Eureka Master Table of Contents

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Eureka

OVERVIEW

Eureka is an independent software package used in conjunction with DPAS to enable users the capabilities to view pre-existing reports, perform ad hoc queries, analyze data, and create simple to sophisticated reports from within a Microsoft Office Desktop environment.

Documents may begin as a simple QuickQuery and evolve into sophisticated FreeForm presentations.

Eureka offers two ways to create documents:

- **QuickQuery** - provides you a set of interactive tools that let you view data as you build your query in a spreadsheet-like environment. It provides the fastest way to build design documents whose content is limited to column values and custom calculations. You can add page headers and footers. You can group data and include totals for each group. QuickQuery also lets you define and store multiple query filters and apply them individually or in combination with each other.

- **FreeForm** - allows you the ability to lay out your document without the constraints of QuickQuery. You can add page headers and footers, document headers and footers and group headers, and other types of document areas. Using the FreeForm function, you will develop a customized report, with the capability to make that report as simple or complex as necessary. FreeForm allows you the freedom to design all aspects of the report.

Both QuickQuery and FreeForm offer a step-by-step Wizard in designing reports.

Design documents can be quick and simple, composed of just a few unformatted database columns arranged in rows. They can be complex, highly formatted documents that include charts and crosstabs as well as other documents. When you create output documents, Eureka creates and submits database queries. A document may include one query or several.

Eureka Reporter Designer comes packaged for DPAS in these editions:

- **Reporter Designer** - gives you both interactive QuickQuery tools and powerful FreeForm tools to create queries, reports, charts, and crosstabs.

- **Reporter Viewer** - lets you submit queries for already defined documents and view, print, export, and save the results. The Reporter Viewer is designed for users that do not have Eureka installed.

OBJECTIVES

This course is designed for you to develop progressively greater competencies in the use of the *Eureka* Reporter Designer.

Upon completing this course, you should be proficient in the use of *Eureka* to retrieve from DPAS, the information necessary to accomplish your assigned duties.

Learning To Use Eureka

The process of creating a document using Eureka is as simple as defining the objects you want to appear on your document and placing them on the document. Eureka also includes many advanced query design features.

Terminology

Eureka has its own set of data base terminology, such as areas, area objects, hot objects, iqo, iqr, etc. These will be explained during the course of this training.

Mouse Terminology

This is the terminology used for mouse actions:

Term	Action
Click	Move the mouse pointer to an object. Then press and release the left mouse button (without moving the mouse). In *Eureka*, clicking an object selects it or deselects it. When an object is selected, menu items and keyboard actions affect that object (unless they are global actions).
Double-click	Move the mouse pointer to an object. Then press and release the left mouse button twice in rapid succession, without moving the mouse pointer. In *Eureka*, double-clicking opens a dialog box that lets you define or change the object you have double-clicked.
Drag	Move the mouse pointer to an object, press and hold the left mouse button. Then move the mouse and release the mouse button at a new location. The object moves to the new location. In *Eureka*, you can drag objects to move them, to add them to your document, and use them in many dialog boxes
Right-click	Move the mouse pointer to an object. Then press and release the right mouse button without moving the mouse. In *Eureka*, a right-click opens a shortcut menu. This is a menu of actions associated with the object on which you right-click.
CTRL+click	Hold down the **CTRL** key while you press and release the left mouse button. In *Eureka*, this selects an object for further manipulation without deselecting any already selected objects.
SHIFT+click	Hold down the **SHIFT** while you press and release the left mouse button. Whenever you are selecting items from a list that allows more than one item to be selected, you can use **SHIFT+click** to select a range of items. Click the first item and then **SHIFT+click** the last item. *Eureka* selects the two items you click and all items in between them in the list.

On-Line Help

The help system in *Eureka* includes a list of frequently asked questions.

- To view the description and help information for a specific object in an object directory, move the mouse pointer to the object and then press and hold down the right mouse button.
- To get help in a dialog box, press the **F1 Function Key** or select the **Help** button.
- To get help in a *Eureka* window, press the **F1 Function Key** or select **Help** from the menu bar.
- To view the frequently asked questions list, open the help system and select **Frequently Asked Questions** from the contents page.

When you are using the help system, these shortcuts are available:

- There is a Chapter menu included as part of the help system menu bar. Use it to go directly to another chapter.
- Use **CTRL+PAGE UP** and **CTRL+PAGE DOWN** to go through a chapter page by page. You can use the browse buttons on the toolbar (< and >) to do this.
- Use the icons above each topic title to help you find topics and navigate the help system. See the help topic **Hints for Using Help** for information about using these icons.

Using the Context Help Button

To get help on anything that is displayed in the *Eureka* window, select the Context Help button from the toolbar. When you do so, your pointer changes to look like the Context Help button. You can then click any part of the *Eureka* window, including a menu selection, toolbar button, an so on, to get help on that item.

Object Help

To see a description of a business view, folder, or column shown in the object directory, place the mouse pointer on the object. *Eureka* displays a help message for the object.

Changing Your *Eureka* Password

INTRODUCTION

This process will show you the procedures used to change your password in *Eureka* Anytime you change your login or password for DPAS, you must also change them to the same for *Eureka*. When you change your password in DPAS, you will get a pop-up message to change your password in *Eureka*.

OBJECTIVES

To allow the user to understand when and how to change the *Eureka* password.

APPLICATION

You have just changed your DPAS password and now you need to change it in *Eureka*.

PREREQUISITES

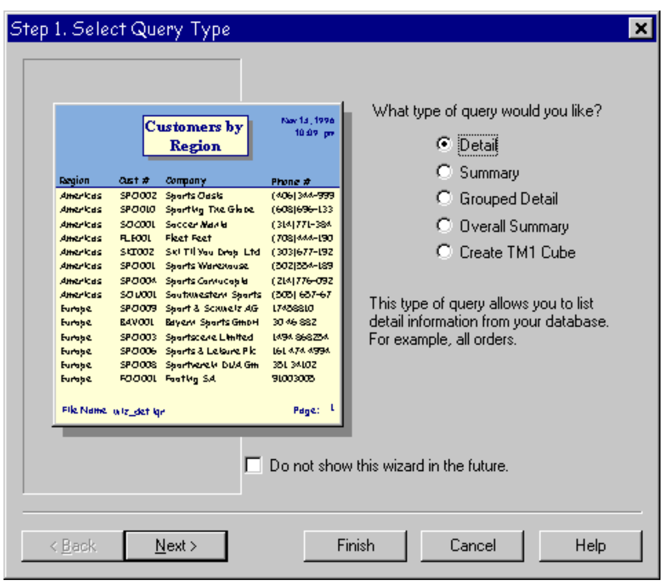
Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

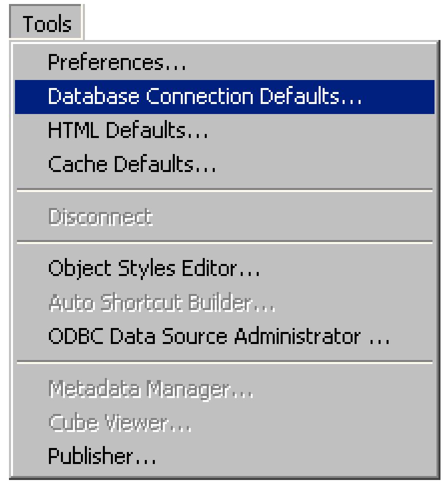


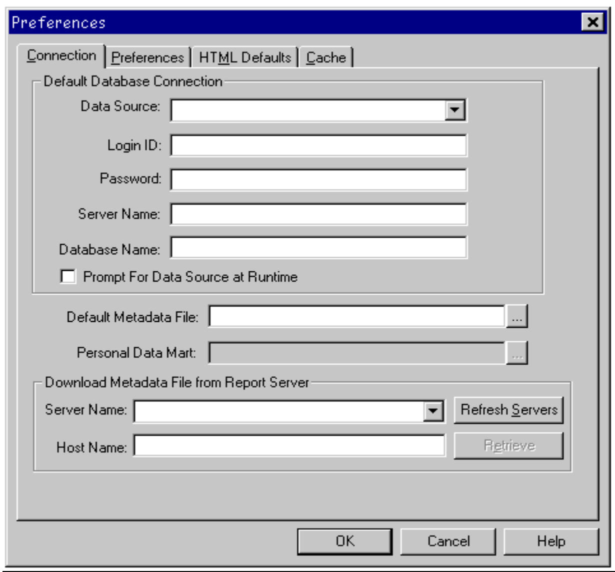
STEP 1:

- If you get the wizard, click **Finish**; otherwise, go to the next step.

STEP 2:

a. From the menu bar, select **Tools**.
b. Select **Database Connection Defaults...**





STEP 3:

a. **Data Source:** Make sure that your DPAS Site ID is displayed.
b. **Login ID:** Make sure that your DPAS User ID is displayed.
c. **Password:** Enter your **NEW** DPAS password.
d. **Server Name:** Leave this field blank.
e. **Database Name:** Leave this field blank.
f. **Prompt For Data Source at Runtime:** Do not check this box. If checked, you will be prompted to enter your DPAS Site ID each time you run a report.
g. **Default Metadata File:** Browse for where the DPAS programs reside on you workstation. If all the defaults were taken during installation, then the path is normally: **C:\Program Files\DOD\DPAS\DPAS.iqk**.

If you are unable to locate the DPAS.iqk file, click on the **START** button, select **Find** (or **Search** if using Windows ME or 2000), **Files or Folders...**, enter **dpas.iqk** look in the Local Hard Drives.

h. **Server Name:** Leave this field blank.
i. **Host Name:** Leave this field blank.
j. Click **OK**.

Setting Preferences

INTRODUCTION

Eureka gives you control over your working environment in the following areas:

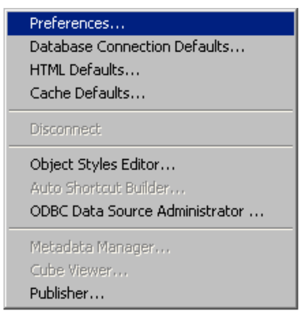
- Which tools are displayed for use in report design windows
- The appearance of windows and objects in them
- General preferences and database connection preferences

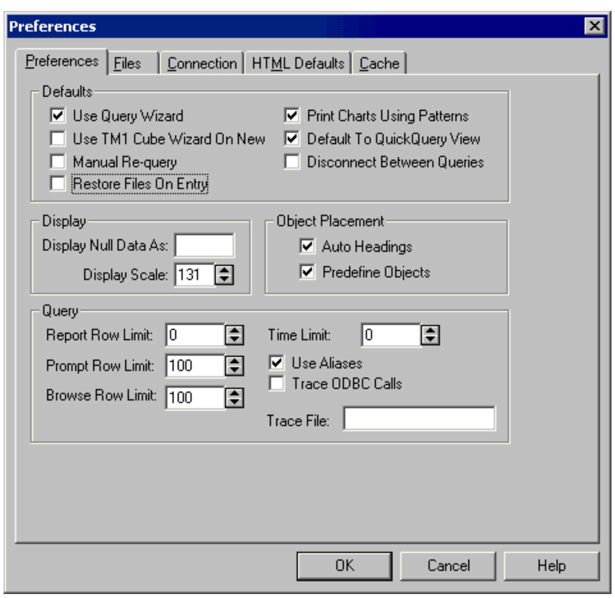
PREREQUISITES

None

STEPS TO PERFORM ACTION

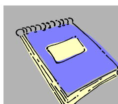
1. Open or create a FreeForm report.
2. Select **Tools** from the menu bar.
3. Select **Preferences…** from the program group.





STEP 1:

a. **Defaults Group Box:** Make any necessary changes.



NOTE:
Preferences in the Eureka dialog box are global - they apply to all documents by default unless otherwise specified.

b. **Display Group Box:** If desired, make any changes to the display.

Defaults		Display	
Use Query Wizard	This controls whether the New Document toolbar button starts the Query Wizard or whether it opens an empty new window for you to add columns and objects directly. It also controls the default for Use Query Wizard in the New Document dialog box.	**Display Null Data As**	By default, Eureka displays null values as blanks or spaces. If you want null values to be output differently, such as NULL or N/A, enter the string you want Eureka to output.
Use TM1 Cube Wizard On New	This controls whether the New Document toolbar button starts the TM1 Cube Wizard or whether it opens an empty new window for you to add columns and objects directly. It also controls the default for Create TM1 Cube in the New Document dialog box. This option is not available in DPAS.	**Display Scale**	This controls the scaling of objects in FreeForm windows and output windows. Eureka always attempts to display objects at actual size. To compensate for some video drivers for your monitor, you might need to adjust the scale up or down. Values less than 131 reduce the size of objects displayed while values greater than 131 increase the scale. Values smaller than zero or extremely large will probably cause problems. The value of 131 is the default.
Manual Re-query	This should be used if you do not want Eureka to re-query your database automatically every time you add another column while working in QuickQuery window.		
Restore File On Entry	This controls what Eureka does when it starts up. When this option is active, Eureka opens all files that were open when you last ended a Eureka session. When it is not active, your session opens a new window depending on your setting for Default to QuickQuery View.		
Print Charts Using Patterns	This will print colors in a chart as patterns when printing to a non-color printer.		
Default To Quick-Query View	This controls whether the New Document dialog box defaults to QuickQuery or FreeForm as the window type to open for a new design document. It also controls whether the New Document toolbar button creates/opens a FreeForm window or a QuickQuery window.		
Discon-nect Between Queries	This causes Eureka to disconnect from your database after each query. This may make each query after the first one in a session take a little longer to get started, but may be necessary if your database allows only a limited number of connections. This is not typically necessary with DPAS.		

c. **Object Placement Group Box:** If desired, change the Object Placement preferences.
d. **Query Group Box:** If desired, change the Query preferences.

Object Placement		Query	
Auto Headings	This causes Eureka to automatically add column headings to your document as you add column objects in FreeForm windows. It adds a text object to your page heading area(s) each time you add an object (text, column, custom, and system). The heading text is the object label that can be changed in the object's attribute dialog box.	**Report Row Limit**	Acts as a global default for limiting the number of rows Eureka gets from DPAS. Use zero to indicate that no row limit is to be set for your document (zero is the default).
Predefined Objects	This causes Eureka to open the object attributes dialog box for each new object as you place it on your docu-ment. This makes the process of defin-ing the object and places the object as a single action. This option applies to text, child data, column, custom, user prompt, and system objects.	**Time Limit**	Acts as a global default for the time limit for query processing. Use zero to indicate that no time limit is to be set. However, DPAS has a time limit on inactivity of 45 minutes.
		Prompt Row Limit	This controls how many rows (values) are retrieved from the database when a dynamic choice list is generated for a user prompt.
		Use Aliases	This controls whether an alias reference should be used for all tables queried. DPAS uses aliases, so this option should remain turned on.
		Trace ODBC Calls	You can use ODBC call tracing to provide a log of ODBC calls and the result of each. This may allow you to determine the cause for any database access problems you may have.
		Browse Row Limit	This controls how many rows (values) are retrieved from the database when you select the Browse button in an object directory or object source.
		Trace File	This is the name of the file to which to log database calls. This should be left blank.

e. Click **OK**.

Getting Oriented With The QuickQuery Window

INTRODUCTION

In this Chapter we will begin producing reports and queries using the QuickQuery process. You will see a window and toolbars that may be new to you. This lesson will familiarize you with the terminology and function of the *Eureka* QuickQuery window environment.

OBJECTIVES

The student will be able to identify the parts and explain the functions of the QuickQuery window and the associated toolbars.

APPLICATION

Understanding the QuickQuery window and associated toolbars is necessary for you to further your understanding of the QuickQuery process.

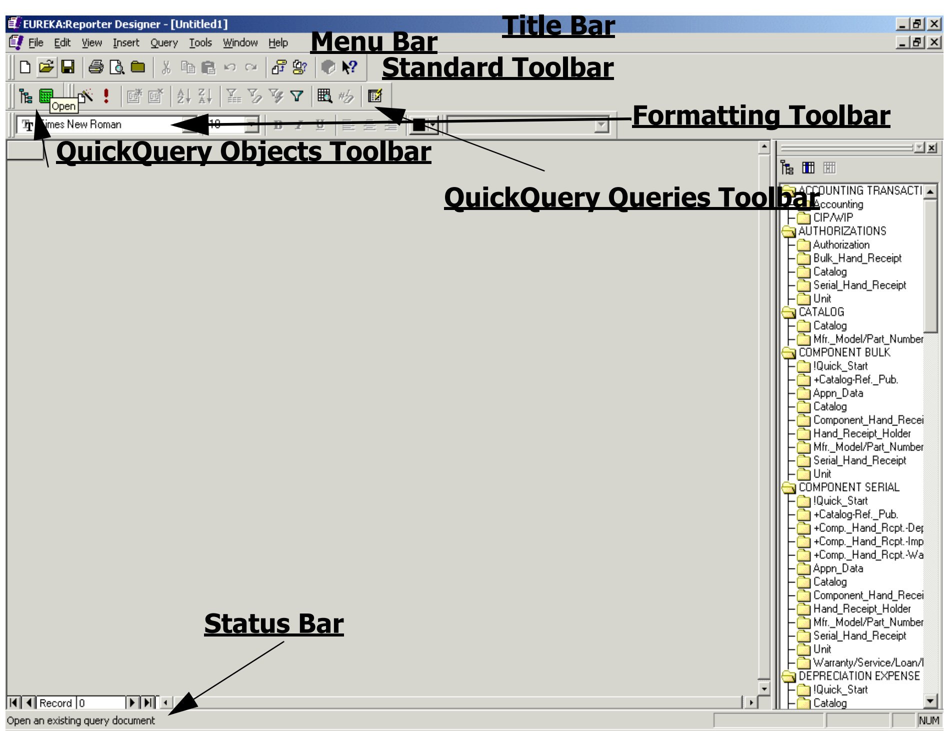
PREREQUISITES

Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led lecture

This is an example of a QuickQuery Window:



Opening A New QuickQuery Report

INTRODUCTION

QuickQuery is a fast, interactive way to shape your query/report while viewing the data it returns in a spreadsheet-like layout. QuickQuery is an excellent tool if your intention is to create a query for yourself in order to answer a question, or to prepare a report that is to convey information, but will be used internally by you and your organization. It is the easiest and most structured method to develop that information.

OBJECTIVES

To create a query/report using the QuickQuery function both with and without the QuickQuery Wizard.

APPLICATION

You need to create a basic report quickly. You do not need anything fancy or complex. For example, you are asked to provide a list of items on your property book that are under the $5000 minor property threshold.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

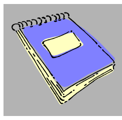
Instructor-led demonstration

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

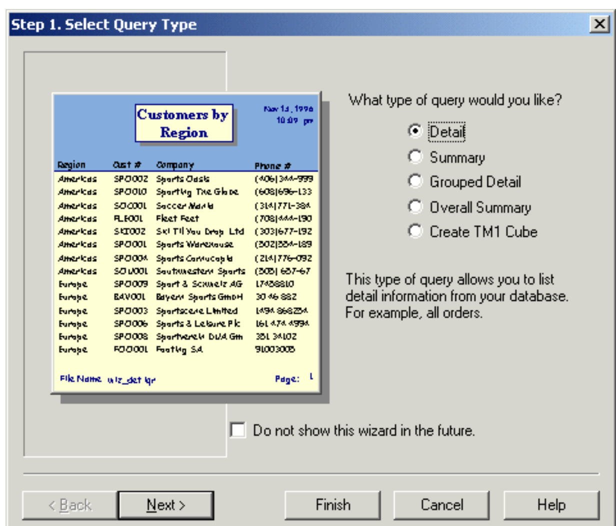
-OR-

3. From you computer desktop, double-click the ***Eureka*** **Reporter Designer** icon.



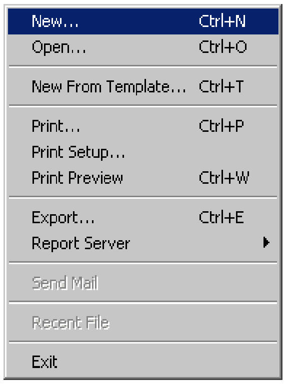
NOTE:
If you do not have a shortcut to *Eureka* on your desktop, then click **Start>Programs>** ***Eureka*** **Reporter Designer.**

The Query Wizard will display:



4. Click **Finish** if you do not want to use the Query Wizard. This will take you into QuickQuery.

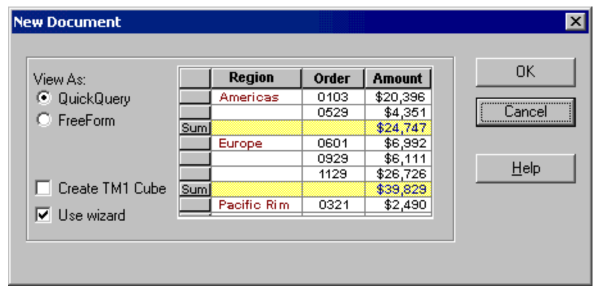
If you are already in QuickQuery and you want to open a new report:



STEP 1:

a. Select **File** from the menu bar.
b. Select **New...** from the program group.

STEP 2:



a. **View As:** The default is **QuickQuery**. If you want to create a report in **FreeForm**, select that radio button.
b. **Create TM1 Cube:** **NEVER** select this check box; DPAS does not support this.
c. **Use Wizard:** If you want to create a new QuickQuery or FreeForm report using the Wizard, then leave this box checked; otherwise, uncheck it.
d. Click **OK**.

Building A QuickQuery With The Query Wizard

INTRODUCTION

This section outlines building QuickQuery reports by using the Query Wizard. The query wizard is the easier way to create a query and takes you step-by-step through:

- **STEP 1:** Select Query Type
- **STEP 2:** Select Columns
- **STEP 3:** Setting Column Filters
- **STEP 4:** Select Columns to Sort By
- **STEP 5:** Select Columns to Aggregate
- **STEP 6:** Select QuickQuery Style Profile

Using the query wizard produces a spreadsheet-type report or query.

OBJECTIVES

Using the QuickQuery Wizard, you will develop a spreadsheet-type of report with columns of data (detail) that have been filtered, sorted, and aggregated (totaled for the column). You will present a sample page of this finished report to your instructor.

APPLICATION

This type of query can be used when you need a simple report fast. For example, you want to build a simple report that displays certain data fields for your Hand Receipt Holders.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

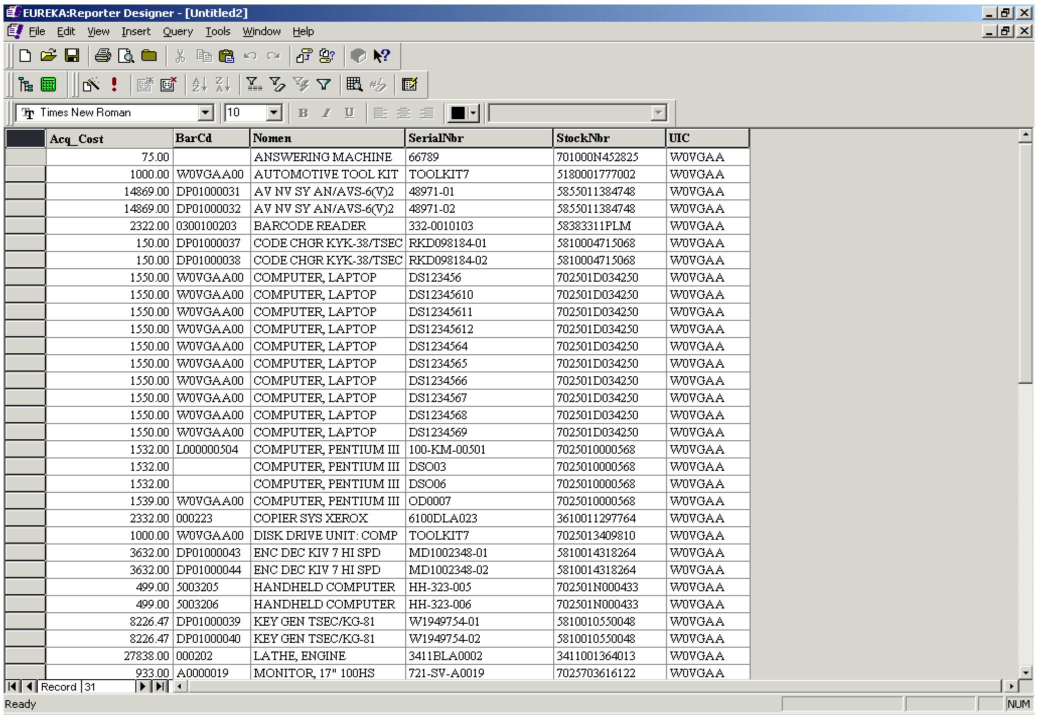
ACTIVITY

Instructor-led demonstration

REPORT TYPE

A complete asset listing by UIC/Major Hand Receipt Holder showing stock number, bar code, nomenclature, and acquisition cost of each asset.

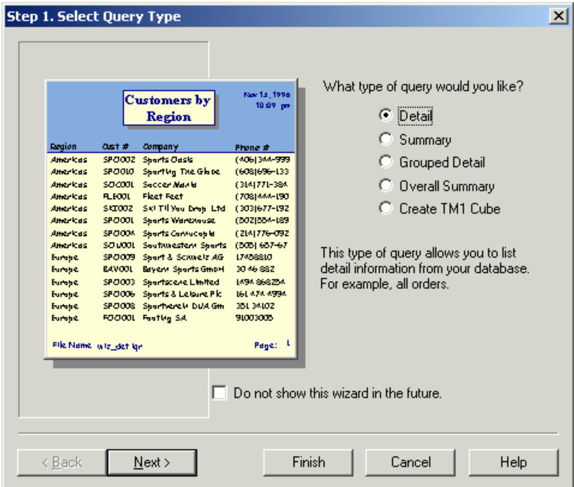
This is a sample of a QuickQuery report that will be built in this demonstration:



Acq_Cost	BarCd	Nomen	SerialNbr	StockNbr	UIC
75.00		ANSWERING MACHINE	66789	701000N452825	W0VGAA
1000.00	W0VGAA00	AUTOMOTIVE TOOL KIT	TOOLKIT7	5180001777002	W0VGAA
14869.00	DP01000031	AV NV SY AN/AVS-6(V)2	48971-01	5855011384748	W0VGAA
14869.00	DP01000032	AV NV SY AN/AVS-6(V)2	48971-02	5855011384748	W0VGAA
2322.00	0300100203	BARCODE READER	332-0010103	58383311PLM	W0VGAA
150.00	DP01000037	CODE CHGR KYK-38/TSEC	RKD098184-01	5810004715068	W0VGAA
150.00	DP01000038	CODE CHGR KYK-38/TSEC	RKD098184-02	5810004715068	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS123456	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345610	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345611	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345612	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234564	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234565	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234566	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234567	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234568	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234569	702501D034250	W0VGAA
1532.00	L000000504	COMPUTER, PENTIUM III	100-KM-00501	7025010000568	W0VGAA
1532.00		COMPUTER, PENTIUM III	DSO03	7025010000568	W0VGAA
1532.00		COMPUTER, PENTIUM III	DSO06	7025010000568	W0VGAA
1539.00	W0VGAA00	COMPUTER, PENTIUM III	OD0007	7025010000568	W0VGAA
2332.00	000223	COPIER SYS XEROX	6100DLA023	3610011297764	W0VGAA
1000.00	W0VGAA00	DISK DRIVE UNIT: COMP	TOOLKIT7	7025013409810	W0VGAA
3632.00	DP01000043	ENC DEC KIV 7 HI SPD	MD1002348-01	5810014318264	W0VGAA
3632.00	DP01000044	ENC DEC KIV 7 HI SPD	MD1002348-02	5810014318264	W0VGAA
499.00	5003205	HANDHELD COMPUTER	HH-323-005	702501N000433	W0VGAA
499.00	5003206	HANDHELD COMPUTER	HH-323-006	702501N000433	W0VGAA
8226.47	DP01000039	KEY GEN TSEC/KG-81	W1949754-01	5810010550048	W0VGAA
8226.47	DP01000040	KEY GEN TSEC/KG-81	W1949754-02	5810010550048	W0VGAA
27838.00	000202	LATHE, ENGINE	3411BLA0002	3411001364013	W0VGAA
933.00	A0000019	MONITOR, 17" 100HS	721-SV-A0019	7025703616122	W0VGAA

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.



STEP 1 Select Query Type:

a. Select the type of query you would like.

Query Types	
Detail	Detail queries return detailed data without any aggregate functions applied, the aggregate functions being average, count, minimum, maximum, and sum.
Summary	Summary queries are useful when you want to summarize data for a number of different items.
Grouped Detail	Grouped detail queries let you view the query results grouped by one or more columns.
Overall Summary	Overall summary queries give the highest level view of your data.
Create TM1 Cube	This is not available.

b. Click **Next>**.

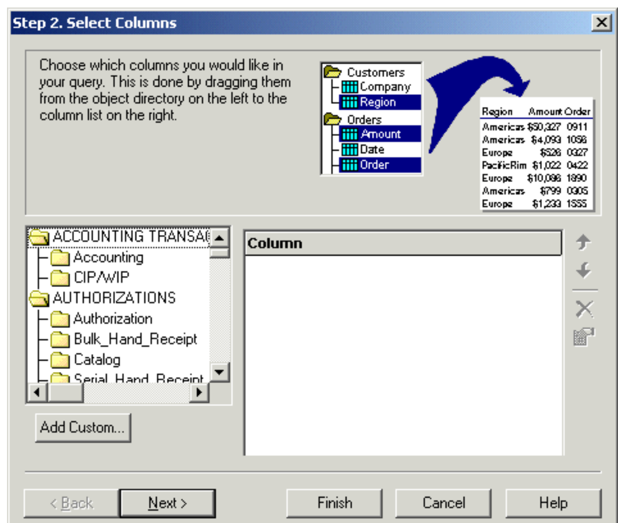
STEP 2 Select Columns:

a. From the Object Directory, select the Business View you wish to use to build your columns.

   To select the fields, you can:

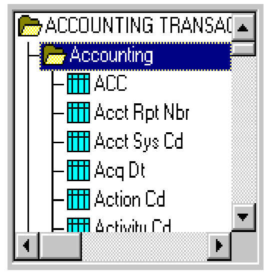
   - **Double-click** each field and the field will move to the Column Window at the right.
   - **Click, drag and drop** each field to the Column Window at the right.
   - To select multiple fields, hold the **CTRL** key down and select the desired fields (**DO NOT LET UP ON THE CTRL KEY**). **Click, drag and drop** to the Column Window at the right.

b. Click **Next>**.



Eureka Object Directories

Object directories make it easy to add columns to your documents and dialog boxes. *Eureka* Reporter Designer includes an object directory in QuickQuery and Free Form windows. The main object directory can be docked or floating. You can hide and unhide it by selecting from the menu bar **View>Object Directory** or by using the **F2** key on your keyboard.

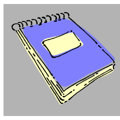


Business View. Business view names are at the top level of the tree and are indicated in **ALL CAPS**. A business view is an object in your Metadata File that corresponds to the data for a particular part of your business.

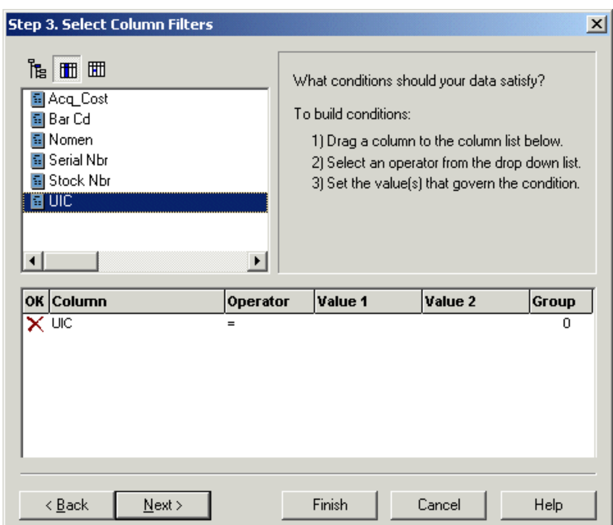
Folders. A folder can correspond to a table in your database or it can be made up of columns from more than one table. It can also include custom objects--objects that are calculated from database columns.

Data Objects. These are the actual data elements that are used to make up your report.

In this class, we will be referring to tables (pictured above) that will direct you to the Business View, Folders, and Data Elements that you will use in order to complete any activities and/or exercises.



NOTE:
You cannot select fields from 2 different Business Views (such as, **END ITEM SERIAL** and **END ITEM BULK**) on one report unless you are writing a Parent/Child report.



STEP 3A Select Column Filters:

a. From your list of selected fields, double-click or drag and drop the data field(s) you want your query to sort on.

NOTE:
Filters let you limit the data displayed to only that which meets the criteria you set. When a query has no filter, you will see **ALL** the data from your database. When you define a filter condition, you will limit the data that meets the condition. Every additional filter or filter condition you apply further narrows the view of your data

b. The default operator is equal to (=). If you want to change the default, click on the equal sign (=) and you will get a drop down list box which contains the other operators. To delete a filter condition, select it (by clicking the X or check mark under OK) and press the **DELETE** key.

Operators	Definitions
Equals (=)	When you want the result to ***equal*** the value entered.
Not Equal To (<>)	When you want the result ***not equal*** to the value entered.
Less Than (<)	When you want the result to be ***less than*** the value entered.
Less Than or Equal To (<=)	When you want the result to be ***less than or equal to*** the value entered.
Greater Than (>)	When you want the result to be ***greater than*** the value entered.
Greater Than or Equals To (>=)	When you want the result to be ***greater than or equal to*** the value entered.
Between	When you want the result to be ***between*** the range of values entered – this will *include* the values entered. Example: Bar Codes **between** 56012 and 80921.
Like	Same as =, but allows the use of wildcards. (Example: if you wanted all Stock Nbr starting with 7, the statement would be **"STOCK NBR like (operator) and 7*(value 1))."**
Not Like	Opposite of **Like**.
In	When looking for specific values in a field (example: FSC **In** 7025, 7030. This will display records with those values). **Cannot** be used with the wildcard (* or %). A comma must separate inputs (example: 15,16,170).
Not In	Opposite of **In**.
Is Null	When you want the result to ***not*** have a value. This can be done using numerical fields. No value; not even a space, can exist in a field.
Is Not Null	When you want the result to ***contain*** a value. This can only be done using numerical fields. Must have a value in the field.

c. Enter the condition that needs to be met under **Value 1**. If you are using the **Between** operator, then you will need to enter values in **Value 1** and **Value 2**.

CAUTION!
TURN YOUR CAPS LOCK ON!!!!! DPAS stores all data in uppercase.

ALL VALUES ARE CASE-SENSITIVE!!

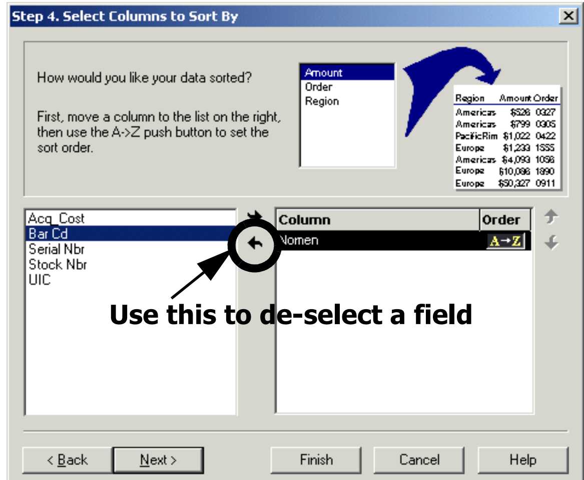
d. Click **Next>**.

By default, all the conditions of your query are **AND** operators (i.e., all conditions have to be met before it will return your results). However, you can connect your statements with **OR** operators, which divide your statements into groups. For example, if you wanted to set your conditions by **Stock Number AND Serial Number OR Bar Code**, the **OR'd Group** would be set to 0 (zero) for Stock Number and Serial Number, and set to 1 for Bar Code.

The RULE is…If the **OR'd Group** numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different; those two statements are connected by the **OR** condition.

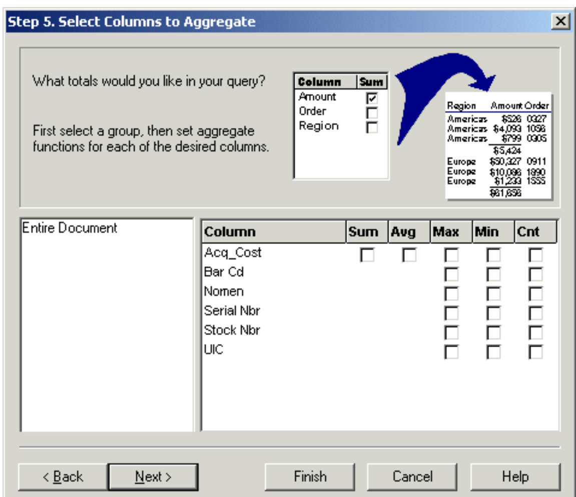
STEP 4 Select Columns to Sort By:

a. From your list of selected fields, double-click on the data field(s) you want your query to be sorted by. To de-select a field, highlight the field you want to de-select and click on the arrow that points to the left.



HINT!
Once you have selected your columns, you can click on **Order** button and change how you want your query to sort. For example, it would be either A-Z or Z-A.

b. Click **Next>**.



STEP 5 Select Columns to Aggregate:

a. Click **Entire Document**. You will not be able to click any of the check boxes unless this step is performed.
b. Check the field(s) you want to total.
c. Click **Next>**.

NOTE:
Only pure numeric fields can be summed or averaged.

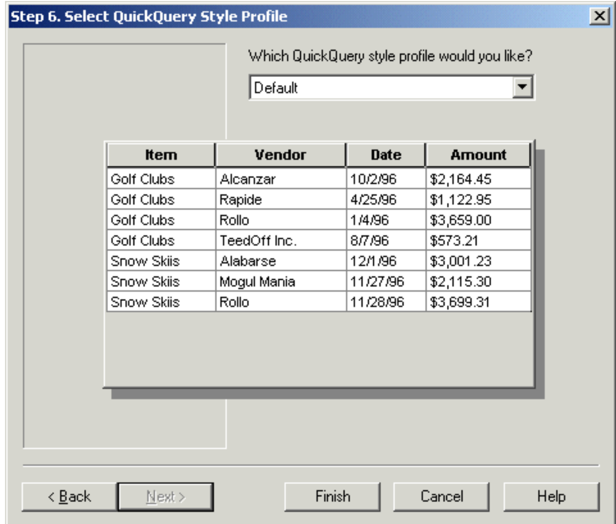
When using the **Count**, you will get the total number of records returned from your query.

When you are counting a data field, if you desire to get a count of ALL assets, you must count on a mandatory data field, such as Acq Cost. You would ony count on an optional field, such as Bar Cd, if you wanted to know how many bar codes you had.

STEP 6:

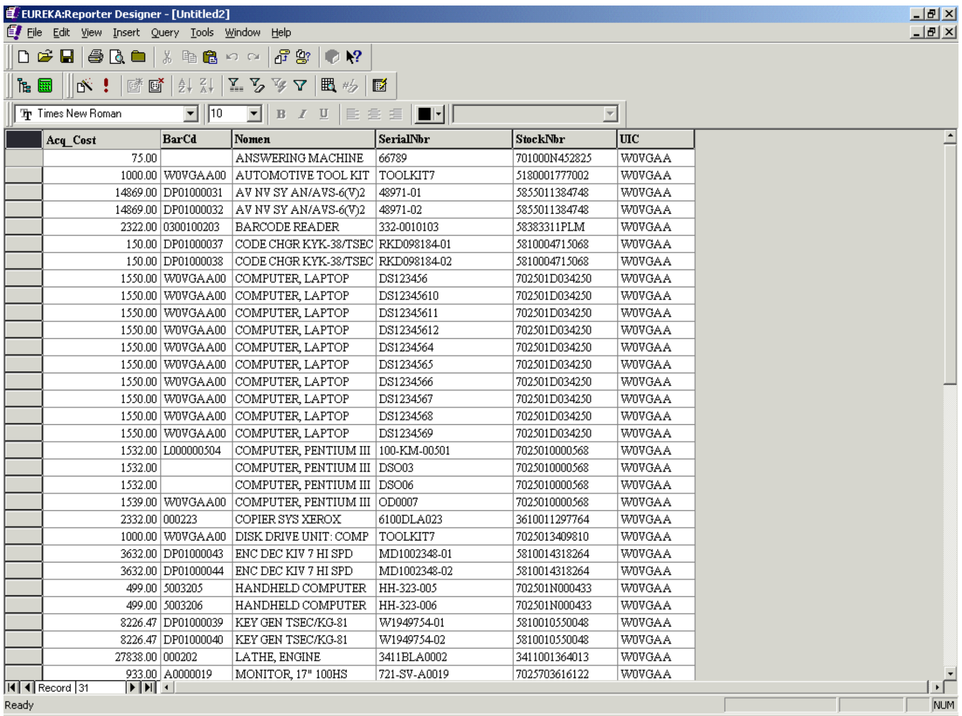
This screen will allow you to choose from a style profile that was previously created.

- Click **Finish**.



Item	Vendor	Date	Amount
Golf Clubs	Alcanzar	10/2/96	$2,164.45
Golf Clubs	Rapide	4/25/96	$1,122.95
Golf Clubs	Rollo	1/4/96	$3,659.00
Golf Clubs	TeedOff Inc.	8/7/96	$573.21
Snow Skiis	Alabarse	12/1/96	$3,001.23
Snow Skiis	Mogul Mania	11/27/96	$2,115.30
Snow Skiis	Rollo	11/28/96	$3,699.31

Your report should look similar to the following:



Acq_Cost	BarCd	Nomen	SerialNbr	StockNbr	UIC
75.00		ANSWERING MACHINE	66789	701000N452825	W0VGAA
1000.00	W0VGAA00	AUTOMOTIVE TOOL KIT	TOOLKIT7	5180001777002	W0VGAA
14869.00	DP01000031	AV NV SY AN/AVS-6(V)2	48971-01	5855011384748	W0VGAA
14869.00	DP01000032	AV NV SY AN/AVS-6(V)2	48971-02	5855011384748	W0VGAA
2322.00	0300100203	BARCODE READER	332-0010103	58383311PLM	W0VGAA
150.00	DP01000037	CODE CHGR KYK-38/TSEC	RKD098184-01	5810004715068	W0VGAA
150.00	DP01000038	CODE CHGR KYK-38/TSEC	RKD098184-02	5810004715068	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS123456	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345610	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345611	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345612	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234564	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234565	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234566	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234567	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234568	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234569	702501D034250	W0VGAA
1532.00	L000000504	COMPUTER, PENTIUM III	100-KM-00501	7025010000568	W0VGAA
1532.00		COMPUTER, PENTIUM III	DSO03	7025010000568	W0VGAA
1532.00		COMPUTER, PENTIUM III	DSO06	7025010000568	W0VGAA
1539.00	W0VGAA00	COMPUTER, PENTIUM III	OD0007	7025010000568	W0VGAA
2332.00	000223	COPIER SYS XEROX	6100DLA023	3610011297764	W0VGAA
1000.00	W0VGAA00	DISK DRIVE UNIT: COMP	TOOLKIT7	7025013409810	W0VGAA
3632.00	DP01000043	ENC DEC KIV 7 HI SPD	MD1002348-01	5810014318264	W0VGAA
3632.00	DP01000044	ENC DEC KIV 7 HI SPD	MD1002348-02	5810014318264	W0VGAA
499.00	5003205	HANDHELD COMPUTER	HH-323-005	702501N000433	W0VGAA
499.00	5003206	HANDHELD COMPUTER	HH-323-006	702501N000433	W0VGAA
8226.47	DP01000039	KEY GEN TSEC/KG-81	W1949754-01	5810010550048	W0VGAA
8226.47	DP01000040	KEY GEN TSEC/KG-81	W1949754-02	5810010550048	W0VGAA
27838.00	000202	LATHE, ENGINE	3411BLA0002	3411001364013	W0VGAA
933.00	A0000019	MONITOR, 17" 100HS	721-SV-A0019	7025703616122	W0VGAA

Saving Your Query

INTRODUCTION

When you have created a file, which is useful, you might want to save that file to use the format again. By using the Save command, you can save the active window to a new or the same name. By using the Save As command, you can save the active report to a new name.

OBJECTIVES

Use **Save** and **Save As** to create and update your files.

APPLICATION

Self-explanatory

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Understand the layout of DPAS file structure, and complete the Orientation section of this manual.

ACTIVITY

Instructor-led demonstration.

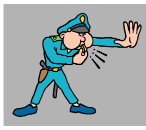
STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select  or select **Save...** from the program group.

NOTE:
There are two ways to save your query. You can save the design (report format) or the output (data).

If you save the design, this will allow you to update and rerun your query at a later time. If you save the output, then you are essentially saving the data and it cannot be updated.

Printing Your Query



CAUTION!!
Before you print your report, you will need to click the last page button to ensure that **ALL** pages of your report are printed.

INTRODUCTION

If you want a hard copy printout of your query, you will need to use the print function. *Eureka* uses the Windows common dialog box, the same as any other Windows-based product.

OBJECTIVES

To learn how to, and to print out a copy of a *Eureka* report.

APPLICATION

Self-explanatory

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Understand the layout of DPAS file structure, and complete the Orientation section of this manual.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Open or create a QuickQuery.
2. Select **File** from the menu bar.
3. Select **Print...** from the program group.

-OR-

4. Select the print icon .

NOTE:
If you want to review the output of your query before you print it, you can do this 2 ways:

- Select **File** from the menu bar.
- Select **Print Preview** from the program group.

-OR-

- Select the print preview icon .

You can use the **Print Setup** to change the printer, print orientation, and paper and source.

Activity: QuickQuery With The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: QuickQuery (with the Wizard)

Application: This type of query can be used when you need a simple report fast.

Report Type: This is a report by your UIC listing by Stock Number, Bar Code, and Nomen. This report will also list the Acquisition Cost for each asset and give you the total sum of the assets.

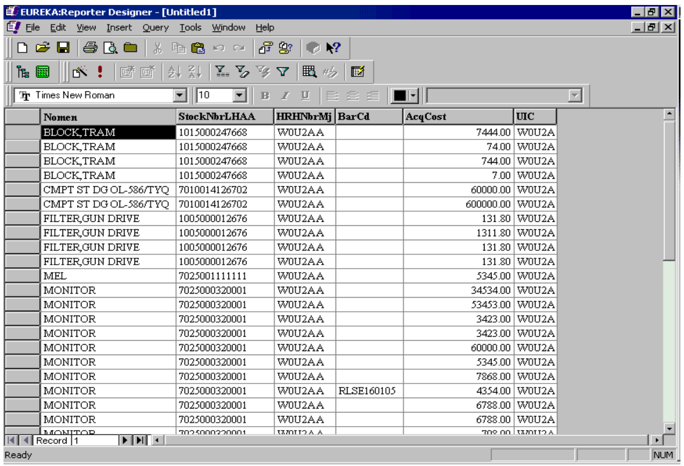
Instructions:

STEP 1: Detail
STEP 2: Select the following fields for your QuickQuery Wizard report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
!Quick_Start	Acq Cost Bar Cd HRH Nbr Mjr	Nomen Stock Nbr UIC

STEP 3: Filter by the **UIC** given to you by your instructor.
STEP 4: Sort by the **Nomen** field.
STEP 5A: Click on **Entire Document**.
STEP 5B: Set the Columns to Aggregate to **sum** for the **Acq Cost**.
STEP 6: Select **Finish** to process your report.

Example of Finished report:



Nomen	StockNbrLHAA	HRHNbrMj	BarCd	AcqCost	UIC
BLOCK,TRAM	1015000247668	W0U2AA		7444.00	W0U2A
BLOCK,TRAM	1015000247668	W0U2AA		74.00	W0U2A
BLOCK,TRAM	1015000247668	W0U2AA		744.00	W0U2A
BLOCK,TRAM	1015000247668	W0U2AA		7.00	W0U2A
CMPT ST DG OL-586/TYQ	7010014126702	W0U2AA		60000.00	W0U2A
CMPT ST DG OL-586/TYQ	7010014126702	W0U2AA		600000.00	W0U2A
FILTER,GUN DRIVE	1005000012676	W0U2AA		131.80	W0U2A
FILTER,GUN DRIVE	1005000012676	W0U2AA		1311.80	W0U2A
FILTER,GUN DRIVE	1005000012676	W0U2AA		131.80	W0U2A
FILTER,GUN DRIVE	1005000012676	W0U2AA		131.80	W0U2A
MEL	7025001111111	W0U2AA		5345.00	W0U2A
MONITOR	7025000320001	W0U2AA		34534.00	W0U2A
MONITOR	7025000320001	W0U2AA		53453.00	W0U2A
MONITOR	7025000320001	W0U2AA		3423.00	W0U2A
MONITOR	7025000320001	W0U2AA		3423.00	W0U2A
MONITOR	7025000320001	W0U2AA		60000.00	W0U2A
MONITOR	7025000320001	W0U2AA		5345.00	W0U2A
MONITOR	7025000320001	W0U2AA		7868.00	W0U2A
MONITOR	7025000320001	W0U2AA	RLSE160105	4354.00	W0U2A
MONITOR	7025000320001	W0U2AA		6788.00	W0U2A
MONITOR	7025000320001	W0U2AA		6788.00	W0U2A

Skill Builder: QuickQuery With The Query Wizard

Objectives: You will:

- **Review Building a QuickQuery With The Query Wizard (Word Exercise)**
- **Discussion Questions**
- **Practical Exercise to build a QuickQuery with the Query Wizard**

Complete the following exercise:

1. Name the type of queries you can select when building a QuickQuery with the Query Wizard?

   a. ______________________________ c. ______________________________
   b. ______________________________ d. ______________________________

2. List the 6 steps of the Query Wizard (in order).

   a. ______________________________ d. ______________________________
   b. ______________________________ e. ______________________________
   c. ______________________________ f. ______________________________

3. The ____________ ___________ contains the business views, folders and data fields for building your report.

4. All values entered in Eureka are case sensitive. **(True or False)**

   True _______ False _______

5. List five types of operators.

   a. ______________________________ d. ______________________________
   b. ______________________________ e. ______________________________
   c. ______________________________

6. What is a structured pathway for a new user to build a report?

____

7. In Step 5 **Select Columns to Aggregate** name 3 aggregate functions you can perform.

a. ______________________________ c. ________________________________

b. ______________________________

8. When working with QuickQuery, you can only work in one business view at one time? **(True or False)**

True _______ False _______

Discussion Questions:

1. **Review the use of the Business Views and Folders.**
2. **Why is it important to use the filter function in some reports?**
3. **Discuss the different types of queries and what would be an example of how you would use them.**

Practical Exercise: QuickQuery With The Query Wizard

Independent Student Report

Unit of Study: Building a QuickQuery With The Query Wizard

Application: This type of query can be used when you need a simple report fast.

Report Type: Accounting report, filtered by UIC displaying serial number, stock number, fund code and dollar amount with sum and average.

Instructions:

1. Create a new report using the QuickQuery Wizard.
2. Select the following fields for your QuickQuery Wizard report:

BUSINESS VIEW: CATALOG	
FOLDER(S)	**DATA ELEMENT(S)**
Catalog	Stock Nbr Generic Nomen
Mfr._Model/Part_Number	Mfr_Name Mfr Part Nbr

3. **Filter:**

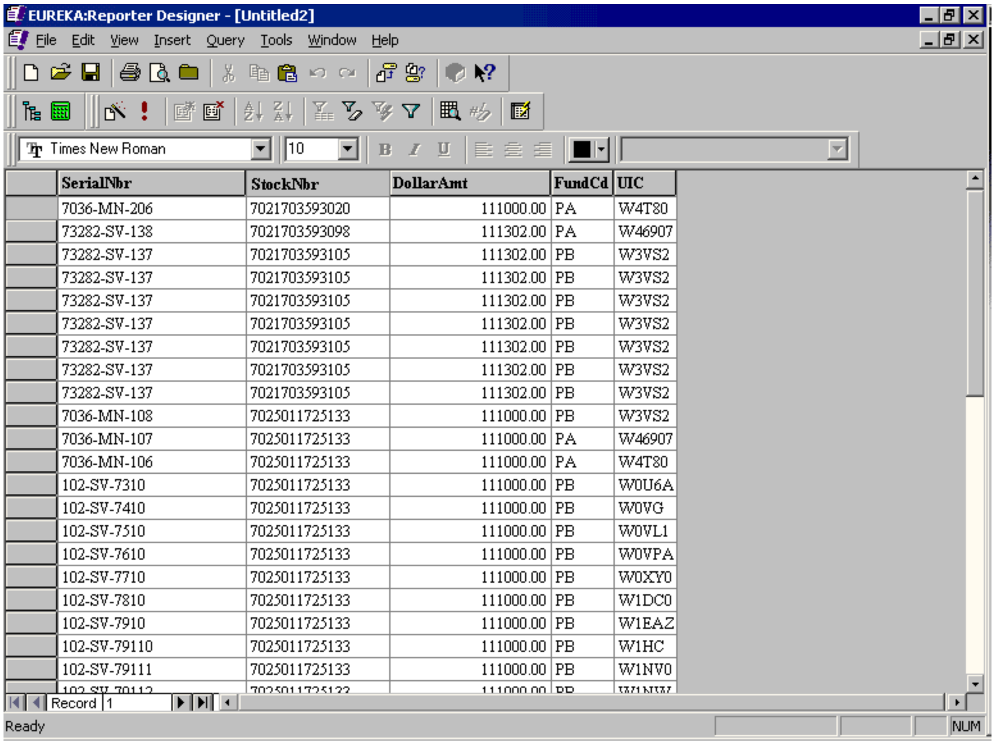
   Column: Stock Nbr

   Operator: Like

   Value1: 70*
4. **Sort:** Stock Nbr
5. Click on **Entire Document**.
6. **Aggregate:** Stock Nbr using **Count**

HINT!
For your Filter: Remember to use the value of "**like**" because we are using the wildcard to look for Stock Numbers that begin with **"70"**. Refer to the list of operators on page 19 .

Example of the finished report:



SerialNbr	StockNbr	DollarAmt	FundCd	UIC
7036-MN-206	7021703593020	111000.00	PA	W4T80
73282-SV-138	7021703593098	111302.00	PA	W46907
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
7036-MN-108	7025011725133	111000.00	PB	W3VS2
7036-MN-107	7025011725133	111000.00	PA	W46907
7036-MN-106	7025011725133	111000.00	PA	W4T80
102-SV-7310	7025011725133	111000.00	PB	W0U6A
102-SV-7410	7025011725133	111000.00	PB	W0VG
102-SV-7510	7025011725133	111000.00	PB	W0VL1
102-SV-7610	7025011725133	111000.00	PB	W0VPA
102-SV-7710	7025011725133	111000.00	PB	W0XY0
102-SV-7810	7025011725133	111000.00	PB	W1DC0
102-SV-7910	7025011725133	111000.00	PB	W1EAZ
102-SV-79110	7025011725133	111000.00	PB	W1HC
102-SV-79111	7025011725133	111000.00	PB	W1NV0

Building A QuickQuery Without The Query Wizard

INTRODUCTION

This section outlines building a QuickQuery report without using the query wizard.

OBJECTIVES

Learn how to build a QuickQuery without the Wizard to include functions and processes that could be used in any QuickQuery that you build.

APPLICATION

This type of query can be used to generate simple reports "on the fly" without having to use the query wizard. For example, you could create a listing of all your hand receipt holders by UIC, stock number and acquisition cost. In this report we will be using different functions to manipulate our data.

REPORT TYPE

A listing of all your HRH Nbrs by UIC displaying nomenclature, stock number and acquisition cost. We will use different functions to practice manipulating the data.

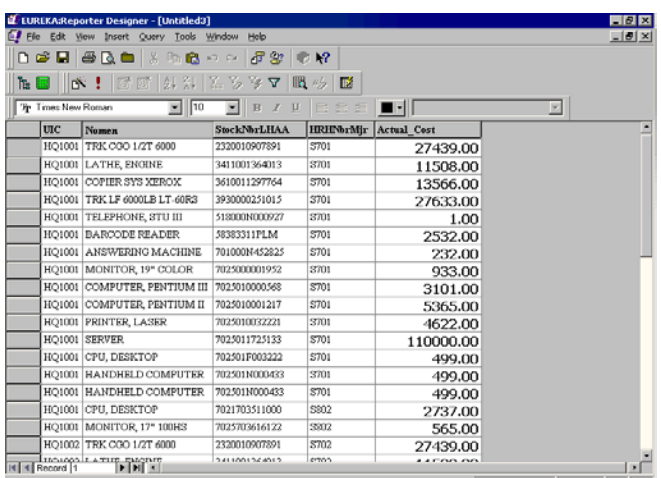
PREREQUISITES

Eureka Reporter Designer is accurately loaded and configured on your system.

ACTIVITY

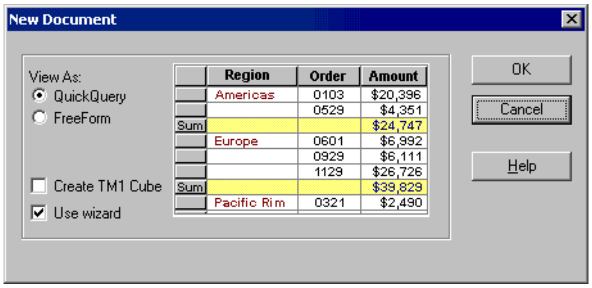
Instructor-led demonstration

Example of the finished report:



STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.
3. If the Wizard is displayed, click **Finish**.
4. Select **New** from the file menu.

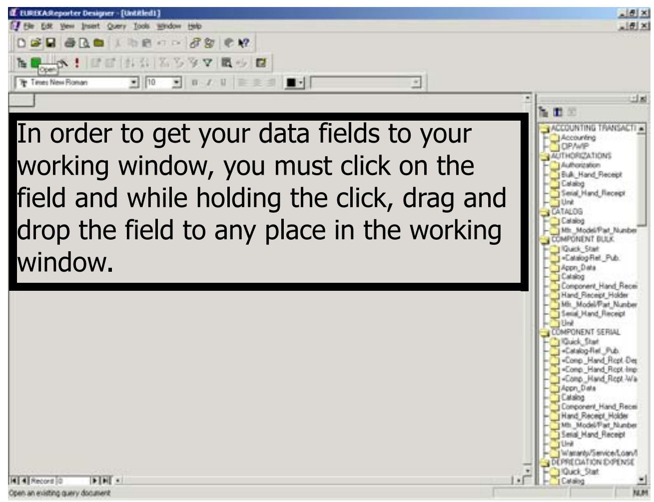


STEP 1:

a. Uncheck the **Use Wizard** choice on the new document dialog box.
b. Click **OK**.

STEP 2:

a. Depress the **F2 Key** on your keyboard to display your Object Directory (if it isn't already displayed).
b. Use the scroll bars to select the appropriate Business View from which you will select the columns you want displayed on your report.



HINTS!

It may be a good idea to change your Preferences to do a **Manual Re-Query**. See page C7-15, **Setting Preferences**, for more information.

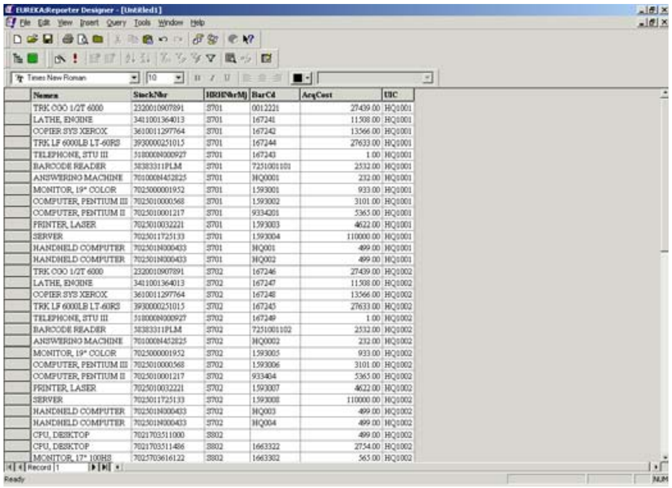
To select **MULTIPLE** fields, hold the **CTRL** key down and select the desired fields (**DO NOT LET UP ON THE CTRL KEY**). Click, "drag and drop" to any place in the working window.

c. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
!Quick_Start	Nomen	Bar Cd
	Stock Nbr	Acq Cost
	HRH Nbr Mjr	UIC

Changing The Name Of A Column Heading

If the name of a particular column is not useful or clear to you or used by your Activity, you have the capability to change the name of that column heading.

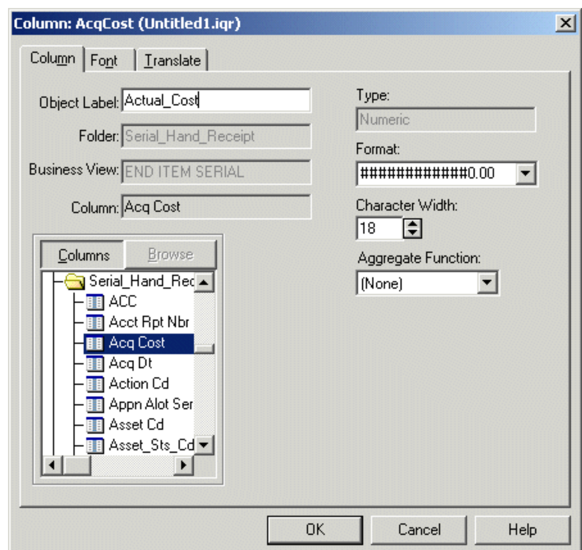


STEP 1:

- **Double-click** on the column heading you wish to change. In this exercise, we will change the **Acq Cost** field.

STEP 2:

a. The current name of the column is displayed. Change the Object Label to **Actual Cost**.
b. **Folder:** This displays the folder your data field was chosen from. This field cannot be changed.
c. **Business View:** This displays the Business View your data field was chosen from. This field cannot be changed.
d. **Column:** This displays the system column heading from the object directory. This field cannot be changed.



NOTE:
If your report is not working, you may want to check each of your data elements to see if they are from the same Business View. To do this, you will need to double-click on each column heading to make ensure that all data elements are from the same Business View.

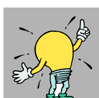
e. **Type:** This field displays the characteristics of the data (string, numeric, or date).

f. **Format:** If you selected to change a cost field, you can change the format of that field. Change the Format to **Windows Currency**.

Format Functions		
FORMAT	**SAMPLE DATA VALUE**	**FORMATTED APPEARANCE**
####0.00	1234.5	1234.50
#,###.##	1234.5	1,234.5
#.##	1234.5	1234.5
#0	1234.56	1235
$#,###,##0.00	1234.5	$1,234.56
$#,##0.00	100.5 0 2500.25 -145.10	$100.50 $0.00 $2,500.25 -$145.10
$#,##0.00;($#,##0.00)	100.503 -145.10	$100.50 ($145.10)
$#,##0.00"CR";$#,##0.00	$1,234.50CR -1234.5	1234.5 $1,234.50
0[S/1000]	12375 199	12 0
dd Mmmm yyyy	Oct 1, 1966	10 October 1966
dd-MMM-yy	Oct 1, 1966	01-OCT-66
mm/dd/yy	Jan 15,1991	01/15/91
dddd	Oct 1, 1966	Saturday
hh:mm	9:43am	09:43
hh:mm AM/PM	9:43am	09:43 AM
hh:mm:ss	9:43am	09:43:00
hh:mm:ss.ssssss	09:43am	09:43:00.000000
Click on the pick list to review additional Format Functions		

g. **Charater Width:** This field defaults to the actual field length, but can be changed. Keep in mind that if you make the length shorter that the actual field length, it will truncate the field.

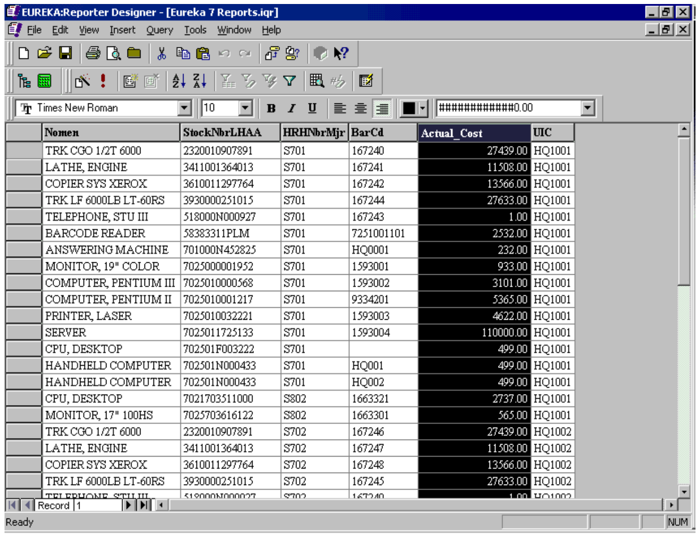
h. **Aggregate Function:** Select if you want to an average, count, maximum value, minimum value, or sum for your data field.



HINT!

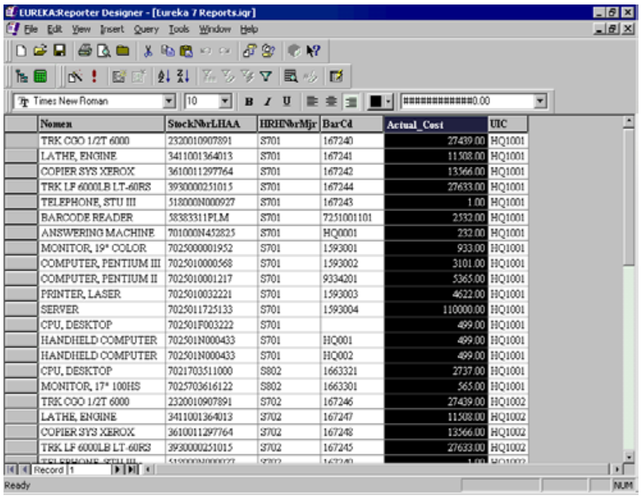
If you select the **Sum** Aggregate Function, after you change the Format, the Format is set back to the default. Therefore, set the Aggregate Function before the Format.

Example of the finished report:



Changing The Fonts

You can change the font attributes for the column headings in your report.



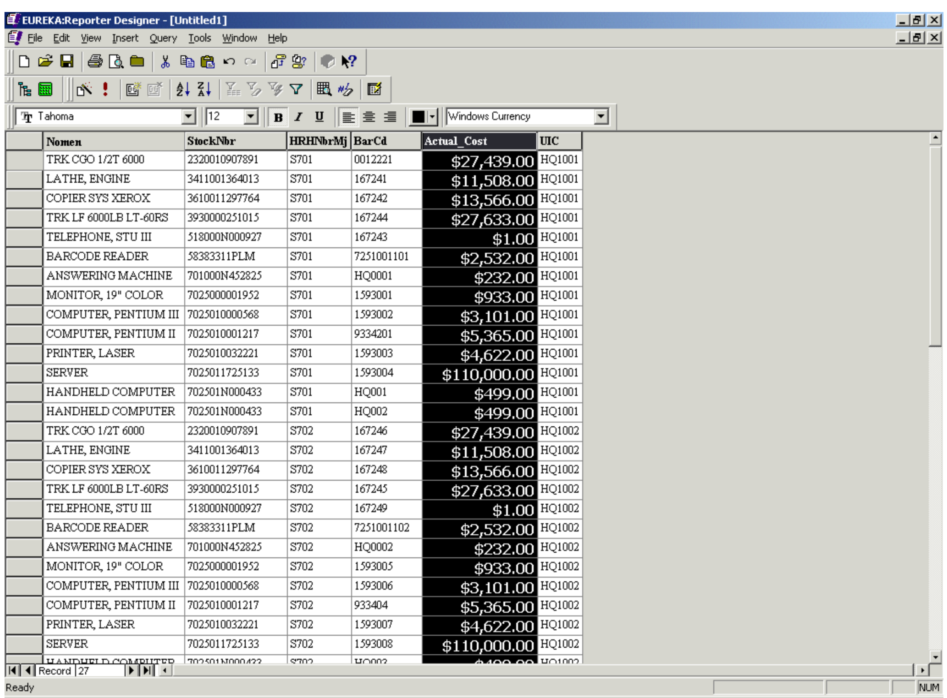
STEP:

a. **Click** on the column heading you wish to change. In this exercise, click on the **Actual_Cost** column heading.
b. Using the Formatting toolbar, change the type of font you wish to use.
c. You can also use the Formatting toolbar to change the size, alignment, style, and color of the font.

