Access Reports for Tenderfeet (or is that tenderfoots?)

EndUser 2003
Session #27

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WHAT IS A QUERY?

A query has several aspects: fields, tables, joins, criteria, sorting and grouping.

You know about fields from using Voyager. Here we see last name, first name, middle name, etc. fields.

TABLES

A train schedule is a good example of a table.

**Fox Lake to Chicago – Monday through Friday cont'd**

STATIONS		2132	2134	2136	2138	2140	2142	2144	2146	2148	2150	2152	2154	2156	2158
		AM	AM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
FOX LAKE	LV:	10:44	—	12:44	—	2:44	—	4:14	—	—	—	—	7:22	—	10:12
Ingleside		f10:47	—	f12:47	—	f2:47	—	f4:17	—	—	—	—	f7:25	—	f10:15
Long Lake		f10:50	—	f12:50	—	f2:50	—	f4:20	—	—	—	—	f7:28	—	f10:18
Round Lake		10:53	—	12:53	—	2:53	—	4:23	—	—	—	—	7:31	—	10:21
Grayslake		10:59	11:55	12:59	1:55	2:59	3:55	4:29	—	—	—	—	7:36	8:10	10:26
Libertyville		11:07	12:05	1:07	2:05	3:07	4:05	4:37	—	—	—	—	7:43	8:19	10:33
Lake Forest		11:17	12:15	1:17	2:15	3:17	4:15	4:47	—	—	—	—	7:53	8:29	10:43
Deerfield		11:23	12:21	1:23	2:21	3:23	4:21	4:53	5:17	5:50	6:20	6:56	7:59	8:35	10:49
Lake Cook Rd.		11:26	12:24	1:26	2:24	3:26	4:24	4:56	5:20	5:53	6:23	6:59	8:02	8:38	10:52
Northbrook		11:29	12:27	1:29	2:27	3:29	4:27	5:00	5:23	5:56	6:26	7:02	8:05	8:41	10:55
Glen/N. Glenview		11:33	12:31	1:33	2:31	3:33	4:31	5:05	5:27	6:00	6:30	7:06	8:09	8:45	10:59
Glenview		11:36	12:34	1:36	2:34	3:36	4:34	5:08	5:30	6:03	6:33	7:09	8:12	8:48	11:02
Golf		11:39	12:37	1:39	2:37	3:39	4:37	5:11	5:33	6:06	6:36	7:12	8:15	8:51	11:05
Morton Grove		11:42	12:40	1:42	2:40	3:42	4:41	5:15	5:36	6:09	6:39	7:15	8:18	8:54	11:08
Edgebrook		11:47	12:45	1:47	2:45	3:47	4:46	5:20	5:41	6:14	6:44	7:20	8:23	8:59	11:13
Forest Glen		11:50	12:48	1:50	2:48	3:50	4:49	5:23	5:44	6:17	6:47	7:23	8:26	9:02	11:16
Mayfair		11:53	12:51	1:53	2:51	3:53	4:52	5:26	5:47	6:20	6:50	7:26	8:29	9:05	11:19
Grayland		11:55	12:53	1:55	2:53	3:55	4:55	5:28	5:49	6:22	6:52	7:28	8:31	9:07	11:21
Healy		11:58	12:56	1:58	2:56	3:58	4:58	5:32	5:52	6:25	6:55	7:31	8:34	9:10	11:24
Western Ave.		12:03	1:01	2:03	3:01	4:03	5:03	5:38	5:58	6:31	7:01	7:37	8:38	9:14	11:28
CHICAGO (Union Station)	AR:	12:15	1:13	2:15	3:13	4:15	5:16	5:52	6:11	6:44	7:14	7:50	8:51	9:27	11:41

Each row holds one record, and each column holds one field. Here, each record is for one station and each field is for one train.

MORE ON JOINS

Joins represent the process of matching up records in one table to records in another table. It wouldn't do to match up records in one table with the wrong ones from another table.
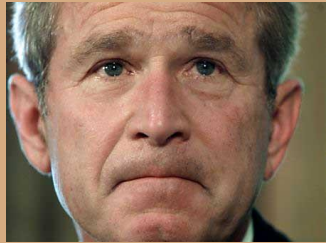
PATRON
George W. Bush
Tony Blair
Jacques Chirac
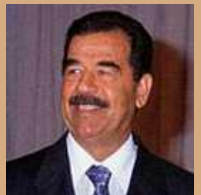**Saddam Hussein**
Kofi Annan

PATRON_ADDRESS
UN Headquarters, NY, NY
Presidential Palace, Baghdad
10 Downing Street, London
1600 Pennsylvania Ave, Wash.
Palais de l'Elysée, Paris

QUERY CRITERIA

You need to set criteria so you don't get more records than you want.

"just the expired ones"

"can I get all of the blue ones?"

"I only want last year's"

"non-serials only, please"

"I'd like the ones that haven't been circulated"

"the ones with a 510 field"

GROUPING

The concept of grouping is to end up with one record for each significant group.

Scout		5
Tenderfoot		13
Second Class		11
First Class		9
Star		10
Life		4
Eagle		2

Once you've got one record per group, the other fields can be counts, sums, averages, etc.

