



Basic FPPS Datamart Training

Training & Performance Support Branch

v12.03 – December 2012





Class Information

Instructor(s): _____

Class Times: 8:30am - 4:00pm

Lunch: 11:30am - 12:30pm



Requesting Assistance

IBC Customer Support Center

Toll-Free Telephone Number:



888-FOR-1NBC (888-367-1622)

e-mail: DataWarehouse@nbc.gov

Web Sites:



- <http://www.doi.gov/ibc>

- <https://dmartportal.nbc.gov>

- <https://datamart-login.nbc.gov/workspace/index.jsp>

Additional Training Resources:

- <https://hrdtrainingportal.nbc.gov/>





Course Objectives

At the completion of this course, you will be able to successfully:

- Access, process and modify Standard Reports
- Create and modify Tables, Pivots, Charts, and Reports
- Format and manipulate Tables, Pivots, Charts, and Reports
- Analyze information in Pivots, Charts, and Reports

Note: Students will practice skills learned using “Hands-on” training exercises



Student Introductions

- ☞ **Introduce Yourself**
- ☞ **Experience with FPPS?**
- ☞ **Are you using the FPPS Datamart to develop queries?**
- ☞ **Expectations from this training?**
- ☞ **Anything else?**





Course Information

- Student Materials
- Demonstrations
- Student Exercises
- Privacy Act Information
- Class Assigned User ID/Password

Remember... There are many ways to accomplish tasks when using the FPPS Datamart





Student Logon & Password

Use class assigned User Name and Password taped to the computer monitors

User Name: ppsck11
Password: *****



FPPS Datamart Access:
Dept Bur Sub-Bur Org
IN 07 01 WEST002 thru WEST028



Remember... If you get revoked, you must change your password in the mainframe first, before you try to access the FPPS Datamart again





FPPS Overview

FPPS is an online, integrated personnel/payroll system developed by the Interior Business Center (IBC), located in Denver, Colorado.

The system is used in the Federal Government for the processing of all personnel and pay-related functions. The system operates on an IBM mainframe computer in a database environment in which data is updated immediately.



Data Access

Each FPPS user is defined to the system with at least one data access definition; i.e., a description of the department, bureau, sub-bureau, and organization code(s) for which the user has access authority

A user's data access authority may be further defined by pay plan, grade or grade range, duty station code, and/or action type code



FPPS Datamart File Availability

- The Security and Personnel files are updated nightly

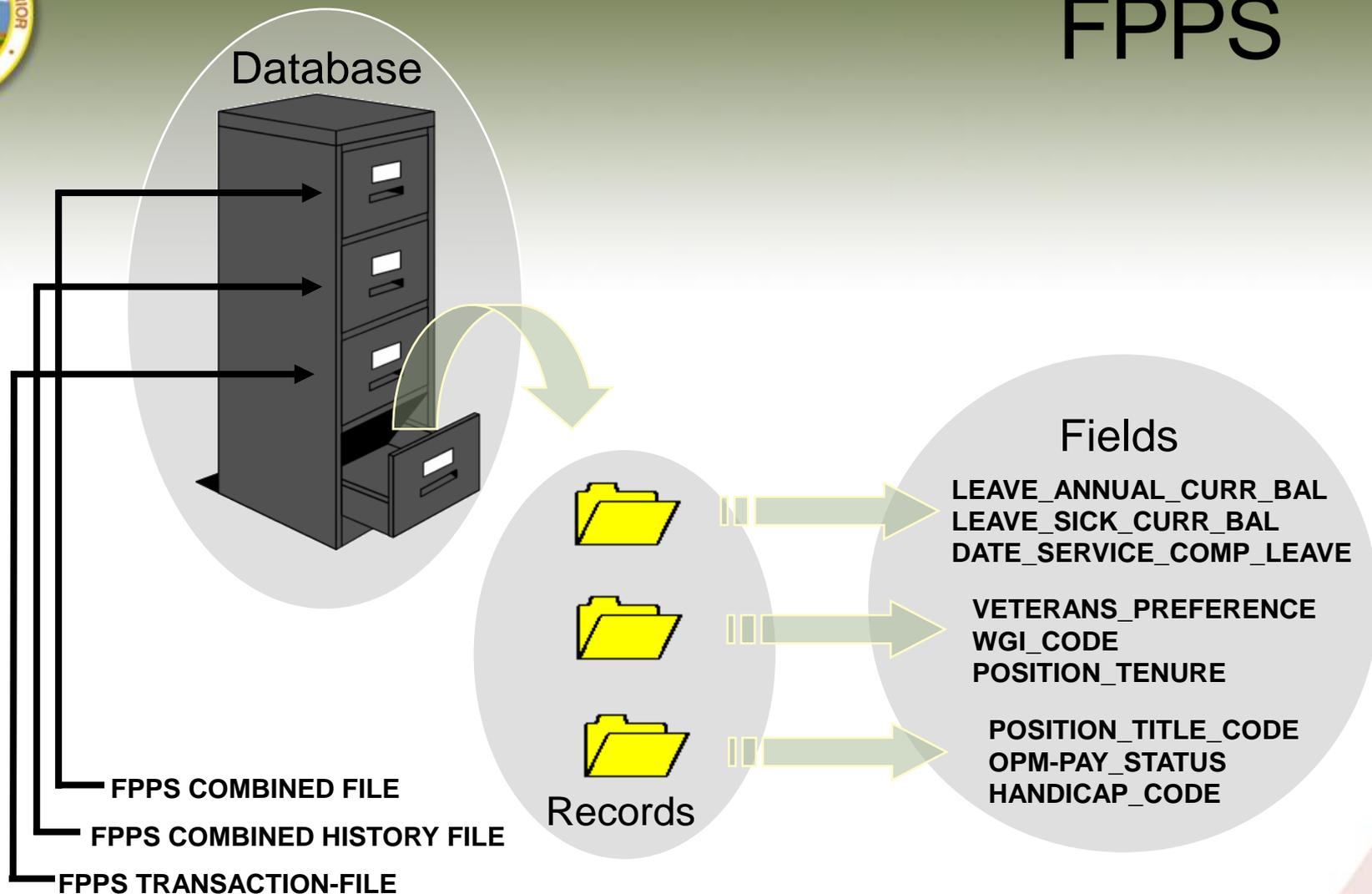


- Pay is updated bi-weekly (after pay calc)





FPPS





FPPS Combined File

FPPS COMBINED FILE: Provides a current “snapshot” of the employee personnel and payroll record. The personnel records are updated nightly and the payroll records are updated biweekly (after pay calculate).

