



How to Get The Most Out of the DEP Public Internet Reports

07/13/2004

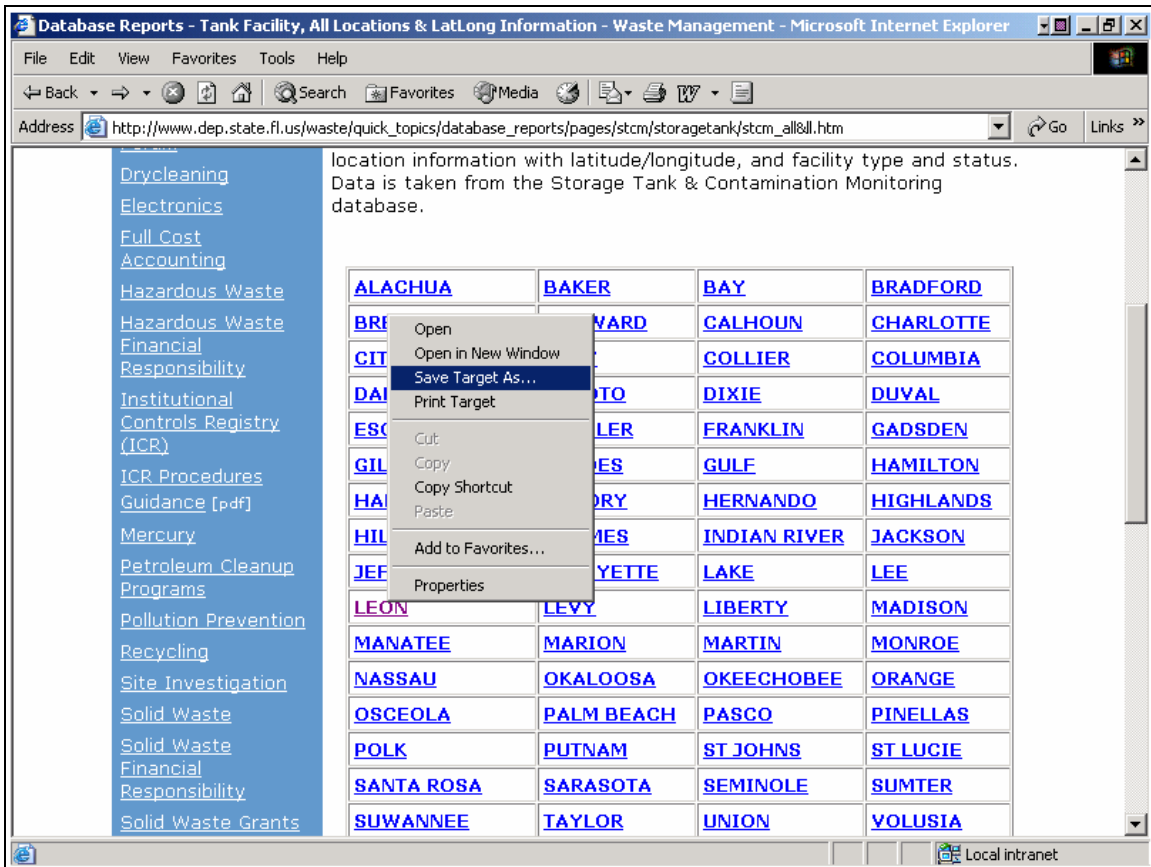
Table of Contents

MS Excel.....	2
Opening a Report	2
Manipulating the Report Layout.....	3
Expanding the columns	3
Freezing Panes.....	4
Printing Reports	6
Printing the Same Column or Rows on Multiple Sheets.....	6
Printing Your Report.....	9
Page Orientation.....	11
Finding Information for a Specific Facility ID Number	12
Filtering.....	16
Hiding and Deleting Columns	21
Deleting A Column	21
Hiding A Column	22
Unhiding a Column	23
Using MS Access to Link Two or More Reports Together	24
Create a Blank Database	24
Importing Tables (Data).....	26
Creating Your Own Reports.....	32
Adding Parameters (Requirements) to Your Reports	36
Getting a Finished Report	37
Exporting Your Report into MS Excel.....	38

MS Excel

Opening a Report

There are three types of reports: Single reports, reports by district, and reports by county. Find the report you would like to view and right click on it. This will bring up a sub-menu. Select the option to **Save Target As**.



Select where on your drive you would like to save the report and click **Save**. Open the report by double clicking the report that you just saved on your hard drive.

Manipulating the Report Layout

Expanding the columns

When you initially open the file you will notice that all of the columns are compressed in size and cut off much of the information you need. Click on the gray box in the upper left hand corner of the Excel spreadsheet to highlight the entire spreadsheet.

1. Highlight the spreadsheet by clicking here.

2. Place cursor between columns and double click to expand columns.

	A	B	C	D	E	F	G	H	I	J	K	L
1	COUNTY	FACID	FACNAM	FACADD	FAC CITY	FAC ZIP	FPHONE	FAC STA	FAC TYPE	TYPEDES	DEP CO	LATDD
2		37 9400972	SEMINOLIRR 12 BO	TALLAHA	32301	(904) 421-5	CLOSED	A	Retail Stat N			
3		37 9400754	HUNTER, 1216 S MCT	TALLAHA	32301	(904) 575-3	CLOSED	A	Retail Stat N			
4		37 9400598	ROBINSO 2021 HOL	TALLAHA	32310	(850) 576-4	CLOSED	A	Retail Stat N			
5		37 9400304	DAYS INN 2800 N MCT	TALLAHA	32303	(904) 385-1	CLOSED	A	Retail Stat N			
6		37 9400163	BIG OAK CRT 1 BOX	TALLAHA	32312	(904) 893-1	CLOSED	A	Retail Stat N			
7		37 9200710	SEMINOLI 640 W TEI	TALLAHASSEE		(904) 385-3	CLOSED	A	Retail Stat N			
8		37 9200453	SHELL-CC 1699 CAPI	TALLAHA	32303	(850) 222-1	OPEN	A	Retail Stat N			
9		37 9200194	SAVAGE UNKNOW	TALLAHASSEE			CLOSED	A	Retail Stat N			
10		37 9200189	RUTLANE JACK VAL	TALLAHA	32310		CLOSED	A	Retail Stat N			
11		37 9200183	TRAILER, 6011 W TEI	TALLAHASSEE			CLOSED	A	Retail Stat N			
12		37 9200182	WOMBLE, TILLIE LN	TALLAHASSEE			CLOSED	A	Retail Stat N			
13		37 9200178	JONES DJ, 1938 S MCT	TALLAHASSEE			CLOSED	A	Retail Stat N			
14		37 9200175	ADAMS S, 1404 S AD	TALLAHASSEE			CLOSED	A	Retail Stat N			
15		37 9103665	SUWANN 2700 CEN	TALLAHA	32308	(386) 752-1	OPEN	A	Retail Stat N			
16		37 9103045	DIXIE OIL, 3919 WOC	TALLAHASSEE			CLOSED	A	Retail Stat N			
17		37 9102591	CAL MAR, CR 59	MICCOSU	32309	(850) 893-8	OPEN	A	Retail Stat N			
18		37 9102541	CHEVRO, 1662 NW	TALLAHA	85104	(386) 752-5	OPEN	A	Retail Stat N			
19		37 9102222	TIRE TOY 218 N MOI	TALLAHA	32301	(904) 599-8	CLOSED	A	Retail Stat N			
20		37 9101772	INDUSTR RAILROAI	TALLAHASSEE		(904) 656-1	CLOSED	A	Retail Stat N			
21		37 9063953	LEWIS, VA, 1847 THO	TALLAHA	32303	(904) 386-8	CLOSED	A	Retail Stat N			
22		37 9063920	BERT TH, 10644 WO	TALLAHA	32311	(850) 421-3	OPEN	A	Retail Stat N			
23		37 9047150	CHEVRO, 1143 W OF	TALLAHA	32310	(850) 576-8	OPEN	A	Retail Stat N			
24		37 9047015	ISLAND FI 3820 N MCT	TALLAHA	32303	(904) 482-1	OPEN	A	Retail Stat N			

Then place your cursor in-between the first and second columns until your cursor becomes a vertical line with an arrow on either side. Double click and all columns will expand to the length of the longest piece of information in that column.

Freezing Panes

Usually you want to keep the column names at the top of the spreadsheet as you are scrolling down so you do not have to scroll up to remember what column you are looking at. You want to “freeze panes”. This can be done to keep any amount of columns on the left of the screen or any amount of rows on the top of the screen from moving while you are scrolling.

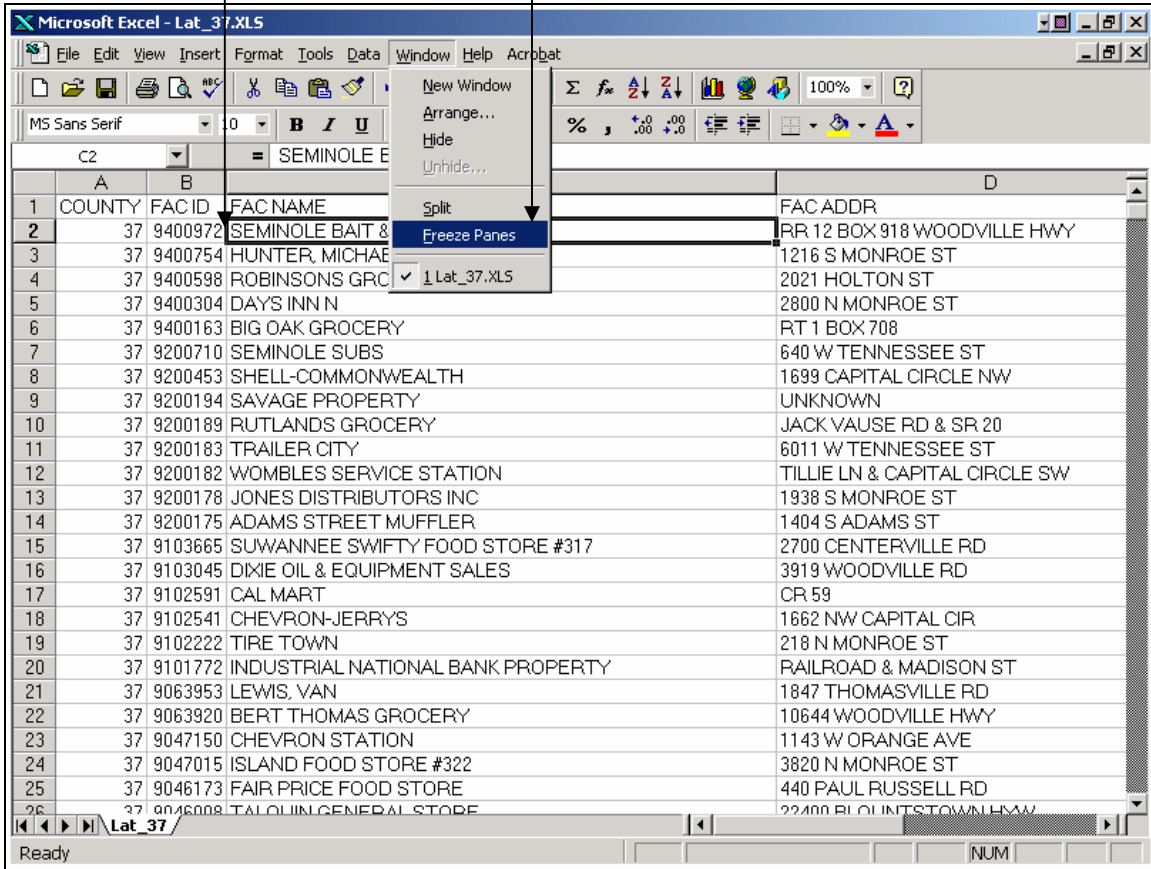
1. Highlight the cell that is immediately below the rows you want to keep on the top of the screen and immediately to the right of the columns you want to keep on the left of the screen.

In the example below we want to keep the left two columns on the screen as well as the very top row. Therefore we will place our cursor in cell C2.

2. Open the **Window** menu on the menu bar and select **Freeze Panes**.

1. Select cell C2.

2. Select **Freeze Panes** from the Window menu



3. The County and Facility ID columns, as well as the row of column names, on the left and top of the screen respectively will be displayed at all times.