FULL QUERY

A query puts all of these elements together:
- Select fields
- From tables
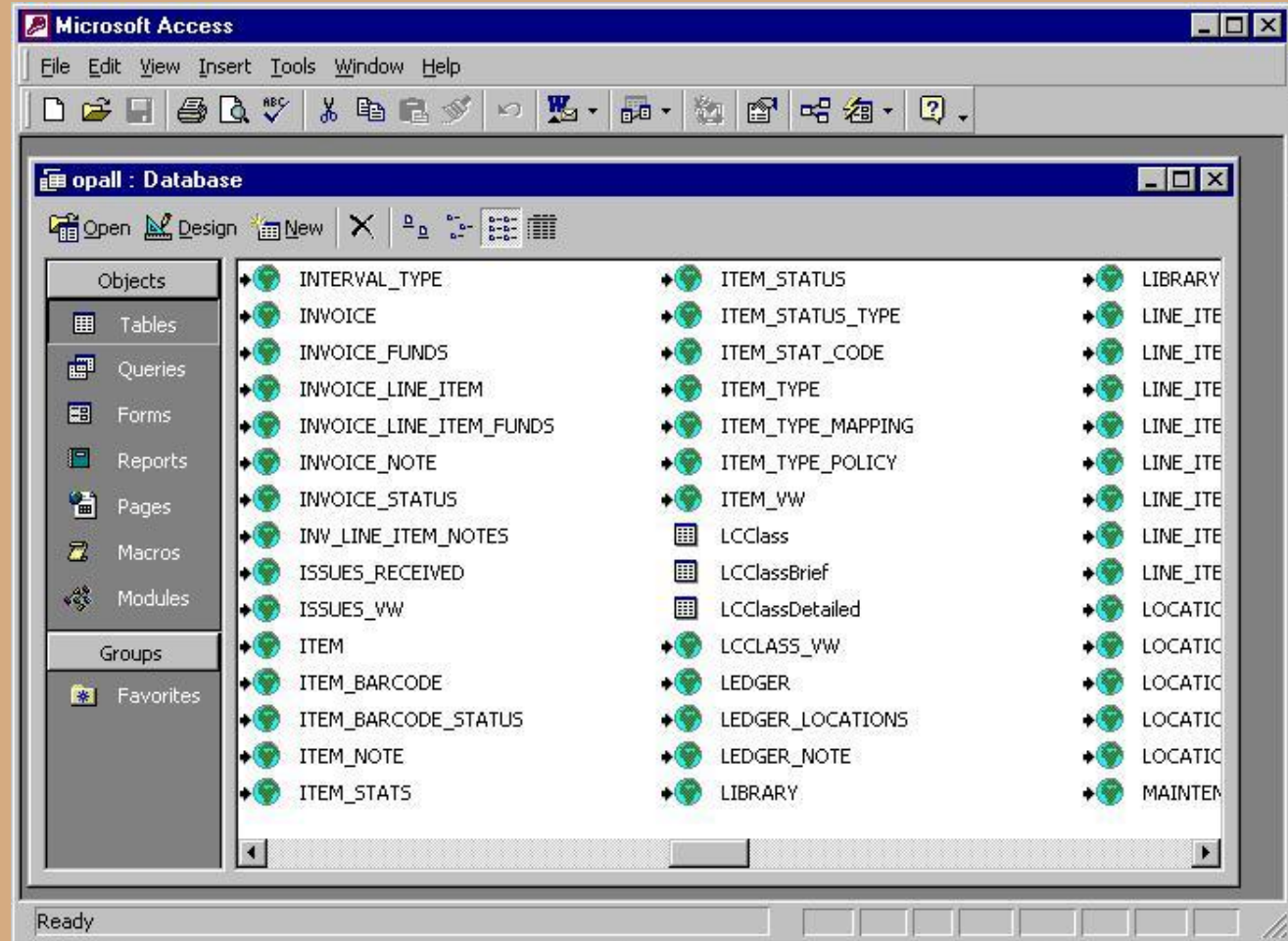- Joined a specific way
- Matching a set of criteria
- Grouped as desired
- Sorted as desired

Show the number of patrons of each patron group that have overdue books, sorted by patron group name

WHAT IS ACCESS?

Access is a relational database management program. It can contain tables, queries, reports and other database objects.

ACCESS AND VOYAGER

Access can be set up to pretend that the Voyager data is contained in it. Like a virtual library that gets all of its books via Interlibrary Loan, Access can get any Voyager data, but only gets it on request.

Voyager Library

Access Library

BEFORE ACCESS

Before you start using Access with Voyager, you must install the Oracle ODBC (Open DataBase Connectivity) drivers. Excellent instructions for doing this are in the Reporter manual, in the section on, "Setting Up the Prepackaged Access Reports".
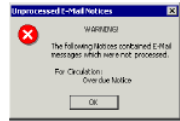
Figure 1-19. Unprocessed E-mail Notices message

Setting Up the Prepackaged Access Reports

Before using the Prepackaged Access Reports you must have the following items installed and configured on the users' computers

- Access Report database files
- Oracle (ODBC) driver version 8.0.5.7.0
- OraPatch (if older ODBC driver version)
- Links to the database

Installing the Access Report .mdb Files

The Access Report .mdb files are placed in the appropriate directory when you run `VoyagerPrograms.exe` and check the **Access Reports** check box. In the process of installing the modules, when running the `VoyagerPrograms.exe` installation be sure to check the **Access Reports** check box to install the .mdb files.

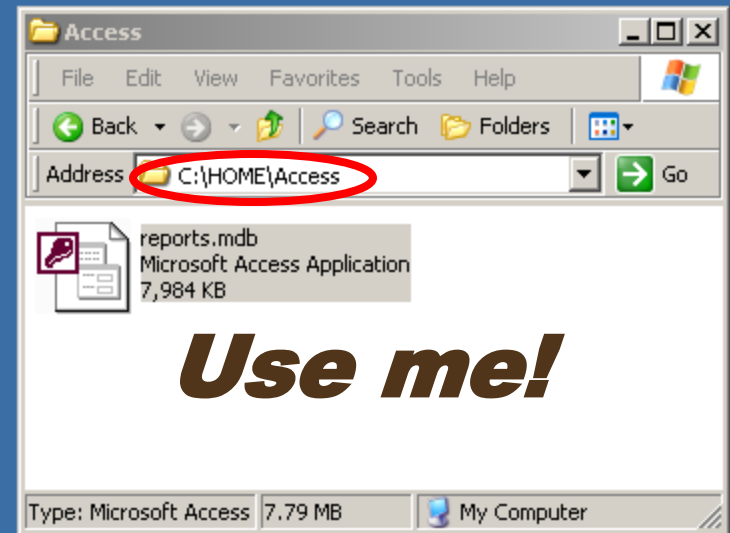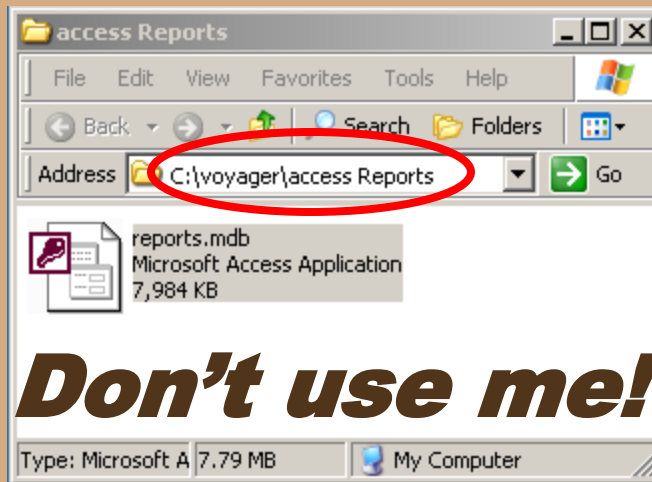Complete instructions on installing the clients can be found in the *Voyager Technical User's Guide*.