Use this file to produce reports with current employee information such as grade, step, occupational series, type of appointment, leave balances, position occupied, etc.



FPPS Combined History File

FPPS COMBINED HISTORY FILE: This file provides the same information as contained in the FPPS COMBINED FILE but is an “historical snapshot” for a given point in time, e.g., pay period 02(06).

Based on your FPPS implementation date, history files will be available for the most recent four quarters and each fiscal year-end.

Use this file when an historical snapshot of information is needed, such as (1) a list of employees on the rolls for fiscal year-end 2001, or (2) the number of employees within a certain occupational series of a specific date.



FPPS Transaction File

FPPS TRANSACTION FILE: This file updates online, real-time and provides information on the actions initiated in either the Requesting Office (RO) or the Servicing Personnel Office (SPO).

The personnel transaction status (i.e., active, completed, future complete, deleted, on hold, canceled, stopped) of an action (SF52/SF50) is also available.

Use this file to produce reports to list or count the number of transactions processed (e.g., corrections, promotions, awards, retirements, new hires, etc.) within a given time frame (e.g., fiscal, calendar, or multi-year statistics).



FPPS Data

Know Thy Data!



System Security

- FPPS Datamart maintains the data integrity of FPPS
 - *Users will only be able to access records within their range of authority as defined in FPPS*
- The Security Point of Contact (SPOC) for your agency has the responsibility for establishing and/or changing your range of authority in FPPS



Browsers & Plug-ins

- The FPPS Datamart works with Microsoft's Internet Explorer
- The plug-in is a special file placed in the Browser's Plug-in directory
 - *The plug-in adds functionality to a Web browser in opening the .bqy extension file type.*
- Must have access to NBC Datamart



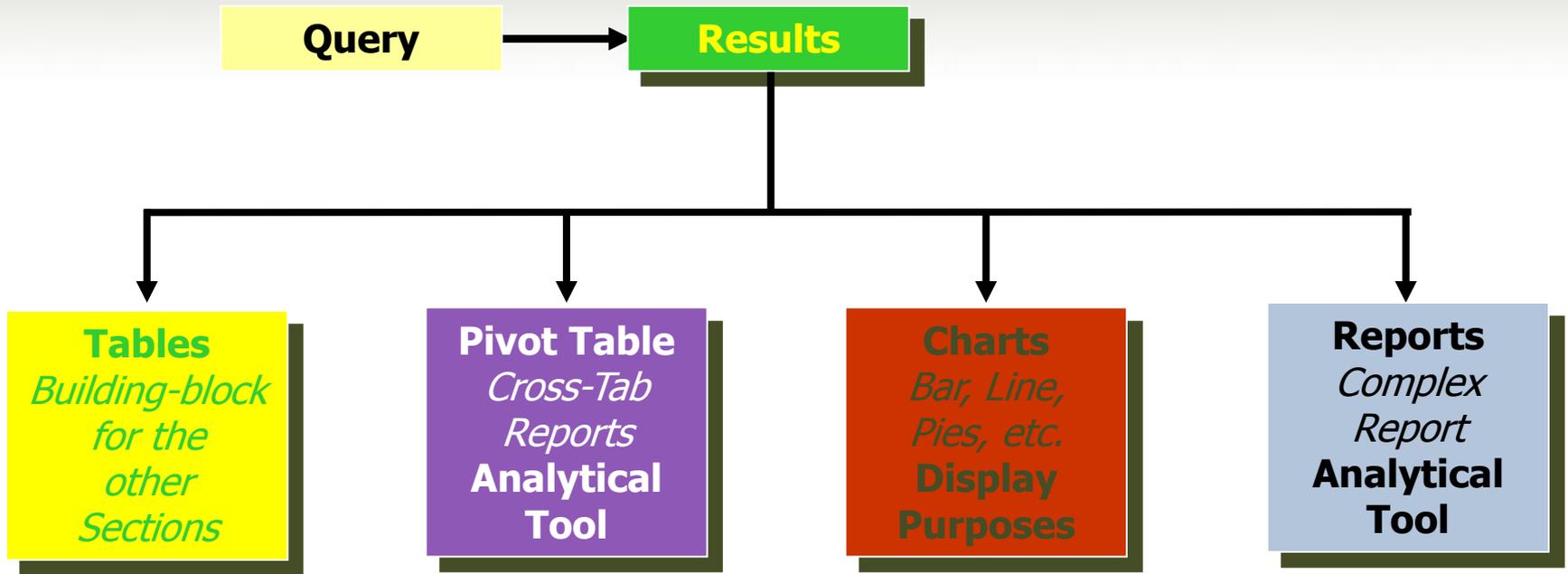
Windows Conventions

- Point and Click
- Click and Drag/Drag and Drop
- Left Mouse Button Click
- Right Mouse Button Click
- Keystroke/Button Click Combination
- Minimize/Maximize Button
- Task Bar

Note: Status bar at the bottom of the screen



Sections Covered





Query Section

Student Ad Hoc (DB150) - Windows Internet Explorer

File Edit View Insert Format Query Tools Help

Process

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Query - Student Request(9) Filters(5) Sort(0)

Sections

- Query - Student
- Results

Request Dept Dept Desc Bureau Bureau Desc Sub Bur Sub Bur Desc Org Org Desc Name

Sort Drag Request Items here to sort them

Filter Dept V(1) AND Bureau V(2) AND Sub Bur V(3) AND Org V(4) AND Employee Status History Type

