

## Report Creation

Users can create Reports in InPlace using the Query Tool. Each Report has an **Owner** (i.e. User who created the Report) who can control permissions for which other Users can run the Report. WIL Champions have access to create Reports by default, but other Users must have Query Tool permissions added to their account by request to the InPlace Support team.

### 1. Run an existing Report:

Navigate to **Reports > Query Tool**

1. To search for an existing Report, complete the **Search** field.
2. Tick the **Only display queries I own** check box if required.
3. Wild cards can be used for partial titles (i.e. '%placement%' will return every Report featuring the word **placement**).

*\*Note: All Reports are assigned to folders that need to be expanded to display your search results.*

4. Click on the **Run** link to run the Report, or click on the **Configure** link to adjust the Report settings.

*\*Note: You must be the Report Owner in order to configure these reports.*

**Queries**

**Filter** ▲

Search:       Only display queries I own:

[+ Add a new item](#)

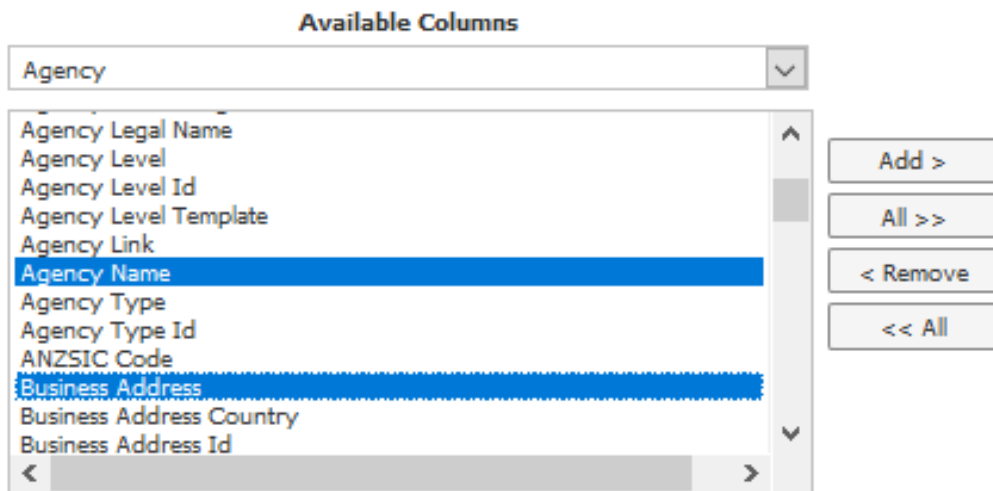
<div style="background-color: #eee; padding: 2px;"> <span style="font-size: 1.2em;">▶</span> <span style="font-size: 1.2em;">📁</span> Favourites         </div>						
	Title	Owner				
<div style="background-color: #eee; padding: 2px;"> <span style="font-size: 1.2em;">▶</span> <span style="font-size: 1.2em;">📁</span> Recently Accessed         </div>						
<div style="background-color: #eee; padding: 2px;"> <span style="font-size: 1.2em;">▶</span> <span style="font-size: 1.2em;">📁</span> New Queries         </div>						
<div style="background-color: #eee; padding: 2px;"> <span style="font-size: 1.2em;">▶</span> <span style="font-size: 1.2em;">📁</span> Agency Personnel         </div>						
	Title	Owner				
	School Placement Coordinator EDPR	Damien Hoban (E25044)	Run	Configure	Download Datasource	Delete
	School Placement Coordinator EDPR 2019 update	Report Owner (REPORT)	Run	Configure	Download Datasource	Delete

