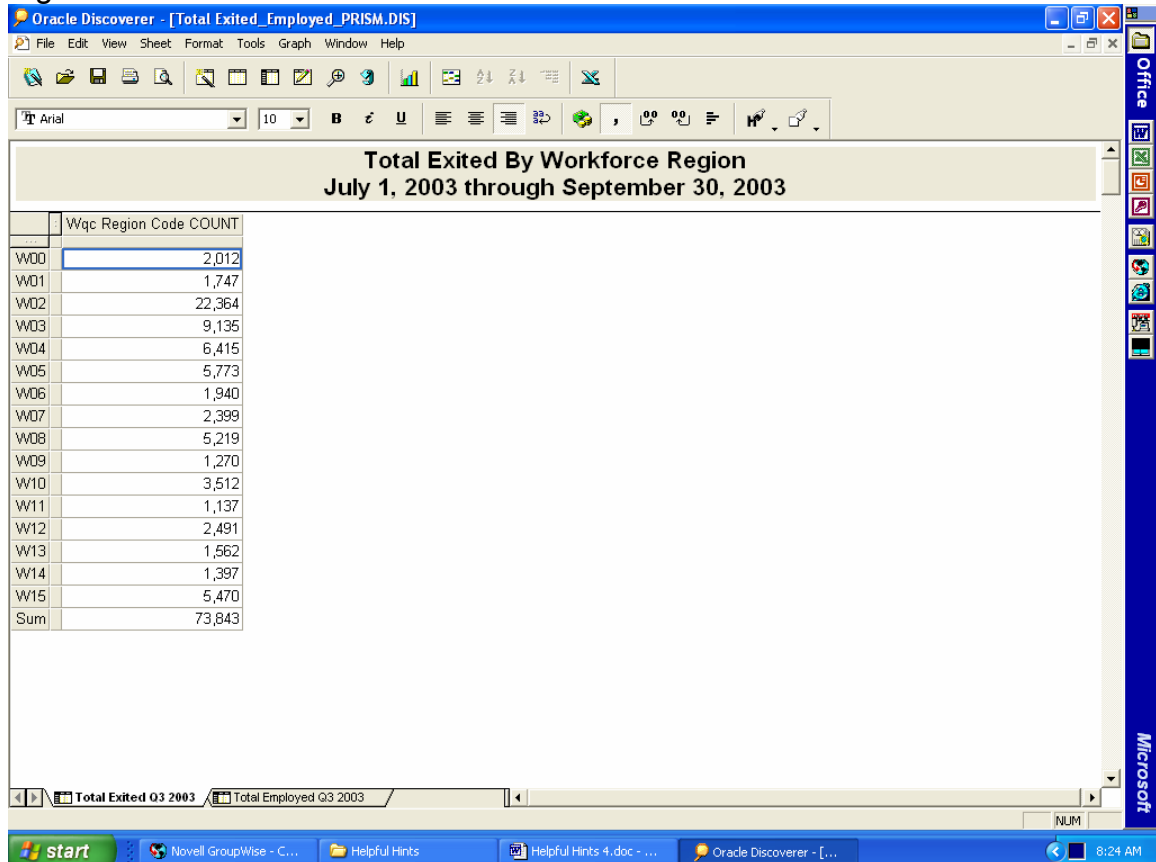


Helpful Hints #4 uses Oracle Discoverer to produce a query displaying Total Exited (Figure 1) for the time period of Q3 2003 (July 1, 2003 through September 30, 2003). For information about Oracle Discoverer, refer to the Desk Manual, pages 42 – 49. Helpful Hints #4 will take you step-by-step through the process of preparing and saving a query using Discover.

Figure 1



Step 1 – Open a Discover Oracle session. You will find the shortcut icon to run the Oracle Discoverer End User Application in the Prism DB Queries folder placed on your desktop during installation.

A window appears requesting your Username, Password and Connect (or Database) information. (See Figure 51) Type the logon information provided to you by the PRISM System Administration staff and click the **Connect** button.

