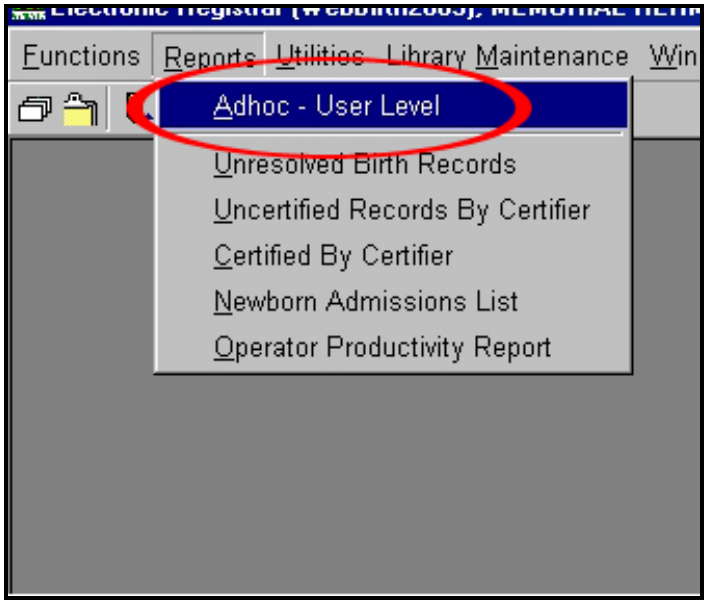
Ad Hoc Reports

These are customizable reports available in TER which allow Local Administrators to define the variables specific to their need.

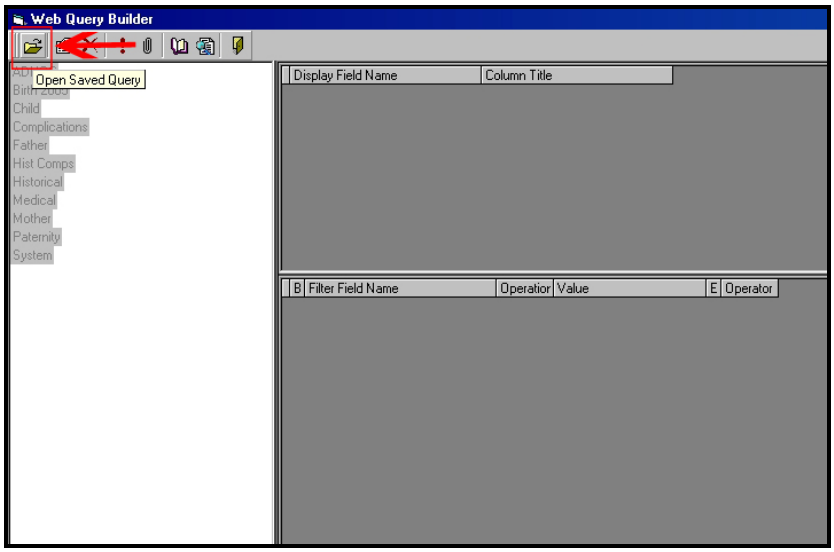
NOTE: *Ad Hoc Reports can only be setup by the State Vital Statistics Unit. Please contact the TER Helpdesk for assistance.*

Preparing and Printing an Adhoc Report.