### 2. Create a new Report:

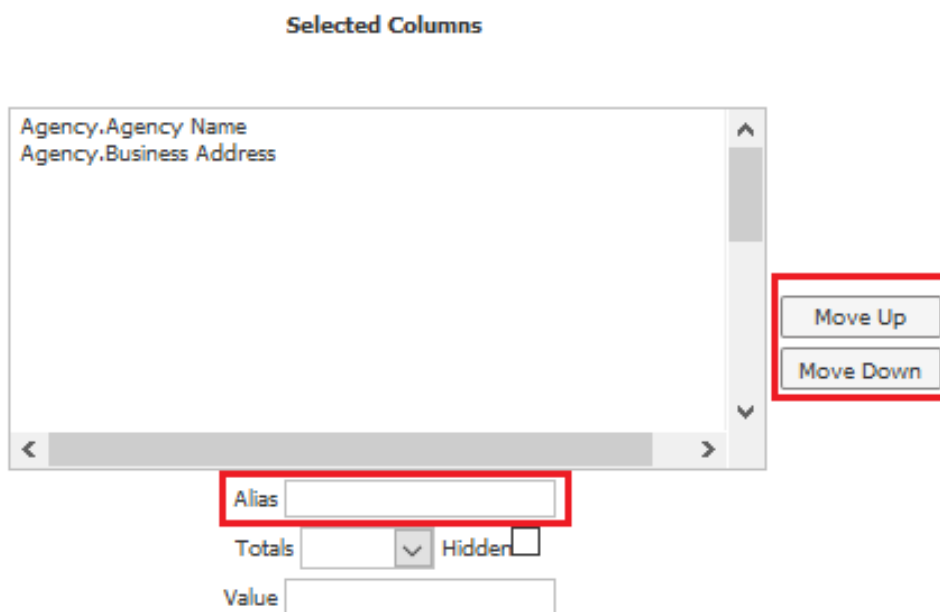
Navigate to **Reports > Query Tool**

1. Click on the + **Add a new item** button.
2. Complete the **Title** field, using RMIT's naming convention of **[School Name] Title Year**.
3. Complete the **Description** field so that you can easily identify your Report in the future. The **Description** is useful in order to differentiate between similar Reports.
4. Tick as many **Subject** check boxes as are required. The selections available are:
  - **Agency**
  - **Agreement**
  - **Allocation Group**
  - **Program**
  - **Note**
  - **Opportunity**

- Placements
  - Requirement Group
  - Staff
  - Student
  - Course Offering
5. Select the **Base Query** from the available drop-down menu (i.e. **'Placement Detail'**). The Base Query will specify the main area from which the data will be extracted from.
  6. Tick the **Use for Filters, Select Distinct Rows, Hide Deleted Rows** check boxes as required.
  7. The **Available Columns** drop-down menu dictates which columns that will be used in the report. Different Columns will be available based on your selections made for the **Subject** and **Base Query** sections.



8. Highlight the required column and click on the **Add >** button to move it to the **Selected Columns** box. From here, **Columns** can be reordered, removed and renamed by editing the title within the Alias field.



9. The **Sorting** area allows for further sorting of Column orders if required.

Sorting

Select the columns you wish to sort by. You must select the column above before being allowed to sort by it.

10. Click on the **Only display records where...** listing to generate the **Add Logical Group** button.

11. Click on the **Add Logical Group** button to display the **And / Or** drop-down list.

Filter

Enter some conditions that will restrict the data being returned by the query.

12. Select the **AND** or **OR** Condition from the drop-down menu and click on the Save button.

13. Click on **AND (ALL clauses must be true)** or **OR** link to enable the **Add Expression** button to be displayed.

14. Click the **Add Expression** button to enable the new **Column** and **Operator** fields, with **Value**, **Column** and **Parameter** radio buttons beneath them.

\*Note: Depending on the values assigned, a third field may be displayed ( below the **Value** field is added to input the **Requirement Group.Discipline**).

15. Click on the **Save** button.

Filter

Enter some conditions that will restrict the data being returned by the query.

Only display records where...