The Workbook Wizard window appears. (Figure 2)

- Click on “Create a new workbook”.
- Click on “Crosstab”. A window should appear displaying all the tables in PRISM. (Figure 3)

Figure 2

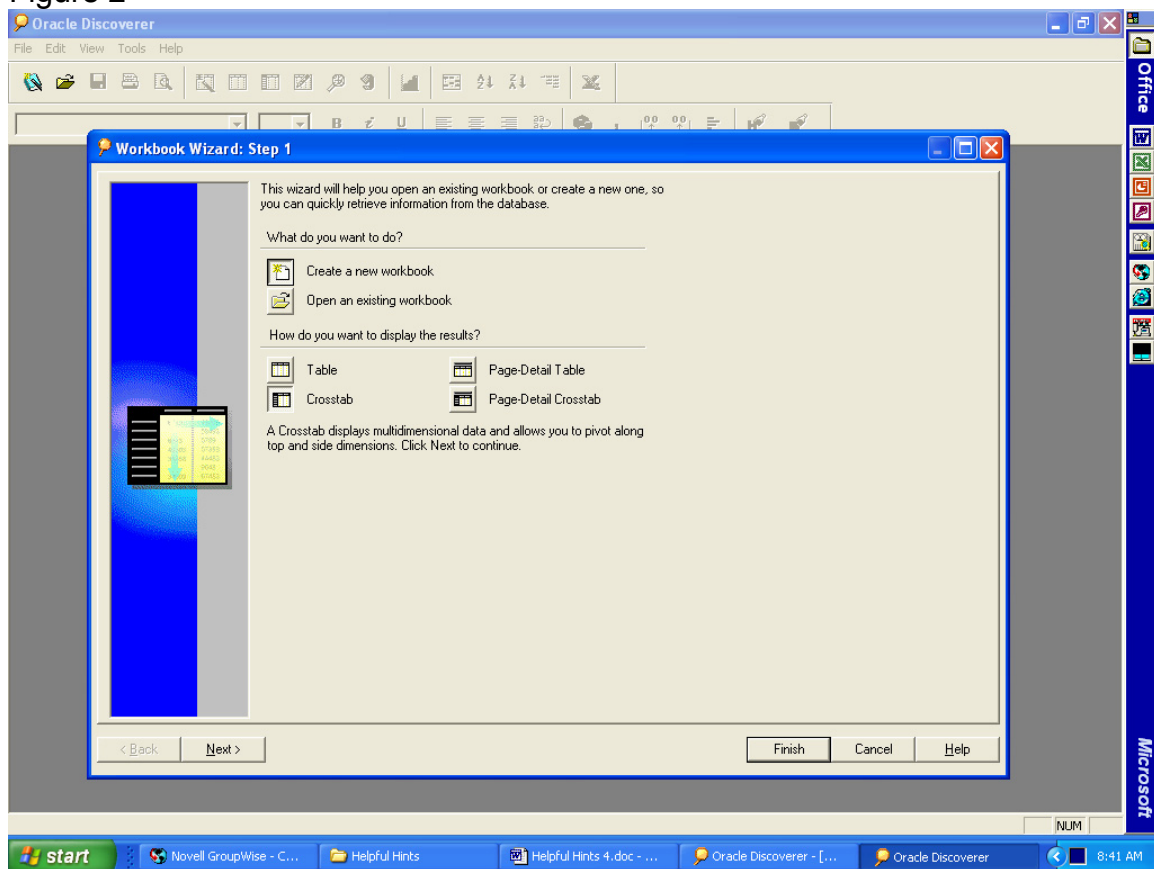
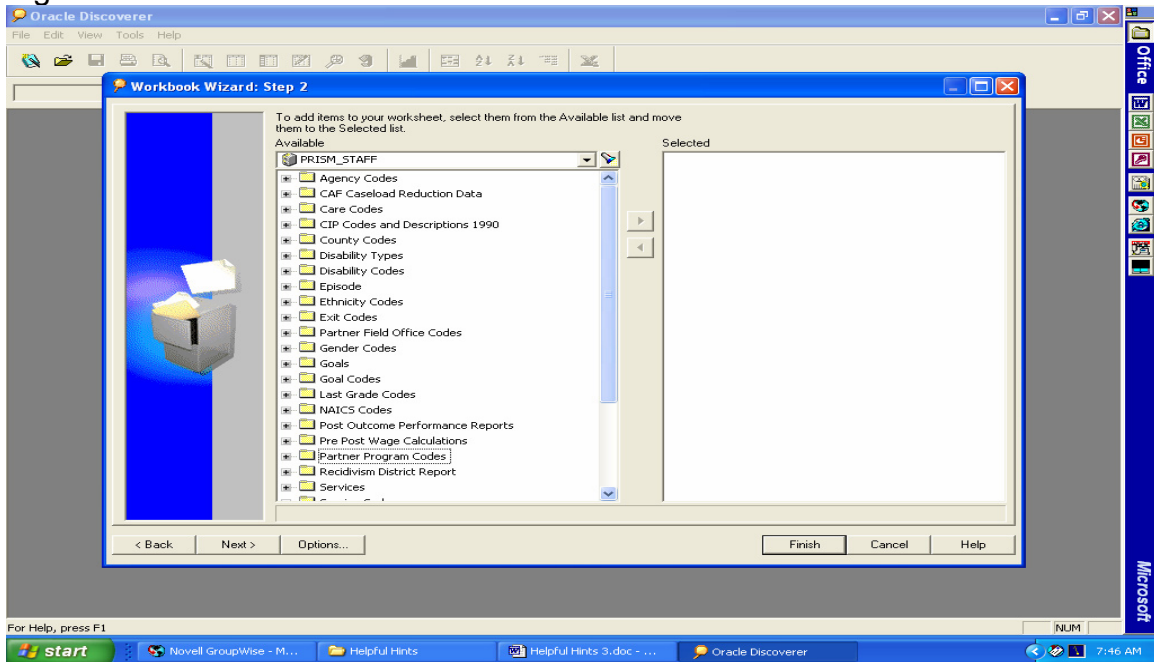
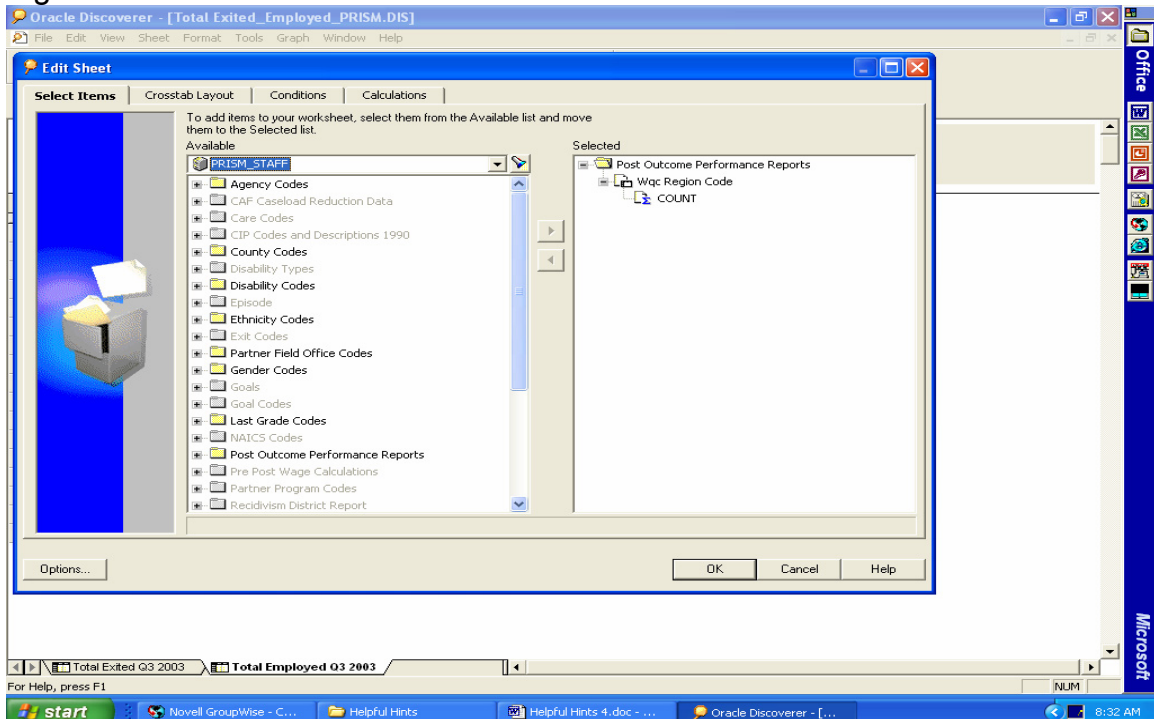


