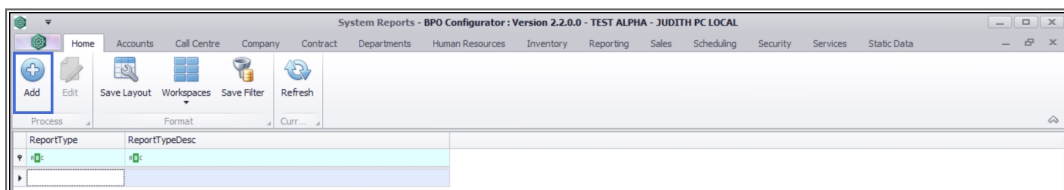# REPORTING

ADD A NEW REPORT

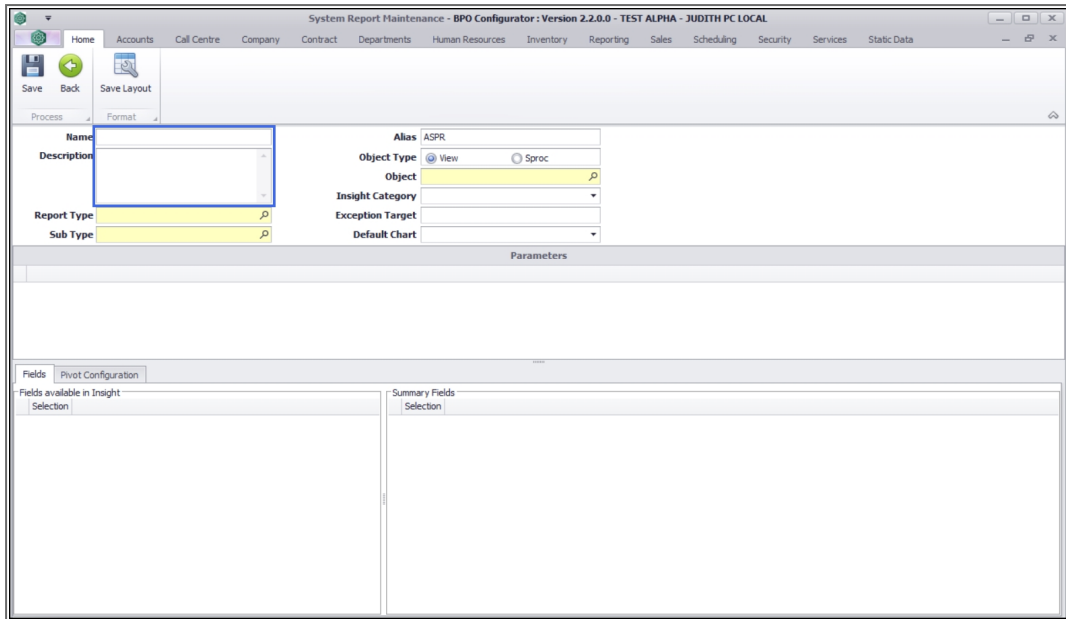*Ribbon Access: Configurator > Reporting > System Reports*

- The **System Reports** screen will be displayed.
- Click on **Add**.

