calculated.

Fund Source Totals

Fund Source	Total Number of Accounts
Dislocated 2013B	5
Dislocated 2013	30
Adult 2013B	30
Adult 2013	42
Youth 2013	47
Dislocated 2012	64
Youth 2012	78
Adult 2012	139

Chart

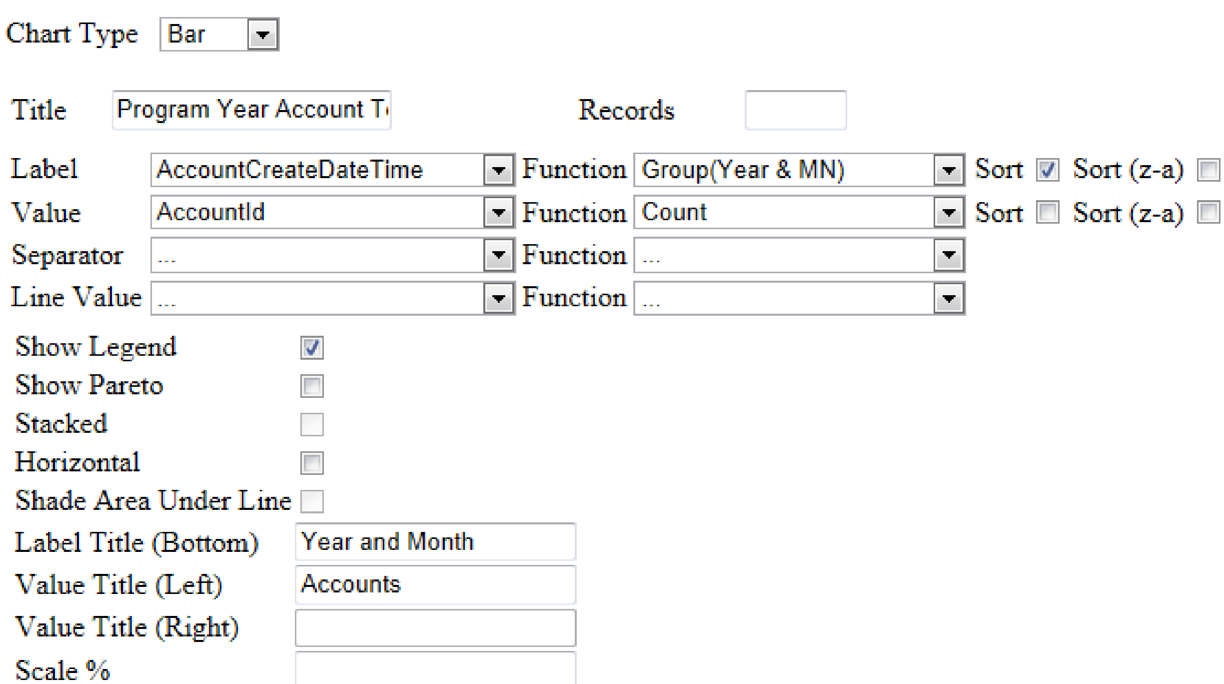
You can also create chart only reports or add a chart to a report. Click on the ‘Chart’ tab and choose the type of chart you want to use in your report by using the ‘Chart Type’ drop down.



Bar

This example of a bar chart shows the total count of accounts created by month for the program year. This is accomplished by entering a ‘Label’ with a ‘Group’ function on the AccountCreateDateTime field and then a ‘Value’ with a ‘Count’ function on the ‘AccountId’ field.

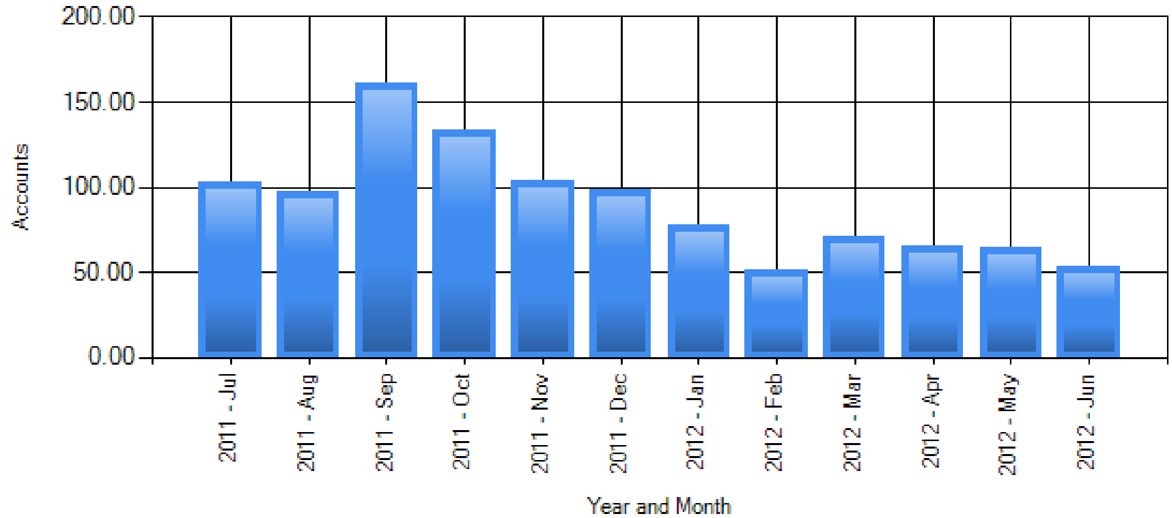
Note: There is also a filter that is not shown. This filter filters the report to only show accounts for the previous program year.



