Excess Soil Notice Internal Database Guide – Generating Reports & Navigating Dashboard Charts

The Internal Database is only available to designated Ministry staff

RPRA Resource Productivity & Recovery Authority

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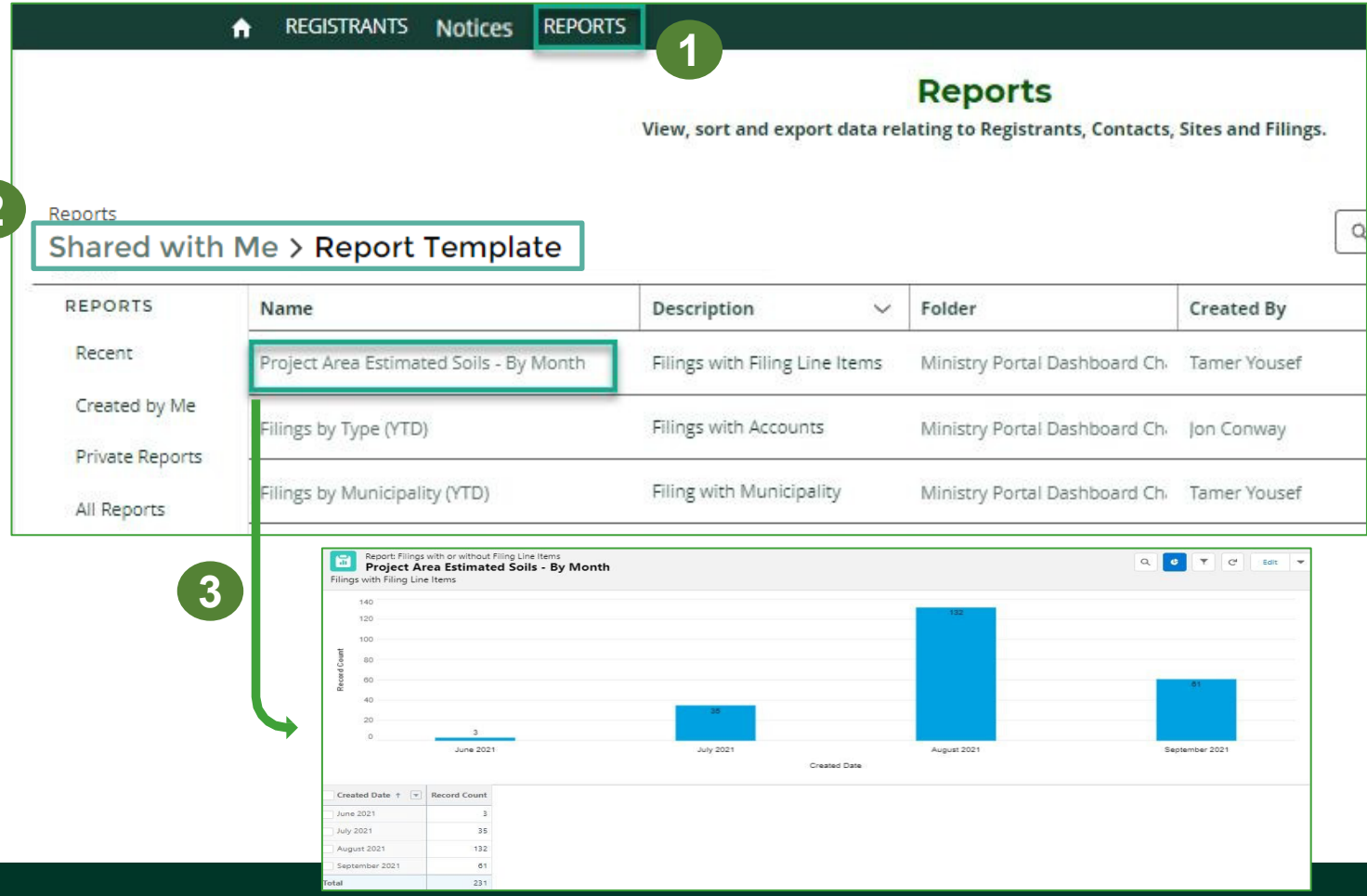
Accessing Reports

Reports provide the ability to view aggregated data and support users in executing more advanced searches. Self-serve reporting allows users to **search multiple terms across multiple objects** (e.g., Filing, Site). Internal Database users have access to the **Report Template folder** and the **Excess Soil Dashboard Charts folder**. These folders are used to view, duplicate, and export premade reports.

1. **Select the Reports Tab**: This tab allows you to access the reports folders.

2. **Navigate to the desired reports folder:** Find all folders shared with you by clicking the **Shared with Me folder.**

