

Using Reports with Local Use Answers

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Reports with a Local Use Answer column have an *Enter Answer ID(s)* prompt so that you can identify which answers to a specific local use question should be pulled into the report output.

The answer IDs for this prompt are listed in Tab 1 – Reference-Answer IDs. This is a required prompt.

NOT using local use question?

If you aren't using local use questions, and the report has OPTIONAL in the title, the *Enter 4-digit Answer ID(s)* prompt is **still required** to run the report. You must enter **9999999** (7 nines) into the prompt to meet the requirement (this is a number that isn't currently, and never will be, associated with actual local use answers).

Using local use question?

How to get your agency's Answer IDs

The Reference-Answer IDs tab lists all existing local use questions and answers regardless of whether they are currently in use. These are grouped alphabetically by question.

When the template is saved, it is saved with the last answer IDs used to test the report during its revision/development and will most likely not match your agency.

To get your agency's answer IDs to display in the reference tab:

- Enter your Agency ID into the prompt.
- Leave the other prompts as-is.
- Run the report.
- This will update the Reference-Answer IDs tab to display the questions and answers associated with your agency.

Entering Answer IDs

Enter the Answer IDs into the prompt if you want local use answers to display in the output.

- You will not be able to multi-select Answer IDs for this report. You will have to manually type them into the "Enter 4-digit Answer ID(s)" prompt. However, the Answer IDs you've entered into the prompt will continue to display after you run and save the report.
- Answer IDs **must be 4 digits** long.

- Any that are less than 4 digits should have preceding 0s added (ex: 2 = 0002).
- All IDs will display as 4 digits in the Reference-Answer IDs tab and the Prompt will read “Enter 4-digit Answer ID(s)”.
- TROUBLE-SHOOTING: If incorrect answers are displaying in the Local Use Answer column, verify that all Answer IDs are 4 digits and any that are fewer than 4 have preceding 0s.
- Answer IDs should be separated using semi-colons (ex: 0002;0334;3816).

Participants will display regardless of whether they have an answer selected. If they do not have an answer that matches the Answer IDs entered into the prompt, the Local Use Answer field is blank. Otherwise, the most recent answer selected displays in the output.

NOTE! For most reports, if you enter answer IDs into the prompt from more than one question, only the **most recently selected answer** (regardless of question) will display in the report output. In general, the *Answer ID* prompt should only have IDs entered that are associated with one question or the same question for different WIC Categories.

A few reports allow answers to more than one local use question, and this is indicated in the title (“...WITH **TWO** OPTIONAL LOCAL USE ANSWERS”).

Two kinds of local use reports

Reports with “OPTIONAL LOCAL USE ANSWER” in the title

All agencies can use reports with “OPTIONAL LOCAL USE ANSWER” in the title, regardless of whether they use local use questions. The output displays **all participants with and without** the specified answers.

These reports can be found in the report’s topic folder (i.e. INFOVIEW TEMPLATES >> Appointments folder).

Since multiple versions of the same, or similar, reports will be assessed for any differences and combined when appropriate, agencies will most likely have **to delete tabs and/or columns from their template** so that the revised report best meets their needs.

Refer to the [Infoview Training 5: Advanced Concepts](#) modules for more information about modifying your report output.

Reports that require use of local use questions

Some reports can only be used if the agency uses local use questions, **and the output only includes participants with one of the specified answers**. These are found in the INFOVIEW TEMPLATES >> Local Use Questions folder.

Entering Answer IDs for these reports:

- Answer IDs are entered into the prompt **exactly** as stored in the database and **as they display on the Reference-Answer IDs tab**.
- They can be 1, 2, 3, or 4 digits long. Multiple IDs should be separated using semi-colons (ex: 2;334;3816).
- You can multi-select all of these IDs in the Prompts modal.

Reminders!

Please refer to the [Infoview Reports Revisions and Corrections](#) page for up-to-date information about revised Infoview reports.

In Infoview, before running a report, remember to compare the date of the report template found in the INFOVIEW TEMPLATES topic folder to the version you have saved in your MY FAVORITES. If the report template has a more recent date than your version, please re-save or re-copy/re-paste the newer version to your MY FAVORITES folder before using.

Reference – complete listing of hyperlinks

[Infoview Training 5: Advance Concepts](#)

<https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html#advanced>

[Infoview Reports Revisions and Corrections](#)

(<https://www.health.state.mn.us/people/wic/localagency/reports/ifvrevisions.html>)

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