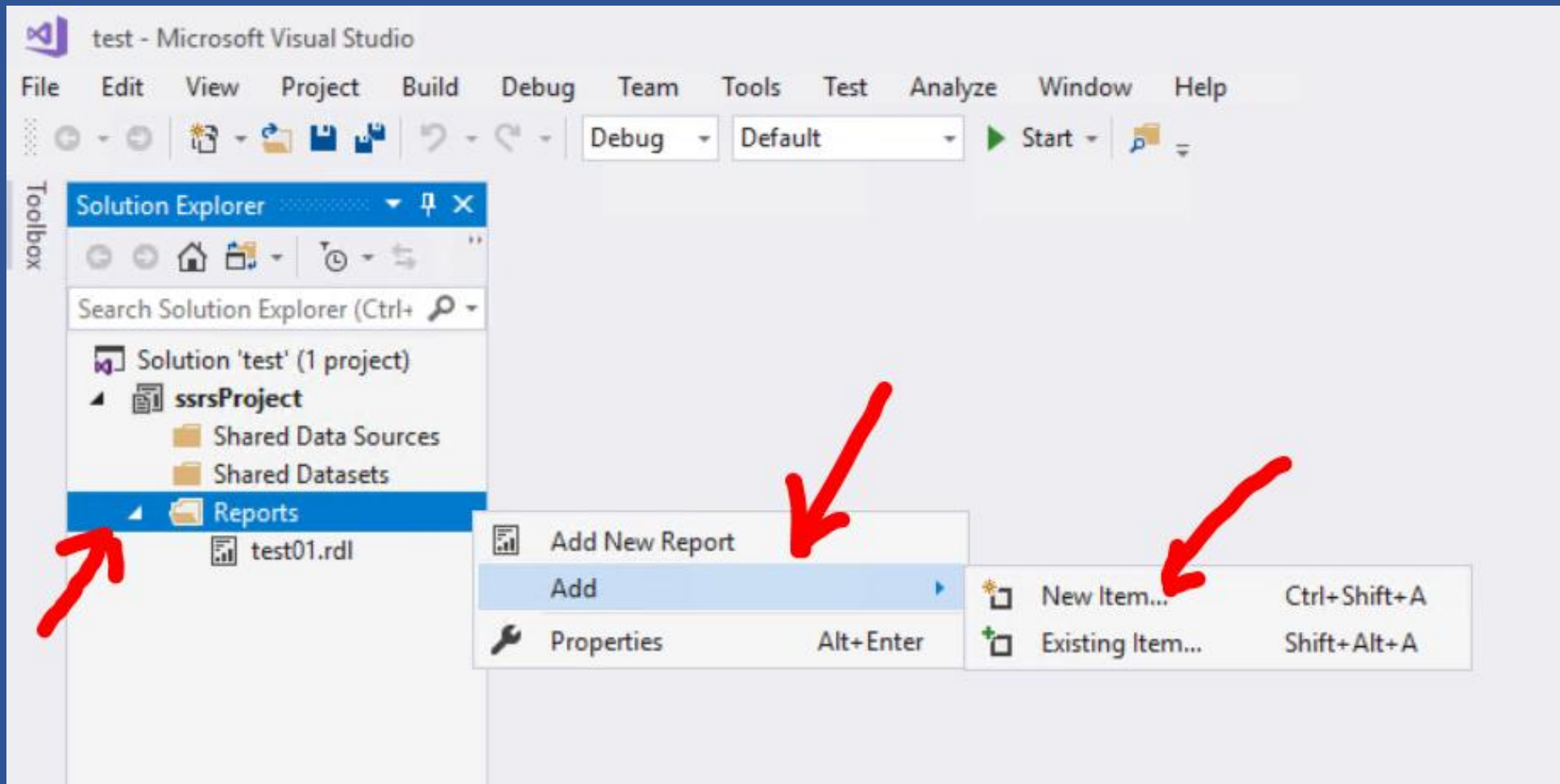


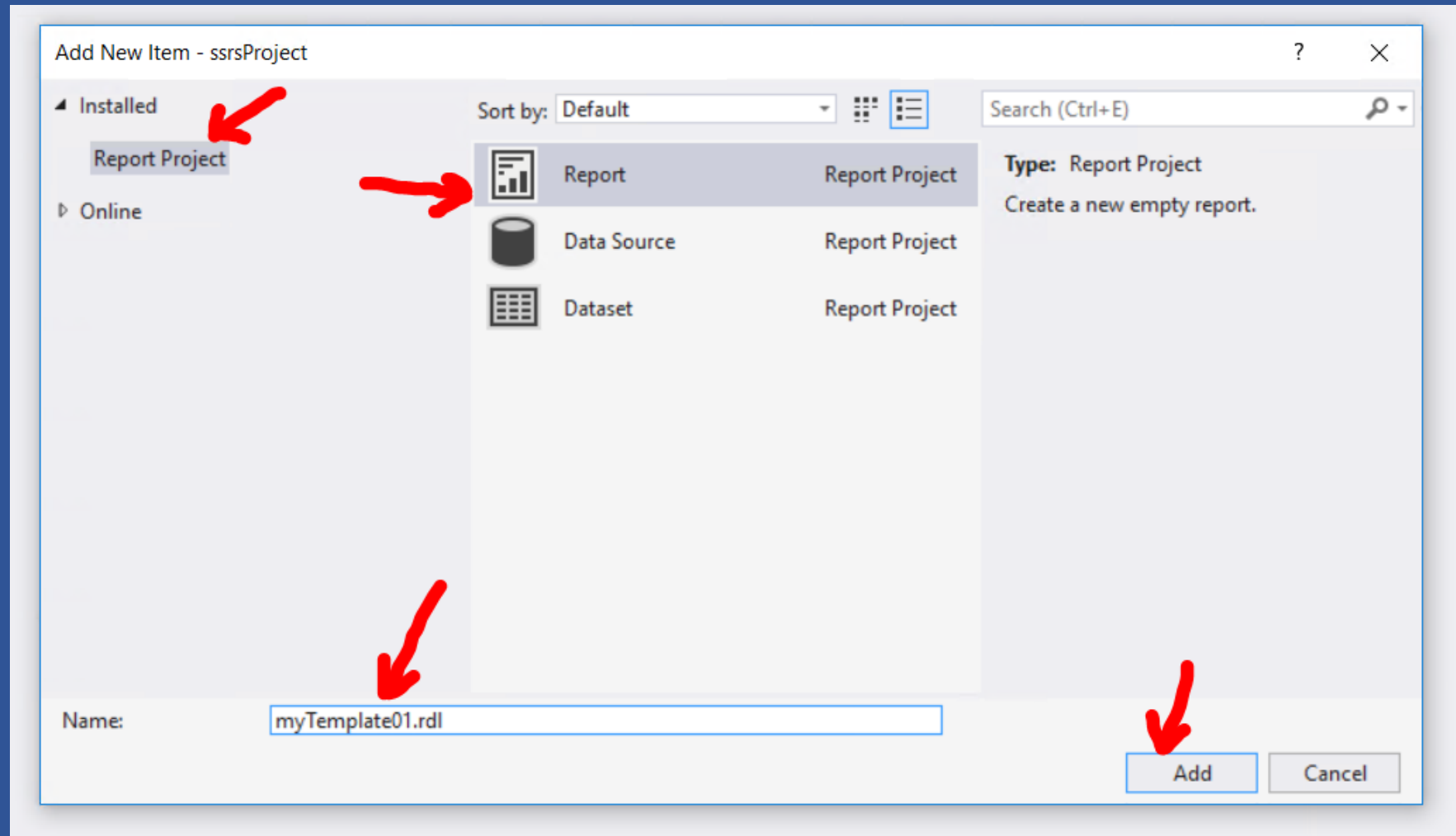
# Report Template

Open previous report project in Visual Studio

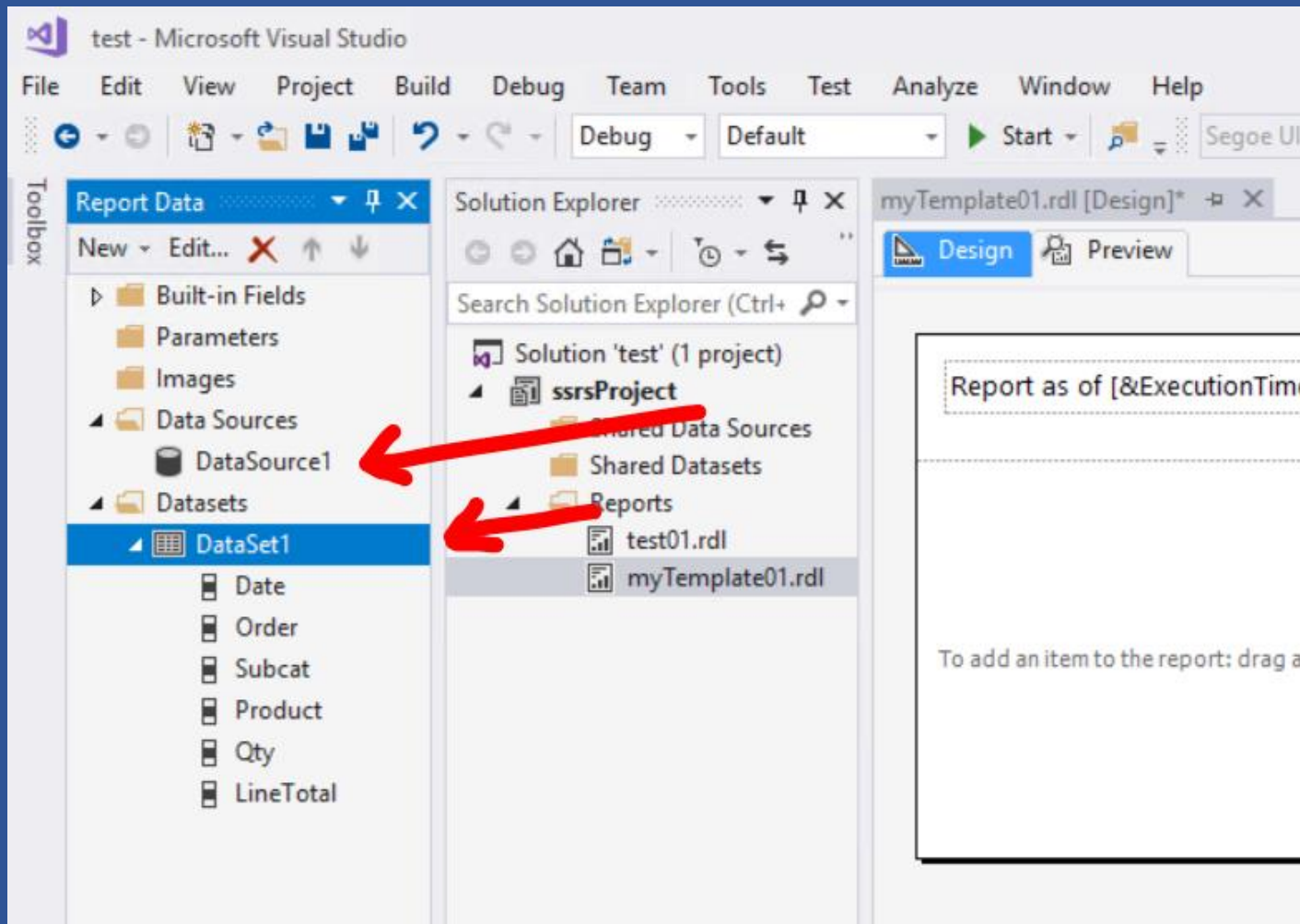
Reports / Add / New Item . . .



