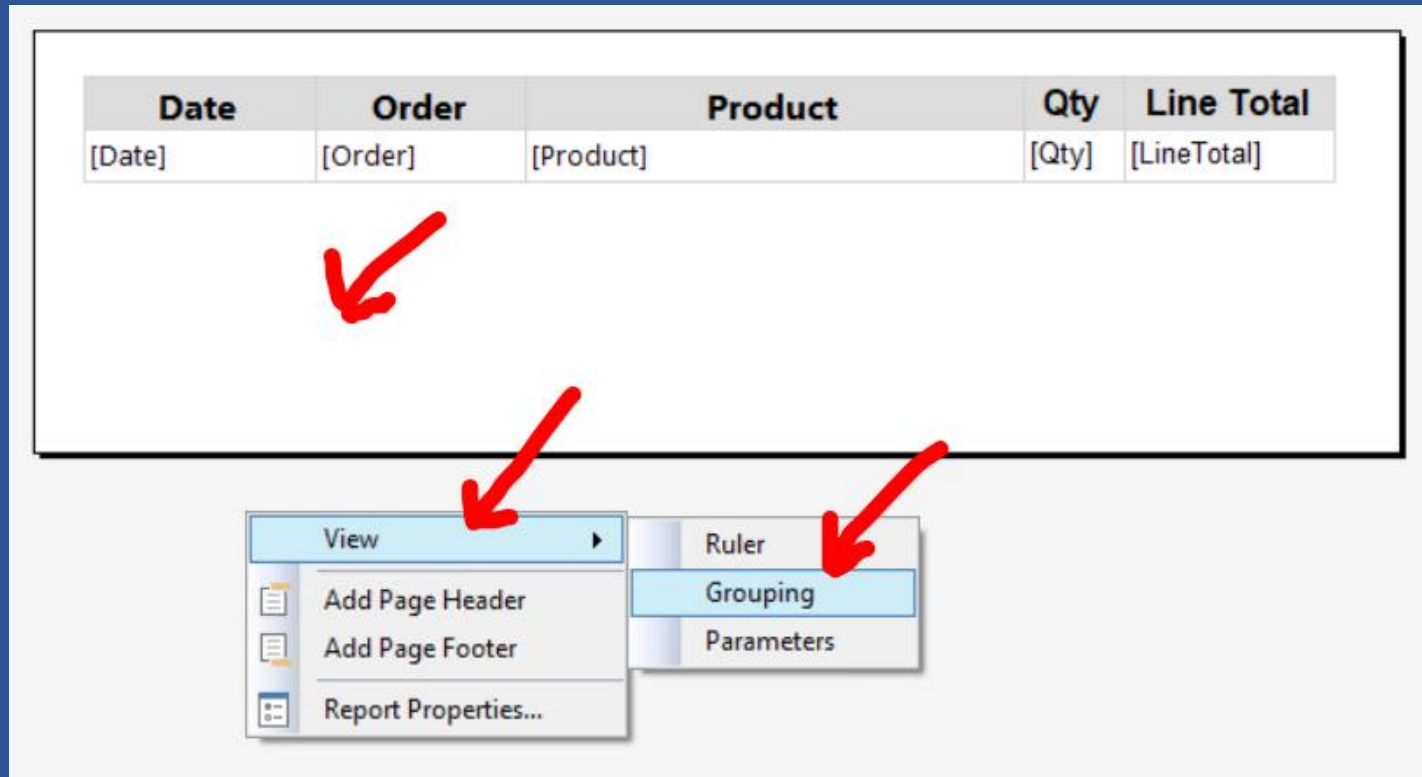


Adding Grouping

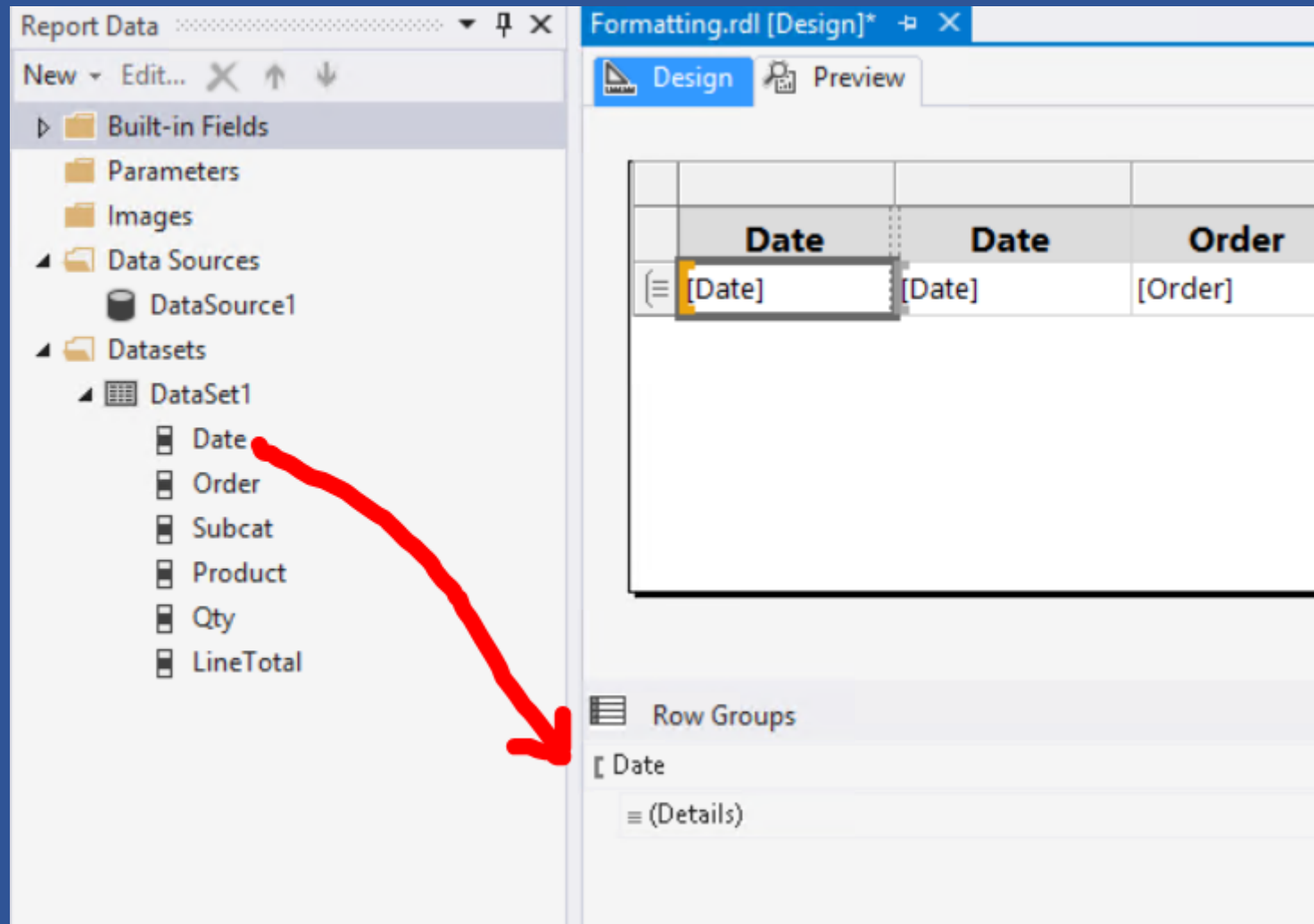
Date	Order	Product	Qty	Line Total
May 31, 2011	SO43659	AWC Logo Cap	2	\$10.37
		Long-Sleeve Logo Jersey, M	3	\$86.52
		Long-Sleeve Logo Jersey, XL	1	\$28.84
		Mountain Bike Socks, M	6	\$34.20
		Order Total	12	\$159.93
	SO43661	AWC Logo Cap	4	\$20.75
		Long-Sleeve Logo Jersey, L	4	\$115.36
		Long-Sleeve Logo Jersey, XL	2	\$57.68
		Order Total	10	\$193.79
	SO43664	Long-Sleeve Logo Jersey, M	1	\$28.84
		Long-Sleeve Logo Jersey, XL	1	\$28.84
		Order Total	2	\$57.68

Right-click design surface / View

Make sure Grouping is selected



From the Report Data pane, drag the Date field to the Row Groups pane. Place it above the row called (Details).



From the Report Data pane, drag the Order field to the Row Groups pane. Place it below Date and above (Details).

