



# TAILS

## Advanced Reporting

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# Advanced Reporting

## Ad-Hoc Reports

- ◆ **More flexible but also more complex than Office Reports**
- ◆ **Many options**
  - ◆ Query can be modified to focus report
  - ◆ Can specify information to appear on the report
  - ◆ Some formatting options for the report are available
- ◆ **Activity Report most versatile**
- ◆ **Specialized Ad-Hoc reports**
  - ◆ **Sikes Act Report**
  - ◆ **Administrative Record Report**
    - ◆ Aids in the development of an admin record
    - ◆ Zip-and-ship function in development

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## Ad-Hoc Reports

**Build a basic ad-hoc report like this:**

- 1. Click Reports tab, then Ad-Hoc Reports link**
- 2. Click on the desired report, for example: Activities Report**
- 3. Use the Query Definition fields to refine the scope of the report.**
  - ◆ **Don't need to select anything**
  - ◆ **The more selections, the fewer records returned and the more focused the report**
  - ◆ **Take your time – there are a lot of options!**
- 4. Select Display Options – one or more groups of fields to be included in your report.**
- 5. Select Sort options – how should your report be organized?**
- 6. Select the Output Format, and click the Go button.**

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## Geographic Reports

- ◆ **Reports on Activities by geographic location**
  - ◆ Congressional District
  - ◆ County
  - ◆ EcoRegion
  - ◆ State
  - ◆ USGS Quad
  - ◆ Watershed
- ◆ **NEW! Within Coastal Zone and Within Flood Plain report**
- ◆ **Download a shapefile of office Activities**
- ◆ **Geographic location must be defined to appear on report**

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## Validation Reports

- ◆ **Look for and fix problems with office data**
  - ◆ **Missing required info**
    - ◆ Nationally required fields
    - ◆ Locally required fields
  - ◆ **Chronology errors**
    - ◆ Example: Start Date after Conclusion Date
- ◆ **Specialized reports**
  - ◆ **No Service Work Performed**
    - ◆ When at least one Event is logged
  - ◆ **Activities with Fiscal Year Discrepancy**
    - ◆ Start Date doesn't match FY
- ◆ **Accuracy and completeness essential for EOY performance reporting**

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## Other Useful Reports

- ◆ **Administrative Reports**
  - ◆ **Get a report of SuperUsers by Region**
- ◆ **National Required Fields**
  - ◆ **See which fields need to be completed by the end of the FY to ensure accurate performance reporting**
- ◆ **Picklist Reports**
  - ◆ **The contents of all picklists in a handy printable format**

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## Jasper Reports

- ◆ **Third party software (JasperSoft) integrated into ECOS (and TAILS)**
- ◆ **New technology**
  - ◆ Need to transfer existing reports
  - ◆ Some training will be needed
- ◆ **Makes access to data easier, less frustrating**
- ◆ **Standardize reporting throughout ECOS**
- ◆ **“Canned” reports easier to create**
- ◆ **Ad-Hoc capability more powerful**
  - ◆ Every field available for query and output

[Demo JasperSoft Reporting](#)

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## Jasper Reports

- ◆ **Three tiers of reports**
  - ◆ **“Canned” reports**
    - ◆ Created by developers for each application
    - ◆ Easy-to-use environment
  - ◆ **User-created reports based on existing “canned” report structure**
    - ◆ More flexibility
  - ◆ **User-created ad-hoc reports**
    - ◆ All fields included
- ◆ **Users create their own reports and save them to use again**
- ◆ **Reports are interactive – update when data changes**

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