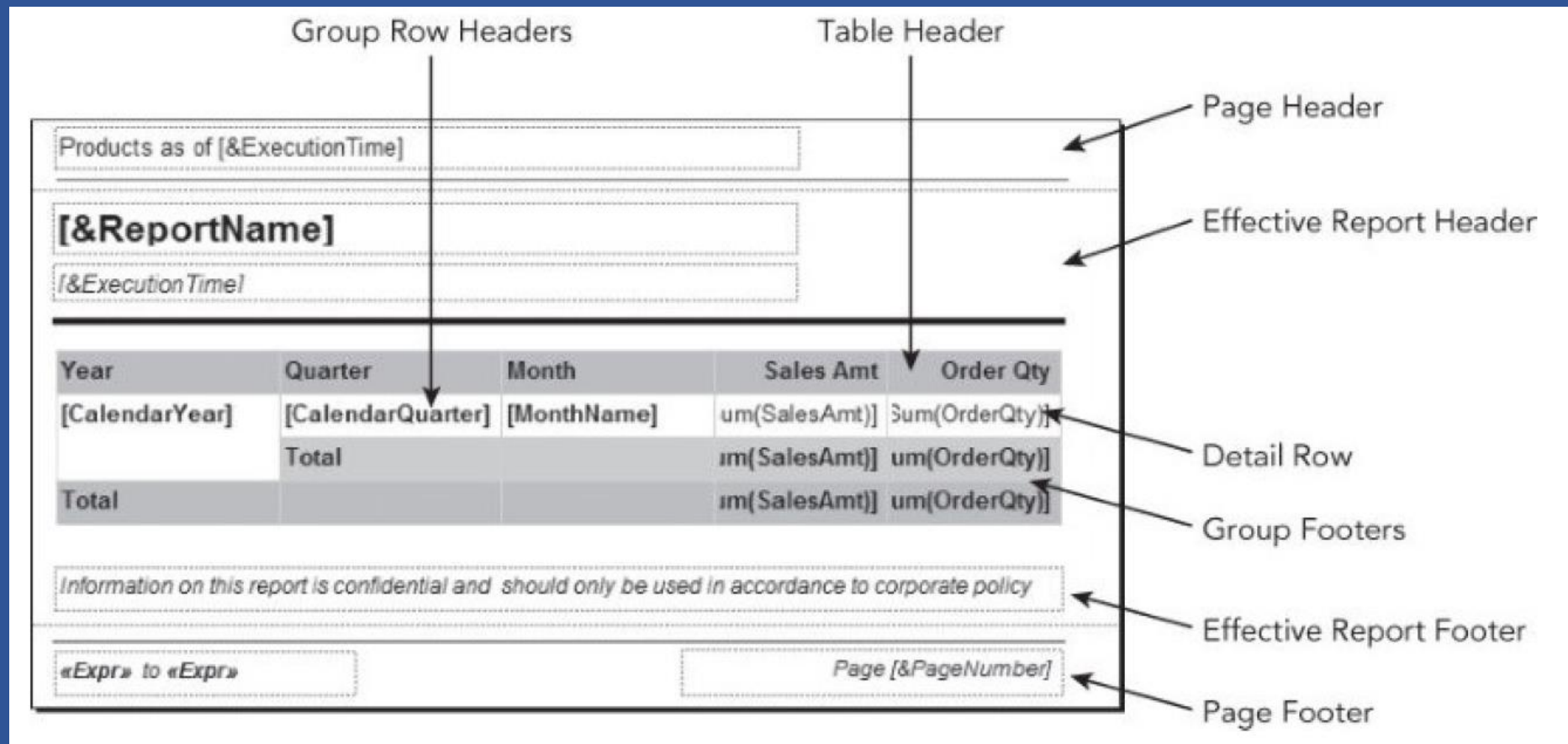
Report Project / Report / Name = myTemplate01.rdl / Add



