Customizing Report Layouts



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Module Overview



Exploring a report page

- Margin size
- Page size
- Report templates

Adding headers and footers

- Report headers
- Page footers

Built-in collections

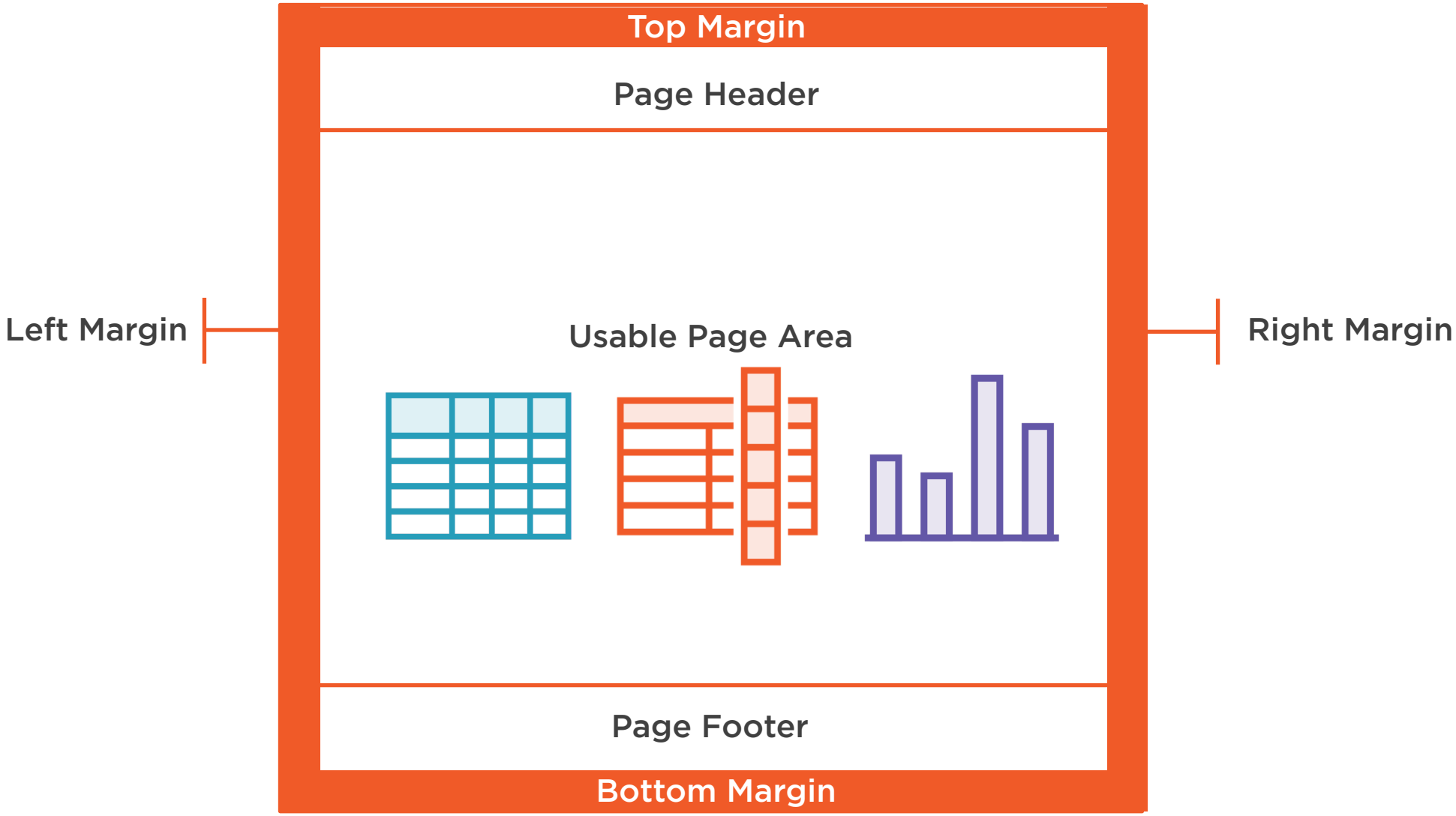
- Global references
- User references

Configuring paging

- Adding page breaks
- Limiting records

Dissecting a Report Page

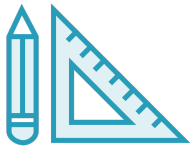
Anatomy of a Report



Anatomy of a Report



Default page size is 8.5 x 11 but this can be changed
Page can contain multiple columns



