Analytical Reports - using Cognos Query Studio

Query Studio allows you to create your own custom reports. Unlike the Data Delivery System (DDS) that Query Studio will eventually replace, your report will contain data current to the time you run report. You can modify the look of your report by creating a Crosstab report or chart, filter for and/or manipulate report values, and perform calculations on quantitative report values. Topics include:

- Getting started
- Creating, running, and saving a report in Query Studio
- Manipulating report values
- Changing the look and feel of your Query Studio report
- Working with Crosstab reports and charts.

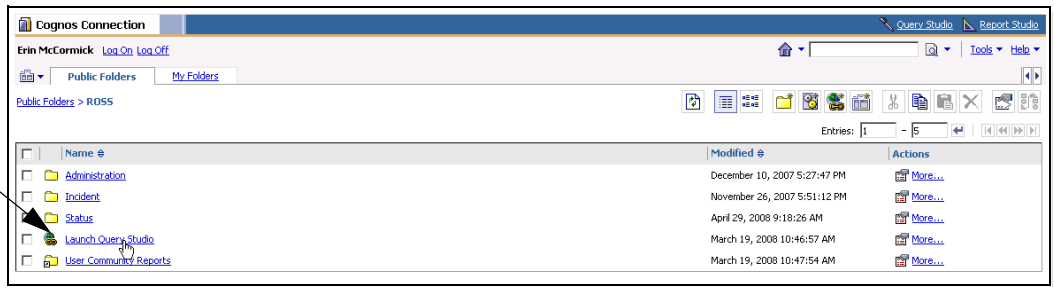
Not everyone has access to Query Studio. For more information, go to the ROSS web page at http://ross.nwcg.gov

To start Query Studio from ROSS

To access Query Studio from the NWCG website see the next task, "To access Query Studio from the NWCG website."

1. On the **Administration** menu, click **Reports**.
2. From the **Cognos Connection** screen on the **Public Folders** tab, click to select the **Launch Query Studio** link.

The following diagram shows the Public Folders in Cognos. The arrow points to the Launch Query Studio link.



To access Query Studio from the NWCG website

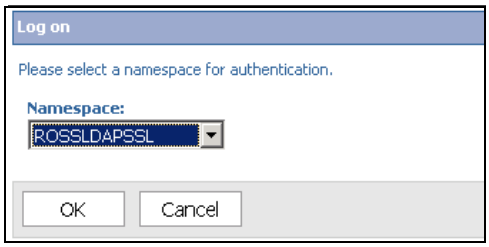
1. Start your Internet browser.
2. In the **Address** bar, type **http://rossreports.nwcg.gov/cognos/c8/cgi-bin/cognos.cgi** and then press [ENTER].
3. On the **Log on** screen, click the **Namespace** drop-down arrow, click to select **ROSSLDAPSSL**, and then click **OK**.

4 On the **Log on** screen, perform the following and then click **OK**

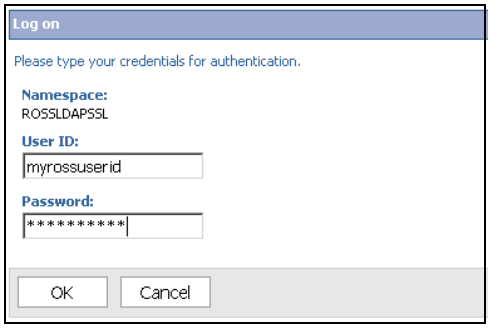
- Under **User ID**, type your **ROSS user ID**
- User **Password**, type your ROSS password.

5 On the **Cognos Connection** screen on the **Public Folders** tab, click the **ROSS** link, and then click to select the **Launch Query Studio** link.

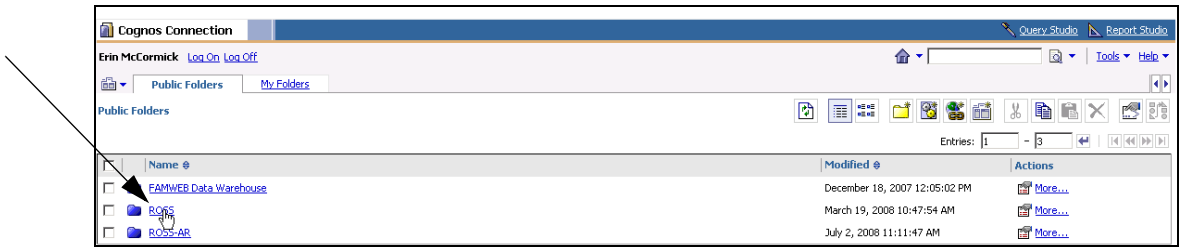
The following diagram shows the initial Log on screen.



The following diagram shows the User ID and Password text boxes on the Log on screen.



The following diagram shows the Public Folders tab on the Cognos Connection screen. The arrow points to the ROSS link.

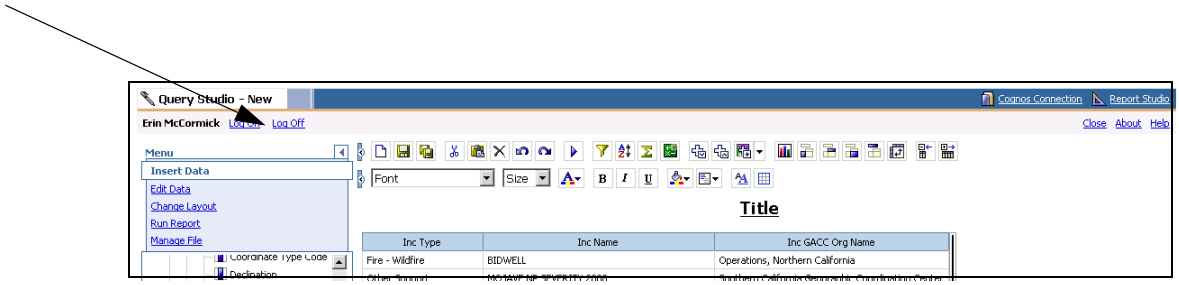


To log off Query Studio

To prevent unauthorized persons working in your Cognos profile you must close your Cognos Internet Explorer session. This is basic security protocol similar to logging out of ROSS, to prevent unauthorized use of your ROSS profile.

- On the **Cognos Connection** toolbar, click the **Log Off** link, and then click **OK**.

The following diagram shows the Cognos Connection toolbar. The arrow points to the Log Off link.



Getting started

This section explains the terminology and functionality in Query Studio. This section also outlines the toolbars, menu, and submenus you will use while creating, running, and saving your reports. Topics include:

- Understanding Query Studio terminology and functionality
- Understanding Query Studio toolbars
- Understanding the Query Studio Menu and submenus.

Understanding Query Studio terminology

Some of the basic terminology when creating reports in Query Studio includes:

- **Analytical Reporting System Data Dictionary**. The Analytical Reporting System Data Dictionary contains the definitions of the data elements used in Cognos. Located on the ROSS web site under "DDS/ Analytical Rpts, it allows you to obtain information on how subject areas can relate to each other.
- **Cascading Filter**. A cascading filter is a pre-defined filter that filters for multiple report items. The filters are listed in sequence, where the first report item is the first filter performed, and the last report item is the last filter performed. Selections made at each level of the filter also filters the selections available at lower levels of the filter. Cascading filters are listed under the corresponding subject area on the Insert menu.

  For example, if you select a filter for the Overhead catalog, only categories appropriate to the Overhead catalog display as selections for the next level of filter. For more information about using cascading filters see, "To add a cascading filter to your report," in the section, "Working with filters," later in this chapter.

- **Drop Zone**. The drop zone is where you place selected query items when building your report. You can move query items into the drop zone by performing one of the following
  - double-click the query items in the order you want to viewed them in your report

- drag and drop query items in the order you want to viewed them in your report
- press and hold CTRL, click to select the query item(s) in the order you want to view them in your report, and then click the Insert button.

For more information about cutting and pasting columns see, "Changing the look and feel of your Query Studio report," later in this chapter.

- **Independent Subject Areas**. This folder contains subject areas that were built to "stand alone." Their query items may not be combined with query items from other subject areas.
- **Integrated Subject Areas**. This folder contains Incidents, Request, and Resources query subjects. These subject areas are classified as "integrated" because relationships exist between the underlying data structures in these subject areas. This allows you to select and combine query items from different subject areas into a single report.

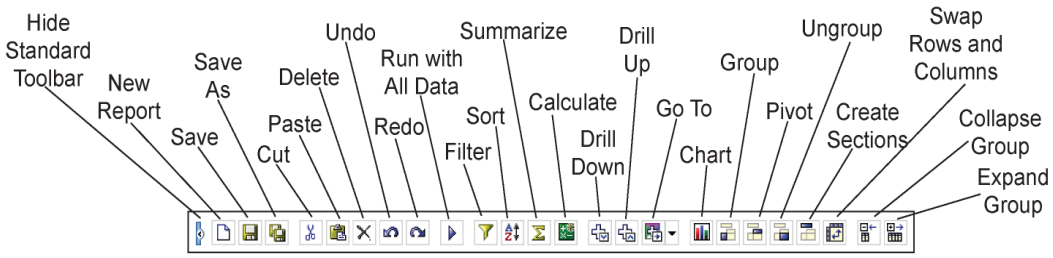
For example, you can create a report using query items from the Incident subject area and the Incident query subject, and query items from the Request subject area and Request query subject.

- **Query Item**. A query item is an individual field in the query subject (source). It is the lowest level of information. Once you add a query item to the drop zone it becomes a "report item."
- **Report Item**. A report item is a query item you added to your report by adding it to the drop zone. In a List Report, report items are listed in columns, with the report item names listed as the column headings. By default, when adding a report item to your report, the report item is added as the next column.
- **Report Value**. A report value is the information returned from the database to an individual cell in a column or row.

Understanding Query Studio toolbars

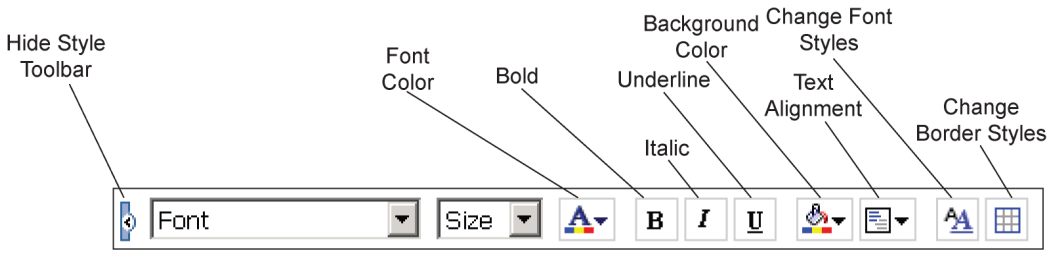
The buttons on the Query Studio Standard toolbar allow you to manipulate the data and change the appearance of your reports.

Query Studio Standard toolbar.



The buttons on the Query Studio Style toolbar allow you to change the font style and color, the background color, and border style of your report.

Query Studio Style toolbar



Understanding the Query Studio Menu and submenus

When creating a report in Query Studio, the Query Studio Menu displays along the left-hand side of your screen. There are five submenus on the Query Studio Menu, including:

- Working with the Insert Data submenu
- Working with the Edit Data submenu
- Working with the Change Layout submenu
- Working with the Run Report submenu
- Working with the Manage File submenu.

Working with the Insert Data submenu

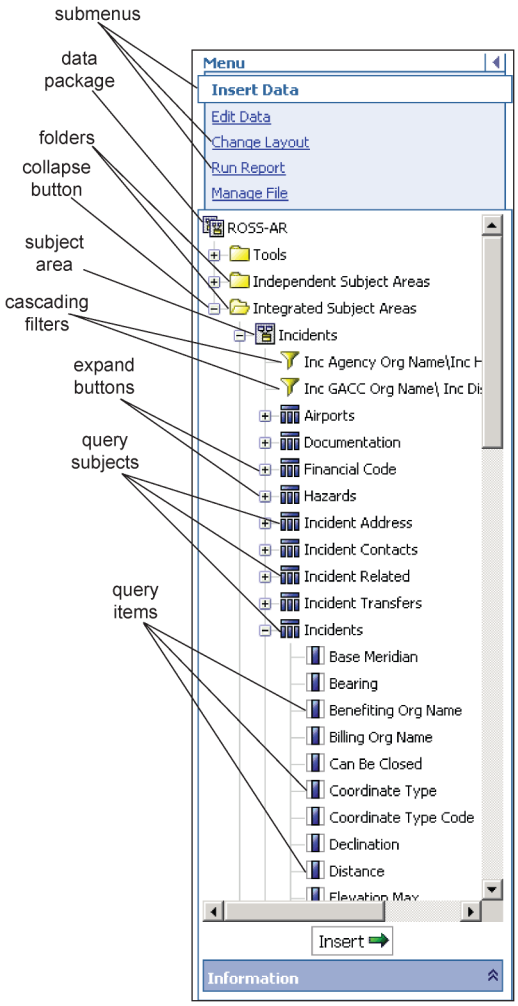
The Insert Data submenu automatically displays whenever you create a report using Query Studio.This submenu allows you to locate and move query items into the "drop zone."

To locate query items on the Insert Data submenu

1. Under **Menu**, click **Insert Data**.
2. Click the **expand** button for the **subject area** of your choice, and then click the **expand** button for the **query subject** of your choice.
3. Click the **expand** button for the **dimension** of your choice.
4. Scroll to locate the **query items** of your choice.

For more information about using Query Studio see, "Creating reports from Query Studio," later in this chapter.

The following diagram shows the Insert Data submenu, options, and terminology.



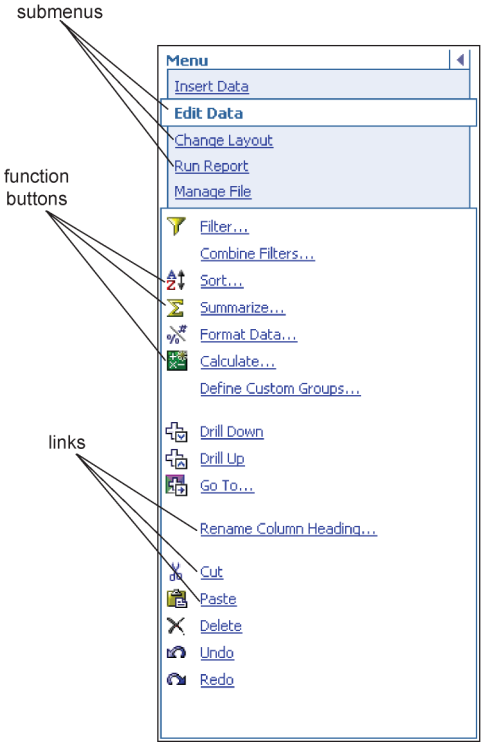
Working with the Edit Data submenu

The Edit Data submenu displays when using Query Studio to edit and/or manipulate data in your Query Studio reports. You can perform one or more of the following functions:

- filter text, numbers, and date and time data
- filter for missing values for quantitative data
- sort data
- calculate quantitative data
- summarize report values.

For more information about using Query Studio see, "Creating reports from Query Studio," later in this chapter.

The following diagram shows the Edit Data submenu, options, and terminology.

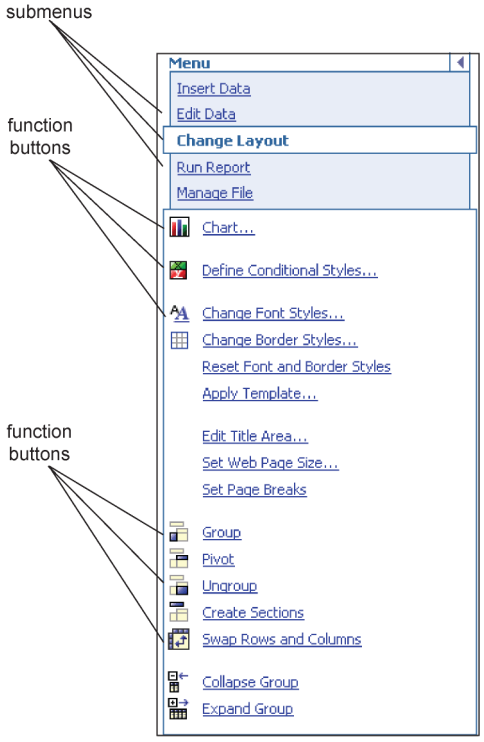


Working with the Change Layout submenu

The Change Layout submenu allows you to customize the format of your Query Studio reports. You can perform one or more of the following functions:

- create sections and subsections within the report
- create groups and subgroups of report values
- add or change border styles
- change font styles, set page breaks and create a Crosstab report.

The following diagram shows the Change Layout submenu, options, and terminology.



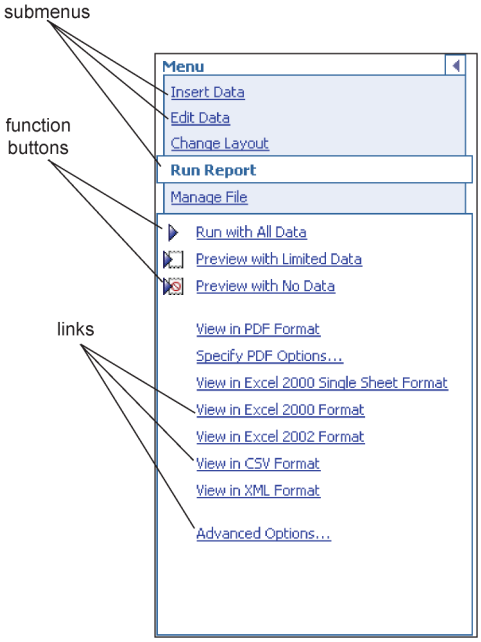
Working with the Run Report submenu

The Run Report submenu allows you to preview your report using just some of the data. The Run Report submenu also allows you to specify the file format of your report. You can save your report in the following formats:

- Adobe PDF, to save the report as it appears on your screen - *default*
- Microsoft Excel, to save the report as a spreadsheet
- CSV, to save the report using commas that separate the tabular data
- XML, to save the report for sharing on the Internet.

For more information see, "Running reports in other formats," later in this chapter.

The following diagram shows the Run Report submenu, options, and terminology.

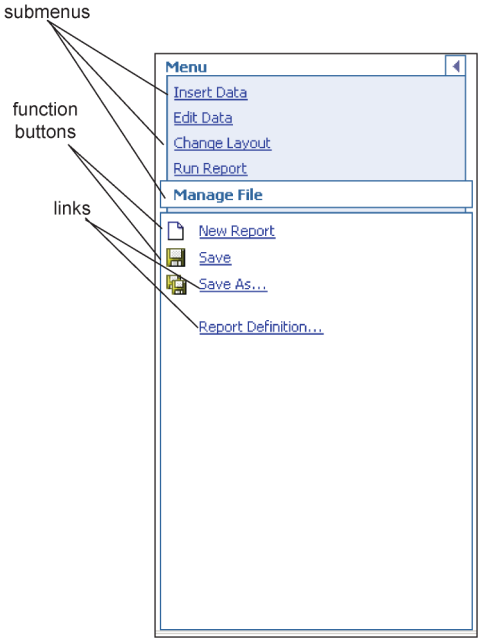


Working with the Manage File submenu

The Manage File submenu allows you to create and save new Query Studio reports. It also allows you to view the report definition (origination) of each report item in your report.

For example, the report item "Inc Disp" has a report definition of [Incidents].[Incidents].[Inc Disp Org Unit Code]. This means that Inc Disp originates from the Incidents subject area, the Incidents query subject, and the Inc Disp Org Unit Code query item.

The following diagram shows the Manage File submenu, options, and terminology.



Creating, running, and saving a report in Query Studio

When you place query items into the drop zone, Query Studio instantly returns reports values. Once moved into the drop zone, query items are called "report items." There are three ways you can add query items into the drop zone:

- Double-click each query item, in the order you want listed in the report.

  The solid, blinking black line that displays in the drop zone indicates where the query item will be placed. By default, each new query item is added as the next column.

- Drag and drop each query item into the drop zone, positioning each query item where you want it listed in the report.
- Click to select one or more query items in the order you want them to be listed, and then click the Insert button.

To create and run a report in Query Studio

1. On the **Query Studio** toolbar under the **Insert Data** submenu, click to select the **folder** of your choice.
2. Click the **expand** button for the **subject area** of your choice.
3. Click the **expand** button for the **query subject** of your choice.

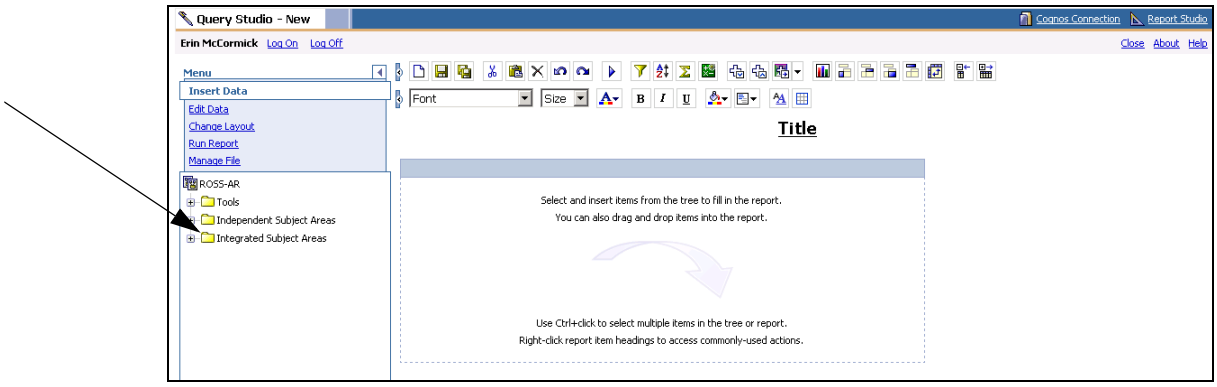
4 Click or drag and drop the **query items** of your choice into the **drop zone**.

