

HRSA Geospatial Data Warehouse - Report Tool Version 5.0 Help

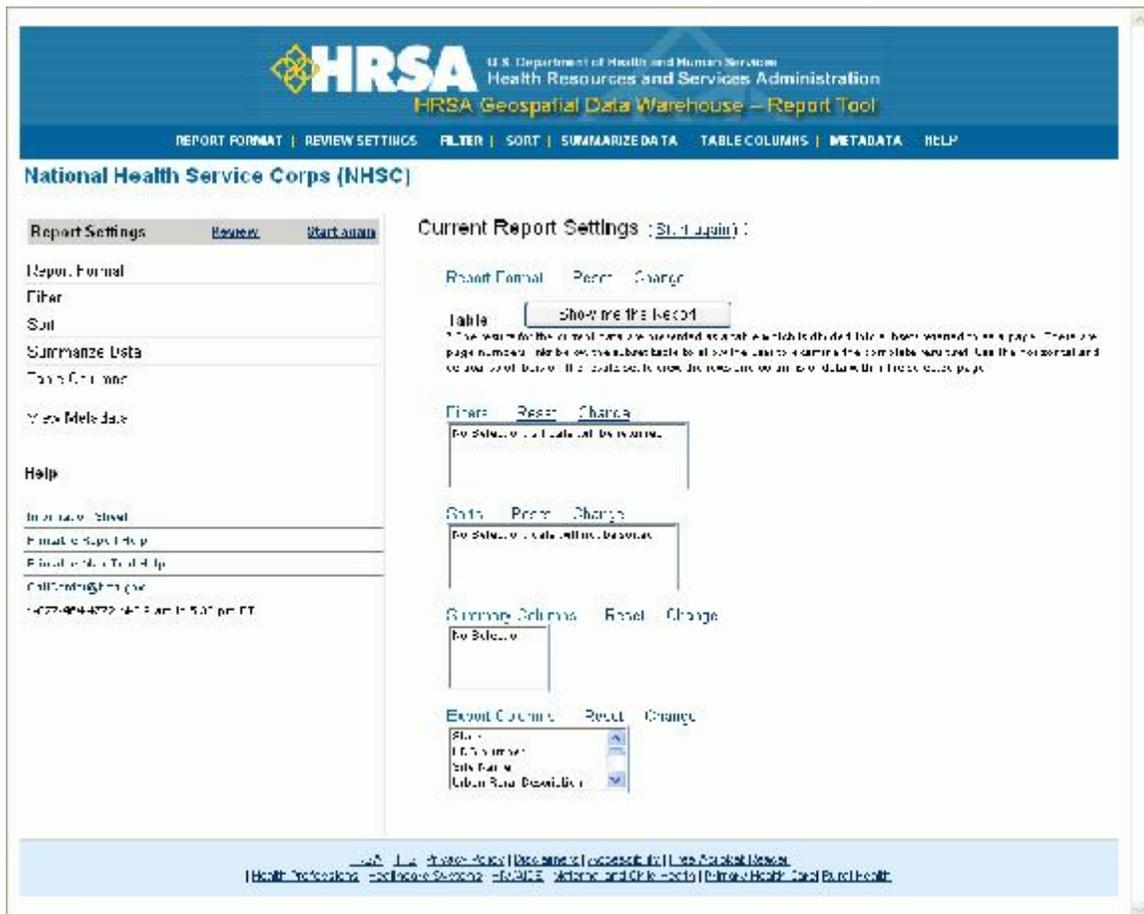
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Getting Started

