

Advanced ORPS Search and Reports Techniques Lesson Plan

Workshop Title:

Advanced ORPS Search and Reports Techniques

Time Period:

1.5 Hours

Overview:

In this course students will learn advanced search techniques including how to perform Boolean logic searches and advanced narrative searches. In addition, students will learn how to utilize the ORPS GUI date time stamps to bound data by a specified time interval.

Throughout the course, attendees will perform various exercises that will allow them to practice the skills and concepts being presented. These exercises will provide hands-on experience constructing and working with advanced searches.

References:

- ▶ Advanced ORPS Search and Reports Techniques Workbook

Terminal Objective:

Upon completion of this course each participant will, with the aid of the *Advanced ORPS Search and Reports Techniques Workbook* and course notes, be able to construct and successfully use advanced search techniques to extract data from the ORPS database.

Enabling Objectives:

Each participant will be able to:

- ▶ Explain the order of precedence for Boolean operators and perform complex Boolean searches
- ▶ Perform advanced chronology date searches including a null search

- ▶ Explain how to specify multiple occurrence report numbers for a search
- ▶ Perform advanced narrative searches using a variety of operators and modifiers
- ▶ Explain the effect of exclusions when performing searches
- ▶ Know how to use the date range feature and explain the various options available

Prerequisites:

Students must have taken *ORPS GUI Basic Search Techniques* and *ORPS GUI Basic Report Techniques* or have equivalent experience. In addition students must be registered ORPS users with an active user id and password.

Software Required:

- ▶ Netscape Navigator (version 3.0 or higher) -- for display of overheads and a demonstration of the ORPS GUI

Instructional and Other Materials:

- ▶ White board
- ▶ Flip chart
- ▶ Course evaluation forms
- ▶ Class schedule
- ▶ Class roster

Machine Preparation:

- ▶ Start each machine at the **ORPS GUI** home page.

Presentation Methods:

The course presentation will be a combination of lecture, open discussion and demonstrations, hands-on practice and exercises.

Evaluation Method:

Participants will demonstrate the ability to accurately construct advanced searches.

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Time	Instructional Activity	Discussion Point
15 min.	<p><u>Welcome Class:</u></p> <p>During introductions, pass the class roster around the room and ask students to initial by their name.</p> <p><u>Questions:</u></p> <ol style="list-style-type: none"> 1. Expectations of the course? 2. What is your previous experience using ORPS? <p><u>Slide #1 - Course Purpose & Objective</u></p>	<p>I. INTRODUCTIONS, SCHEDULE AND LOGISTICS</p> <p>A. INSTRUCTORS AND PARTICIPANTS</p> <p>Instructors:</p> <ul style="list-style-type: none"> •Name and background information •Qualifications <p>Participants:</p> <ul style="list-style-type: none"> •Name (As time permits) <p>(Refer to Questions indicated in previous column)</p> <p>B. ADMINISTRATIVE ACTIVITIES</p> <ul style="list-style-type: none"> •Discuss length of workshop and order of presentation •Discuss location of restrooms, refreshments, and snack machines <p>C. COURSE PURPOSE AND OBJECTIVE (Reference slide)</p> <p>The <u>purpose</u> of this course is to provide attendees with information on how to construct advanced searches.</p> <p><u>Upon completion</u> of this course each participant will, with the aid of the <i>Advanced ORPS Search and Reports Techniques Workbook</i> and course notes, be able to explain the order of precedence for Boolean operators, construct advanced chronology date searches, specify multiple occurrence report numbers for a search, use operators and modifiers in a search, explain how exclusions are treated, and know how to use the date range features.</p>

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20 min.	<p><u>Lecture and Demonstration:</u> (As you lecture, demonstrate the features being described.)</p> <p><u>Discussion:</u> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><u>Exercise:</u> (Either recommend an exercise or allow the students to select an exercise.)</p>	<p>II. ADVANCED BOOLEAN SEARCHES</p> <ul style="list-style-type: none"> • Explain how Boolean logic is used for <i>every</i> ORPS GUI search you perform • Review Boolean operators (AND, OR, NOT) • Remind students that, by default, AND logic is used <i>between search fields</i> and OR logic is used <i>between search field items</i>. • Explain that the BOOLEAN LOGIC SPECIFICATION edit box is used whenever you want to construct a query that doesn't conform to the above rule • Review precedence rules and how parentheses will force order of operation • Reiterate that logic entered in the BOOLEAN LOGIC SPECIFICATION edit box applies only to search fields, not to search field items • Discuss nested search strings <p>QUESTIONS</p> <p>EXERCISES</p> <ul style="list-style-type: none"> • Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.

