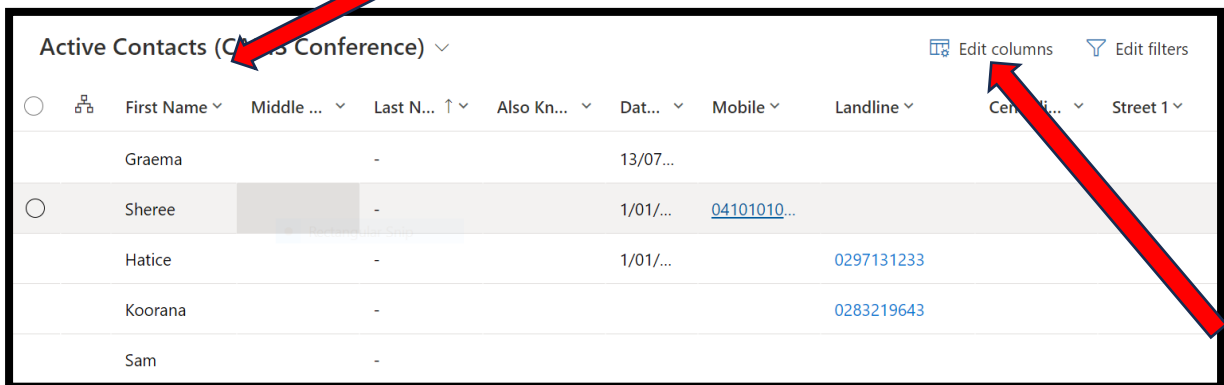


# CAMS Reporting User Guide

## Reporting on Client profile Information

Go to the Contacts menu and scroll to My Conference Clients. You'll see a list of all the profiles your team has created.



The screenshot shows a table titled "Active Contacts (Conference)" with columns for First Name, Middle Name, Last Name, Also Known As, Date of Birth, Mobile, Landline, Centrelink (CRN), and Street 1. The table contains five rows of contact information. A red arrow points to the "Edit columns" button in the top right corner, and another red arrow points to the column headers.

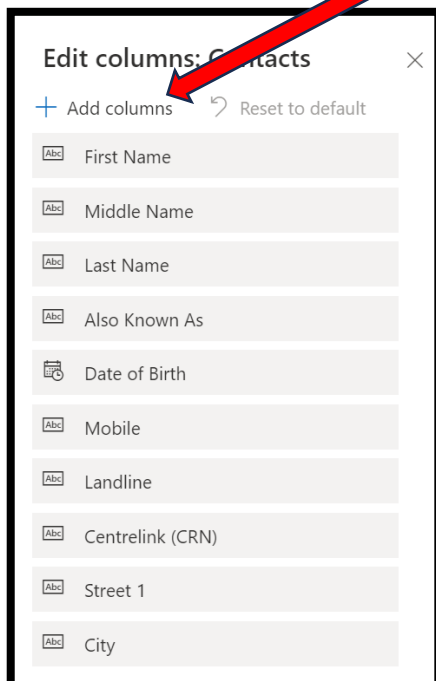
	First Name	Middle ...	Last N...	Also Kn...	Dat...	Mobile	Landline	Centreli...	Street 1
	Graema		-		13/07...				
	Sheree		-		1/01/...	04101010...			
	Hatice		-		1/01/...		0297131233		
	Koorana		-				0283219643		
	Sam		-						

Depending on what information you want to report on, you will have to manipulate the edit columns and the filters to produce a view that you can export into an Excel file.

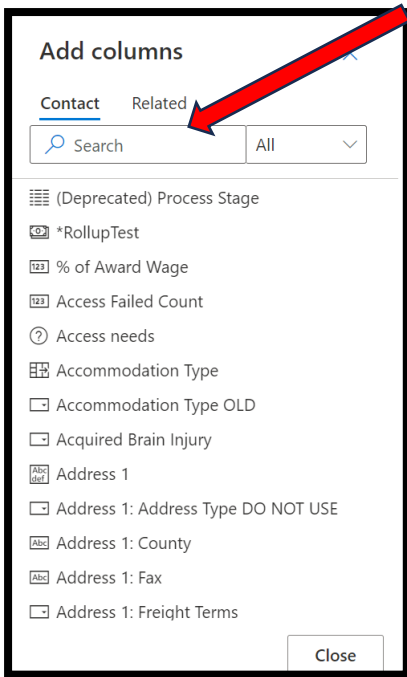
Step 1: Go to the Conference clients menu.