Field	Description
‘Show Legend’	Shows the chart legend on the report
‘Show Pareto	Shows pie in 3D
‘Shade Area Under Line’	The largest group of the pie will appear separate from the main pie
‘Label Title (Bottom)’	Places the specified label at the bottom of the report
‘Value Title (Left)’	Places the specified label to the left of the report
‘Value Title (Right)’	Places the specified label to the right of the report.

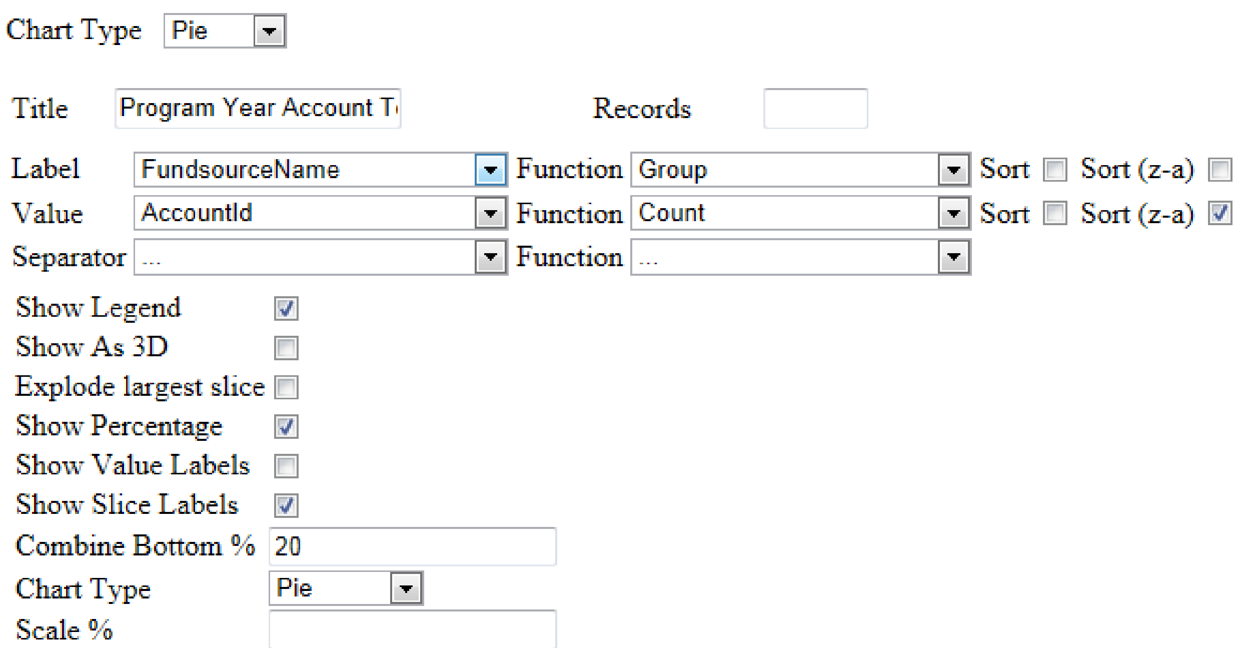
Example report of account totals by month for the program year.

Program Year Account Totals



Pie

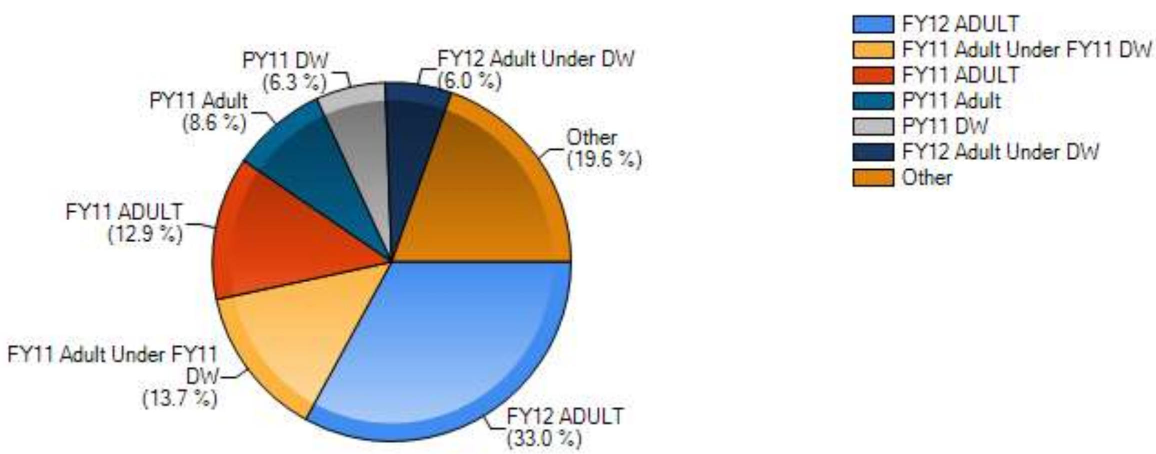
This example of a pie chart shows the percentage of accounts by fund source This is accomplished by entering a ‘Label’ with a ‘Group’ function on the ‘FundsourceName’ field and then a ‘Value’ with a ‘Count’ function on the ‘AccountId’ field.



