Steps for Basic Reporting – Lab 5: Saving and Altering the Data Source

Do Lab 3 including the Challenge section of the lab.

Create a new data source:
- With the report for Lab 3 still open, go back to BI/Query User and submit the Lab 3 query again, this time change the Qualification on Job Suffix = 55
- Submit the query.*Note: the key to using the same report and changing sources is to have the same columns that were used in the first report.
- Send the results to a columnar report. Don’t worry about any of the formatting.

Apply a new data source to the old report:
- From the Window Menu choose your Lab 3 report
- Click to highlight the detail band, then select Data<Data Sources.
- In the Data Sources Dialog Box choose the new data source. Remember to highlight the desired result set in both the Available Data Sources list box and the Preview list box.
- Click Replace.

Create a summary level report:
- In the Position Class Code footer band replace the label “Subtotal by Position Class Code:” with the Position class code from the detail band.
- Delete the “Position Class Code” title and/or column.
- Hide the detail band so that you now have a summary report.
- Make other adjustments to make the report a Summary Report like on the example.
- Save you new Lab 3 report over the old one or with a different name to create a new one.
  Close and reopen the report, being sure the refresh the data.