

Creating Customized Reports with Data Exported from CoCASA

A tutorial on pasting SQL code into the CoCASA Access database using Microsoft Office 2007

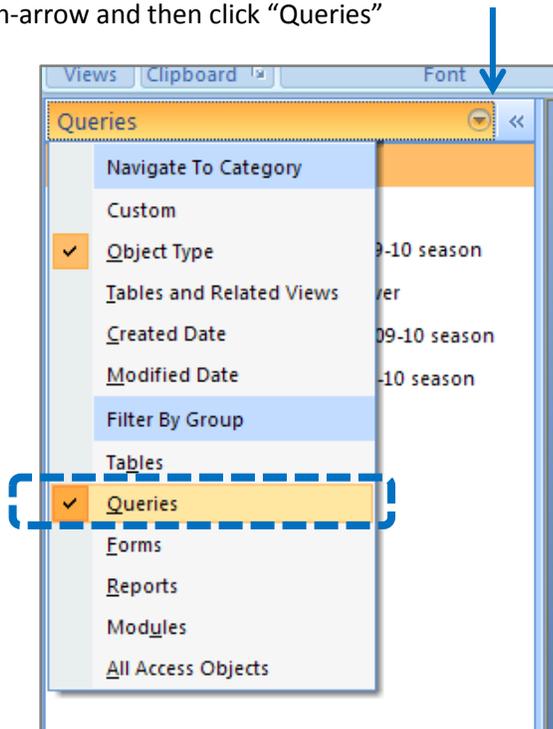
Data entered into CoCASA can be exported into Microsoft Access. Once data is in Microsoft Access, users can create custom queries using structured query language (SQL) to view and analyze data in ways not readily accessible in CoCASA.

Exporting Data

1. Enter CoCASA, navigate to the menu file. Select "Export" and then select "To Access Database." Once the database is exported to Microsoft Access, users will not be able to access the exported database through CoCASA. **The exported database can only be accessed using Microsoft Access.**
2. Save the database to desired location. When saving the exported database, the file extension .mdb should be used, however do not save the file as "CoCASA.mdb."
 - Example of file name: "CocasaToAccessDB_03_11_2013.mdb."

