

# ORPS GUI Basic Report Techniques Lesson Plan

## Workshop Title:

ORPS GUI Basic Report Techniques

## Time Period:

1.5 Hours

## Overview:

This course is intended for registered ORPS Users. Students will be instructed in the use of the **REPORTS** section of the **ORPS OR SEARCH & REPORTS** control panel, including a detailed explanation of each element. Students will be introduced to each report that can be generated from the ORPS GUI, and given detailed information on how to create selected reports (and advised of problems they may encounter when creating reports). In addition, students will be instructed on how to work with saved exclusions. Finally, students will be instructed on how to “copy” distribution data and “paste” it into a spreadsheet application to create their own graphics.

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 using selection boxes, check boxes, and edit boxes, and selecting and working with search profiles that will be utilized in a specified report.

## References:

- ▶ ORPS GUI Basic Report Techniques Workbook

## Terminal Objective:

Upon completion of this course each participant will, with the aid of the ***ORPS GUI Basic Report Techniques Workbook*** and course notes, be able to generate any ORPS GUI report and use distribution data to create their own graphics.

## Enabling Objectives:

Each participant will be able to:

- ▶ Access the **ORPS OR SEARCH & REPORTS** control panel and explain each of the **REPORTS** elements
- ▶ Discuss the ten different report types available from the ORPS GUI
- ▶ Use either a new and unnamed search profile or a saved search profile to create and print selected reports
- ▶ “Copy” distribution report data and “paste” it into a spreadsheet for the creation of a graphics report

## Prerequisites:

Students must have taken the *Overview of the ORPS GUI* class/tutorial or have equivalent experience. It is also recommended that students taken the *ORPS GUI Basic Search* class/tutorial 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)

## 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, demonstrations, hands-on practice and exercises.

**Evaluation Method:**

Participants will demonstrate the ability to successfully generate specified ORPS reports.

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Time	Instructional Activity	Discussion Point
15 min.	<p><b><u>Welcome Class:</u></b></p> <p>During introductions, pass the class roster around the room and ask students to initial by their name.</p> <p><b><u>Questions:</u></b></p> <ol style="list-style-type: none"> <li>1. Expectations of the course?</li> <li>2. What is your previous experience using ORPS?</li> </ol> <p><b><u>Slide #1 - Course Purpose &amp; Objective</u></b></p>	<p><b>I. INTRODUCTIONS, SCHEDULE AND LOGISTICS</b></p> <p><b>A. INSTRUCTORS AND PARTICIPANTS</b></p> <p><b>Instructors:</b></p> <ul style="list-style-type: none"> <li>•Name and background information</li> <li>•Qualifications</li> </ul> <p><b>Participants:</b></p> <ul style="list-style-type: none"> <li>•Name (As time permits)</li> </ul> <p>(Refer to <b>Questions</b> indicated in previous column)</p> <p><b>B. ADMINISTRATIVE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>•Discuss length of workshop and order of presentation</li> <li>•Discuss location of restrooms, refreshments, and snack machines</li> </ul> <p><b>C. COURSE PURPOSE AND OBJECTIVE</b> (Reference slide)</p> <p>The <u>purpose</u> of this course is to provide attendees with instruction in generating specified reports with the ORPS GUI, once search criteria have been established.</p> <p><u>Upon completion</u> of this course each participant will, with the aid of the <b>ORPS GUI Basic Report Techniques Workbook</b> and course notes, be able to successfully generate and print any ORPS GUI report and use distribution data to create their own graphics.</p>

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	<p><b><u>Discussion:</u></b>            As you discuss the workbook, display it for the students.</p> <p><b><u>Slide #2 - Prerequisites</u></b></p>	<p><b>D. STUDENT MATERIALS</b></p> <ul style="list-style-type: none"> <li>•ORPS GUI Basic Report Techniques Workbook</li> </ul> <p>The workbook is written in a conversational style so that end-users will find it easy to use and understand. Each section is organized in the following manner: 1) presentation of concepts and terminology using step-by-step procedures and real-life examples; 2) summary of procedures within a tutorial format; and 3) practice exercises.</p> <p>The writing style, organization, and design of this workbook enables you (the end user) to utilize it for assorted functions: as a student workbook for this formal training, and as a self-paced tutorial and reference guide when you return to your workplace.</p> <p>Please note that topics are covered in more depth in the handouts than we will have time to cover in the course.</p> <p><b>E. PREREQUISITES (Reference Slide)</b></p> <p>Students must have taken the <b><i>Overview of the ORPS GUI</i></b> class/tutorial or have equivalent experience.</p> <p>In addition, students must be registered ORPS users with an active user id and password.</p>

