

# Wandsworth MIR

## *System Administrators Guide*

### **Overview**

Reports are configured through text files stored in: \readroot\readdata\projects\br\script\mir\ini directory. These are INI files that adhere to all commonly known rules of such files, under the Microsoft Windows environment.

Windows INI files are organised by sections, which are designated by brackets. Each section lists a number of entries with assigned values that tell contain values or descriptions to be assigned to various components. The following represents a portion of a sample WIN.INI file. The section name is Desktop. Its entries which appear to the left of the '=' sign define the desktop's appearance according to the assigned values which appear to the right of the '=' sign.

*[Desktop]*

*GridGranularity=0*

*TileWallPaper=1*

*IconSpacing=75*

Note that section's name is enclosed in square brackets and entries that follow the section line are those lines that contain the '=' sign, followed by the entry value or contents. Empty lines are allowed and will be ignored, as well as comment lines that always start with a ';' semi column.

Wandsworth MIR reports were grouped into five operations areas: "General", "Scan and Index", "Council Tax", "Housing Benefits" and "Customer Services". In addition a "Rescan" report is available and a "System Administration" section that is only available to users that were assigned "SYSADM" profile. These files naming convention is: "WMIR<ab>.INI" where <ab> is replaced by two characters that represent the operations section that is defined by that particular file. Thus, the current file names are:

"**WMIRGN.INI**" for the "General" section,

"**WMIRSI.INI**" for the "Scan and Index" section,

"**WMIRCT.INI**" for the "Council Tax" section,

"**WMIRHB.INI**" for the "Housing Benefits" section,

"**WMIRCS.INI**" for the "Customer Services" section

"**WMIRRS.INI**" for the Rescan report,

"**WMIRSY.INI**" for the "System Administrator" section.

## WMIR files INI Sections

There are two types of sections within the WMIR INI files. Each INI file, with the exception of the "Rescan" (WMIRRS.INI) contains one only "Reports Directory" section followed by individual report sections. The **[RepDir]** section is the "Reports Directory". This section contains one entry for each of the reports that are defined within the file. These entries are named: "**Rep1=**", "**Rep2=**", "**Rep3=**", etc. Each report name, appears as an entries within the "Report Directory" followed by one section for each report, with an exact matching name. The "Reports Directory" may optionally contain "Help" entries, one for each report. The "Report Help" entries are named: "**Hlp1=**" for Report 1, "**Hlp2=**" for Report 2, etc. Note that the report names entries must be enclosed in '|'.

The following is an example of a "Reports Directory" section followed by individual report sections:

```
; ===== Reports directory =====  
[RepDir]  
Rep1=|Work Completed by Individual|  
Hlp1=| Selecting team and user name and worktype|  
Rep2=|Scan and Index Individual|  
Hlp2=| Select by user name|  
Rep3=|Scan and Index Team performance|  
Hlp3=| Selecting Scan date period|  
  
; ===== Reports =====  
[Work Completed by Individual]  
...  
...  
  
[Scan and Index Individual]  
...  
...  
  
[Scan and Index Team performance]  
...  
...
```

## Individual reports sections

The individual report section names must be identical to that contained under the Report Directory section, as "Rep1", or "Rep2", etc. entries. These sections define the name of the Database that each report extracts its data from, the report's Help text lines, the SQL query, and query parameters, the "Date" label, and the reports' results settings, Columns Labels and widths and optionally the column number for which a Total calculation is performed.

## Defining the Database

The entry containing the Database name is "**DBase=**", for example:

```
DBase=PTRACK
```

## Defining the SQL query

Each SQL query is contained within one or more entries, named “SQL1=”, “SQL2=”, “SQL3=”, etc. The query may be defined in either one, or as many entries as it might require. The contents of these entries must be enclosed within ‘|’ (“pipes characters”). As these entries are concatenated to form the final SQL query, space characters must be included either at the end or the beginning or both, of each entry.

```
SQL1=|SELECT BRWKTYPE, COUNT (BRWKTYPE) FROM BRTRACK WHERE |
SQL2=| (BRWKTYPE in ('@par4')) AND |
SQL3=| ((BRARCDATE BETWEEN '@par1' AND '@par2' AND (BRCOID = NULL or BRCOID = '')) |
SQL4=| OR (BRLADATE BETWEEN '@par1' AND '@par2' AND BRSTATUS = 'DIARY') OR |
SQL5=| (BRLADATE BETWEEN '@par1' AND '@par2' AND BRSTATUS = 'COMMISSIONER' |
SQL6=| AND TRK_STATUS <> 'DONE')) |
SQL7=| AND (BRCUSERID in ('@par3') OR (BRCUSERID = NULL AND BRLUSERID in ('@par3')) |
SQL8=| GROUP BY BRWKTYPE|
```

DO NOT USE leading zeroes. Sections named “Par01”, “SQL01” will not work!

