# **Reports Overview**

- Overview •
- Report Builder Steps
  - Create
  - Data Charts
  - Related Reports
  - Design

#### Overview

top

The drag and drop report builder assists you to create both simple and sophisticated analytical reports. The steps available through the builder are determined by some of the options you choose along the way, including:

- The type of builder you use
- The data source you build on
- ° The fields you use in the report, and the layout defined by them
- The filters and/or sections you add to the report
   The addition of Related Reports, Drill Functionality, and Sub Queries

## **Report Builder Steps**

#### top

Included in the report builder are a number of possible steps:

Report	Data	Charts	Related Reports	Output
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#### Create

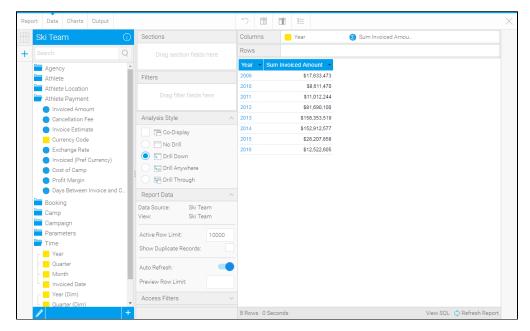
The first step in building any report is selecting the type of report you wish to run and the data source required. Your organisation may have many views and data sources so selecting the correct one is critical prior to building your report.

New Report			×
Select View	Analyse	Advanced Authoring	
Select a vie			
Search	Advanced ↓		
View	Recent Use ↓	Source	☆
Ski Tean	Ski Team	Team	
Yellowfin Usaç	This is a tutorial view for training and demo purposes. More Details	lowfin Configuration tabase	
	Not here? Create no	ew	$\vee$

See Initialise Report for more information.

#### Data

The report data section allows you to define the look and feel of your report, including the fields to be displayed, the filters to be used, and whether a chart or drill through should be displayed. Select the items from the view that you wish to include in your report and drag them into the appropriate section of the screen.

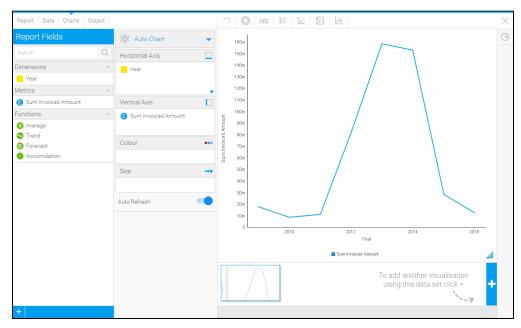


Note: depending on the builder you select, this option may be replaced with alternatives such as; CSV, SQL, Jasper, and BIRT.

See Report Data for more information.

### Charts

The Charts page allows you to build visualisations based on the table created in the Data step.



See Charts for more information.

#### **Related Reports**

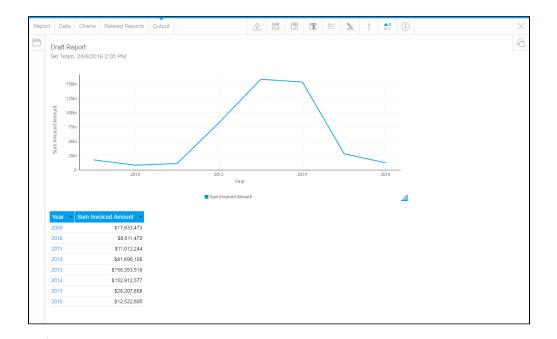
Create relationships between the draft report and other content using Drill Through and Co-Display reports.

Report	Data	Charts	Relat	ed Re	ports	Output					×
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Search Reports Q Advanced				Drag a report to add tabbed co-displays					Joins		
					Co-Display Top						
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1, -				Drill Through Co-Dis			splay Right				
Athlete Gender Comparison b					Drill 1	hrough not selected			Athlete Demographic Breakdown		
Showing 50 of 99 Reports			•	Co-D	isplay Bot	tom Drag a report	to add co	-displays			

See Related Reports for more information.

#### Design

The Design page allows you to format the report, set up a multi-chart canvas, and other functions.



See **Design** for more information.

top