

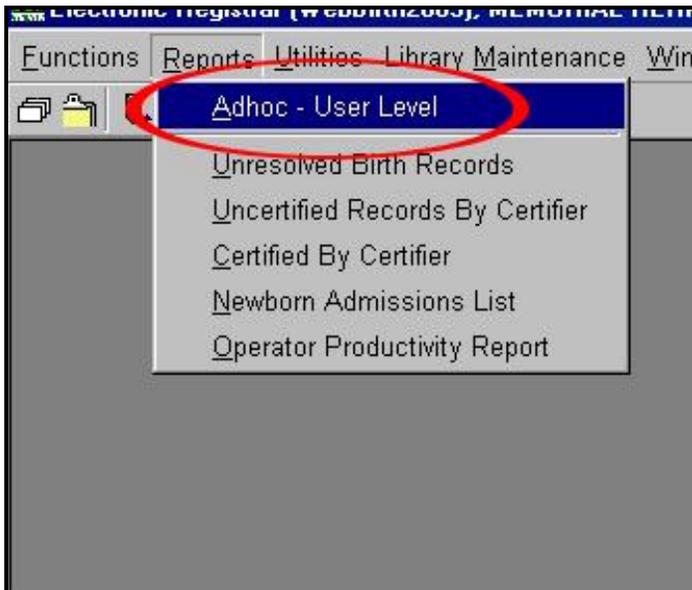
Ad Hoc Reports

These are customizable reports available in TER which allow Local Administrators to define the variables specific to their need.

NOTE: Ad Hoc Reports can only be setup by the State Vital Statistics Unit. Please contact the TER Helpdesk for assistance.

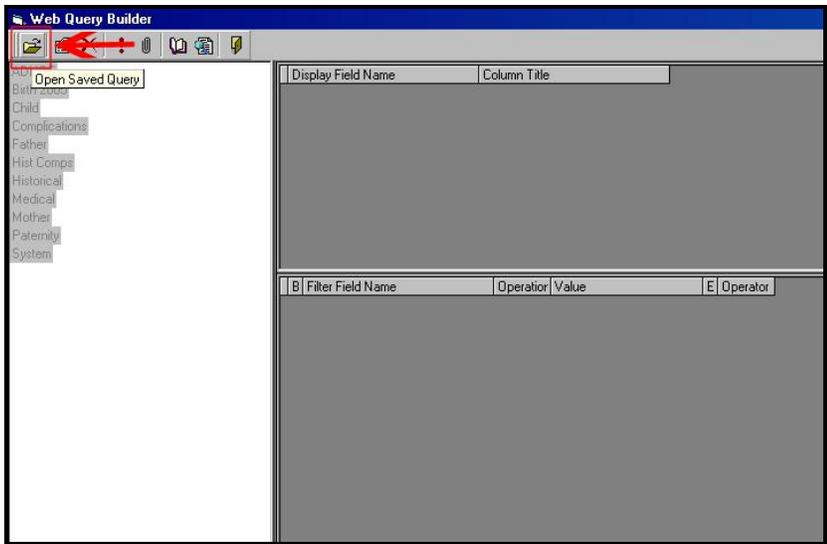
Preparing and Printing an Adhoc Report.

