

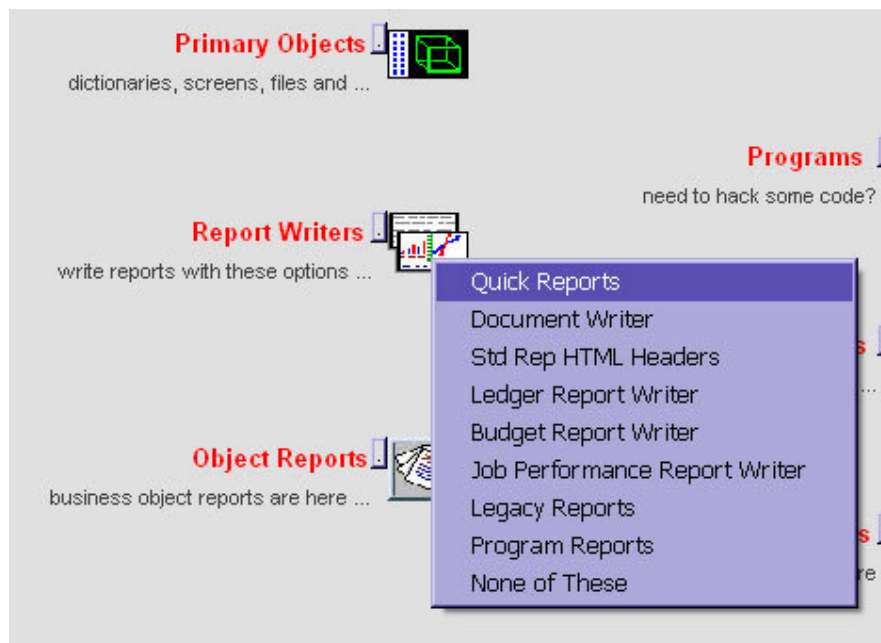
IES REPORT WRITERS: Quick Reports

Introduction

The Quick Report Writer is one of a range of Report Writers available in IES, for production of your own custom tailored reports. The different Report Writers have different capabilities, and require different levels of skills, but the Quick Writer is by far the easiest Report Writer to use, and it is without a doubt the fastest way to define a new Report!

Where to find it

In the Business Objects Module, select Report Writers, then select Quick Reports.




How to make a new Quick Report

Once the system opens the Quick Report definition screen, you simply select the Values you wish to specify for the Report. There is no design layout to do, since it is all done by IES automatically. This Report type may literally be created in a matter of seconds.

1st you specify a new Unique Key, which should not contain any spaces. This is the Key that you will later specify when prompted during registration of the Process in the IES Process Library.

Then give your Report some meaningful Description, one that the Report can easily be recognized by (for what it is about). This description is also used on Lookups for Quick Reports.

Have you used your IES  today?

IES REPORT WRITERS: Quick Reports

Quick Report [1] (Save / Update : Active)

Quick Report Key:

*Descr: Offer Runtime Header

Source Filename: Detail Suppress

Heading: Id Suppress

Header Subroutine: Verb:

Dict Names	Breaks	Page Breaks	Totals
1 descr	1	1	1 year1
2 year1			2 year2
3 year2			

QUICK REPORTS

Sort By	Descending?	Select List
1		1 aforecastg FUTURE ASSET GROUP FORECAST

The Source Filename is the data source, and this must be specified before you try to select any Dicts (Field Names). The Heading is what goes at the top of the Report, and the Header Subroutine may be ignored (an advanced function).

Notice the 4 grids called Dict Names, Breaks, Page Breaks and Totals. All of these operate on Field Names (also called Dicts).

The 1st one, Dicts, comprise the Data Fields to include on the Report, and each Field Name will become a Column (a Quick Report is always in columnar format).

The Breaks grid should list any Field Names on which the Report should perform a mid-page break when the Data changes.

The Page Break grid is the same as the Breaks grid, except that in this case, a Page Break is forced.

The Totals grid lists all Fields for which totals and sub totals should be performed (whenever a break or page break is forced). Field Names listed here should therefore be numeric.

Only the Dict Names grid is mandatory, and must contain at least 1 Field Name.

All of these grids can be populated by choosing the 'Select Dicts' button, which offers a list of available Fields on the specified Source Filename. After selecting a number of Fields, the system prompts for which grid the results must go into.

Have you used your IES today?

IES REPORT WRITERS: Quick Reports

The Sort By grid is optional, but you can specify any number of fields here to sort by. Check the Help on this Field (F1), and use the lookup to select the Fields to sort by.

Use the Data Selectors button to select the Data Selectors you want to allow or use with the Report. 1 or more Data Selectors may be applied (operating on the specified Source Filename), and if none is specified, then all Records in the File will be selected when the Report is executed.

For summary reports, you may check 'Detail Suppress', and if you do not wish the Record Keys to be listed on each line, then check 'Id Suppress'.

The verb should be 'List' in all cases.

Done. You can now choose UPDATE, and you can recall the Quick Report again once it has been saved, and try the TEST NOW option to see what your Report will produce.

How to modify a Quick Report

When the system opens the Quick Report screen, specify the existing Quick Report key or use the Lookup to find it.

Quick Report [1] (Save / Update : Active)

Quick Report Key:

*Descr: Imported Tickets: Not Approved

Source Filename: acotickets

Heading: Imported Tickets: Not Approved

Header Subroutine:

Offer Runtime Header

Detail Suppress

Id Suppress

Verb: list

Dict Names	Breaks	Page Breaks	Totals
1 rkey	1	1	1
2 acct			
3 c-date			
4 c-time			
5 c-by			

Once the existing Quick Report appears on Screen, you may modify any of the Values before choosing UPDATE to save the modified Report definition.

QUICK REPORTS

Sort By	Descending?	!Select List
1		1 acotickets-imported NEWLY IMPORTED CONCRETE TICKET

Select Dicts Test NOW Data Selectors exit UPDATE

Have you used your IES today?

IES REPORT WRITERS: Quick Reports

How to get the Report on your Menu

Please see the separate User Manual on how to put your new Report on a Menu.

The Report Warehouse Alternative


If your access privileges do not include the necessary Business Objects (Process Library) and Access Profiles options, and you cannot put your Report on a Menu yourself, then you may have to ask your Systems Administrator for assistance, or you can use the Report Warehouse alternative, if you have access to that. The Report Warehouse includes a Custom Division where new Reports can be included.

The Query Builder Alternative

You probably have access to Query Builder. The Query Builder (in User Services), is an alternative to the Quick Report Writer, since it has the capability to execute a Query as a Quick Report.

© Infolab, 2005.

This Documentation is copyrighted by Infolab (Pty) Ltd. [www.infolab.cc] All rights are reserved. Licensed INFOLAB Business Partners and Users are granted permission, for internal use ONLY, to reproduce the Documentation, and to include amendments dealing with specific instructions local to your installation.

Have you used your IES  today?