Figure 3



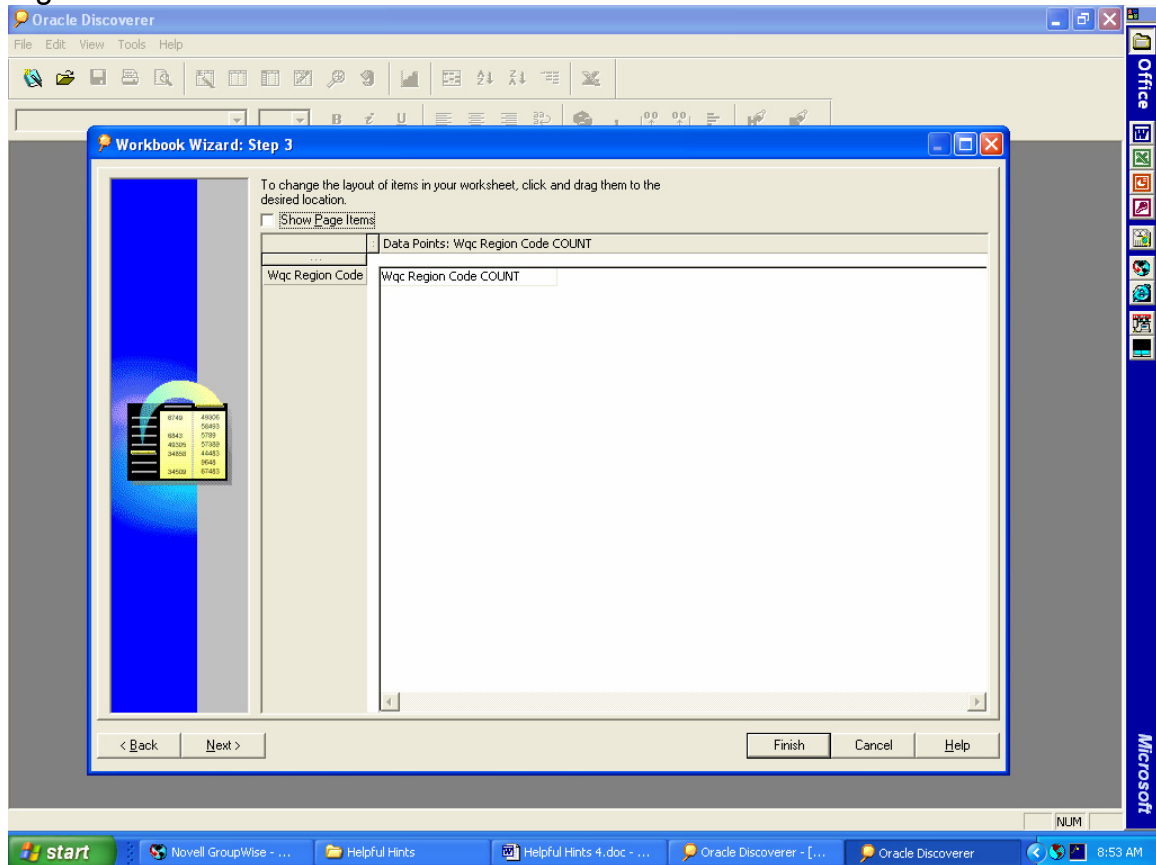
Click on the “+” sign next to the table “Post Outcome Performance Reports”. All the fields within the table are displayed. Next click on the “+” sign next to the WQC Region Code. Under WQC Region Code you should see “count”, “max”, “min”. Select “count” and click on the arrow button between the two windows. Your screen should look like Figure 4.

