Dynamic Selection Reporting

...and other Advanced Options!

This is a hands-on course and you can use these materials to follow along and to conduct your own training sessions back home!

Time permitting, we’ll do a comprehensive session on Dynamic Selections and look at the enhanced Subtotals and an intro to Cross Tabs!
Dynamic Selection Reporting

We’d like to first introduce you to a powerful advanced option called Dynamic Selection Reporting; this is most commonly applied to Student, Financial Aid, HR and Payroll data. We have given everyone “Admin” level access for today’s exercises; if you are not an admin at your home institution, remember that you may not have access to the full scope of this functionality.
What is it? Why does it exist?

*Originally developed as a way to:*

a) Import a series of ID’s (from Excel, another system, etc.) and run them against a FAST report

b) Collect a series of ID’s based on a FAST report execution, then run that dataset against another FAST report

Notes:
Connect Your Web Browser To:

- http://imuc.mcsli.com

- We have used the email address provided with your registration for to create your password:
  - User Name (everything to the left of the “@”)
  - Password (everything to the right of the “@”)

- Ex. email@password.com
Sample #1: Ad Hoc Column Level Selection

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What can we do with it? What do we want to know?

The selection can now be applied to any FAST Student reporting page where a Filter Option of Student ID exists – notice the $fx$ button will now display, click it to see your options:

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Sample #2: Permanent Column Level Selection

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Sample 3: Selection Import from Excel

• This is the least common use case but is also very powerful!
• It is the least common, mostly because it is a highly centralized function (under the Queries menu)
• This is used mainly when the data you need to know about is coming from another source!

Notes:
Importing your Data to FAST

**Notes:**

- Import from an Excel file.
- Select the correct worksheet (
  - Name: Active Faculty
  - Description: Active Faculty as of Sept 1, 2019)
- Choose the correct columns for import:
  - Employee ID
  - Name
  - Pref First Name
Let’s find it and run a report!
Dynamic Selection Based on a Query
Overview of the other Advanced Options

### Cross Tab

### Unique Records

### Subtotaling Fields

### Column Sort Order

### Grid Options

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<tr>
<th>Display</th>
<th>Column Name</th>
<th>Group Function</th>
<th>Format Override</th>
<th>Alignment Override</th>
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New Subtotaling Functionality

Enhancements Include:

• Ability to work with larger datasets
  • Site Admin Config Setting 610

• More responsive

• Ability to use Subtotaled reports on the Dashboard!

• Option to display record count

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Let’s subtotal your Reports

Review up to THREE levels of subtotals

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**Total Formal Exchange**

**Grand Total**

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Time for one more? Intro to Cross Tabs:

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Thank you!

Questions and Comments?

training@mcs1.com
customersupport@mcs1.com