*You can also click to select the query item(s) of your choice, and then click the **Insert** button.*

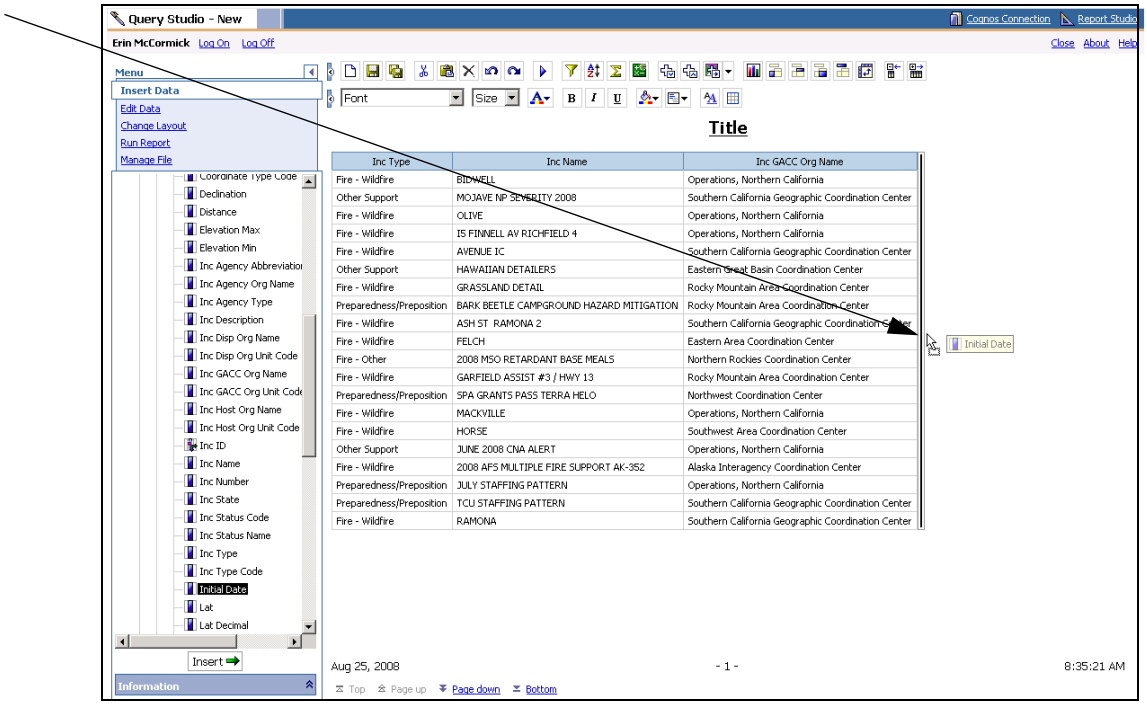
5 To name the report, click **Title**, and then complete the **Title** and **Subtitle** boxes on the **Edit Title** screen.

6 On the **Edit Title** screen, click the **Show filters** and **Show sorts** check boxes as appropriate, and then click **OK**.

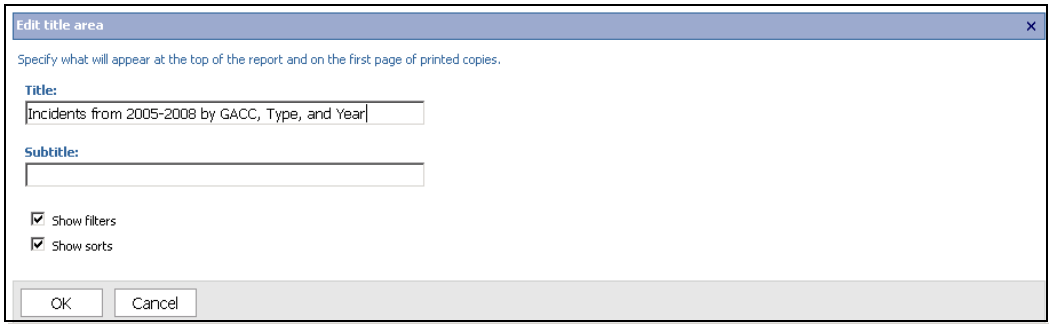
The following diagram shows the Insert Data submenu. The arrow points to the Integrated Subject Area subject area folder.



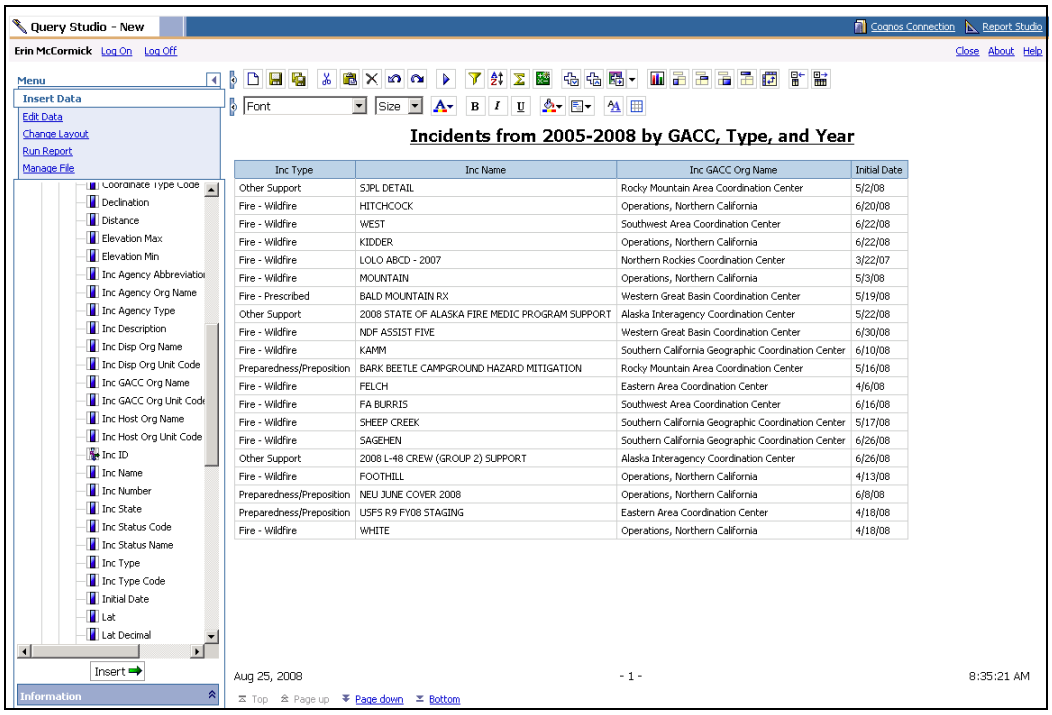
The following diagram shows the progress of a report being developed in Query Studio. The arrow points to the position where "Incident Date" is about to be placed.



The following diagram shows the Edit Title screen.



The following diagram shows a simple Query Studio report.



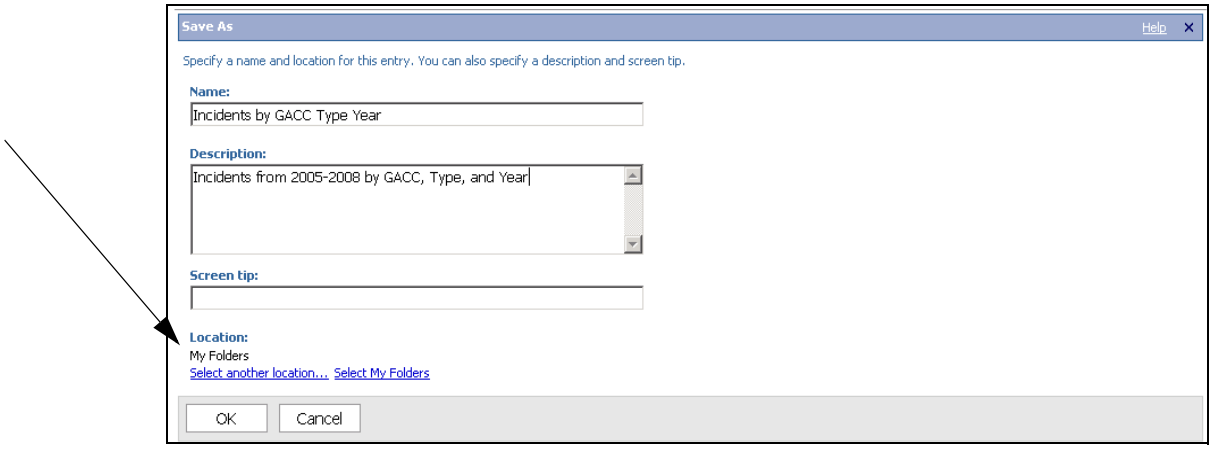
Inc Type	Inc Name	Inc GACC Org Name	Initial Date
Other Support	SJPL DETAIL	Rocky Mountain Area Coordination Center	5/2/08
Fire - Wildfire	HITCHCOCK	Operations, Northern California	6/20/08
Fire - Wildfire	WEST	Southwest Area Coordination Center	6/22/08
Fire - Wildfire	KIDDER	Operations, Northern California	6/22/08
Fire - Wildfire	LOLO ABCD - 2007	Northern Rockies Coordination Center	3/22/07
Fire - Wildfire	MOUNTAIN	Operations, Northern California	5/3/08
Fire - Prescribed	BALD MOUNTAIN RX	Western Great Basin Coordination Center	5/19/08
Other Support	2008 STATE OF ALASKA FIRE MEDIC PROGRAM SUPPORT	Alaska Interagency Coordination Center	5/22/08
Fire - Wildfire	NDF ASSIST FIVE	Western Great Basin Coordination Center	6/30/08
Fire - Wildfire	KAMM	Southern California Geographic Coordination Center	6/10/08
Preparedness/Preposition	BARK BEETLE CAMPGROUND HAZARD MITIGATION	Rocky Mountain Area Coordination Center	5/16/08
Fire - Wildfire	FELCH	Eastern Area Coordination Center	4/6/08
Fire - Wildfire	FA BURRIS	Southwest Area Coordination Center	6/16/08
Fire - Wildfire	SHEEP CREEK	Southern California Geographic Coordination Center	5/17/08
Fire - Wildfire	SAGEHEN	Southern California Geographic Coordination Center	6/26/08
Other Support	2008 L-48 CREW (GROUP 2) SUPPORT	Alaska Interagency Coordination Center	6/26/08
Fire - Wildfire	FOOTHILL	Operations, Northern California	4/13/08
Preparedness/Preposition	NEU JUNE COVER 2008	Operations, Northern California	6/8/08
Preparedness/Preposition	USFS R9 FY08 STAGING	Eastern Area Coordination Center	4/18/08
Fire - Wildfire	WHITE	Operations, Northern California	4/18/08

To save a Query Studio report

1. On the **Query Studio Standard** toolbar, click the **Save** or **Save As** button.
2. On the **Save As** screen, complete the following text boxes and then click **OK**
   - Name
   - Description
   - Screen Tip.

Be sure to save your report to My Folders.

The following diagram shows the Save As screen. The arrow points to My Folders, where the report will be saved.



Manipulating report values

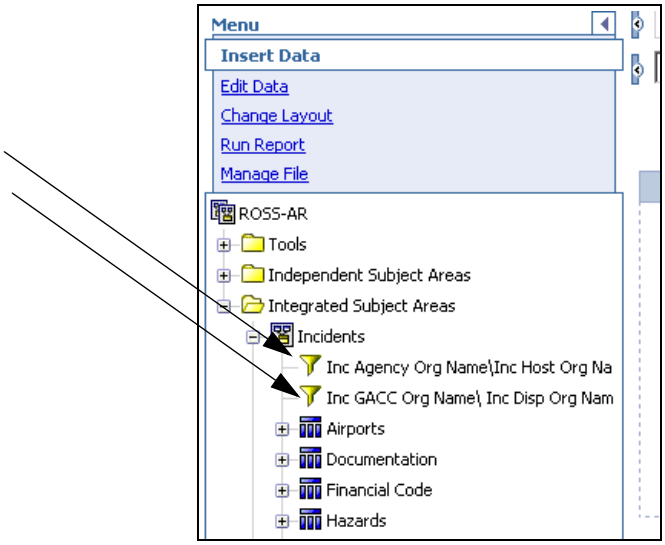
The Edit Data submenu allows you to manipulate both qualitative and quantitative data. Topics include:

- Working with filters
- Performing searches
- Sorting, grouping, summarizing, and calculating.

Working with filters

This section explains how to use filters in Query Studio. You can use cascading filters and/or develop your own to create a report that displays only the data you need.

The following diagram shows a portion of the Insert menu. The arrows point to two cascading filters available for the Incidents subject area.



To add a cascading filter for your report

*Cascading filters do not automatically refresh the data. To keep the data in your report current, save the report in My Folders and run the report again, or click **Run with All Data** from the **Run Report** submenu.*

1 On the **Cognos Query report** of your choice, click the **Insert** menu.

2 Drag-and-drop the **cascading filter** of your choice into the **drop zone**.

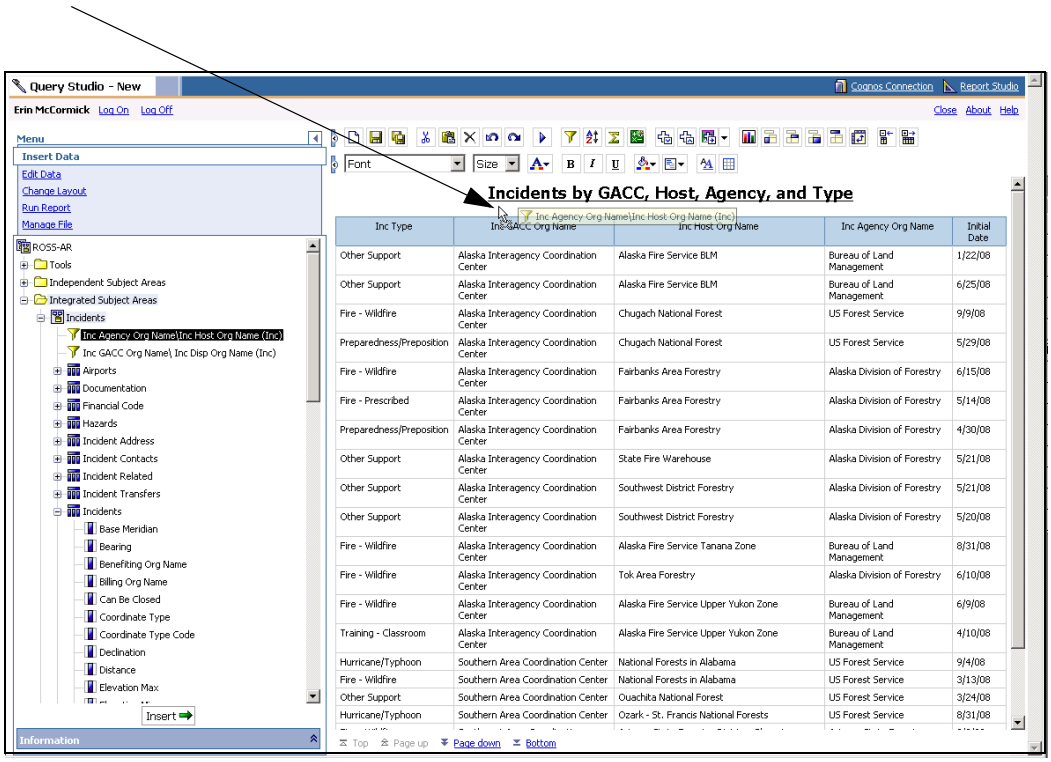
Reprompt

3 On the **Prompt** screen that displays for your report**,** click to select the **first set of values** in the **Provide a value** list box, and then click the **Reprompt** button.

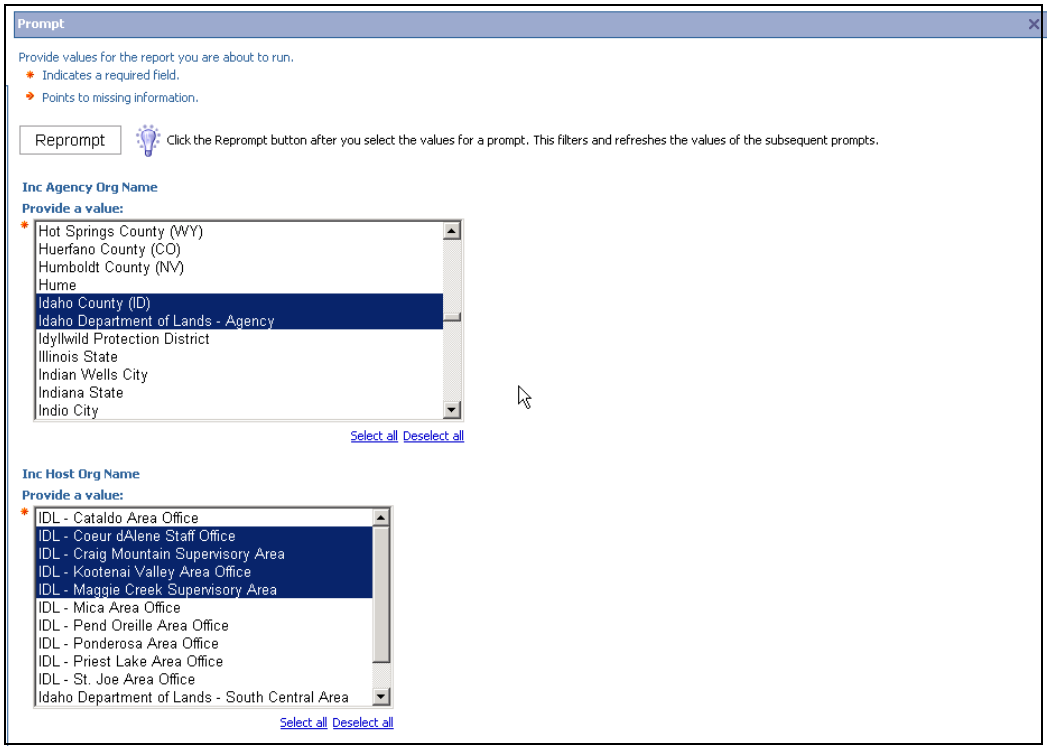
To select more than one value at a time, click and hold [CTRL], and then click to select the values of your choice.

4 Click to select the next set of values, clicking the **Reprompt** button after each selection, and then click **OK** when finished.

The following diagram shows a sample report. The arrow points to a cascading filter being inserted into the drop zone.



The following diagram shows a sample Prompt screen.



The following diagram shows the resulting report after the cascading filter is applied.

Incidents by GACC, Host, Agency, and Type

Inc Agency Org Name\Inc Host Org Name (Inc)

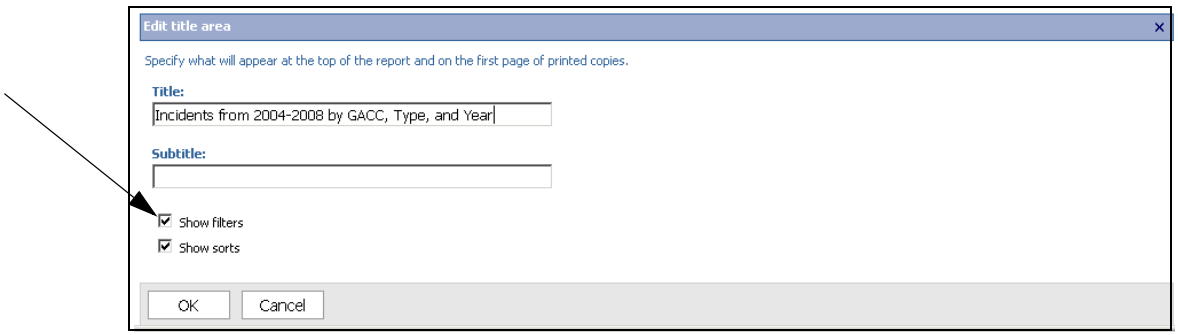
Inc Type	Inc GACC Org Name	Inc Host Org Name	Inc Agency Org Name	Initial Date
Other Support	Northern Rockies Coordination Center	IDL - Coeur dAlene Staff Office	Idaho Department of Lands - Agency	6/3/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	9/5/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	7/26/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Craig Mountain Supervisory Area	Idaho Department of Lands - Agency	8/17/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Craig Mountain Supervisory Area	Idaho Department of Lands - Agency	7/26/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	8/18/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	8/19/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	9/10/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	7/16/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	4/28/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Maggie Creek Supervisory Area	Idaho Department of Lands - Agency	8/7/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	7/16/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Craig Mountain Supervisory Area	Idaho Department of Lands - Agency	8/9/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	5/4/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	5/7/08
Other Support	Northern Rockies Coordination Center	IDL - Coeur dAlene Staff Office	Idaho Department of Lands - Agency	6/3/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	7/15/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	7/10/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	9/10/08
Fire - Wildfire	Northern Rockies Coordination Center	IDL - Kootenai Valley Area Office	Idaho Department of Lands - Agency	8/9/08

To display filter subtitles

1 On the **Query Studio** report of your choice, click the **Title** of the report.

2 On the **Edit title area** screen, click to select the **Show filters** check box.

The following diagram shows the Edit title area screen. The arrow points to the Show filters check box.



