

Command Demo – 3-18-11 – For Reports Requiring Archived Data

- 1- Create a report using the tables and fields you plan to use for support services. Link the tables and add the fields to the detail section. Add selection criteria but limit records to a small set of data. Run the report.
- 2- Go into database->show SQL query and copy the query shown.
- 3- Open a new blank report->csap->Add command (above table list). Paste the SQL query from the first report into the new report.
- 4- Format the query for easy readability. Add returns after each field, before each join, between Select/From/Where clauses.
- 5- Move criteria from the Where clause into From clauses, if possible. Change joins to left outer where appropriate (Adhoc TitleI Reports, Programs, Local_Office_wia).
- 6- Add parameters – show use of string vs. date parameters. Single quotes around string parameters only. Remove default date. Add prompt text here or in main report after command is compiled.

Use of to_number for SDA field in Adhoc TitleI Reports table.

- 7- Add "union all" and copy and paste first part of query.
- 8- Do NOT add an order by clause, except at end if you wish, using ordinal position of fields, not field names, e.g.,

Order by 1, 3

- 9- Change support services table name to Job Services in both field list and table joins; add other tables if you wish. Also add:

```
not (  
"CS_APPLICANT_JOB_SERVICES"."SERVICE_TYPE" IN (452,824) OR  
"CS_APPLICANT_JOB_SERVICES"."SERVICE_RESULT" = 275  
)
```

- 10- Copy first two parts of query and paste after "Union All"
- 11- Replace certain table names with "MOSESARCH". Do not change tables that are not archived.
- 12- Use of commas and what must correspond.

- 13- Use of alias names for fields or for tables. Add Local Office names to distinguish.
- 14- Fields that are in the same ordinal position will be merged. If there is a missing field in one side of the union all, add "null," to hold the position.
- 15- Use Wordpad to edit SQL. Don't use Word as quote marks are different.