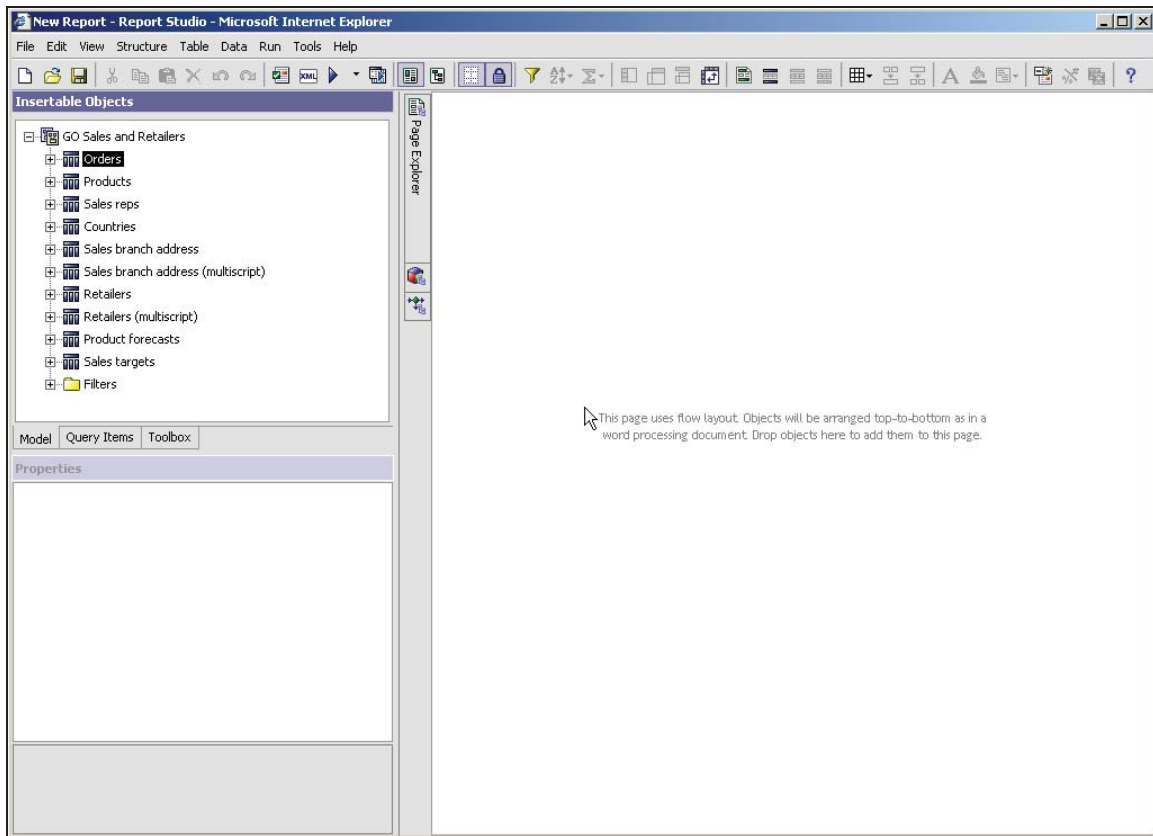

Creating a Blank Report

A blank report lets you create a report using any of the report objects that are available in a layout that suits your needs. The blank report gives the report author complete control over the layout of the report to meet the business requirements.