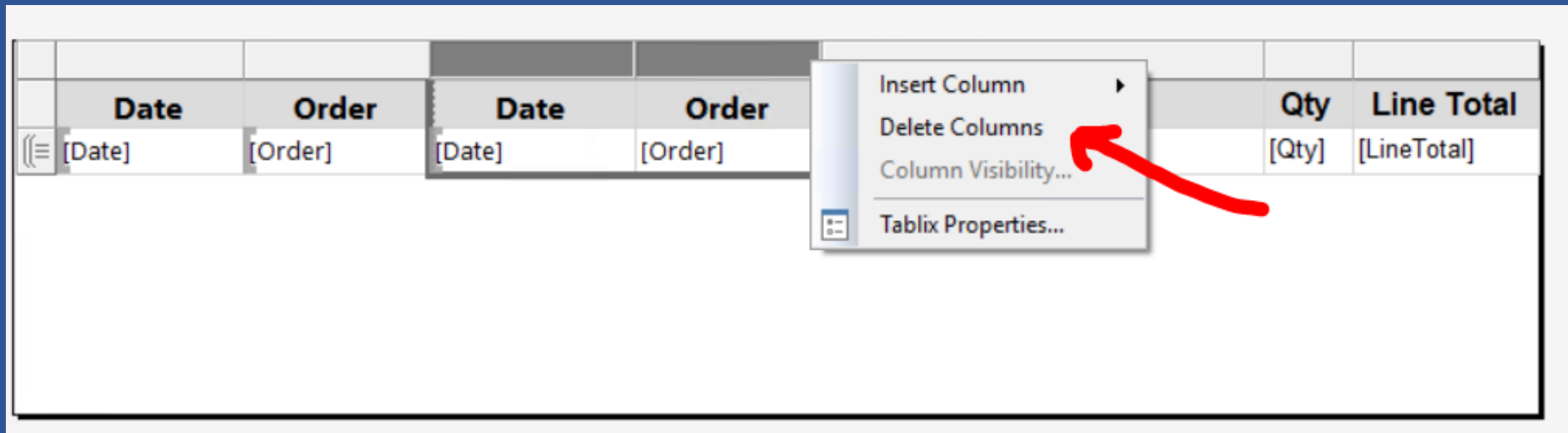
The screenshot shows the Microsoft SQL Reporting Services (SSRS) report designer interface. On the left is the 'Report Data' pane, which contains a tree view of available fields. Under 'Data Sources', there is 'DataSource1'. Under 'Datasets', there is 'DataSet1'. Within 'DataSet1', the following fields are listed: 'Date', 'Order', 'Subcat', 'Product', 'Qty', and 'LineTotal'. The 'Order' field is highlighted with a red arrow pointing towards the 'Row Groups' pane on the right.

On the right is the 'Formatting.rdl [Design]*' pane, which shows the report design. The top section displays a table with columns labeled 'Date' and 'Order'. The table structure is as follows:

Date	Order	Date	Order	Product
[Date]	[Order]	[Date]	[Order]	[Product]

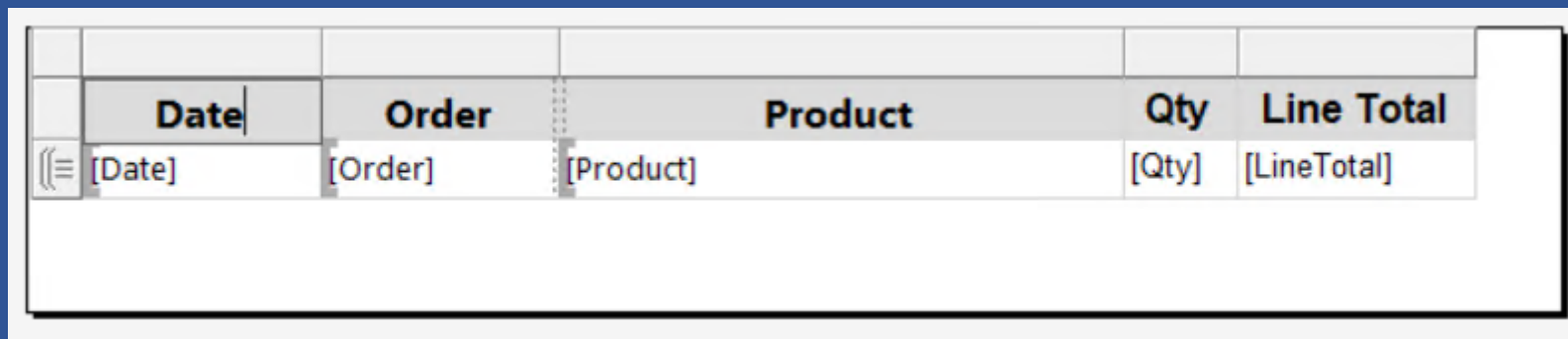
Below the table is the 'Row Groups' pane, which shows the hierarchy of the report. It contains the following groups: 'Date', 'Order', and '(Details)'. The 'Order' group is currently selected and highlighted in blue.

Delete the original Date and Order columns



The screenshot shows a table with columns: Date, Order, Date, Order, Qty, and Line Total. A context menu is open over the second 'Date' column, with the 'Delete Columns' option highlighted by a red arrow. The menu also includes 'Insert Column', 'Column Visibility...', and 'Tablix Properties...'.

	Date	Order	Date	Order		Qty	Line Total
⌵	[Date]	[Order]	[Date]	[Order]		[Qty]	[LineTotal]



The screenshot shows the table after deleting the original Date and Order columns. The columns are: Date, Order, Product, Qty, and Line Total. The 'Product' column is highlighted with a red border.

	Date	Order	Product	Qty	Line Total
⌵	[Date]	[Order]	[Product]	[Qty]	[LineTotal]

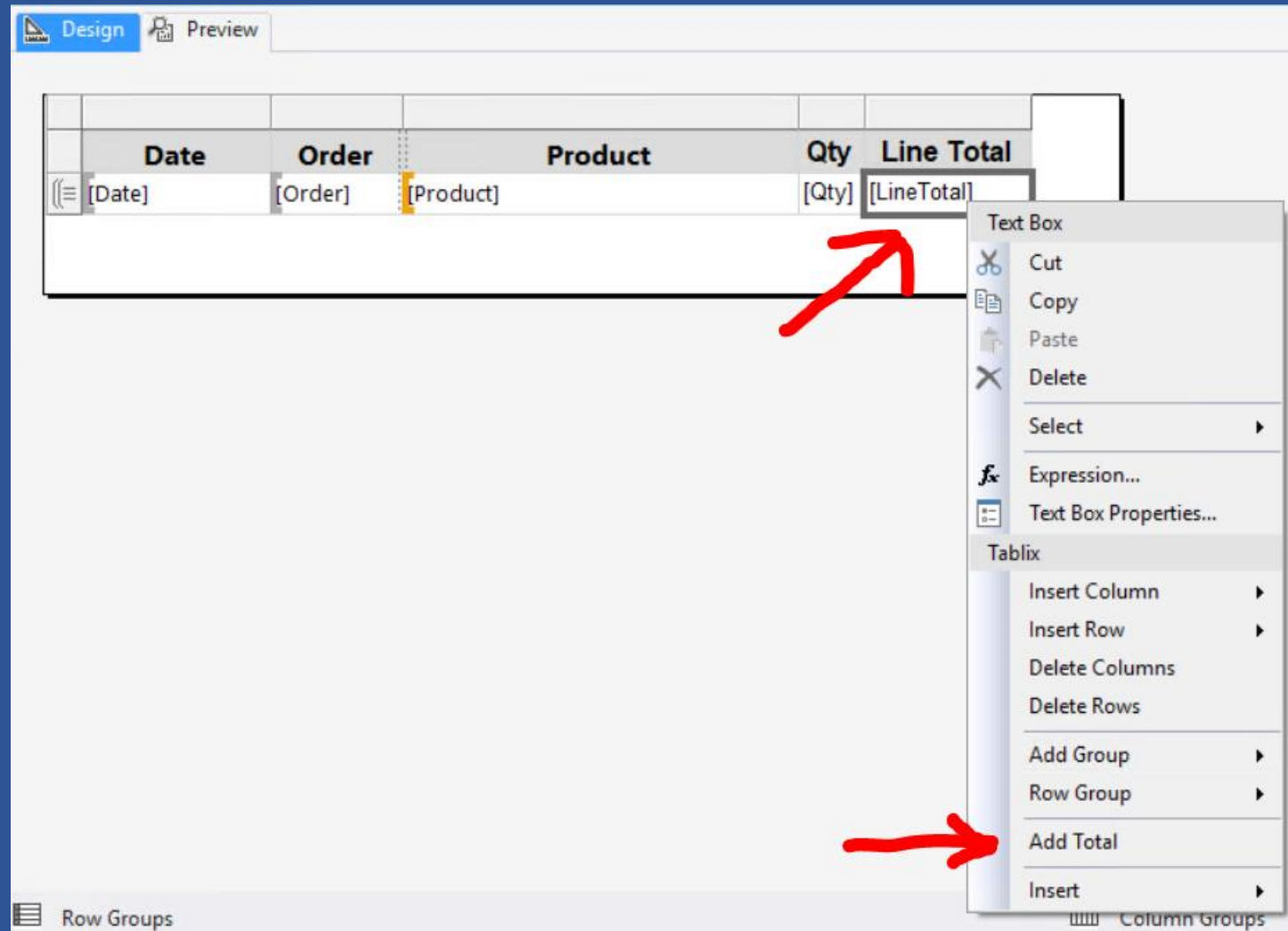
Format Date / Preview

Date	Order	Product	Qty	Line Total
