Analytical Reports - using Query Studio

Query Studio allows you to create your own custom reports using ROSS data that is current to the time you run the report. The features in Query Studio allow you to 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:

- Before you begin
- 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.

Before you begin

Access to Query Studio is limited to the following NAP Account holders:

- Intelligence Officers at a GACC
- ROSS users who run ad-hoc reports for a GACC or teams at least once-a week during incidents
- Those who have completed the Query Studio Report training provided by your GACC.

To obtain access to Query Studio

1. Request and obtain an **active, NAP User Account**.

   See, "Requesting a NAP User Account."

   See, "Getting Started with NAP."

2. Request and obtain access to Query Studio.

   See, Query Studio Access Request Form.

To log on to Query Studio

1. Start your Internet browser.
2. In the **Address** bar, type *http://rossreports-pr.nwcg.gov/cognos/cgi-bin/cognos.cgi* and then press [ENTER].
3. On the **Log on** page, perform the following and then click **OK**
   - Under **User ID**, type your **NAP User Account Name**
   - User **Password**, type your **NAP Password**.

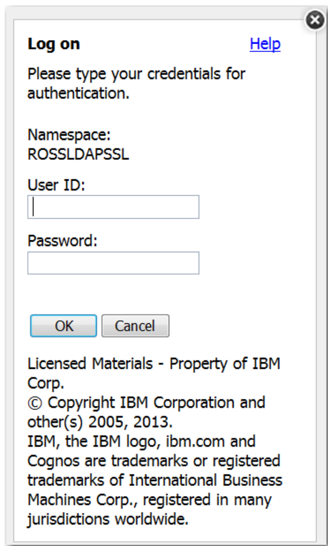
4 On the **Cognos Connection** home page, on the **Public Folders** tab, click the **ROSS** link.

5 On the **Cognos Connection** home page on the **Public Folders** tab, perform the following

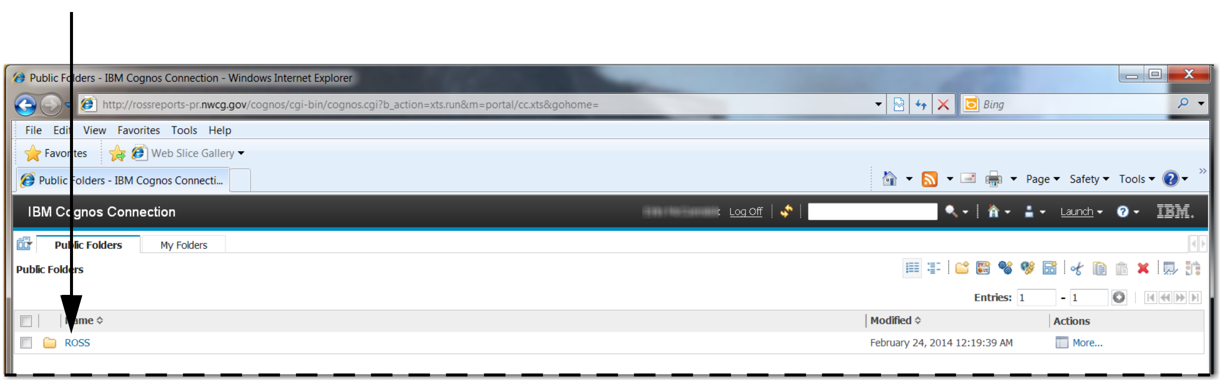
- click the **Launch** drop-down arrow
- click **Query Studio**.

6 On the **Select a package (Navigate)** page, under **Recently used packages**, click the **ROSS-AR** link.

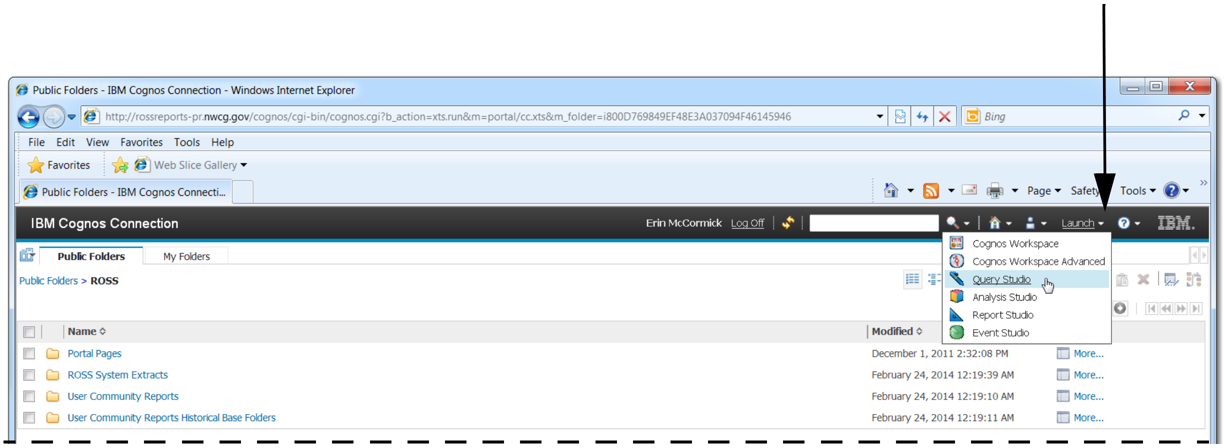
The following graphic shows the Log on page.



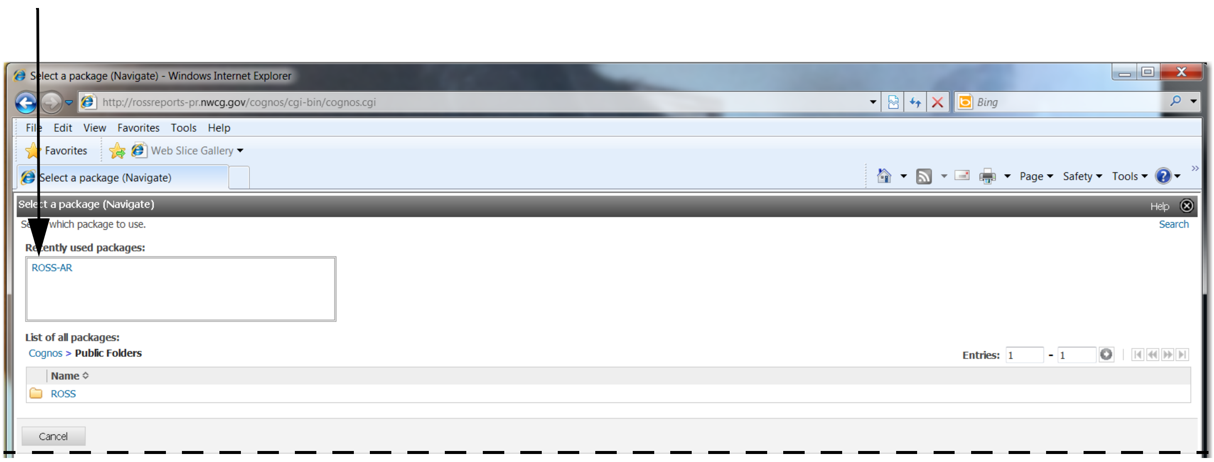
The following graphic shows the Public Folders tab on the IBM Cognos Connection home page. The arrow points to the ROSS link.



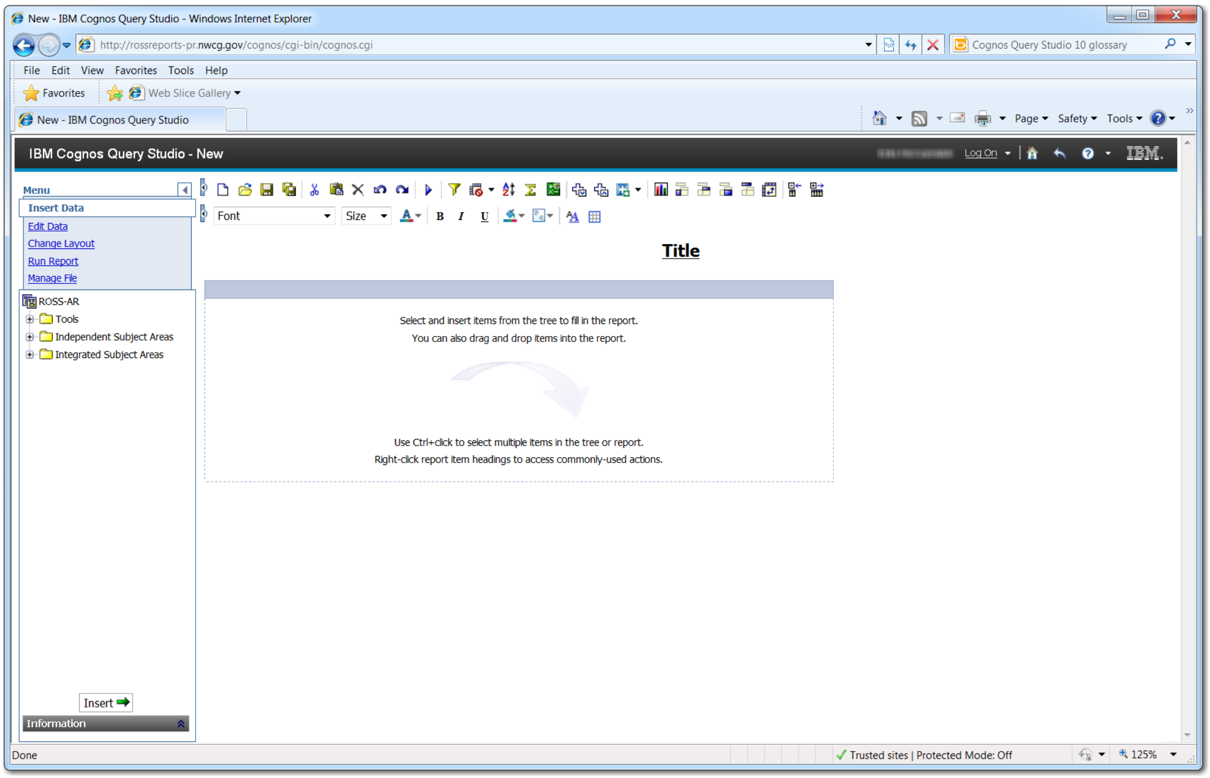
The following graphic shows the Public Folders tab on the IBM Cognos Connection home page. The arrow points to the Launch drop-down arrow.



The following graphic shows the Select a package (Navigate) page. The arrow points to the ROSS-AR link.



The following graphic shows the IBM Cognos Query Studio - New page that displays once successfully logged on.

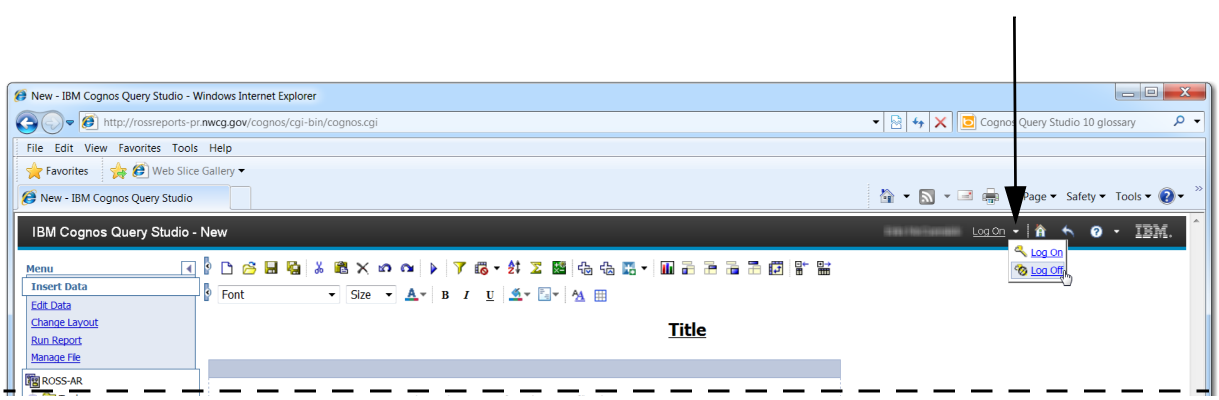


To log off Query Studio

Follow basic security procedures and log off Query Studio to prevent unauthorized use of your NAP User Account.

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

The following graphic shows the Public Folders tab on the IBM Cognos Connection home page. The arrow points to the Log On drop-down arrow.



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.

  See, "Analytical Report System Data Dictionary."

  See, "Historical Analytical Reporting System Data Dictionary."

- **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.

  See, "To add a cascading filter to your report."

- **Target Area**. The Target Area is where you place selected Query Items when building your report. You can move Query Items into the Target Area by performing one of the following

  - double-click the Query Items in the order you want to view them in your report
  - drag and drop Query Items in the order you want to view them in your report
  - press and hold CTRL, click the Query Item(s) in the order you want to view them in your report, and then click the Insert button.

  See, "Changing the look and feel of your report."

- **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.
- **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 Target Area it becomes a "Report Item."

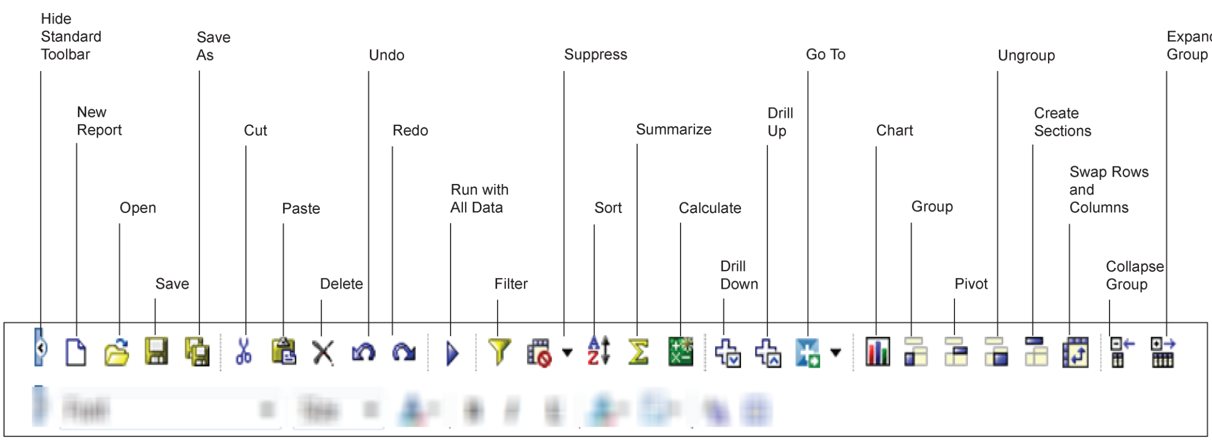
For example, you can create a report using Query Items from the Incident Subject Area and the Incident Query Subject, and Query Items from the Request Subject Area and Request Query Subject.

