

Sara Smith  
Comp 325  
Assignment 11-2  
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This is a sample taken from the CASA Manager database program that I have been working with for this class project. I have created two hierarchical task analyses. The first shows the structure of the process as it currently stands. The second shows the same process restructured and redesigned per my recommendations in assignment 7-1. Both demonstrate the process for creating a custom report. The criterion for the report is used only for sample purposes, but is generally irrelevant to the process as a whole.

**Task:** Create a report that show active case in Santa Clara County for fiscal year 2006 (to date), sorted by child's name.

### **Original Task**

1. Search for appropriate data
  - a. Click on Volunteers tab
    - i. Click on Mix and match button
    - ii. Enter criteria ( in this case, date range and county)
    - iii. Click on Find button
2. Switch to correct view
  - a. Click on Report tab
    - i. From layout pop-up menu, choose Active Case Summary
3. Format Output
  - a. Sort data
    - i. Go to the Tools Menu
      1. Choose Sort
      2. Select sort field(s) (in this case, child.name) from field list
      3. Add field to sort list
      4. Choose ascending or descending
      5. Click on Sort button
  - b. Change page orientation
    - i. Go to Page Layout menu
      1. Change to landscape
4. Print Report
  - a. Go to Print menu
    - i. Choose print button

### **Revised Task**

1. Run Report Wizard
  - a. Go to Main Menu
    - i. Choose Report Wizard
    - ii. Select report type from pop-up list

- iii. Choose Next button
  - iv. Enter search criteria (date range and county) into empty display fields
  - v. Choose Next button
  - vi. Choose preferred Sort field(s)
  - vii. Choose ascending or descending
  - viii. Choose Next button
  - ix. Choose Page orientation (landscape)
  - x. Choose Next button
  - xi. Choose Printer and/or print options
  - xii. Choose Print button
  - xiii. Enter a name for report if you choose to save it, else Exit
- b. Return to Main Menu