Endeavor Information Systems, Inc.
See notice on first page

1-16   Dec 2002   2001.2

PROTECTING YOUR WORK

It's heartbreaking to lose a lot of work, so don't take a chance that you might lose your

Access queries and reports. Copy the file,

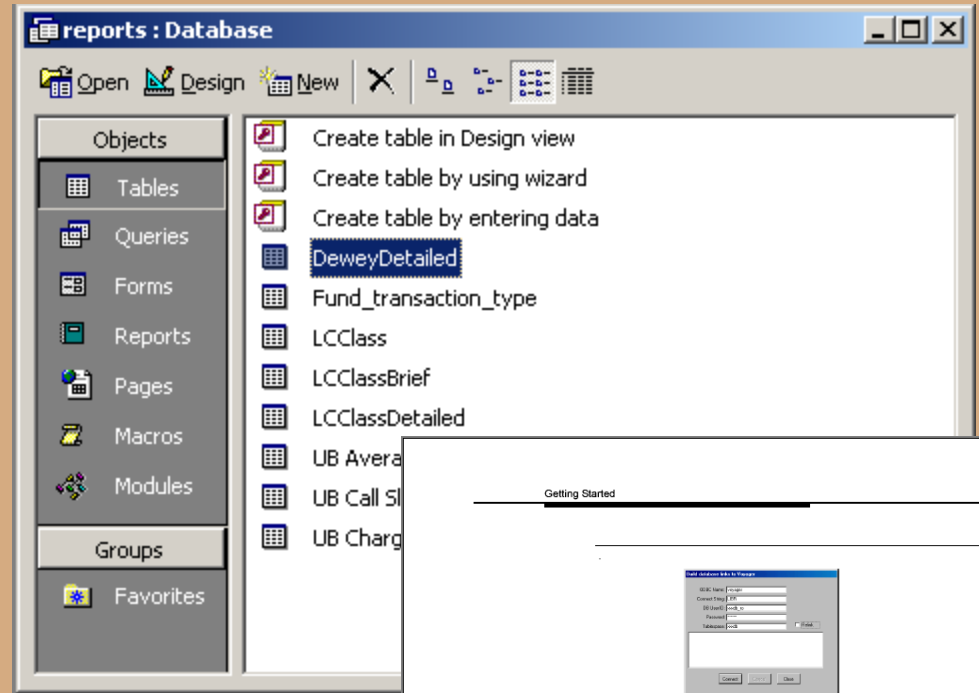"c:\Voyager\Access Reports\reports.mdb" database to a work space before using it.

OPENING YOUR DATABASE

Microsoft Access

File Edit View Insert Tools Window Help

Microsoft Access

Create a new database using

○ Blank Access database

○ Access database wizards, pages, and projects

● Open an existing file

| More Files... |
| C:\HOME\Access\reports |
| C:\Voyager\Reporter\crcrprts |
| \\louie\departments\iTD\...\voyager problems |
| Serials Forms db |

OK   Cancel

Ready

When you open Access, it will prompt you to open a database. Choose your copy of "reports.mdb" (which may not be on the list).
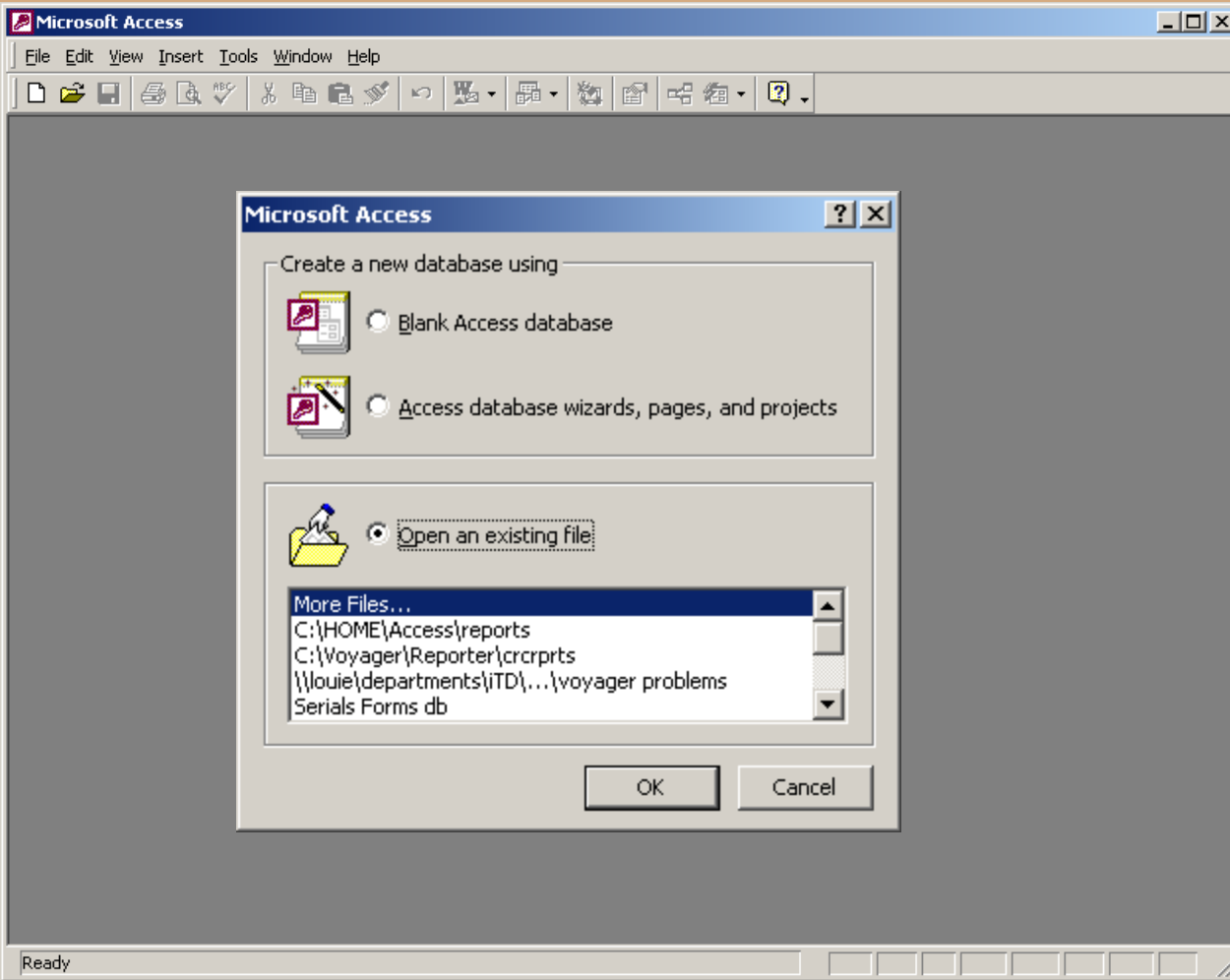
LINKING VOYAGER TABLES

