

# Report Writing Using Report Studio for Data Warehouse

## Workshop 2: Modify a List Report

### Purpose:

Your Director thinks that if Voluntary Agency staff submit their FASPs to the Local Districts 10 days before the FASP Due Date, the FASPs are more likely to be approved on time. Modify the report you created in Workshop 1 to set a Due Date for Voluntary Agencies that corresponds to 10 days prior to the FASP Due Date. Finally, add a prompt to allow the Director to run the report for any staff member, if she wants.

Task	Where to Work	Hints
1. Modify the list report "OCFS DW – Workshop 1"		My Folders
2. Rename the description for the count you created in Workshop 1 to "# FASPs" and right-align the text.	Work area Properties pane Toolbar	Locate the count you added to the report in the first Workshop, and highlight the "<Worker ID>" text <u>underneath</u> the Worker ID column that corresponds to the count. (Do not highlight the Worker ID column.) <ul style="list-style-type: none"> <li>• Text → # FASPs</li> <li>• Container Alignment → Align Middle Right</li> <li>• Font → Bold</li> </ul>
3. Add a calculation as a new column at the end of the report, which equals the FASP DUE DATE minus 10 days.	Insertable Objects Toolbox tab	Calculation <ul style="list-style-type: none"> <li>• Name: AGENCY DUE DATE</li> <li>• Detail calculation</li> <li>• Functions → Business Date/Time Functions</li> <li>• <code>_add_days ([FASP_DUE_DT] , -10)</code></li> <li>• Validate</li> </ul>
4. Test the report to see if the new calculation is correct.	Toolbar	Run the report. [Jot down some Worker IDs, so you can use them to test the final version of this report.]
5. Add a prompt page to the report for Worker ID.	Work area Toolbar Properties pane	Highlight WORKER ID Build Prompt Page button Change the following properties for the prompt <ul style="list-style-type: none"> <li>• Range=No</li> </ul>
6. Make the prompt you created optional.	Prompt Page	[When you created the prompt page, Report Studio added a new filter to your report. Use the filter button to locate the new filter – should be at the bottom of the filter list -- and make it optional.] Filter button <ul style="list-style-type: none"> <li>• Usage=Optional</li> </ul>

7. Change the lead-in text for the prompt to: "Please enter a Worker ID. (Leave blank to run for all.)"	Prompt Page	Double-click on "WORKER ID" text above prompt to modify
8. Create an overall header for the report, where you will display the last date that data in the Data Warehouse was updated.	Report Page Toolbar	Switch back to the Report Page List Headers & Footers button <ul style="list-style-type: none"> <li>• Add check mark for Overall header</li> <li>• Leave check mark for WORKER ID</li> </ul>
9. Change the overall header "Summary" text to "Data as of Date:" and add a calculation next to it that corresponds to the most recent (e.g., maximum) FULL SQL DATE for the report.	Work area Toolbox tab	Double-click on the word "Summary" Calculation <ul style="list-style-type: none"> <li>• Name: Data as of Date</li> <li>• Detail calculation</li> <li>• Maximum ([Current Worker FASP Detail].[DM_AS_OF_DATE_D].[FULL SQL DATE] for Report)</li> <li>• Validate</li> </ul>
10. Add a title to the report and format as desired.	Work area	Title <ul style="list-style-type: none"> <li>• "In Process and Pending FASPs by Worker"</li> </ul>
11. Run and save the report.	Toolbar	Run the report. You should be able to run the report with or without entering a Worker ID. Save as "OCFS DW – Workshop 2"
12. <b>Time permitting:</b> Consolidate CASE ID and CASE NAME into one report column.	Toolbar Work area Insertable Objects Toolbox tab	<ul style="list-style-type: none"> <li>• Unlock the report</li> <li>• Move CASE NAME into the same cell as CASE ID</li> <li>• Add a text item with spaces and a hyphen to separate CASE ID and CASE NAME</li> <li>• Delete the empty column for CASE NAME</li> <li>• Lock the report</li> </ul>

**Results:** (Note: The screenshot below does not include real data.)

### In Process and Pending FASPs by Worker

WORKER ID	CASE ID	CASE NAME	STAGE ID	FASP_TYPE_CD	FASP_DUE_DT	FASP_STATUS_CD	AGENCY DUE DATE
Data as of: July 31, 2006							
12345	33333333	Delta, Michael	23000003	REA	Jul 14, 2006	PEND	Jul 4, 2006
	66666666	Golf, Mary	23000006	CMP	Aug 3, 2006	PROC	Jul 24, 2006
	00000000	Alpha, Linda	23000000	REA	Aug 16, 2006	PEND	Aug 6, 2006
				# FASPs	3		
12346	88888888	India, Elizabeth	23000008	INI	Jul 7, 2006	PEND	Jun 27, 2006
	22222222	Charlie, Christopher	23000002	CMP	Jul 25, 2006	PROC	Jul 15, 2006
	99999999	Juliet, Joseph	23000009	CMP	Aug 3, 2006	PROC	Jul 24, 2006
	55555555	Foxtrot, Kevin	23000005	REA	Aug 9, 2006	PROC	Jul 30, 2006
	44444444	Echo, Susan	23000004	REA	Aug 22, 2006	PROC	Aug 12, 2006
	77777777	Hotel, Christopher	23000007	REA	Sep 6, 2006	PROC	Aug 27, 2006
				# FASPs	6		
12347	11111111	Beach, Jodi	23000001	REA	Sep 1, 2006	PROC	Jul 22, 2006
				# FASPs	1		