You can also double-click on the column heading. It will display the Column Dialog box for the the column you selected.

1. Click on the **Font** tab to display the font attributes.
2. Make any necessary changes. Notice that in the Sample box, a sampling will be displayed.
3. Click **OK**.

Example of the finished report:

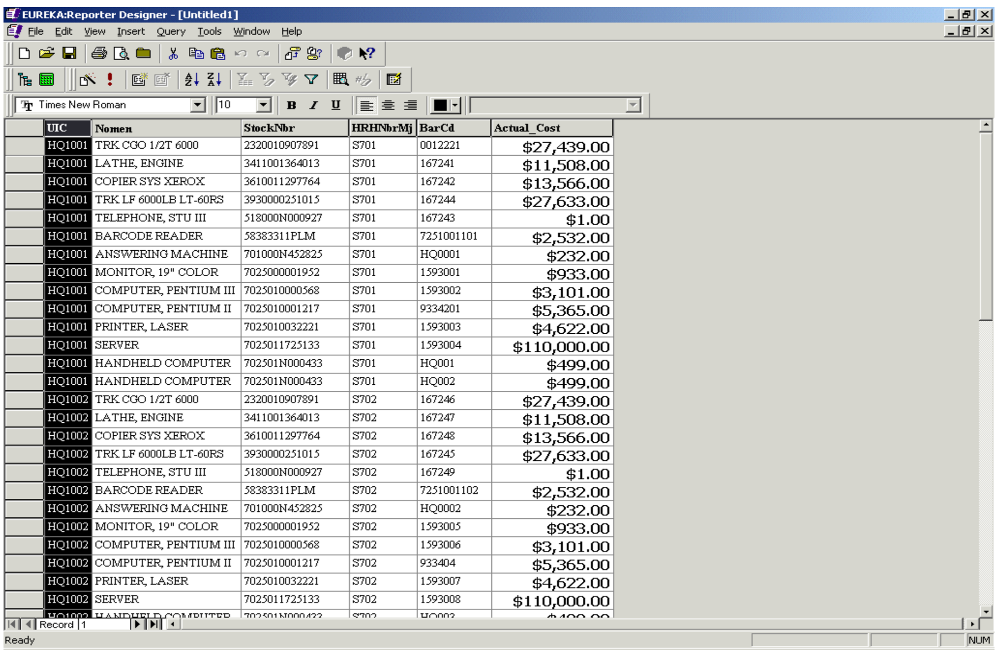


Moving Columns

If you decide that you do not like where a column is displayed in your query, you can simply move it.

1. Highlight the **UIC** column by clicking in the UIC column heading. Your cursor will change to a black arrow when you place the cursor on the heading.
2. Click and drag the column (while still holding the click) into the first position of your report. As you move across the screen, you will notice that there is a red line. Use this as a guide to where you want to position the column.
3. Once you have positioned the red line to where you want the column to be located, release the click on the mouse.

Example of the finished report:



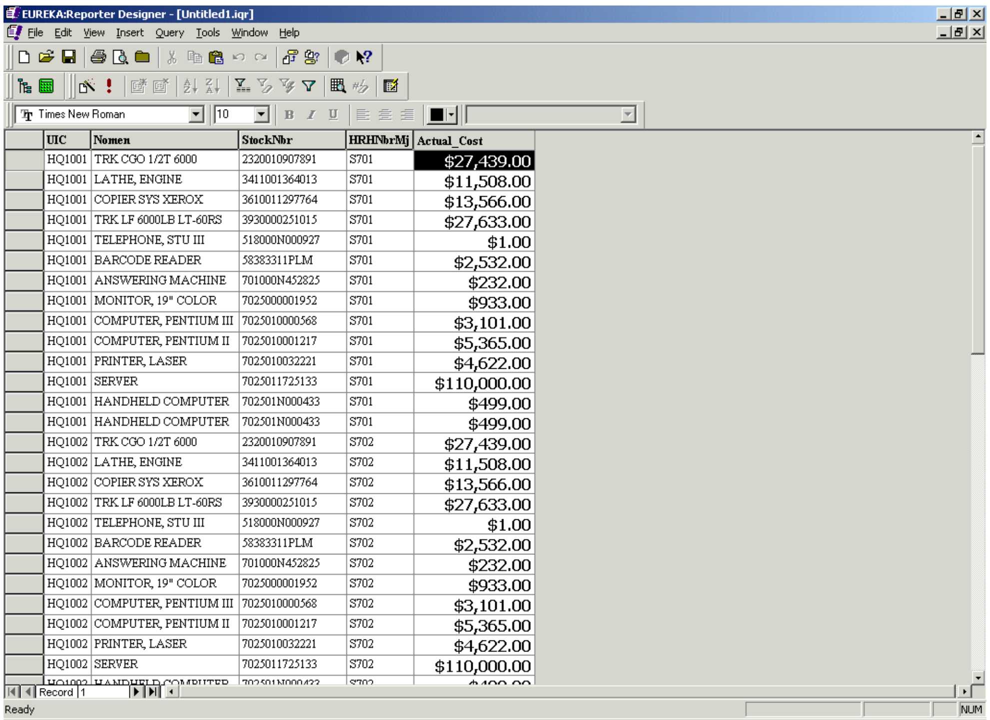
UIC	Nomen	StockNbr	HRHNbrMj	BarCd	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	0012221	$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	167241	$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	167242	$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	167244	$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	167243	$1.00
HQ1001	BARCODE READER	58383311PLM	S701	7251001101	$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	HQ0001	$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	1593001	$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	1593002	$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	9334201	$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	1593003	$4,622.00
HQ1001	SERVER	7025011725133	S701	1593004	$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	HQ001	$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	HQ002	$499.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	167246	$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	167247	$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	167248	$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	167245	$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	167249	$1.00
HQ1002	BARCODE READER	58383311PLM	S702	7251001102	$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	HQ0002	$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	1593005	$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	1593006	$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	933404	$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	1593007	$4,622.00
HQ1002	SERVER	7025011725133	S702	1593008	$110,000.00

Deleting Columns

If you decide that you do not want a column to be displayed in your query, you can simply delete it.

1. Highlight the **Bar Cd** by clicking once in the heading area.
2. Depress the **Delete** key on your keyboard.

Example of the finished report:



UIC	Nomen	StockNbr	HRHNbrMj	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	$1.00
HQ1001	BARCODE READER	58383311PLM	S701	$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	$4,622.00
HQ1001	SERVER	7025011725133	S701	$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	$499.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	$1.00
HQ1002	BARCODE READER	58383311PLM	S702	$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	$4,622.00
HQ1002	SERVER	7025011725133	S702	$110,000.00

Freezing/Unfreezing Column Headings

When your query has numerous columns, it may be impossible to view them all at one time. Freezing a column(s) helps you identify the content(s) of the row(s). When you freeze a column(s), they are moved to the left-most position of your query. As you scroll to the right, the column(s) that you freeze will stay in place, but the other columns will move. Unfreezing will return your query to its original state.

1. Using the table below, add the following fields:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Serial_Hand_Receipt	Serial Nbr Fund Cd Loc
Unit	Activity Name

2. Highlight the **HRH Nbr Mjr** field by clicking once in the heading area.
3. **Right-mouse** click to display the shortcut attributes menu.
4. Select **Freeze Column**.

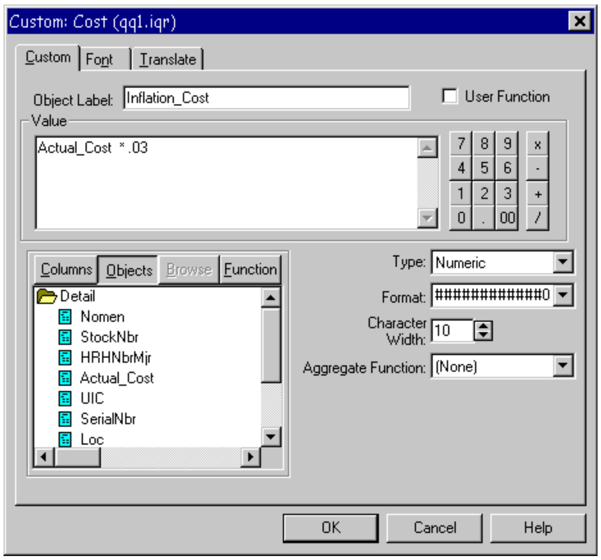
The HRH Nbr Mjr field is moved to the left-most position and there is a fine blue line separating the frozen column with the unfrozen columns.

5. Scroll to the right.

Notice how the HRH Nbr Mjr field does not move but the other fields move.

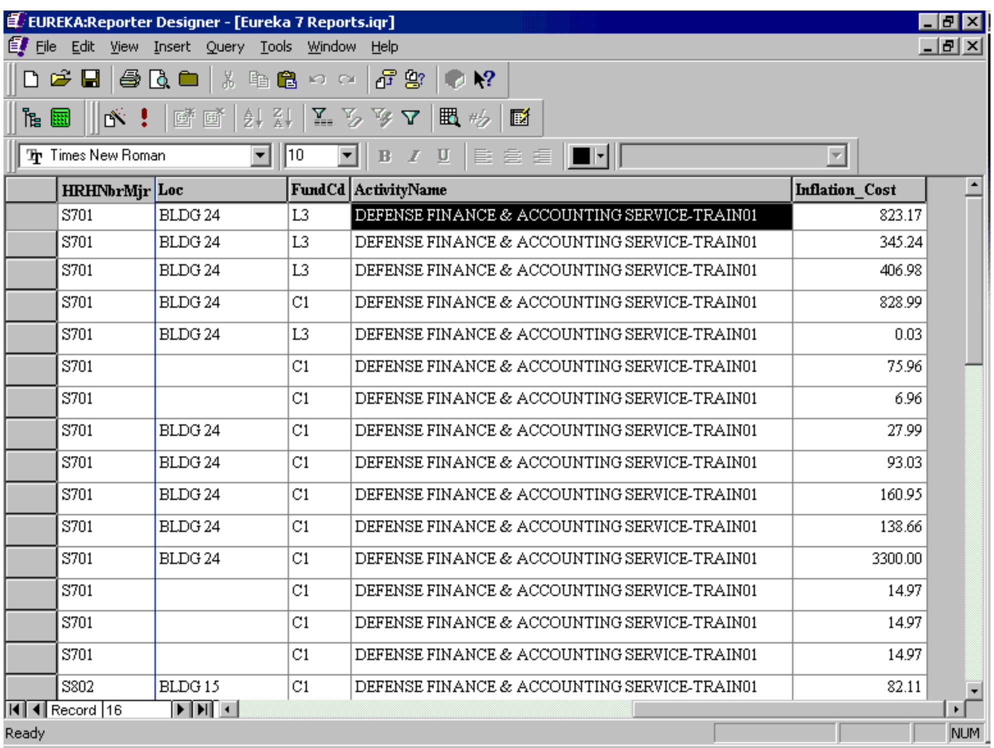
Adding Custom Columns

1. Select the custom column icon  or select **Insert** from the menu bar, and then select **Custom**.
2. Enter an Object Label of your choice.



3. **User Function:** Check this box if you want to pull in calculations that are not defined by the database administrator.
4. Double-click on the Detail folder.
5. Double-click on the **Actual Cost** field. You can choose values for your custom column either by selecting the **Columns** tab (this is the Object Directory) or clicking on the **Detail** folder (these are the fields you selected for your report) or a combination of both.
6. Click on the **X** (multiply) button.
7. Enter **.03** (this is just the inflation amount). If you want the total inflated cost, the formula must be **Actual_Cost * 1.03**.

Example of the finished report:



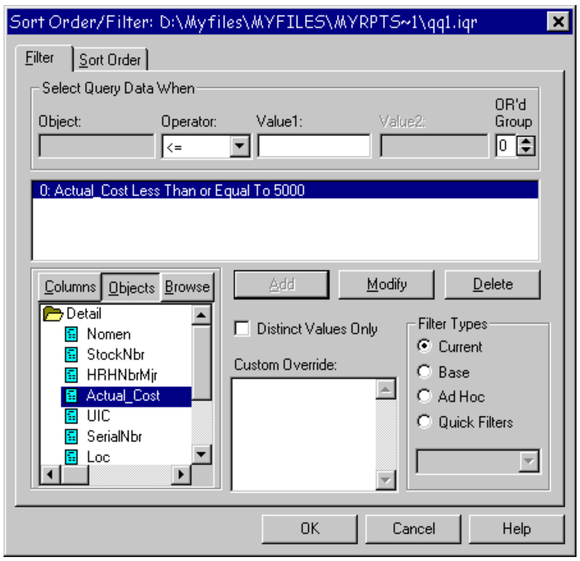
HRHNbrMjr	Loc	FundCd	ActivityName	Inflation_Cost
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	823.17
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	345.24
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	406.98
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	828.99
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	0.03
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	75.96
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	6.96
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	27.99
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	93.03
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	160.95
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	138.66
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	3300.00
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S802	BLDG 15	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	82.11

Applying Filters

Apply filter conditions to help narrow down database output so that it includes only the relevant data that you selected.

Filters are defined in the QuickQuery window using displayed values.

1. Click on the  icon.



2. Double-click on **Actual_Cost**.
3. Set the Operator to **<=** (**less than or equal to**).
4. Enter **5000** in Value1.

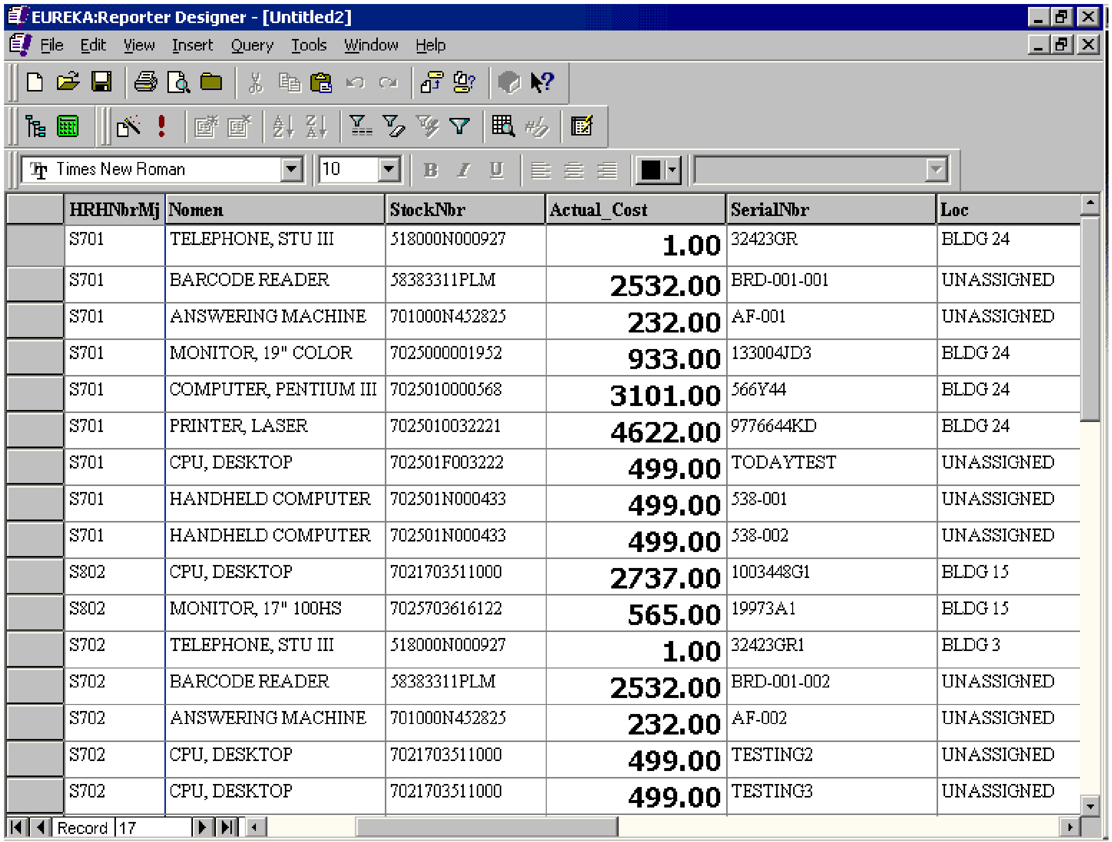
NOTE:
Remember the RULE for OR'd Group numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different, those two statements are connected by the **OR** condition.

5. Click **Add** to activate the filter. If you have an existing filter and you need to change it, highlight the condition, change the condition and then click **Modify**. If you have an existing filter that you no longer need, highlight the condition and click **Delete**.
6. **Distinct Values Only:** Check this box when you want to eliminate any duplicate rows.
7. **Custom Override:** This displays any overriden SQL statements.

Filter Types	
Current	Displays the current filter(s) that is in effect.
Base	These are always in effect and have no conditions defined, and perform no filtering.
Ad Hoc	These are defined in the QuickQuery window using displayed values.
Quick	These are given a name and saved. These filters can only be created using the QuickQuery window.

8. Click **OK**.

Example of the finished report:



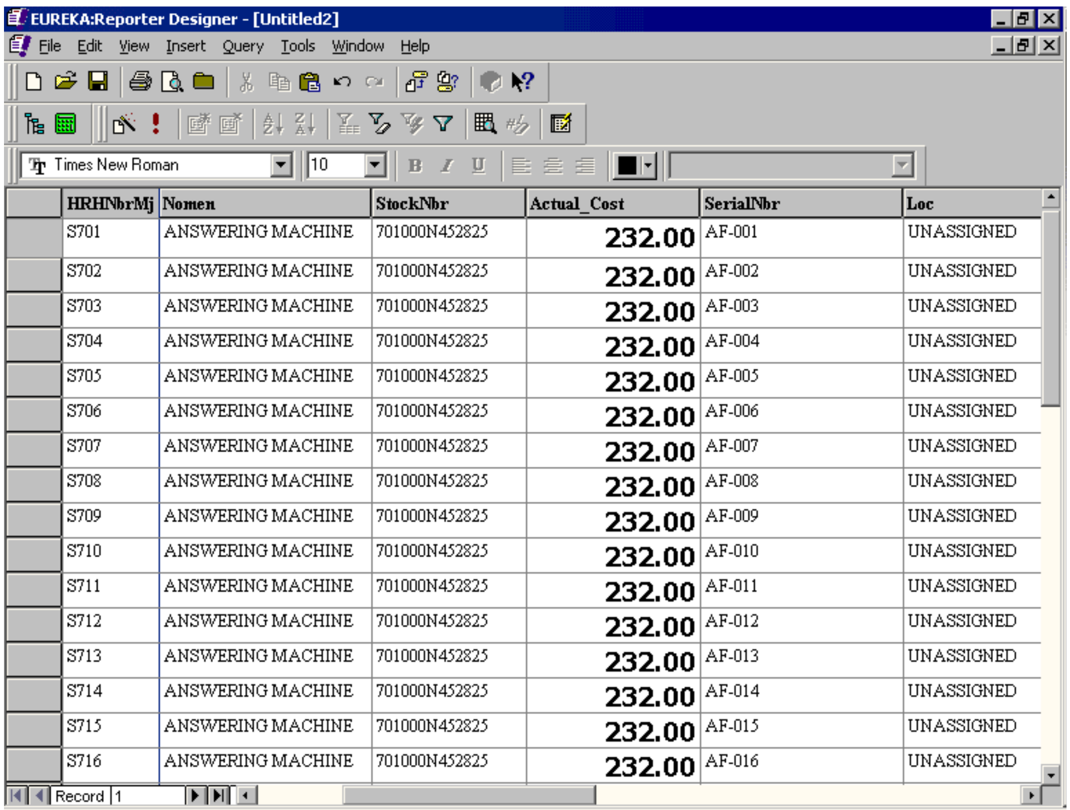
HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
S701	TELEPHONE, STU III	518000N000927	1.00	32423GR	BLDG 24
S701	BARCODE READER	58383311PLM	2532.00	BRD-001-001	UNASSIGNED
S701	ANSWERING MACHINE	701000N452825	232.00	AF-001	UNASSIGNED
S701	MONITOR, 19" COLOR	7025000001952	933.00	133004JD3	BLDG 24
S701	COMPUTER, PENTIUM III	7025010000568	3101.00	566Y44	BLDG 24
S701	PRINTER, LASER	7025010032221	4622.00	9776644KD	BLDG 24
S701	CPU, DESKTOP	702501F003222	499.00	TODAYTEST	UNASSIGNED
S701	HANDHELD COMPUTER	702501N000433	499.00	538-001	UNASSIGNED
S701	HANDHELD COMPUTER	702501N000433	499.00	538-002	UNASSIGNED
S802	CPU, DESKTOP	7021703511000	2737.00	1003448G1	BLDG 15
S802	MONITOR, 17" 100HS	7025703616122	565.00	19973A1	BLDG 15
S702	TELEPHONE, STU III	518000N000927	1.00	32423GR1	BLDG 3
S702	BARCODE READER	58383311PLM	2532.00	BRD-001-002	UNASSIGNED
S702	ANSWERING MACHINE	701000N452825	232.00	AF-002	UNASSIGNED
S702	CPU, DESKTOP	7021703511000	499.00	TESTING2	UNASSIGNED
S702	CPU, DESKTOP	7021703511000	499.00	TESTING3	UNASSIGNED

Sorting Columns

Use the **Sort** function when you want your data sorted in a particular order (ascending or descending).

1. Highlight the **Nomen** field by clicking once in the heading area.
2. Click on the (to sort in ascending order) or (to sort in descending order) from the toolbar.

Example of the finished report:



HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
S701	ANSWERING MACHINE	701000N452825	232.00	AF-001	UNASSIGNED
S702	ANSWERING MACHINE	701000N452825	232.00	AF-002	UNASSIGNED
S703	ANSWERING MACHINE	701000N452825	232.00	AF-003	UNASSIGNED
S704	ANSWERING MACHINE	701000N452825	232.00	AF-004	UNASSIGNED
S705	ANSWERING MACHINE	701000N452825	232.00	AF-005	UNASSIGNED
S706	ANSWERING MACHINE	701000N452825	232.00	AF-006	UNASSIGNED
S707	ANSWERING MACHINE	701000N452825	232.00	AF-007	UNASSIGNED
S708	ANSWERING MACHINE	701000N452825	232.00	AF-008	UNASSIGNED
S709	ANSWERING MACHINE	701000N452825	232.00	AF-009	UNASSIGNED
S710	ANSWERING MACHINE	701000N452825	232.00	AF-010	UNASSIGNED
S711	ANSWERING MACHINE	701000N452825	232.00	AF-011	UNASSIGNED
S712	ANSWERING MACHINE	701000N452825	232.00	AF-012	UNASSIGNED
S713	ANSWERING MACHINE	701000N452825	232.00	AF-013	UNASSIGNED
S714	ANSWERING MACHINE	701000N452825	232.00	AF-014	UNASSIGNED
S715	ANSWERING MACHINE	701000N452825	232.00	AF-015	UNASSIGNED
S716	ANSWERING MACHINE	701000N452825	232.00	AF-016	UNASSIGNED

Grouping/Ungrouping Columns

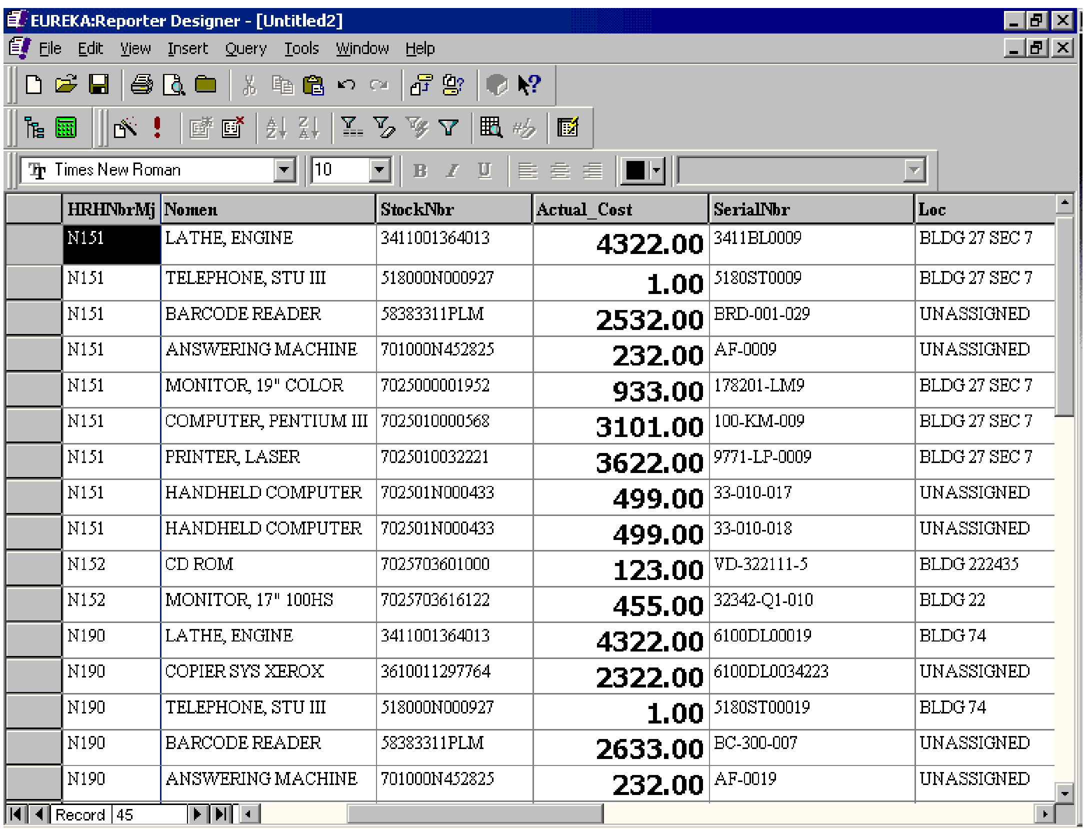
Use the **Group** function when you want your data grouped by like items.

1. Highlight the **HRH Nbr Mjr** by clicking once in the heading area.
2. **Right-mouse** click to display the shortcut attributes menu.
3. Select **Group**.

- OR -

4. Click on the button from the toolbar. (If you want to ***ungroup***, simply highlight the grouped column and click on the button.
5. Save your report as **QQGROUP**.
6. Close your report.

Example of the finished report:



HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
N151	LATHE, ENGINE	3411001364013	4322.00	3411BL0009	BLDG 27 SEC 7
N151	TELEPHONE, STU III	518000N000927	1.00	5180ST0009	BLDG 27 SEC 7
N151	BARCODE READER	58383311PLM	2532.00	BRD-001-029	UNASSIGNED
N151	ANSWERING MACHINE	701000N452825	232.00	AF-0009	UNASSIGNED
N151	MONITOR, 19" COLOR	7025000001952	933.00	178201-LM9	BLDG 27 SEC 7
N151	COMPUTER, PENTIUM III	7025010000568	3101.00	100-KM-009	BLDG 27 SEC 7
N151	PRINTER, LASER	7025010032221	3622.00	9771-LP-0009	BLDG 27 SEC 7
N151	HANDHELD COMPUTER	702501N000433	499.00	33-010-017	UNASSIGNED
N151	HANDHELD COMPUTER	702501N000433	499.00	33-010-018	UNASSIGNED
N152	CD ROM	7025703601000	123.00	VD-322111-5	BLDG 222435
N152	MONITOR, 17" 100HS	7025703616122	455.00	32342-Q1-010	BLDG 22
N190	LATHE, ENGINE	3411001364013	4322.00	6100DL00019	BLDG 74
N190	COPIER SYS XEROX	3610011297764	2322.00	6100DL0034223	UNASSIGNED
N190	TELEPHONE, STU III	518000N000927	1.00	5180ST00019	BLDG 74
N190	BARCODE READER	58383311PLM	2633.00	BC-300-007	UNASSIGNED
N190	ANSWERING MACHINE	701000N452825	232.00	AF-0019	UNASSIGNED

Activity: QuickQuery Without The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: QuickQuery (without the Wizard)

Application: This activity will be used to apply what you have learned in the previous lesson. You will build a query without the wizard and then use various functions to manipulate your data.

Report Type: This report will display assets with acquisition cost, filtered by major hand receipt holder number and grouped by nomenclature.

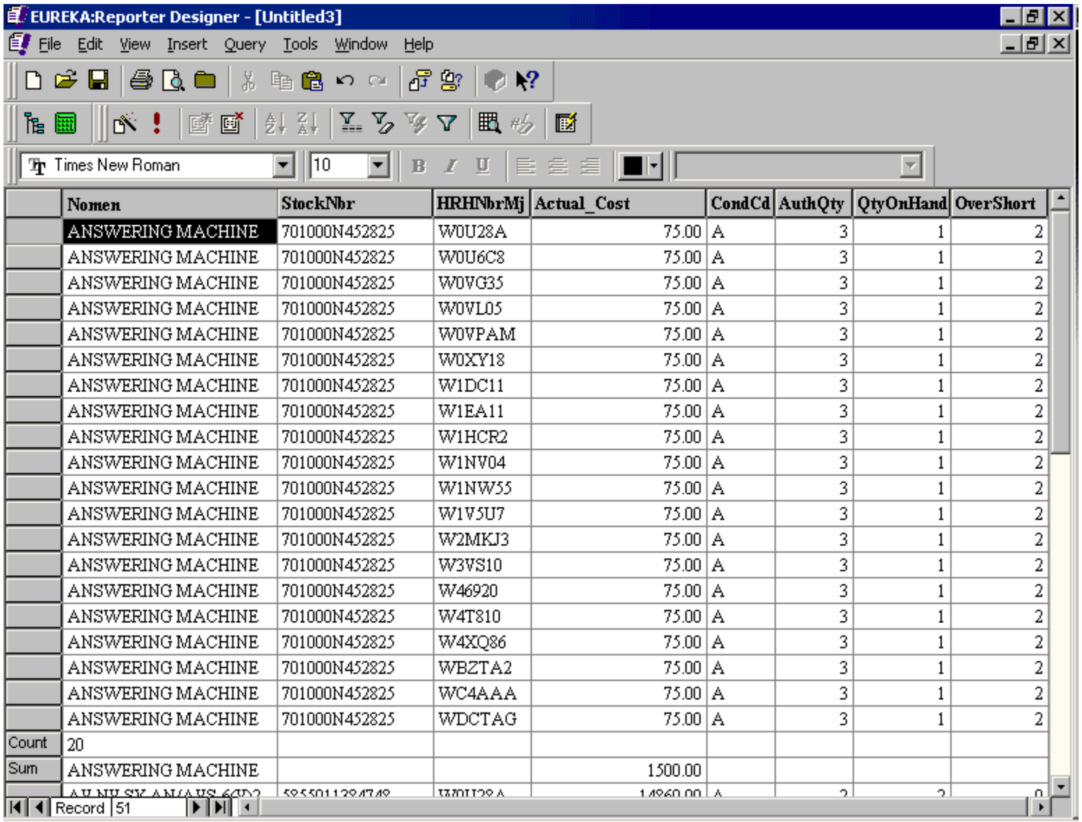
Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Catalog	ARC Nomen	Stock Nbr
Hand_Receipt_Holder	HRH Nbr Mjr	
Serial_Hand_Rcpt.-Auth	Acq Cost Cond Cd	Auth Qty Qty On Hand

3. Change the name of **Acq Cost** to Actual Cost or a comparable term.
4. Delete the **ARC**.
5. Group on the **Nomen**.
6. Count on the **Nomen**.
7. Build a Custom Column labeled **Over/Short**.
8. Subtract the **Qty On Hand** from **Auth Qty**, which will equal the Over/Short column.
9. Filter for **HRH Nbr Mjr** Like W*.
10. Sum on the **Acq Cost**.
11. Save the report in the *Eureka* folder on your Desktop as **QQACTY**.
12. Close the report.

Example of finished report:



	Nomen	StockNbr	HRHNbrMj	Actual_Cost	CondCd	AuthQty	QtyOnHand	OverShort
	ANSWERING MACHINE	701000N452825	W0U28A	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0U6C8	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VG35	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VL05	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VPAM	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0XY18	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1DC11	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1EA11	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1HCR2	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1NV04	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1NW55	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1V5U7	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W2MKJ3	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W3VS10	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W46920	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W4T810	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W4XQ86	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WBZTA2	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WC4AAA	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WDCTAG	75.00	A	3	1	2
Count	20							
Sum	ANSWERING MACHINE			1500.00				

Skill Builder: QuickQuery Without The Query Wizard

Objectives: You will:

- Review Building a QuickQuery Without The Query Wizard (Exercise below)
- Discussion Questions
- Practical Exercise to build a QuickQuery Without The Query Wizard

Complete the following exercise:

1. Outline the steps to perform when setting your preference for Manual Re-Query

   a. ________________________________ c. __________________________________

   b. ________________________________ d. __________________________________

2. What action(s) take place when you depress the F2 key?

3. You cannot change the name of a column heading. **(True or False)**

   True _______ False _______

4. To delete a column, you first ___________________ the column then depress the _______ key on your keyboard.

5. When your query has too many columns, it may be impossible to view them all at one time. _______________________ a column helps you identify the content(s) of the row(s).

6. ____________ _____________ are used when you want to apply values to a query that are not available in the database.

7. You display the shortcut attributes menu by doing a ____________________ _______________________ with your ____________________.

8. Where is the keypad located that enables you to create numerical calculations?

   ____

Discussion Questions:

1. **Review the Grouping/Ungrouping Column Function.**
2. **Discuss why you would use and what are the advantages of QuickQuery without using the Query Wizard.**
3. **Describe the Ad Hoc Filtering process.**

Practical Exercise: QuickQuery Without The Query Wizard

Independent Student Report

Unit of Study: Building A QuickQuery Without The Query Wizard

Application: This activity will be used to apply what you have learned in the previous lesson. You will build a query without the wizard and then use various functions to manipulate your data.

Report Type: Asset listing by major hand receipt holders beginning with "W", grouped by nomenclature, displaying actual dollars or quantity on hand.

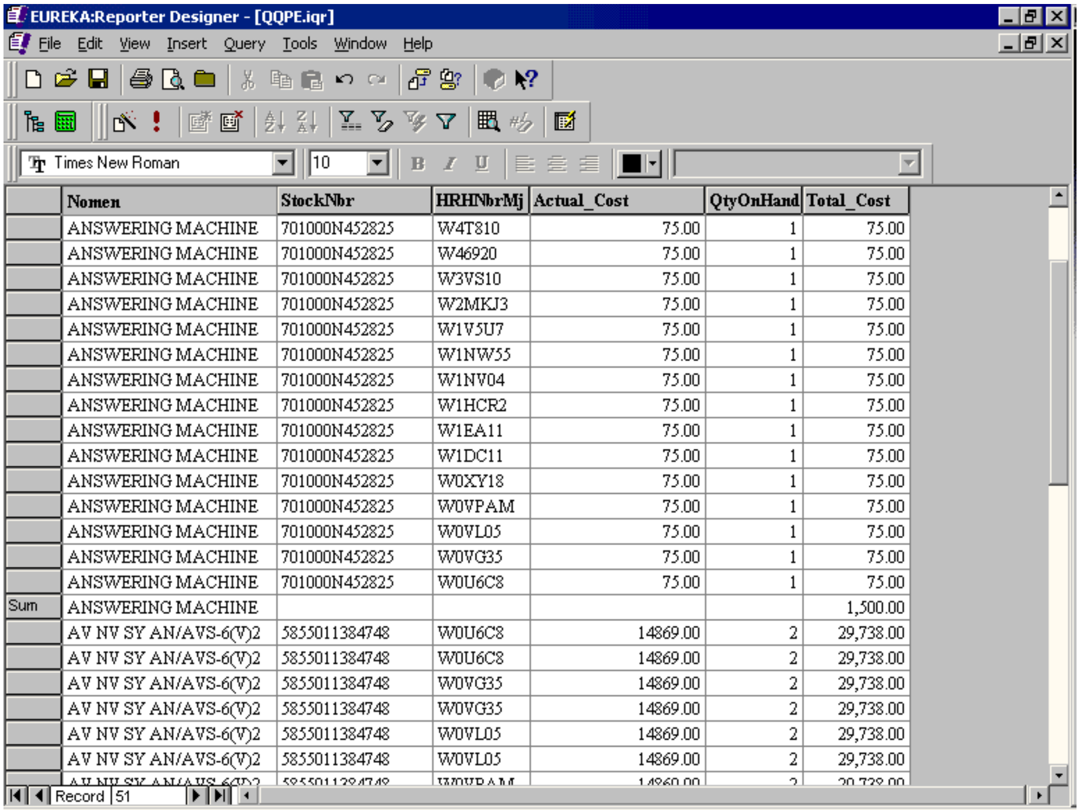
Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Catalog	Nomen Stock Nbr	Local Use
Hand_Receipt_Holder	HRH Nbr Mjr	
Serial_Hand_Receipt	Acq Cost	
Serial_Hand_Rcpt.-Auth.	Qty On Hand	

3. Change the name of the **Acq Cost** column.
4. Delete the **Local Use** column.
5. Group on **Nomen**.
6. Build a Custom column labeled **Total Cost**.
7. Multiply **Qty On Hand** by **Acq Cost**.
8. Change the Format to **Windows Numeric**.
9. Filter on **HRH Nbr Mjr** Like W*.
10. Sum for on the Custom column.
11. Save the report to the *Eureka* folder on your Desktop as **QQPE**.
12. Close your report.

Example of the finished Report:



	Nomen	StockNbr	HRHNbrMj	Actual_Cost	QtyOnHand	Total_Cost
	ANSWERING MACHINE	701000N452825	W4T810	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W46920	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W3VS10	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W2MKJ3	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1V5U7	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1NW55	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1NV04	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1HCR2	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1EA11	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1DC11	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0XY18	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VPAM	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VL05	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VG35	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0U6C8	75.00	1	75.00
Sum	ANSWERING MACHINE					1,500.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0U6C8	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0U6C8	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VG35	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VG35	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VL05	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VL05	14869.00	2	29,738.00

Building A Summary QuickQuery

Unit of Study: Creating Summary Documents. A Summary Document provides summary information instead of detailed information. This reduces the amount of detail—multiple rows are aggregated together.

Application: This report is used when only summary information is requested.

Report Type: A summary report of all Hand Receipt Holders showing the total value of all their assets.

Activity: Student Hands-On with Instructor direction

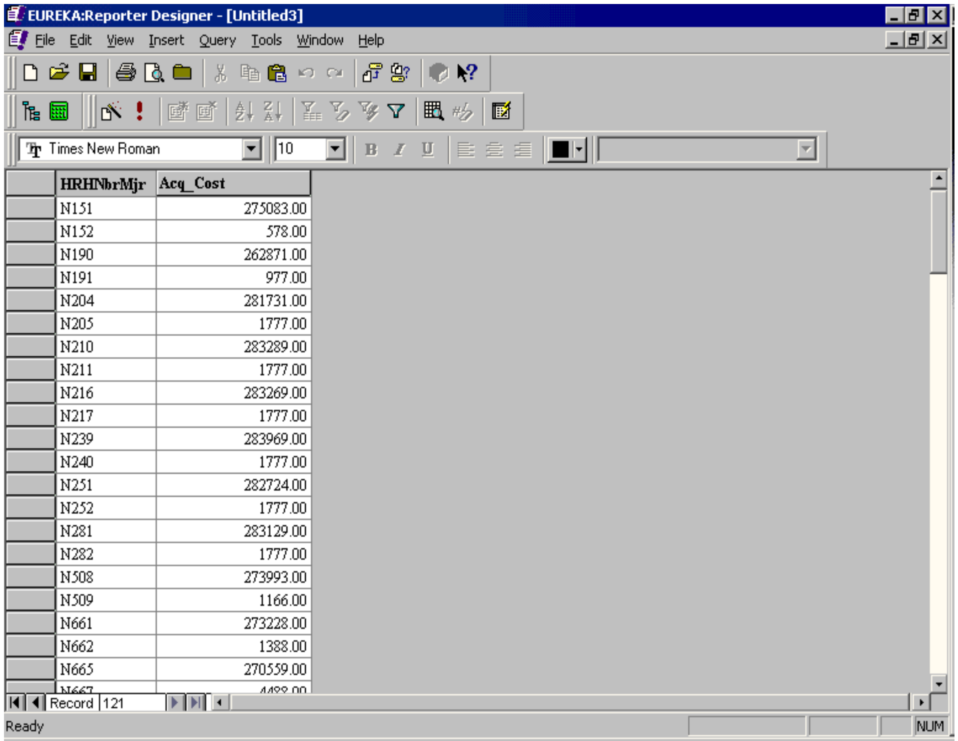
Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Quick_Start!	HRH Nbr Mjr Acq Cost

4. Double-click on the **Acq Cost** column heading.
5. Click on the drop down arrow for the Aggregate Function.
6. Scroll and select **Sum**.
7. Click OK.
8. View report.
9. Close the report.
10. **DO NOT** save the report.

Example of the finished report:



HRHNbrMjr	Acq_Cost
N151	275083.00
N152	578.00
N190	262871.00
N191	977.00
N204	281731.00
N205	1777.00
N210	283289.00
N211	1777.00
N216	283269.00
N217	1777.00
N239	283969.00
N240	1777.00
N251	282724.00
N252	1777.00
N281	283129.00
N282	1777.00
N508	273993.00
N509	1166.00
N661	273228.00
N662	1388.00
N665	270559.00

Building A Quick Filter In QuickQuery

Unit of Study: Creating Quick Filters in your QuickQuery Documents.

Application: Use this function when you want to reduce the amount of detail information on your query.

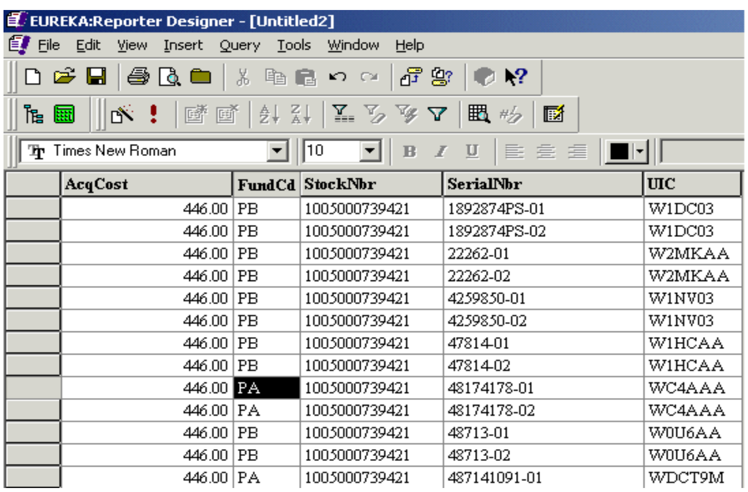
Report Type: UIC total dollar amounts under each individual fund code.

Activity: Student Hands-On with Instructor direction

Instructions:

1. Open a new QuickQuery report without the wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

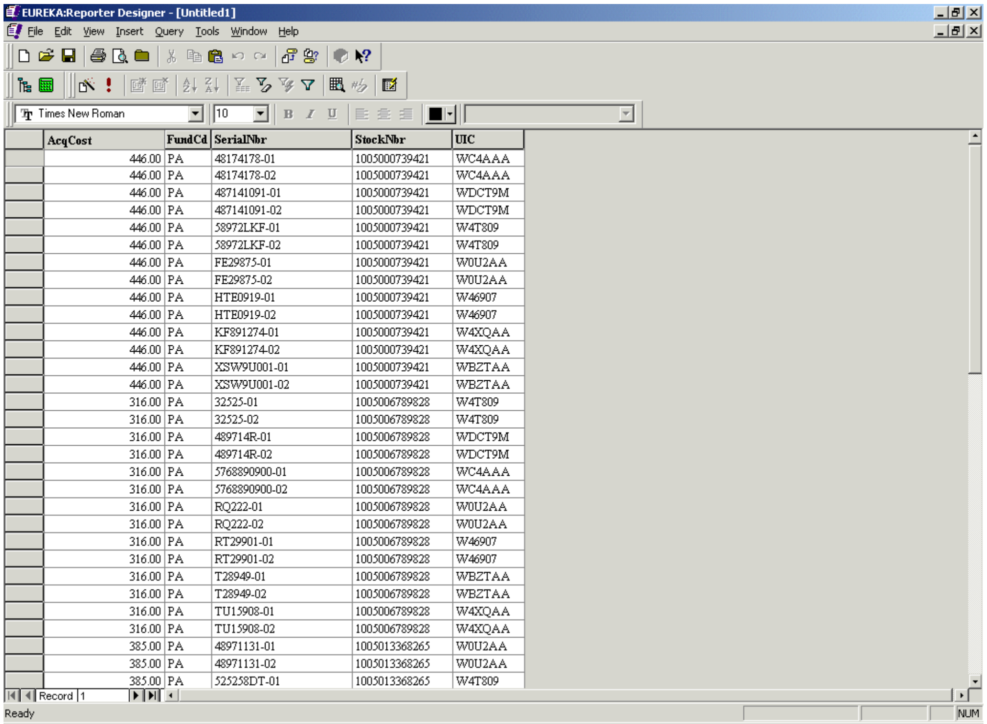
BUSINESS VIEW: DEPRECIATION EXPENSE		
FOLDER	**DATA ELEMENTS**	
Catalog	Stock Nbr	
Serial_Hand_Receipt	Acq Cst Fund Cd	Serial Nbr UIC



AcqCost	FundCd	StockNbr	SerialNbr	UIC
446.00	PB	1005000739421	1892874PS-01	W1DC03
446.00	PB	1005000739421	1892874PS-02	W1DC03
446.00	PB	1005000739421	22262-01	W2MKAA
446.00	PB	1005000739421	22262-02	W2MKAA
446.00	PB	1005000739421	4259850-01	W1NV03
446.00	PB	1005000739421	4259850-02	W1NV03
446.00	PB	1005000739421	47814-01	W1HCAA
446.00	PB	1005000739421	47814-02	W1HCAA
446.00	PA	1005000739421	48174178-01	WC4AAA
446.00	PA	1005000739421	48174178-02	WC4AAA
446.00	PB	1005000739421	48713-01	W0U6AA
446.00	PB	1005000739421	48713-02	W0U6AA
446.00	PA	1005000739421	487141091-01	WDCT9M

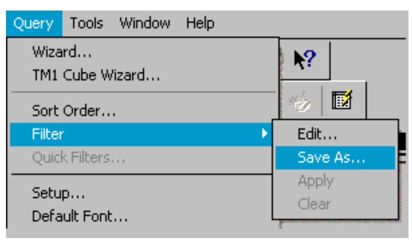
4. In the Fund Code Column, highlight one cell of Fund Code **PA**.
5. Click on  (Apply Filter Icon). This will apply a filter to the current section. This action will automatically filter your report to show only the assets with the fund code of PA.

Example of the finished report:

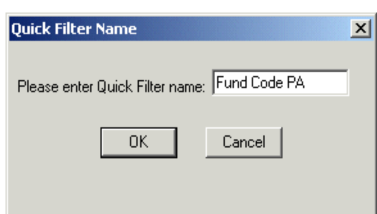


AcqCost	FundCd	SerialNbr	StockNbr	UIC
446.00	PA	48174178-01	1005000739421	WC4AAA
446.00	PA	48174178-02	1005000739421	WC4AAA
446.00	PA	487141091-01	1005000739421	WDCT9M
446.00	PA	487141091-02	1005000739421	WDCT9M
446.00	PA	58972LKF-01	1005000739421	W4T809
446.00	PA	58972LKF-02	1005000739421	W4T809
446.00	PA	FE29875-01	1005000739421	W0U2AA
446.00	PA	FE29875-02	1005000739421	W0U2AA
446.00	PA	HTE0919-01	1005000739421	W46907
446.00	PA	HTE0919-02	1005000739421	W46907
446.00	PA	KF891274-01	1005000739421	W4XQAA
446.00	PA	KF891274-02	1005000739421	W4XQAA
446.00	PA	XSW9U001-01	1005000739421	WBZTAA
446.00	PA	XSW9U001-02	1005000739421	WBZTAA
316.00	PA	32525-01	1005006789828	W4T809
316.00	PA	32525-02	1005006789828	W4T809
316.00	PA	489714R-01	1005006789828	WDCT9M
316.00	PA	489714R-02	1005006789828	WDCT9M
316.00	PA	5768890900-01	1005006789828	WC4AAA
316.00	PA	5768890900-02	1005006789828	WC4AAA
316.00	PA	RQ222-01	1005006789828	W0U2AA
316.00	PA	RQ222-02	1005006789828	W0U2AA
316.00	PA	RT29901-01	1005006789828	W46907
316.00	PA	RT29901-02	1005006789828	W46907
316.00	PA	T28949-01	1005006789828	WBZTAA
316.00	PA	T28949-02	1005006789828	WBZTAA
316.00	PA	TU15908-01	1005006789828	W4XQAA
316.00	PA	TU15908-02	1005006789828	W4XQAA
385.00	PA	48971131-01	1005013368265	W0U2AA
385.00	PA	48971131-02	1005013368265	W0U2AA
385.00	PA	525258DT-01	1005013368265	W4T809

6. At the menu bar, select **Query>Filter>Save As**.



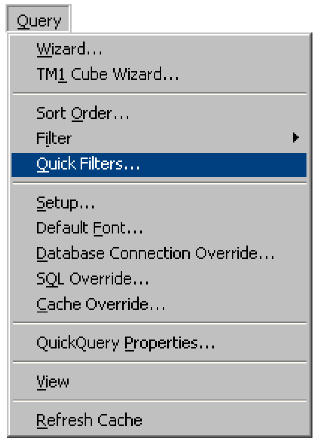
7. The Filter Name Screen will come up. Enter **Fund Code PA** in the window.



8. Click **OK**.

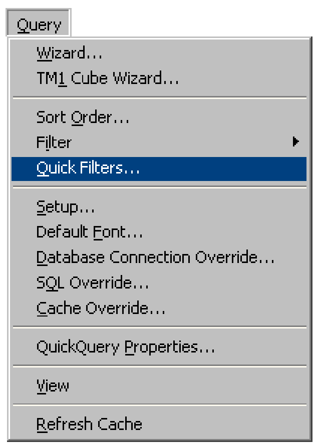
9. Click on  (Clear Filter Icon). This action will clear your document of the Quick Filter.

10. At the menu bar select **Query>Quick Filters…**



This will bring up the Quick Filter Screen that will list your Quick Filter. From here you can select the listed filter and it will apply it to your document.

11. Highlight **Fund Code 98**.
12. Click **OK.** Your document is now filtered again by the fund code of 98.



13. Clear the filter by using the Clear Filter Icon.
14. Repeat the process for Fund Code PA (start at Step 4 through Step 8).
15. After filtering by PA, save your report as **QQFILTER**, we will be using it in the next exercise.

Building Translate Values Using QuickQuery

Unit of Study: Creating Translate Values within a Document.

Application: Value translations allow you to substitute one value for another.

You can use value translations to:

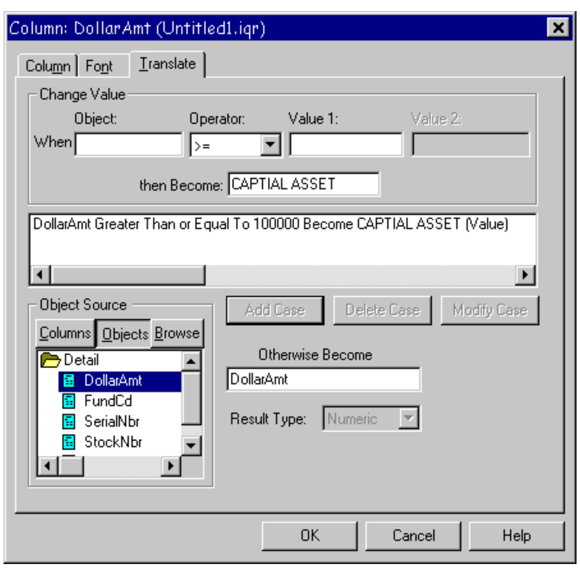
- Replace a technical term or code with a familiar term
- Draw attention to a significant value
- Add more information about certain values
- Express a numerical month as an alphabetic month

Report Type: Continuation of fund code report (QQFILTER) translating dollar amount.

Activity: Student Hands-On with Instructor direction

Instructions:

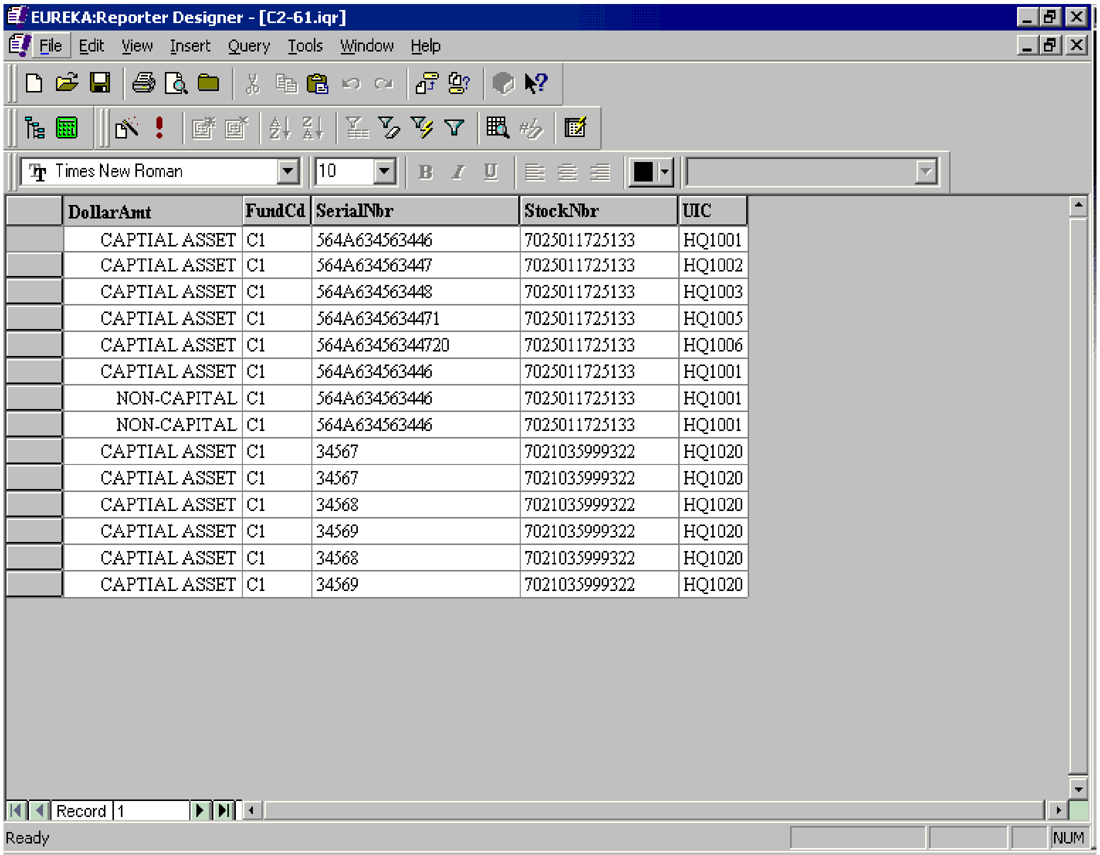
1. If closed, open **QQFILTER** report.
2. Double-click on the Dollar Amt column heading.
3. The Column Dollar Amt window will appear.
4. Select the **Translate** tab.
5. Double-click on the **Detail** folder in the Object Source.
6. Double-click on **Dollar Amt** to move it to the Object field.
7. Set the Operator to **>=** (**greater than or equal to**).
8. Enter **100000** in Value1.
9. **Then Become:** Enter "**CAPITAL ASSET**".
10. Click Add Case.
11. **Otherwise Become:** Enter "**NON-CAPITAL**".



Cases	
Add Case	Activates your condition.
Delete Case	This will remove an existing condition. You will need to highlight the case first before you select this button.
Modify Case	This will allow you to make a change to an existing condition. You will need to highlight the case first before you select this button.

12. Click **OK**.
13. Save your report.
14. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

Example of the finished report:



DollarAmt	FundCd	SerialNbr	StockNbr	UIC
CAPTIAL ASSET	C1	564A634563446	7025011725133	HQ1001
CAPTIAL ASSET	C1	564A634563447	7025011725133	HQ1002
CAPTIAL ASSET	C1	564A634563448	7025011725133	HQ1003
CAPTIAL ASSET	C1	564A6345634471	7025011725133	HQ1005
CAPTIAL ASSET	C1	564A63456344720	7025011725133	HQ1006
CAPTIAL ASSET	C1	564A634563446	7025011725133	HQ1001
NON-CAPITAL	C1	564A634563446	7025011725133	HQ1001
NON-CAPITAL	C1	564A634563446	7025011725133	HQ1001
CAPTIAL ASSET	C1	34567	7021035999322	HQ1020
CAPTIAL ASSET	C1	34567	7021035999322	HQ1020
CAPTIAL ASSET	C1	34568	7021035999322	HQ1020
CAPTIAL ASSET	C1	34569	7021035999322	HQ1020
CAPTIAL ASSET	C1	34568	7021035999322	HQ1020
CAPTIAL ASSET	C1	34569	7021035999322	HQ1020

Exporting Your Query

INTRODUCTION

If you want to share your query or output document with someone who does not have the *Eureka* software, then you can export the data to another application.

Exporting a document creates a file in the format you choose. You can export from QuickQuery windows, FreeForm windows, and output windows.

When you export from a FreeForm window or QuickQuery window, *Eureka* Reporter Designer submits the query, formats the data if necessary, and exports your document.

When you export from an output window, *Eureka* Reporter Designer exports the already-created output.

Reports or data can be sent to a comma-delimited files, or most commonly to a text, Excel, or HTML file.

OBJECTIVES

To show how a user can provide the results of a *Eureka* Report electronically to someone who does not have *Eureka* on their PC.

APPLICATION

The most common use of this function is to send information which a user pulls out of *Eureka* , and wants to share it electronically with someone who does not have *Eureka* installed, but does use a type of file, like Excel or an Internet Browser (HTML).

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Student Hands-On with Instructor direction

REPORT TYPE

We will use the Fund Code report (**QQFILTER**) for exporting.

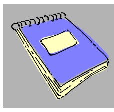
STEPS TO PERFORM ACTION

1. If closed, open the report named **QQFILTER**.
2. Select the Export icon .

-OR-

3. Select **File** from the menu bar.
4. Select **Export...** from the program group.
5. Change **Save in** to **Desktop**.
6. Change **Save as type** to **Excel File (*.xls)**.
7. Click **Export**.

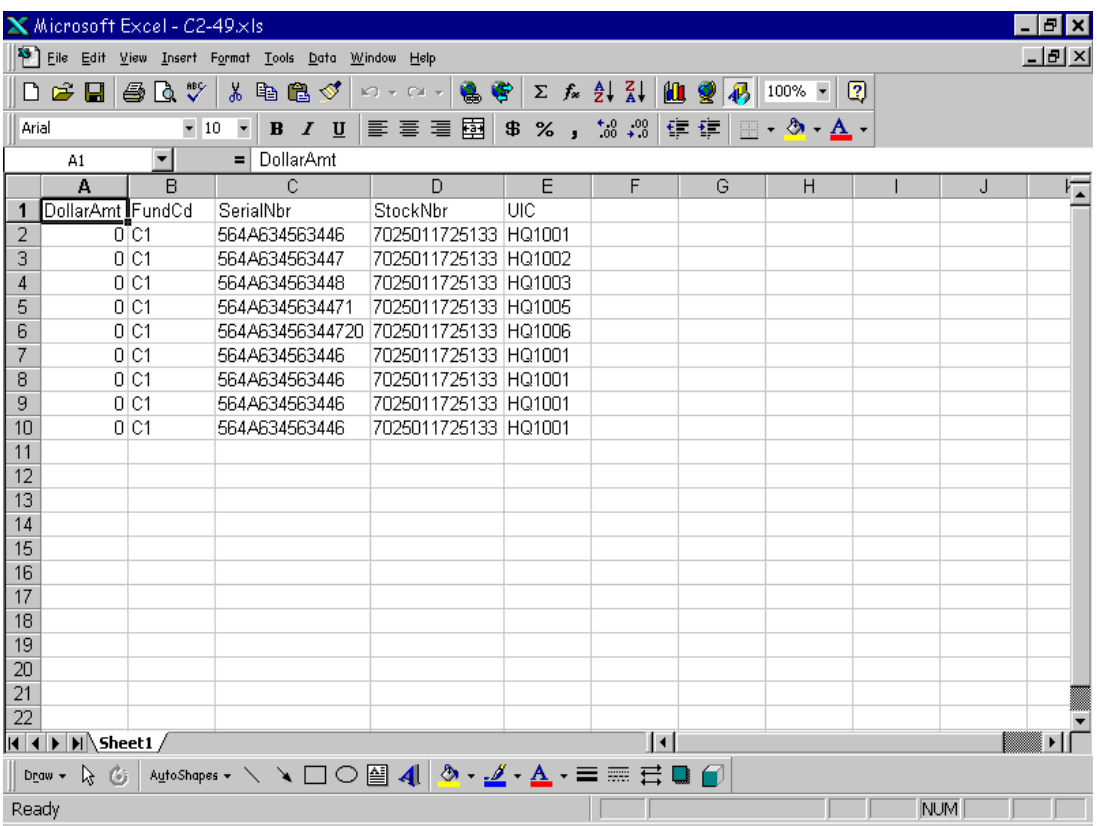
If you have any quick filters in your report, the Quick Filter selection window will display. If this happens, just click OK.



NOTE:
There are several different formats that you can export to (i.e., HTML, text file, Excel file).

8. Close your report.
9. Double-click on **QQFILTER.xls** from your Desktop.

Example of the finished report:



	A	B	C	D	E
1	DollarAmt	FundCd	SerialNbr	StockNbr	UIC
2	0	C1	564A634563446	7025011725133	HQ1001
3	0	C1	564A634563447	7025011725133	HQ1002
4	0	C1	564A634563448	7025011725133	HQ1003
5	0	C1	564A6345634471	7025011725133	HQ1005
6	0	C1	564A63456344720	7025011725133	HQ1006
7	0	C1	564A634563446	7025011725133	HQ1001
8	0	C1	564A634563446	7025011725133	HQ1001
9	0	C1	564A634563446	7025011725133	HQ1001
10	0	C1	564A634563446	7025011725133	HQ1001

Emailing Your Query

INTRODUCTION

It is possible to share query/report results with others by attaching the query/report to an electronic mail.

OBJECTIVES

To practice and learn how to attach files to electronic mail.

APPLICATION

Used to email your queries to other users.

REPORT TYPE

Fund Code report (**QQFILTER**).

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Instructor-led lecture

STEPS TO PERFORM ACTION

If the recipient is located on your email server, use these steps:

1. Open the **QQFILTER** report.
2. Select **File** from the menu bar.
3. Select **Send Mail…** from the program group.

If the recipient is **NOT** located on your email server, you will need to open your email application and type in the recipient's email address and send the query as an attachment.

Page Setup

INTRODUCTION

Setting up your page allows you to control the appearance of your document through several page options, including titles, page numbers, layout, margins, borders, headers and footers, background images, etc.

OBJECTIVES

To practice and learn how to change the page setup.

APPLICATION

Used to set up page headers, footers, page numbers, etc.

REPORT TYPE

None

PREREQUISITES

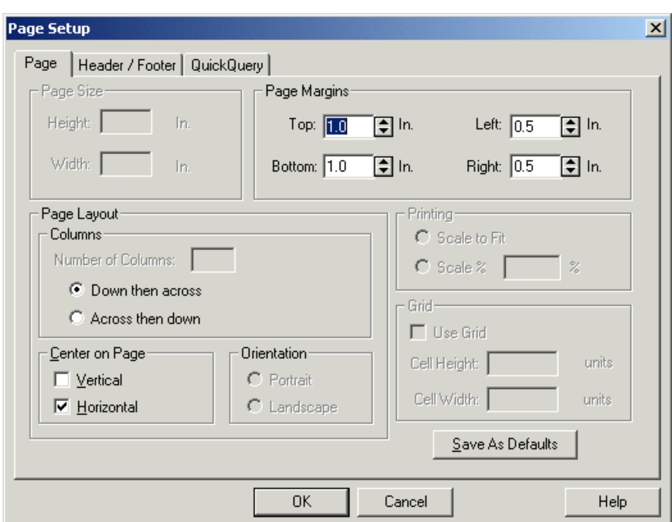
None

ACTIVITY

Instructor-led lecture

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Page Setup…** from the program group.

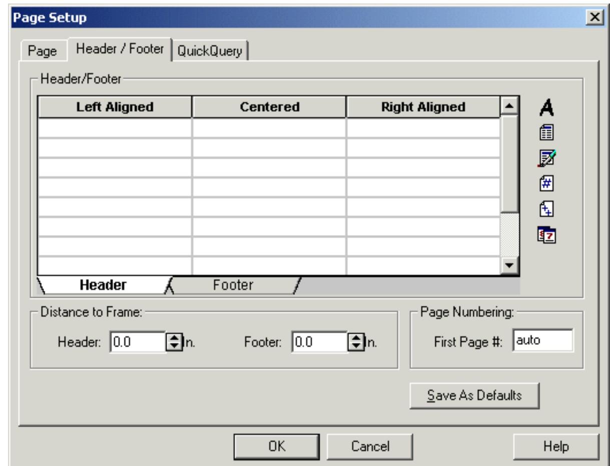


STEP 1:

a. **Page Size:** This option is not available in QuickQuery.
b. **Page Margins:** Your page margins are defaulted to the current Windows settings, but you can change, if needed.
c. **Page Layout:** Page layout controls how documents that are wider than your printer's page size are printed (when they are not scaled to fit the page).
d. **Printing:** This option is not available in QuickQuery.
e. **Center on Page:** Select how you want your output displayed on you page.
f. **Orientation:** This option is not available in QuickQuery.

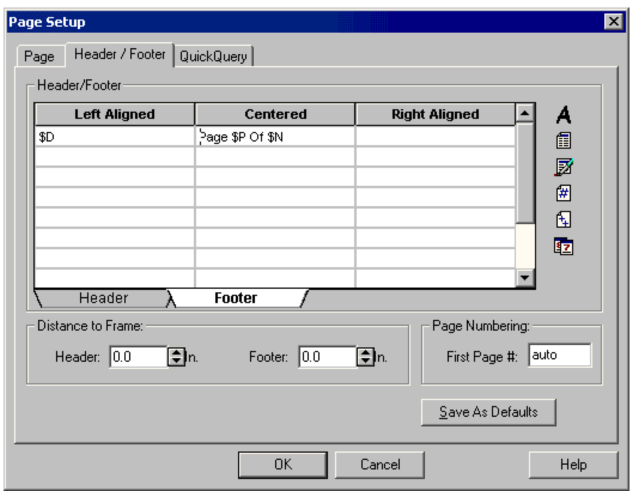
g. **Grid:** This option is not available in QuickQuery.
h. Select the **Header/Footer** tab.

