

Case Listing Report Exercise



Case Listing Report Exercise

A case listing is a listing of cases that meet certain criteria. Case listing queries differ from univariate and cross-tab queries in that nothing is counted. Since a case listing query can return many cases, the list is usually sorted by something such as county, month, day of the week, etc.

The process for creating a report with 2010 data differs from using data from previous years. Therefore, each exercise is repeated using the two different processes.

In the following exercises, a superscript letter next to a variable indicates the table in which it appears:

| 2010 | 2009 and Earlier |
|------------------|-------------------------|
| C = Crash | C = Crash |
| V = Vehicle | V = Vehicle |
| R = Precrash | D = Driver |
| D = Driver | P = Person |
| O = Occupant | |
| N = Non-Occupant | |
| B = Bike | |
| W = Pedestrian | |
| P = Person | |

Exercise: For 2010 Data

| | |
|----------------------------|---|
| Report Title: | Cases Involving Motorcycles by Month |
| Year: | 2010 |
| Variables: | Crash Month ^C , Body Type ^V |
| Condition Criteria: | State = [your state] |

Step-by-Step Directions

1. On the **Step 1: Choose a Year** screen, select **2010** and then click the **Submit** button.
2. The variable **Crash Month** is in the **Crash** table and the variable **Body Type** is in the **Vehicle** table. Therefore, on the **Step 2: Choose the Tables to Query** screen, select **Option 1**. Then, click the **Submit** button.
3. On the **Step 3: Choose Variables to Use** screen, select **Crash Month^C** and **Body Type^V**, and then click the **Submit** button.
4. On the **Step 4: Choose Condition Criteria** screen:
 - From **State**, your state should be selected by default.
 - Leave **Crash Month** at the default, **All**.
 - From **Body Type**, select **80, 81, 82, 83, 88, 89**.
 - Click the **Case Listing** button.
5. On the **Step 5: Choose Report Format Options** screen, select **Case Number** and **Crash Month**. Deselect everything else.
6. In the **Report Title** box, type **Cases Involving Motorcycles by Month**.
7. Click the **Submit** button.
8. Use the arrow buttons at the top of each column to sort the variables by ascending or descending order. Click the links found within the table to view the data forms.
9. Review your report and then click the **Back to Step 1** button to return to the **Step 1: Choose a Year** screen.

Exercise: For 2009 (or Earlier) Data

| | |
|----------------------------|---|
| Report Title: | Cases Involving Motorcycles by Month |
| Year: | 2009 |
| Variables: | Crash Month ^C , Body Type ^V |
| Condition Criteria: | State = [your state] |

Step-by-Step Directions

1. On the **Step 1: Choose a Year** screen, select **2009** and then click the **Submit** button.
2. On the **Step 2: Choose Variables to Use** screen, select **Crash Month^C** and **Body Type^V**, and then click the **Submit** button.
3. On the **Step 3: Choose Condition Criteria** screen:
 - From **State**, your state should be selected by default.
 - Leave **Crash Month** at the default, **All**.
 - From **Body Type**, select **80, 81, 82, 83, 88, 89**.
 - Click the **Case Listing** button.
4. On the **Step 4: Choose Report Format Options** screen, make sure **Case Number** and **Crash Month** are selected. Deselect everything else.
5. In the **Report Title** box, type **Cases Involving Motorcycles by Month**.
6. Click the **Submit** button.
7. Use the arrow buttons at the top of each column to sort the variables by ascending or descending order. Click the links found within the table to view the data forms.
8. Review your report and then click the **Back to Step 1** button to return to the **Step 1: Choose a Year** screen.