Custom Reports

- Access the I-Suite website at: **http://isuite.nwcg.gov**
- Contact the I-Suite Helpdesk at: **(866) 224-7677**

Custom Report Tips

♦ Create a Custom Report in the **Report Designer** by selecting fields from a **Data View** and adding them to the report.

♦ Create a Custom Report in the **Advanced Report Designer** by constructing a valid **SQL Statement**.

♦ The **Data Views** available in both designers are based on the **Rights** associated with your **User ID**.

♦ If a **SQL Statement** is invalid, a message displays in the **Error Messages** box when you click the **Check** button. Correct the error in the **SQL Statement**, and click the **Check** button again.

♦ All reports created in both the **Report Designer** and the **Advanced Report Designer** can be saved to the database.

♦ The **Report Title** assigned to the Custom Report must be unique. If there is a Custom Report that contains the same name, a message displays indicating that a report was already created with that title when you save the report. You must enter a unique title for the report before saving it.

♦ You can **Preview** and **Print** a Custom Report on the **Report Designer** and **Advanced Report Designer** tabs.

♦ It is a good practice to **Save** the Custom Report before **Previewing** or **Printing** it.

♦ Saved Custom Reports are listed on the **Manage Saved Reports** tab, where they can be **Printed**, **Edited**, **Deleted**, **Copied**, **Exported** or **Imported**, as needed.

♦ All Custom Reports can be **Viewed** and **Printed** by other I-Suite users with the same rights.

♦ Only the person who originally created a report can **Delete** or **Edit** a report they created.

♦ Users that did not create the original Custom Report can **Copy** the existing report to create a new report.

♦ Make sure to assign a different name to a **Copied** report before saving it.

♦ Custom Reports can be **Exported** from the **Manage Saved Reports** tab.

♦ Custom Reports that were **Exported** can be **Imported** into a different database from the **Manage Saved Reports** tab.

SQL Statement Key Words

♦ SELECT clause - identifies the data.

♦ FROM clause - identifies the table.

♦ WHERE clause - limits the data that the SELECT statement returns.

♦ GROUP BY - organizes data into sets.

♦ COUNT (*) - gives a summary value per set.

SQL Statement Best Practices

♦ KEYWORDS - in uppercase.

♦ All other words - in lowercase.

♦ Clauses - each clause on a separate line.

♦ Complex WHERE clause - can be separated onto multiple lines.

♦ Minimum Requirements - a valid SQL statement must have at least a SELECT and a FROM clause.

SQL Statement Format

♦ SELECT fieldname 1, fieldname 2

♦ FROM tablename

♦ WHERE fieldname conditional value (logic_operand fieldname conditional value . . .)

♦ ORDER BY fieldname

conditional				logic_operand	
=	Equal To	>=	Greater Than Or Equal To	OR	Either conditional statement being True will make entire statement True
<>	Not Equal To	<	Less Than	AND	Both conditional statements must be True to make entire statement true.
>	Greater Than	<=	Less Than or Equal To	NOT	Reverses the conditional statement value (True becomes False, False becomes True)
LIKE	Text Comparison (use with % for wildcard values; for example: Kind LIKE 'HC%')				

Custom Reports

```
SELECT RequestNumber, ResourceName AS Crew
FROM vBasicRpts
WHERE Status <> 'D' AND ResourceName LIKE 'M%' and KindCode in ('HC1', 'HC2')


SELECT ResourceName, CheckinDate FROM vBasicRpts
WHERE KindCode = 'DIVS' and CheckinDate between '05/15/08' and '05/20/08'
ORDER BY ResourceName


SELECT Agency, COUNT(*) AS [Agency Count], SUM(NumberPersonnel) AS NumberPersonnel
FROM vBasicRpts
GROUP BY Agency
```