

Administrative Reports Utility

(including Consistency Check/Gap Report)

Addendum to halFILE for Windows™

Document Storage & Retrieval

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Overview

To setup and utilize the Administrative Reporting feature of halFILE for Windows 2.2, and understand the difference between the default reports put in place by halFILE for Windows 2.2, including the extra setup requirements of the Consistency Check Report (also known as the Gap Report).

The Consistency Check Program (also known as the Gap Report program), FIELDGAP32.EXE, can be used to:

1. Identify missing values in a single field in a database
2. Identify duplicate values in a single field in a database

This document describes how the setup of the base set of Administrative Reports, how to add or edit user defined reports, and how you can set up masks for generating Consistency Reports.

Requirements

This procedure requires halFILE version 2.2 and full access to the halFILE Administrator Module (HFADMIN32.EXE). The halFILE for Windows Report Printing Utility (REPORT32.EXE) is also needed. In addition, the Consistency Check/Gap Report also requires the FIELDGAP32.EXE program. FieldGap32 should be installed with the halFILE for Windows 2.2 Setup program, and should be located in the same folder as the main halFILE Programs. The program can be run on versions of halFILE for Windows prior to 2.2, but you must contact Technical Support to get the program and for setup assistance.

Setup

Here are the basic steps to get administrative reports running, after 2.2 install/upgrade.

1. Download the template HFADM RTP32.INI file from download.halfile.com into the local halFILE program directory.
2. Edit the file using Notepad.
3. Find and Replace all instances of %halFILEAppPath% with the local path to the halFILE Program Directory. Save and close.
4. On most systems, you can now run all except the Consistency Check report, which requires some additional setup.

Operation

To generate an Administrative Report, you need to login to halFILE for Windows with an Administrator login (i.e., SUPER), and then launch the halFILE Administrator module. Once the reports are setup, the REPORTS menu in the Administrator module will contain a list of available reports.

Setting up the Consistency Check Report

1. Login to halFILE for Windows as a user with ADMIN rights (i.e., super). Then go into the **Administrator** select the **Tools-Options** menu.
2. Click the Administrative Reports tab.
3. If a Consistency Check report entry already exists, highlight it and click Change Report Settings. Otherwise, click the Add Report button and set up a new report named the Consistency Check Report. Then Change Report Settings. Note: if you have multiple databases, you can use different report names.
4. The Report file box should point to fieldgap32.rpt (or the report you wish to use to print the results of the consistency check).
5. The Pre-execute box should point to fieldgap32.exe.
6. The INI file box should point to fieldgap32.ini.
7. The SETUP text box should have the path to the FIELDGAP32.EXE program, with a command-line switch of CONFIG after it. If it does not, put this value in. (Example: c:\halfile\fieldgap32 CONFIG)
8. Click the button labeled SETUP. This launches the Field Gap setup program to define how the scan the data to figure out gap in a field. Once it is open, set it up as follows:
 - a. Drop down the Mask combo box, and select <NEW MASK>. When you run the report, you will be prompted to select a mask which ties to the Field Gap setting you are defining here. When your database has different number schemes then you can set up a mask for each number scheme.
 - b. Type in a title for your report (i.e., Consistency Check Report for Travis County).
 - c. Type in a name for the mask (if you are going to define multiples, make it descriptive).
 - d. Select the Application and database to locate the gaps in.
 - e. Select the field to check for gaps from the Check Field drop down box.
 - f. If the numbers have a prefix (year, or Book Type), enter that into the Prefix text box, according to the instructions. Since the consistency check is looking for gaps in a series of numbers, and then this can handle situations where a prefix needs to be stripped off so a numbering sequence can be examined.
 - g. Select a field from the Date Field. This is the field to use when determining the range of documents to search. Most commonly, this is a date field, but you can also put in the same as the Check Field, to narrow your search. When you run the report, the system will prompt you for the beginning and ending range of this field for the search.
 - h. If desired, select a field from the INCLUDE FIELD box. This will add an additional field to be output on duplicate record matches. Nothing will show in this field for missing documents.
 - i. If your CHECK FIELD is a fixed length (possibly a prefix and zero-filled), check the box that is labeled FIELD TO MATCH IS FIXED LENGTH. Only leave this unchecked if your field is a numeric datatype.
 - j. If you want the program to also determine duplicates in the range, and output those, check the box labeled FIND AND MARK DUPLICATES.
 - k. Click the box labeled SHOW LAST VALID DATE to have the program output the last RANGE FIELD value on the report.
 - l. Use the Additional SQL Criteria field to add any extra criteria to your search, to further narrow your search. Some examples are:
 - i. You want to skip certain instrument types from the data set: "Instrument_Type not in ('BK', 'STR')" for example, will skip documents having an Instrument_Type = BK or STR.
 - ii. You want to skip documents having a different form than the standard form we are evaluating. For example, "clerk_number not like '%-%'" will skip clerk numbers that have a dash in them.
 - iii. Skip documents where the number being evaluated is an unexpected length. For example, "len(clerk_number) = 5" includes only documents having a clerk number that is 5 digits in length.
 - m. Save the mask and exit the Consistency Check setup module.
 - n. Back on the Administrative Report set up form, define the prompts that must be asked to obtain the date range for the report and to select the mask to process. This is done as follows:
 - i. Check the Prompt for Change box.
 - ii. Click the Command-line Parameters button
 - iii. In the Parameter Edit box, Enter "Starting Date:" and click Save Change to add it to the Prompt box.
 - iv. In the Parameter Edit box, Enter "Ending Date:" and click Save Change.
 - v. In the Parameter Edit box, Enter "Mask:" and check the Use pop-up list of .INI file sections box then click Save Change.
 - vi. Click Return to Report Setup.
 - o. Click Save Changes to save the report setup and close.

