



Guide – Reports Part 3

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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Creating a blank report and using the Report Designer

1. Open the Wiztec Business Suite and select **REPORTS** from the menu bar.

2. Select **CREATE NEW REPORT**

3. You will be prompted with the following screen. Click on the third option and then **EXT**.

2. Enter a name for the report, a title and the section where it will appear in future.

Stage 4 of 4 - Name the Report

The final stage is to name your report and add it to the list of existing reports. This will enable you to quickly select the report in the future.

Reporting

- Reports
- Absence Reports
- Accident Reports
- Appraisal Reports
- Benefit Reports
- Career History Reports
- Company Car Reports
- Education Reports
- Exit Interview Reports

Report Name (8 characters maximum):
NewRep

Report Title (50 characters maximum):
NewReport

Section under which the report will appear:
Employee Reports


Create New Section

? Help < Back Next > Cancel

3. The report has been created, click on **FINISH** to open it with the Report Designer.

Finished!

Congratulations, you have created a new report!



Click the Finish button to store your new report and add it to the list of available reports.

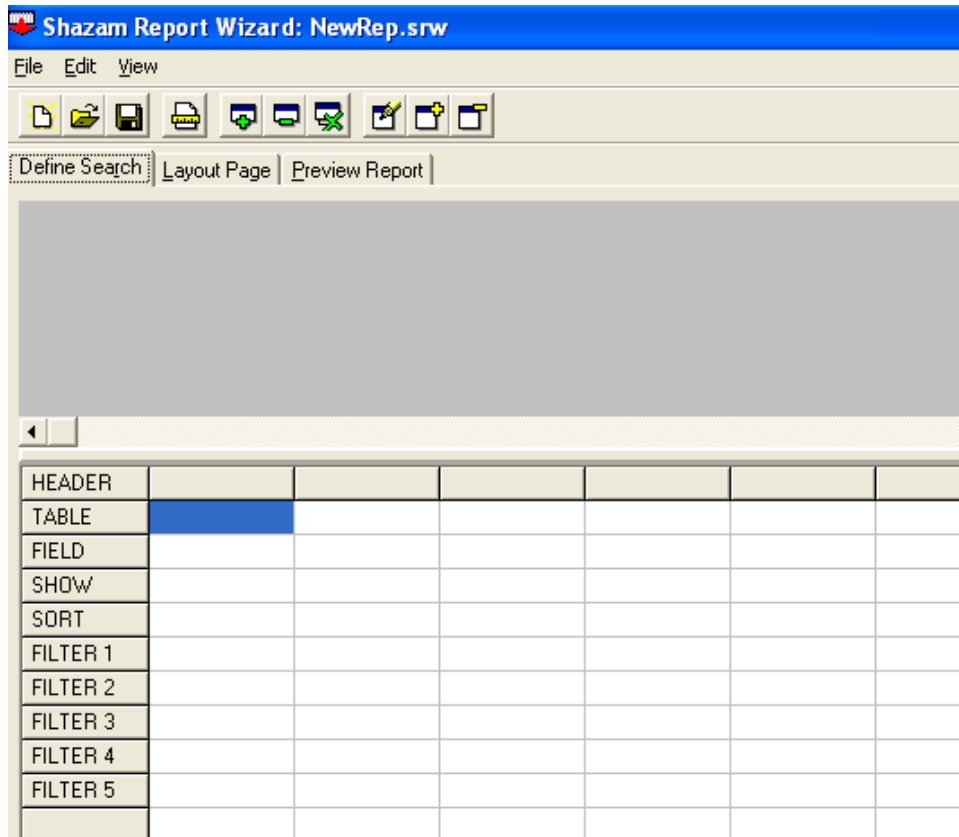
The report designer will now be displayed enabling you to add the finishing touches to your report.


Comprehensive on line help is available from within the report designer, just click the '?' button on the tool bar.

