



Reports Guide Part 2

Products :

WizHR

Wiztes Business Suite

Wiztec Business Solutions

Using Wiztec applications

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About this guide

This guide was produced for assistance in using the reporter contained within WizHR and the Wiztec Business Suite.

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Issue Date: 28/08/2014
Document Number: mWizHR050617DOC
Program compile date: na

Training Manager

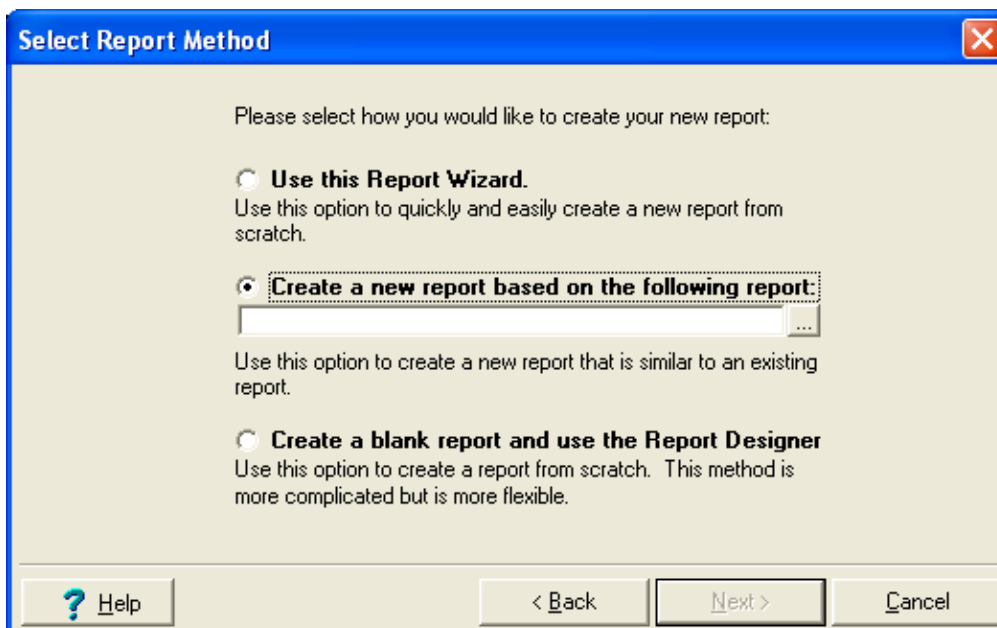


Creating a new report from an existing report

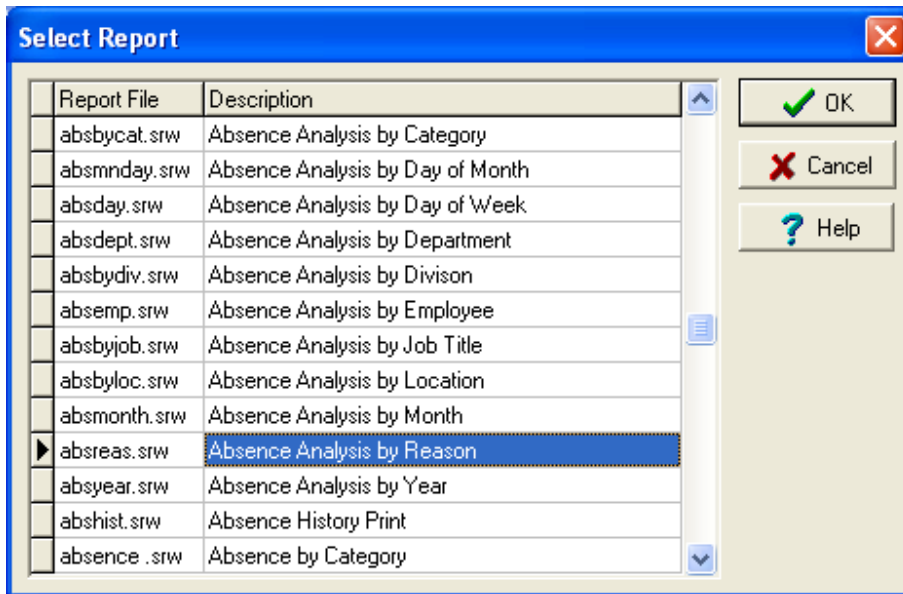
1. Click the reports button on the menu bar and select CREATE A NEW REPORT. You will be presented with this screen. Click NEXT to continue



