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Chapter 1 : Introduction to Reporting | Poll Everywhere

Poynter's News University is the world's leader in online journalism training, offering more than courses to help journalists, future journalists and teachers of journalism.

In this article Applies to: Reporting helps you gather, organize, and present information about users, hardware and software inventory, software updates, applications, site status, and other Configuration Manager operations in your organization. Reporting provides you with a number of predefined reports that you can use without changes, or that you can modify to meet your requirements, and you can create custom reports. Use the following sections to help you manage reporting in Configuration Manager. SQL Server Reporting Services SQL Server Reporting Services provides a full range of ready-to-use tools and services to help you create, deploy, and manage reports for your organization and programming features that enable you to extend and customize your reporting functionality. Reporting Services is a server-based reporting platform that provides comprehensive reporting functionality for a variety of data sources. Integration with Reporting Services provides the following advantages: Uses an industry standard reporting system to query the Configuration Manager database. Displays reports by using the Configuration Manager Report Viewer or by using Report Manager, which is a web-based connection to the report. Provides high performance, availability, and scalability. Provides subscriptions to reports that users can subscribe to; for example, a manager could subscribe to automatically receive an emailed report each day that details the status of a software update rollout. Exports reports that users can select in a variety of popular formats. The reporting services point copies the Configuration Manager report definitions to Reporting Services, creates report folders based on report categories, and sets security policy on the report folders and reports based on the role-based permissions for Configuration Manager administrative users. In a minute interval, the reporting services point connects to Reporting Services to reapply the security policy if it has been changed, for example, by using Report Manager. For more information about how to plan for and install a reporting services point, see the following documentation: Configuring reporting in System Center Configuration Manager Configuration Manager reports Configuration Manager provides report definitions for over reports in over 50 report folders, which are copied to the root report folder in SQL Server Reporting Services during the reporting services point installation process. The reports are displayed in the Configuration Manager console and organized in subfolders based on the report category. Reports are not propagated up or down the Configuration Manager hierarchy; they run only against the database of the site in which they are created. However, because Configuration Manager replicates global data throughout the hierarchy, you have access to hierarchy-wide information. When a report retrieves data from a site database, it has access to site data for the current site and child sites, and global data for every site in the hierarchy. Like other Configuration Manager objects, an administrative user must have the appropriate permissions to run or modify reports. To run a report, an administrative user must have the Run Report permission for the object. To create or modify a report, an administrative user must have the Modify Report permission for the object. When you create or edit a report in the Configuration Manager console, Report Builder opens. For more information about managing reports, see the Operations and maintenance for reporting in System Center Configuration Manager. After you specify any required report parameters, Reporting Services then retrieves the data and displays the results in the viewer. You can also connect to the SQL Services Reporting Services, connect to the data source for the site, and run reports. Report prompts A report prompt or report parameter in Configuration Manager is a report property that you can configure when a report is created or modified. Report prompts are created to limit or target the data that a report retrieves. A report can contain more than one prompt as long as the prompt names are unique and contain only alphanumeric characters that conform to the SQL Server rules for identifiers. When you run a report, the prompt requests a value for a required parameter and, based on the value, retrieves the report data. For example, the Computer information for a specific computer report retrieves the computer information for a specific computer and prompts the administrative user for a computer name. Reporting Services passes the specified value to a variable that is defined in the SQL statement for the report. Report links Report links in