Figure 4



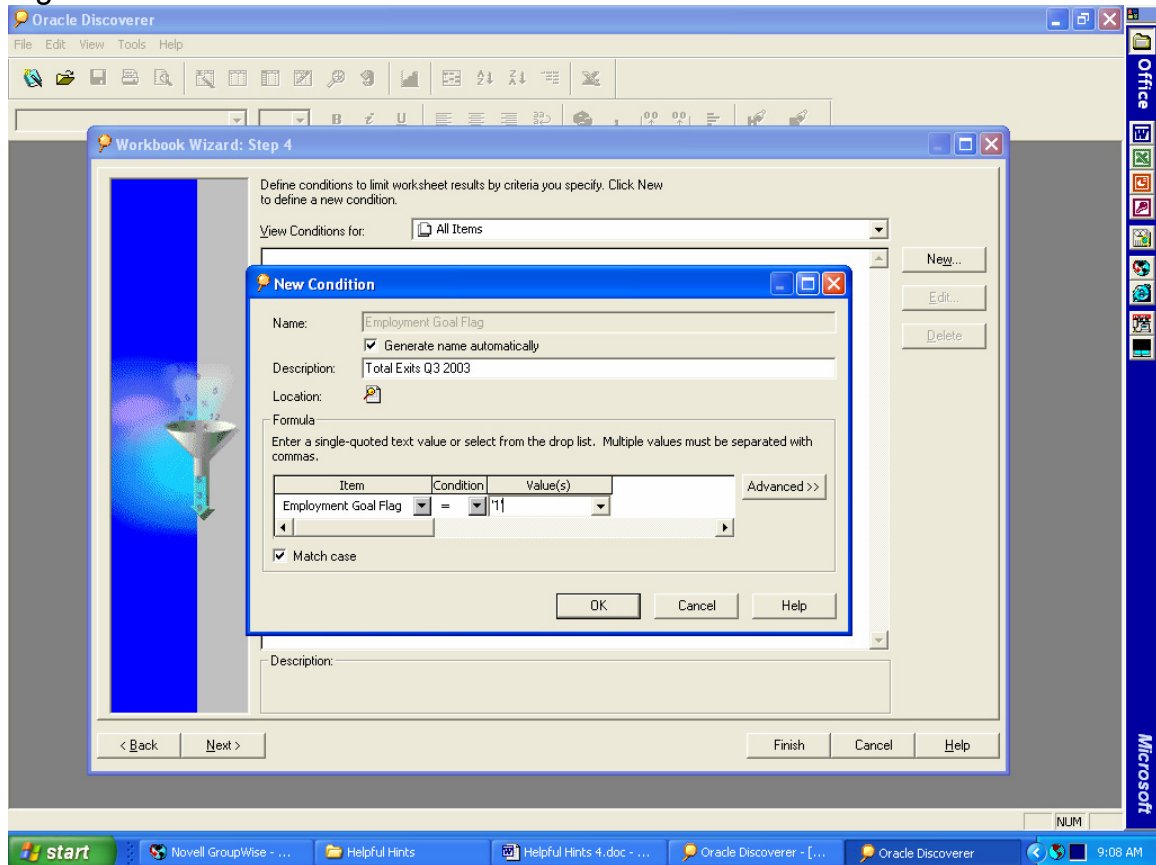
Click “next” at the bottom of the screen. You should see the following (Figure 5).

Figure 5



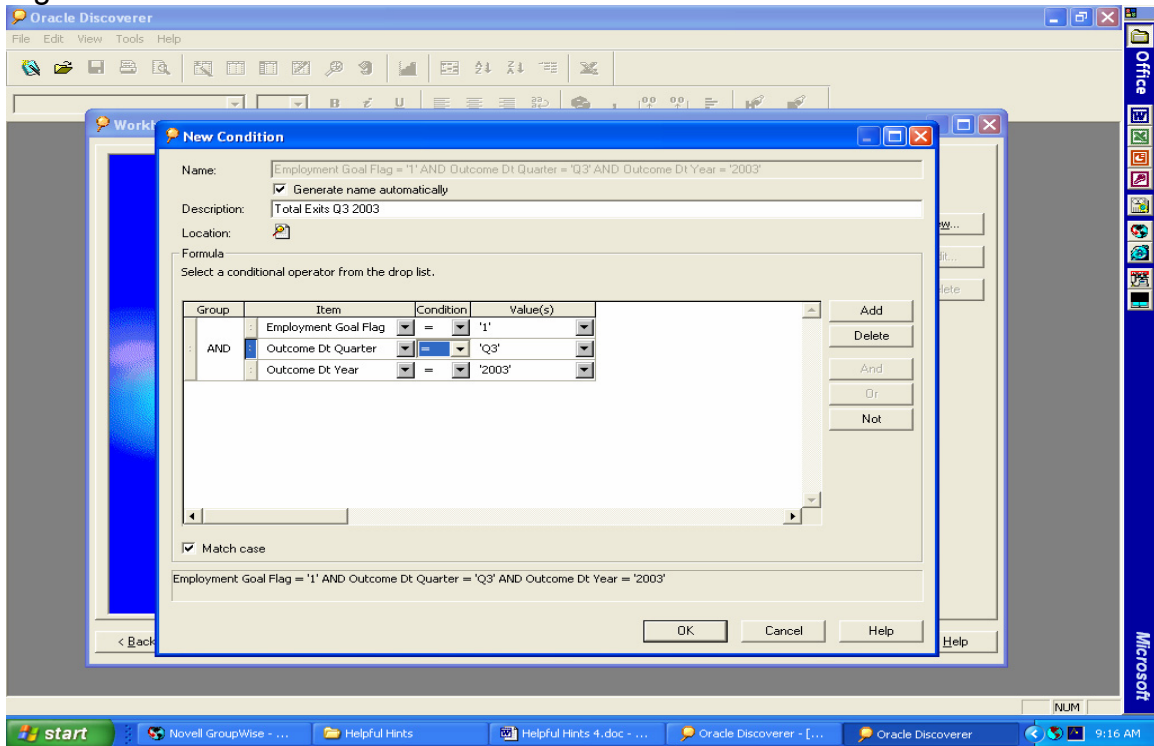
Click “Next” at the bottom of the screen. This is the area where conditions are created. Our objective is to get a count of the number of Placement “Exits” during Q3 2003. Click on “New” in the upper right hand corner. In the description box enter, Total Exits Q3 2003. Next we want to build our query or condition. Since we are trying to get total “placement” exits, we need to include all those records that had a goal of employment, so click on “item” and select “Employment Goal Flag” and select “=” under condition. Those participants that have employment as a goal are coded ‘1’ in the database. Under the value window, place a ‘1’ and be sure to put the one quote on both sides of the number (Figure 6).