Locked Data Model : DataModel

Employee EEO View

- Duty Station Code
- Dept
- Bureau
- Sub Bur
- Org
- Servicing Personnel Office
- Personnel Office Identifier
- Accession Effective Hour
- Account Number
- Admin Line Of Business
- Adp Security
- Agency From
- Agency To
- Alternative Work Schedule Code
- Annuitant Indicator
- Appointment Status
- Appropriation Code
- Appt Excl'd From Csrs Ind

Pay and Leave Facts

- Duty Station Code**
- Dept
- Bureau
- Sub Bur
- Org
- Servicing Personnel Office
- Personnel Office Identifier
- Accum Paid Days Govt Svc
- Adjusted Basic Pay
- Amount Admin Sklv Pd Ytd
- Amount Annuity Monthly
- Amount Assn Dues Ded Ytd
- Amount Availability Pay Annual
- Amount Award
- Amount Benefit
- Amount Bnd Allt Amt
- Amount Bnd Allt Ytd
- Amount Bnd Ded Semi

Organization

- = Bureau
- Bureau Desc
- Cost Center Cd
- = Dept
- Dept Desc
- Facility Adrs City
- Facility Adrs Country Cd
- Facility Adrs Frn State
- Facility Adrs Frn Zip
- Facility Adrs Routing Sy
- Facility Adrs Street 1
- Facility Adrs Street 2

Duty Station

- Duty Station Code**
- Duty Station City
- Duty Station City Desc
- Duty Station County
- Duty Station County Desc
- Duty Station Desc
- Duty Station State
- Duty Station State Desc
- Duty Station State Abbrev

Elements

- Topics
- Pay and Leave Facts
- Employee EEO View
- Organization
- Duty Station

No Results Yet Combined View: 4 topics



Query Section

What is a Query?

A query is a set of database instructions to return an answer set to a specific question. Each row returned in the set is an answer to the question.

What is a Data Model?

A Data model is a representation of a portion of an actual database. Pre-Built Data Models simplify the query building process. Locked Data Models enable users to base multiple queries on the same data model within a document.



Query Section (cont.)

Building the Query

Queries are built by adding items to the Request line from the topics.

By adding items to the Request line in the Query section, the database is instructed to return data for those particular items.

Items are added to the Request line by selecting from the topic and dragging and dropping to the Request line, alternatively, right-click a topic item and then click “Add Selected Items”.

Items on the Request line can be reordered and removed.



Query Section (cont.)

Filtering the Query

- Most queries require that a filter (limit) be set on the data to be retrieved. Database tables usually contain large amounts of data and users want to avoid requesting unnecessary information.
- Two types of filters are available in the Query section:
 - Variable Filters will prompt the user to manually enter a value
 - Simple Filters are set and will always stay until changed or removed



Query: Variable and Simple Filters

- Setting filters means less query processing time
- Filters avoid requesting unnecessary information
- A filter item does not need to be a Request item
- Variable Filters:
 - Eliminates the need for multiple queries using different filter values
 - Prompts the user to enter or select filter values before the queries are processed
 - Can only be applied in the Query Section



Results Section

Student Ad Hoc (DB150) - Windows Internet Explorer

File Edit View Insert Format Results Tools Help

Process

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Results

Filters(0) Sort(0) Data Layout

Sections

- Query - Student
- Results

Filter *Drag Report Columns here to create Filters* Sort *Drag Request Items here to sort them*

| | Dept | Dept Desc | Bureau | Bureau Desc | Sub Bur | Sub Bur Desc | Org | Org Desc | |
|----|------|---------------|--------|-------------|---------|---------------|---------|----------------------|---------|
| 1 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST002 | ORGANIZATION WEST002 | PLANTE |
| 2 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST002 | ORGANIZATION WEST002 | BARNET |
| 3 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST002 | ORGANIZATION WEST002 | HAYWA |
| 4 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | MURPH |
| 5 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | WILLIA |
| 6 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | FOSSO |
| 7 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | OLIVEN |
| 8 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | MCKOY |
| 9 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | MCCUL |
| 10 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST003 | ORGANIZATION WEST003 | SHERID |
| 11 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | THOMP |
| 12 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | THORN |
| 13 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | MARSH |
| 14 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | ROBER |
| 15 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | CARR, |
| 16 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | SAWYE |
| 17 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | TYSON, |
| 18 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | VAZQUE |
| 19 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | MELBAF |
| 20 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST004 | ORGANIZATION WEST004 | MULLIN |
| 21 | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST005 | ORGANIZATION WEST005 | ARMET, |
| | IN | DEPARTMENT IN | 07 | BUREAU 07 | 01 | SUB-BUREAU 01 | WEST005 | ORGANIZATION WEST005 | SAINT A |

Elements

- Query - Student
 - Dept
 - Dept Desc
 - Bureau
 - Bureau Desc
 - Sub Bur
 - Sub Bur Desc
 - Org
 - Org Desc
 - Name

Dept Dept Desc Bureau Bureau Desc Sub Bur Sub Bur Desc Org Org Desc Name Count

269 of 269 Rows 01/11/12 06:30:54





Results Section

- After processing the query, each requested item will display in the Results section.
- Data is arrayed in a column field, and there is a row for each database record.
- Used to verify the accuracy of a query.
- Acts as a place to massage or prepare the data for pivot, charts, tables, and reports.
- Results data can be filtered locally.



Sorting in Query, Results, & Tables

- Capability to apply sequenced sorts
 - Ascending or descending order (default is ascending)
- Sorting in:
 - Query Section is done by the database server
 - Results or Tables is accomplished in that Section on the desktop
 - Results or Tables Section, must click the **Sort Now** button



Working with Results

- Columns can be “Removed” or “Hidden”
- Multiple grand totals can be applied in Results
- You can apply break totals to Results and Report Sections
- Data Functions available in Results include: Sum, Average, Count, Maximum, Minimum
- Numeric data that does not fit is replaced with pound signs (##)



Applying Filters in Results

- A Local Filter is applied on the desktop and “locally” filters the data returned from the query. The data is “hidden”
- Basically obtaining a data set of the Query
- Local Filters in Results also filters data in other Sections



Formatting Numbers in Results

- Recommend formatting in Results to cascade to other sections
- Can apply format to a number column
- Can apply hyphens to the SSN

Example: Before 123456789 After: 123-45-6789

- Can Change Defaults globally



Tables

Tables are a columnar arrangement of data. You can create additional tables, pivots, charts, and other reports from a table section's dataset.

