



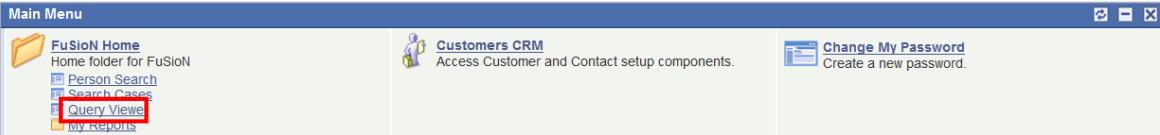
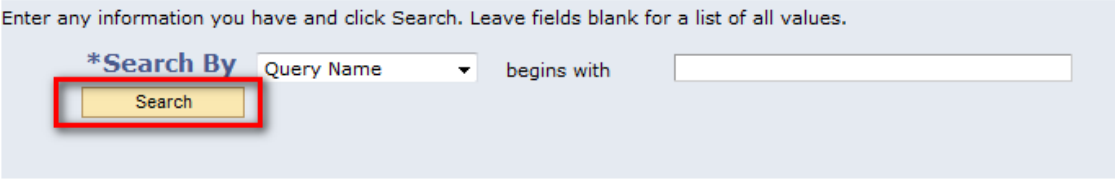
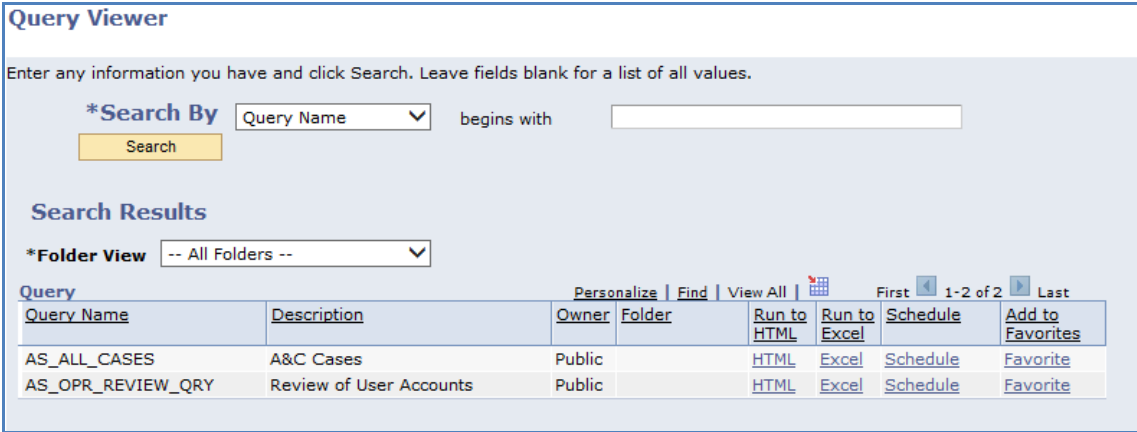
# FuSioN User Guide

## Query Viewer

### Overview

This User Guide details how to generate and view specific data through Query Viewer.

# Reports

Step	Action																								
1.	<p>From the <b>Main Menu</b> on the <b>Home</b> page, click on <b>Query Viewer</b> link</p>  <p>The screenshot shows a 'Main Menu' window with several items. The 'Query Viewer' link is highlighted with a red rectangular box. Other items include 'FuSioN Home', 'Person Search', 'Search Cases', 'my Reports', 'Customers CRM', and 'Change My Password'.</p>																								
2.	<p>Click the <b>Search</b> button.</p> <p><b>Query Viewer</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p>The screenshot shows the 'Query Viewer' search interface. It includes a search bar with a dropdown menu set to 'Query Name' and a 'Search' button highlighted with a red box. The text above the search bar reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'</p>																								
3.	<p>The following will display.</p>  <p>The screenshot shows the 'Query Viewer' search results page. It includes the search interface and a table of results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Schedule, and Add to Favorites. The results are as follows:</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>AS_ALL_CASES</td> <td>A&amp;C Cases</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> <tr> <td>AS_OPR_REVIEW_QRY</td> <td>Review of User Accounts</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>Schedule</td> <td>Favorite</td> </tr> </tbody> </table> <p>Note - AS_ALL_CASES – A&amp;C Cases report is currently the only available relevant report for selection.</p>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	AS_ALL_CASES	A&C Cases	Public		HTML	Excel	Schedule	Favorite	AS_OPR_REVIEW_QRY	Review of User Accounts	Public		HTML	Excel	Schedule	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites																		
AS_ALL_CASES	A&C Cases	Public		HTML	Excel	Schedule	Favorite																		
AS_OPR_REVIEW_QRY	Review of User Accounts	Public		HTML	Excel	Schedule	Favorite																		

# Reports

**Step**      **Action**

4.

To view the report as a webpage, select **HTML**.  
 To view the report in Excel, select the **Excel** option.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

**Search Results**

\*Folder View

Personalize | Find | View All |  1-2 of 2

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
AS_ALL_CASES	A&C Cases	Public		HTML	Excel	Schedule	Favorite
AS_OPR_REVIEW_QRY	Review of User Accounts	Public		HTML	Excel	Schedule	Favorite

5.

The Following will display.  
 Record the required date range, using the calendar icon. 📅

AS\_ALL\_CASES - All Cases

From:

To:

Case Id	Status	Referral Date	Contact Method	Referral Type	Role	Referrer Name	Closure Date	Closure Reason	Last Assigned Team	Last Assigned	Case Manager?	From	To	First Assigned Team	First Assigned	Case Manager?	From	To	Primary Issue	Children Involved	Other Agencies Involved	Total Effort (Hours)	No of Clients
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Click the **View Results** button.

