



## How do I use the Ad-Hoc function of Data Major?

From the main menu in Premvet:

Reports > Data Major > Ad-Hoc Query > you will get a screen that allows you to enter the criteria you need to get the information you want.

1. The first criteria is what period of time are you interested. This is the line;

### **Transaction dates** **and less than**

- If you want to look for something that happened at a specific time then fill in the dates at this point. The first field should contain the date you want to search FROM and the second field the date one day after the date you want to search to. **The date format should be DD.MM.YYYY.** (This saves you having to remember how many days there are in a month!)
- If the **second** field is left blank then the search will run from the start date to the last time Data Major tables were rebuilt.
- If **both** fields are left blank the scan will be for all records over the last five years.
- You can leave the 1st date blank and on the 2nd one enter a period of time instead of a date. For example: **30 days** would look for work done in the last 30 days, **1 year** in the previous year, 6 months in the last **6 months**.

Examples:

**Transaction dates 01.01.2006 and less than 01.07.2006**

Would show you all the work between the 1<sup>st</sup> January 2006 and 30<sup>th</sup> June 2006

**Transaction dates and less than 30 days**

Would show you all the work in the last 30 days.

2. The second line to enter some details into is;

### **Analysis Codes between** **and**

Here you enter the analysis codes you want to start and finish with.

Leave **both** fields blank to search for all work.

If you wanted to find all your Surgery work and had a range of codes to cover different sorts of surgery then you would enter the first code in the first field and the last code in the last field

Example: All surgery having an analysis code between 20 and 28

**Analysis codes between 20 and 28**

If you want information on a specific code leave the 2nd option blank.

Example: Just consultations- your consults analysis code is 2

### **Analysis codes between 2 and**

3. The next 2 settings are optional. If you don't enter any criteria, the report will include the work selected above that has been done by all users at all sites on all species!

### **User/Group who did the work**

This is an optional setting. If you want the report to be limited to a specific user/group, then enter that ID here or group name here.

Example: All the work done by user Kerry (whose ID is KGM)

### **User/Group who did the work: KGM**

Example: All the work done by group Vets

### **User/Group who did the work: Vets**

**TIP: If you don't know the ID or group name you want then simply enter a question mark at the User/Group field and you will get a drop down menu. If you DON'T get the drop down menu you are on an older version of Premvet and need to upgrade your vet system**

4. This is an optional setting. Apart from limiting the report results to a user or group, you can limit them by many other ways using the ANIMAL restrict options. See the Premvet manual for a full list.

### **Restrict with**

The most common restrictions are Site Work Done, Site Registered, Species, Animal Age, Sex, Neutered and Alive/Dead

For example to restrict your findings to work at branch 2

**Restrict with: SiteWorkDone = "2"**

The branch number (or any of the restrict categories) must be contained within quote signs.

**TIP: If you don't know the 'Restrict' field you want then simply enter a question mark at the Restrict field and you will get a drop down menu of the most commonly used. If you press the Function key F1, you will get the full list.**

**If you DON'T get the drop down menu you are on an older version of Premvet and need to upgrade your vet system**

Once you have filled these fields in, the screen will ask another question.

## How do you want to group the results?

### **Group By Nothing Date Analysis User Group Sub-Group**

If you choose to group by nothing you will get every clinical line that contains the criteria you searched on

If you choose to group by Date – you will get the totals broken down into months.

If you choose to group by Analysis – you will get the totals of each requested analysis code broken down into months.

If you choose to group by User – you will get the totals of each requested analysis code broken down into months and user.

If you choose to group by Group – you will get the totals of each requested analysis code shown by the group that the analysis code falls into.

If you choose to group by Sub-Group – you will get the totals of each requested analysis code shown by the group that the analysis code falls into and the title of the actual analysis code.

Try running the report and grouping by each different type. That way you can see which type of report gives you the result you are after.

Once the report has run you will be asked

### **Do you want to save this query? Yes No Print Re-run File**

**YES** – You will be prompted for a description, make it descriptive not abbreviated. That way you'll be able to recognize it again! Your report will now be saved in Stored Reports > My own Stored reports, with the title you give it.

**NO** - then the report is erased.

**PRINT** – the report will print to the default printer

**RE-RUN** – allows you to go back and check/change any criteria before re-running.

**FILE** – Will save the report in Reports > Windows Export Files under the heading save.csv.