- Add Data Source
- Add Data Set

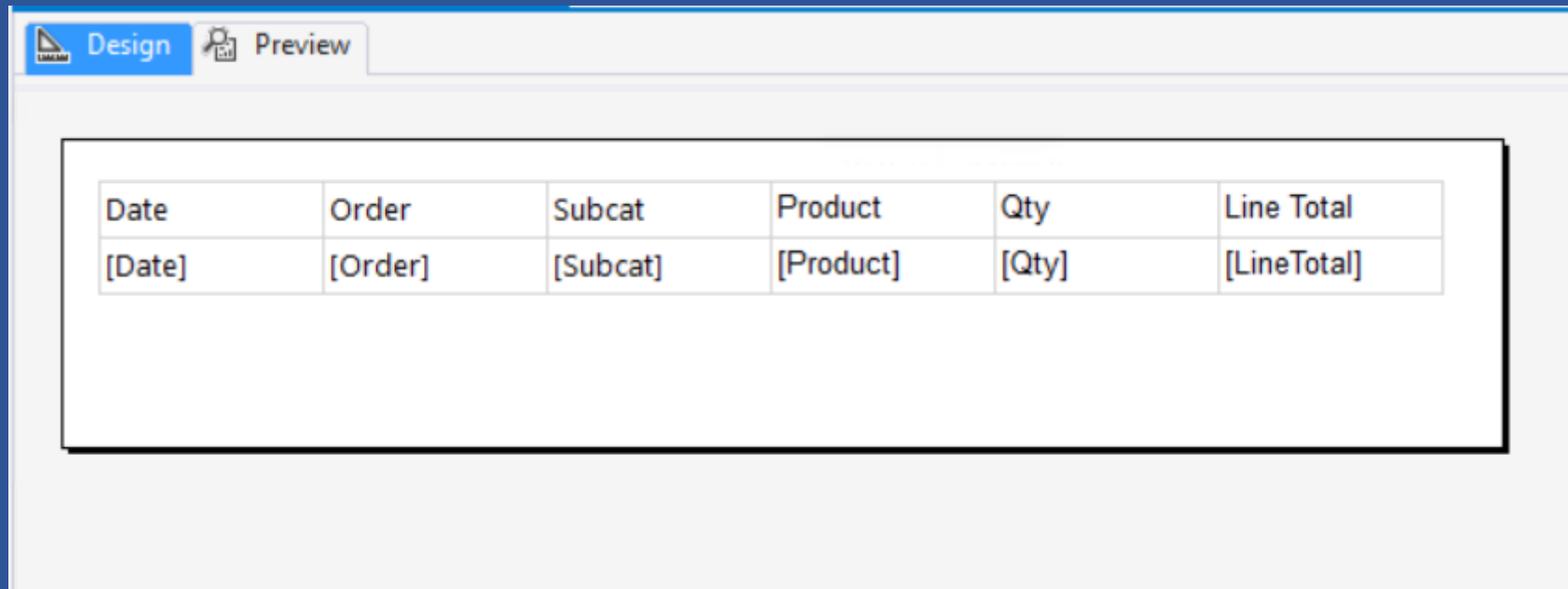


## Report anatomy



## Adding and formatting Page Header

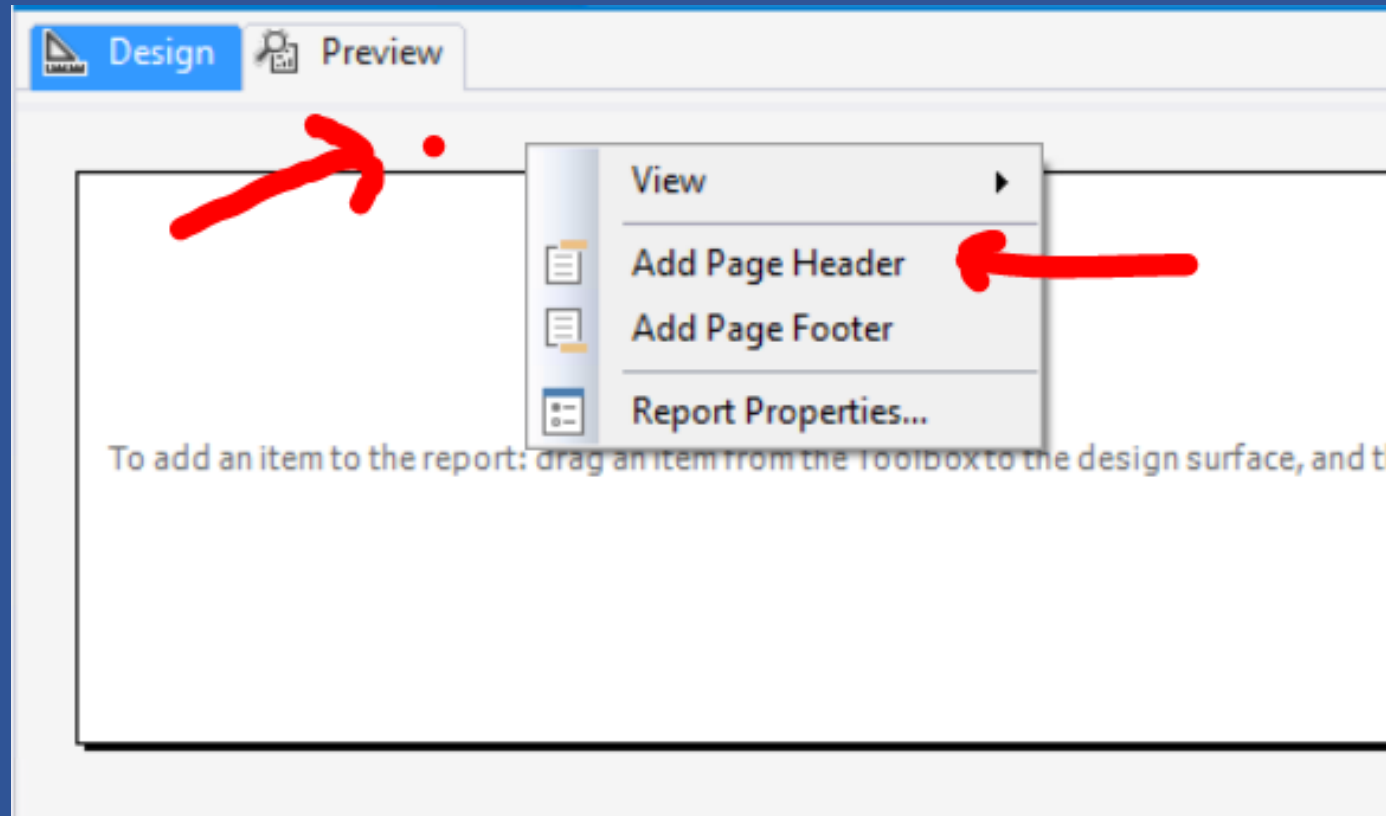
Inset table and fields



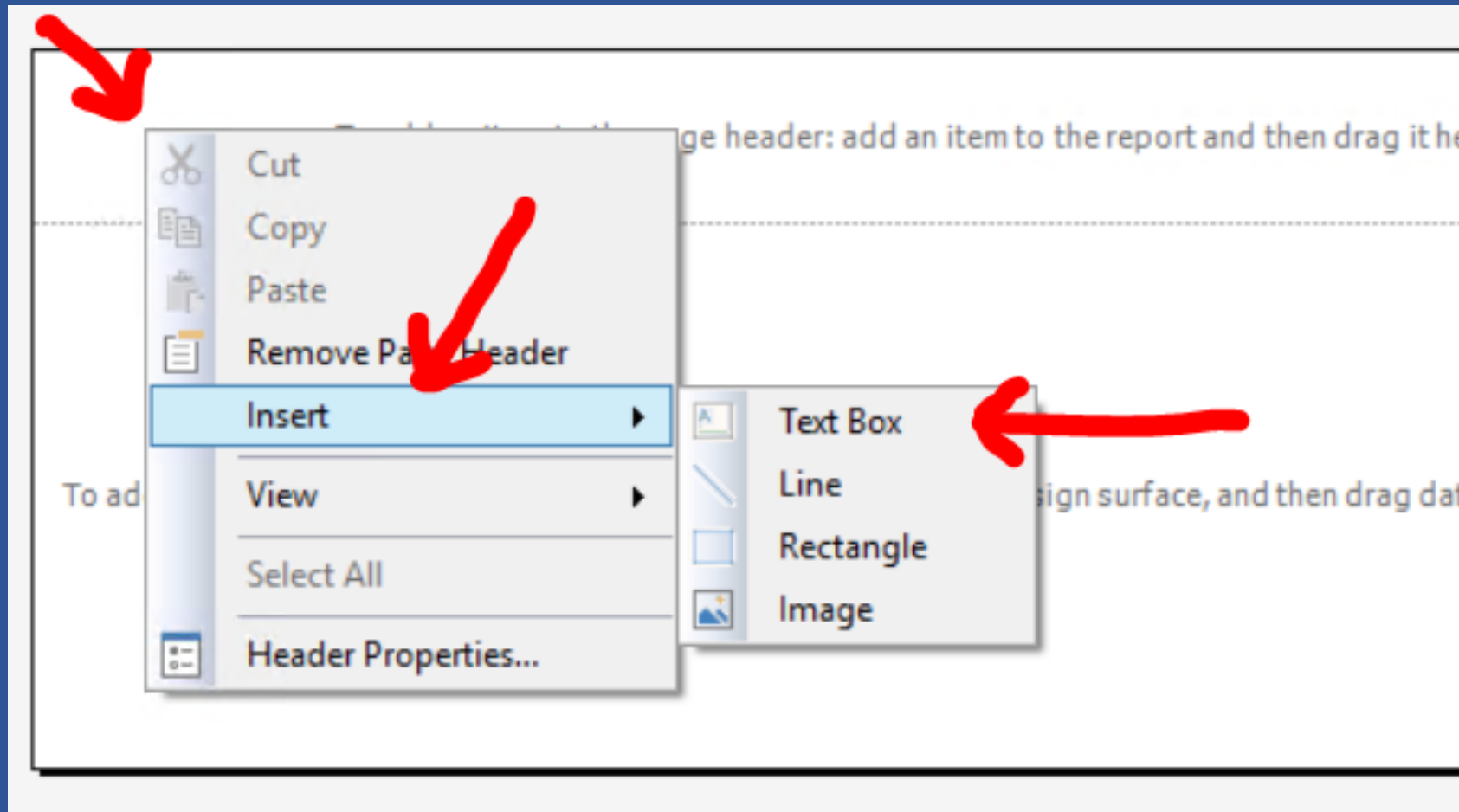
The screenshot shows the SSRS Design view of a report. At the top, there are two tabs: 'Design' (selected) and 'Preview'. Below the tabs, a table is displayed within a rectangular container. The table has 6 columns and 2 rows. The first row contains the field names: Date, Order, Subcat, Product, Qty, and Line Total. The second row contains the corresponding field names in brackets: [Date], [Order], [Subcat], [Product], [Qty], and [LineTotal].

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

Right-click the area outside report body / Add Page Header

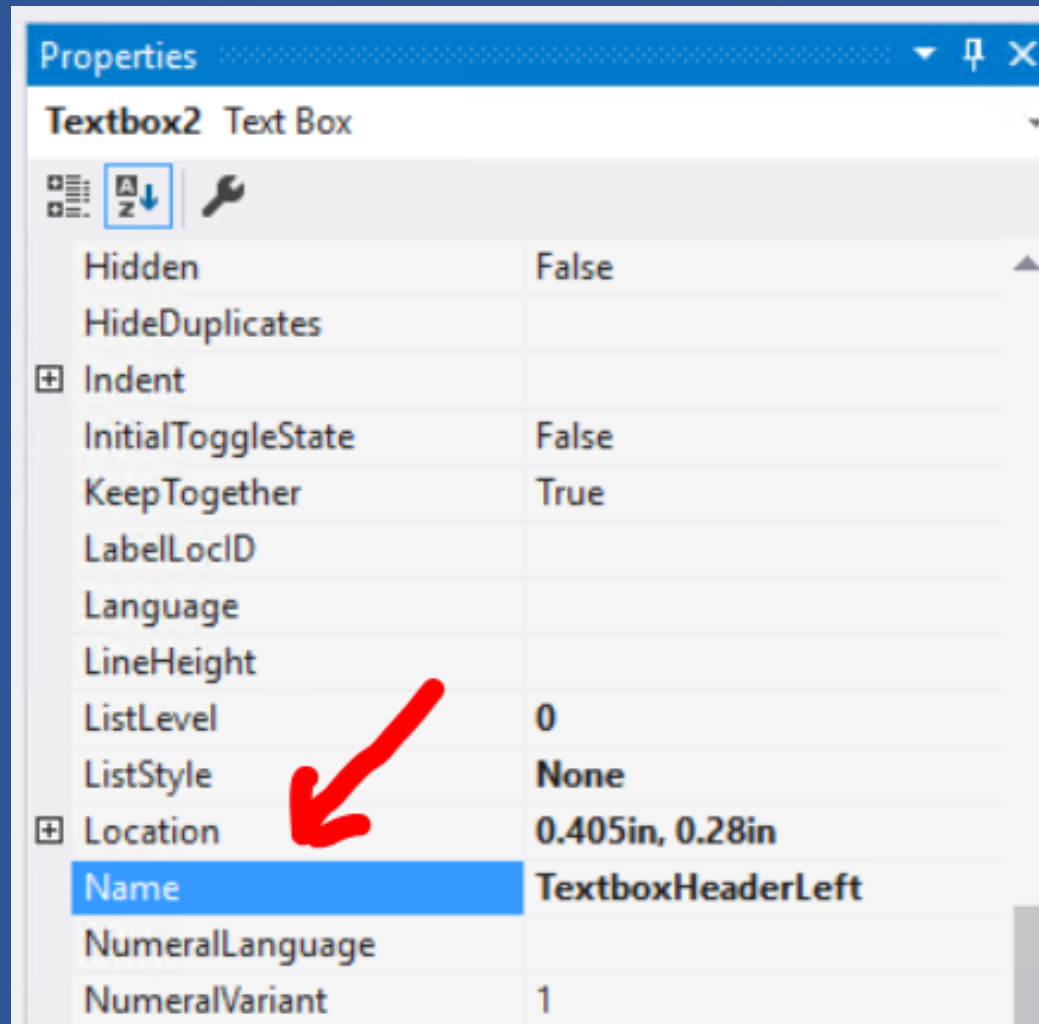


Right-click in Page Header / Insert / Text Box

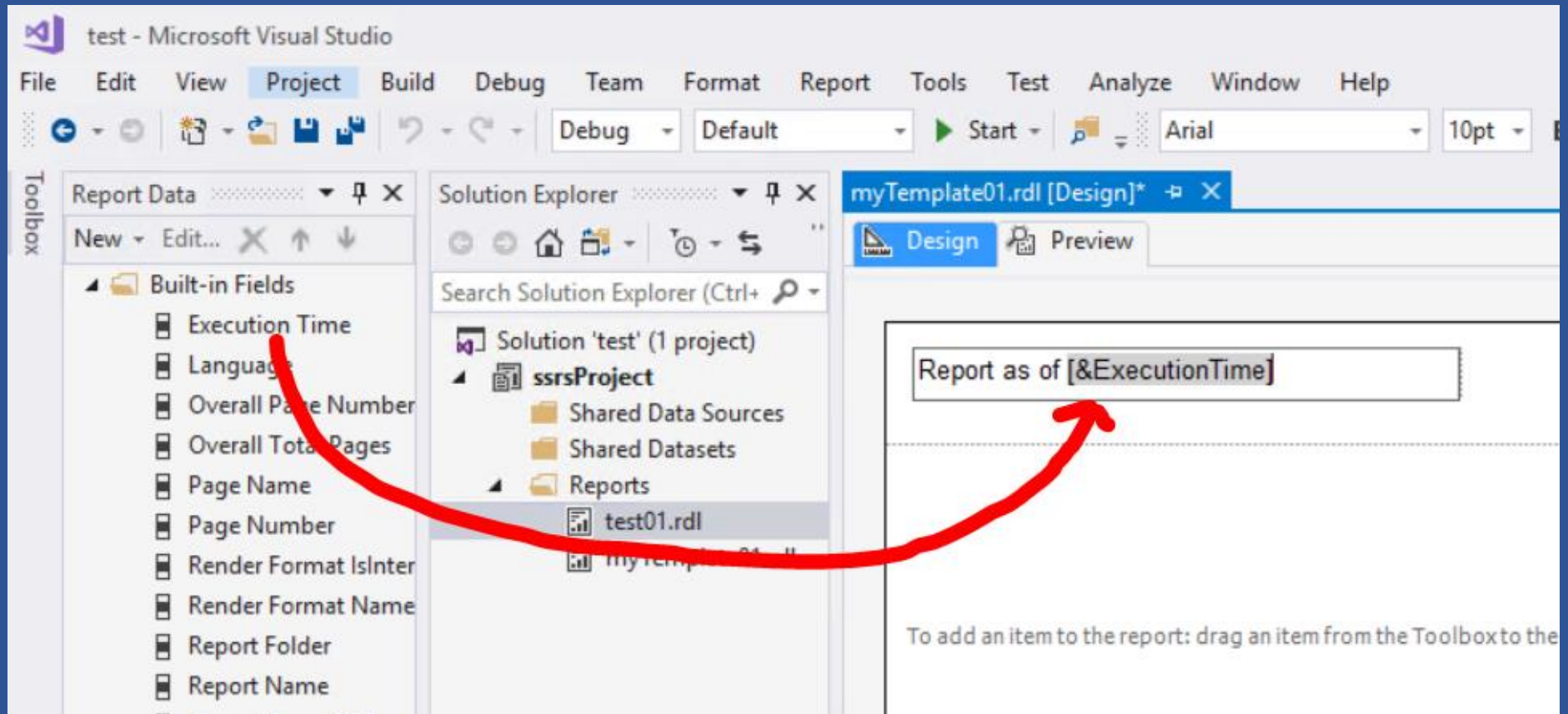




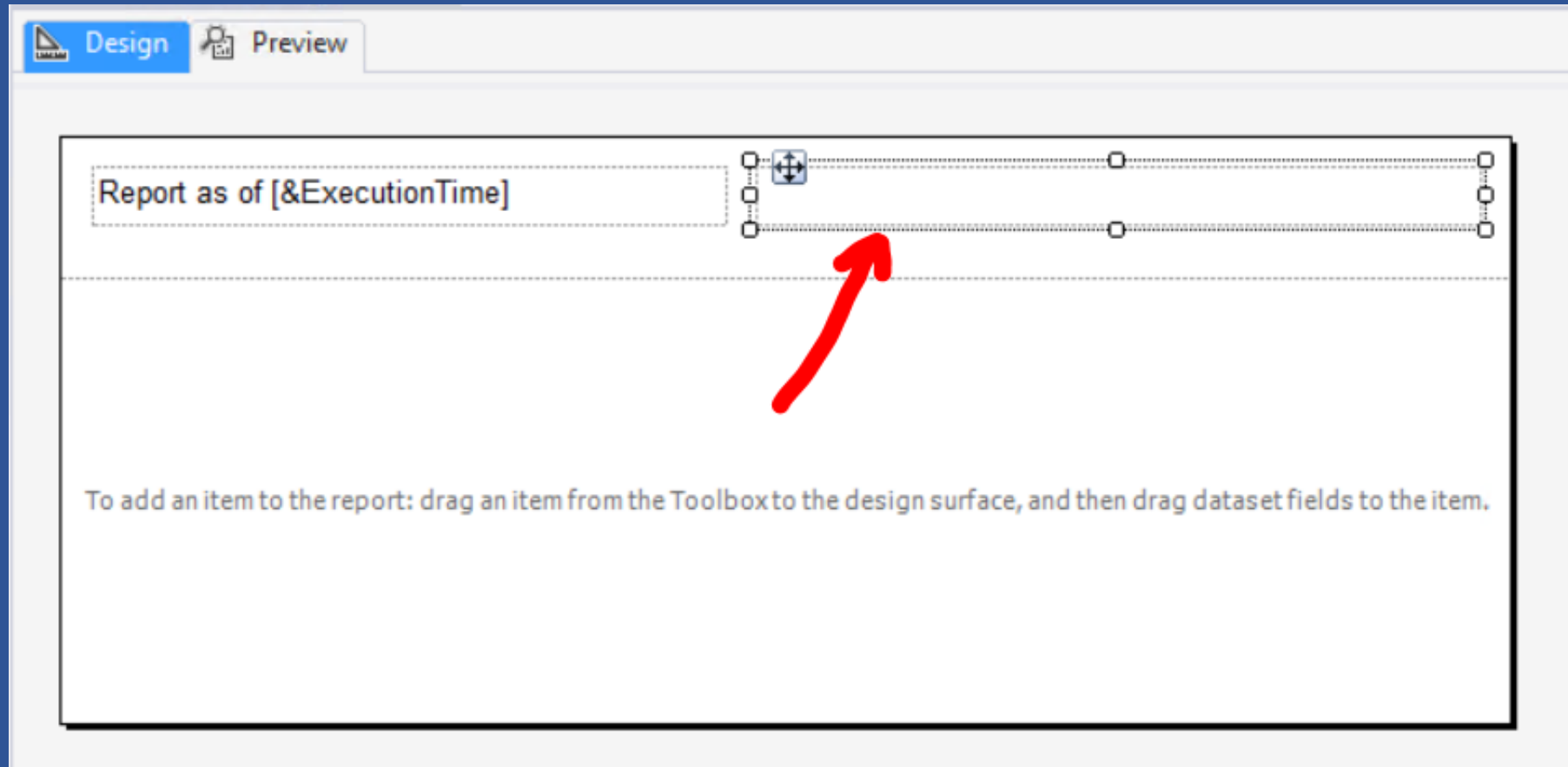
Properties (F4) / Name = TextBoxHeaderLeft



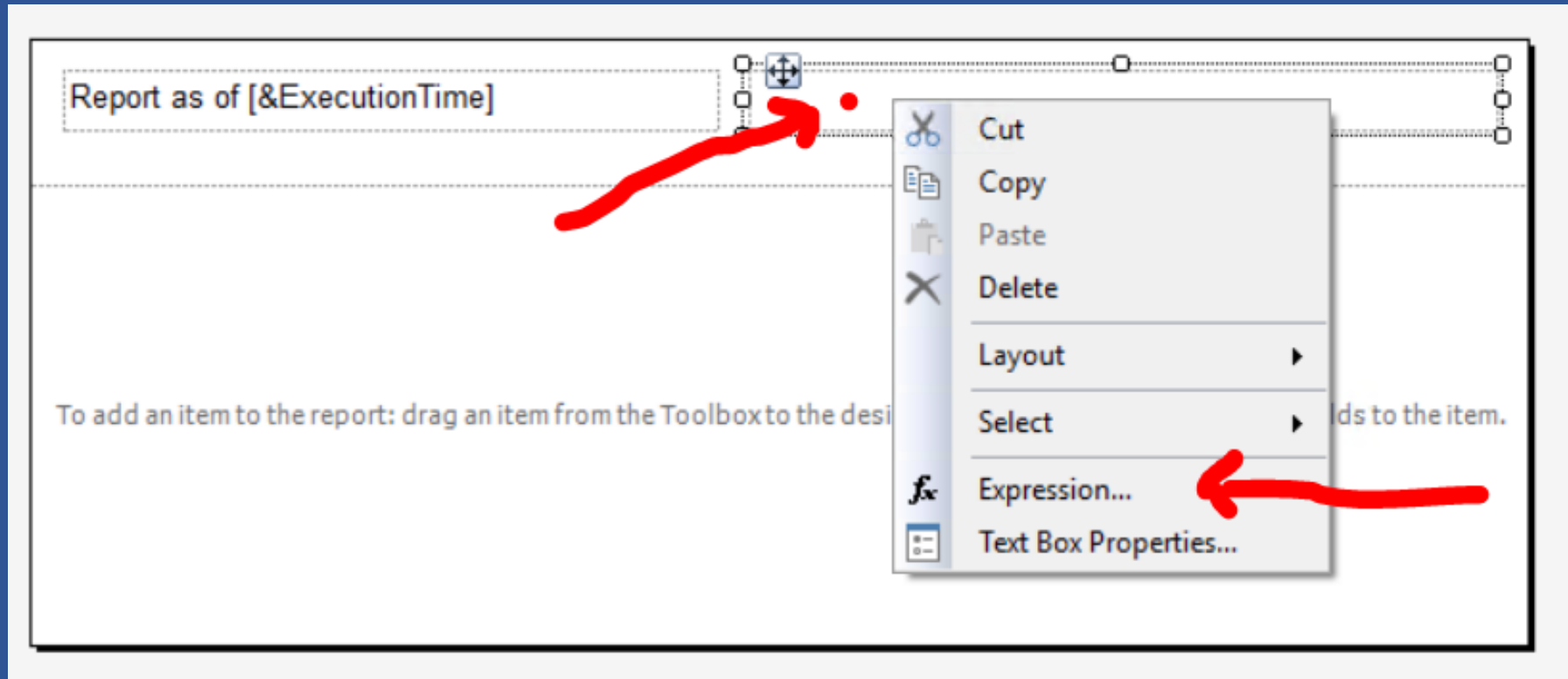
Type "Report as of " / Drag & Drop Execution Time



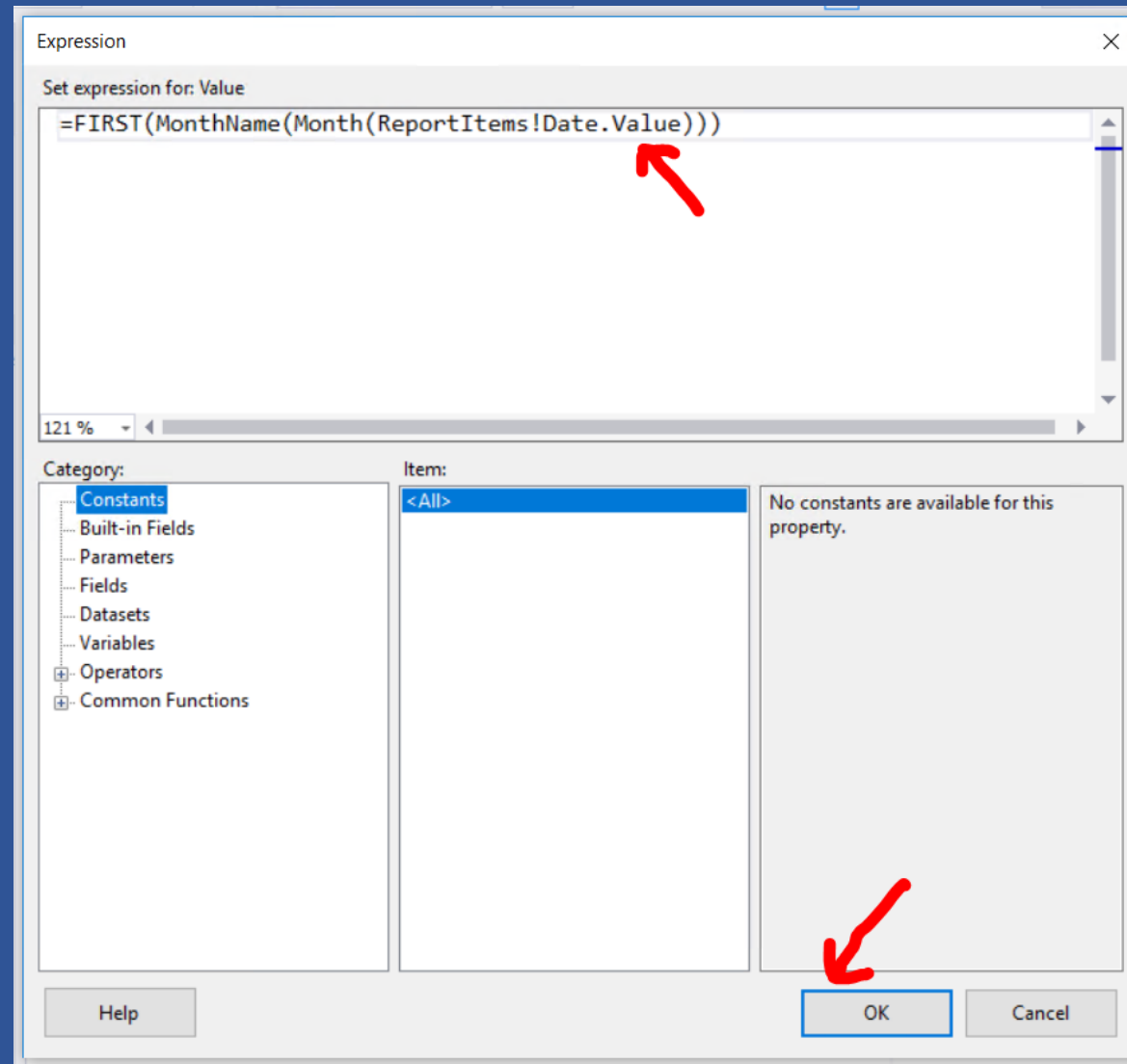
Put new Textbox / Name = TextBoxFirstMonth



Right-Click / Expression . . .