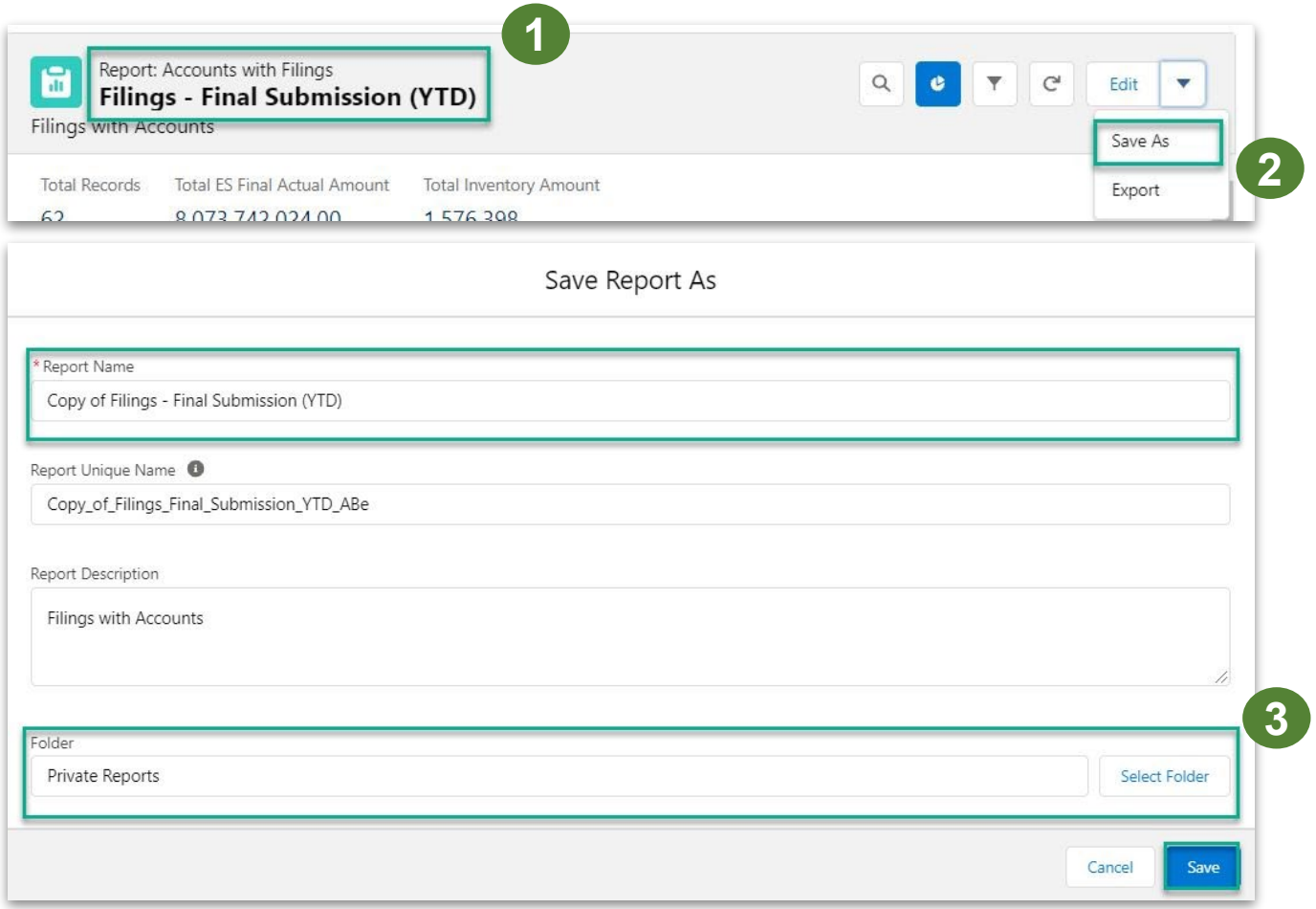
3. **Open the desired report to view its contents**: Each report will feature data that may be used to generate a dashboard component.



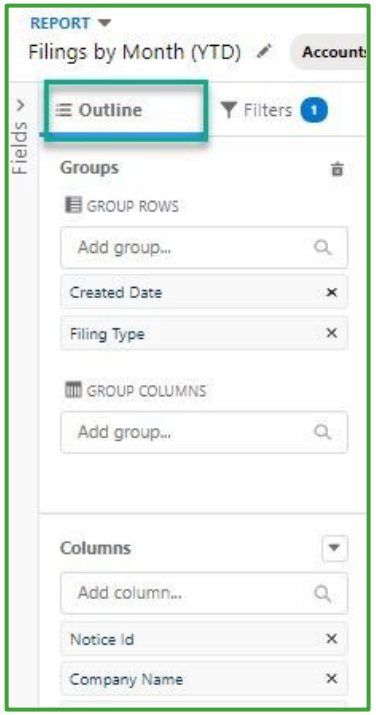
Creating Reports from a Template

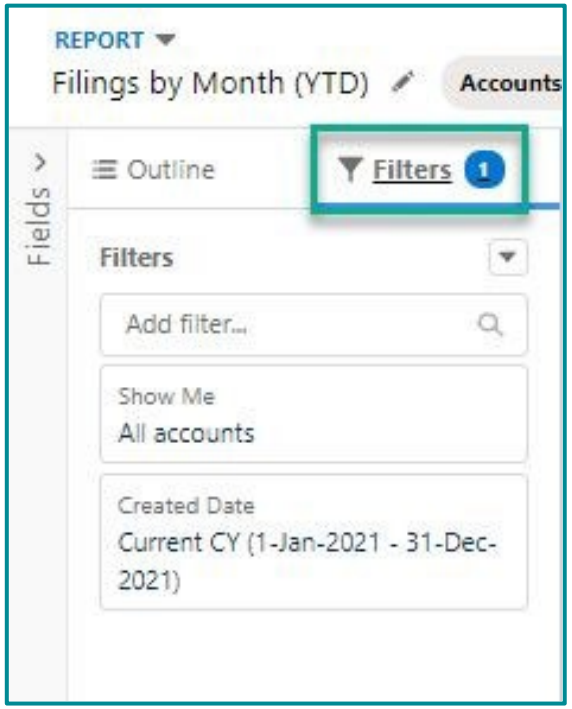
You can create a new Report from scratch or by using an existing report as a template by clicking **'Save As'.** Leveraging existing reports and customising them by using this feature can be helpful as Ministry users **do not have the ability to modify existing shared reports**. See the steps below to learn more on how to duplicate existing reports.

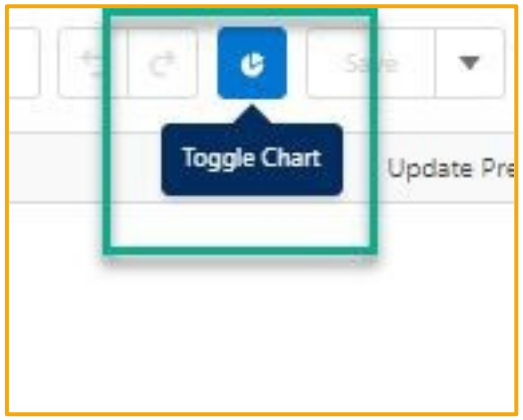
1. **Navigate to report you wish to use**: Some useful report templates can be found in the **Excess Soil Registry Charts folder**
2. **Save a copy:** From the report, click the drop-down arrow in the top right-hand corner and click 'Save As' from the drop down.
3. **Rename and save**: Rename the report as needed and save it in your private reports folder. You can now edit and customize the report using the report builder.

