

Impromptu Student Users Guide ODSE and UDMIPS



"The goal of education is the advancement of knowledge and the dissemination of truth."

– [*John Fitzgerald Kennedy*](#)

dated 19 September 2001

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Introduction & Purpose

Introduction and Purpose

Impromptu is the system used by both Operational Data Store Enterprise (ODSE) and Unit Diary / Marine Integrated Personnel System (UD/MIPS) to retrieve data.

ODSE supplies mainframe data extracts and usable access to data for the Manpower offices around the world. The system provides the tools to quickly and efficiently retrieve, analyze and report manpower information.

Source data is extracted from the mainframe. The target data for ODSE consists of master file data for active duty and reserve Marines. The data is then formatted and file transfer protocol (FTP'd) to four deployed servers and loaded into an Oracle database. The users access the data on the servers with the Cognos tools of Impromptu and Power Play.

UDMIPS users do not connect to one of the deployed servers, it connects to the Commanders Unit Diary Database (CUDDDB) but uses the same programs as ODSE to retrieve the data via the Impromptu module of UDMIPS.

This users guide will use visual examples from the ODSE catalogs (Appendix B) vice the UDMIPS (CUDDDB (Appendix A)) catalogs for Impromptu.

Introduction and Purpose

This user guide was established to give the user a visual, as well as an instructional guide to building reports and is not within the normal parameters of traditional Marine Corps manuals. Additionally, within the software a user manual as well as Impromptu books are available.

ODSE Users Manual

C:\PROGRAM FILES \ COGNOS \ USERDATA \ ODSE

Titled 'ODSE User Manual', this manual gives information on system goals, hardware requirements, current IP addresses, installation instructions, setting up server connections and a current listing of all the catalog fields.

Impromptu Books

C:\PROGRAM FILES \ COGNOS \ IMPROMPTU 5.0 \ BOOKS or click on HELP -> BOOKS ONLINE

- Discovering Impromptu**
- Automate Impromptu Using Macros
- Request Server Guide
- Step-by-Step Impromptu Reports**
- Mastering Impromptu

The bolded books are recommended.

ODSE Basics

ODSE Basics

Impromptu is a windows based system for retrieving data on personnel contained within the Marine Corps Total Force System (MCTFS) as well as other databases regardless of their component via the ODSE catalogs or the personnel maintained on the CUDDDB via the UDMIPS catalogs.

Access to the ODSE catalogs are available upon request to your servicing MISSO.

It is important to note not all Impromptu users need access to the ODSE catalogs. Some users only need access to their specific RUC via UDMIPS.

Canned reports are available with the WORKSPACE sub-directory of Cognos. Also, the MISSA webpage has some awesome IMR files available.

ODSE is updated after every cycle and mirrors information within MCTFS and various databases.

Before we start building reports lets look at some of the definitions for terms that will be used throughout this guide.

Definitions and Expressions

Definitions

Calculated Data Item

A data item that shows the result of an expression that uses stored data. The value recalculates each time a value in the expression changes. For example, you can use the string operator (+) to combine a data item called Firstname with a data item called Lastname to form a calculated data item called Fullname. *For steps to building a calculated data item see Chapter 6.*

Catalog

A file (with the extension .CAT) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. A catalog does not store data, but it does provide Impromptu with an organizations view of the data. A catalog also contains information about what database to access, where the database is stored, and how the tables in the catalog are joined.

Cell

The intersection of a column and row that contains a single value. *This will be used in Chapter 3 (cross-tabs).*

Definitions

Crosstab

Shows summary information from a list report in a compact table of rows and columns. A crosstab shows the value for the combination of each row and column, enabling you to gain a different perspective on the data and see more without the need to scroll. For example, you can change a list report that has three columns (Last Name, SSN, Sex) into a crosstab that has each Sex Type as a row, each Race Type as a column, and the Total # SSNs in the cells.

Data Item

A column from a database, HotFile table, or a snapshot of a report *See Appendix A and Appendix B for data item listings.*

Database

A collection of data related to a particular purpose and organized for ease of reference. Depending on the type of database you are using, a database can contain tables, views, synonyms, and stored procedures.

Definitions

Detail Filter

Limits the data retrieved in a report. A detail filter eliminates data from a report by restricting the data. For example, you could create a detail filter to specify that only pay grades over O-3 be included in the report. It is the only filter choice if you have not created a summary calculation for a report.

Expression

Any combination of operators, constants, functions, data items, and other components that evaluates to a single value.

Extension

Three characters that follow a file name. The following extensions are used by Impromptu:

For the purposes of this guide, we will only cover the below listed extensions

- Reports .imr
- Templates .imt
- Catalogs .cat
- Excel files .xls

Definitions

Filter

A set of criteria used to retrieve a specific subset of records for your report. You can use a filter in reports to filter out unnecessary data and highlight the most important information in your report. For example, you can use a filter that shows only the data for your RUC or group of RUCs.

Function

A function is a predefined calculation that takes one or more values, performs an operation, and returns a value. There are three kinds of functions in Impromptu: built-in Impromptu functions, functions stored in a database, and functions created by the user.

Link

The connection between a linked object and the application in which it was created. When the information changes in the source file, the changes are reflected in the destination file. You can choose to update linked information manually or automatically. *See chapter 9 for steps on linking CUDDDB data into MS Access.*

Definitions

Metacharacter

A character used in pattern matching, such as asterisk (*), at-sign (@), caret (^), exclamation (!), left angle bracket (<), or-bar (|), parentheses (()), pound (#), question mark (?), right angle bracket (>), or slash (\).

Operator

Specifies what happens to the values on either side of the operator. There are four types of operators:

- Logical: defines relationships between two parts of the expression.
- Arithmetic: performs arithmetic operations on two parts of an expression.
- String: connects two character strings.
- Comparison: compares one or more values that you enter against the values in the database

Query

A question to the database, snapshot, or HotFile that defines what data you want to retrieve from the data source.

Definitions

Report

A view of the current data in your units database that is organized and formatted the way you want it. The data you see in your report depends on the data you can access from your catalog. A report can be based on a template.

String

A character string enclosed in quotation marks. For example: "Cognos."`.string_exp`. A string constant, a string data item, or any expression resulting in a string value.

Template

A template is a pattern you can use to build reports. By using templates, you can save time and effort when you create new reports. If you create the same type of report frequently, the template can be your guide. A template can contain placeholders and store formatting information. You can specify information about margin settings, page orientation, font choices for different report objects, and so on.

Definitions

Since we have gone through some of the terms that will be used throughout this guide, lets look at some basic operators and expressions.

Expressions

=	equal to
<	less than
<=	less than or equal to
>	greater than
>=	greater than or equal to
<>	not equal to

Use the above operators when your expression has only *one value* for a specific data item.

Examples:

PRESENT REPORTING UNIT CODE = '36000'

or

PRESENT GRADE CODE = 'E6'

Expressions

When your expression has *more than one value* for a specific data item, use **IN** or **NOT IN** as your operators.

Examples:

PRESENT REPORTING UNIT CODE in ('36000','36005','00026)

This expression will provide you with a listing of the personnel in all three of these RUCS)

or

PRESENT GRADE CODE not in ('E6','E7','E8','E9')

This expression will provide you with a listing of personnel in the grades E1 through E5 and O1 through O10 and W1 through W5.

Impromptu does not understand the military pay grade system, it only recognizes ascending or descending order, which means E's (E-1 thru E-9 then O's (O-1 thru O-10 then W's (W-1 thru W5).

Expressions

Use the OR operator and the AND operator to create the filter expressions you need. *Follow these guidelines when using filter expressions.*

- Use the OR operator to indicate that a row must meet at least one of the conditions on either side of the OR operator.
- Use the AND operator to indicate that a row must meet both of the conditions on either side of the AND operator.

Example: To get a listing of all females with a PFT greater than 285, the filter expression would read:
SEX = 'F' AND PHYSICAL FITNESS SCORE QY >= 285

Example: To get a listing of all females PFT scores and only the males with a PFT score greater than 285, the filter expression would read:

SEX = 'F' OR PHYSICAL FITNESS SCORE QY >= 285

Expressions

— Example of Filter Expressions Using Parentheses—
Expressions that use the AND operator are processed before expressions that use the OR operator, the following filter returns results that you do not expect:

```
DEPENDENTS GEO LOCATION CODE <> '285' OR  
MARITAL STATUS CODE = 'M' AND SERVICE SPOUSE  
SSN <> '0000000000'
```

Impromptu retrieves rows that meet the condition
DGLC <> 285 OR Marital Status Code = M and Service
Spouse <> to zeroes regardless of the DGLC.

Instead, use parentheses to indicate which
expressions to evaluate first. The following
expression returns the correct results:

```
DEPENDENTS GEO LOCATION CODE <> '285' OR  
(MARITAL STATUS CODE = 'M' AND SERVICE SPOUSE  
SSN <> '0000000000')
```

Because parentheses are processed before other
operators, Impromptu first evaluates the expression
in the parentheses and retrieves all the mbrs with a
MarStat of M and a Svc Spouse SSN then retrieves
DGLC not equal to 285.

Expressions

Retrieving Data that Contains Missing Values You can limit your report to retrieve just those rows of data that contain missing values for a specified data item. Missing values can be a blank, a variable length character field with a length of 0, or a null value (a cell that contains nothing and is marked with a flag in the database). This is great for retrieving descriptive remarks within MCTFS. If you wanted all the members with a open BAH remark you would put the following in your expression:

BAH FROM DATE IS NOT MISSING AND BAH TO DATE IS MISSING

Open remarks also have Kill Dates = 999999

You have to put both expressions in your filter to ensure that you are only getting the members with an active BAH (D901) record. If you only put BAH TO DATE IS MISSING, you will get members in receipt of BAH partl as well as members with an open BAH remark.

The below is an example of an open BAH remark, note the TO DATE is 00000000, Impromptu reads that as MISSING.

```
TJGPR901          **** BASIC ALLOW HOUSING 901 REMARKS ****          08/16/2001

      KILL
      SEQ  DATE  CODE  NET BAH      FROM      TO      CMP  ZIP      MHA      ZIP
      00008 999999 25015  $650.00 20010701 00000000 3    28542 178    $650.00 M

      BAH      BAH      UTIL  BAH  NBR      RENT/      UTILITY/      RENT      ADD'L
      ENTITLEMT OFFSET  CODE  CD   SHR      MORTGAGE  MAINTNCE      /OWN      RENT/MORT
      $650.00  $0.00  N    W    1      $7777.77   $0.00          $0.00

      SUSP DATE      TAX CODE  LES CODE  ADR  TYP-DOC#-YEAR-RUC-DPI-TTC  TCH DATE
      00000000      4          N        B: 8-00336-1999-54807-09-0052-20010705
      *****
      C O N T I N U E D      *****
```

Expressions

There is often more than one way to filter data and get the same results. Depending on how your database processes requests, one method maybe more efficient than another.



Expressions

Retrieve Data that Contains a Specific String or Value

You can retrieve data that begins with or contains a specified string or value. For example, the following filter retrieves only the members that have a COMBAT HISTORY remark with a LOCATION containing the word PERSIAN :

COMBAT HISTORY EXPED LOC TX STARTS WITH
'PERSIAN'

Or

COMBAT HISTORY EXPED LOC TX CONTAINS 'PERSIAN'

This should provide a listing of all members that have a combat history remark (D142) of the Persian Gulf. Below is the D142 screen. This member would be listed on the report because the top remark shows that he/she was in the Persian Gulf from 19911009 through 19920219

```
TJMPRI42          **** COMBAT HISTORY/EXPED 142 REMARKS ****          08/16/2001
SEQ  KILL DATE  COMBAT HISTORY - EXPEDITION - OPERATIONS      LOCATION
00002  999999  SWA CEASE FIRE CAMPAIGN                        PERSIAN GULF
FROM DATE  TO DATE  ADR TYP-DOC#-YEAR-RUC-DPI-TTC  TCH DATE
19911009   19920219  B: 1-00243-1999-02021-02-0121-19991118
E: 1-00243-1999-02021-02-0121-19991118

SEQ  KILL DATE  COMBAT HISTORY - EXPEDITION - OPERATIONS      LOCATION
00001  999999  SHARP EDGE                                      MONROVIA LIBERIA
FROM DATE  TO DATE  ADR TYP-DOC#-YEAR-RUC-DPI-TTC  TCH DATE
19900805   19900821  B: 1-00243-1999-02021-02-0121-19991118
E: 1-00243-1999-02021-02-0121-19991118

***** C O M P L E T E D *****
```

Expressions

Filter Using a Rolling Time Period You can retrieve data for a time period that has a fixed range, where both dates continuously move (a rolling time period). To create an expression for a rolling time period, you set the current date from either:

- the database using the **Now** function
- your computer using the **Today** function.

Impromptu's date functions, such as **Add-years**, work with date formats. If your database uses **DateTime** formats, you must precede a date function in the filter with the **DateTime-To-Date** function to convert the format.

For Example: You filter a report to retrieve the information on personnel that have between 15 and 20 years of active service (AFADBD). Instead of including the dates in the filter and changing them each time you run the report, you use the following functions in the filter definition:

ARMED FORCES ACT DU BASE DATE <= add-years (now ()), -20) and **ARMED FORCES ACT DU BASE DATE <= add-years (now (), -15)**

The first part of the expression restricts the data to records dated 20 years earlier than the current date according to your database, while the second part restricts the data to records dated 15 years earlier than the current date according to your database. When you apply this filter, Impromptu captures current information for use in the expression.

Expressions

Retrieve Data that Matches a Pattern of Characters

You can create an expression that retrieves data that matches a specific pattern. The pattern can include wildcard characters as follows:

- the percent sign (%) represents any number of characters
- the underscore (_) represents one character

For example:

1. You want to retrieve only the members with an SSN that ends with a 2. Your filter would look like this:

SSN like '%2'

2. You want to retrieve only the members with an SSN that's last four digits start with 2. Your filter would look like this:

SSN like '%2___'

Note • Impromptu is case-sensitive. Be sure the case of the characters you enter is correct. Tips for Filters • To filter out repetitive information in the database and retrieve only unique rows of data, select the Eliminate Duplicate Rows check box on the Filter tab (Query dialog box).

Types of Reports

There are three types of reports that we will be discussing for the purposes of this users guide.

- List Reports
- Crosstab Reports
- Templates

List Reports

A list report is a report that shows data in rows and columns. It is useful when you want to show detailed information from the MCTFS database, such as Last Name, First Name, SSN etc. The default template for new list reports is called Simple List. You can use a Simple List report as a base for grouping, summarizing, filtering, and/or formatting your data. The list report is a building block on which you can create more complex reports.

Types of Reports 4

This is what a list report looks like.

The screenshot shows a software window titled "Impromptu - [Report1]". The window contains a report with a title "List Report of 31301 by Sex and Grade" and a date "Date: 8/22/01". Below the title is a table with three columns: "Sex", "Present Grade Code", and "Last Name". The table lists 15 rows of student data.

Sex	Present Grade Code	Last Name
F	E2	PAULEY
F	E2	ALEXANDER
F	E3	TROYER
F	E3	VAZQUEZ
F	E3	ROBERSON
F	E3	BUTLER
F	E3	ALLISON
F	E3	LOPEZ
F	E3	NAULLS
F	E3	BETHEL
F	E3	FRENCH
F	E4	WISE
F	E4	COOPER

Crosstab Reports

Crosstab reports provide a different perspective on your data. One of the advantages of using the Crosstab report is that you can change your view of the data by changing its presentation. A crosstab report summarizes information in a concise table of rows and columns that shows the value at the intersection point of each row and column. A crosstab report is made up of grouped data items shown on the left side and across the top of the report, with summarized data items shown within the cells.

Types of Reports 4

This is what a Crosstab report looks like.

The screenshot shows a software window titled "Impromptu - [Report1]". The window contains a report with the following content:

Date: 8/21/01

Crosstab of 31301 by Sex and Grade

Sex	E1	E2	E3	E4	E5	E6	E7	E8	E9	O2E	O3	O3E	O4	O5	O6	W1	W2	W3	W4	W5
F		2	9	9	4	20	12	7			3	1	2				1	1		
M	2	13	43	41	54	93	111	40	9	2	10	8	11	7	2	1	3	7	7	1

The window also shows a taskbar at the bottom with the following open applications: "ODSE SR 2001-01-00", "Discovering Impr...", "SSGT ROBS ST...", "Microsoft Power...", and "Impromptu - [...]". The system clock shows "9:23 AM".

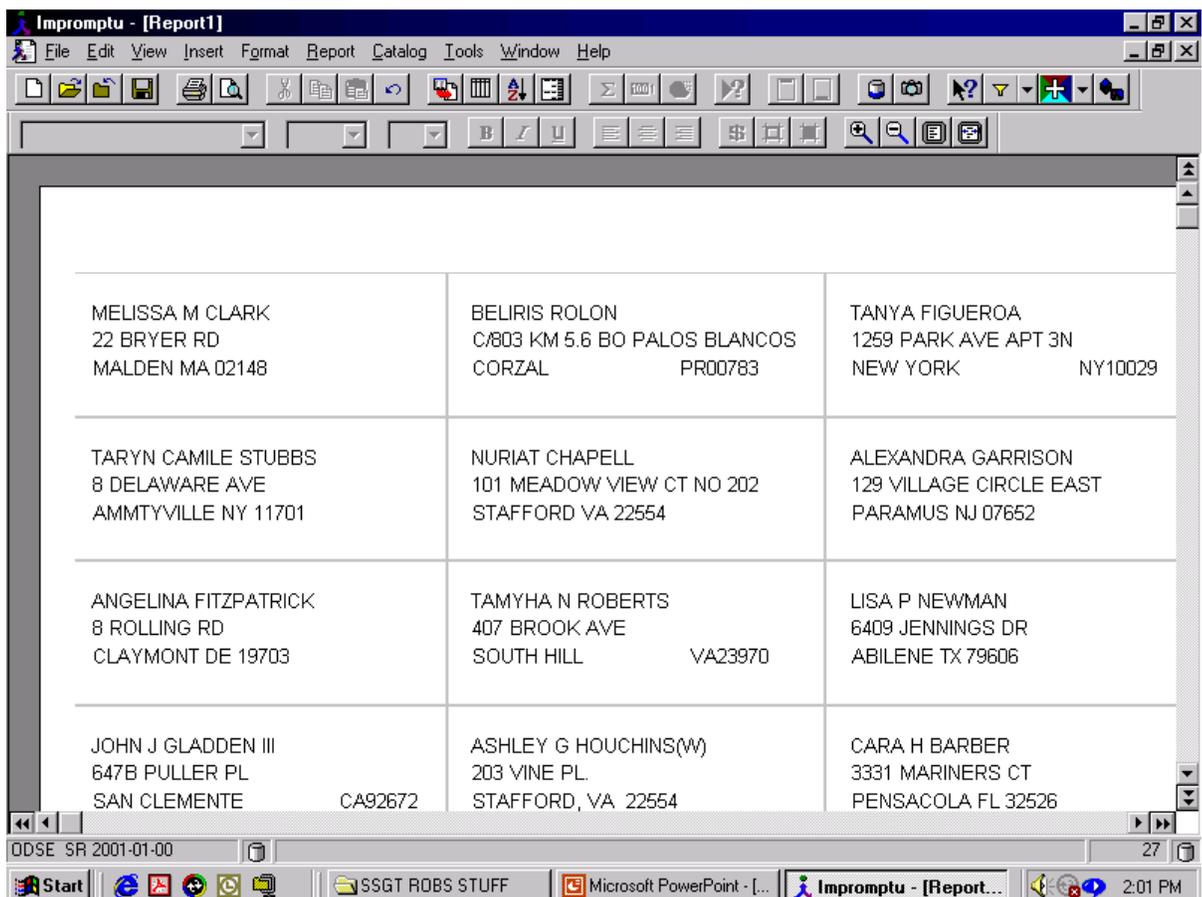
Templates

Templates only store formatting and placeholders. They can save you time and help you produce reports and letters that are consistent with your units standards. Templates also simplify the process for creating new reports. If Impromptu contained no templates, you would start with a blank report and add frames every time you wanted to create a report. For example, a mailing label allows you to take data from your CUDDDB or ODSE catalog and place it in a format of a mailing address vice a list report. You can save these address labels as a template to make it easier to update at a later date.

Types of Reports 4

Templates

This is what your list report with a template for mailing list would look like.



The screenshot shows a software window titled "Impromptu - [Report1]" with a menu bar (File, Edit, View, Insert, Format, Report, Catalog, Tools, Window, Help) and a toolbar. The main content area displays a mailing list template with four rows of data in a three-column grid. The data is as follows:

MELISSA M CLARK 22 BRYER RD MALDEN MA 02148	BELIRIS ROLON C/803 KM 5.6 BO PALOS BLANCOS CORZAL PR00783	TANYA FIGUEROA 1259 PARK AVE APT 3N NEW YORK NY10029
TARYN CAMILE STUBBS 8 DELAWARE AVE AMMTYVILLE NY 11701	NURIAT CHAPELL 101 MEADOW VIEW CT NO 202 STAFFORD VA 22554	ALEXANDRA GARRISON 129 VILLAGE CIRCLE EAST PARAMUS NJ 07652
ANGELINA FITZPATRICK 8 ROLLING RD CLAYMONT DE 19703	TAMYHA N ROBERTS 407 BROOK AVE SOUTH HILL VA23970	LISA P NEWMAN 6409 JENNINGS DR ABILENE TX 79606
JOHN J GLADDEN III 647B PULLER PL SAN CLEMENTE CA92672	ASHLEY G HOUCHINS(W) 203 VINE PL. STAFFORD, VA 22554	CARA H BARBER 3331 MARINERS CT PENSACOLA FL 32526

The status bar at the bottom shows "ODSE SR 2001-01-00" on the left, "27" on the right, and a taskbar with icons for Start, Internet Explorer, Microsoft PowerPoint, and Impromptu - [Report...]. The system clock shows "2:01 PM".

Templates

Template can be applied to mailing labels, SRB/OQR labels, birthday letters, promotion letters, group orders, etc.

** Work smarter...not harder! **

Beginner Reports

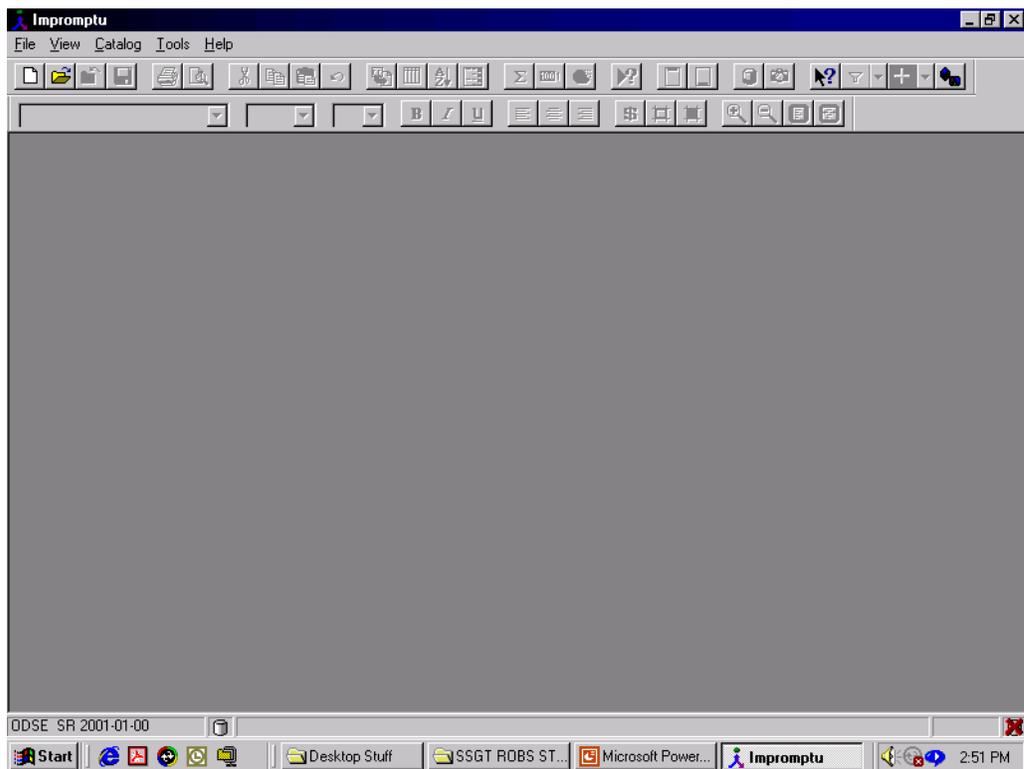
You have just been tasked with providing a report of all the E-6's within your RUC 36000. The following will guide you through the steps required to accomplish this mission.

Access your ODSE catalogs by clicking on

START->

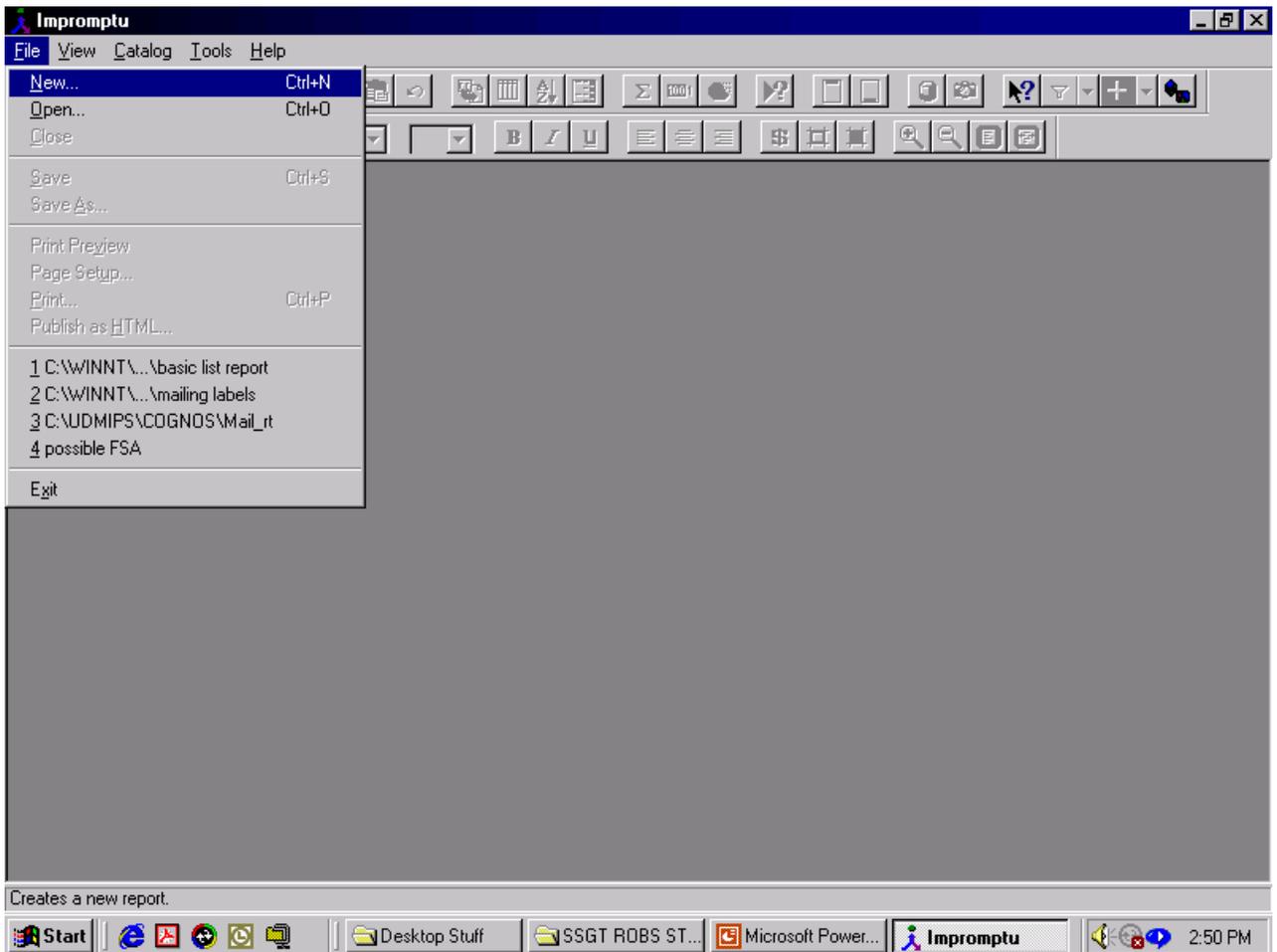
PROGRAMS->

COGNOS->

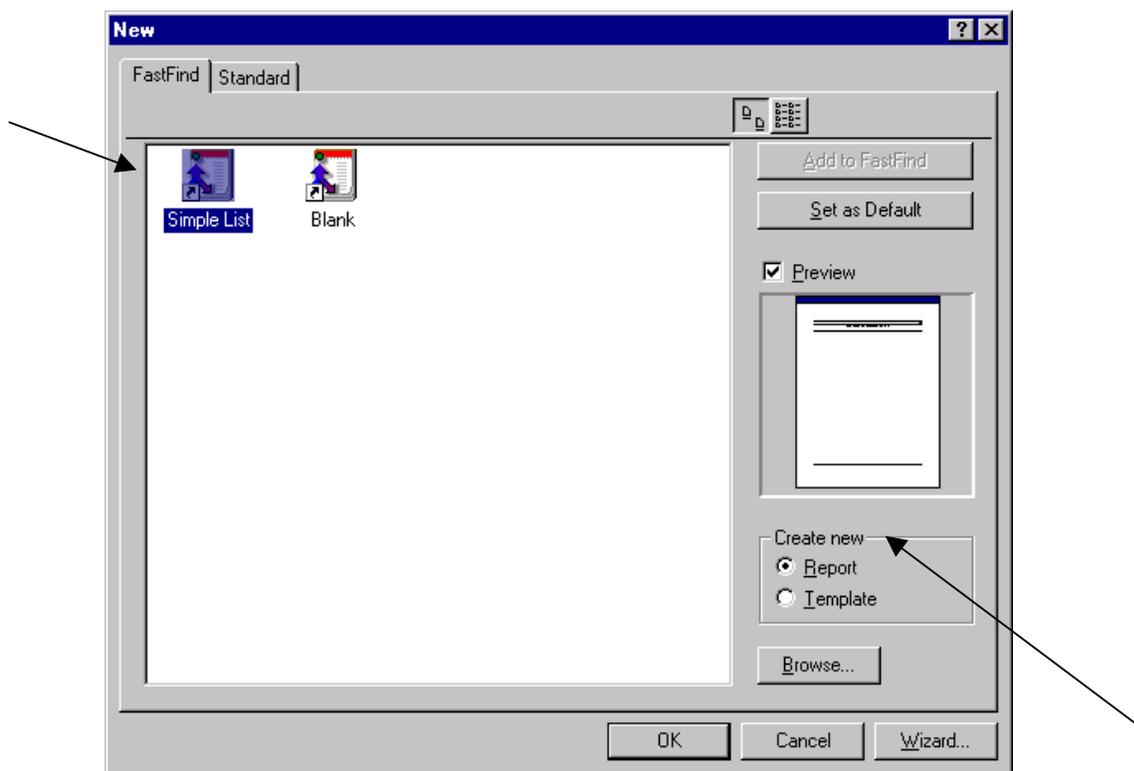


For the purposes of this users guide, we will always use FILE--> NEW to create reports.

Clicking on the first icon (sheet of paper) will start the wizard to create a report. The wizard does not offer the same functionality(s) as FILE --> NEW.