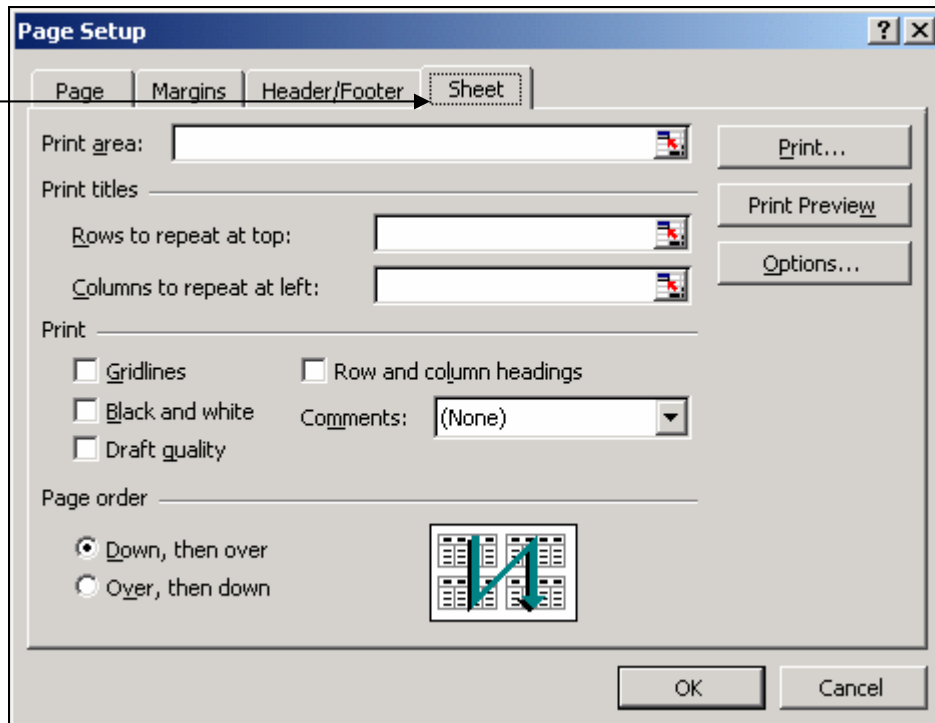
Printing Reports

Printing the Same Column or Rows on Multiple Sheets

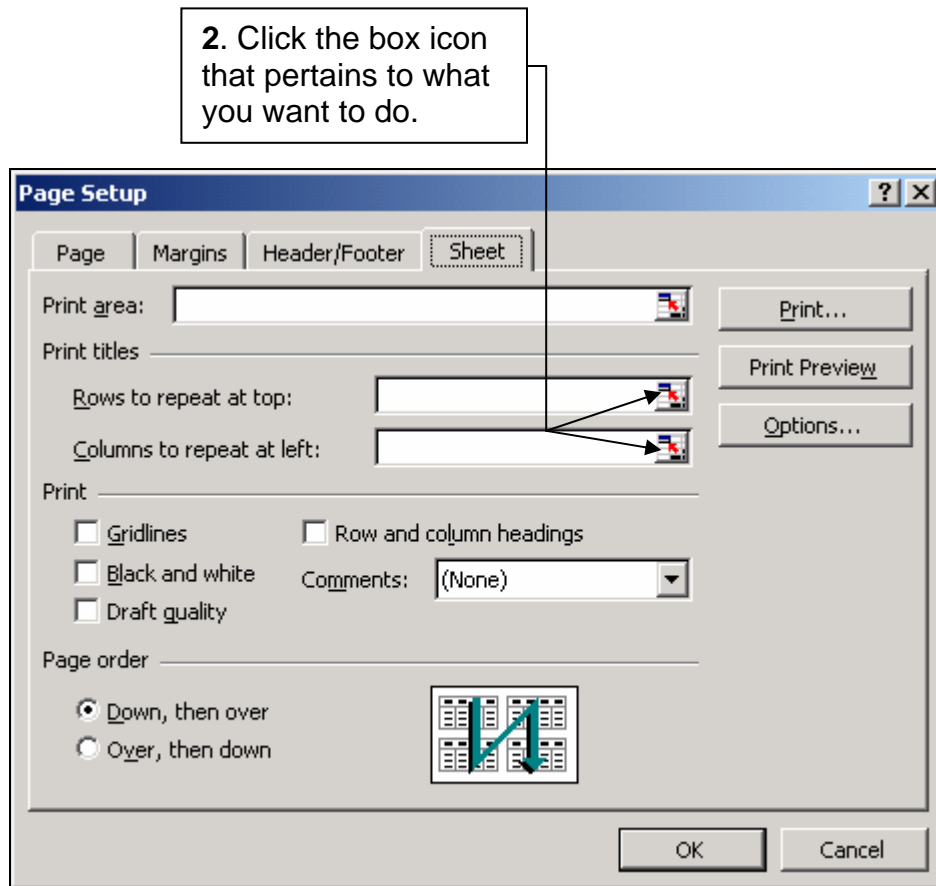
If you are printing a report and you want a specific row (column names) or a specific column, such as Facility ID, to print out on each page select **Page Setup** from the **File** menu.

1. Click on the sheet tab at the top.

1. Click the sheet tab.



2. Click on the box icon that is in the field that pertains to what you would like to do (repeat a row or a column).

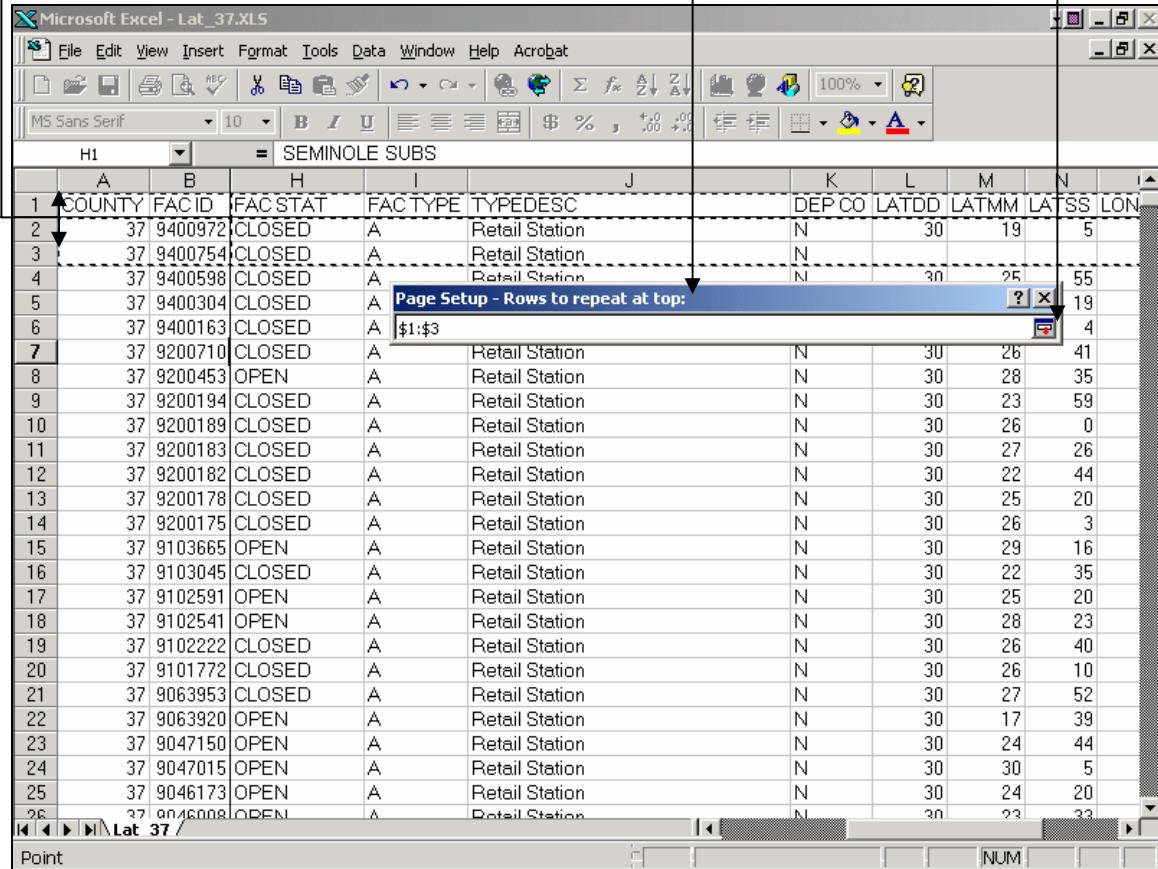


3. This will take you back to the report. Just highlight the letters or numbers corresponding to which rows/columns you would like to repeat. For this demonstration we are using rows 1 through 3. Note that the rows you select will be displayed in the Rows to repeat on top dialog box.

3. Select the rows you want to repeat by selecting the appropriate row numbers.

Note: The rows you selected will be displayed in this dialog box.

4. Click here to finalize your selection.



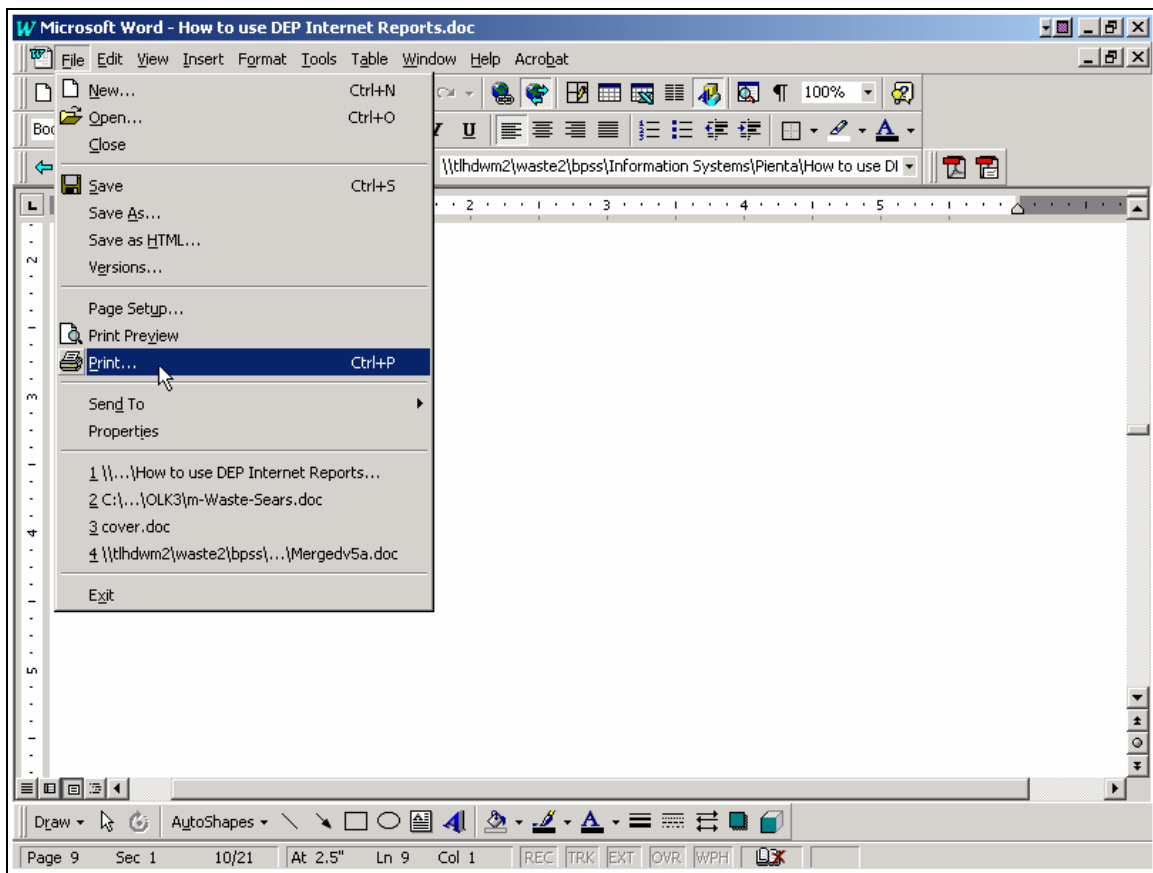
4. Select the box at the end of the field in the “Row to repeat at top” dialog box to finalize your row selection and return to the page setup dialog box.

5. Repeat these steps to repeat a column.

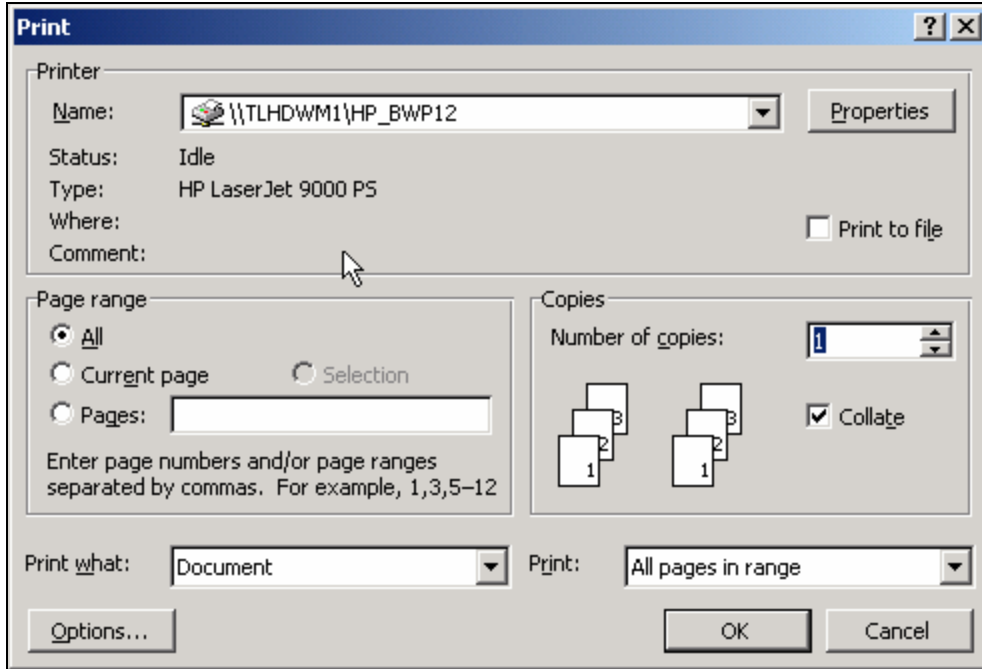
Printing Your Report

Most of the Public Internet Reports contain too much information to print. Please refer to the section on how to manipulate the reports in order to make sure you are printing just the information you need.

1. Open the report you want to print.
2. Make sure you have formatted the report and are only printing the information you need. Please see the sections on manipulating the report layout and hiding & deleting columns to help you with this.
3. Open the print dialog box by clicking on the **File** menu, **Print**.




