

# Data Viewer

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# Data Viewer

**PATH:** *Ad Hoc Reporting > Data Viewer*

The Data Viewer is a user-friendly report building tool which allows users to drag and drop fields into a real-time view of the report as it is being built.

This article contains the following topics:

- [Creating a New Report](#)
- [Generating a Report](#)
- [Applying an Ad hoc Filter to an Existing Report](#)
- [Editing an Existing Report](#)
- [Copying a Report](#)
- [Deleting a Report](#)
- [Creating a Folder](#)
- [Editing Existing Folders](#)
- [Adding/Removing Reports into Folders](#)
- [Operator Options and Rules](#)

## KNOWLEDGE BASE - DATA VIEWER

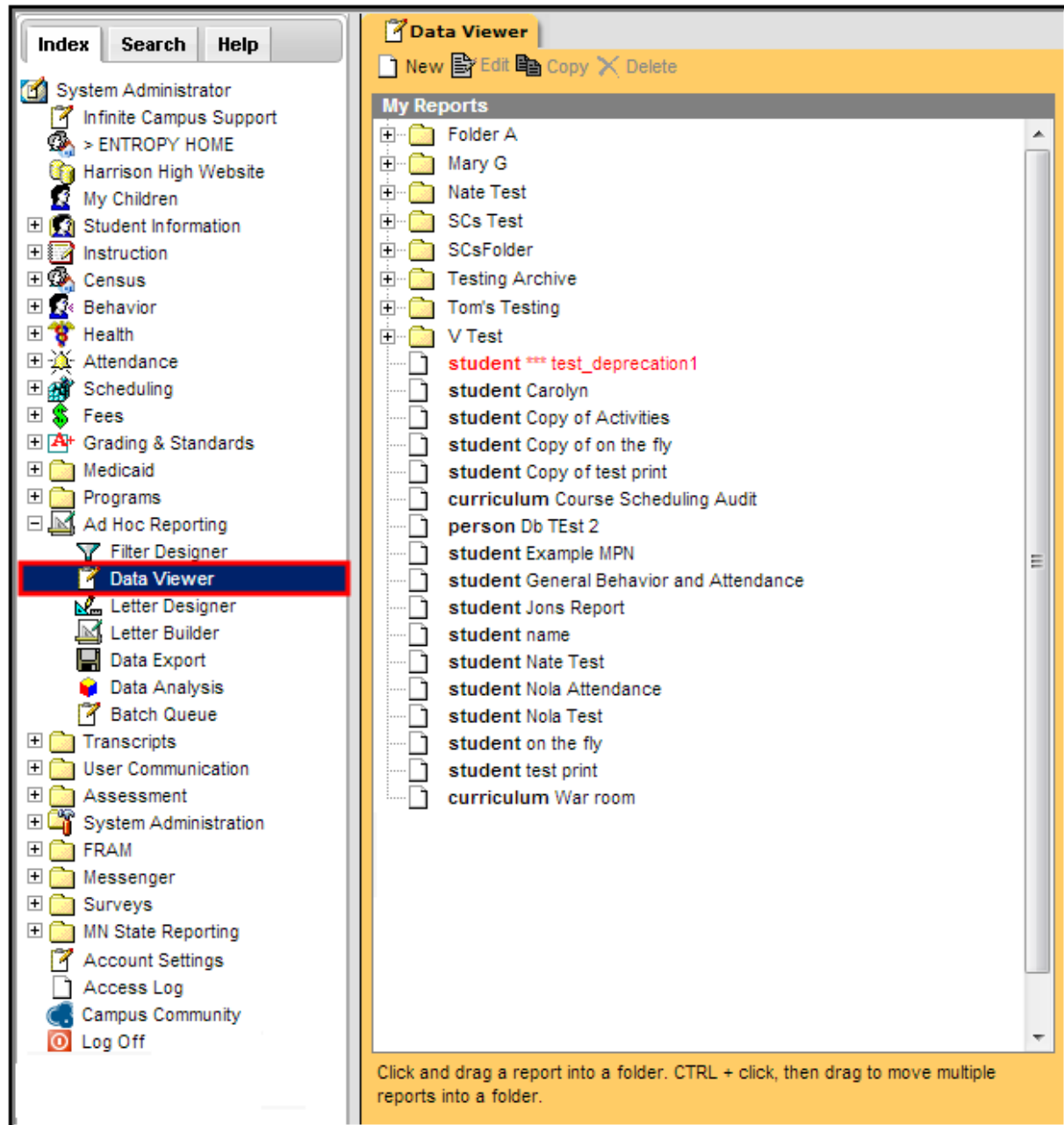


Image 1: Data Viewer Tool

## Creating a New Report



To create a new report, select the **New** button. The Data Viewer - New Item editor will appear (see Image 2).

## KNOWLEDGE BASE - DATA VIEWER

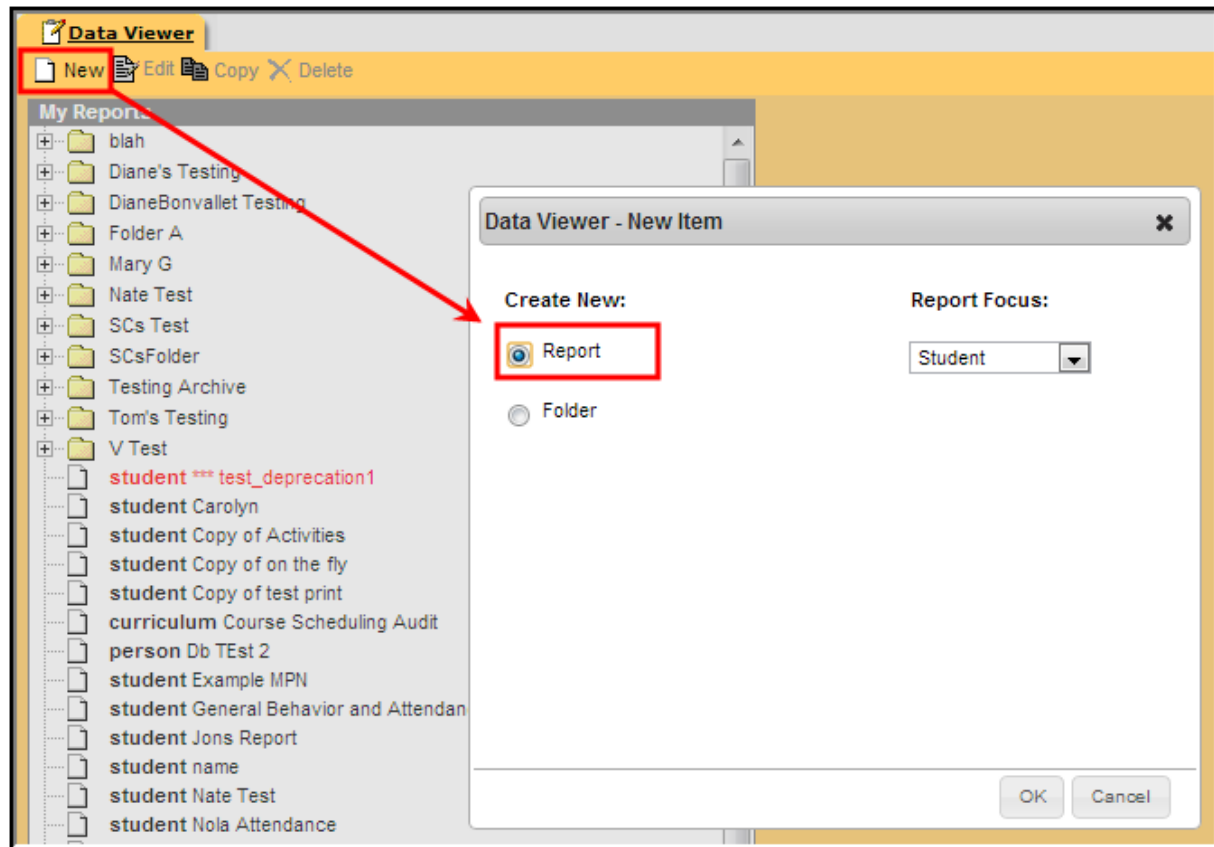


Image 2: Creating a New Report

Select the **Report** radio button and choose the **Report Focus**. The report focus determines which fields are made available when building the report and helps you understand which data is being reported for fields which may be shared between staff and students. Users can select a Report Focus of Student, Census/Staff or Course/Section.

Once Report and Report Focus have been selected, hit the **OK** button.