To filter for missing report values

1 Create the **Query Studio** report of your choice.

2 Under **Menu**, click the **Edit Data** submenu.

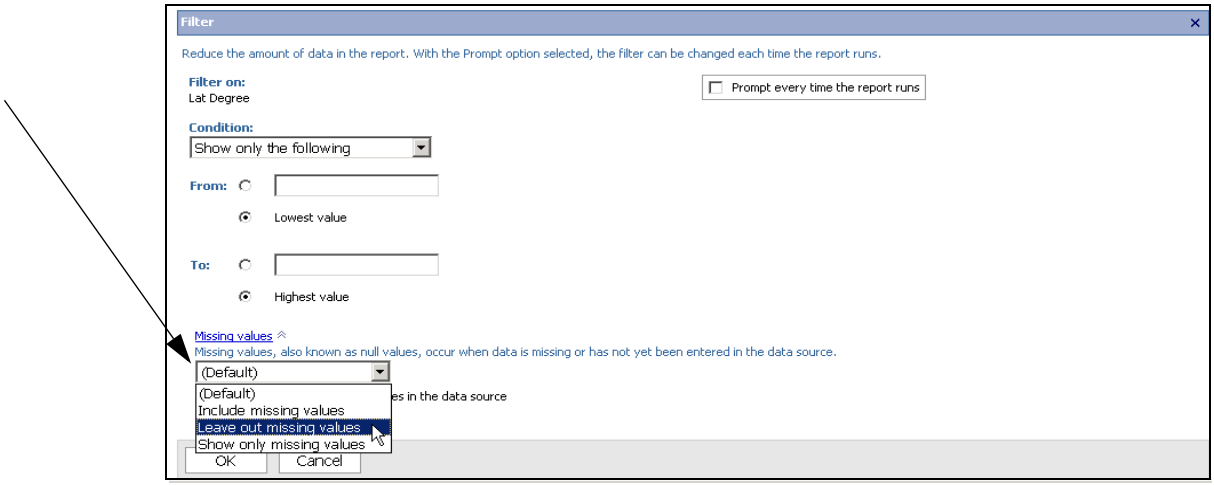
3 Click to select the **column heading** of your choice, and then click the **Filter** link.

4 On the **Filter** screen, click the **Missing Values** link, and then click the **Missing Values** drop-down arrow.

5 Click to select the **option** of your choice.

6 Click to select the **Apply the filter to individual values in the data source** check box, as appropriate, and then click **OK**.

The following diagram shows the Filter screen. The arrow points to the Missing Values link.



To filter for missing report values - *an example*

This example explains how to filter for missing Contract Start Dates and Contract End Dates. You can create a report that shows only these missing or "null" report values.

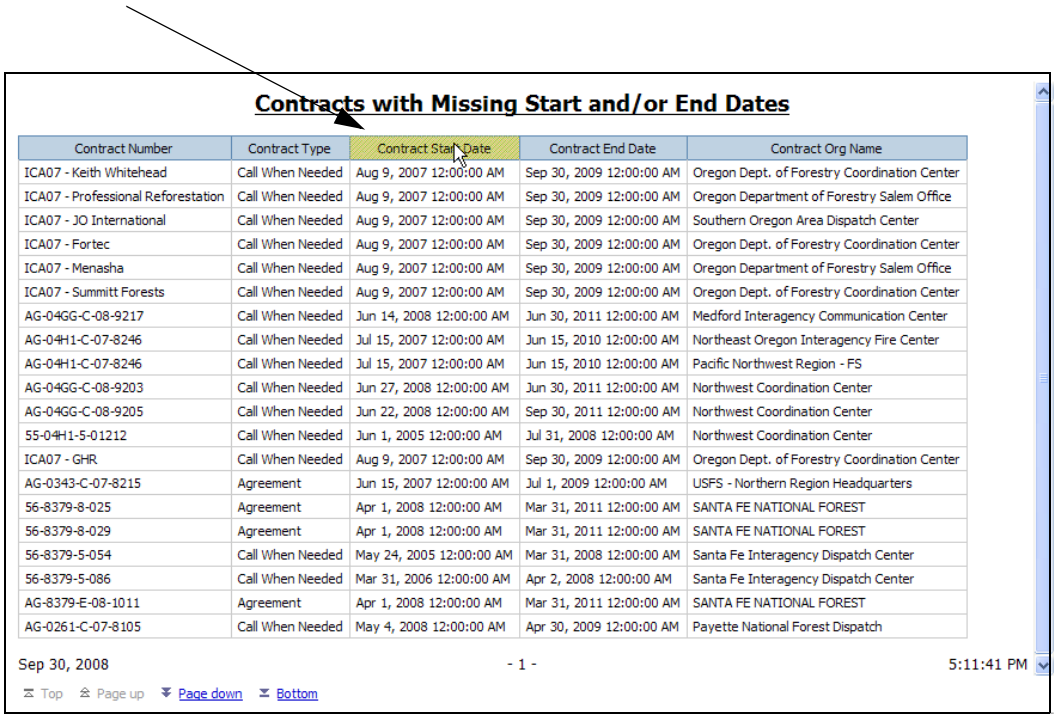
1. Create the **Query Studio** report of your choice.

   This example lists Contract Number, Contract Type, Contract Start Date, Contract End Date, and Contract Org Name.

2. Under **Menu**, click the **Edit Data** submenu.
3. Click to select **Contract Start Date**, and then click the **Filter** link.
4. On the **Filter** screen, click the **Missing Values** link, and then click the **Missing Values** drop-down arrow.
5. Click to select **Show only missing values** click to select the **Apply the filter to individual values in the data source** check box, as appropriate, and then click **OK**.

   Repeat the filter for Contract End Date to be certain you filtered for all missing values.

The following diagram shows a sample report. The arrow points to the Contract Start Date, which will be filtered for missing values.



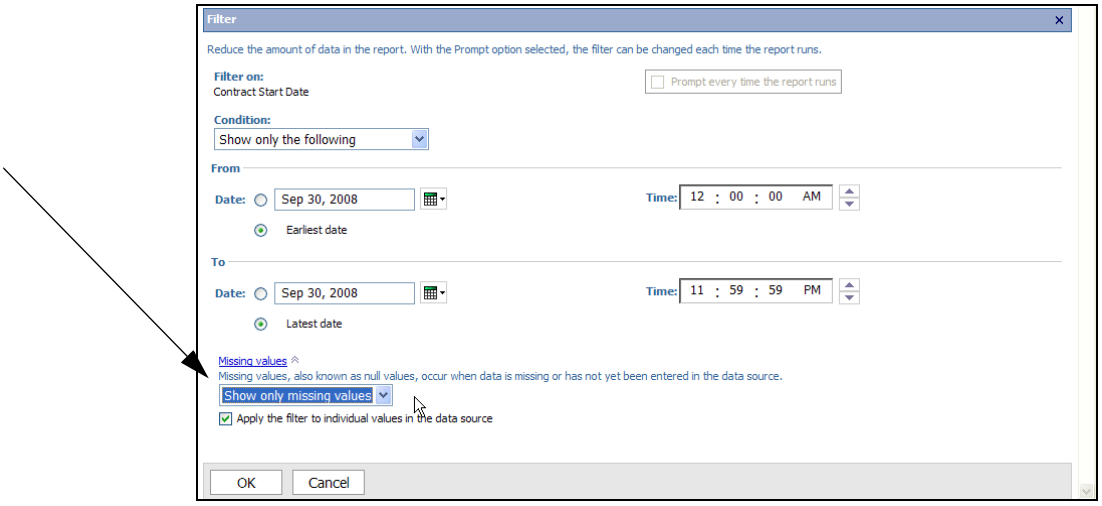
Contracts with Missing Start and/or End Dates

Contract Number	Contract Type	Contract Start Date	Contract End Date	Contract Org Name
ICA07 - Keith Whitehead	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Oregon Dept. of Forestry Coordination Center
ICA07 - Professional Reforestation	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Oregon Department of Forestry Salem Office
ICA07 - JO International	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Southern Oregon Area Dispatch Center
ICA07 - Fortec	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Oregon Dept. of Forestry Coordination Center
ICA07 - Menasha	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Oregon Department of Forestry Salem Office
ICA07 - Summitt Forests	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Oregon Dept. of Forestry Coordination Center
AG-04GG-C-08-9217	Call When Needed	Jun 14, 2008 12:00:00 AM	Jun 30, 2011 12:00:00 AM	Medford Interagency Communication Center
AG-04H1-C-07-8246	Call When Needed	Jul 15, 2007 12:00:00 AM	Jun 15, 2010 12:00:00 AM	Northeast Oregon Interagency Fire Center
AG-04H1-C-07-8246	Call When Needed	Jul 15, 2007 12:00:00 AM	Jun 15, 2010 12:00:00 AM	Pacific Northwest Region - FS
AG-04GG-C-08-9203	Call When Needed	Jun 27, 2008 12:00:00 AM	Jun 30, 2011 12:00:00 AM	Northwest Coordination Center
AG-04GG-C-08-9205	Call When Needed	Jun 22, 2008 12:00:00 AM	Sep 30, 2011 12:00:00 AM	Northwest Coordination Center
55-04H1-5-01212	Call When Needed	Jun 1, 2005 12:00:00 AM	Jul 31, 2008 12:00:00 AM	Northwest Coordination Center
ICA07 - GHR	Call When Needed	Aug 9, 2007 12:00:00 AM	Sep 30, 2009 12:00:00 AM	Oregon Dept. of Forestry Coordination Center
AG-0343-C-07-8215	Agreement	Jun 15, 2007 12:00:00 AM	Jul 1, 2009 12:00:00 AM	USFS - Northern Region Headquarters
56-8379-8-025	Agreement	Apr 1, 2008 12:00:00 AM	Mar 31, 2011 12:00:00 AM	SANTA FE NATIONAL FOREST
56-8379-8-029	Agreement	Apr 1, 2008 12:00:00 AM	Mar 31, 2011 12:00:00 AM	SANTA FE NATIONAL FOREST
56-8379-5-054	Call When Needed	May 24, 2005 12:00:00 AM	Mar 31, 2008 12:00:00 AM	Santa Fe Interagency Dispatch Center
56-8379-5-086	Call When Needed	Mar 31, 2006 12:00:00 AM	Apr 2, 2008 12:00:00 AM	Santa Fe Interagency Dispatch Center
AG-8379-E-08-1011	Agreement	Apr 1, 2008 12:00:00 AM	Mar 31, 2011 12:00:00 AM	SANTA FE NATIONAL FOREST
AG-0261-C-07-8105	Call When Needed	May 4, 2008 12:00:00 AM	Apr 30, 2009 12:00:00 AM	Payette National Forest Dispatch

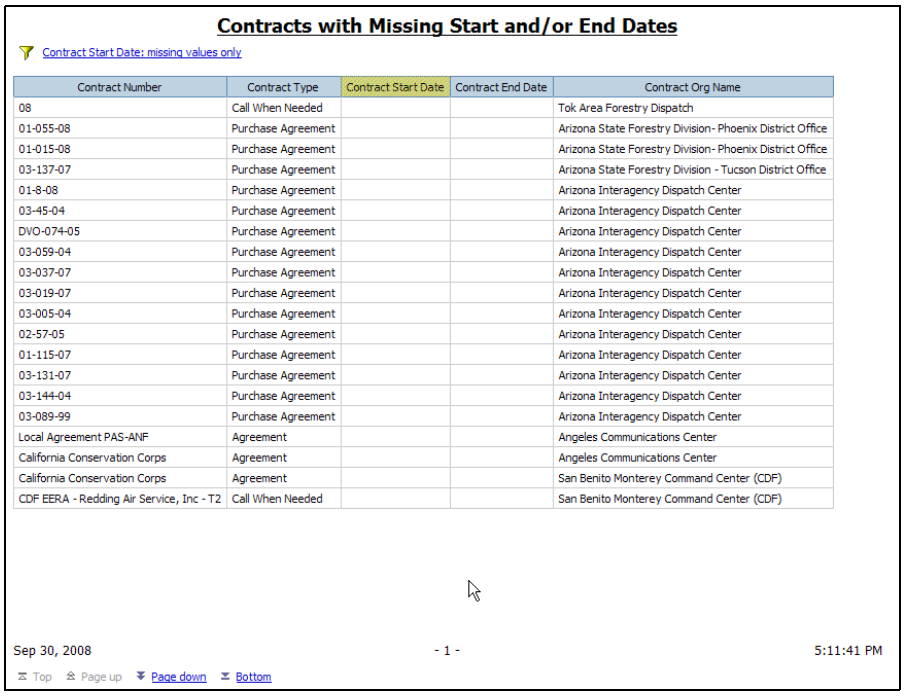
Sep 30, 2008 - 1 - 5:11:41 PM

Top Page up Page down Bottom

The following diagram shows the Filter screen. The arrow points to the Show only missing values option.



The following diagram shows the sample report after applying the filter to the Contract Start Date.



Contracts with Missing Start and/or End Dates

Contract Start Date: missing values only

Contract Number	Contract Type	Contract Start Date	Contract End Date	Contract Org Name
08	Call When Needed			Tok Area Forestry Dispatch
01-055-08	Purchase Agreement			Arizona State Forestry Division- Phoenix District Office
01-015-08	Purchase Agreement			Arizona State Forestry Division- Phoenix District Office
03-137-07	Purchase Agreement			Arizona State Forestry Division - Tucson District Office
01-8-08	Purchase Agreement			Arizona Interagency Dispatch Center
03-45-04	Purchase Agreement			Arizona Interagency Dispatch Center
DVO-074-05	Purchase Agreement			Arizona Interagency Dispatch Center
03-059-04	Purchase Agreement			Arizona Interagency Dispatch Center
03-037-07	Purchase Agreement			Arizona Interagency Dispatch Center
03-019-07	Purchase Agreement			Arizona Interagency Dispatch Center
03-005-04	Purchase Agreement			Arizona Interagency Dispatch Center
02-57-05	Purchase Agreement			Arizona Interagency Dispatch Center
01-115-07	Purchase Agreement			Arizona Interagency Dispatch Center
03-131-07	Purchase Agreement			Arizona Interagency Dispatch Center
03-144-04	Purchase Agreement			Arizona Interagency Dispatch Center
03-089-99	Purchase Agreement			Arizona Interagency Dispatch Center
Local Agreement PAS-ANF	Agreement			Angeles Communications Center
California Conservation Corps	Agreement			Angeles Communications Center
California Conservation Corps	Agreement			San Benito Monterey Command Center (CDF)
CDF EERA - Redding Air Service, Inc - T2	Call When Needed			San Benito Monterey Command Center (CDF)

Performing searches

This section explains how to perform a search for report values using the Filters button and the Filters (Search for Values) screen. The Filters (Search for Values) screen allows you to define search criteria for report values, including the following:

- **Keywords text box**. Type one or more keywords for your search of report values. Separate each keyword by a space.

- **Search button**. Click the Search button to perform a search using the Keywords, Options, and Case insensitive check box criteria. Search results display in the Results text box.
- **Options link**. Click the Options link to narrow the keyword search using one of the following keyword criteria
  - Starts with any of these keywords
  - Starts with the first keyword and contains all of the remaining keywords
  - Contains any of these keywords
  - Contains all of these keywords.
- **Case insensitive check box**. Click to select the Case insensitive check box to specify that upper and lower-cased text is not used as part of the keyword search criteria.
- **Results text box**. This text box displays search results from the Keywords, Options, and Case insensitive check box criteria. Click to select one or more of the report values in the Results text box, and then click the Insert button to add these report values to the Conditions text box.
- **Missing values link**. Click the Missing values link to search using one of the following missing values criteria
  - Include missing values
  - Leave out missing values
  - Show only missing values.
- **Apply the filter to individual values in the data source check box**. Click the Apply the filter to individual values in the data source check box to specify that individual report values will be filtered using the missing value criteria.
- **Insert button**. Select the report value(s) from the Results text box, and then click the Insert button to move report values to the Condition text box.
- **Remove button**. Select the report value(s) from the Condition text box, and then click the Remove button to move report values back to the Results text box.
- **Condition drop-down arrow**. Click the Conditions drop-down arrow to specify one of the following options
  - Show only the following
  - Do not show the following (NOT).
- **Conditions text box**. The Conditions text box lists resulting report values to be either included or excluded from your report.

To search for report values you specify

1 Create the **Query Studio** report of your choice.

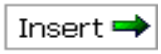
2 Click to select the **column heading** of your choice, and then click the **Filter** button.

*If viewing your report from the **Edit** submenu, you can click the **Filter** link.*

3 On the **Filters (Pick values from a list)** screen, click the **Search for Values** link.

4 On the **Filter (Search for Values)** screen, complete the following as appropriate for the search, and then click the **search** button

- Keywords
- Options
- Case insensitive
- Missing values
- Apply the filter to individual values in the data source.



5 Under **Results**, click to select the **report value(s)** of your choice, and then click the **Insert** button.

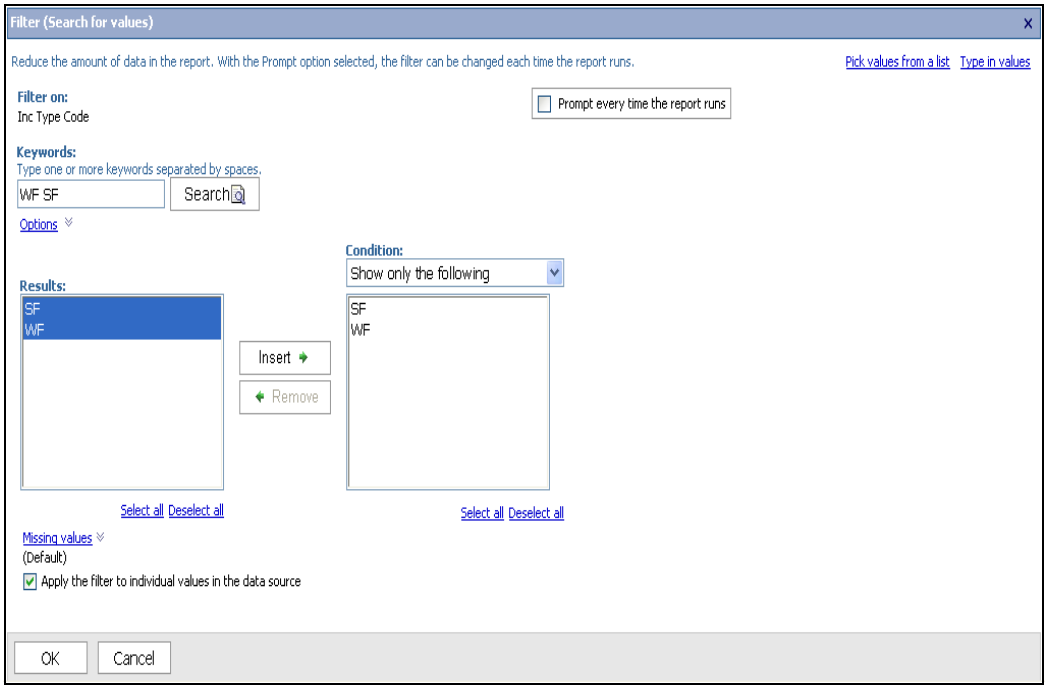
6 When finished, click **OK**.

The following diagram shows a sample report before performing the search for Inc Type Code.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type	Inc Type Code	Inc GACC Org Name	Inc Name	Year
Fire - Wildfire	WF	Southwest Area Coordination Center	LYMAN LAKE	2009
Fire - Other	FO	Southern Area Coordination Center	FY09 REGION 8 STAGING (KNOXVILLE MOB CENTER)	2009
Preparedness/Preposition	PP	Eastern Great Basin Coordination Center	2009 EBC STAGING	2009
Fire - Wildfire	WF	Southern Area Coordination Center	MS-MSR INITIAL ATTACK FY2009	2009
Other Support	SU	Eastern Area Coordination Center	EACC R9 PROJECT SUPPORT 2009	2009
Fire - Wildfire	WF	Northwest Coordination Center	R06 AIRSPACE COORDINATION	2009
Fire - Wildfire	WF	Rocky Mountain Area Coordination Center	R2 REGIONAL OFFICE SUPPORT	2009
Preparedness/Preposition	PP	Southwest Area Coordination Center	PECOS DISTRICT SEV ERITY	2009
Preparedness/Preposition	PP	Southwest Area Coordination Center	STATE TEMPORARY DISPATCHERS 2009	2009
Fire - Prescribed	RX	Southern California Geographic Coordination Center	SLRD ADMIN BURN	2009
Fire - Wildfire	WF	Southern Area Coordination Center	EVANS ROAD FIRE EXTENDED 09	2009
Fire - Wildfire	WF	Southern Area Coordination Center	FY09 RX BURN PIEDMONT NWR	2009
Fire - Prescribed	RX	Northwest Coordination Center	RX METHOW	2009
Fire - Wildfire	WF	Southern Area Coordination Center	ABCD MISC DBNF	2009
Other Support	SU	Rocky Mountain Area Coordination Center	CY-2009 FTC AVIATION SUPPORT	2009
Fire - Wildfire	WF	Northwest Coordination Center	OWF ABCD MISC	2009
Other Support	SU	Rocky Mountain Area Coordination Center	PSF FIRE SUPPORT	2009
Other Support	SU	Operations, Northern California	ONC SUPPORT 2009	2009
Program Support - Resource	RP	Southern Area Coordination Center	EAGLE SURVEY	2009
Other Support	SU	Northwest Coordination Center	0022 COHVOPS SUPPLY	2009

The following diagram shows a sample Filter (Search for Values) screen.



