**SSRS Lab – 3**

**Introduction**

Choose the Northwind database for this assignment.

**Creating a Database**

**Step 1: Open SSMS and Connect to a Data Engine**

1. Launch SQL Server Management Studio (SSMS).

2. Connect to the desired data engine by providing valid server credentials.

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**Step 2: Restore Database**

1. Right-click on "Databases" in the Object Explorer.

2. Select the "Restore Database" option.

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**Step 3: Restore Database from Device**

1. Choose the "Device" option.

2. Locate and move the locally stored database to the specified file path.

3. Select the database file and click "OK."

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4. The file you have selected should appear here, click “OK”.

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5. The added database should now appear in the "Databases" section.

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**Building a Report**

**Step 4: Open the project .sln file from Lab - 1**

1. Follow the steps to create a new report.

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**Step 5: Configure Data Sources**

1. Name your “Data source” and click "Edit" to configure the connection.

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2. Specify the Server name.

3. Select the database you added in SSMS.

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4. Click "OK" to save the data source.

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**Step 6: Create Datasets and define Query**

1. Click on “Next” to open the query builder.

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2. You can click on “query builder” and add the tables and columns or mention the query in the query string area.

This query is based on the report requirements.

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**Step 7: Completing the Wizard**

1. Click on “Next” until you see this page and rename the report name to “Rpt\_Basic”.

2. You should see something like this

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**Step 8: Insert Rows/Columns**

1. To insert rows or columns, right-click on a cell, go to "Insert Row" or "Insert Column."

**Step 9: Beautify the Report**

1. Enhance the report's appearance by adjusting fonts, colors, and formatting, similar to Excel.

**Step 10: Finalize Report Design**

1. Once the report design is complete, save your work.

**Step 11: View your Report.**

1. Click the "Preview Report" button located in the top-left corner below the "File" menu.

2. Your report will be displayed with the data you configured.

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You can go back to make changes by clicking on “Design”