Step 2: Click on edit columns. A box like this will appear.

Step 3: You'll click on Add Columns



When you click on Add Columns, this box will appear:

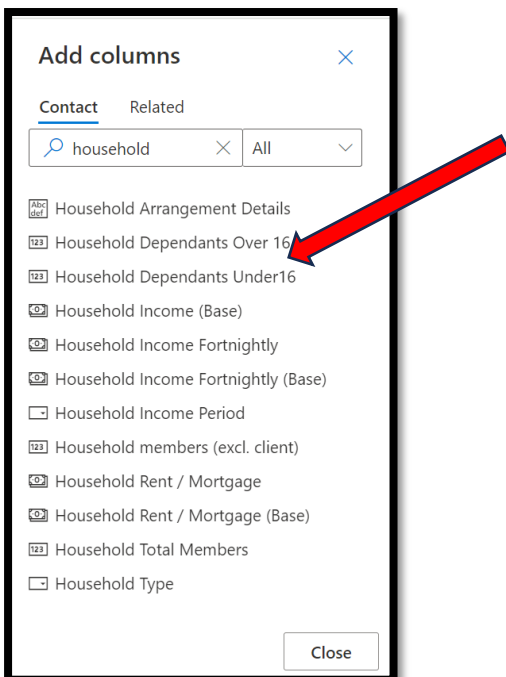


All of the information that appears here is derived from the client profile, so we can produce a report on anything that is demographic or client profile-related. There is a search field where you can type a word, like 'dependents' or you can scroll through the drop down box to find the item you're looking for.

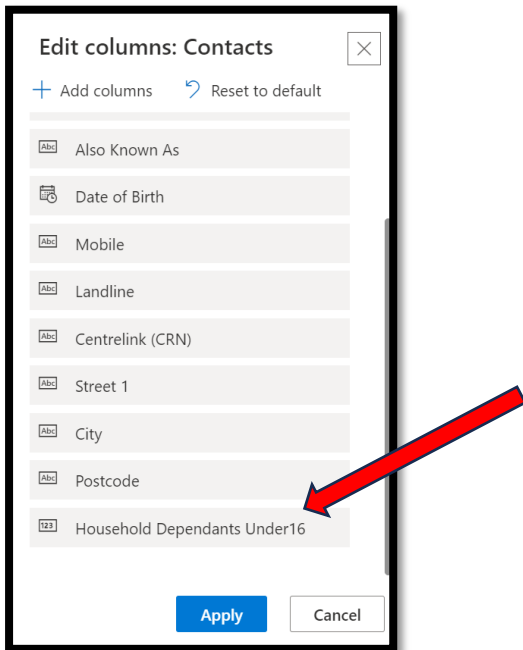
For example, I want to produce a report on all the families we assist with children under 16.

