Texada Dynamic Reports

User Manual

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Welcome to Texada Dynamic Reports

What is Texada Dynamic Reports?

Dynamic Reports is a new tool within SYSTEMATIC that allows the user to create reports based on predefined sources. The user has the ability to format, filter, sum and average available data as needed. The report can then be exported to Excel to apply further business logic, sorting and filtering as needed.

Audience

This guide is intended for users of the **Reports** tab of Dynamic Reports. It describes how to perform fundamental tasks such as the creation and maintenance of reports and report libraries. It is assumed that the reader's operator code within SYSTEMATIC has sufficient access to view report sources and report libraries. This guide also describes how to setup operators within SYSTEMATIC to have access to Dynamic Reports.

Definition of Terms

Report Source: A cache of fields and records retrieved from one or more files in the SYSTEMATIC database and reformatted for use in creating DYNAMIC Reports. The source is periodically updated throughout the day.

Report: A formatted collection of fields and records from a selected source. Each field selected from the source will be displayed in a column.

Report Library: A collection of reports grouped together for security or organizational purposes.

Groups: A security category to which an SRM operator can be assigned. Access to sources and the SYSTEMATIC Read Only reports is determined by group membership. Operators can belong to more than one group.

Getting Started With Dynamic Reports

Operator Setup

Dynamic Report users can belong to any of the following pre-defined groups: accounting, counter, email_sender, inventory, maintenance, superuser. Group membership determines the user's ability to save, view and update sources as well as the user's ability to access, save or email reports in a specific report library. In order to email a report, the user must belong to the email_sender group.

		Groups				
		superuser	counter	accounting	maintenance	inventory
Sources	**Contracts**	A/U	A/U			
	Customers	A/U	A/U	A/U		
	Deposits	A/U	A/U	A/U		
	Inventory	A/U				A/U
	Invoices	A/U		A/U		
	Offrent	A/U	A/U			
	Purchase Orders	A/U		A/U		A/U
	ROI	A/U		A/U		
	Sites					
	Vendor Lists	A/U		A/U		A/U
	Vendor Purchases	A/U		A/U		A/U
	Warehouse Receiving	A/U		A/U		
	Work Order Reports (Current)	A/U			A/U	
Texada Read Only Libraries	**Inventory**	V				V
	Customers	V	V	V		
	Operations	V	V			
	Revenue	V		V		
	Vendors	V		V		V
	Maintenance	V			V	
Default Report Libraries	**Common**	V/S	V/S	V/S	V/S	V/S
	Inventory	V/S				V/S
	Customers	V/S	V/S	V/S		
	Operations	V/S	V/S			
	Revenue	V/S		V/S		
	Vendors	V/S		V/S		V/S
	Maintenance	V/S			V/S	

The following table shows a group's access to the currently available sources and report libraries:

A = can access/view the source   **V= View Reports in Library**
**U = can update the source**   **S = Save Reports in Library**

To setup Dynamic Reports users within SYSTEMATIC, go to SM-21-6-2. To add a user, press F5 to put the screen in add mode. The *Seq #* will be automatically assigned. Enter a username and password. These do not need to match an operator code. Window on Groups and select the groups to which the user will belong. Press F3 to save the selection. Enter a Y in the Enabled column. Enter the user's email address in the Email field. Press F3 to save the new user.

The Dynamic Reports user must then be assigned to an operator in SM-1. Window (F4) on Security and Access to access the Dynamic Reporting User field. Window (F4) again to select the Dynamic Report username from the list.