1. Select 'Adhoc – User level' from the 'Report' menu:

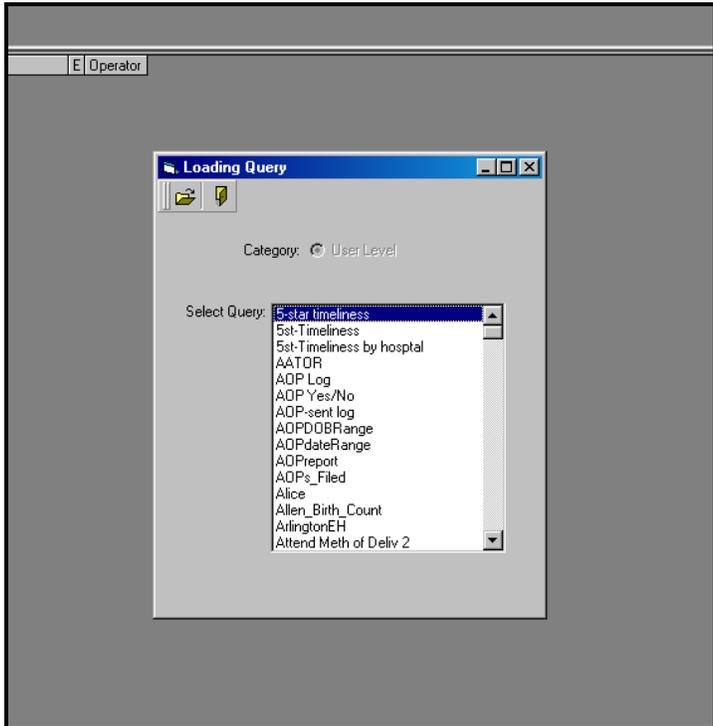


2. Select the 'Open Saved Query' icon:





3. Select the report you would like to run from the list.



4. The top portion of the screen displays the information contained in the report.

The screenshot shows a software interface with two tables. The top table is titled 'Display Field Name' and 'Column Title'. The bottom table is a filter configuration table with columns 'B', 'Filter Field Name', 'Operator', 'Value', 'E', and 'Operator'.

Display Field Name	Column Title
Childs Date of Birth	Childs Date of Birth
Legal Release Date	Legal Release Date
Elapsed Days - CDOB to Legal Re	Elapsed Days - CDOB to Legal Re

B	Filter Field Name	Operator	Value	E	Operator
(Childs Date of Birth	>=	1/1/2010)	AND
(Childs Date of Birth	<=	9/30/2010)	AND
(Legal Release Date	Is Not Ni)	

5. Enter the value in the bottom portion of the screen by clicking the appropriate fields.

In the example below, the first value is the start date of 1/1/2010. The second value is the end date of 9/30/2010. A list of records will be generated that fall within that date range.

Display Field Name	Column Title
Childs Date of Birth	Childs Date of Birth
Legal Release Date	Legal Release Date
Elapsed Days - CDOB to Legal Re	Elapsed Days - CDOB to Legal Re

B	Filter Field Name	Operator	Value	E	Operator
(Childs Date of Birth	>=	1/1/2010)	AND
(Childs Date of Birth	<=	9/30/2010)	AND
(Legal Release Date	Is Not Ni)	

📄 Properties for Filter Field _ □ ×

Begin Group

Filter Field Name:

Operation:

Value:

Operator:

End Group

6. Select the 'Run Report' icon to view the report. 

7. The Report will appear on the screen and will give you the option to print it.

Childs Date of Birth	Legal Release Date	Elapsed Days - CDOB to Legal Release
6/4/2010	6/7/2010	3
6/4/2010	6/7/2010	3
6/5/2010	6/10/2010	5
6/5/2010	6/10/2010	5
6/4/2010	6/7/2010	3
6/4/2010	6/7/2010	3
6/4/2010	6/7/2010	3
6/5/2010	6/7/2010	2
6/6/2010	6/10/2010	4
6/5/2010	6/7/2010	2
6/5/2010	6/7/2010	2
6/4/2010	6/7/2010	3
6/5/2010	6/7/2010	2
6/5/2010	6/10/2010	5
6/5/2010	6/10/2010	5
1/5/2010	1/8/2010	3
1/8/2010	1/12/2010	4
1/8/2010	1/12/2010	4
1/6/2010	1/9/2010	3
1/7/2010	1/11/2010	4
1/7/2010	1/12/2010	5
1/8/2010	1/12/2010	4
1/7/2010	1/12/2010	5
1/8/2010	1/14/2010	6
1/6/2010	1/9/2010	3
1/6/2010	1/9/2010	3
1/6/2010	1/9/2010	3
1/6/2010	1/9/2010	3
1/7/2010	1/11/2010	4
1/7/2010	1/11/2010	4

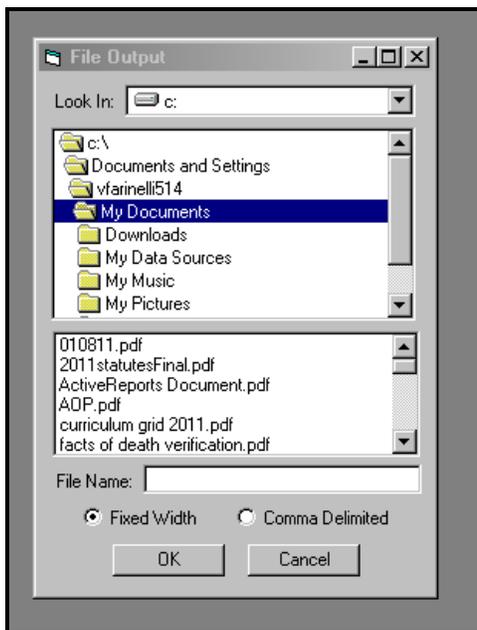
Importing into Excel Spreadsheet

Note: These instructions are written to be compatible with Excel 2007 or greater.