STEP 2:



a. Click the location where you want to insert the item (for example, if you want it centered on the first line of the header, select the header page and click in the first cell under **Centered**.
b. Use the tools along the side of the screen to change the font, enter the application name, file name, add page numbers, and add the date to your report.
c. Click the **Footer** tab.

STEP 3:



The default is to print the date and time on the bottom left and then the page number on the right. These can be changed.

a. Delete the page number from **Right Aligned**.
b. Click in the first cell of the **Centered** column.
c. Enter **Page** and then add a space.

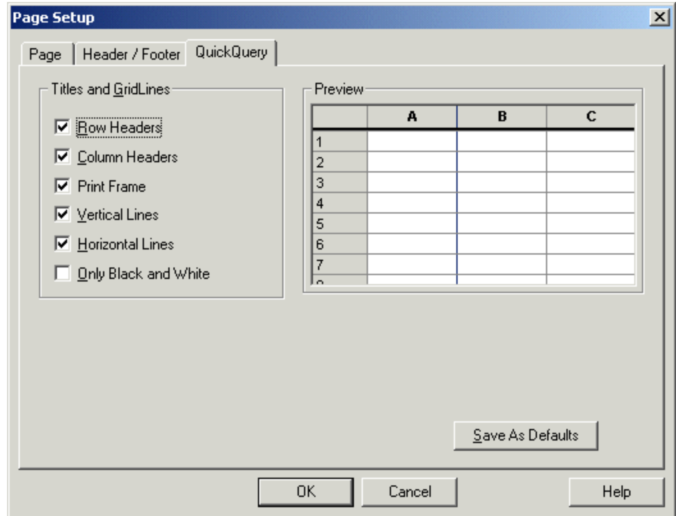
d. Click on .
e. Position your cursor after the **$P**.
f. Enter **Of** and add a space.

g. Click on . This will cause your page numbers to read: **Page X of XX**.

h. **Distance to Frame:** To change the distance between the header or footer and the frame containing the QuickQuery, enter the distance you need in the Header and Footer boxes.
i. **Page Numbering:** If you wish the page numbering to begin with a specific number other than 1, enter it in this box.
j. Select the **QuickQuery** tab.

STEP 4:

a. **Titles and Gridlines: Check** or **uncheck** the desired title or gridline box to control the appearance of your query for printing.
b. **Save As Defaults:** If you want to save your settings to use with future queries, click this button.
c. Click **OK**.



Introduction To FreeForm

INTRODUCTION

FreeForm is a powerful tool set that lets you:

- Add text and columns as well as other objects to different areas of your design document: document header and footer; page footer and header; group header and footer; and detail.
- Use multiple areas of the same type (for example, you can have two detail areas or more than one group header).
- Specify Output When conditions that determine, row by row, when objects (and areas) should or should not be included in your output.
- Specify borders and backgrounds for an object.
- Create user prompts objects, child document objects, chart objects, crosstab objects, system objects, and graphic objects.

FreeForm allows you to develop customized reports, making the report as simple or complex as you need. In FreeForm you have the freedom to design all aspects of the report.

FreeForm vs QuickQuery

In addition to the additional object types and object attributes you can use in FreeForm, the following are features that distinguish it from QuickQuery:

- You are able to position objects anywhere on a grid.
- FreeForm is not interactive. To view data while you are working in a FreeForm window, you must select the print preview. When you do this, *Eureka* submits your query and opens an output window with the information returned from your database.

OBJECTIVES

You will demonstrate an understanding of FreeForm by showing the steps necessary to create a customized report.

Units of Study:

- FreeForm Orientation
- Designing A Customized FreeForm Report
- FreeForm Area Objects
- FreeForm Query Design

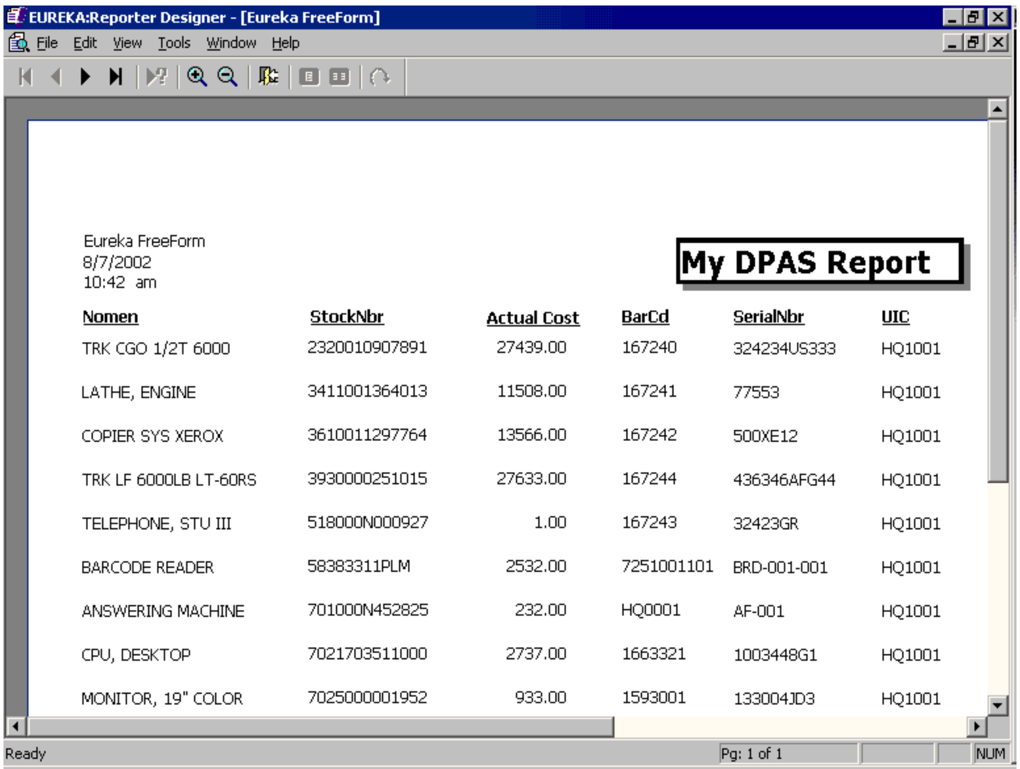
APPLICATION

N/A

PREREQUISITES

Complete Chapters 1 and 2 of this manual.

Example of a FreeForm Report:



Getting Oriented With FreeForm

INTRODUCTION

We will begin producing reports and queries using the FreeForm process, and gradually add more sophisticated functions. You will see a window and toolbars that may be new to you. This lesson will familiarize you with the terminology and function of the Eureka FreeForm environment.

OBJECTIVES

The student will be able to identify the parts and explain the functions of the FreeForm window and the associated toolbars.

APPLICATION

N/A

PREREQUISITES

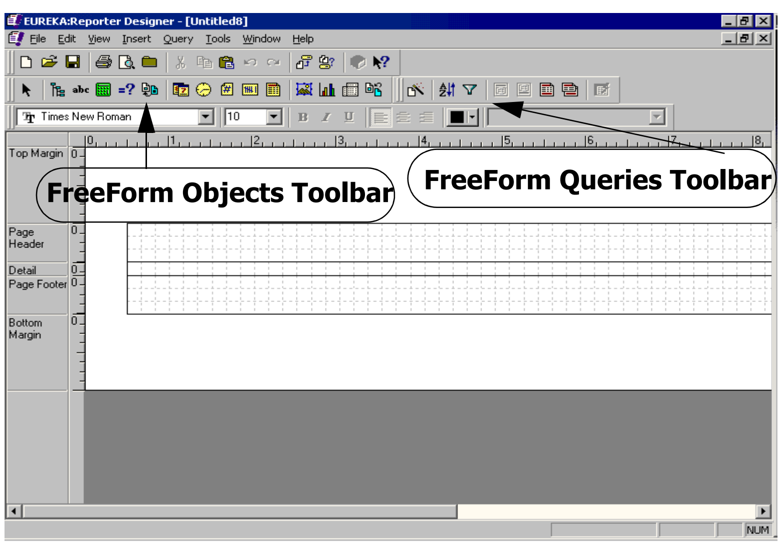
Complete Chapters 1 and 2 of this manual.

ACTIVITY

Instructor-led lecture

For an explanation of each tool on the toolbars, refer to the References section of this manual.

FreeForm Toolbars



Toolbars	
FreeForm Objects	Allows you to quickly insert new objects, such as the date, time, page number, graphics, etc.
FreeForm Queries	This allows you to sort, filter, add document header/footers, page header/footers, and group header/footers.

Document Windows And Object Directories

Document window is a term used to describe windows that an application opens to display documents, files, views of data, reports, and so on. Document windows always exist inside program's application window and share the application window's menu bar. Because Eureka follows the Multiple Document Interface (MDI) standard, you can have several design and viewer windows open at one time, limited only by the amount of available memory.

Eureka uses the same interface used by other Windows applications and makes use of standard graphical-interface options-move, resize, close, minimize, maximize, and drag-and-drop.

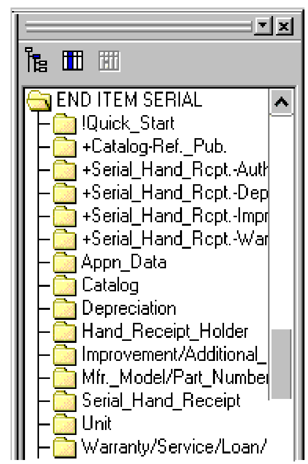
Document Window Types

Eureka has three types of document windows:

- QuickQuery window
- FreeForm windows
- Document output window

Floating Windows

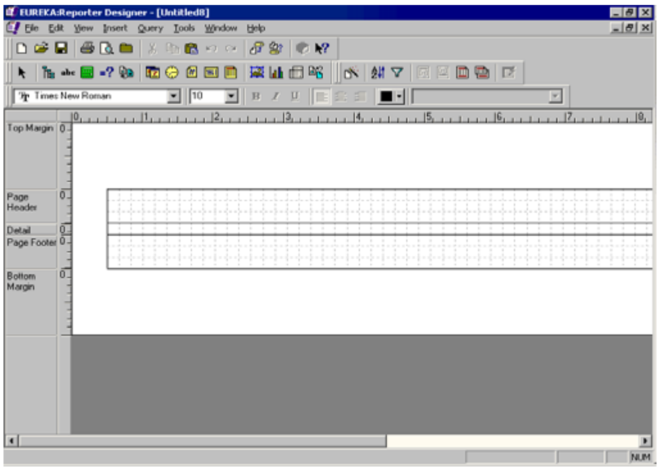
Floating windows are specially used windows that can be positioned anywhere on the screen. All floating windows can be displayed by selecting them from the view menu or hidden by de-selecting them. The object directory is a good example of a floating window.



NOTE:
Floating windows are not applicable when using the Query Wizard. They are only available in QuickQuery and FreeForm.

FreeForm Windows

FreeForm windows give you access to all object types and object attributes that Eureka supports.

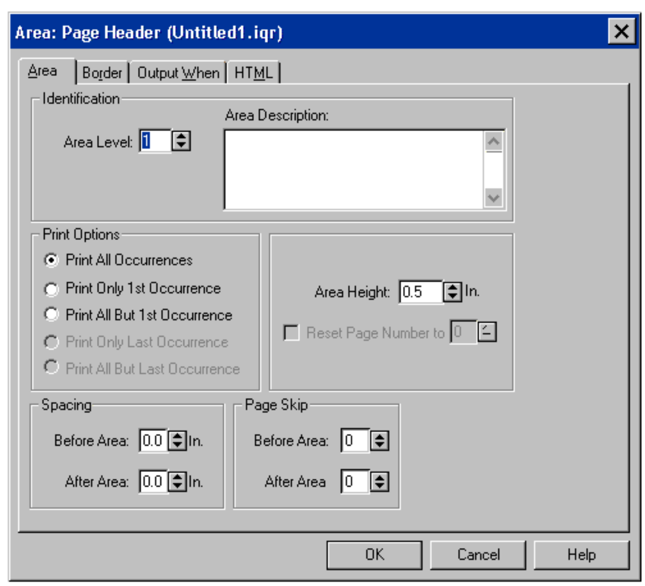


FreeForm Window	
Areas	These are defined as area objects that make up each Eureka document. Each area object serves as a container for output objects such as text objects, column objects, graphic objects, etc.
Object Alignment Grid	Eureka Reporter Designer provides a grid that is used to align your output objects.
Page Header Area	A page header is included at the top of each page. When you move an object (field) in this area Eureka outputs the value of that column, taken from the first row, on the page.
Detail Area	The output for a detail area is once for each database row included on your document.
Page Footer Area	A page footer is included at the bottom of each page. When you move an object (field) in this area, Eureka outputs the value of that column, taken from the last row, on the page.

Changing Area Attributes

By double-clicking an Area, you can change certain attributes.

a. **Area Level:** Change this when you use the same area multiple times. This will designate the process order. For example, you may have two detail areas.
b. **Area Description:** This is the description of the area. This description does not print on the report.
c. **Print Options:** This is used in conjunction with multiple area levels. This will tell when certain rows to print.
d. **Area Height:** This sets the area height of your report.
e. **Reset Page Number to:** This will reset the page number after each page break, area, or group. For example, if your report breaks for each Hand Receipt Holder Number, it would reset the page back to whatever page number you specify.



f. **Spacing:** If you want to leave space before or after an area object, enter the amount of space you want.
g. **Page Skip:** Use these controls to have *Eureka* skip to the top of the next page before or after this area is output. A value of 1 causes output to skip to the next page. A value of 2 causes a blank page to be output. A value of 3 causes 2 blank pages to be output, etc.
h. Click **OK**.

Object Directory

The Object Directory makes it easy to:

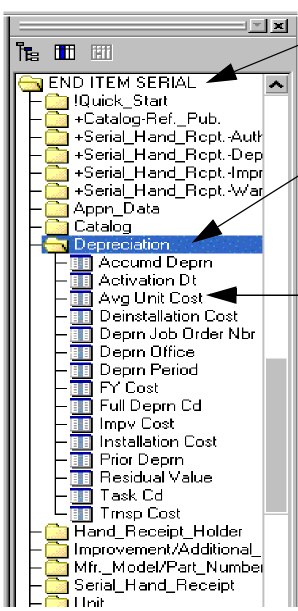
- Add columns to your documents and dialog boxes
- Add copies of existing objects to your document
- View database values for a column and insert them in dialog boxes

Eureka Reporter Designer includes an Object Directory in the FreeForm windows. You can open and close it by selecting **View>Object Directory (F2 Function Key)** from the menu bar. Many *Eureka* dialog boxes also have Object Directories built into them.

Object Directories let you select:

- Objects from your Metadata file (that is, column objects and custom objects that are defined in the Metadata file).
- Objects that are already in place on your design document.

Many Object Directories also let you browse database values for a column.



Business View. Business view names are at the top level of the tree and are indicated in **ALL CAPS**. A business view is an object in your Metadata File that corresponds to the data for a particular part of your business.

Folders. A folder can correspond to a table in your database or it can be made up of columns from more than one table. It can also include custom objects--objects that are calculated from database columns.

Data Objects. These are the actual data elements that are used to make up your report.

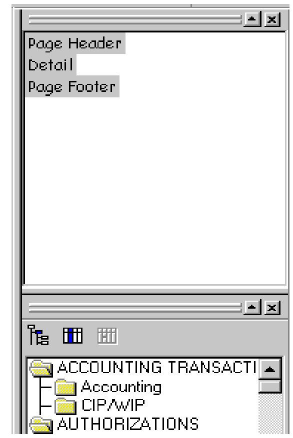
Object Directory Toolbar

Columns. This displays the Object Directory.

Document Objects. This displays the data fields that you selected on your report.

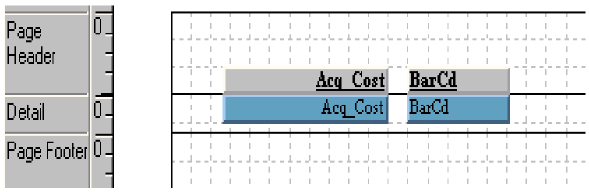
Browse. This browses your database for a selected data field (this is only accessible if a data object is selected).

Area Object List



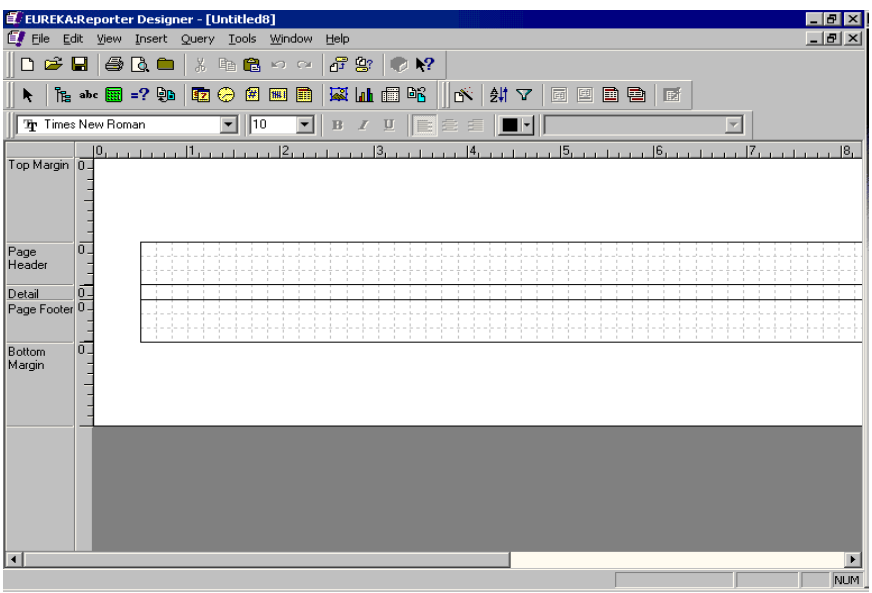
The Area Object List (**F4 Function Key**) is a tool that allows you to view area objects that are shown in your current FreeForm window. The Area Object List is displayed above your Object Directory.

Data Object Placement



When dropping data objects on your report, column headings (the gray) will be placed in the page header area. Data objects (the turquoise), will be placed in the detail area. This is done by placing your mouse arrow on top of the data object in the object directory, holding down the left mouse button, dragging over to the grid area, and placing the tip of the arrow INSIDE the detail area. Let go of the mouse button. If the tip of the arrow is not inside the detail area, a column header will not be produced.

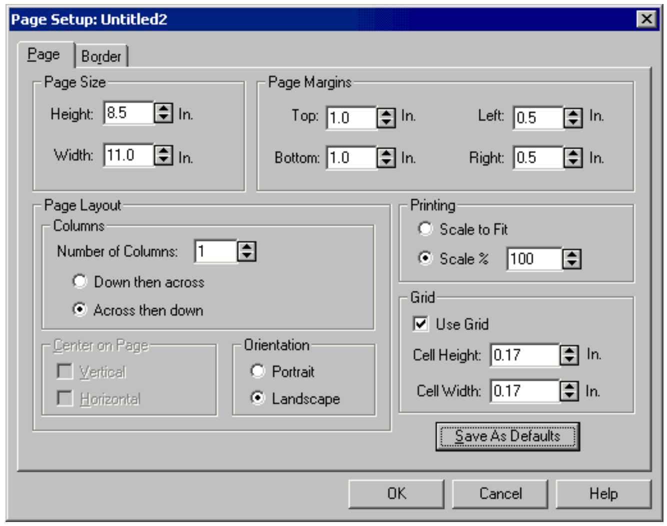
Detail Areas



Placing data objects in the detail area will result in output once for each database row included on your document. If an aggregate function (sum, average, etc.) is applied to any of the columns in the detail area object, each row returned from the database is a summary row.

Page Setup

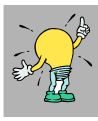
Setting up your page allows you to do several page options, including titles, page numbers, layout, margins, borders, headers and footers, background images, etc.



a. Select **File** from the menu bar.
b. Select **Page Setup** from the program group.
c. **Page Size:** Allows you to adjust the size of your page. Your page size is defaulted to the current Windows settings, but you can change if needed.
d. **Page Margins:** Your page margins are defaulted to the current Windows settings, but you can change if needed.
e. **Page Layout:** Allows you to use multiple columns.
f. **Center on Page:** Select how you want your output displayed on your page.
g. **Orientation:** This will allow you set how you want your page to print.

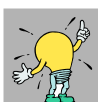
Printing Group Box:

h. **Scale to Fit:** Controls what happens when you print your document to paper with different dimensions than are specified for your document. When Scale to Fit is checked, Eureka scales the document to fit the page. It either enlarges or reduces all of the objects.
i. **Scale:** Allows you to select al exact scaling percentage.



HINT!
If you plan to exchange documents between people with American and European printers, it is a good idea to turn on Scale to Fit.

j. **Use Grid:** To assist in creating FreeForm documents with a neat appearance, you can specify that objects are to be placed on an alignment grid which appears only in the FreeForm window (and not in output).
k. **Cell Height:** You can enter the vertical spacing for objects.
l. **Cell Width:** Enter the horizontal spacing.



HINT!
A good starting point for cell height and width is 20% greater than the size of the font you plan to use most. For instance, if you plan to use a 10-point font, enter 12 points as the grid setting.

m. **Save As Defaults:** To have your changes from the Page tab apply to future documents as well as to the current document, select **Save As Defaults** after making your changes. To have your changes apply only to future documents, select Cancel after you select **Save As Defaults**.
n. Click **OK**.

Building A FreeForm With The Query Wizard

INTRODUCTION

This section outlines building FreeForm reports by using the Query Wizard. The query wizard is the easier way to create a query and takes you step-by-step through:

OBJECTIVES

- ❑ **STEP 1:** Select Query Type
- ❑ **STEP 2:** Select Columns
- ❑ **STEP 3:** Setting Column Filters
- ❑ **STEP 4:** Select Columns to Sort By
- ❑ **STEP 5:** Select Columns to Aggregate

OBJECTIVES

Using the FreeForm Wizard, you will develop a spreadsheet-type of report with columns of data (detail) that have been filtered, sorted, and aggregated (totaled for the column). You will present a sample page of this finished report to your instructor.

APPLICATION

This type of query can be used when you need a simple report fast. For example, you want to build a simple report that displays certain data fields for your Hand Receipt Holders.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Complete Chapters 1 and 2 of this manual.

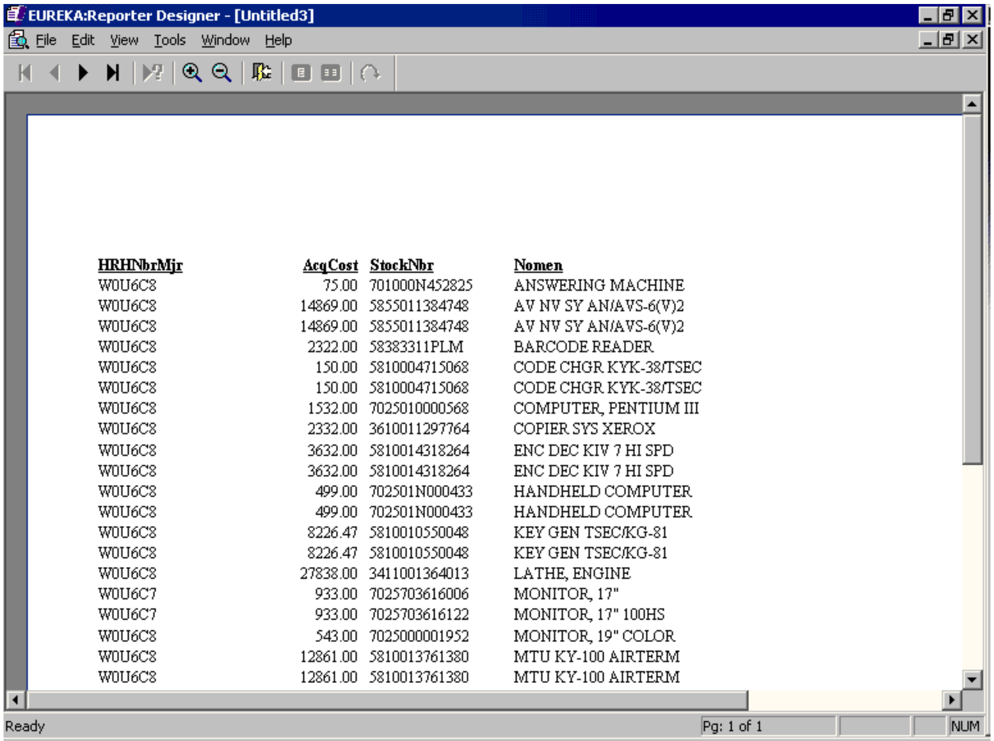
ACTIVITY

Student Hands-On with Instructor direction

REPORT TYPE

A complete asset listing by UIC/Major Hand Receipt Holder showing stock number, bar code, nomenclature, and acquisition cost of each asset.

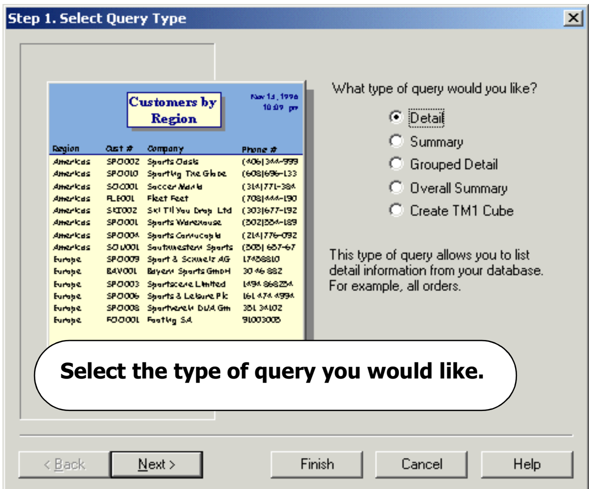
This is a sample of a FreeForm report that you will build in this lesson:



STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

ADD AD HOC REPORTS ICON HERE
ADD EUREKA MENU HERE



STEP 1:

a. Select **Detail**.
b. Click **Next>**.

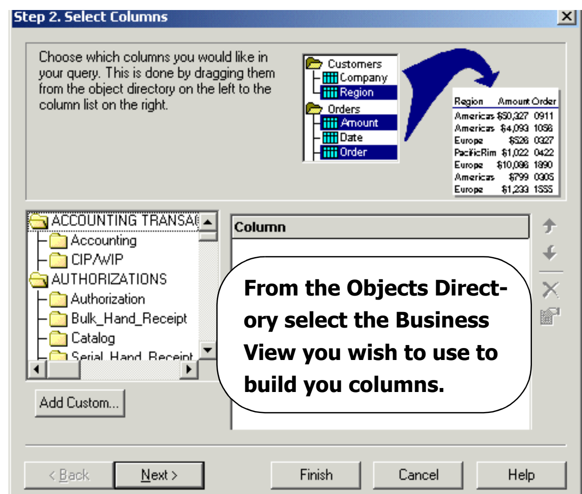
Query Types	
Detail	Detail queries return detailed data without any aggregate functions applied, the aggregate functions being average, count, minimum, maximum, and sum.
Summary	Summary queries are useful when you want to summarize data for a number of different items.
Grouped Detail	Grouped detail queries let you view the query results grouped by one or more columns.
Overall Summary	Overall summary queries give the highest level view of your data.
Create TM1 Cube	This is not available.

STEP 2:

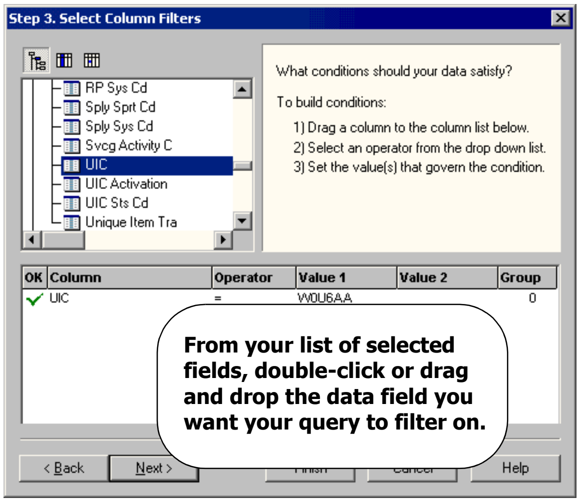
a. Select the following fields from the table below:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Receipt	Acq Cost
Catalog	Stock Nbr Nomen

b. Click **Next>**.

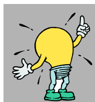


HINT!
To select MULTIPLE fields, hold the CTRL key down and select the desired fields (DO NOT LET UP ON THE CTRL KEY). Click, "drag and drop" to any place in the working window.



STEP 3:

a. We are going to filter on a field that we are not displaying in our report. To do this, click on the icon.
b. Scroll up to the **END ITEM SERIAL** Business View.
c. Open the **Unit** Folder.
d. Select the **UIC** field.
e. Make sure that the operator is set to **equal (=)**.
f. Filter on UIC **W0U6AA**. Remember to turn your **CAPS LOCK** on!
g. Click **Next>**.

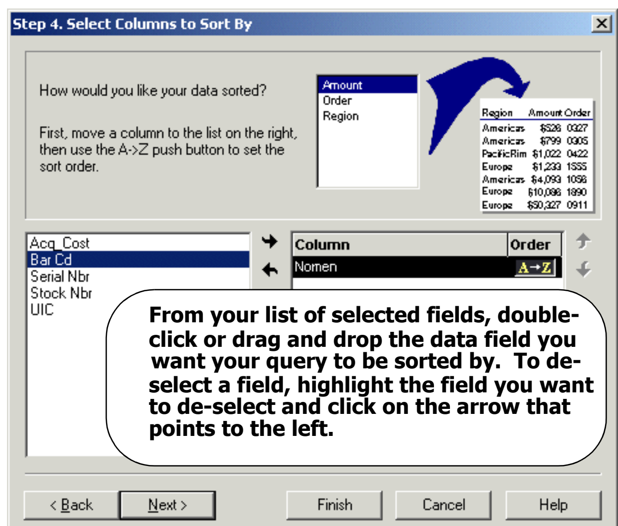


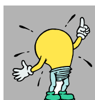
HINT!

Filters let you limit the data displayed to only that which meets the criteria you set. When a query has no filter, you will see **ALL** the data from your database. When you define a filter condition, you will limit the data that meets the condition. Every additional filter or filter condition you apply further narrows the view of your data.

STEP 4:

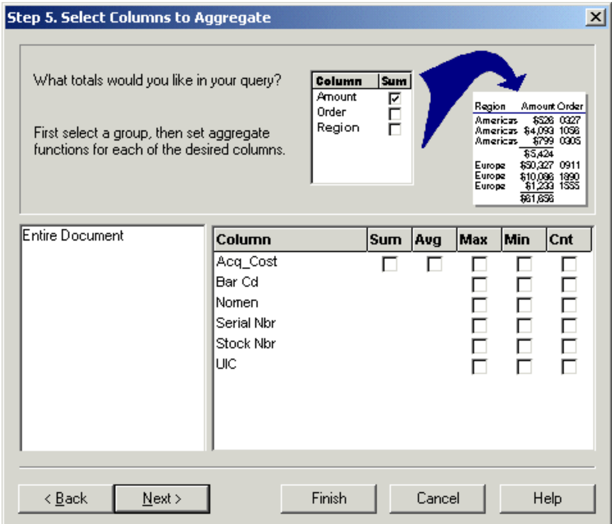
a. Double-click on **Nomen**.
b. The sort order defaults to **Ascending**, but if you want to change it, click on the **A->Z** button.
c. Click **Next>**.





HINT!

Once you have selected your columns, you can click on **Order** button and change how you want your query to sort. For example, it would be either A-Z or Z-A.



STEP 5:

a. Click on **Entire Document**.
b. Sum on the **Acq Cost**.
c. Click **Finish**.

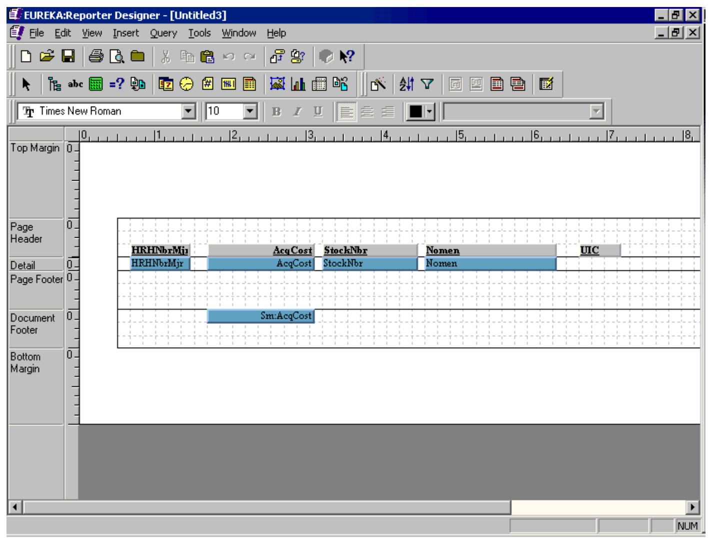
NOTE:
Only pure numeric fields can be summed or averaged.

When using the **Count**, you will get the total number of records returned from your query.

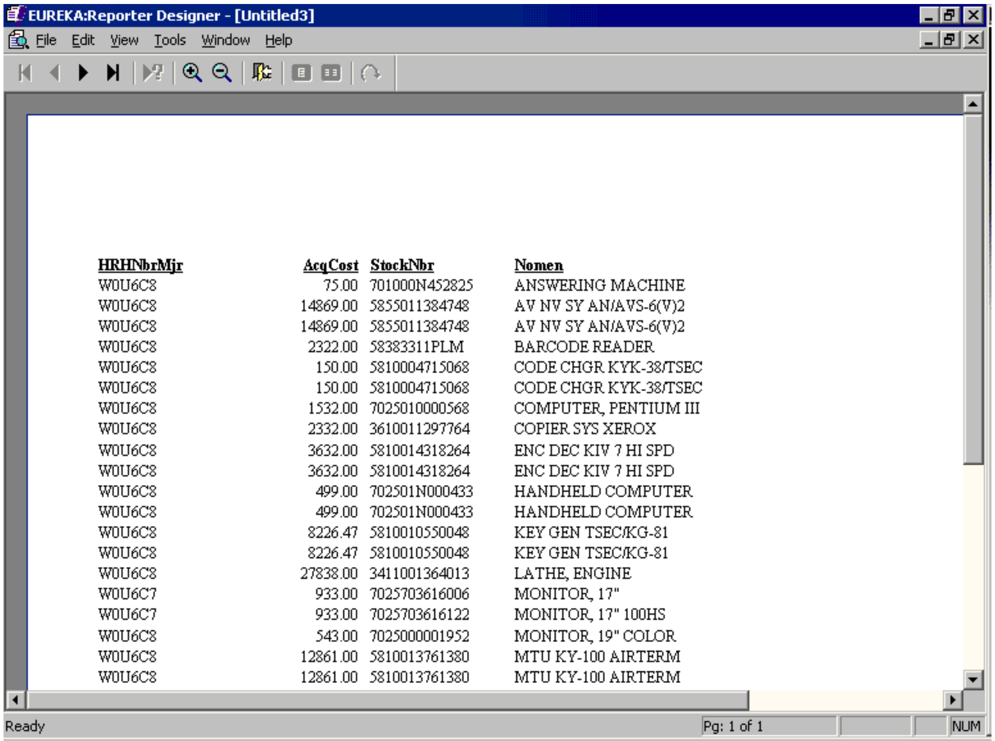
Example of the Design Document:

a. Delete the **UIC** column heading.

b. Click the **Print Preview** button to process your report.



Example of the finished report:



HRHNbrMjr	AcqCost	StockNbr	Nomen
W0U6C8	75.00	701000N452825	ANSWERING MACHINE
W0U6C8	14869.00	5855011384748	AV NV SY AN/AVS-6(V)2
W0U6C8	14869.00	5855011384748	AV NV SY AN/AVS-6(V)2
W0U6C8	2322.00	58383311PLM	BARCODE READER
W0U6C8	150.00	5810004715068	CODE CHGR KYK-38/TSEC
W0U6C8	150.00	5810004715068	CODE CHGR KYK-38/TSEC
W0U6C8	1532.00	7025010000568	COMPUTER, PENTIUM III
W0U6C8	2332.00	3610011297764	COPIER SYS XEROX
W0U6C8	3632.00	5810014318264	ENC DEC KIV 7 HI SPD
W0U6C8	3632.00	5810014318264	ENC DEC KIV 7 HI SPD
W0U6C8	499.00	702501N000433	HANDHELD COMPUTER
W0U6C8	499.00	702501N000433	HANDHELD COMPUTER
W0U6C8	8226.47	5810010550048	KEY GEN TSEC/KG-81
W0U6C8	8226.47	5810010550048	KEY GEN TSEC/KG-81
W0U6C8	27838.00	3411001364013	LATHE, ENGINE
W0U6C7	933.00	7025703616006	MONITOR, 17"
W0U6C7	933.00	7025703616122	MONITOR, 17" 100HS
W0U6C8	543.00	7025000001952	MONITOR, 19" COLOR
W0U6C8	12861.00	5810013761380	MTU KY-100 AIRTERM
W0U6C8	12861.00	5810013761380	MTU KY-100 AIRTERM

a. Click on the 

to close your output window.
b. Close your report without saving it.

Designing A Customized FreeForm Report Without The Query Wizard

INTRODUCTION

FreeForm is a powerful tool set that allows more complex design of reports, or when the user wants to include any of the objects that are not supported by QuickQuery. It allows the user to:

- Add areas to the document
- Add text and columns as well as other objects to different areas of the design document: document header and footer; page header and footer; group header and footer; and detail object areas.
- Specify font types, alignment, point size and colors to customize an object.

OBJECTIVES

We will design a series of progressively more complex FreeForm documents, using this effective tool to output information from DPAS.

APPLICATION

FreeForm is an excellent tool if your intention is to create a query or printed report which will most likely be used to present to others outside of your organization, to those who are not necessarily familiar with DPAS terms, or that requires more sophistication than QuickQuery. We say that FreeForm is more sophisticated, but it can be easy to use once you learn the fundamentals. It allows more creativity in design and presentation of information.

PREREQUISITES

Complete Chapters 1 and 2 of this manual.

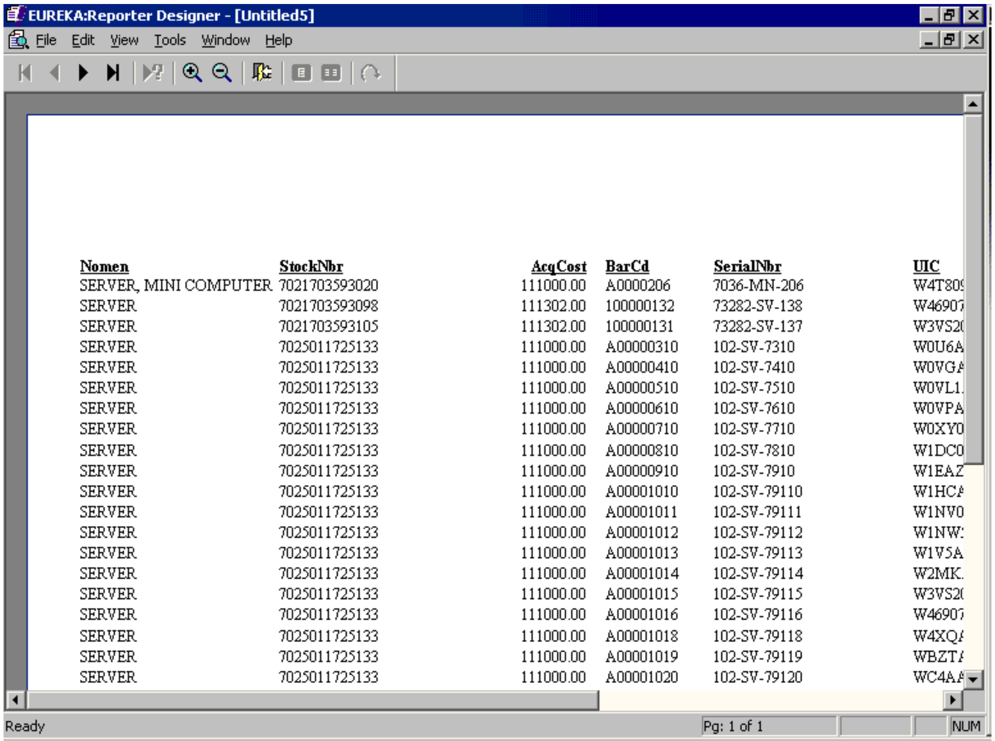
ACTIVITY

Student Hands-On with Instructor direction

REPORT TYPE

Depreciation report listing accumulated depreciation and activation date by UIC

This is a sample of a finished FreeForm Report:



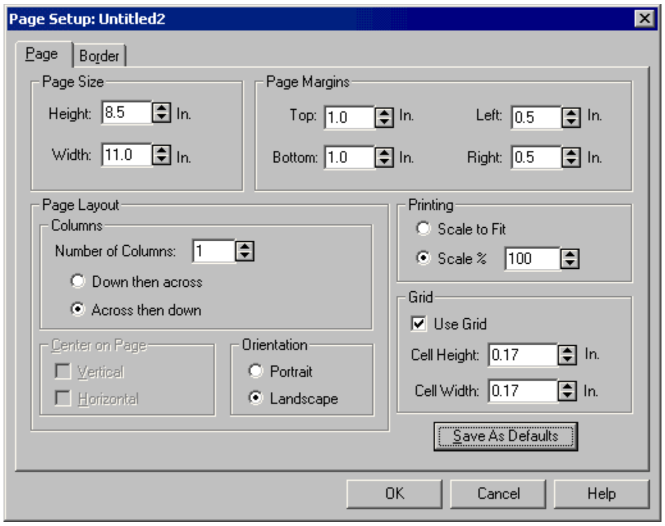
Nomen	StockNbr	AcqCost	BarCd	SerialNbr	UIC
SERVER, MINI COMPUTER	7021703593020	111000.00	A0000206	7036-MN-206	W4T80
SERVER	7021703593098	111302.00	100000132	73282-SV-138	W4690
SERVER	7021703593105	111302.00	100000131	73282-SV-137	W3VS2
SERVER	7025011725133	111000.00	A00000310	102-SV-7310	W0U6A
SERVER	7025011725133	111000.00	A00000410	102-SV-7410	W0VG
SERVER	7025011725133	111000.00	A00000510	102-SV-7510	W0VL1
SERVER	7025011725133	111000.00	A00000610	102-SV-7610	W0VPA
SERVER	7025011725133	111000.00	A00000710	102-SV-7710	W0XY0
SERVER	7025011725133	111000.00	A00000810	102-SV-7810	W1DC0
SERVER	7025011725133	111000.00	A00000910	102-SV-7910	W1EAZ
SERVER	7025011725133	111000.00	A00001010	102-SV-79110	W1HC
SERVER	7025011725133	111000.00	A00001011	102-SV-79111	W1NV0
SERVER	7025011725133	111000.00	A00001012	102-SV-79112	W1NW
SERVER	7025011725133	111000.00	A00001013	102-SV-79113	W1V5A
SERVER	7025011725133	111000.00	A00001014	102-SV-79114	W2MK
SERVER	7025011725133	111000.00	A00001015	102-SV-79115	W3VS2
SERVER	7025011725133	111000.00	A00001016	102-SV-79116	W4690
SERVER	7025011725133	111000.00	A00001018	102-SV-79118	W4XQ
SERVER	7025011725133	111000.00	A00001019	102-SV-79119	WBZT
SERVER	7025011725133	111000.00	A00001020	102-SV-79120	WC4A

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group or from you computer desktop, double-click the ***Eureka* Reporter Designer** icon.
3. If the Wizard displays, click **Finish**.
4. Select **Tools** from the menu bar.
5. Select **Preferences...** from the program group.
6. Uncheck **Use Query Wizard** and **Default To QuickQuery View**.
7. Click **OK**.

NOTE:
If you do not have a shortcut to Eureka on your desktop, then click Start>Programs> Eureka Reporter Designer.

8. Select **File** from the menu bar.



STEP 1:

Refer to **Getting Oriented With FreeForm** for information on **Page Setup**.

If you have numerous columns that you will be adding in your report, it is always a good idea to widen your report lengthwise to add more room. Keep in mind that if you change the width of your page size to greater than 11, make sure that you have paper in you printer to accommodate the wider page; otherwise, your report may not print properly.

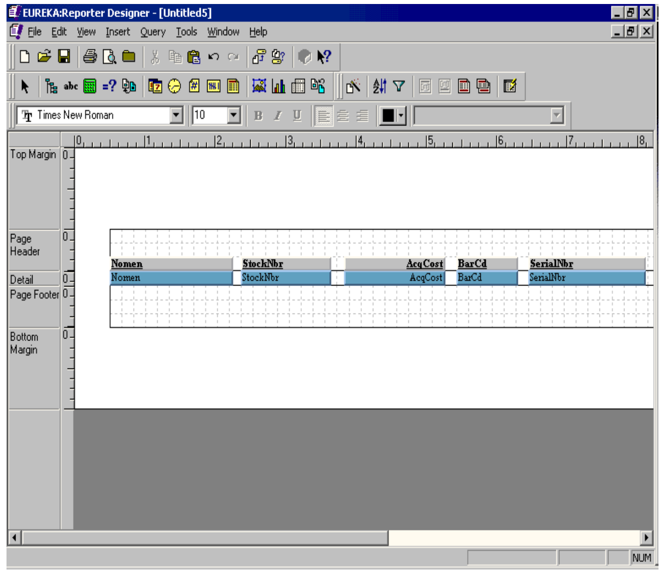
a. Make any necessary changes.
b. Click **Save As Defaults**.
c. Click **OK.**
d. If your Object Directory is not displayed, depress the **F2 Function Key** to display it.
e. Select the data fields from the table below. Click, drag, and drop the field(s) to the Detail Area of your FreeForm report. Remember, if the tip of the arrow is not inside the Detail Area, a column header will not be produced.

BUSINESS VIEW: DEPRECIATION EXPENSE		
FOLDER(S)	**DATA ELEMENT(S)**	
Catalog	Nomen	Stock Nbr
Serial_Hand_Receipt	Acq Cost Bar Cd	Serial Nbr UIC
Depreciation	Accumd Deprn	Activation Dt

You cannot select fields from 2 different Business Views (such as, **END ITEM SERIAL** and **END ITEM BULK**) on one report unless you are writing a Parent/Child report.

For more information on Parent/Child reports, see Chapter 4.

STEP 2:



a. After you have selected your data objects, depress the **F2 Function Key** to remove the object directory because it covers part of your design document.

SHORTCUT!
If you want to select multiple data fields, hold the **CTRL Key** down while highlighting the desired fields. While still holding the **CTRL Key** down, drag and drop the fields into the **Detail** area of the FreeForm Window.

b. Save your report as **FFQUERY** before pre-viewing it.

Eureka uses output windows to show you the results of queries that you are working with. In order to view all pages of your report, you should click the **Last Page** icon  .

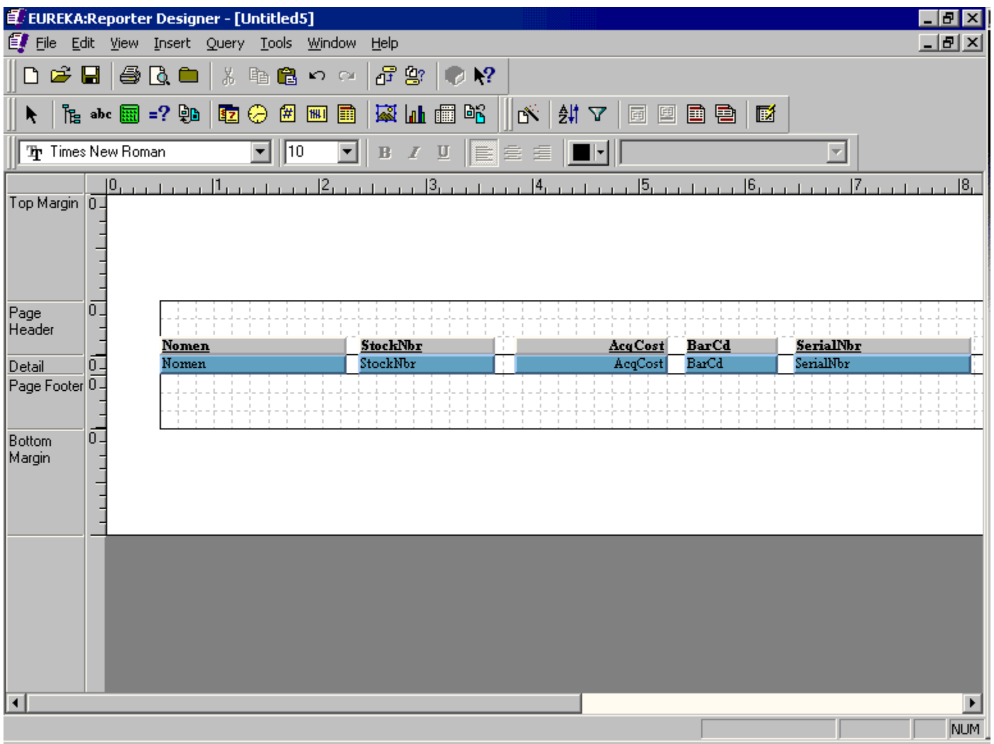
STEP 3:

a. Close the output window by clicking on the  icon.
b. **DO NOT** close the report - we will continue to use it in the next Unit of Study.

Page Header/Footer Areas

A Page Header/Footer area outputs for each page within the document. Placing objects in these areas will result in output values for each page of the document (i.e., average, sum, text, etc.).

The Page Header/Footer is already the default in the FreeForm window. If you wish to add additional page headers/footers, use the **Insert>Area>Page Header** or **Page Footer**. If you prefer, you can simply select the Page Header/Footer icon  . If you select this icon, it will produce ***both*** a Page Header ***and*** a Page Footer!

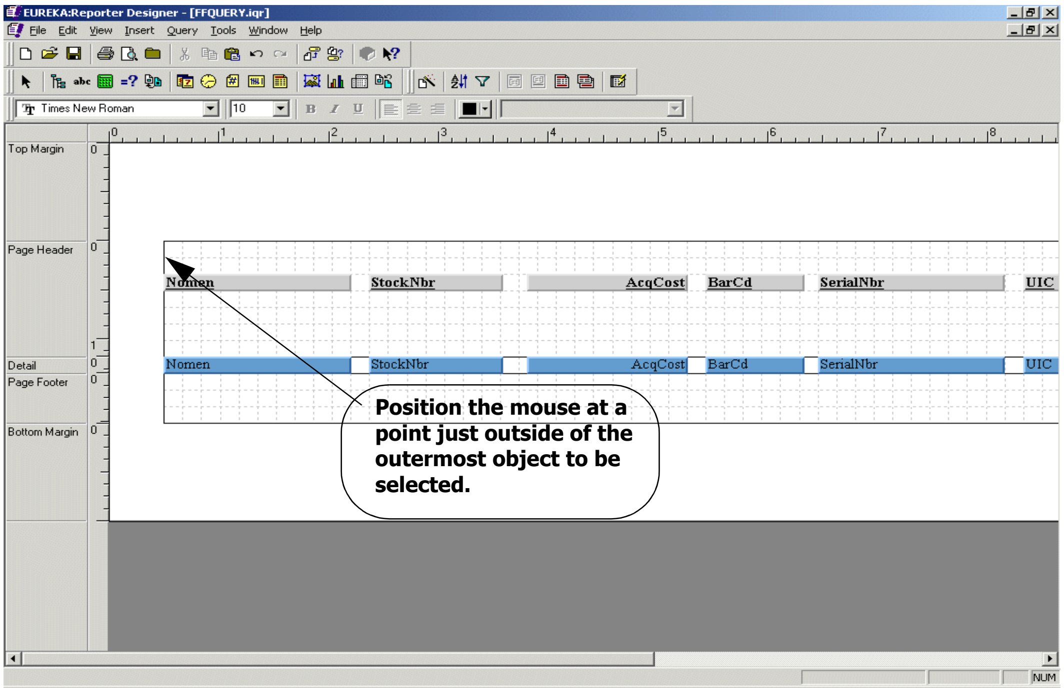


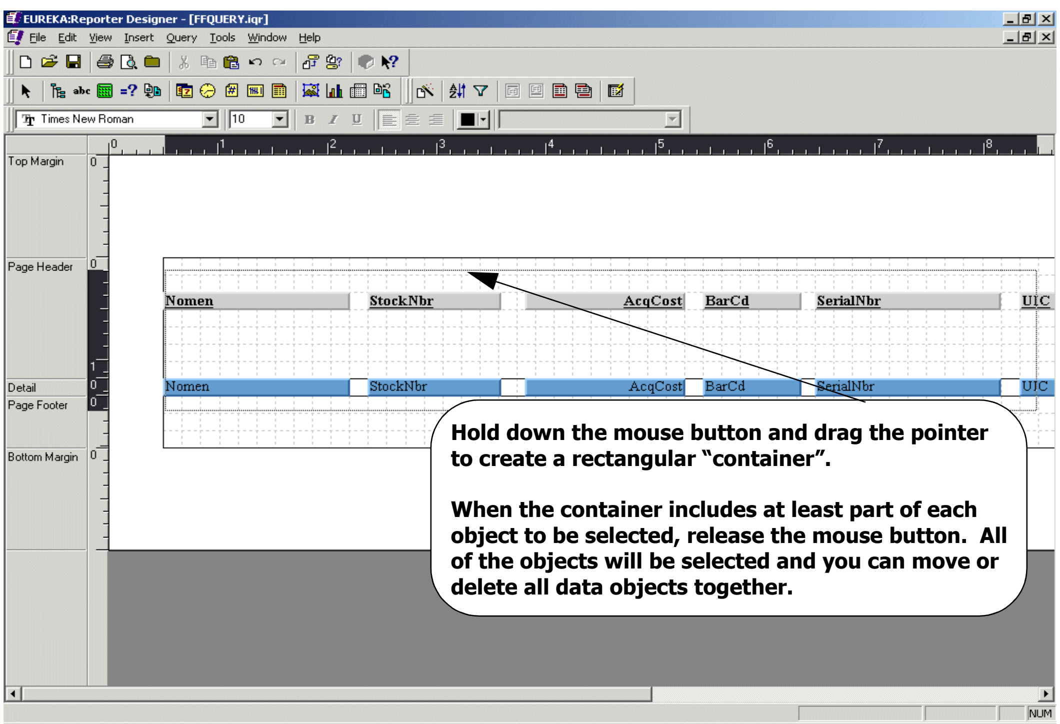
If you are going to be adding a lot of items to the page header area, it may be a good idea to resize the area to make it larger. To do this:

1. Click in the area. The area will be surrounded in blue with black handles (small blocks).
2. There is one handle that is solid in color. Click on that handle (it will change to a **two-way arrow**).
3. Hold the click, and the drag down to make as large as you want. If you do this, you will need to move your objects to where you want them.

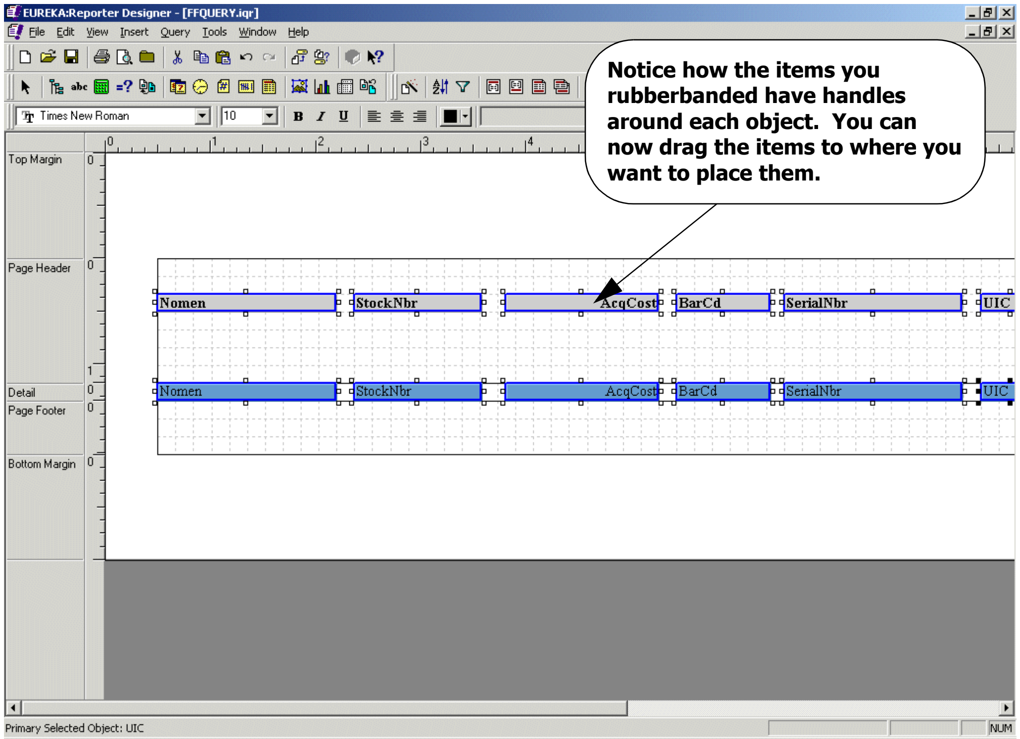
Selecting Multiple Objects

This process will show you how to select multiple objects at one time. This procedure is referred to as "rubberbanding".





Below is an example of items that were "rubberbanded": **GET UPDATED SCREEN!!**



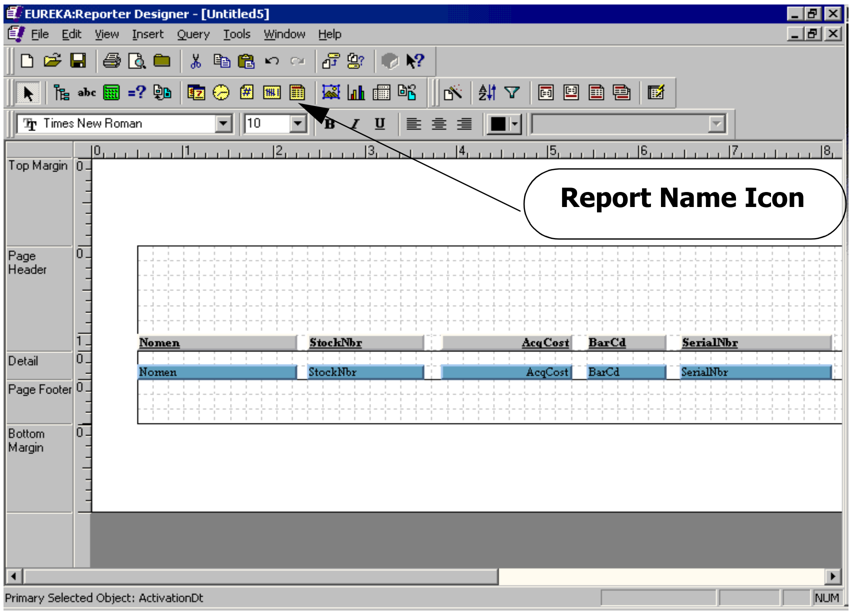
Adding Document File Name Objects

Use this process when you want to add the file name of your document that you are saving.

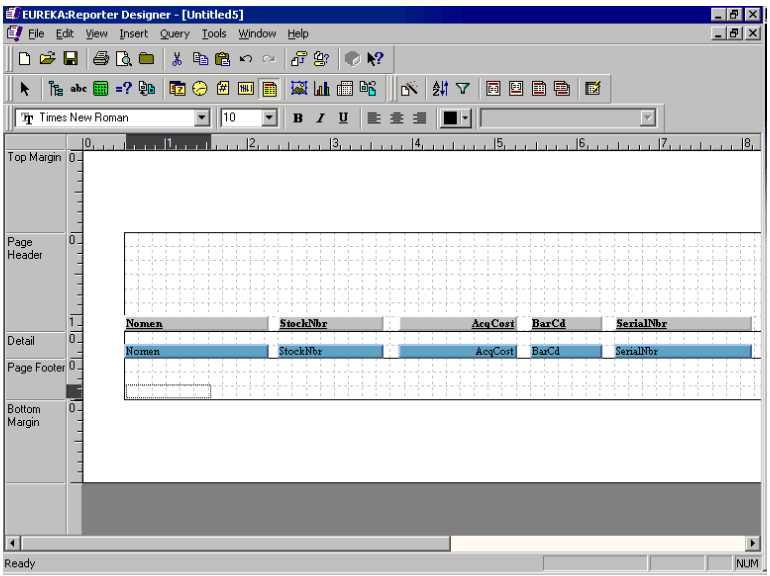
1. Click on the **Document Name** icon.

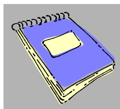
-OR-

2. Select **Insert** from the menu bar.
3. Select **System** from the program group.
4. Select **Report Name** from the program list.



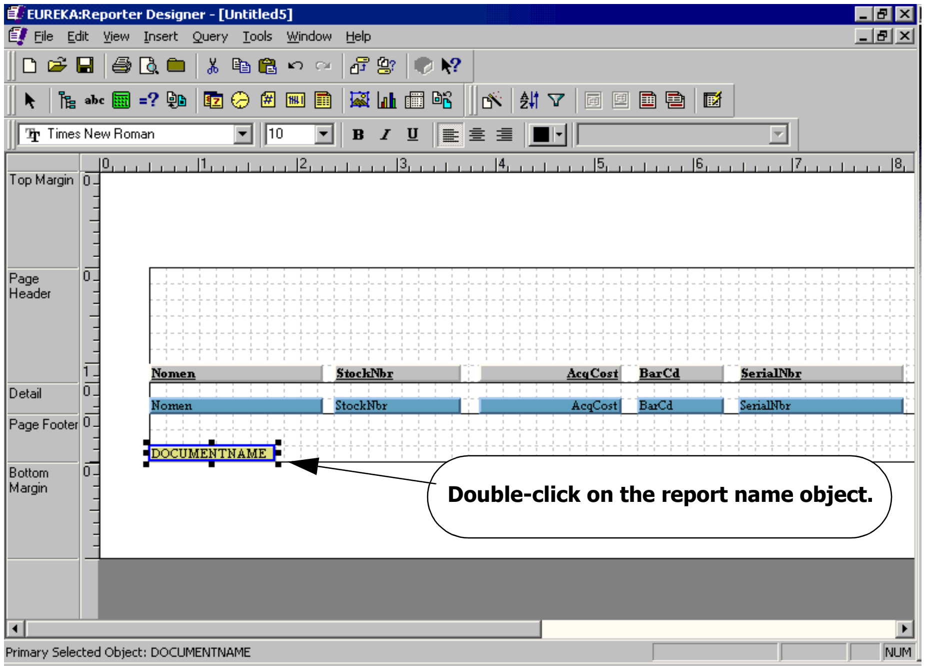
5. Place the object on the left side of the Page Footer area.

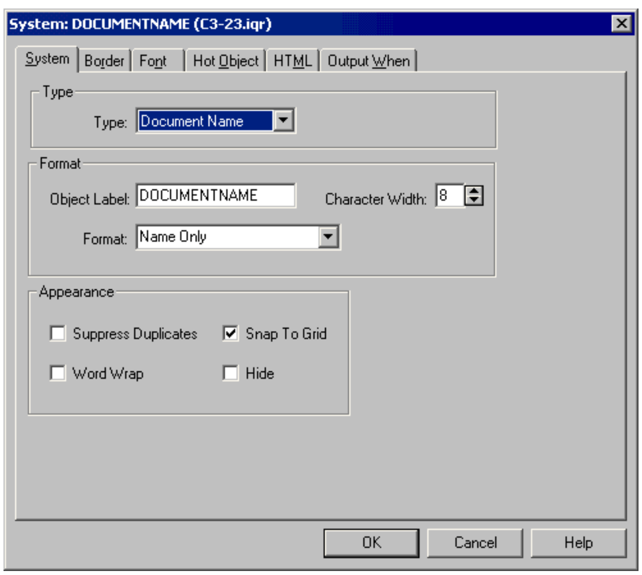




NOTE:
It is recommended that report name objects be placed in the Page Footer area (if you want the name of the report to appear on each page of your report). If you want the name of your report will appear on the first page of your report only, place the object in the Document Header area.

6. Double-click on the report name object.





7. Make any necessary changes.

Type: This displays the type of object.
Object Label: This determines the type of value that is output for the object.
Character Width: Controls the length of the object for output purposes. *Eureka* always provides a default width. If you enter a number smaller than the width of the system object as formatted by *Eureka*, the output will be truncated.
Format: When you same your report, the file name will be displayed in the area where you placed the object.

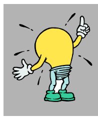
- **Name Only** displays just the file name (for example, UICRPT).
- **Name and Extension** displays the entire file name including the extension (for example, UICRPT.iqr).
- **Full Path** displays the entire path and file name including the extension (for example, C:/Program Files/Reports/UICRPT.iqr).

NOTE:
For the Character Width, truncation will also occur if the size of the object's output is larger than the object size. Factors that affect this include the typeface style and size, and the format applied to the object. You can avoid this truncation by selecting Word Wrap.

Appearance: Select the appearance option(s) for your report.

Appearance	
Suppress Duplicates	Outputs the same object contents only one time. When there is more than one consecutive row that has the same data for your object, Eureka suppresses output of duplicate values.
Word Wrap	If you want output that exceeds the object width to be printed on successive lines. The spacing between lines when objects wrap is based on the font you are using. When you select Word Wrap, be sure that there is enough room between the object you are defining and any objects directly below it in the same area to allow for multiple lines of text. Eureka does not add space under objects when they wrap.
Snap To Grid	If you want your object always to be placed on the alignment grid (when Use Grid is turned on). When Snap to Grid is not selected, you can place your object at any location.
Hide	If you want your object to be moved to a hidden area object. If you do so, your object will not be included in your output.

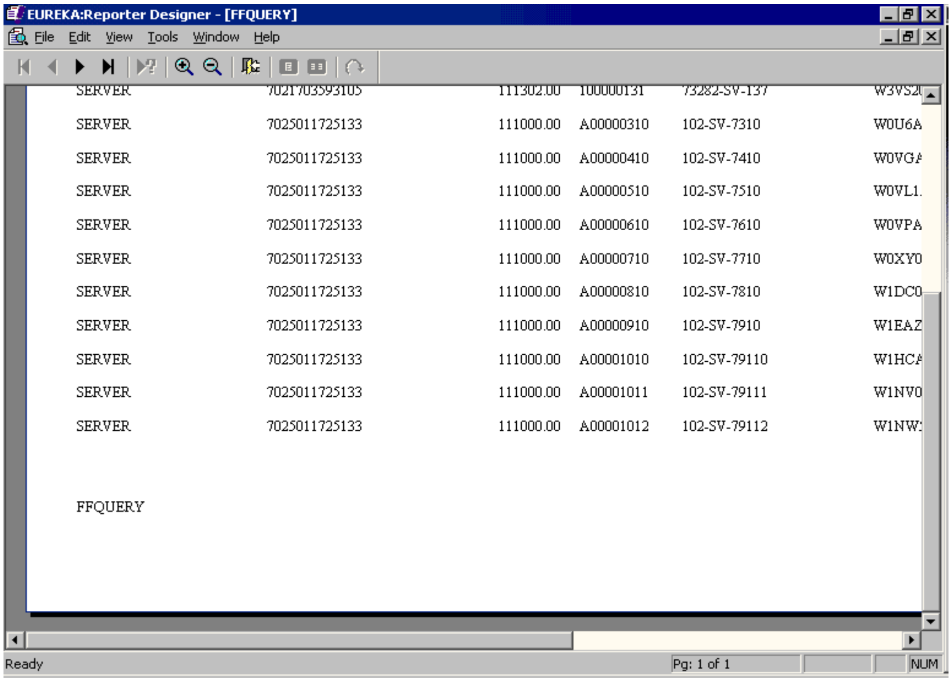
8. Click **OK**.