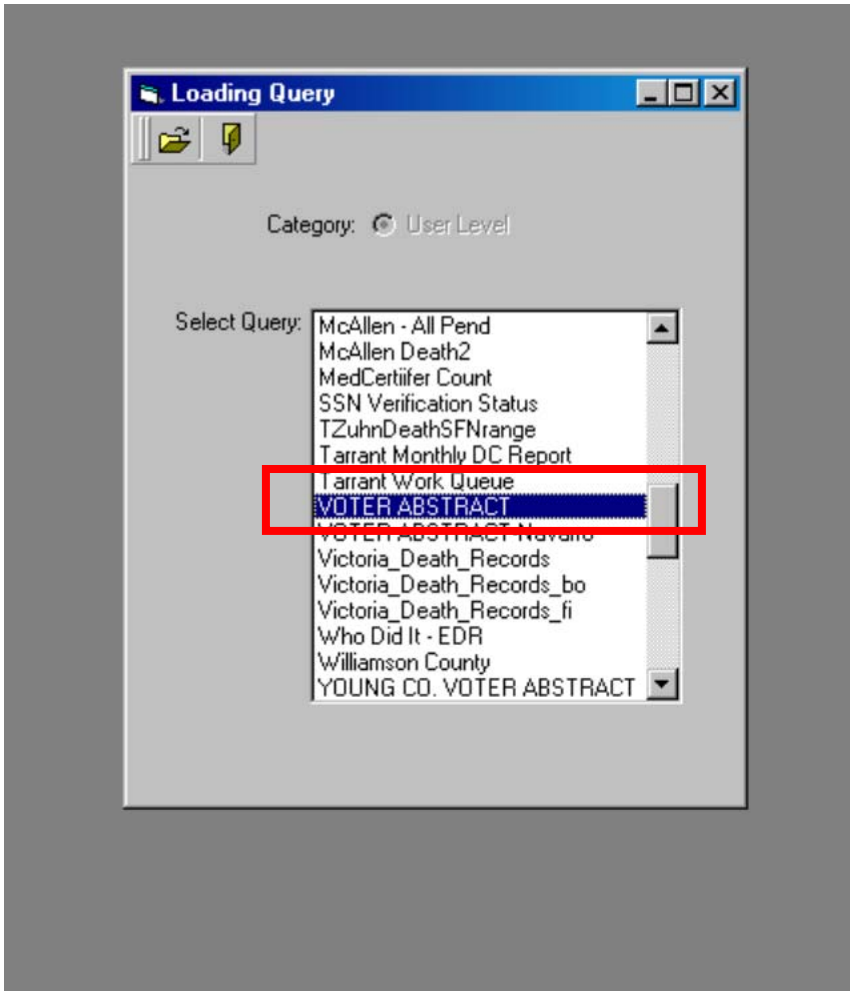
1. Select 'Adhoc – User level' from the 'Report' menu:



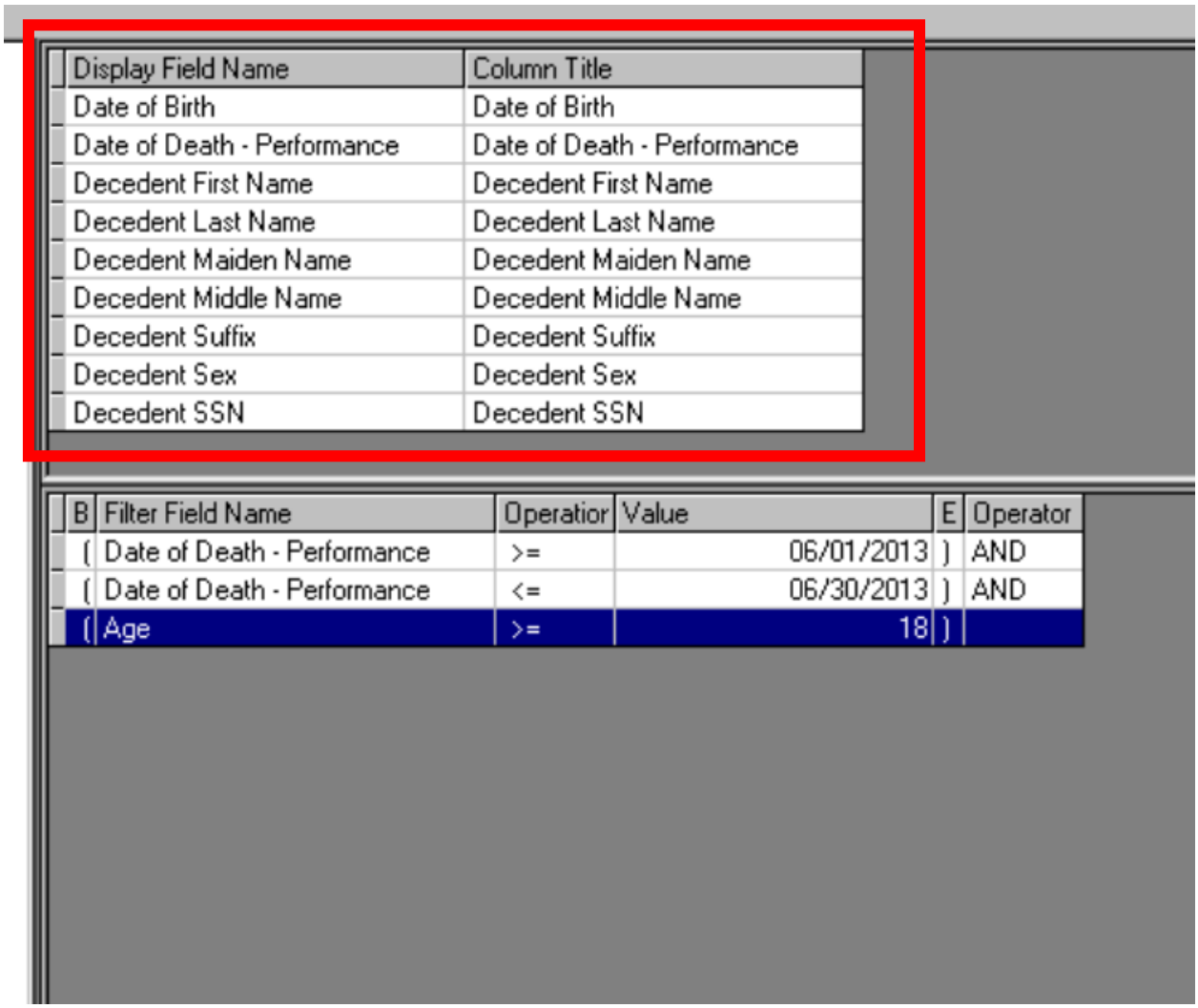
2. Select the 'Open Saved Query' icon:



