GO.gov® Quick Reference Guide

Ad Hoc Reports in Cornerstone

This Quick Reference Guide (QRG) equips GO.gov Reporting users with the Report Author permission with comprehensive instructions on crafting ad hoc reports. It details the process of selecting relevant data fields, applying filters, and structuring the report layout. By mastering these techniques, Report Authors can swiftly generate tailored insights to support informed decision-making and strategic planning within their organization.

Note: For information about the data available in Ad Hoc reporting, refer to the available report catalogs and resources on Connect.gov.

Creating a New Ad Hoc Report

1. On the left side of the GO.gov Reporting home page, select the **Agency Reports** drop-down menu.
2. Select the **Ad hoc Analysis** folder.
3. Select **Analysis** from the menu on the left.
4. Any analyses that have already run will display. To create a new one, select **New Analysis**.
5. To view and select datasets, select a **Dataset**.

Note: A dataset is a source of information for the report. GO.gov users will only see their agency's datasets. All datasets will begin with the words "Ad hoc DS" and will be numbered 1-6.

6. Select **Use in Analysis** to begin creating a report.
7. Define the parameters of your new report, then select **Create**.

Navigating the Report Builder

- Toolbar functions include **File**, **Edit**, **Data**, **Insert**, **Sheets**, **Object**, and **Search**.
- The icons at the top of the report builder can show or hide individual panels, such as **Data**, **Visuals**, **Filters**, **Parameters**, and the **Workspace**.

Understanding Datasets

- Information in a dataset is divided into folders based on topic.
- All folders within a dataset contain dimensions and measures that can be added to an ad-hoc report.

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Building a Report or Visualization

1. Select a visualization type from the **Visuals** menu.

Note: The most common visualization format is a table, but GO.gov also supports pie charts, bar graphs, and more. You can add multiple visualizations to the same ad hoc report.

2. Drag and drop dimensions and measures from your dataset into the **Visuals** column. This automatically pulls the data into your new report.
3. If applicable, use the **Properties** menu to adjust your report.

Adding a Filter

1. Select the **Filter** icon. This opens the filters menu.
2. Select **Add**.
3. Select the value from the drop-down that you would like to filter by.
4. Use the checkboxes to select which values you want to include or exclude in the filter.
5. Select **Apply**.

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