- **Report Item**. A Report Item is a Query Item you added to your report by adding it to the Target Area. 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

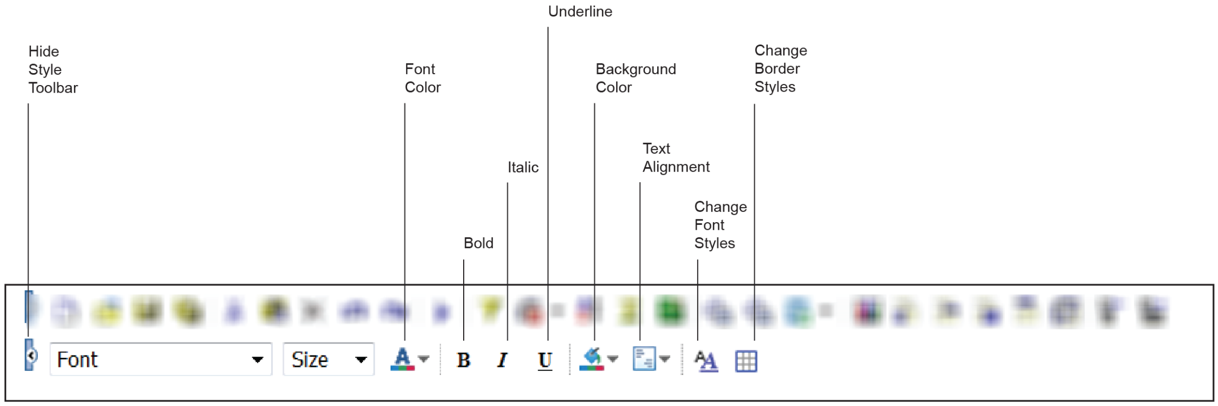
The buttons on the Query Studio Standard toolbar allow you to manipulate the data and change the appearance of your reports.

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

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 Target Area.

To locate Query Items on the Insert Data submenu

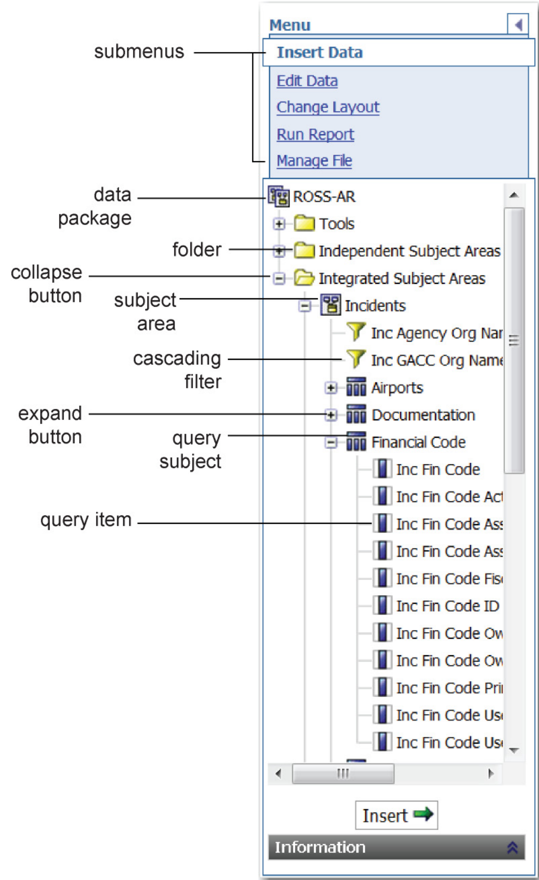
1 Under **Menu**, click **Insert Data**.

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.

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

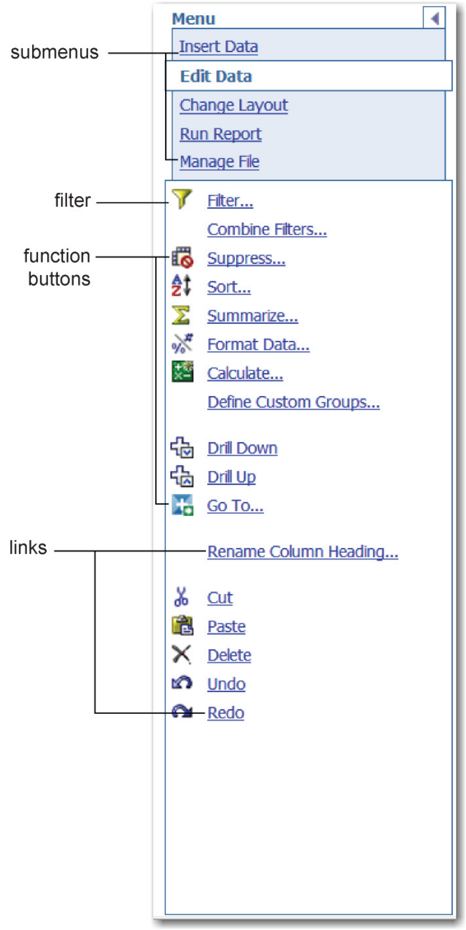


Working with the Edit Data submenu

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.

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

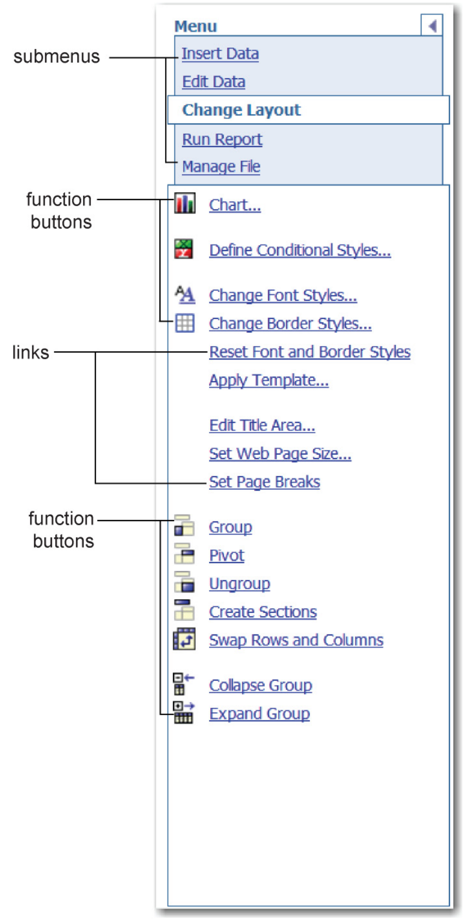


Working with the Change Layout submenu

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 graphic shows the Change Layout submenu, options, and terminology.

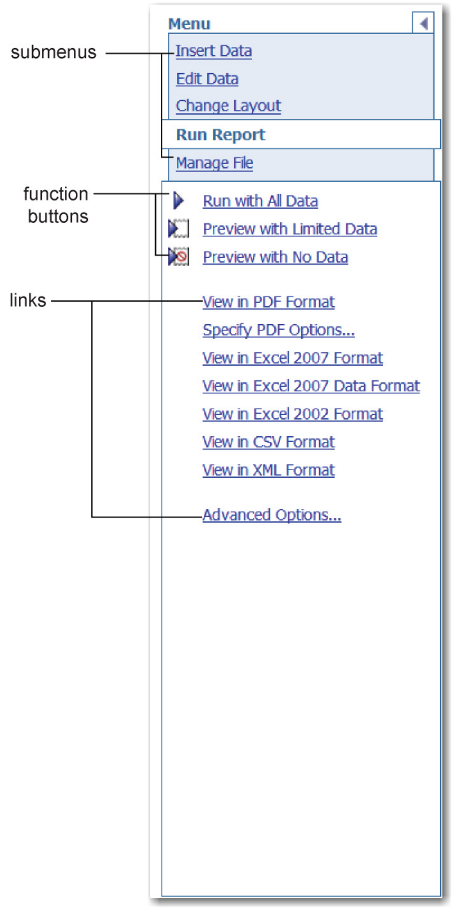


Working with the Run Report submenu

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 page - *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.

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

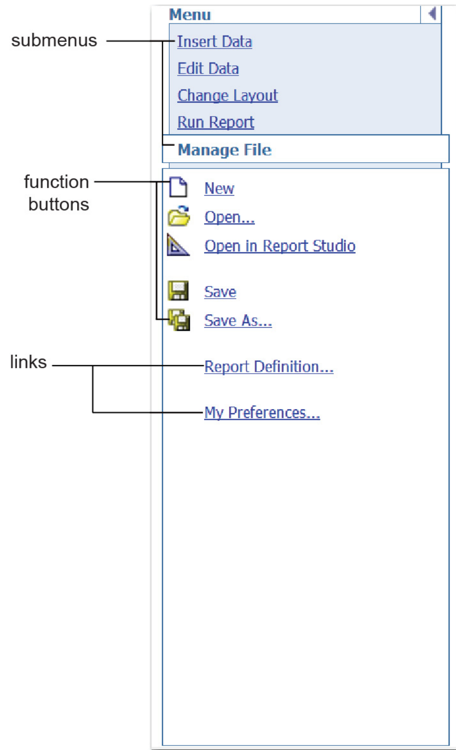


Working with the Manage File submenu

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 graphic shows the Manage File submenu, options, and terminology.



Creating, running, and saving a report

When you place Query Items into the Target Area, Query Studio instantly returns the reports values associated to those Query Items. Once moved into the Target Area, those Query Items are referred to as, “Report Items.”

Apply as many filters as possible before moving data to the Target Area.

There are three ways you can add Query Items into the Target Area:

- Double-click each Query Item, in the order you want listed in the report.
  - The solid, blinking black line that displays in the Target Area 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 Target Area, positioning each Query Item where you want it listed in the report.
- Click one or more Query Items in the order you want them to be listed, and then click the Insert button.

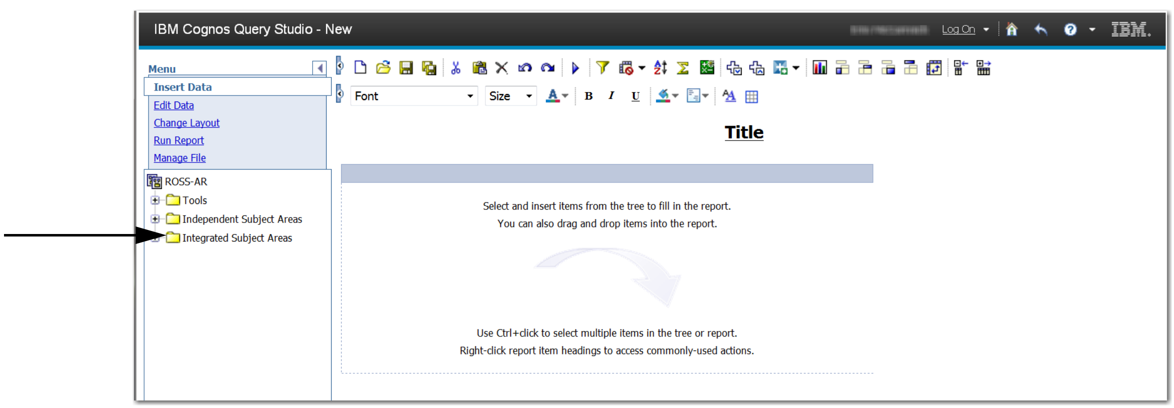
To create and run a report in Query Studio

1. On the **Query Studio** toolbar under the **Insert Data** submenu, click 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 **Target Area**.

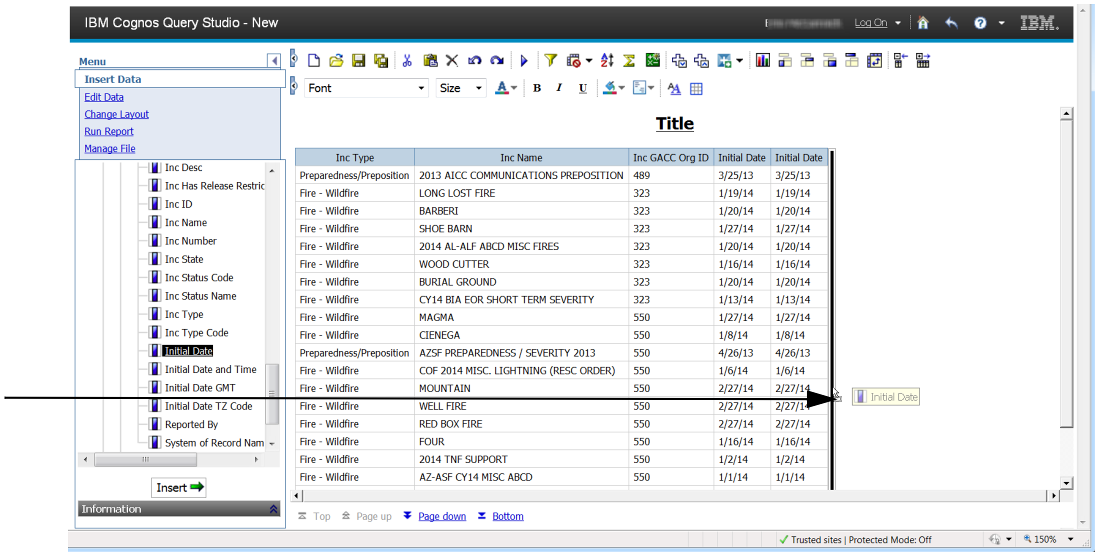
You can also click the Query Item(s) of your choice, and then click the ***Insert*** *button.*

5. To name the report, click **Title**, and then complete the **Title** and **Subtitle** boxes on the **Edit Title** page.
6. On the **Edit Title** page, click the **Show filters** and **Show sorts** check boxes as appropriate, and then click **OK**.

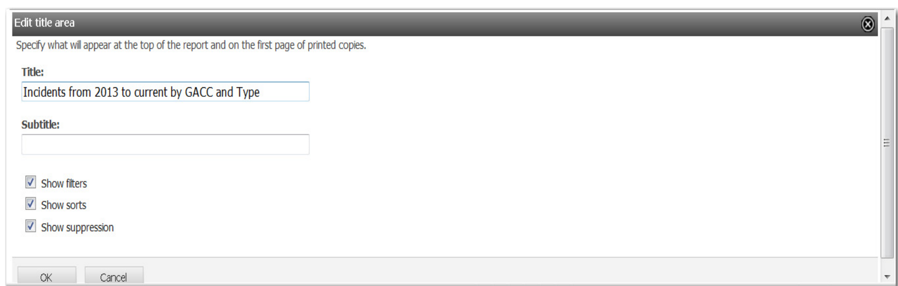
The following graphic shows the Insert Data submenu. The arrow points to the Integrated Subject Area Subject Area folder.



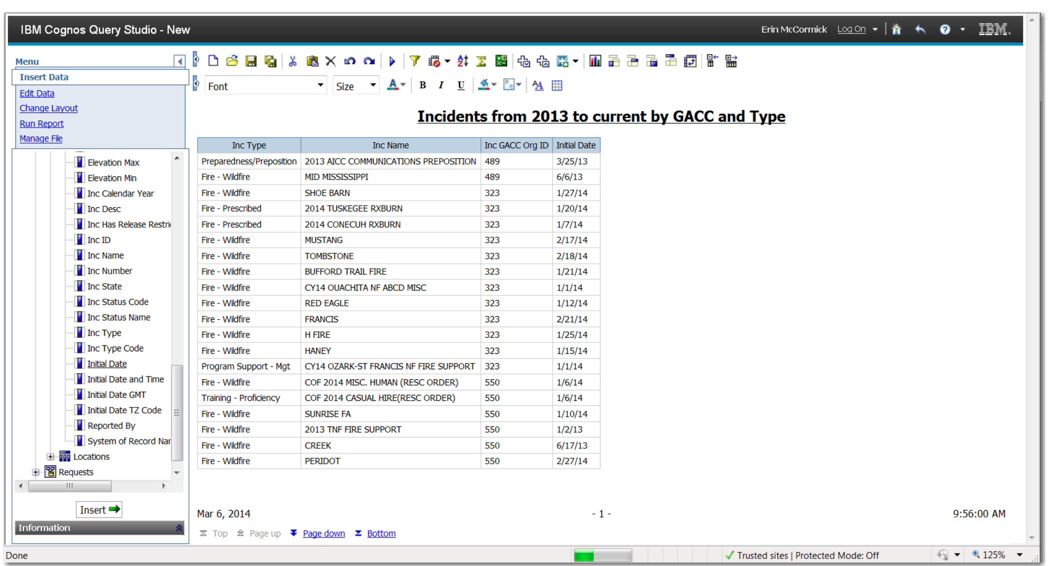
The following graphic shows the progress of a report being developed in Query Studio. The arrow points to the position where “Initial Date” is about to be placed.