Custom Query Instructions

1. Open the exported Access database file
2. Click on the small down-arrow and then click "Queries"

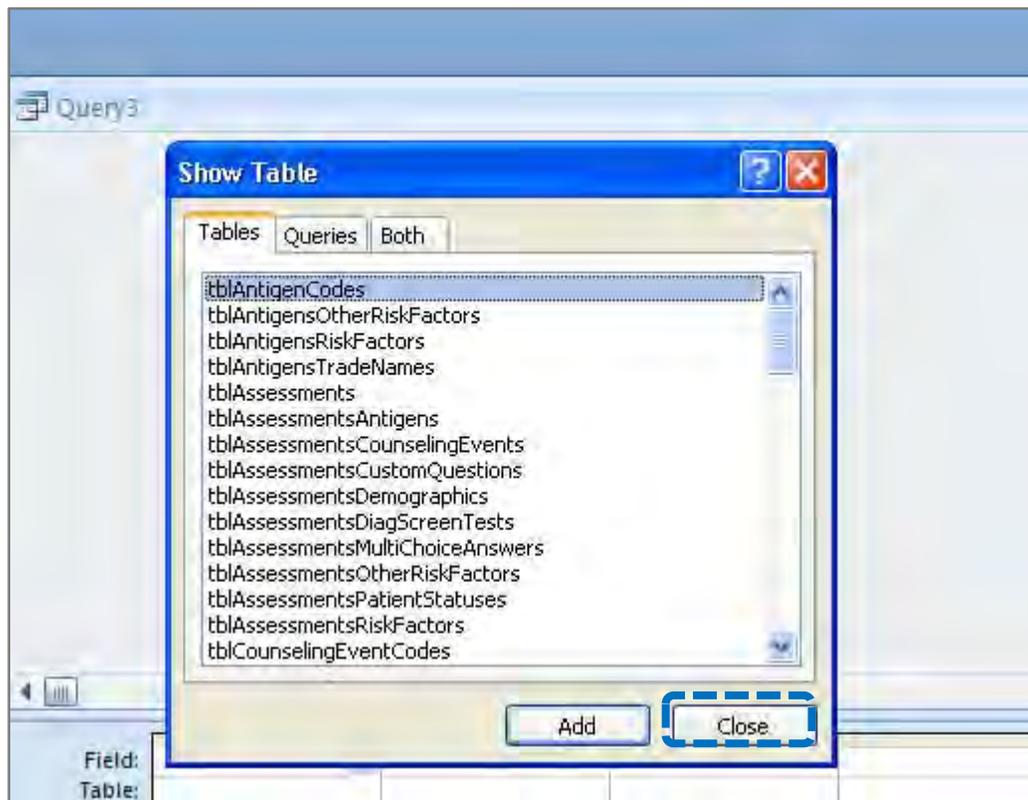


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3. Next, click the "Create" tab, then click on "Query Design" (single click)



4. After clicking "Query Design," the "Show Table" will pop-up. Close the Show Table screen when it appears.

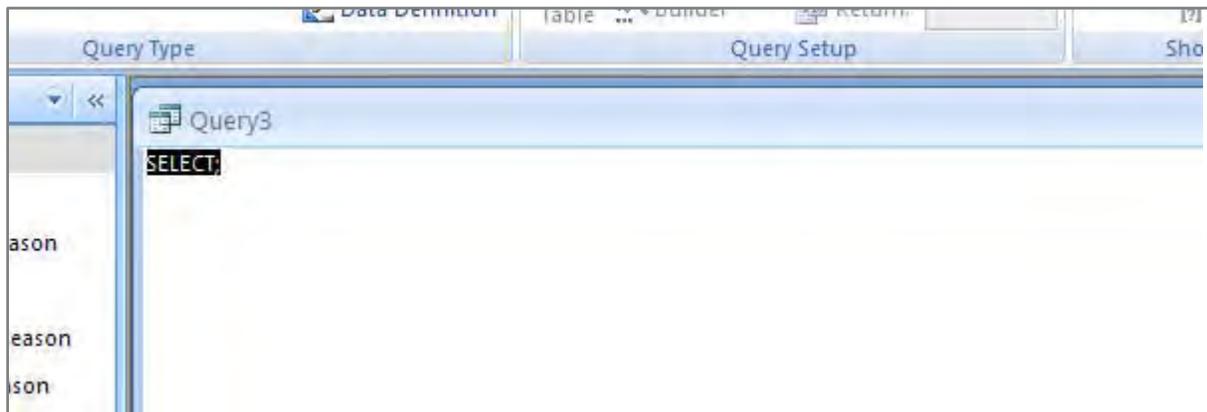


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5. Once you have closed the “Show Table,” click “SQL View.”