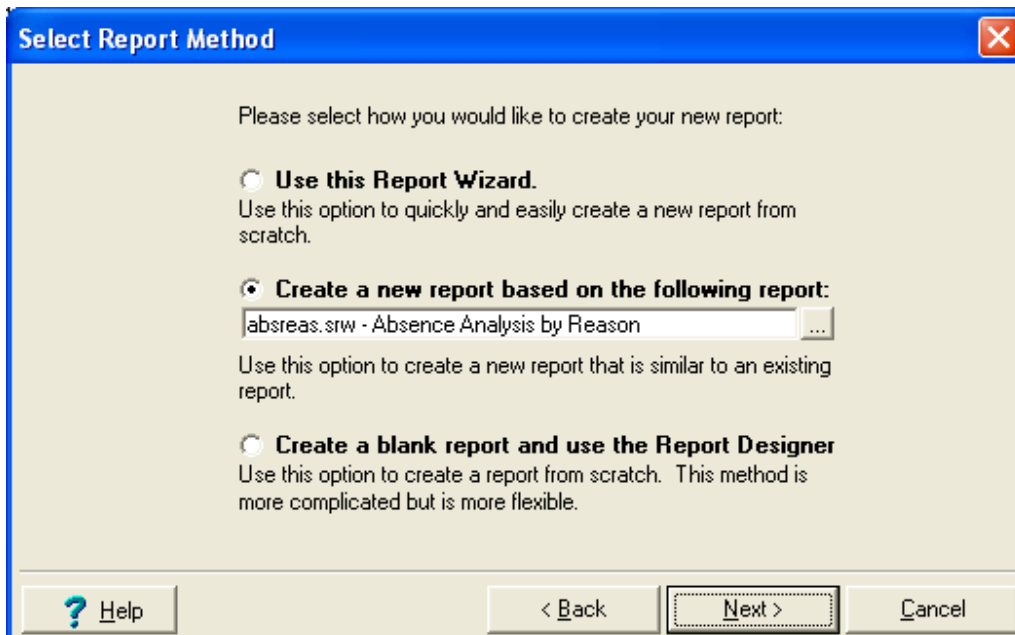
2. Select the second option – *Create a new report based on the following report.* Then click on the button directly underneath it.



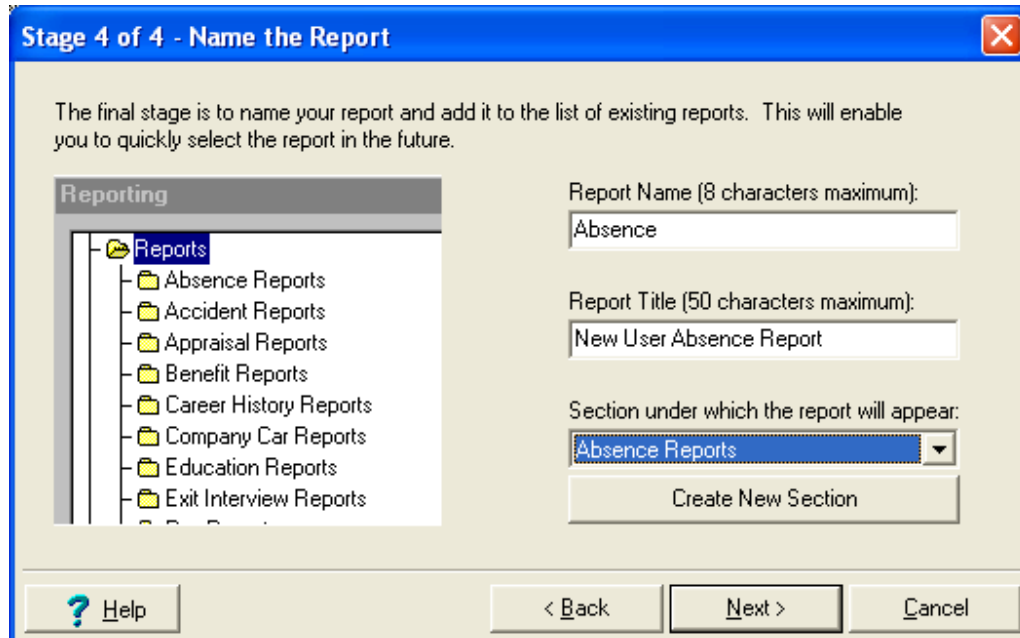
3. Here you have to choose which report you wish to base your new report on and click on OK.



