Practice Level 1: Producing a Listing Report

In this practice, you use the List Data task on the **employee_master** table to produce a report on employees by **Department**.

1. In the **Lesson3** project, select the **employee_master** table in the Project pane or process flow and use the Tasks pane to launch the List Data task.

2. Make the following role assignments:
   - List variables: **Employee_Name**, **Job_Title**, **Salary**
   - Group analysis by: **Department**
   - Identifying label: **Employee_ID**

     - Hold down the Ctrl key and select **Employee_Name**, **Job_Title**, and **Salary** in the Variables to assign pane.
     - Drag the selected items to the **List variables** role.
     - Drag **Department** to the **Group analysis by** role.
     - Drag **Employee_ID** to the **Identifying label** role.

3. Add the title **Orion Star Employees** and delete the footnote.

     - Select **Titles** in the selection pane and clear the **Use default text** check box.
     - In the Text field, delete the default title and enter **Orion Star Employees**.
     - Select **Footnote** in the Section pane and clear the **Use default text** check box.
     - Delete the default footnote text.

4. Modify the task properties to change the task label to **Employee List**.

     - Select **Properties** in the selection pane.
     - Click **Edit**.
     - Delete the text in the Label field and enter **Employee List**.
     - Click **OK**.

5. Generate the report. What is Ramond Capps' job title in the Accounts Management Department?

     Click **Run** to generate the report. Ramond Capps' job title is **Auditor II**.

6. Close all tabs except for the process flow, and save the **Lesson3** project.

[Hide Solution]