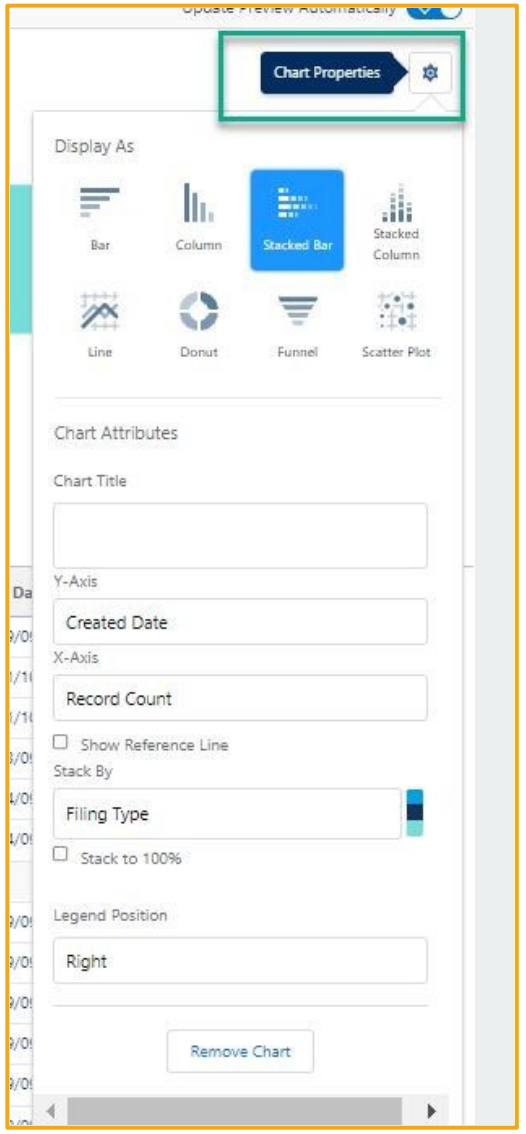


Customizing Reports and Adding Charts









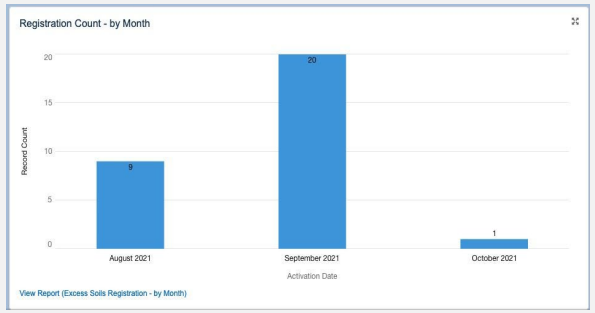
Once a report has been opened, the **Outline tab** on the left allows you to select the data to be included, add columns, and change groupings.

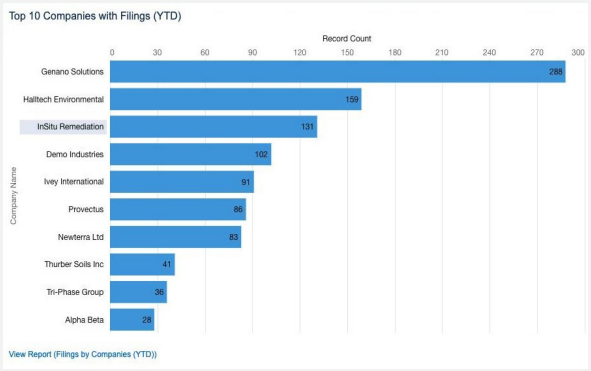
The **Filter tab** allows you to select filters to apply to the data, such as Notice Type, Creation date, and more.

Once the report is completed, **charts** can be added using the toggle chart button. Charts can be further customized using the **Chart Properties** button.

