## Creating a basic report in the Menagerie\_Kennel database using the Wizard

1. Click the 'Create' tab above the ribbon. Then click on 'Report Wizard'.

	5 - (∛ - ∓	Menagerie_H	Kennel : Database- C:\Users\csalbert\Dropbo	k\ISM 210 Dev\Kennel\Menagerie_Kennel.accdł
FILE	HOME CREATE EXT	TERNAL DATA	DATABASE TOOLS	
		🖳 🔙	Form Wizard	Report Wizard
Application Parts ▼	Table Table SharePoint Design Lists →	Query Query Wizard Design	Form Form Blank Design Form 🗐 More Forms 🔻	Report Report Blank Design Report
Templates	Tables	Queries	Forms	Reports

2. In the 'Report Wizard' box, select the query on which to base the report from the dropdown box. Select the fields needed in the 'Available Fields' box and use the caret (>) to send them to the 'Selected Fields' box. Click 'Next'.

	Which fields do you want on your report? You can choose from more than one table or query.
Tables/Queries	
Query: qryCostMonth	•
<u>A</u> vailable Fields:	Selected Fields:
	<ul> <li>ApptID</li> <li>Service Code</li> <li>Product Name</li> <li>Standard Cost</li> <li>AppMonth</li> <li>Cost</li> </ul>
	Cancel < Back Next > Einish

3. If you know that you want to group the report on a specific field you can add it now. For the current example just click 'Next'.

o you want to add any grouping evels?	ApptID, Service Code, Product Name, Standard Cost, AppMonth, Cost
ApptID Service Code Product Name Standard Cost AppMonth Cost Priority	
	icel < <u>B</u> ack Next > Einish

4. If you know that you want to sort the report on a specific field you can designate that field now. For the current example, just click 'Next'.

	You can sort reco ascending or des	ords by up to four field cending order.	ds, in either
-	1		Ascending
	2	*	Ascending
	3	*	Ascending
	4	*	Ascending

5. Layout options are provided in this box. For the current example leave Tabular as the Layout. Select Landscape as the Orientation. Leave the 'adjust the field width so all fields fit on a page' box checked. Click 'Next'.

eport Wizard How would you like to lay out your report?	-	
	Layout Columnar Eabular Justified	Orientation Orbitation Portrait Landscape
	Adjust the field wi a page.	dth so all fields fit on
Cancel	< <u>B</u> ack Nex	t > Einish

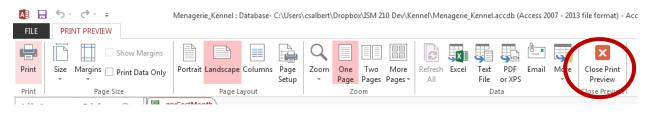
6. Leave the report title as it is. Leave 'Preview the report' selected. Click 'Finish'.

	What title do you want for your report? qryCostMonth
	That's all the information the wizard needs to create your report. Do you want to preview the report or modify the report's design?
	<ul> <li>Modify the report's design.</li> </ul>
21	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

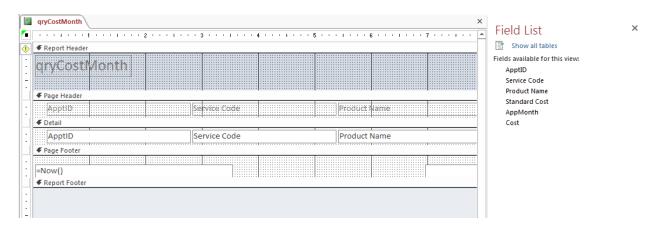
7. The screen should look similar to this:

qryCostMonth					
ApptID	Service Code	Product Name	indard Cost ppM	onth	c
AP01	BLA	Bathe Large Animal	20.00	1	
AP03	BSA	Bathe Small Animal	10.00	1	
AP03	GSA	Groom Small Animal	20.00	1	
AP04	BSA	Bathe Small Animal	10.00	1	
AP04	GSA	Groom Small Animal	20.00	1	
AP05	GSA	Groom Small Animal	20.00	1	
AP08	BMA	Bathe Medium Animal	15.00	1	
AP08	GMA	Groom Medium Animal	30.00	1	
AP10	BMA	Bathe Medium Animal	15.00	1	
AP10	GMA	Groom Medium Animal	30.00	1	
AP11	GSA	Groom Small Animal	20.00	1	
AP12	BLA	Bathe Large Animal	20.00	1	
AP12	GLA	Groom Large Animal	40.00	1	
	DLA .	Dath I am Asiant	30.00	4	

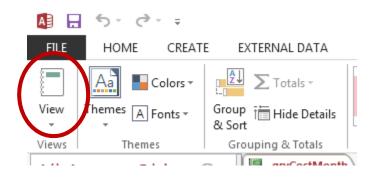
## 8. On the ribbon click 'Close Print Preview'.



9. The screen should now look like this:



10. On the ribbon click the arrow under the word 'View' and select 'Layout View'.



11. The screen should now look like this:

gryCostMonth gryCostMonth		×	Field List Show all tables Fields available for this view: ApptID Service Code
ApptID	Service Code	Product Name	Product Name
AP01	BLA	Bathe Large Animal	Standard Cost AppMonth
AP03	BSA	Bathe Small Animal	Cost
AP03	GSA	Groom Small Animal	
AP04	BSA	Bathe Small Animal	
AP04	GSA	Groom Small Animal	
AP05	GSA	Groom Small Animal	
AP08	BMA	Bathe Medium Animal	
AP08	GMA	Groom Medium Animal	
AP10	BMA	Bathe Medium Animal	
4.040	014A	Concern Mandations And and	

12. Click the 'X' circled in red above to close the Field List

13. In this view you can

- a. Click on fields, resize them, move them left/right in order to make the layout of the report easier to read.
- b. Double click in the title and change it to something meaningful without affecting the name of the report in the Navigation pane
- c. Use the Report Layout Tools: Format ribbon to change the font, center the data in the fields, set the number format, etc.

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FILE HOME (	CREATE	EXTERNAL DATA	DATABASE TOOLS	RESIGN ARRANGE	FORMAT PAGE SETUP		
	alibri (Detail) I <u>U</u>	- 11 - 1 ▲ - ▲ - = =	✓ Currency			onal	
Selection		Font	Number	Background		ormatting	
All Access Obj Search	≥ ⊗ « ₽	gryCostMonth					
Appointments AppServs	<b></b>	Monthly	/ Costs				
Employees		ApptID	Service Code	Product Name	Standard Cost	AppMonth	Cost
Owners	_	AP01	BLA	Bathe Large Animal	\$20.00	1	\$20.00
Payment_Details		AP03	BSA	Bathe Small Animal	\$10.00	1	\$10.00
Pets		AP03	GSA	Groom Small Animal	\$20.00	1	\$20.00

14. Repeat these steps to create the following reports:

- rptAmountDue
- rptCostMonthAverages
- rptCostWeeksAverages
- rptLargeAnimals
- rptMediumAnimals
- rptPetPhoneNumbers
- rptSmallAnimals

(based on qryAmountDue)

- (based on qryCostMonth) (based on qryCostWeeks)
- (based on qryLargeAnimals)
- (based on qryMediumAnimals)
- (based on qryPetOwnerVet)
- (based on qrySmallAnimals)

\*\*Note\*\* Do not worry about grouping or totals at this time.