## KNOWLEDGE BASE - DATA VIEWER

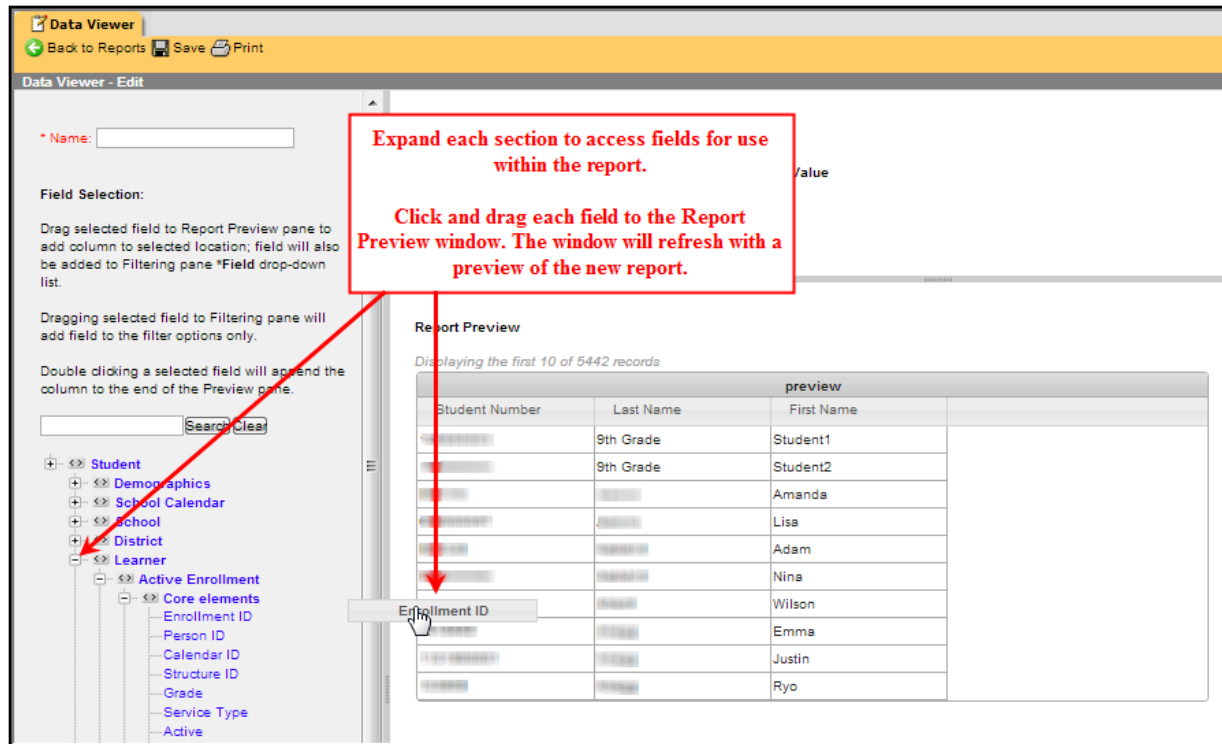


Image 3: Adding Fields to the Report

Select fields from the Field Selection area on the left and drag and drop them into the Report Preview window. You can double-click a field to append it to the right-most column of the Report Preview. The Report Preview will refresh each time a field is added to show a real-time view of how the report will look as well as the first ten records of reported data (see Image 3).

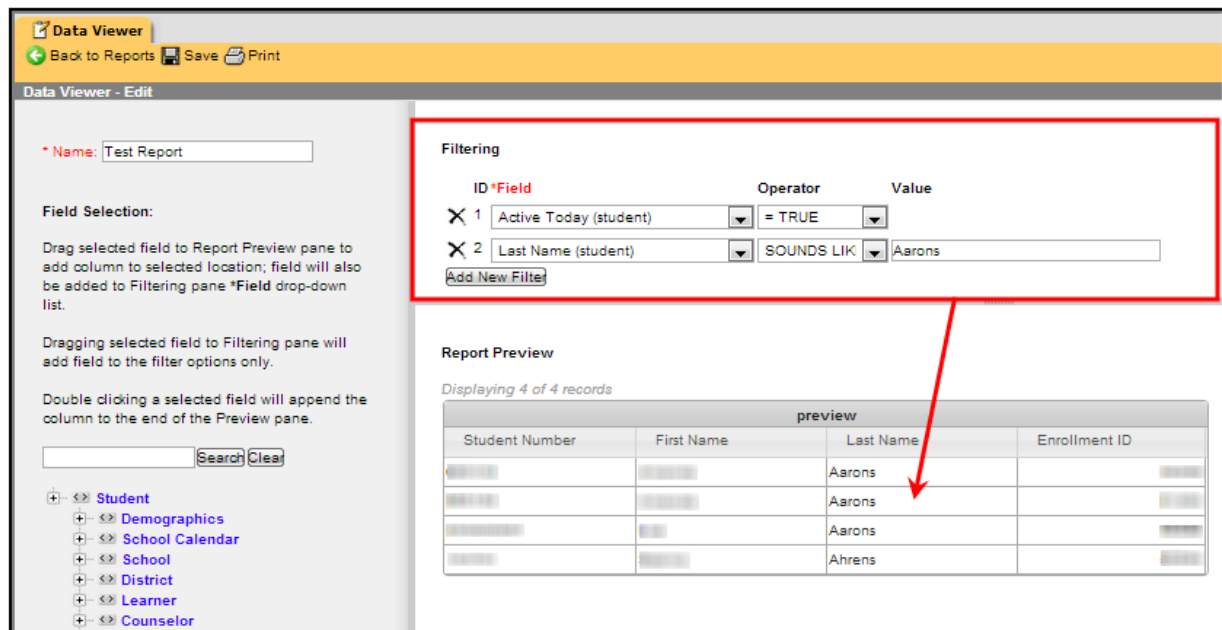


Image 4: Filtering Report Data

## KNOWLEDGE BASE - DATA VIEWER

Report data can be filtered using the Filtering editor (Image 4). This editor allows you to apply operators to fields added to the Report Preview.

Fields can be added to the Filtering editor by selecting the **Add New Filter** button or by dragging and dropping the field from the Field Selection section to the Filtering editor (see Image 5).

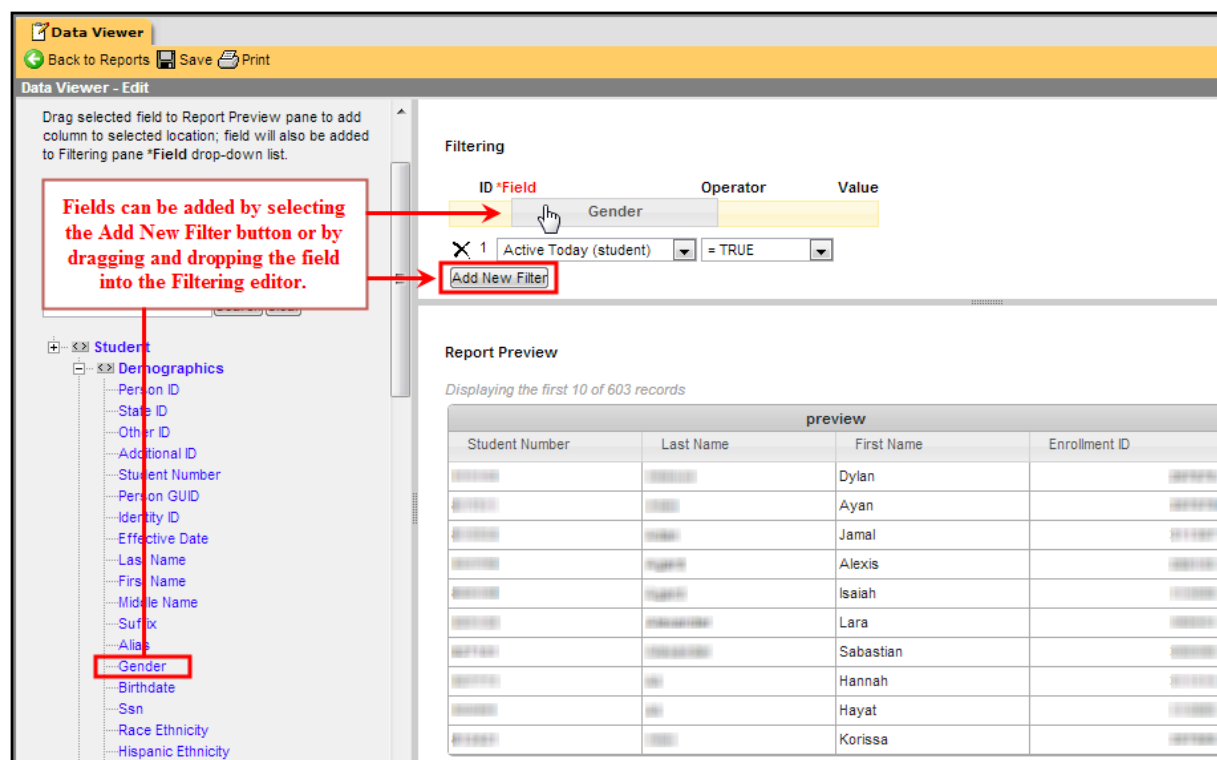


Image 5: Adding Fields to the Filtering Editor

See the [Operator Options and Rules](#) section for more information about each available operator.