### Example 1

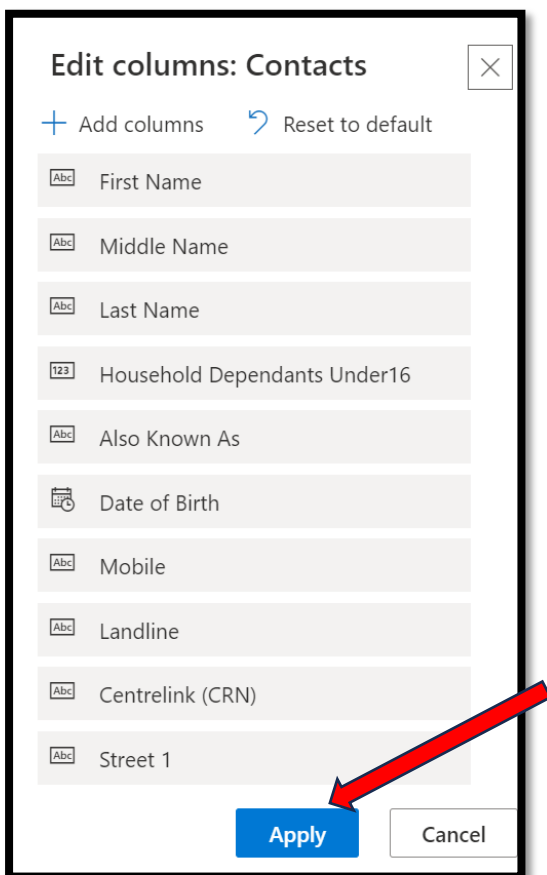
From the Add Columns menu, start typing 'household', and the item 'household dependants under 16 will appear:



Once you select, close the menu and it will appear at the bottom of the list of items in the Edit Columns box. You'll have to scroll down to find it.



If you leave this item at the bottom of the list, it will appear at the far right column of your report, and it won't be visible without scrolling right. We can fix this by dragging and dropping it up the list.



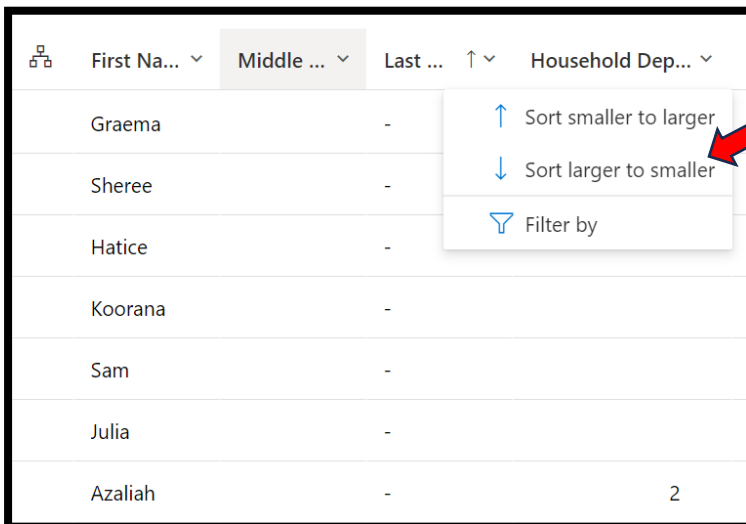
In this example, I've dragged it to fourth position under the names. You can then click on 'Apply'.

This will take you back to the Conference Clients list screen.



○	☰	First Na... ▾	Middle ... ▾	Last ... ↑ ▾	Household Dep... ▾
		Graema		-	
		Sheree		-	
		Hatice		-	
		Koorana		-	
		Sam		-	
		Julia		-	
		Azaliah		-	2

You'll see that Household dependents is now in a visible field showing all profiles that have clicked 'yes' to the question about household dependants under 16, but in no specific order. If you want to order the information, you can use the filter functions. For example, if I want to order from most to least number of dependents, I can click on the downward pointing arrow next to the household details field, and it gives me options to sort.



☰	First Na... ▾	Middle ... ▾	Last ... ↑ ▾	Household Dep... ▾
	Graema		-	
	Sheree		-	
	Hatice		-	
	Koorana		-	
	Sam		-	
	Julia		-	
	Azaliah		-	2