The following graphic shows the Edit title area page.



The following graphic shows a simple Query Studio report.



To save a Query Studio report

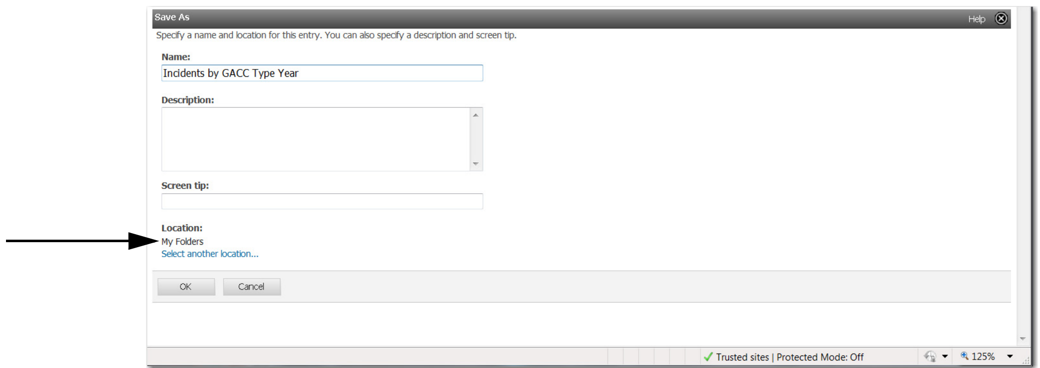
1 On the **Query Studio Standard** toolbar, click the **Save** or **Save As** button.

2 On the **Save As** page, complete the following text boxes and then click **OK**

- Name
- Description.

Be sure to save your report to My Folders.

The following graphic shows the Save As page. 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:

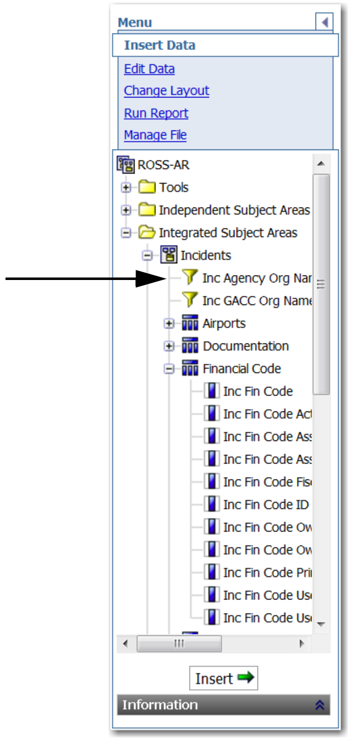
- Working with filters
- Performing searches
- Sorting, grouping, summarizing, and calculating.

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.

Always apply as many filters as possible before moving data to the Target Area.

The following graphic shows a portion of the Insert menu. The arrow points to two cascading filters available for the Incidents Subject Area.



To add a cascading filter for your report

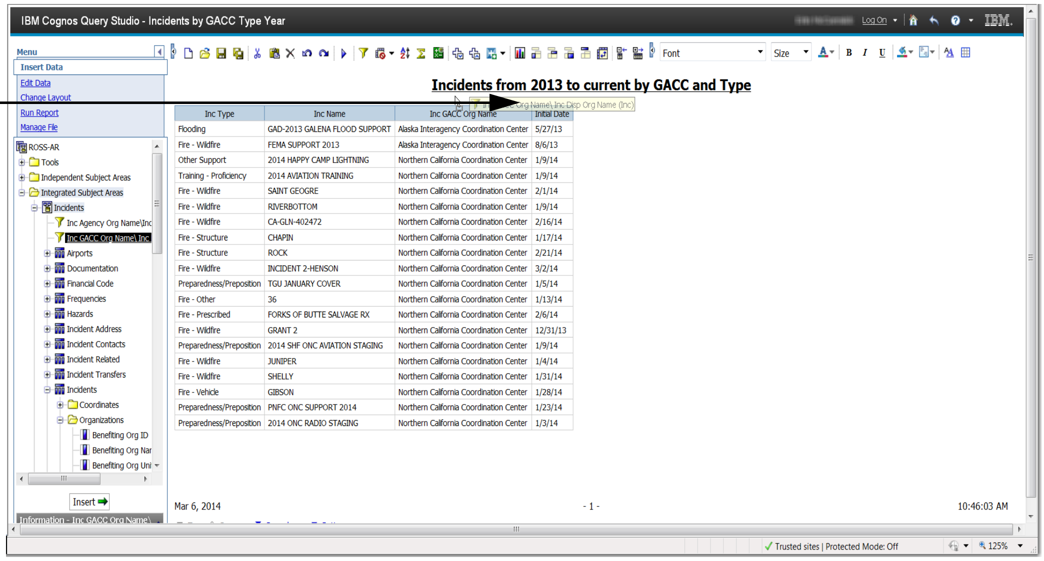
*Cascading filters do not automatically refresh the data. To keep the data in your report current, save the report in My Folders and run the report again, or click **Run with All Data** from the **Run Report** submenu.*

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

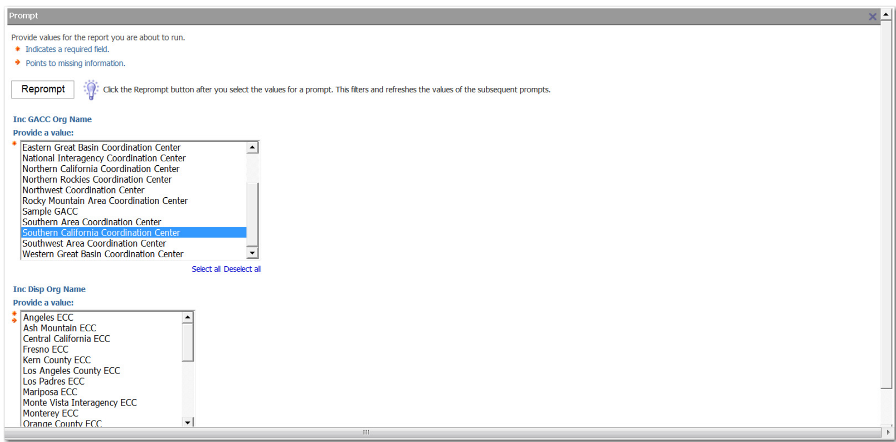
   To select more than one value at a time, click and hold [CTRL], and then click the values of your choice.

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

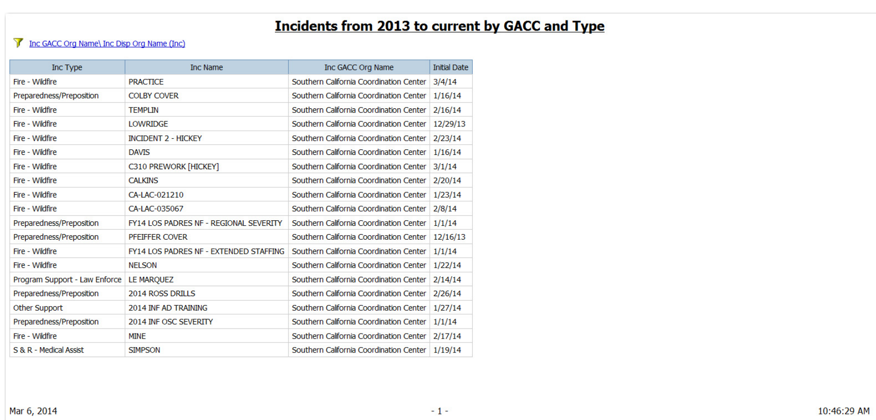
The following graphic shows a sample report. The arrow points to a cascading filter being inserted into the Target Area.



The following graphic shows a sample Prompt page.



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



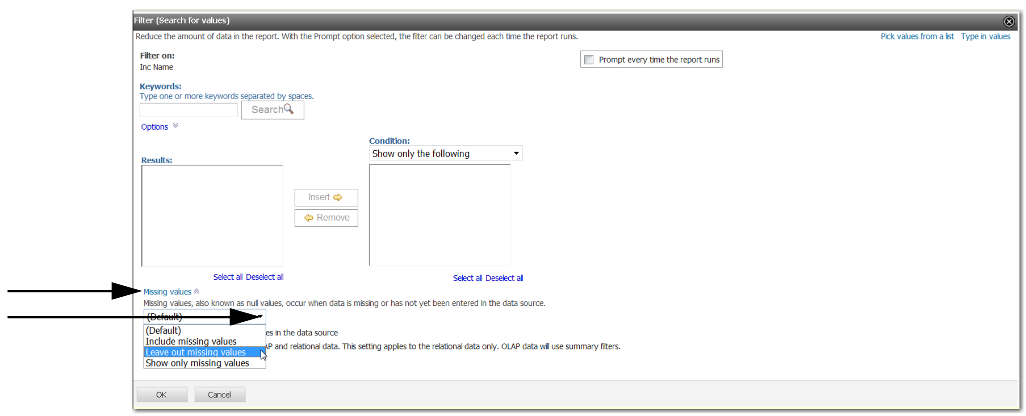
To display filter subtitles

1. On the **Query Studio** report of your choice, click the **Title** of the report.
2. On the **Edit title area** page, click 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 the **Column Heading** of your choice, and then click the **Filter** link.
4. On the **Filter** page, click the **Missing Values** link, and then click the **Missing Values** drop-down arrow.
5. Click the **option** of your choice.
6. Click the **Apply the filter to individual values in the data source** check box, as appropriate, and then click **OK**.

The following graphic shows the Filter page. The arrows point to the Missing Values link and the Missing Values drop-down arrow.



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.

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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.

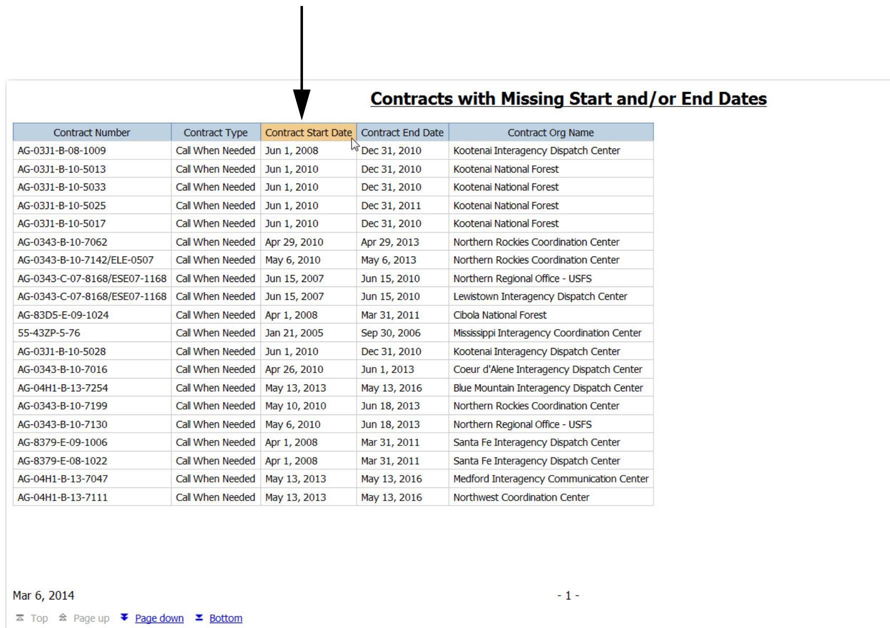
   ---

2. Under **Menu**, click the **Edit Data** submenu.
3. Click **Contract Start Date**, and then click the **Filter** link.
4. On the **Filter** page, click the **Missing Values** link, and then click the **Missing Values** drop-down arrow.

5 Click **Show only missing values** click 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 graphic 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
AG-03J1-B-08-1009	Call When Needed	Jun 1, 2008	Dec 31, 2010	Kootenai Interagency Dispatch Center
AG-03J1-B-10-5013	Call When Needed	Jun 1, 2010	Dec 31, 2010	Kootenai National Forest
AG-03J1-B-10-5033	Call When Needed	Jun 1, 2010	Dec 31, 2010	Kootenai National Forest
AG-03J1-B-10-5025	Call When Needed	Jun 1, 2010	Dec 31, 2011	Kootenai National Forest
AG-03J1-B-10-5017	Call When Needed	Jun 1, 2010	Dec 31, 2010	Kootenai National Forest
AG-0343-B-10-7062	Call When Needed	Apr 29, 2010	Apr 29, 2013	Northern Rockies Coordination Center
AG-0343-B-10-7142/ELE-0507	Call When Needed	May 6, 2010	May 6, 2013	Northern Rockies Coordination Center
AG-0343-C-07-8168/ESE07-1168	Call When Needed	Jun 15, 2007	Jun 15, 2010	Northern Regional Office - USFS
AG-0343-C-07-8168/ESE07-1168	Call When Needed	Jun 15, 2007	Jun 15, 2010	Lewistown Interagency Dispatch Center
AG-83D5-E-09-1024	Call When Needed	Apr 1, 2008	Mar 31, 2011	Cibola National Forest
55-43ZP-5-76	Call When Needed	Jan 21, 2005	Sep 30, 2006	Mississippi Interagency Coordination Center
AG-03J1-B-10-5028	Call When Needed	Jun 1, 2010	Dec 31, 2010	Kootenai Interagency Dispatch Center
AG-0343-B-10-7016	Call When Needed	Apr 26, 2010	Jun 1, 2013	Coeur d'Alene Interagency Dispatch Center
AG-04H1-B-13-7254	Call When Needed	May 13, 2013	May 13, 2016	Blue Mountain Interagency Dispatch Center
AG-0343-B-10-7199	Call When Needed	May 10, 2010	Jun 18, 2013	Northern Rockies Coordination Center
AG-0343-B-10-7130	Call When Needed	May 6, 2010	Jun 18, 2013	Northern Regional Office - USFS
AG-8379-E-09-1006	Call When Needed	Apr 1, 2008	Mar 31, 2011	Santa Fe Interagency Dispatch Center
AG-8379-E-08-1022	Call When Needed	Apr 1, 2008	Mar 31, 2011	Santa Fe Interagency Dispatch Center
AG-04H1-B-13-7047	Call When Needed	May 13, 2013	May 13, 2016	Medford Interagency Communication Center
AG-04H1-B-13-7111	Call When Needed	May 13, 2013	May 13, 2016	Northwest Coordination Center

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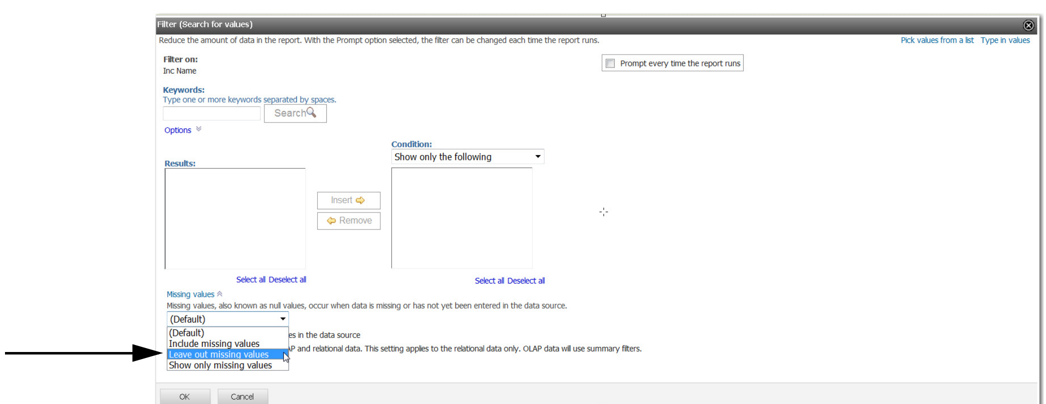
The following graphic shows the Filter page. The arrow points to the Show only missing values option.