Figure 6



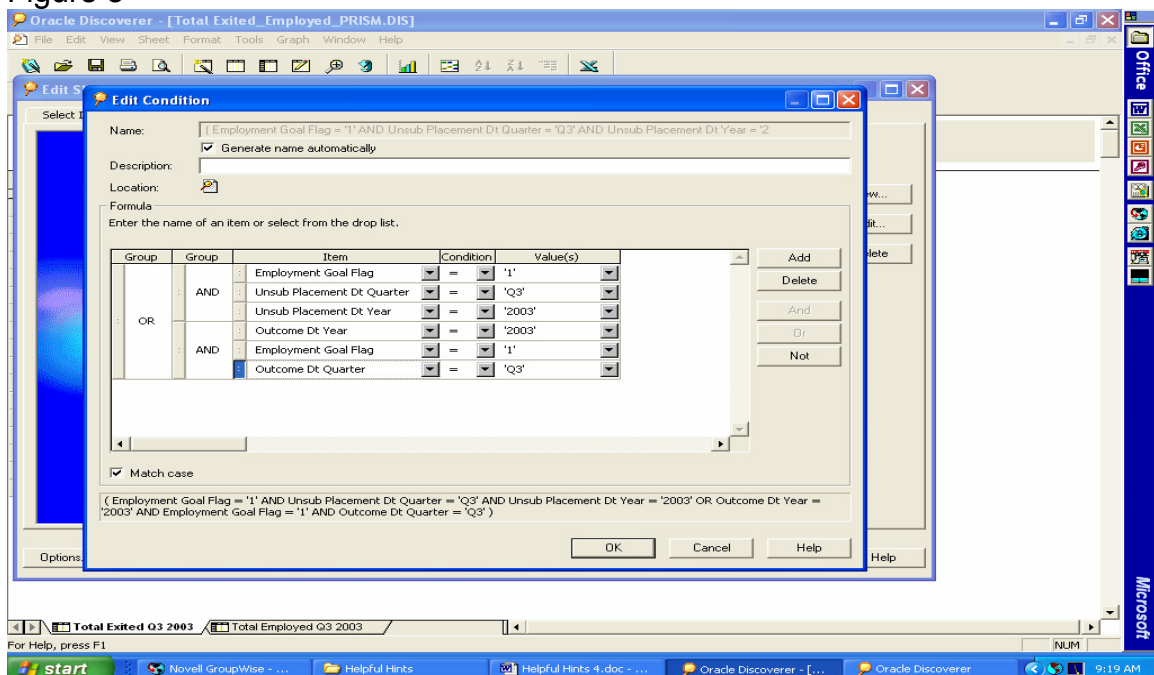
We need to add a couple of more conditions, so the next step is to click on the “Advanced” key. Click on the “Add” key. We need to add the Outcome time period, which in this case is Q3 2003. Select “Outcome Dt Quarter” from the Item list, the condition is = and type in the value ‘Q3’. Move the cursor out of the value window and then click “Add” button again. Select “Outcome Dt Year” from the Item list, the condition is = and type in the value ‘2003’. Your screen should look like Figure 7.

