

PRISM Helpful Hint 16 – Running Reports

Customized Capability

Every partner agency can run standard performance reports.

- Regional reports with demographic breakout data
- County reports with demographic breakout data

The latest reports available:

- placement is two quarters prior to the current quarter
- retention is four quarters before the current quarter
- wage gain is five quarters before the current quarter

To Run a Report

The report application has been installed on your desktop.

1. Open the PRISM DB Queries folder on your desktop.
2. Double click on the PRISM Standard Reports icon. The application opens to a blank screen.
3. Under File Menu/Generate to file/pdf
4. Opens Look In window
 - Select the drive location for the prism/reports subdirectory on your PC
 - Select Files of Type: select .rdf extension from pull down menu
 - Select the report to run
5. Logon with User Name/Password/Database (prism)/Connect
6. Opens Save In window: Select drive/folder to save the pdf report
7. Create a file name (retain the pdf extension)
8. The runtime report window opens with the following:

Start Period and End Period

 - This is the date range when services were completed. The format is YYYYQ
 - For a single quarter enter the same YYYYQ for both the start and end dates (example: Start Period: 20032 and End Period: 20032).
9. Select Agency Scope: statewide is the default selection if no agency is specified.
10. Select Regional Scope: statewide is the default selection if no region is specified.
11. Click on the traffic signal icon to run the report.
12. Report Run Progress window shows during reports' run time. When the image disappears, the report has been saved to the location you specified.

For additional instructions, refer to the PRISM desk manual:

<http://www.prism.state.or.us/downloads/PRISMPartnerDeskManual.pdf>