6.

Your **Search Results** will display, according to the format that was selected.

**HTML**

AS\_ALL\_CASES - All Cases

From: 01/01/2014

To: 01/02/2014

Download results in: [Excel Spreadsheet](#) [CSV/TextFile](#) (6 kb)

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Case Id	Status	Referral Date	Contact Method	Referral Type	Role	Referrer Name	Closure Date	Closure Reason	Last Assigned Team	Last Assigned	Case Manager?	From	To	First Assigned Team	First Assigned	Case Manager?	From	To	Primary Issue	Children Involved	Other Agencies Involved	Total Effort (Hours)	No of Clients
1100001711	OPEN	01/01/2014	Telephone	Individual	Member of Public	BLACK, John			ARMADALE FSN LEAD AGENCY	POH, Dinee	Y	01/01/2014		ARMADALE FSN LEAD AGENCY	POH, Dinee	Y	01/01/2014		Child Protection	Y	N	0.00	1
2100001793	OPEN	01/01/2014	Email	Unknown					ARMADALE FSN LEAD AGENCY	USER, FSN	Y	01/01/2014		ARMADALE FSN LEAD AGENCY	USER, FSN	Y	01/01/2014		Child Protection	Y	Y	0.00	5
3100001773	COM	05/01/2014	Telephone	Individual	Parent/Guardian	RBTEST02, Donna	06/01/2014	Case Completed	ARMADALE FSN LEAD AGENCY	USER, FSN	Y	05/01/2014	06/01/2014	ARMADALE FSN LEAD AGENCY	USER, FSN	Y	05/01/2014	06/01/2014	Financial Assistance	Y	N	9.00	5
4100001753	OPEN	10/01/2014	Telephone	Unknown					ARMADALE-Partner 7	ROGERS, Lynette	N	20/01/2014		ARMADALE FSN LEAD AGENCY	USER, FSN	Y	10/01/2014	11/01/2014	Parent/Teen Conflict	N	N	0.00	3
5100001823	OPEN	10/01/2014	Other	Unknown					ARMADALE-Partner 2	WYATT, Kathleen	N	14/01/2014		ARMADALE FSN LEAD AGENCY	JANARDHANAN, Araditya	Y	10/01/2014	12/01/2014	Child Protection	Y	Y	0.00	6
6100001692	OPEN	17/01/2014		Unknown					ARMADALE FSN LEAD AGENCY	FISCHER, Arun	N	20/01/2014		UNITING CARE WEST	DONALD, Rosemary	Y	17/01/2014	18/01/2014		N	N	0.00	1

# Reports

**Step**      **Action**

Excel

All Cases	Case M	Status	Referral Date	Contact Method	Referral Type	Role	Referral Name	Closure Date	Closure Reason	Last Assigned Team	Last Assigned	Case #	From	To	Last Assigned Team	From Assigned
1	10000171	OPEN	10/01/2014	Telephone	Individual	Member of Public	BLACK, John			APPADALE FORLEAD AGENCY	POH, Oona	10/01/2014		10/01/2014	APPADALE FORLEAD AGENCY	POH, Oona
4	10000173	OPEN	10/01/2014	Email	Unknown					APPADALE FORLEAD AGENCY	USER, FSN	Y		10/01/2014	APPADALE FORLEAD AGENCY	USER, FSN
5	10000172	OPEN	10/01/2014	Telephone	Individual					APPADALE FORLEAD AGENCY	USER, FSN	Y		10/01/2014	APPADALE FORLEAD AGENCY	USER, FSN
6	10000175	OPEN	10/01/2014	Telephone	Unknown	Parent/Guardian	PETESTOZ, Donna	6/01/2014	Case Completed	APPADALE - Partner 1	ROGERS, Lynne	N		20/01/2014	APPADALE FORLEAD AGENCY	USER, FSN
7	10000167	OPEN	10/01/2014	Other	Unknown					APPADALE - Partner 2	WYATT, Kathleen	N		10/01/2014	APPADALE FORLEAD AGENCY	JANARDHANAN, Aadithy
8	10000165	OPEN	10/01/2014		Unknown					APPADALE FORLEAD AGENCY	FISHER, Aryn	N		20/01/2014	APPADALE FORLEAD AGENCY	DONALD, Rosemary

To add a particular Query to My Favourites, select **Favorite**.

7.

\*Search By: Query Name begins with

[Search](#) [Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders --

Query Name	Type Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
AS_ALL_CASES	All Cases	Public		HTML	Excel	Schedule	Favorite
AS_FSN_CLIENT	Case by Client	Public		HTML	Excel	Schedule	Favorite
EXTRACT_1	FSN Services	Public		HTML	Excel	Schedule	Favorite
EXTRACT_3	Closed Cases	Public		HTML	Excel	Schedule	Favorite
EXTRACT_4	Clients	Public		HTML	Excel	Schedule	Favorite
EXTRACT_5	Brief Interventions	Public		HTML	Excel	Schedule	Favorite
EXTRACT_6	Client Service Summary	Public		HTML	Excel	Schedule	Favorite
FSN_ACTIVE_HOLDING	Cases on active hold	Public		HTML	Excel	Schedule	Favorite
FSN_CASES	Cases By Decision Date	Public		HTML	Excel	Schedule	Favorite
FSN_OPEN_CASES	Open Cases	Public		HTML	Excel	Schedule	Favorite
RETURNED_CLIENTS	Returning Clients	Public		HTML	Excel	Schedule	Favorite

My Favorite Queries

Query Name	Type Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
AS_ALL_CASES	All Cases	Public		HTML	Excel	Schedule	[-]

[Clear Favorites List](#)