

REPORTS

What are Reports ?

Provides real time information and analysis.

Example:-

For example John owns a company he is the CEO of the company. there are 50 employees under him, he want to enlarge his company for that he wants to fire some lazy employees and he wants to hire some new staff for that after every month he needs a complete analysis about all the employees details

like

- when the employees are entering into the office like check in time and check out time'
- how many employees attended the office without leaves
- how many are completed the work in time
- how many employees are delaying the work etc.

we can retrieve the specific data in the reports

why this reports are important ?

In any organization and this interviewers are also stressing this topic means reports provide all the useful information and if you are going to any interviews with your projects the interviewers will definitely ask what type of reports you have generated to your projects etc etc....

This reports shows the complete analysis about the work what you have done in your use cases or projects and you can retrieve the data from it

for example:-

Medical reports what is the information that medical reports provide complete analysis of patients name when he is admitted what was status, patient history, treatment etc.

And also financial reports for the company shows the profits of the company loss of the company for the period of time etc

In this way reports provide complete analysis about any organization and that's why they are important for us.

I hope everyone got a clarification about reports now let's move on to the topic....

- And it is used by business analysts and work managers to assess the performance of the application.
- Reports are built by report definition.

what is reporting....

Reporting provides a way to retrieve the specific data in the application and represents in the form of reports using report definition.

And this reporting functionality provides the complete statistics to improve your business process by analysing the generated report

for example---

I had an electronics shop in that tv, smartphones, telephones, laptops, mouse, and radios etc

I need this year statistics that which item in this year sold highest and which item sold least next time i will stop the least selling stock in my shop.....

In reports

they are two types

- **list reports**
- **summarised reports**

List reports are un summarised what is difference between summarized and un summarized summarize is nothing but you can give brief statement about something is called summarize

List Reports:-

this list reports are un summarized it gives the explanation in un summarized but in clear and compact manner means in a neat manner.

for example in your case type you want to display only the resolve cases in your application it displays in neat manner like case id , resolve completed etc.....

Summarised Reports:-

but summarize methods are different**they are having built in functions these built in functions helps to provide the reports based on count, sum, average, min, max etc...**

for example....

- Previously, we have discussed about the example that
 - total number of employees in office we can use count
 - average work done between Raj and Prem
 - least working days of a person
 - highest working days of a person etc....etc....
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Report browser

What is this report browser ?

It gives access to all the reports that are available to you

- Features of reports
- you can create reports
- you can edit reports
- you can delete reports
- you can move reports
- you can search Reports
- You can sort Repots
- You can filter reports
- you can share the reports

Using this report browser we can modify the reports and we can access all the reports which are available to us

How to create this reports ?

- If App Studio is not in Preview mode, in the header, click Preview application.
- In the header of App Studio, select the portal in which you manage reports.
- In the navigation pane, open Report Browser by clicking Reports.
- In the upper-right corner of Report Browser, click New report.
- In the Create new report modal dialog box, specify the report details:
- In the Case type list, select the primary case type or data type on which you want to report.
- In the Report type list, select the type of report.
- Click Submit
- In Report Editor, modify the report to meet your business needs.
- For example: From the Data Explorer section, drag specific records to your report to include them in the report.
- In the upper right corner of Report Editor, click Done editing.
- In the Save report as modal dialog box, enter the report details:
- In the Title field, enter the report title.

- In the Description field, enter the report description.
 - In the Category list, select the report category.
 - Click Submit.
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How to convert list reports into summarised reports ?

- Run the report that you want to update.
- For more information, see Running a report.
- In the upper-right corner of the screen, click Edit report.
- Click Actions >> Summarize.
- In the Summarize and Sort section, in the Summarize list, select one of the following methods to summarize the values of each column.
- To remove a column from the report, select Do not include.
- To group the summarized values by the values in a column, select GROUP BY.
- To display the number of rows in a column for each group, select COUNT.
- To display the number of unique values in the column for each group, select COUNT DISTINCT.
- To display the highest value in each group, select MAX.
- To display the lowest value in each group, select MIN.
- In the Sort list, select one of the following methods to sort the values of each column.
- To display the values in ascending order, select Lowest to highest.
- To display the values in descending order, select Highest to lowest.
- To leave the order without changes, select No sorting.

- Optional: To add a column that displays the number of rows, select the Include a column of row counts check box.
 - Optional: To expand all group sections when you open the report in the Report Viewer, select the Expand all group sections by default in initial display check box.
 - To exclude the group headings from the report results, select the Do not display group headings check box.
 - Convert the list report by clicking Apply changes.
 - by this way we can convert list reports into summarised reports.
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These are the interview questions what I faced in TCS digital Interview

- What are Reports ?
- Have you implemented any type of reports in your use case ?
- How can you generate a report ?
- Why do we need reports ?
- Give some example of Reports ?
- What are queries ?
- Can we give any conditions for reports ?
- How many types that reports are divided into ?