When you first open the database, it won't have many tables in it. You need to link them, again following the instructions in the Reporter manual.

YOUR FIRST QUERIES

Your first 150 or so queries have already been written for you. Start with those, rather than creating your own queries.

reports : Database

Open | Design | New | ...

Objects
- Tables
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules

Groups
- Favorites

Create query in Design view
Create query by using wizard
Acq - Issues Received by Component and Date Range
Acq - New Items by Item Create Date (no serials)
AuthBlob
Bib Records Created by Operator
BibBlob
Bibs by Pub Decade and Country
Call Slip - Unfilled Requests
Call Slip Processing by Date Range
Circulation Transactions (Charges)
Circulation Transactions by Dewey Decimal Classification
Circulation Transactions by Item Statistical Categories
Circulation Transactions by Library of Congress Classification
Circulation Transactions by National Library of Medicine
Circulation Transactions by Patron Group and Item Type
Circulation Transactions by Patron Statistical Categories
Circulation Transactions by SuDoc Classification
Circulation Transactions Titles by Date Range, Minimum Charges
Circulation Transactions Titles by Minimum Charges
Decode Searchparm
Dewey10
Dewey100
Donor List
Duplicate Item Barcodes
Duplicate Patron Barcode (active)
Duplicate Patron Barcode (all statuses)
Expired Patron Records
Fine and Fee Transactions
Fines and Fees
Fund Transactions - All
Fund Transactions - without Commitments
Funds by Ledger Name
invoice_receiving_report
Item Count - Dewey Decimal Classification
Item Count - Library of Congress Classification
Item Count - National Library of Medicine Classification
Item Count - SuDoc Classification
Item Count by Location and Type
Item Count by Location, Type and Create Date

Item Location
Item Most Recent Charge Date
Item Note Search
Item Stati, Lost, missing etc
Item Status - At Bindery
Item Status - Cataloging Review
Item Status - Circulation Review
Item Status - Claims Returned
Item Status - Damaged
Item Status - In Process
Item Status - In Transit
Item Status - Lost Library Applied
Item Status - Lost System Applied
Item Status - Missing
Item Status - Withdrawn
Items Browsed
Last Charged (All Time)
Last Charged (Range)
LCClassFull
map_i_currency_conversion
map_i_line_item_fund
map_i_line_item_PO_Bib
map_price_adjustments
map_vendor_address
MFHD Count - Dewey Decimal Classification
MFHD Count - Library of Congress Classification
MFHD Count - National Library of Medicine Classification
MFHD Count - SuDoc Classification
MFHDBlob
New Bib Count
OPAC - Local Z3950 Mappings to Voyager Indexes
OPAC and Staff Composite Left-Anchored Indexes
OPAC and Staff Keyword Indexes
OPAC and Staff Left-Anchored Indexes
OPAC Search Log: Total Searches by Day
OPAC Suppressed Records
Patron Fines and Fees
Patron Fines and Fees - UB Stub Patrons
PatronName
Patrons Created By Operator

Patrons with Overdue Items
Patrons with Paid Lost Items to Discharge
Patrons with Unpaid Lost Items
Proxy Patron - Active
Proxy Patron - Expired
Publications Patterns with Components
Requestor List
Routing List Locations
Routing List Locations (sub)
Routing List Members (sub)
Routing List Patrons
Routing List Patrons (sub)
Routing Lists
searchfields2
Security: All Profiles
Security: All Profiles and Operators
Short Loans
Subscription Payment History
subtotals
System Access Tables NOT Linked
System Linked Tables
System Query List
System Report List
Title List - Bib Level = s
Title List - Medium Computer File
Title List - Medium Globe
Title List - Medium Map
Title List - Medium Microform
Title List - Medium Motion Picture
Title List - Medium Non-Projected Medium
Title List - Medium Projected Medium
Title List - Medium Remote Sensing Image
Title List - Medium Sound Recording
Title List - Medium Text
Title List - Medium Unspecified
Title List - Medium Videorecording
Title List - Type Computer File
Title List - Type Kit
Title List - Type Language Material
Title List - Type Manuscript Language Material

Title List -
Title List -
Title List -
Title List -
Title List -
Title List -
Title List -
Title List -
Title List -
Title List -
UB Averag
UB Call Slip
UB Call Slip
UB Charge
UB Historic
UB Historic
UB Historic
UB Historic
UB Holding
UB Holding
UB Home F
UB Home F
UB Home F
UB Home F
UB Home F
UB Home F
UB Home F
UB Inboun
UB Outbou
UB Stub Pa
UB Stub Pa
UB Stub Pa
URL Host L
Vendor Co
Vendor Pe
Vendor Ty
VoyagerDa

AND REPORTS, TOO...

Most queries have a corresponding report. Instead of running the query, run the report.

