

CREATING AN IF-THEN-ELSE FIELD

Use an If-Then-Else calculation to create a new field based on existing information in another field.

SCENARIO

Here's a simple example of a report that has used an If-Then-Else condition. In it, we created a new field called Size-Flag to describe rooms as small or large. The condition was, **if** the room has less than 500 square feet, **then** it is 'small' room **else** it is a 'large' room.

<u>Space Management Report</u>					
HR_DEPARTMENT_NAME	BUILDING_NUMBER	BUILDING_NAME	ROOM_NUMBER	ROOM_SQUARE_FOOTAGE	Size flag
AMPS-Libraries	10	Richard Cockburn MacLaurin Buildings (10)	01	2,816.91	large
			04	1,359.82	large
			04A	5.09	small
			05	131.13	small
			06	129.3	small
			06A	112.81	small
			06B	549.16	large

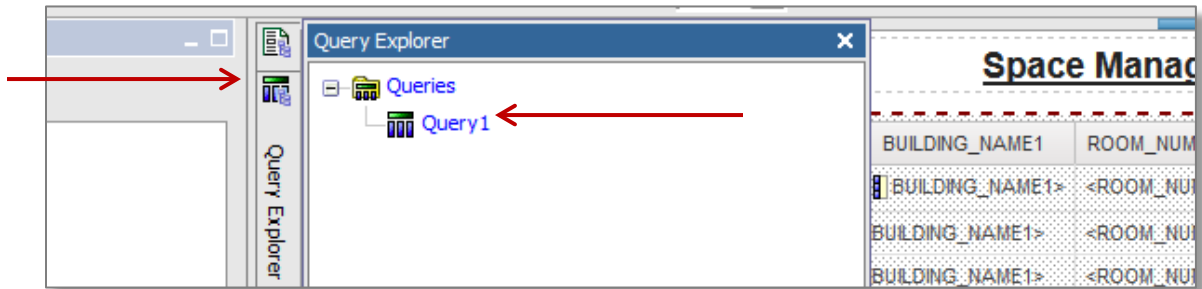
CREATE THE INITIAL REPORT

1. Create a training query in Report Studio using the Space Management Package.
2. Create columns for HR_DEPARTMENT NAME, BUILDING_NUMBER, BUILDING_NAME, and ROOM_SQUARE_FOOTAGE
3. Group HR_DEPARTMENT NAME, BUILDING_NUMBER, and BUILDING_NAME.
4. Sort Ascending on ROOM_NUMBER.
5. Change the report title to Space Management Report. In Report Studio, your report should now look like this:

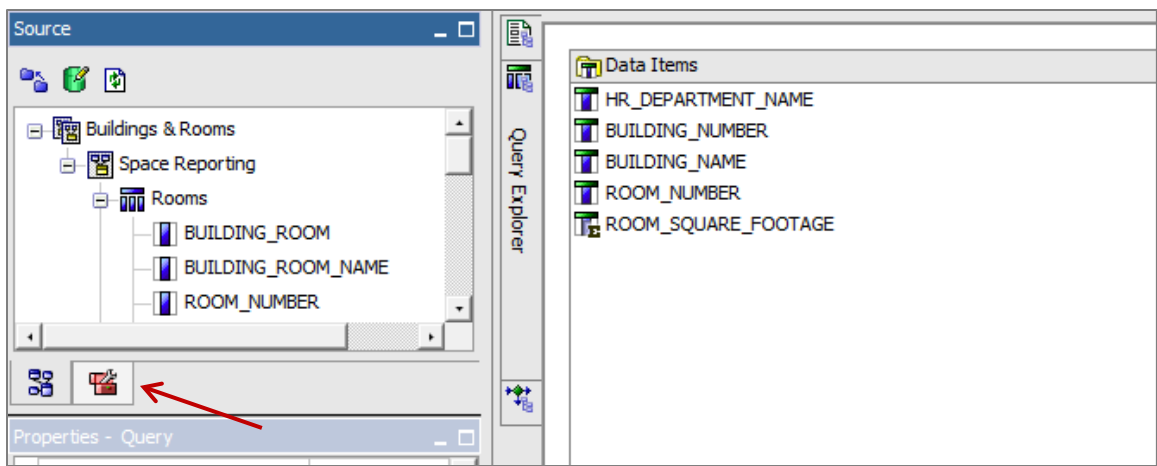
<u>Space Management Report</u>				
HR_DEPARTMENT_NAME	BUILDING_NUMBER	BUILDING_NAME	ROOM_NUMBER	ROOM_SQUARE_FOOTAGE
<HR_DEPARTMENT_NAME>	<BUILDING_NUMBER>	<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
		<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
	<BUILDING_NUMBER>	<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
		<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
<HR_DEPARTMENT_NAME>	<BUILDING_NUMBER>	<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
		<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
	<BUILDING_NUMBER>	<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>
		<BUILDING_NAME>	<ROOM_NUMBER>	<ROOM_SQUARE_FOOTAGE>

