

Reports Overview

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Overview

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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

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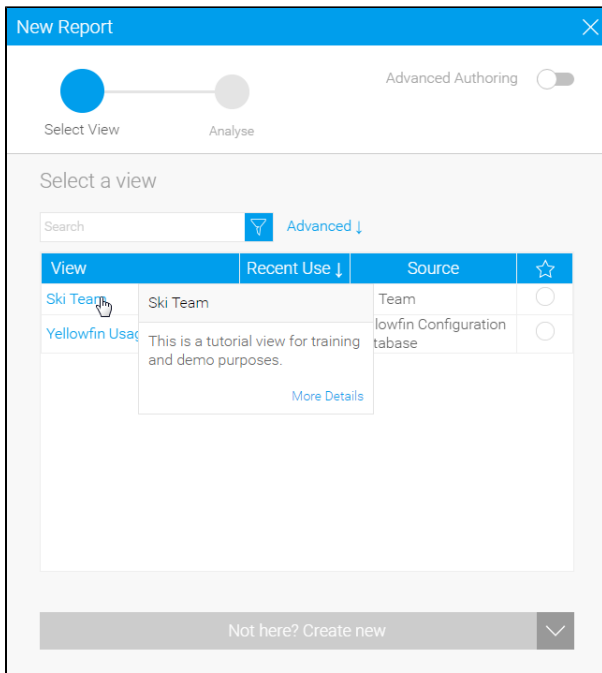
Included in the report builder are a number of possible steps:



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Create

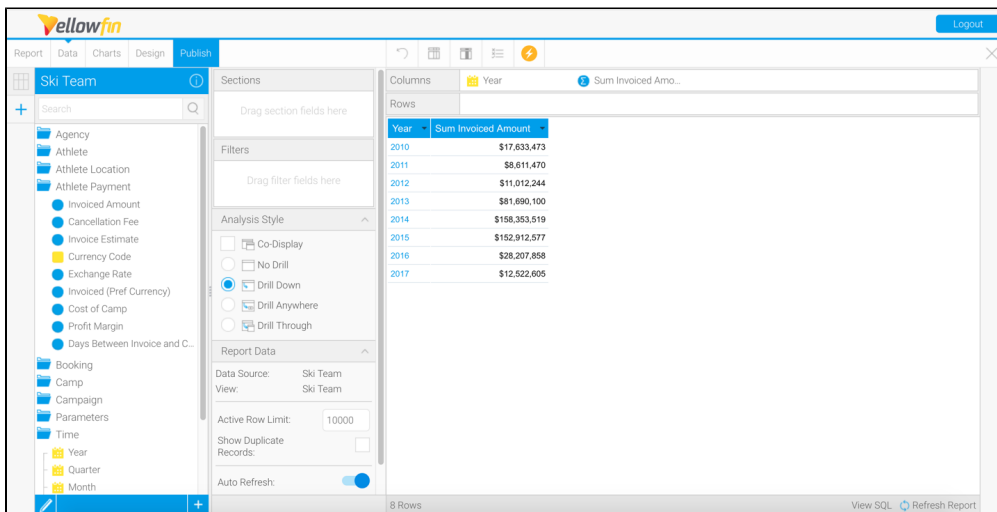
The first step in building any report is selecting the type of report you wish to run and the data source required. Your organisation may have many views and data sources so selecting the correct one is critical prior to building your report.



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.

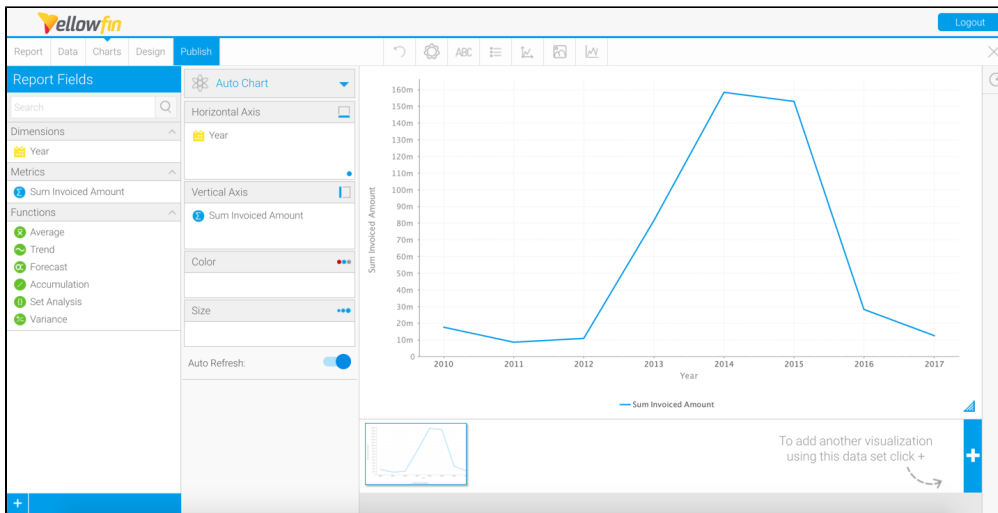


Note: depending on the builder you select, this option may be replaced with alternatives such as; CSV, SQL, Jasper, and BIRT.

