Micros Supply Chain myCreations

myReports User Guide

Release 1.9.0

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Micros Supply Chain myCreations myReports User Guide, Release 1.9.0

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Preface

This document describes the Micros Supply Chain myCreations myReports user interface. It provides an overview of the key features provided by the reporting facility.

Audience

This document is intended for the users of the Micros Supply Chain myCreations myReports application.

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Related Documents

For more information, see the following documents in the Micros Supply Chain myCreations Release 1.9.0 documentation set:

- *Micros Supply Chain myCreations Administration Guide*
- *Micros Supply Chain myCreations Release Notes*
- *Micros Supply Chain myCreations User Guide*
- *Micros Supply Chain myCreations myProduct User Guide*
- *Micros Supply Chain myCreations myProject User Guide*
- *Micros Supply Chain myCreations mySupplier User Guide*

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- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

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When you install the application for the first time, you install either a base release (for example, 1.9) or a later patch release (for example, 1.9.1). If you are installing the base release or additional patches, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

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Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Introduction

Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout the existing documentation set.

myReports is a reporting facility which offers a user-friendly and powerful interface for reporting on data within the system. This document provides an understanding of the concepts and functionality of myReports for users, in order to act as a quick reference guide to start using myReports to create their own reports. It is not intended to be used as a comprehensive guide.

Accessing myReports

After logging in to the system, users see an option to access myReports from the main navigation bar at the top of the screen.

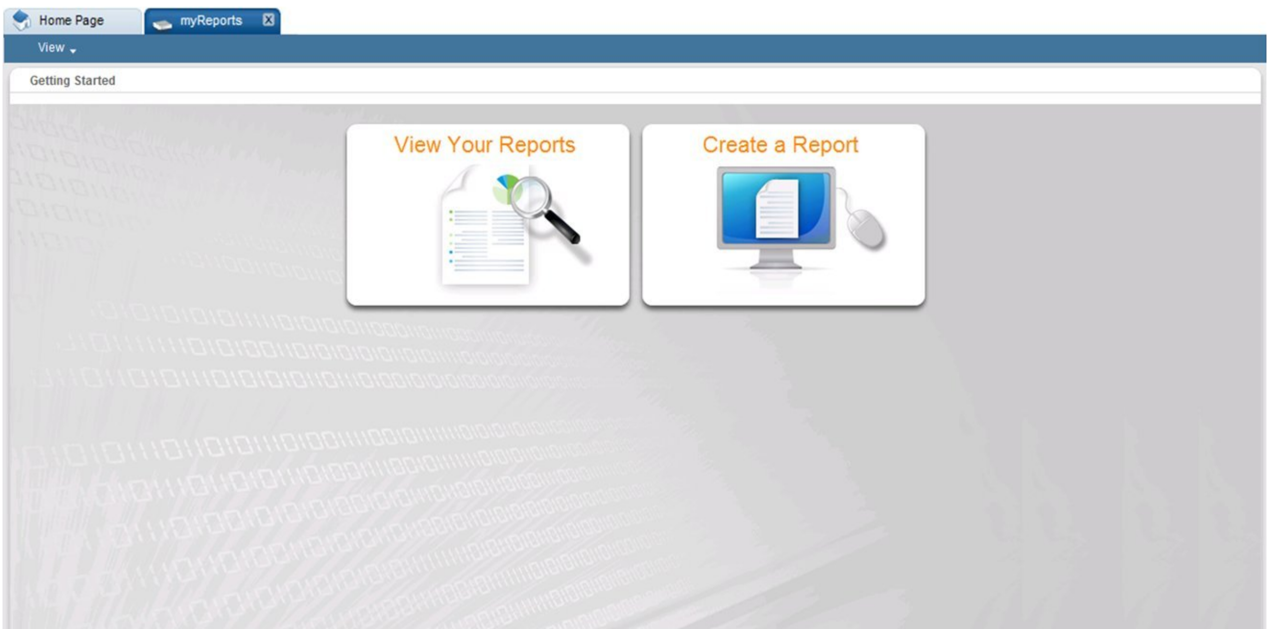
To access myReports, select the option. The Getting Started page appears. For more information, see Chapter 2.

2

Getting Started

After selecting the myReports option, the Getting Started page opens.

Figure 2–1 Getting Started Page



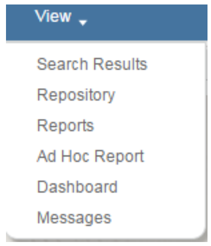
From this page, you can access the myReports functionality:

- Click **View Your Reports**. This option displays the repository of resources filtered by criteria selected. See "Search Results."
- Click **Create a Report**. This option launches the Ad Hoc Editor for designing reports. See "Ad Hoc Report."
- Select options from the View menu. See "View Menu."

View Menu

The View menu, in the top left of the page, is present on all pages within myReports. It allows you to navigate around the application more easily.

Figure 2–2 View Menu



The following options are available in the menu:

- Search Results
- Repository
- Reports
- Ad Hoc Report
- Dashboard
- Messages

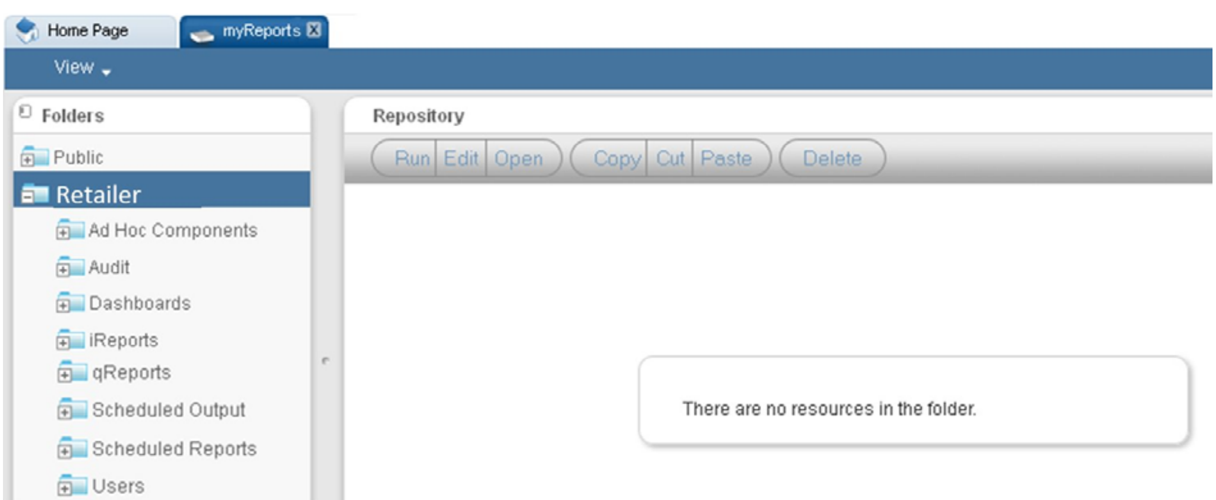
Search Results

This option displays the repository of resources filtered by criteria selected in the Filters panel. This functionality is also available by clicking **View Your Reports** on the Getting Started page.

Repository

This option displays the repository of files and folders containing resources, such as reports, report output, data sources, and images.

Figure 2–3 Repository Page



There are two folders available:

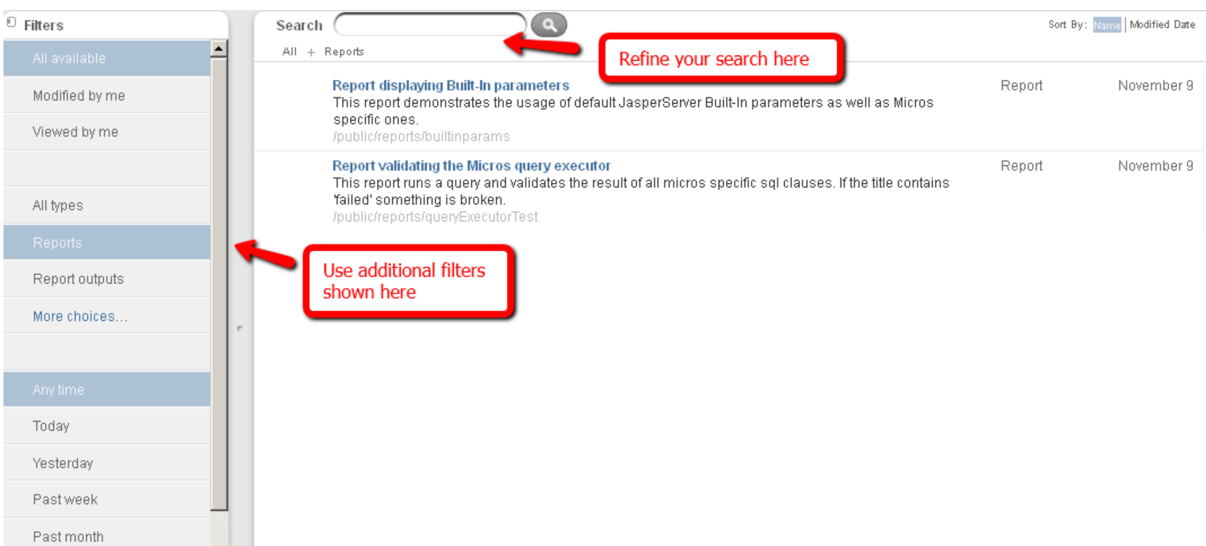
- The Public folder is a store for qReports, iReports, domains, and other resources provided by Oracle.

