

# Report Writer – Notes for Advanced

## Banner

### Exercise 11 – Independent Exercise

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#### Request

Professor Linn is a student advisor. When her students come in to see her she likes to have a print out of their current courses. She also wants to include information like grade and registration status. She also wants to get a count of all the classes a student is taking and a sum of their credit hours.

#### Report Description

Create a banded report for student advisors that they can print on demand that lists the course schedule for a student for a chosen term. The report needs to include the student name, the course, registration status, and grade and print one page per student.

#### DataBlock Identification

The DataBlock Student Course List looks like it will create the required report.

How will you check to see if the DataBlock has all the required information?

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**Step 1:** Create the CSV report.

Does the DataBlock contain all the required fields? \_\_\_\_\_

Do you see any fields that Professor Linn did not request that you think she might find useful in the report? \_\_\_\_\_

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How is the data in Student Course List currently sorted? \_\_\_\_\_

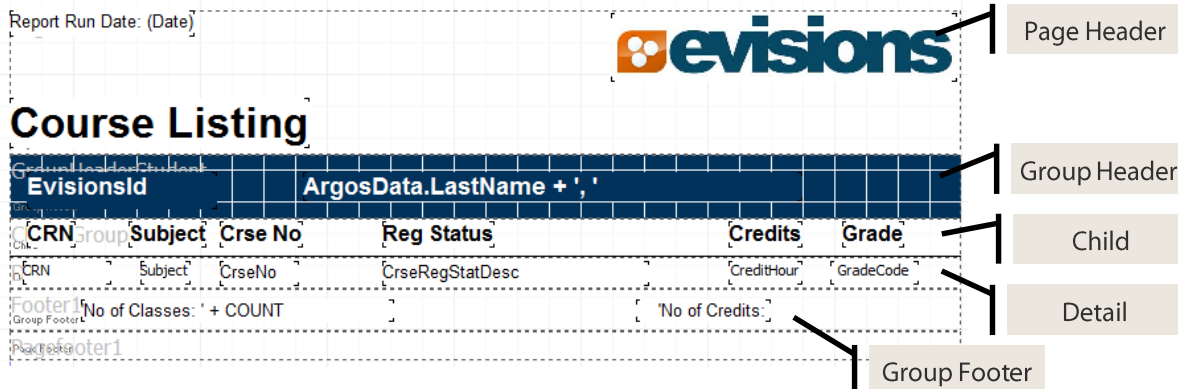
Notes

## Step 2: Prototype your design.

### Prototype

This is an example of what you could create.

Report Run Date: 10/26/2015					
					
<b>Course Listing</b>					
210009304		Allan, Alice			
CRN	Subject	Crse No	Reg Status	Credits	Grade
10033	MATH	1230	Drop/Delete	0	
10062	NURS	3105	**Registered**	6	A
10061	NURS	3100	**Registered**	6	B
10063	NURS	3030	**Registered**	3	B
No of Classes: 4			No of Credits: 15		



## Step 3: Create your banded report.

Think about the following questions & points when designing your report.

1. Would it be easier to start with a template?
2. You will need a Group Header. What will you group by?
3. When you are grouping you also need to sort. What will you sort by?
4. In the Group Header the student name is displayed as Last Name comma First Name. What kind of object could you use to display the entire name as one object?
5. You need to have one student print per page. How do you do that?
6. To count the number of classes you will need the COUNT function.
7. To sum the number of credits you will need the SUM function. The SUM function requires an argument – you need to tell it data field to sum.
8. The expressions in the Group Footer will give you a running total for COUNT and SUM unless you change a property setting. What setting do you need to change?

# Unit 2 Variables

## Variable Definition

A variable is a value that can change and in Argos, the variables are on the dashboard.

**Find Addresses for Admitted Students**

Select Admit Acceptance Type:

Include all types **Checkbox**

**Early Admission**  
Early Decision  
Special Program  
Standard **List box**

Select Term: 200110 - Fall 2000 **Dropdown boxes**

Select Address Type:

Add variables report to show additional information or make the title dynamic instead of static.