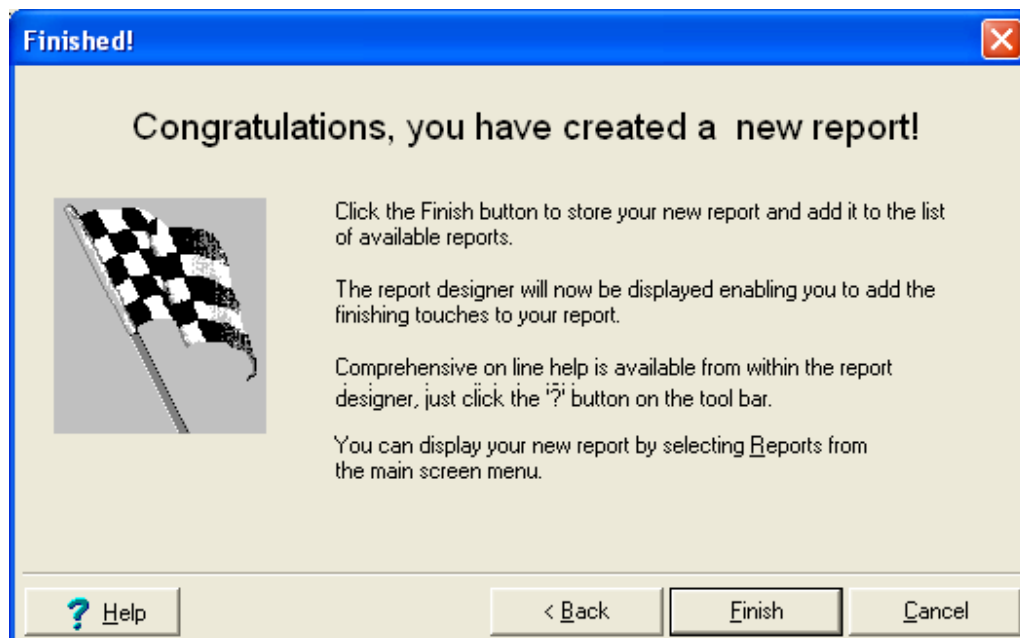
4. The report you selected will now appear in the space provided. Click NEXT to continue with the wizard.



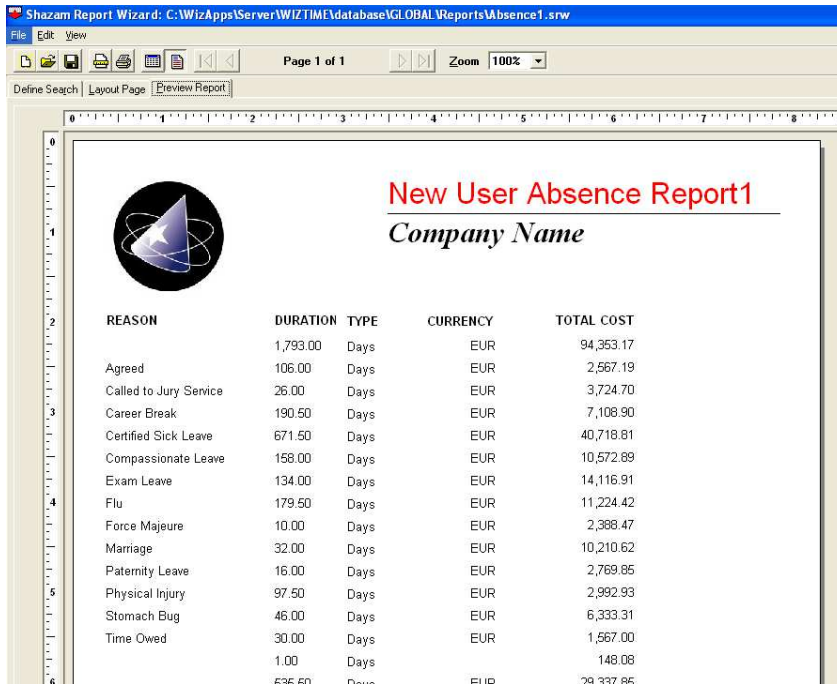
5. You will be prompted to enter a name, report title and specify which section the report will appear in. Click NEXT to continue