The following diagram shows the resulting report after the search.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type Code: SF, WF

Inc Type	Inc Type Code	Inc GACC Org Name	Inc Name	Year
Fire - Wildfire	WF	Southwest Area Coordination Center	LYMAN LAKE	2009
Fire - Wildfire	WF	Southern Area Coordination Center	MS-MSR INITIAL ATTACK FY2009	2009
Fire - Wildfire	WF	Northwest Coordination Center	R06 AIRSPACE COORDINATION	2009
Fire - Wildfire	WF	Rocky Mountain Area Coordination Center	R2 REGIONAL OFFICE SUPPORT	2009
Fire - Wildfire	WF	Southern Area Coordination Center	EVANS ROAD FIRE EXTENDED 09	2009
Fire - Wildfire	WF	Southern Area Coordination Center	FY09 RX BURN PIEDMONT NWR	2009
Fire - Wildfire	WF	Southern Area Coordination Center	ABCD MISC DBNF	2009
Fire - Wildfire	WF	Northwest Coordination Center	OWF ABCD MISC	2009
Fire - Wildfire	WF	Southern Area Coordination Center	ABCD MISC 2009	2008
Fire - Wildfire	WF	Operations, Northern California	2009 AD TRAINING	2009
Fire - Wildfire	WF	Southern Area Coordination Center	STATE ASSIST 2009 (BILLABLE)	2008
Fire - Wildfire	WF	Southern Area Coordination Center	LEATHERWOOD	2009
Fire - Wildfire	WF	Northwest Coordination Center	WIF AD INSTRUCTORS	2009
Fire - Wildfire	WF	Northwest Coordination Center	SEAT RETARDANT	2009
Fire - Wildfire	WF	Southwest Area Coordination Center	PICACHO	2009
Fire - Wildfire	WF	Southwest Area Coordination Center	MCCELLAN	2009
Fire - Wildfire	WF	Southwest Area Coordination Center	WINDY TANK 2	2009
Fire - Wildfire	WF	Southern Area Coordination Center	2009 MENA HELIBASE	2009
Fire - Wildfire	WF	Northwest Coordination Center	NWC - MAC SUPPORT	2009
Fire - Wildfire	WF	Southern California Geographic Coordination Center	LOS PADRES NF - FY09 FIRE SUPPORT	2008

To filter report values by picking from a list

1 Create the **Query Studio** report of your choice.

2 Under **Menu**, click the **Edit Data** submenu.

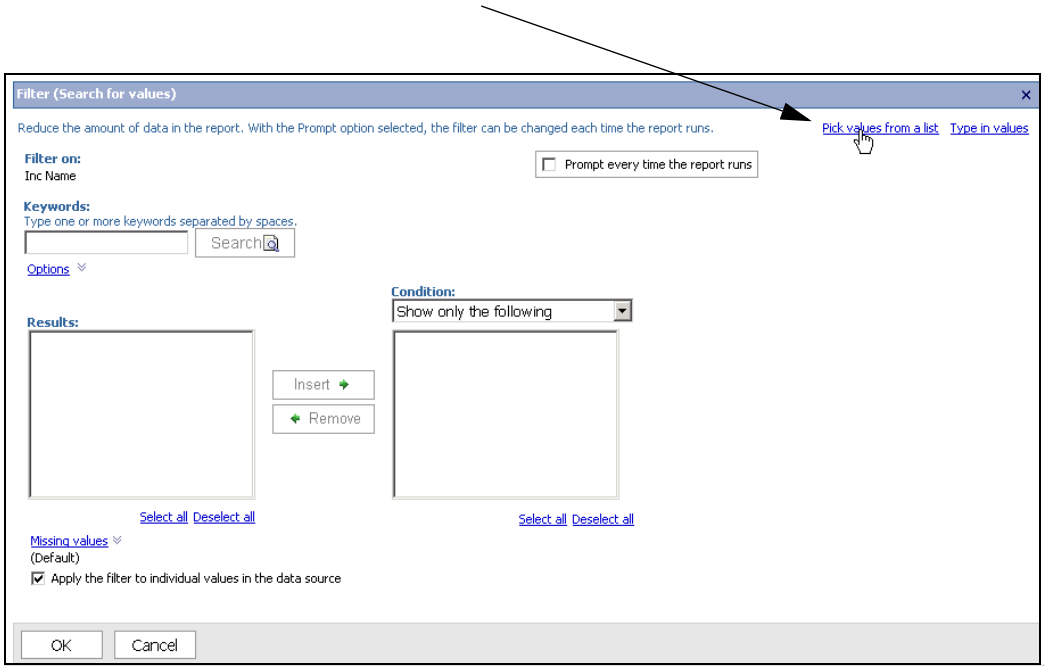
3 Click to select the **column heading** of your choice, and then click the **Filter** link.

4 On the **Filter (Search for Values)** screen, click the **Pick values from a list** link.

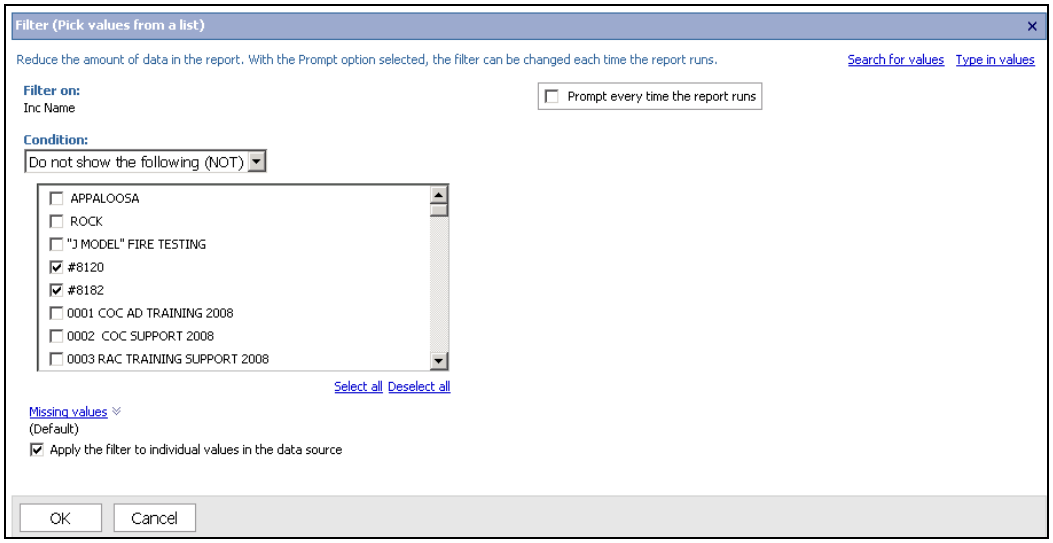
5 On the **Filter (Pick values from a list)** screen, click the **Condition** drop-down arrow, and then click to select the **condition** of your choice.

6 Click to select the **report values** of your choice, and then click **OK**.

The following diagram shows the Filter (Search for Values) link on the Filter (Search for Values) screen. The arrow points to the Pick values from a list link.



The following diagram shows a sample Filter (Pick values from a list) screen.

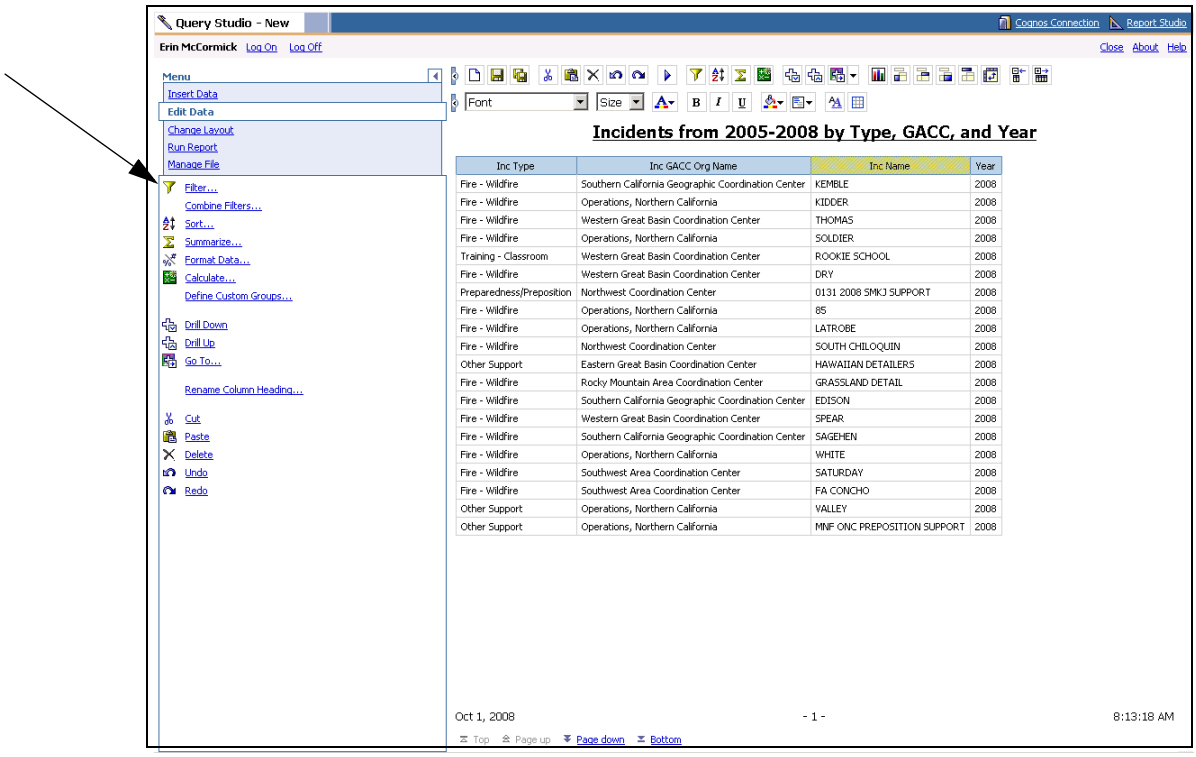


To filter report values by typing your own list

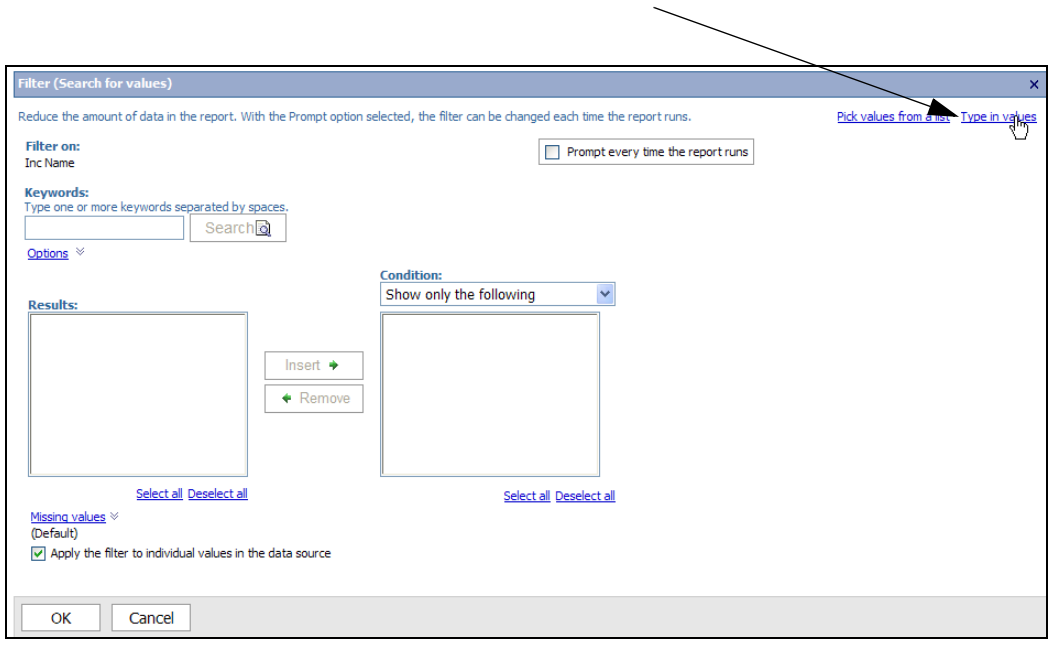
Report values are case-sensitive and must be an exact match. You cannot use wildcards.

1. Create the **Query Studio** report of your choice.
2. Under **Menu**, click the **Edit Data** submenu.
3. Click to select the **column heading** of your choice, and then click the **Filter** link.
4. On the **Filter (Search for Values)** screen, click the **Type in values** link.
5. Click the **Condition** drop-down arrow, and then click to select one of the following conditions
   - Show only the following
   - Do not show the following (NOT).
6. On the **Filter (Type in values)** screen under **New value**, type the **report value** of your choice to match the **condition**, and then click the **Insert** button.
7. Click to select the **report values** of your choice, and then click **OK**.

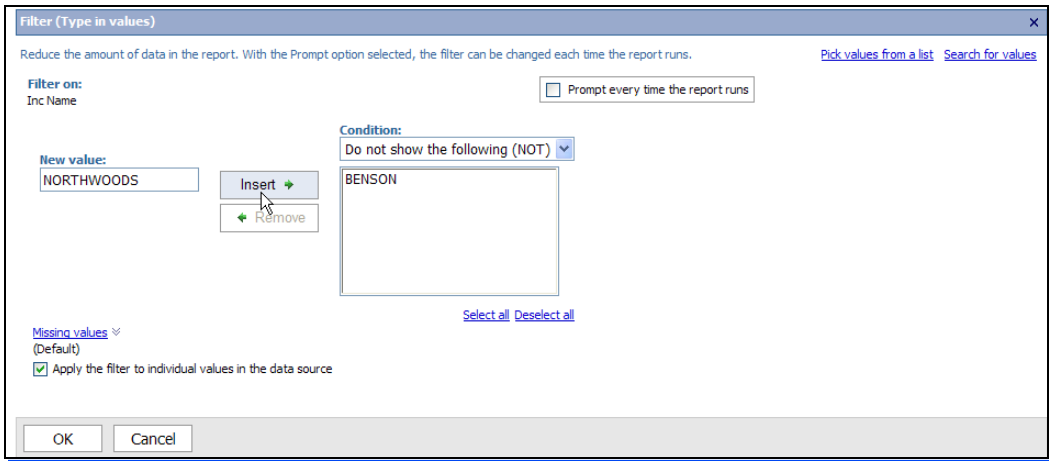
The following diagram shows a sample report with Inc Name selected. The arrow points to the Filter link.



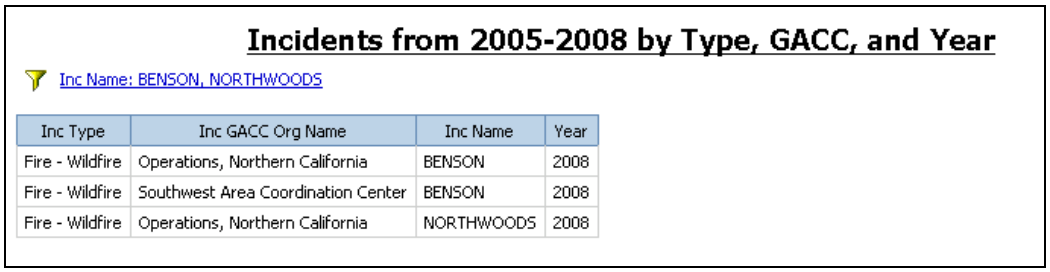
The following diagram shows the Filter (Search for Values) link on the Filter (Search for Values) screen. The arrow points to the Type in values link.



The following diagram shows the Filter (Type in values) screen. In this example Inc Names, "BENSON" and "NORTHWOODS," will be filtered out from your report.



The following diagram shows the resulting report after the filter is applied.



Inc Type	Inc GACC Org Name	Inc Name	Year
Fire - Wildfire	Operations, Northern California	BENSON	2008
Fire - Wildfire	Southwest Area Coordination Center	BENSON	2008
Fire - Wildfire	Operations, Northern California	NORTHWOODS	2008

Sorting, grouping, summarizing, and calculating

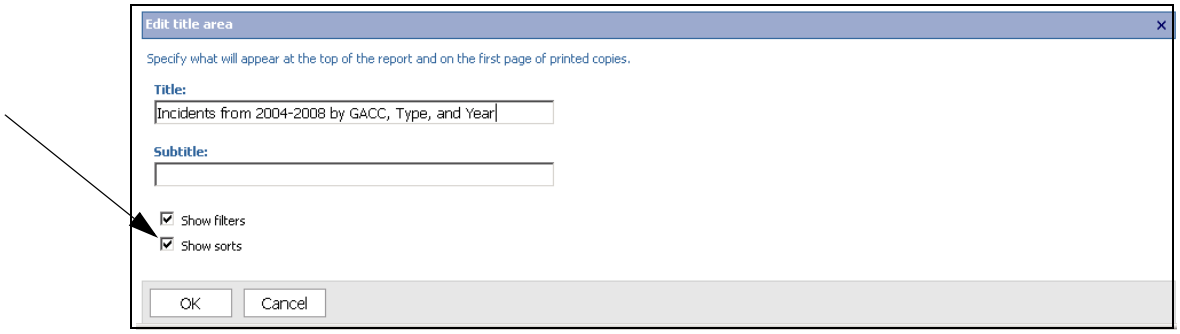
This section explains how to sort and group report values, summarize report values, and perform calculations on report values in your report.

To display sort subtitles

1 On the **Query Studio** report of your choice, click the **Title** of the report.

2 On the **Edit title area** screen, click to select the **Show sorts** check box.

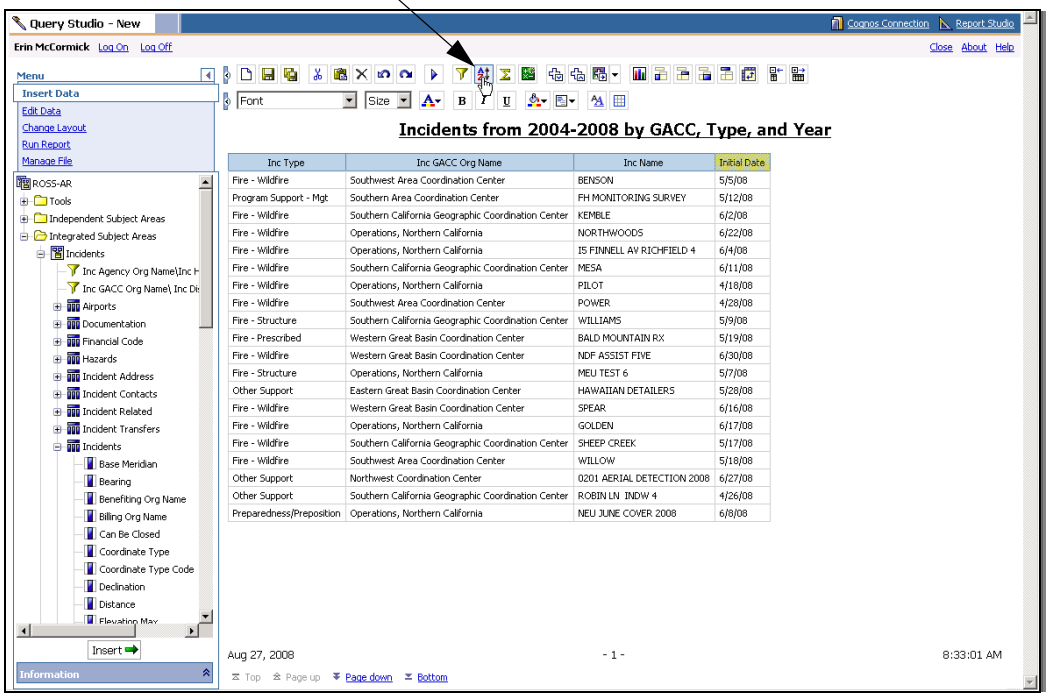
The following diagram shows the Edit title area screen. The arrow points to the Show sorts check box.



To sort report values

- On the **Query Studio report** of your choice, to select the **column heading** of your choice, and then click the **Sort** button.

The following diagram shows a sample report. The arrow points to the Sort button.



To change the default sort order of the column

1 On the **Query Studio report** of your choice, click the **sort subtitle** of your choice.

*To display sort subtitles, click the **Title**, and then click to select the **Show sorts** check box on the **Edit title area** screen.*

2 On the **Sort** screen, click to select the **Sort order** option of your choice, and then click **OK**.

The following diagram shows the Sort screen.

To group report values

Grouping report values allows you to hide duplicate values. You cannot group measures (quantitative data).

- On the **Query Studio report** of your choice, to select the **column heading** of your choice, and then click the **Group** button.

The following diagram shows a sample report *before* grouping the Inc GACC Org Name column.

Incidents from 2004-2008 by GACC, Type, and Date

Inc Type	Inc GACC Org Name	Inc Name	Initial Date
Fire - Wildfire	Southwest Area Coordination Center	BENSON	5/5/08
Program Support - Mgt	Southern Area Coordination Center	FH MONITORING SURVEY	5/12/08
Fire - Wildfire	Southern California Geographic Coordination Center	KEMBLE	6/2/08
Fire - Wildfire	Operations, Northern California	NORTHWOODS	6/22/08
Fire - Wildfire	Operations, Northern California	I5 FINNELL AV RICHFIELD 4	6/4/08
Fire - Wildfire	Southern California Geographic Coordination Center	MESA	6/11/08
Fire - Wildfire	Operations, Northern California	PILOT	4/18/08
Fire - Wildfire	Southwest Area Coordination Center	POWER	4/28/08
Fire - Structure	Southern California Geographic Coordination Center	WILLIAMS	5/9/08
Fire - Prescribed	Western Great Basin Coordination Center	BALD MOUNTAIN RX	5/19/08
Fire - Wildfire	Western Great Basin Coordination Center	NDF ASSIST FIVE	6/30/08
Fire - Structure	Operations, Northern California	MEU TEST 6	5/7/08
Other Support	Eastern Great Basin Coordination Center	HAWAIIAN DETAILERS	5/28/08
Fire - Wildfire	Western Great Basin Coordination Center	SPEAR	6/16/08
Fire - Wildfire	Operations, Northern California	GOLDEN	6/17/08
Fire - Wildfire	Southern California Geographic Coordination Center	SHEEP CREEK	5/17/08
Fire - Wildfire	Southwest Area Coordination Center	WILLOW	5/18/08
Other Support	Northwest Coordination Center	0201 AERIAL DETECTION 2008	6/27/08
Other Support	Southern California Geographic Coordination Center	ROBIN LN INDW 4	4/26/08
Preparedness/Preposition	Operations, Northern California	NEU JUNE COVER 2008	6/8/08

The following diagram shows a sample report *after* grouping the Inc GACC Org Name column.