- AND (ALL clauses must be true)
  - Agency Agreements.Agreement Duration In Days Equals Agency Agre
    - OR (ANY clause must be true)
      - Only display **Address Business Preferred** records where...
      - Only display **Address Postal Preferred** records where...
      - Only display **Agency Hierarchy** records where...
      - Only display **Agency Personnel** records where...
      - Only display **Agency Agreements** records where...
      - Only display **Agency Disciplines** records where...

Column: Agency Hierarchy.Agency Id  
 Operator: Equals  
 Value  Column  Parameter  
 Value (Max: 250 Characters): 115221  
 Save

Add Logical Group Add Expression

16. Continue to add Filter Conditions as required.

*\*Note: By clicking on any condition statement (i.e. Requirement Group.Discipline Equals 'Accounting') then clicking any Add Logical Group or Add Expression button the newly added statement will be added under the selected statement.*

Filter

Enter some conditions that will restrict the data being returned by the query.

Only display records where...

- AND (ALL clauses must be true)
  - Agency Agreements.Agreement Duration In Days Equals Agency A
    - OR (ANY clause must be true)
      - Agency Hierarchy.Agency Id Equals '115221'
        - Agency Hierarchy.Second Level ABN Number Starts With 'ABN'

- Only display **Address Business Preferred** records where...
- Only display **Address Postal Preferred** records where...
- Only display **Agency Hierarchy** records where...
- Only display **Agency Personnel** records where...
- Only display **Agency Agreements** records where...

Column:   
 Operator: Equals  
 Value  Column  Parameter  
 Value (Max: 250 Characters):   
 Save

Add Logical Group Add Expression

17. Select a radio button beneath the “Publish For Users” header to set Permissions for who can access the Report. The options are:

- **All Users:** Provides access to any InPlace user.
- **Private:** Provides access to the report creator only.
- **Selected Users:** Opens a pop-up window that lets the report creator select specific users access the report.
- **Selected Roles:** Opens a pop-up window that lets the report creator select specific InPlace Profiles access the report.

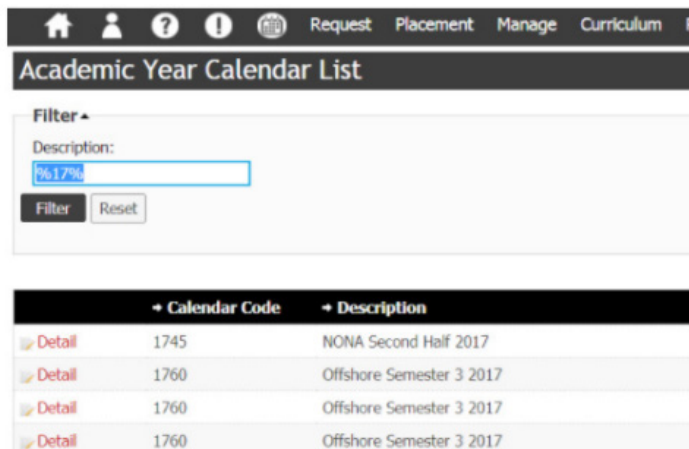
18. Click the **Save** button on the top right-hand of the screen to finalise the Report.

19. Click the **Run** button on the top right-hand of the screen to run the Report and view results.

**Some examples of Filter Conditions:**

InPlace Query Tool allows refinement of reports by using Academic Year Calendar codes to sort results.

First search for the year code: Curriculum >Academic Year Calendar 2017 - Calendar code is **17**