Query

Report

ONE STEP BACK

To "run" a report, double-click it or select it and click "Preview".
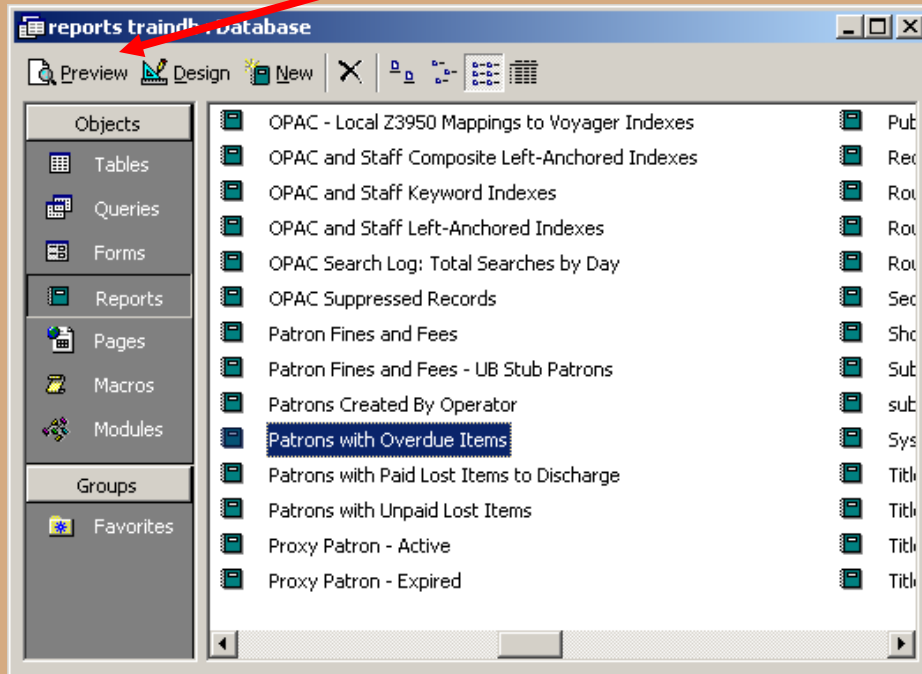
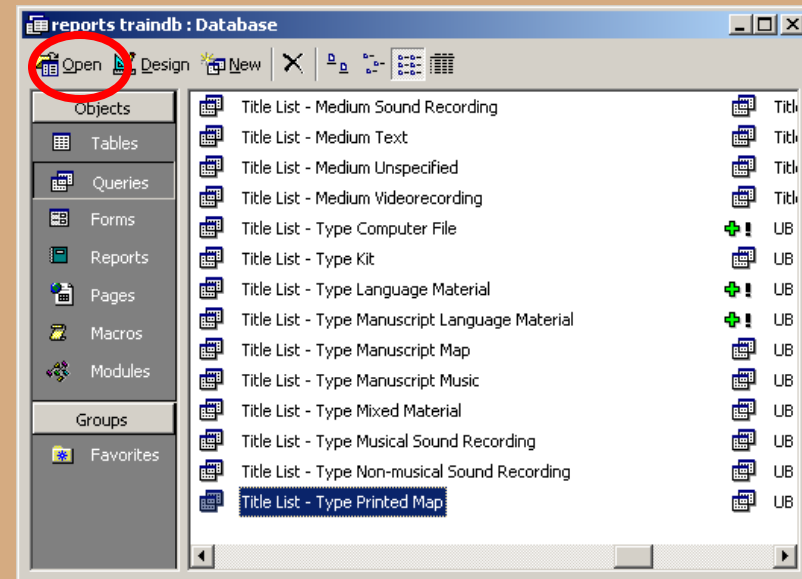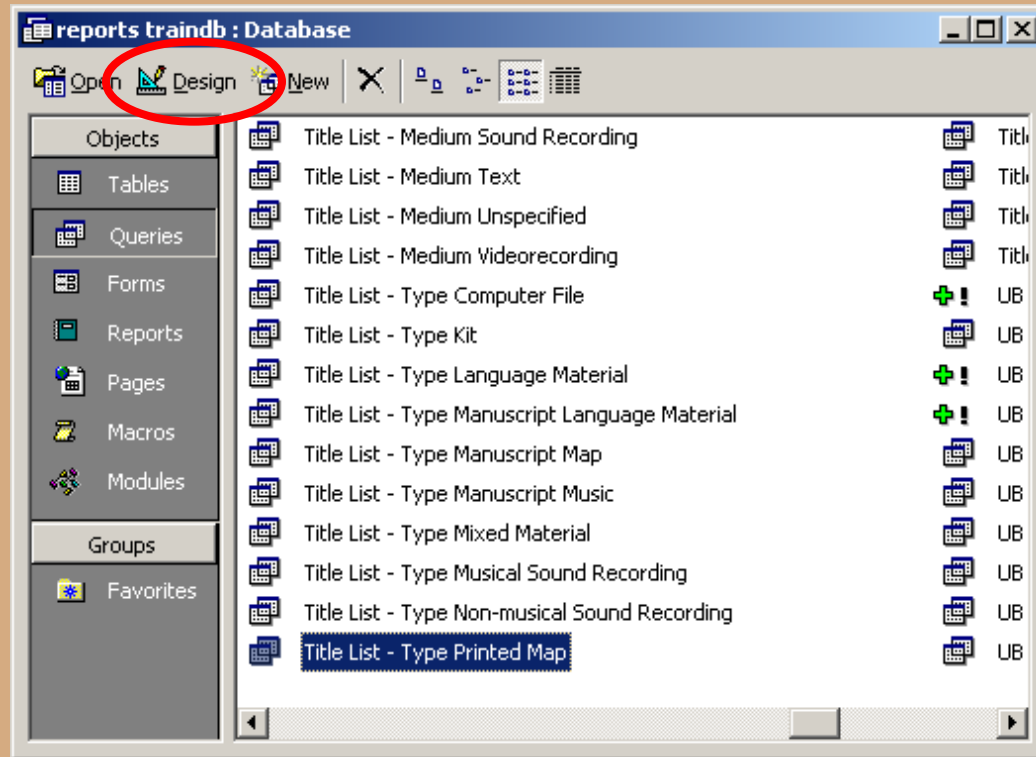To run a query, double-click or select and click "Open".

WHAT ARE YOU SEEING?