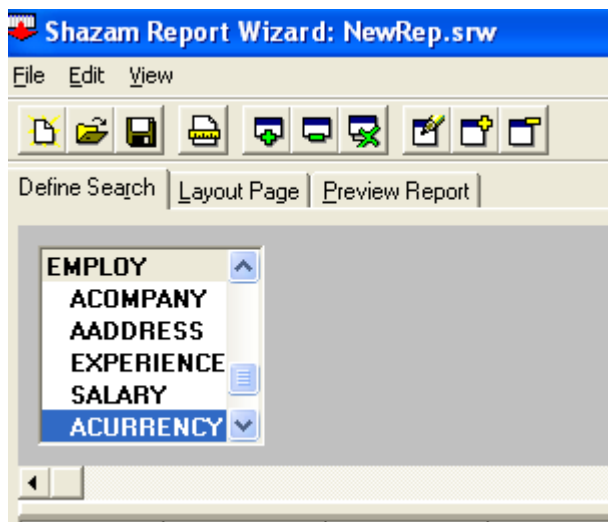
You can display your new report by selecting **R**eports from the main screen menu.

? Help < Back Finish Cancel

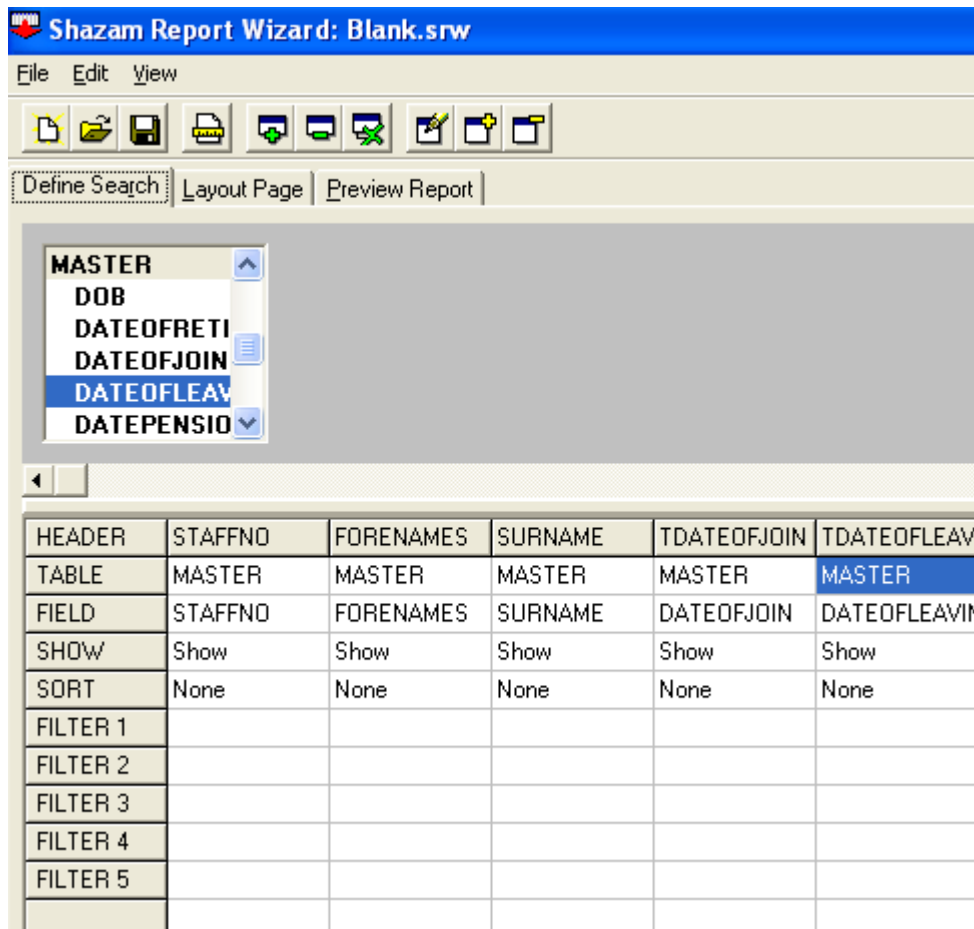
4. The report has no field values so it opens on the **DEFINE SEARCH** tab. You need to populate it with the relevant fields in order to create a report.



5. Click on the ADD TABLE button -  and select the table you want to import details from. When you have selected the table it will appear on the screen.