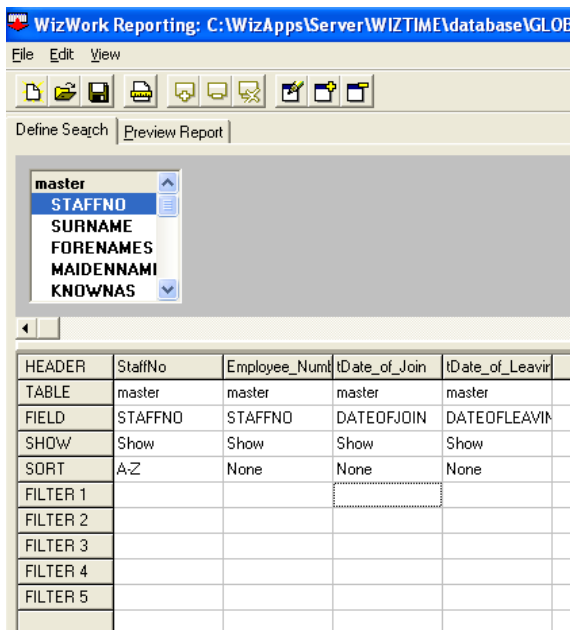
6. The report has now been created. Click on FINISH to close the wizard and open the report designer.



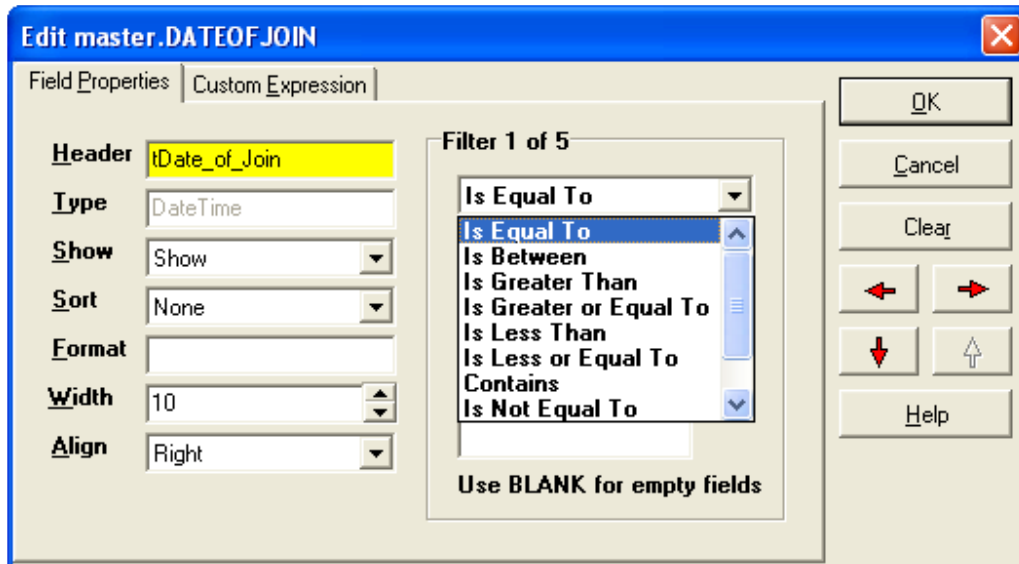
7. The report will open on the PREVIEW REPORT - **Preview Report**. If you wish to alter the appearance of the report click on the LAYOUT PAGE tab next to it and customize the appearance of the report.



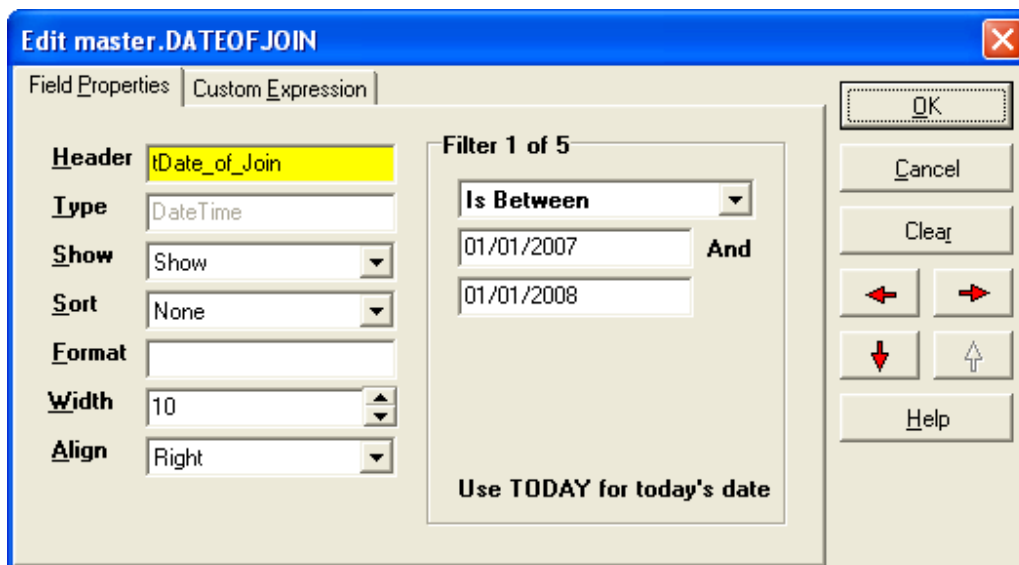
8. If you wish to filter to report so that it shows you data of a certain type or data from a certain time frame click on the DEFINE SEARCH tab. Click on the cell underneath the last field, Filter 1.