The following graphic 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
NUMBER TO BE FIXED	Exclusive Use			West Virginia State Center
AG-04T1-C-07-9000	Call When Needed			Umpqua National Forest Dispatch
AG-024B-B-11-7042	Call When Needed			Camino Interagency ECC
AG-024B-B-11-7042	Call When Needed			Owens Valley Interagency ECC
Local Agreement MVU-CNF-SND	Agreement			Monte Vista Interagency ECC
GUA Auto-Aid	Agreement			Santa Barbara County ECC
California Conservation Corps	Agreement			Northern California Coordination Center
California Conservation Corps	Agreement			Susanville Interagency ECC
California Conservation Corps	Agreement			Plumas ECC
California Conservation Corps	Agreement			Orange County ECC
California Conservation Corps	Agreement			Sacramento Headquarters Command Center
56-84MB-3-0051	Call When Needed			Boise Interagency Dispatch Center
BDF/BDO LOCAL AGREEMENT	Agreement			San Bernardino Interagency ECC
56-9A28-5-0239	Call When Needed			Redding Interagency ECC
Santee FD	Agreement			Monte Vista Interagency ECC
Local Agreement MVU-CNF-RSF	Agreement			San Diego County Operational Area Coordination
OES XKE	Agreement			Kern County ECC
OES XKE	Agreement			Kern County Operational Area Coordination
CALFIRE - Airwest Helicopters	Call When Needed			Southern California Coordination Center
CALFIRE - Airwest Helicopters	Call When Needed			Howard Forest ECC

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Performing searches

This section explains how to perform a search for report values using the Filters button and the Filters (Search for Values) page. The Filters (Search for Values) page 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 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 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.

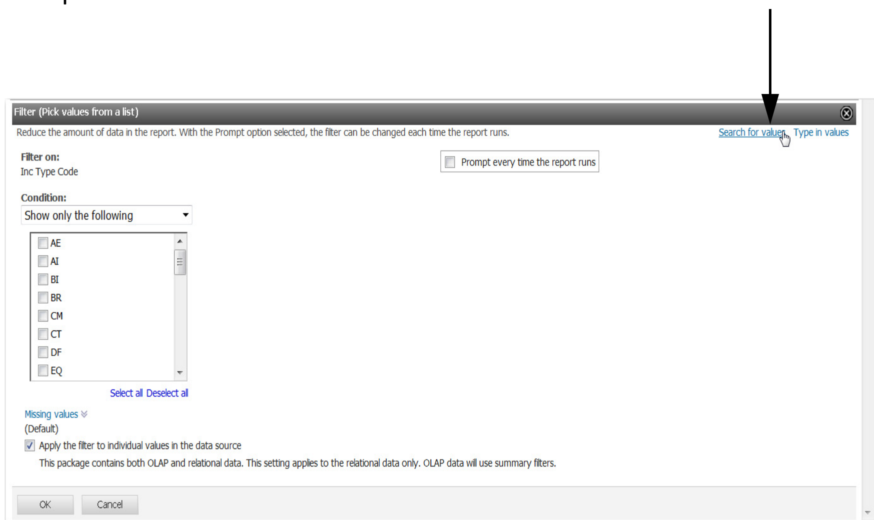
To search for report values you specify

1. Create the **Query Studio** report of your choice.
2. Click the **Column Heading** of your choice, and then click the **Filter** button.

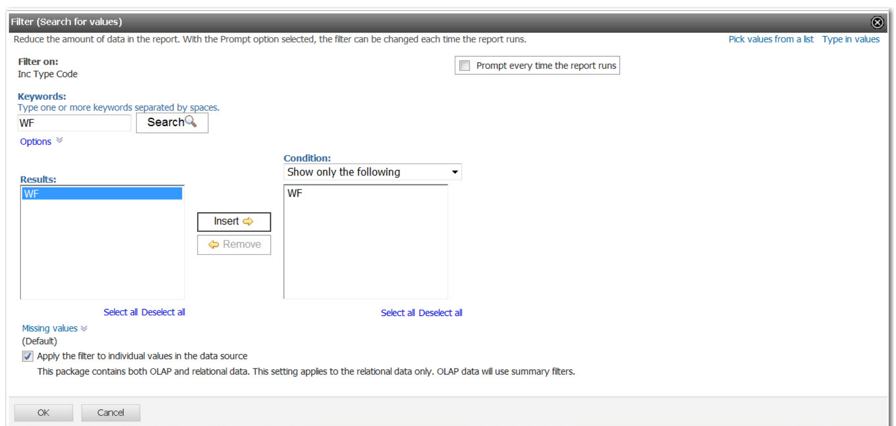
   *If viewing your report from the **Edit** submenu, you can click the **Filter** link.*

3. On the **Filters (Pick values from a list)** page, click the **Search for Values** link.
4. On the **Filter (Search for values)** page, 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 the **report value(s)** of your choice, and then click the **Insert** button.
6. When finished, click **OK**.

The following graphic shows a sample Filter (Pick values from a list) page. The arrow points to the Search for values link.



The following graphic shows a sample Filter (Search for values) page.



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.

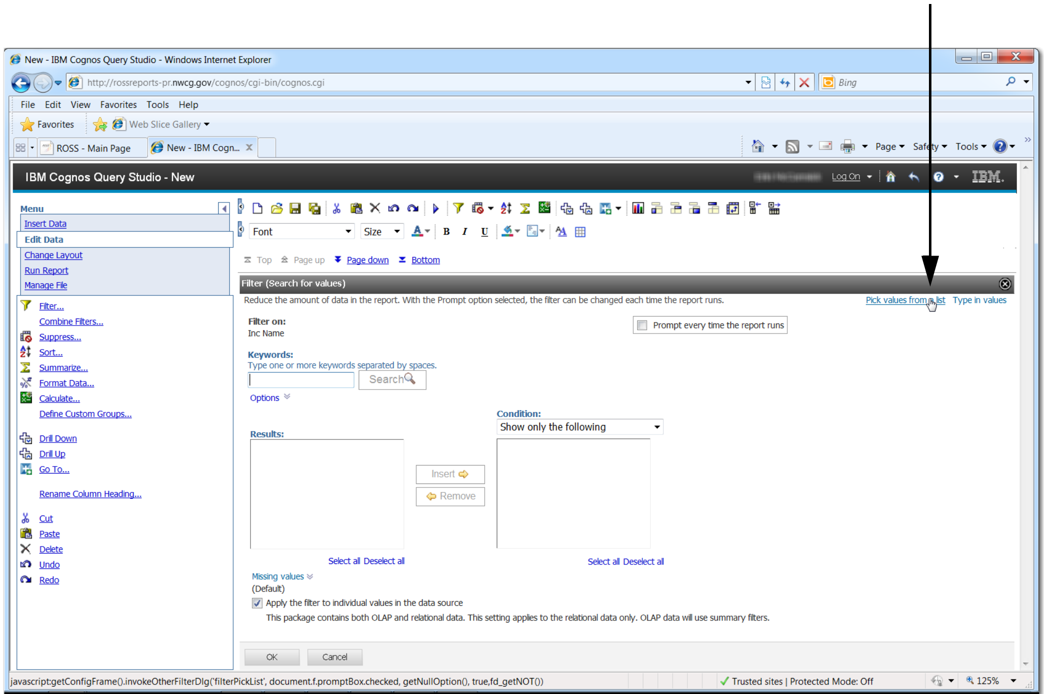
3 Click the **Column Heading** of your choice, and then click the **Filter** link.

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

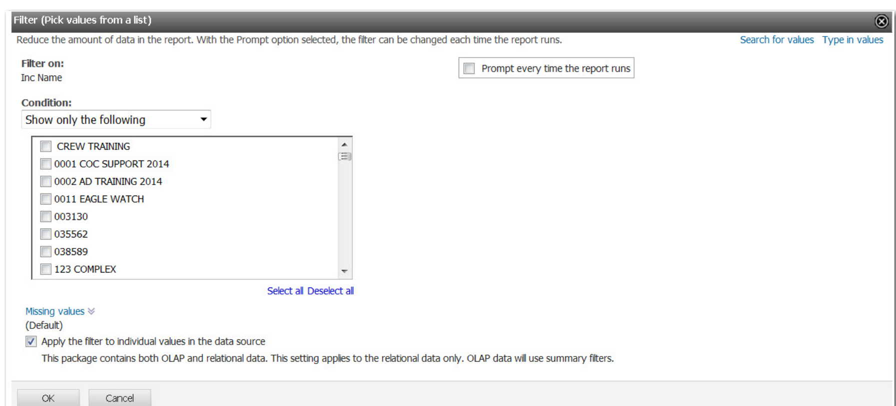
5 On the **Filter (Pick values from a list)** page, click the **Condition** drop-down arrow, and then click the **Condition** of your choice.

6 Click the **Report Values** of your choice, and then click **OK**.

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



The following graphic shows a sample Filter (Pick values from a list) page.



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 the **Column Heading** of your choice, and then click the **Filter** link.

4 On the **Filter (Search for Values)** page, click the **Type in values** link.

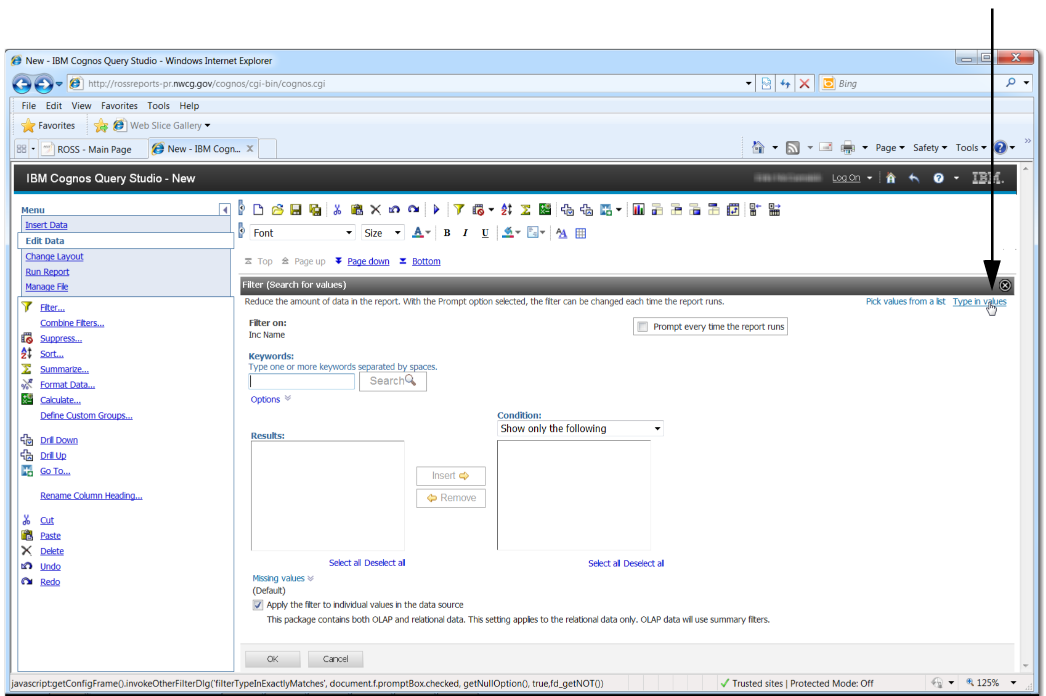
5 Click the **Condition** drop-down arrow, and then click one of the following conditions

- Show only the following
- Do not show the following (NOT).

6 On the **Filter (Type in values)** page under **New value**, type the **report value** of your choice to match the **condition**, and then click the **Insert** button.

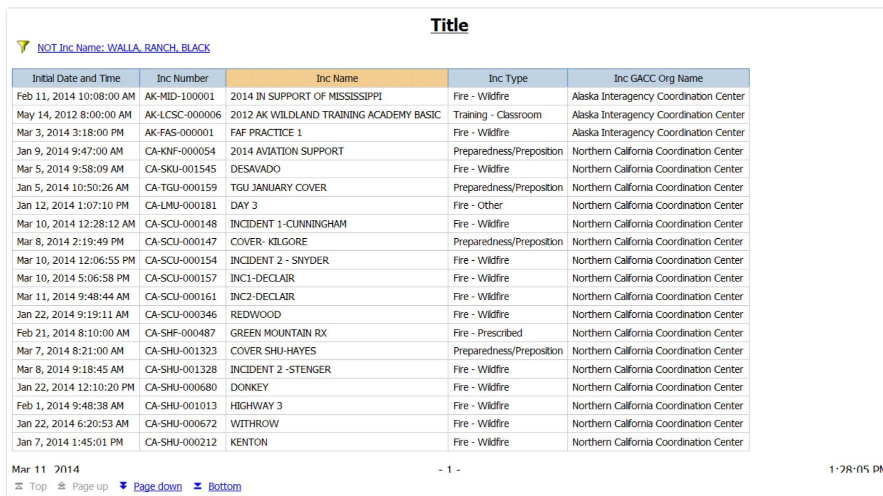
7 Click the **Report Values** of your choice, and then click **OK**.

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



The following graphic shows the Filter (Type in values) page. In this example Inc Names, “WALLA,” and “RANCH,” and “BLACK” will be filtered out from your report.