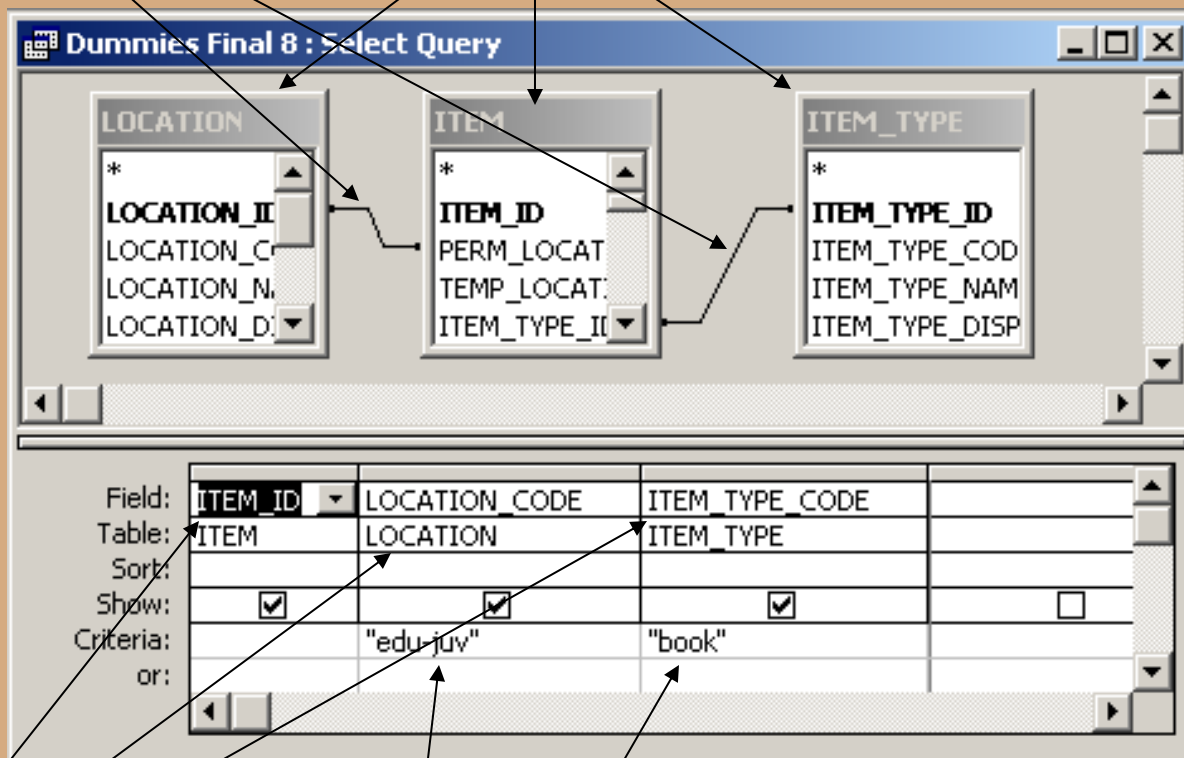The big problem with the prepackaged reports is that you don't know what you're seeing when you run them. To find out, you need to look at the query and analyze it. For that, select the query and click "Design".

QUERY DESIGN VIEW

Joins

Tables

Don't make queries harder than they need to be. Use a common-sense approach to reading and interpreting them.

Dummies Final 8 : Select Query

LOCATION	ITEM	ITEM_TYPE
*	*	*
LOCATION_ID	**ITEM_ID**	**ITEM_TYPE_ID**
LOCATION_C	PERM_LOCAT	ITEM_TYPE_COD
LOCATION_N	TEMP_LOCAT	ITEM_TYPE_NAM
LOCATION_DI	ITEM_TYPE_ID	ITEM_TYPE_DISP

Field:	ITEM_ID	LOCATION_CODE	ITEM_TYPE_CODE	
Table:	ITEM	LOCATION	ITEM_TYPE	
Sort:				
Show:	☑	☑	☑	☐
Criteria:		"edu-juv"	"book"	
or:				

Fields

Criteria

MORE QUERY DESIGN VIEW

You can read this as:
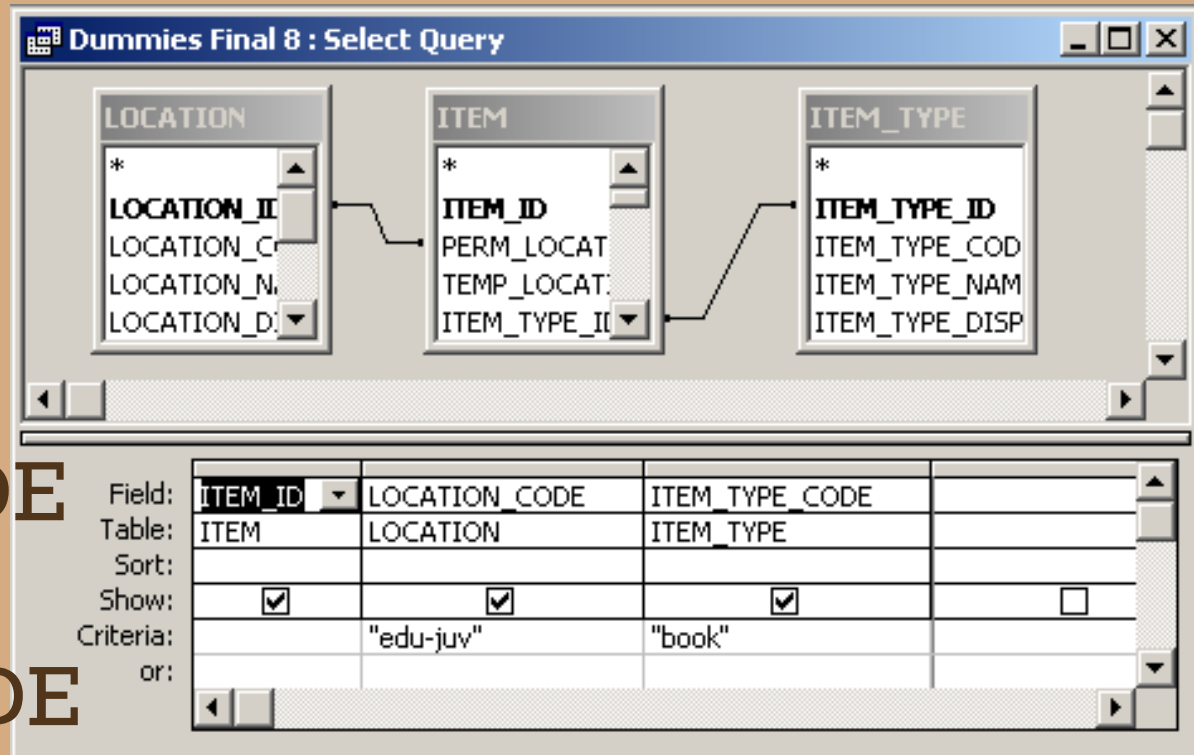
Select the ITEM_ID, LOCATION_CODE and ITEM_TYPE_CODE fields from the

LOCATION, ITEM and ITEM_TYPE tables where the LOCATION_CODE is "edu-juv" and the ITEM_TYPE_CODE is "book", or:

Get all of the books in the edu-juv collection.

