


VITAL INFORMATION PLATFORM (VIP) TIP SHEET AD HOC REPORTING


CREATE AN AD HOC REPORT (The values indicated as e.g. will create a basic query.)

1. Access the NJ VIP Front Page/Login window (VIP url) from an approved browser.
2. See **USER LOGIN** Tip Sheet.
3. Click the '**BIRTH**' tab.
4. Click the <**Tools**> <**Utilities**> <**Birth Adhoc Reporting**> menu item. The Web Query Builder window displays.


 NOTE: The Web Query Builder window consists of three (3) panes which are:

- a) **DataBase** (Available Fields) = Fields that can be used in Ad Hoc Report
 - b) **Display Fields** = Fields that will appear on the Ad Hoc Report
 - c) **Filter Fields** = Where fields are managed to ensure only desired records are on the Ad Hoc Report
5. Click the "+" to the left of the '**Birth**' folder in the DataBase pane to display all data fields available for reporting. The folders displayed correlate with the VIP Birth Registration tabs.
 6. Click the "+" to the left of the **folder** you wish to select fields for filtering.
(e.g. Labor and Delivery-1)
 7. Drag the appropriate **fields** from the DataBase pane to the 'Filter Fields' pane (e.g. Child's Date of Birth).

 NOTE: To enter a range of dates drag the same field twice to the Filter Fields pane (e.g. Child's Date of Birth). The 'Begin' and 'End' checkboxes will allow you to properly set the date ranges.

 NOTE: To exclude Abandoned records, include the following in the 'Filter Fields' pane: bAbandon = No.

8. Select any applicable '**Operation**' (e.g. >=), '**Value**' (e.g. 01/01/2015), and/or '**Operator**' to support your 'Filter Fields'.
9. Drag the appropriate **fields** from the DataBase pane to the 'Display Fields' pane. (e.g. Child's Sex & Child's Date of Birth)
10. Click the '**Sort**' field to set a Sorting order for display if applicable. (e.g. ASC on Child's Date of Birth)
11. Click the '**Format**' field to set a Format type for display if applicable. (e.g. MM/DD/YYYY on Child's Date of Birth)
12. Click the '**Save**' icon from the toolbar.
13. Select a '**Category**':
 - a) **Management** = Available to users with the Ad Hoc – Management Level utility in their profile
 - b) **User Level** = Available to all users with Ad Hoc – User Level utility in their profile
 - c) **Private** = Available only to the creator of the query
14. Enter a **query name** in the 'Query Name:' field.

 NOTE: Remember to utilize a unique naming convention, as VIP will only allow a single instance of an Ad Hoc Reporting query name to exist in New Jersey

15. Click the [**Save**] button. An "ADHOC – Query saves successfully." message displays.
16. Click the [**OK**] button.

This completes CREATE AN AD HOC REPORT process.

VITAL INFORMATION PLATFORM (VIP) TIP SHEET AD HOC REPORTING, continued

OPEN AND RUN A SAVED AD HOC REPORT

1. Click the **'Open'** icon from the toolbar. The 'Query List' window displays.
2. Select a **Category** to load those queries. The queries will display in the 'Select Query' box. See Pg. 1 item 13 for a description of Categories.
3. Highlight the appropriate **Ad Hoc query**.
4. Click the **[Load]** button.
5. Click the **[Run Adhoc Report]** button or select the **<Ad Hoc> <Run Ad Hoc Report>** menu item. An 'ADHOC Result' window displays the query results.

This completes the OPEN AND RUN A SAVED AD HOC REPORT process.


EXPORT A SAVED AD HOC REPORT TO EXCEL

1. **Follow the steps to OPEN AND RUN A SAVED AD HOC REPORT.**
2. Click the **[Export To Excel]** button From the 'ADHOC Result' window. An "ADHOC – The report is ready to export." message displays.
3. Click the **[OK]** button. A "Do you want to open or save ReportExcel.xls from njvip.....?" message displays.
4. Make the appropriate **Open** or **Save** selection.

This completes the EXPORT A SAVED AD HOC REPORT TO EXCEL process.

EDIT AN EXISTING AD HOC REPORT

1. **Open the query you created in CREATE AN AD HOC REPORT using the steps from OPEN AND RUN A SAVED AD HOC REPORT.**
2. Make the following changes to the query OR refer to steps 5-11 from **CREATE AN AD HOC REPORT** for instructions on configuring **Filter Fields** and **Display Fields**.
 - a. Double click **'Aggregate Functions'** for Child's Date of Birth
 - b. Select **'COUNT'** from the 'Aggregate Functions'
3. Click the **'Save'** icon from the toolbar.
4. Select a **'Category'** (Management, User Level, Private).
5. Enter a **query name** in the 'Query Name:' field.

 **NOTE:** Remember to utilize a unique naming convention. If you want to save this query with the existing name, you must enter that same exact query name. If you want to save it with a new name, you must enter a new query name.

This completes the EDIT AN EXISTING AD HOC REPORT process.

VITAL INFORMATION PLATFORM (VIP) TIP SHEET

AD HOC REPORTING, continued

DELETE AN AD HOC REPORT

1. Click the **'Open'** icon from the toolbar. The 'Query List' window displays.
2. Select a **'Category'** to load those queries. The queries will display in the 'Select Query' box.
3. Highlight the appropriate **Ad Hoc query**.
4. Click the **[Delete]** button. An "ADHOC – Query deleted successfully." message displays.
5. Click the **[OK]** button.

This completes the DELETE AN AD HOC REPORT process.