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


Title

NOT Inc Name: WALLA, RANCH, BLACK

Initial Date and Time	Inc Number	Inc Name	Inc Type	Inc GACC Org Name
Feb 11, 2014 10:08:00 AM	AK-MID-100001	2014 IN SUPPORT OF MISSISSIPPI	Fire - Wildfire	Alaska Interagency Coordination Center
May 14, 2012 8:00:00 AM	AK-LCSC-000006	2012 AK WILDLAND TRAINING ACADEMY BASIC	Training - Classroom	Alaska Interagency Coordination Center
Mar 3, 2014 3:18:00 PM	AK-FAS-000001	FAF PRACTICE 1	Fire - Wildfire	Alaska Interagency Coordination Center
Jan 9, 2014 9:47:00 AM	CA-KNF-000054	2014 AVIATION SUPPORT	Preparedness/Preposition	Northern California Coordination Center
Mar 5, 2014 9:58:09 AM	CA-SKU-001545	DESAVADO	Fire - Wildfire	Northern California Coordination Center
Jan 5, 2014 10:50:26 AM	CA-TGU-000159	TGU JANUARY COVER	Preparedness/Preposition	Northern California Coordination Center
Jan 12, 2014 1:07:10 PM	CA-LMU-000181	DAY 3	Fire - Other	Northern California Coordination Center
Mar 10, 2014 12:28:12 AM	CA-SCU-000148	INCIDENT 1-CUNNINGHAM	Fire - Wildfire	Northern California Coordination Center
Mar 8, 2014 2:19:49 PM	CA-SCU-000147	COVER- KILGORE	Preparedness/Preposition	Northern California Coordination Center
Mar 10, 2014 12:06:55 PM	CA-SCU-000154	INCIDENT 2 - SNYDER	Fire - Wildfire	Northern California Coordination Center
Mar 10, 2014 5:06:58 PM	CA-SCU-000157	INC1-DECLAIR	Fire - Wildfire	Northern California Coordination Center
Mar 11, 2014 9:48:44 AM	CA-SCU-000161	INC2-DECLAIR	Fire - Wildfire	Northern California Coordination Center
Jan 22, 2014 9:19:11 AM	CA-SCU-000346	REDWOOD	Fire - Wildfire	Northern California Coordination Center
Feb 21, 2014 8:10:00 AM	CA-SHF-000487	GREEN MOUNTAIN RX	Fire - Prescribed	Northern California Coordination Center
Mar 7, 2014 8:21:00 AM	CA-SHU-001323	COVER SHU-HAYES	Preparedness/Preposition	Northern California Coordination Center
Mar 8, 2014 9:18:45 AM	CA-SHU-001328	INCIDENT 2 -STENGER	Fire - Wildfire	Northern California Coordination Center
Jan 22, 2014 12:10:20 PM	CA-SHU-000680	DONKEY	Fire - Wildfire	Northern California Coordination Center
Feb 1, 2014 9:48:38 AM	CA-SHU-001013	HIGHWAY 3	Fire - Wildfire	Northern California Coordination Center
Jan 22, 2014 6:20:53 AM	CA-SHU-000672	WITHROW	Fire - Wildfire	Northern California Coordination Center
Jan 7, 2014 1:45:01 PM	CA-SHU-000212	KENTON	Fire - Wildfire	Northern California Coordination Center

Mar 11, 2014 - 1 - 1:28:05 PM

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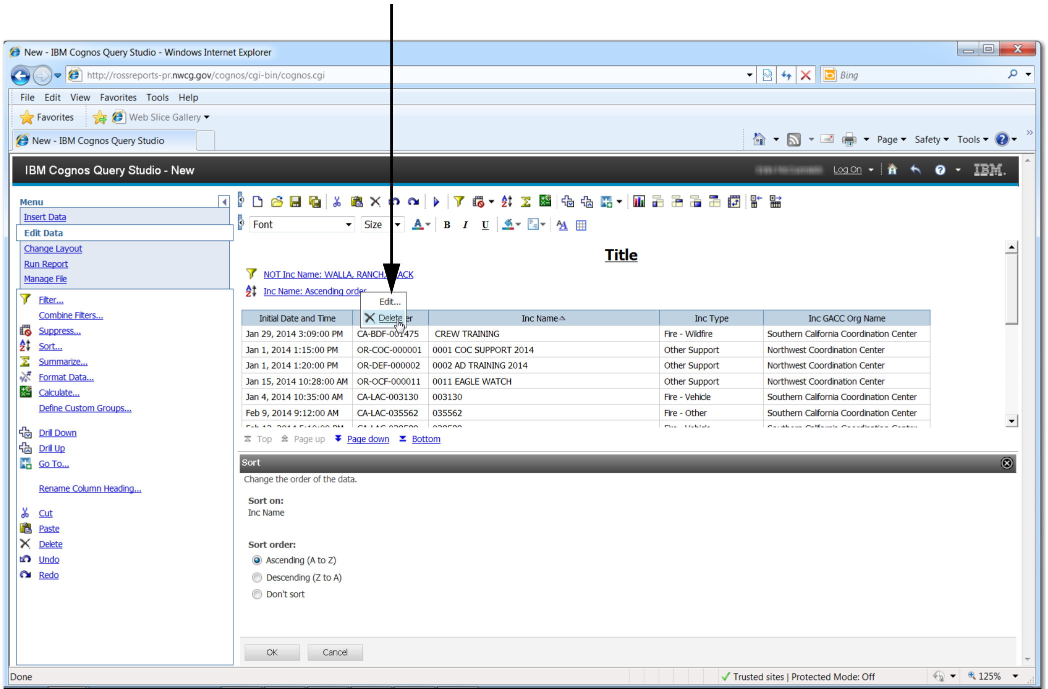
To delete a filter applied to a report

- On the **Query Studio** report of your choice, right-click the **Filter** link of your choice, and then click **Delete**.

The following graphic shows a sample report with two filters applied. The arrow points to the right-click menu of the sort filter.



Sorting, grouping, summarizing, and calculating

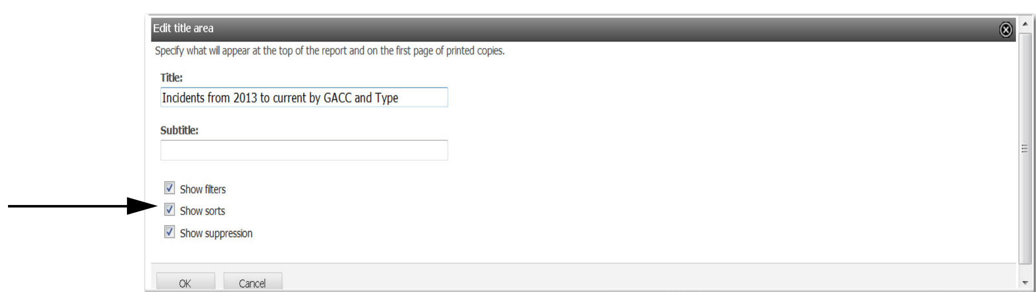
This section explains how to sort and group report values, summarize report values, and perform calculations on report values in your report.

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** page, click the **Show sorts** check box.

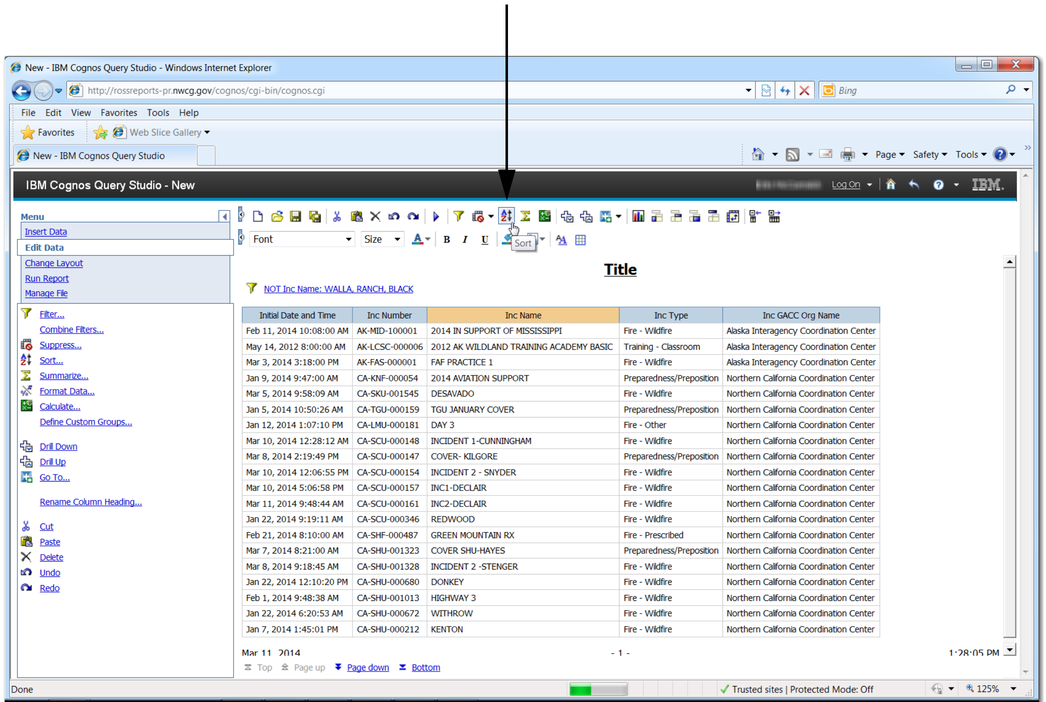
The following graphic shows the Edit title area page. The arrow points to the Show sorts check box.



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.

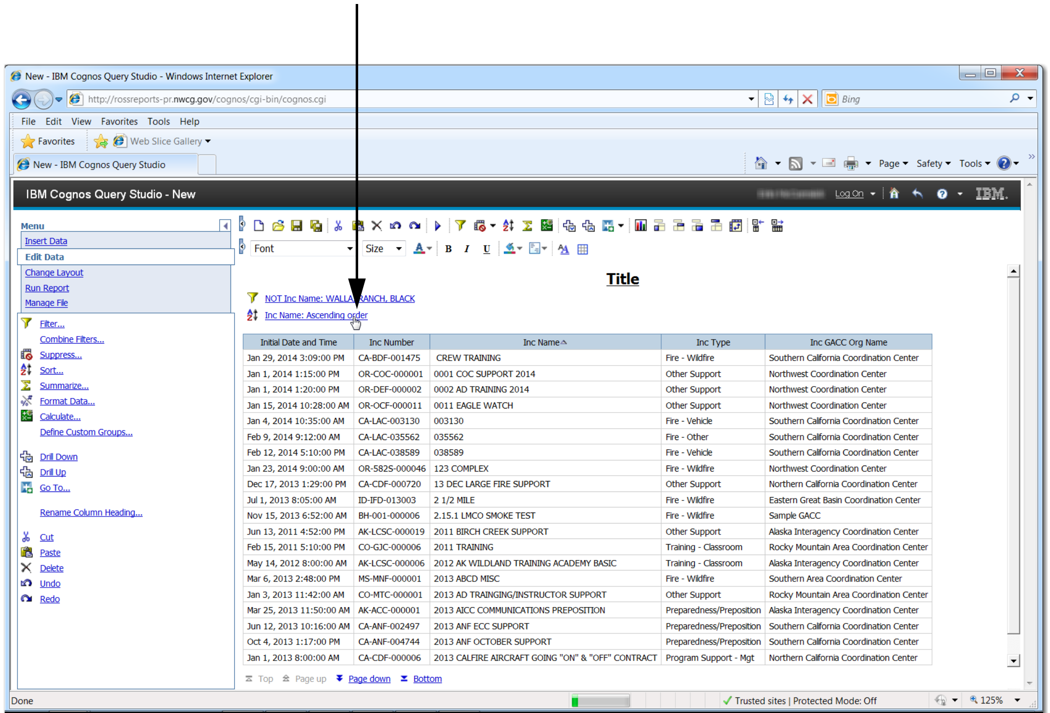
The following graphic shows a sample report. The arrow points to the Sort button.



To change the default sort order of the column

1. On the **Query Studio report** of your choice, click the **Sort** link of your choice.
2. On the **Sort** page, click the **Sort order** option of your choice, and then click **OK**.

The following graphic shows a sample report. The arrow points to the sort link.

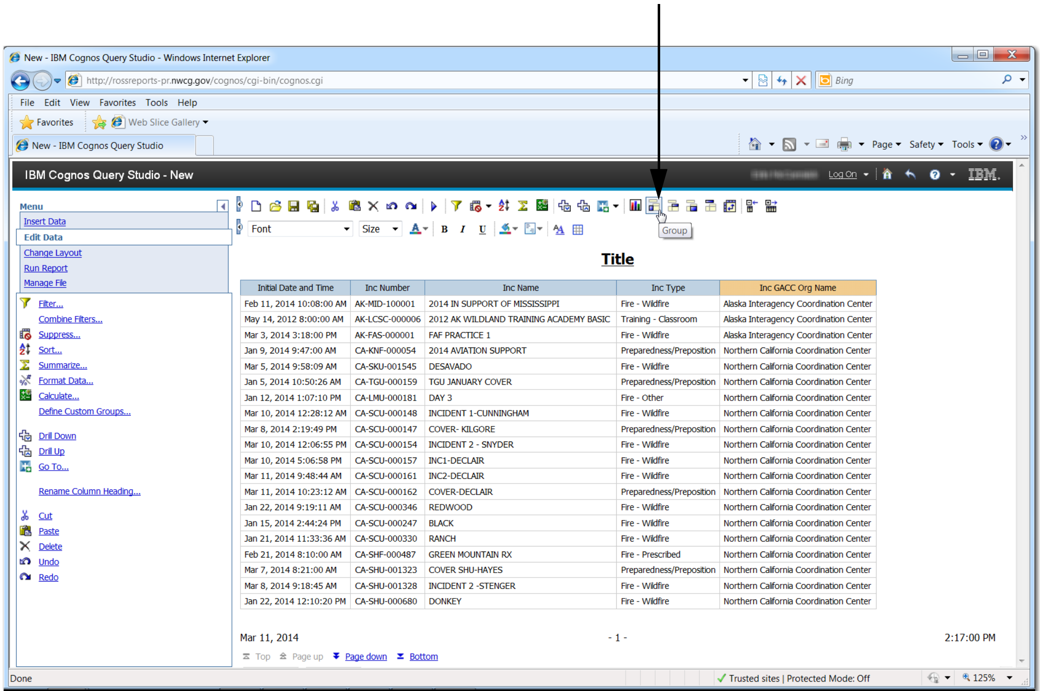


To group report values

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

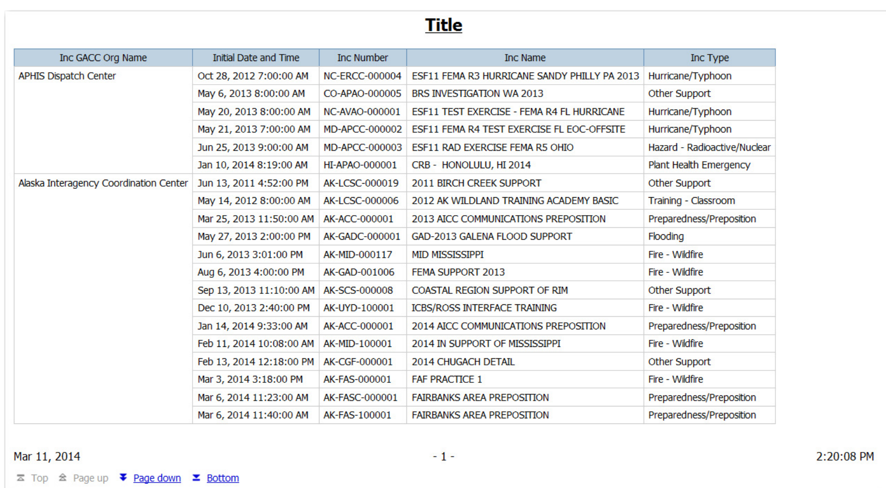
- On the **Query Studio report** of your choice, to select the **Column Heading** of your choice, and then click the **Group** button.