HINT!
Remember…you can change the characteristics of your report name object (such as font size, color, add borders, etc.).

9. Process your report.

Below is a sample of a finished FreeForm report displaying the document file name:



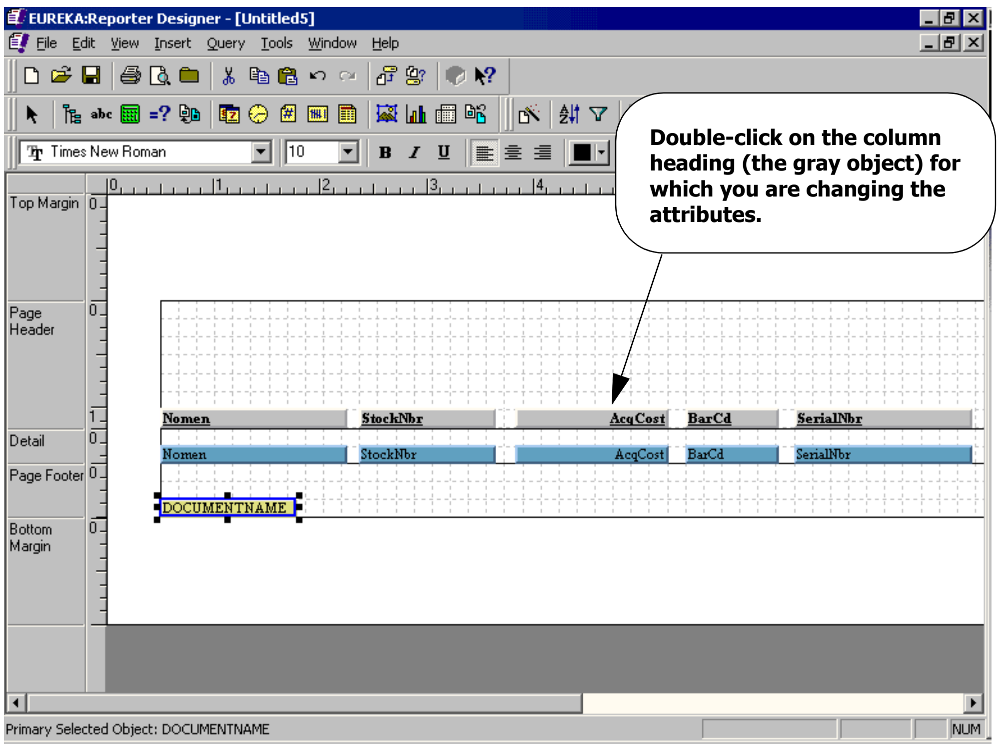
10. Save your report.

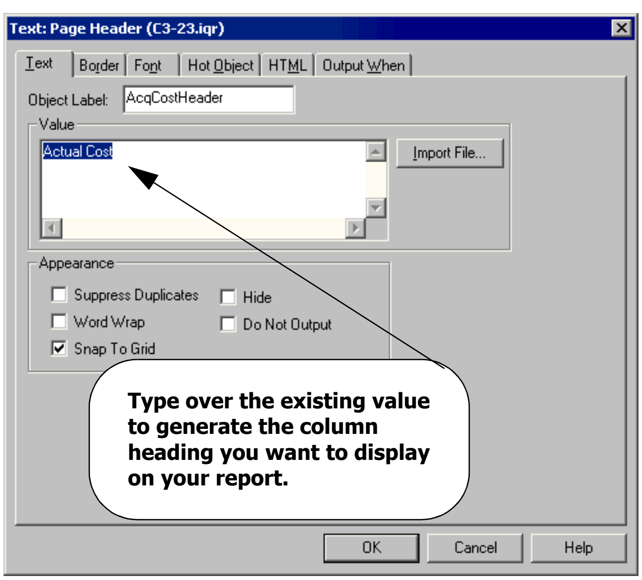
Changing Column Headings

Eureka will allow you to change the column headings of your data object to make them understandable to you and others that will be reviewing your report.

Changing attributes is not a mandatory process.

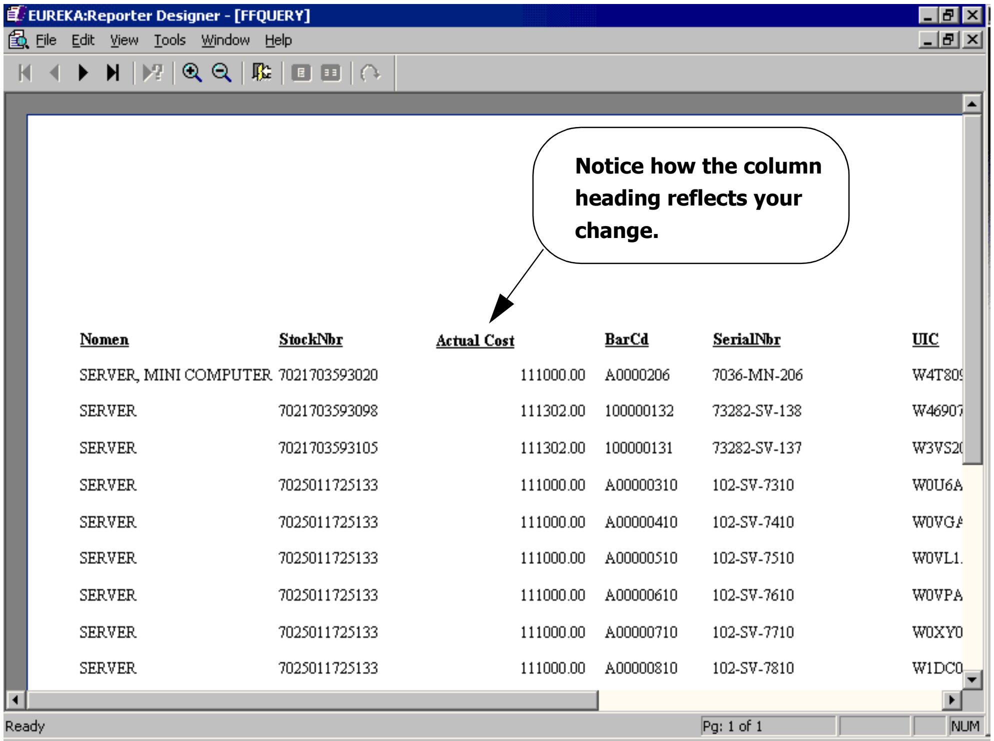
1. Double-click on the **Acq Cost** field.





2. Enter **Actual Cost** over the displayed value.
3. **Import File:** Click this button to import text into the value field.
4. **Appearance:** Select the appearance option(s) for your report. Refer to **Adding Document File Name Objects** for definitions of the Appearance options.
5. Click **OK**.
6. Process your report.

Below is an example of a finished FreeForm report with the column headings changed:



7. Save your report.

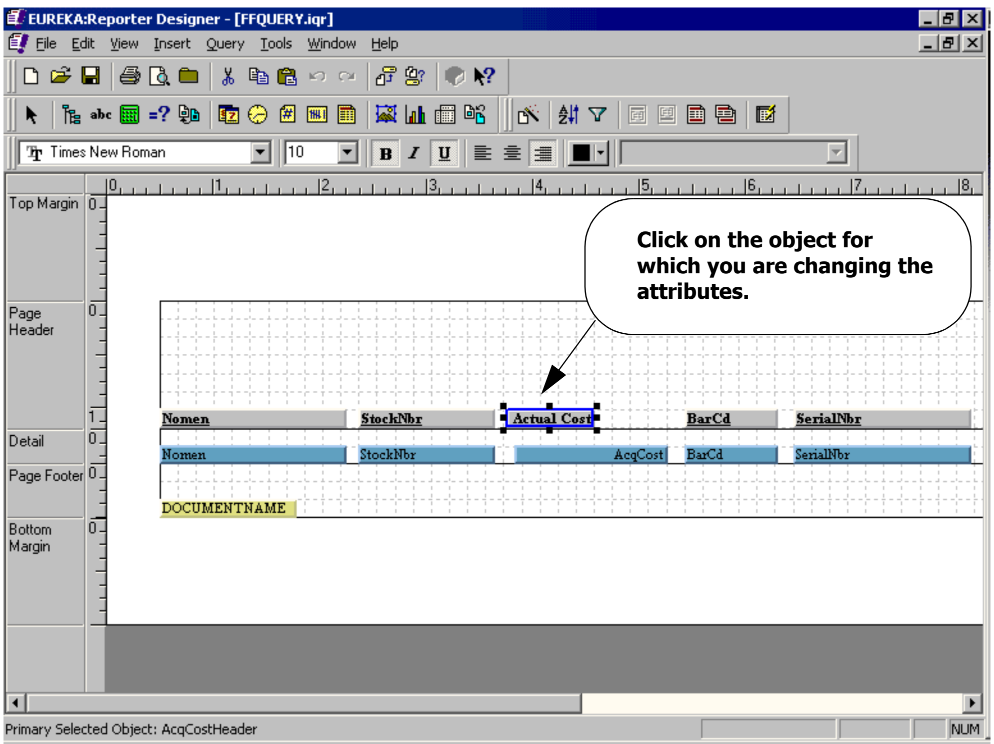
Changing Fonts

Eureka will allow you to change the font of your data object(s) for your report.

If you want to change the font of the column heading, then double-click on the column heading (gray object). If you want to change the font of the output for a particular object, then double-click on the detail object (turquoise object).

Changing fonts is not a **mandatory** process.

1. Click on the **Actual Cost** column heading.



2. Using the **Formatting Toolbar** change the font, point size, color, alignment, and characteristics of your font.

HINT!

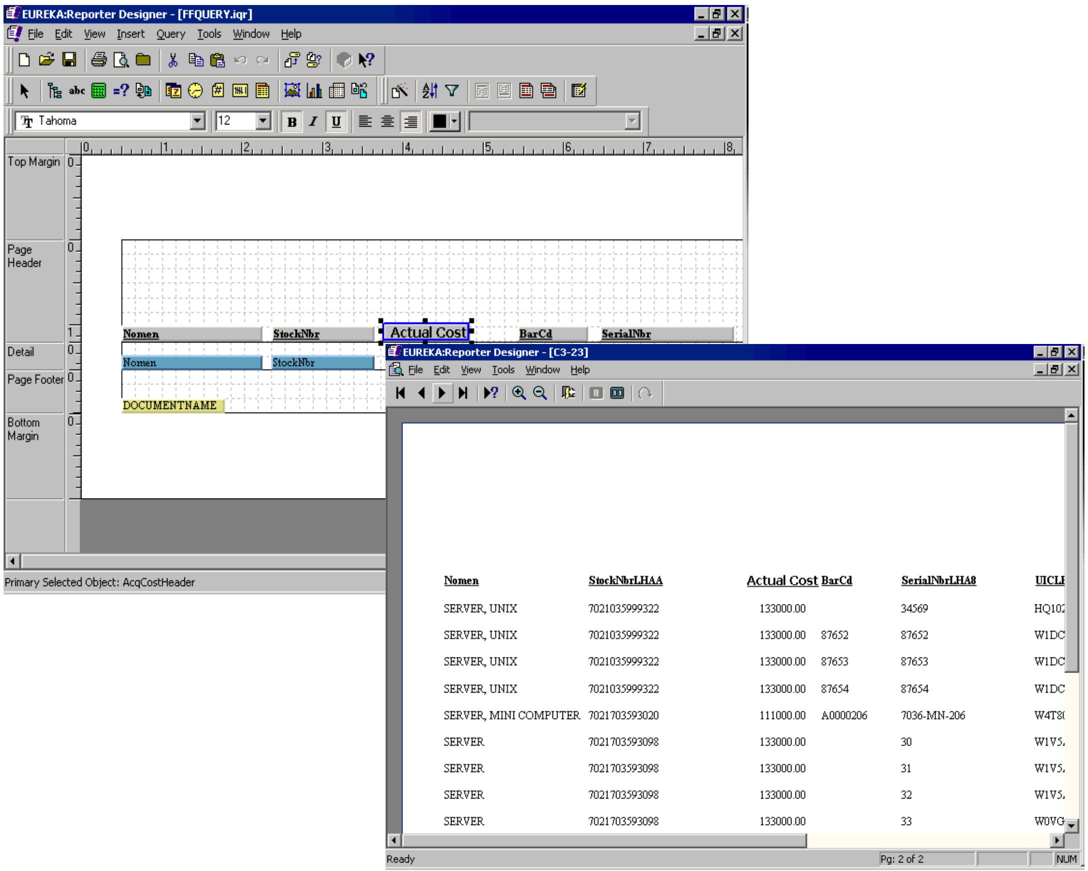
You can also double-click on the object to display the fonts attributes. Once you double-click on the object, click on the **Font** tab. Here you can change all the font attributes of your object. As you change your font attributes, it will be displayed in the **Sample** box.

The alignment feature aligns *within* the object, not the object itself.

The selections shown are the default for the column headers.

3. Process your report.

Example of the finished design document and report:



4. Save your report.
5. **DO NOT** close the report - we will continue to use it in the next Unit of Study.

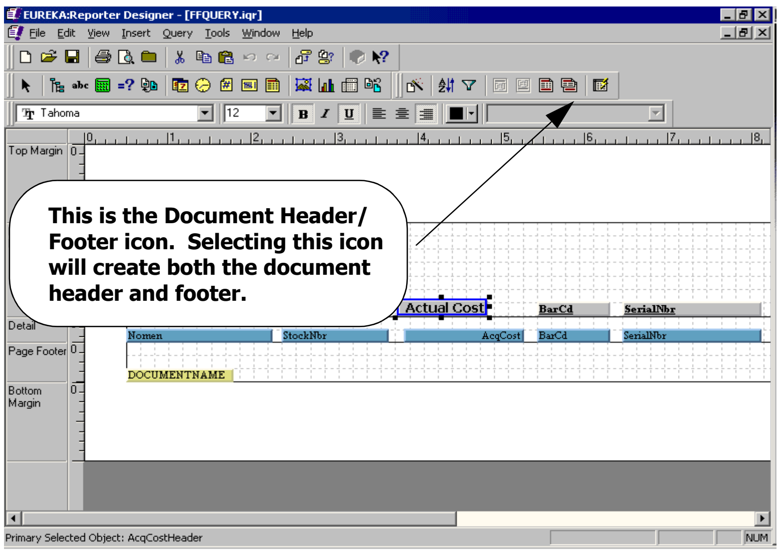
Document Header/Footer Areas

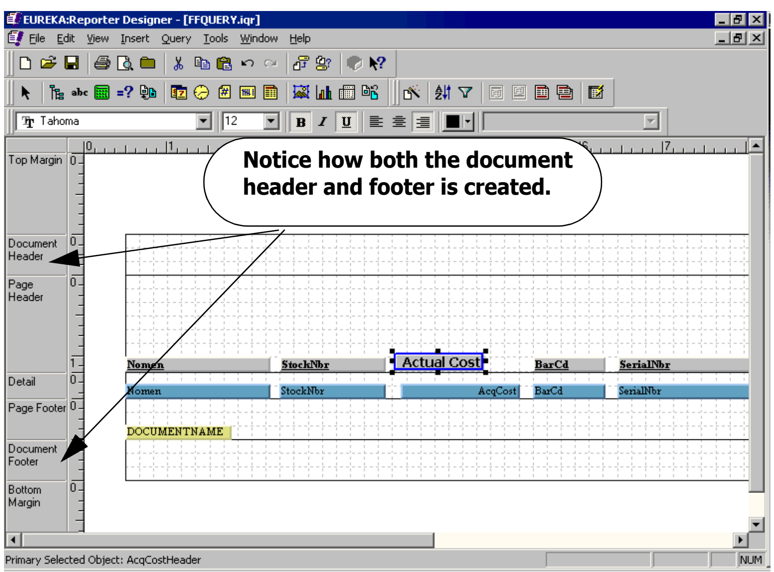
A Document Header/Footer area outputs for the entire document. Placing objects in these areas will result in output values for the document as a whole (i.e., average, sum, text, etc.). Document header outputs for the first page only. The document footer outputs for the last page only.

1. Click on the **Document Header/Footer** icon.

-OR-

2. Select **Insert** from the menu bar.
3. Select **Area** from the program group.
4. Select **Document Header** or **Document Footer** from the program list; this will allow you to insert either the document header or the document footer, depending on which area you selected.





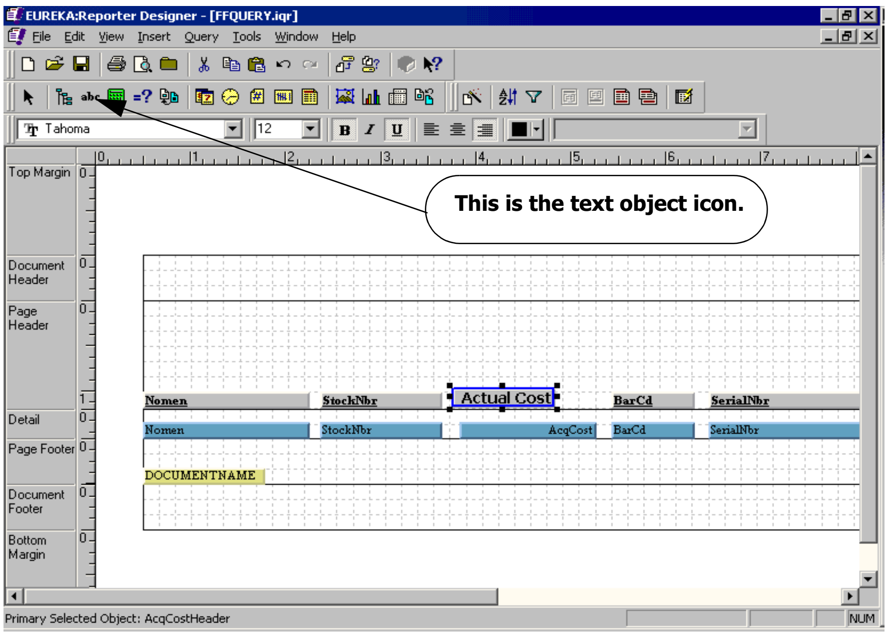
Adding Text Objects

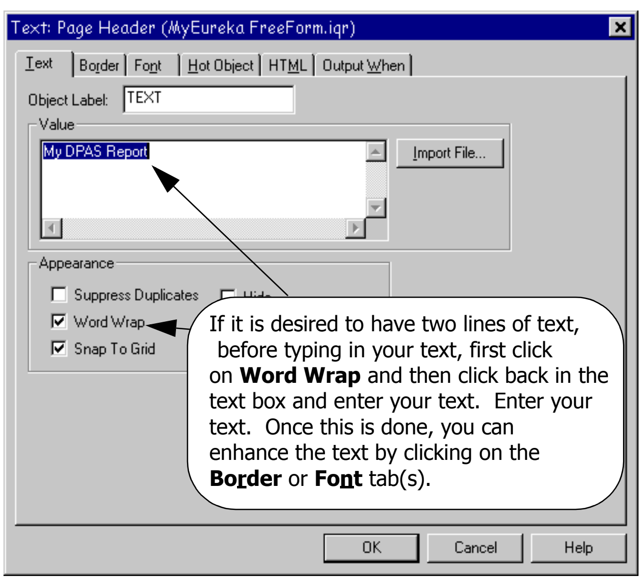
Use this process when you want to add your own text to your report. For example, use a text object to add titles, signature blocks, etc.

1. Click on the text icon.

-OR-

2. Select **Insert** from the menu bar.
3. Select **Text** from the program group.

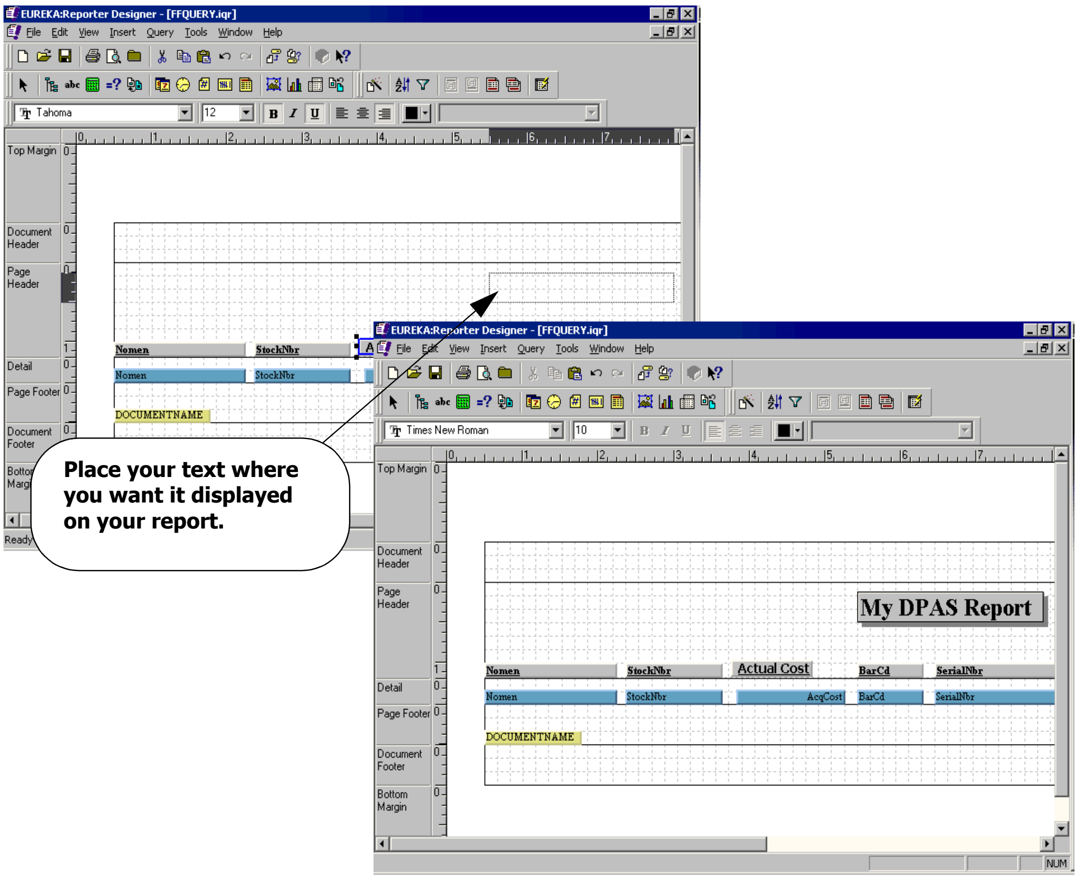




4. Do not change the Object Label.
5. In the **Value** window, enter the desired title for your report.
6. Click **OK**.
7. Place the text object in the center of the Page Header area of your report.

When you place a multi-line text object you will only see the top line. To display all lines:

a. Click the text object once. Notice the solid black box in the center of the bottom of the box.
b. Place the tip of your mouse arrow on the black box until you get a two-way arrow.
c. Hold down the left mouse button and pull down, enlarging the box until the lower lines are displayed. If **Word Wrap** was not selected, then doing this will only enlarge the font of your text.



4. Save your report.
5. **DO NOT** close the report -- we will continue to useit in the next Unit of Study.

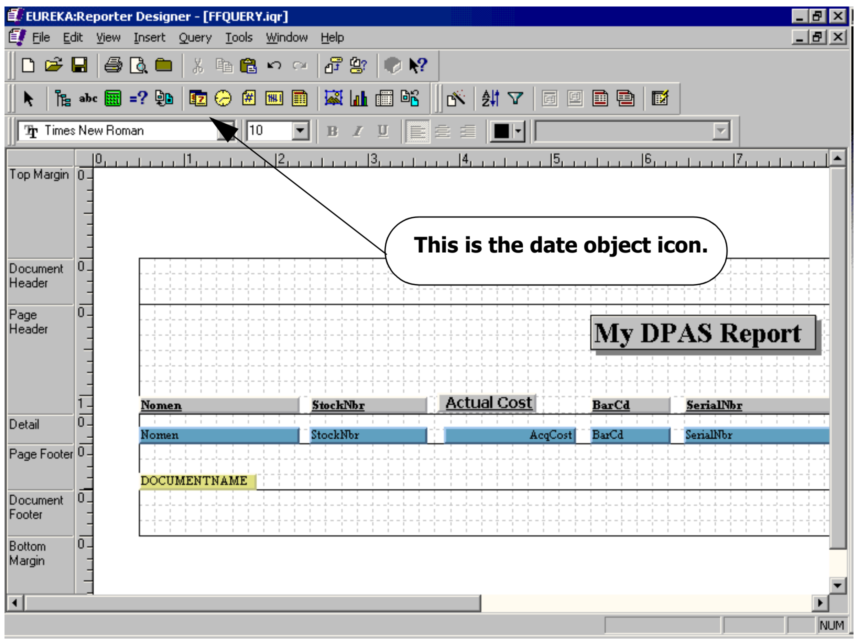
Adding Date Objects

Use this process when you want to add the system date to your report.

1. Click on the date icon.

-OR-

2. Select **Insert** from the menu bar.
3. Select **System** from the program group.
4. Select **Date** from the program list.

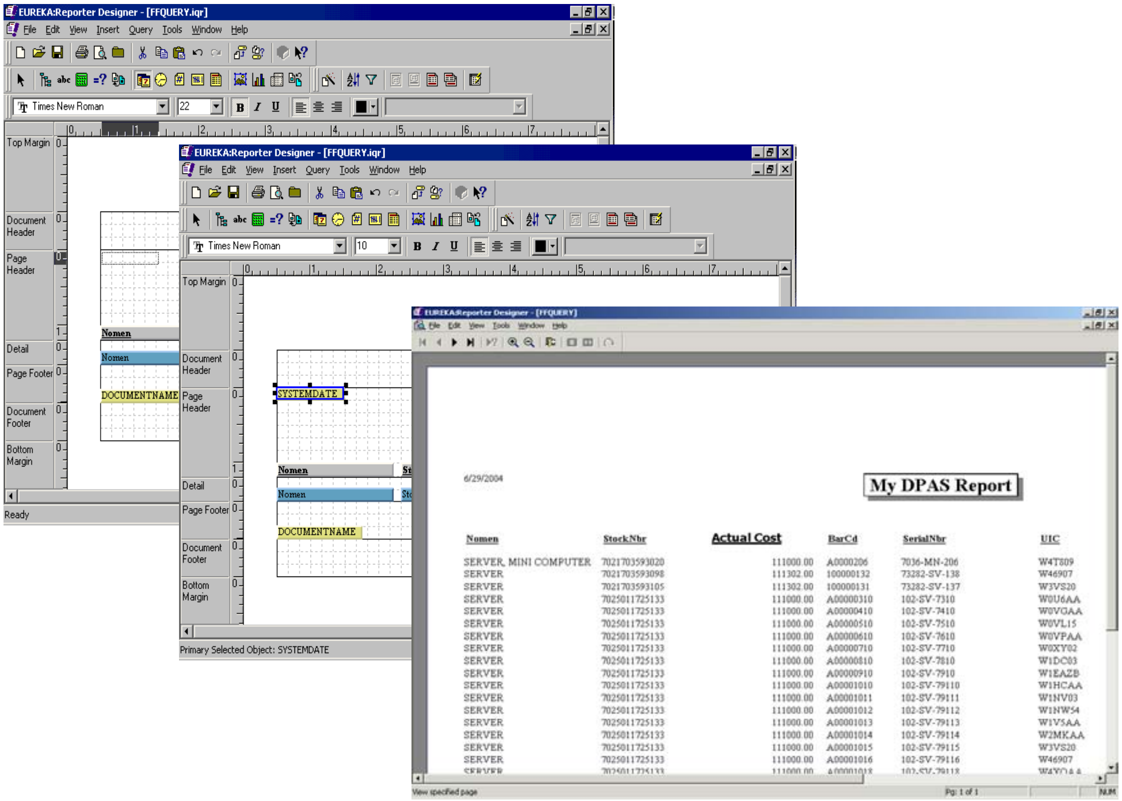


5. Place the date object on the left side of the Page Header area.

It is recommended that date objects be placed in the **Page Header** area. This is so that the date will appear on ***each*** page of your report.

If it is desired to re-format the date presentation, double-click on the date object, click the down arrow on the format box of the dialog box and select the desired format. The DPAS format is on the bottom of the list.

6. Process your report.



7. Close the report viewer.
8. Save your report.
9. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

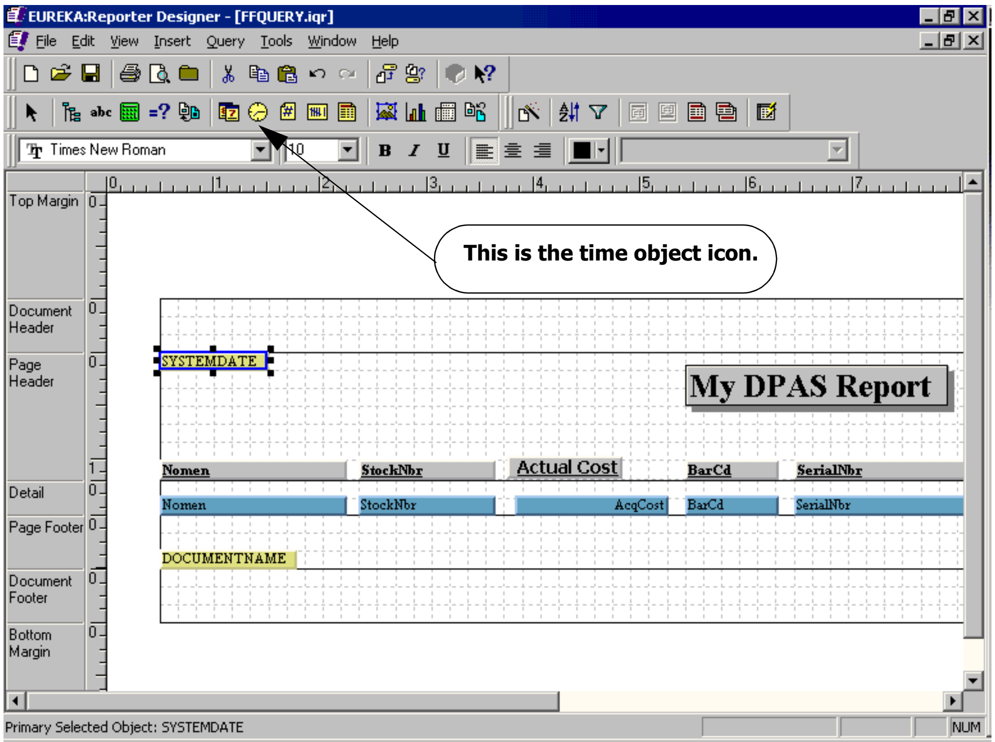
Adding Time Objects

Use this process when you want to add the system time to your report.

1. Click on the time icon.

OR-

2. Select **Insert** from the menu bar.
3. Select **System** from the program group.
4. Select **Time** from the program list.

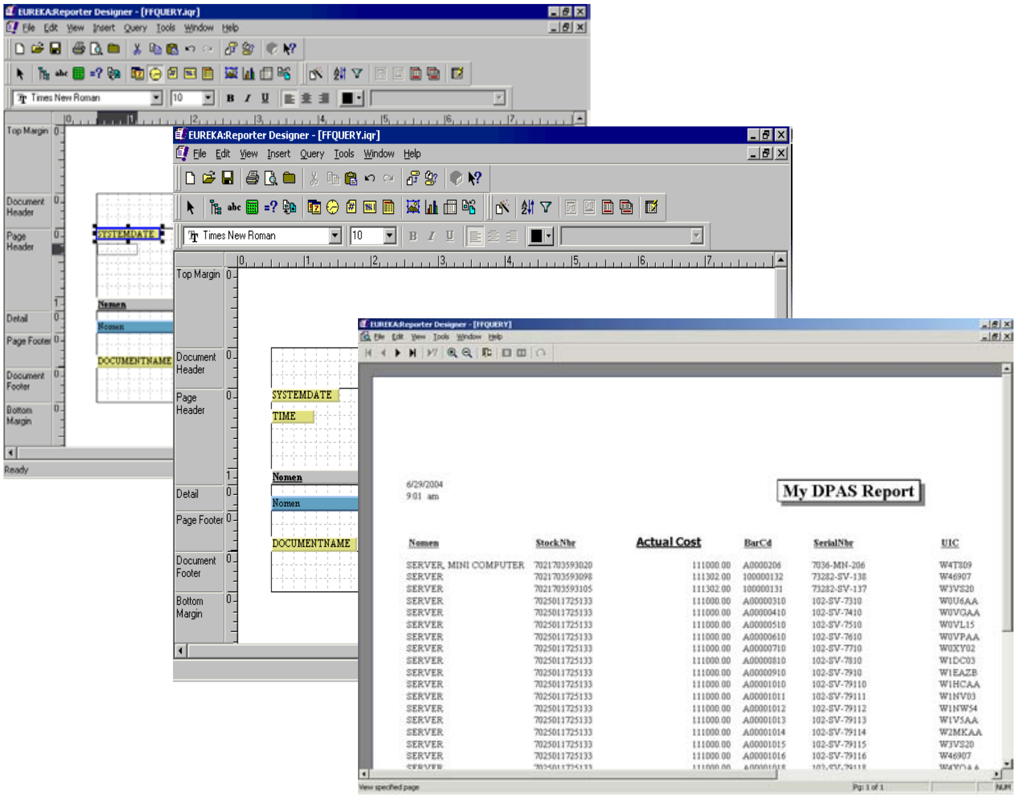


5. Place the time object below the date object in the Page Header area.

It is recommended that time objects be placed in the **Page Header** area. This is so that the time will appear on ***each*** page of your report.

If it is desired to re-format the time presentation, double-click on the time object, click the down arrow on the format box of the dialog box and select the desired format.

6. Process your report.



7. Close the report viewer.
8. Save your report.
9. **DO NOT** close the report -- we will continue to use it in the next Unit of Study.

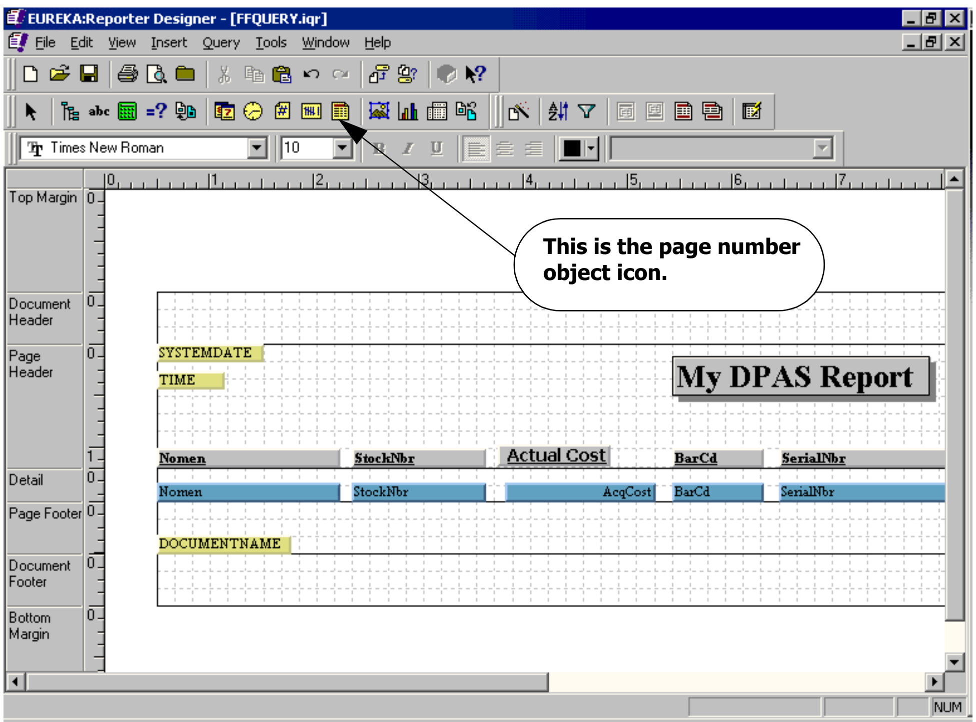
Adding Page Number Objects

Use this process when you want to add a page number to your report.

1. Click on the page number icon.

-OR-

2. Select **Insert** from the menu bar.
3. Select **System** from the program group.
4. Select **Page Number** from the program list.

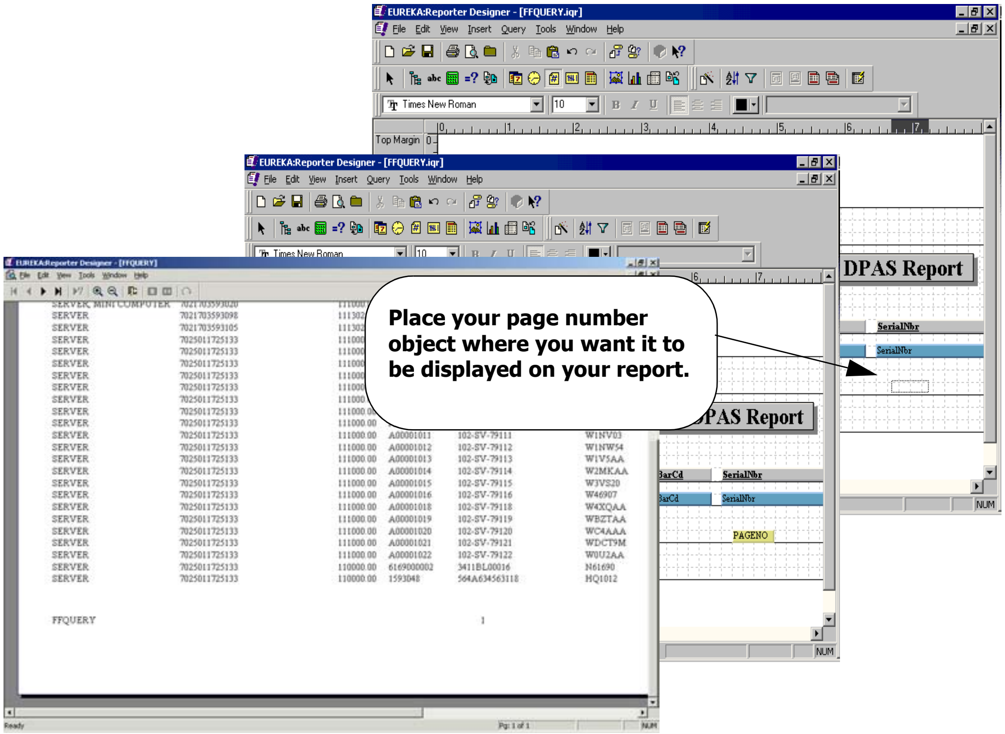


5. Place the page number object in the center of the Page Footer area.

It is recommended that page number objects be placed in the **Page Footer** area. This is so that the page number will appear on the bottom of ***each*** page of your report.

If it is desired to re-format the page presentation, double-click on the page object, click the down arrow on the format box of the dialog box and select the desired format.

6. Process your report.



7. Close the report viewer.
8. Save your report.
9. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

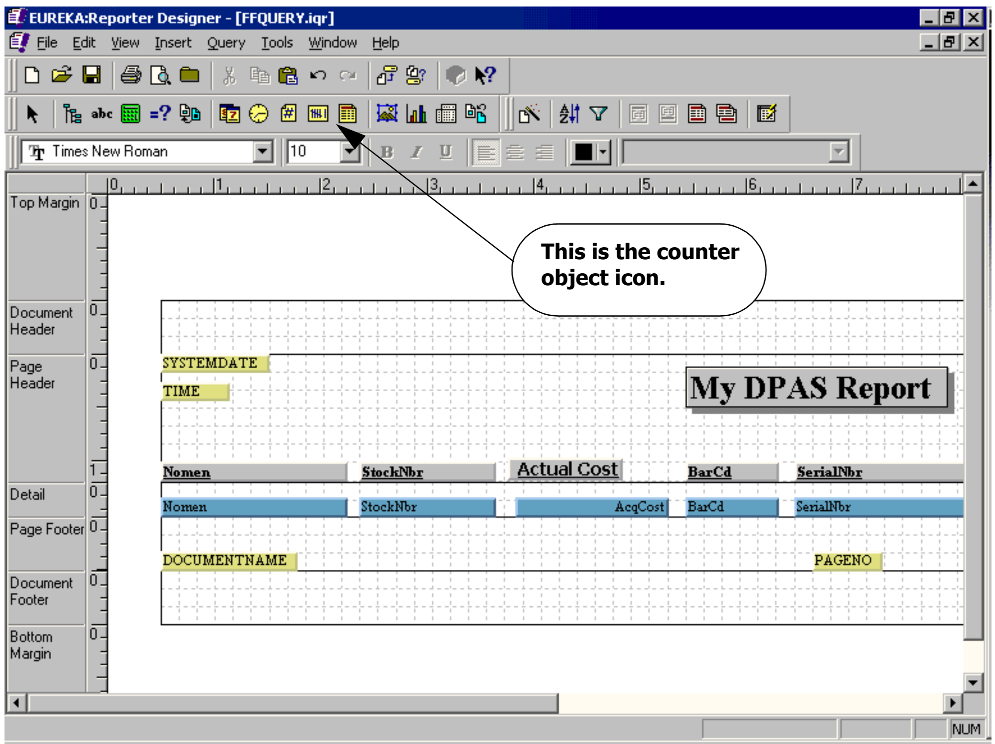
Adding Counter Objects

Use this process when you want to count each row of your report.

1. Since we are going to add the counter object in the first column, you will need to move all of your column headings and detail objects over to the right.
2. Click on the counter icon.

-OR-

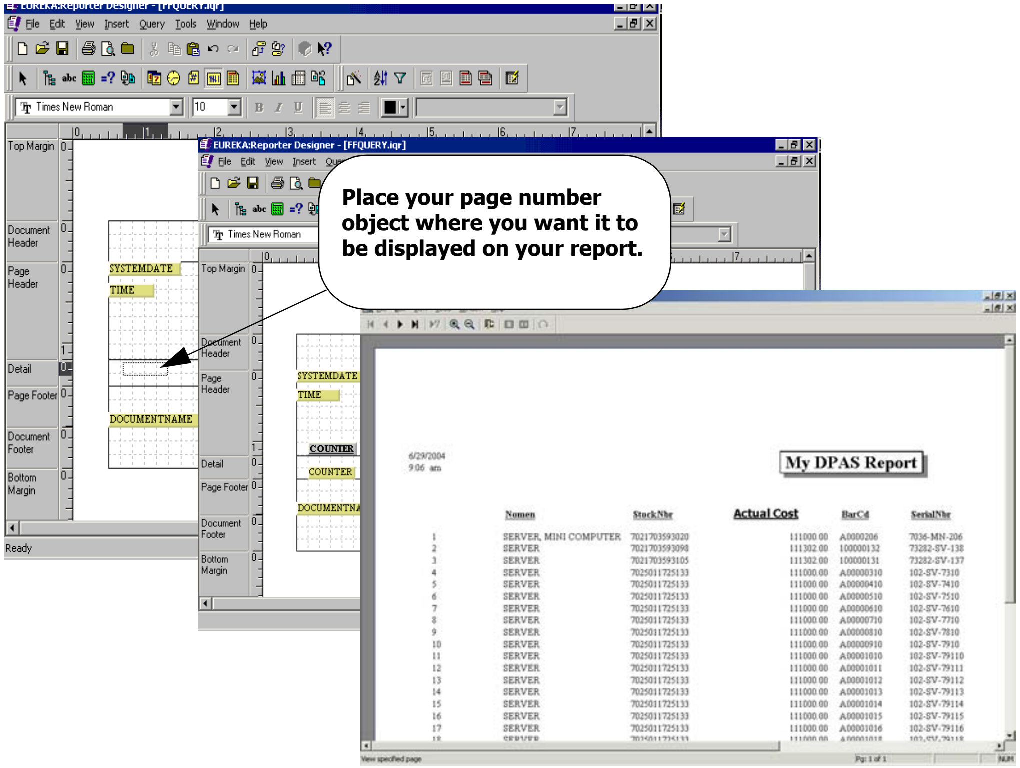
3. Select **Insert** from the menu bar.
4. Select **System** from the program group.
5. Select **Count** from the program list.



6. Place the counter object to the left of your columns in the Detail area.
7. Delete the Counter column heading.

It is recommended that counter objects be placed in the **Detail** area. This is so that each row of the report will be numbered.

8. Process your report.



9. Close the report viewer.
10. Save your report.
11. Close your report.

HINT!
If you place the counter object in the detail area, you may want to delete the column heading.

Activity: Designing A Customized FreeForm Report Without The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: Designing A Customized FreeForm Report

Application: In this activity, your instructor will guide you through building a listing of Hand Receipt Holders for a specified UIC using the FreeForm method of query and functions to customize your report.

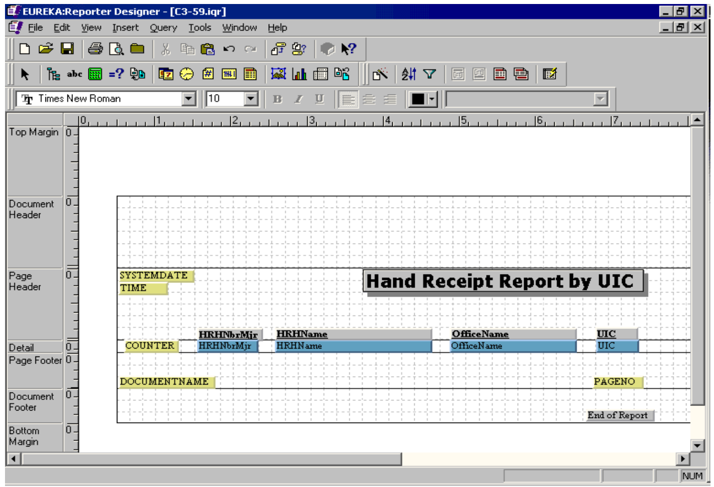
Report Type: Hand Receipt Holder By UIC

Instructions:

1. Create a new FreeForm report.
2. Enlarge your Page Header.
3. Using the counter icon insert counter in the Detail area.
4. Delete the Counter column heading.
5. Select the following fields for your FreeForm report:

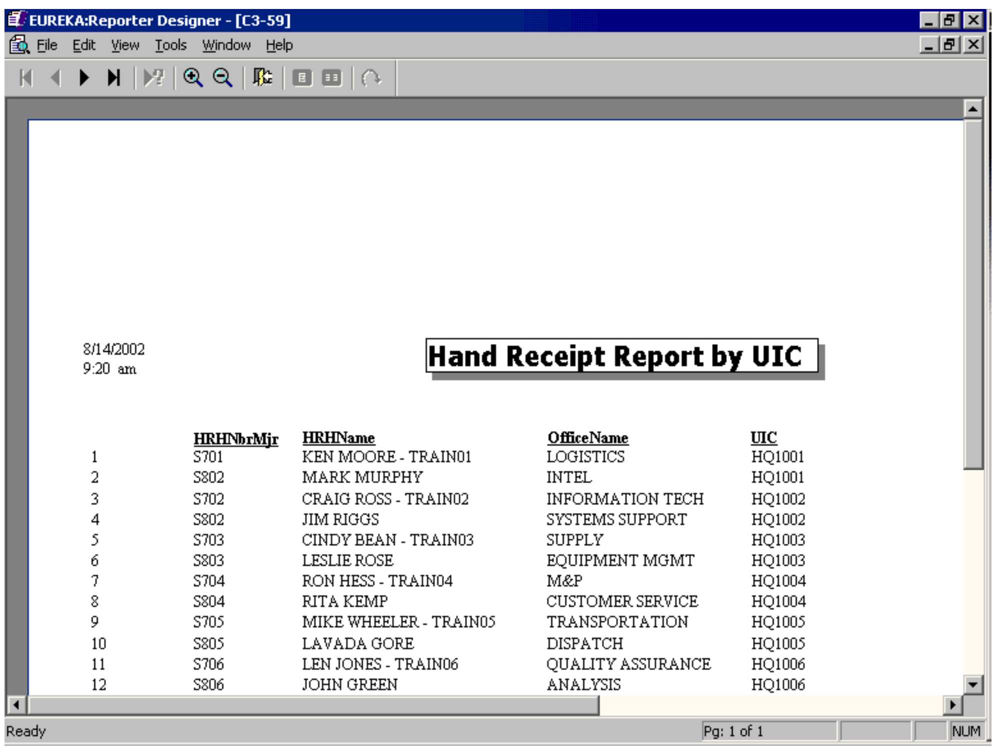
BUSINESS VIEW: HAND RECEIPT HOLDER		
FOLDER(S)	**DATA ELEMENT(S)**	
Hand Receipt Holder	HRH Nbr Mjr HRH Name	Office Name
Unit	UIC	

6. Insert the date and time in the Page Header area.
7. Using the text box icon, give your document a title name and customize with fonts, etc., and place in the Page Header area.
8. Add a Document Footer area.
9. Add "**End of Report**" in the Document Footer.
10. Insert the document name, using the document name icon, in the Page Footer area.
11. Using the page number icon, insert a page number in the page footer.



12. Save your report as **FFACTY** for later use.
13. Close your report.

Example of finished report:



Skill Builder: Designing A Customized FreeForm Report Without The Query Wizard

Objectives: You will:

- **Review, Introduction to FreeForm & Designing a Customized FreeForm Report (Exercise Below)**
- **Discussion Questions**
- **Practical Exercise to build a Customized FreeForm Report**

Complete the following exercise:

1. Name any two features that distinguish FreeForm from QuickQuery.

a. ______________________ b. ______________________

2. FreeForm is a powerful tool set that allows you to: **(Circle all that apply)**

a. Use multiple areas of the same type.
b. Specify Output when conditions that determine, row by row, when objects (and areas) should or should not be included in your output.
c. Add date and time to your reports
d. All of the above
e. None of the above

3. The **F4 Function Key** opens the __________ __________ __________.

4. Folder Names are at the top level of the tree and are indicated in all caps? **(True or False)**

True _______ False _______

5. Why is it important when dropping data objects inside the detail area to make sure the tip of the arrow is inside the detail area?

____

____

6. Name the three areas your FreeForm window defaults to when it is opened.

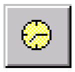
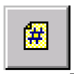
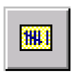
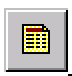
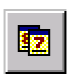
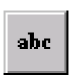
a. ______________________ c. ______________________

b. ______________________

7. *Eureka* will not allow you to change the column headings of your data objects. **(True or False)**

True _______ False _______

8. Match the Tool Bar Icons with the correct definition. Insert the alpha character on the blank line.

Example: A.  _7_	**1. Time Object**
B.  _____	**2. Counter Object**
C.  _____	**3. Document Name Object**
D.  _____	**4. Page Number Object**
E.  _____	**5. Date Object**
F.  _____	**6. Text Object**
G.  _____	**7. Page Header/Footer Icon**
H.  _____	**8. Document Header/ Footer Icon**

Discussion Questions:

1. **Discuss the advantages of using FreeForm.**
2. **Summarize the process of the report you completed in the previous activity.**
3. **What types of reports are needed at your facility?**

Practical Exercise: Designing A Customized FreeForm Report Without The Query Wizard

Independent Student Report

Unit of Study: Building and customizing a report using FreeForm

Application: In this activity you will build a customized accounting report using processes learned in this unit of study.

Report Type: A customized Accounting Report by UIC, showing the stock number, serial number, dollar amount of the assets, the fund codes used to procure the asset and the acquisition date of the asset.

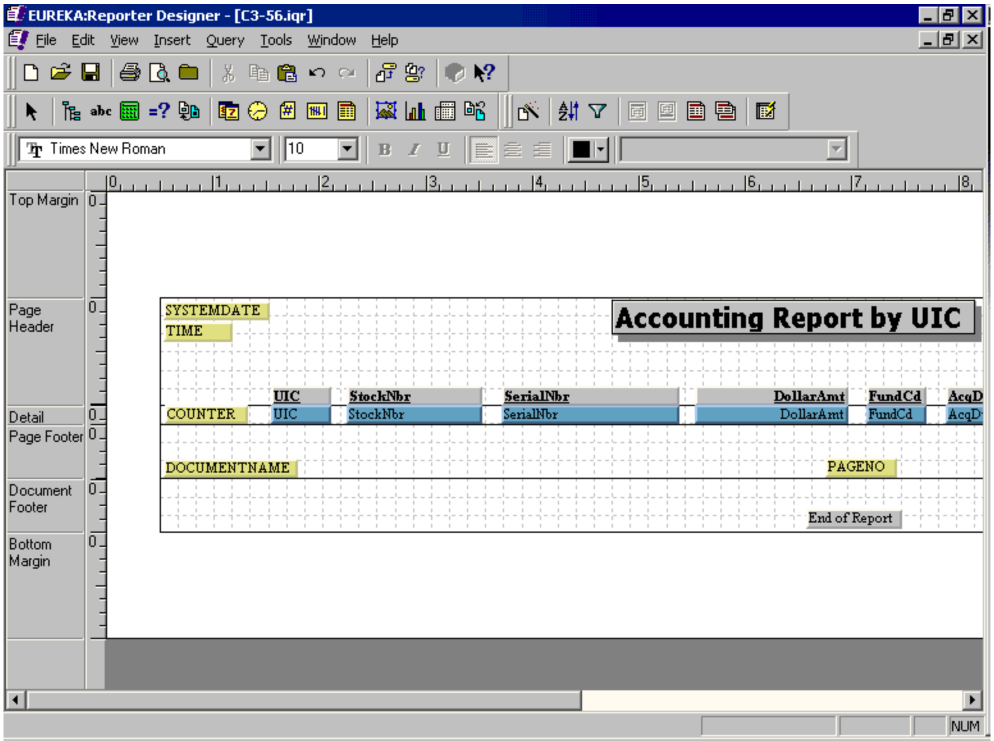
Instructions:

1. Create a new FreeForm report.
2. Enlarge your Page Header area.
3. Using the counter icon, insert the counter object in the detail area
4. Delete the Counter column heading.
5. Select the following fields for your FreeForm report:

BUSINESS VIEW: ACCOUNTING TRANSACTIONS		
FOLDER(S)	**DATA ELEMENT(S)**	
Accounting	UIC	Dollar Amt
	Stock Nbr	Fund Cd
	Serial Nbr	Acq Dt

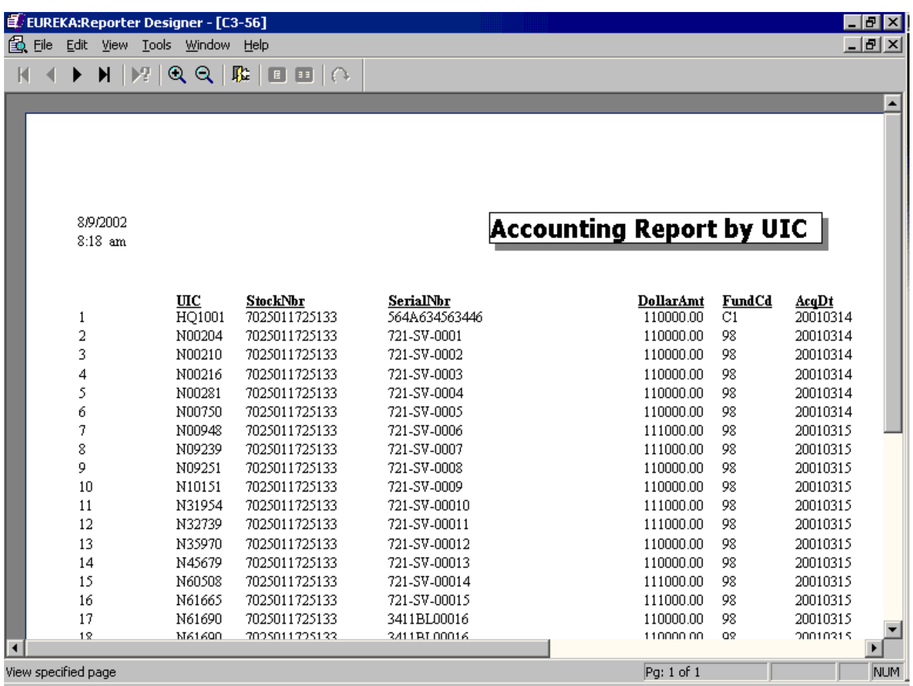
6. Insert the date and time in the Page Header area.
7. Using the text box icon, give your document a title name and customize with fonts, etc., and place in the Page Header area.
8. Add a Document Footer.
9. Add "**End of Report**". in the Document Footer.
10. Insert the document name, using the document name icon, in the Page Footer area.
11. Using the page number icon, insert page number in the page footer.

12. Save the report as **FFPE1** for later use.



13. Print (if a printer is available) the report for the Instructor.
14. Close your report.

Example of the finished report:



	UIC	StockNbr	SerialNbr	DollarAmt	FundCd	AcqDt
1	HQ1001	7025011725133	564A634563446	110000.00	C1	20010314
2	N00204	7025011725133	721-SV-0001	110000.00	98	20010314
3	N00210	7025011725133	721-SV-0002	110000.00	98	20010314
4	N00216	7025011725133	721-SV-0003	110000.00	98	20010314
5	N00281	7025011725133	721-SV-0004	110000.00	98	20010314
6	N00750	7025011725133	721-SV-0005	110000.00	98	20010314
7	N00948	7025011725133	721-SV-0006	111000.00	98	20010315
8	N09239	7025011725133	721-SV-0007	111000.00	98	20010315
9	N09251	7025011725133	721-SV-0008	110000.00	98	20010315
10	N10151	7025011725133	721-SV-0009	110000.00	98	20010315
11	N31954	7025011725133	721-SV-00010	111000.00	98	20010315
12	N32739	7025011725133	721-SV-00011	111000.00	98	20010315
13	N35970	7025011725133	721-SV-00012	110000.00	98	20010315
14	N45679	7025011725133	721-SV-00013	110000.00	98	20010315
15	N60508	7025011725133	721-SV-00014	111000.00	98	20010315
16	N61665	7025011725133	721-SV-00015	111000.00	98	20010315
17	N61690	7025011725133	3411BL00016	110000.00	98	20010315

Building A Sort Order In A FreeForm Report

Unit of Study: Building a sort order in a FreeForm report when you want to sort items in your report. *Eureka* Reporter Designer lets you sort your document or chart by any column or columns that you use in it. By default, sorts are ascending. If you wish to define a descending sort, you will have to select it by one of the methods you will learn in this course.

Application: This will show you how to sort in ascending or descending order, any field in your report.

Report Type: Asset listing by UIC and major hand receipt holder number.

Activity: Student Hands-On with Instructor direction

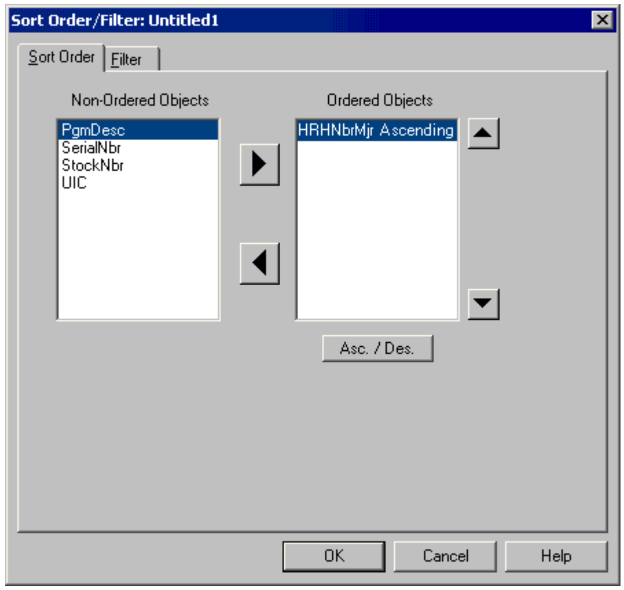
Instructions:

1. Create a new FreeForm report.
2. If your object directory is not open, depress the **F2 Function Key**.
3. Select the following fields for your FreeForm report:

BUSINESS VIEW: HISTORIES		
FOLDER(S)	**DATA ELEMENT(S)**	
History	UIC HRH Nbr Mjr Stock Nbr	Serial Nbr Pgm Desc

4. Process report for viewing.
5. Close the output window.
6. Click .
7. Highlight the **HRH Nbr Mjr** field.

8. Click the arrow to move the field into the **Ordered Objects** window.



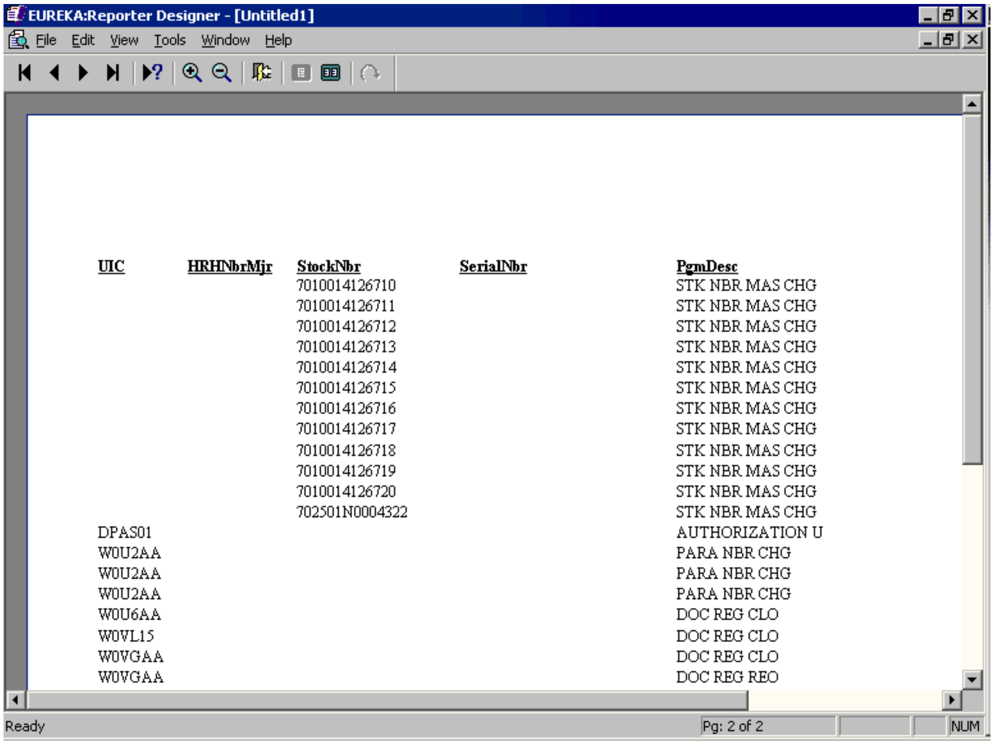
NOTE:
To deselect an item to sort, highlight the field in the **Ordered Objects** window and click the ◄ button.

Use the ▲ or ▼ buttons to move the ordered objects in the order you want them to start sorting.

Use the Asc. / Des. to sort the field in **Ascending** or **Descending** order.

9. Click **OK**.
10. Process the report for viewing (go to the second page of the report; this is where the HRH Nbr Mjr starts).
11. Try sorting on different fields and processing the report to see how your report will look.
12. Close and **DO NOT** save the report.

Example of the finished report:



UIC	HRHNbrMjr	StockNbr	SerialNbr	PgmDesc
		7010014126710		STK NBR MAS CHG
		7010014126711		STK NBR MAS CHG
		7010014126712		STK NBR MAS CHG
		7010014126713		STK NBR MAS CHG
		7010014126714		STK NBR MAS CHG
		7010014126715		STK NBR MAS CHG
		7010014126716		STK NBR MAS CHG
		7010014126717		STK NBR MAS CHG
		7010014126718		STK NBR MAS CHG
		7010014126719		STK NBR MAS CHG
		7010014126720		STK NBR MAS CHG
		702501N0004322		STK NBR MAS CHG
DPAS01				AUTHORIZATION U
W0U2AA				PARA NBR CHG
W0U2AA				PARA NBR CHG
W0U2AA				PARA NBR CHG
W0U6AA				DOC REG CLO
W0VL15				DOC REG CLO
W0VGAA				DOC REG CLO
W0VGAA				DOC REG REO

Group Header/Footer Areas

INTRODUCTION

When you format a document, you can output information quickly and easily through group headers and footers.

Group Header Areas are output at the beginning of each group of rows that have the same value in a column you specify. When you place a column object in this area, *Eureka* outputs the value of that column, taken from the first row in the group. However, if you use an aggregate function for the column, *Eureka* outputs the value for the group as a whole, i.e., the average, sum, etc., for that column for all rows included in the group.

Group Footer Areas are output at the end of each group of rows that have the same value in a column you specify. When you place a column object in this area, *Eureka* outputs the value of that column, taken from the last row in the group. However, if you use an aggregate function for the column, *Eureka* outputs the value for the group as a whole, i.e., the average, sum, etc., for the column for all rows included in the group.

Group headers (and group footers) have a special relationship with the sort order for your document:

- When you add a group header or footer, *Eureka* automatically sets the document sort order based on the object associated with the group header.
- When you have more than one group header or footer, *Eureka* sets the document sort order to use each of the columns for which you have group header or footer areas. It sets the sort order to match the order in which you add the area objects.

If you change the sort order for your document, *Eureka* rearranges the order of the group headers and footers to match the new sort order.

NOTE:
You must select a column or custom object before you can add a group header area. The group header area is based on the object that is selected at the time the group header is created. The object can be in any area.

OBJECTIVES

In learning how to create and use group headers and footers, you will also learn why to use them.

APPLICATION

There are advantages to grouping your data within your report. For example, by grouping stock numbers, the user can see all examples of the specified stock number in one, order place.

PREREQUISITES

Complete Chapters 1 and 2 of this manual.

ACTIVITY

Student Hands On with Instructor direction

REPORT TYPE

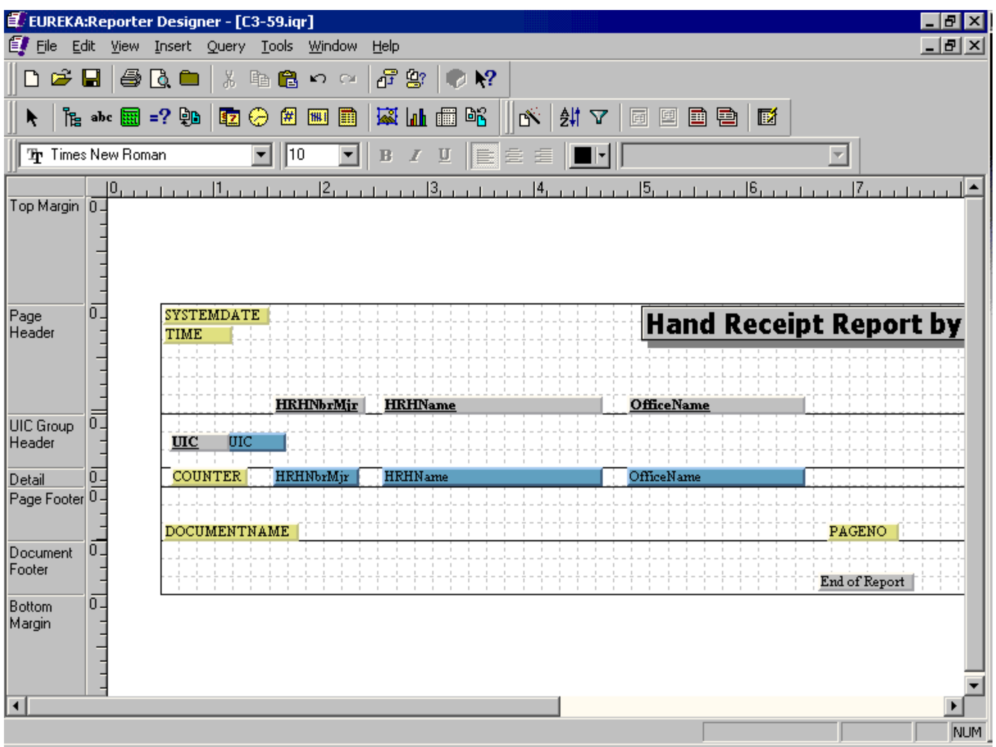
Open the HRH by UIC report, page FFACTY.