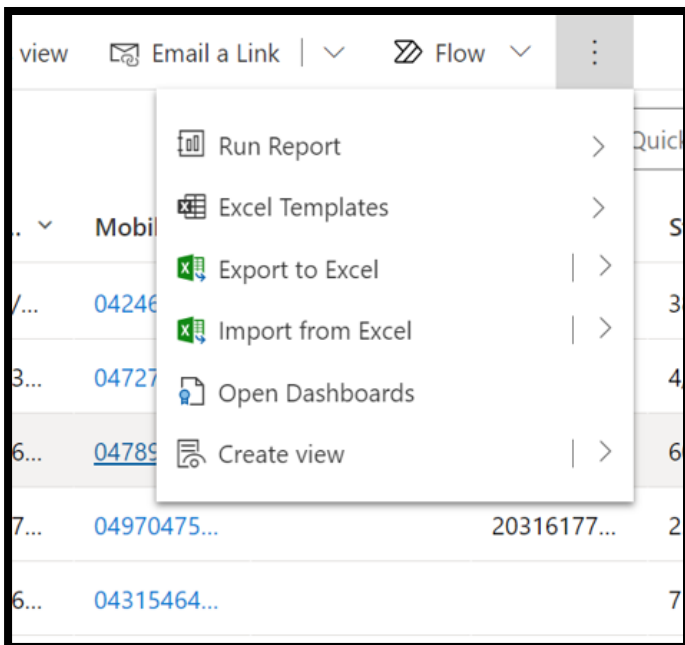
- ↑ Sort smaller to larger
- ↓ Sort larger to smaller
- Filter by

The report will look like this:

Active Contacts (CAMS Conference)\*

First Na...	Middle ...	Last Na...	Household D...	Also Kn...
Marisa	June	Rore		10
Ariel		Baumgart...		9
Tulelei		Ila		9
Amanda		Kelly		9
JOYCELINE		FERNAN...		9
Rebecca		Bain		9
Yasmin		DUROUX		9

To generate the Excel report, click on the three dots in the top bar, and you'll see an option to export to Excel. Click on this, and the report will be generated.



This was an example of generating a report based on household dependents. You can also produce a report based on income, accommodation type or CALD details in the same way. You can also select multiple items in the same report.

## Reporting on Interactions-related information

In the first example, we prepared a report on information that was pulled from the person's profile. We can also generate a report on the data from the sections related to the interaction, including circumstances.

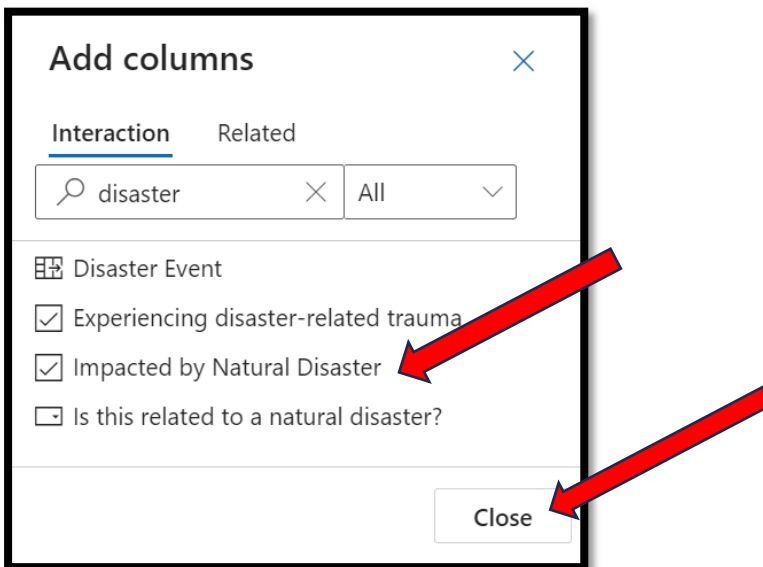
To start off, we will generate a report on the number of people some kind of disaster-related circumstance, e.g. flood.

To do this we will be working from the Interactions menu, rather than the Conference menu. You will need to go to 'My Teams Active interactions'.