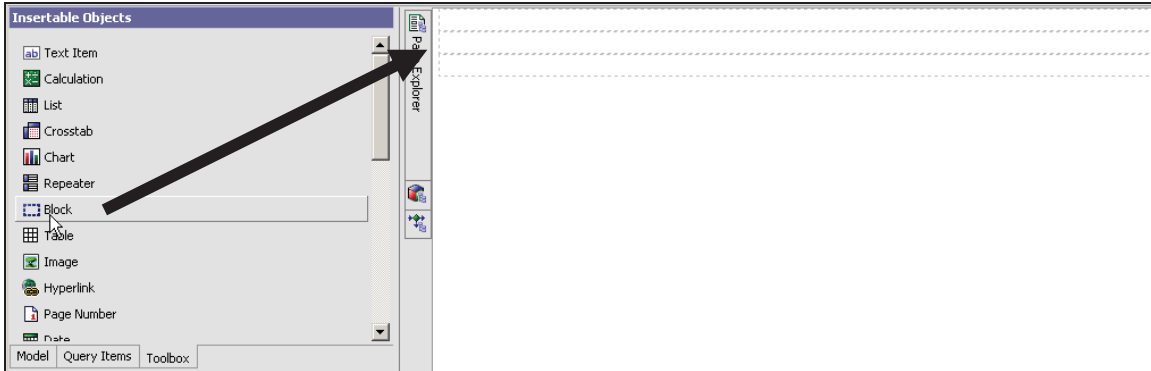
GOAL: Create a report that has 3 sections: a header, a crosstab report, and a column chart.

STEPS:

1. Click **File > New** and select **Blank** in the **New** dialog box.
2. Click **OK** and the following form is displayed.

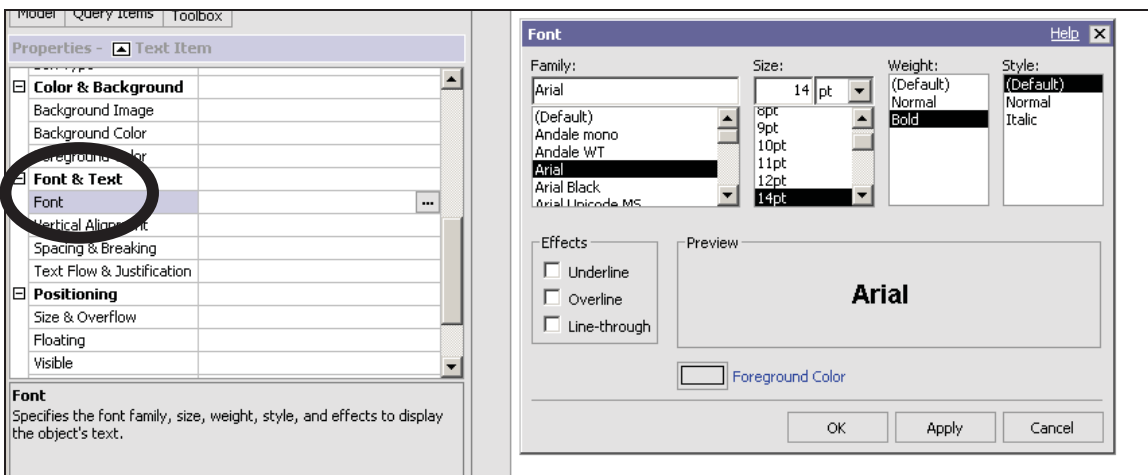


3. Click the **Toolbox tab** in the **Insertable Objects** window. Select the **Block** object and drag and drop it on the blank form.
4. **Repeat** the previous step **2** additional times to achieve the following results.




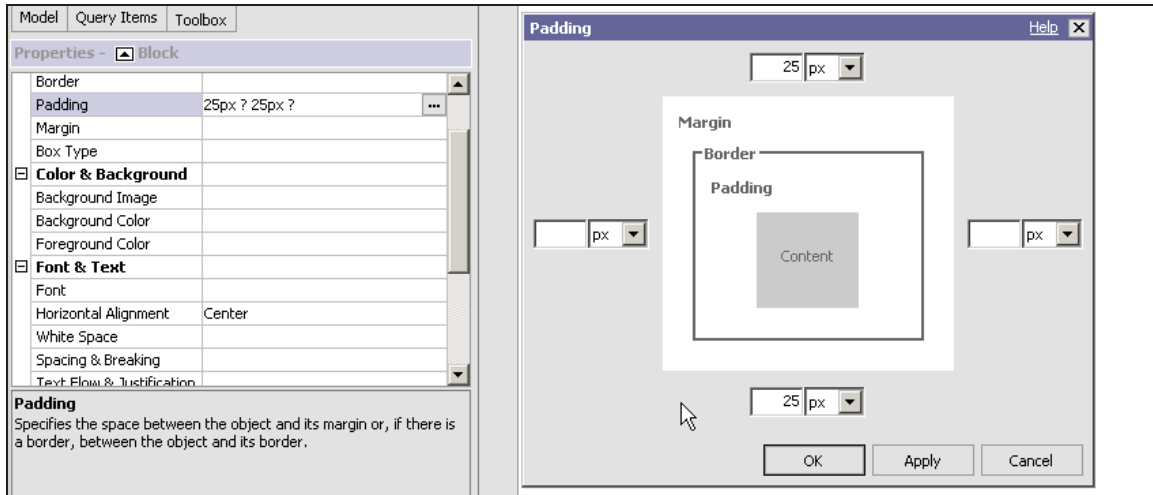
Note: The first box will contain the header, the second a crosstab report and the third a bar chart.