Configuration Manager are used in a source report to provide administrative users with easy access to additional data, such as more detailed information about each of the items in the source report. If the destination report requires one or more prompts to run, the source report must contain a column with the appropriate values for each prompt. You must specify the column number that provides the value for the prompt. For example, you might link a report that lists computers that were discovered recently to a report that lists the last messages that were received for a specific computer. When the link is created, you might specify that column 2 in the source report contains computer names, which is a required prompt for the destination report. When the source report is run, link icons appear to the left of each row of data. When you click the icon on a row, Report Viewer passes the value in the specified column for that row as the prompt value that is required to display the destination report. A report can be configured with only one link, and that link can connect only to a single destination resource. Warning If you move a destination report to a different report folder, the location for the destination report changes. The report link in the source report is not automatically updated with the new location, and the report link will not work in the source report. Report folders Report folders in System Center Configuration Manager provide a method to sort and filter reports that are stored in Reporting Services. Report folders are particularly useful when you have many reports to manage. When you install a reporting services point, reports are copied to Reporting Services and organized into more than 50 report folders. The report folders are read-only. You cannot modify them in the Configuration Manager console. Report subscriptions A report subscription in Reporting Services is a recurring request to deliver a report at a specific time or in response to an event, and in an application file format that you specify in the subscription. Subscriptions provide an alternative to running a report on demand. On-demand reporting requires that you actively select the report each time you want to view the report. In contrast, subscriptions can be used to schedule and then automate the delivery of a report. You can manage report subscriptions in the Configuration Manager console. They are processed on the report server. The subscriptions are distributed by using delivery extensions that are deployed on the server. By default, you can create subscriptions that send reports to a shared folder or to an email address. For more information about managing report subscriptions, see Operations and maintenance for reporting in System Center Configuration Manager. When you initiate the action to create or edit a report in the Configuration Manager console, Report Builder opens. When you create or modify a report for the first time, Report Builder is installed automatically. The Report Builder installation adds support for over 20 languages. When you run Report Builder, it displays data in the language of the operating system that is running on the local computer. If Report Builder does not support the language, the data is displayed in English. Delivers an intuitive report authoring environment with an appearance similar to Microsoft Office. Provides various forms of data visualization including charts and gauges. Provides richly formatted text boxes. Exports to Microsoft Word format. For the administrative user who is building the report, report models expose only specified views and items to choose from. To create model-based reports, at least one report model has to be available. Report models have the following features: You can give database fields and views logical business names to facilitate producing reports. Knowledge of the database structure is not required to produce reports. You can group items logically. You can define relationships between items. You can secure model elements so that administrative users can see only the data that they have permission to see. Although Configuration Manager provides sample report models, you can also define report models to meet your own business requirements.

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Chapter 2 : Introduction to Reporting | Workbooks Support

Introduction to Reporting Workbooks provides an extremely powerful and flexible reporting engine which allows you to extract information from your database in the way that best suits your business. You will require the following capabilities to access the reporting module in Workbooks.