For older versions of Excel, please visit the Microsoft website: <http://office.microsoft.com/en-us/excel-help/>

1. Perform steps 1-5 in the 'Preparing and Printing an Adhoc Report' section
2. Select the "Save to File" icon. 

3. In the 'File Output' window, select the folder you want to save the file to:



4. Name the file in the 'File Name' field and indicate that the file should be saved as a text file (.txt)

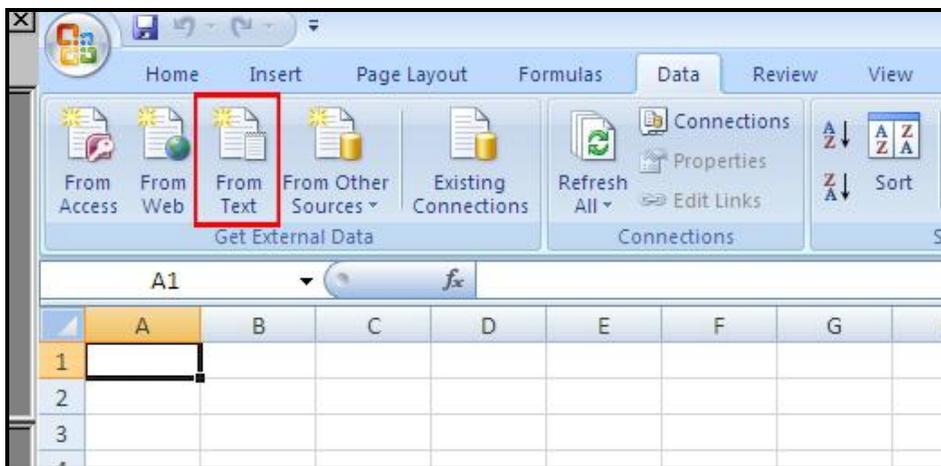


5. Select 'Comma Delimited,' then 'OK'.

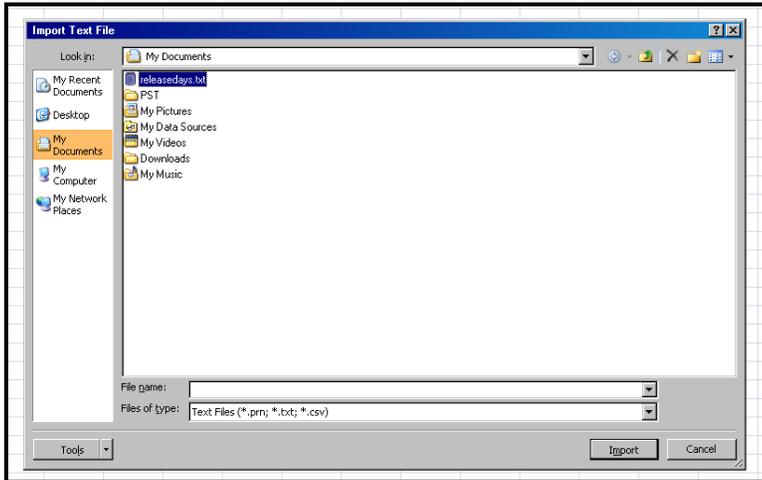


6. Open Microsoft Excel

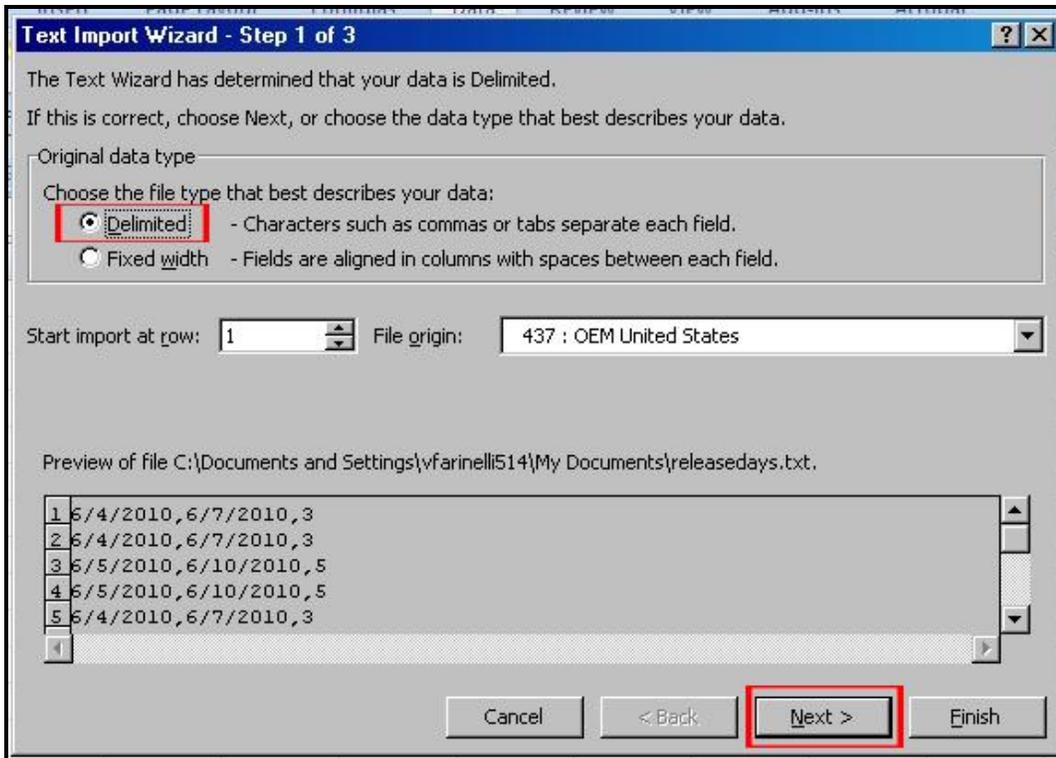
7. Select 'From Text' from one of the 'Get External Data' under the 'Data' menu.



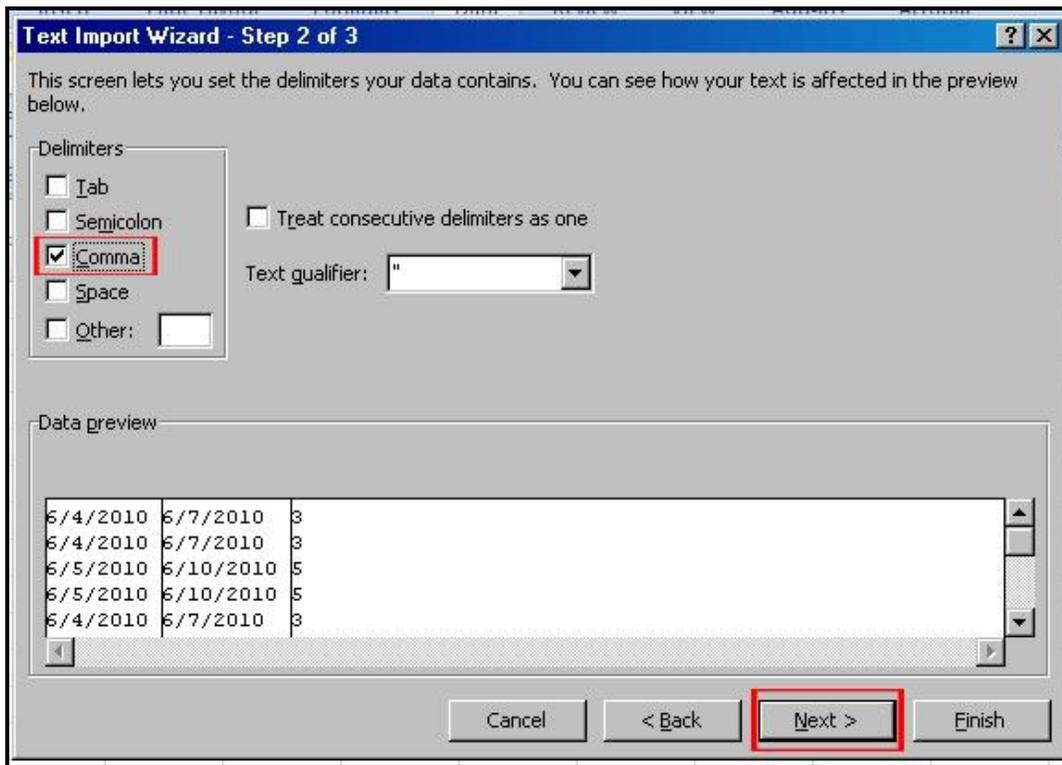
8. Select the file you saved in steps 2-5 of this section.