- The Retailer folder can be used by Retailer users to store their own qReports and other resources. The folder structure should be as follows:
  - Ad Hoc Components (such as Domain Topics created)
  - Audit
  - Dashboards
  - iReports
  - qReports
  - Scheduled Output
  - Scheduled Reports
  - Users (this may contain folders for each Retailer reporting user, but the management of this folder is the responsibility of a myReports Administrator)

Reports

This option lists all the reports in the repository of reports.

Figure 2–4 Reports Option Page



On this page, you can use the Search field to refine the search and the Filters panel to select options to filter the list.

Ad Hoc Report

This option launches the Ad Hoc Editor for designing reports interactively. This functionality is also available by clicking **Create a Report** on the Getting Started page. For more information, see Chapter 3.

Dashboard

This option launches the Dashboard Designer for laying out multiple reports with input controls, labels, and images. For more information, see Chapter 6.

Messages

This option lists system messages, for example, an error in a scheduled report.

Figure 2–5 Messages Page

myCreations User Interface

Before using myReports, be sure that you are familiar with the user interface. If you need more information, see the *Micros Supply Chain myCreations User Guide*. This User Guide covers the login, home page, and user interface.

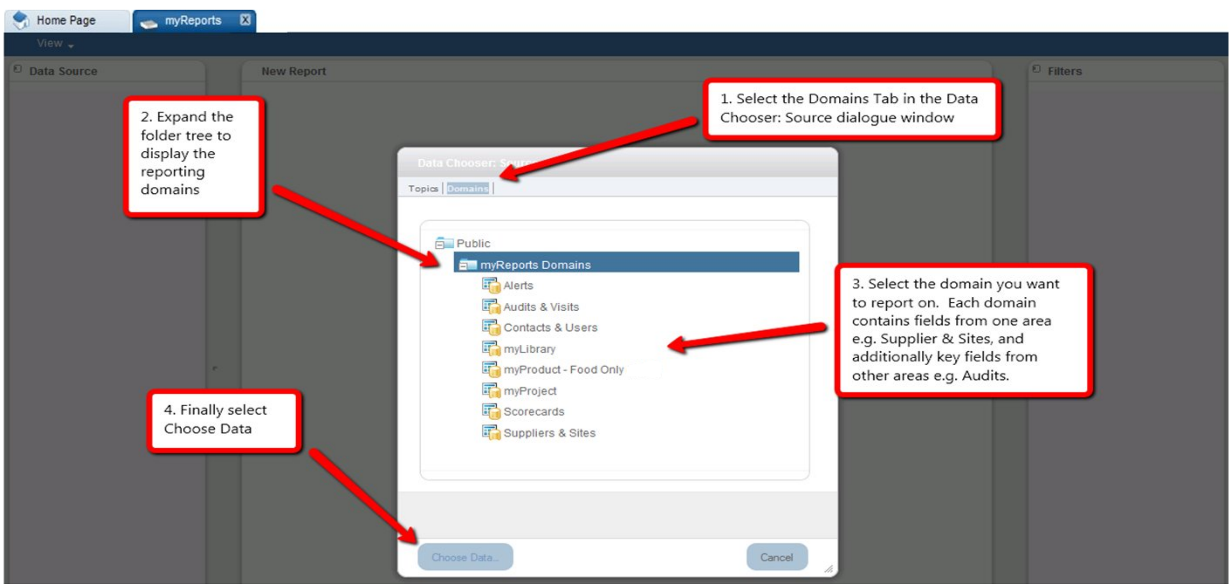
3

Creating a New Ad Hoc Report

To create an ad hoc report, select the **Ad Hoc Report** option from the View menu or click **Create a Report** on the Getting Started page. The Data Chooser: Source dialog opens.

Choosing the Domain

Figure 3–1 Data Chooser: Source Dialog Box



To choose the data:

1. Select the Domains tab in the Data Chooser: Source dialog box.
2. Expand the folder tree to display the reporting domains.
3. Select the domain you want to report on. Each domain contains fields from one area, such as Suppliers and Sites, and key fields from other areas, such as Audits.

Note: You can only choose one domain. qReports can only be run across one domain.

Reports across domains need to be created as an iReport, using the iReport Designer. For more information, see **iReport Designer** in the glossary.

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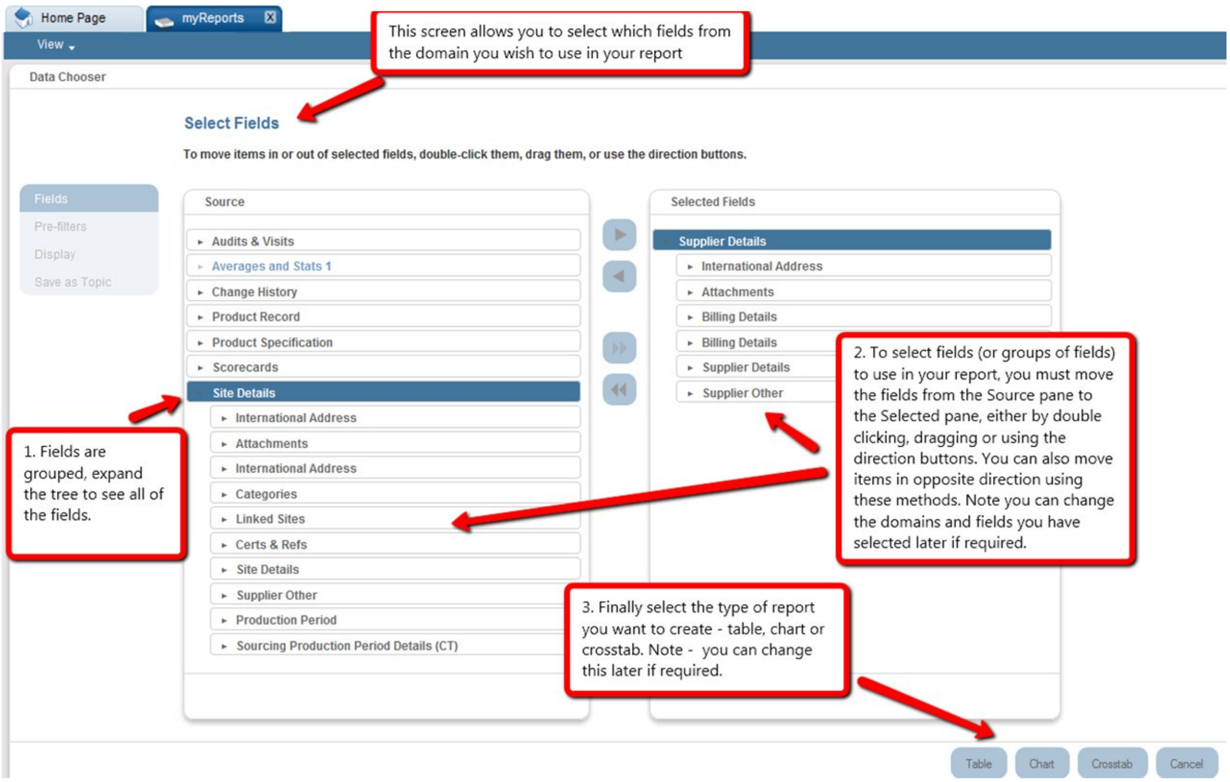
4. Select **Choose Data**. The Data Chooser page opens.

Choosing Fields for your View

This page allows you to select which fields from the domain you want to use in your report.

Figure 3–2 Select Fields



To choose fields for your view:

1. The fields are grouped. To see all of the fields, expand the tree in the Source pane.
2. To select fields or groups of fields, move the fields from the Source pane to the Selected Fields pane.

   You can double click, drag, or use the direction buttons. You can also move the items in the opposite direction using these methods. The selected domains and fields can be changed later, if required.
3. Select the type of report you want to create, Table, Chart, or Crosstab. The type of report can be changed later, if required.

Report Types

There are three report types available:

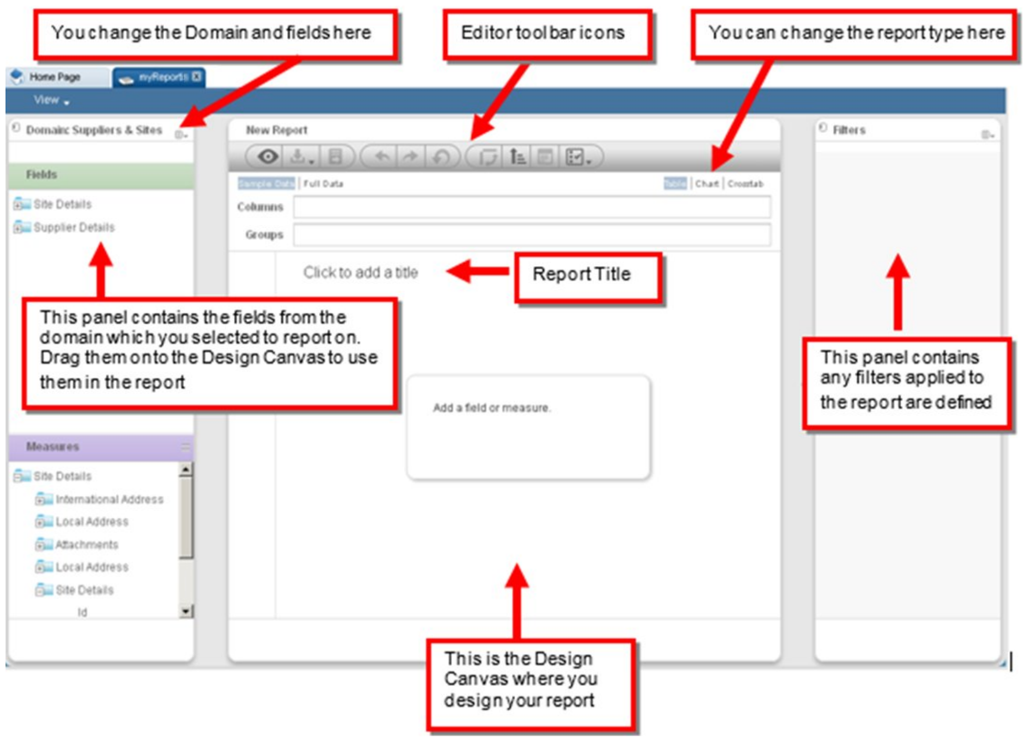
- Table - Use this to view values in the database and summarize the values in columns. Each row corresponds to a row in the database. Rows can be grouped by identical values in any field with intermediate summaries for each grouped value. For example, a table report of Product Records might contain columns to show the Name and Date Created, and its rows might be grouped by Supplier and Site.