## Defining report's parameters

SQL queries may or may not require parameters. Where applicable report parameters must be included in the contents of the “SQL” entries. Parameters are identified within the SQL entries through a proceeding ‘@’ character. The naming convention is “@par1”, “@par2”, “@par3”, etc. Further definition of these parameters is contained within individual entries with matching names: “Par1=”, “Par2=”, “Par3=”, etc. The contents of these entries may be any of a predefined set of parameters (case insensitive): “Team”, “User”, “WT” (for worktype), “fromDate”, “toDate”, “fromUPRN” or “toUPRN”. Note that unless the parameter entry is spelt correctly, the control that is assigned to that particular parameter on the “Report Parameters” dialog will not be enabled.

Queries that address parameters containing Users or Worktypes must use “... in ('@par1’)” rather than the equal ‘=’ sign. For example, “... where brwktype = ‘CT - COC’ ...” or “... where userid = '@par1' ...” will not work. The reason for this rule, is that it provides a simple generic opened definition to selecting either one or multiple Users or Worktypes.

The SQL entries must be contiguous i.e., “SQL1=”, “SQL2=”, “SQL3=”, etc. The SQL query that is invoked is a result of the concatenation of all these entries in their numbered order.

The following is an example of Parameters entries:

```
; Parameters... (one of: TEAM, USER, fromDATE, toDATE, WT, fromUPRN, toUPRN)
Par1=fromDATE
Par2=toDATE
Par3=USER
Par4=WT
```

## Date Label

The Date Label may vary according to the report query. It could be any of: "Target Date", "Open Date", "Close Date", "Scan Date", "Target Date", "Diary In" or "Diary Out Date", "Completion Date", etc. The purpose of the Date Label entry is to define the "type" of date that the query refers to. Note that the entry is "**Date1=**", for example:

```
; Date label e.g. "Scan Date", "Target Date", "Completion Date", etc.  
Date1=| Completion Date|
```

Unless the "Date1" entry is enclosed in '|' characters the label will not preserve the case.  
Cosmetically it is advisable to have a space character as first in this entry.

## Results Column Labels

The Results Column Labels appear as descriptors in the results datalist. The number of Labels entries must suit that of columns that are returned by the report's SQL query. Column Labels entries must be contiguous, "**Lbl1=**", "**Lbl2=**", "**Lbl3=**", etc. Note that enclosing the contents for these entries within '|' pipe characters ensures that the labels case is preserved. In the following example two Column Labels are defined:

```
; Result titles - free format, enclose in '|' to preserve label's text case.  
Lbl1=|Worktype|  
Lbl2=|Number of folders|
```

## Results Columns Width

The Column entries contain the width in number of characters for each of the returned result column displayed in the result datalist. The number of Column entries must match that of columns that are returned by the SQL query. Column Labels entries must be contiguous, "**Col1=**", "**Col2=**", "**Col3=**", etc. The following example shows three Column Labels entries:

```
; Result rows... (widths of result datalist columns)  
Col1=25  
Col2=15  
Col3=15
```

## Result Column Total

The "**Total1=**" entry contains the column number for which a total operation will be performed. Note that unless the specified column contains integers (numeric only) the total result might be displayed as zero.

```
; Calculate the total on the second column (start counting from column 1).  
Total1=2
```

## Other initialisation files

**WMIR.INI** – under the “**General**” section there are three entries, “**Excel=**”, “**XLS=**” and “**Rows**”. The “Excel” entry controls the path to the Microsoft Excel application, therefore enabling use of both Excel '95 and Excel '97 and the name of the Excel spreadsheet that contains a custom macro. The “XLS” entry contains the full path to the Excel spreadsheet that is used to export MIR reports to. The “Rows” entry sets a default number of rows that will be generated by the report, unless specified differently by the user, at run time.