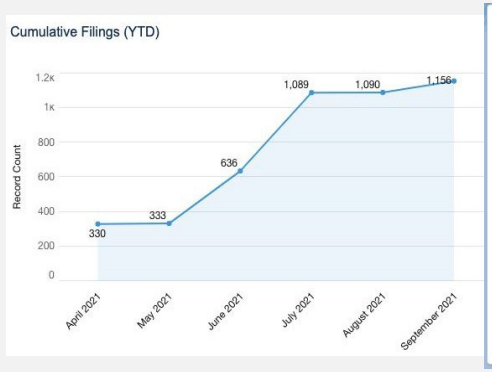
Navigating Dashboard Charts

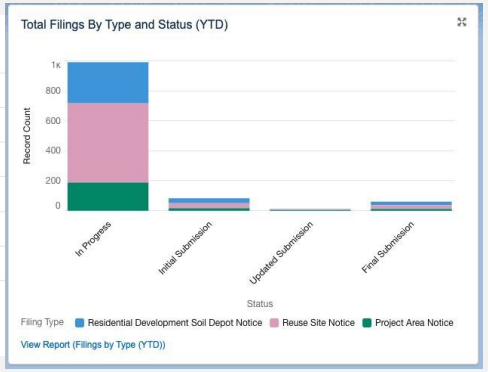
Registration Reports

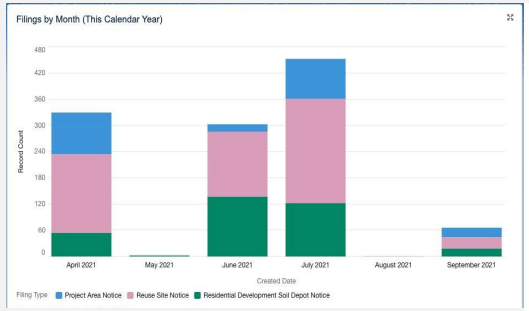


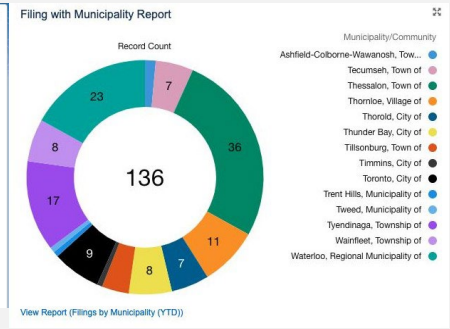


Filing Reports

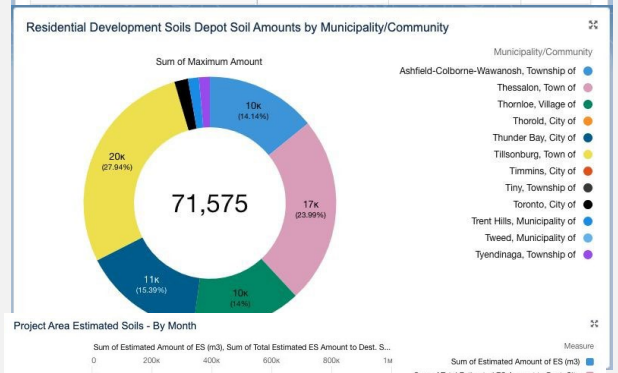


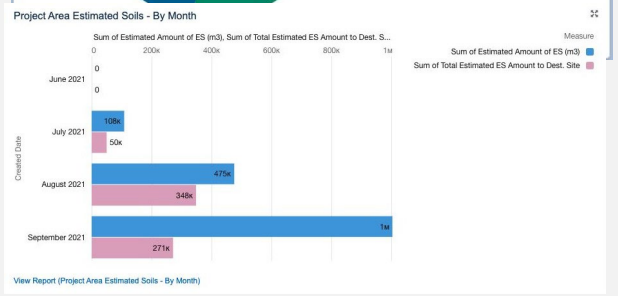






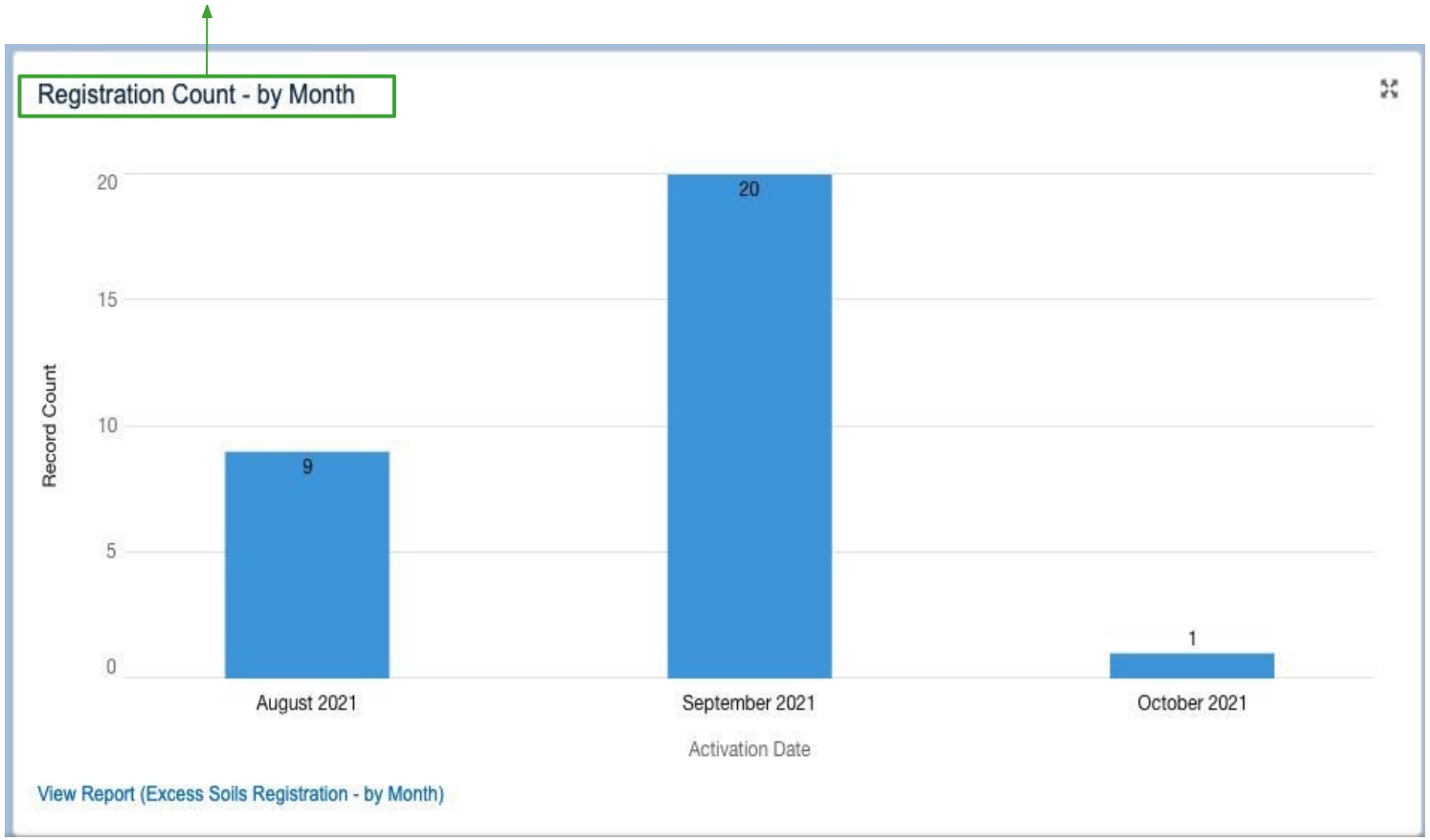
Soil Volume Reports





Dashboard Charts and Reports: Registration Reports

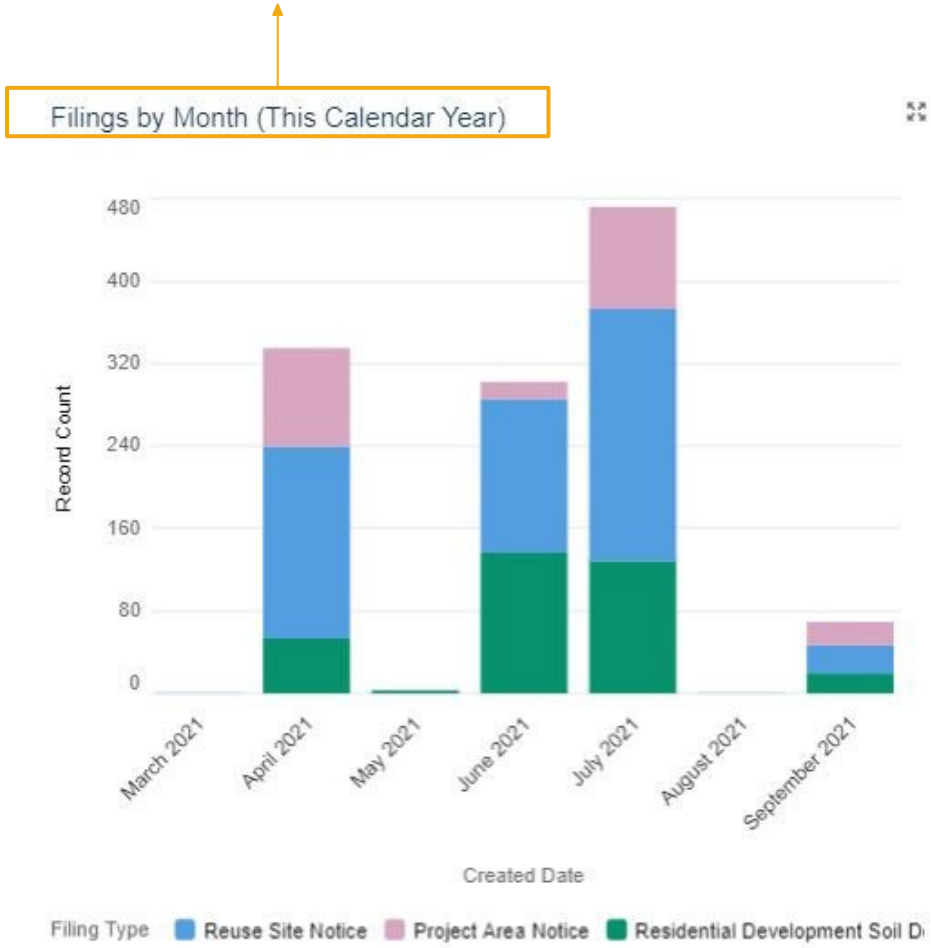
Registration Count - by Month
This chart shows the number of registrants that have been added to the Excess Soil Registry, grouped by month throughout the current year.



