

Lock Position and Size (Use “Suppress if Duplic.rpt”)

1-Show how after attaching to grid you can format to lock position and size so headings stay aligned.

Suppress if Duplicated vs. Suppress (Use “Labels-suppress.rpt”)

1-Show labels with no suppression and note number of pages/labels.

2-Show with suppress if duplicated and note number of pages/labels. (top of pp.2,11 have dupes)

3-Show with conditional suppression formula:

{CS_Applicant_Main.Applicant_ID}= previous({CS_Applicant_Main.Applicant_ID}) .

4-Show with detail report how suppress if duplicated results in duplicates at the top of the page—sometimes—when the page break occurs within a set of duplicated records. For services, use support service number.

Conditional Formatting Formulas-Check Box or Not

1-Show case using {table.field} = previous({table.field}) with and without check box to see impact on first record.

2-In general, never check box if using a conditional formula.

Linking Tables when Reporting on Job Retention Related to Specific Job

1-Show details with tables: Applicant_Main, Applicant_Job_Services, Applicant_Service_Followup.

2-Add Applicant_Service_Foll_ret and Applicant_Job_Svcs_ret again. Use a left join from {Applicant_Job_Services.Job_Service_No} to {Applicant_Service_Foll_ret.Parent_Job_Service_No}, and a left join from {Applicant_Services_Foll_ret.Job_Service_No} to {Applicant_Job_Svcs_ret.Job_Service_No}

3-Show how the correct fields are on one line.

Use of Distinctcount on Conditional Formulas Using {@Null}

1-Show how a count/distinctcount on a conditional formula can be off by 1 (or not), depending upon whether all values meet the criteria or not.

2-Show how using {@null} eliminates this issue, since counts and distinctcounts ignore nulls.

Use of a Variable to Suppress Page Header Based on Current Report Section

1-Show Career Center Specific Report with Start Date without variables, and note the page headers on the summary/crosstab pages.

2-Discuss the order of processing as it relates to sections in design mode.

3-Note that the page header takes on the value of the first record on the page. Show examples.

4-Add variables (false to report header, and group header section 1 and 2, true to group footer section 1 and 2).

Use of “Display String”

1-Show how you can change the display without changing the datatype of the field. See distinctcount/null report to show how you can display strings for numbers.

Use of Union ALL Command to Combine Employers (Job Orders/Employer Services) or Services (Support or Job)

1-Show Employer Report

2-Show how to add identifier to know which service is which

3-Issue of selecting a maximum in group selection, NOT on each side of union

4-Discuss how would accomplish the same thing without using a union:

- ▶ Use one table linked to Employers, add subreport for other table, linked to employers field, and a second subreport for employers with no link to first table.

5-Show Call List: No Services in N Day Report

6-Show command for support services and job services.

Steps to create a command:

1-Add the tables from the first half of the union query to a new report, e.g., Employers, Local Offices, Career Centers, and Employer Services. Add the fields you want available in the report to the detail section, including any involved in selection.

2-Copy the “Show SQL Query” (database->show SQL query) and paste it into a new report (database->MOSES2 (your driver)->add command.

3-Create a parameter within the command. Add the where clause that sets the field equal to the parameter. Double click on the newly created parameter to add it to the command. If it is a string parameter, enclose it in single quotes.

4-Then add “Union” or “Union All” (Union all is faster—union selects only distinct records).

5-Copy the first half of the query (before the union) and paste it into the second half.

Then replace all references to the first table (Employer Services) with references to the corresponding fields from the second table (Job Orders). Make sure you use the correct field names.

6-Add a “field” called “type” to each half of the query, in the same position, e.g., as the last field in the field list. For the first half, identify the first table in single quotes, followed by the word “type” in double quotes: ‘Employer Service’ “Type”

Repeat in the second half of the query, using: ‘Job Order’ “Type”

The field {command.Type} containing either ‘Employer Service’ or ‘Job Order’ will be available for reporting.