- Chart - Use this to compare one or more measures across multiple sets of related fields. Charts summarize the data graphically. Types of charts include bar chart, line chart, and pie chart. With the exception of time series and scatter charts, each type of chart compares summarized values for a group. For example, the Chart tab might show the data in a bar chart that compares the number of products by Brand Manager.
- Crosstab - Use this to summarize data across multiple dimensions. Columns and rows specify the dimensions for grouping; cells contain the summarized measurements. Crosstabs data groups can be expanded or contracted by clicking them.

Designing Your Report

Once you have selected your fields and report type, the Report Designer opens.

Figure 3–3 Report Designer



For more information, see the following sections:

- Editor Tool Bar
- Column Controls
- Field Controls
- Chart Options
- Cross Tab Report Options
- Filters
- Copying Views and Reports
- Saving a Report

Editor Tool Bar

Table 3–1 describes the icons available in the editor tool bar.

Table 3–1 Editor Tool Bar Icons

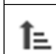
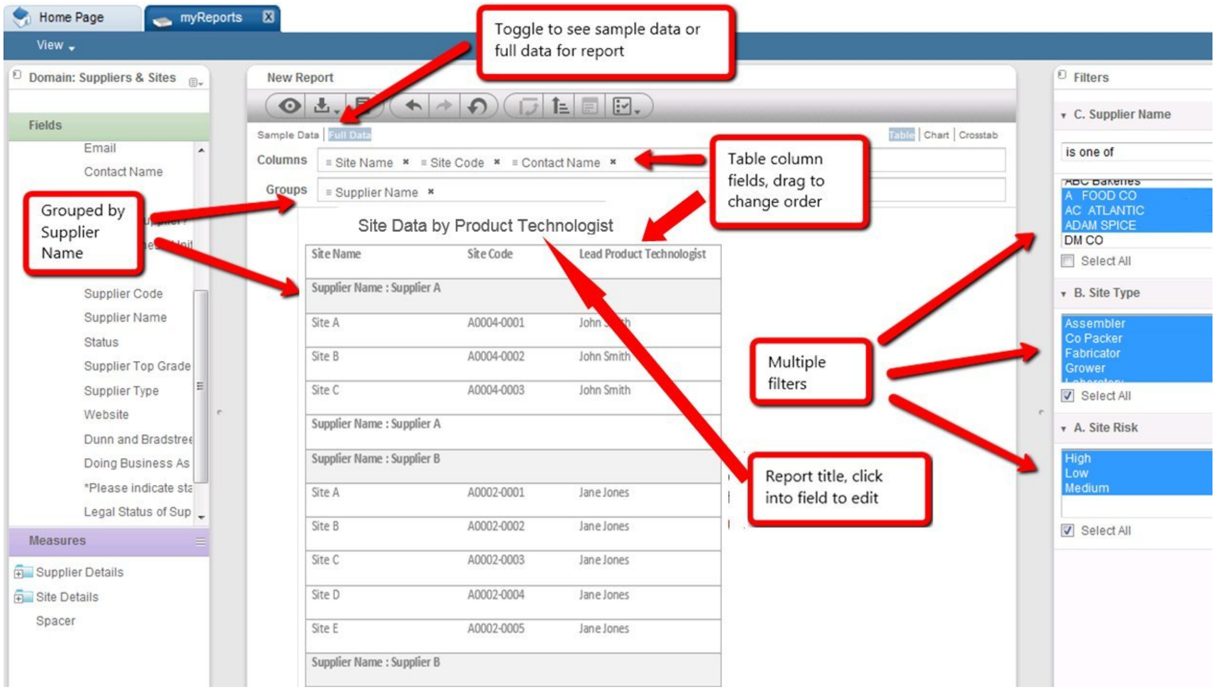
Icon	Name	Description
	Toggle between designer and display mode	Click this icon to hide the editor interface and view only the report. This mode provides a subset of the editor's full feature set. For example, you can change summaries and datatypes for all report types, change the chart type, legends, and display options in charts, and define sorting and the order and size of columns for tables. If the report includes filters created in the editor, those filters can be changed or removed.
	Save the report	Place the cursor over this icon to open a menu of save options: ■ To overwrite the current report, click **Save**. ■ To save the report with a new name and location, click **Save Report As**.
	Run the report	Click this icon to run the report and see its HTML preview. This view opens in a new window or tab, and provides export options to formats such as XLS and PDF. When you run a report, you can change its filter and input control values, but not its layout.
	Undo the last change	Click this icon to undo the most recent action. For example, if you added a field to a table, clicking this icon removes the field from the canvas.
	Redo the last change	Click this icon to redo the most recently undone action. Redo is only available immediately after you click the Undo icon; any other action disables the Redo icon.
	Reset the report to its last saved state	Click this icon to revert the report to its state when you last saved. After you click Undo All, you can click the redo icon to recreate the steps you took before clicking Undo All.
	Switch the groups	Click this icon to change the way groups are displayed. Depending on the tab you are viewing, the behavior differs: ■ Crosstab: pivots the column groups with the row groups. ■ Table: displays the alternate grouping. ■ Chart: displays the alternate grouping.
	Set the sort order	When working with tables, click this icon to view the current sorting and select fields for sorting data.
	Change the input values	Click this icon to view the input controls applied to this report. In some cases, you can select new values to change the data. For example, you might change a date range displayed in the report. This icon is available only when input controls are defined for a JRXML-based topic.
	Page options	Place the cursor over this icon to open a menu of page-level options. The following options are available: ■ Change to display the title area. ■ Change the page orientation and page size. ■ In tables, you can also hide or show the detail rows when the data is summarized. This option is available only if the table includes grouped columns.

Figure 3–4 shows an example of a report being designed.

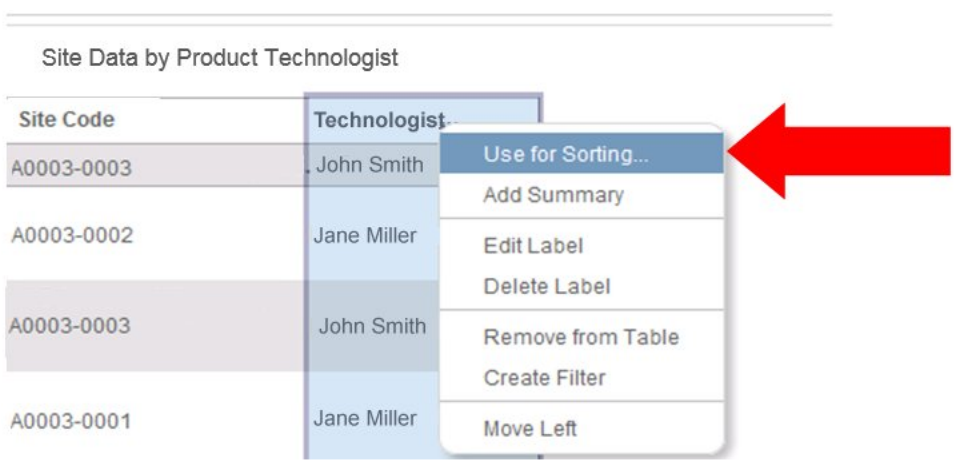
Figure 3–4 New Report Page



Column Controls

Right click on a column or heading for the following options:

Figure 3–5 Column Controls



Field Controls

Right click on a Field in the Data Chooser for the following options:

Figure 3–6   Field Controls Menu

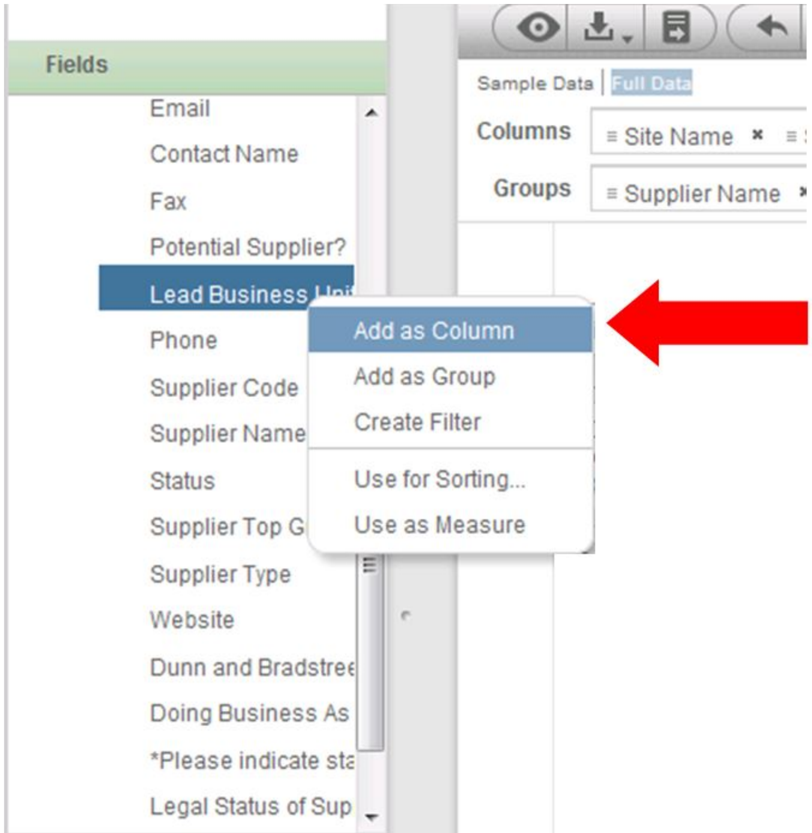
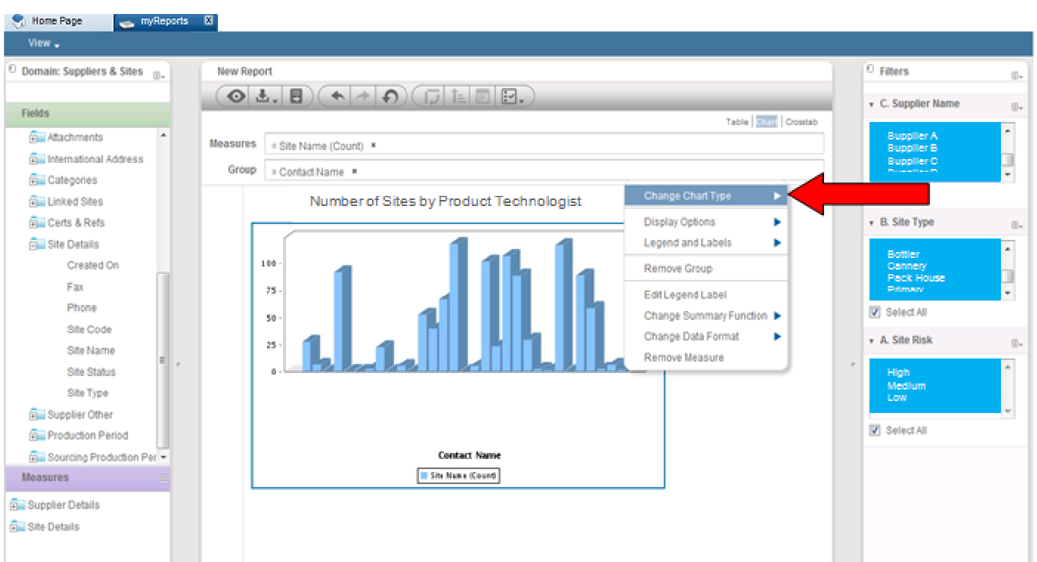


Chart Options

Right clicking on the chart provides a number of options.

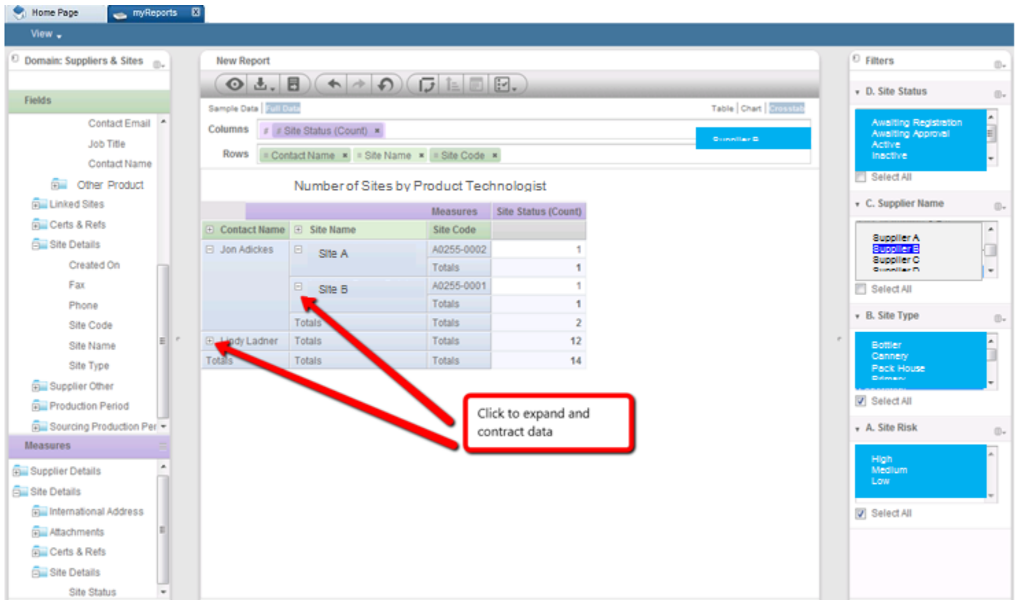
Figure 3–7   Chart Options Menu



Cross Tab Report Options

Crosstab reports allow to you group data and drill down into the data.

Figure 3–8 Cross Tab Report Options



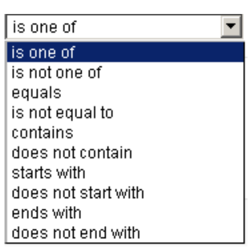
Filters

Using the toggle operation on a filter allows you to specify the filtering options.

Figure 3–9 Filter Toggle Operation

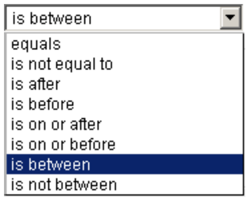
For non-date fields, the following options are available:

Figure 3–10 Filter Non-Date Fields Menu



For date fields, the following options are available:

Figure 3–11 Filter Date Fields Menu

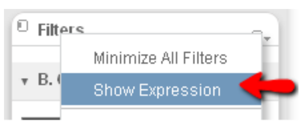


Advanced Filters

When you create multiple filters, by default they are connected with an implicit AND operator; that is, the data displayed in your report is what remains after all your filters are applied. However, with the advanced filter functionality, you can exercise greater control over the displayed data by applying an advanced expression that includes more complex, nested AND, OR, and NOT operators, as well as by applying multiple filters to a single field.

To do this, select the Show Expression option in the Filters panel.

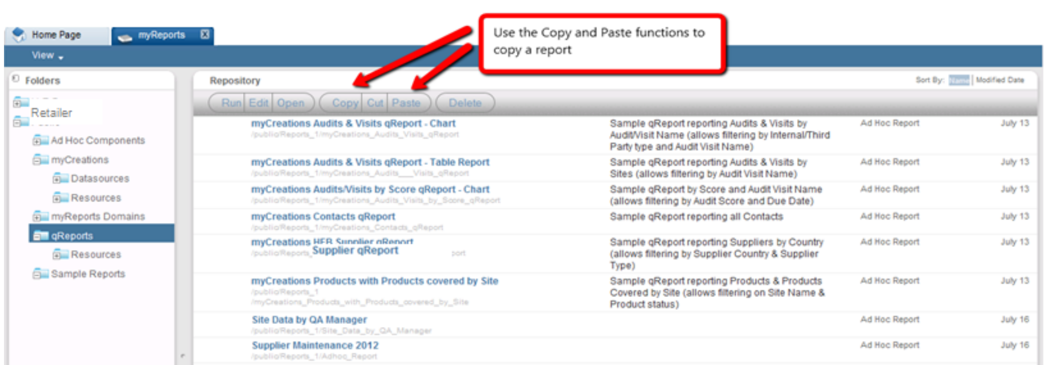
Figure 3–12 Advanced Filter Options



Copying Views and Reports

You may wish to use a pre-configured standard report in the Public folders as a basis for a new report. Permissions dictate that you are unable to edit any report in the Public folders. Therefore, to do this you can use the Copy function to copy the report into your folder.

Figure 3–13 Copy Report



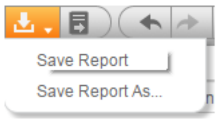
1. Select Repository from the View menu.
2. Use the Folders panel on the left-hand side to browse the folder structure.
3. Highlight the report you wish to copy in the right-hand panel, and then select Copy from the top menu to copy it (or by right clicking).
4. Navigate to the folder you want to copy it to using the Folders panel. Then select Paste to paste the report into that folder. You are then able to edit the report in the Report Designer to create your new report.

