GRAMEEN COMMUNICATIONS
Proud to serve those who serve the poorest and the poor themselves

User & Operation Manual of Web Based

Report Writing Tools for

gBanker+
Micro-banking Never Easier, Try it.

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Contents

List Of Figures

1.0 General Information

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This User Guide (aka User Manual) provides the information and instructions needed to use the report writing tool along with gBanker$^+$ product. This includes written and visual information (such as diagrams or screen shots) to assist the user in completing tasks associated with the report (or service), organized along functional or workflow lines.

1.1 System Overview

User will analyze existing report to get some more functionalities and export the report in exel format.

1.2 Organization of the Manual

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

Getting Started section explains how to get Writing Tool of gBanker+, access it and log in. The section presents briefly system menu.

Using The System section provides a detailed description of system functions or analyzing reports.

2.0 System Summary

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System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

2.1 System Configuration

Report writing tool can be accessed from any computer or mobile devices with any operating system. The application requires connection to Internet. This web application can be accessed using any major Internet browser(i.e. Google Chrome or Mozilla Firefox or Internet Explorer above 10.0). Once the internet and browser are installed on the device, this tool can be used immediately without any further configuration.

2.2 User Access Level

Only registered users are able to access and save data to database. User credential will be provided by Super Admin from Head Office.

2.3 System Contingencies

In case of sudden power outage or interrupted internet connection data cannot be saved in internal memory of the operating device.

3.0 Getting Started

3.0 Getting Started

3.1 Installation and Log In

Since report writing tool is a web based system, anyone can access it from anywhere in the world with a computer with internet connection. There is no need to install it in device. You should have Google Chrome or Mozilla Firefox or Internet Explorer above 10.0 installed as a web browser in your device.
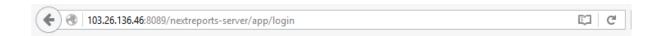

Fig 3.1 A: Report writing tool in Web Browser

1. Browse http://103.26.136.46:8089/nextreports-server/app/login from your web browser.

This will take you to following page.
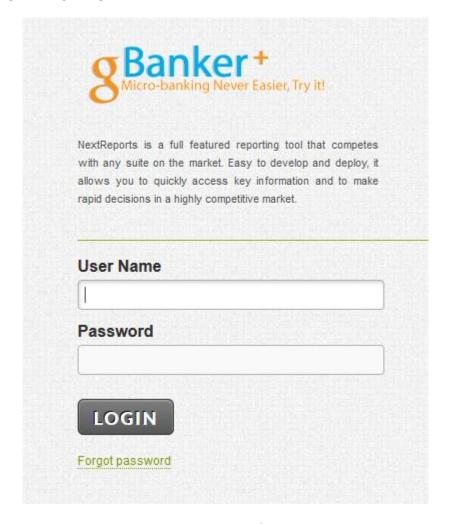
Report Writing Tool Login Page

Fig 3.1 B: Report Tool Login Page

Considering you already have the 'username' and 'password', go through the following steps to log into report tool web applications.

1. Type the 'username' you are provided with.
2. Type the 'password' you are provided with.
3. Click the 'Log In' button to proceed.
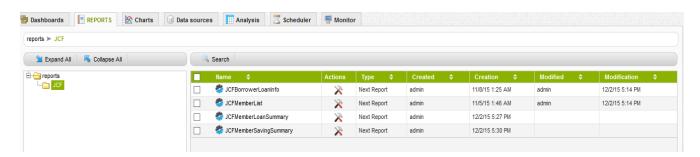
3.2 System Menu

3.2.1 Reports

Fig 3.2.1 : Report List

1. Click 'Report Tab to see available Reports.

3.2.1.1 Transfer Report to Analysis Module

To analyze report in analysis module a report has to be transferred to analysis module. Following steps should be performed to transfer report to analysis module.
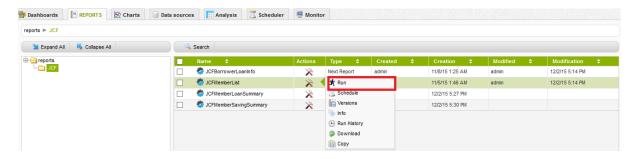
Step 1: Select a report to run:

Fig 3.2.1.1 A : Transfer Report to analysis Module(step:1)

Step 2: In next screen export type should be defined to "Analysis Source" and click on "Finish" button .