May 31, 2011	SO43659	AWC Logo Cap	2	\$10.37
		Long-Sleeve Logo Jersey, M	3	\$86.52
		Long-Sleeve Logo Jersey, XL	1	\$28.84
		Mountain Bike Socks, M	6	\$34.20
	SO43661	AWC Logo Cap	4	\$20.75
		Long-Sleeve Logo Jersey, L	4	\$115.36
		Long-Sleeve Logo Jersey, XL	2	\$57.68
	SO43664	Long-Sleeve Logo Jersey, M	1	\$28.84
		Long-Sleeve Logo Jersey, XL	1	\$28.84
	SO43665	AWC Logo Cap	2	\$10.37
		Long-Sleeve Logo Jersey, L	2	\$57.68
		Mountain Bike Socks, M	6	\$34.20
	SO43667	Mountain Bike Socks, L	3	\$17.10
	SO43668	AWC Logo Cap	4	\$20.75
		Long-Sleeve Logo Jersey, L	6	\$173.04

Add total to report

Add Order Total

Right-click [Line Total] / Add Total



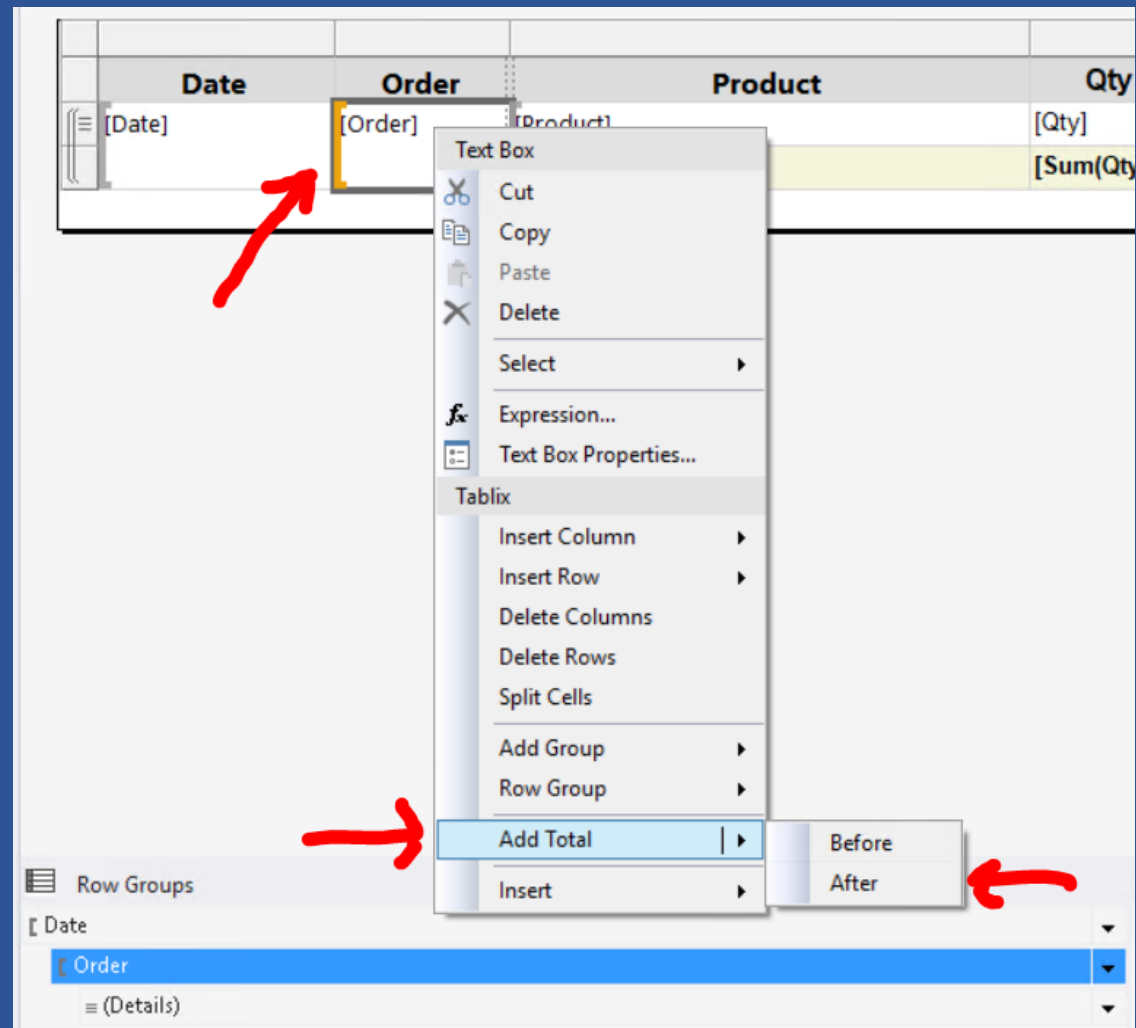
- Right-click [Qty] / Add Total
- Add text “Order Total”
- Set background color and Font bold