4. This will open the print dialog box.

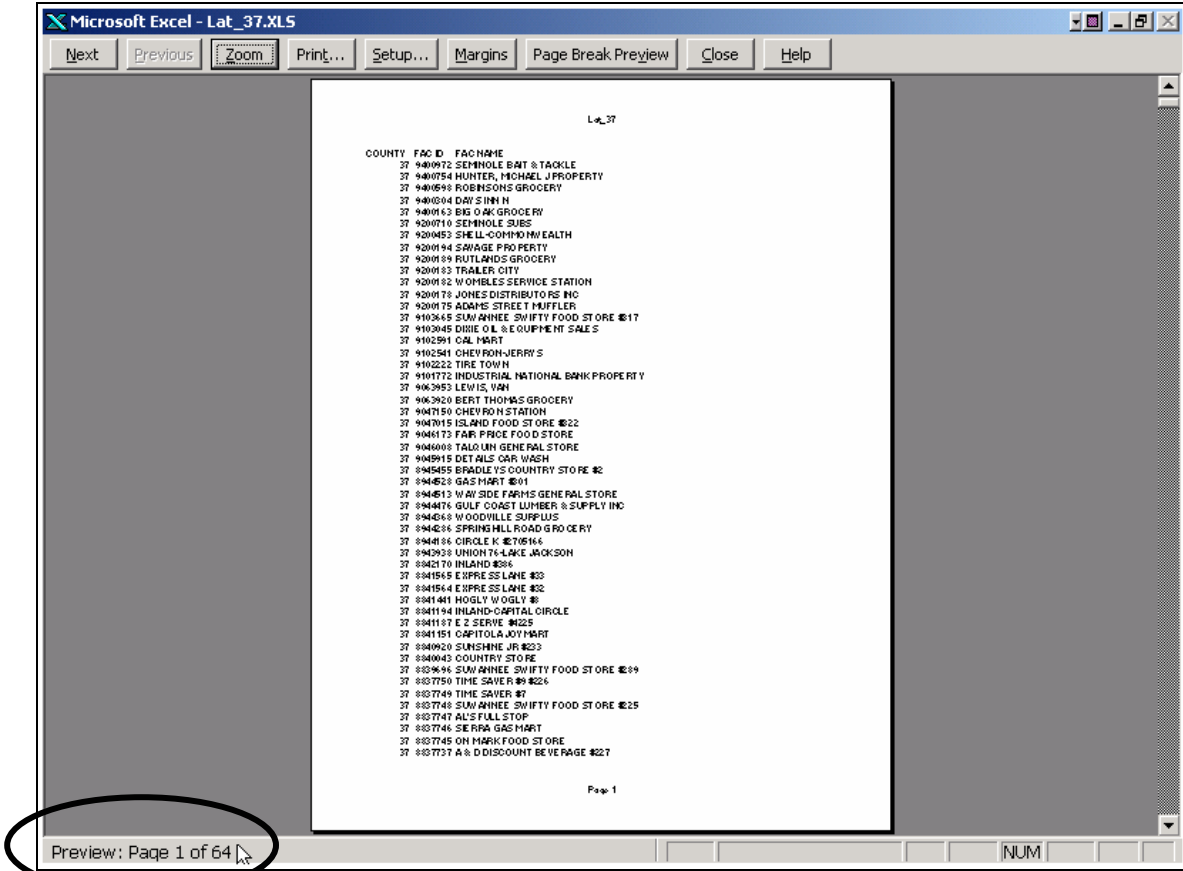


5. Please **check** the following things:

- a) Number of pages that are going to print. Unless you specify otherwise in the print dialog box, all of the pages of the report are going to print.



NOTE: To see how many pages will print, use the print preview button on the menu bar of the report , and then check the number of pages that will print in the bottom left corner of the report.



Number of pages that will print.

Page Orientation

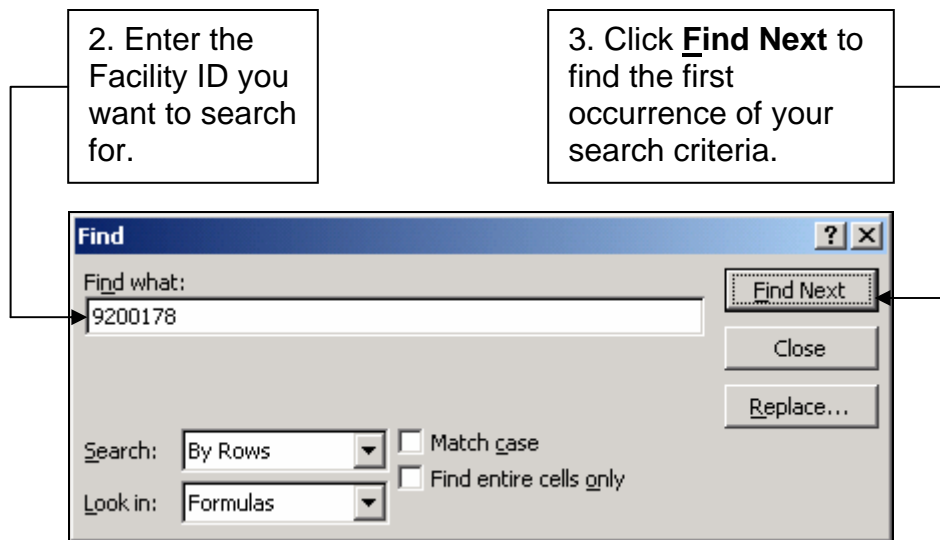
If you are printing a report that has many columns it might be beneficial to print your report in landscape orientation so you can fit more columns on each page. If you are printing a report with many rows and only a few columns it would be beneficial to print in portrait orientation. Every printer is set up differently, please consult your user manual on how to change the page orientation.

Finding Information for a Specific Facility ID Number

1. Highlight the Facility ID column by clicking on the letter for that column.

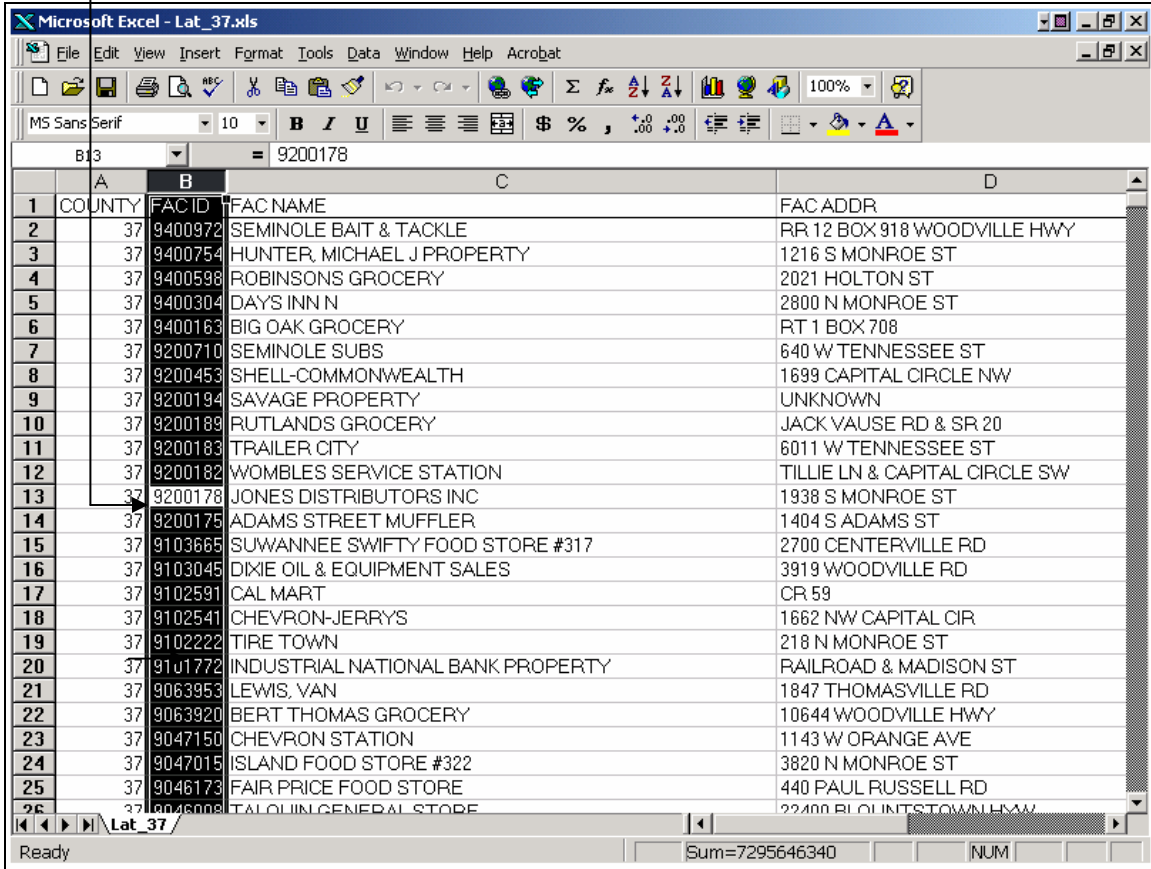
	A	B	H	I	J	K	L	M	N	
1	COUNTY	FAC ID	FAC STAT	FAC TYPE	TYPEDESC	DEP CO	LATDD	LATMM	LATSS	LON
2	37	9400972	CLOSED	A	Retail Station	N	30	19	5	
3	37	9400754	CLOSED	A	Retail Station	N				
4	37	9400598	CLOSED	A	Retail Station	N	30	25	55	
5	37	9400304	CLOSED	A	Retail Station	N	30	28	19	

2. Press **Ctrl + F**. This opens the find dialog box. Enter the Facility ID that you would like to search for. For this example, let's use 9200178.

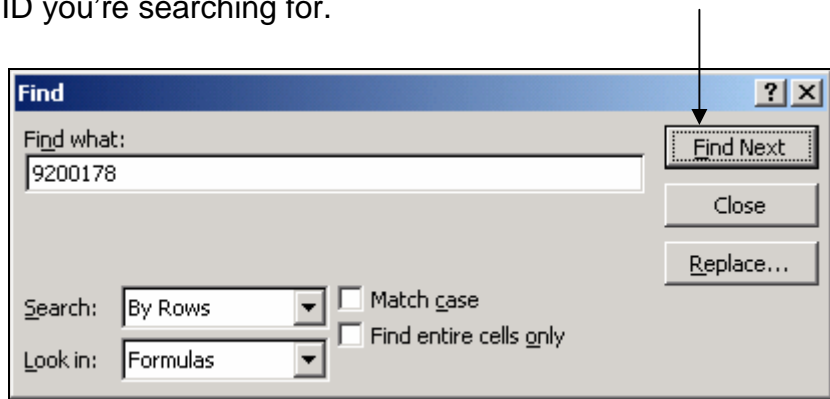


3. Click on **Find Next** to find information for that Facility ID.

4. When it finds the Facility ID you entered it will be highlighted in white.



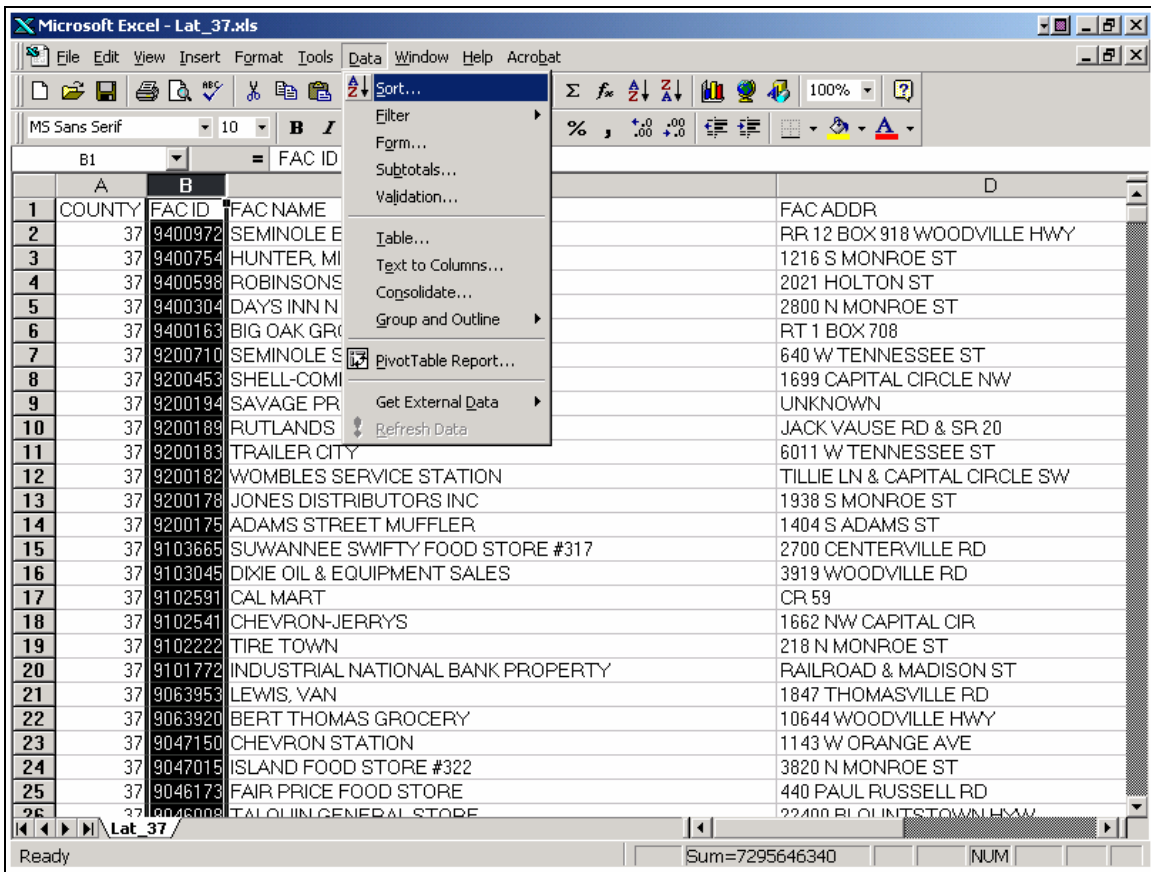
5. Continuing to click the **Find Next** button will find other occurrences of the Facility ID you're searching for.



