

Custom Reports

Selected Fields	Selection Criteria
- Data to be included in the report	- Condition(s) used to filter records
- Fields available are dataset specific	- Independent of Selected Fields
- Format: the name of the dataset is displayed in CAPS, then the name of the field, and finally the type of field is displayed in parenthesis; for example: TRAINEE First Name (T)	- Think creatively when using these criteria: <ul style="list-style-type: none">• Match with a certain value• Non-match with a certain value• Non-blank fields
Analyze data request to decide which fields to include in the report, and which to use as selection criteria	

Custom Reports, cont'd

Data Request: Identify the Long-Term LEND Trainees, enrolled in a Masters or Doctoral Program, who speak a foreign language.

Selected Fields:

- TRAINEE First Name
- TRAINEE Last Name

Selection Criteria:

- YEAR LEND Trainee = Yes
- YEAR Trainee Type = Long-term
- YEAR Academic List in the list MS, DR
- TRAINEE Language other than English not blank

Run the report with the above selections.

Add field TRAINEE Language other than English to list of Selected Fields to see what foreign languages the trainees speak.

Re-run the report. If needed, copy and paste everything to an Excel file.

Custom Reports, cont'd

Data Request: Identify how many participants received Continuing Education/Community Training between FY 2012 and FY 2016. Include staff involved in each activity.

Selected Fields:

- ACTIVITY Activity Title
- ACTIVITY Staff Involvement
- ACTIVITY Partic. Total

Selection Criteria:

ACTIVITY Fiscal Year >= 2012
ACTIVITY Fiscal Year <= 2016
ACTIVITY Core Function = Continuing Education/Community Training

Run the report with the above selections.

Sort and group records by ACTIVITY Staff Involvement. Re-run the report.

Add field ACTIVITY Fiscal Year . Re-run the report.

If needed, copy and paste everything to an Excel file.