Who do we write for? Reuters writes for three main audiences: Professional â€” investors, fund managers, brokers, lawyers, tax specialists and others who take actions based on the news or may use it as a talking point with clients and a source of ideas to inform a longer-term strategy. Media â€” broadcasters, newspapers, national news agencies, news websites. The broader public â€” financially and politically aware readers who get news on Reuters. And to comply with the Reuters Trust principles, all stories, blogs and columns must display "integrity, independence and freedom from bias". Basic story structure A good Reuters story gets straight to the point and has all the main elements, including some context, analysis, human interest and color, woven in from the top, not just tagged on as an afterthought. The 5 Ws â€" Who? Typical trunk story intro for breaking news including market reports. Pulls together several urgents or updates on related events, or themes. The writer gets into the helicopter and looks for the big picture. State an argument, or forecast the implication of a trend, or come to a conclusion. What is the significance of this event, speech, development? Why should the reader bother to read on? To write the nut graph, answer the following questions: Assume the reader is new to the story, what is the context? Is this the first time? Is this a trend change? Is this a change in rank for the players as a result of the election, revolution, merger, takeover, earnings report, bankruptcy? What is at risk politically, economically, financially? Are there data and quotes back up the intro? You should source every new piece of information. Was a Reuters reporter, photographer or camera operator on the scene as a witness? Good sources and well-defined sourcing help to protect the integrity of the file and protect journalists against legal dangers see The essentials of Reuters sourcing. They should help to move the story along. Write yourself subheads to create the building blocks. Subheads can usefully help the reader about every words. Each block should follow logically and add detail or data, a quote, and some analysis or context, just like the first paragraphs of your story. What is changing and what is not? Who are the parties in conflict and why? For Reuters, national and international is usually more important than local Forward-looking is more important than backward-looking. Have I been fair to all parties and points of view? Have we given all relevant parties a chance to respond to each and every claim we make? Ensure information in the story agrees with and supports the headline, Are the headline tag and slug correct and appropriate? Confirm the day of the week and the date. Does the story make clear how we got the information, for example, from a newspaper pickup, interview, or news release? Check all the numbers. Do the components add up to the total, do individual percentages add up to ? Double-check the period covered, conversions, whether the figure is up or down. Watch for confusion between millions and billions, misplaced decimal points, transposed conversions. Watch the spelling of proper names and ensure names are spelled consistently throughout the story. Ensure the story provides full company names, full and proper titles, and RICs or ticker symbols in both the text and header field. Check that unfamiliar RICs and web site addresses mentioned in the story actually work. Check for balance and legal dangers. Is the story balanced and fair? Does the story cast a slur on the good name of an individual, company or organization? Use a second pair of eyes: Ask a colleague to read the story carefully to ensure that it is adequately sourced, accurate and fair, and written as concisely as possible. Your colleague must be critical. Most errors or problems can be caught in the bureau. Involve your bureau chief or an editor in charge in problem stories: Problematic stories should be copy edited by a senior reporter, bureau chief or editor in charge. If you must leave the bureau before your story is handled, make sure to provide a contact phone number. Even if permissioned for access to editing desk TASTE or EDIT baskets, reporters should NOT open a story in edit mode in an editing desk taste basket as it prevents editors from handling the story in a timely way and often causes confusion on busy desks. As a result we need to abide by line length guidelines to enable reporters and editors to move the copy quickly to meet readers speed needs. Newsbreaks that include pre-written material may run longer. Longer update1s may be cut by desk editors in order to move the copy quickly. Update 1s that include pre-written material may run longer, provided this does not prevent the editing desk from moving the story quickly. The update series or "trunk" story format is designed to allow the reporter and editor to add information and analysis incrementally as the news breaks. Short, quick updates help meet the readers needs. Editing desks should try to fix and move problematic early updates quickly by cutting the story and then asking the reporter for a better version for the next update. Readers prefer short, easy-to-read stories and analyses, so newspaper story length guidelines are still useful. Most news stories in newspapers are between and words and most Reuters stories should be about the same. Desks are encouraged to cut overwritten copy. If a story cannot be cut easily because it is poorly structured, it may be sent back for a rewrite. This will delay publication. The final WRAPUP up on a breaking top news story that is likely to appear on a top news webpage or media wire news schedule, or significant exclusives, or especially well argued analyses tagged INSIGHTS, or features may run to words, but you should check with your editor, bureau chief or regional desk. Make the headline strong Headlines should be short and informative. Use short words and an active verb and avoid unfamiliar abbreviations. It is better to convey one idea crisply and clearly than to cram in two ideas awkwardly. Often a geographic locator is also necessary. This is a warning that your headline may be getting too long. The key words approach to story structure Try making a list of 10 key words without which you simply could not write the story. Think more of the facts or concepts which must be there to guide your story structure. How long before you reach a crucial word in the intro? This is a variation of the key words approach to story writing. Read your lead and then count the number of words you use before you reach the one word that is strong and essential and cannot be thrown away. This is very often the news point. You should be hitting strong, essential words very quickly after you start to read the first sentence. You get there much sooner this way: Simply breaking the sentence in two can be a very useful way of shortening your lead. Support your intro with a quote Direct quotes add color and strength to your story and prove you have spoken to someone who knows what happened. Try to support your lead with a direct quote within the first few paragraphs, and be precise about who said this and where it was said. People rarely speak eloquently or succinctly. They do not order their facts in a way a journalist should. So use one or two short quotes in a story rather than several long ones. Make sure your quote pushes the story forward rather than simply echoes what you have just written. The hostage was released on Sunday and was in remarkably good health, the doctor said. That is called a "parrot" quote or "echo" quote and bores the reader. Rather, look for a quote that is different and strengthens the lead while pushing the story forward: Quotes can also be used to: Document and support statements made in the lead and elsewhere. Set off controversial material, where the precise wording can be an issue, as in legal contexts. When using indirect or reported speech, instead of direct quotes, sources either say something or they do not. Innuendo is rarely acceptable in news reporting. You should never guess at what a source means. This is rarely acceptable unless you have some other evidence to support the interpretation. Structuring the Body of the Story In addition to ensuring your story leads with the main facts, or leads with the main argument and quickly answers the questions why? Usually this is best done by building your story in blocks that follow sequentially.