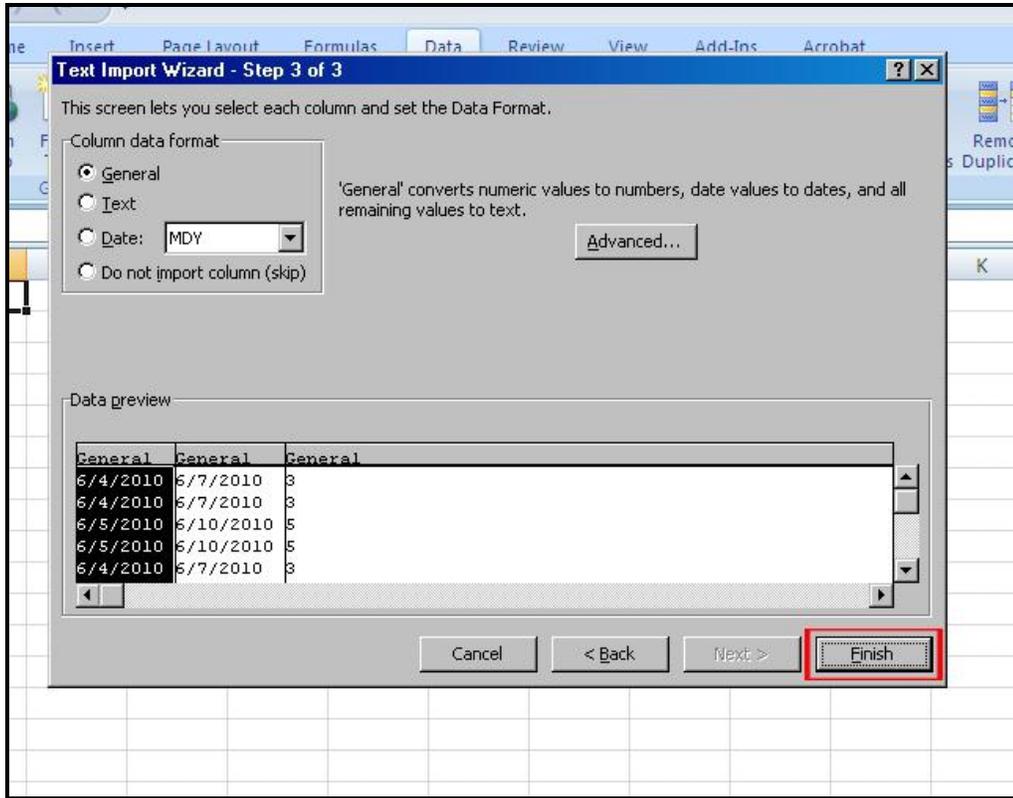
9. Select 'Delimited' then 'Next' for step 1 of the "Text Import Wizard"