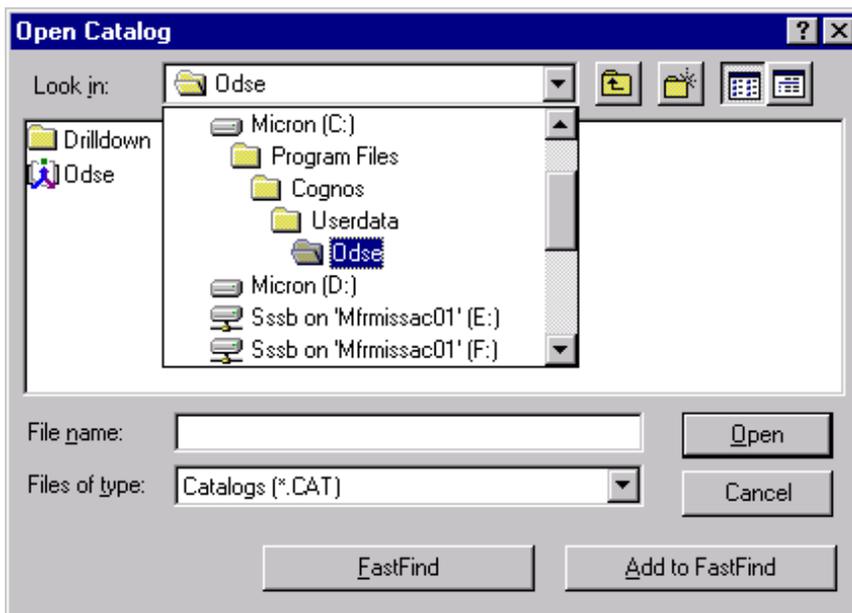


Your screen will look like this.



SIMPLE LIST is the default Fast Find within the NEW window box. REPORT is the default option for "create new" as well. Accept both and click on OK.

- If you are using UDMIPS, you will immediately go into the catalog.
- If you are using ODSE, you will be prompted to choose a catalog. If the ODSE catalog does not appear, it should be located in the C:\PROGRAM FILES \ COGNOS \ USERDATA\ ODSE sub-directory.



When the OPEN CATALOG box appears, find the ODSE catalog.



When you click it (ODSE), the catalog name will move to the File Name Box; then click on OPEN or simply double click on ODSE.

Catalog Logon for ODSE.CAT [?] [X]

Catalog

User class: user

Password:

Database

User ID:

Password:

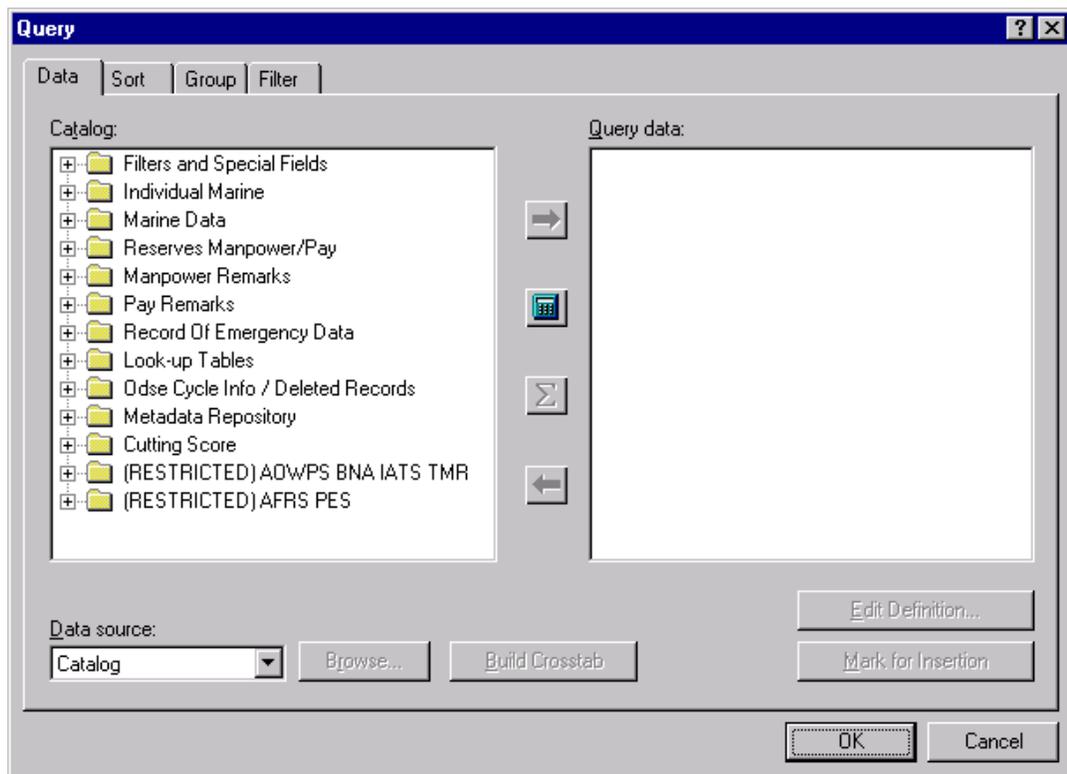
Connect to the database

OK

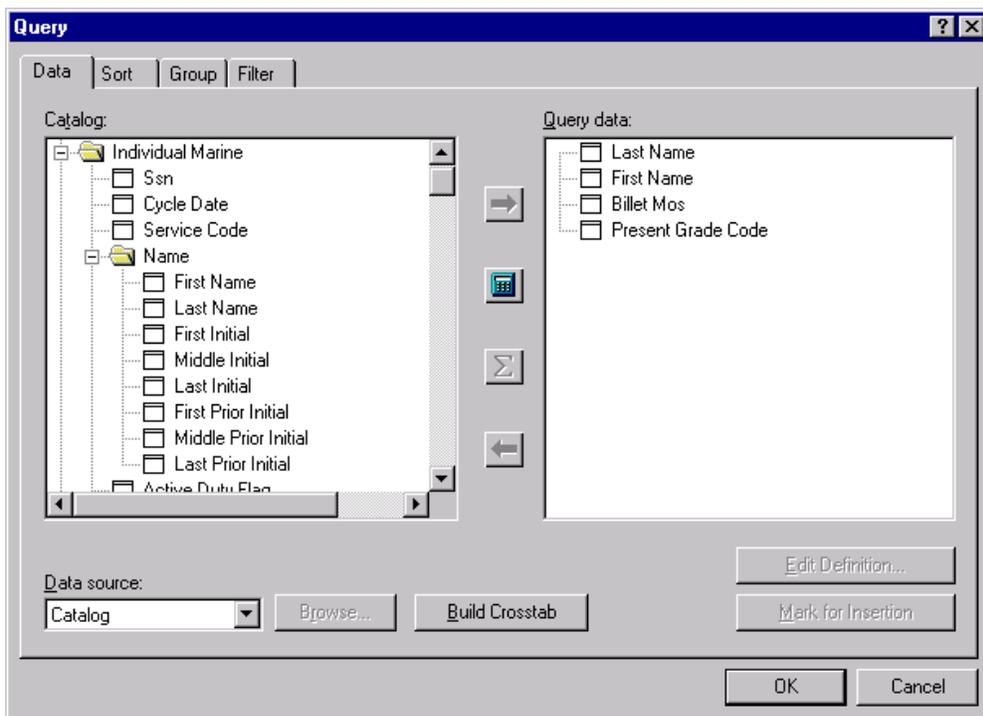
Cancel

Input your user ID and password. This is supplied by your servicing MISSO. If you are accessing the UDMIPS catalogs you will not get this screen.

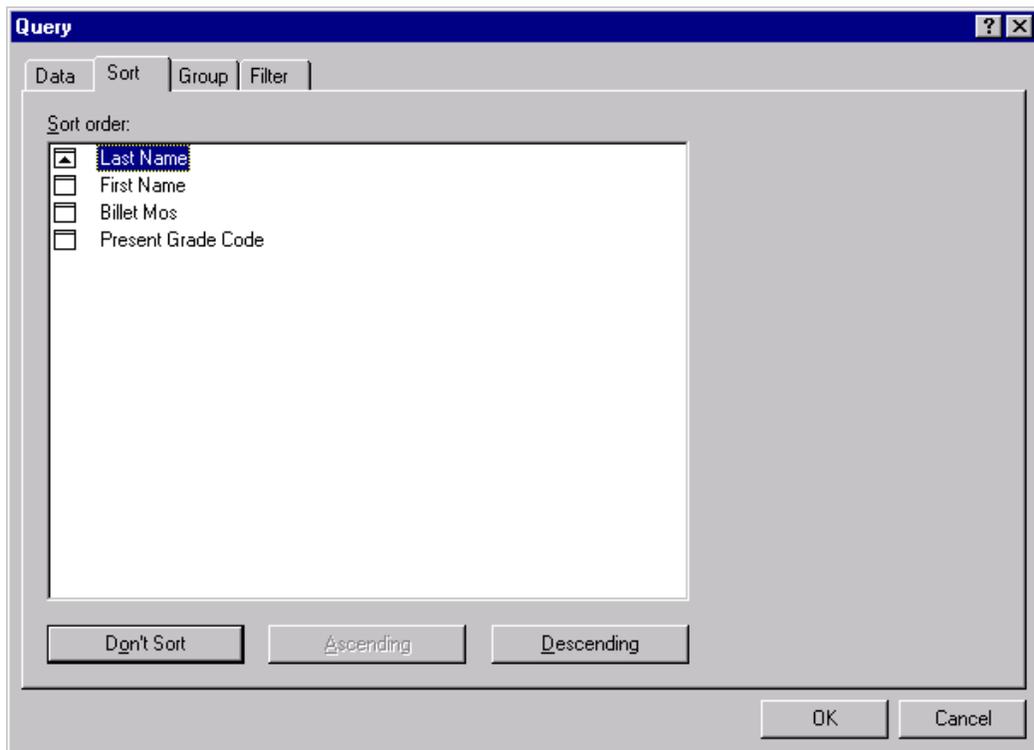
The query will appear. The query is broken into four basic tabs (DATA, SORT, GROUP, FILTER).



The DATA tab allows you to list what you want to appear on your report. To view the different data items available, click on the folder and scroll through them. Also, Appendix A is a listing of the UDMIPS catalog data items and Appendix B is a listing of the ODSE catalog data items.

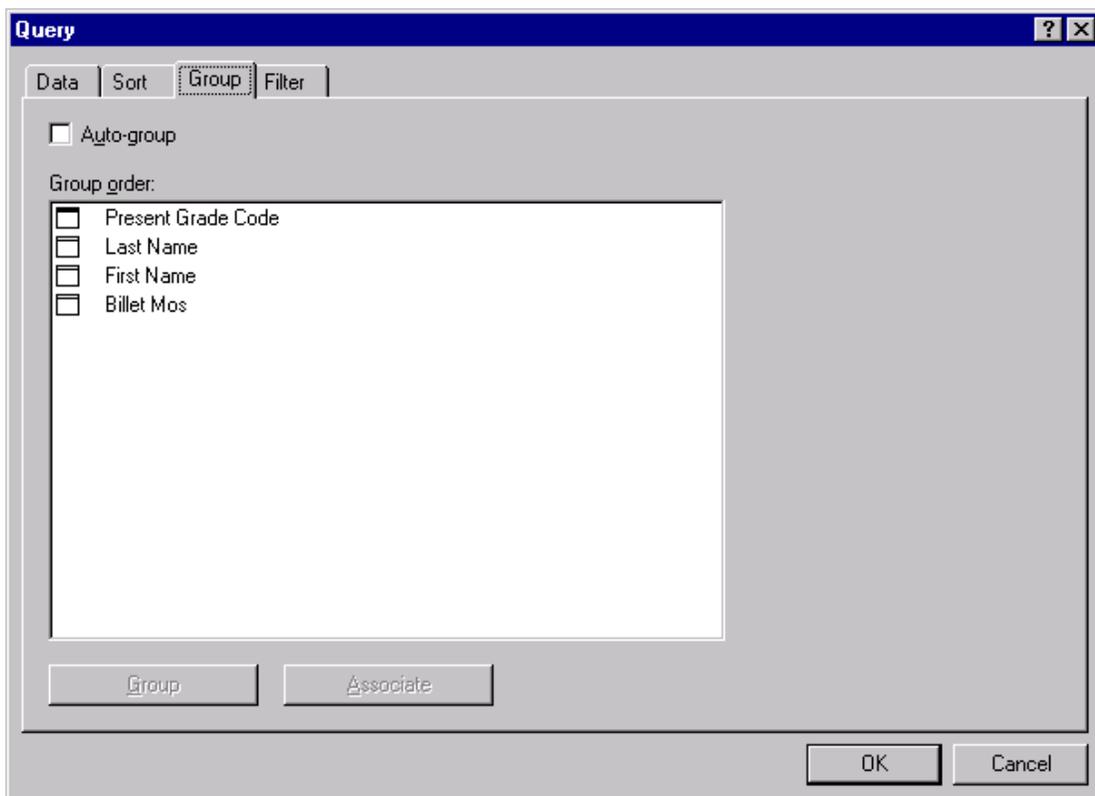


Once you have scrolled through and decided which data items you would like on your report, double click on the data item. This will move the data item into the QUERY DATA window. Once you have all the data items for your report listed in the QUERY DATA window, move on to the SORT tab by clicking on it.



All the data items from the QUERY DATA window will appear in the SORT tab. Double click on the data item(s) you want to sort by. It will move to the top of the list and a triangle will appear in the icon. Once you have your SORT order, click on the GROUP tab.

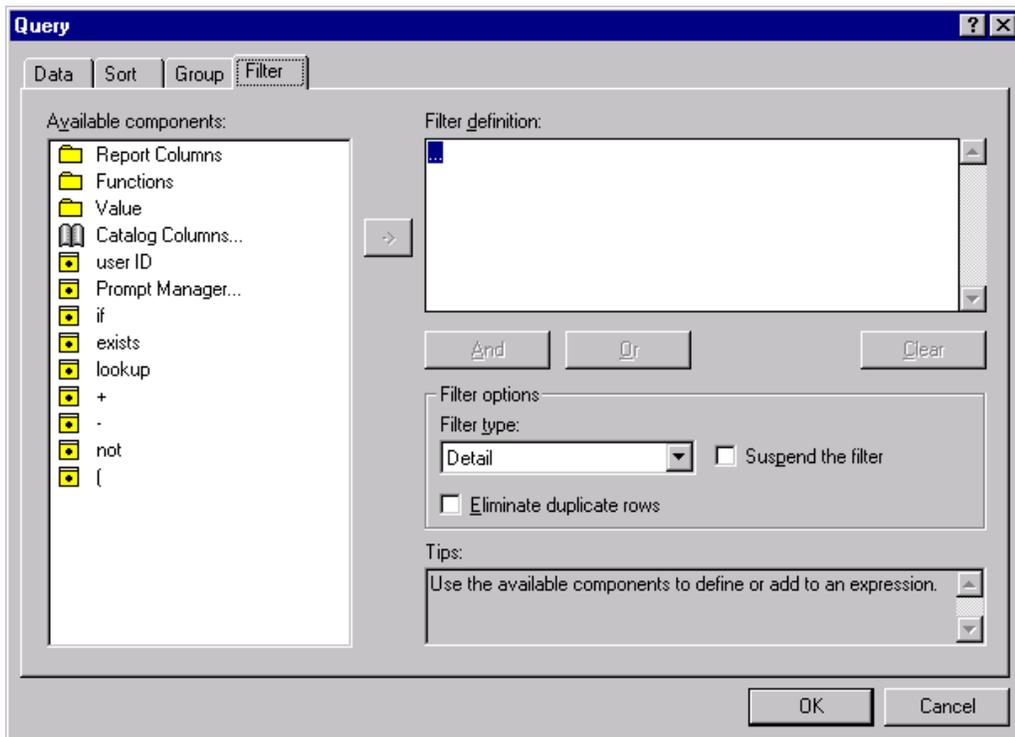
Groups can make the appearance of your data more organized and easier to understand. Look at the report in Chapter 7 for PersTempo and notice how the group makes the report easier to understand.



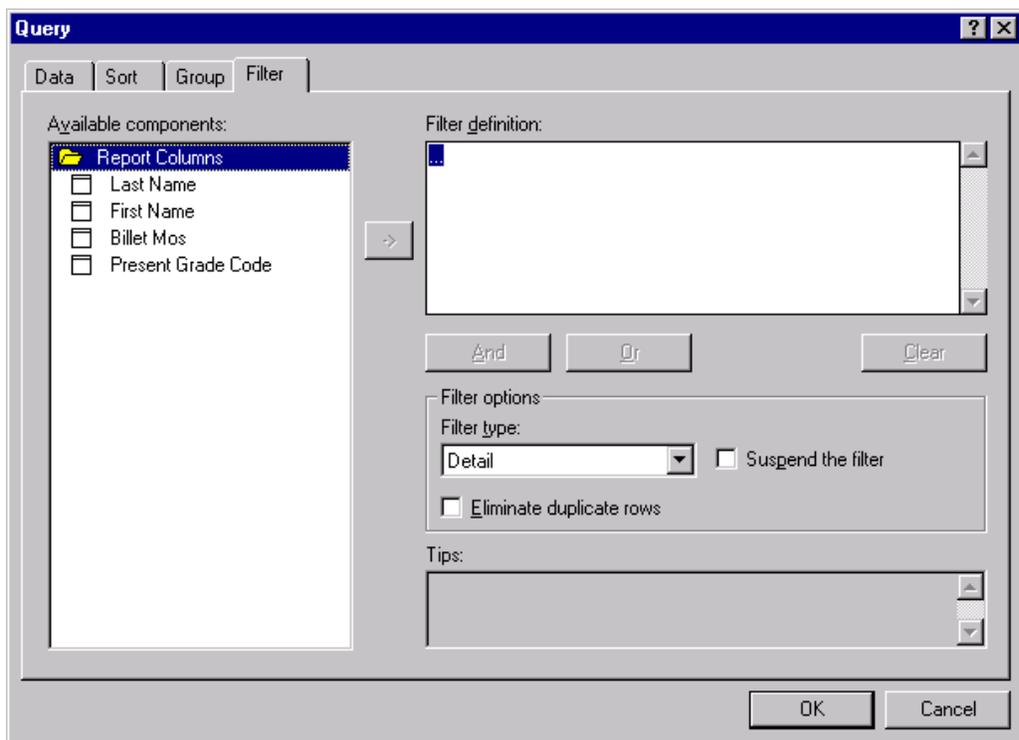
Double click on the data item(s) you want to group by. It will move to the top of the list and the icon next to the data item will have a bolded line across the top. *You do not have to GROUP.*

Now click on the filter tab.

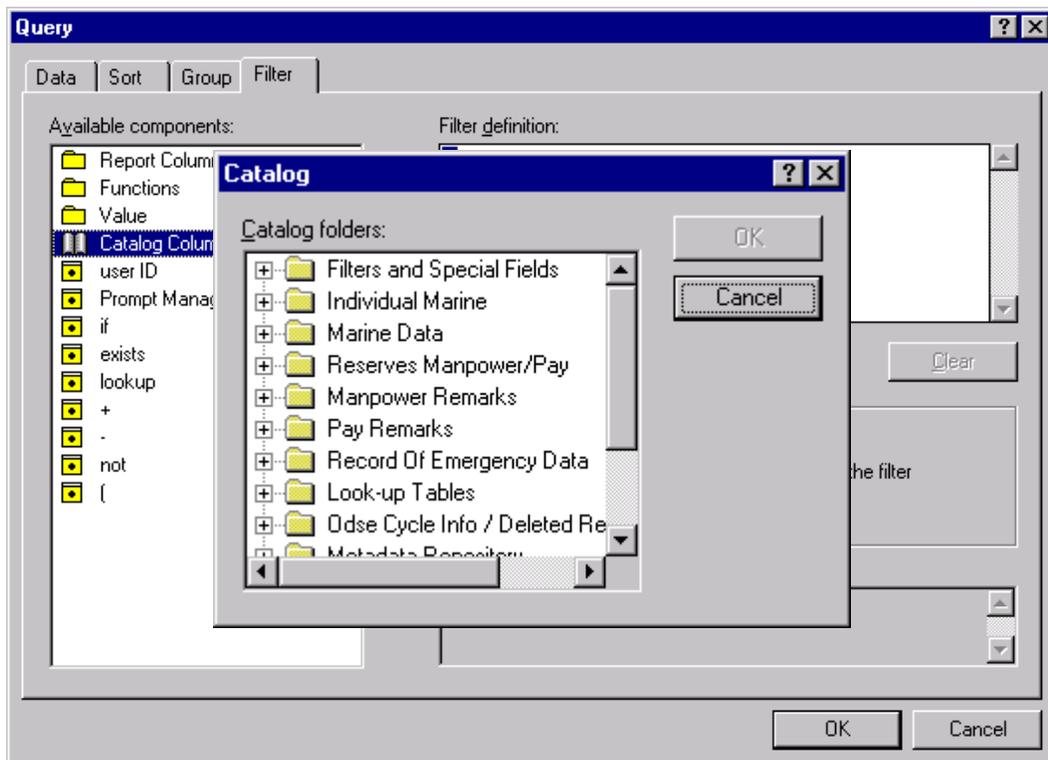
The FILTER is where you tell the program what it should produce.



There are several available components within the FILTER tab. For the purposes of this report we will look at REPORT COLUMNS AND CATALOG COLUMNS. Refer back to the definitions and expressions in chapter 3 for further clarifications. Also, look at the end of this chapter for other operators that can be used in the filter (example: functions).

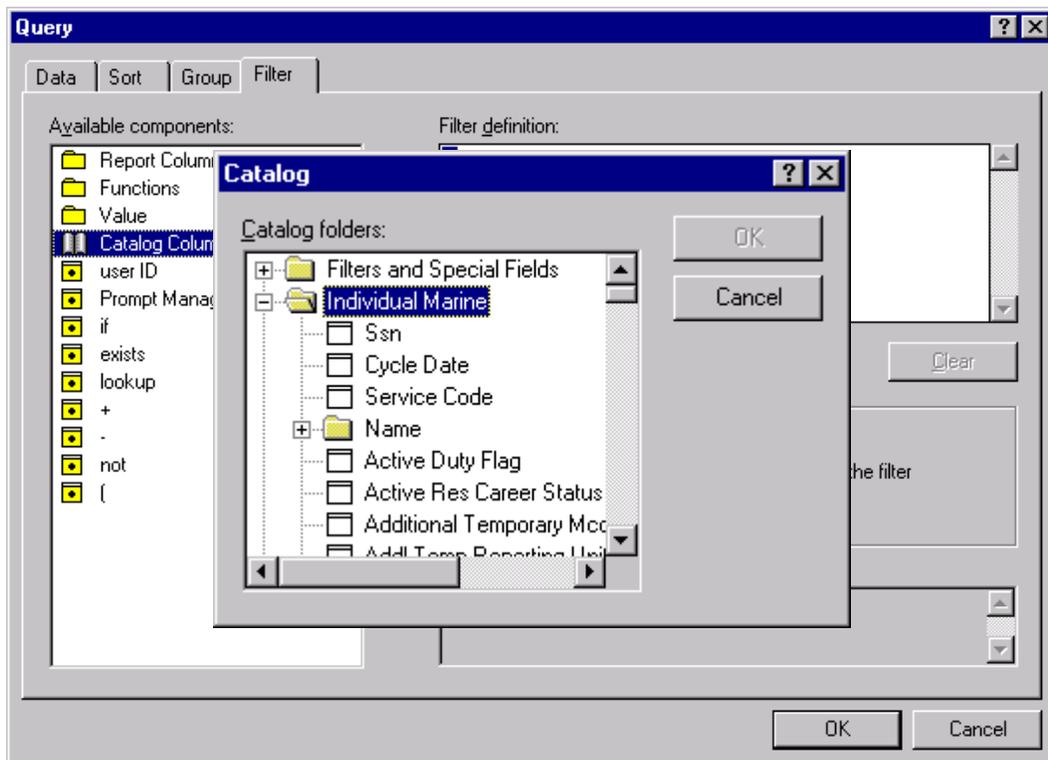


The REPORT COLUMNS will display all the data items that were requested in the DATA query.

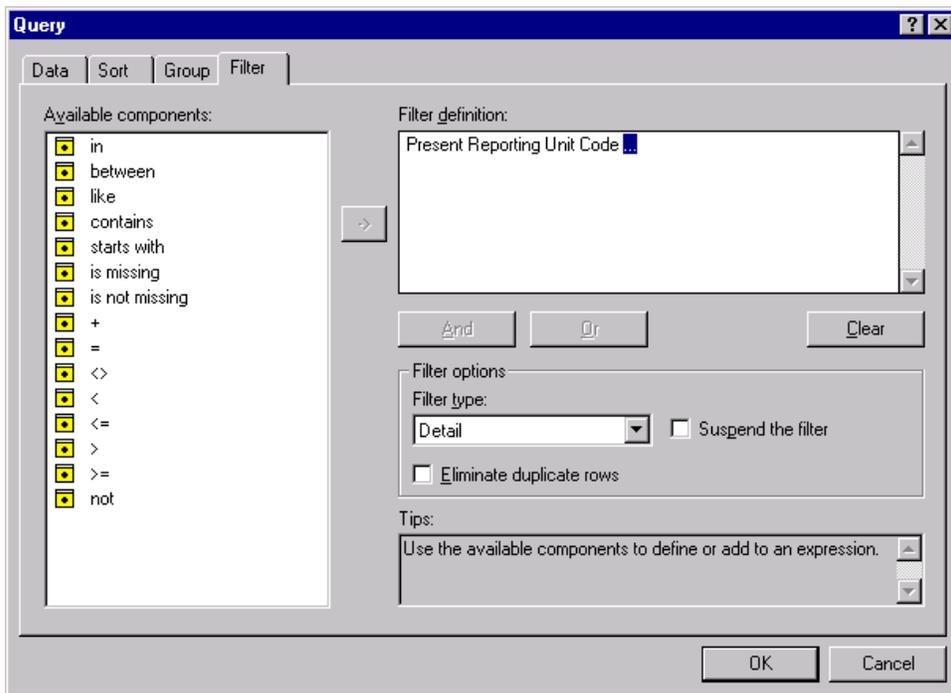


When you want to filter with a data item not listed in the data query, use Catalog Columns (a listing of the original folders).

Lets build a filter definition to get all the members within RUC 36000 that are SSgts.

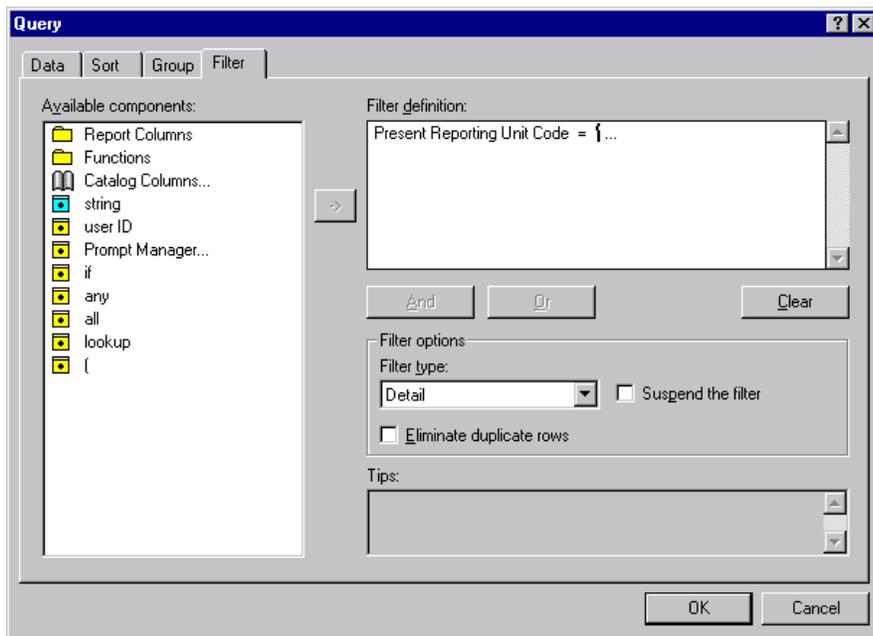


First we have to get the data item for **PRESENT REPORTING UNIT CODE**. If you look at Appendix B (ODSE Listing) and find the above data item, you will find that it is in the Individual Marine folder. Once you have opened the Individual Marine folder, scroll down and double click on **PRESENT REPORTING UNIT CODE** and it will move into the filter definition window.



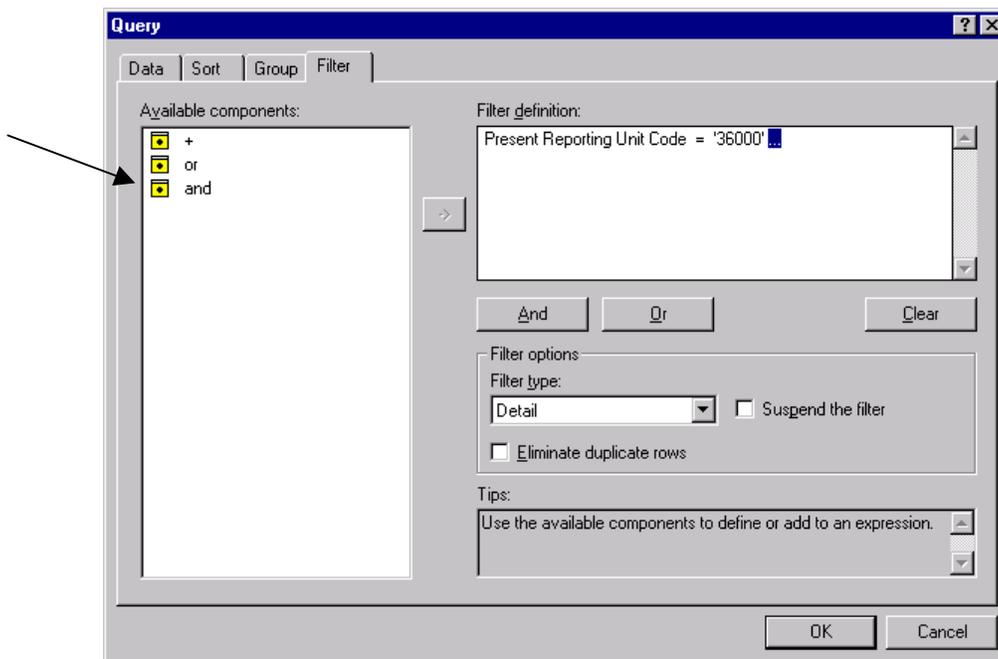
Now double click on equal to (=) and it will move to the filter definition window.

The string is often used when you want to input the data.



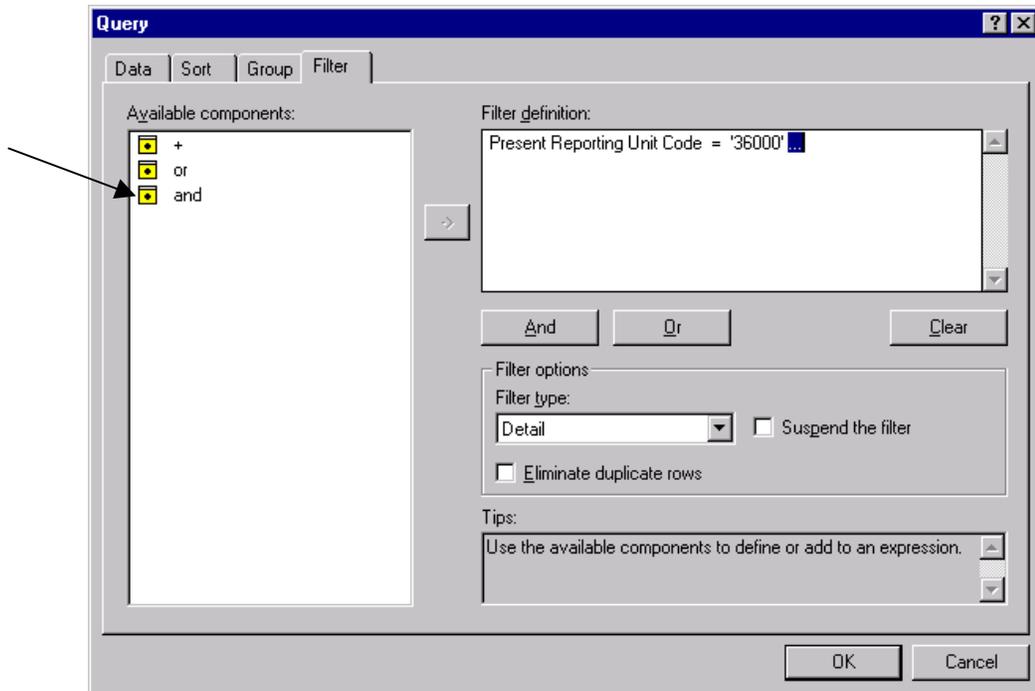
To input 36000, you must use a string. This is accomplished by double clicking on the string icon, under available component. This will put quotations inside your filter definition and the cursor will be blinking inside the string (quotation). Now type the information inside the string – in this case 36000. After it has been input, you can hit ENTER to get outside the string or hit the right arrow once to get outside the string.