STEPS TO PERFORM ACTION

1. Open the **FFACTY** report.
2. From the **Detail Area**, click once on the field you want to group. We will be grouping on the UIC.
3. Select **Insert** from the menu bar.
4. Select **Area** from the program group.
5. Select **Group Header** from the program list.

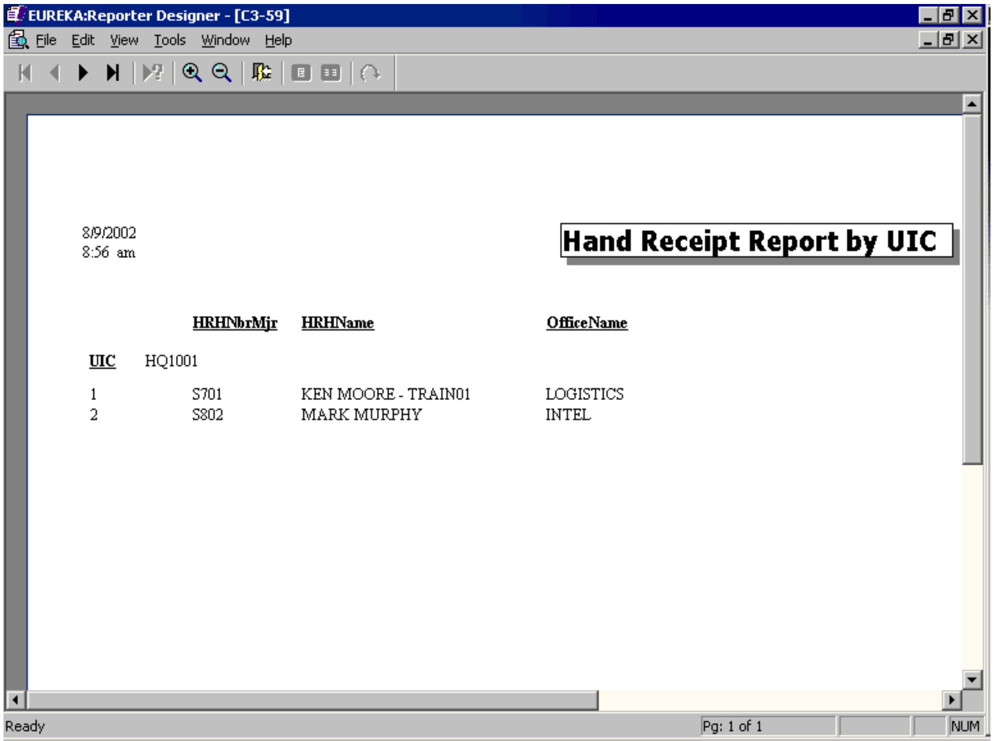
- OR -

6. Select the **Group Header** icon  .
7. Move the field(s) that you want in the Group Header from the Detail area. We will be grouping by UIC.
8. Move the UIC column heading to the far left of the Group Header area.
9. Move the UIC data object (blue object) next to the UIC column heading (gray object).



10. Process the report and view.
11. Close the report viewer.
12. Save the report.

13. **DO NOT** close the report – we will continue to use it in the next Unit of Study.



Building A Page Break In A FreeForm Report

Unit of Study: Often a single document consists of sections that need to have individual page numbers. For instance, a single document might consist of hundreds of (HRH) Hand Receipt Holder Reports, each to be distributed to a different HRH. When you do this, you would probably want to have:

1. Each HRH Report or UIC report starting at the top of a new page.
2. Each time a new UIC is reached, page numbering re-starting from one.

You can do this in a FreeForm window by including a group header area based on HRH Mjr. Nbr. For that area object, you would enter 1 under **Page Skip Before Area** on the Area tab of the Area dialog box. This causes one page break before the area is output. You would also check the **Reset Page Number To** box and then enter 1 as the number to which to reset the page numbering.

You can use these controls for a variety of purposes. For instance, if you want group footers on a page without any other area objects, you could enter 1 under both **Page Skip Before Area** and **Page Skip After Area**. If you wanted document totals on a separate page, you could enter 1 under **Page Skip Before Area** in the Area dialog box for the document footer area.

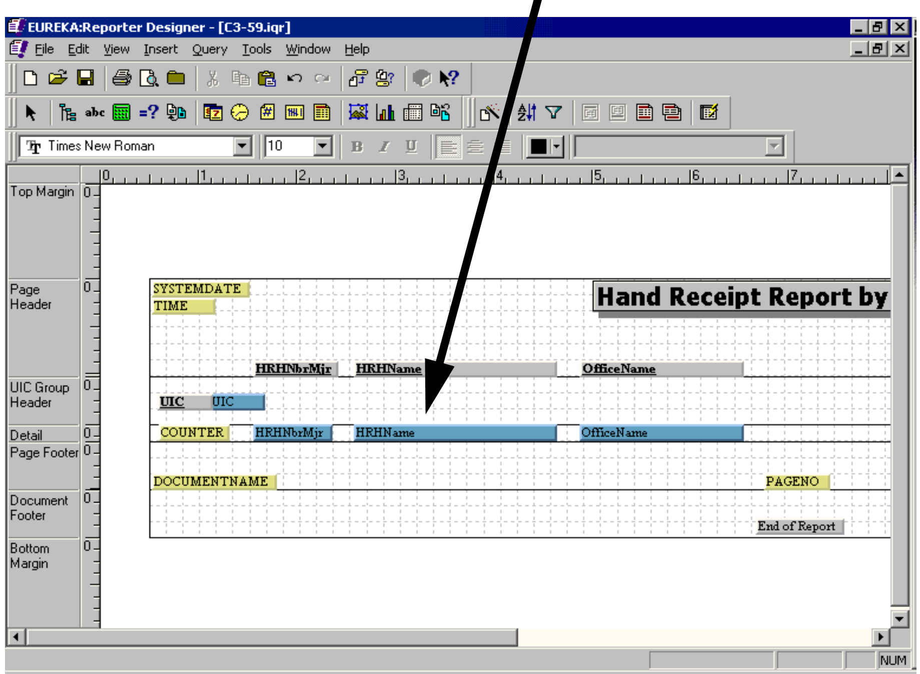
Application: This report will show you how to insert a page break every time a new UIC is encountered.

Report Type: Hand Receipt Holder by UIC (FFACTY)

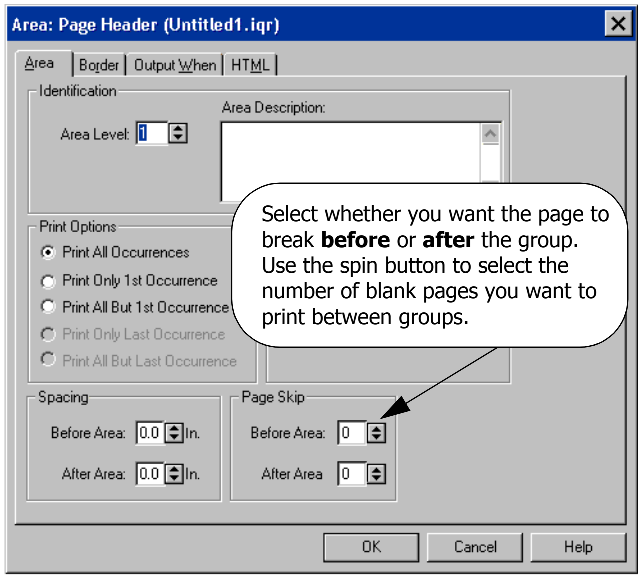
Activity: Student Hands-On with Instructor direction

Instructions:

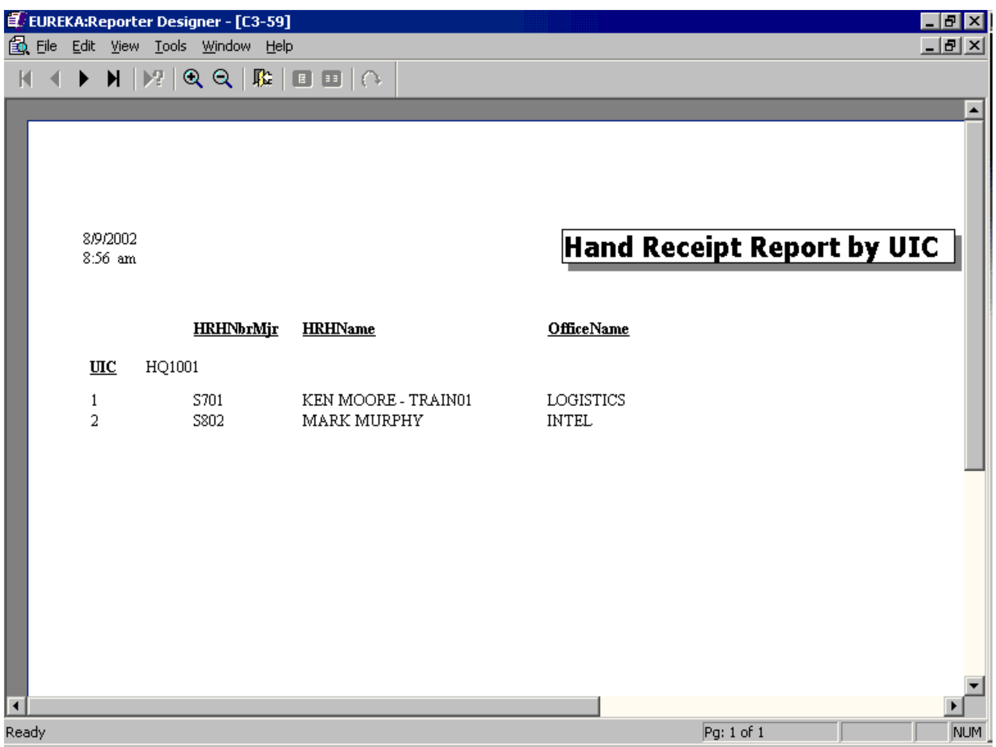
1. If closed, open the **FFACTY** report.
2. Double-click in the blank portion of the UIC Group Header area.



3. In the Page Skip group, change **Before Area** from 0 to 1.



4. Click **OK**.
5. Save your report.
6. Process your report to view the results.



7. Close your report.

Inserting A Filter In A FreeForm Report

Unit of Study: Each document always has a single **base** filter. This base filter is always in effect and initially has no conditions defined for it and performs no filtering. You can add conditions incrementally to narrow the focus of your query. Unless query filtering conditions are applied, *Eureka* presents all of the rows in the database as part of the output. If the database is large, however, such output can be difficult to present and understand. Filter conditions help to narrow down output so that it included only relevant database rows.

Application: Filtering conditions to narrow down output so that only relevant data base rows are presented in the document output.

Report Type: This report will list only computers that were manufactured by DELL and/or GATEWAY.

Activity: Student Hands-On with Instructor direction

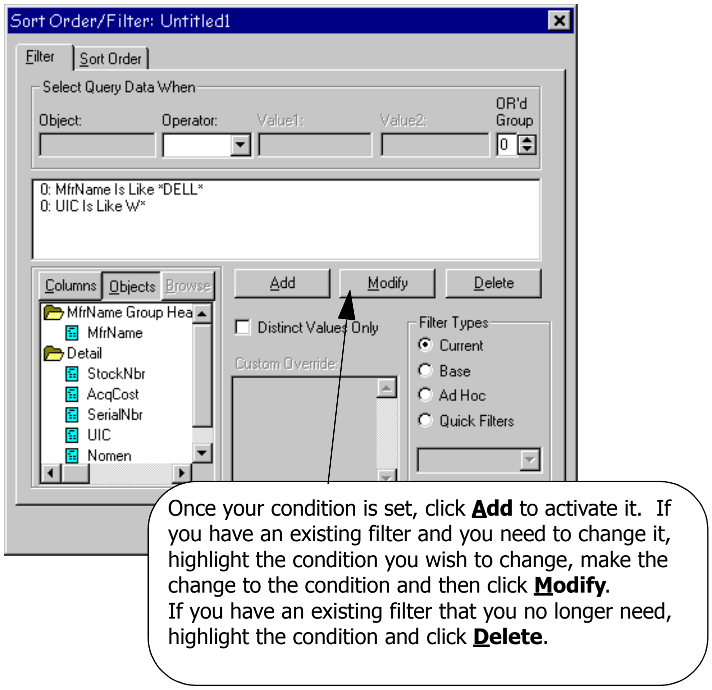
Instructions:

1. Open a new FreeForm report.
2. In **Page Setup**, make sure that the **Height** is set to **8.5** and the **Width** is set to **11**.
3. Enlarge the Page Header area an additional 3 blocks.
4. Select the following fields for your FreeForm report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Mfr._Model/Part_Number	Mfr Name
Catalog	Nomen Stock Nbr
Serial_Hand_Receipt	Acq Cost Serial Nbr
Unit	UIC

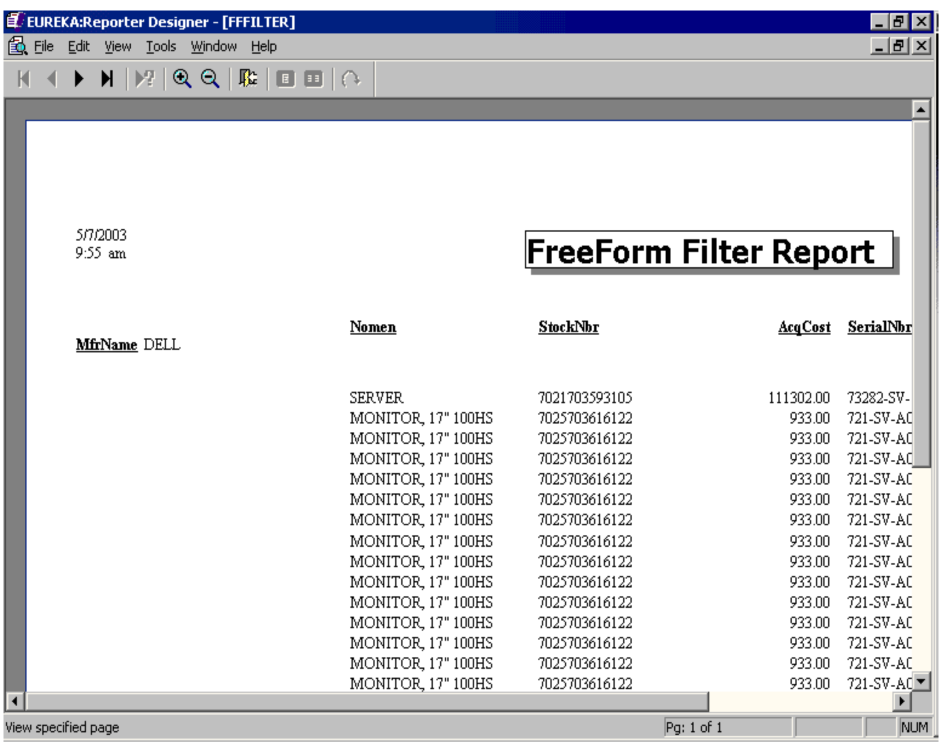
5. Add a title for your report, date, and time for your report to the Page Header area.
6. Add the document name and the page number to the Page Footer area.
7. Add a Group Header for the **MfrName**.
8. Move the MfrName column heading and data object into the Group Header area.
9. Select the filter icon to display the filter dialog box.
10. Double-click on the **Detail** folder.
11. Double-click on **UIC** to move it to the Object Window.
12. Select the drop down arrow and chose "like" for the operator.
13. Enter **W*** for the value. Remember to turn your **Caps Lock** on.
14. Click **Add**.
15. Double-click on **MfrName** Group Header.
16. Double-click on **MfrName** to move it to the Object Window.
17. Select the drop down arrow and chose "like" for the operator.
18. Enter ***DELL*** for the value. Remember to turn your **Caps Lock** on.

19. Click **Add.**



20. **Click** OK.
21. Save your report as **FFFILTER**.
22. Process and view your report.

Example of finished report:



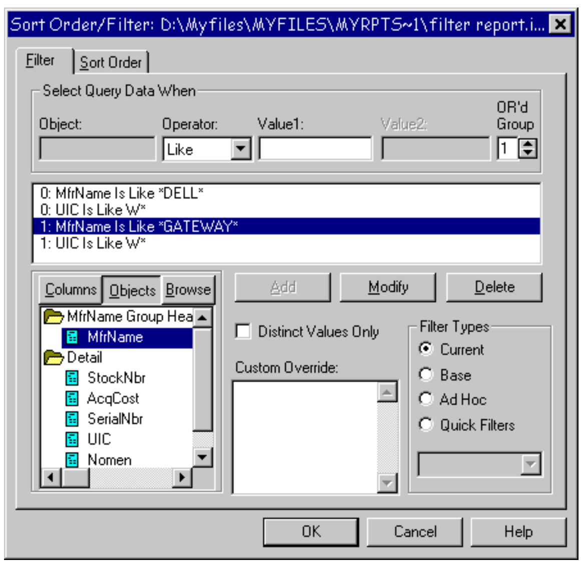
23. Close the output window.

Now, if we wanted to put another filter in to display information where the UIC began with **W** and the MfrName was **Gateway**, we would have to put in an **OR** condition.

24. Select the filter icon to display the filter dialog box.
25. Double-click on **UIC**, from the Detail folder, to move it to the Object Window.
26. Select the drop down arrow and chose "like" for the operator.
27. Enter **W*** for the value. Remember to turn your **Caps Lock** on.
28. Change the **OR'd Group** from 0 to 1. This will set an **OR** condition.
29. Click **Add**.
30. Double-click on **MfrName**, from the MfrName Group Header, to move it to the Object Window.
31. Select the drop down arrow and chose "**like**" for the operator.
32. Enter ***GATEWAY*** for the value. Remember to turn your **Caps Lock** on.

The **OR'd Group** should already be set to 1 since we changed it in the previous condition.

33. Click **Add**.



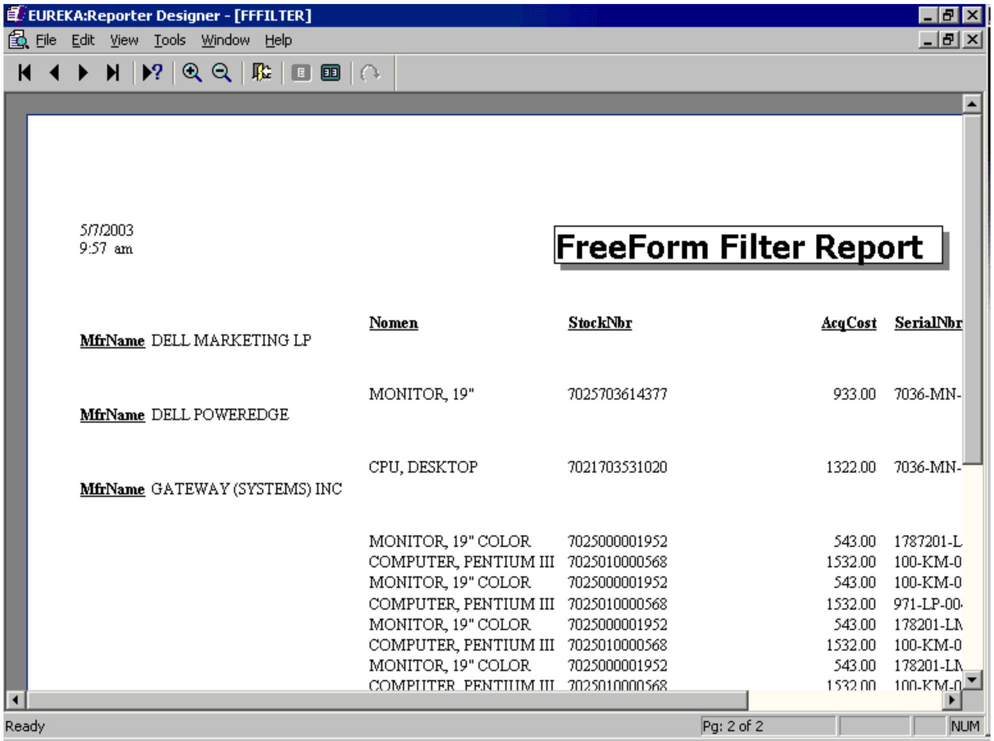
34. Click **OK**.

NOTE:
By default, all the conditions of your query are **AND** operators (i.e., all conditions have to be met before it will return your results). However, you can connect your statements with **OR** operators, which divide your statements into groups. For example, if you wanted to set your conditions by **Stock Number <u>AND</u> Serial Number <u>OR</u> Bar Code**, the **OR'd Group** would be set to 0 (zero) for Stock Number and Serial Number, and set to 1 for Bar Code.

Remember, the RULE is…If the **OR'd Group** numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different, those two statements are connected by the **OR** condition.

35. Save your report.
36. Process and view report.
37. Close your report.

Example of the finished report:



Hiding An Object In A FreeForm Report

Unit of Study: If you choose to hide an object on your document, *Eureka* automatically creates a hidden area object to hold it. These area objects are visible only in FreeForm windows. They are not output as part of your document. Hidden areas are also created when you base Output When, prompts, query filter, or value translation conditions on columns that are not included in your output.

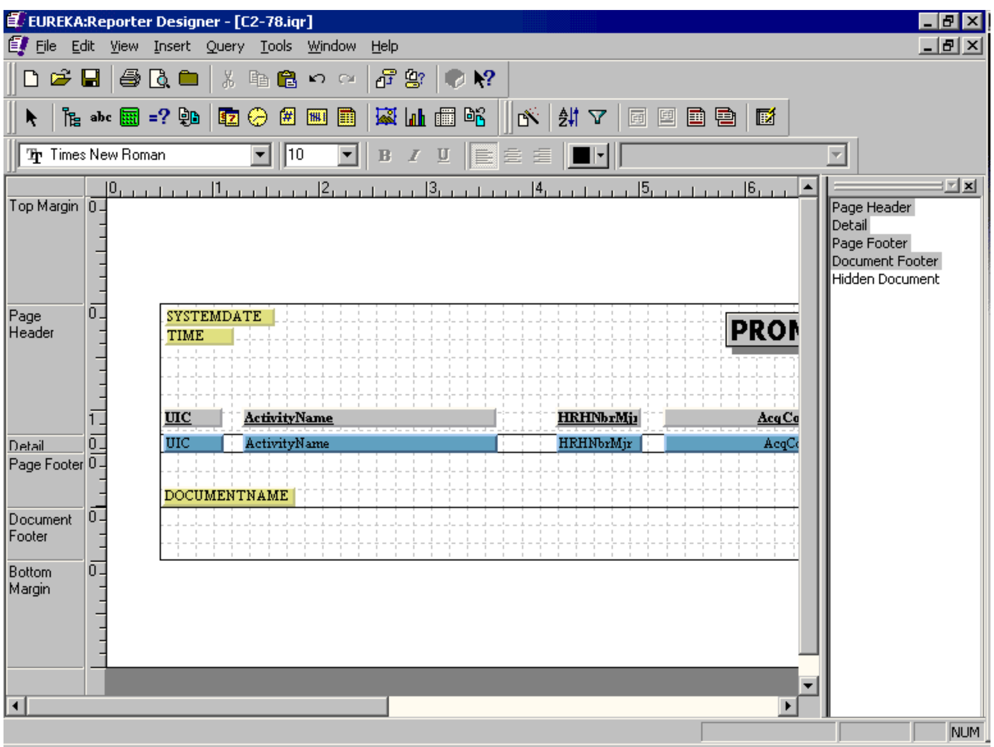
Application: In this activity, you will take the query from the previous exercise and hide the prompt so it will not be printed out on your report.

Report Type: Asset listing by major hand receipt holder number (FFACTY).

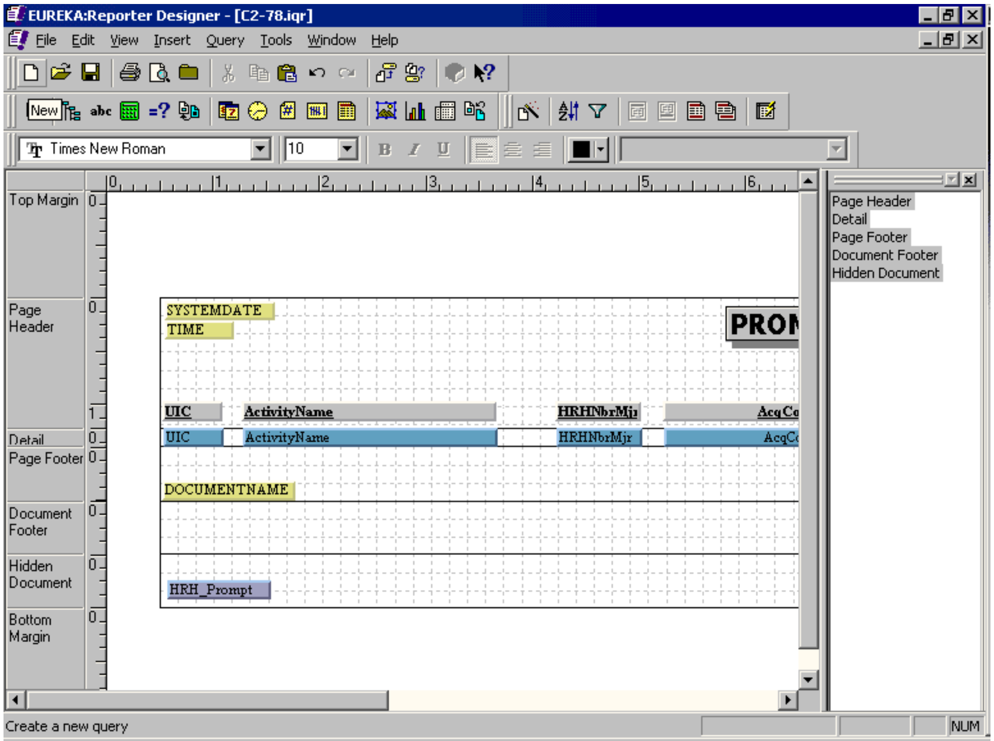
Activity: Student Hands-On with Instructor direction

Instructions:

1. Select the Prompt object in your Page Footer area as the object to be hidden.
2. Right-mouse click to display shortcut commands.
3. Select **Hide Toggle**.
4. You can see the hidden prompt by displaying your Area Object List by depressing the **F4 Function Key**.



5. Click on **Hidden Document** and your prompt will display in the Hidden Document area of your design document.



6. To hide it again, simply click on **Hidden Page** in the Area Object List.
7. Save your report.
8. Process your report.
9. Close your report.

Inserting A Prompt In A FreeForm Report

Unit of Study: A user prompt is an effective tool which allows input from the user to query the database. There are varied user prompts you can utilize in FreeForm to add to your report and permit the user to access information promptly. The objective of this lesson is to add a user prompt to a report.

When working with large databases, it may be a good idea to adjust the **Prompt Row Limit**. Do this by choosing **Tools > Preferences**. The default is 100 rows. A value of 0 retrieves all rows (but this is not recommended for large databases).

Application: In this activity, your instructor will guide you through creating a simple Hand Receipt in FreeForm. After creating the query you will then insert a prompt which will ask the user which Hand Receipt Holder they would like to view.

Report Type: Complete listing of assets by major hand receipt holder number.

Activity: Student Hands-On with Instructor direction

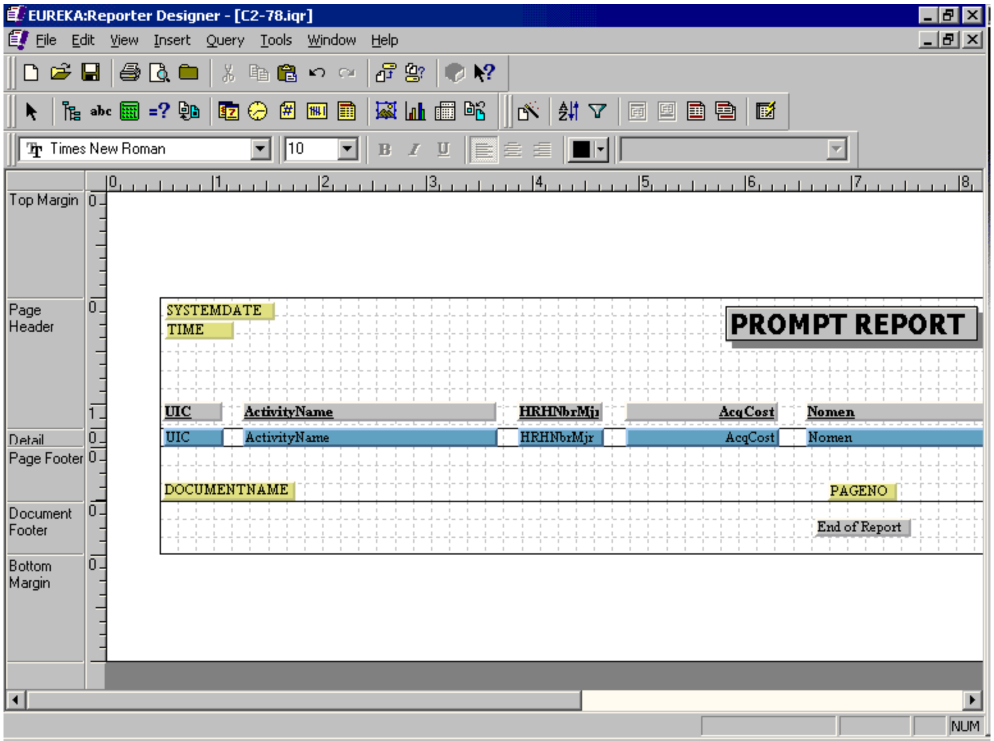
Instructions:

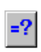
1. Open a new FreeForm report.
2. Enlarge the Page Header area.
3. Select the following fields for your FreeForm report:

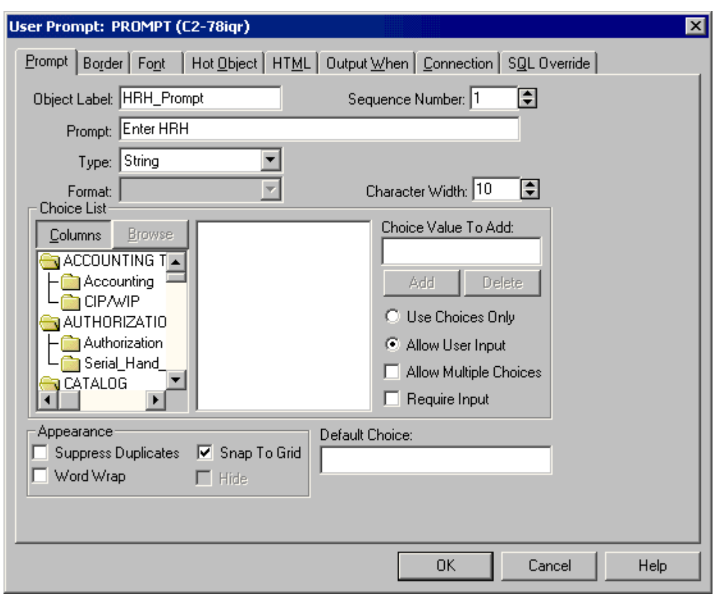
BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Unit	UIC Activity Name
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Receipt	Acq Cost
Catalog	Nomen

4. Add a title, date, and time for your report to the Page Header area and customize with fonts, etc.
5. Add the document name, using the document name icon, to the Page Footer area.
6. Add the page number to the Page Footer area.
7. Add a Document Footer area.
8. Add "**End of Report**" in the Document Footer area.

9. Save your report as **FFPROMPT**.



10. Select the prompt icon  from the tool bar.



11. **Object Label:** Enter **HRH Prompt** in the Object Label. This is where you would enter the descriptive name for your prompt.
12. **Sequence Number:** Accept the default of **1.** If you have more than one prompt, you can designate the order in which it will run by changing the sequence number.
13. **Prompt:** Enter "**Enter HRH**". This is the prompt instruction.
14. **Type:** Accept the default of **String**. If you selected a cost or date field, you can change the format of that field.

15. **Format:** The field displays the characteristics of the data (string, numeric, or date). These come from the database file structure.

Type	
String	These are alphanumeric characters.
Numeric	These are pure numeric characters.
Date	Self-explanatory.

16. **Character Width:** Select the amount of characters you want to display.
17. **Choice Value To Add:** Leave this field blank. This field will allow you to enter the fields that the user will select. The choices will display in the window to the left.
18. **Use Choices Only:** Do not select this radio button for this report. Use this field to only select choices from a choice list. You cannot type an entry for the prompt. The choice list will consist of the entries you add to the Choice List.

HINT!
To add an item to the Choice List, enter the choice in the **Choice Value To Add** field and click **Add**.

If you want to delete a value from the Choice List, highlight the value in the **Choice Value To Add** field and click **Delete**.

19. **Allow User Input:** Accept this default radio button for this report. This radio button allows you to type an entry for the prompt or make a selection from a drop down box. If you have defined a choice list, you can choose from the choice list or type an entry.
20. **Allow Multiple Choices:** Do not check this box for this report. Check this box to select multiple items from the choice list. Each choice is added to the value of the user prompt object. Choices are separated by semi-colons (;) or commas (,). This option works in conjunction with the above two options.
21. **Require Input:** Do not check this box for this report.

HINT!
Dynamic Choice List - A dynamic choice list is a list of choices that is generated at the time *Eureka* presents a prompt to the user, that is, at the time a user selects to preview, print, or export the document. It is created from the values returned by a database query, that is, it is a list of current database values

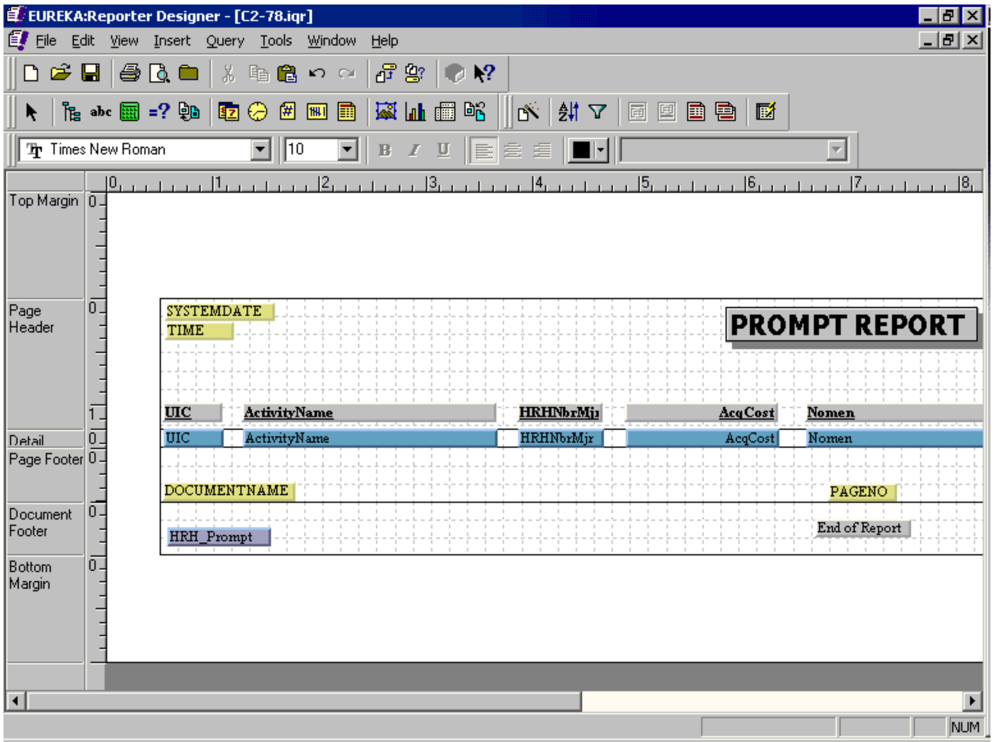
Steps to create a Dynamic Choice list:

1. Use the Object Directory to find the column you want to use.
2. Double-click or drag the column to the unlabeled choice list. You can choose more than one column underneath one Business View.

Steps to create a Static Choice list:

1. Use the Object Directory to find the column you want to use.
2. Highlight the column and click on the **Browse** button from the Choice List.
3. Add your values to the unlabeled choice list by double-clicking on the items one at a time.

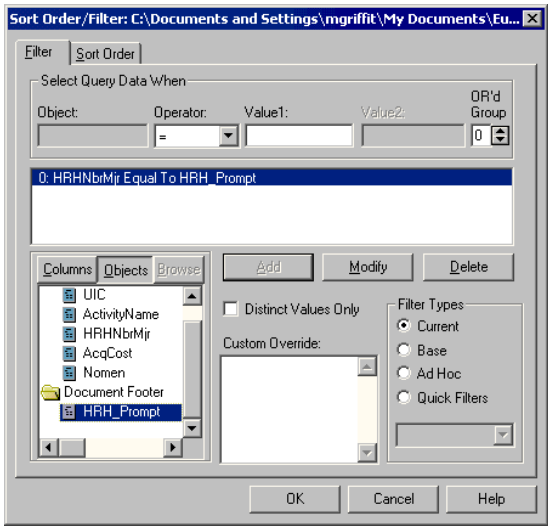
22. **Appearance:** Refer to **Designing A Customized FreeForm Report Without The Query Wizard** for definitions for the appearance options.
23. **Default Choice:** Leave the Default Choice blank for this report. If you want a specific value to be defaulted in the prompt, enter the default choice.
24. Click **OK**.
25. Place the prompt in the Document Footer area.

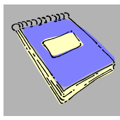


In order to get the data you want from the prompt, you will need to apply a filter. Filters make prompts active

1. Select **Filter** icon.
2. In the Objects window, double-click the **Detail** folder.
3. Double-click on **HRHNbrMjr** to move it to Object.
4. Set the Operator to **=** (**equal**).
5. In the Objects window, double-click on the Document Footer folder.
6. Double-click **HRH_Prompt** to move it to Value1.

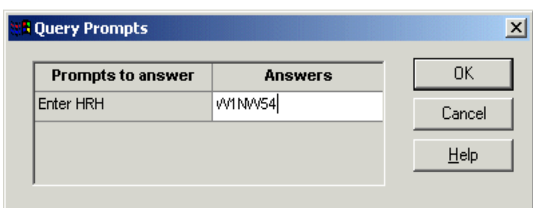
7. Click **Add**.



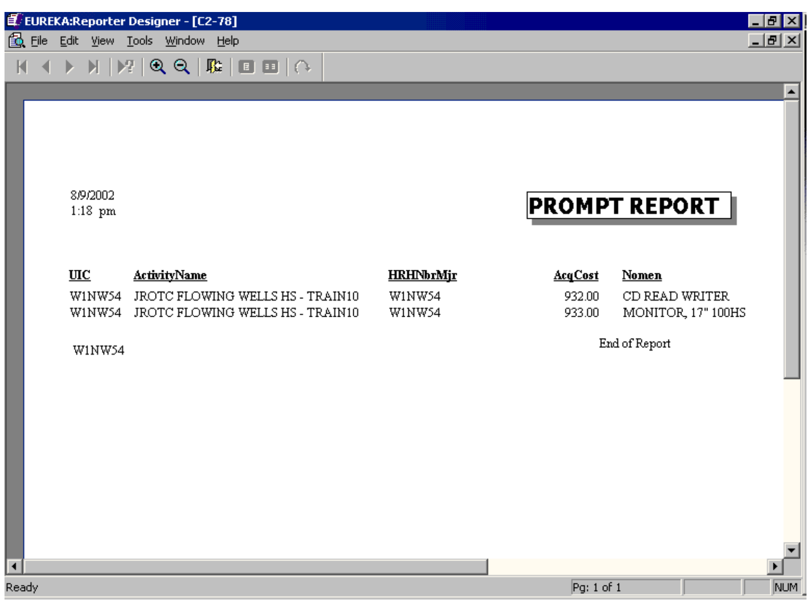


NOTE:
When adding the filter, you will need to select the data element as the Object and the prompt as the Value.

8. Click **OK**.
9. Save your report.



10. Process your report.
11. When prompted, enter **W1NW54**.
12. Click **OK**.



13. Close the output window.
14. Save your report.
15. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

Designing A FreeForm Report Using Double Detail Areas

Unit of Study: Designing a FreeForm Report

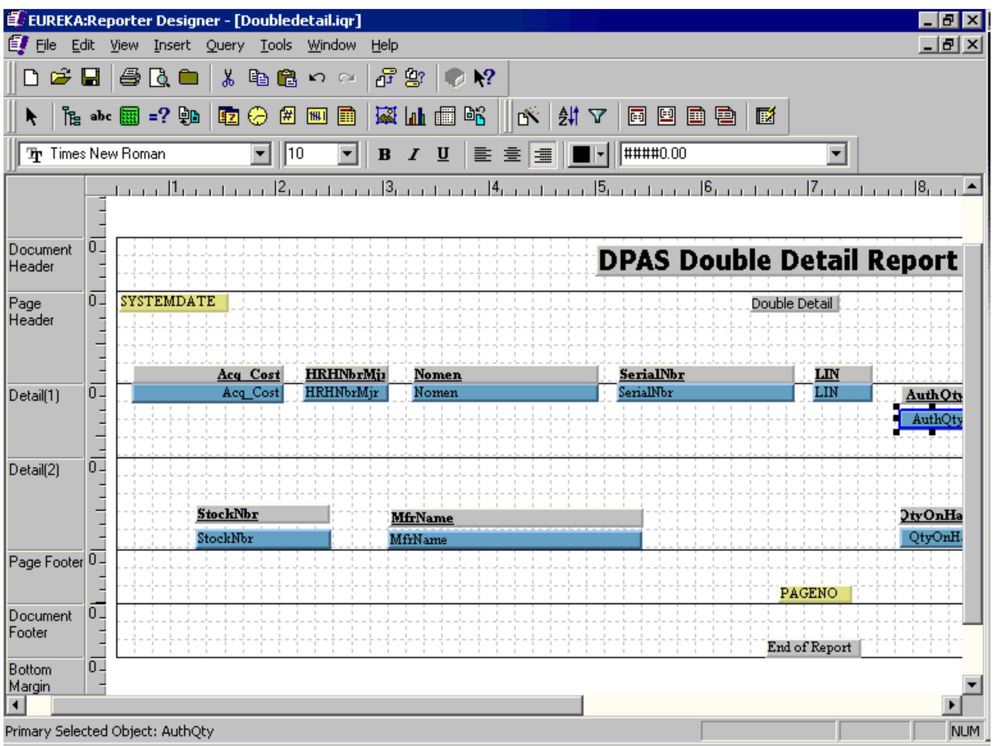
Introduction: It is possible using *Eureka* to have multiple detail areas. If you want to have extra information printed for certain rows, you can use a second detail area for the extra information. You can also use multiple detail areas when you want to include detail about *only* some of the data returned. For example, if you want to see a list of all computer monitors but were only interested in the cost for those that were manufactured by Dell, you would create a second detail area. If adding a second detail area, you would want to use **Output When** (this is discussed later), otherwise, objects in the second detail area alternate output within original detail area. Using Double Detail ensures that you will be able to print on standard paper, because you can limit your margins to the 8½" and use the second detail area for the additional information.

Application: When designing a report where you need extra information printed for certain rows you can use the double detail process.

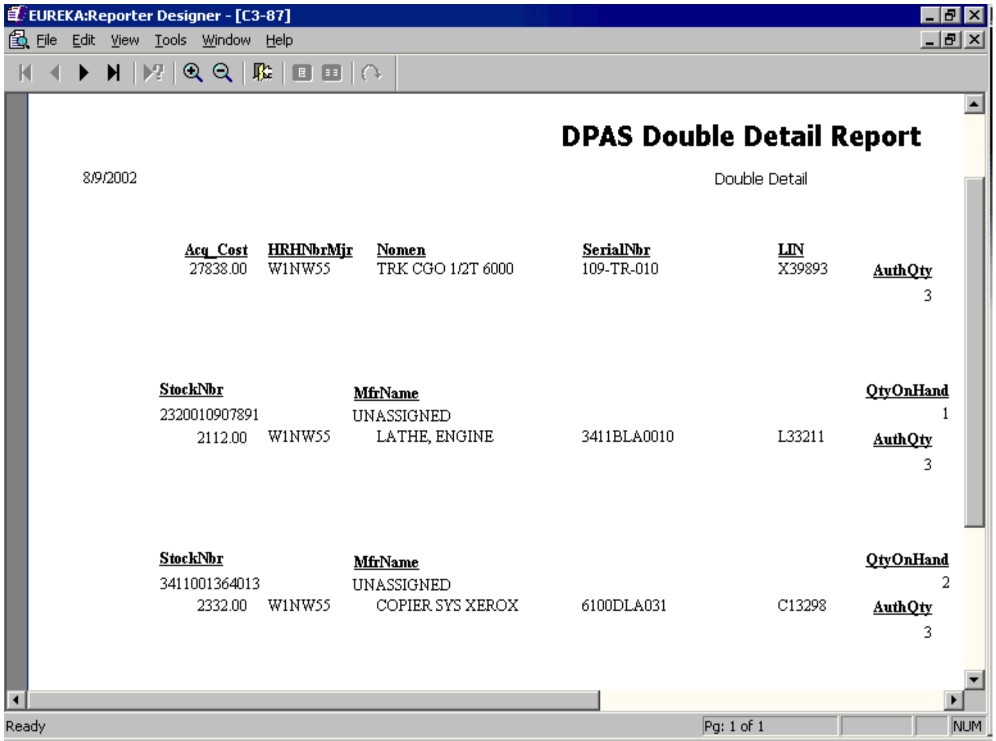
Report Type: A Property listing showing the additional information Stock Nbr., Mfr Name, and Qty. On Hand in the double detail area.

Activity: Student Hands-On with Instructor direction

Example of the Design Document:



Example of the finished report:



INSTRUCTIONS:

STEP I. BUILDING THE BASICS

1. Create a new FreeForm report.
2. Save your as **FFDOUBLEDETAIL**.

STEP II: DOCUMENT DESIGN WINDOW

1. Insert a Document Header area.
2. Insert a Document Footer area.
3. Insert a Detail Area:

   a. Click on **Insert** from the menu bar.
   b. Click on **Area** from the program group.
   c. Click on **Detail Area** from the program list.

4. **Enlarge** the Page Header area 2 more blocks (for a total of 5 blocks).
5. **Enlarge** the first Detail area 3 more blocks (for a total of 4 blocks).
6. **Enlarge** the second Detail area 2 more blocks (for a total of 5 blocks).
7. **Click** on the text icon  and type a title that will go in the Document Header area; remember, to use the font tab and enlarge and bold the text plus add any other preferences you may want.
8. Repeat Step 7 for the Page Header area.
9. Add "**End of Report**" in the Document Footer area.
10. Insert the date in the Page Header area.

11. Insert the page number in the Page Footer area.

STEP III: DATA FIELDS FROM THE BUSINESS VIEW END ITEM SERIAL

1. Make sure your Object Directory is displayed (**F2 Function Key**). ***Use the screen print on the first page of this handout for placement reference.***
2. Select the data fields listed below: You will be inserting these data fields in the **1st Detail area** on the top line of that detail area, so the gray box is in the page header.

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Quick_Start!	Acq Cost	Serial Nbr
	HRH Nbr Mjr	LIN
	Nomen	

3. Close the Quick_Start! folder.
4. Open the Serial Hand Rcpt.-Auth folder.
5. Select the data fields listed below: Insert Auth Qty in the 1st Detail area.

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Serial_Hand_Rcpt.-Auth	Auth Qty
	Qty On Hand

6. Move Auth Qty object (blue object) down one row and bring the Auth Qty column header (gray object) down to the row above the detail object.
7. Insert Qty On Hand in the 5th row of the 2nd Detail area, positioned in line with Auth Qty.
8. Move the column header (gray object) to be above the detail object (blue object).
9. Open the Quick_Start!folder.
10. Select the data fields listed below: You will be inserting these data fields in the 2nd detail area, lining them up under the 1¼″ margin.

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Quick_Start!	Stock Nbr
	Mfr Name

11. Bring the detail object (blue object) down to the 5th line.
12. Bring the column header (gray object) and line it up above the 4th line.

STEP IV: ADDING A PROMPT AND FILTER

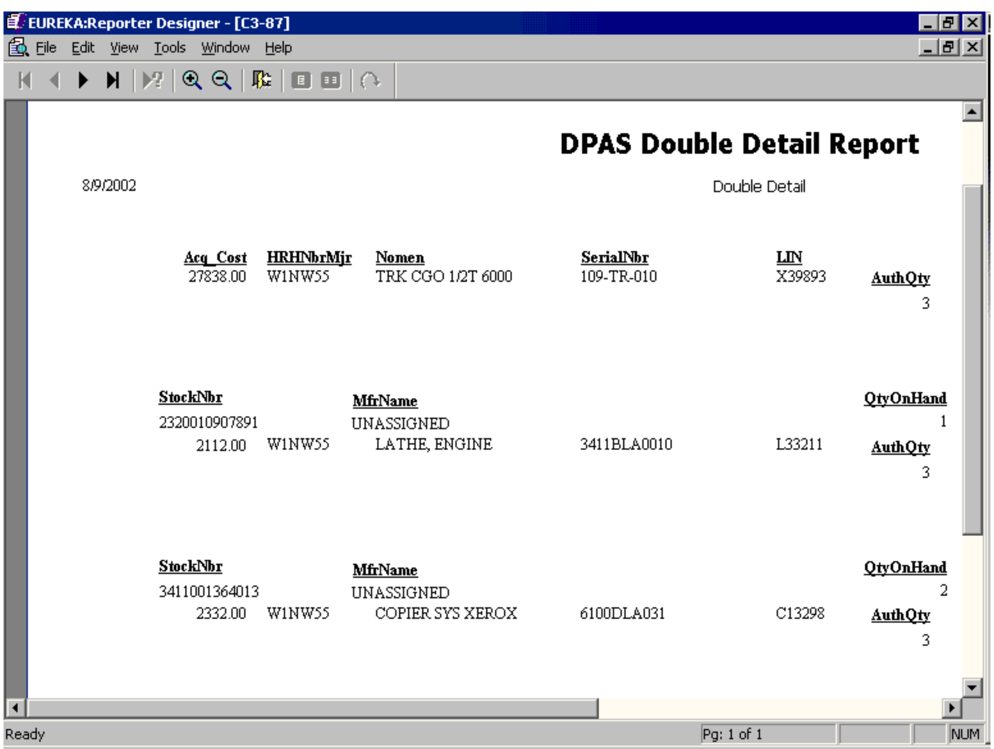
1. Insert a Prompt.
2. In the Prompt Label, enter "**HRH Prompt**".
3. In the Prompt line, enter "**Enter HRH Mjr Nbr**".
4. Click OK.

5. Insert the prompt in the Page Footer area.
6. Click once on the prompt.
7. **Right-mouse** click and select **Hide Toggle**.
8. Insert a filter.
9. In the Object area pull from the Detail(1) folder the **HRH Nbr Mjr**.
10. Select **=** (**equal**) for the Operator.
11. From the Hidden Page folder, select **HRH Prompt** for Value1.
12. Click Add.
13. Click OK.
14. Save your report.
15. Process your report.
16. At the prompt, enter one of the following HRH numbers:

W1NW55	**W3VS10**
W1V5U6	**W46919**
W1V5U7	**W46920**
W0U28A	**W4T809**
W2MKJ2	**W4T810**
W2MKJ3	**W4XQ85**
W3VS09	

17. Click **OK**.

Example of the finished report:



Using Translate Values In A FreeForm Report

Unit of Study: Value translations allow you to substitute one value for another. Translate Value is similar to a CASE structure of "If – Then – Else" logic.

You can use value translations to:

- Replace a technical term or code with a familiar term
- Draw attention to a significant value
- Add more information about certain values

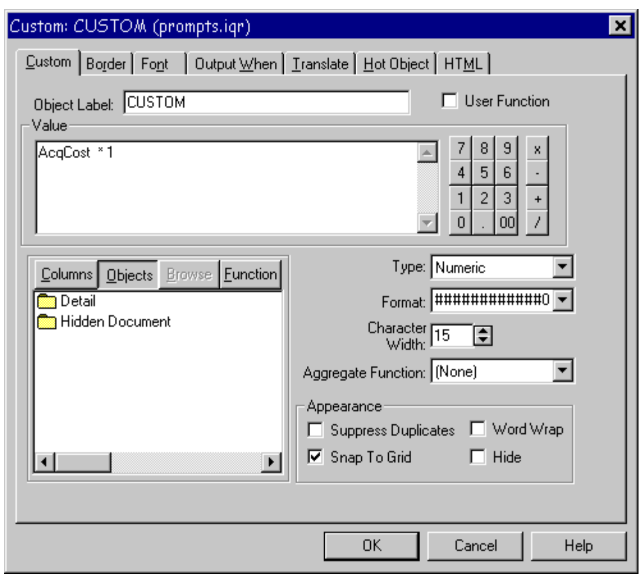
Application: In this activity, you will still use the Hand Receipt report. You will create a new custom column and a condition that will substitute the words "CAPITAL ASSET" in the custom column field, any time the cost is equal to or exceeds $100,000.

Report Type: Complete listing of assets by major hand receipt holder number (**FFPROMPT**).

Activity: Student Hands-On with Instructor direction

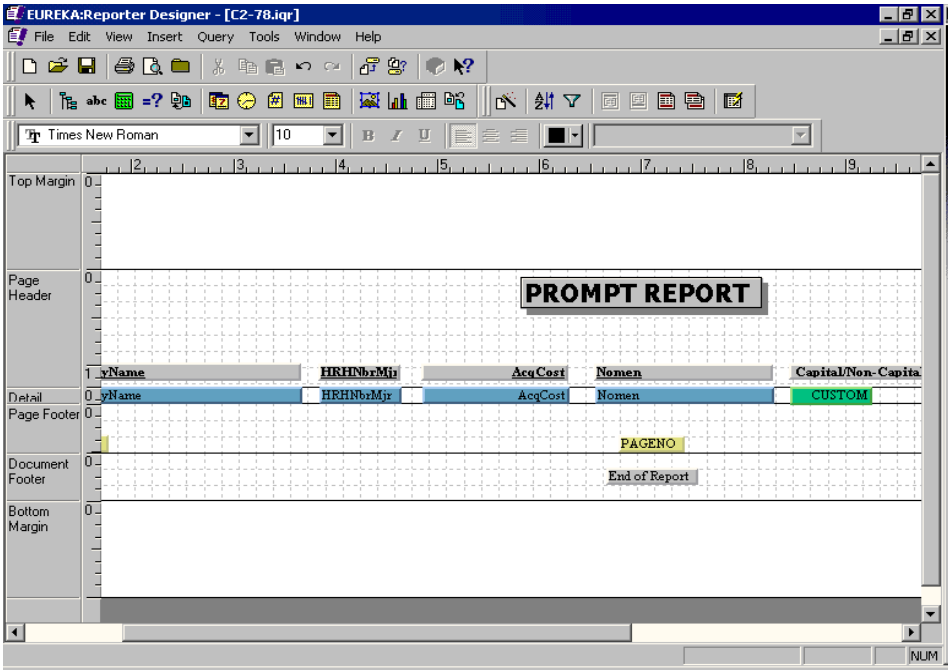
Instructions:

1. Open **FFPROMPT**.
2. Scroll over to the right of your report to display the last field.
3. Click on the Custom icon.
4. Double-click on the **Detail** folder.
5. Double-click on the **AcqCost** field to move to the Value window.
6. Using the calculator on the right of the window, click on **x** (**multiply**).
7. Click on **1**.
8. Change the Character Width to **15**.

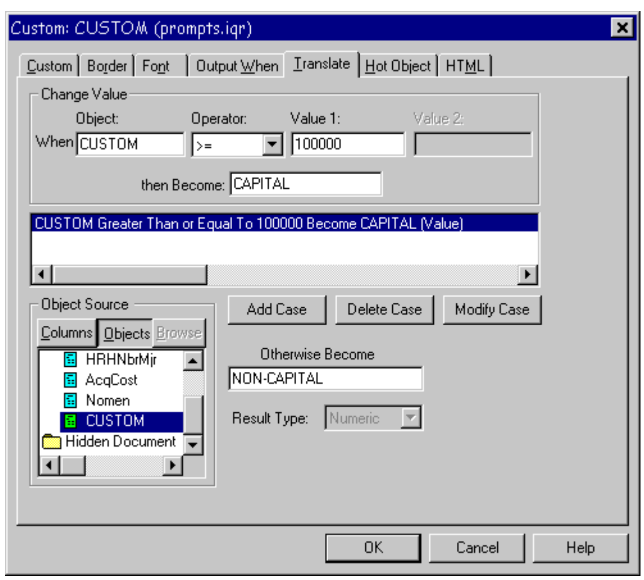


9. Click **OK**.
10. Place the custom object into the detail area.

11. Change the Custom column heading to **Capital/Non-Capital**.

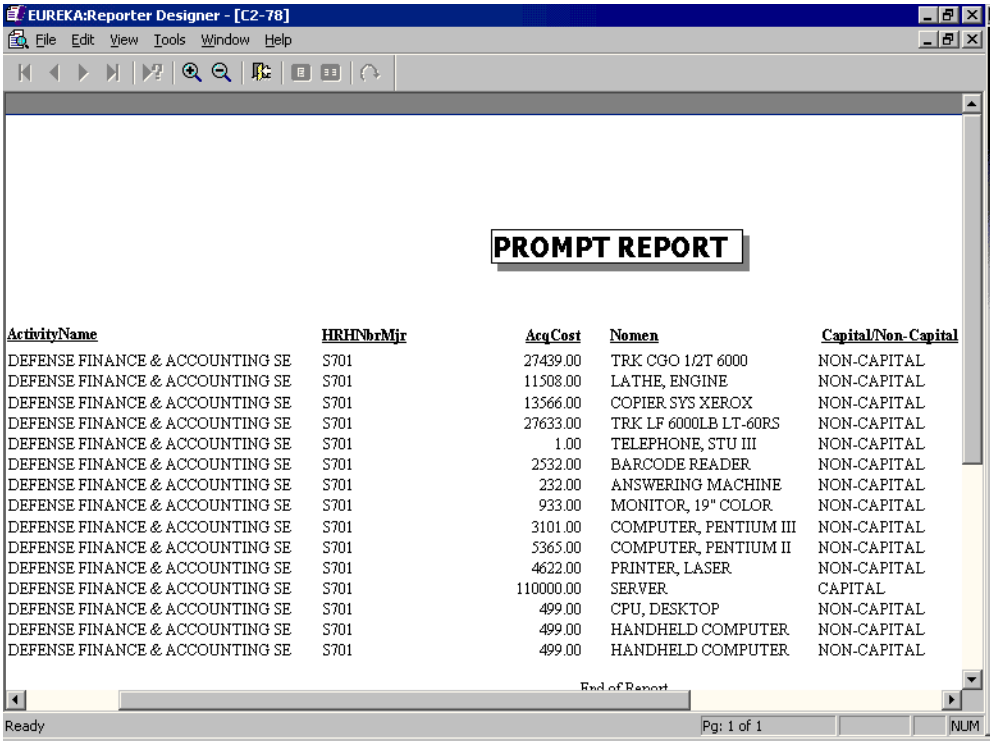


12. Double-click on the **CUSTOM** field.
13. Select the **Translate** tab.
14. Double-click on the **CUSTOM** field in the Detail folder.
15. Set the Operator to **>=** (**greater than or equal to**).
16. Enter **100000** in Value1.
17. Enter **CAPITAL** in **then Become**.
18. Click Add Case.
19. Change **Otherwise Become** to **NON-CAPITAL**.



20. Click **OK**.

21. Save you report.
22. Process your report (using **S701** in your HRH prompt).



ActivityName	HRHNbrMjr	AcqCost	Nomen	Capital/Non-Capital
DEFENSE FINANCE & ACCOUNTING SE	S701	27439.00	TRK CGO 1/2T 6000	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	11508.00	LATHE, ENGINE	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	13566.00	COPIER SYS XEROX	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	27633.00	TRK LF 6000LB LT-60RS	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	1.00	TELEPHONE, STU III	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	2532.00	BARCODE READER	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	232.00	ANSWERING MACHINE	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	933.00	MONITOR, 19" COLOR	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	3101.00	COMPUTER, PENTIUM III	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	5365.00	COMPUTER, PENTIUM II	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	4622.00	PRINTER, LASER	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	110000.00	SERVER	CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	CPU, DESKTOP	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	HANDHELD COMPUTER	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	HANDHELD COMPUTER	NON-CAPITAL

23. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

Using Output When In A FreeForm Report

Unit of Study: Output When conditions allow you to set up the condition under which certain objects are included in your output.

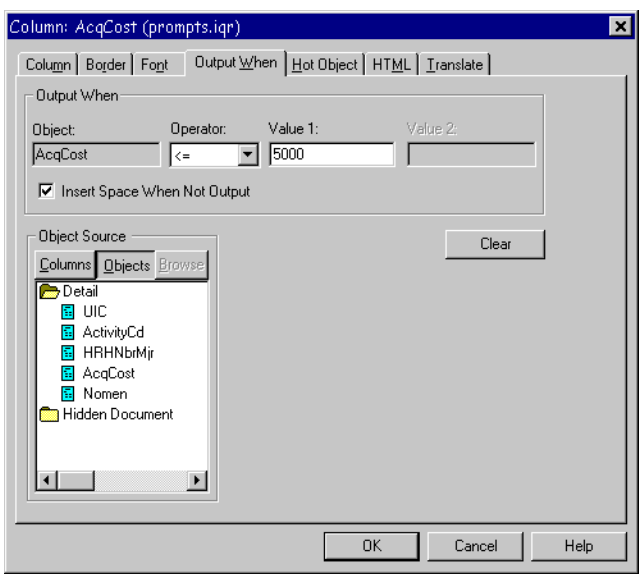
Application: We will be using Output When to set specific conditions under which an output object will be included in your report.

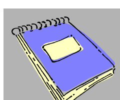
Report Type: Accounting report that shows all assets for the major hand receipt holders, but only displays the acquisition cost when the condition is met.

Activity: Student Hands-On with Instructor direction

Instructions:

1. If closed, open **FFPROMPT**.
2. Double-click on the **AcqCost** data object (blue color).
3. Select the **Output When** tab.
4. Set the Operator to **<=** (**less than or equal to**).
5. Enter **5000** for Value1.
6. **Insert Space When Not Output:** Check this box to determine whether or not *Eureka* inserts a space in your output when the object for which you are setting the condition is not output.

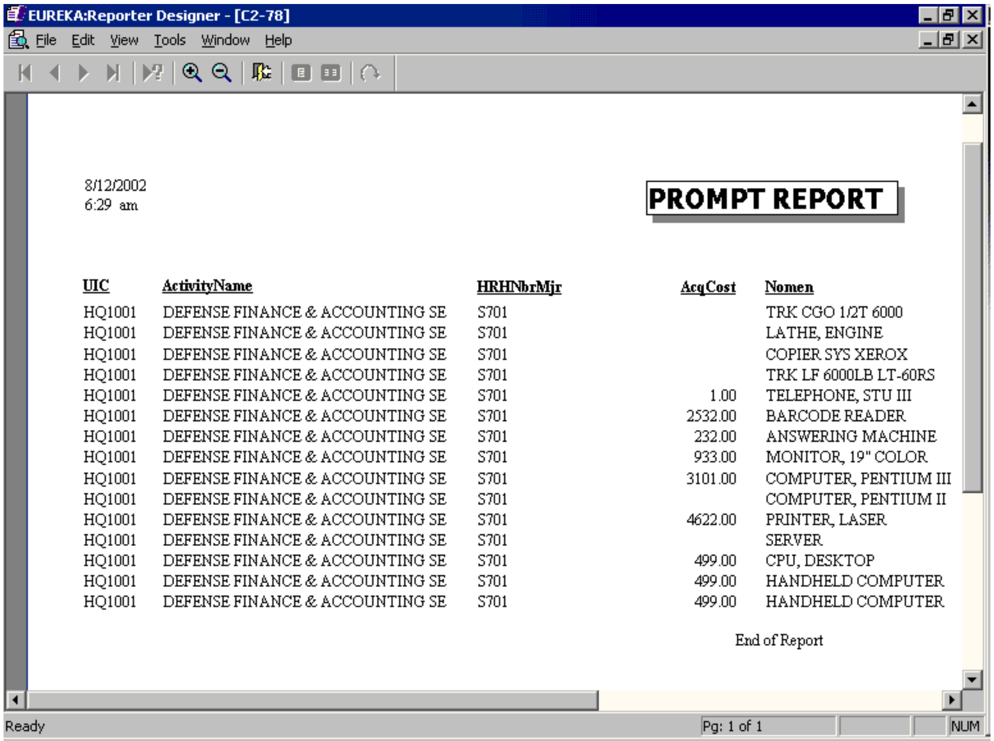




NOTE:
Output When works best when using multiple areas. For example, if you have two detail areas, you may only what certain data objects to output when the condition you set is met.

7. Click OK.
8. Save your report.

9. Process your report using **S701** at the prompt.



UIC	ActivityName	HRHNbrMjr	AcqCost	Nomen
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701		TRK CGO 1/2T 6000
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701		LATHE, ENGINE
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701		COPIER SYS XEROX
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701		TRK LF 6000LB LT-60RS
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	1.00	TELEPHONE, STU III
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	2532.00	BARCODE READER
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	232.00	ANSWERING MACHINE
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	933.00	MONITOR, 19" COLOR
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	3101.00	COMPUTER, PENTIUM III
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701		COMPUTER, PENTIUM II
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	4622.00	PRINTER, LASER
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701		SERVER
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	CPU, DESKTOP
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	HANDHELD COMPUTER
HQ1001	DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	HANDHELD COMPUTER

Notice that the **Acq Cost** only displays the cost when the condition is met.

Skill Builder: Introduction To FreeForm And Designing A Customized FreeForm Report

Objectives: You will:

- **Review, Introduction to FreeForm & Designing a Customized FreeForm Report (Exercise Below)**
- **Discussion Questions**
- **Practical Exercise to build a Customized FreeForm Report**

Complete the following exercise:

1. Filters are used to (Please choose one):

   a. Generate duplicate records.
   b. Control which rows of detail data for output.
   c. Include spaces in your report.