*The contents of these entries are loaded when the “Wandsworth MIR” application is started.*

The following is an example WMIR.INI file:

```
;
; Initialization file for Wandsworth MIR
;

[General]
Excel=[C:\progra~1\micros~1\office\EXCEL.EXE]
XLS=[ReadDATA\PROJECTS\BR\SCRIPT\MIR\EXCEL\WMIR.XLS]

; For Excel 95 use...
;Excel=[C:\MSOFFICE\Excel\EXCEL.EXE]
;XLS=[ReadDATA\PROJECTS\BR\SCRIPT\MIR\EXCEL\95\WMIR.XLS]

Rows=20
```

To customise an individual workstation place this file in the root directory of the local hard drive, i.e. in “C:\”. If customisation is required for all users, place this file in the ViewStar \vs\_bin directory. First, the application looks for this file on the local drive (“C:\”), then in the ViewStar \vs\_bin directory and if none of these are found it uses the coded default, that implies use of Microsoft Excel '97 from “C:\progra~1\micros~1\office\EXCEL.EXE” with a spreadsheet named: “ReadDATA\PROJECTS\BR\SCRIPT\MIR\EXCEL\WMIR.XLS”. The coded “Rows” default is 100.

Prior to exporting to either Microsoft Write or Excel, the results of the last MIR report are saved to the local hard drive, in: “C:\Temp\WMIRREP.TXT”

## Verbose mode

Two additional screens are displayed when a report is run in “Verbose” mode. The first is displayed when a report is selected. This contains the contents as read from the report's section, from the relevant INI file. When “Go” is clicked on the “Reports Parameters” screen a second “verbose” screen appears. This contains the final SQL query as it will be launched to generate that report. Due to a bug in the ViewStar “Edit” control the displayed contents of this query may appear corrupt, with the odd missing character. This SQL query is also saved in the local drive, under: “C:\TEMP\WMIRSQL.TXT”. To verify the correctness of this query, cut and paste it from this file into the Microsoft SQL Tools and run it.

## Example INI file

```
; =====
;
;
; WMIRCT.INI
; Council Tax Report
; by Kashif Zamir
; 25 October 1999
;
; =====

; ===== Reports directory =====
[RepDir]
Rep1=|List Work Due|
Hlp1=| Select Team, Worktype(s) and Target Date|
Rep2=|Count of Worktypes Due Today|
Hlp2=| Select Team, and Worktype. This counts number of Worktypes due today.|

;=====1. Reports settings=====

[List Work Due]
DBase=PTRACK

SQL1=| SELECT REQID, BRSTATUS, BRTDATE, DATEDIFF (DAY,BRBATDATE,GETDATE()), BRWKTYPE, |
SQL2=| BRUSERID |
SQL3=| FROM BRTRACK WHERE TRK_STATUS='ACTIVE' |
SQL4=| AND DATEDIFF (DAY,BRTDATE, '@par3') = 0 AND BRFLDTYPE = 'R' |
SQL5=| AND BRTEAM IN ('@PAR1') AND BRWKTYPE IN ('@PAR2') |
SQL6=| AND BRSTATUS IN ('WORKBENCH','DIARY')
SQL7=| ORDER BY BRTDATE, BRWKTYPE |

;Parameters
Par1=TEAM
Par2=WT
Par3=toDATE

;Result titles
Lbl1=|ReqID|
Lbl2=|Status|
Lbl3=|Target Date|
Lbl4=|Age of Work|
Lbl5=|Worktype|
Lbl6=|User ID|

;Result rows
Col1=7
Col2=19
Col3=11
Col4=12
Col5=24
Col6=11

Date1=| Target Date|

;=====2. Reports settings=====
[Count of Worktypes Due Today]
; Query use:
DBase=PTRACK

SQL1=|SELECT BRWKTYPE, COUNT (*) |
SQL2=| FROM BRTRACK WHERE TRK_STATUS ='ACTIVE' |
SQL3=| AND DATEDIFF (DAY,BRTDATE,GETDATE())=0 |
SQL4=| AND BRTEAM IN ('@PAR1') |
SQL5=| AND BRWKTYPE IN ('@PAR2')|
SQL6=| group by brwktype |
```

*; Parameters... (one of: TEAM, USER, fromDate, toDate, WT, fromUPRN, toUPRN)*

*Par1=TEAM*

*Par2=WT*

*; Result titles - free format, enclose in '|' to preserve title's text case.*

*Lbl1=|WorkTypes|*

*Lbl2=|Totals|*

*;Lbl3=|ReqID|*

*; Result rows... (widths of result datalist columns)*

*Col1=28*

*Col2=10*

*;Col3=7*

*; Perform a total on second Column of report results.*

*Total1=2*

*;------ THE END -----*