

# Infra Course Outline

## Report Designer Advanced



The reporting facility within Infra allows for both standard and customised reports to be generated from the system.

This one day course will provide the foundations for building basic reports using the report builder tool. Additional materials for further reference will be provided in this course.

### What You Will Learn

- How to manage reports using the reports designer
- How to create a report from an existing report
- How to edit existing reports
- How to create report templates
- Add data to reports
- Creating and editing report filters
- Designing reports
- How to create database views
- How to format reports
- How to add charts to reports
- Data source manipulation
- How to create sub-reports
- Advanced scripting

### How You Will Benefit

On completion of this course, students will be able to utilize the Report Designer and Editor to create and edit reports. A full course manual is provided with the course which students can take back to the workplace and use as a future reference source.

### Prerequisites:

- An understanding of the functionality of Infra
- Knowledge of SQL and at least one database system (e.g. SQL Server, Oracle)
- Some experience with report building tools (e.g. Crystal Reports, MS Access Reports)

**Support:** Please note that post course support will be provided to the level of the course. If support for specific report customisations is required, this will be performed on a time and materials basis by the Infra Consultancy team.

**Length of Course:** 1 day

**Maximum Students:** 8 Students

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### Course Topics

#### Module 1: Report Designed Basics

- Introduction
- Overview of Infra reporting
- Reporting roles

#### Module 2: Report Designer

- The Report Designer
- Accessing the Report Designer
- Report Designer – folders
- Report Designer - reports
- Report templates

#### Module 3: Report Editor Overview

- Report creation overview
- Report editor overview

#### Module 4: The Data Tab

- Adding data
- Adding more fields and tables
- Defining field sort order

#### Module 5: The Params Tab

- Params overview
- Adding and editing params
- Separators
- The Preview Params Tab

#### Module 6: The Design Tab

- Design overview
- View menu
- Report menu
- Design tab toolbars
- Main report design area
- Report elements
- SYSTEM\_PARAMS
- Data tree
- Report tree
- Adding images

#### Module 7: Views for Reporting

- Introduction
- Overview of database views
- Inside a view
- Copying and creating database views

#### Module 8: Partitioning

- Introduction
- Manipulating datasets with the Query Designer
- Grouping data in reports
- Summary fields in reports
- Calculated fields in reports
- Advanced parameters

#### Module 9: Report Formatting

- Introduction
- Lines
- Shapes
- Images
- Page breaks
- Memo fields – stretching vertically
- Regions – grouping components together

#### Module 10: Charts

- Introduction
- Overview of charts
- Adding charts to reports
- Adding data to a chart
- Specifying chart data sources
- Chart formatting options

#### Module 11: Data Source Manipulation

- Introduction
- Joining data sources – overview
- Data joins in the Data Tab
- Code based joining

#### Module 12: Sub-Reports

- Introduction
- What is a sub-report?
- Datasets for sub-reports
- Drilling down into sub-reports

#### Module 13: Advanced Scripting

- Introduction
- Scripting overview
- Scripting syntax
- Commonly used code
- Calc Tab

#### Appendix A: Infra Data Views

#### Appendix B: Infra System Parameters