The following graphic shows a sample report *before* grouping the Inc GACC Org Name column. The arrow points to the Group button.



Initial Date and Time	Inc Number	Inc Name	Inc Type	Inc GACC Org Name
Feb 11, 2014 10:08:00 AM	AK-MID-100001	2014 IN SUPPORT OF MISSISSIPPI	Fire - Wildfire	Alaska Interagency Coordination Center
May 14, 2012 8:00:00 AM	AK-LCSC-000006	2012 AK WILDLAND TRAINING ACADEMY BASIC	Training - Classroom	Alaska Interagency Coordination Center
Mar 3, 2014 3:18:00 PM	AK-FAS-000001	FAF PRACTICE 1	Fire - Wildfire	Alaska Interagency Coordination Center
Jan 9, 2014 9:47:00 AM	CA-KNF-000054	2014 AVIATION SUPPORT	Preparedness/Preposition	Northern California Coordination Center
Mar 5, 2014 9:58:09 AM	CA-SKU-001545	DESAVADO	Fire - Wildfire	Northern California Coordination Center
Jan 5, 2014 10:50:26 AM	CA-TGU-000159	TGU JANUARY COVER	Preparedness/Preposition	Northern California Coordination Center
Jan 12, 2014 1:07:10 PM	CA-LMU-000181	DAY 3	Fire - Other	Northern California Coordination Center
Mar 10, 2014 12:28:12 AM	CA-SCU-000148	INCIDENT 1-CUNNINGHAM	Fire - Wildfire	Northern California Coordination Center
Mar 8, 2014 2:19:49 PM	CA-SCU-000147	COVER- KILGORE	Preparedness/Preposition	Northern California Coordination Center
Mar 10, 2014 12:06:55 PM	CA-SCU-000154	INCIDENT 2 - SNYDER	Fire - Wildfire	Northern California Coordination Center
Mar 10, 2014 5:06:58 PM	CA-SCU-000157	INC1-DECLAIR	Fire - Wildfire	Northern California Coordination Center
Mar 11, 2014 9:48:44 AM	CA-SCU-000161	INC2-DECLAIR	Fire - Wildfire	Northern California Coordination Center
Mar 11, 2014 10:23:12 AM	CA-SCU-000162	COVER-DECLAIR	Preparedness/Preposition	Northern California Coordination Center
Jan 22, 2014 9:19:11 AM	CA-SCU-000346	REDWOOD	Fire - Wildfire	Northern California Coordination Center
Jan 15, 2014 2:44:24 PM	CA-SCU-000247	BLACK	Fire - Wildfire	Northern California Coordination Center
Jan 21, 2014 11:33:36 AM	CA-SCU-000330	RANCH	Fire - Wildfire	Northern California Coordination Center
Feb 21, 2014 8:10:00 AM	CA-SHF-000487	GREEN MOUNTAIN RX	Fire - Prescribed	Northern California Coordination Center
Mar 7, 2014 8:21:00 AM	CA-SHU-001323	COVER SHU-HAYES	Preparedness/Preposition	Northern California Coordination Center
Mar 8, 2014 9:18:45 AM	CA-SHU-001328	INCIDENT 2 -STENGER	Fire - Wildfire	Northern California Coordination Center
Jan 22, 2014 12:10:20 PM	CA-SHU-000680	DONKEY	Fire - Wildfire	Northern California Coordination Center

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



Inc GACC Org Name	Initial Date and Time	Inc Number	Inc Name	Inc Type
APHIS Dispatch Center	Oct 28, 2012 7:00:00 AM	NC-ERCC-000004	ESF11 FEMA R3 HURRICANE SANDY PHILLY PA 2013	Hurricane/Typhoon
	May 6, 2013 8:00:00 AM	CO-APAO-000005	BRS INVESTIGATION WA 2013	Other Support
	May 20, 2013 8:00:00 AM	NC-AVAO-000001	ESF11 TEST EXERCISE - FEMA R4 FL HURRICANE	Hurricane/Typhoon
	May 21, 2013 7:00:00 AM	MD-APCC-000002	ESF11 FEMA R4 TEST EXERCISE FL EOC-OFFSITE	Hurricane/Typhoon
	Jun 25, 2013 9:00:00 AM	MD-APCC-000003	ESF11 RAD EXERCISE FEMA R5 OHIO	Hazard - Radioactive/Nuclear
	Jan 10, 2014 8:19:00 AM	HI-APAO-000001	CRB - HONOLULU, HI 2014	Plant Health Emergency
Alaska Interagency Coordination Center	Jun 13, 2011 4:52:00 PM	AK-LCSC-000019	2011 BIRCH CREEK SUPPORT	Other Support
	May 14, 2012 8:00:00 AM	AK-LCSC-000006	2012 AK WILDLAND TRAINING ACADEMY BASIC	Training - Classroom
	Mar 25, 2013 11:50:00 AM	AK-ACC-000001	2013 AICC COMMUNICATIONS PREPOSITION	Preparedness/Preposition
	May 27, 2013 2:00:00 PM	AK-GADC-000001	GAD-2013 GALENA FLOOD SUPPORT	Flooding
	Jun 6, 2013 3:01:00 PM	AK-MID-000117	MID MISSISSIPPI	Fire - Wildfire
	Aug 6, 2013 4:00:00 PM	AK-GAD-001006	FEMA SUPPORT 2013	Fire - Wildfire
	Sep 13, 2013 11:10:00 AM	AK-SCS-000008	COASTAL REGION SUPPORT OF RIM	Other Support
	Dec 10, 2013 2:40:00 PM	AK-UYD-100001	ICBS/ROSS INTERFACE TRAINING	Fire - Wildfire
	Jan 14, 2014 9:33:00 AM	AK-ACC-000001	2014 AICC COMMUNICATIONS PREPOSITION	Preparedness/Preposition
	Feb 11, 2014 10:08:00 AM	AK-MID-100001	2014 IN SUPPORT OF MISSISSIPPI	Fire - Wildfire
	Feb 13, 2014 12:18:00 PM	AK-CGF-000001	2014 CHUGACH DETAIL	Other Support
	Mar 3, 2014 3:18:00 PM	AK-FAS-000001	FAF PRACTICE 1	Fire - Wildfire
	Mar 6, 2014 11:23:00 AM	AK-FASC-000001	FAIRBANKS AREA PREPOSITION	Preparedness/Preposition
	Mar 6, 2014 11:40:00 AM	AK-FAS-100001	FAIRBANKS AREA PREPOSITION	Preparedness/Preposition

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 **Contract Start Date**, and then click the **Filter** button.

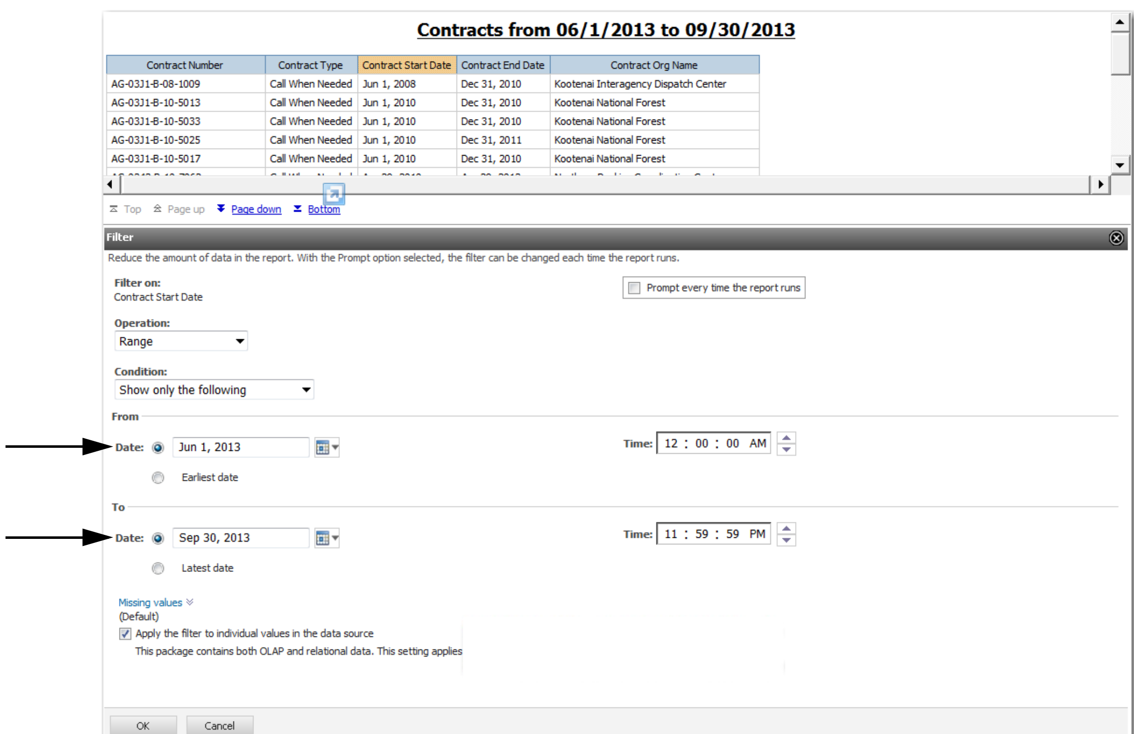
4 On the **Filter** page, complete the following information and then click **OK**

- click the **Conditions** drop-down arrow and then click **Show only the following**
- in the **From Date** text box, click the **Calendar**, and then click **June 1, 2013**
- in the **To Date** text box, click the **Calendar**, and then click **September 30, 2013**.

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 graphic shows a sample report and the Filter page. The arrows point to the filter used for this example.



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

Contracts from 06/1/2013 to 09/30/2013

Contract Start Date: Between Jun 1, 2013 12:00:00 AM and Sep 30, 2013 11:59:59 PM

Contract Number	Contract Type	Contract Start Date	Contract End Date	Contract Org Name
BOB to XSLC	Agreement	Aug 1, 2013	Dec 31, 2015	San Luis Obispo County Operational Area Coordination
ATS to XSLC	Agreement	Aug 1, 2013	Dec 31, 2015	San Luis Obispo County Operational Area Coordination
AG-56A1-B-13-7006	Agreement	Jul 1, 2013	Jun 30, 2016	Huron-Manistee Dispatch Center
SLO to XSLC	Agreement	Aug 1, 2013	Dec 31, 2015	San Luis ECC
CMC to XSLC	Agreement	Aug 1, 2013	Dec 31, 2015	San Luis ECC
AYG to XSLC	Agreement	Aug 1, 2013	Dec 31, 2015	San Luis ECC
AG-56A1-B-13-7005	Agreement	Jul 1, 2013	Jun 30, 2016	Eastern Regional Office - USFS
IDL-980-13-002	Agreement	Jul 23, 2013	May 31, 2015	Payette National Forest Dispatch
DNRC-LIB13-01	Agreement	Jul 1, 2013	Jul 1, 2014	Kootenai Interagency Dispatch Center
AG-84M8-B-13-7128	Agreement	Jun 7, 2013	Jun 7, 2016	Central Nevada Interagency Dispatch Center
RTW13CWN - Erickson Air-Craine	Call When Needed	Jun 1, 2013	Jun 30, 2013	John Day Communications Center
RTW13CWN - Salmon River Helicopters	Call When Needed	Jun 1, 2013	May 10, 2014	John Day Communications Center
RTW13CWN - Columbia Helicopters	Call When Needed	Jun 1, 2013	Jun 1, 2014	John Day Communications Center
RTW13CWN - Brim Aviation	Call When Needed	Jun 1, 2013	Apr 1, 2014	Walker Range Dispatch Center
RTW13CWN - Marble Mountain	Call When Needed	Jun 1, 2013	Dec 23, 2013	Walker Range Dispatch Center
RTW13CWN - Northwest Helicopters	Call When Needed	Jun 1, 2013	Apr 18, 2014	Walker Range Dispatch Center
RTW13CWN - Aris Helicopters	Call When Needed	Jul 2, 2013	Dec 14, 2013	Walker Range Dispatch Center
RTW13CWN - Redding Air Service	Call When Needed	Jun 1, 2013	Jul 30, 2013	Walker Range Dispatch Center
RTW13CWN - Evergreen	Call When Needed	Jun 1, 2013	Jul 1, 2013	The Dalles Dispatch Center
RTW13CWN - Swanson Group Aviation	Call When Needed	Jun 1, 2013	Sep 30, 2013	The Dalles Dispatch Center

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

Contracts from 06/1/2013 to 09/30/2013

Contract Start Date: Between Jun 1, 2013 12:00:00 AM and Sep 30, 2013 11:59:59 PM

Contract Start Date	Contract Number	Contract Type	Contract End Date	Contract Org Name
Jun 1, 2013	13-CLO-BU04	Call When Needed	Jun 30, 2013	Bozeman Interagency Dispatch Center
	13-CLO-BU04	Call When Needed	Jun 30, 2013	DNRC - Central Land Office
	130160-4	Call When Needed	May 31, 2014	Billings Dispatch Center
	130160-49	Call When Needed	May 31, 2014	Billings Dispatch Center
	130160-54	Call When Needed	May 31, 2014	Billings Dispatch Center
	130160-61	Call When Needed	May 31, 2014	Billings Dispatch Center
	2013 SLO-0002	Call When Needed	Jun 1, 2014	Billings Dispatch Center
	AG -0343 - B - 13 - 5036	Call When Needed	May 31, 2014	Missoula Interagency Dispatch Center
	AG -0343 - B - 13 - 5036	Call When Needed	May 31, 2014	Montana Department of Natural Resources & Conservation - Headquarters
	AG-024B-B-11-5461	Call When Needed	Dec 1, 2013	Boise Interagency Dispatch Center
	AG-024B-C-13-9002	Exclusive Use	Nov 27, 2013	Angeles ECC
	AG-024B-C-13-9002	Exclusive Use	Nov 27, 2013	National Interagency Coordination Center
	AG-024B-C-139101	Exclusive Use	Sep 22, 2013	Grangeville Interagency Dispatch Center
	AG-0343-B-13-5012	Call When Needed	May 31, 2014	Grangeville Interagency Dispatch Center
	AG-0343-B-13-5012	Call When Needed	May 31, 2014	Montana Department of Natural Resources & Conservation - Headquarters
	AG-0343-B-13-5012	Call When Needed	May 31, 2014	Northern Rockies Coordination Center
	AG-0343-B-13-5013	Call When Needed	May 31, 2014	Missoula Interagency Dispatch Center
	AG-0343-B-13-5013	Call When Needed	May 31, 2014	Montana Department of Natural Resources & Conservation - Headquarters
	AG-0343-B-13-5013	Call When Needed	May 31, 2014	Northern Rockies Coordination Center
	AG-0343-B-13-5014	Call When Needed	May 31, 2014	Missoula Interagency Dispatch Center

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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.

2. On the **Calculate** page, click the **Operation** drop-down arrow, and then click the **Operation** of your choice.
3. Based on the column heading you selected, complete the **Calculate** page 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.