No data regions in the header or footer area by default
Custom collections can be added to footer



Creating templates for reports can be a huge time saver
No official template in Report Builder

Demo



Adjusting report pages

- Changing margins and page size

Adding Headers and Footers

Common Headers and Footers



Company Logo



Contact



Page Number



Execution Time

Exploring Headers and Footers

Report Header
Appears once at the report top

Report Footer
Appears once at the report bottom

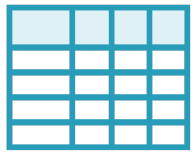
Page Header
Appears on each page top

Page Footer
Appears on each page bottom

Exploring Headers and Footers



Simple expressions can be added to page headers or footers
This includes aggregates



If multiple data sets exist you cannot add aggregate functions
Variable data can be referenced



Be cautious designing a report to be exported to Excel
Headers and footers may not function

Reviewing Built-in Collections

Built-in Collection Types



Global References

Represent global variables about the report



User References

Represent variables which are specific to the user

Common Global and User References



ExecutionTime



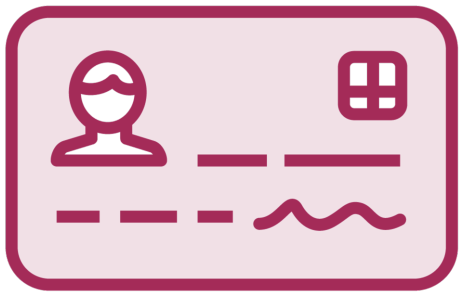
PageNumber



TotalPages



Language



UserID



ReportName

Demo



Creating the page header

- Logo and title

Adding a page footer

- Page number and total

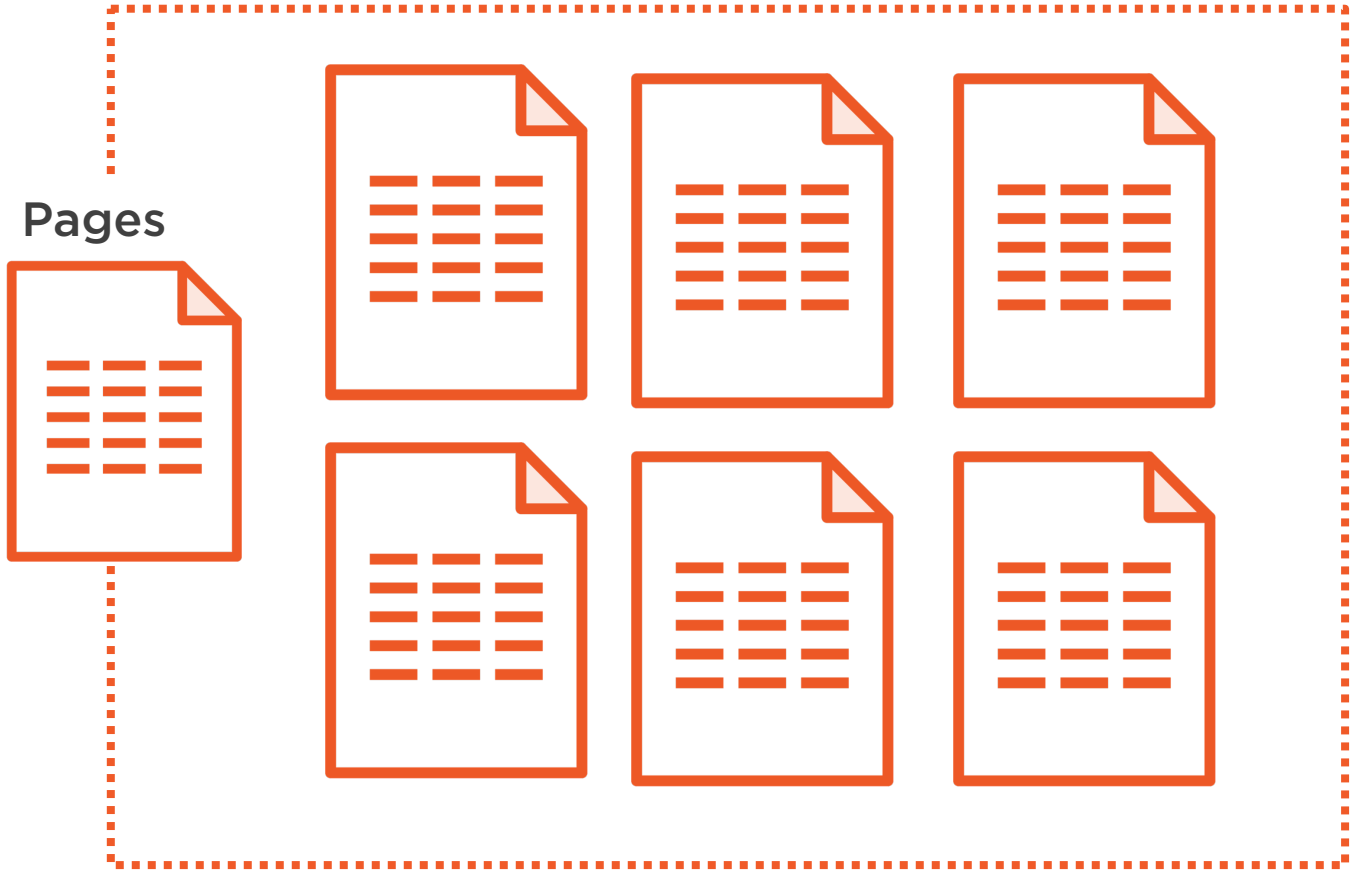
Configuring Paging

Pagination

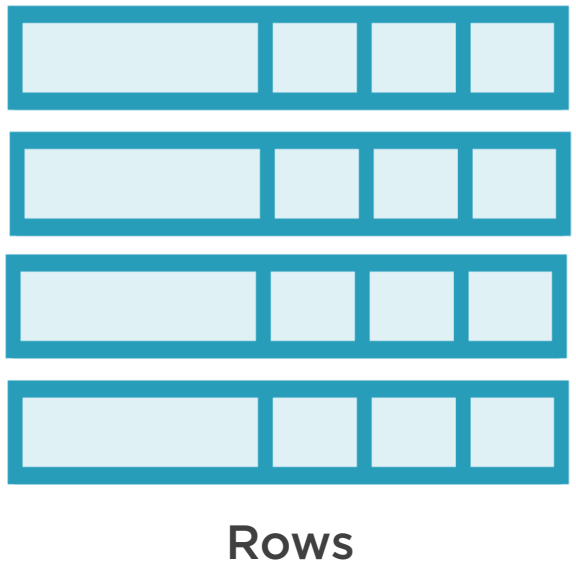
Pagination refers to the number of pages within a paginated report and how report items are arranged on these pages.