2. Is it possible to build a Prompt without a Filter? **(Yes or No)**

   Yes _______ No _______

3. I am a prompt and I allow the user only to select choices, which prompt type am I?

   ____

4. I am a prompt and I allow the user to select from a choice list, which prompt type am I?

   ____

5. I am a prompt and I allow the user to select multiple choice items, which prompt type am I?

   ____

6. Translate Value is similar to a CASE structure of "If - Then - Else" logic? **(True or False)**

   True _______ False _______

7. When you do not set any Output When condition, every object is output all the time? **(True or False)**

   True _______ False _______

8. The F2 Function Key provides information regarding hidden objects? **(True or False)**

   True _______ False _______

9. You must be in a FreeForm window to add or edit a user prompt object? **(True or False)**

   True _______ False _______

Discussion Questions:

1. **Discuss the Prompt process:**
   a. **Object label, what goes there. Why is it important to signify it is a prompt?**
   b. **Prompt label, what is entered here?**
2. **Why do you insert prompts in a report?**

Practical Exercise: Introduction to FreeForm And Designing A Customized FreeForm Report

Unit of Study: Introduction to FreeForm and designing a customized FreeForm report.

Application: This process is used to allow the user to enter a designated value in the dialog box that is presented when your document is processed. This prompt consists of text you have entered as a part of the object definition when building the prompt (i.e., ENTER HRH NBR MJR).

Report Type: A customized Accounting Report by UIC or Mjr HRH to identify assets with a dollar amount of $1.00.

Instructions:

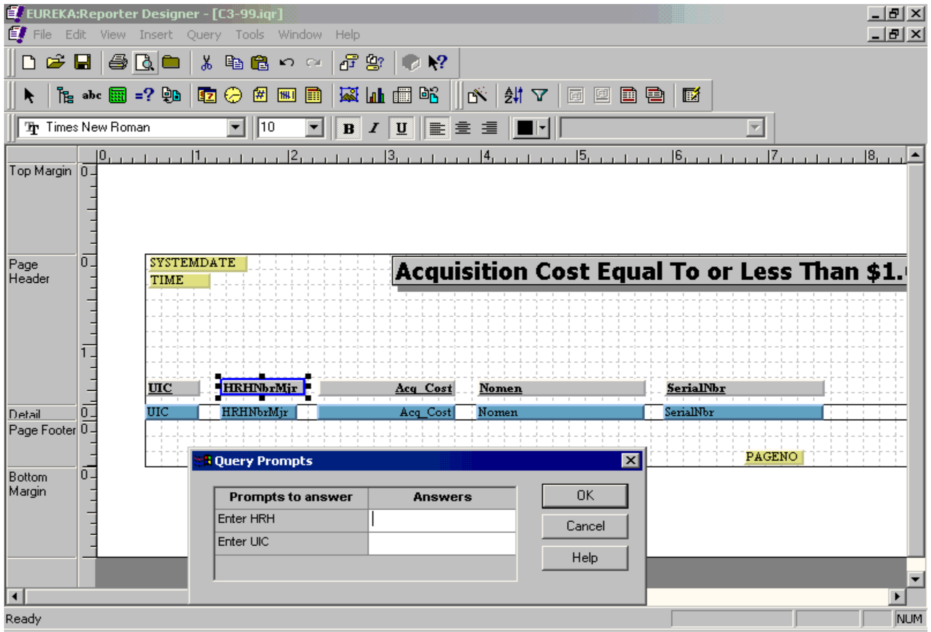
1. Open a new FreeForm report.
2. Expand the Page Header area an additional 4 blocks.
3. Select the following fields for your FreeForm report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Quick_Start!	UIC HRH Nbr Mjr Serial Nbr	Acq Cost Nomen

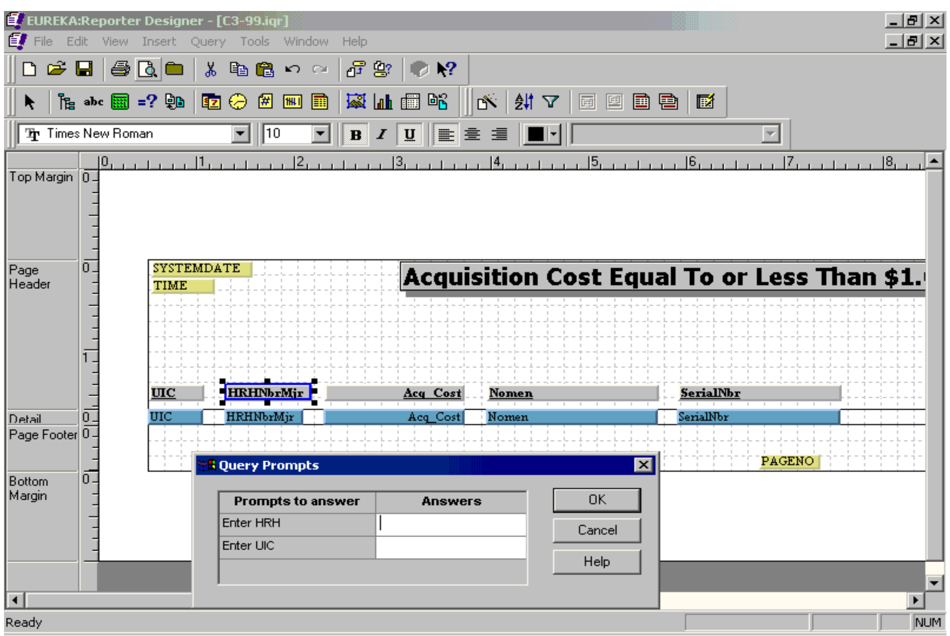
4. Add a title, date, time for your report and place the objects in the Page Header area (you can customize with fonts, etc.).
5. Add a page number to the Page Footer area.
6. Add a prompt for UIC and HRH Nbr Mjr and place in the Page Footer area.
7. Click on the UIC Prompt object.
8. Right-mouse click and select **Hide Toggle** to hide the prompt object.
9. Repeat to hide the HRH Prompt object.
10. Select the filter icon.
11. If the Detail folder is not open, double-click on it to open it.
12. Double-click on the UIC object.
13. Set the operator to **=** (**equal**).
14. Double-click on the Hidden Page folder to open.
15. Double-click on the **UIC_Prompt** to place it in the Value.
16. Click Add.
17. Repeat steps 12 through 16 for the **HRH_Prompt**.
18. Double-click on the **Acq_Cost** field.
19. Set the operator or **<=** (**less than or equal to**).
20. Set the value to **1** (for $1.00).
21. Click Add.
22. Click OK.
23. Click on the **Print Preview** icon.
24. Enter **S710** for the HRH Nbr.
25. Enter **HQ1010** for the UIC.
26. Click OK.

27. Save your report as **FFPE2**.
28. Close your report.

The report results will vary based on how you choose to develop the format.



Example of the finished report:



Building A FreeForm Query Using The Parent/Child Function

INTRODUCTION

When we use the Parent/Child function, we create at least two documents. The main document is the "Parent". A "Child" document is an attachment and an extension of the parent document. This is done dynamically -- the query for the child document is submitted by the parent whenever it needs to include output from the child. Any *Eureka* design document can be used as a child or as a parent document. The primary reason for including data from another business view is whatever business view you are using for your report does not contain the data needed in the report.

There are two types of child objects in *Eureka*

1. **Child Document Objects**. Each of these represents an entire document.

    - Child objects must first be created in a separate query design window and saved as a query design file (.iqr).
    - Child document objects permit the reuse of documents over and over as part of other documents. These are building blocks that can speed up the development of queries.
    - Child document objects generate a query that is completely separate from the parent query. Child objects submits a separate SELECT, SORT, and FILTERS to the database.
    - Child document objects query can also have a child document attached to it.

2. **Child Data Objects**. Each of these represents a single object from a document.

Child Document Objects

The child document object represents one or more documents whose output is included as a part of the main document, the parent.

Child documents are used almost exclusively for two reasons:

- To pull data from different business views into one report
- To stop repeating of identical rows caused by mixing certain data fields

Passing values from a parent document to a child document is required when you need a row of information from the child document for each row in the parent document. If you were using the child document to provide only a total cost, and you placed it in the document footer of the parent document, you would not need to pass the values from the parent.

However in most cases you want information from the child document for each row the parent selects, and you want to make sure the child is looking at the same row as the parent document. That is, if the parent document is looking at serial number 105, then the parent wants child data for serial number 105. This is done by passing values to the child document.

The parent can pass the serial number to the child to synchronize the child to the parent, it can also pass information the child uses to calculate custom data fields, and return them to the parent.

The child document is usually placed on the detail line of the parent document so it will output for each row in the parent document.

Insert the child document object in the desired area.

- If you place the object in the Document Header or Document Footer area, the child object will appear only once at the beginning of the document or at the end of the document. When a parent includes detail, this is a more efficient way to include summary data at the beginning or end of the parent rather than mingled with the detail.

- If you place the object in the Page Header or Page Footer area, the child will appear once at the beginning or end of each page. When a document is used as a child object, page header and footer areas do not appear in child documents. It is recommended to only use these two areas for small child documents.

- If you place the object in the Group Header or Group Footer areas, the child will appear once for each row that appears on your document. This is useful when you want to represent data from more than one source and database that is different from the parent.

- If you want the child to show only certain rows, place it in its own detail area, separate from the other columns in the parent document and set the Output When conditions for the area.

CAUTION!!

Take special care in deciding where to place the child document object. Placing it in a detail area can result in the child document object being created numerous times and in the consumption of large amounts of system resources (depending on the nature of the query generated). Depending on your needs, this may or may not be effective. Similarly, if the child document object is in a page header or group header area, it is generated once for each page or group.

OBJECTIVES

Understand and demonstrate the ability to pass information between parent and child objects. Using a Parent/Child document, you will draw data elements from two separate business views (or data sources) into a single report. You will present a sample page of this .iqo (finished report) to your instructor.

APPLICATION

The parent/child function is the **only** way to pull data from two different business views into a single report. For example, to generate your own hand receipt that contains both **END ITEM SERIAL** and **END ITEM BULK** business views.

REPORT TYPE

Asset listing with acquisition date and user IDs.

PREREQUISITES

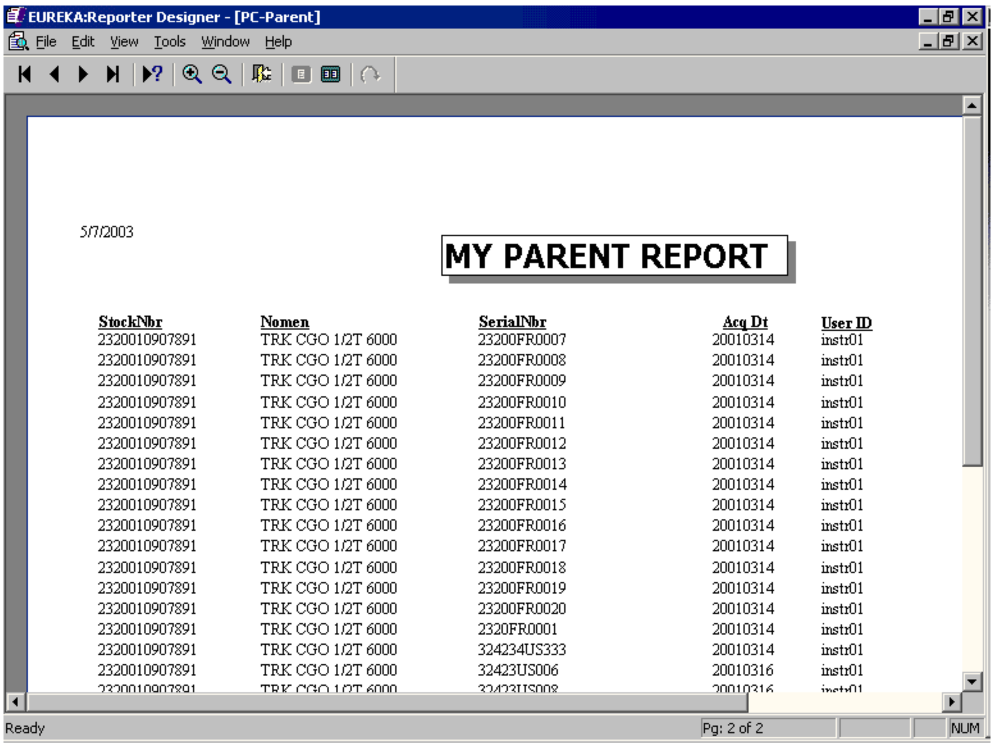
Must be able to create a design document using FreeForm.

Complete the Chapters 1, 2 and 3 of this manual.

ACTIVITY

Student Hands-On with Instructor direction.

Example of a Parent/Child Report:



STEPS TO PERFORM ACTION (Parent Document)

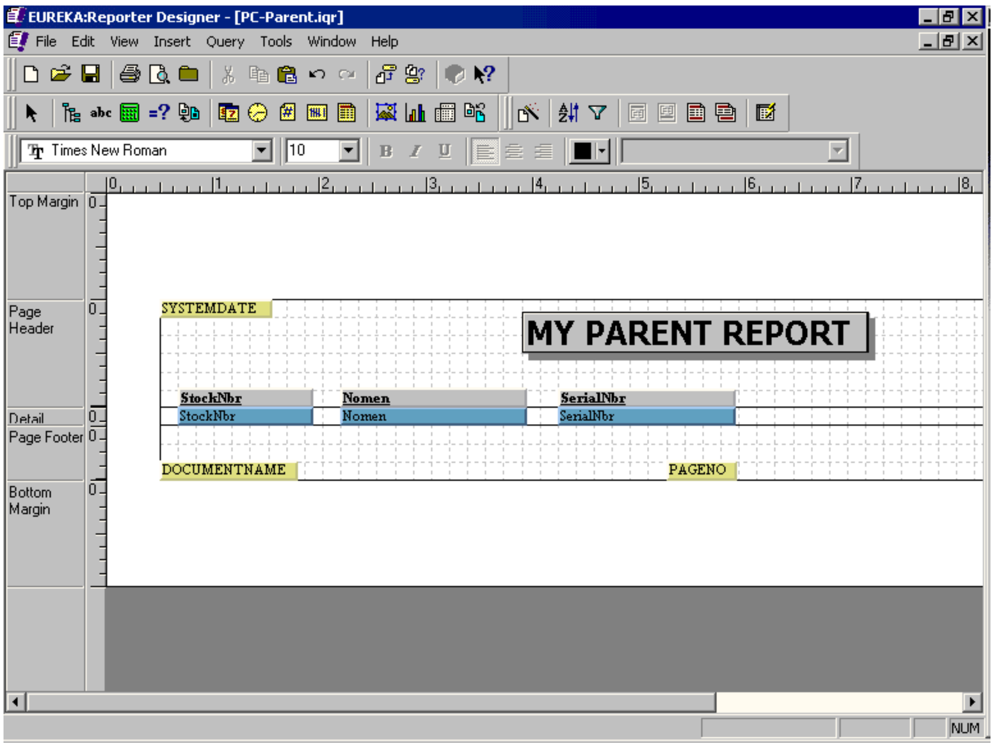
1. Create a new FreeForm report.
2. In the parent document, add the name of report and the date to the Page Header.

NOTE:
It is always good practice to end the file name of the parent report with “par” and end the child report file name with “ch”. If you have more than one child report, you may want to have the file names with “ch1”, “ch2”, and so on.

3. Add the page number and the document name of the report to the Page Footer.

4. Select the following fields for your Parent report from the table below. Make sure that you put them to the left side of your design document:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Catalog	Stock Nbr Nomen
Serial_Hand_Receipt	Serial Nbr



5. Save the parent report as **PC-Parent**.

Child Document

1. Create a new FreeForm report. If the parent report has been set to landscape, the child report must be set to landscape also. Otherwise, when you attach the Child to the Parent, it will not show up.
2. Select the following fields for your Child report from the table below. Make sure that the fields are placed approximately to the right of where the last field in parent was placed:

BUSINESS VIEW: HISTORIES	
FOLDER(S)	**DATA ELEMENT(S)**
History	Acq Dt User ID

3. Using the document name icon, insert the report name to the Page Footer.

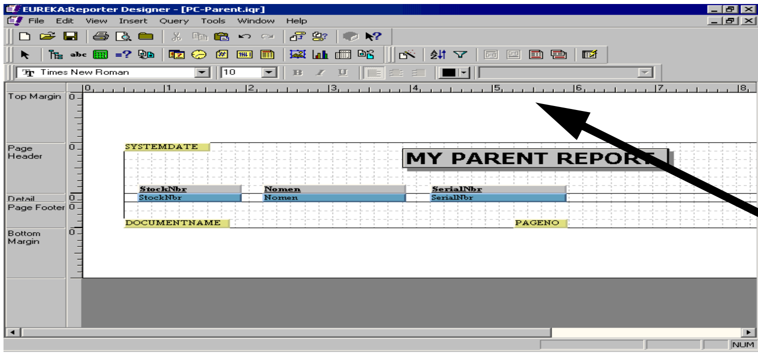


Figure 1 (Parent Report)

NOTE:
Notice that the last field in the parent report, to the right ends at around 5½, so the child data field should start around 6½.

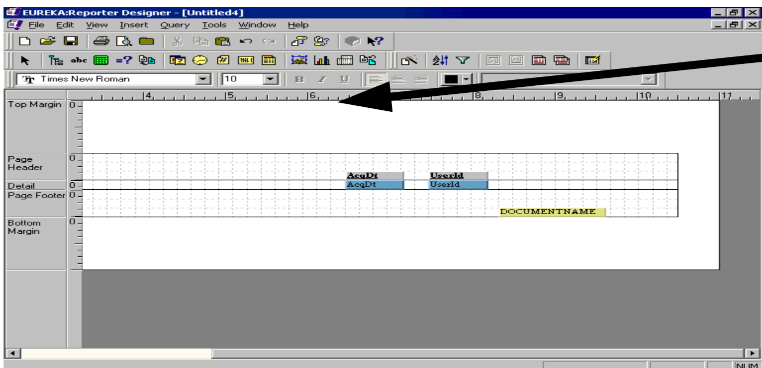


Figure 2 (Child Report)

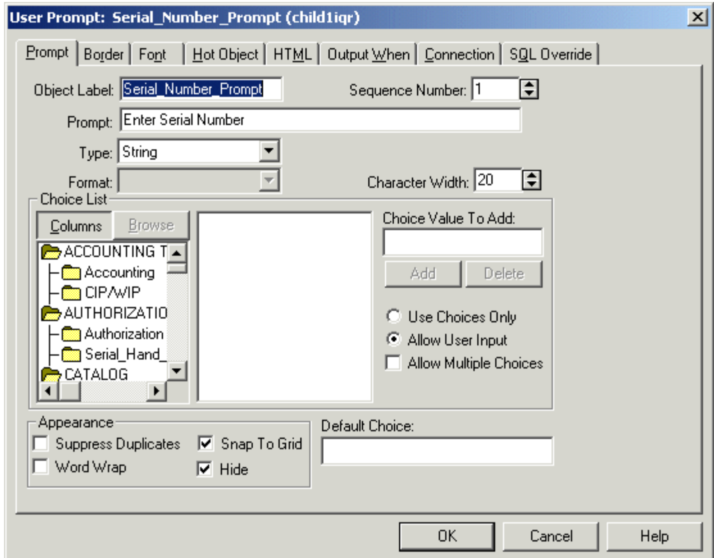
4. Save the report as **PC-Child**.
5. Process the report.

<u>Child Prompts</u>

To make sure the child document returns information for the same row that the parent is looking at, a prompt is placed in the child document. The prompt input comes from the parent for each row. Visualize the parent looking for a row for serial number 105, it gives the serial number to the child prompt and the child pulls information for that row at the same time the parent is looking at that row.

1. Click on the **Prompt** icon.
2. For the Object Label, enter **Serial Number Prompt**.
3. For the Prompt message, enter "**Enter Serial Number**".

4. Change the Character Width to **20**.



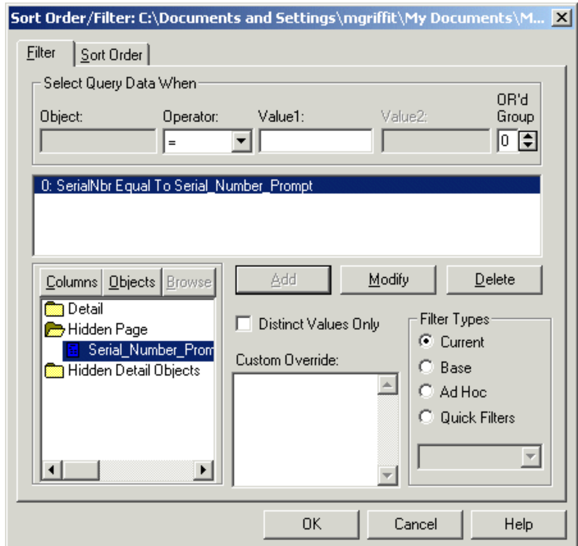
5. Click **OK** and place anywhere in the Page Footer.
6. Right-click on the **Prompt** object.
7. Select **Hide Toggle**. Hiding the Prompt is optional. If you want it displayed on the report, do not hide.

Child Filters

Once a prompt has been established, we must tell the child report how to limit data to the one serial number the parent has provided the child prompt for each row the parent report retrieves. **The child filter is used for this purpose.**

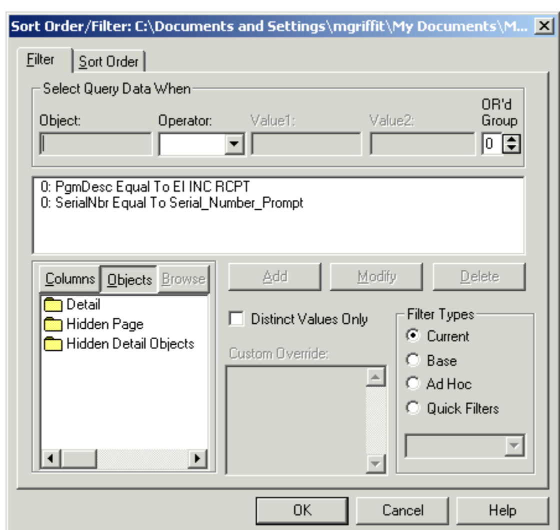
1. Click on the **Filter** icon.
2. Click on the **Columns** tab, scroll to the **HISTORIES** Business View.
3. Double-click on the **History** folder.
4. Double-click on Serial Nbr to move it to the Object field.
5. Set the Operator to **=** (**equal**).
6. Click on the **Objects** tab.
7. Double-click on **Hidden Page** Folder.
8. Double-click on **Serial_Number_Prompt** to move it to Object 1.

9. Click **Add**.



In this report, we are interested in the date and who posted this item to the property book. The history file has a data field called PgmDesc. There is a PgmDesc for all property book transactions. These include EI INC L/T, EI DEC TI, EI INC RCPT, etc. and must be entered exactly as they appear in the History table. When this filter is added, this will restrict the child data to postings to the property book only.

10. Click on the **Columns** button.
11. Scroll to the **HISTORIES** business view.
12. Double-click on the **History** folder.
13. Double-click on **PgmDesc** to move it to Object field.
14. Set the Operator to **=** (**equal**).
15. For Value 1, type in **EI INC RCPT**. Remember to turn your **CAPS LOCK** on.
16. Click **Add**.



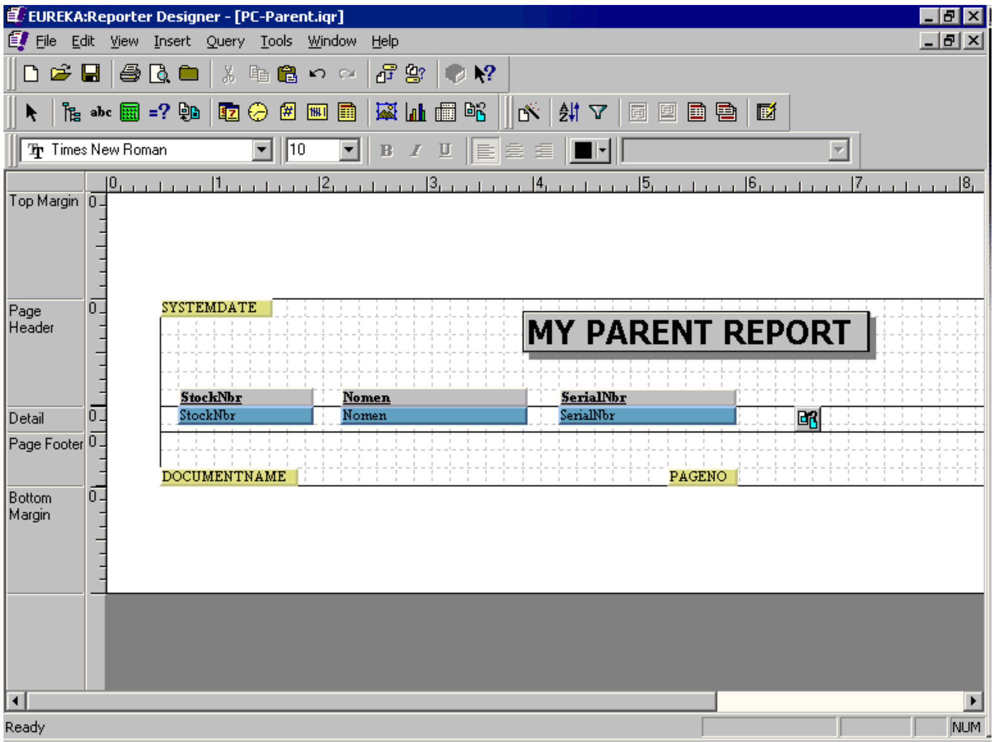
17. Click **OK**.
18. Save the report.
19. Close the child report.

Inserting the Child Document

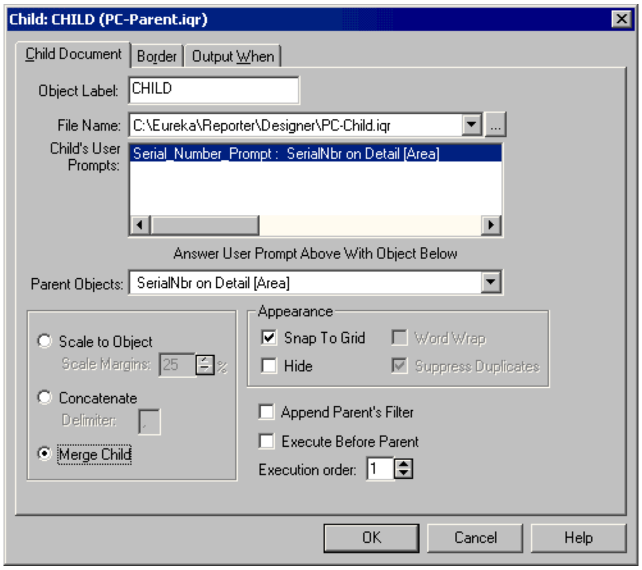
1. If closed, open the Parent document.
2. From the menu bar, click **Insert>Child Document**.

-OR-

3. Click on the child document icon .
4. Place the child document object in the Detail area, to the right of the other objects.



NOTE:
In almost all cases, the child is anchored to the detail line. In some special reports, the child document may be anchored to the group header or footer.



5. Double-click on the **Child Document** icon in the detail area.
6. **Object Label:** You can label your object if you wish.
7. Click the drop down box under **File Name** and click the **Child Document** that you created.
8. Under Parent Objects, click the drop down box and select **SerialNbr on Detail[Area]**. This is telling you what data fields the Parent document is selecting. It is also the common field between the parent and child documents. If there are any prompts for the child report, they will be displayed in this window.

NOTE:
Once you select the data field, it will be displayed in the **Child's User Prompts** window. This means that the child report will receive the selected field that the parent is looking at for each row of information. This locks the reports together.

9. Select the radio button, **Merge Child**. This insures the data from the child document will use the same size and font style as the parent.

Scale to Object	Scales the child document to the size of the child document object
Concatenate	Creates a single text string from objects in the child document. Scaling is not used.

10. Click **OK.**
11. Save your report. The child document is now attached.

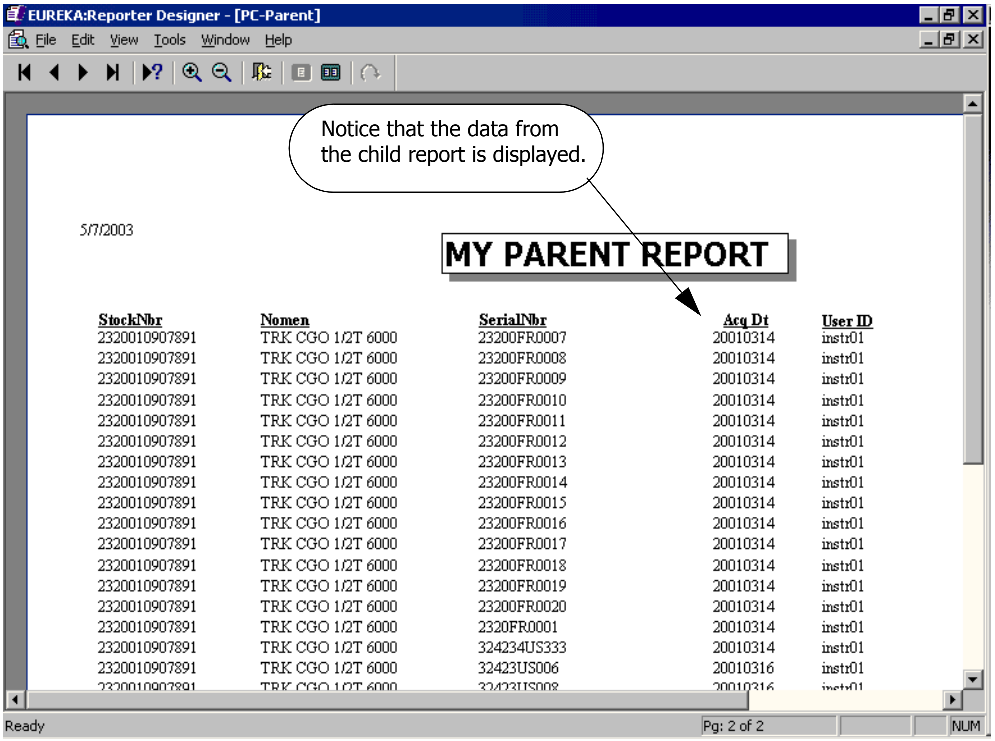
NOTE:
If you do not see the child data, check to ensure that the child data block on the child report is to the right of the most right hand block on the parent report. Even though the data from the child report will appear on the parent report printout, the column header from the child report does not get displayed. You must go into the text box and create a column header on the parent report. Moving the child report icon to the left and right on the parent report will not move where the child data prints out. This must be done on the child report by moving the data block.

Since only the data from the child document Detail area is inserted into the parent, you may want to add column headings in the parent document for the data from the child document.

12. Click on the **Text Box** icon and add a column heading for the Acquisition Date and place it in the Page Header area at around the same place as where you placed it in the child document.
13. Repeat for the User ID.

14. Save your report.
15. Process your report.

Example of the finished Parent/Child report:



Activity: Designing A Parent/Child FreeForm Report

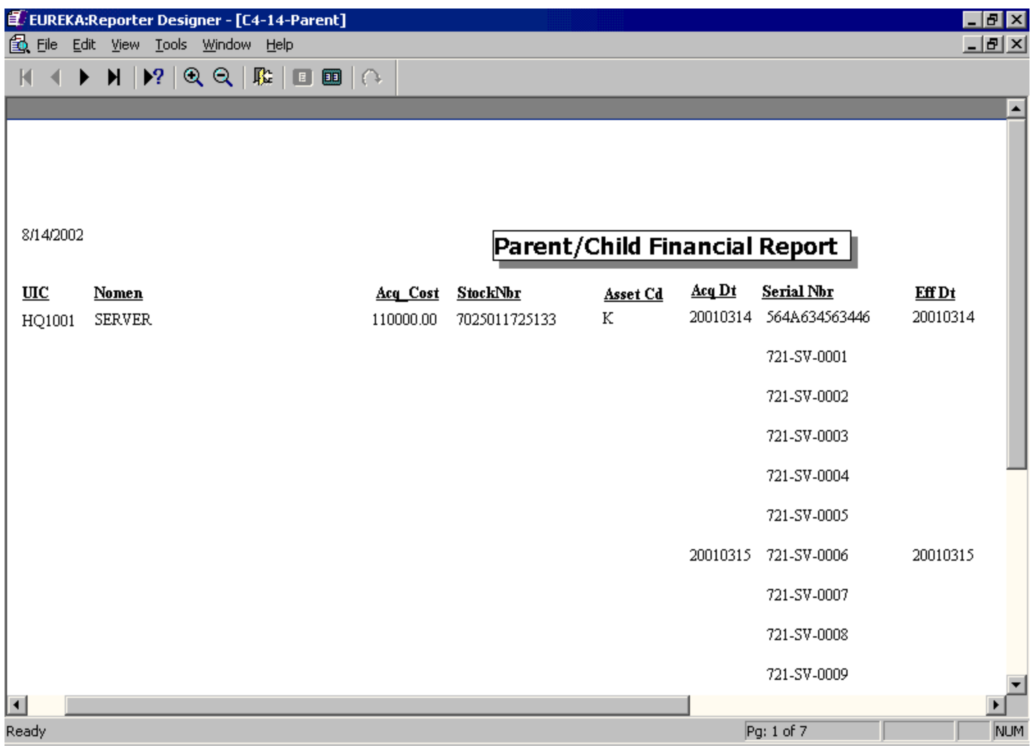
Unit of Study: Designing a Parent/Child FreeForm Report

Application: The parent/child function is the **only** way to pull data from two different business views into a single report.

Report Type: A listing by UIC of the assets over $100,000 with information from both the End Item Serial Business View (UIC, Nomen, AcqCost, and StockNbr) and the Accounting Business View (Asset Cd, Acq Dt, Effective Dt. SerialNbr, and DolAmt.

Activity: Student Hands-On with Instructor direction

Example of the finished Report:



Instructions:

Parent Document

1. Open a new FreeForm report.
2. Save your report as **PC-Acty-Parent** in the folder designated by your instructor.
3. Click to select the Page Header area. Widen the Page Header Area area to 3 blocks high.
4. Add the Name of report (text) and the Date to the Page Header area.
5. Add the document name to the Page Footer area.

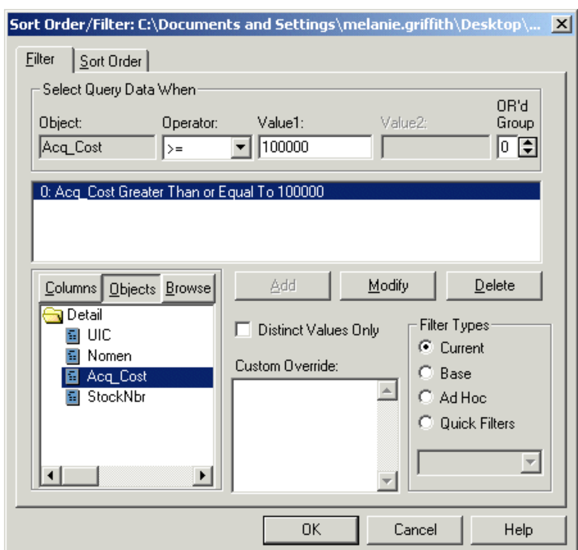
6. Select the following fields for your report from the table below. (Place to the left as far as possible).

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Quick_Start!	UIC Nomen Acq Cost Stock Nbr

7. Save your report.

Parent Filter

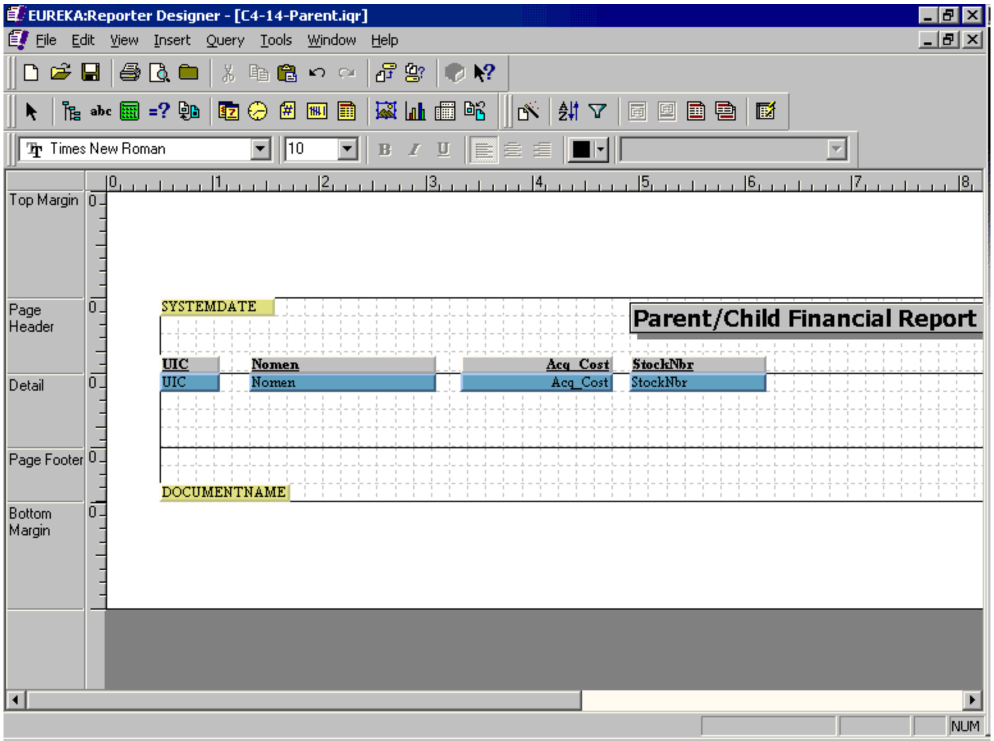
1. Click on the **Filter** icon.
2. Click on the **Objects** Tab.
3. Double-click on the **Detail** Folder.
4. Double-click on **AcqCost** to place it in the Object cell.
5. Set the Operator to **>=** (**greater than or equal to**).
6. Enter **100000** in Value1.
7. Click **Add**.



8. Click **OK**.
9. Save your report.

10. Remember where the last data field is on your report.

Example of Your Parent Design Document:



Child Document:

1. Create a new FreeForm report.
2. Save your report as **PC-Acty-Child** in the same folder as the **PC-Acty-Parent** document.
3. Select the following fields from the table below. (Place these objects in the Detail area beginning at the 6" mark on the ruler. Otherwise, when you attach the Child to the Parent, it will not show up.

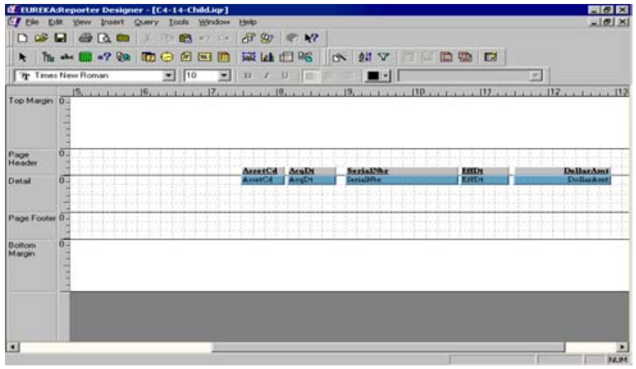
Summarized Report

BUSINESS VIEW: ACCOUNTING TRANSACTIONS		
FOLDER(S)	**DATA ELEMENT(S)**	
Accounting	Stock Nbr Asset Cd Acq Dt	Serial Nbr Eff Dt Dollar Amt

4. Right-click on the **Stock Nbr** data field (blue object).
5. Select Hide Toggle. This will be used for our Prompt and Filter.
6. Delete the column heading for Stock Nbr.
7. Double-click on each data object (blue object).
8. When the Attributes box comes up, check the Suppress Duplicates box.

9. Save your query.

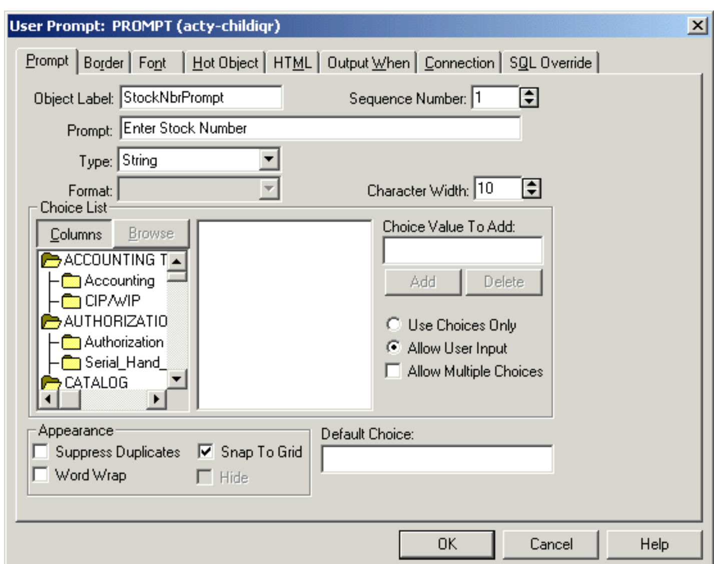
Example of the Child Document Design:



Child Prompts:

To make sure the Child Document returns information for the same row that the Parent is looking at, a prompt is placed in the Child Document, the prompt input comes from the Parent for each row. Visualize the Parent looking for a Row for Stock Number 1234, it gives the Stock Number to the child prompt and child pulls information for that row at the same time the parent is looking at that row.

1. Click on the Prompt icon.
2. Enter **StockNbrPrompt** for the Object Label.
3. Enter "**Enter Stock Number**" for the Prompt message.
4. Change the Character Width to 15.
5. Click **OK**.

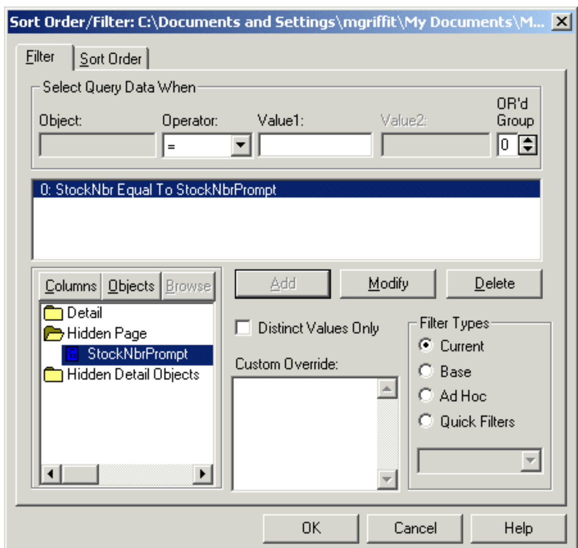


6. Place the prompt object anywhere in the Page Footer area.
7. Right-click on the prompt.
8. Select Hide Toggle to hide your prompt.
9. Save your report.

<u>Child Filters</u>:

Once a prompt has been established, we must tell the child report how to limit data to the one Stock Number the parent has provided the child prompt for each row the parent report retrieves. The Child filter is used for this purpose.

1. Click on the **Filter** icon.
2. Click on the **Columns** tab.
3. Scroll to the **ACCOUNTING TRANSACTIONS** business view.
4. Double-click on the **Accounting** folder.
5. Double-click on **Stock Nbr** to move it to Object.
6. Set the Operator to **=** (**equal**).
7. Click on the **Objects** tab.
8. Double-click on **Hidden Page**.
9. Double-click on **StockNbrPrompt** to move to Object.
10. Click **Add**.



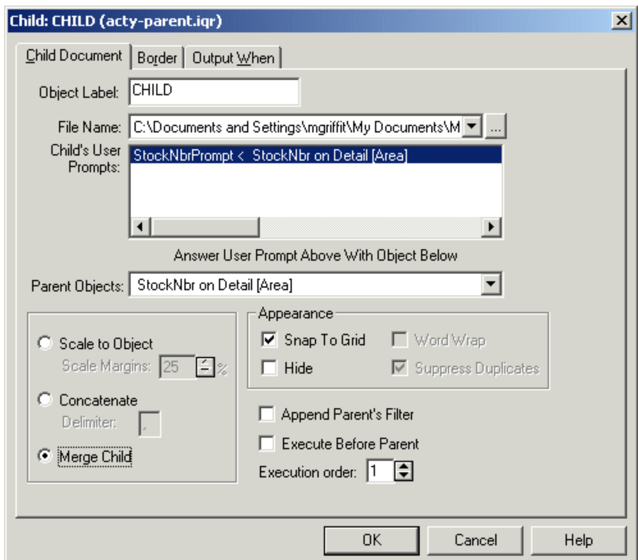
<u>Additional Child Filter</u>:

We want our Child to return the Accounting information for items with a value greater than or equal to $100,000 only. To do this, we need to filter our Child Data before it is returned to the Parent.

1. Double-click on the **Detail** Folder.
2. Double-click on **DollarAmt** to move it to Object.
3. Set the Operator to **>=** (**greater than or equal to**).
4. Enter **100000** in Value1.
5. Click **Add**.
6. Click **OK**.
7. Save your report.
8. Close your report.

Inserting the Child Document:

1. Open the Parent Capital document.
2. Click **Insert>Child Document** from the menu Bar.
3. Place the Child Document object in the Detail area, to the right of the other objects.
4. Double-click on the **Child Document** icon.
5. Click the drop down button under File Name and select the Child Document that you created.
6. Click the drop down box for Parent Objects.
7. Select **StockNbr on Detail (Area)**. This is what the Parent will answer with when the Child asks the Prompt.
8. Select the radio button **Merge Child**. This will maintain the font style and size between the Parent and Child.

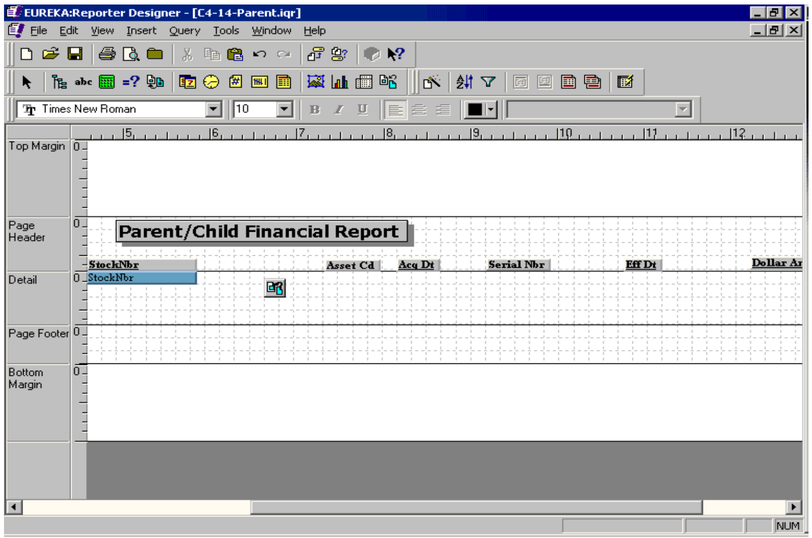


9. Click **OK**.
10. Save and view the report. Do not click on the last page icon as this report is very long.
11. Close the report.

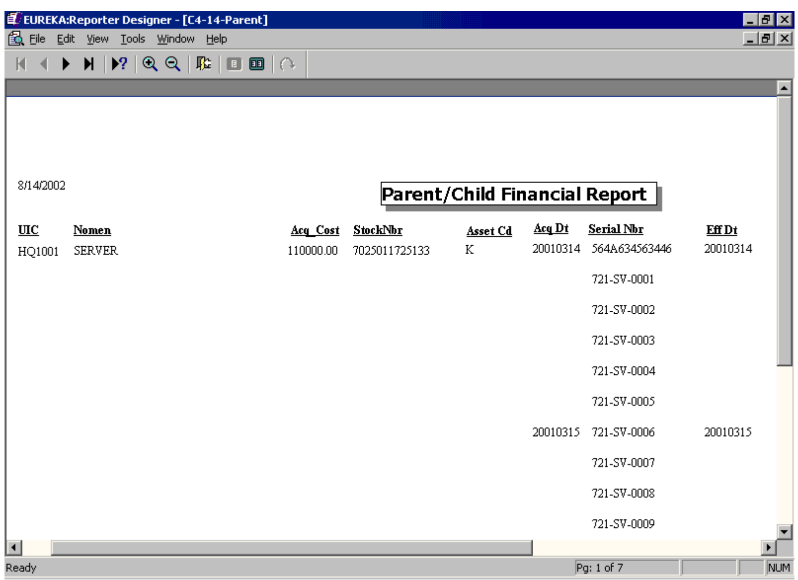
Adding Headers to the Parent/Child Report:

1. Open the parent report.
2. Click on the text icon and add headers for the following:

Asset Cd	Eff Dt
Acq Dt	Dollar Amt
Serial Nbr	



3. Process your report.
4. To place columns where you want them to print out on the parent document, go to the child document and move the data fields to the left or right on the detail line. You may need to re-align the headers after processing the report.
5. Save your report.
6. Process your report to view.



7. Close your report.

Skill Builder: Building A Parent/Child FreeForm Report

Objectives: You will:

- **Review Building a Parent/Child FreeForm Report (Word Exercise)**
- **Discussion Questions**
- **Practical Exercise to build a Parent/Child FreeForm Report**

Complete the following exercise:

1. Child Documents are used almost exclusively for:

   a. ____

   b. ____

2. Each document always pulls from different business views. **(True or False)**

   True _______ False _______

3. If you place the object in Document Header or Document Footer area, the child object will appear only_________at the _____________or _____________of the report.

4. Insert the Child document object in the desired area. **(Circle all that apply)**

a. If you place the object in the Page Header or Page Footer area, the child will appear once at the beginning or end of each page.
b. If you place the object in the Group Header or Group Footer areas, the child will appear once for each row that appears on your document.
c. If you place the object in the Document Header or Document Footer area, the child object will appear on every page of the document.
d. If you want the child to show only certain rows, place it in its own detail area, separate from the other columns in the parent document and set the Output When conditions for the area.

5. It is recommended, but not mandatory, for Parent/Child reports that you change the orientation to __________.

6. How do you insert the Child Document in the Parent Document?

   ____

   ____

7. To make sure the child document returns information for the same row that the parent is looking at, a _______________ is placed in the child document.

8. When you select the radio button Merge Child, this insures the data from the child document will use the same size and font style as the parent. **(True or False)**

   True _______ False _______

Discussion Question:

- **Review the Parent/Child function from beginning to completion. Name the different processes involved.**

Practical Exercise: Designing A Parent/Child FreeForm Report

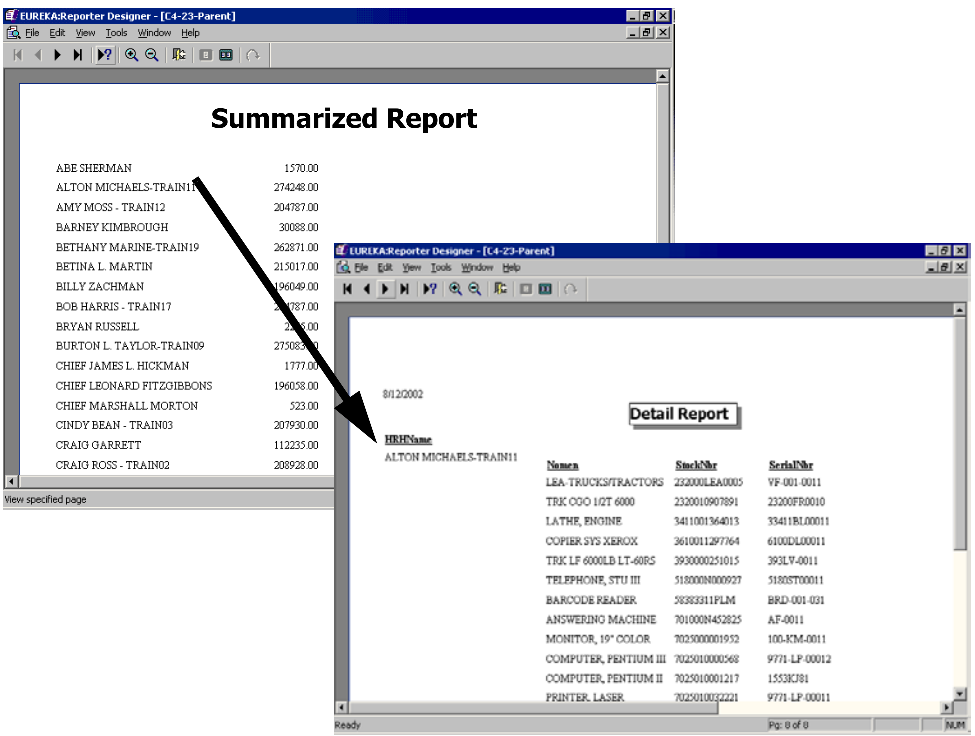
<u>Independent Student Report</u>

Unit of Study: Designing a Parent/Child FreeForm Report

Type Of Report: For this practical exercise we will be designing a report that uses the Parent/Child function to combine two reports. These two reports can be from the same or different Business Views. For this report we will be using the same business view. This report will first summarize all assets of each HRH Name listed in the database. That information will be combined with a HRH Name listing of all assets with the Nomen, StockNbr, SerialNbr, and AcqCost on individual pages.

Instructions: Use the table listed below to build an Accounting Report.

Example of the finished report:



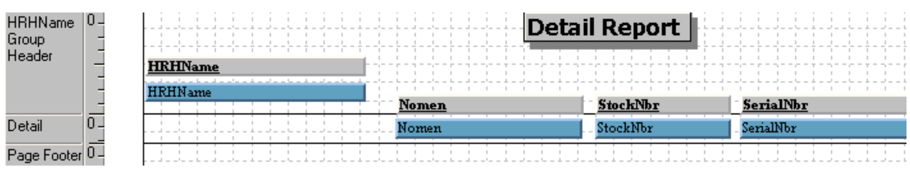
<u>Parent Document</u>:

1. Create a new FreeForm report.
2. Save your report as **PC-PE-Parent** in the folder designated by your instructor.
3. Expand the Page Header area an additional 2 blocks.
4. Using the document name icon, add the report name to the Page Footer area.

5. Select the fields from the table below and place them to the left in the detail area.

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Quick_Start!	HRH Name Nomen Stock Nbr	Serial Nbr Acq Cost

6. Expand the Detail area to 2 blocks.
7. Save your report.
8. Using the text icon, enter “Detail Report” (enhance the title using the font, border, etc. tabs).
9. Double-click on each data object (blue object) and check the check box for “Suppress Duplicates”.
10. Highlight the HRH Name (blue object), go to the tool bar and click on group header icon.
11. Move both HRH Name objects into the HRHName Group Header area.
12. Expand the HRH Name Group Header area to 6 blocks.



13. Move the HRHName data object (blue object) below the HRHName text object (gray object).
14. Move all of your object boxes over to the right where the HRHName stops.
15. Rubberband all the object boxes (gray objects) and move into the HRHName Group Header area.
16. Rubberband all the data objects (blue objects) that are in the Detail area and move them up to the top of the Detail area.
17. Double-click in the blank area of the HRHName Group Header area.
18. In the Page Skip group box, set **Before Area** to 1.
19. Click OK. This will create a page break.
20. Add a Document Header area.
21. Add a second Document Header area.
22. Expand the new Document Header area to a total of 8 blocks.
23. Save your report.

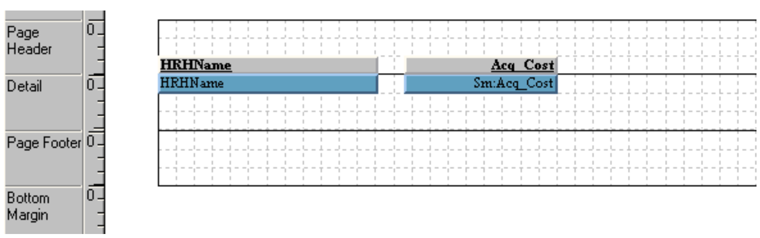
Child Document:

1. Create a new FreeForm report.
2. Save your report as **PC-PE-Child** in the same folder as **PC-PE-Parent**.
3. Select the data elements from the table below:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Quick_Start!	HRH Name Acq Cost

4. Widen the Detail area to 2 more blocks.
5. Double-click on each data element (blue object) and check the check box for "Suppress Duplicates".
6. Double-click on the blue Acq Cost.
7. Click on the drop down box for the Aggregate function and select sum.
8. Click OK.
9. Save your report.
10. Close your report.

Example of the Child Document Design:



Parent Document:

1. Open **PC-PE-Parent**.
2. Click on Child Document icon.
3. Insert the child document icon in the **Document Header(1)** area.
4. Double-click on the Child Document icon.
5. In the File Name, click the browse button and go to the directory where the child report is saved.
6. Select the **PC-PE-Child** document to insert your Child Summary report.
7. Click radio button for **Merge Child**.
8. Click OK.
9. Save your report.
10. Process your report.

Child Data Objects

INTRODUCTION

A child data object represents the data fields from one document (a child document) that you include as part of another document (a parent document). Two or more reports must be written. The parent report must contain the child document object (which should be hidden)

OBJECTIVES

Understand and demonstrate the ability to pass information between parent and child objects. Using a Parent/Child document, you will draw data elements from two separate business views (or data sources) into a single report.

APPLICATION

For this report you will demonstrate the ability to use one data field and incorporate it into the Parent Report. You have been asked to design a report. In this report we will use **Document Number** from the Document Register Business View.

REPORT TYPE

Asset Listing, by HRH Nbr Mjr, listing Nomen, Stock Nbr, Serial Nbr with Acq Cost plus listing the document nbr from the document register.

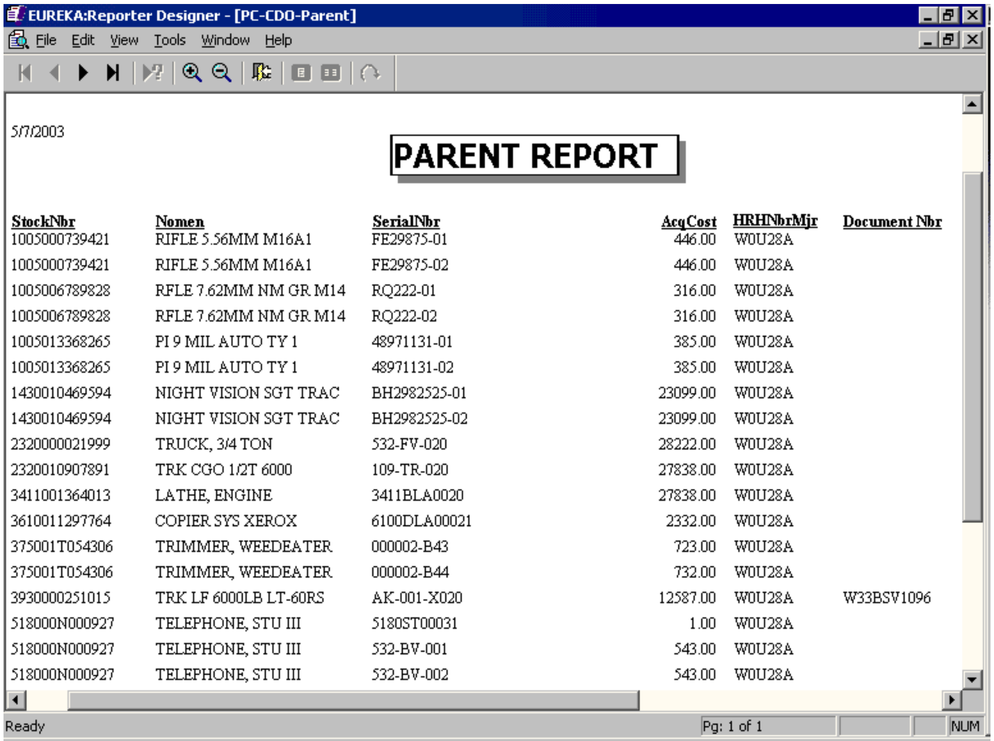
PREREQUISITES

Two (or more) reports must be written. The parent report must contain the child document object (which should be hidden).

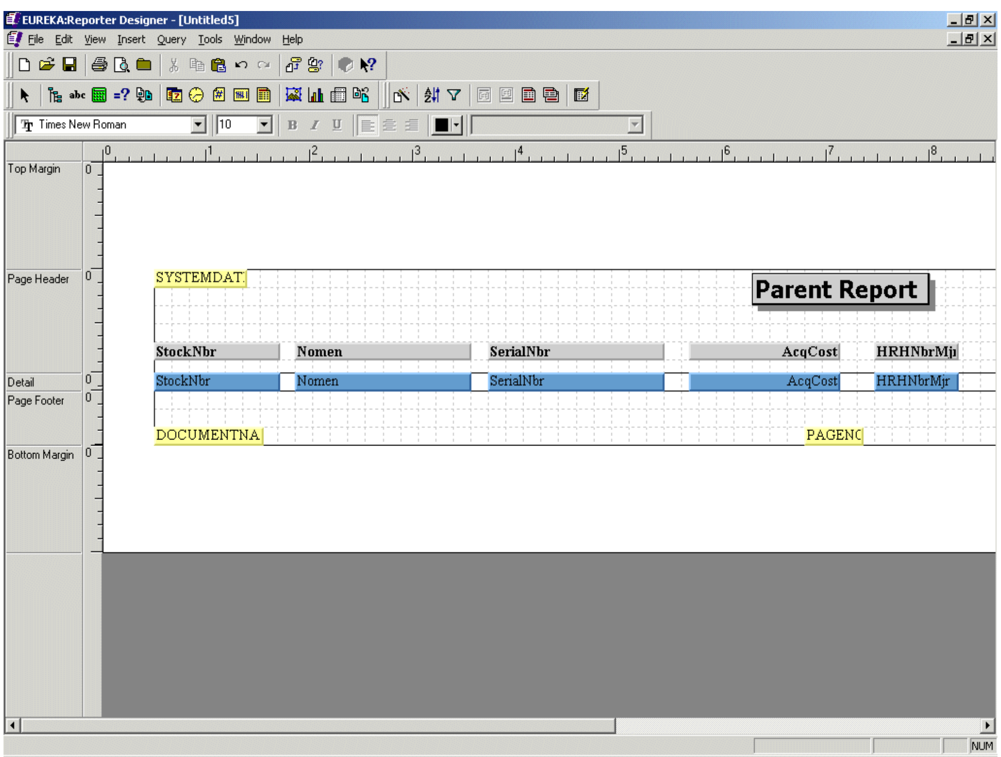
ACTIVITY

Student Hands-On with Instructor direction

Example of the finished child data report:



Example of the design document:



STEPS TO PERFORM ACTION (PARENT DOCUMENT)

1. Create a new FreeForm report.
2. If not the default, change the orientation to **Landscape**.
3. In the parent document, add the name of report and the date to the Page Header.

NOTE:
It is always good practice to end the file name of the parent report with "par" and end the child report file name with "ch". If you have more than one child report, you may want to have the file names with "ch1", "ch2", and so on.

4. Add the page number and the document name you will assign to the report to the Page Footer area.
5. Select the following fields for your Parent report from the table below. Make sure that you put them to the left side of your design document:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Catalog	Stock Nbr	Nomen
Serial_Hand_Receipt-Auth	Serial Nbr	Acq Cost
Hand_Receipt_Holder	HRH Nbr Mjr	

6. To limit the information to the HRH Nbr Mjr of choice, we will filter on the HRH Nbr Mjr.
7. Click on the Filter icon.
8. Open the Detail folder.
9. Double-click on HRH Nbr Mjr to move it to the Object field.
10. Set the Operator to **"Like"**.
11. Enter **W*** (cap locks on) in Value1.
12. Click Add.
13. Click OK.
14. Save your report as **PC-CDO-Parent**.
15. Process your report.

Child Document

1. Create a new FreeForm report. If the parent report has been set to landscape, the child report must be set to landscape also. Otherwise, when you attach the Child to the Parent, it will not show up.
2. Select the following fields for your Child report from the table below. Make sure that the fields are placed approximately to the right of where the last field in parent was placed:

BUSINESS VIEW: DOCUMENT REGISTER	
FOLDER(S)	**DATA ELEMENT(S)**
Doc_Nbr_HRH	Doc Nbr HRH Nbr Mjr Stock Nbr

3. Add the file name you will assign to the report to the Page Footer area.
4. Save your report as **PC-CDO-Child**.
5. Process your report.

Child Prompts

To make sure the child document returns information for the same row that the parent is looking at, a prompt is placed in the child document. The prompt input comes from the parent for each row. Visualize the parent looking for a row for serial number 105. The parent gives the serial number to the child prompt and the child pulls information for that row at the same time the parent is looking at that row.

We will be using HRH Nbr Mjr and Stock Nbr for the prompts.

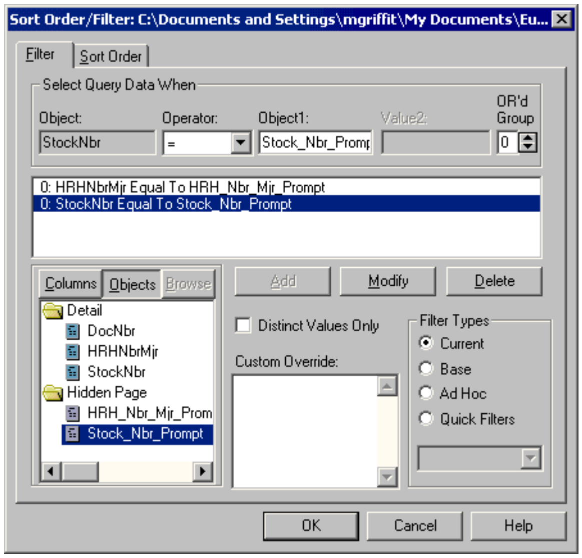
1. Click on the **Prompt** icon.
2. For the Object Label, enter **HRH Nbr Mjr Prompt**
3. For the Prompt message, enter "**Enter HRH Nbr Mjr**".
4. Change the Character width to **6**.
5. Click OK and place anywhere in the Page Footer area.
6. Right-click on the Prompt icon and **Hide Toggle**.
7. Click on the Prompt icon.
8. For the Object Label, enter "**Stock Nbr Prompt**".
9. For the Prompt Message, enter "**Enter Stock Nbr**".
10. Change the Character Width to **15"**.
11. Click OK and place anywhere in Page Footer area.
12. Right-click on the Prompt and **Hide Toggle**

Child Filters

Once a prompt has been established, we must tell the child report how to limit data to the one serial number the parent has provided to the child prompt for each row the parent report retrieves. **The child filter is used for this purpose.**

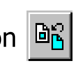
1. Click on the **Filter** icon.
2. If not open, click on the **Objects** tab and open the Detail and Hidden Page folders.
3. In the Detail folder, double-click on the **HRH Nbr Mjr** to move it to the Object field.
4. Set the Operator to **=** (**equal**).
5. In the Hidden Page Folder, double- click on **HRH Nbr Mjr Prompt** to move to Value1.
6. Click **Add**.
7. In the Detail folder, double-click on **Stock Nbr** to move it to the Object field.
8. Set the Operator to **=** (**equal**).