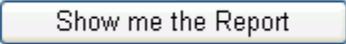
Welcome to the HRSA Report Tool

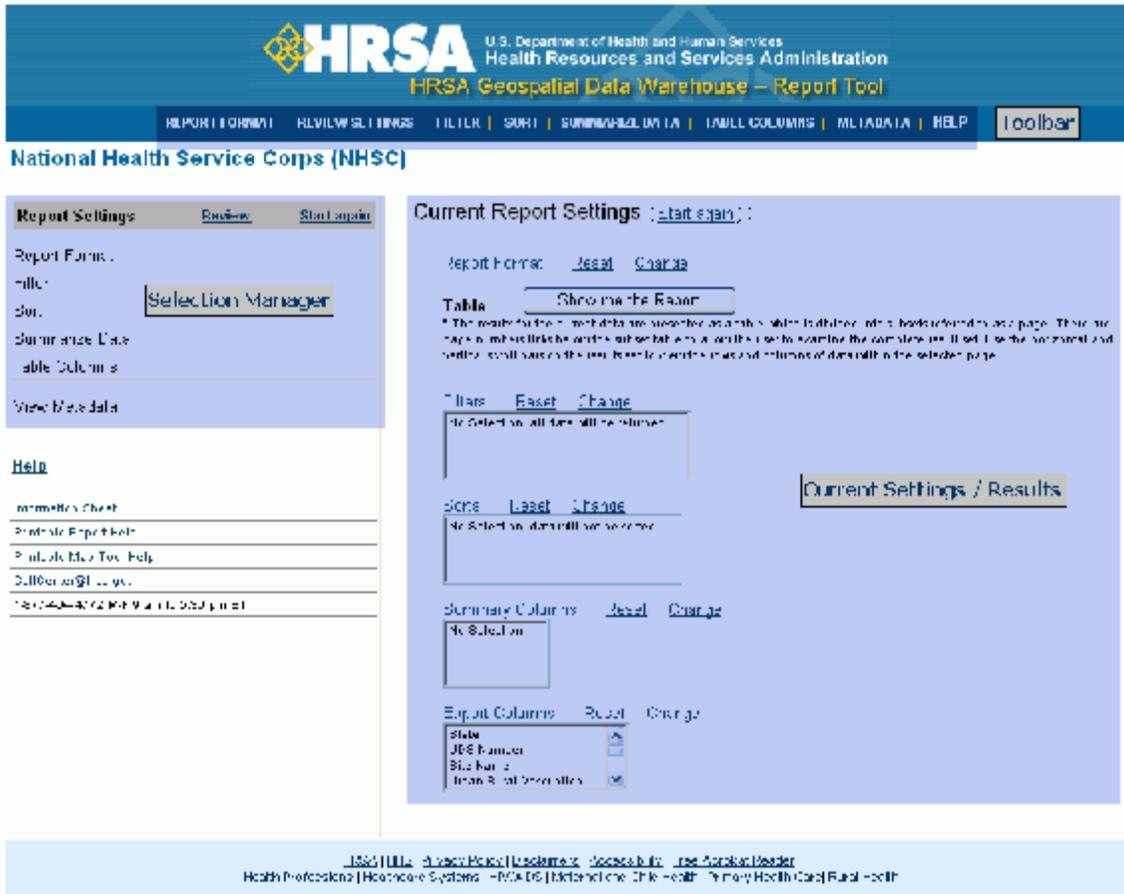
The Report Tool provides the ability to select, sort, summarize, and view data, export results in several common formats, display and print formatted reports, and display metadata describing the columns. Each of these actions is described in detail in the following sections of this guide.



Report Tool Window

The Report Tool window is divided into three areas as shown below: the Toolbar, Selection Manager, and Current Settings / Results. As you work with the Selection Manager, the Current Settings are updated if they are visible. Otherwise, the results are updated whenever you click the

 button.



Selection Manager

The Selection Manager is the place where you make selections that affect the content, arrangement, and / or appearance of your report. The features are described, briefly, below. Click any item in the Selection Manager area to activate that feature. Each feature expands when clicked to expose the controls that are associated with it. Each feature (except for **Report Settings**) also includes the  button so that you can immediately see what effect

your selections have on the report. The features of the Selection Manager are described in the Selection Manager Overview, and details of the controls for each feature follow the Overview.

Toolbar

The Toolbar is an alternative way to access the features of the Selection Manager. Click any of the items on the toolbar to access that feature.

Current Settings / Results

This part of the Report Tool is used to either display the report data (in the format you have selected), the report metadata, or provide a "one-stop" review of the current report settings as specified in the features of the Selection Manager. The features of the report results are described in the Working With Tables and Working With Formatted Results sections of this help.

As mentioned above, the Current Settings section lists the current selections from the features of the Selection Manager. Although the lists themselves cannot be used to make changes to the settings, you can reset (clear) any of the settings by clicking the [Reset](#) link next to the label above the list, or activate that feature of the Selection Manager by clicking the [Change](#) link.

Other Links

At the lower left of the Report Tool, underneath the Selection Manager, there are several links that provide ready access to various features of and information about the HRSA Geospatial Data Warehouse.

Information Sheet
Printable Report Help
Printable Map Tool Help
CallCenter@hrsa.gov
1-877-464-4772 M-F 9 am to 5:30 pm ET

- The Information Sheet is a one-page description of the HRSA Geospatial Data Warehouse.
- You can view or download a copy of this help file, formatted to be printer-friendly, using the Printable Report Help link.
- You can view or download a copy of the help file for the Map Tool, formatted to be printer-friendly, using the Printable Map Tool Help link.
- You can compose and send an email message to the HRSA Call Center using the CallCenter@hrsa.gov link. The Call Center can answer questions, receive feedback, or provide information about the HRSA Geospatial Data Warehouse or other HRSA programs and activities.
- The HRSA Call Center telephone number and hours of operation are shown underneath the email address.

System Requirements

Requirements:

- Browser - Internet Explorer 6.0 or above

For best results:

- Resolution - 1024 x 768 screen resolution (or higher)
- Color depth - True Color (32 bit)

NOTE: the formatted reports, and the complete charts in the State Profile report, open as an Adobe Acrobat PDF file in a separate browser window. You will need to allow pop-ups in order to view the file. If you are using a browser such as Internet Explorer, and you have the built-in pop-up blocker activated, you will need to hold the Ctrl key down until the Open/Save dialog box appears. It is not enough to hold the key down when you click the desired option and then release it. For other browsers or pop-up blockers, please consult the instructions on how to temporarily or permanently allow pop-ups from a particular website.

NOTE: The Adobe Reader plug-in is available from the Adobe web site .

Technical Support

Technical support for the Report Tool and the HRSA Geospatial Data Warehouse is available from the **HRSA Call Center**.

HRSA Call Center
12530 Parklawn Drive
Suite 350
Rockville, MD 20852
Phone: (877) GO4-HRSA
(1-877-464-4772) or
(301) 998-7373
Fax: (301) 998-7377
E-mail: CallCenter@HRSA.Gov

Hours of Operation: Monday through Friday 9am to 5:30pm EST.