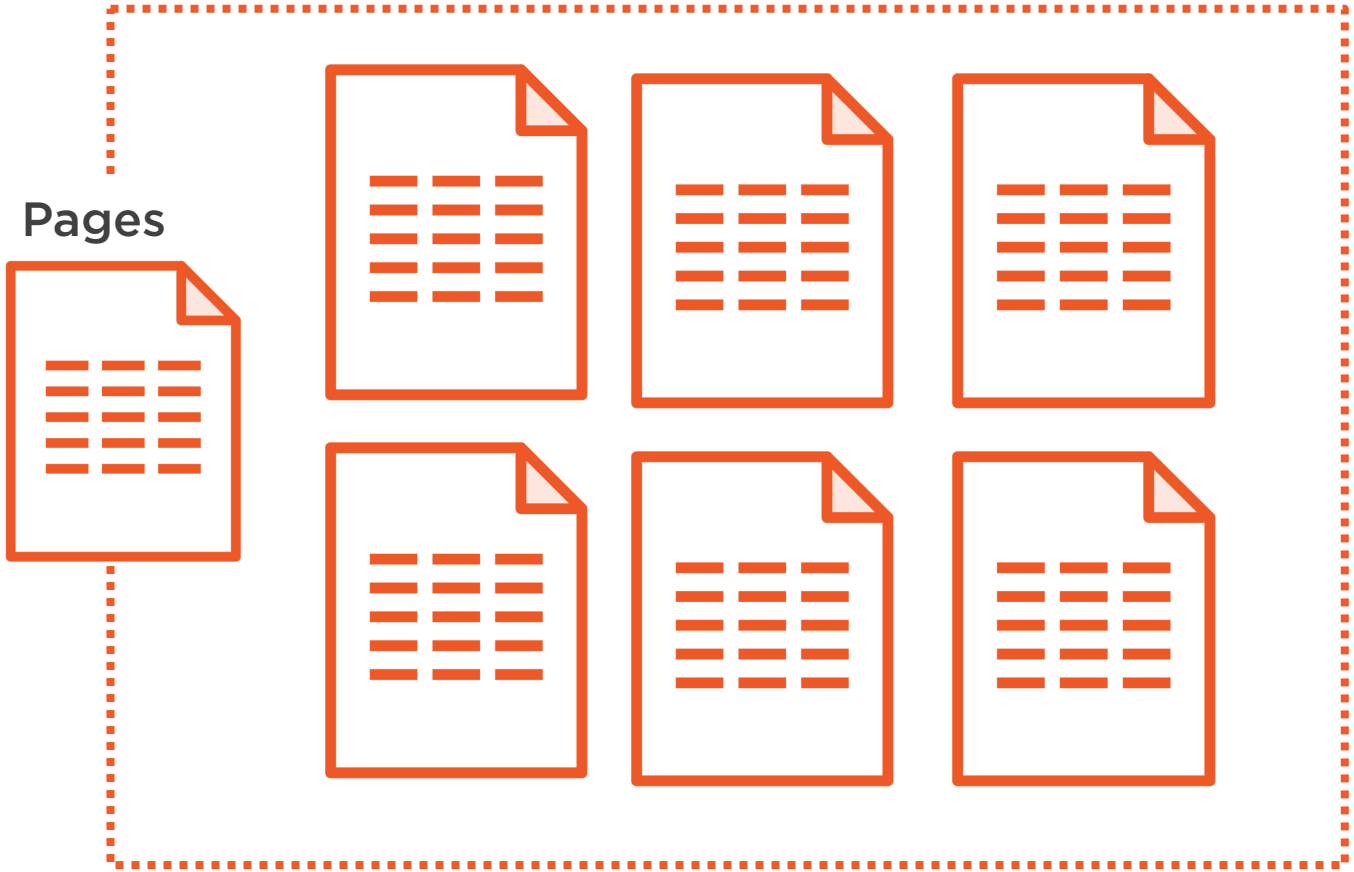
- Microsoft

Configuring Paging

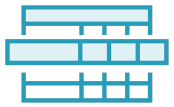


Configuring Paging





Configuring Paging



Often you will want to display a certain number of rows per page
Viewing in a web browser



Custom pagination doesn't work well with Excel
New worksheet for each page break



You can easily remove pagination for more web based reports



Option to repeat column headers on each page
Makes report easier to read

Demo



Configure report paging

- Add page breaks
- Repeat column heading

Demo



Limit rows per page

- Repeat column header

What We Covered



Examined report page

- Margins
- Usable report area
- Templates

Added headers and footers

- Report and page

Built-in Collections

- Global and user
- Pagenumber and userid

Configured paging

- Page breaks
- Record control

Up Next:
Creating Variables and Custom Fields