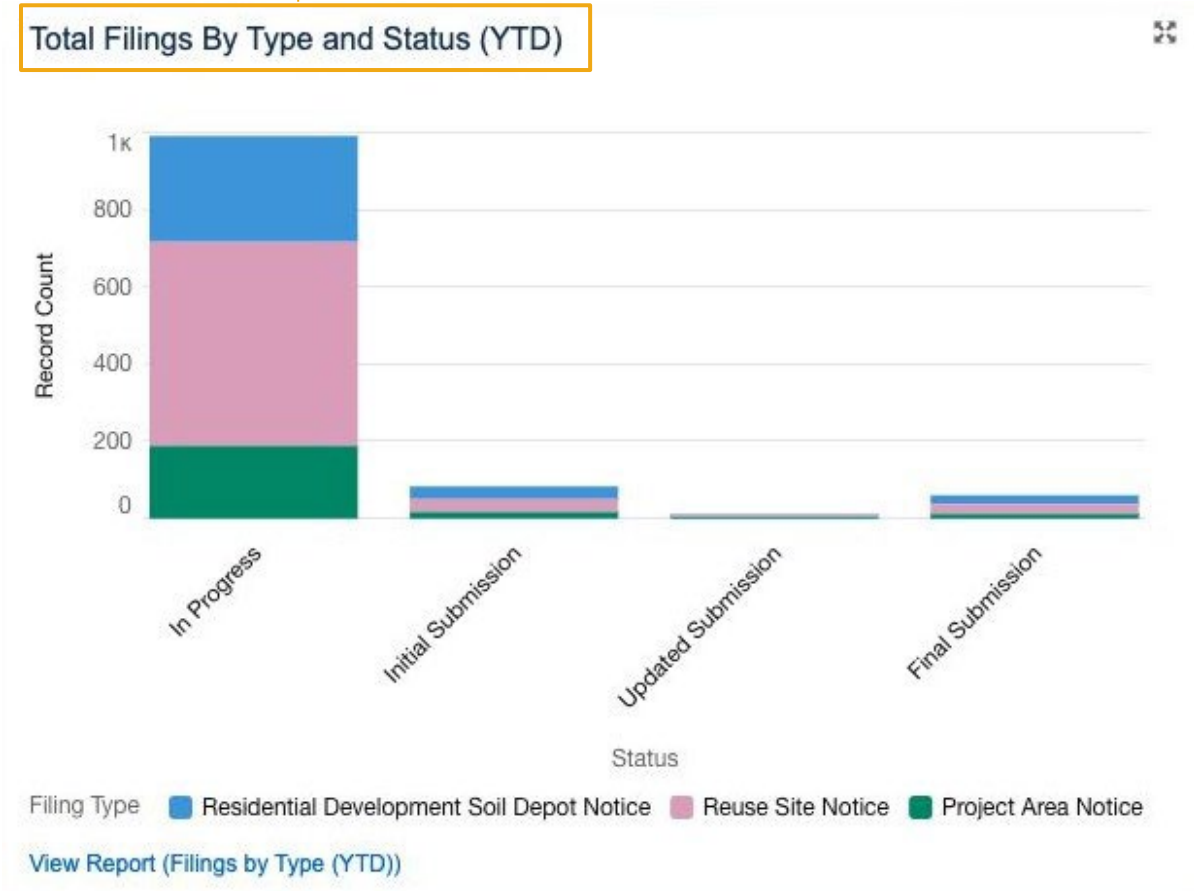
Registration - (YTD)
This highlighted metric shows the total number of registrations in the past year.

Dashboard Charts and Reports: Excess Soil Filings Reports 1/3

Filings by Month (This Calendar Year)
This chart shows the number of Excess Soil Filings that have been added in the Registry throughout the months of the current year, categorized by Filing type.