The Reports Tab

When Dynamic Reports is first accessed, a screen similar to the following will be displayed. Some options will not be available depending on the level of access granted to the operator.
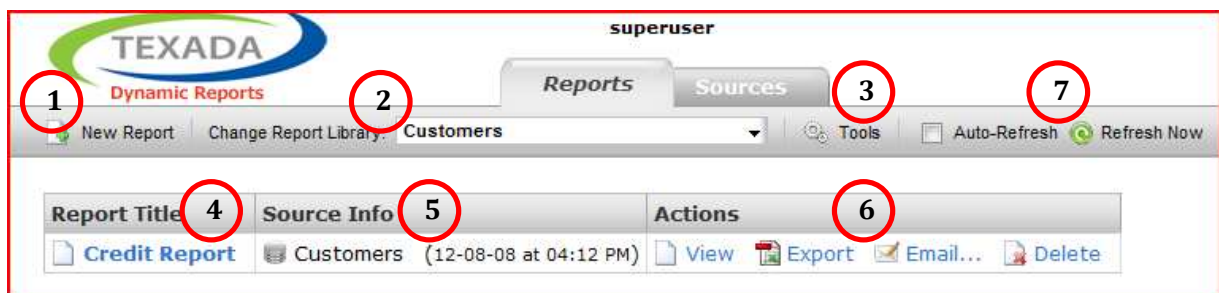
1. **New Report** - Click to create a new report.

2. **Change Report Library** - Use the drop-down list to change the report library currently being viewed.

3. **Tools** - Click to rename or delete a report library and to import or export report definitions. If logged in as *superuser* the option to **Configure Automatic Reports** will also be available.

4. **Report Title** - Click on a report name to view the report.

5. **Source Info** - The name of the source used to create the report and the date and time of the last successful source update displays.

6. **Actions** - Displays the following options:

    a. **View** – Click to display the report.

    b. **Export** – Click to export the report to either MS Excel or PDF format. When the report is exported from this screen, the option to update the report source is available.

    c. **Email** – Click to send email the report to another Dynamic Reports user or an external email address as a Microsoft Excel or Adobe PDF attachment or to send a link to the report.

    d. **Delete** – Click to remove the report from the library. A deleted report *cannot* be recovered. This option is not available for reports that are in the *Systematic Read Only* libraries.

7. **Auto-Refresh** – dictates how often the status information on the Reports tab should be refreshed. When the box is checked, an interval of 5, 10, 30 or 60 seconds can be selected. When the box is unchecked, the **Refresh Now** option is available.

Viewing Saved Reports

To view a previously saved report or a report in the *Systematic Read Only* libraries, click on the report title or click the **View** link under the **Actions** column. Clicking on the **Report Title** will open the report immediately and the data from the last successful source update will be displayed. Clicking on the **View** link might open the report immediately or offer the following options depending on the operator's permissions:

1. **View Now (Existing Data)** – select to show the report with data from the last successful source update.

2. **View After Update** – select to initiate a source update; the report will display once the update has completed.

> **WARNING:** *In some cases a report source update will take a considerable amount of time and could require significant system resources which could slow down the response time of other Systematic functions.*

Creating a New Report

New reports are created from the **Reports** tab. To create a new report:

1. Click on **New Report**.

2. Type a name for the report in the **Report Title** box and a description in the **Report Description** box.

3. Select the report source from the **Available Sources** drop-down list. If a source description has been defined, it will display in the **Selected Source Description** box.

4. Click **Next**.

5. Select the columns to include in the report by moving them from the **Available Columns** list to the **Current Columns** list. The columns can be moved by double-clicking the title or by dragging and dropping the column names. The top to bottom order in which the columns appear in this screen will translate into a left to right order when the report is displayed. The order can be changed by dragging the column name to the desired position.

6. Click **Finish** to view the report.

Saving Reports

Click the **Save** button to save the currently viewed report. If the report has been previously saved, the following two options will be displayed:

Save (Overwrite Current) – will replace the original report with the newly modified report. Any filters applied and column changes will be saved.

Save As ... – creates a new report, leaving the original intact. The new report must be saved to a report library. Select the report library from the drop-down list. Enter the name for the report in the **Report Title** box and enter a description in the **Report Description** box. Click **Save** when finished. To return to the report without saving it, click the **Cancel** button.

Working With Reports

The Report Screen

1. **Menu** – Click to return to the **Reports** tab.

2. **Modify** – Click to access a number of options to modify the current report, including adding or removing filters and columns. Report modification is described in detail on page 7.

3. **Navigation Bar** – Shows which page of the report is being viewed as well as the total number of pages in the report. Click the arrow, **Previous** and **Next** buttons to navigate to different pages. To display more rows on each page of the report, click on **Showing Rows** then select or specify to a maximum of 1000 the number of rows to display.

4. **Change Prompt Values** – Click to change the values entered for the prompting filters setup for this report. This option is not available if no prompting filters are setup for this report. See page 9 for more information.

5. **Export** – Click to export the report to either a Microsoft Excel spreadsheet or Adobe PDF document. When the report is exported from the report screen, the option to update the source before exporting is not available.

6. **Email** – Click to send the report to another Dynamic Reports user or to an external email address. The report can be sent as a Microsoft Excel or Adobe PDF attachment or a link to the report can be sent.

In some reports there will also be a **Hidden Columns** button on the right side of the navigation bar. If this button is present, then the current report includes sorting or filtering applied to a column that is not visible in the report. To re-add a hidden column to the report, click the **Hidden Column** button and select the column to add to the report.

Basic Column Manipulation

Moving Columns
To change the position of a column in a report, click and drag the column heading to the new position. An arrow will display where the column will be dropped when the mouse button is released.

Column Actions
Clicking on a column heading will display the column action menu. All or some of the following options will display depending on the columns displayed:

1. **Sort Ascending** – Sorts the report in ascending order based on the values in the selected column.

2. **Sort Descending** – Sorts the report in descending order based on the values in the selected column.

3. **Insert Column Before** – Displays the **Modify Report** page. Click on a column name to add it to the report to the left of the originally selected column. If this option does not display on the menu then all columns in the source are already in the report.

4. **Insert Column After** – Displays the **Modify Report** page. Click on a column name to add it to the report to the right of the originally selected column. If this option does not display on the menu then all columns in the source are already in the report.

5. **Remove Column** – Removes the column from the report. Filtering and sorting based on the column can be retained or discarded.

6. **Add Filter** – add a filter to display only the rows that meet specific criteria. Select the filter from the drop-down list to only show rows based on the following criteria:
   a. Equal To
   b. Not Equal To
   c. Containing
   d. Not Containing
   e. Begins With
   f. Doesn't Begin With
   g. Ends With
   h. Doesn't End With
   i. Greater Than
   j. Greater Than or Equal To
   k. Less Than
   l. Less Than or Equal To
   m. Is Empty
   n. Is Not Empty

7. **Break On Column** – Sorts the report in ascending order based on the values in the selected column, then groups together the records with the same value in that column. A blank row is inserted after each group.

Hidden Columns

A hidden column is a column in the report source that is not displayed in the report, but the sorting and/or filtering applied to the column is retained in the report. When **Remove Column** is selected from the column actions menu, the following options are available if the column has been sorted and/or filtered:

1. **Remove Column**
2. **Remove Column – Retain Filtering**
3. **Remove Column – Retain Sorting**
4. **Remove Column – Retain Sorting and Filtering**

Click on **Show Filtering Details** or **Show Sorting Details** to view the specific sort or filter information related to the column.

Advanced Report Functionality

At the top left of every report there is a **Show Report Details** link. Click on the link to display additional information about the report. Any advanced features can be accessed through this link as well.

Modifying Reports

A report can be modified in a number of ways provided the operator has sufficient permissions to do so. The **Modify Report** screen can be accessed from two locations. Click on **Modify** under the **Actions** column of the **Reports** tab. Alternatively, click on the **Modify** link on the **Report** screen. In either case, the following screen will open:

Each of the options in the left sidebar is described in detail below. Once desired changes are made, click on **View Report** to display the modified report.

Title and Description
Change the **Report Title** and change or add a **Report Description**. The **Report Source** and S**ource Description** can be viewed, but cannot be changed.

Report Filters
Click on **Report Filters** to view a list of columns that are currently filtered. The **Modify Report -> Report Filters** screen will appear similar to the following:
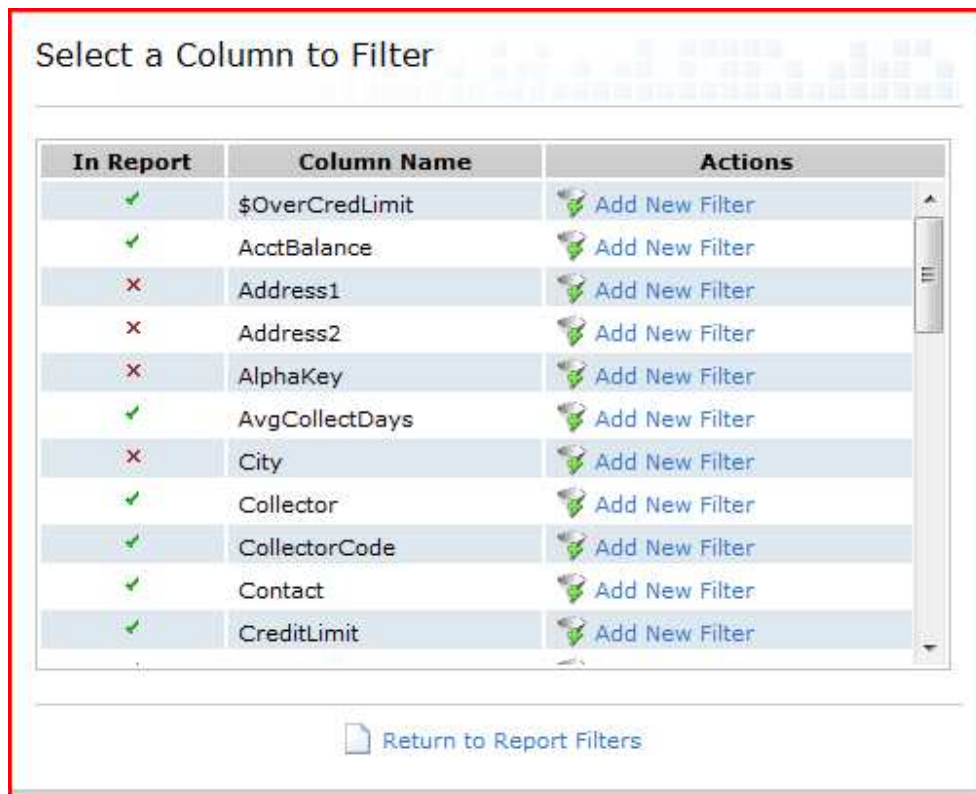

Click on **Add New Filter** to view a list of columns that can be filtered. Columns that are checked (✔) are currently included in the report. Columns with an "x" beside them are part of the report source,

but are not included in the report (they are hidden columns). Filters can still be applied to the hidden columns.

Click on **Add New Filter** beside the column to be filtered. Select from the drop-down list the type of filter to apply. Type the value to be used for the filter in the text box beside the drop-down list. Multiple filters can be applied to the same column. If multiple filters are applied to the same column, then select either the *AND* or the *OR* rule to apply. Selecting *AND* will prevent a row from being displayed unless it meets all the filter criteria. Selecting *OR* will display a row as long as it meets any one of the filtering criteria. Click **Add Filter** to return to the **Modify Report -> Report Filters** screen.

Click the **Modify** link under **Actions** to change an existing filter. Make the necessary changes and then click **Update Filter** to apply the changes. Click the **Remove** link under **Actions** to remove a specific filter. All filters can be removed simultaneously by clicking the **Remove All Filters for this Report** link. Click the **Add New Filter** link if additional filters still need to be added.

Prompting Filters
A filter can also be configured as a prompting filter. Prompting filters allow the user to enter the value for the filter each time the report is run. To make a filter a prompting filter, check the box beside **Prompt the report viewer?** in the Adding Filter screen. If a value is entered when the filter is created, then it will be the default value in the prompting box. When a prompting filter is created on a report, a screen similar to the following will appear each time the report is run:

Enter a value for each filter and then click Apply to see the report. When viewing a report, the prompting filter values can be reset by clicking on the **Change Prompt Values** button on the report toolbar.

Displayed Columns

Current Columns displays a list of columns currently included in the report. **Available Columns** displays a list of columns available in the source, but not currently included in the report. If all columns in the source are already included in the report, then the **Available** Columns list will be empty. The topmost column in the **Current Columns** list will be displayed furthest to the left in the report. Double-click a column name under the **Available Columns** list to add it to the bottom of the **Current Columns** list. Alternatively, click and drag a column from the **Available Columns** list and drop it in the desired position in the **Current Columns** list. Similarly, the order of the columns in the **Current Columns** list can be rearranged by clicking and dragging the column to the desired position.

To remove a column from the report, double-click the column name under the **Current Columns** list and it will move to the **Available Columns** list. The column name can also be clicked and dragged from the **Current Columns** list to the **Available Columns** list. Click **View Report** to view the report with the column changes.

Column Sorting

Columns can be sorted either ascending or descending. Multiple columns can be sorted, the sort order can be changed and column sorts can be removed in this screen. Double-click a column name in the **Available Columns to Sort** list to add it to the **Current Sorted Columns** list. Alternatively, click and drag a column from the **Available Columns to Sort** list to the **Current Sorted Columns** list. Click the drop-down list to choose whether the column is sorted ascending or descending.

The order of the column names in the **Current Sorted Columns** list determines the order of precedence for sorting the report. To change the sorting order of precedence, click and drag column names up or down the list. The column at the top of the list will be sorted first.

To remove a column sort, double-click the column name under the **Current Sorted Columns** or drag and drop the column to the **Available Columns to Sort**.

Totals and Averages

Columns that are configured as a numeric data type in the report source can be totalled or averaged in a report. The columns that can be totalled or averaged will be displayed in the **Totals and Averages** screen. Click on the appropriate radio button for each column.

Note that column averages are rounded down in Dynamic Reports.

To remove the **Total** or **Average** from a column, select the **None** radio button beside that column's name.

Column Breaks

A column break can be used to group similar data together. Breaking on a specific column sorts the report by the values in the selected column and then adds a blank row whenever the value in that column changes. To add a column break, double-click a column name in the **Available Break On Columns** list to add it to the **Columns Currently Breaking On** list. Alternatively, click and drag a

column from the **Available Break On Columns** to the **Columns Currently Breaking On** list. Columns that have been totalled or averaged will not be available for breaking on.

If multiple columns are in the **Columns Currently Breaking** On list, then the column break will be set on the column at the top of the list first. To change the order of precedence for breaking, drag and drop the column names up or down the list.

To remove a break on a column, double-click the column name in the **Columns Currently Breaking On** list or click and drag it to the **Available Columns to Break On** list.

When a report includes one or more column breaks, the details of the report can be suppressed. Click on the **Suppress Details** button on the toolbar to view only one row for each group in the column on which the break has been applied. If totals and averages have been applied to other columns, these will display as well. To see the details of one specific group in the break, click on the ⊞ in the left most column of the report. To suppress the details of that group again, click the ⊟ in the left most column. To remove detail suppression for all records, click the **Show Details** button on the toolbar.

Column State Icons

When sorting, filtering, breaking or totalling has been added to a report, a small icon is displayed directly beneath the column heading. The icons show that the report has been modified based on the values in this column in some way.

Filtering: This icon shows that the report has been filtered based on the values in this column.

Totalling: This icon shows that this column has been totalled. The total appears in the final row on the last page of the report.

Sorting: This icon shows that a report has been sorted by the values in this column. If the icon looks like the one in the example, the column is sorted in ascending order. If the icon is inverted compared to the example, then the column is sorted in descending order. The numeric value shows the order of precedence for this sort if multiple sorts have been applied to the report.

Averaging: This icon shows that this column has been averaged. The average appears in the final row on the last page of the report.

Breaking: This icon shows that the report has had the **Break On Column** feature applied based on the values in this column. The number indicates the order of precedence if multiple column breaks have been applied.

Exporting Reports

Reports can be exported to a Microsoft Excel spreadsheet or to an Adobe PDF document. To export the report, click the **Export** button in the report toolbar or click on **Export** under the **Actions** column on the **Reports** tab.

Exporting to Microsoft Excel

If **Excel Spreadsheet** is selected, a prompt to open or save the spreadsheet will be presented. Click on **Open** to have Excel open and populate with the report data immediately. If the following warning is received, click **Yes** to proceed:
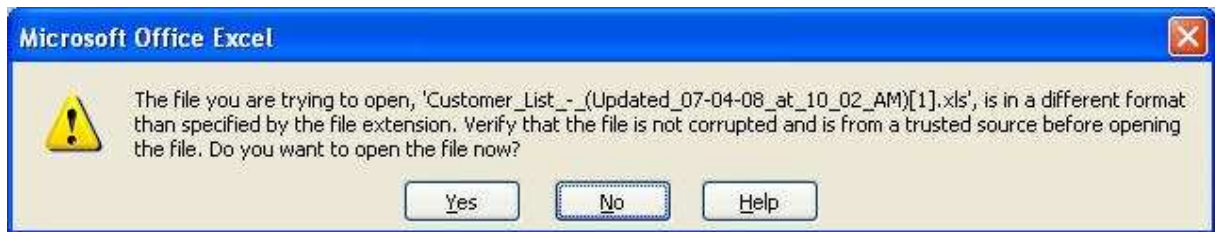
To set advanced options before exporting the report to Excel, hover over **Export to Excel** and then click on **Advanced Options**. If the export is being triggered from the **Reports** tab there are two options available: **Enable Web Updates for Data** and **Update Report Source Data before Exporting Report**. If the export is being triggered from the report interface, then only the **Enable Web Updates for Data** option is available. Note that if the report contains prompting filters then **Enable Web Updates for Data** will not be available as an advanced option.

Update Report Source Data before Exporting Report

When selected, this will force an update of the source. The user must have sufficient privileges to update sources otherwise this option will not be available. Once the update has completed, a prompt to open or save the report will be presented. The report can still be exported with current data by clicking on the link to **Export the Report with Current Data** or click on **Cancel** to cancel the export (note that the update will continue to run in the background).

Enable Web Updates

Select this option to enable updates of the data from within the saved Microsoft Excel spreadsheet. Click **Export** to either open Excel immediately or save the spreadsheet to a specified location. When the spreadsheet is opened, the following warning might appear:

Click Enable to proceed. When prompted for a username and password, enter the Dynamic Reports username and password as setup within SYSTEMATIC in SM-21-6-2. (The data in the spreadsheet can then be updated at any time from within Excel without re-running the report in Texada Dynamic Reports. To refresh the Excel data from the most recent source update, right-click in any cell and choose refresh. See the Properties box under Data on the Excel menu for more options for updating the data.

Exporting To Adobe PDF
If **Adobe PDF Document** is selected, a prompt to open or save the file will be presented. Click on **Open** to have a PDF viewer open and populate with the report data immediately. The header of the PDF document will default to ***Report Title as of the last source update date and time***. The footer will include the page numbers by default.

When exporting the report to Adobe PDF format, the following advanced options are available:
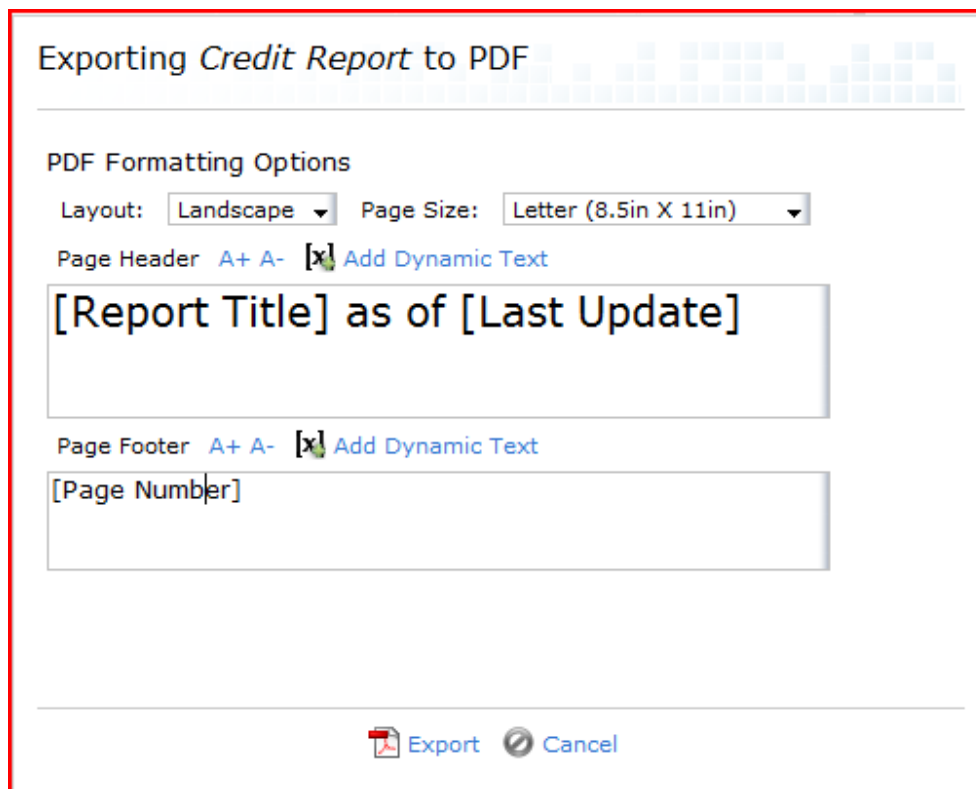
Layout: either Landscape or Portrait can be selected from the drop-down menu.

Page Size: Letter (8.5" x 11"), Legal (8.5" x 14") or A4 (210mm x 297mm) can be selected from the drop-down menu.

Page Header: Click A+ to increase or A- to decrease the size of the header text. Click on **Add Dynamic Text** to add the **Report Title**, **Report Library** name, **Last Update** date and time, pr **Page Number** to the report header.

Page Footer: Click A+ to increase or A- to decrease the size of the footer text. Click on **Add Dynamic Text** to add the **Report Title**, **Report Library** name, **Last Update** date and time, pr **Page Number** to the report footer.

Emailing Reports

Reports can be emailed from Dynamic Reports to any valid email address. The operator must belong to the **Send Email** group in order to email reports. A report can be emailed from the **Reports** tab or from within the report interface.

To email a report from the **Reports** tab, click on **Email** under the **Actions** column for the report. To email the report from the report interface, click the **Email** button on the menu bar. The report can then be sent to either a single report user or to multiple external addresses. If **Report User** is selected, choose the user from the drop-down list. If **External Address** is selected, then type the address in the box provided and click **Add External Address**. The **Subject** line will default to the title of the report, but it can be changed if needed. Type any additional information in the **Message to include** box. From the **Send as** drop-down, select either **Excel Attachment of the Report** or **PDF Attachment of the Report**. Click **Send** to send the email.

Automatic Report Scheduling

Dynamic Reports can be configured to automatically email reports to any valid email address on a specific schedule. Reports can be emailed as an attached Excel spreadsheet or as a PDF document. Only the *superuser* can create and edit automatic reports.

To create a new automatic report:

1. Click on **Tools** on the **Reports** tab and then click on **Configure Automatic Reports**.

2. On the **Reports: Automatic Reports** screen click on **New Automatic Report**.

3. In the **Adding an Automatic Report** window, select the report library and the report title from the appropriate drop-down lists and then click **Next**.