Filters, computed columns, grouping columns, and other actions that modify the active section's data set carry over to all tables and reporting sections built from that section.

| Dept | Bureau | Sub Bur | Org | Name | Occupational Series | Pay Plan | Grade Or Level | St |
|------|--------|---------|---------|-------------------------|---------------------|----------|----------------|----|
| IN | 07 | 01 | WEST002 | PLANTER, LIZABETH H | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST002 | BARNETT, RANDALL Y | 0962 | GS | 08 | |
| IN | 07 | 01 | WEST002 | HAYWARD, VIVIAN M | 0962 | GS | 08 | |
| IN | 07 | 01 | WEST003 | MURPHY, JOHANNA A | 0962 | GS | 08 | |
| IN | 07 | 01 | WEST003 | WILLIAMS, MARILYN W | 0335 | GS | 05 | |
| IN | 07 | 01 | WEST003 | FOSSON, WILLIAM L | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST003 | OLIVENCIA, ARLENE W | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST003 | MCKOY, GEORGIA J | 0998 | GS | 10 | |
| IN | 07 | 01 | WEST003 | MCCULLOUGH, SHARMAINE C | 0962 | GS | 06 | |
| IN | 07 | 01 | WEST003 | SHERIDAN, MILTON | 0344 | GS | 07 | |
| IN | 07 | 01 | WEST004 | THOMPSON, DEBRA H | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST004 | THORN, TODD J | 0990 | GS | 09 | |
| IN | 07 | 01 | WEST004 | MARSHALL, MARIA M | 0990 | GS | 09 | |
| IN | 07 | 01 | WEST004 | ROBERSON, MARY F | 0105 | GS | 12 | |
| IN | 07 | 01 | WEST004 | CARR, RUTH L | 0343 | GS | 09 | |
| IN | 07 | 01 | WEST004 | SAWYER, SUSAN B | 0998 | GS | 07 | |
| IN | 07 | 01 | WEST004 | TYSON, JERRY LOU D | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST004 | VAZQUEZ, VIVIAN | 0962 | GS | 08 | |
| IN | 07 | 01 | WEST004 | MELBARDIS, JAMES M | 0301 | GS | 12 | |
| IN | 07 | 01 | WEST004 | MULLINAX, MELISSA H | 0962 | GS | 08 | |
| IN | 07 | 01 | WEST005 | ARMET, RANEL S | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST005 | SAINT AMAND, EYSA | 0105 | GS | 11 | |
| IN | 07 | 01 | WEST005 | WEAVER, CHAROLETTE F | 0962 | GS | 08 | |
| IN | 07 | 01 | WEST005 | DRESSIN, ANITA A | 0105 | GS | 13 | |

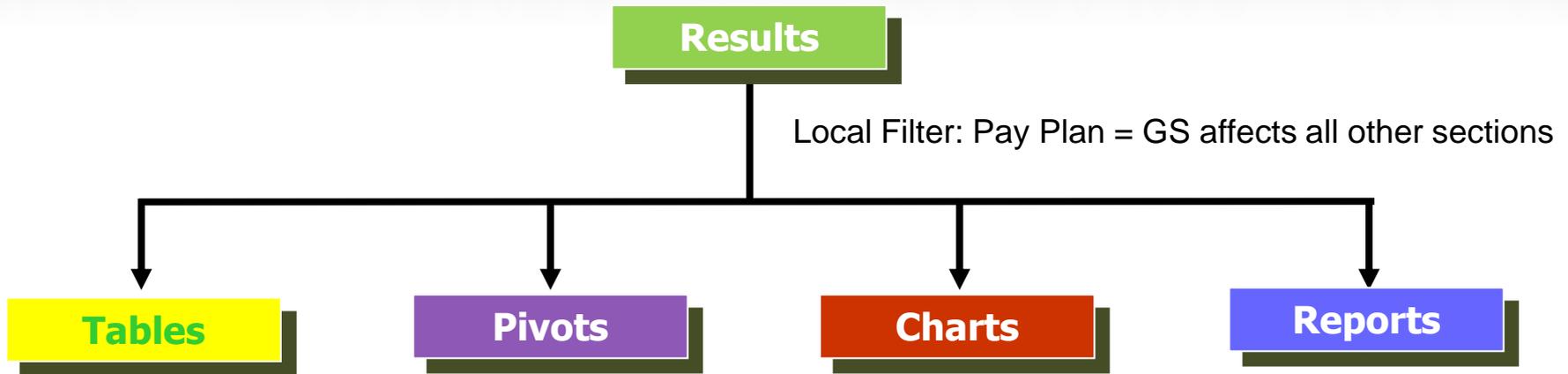
Dept , Bureau , Sub Bur , Org , Name , Occupational Series , Pay Plan , Grade Or Level , Step Or Rate , Leave Annual Curr Bal , Leave Sick Curr Bal , Salary Or Pay Rate , Duty Station Code , Duty Station State Desc , Count

Tables are semi-global vs. Results which are global.