Field	Description
‘Show Legend’	Shows the chart legend on the report
‘Show As 3D’	Shows pie in 3D
‘Explode largest slice’	The largest group of the pie will appear separate from the main pie
‘Show Value Labels’	Shows the value for each data point
‘Show Slice Labels	Shows the value for each slice of the pie chart
‘Combine Bottom %’	If set, will combine smaller slices of the pie into one slice.

Example report of percentage of accounts by fund source

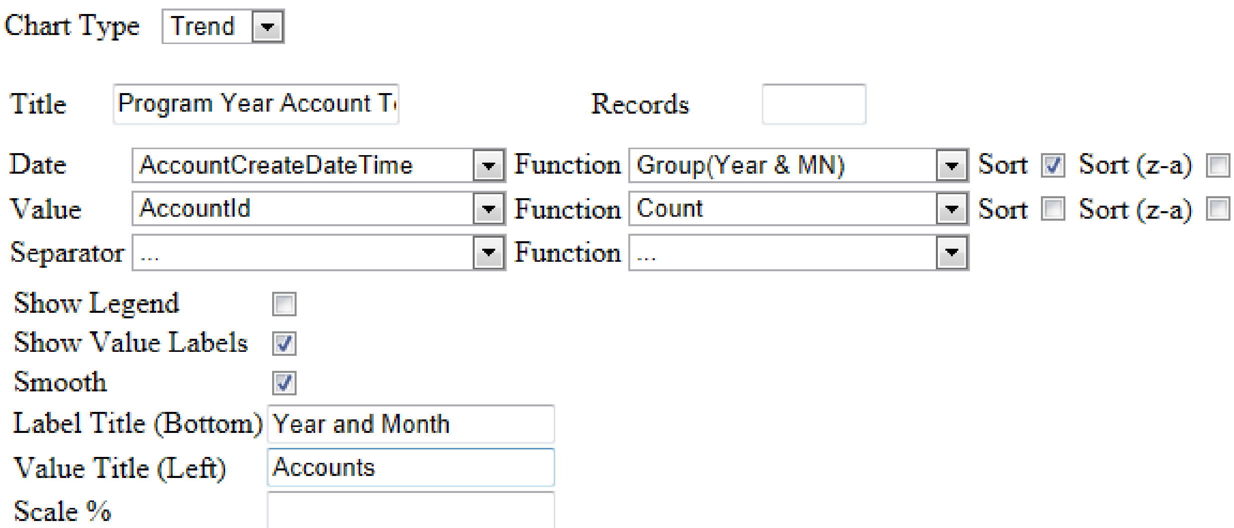
Program Year Account Totals by Fund Source



Trend

This example of a trend chart shows the total accounts created by month for the previous program year. This is accomplished by entering a '*Date'* with a '*Group (Year & MN)*' function on the 'AccountCreateDateTime' field and then a 'Value' with a 'Count' function on the 'AccountId' field.

