GRTS - APEX INTERACTIVE REPORTS

BACKGROUND

Grants Reporting and Tracking System is the Nonpoint Source Management Program's primary tool for project reporting, data collection, and records maintenance. It houses information on where NPS projects are being implemented, how effective projects are at meeting goals, and highlights success stories. The **Data Explorer** is a useful tool within **GRTS** for interested community members, local watershed partner, and other non-governmental stakeholders to understand the work being done in their watersheds to restore and protect water quality.

The **Interactive Reports** within the **Data Explorer** provides users access to summary reports of Nonpoint Source Management Program projects. Users can choose what type of report they would like to run and select filters based on year and location. Selecting a project will give users the option to view and print the report.

To access the **Interactive Reports** page, click <u>here</u>. For how to use the **Interactive Reports**, please proceed to the next page.

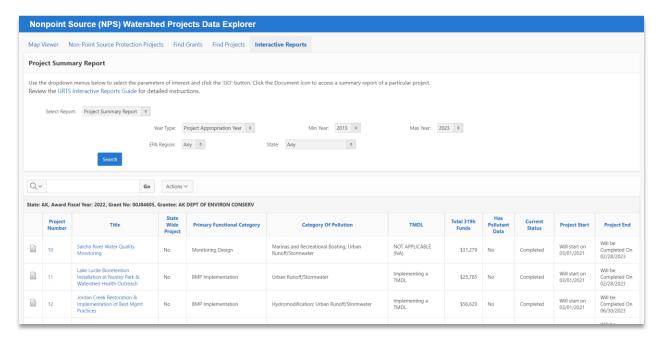


Figure 1 Interactive Reports Page Overview

TO RUN THE REPORTS:

- 1. Select the desired report from the "Select Report" dropdown:
 - a. Project Summary Report
 - b. Budget Report
 - c. Pollutant Report
 - d. HUC12 Report
- 2. Select the Year Type and Year Range
 - a. Grant Fiscal Year
 - b. Project Appropriation Year
- 3. Select the EPA Region and State
- 4. Click Search



Figure 2 Dropdown Menus for Parameters

After clicking the "Search" button a table of projects will be generated with the associated dropdown menu choices. Below in Figure 3 (after selecting the "Project Summary Report"), an interactive report was generated listing out projects within the desired parameters. The Document Icon, Project Number, or Title can all be selected to access the summary report of a particular project. The report can be viewed or printed.

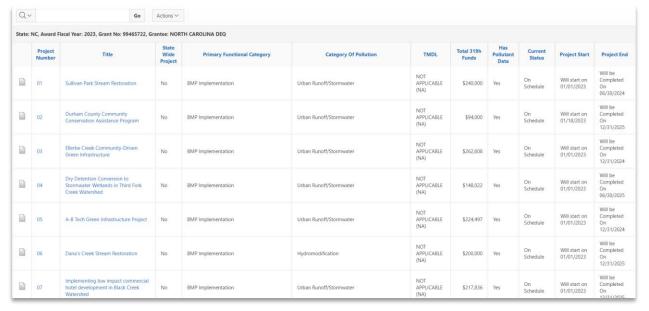


Figure 3 Results

ADDITIONAL FUNCTIONALITY:

In addition to the parameters above, the interactive reports can be customized further with the "Actions" button.

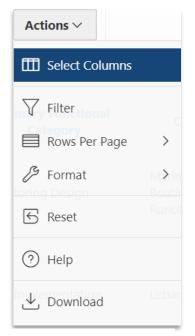


Figure 4 Actions Menu

Select Columns opens a dialog box which is used to modify the columns displayed in the report. The columns on the right are displayed. The columns on the left are hidden. You can reorder the displayed columns using the arrows in the middle of the dialog box.

Filter allows you to refine the report to include only the data that meets certain conditions that you specify. To apply a filter, select a column (it does not need to be one that displays), select a standard Oracle operator (=, not in, between), and enter an expression to compare against. Expressions are case sensitive. Use % as a wild card (for example, STATE_NAME like A%).

Rows per Page sets the number of records to display per page.

Format enables you to further customize the display of the report. Format contains the following submenu: Sort, Control Break, Highlight, Compute, Aggregate, Chart, and Group By. (See the **Help** for more explanation of these features).

Help provides detailed instructions for each function in the Action menu.

Download provides the ability to download the report in CSV or HTML formats. You can also email the file as an HTML attachment.