9. In the Hidden Page folder, double-click on **Stock Nbr Prompt** to move it to Value1.
10. Click **Add**.



11. Click **OK**.
12. Save your report.
13. Close the Child report.

Inserting the Child Document

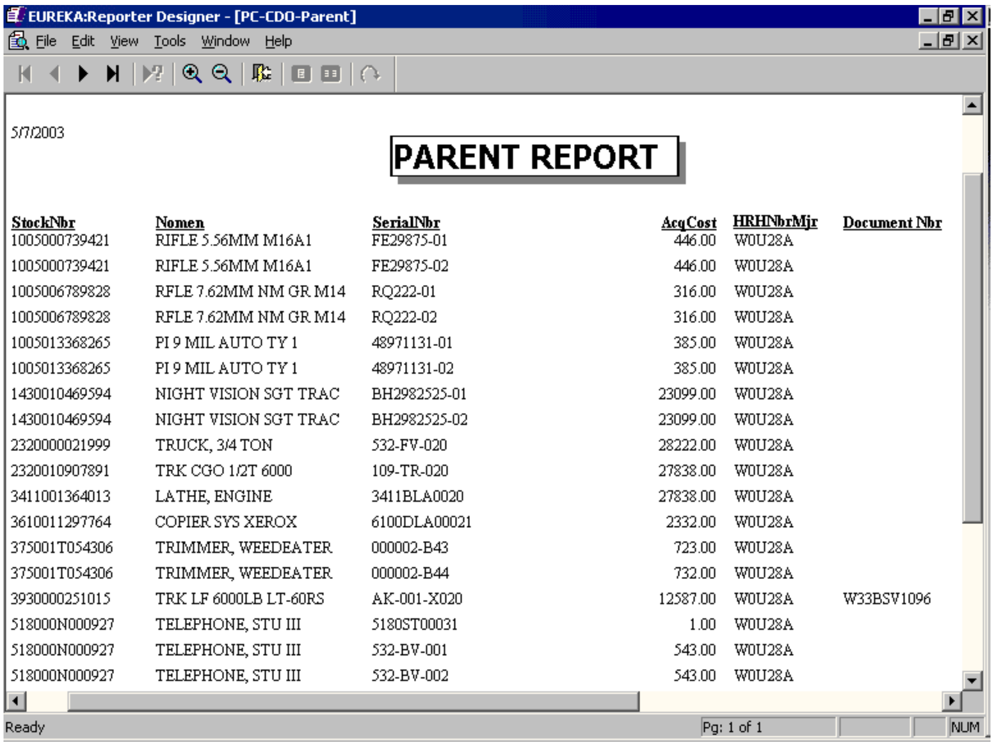
1. If closed, open the Parent document.
2. From the menu bar, click **Insert>Child Document OR Click** on the child document icon .
3. Place the child document object in the Detail area, to the right of the other objects.
4. **Double-click** on the Child Document icon in the Detail area.
5. **Click** the drop down box under File Name and **click** the Child document that you created.
6. Under Parent Objects, **click** the drop down box and select **HRH Nbr Mjr on Detail (Area)**. This is telling you what data fields the Parent document is selecting.
7. In the Child's User Prompts window, highlight **Stock Nbr Prompt**.
8. Under Parent Objects, **click** the drop down box and select **Stock Nbr on Detail (Area)**. This is telling you what data fields the Parent document is selecting.
9. Mark the radio button, **Merge Child**. This insures the data from the child document will use the same size and font style as the parent.
10. Click OK, it is now attached, save the report.

Inserting Child Data

1. On the parent report, highlight the child document icon, right click and select Hide Toggle.
2. Select **Insert>Child Data** from the menu bar or click on the Child Data icon from the menu bar.
3. The Child Object window appears. In the child document area, click on the drop down arrow and select the child report you designed. This will open up the Object In Query Area.
4. In the Object Label, enter "**Doc Nbr**".
5. Change the Character Width to **14"**.
6. For the Object Query, click on the drop down arrow and select **Doc Nbr on Detail (Area)**.
7. Click OK.

8. Your cursor becomes a precision pointer. Drop the pointer in the detail area next to the last data object.
9. Click on the text icon (**abc**).
10. Enter "**Document Nbr**". In the Font tab, check the radio buttons for bold and underline.
11. Place in the Page Header area above the Child Data Object.
12. Save your report.
13. Process your report.

This may take a few minutes to process.



StockNbr	Nomen	SerialNbr	AcqCost	HRHNbrMjr	Document Nbr
1005000739421	RIFLE 5.56MM M16A1	FE29875-01	446.00	W0U28A	
1005000739421	RIFLE 5.56MM M16A1	FE29875-02	446.00	W0U28A	
1005006789828	RFLE 7.62MM NM GR M14	RQ222-01	316.00	W0U28A	
1005006789828	RFLE 7.62MM NM GR M14	RQ222-02	316.00	W0U28A	
1005013368265	PI 9 MIL AUTO TY 1	48971131-01	385.00	W0U28A	
1005013368265	PI 9 MIL AUTO TY 1	48971131-02	385.00	W0U28A	
1430010469594	NIGHT VISION SGT TRAC	BH2982525-01	23099.00	W0U28A	
1430010469594	NIGHT VISION SGT TRAC	BH2982525-02	23099.00	W0U28A	
2320000021999	TRUCK, 3/4 TON	532-FV-020	28222.00	W0U28A	
2320010907891	TRK CGO 1/2T 6000	109-TR-020	27838.00	W0U28A	
3411001364013	LATHE, ENGINE	3411BLA0020	27838.00	W0U28A	
3610011297764	COPIER SYS XEROX	6100DLA00021	2332.00	W0U28A	
375001T054306	TRIMMER, WEEDEATER	000002-B43	723.00	W0U28A	
375001T054306	TRIMMER, WEEDEATER	000002-B44	732.00	W0U28A	
3930000251015	TRK LF 6000LB LT-60RS	AK-001-X020	12587.00	W0U28A	W33BSV1096
518000N000927	TELEPHONE, STU III	5180ST00031	1.00	W0U28A	
518000N000927	TELEPHONE, STU III	532-BV-001	543.00	W0U28A	
518000N000927	TELEPHONE, STU III	532-BV-002	543.00	W0U28A	

Hot Objects

Unit of Study: A hot object is an object on your document that is linked to a second document. When you are viewing the output, clicking the hot object tells *Eureka* to process the linked-to document and to display its output in a new window. A hot object is not a *Eureka* object type; any component object can be made hot by filling out entries on the Hot Object tab for that object. Columns in a report that have been designated as hot object columns will be blue in color.

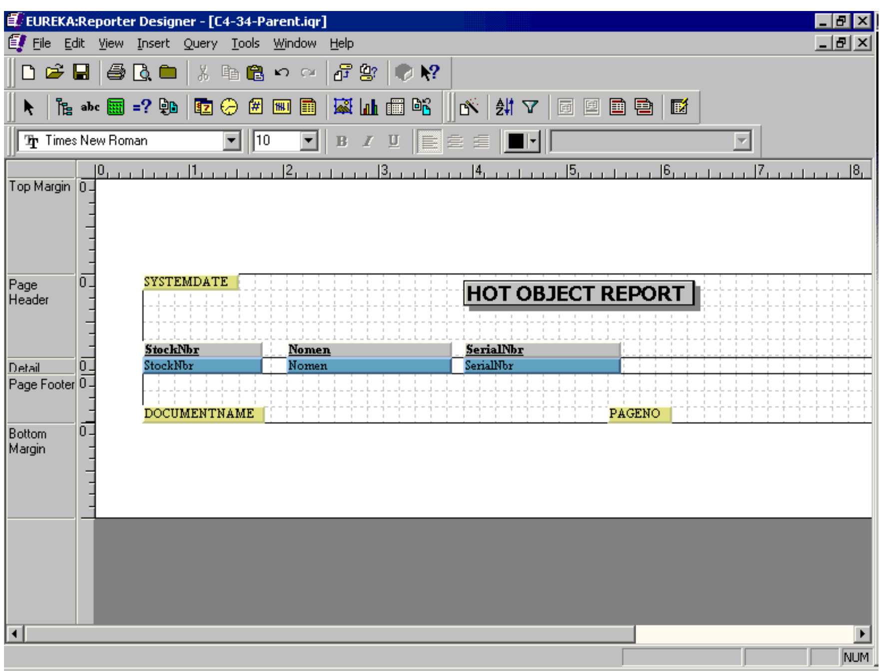
Activity: Student Hands-On with Instructor direction

Instructions:

1. Open or create a FreeForm report.
2. Expand the Page Header area 2 more blocks.
3. Select the following fields for your FreeForm report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Quick_Start!	Stock Nbr Nomen Serial Nbr

4. Using the text icon, add the title of the report and date to the Page Header area.
5. Using the Document Name icon, add the document name to the Page Footer area.
6. Add the page number to the Page Footer area.
7. Process your report.
8. Save the report as **PC-HOTOBJ-Parent**.



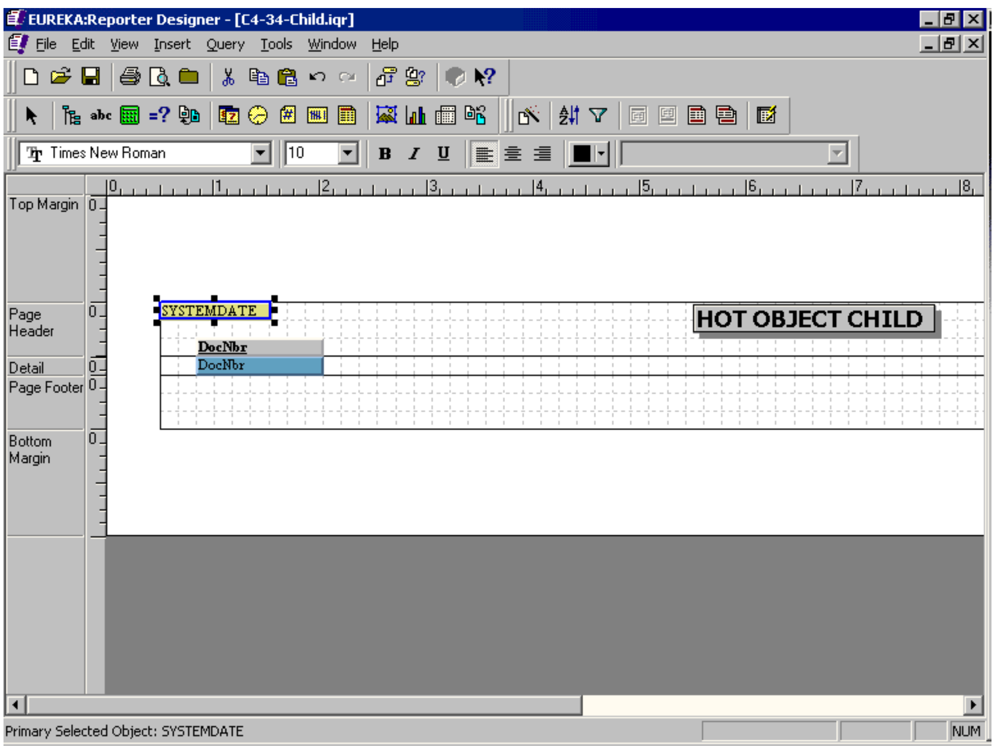
Creating a Child for Hot Objects

Instructions:

1. Open a new FreeForm report.
2. Select the following fields for your FreeForm report:

BUSINESS VIEW: HISTORIES	
FOLDER(S)	**DATA ELEMENT(S)**
History	Doc Nbr

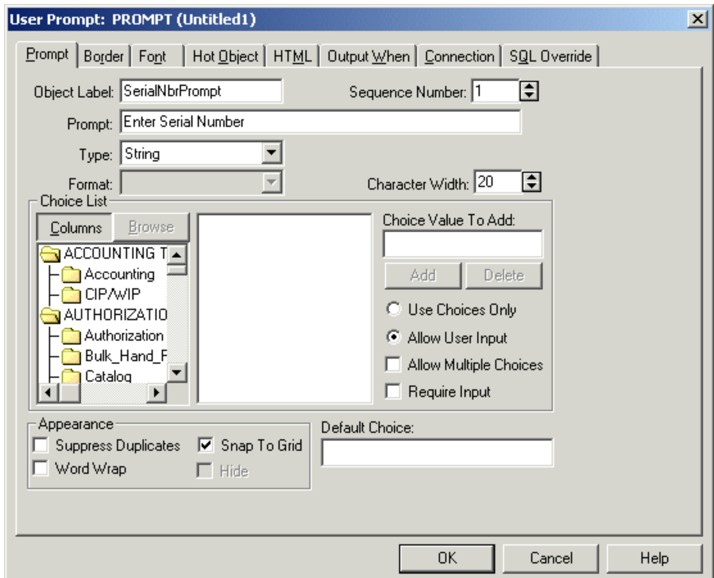
3. Drag **Document Number** to the Detail area.
4. Using the text icon, add a title for your report and place in the Page Header area. Enhance your title using the font, border, etc. tabs.
5. Add the date to the Page Header area.



Creating a Prompt for a Hot Object Child

To make sure the child pulls up the information that is needed, a prompt will need to be created.

1. Click on the prompt icon.
2. Enter "**SerialNbrPrompt**" in the Object Label.
3. Enter "**Enter Serial Number**" in the Prompt.
4. Change the Character Width to **20**.



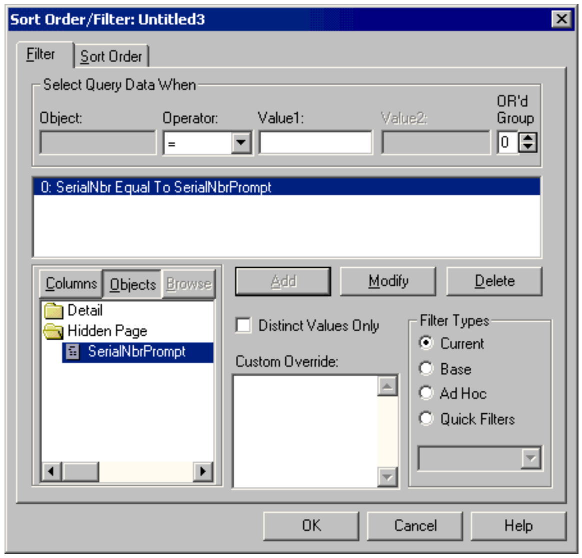
5. Click **OK**.
6. Place the prompt object in the Page Footer area.
7. Right-click on **SerialNbrPrompt** and click Hide Toggle.

Adding a Filter to the Hot Object Child

Now you must tell the child what to do with the prompt information that the parent will send.

1. Click on the filter icon.
2. From the Object directory, click on the **Columns** tab.
3. Scroll to the **HISTORIES** business view.
4. Select the **History** folder.
5. Double-click on **Serial Nbr** to move it to the Object.
6. Set the operator to **=** (equal).
7. Click on the Objects tab.
8. Double-click on the **Hidden Page** folder.

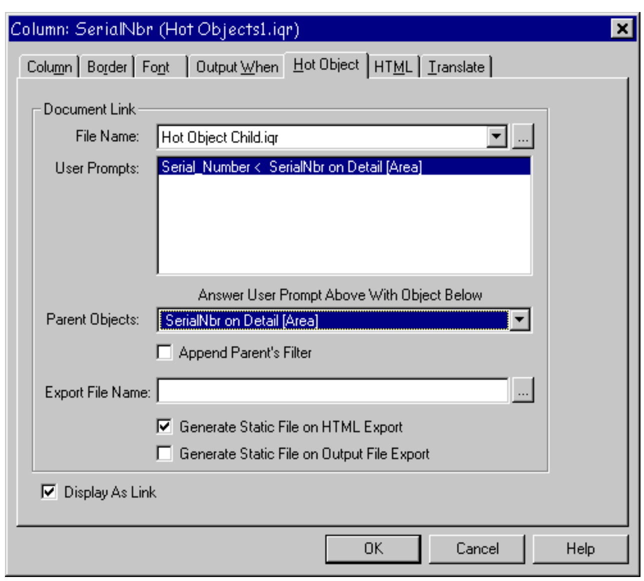
9. Double-click on **SerialNbrPrompt** to move it to Object1.
10. Click **Add.**



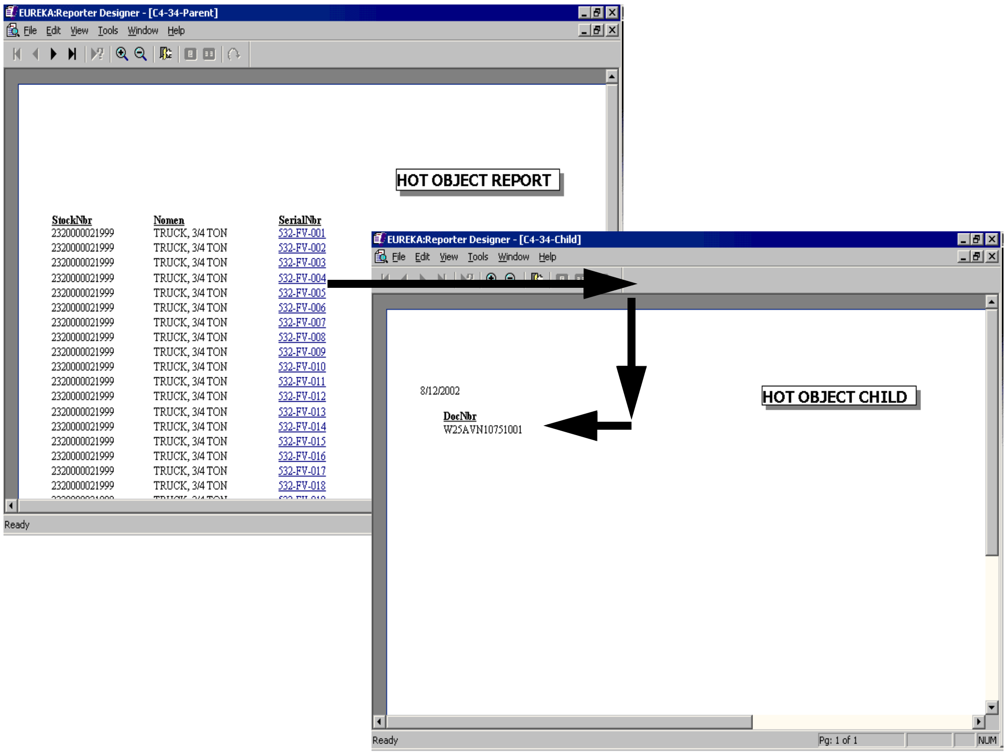
11. Click **OK.**
12. Save your report as **PC- HOTOBJ -Child**.
13. Close the report.

Creating the Hot Object

1. Open the Parent report, if you previously closed it.
2. Double-click on the **Serial Nbr** object in the Detail area.
3. Click on the **Hot Object** tab.
4. **File Name:** Click the drop down box and select the Hot Object child that was created.
5. **Parent Objects:** Click the drop down box and select **SerialNbr on Detail (Area)**.



6. Click **OK**.
7. Save your report.
8. Process your report.
9. Click on a **BLUE** serial number to obtain additional information about the item.



Introduction To Enhanced *Eureka*

This section of the *Eureka* training and reference manual describes some of those functions which in most cases are not "routine" to the every day user. Among the topics covered are inserting charts and crosstabs into your reports and queries. You will also learn how to generate labels with information drawn from your DPAS data. Finally, you will learn how to create and use a Personal Data Mart.

OBJECTIVES

You will gain a familiarity with the advanced functions found in this chapter, so that you can use them when the occasion arises.

APPLICATION

A chart may be an excellent way to represent items on your Property Book, for example, number of items entered into the property book per month, in order to show trends in how work is distributed. A Personal Data Mart can be a tool used to facilitate your work in developing reports remotely from your on-line database, or to limit the amount of data which your report will look at.

PREREQUISITES

A fundamental understanding of FreeForm documents.

ACTIVITY

Student Hands-On with Instructor direction

Charts

Unit of Study: Chart objects generate their own query that is completely separate from the initial main document query. A chart object is used to illustrate graphically your report output.

Eureka allows you to include eight different types of charts in your document:

- Three-dimensional area charts
- Two-dimensional and three-dimensional bar charts
- Two-dimensional and three-dimensional line charts
- Two-dimensional and three-dimensional pie charts
- Scatter chart

Experiment with different chart types for displaying your data. As a general rule, the more complex your data, the simpler a chart type you should start with.

Application: Property listing with output to include a chart object to illustrate graphically your data results.

Report Type: Asset listing by HRH Nbr Mjr, HRH Name with Bar Cd and Acq Cost.

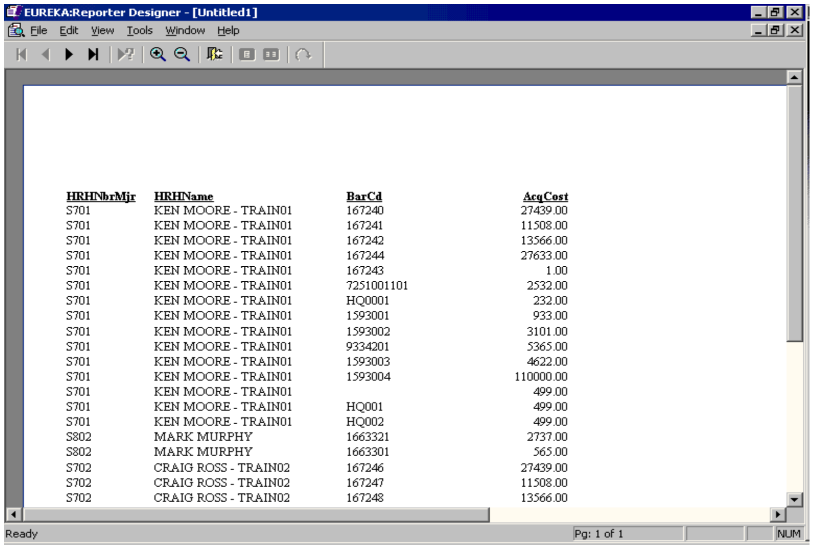
Activity: Student Hands-On with Instructor direction

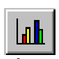
Instructions:

1. Create a new FreeForm report.
2. Select the following fields for your FreeForm report:

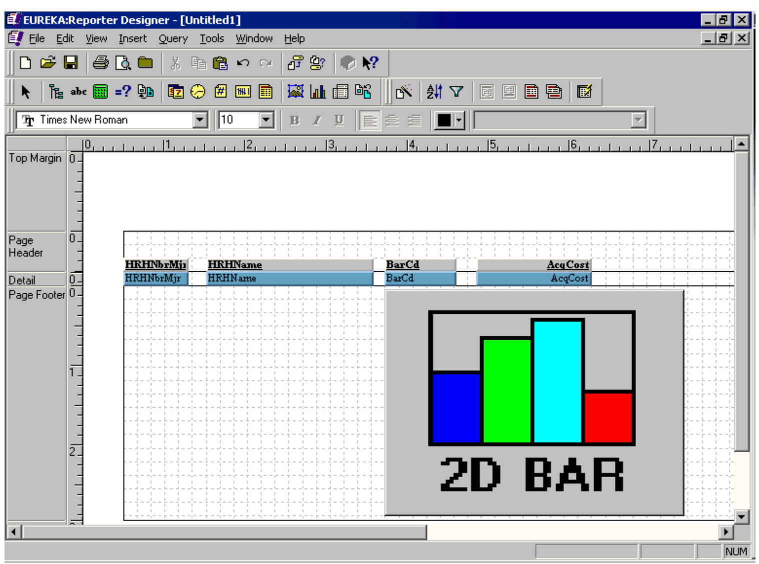
BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Hand_Receipt_Holder	HRH Nbr Mjr HRH Name
Serial_Hand_Receipt	Bar Cd Acq Cost

3. Save your report as **CHART**.
4. Process your query.



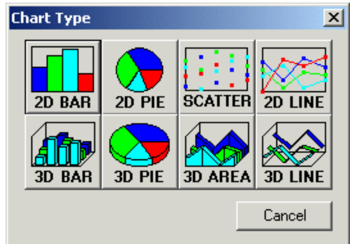
5. Close the report viewer.
6. Select the chart icon  from the tool bar.
7. Place the chart object into the Page Footer area of your document.
8. Click on the chart object and drag out to enlarge the icon to about half a page.

NOTE:
A chart is only as big as the chart object that is placed on your report. You will need to resize the object by grabbing the handles (click on the object once to get the handles) and drag the object to the desired size.



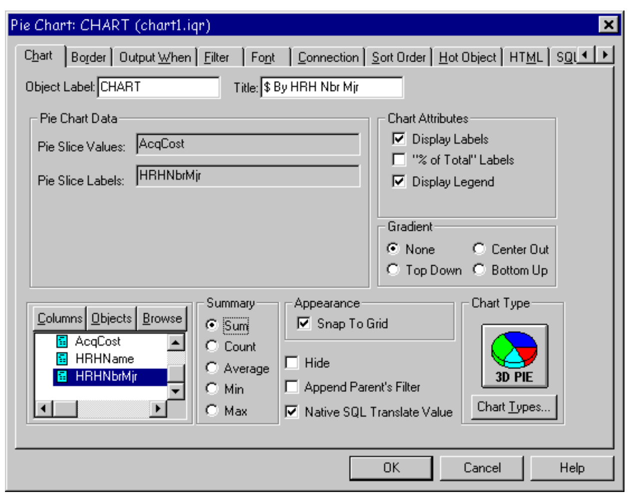
9. Double-click on the chart icon.

10. Select the **Chart Types** button.
11. Select **3D Pie**.



12. **Title:** Enter **$ By HRH Nbr Mjr**.
13. Click on the **Objects** button.
14. Double-click on the **Detail** folder.
15. Click, drag and drop the **Acq Cost** field to the **Pie Slice Values**. This field is grayed out, but you will still be allowed to drag the object into the field.
16. Click, drag and drop the **HRH Nbr Mjr** to **Pie Slice Labels**. This field is grayed out, but you will still be allowed to drag the object into the field.
17. In the Chart Attributes group, check **Display Legend**.
18. In the Gradient group, accept the default of **None**.

Gradient	
Top Down	White at the top blending to black at the bottom.
Center Out	White in the center blending to black at the outside.
Bottom Up	White at the bottom blending to black at the top.



NOTE:
Background gradients take precedence over other chart backgrounds. They are always white-to-black blends.

19. In the Summary group, select **Sum**.

Chart Attributes	
Draw Grid	Select this check box to include grid lines in the output.
Percentile Bar Chart	Select this check box to have calculations expressed as a percentage of the overall total. For pie charts, which are always percentile charts, this item is called **"% of Total**" Labels and controls whether labels are shown as totals or percentages.
Display Labels	Select this check box if you wish to output labels along the axes of the chart. (Horizontal axis labels appear only when you use a Group By object.)
Display Legend	Select to show an index of the colors/patterns corresponding to different Area Labels column values. (Only available when you use a Group By object.)

20. Do not change Appearance.

Appearance	
Snap To Grid	This has been defined in Chapter 3.
Hide	This has been defined in Chapter 3.
Append Parent's Filter	This has been defined in Chapter 4, Parent/Child. If you use the chart dialog box's Filter tab to define a filter, selecting this check box combines the two filters using an AND relationship – rows must meet both filters in order to be included in the chart. Unless you tell it otherwise, *Eureka* includes all database rows. To have your chart include only those rows that are included in your document, make sure that the Append Parent's Filter option is selected.
Native SQL Translate Value	This check box controls whether *Eureka* Reporter Designer ❑ Includes value translation requests as part of its query for chart information, or ❑ Performs value translations itself By default, *Eureka* does not include value translation requests as part of its query. Check this box to have it do so. When this is done, sorting and grouping are based on the translated value (when your database manager or ODBC database driver supports the SQL syntax required to do this). If you want sorting and grouping based on the untranslated value, make sure this box is not checked.

21. Select the **Filter** tab.
22. Click on the **Objects** tab.
23. Double-click on the **HRH Nbr Mjr** to add to the Object.
24. Set the Operator to **Between**.
25. Set Value1 to **W1DC03**.
26. Set Value2 to **W1NW54**.

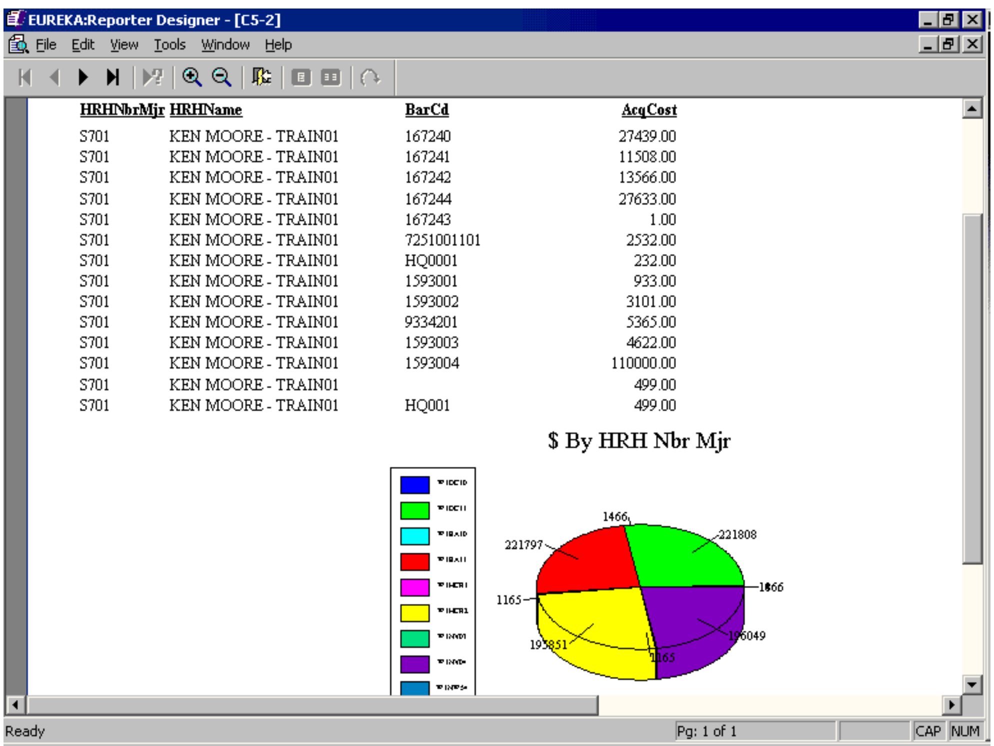
27. Click **Add**.

NOTE:
You can set a specific query filter to control which rows are included in the chart. To do this, select the Filter tab from the Chart dialog box.

The entries you make on this tab affect which rows are included in your chart. They do not affect when the chart is included in your document. To set the conditions that affect when the chart is included, select the Output When tab.

If you both select Append Parent's Filter and set up a query filter using the filter tab on the Chart dialog box, the two filters work together. Only rows satisfying both filters will appear.

28. Click OK.
29. Save your report.
30. Process your report.



31. Close your report.

Crosstabs

Unit of Study: A crosstab object is an object that outputs an entire cross-tabulation document. It uses three component objects: columns, rows, and aggregate. The crosstab provides an aggregate calculation, such as total, count, etc. for the aggregate object for each different combination of values in the other two objects.

Crosstabs are similar in appearance and function to a matrix, or spreadsheet-style, document. Like chart objects, crosstab objects generate a query that is completely separate from the original document query.

A chart object is used to illustrate graphically your report output.

Think of a crosstab as a special type chart. It is similar to appearance and function to a matrix or spreadsheet-style document. The rules which applied to creating a chart object, generally are the same for a crosstab object.

A crosstab object outputs an entire cross-tabulation document (a crosstab, for short) (think of an Excel spreadsheet). In its simplest form, a crosstab uses three component objects. Each must be a column or a custom object from your Metadata file.

- An object defined in your Metadata file for the crosstab's vertical columns. We call this the columns object. These values are listed across the top of the crosstab.
- An object for crosstab lines. We call this the rows object. These values are listed at the beginning of each line of the crosstab.
- An object to be summarized in the cells of the crosstab. We call this the aggregate object.

The crosstab provides an aggregate calculation, such as total, minimum, average, etc., for the aggregate object for each different combination of values in the other two objects.

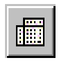
Crosstabs are stored in files separate from your design document. This allows the same crosstab to be reused as a building block in additional design documents.

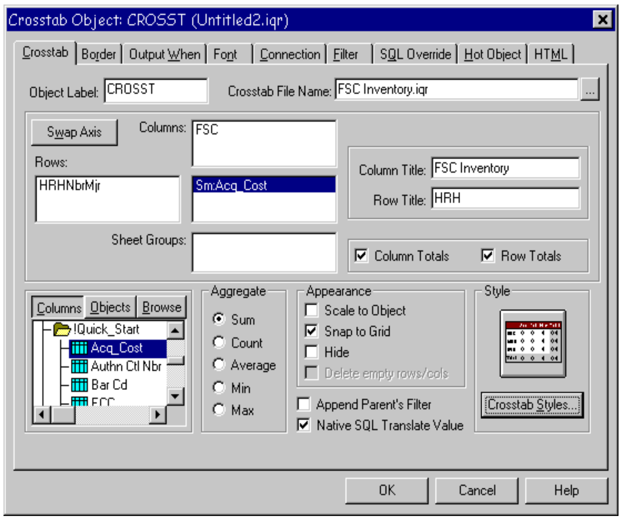
Activity: FSC Inventory with output to include crosstab to illustrate graphically your data results.

Report Type: FSC Inventory listing to include HRH Nbr with sum of property value.

Activity: Student Hands-On with Instructor direction

Instructions:

1. Create a new FreeForm report.
2. Select the crosstab icon  from the tool bar.
3. Insert the crosstab object into the detail area of your document.
4. Double-click on the crosstab icon.



5. **Crosstab File Name:** Enter **FSC Inventory**. *Eureka* will automatically add the **.iqr** extension.
6. Click on the **Columns** tab (if it isn't already selected).
7. Scroll to the **END ITEM SERIAL** Business View.
8. Double-click on the **Quick_Start!** folder.

> **NOTE:**
> Select objects within each entry box in the order they should be used. To change the order, they must be removed and re-added. To remove an object, select it and press Delete.

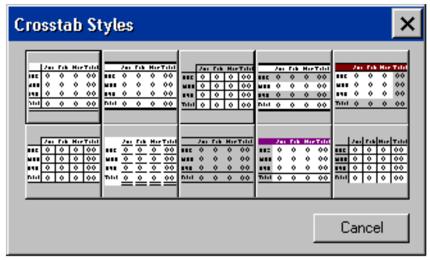
9. Click, drag and drop the **FSC** field to the **Columns** window.
10. Click, drag and drop the **HRH Nbr Mjr** field to the first **Rows** window.
11. Click, drag and drop the **Acq Cost** to the second **Rows** window. The Aggregate radio button will default to Sum.

> **NOTE:**
> The **Swap Axis** button swaps the definition for columns and rows. After clicking this button, the columns that were used to define crosstab columns are used for the crosstab rows. The columns that were used to define crosstab rows are used for the crosstab columns.

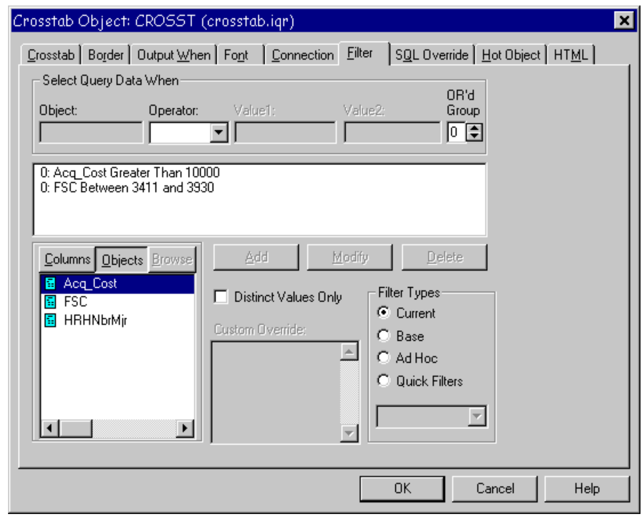
12. **Column Title:** Enter **FSC Inventory**.
13. **Row Title:** Enter **HRH**.
14. De-select the **Scale to Object** in the Appearance area.

> **NOTE:**
> If you want to include totals for the columns and/or rows, then check the appropriate box(es). This default is checked.

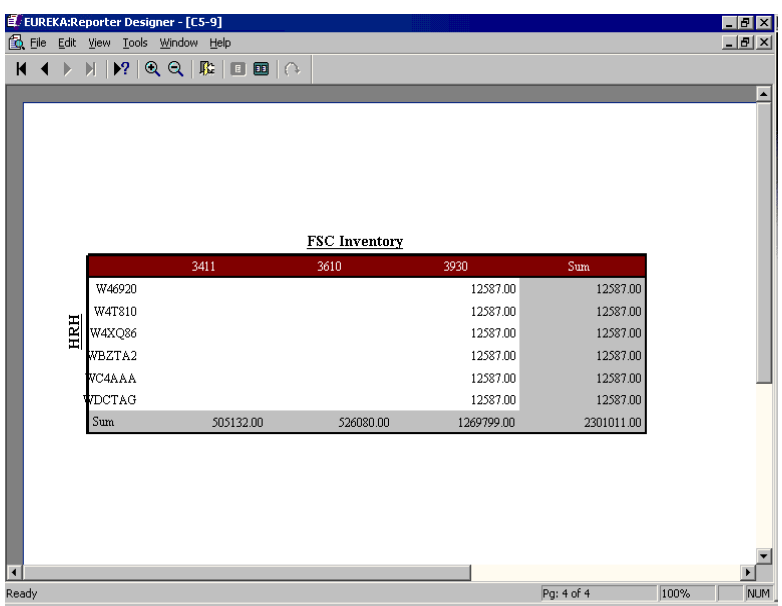
15. Click on the **Crosstab Styles** button.
16. Select the style with the **red** border.



17. Click on the **Filter** tab.
18. Click on the **Objects** button in the Object directory.
19. Double-click on the **Acq Cost** field to move it to Object.
20. Set the Operator to **>** (**greater than**).
21. Set Value1 to **10000**.
22. Click **Add**.
23. Double-click on the **FSC** field to move it to Object.
24. Set the Operator to **Between**.
25. Set Value1 to **3411**.
26. Set Value2 to **3930**.
27. Click **Add**.
28. Click **OK**.
29. If your default page setting is not already set to Landscape, change your page setup to **Landscape**.
30. Save your report as **CROSSTAB**.
31. Process your report.



Example of finished report:



Three-Dimensional Crosstabs

Eureka can also create a three-dimensional crosstab. Place a database column in the Sheet Groups control of the dialog box. When Sheet Groups are used, *Eureka* outputs a separate crosstab (*not* necessarily a separate "sheet" or "page") for each different value in the column. For instance, using Manufacturer as the Sheets column will generate separate crosstabs for each manufacturer as well as combined totals for all manufacturers.

NOTE:
If you want to prevent sheets from being split between two pages, do not select the Scale to Object option for the crosstab. When you select Scale to Object, *Eureka* will split sheets over pages (depending on the size of the object, the size of your page, and similar factors).

Using Multiple Column, Row, Cell, and Sheet Objects

More than one database column can be used in the above objects. When multiple database columns are used, *Eureka* outputs a line (or column or sheet) for every combination of values.

Building and Using Crosstab Libraries

Each crosstab object refers to and/or creates a child object, allowing you to build a library of crosstab objects to use in different documents.

To use an existing crosstab design file as a crosstab object:

1. Open the crosstab dialog box.
2. Click the **Browse** button ... next to the Crosstab File Name input box. *Eureka* opens a file selection dialog box.
3. Select the file containing the crosstab you want to include. *Eureka* reads the file and displays its values in the dialog box.

If a password was assigned to the document, *Eureka* prompts you for the password before loading the file. A password is assigned by opening the crosstab design (***.iqr**) file in *Eureka* Passwords cannot be assigned in the crosstab dialog box. Make any desired changes to the crosstab object and click **OK**. Be sure to change the file name shown at the bottom of the dialog, so you do not overwrite the file that was imported.

Graphics

Unit of Study: Graphics represent a type of output object that will be included in your document when it is viewed or printed.

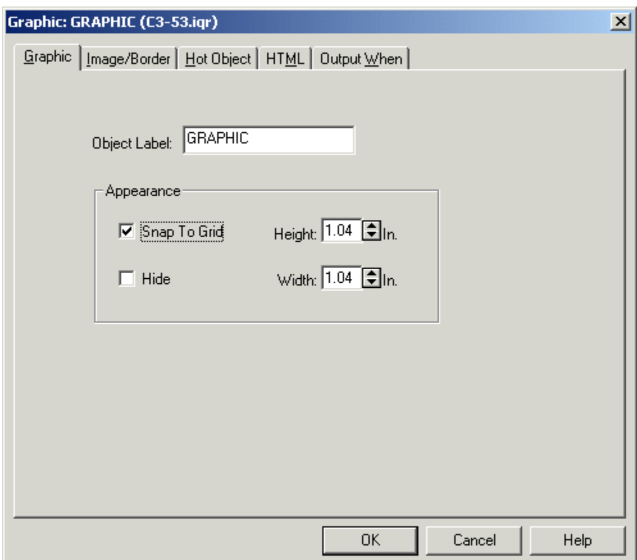
Application: This process is for adding graphics (output objects) to a new or existing document.

Report Type: Open the FFACTY report.

Activity: Student Hands-On with Instructor direction

Instructions:

1. Open your **FFACTY** report.
2. Select the graphic icon  from the tool bar.
3. Place the graphic object in the left-hand side margin of the Document Header area.
4. Double-click the graphic object.



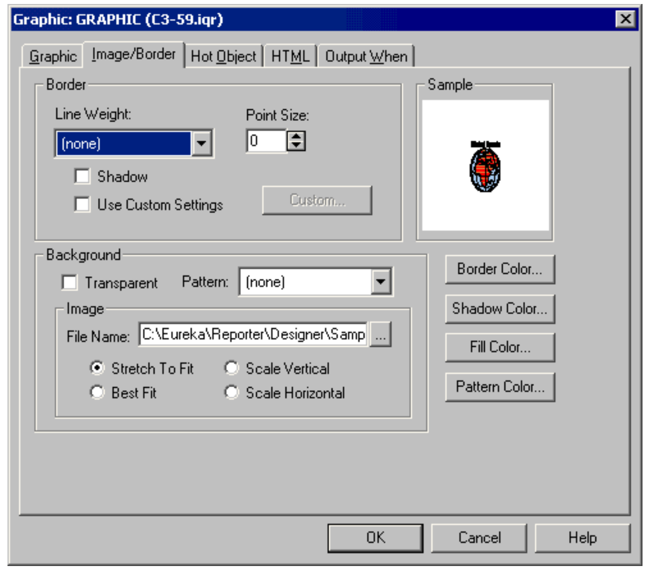
5. Enter a label for your graphic object.
6. Set the Height to **1.04**.
7. Set the Width to **1.04**.

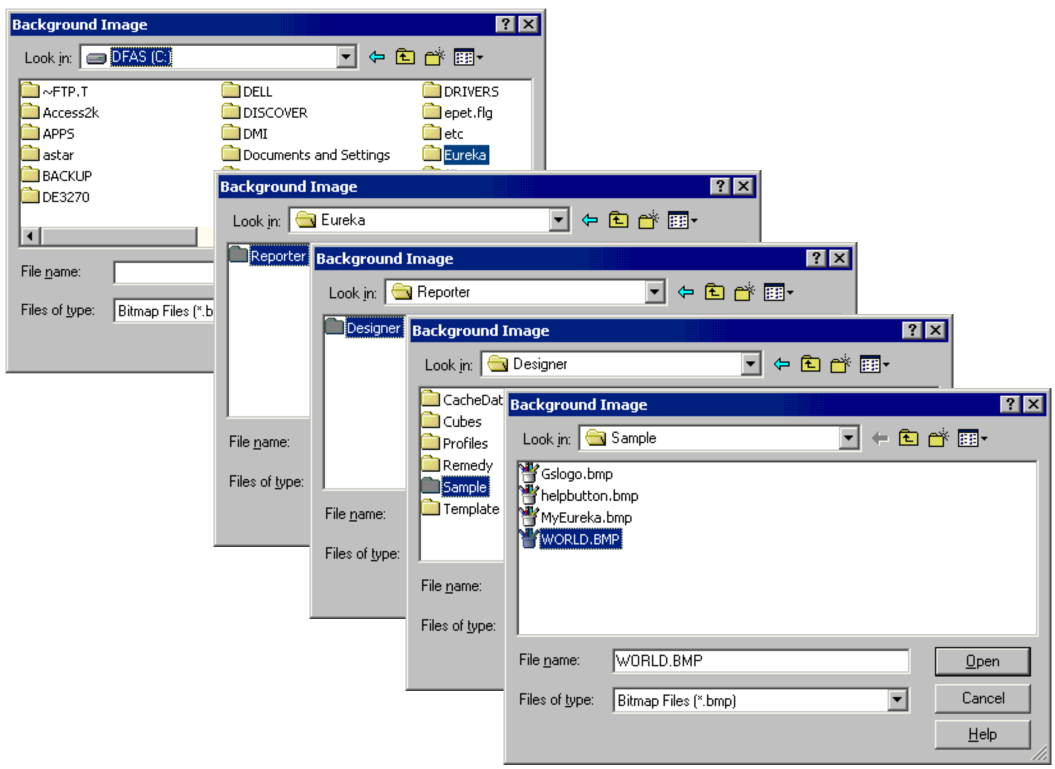
NOTE:
Use the **Height** and **Width** to make your graphic larger or smaller.

A graphic is only as big as the graphic object that is placed on your report.

You can also resize the object by clicking on the object once, and then grab the handles and drag the object to the desired size.

8. Click on the **Image/Border** tab.
9. If you want a border around your graphic, click on the list box and select the desired Line Weight. You can also set the point size, add shadowing and use customized settings.
10. If you want a background for your graphic, select a pattern; otherwise, check the **Transparent** check box.
11. If desired, change the border, shadow, fill, and/or pattern color(s).
12. Click on the browse button next to **File Name**.
13. Change **Look In:** to **C:**.
14. Double-click on **Eureka**.
15. Double-click on **Reporter**.
16. Double-click on **Designer**.
17. Double-click on the **Sample** folder.
18. Double-click on the **World.bmp** file.

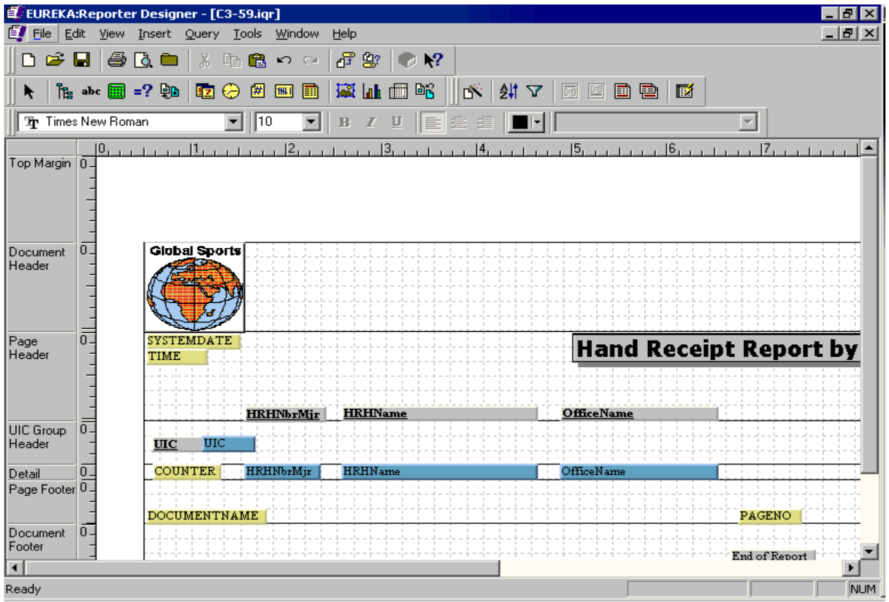




You will notice that in the Sample area, a picture of your graphic is displayed.

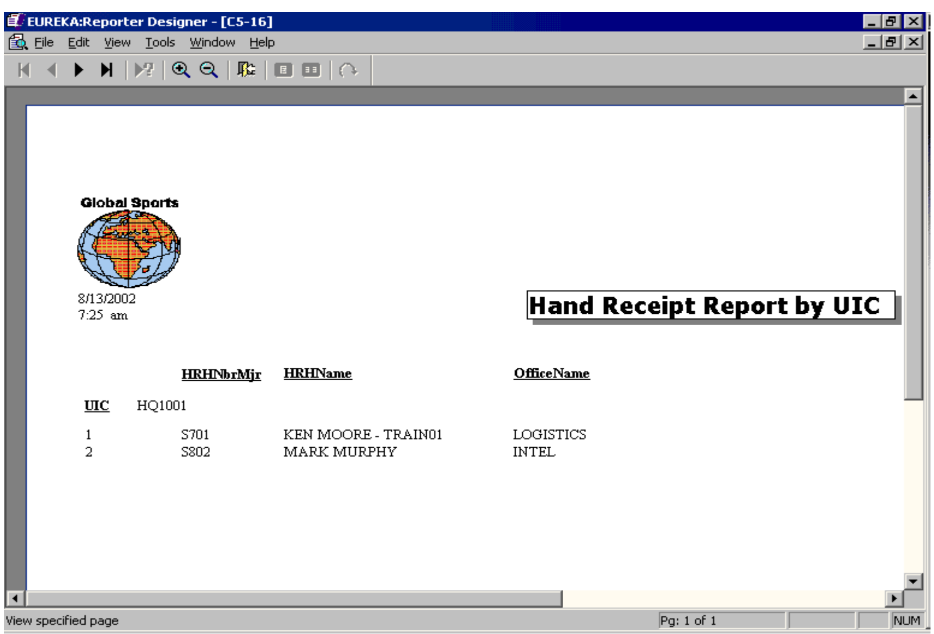
19. Click **OK.**

Example of the Design Document:



20. Click **OK.**
21. Save your report.
22. Process your report.

Example of the finished report:



23. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

Creating Icons For Your Desktop

Unit of Study: This process will show you how to create a report icon for your desktop.

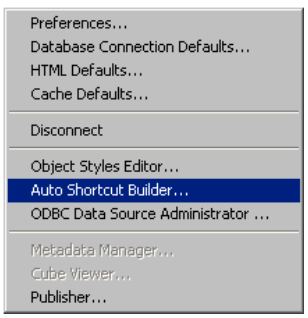
Application: When you want your documents to be viewed, printed, or exported directly from Windows by creating a program item or shortcut represented by an icon that you designate to be in Start>Programs>Accessories.

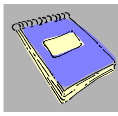
Report Type: Open the report FFACTY

Activity: Student Hands-On with Instructor direction

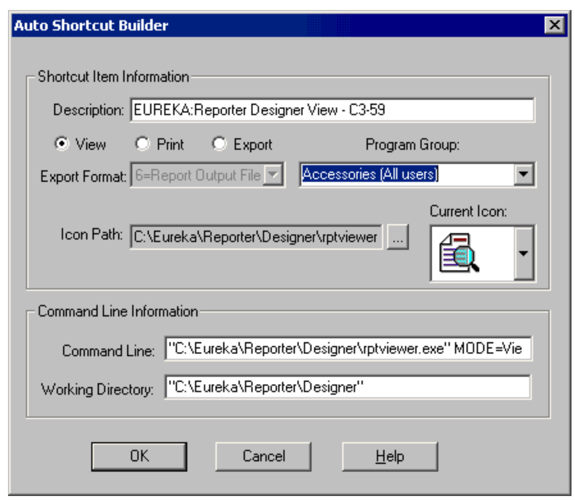
Instructions:

1. Open the **FFACTY** report.
2. Select **Tools** from the menu bar.
3. Select **Auto Shortcut Builder...** from the program group.





NOTE:
You cannot create an icon for a **NOT YET SAVED** document!!!



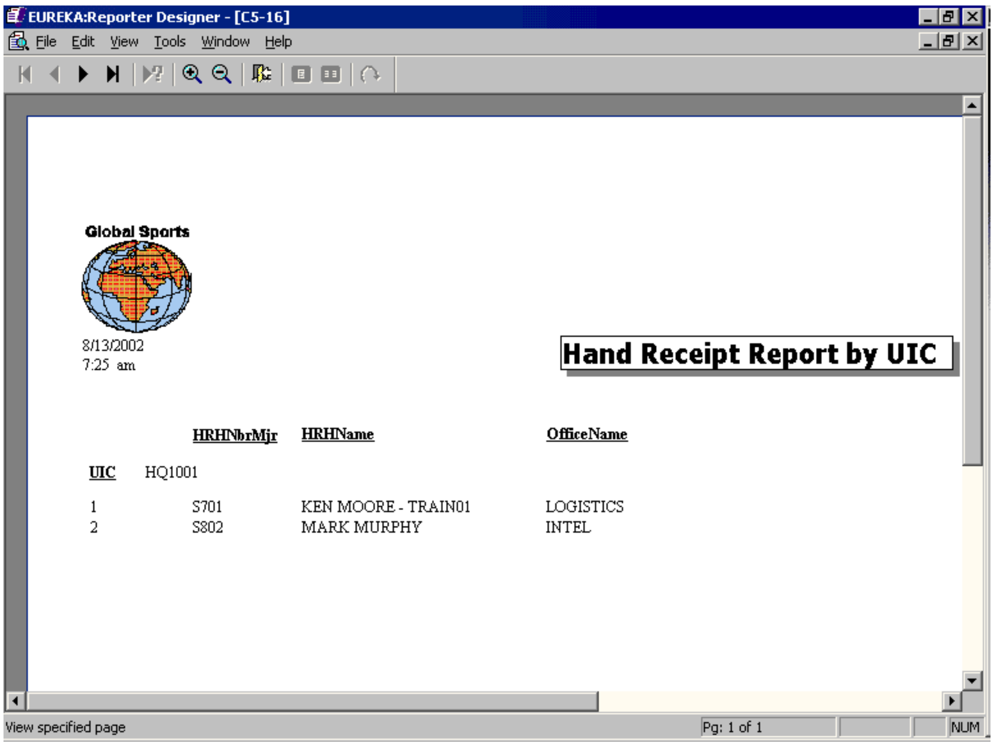
4. **Description:** *Eureka* will default this field with your report title. Depending on which radio button you select (View, Print, or Export), it will be a part of your Description.
5. Accept the default **View**.

View	Select this if you want to view your report on the screen.
Print	Select this to sent your report directly to your default printer.
Export	Select this to export your report to another application.

6. **Export Format:** If you selected **Export**, you will need to select the export format.
7. Click on the Program Group list box and select **Accessories (All Users)**. Your icon will be save to the Program Group that you specify.
8. Click on the list box for **Current Icon**.
9. Select your desired icon.
10. Click **OK**.
11. Save your report.
12. **Close your report** and return to your desktop.

13. Click on the **Start** button.
14. Select **Programs**.
15. Select **Accessories**.
16. Select **Eureka-Reporter Designer View_FFACTY**.

Your report will be automatically processed and displayed.



17. Close the output window.

Creating Labels

Unit of Study: To create labels in *Eureka*, you can use the Avery label templates. Templates are predefined design documents that you can use as a model for a new document. These templates include objects on them but are not linked to specific columns. You also have the option of creating custom templates of your own.

Labels in are created with a new document from a template. When you select New From Template from the File menu, *Eureka* opens a file selection dialog box. Use the List Files of Type control to select the type of template you want to start with. Select the template you want to use. Most templates distributed with *Eureka* are installed into the template subdirectory of the *Eureka* directory. Templates for use with Avery mailing labels are installed into template\avery. When you click Open, the selected template is loaded and a new window for it is opened with the name Untitled.

Application: This process involves the use of predefined design templates to specify specific data you want to appear on a label.

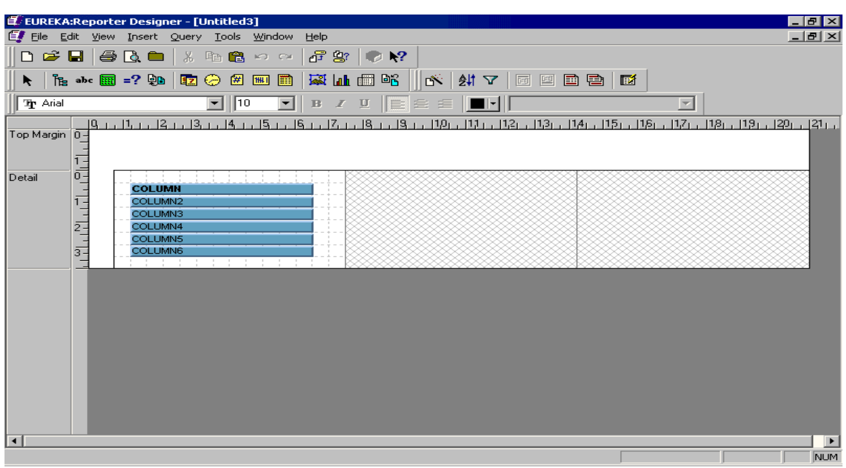
Report Type: Label design listing Stock Nbr, Nomen, Bar Cd, Location, Serial Nbr, plus who the property is assigned to.

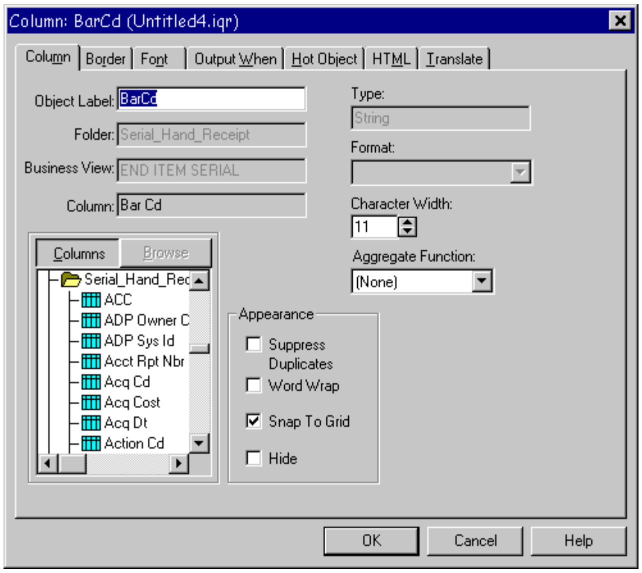
Activity: Student Hands-On with Instructor direction

Instructions:

1. Click **File>New From Template**.
2. Look in: Select **C:**.
3. Double-click on the **Eureka** folder.
4. Double-click on **Reporter**.
5. Double-click on **Designer**.
6. Double-click on **Template**.
7. Double-click on the **Avery** folder.
8. Change Files of type to **Mailing Labels (*.iqm)**.
9. Select **A4_I7160.iqm**.

After choosing a label design, it will produce a screen similar to the above, depending on what label design was selected.

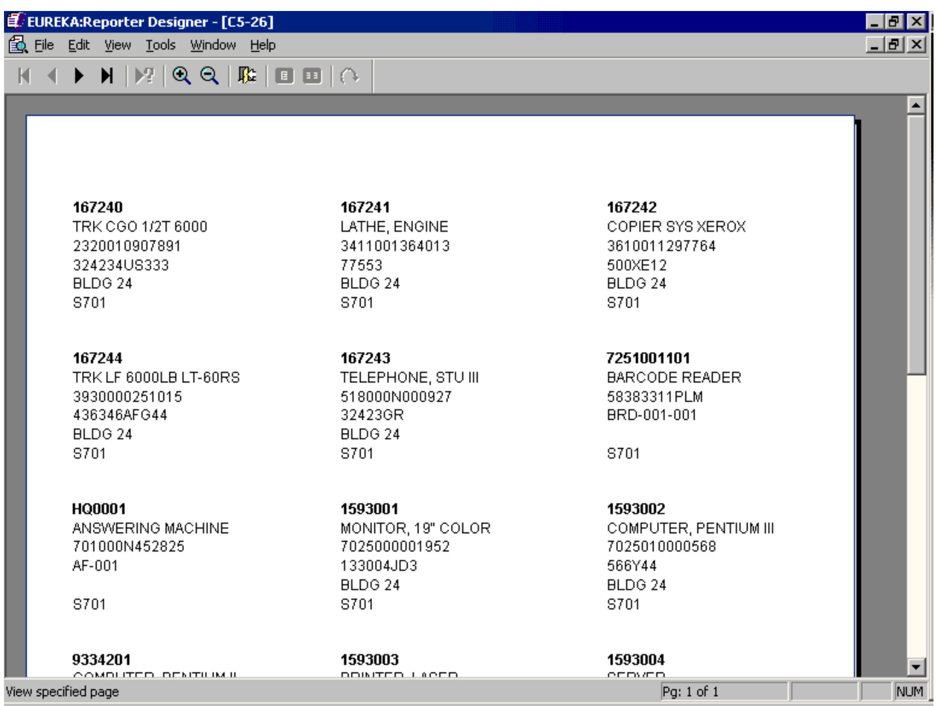




10. Double-click on **COLUMN**.
11. Scroll to the **END ITEM SERIAL** business view.
12. Scroll to the **Serial_Hand_Receipt** folder.
13. Double-click on **Bar Cd**.
14. Click **OK**. You are returned to the Design Document.
15. Click **OK**.
16. Using the table below, repeat the steps for the remaining label fields.

BUSINESS VIEW: END ITEM SERIAL FOLDER(S)	 DATA ELEMENT(S)
Catalog	Stock Nbr Nomen
Serial_Hand_Receipt	Loc Serial Nbr
Hand_Receipt_Holder	HRH Nbr Mjr

17. Save your report as **Label**.
18. Process your report.



19. Close the report viewer.
20. Close your report.

Creating A Personal Data Mart

INTRODUCTION

A Personal Data Mart (PDM) is intended for the user who wants to create a subset of data on his/her own machine and run queries against it. While a user needs to define only one document in creating a PDM, that PDM may serve as a data source for multiple users with many documents.

The user will create a document that uses all of the rows and columns that he/she generally queries. It is important to remember that the PDM contains data for a particular query. The data is local (on your PC or Local Area Network (LAN)) and it is permanent, i.e., it is NOT dynamic like the other .ipr documents we have created. Once the PDM has been established, other design documents can use it as their data source. Personal Data Marts are generally used to create relatively large local data stores that are refreshed on a set schedule.

OBJECTIVES

You will learn the fundamentals of creating your personal data set. In this exercise, you will create a QuickQuery report with all of the data elements from the End Item Serial Business View, QuickStart! folder. You will then export that report to your desktop as your Personal Data Mart.

APPLICATION

The three main reasons that users develop Personal Data Marts are for speed in running reports against limited data; as an aid in development of reports; and to be able to work off-line with their specific set of data. Creating a PDM is the first step in the process.

PREREQUISITES

A familiarity with Eureka; all previous prerequisites.

ACTIVITY

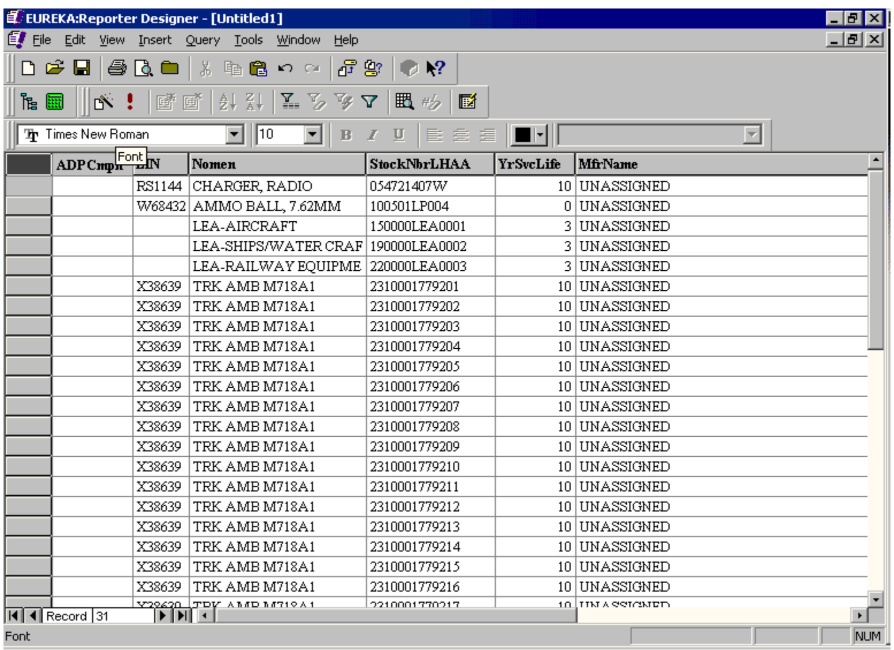
Student Hands-On with Instructor direction

STEPS TO PERFORM ACTION

1. Open a QuickQuery without the Wizard.
2. Select the fields from the table below:

BUSINESS VIEW: CATALOG	
FOLDER(S)	**DATA ELEMENT(S)**
Catalog	ADP Cmpn Cd LIN Nomen Stock Nbr Yr Svc Life
Mfr._Model/Part_Nbr	Mfr Name Mfr Part Nbr

3. Move the selected fields to the workspace.

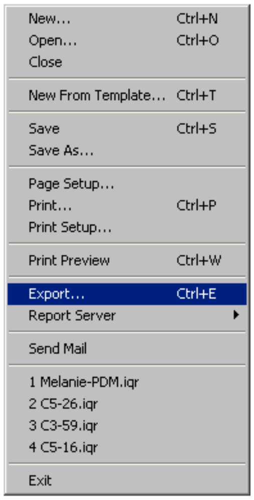


ADP Cmpn	LIN	Nomen	StockNbrLHAA	YrSvcLife	MfrName
	RS1144	CHARGER, RADIO	054721407W	10	UNASSIGNED
	W68432	AMMO BALL, 7.62MM	100501LP004	0	UNASSIGNED
		LEA-AIRCRAFT	150000LEA0001	3	UNASSIGNED
		LEA-SHIPS/WATER CRAF	190000LEA0002	3	UNASSIGNED
		LEA-RAILWAY EQUIPME	220000LEA0003	3	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779201	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779202	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779203	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779204	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779205	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779206	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779207	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779208	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779209	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779210	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779211	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779212	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779213	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779214	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779215	10	UNASSIGNED
	X38639	TRK AMB M718A1	2310001779216	10	UNASSIGNED

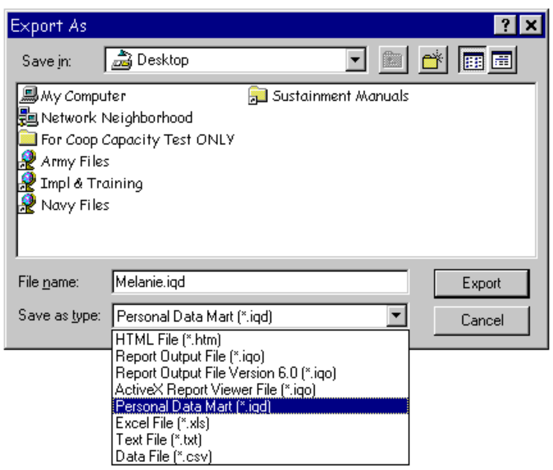
4. Save the query as **YOURNAME-PDM** (for example, JOHN-PDM).

NOTE:
The reason that we are saving the PDM as a query/report is so that, if we choose, we can "refresh" the data for the elements we have selected. There are two alternatives for updating your PDM from the larger database from which it was created. One is to again run the report from which the data was created, and export it again as an *.iqd to the SAME NAME. The second method would be to delete from your desktop, or the place where the PDM is stored, the *.iqd, rerun the query as above, and save the PDM again, either with the same name or a different name. This prevents any possible confusion on which is the correct version of the PDM to use.

5. Select **File** from the menu bar.
6. Select **Export** from the program group.

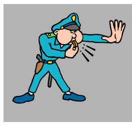


7. In **Save in**, change to **Desktop**.
8. Change **Save as type** to **Personal Data Mart (*.iqd)**.



9. Click **Export**.
10. Close your report without saving.

Using A Personal Data Mart



CAUTION!!
Your PDM is only as good as the last database update! Since your PDM is running from your hard drive, the data cannot be refreshed unless you export new data.

INTRODUCTION

This process will show you how to use your Personal Data Mart as your source of data for a report.

OBJECTIVES

You will learn the fundamentals of using your Personal Data Mart. In this example, you will create a QuickQuery without the wizard, with six data elements drawn from those used in the PDM.