AND is mostly used to connect expressions but **OR** can be used as well.

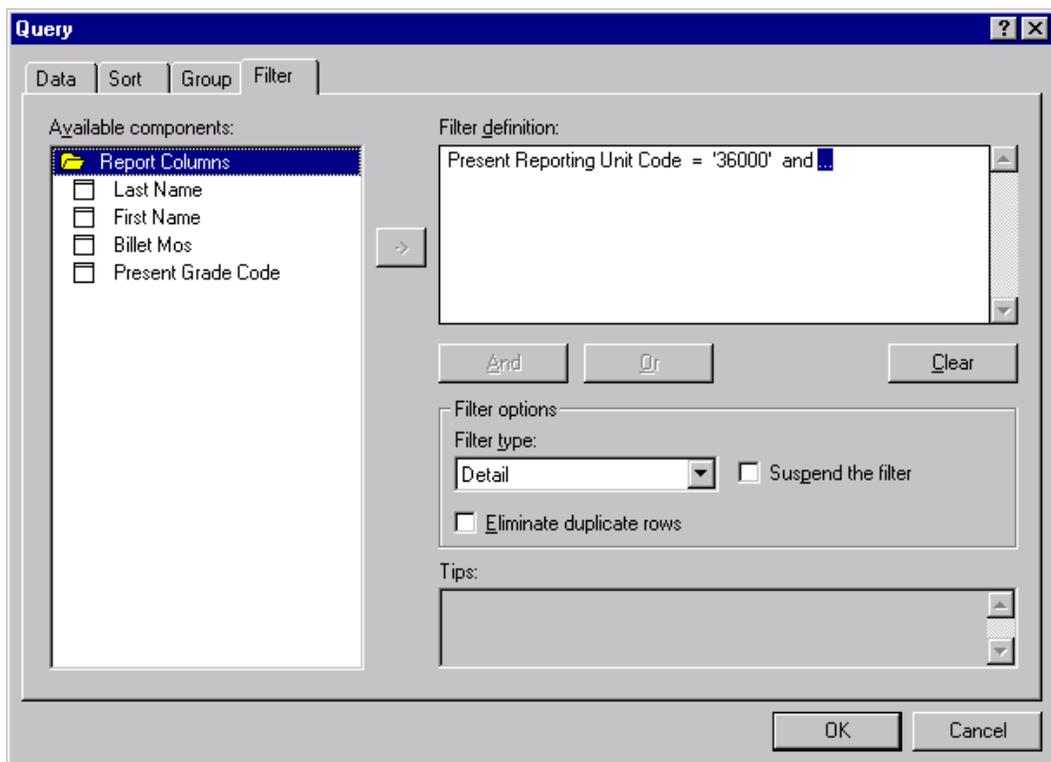


Your first expression should look like the one above.

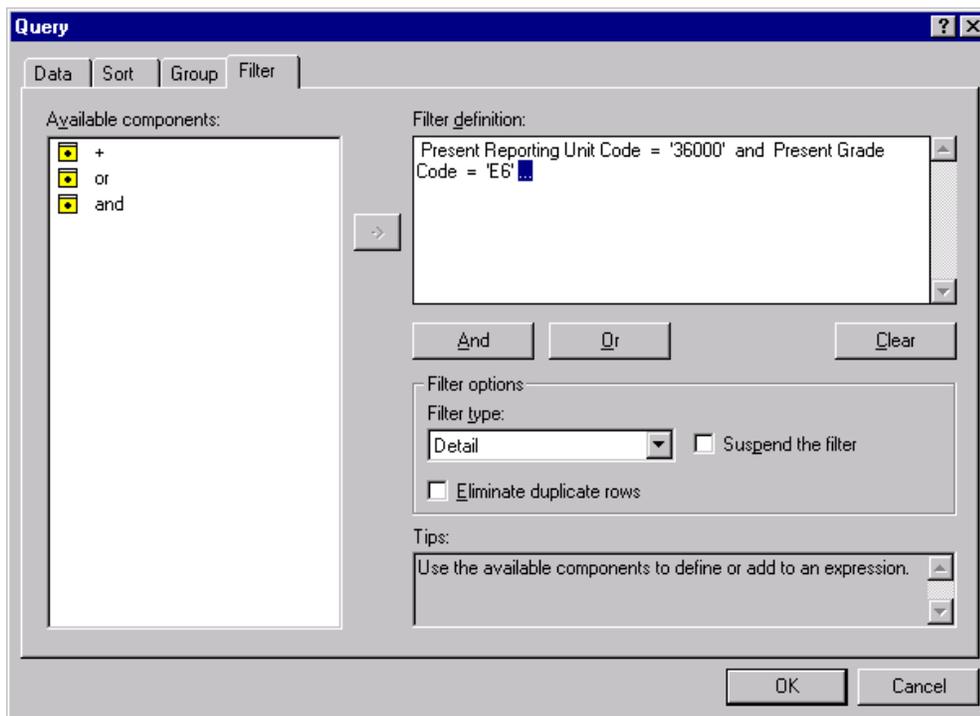
Because we have only the first part of our filter definition defined we have to add an expression connector operator before we can start the next expression. Double click on **AND** and let's start the next expression which will be to get all the Staff Sergeants.



Double click on AND to get into the next expression.

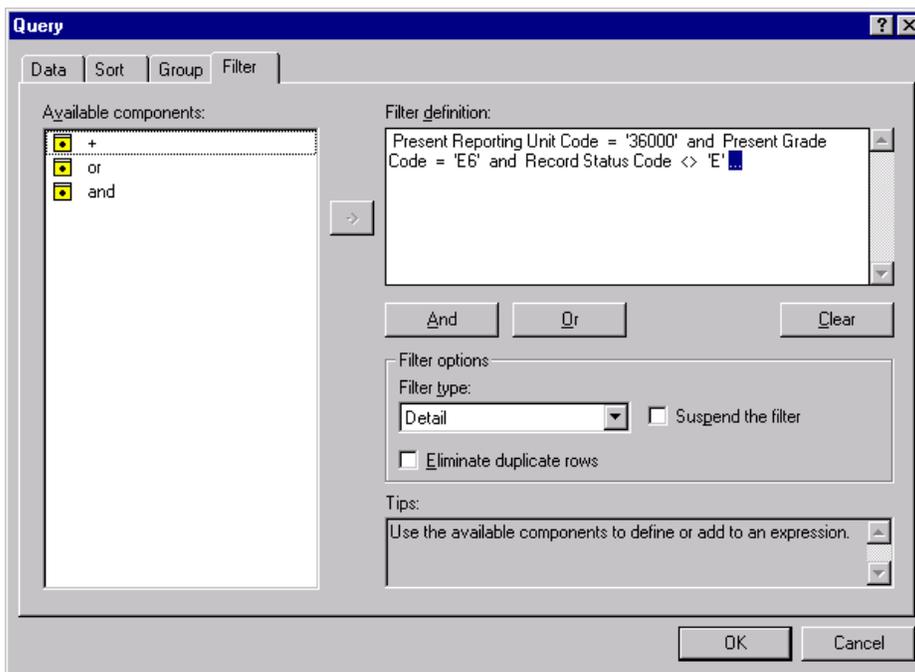


Go into the Report Columns and get Present Grade Code. When it moves to the Filter Definition, click on equal to (=) and then string and inside the string, type E6. Now right arrow over once to get outside the string.

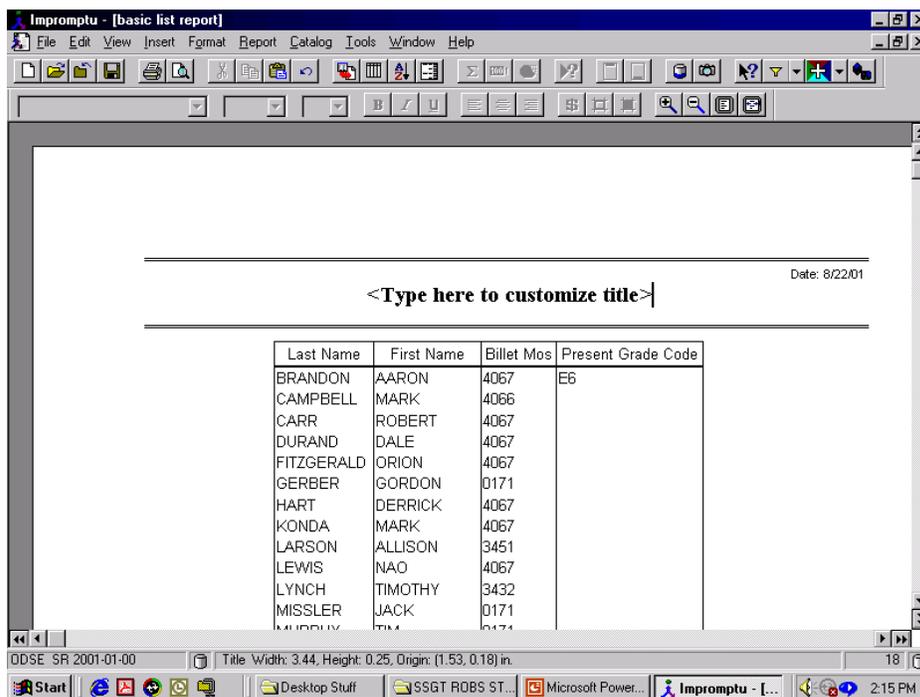


Your filter definition should look like this. Now double click on AND to type your last expression.

CHECK ALL YOUR INFORMATION BEFORE PRESSING OK.



When in ODSE, the last expression is very important: **RECORD STATUS CODE < > 'E'**. This tells the program to look for all the Marines who are not in a separated status on the active duty side. This will include reservist on active duty. Do not choose **COMPONENT CODE = '11'** because it will exclude your officers that have not been augmented (C1 and C2). When you are completed with your filter, verify all your tabs for correctness and hit OK.



You will need to edit your report headers once your report is built. This is done by double clicking on the header you would like to change, EXAMPLE: Billet Mos could be changed to BilMos and Present Grade Code could be changed to Grade. Also, to give a title to your report, double click where it states “<Type here to customize title>” and type the desired title.

The screenshot shows the Impromptu software window titled 'Impromptu - [basic list report]'. The report content is as follows:

Date: 8/22/01

RUC 36000 SSgt's

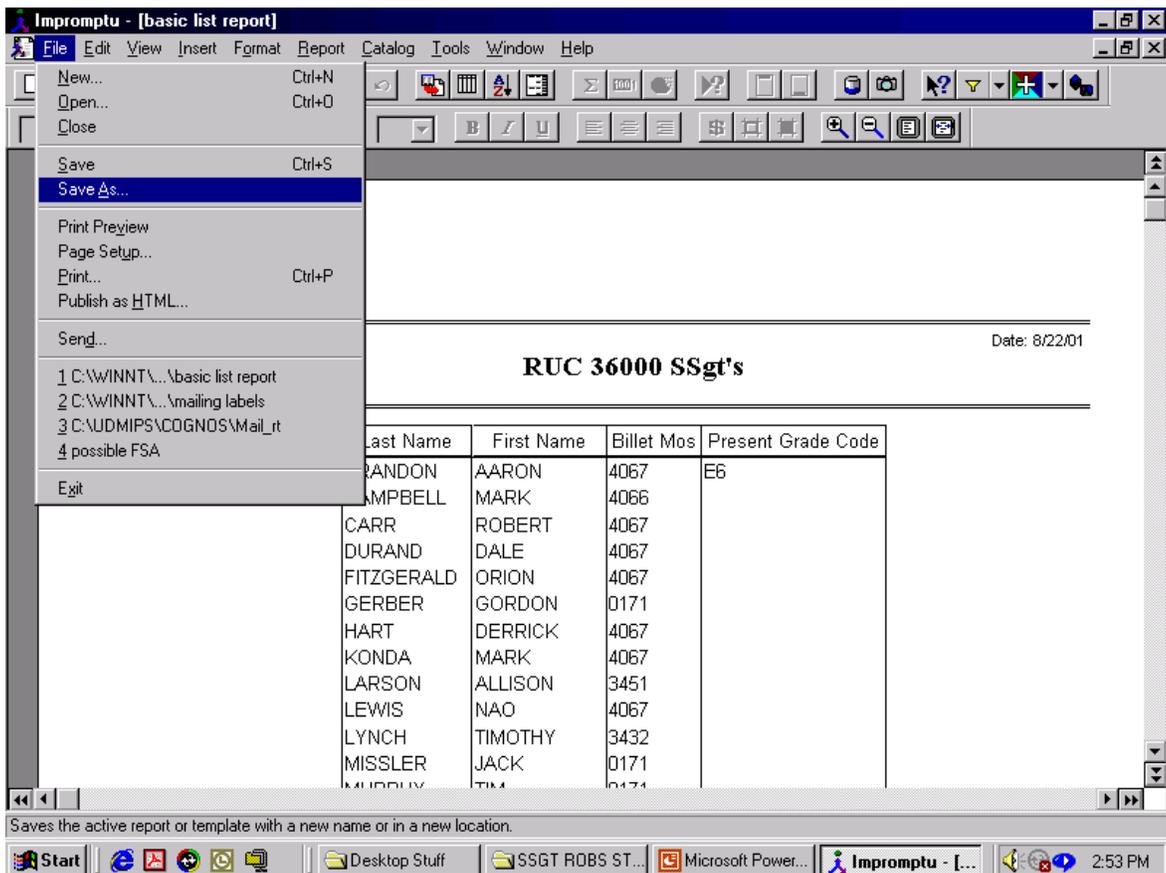
Last Name	First Name	Billet Mos	Present Grade Code
BRANDON	AARON	4067	E6
CAMPBELL	MARK	4066	
CARR	ROBERT	4067	
DURAND	DALE	4067	
FITZGERALD	ORION	4067	
GERBER	GORDON	0171	
HART	DERRICK	4067	
KONDA	MARK	4067	
LARSON	ALLISON	3451	
LEWIS	NAO	4067	
LYNCH	TIMOTHY	3432	
MISSLER	JACK	0171	
MURPHY	TIM	0171	

The software interface includes a menu bar (File, Edit, View, Insert, Format, Report, Catalog, Tools, Window, Help), a toolbar with various icons, and a Windows taskbar at the bottom showing the Start button and several open applications.

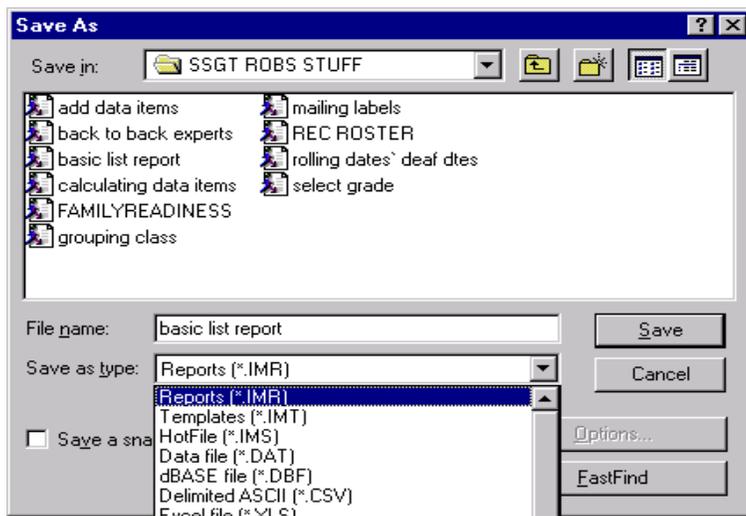
Your report should look similar to this. To delete a column from the report, place the cursor on any one of the retrieved data for the desired column to delete and press the delete button or place the cursor on the header until the arrow is pointing down and click, it will high-light the entire column, then press delete button on your keyboard.

Beginner Reports

5



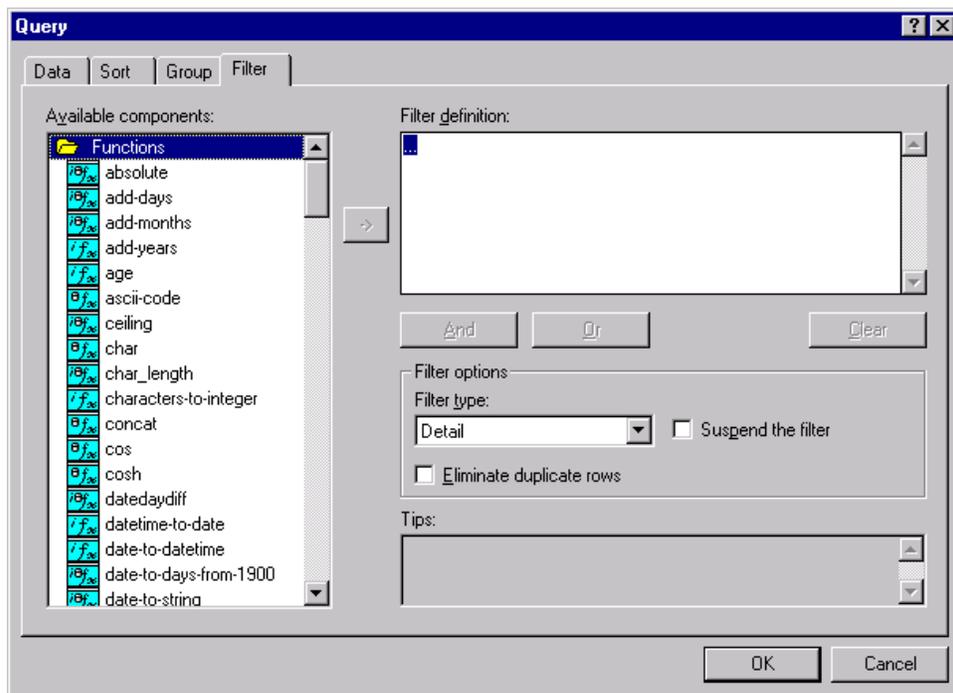
To save the report, simply click on FILE →SAVE AS



Give the report the desired name and now you have it for the next time someone request the same information.

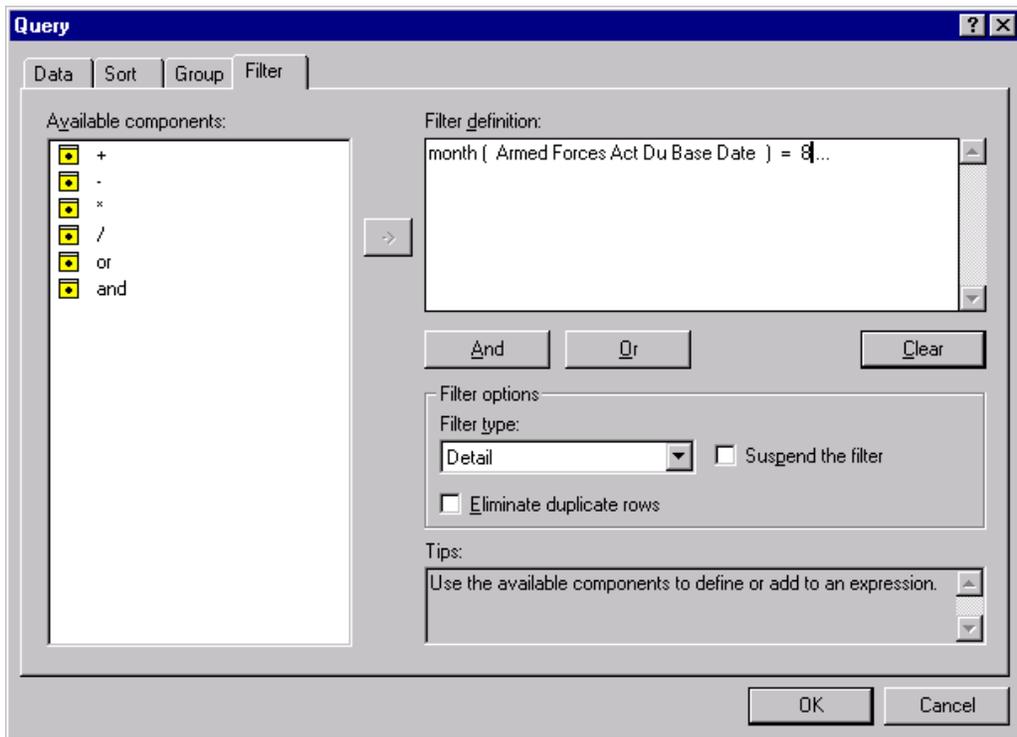
If you are sending the data to someone who does not have ODSE, change the "save as type" to MS excel or another type that can be accessed by that user.

Functions are pre-defined formulas that you can use to re-format a data item. If you click on a FUNCTION, the tips section will tell you what the function means/does.



EXAMPLE: If you wanted a listing of all the personnel with a Date of Birth within the month of August, use the function for month- `MONTH (Date of Birth) = '8'` or if you wanted a listing of all the SSDR or OSR to report of the unit diary for the month of August, use the function for month

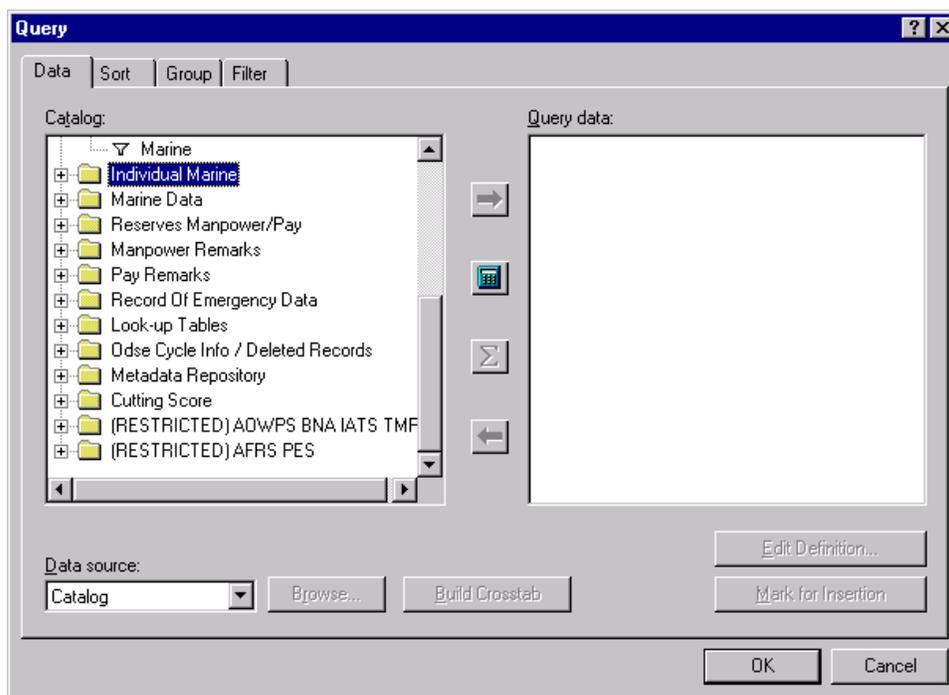
`MONTH (Current Tour Begin Date) = '8'`



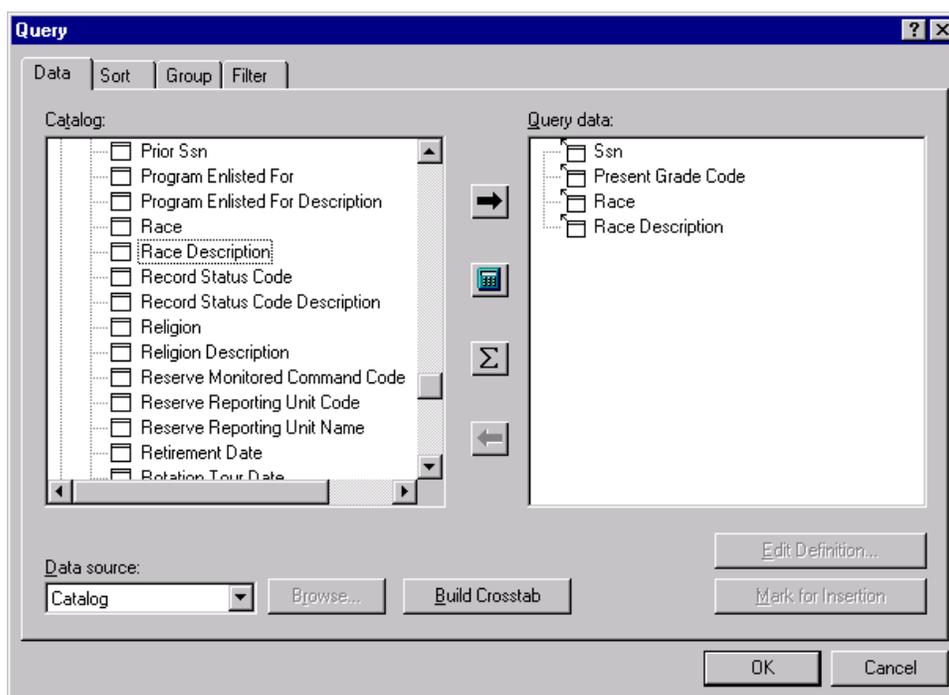
Your expression will look like this.

Now that you know how to build a list report, lets look at cross tab reports, these are reports that provide numbers vice names.

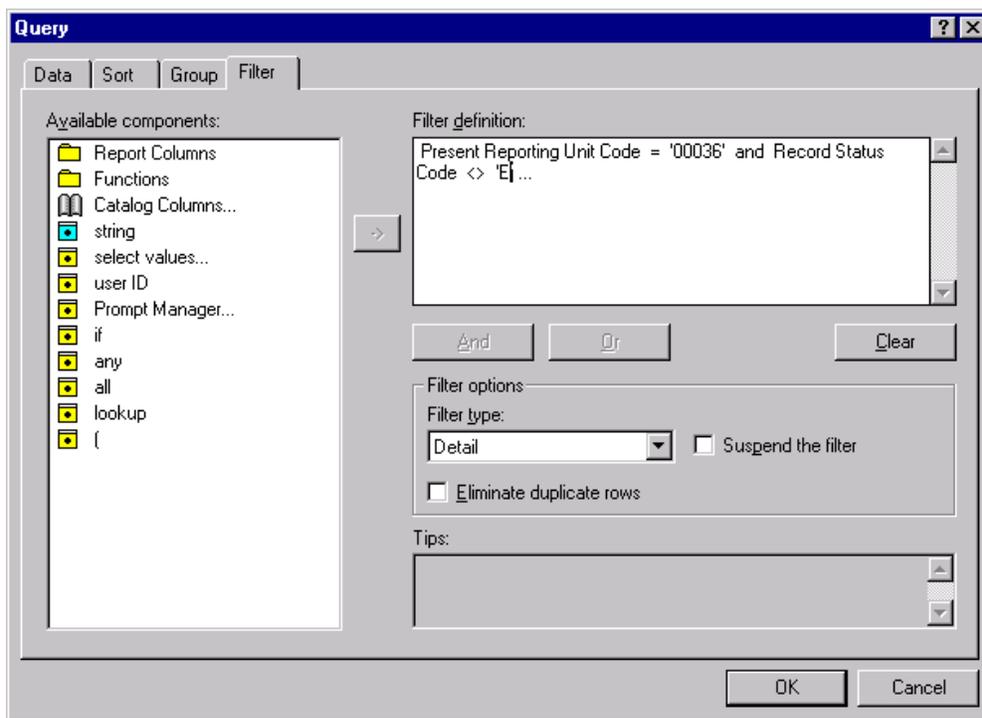
Lets build a report that shows a break down of personnel by grade and race for a specific RUC.



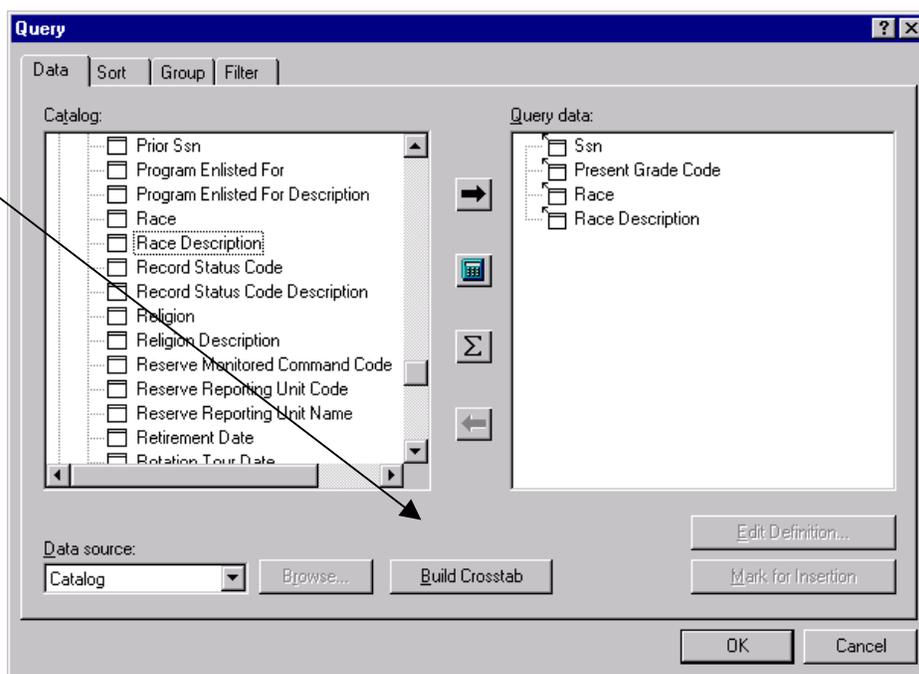
The Query is the same as with a LIST REPORT, in the data query you list the fields that you want displayed on the report.



Because all you want is numbers in a cross tab, you don't need name fields, you always want to count by SSN. Of course list the other fields that you want to appear across the top (columns area) and the left side of the page (row area). There is no need to SORT or GROUP cross tabs.

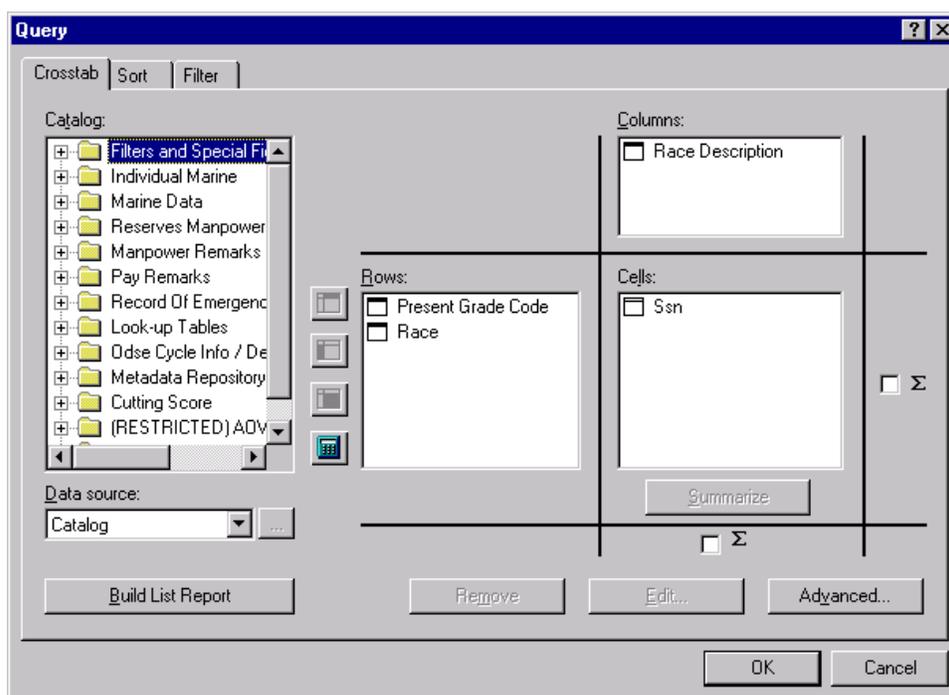


Inside the filter, state what you want the report to provide. Refer to the SIMPLE LIST REPORT if necessary.