Incidents from 2004-2008 by GACC, Type, and Date

Inc GACC Org Name	Inc Type	Inc Name	Initial Date
APHIS National Dispatch Center	Animal Health Emergency	RITA-LA-2005	9/11/07
	Animal Health Emergency	TB EAST LANSING MI 2008	2/19/08
	Animal Health Emergency	TB FRESNO CA 2008	2/6/08
	Flooding	FLOOD FEMA REGION VII JUNE 2008	6/14/08
	Flooding	FLOOD NRCC JUNE 2008	6/12/08
	Hurricane/Typhoon	HURRICANE DOLLY FEMA REGION VI JULY 2008	7/22/08
	Hurricane/Typhoon	TS FAY FEMA R4 AUGUST 2008	8/18/08
	Plant Health Emergency	JOINT SUSPECT EAB CAPTURE EXERCISE MN	8/5/08
	Plant Health Emergency	JOINT SUSPECT EAB CAPTURE EXERCISE SC	8/5/08
	Training - Simulation	AC EXERCISE LA 2008	6/9/08
Alaska Interagency Coordination Center	Fire - Debris/Product	MID MOOSE CREEK-MECHANICAL	6/9/08
	Fire - Other	SUPPORT OF MCGRATH PREPO	7/8/08
	Fire - Prescribed	2008 RX - NENANA RIDGE	1/9/08
	Fire - Prescribed	GVC RX BURN	7/13/08
	Fire - Prescribed	MID AFS SUPPORT TO MILITARY	4/1/08
	Fire - Prescribed	MID BOLIO LAKES RX	4/21/08
	Fire - Prescribed	MID CHENA LAKES FLOOD PLAIN REMOTE ARM RX	5/13/08
	Fire - Prescribed	MID CHENA LAKES FLOOD PLAIN RX	5/7/08
	Fire - Prescribed	MID DONNELLY TRAINING AREA EAST RX	4/17/08
	Fire - Prescribed	MID FBK AMMNO BUNKER RX	4/25/08

To group a span of report values - *an example*

This example explains how to filter for Contract Start Dates beginning in June, 2008 and ending in September, 2008. Next, you will group this "span" (known as "range" in Cognos) of report values to hide the duplicates.

1 Create the **Query Studio** report of your choice.

This example lists Contract Number, Contract Type, Contract Start Date, Contract End Date, and Contract Org Name.

2 Under **Menu**, click the **Edit Data** submenu.

3 Click to select **Contract Start Date**, and then click the **Filter** button.

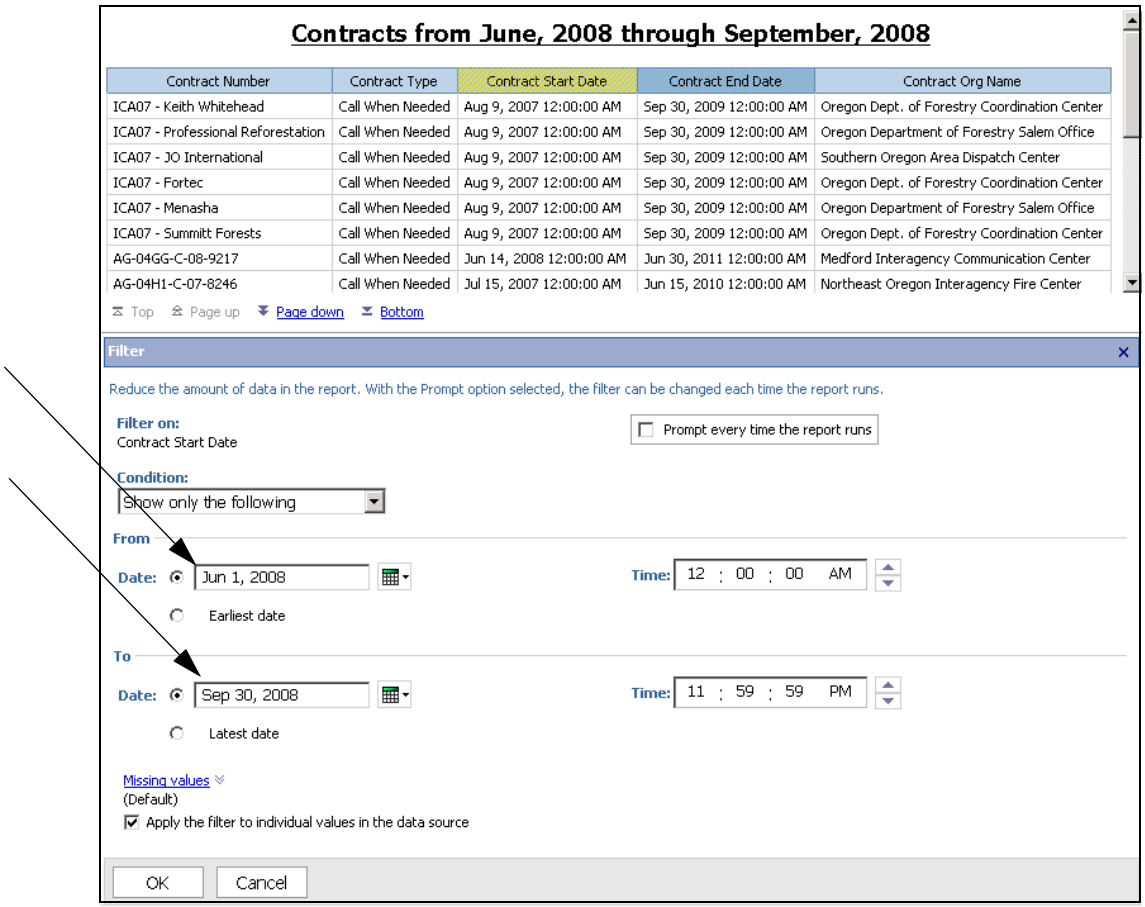
4 On the **Filter** screen, complete the following information and then click **OK**

- click the **Conditions** drop-down arrow and then click to select **Show only the following**
- in the **From Date** text box, click the **calendar**, and then click to select **June 1, 2008**
- in the **To Date** text box, click the **calendar**, and then click to select **September 30, 2008**.

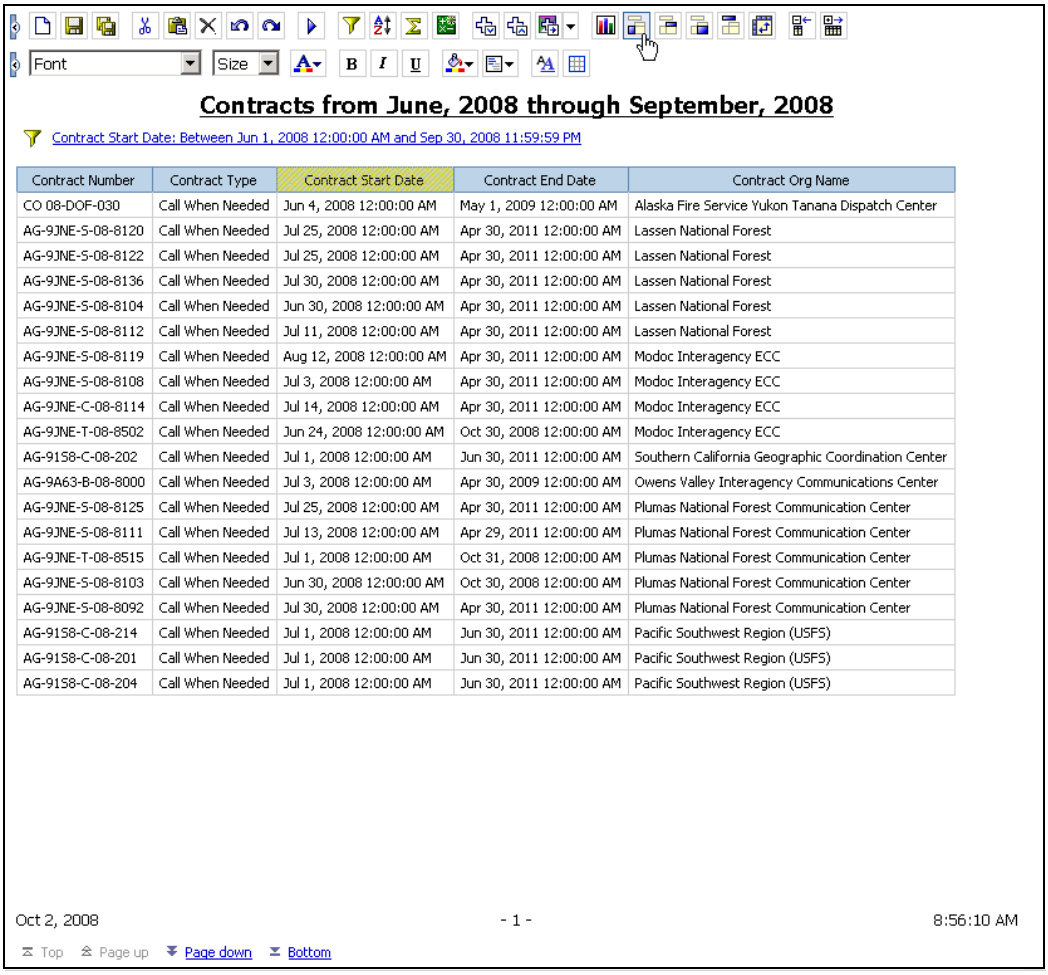
5 Click the **Group** button.

Since you applied the filter from the previous step to the Contract Start Date, this column heading should already be selected.

The following diagram shows a sample report and the Filter screen. The arrows point to the filter used for this example.



The following diagram shows the sample report after applying the filter to Contract Start Date.



Contracts from June, 2008 through September, 2008

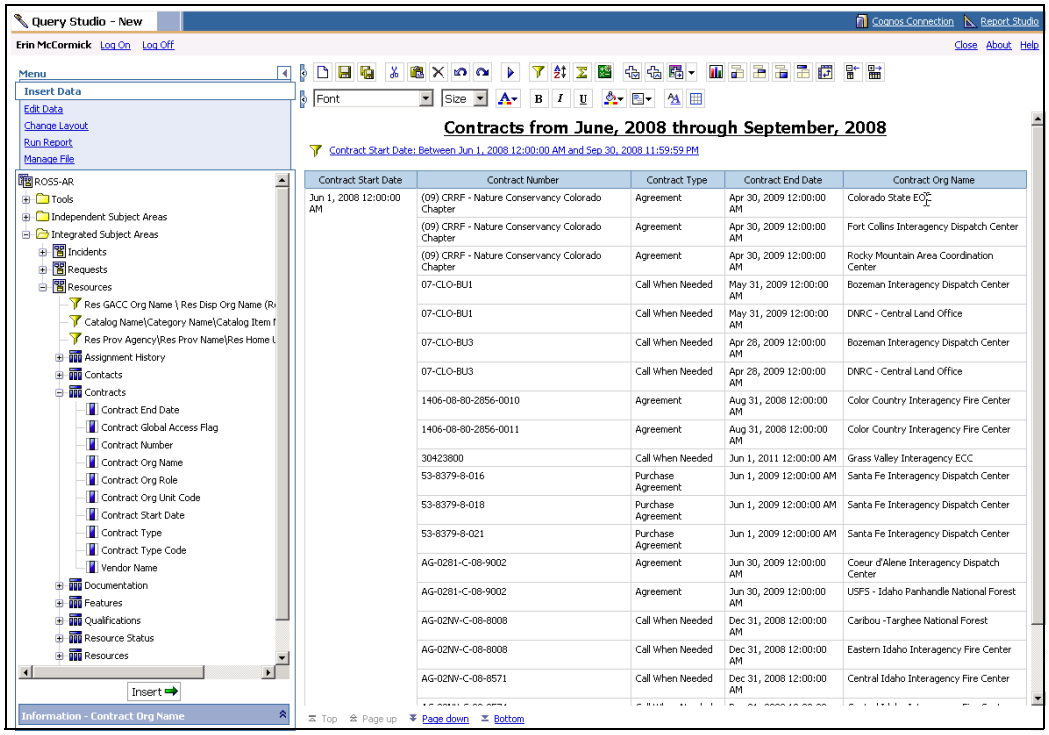
Contract Start Date: Between Jun 1, 2008 12:00:00 AM and Sep 30, 2008 11:59:59 PM

Contract Number	Contract Type	Contract Start Date	Contract End Date	Contract Org Name
CO 08-DOF-030	Call When Needed	Jun 4, 2008 12:00:00 AM	May 1, 2009 12:00:00 AM	Alaska Fire Service Yukon Tanana Dispatch Center
AG-9JNE-S-08-8120	Call When Needed	Jul 25, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Lassen National Forest
AG-9JNE-S-08-8122	Call When Needed	Jul 25, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Lassen National Forest
AG-9JNE-S-08-8136	Call When Needed	Jul 30, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Lassen National Forest
AG-9JNE-S-08-8104	Call When Needed	Jun 30, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Lassen National Forest
AG-9JNE-S-08-8112	Call When Needed	Jul 11, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Lassen National Forest
AG-9JNE-S-08-8119	Call When Needed	Aug 12, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Modoc Interagency ECC
AG-9JNE-S-08-8108	Call When Needed	Jul 3, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Modoc Interagency ECC
AG-9JNE-C-08-8114	Call When Needed	Jul 14, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Modoc Interagency ECC
AG-9JNE-T-08-8502	Call When Needed	Jun 24, 2008 12:00:00 AM	Oct 30, 2008 12:00:00 AM	Modoc Interagency ECC
AG-9158-C-08-202	Call When Needed	Jul 1, 2008 12:00:00 AM	Jun 30, 2011 12:00:00 AM	Southern California Geographic Coordination Center
AG-9A63-B-08-8000	Call When Needed	Jul 3, 2008 12:00:00 AM	Apr 30, 2009 12:00:00 AM	Owens Valley Interagency Communications Center
AG-9JNE-S-08-8125	Call When Needed	Jul 25, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Plumas National Forest Communication Center
AG-9JNE-S-08-8111	Call When Needed	Jul 13, 2008 12:00:00 AM	Apr 29, 2011 12:00:00 AM	Plumas National Forest Communication Center
AG-9JNE-T-08-8515	Call When Needed	Jul 1, 2008 12:00:00 AM	Oct 31, 2008 12:00:00 AM	Plumas National Forest Communication Center
AG-9JNE-S-08-8103	Call When Needed	Jun 30, 2008 12:00:00 AM	Oct 30, 2008 12:00:00 AM	Plumas National Forest Communication Center
AG-9JNE-S-08-8092	Call When Needed	Jul 30, 2008 12:00:00 AM	Apr 30, 2011 12:00:00 AM	Plumas National Forest Communication Center
AG-9158-C-08-214	Call When Needed	Jul 1, 2008 12:00:00 AM	Jun 30, 2011 12:00:00 AM	Pacific Southwest Region (USFS)
AG-9158-C-08-201	Call When Needed	Jul 1, 2008 12:00:00 AM	Jun 30, 2011 12:00:00 AM	Pacific Southwest Region (USFS)
AG-9158-C-08-204	Call When Needed	Jul 1, 2008 12:00:00 AM	Jun 30, 2011 12:00:00 AM	Pacific Southwest Region (USFS)

Oct 2, 2008 - 1 - 8:56:10 AM

Top Page up Page down Bottom

The following diagram shows the sample report after grouping the filtered Contract Start Date.



To calculate quantitative report values

The results of the calculation creates a new column in your report. Cognos performs a re-calculation each time the report is run.

1. On the **Query Studio report** of your choice, to select the **column heading** of your choice, and then click the **Calculate** button.

   You may select multiple report items for your calculation, such as First Name and Last Name. For more information see the next task, "To perform a calculation on multiple report values."

2. On the **Calculate** screen, click the **Operation** drop-down arrow, and then click to select the **operation** of your choice.

3. Based on the column heading you selected, complete the **Calculate** screen as appropriate.

   The operations available depend on the type of data (alphanumeric, numeric, date) in the column heading(s) you select.

4. In the **New item name** box, type the **name of the new column heading**, as appropriate, and then click the **Insert** button.

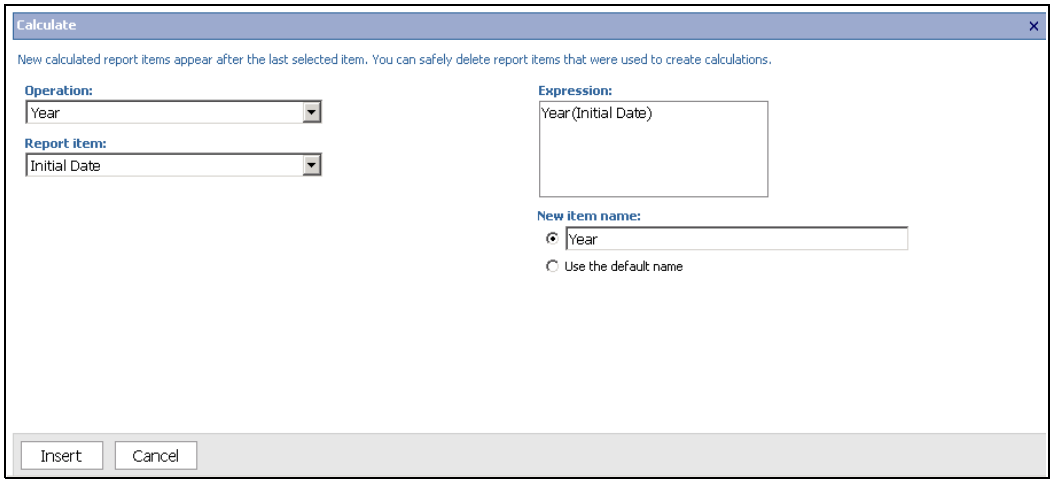
You can, if desired, delete the report item used for the calculation as it is no longer needed.

The following diagram shows a sample report *before* performing a calculation on the Initial Date column.

Incidents from 2004-2008 by GACC, Type, and Date

Inc GACC Org Name	Inc Type	Inc Name	Initial Date
APHIS National Dispatch Center	Animal Health Emergency	RITA-LA-2005	9/11/07
	Animal Health Emergency	TB EAST LANSING MI 2008	2/19/08
	Animal Health Emergency	TB FRESNO CA 2008	2/6/08
	Flooding	FLOOD FEMA REGION VII JUNE 2008	6/14/08
	Flooding	FLOOD NRCC JUNE 2008	6/12/08
	Hurricane/Typhoon	HURRICANE DOLLY FEMA REGION VI JULY 2008	7/22/08
	Hurricane/Typhoon	TS FAY FEMA R4 AUGUST 2008	8/18/08
	Plant Health Emergency	JOINT SUSPECT EAB CAPTURE EXERCISE MN	8/5/08
	Plant Health Emergency	JOINT SUSPECT EAB CAPTURE EXERCISE SC	8/5/08
	Training - Simulation	AC EXERCISE LA 2008	6/9/08
Alaska Interagency Coordination Center	Fire - Debris/Product	MID MOOSE CREEK-MECHANICAL	6/9/08
	Fire - Other	SUPPORT OF MCGRATH PREPO	7/8/08
	Fire - Prescribed	2008 RX - NENANA RIDGE	1/9/08
	Fire - Prescribed	GVC RX BURN	7/13/08
	Fire - Prescribed	MID AFS SUPPORT TO MILITARY	4/1/08
	Fire - Prescribed	MID BOLIO LAKES RX	4/21/08
	Fire - Prescribed	MID CHENA LAKES FLOOD PLAIN REMOTE ARM RX	5/13/08
	Fire - Prescribed	MID CHENA LAKES FLOOD PLAIN RX	5/7/08
	Fire - Prescribed	MID DONNELLY TRAINING AREA EAST RX	4/17/08
	Fire - Prescribed	MID FBK AMMNO BUNKER RX	4/25/08

The following diagram shows a sample Calculate screen for creating a new column, "Year." In this example, Initial Date is used to create a new column that lists only the Year.



The following diagram shows a sample report *after* performing a calculation on the Initial Date column.

Incidents from 2004-2008 by GACC, Type, and Date

Inc GACC Org Name	Inc Type	Inc Name	Initial Date	Year
APHIS National Dispatch Center	Animal Health Emergency	RITA-LA-2005	9/11/07	2007
	Animal Health Emergency	TB EAST LANSING MI 2008	2/19/08	2008
	Animal Health Emergency	TB FRESNO CA 2008	2/6/08	2008
	Flooding	FLOOD FEMA REGION VII JUNE 2008	6/14/08	2008
	Flooding	FLOOD NRCC JUNE 2008	6/12/08	2008
	Hurricane/Typhoon	HURRICANE DOLLY FEMA REGION VI JULY 2008	7/22/08	2008
	Hurricane/Typhoon	TS FAY FEMA R4 AUGUST 2008	8/18/08	2008
	Plant Health Emergency	JOINT SUSPECT EAB CAPTURE EXERCISE MN	8/5/08	2008
	Plant Health Emergency	JOINT SUSPECT EAB CAPTURE EXERCISE SC	8/5/08	2008
	Training - Simulation	AC EXERCISE LA 2008	6/9/08	2008
Alaska Interagency Coordination Center	Fire - Debris/Product	MID MOOSE CREEK-MECHANICAL	6/9/08	2008
	Fire - Other	SUPPORT OF MCGRATH PREPO	7/8/08	2008
	Fire - Prescribed	2008 RX - NENANA RIDGE	1/9/08	2008
	Fire - Prescribed	GVC RX BURN	7/13/08	2008
	Fire - Prescribed	MID AFS SUPPORT TO MILITARY	4/1/08	2008
	Fire - Prescribed	MID BOLIO LAKES RX	4/21/08	2008
	Fire - Prescribed	MID CHENA LAKES FLOOD PLAIN REMOTE ARM RX	5/13/08	2008
	Fire - Prescribed	MID CHENA LAKES FLOOD PLAIN RX	5/7/08	2008
	Fire - Prescribed	MID DONNELLY TRAINING AREA EAST RX	4/17/08	2008
	Fire - Prescribed	MID FBK AMMNO BUNKER RX	4/25/08	2008

To concatenate multiple report values - *an example*

The sample screens in this task shows how to create a new column that lists Last Name, First Name.