The Selection Manager

Selection Manager Overview

The Selection Manager is used to change some aspect of your report, such as the layout (appearance), the scope of the content, the order in which results are presented, how data are summarized, and columns that will be included. It also provides a way to review the metadata (information about the columns that make up the report output) so that you can better understand the data with which you are working.

When you first open the Report Tool, the Selection Manager controls are all hidden, and only the feature names are shown:

Report Settings	Review	Start again
Report Format		
Filter		
Sort		
Summarize Data		
Table Columns		
View Metadata		

Click any of the feature names to expand that section and view the controls that go with it. The features are described below:

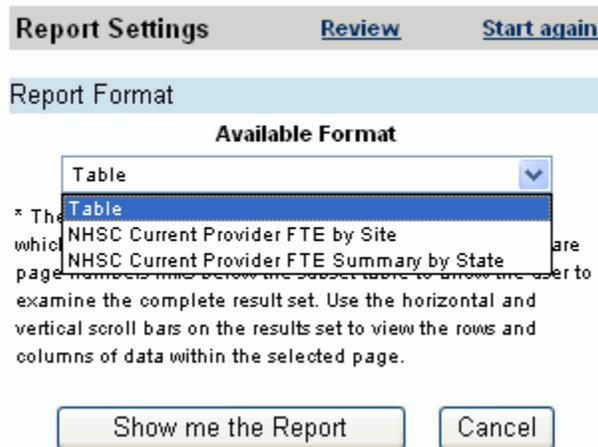
- **Report Settings:** displays the Current Settings section of the Report Tool when you click the [Review](#) link, so that you can easily review your Filters, Sorts, Summary Columns, and Export Columns settings in a single place. You can reset (clear) all of your selections and start over at any time by clicking the [Start again](#) link. (This item does not expand or collapse.)
- **Report Format:** displays the controls that allow you to select the style in which your results will be displayed.
- **Filter:** displays the controls that allow you to filter (limit) the contents of your report to a specific subset of the data, such as only records from a particular State, health care provider discipline, or other value range.
- **Sort:** displays the controls that enable you to determine how the results will be sorted. (**NOTE:** this feature is only available when you have set the Report Format to "Table". The various pre-formatted reports have built-in sorting and grouping logic that cannot be overridden.)

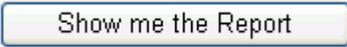
HRSA Geospatial Data Warehouse - Report Tool Version 5.0 Help

- **Summarize Data:** displays the controls that make it possible to create instant summaries (counts and totals) of the data. These summaries are always displayed in table form. (**NOTE:** this feature is only available when you have set the Report Format to "Table".)
- **Table Columns:** displays the controls that are used to include or exclude columns from the report. (**NOTE:** this feature is only available when you have set the Report Format to "Table".)
- **View Metadata:** displays the metadata (information about the columns in the report) in a table in the Current Settings / Results area of the tool. (This item does not expand or collapse.)

Report Format

The Report Format feature of the Selection Manager determines how the output of a report is shown. Use the drop-down list of available formats to select the one you want to see.



After selecting the format you want to see, click the  button to see the results of your selection, or click another feature in the Selection Manager or on the Toolbar to continue refining your options.

Every report has a "Table" option in the **Available Format** list that displays the data in the Results area of the Report Tool as an on-screen data grid or table. You can get additional details about how to work with results in table form in the "Working With Tables" section.

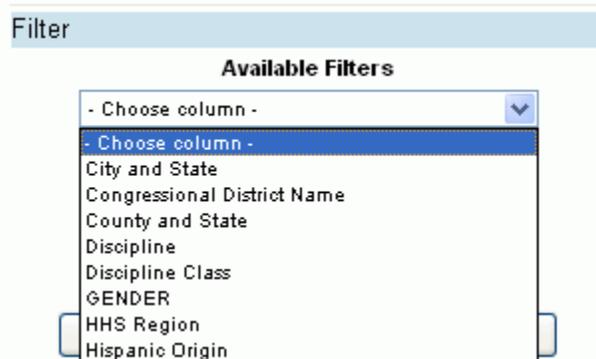
The table view is intended primarily to help you review the data that are included as a result of your other report feature selections, to provide on-screen reference / access to the data, and to provide a means of exporting the "raw" data to your computer for additional manipulation. For example, you may wish to create a report format of your own, with your organization's logo and a particular page layout. (**NOTE:** the Table view is NOT recommended for printing the data.)

Most reports have additional options in the **Available Format** list that are intended to display the data in predetermined, printer-friendly formats (page size and orientation, grouping, sorting, and including specific columns). (**NOTE:** Selecting any of the pre-formatted reports will disable other features of the Selection Manager (Sort, Summarize Data, and Table Columns) because the pre-formatted report already has those selections made and they cannot be overridden.)

If you have selected any of the formats other than "Table", you can get additional details about how to work with them in the "Working With Formatted Results" section.

Filter

The Filter feature of the Selection Manager is used to control the scope of the data that will be included in your report. Use the **Available Filters** drop-down list to select a column from which you want to choose values (e.g. State, County, Discipline).