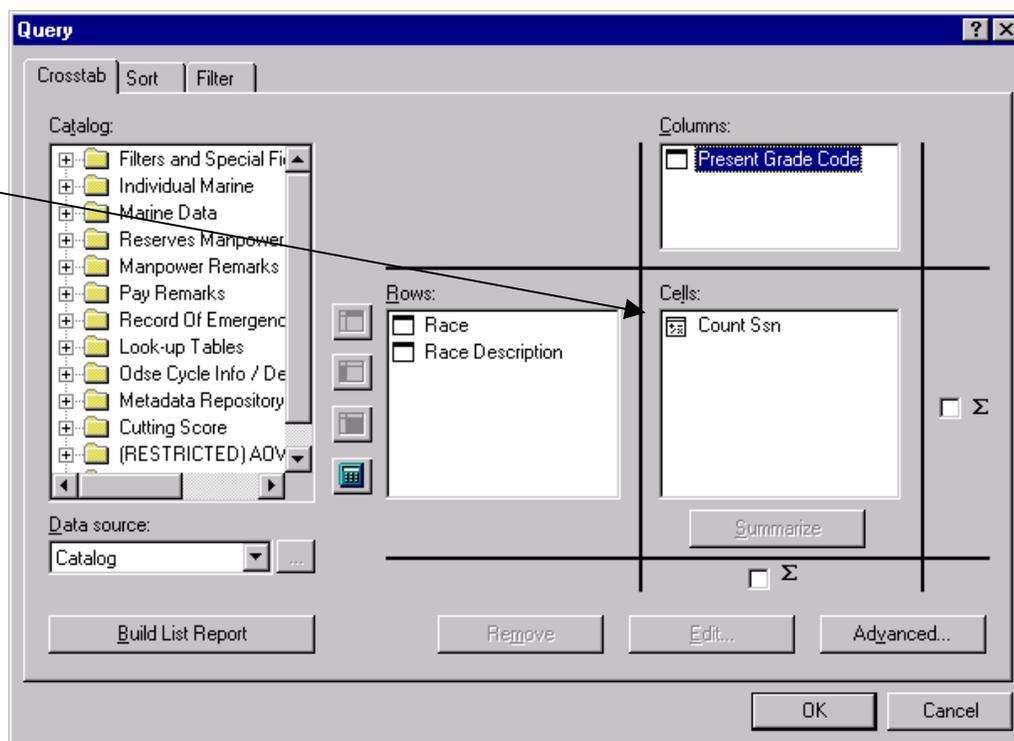


Once you are satisfied with the information you are requesting in the query of this report return to the data tab and click on the build crosstab button. Sometimes it will take a few minutes to get the crosstabs screen.

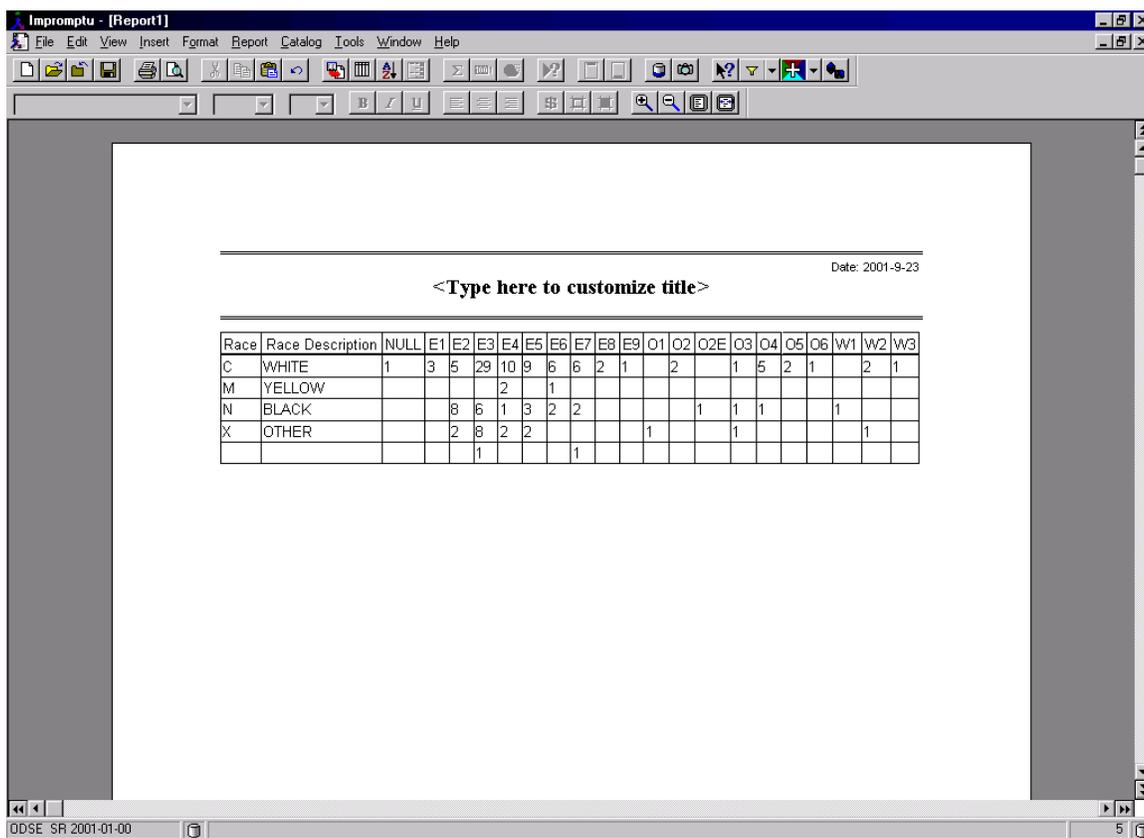
Once you have the screen in the correct format, click on OK.



When you get the crosstabs screen, the data may have to be arranged in the way that you would like it to appear on your report. **ALWAYS HAVE "Count SSN" IN THE CELL COLUMN.** This is because you want the program to do just that, Count the SSN. This is done by clicking and dragging the SSN data item into the cell area of the crosstab screen.



It should look like this. Notice the Count SSN vice SSN.

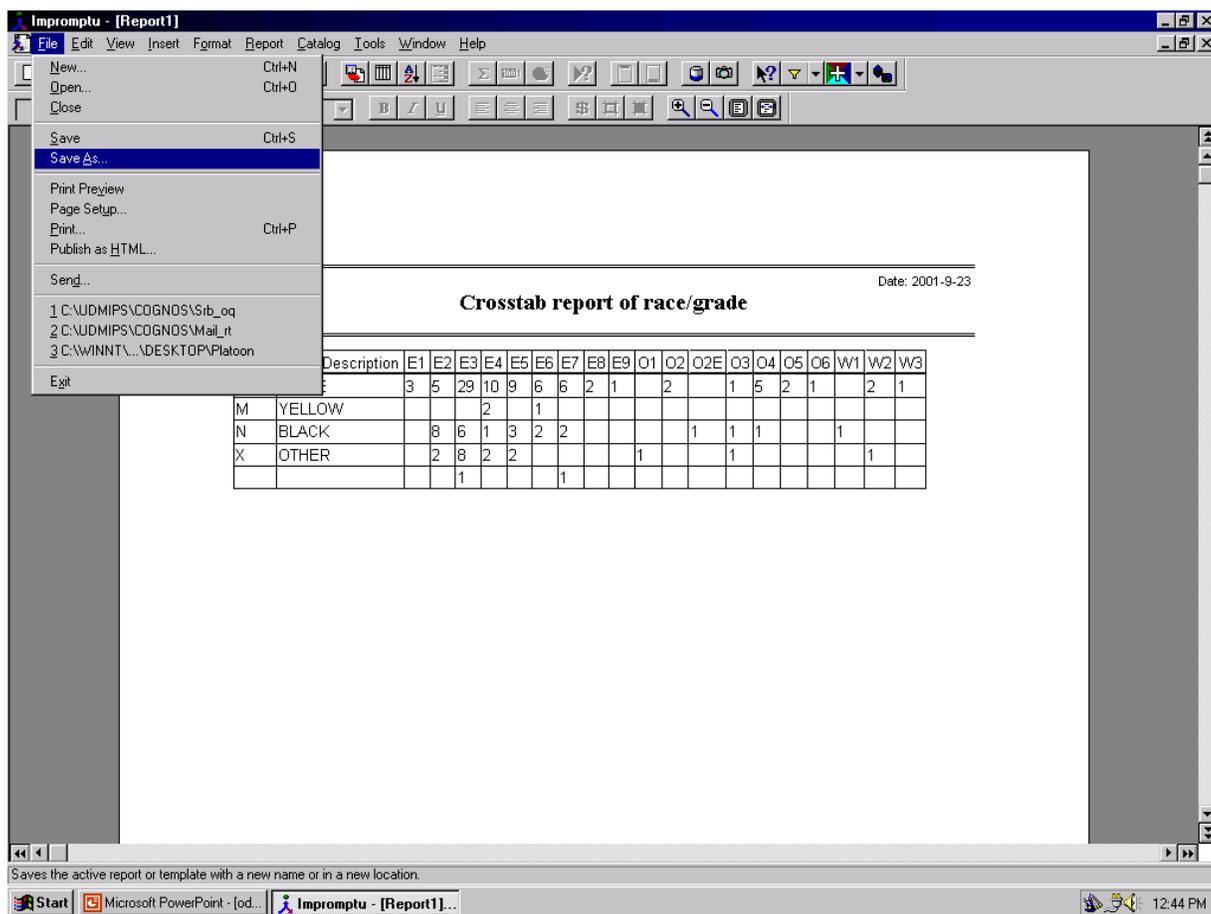


Now that you have your report, edit the headers and give it a title.

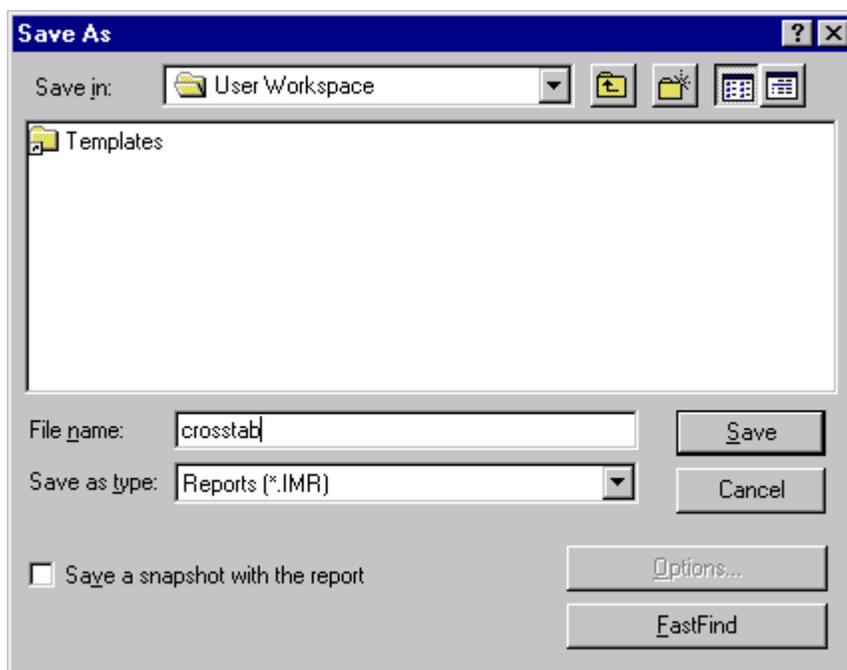
Crosstab report of race/grade Date: 2001-9-23

Race	Race Description	E1	E2	E3	E4	E5	E6	E7	E8	E9	O1	O2	O2E	O3	O4	O5	O6	W1	W2	W3
C	WHITE	3	5	29	10	9	6	6	2	1	2			1	5	2	1		2	1
M	YELLOW			2		1														
N	BLACK		8	6	1	3	2	2					1	1	1			1		
X	OTHER		2	8	2	2					1			1					1	
				1				1												

DDSE SR 2001-01-00 5



Now save your report.



The next time you need the data, simply access the file and it will be updated with the latest information.

Building Calculated Data Items

Building Calculated Data Items

6

You can use calculations to compare or combine data items or to summarize information.

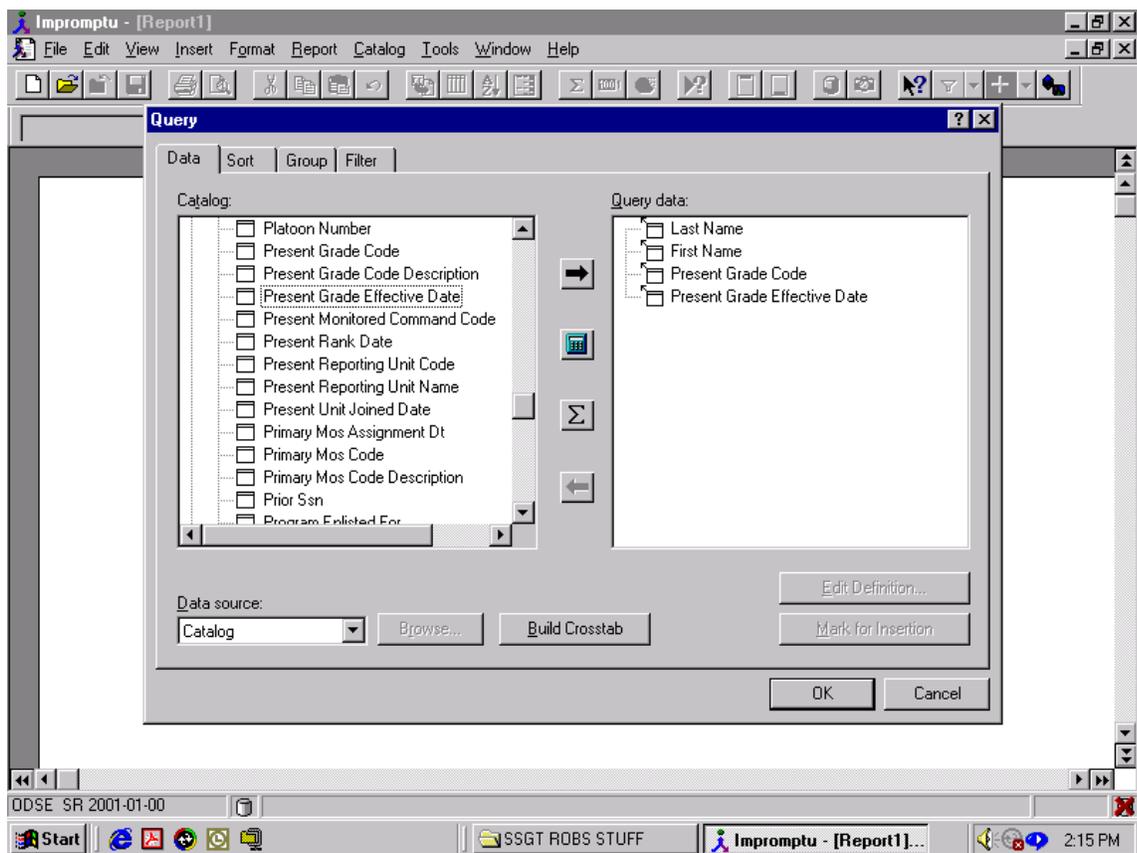
Lets build a couple of calculations together.

- The first will simply merge data.

- The second will merge a summary/function with a data item to create a running total.

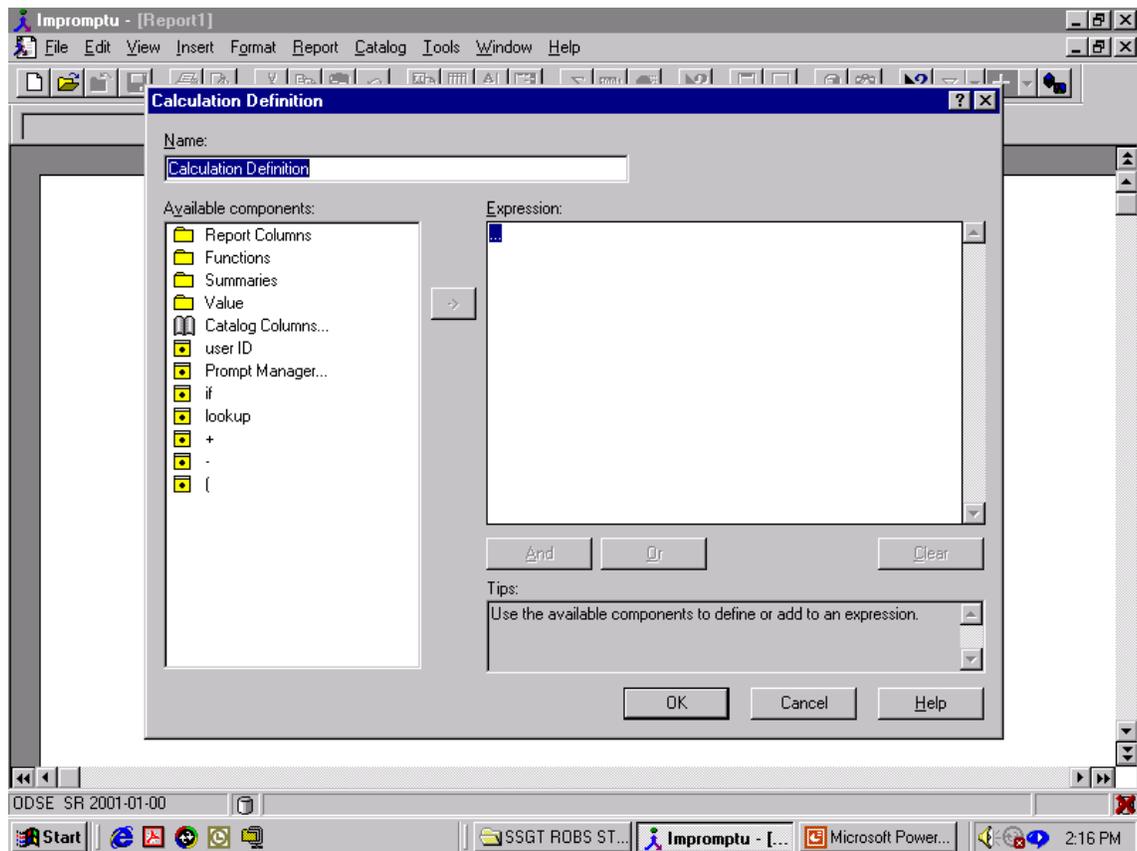
Building Calculated Data Items

Lets create a data item called 'Select Grade'.



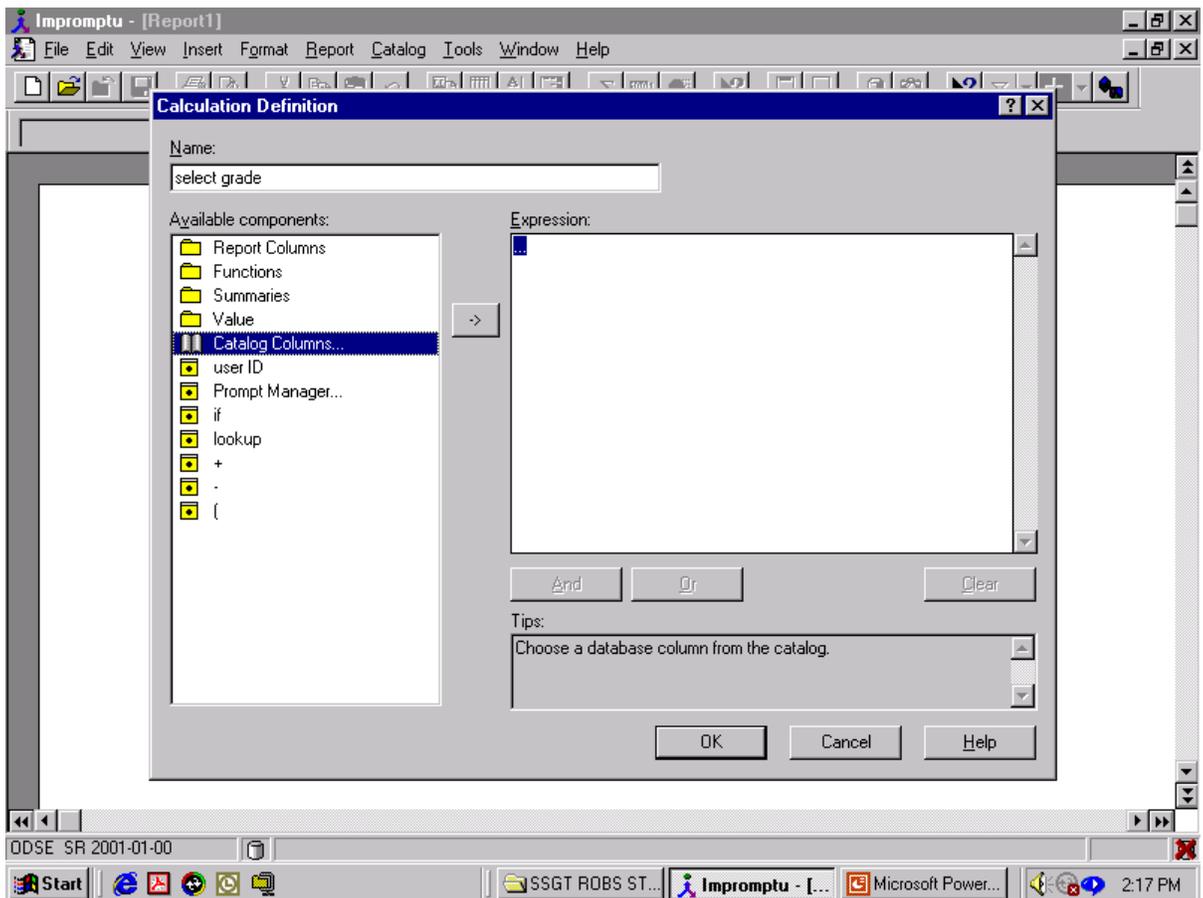
Within the data tab, select your data items as usual. When you are ready to build your calculation, click on the green calculator in the middle of the data tab window.

Building Calculated Data Items



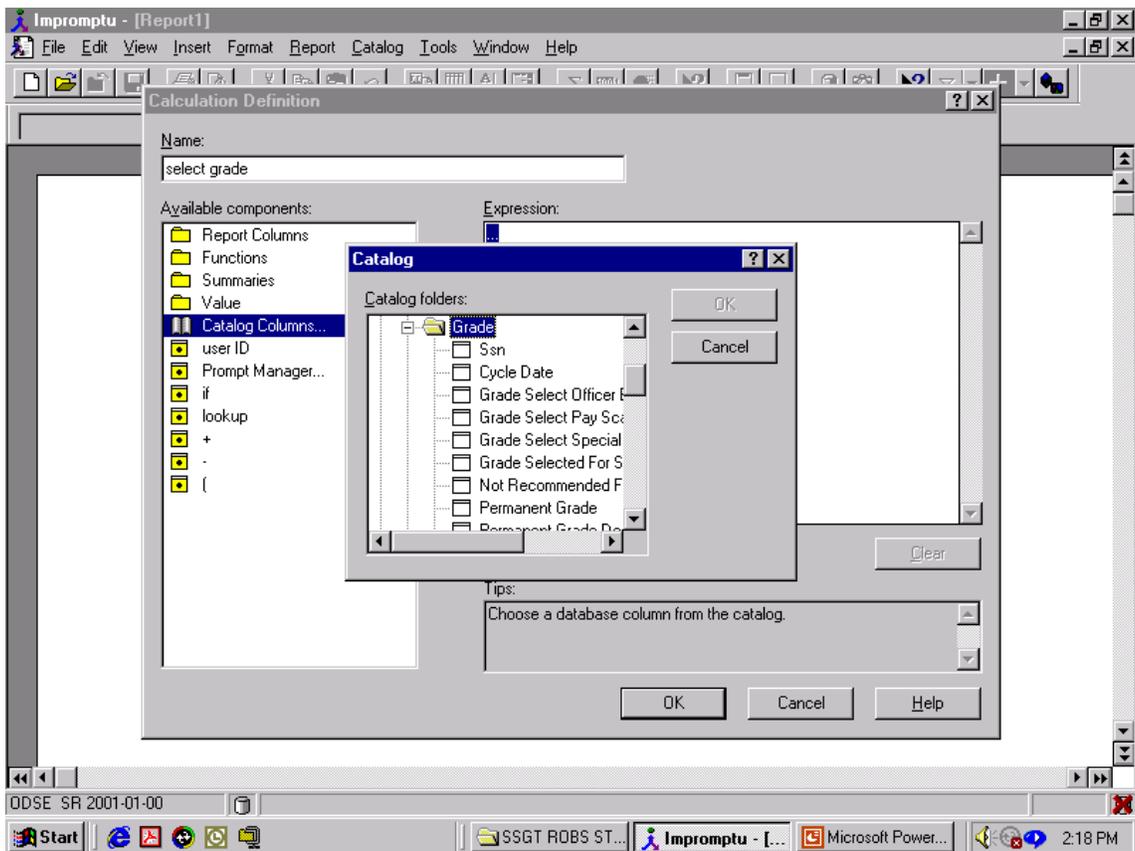
When the calculation definition window appears, the cursor will be blinking in the Name box. Give your calculation a name. In the expression box, define your express by inputting the information you would like to merge.

Building Calculated Data Items 6



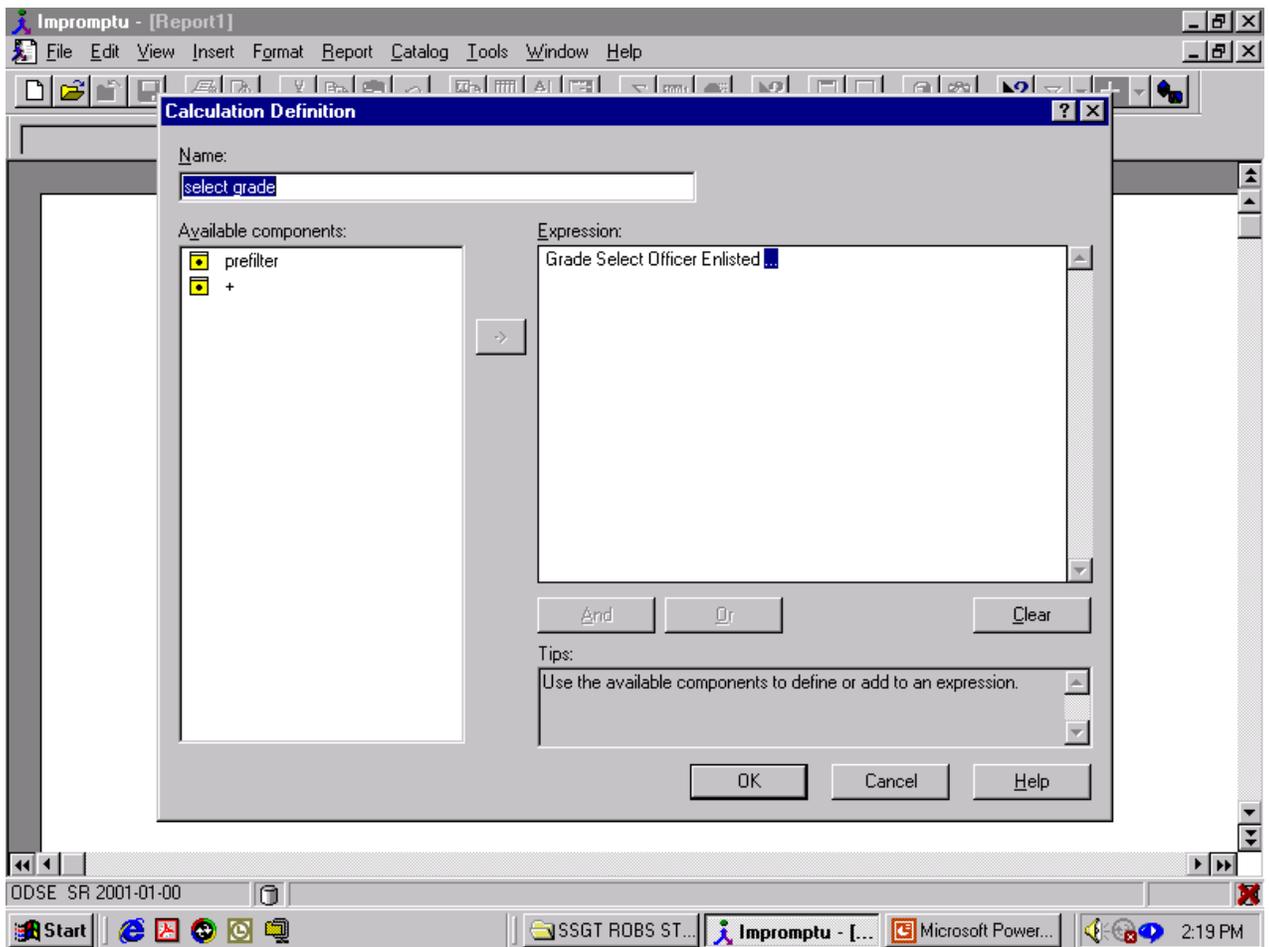
To get to the GRADE SELECT OFFICER ENLISTED and GRADE SELECT PAY SCALE, go the Catalog Columns then Marine Data, then GRADE.

Building Calculated Data Items



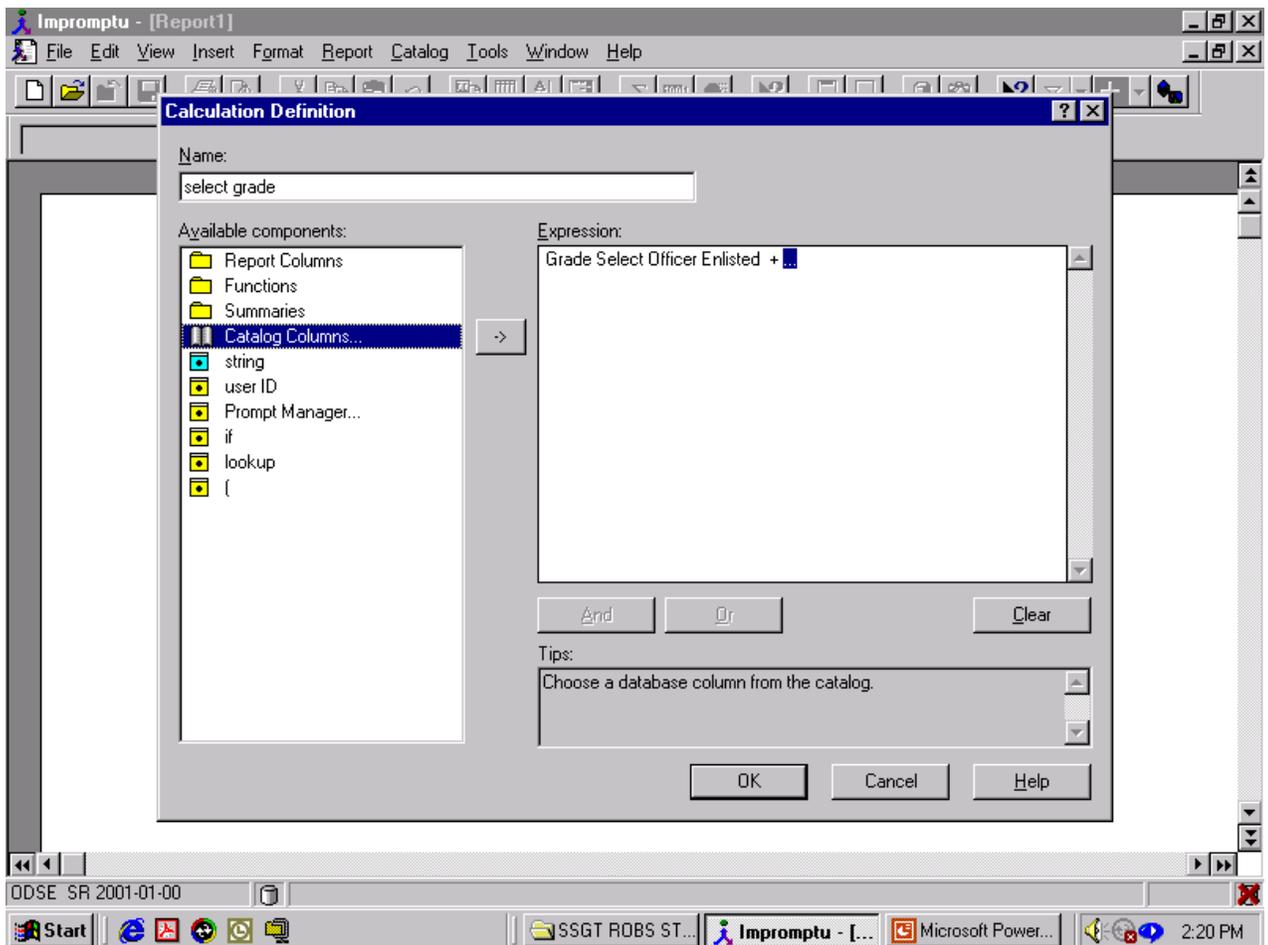
Double click on the first data item you would like to be merged. This will move it into the expression box.