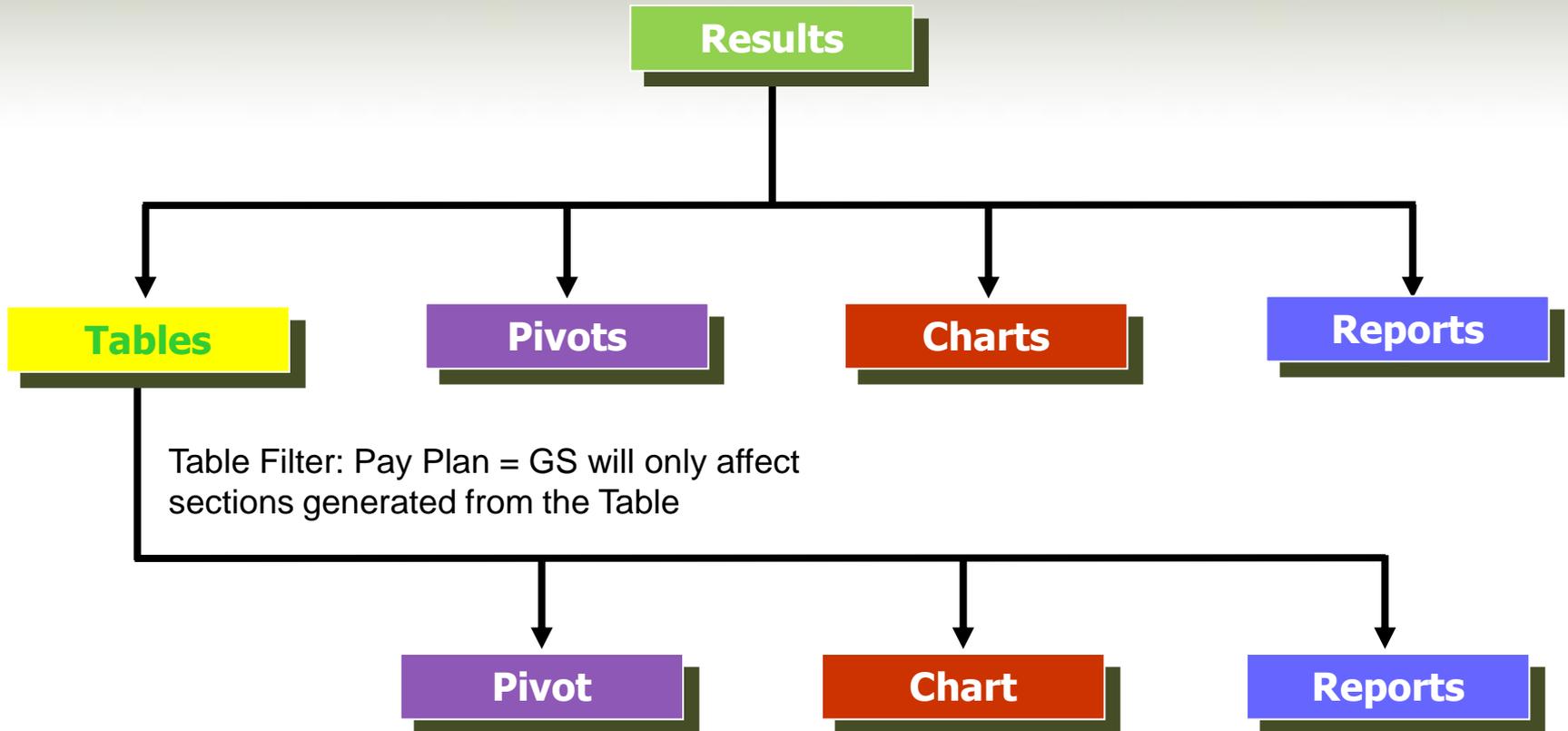


Tables (cont.)





Tables (cont.)





Pivot Section

Student Ad Hoc (DB150) - Windows Internet Explorer

File Edit View Insert Format Pivot Tools Help

Sort Data Layout

Sections

- Query - Student
- Results
- Table
- Pivot**

Sort: Org by Label using Sum

| Org | Name | Count |
|---------|----------------------|-------|
| WEST002 | BARNETT, RANDALL Y | 1 |
| | BRIDGEMAN, REBECCA K | 1 |
| | BROTHERS, JEANETTA P | 1 |
| | FOGUS, SARAH K | 1 |
| | GENTRY, JANICE J | 1 |
| | HAYWARD, VIVIAN M | 1 |
| | MCFALL, JUANITA L | 1 |
| | PARINISI, STEPHEN C | 1 |
| | PLANTER, LIZABETH H | 1 |
| | STAMPER, MARTHA L | 1 |

Elements

- Table (Query - Student)
 - Dept
 - Dept Desc
 - Bureau
 - Bureau Desc
 - Sub Bur
 - Sub Bur Desc
 - Org
 - Org Desc
 - Name
 - Count

Row Labels: Org * Name

Column Labels: Drag items here to create column labels

Facts: Count

10 rows used 1x10



Pivots

Pivots are analytical tools that resemble spreadsheets or cross tabular reports.

A pivot overlays a dynamic datacube, which allows data to be sliced and diced for ad-hoc, interactive, and multidimensional analysis.

| Sort | Org | by | Label | using | Sum |
|------|---------|----|----------------------|-------|-------|
| | Org | | Name | | Count |
| | WEST002 | | BARNETT, RANDALL Y | | 1 |
| | | | BRIDGEMAN, REBECCA K | | 1 |
| | | | BROTHERS, JEANETTA P | | 1 |
| | | | FOGUS, SARAH K | | 1 |
| | | | GENTRY, JANICE J | | 1 |
| | | | HAYWARD, VIVIAN M | | 1 |
| | | | MCFALL, JUANITA L | | 1 |
| | | | PARINISI, STEPHEN C | | 1 |
| | | | PLANTER, LIZABETH H | | 1 |
| | | | STAMPER, MARTHA L | | 1 |



Pivots (cont.)

- **Pivots:**
 - Allows user to “pivot” the report to quickly gain a different view using the “Dimension Handle”
 - Are composed of three layout elements:
 - Row Labels
 - Column Labels
 - Facts
- Ten is the maximum number of items you can distribute between Row and Column Labels