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10 min.	<p><u>Lecture and Demonstration:</u> (As you lecture, demonstrate the features being described.)</p> <p><u>Discussion:</u> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><u>Exercise:</u> (Either recommend an exercise or allow the students to select an exercise.)</p>	<ul style="list-style-type: none"> •Talk about relational operators •Explain that currently the only relational operator you can use is =. •Discuss future enhancements which will result in the ability to include other relational operators in the BOOLEAN LOGIC SPECIFICATION edit box <p>QUESTIONS</p> <p>EXERCISES</p> <ul style="list-style-type: none"> •Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice
10 min.	<p><u>Lecture and Demonstration:</u> (As you lecture, demonstrate the features being described.)</p> <p><u>Discussion:</u> (If you prefer, questions can be taken during the lecture and demonstration period.)</p>	<p>III. SPECIAL DATE SEARCHES</p> <ul style="list-style-type: none"> •Discuss how to search for null values and the practical application of this type of search •Discuss how to construct a not null search and the practical application of this type of search <p>QUESTIONS</p>

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10 min.	<p><u>Exercise:</u> (Either recommend an exercise or allow the students to select an exercise.)</p> <p><u>Lecture and Demonstration:</u> (As you lecture, demonstrate the features being described.)</p> <p><u>Discussion:</u> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><u>Exercise:</u> (Either recommend an exercise or allow the students to select an exercise.)</p>	<p>EXERCISES</p> <ul style="list-style-type: none"> • Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice. <p>IV. MULTIPLE OCCURRENCE REPORT NUMBERS</p> <ul style="list-style-type: none"> • Discuss the options for selecting multiple reports by occurrence report number (sequence number edit box, sequence number field, Boolean logic specification edit box) <p>QUESTIONS</p>
13 min.	<p><u>Lecture and Demonstration:</u> (As you lecture, demonstrate the features being described.)</p>	<p>EXERCISES</p> <ul style="list-style-type: none"> • Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice. <p>V. ADVANCED NARRATIVE SEARCHES</p> <ul style="list-style-type: none"> • Discuss how to conduct a narrative search with the ORPS GUI vs. HP ORPS • Explain the general guidelines that must be considered when entering narrative searches • Explain simple vs. explicit syntax

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10 min.	<p><u>Discussion:</u> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><u>Exercise:</u> (Either recommend an exercise or allow the students to select an exercise.)</p> <p><u>Lecture and Demonstration:</u> (As you lecture, demonstrate the features being described.)</p> <p><u>Discussion:</u> (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><u>Exercise:</u> (Either recommend an exercise or allow the students to select an</p>	<ul style="list-style-type: none"> •Discuss how to use various operators and modifiers in your search expression to better define a query (paragraph, sentence, word, case, not, order) •Discuss wildcard operators (? , * , [, { } , ^ , -) <p>QUESTIONS</p> <p>EXERCISES</p> <p>Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</p> <p>VI. EXCLUSIONS AND DATE RANGE FEATURES</p> <ul style="list-style-type: none"> •Explain how exclusions work •Discuss FROM DB AS OF and TO DB AS OF <p>QUESTIONS</p> <p>EXERCISES</p> <p>Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</p>

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1 min.	<p><u>Discussion:</u> Talk about on-going support. Provide students with the e-mail address and toll-free number for ORPS support.</p>	<p>VII. ONGOING SUPPORT</p> <p>The ORPS helpline personnel are available to answer questions or help you in any way. You can reach them toll-free at (800) 473-4375 or you can send e-mail to support@tis.eh.doe.gov.</p>
1 min.	<p><u>Discussion:</u> Hand out the course evaluation form. Thank the students for their attendance and their attention and ask them to complete the course evaluation.</p>	<p>VIII. WRAP-UP</p> <p>Thank you all for your time and attention. We would appreciate you completing the course evaluation as this helps us continually improve our courses.</p> <p>The instructor(s) will be available as you leave to answer any individual questions you may have.</p> <p>Don't forget your training materials. Thanks again!</p>