Saving a Report

When you want to save your report, select the Save icon. There are two standard options:

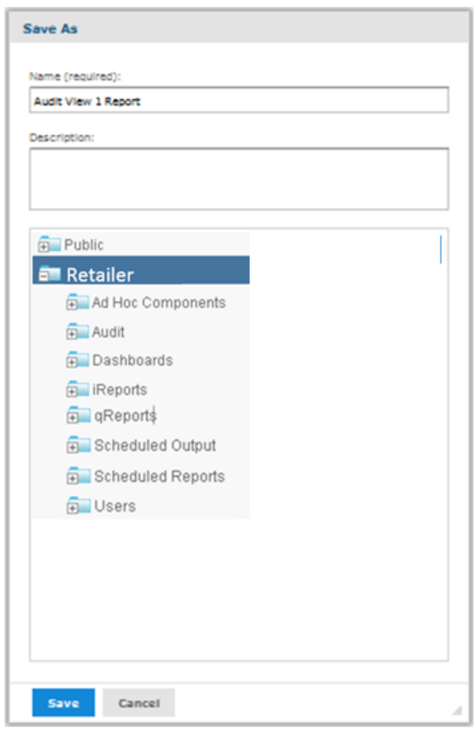
- Save Report
- Save Report As

Figure 3–14 Save Options



If the report has never been saved before, selecting either option displays the Save As dialog box.

Figure 3–15 Save As Dialog Box



Here you can specify the report name and folder where you want to save the report. Once you have selected the folder where you wish to save the report in, select **Save**. You are able to save reports in folders to which you have the permissions to do so. If you do not have permissions to save the report in the selected folder, you are not able to click the Save button.

4

Running and Exporting Reports

This chapter provides information on running and exporting your reports.

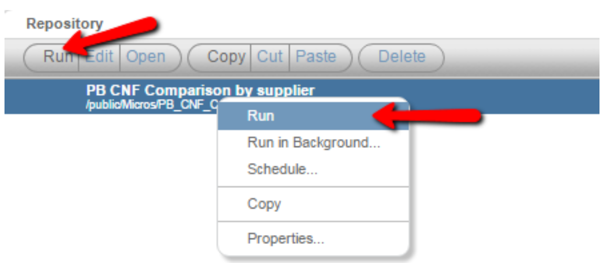
Running a Report within the Report Designer

To run your report, click the Run icon in the icons toolbar. The new report opens in a new browser window.

Running a Report directly from the Repository

Once you have selected the report, you can either right click and select Run or select Run from the menu at the top of the right-hand panel.

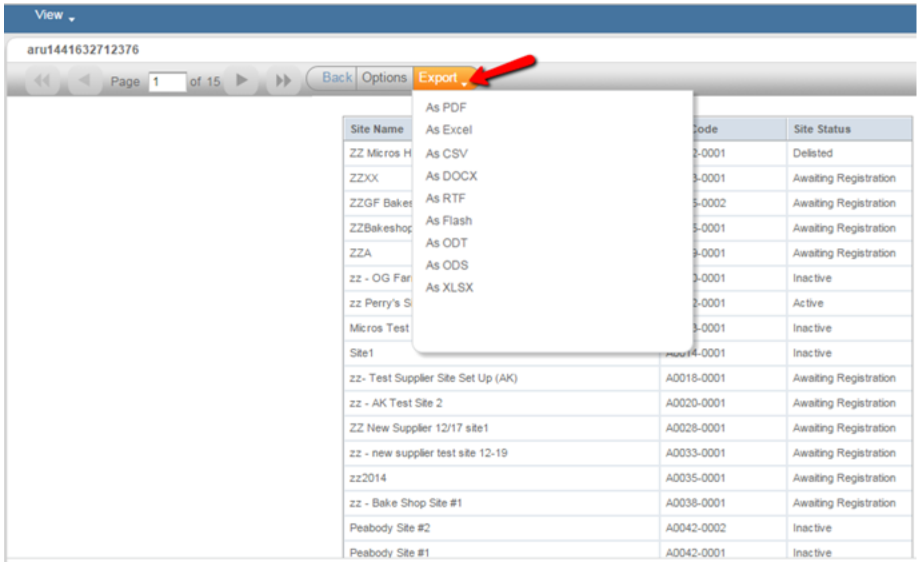
Figure 4–1 Run Report Directly Menu



Exporting a Report

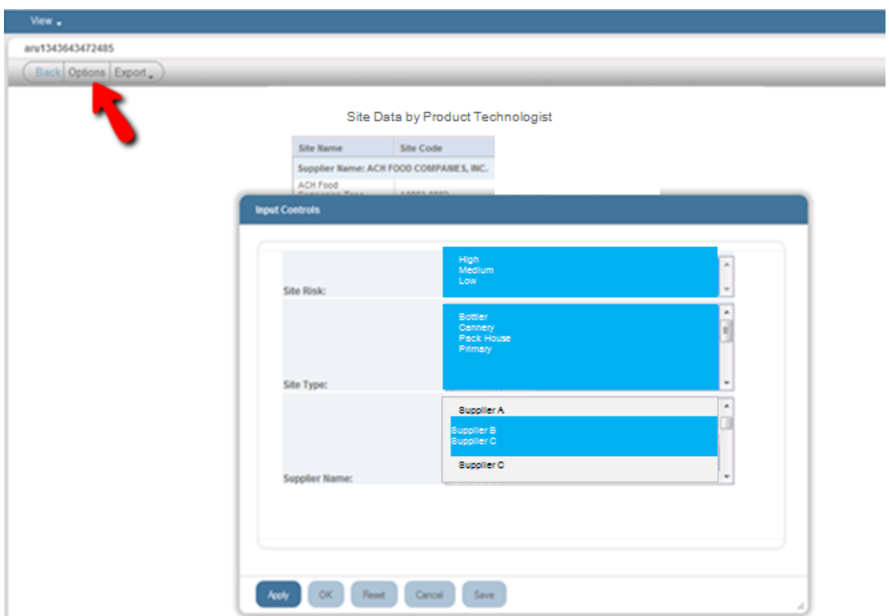
Having run the report, you can export it to several different formats. Figure 4–2 shows the export options, for example, PDF, Excel, and CSV.

Figure 4–2 Export a Report Menu



You can also choose to alter the filters you set up, without having to return to the Report Designer. To alter the filters, select Options.

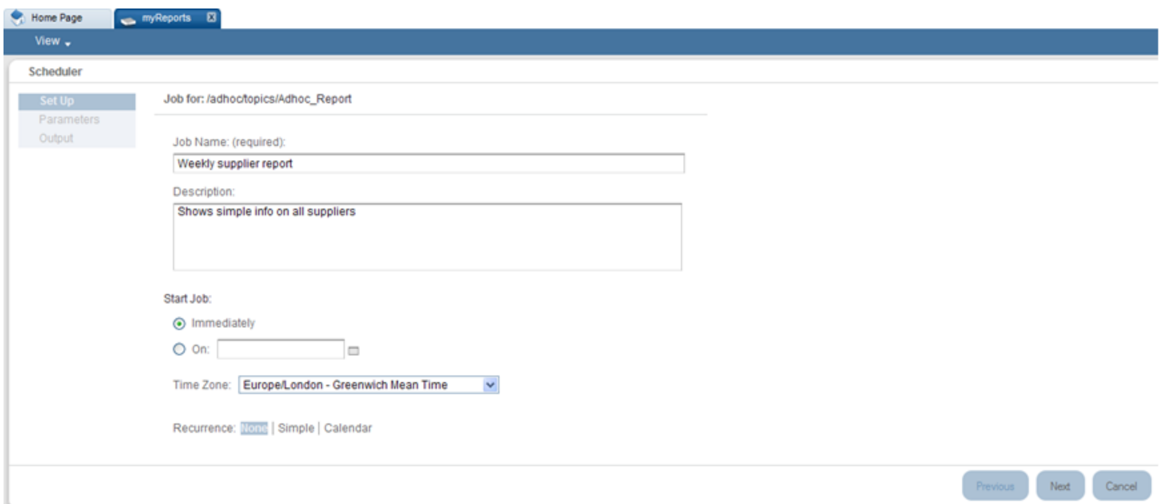
Figure 4–3 Input Controls



5 Scheduling Reports

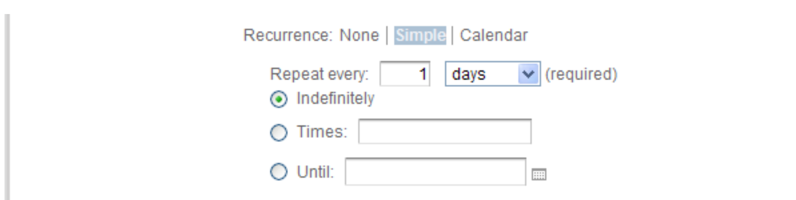
myReports has a powerful report scheduling function. The scheduling wizard allows you to setup a job, the report parameters, and output options. To access the scheduling wizard, right click on a report and select Schedule. The Scheduler page opens.

Figure 5–1 Scheduler Page



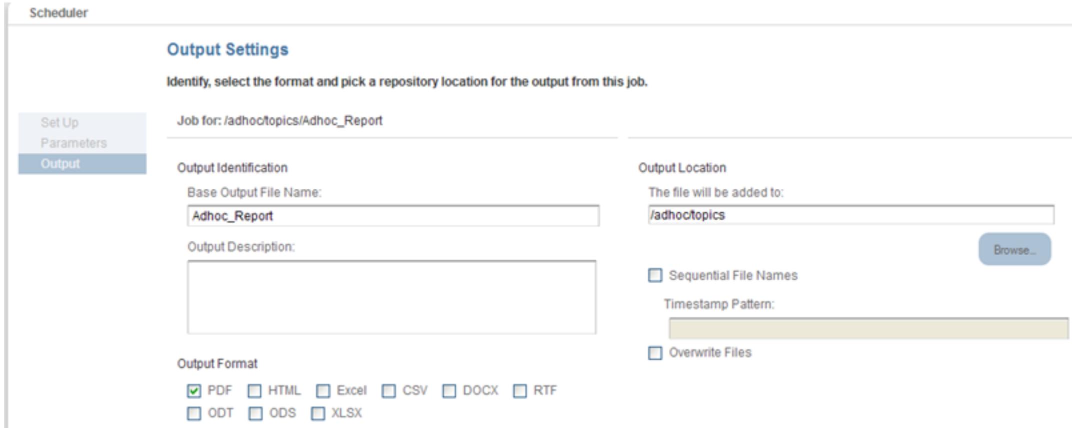
Using the Recurrence options, you can choose various parameters such as the frequency and the date when you want to stop running it.

Figure 5–2 Scheduler Recurrence Options



Output options allow you to choose where to store the report, the file format, and so on.

Figure 5–3 Scheduler Output Settings



6

Dashboards

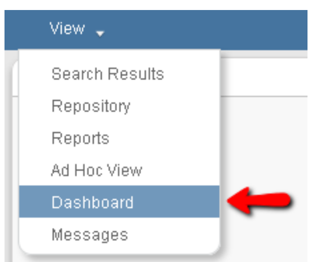
A Dashboard displays several reports (from different domains if required) in a single, integrated view. A Dashboard can include other Dashboards, input controls for choosing the data displayed in one or more frames, and custom frames that point to URLs for other content. By combining different types of related content, you can create appealing, data-rich Dashboards that quickly convey trends.

Creating a Dashboard

To create a new Dashboard:

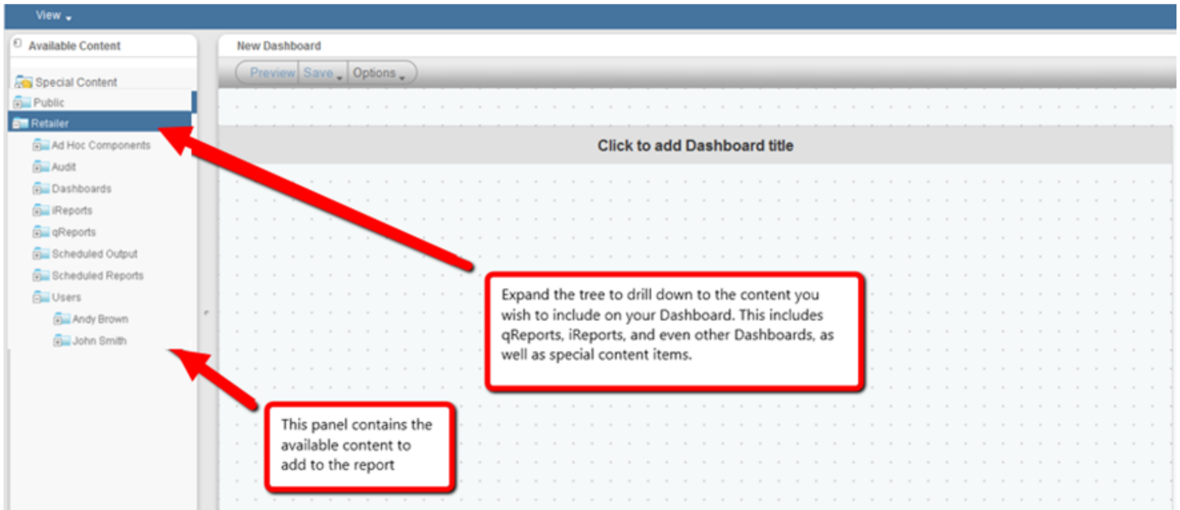
1. Open the View menu.

Figure 6–1 View Menu



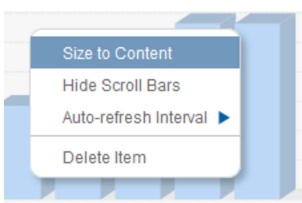
2. Select Dashboard. The Dashboard designer opens. It displays the list of available content and the canvas.

Figure 6–2 Dashboard Designer



3. To include content on your Dashboard, drag an item onto the canvas. You can add multiple items.
4. Once an item is added, such as a qReport, move it around to position it on the canvas:
   - Use the computer's arrow keys to move selected content one grid space at a time.
   - Press the Ctrl key to move the selected content a single pixel at a time.
   - To resize an item, use the resizing handles on the corner of the canvas.
5. To change an item's properties, right click the item in the Dashboard.

Figure 6–3 Item Properties Menu



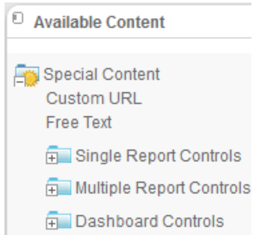
The following options are available:

- Size to Content
- Hide Scroll Bars
- Auto-refresh Interval
- Delete Item

Special Content Items

The Available Content panel contains several special content items. Each item is described in the following sections.

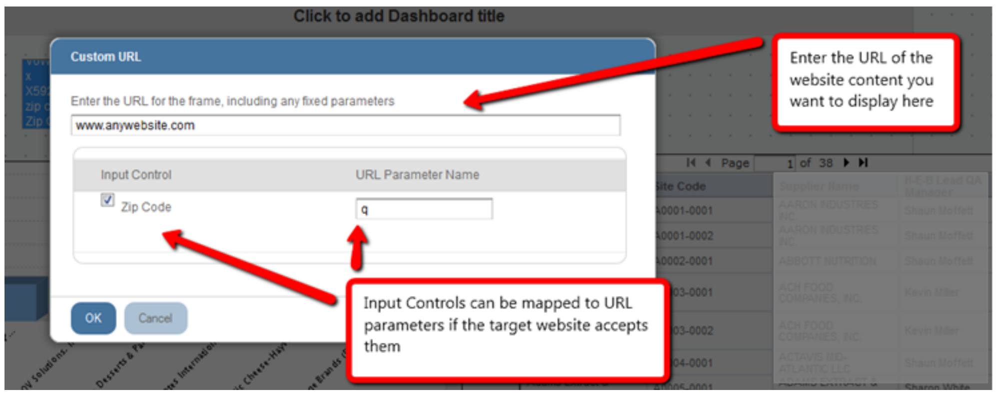
Figure 6–4 Available Content Panel



Custom URL

You can create a frame that displays URL-addressable content, for example, web pages. Such content combinations can help you leverage data from many sources in a single, integrated view.

Figure 6–5 Custom URL Dialog Box



Dragging the Custom URL item onto the Dashboard designer allows you to add a URL. By default, the server assumes that you want to use the HTTP protocol for custom URL frames. However, you can specify that it use the FILE protocol by entering file:// at the beginning of the value in the URL. In this, the server uses the FILE protocol, and looks for the file you specify in the server's WEB-INF directory. This is helpful for including images.

Custom URLs and Parameters

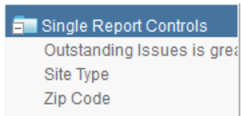
In addition, any input controls on the Dashboard (such as, report filters), can be mapped to URL parameters if accepted by a website. This allows you to incorporate frames with dynamic web content driven by input controls.

Free Text

A free-form text entry field. Resizing this type of item changes the size of the font in the label. Use free text items to add titles and instructional text to the dashboard.

Single Report Controls

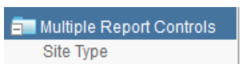
Figure 6–6 Single Report Controls Menu



If the Dashboard contains import controls such as, report filters), these are available as single report controls, which you can add to the dashboard in order to be able to change an item's content.

Multiple Report Controls

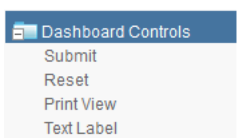
Figure 6–7 Multiple Report Controls Menu



If any of the items on your Dashboard contain the same input controls (such as, report filters), these are available as multiple report controls, which you can add to the dashboard to change content. These controls allow you to control all of the applicable reports using one report control.

Dashboard Controls

Figure 6–8 Dashboard Controls Menu



The Dashboards controls available consist of Submit, Reset, Print View, and Text Label controls. By default, a Dashboard automatically updates when you change the values in its input controls:

- When the Dashboard includes the Submit button, the server does not update the dashboard until you click the Submit button.
- The Reset button resets the values of the input controls to when the Dashboard was last saved.
- The Print View control displays the Dashboard without buttons or the server's header and footer, and (depending on the browser) opens the browser's Print window.
- The Text Label control identifies an input control. When you add an input control to the Dashboard, the server automatically adds a text label for it. Resizing this type of item only changes the size of the label itself; the font size in the label is fixed.

A

Appendix: Standard Sample Reports

This appendix summarizes the standard set of sample reports that are provided with the myReports module:

- Suppliers, Sites, and Contacts Reports
- Alerts Reports
- Audits & Visits Reports
- Library Report
- Product Specification Reports
- Projects Reports

Suppliers, Sites, and Contacts Reports

The following table lists the reports for suppliers, sites, and contacts.