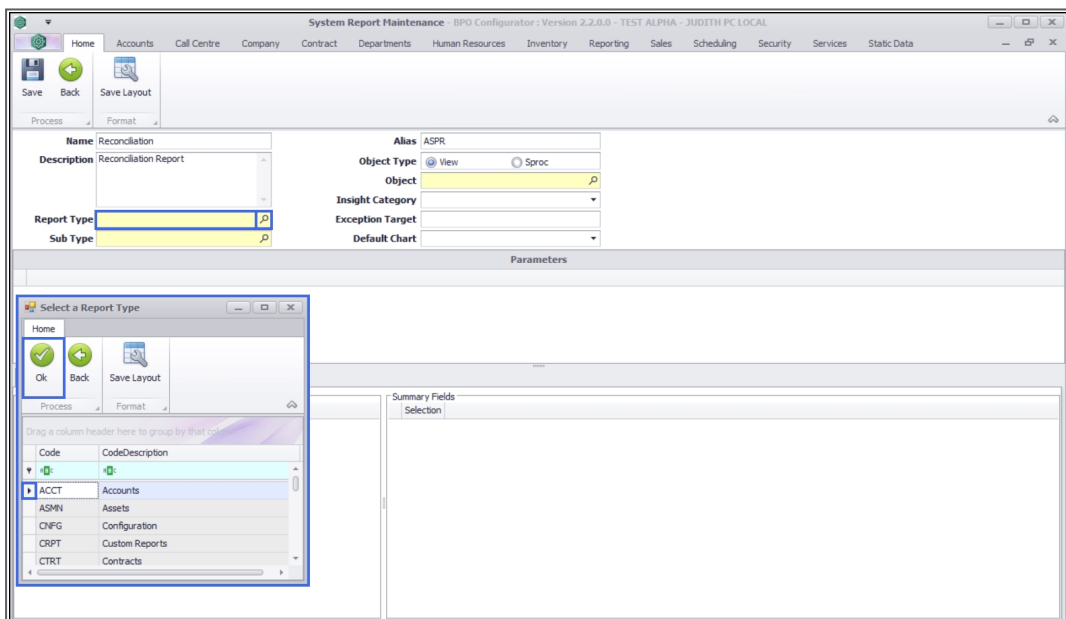The **System Reports Maintenance** screen will be displayed.

REPORT NAME AND DESCRIPTION

- **Name:** Type in the name of the report.
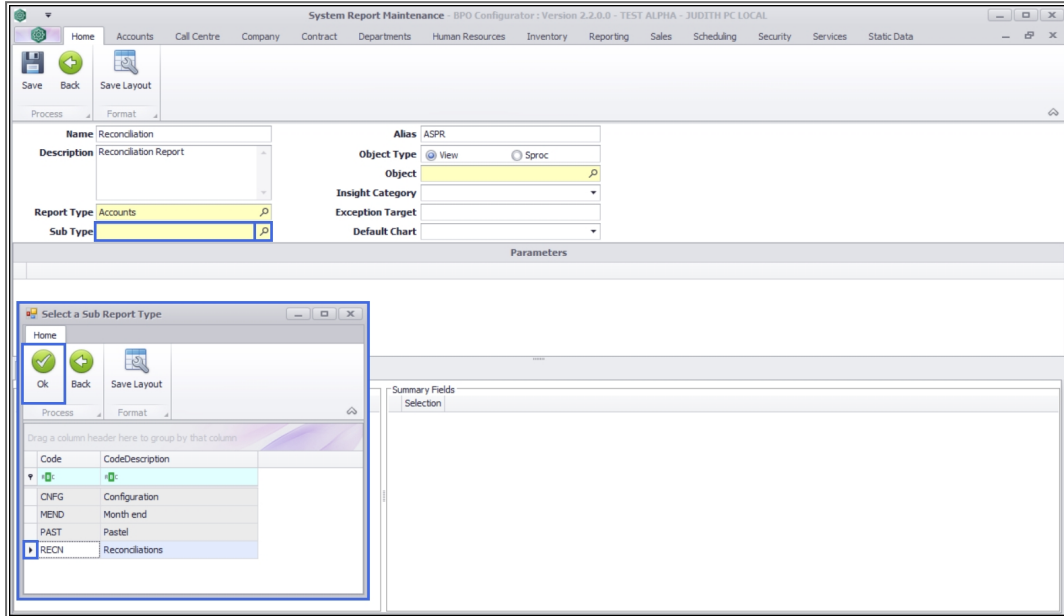- **Description:** Type in the description of the report.

REPORT TYPE

Report Type: Click on the *Search* icon and select the applicable report type from the *Select A Report Type* pop up screen.

