



# FR2 Quick Reference Sheet

## Key Reports Functionality

### Key Reports Terminology and Features

Reports display list information about a certain data set and are usually not integrated with other data sets.

Reports provide:

- Ability to compare multiple perspectives at a time (listing of Major Organizations, Installations, Occupations, Services)
- Ability to drill through to limited details (mostly of that data set)

Reports provide information that can be filtered, sorted, searched, exported, printed, and used to drill down to additional details.

### Navigation

Case Number	Mishap Date	Fiscal Year	Service	Reporting Unit	Class	Subcategory
<b>Count: 241,207</b>						
AF100000	6/22/2006	2006	AIR FORCE	F*****	C	Sports, Recreation, and Individual Fitness
PTCP WAS PLAYING SOFTBALL, COLLIDED W/PLAYER & INJ LEG						

The refresh button will return the report to its default view.



Standard navigation controls permit the user to tab through the report page-by-page, view the first page or last page, and select a specific page to view.

To return to a higher level report, the “Go Back to Parent Report” icon is available.

[Return to Analytics Page](#)

## Exporting and Downloading

The Actions drop-down menu offers the following options.

- Open with Report Builder: Opens the report with Report Builder to allow for customization of the report.
- New Data Alert: Allows the user to get notified via email when there is new data in the report that fits rules as specified, per monitoring according to the specified schedule.
- Print: Allows the user to print the report.
- Export – available file formats for exporting the report are: XML file with report data, CSV (comma delimited), PDF, Excel, TIFF file, Word, and MHTML (web archive). In Excel data can be expanded and collapsed per the report column, just as it can when viewing the report in FR2. However, an Excel download will often provide data that is difficult to manipulate. To obtain greater functionality to create pivot tables, graphs, and/or charts, in Excel, download a .csv file, then open in Excel.

Actions | 1 of 12061

Open with Report Builder  
New Data Alert  
Print  
Export

XML file with report data  
CSV (comma delimited)  
PDF  
Excel  
TIFF file  
Word  
MHTML (web archive)

Case Number	Date
<b>Count: 241,207</b>	
AF100000	6/22/20
PTCP WAS PLAYING SOFTBALL, C	
AF100001	6/8/20
PTCP STEPPED OFF PATIO AWKWA	
AF100003	6/12/20
PTCP WAS PLAYING SOFTBALL, J	
AF100004	7/5/20

## **Parameters**

Parameters act as filters and can be modified by users to further screen data prior to generating the report. Parameters are always located to the right of each report. The user can collapse or show the parameters by selecting the arrow between the report and the parameter box. Each report may have a different set of parameters.

To apply new parameters (filters) to the data, change the selection from the default for one or more parameters and click Apply. For some reports, it may be necessary to click the Apply button a second time in order to generate the results.

**Parameters**

Select Subcategory(y/ies):  
Ground: Combat Support and Tra

Select Fiscal Year(s):  
2002, 2003, 2004, 2005, 2006, 20

Select Service(s):  
AIR FORCE, ARMY, NOT IN SOU

Select DoD Class(es):  
A, B, C, D, E, NOT IN DIMENSIO

Show Narrative?  
Show

Select Start Date:  
1/1/1999

Select End Date:  
10/8/2016

Enter Reporting UIC (all UICs = ALL):  
ALL

Enter full or partial case number (all cases = ALL):  
ALL

Narrative Search (Enter all or part of the text, ~ for no narrative search):  
~

Enter the minimum number of fatalities:  
0

Enter the maximum number of fatalities:  
999

Enter the minimum cost:  
0

Enter the maximum total cost:  
9999999999.99

Apply

## Expanding Details and Drilling Down

A plus symbol next to a column or row title indicates that it can be expanded.

	+ DoD
<b>Fiscal Year</b>	<b>Total</b>

  

<b>Category</b>
+ <a href="#">Afloat</a>

Then the minus symbol indicates it has been expanded and can be collapsed.

	- DoD		
<b>Fiscal Year</b>	<b>New</b>	<b>Old</b>	<b>Total</b>

  

Category	Subcategory
- <a href="#">Afloat</a>	<b>All</b>
	+ <a href="#">Combat Support and Training</a>
	+ <a href="#">Industrial and Occupational</a>
	+ <a href="#">Miscellaneous</a>
	+ <a href="#">Sports, Recreation, and Individual Fitness</a>

If the report data is blue and underlined:

- A mouse-over will result in the display of text about the data – information supporting the calculation.
- This indicates a hyperlink to a detailed report. Click on the number to drill-through to the detailed report, with the appropriate filters applied to the data that contributed to those in the higher level report.

## Conducting a Text Search

The default setting for reports returns all entries regardless of text in the narratives. Conducting a text search of the narratives in the detail report will highlight all instances of the text search criterion word(s) in all narratives. This search method will not filter and narrow the number of entries returned in the report but simply highlight the search text.



slip Find Next

Conducting a Narrative Search through Parameters will filter entries and return a report with only entries that contain the text search criterion word(s) in the narrative.



Narrative Search (Enter all or part of the text, ~ for no narrative search):

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