In the example above (Image 4), data is being filtered to only report students who are currently active (Active Today = TRUE) and have a last name which sounds like Aarons (Last Name SOUNDS LIKE Aarons). The Report Preview window will display.

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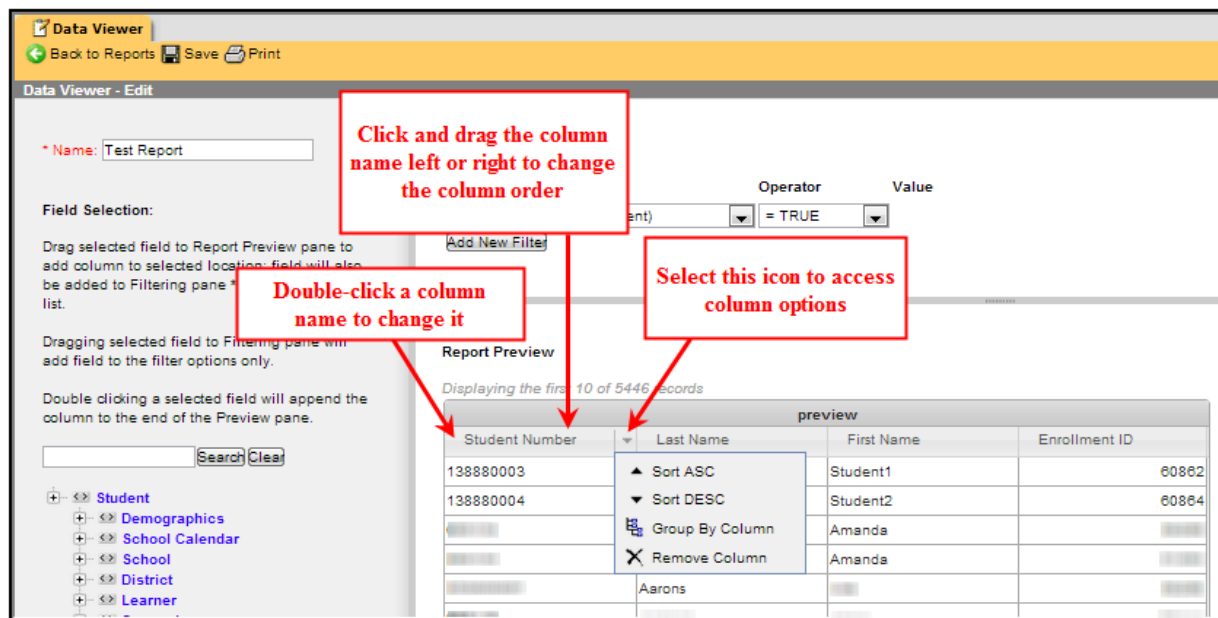


Image 6: Sorting and Modifying Column Names/Order

You can change a column's name by double-clicking the column name box. You can also rearrange the column order by clicking on a column name and dragging the column left or right (see Image 6).

To access column options such as sort order, grouping and deleting the column, select the small triangle to the right of the column name (see Image 6).

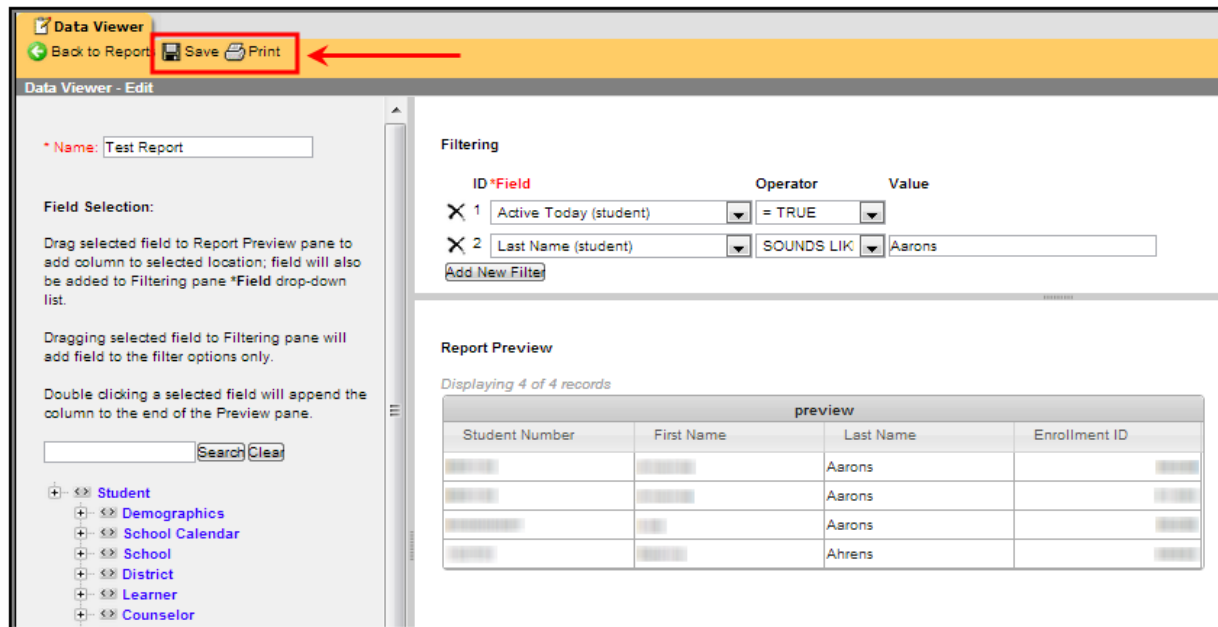


Image 7: Saving and/or Printing the Report

Once the Name has been entered, all fields have been added to the Report Preview and any Filtering options have been defined, save the report by selecting the **Save** icon.

To generate the report, click the **Print** button. The report will appear in PDF format (see Image 8 for an example of the printed version of the report created in Image 7).



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 Selecting the Print button will also save the report.


		<b>Test Report Report</b> Print field name only Total Records: 4	
Generated on 03/14/2013 10:49:32 AM Page 1 of 1			
Student Number	First Name	Last Name	Enrollment ID
1001100	Aaron	Aarons	1001100
1001100	Aaron	Aarons	1001100
1001100	Aaron	Aarons	1001100
1001100	Aaron	Aarons	1001100

Image 8: Example of a Printed Report

## Generating a Report



To generate a report, select the report from the My Reports window and select the Generate Report button (see Image 9).

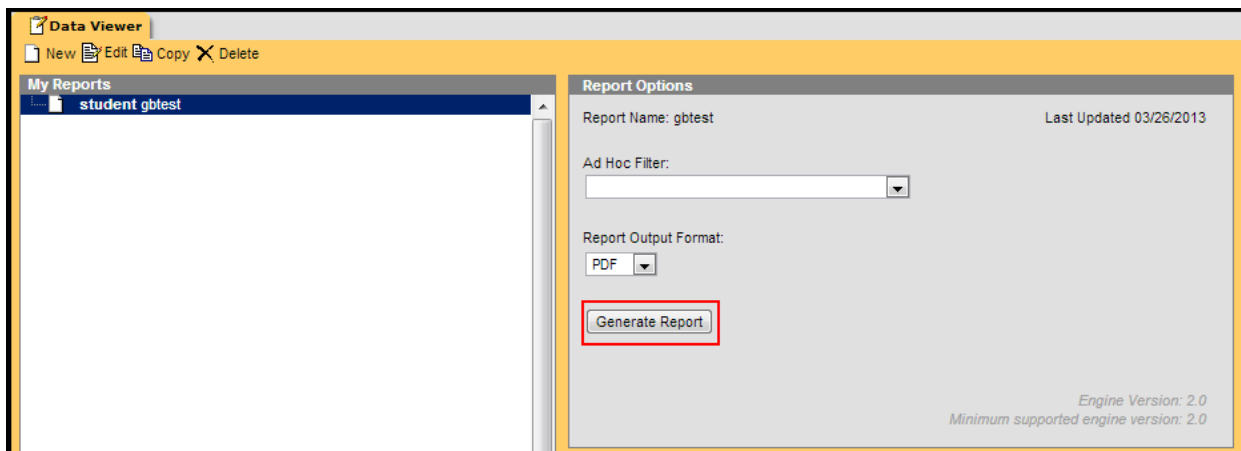


Image 9: Generating a Report

## Applying an Ad hoc Filter to an Existing Report

An Ad hoc filter can be applied to an existing report to further filter report data. To apply a filter, select the report from the My Reports window and select the filter from the **Ad Hoc Filter** dropdown list (see Image 10).

