

“Dude, Where’s My Data?”
UCB DataDude (v. 0.6.7) Quick Reference Guide
Center for Social Services Research
University of California at Berkeley
<http://cssr.berkeley.edu/>

“Dude, Where’s My Data?”...The University of California, Berkeley (UCB) DataDude is freely available for the use of California counties and others who wish to download data from the CWS/CMS reports on the Center for Social Services Research website:
<http://cssr.berkeley.edu/cwscmsreports/>

The DataDude (for MS Excel 2000 or later) and Documentation for users, including the UCB DataDude User Guide, are available at: <http://cssr.berkeley.edu/datadude/>

This quick reference guide assumes a general familiarity with the UCB DataDude, CWS/CMS reports website, and analysis of child welfare data. For a detailed version of these instructions, please see the UCB DataDude User Guide.

1. Introduction

The DataDude is an Excel file that allows you to:

1. Download a report series from the CWS/CMS reports website.
2. Summarize selected information in a form suitable for review and/or graphing.

2. Set Up

Operating System and Software Requirements: The DataDude should operate on all versions of Micro Soft (MS) Windows 95 and above and all versions of **MS Excel 2000** and above.

MS Excel: Macros must be enabled in Excel for the DataDude to function.

3. Basic Use

See Appendix I for a summary of the DataDude’s control features.

Open the DataDude as you would any other Excel file.

Part 1: Get Data

Step 1: Indicate the report series to download

There are two methods to control which report series you download:

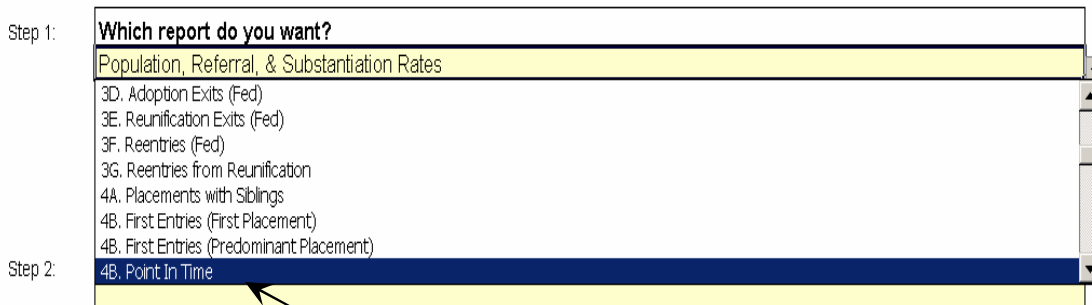
Method A: Select a summary report from the dropdown menu.

Method B: Use a sample web address.

Method A: Select a Summary Report from the Dropdown Menu

Use the drop down menu to select an AB636 report.

PART 1: Get Data



Method B: Use a Sample Web Address:

The DataDude allows you to download report series other than those listed on the dropdown menu as follows:

- Under ‘Which report do you want?’ scroll to the top of the dropdown menu and select the first item, ‘>>Use Sample Web Address.’ This will enable two additional items:
 - ‘Sample web address’ (must end in .html, if not, select the *No Frame for DataDude URL* link in report window and copy the correct address from the new window)
 - ‘Short name of report (For use in name of new file)’.
- Under ‘Sample web address’ paste in a sample web address for the report series you would like to download. Hit ‘Return’ or ‘Tab.’
- Under ‘Short name of report’, type in a short descriptive name for the report series. This name will be used as part of the file name for the new Excel file created by the tool. Hit ‘Return’ or ‘Tab.’

Step 2: Indicate the destination path


Once you have indicated the report series to download, indicate a ‘path’ to which the new file will be saved. Leave this field blank to save the new file in the default directory ‘C:\UCBData’. Hit ‘Return’ or ‘Tab.’

Step 3: Click the ‘Get Data’ button

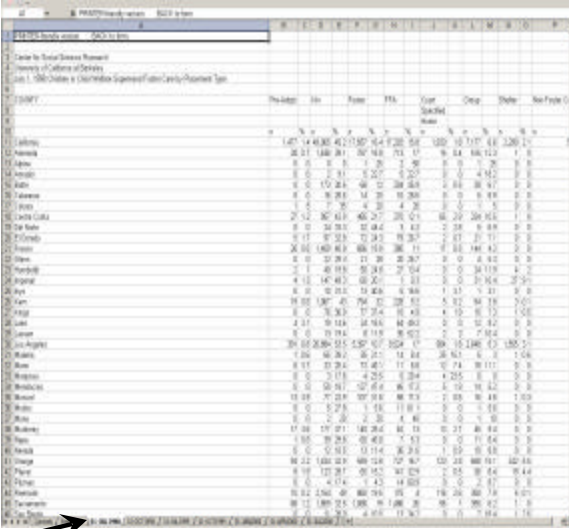
What you will see:

- (a) After clicking on the ‘Get Data’ button, you will see some activity on the screen as the DataDude retrieves the report information.
- (b) Once this activity has stopped, you will see the same control screen as before; however, you will notice new tabs along the bottom of the Excel window. Each of the new tabs represents a specific time period/report.

Control Screen



Sample worksheet with report



Controls / ReportList / 51-JUL1998 / 51-OCT1998 / 51-JUL1999 / 51-OCT1999 / 51-JAN2000 / 51-APR2000 / 51-JUL2000

Part 2: Create Summary Table for Graphing

After using the DataDude to download a report series, return to the 'Controls' worksheet. Use Part 2 of the DataDude to create a new summary worksheet.

Step 1: Indicate the report series you wish to summarize

If you wish to chart report series 'S1,' then you can leave Step 1 blank. If, however, you would like to chart a different report series, enter the report series as 'S2' or 'S3,' etc. Hit 'Return' or 'Tab.'