Figure 7



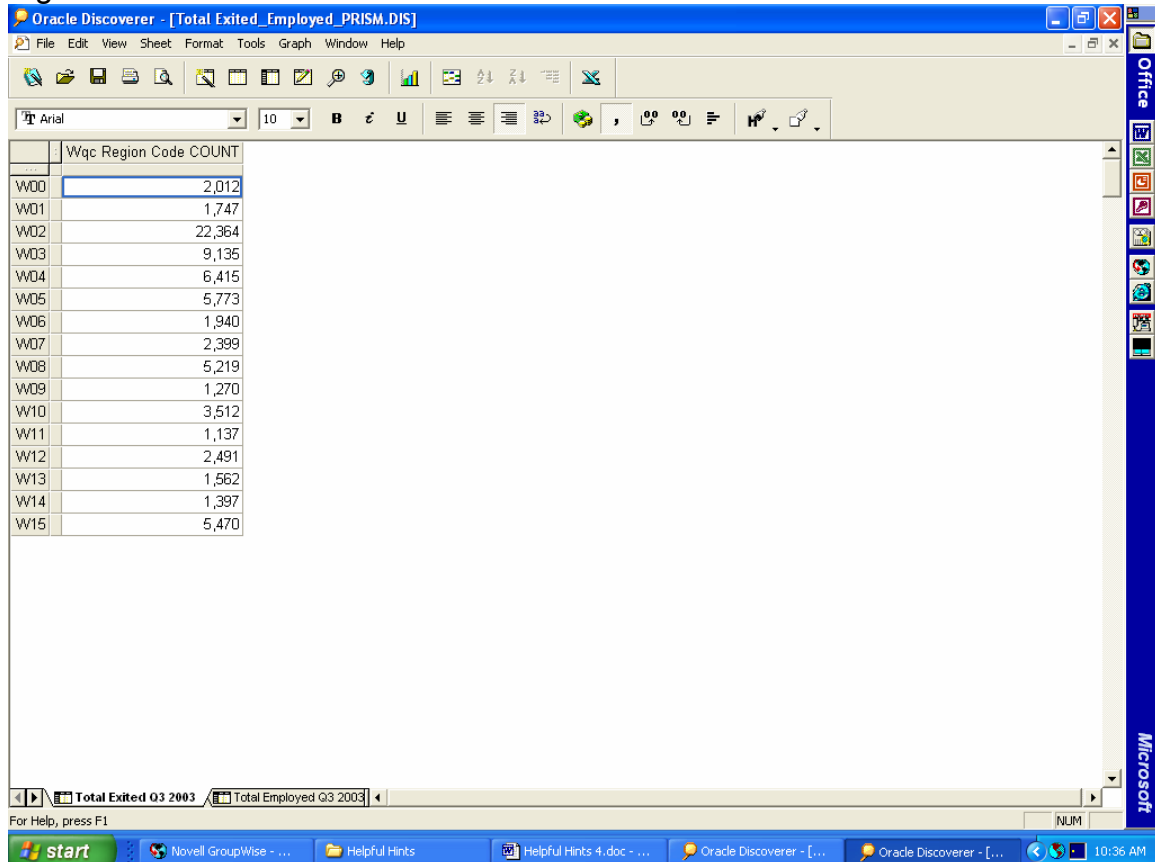
For CAF staff only – You will need one other condition using the Unsub Placement Dt Quarter and Year (Figure 8).

Figure 8



Click “OK” after you have your condition built. Click “Next” at the bottom of the screen. There are no calculations in this query, so click “Finish”. The query will begin and soon you should see the number of exits for your agency by Workforce Region (Figure 9).