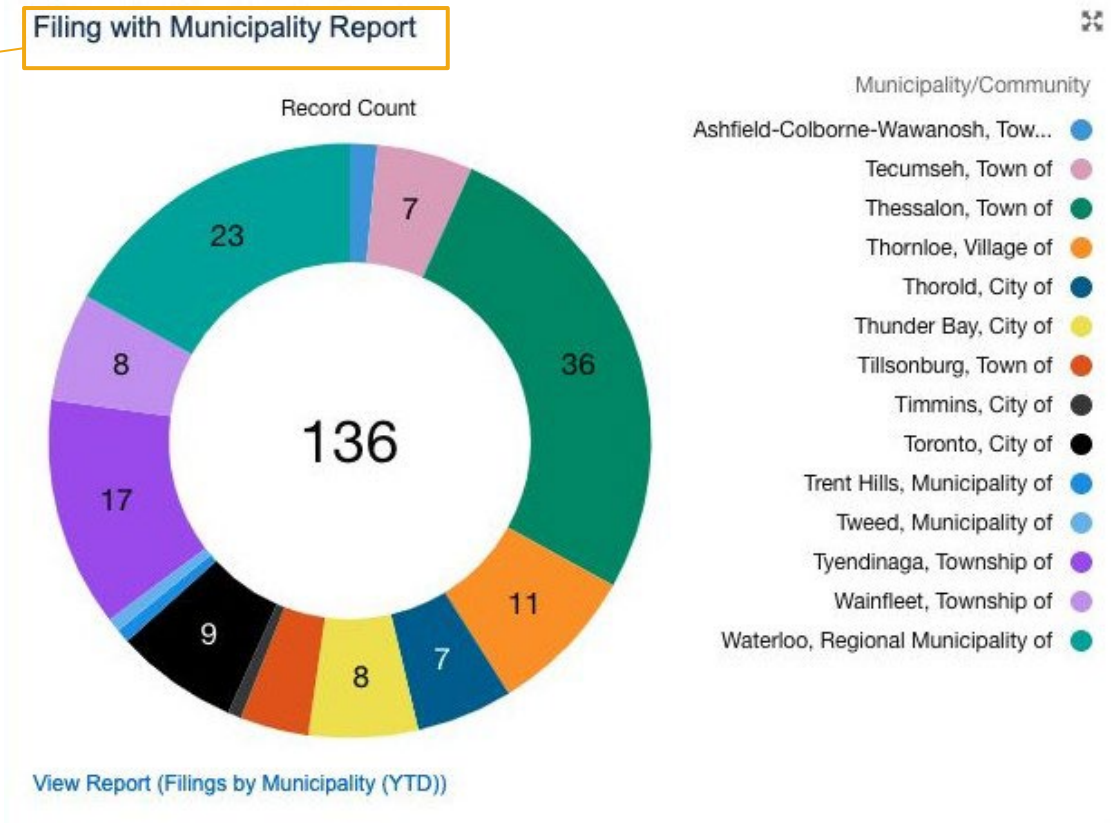


Total Filing by Type and Status (YTD)
This chart shows total Filings created year to date, grouped by the Filing status and Filing type.

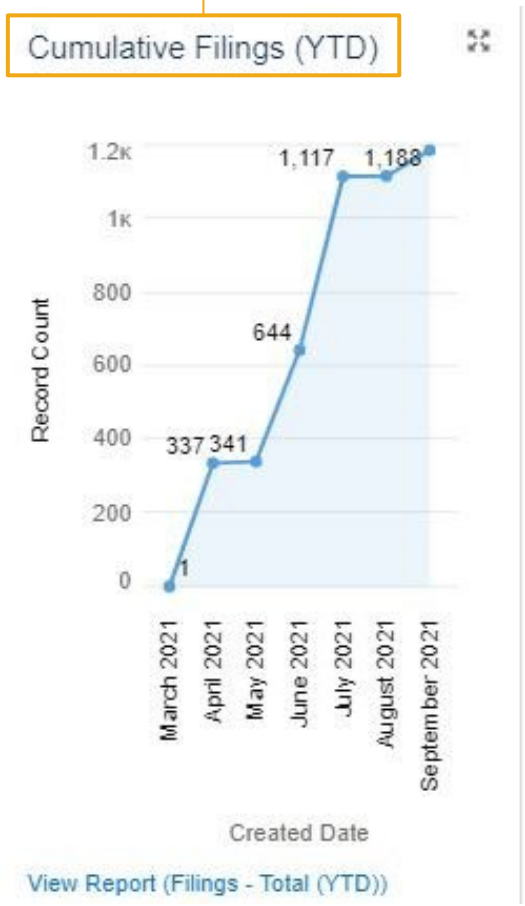


Dashboard Charts and Reports: Excess Soil Filings Reports 2/3

Filing with Municipality Report
This chart shows the Filing count (year to date) grouped by Municipality/Community.



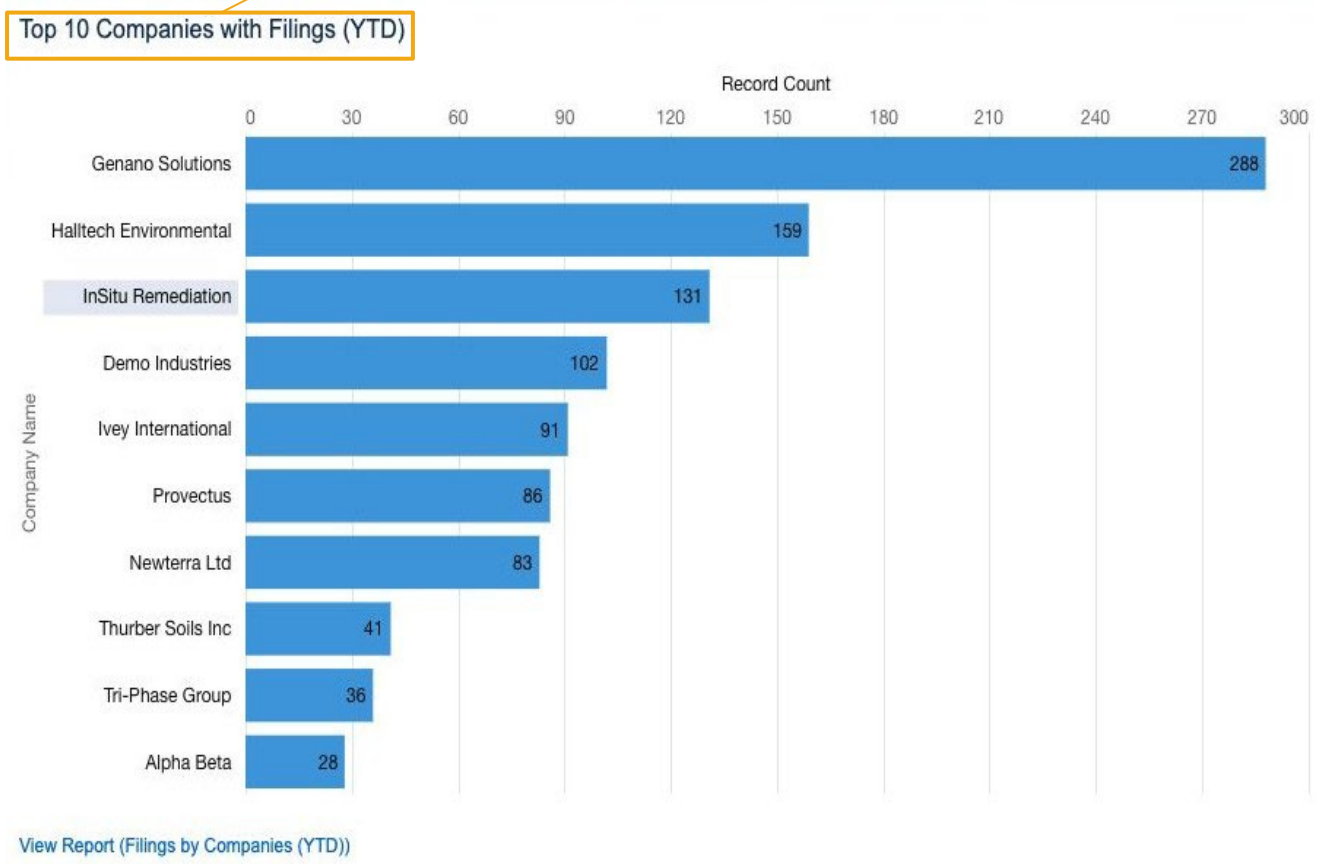
Total Filing by Type and Status (YTD)
This graph shows the cumulative count of Filings created throughout the months of the current year.