Building Calculated Data Items 6



Under available components, select the plus sign (+).

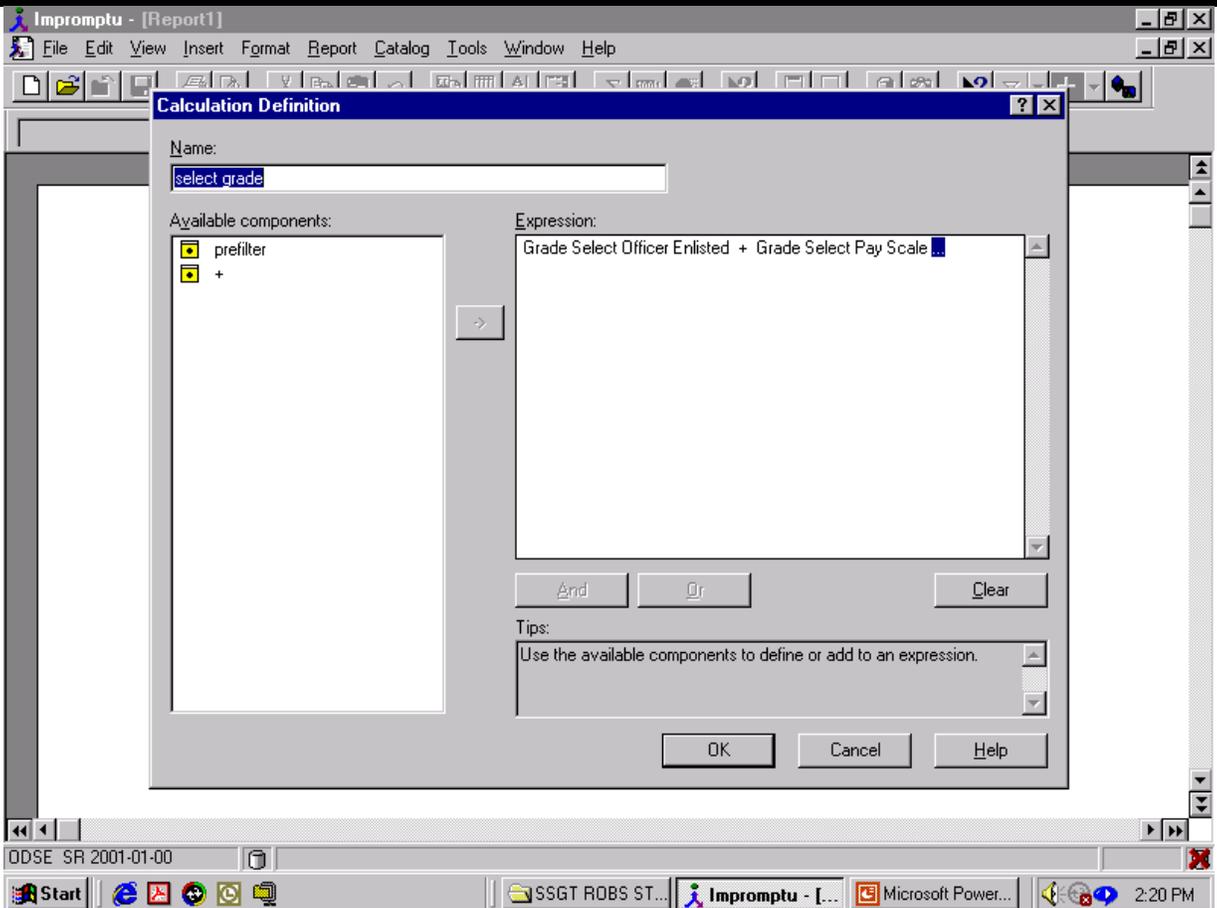
Building Calculated Data Items 6



Then repeat the process to get second data item that you would like merged.

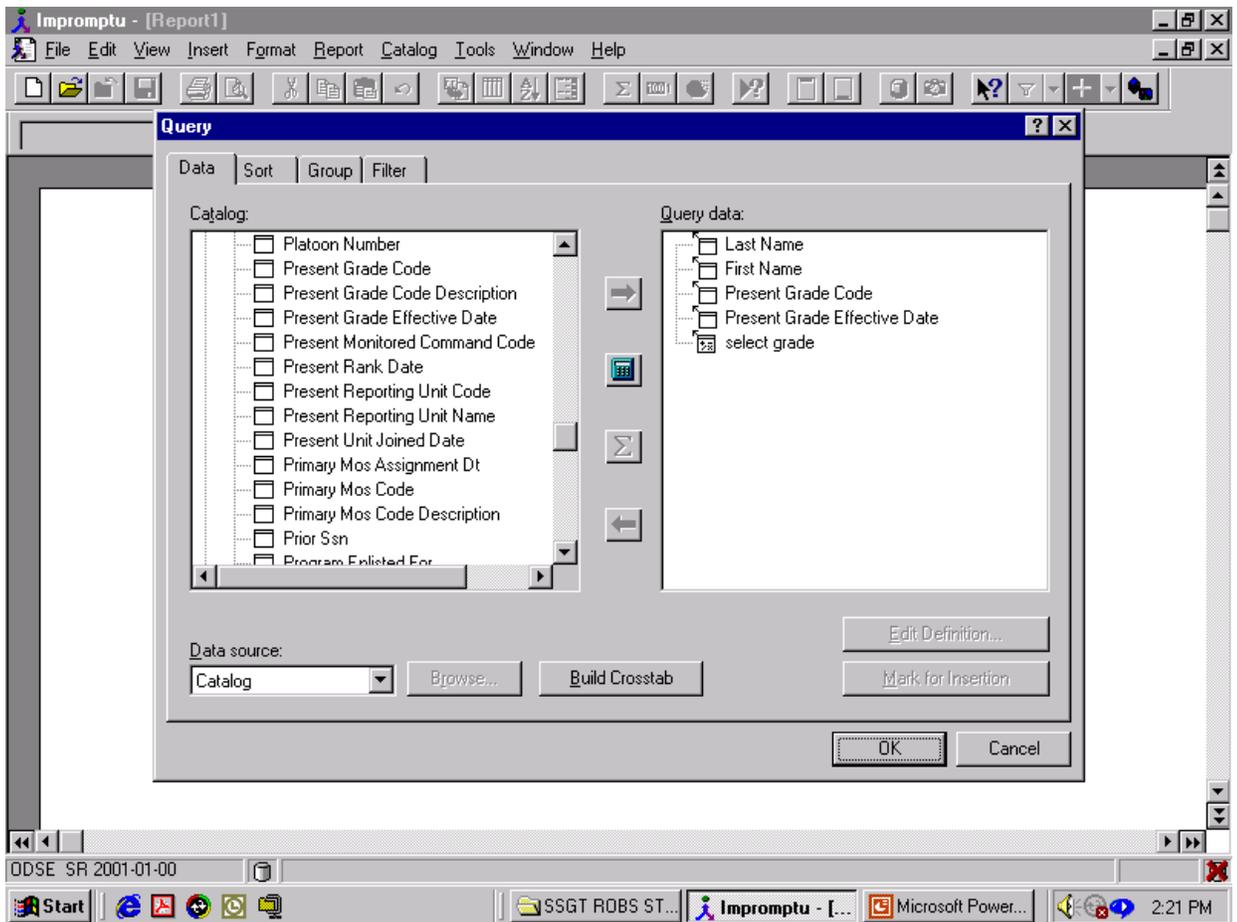
Building Calculated Data Items

6



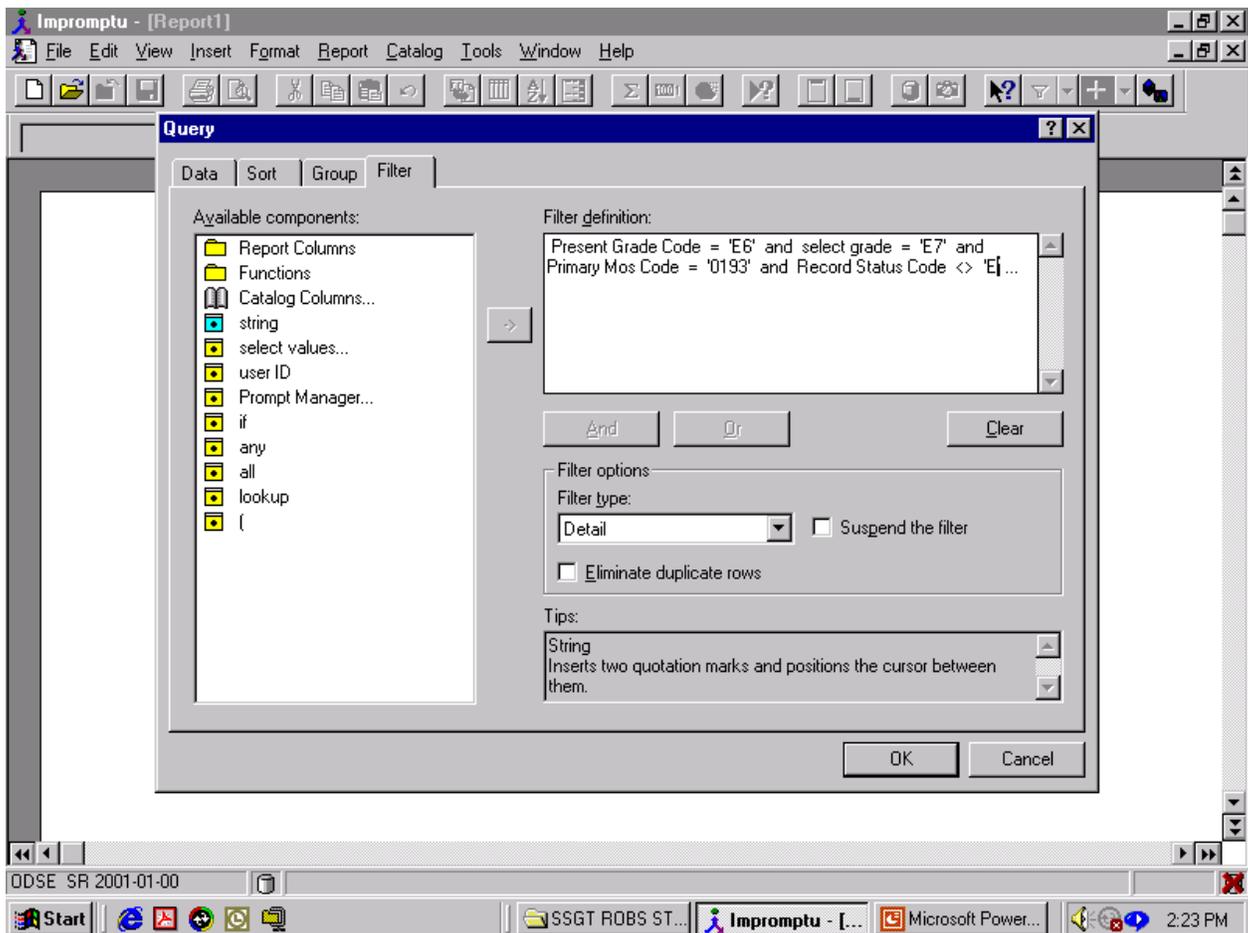
Your expression now reads that you would like ODSE to create a data item that merges the OFFICER ENLISTED and the PAY SCALE info for select grades. Example: A SSgt that is selected for the next grade would have a GRADE SELECT OFFICER ENLISTED code of 'E' and a GRADE SELECT PAY SCALE of '7'. Click on OK.

Building Calculated Data Items



Look at the query data, it now contains a new data item for select grade. Notice that the icon next to it has calculation symbols, which tells you that it is a calculation.

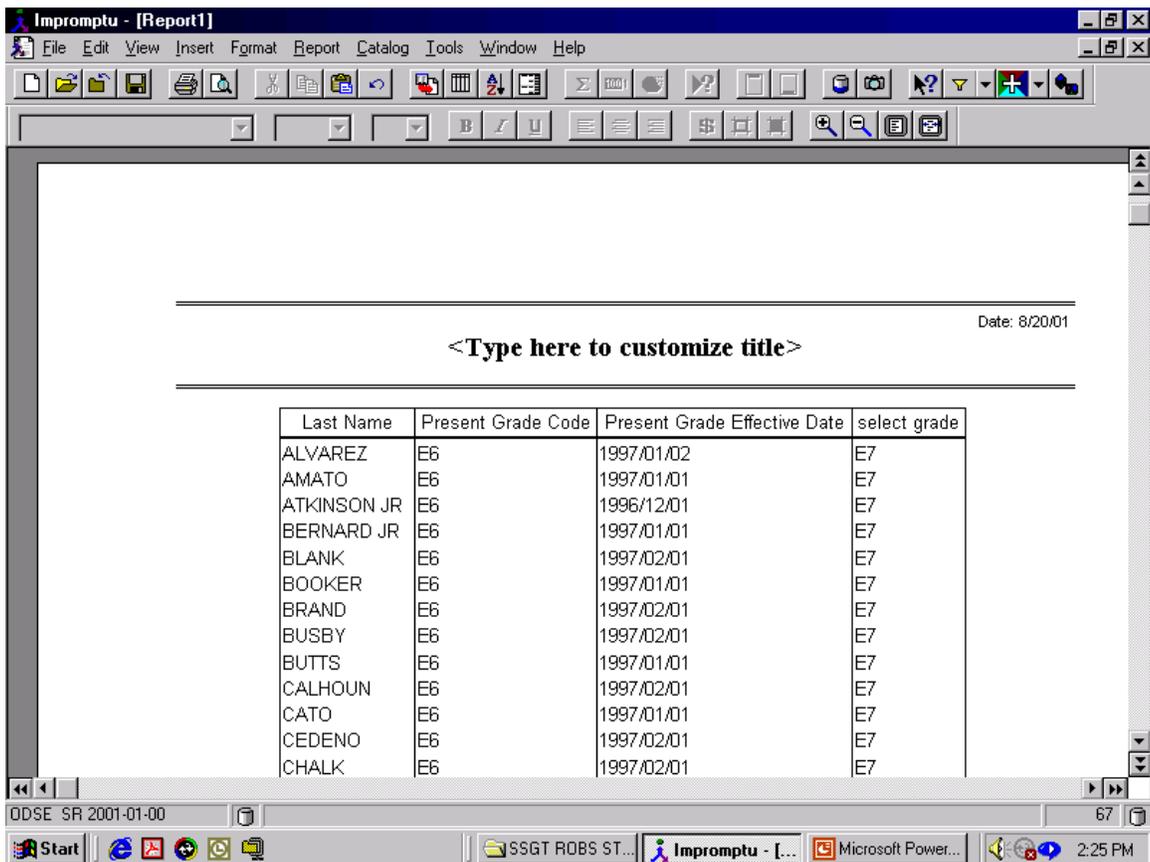
Building Calculated Data Items



You have the capability to filter with a calculated data item. In this case, we are asking only for E6s with a grade select of E7.

Building Calculated Data Items

6



Your report would look like this.

Building Calculated Data Items

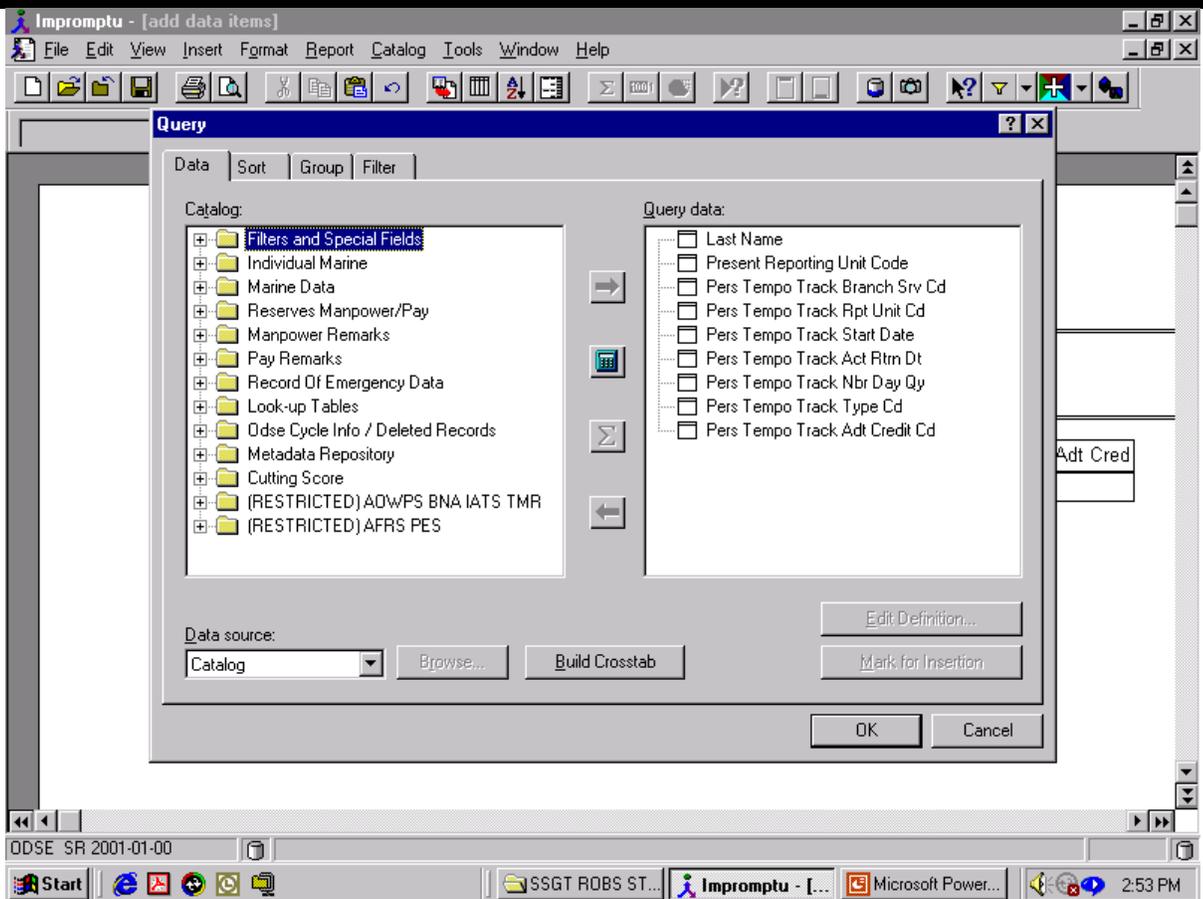
6

Now lets look at how to merge a summation with a data item.

Lets get a running total of pers tempo days by SSN.

Building Calculated Data Items

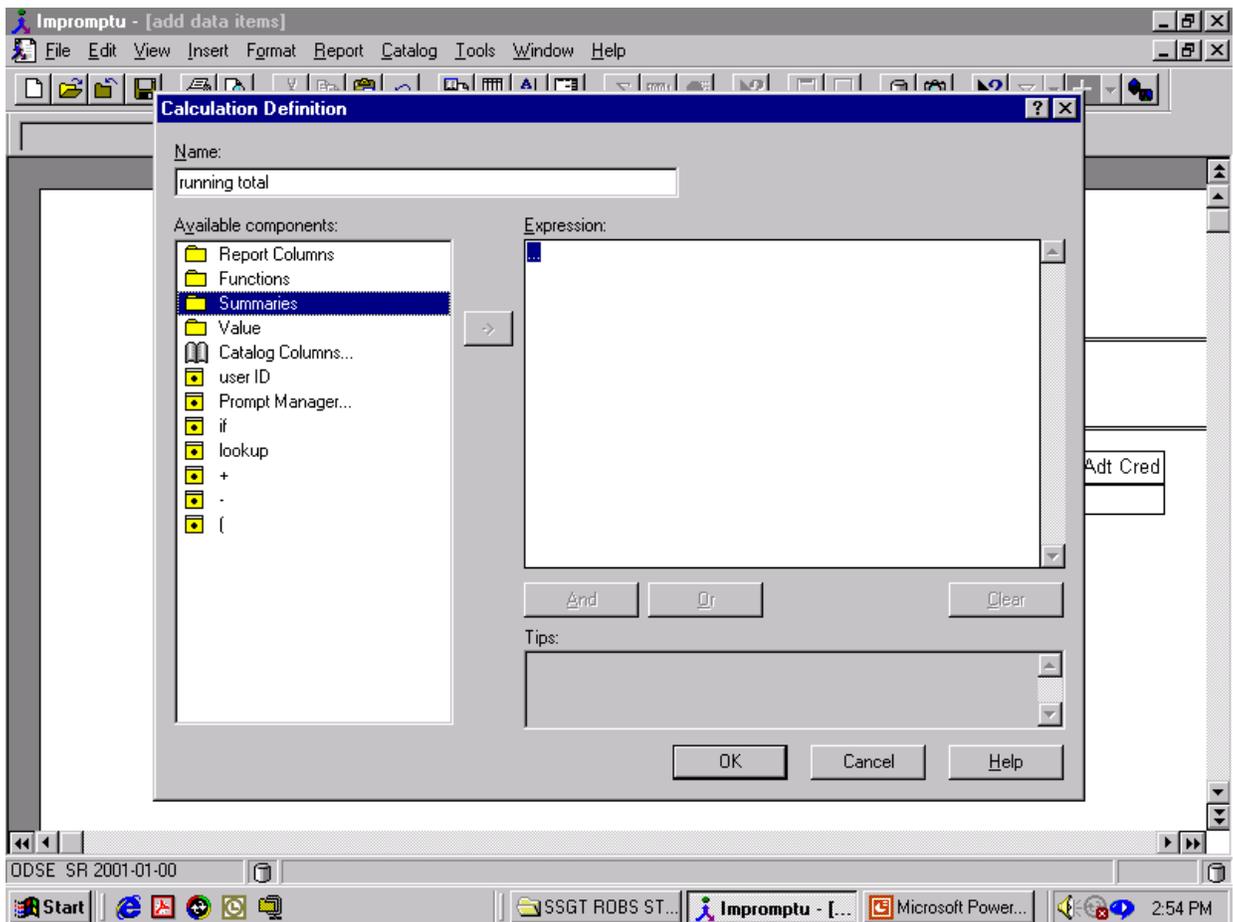
The Pers Tempo Track Nbr Day Qy lists the total days for each pers tempo event, so lets use this data item to get the total number of days that each individual (SSN) would have.



Select the data items that you would like your report to display. To make your calculation, click on the green calculator icon in the middle of the data tab window.

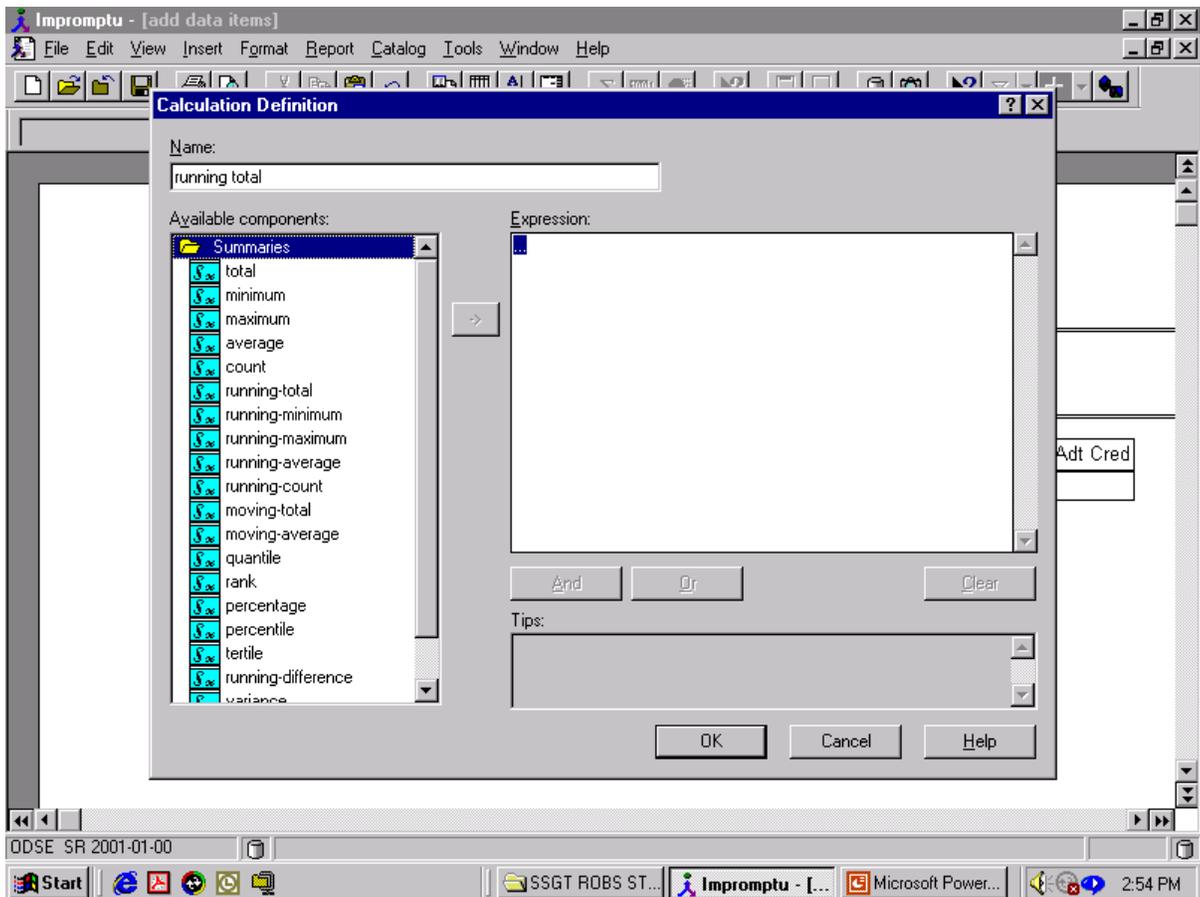
Building Calculated Data Items

6



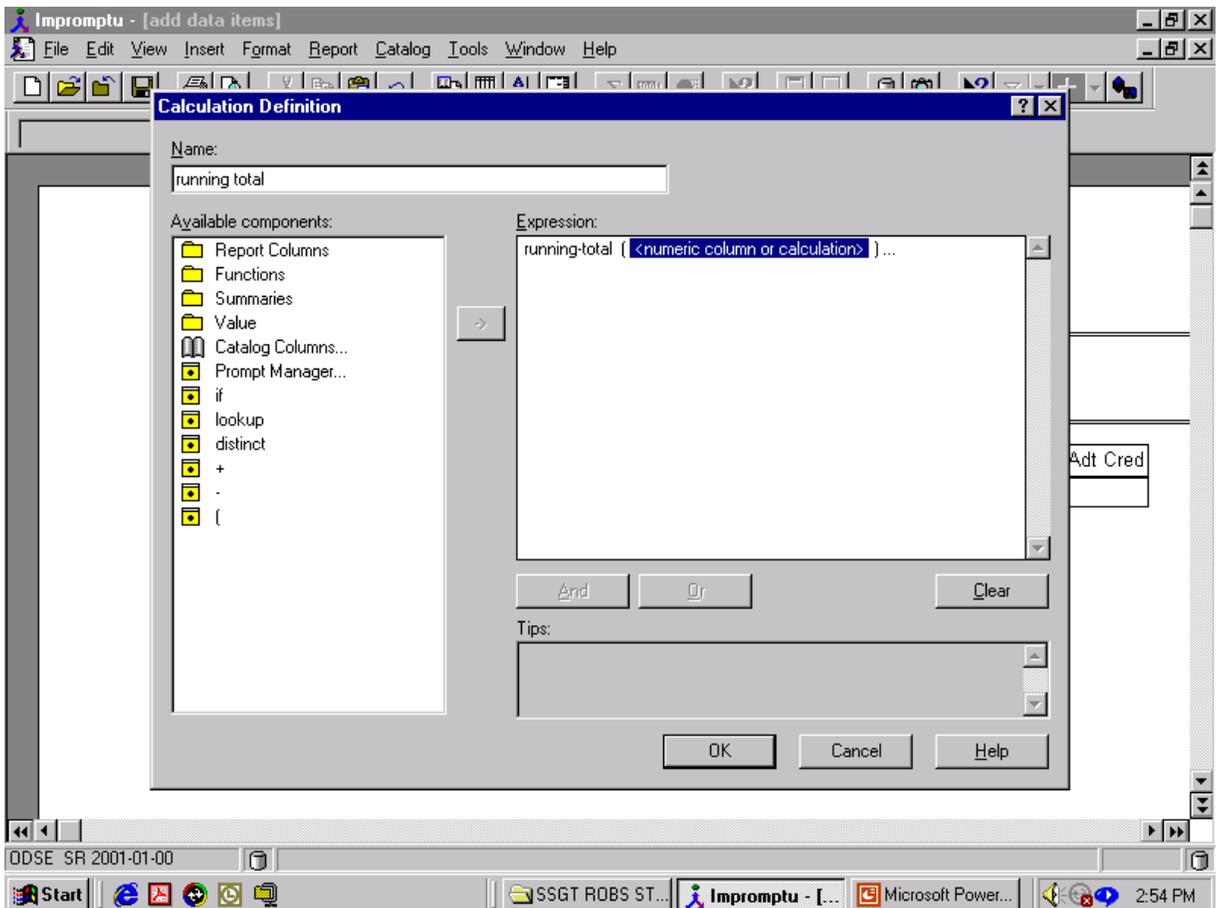
Open the summary folder by clicking on it and select running-total.