## KNOWLEDGE BASE - DATA VIEWER

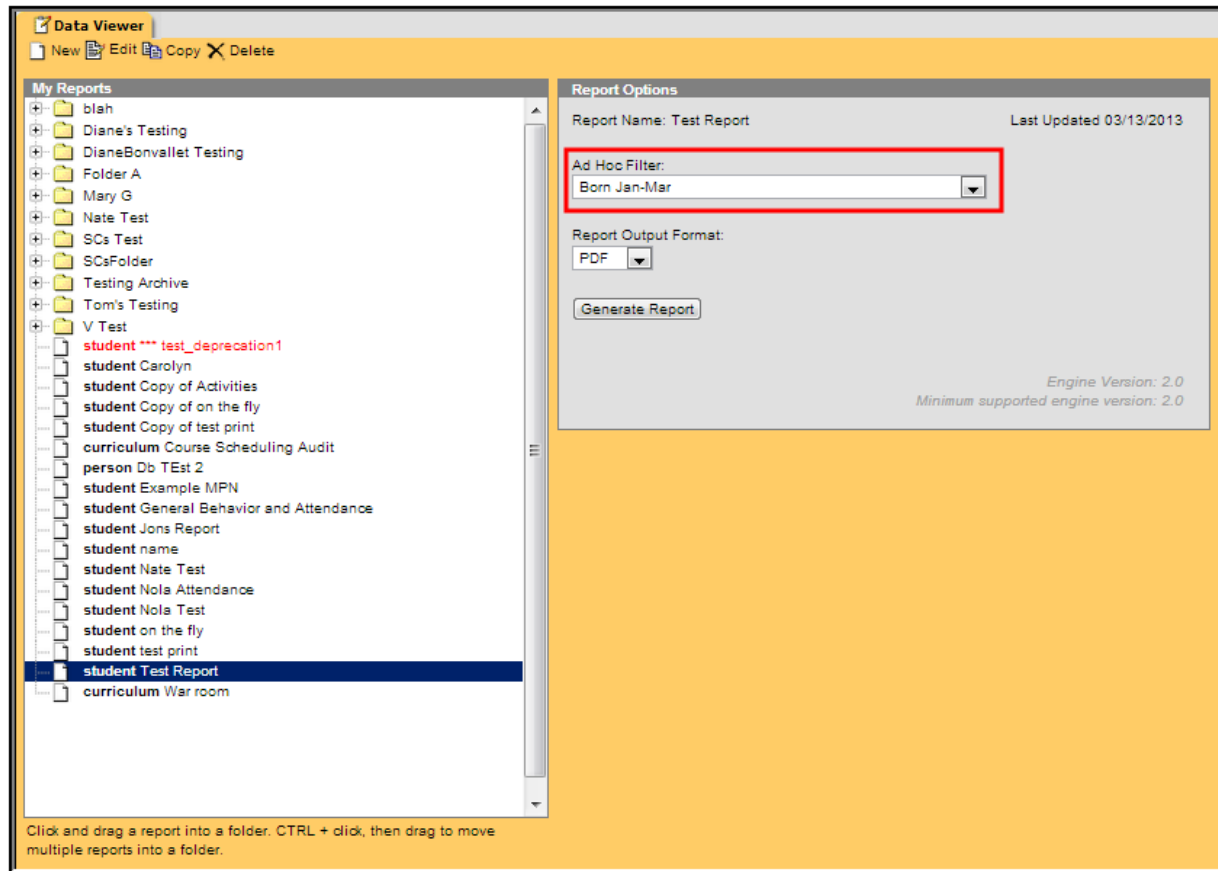


Image 10: Using an Ad Hoc Filter with an Existing Report

To apply a filter:

1. Select a report from the My Reports window.
2. Select a filter from the **Ad Hoc Filter** dropdown list. Filters are created using the Filter Designer tool.
3. Select the **Report Output Format**. Options include PDF (default), HTML or CSV.
4. Click the **Generate Report** button. The report will appear in the designated format with data filtered based on the filter selected.

## Editing an Existing Report



To edit an existing report, select the report from the My Reports window and click the **Edit** button (see Image 11).

## KNOWLEDGE BASE - DATA VIEWER

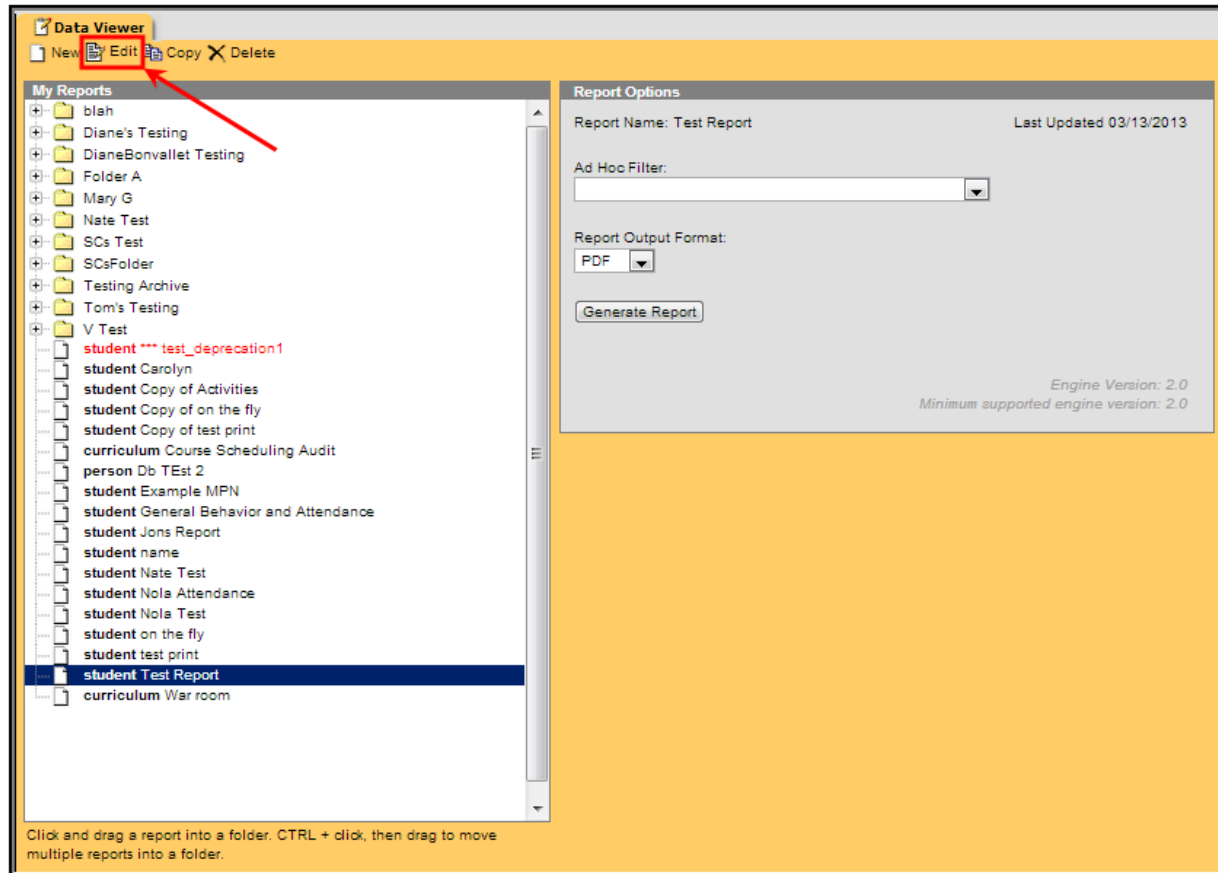


Image 11: Editing a Report

## Copying a Report

To copy an existing report, select the report from the My Reports window and click the **Copy** button (see Image 12).

