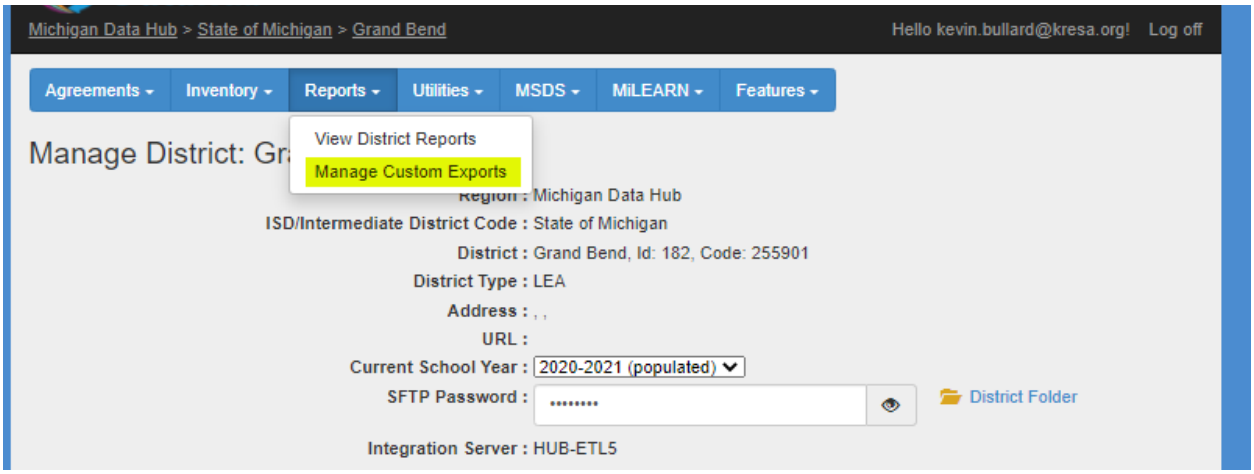
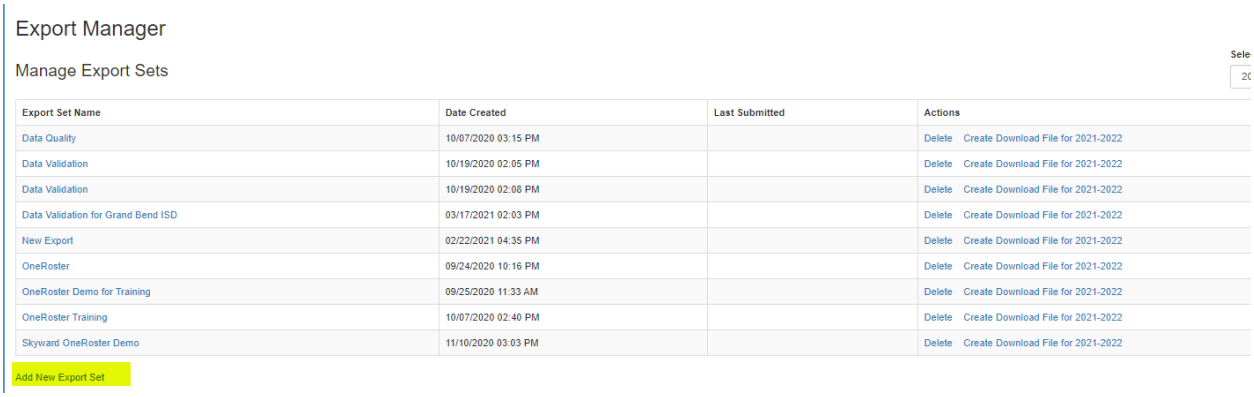
Description: This configuration guide walks users through using the Manage Custom Exports functionality in the Michigan Data Hub cockpit. This tool allows users to create reports and or exports of data residing in their ODS and are created using pre-built queries identified on www.midatahub.org under the Support > Data Validation Queries section.

Step 1: Login to the Michigan Data Hub cockpit and select Reports > Manage Custom exports:

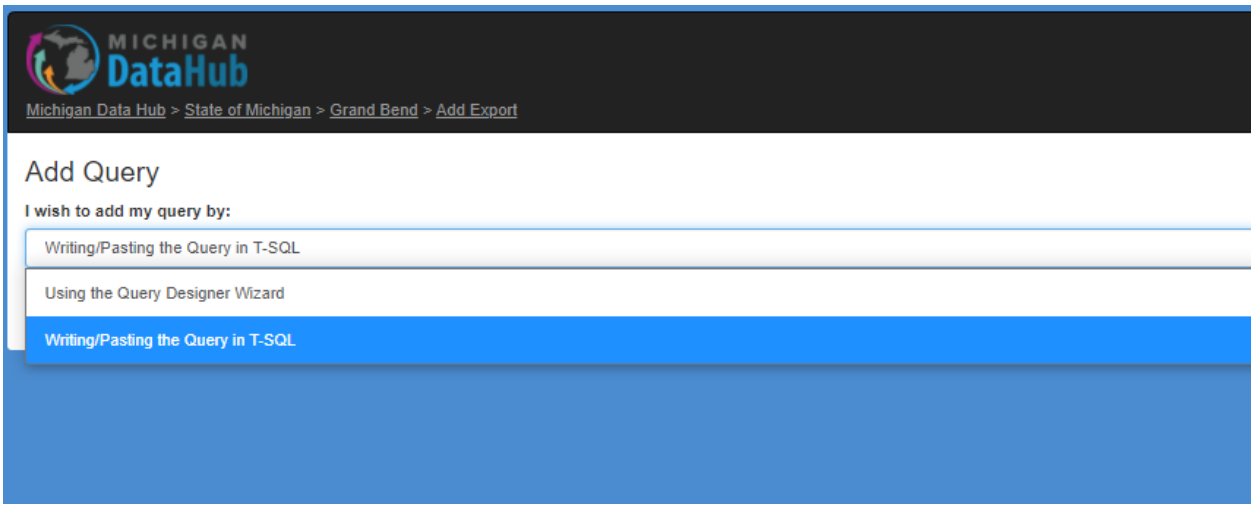


Step 2: Select Add new export set:

Note: An export set is nothing more than a folder that will hold the queries you want to create. If you are simply adding a query to an existing export set (folder) than select the export set (folder) you would like to add the query to and proceed to step 3.

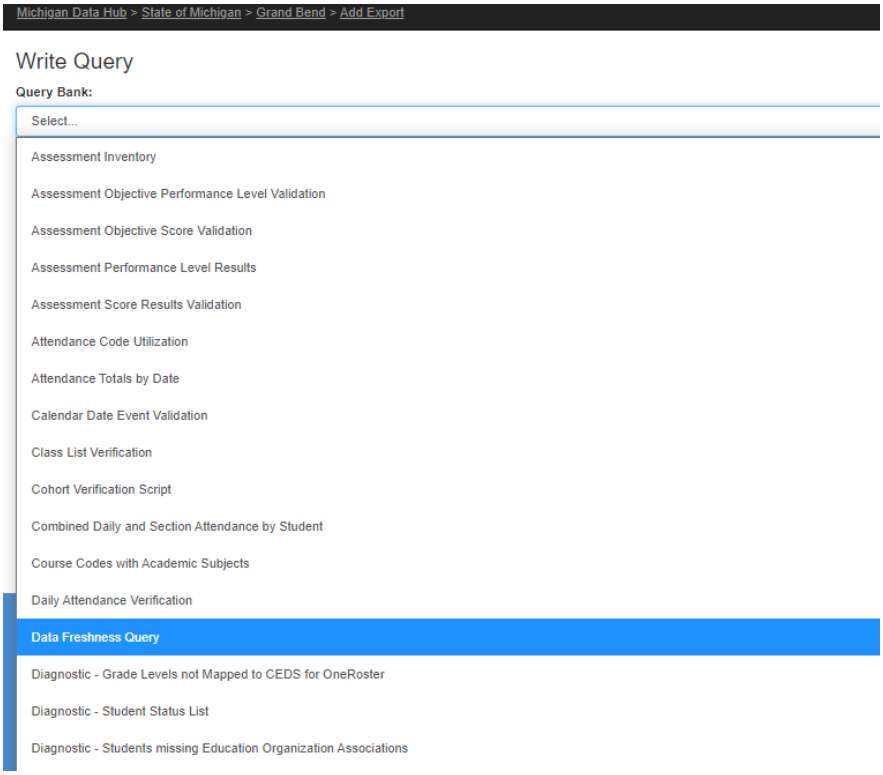


Step 3: From the pull down menu select Writing/Pasting the Query in T-SQL



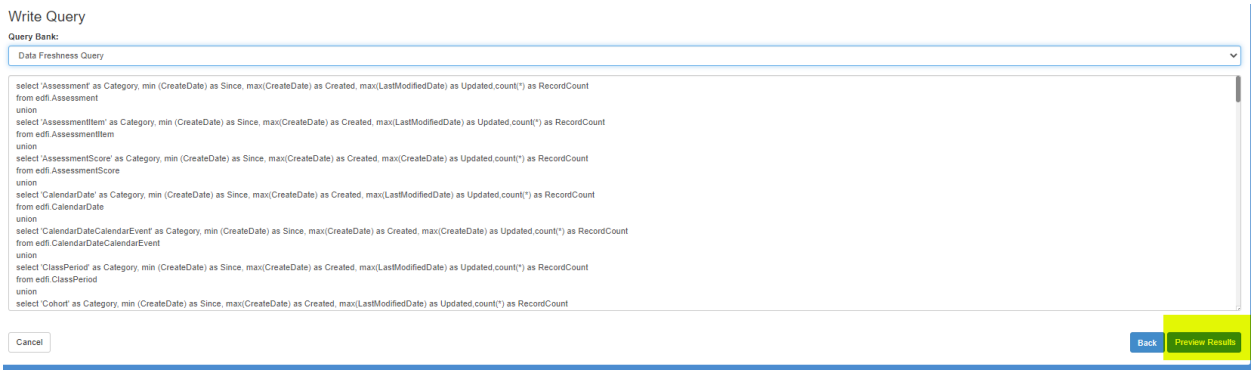
Step 4: From the Query Bank pull down menu select the query you would like to use.

