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Ad-hoc Report Builder

Self-service queries against Applications, Enquiries, and Employers.

 Saved Queries

5

+ New query

 Approved cases —...

applications

 Rejected applicati...

applications

 Catering employers ...

employers

 Open complaints

enquiries

 Top employers by ...

applications

Saved reports are private to your account. Clicking one loads the query and runs it.

What do you want to report on?

Applications

Enquiries

Employers

Changing subject clears the filters, summarize and columns because available fields differ.

 Filter Conditions

Narrow down the records to include.

APPLICATION RECEIVED DATE

date

×

is between

▼

01/06/2026

📅

to

30/06/2026

📅

+ Add filter condition

 Summarize (Group by)

Optional. Groups results and shows counts (or sums) per group.

Name of Employer (English)

string

group by value · count records

^

▼

×

Subsidy amount

numeric

Sum values

▼

^

▼

×

+ Add Summarize field

SORT SUMMARY BY

Sum of Subsidy amount

▼

High to low

▼

TOP N — SHOW ONLY THE HIGHEST-RANKED GROUPS

5

Leave blank to show all groups

 Display Columns

Pick the columns shown in the detail record table.

Choose columns...

▼

No columns picked. Detail-record table will be hidden until you choose at least one.

Ad-hoc query · last run 2026-06-03 10:55

🔄 Clear

💾 Save

▶ Run query

Results · Applications

1,414 records matched · last run 2026-06-03 10:55

📄 Export to Excel

SUMMARY — TOP 5

Click a row to filter the detail table below.

#	Name of Employer (English)	Records	Sum of Subsidy amount ▼
1	Officer D	118	\$2,007,992
2	Officer B	118	\$1,824,606
3	Officer A	120	\$1,802,902
4	Officer D	64	\$1,139,516
5	Officer C	79	\$814,995