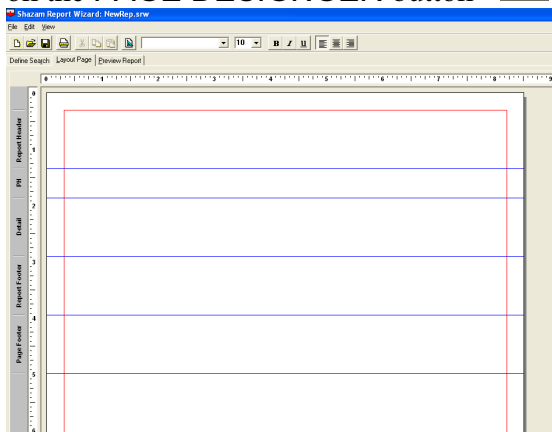


6. Simply select the field you want to take details from and drag it into the empty table below.

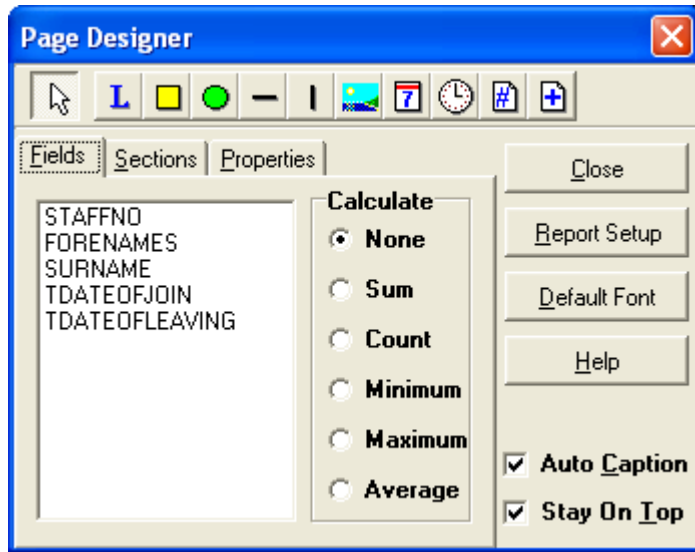


7. When you have added the fields that you need to the table click on layout page. Seeing that this is a new report it will be blank. To add information to the report click