Expression : =MonthName(Month(Fields!Date.Value))

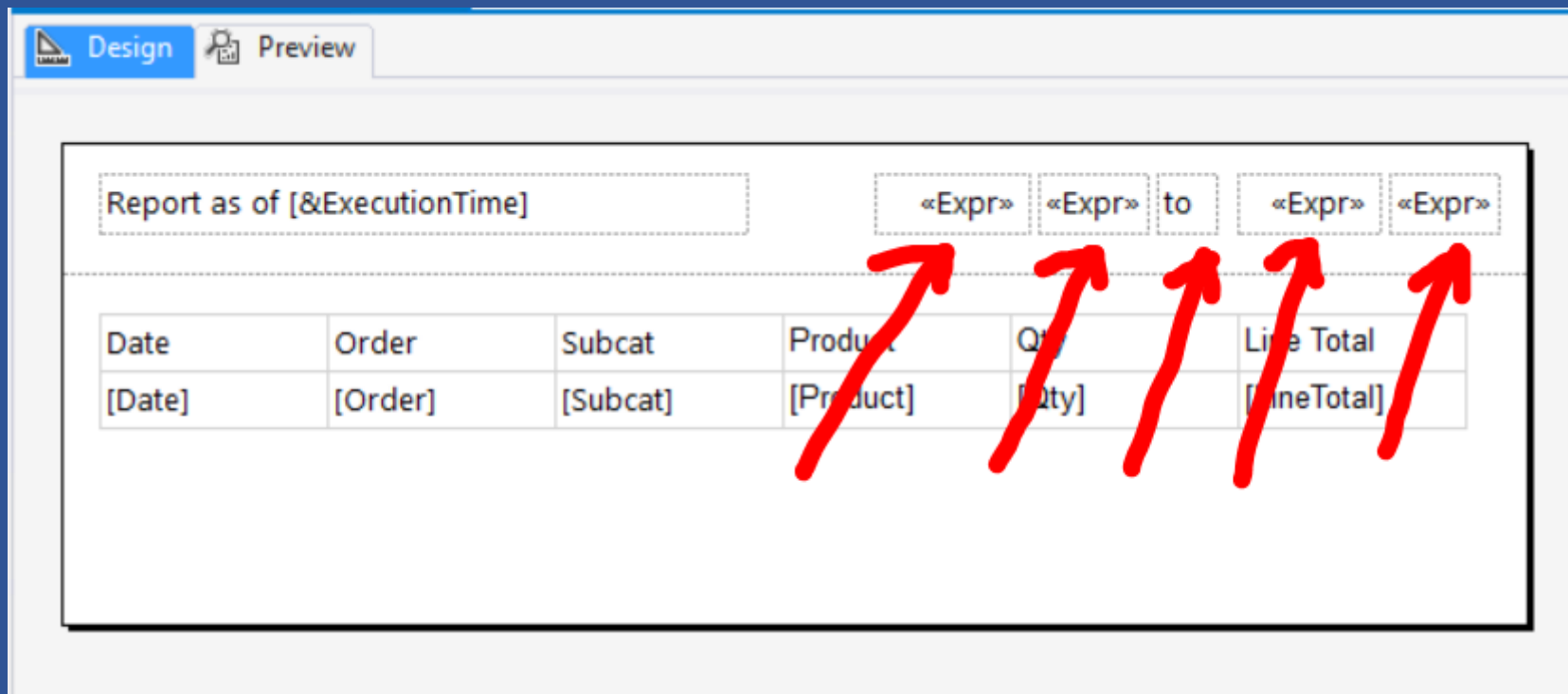


TextBoxFirstMonth =FIRST(MonthName(Month(ReportItems!Date.Value)))

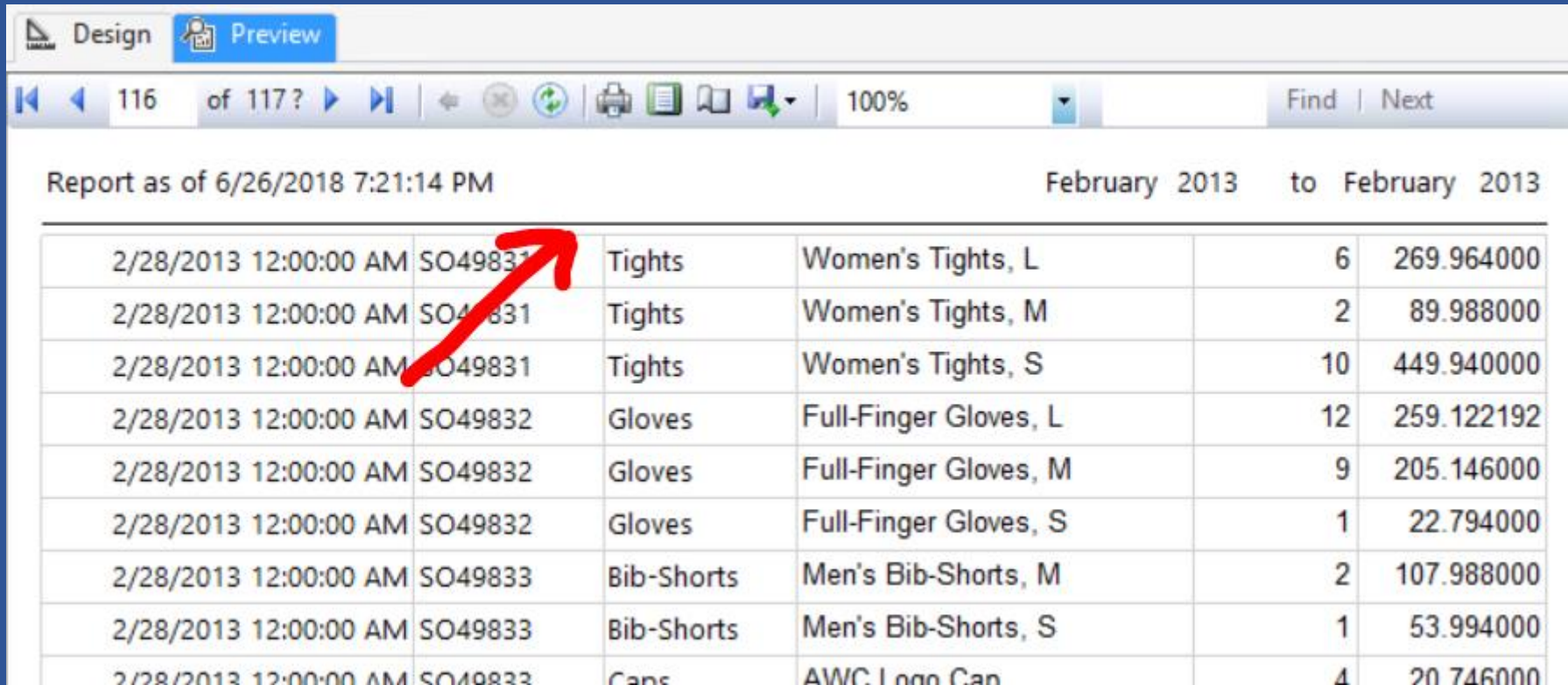
TextBoxFirstYear =FIRST(Year(ReportItems!Date.Value))

TextBoxLastMonth =LAST(MonthName(Month(ReportItems!Date.Value)))

TextBoxLastyear =LAST(Year(ReportItems!Date.Value))



Preview / Adjust column width / Adjust Text box position / Insert a line in the Header area



Design Preview

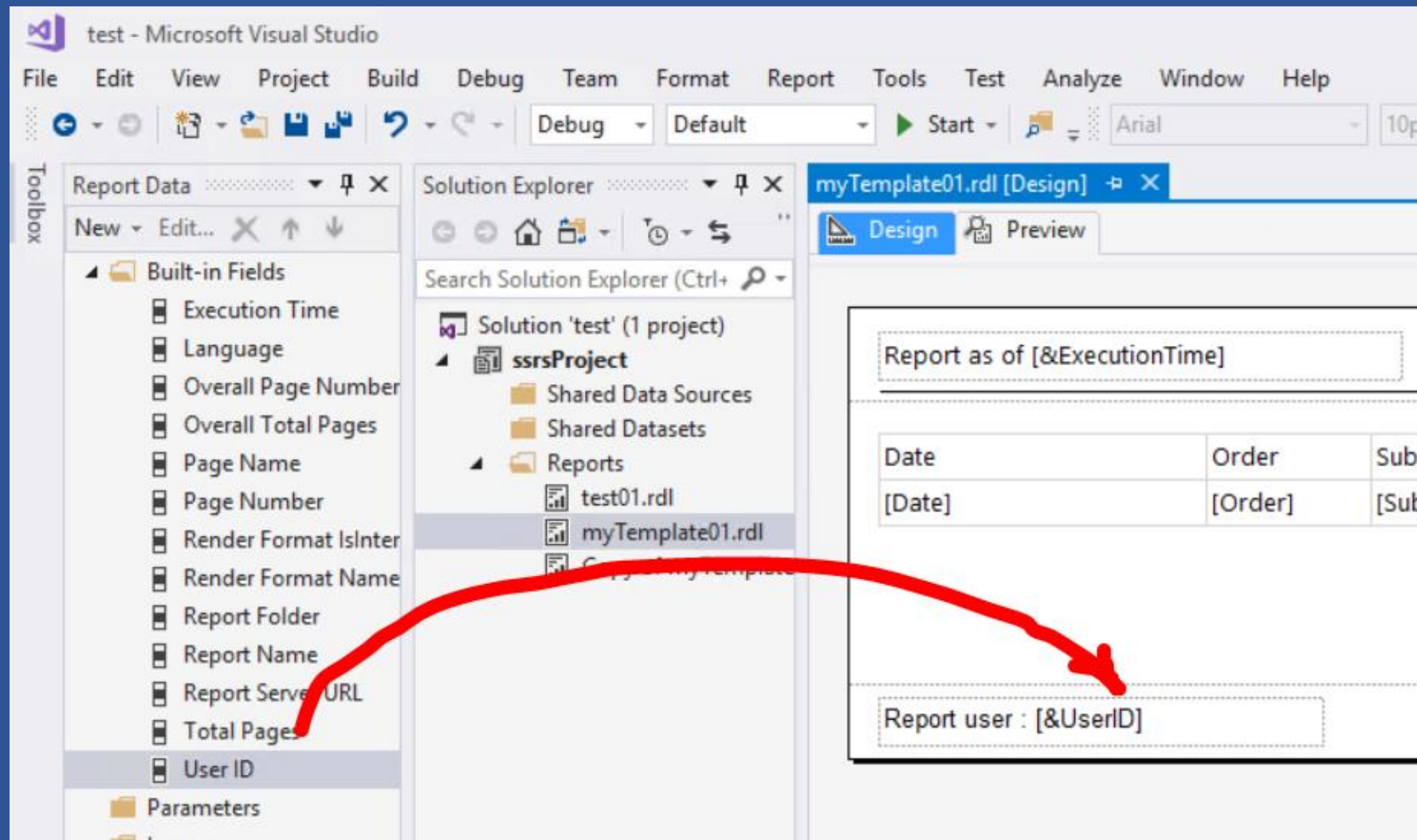
116 of 117? 100% Find | Next

Report as of 6/26/2018 7:21:14 PM February 2013 to February 2013

2/28/2013 12:00:00 AM	SO49831	Tights	Women's Tights, L	6	269.964000
2/28/2013 12:00:00 AM	SO49831	Tights	Women's Tights, M	2	89.988000
2/28/2013 12:00:00 AM	SO49831	Tights	Women's Tights, S	10	449.940000
2/28/2013 12:00:00 AM	SO49832	Gloves	Full-Finger Gloves, L	12	259.122192
2/28/2013 12:00:00 AM	SO49832	Gloves	Full-Finger Gloves, M	9	205.146000
2/28/2013 12:00:00 AM	SO49832	Gloves	Full-Finger Gloves, S	1	22.794000
2/28/2013 12:00:00 AM	SO49833	Bib-Shorts	Men's Bib-Shorts, M	2	107.988000
2/28/2013 12:00:00 AM	SO49833	Bib-Shorts	Men's Bib-Shorts, S	1	53.994000
2/28/2013 12:00:00 AM	SO49833	Caps	AWC Logo Cap	4	20.746000