5. Select the **Text Item** object and drag and drop it into the first block.
6. Type “**Affiliation by Country**” in the text box and click **OK**.
7. In the table, **highlight** the text by clicking on one of the words. (The Properties window will indicate Text Item.) In the **Properties** window, under Font & Text, click **Font** and then click the **ellipse**. Set Family to **Arial**, Size to **14**, and Weight to **Bold**.

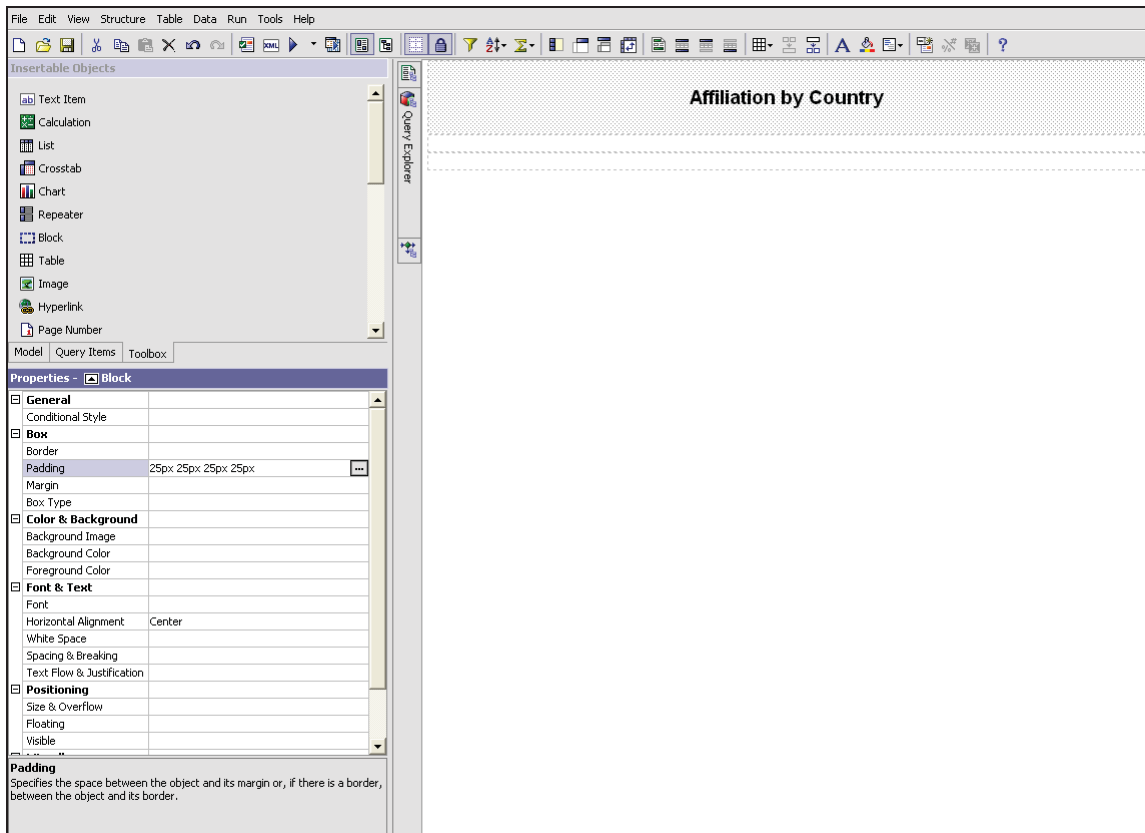


8. Click **OK**.

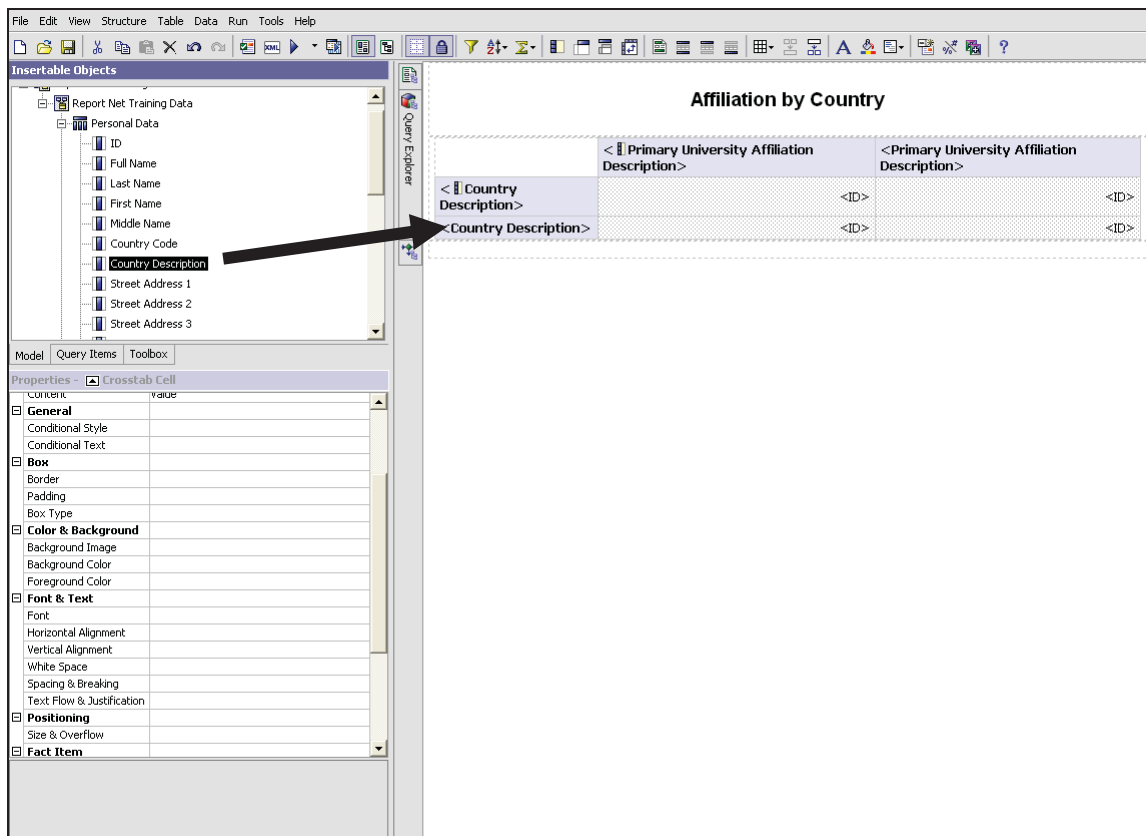
9. Click the ancestor button  in the **Properties** title bar, and click **Block**.
10. In the Properties window, under **Font & Text**, click **Horizontal Alignment** and click the ellipse and select **Center**.
11. Double-click **Padding** and change the top and bottom padding to **25**.