SUB TYPE

Sub Type: Click on the *Search* icon and select the applicable sub-report type from the *Select a Sub Report Type* screen.
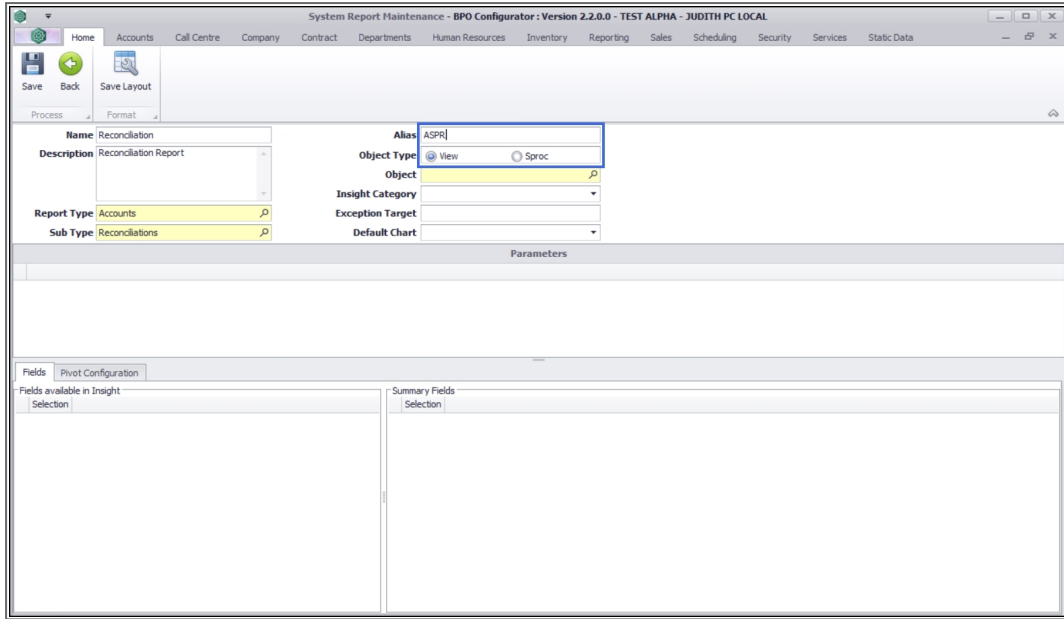

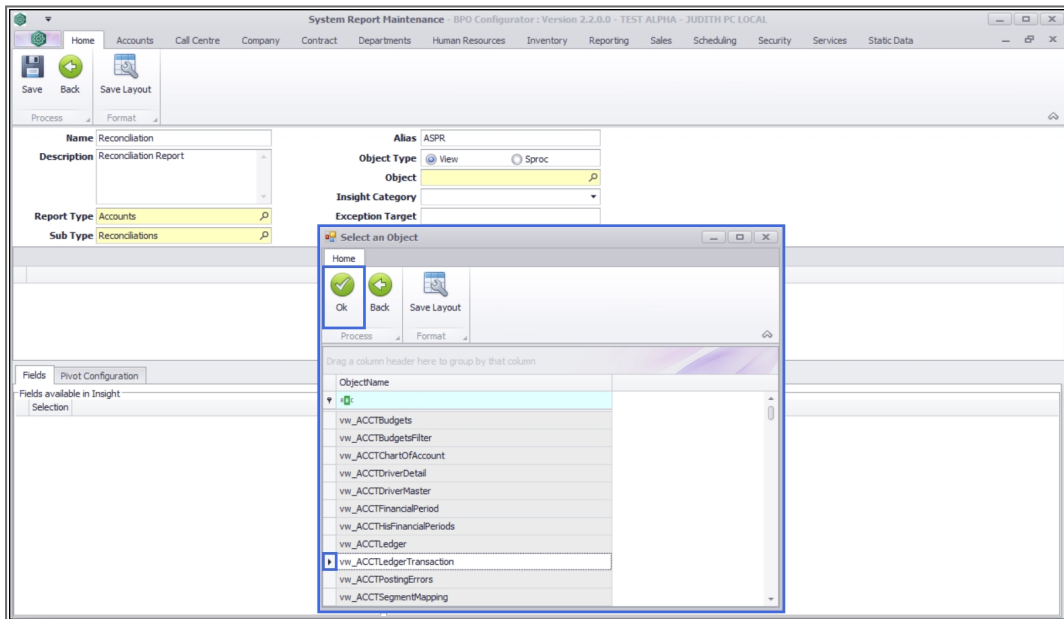
ALIAS

Alias: This will be populated by default.

OBJECT TYPE

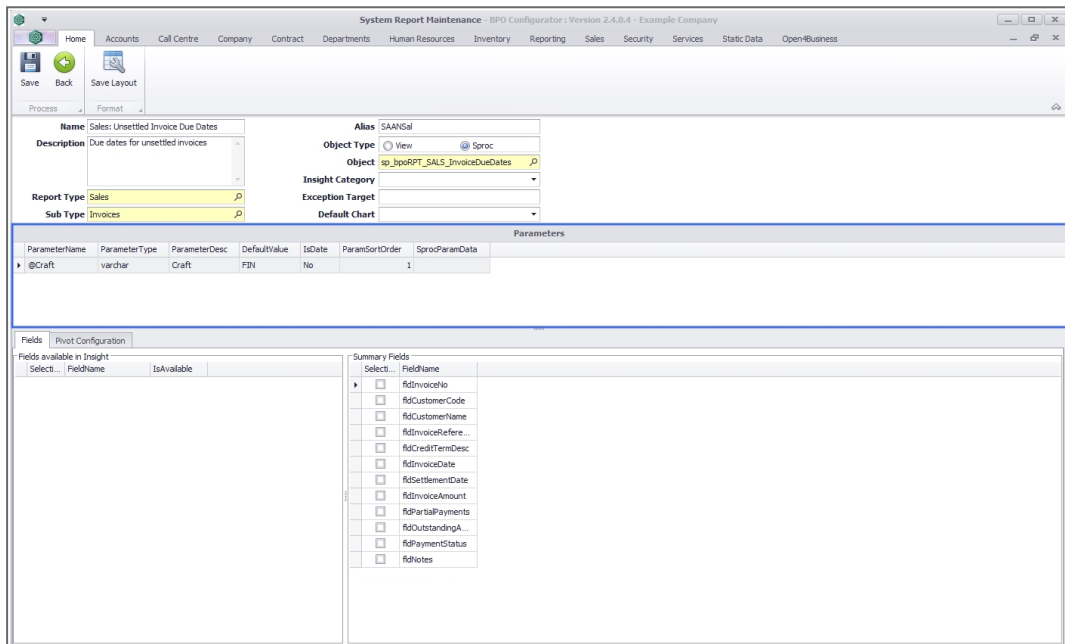**Object Type:** *View* will be selected by default. Select the required option.

OBJECT

Object: Click on the *Search* icon and select the applicable object from the *Select an Object* screen.

PARAMETERS

- Report parameters enable you to control report data by returning specific results, such as a date range. Only reports creating with a Sproc (stored procedure) type object, contain paramaters (so this option is not available for View object type reports).

- The available parameters will be listed once the Sproc Object has been selected.

PARAMETER INPUT VALUES
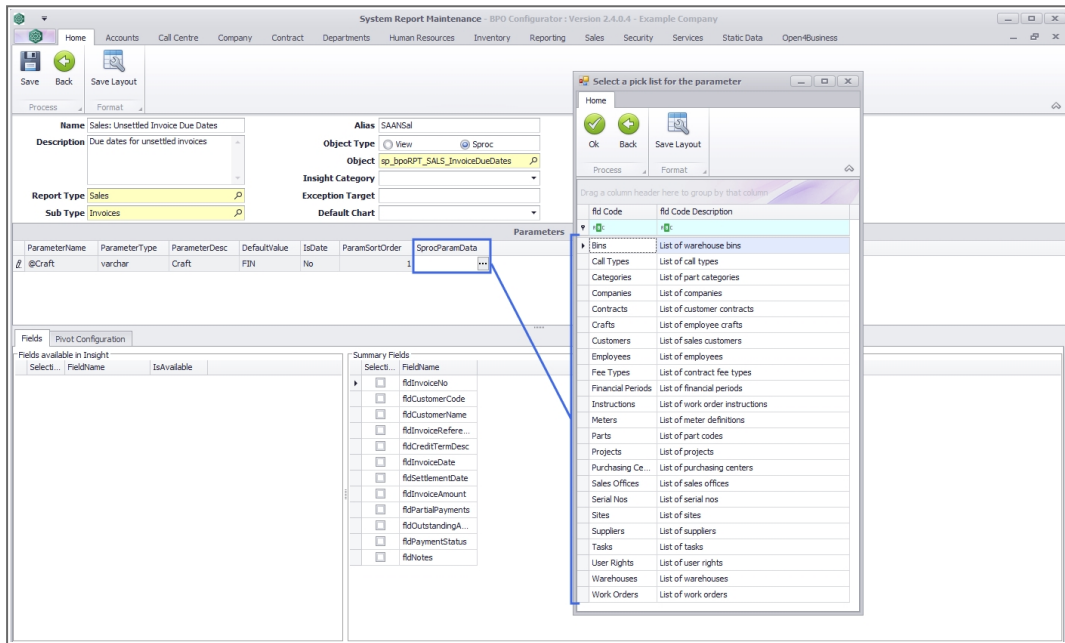
Version Compatibility[1]