## Add Page Footer / Add Report User /





## Add PageNumber and TotalPages

test - Microsoft Visual Studio

File Edit View Project Build Debug Team Format Report Tools Test Analyze Window Help

Report Data myTemplate01.rdl [Design]

Design Preview

**Built-in Fields**

- Execution Time
- Language
- Overall Page Number
- Overall Total Pages
- Page Name
- Page Number
- Render Format IsInter
- Render Format Name
- Report Folder
- Report Name
- Report Server URL
- Total Pages**
- User ID
- Parameters
- Images
- Data Sources
  - DataSource1

Report as of [ExecutionTime]

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

Report user : [UserID]

Page [PageNumber] of [TotalPages]

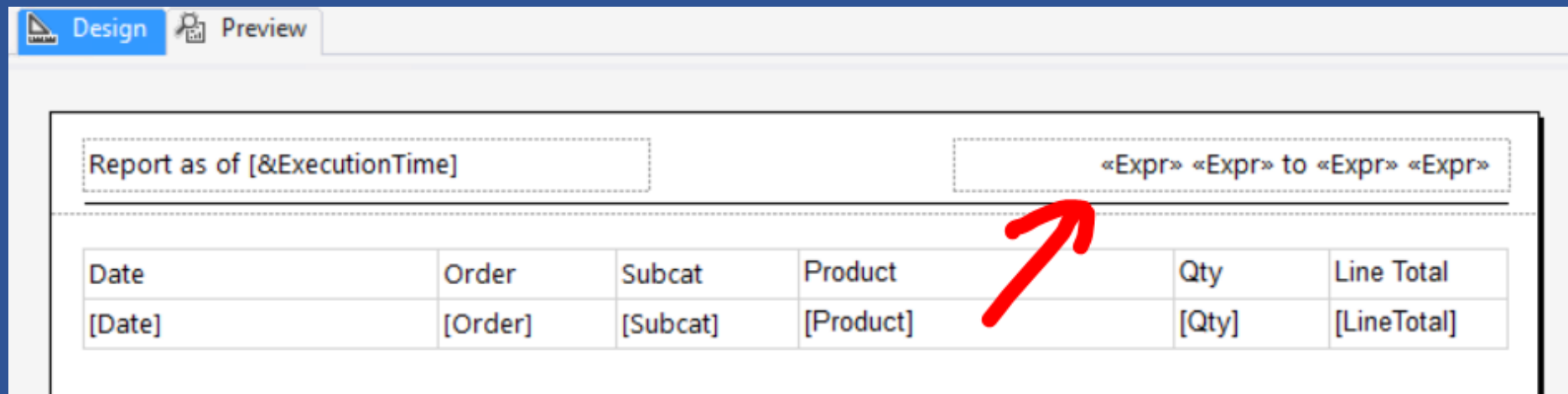
## Preview and adjust position

7/1/2011 12:00:00 AM	SO43861	Jerseys	Long-Sleeve Logo Jersey, XL	6	173.042400
7/1/2011 12:00:00 AM	SO43862	Socks	Mountain Bike Socks, M	4	22.800000
7/1/2011 12:00:00 AM	SO43863	Caps	AWC Logo Cap	1	5.186500
7/1/2011 12:00:00 AM	SO43865	Caps	AWC Logo Cap	3	15.559500
7/1/2011 12:00:00 AM	SO43865	Jerseys	Long-Sleeve Logo Jersey, L	5	144.202000
7/1/2011 12:00:00 AM	SO43866	Socks	Mountain Bike Socks, M	2	11.400000
7/1/2011 12:00:00 AM	SO43867	Caps	AWC Logo Cap	4	20.746000
7/1/2011 12:00:00 AM	SO43867	Jerseys	Long-Sleeve Logo Jersey, L	2	57.680800
7/1/2011 12:00:00 AM	SO43867	Jerseys	Long-Sleeve Logo Jersey, M	3	86.521200
7/1/2011 12:00:00 AM	SO43867	Jerseys	Long-Sleeve Logo Jersey, XL	1	28.840400
7/1/2011 12:00:00 AM	SO43867	Socks	Mountain Bike Socks, M	2	11.400000
7/1/2011 12:00:00 AM	SO43870	Jerseys	Long-Sleeve Logo Jersey, L	1	86.521200
7/1/2011 12:00:00 AM	SO43871	Caps	AWC Logo Cap	1	5.186500

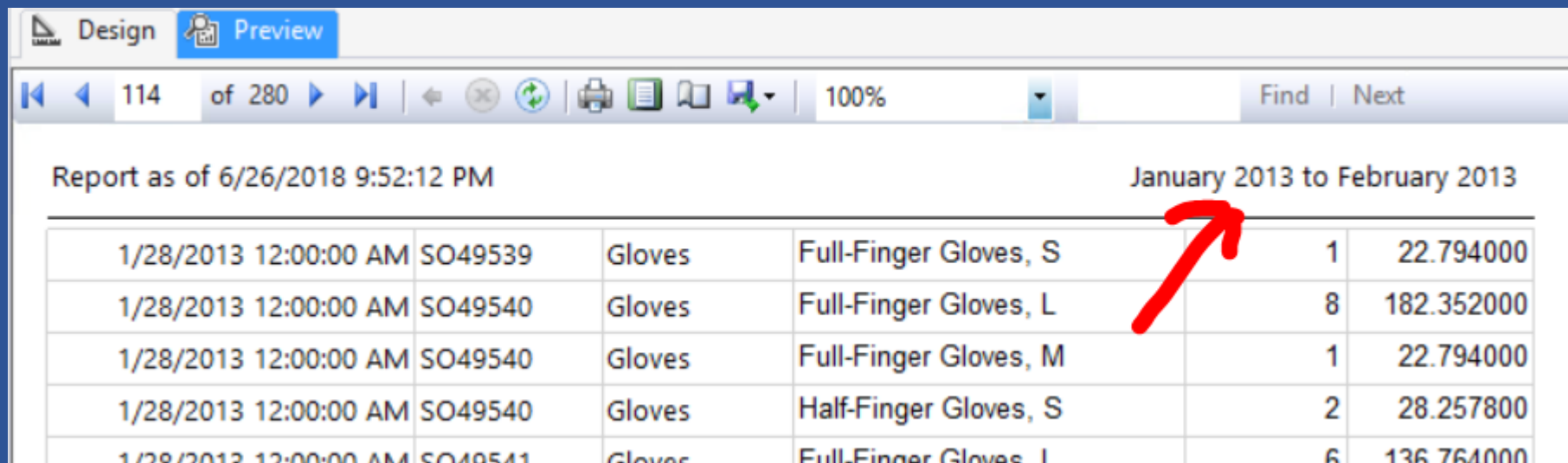
Report user : LOY2\loy2

Page 2 of 280

Change to one text box



Preview



Right-click the report background outside of the report body / Report Properties . . .

The screenshot displays an SSRS report design. At the top, there is a header section with two boxes: "Report as of [&ExecutionTime]" on the left and "«Expr» «Expr» to «Expr» «Expr»" on the right. Below this is a table with six columns: Date, Order, Subcat, Product, Qty, and Line Total. The table contains two rows of data: the first row has the column names, and the second row has the corresponding field names in brackets: [Date], [Order], [Subcat], [Product], [Qty], and [LineTotal]. At the bottom of the report, there is a footer section with two boxes: "Report user : [&UserID]" on the left and "Page [&PageNumber] of [&TotalPages]" on the right. A red arrow points to the background area below the footer. Another red arrow points to the "Report Properties..." option in a right-click context menu that is open over the background area. The context menu also includes "View", "Remove Page Header", and "Remove Page Footer".

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

Report as of [&ExecutionTime] «Expr» «Expr» to «Expr» «Expr»

Report user : [&UserID] Page [&PageNumber] of [&TotalPages]

View  
Remove Page Header  
Remove Page Footer  
Report Properties...

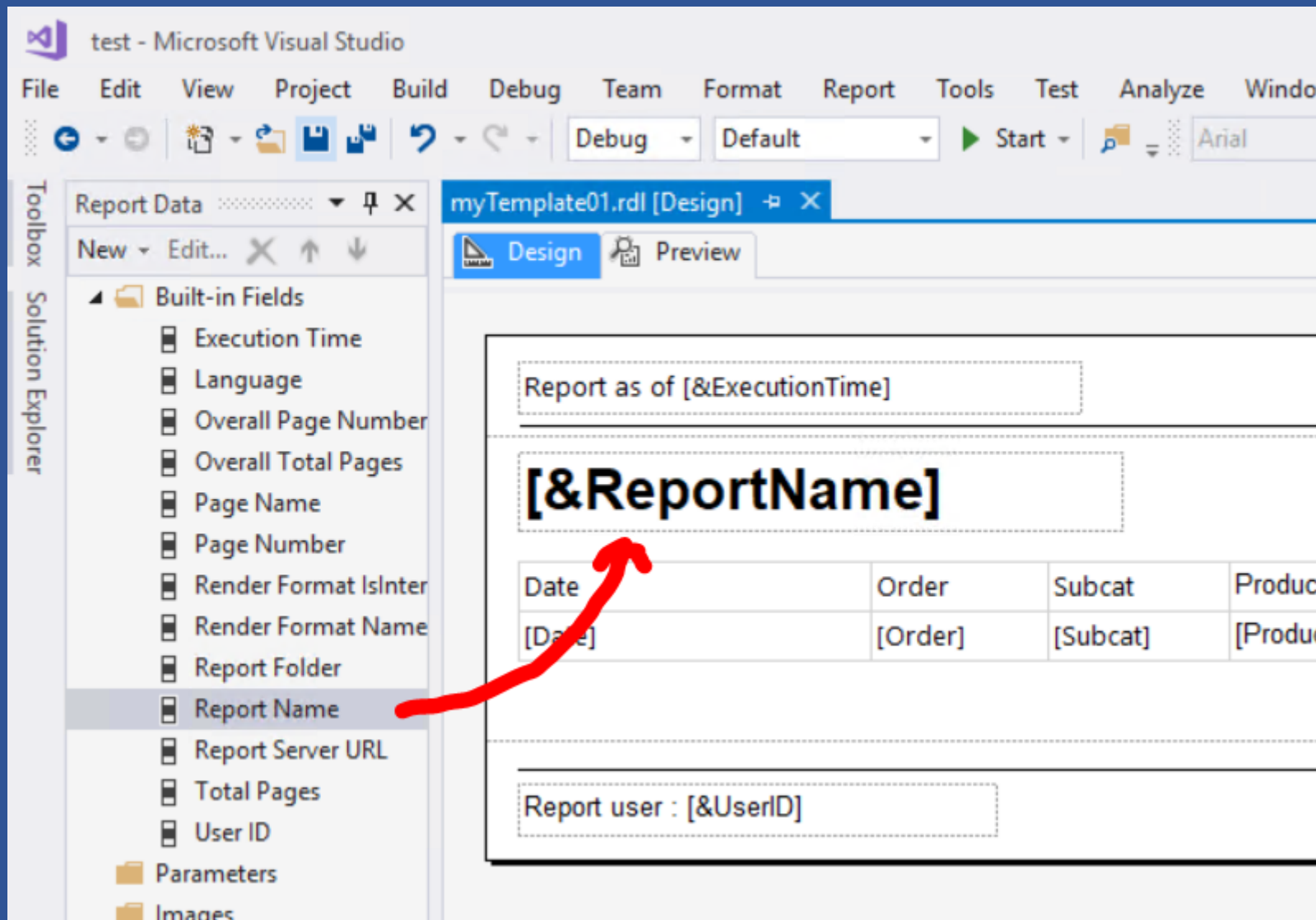
## Set report size to A4

The screenshot shows the 'Report Properties' dialog box with the 'Page Setup' tab selected. The dialog is titled 'Report Properties' and has a close button (X) in the top right corner. On the left is a sidebar with four tabs: 'Page Setup' (selected), 'Code', 'References', and 'Variables'. The main area contains the following settings:

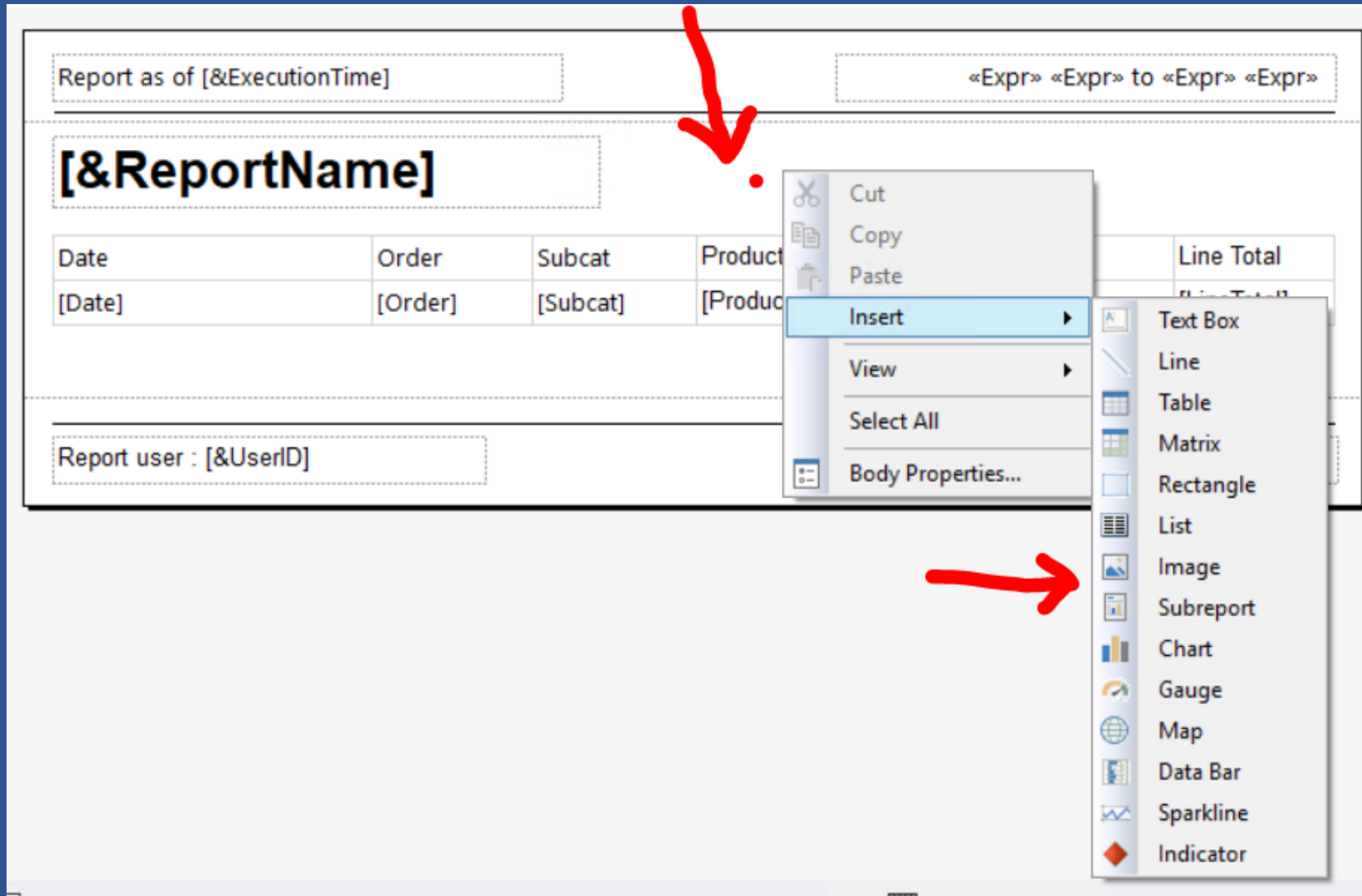
- Change page units, size, and margins for the report.**
- Page units:** Radio buttons for 'Inches' and 'Centimeters'. 'Centimeters' is selected.
- Paper size:** A horizontal line separator.
- Orientation:** Two icons representing 'Portrait' and 'Landscape'. 'Portrait' is selected.
- Paper size:** A dropdown menu showing 'A4'.
- Width:** A text box showing '21cm'.
- Height:** A text box showing '29.7cm'.
- Margins:** A horizontal line separator.
- Left:** A text box showing '2.54cm'.
- Right:** A text box showing '2.54cm'.
- Top:** A text box showing '2.54cm'.
- Bottom:** A text box showing '2.54cm'.

At the bottom of the dialog are three buttons: 'Help', 'OK', and 'Cancel'.

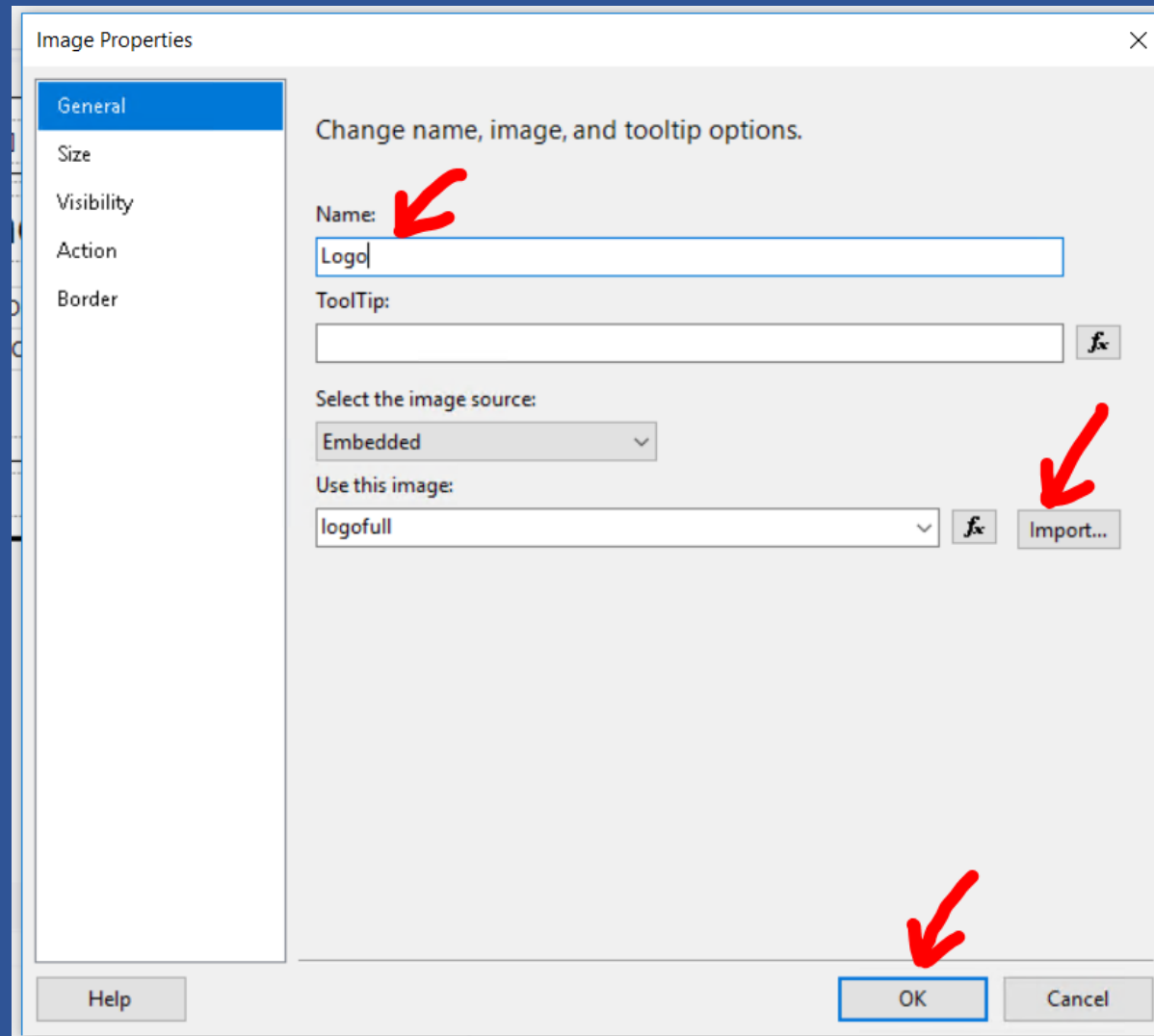
## Insert Report Name



Right-click report body / Insert / Image



Set Image Name = Logo / Import






## Adjust image position and preview

Report as of [ExecutionTime]

«Expr» «Expr» to «Expr» «Expr»

[ReportName]