Total Filings (YTD)
This highlighted metric shows the total number of Filings created in the past year.

Dashboard Charts and Reports: Excess Soil Filings Reports 3/3

Top 10 Companies with Filings (YTD)
This chart shows top 10 companies in terms of the number of Filings created from the beginning of the year



Submitted Filings- (YTD) This highlighted metric shows the total number of Filings submitted in the past year.

Dashboard Charts and Reports: Soil Volume Reports 1/2

Top 10 Municipalities excavating/accepting soil

These tables show the Top 10 Municipalities excavating and accepting soil and associated volumes.

Top 10 Municipalities excavating soil

Municipality/Com...	Sum of ES Total ...	Sum of Total Estimated ES Amo...	Sum of ES Fin...	Re...
Waterloo, Regional I	0	0	0	23
Thessalon, Town of	0	23,692	28,694	16
Tyendinaga, Townsh	0	139,900	139,900	15
Wainfleet, Township	0	0	0	8
Tecumseh, Town of	0	6,148	6,148	7
Thunder Bay, City o	0	0	0	3
Thornloe, Village of	0	14,222	14,222	3
Thorold, City of	100	24,500	24,500	2
Total	100	208,462	213,464	77

View Report (Municipalities excavating soil)

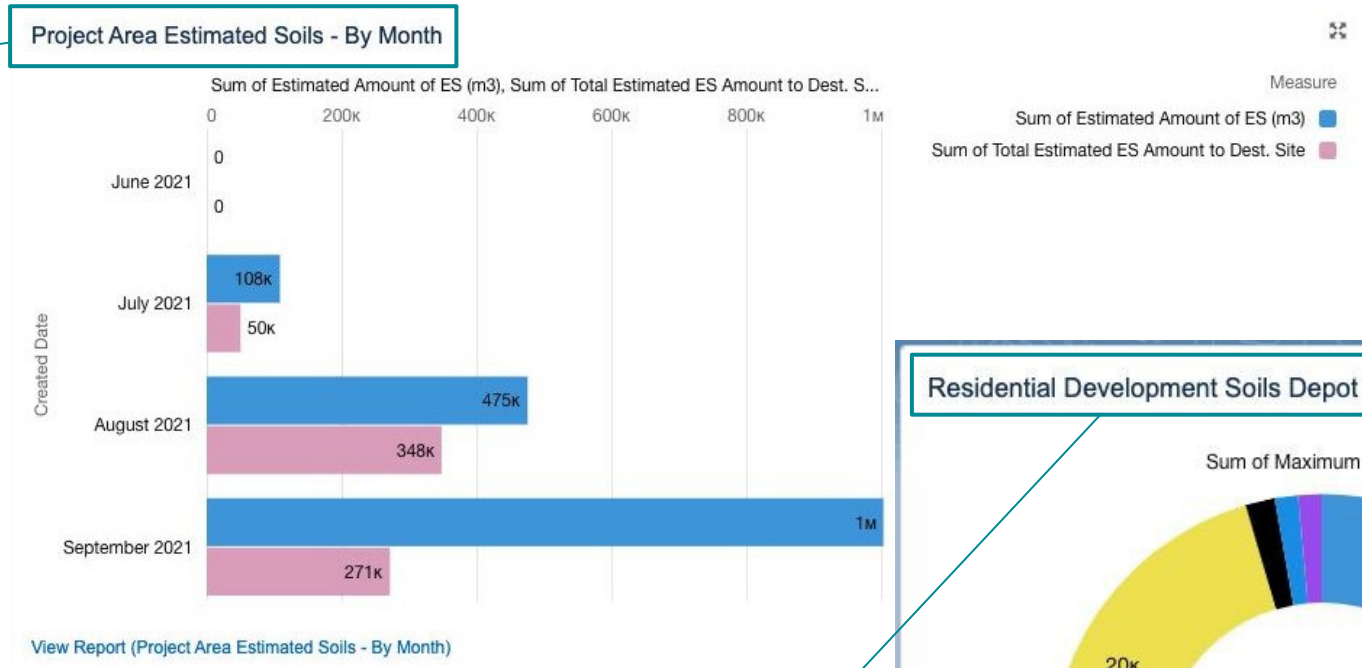
Top 10 Municipalities accepting soil

Municipality/Community ↓	Sum of Inventory A...	Sum of Maximum A...	Record ...
Thessalon, Town of	43,677	179,746	20
Toronto, City of	1,534,137	154,014	9
Thornloe, Village of	5,723	332,465	8
Tillsonburg, Town of	2,408,001	10,001	5
Thunder Bay, City of	2,554	11,012	5
Thorold, City of	459	6,536	5
Tyendinaga, Township of	2,234	13,345	2
Ashfield-Colborne-Wawanosh, Township	10,001	10,000	2
Tweed, Municipality of	0	0	1
Trent Hills, Municipality of	12	12	1
Total	4,006,798	717,131	58