## Example

Report Date: 10/03/2014

**Address List for Fall 1995**

argos  
powered by evisions

Last Name	First Name	Street Line 1	City	State	ZipCode
<b>Early Decision</b>					
Marks	Paul	615 South Harris Way	Milvorn	PA	19355
Norman	James	PO Box 2716	New town Square	PA	19073
Thomas	Cory	PO Box 58	Milvorn	PA	19355
Admission Type Total: 3					
<b>Standard</b>					
Best	Rose	PO Box 210	Milvorn	PA	19355
Childress	Nancy	2103 South Street	Milvorn	PA	19355
Miller	Holy	219 Parker Road	Villanova	PA	19085
Nathan	Holister	39 North Road	Milvorn	PA	19355
Phillips	Sandra	PO Box 281	New York	NY	10013
Admission Type Total: 5					
Total Students: 8					

User Name: mhiatt  
Address Type: Mailing  
Term: 199610 - Fall 1995

Notes

## Naming Convention

The information in the chart below is the Evisions' naming convention for variables and is for reference during the training. Check with the DataBlock Designers at your institution for your institution's variable naming convention.

Format - Form\_ControlTypeCode\_Description

Example – main\_DD\_Term

Control	Code	Control	Code	Control	Code
Button	BT	DropDown	DD	Multi-column List Box	MC
Chart	CT	Edit Box	EB	Radio Button	RB
Checkbox	CB	List Box	LB		
Date	DT	Memo	MB		

## Exercise 12 – Using Variables in a Report

### Materials

- Address List banded report with grouping

### Practices

- Practice 1:
  - Add all the available variables from the term drop down box to the summary band
  - Preview the report
  - Compare the output
- Practice 2:
  - Add the DataBlock Name system variable to the summary band
  - Preview the report
  - What does the variable show? \_\_\_\_\_
- Practice 3:
  - Add the Admit Type selection variable to the summary band
  - Preview the report, making sure to make multiple selections from the Admit Type list box
  - How many lines show in the output? \_\_\_\_\_
  - Edit the report and turn auto stretch height on in the expression
  - Preview the report, making sure to make multiple selections from the Admit Type list box
  - How many lines show in the output? \_\_\_\_\_

### Notes

## Exercise 13 Choose variables to add to templates

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Which DataBlock form and system variables should you add to the report template?

Name of banded list template: \_\_\_\_\_

Name of banded group template: \_\_\_\_\_

## Exercise 14 Classroom Exercise

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Modify the banded list template.

## Exercise 15 Independent Practice

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Modify the grouping template.

### Notes

To replace a Library Object you must name the new object with the exact same name of the object you want to replace. You can not edit a Library Object, you must replace.

# Unit 3 Letters & Mailing Labels

Notes

## Exercise 16

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### Request

Jacqueline calls you from the Financial Aid department. She tells you that the DataBlock Designer created a DataBlock for her that gives her a list of students that are missing documents from their financial aid applications but the DataBlock Designer did not give her the report that she needs. She wants you to create a CSV report so she can do a Word merge to create a letter and mailing labels. You tell Jacqueline that you can design the letter and mailing labels for her, so she does not have to do the merge in Word.

### Report Description

Create a letter for each student that includes the date the student applied for financial aid, what is missing from the application and the message.

### Materials

- DataBlock: Financial Aid

### Prototype

## Exercise 17 Mailing Labels

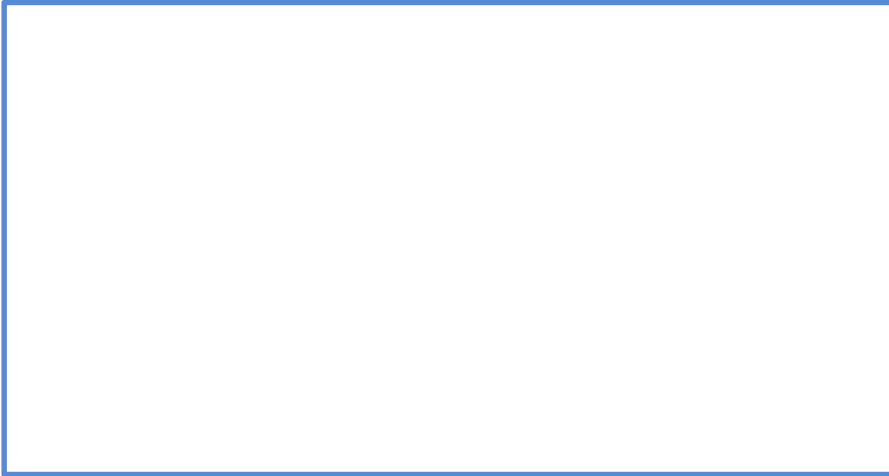
### Report Description

Create mailing labels for the letter.

### Materials

- DataBlock: Financial Aid

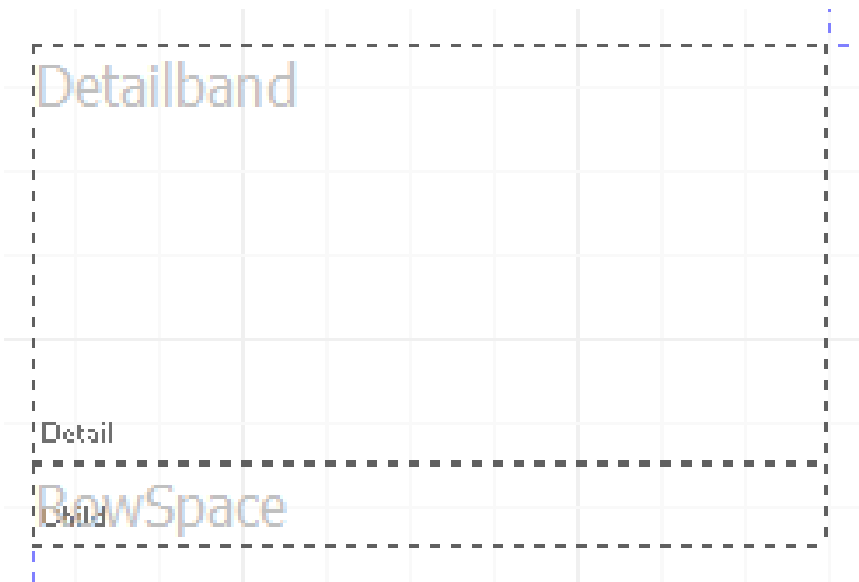
### Prototype



What is the problem with adding the address to the Detail band? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

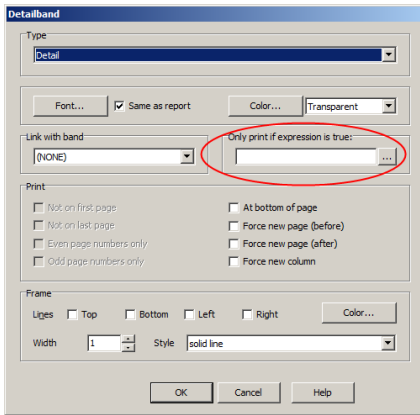


### Notes

# Unit 4 Conditional Band Printing

Conditional band printing is setting the properties of a band to print only when an expression evaluates to True.

The condition is set in the “Only print if expression is true” area in the band properties.



## Notes

### Exercise 18

#### Request

Jacqueline comes back to you and says that she has a problem. She doesn't know what to do – she thinks she needs a new DataBlock and a new report. You ask her what the problem is. Jacqueline says that the one of the grants has changed their form so she needs to contact the students who haven't turned in their documents and direct them to a website where they can get the new form.

You speak to Jacqueline and ask her if adding an additional line to the existing letter would meet her needs. She says that she would only want to add the line for students who are getting that grant. She doesn't want to confuse students and have them fill out the new form if they don't need to do so.

#### Report Description

Add a line to the Financial Aid letter that only prints based on whether a student has applied for the identified grant.

#### Materials

- DataBlock: Financial Aid
- Report: Letter from Exercise 16

#### Prototype

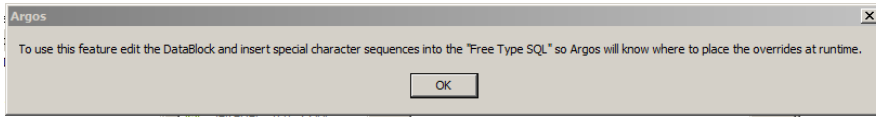
Conditional print expression: \_\_\_\_\_

What kind of band should we use? \_\_\_\_\_



## Unit 5 Free Type Message

When you see the message below contact your DataBlock Designer so they can make the necessary modifications to the DataBlock to allow reports to have Filters and Sorts added.



## Unit 6 Datasets

A dataset is the collection of data returned from a SQL query.

### Exercise 19: Subdetail

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#### Request

Bethany works in the Registrar's office. She has a banded report that displays admitted student's address information but now needs to see all phone numbers and email addresses for each student.

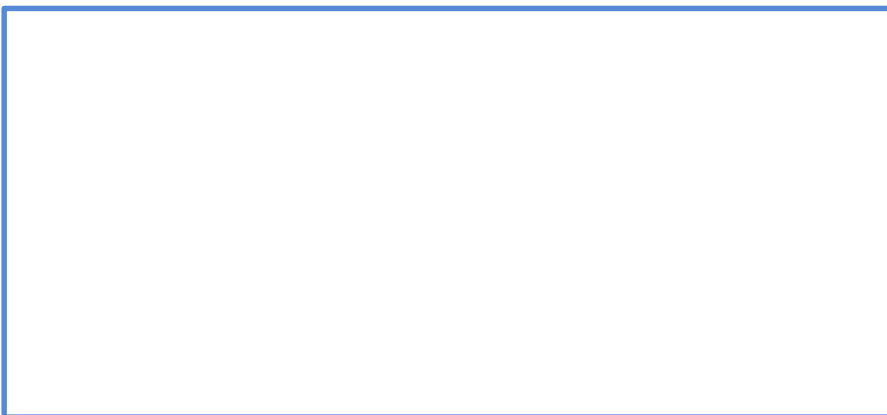
#### Report Description

Create a banded report that uses subdetail bands to display phone numbers and email addresses retrieved from datasets contained in the report. The report needs to include the phone code, area code, and phone number in a subdetail band and the email address in another subdetail band.

#### Materials

- DataBlock: DataBlock Advanced – Datasets
- Report: Subdetail\_Writers Start Here

#### Prototype

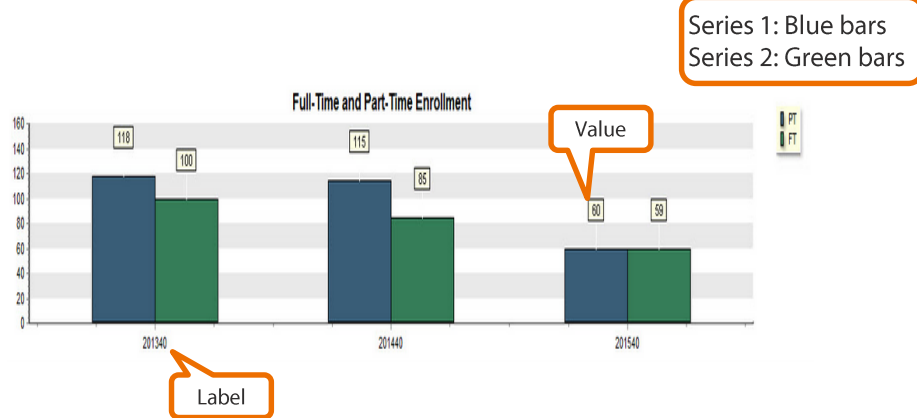


#### Notes

## Exercise 20: Charts

### Definitions

- Series: A series is any group of related data items that you want to plot on a chart. A series is based upon a dataset.
- Value: The numerical field that is being charted.
- Label: The field that describes what is being charted.



### Report Description

Add a bar chart to the end of the report to display a count of the admit types. Show the count of the number of students by each admission acceptance.

### Materials

- DataBlock: DataBlock Advanced – Datasets
- Report: Chart\_Writers Start Here

### Prototype

Value: \_\_\_\_\_

Label: \_\_\_\_\_

### Notes