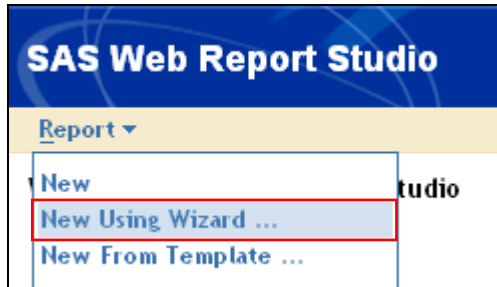


Using the Report Wizard

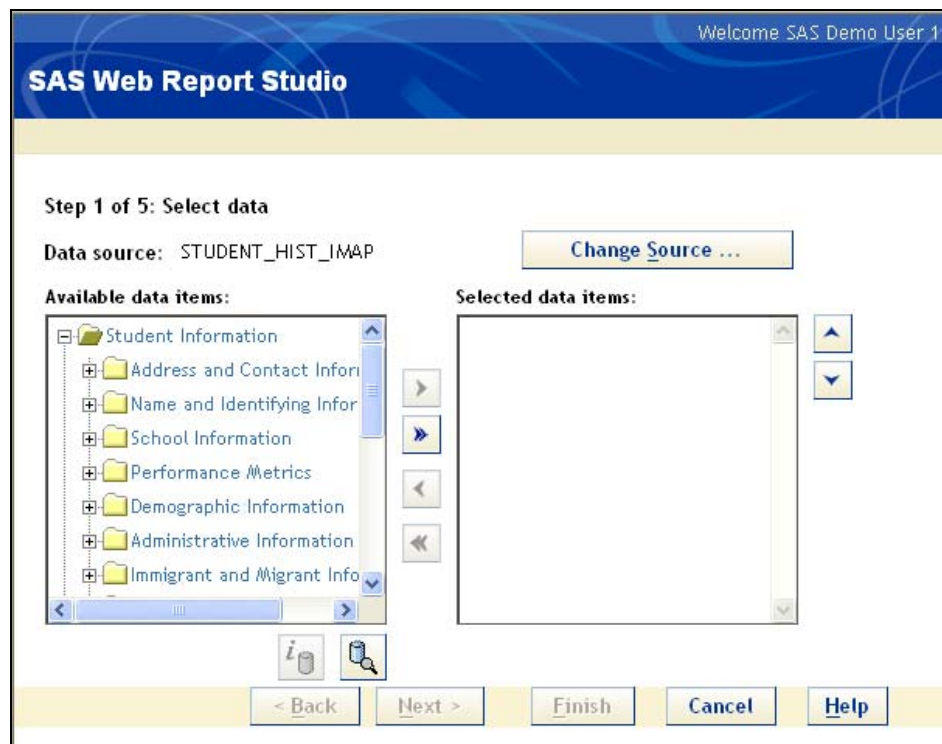
The **Report Wizard** will create reports based on responses to a series of questions. The report can be edited using the Edit Report View.

Using the Report Wizard

Navigation: Report > New Using Report Wizard...



1. Selecting **Data source/I MAP** and **Data items**:
 - a. Click **Change Source...** to change the **Data source/I MAP**.
 - b. Choose the **Data Source/I MAP** from the appropriate folder.
 - c. Click **OK**.



- d. In the **Available data items** window on the left, double-click the **Data items** to add to the report.