- You can select parameter input values from a drop-down list where a pick list has been defined for all parameters except for
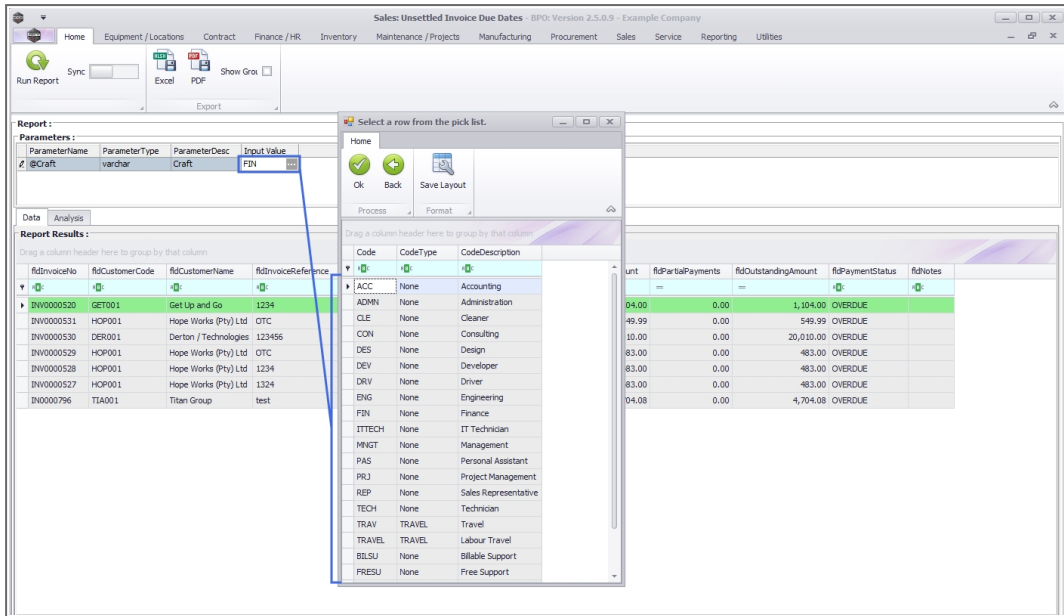
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[1] BPO2 v2.5.0.8 or higher

Dates. Input values can still be manually typed, but these will now be validated against records generated in the pick list.

- Parameters that have not been assigned a pick list code, will appear as a regular text edit control, while parameters that have been assigned a pick list code, will appear as a drop-down list.

In this example, I am going to select the Craft pick list to assign to the Craft Parameter.
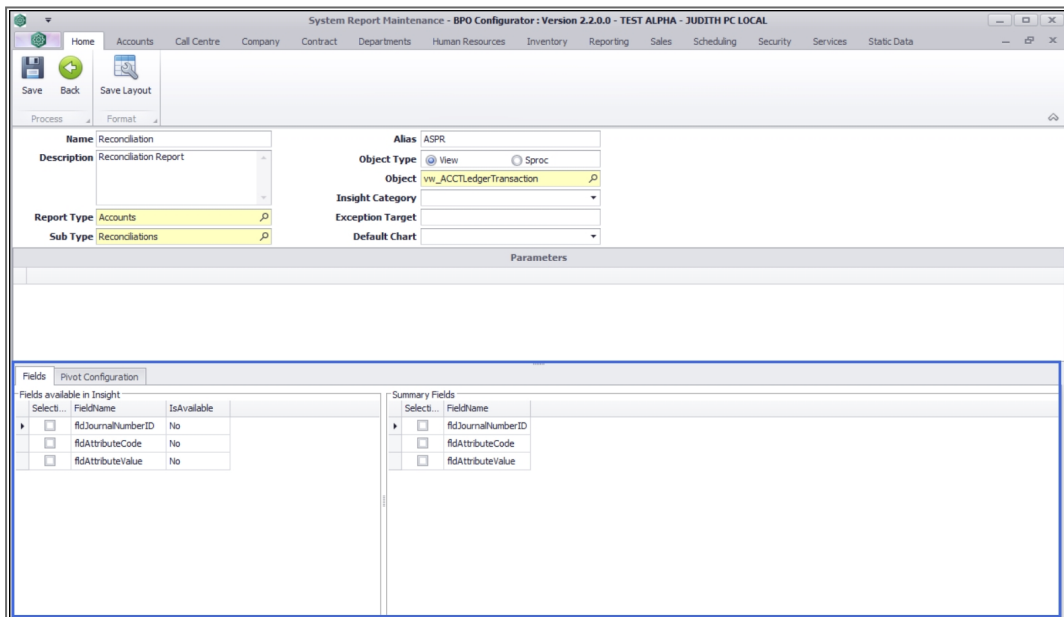

