SPECIFYING DATA TO BE DISPLAYED (data sources and views)
Each presentation in a report uses either a data source or a view.

A data source stores raw data. For example, when you send query results to BI/Query Reports, it creates a data source that stores the query results. Data sources don’t change, even when you add, remove or change how the data is displayed in presentations -- for example, if you add calculations or remove columns from tables or dimensions from crosstabs.

A view stores calculations, exceptions, and the arrangement of the data. Views are created when you create presentations. For example, when you create a table and add subtotals, a view stores the calculations and the arrangement of data in the table.

You can:
- Use the same data source to create several presentations. For example, you can create a table and a chart using the same data source (query results).
- Use the same view to create different presentations. When you use the same view, the changes you make to one presentation are automatically reflected in the other. For example, if you create a table/crosstab and add a sum calculation, then create a chart using the same view as the table/crosstab, the chart shows the sum calculation.
- Use multiple data sources and views in the same report. For example, you can create a table using a query about sales offices and sales representatives, and then use another data source to create a chart showing product sales.

Data sources and views that are available to your current BI/Query Reports session are listed in the Data Sources dialog box. Views are listed under the data sources they were created from. For example, if you used a sales query to create a table, the view for the table is listed under the Sales data source in the Data Sources dialog box. (Data sources and Views are added to the bottom of the list as reports are created and opened.)
Replacing Data Sources

You can replace or fine-tune the query behind the data in a presentation without losing all your work on the presentation. Revise the query in BI/Query, create a new data source from the revised results set and then replace the data in the presentation with the new data source.

To replace the data source for a presentation:

1. In BI/Query, rebuild the query (or reload and modify it). (For example, add an attribute to it, sort the results, etc.)
2. Submit the query, and then send the results to BI/Query Reports. (Choose Results>Shows as Report>BI/Query Reports.)
3. In the Presentation Designer, replace the default Title with a description of the data
4. Click Finish.
5. Minimize the report.
6. Locate and click the presentation that contains the data you want to change, and then choose Data>Data Sources. (If the Data Sources command isn't available, refresh the report; click the Refresh tool on the toolbar or choose Data>Refresh.)
7. In the Data Sources dialog box, click the new data source, then click OK. (This associates the original presentation with the new data source.) Always highlight the desired result set in both the Available Data Sources list box and the Preview list box.
8. If the Map New Data to Old Data dialog box appears, match the data in the original presentation with the data in the new data source.

OR

To have BI/Query Reports match the data for you, click Finish.
REPORT FEATURES & STRUCTURE

BI/Query Reports allows you to create a wide range of reports; from tables that simply list query results, to complex reports with graphics and elaborately formatted tables and charts.

Understanding Report Structure (Presentations, Frames, Pages, Etc.)

Presentations reside on report pages. Each table fits in a “frame” (the box around the table). A frame will spill over onto more pages only when the report has enough pages to contain them. So, if you want to widen a presentation, you may need first to add pages horizontally to make room. Go to Format, Report, Size, and set the desired width in pages.

Creating Multi-Presentation Reports

You can place as many presentations (tables, charts and crosstabs) in a report as you desire. Suppose a report presents detail data in a table. You can add a chart that summarizes this same data or add tables and charts based on different data. Plus, you can display computations that involve figures from any presentation in the report.

To add a presentation to an existing report:

1. To add a presentation that uses data already in a data source or view, go to step 2
   OR
2. Choose Insert, and then choose a presentation type. (E.g. Insert>Table)
3. The Data Source page pops up. Click the data source
   If data source names don’t help [set in 1.b. above], it may help to know that as you create or open reports, data sources are added at the bottom of the list.
4. On the Style page, choose a style, and then click Next
5. On the Arrange Data page, make any adjustments (drag columns between boxes)
6. Click Finish.