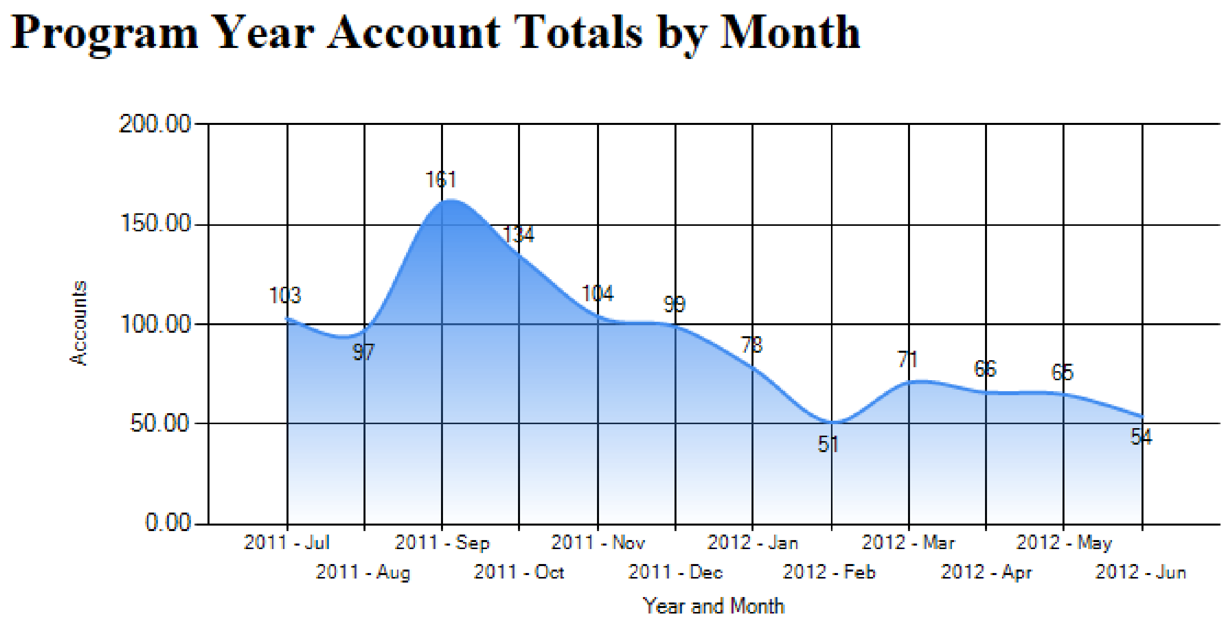
Note: There is also a filter that is not shown. This filter filters the report to only show accounts created in the previous program year.



You can also enter the following settings:

Field	Description
'Show Legend'	Shows the chart legend on the report
'Show Value Labels'	Shows the value for each data point
'Smooth'	This will smooth the points on the chart's trend line
'Label Title (Bottom)'	Places the specified label at the bottom of the report
'Value Title (Left)'	Places the specified label to the left of the report

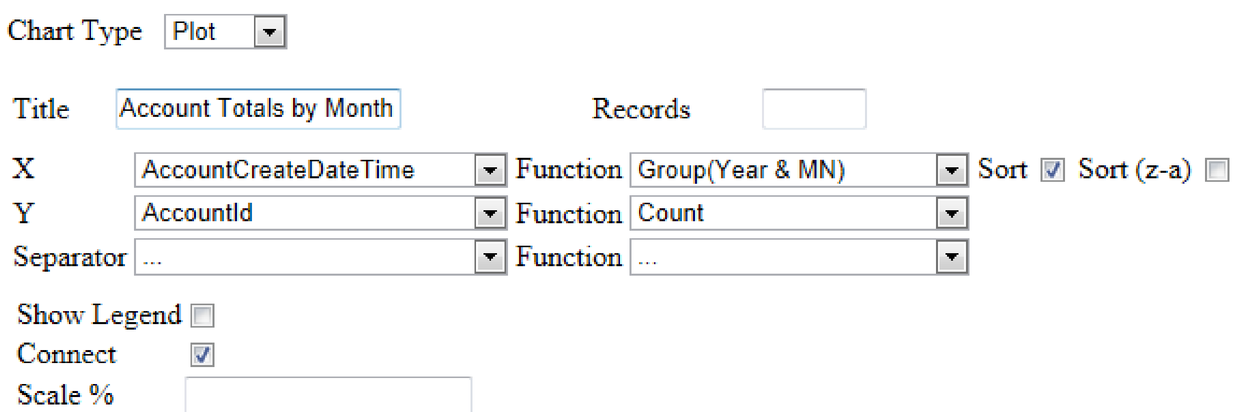
Example Trend Report



Plot

A plot chart will plot a specific data point across a graph. In our example, we plot the number of accounts by month for the previous program year. To do this, we choose to group by the year and month an account was created and enter ‘AccountCreateDateTime’ in the ‘X’ field and enter ‘Group(Year&MN)’ in the Function field. Then, we choose ‘AccountId’ for the ‘Y’ field and ‘Count for the function field so that we get a count of all accounts for each month. Finally, we also check the ‘connect’ box so that the plot line is continuous.

Note: There is also a filter that is not shown. This filter filters the report to only show accounts created in the previous program year.



