



Axosoft University

OT-301: Managing and Generating Reports



OnTime Reporting Structure

Creating Your Own Custom Reports

Defining Your Data

Sections, Scripting, and Events

Global Variables

Additional Resources

OnTime Documentation

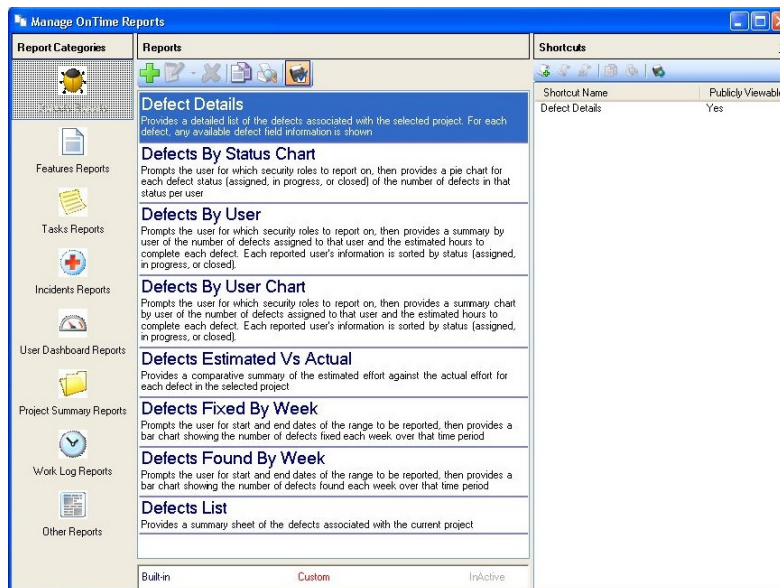
Datadynamics.com

For a Programmer, an Example is Worth a Thousand Words

Axosoft Community Site

OnTime Reporting Structure

Reports in OnTime are broken up into two different pieces: The report and the shortcut. The report contains the layout of the report and the scripting which drives the events of the report at run-time. The shortcut contains the filtering data for the report and the link that users select when running the report from the Windows/Web interface.



Manage Reports Menu

Creating Your Own Custom Reports

The creation of your own custom reports is best described/defined through the following steps:

Defining Your Data

The first thing one should do when creating a brand-new report is to define what fields are needed:

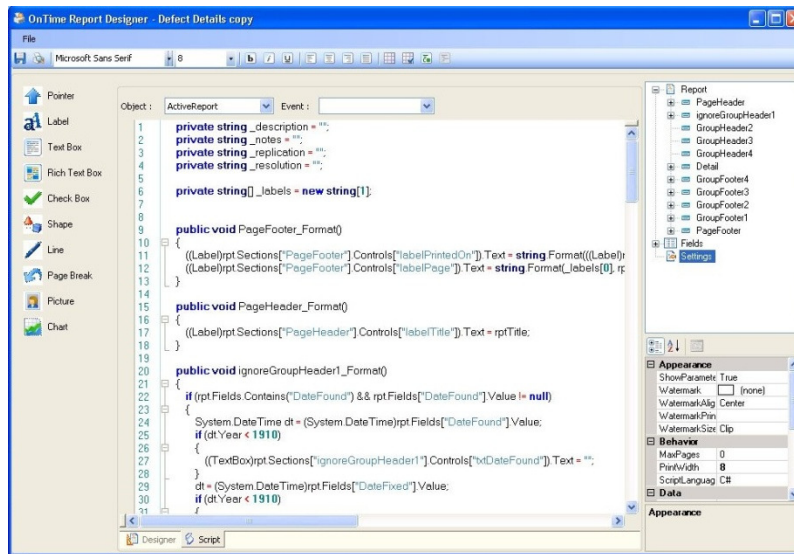
- Open an existing report and see what fields are returned from the query
or
- Create your own stored procedure that runs the query you want to see executed

Sections, Scripting, and Events

Once you have defined what your custom fields should look like, begin accessing the Active Reports interface to create the guts of your report.

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Report Designer

Global Variables

Be sure to remember that OnTime includes some global variables that you can call at run-time to make your reports more dynamic!

Additional Resources

When working on custom reports, remember to try and utilize all of the resources provided:

OnTime Documentation

The OnTime Documentation is available in the “User’s Guide” located under “Help” when inside OnTime. Open the table of contents under “User’s Guide” and navigate to “Reports” to find the “Active Reports Concepts” and “Scripting” sections.

Datadynamics.com

OnTime’s reporting tool, Active Reports, has a useful website that users can browse at <http://www.datadynamics.com>. Just click the “Active Reports.net” link and you can access documentation and forums relating to the Active Reports software.

For a Programmer, an Example is Worth a Thousand Words

No better teaching tool exists for a programmer than an example of real, working code. Copy our existing reports and open them up!

Axosoft Community Site

Talk to others who use reports at our Community Site, <http://community.axosoft.com>! Here you can communicate with others who are using Active Reports in OnTime.



OnTime 2009

Ship Software OnTime



Call for More Information

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(800) 653-0024

International

+1 (480) 362-1900

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Community

Axosoft is passionate about: building superior customer relationships, creating software that continues to lead our industry, offering tremendous value for our customers, and developing a product that inspires our employees.