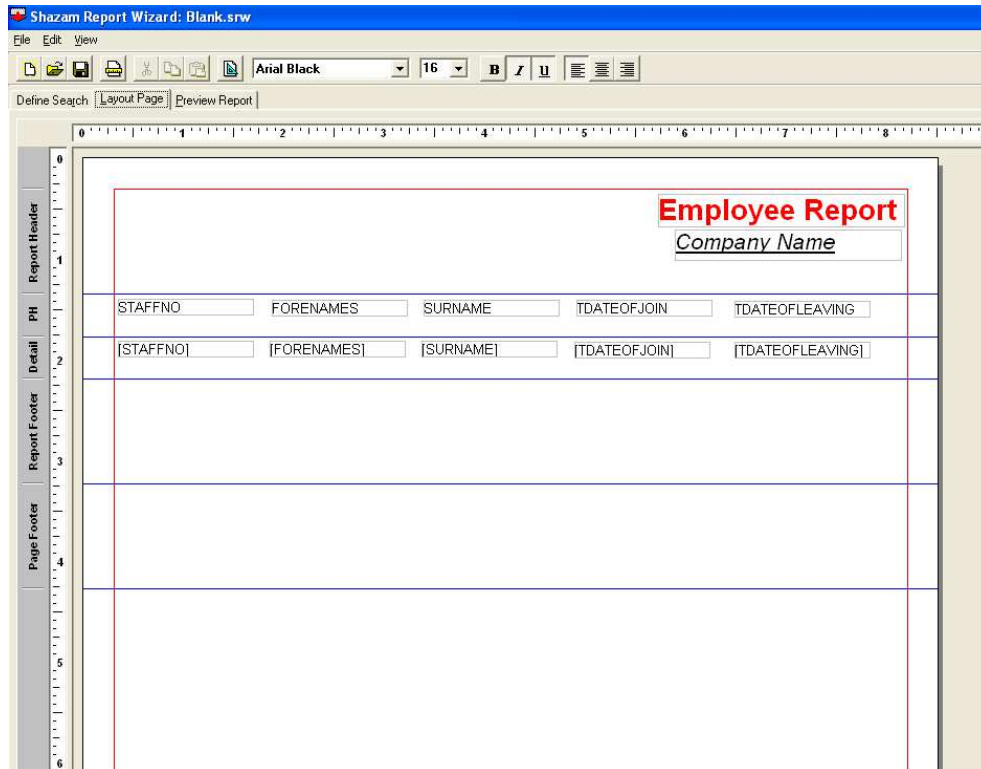
on the **PAGE DESIGNER** button - 



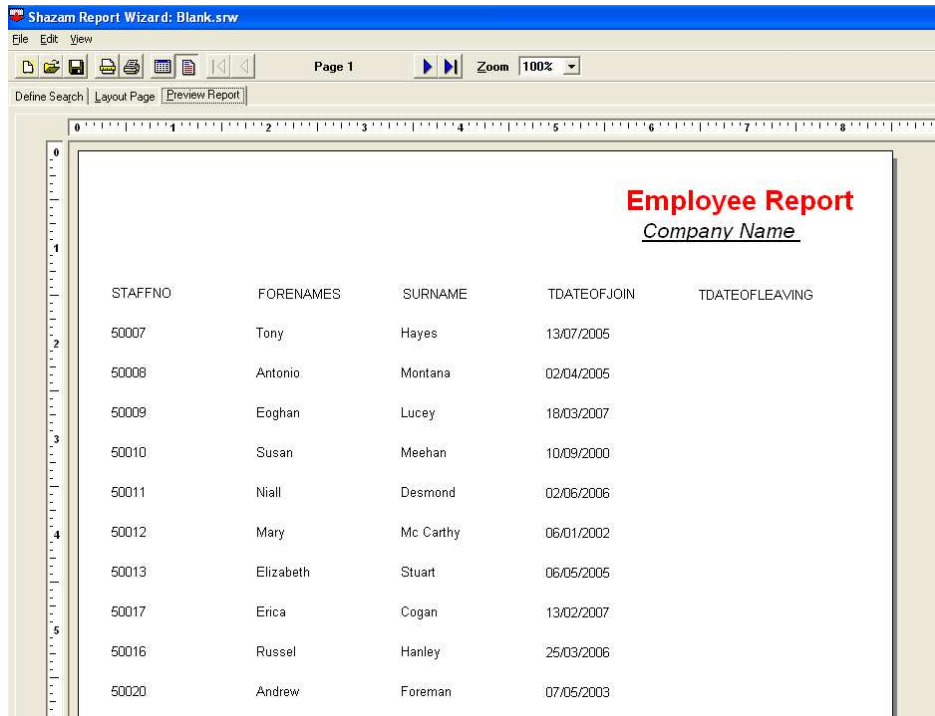
8. In the fields tab of the page designer you will see all the fields you have previously added. In order to add these to the page select the required field and click on the page layout.