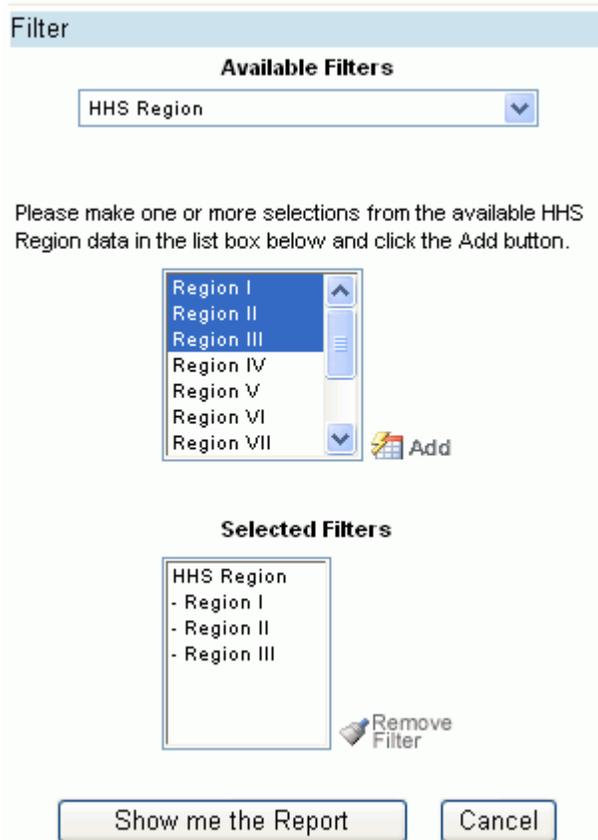
The specific list of columns will vary, depending on which report you are using.

After you have selected a column, you will see either a list of the values in that column, or a data entry dialog that prompts you to select a comparison (greater than less than, etc.) and enter a target value for the comparison.

The list-style of filter selector	The data entry style of filter selector
<p>Filter</p> <p>Available Filters</p> <p>HHS Region</p> <p>Please make one or more selections from the available HHS Region data in the list box below and click the Add button.</p> <p>Region I Region II Region III Region IV Region V Region VI Region VII</p> <p>Add</p> <p>* No filters have been added so far.</p> <p>Show me the Report Cancel</p>	<p>Filter</p> <p>Available Filters</p> <p>Percentage of Time at Site</p> <p>Please select an operator from the dropdown and enter Percentage of Time at Site as a whole number between 0 to 100 and then click the Add button.</p> <p>Where the values are greater than</p> <p>50</p> <p>Add</p> <p>* No filters have been added so far.</p> <p>Show me the Report Cancel</p>

In either case, after you have defined the selection, click the  **Add** button to put the condition into effect, as shown in the sample above right.

Once you have added a condition it is shown in the **Selected Filters** summary at the bottom of the Filter controls, as in the example below:



The screenshot shows a 'Filter' dialog box. At the top, there is a section titled 'Available Filters' with a dropdown menu currently showing 'HHS Region'. Below this, a text instruction reads: 'Please make one or more selections from the available HHS Region data in the list box below and click the Add button.' Underneath the instruction is a list box containing 'Region I', 'Region II', 'Region III', 'Region IV', 'Region V', 'Region VI', and 'Region VII'. The first three items are selected, indicated by blue highlights. To the right of the list box is an 'Add' button with a plus icon. Below the list box is a section titled 'Selected Filters' containing a list box with 'HHS Region', '- Region I', '- Region II', and '- Region III'. The first item is un-indented, while the others are indented with a dash. To the right of this list box is a 'Remove Filter' button with a minus icon. At the bottom of the dialog are two buttons: 'Show me the Report' and 'Cancel'.

If you change your mind and want to remove a filter condition, click the condition to be removed from the **Selected Filters** list, and then click the  **Remove Filter** button to remove it. If you click an indented value (shown with a dash in front of it), only that value is removed. If you click an un-indented item, all of the indented values beneath it are removed.

NOTE: Within any individual column, you can select multiple values. Data in that column that have any one of the values you choose will be included in the report, provided they meet all of the conditions you impose on other columns (see the note below). In the example above, any data from any of the three selected HHS Regions would be included. See the Reference section for help on how to select multiple values from a list.

NOTE: Filter conditions on multiple columns are cumulative. That is, each filter you specify is added to all of the others. In order for data to be included in the report it must meet *all* of the conditions you specify.

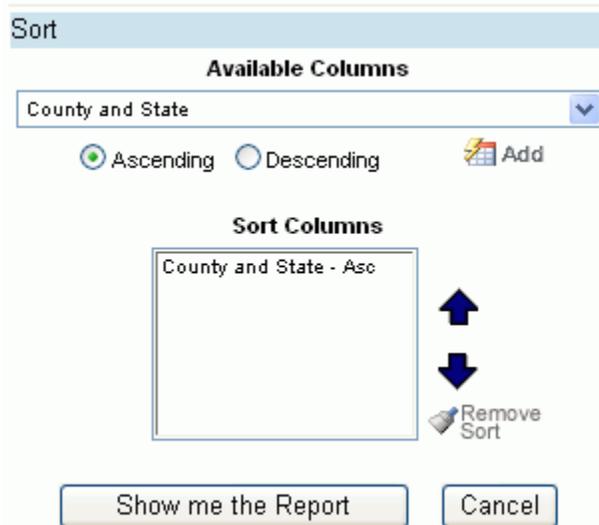
NOTE: Data in the drop-down list of values for any given column are themselves limited by examining the data that meet the current items in the **Selected Filters** list. Thus, you may not always see the same items in a list of values.