12. Click **OK**.

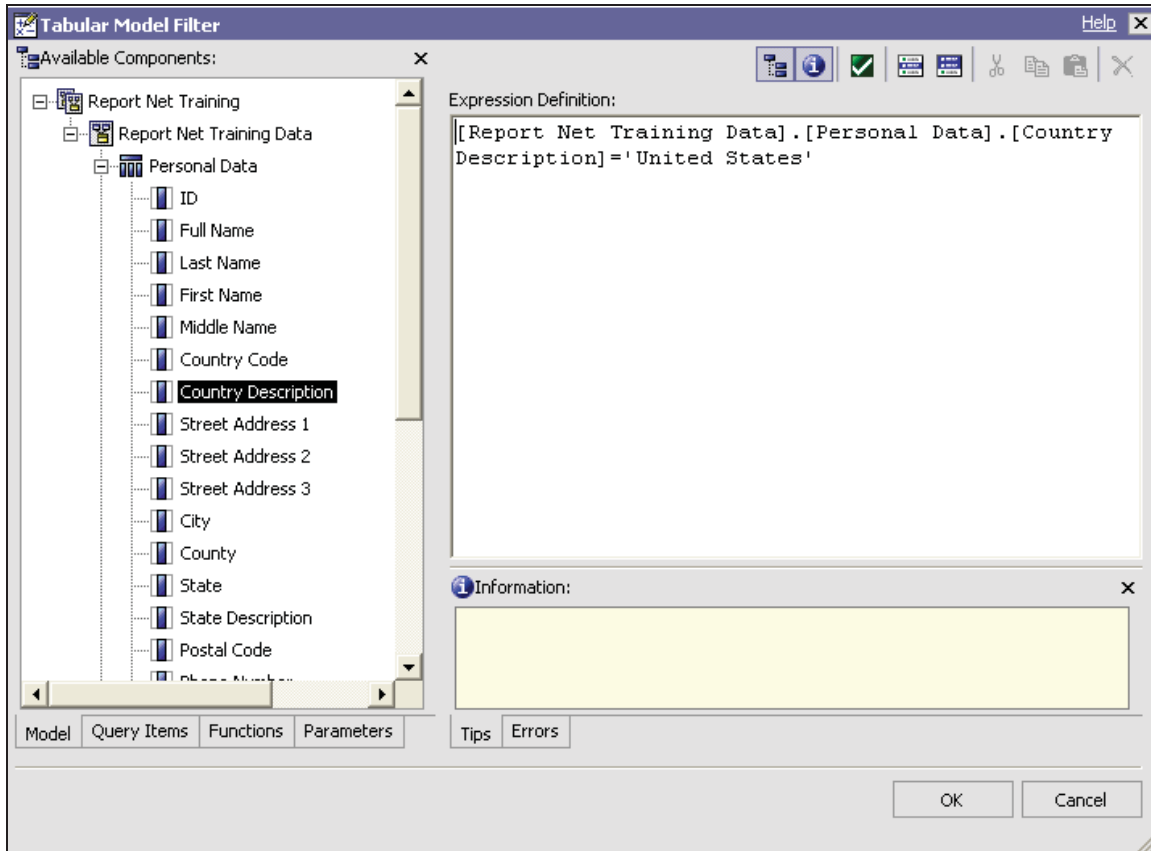


13. From the **Insertable Objects>Toolbox tab**, select the **Crosstab** object, then drag and drop it in the second block.
14. In the **Create – Crosstab** box, click **OK** to accept **Query1** for the new query name.
15. Click the **Model tab** in the **Insertable Objects** window. Open the **Personal Data** folder.
16. Drag **Primary University Affiliation Description** to the **Columns** section of the crosstab report object.
17. Drag **ID** to the **Measures** section of the crosstab report object. Select **ID** in the report and in the **Properties** box under **Data Item**, change **Aggregate Function** to **Count**.
18. Drag **Country Description** to the **Rows** section of the crosstab report object.