Example Plot Chart

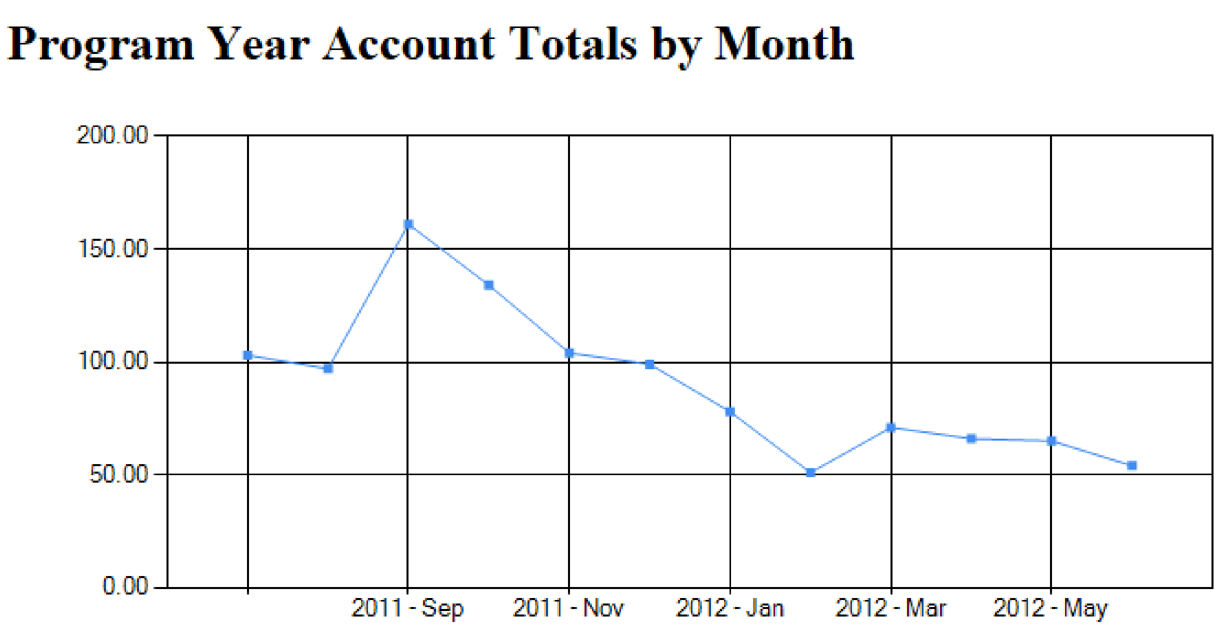


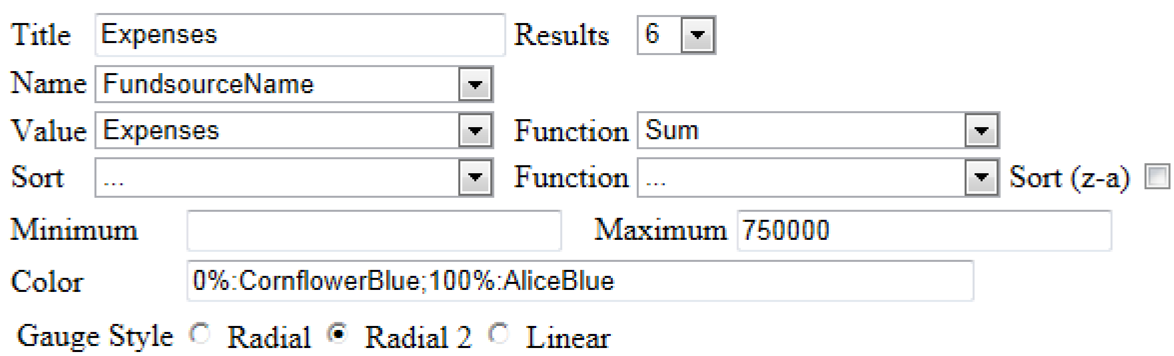
Chart2

This will allow you to create an additional chart on your report. Click on the 'Chart2' tab and choose the type of chart you want to use in your report by using the 'Chart Type' drop down.

Gauge

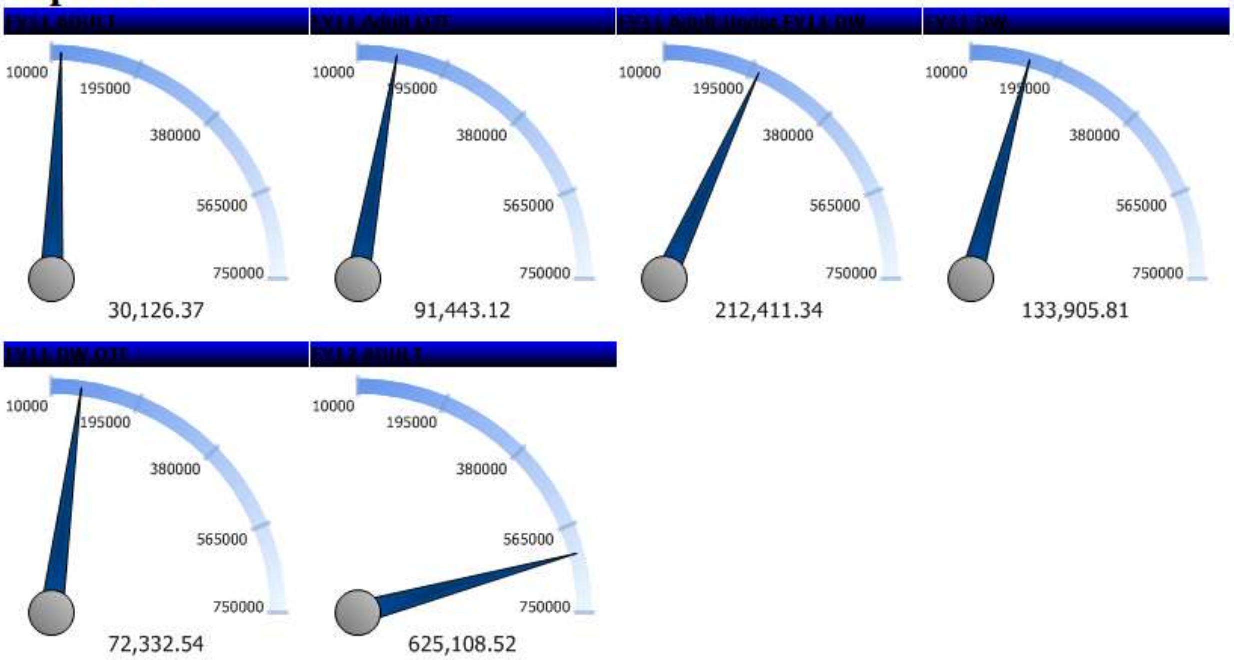
The 'Gauge' tab allows you to create a report that plots data against a speedometer type gauge (radial) or a linear gauge.

In this example, we are plotting the sum of expenses per fund source. Our title is 'Expenses'. Since we are plotting expense by fund source, we use 'FundsourceName' in the name field and 'Expenses' in the value field and use a function of 'Sum' in the Value Function field.



Example Gauge Report showing the sum of expenses by fund source.

Expenses

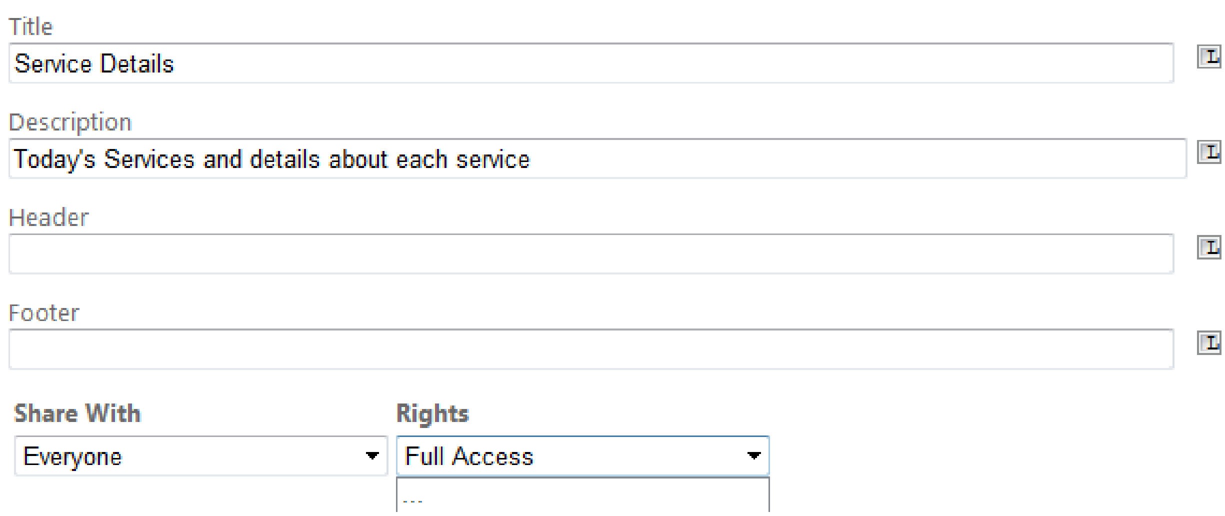

10000
195000
380000
565000
750000
30,126.37
91,443.12
212,411.34
133,905.81
72,332.54
625,108.52

Misc

The ‘Misc” tab allows you to create a report title, description, header and footer. You can also decide if the report should be shared with other users.