For example, if you select State as the first filter condition, you will see all of the States in the dataset. However, if you first set a filter for HHS Region II and then select State as a second filter condition, you will only see the States that are in that Region in the list of State values.

NOTE: Filter conditions are not applied to the current output until you click the  button. This allows you to set several conditions at a time, without having to wait for the results to be updated after each one.

Sort

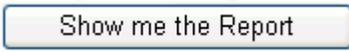
The Sort feature of the Selection Manager is used to control the order in which the report data are presented.



Use the **Available Columns** drop-down list to select a column to sort by, and choose either Ascending or Descending from the options beneath the list. Click the  **Add** button to include your selection in the **Sort Columns** list. (**TIP:** you can reverse the selected sorting order for any column you have already selected by clicking on it in the **Sort Columns** list, changing the Ascending / Descending selection, and clicking the  **Add** button.)

To change the order in which sorts take place without having to remove an item and re-add it, click an item and then click the up and down arrows to the right of the **Sort Columns** list to move it within the list.

Click any item in the **Sort Columns** list and then click the  **Remove Sort** button to remove it from the sorting selections.

The results of your sorting selections are not applied to the report output until you click the  **Show me the Report** button. You can make several sorting selections and then either apply and view the results, or you can choose to work with the other features of the Selection Manager first.

NOTE: Sorting selections you make are cumulative, and are applied in order from the top of the list to the bottom. In some cases this will affect the order and

in other cases it will not. (Sorting first by county name and then by State name, for example, would still bring the data back in county name order - all of the counties named ABC would be grouped together regardless of which state they were in - whereas sorting first by State and then by County would cause the data to be displayed sorted by State name first and then by county name within each State.)

Summarize Data

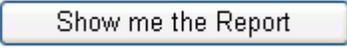
The Summarize Data feature of the Selection Manager is used to create totals and counts of the data within a report. If the data contain numeric columns (e.g. provider FTE assignments or awarded grant dollars) the numeric columns are totaled. If the data do not contain numeric columns then the data are counted.

Use the **Available Columns** drop-down list to determine what grouping and sorting will be applied to the data during summarization. The data are automatically sorted within each defined group, according to the setting of the Ascending and Descending options beneath the drop-down list.

The screenshot shows a dialog box titled "Summarize Data". It features a section labeled "Available Columns" with a dropdown menu currently set to "Discipline". Below this are two radio buttons: "Ascending" (which is selected) and "Descending". To the right of these is an "Add" button with a plus sign icon. Below the "Available Columns" section is a section labeled "Summary Columns" containing a list box with the entry "Discipline - Asc". To the right of the list box are two vertical arrows (up and down) and a "Remove Column" button with a minus sign icon. At the bottom of the dialog are two buttons: "Show me the Report" and "Cancel".

The current selections are shown in the **Summary Columns** list below **Available Columns** the drop-down. You can change the order of the grouping by clicking an item in the list and then clicking the up and down arrows to the right of the **Summary Columns** to move it.

To remove an item from the **Summary Columns** list, click on it and then click the  button.

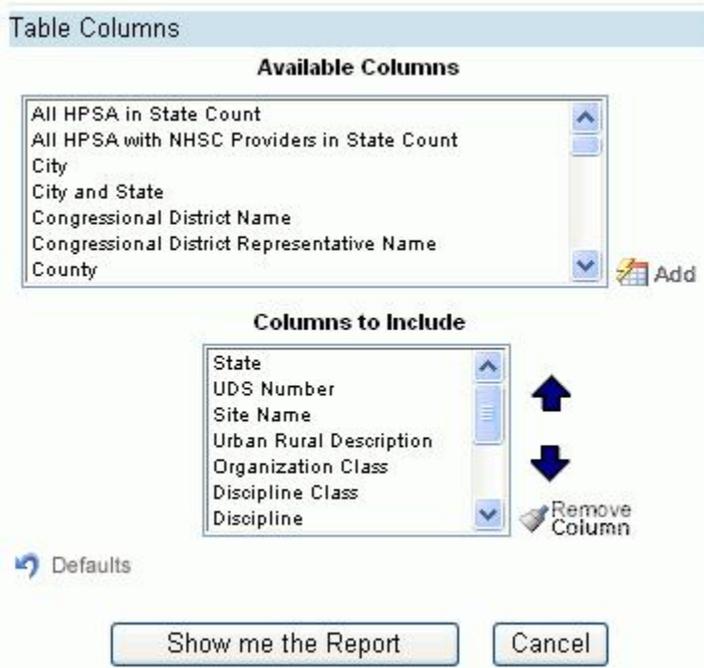
To view the summarized data, click the  button. The sample shown below illustrates how summary data are presented.

State	Active Sites	Snapshot Date
Alabama	162	2007/09/20
Alaska	173	2007/09/20
American Samoa	2	2007/09/20
Arizona	135	2007/09/20
Arkansas	72	2007/09/20
California	1027	2007/09/20
Colorado	173	2007/09/20
Connecticut	145	2007/09/20
Delaware	16	2007/09/20
District of Columbia	55	2007/09/20
Federated States of Micronesia	17	2007/09/20
Florida	330	2007/09/20
Georgia	136	2007/09/20
Guam	3	2007/09/20
Hawaii	70	2007/09/20

1 [2](#) [3](#) [4](#)

Table Columns

The Table Columns feature is used to add columns to or remove columns from the report when it is in Table view. This feature also determines which columns will be exported from your table.



