



Report Wizard

Report Wizard is a self-service, ad hoc, query and reporting solution that enables you to create and deliver business reports quickly and efficiently.

After selecting a report from the list of available reports, you can select the sort order, enter filter conditions, and specify where the output goes (printer, spreadsheet, screen preview, etc.).

In addition to running pre-defined reports, you can create your own reports in just minutes. Simply select which fields to report on from the list of available fields (with meaningful descriptive names rather than cryptic names and symbols), and you're done! You don't have to know complex stuff like joins; Student Manager Reports takes care of that for you.

For finer control, you can customize how each field appears, including column heading, grouping, and totaling. The easy-to-use filter dialog allows you to include or exclude specific records. Use the sort page to order the information as you need it. Finally, save the report so you can edit it, copy it, or make it available to others to run.

The following features are included with Report Wizard:

- Powerful query and reporting tool designed with the end-user in mind. Design reports in minutes, not hours or days.
- Simple wizard-based interface. After selecting a report from the list of available reports, you can select the sort order, enter filter conditions, and specify where the output goes (printer, spreadsheet, PDF file, screen preview, etc.).
- Descriptive names for all fields and tables rather than cryptic names and symbols. Descriptive operators such as "equals" and "greater than" instead of "=" and ">."
- Handles complex joins between tables automatically.
- When you create a report, you can specify whether other users can change the filter conditions or the way it's sorted. You can even define reports that are only accessible to specific users.
- Create great-looking charts and gauges, either by themselves or included in other reports.
- Display dynamic dashboards of important information you need to run your business.
- The Formula Editor allows you to define your own custom calculations to use in any report.

- Templates give your reports a common appearance, such as following corporate style guidelines.
- Easily create labels, including mailing labels, product labels, or barcode labels, without worrying about field positioning or label dimensions. All the common Avery label sizes are built-in.
- Drill down from a report to see details.
- Click the values button to get a list of all possible values for any field.
- Control font, color, alignment, heading, and column width for each field. Group on any field with a mouse click.
- Automatically adjusts column widths to match the data in the column.
- The Advanced Report Designer allows you to lay out the report exactly as you want, including company logos, lines, boxes, etc.
- Output to Microsoft Excel, PDF, HTML, Microsoft Word, comma-delimited, or other types of files. You can also email reports.
- Knows your data. You don't have to know how your data is stored or how tables are joined (you don't even have to know what a "join" is).
- Schedule reports to run at any time you need.
- Import reports so you can use report layouts designed by other users or consultants.
- Export reports so you can share report layouts with other users.
- Display "real" table and field names so it's easier to locate the table or field you want if you're familiar with these names.

To request a demonstration of the Report Wizard, contact Sharon@aceware.com.