# CSV (Comma Delimited) Reports
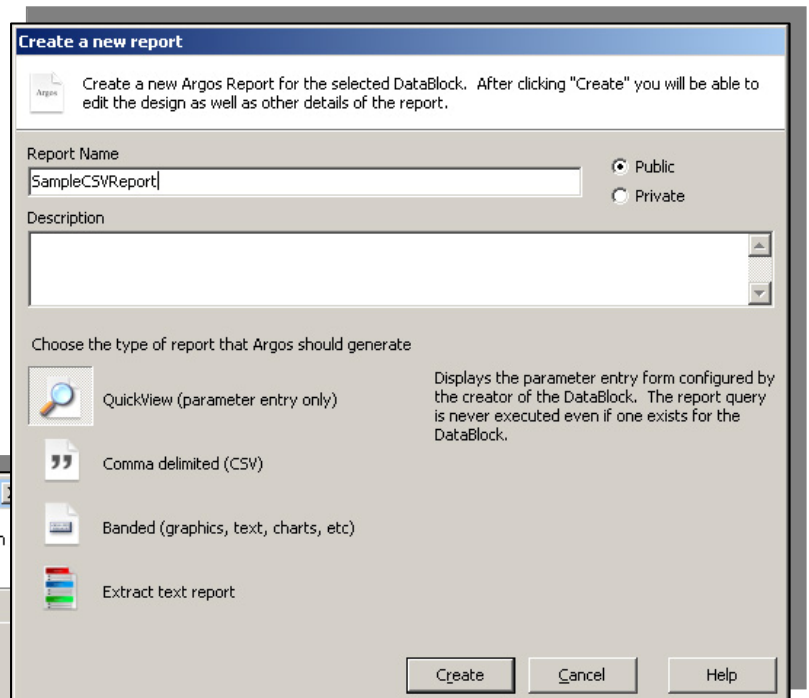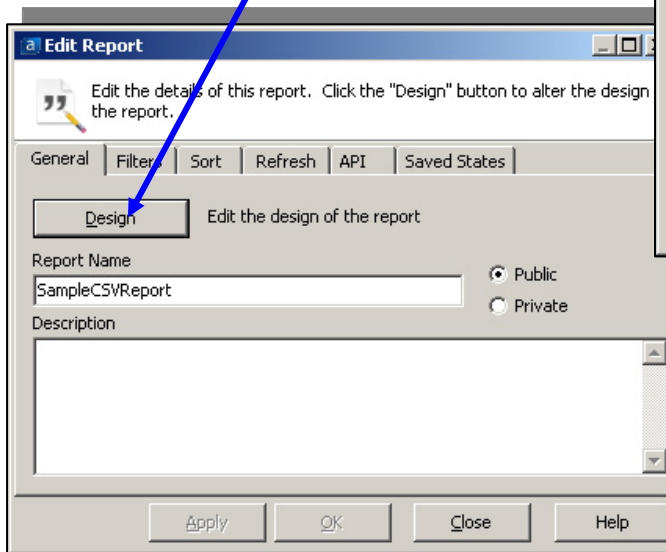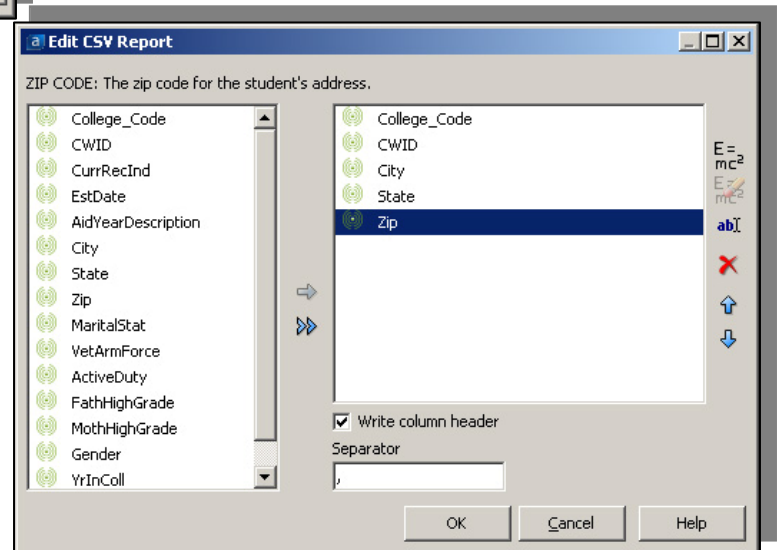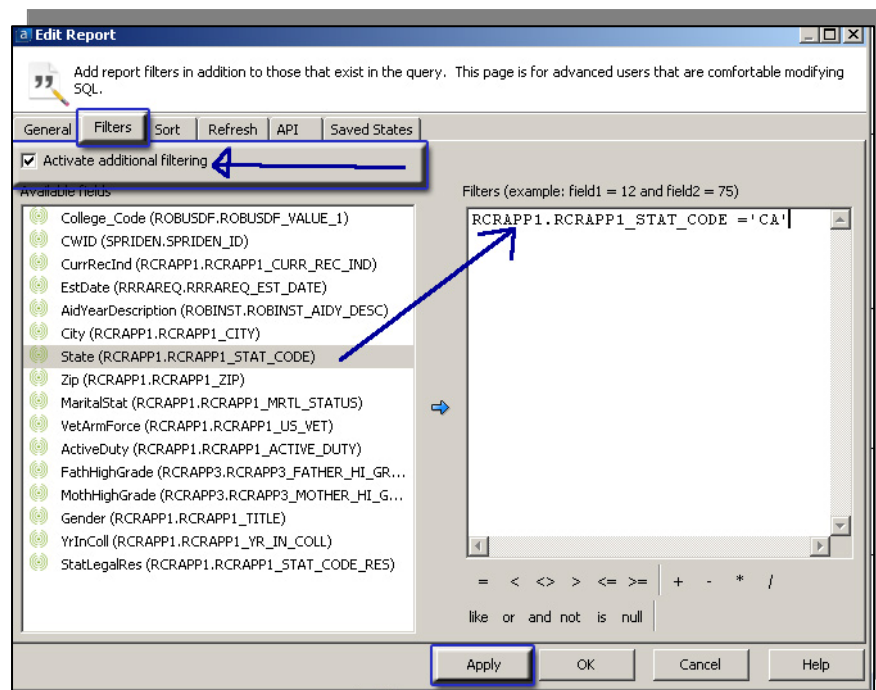
1. To create a CSV Report in ARGOS
   a. Highlight the data block for which you want to make a report
   b. Click on "New Report"
   c. Give it a name
   d. Choose CSV
   e. Indicate public or private
2. Click on DESIGN