Step 2: Indicate how many title columns you want in your summary table.

Some tables will contain more than one set of row headings (i.e., title columns) you want to include in your summary report. However, most tables will have only one title column; if so, leave Step 2 blank. Hit 'Return' or 'Tab.'

Step 3: Indicate the Excel column you want in your summary table

Enter the letter that identifies the Excel column of interest on the reports you downloaded. For example, if you would like to summarize the number of first entries over time and it appears in column B on your Excel worksheets, then enter B. Hit 'Return' or 'Tab.'

Step 4: Click the 'Create Summary Table' button.

What you will see: The DataDude creates a summary table within a new worksheet that organizes information by month and year. This function allows you to view specific information in a report series over time.

Review the summarized data: Some tables may include incorrect columns or may be missing data cells. To correct inconsistencies see ‘Advanced Use: Troubleshooting’ in the UCB DataDude User Guide.

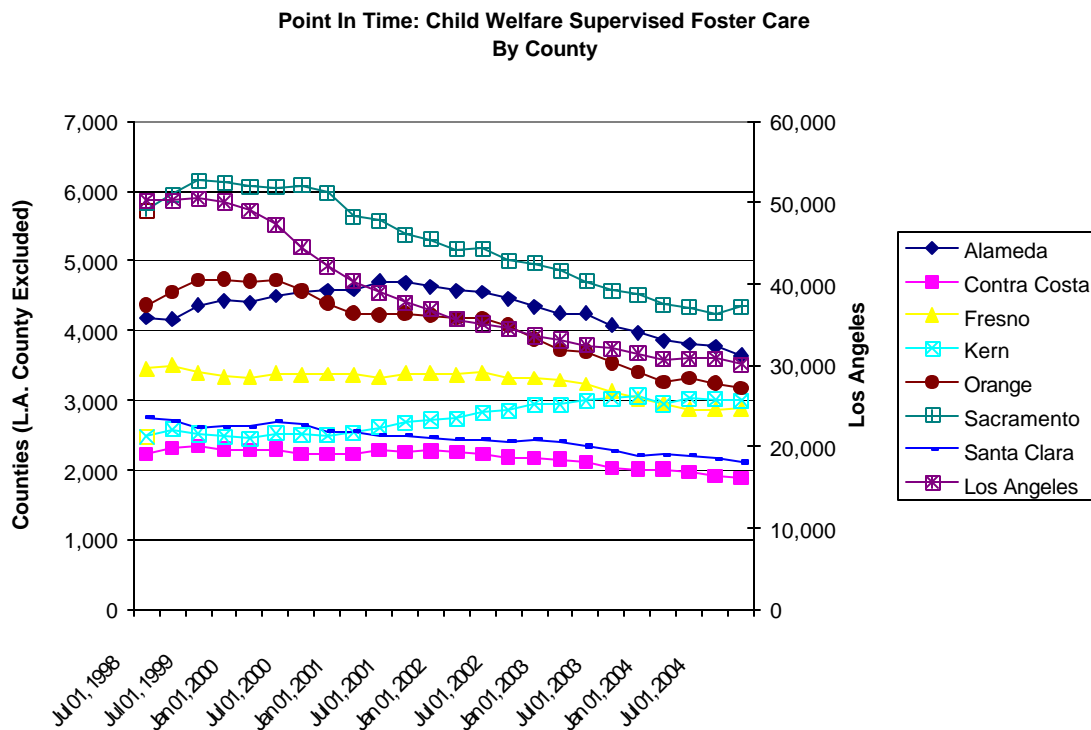
Once the table has been created, you may edit the table as needed for graphing and charting purposes.

Part 3: Create a Chart or Graph

Excel allows you to easily chart or graph selected information.

Select the data to chart: You can select the information you wish to chart by highlighting selected data. To select a specific row or multiple rows, you should hold down the ‘Ctrl’ key while highlighting each row.

After you select the information you wish to chart, you should click on the ‘Insert’ button located on the Excel tool bar. Choose ‘Chart’ and then follow the directions provided by the Excel ‘Chart Wizard’. Please see the sample graph below.



Part 4: Create a File with another Measure

- Open the DataDude again from its original location.
- Follows the steps outlined above in ‘Basic Use’.

Appendix I.
DataDude Control Features:

Part	Step	Item	Type	Restrictions
Part 1: Get Data	Step 1	Which report do you want?	Dropdown menu	Entry required. Entry is limited to dropdown list.
	<i>Alternate</i> Step 1	Which report do you want?: select >> <i>Use Sample Web Address</i> from dropdown menu	Data entry	Enter web address of desired report (any time period)
	Step 2	Where do you want to save the new file? (Leave blank to save in 'C:\UCBData\')	Data entry	Enter path (location to save file). Leave blank to save in 'C:\UCBData\'. None.*
	Step 3	Get Data	Button	None.*
Part 2: Create Summary Table for Graphing	Step 1	Which report series do you want to use for your summary table? (For example, 'S2'. Leave blank for 'S1'.)	Data entry	2 characters or blank. Enter report series 'S2'-'S9'. Leave blank for 'S1'.
	Step 2	How many title columns do you want in your summary table? (For example, '2' or '3'. Leave blank for '1')	Data entry	Whole number between '1' and '4' or blank. Enter '2', '3', or '4'. Leave blank for '1'.
	Step 3	Which Excel column do you want in your summary table? (For example, 'C' or 'D'.)	Data entry	1-2 characters. Enter column label 'A'-'IV'.
	Step 4	Create Summary Table	Button	None.*

* Before clicking 'Get Data' / 'Create Summary Table' button, click on white space on the screen. Alternatively, hit 'Return' or 'Tab.'