

Pentaho Ad Hoc Reports: Data-driven Decision Making



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Presentors



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“Data Driven Decision-making”

Using the Pentaho Ad Hoc report tool to generate custom reports, where to find them, why these reports are important and most importantly – help you create some basic reports and how they can make an impact on your program. As a participant, you should walk through the process on your own Pentaho account.

Agenda

Peak at Pentaho

See a longitudinal study showing cross-fiscal year data. What other data do we focus on?

- Required pieces of an Ad Hoc report
- Transition report

Sample Inquiries

“We know the information is in there. How can we get it?”

- Less than 12 hour exiters
- Using information purposefully

Live Demo

How to build the inquiry or report in Pentaho.

- Student absence/contact list
- Other options?? Put them in the chat.

Pentaho Resources: Don't be scared to try!

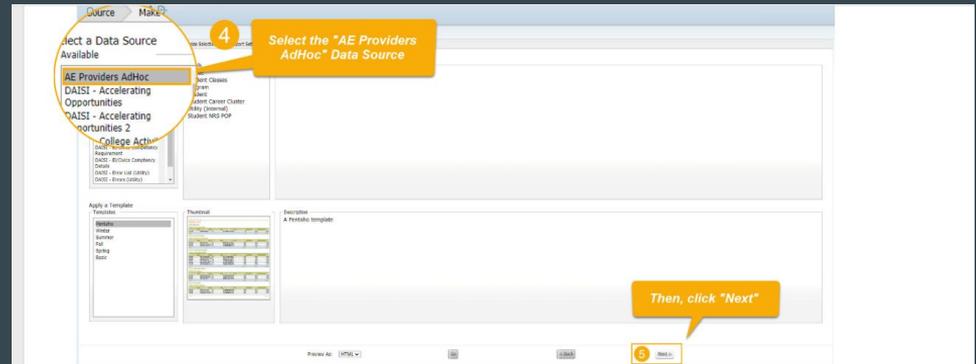
DAISI Manual:

Use this link to access the instructions and a video about running a Pentaho report:

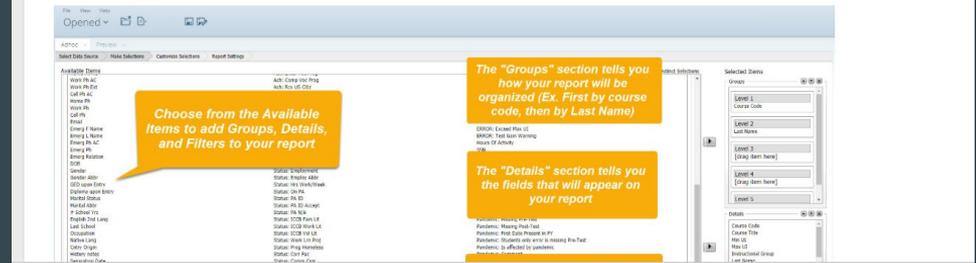
https://www2.iccb.org/daisi/?page_id=103#AdHoc_Reports

Uses:

- Watch the video and follow along
- Reference and source material.



Choose from the Available Items to build your report. To break your report into certain sections, drag an Item into the "Groups" section. To add data into your report, drag an Item into the "Details" section. To use an Item to filter your results, drag it into the "Filters" section.



Excellence in Adult Ed. “Recipe Book”

Crowdsourced Ad Hoc report components and constraints for a variety of data questions: [Recipe Book link](#)

Uses:

- Visit Excellence in Adult Ed.’s Data VLC page and/or Admin VLC and toolkit
- Suggest and send in your own “recipes” that answer a need for your program. Our hard work can benefit each other.

Students with Identified Barriers

Ingredients

Details	Filter/Constraint
<ul style="list-style-type: none">● Last name● First name● All of the barriers	<ul style="list-style-type: none">● Fiscal year-add constraint =2026 (or whatever the year is)● Last name-Sort Column - ascending

Notes-This will produce a list of all students with barriers naming which barriers exist. Useful so we know if we need to strengthen our ties with homeless shelters or child-care providers based on info. Also lets us know which students are more at risk for dropping without help.

Students with or without SSN

Details	Filter/Constraint
<ul style="list-style-type: none">● Last name● First name● SSN● DOB	<ul style="list-style-type: none">● Fiscal year-Constraint - =2026● SSN-Constraint – Is not Null● SSN-Sort Column – ascending

Notes-This will find students with/without SSN in DAISI. All students without SSN have an ID number that starts with a letter. This sorts them so those students can be identified.

Practical uses and Longitudinal Studies

- Pentaho Ad Hoc reports
 - Pentaho Home Page
 - Create New
 - Ad Hoc Report (WAQR)
-

New!! Transition report

Why is it relevant?

Where can I find it?

What is in it?

What can I do with it?

Static

[A1 Extract Report](#)

[AEFL Certification of Units Report](#)

[EL/Civics Report \(Program\)](#)

[HSE - Summary Match by Month](#)

[HSE - Detail Match History by Student Excel Version](#)

[HSE - Detail Match by Student](#)

[HSE - Detail Match History by Student](#)

[Generation Report](#)

[Instructor Cost Allocation](#)

[Instructor - Individual Outcomes Report](#)

[Instructor - Summary Outcomes Report](#)

[Professional Development Report](#)

[Program Outcomes Report - Building](#)

[Student Hours](#)

[Verification Report](#)

[Pandemic Student Detail Report with Classes](#)

[Master List Report](#)

[NRS Transitions and Performance Report POP](#)

[Student Testing Report by Class PDF](#)

[Student Testing Report by Class Excel](#)

[NRS Core Performance Report with Testing Groups](#)

[Education/Employment Extract Report](#)

Pentaho query: non-attending students

- 1.) Log in
- 2.) Click on Pentaho Home Page
- 3.) Select “Create New”
- 4.) Choose “Ad Hoc Report (WAQR)”
- 5.) Select the Data Source default “AE Providers Ad Hoc” in the upper left
- 6.) Select data nuggets
- 7.) Go to the “Details Box” and click on Fiscal Year
- 8.) The “Constraints” window appears. Here you will enter the parameters of what you want to look at. Since this is a look at students with less than 12 attendance hours, how would we enter these parameters in the Constraints window?
- 9.) Click “Go” at the bottom.

Fiscal year	AH	Last Name	First Name
2026	0		Kali
2026	0		Abigail
2026	0		Dana
2026	9		Rosella (Zeik)
2026	0		Rosella (Zeik)
2026	0		Dixon
2026	0		Hunter
2026	0		Anna
2026	10		Crystal

Does anyone have a query for us to try?