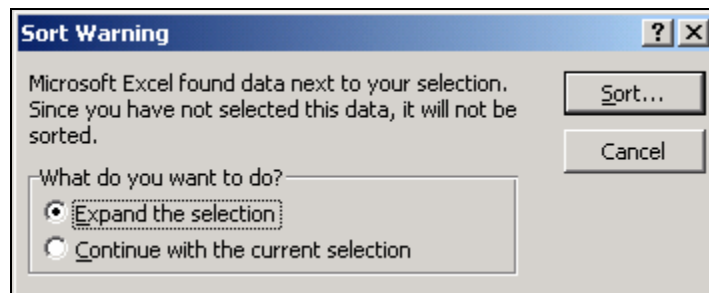
Sorting

Sorting can make it easier to find the information you are searching for by listing the information in a certain order.

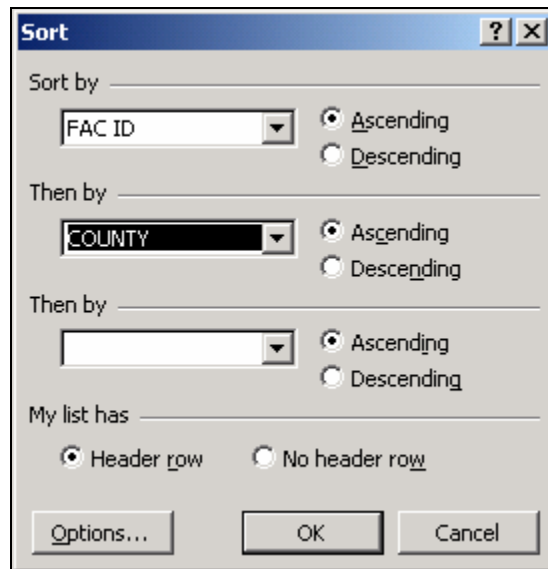
1. If the report is not sorted how you would like it to be, just highlight the column you want to sort by, click on **Data** in the menu and click **Sort**.



2. A menu will pop up saying that Excel found data next to the column of data that you would like to sort.



3. Indicate that you want to expand your selection and click the **Sort** button. **If you do not expand the selection, the highlighted column will be sorted and the other columns will not be sorted. This will give you incorrect results. Choosing to expand the selection will keep all the rows together when the data is re-sorted.**
4. A criteria box will then appear and ask you how you would like to sort your data. Indicate how you would like to sort your information, make sure the option is checked that indicates you have a header row (column names), and then click **OK**. For this example we are going to sort by Facility ID first and then by county.



5. Your list is now sorted.

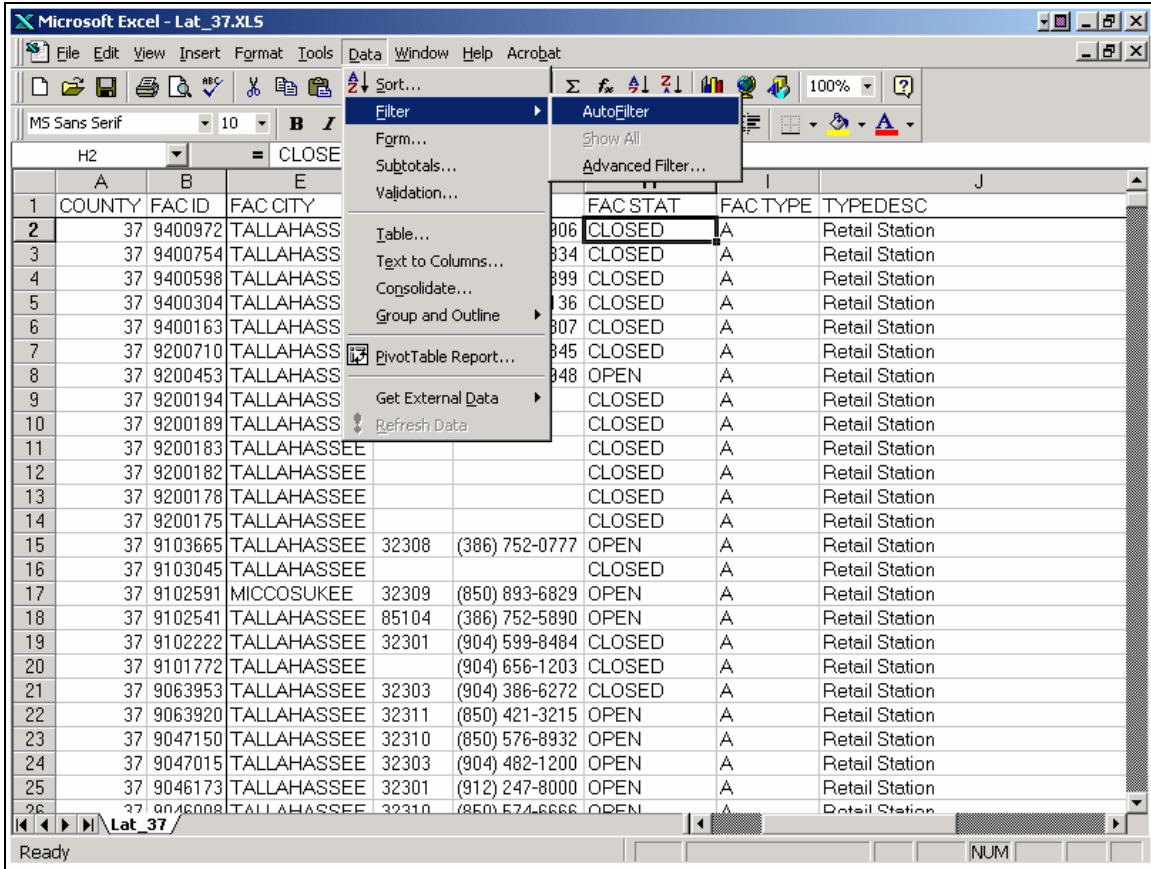
Filtering

Filtering allows you to narrow a broad range of data in a spreadsheet and manipulate it to become a list of data that is useful for you. For this example we only want to look at facilities that are closed. However, our spreadsheet shows all facilities in Leon county. We can use a filter to narrow this list to show only facilities in Leon county that are closed.

1. Highlight a cell that is in the column that you want to filter by.

	A	B	E	F	G	H	I	J
1	COUNTY	FAC ID	FAC CITY	FAC ZIP	FPHONE	FAC STAT	FAC TYPE	TYPEDESC
2	37	9400972	TALLAHASSEE	32301	(904) 421-9906	CLOSED	A	Retail Station
3	37	9400754	TALLAHASSEE	32301	(904) 575-3334	CLOSED	A	Retail Station
4	37	9400598	TALLAHASSEE	32310	(850) 576-4399	CLOSED	A	Retail Station
5	37	9400304	TALLAHASSEE	32303	(904) 385-0136	CLOSED	A	Retail Station
6	37	9400163	TALLAHASSEE	32312	(904) 893-1807	CLOSED	A	Retail Station
7	37	9200710	TALLAHASSEE		(904) 385-3345	CLOSED	A	Retail Station
8	37	9200453	TALLAHASSEE	32303	(850) 222-1948	OPEN	A	Retail Station
9	37	9200194	TALLAHASSEE			CLOSED	A	Retail Station
10	37	9200189	TALLAHASSEE	32310		CLOSED	A	Retail Station
11	37	9200183	TALLAHASSEE			CLOSED	A	Retail Station
12	37	9200182	TALLAHASSEE			CLOSED	A	Retail Station
13	37	9200178	TALLAHASSEE			CLOSED	A	Retail Station
14	37	9200175	TALLAHASSEE			CLOSED	A	Retail Station
15	37	9103665	TALLAHASSEE	32308	(386) 752-0777	OPEN	A	Retail Station
16	37	9103045	TALLAHASSEE			CLOSED	A	Retail Station
17	37	9102591	MICCOSUKEE	32309	(850) 893-6829	OPEN	A	Retail Station
18	37	9102541	TALLAHASSEE	85104	(386) 752-5890	OPEN	A	Retail Station
19	37	9102222	TALLAHASSEE	32301	(904) 599-8484	CLOSED	A	Retail Station
20	37	9101772	TALLAHASSEE		(904) 656-1203	CLOSED	A	Retail Station
21	37	9063953	TALLAHASSEE	32303	(904) 386-6272	CLOSED	A	Retail Station
22	37	9063920	TALLAHASSEE	32311	(850) 421-3215	OPEN	A	Retail Station
23	37	9047150	TALLAHASSEE	32310	(850) 576-8932	OPEN	A	Retail Station
24	37	9047015	TALLAHASSEE	32303	(904) 482-1200	OPEN	A	Retail Station
25	37	9046173	TALLAHASSEE	32301	(912) 247-8000	OPEN	A	Retail Station
26	37	9046008	TALLAHASSEE	32310	(850) 574-6666	OPEN	A	Retail Station

2. Click on the **Data** menu and select **Filter, Auto Filter**



Drop down boxes appear at the top of every column. Click the drop down box to choose what you would like to filter on. There are 2 ways to filter: A “literal” filter and a comparison filter.

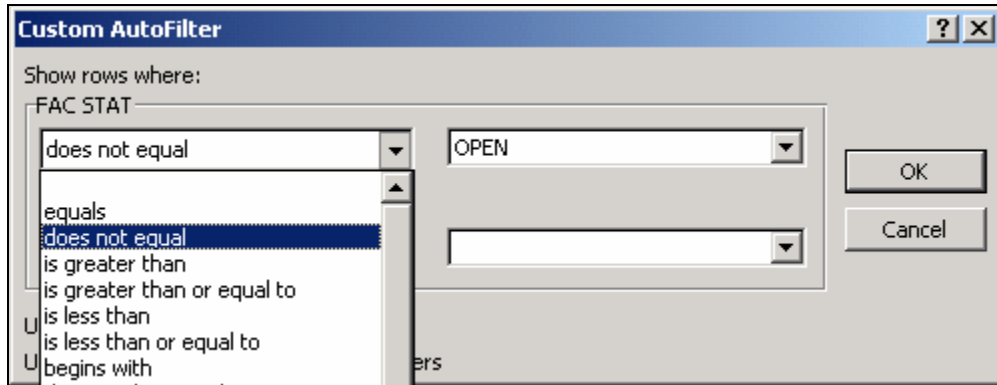
- a) Literal filters are used to display rows that have a specific value. Click on the drop down box on the top of a column. Pick what "literal" piece of information to search for.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	F	G	H	I	J	K	L
1	COUNT	FAC ID	FAC Z	FPHONE	FAC STAT	FACTYF	TYPEDESC	DEP C	LATD
2	37	9400972	32301	(904) 421-9906	(All)	A	Retail Station	N	
3	37	9400754	32301	(904) 575-3334	(Top 10...)	A	Retail Station	N	
4	37	9400598	32310	(850) 576-4399	(Custom...)	A	Retail Station	N	
5	37	9400304	32303	(904) 385-0136	ABANDONED	A	Retail Station	N	
6	37	9400163	32312	(904) 893-1807	CLOSED	A	Retail Station	N	
7	37	9200710		(904) 385-3345	OPEN	A	Retail Station	N	
8	37	9200453	32303	(850) 222-1948	CLOSED	A	Retail Station	N	
9	37	9200194			OPEN	A	Retail Station	N	
10	37	9200189	32310		CLOSED	A	Retail Station	N	
11	37	9200183			CLOSED	A	Retail Station	N	
12	37	9200182			CLOSED	A	Retail Station	N	
13	37	9200178			CLOSED	A	Retail Station	N	
14	37	9200175			CLOSED	A	Retail Station	N	
15	37	9103665	32308	(386) 752-0777	OPEN	A	Retail Station	N	
16	37	9103045			CLOSED	A	Retail Station	N	
17	37	9102591	32309	(850) 893-6829	OPEN	A	Retail Station	N	
18	37	9102541	85104	(386) 752-5890	OPEN	A	Retail Station	N	
19	37	9102222	32301	(904) 599-8484	CLOSED	A	Retail Station	N	
20	37	9101772		(904) 656-1203	CLOSED	A	Retail Station	N	
21	37	9063953	32303	(904) 386-6272	CLOSED	A	Retail Station	N	
22	37	9063920	32311	(850) 421-3215	OPEN	A	Retail Station	N	
23	37	9047150	32310	(850) 576-8932	OPEN	A	Retail Station	N	
24	37	9047015	32303	(904) 482-1200	OPEN	A	Retail Station	N	
25	37	9046173	32301	(912) 247-8000	OPEN	A	Retail Station	N	
26	37	9046008	32310	(850) 574-6666	OPEN	A	Retail Station	N	

Literal Filter

- b) Comparison filters allow you to search using search “criteria”. If you are going to filter to find more than one set of criteria (i.e. list facilities that are anything but open) you will need to use a comparison filter.
- i) Select custom from the drop menu at the top of the column you are using to filter. This will open a custom filter dialog box.



For this example we wanted all facilities that have a status of anything other than open. Therefore we chose Facility Status does not equal open for our criteria. This filter will return all rows where Facility Status is anything other than open.



Note that you may choose to have 2 sets of filter criteria when using the custom filter.

- ii) To use 2 sets of filter criteria, enter the first set of information that you want to be your primary filter and then enter your second set of information to be your secondary filter.



The list will be sorted using your primary filter first and then again using your secondary filter.

- iii) Select which set of criteria you want to use. If you select **AND** then both sets of criteria have to be equal in order for the filter to work properly. If you select **OR** than only one set of criteria has to be true for the filter to work properly. In this example we want to return stations with the name Chevron or Shell, so we will use the **OR** option since a station only has one name and we want stations with the name Chevron OR Shell.