Figure 9



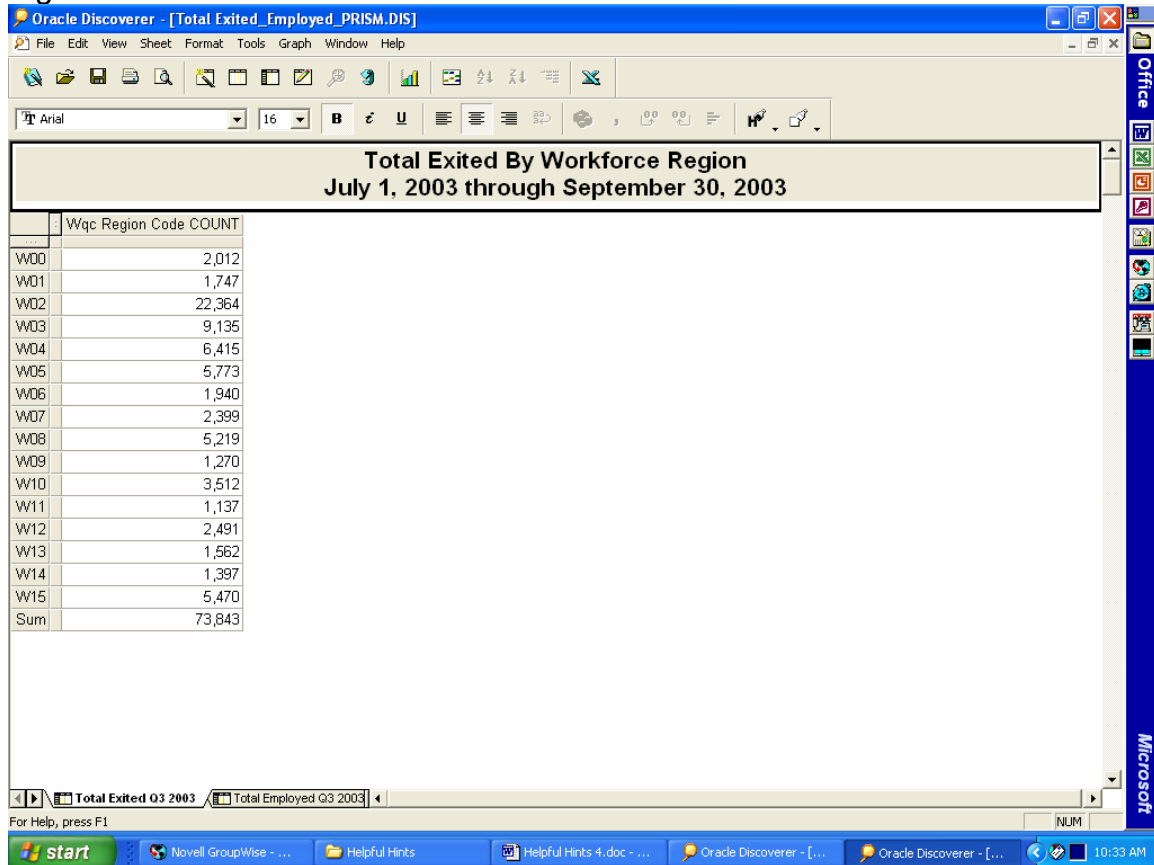
The screenshot shows the Oracle Discoverer application window titled "Oracle Discoverer - [Total Exited_Employed_PRISM.DIS]". The main area displays a table with two columns: "Wqc Region Code" and "COUNT". The table contains 16 rows of data, with the first row (W00) highlighted. The status bar at the bottom shows "Total Exited Q3 2003" and "Total Employed Q3 2003".

Wqc Region Code	COUNT
W00	2,012
W01	1,747
W02	22,364
W03	9,135
W04	6,415
W05	5,773
W06	1,940
W07	2,399
W08	5,219
W09	1,270
W10	3,512
W11	1,137
W12	2,491
W13	1,562
W14	1,397
W15	5,470

Maybe you would like to have the total count below “W15”. To put a total at the bottom of the column, click on “tools” on the menu bar. Next click “totals” and you will see a new window appear. Click on “new”. Under “calculate” select sum. In the second window below the “calculate” select “Wqc Region Code COUNT”. Click the button next to “Grand total at bottom” and “OK”. The sum of the column should appear below W15.

Now let's add a title. On the menu bar, click "sheet" and "edit title". In the window, type in "Total Exited By Workforce Region July 1, 2003 through September 30, 2003". Your window should look something like Figure 10.

Figure 10



Next save the file. Now you have a query built that you can run anytime and easily change the conditions for another time period.

Advanced exercise – Now that you have created a query for total exited during Q3 2003, you might try creating a query displaying the total employed during Q3 2003. Hint: You will need to add a condition which included the "post episode employment code".