The **Available Columns** list shows all of the columns available in the data set.

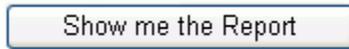
Select as many columns as you like and, when you are ready, click the  **Add** button to add them to the **Columns to Include** list. (**NOTE:** For additional information on how to select multiple items from a list, see the "Working With Lists" topic in the Reference section.)

To change the order in which columns are displayed in the table without having to remove an item and re-add it, click an item and then click the up and down arrows to the right of the **Columns to Include** list to move it within the list.

To remove items from the **Columns to Include** list, click on them and then click the  **Remove Column** button.

Every data set has a collection of columns that are included in the Table view by default. At any time, you can click the  **Defaults** button to undo all of your changes and reset the **Columns to Include** list to the default.

When you are finished adding, removing, and arranging the columns click the



button to update the Table view. (**NOTE:** this feature does not apply to the formatted report views.)

- The [<<](#) and [>>](#) take you to the first and last ("top" and "bottom") groups of rows, respectively.

The Table view also provides the capability to export the data to a variety of formats. You can use the Export feature to save the data to your own computer for additional analysis and formatting. Complete instructions on how to use this feature are included in the Exporting Data From Table Views help topic.

Summary Tables

When you click the Show me the Report button from the Summarize Data feature of the Selection Manager, the summary is generated and shown as a table in the Results section of the Report Tool:

The screenshot shows the HRSA Geospatial Data Warehouse Report Tool interface. The header includes the HRSA logo and navigation links: REPORT FORMAT | REVIEW SETTINGS | FILTER | SORT | SUMMARIZE DATA | TABLE COLUMNS | METADATA | HELP. The main content area is titled "National Health Service Corps (NHSC)". On the left, there are "Report Settings" and "Help" sections. The "Report Settings" section includes options for Report Format, Filter, Sort, Summarize Data, and View Metadata. The "Help" section includes links for Introduction, Format Specifications, and Contact Information. The main table displays data for various disciplines and states, with columns for Discipline, State, and several provider types (Primary Care, Mental Health, Dental, etc.) measured in FTE. The table is sorted by Discipline and State, and shows subtotals for each discipline.

Discipline	State	Primary Care Provider FTE	Mental Health Provider FTE	Dental Provider FTE	BHSC Provider FTE	NIHSC Loan Repayee Provider FTE	Other Provider FTE	Other Provider FTE	Snapshot Date
Psychologist	California	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Florida	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Illinois	2.000000	0.000000	0.000000	0.000000	0.000000	0.000000	2.000000	2017-06-30
Psychologist	Indiana	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Iowa	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Kansas	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Kentucky	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Louisiana	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Maine	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Massachusetts	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Michigan	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Minnesota	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Mississippi	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Missouri	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Montana	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Nebraska	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Nevada	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	New Hampshire	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	New Jersey	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	New Mexico	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	New York	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	North Carolina	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	North Dakota	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Ohio	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Oklahoma	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Oregon	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Pennsylvania	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Rhode Island	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	South Carolina	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	South Dakota	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Tennessee	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Texas	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Utah	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Vermont	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Virginia	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Washington	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	West Virginia	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Wisconsin	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Wyoming	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30
Psychologist	Subtotal	1.000000	0.000000	0.000000	0.000000	0.000000	0.000000	1.000000	2017-06-30

The columns at the left of the table correspond to the selections you made in the Summarize Data feature of the Selection Manager. Data are summarized as follows:

- The summary includes only the data that meet any conditions you may have specified in the Filter feature of the Selection Manager.
- If at least one numeric column is present in the data set, the summary shows the subtotals for the numeric columns grouped and sorted by the values in the columns at the left. (**NOTE:** this is true even if none of the numeric columns have been included in the Table view of the report.)

- If the data set does not include any numeric columns, then the summary is a count of the rows in each of the groups. (See the sample below for an example.)

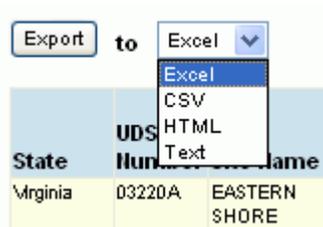
State	Active Sites	Snapshot Date
Alabama	162	2007/09/20
Alaska	173	2007/09/20
American Samoa	2	2007/09/20
Arizona	135	2007/09/20
Arkansas	72	2007/09/20
California	1027	2007/09/20
Colorado	173	2007/09/20
Connecticut	145	2007/09/20
Delaware	16	2007/09/20
District of Columbia	55	2007/09/20
Federated States of Micronesia	17	2007/09/20
Florida	330	2007/09/20
Georgia	136	2007/09/20
Guam	3	2007/09/20
Hawaii	70	2007/09/20

1 2 3 4

To view the detailed (un-summarized) data, choose any of the other features of the Selection Manager and click the button.