Building Calculated Data Items



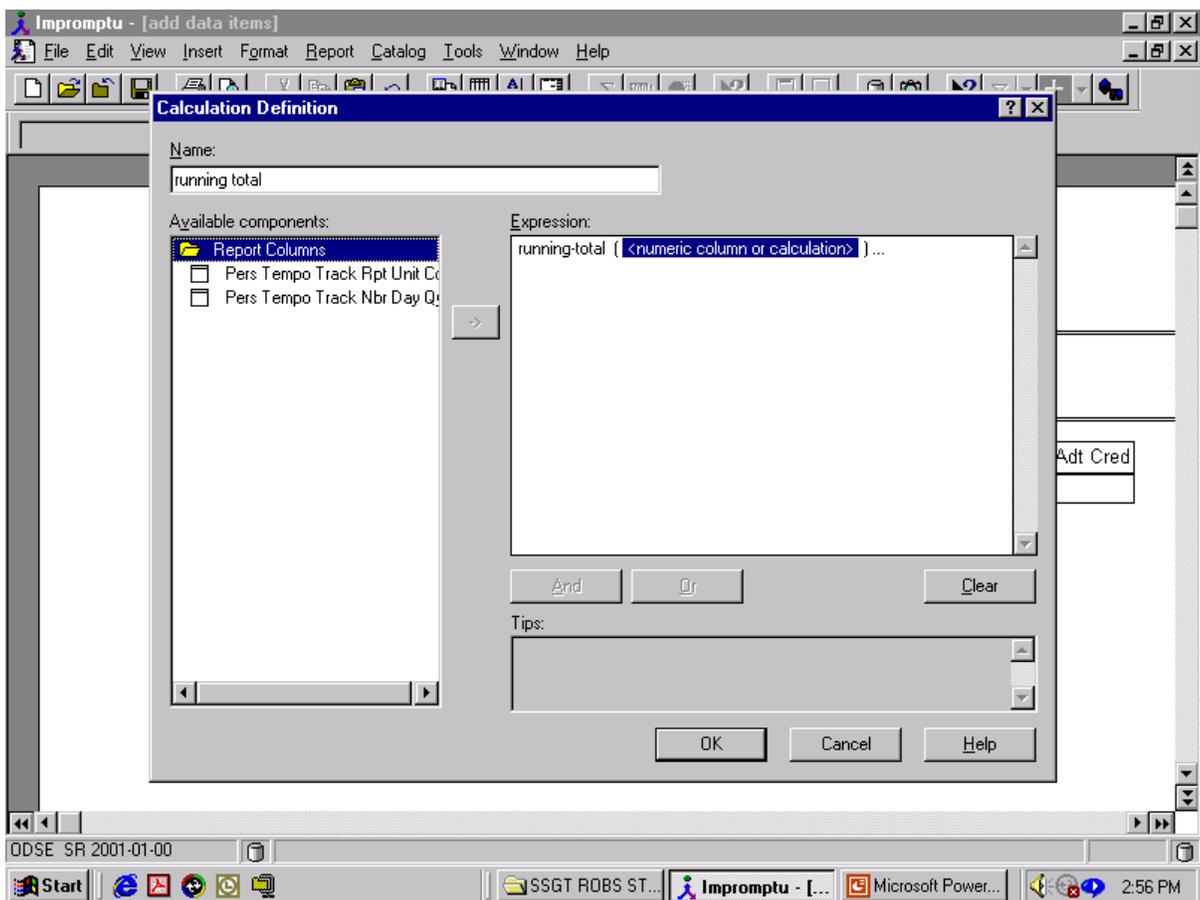
It will look like this. Click on 'running-total'.

Building Calculated Data Items



Once you have selected running total, Impromptu would like you to select the data item you would like the running total for. Click on Report Columns.

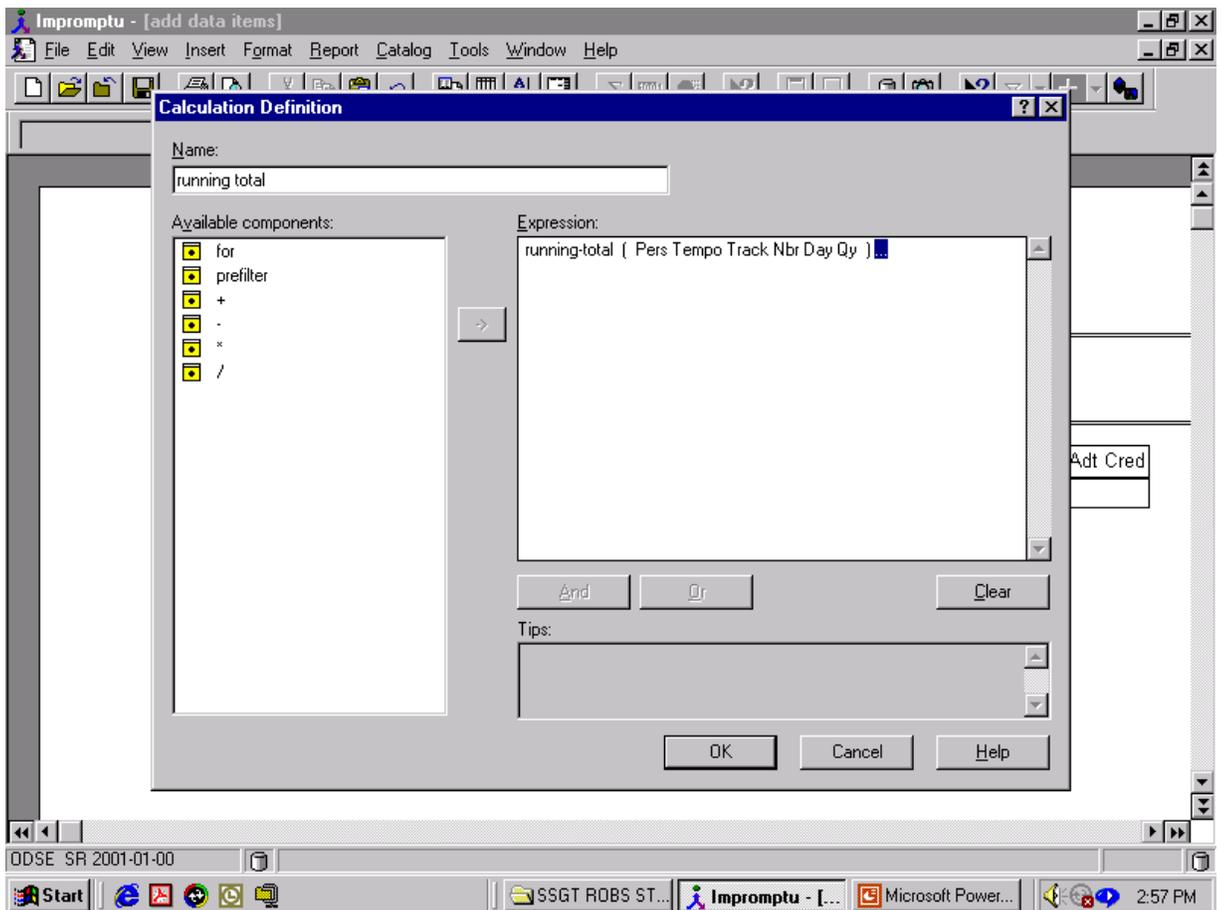
Building Calculated Data Items



A listing of all available data item that allow for running totals will appear, select the desired data item by clicking on Pers Tempo Track Nbr Day Qy.

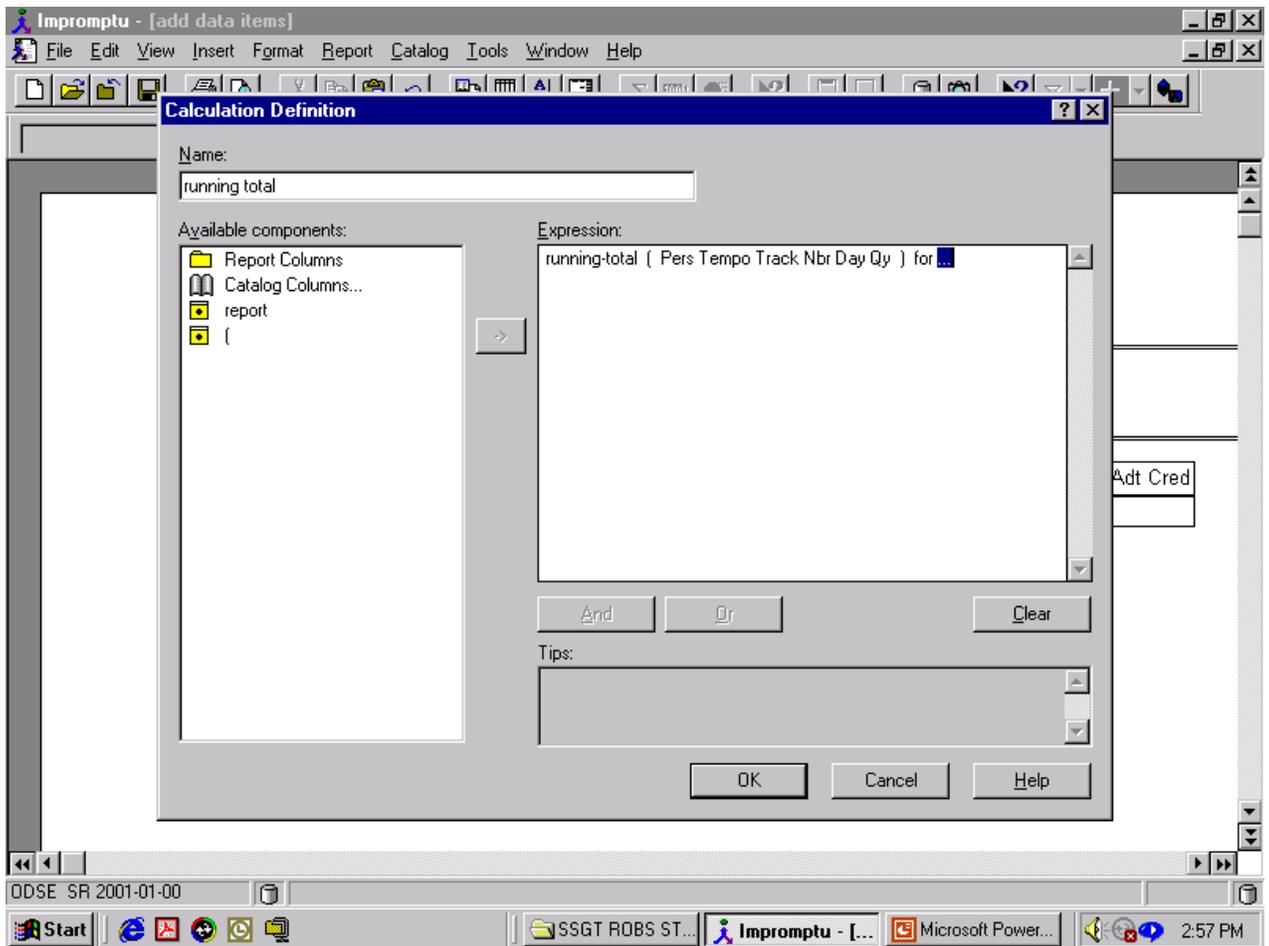
Building Calculated Data Items

6



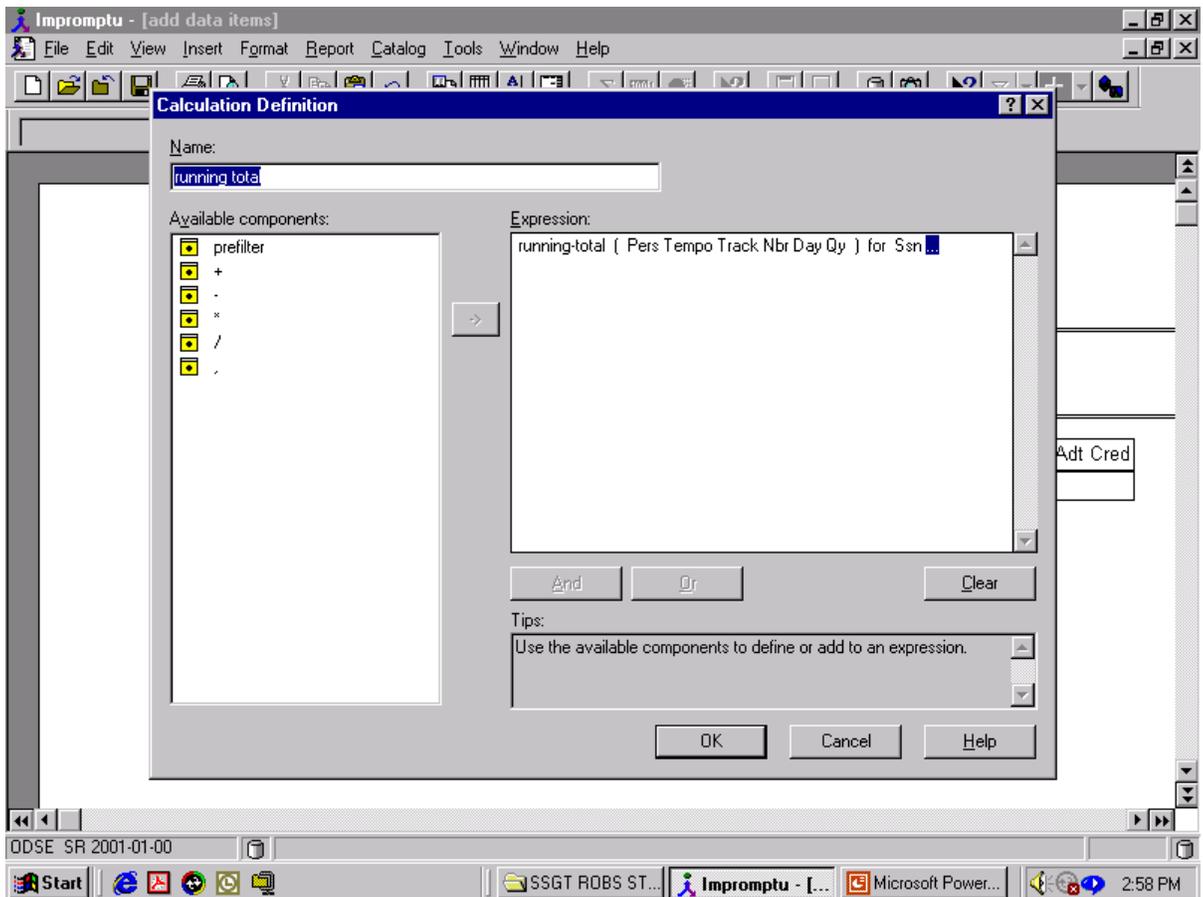
If you do not specify what you would like the running-total for, the system will have no other choice but to pull against the entire report. In this case, it should be against each SSN. So click on 'for'.

Building Calculated Data Items 6



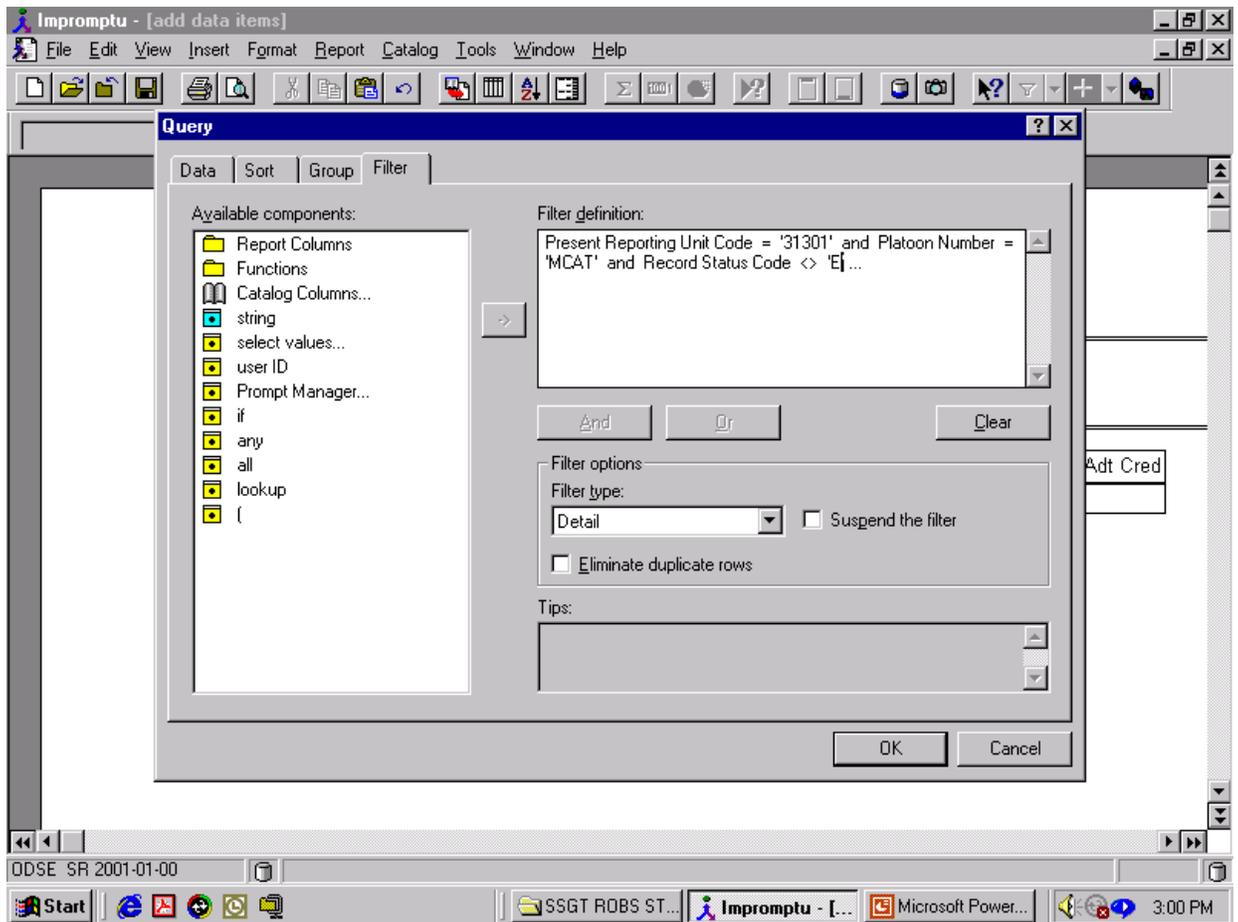
Go into the Catalog Column and get the data item 'SSN'.

Building Calculated Data Items



Your expression will look like this. Click on OK to get out of the calculation definition.

Building Calculated Data Items 6



Build you filter definition as normal and click on OK.

Building Calculated Data Items

6

The screenshot shows the Impromptu software interface with a report titled "PersTempo Tracking Report". The report contains a table with the following data:

Last Name	RUC	Srv	Unit	Strt	Rtrn	Nbr Day Qy	Type	Adt Cred	running total
ANTOS	31301	M	31301	2000/10/09	2000/10/13	5	DDO	N	5
	31301	M	31301	2000/11/13	2000/11/14	2	DDO	N	7
	31301	M	31301	2000/11/26	2000/12/19	24	DDO	N	31
	31301	M	31301	2001/01/03	2001/01/03	1	DDO	N	32
	31301	M	31301	2001/01/29	2001/02/07	10	DDO	N	42
	31301	M	31301	2001/03/04	2001/03/06	3	DDO	N	45
	31301	M	31301	2001/03/09	2001/03/20	12	DDO	N	57
31301	M	31301	2001/03/24	2001/04/05	13	DDO	N	70	
CASTILLE	31301		0			0			0
DIVALENTONI	31301	M	31301	2000/10/10	2000/10/21	12	DDO	N	12
	31301	M	31301	2000/11/26	2000/12/18	23	DDO	N	35
	31301	M	31301	2001/01/17	2001/01/22	6	DDO	N	41

Your report would look like this. Notice your running total for each members pers tempo events.

Intermediate Reports
and
Advanced Reports

Intermediate & Advanced Reports

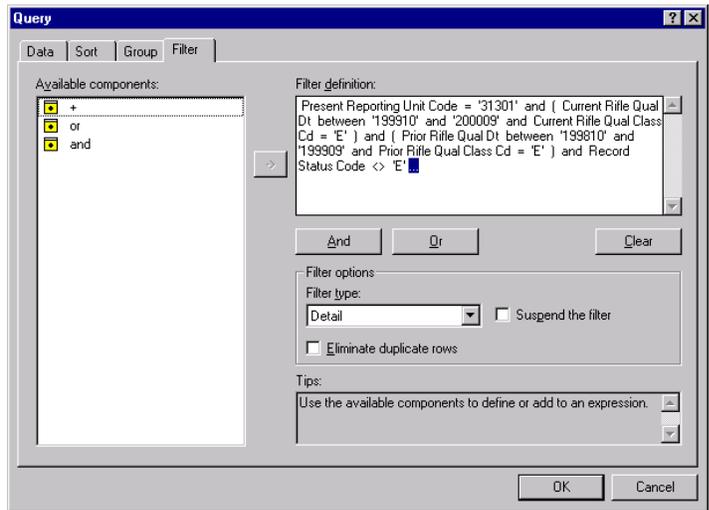
7

The purpose of this chapter is to show intermediate and advance filters and give an example of what the report would look like.

Intermediate & Advanced Reports

7

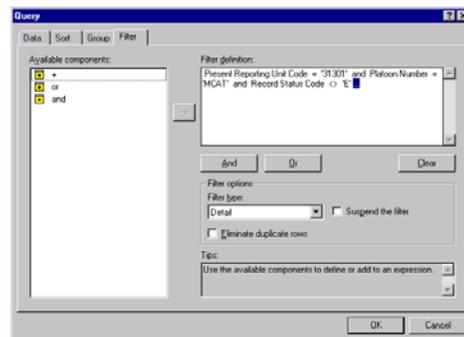
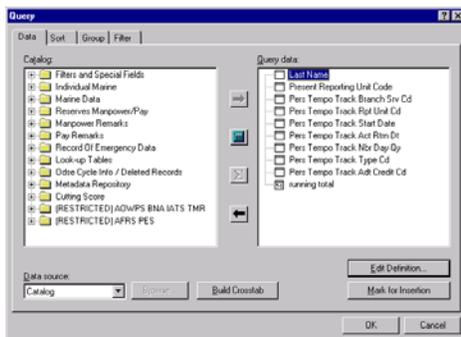
This filter and report shows the members within a RUC that have 2 consecutive expert rifle qualifications. This filter/report can be changed to provide the same information for pistol.



Last Name	Cr1 Rifle Class	Cr1 Rifle Dt	Cr1 Rifle Score	Pr Rifle Class	Pr Rifle Dt	Prior Score
BAHTI	E	200008	S40	E	199907	227
CHARBONEAU	E	200009	S48	E	199906	S42
CLARK	E	200009	S53	E	199907	S44
COMBS	E	200009	S46	E	199905	S51
ESCOBAR	E	200008	S45	E	199906	S43
FLIETSTRA JR	E	200005	S49	E	199907	S42
GOKEY	E	200008	S44	E	199811	S41
GUTIERREZ	E	200009	S41	E	199907	230
GUYTON	E	200005	S44	E	199904	S40
HARTY	E	200002	S44	E	199905	S41
HENZ	E	200005	S41	E	199810	S40
HENRY	E	200006	S42	E	199904	S47
HILL JR	E	199910	S42	E	199902	S40
HUNKO JR	E	200009	S40	E	199904	S42
MACLEOD	E	200006	S40	E	199907	S56
MARCLUM	E	199910	S54	E	199905	S45
MCCARTHY	E	200005	S41	E	199902	S40
MONTGOMERY	E	200007	S46	E	199810	220
PARRIS	E	199912	S42	E	199903	S40

Intermediate & Advanced Reports

7

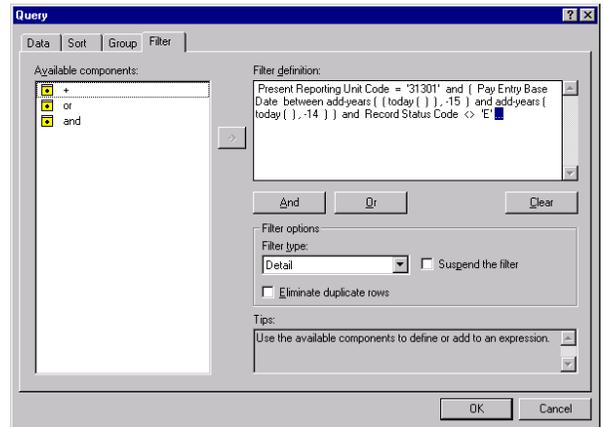
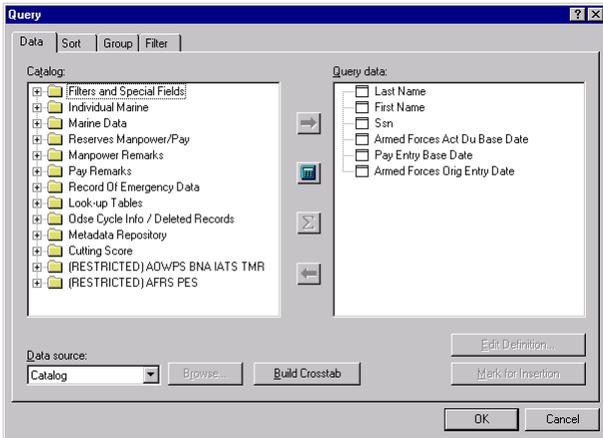


With a running-total (see chapter 6), a good Group and a basic filter, you can get a smart report that tracks data for you.

Last Name	RUC	Srv	Unit	Strt	Rtrn	Nbr Day Gy	Type	Adt Cred	running total
ANTOS	31301	M	31301	2000/10/09	2000/10/13	5	DDO N		5
	31301	M	31301	2000/11/13	2000/11/14	2	DDO N		7
	31301	M	31301	2000/11/26	2000/12/19	24	DDO N		31
	31301	M	31301	2001/01/03	2001/01/03	1	DDO N		32
	31301	M	31301	2001/01/29	2001/02/07	10	DDO N		42
	31301	M	31301	2001/03/04	2001/03/06	3	DDO N		45
	31301	M	31301	2001/03/09	2001/03/20	12	DDO N		57
	31301	M	31301	2001/03/24	2001/04/05	13	DDO N		70
CASTILLE	31301		0			0			0
DIVALENTONE	31301	M	31301	2000/10/10	2000/10/21	12	DDO N		12
	31301	M	31301	2000/11/26	2000/12/18	23	DDO N		35
	31301	M	31301	2001/01/17	2001/01/22	6	DDO N		41

Intermediate & Advanced Reports

7



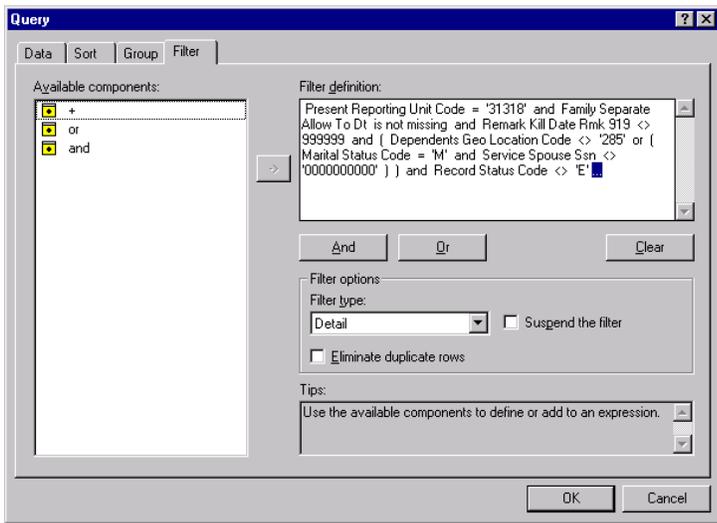
With a basic Data tab and using Functions within your Filter tab, you can produce a time saving report that does not have to be re-filtered every time you go into it, but gives you the most recent information every time you access it!

Last Name	AFABDD	PEBD	DEAF
ROBERSON	1986/08/26	1986/08/26	1986/08/08
MOORE	1986/08/28	1986/08/28	1985/09/16
MOISTNER	1986/09/09	1986/09/09	1985/11/14
GAINES	1986/09/15	1986/09/15	1986/03/28
WARNER/VERHART	1986/10/28	1986/10/28	1986/05/30
ORTIZ JR	1986/11/25	1986/11/25	1986/11/05
DORAN	1986/12/16	1986/12/16	1986/08/28
AMOS	1986/12/29	1986/12/29	1986/03/31
BLAKE	1987/01/12	1987/01/12	1986/12/17
HAMBLEN	1987/02/04	1987/02/04	1987/01/09
BAILEY	1987/02/09	1987/02/09	1987/01/13
ASKEW	1987/04/06	1987/04/06	1987/01/28
MADON	1987/04/06	1987/04/06	1986/07/10

Intermediate & Advanced Reports

This filter has parenthesis, which tells Impromptu to look at the expressions inside the parenthesis first.

Members with Svc Spouses may still be entitled to FSA (DODFMR Chpt 27), so we must ID them in the filter. Then we have to ID the family members who are not in the local area, RUC 31318 DGLC is 285. A Kill date of 999999 represents an open MCTFS remark, also when we ask for To Dates that are not missing, we get the member with closed remarks.



Impromptu - [possible FSA]

File Edit View Insert Format Report Catalog Tools Window Help

POSSIBLE Entitlement to FSA

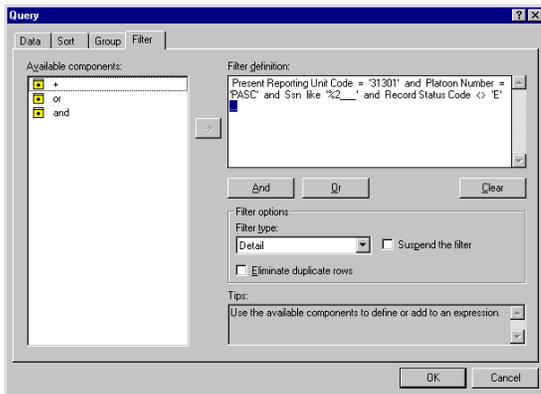
Last Name	MarStat	#Deprn	DGLC	DDLB	FSAKill Dte	FSAFrdt	FSAToDt	DCTB	Svc Sp
ANDREWS	M	01	782	20010530	200108	20010619	20010706	20010708	
BIGSBY	M	01	891	20010319	200107	20010319	20010615	20010715	
BILBREY	M	00			200101	20000905	20001201	20010608	D40955
	M	00			200105	20010105	20010327	20010608	D40955
BLANCAS	M	02	334	20010104	200105	20010104	20010430	20010609	
BRADLEY	M	02	290	20010312	200107	20010312	20010608	20010707	
CEDENO	M	01	799	20010615	200108	20010619	20010706	20010708	
CHOHAN	M	03	945	20010212	200106	20010212	20010511	20010611	
	M	03	945	20010212	200107	20010522	20010608	20010611	
COLE	M	01	492	20010312	200107	20010312	20010622	20010801	
	M	01	492	20010312	200108	20010703	20010730	20010801	
CRARR, JR	M	01	308	20010413	200106	20010413	20010525	20010526	

DDSE SR 2001-01-00

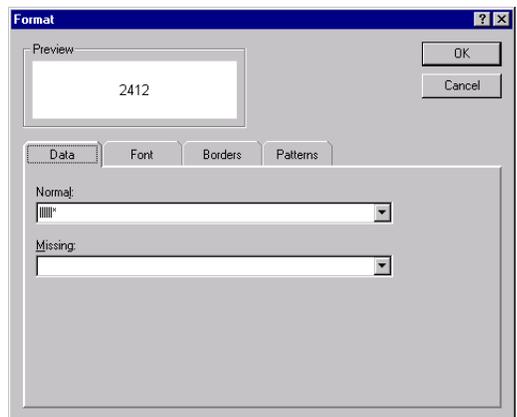
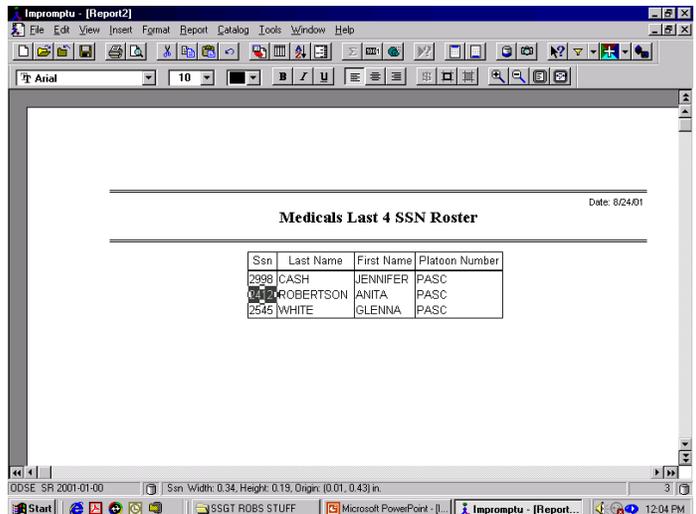
Start | SSGT ROBS STUFF | Microsoft PowerPoint - [I... | Impromptu - [possibl... | 11:29 AM

Intermediate & Advanced Reports

7



In this filter we asked for all the members within 31301, platoon PASC that had a SSN with the last four starting with 2.



Refer back to Chapter 3 for the SSN expression. The report will look like this. But the SSN column will list the entire SSN. For Privacy Act purposes, lets cut the SSN columns down to the last four digits. This is done by right clicking on one of the SSN's and selecting FORMAT, you will get this window. In the Data tab, under Normal type |||||*
Then click on OK.