## KNOWLEDGE BASE - DATA VIEWER

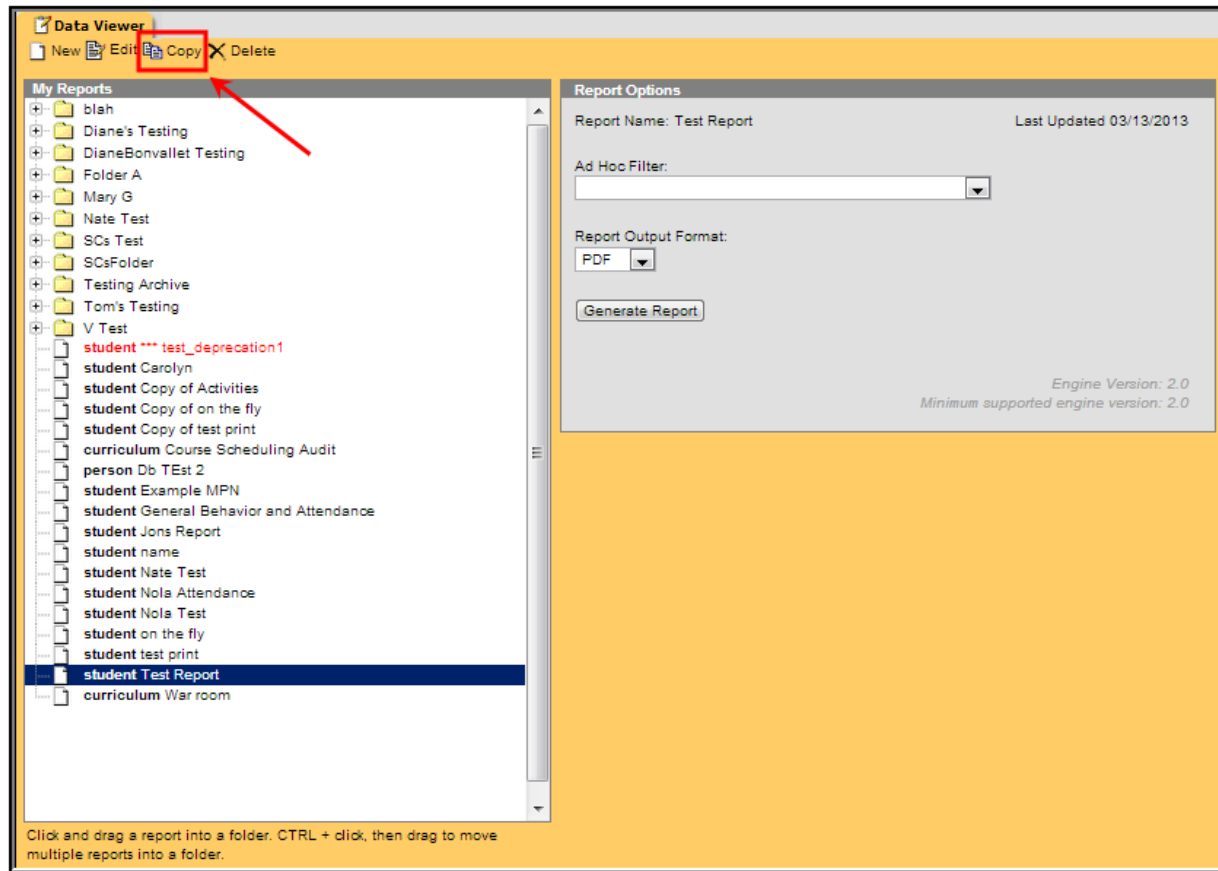


Image 12: Copying a Report

The copied report will appear within the My Reports window prefixed by the words "Copy of". In the example below (Image 13), Test Report was copied and created Copy of Test Report.

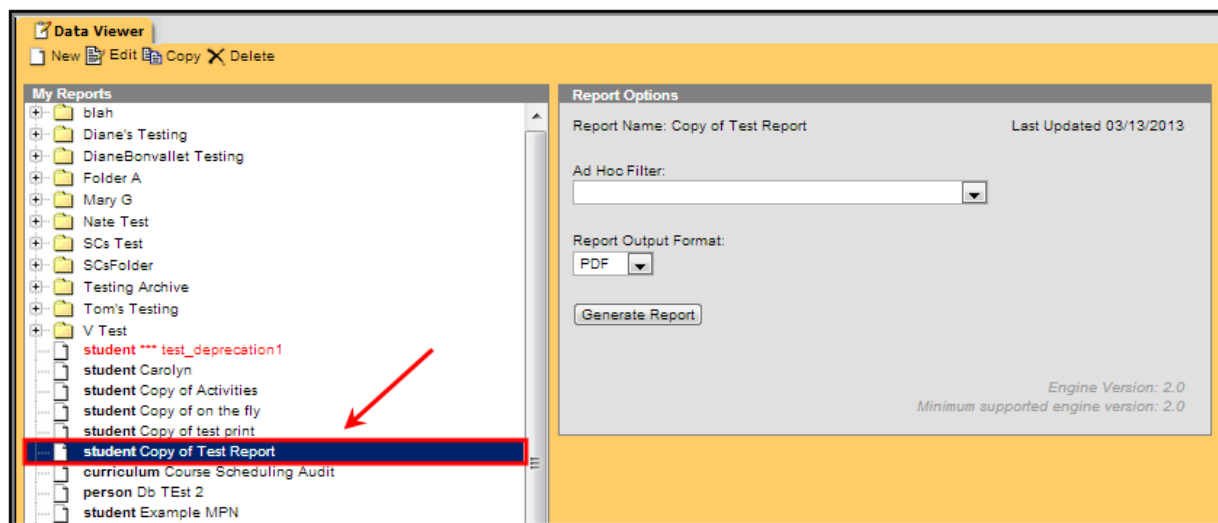


Image 13: Example of a Copied Report

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## Deleting a Report

To delete a report, select the report from the My Reports window and select the **Delete** button (see Image 14).

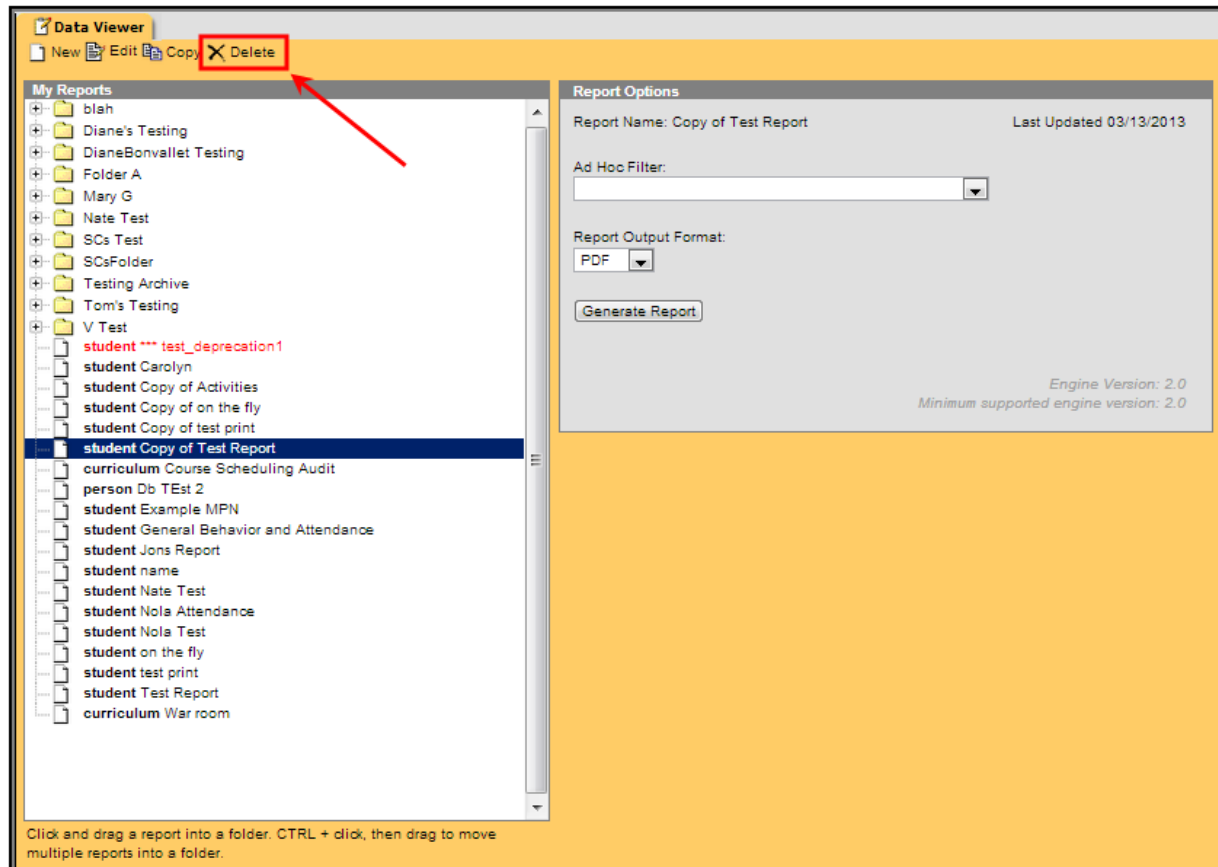


Image 14: Deleting a Report

## Creating a Folder

Reports can be organized into folders, allowing for easier access to related reports as well as providing important report context.