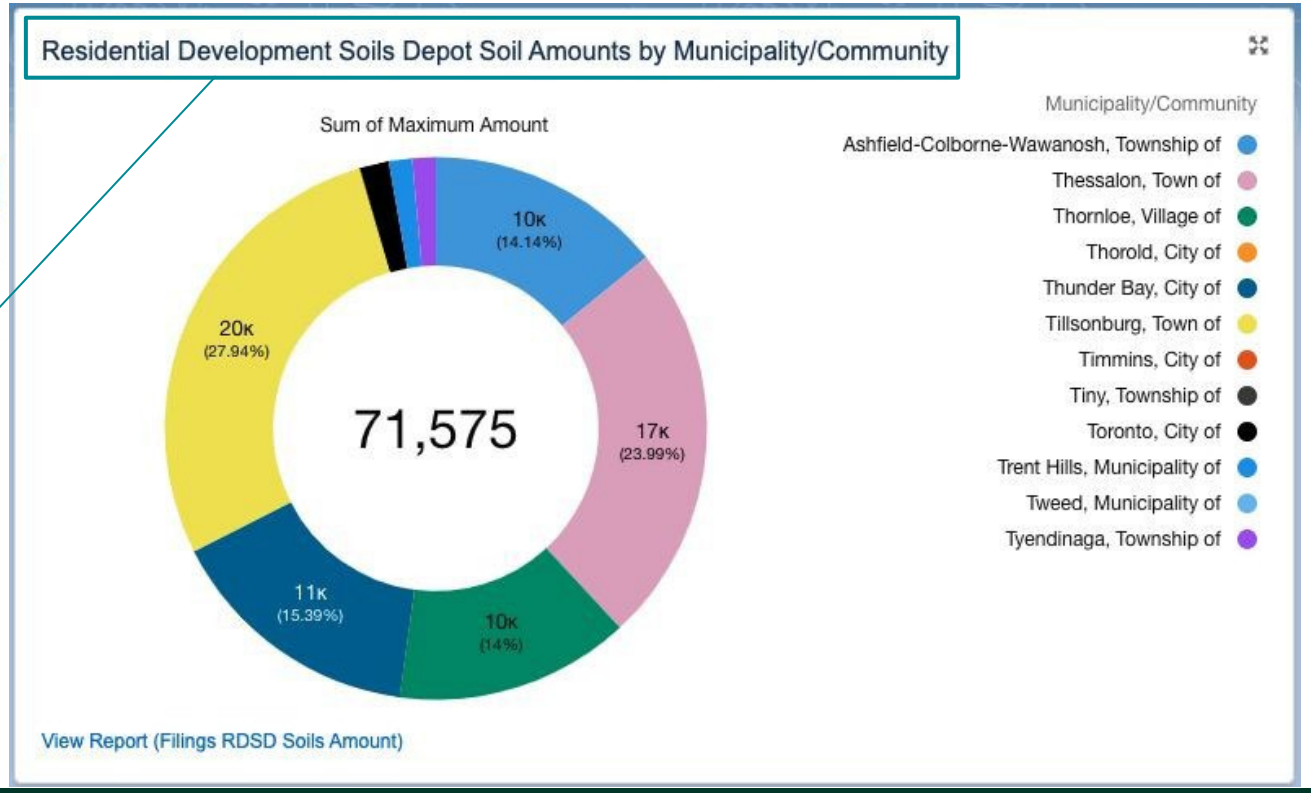
View Report (Municipalities accepting soil)

Dashboard Charts and Reports: Soil Volume Reports 2/2

Project Area Estimated Soils - By Month
This chart shows the sum in cubic meters for soil volume estimates (Estimated Amounts and Estimated Amount for destination site), for all the project area Filings, grouped by month throughout the current year.



Residential Development Soils Depot Soil Amounts by Municipality/Community
This chart shows the sum and percentage of amounts of soil (year to date), for the Residential Development Soils Depot Filings, grouped by Municipality/Community.



Template Reports Explained

Report Name	Summary	Example Use Cases
Filings - Total (YTD)	Shows all of the Filings that have been completed so far this year, grouped together by Month and then Filings.	• Identifying the number of Filings that have been initiated and then organizing by Filing type, date, company name or status
Filings by Municipality (YTD)	Shows the municipalities that the Filings that have been initiated in so far this year.	• Identifying which municipalities the most Filings are associated with • Identifying the companies that file most frequently by Municipality
RDSD Soil Amounts	Shows all of the soil volume data associated with a Filing. Filters can be adjusted to further define the data set for a specific Filing type.	• Identifying the amount of excess soil associated with one or more Filings • Calculating the sum, average, maximum or minimum soil amounts per grouping
Reuse Site Soil Amounts	Shows all of the soil volume data associated with a Filing. Filters can be adjusted to further define the data set for a specific Filing type.	• Identifying the amount of excess soil associated with one or more Filings • Calculating the sum, average, maximum or minimum soil amounts per grouping

Dashboards Explained (1/3)

Dashboard	Built from Report	Chart Summary	Example Use Cases for Report
Filings by Month (YTD)	Filings by Month (YTD)	Shows the number of Filings created per month so far this year	• Identifying which companies have initiated Filings so far this year, and when • Finding a Filing from a specific month
Top 10 Companies with Filings (YTD)	Top 5 Companies (This Calendar Year)	Shows the top 10 companies (by number of Filings at In Progress or later status)	• Identifying which companies most frequently initiate Filings
Registration (YTD)	Registration - by Month	Shows the running total of companies that have registered in the Registry and enrolled in the Excess Soil program so far this year	• Identifying which months companies have signed up for a Registry account
Total Filings (YTD)	Total Filings (YTD)	Shows the running total of Filings (of all statuses) so far this year	• Tracking total volume of excess soil reporting activity occurring within the registry for a given year
Submitted Filings (YTD)	Submitted Filings - Final (YTD)	Shows the running total of Filings at Final Submission status so far this year	• Tracking how many Filings and their related activities are being completed within a given year

Dashboards Explained (2/3)

Dashboard	Built from Report	Chart Summary	Example Use Cases for Report
Top 10 Municipalities Accepting Soil	Top 10 Municipalities Accepting Soil	Shows the top 10 Municipalities/Communities, ranked by the total sum amount of estimated soil associated with Reuse sites in that Municipality	• Identifying which Municipalities have the most sites accepting soil • Identifying companies associated with those sites
Filing with Municipality Report	Filing with Municipality Report	Shows total number of Filings at Initial Submission or later, and separates that total number of Filings per Municipality/Community	• Identifying which Municipalities/Communities have the most Filings
Top 10 Municipalities Excavating Soil	Top 10 Municipalities Excavating Soil	Shows the top 10 Municipalities that are excavating soil, ranked by the total sum amount of estimated soil associated with Project Area sites in that Municipality/Community	• Researching the amount of Filings associated with a Municipality/Community
Soil Amounts per Municipality	Soil Amount with Municipality	Shows the total volume of soil associated with Project Area Filing destination sites over all time, separated by the Municipality of the primary site for that Filing	• Identifying the amount of excess soil going to destination sites, and the related Municipality/Community

Dashboards Explained (3/3)

Dashboard	Built from Report	Chart Summary	Example Use Cases for Report
Total Filings (YTD)	Total Filings (YTD)	Shows the running total of Filings created this calendar year so far by calendar month	• Identifying the number of Filings of each type that are at each submission status
Total Filings by Type and Status (All Time)	Filing by Type	Shows the total amount of Filings of all time, separated by columns that show submission status. Each block within a submission status column represents a Filing type.	• Identifying the total amounts of Filings created this calendar year by calendar month
Registration Count - by Month	Registration - by Month	Shows how many Excess Soil program registrations have happened this calendar year, separated by months	• Identifying which months companies have signed up for a Registry account
Project Area Estimated Soil - By Month	Project Area Estimated Soil - by Month	Shows the total amount of Estimated Amount of ES (m3) that is been associated with Project Area Filings, separated by the month the Filing was created	• Researching how much soil is estimated to be excavated from Project Area site per month of the Filing