To concatenate multiple report values - *an example*

The sample pages in this task shows how to create a new column that lists Roster GACC Org Name, Roster Disp Org Name.

1. On the **Query Studio report** of your choice, click the **Column Headings** of your choice, and then click the **Calculate** button.
2. On the **Calculate** page, click the **Operation** drop-down arrow, and then click **Concatenation**.
3. Under **New item name**, type the name of the **New Column Heading**.
4. Under **Separator between Report Items**, click 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 Roster GACC Org Name from Roster Disp Org 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 the **Column Headings** of your choice, and then click the **Delete** button.

The following graphic shows a sample report of resource names. The column headings, "Roster GACC Org Name" and "Roster Disp Org Name," are selected for the calculation.

Rosters by GACC and Dispatch

Roster Name	Roster GACC Org Name	Roster Disp Org Name
ENGINE - T4 - 1422 (BOISE DISTRICT)	Eastern Great Basin Coordination Center	Boise Interagency Dispatch Center
ENGINE - HI 124 (A1S-131)	Northwest Coordination Center	Northeast Washington Interagency Communications Center
ENGINE - NC 325 (A1S-8409)	Northwest Coordination Center	Northeast Washington Interagency Communications Center
ENGINE - AR 422 (A1S-7160)	Northwest Coordination Center	Northeast Washington Interagency Communications Center
ENGINE - AR 424 (A1S-7729)	Northwest Coordination Center	Northeast Washington Interagency Communications Center
WATER TENDER - T1 - 6191	Northern California Coordination Center	Grass Valley Interagency ECC
ENGINE 523 (E-523)	Northwest Coordination Center	Northwest Region Dispatch
CREW S/T - T1 - 9372G	Southern California Coordination Center	San Bernardino ECC
ENGINE - 6063 (E63)	Northern Rockies Coordination Center	Lewistown Interagency Dispatch Center
ENGINE - 6066 (E66)	Northern Rockies Coordination Center	Lewistown Interagency Dispatch Center
ENGINE - 6067 (E67)	Northern Rockies Coordination Center	Lewistown Interagency Dispatch Center
ENGINE - T6 - FARMINGTON FD - BRUSH 5	Southwest Area Coordination Center	Taos Interagency Dispatch Center
ENGINE - T6 - TN-BSF-07-01 (BSF-07-01)	Southern Area Coordination Center	Kentucky Interagency Coordination Center
ENGINE - T2 - 210	Southern California Coordination Center	Mariposa ECC
ENGINE - T4 - 5421 BLM L.S. (BLM - ENGINE - 5421 - T4)	Eastern Great Basin Coordination	Richfield Interagency Fire Center

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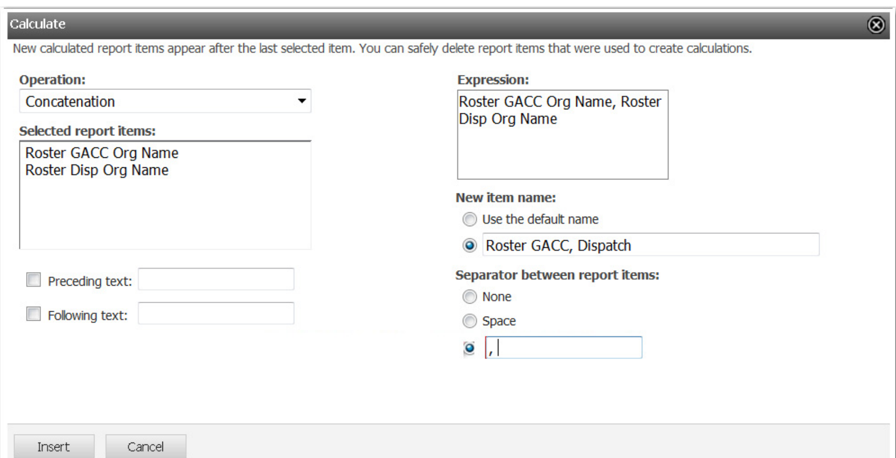
The following graphic shows the Calculate page for concatenating Last Name and First name.



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.

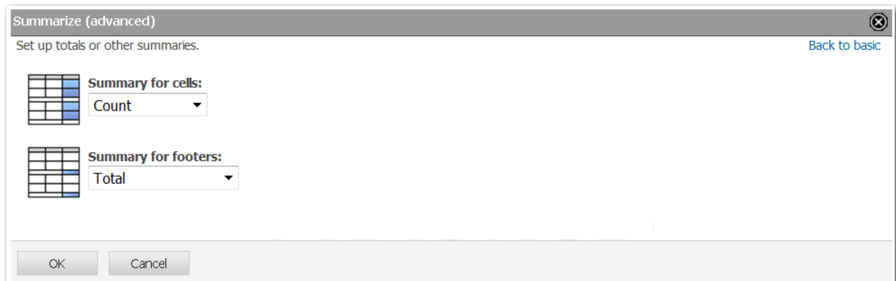
1. On the **Query Studio report** of your choice, click the **Edit Data** submenu.
2. Click the **Column Heading** of your choice, and then click the **Summarize** link.
3. On the **Summarize** page, click the **Advanced** link.
4. On the **Summarize (advanced)** page, click the **Summary for cells**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

   *For this example, click **Count**.*
5. Click the **Summary for footers** drop-down arrow, click 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 **None**.*
6. Rename the **Title** and **Column Heading** as appropriate.

The following graphic shows the Summarize page. The arrow points to the Advanced link.

The following graphic shows the Summary (advanced) page. 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.”



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 the **Column Heading** of your choice, and then click the **Summarize** link.

3 On the **Summarize** page, click the **Advanced** link.

4 On the **Summarize (advanced)** page, click the **Summary for cells** drop-down arrow, and then click one of the following

- Count Distinct
- Count
- None.

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

5 Click the **Summary for footers** drop-down arrow, click 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 **Total**.*

6 Rename the **Title** and **Column Heading** as appropriate.

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

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

Incidents by GACC, Type, Year

Inc Type	Inc GACC Org Name	Inc Name	Initial Date
Training - Proficiency	Northern California Coordination Center	1	3/25/14
Training - Proficiency	Northern Rockies Coordination Center	1	2/6/14
Training - Proficiency	Northwest Coordination Center	1	1/1/14
Training - Proficiency	Rocky Mountain Area Coordination Center	1	1/29/14
Training - Proficiency	Rocky Mountain Area Coordination Center	1	2/6/14
Training - Proficiency	Rocky Mountain Area Coordination Center	1	2/20/14
Training - Proficiency	Southern Area Coordination Center	1	11/13/13
Training - Proficiency	Southern Area Coordination Center	2	1/1/14
Training - Proficiency	Southern California Coordination Center	1	2/15/14
Training - Proficiency	Southwest Area Coordination Center	1	1/2/14
Training - Proficiency	Southwest Area Coordination Center	1	1/6/14
Training - Simulation	Eastern Area Coordination Center	1	1/24/14
Training - Simulation	Northern California Coordination Center	1	1/26/14
Training - Simulation	Northern California Coordination Center	1	4/18/14
Training - Simulation	Northwest Coordination Center	1	1/10/14
Training - Simulation	Southern Area Coordination Center	1	1/6/14
Training - Simulation	Southwest Area Coordination Center	1	1/2/14
Training - Simulation	Southwest Area Coorc		
Tsunami	Northern California Co		
Volcano	Northern California Co		
Summary		**2708**	

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Changing the look and feel of your report

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

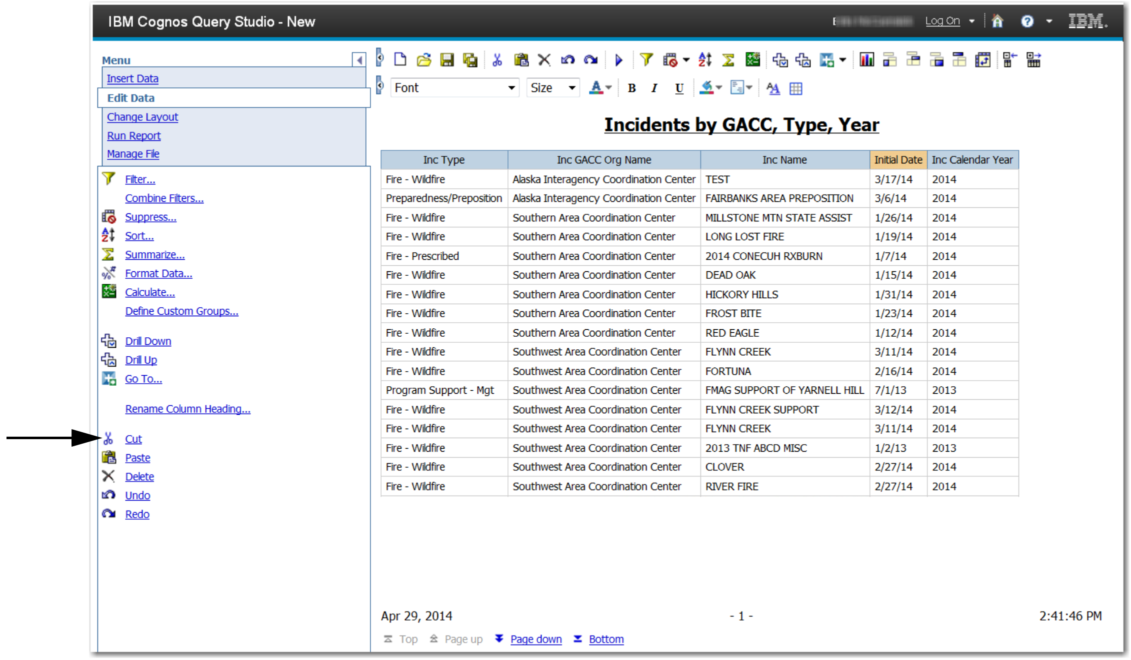
- cut and paste or delete columns of data
- change column headings, fonts, or borders
- change the title
- set page breaks and number of rows per page
- swap rows and columns
- create sections and subsections.

To cut and paste a column

1. On the **Query Studio report** of your choice, click the **Edit Data** submenu.
2. Click the **Column Heading for the Report Item** you want to cut, and then click the **Cut** link.
3. Click 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 graphic shows a sample report with the column heading, “Initial Date” selected. The arrow points to the Cut link on the Edit submenu.



To delete a column

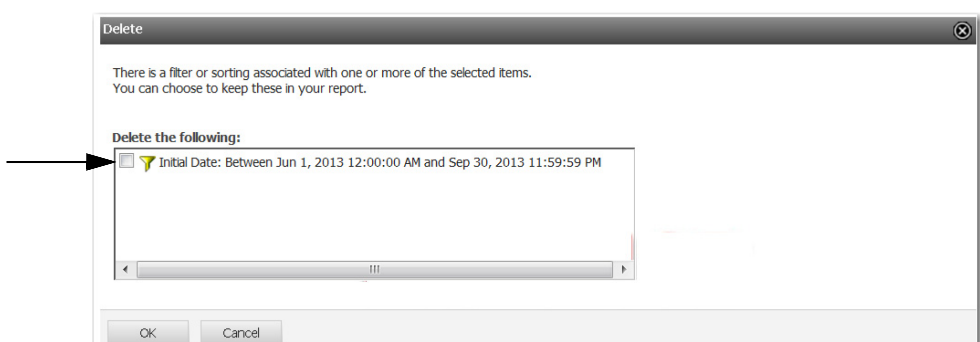
If you choose to delete a column that has a filter applied to it, you must either delete the column but keep the filter, or delete both the column and the filter.

1 Click 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** page.

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

The following graphic shows a sample Delete page 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** page, type the **new name of the Column Heading** in the **Name** box, and then click **OK**.

To change the report text font, size, and formatting

1. On the **Query Studio report** of your choice, click 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 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 the **font** of your choice.
4. To change the formatting, click the **Bold**, **Italic**, and/or **Underline** buttons on the **Query Studio Standard** toolbar.

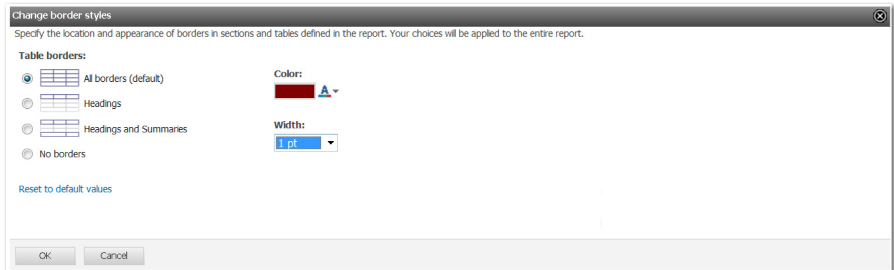
To change the report title

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

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 page under **Table borders**, click one of the following borders
   - All borders
   - Headings
   - Headings and Summaries
   - No borders.
4. Under **Color**, click the drop-down arrow, and then click the **border color** of your choice.
5. Click the **Width** drop-down arrow, and then click the **border width** of your choice.
6. When finished, click **OK**.

The following graphic shows a sample Change border styles page.



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** page, click the **Number of rows** drop-down arrow, and then click the **number** of your choice.

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** page, 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 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 graphic shows a sample list report. The arrow points to Inc Type, which will be used to create a section.