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Chapter 3 : Reporting and Writing Basics - Handbook of Journalism

Reporting in System Center Configuration Manager provides a set of tools and resources that help you use the advanced reporting capabilities of SQL Server Reporting Services (SSRS) and the rich authoring experience that Reporting Services Report Builder provides. Reporting helps you gather, organize.

After all, there are many stages and factors that play a role in the sales process â€" this is where sales reporting comes in. What is sales reporting and why do you need it? Managing a sales team is more than adding up revenue at the end of a week, month or quarter. Part of what makes an effective sales manager is knowing the process of the sale: Sales reporting is where good sales managers live because it gives insight to the process and a foundation of successful sales operations, strategy and analysis. More specifically, sales reporting can help you answer these questions and much more: Are you on course to hit your yearly target or do you need to make a drastic correction to your sales process? In addition, salespeople tend to love a little competition, so giving them visibility into where they stand in relation to everyone else can promote higher performance across your team. What should I report on, how, and how often? Sales metrics are the quantifiable indicators that tell you how each aspect of your sales operations is performing and whether you are achieving your targets. Metrics help you clarify where your efficiencies are as well as your inefficiencies. Number of deals in the pipeline number of prospects: This is the total number of deals you have in all the stages in your pipeline. Sales contracts can have widely different valuations, depending on a number of factors, but you need to determine the average deal size in your pipeline for making quick but sound sales forecasts and strategies. Conversion rate close rate: Determines the average number of open deals you need to close one deal, based on past results. Sales velocity sales cycle time: Sales velocity refers to the average time it takes for a lead to enter the pipeline and go through the sales process to the closing stage. The faster it takes to complete the sales cycle, the better for your team. You should have a set of averages and targets for every stage of your sales process. It is a process â€" embrace it. How do you manage sales reports? You have to watch and ask your team questions if you truly want them to understand where you can improve as a whole. Be aware of this, and be ready to support their desire to improve. Final thoughts Sales reporting helps you take the guesswork out of your business decisions by giving you a clear view of where your company stands at every level of your sales process. By focusing on measurable activities that have clear outcomes, you can add more value to each individual salesperson and the company as a whole.

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Chapter 4 : Introduction to SQL Server Reporting Services (SSRS) On-Demand Training

An Introduction to News Reporting gives beginning reporters the tools to succeed by introducing them to news beats and the people, issues, sources, and stories associated with them. The text begins by reviewing the basics of reporting, including conducting interviews, developing sources, finding documents, and gathering information ethically.

How to write an introduction: Therefore, it is probably the most delicate part of the writing of a report. Unfortunately, many people even very experienced ones seem to have difficulties at writing a good introduction. For some, it is a daunting task. In this short article, I present a very simple method for writing a good introductory chapter. Actually, the core of this method was taught to me many years ago by Krzysztof Apt. At that time, it surprised me in its simplicity and efficiency. In ten years, I have been happily applying it to all introductions I have written. Of course, I am not the first one coming up with such a recipe: In this part you have to make clear what the context is. Ideally, you should give an idea of the state-of-the art of the field the report is about. But keep it short: Half a page should suffice in case of a normal pages article. If there was no problem, there would be no reason for writing a report, and definitely no reason for reading it. Experience shows that for this part a few lines are often sufficient. Now - and only now! Here you have to make sure you point out what are the novel aspects of your work. There are probably zillions of articles out there on that very subject: You can take your time here, but I suggest to avoid getting into too much detail. In addition there can be the following optional ingredients: An anticipation of the conclusions This is very difficult to do properly. I think that this part should be there only in reports that have a strong position-statement nature. If you decide to include this into the introduction, you might want to a keep it as short as possible, b refer as much as possible to the concluding section, and c keep it well separated from the rest of the introduction. Related work My suggestion is to postpone this part to the end of the paper, unless there are good reasons for doing otherwise. For instance, one good reason for not following this suggestion is the presence in the literature of a very prominent related work, in which case you might want to give immediately an idea of what are the differences between your work and the prominent one. In this case, include in the introduction a line saying "Related works are discussed in Section The outline plan of the paper Personally, I find it useful only for long reports, otherwise I think it is a waste of paper. But this is my very personal opinion. Two Extra Tips Keep the parts well separated. Use "itemize", if possible: Removing everything that is not really necessary is often a very effective strategy for improving an introduction. Links There are many resources on the matter. In particular there is an excellent website maintained by Toby Walsh with loads of links on on scientific writing, on presenting scientific articles, etc. How NOT to write a paper.