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45 min.	<p><b><u>Lecture and Demonstration:</u></b>            (As you lecture, demonstrate the features being described.)</p>	<p><b>II. ORPS GUI BASIC REPORTS INFORMATION</b></p> <ul style="list-style-type: none"> <li>•Discuss how to access the <b>ORPS OR SEARCH &amp; REPORTS</b> Control Panel.</li> <li>•Explain why you must have an established search profile before you can create a report.</li> </ul> <p><b>A. ORPS REPORTS ELEMENTS</b></p> <ul style="list-style-type: none"> <li>•Discuss each element and its function:               <ul style="list-style-type: none"> <li>- <b>REPORTS</b> selection box (list)</li> <li>- <b>ITEMS/PAGE</b> edit box</li> <li>- <b>PREPARE</b> command button</li> <li>- <b>DISPLAY</b> command button</li> <li>- <b>COUNT</b> command button</li> <li>- <b>RESET</b> command button</li> </ul> </li> </ul> <p><b>B. HOW SAVED EXCLUSIONS MAY AFFECT YOUR REPORT</b></p> <ul style="list-style-type: none"> <li>•Discuss how saved exclusions are treated when you generate a report.</li> </ul> <p><b>III. EXPLANATION OF REPORT TYPES</b></p> <ul style="list-style-type: none"> <li>•Briefly discuss and show examples of each report type. Discuss the various data fields contained in each report.</li> </ul> <p><b>IV. CREATING SELECTED REPORTS</b></p> <ul style="list-style-type: none"> <li>•Demonstrate how to create various reports               <ul style="list-style-type: none"> <li>- Subject Report</li> <li>- User Defined Report (discuss items available)</li> </ul> </li> </ul>

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18 min.	<p><b><u>Discussion:</u></b>            (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><b><u>Exercise:</u></b>            (Either recommend an exercise or allow the students to select an exercise.)</p>	<ul style="list-style-type: none"> <li>- Distribution Report</li> <li>Tell students that if the number of entries in a distribution report is too large (e.g., Contractors for the entire DB) the graphic link will only show the first 38 entries. The data link also only contains these first 38 entries. This should be resolved in future versions of the ORPS GUI.</li> <li>- Graphic Report</li> <li>- Generic Lag Report</li> <li>- OR Download Report</li> </ul> <p><b>A. PROBLEMS YOU MAY ENCOUNTER WHEN CREATING A REPORT</b></p> <ul style="list-style-type: none"> <li>•Discuss various error messages and other issues the user may encounter when creating a report. Also discuss the resolution for each problem.</li> </ul> <p><b>QUESTIONS</b></p> <p><b>EXERCISES</b></p> <ul style="list-style-type: none"> <li>•Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</li> </ul>

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Time	Instructional Activity	Discussion Point
10 min.	<p><b><u>Lecture and Demonstration:</u></b>            (As you lecture, demonstrate the features being described.)</p> <p><b><u>Discussion:</u></b>            (If you prefer, questions can be taken during the lecture and demonstration period.)</p>	<p><b>V. USING DISTRIBUTION DATA TO CREATE YOUR OWN GRAPHICS</b></p> <ul style="list-style-type: none"> <li>•Describe and demonstrate the process of “copying” distribution data and “pasting” it into Excel.</li> <li>•Explain the concept of parsing data. Demonstrate how to “parse” the data.</li> <li>•Demonstrate how to create a 3-D pie chart in Excel using ORPS distribution data</li> </ul> <p><b>QUESTIONS</b></p>

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Time	Instructional Activity	Discussion Point
1 min.	<p><b><u>Discussion:</u></b>            Talk about on-going support. Provide students with the e-mail address and toll-free number for ORPS support.</p>	<p><b>VI. ONGOING SUPPORT</b></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><b><u>Discussion:</u></b>            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><b>VII. WRAP-UP</b></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>