Incidents by GACC and Dispatch

Inc Type	Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
Other Support	2014 RADIO SUPPORT TO ALASKA SHIELD	AK-ACC-000003	Alaska Interagency Coordination Center	Alaska Interagency Coordination Center
Preparedness/Preposition	FAIRBANKS AREA PREPOSITION	AK-FASC-000001	Alaska Interagency Coordination Center	Fairbanks Area Forestry Dispatch
Fire - Wildfire	2014 IN SUPPORT OF MISSISSIPPI	AK-MID-100001	Alaska Interagency Coordination Center	Yukon Tanana Dispatch Center
Fire - Wildfire	SHOE BARN	AL-ALF-140102	Southern Area Coordination Center	Alabama Interagency Coordination Center
Other Support	FT. SMITH TANKER BASE SUPPORT 2012	AR-OUF-012172	Southern Area Coordination Center	Arkansas-Oklahoma Interagency Coordination Center
Fire - Wildfire	CY14 OUACHITA NF ABCD MISC	AR-OUF-000005	Southern Area Coordination Center	Arkansas-Oklahoma Interagency Coordination Center
Fire - Wildfire	OSFUSKEE	OK-OMA-014009	Southern Area Coordination Center	Arkansas-Oklahoma Interagency Coordination Center
Program Support - Resource	CY14 OUACHITA / OZARK NFS AVIATION SUPPORT	AR-AOC-000003	Southern Area Coordination Center	Arkansas-Oklahoma Interagency Coordination Center
Fire - Prescribed	FY14 OZARK-ST FRANCIS NF RX BURNS	AR-OZF-000007	Southern Area Coordination Center	Arkansas-Oklahoma Interagency Coordination Center
Training - Proficiency	CY14 NATIVE AMERICAN TRAINING	AR-OZF-000012	Southern Area Coordination Center	Arkansas-Oklahoma Interagency Coordination Center
Fire - Wildfire	FORTUNA	AZ-A1S-140465	Southwest Area Coordination Center	Arizona Interagency Dispatch Center
Fire - Wildfire	MAGMA	AZ-A1S-140298	Southwest Area Coordination Center	Arizona Interagency Dispatch Center
Other Support	YARNELL SUPPORT	AZ-A1S-130717	Southwest Area Coordination Center	Arizona Interagency Dispatch Center
Fire - Wildfire	ALGODONES	AZ-A1S-140327	Southwest Area Coordination Center	Arizona Interagency Dispatch Center
Program Support - Mgt	FMAG SUPPORT OF YARNELL HILL	AZ-ADC-000733	Southwest Area Coordination Center	Arizona Interagency Dispatch Center
Fire - Wildfire	YARNELL HILL	AZ-A1S-130688	Southwest Area Coordination Center	Arizona Interagency Dispatch Center
Fire - Wildfire	TEST	AZ-COF-000005	Southwest Area Coordination Center	Flagstaff Interagency Dispatch Center
Fire - Prescribed	GRAPEVINE RX	AZ-CRD-140045	Southwest Area Coordination Center	Prescott Interagency Dispatch Center
Fire - Wildfire	PINION	AZ-TNF-001161	Southwest Area Coordination Center	Phoenix Interagency Dispatch Center
Fire - Wildfire	RED BOX FIRE	AZ-SCA-000014	Southwest Area Coordination Center	Phoenix Interagency Dispatch Center

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

Incidents by GACC and Dispatch

Inc Type: Accident - Aircraft

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
AFC SAR	AR-ARS-014001	Southern Area Coordination Center	Arkansas Forestry Commission Dispatch

Inc Type: Accident - Vehicle

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
CA-LAC-004976	CA-LAC-004976	Southern California Coordination Center	Los Angeles County ECC

Inc Type: Animal Health Emergency

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
WHALE STRANDING	FL-EVP-130056	Southern Area Coordination Center	Everglades National Park Dispatch

Inc Type: Earthquake

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
ALASKA SHIELD - NRCC FEMA SUPPORT	DC-FEMA-140001	Southern Area Coordination Center	Virginia Interagency Coordination Center
FKU DAHLBERG	CA-FKU-001409	Southern California Coordination Center	Fresno ECC

Inc Type: Emergency Stabilization/BAER

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
THOMPSON RIDGE BAER IMPLEMENTATION	NM-VCF-000340	Southwest Area Coordination Center	Santa Fe Interagency Dispatch Center

Inc Type: Fire - Debris/Product

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
BASS	CA-AEU-001779	Northern California Coordination Center	Camino Interagency ECC
MAPLE	CA-HUU-000365	Northern California Coordination Center	Fortuna Interagency ECC
RAVEN	CA-HUU-001091	Northern California Coordination Center	Fortuna Interagency ECC

Inc Type: Fire - Other

Inc Name	Inc Number	Inc GACC Org Name	Inc Disp Org Name
035562	CA-LAC-035562	Southern California Coordination Center	Los Angeles County ECC

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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 and you want to:

- swing the common rows up to become columns
- show measures at the intersection of each row and column.

To create a Crosstab report of summarized values

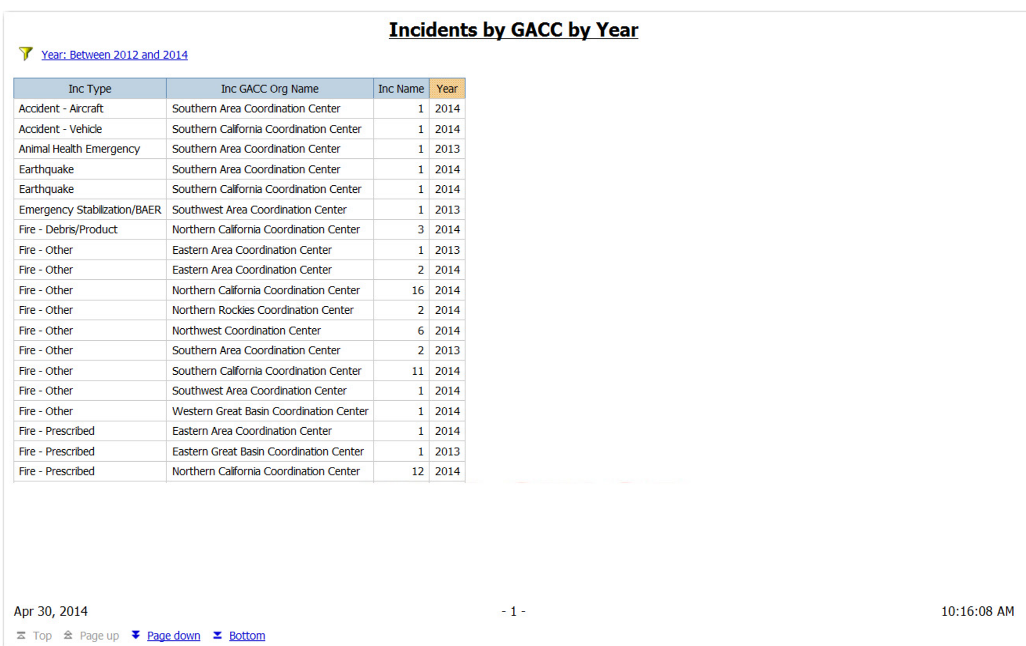
1 Create and save the **Query Studio report** of your choice.

2 Summarize the **Report Cell(s)** of your choice.

3 Click 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 graphic shows a sample report before pressing the Pivot button. Inc Type has been summarized and Year is selected as the common row.



Incidents by GACC by Year

Year: Between 2012 and 2014

Inc Type	Inc GACC Org Name	Inc Name	Year
Accident - Aircraft	Southern Area Coordination Center	1	2014
Accident - Vehicle	Southern California Coordination Center	1	2014
Animal Health Emergency	Southern Area Coordination Center	1	2013
Earthquake	Southern Area Coordination Center	1	2014
Earthquake	Southern California Coordination Center	1	2014
Emergency Stabilization/BAER	Southwest Area Coordination Center	1	2013
Fire - Debris/Product	Northern California Coordination Center	3	2014
Fire - Other	Eastern Area Coordination Center	1	2013
Fire - Other	Eastern Area Coordination Center	2	2014
Fire - Other	Northern California Coordination Center	16	2014
Fire - Other	Northern Rockies Coordination Center	2	2014
Fire - Other	Northwest Coordination Center	6	2014
Fire - Other	Southern Area Coordination Center	2	2013
Fire - Other	Southern California Coordination Center	11	2014
Fire - Other	Southwest Area Coordination Center	1	2014
Fire - Other	Western Great Basin Coordination Center	1	2014
Fire - Prescribed	Eastern Area Coordination Center	1	2014
Fire - Prescribed	Eastern Great Basin Coordination Center	1	2013
Fire - Prescribed	Northern California Coordination Center	12	2014

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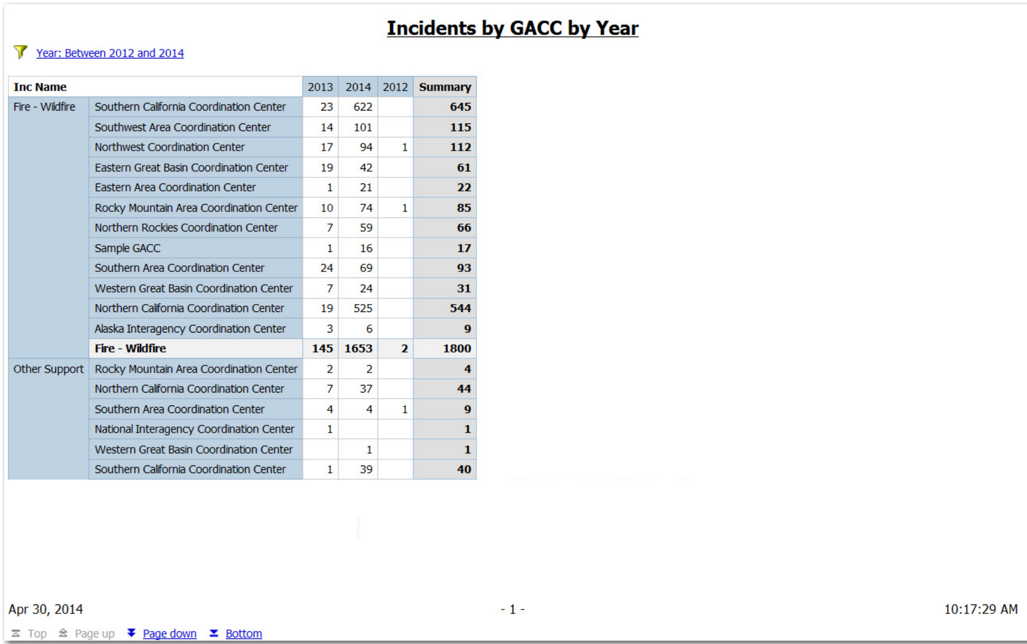
The following graphic shows the resulting Crosstab report.



Incidents by GACC by Year

Year: Between 2012 and 2014

Inc Name		2013	2014	2012	Summary
Fire - Wildfire	Southern California Coordination Center	23	622		645
	Southwest Area Coordination Center	14	101		115
	Northwest Coordination Center	17	94	1	112
	Eastern Great Basin Coordination Center	19	42		61
	Eastern Area Coordination Center	1	21		22
	Rocky Mountain Area Coordination Center	10	74	1	85
	Northern Rockies Coordination Center	7	59		66
	Sample GACC	1	16		17
	Southern Area Coordination Center	24	69		93
	Western Great Basin Coordination Center	7	24		31
	Northern California Coordination Center	19	525		544
	Alaska Interagency Coordination Center	3	6		9
	Fire - Wildfire	**145**	**1653**	**2**	**1800**
Other Support	Rocky Mountain Area Coordination Center	2	2		4
	Northern California Coordination Center	7	37		44
	Southern Area Coordination Center	4	4	1	9
	National Interagency Coordination Center	1			1
	Western Great Basin Coordination Center		1		1
	Southern California Coordination Center	1	39		40

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To sort a Crosstab report

1 Under **Menu**, click 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 graphic shows a portion of sample crosstab report before the swap.

Incidents by GACC by Year

Year: Between 2012 and 2014

Inc Name		2013	2014	2012	Summary
Fire - Wildfire	Southern California Coordination Center	23	622		**645**
	Southwest Area Coordination Center	14	101		**115**
	Northwest Coordination Center	17	94	1	**112**
	Eastern Great Basin Coordination Center	19	42		**61**
	Eastern Area Coordination Center	1	21		**22**
	Rocky Mountain Area Coordination Center	10	74	1	**85**
	Northern Rockies Coordination Center	7	59		**66**
	Sample GACC	1	16		**17**
	Southern Area Coordination Center	24	69		**93**
	Western Great Basin Coordination Center	7	24		**31**
	Northern California Coordination Center	19	525		**544**
	Alaska Interagency Coordination Center	3	6		**9**
	Fire - Wildfire	**145**	**1653**	**2**	**1800**
Other Support	Rocky Mountain Area Coordination Center	2	2		**4**
	Northern California Coordination Center	7	37		**44**
	Southern Area Coordination Center	4	4	1	**9**
	National Interagency Coordination Center	1			**1**
	Western Great Basin Coordination Center		1		**1**
	Southern California Coordination Center	1	39		**40**

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

Year: Between 2012 and 2014

Inc Name	Fire - Wildfire															
	Southern California Coordination Center	Southwest Area Coordination Center	Northwest Coordination Center	Eastern Great Basin Coordination Center	Eastern Area Coordination Center	Rocky Mountain Area Coordination Center	Northern Rockies Coordination Center	Sample GACC	Southern Area Coordination Center	Western Great Basin Coordination Center	Northern California Coordination Center	Alaska Interagency Coordination Center	**Fire - Wildfire**	Rocky Mountain Area Coordination Center	Northern California Coordination Center	Southern Area Coordination Center
2013	23	14	17	19	1	10	7	1	24	7	19	3	**145**	2	7	4
2014	622	101	94	42	21	74	59	16	69	24	525	6	**1653**	2	37	4
2012			1			1							**2**			1
Summary	**645**	**115**	**112**	**61**	**22**	**85**	**66**	**17**	**93**	**31**	**544**	**9**	**1800**	**4**	**44**	**9**

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:

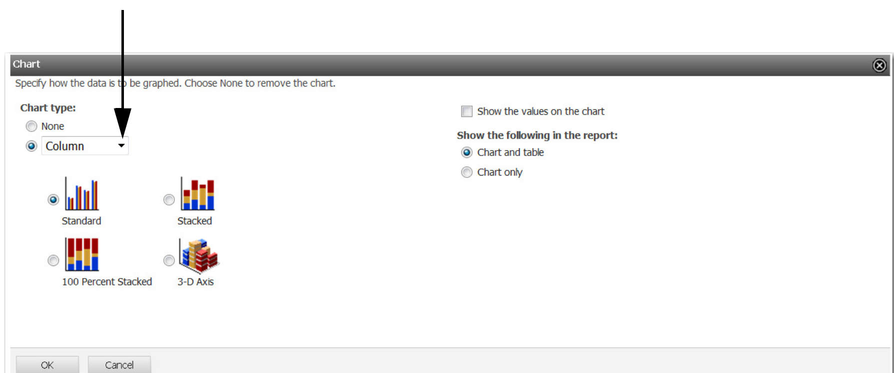
- You must have at least one measure (quantitative data) and one non-measure (qualitative data) to create a chart.
- You can graph an unlimited number of measures, but a maximum of two non-measures.
- Remove measures not meaningful to the chart.
- Reorder non-measurement columns as needed.
- Collapse 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** page, click the **Chart type** drop-down arrow, click one of the following chart options
   - Column
   - Column - Line
   - Bar
   - Area
   - Pie
   - Line
   - Radar.
5. Click the **Show the values on the chart** check box, as appropriate.
6. Under **Show the following on the report**, click one of the following, and then click **OK**
   - Chart and table
   - Chart only.

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

The following graphic shows the Chart page. 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 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**.

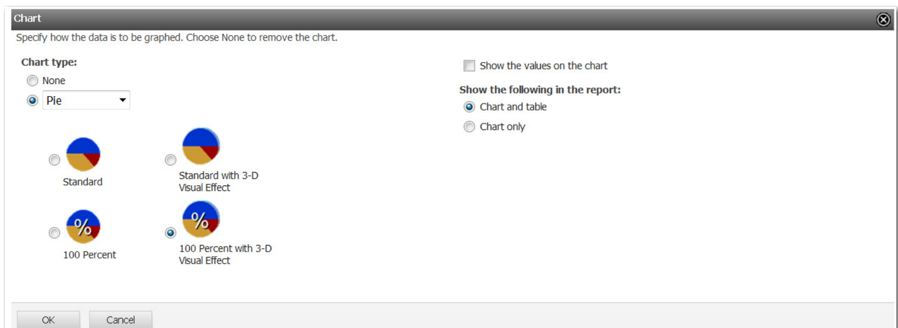
5 Delete the **Inc GACC Org Name** and **Year** columns.

6 On the **Query Studio Standard** toolbar, click the **Chart** button.

7 On the **Chart type** drop-down arrow, click **Pie**, click the **pie chart** of your choice, and then click **OK**.

8 Change the **Title** to **Number of Incidents in 2013 by Type**.

The following graphic shows the Chart page for creating a pie chart.



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