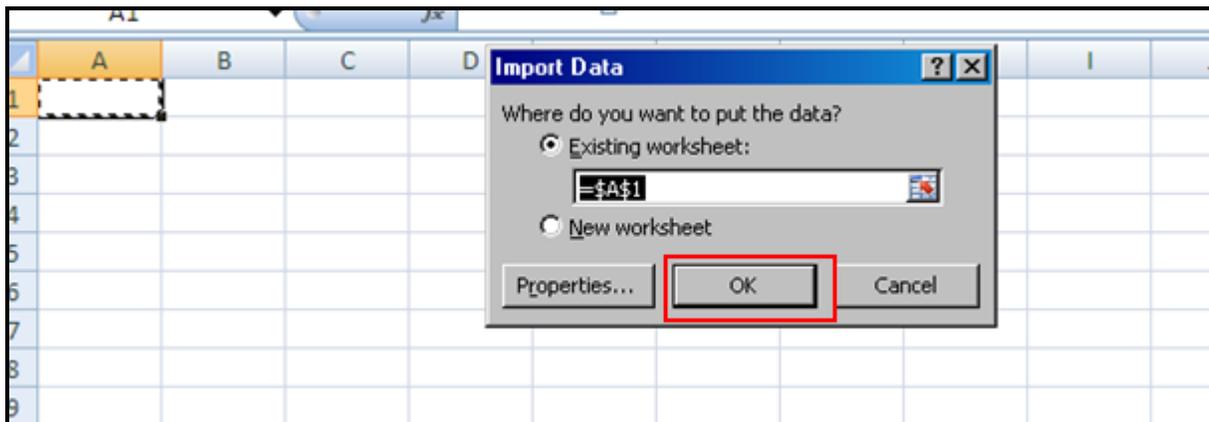
10. Select 'Comma' under the 'Delimiters' section, then next for step 2 'Text Import Wizard'



11. Then select 'Finish' in Step 3 of the "Text Import Wizard"



12. Excel will ask 'Where do you want to put the data?' (i.e. what cell you want it to begin importing to). Select the cell you want to begin at and then ok.



13. OPTIONAL: Once the data is imported, the columns can be renamed.

Clipboard		Font		Alignment	
H9		fx			
	A	B	C	D	
1	Date of Birth	Legal Release Date	Elaspe Days from Child Date of Birth to Legal Release		
2	6/4/2010	6/7/2010	3		
3	6/4/2010	6/7/2010	3		
4	6/5/2010	6/10/2010	5		
5	6/5/2010	6/10/2010	5		
6	6/4/2010	6/7/2010	3		
7	6/4/2010	6/7/2010	3		
8	6/4/2010	6/7/2010	3		
9	6/5/2010	6/7/2010	2		
10	6/6/2010	6/10/2010	4		
11	6/5/2010	6/7/2010	2		
12	6/5/2010	6/7/2010	2		
13	6/4/2010	6/7/2010	3		
14	6/5/2010	6/7/2010	2		
15	6/5/2010	6/10/2010	5		
16	6/5/2010	6/10/2010	5		
17	1/5/2010	1/8/2010	3		
18	1/8/2010	1/12/2010	4		
19	1/8/2010	1/12/2010	4		
20	1/6/2010	1/9/2010	3		
21	1/7/2010	1/11/2010	4		
22	1/7/2010	1/12/2010	5		
23	1/8/2010	1/12/2010	4		
24	1/7/2010	1/12/2010	5		
25	1/8/2010	1/14/2010	6		
26	1/6/2010	1/9/2010	3		
27	1/6/2010	1/9/2010	3		
28	1/6/2010	1/9/2010	3		
29	1/6/2010	1/9/2010	3		
30	1/7/2010	1/11/2010	4		
31	1/7/2010	1/11/2010	4		
32	1/8/2010	1/12/2010	4		



14. OPTIONAL: Sort the data using the 'Sort & Filter Function'

The screenshot shows the Microsoft Excel interface with the 'Sort' dialog box open. The dialog box has a title bar 'Sort' and a 'My data has headers' checkbox which is checked. It contains a table with three columns: 'Column', 'Sort On', and 'Order'. The 'Sort by' dropdown is open, showing a list of options: 'Date of Birth', 'Legal Release Date', and 'Elaspe Days from Child Date of Birth to Legal Release'. The 'Sort On' dropdown is set to 'Values' and the 'Order' dropdown is set to 'A to Z'. The background shows a data table with columns for dates and numbers.

Column	Sort On	Order
Sort by	Values	A to Z

1	Date of			
2	6/4/20			
3	6/4/20			
4	6/5/20			
5	6/5/20			
6	6/4/20			
7	6/4/20			
8	6/4/20			
9	6/5/20			
10	6/6/20			
11	6/5/2010	6/7/2010	2	
12	6/5/2010	6/7/2010	2	
13	6/4/2010	6/7/2010	3	
14	6/5/2010	6/7/2010	2	