

OVERVIEW

The **Query Viewer** is a report that will display all the Assessment and Coordination Cases within a defined date range.

HINTS & TIPS

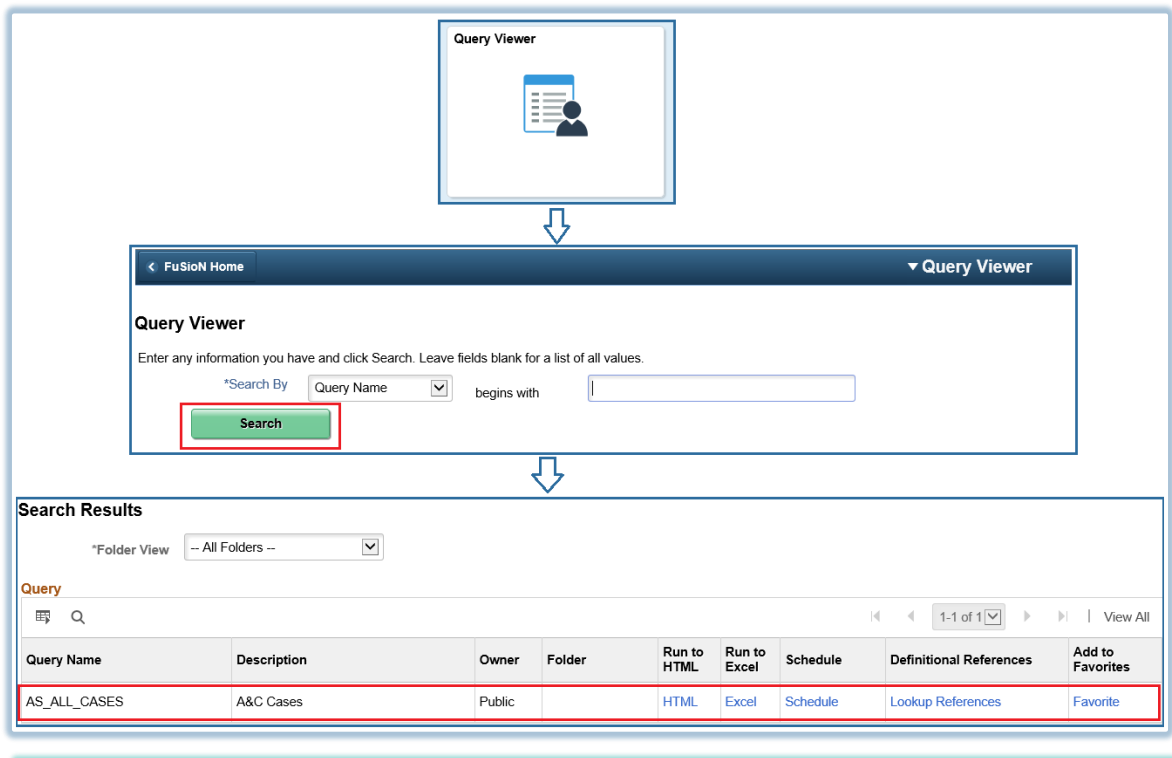
The **Query Viewer** can display the results in:

- **HTML** – this will open the results in a new browser window. On this page you will be able to export the results to Excel.
- **Excel** – this will open the results from the query directly in Excel where you can use Excel functions to sort/filter the results.

1. NAVIGATING TO THE REPORT:

Query Viewer is accessible from the Home Page of FuSioN.

When on the Query Viewer, click on Search.



The screenshot illustrates the navigation and search process in the Query Viewer. It shows a 'Query Viewer' icon, a search form with a 'Search' button, and a 'Search Results' table. The table lists a query named 'AS_ALL_CASES' with a description of 'A&C Cases' and options to run the report as HTML or Excel.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Definitional References	Add to Favorites
AS_ALL_CASES	A&C Cases	Public		HTML	Excel	Schedule	Lookup References	Favorite

2. RUNNING THE REPORT:

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

To view the report in Excel, select the **Excel** option.



This close-up screenshot highlights the 'Run to HTML' and 'Run to Excel' columns in the search results table. The 'HTML' and 'Excel' options are highlighted with red boxes, indicating they are the selected options for running the report.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Definitional References	Add to Favorites
AS_ALL_CASES	A&C Cases	Public		HTML	Excel	Schedule	Lookup References	Favorite




FuSioN User Guide – Query Viewer


3. ENTER IN THE DATE RANGE:

Enter the required date range, using the calendar icon. 

Click on **View Results** button.

AS_ALL_CASES - A&C Cases

From: 

To: 

[View Results](#)


4. RESULTS:


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

HTML

NOTE: In HTML version, clicking on the **Excel SpreadSheet** link will open the results in Excel.

AS_ALL_CASES - A&C Cases

From: 

To: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-2 of 2 Last

Row	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
1	100021470	OPEN	05/08/2020		Agency		Angicare Wa Inc			COMMUNICARE (ARMADALE)	HOMAN, Rose	Y	05/08/2020		COMMUNICARE (ARMADALE)	HOMAN, Rose	Y	05/08/2020			N	N		1
2	100021476	OPEN	05/08/2020		Agency	Social Welfare Professional	Mercy Community Services Inc			LIFELINE WA (ARMADALE)	WEIR, Naomi	Y	05/08/2020		LIFELINE WA (ARMADALE)	WEIR, Naomi	Y	05/08/2020			N	N		1

Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
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
100021470	OPEN	5/08/2020		Agency		Angicare Wa Inc			COMMUNICARE (ARMADALE)	HOMAN, Rose	Y	5/08/2020		COMMUNICARE (ARMADALE)	HOMAN, Rose	Y	5/08/2020			N	N		1
100021476	OPEN	5/08/2020		Agency	Social Welfare Professional	Mercy Community Services Inc			LIFELINE WA (ARMADALE)	WEIR, Naomi	Y	5/08/2020		LIFELINE WA (ARMADALE)	WEIR, Naomi	Y	5/08/2020			N	N		1