All CAMS Interactions									
Interacti...	Interaction	Interaction Status	Inte...	In... ↓	Inte...	Intervie...	Conference	Parent Division Service (Cc	
INT-1980...	Melissa Tattersall - 19/02/...	Completed	Cli...	19/02...	19/02...	Sally Wilson	Mudgee St Mary's Conference	Cudgegong Regional Cc	
INT-1980...	SHARON RUSHTON - 19/...	In Progress	Cli...	19/02...			Wollongong Welfare Conferen	Wollongong Regional Cc	
INT-1980...	David Wright - 19/02/2024	In Progress	Cli...	19/02...			Wollongong Welfare Conferen	Wollongong Regional Cc	
INT-1980...	Joelean Turner - 19/02/20...	In Progress	Cli...	19/02...			Lismore Central Council	North East Region	
INT-1980...	Tracey Bell - 19/02/2024	In Progress	Cli...	19/02...			Wollongong Welfare Conferen	Wollongong Regional Cc	
INT-1980...	Joelean Turner - 19/02/20...	Cancelled	Cli...	19/02...			Lismore Central Council	North East Region	

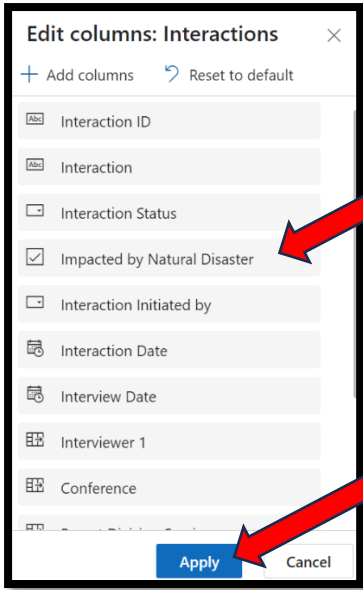
As in the first example, we are going to use the 'edit columns' feature, and then we will use the 'Add columns' feature.

We want to know how many people are experiencing disaster-related events. To do this, we will enter 'disaster' into the search field.

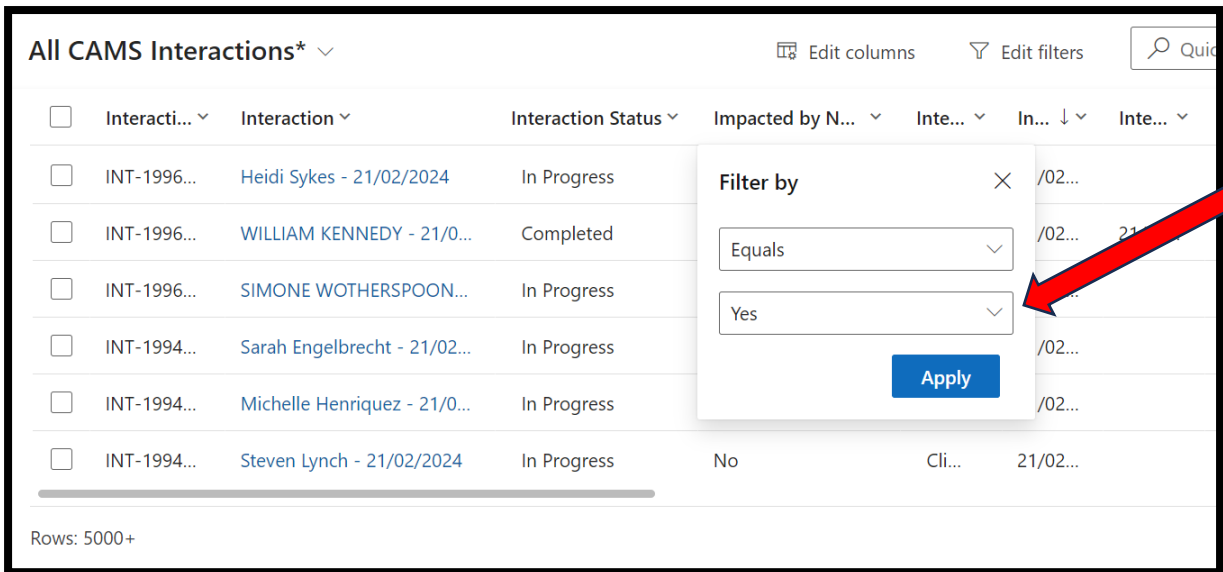


If we want to restrict it to just those who have been impacted, just select that and close.