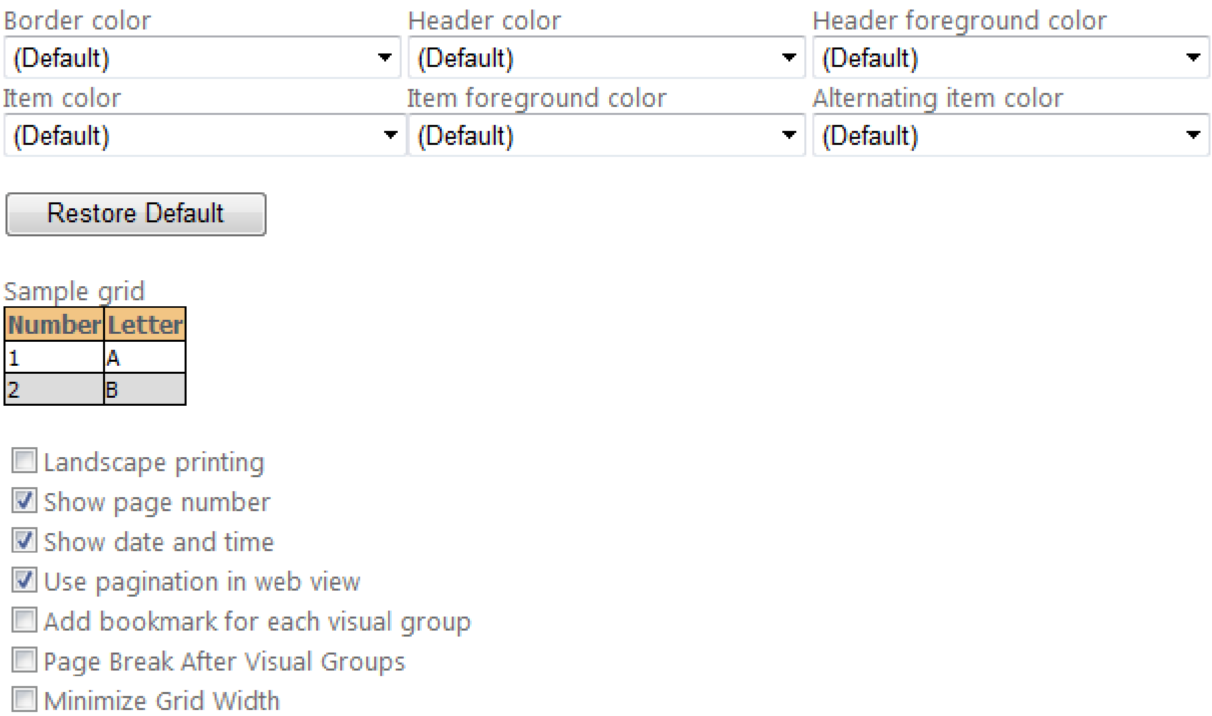
If the report is shared with other users you can choose from the following ‘Rights’:

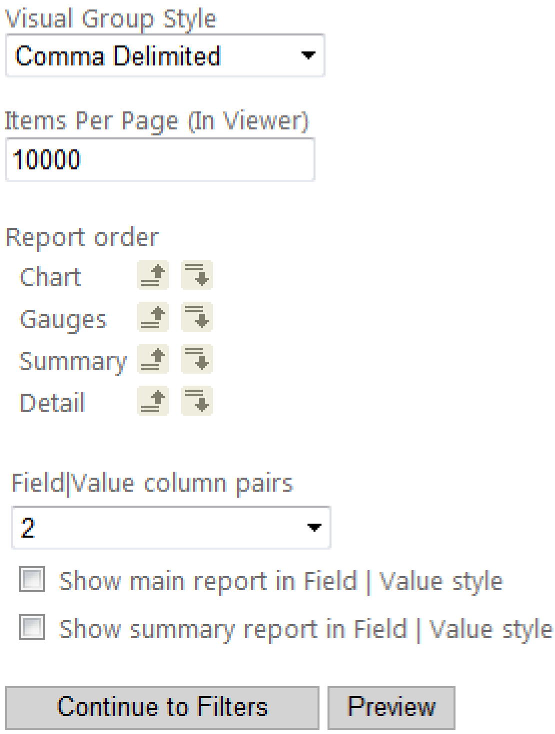
☐ None – other users have no rights to the report
☐ Full Access – users can view the report and make changes
☐ View Only – users can view the report and not make changes
☐ Read Only – only the report owner can make changes.



Style

The style tab allows you to change the look of the report. Use the drop downs to modify the categories of colors seen below. The sample grid will display an example of how the report will look as changes are made. Use the 'Restore Default' button to return the colors to their original setting.





Other Style Properties

Property	Description
'Landscape printing'	Report prints in landscape mode if checked
'Show page number'	Report page numbers are shown if checked
'Show date and time'	Report date and time is shown if checked
'Use pagination in web view'	Report is paged when viewing in browser if checked. Set the records per page in the 'Items per page (in viewer)' field
'Add bookmark for each visual group'	Check this to use bookmarks in PDF exports
'Page Break After Visual Groups'	Check this to have the report use page breaks after visual groups
'Items per page (In Viewer)'	Set the records per page
Report Order	Change the order of the parts of the report by using the up or down arrow icons to order the 'detail', 'summary', 'chart' and 'gauge' sections.

Field|Value column pairs	Sets the field value style
Show main report in Field **|** Value style	Set the report so the detail grid uses field-value style
Show summary report in Field **|** Value style	Set the report so the summary grid uses field-value style

Field – Value style appears as the following instead of a traditional row – column format

Activity Name	Attend Event : Resource Room Services	**Service Date Time**	6/28/2011

Filters

Filters can be used to determine what records are returned in the report.

- ☐ Filter on any field in the report's data sources
- ☐ Use the drop down in the 'Filter Field' column to choose a filter
- ☐ Use the 'Operator' field to choose the type of filter
- ☐ Use the 'Value' field to define the filter
- ☐ Check the 'Blank' check box to include blank values for the 'Filter Field' specified

Filtering by County

This is only applicable for organizations with sub-entities.