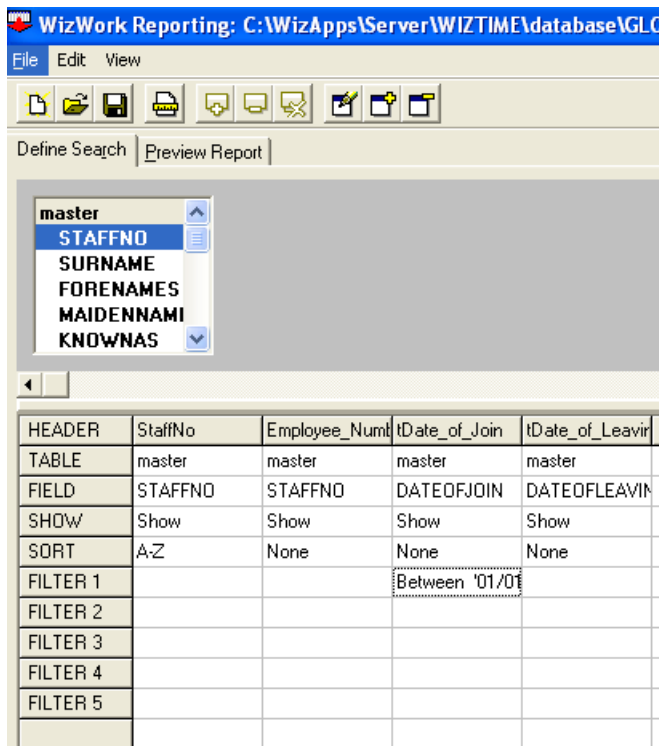
9. This table allows you to filter data. Click on the drop down menu, this gives you the list of filter options available.



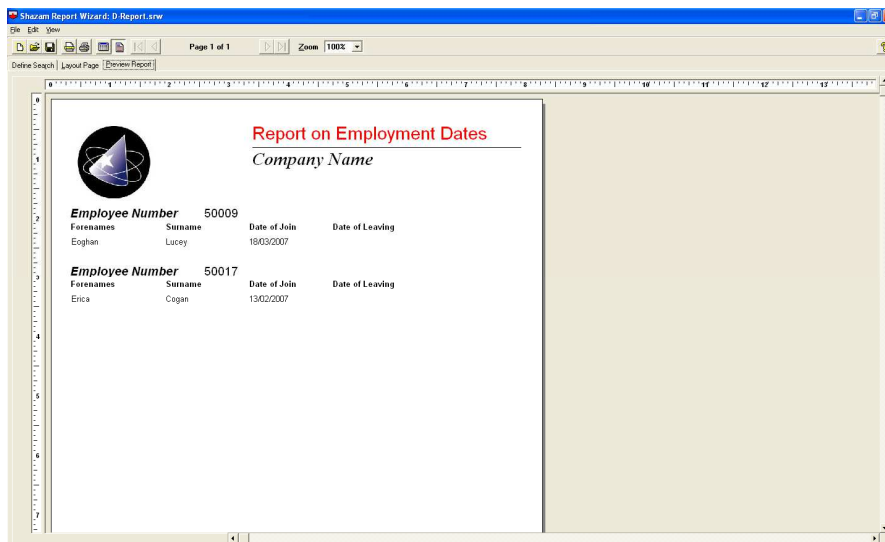
10. Here we have filtered the data so that only data between 01/01/2007 and 01/01/2008 is shown in the report.



11. On the table the filter you have created is now visible.



12. Information now displayed on the report will be altered with these filters.



15. To print the report click on FILE – PRINT REPORT and click on OK.

16. If you wish to save the report go to FILE – SAVE AS and the report will be available to you in the existing report file.