

HRDS

USER MANUAL

Appendix B

Statistical Ad hoc Query

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1. INTRODUCTION

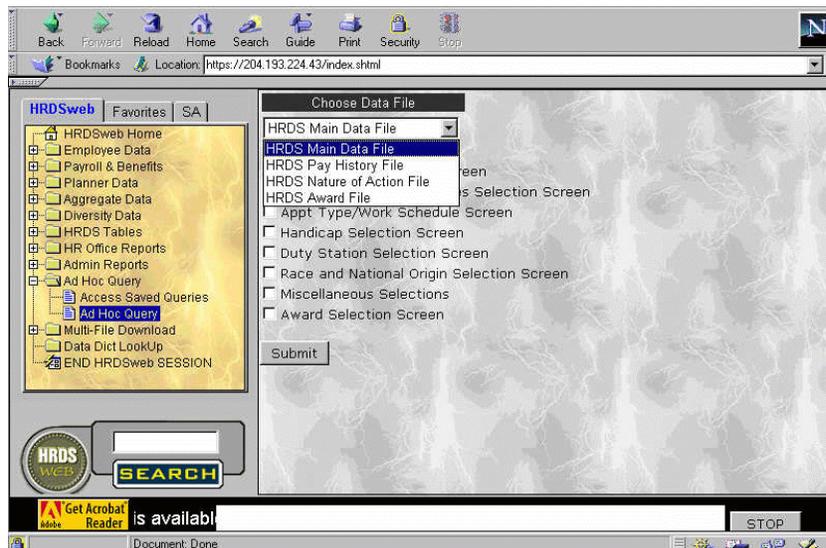
This appendix to the HRDSweb User Manual contains information about the use of the HRDSweb Ad hoc Query reporting tool. The Ad hoc Query allows users to define queries (or statistical reports) that use one or more HRDSweb selection screens to search HRDSweb files for information. The query can be saved for future use. The report or output can then be printed or downloaded for further use.

The entire Ad hoc Query process, which includes record selection, query formatting, and query samples is described in section 2. Section 3 gives information on using saved queries.

2. THE AD HOC QUERY REPORTING TOOL

The Ad hoc Query reporting tool allows users to query all HRDSweb files for statistical information. This may include counts, averages, sums or other statistical information contained in a subset of HRDSweb data base records. Users may specify the type of statistical information desired (record counts, percentages, averages, and sums), the format in which the information is displayed, and the fields to sum and/or average.

The following screen shots show the sequence of a typical query. The Query is accessible using the main HRDSweb menu (see Screen B-1).



Screen B-1. Ad hoc Query Access

Once the Ad hoc Query process is initiated, the user must specify the data required. The overall data file can be selected from the pull down menu (see Screen B-1 for the available files). The user can then select the type of query desired as shown in Screen B-2.

Screen B-2. Selection Options

Depending on the selection criteria requested, the user may see additional screens to further define the organization or other parameters used in the query (see Screen B-3). The user can also specify whether record counts and percentages are desired for the query.

Screen B-3. Organization Selection

Once these general criteria (data files and level of organization) have been determined, the user can specify individual fields to be shown in the query. Pull down menus (see Screen B-4) are available to show a listing of data fields that are available.

Statistical Information
Select the statistical information you would like displayed

Record Counts Percentages

Choose Field to Average
----- NONE -----

Choose Field to Sum
----- NONE -----

Choose 1st Row Category (for level order)
----- NONE -----

Choose 2nd Row Category (for level order)
----- NONE -----

Choose 3rd Row Category (for level order)

Screen B-4. Data Field Selection

Other criteria can be specified as shown in Screen B-5 where level order for the query can be specified. At this point the user may save the query. If the query is saved, it can be retrieved at a later date using the “Access Saved Queries” option on the main menu.

Choose 2nd Row Category (for level order)
----- NONE -----

Choose 3rd Row Category (for level order)
----- NONE -----

Save this Query?

Yes No Query name

Query discription

Submit Reset

Screen B-5. Ordering and Saving a Query

Once the query has been submitted, the query will appear on the screen for viewing and printing.

3. PREVIOUSLY SAVED QUERIES

Previously saved query profiles can be re-executed by the user. Saved queries can be accessed using the “Access Saved Queries” option on the main menu (see Screen B-6).



Screen B-6. Accessing Saved Queries