Now when pulling the report in BPO, a list of crafts as configured in the system will appear in a selection list.

FIELDS AND PIVOT CONFIGURATION

- The *Fields* and *Pivot Configuration* tabs will become auto populated with data.
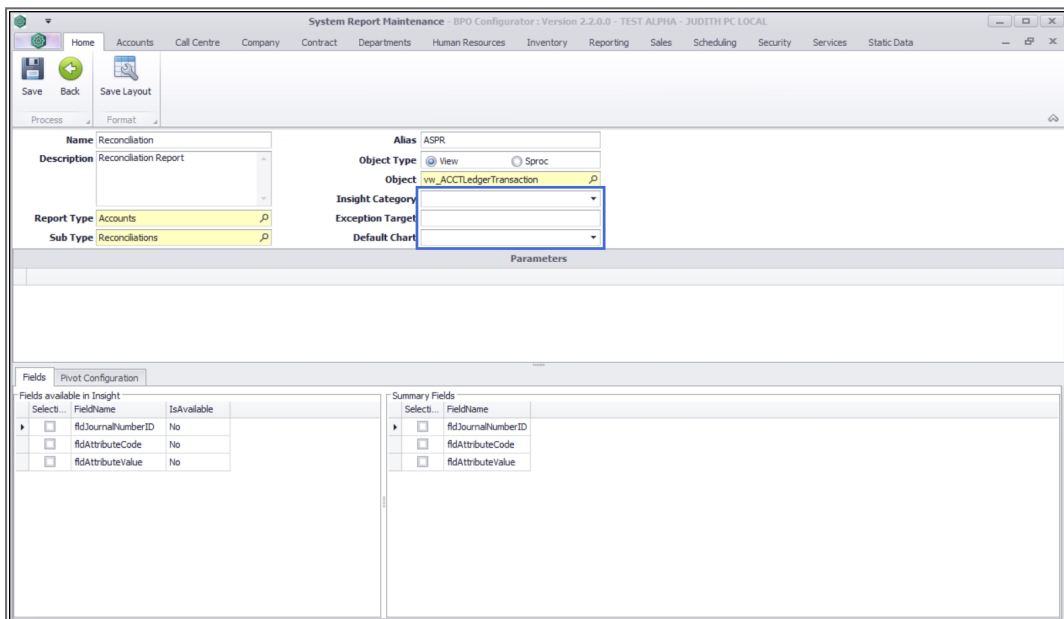
INSIGHT CATEGORY

Click on the down arrow and select the required option.