a. Choose the columns to be displayed
b. > adds the highlighted column
c. >> adds all columns
d. Red X deletes unwanted columns
e. Change column order with blue up or down arrows
f. Add any calculated columns
g. Indicate whether to include column headings
h. Can change separator symbol (generally not necessary)

3. Filtering Tab - Add any <u>additional</u> filtering



a. operators
   i. = looks for an exact, case sensitive match
   ii. < less than; can be used on character as well as numeric
   iii. <> not equal
   iv. > greater than
   v. <= less than or equal
   vi. >= greater than or equal
   vii. % (percent) is a string wildcard
   viii. _ (underline) is a single letter wildcard
   ix. Like uses wildcards to find matches
        1. like 'Smith%' will return anything starting with "Smith"
        2. like '%mith%' will return anything with "mith" in it
        3. like 'Sm_th' will return anything starting with "Sm", ending with "th", and having any one single character in between, ie "Smath", "Smeth", "Smith", "Smoth", "Smuth" and even "Smzth" if it exists.
   x. OR – any one of the conditions is true
   xi. AND – all of the conditions must be true
        1. Get last names that have a hyphen or a space; that have an email code of FHDA; are not retired:
           (upper(SPRIDEN.SPRIDEN_LAST_NAME) like '% %'or
           upper(SPRIDEN.SPRIDEN_LAST_NAME) like '%-%')
           and GOREMAL.GOREMAL_EMAL_CODE = 'FHDA'
           and PEBEMPL.PEBEMPL_BCAT_CODE not like 'R%'

        xii.  NULL –not a space, but total absence of data; IS NULL
             1.  NBRBJOB.NBRBJOB_END_DATE is null

       xiii.  NOT – negation; NOT NULL has data
             1.  NBRBJOB.NBRBJOB_END_DATE is not null

  b. To compare dates:

    i. Truncate timestamp off of date and convert character string to date: trunc(PEBEMPL_FIRST_HIRE_DATE) = to_date('08-30-2010', 'MM-DD-YYYY')

    ii. Convert date to character string and compare time: to_char(TBRACCD_EFFECTIVE_DATE,'DD-MON-YYYY HH:MI') > '31-AUG-2011 10:30'

    iii. Compare begin and end dates to today's date; use the nvl function to convert a null value to tomorrow's date: sysdate between NBRBJOB_BEGIN_DATE and nvl(NBRBJOB_END_DATE, sysdate + 1)

    iv. Format masks

       1. to_date('01-JAN-2011','DD-MON-YYYY')

       2. to_date('08-31-2010','MM-DD-YYYY')

       3. to_date('08/31/2010','MM/DD/YYYY')

       4. to_date('08/31/10','MM/DD/YY')

       5. to_char(sysdate,'DD-MON-YYYY HH:MI:SS') = 31-AUG-2011 10:39:45

4. Sort Tab - allows you to <u>override</u> datablock's sort order

  a. Choose column and sort order

  b. May have multiple columns