FSR Milestone Query

Running the Query in Compass

1. Navigate to the Compass Production Environment and log in:  https://compass-login.emory.edu

2. In Compass navigate to:  

3. Add **Query Viewer** to your **Favorites** by using the link at the top right of screen:
4. In Query Viewer, search for the Public FSR Query: **EU_GM_FSR_MILESTONE_FRC_FRA_A**

   ![Query Viewer](image)

   *Using the % before and after key words will return all items with that search parameter*

5. Click the **Favorite** link associated with the Query to add it to your Favorites.

6. Select Desired Results: **HTML, Excel, or Schedule**.
   
   a. *For this job aid purpose we are using Excel as the output.*

7. Enter the **dates** for the FSR Milestones that you would like to review for your assigned units by using the calendar or manually typing the dates into the cells.

   Enter FSR Due Date **From**: 01/01/2017

   Enter FSR Due Date **To**: 03/31/2017

   ![FSR Milestone Report](image)

8. Click **View Results** Button.
9. A pop-up window will appear to open the Excel spreadsheet.

10. Click OK.

11. Click on Enable Editing button.

The Excel spreadsheet opens...
Sorting & Filtering the Data:

**Note:** You must sort the entire population of data to look at the specific awards pertaining to your unit.

12. Highlight Row 2, and select the Filter Option under the Data tab in Excel.

![Excel screenshot showing filtering options](image1)

*Drop down tabs will now appear on the column headers in row two so that you can sort/filter.*

13. On Column J, 'Dept Name', select the drop down tab, and select Sort A to Z. To filter, select the appropriate, individual departments and click OK.

![Excel screenshot showing sorting options](image2)
14. If sorting, start by deleting any Awards that do not pertain to your unit.
   a) i.e. If you are only working on ECAS (for job aid purposes), delete all other Awards.
   b) By deleting those that do not pertain, instead of the 318 delivered in the original report, you are left with only 30. But, you are not yet done sorting/filtering.

15. On Column P, **Status**, Sort A to Z, to see FSR Milestone Status:

   **COM** - Completed
   **PRG** - In progress
   **(Blanks)** - Not started
16. Review the following columns to further identify your workload:

   a) On Column **O**, **MileCode**, Sort ‘A to Z’, to differentiate between Quarterly (QFSR), Interim (IFSR), Annual (AFSR), and Final (FFSR)


   c) On Column **F**, **Due**, Sort ‘Oldest to Newest’ to see what is due now

   d) On Column **A**, **Contract**, Sort ‘A to Z’ to identify duplicate milestones

---

**Note:** Some milestones may not be assigned appropriately so use caution before deleting lines.

**Note:** See RAS Launch Date for responsibilities related to Q and I FSRs.

*The example results in the image below and for job aid purposes assumes that you are in a RAS Unit and only working on Q and I FSRs at this time.*

You’ve deleted all other rows and find that you have 6 FSRs due in the next few months: