

4.4 Report

This option is used to create reports. A report is an effective way to present your data in a printed format. Because you have control over the size and appearance of everything on a report, you can display the information the way you want to see it. Most of the information in a report comes from an underlying table, query, or SQL statement, which is the source of the report's data. You create the link between a report and its record source by using graphical objects called controls. Controls can be text boxes that display names and number, labels that display titles, and decorative lines that graphically organize the data and make the report more attractive.

4.4 (a) Create a report using AutoReport

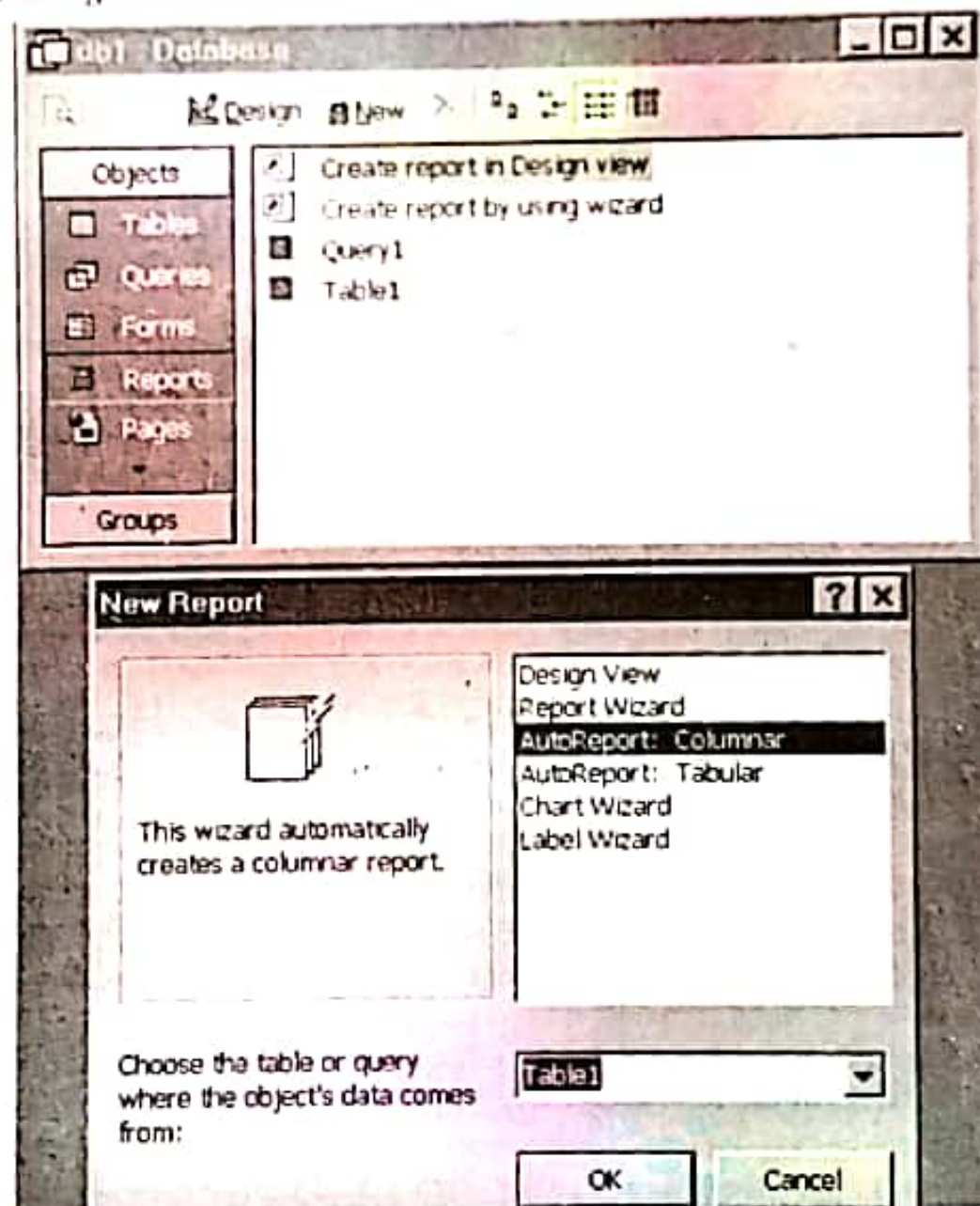
AutoReport creates a report that displays all fields and records in the underlying table or query.

The general procedure for doing this is given below :

1. In the Database window, click the Reports tab.
2. Click New.
3. In the New Report dialog box, click one of the following wizards:
 - AutoReport: Columnar. Each field appears on a separate line with a label to its left.
 - AutoReport: Tabular. The fields in each record appear on one line, and the labels print once at the top of each page.
4. Click the table or query that contains the data you want to base your report on.
5. Click OK.

You can also create a single-column report based on the open table or query or on the table or query selected in the Database window. Click AutoReport on the Insert menu, or click the arrow next to the New Object button on the toolbar, and then click AutoReport.

It is shown in Fig. 17.21.



Software Problem Report Template

This section provides a sample template for reporting software problems that are discovered during the course of performing the test cases detailed in this document.

SOFTWARE PROBLEM REPORT

Problem Report ID _____

PROGRAM _____ RELEASE _____

VERSION _____

REPORT TYPE

- Coding Error Documentation
 Design Error Hardware
 Suggestion Query

SEVERITY

- Fatal
 Serious
 Minor

ATTACHMENTS: Yes No
If yes, list attachments

PROBLEM SUMMARY _____

CAN YOU REPRODUCE THE PROBLEM? (Y/N) _____

PROBLEM AND HOW TO REPRODUCE IT _____

SUGGESTED FIX (optional) _____

REPORTED BY _____

DATE __/__/__

Items Below Are For Use Only By the Development Team

FUNCTIONAL AREA _____ ASSIGNED TO _____

COMMENTS _____

STATUS:

- Open Closed

PRIORITY

- High Medium Low

RESOLUTION:

- Pending Deferred Withdrawn by reporter
 Fixed As designed Need more info
 Irreproducible Can't be fixed Disagree with suggestion

RESOLUTION VERSION NO: _____

RESOLVED BY _____

DATE __/__/__

RESOLUTION TESTED BY _____

DATE __/__/__

TREAT AS DEFERRED: Yes No