CREATE THE NEW IF-THEN-ELSE CONDITIONAL FIELD

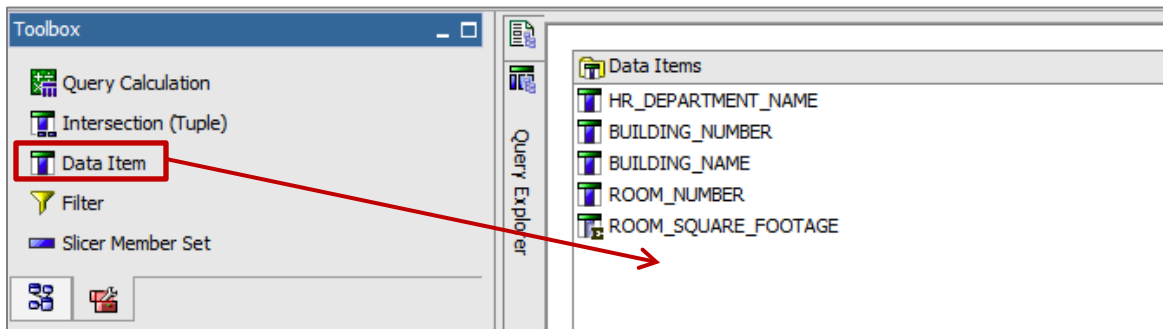
- Click Query Explorer button to display the **Query Explorer** panel



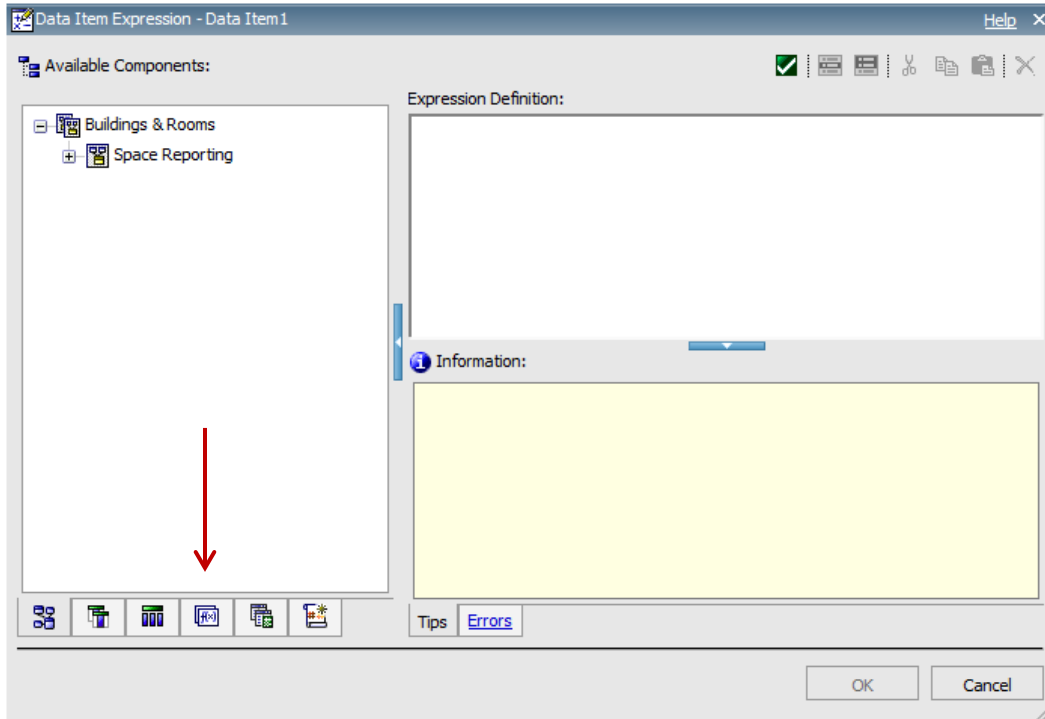
- Click on **Query 1** – you will now see the report’s Data Item on the right side of the window.



