

# Preparing a Canned Report or Ad Hoc Report for cul-folio-analytics

These instructions specify steps for preparing your SQL query for inclusion in the canned reports or ad hoc reports sections of the cul-folio-analytics report repository on GitHub.

## Review and Test

Each query requires one review and testing from a member of the reporting team to make sure it runs correctly and follows these specifications before it is submitted for inclusion in the repository.

## Checklist

SQL queries must conform to the requirements in the checklist before they are submitted for publication. The checklist also can be used to guide for the review of a query before it is submitted as a pull request.

- Query runs without errors
- Query output is correct
- Query logic is clear and well documented
- Query is readable and properly indented with spaces (not tabs)
- Table and column names are in all-lowercase
- Quotation marks are used only where necessary
- Comments include who has reviewed query

The checklist below can be used to guide your review of a pull request (PR). A copy of the checklist may be added to a comment attached to a review. Check off the items that have been confirmed in your review by adding an x between the square brackets [ ] on each line.

If any items remain unchecked or you have further questions, you can indicate that in the comment as well and select "Request changes" as the review response.

### All queries:

- [ ] PR Title and Description are accurate and thorough
- [ ] PR is based on a new branch (not main)
- [ ] PR scope is not overly broad
- [ ] Query runs without errors
- [ ] Query output is correct
- [ ] Query logic is clear and well documented
- [ ] Query is readable and properly indented with spaces (not tabs)
- [ ] Table and column names are in all-lowercase
- [ ] Quotation marks are used only where necessary

### Report queries:

- [ ] Query has complete user documentation
  - [ ] Purpose of report
  - [ ] Sample output
  - [ ] Query instructions

## Documenting your query

-each query needs a CR or AHR number

-name of query

-query reviewer, query writer

-date posted/updated

-short description of what query does

## Related Resources

<https://github.com/folio-org/folio-analytics/blob/main/QUERIES.md>

<https://github.com/folio-org/folio-analytics/blob/main/CONTRIBUTING.md>

<https://sqlformat.darold.net/>