Report	Summary
ADMIN - SUPPLIER - by billing codes and topgrade (no sites)	Search suppliers by Billing Code. Lists suppliers, showing Billing Code, Supplier Name and Code, Invoicing Ref, Creation Date, Main Contact Name and Email and Top Grade.
ADMIN - SUPPLIER - by billing codes & topgrade (with sites listed)	Search suppliers by Billing Code. Lists suppliers and their sites, showing Billing Code, Supplier Name & Code, Legacy Code, Creation Date, Main Contact Name & Email and Top Grade. For each site, the Site Name, Code & Status is shown, along with the Creation Date.
ADMIN - SUPPLIER - filter by created date	Search suppliers by their Creation Date (range). Lists suppliers and their sites, showing Billing Code, Supplier Name, Code & Type, Creation Date and Main Contact Name & Email. For each site, the Site Name, Code & Status is shown, along with the Retailer Contact and Business Category.
ADMIN - SUPPLIER - filter by Status or supplier or site	Search suppliers by Supplier Status and Site Status. Lists suppliers and their sites, showing Supplier Name, Code, Status & Type, Billing Code, and Main Contact Name & Email. For each site, the Site Name, Code & Status, Retailer Contact and Business Category is shown, along with the Creation Date.

Report	Summary
SUPPLIER - filtered by SITE address	Search suppliers by Supplier Status, Site Status and Site Address. Lists suppliers and their sites, showing Supplier Name, Code, Status & Type, Billing Code, Address and Main Contact Name & Email. For each site, the Site Name, Code & Status, Retailer Contact and Business Category is shown, along with the Address.
SUPPLIER - Supplier and site list filtered by Site Status	Search suppliers by Site Status. Lists suppliers and their sites, showing Supplier Name & Code. For each site, the Site Name & Code is shown.
SUPPLIER AND SITE - Combined Spreadsheet	No search criteria. Lists suppliers and their sites, showing Supplier Name, Code, Country, Main Contact Name & Email and Top Grade. For each site, the Site Name, Code, Status, Country, Legacy Code, Retailer Contact and Business Category is shown, along with the Creation Date.
SUPPLIER AND SITE - no contacts at site level	Search suppliers by Supplier Name. Lists suppliers and their sites, showing Supplier Name, Code and Top Grade. For each site, the Site Name & Code, Business Category, Legacy Code and Retailer Contact is shown.
CONTACT - for all sites	Search contacts by Contact Type and Role. Lists contacts, showing Contact Name, Email, Phone Numbers and Contact Type & Role. The Supplier Name & Code and Site Name, Code & Status are also shown.

Alerts Reports

The following table lists the reports for alerts.

Report	Summary
ADMIN - ALERT - outstanding alerts for sites / suppliers	Search alerts by Supplier Code. Lists alerts, showing Supplier Name & Code, the number of alerts outstanding and number of days overdue, along with the Response Required By date,, the Alert Status & Title and Creation Date.
ALERTS -responses for alerts (filtered by alert title and question if required)	Search alerts by Title and Question. Lists alert responses, showing the Alert Title, Description, Status, Response Required By date, Supplier Name & Code and Site Name & Code. Each Question is shown, along with details of the response.

Audits & Visits Reports

The following table lists the reports for audits and visits.

Report	Summary
AUDIT (dash1) - main data filtered by name and date	Search audits/visits by Audit/Visit Name, Auditor, Audit/Visit Date (range) and Audit/Visit Status. Lists audits/visits showing Audit/Visit Name, Standards & Status, the Retailer Contact (Lead Technologist), Auditor when it was Conducted and any Score, along with the Supplier Name & Code, Site Name, Code & Status.
AUDIT (dash2) - main data filtered by name and date	Search audits/visits by Audit/Visit Name, Auditor, Audit/Visit Date (range) and Status. Lists audits/visits showing Audit/Visit Name, Standards, Reference/Clause & Status, the Retailer Contact (Lead Technologist), Auditor when it was Conducted and any Score, along with the Supplier Name & Code and Site Name, Code & Status.
AUDIT (dash3) - Xtab issues count by reference	Search audits/visits by Audit/Visit Name, Audit/Visit Date (range) and Status. A cross-tab of audits/visits, showing a count of issues for each Audit/Visit Name per Audit/Visit Reference, along with overall totals.
AUDIT (dash4) - Xtab issues count by quarter & reference	Search audits/visits by Audit/Visit Name, Audit/Visit Date (range) and Status. A cross-tab of audits/visits, showing a count of issues for each Audit/Visit Name per Audit/Visit Reference, by Quarter/Year, along with overall totals.
AUDIT (dash5) - graph of issues by reference	Search audits/visits by Reference, Audit/Visit Name, Audit/Visit Date (range) and Status. A bar chart graph of audits/visits, showing a count of issues for each Audit/Visit Name per Audit/Visit Reference.
AUDIT (dash6) - pie chart of issues by reference	Search audits/visits by Reference, Audit/Visit Name, Audit/Visit Date (range) and Status. A pie chart graph of audits/visits, showing a count of issues for each Audit/Visit Name per Audit/Visit Reference.
AUDIT (EXOVA) - main data filtered by name and creation date	Search audits/visits by Audit/Visit Name, Auditor, Audit/Visit Date (range) and Status. Lists audits/visits showing Audit/Visit Name, Standards, & Status, the Retailer Contact (Lead Technologist), Auditor, date when it was Conducted and any Score, along with the Supplier Name & Code and Site Name, Code & Status.
AUDIT - by supplier with total number of issues	Search audits/visits by Supplier Code. Lists audits/visit and their issues, showing Supplier Name & Code and Site Name & Code, along with the audit/visit's Comment, Introduction, Scope, Summary and any Score. The Type, Number and Status of any of issues is also shown.
AUDIT - main details filtered by Supplier name	Search audits/visits by Supplier Code. Lists audits/visit, showing Supplier Name & Code, Site Name, Code, Risk Level & Top Grade along with the Audit/Visit Name and Completion Date.
SITE & AUDIT - by technical manager (last audit or visit details)	Search audits/visits by Retailer Contact. Lists sites, showing Supplier Name & Code and Site Name & Code, along with details of the site's Certificates, Top Grade, Business Unit, Invoicing/Reference details, Other Production Details and Retailer Contact.

Report	Summary
SITE & AUDIT - last audit or visit details	Search audits/visits by Supplier Code. Lists sites, showing Supplier Name & Code and Site Name & Code, along with details of the site's Certificates, Top Grade, Risk Level, Further Info and Other Production Details.
SUPPLIER & AUDIT - database report (SSDB)	Search suppliers by Retailer Contact (Lead Technologist). Lists suppliers and sites and their audits/visits, showing Supplier Name & Code, Retailer Contact (Lead Technologist), Business Unit and Business Category. For each site, the Site Name, Code, Type & Status, Address and Risk Level is shown. For each audit/visit, the Audit/Visit Name, Type & Status, Risk Level, Dates, Location and any Score is shown.

Library Report

The following table lists the report for library.

Report	Summary
ADMIN - DOCUMENT - list of all documents by User (supplier and site)	Search documents by Supplier Name. Lists documents, showing Supplier Name & Code, Company Name & Code, Site Name & Code, Document Title, Date Read, Recipient Type, Required Read Date, along with whether the document has been Read or is Overdue.

Product Specification Reports

The following table lists the reports for product specifications.

Report	Summary
SPECIFICATION (FNF) - filtered by Chemical(s) & Country of Origin	Search product specifications by Specification Type, Ingredient and Country of Origin. Lists product specifications, showing Specification Number, Version, Product Title, Product Record Number, Section Name, Ingredient Name and Country of Origin.
SPECIFICATION (FNF) - Filtered by specific country & Country of Origin	Search product specifications by Specification Type, Ingredient (full or partial name match) and Country of Origin. Lists product specifications, showing Specification Number & Version, Product Title, Product Record Number, Section Name, Ingredient Name and Country of Origin. Supplier Name & Code and Site Name & Code is also shown.
SPECIFICATION (FNF) - Multiple ingredients search specific ingredient & Country of Origin	Search product specifications by Specification Type, Ingredient and Country of Origin. Lists product specifications, showing Specification Number & Version, Product Title, Product Record Number, Section Name, Ingredient Name and Country of Origin. Supplier Name & Code and Site Name & Code is also shown.
SPECIFICATION (FOOD) - List filtered by type and status	Search product specifications by Specification Type and Status. Lists product specifications, showing Specification Number, Version, Name & Type. Supplier Name & Code and Site Name & Code is also shown.

