

How To...

Create an Ad Hoc report

Scope

This guide is designed to take the user through the process of creating an Ad Hoc report.

Accessing the Ad Hoc reporting screen

The Ad Hoc reporting screen is accessed by clicking the 'Ad Hoc' menu link within the 'Reports' section. In order to access this screen the user will require the appropriate access permission. This permission is granted by default but can be modified by deselecting the 'User can use ad-hoc reports' option within the Setup>Users>User Details>Restrictions screen:

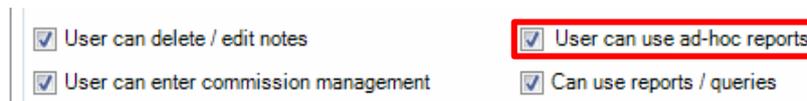


Figure 1: User Permissions

Choosing the reporting area

The first selection the user will make is which business area they wish to report on. There are a number of different reporting areas contained within the 'Report' pane:

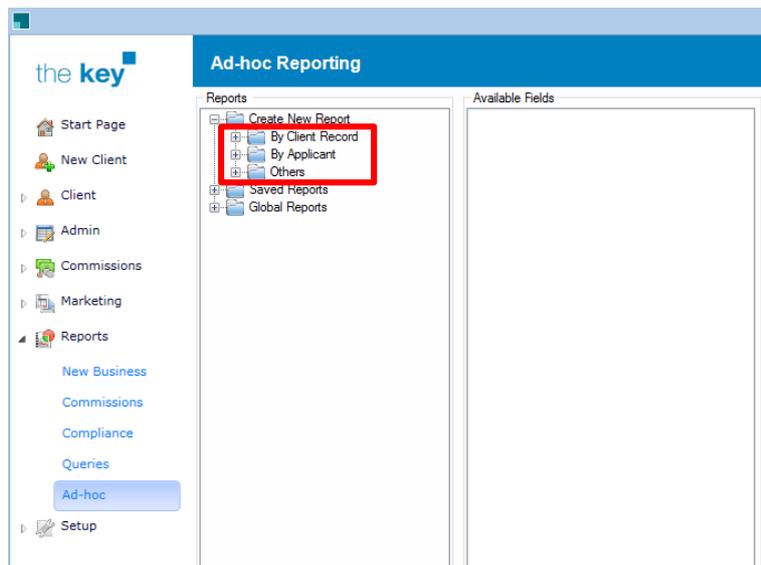


Figure 2: Report Criteria Options

- By Client Record (Case Accounts, Clients, Commissions, Complaints, Fact Find Change History, Insurances, Mortgages, Products, Sales, Tasks and Work lists) – these are the most common reports. Joint clients will be treated as one client for reporting purposes.

- By Applicant (Applicants, Case Accounts, Commissions, Insurances, Mortgages, Products and Work lists) – these reports are primarily used for marketing reports as they will output each separate client in a separate row.
- Other (Contacts, Firms¹, Firms Audit, Receipts, Training and Competence and Users)

Each reporting area contains different fields (although some common data fields are present across multiple reporting areas). The list of selectable fields is displayed within the ‘Available Fields’ pane.

Selecting the reporting fields

Once the reporting area has been selected, the user needs to decide which data fields they would like to include on the report. There are a number of different ways this can be done:

- Double-click on the required field.
- Select the field and press the ‘Add’ button.
- Left-click on the required field and select ‘Add to Output Fields’ from the context menu.

The Key also incorporates the ability to search for required fields. This is done by pressing the ‘Search’ button and entering the search criteria within the dialog box:

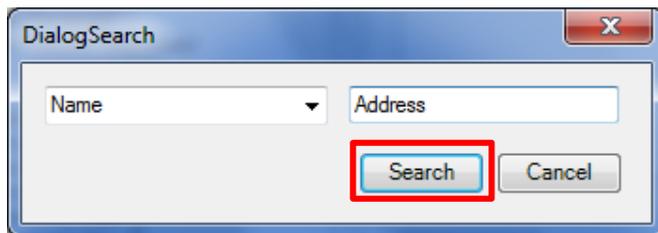


Figure 3: Search Box

Once the ‘Search’ button is pressed, the user will be returned to the main Ad Hoc screen with all matching fields highlighted:

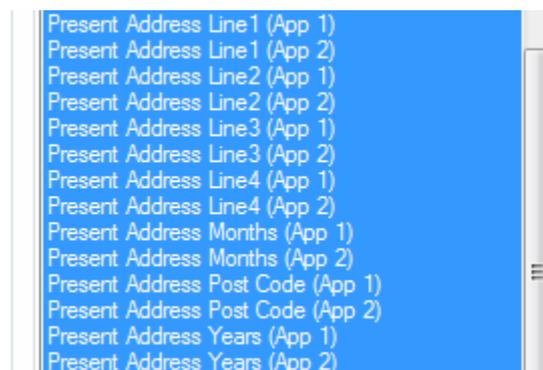


Figure 4: Matching Fields

Once chosen the fields will appear within the ‘Output Fields’ pane:

¹ The report is only applicable to AR network configurations of the Key

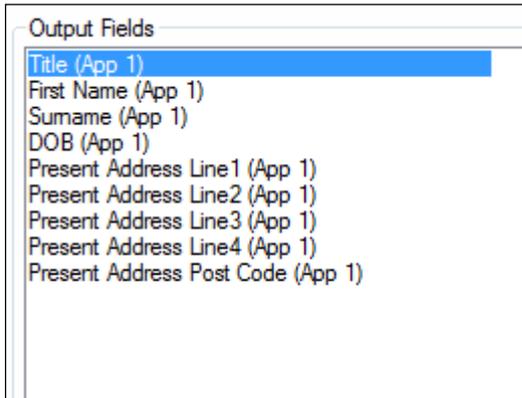


Figure 5: Output Fields

From here, the fields can be deleted using the 'Remove' button or re-ordered using the arrow buttons. The order (reading down) reflects the order of the columns as they will appear in the final spreadsheet.

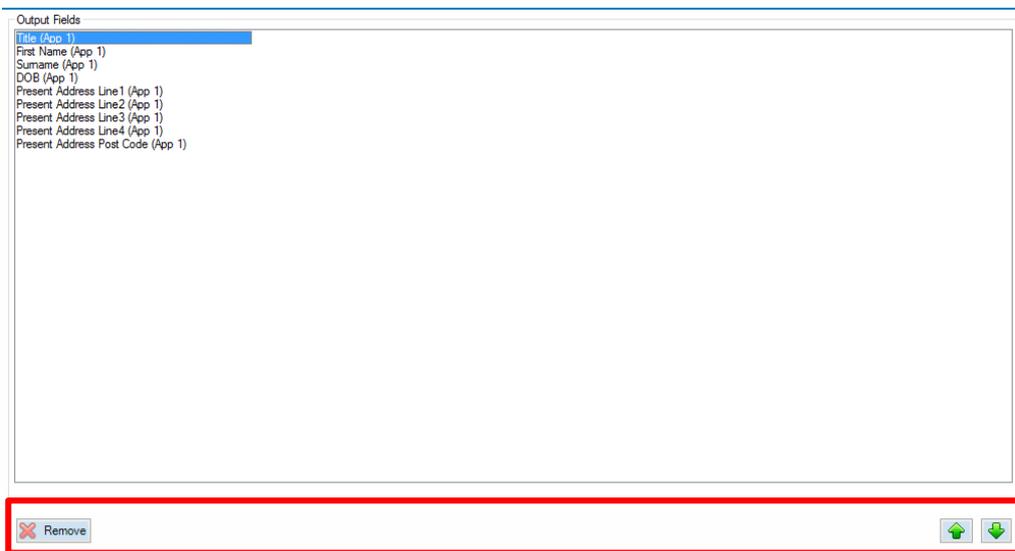


Figure 6: Sorting Output Fields

Selecting a sorting order (optional)

The reported data can be ordered according to the user's wishes. This is achieved by first selecting the desired field within the 'Output Fields' pane and setting the appropriate sorting order. Pressing 'Add' will add the criteria to the sorting order list:

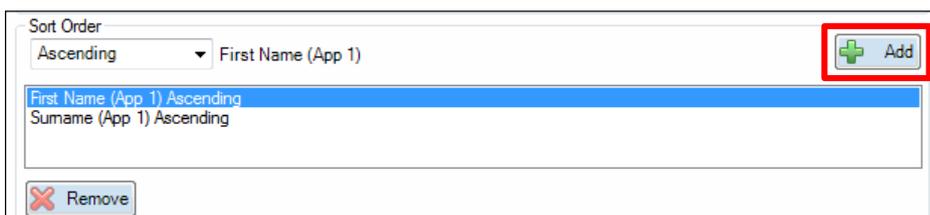


Figure 7: Sort Order

It is also possible to add multiple sorting criteria. In the above example, the sorting will be done in the order the items appear on screen, i.e. sorting first by First Name and then Surname. Sorting criteria can also be deleted by selecting the criteria and pressing the 'Remove' button.

Selecting additional filters (optional)

Filters can be applied to any outputted field within the Ad Hoc report. The process of applying filters is the same as applying a sorting order (see above). The field is first selected within the 'Output Fields' pane which causes the field to appear within the 'Filters' pane where the appropriate filter can be set:

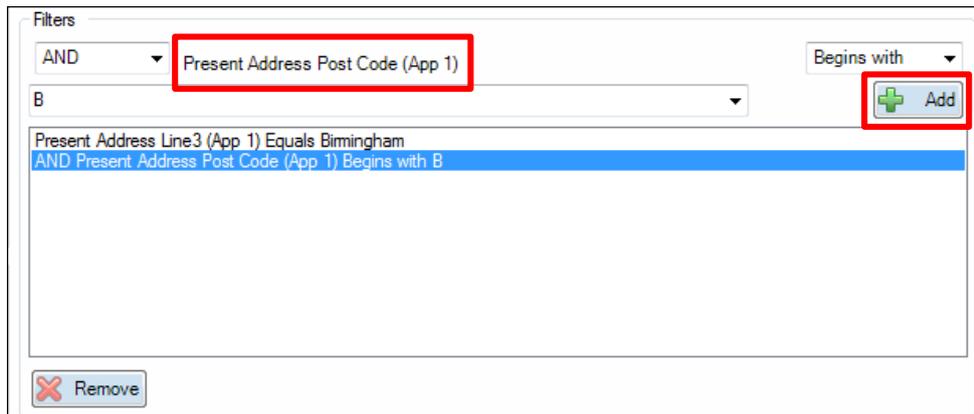


Figure 8: Filters

The filter options vary depending on the type of data being filtered:

- For general text/number fields (i.e. 'Surname' or 'Basic Income') the following options are present:
 - Equals
 - Not Equals
 - Begins with
 - Contains
 - Comma separated list of
- For date fields (i.e. 'Date of Birth') the following options are present:
 - Equals
 - Not Equals
 - Less Than
 - Greater Than
 - Between

Once all the criteria have been entered, the filter can be added by pressing the 'Add' button. Filters can also be removed by selecting the criteria and pressing the 'Remove' button.

Selecting Multiple Values for a Filter

If a filter is intended to select multiple entries (e.g. multiple advisor names), it is best practice to use the 'Comma separated list of' rather than multiple 'OR' filters. This will result in a much faster execution of the report.



Figure 9: Combing Filter Criteria

Note that the comma separated list should have no spaces.

Running the report

When all the reporting fields and parameters have been set the report is ready to be run. This is done by pressing the 'Run' button. The Key will then run the report and output the results into Excel in CSV format:

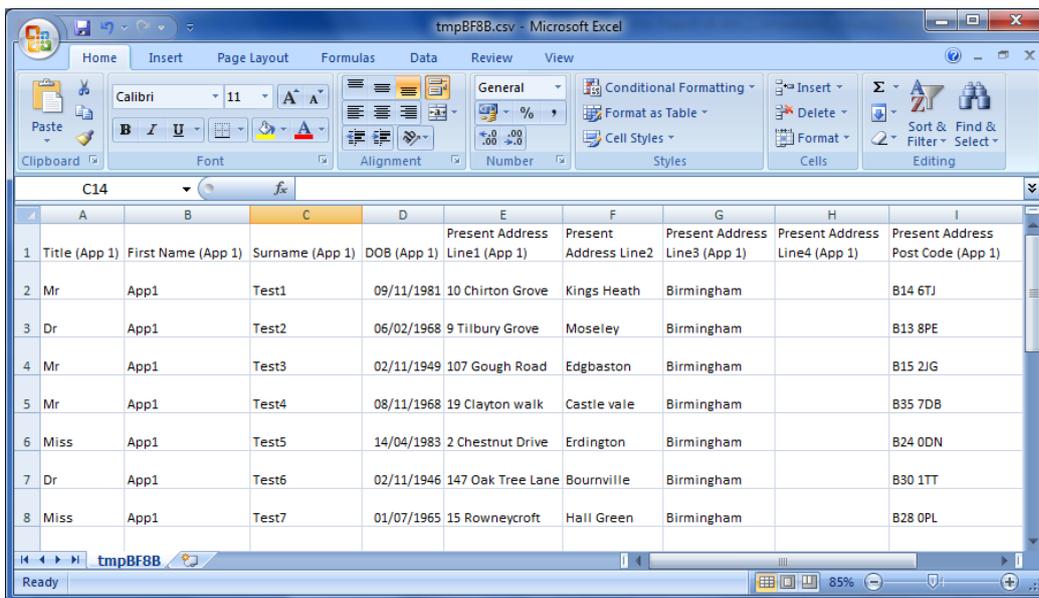


Figure 10: Example Report

Once the data has been loaded within Excel it can be manipulated using the normal Excel functionality and saved to disk as required.

Saving the report

Once complete, the Ad hoc report can be saved, allowing the user to save the current configuration. This is done by pressing the 'Save To' button. Once the report is saved it will appear within the 'Saved Reports' folder on the left of the screen. To open a report that has been saved, simply click on the desired report.

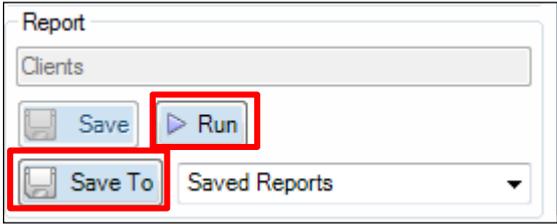


Figure 11: Saving Report Query

If the report is 'By Applicant' (see 'Choosing the reporting area' section above) then the 'Save as Marketing Report' option will be available from the dropdown list:

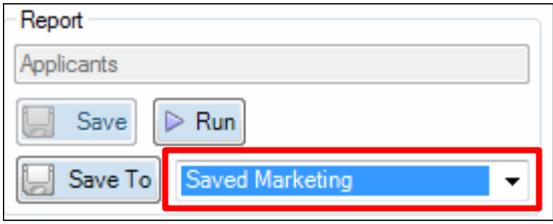


Figure 12: Option To Save For Marketing

If this option is selected the report will be saved under the 'Saved marketing Reports' folder and will be made available by the marketing module as a marketing query.

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