19. Click the **Filter**  icon.

20. Build a new filter for **Country Description = 'United States'**.

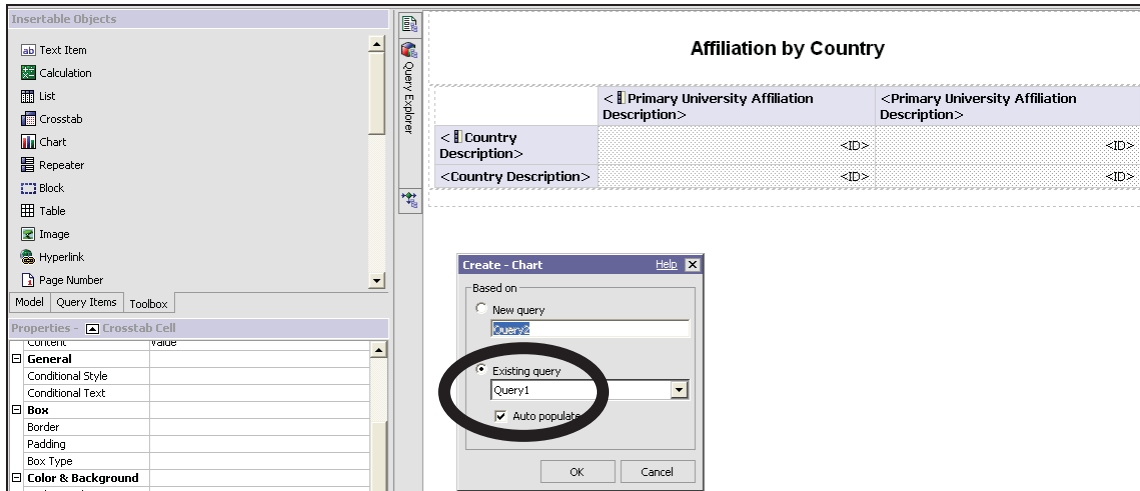


21. **Validate** the filter.

22. Click **OK** twice to complete the filter.

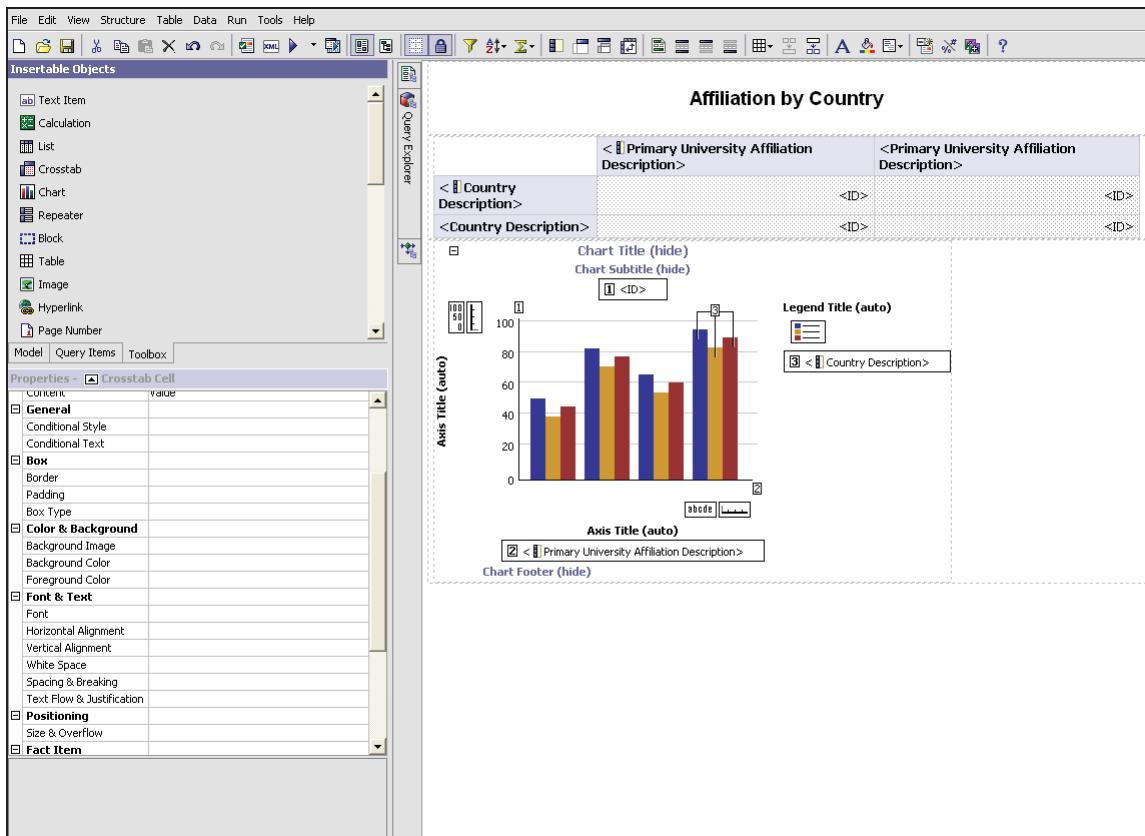
23. Click the **Toolbox** tab in the Insertable Objects window and select the **Chart** object and drag and drop it to the third block.