Note: Please refer to the list of validation scripts found at www.midatahub.org > Support >Data Validation Queries.



Step 5: After selecting the query from step 3, you will be presented with a preview screen of the SQL code being used to construct the report.

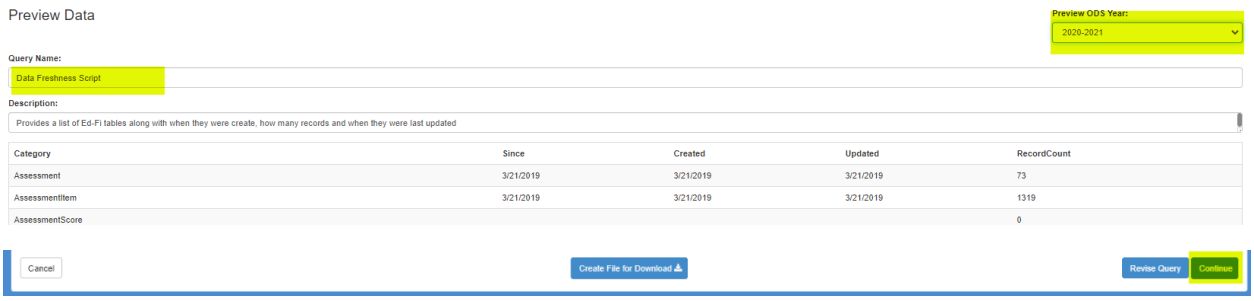
Click Preview results



Step 6: You will be presented at a screen with multiple options available. The purpose of this preview data screen is to present the user with a few rows of data being returned from the ODS.

Note: Preview ODS Year: The year selected here will be used to run the query. Data will be returned in the query based on the year selected.

When the preview looks accurate click continue:

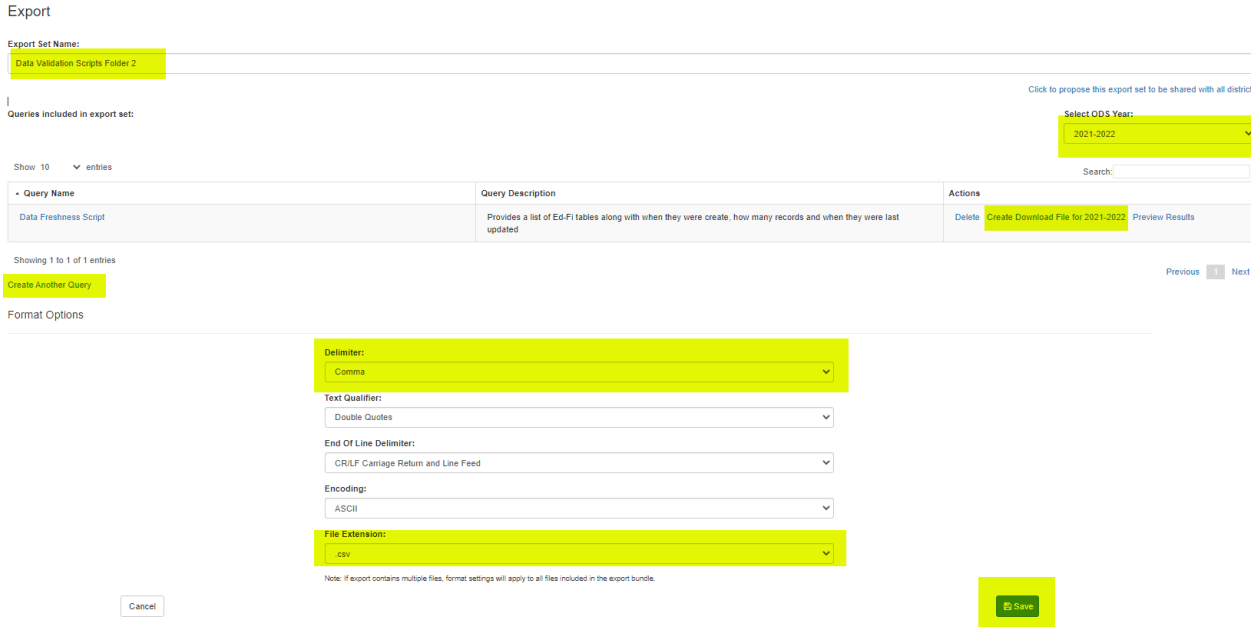


Step 7: This screen will allow you to download the query in a file type of your choosing.

Note: Select ODS Year: The year selected here will be used to run the query. Data will be returned in the query based on the year selected.

Export Set Name: The name entered here will be applied to the name of the Export set (folder)

Delimitter/File Extension: By default any query created will have the delimiter set as Comma and the File extension configured as *.CSV

Create Another Query: Select this link if you would like to add another query to the Export set (Folder).

When all these options have been confirmed click the “Create Download file for 2021-22” link, it will quickly change to “Download file for 2021-22”, click it one more time and the file should download.