1. On the **Query Studio report** of your choice, click to select the **column headings** of your choice, and then click the **Calculate** button.
2. On the **Calculate** screen, click the **Operation** drop-down arrow, and then click to select **Concatenation**.
3. Under **New item name**, type the name of the **new column heading**.
4. Under **Separator between report items**, click to select the **separator** of your choice, or type the **separator** of your choice in the text box.

   In this example, a comma followed by a space is used to separate Last Name from First Name.

5. Complete the following text boxes as appropriate, and then click the **Insert** button.
   - Preceding text
   - Following text.

6. To delete the source report values used in the concatenation, click to select the **column headings** of your choice, and then click the **Delete** button.

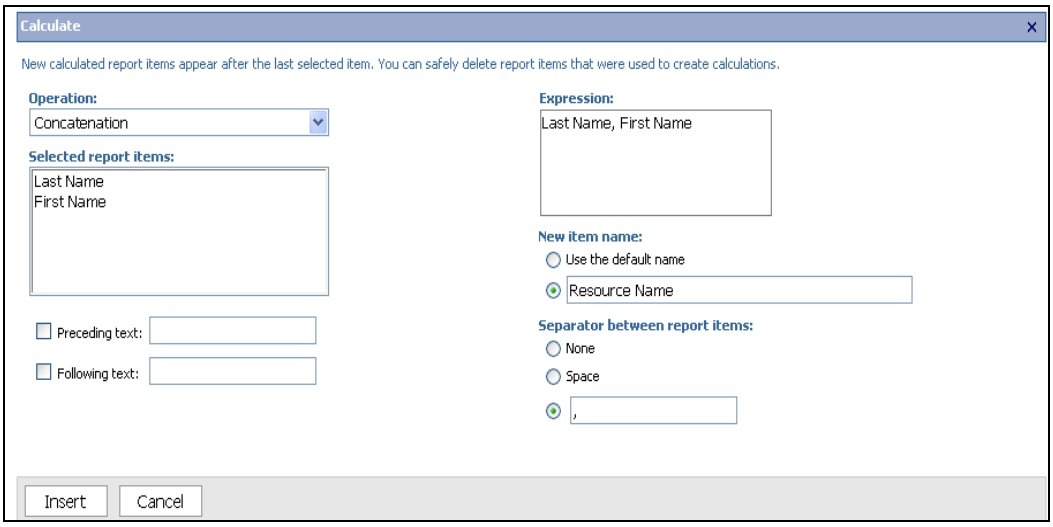
The following diagram shows a sample report of resource names. The column headings, "Last Name" and "First Name," are selected for the calculation.

List of Resources by Dispatch Organizations and Home Location

Res Disp Org Name: Ascending order

Last Name	First Name	Res Disp Org Name	Home Loc Name
PHILLIPS	AARON	APHIS Eastern Dispatch Center	WS State Director Office - OH (OH-AWAO)
MARTIN	ALBERT	APHIS Eastern Dispatch Center	WS State Director Office - OH (OH-AWAO)
HARTER	GRANT	APHIS Eastern Dispatch Center	WS State Director Office - VA (VA-AWAO)
LINDER	TIMOTHY	APHIS Eastern Dispatch Center	WS State Director Office - VA (VA-AWAO)
GEOFFROY	SCOTT	APHIS Eastern Dispatch Center	WS State Director Office - ME (ME-AWAO)
MORALES	ISELA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - FL (FL-APAO)
BLANKENSHIP	SANDRA	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - GA (GA-AVAO)
HARMON	ANDREA	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - GA (GA-AVAO)
MILLARD	DAKOTA	APHIS Eastern Dispatch Center	WS State Director Office - WI (WI-AWAO)
ANDERSON	PHILLIP	APHIS Eastern Dispatch Center	WS State Director Office - WI (WI-AWAO)
SIPLE	CHRISTINE	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - OH (OH-APAO)
FREEBORN	RITA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - OH (OH-APAO)
RODRIGUEZ	FRANCISCO	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
MURDOFF	RYAN	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
SANTIAGO	JOAN	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
SEELEY	THOMAS	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - KY (KY-AVAO)
VECCHI	PAULA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - IN (IN-APAO)
WHITE	CHARISE	APHIS Eastern Dispatch Center	WS State Director Office - IN (IN-AWAO)
SPIGA	JEREMIAH	APHIS Eastern Dispatch Center	WS State Director Office - PA (PA-AWAO)
TUMBLESON	TRAVIS	APHIS Eastern Dispatch Center	WS State Director Office - PA (PA-AWAO)

The following diagram shows the Calculate screen for concatenating Last Name and First name.



The following diagram shows the resulting calculation and new column heading, "Resource Name."

List of Resources by Dispatch Organizations and Home Location

Res Disp Org Name: Ascending order

Last Name	First Name	Resource Name	Res Disp Org Name	Home Loc Name
PHILLIPS	AARON	PHILLIPS, AARON	APHIS Eastern Dispatch Center	WS State Director Office - OH (OH-AWAO)
MARTIN	ALBERT	MARTIN, ALBERT	APHIS Eastern Dispatch Center	WS State Director Office - OH (OH-AWAO)
HARTER	GRANT	HARTER, GRANT	APHIS Eastern Dispatch Center	WS State Director Office - VA (VA-AWAO)
LINDER	TIMOTHY	LINDER, TIMOTHY	APHIS Eastern Dispatch Center	WS State Director Office - VA (VA-AWAO)
GEOFFROY	SCOTT	GEOFFROY, SCOTT	APHIS Eastern Dispatch Center	WS State Director Office - ME (ME-AWAO)
MORALES	ISELA	MORALES, ISELA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - FL (FL-APAO)
BLANKENSHIP	SANDRA	BLANKENSHIP, SANDRA	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - GA (GA-AVAO)
HARMON	ANDREA	HARMON, ANDREA	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - GA (GA-AVAO)
MILLARD	DAKOTA	MILLARD, DAKOTA	APHIS Eastern Dispatch Center	WS State Director Office - WI (WI-AWAO)
ANDERSON	PHILLIP	ANDERSON, PHILLIP	APHIS Eastern Dispatch Center	WS State Director Office - WI (WI-AWAO)
SIPLE	CHRISTINE	SIPLE, CHRISTINE	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - OH (OH-APAO)
FREEBORN	RITA	FREEBORN, RITA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - OH (OH-APAO)
RODRIGUEZ	FRANCISCO	RODRIGUEZ, FRANCISCO	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
MURDOFF	RYAN	MURDOFF, RYAN	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
SANTIAGO	JOAN	SANTIAGO, JOAN	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
SEELEY	THOMAS	SEELEY, THOMAS	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - KY (KY-AVAO)
VECCHI	PAULA	VECCHI, PAULA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - IN (IN-APAO)
WHITE	CHARISE	WHITE, CHARISE	APHIS Eastern Dispatch Center	WS State Director Office - IN (IN-AWAO)
SPIGA	JEREMIAH	SPIGA, JEREMIAH	APHIS Eastern Dispatch Center	WS State Director Office - PA (PA-AWAO)
TUMBLESON	TRAVIS	TUMBLESON, TRAVIS	APHIS Eastern Dispatch Center	WS State Director Office - PA (PA-AWAO)

The following diagram shows the completed report. The Last Name and First Name report values have been deleted from the report.

List of Resources by Dispatch Organizations and Home Location

Res Disp Org Name: Ascending order

Resource Name	Res Disp Org Name	Home Loc Name
PHILLIPS, AARON	APHIS Eastern Dispatch Center	WS State Director Office - OH (OH-AWAO)
MARTIN, ALBERT	APHIS Eastern Dispatch Center	WS State Director Office - OH (OH-AWAO)
HARTER, GRANT	APHIS Eastern Dispatch Center	WS State Director Office - VA (VA-AWAO)
LINDER, TIMOTHY	APHIS Eastern Dispatch Center	WS State Director Office - VA (VA-AWAO)
GEOFFROY, SCOTT	APHIS Eastern Dispatch Center	WS State Director Office - ME (ME-AWAO)
MORALES, ISELA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - FL (FL-APAO)
BLANKENSHIP, SANDRA	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - GA (GA-AVAO)
HARMON, ANDREA	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - GA (GA-AVAO)
MILLARD, DAKOTA	APHIS Eastern Dispatch Center	WS State Director Office - WI (WI-AWAO)
ANDERSON, PHILLIP	APHIS Eastern Dispatch Center	WS State Director Office - WI (WI-AWAO)
SIPLE, CHRISTINE	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - OH (OH-APAO)
FREEBORN, RITA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - OH (OH-APAO)
RODRIGUEZ, FRANCISCO	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
MURDOFF, RYAN	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
SANTIAGO, JOAN	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - PR (PR-APAO)
SEELEY, THOMAS	APHIS Eastern Dispatch Center	VS Area Veterinarian-in-Charge Office - KY (KY-AVAO)
VECCHI, PAULA	APHIS Eastern Dispatch Center	PPQ State Plant Health Office - IN (IN-APAO)
WHITE, CHARISE	APHIS Eastern Dispatch Center	WS State Director Office - IN (IN-AWAO)
SPIGA, JEREMIAH	APHIS Eastern Dispatch Center	WS State Director Office - PA (PA-AWAO)
TUMBLESON, TRAVIS	APHIS Eastern Dispatch Center	WS State Director Office - PA (PA-AWAO)

To summarize report values without footers

The type of summary you can perform depends on the type of data you select. It is a form of calculation that condenses (summarizes) your data. In this example, the Inc Name column is summarized to display counts instead of individual incident names.

1. On the **Query Studio report** of your choice, click the **Edit Data** submenu.
2. Click to select the **column heading** of your choice, and then click the **Summarize** link.
3. On the **Summarize** screen, click the **Advanced** link.
4. On the **Summarize (advanced)** screen, click the **Summary for cells** drop-down arrow, and then click to select one of the following
   - Count Distinct
   - Count
   - None.

   *For this example, click to select **Count**.*
5. Click the **Summary for footers** drop-down arrow, click to select one of the following, and then click **OK**
   - Total
   - Average
   - Maximum
   - Minimum
   - Median
   - Standard Deviation
   - Variance
   - Count Distinct
   - Count
   - Calculated
   - Automatic
   - None.

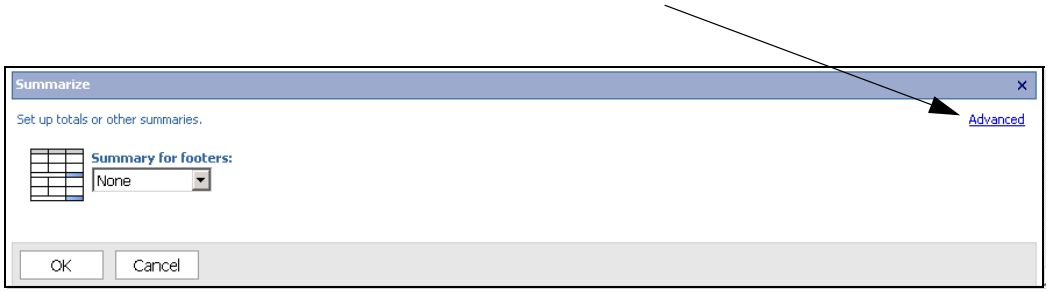
   *For this example, click to select **None**.*
6. Rename the **Title** and **column heading** as appropriate.

The following diagram shows a sample report *before* summarizing the Inc Name column.

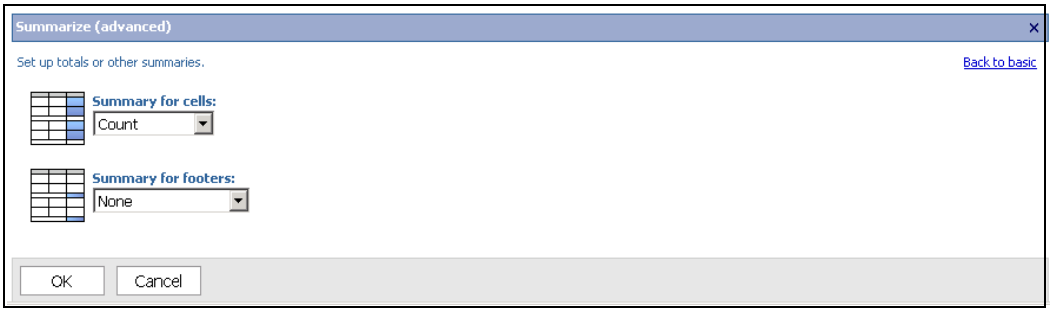
Incidents from 2004-2008 by GACC, Type, and Year

Inc Type	Inc GACC Org Name	Inc Name	Initial Date
Fire - Wildfire	Southwest Area Coordination Center	BENSON	5/5/08
Program Support - Mgt	Southern Area Coordination Center	FH MONITORING SURVEY	5/12/08
Fire - Wildfire	Southern California Geographic Coordination Center	KEMBLE	6/2/08
Fire - Wildfire	Operations, Northern California	NORTHWOODS	6/22/08
Fire - Wildfire	Operations, Northern California	I5 FINNELL AV RICHFIELD 4	6/4/08
Fire - Wildfire	Southern California Geographic Coordination Center	MESA	6/11/08
Fire - Wildfire	Operations, Northern California	PILOT	4/18/08
Fire - Wildfire	Southwest Area Coordination Center	POWER	4/28/08
Fire - Structure	Southern California Geographic Coordination Center	WILLIAMS	5/9/08
Fire - Prescribed	Western Great Basin Coordination Center	BALD MOUNTAIN RX	5/19/08
Fire - Wildfire	Western Great Basin Coordination Center	NDF ASSIST FIVE	6/30/08
Fire - Structure	Operations, Northern California	MEU TEST 6	5/7/08
Other Support	Eastern Great Basin Coordination Center	HAWAIIAN DETAILERS	5/28/08
Fire - Wildfire	Western Great Basin Coordination Center	SPEAR	6/16/08
Fire - Wildfire	Operations, Northern California	GOLDEN	6/17/08
Fire - Wildfire	Southern California Geographic Coordination Center	SHEEP CREEK	5/17/08
Fire - Wildfire	Southwest Area Coordination Center	WILLOW	5/18/08
Other Support	Northwest Coordination Center	0201 AERIAL DETECTION 2008	6/27/08
Other Support	Southern California Geographic Coordination Center	ROBIN LN INDW 4	4/26/08
Preparedness/Preposition	Operations, Northern California	NEU JUNE COVER 2008	6/8/08

The following diagram shows the Summarize screen. The arrow points to the Advanced link.



The following diagram shows the Summary (advanced) screen. In this example, the Summary for cells is set to "Count," which returns the total number of records, and the summary for footers is set to "None."



The following diagram shows a sample report *after* summarizing the Inc Name column.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type	Inc GACC Org Name	Inc Name	Initial Date
Fire - Wildfire	Rocky Mountain Area Coordination Center	1	6/5/08
Preparedness/Preposition	Rocky Mountain Area Coordination Center	1	6/19/08
Fire - Wildfire	Operations, Northern California	1	6/22/08
Fire - Wildfire	Western Great Basin Coordination Center	1	5/20/08
Fire - Wildfire	Eastern Great Basin Coordination Center	1	5/28/08
Fire - Structure	Southern California Geographic Coordination Center	1	6/26/08
Training - Proficiency	Southern California Geographic Coordination Center	1	4/14/08
Fire - Wildfire	Southern California Geographic Coordination Center	1	6/11/08
Fire - Wildfire	Northwest Coordination Center	1	6/14/08
Other Support	Operations, Northern California	1	6/12/08
Fire - Wildfire	Operations, Northern California	1	6/16/08
Fire - Structure	Operations, Northern California	1	4/6/08
Other Support	Northern Rockies Coordination Center	1	6/3/08
Fire - Wildfire	Operations, Northern California	1	6/18/08
Fire - Wildfire	Eastern Area Coordination Center	1	5/8/08
Fire - Wildfire	Southwest Area Coordination Center	1	5/11/08
Other Support	Southern California Geographic Coordination Center	1	4/26/08
Fire - Prescribed	Northwest Coordination Center	1	5/27/08
Other Support	Northwest Coordination Center	1	6/11/08
Fire - Prescribed	Eastern Great Basin Coordination Center	1	6/24/08

To summarize report values with footers

In this example, the Inc Name column displays counts. The footer displays the total number of incidents.

1. On the **Query Studio report** of your choice, click the **Edit Data** submenu.
2. Click to select the **column heading** of your choice, and then click the **Summarize** link.
3. On the **Summarize** screen, click the **Advanced** link.
4. On the **Summarize (advanced)** screen, click the **Summary for cells** drop-down arrow, and then click to select one of the following
   - Count Distinct
   - Count
   - None.

   *For this example, click to select **Count**.*

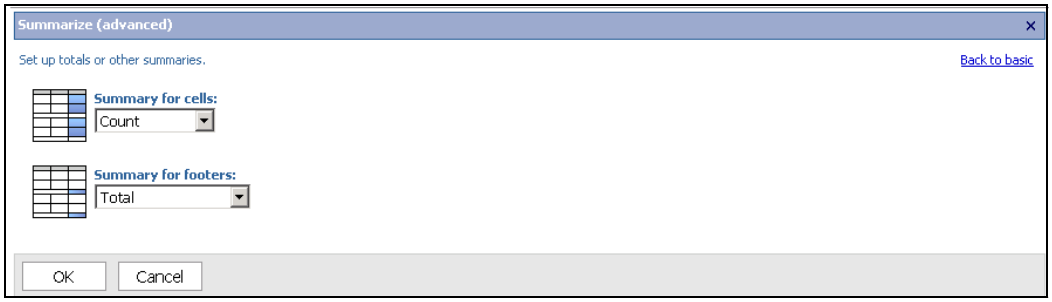
5 Click the **Summary for footers** drop-down arrow, click to select one of the following, and then click **OK**

- Total
- Average
- Maximum
- Minimum
- Median
- Standard Deviation
- Variance
- Count Distinct
- Count
- Calculated
- Automatic
- None.

*For this example, click to select **Total**.*

6 Rename the **Title** and **column heading** as appropriate.

The following diagram shows a sample Summarize (advanced) screen for displaying the total number of incidents.



The following diagram shows the Summary row that displays on the last page (bottom) of the report.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type	Inc GACC Org Name	Inc Name	Initial Date
Training - Simulation	Southwest Area Coordination Center	1	1/7/08
Training - Simulation	Southwest Area Coordination Center	1	5/25/08
Training - Simulation	Western Great Basin Coordination Center	1	1/11/08
Training - Simulation	Western Great Basin Coordination Center	1	5/6/08
Tsunami	Southern California Geographic Coordination Center	1	1/28/08
Tsunami	Southern California Geographic Coordination Center	1	1/28/08
Tsunami	Southern California Geographic Coordination Center	1	1/28/08
Tsunami	Southern California Geographic Coordination Center	1	1/28/08
Tsunami	Southern California Geographic Coordination Center	1	1/28/08
Tsunami	Southern California Geographic Coordination Center	1	1/29/08
Tsunami	Southern California Geographic Coordination Center	1	2/5/08
Tsunami	Southern California Geographic Coordination Center	1	2/6/08
Tsunami	Southern California Geographic Coordination Center	1	2/6/08
Tsunami	Southern California Geographic Coordination Center	1	2/6/08
Tsunami	Southern California Geographic Coordination Center	1	2/6/08
Tsunami	Southern California Geographic Coordination Center	1	2/6/08
Tsunami	Southern California Geographic Coordination Center	1	2/6/08
Volcano	Operations, Northern California	1	3/15/08
Volcano	Southern California Geographic Coordination Center	1	1/28/08
Summary		**9909**	

*If your report is more than one page, click the **Bottom** link to view the Summary footer.*

Changing the look and feel of your Query Studio report

The Change Layout submenu allows you to change the look and feel of your report. You can perform the following:

- cut and paste or delete columns of data
- change column headings, fonts, or borders
- change the title
- set page breaks and number of rows per page
- swap rows and columns
- create sections and subsections.

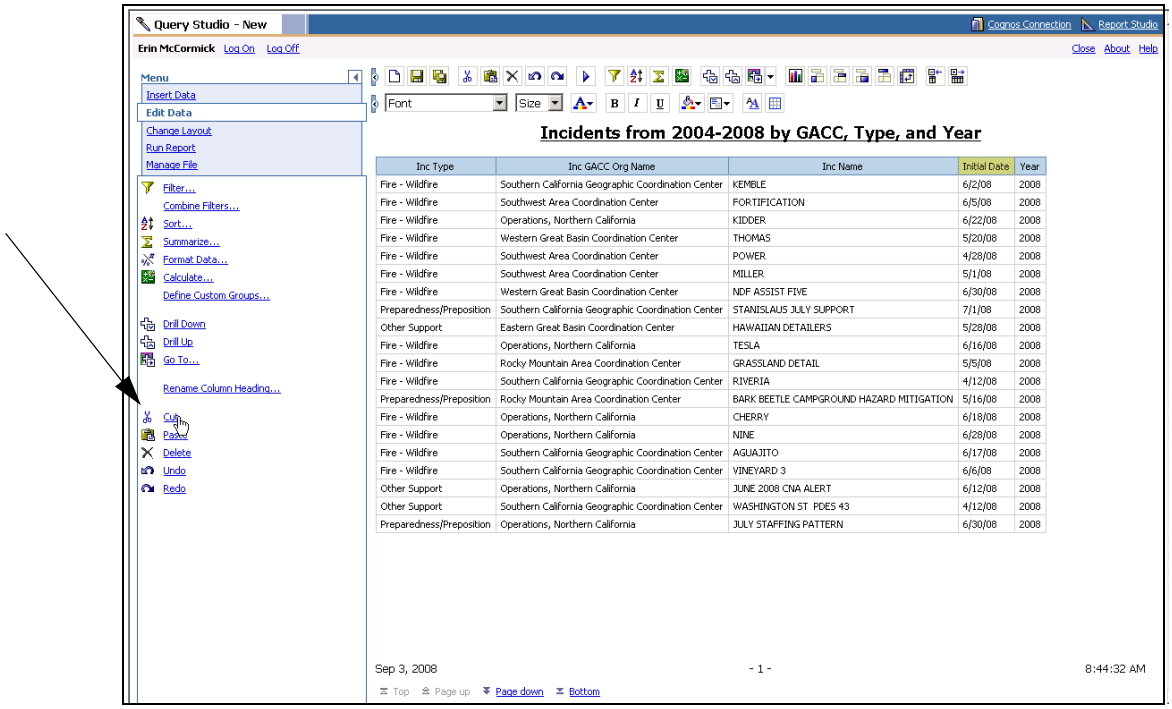
To cut and paste a column

1. On the **Query Studio report** of your choice, click the **Edit Data** submenu.
2. Click to select the **column heading for the report item** you want to cut, and then click the **Cut** link.

3 Click to select the **column heading** where you want the paste the **cut report item**, and then click the **Paste** link.

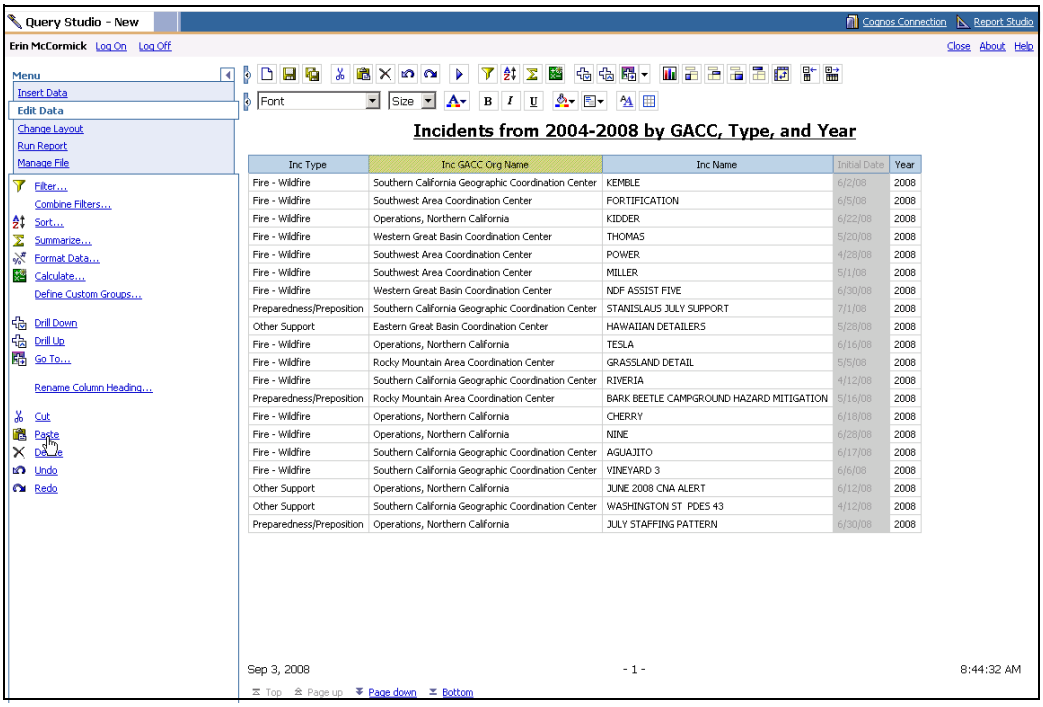
*The cut column will be pasted **before** the column you select.*

The following diagram shows a sample report with the column heading, "Initial Date" selected. The arrow points to the Cut link on the Edit submenu.



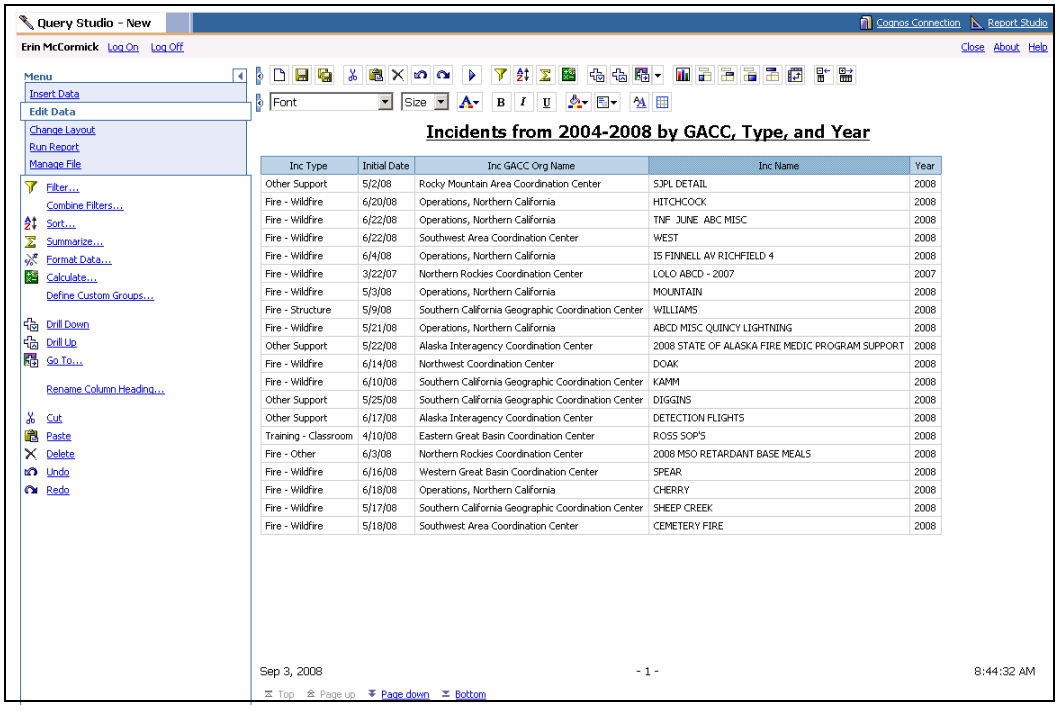
Inc Type	Inc GACC Org Name	Inc Name	Initial Date	Year
Fire - Wildfire	Southern California Geographic Coordination Center	KEMBLE	6/2/08	2008
Fire - Wildfire	Southwest Area Coordination Center	FORTIFICATION	6/5/08	2008
Fire - Wildfire	Operations, Northern California	KIDDER	6/22/08	2008
Fire - Wildfire	Western Great Basin Coordination Center	THOMAS	5/20/08	2008
Fire - Wildfire	Southwest Area Coordination Center	POWER	4/28/08	2008
Fire - Wildfire	Southwest Area Coordination Center	MILLER	5/1/08	2008
Fire - Wildfire	Western Great Basin Coordination Center	NDF ASSIST FIVE	6/30/08	2008
Preparedness/Preposition	Southern California Geographic Coordination Center	STANISLAUS JULY SUPPORT	7/1/08	2008
Other Support	Eastern Great Basin Coordination Center	HAWAIIAN DETAILERS	5/28/08	2008
Fire - Wildfire	Operations, Northern California	TESLA	6/16/08	2008
Fire - Wildfire	Rocky Mountain Area Coordination Center	GRASSLAND DETAIL	5/5/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	RIVERIA	4/12/08	2008
Preparedness/Preposition	Rocky Mountain Area Coordination Center	BARK BEETLE CAMPGROUND HAZARD MITIGATION	5/16/08	2008
Fire - Wildfire	Operations, Northern California	CHERRY	6/18/08	2008
Fire - Wildfire	Operations, Northern California	NINE	6/28/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	AGUAJITO	6/17/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	VINEYARD 3	6/6/08	2008
Other Support	Operations, Northern California	JUNE 2008 CNA ALERT	6/12/08	2008
Other Support	Southern California Geographic Coordination Center	WASHINGTON ST PDES 43	4/12/08	2008
Preparedness/Preposition	Operations, Northern California	JULY STAFFING PATTERN	6/30/08	2008

The following diagram shows the sample report after the Initial Date report item has been cut from the report.



Inc Type	Inc GACC Org Name	Inc Name	Initial Date	Year
Fire - Wildfire	Southern California Geographic Coordination Center	KEMBLE	6/2/08	2008
Fire - Wildfire	Southwest Area Coordination Center	FORTIFICATION	6/5/08	2008
Fire - Wildfire	Operations, Northern California	KIDDER	6/22/08	2008
Fire - Wildfire	Western Great Basin Coordination Center	THOMAS	5/20/08	2008
Fire - Wildfire	Southwest Area Coordination Center	POWER	4/28/08	2008
Fire - Wildfire	Southwest Area Coordination Center	MILLER	5/1/08	2008
Fire - Wildfire	Western Great Basin Coordination Center	NDF ASSIST FIVE	6/30/08	2008
Preparedness/Preposition	Southern California Geographic Coordination Center	STANISLAUS JULY SUPPORT	7/1/08	2008
Other Support	Eastern Great Basin Coordination Center	HAWAIIAN DETAILERS	5/28/08	2008
Fire - Wildfire	Operations, Northern California	TESLA	6/16/08	2008
Fire - Wildfire	Rocky Mountain Area Coordination Center	GRASSLAND DETAIL	5/5/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	RIVERIA	4/12/08	2008
Preparedness/Preposition	Rocky Mountain Area Coordination Center	BARK BEETLE CAMPGROUND HAZARD MITIGATION	5/16/08	2008
Fire - Wildfire	Operations, Northern California	CHERRY	6/18/08	2008
Fire - Wildfire	Operations, Northern California	NINE	6/28/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	AGUAJITO	6/17/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	VINEYARD 3	6/6/08	2008
Other Support	Operations, Northern California	JUNE 2008 CNA ALERT	6/12/08	2008
Other Support	Southern California Geographic Coordination Center	WASHINGTON ST PDES 43	4/12/08	2008
Preparedness/Preposition	Operations, Northern California	JULY STAFFING PATTERN	6/30/08	2008

The following diagram shows the sample report after the Initial Date report item was pasted before Inc GACC Org Name.



Inc Type	Initial Date	Inc GACC Org Name	Inc Name	Year
Other Support	5/2/08	Rocky Mountain Area Coordination Center	SJPL DETAIL	2008
Fire - Wildfire	6/20/08	Operations, Northern California	HITCHCOCK	2008
Fire - Wildfire	6/22/08	Operations, Northern California	TNF JUNE ABC MISC	2008
Fire - Wildfire	6/22/08	Southwest Area Coordination Center	WEST	2008
Fire - Wildfire	6/4/08	Operations, Northern California	I5 FINNELL AV RICHFIELD 4	2008
Fire - Wildfire	3/22/07	Northern Rockies Coordination Center	LOLO ABCD - 2007	2007
Fire - Wildfire	5/3/08	Operations, Northern California	MOUNTAIN	2008
Fire - Structure	5/9/08	Southern California Geographic Coordination Center	WILLIAMS	2008
Fire - Wildfire	5/21/08	Operations, Northern California	ABCD MISC QUINCY LIGHTNING	2008
Other Support	5/22/08	Alaska Interagency Coordination Center	2008 STATE OF ALASKA FIRE MEDIC PROGRAM SUPPORT	2008
Fire - Wildfire	6/14/08	Northwest Coordination Center	DOAK	2008
Fire - Wildfire	6/10/08	Southern California Geographic Coordination Center	KAMM	2008
Other Support	5/25/08	Southern California Geographic Coordination Center	DIGGINS	2008
Other Support	6/17/08	Alaska Interagency Coordination Center	DETECTION FLIGHTS	2008
Training - Classroom	4/10/08	Eastern Great Basin Coordination Center	ROSS SOP'S	2008
Fire - Other	6/3/08	Northern Rockies Coordination Center	2008 MSO RETARDANT BASE MEALS	2008
Fire - Wildfire	6/16/08	Western Great Basin Coordination Center	SPEAR	2008
Fire - Wildfire	6/18/08	Operations, Northern California	CHERRY	2008
Fire - Wildfire	5/17/08	Southern California Geographic Coordination Center	SHEEP CREEK	2008
Fire - Wildfire	5/18/08	Southwest Area Coordination Center	CEMETERY FIRE	2008

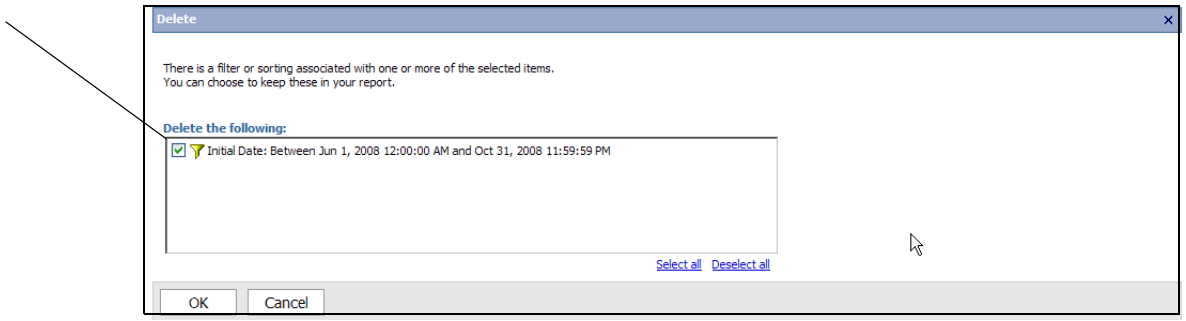
To delete a column

If you choose to delete a column that has a filter applied to it, you must either delete the column but keep the filter, or delete both the column and the filter.

1. Click to select the **column heading** of your choice, and then click the **Delete** button on the **Query Studio Standard** toolbar.
2. To keep the filter, if one is applied to the selected column heading, click to clear the **check box for that filter** on the **Delete** screen.

   *To delete the filter, click **OK** on the **Delete** screen.*

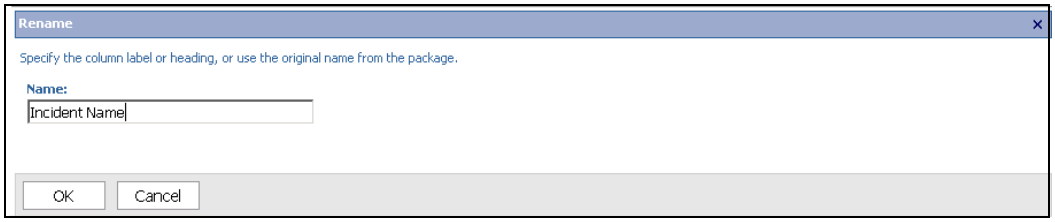
The following diagram shows a sample Delete screen for deleting a column with a filter applied to it. The arrow points to the check box to clear if you want to delete the column but do not want to delete the filter.



To change a report item heading

1. On the **Query Studio report** of your choice, double-click the **column heading** of your choice.
2. On the **Rename** screen, type the **new name of the column heading** in the **Name** box, and then click **OK**.

The following diagram shows the Rename screen.



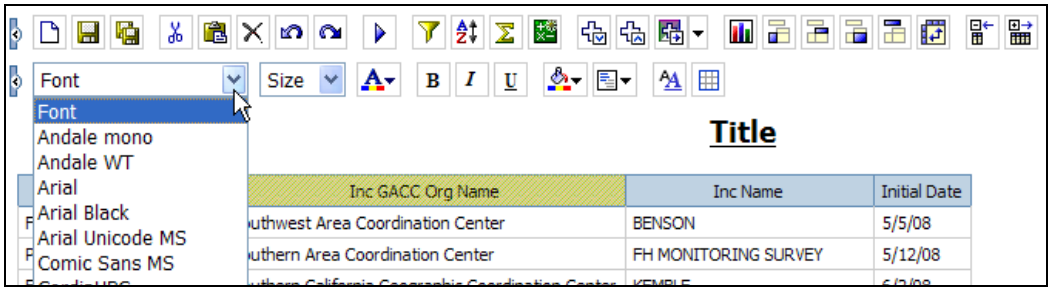
To change the report text font, size, and formatting

1. On the **Query Studio report** of your choice, click to select the **column heading**, **Title**, or other **heading** of your choice.
2. To change the font, click the **Font** drop- down arrow on the **Query Studio Standard** toolbar, and then click to select the **font** of your choice.

3 To change the size of the font, click the **Size** drop-down arrow on the **Query Studio Standard** toolbar, and then click to select the **font** of your choice.

4 To change the formatting, click the **Bold**, **Italic**, and/or **Underline** buttons on the **Query Studio Standard** toolbar.

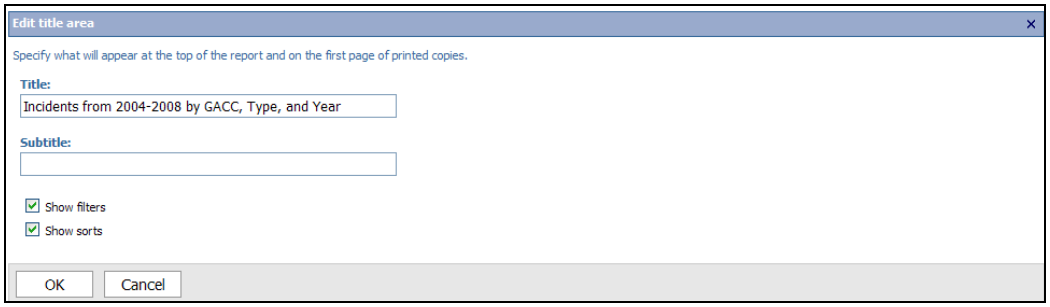
The following diagram shows a partial list of fonts available in Query Studio.



To change the report title

- On the **Query Studio report** of your choice, click the **report title**, and then complete the **Title** box as appropriate.

The following diagrams shows the Edit title area screen.



To add or change borders in your report

1 On the **Query Studio report** of your choice, click the **Change Layout** submenu.

2 On the **Change Layout** submenu, click the **Change Border Styles** link.

3 On the Change border styles screen under **Table borders**, click to select one of the following borders

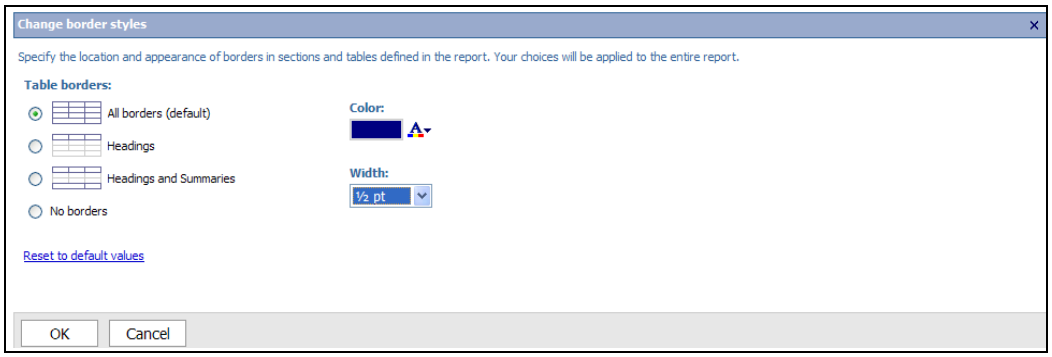
- All borders
- Headings
- Headings and Summaries
- No borders.

4 Under **Color**, click the drop-down arrow, and then click to select the **border color** of your choice.

5 Click the **Width** drop-down arrow, and then click to select the **border width** of your choice.

6 When finished, click **OK**.

The following diagram shows a sample Change border styles screen.



To set page breaks in your report

To set page breaks in a list report, you must select one grouped or sectioned report item.

1 On the **Query Studio report** of your choice, click the **Change Layout** submenu.

2 On the **Change Layout** submenu, click the **Set Page Breaks** link.

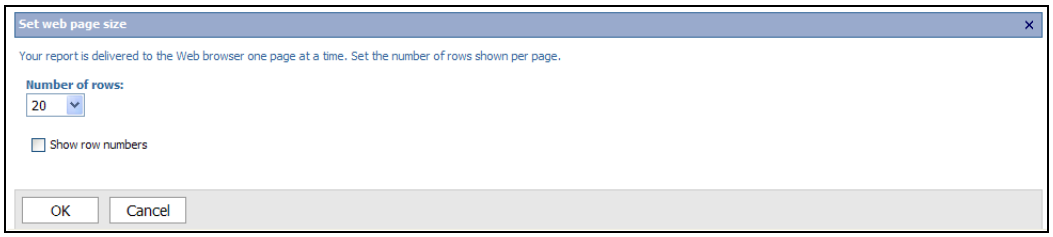
To set the number of rows per page

1 On the **Query Studio report** of your choice, click the **Change Layout** submenu.

2 On the **Change Layout** submenu, click the **Set Web Page Size** link.

3 On the **Set web page size** screen, click the **Number of rows** drop-down arrow, and then click to select the **number** of your choice.