Intermediate & Advanced Reports

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Templates

Templates only store formatting and placeholders. They can save you time and help you produce reports and letters that are consistent with your units standards. Templates also simplify the process for creating new reports. If Impromptu contained no templates, you would start with a blank report and add frames every time you wanted to create a report. For example, a mailing label allows you to take data from your Commanders Unit Diary Database (CUDDDB) or ODSE and place it in a format of a mailing address vice a list report. You can save your report as a template to make it easier to update the report next time you access it.

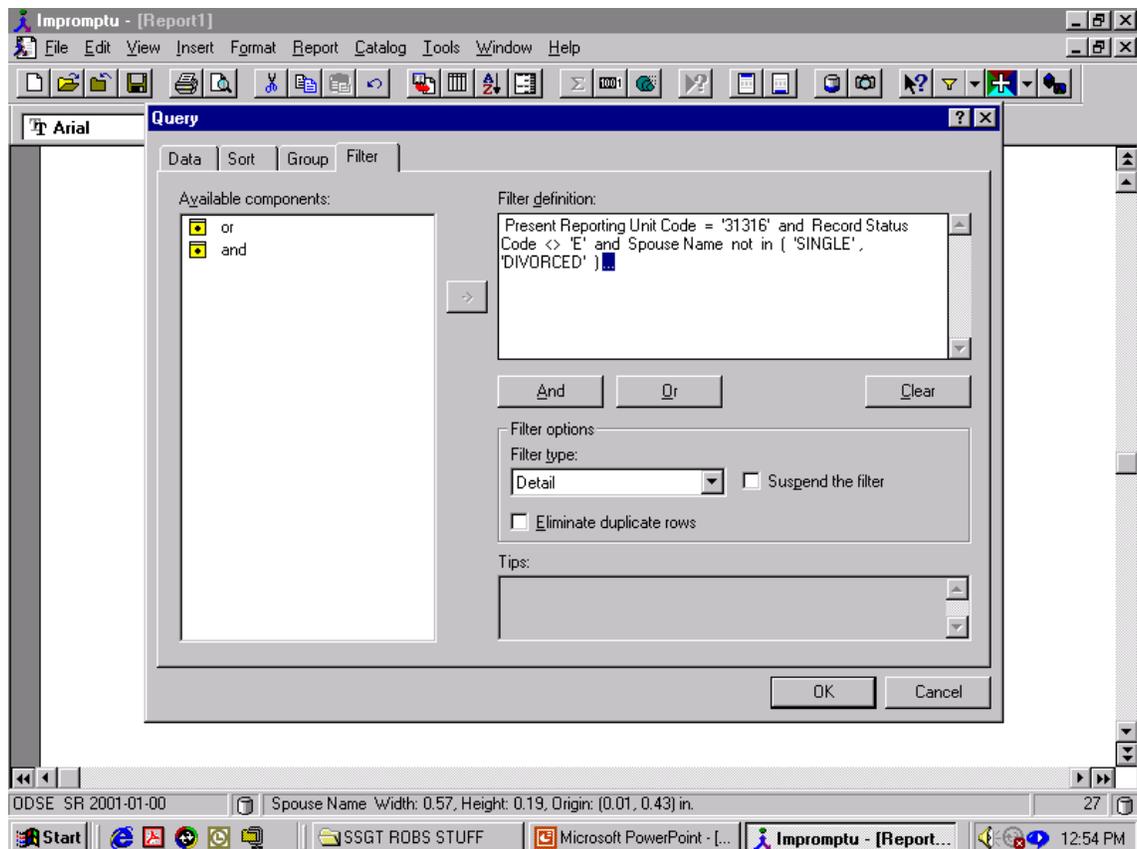
Before you can apply your template, you should build your list report as normal. When you are sure that you are retrieving the appropriate data, then apply the information to a template.

Lets build a list report of all the married Marines within a RUC to include the spouses name and the address for the spouse then apply it to a template so we can print off mailing labels.

Templates

8

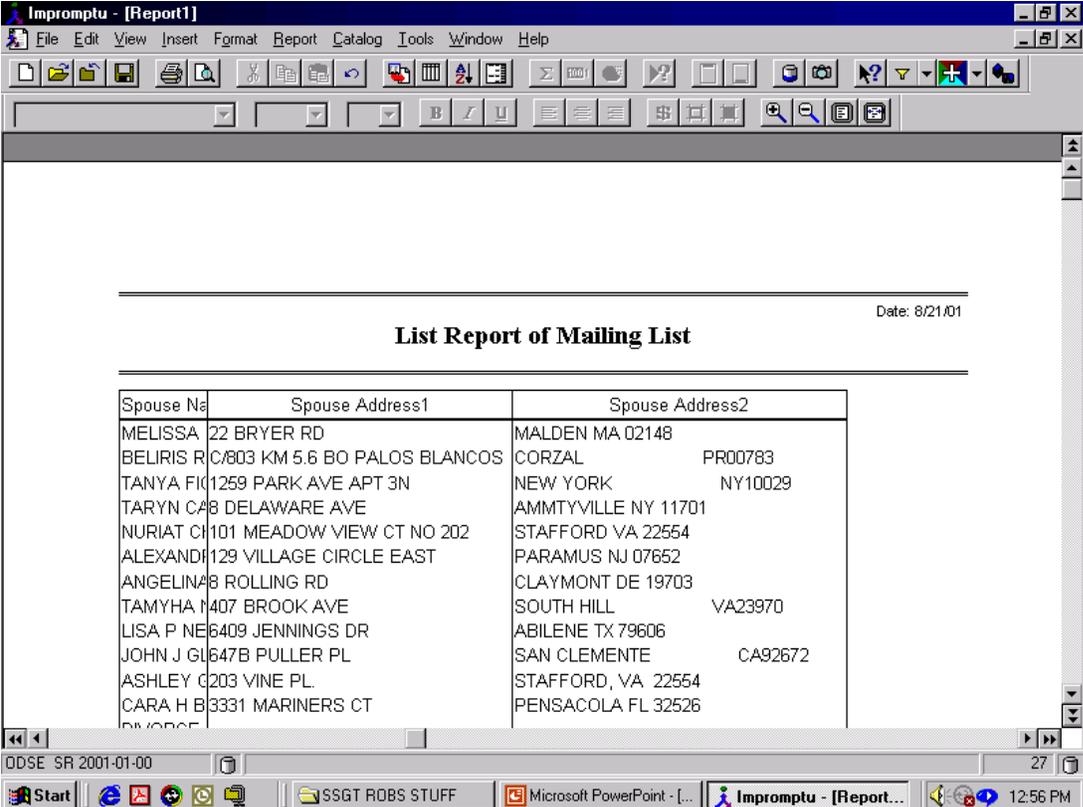
Build your report as normal...



Templates

8

Your list report will look like this. Once you have decided this is the data you want, you can apply a template.



The screenshot shows a software window titled "Impromptu - [Report1]". The window contains a report titled "List Report of Mailing List" with a date of "8/21/01". The report displays a table with three columns: "Spouse Name", "Spouse Address1", and "Spouse Address2". The table lists 12 rows of data, including names like MELISSA, BELIRIS, TANYA, TARYN, NURIAT, ALEXANDR, ANGELINA, TAMYHA, LISA P, JOHN J, ASHLEY, and CARA H, along with their respective addresses in various states like MA, NY, VA, NJ, DE, TX, and FL.

Spouse Name	Spouse Address1	Spouse Address2
MELISSA	22 BRYER RD	MALDEN MA 02148
BELIRIS R	C/803 KM 5.6 BO PALOS BLANCOS	CORZAL PR00783
TANYA F	1259 PARK AVE APT 3N	NEW YORK NY10029
TARYN C	8 DELAWARE AVE	AMMTYVILLE NY 11701
NURIAT C	H101 MEADOW VIEW CT NO 202	STAFFORD VA 22554
ALEXANDR	129 VILLAGE CIRCLE EAST	PARAMUS NJ 07652
ANGELINA	8 ROLLING RD	CLAYMONT DE 19703
TAMYHA M	407 BROOK AVE	SOUTH HILL VA23970
LISA P	NE6409 JENNINGS DR	ABILENE TX 79606
JOHN J	GL647B PULLER PL	SAN CLEMENTE CA92672
ASHLEY C	203 VINE PL	STAFFORD, VA 22554
CARA H	B3331 MARINERS CT	PENSACOLA FL 32526

Templates

8

Click on report, then apply template.

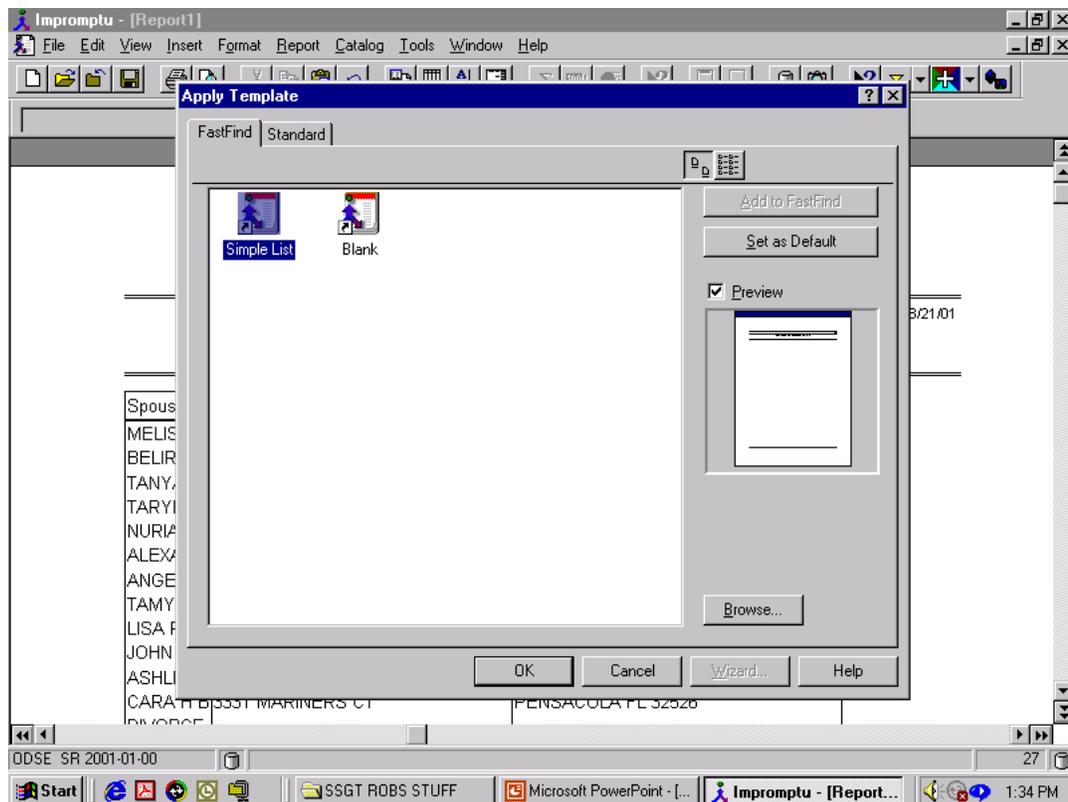
The screenshot shows the Impromptu software interface. The 'Report' menu is open, and 'Apply Template...' is selected. The main window displays a report titled 'List report of Mailing List' with a table of spouse addresses. The table has three columns: Spouse Name, Spouse Address1, and Spouse Address2. The data is as follows:

Spouse Name	Spouse Address1	Spouse Address2
MELISSA	22 BRYER RD	MALDEN MA 02148
BELIRIS R	C/803 KM 5.6 BO PALOS BLANCOS	CORZAL PR00783
TANYA FI	1259 PARK AVE APT 3N	NEW YORK NY10029
TARYN CA	8 DELAWARE AVE	AMMTYVILLE NY 11701
NURIAT CH	101 MEADOW VIEW CT NO 202	STAFFORD VA 22554
ALEXANDI	129 VILLAGE CIRCLE EAST	PARAMUS NJ 07652
ANGELINA	8 ROLLING RD	CLAYMONT DE 19703
TAMYHA M	407 BROOK AVE	SOUTH HILL VA23970
LISA P NE	6409 JENNINGS DR	ABILENE TX 79606
JOHN J GL	647B PULLER PL	SAN CLEMENTE CA92672
ASHLEY G	203 VINE PL	STAFFORD, VA 22554
CARA H B	3331 MARINERS CT	PENSACOLA FL 32526

Formats the active report like an existing report.

Templates 8

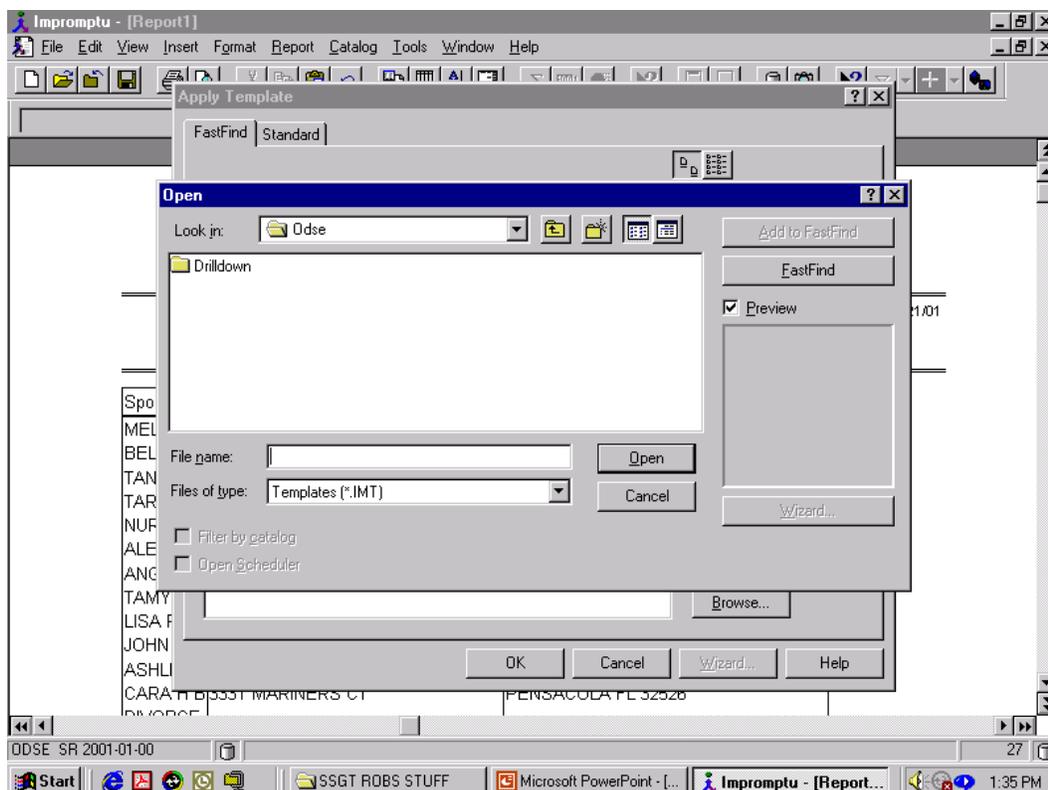
From this screen, click on the browse button.



Templates

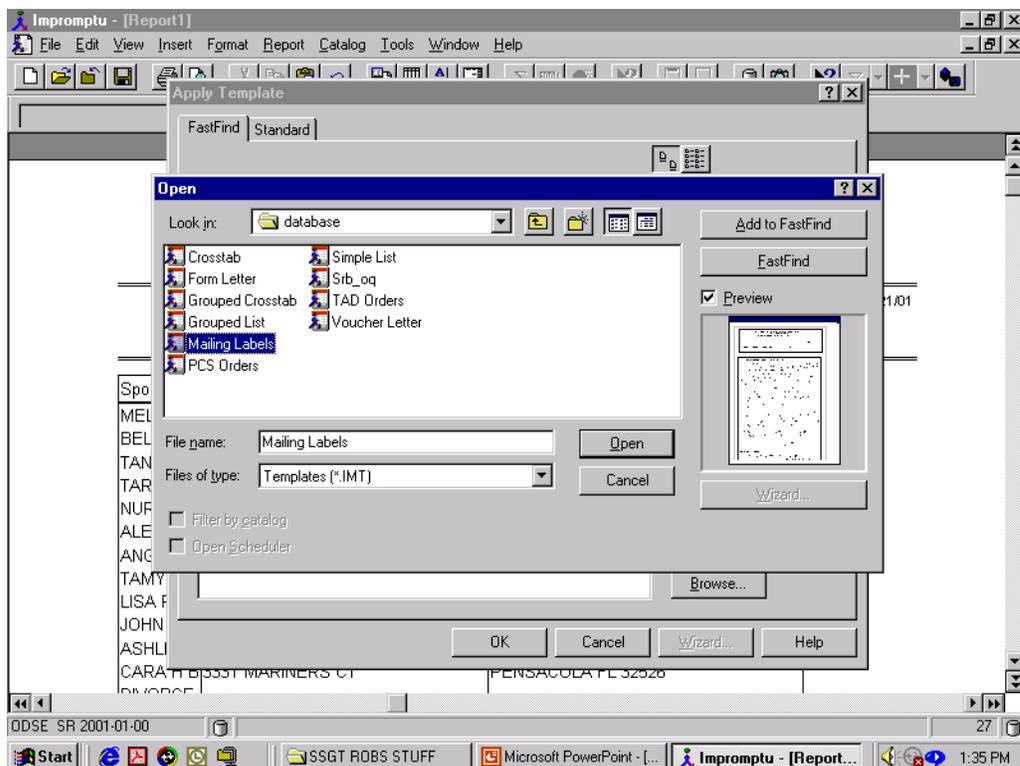
8

From the Open window, you should be able to go to the directory the templates are located in. If you do not have the templates, you can get them from your servicing MISSO.



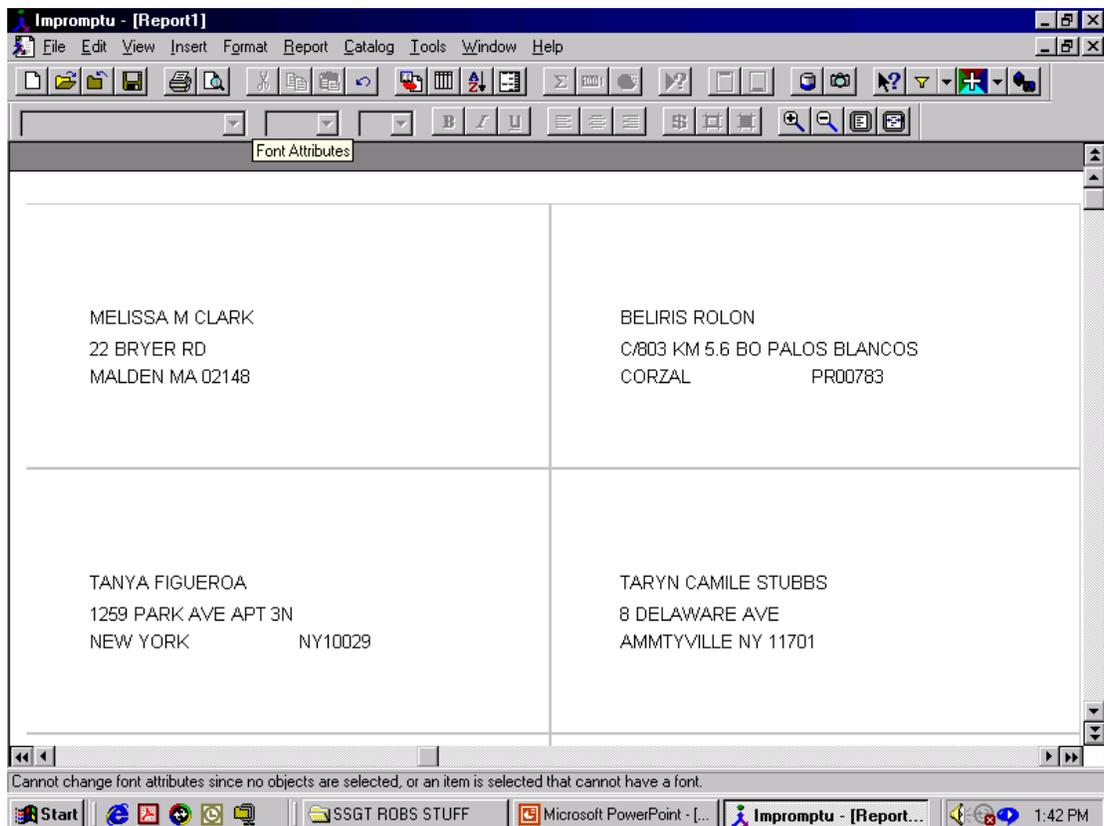
Templates 8

Once you are in your templates sub-directory, select mailing labels and click Open.



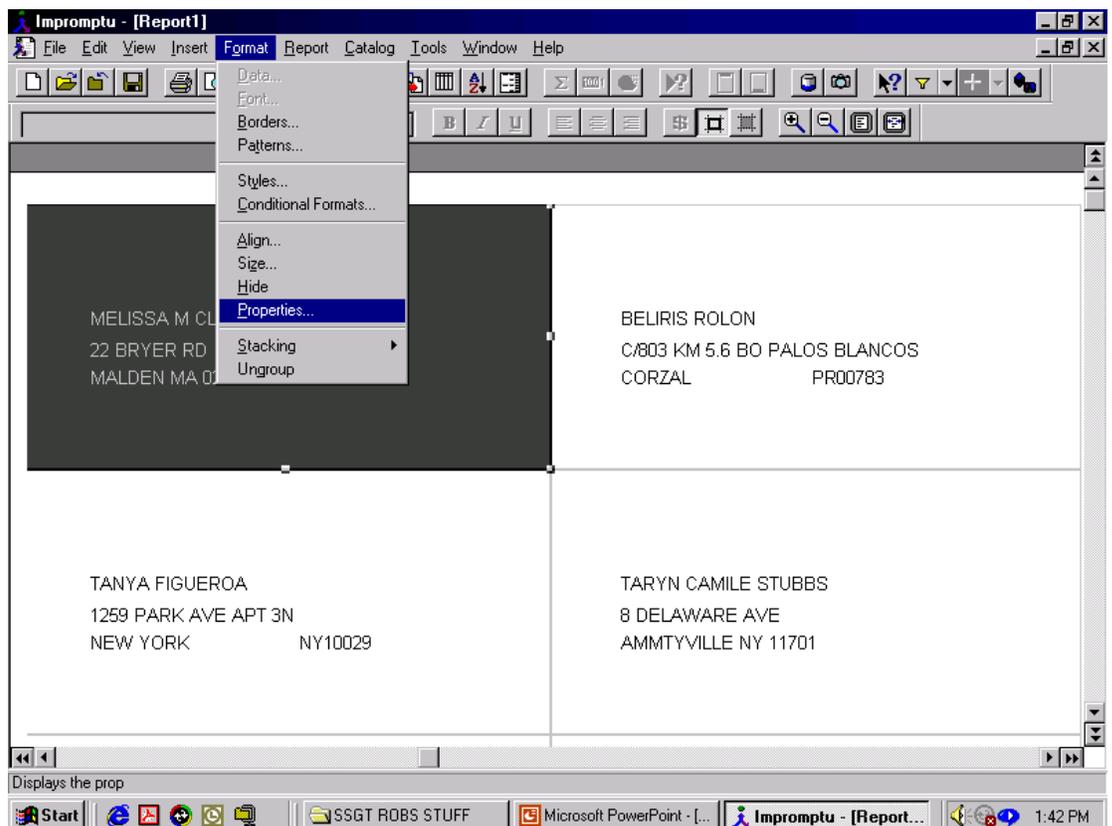
Templates 8

Now that you have the format set for the address, you have to change the properties so that they will print properly on your laser jet labels.

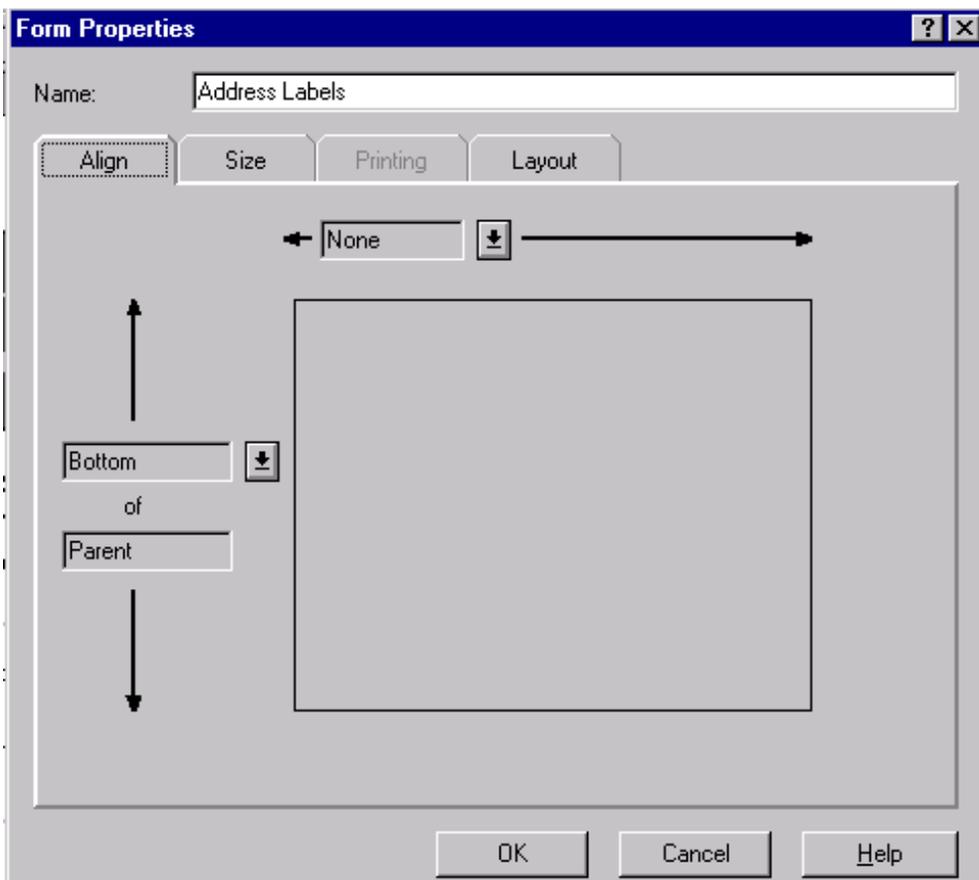


Templates 8

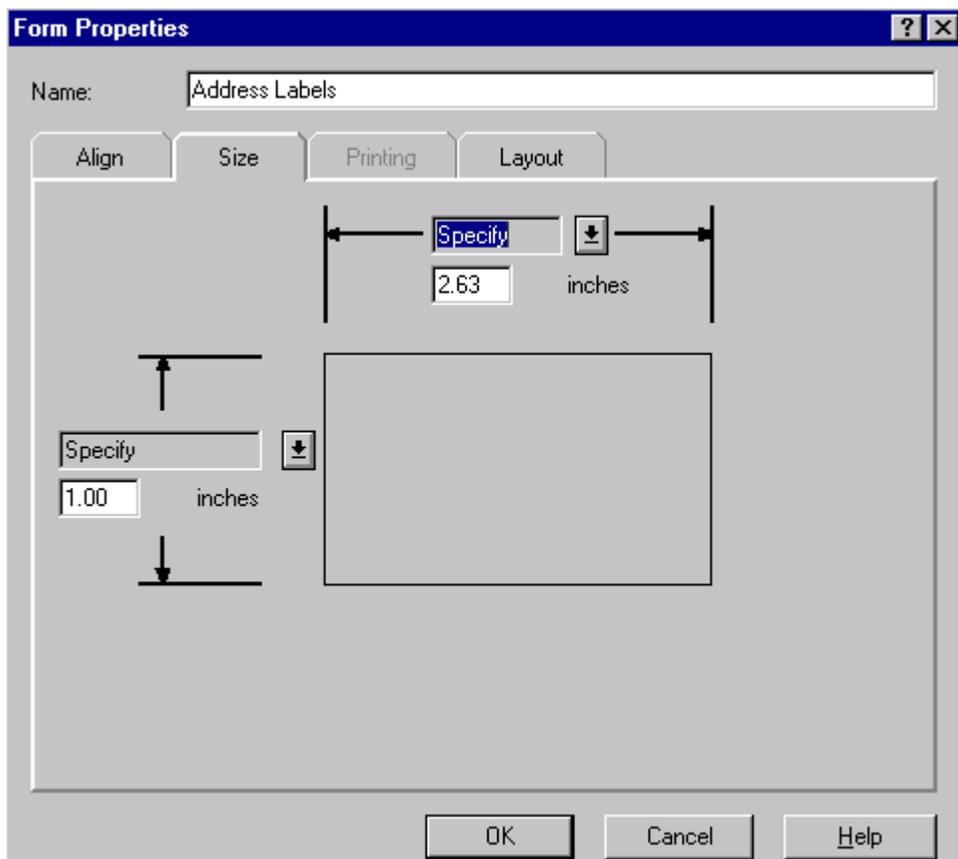
High-light one of the labels and then click on Format then Properties. This will allow you to set the properties for the labels.



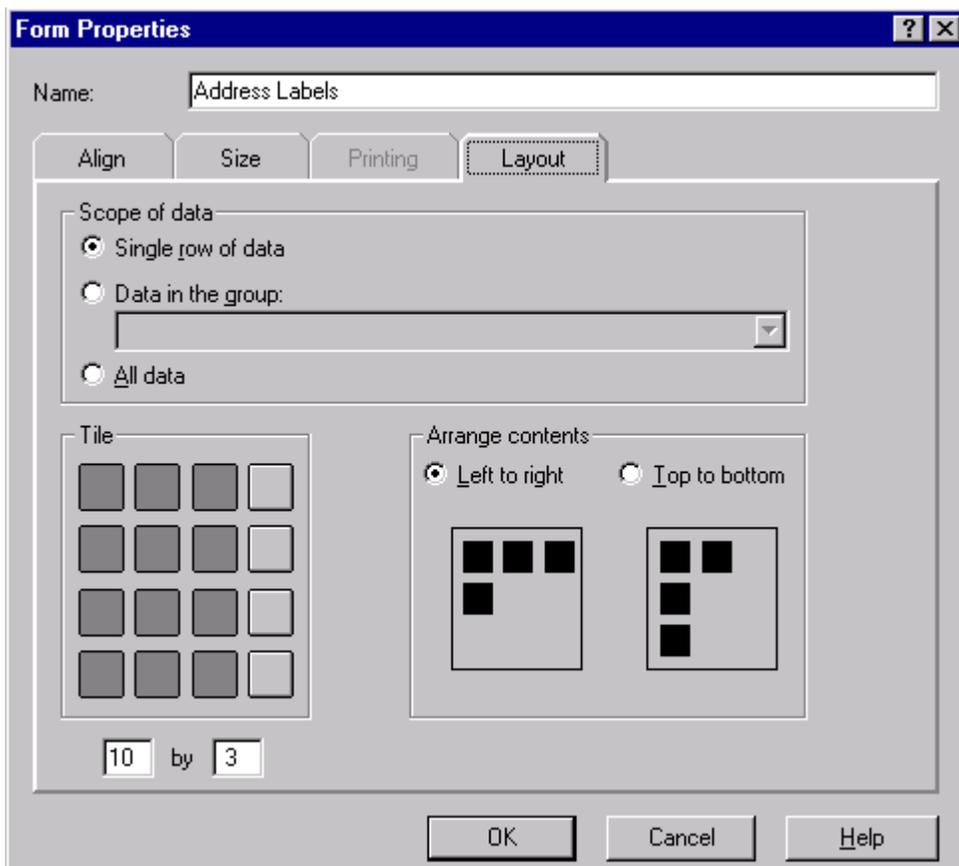
Ensure your Alignment tab look like this.



Ensure your Size tab look like this.