9. In the following table the tables have been added and organized.

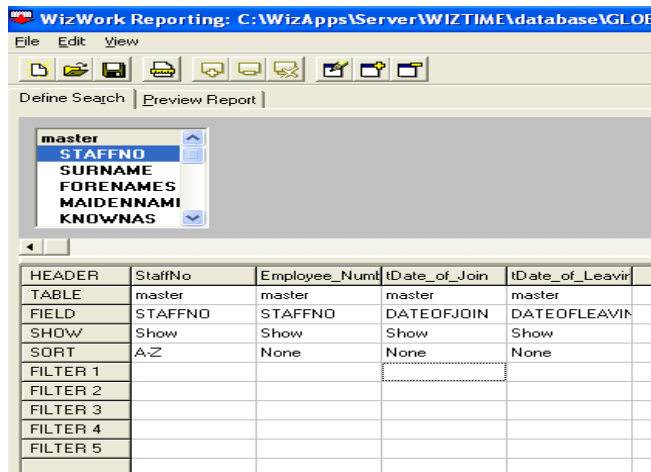


10. Here is the preview report for the report created with the data provided.

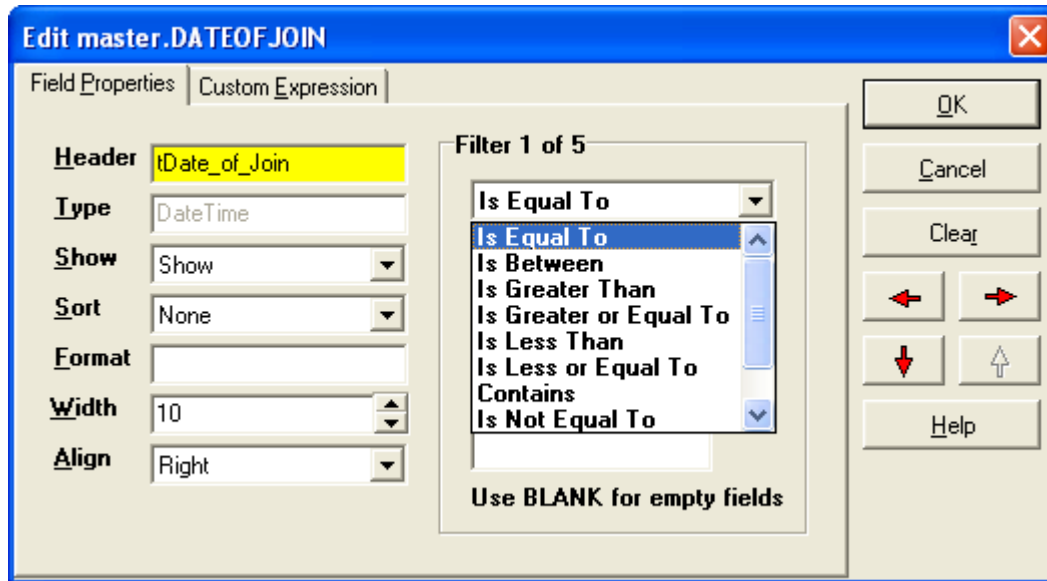


11. If you wish to restrict the data displayed to the user or sort it in a particular way go to the DEFINE SEARCH tab.

12. 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.



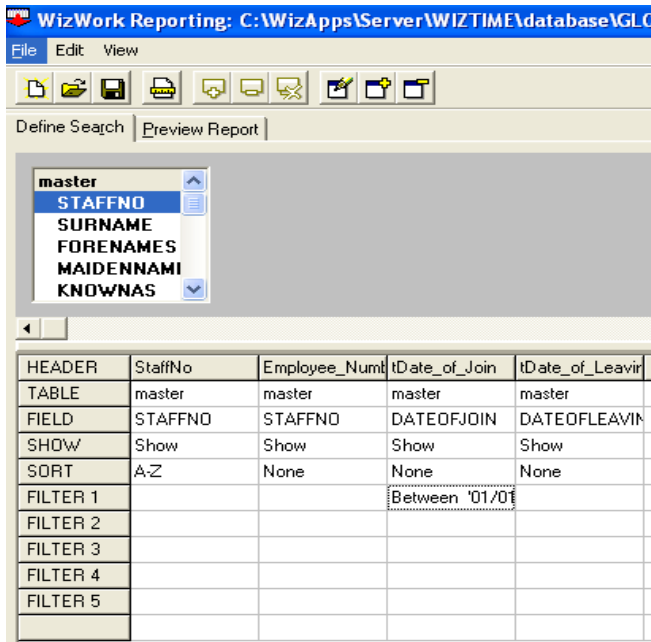
13. This table allows you to filter data. Click on the drop down menu, this gives you the list of filter options available.



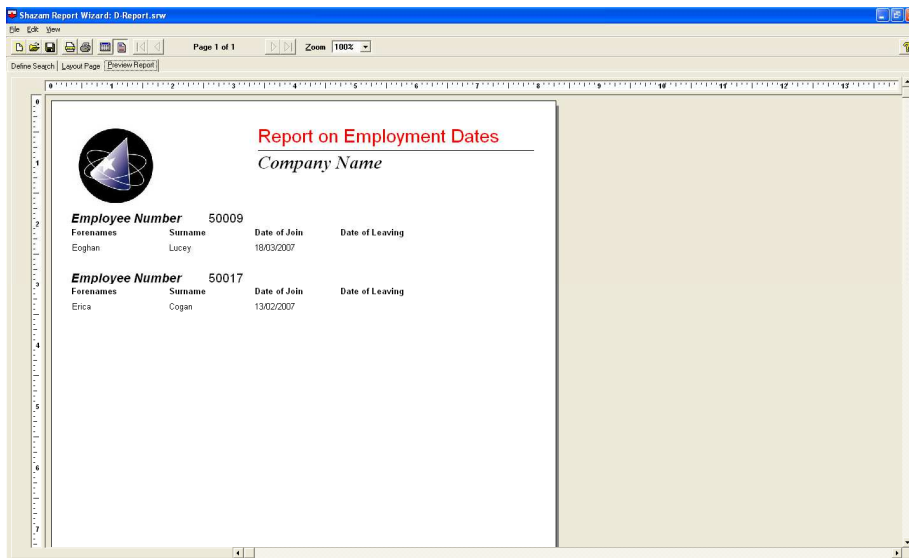
14. Here we have filtered the data so that only data between 01/01/2007 and 01/01/2008 is shown in the report.



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



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



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

18. 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.