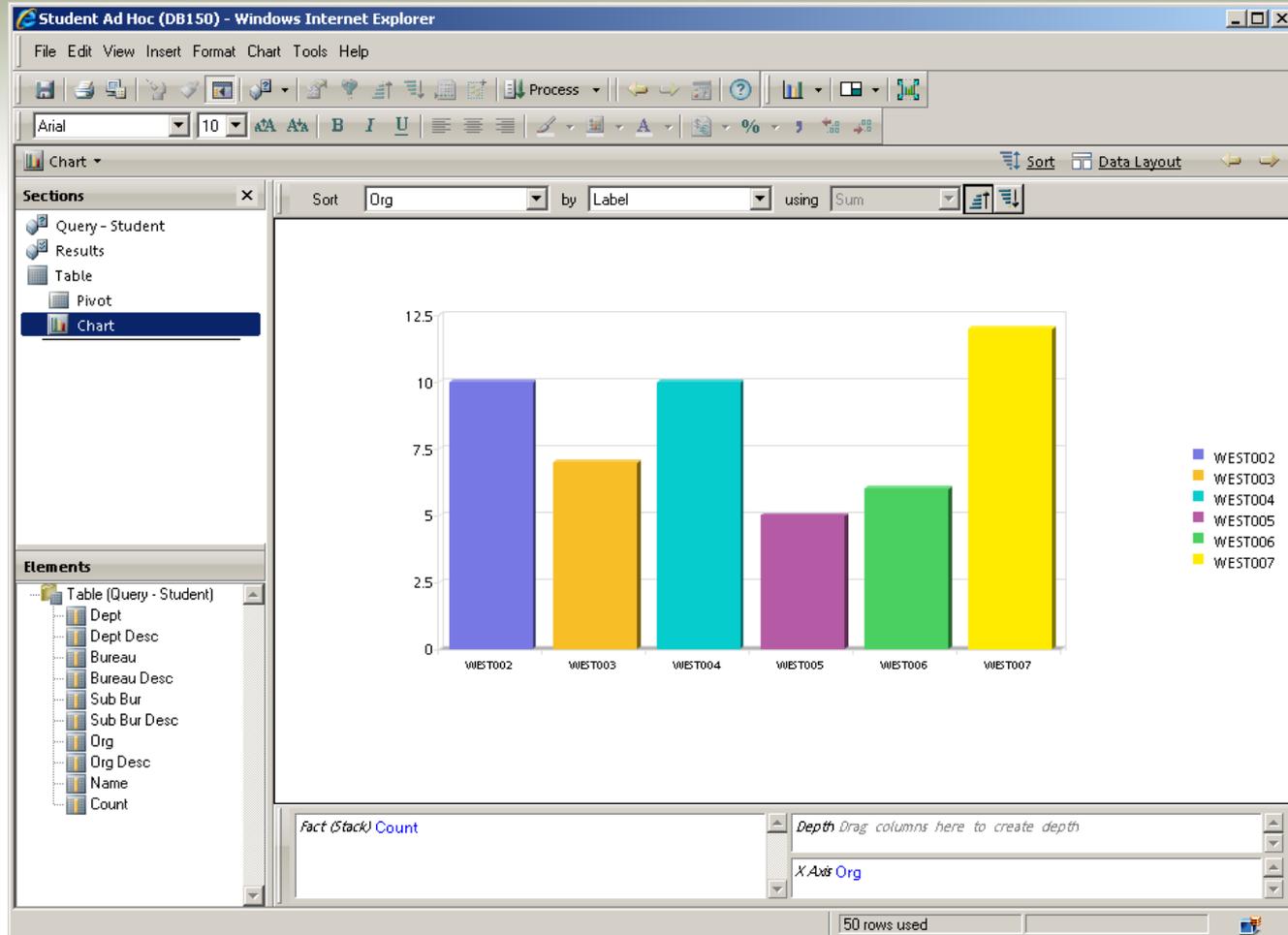


Pivots (cont.)

- Drill Anywhere feature
 - Powerful “on-line analysis tool” that reveals the makeup of a request item. It progressively breaks down an item by selected categories.
 - Reverse a drill by *Drilling Up*
- Formatting features
 - Display Fact headings (data labels) across top or down side
 - Display Row and Column corner labels
 - Define border styles
 - Add color to text, lines, or background



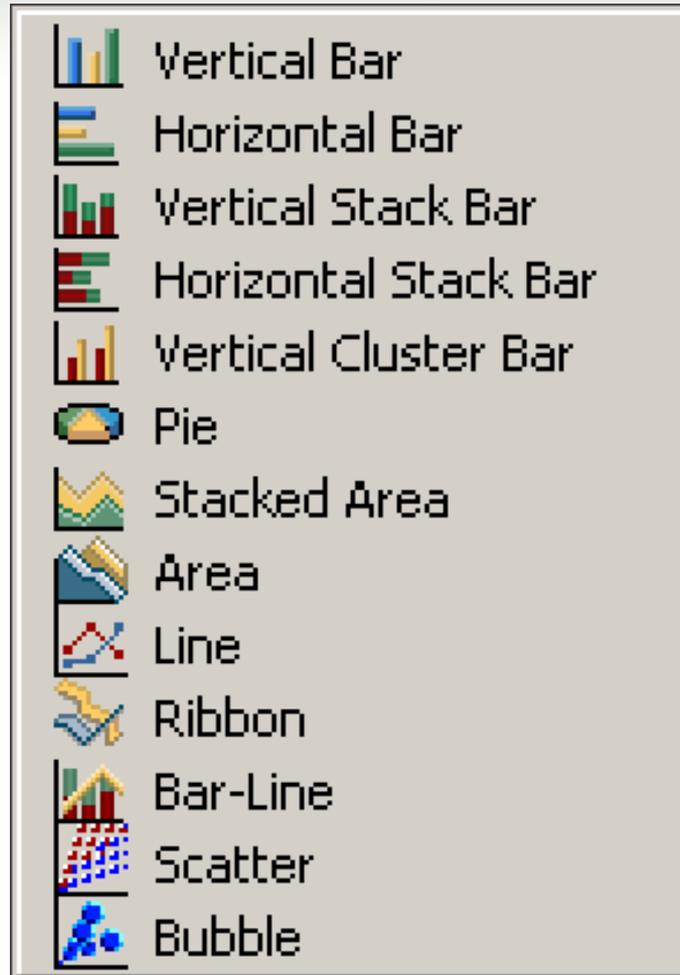
Charts





Charts

With FPPS Datamart you can quickly create the following types of charts:





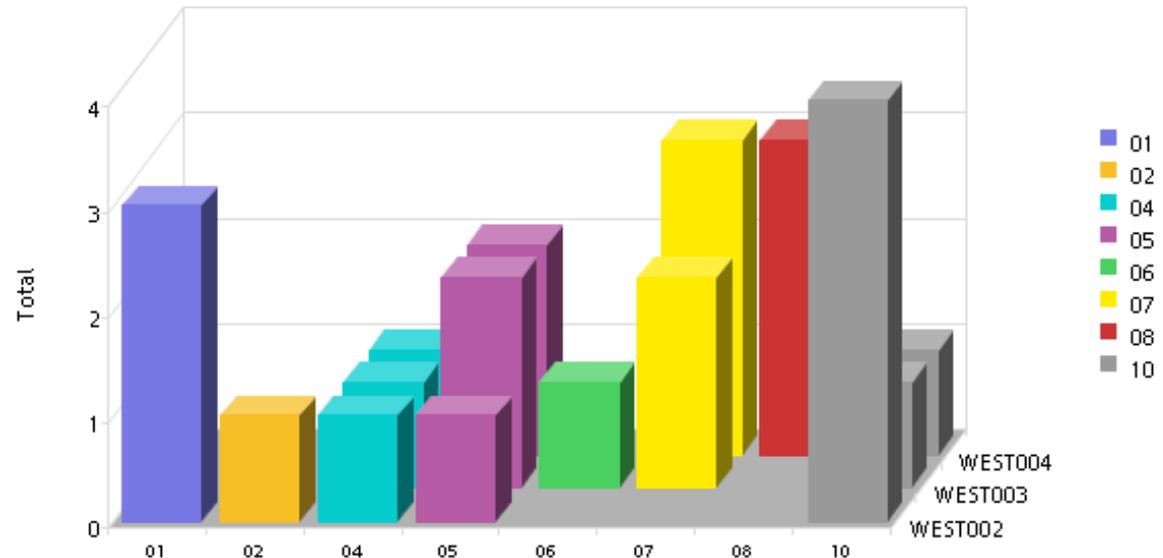
Charts

- Charts are fully interactive, three-dimensional views of data.
- The Chart section is built to support simultaneous graphic reporting and ad-hoc analysis.
- The look and architecture of a chart can be changed literally by clicking a button
- Add, move, cluster, repaint, focus on, and drill into chart objects to customized views of the data.
- Apply new colors and rearrange axes to view data from a completely different perspective.



Charts (cont.)

Charts are a graphical representation of data. Users create charts to convert raw data into eloquent, visual information which delivers immediate impact





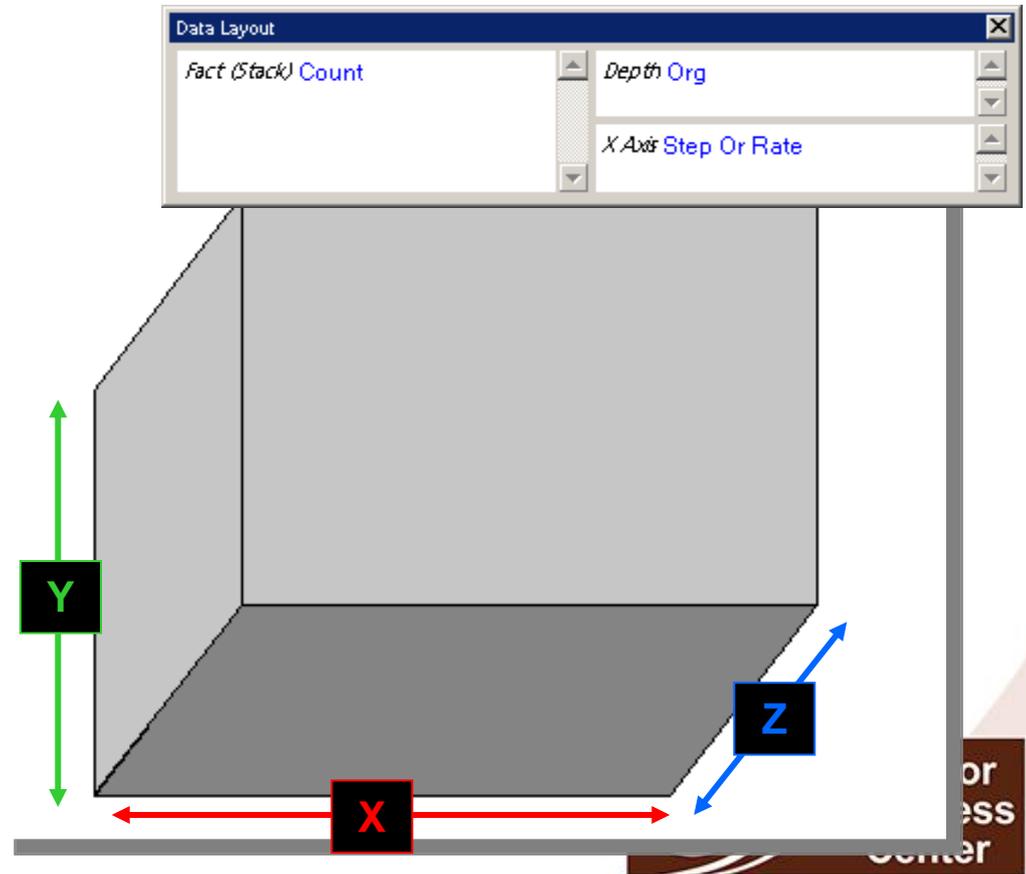
Charts (cont.)

All charts (except pie) plot data with reference to horizontal X-axis and a vertical Y-axis. Multidimensional charts use Z-axis to plot additional data.

Y- Fact (Stack): Exclusively for facts or quantifiable values.

Z- Depth: Facts or label data depending on the chart type.

X- X Axis: Label data (non-quantifiable data values) only.