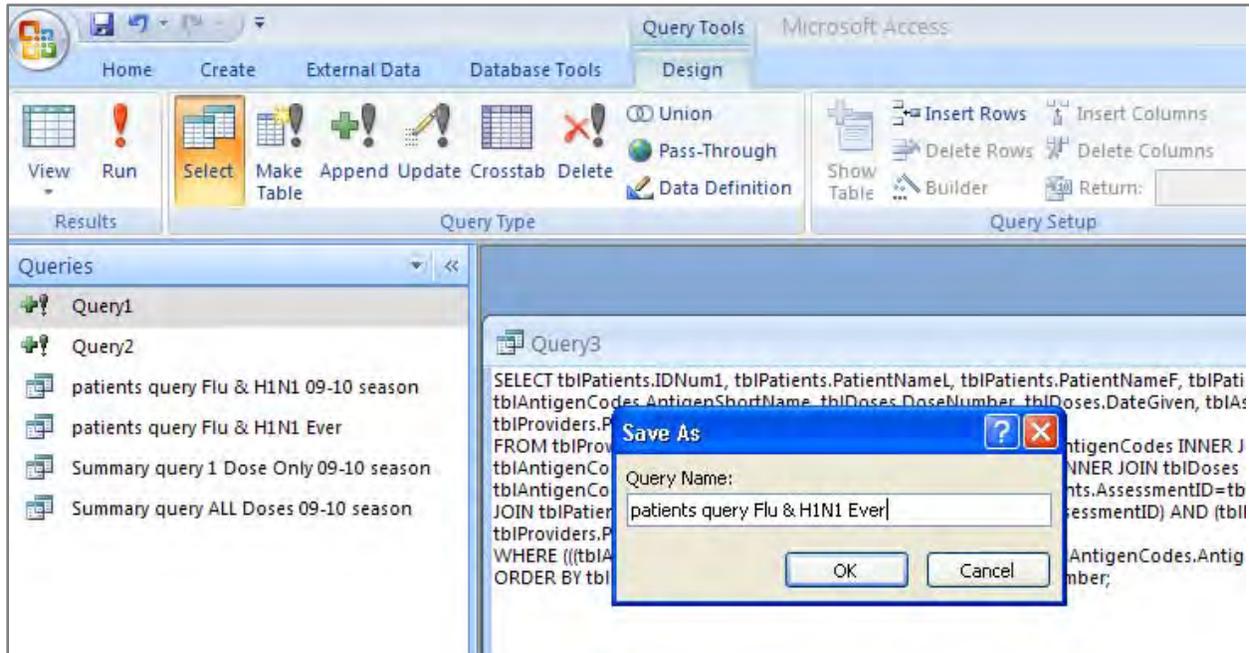
6. Copy the desired SQL code, right-click in the empty box, and “paste” the SQL code. Don’t copy the title of the code yet—be sure that you are only copying and pasting the code that begins with the word, “SELECT”



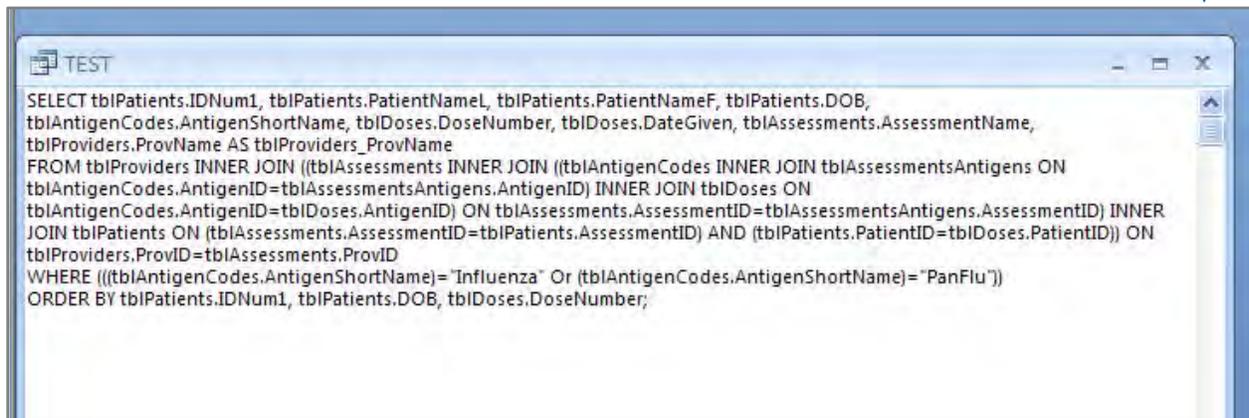
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7. After pasting the code, click the save button and copy-and-paste the name (or type your own) in the "Query Name." Then, click "OK." The name of that query will now appear in the left bar under "Queries."

Please note: Once a custom query is saved, the query is only saved in the current database. If another database is exported, you must re-create the custom query within the new database.



8. Close the SQL screen, by clicking on the "x"



To create additional custom queries, return to Step 2 above.

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To run the queries

To run a query, simply double-click the name of the query from the selection on the left side of the screen. To export any query results to Excel, click the “External Data” tab and then click “Excel” and follow the directions.



This document can be found on the CDC website at:

<http://www.cdc.gov/vaccines/programs/cocasa/downloads/tutorial-for-customized-reports.pdf>