Fig 3.2.1.1 B : Transfer Report to analysis Module(step:2)

Step 3: A notification box will appear informing the initiation of the transformation process.
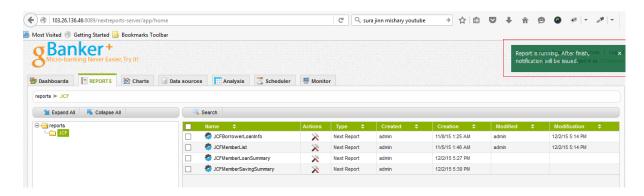

Fig 3.2.1.1 C : Transfer Report to analysis Module(step:3)

Step 4: When transformation process will end a notification will appear. Until then user will have to wait.

Fig 3.2.1.1 D : Transfer Report to analysis Module(step:4)

Step 5: After confirmation of process end notification user can incorporate newly transferred report in analysis module by clicking "Add Analysis" button. A dialogue will appear and user will select the source and a randomly generated name will appear when analysis will be added.

Fig 3.2.1.1 E : Transfer Report to analysis Module(step:5)

Step 6: User should rename the newly created analysis report to organize report.

Fig 3.2.1.1 F : Transfer Report to analysis Module(step:6)
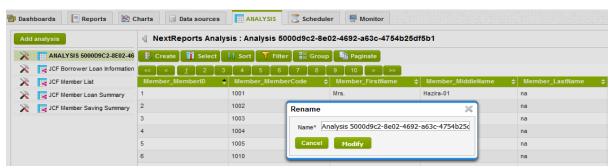
Fig 3.2.1.1 G: Transfer Report to analysis Module(step:6)

3.2.2 Analysis

This section gives user the capability to manipulate transferred report using actions(**create, select, sort, filter, group, paginate**).
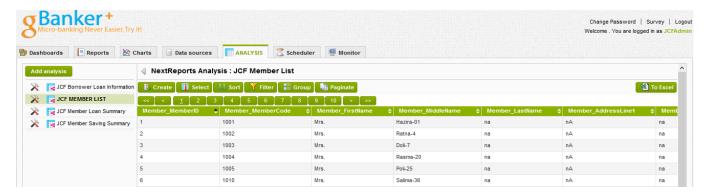

Fig 3.2.2 : Analysis Menu

1. Click 'Analysis Tab' to see available Reports in analysis. In the above screenshot 4 reports are available.
2. User can perform analysis operation on any available report here.
3. Available operations are **Create, Select, Sort, Filter, Group, Paginate**

3.2.2.1 Create

In **Create** action user can create any derived column on aggregated values of any column in report.
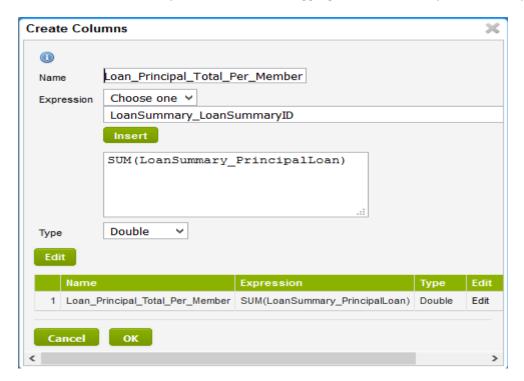

Fig 3.2.2.1 : Analysis Menu (Create)

Procedure to create new derived column in report is as follows:

1. Click on "**Create**" button
2. A window will appear to create as many columns as required.
3. **Name** field will be used for new column name.
4. **Expression** will be used to choose the listed function.
5. **Insert** command will be used to add the column functional logic in a text area and then set column value type.
6. Now user will click "**Add/Edit**" to create and edit existing column to make column functional on report.

3.2.2.2 Select

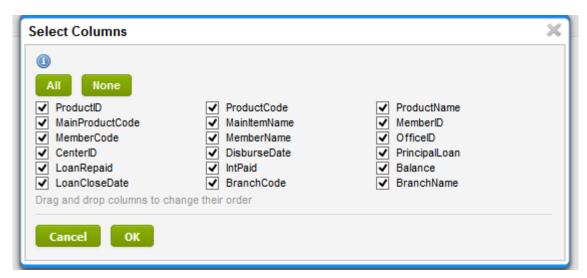In *Select* action user can make column visible or invisible in report.