The image shows a dialog box titled "Show rows where:" with a sub-label "FAC NAME". It contains two rows of filter criteria. The first row has a dropdown menu set to "equals" and a text field containing "Chevron". The second row has a dropdown menu set to "equals" and a text field containing "shell". Between these two rows are two radio buttons: "And" (unselected) and "Or" (selected). To the right of the filter criteria are two buttons: "OK" and "Cancel".

ii. Enter both sets of criteria you want to filter on.

iii. Select whether you want both sets of criteria to be true, or where only one has to be true.

iv. Click **OK** to filter the spreadsheet.

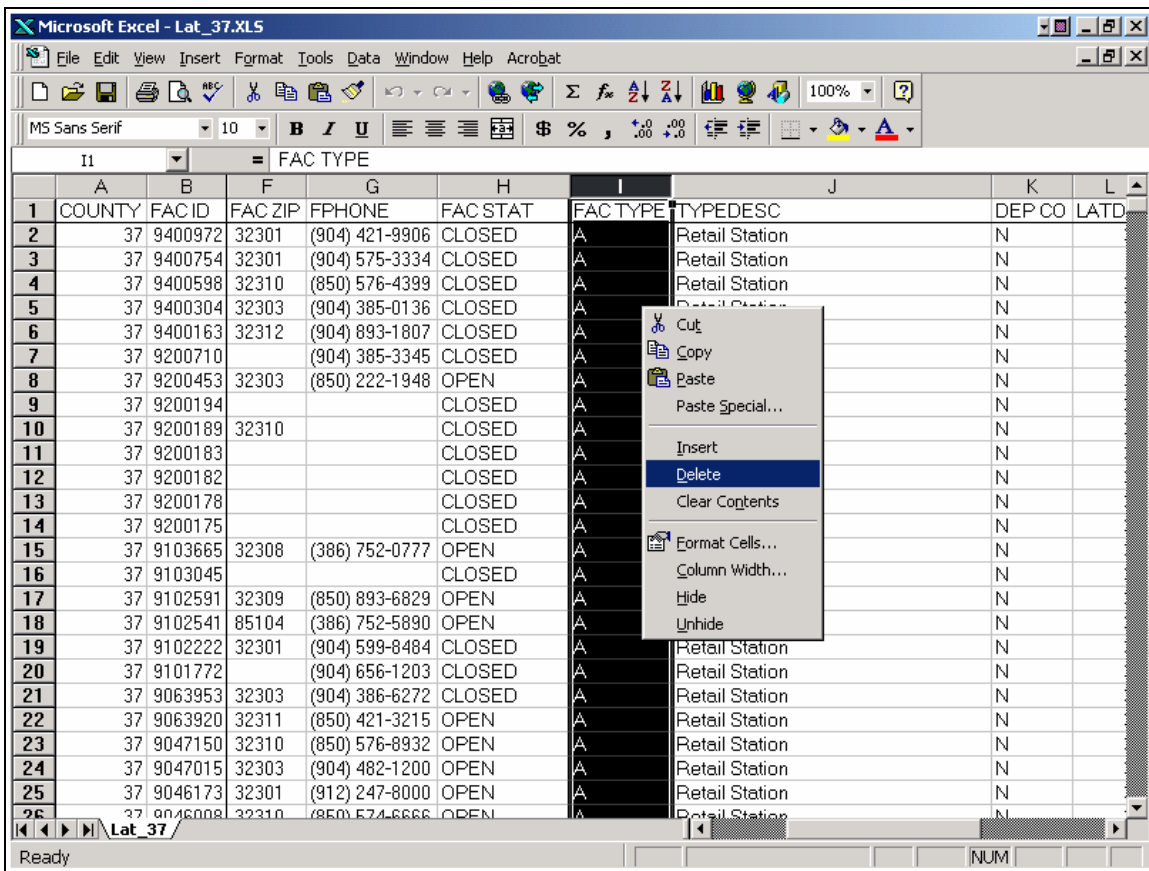
iv) Select **OK** to filter the spreadsheet

Hiding and Deleting Columns

Many of our reports have so many columns of information that they can not all fit on one page when printed. Therefore you may wish to delete or hide the columns you do not want to see when printing and/or looking at the report on your screen.

Deleting A Column

1. Highlight the column you want to delete by clicking on the letter for that column at the top of the screen.
2. Right click anywhere in the column and select delete.

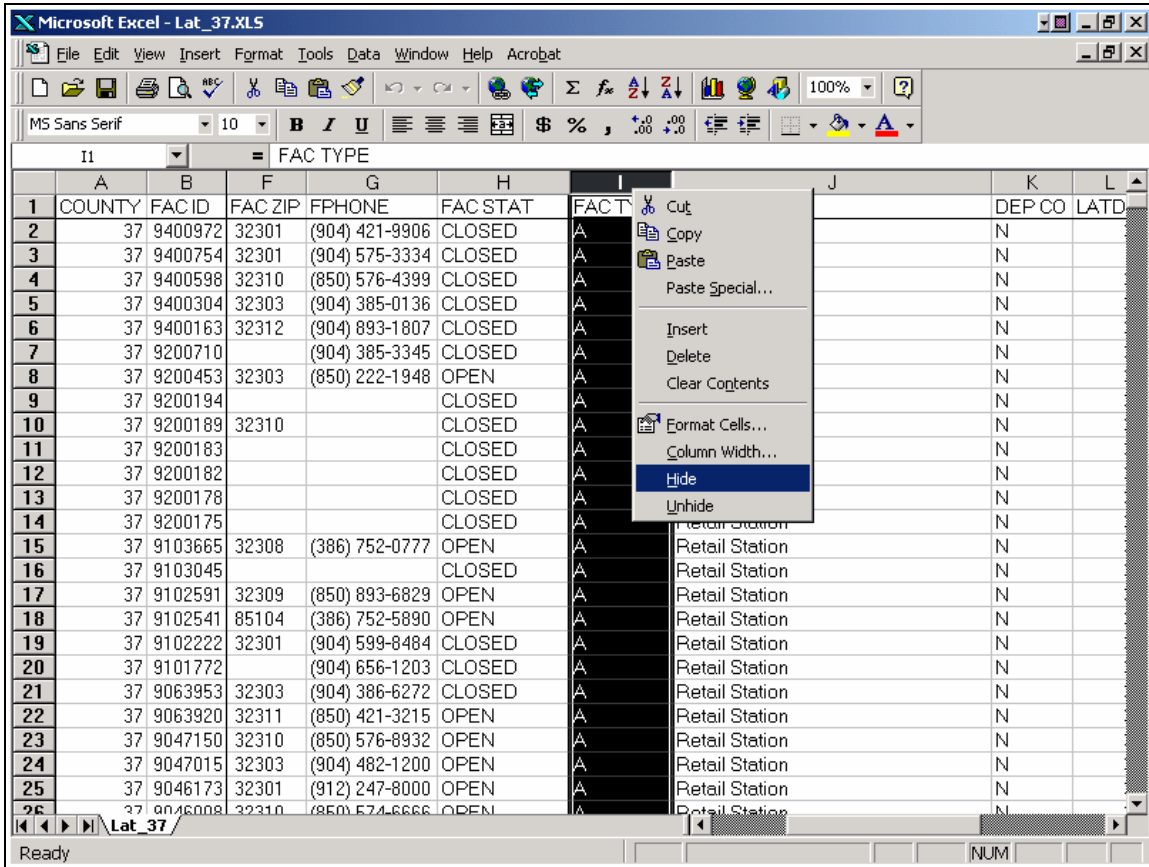


NOTE: Deleting a column is permanent! If you think you may want the column in the report sometime in the future you should use the "hide" function.

Hiding A Column

Hiding a column gives you the same luxury as deleting it but allows you to unhide it should you want to view it again later.

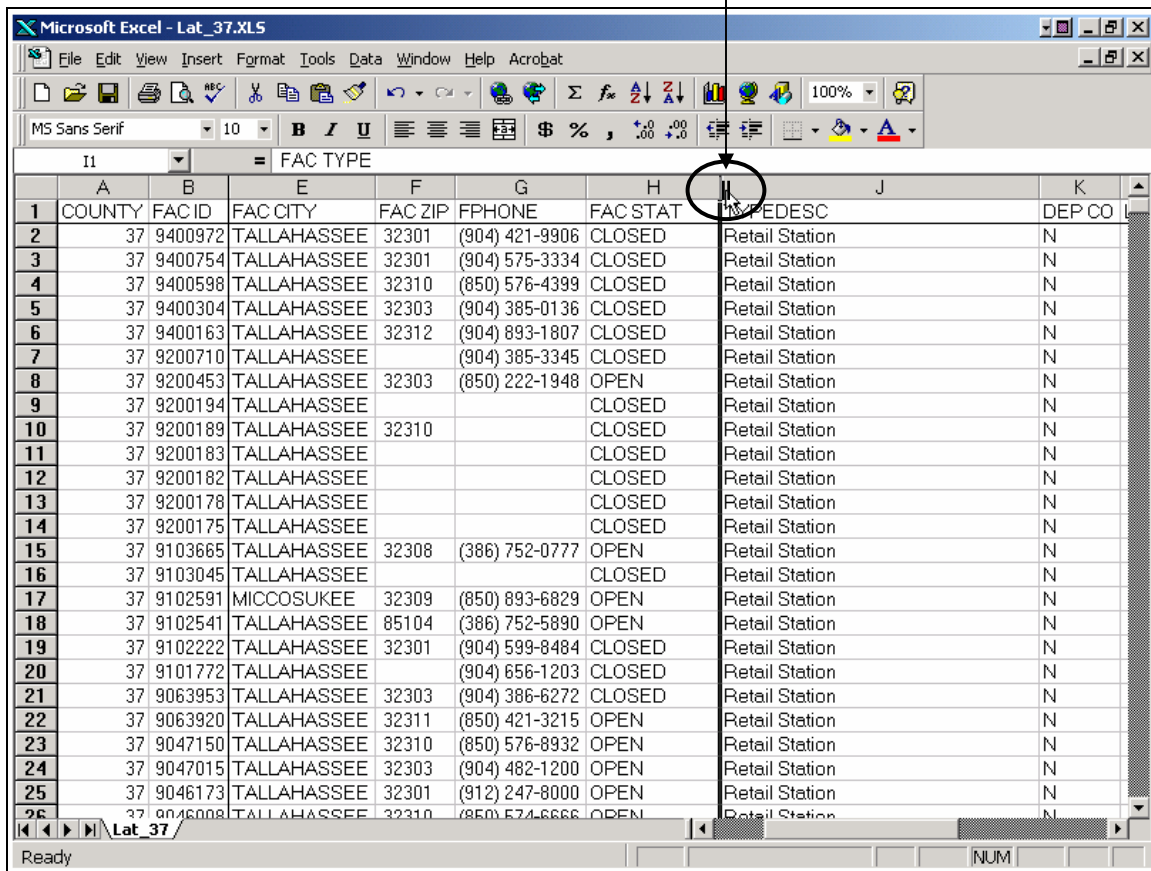
1. Highlight the column you want to hide by clicking on its respective letter at the top of the column.
2. Right click anywhere on the column and select hide.

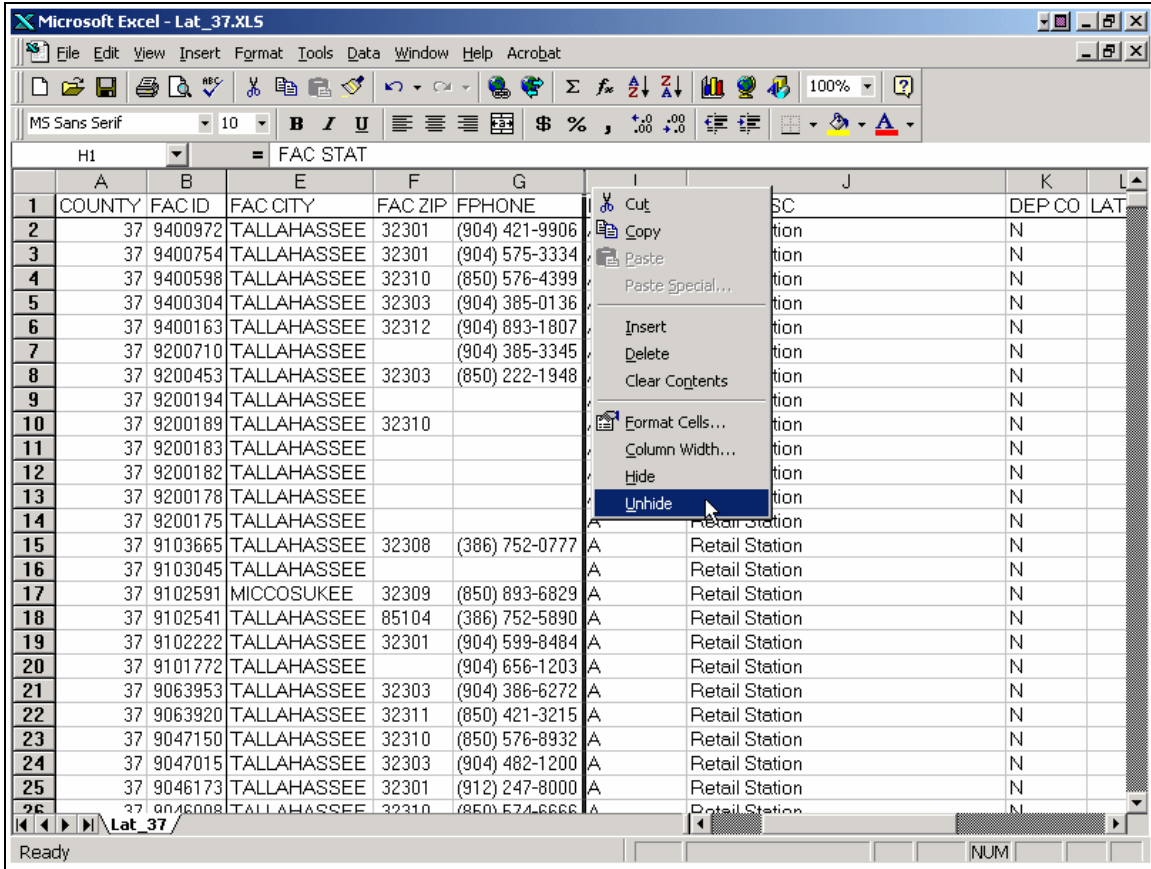


Unhiding a Column

1. Place your cursor in the gray bar at the top of the screen just to the right of where the letter representations of your hidden column is (i.e. if you hide column I and column H and J are displayed, place your cursor in the row of letters representing the columns on the line in between columns H and J).
2. The cursor will turn to two solid vertical lines. Right click and select Unhide to expose the hidden column.