24. In the **Create – Chart** box, select the **Existing query** as the basis for the query.



25. Click **OK**.

26. Click **OK** to accept the defaults for the **Column** chart .



The screenshot displays the ReportNet-Report Studio v1.1 Advanced interface. On the left, the 'Insertable Objects' pane shows various report components, with 'Chart' selected. The 'Properties - Crosstab Cell' pane is open, showing various settings for the selected object. The main workspace shows a report design with a table and a column chart.

Table: Affiliation by Country

< Country Description >	< Primary University Affiliation Description >	< Primary University Affiliation Description >	< ID >
< Country Description >	< ID >	< ID >	< ID >
< Country Description >	< ID >	< ID >	< ID >

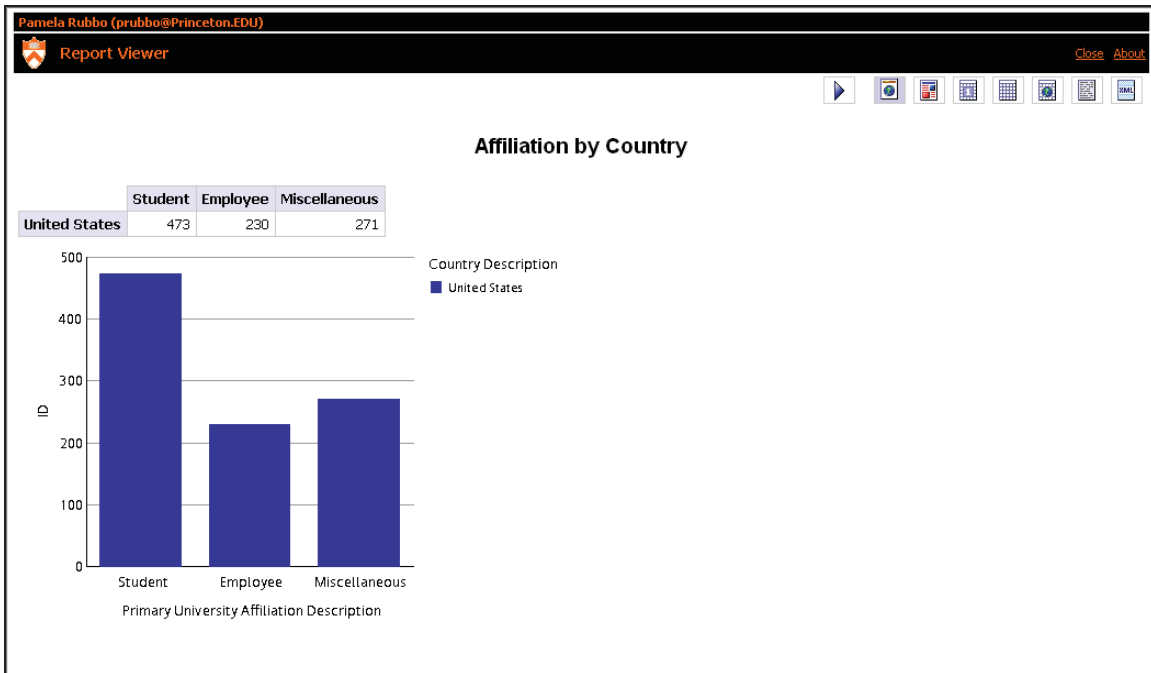
Chart: Affiliation by Country

The chart is a column chart with the following properties:

- Chart Title (hide):** < ID >
- Chart Subtitle (hide):** < ID >
- Legend Title (auto):** < Country Description >
- Axis Title (auto):** < Primary University Affiliation Description >
- Chart Footer (hide):** < ID >

The chart displays data for three categories on the x-axis, each with three bars representing different affiliations. The y-axis represents a numerical value from 0 to 100.