Date	Order	Product	Qty	Line Total
[Date]	[Order]	[Product]	[Qty]	[LineTotal]
		Order Total	[Sum(Qty)]	[Sum(LineTotal)]

Date	Order	Product	Qty	Line Total
May 31, 2011	SO43659	AWC Logo Cap	2	\$10.37
		Long-Sleeve Logo Jersey, M	3	\$86.52
		Long-Sleeve Logo Jersey, XL	1	\$28.84
		Mountain Bike Socks, M	6	\$34.20
		Order Total	12	\$159.93
	SO43661	AWC Logo Cap	4	\$20.75
		Long-Sleeve Logo Jersey, L	4	\$115.36
		Long-Sleeve Logo Jersey, XL	2	\$57.68
		Order Total	10	\$193.79

Add Daily Total

To add a daily total to a report : Right-click Order / Add Total / After



Add “Daily” before “Total” / Change background color to orange / Font bold / Preview

	Date	Order	Product	Qty	Line Total
	[Date]	[Order]	[Product]	[Qty]	[LineTotal]
			Order Total	[Sum(Qty)]	[Sum(LineTotal)]
		Daily Total		[Sum(Qty)]	[Sum(LineTotal)]

		SO43694	AWC Logo Cap	1	\$5.19
			Long-Sleeve Logo Jersey, L	2	\$57.68
			Long-Sleeve Logo Jersey, XL	3	\$86.52
			Order Total	6	\$149.39
		SO43695	Mountain Bike Socks, M	2	\$11.40
			Order Total	2	\$11.40
		Daily Total		167	\$2,875.15
	July 1, 2011	SO43843	Mountain Bike Socks, M	2	\$11.40
			Order Total	2	\$11.40
		SO43845	AWC Logo Cap	4	\$20.75
			Long-Sleeve Logo Jersey, L	3	\$86.52
			Order Total	7	\$107.27

Add grand total

Right-click [Date] / Add Total / After

Add "Grand" before "Total" / Change background color to lavender / Font bold

Date	Order	Product	Qty	Line Total
[Date]	[Order]	[Product]	[Qty]	[LineTotal]
		Order Total	[Sum(Qty)]	[Sum(LineTotal)]
	Daily Total		[Sum(Qty)]	[Sum(LineTotal)]
Grand Total			[Sum(Qty)]	[Sum(LineTotal)]

Preview Last page

	SO71952	Women's Mountain Shorts, L	15	\$548.55
		Women's Mountain Shorts, M	3	\$125.98
		Women's Mountain Shorts, S	3	\$125.98
		Order Total	21	\$800.51
	Daily Total		2999	\$83,642.49
Grand Total			64569	\$1,780,769.91