See [Report Data](#) for more information.

Charts

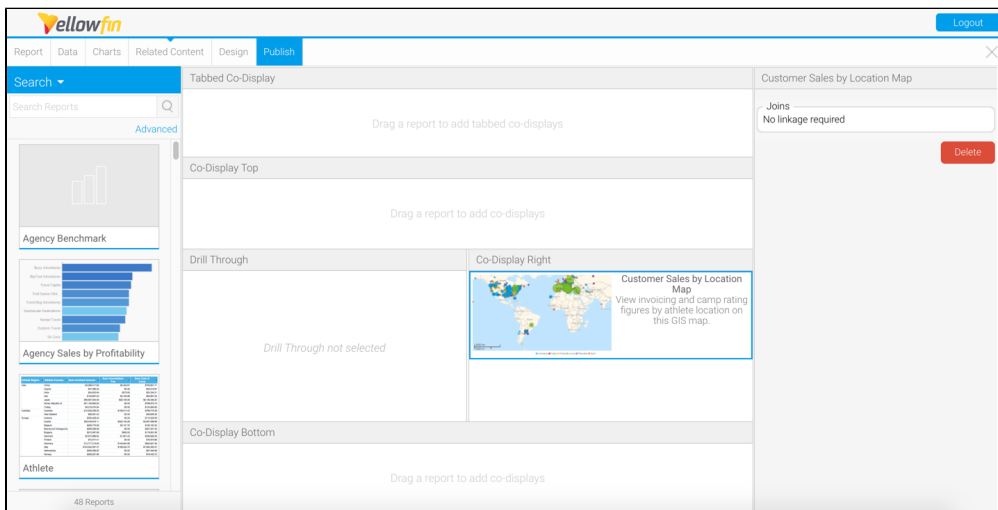
The Charts page allows you to build visualisations based on the table created in the Data step.



See [Charts](#) for more information.

Related Content

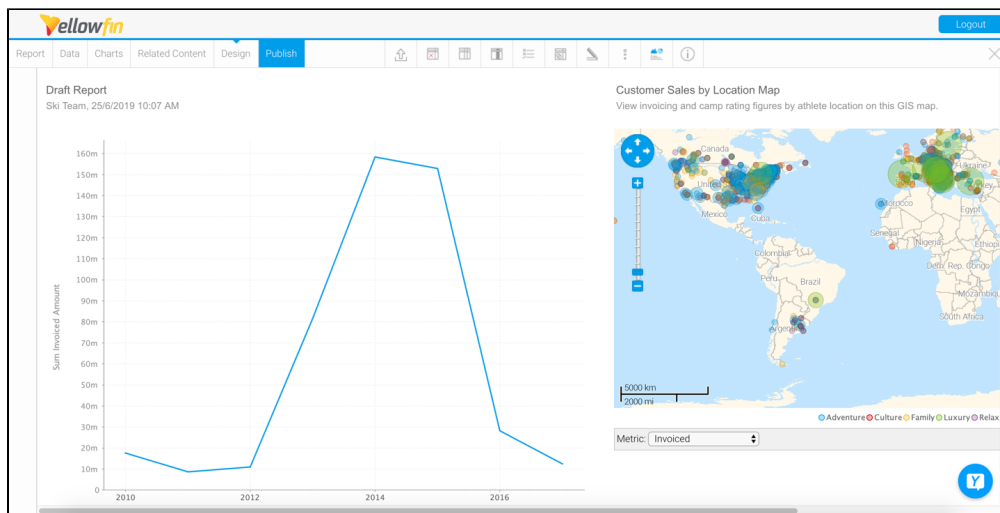
Create relationships between the draft report and other content using Drill Through and Co-Display reports.



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.

Publish

The Publish button allows you to save a report, specify user access, distribution, and other reporting settings.

The image shows a 'Save Report' dialog box with a blue header and a close button. It has four tabs: 'Details' (selected), 'Distribution', 'Report Settings', and 'Refresh'. Under the 'Details' tab, there are two text input fields: 'Draft Report' and 'Ski Team, 25/6/2019 10:07 AM'. Below these are two dropdown menus: 'Tutorial' and 'Athletes'. There is a '+ Add tags' link. The 'Report Access' section shows 'Public' selected with a blue circle icon and 'Private' with a red lock icon. A note states: 'All users with Folder access will be able to view this report.' At the bottom is a large blue 'Save' button with a dropdown arrow.

See [Saving a Report](#) for more information.

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