Exporting Data From Table Views

This feature is provided in order to enable you to save data for additional analysis, formatting, or later use. You can export the contents of the Table view at any time by selecting the desired format and clicking the **Export** button:



Working With Formatted Results

Overview of Formatted Reports

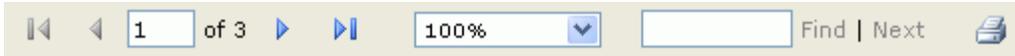
The Formatted Reports provide a means of arranging and organizing data in such a way as to be ready for printing. Each formatted report is intended to address a particular need or question. As such, they are more narrowly-defined and structured than the Table view, which is intended to provide you with a powerful but very generalized way to view and interact with the data.

The number, type, and availability of formatted reports will vary from data set to data set. However, they all share a set of common features and capabilities, so that you work with them all in the same way.

Once the report has been generated, the Results area of the Report Tool will display something similar to the example shown here:

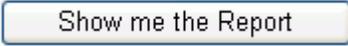
State/Territory	Total Provider FTEs	NHSC Scholar	NHSC Loan Repayer	Primary Health Care	Dental Health Care	Mental Health Care	Urban	Rural	HPSA/NI Provider by Site
State									
Alabama	63.00	15.00	55.00	44.00	11.00	13.00	34.05	28.95	
Alaska	23.00	0.00	15.00	17.00	1.00	5.00	3.00	20.00	
Arizona	111.00	22.00	82.00	19.00	11.00	41.00	26.00	85.00	
Arkansas	44.00	0.00	44.00	0.00	0.00	12.00	5.00	39.00	
California	263.00	70.00	213.00	130.00	21.00	113.00	171.92	191.08	
Colorado	63.00	10.00	83.00	64.00	6.00	12.00	33.75	49.25	
Connecticut	40.00	15.00	25.00	26.00	0.00	3.00	0.00	40.00	
Delaware	14.00	0.00	4.00	14.00	1.00	11.00	14.00	1.00	
District of Columbia	51.70	24.00	27.70	46.70	0.00	2.00	5.70	0.00	
Florida	170.00	38.00	132.00	134.00	21.00	13.00	38.00	82.00	
Georgia	64.00	14.00	40.00	44.00	2.00	3.00	24.00	20.00	
Iowa	13.00	2.00	11.00	10.00	1.00	5.00	4.50	1.50	
Idaho	21.00	1.00	20.00	20.00	0.00	2.00	13.00	8.00	

The Formatted Results viewer has its own toolbar, displayed at the top of the viewer:

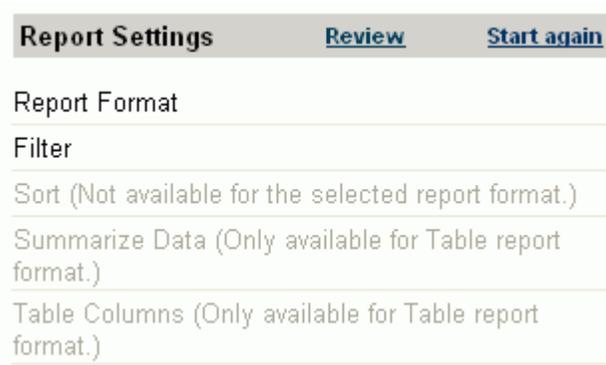


Use any of the tools and features described in the following sections to work with the results:

- moving between report pages
- changing the size of the report image in the viewer
- finding text in the results
- exporting and saving the results to another format
- printing the results.

NOTE: To select a report format, use the Report Format feature of the Selection Manager and then click the  button to generate the report.

NOTE: selecting any formatted report will temporarily disable several of the other features of the Selection Manager. The disabled features are labeled and shown in light gray text, as shown in the example below:



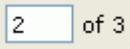
Changing Pages

The Formatted Results viewer divides the report output into pages. You can scroll through the pages using the scroll bar at the right side of the viewer (this is not the same scroll bar that may be on the right-hand side of the window itself).

You can also change from page to page, or jump directly to a specific page, using the Page control on the left side of the Formatted Results viewer toolbar:

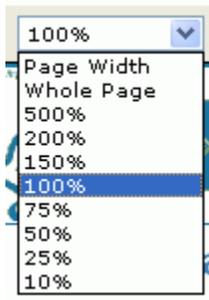


From left to right, the parts of the Page control are:

-  Jump directly to the first page of the results
-  Go to the previous page of the results
-  Jump directly to a specific page number
-  Go to the next page of the results
-  Jump directly to the last page of the results

Changing the Image Size

The Formatted Results viewer toolbar includes a tool that allows you to increase or decrease the size of the report as shown on the screen. This can be particularly helpful if you need to read fine print in a report, or if you want to see the overall appearance of the report image without needing to see specific data or details.



Use the drop-down list to select the size of the image to display. When you choose a value the viewer automatically re-scales the report image to display at the selected level of magnification.

Finding Text

The Formatted Results viewer toolbar includes a feature that enables you to search for text within the results.



In the area provided on the toolbar, enter the text you want to search for and click **Find**. The first instance of matching text will be highlighted:

State/Territory
State
Alabama
Alaska
Arizona

Click Next to search for the next occurrence of the text. (The viewer does not provide a means of searching backward.)

Exporting Results

The Export feature in the Formatted Results area is independent of the Export feature on the Table view. In this view, the intention of the Export is to provide you with a means of capturing the printer-ready results in a format that you can save to your computer, rather than providing a means of capturing the data in a form where you can work further with them.