## KNOWLEDGE BASE - DATA VIEWER

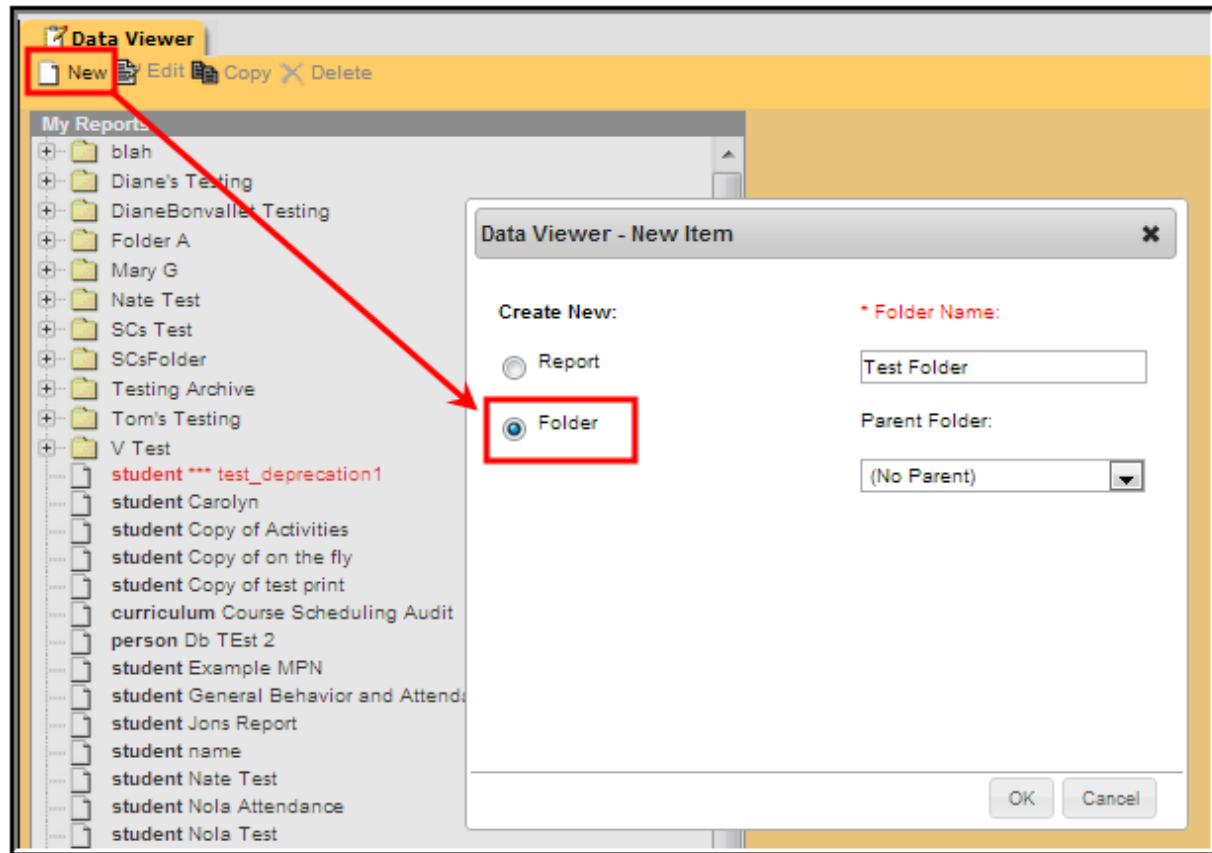


Image 15: Creating a New Folder

To create a report folder:

1. Select the **New** icon. The Data Viewer - New Item editor will appear (see Image 15).
2. Click the **Folder** radio button.
3. Enter the **Folder Name**.
4. Select the **Parent Folder** (if necessary). This option allows you to decide if the folder should be separate from all other folders (No Parent) or live within an existing folder.
5. Select the **OK** button. The folder will be added to the My Reports window or within the selected Parent Folder (see Image 16).

## KNOWLEDGE BASE - DATA VIEWER

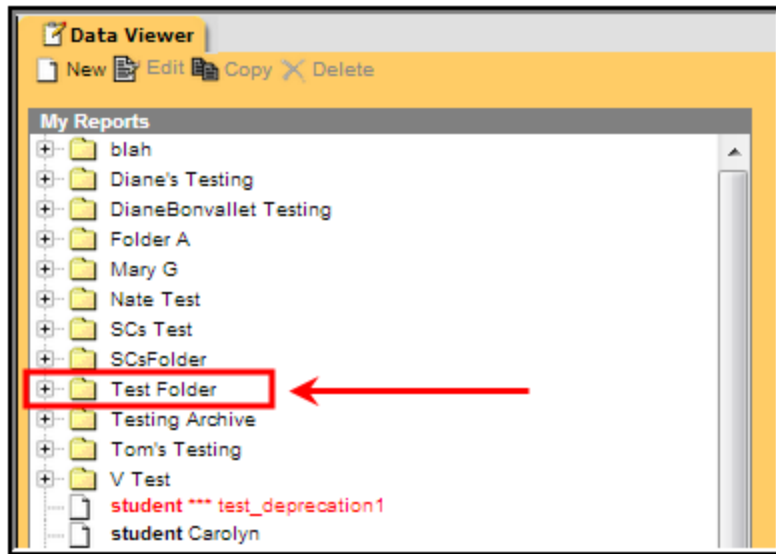


Image 16: New Created Folder

## Editing Existing Folders

To edit a folder, select the folder from the My Reports window and select the **Edit** button (see Image 17). Select a new **Parent Folder** and/or enter a new **Folder Name** and select the **Save** icon.

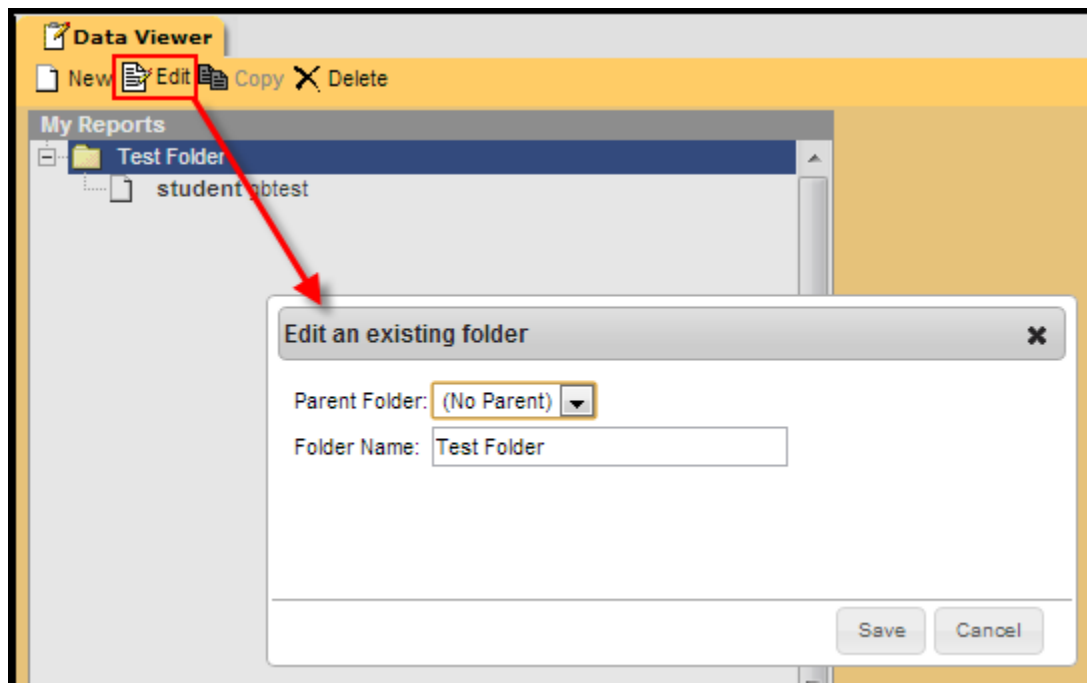


Image 17: Editing an Existing Folder

## Adding/Removing Reports into Folders

Reports can be moved in and out of folders by clicking and dragging the report into the folder (Image 18) or dragged out of folder (Image 19). The folder receiving the moving report will highlight in yellow (Image 19).