Reports

Student Ad Hoc (DB150) - Windows Internet Explorer

File Edit View Insert Format Report Tools Help

Process

Report

Sort Expression Groups Table

Sections

- Report
- Query - Student
- Results
- Table
- Pivot
- Chart

Sort: To sort the report, drag columns from report groups or tables here

Data Function

Page 1

Page Header



Report Header

IN Report Group1 Header: (Results) Dept

WEST002 Report Group2 Header: (Results) Org

| Name | Pay Plan | Step Or Rate | Leave Annual | Curr Bal |
|----------------------|----------|--------------|--------------|----------|
| PLANTER, LIZABETH H | GS | 10 | | 236.50 |
| BARNETT, RANDALL Y | GS | 02 | | 102.50 |
| HAYWARD, VIVIAN M | GS | 04 | | 225.00 |
| FOGUS, SARAH K | GS | 10 | | 264.00 |
| BROTHERS, JEANETTA P | GS | 10 | | 115.75 |
| STAMPER, MARTHA L | GS | 01 | | 4.00 |
| MCFALL, JUANITA L | GS | 10 | | 21.75 |
| PARINISI, STEPHEN C | GS | 05 | | 223.00 |
| BRIDGEMAN, REBECCA K | GS | 01 | | 79.50 |
| GENTRY, JANICE I | GS | 01 | | 67.50 |

Report Group1 (Results): Dept

Report Group2 (Results): Org

Report Group3: Drag columns here to create a category

Table Dimensions: Name * Pay Plan * Step Or Rate

Table Facts: Leave Annual Curr Bal

1 Page(s) built Zoom: 89%

Elements

- Sub Bur
- Sub Bur Desc
- Org
- Org Desc
- Name
- Count
- Pay Plan
- Leave Annual Curr B
- Step Or Rate
- Table
- Pivot
- Chart
- Graphics
- Fields
- Resources





Reports

- The FPPS Datamart catalog has over 150+ Standard (or “canned”) Reports available
- Standard Reports can be modified for your requirements
- Standard Reports include a description and can be searched on



Reports

The report section allows you to easily develop a complete range of reports, from small ad-hoc reports to mission-critical operational reports.



Office of the Secretary of the Interior Interior Business Center



Salary Totals for Organizations WEST002 - WEST007

IN Department Total: 269

WEST002 Organization Total: 10

| Name | Pay Plan | Occupational Series | Grade Or Level | Step Or Rate | Salary |
|----------------------|----------|---------------------|----------------|--------------|---------------------|
| FOGUS, SARAH K | GS | 0301 | 11 | 10 | \$49,831.00 |
| PLANTER, LIZABETH H | GS | 0105 | 11 | 10 | \$48,761.00 |
| HAYWARD, VIVIAN M | GS | 0962 | 08 | 04 | \$32,151.00 |
| PARINISI, STEPHEN C | GS | 0105 | 11 | 05 | \$42,509.00 |
| BROTHERS, JEANETTA F | GS | 0105 | 11 | 10 | \$48,933.00 |
| BARNETT, RANDALL Y | GS | 0962 | 08 | 02 | \$29,001.00 |
| BRIDGEMAN, REBECCA | GS | 0105 | 11 | 01 | \$37,507.00 |
| GENTRY, JANICE J | GS | 0105 | 07 | 01 | \$25,341.00 |
| MCFALL, JUANITA L | GS | 0105 | 11 | 10 | \$49,910.00 |
| STAMPER, MARTHA L | GS | 0996 | 04 | 01 | \$18,286.00 |
| | | | | | \$382,230.00 |





Reports

Report Elements

- Reports consist of the following elements:
 - Page Header
 - Report Header
 - Report Footer
 - Tables
 - Report Group Header
 - Page Footer
- Reports can also include:
 - Pivots
 - Charts
 - Additional Tables
 - Graphics



Computed Items

- Computed items can be:
 - Used to create a completely new data item from an already existing data item
 - Added in Query, Results, Tables, Charts, and Pivots
- In the Query Section, a computed item uses the computing power of the OnDemand Server to perform calculations
- In other Sections, computations are performed on the desktop



Computed Items (cont.)

Logic: `if (condition) {statement}`

`if (Pay_Plan == "GS") {"General Schedule"}`

```
if (Pay_Plan == "GS") {"General Schedule"}  
else if (Pay_Plan == "GM") {"General Manager"}  
else if (Pay_Plan == "ES") {"Executive Service"}
```



Computed Items (cont.)

- When working with the Computed Items feature, remember:
 - Place “quotes” around text (e.g., “General Schedule”)
 - Don’t place “quotes” around Numbers
 - Insert parentheses around the condition *if* ()
 - Insert brackets around the statement { }



Decode Description

- Definition: *Pre-built computed items that replace codes with descriptive text*
- Example:

Work Schedule Code “F” will display “Full Time”

```
Decode (Work_Schedule, 'B', 'BAYLOR PLAN', 'F', 'FULL-TIME', 'G', 'FULL-TIME SEASONAL', 'I', 'INTERMITTENT', 'J', 'INTERMITTENT SEASONAL', 'P', 'PART-TIME', 'Q', 'PART-TIME SEASONAL', 'S', 'PART-TIME JOB SHARER', 'T', 'PART-TIME SEAS JOB SHAR', ")
```



Saving Your Queries

- Two Step Process:

1. *File*

Save Options

Save Query Results With Document

2. *File, Save As (or Save Icon)*

- Documents that are saved have a “.bqy” file extension



Importing Data Files

- The following file types can be imported into a Table Section:
 - Tab Delimited Text (*.txt)
 - Comma Delimited Text (*.csv)
 - Excel File(*.xls)
 - XML File (*.xml)



Exporting Data Files

- Reports created can be exported in common file formats, such as:
 - Microsoft Office 2000 HTML (*.html)
 - Microsoft Office Web Archive (*.mhtml)
 - Excel (*.xls)
 - Text (Tab Delimited) (*.txt)
 - Lotus 1-2-3 (*.wks)
 - JPEG (*.jpg)
 - PDF (*.pdf)



E-Mailing Sections

- Documents can be sent as an attachment
- Receiver needs to have some type of FPPS Datamart product to view the report
- Check with your Supervisor and know your agency policy first



Summary

During this course, you have successfully:

- ✓ Accessed, processed and modified Standard Reports
- ✓ Created and modified Tables, Pivots, Charts, and Reports
- ✓ Formatted and manipulated Tables, Pivots, Charts, and Reports
- ✓ Analyzed information in Pivots, Charts, and Reports