To send your formatted results to a file that you can save, click the  button located above the Formatted Results viewer. You will see a message that indicates that your PDF is being generated:



When the PDF has been created, a dialog window similar to the example shown here is displayed:



Choose Open to view the file immediately, Save to save it to your computer, or Cancel to do nothing with it.

NOTE: The PDF file opens as if it were a "pop-up" window. If you have a pop-up blocker active, you may need to hold down the *CTRL* key or alter the security settings of your computer to allow the file to be opened or downloaded to your computer.

NOTE: The "Please wait..." message will remain visible even after you open or save the file. It will be removed when you take another action, such as changing the report filters or output format.

NOTE: Generating very large PDF files may take a considerable time. You should not click the  again while the PDF is being created. That will cause a second copy to be generated.

Printing the Report

You can print the report directly from the Formatted Results viewer. Click the



printer icon () on the Formatted Results viewer toolbar to start the process.

(NOTE: do not attempt to use the Print command from your web browser's menu to print the formatted results. You must use the Print option that is built into the viewer in order to get the proper result.)

Reference

Common Questions

Common Questions

How do I ...

Q: How do I know what time period the data represent?

A: If you are viewing the data in Table view, the "Snapshot Date" column tells you when the data were pulled from the source. In a formatted report, the "Data as of" date at the bottom of each page tells you the same thing.

Q: How do I get rid of the Snapshot Date column in Table view?

A: By design, this column is always included and cannot be removed. (See the related question "Why can't I get rid of the Snapshot Date column in Table view?" below for more information.)

Q: How do I know what my current report settings include?

A: You can review all of the settings at once from the Current Settings part of the Report Tool, or settings for any particular feature (Filter, Sort, etc.) by clicking that feature in the Selection Manager or on the Toolbar.

Can I ...

Q: Can I export and save all of the data for a particular data set?

A: Yes, subject to any size limitation restrictions imposed by the output format to which you are exporting. (See the related question "Why is there a limit to the amount of data I can export to Excel and CSV formats?" below for more information.) Be aware that some of the data, such as HRSA grants, may be very large and may therefore take a considerable time to export and download- particularly if you are exporting a formatted report to PDF. *It is not recommended that you export an entire data set.*

Q: Can I save my report settings for later use, so that I don't have to make the same choices every time I use a report?

A: Not at this time. This is under consideration for inclusion in a later version of the Report Tool.

Q: Can I change the number of rows of data that are shown in Table views?

A: Not at this time.

What ...

Q: What is a filter?

A: A filter is a means of imposing a condition on the data, to narrow the content (scope) of the report. When you set a filter (or several filters) only the data that meet the conditions of each filter are included in the report.

Q: What is metadata?

A: Metadata is "data about data"; in other words, it describes the columns in a data set. Metadata includes the definition, business rules, valid values, and other characteristics of a column. It also tells you what type of data (text, numbers, dates, etc.) the column contains, and how the column may be labeled in various contexts.

Why ...

Q: Why can't I change the sorting, grouping, and columns in a formatted report?

A: The formatted reports are designed to show specific data, in a particular order. They generally contain summary rows that display subtotals for a group or groups of data (e.g. count of facilities by State, then by each County within the State). They are also designed to be printer-friendly; allowing changes to the formatting and layout would increase the risk that your report would be unusable.

Q: Why is the list of available formats different when I am exporting data from the Table view versus the formatted reports?

A: Not all formats are appropriate to use in all views. The PDF format, for example, is intended to reproduce printer-friendly results, and is not particularly well-suited to data shown in the Table view. The Excel format, by contrast, is best suited to situations where you want to sort and summarize data in ways not supported by the report tool. Exporting formatted data to Excel increases the likelihood that you will exceed the maximum number of rows in a spreadsheet. (See the related question "Why is there a limit to the amount of data I can export to Excel and CSV formats?" below).

Q: Why is there a limit to the amount of data I can export to Excel and CSV formats?

A: Excel has a built-in limit of 65,535 rows of data that it can include in a worksheet. This limit cannot be changed, so it is necessary to limit the availability of this format in the Export capability to situations where the limit will not be exceeded.

Q: Why can't I get rid of the Snapshot Date column in Table view?

A: Because of the ever-changing nature of data, it may be important to know the date on which the data were pulled from the source system if you want to compare results from a report run on one data against those run on a different date. Even data that seem like they should not change (e.g. the total grant dollars awarded in a past Fiscal Year) are sometimes changed in

the source system later on; the Snapshot Date helps you identify that this may have occurred.

Selecting and De-Selecting Items From a List

Selecting single items from a list:

- Click an item in the list to select it and the item becomes highlighted to show it has been selected.

De-selecting single items from a list:

- Hold down the CTRL key and click a selected item in the list to de-select it; the highlighting is removed.

Selecting multiple items from a list:

Using the CTRL key:

- Hold down the CTRL key and click the item to add it to the selected items. It will be highlighted to show it has been selected. Continue holding down the CTRL key and click additional items to include them.
- Hold down the CTRL key and click a highlighted item to remove it from the selected items. The highlighting is removed.

Using the SHIFT key:

- Click a single item in the list to select it. Then hold down the SHIFT key and click another item. Both items and all items in between are now selected and highlighted.

De-selecting multiple items from a list:

- Click on any item in the list to de-select all other selected items. The item you clicked is selected and highlighted. Click the selected item again to de-select it.