SQL

Items Browsed:

```
SELECT
            BIB_TEXT.TITLE,
            [Item Location].Location,
            MFHD_MASTER.DISPLAY_CALL_NO,
            MFHD_MASTER.NORMALIZED_CALL_NO,
            MFHD_ITEM.ITEM_ENUM,
            MFHD_ITEM.CHRON,
            [Item Location].HISTORICAL_BROWSES
FROM            (((BIB_TEXT
INNER JOIN    BIB_MFHD            ON BIB_TEXT.BIB_ID = BIB_MFHD.BIB_ID)
INNER JOIN    MFHD_ITEM            ON BIB_MFHD.MFHD_ID = MFHD_ITEM.MFHD_ID)
INNER JOIN    [Item Location]    ON MFHD_ITEM.ITEM_ID = [Item Location].ITEM_ID)
INNER JOIN    MFHD_MASTER    ON BIB_MFHD.MFHD_ID = MFHD_MASTER.MFHD_ID
WHERE            (((([Item Location].HISTORICAL_BROWSES) >=[Minimum Browse]));
```
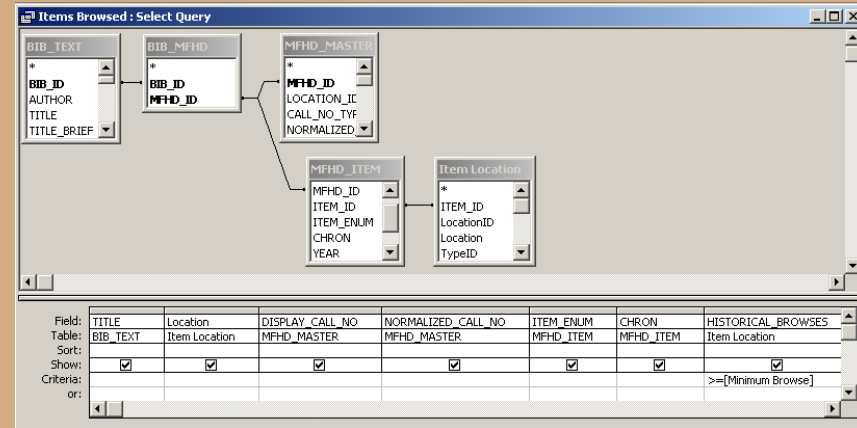

Behind every Design View query, there is a SQL version of the query. SQL is a text-based query language
shared by many applications.

USING SQL

Voyager-L and SupportWeb have lots of SQL queries. Create a blank query, paste in the SQL text, then go back to Design View.

reports traindb : Database

Open · Design · New · X · ▫▫ · ▫▫ · ▤▤

Objects
Tables
Queries
Forms

Charged (Range)
LClassFull
map_i_currency_conversi
map_i_line_item_fund
map_i_line_item_PO_Bib
map_price_adjustments
map_vendor_address
MFHD Count - Dewey Decimal Classification

OP.
OP.
OP.
OP.
OP.
OP.
Pat
Pat

1. Create a new query

New Query

Design View
Simple Query Wizard
Crosstab Query Wizard
Find Duplicate
Find Unmatch

Create a new query without

OK

2. Choose Design View

Microsoft Access

File · Edit · View · Insert · Query · Tools · Window · Help

SQL · 🖫 · 🖨 · ABC · ✂ · Σ · All

Query1 : Select Query

4. Go to SQL View

Show Table

Tables | Queries | Both

ACCESS_GROUP
ACCESS_GROUP_DATABASES
ACCE
ACCE
ACCE
ACCE
ACCO
ACCO
ACQ
ACQ
ACQ
ACQ
ACQ_SECURITY_LOCS

Add
Close

3. Close the Show Table box with no tables

Query1 : Select Query

SELECT;

**5.** Paste query text

6. Return to Design View and save

REPORTS

Reports are designed to "pretty up" the data you extract with queries. Use the Report Wizard to get you started.