Report	Summary
SPECIFICATION (FOOD) - All allergens with suitable = yes	Search product specifications by Specification Type, Status, Product Substance/Allergen Type and Suitable For. Lists product specifications, showing Specification Number & Name, Quantity, Variant Name and Business Category, along with the Product Substance/Allergen Type, and whether Present In Product or Risk of Cross Contamination.
SPECIFICATION (FOOD) - ALLERGEN - Gluten & NO report (Question as user filter)	Search product specifications by Specification Type, Status, Product Substance/Allergen Type, Present in Product, Suitable For and Business Category. Lists product specifications, showing Specification Number, Version & Status, Product Title and Business Category.
SPECIFICATION (FOOD) - ALLERGEN - SUITABLE FOR COELIACS	Search product specifications by Specification Type, Status, Product Substance/Allergen Type and Suitable For. A cross-tab of product specifications by Business Category Level 1, showing the Specification Name and Product Number and Quantity. The count of Product Substance/Allergen Type present or not present is shown, along with overall totals.
SPECIFICATION (FOOD) - ALLERGEN is yes report (Question as user filter)	Search product specifications by Specification Type, Status, Product Substance/Allergen Type and Present in Product. Lists product specifications, showing Specification Number, Version & Status, Product Title, along with the Product Substance/Allergen Type and if it is Present in Product.
SPECIFICATION (FOOD) - CONTAINS is yes report (multiple Question as filter)	Search product specifications by Specification Type, Status, Product Substance/Allergen Type, Present in Product and Business Category. Lists product specifications, showing Specification Number, Version & Status, Product Title & Number, Business Category and Product Substance/Allergen Type, along with Supplier Name & Code and Retailer Contact.
SPECIFICATION (FOOD) - CONTAINS is yes report (Question as user filter)	Search product specifications by Specification Type, Status, Product Substance/Allergen Type, Present in Product and Business Category. Lists product specifications, showing Specification Number, Version & Status, Product Title & Number, Business Category and Product Substance/Allergen Type. Supplier Name & Code and Site Name & Code is also shown.
SPECIFICATION (FOOD) - filtered by developer and status	Search product specifications by Retailer Contact and Specification Status. Lists product specifications, showing Specification Number, Version & Status, Product Title and Product Record Number.
SPECIFICATION (FOOD) - ingredients search for specific ingredient	Search product specifications by Ingredient (full or partial name match) and Specification Type. Lists product specifications, showing Specification Number & Version, Supplier Name & Code, Product Record Number and Ingredient Name.
SPECIFICATION (FOOD) - ingredients search for specific ingredient & Country of Origin	Search product specifications by Ingredient (full or partial name match), Country of Origin and Specification Type. Lists product specifications, showing Specification Number & Version, Product Title, Product Record Number, Country of Origin and Ingredient Name.

Report	Summary
SPECIFICATION (FOOD) - ingredients search many ingredient & Country of Origin	Search product specifications by Ingredient (full or partial name match), Country of Origin and Specification Type. Lists product specifications, showing Specification Number & Version, Product Title & Number, Product Record Number, Section Name, Country of Origin and Ingredient Name. Supplier Name & Code and Site Name & Code is also shown.
SPECIFICATION (FOOD) - ingredients search many ingredient & Country of Origin & supplier	Search product specifications by Ingredient (full or partial name match), Country of Origin, Specification Type, Supplier Name and Raw Material Supplier Name. Lists product specifications, showing Specification Number & Version, Product Title & Number, Product Record Number, Section Name, Country of Origin, Country where Processed and Ingredient Name. Supplier Name and Raw Material Supplier Name is also shown.
SPECIFICATION (FOOD) - Main Nutrition Report table (not crosstab so nutrient per row)	Search product specifications by Business Category, Supplier Name, Specification Status and Nutrient Name, Sub Brand and Sub Category. Lists product specifications, showing Specification Name, Number & Status, Business Category, Product Number, Supplier Name, Serving Quantity & Unit, Nutrient & Unit and per 100g/Per Serving As Sold values.
SPECIFICATION (FOOD) - specific ingredient FREE search in ingredients list	Search product specifications by Specification Type, Ingredient Name (full or partial name match), Business Category and Specification Status. Lists product specifications, showing Specification Number & Version, Product Title, Product Record Number and On Pack Ingredients List.
SPECIFICATION (FOOD) - specific nutrient value	Search product specifications by Serving Quantity, Nutrient Name and Per 100g As Sold value. Lists product specifications, showing Specification Number & Version, Status & Name, Serving Quantity, Nutrient Name and per 100g As Sold value.
SPECIFICATION (FOOD) - Suitable For is yes report (Question as user filter)	Search product specifications by Specification Type, Status and Suitable For. Lists product specifications, showing Specification Number, Version & Status, Product Title & Number, Business Category and Suitable For.
SPECIFICATION (NON FOOD) - List filtered by type and status	Search product specifications by Specification Type and Status. Lists product specifications, showing Specification Number & Version, Status & Name and Supplier Name & Code.
SPECIFICATION - count of specs by created day	Search product specifications by Creation Date (range). A cross-tab of product specifications, showing a count of specifications for each Type/Project Type per month with overall totals.
SPECIFICATION - Developer Report (cross tab)	Search product specifications by Business Category, Supplier Name, Specification Status and Nutrient Name, Sub Brand, Sub Category and Section Name. A cross-tab of product specifications, showing Product Category, Brand & Sub Brand, Variant Name, Quantity, Specification Number & Version, Supplier Name & Code, Serving Quantity, Product Code and On-pack Ingredients List, For each nutrient, the Per 100gAs Sold values are shown.

Report	Summary
SPECIFICATION - List	No search criteria. Lists product specifications, showing Specification Number & Version, Status, Type & Name and Supplier Name & Code.
SPECIFICATION - List by Project type, Spec type and spec status	Search product specifications by Specification Type and Project Type. Lists product specifications, showing Specification Number, Version, Type & Status, Project Type, Business Category, Supplier Name & Code and Details of Amendments.
SPECIFICATION - List filtered by type and status	Search product specifications by Specification Type and Status. Lists product specifications, showing Specification Number & Version, Status & Name and Supplier Name & Code.
SPECIFICATION - List filtered by type and status 2	No search criteria. Lists product specifications, showing Specification Number, Version, Type, Status & Name and Supplier Name & Code.
SPECIFICATION - List filtered by type, status, and supplier	Search product specifications by Specification Type, Status and Supplier Name. Lists product specifications, showing Specification Number & Version, Status & Name and Supplier Name & Code.
SPECIFICATION - Salt Report	Search product specifications by Specification Type, Status, Specification Number (range), and Nutrient. Lists product specifications, showing Specification Number & Version, Status & Name, Business Category, Supplier Code, Variant Name, Product Title and Per 100g/Serving As Sold values.
SPECIFICATION - Weekly Tracker (SCLM/TM)	Search product specifications by Specification Type, Project Type, Retailer User, and Status. Lists product specifications, showing Specification Number, Version, Type, Name & Status, Supplier Name & Code, Site Name & Code, Business Category, Project Type, Details of Amendments and Retailer Contacts.

Projects Reports

The following table lists the reports for projects.

Report	Summary
PROJECT - all activities for ongoing projects	Search projects by Template Type. Lists project activities, showing Project Title, Id, Type & Status, Template Name, Project Manager Name, Artwork Project Number, Specification Type, Brand & Sub Brand, Business Category, Supplier Name and Number of Lines.
PROJECT - Monthly (due date) - outstanding days by user role and activity	Search projects by Responsible User Role & Name. A cross-tab of projects, showing a count of overdue days for each Project Title per activity by Month/Year, along with overall totals.
PROJECT - number of products summarized by month	Search projects by Project Status, Responsible User Role & Name, Project Manager Name and Template Type. A cross-tab of projects, showing a count of product projects for each Project Title per Month/Year, along with overall totals.

Report	Summary
PROJECT - number of projects summarized by month	Search projects by Project Status, Responsible User Role & Name, and Project Manager Name. A cross-tab of projects, showing a count of projects for each Project Title per activity by Month/Year, along with overall totals.
PROJECT - 2 Spec Tracker	Search projects by Specification Type, Status and Number (range). Lists product specifications, showing Specification Number, Version, Type, Status & Name, Project Type, Details of Amendment and Supplier Name & Code. Details of the Retailer and Supplier Approval are also shown.

Glossary

ad hoc editor

The interactive report designer in myReports. Starting from a collection of fields predefined in a topic or selected from a Domain, the Ad Hoc Editor lets you drag and drop report elements to draft, preview, and finalize qReports. qReports can be run, printed, and scheduled within myReports. In addition, qReports may be reopened in the Ad Hoc Editor, further modified, and saved.

dashboard

A collection of reports, input controls, graphics, labels, and web content displayed in a single, integrated view. Dashboards often present a high-level view of your data, but input controls can parameterize the data to display. For example, you can narrow down the data to a specific date range. Embedded web content, such as other web-based applications or maps, make dashboards more interactive and functional.

domain

A virtual view of a data source that presents the data in business terms, allows for localization, and provides data-level security.

domain topic

A topic that is created from a Domain by the Data Chooser. A Domain topic is based on the data source and items in a Domain, but allows further filtering, user input, and selection of items.

field

A field is equivalent to a column in the relational database model. Fields originate in the structure of the data source, but you may define calculated fields in a Domain or custom fields in the Ad Hoc Editor. Any type of field, along with its display name and default formatting properties, is called an item and may be used in the Ad Hoc Editor.

group

In a report, a group is a set of data rows that have an identical value in a designated field:

- In a table, the value appears in a header and footer around the rows of the group, while the other fields appear as columns.
- In a chart, the field chosen to define the group becomes the independent variable on the X axis, while the other fields of each group are used to compute the dependent value on the Y axis.

iReport Designer

An open source tool for graphically designing reports to create cross domain and/or pixel-perfect reports. iReports can be uploaded into the myReports repository and run like any other report.

measure

In a report, a formula that calculates the values displayed in a table's columns, a crosstab's data values, or a chart's dependent variable (such as the slices in a pie).

qReport

A report designed using the Ad Hoc Editor using data from one reporting domain. qReports are stored in and run from the myReports repository.

repository

The tree structure of folders that contain all saved reports, dashboards, and resources.