

Using Reports with Local Use Answers

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Reports with a Local Use Answer column have an *Enter Answer ID(s)* prompt so that you can identify which answers to a specific question should be pulled into the report output. The IDs for this prompt are listed in Tab 1 – Reference-Answer IDs. This is a required prompt (see [Using Report without Local Use Answers](#) for how to meet this requirement if not using Local Use questions).

Answer IDs

The Reference-Answer IDs tab is grouped by your agency's Local Use Questions and lists all the Answer IDs and their answers.

When the template is saved, it is saved with the last Answer IDs used to test the report during its revision/development and will most likely not match your agency. To get your Answer IDs to display in the Reference tab, you should enter your Agency ID into the prompt and run the report. This will update the Reference-Answer IDs tab to display the questions and answers associated with your agency.

NOTE! Only the most recent answer displays. If Answer IDs to two **different questions** (not the same question for different WIC Types) are entered into the prompt, only the most recently answered question will display in the output.

Two Kinds of Local Use Reports

Reports with “OPTIONAL LOCAL USE ANSWER” in the title

All agencies, regardless of whether they have Local Use Questions, can use these reports. They display all participants with and without the specified answers.

These reports can be found in the report's topic folder (i.e. INFOVIEW TEMPLATES >> Appointments folder).

Since multiple versions of the same, or similar, reports will be assessed for any differences and combined when appropriate, agencies will most likely have **to delete tabs and/or columns from their template** so that the revised report best meets their needs.

Refer to [Using Infoview 4](#) for more information about modifying your report output.

Entering Answer IDs for these reports:

- Answer IDs **must be 4 digits** long.
 - Any that are less than 4 digits should have preceding 0s added (ex: 2 = 0002).

- All IDs will display as 4 digits in the Reference-Answer IDs tab and the Prompt will read “Enter 4-digit Answer ID(s)”.
- Multiple IDs should be separated using semi-colons and **no** spaces (ex: 0002;0334;3816).
- You **cannot multi-select IDs** in the Prompts modal.

Using Report without Local Use Answers

If you aren't using Local Use questions, and the report has OPTIONAL in the title, the *Enter 4-digit Answer ID(s)* prompt is still required to run the report. You must enter **9999999** (7 nines) into the prompt to meet the requirement (this is a number that isn't currently, and never will be, associated with actual Local Use answers).

Reports that Require Use of Local Use Questions

Some reports can only be used if the agency is using Local Use Questions, **and the output only includes participants with one of the specified answers**. These are found in the INFOVIEW TEMPLATES >> Local Use Questions folder.

Entering Answer IDs for these reports:

- Answer IDs are entered into the prompt **exactly** as stored in the database and **as they display on the Reference-Answer IDs tab**.
- They can be 1, 2, 3, or 4 digits long. Multiple IDs should be separated using semi-colons and **no** spaces (ex: 2;334;3816).
- You can multi-select all of these IDs in the Prompts modal.

Reminders!

Please refer to the [Infoview Reports Revisions and Corrections](#) page for up-to-date information about revised Infoview reports.

In Infoview, before running a report, remember to compare the date of the report template found in the INFOVIEW TEMPLATES topic folder to the version you have saved in your MY FAVORITES. If the report template has a more recent date than your version, please re-save or re-copy/re-paste the newer version to your MY FAVORITES folder before using.

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