REPORTS

Patrons Created By Operator : Report
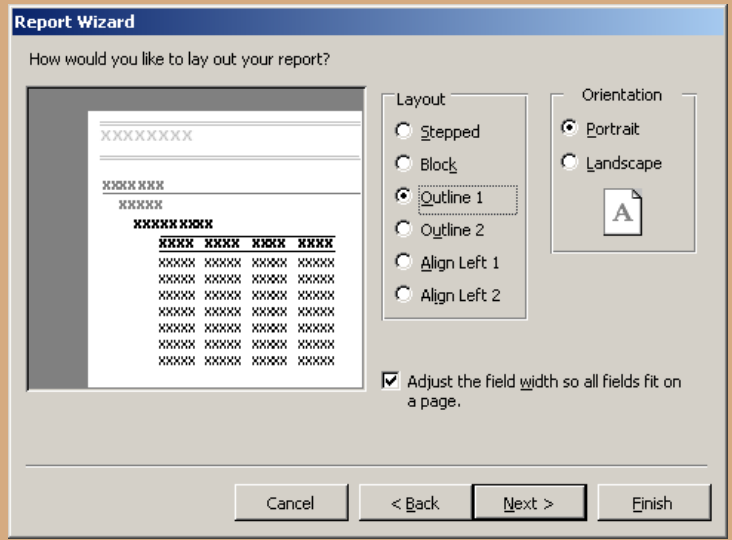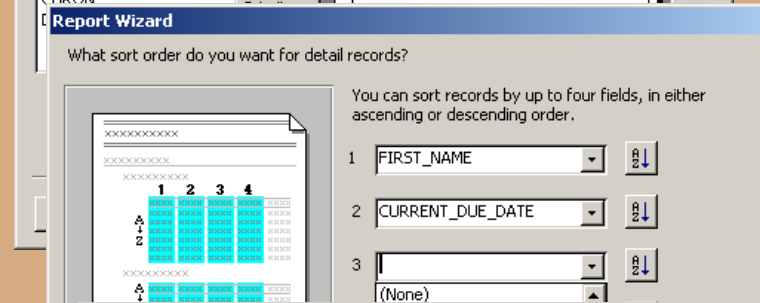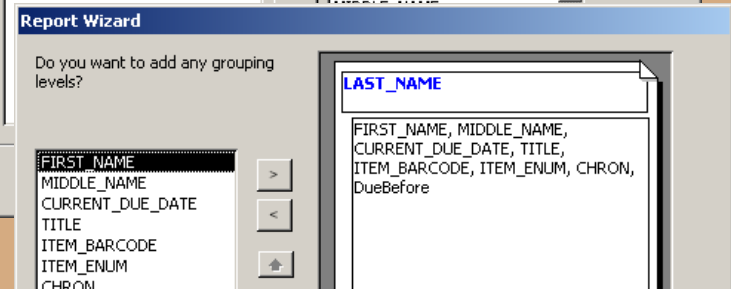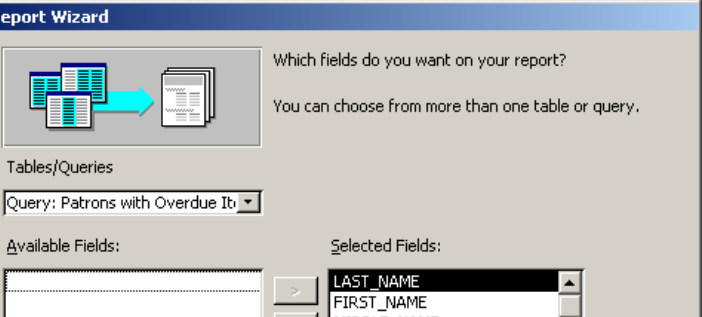
Patrons Records Created By Operator

Name	Patrons
Administrator, System	1
Alexander, Claire	6
Allen, Lucy	5
Cain, Stephanie	8
Circulation, AvTech3	7
Circulation, BCC3	30
Circulation, CFS2	18
Circulation, Chemistry2	10
Circulation, CircServices3	817
Circulation, EAS2	3
Circulation, EAS3	5
Circulation, Engineering2	20
Circulation, Engineering3	180
Circulation, HSSE3	411
Circulation, Life2	48
Circulation, Management2	3
Circulation, Management3	1
Circulation, Math3	32
Circulation, Pharmacy3	15
Circulation, Physics2	2
Circulation, Physics3	4
Circulation, Psychology2	14
Circulation, Psychology3	2
Circulation, Storage2	2
Circulation, Storage3	5
Circulation, Undergrad2	323
Circulation, VetMed1	1
Circulation, VetMed2	23
Circulation, VetMed3	1
Conarroe, Lillian	10
Croker, Melinda	33

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Page 1 of 2
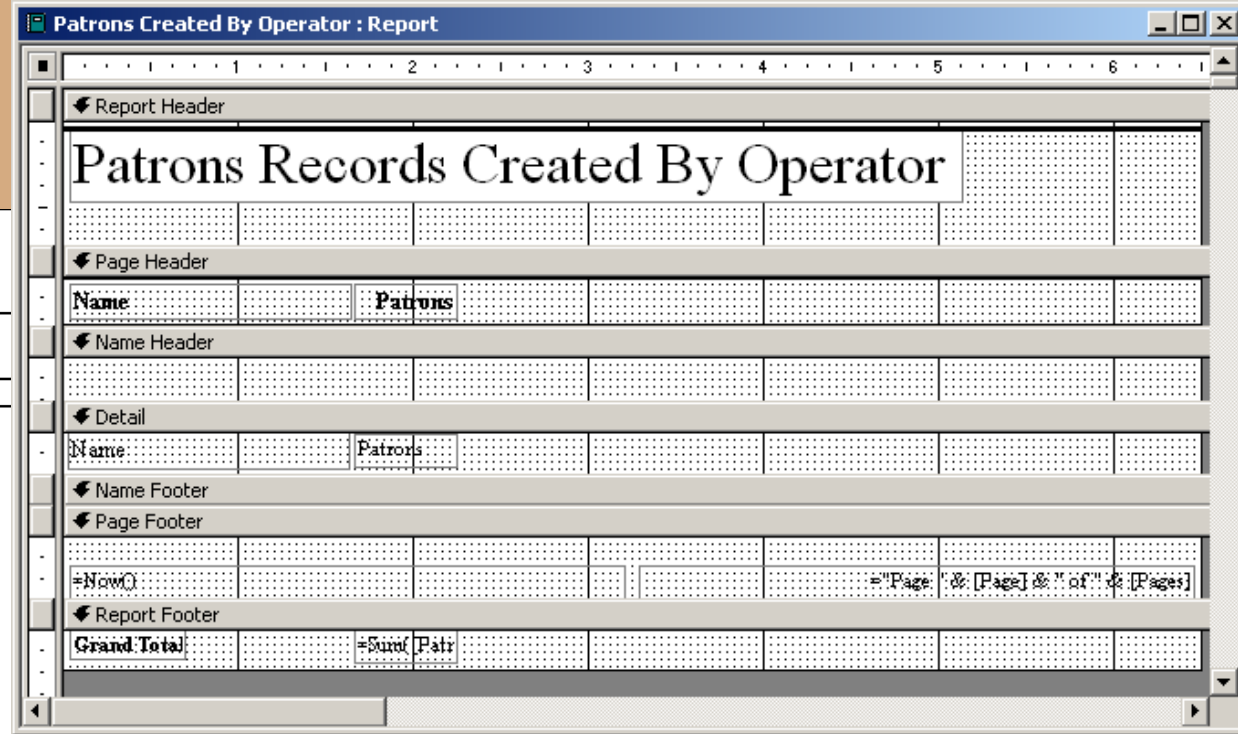
You can alter the Design View of a report to make it look however you want it to look.

SUMMING UP

Scout

First Class

Tenderfoot

Star

Second Class

Life

Eagle

Although you may be a *Tenderfoot* now, if you make the effort to *Be Prepared*, you can create *First Class* queries and reports. Your spirits will soar on *Eagle*'s wings, and you will be a *Star* for *Life*. *Scout*'s honor!