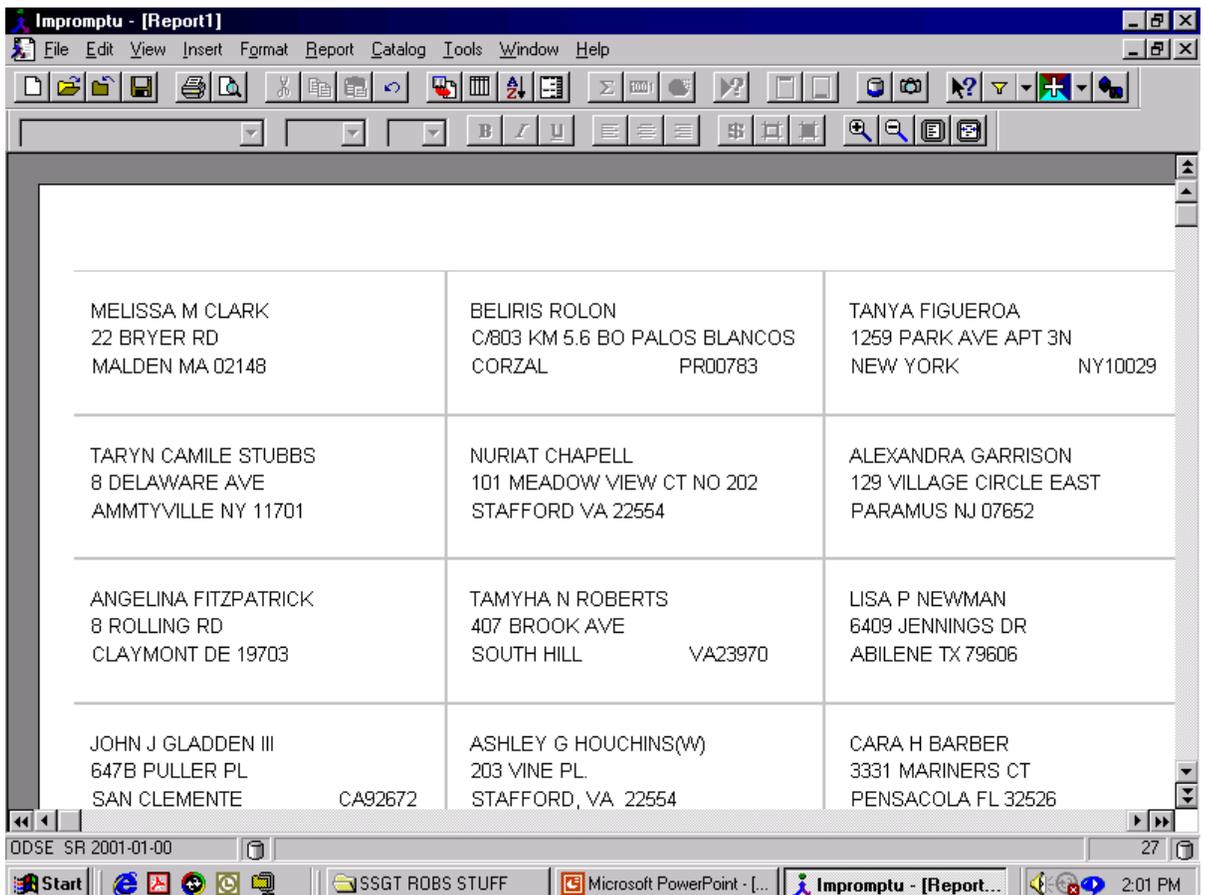


Ensure your Layout tab look like this.



Templates 8

Now that your labels are in the right format, simply put your labels in the printer and print them off.



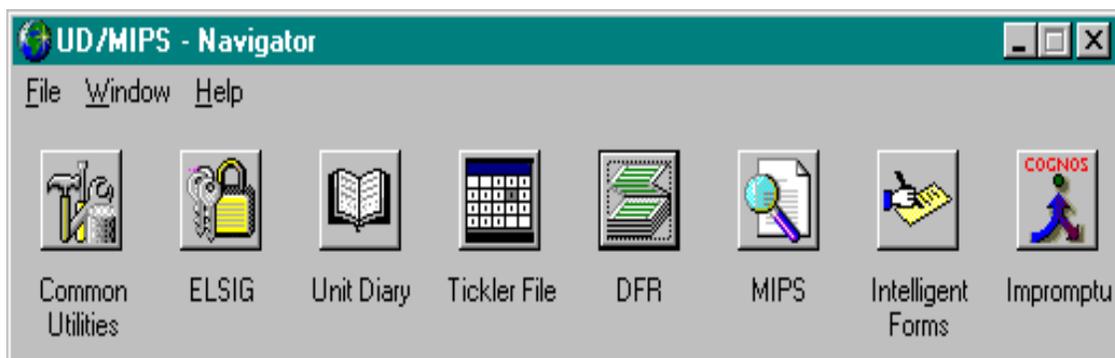
Template can be applied to mailing labels, SRB/OQR labels, birthday letters, promotion letters, group orders, etc.

**** Work smarter...not harder! ****

Open Database Connectivity (ODBC)

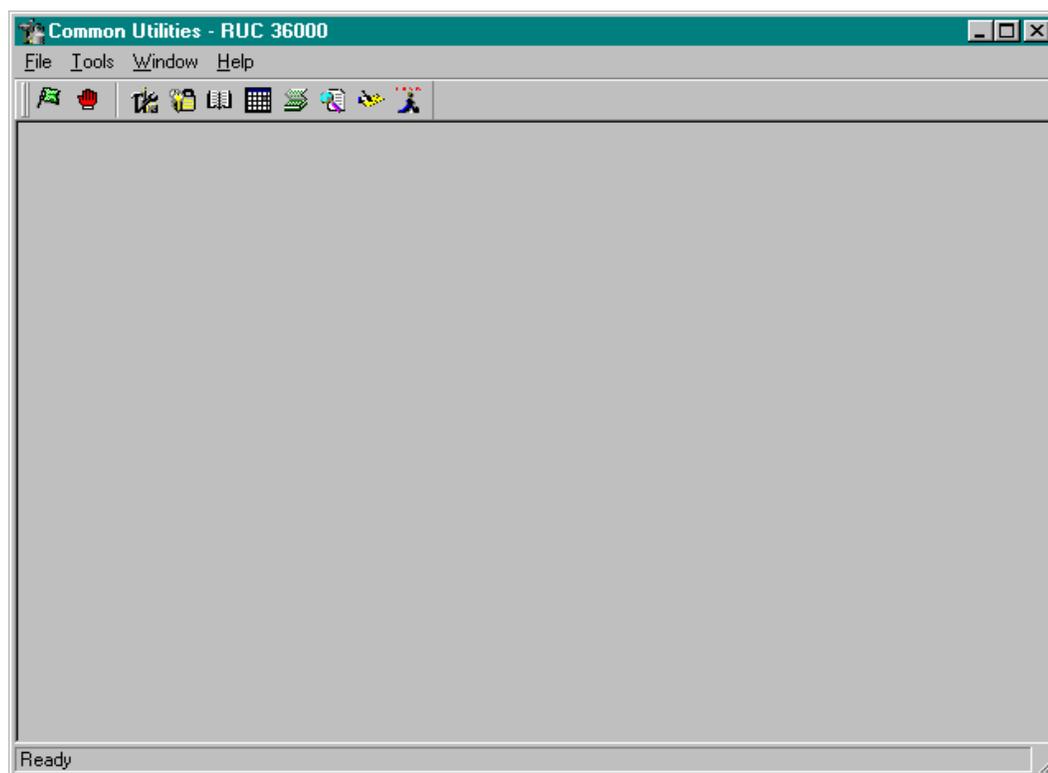
*We will be linking data from the Commanders Unit
Diary Database (CUddb) to Microsoft ACCESS.*

Open Database Connectivity (ODBC)



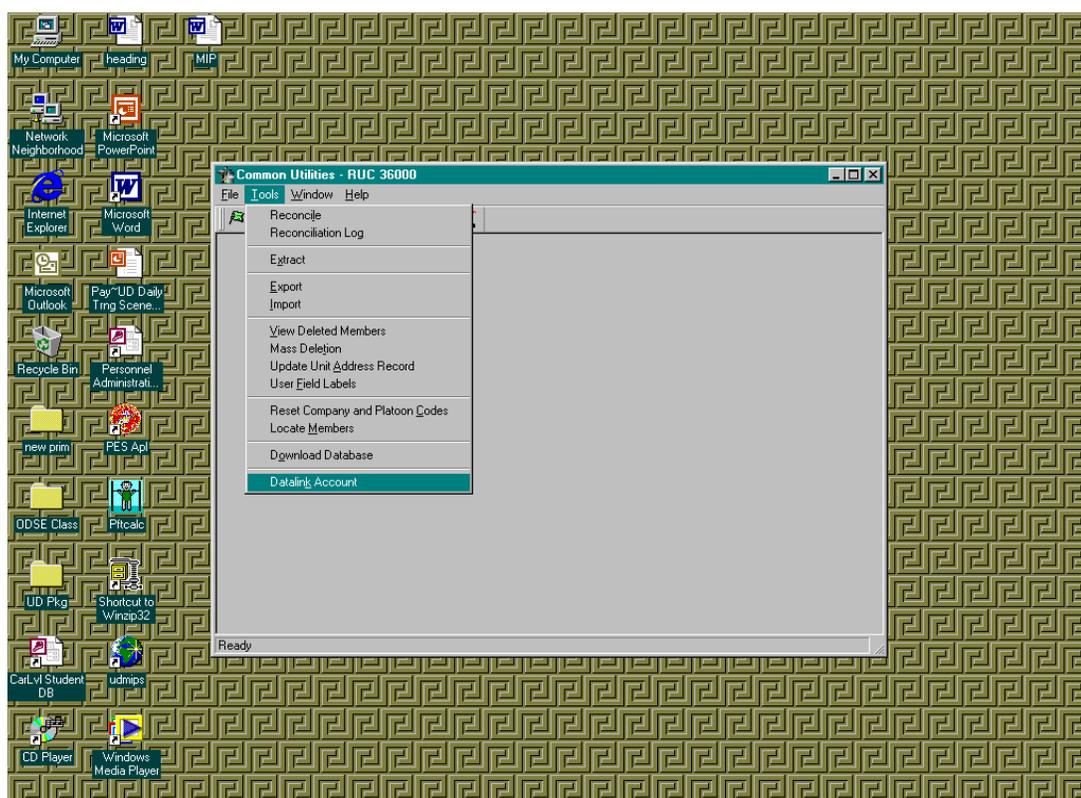
Before you can establish a database connection with an external database (Microsoft Access), you first have to set a Datalink Account (UDMIPS Stand-alone or Client version only). This can be accomplished by logging in to UDMIPS. Once you are logged in, you will see the UDMIPS Navigators screen, as seen above. Go into the first module, Common Utilities. If you are on the server version of UDMIPS, use your Oracle login name and password for the ODBC.

Open Database Connectivity (ODBC)



When you access Common Utilities, you will see the above screen.

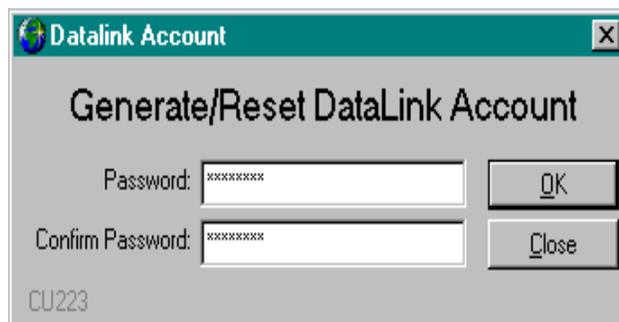
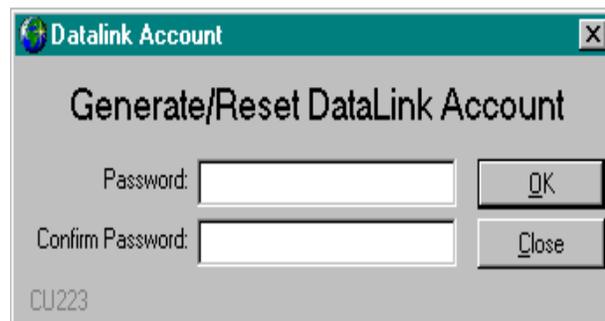
Open Database Connectivity (ODBC)



Click on Tools --> DataLink Account

Open Database Connectivity (ODBC)

The generate/reset datalink account screen will appear. You can go in and create a password for your account. As you type, your password will come up as '*' as well as your confirmation of password. Once you have typed your password in both locations, click on OK and you will get a message stating that you have been added to the datalink account. ****Notice that your user name is your SSN without the preceding zero.****

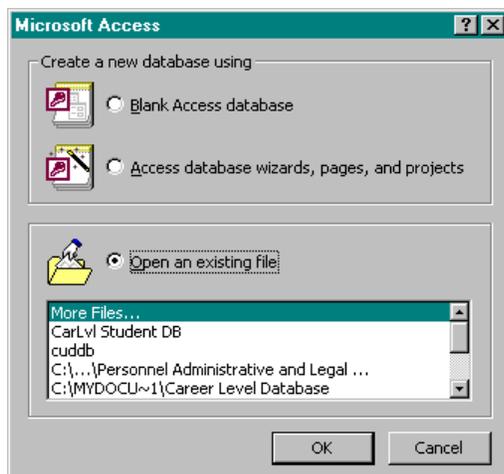


Once this is accomplished, you can get completely out of UDMIPS.

Open Database Connectivity (ODBC)

9

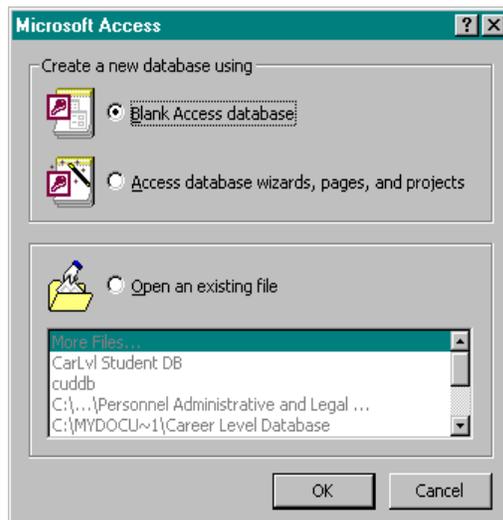
You should now get into your external database, for the purposes of this users guide, we will create a new external database using Microsoft Access. Open Access by clicking on START--> PROGRAMS--> Microsoft ACCESS. You will then see the screen below.



Open Database Connectivity (ODBC)

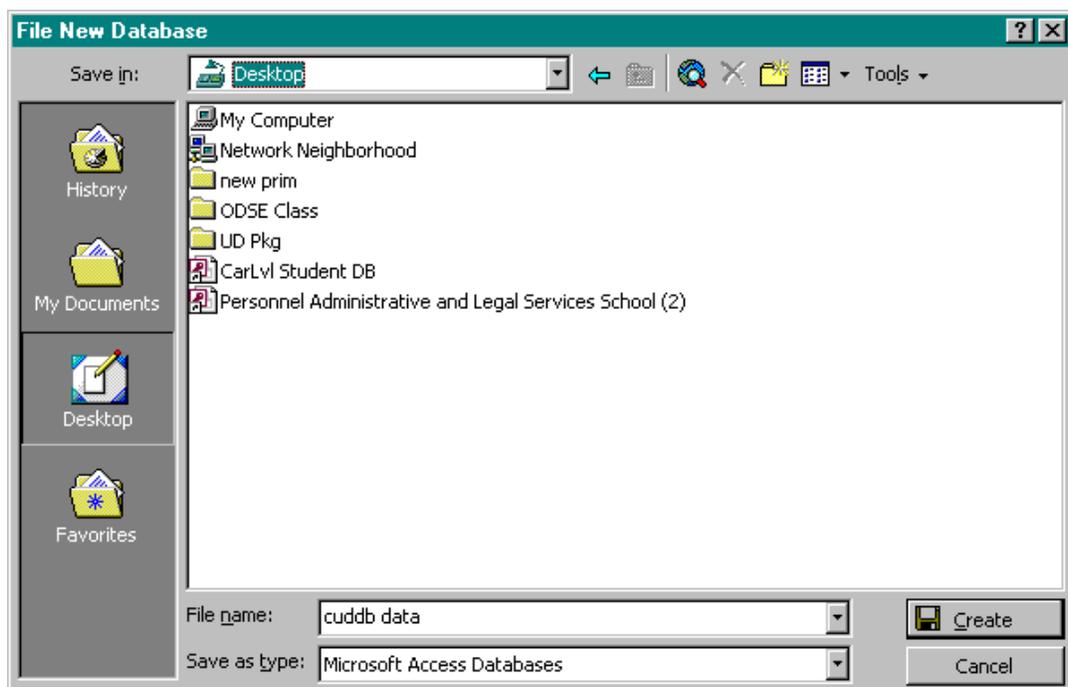
9

This screen is defaulted to 'Open an existing File' change this to 'Blank Access Database' by clicking on it and then click on OK.



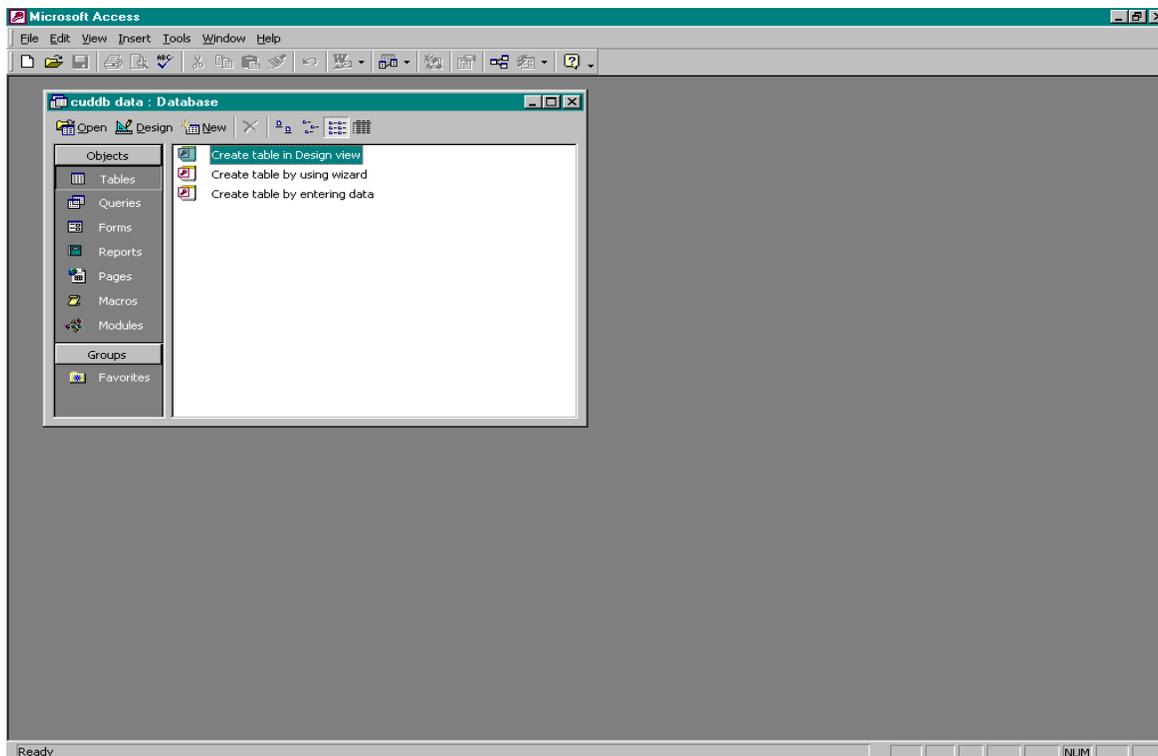
Open Database Connectivity (ODBC)

The below screen is to give your database an name. You want to also ensure that you are aware of the sub-directory that your database will save to. Once you have done this, click on CREATE.



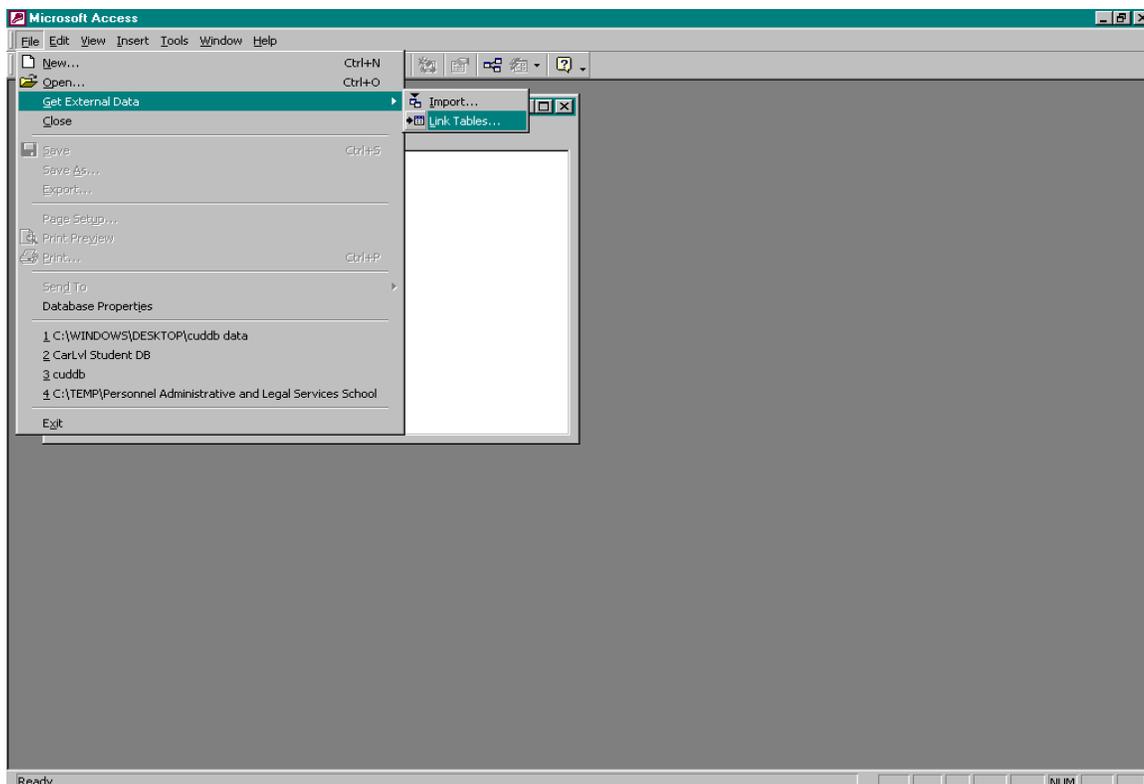
Open Database Connectivity (ODBC)

At this point you have a blank database, lets get the information from your CUddb linked.



Open Database Connectivity (ODBC)

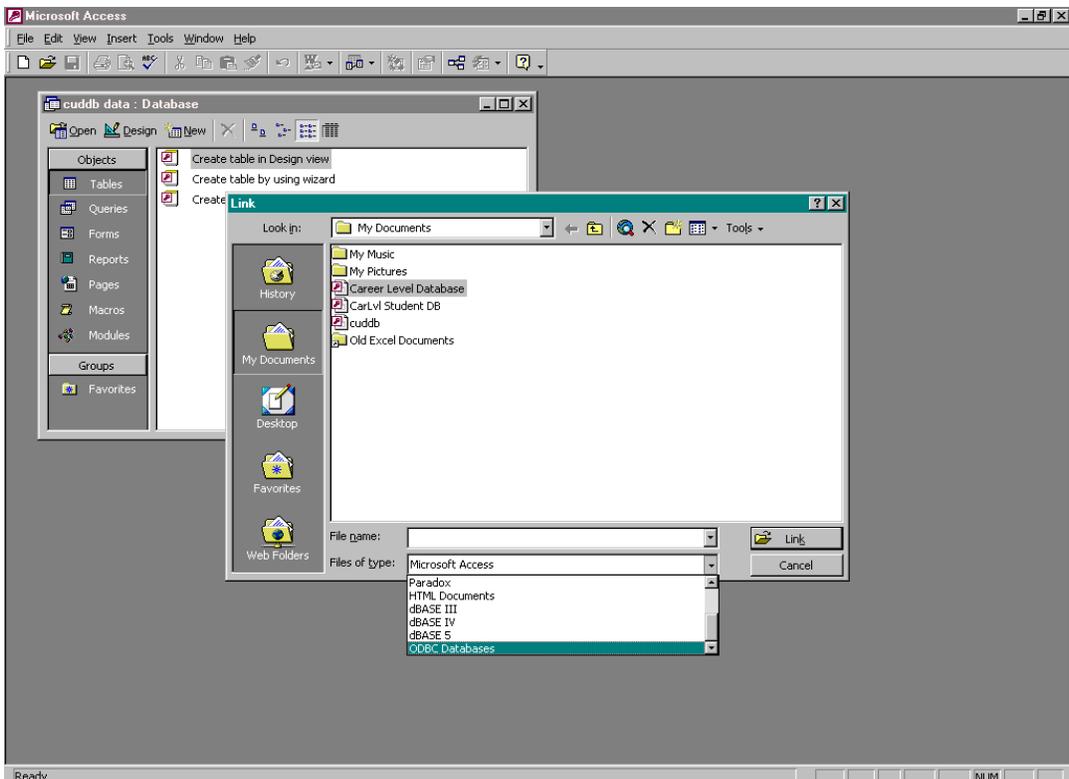
Click on FILE -->
Get External Data -->
Link Tables



Open Database Connectivity (ODBC)

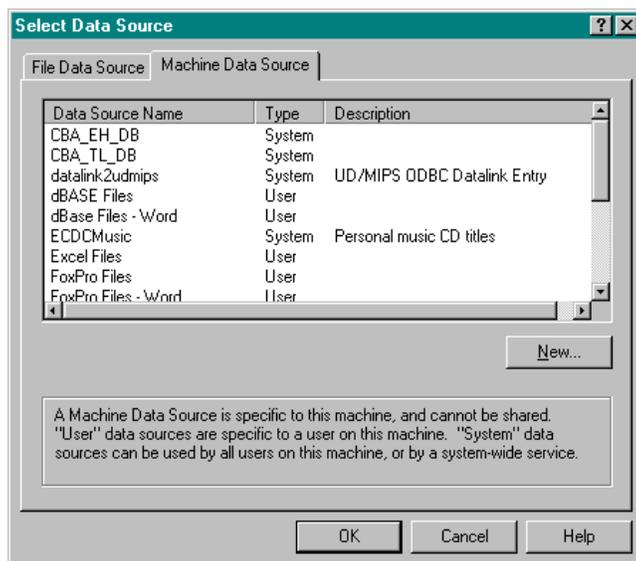
9

When the link window appears, the first thing you should do is change the 'File of Type' to ODBC Database. This is done by clicking on the drop down box and scrolling to the bottom of the list...ODBC Database. This will automatically prompt you to the next screen.

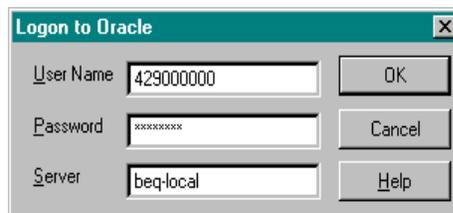


Open Database Connectivity (ODBC)

When this screen appears, click on the 'Machine Data Source' tab then highlight the 'datalink 2 udmips' file and click on OK.



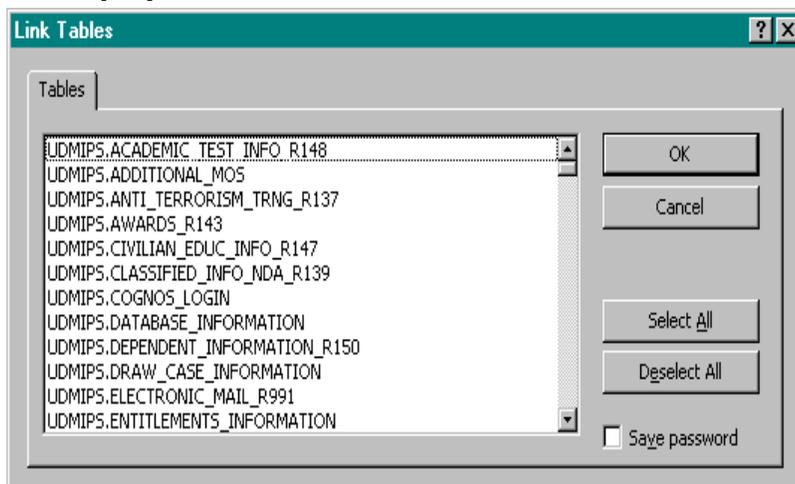
You will be prompted to enter your User Name and password. Once entered, click on OK.



Open Database Connectivity (ODBC)

9

You will then have a listing of all the available data items from your CUDDDB. You can pick and choose the items that you want on your external database or you can simply select all the items available.

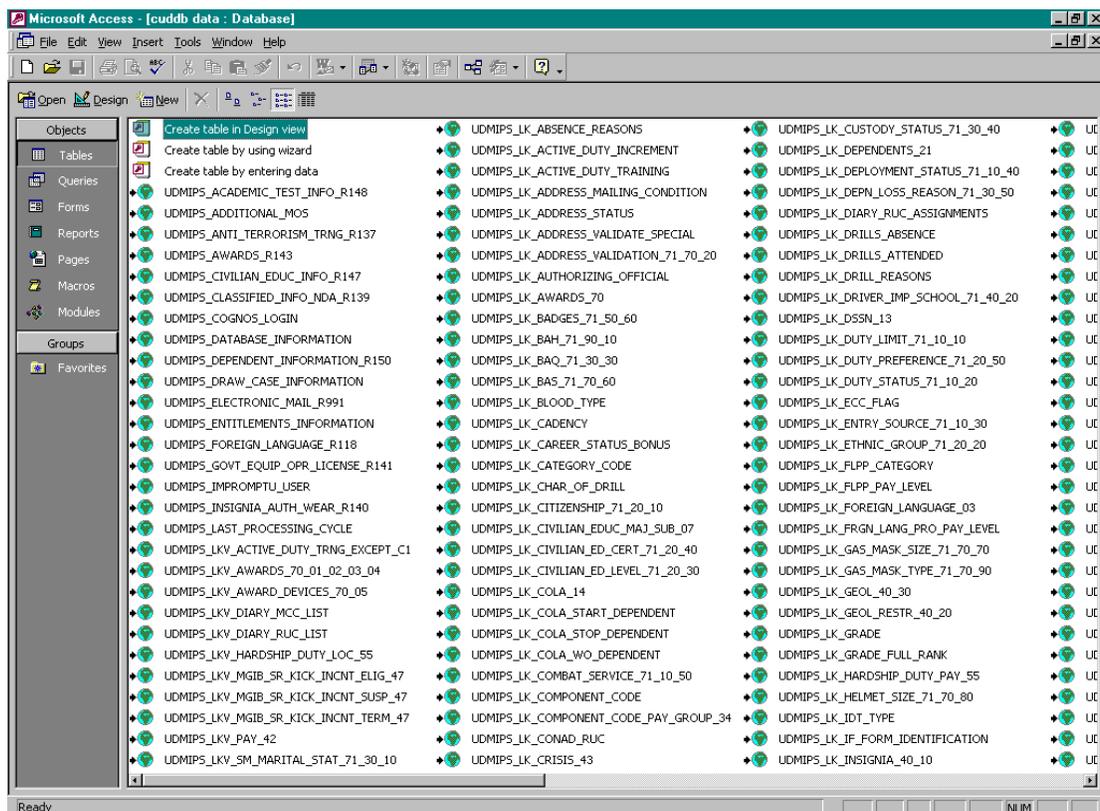


Once you have all the highlighted items selected or select all selected, click on OK. This will start the link process.

Sometimes the process will stop to ask you to select more data items, select all or (the 1st ten) and click OK.

Open Database Connectivity (ODBC)

Once the process is completed, you can go into your external database and start manipulating data.



Appendix A
UDMIPS Catalogs Data Item Listing

Appendix B
ODSE Catalog Data Item Listing

Appendix C
MCTFS Descriptive Screen Listing