The following diagram shows the Set web page size screen.



To show row numbers in your report

1. On the **Query Studio report** of your choice, click the **Change Layout** submenu.
2. On the **Change Layout** submenu, click the **Set Web Page Size** link.
3. On the **Set web page size** screen, click the **Show row numbers** check box, and then click **OK**.

To create a section

The report value you select becomes the heading of a section.

1. On the **Query Studio report** of your choice, click the **Change Layout** submenu.
2. Click to select the **first cell** in the column of your choice, and then click the **Create Sections** link.

   *You may also click the **Create Sections** button on the **Query Studio Standard** toolbar.*

The following diagram shows a sample list report. The arrow points to Inc Type, which will be used to create a section.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type	Inc GACC Org Name	Inc Name	Initial Date	Year
Fire - Wildfire	Southern California Geographic Coordination Center	KEMBLE	6/2/08	2008
Fire - Wildfire	Southwest Area Coordination Center	FORTIFICATION	6/5/08	2008
Fire - Wildfire	Operations, Northern California	KIDDER	6/22/08	2008
Fire - Wildfire	Western Great Basin Coordination Center	THOMAS	5/20/08	2008
Fire - Wildfire	Southwest Area Coordination Center	POWER	4/28/08	2008
Fire - Wildfire	Southwest Area Coordination Center	MILLER	5/1/08	2008
Fire - Wildfire	Western Great Basin Coordination Center	NDF ASSIST FIVE	6/30/08	2008
Preparedness/Preposition	Southern California Geographic Coordination Center	STANISLAUS JULY SUPPORT	7/1/08	2008
Other Support	Eastern Great Basin Coordination Center	HAWAIIAN DETAILERS	5/28/08	2008
Fire - Wildfire	Operations, Northern California	TESLA	6/16/08	2008
Fire - Wildfire	Rocky Mountain Area Coordination Center	GRASSLAND DETAIL	5/5/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	RIVERIA	4/12/08	2008
Preparedness/Preposition	Rocky Mountain Area Coordination Center	BARK BEETLE CAMPGROUND HAZARD MITIGATION	5/16/08	2008
Fire - Wildfire	Operations, Northern California	CHERRY	6/18/08	2008
Fire - Wildfire	Operations, Northern California	NINE	6/28/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	AGUAJITO	6/17/08	2008
Fire - Wildfire	Southern California Geographic Coordination Center	VINEYARD 3	6/6/08	2008
Other Support	Operations, Northern California	JUNE 2008 CNA ALERT	6/12/08	2008
Other Support	Southern California Geographic Coordination Center	WASHINGTON ST PDES 43	4/12/08	2008
Preparedness/Preposition	Operations, Northern California	JULY STAFFING PATTERN	6/30/08	2008

The following diagram shows the sample list report after creating a section for Inc Type.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type: Accident - Aircraft

Inc GACC Org Name	Inc Name	Initial Date	Year
Eastern Great Basin Coordination Center	KING	8/22/08	2008
Northern Rockies Coordination Center	PARKER CANYON MISHAP INVESTIGATION TEAM	8/19/08	2008
Northwest Coordination Center	0248	6/30/08	2008
Operations, Northern California	IRON 44	8/6/08	2008
Southern California Geographic Coordination Center	51	1/29/08	2008
Southern California Geographic Coordination Center	VACATION	1/10/08	2008

Inc Type: Accident - Marine

Inc GACC Org Name	Inc Name	Initial Date	Year
Southern California Geographic Coordination Center	RIO	1/29/08	2008

Inc Type: Accident - Rail

Inc GACC Org Name	Inc Name	Initial Date	Year
Southern California Geographic Coordination Center	HAMMOND	3/3/08	2008

Inc Type: Accident - Structure

Inc GACC Org Name	Inc Name	Initial Date	Year
Southern California Geographic Coordination Center	CA-LAC-025020	2/1/08	2008
Southern California Geographic Coordination Center	FANTASY	1/28/08	2008

Inc Type: Accident - Vehicle

Inc GACC Org Name	Inc Name	Initial Date	Year
Northwest Coordination Center	INC 095	7/18/08	2008
Operations, Northern California	CA-CZU-007184	8/1/08	2008
Operations, Northern California	CA-LNU-001917	3/19/08	2008
Operations, Northern California	CA-SKU-000516	1/28/08	2008
Operations, Northern California	CA-YICC-000551	1/30/08	2008
Operations, Northern California	CA-YICC-000555	1/30/08	2008
Operations, Northern California	CUTTINGS	3/19/08	2008
Operations, Northern California	FREEWAY I-C	1/28/08	2008

Top Page up Page down Bottom

Working with Crosstab reports and charts

The Change Layout menu allows you to create a Crosstab report and/or a chart from the most summarized data of your report. Topics include:

- Creating a Crosstab report
- Creating a chart.

Creating a Crosstab report

Create a Crosstab report when your report displays the same rows for multiple report items, you want to swing the common rows up to become columns, and/or you want to show measures at the intersection of each row and column.

To create a Crosstab report of summarized values

1 Create and save the **Query Studio report** of your choice.

2 Summarize the **report cell(s)** of your choice.

3 Click to select the **column heading** to use as the common row, and then click the **Pivot** button on the **Query Studio Standard** toolbar.

4 Rename the report as appropriate, and then click **OK**.

The following diagram shows a sample report before pressing the Pivot button. Inc Name has been summarized and Year is selected as the common row.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Type	Inc GACC Org Name	Inc Name	Year
Accident - Aircraft	Eastern Great Basin Coordination Center	1	2008
Accident - Aircraft	National Interagency Coordination Center	1	2008
Accident - Aircraft	Northern Rockies Coordination Center	1	2008
Accident - Aircraft	Northwest Coordination Center	1	2008
Accident - Aircraft	Operations, Northern California	1	2008
Accident - Aircraft	Southern California Geographic Coordination Center	2	2008
Accident - Marine	Southern California Geographic Coordination Center	1	2008
Accident - Rail	Southern California Geographic Coordination Center	1	2008
Accident - Structure	Southern California Geographic Coordination Center	2	2008
Accident - Vehicle	Northwest Coordination Center	1	2008
Accident - Vehicle	Operations, Northern California	10	2008
Accident - Vehicle	Southern California Geographic Coordination Center	57	2008
Animal Health Emergency	APHIS National Dispatch Center	1	2007
Animal Health Emergency	APHIS National Dispatch Center	2	2008
Animal Health Emergency	Southern California Geographic Coordination Center	2	2008
Earthquake	Operations, Northern California	1	2008
Earthquake	Southern California Geographic Coordination Center	1	2008
Earthquake	Western Great Basin Coordination Center	1	2008
Emergency Stabilization/BAER	Eastern Great Basin Coordination Center	1	2008
Emergency Stabilization/BAER	Operations, Northern California	5	2008

The following diagram shows the resulting Crosstab report.

Incidents from 2004-2008 by GACC, Type, and Year

Inc Name		2008	2007	2005	2006	Summary
Fire - Wildfire	Operations, Northern California	1641	3			**1644**
	Northwest Coordination Center	914	3			**917**
	Southwest Area Coordination Center	823	5			**828**
	Northern Rockies Coordination Center	441	1			**442**
	Western Great Basin Coordination Center	180	12			**192**
	Alaska Interagency Coordination Center	58	4			**62**
	Rocky Mountain Area Coordination Center	255	1			**256**
	Eastern Great Basin Coordination Center	451	12			**463**
	Sample GACC	14				**14**
	Eastern Area Coordination Center	147	1			**148**
	Southern Area Coordination Center	159	20			**179**
	Southern California Geographic Coordination Center	1354	14			**1368**
	Fire - Wildfire	**6437**	**76**			**6513**
Fire - Other	Northern Rockies Coordination Center	4				**4**
	Southern Area Coordination Center	2				**2**
	Northwest Coordination Center	6				**6**
	Southern California Geographic Coordination Center	11				**11**
	Southwest Area Coordination Center	2				**2**
	Operations, Northern California	23				**23**
	Alaska Interagency Coordination Center	1				**1**

To sort a Crosstab report

1 Under **Menu**, click to select the **Edit Data** menu.

2 On the **Crosstab report** of your choice, click the **first cell of the column** you want to sort, and then click the **Sort** button.

To swap rows and columns

You can only swap rows and columns if your report contains a Crosstab or a chart based on a Crosstab.

- On the **Query Studio Crosstab report** of your choice (or a chart based on a Crosstab report), click the **Swap Rows and Columns** button.

The following diagram shows a portion of sample crosstab report before the swap.

Inc Name		Flooding	Fire - Wildfire	Fire - Wildland Fire Use	Preparedness/Preposition	Training - Classroom	Program Support - Resource	Fire - Other	Other Support	Fire - Vehicle	Training - OJT	Fire - Structure
Sample GACC	2008	1	14	1	1							
	Sample GACC	**1**	**14**	**1**	**1**							
Northwest Coordination Center	2007		3			1	1					
	2008	1	981	7	83	18	13	8	79	5	2	2
	Northwest Coordination Center	**1**	**984**	**7**	**83**	**19**	**14**	**8**	**79**	**5**	**2**	**2**
APHIS National Dispatch Center	2007											
	2008	3										
	APHIS National Dispatch Center	**3**										
Eastern Area Coordination Center	2007		1									
	2008	4	148		14	3	3		16			
	Eastern Area Coordination Center	**4**	**149**		**14**	**3**	**3**		**16**			
Operations, Northern California	2007		3		2				3			
	2008	2	1404	1	230	11	16	26	313	28	11	52
	Operations, Northern California	**2**	**1407**	**1**	**232**	**11**	**16**	**26**	**316**	**28**	**11**	**52**
Southern Area Coordination Center	2006											
	2007		20		6	6			15			
	2008	2	177	4	25	11	5	2	35		1	
	Southern Area Coordination Center	**2**	**197**	**4**	**31**	**17**	**5**	**2**	**50**		**1**	
Southwest	2005			1								

The following diagram shows the sample crosstab report after the swap,

Inc Name	Sample GACC		Northwest Coordination Center			APHIS National Dispatch Center			Eastern Area Coordination Center			Operations, Northern California		
	2008	**Sample GACC**	2007	2008	**Northwest Coordination Center**	2007	2008	**APHIS National Dispatch Center**	2007	2008	**Eastern Area Coordination Center**	2007	2008	**Operations, Northern California**
Flooding	1	**1**		1	**1**		3	**3**		4	**4**		2	**2**
Fire - Wildfire	14	**14**	3	981	**984**				1	148	**149**	3	1404	**1407**
Fire - Wildland Fire Use	1	**1**		7	**7**								1	**1**
Preparedness/Preposition	1	**1**		83	**83**					14	**14**	2	230	**232**
Training - Classroom			1	18	**19**					3	**3**		11	**11**
Program Support - Resource			1	13	**14**					3	**3**		16	**16**
Fire - Other				8	**8**								26	**26**
Other Support				79	**79**					16	**16**	3	313	**316**
Fire - Vehicle				5	**5**								28	**28**
Training - OJT				2	**2**								11	**11**
Fire - Structure				2	**2**								52	**52**
S & R - Wildland				6	**6**								3	**3**
Fire - Prescribed				41	**41**					17	**17**	2	27	**29**
Accident - Vehicle				1	**1**								10	**10**
Hazard - Flammable				1	**1**								1	**1**
Accident - Aircraft				1	**1**								1	**1**
Fire Rehabilitation				2	**2**								4	**4**
Program Support - Mgt				2	**2**					3	**3**	1	13	**14**
Training - Simulation				3	**3**		1	**1**		1	**1**		14	**14**
S & R - Medical Assist				2	**2**								20	**20**

Top Page up Page down Bottom

Creating a chart

The Change Layout menu allows you to create a chart from the most summarized data of your report. The report must have at least one measure (quantitative data) and one non-measure (qualitative data), but must have no more than two non-measures. The report may have unlimited measures. When creating a report to generate a chart, remember these key points:

- You must have at least one measure (quantitative data) and one non-measure (qualitative data) to create a chart.
- You can graph an unlimited number of measures, but a maximum of two non-measures.
- Remove measures not meaningful to the chart.
- Reorder non-measurement columns as needed.
- Collapse any groups.

To create a chart from your Query Studio report

1 Create the **Query Studio report** of your choice, and then click the **Edit Data** submenu.

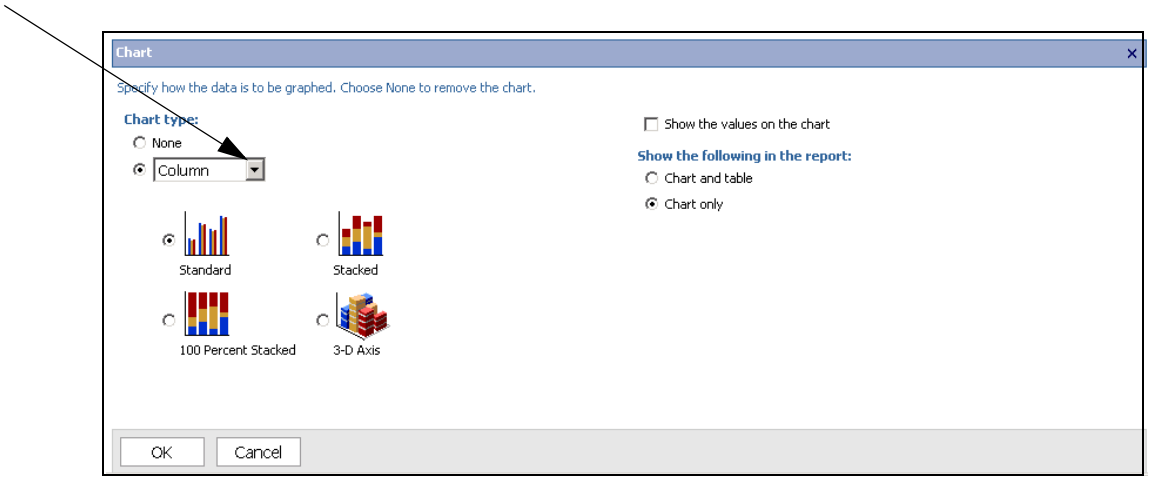
2. Perform the appropriate calculations and/or summarizations, and then remove non-meaningful measures and non-measures from the report.
3. On the **Query Studio Standard** toolbar, click the **Chart** button.
4. On the **Chart** screen, click the **Chart type** drop-down arrow, click to select one of the following chart options
   - Column
   - Column - Line
   - Bar
   - Area
   - Pie
   - Line
   - Radar.
5. Click to select the **Show the values on the chart** check box, as appropriate.
6. Under **Show the following on the report**, click to select one of the following, and then click **OK**
   - Chart and table
   - Chart only.

The following diagram shows a sample report of incident counts for the year 2007.

Incidents in 2007 by Type

Inc Type	Number of Incidents
Accident - Aircraft	7
Accident - Marine	1
Accident - Rail	1
Accident - Structure	2
Accident - Vehicle	68
Animal Health Emergency	5
Earthquake	3
Emergency Stabilization/BAER	13
Fire - Debris/Product	12
Fire - Other	49
Fire - Prescribed	284
Fire - Structure	139
Fire - Vehicle	47
Fire - Wildfire	6514
Fire - Wildland Fire Use	44
Fire Rehabilitation	18
Flooding	19
Hazard - Biological/Toxic	12
Hazard - Explosive/Electric	23
Hazard - Flammable	4

The following diagram shows the Chart screen. The arrow points to the Chart type drop-down arrow.

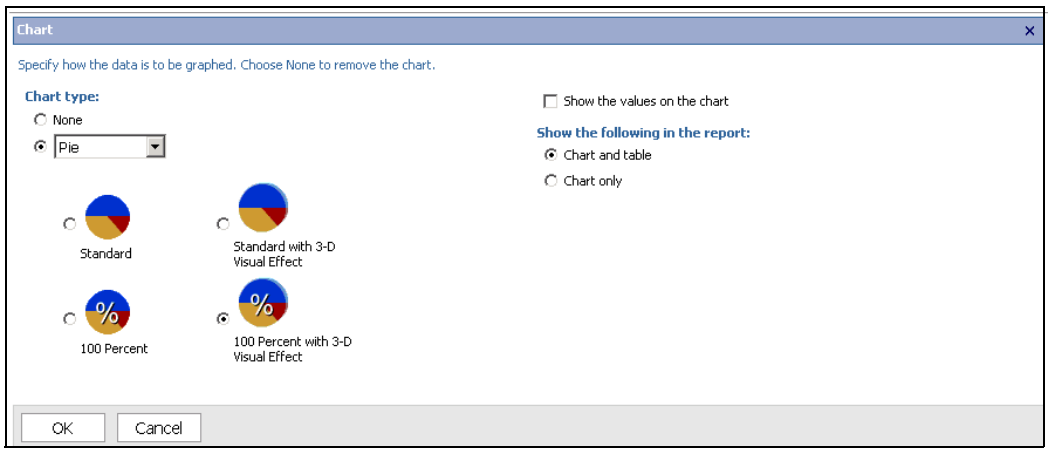


To create a pie chart - *an example*

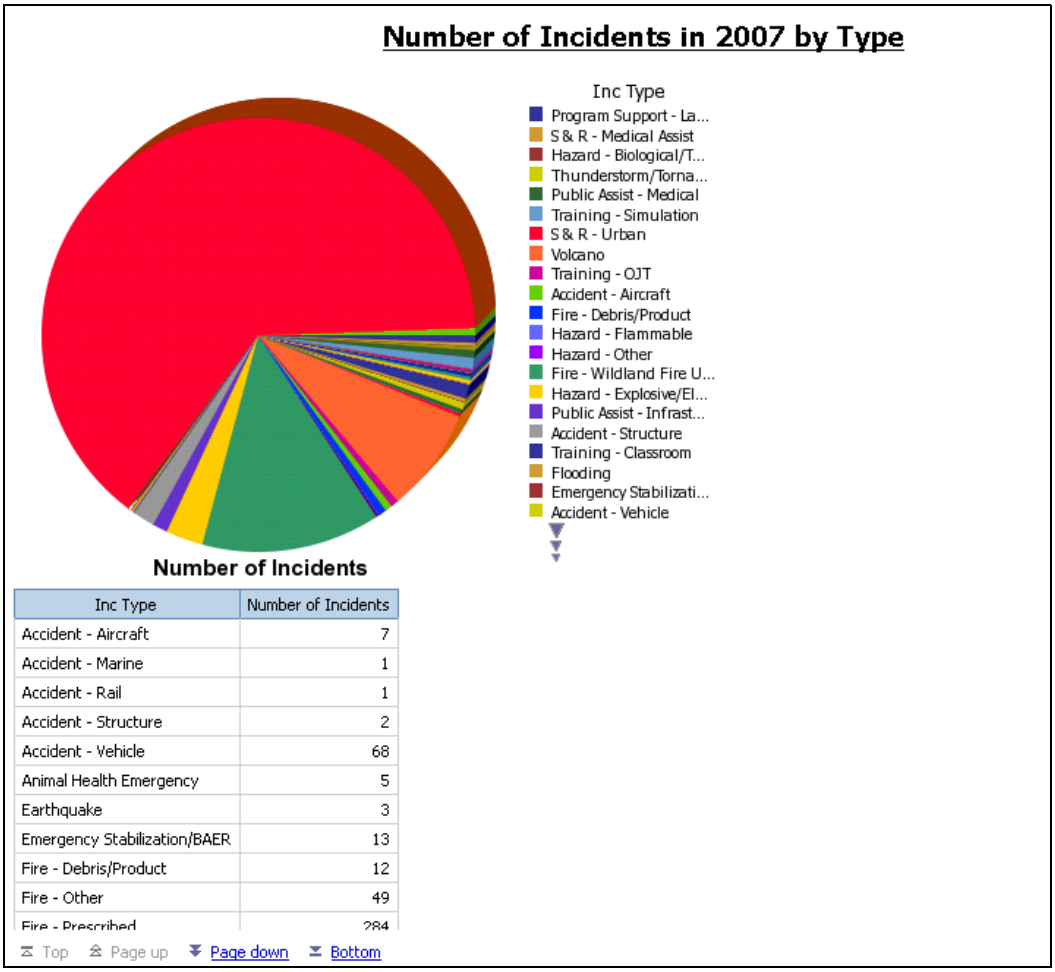
This example uses the sample Query Studio report, "Incidents from 2004-2008 by GACC, Type, and Year," to plot the Number of Incidents (quantitative data) by Incident Type (qualitative data).

1. Create and save the **Query Studio report** containing the following data
   - Inc Type
   - Inc Name
   - Inc GACC Org Name
   - Initial Date.
2. On the **Menu**, click to select the **Edit Data** submenu.
3. Calculate the **Year**, change the heading to **Year**, and then filter to list only the year **2007**.
4. Summarize the **Inc Name** to count the number of incidents, and then change the column heading to **Number of Incidents**.
5. Delete the **Inc GACC Org Name** and **Year** columns.
6. On the **Query Studio Standard** toolbar, click the **Chart** button.
7. On the **Chart type** drop-down arrow, click to select **Pie**, click to select the **pie chart** of your choice, and then click **OK**.
8. Change the **title** to **Number of Incidents in 2007 by Type**.

The following diagram shows the Chart screen for creating a pie chart.



The following diagram shows the resulting pie chart from the sample report.



Inc Type	Number of Incidents
Accident - Aircraft	7
Accident - Marine	1
Accident - Rail	1
Accident - Structure	2
Accident - Vehicle	68
Animal Health Emergency	5
Earthquake	3
Emergency Stabilization/BAER	13
Fire - Debris/Product	12
Fire - Other	49
Fire - Prescribed	284