

# Quick Reference for the FloridaCHARTS Dissolution of Marriage Query

This application is set up in sections. To use it, you do not have to follow any particular order. Sections A, B, C, and D are provided as a suggested sequence and described below. Frequently asked questions are included at the end.

## Florida Dissolution of Marriage Query System Toolbar



### Undo Last and Start Over

These buttons clear or undo your work. The undo last will only remove the last change you have made. The start over button will return you to the report that you originally started with.

### Dissolution Rate>>, Dissolution Count>>

This button will switch between the Dissolution of Marriage Rates and the Dissolution of Marriage Counts applications. If you are looking for rates based on population, you must switch to the rates application.

## A. Select Quick Standard Reports

Prepared reports that are commonly needed have been created as defaults and are available near the top left of the page. Click a report title and that report will be displayed in the results section at the bottom of the page (D. Your Current Report).

Many times, the standard reports are all you need.

### Help

Download a brief document explaining how to use the system.

### Getting Started

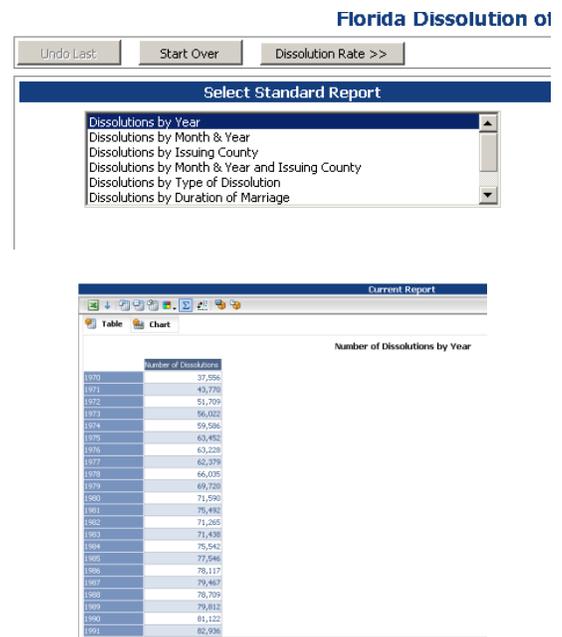
Watch a video demonstration of the system and its features.

### Data Dictionary

Read about each of the data elements included in the system, its source, and other interpretative information.

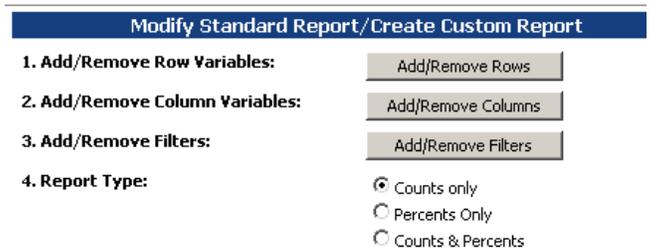
### Feedback

Send us your thoughts or questions about the system.



## B. Create a Custom Report

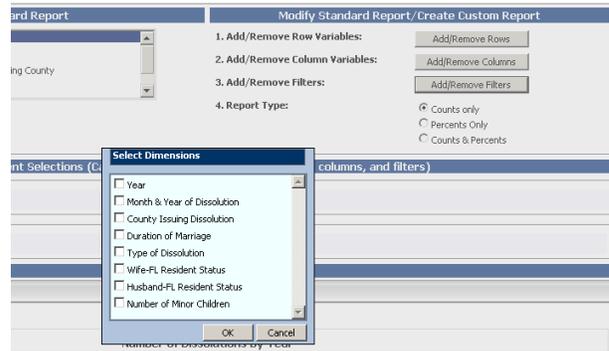
If you need to find out more than what the standard reports deliver, create your own.



**Select the information needed.**

1. **Add/Remove Row Variables**
2. **Add/Remove Column Variables**
3. **Add/Remove Filter Variables**

Click 'Add/Remove Rows', 'Add/Remove Columns', or 'Add/Remove Filters' to modify what is displayed in the report table at the bottom of the screen. The same options are available from all three of these areas.



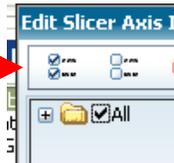
By default, your selections are set on "ALL". For example, if you check "age", "race", all ages or races will be included. You can modify this if you like.

Click the checkbox to make your choices. You may select up to 3 items for rows, up to 4 items for columns and up to 5 items for filters. Use this same feature to uncheck and remove items no longer needed. Click OK to apply your selections.