3. Select the VOTER ABSTRACT from the list.



4. The top portion of the screen displays the information contained in the report.

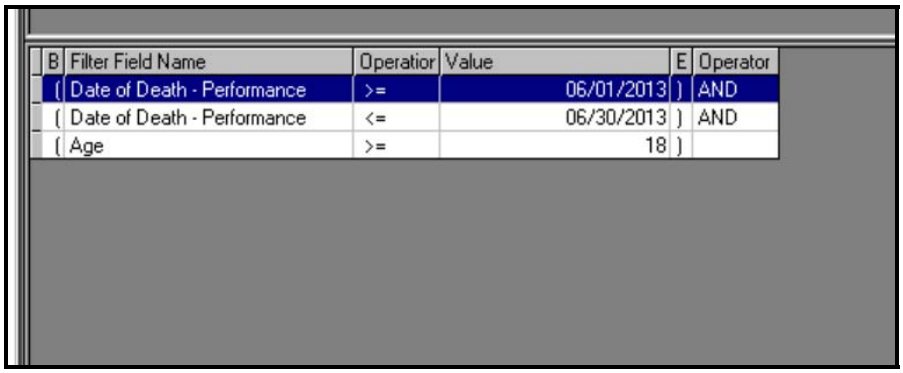


Display Field Name	Column Title
Date of Birth	Date of Birth
Date of Death - Performance	Date of Death - Performance
Decedent First Name	Decedent First Name
Decedent Last Name	Decedent Last Name
Decedent Maiden Name	Decedent Maiden Name
Decedent Middle Name	Decedent Middle Name
Decedent Suffix	Decedent Suffix
Decedent Sex	Decedent Sex
Decedent SSN	Decedent SSN

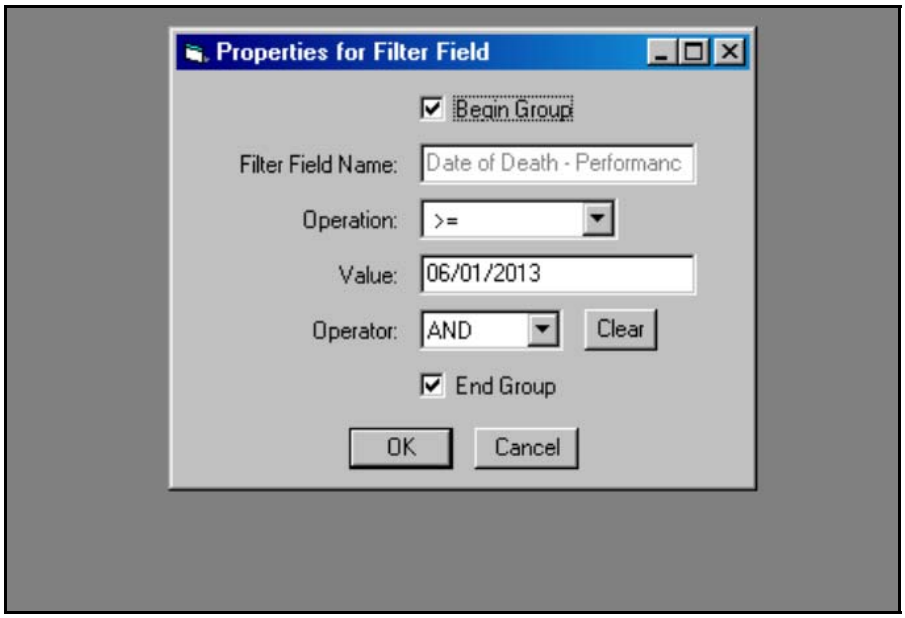
B	Filter Field Name	Operatior	Value	E	Operator
(	Date of Death - Performance	>=	06/01/2013	)	AND
(	Date of Death - Performance	<=	06/30/2013	)	AND
(	Age	>=	18	)	