APPLICATION

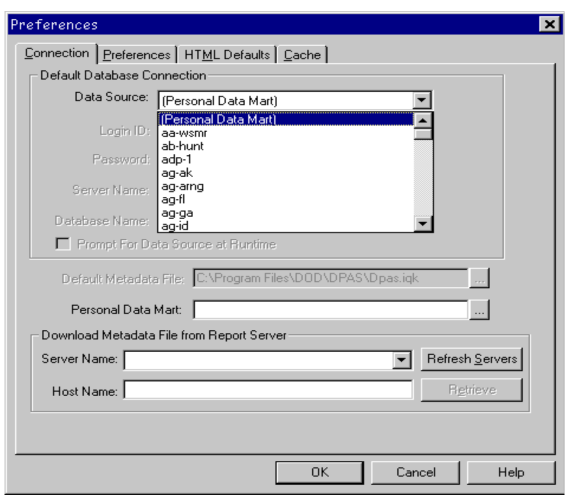
The user has developed a report that has only those fields required to draw specific data wanted and designated the PDM. As an example, a user can export the PDM to a notebook computer's hard drive. From there, the user can develop his/her report and run it against their PDM as the Knowledge Base rather than the dpas.iqk which is standard. The resulting reports can be run against any Knowledge Base, and the PDM can also be refreshed.

PREREQUISITES

The prerequisites found in Creating a PDM; a PDM has been created and named.

STEPS TO PERFORM ACTION

1. Open a new QuickQuery report without the wizard.
2. Select **Tools** from the menu bar.

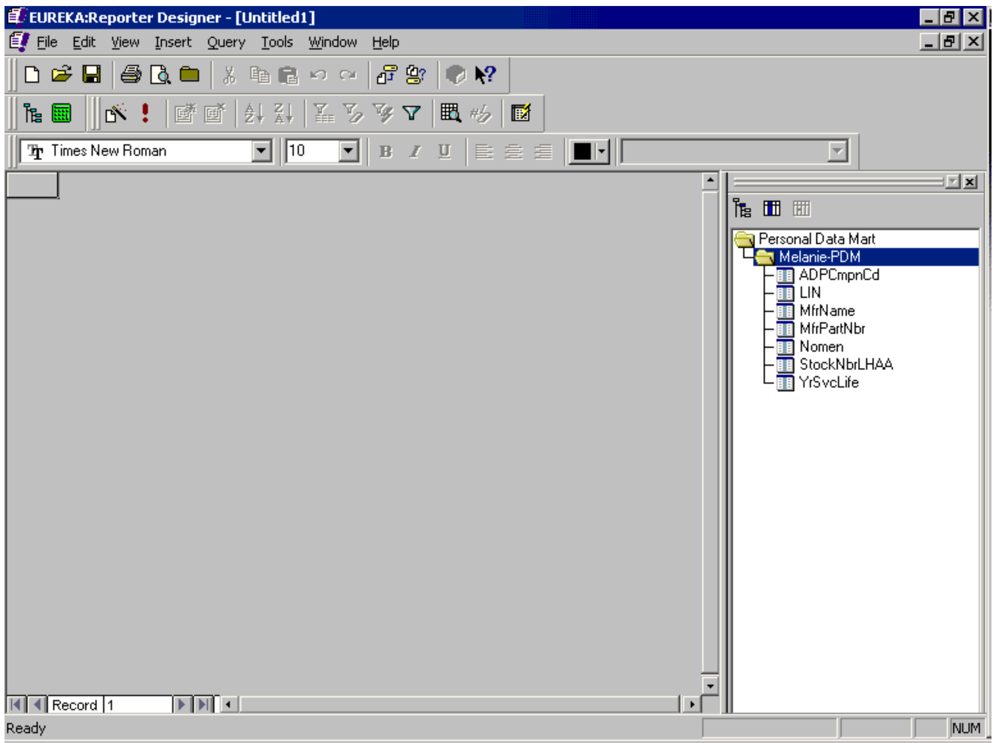


3. Select **Database Connection Defaults...** from the program group.
4. Select **(Personal Data Mart)** from the Data Source list box.
5. Click the browse button for the **Personal Data Mart**.
6. **Look in:** Select **Desktop**.
7. Click **YOURNAME-PDM.iqd**.
8. Click **Open**.
9. Click **OK**.
10. If your Object Directory is not displayed, depress the **F2 Function Key**.
11. Double-click on the **YOURNAME-PDM**.

12. You can now select the fields you want to use in your query.

NOTE:
When you use a Personal Data Mart as the source for your data, the Object Directory lists columns from your PDM. They are all grouped into a single folder that has the name of your data mart.

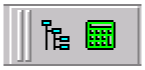
13. Select from any or all of the fields from the PDM for your report. NOTICE how quickly the data is added, since it is coming from your hard drive, and does not have to negotiate the Internet or your Local Area Network (LAN).



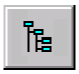
From this point, you can treat this report as you would any other report. The only difference is the data source is your PDM rather than your activities' database in Dayton, OH.

Toolbars, Status Bars And Operators

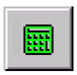
QuickQuery Objects Toolbar



The QuickQuery Objects Toolbar provides shortcuts for adding objects to a report.

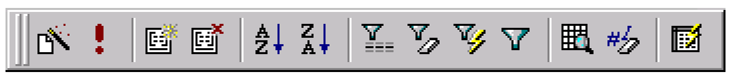


Column Object. Inserts a database column object.

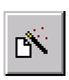


Custom Object. This is used in order to create data fields that are needed but not in the database. Examples would be calculations, substrings, or concatenations.

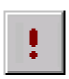
QuickQuery Queries Toolbar



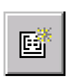
The QuickQuery Queries Toolbar allows you to add attributes to your report.



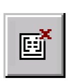
Query Wizard Icon. Creates or modifies a query using the wizard.



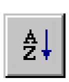
Requery Icon. Allows you to run the query again.



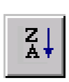
Group By Icon. Groups rows by the selected column(s).



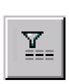
Remove Groups Icon. Removes all row groupings.



Sort Ascending Icon. Sorts the rows by selected column(s) in ascending order.



Sort Descending Icon. Sorts the rows by selected column(s) in descending order.

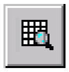


Apply Filter Icon. Applies filter to the current section.

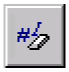
Clear Filter Icon. Clears the current filter.

Quick Filter Icon. Allows you to select a quick filter.

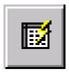
Filter Icon. This is used to apply search criteria to your report.



Style Profiles Icon. Add or modify QuickQuery styles.

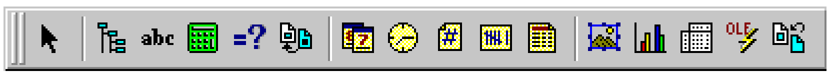


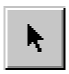
Clear Object Style Icon. Clears the formatting of the selected column(s).



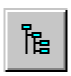
Update/New FreeForm. Update/new FreeForm with QuickQuery layout changes.

FreeForm Objects Toolbar

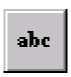




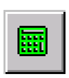
Select Object. This is helpful when you want to terminate object placement. You can also hit the **<ESC>** key to de-select or terminate an object placement.



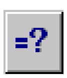
Column Object. This is the same as selecting it from the Objects Directory.



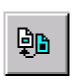
Text Object. This is used to add text to your report, as well as modify Column headings or add a Report title.



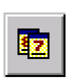
Custom Object. This is used in order to create data fields that are needed but not in the database. Examples would be calculations, substrings, or concatenations.



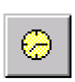
Prompt Object. This is used to prompt the report user for information such as UIC, Hand Receipt Number, etc.



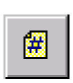
Child Data Object. This is used to return a specific piece of information from one document (the Child) and use it in another (the Parent or another child).



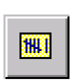
Date Object. This is used to place the system date on the report.



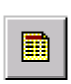
Time Object. This is used to place the system time to the report.



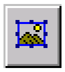
Page Number Object. This is used to place page number(s) on your report.



Counter Object. This is used to display the count of detail records or database rows output on your report.



Report Name Object. This is used to place the name of the report file on your report. This is not the title of the report.



Graphic Object. This is used to place a bitmap image on your report.

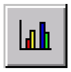
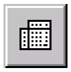
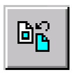


Chart Object. This is used to place a chart on your report. This includes Bar, Pie, and Scatter charts.



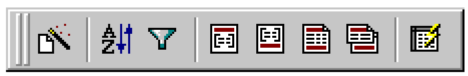
Crosstab Object. This is used to provide an entire crosstab document in/on your report.

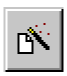
Object Linking and Embedding (OLE) Object. This is used to embed objects that are created by another application to your report.



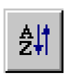
Child Document Object. This is used to connect a *Eureka* document (child) that you include as part of another *Eureka* document (parent or another child).

FreeForm Queries Toolbar



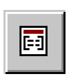


Wizard Icon. This is used to invoke the Wizard in FreeForm.

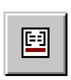


Sort Icon. This is used to sort the report by whatever data field is chosen by the user.

Filter Icon. This is used to apply search criteria to your report.



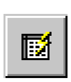
Group Header Icon. This is used to add a data Group Header Area at the **beginning** of your report. *This is not accessible until you select a column or custom object.*



Group Footer Icon. This is used to add a data Group Footer Area at the **end** of your report. *This is not accessible until you select a column or custom object.*

Page Header/Footer Icon. This is used to place data or text that will appear at the top or bottom of each page of your report.

Document Header/Footer Icon. This is used to place data or text that will appear on the **first** or **last** page of your report.

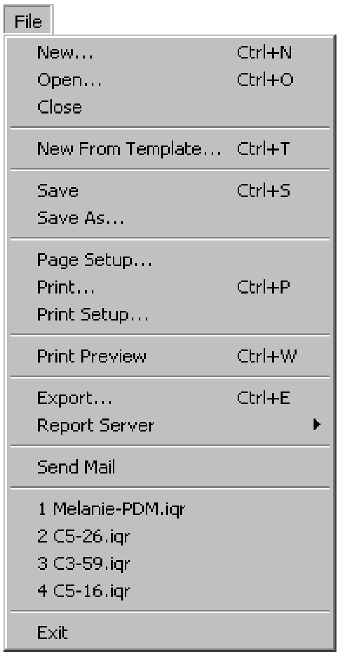


Update FreeForm Layout Icon. This rearranges all of your objects to form a neat, logical design after you have added columns to a FreeForm document by using a QuickQuery window.

Menu Items

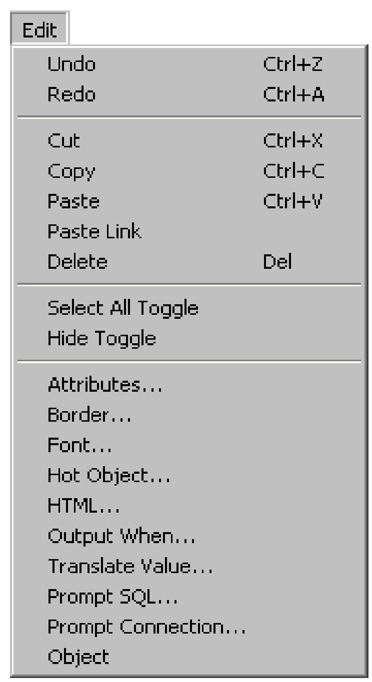
Menu items are grouped by functions; the File menu is for tasks such as opening and closing files, savings files and printing files.

File Menu



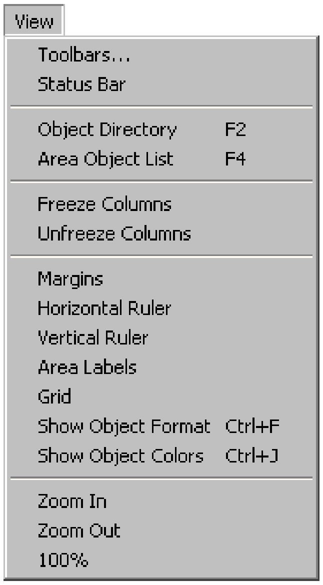
- **New** – Opens a new report
- **Open** – Opens an existing report
- **Close** – Closes the active report
- **New From Template** – Opens a template as model for new document
- **Save** – Saves the active report
- **Save As** – Saves the active report to a new name
- **Page Setup** – Sets up the layout, margins, and point defaults
- **Page Border** – Sets up the border parameters
- **Print** – Prints using your Windows default dialog box
- **Print Setup** – Sets up the print specification using the Windows dialog box
- **Print Preview** – Generates all pages for the formatted report and gives the ability to view the document before it is printed
- **Export** – Sends the report to a common separate file such as text, Excel, HTML
- **Report Server** – Executes queries on a database server
- **Send Mail** – emails the report to other users on the same mail server

Edit Menu



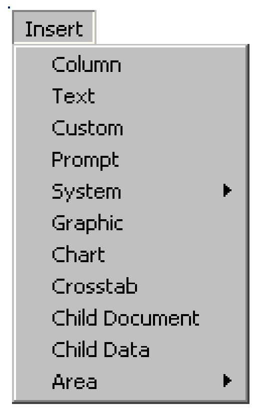
- **Undo** – Reverses the last action
- **Redo** – Reverses an undo
- **Cut** – Removes a selected object
- **Copy** – Copies a selected object to the clipboard
- **Paste** – Places copied objects to the desired area
- **Paste Link** – Places a linked OLE object by pasting a non-*Eureka* Reporter Designer object from the Clipboard
- **Delete** – Removes the selected object
- **Select All Toggle** - Selects all the objects for editing, or deselecting
- **Hide Toggle** - Hides or reveals selected objects
- **Attributes** – Selects the current objects format
- **Border** – Displays border dialog box for the active window
- **Font** – Displays the font dialog box for the selected object
- **Hot Object** - Sets hot object attributes for selected objects
- **HTML** - Sets HTML attributes for selected objects
- **Output When** - Sets Output When attributes for selected objects
- **Translate Value** – Invokes the translate value dialog for the active window
- **Prompt SQL** – Edit the SQL query associated with a user prompt object
- **Prompt Connection** - Changes the database connection for a selected user prompt object

View Menu



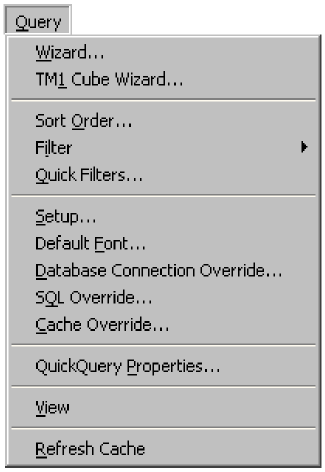
- **Toolbars** – Displays toolbar dialog box for selecting toolbar
- **Status Bar** – Toggles on and off the display of the status toolbar
- **Object Directory** – Toggles on and off the display of the object directory
- **Area Object List** – Toggles on and off the display of the area object list
- **Freeze Columns** – Keeps at least one column stationary at all times in order to help identify the content of the rows
- **Unfreeze Columns** – Allows the frozen column to scroll
- **Margins** - Controls the display of a document's page margins. Turning them off lets you see more of the document. Margins are always shown in output windows.
- **Horizontal Ruler** – Controls the display of a document's horizontal ruler.
- **Vertical Ruler** – Controls the display of a document's vertical ruler.
- **Area Labels** – Controls the display of a document's area labels.
- **Grid** – Controls the display of the document's grid lines.
- **Show Object Format** – Controls whether each object's output format is shown
- **Show Object Colors** – Controls whether each object's name or format is shown:
- In a "container" with the background differently colored for each type of object, or As black text with no background
- **Zoom In** – Increases the magnification of QuickQuery
- **Zoom Out** - Displays more of your QuickQuery screen at one time
- **100%** - Displays the QuickQuery in normal view size

Insert Menu



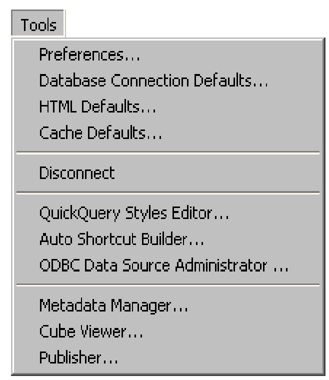
- **Column** – Inserts column objects that references an object defined in the knowledge base
- **Text** – This is used to add text to your report, as well as modify Column headings or add a Report title
- **Custom** – This is used in order to create data fields that are needed but not in the database. Examples would be calculations, substrings, or concatenations
- **Prompt** – This is used to prompt the report user for information such as UIC, Hand Receipt Number, etc
- **System** – Inserts objects such as current date, time, page number, count, and report name
- **Graphic** – This is used to place a bitmap image on your report
- **Chart** – This is used to place a chart on your report. This includes Bar, Pie, and Scatter charts
- **Crosstab** – This is used to provide an entire crosstab document in/on your report
- **Child Document** – This is used to connect a *Eureka* document (child) that you include as part of another *Eureka* document (parent or another child)
- **Child Data** – This is used to return a specific piece of information from one document (the Child) and use it in another (the Parent or another child)
- **Area** – Inserts area objects such as document header and footer, detail area, and page header and footer to the design window

Query Menu



- **Wizard** – Enables the query wizard
- **TM1 Cube Wizard** – Creates TM1 Cubes
- **Sort Order** – Displays the sort order/filter dialog box to set the sort order for the columns used in the query
- **Filter** – Displays the sort order/filter dialog box for setting the column filters used in the query
- **Quick Filters** – Displays a pick list of saved filters
- **Setup** – Displays a dialog box for setting the grid size, the password, units of measure, and row and time limits for the query
- **Default Font** – Displays the dialog box for setting font attributes and alignment for new objects
- **Database Connection Override** – Displays the dialog box that allows you to override the default options for connecting to the database
- **SQL Override** – Displays the dialog box for creating a query from scratch or editing the queries that the user generates
- **Cache Override** – Displays the dialog box for setting cache properties that are specific to your current document
- **QuickQuery Properties** – Displays the dialog box for controlling the on-screen appearance or the row and column titles
- **View** – Uses notepad to display the SQL syntax for the query
- **Refresh Cache** - Empties the data cache and refills it from your database

Tools Menu



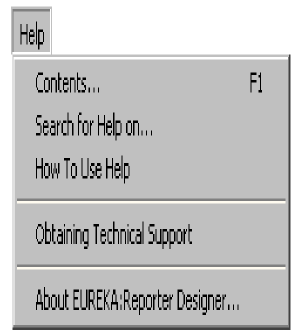
- **Preferences** – Displays the preferences dialog box for setting the master data source
- **Database Connection Defaults** – Displays default database connection options, login ID, password, and default metadata file and knowledge base
- **HTML Defaults** – Controls default settings for creating HTML files
- **Cache Defaults** – Enables cache and sets cache preferences to specify cache duration
- **Disconnect** – Discontinues the current database connection
- **QuickQuery Styles Editor** – Displays dialog box to define rules which control the font, color, borders, and text alignment of a specified document
- **Auto Shortcut Builder** – Displays a dialog box to create an icon or program item to process your active design document
- **ODBC Data Source Administrator** - Displays a dialog box used to add and modify the ODBC driver
- **Metadata Manager** - You can have the *Eureka* Metadata Manager substitute pre-defined user-friendly column names for the actual column names used in your database. This is only available to the database administrator
- **Cube Viewer** – This option is disabled with the DPAS application

Window Menu

- **Free Form** – Shows a current QuickQuery document in a FreeForm window
- **QuickQuery** – Shows a current FreeForm document in a QuickQuery window
- **Cascade** – Rearranges and sizes all non-minimized windows so that they are next to each other
- **Tile** – Rearranges and resizes all non-minimized windows so that they are next to each other within an objects window
- **Arrange Icons** – Neatly arranges the icons for all minimized windows

Help Menu

- **Contents** – Displays a list of topics in the help system
- **Search for Help On** – Displays a search dialog box for key words
- **How to Use Help** – Displays a dialog box to let you type the word you want to find
- **Obtaining Technical Support** – States useful information for obtaining product technical support
- **About *Eureka* Reporter Designerer** – Displays product information such as name, version, copyright information, and current system resources



Changing Your *Eureka* Password

INTRODUCTION

This process will show you the procedures used to change your password in *Eureka* Anytime you change your login or password for DPAS, you must also change them to the same for *Eureka*. When you change your password in DPAS, you will get a pop-up message to change your password in *Eureka*.

OBJECTIVES

To allow the user to understand when and how to change the *Eureka* password.

APPLICATION

You have just changed your DPAS password and now you need to change it in *Eureka*

PREREQUISITES

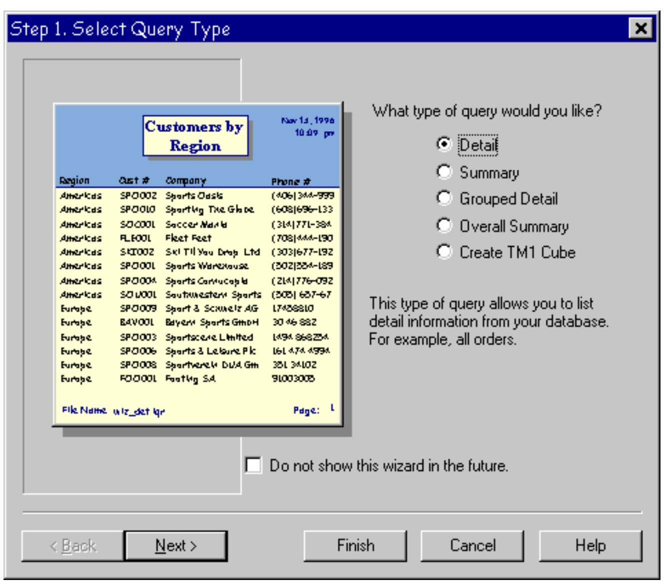
Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

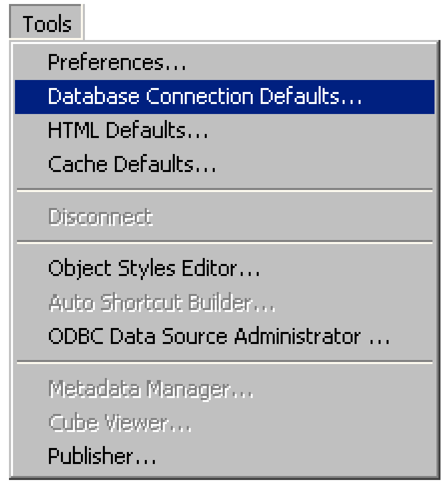


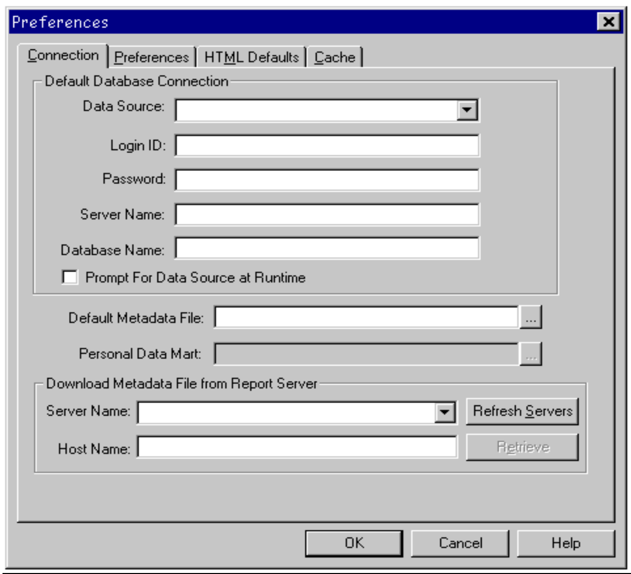
STEP 1:

- If you get the wizard, click **Finish**; otherwise, go to the next step.

STEP 2:

a. From the menu bar, select **Tools**.
b. Select **Database Connection Defaults...**





STEP 3:

a. **Data Source:** Make sure that your DPAS Site ID is displayed.
b. **Login ID:** Make sure that your DPAS User ID is displayed.
c. **Password:** Enter your **NEW** DPAS password.
d. **Server Name:** Leave this field blank.
e. **Database Name:** Leave this field blank.
f. **Prompt For Data Source at Runtime:** Do not check this box. If checked, you will be prompted to enter your DPAS Site ID each time you run a report.
g. **Default Metadata File:** Browse for where the DPAS programs reside on you workstation. If all the defaults were taken during installation, then the path is normally: **C:\Program Files\DOD\DPAS\DPAS.iqk**.

If you are unable to locate the DPAS.iqk file, click on the **START** button, select **Find** (or **Search** if using Windows ME or 2000), **Files or Folders...**, enter **dpas.iqk** look in the Local Hard Drives.

h. **Server Name:** Leave this field blank.
i. **Host Name:** Leave this field blank.
j. Click **OK**.

Installation Of The *Eureka* Reporter Viewer

INTRODUCTION

There are occasions when you may want to provide a report electronically to a person who does not have DPAS or *Eureka* installed on their own PCs. In those cases, you have the choice of "exporting" your *Eureka* file in another format, such as Microsoft Excel (.xls), or text (.txt). Another alternative available is for the people to whom you regularly submit reports to have the *Eureka* Reporter Viewer installed, instead of the full *Eureka* Reporter Designer. (Note: *Eureka* Reporter Viewer provides the QuickQuery tool set only.) (dpaspr.exe, 9,448,006 bytes)

OBJECTIVES

The instructions below are general and provide the guidelines of how to install only the *Eureka* Reporter Viewer. Whoever is responsible for installing DPAS and *Eureka* in your organization should still have the responsibility to install the Reporter Viewer.

APPLICATION

As described in the introduction section above, the Reporter Viewer is intended for those who do not want or need the full DPAS and *Eureka* Reporter Designer installation.

PREREQUISITES

A login and password for software downloads from the DPAS Homepage, similar to any other DPAS download.

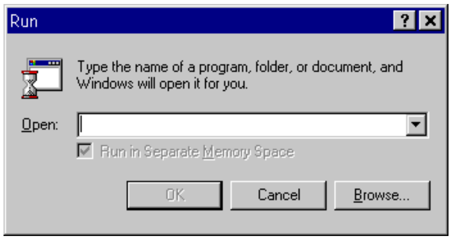
ACTIVITY

None

STEPS TO PERFORM ACTION

As with SUPRA NT, the installation of *Eureka* Reporter Viewer is simply a matter of reading the screen prompts throughout the installation process and following the directions provided.

1. If installed, remove the existing version of *Eureka* Reporter Designer via the Control Panel "Add/Remove Programs" applet prior to installing the *Eureka* Reporter Viewer program.
2. To install *Eureka* Reporter Viewer, click on the **Start** button.
3. Select **Run** from the program group.

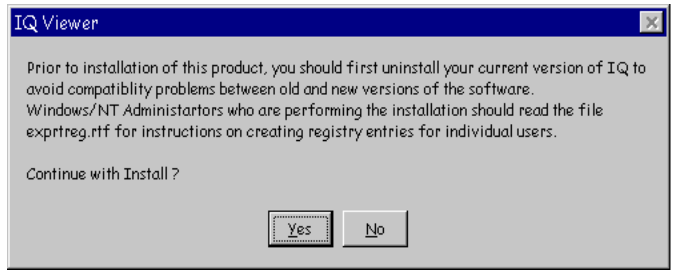


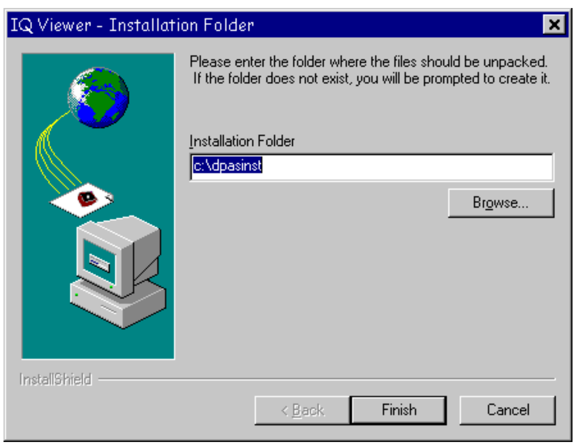
STEP 1:

a. **Open:** Enter the full path of where you downloaded the "dpaspr.exe" file.
b. Click **OK**.

STEP 2:

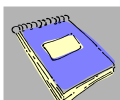
- Click **Yes**.





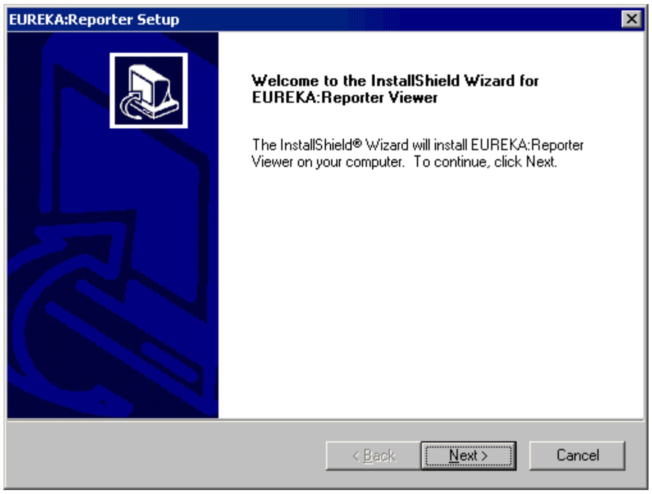
STEP 3:

a. **Installation Folder:** Accept the default of "c:\dpasinst".
b. Click **Finish**.



NOTE:
This window will prompt you to choose a directory in which to unpack the files that will be used to install *Eureka*. The default unpacking directory is "c:\dpasinst", the same directory in which the DPAS GUI and Supra NT programs are normally unpacked). The files begin unpacking in the directory specified.

If there had been DPAS GUI or Supra NT installations prior to running this installation, AND if the unpacking directory was not deleted, an "Overwrite Protection" window will appear at this time. If this window appears, click on the "Yes to All" button to overwrite all temporary files left over from the DPAS GUI and/or Supra NT installations.



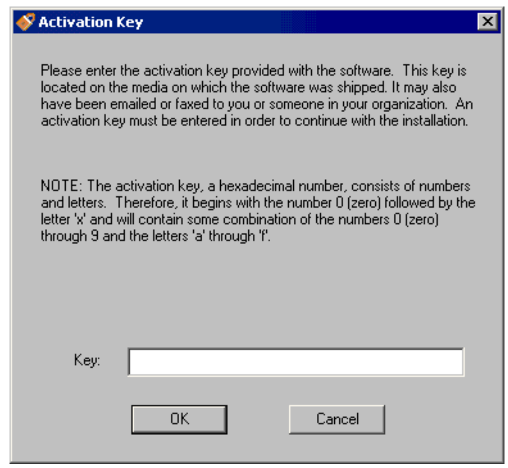
STEP 4:

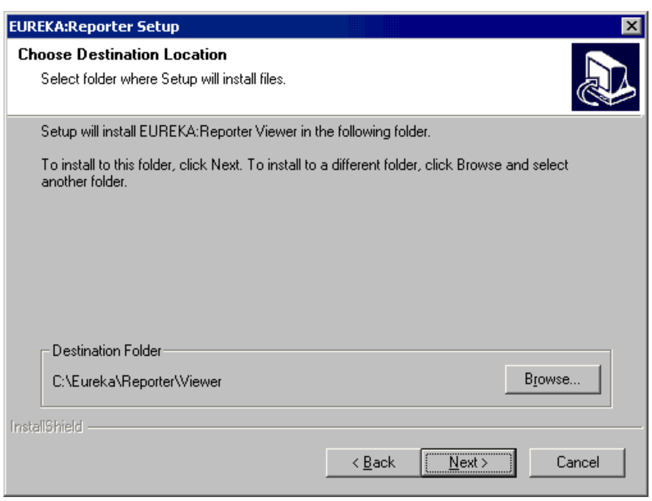
- Click **Next>**.

STEP 5:

a. Enter the key that was given to you in the Installation Instructions.
b. Click **OK**.

NOTE:
The *Eureka* key code **IS** case sensitive.



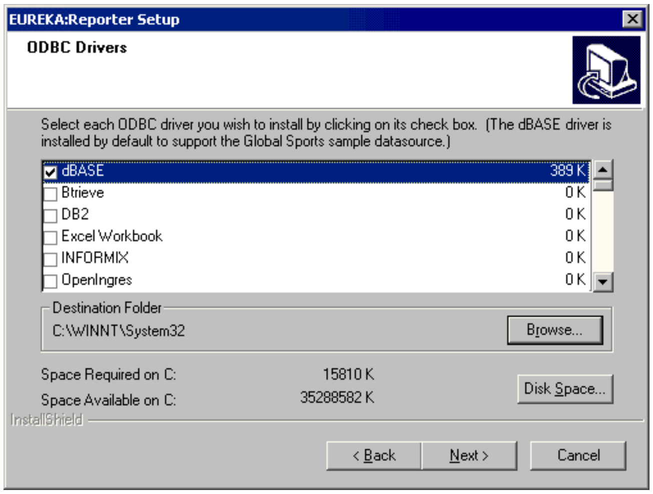


STEP 6:

- Click **Next>**.

NOTE:
The default directory is **C:\Eureka\Reporter\Viewer**. If you wish to install this program in the default directory, then click **Next>**.

If you want to specify a desired program directory location, click on the **Browse** button and select the desired directory.



STEP 7:

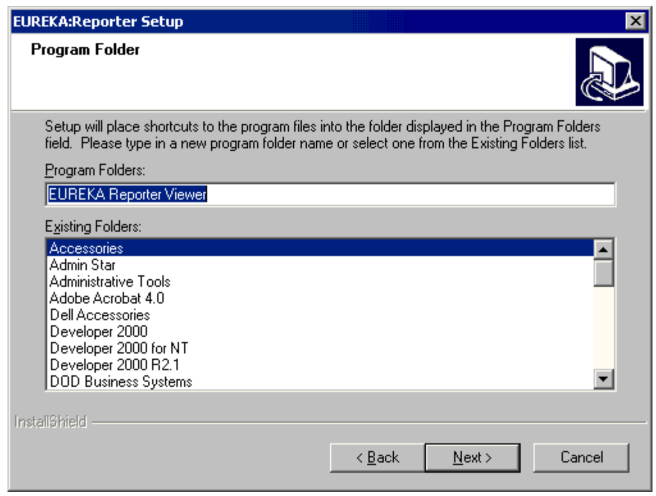
- Click **Next>**.

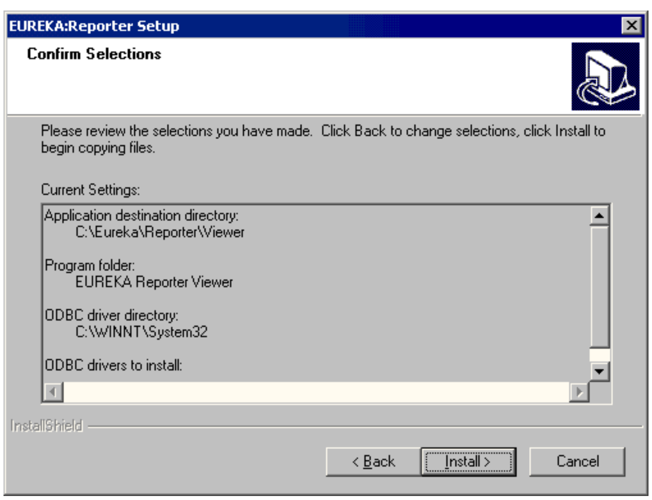
NOTE:
Do not select any ODBC drivers. Leave the checkmark next the dBASE (it cannot be cleared and gets installed by default).

STEP 8:

- Click **Next>**.

NOTE:
The default folder is **Eureka! Reporter Viewer.** You may specify a different folder, if desired.





STEP 9:

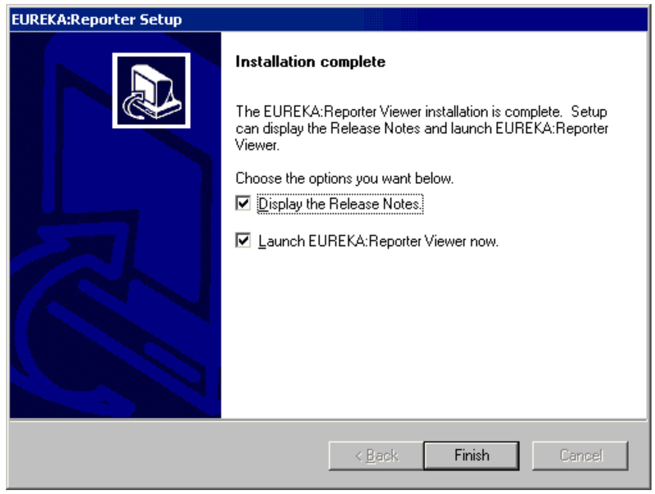
- Click **Install>**.

The program files are now installed on the computer with a status bar to indicate setup progression.

STEP 10:

a. **Uncheck** the "Display the Release Notes" and "Launch EUREKA Reporter Viewer now" check boxes.
b. Click **Finish**.

NOTE:
Release notes are not available with this version. Also, the Adobe Acrobat Reader was removed from this software bundle to reduce the size of the self-extracting executable for quicker downloads. Therefore, leaving either of these boxes checked will result in an error message at the completion of the installation.



This completes the installation of *Eureka* Reporter Viewer.

Notice for Windows NT users:

The administrator for the Windows NT client may, depending upon the permission settings, have to grant the user access to the executables that were installed with this process. They are:

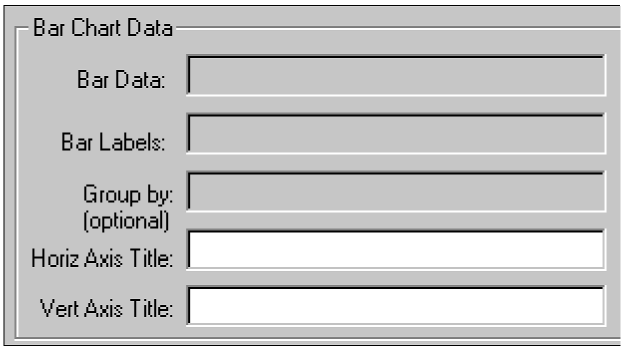
Eureka Reporter Viewer: iqpersnl.exe

File Clean-up:

You have completed the installation and have determined that you no longer have a need for the software package(s). You can delete the files that were downloaded from the Web site and the files that were unpacked during the installation process (all files located in the unpacked directory "c:\dpasinst").

Chart Types

Bar Chart



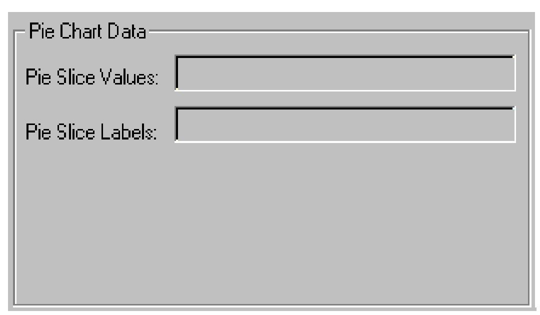
- **Bar Data -** Place the object for which you want to summarize values in the Bar Data control. This object determines the height of the bars.
- **Bar Labels** - Place the object for which you wish to see bars in the Bar Labels control. A different bar will be calculated for each value in this object.
- **Group By** - In the Group By control, place the object you wish to group by, if any. *Eureka* creates a different group of bars for each value in this object. Each group includes one bar for each value in the Bar Label object. Each bar represents the calculated value for the Bar Data object for a single particular combination of Bar Label object value and Group By object value.

For instance, if the Bar Labels object is Class and the Group By object is Sport, there will be one group of bars for each sport. Each of the groups will have one bar for each different Class value. For two-dimensional charts, the groups are placed next to each other. For three-dimensional charts, the Group By object is used as the X-axis and the Bar Label object is used as the Z-axis. If there were no Group By object, there would be a single group of bars.

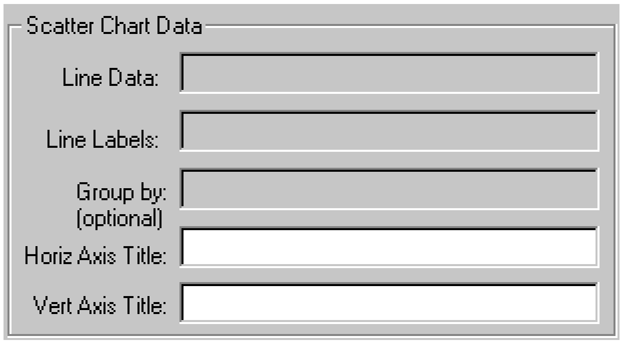
- **Horiz Axis Title** - Enter a label to describe the Bar Labels object or the Bar Labels and Group By objects.
- **Vert Axis Title** - Enter a label to describe the Bar Data object.

Pie Chart

- **Pie Slice Values** - This is the object that controls the size of the pie slices.
- **Pie Slice Labels** - There will be a slice calculated for each value in this object.

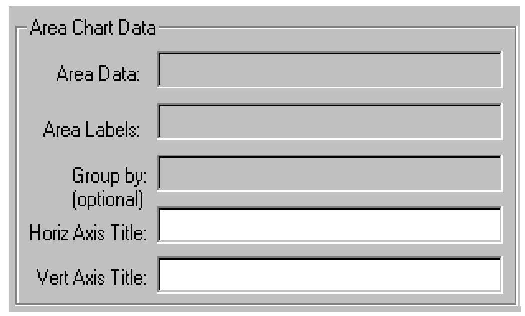


Scatter Chart



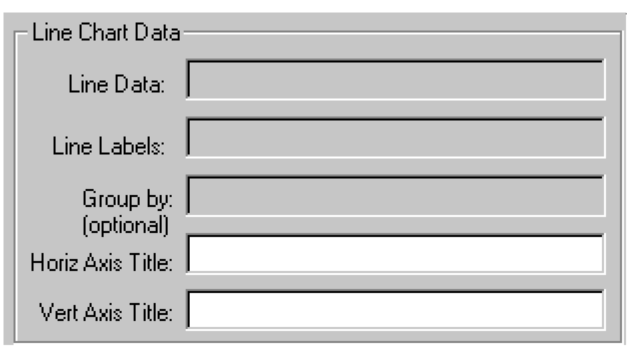
- **Line Data** - Place the object for which you want to summarize values in the Line Data control. This object controls the point heights – it is the Y-axis object.
- **Line Labels** - In the Line Labels control, place the object for which you wish to calculate points. The object is the X-axis object unless you use a Group By object, in which case it becomes the Z-axis object. (Since scatter charts are two-dimensional, the Z-axis points are differentiated from each other by color.)
- **Group By** - Add a Group By object if you want to chart three separate objects. *Eureka* creates a different set of points on the chart for each value in this object. This object is used as the X-axis object.
- **Horiz Axis Title** - Enter a label to describe the Line Labels object or Line Labels and Group By objects.
- **Vert Axis Title** - Enter a label to describe the Line Data object.

Area Chart



- **Area Data** - Place the Y-axis object in the Area Data. This is the object for which areas are plotted (i.e., it is the object which you want to summarize).
- **Area Labels** - Place the X-axis object in the Area Labels control. If you are using a Group By object, place the Z-axis object here. There will be an area calculated for each value in this object.
- **Group By** - In the Group By control, place the object you wish to group by, if any. The Group By object is used as the X-axis object and the Area Labels object is used as the Z-axis object.
- **Horiz Axis Title** - Enter a label to describe the Area Labels object or the Area Labels and Group By objects.
- **Vert Axis Title** - Enter a label to describe the Area Data object.

Line Chart



- **Line Data** - Place the object for which you want to summarize values in the Line Data control. This object controls the line height – it is the Y-axis object.
- **Line Labels** - In the Line Labels control, place the object for which you wish to calculate points along on the line(s). There will be a separate point plotted for each value in this object. This is the X-axis object unless you use a Group By object, in which case it becomes the Z-axis object.
- **Group By** - When you place an object here, *Eureka* uses it as the X-axis object. (A separate line is drawn for each value in the Line Labels Object; it becomes the Z-axis object.) Each line has points plotted for each separate value in the Group By object.

For instance, if the Line Labels object is Class and the Group By object is Sport, there will be one line for each Class value. Each line will have points plotted bar for each Sport. If there was no Group By object, there would be a single line that would have a separate point plotted for each Class value.

- **Horiz Axis Title** - Enter a label to describe the Line Labels object or the Line Labels and Group By objects.
- **Vert Axis Title** - Enter a label to describe the Line Data object.

Style Profiles

INTRODUCTION

Style profiles allow you to control the appearance of your QuickQuery by defining rules that apply style attributes.

OBJECTIVES

You will demonstrate an ability to establish style profiles for your own QuickQuery Reports.

APPLICATION

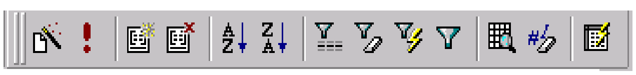
Style Profiles is another tool to determine how your data will be represented on-screen or in print.

PREREQUISITES

Complete Chapters 1 and 2 of this manual.

ACTIVITY

The Style Profiles Dialog Box - Using Style Profiles to Control the Appearance of a QuickQuery.



STEP 1:

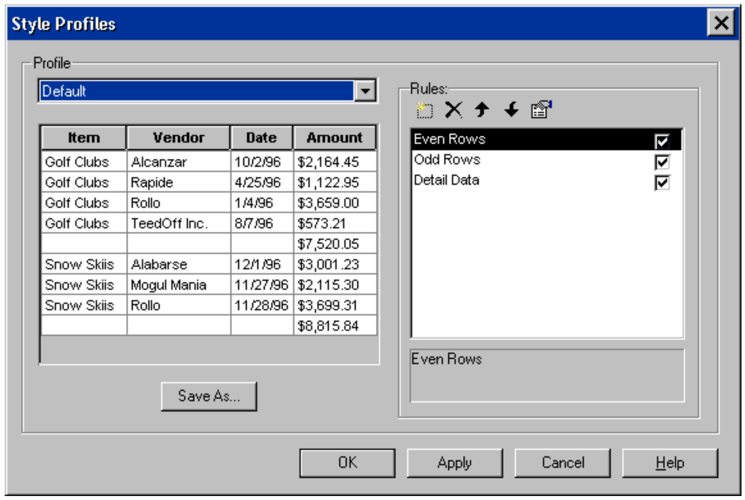
- Select the Style Profiles icon OR select Tools and then QuickQuery Styles Editor

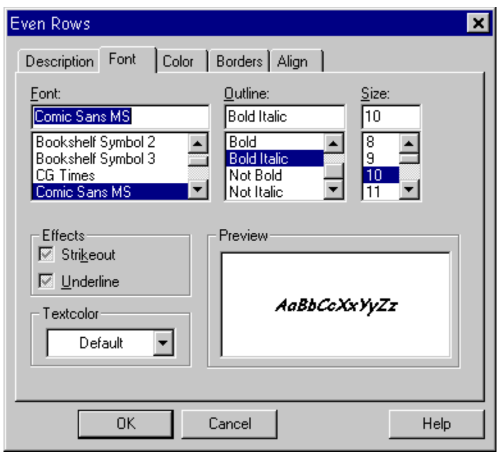
This dialog box lets you define rules which control the font, color, borders, and text alignment of your document. Each rule applies to those parts of your document which meet the condition (e.g., Even Rows, Odd Rows, Group Data, etc.) that you select for the rule. One or more rules can be saved as a Style Profile, which can be applied to other documents.

When you first open this dialog box, the Rules section lists the rules which control text meeting these conditions: Even Rows, Odd Rows, and Detail Data. (These conditions are always fulfilled in a QuickQuery document that has more than one detail row.) If you open the Editor and select an existing Style Profile from the drop-down list at left, the Rules section displays a list of the rules that have been defined in the selected Style Profile. Each rule is accompanied by a checkbox, which can be used to turn the application of the rule off or on.

STEP 2:

a. Double-click on the rule that you want to set your attributes to.
b. Click **Apply** to assign your style. This only assigns the rule to the current query.
c. Click **Save As...** to save this style to use in other queries.





STEP 3:

a. Define rules for Odd Rows, Even Rows, or Detail Data by double-clicking the rule name, or rule the condition and clicking the Edit button (located directly above the Rules list). This opens the Rule dialog box for the selected condition. Add new rules by clicking the Add Rule button. This inserts an untitled entry in the rules list and opens the Rule dialog box, where you can select a condition and define the rules to apply to it.
b. Click the **Font** tab and change the attributes for your styles, such as font types, size, and effects.
c. Click on the other tabs to add borders, colors, etc.
d. Click **OK**.

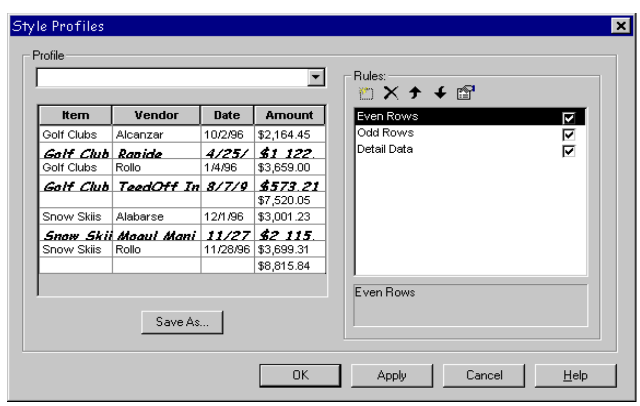
As you define rules, the example QuickQuery in the Editor displays the cumulative effect of the defined and selected rules on the appearance of your document.

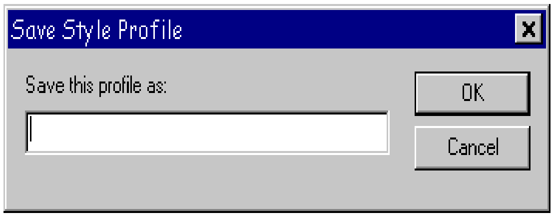
You can apply the rules you have defined to your document at any time by selecting the Apply button.

STEP 4:

- Once you have completed your profile, click **Save As...**

Notice that this screen will show an example of your profile.





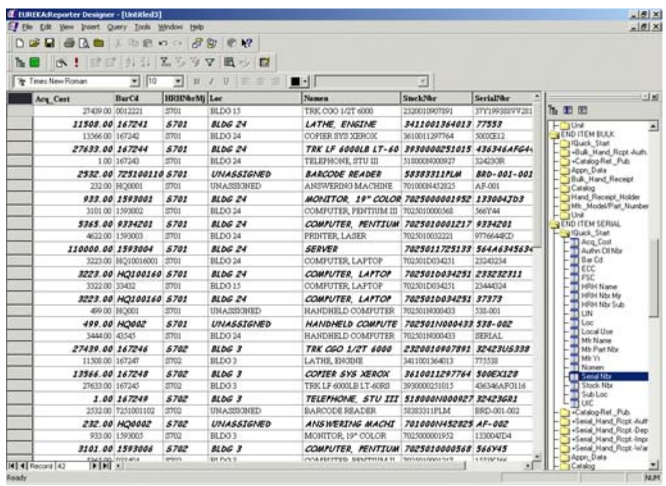
STEP 5:

a. **Save this profile as:** Give your profile a name.
b. Click **OK**.

Applying A New Style

When you create a new QuickQuery report, you can apply your new style for that report.

1. Click on **Tools>QuickQuery Styles Editor** from the menu bar.
2. Change the **Profile** to the style you want to use.
3. Click **OK**.
4. Create and process your report.



5. Save your report.
6. Close your report.

What If Statements

This report writer uses the document, filter to solve WHAT IF statements. As long as the conditions in the IF statement or statements do not contradict one another one report may be used. Otherwise, filters in child reports must be used, and their outputs may be placed on multiple detail lines. (You can have more than one detail line.)

You need to consider how to solve the following WHAT IF statements:

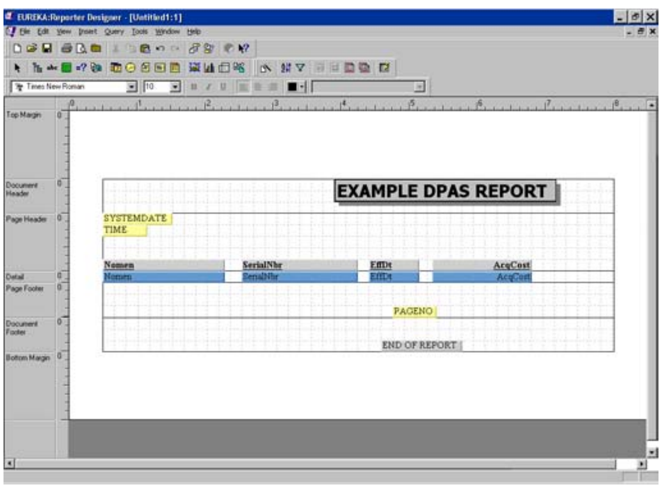
If Acquisition Cost is greater than or equal to $10,000 and Effective Date is greater than or equal to 19960101, and UIC starts with A (Army), then process the information.

A second statement:

If Acquisition Cost is greater than or equal to $10,000 and the Effective Date is greater than or equal to 19960101 and UIC starts with N (for Navy), than process information.

In addition, we want the Army information, and the Navy information to print out in separate groups. We will use multiple filters to satisfy the WHAT IF statements.

Creating What If Statements:



1. Create a new FreeForm report.
2. Add a Document Header area.
3. Add a report title to the Document Header area.
4. Add a Document Footer area.
5. Using the text object, add **End of report** to the Document Footer area.
6. Add the date and name of file to the Page Header area.
7. Add the page number to the Page Footer area.

Adding from the Object Directory:

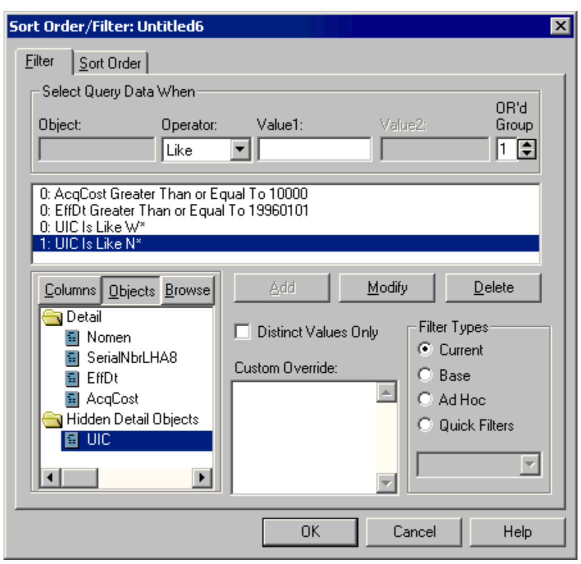
1. Select the following fields for your report and add to the Detail area of your report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Catalog	Nomen
Serial Hand_Receipt	Serial Nbr Eff Dt Acq Cost
Unit	UIC

2. Right-click on the UIC data object (blue object) and select **Hide Toggle**.
3. Delete the UIC column heading (gray object) from the Page Header area.

Applying Multiple Filters:

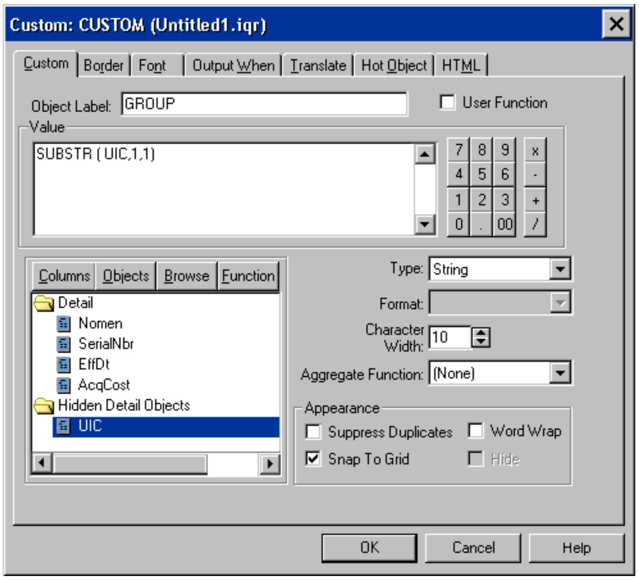
1. Click on the Filter icon.
2. From the Objects tab, double-click on the Detail folder.
3. Double-click on **AcqCost** to move into the Object.
4. Set the Operator to **>=** (**greater than or equal to**).
5. Set Value1 to **10000**.
6. Click Add.
7. Double-click on **EffDate** to move into the Object.
8. Set the Operator to **>=** (**greater than or equal to**).
9. Set Value1 to **19960101**.



10. Click **Add**.
11. Double-click on the Hidden Detail Objects folder.
12. Double-click on **UIC** to move into the Object.
13. Set the Operator to **Like**.
14. Set Value1 to **W***.
15. Click **Add**.
16. Double-click on **UIC** to move into the Object.
17. Set the Operator to **Like**.
18. Set Value1 to **N***.
19. Change the OR'd Group to **1**.
20. Click **Add**.
21. Click **OK**.
22. Save the report as **What If**.

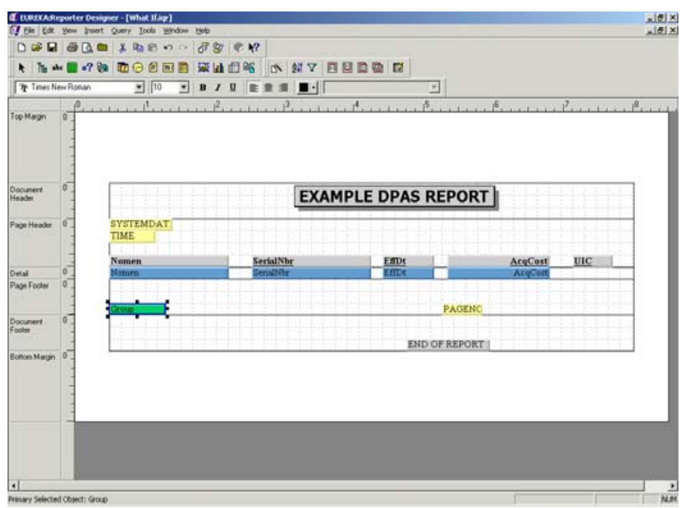
<u>Grouping Information by Creating a Custom Column</u>:

1. Click on the Custom icon.



2. Type in **Group** for the Object Label.
3. Click on the Function button and scroll to SUBSTR.
4. Double-click on SUBSTR, to move into the Value area.
5. Remove everything except the left parenthesis.
6. Click on the Objects tab.
7. Double-click on UIC, to place it next to the left parenthesis (no space).
8. After the UIC, type in "**,1,1)**" (without the quotes). It should read **SUBSTR (UIC,1,1)**.
9. Click **OK**.

10. Place the object in the Page Footer area.
11. Click once on the Custom field "**Group**" that we just created.
12. Click the Group Header icon.
13. Move the Custom Field "**Group**" into the Group Header area of the report.



Structured Query Language (SQL)

SQL is the language the report writer uses to talk to the computer, to tell it to bring up the data that has been asked for in the report. In older report writers the person writing the report had to write out the SQL. In today's report writers, the report writer constructs SQL. Each time a block of data is added to the report, the report writer writes additional SQL. When you tell the report how to sort, and what to filter on, it will add more SQL.

There are occasions with *Eureka*, that makes it necessary to actually go into the SQL language, which is called syntax, and change it. There are two primary situations when the SQL will need to be edited. One is when you wish to sort on a custom data field. The second is if a compound statement is entered into the filter that includes **AND**, and **OR**.

Before examples are provided on how to modify the SQL for the two reasons mentioned above, it is necessary to have some understanding of how to read the SQL.

There are command words in the SQL. The most often used commands are:

SELECT
FROM
WHERE

These must exist in every report. The most common optional commands are:

ORDER BY
GROUP BY

The SELECT command is constructed as you add data blocks to your report. If it is desired to construct a report from the History file that will provide a list of all ADP equipment turned in for a specific time, such as a year, and be broken down into months. First it would be necessary to select a data field that would indicate that an item is ADP, this data field would be the ADP RPTB CD. Also, it would be necessary to pull the transaction date of the action, this data field is called LHAZ DT.

When these two data fields are added to the report, the report writer would construct the following:

SELECT
TO."CTLG_ADP_RPTB_CD",
T0."LHAZ_DT"

To explain, it must be understood that DPAS system is a collection of files or tables. They will be called files for this discussion. Each file has a purpose: there is the catalog file which houses basic catalog information, the end item serial file which houses the bulk of the equipment on your property book, the serial asset. There is a component file, a hand receipt holder file, and a file for each specific job in the system. In report writing, these files may or may not be joined together, or as it is called "linked" together.

Therefore in the SELECT statement the report writer indicates which file the data field is from. Each of the files, such as end item serial, have a program name, it is like a short name for the file, for instance, the catalog file program name is LHAA. The end item serial file is named LHAF. The SQL uses these short names. It is not necessary to memorize these short names, but it will be helpful if you construct very many reports. The SELECT statement also further abbreviates the program name of files by assigning it a

"T" number. If a report selects from two or three files, the first file you select a data field from will be "T0", the second file you selected from, "T1", and so on. The data field itself has a naming convention that indicates the home file for the data field. For instance, STK NBR, its home file is the catalog, it may also appear in the serial asset file, but the first part of its data field name will always start with CTLG, which indicates its home file is the catalog file.

So in the SELECT statement above, the first data field selected is home to the catalog file, the second from the history file, however, both are being selected from the History business view and pulled from the history file which is called LHAZ. Therefore both have T0 assigned to them. But notice the ADP RPTB CD has CTLG at the first of it indicating its home file is the CTLG file, LHAA. Note there will be a comma after each data field selected, except the last one.

So the SELECT statement is saying:

> **"Computer" go pull the ADP RPTB CD and the LHAZ DT. Go back and re-read the select statement.**

FROM Command

This command word tells the computer from which file in the DPAS system it will find the data field desired.

> **From**
>
> **"LHAZ" T0**

The FROM statement indicates the data is to be pulled from the file LHAZ. Note the LHAZ is in " ", then T0 follows outside of the quotes. This is a statement that T0 is an abbreviation for LHAZ. It should be noted that when reading and editing SQL, each comma, each period, each quote is critical, and must be in the correct place. So now the report writer can tell the computer I want certain data fields, and where it gets those data fields from.

WHERE Command

The WHERE clause or statement has a two fold purpose. In the business views of DPAS, there is a primary file, such as End Item Serial. The primary file is the end item serial file, called LHAF. But in the End Item Serial business view, there are "links" to other files. To link files together, which makes the computer look at them like one large file, there is a linking statement in the WHERE clause. The linking statement is the first of the two part WHERE clause. To link files together, there is a requirement - there must be at least one data field that is common to both files. Such as STK NBR is found both in the Catalog file and the End Item Serial file, so these two files could be linked together with the following linking statement in the WHERE clause:

> **Where**
>
> **T0."CTLG_STK_NBR" = T1."CTLG_STK_NBR"**

Do not forget the T0 and the T1 are short names for the file names.

The second part of the WHERE clause is what has been placed in the filter, and will usually be enclosed in parenthesis ( ). These must be upper case 9 and uppercase 0, not brackets. If it is just one simple statement in the filter, it may not be in parenthesis.

In the report being constructed, if it was desired to prompt for a beginning date (BEGDT) and an ending date (ENDDT), the WHERE clause statement for the filter would look like this:

(T0."LHAZ_DT between 'BEGDT'and 'ENDDT')

The entire WHERE clause would look like this:

Where T0."CTLG_STK_NBR" = T1."CTLG_STK_NBR" ((the linking part of the statement))
And (T0."LHAZ_DT between 'BEGDT' and 'ENDDT') ((the filter part of the statement))

ORDER BY Command

This is the command used when a sort is desired. It is the last statement in the SQL. It would look like this if it were to be sorted by date:

```
Order by
        T0.'LHAZ_DT"
```

The entire SQL for the report would be:

```
Select
        TO."CTLG_ADP_RPTB_CD",
        T0."LHAZ_DT"
From
        "LHAZ" T0
Where
        T0."CTLG_STK_NBR" = T1."CTLG_STK_NBR"
And (T0."LHAZ_DT between 'BEGDT' and 'ENDDT')

Order by
        T0.'LHAZ_DT"
```

All of this is compressed more in the actual syntax.

To elaborate on one of the two occasions when it may be necessary to edit the SQL, sorting with a custom data field. Suppose a report is desired from the History business view that list ADP equipment that has been turned in for the past year, but broken down into months. All that is desired is a count of those items for each month, then a total at the end of the report.

First, the ADP RPTB CD will be used to indicate which items are ADP, secondly the LHAZ DT will be used to determine the date of the transaction, and last a data field called PGM DESC will be used to indicate the action was a turn in. From experience it will be learned a turn in action will be a PGM DESC of EI DEC TI. This means End Item Decrease Turn In.

The problem is to sort, or group by month. It will be necessary to create a Group Header for Month. DPAS does not have a data field of MONTH. It will be necessary to construct a Custom data field using the Substring method learned earlier in the course (refer to page XX). The substring will use the LHAZ DT data field, and start at position 5 of the data field for a total of 2 spaces. This custom data field will be called MONTH. To create a MONTH group header, click on the data field, and click the group header icon. This causes an automatic sort by MONTH in the Order by clause. The problem is this: the Order By statement the SQL constructs will look like this:

Order by
SUBSTR (T0."LHAZ_DT",5,2)

When the report is started, the above statement will generate an error message of "Invalid Command End". To correct this problem, you must edit the SQL. To do this, on the top of the screen, click QUERY, then click SQL OVERRIDE, click the button labeled GENERATE SQL, go to the bottom of the SQL and place the cursor to the right of the "y", of Order by, delete out all of SUBSTR (LHAZ_DT,5,2), and replace it with the number 1. The reason for this is the substring custom data field is the first item in the select list under the SELECT command. If it had been the third item on the select list, a number 3 would have been inserted. Now the report will run. Now it is important to remember to go to the top of the box and put a check mark into the box labeled "Use SQL Override", if you do not do this the change you made will not work. Also, if the Generate SQL button is accidentally pressed after the changes to the SQL have been made, it will re-write the SQL back to what it was before the modification. Incidentally, the SQL syntax is not space sensitive, nor is it important that a statement be on the same line or below the command words.

The second of the two reason why it may be necessary to edit the SQL is compound AND, OR Statement in the filter. This report writer has a flaw of re-arranging filter statements.

Suppose a report was desired to list computers that cost $1000 or more for HR # 0101 or HR # 0102.

The following was entered into the filter, don't forget the numbers on the left indicate whether an AND, or an OR is between two statements.

0 Acq_Cost Greater Than or Equal To 1000
0 Nomen is Like '*COMPUTER*' (the single quotes will not be visible here)
0 HRHNbrMjr Equal To 0101
1 HRHNbrMjr Equal To 0102

This statement is saying all data must meet the criteria of costing $1000 or more, and having the word COMPUTER in its nomenclature, and be on the hand receipt of HR 0101 OR HR 0102. It will look fine when you click OK. Save the report, then go back and look at the filter, it will now look like this.

0 Acq_Cost Greater Than or Equal To 1000
0 HRHNbrMjr Equal To 0101
0 Nomen Is Like '*COMPUTER*'
1 HRHNbr Mjr Equal To 0102.

This rearranging of the filter desired has totally changed the results of the report. The version that had been put into the filter would have pulled any data that had the word COMPUTER in its Nomen and cost $1000 or more, and from either HR 0101, or HR 0102. Now the report will pull up data that is from HR 0101 and cost $1000 or more and has the word COMPUTER in its Nomen, OR <u>anything</u> from HR 0102.

To correct this you must go into QUERY, SQL OVERRIDE, GENERATE SQL, then edit the SQL to look like what was placed into the filter, making sure to place in all commas, single or double quotes and periods.