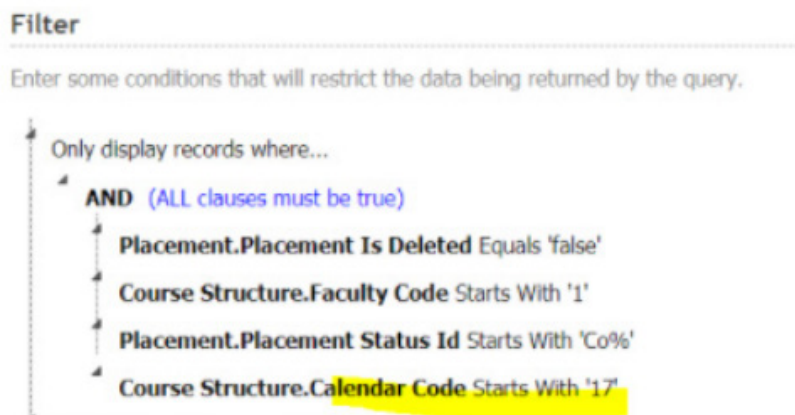


Then add to your Query:

**‘Only display records where...**

**AND (ANY clause must be true)**

**Course Structure.Calendar Code Starts with 17** (or the relevant year prefix ).



To narrow down results to certain **Disciplines**, the Filter should read as follows:

**Only display records where...**

**OR (ANY clause must be true)**

**Course Structure.Course Offering Code Equals ACCT Course Structure.Course Offering Code Equals GSBL**

To narrow down results to only particular WIL activity types such as Projects only, the Filter should read as follow:

**Only display records where...**

**AND (ANY clause must be true)**

**Placement Global. WIL Activity Type equals Project**

Commonly used columns for a Placement:

Column	Menu	Function
Student.Name	Student	Lists student's full name.
Student.Student Code	Student	Lists student's RMIT number/ID.
Student.Email	Student	Lists the student's RMIT email address.
Course Structure. Calendar Code	Course Structure	List the calendar year and study period. E.g 1750 = 2017 sem 2
Course Structure.Course Code	Course Structure	Lists the RMIT course code.
Course Structure.Program Code	Course Structure	Lists the RMIT program code.
Course Structure.Course Class	Course Structure	Lists the RMIT class.
Course Version Discipline Code	Course Structure	Lists the discipline of the RMIT course code
Placement Global. WIL Activity Type	Placement Global	Lists the WIL activity types of Placement, Project or Simulated WIL
Placement.Placement Start Date	Placement	Lists start date of placement.
Placement.Placement End Date	Placement	Lists end date of placement.
Placement.Status	Placement	Lists the placement status: eg, Confirmed, Completed
Placement.Placement Supervisors	Placement	Lists the supervisor/s for the placement.
Placement.Placement Supervisors Email	Placement	Lists the email/s for the supervisor/s.
Placement.Placement Result	Placement	Lists the placement results as entered in InPlace e.g Pass. Fail
Agency.Agency Name	Agency	Lists the name of the agency.
Placement.Group Code	Placement	Allocated placements group code to report on placements.

Commonly used columns for an Opportunity:

<b>Column</b>	<b>Menu</b>	<b>Function</b>
Student.Name	Student	Lists student's full name.
Student.Student Code	Student	Lists student's RMIT number/ID.
Student.Email	Student	Lists the student's RMIT email address.
Student.Email	Student	Lists the student's RMIT email address.
Student.Has Curriculum Vitae	Student	Lists whether or not (TRUE/FALSE) a student has uploaded a CV.
Opportunity.OpportunityName	Opportunity	Lists the name of the opportunity.
Opportunity.Course Offering ID	Opportunity	Lists the unit offering attached to the opportunity.
Opportunity.Disciplines	Opportunity	Lists the discipline/s attached to the opportunity.
Opportunity.OpportunityStatus	Opportunity	Lists the status of the opportunity.
Opportunity Application. OpportunityApplicationStatus	Opportunity	Lists the status of the applications.
Opportunity Application. StaffNotes	Opportunity	Lists staff notes.
Opportunity Application. StudentShortListed	Opportunity	Lists short-listed students.

For further assistance, please contact your school's WIL team or visit [InPlace Support Online Help](#) or contact the InPlace Business Support Team at [inplace.support@rmit.edu.au](mailto:inplace.support@rmit.edu.au)