Fig 3.2.2.2 : Analysis Menu (Select)

1. Click on "Select" button
2. A dialog window will open that contains all columns.
3. A check box will appear with each column that can fix the status of the column

3.2.2.3 Sort

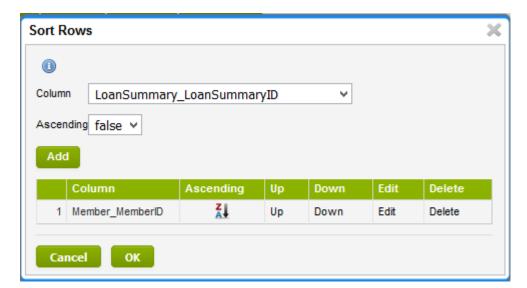In **Sort** action user can make column sort able (ascending/descending) in report.

Fig 3.2.2.3 : Analysis Menu (Sort)

1. Click on "Sort" button
2. Select column for sorting
3. select ascending/descending status
4. Click "add" button to create sorting condition on report
5. Multiple sorting condition can be created

3.2.2.4 Filter

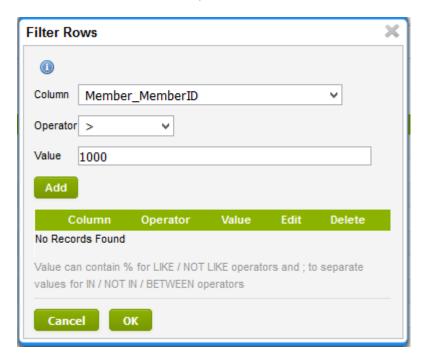In **Filter** action user can set filter condition in report.

Fig 3.2.2.4 : Analysis Menu (Filter)

1. Click on "Filter" button
2. Select Column from dropdown list
3. Select operator
4. set value as per requirements.
5. User can add more than one filter options

3.2.2.5 Group

In **Group** action user can create new groups in report.

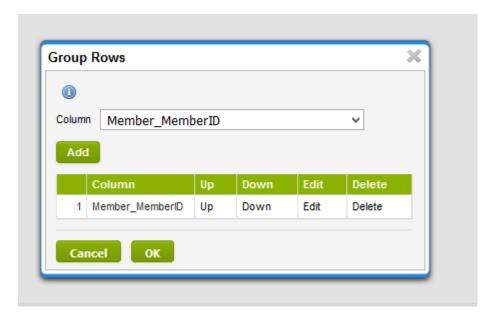*Fig 3.2.2.5 : Analysis Menu (Group)*

1. Click on "Group" button
2. Select Column from dropdown list
3. Click "Add" button to add group.

3.2.2.6 *Paginate*

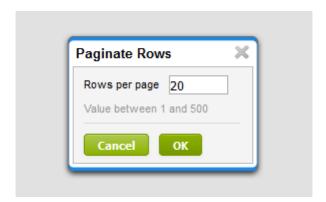In **paginate** action user can set number of rows to be shown in report.

Fig 3.2.2.6 : Analysis Menu (Pagiante)

1. Click on "Paginate" button
2. Set row number per page
3. Click "OK" button to get effect in report.

3.2.2.7 Export report to Excel

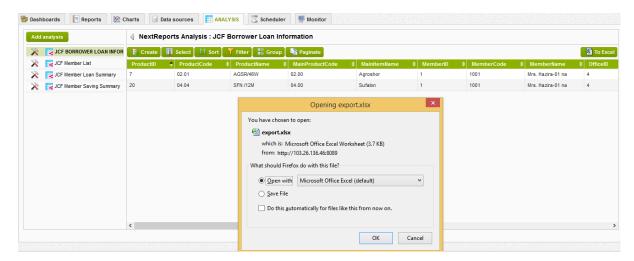In *ToExcel* action user can export report data into excel format.

Fig 3.2.2.7 : Analysis Menu (Export)

1. Click on "ToExcel" button
2. A dialog will appear to save report in excel format
3. Click "ok" to save report

3.3 Exiting the System

Fig 3.3 : Exiting System

1. Click 'Log Out' to exit the system.

N.B: Others modules like DashBoard, Charts, DataSource, Scheduler, Monitor are currently out of scope.