Practice Level 2: Using Multiple Group Values in a Listing Report

In this practice, you use the List Data task to produce an employee report that lists employees by **Department** and **Job_Title**.

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**, **Hire_Date**, **Salary**
   - Group analysis by: **Department**, **Job_Title**
   - Identifying label: **Employee_ID**

   - Drag **Employee_Name**, **Hire_Date**, and **Salary** from the Variables to assign pane to the **List variables** role.
   - Drag **Department** and **Job_Title** to the **Group analysis by** role.
   - Drag **Employee_ID** to the **Identifying label** role.

3. Add the title **Departmental Employee Report** 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 **Departmental Employee Report**.
   - 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 **Dept Employee List**.

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

5. Generate the report.

   Click **Run** to generate the report. A separate tab appears, displaying the task results.

6. What is the highest salary for an Accountant III in the Accounts Department?

   $52,036

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

Hide Solution