

3.2 LESSON NOTES

REPORT BUILDER FIRST LOOK

- Build reports by adding different objects, called '**components**' to the page
- Grid helps align objects in **Edit mode** but disappears in **View mode**. Grid properties can be modified in View menu
- You will mostly be using **buttons in toolbar** above page to add components, pages & data sources. However, there are certain functionalities, e.g. duplicating a page, that can only be accessed via the **menus**
- The section to the right of the report is where you build and style queries as well as modifying the properties of report themes

Untitled Report

File Editing View Insert Page Arrange Resource Help

⊕ Add a page ↶ ↷ ⌨ Add data 📊 Add a chart ⚙ Add a control < > 📐 🖨 🗑

Theme and layout

You will mainly use these buttons to add components to report

	FY	Record Count
1.	FY20	1,260
2.	FY18	900
3.	FY19	900
4.	FY17	864
5.	FY21	216

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Here you will build and style queries

Chart > Table

DATA STYLE

Data source

Project Specificati...

BLEND DATA

Date Range Dimension

Date

Dimension

FY

Add dimension

Drill down

Metric

Record Count

Add metric

Optional metrics

Metric sliders

Rows per Page

100

Summary row

Show summary row

Sort

Record Count

Descending

Available Fields

Type to search

Date

Detail

FY

Sub-type

Type

COS - Mktg

COS - Website

FY Number

Income - Branding

Income - Mktg

Income - Web

Previous FY

Previous year

Value

Year Diff

Externals

Growth/Month

Record Count

Total Income

ADD A FIELD

ADD A PARAMETER

Show all