27. Run the report.



28. Close the Report Viewer.

29. Highlight the chart. The Properties window should read “Column Chart.”

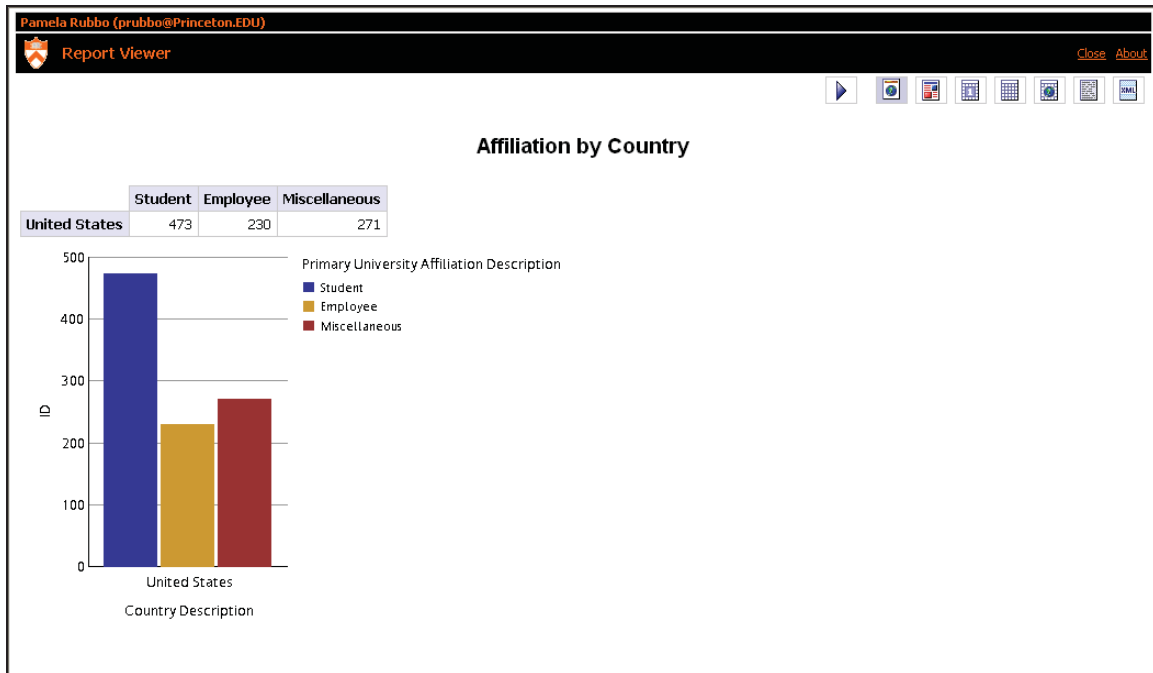
30. Click the **Swap Rows and Columns** icon on the toolbar.

The screenshot shows the report design tool interface. The 'Affiliation by Country' report is displayed in the center. The Properties window on the left is open to the 'Column Chart' section, showing the following settings:

- Data:** Query1
- General:** Chart Type: Column, Chart Subtype: Standard, Plot Measures As: Series, Resolution Width: (auto), Resolution Height: (auto), Tool Tips: No, Conditional Style: (auto), Conditional Text: (auto), Pagination: (auto)
- Rendering:** Depth: 0, Visual Angle: 45, Show Values: None, Show Absolute Stacked Values: No, Marker Text Location: Chart, Show Baseline: No

The toolbar at the top has a 'Swap Rows and Columns' icon circled in black. The chart in the report is a grouped bar chart with a legend titled 'Country Description'.

31. **Run** the report.



32. **Close** the Report Viewer.

33. **Save** the report as “**Affiliation by Country**”.