When your cursor turns to double vertical lines, right click and select **Unhide** from the pop up menu.



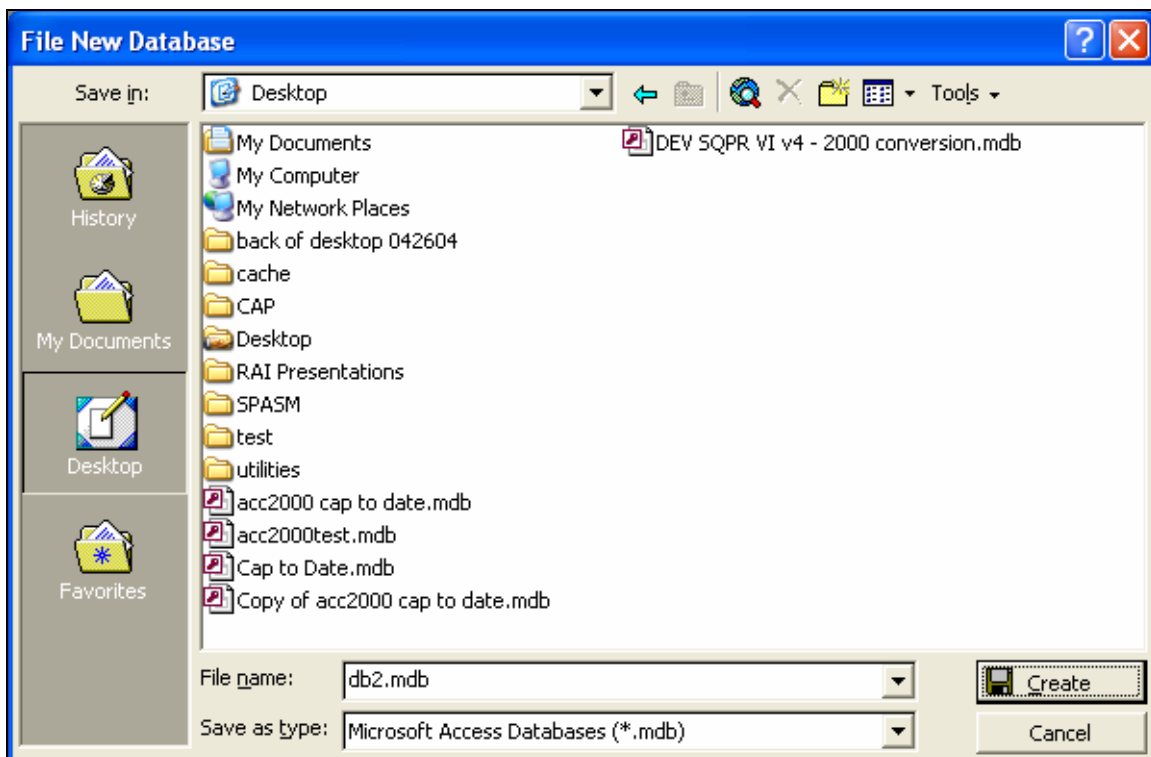
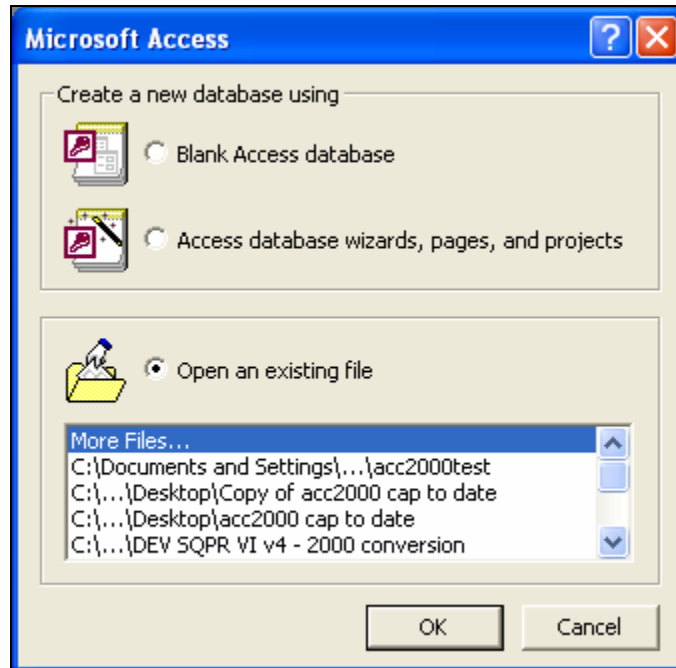


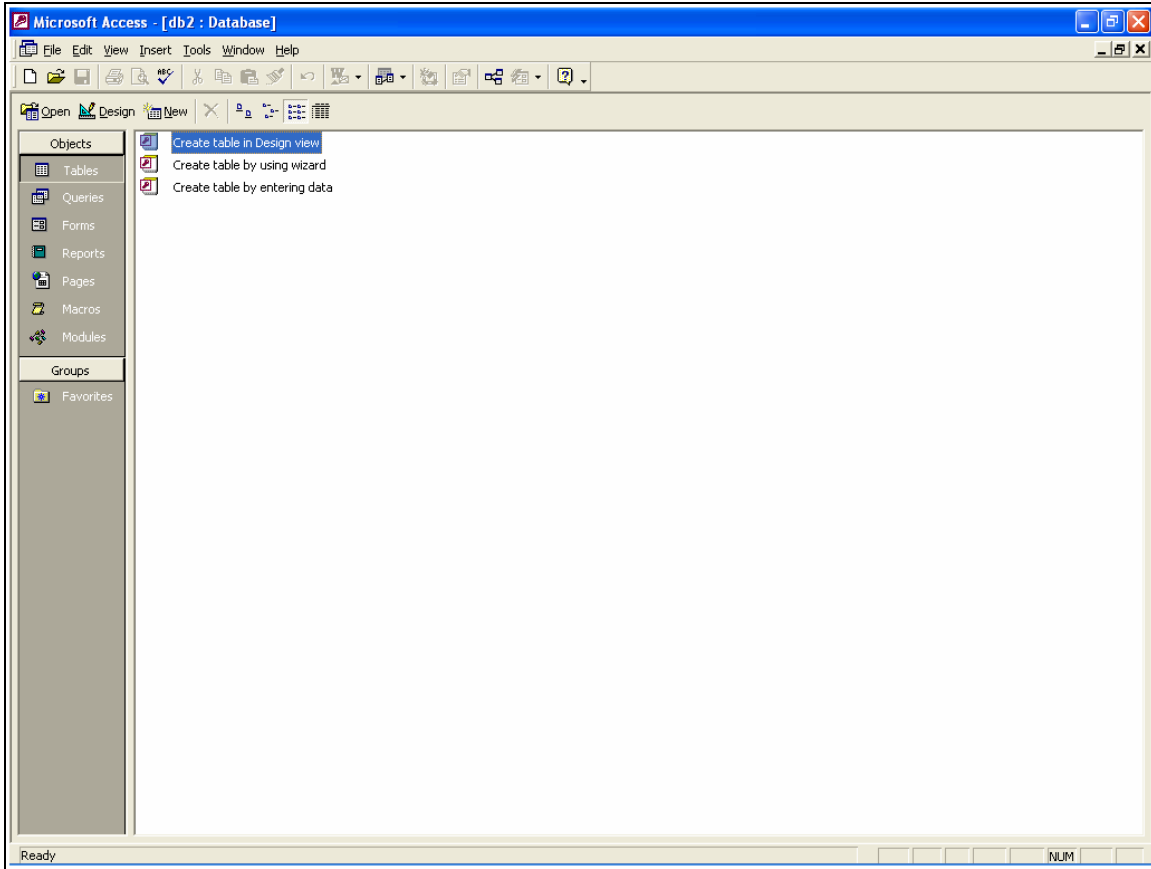
Using MS Access to Link Two or More Reports Together

There may be times when you would like the data from 2 or more reports to be shown in one single report. We can do this using Microsoft Access. Microsoft Access is a database application but it does allow you to import MS Excel worksheets as tables. In this section we will through importing 2 Excel worksheets into Access, linking them, and creating a single report containing information from both tables.

Create a Blank Database

Open MS Access and select the choice for creating a blank database. It will then ask you to name the database and select where you plan on saving it.

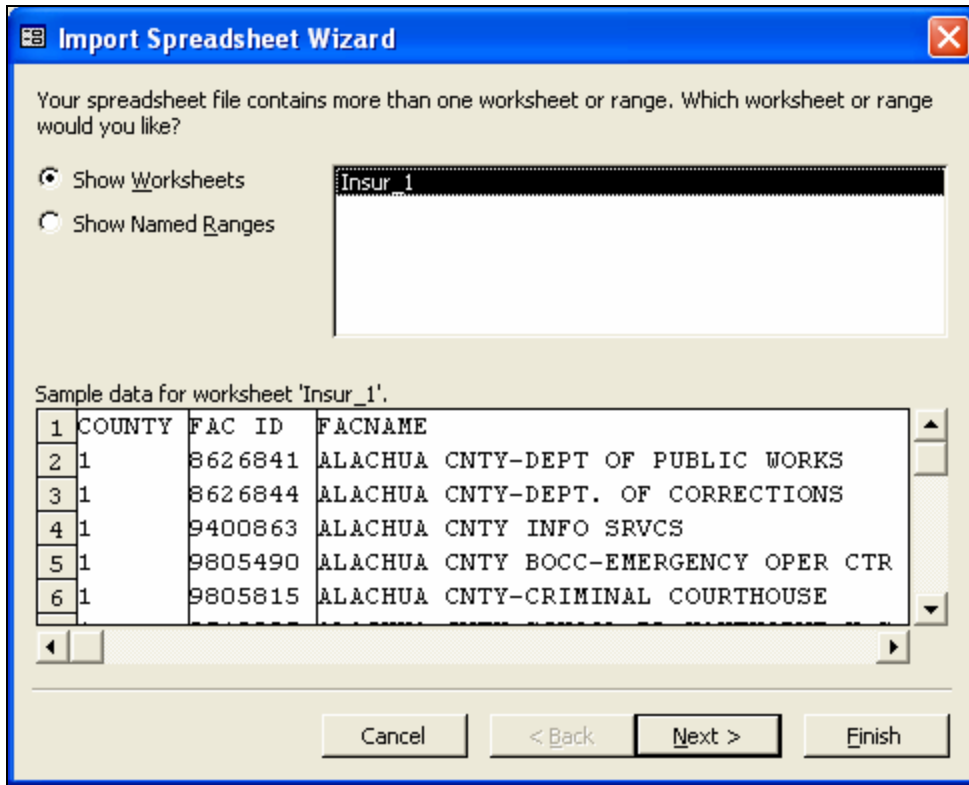




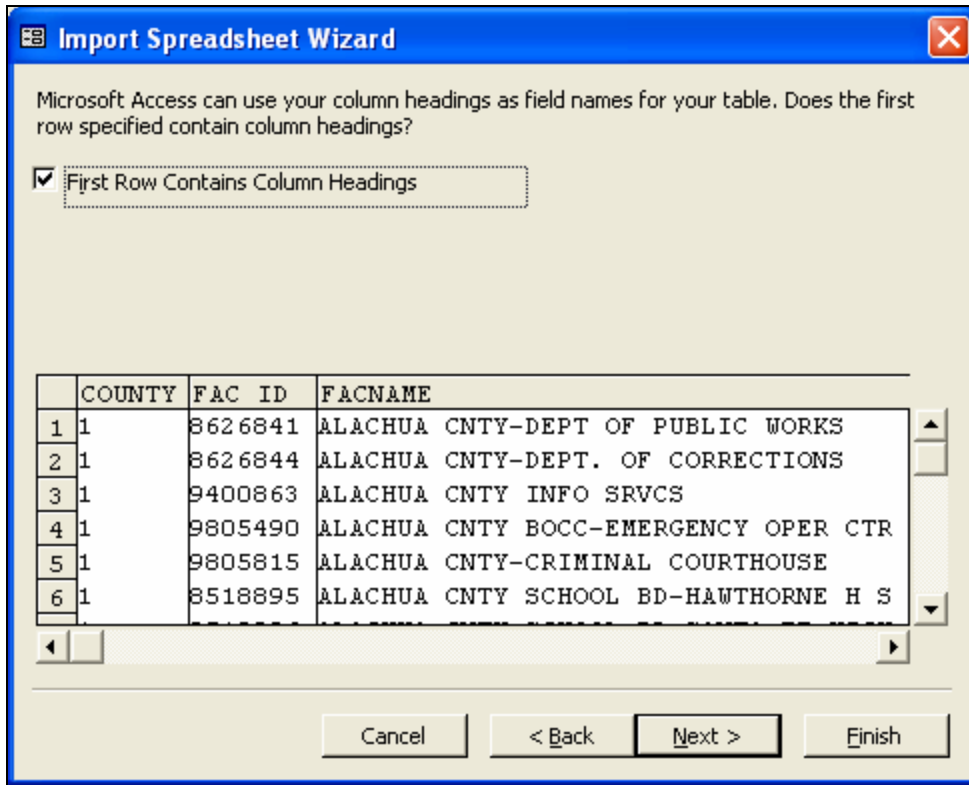
Importing Tables (Data)

Select the reports you want data from and save them to your computer. In this example we want all the insurance information for site in Alachua county, but we also want to include the owner contact information for these sites. Therefore we need both the All Locations and Insurance Information report for Alachua county as well as the All Locations and Owner Information report for Alachua county. Once you save these reports to your computer they can be imported into Access.

