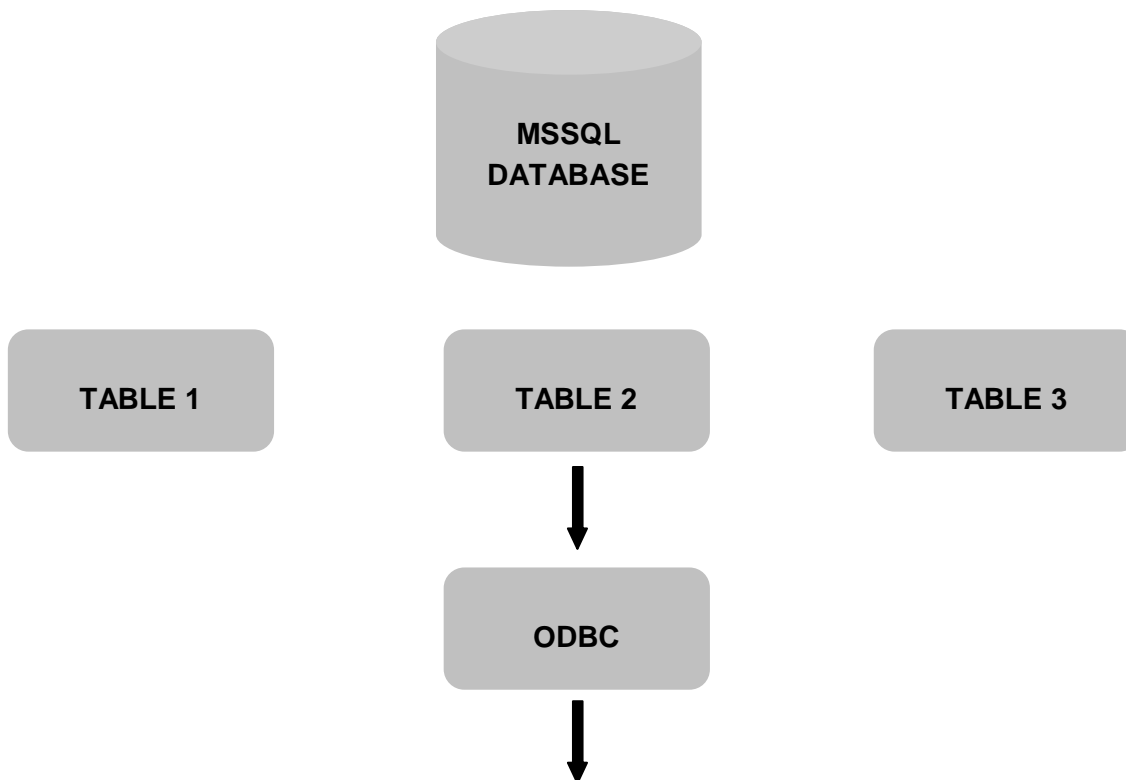


An overview of the Report Creation Process

In order to create a report from first principles you need to follow the following process:

- You need to have a connection to the database that you wish to create your report on
- You need to understand which tables and fields within this database are required to generate your report and the location of these tables and fields
- You can then create a container that references these tables and fields
- Once the container has been created you can create your report and add the expressions to the report as required
- You can also add any filters or parameters that might be required to the report at this time
- Once you have edited the report layout in Excel remember to link your Excel template back to the report so that you don't lose any of your changes
- The diagram below graphically represents this process



THE ADMINISTRATOR MODULE



THE REPORT MANAGER MODULE