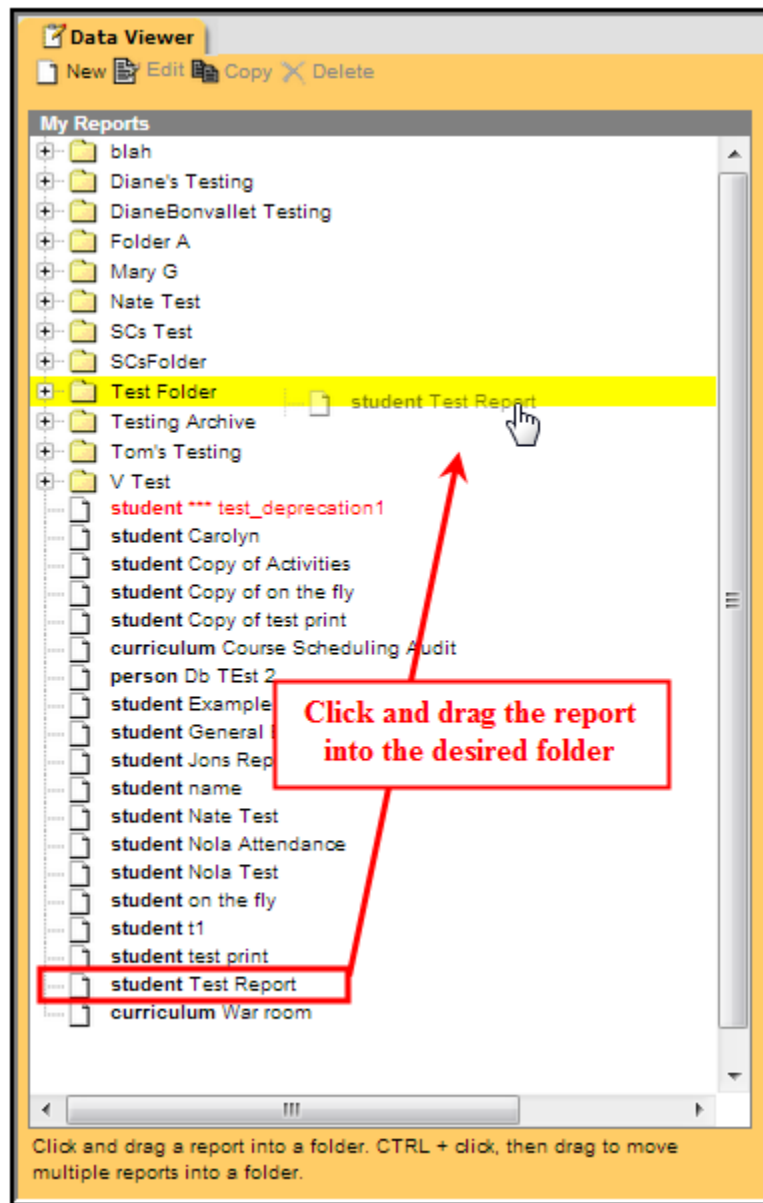


Image 18: Example of a Report Being Moved into a Folder

To remove a report from living within a folder, click and drag the report name to the bottom of the My Reports window. The area displaying reports not within folders will highlight in yellow (Image 19).



## KNOWLEDGE BASE - DATA VIEWER

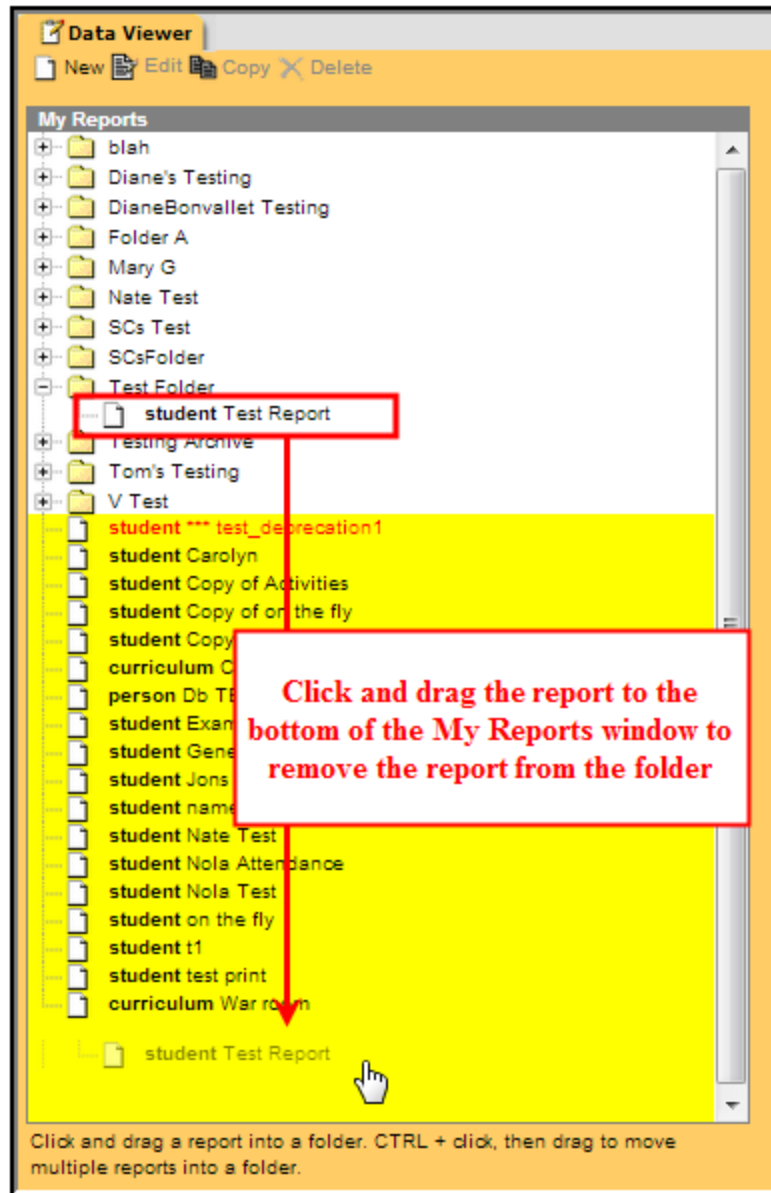




Image 19: Example of a Report Being Moved Out of a Folder

## Operator Options and Rules

The following table describes each available operator:

Operator	Results	Example
= (Equals)	Returns exact match of value.	student.grade=3
		Only students in grade 3 are returned.

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<b>&lt; &gt;</b> (Does not equal)	Returns results not equal to the value.	<p>student.gender &lt; &gt; M</p> <p>Students who have a Gender = F on the <a href="#">Demographics tab</a> or who do not have a value entered in the Grade field are returned.</p> <p>This operator allows NULL values.</p>
<b>&gt;</b> (Greater than)	Returns results that are greater than the entered numeric value.	<p>student.age &gt; 16</p> <p>All students older than 16 years of age are returned.</p>
<b>&gt; =</b> (Greater than or equal to)	Returns results that are greater than or equal to the entered numeric value.	<p>student.age &gt;= 16</p> <p>All students 16 years of age and older are returned.</p>
<b>&lt;</b> (Less than)	Returns results that are less than the entered value.	<p>student.age &lt; 16</p> <p>All students under the age of 16 are returned.</p>
<b>&lt; =</b> (Less than or equal to)	Returns results that are less than or equal to the entered numeric value.	<p>student.age &lt;= 16</p> <p>All students 16 years of age and younger are returned.</p>
<b>IN</b>	Includes value.	<p>student.grade IN 9,10</p> <p>All students in 9th and 10 grade are returned.</p> <div>  When using this format, do not put spaces after the comma </div>
<b>NOT IN</b>	Excludes value.	<p>student.grade NOT IN 11,12</p> <p>All students not in 11th or 12th grade are returned.</p> <p>This operator allows NULL values.</p> <div>  When using this format, do not put spaces after the comma </div>
<b>BETWEEN</b>	<p>Filters data between two specified values. Works with numbers, dates and strings.</p> <p>If a date field is selected, the following options are available:</p>	<p>For <b>BETWEEN</b>: student.stateID BETWEEN 00001 THROUGH 100000.</p> <p>All students with a State ID between 00001 - 100000 are returned.</p> <p>For <b>DATE</b>: student.birthDate BETWEEN DATE 10151995 THROUGH DATE</p>

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- **DATE** - Returns data based on the specified date range (where the starting date is sub-option 1 and the ending date is sub-option 2).
- **TODAY** - Filters data based on dates that occur from a specific date through today or vice versa.
- **TOMORROW** - Filters data based on dates that occur from a specific date through tomorrow or vice versa.
- **YESTERDAY** - Filters data based on dates that occur from a specific date through yesterday or vice versa.
- **DAYS BEFORE** - Filters data based on the number of days (sub-option 1) prior to sub-option 2 through sub-option 2.
- **MONTHS BEFORE** - Filters data based on the number of months (sub-option 1) prior to sub-option 2 through sub-option 2.
- **DAYS AFTER** - Filters data based on sub-option 1 through the number of days (sub-option 2) after the sub-option 1 date.
- **MONTHS AFTER** - Filters data based on sub-option 1 through the number of months (sub-option 2) after the sub-option 1 date.