Using the Report Wizard

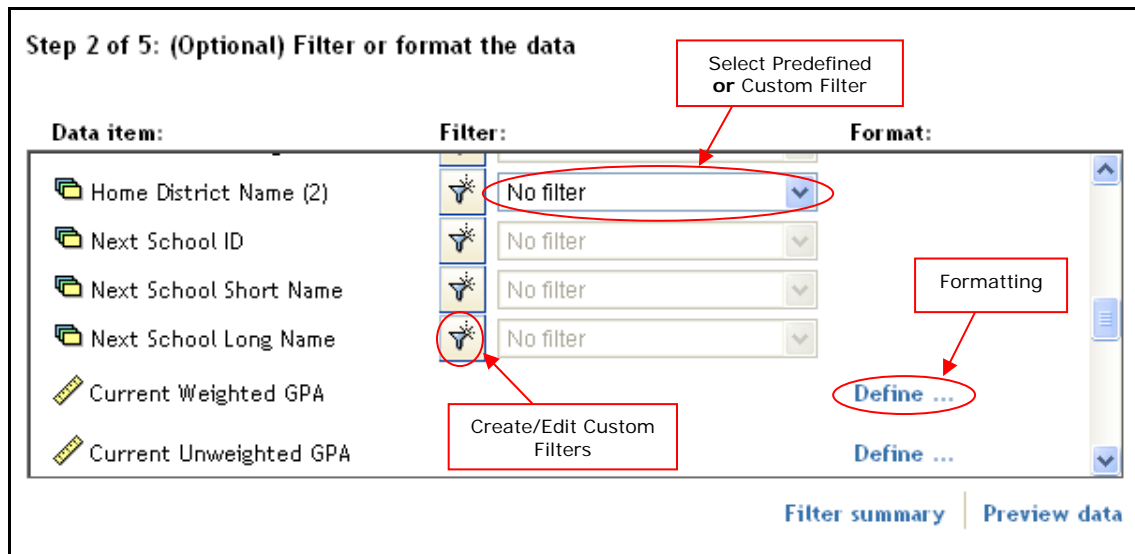
Note: They will appear in the selected data items field (right side).

An alternative procedure to select data items is to; click on the data item and then click the single arrow pointing to the right.

Single arrows move only the selected data item either to the right or left. Double arrows move **ALL** data items to the right or left.

The up and down arrows (right of the **Selected data items** field) re-order the data items. Data items listed to the top of the **Selected data items** field will be to the far left on the report and items at the bottom will appear on the far right.

- e. Click **Next**.
2. Filter or format the data:



- a. This is an optional page. It will allow the user to:
 - Select a **Predefined** or **Custom** filter.
 - Create or Edit **Custom** filters.
 - Define how the data **Measures** will be formatted.
- b. Click **Next**.

Using the Report Wizard

3. Create group breaks:

Step 3 of 5: (Optional) Create group breaks

Break by:
None New page for each value

Then by:
None New page for each value

Then by:
None New page for each value

Label each value

a. In this optional step you can:

- Create **Group Breaks** for one or more of the selected data items.
- Specify a **New page for each value**.
- **Label each value**.

b. Click **Next**.

4. Select a table, graph, or both:

Step 4 of 5: Select a table, graph, or both

Table

Table type: List Crosstab

Show Data items

Show	Data items
<input checked="" type="checkbox"/>	Student ID
<input checked="" type="checkbox"/>	First Name
<input checked="" type="checkbox"/>	Middle Name
<input checked="" type="checkbox"/>	Last Name
<input checked="" type="checkbox"/>	Birth Date

Graph

Type: Bar Line Pie

Bar height:
Rank Out Of Count

Bars:
Current Grade

Bar subgroup:
None

Note: By default **Table** is chosen and **Graph** is not. The user will have to check the box next to **Graph** to have the graph appear in the report. To display the graph there must be at least one measure value data item.

- Choose the **Table type**.
- Choose the **Data items** to show or hide.
- Decide the **Graph Type**.
- Decide the graph **Bar height, Bars, & Bar subgroup**.
- Click **Next**.

5. Define the header and footer:

Using the Report Wizard

Step 5 of 5: (Optional) Define the header and footer

Report header

Banner:

Text:

Display date that query was last refreshed

Report footer

Banner:

Text:

Display date that query was last refreshed

a. If there are no changes, click **Finish**.

Note: Report Wizard automatically opens the **Edit Report View**.

b. Click **View Report**.

Note: The user may customize the following:

- The report header and footer text.
- Display date that query was last refreshed.

Important: The **Banner** for both header and footer are not available for use at this time.

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