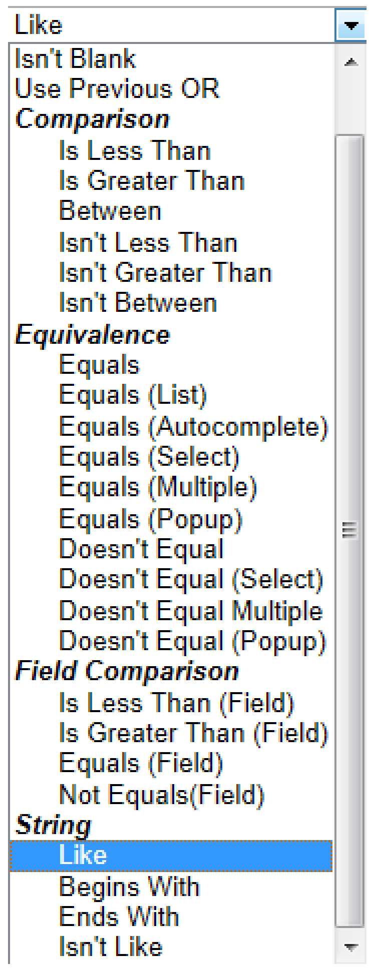
- ☐ **Use the 'Namespace' filter to filter for specific counties**

Managing Filters

Icon	Description
	Use this icon to remove a filter
	Use this icon to add a filter above an existing filter
	Use this icon to add a filter below an existing filter
	Use this icon to move a filter up or down within the list

Filter Operators

There are numerous filter operators based on the type of filter field chosen. Choose the correct operator for the filter you are using.



NOTE: To improve report performance, manually enter value(s) for the Equivalence filter operator "Equals" or "Equals (List)" (a comma separated list of values) instead of using the Equivalence filter operators "Equals (select)", "Equals (Multiple)" or "Equals (Popup)".

For example when searching for accounts by fund source, you could choose the "Equals (List)" operator and type in 'Adult 2012, Dislocated 2012' for the value.

Specific Operators

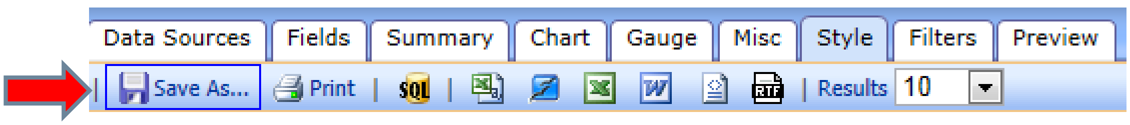
- ‘User Previous OR’ – this operator indicates that the current field uses the same filter on the previous field
- ‘Equals (List)’ – this operator will allow the user to type in a comma separated list of values to check for equivalence.
- ‘Equals (Autocomplete)’ – this operator will allow the user to type in a value and a list of available matching values will be populated.
- ‘Equals (Select)’ – this operator will populate a single select drop down list of values where the available values are items found within the potential result set.
- ‘Equals (Multiple)’ – this operator will populate a multi select drop down list of values where the available values are items found within the potential result set.
- ‘Equals (popup)’ – this operator will allow multiple selection of a list of checkboxes where the available values are items found within the potential result set.
- ‘Field Comparisons’ – use these operators to compare two fields within the report’s data source.
- ‘String’ – with these operators you do not need a wildcard like ‘%’ or ‘?’

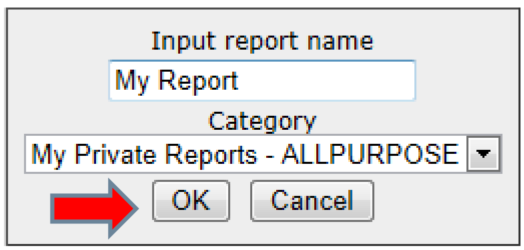
Preview

Click on the ‘Preview’ tab to see how your report will look once it is finished and published to the report list. Using ‘Preview’ is a great way to test all of the settings you have made when designing your report.

Save

Click on the ‘SaveAs’ button to save your new report. Then, choose a name and ‘Category’ (location), and click ok.





Tool Bar

Use the tool bar for the following:

☐ Report List – Navigate back to the report list.

☐ Print

☐ Export (CSV, Open Office, Excel, Word, XML, RTF)

☐ E-mail – if enabled.

APPENDIX A – GROUPING AND COUNTS

Enrollment Report

If you want to get a count of accounts (enrollments) created for a specific time period and a specific group, filter the report for the appropriate time period, group by a specific field like user name (case manager) and do a count on the account id.

For example, if you want to know the number of accounts created by each case manager in the past month:

Datasources

Since we want to know the accounts created, we need to choose the account data source.

Summary

Second, we will want to choose the ‘user name’ field and then a function of ‘Group’ on the ‘user name field’. This will allow a count of accounts created by case manager. In essence, the reporting engine will put all the account records into a group based on the case manager.

Third, we want to know the total of accounts. Therefore, you want to choose a field of ‘AccountId’ and a function of ‘Count’ for the ‘AccountId’. This works by saying for all the accounts grouped for a specific case manager, count all the accounts.

Filters

Finally, since we are only totaling accounts in the past month, we need to filter on the account create date time for a time period of ‘previous month’.