10152010.

All students with a birth date between 10/15/1995 - 10/15/2010 are returned.

For **TODAY**: student.startDate BETWEEN TODAY THROUGH TODAY.

All students who began an enrollment in the school today (current date) are returned.

For **YESTERDAY**: student.startDate BETWEEN YESTERDAY THROUGH DATE 10152010.

All students who began an enrollment in the school yesterday through 10/15/2010 are returned.

For **DAYS BEFORE**: student.startDate BETWEEN DAYS BEFORE 4 THROUGH YESTERDAY.

All students who began an enrollment in the school 4 days before yesterday through yesterday are returned.

For **MONTHS BEFORE**: student.startDate BETWEEN MONTHS BEFORE 5 THROUGH TODAY.

All students who began an enrollment in the school 5 months prior to today through today are returned.

For **DAYS AFTER**: student.startDate BETWEEN DATE 10152010 THROUGH DAYS AFTER 5.

All student who began an enrollment in the school on 10/15/2010 through 10/20/2010 (5 days after) are returned.

For **MONTHS AFTER**: student.startDate BETWEEN DATE 10152010 THROUGH MONTHS AFTER 5.

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		All student who began an enrollment in the school on 10/15/2010 through 3/15/2011 (5 months after) are returned.
<b>IS CURRENT USER</b>	Returns the current user's ID.	For learningPlan.planManagerPersonID IS CURRENT USER  The current user's ID is reported along with data only applicable to him/her.
<b>LIKE</b>	Searches for test string in field.	course LIKE hist  All courses like History 101 are returned.
<b>NOT LIKE</b>	Searches for test string and filters data that is not like the user-defined value.	course NOT LIKE hist  All courses not like Hist are returned.  This operator allows NULL values.
<b>SOUNDS LIKE</b>	Uses a database function to return names with similar sound patterns.	student.lastName SOUNDS LIKE Ball  Names such as "Ball," "Bell" and "Boll" are returned.
<b>CONTAINS</b>	Searches for strings that include the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry CONTAINS Cana  All students with a Birth Country that contains "Cana" are returned.
<b>STARTS WITH</b>	Searches for strings that begin with the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry STARTS WITH Mexi  All students with a Birth Country that begins with "Mexi" are returned.
<b>ENDS WITH</b>	Searches for strings that end with the same data entered by the user in the field. Any string that does not contain the user-defined value is filtered out. Any wildcard characters entered are treated as standard SQL wildcards.	student.birthCountry ENDS WITH many  All students with a Birth Country that ends with "many" are returned.
<b>IS NULL</b>	Returns fields that are completely NULL (0 is considered a value).	student.stateID IS NULL  All students who do not have a state ID are returned.
<b>IS NOT NULL</b>	Returns all fields that are not NULL (0 is considered a value).	student.ssn IS NOT NULL  All students who do not have a stateID are returned.

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<b>IS TODAY</b>	Returns result dates as the current date.	start.date IS TODAY  Entries where the start.date is the current date are returned.
<b>IS YESTERDAY</b>	Returns result dates as of yesterday's date.	start.date IS YESTERDAY  Results for one day previous to the current date are returned.
<b>IS TOMORROW</b>	Returns result dates as of tomorrow's date.	end.date IS TOMORROW  Results for one day after the current date are returned.
<b>IN THE MONTH</b>	Returns all database field data for the month entered.  This operator allows both numbered dates and spelled out dates ( <i>i.e.</i> , 10 or October). This operator also allows for both upper and lower case letters. If spelling out a month, users must entered at least the first three characters ( <i>i.e.</i> , Oct for October).	employment.districtStartDate IN THE MONTH October  All employees who have a district employment Start Date within the month of October are returned. This operator does not look at the Year or Calendar selected in the Campus toolbar. All historical and current district employment records with a Start Date in October are returned.
<b>=TRUE</b>	Returns checkbox values of "true" (checkbox is marked)	enrollment.stateExclude = TRUE  All students who have the State Exclude checkbox marked on their enrollment records are returned.
<b>=FALSE</b>	Returns checkbox values of "false" (checkbox is not marked)	enrollment.stateExclude = FALSE  All students who do not have the State Exclude checkbox marked on their enrollment records are returned.

In addition to the options above, wildcard searching is also available. The following is a list of options:

Wildcard or Pattern	SQL Meaning	Standard Examples
<b>%</b>	0 or more characters	Entering the word <i>Man</i> returns the same results when entering <i>Man%</i> .  <i>%son</i> finds names that end in <i>-son</i> : Johnson, Manson, Jason-Benson, etc.
<b>_ (underscore)</b>	One character	<i>Olson_Zierke</i> and <i>Olson Sierke</i> returns the same results.  <i>L__</i> (with two underscores) does not look only for 3-character names that start with <i>L</i> , but <i>_L_e_</i> will find names where <i>L</i> is the first and <i>e</i> the third character (e.g. <i>Lee</i> , <i>Luewenhook</i> ).  If the two underscores are entered at the end of a name, like <i>Hack__</i> , results will list names with two additional letters ( <i>Hacker</i> ).

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<b>[token]</b>	A range of possible characters	<i>L[ae]</i> finds names that start with <i>La</i> or <i>Le</i> .
<b>,James</b>	No SQL wildcard	Searches for first name equal to or beginning with James.
<b>Gonzales-Uribe</b>	Compound name	Finds that last name. This will return compound names regardless of whether they are linked by a space or hyphen.
<b>Gonzales Uribe</b> or <b>Gonzales_uribe</b> or <b>Gonzales%uribe</b>	A compound name with a space.	Will find the name with or without a space or hyphen.  Try wildcards if there is a space between the compound name.

Users can also use the following combinations when using the **Like** operator:

Wildcard or Pattern	SQL Meaning	Standard Examples
<b>%</b>	0 or more characters	L% finds names that start with L  L finds names that contain an L  LAN finds names containing LAN (Blanko, Landesburg, Blankenship, etc.)
<b>_ (underscore)</b>	One character	<i>L__</i> (two underscores) finds <i>Lee</i> and <i>Lor</i> , not <i>Luewenhook</i> .
<b>[token]</b>	A range of possible characters	<i>L[ae]%</i> finds names that start with <i>La</i> or <i>Le</i> .
<b>^</b>	Negation of token	<i>L[Query Wizard^ae]</i> finds names that do not start with <i>La</i> or <i>Le</i> .

## Rules for Operators by Data Type

The following table describes all rules for allowing or disallowing operators by data type where:

**Y** = Allowed, **N** = Not Allowed and **D** = Depends on Field.

	Number	Float	String	Date	Text	Bit
<b>&gt;</b>	Y	Y	Y	Y	Y	N
<b>&gt;=</b>	Y	Y	Y	Y	Y	N
<b>&lt;</b>	Y	Y	Y	Y	Y	N
<b>&lt;=</b>	Y	Y	Y	Y	Y	N
<b>&lt;&gt;</b>	Y	Y	Y	Y	Y	N
<b>=</b>	Y	Y	Y	Y	Y	N
<b>IS NULL</b>	D	D	D	D	D	N

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<b>IS NOT NULL</b>	D	D	D	D	D	N
<b>BETWEEN</b>	Y	Y	Y	Y	Y	N
<b>IS TODAY</b>	N	N	N	Y	N	N
<b>IS YESTERDAY</b>	N	N	N	Y	N	N
<b>IS TOMORROW</b>	N	N	N	Y	N	N
<b>IN</b>	Y	Y	Y	Y	Y	N
<b>NOT IN</b>	Y	Y	Y	Y	Y	N
<b>LIKE</b>	N	N	Y	N	N	N
<b>STARTS WITH</b>	N	N	Y	N	N	N
<b>ENDS WITH</b>	N	N	Y	N	N	N
<b>CONTAINS</b>	N	N	Y	N	N	N
<b>SOUNDS LIKE</b>	N	N	Y	N	N	N
<b>=TRUE</b>	N	N	N	N	N	Y
<b>=FALSE</b>	N	N	N	N	N	Y