**C. Current Selections (limit selections or drag-and-drop between Rows, Columns and Filters)**

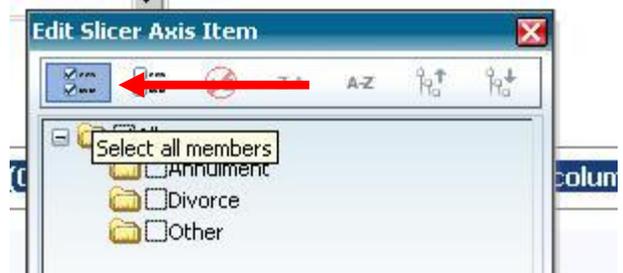


Now click the + to see additional choices.



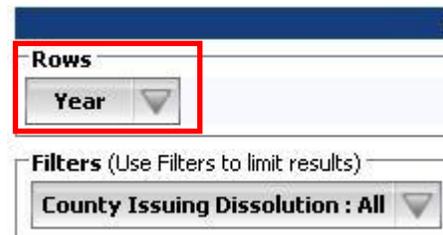
Icons at the top can uncheck or check all options at once.

Check boxes turn data on and off.



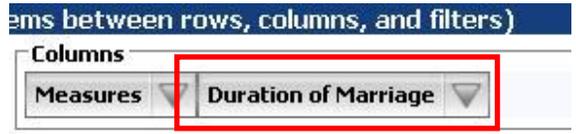
**Rows**

Items in this area control what data will be displayed horizontally or in rows. It is best to place items in this area that have several types – counties, single ages, etc. When changing your tables, it is best to remove unwanted items before adding new ones. You may drag and drop items from the columns or filters section to the rows section if you like.



**Columns**

Items in this area control what data will be displayed vertically or in columns. It is best to place items in this area that have only a few types – e.g. type of ceremony. *You may drag and drop items to put them in the order you would like. You may also drag and drop items from the columns or filters section to the rows section if you like.* As with rows, it is best to remove unwanted items before adding new ones.



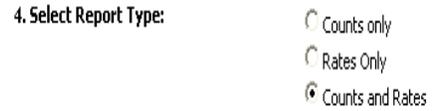
**Filters**

These buttons will not appear as a column or row in reports, but they will control what sectors of the information will make it into the report. For instance, a dissolution query with a row variable of county issuing dissolution and a column variable of type of dissolution and a year filter of 2011 & 2012 will give total dissolution of marriages by type of dissolution for all counties for 2011 and 2012, but the years will not appear as a column or row in the table.



**4. Report Type**

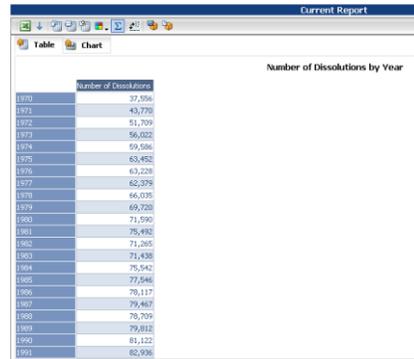
The report type options allow you to choose the type of information that will be displayed in the report. Counts and percents are available in the Dissolution Count section. Counts, rates and a combination of counts and rates are available in the Dissolution Rates section.



*These report types are available in the dissolution of marriage rate section.*

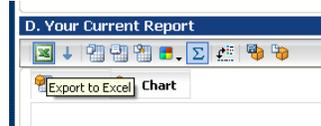
**D. Your Current Report**

As you change selections of rows, columns and filters, your report changes to provide that information.



**Your Current Report Toolbar**

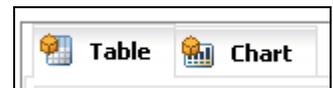
A toolbar gives you control over the format of the report table and allows saving and loading reports. Reports can also be exported to Microsoft Excel from the toolbar. NOTE: When exporting a report that has a column or row with a “+” symbol, remember to expand the section before exporting or the sub-categories will not appear in Excel.



Place your mouse over an icon to see its function.

**Table and Chart tabs**

These tabs toggle between showing the results of the query as a data table or a chart. If the chart tab is selected, the toolbar at the top of the page will also change to show new buttons for formatting the chart. Pie and column charts are both available and the charts can be exported or saved like the data tables



## Frequently Asked Questions:

### **How do I get data only for my county?**

First, select a standard report that uses county, for example, *Dissolutions by Issuing County*. In section C. "Current Selections", click the down arrow on the county issuing dissolution of marriage. You will see all counties displayed. Click and unselect all counties. Now select only the county that you want by checking that county.

### **No data is displayed in my report, only blank cells.**

You have made a selection for which there is no data. For example, you may have removed all selections from a row, column or filter area. If this is the case, add some selections.

Another reason may be that, given the combination of factors you have selected, there were no occurrences of dissolutions. Try expanding the criteria to obtain results.