While you are on the tables tab click the **New** button. Select Import Table and click **OK**. Navigate to the location you saved the reports. Change the data type at the bottom of the dialog box to MS Excel. Highlight the first report you want to enter and select **OK**.



On the following screen you need to make sure that you check the box that lets Access know that the first row contains the column headings and then click the **next** button.



The following screen asks you what you would like to name the table you are importing. You can leave the default settings by pressing the **next** button.

You can store your data in a new table or in an existing table.

Where would you like to store your data?

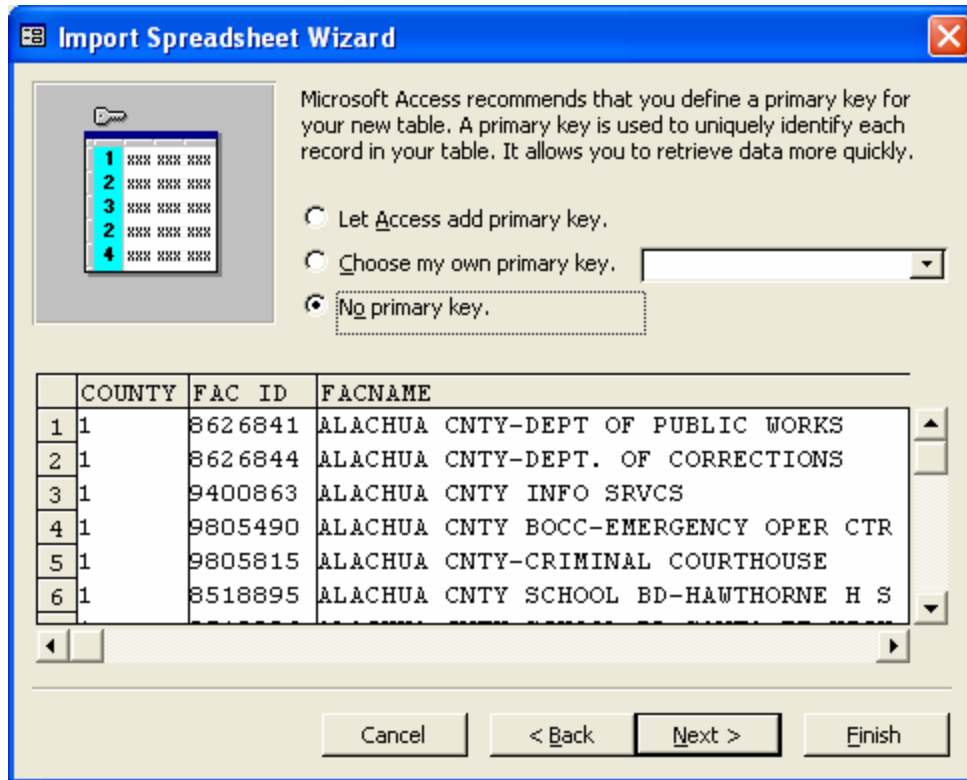
In a New Table

In an Existing Table:

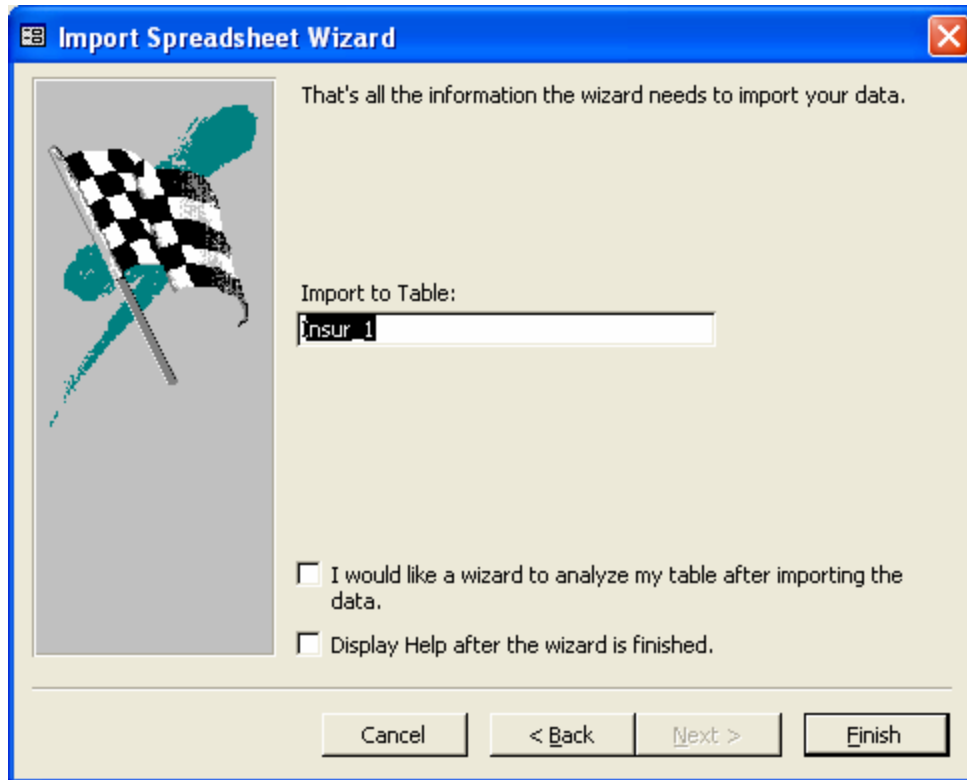
	COUNTY	FAC ID	FACNAME
1	1	8626841	ALACHUA CNTY-DEPT OF PUBLIC WORKS
2	1	8626844	ALACHUA CNTY-DEPT. OF CORRECTIONS
3	1	9400863	ALACHUA CNTY INFO SRVCS
4	1	9805490	ALACHUA CNTY BOCC-EMERGENCY OPER CTR
5	1	9805815	ALACHUA CNTY-CRIMINAL COURTHOUSE
6	1	8518895	ALACHUA CNTY SCHOOL BD-HAWTHORNE H S

Cancel < Back Next > Finish

On the next screen you are asked to establish a primary key for the table you are importing. Primary keys are a unique identifier in the table. They are never blank (null) and they never repeat themselves. Select the setting that says **no primary key** so we do not risk deleting records, and click **next**.

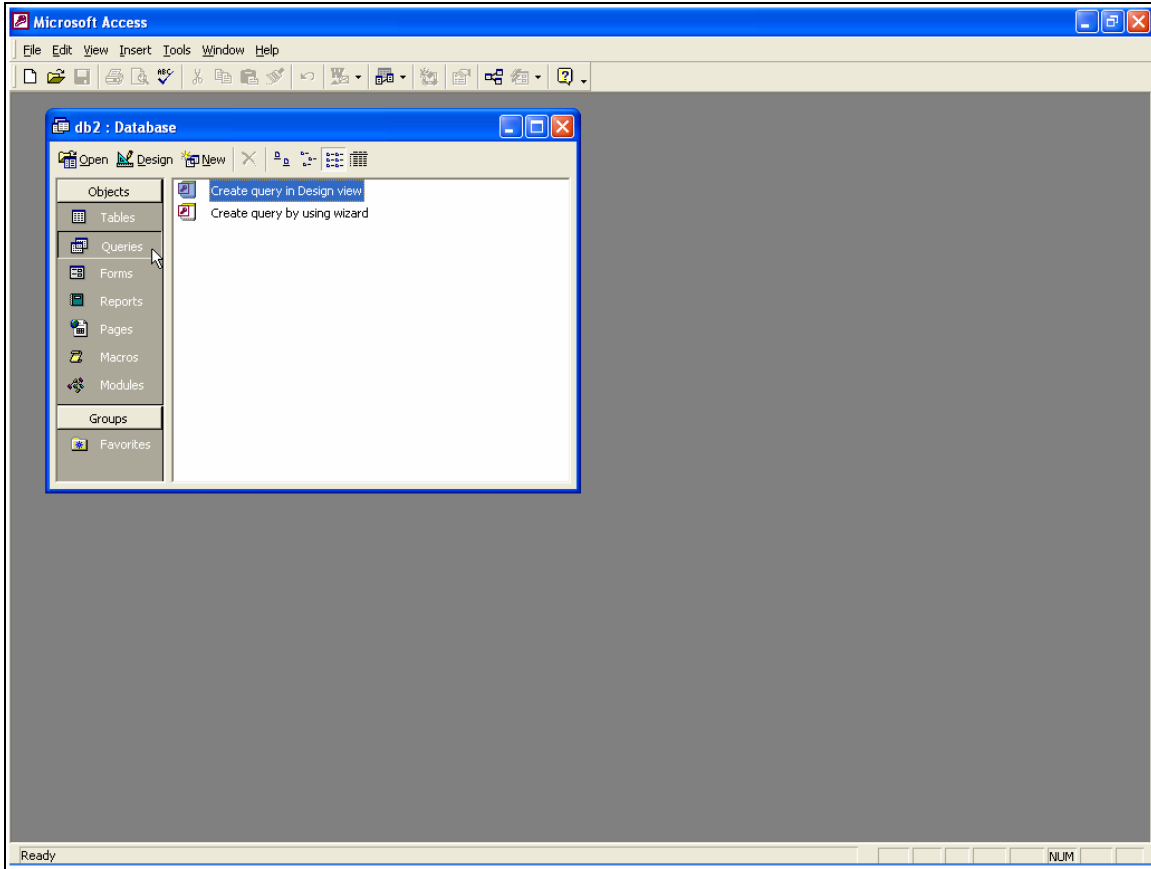


The next table asks you to name your table. You can rename it if you would like to, but I am going to leave mine with the original table name. Click **finish** and we are done! Repeat this process for each table you want to import.

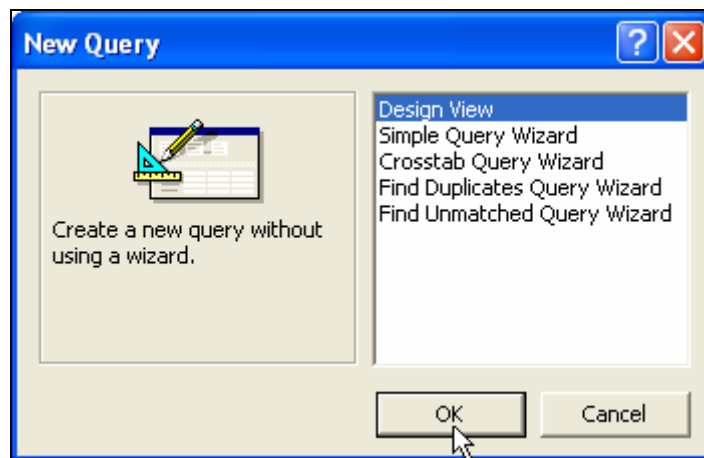


Creating Your Own Reports

Now that we have the tables we want in our database we are ready to create our custom report. We will do this by creating a query. Click on the query object button on the left side of the database main screen.

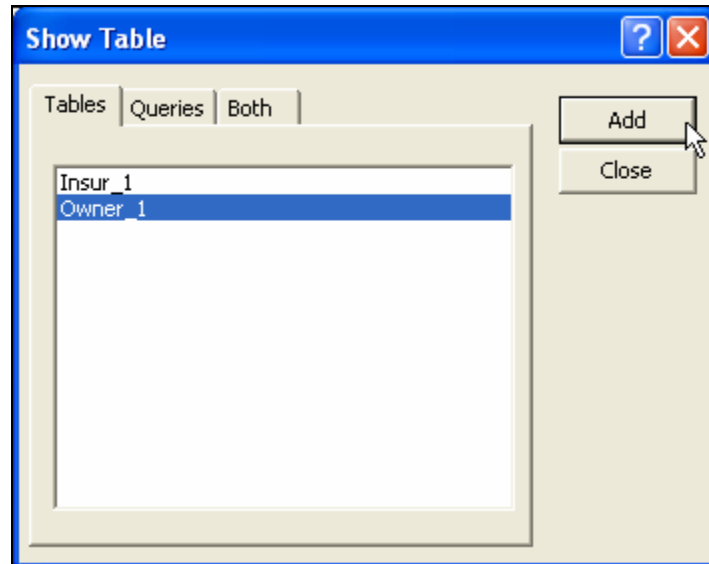


The following screen will ask you how you want to create your query. Select design view and click **next**.