EXCEPTION TARGET
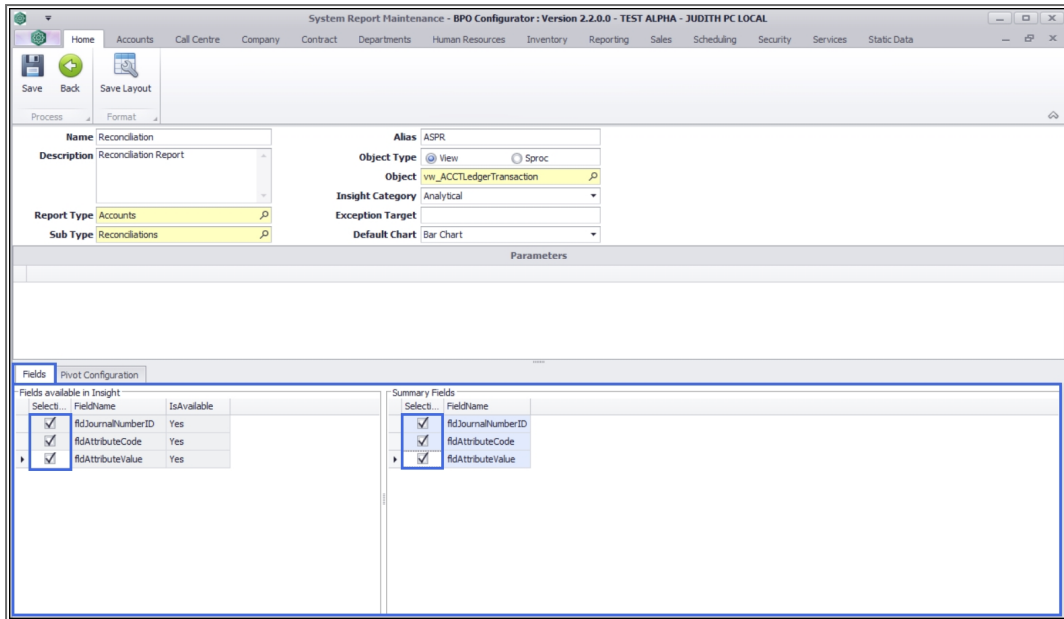
Type in the Exception Target if required.

DEFAULT CHART

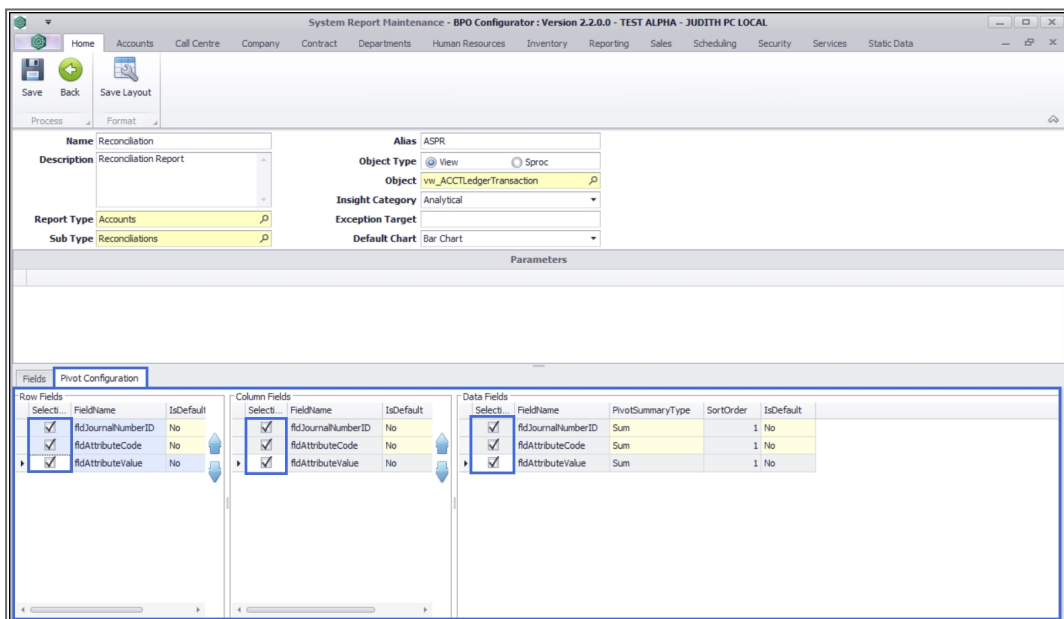Click on the down arrow and select the required default chart.

FIELDS

Select all the fields you would like to see in the report. It is recommended that you select all the available fields.

PIVOT CONFIGURATION

Select all the fields you would like to see in the report. It is recommended that you select all the available fields.

- Click on the *blue arrows* to move the fields up or down.

SAVE REPORT

- When you are done, click on *Save*.

MNU.170.001