5. Enter the value in the bottom portion of the screen by clicking the appropriate fields.

   In the example below, the first value is the start date of 06/01/2013. The second value is the end date of 06/30/2013. A list of records will be generated that fall within that date range.

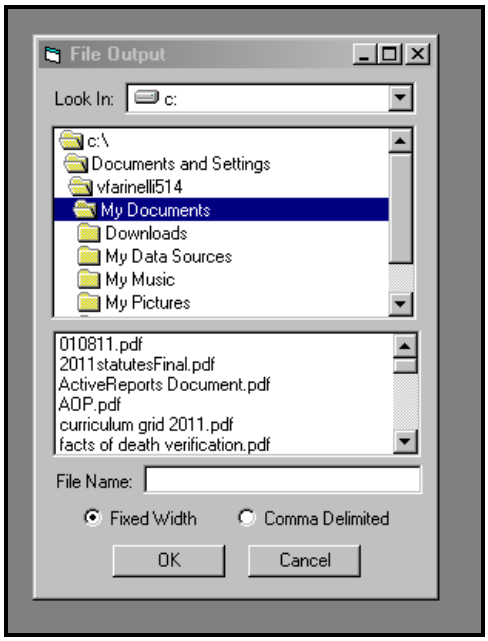


B	Filter Field Name	Operatior	Value	E	Operator
(	Date of Death - Performance	>=	06/01/2013	)	AND
(	Date of Death - Performance	<=	06/30/2013	)	AND
(	Age	>=	18	)	

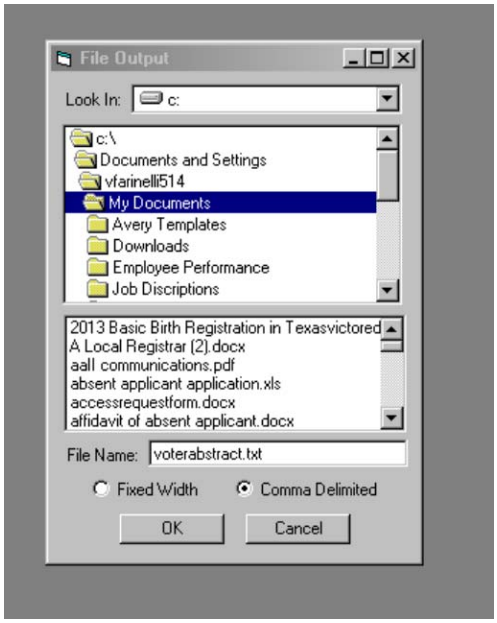


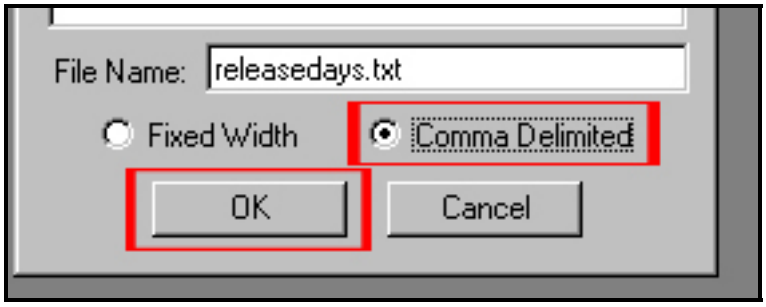
6. Select the “Save to File” icon.

7. In the ‘File Output’ window, select the folder you want to save the file to:



8. Name the file in the ‘File Name’ field and indicate that the file should be saved as a text file (.txt)



.

9. Select ‘Comma Delimited,’ then ‘Ok’.