**Steps for Basic Reporting – Lab 2: Simple Tabular Reports**

In BI/Query User, load and submit a query from the HR DW model that includes Last Name, First Name, Home Organization Desc, Employee Class Desc- EMPL and Current Hire Date (Use the Person and Employee objects). Qualify the query so that only employees that have not been terminated and have an employee class of CA will be included (qualify Termination Date IS NULL and Employee Class = CA).

Send the results to a report:
- Without closing the result set, select Results/Show as Report / BI-Query Reports from the menu. Be sure that you do not pick BI/Query Standard.
- Once the Presentation Designer window is available, choose **Table** from the list of presentation options.
- Click the **Next** button.
- Select Columnar from the **style** list.
- In the Title text box type: Employee List.
- Click the **Next** button.
- Move Last Name and First Name from the **Columns** list box into the **Group by** list box.
- Click the **Finish** Button.

Format the report to match the example on the next page:
- Using the column controls, resize the Home Organization Description column to fit the text.
- Change the Anchor property of the Current Hire Date **Detail to Left**. Then resize the text box to fit the date. Hint: right click inside the column and select **Anchor** from the resulting menu.
- Using the **Label** tool on the toolbar, add a label to the report header band. The label should display the creation date (use the field drop down box).
- By dragging the text from one band to the other, move the Employee Class Description detail to the Report header band. Set the anchor property to float and center the description on the page.
- Delete Employee Class heading from the page header.
- Finally, play with the font, placement, and anchor properties of your report until it matches the example.