4. Add the desired recipients by either clicking on **Add Report Users** or **Add Email Addresses**. The automatic report can be sent to a combination of report users and external email addresses. Each user or email address can receive the report as either an Excel spreadsheet or as a PDF document.

5. When all the desired recipients have been added, click **Next**.

6. Click **Add Schedule** to define how frequently (daily, weekly or monthly) and at what time of day the email should be sent. The report can also be sent each time the report source is updated.

7. When the schedules have been defined, click **Finish** to save the settings and activate the schedule.

Once an automatic report has been created it can be modified or deleted from the **Reports: Automatic Reports** screen. Click on **Modify** and then either **Configure Recipients** or **Configure**

Schedule to make the desired changes. To delete the automatic report, click on **Remove**. Note that removing the automatic report does not delete the report from the report library.

Deleting Reports

Reports can only be deleted from the **Reports** tab. Select the library that the report is in from the drop-down list. Click on **Delete** under the **Actions** column for the report that is to be deleted. The following warning will appear:

Click **OK** to confirm the deletion of the report. Once a report is deleted it cannot be retrieved without recreating the report from scratch.

Managing Report Libraries

Report Libraries are used to organise reports into arbitrary categories. Dynamic Reports will come preloaded with the following libraries:

- Common Report Library
- Customers
- Inventory
- Maintenance
- Operations
- Revenue
- SYSTEMATIC Customers – Read Only
- SYSTEMATIC Inventory – Read Only
- SYSTEMATIC Maintenance – Read Only
- SYSTEMATIC Operations – Read Only
- SYSTEMATIC Revenue – Read Only
- SYSTEMATIC Vendors – Read Only
- Vendors

All the reports in the SYSTEMATIC libraries cannot be overwritten. If changes are needed, the report can be saved with changes to a different library. Operators can create and delete their own libraries. Only the library creator will be able to see and access the reports stored in their library.

To create a report library:

1. From the **Reports** tab, click **New** and then select **Create Report Library**.

2. Type a name for the new library in the **Report Library Title** box. A description can also be added in the **Report Library Description** box.

3. Click **Save**. The report library title will now appear in the **Change Report Library** drop-down list on the **Reports** tab.

The name or description of a report library can be changed by clicking on **Tools** on the menu in the **Reports** tab. Then select **Change Report Library**. Once changes have been made, click **Save Changes**. To delete the library, click on **Tools** and then select **Delete Report Library**. Note that when a library is deleted, all reports within that library are also deleted and cannot be recovered unless the report definition was exported prior to deletion.

Importing and Exporting Report Definitions

Report definitions are XML files that store the report configuration. Report definition files can be imported and exported to facilitate new Dynamic Reports and can also be used to backup existing reports. The report definition file only contains the structure of the report and does not contain any data. The structure of the report defines what data the report should display and the format in which the report should display.

To export report definitions to an XML file:

1. Click the **Tools** button on the **Reports** tab.

2. Select **Export Report Definitions**.

3. Check the box beside each of the reports that should be included in the export.

4. Click the **Export** button to export the report definitions. By default the XML file will be named in the following format: **MitsReport_Definitions_MMDDYYY.xml**.

To import the XML file:

1. Click the **Tools** button on the **Reports** tab.

2. Select **Import Report Definitions**.

3. Click **Browse** to navigate to the locations where the XML file is stored.

4. Click the **Import from File** button. If sufficiently similar report sources do not exist for the reports being imported, a screen similar to the following will appear:

5. Click on the **Configure** link to open the **Configuring Imported Report** wizard. The report title and description can be edited if needed. A report source must be selected from the current sources. Lastly, columns in the imported report definition must be matched to columns in the selected source.

6. Once the wizard finishes, a new **Include** link will appear next to the **Configure** link. Click the **Include** link to add the report to the list of reports to import.

7. Click the **Save** button once all reports included in the import have been configured.

8. On the **Review Imported Reports** page, assign the reports that being imported to specific report libraries. Report definitions can also be reconfigured if necessary by clicking on the **Configure** button.

9. Click **Save** to complete the import to the specified libraries.