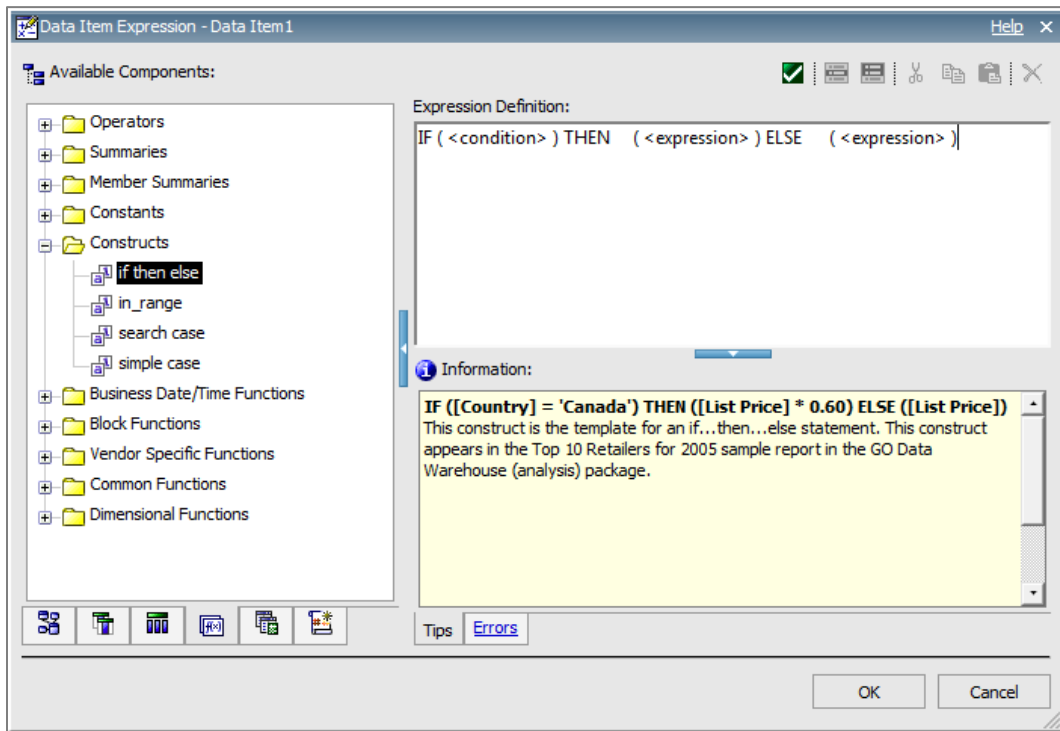
- Click **Toolbox** button (shown above) to display the Toolbox – note the tool option now available.



- Drag the **Data Item** icon into the Data Items Area – as you do, note that a black ‘positioning’ bar will appear to show you where the new data item will appear on the report- release the Data Item icon when the black bar is beneath the ROOM_SQUARE_FOOTAGE data item.. When you do, the Data Item Expression dialog box displays:



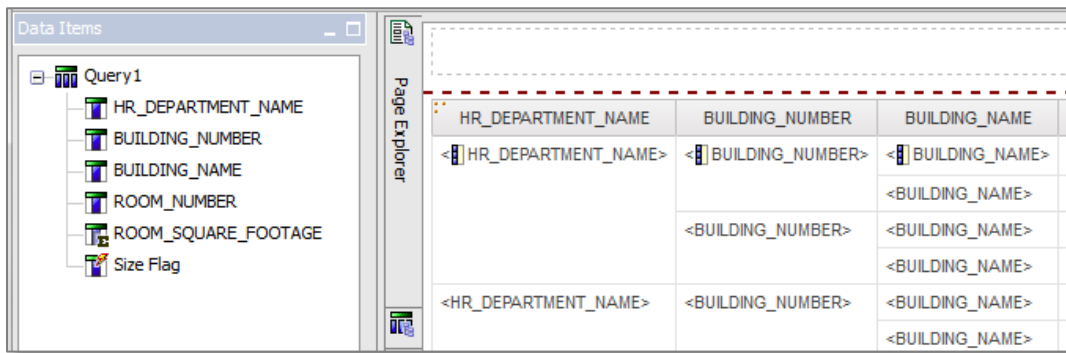
10. Click the **Functions** button (as pointed at in the above illustration). A series of function options will now display, as shown below.
The information box displays the construction of a valid if-then-else statement.
11. Click the plus sign before **Constructs**.
12. Double click on **if-then-else**.



13. Change the **<condition>** to read **[ROOM_SQUARE_FOOTAGE] < '500'** (be careful to use the correct brackets around the fieldname and single quotes around the data value)
14. Customize the **THEN <expression>** to read **THEN ('small')**
15. Customize the **ELSE <expression>** to read **ELSE ('Large')**
16. The revised statement should now look like this:

IF ([ROOM_SQUARE_FOOTAGE] < '500') THEN ('small') ELSE ('large')

17. Click the green check **Validate** button to check statement – if errors, messages will display describing them. If no errors, a message will display confirming such.
18. Click **OK** to complete the if-then-else definition – the new field now displays in the Query Item list as **Data Item 1**
19. The field should now be named.
20. In the Properties section, go to the **Data Item** area and in the **Name** field, enter a name for the new field: **Size Flag**.
21. To add the new field, to your report layout, switch page to **Page Explorer** (it's the top most button in the mid-screen fence area, and choose **Page 1**.
22. In the bottom of the Source panel, click the **Data Items** button to display the Query's Data Items.



23. Drag **Size Flag** onto the report layout and run the report.
24. **REMEMBER TO SAVE YOUR REPORT!**