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

Design Preview

1 of 268 100% Find | Next

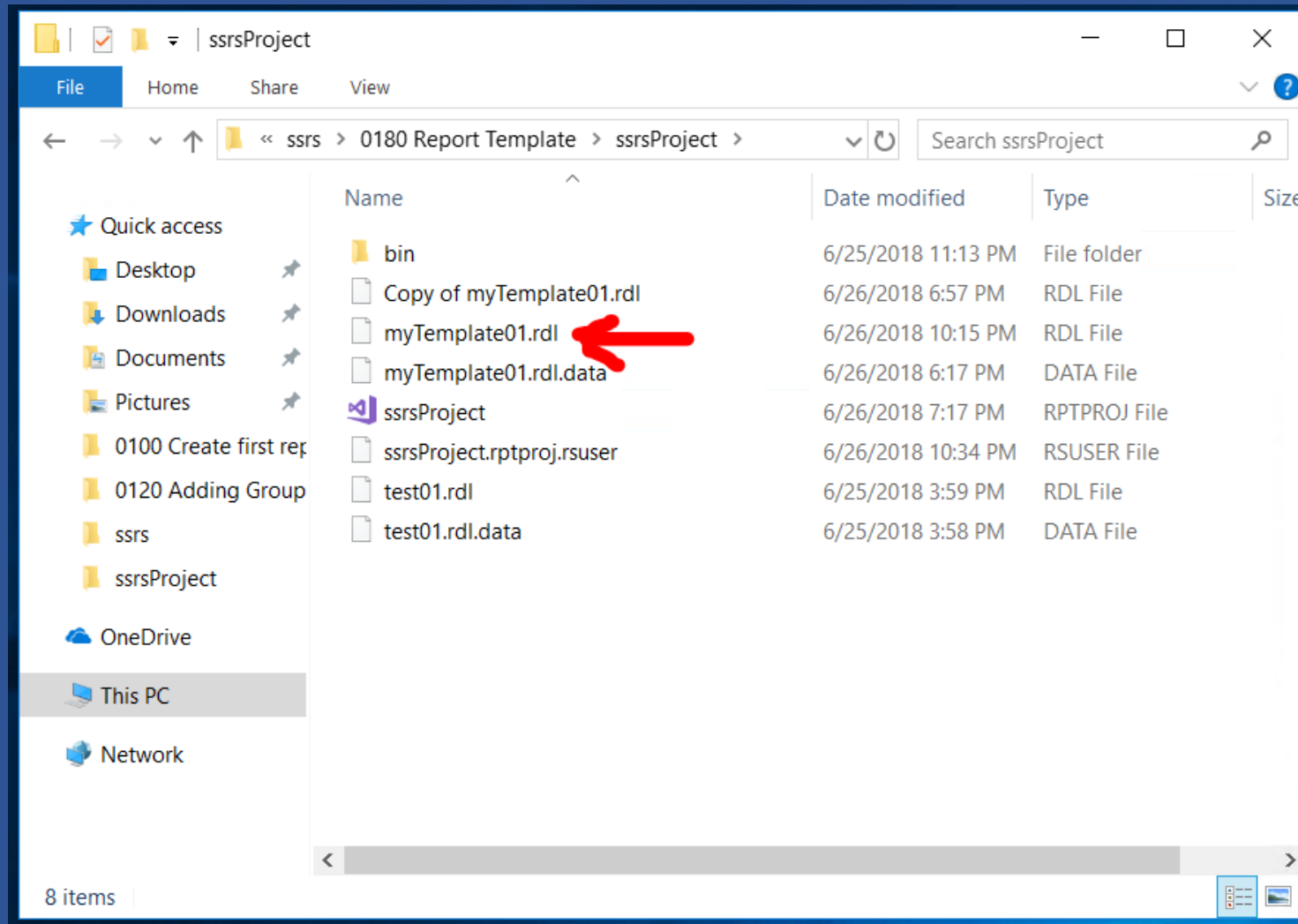
Report as of 6/26/2018 10:16:19 PM May 2011 to May 2011

**myTemplate01**

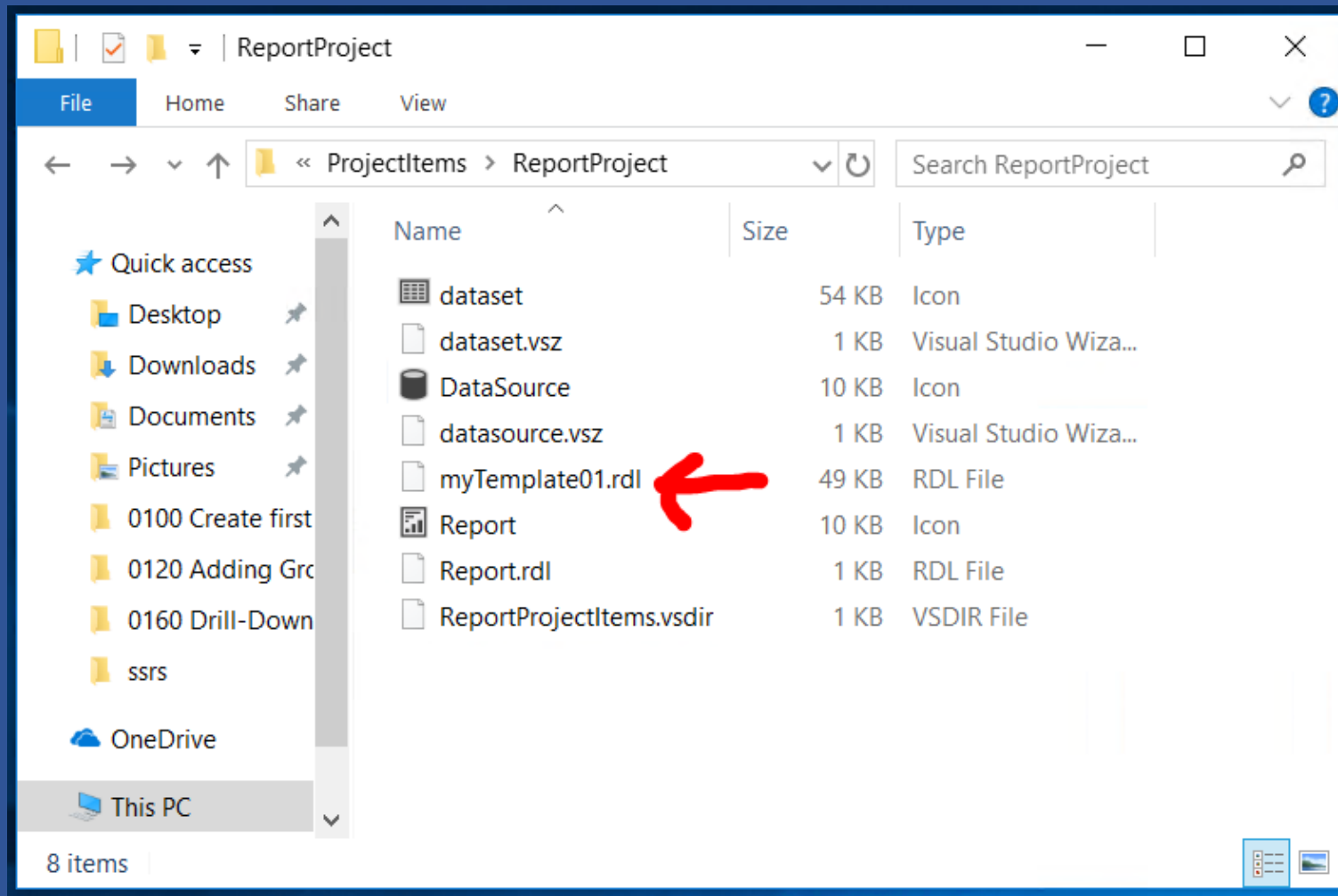


Date	Order	Subcat	Product	Qty	Line Total
5/31/2011 12:00:00 AM	SO43659	Caps	AWC Logo Cap	2	10.373000
5/31/2011 12:00:00 AM	SO43659	Jerseys	Long-Sleeve Logo Jersey, M	3	86.521200
5/31/2011 12:00:00 AM	SO43659	Jerseys	Long-Sleeve Logo Jersey, XL	1	28.840400
5/31/2011 12:00:00 AM	SO43659	Socks	Mountain Bike Socks, M	6	34.200000
5/31/2011 12:00:00 AM	SO43661	Caps	AWC Logo Cap	4	20.746000
5/31/2011 12:00:00 AM	SO43661	Jerseys	Long-Sleeve Logo Jersey, L	4	115.361600

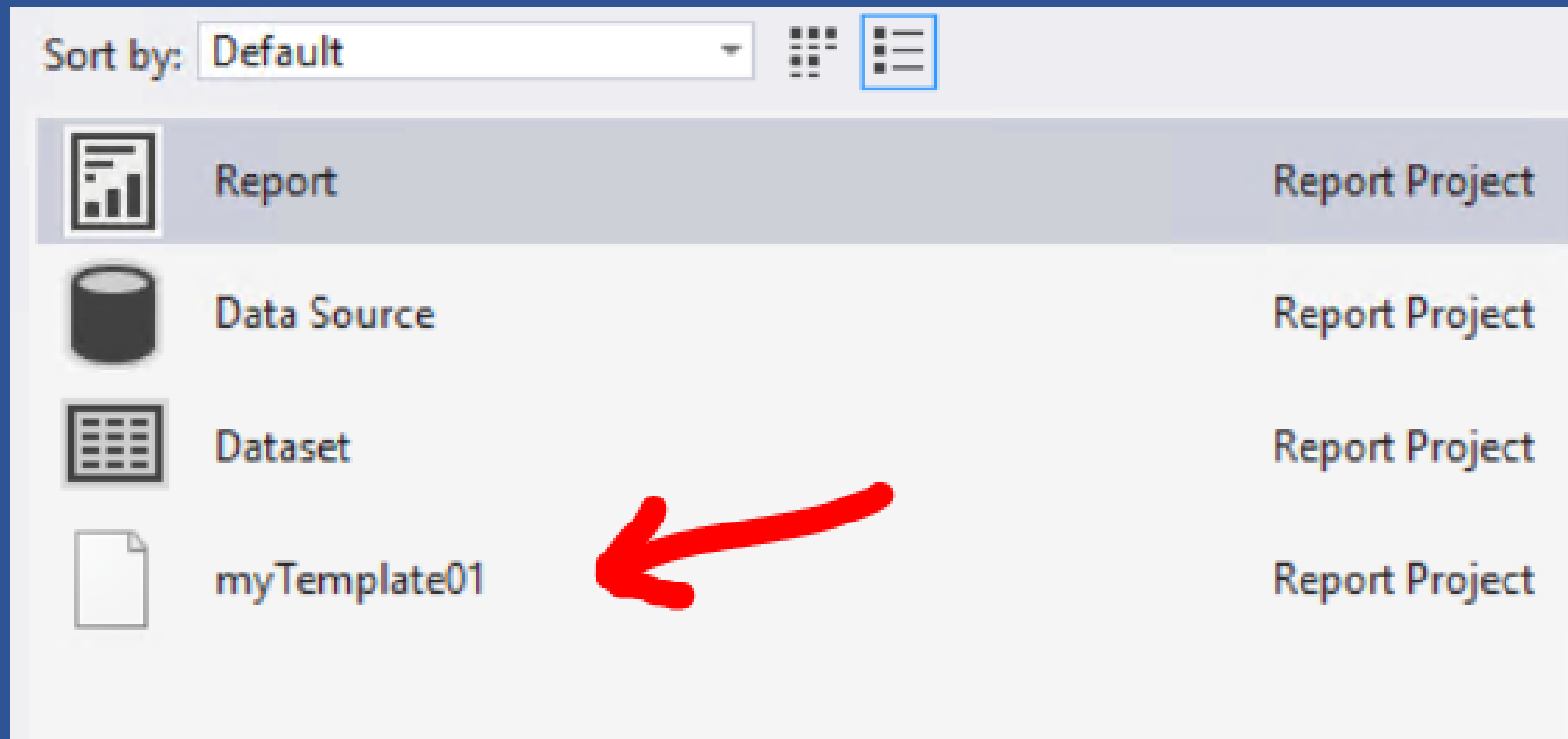
- Save all / Close Visual studio
- Locate and copy file myTemplate01.rdl



Past in to `C:\Program Files (x86)\Microsoft Visual Studio\2017\Community\Common7\IDE\CommonExtensions\Microsoft\SSRS\ProjectItems\ReportProject`



- Open Visual Studio
- Create new project / Add item from myTemplate01



Remove table and use as a template for new report

Design Preview

Report as of [ExecutionTime] «Expr» «Expr» to «Expr» «Expr»

[ReportName]

ADVENTURE WORKS  
cycles

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

Report user : [UserID] Page [PageNumber] of [TotalPages]