Running the Consistency Check Report

1. Go into the halFILE Administrator
2. Select the Report menu and the Consistency Check report that you added.
3. Answer YES to the questions about processing the report.
4. Enter the Starting Date. If you do not get this prompt, then the report set up is incorrect.
5. Enter the Ending Date.
6. Select the Mask from the list of masks that were set up.
7. The FieldGap32.exe program is executed since that was set up as the Pre-execute program.
8. Once the data set of missing numbers is built, the Report Printing Utility is run for report Preview or Printing.

Troubleshooting Administrative Reports

Various Crystal Reports Engine errors: these errors can occur here, just like in halFILE Search. Most common would be incorrect version of Crystal. If you need to verify, use the HALREPORTS.DSN located in the TEMP folder, and the GAP_CTRL.TXT and GAP_DATA.TXT scratch files located in that folder.

Troubleshooting Consistency Check report setup

The FIELDGAP32.EXE program uses an appendable dated log file, named FG_YYYYMMDD.LOG, and is located in the halFILE Program Directory. The log file is extremely useful, and logs all SQL statements sent to the ODBC driver. Look here first to determine the initial cause of problems.

Too many rows...: occasionally the program will inform you that your search returned too many rows. It is recommended to narrow your search criteria with the Additional SQL Criteria option. If you must return more than 32766 rows (the default), you may open the FIELDGAP32.INI file, and add the following line to the DEFAULT section:

```
CountThreshold=#####
```

Error(6) Overflow: this can occur if the MinVal and MaxVal values determined from the SQL query are very far apart, and the program tries to count from the MinVal to the MaxVal. This can happen when the CHECK FIELD is a varchar datatype, and you did not check the FIELD TO MATCH IS FIXED LENGTH check box. If you know the field is NOT a fixed length, you may need to add some additional SQL criteria to narrow your search.

Error(7) Out of Memory: this can occur if the MinVal is actually higher than the MaxVal, which happens if your CHECK FIELD is a varchar datatype, and you did not check the FIELD TO MATCH IS FIXED LENGTH check box (i.e., MinVal=19999, MaxVal=4500). If you know the field is NOT a fixed length, you may need to add some additional SQL criteria to narrow your search.

If you have problems with setting up or running the Administrative Reports, please contact halFILE Technical Support.