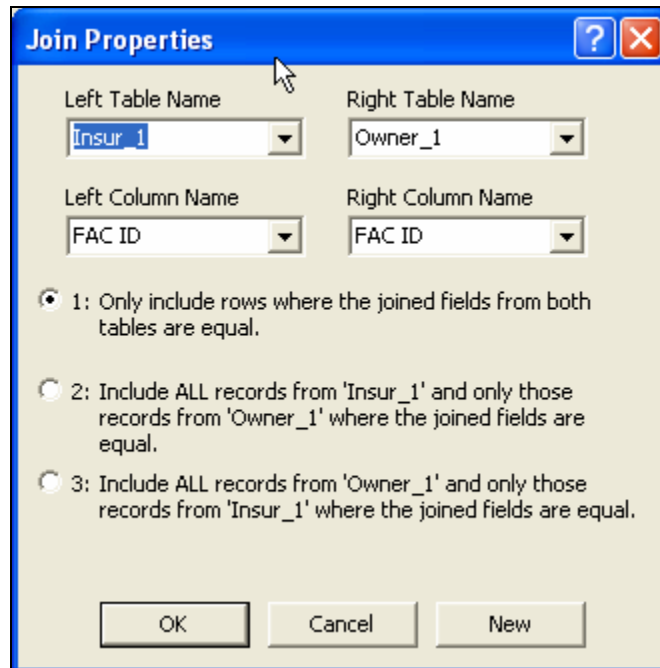
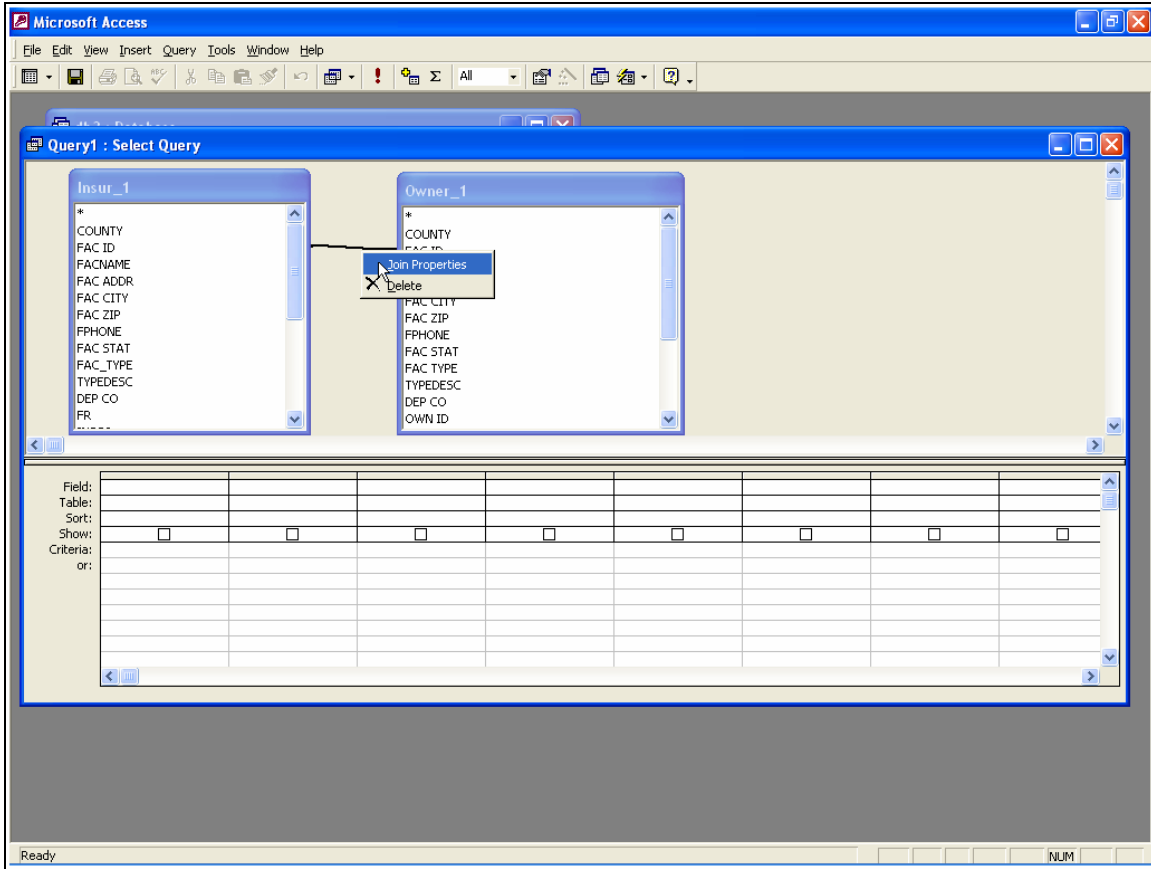


Now we need to tell Access which tables we are going to need data from for this report. Highlight the table you want to include and click **add**. Repeat this procedure for every table you want to include in this report. When you are done adding tables just click the **close** button.

NOTE: You can use more than just tables to create queries. You can also use queries as well. This is useful when dealing with difficult join situations.

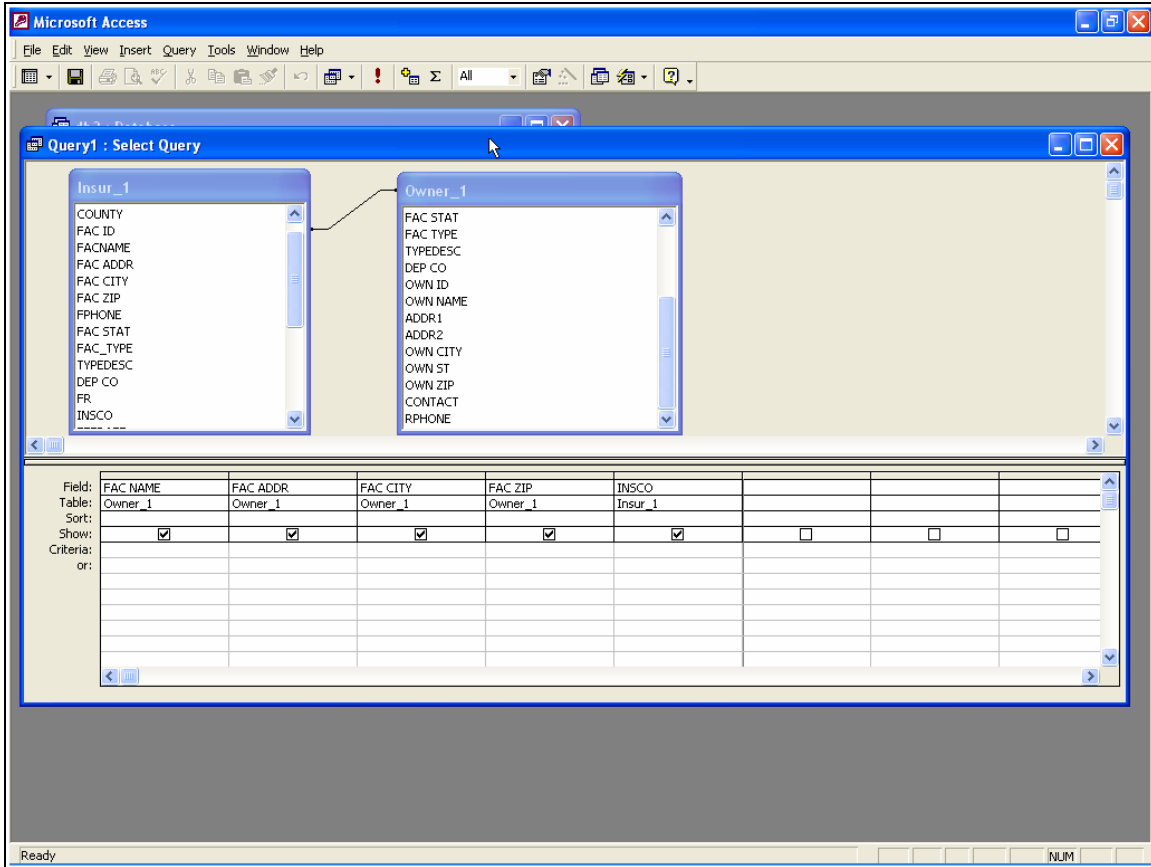


Now you have everything you need to create your report, but we have not selected how to join the 2 tables together. We can not include data from both tables unless there is a relationship amongst the two. Select a common field that is in both tables. You must be extremely careful when doing this. You want to pick a field that has a uniqueness to it in both tables. 99.9% of the time this will either be the discharge_id field or the facility_id field. We want to look at data on a facility level so we will choose facility_id. Left click on the facility_id in one table and hold that click down while you drag your mouse to the facility_id field in the other table and let go. You will now see a line between the 2 tables. Right now if you left it like this the only data that would show up would be the rows of data that exist in both tables. If either table had a null in the field that you used to join on (facility_id) then it would not be included. There may be sometimes when you want to return every single row in a table whether it has a null in a certain field or not. This is accomplished using inner and outer joins. Access has made this simple for you. Right click on the line between the 2 fields and a sub menu will appear. Select **join properties**.



Now we can tell Access what type of join we want based on the description. In this case we want all owner records and all the records in insurance where there is a matching facility_id. So we would select option 3.

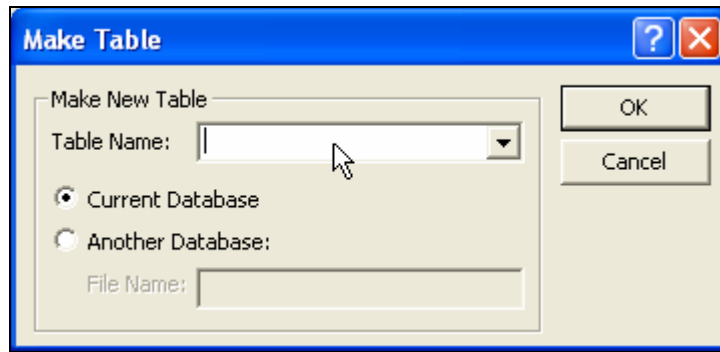
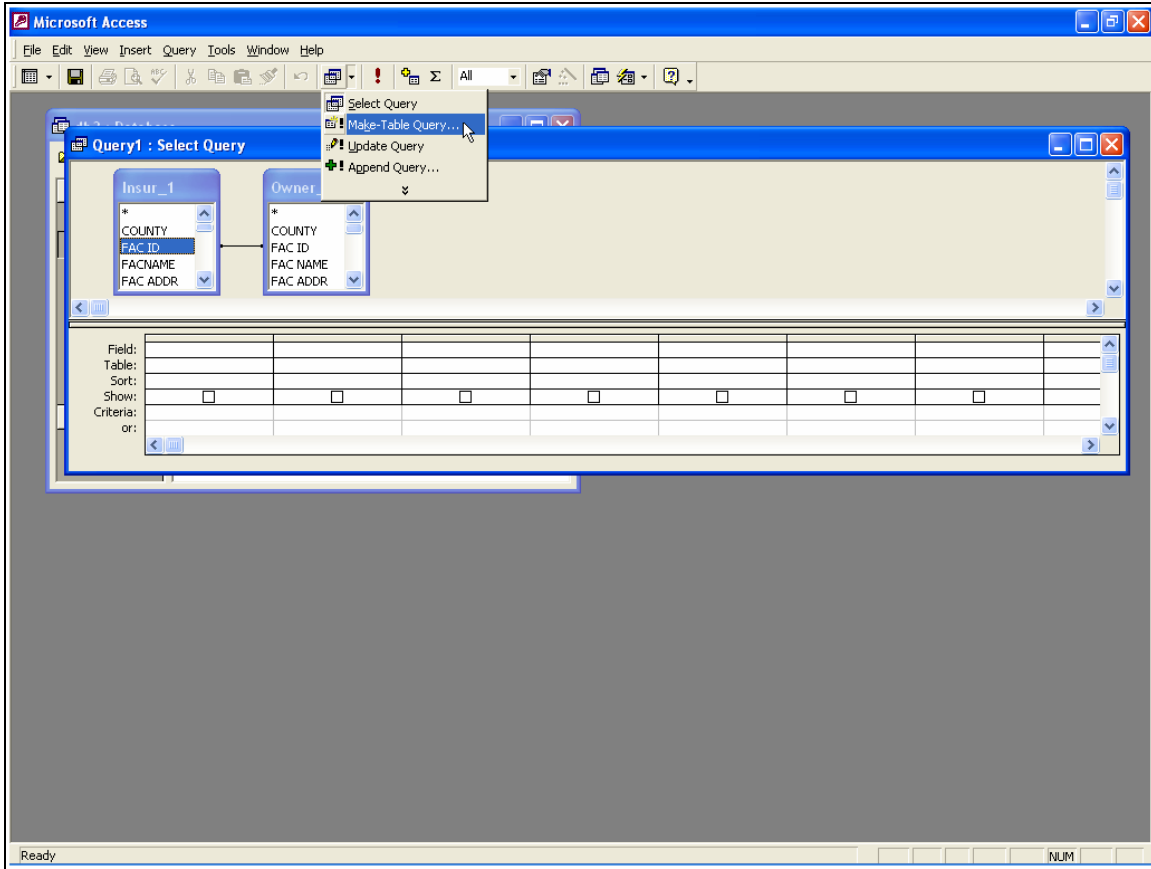
Now all you have to do is double click on each field in the tables that you want in your report and they will be added at the bottom of your screen.



Adding Parameters (Requirements) to Your Reports

Ever want to have a report that is specific to just your county or district? How about have a report just for Exxon stations? This section will tell you how to do that using query parameters. This is very similar to using filters in Excel. If you do not want to use parameters then you can skip to the next section of this document on creating the finished product.

We are still working with the query we just built. We want to search for facilities that are in Tallahassee or in a specific zip code, or within a range of zip codes. Notice the following screen. Look at the criteria line. Each line represents one "condition". For instance, the facilities this report will return will have Tallahassee (exactly as it is spelled in the criteria) for the city AND have a zip code of 32301.



After selecting the make table query option you will be asked to provide a name for the table Access will create. Give it a name and press the **OK** button. Now all we have to is run the report. Press the button with the explanation mark [!] on the tool bar that is next to the button you pressed to select which kind of query you wanted. You will get a message when your report has been created.

Exporting Your Report into MS Excel

If you plan on sharing this report with anyone you will need to export your data into a format that they can read in case they do not have MS Access. A program

commonly used for reports in DEP is MS Excel. To export a table into MS Excel format click on the **tables** button on main database screen. Right click on the table you would like to export and select the export option. A dialog box will appear and you just need to tell it where to save the file and what file type you would like to export to and then click **save**. NOTE: MS Excel has a row limit of 65,000 rows!