As in the first example, you need to move the columns up the list, so they appear visible on our Interactions menu screen.



Now that the information appears on the Interactions menu, we can filter and sort the information. In this case the filter we want to use is 'equals yes'. Click on 'apply'.



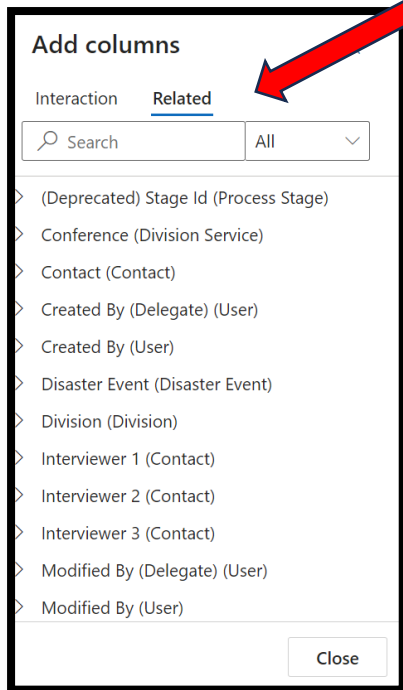
As you did in the first example, you can export this into Excel and delete columns you don't need, or refine the report however you want.

## Reporting on profile and circumstances data in the same report

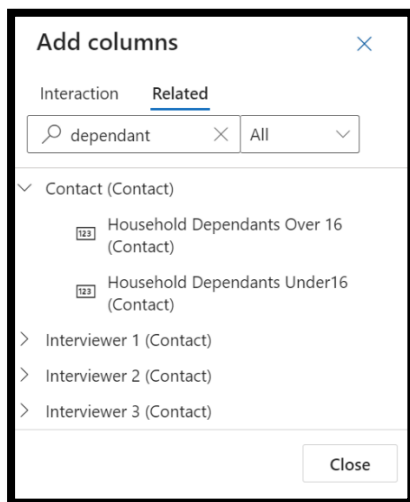
In these examples, we only worked with one data set, i.e. disaster or children under 16, one from the profile and one from the circumstances. It is possible to generate a report with more than one data set. For example, our safeguarding team generate a report containing families with children under 16 AND circumstances like domestic violence, homelessness, drug and alcohol to help them flag when a safeguarding report is needed.

In the above examples, we used Conference Client data to retrieve the demographic information and the Interactions menu to retrieve the circumstances information. It is possible to retrieve both from the Interactions menu if we want to generate a report with both data sets on the same report.

In this example, go to the interactions menu – edit columns – related.



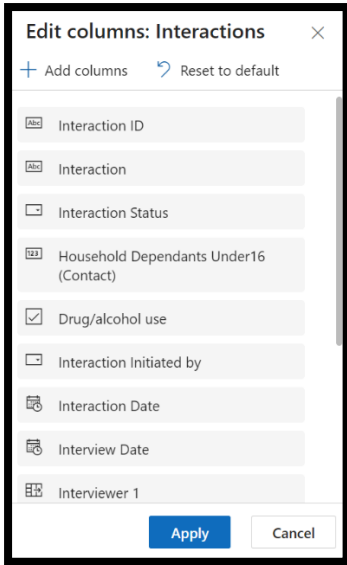
You then click on the downward arrow next to 'Contact'. The dropdown list under contact will give you too many options to scroll through. It is best to enter a keyword in the search field. This keyword should be an exact match to what is in the CAMS fields, for example 'dependant'.



To include the circumstance information, select your column in the same way you selected it in the previous example and you can arrange your column as you want. In this example, we have placed 'drug and alcohol use' under 'dependants under 16'.

Filter as wish using the different filter types and you have a report more specific information.





## Reporting on Assistance Given

The above methods won't work if you are trying to generate a report on specific types of assistance given. However, this is available on Power BI, and trainer champions in your region can generate this. If a trainer champion doesn't have access to Power BI, they can reach out to Ridwana Orchi and request it.