Chapter 5 : Introduction To SQL Server Reporting Services (SSRS)

Introduction to Reporting There are several different report types that can be created and saved in your Poll Everywhere account. All paid users have access to all five different report types.

Overview of reports in Access What can you do with a report? A report is a database object that comes in handy when you want to present the information in your database for any of the following uses: Display or distribute a summary of data. Archive snapshots of the data. Provide details about individual records. The design of a report is divided into sections that you can view in the Design view. Understanding how each section works can helps you create better reports. For example, the section in which you choose to place a calculated control determines how Access calculates the results. The following list is a summary of the section types and their uses: Section How the section is displayed when printed Where the section can be used Report Header At the beginning of the report. Use the report header for information that might normally appear on a cover page, such as a logo, a title, or a date. When you place a calculated control that uses the Sum aggregate function in the report header, the sum calculated is for the entire report. The report header is printed before the page header. Page Header At the top of every page. Use a page header to repeat the report title on every page. Group Header At the beginning of each new group of records. Use the group header to print the group name. For example, in a report that is grouped by product, use the group header to print the product name. When you place a calculated control that uses the Sum aggregate function in the group header, the sum is for the current group. You can have multiple group header sections on a report, depending on how many grouping levels you have added. For more information about creating group headers and footers, see the section Add grouping, sorting, or totals. Detail Appears once for every row in the record source. This is where you place the controls that make up the main body of the report. Group Footer At the end of each group of records. Use a group footer to print summary information for a group. You can have multiple group footer sections on a report, depending on how many grouping levels you have added. Page Footer At the end of every page. Use a page footer to print page numbers or per-page information. Report Footer At the end of the report. In Design view, the report footer appears below the page footer. However, in all other views Layout view, for example, or when the report is printed or previewed , the report footer appears above the page footer, just after the last group footer or detail line on the final page. Use the report footer to print report totals or other summary information for the entire report. For an introduction to planning and designing a database, see the article Database design basics. Create a report in Access You can create reports for you Access desktop database by following the steps below: Choose a record source The record source of a report can be a table, a named query, or an embedded query. The record source must contain all of the rows and columns of data you want display on the report. If the data is from an existing table or query, select the table or query in the Navigation Pane, and then continue to Step 2. If the record source does not yet exist, do one of the following: Continue to Step 2 and use the Blank Report tool, Or Create the table s or query that contains the required data. Select the query or table in the Navigation Pane, and then continue to Step 2. Choose a report tool The report tools are located on the Create tab of the ribbon, in the Reports group. The following table describes the options: Tool Description Report Creates a simple, tabular report containing all of the fields in the record source you selected in the Navigation Pane. Report Design Opens a blank report in Design view, to which you can add the required fields and controls. Labels Displays a wizard that lets you select standard or custom label sizes, as well as which fields you want to display, and how you want them sorted. Create the report Click the button for the tool you want to use. If a wizard appears, follow the steps in the wizard and click Finish on the last page. Access displays the report in Layout view. Format the report to achieve the looks that you want: Resize fields and labels by selecting them and then dragging the edges until they are the size you want. Move a field by selecting it and its label, if present , and then dragging it to the new location. Right-click a field and use the commands on the shortcut menu to merge or split cells, delete or select fields, and perform other formatting tasks. In addition, you can use the features described in the following sections to make your report more attractive and readable. Top of Page Add grouping, sorting, or totals The fastest way to add grouping, sorting, or totals to a desktop database report is to right-click the field to which you want to apply the group, sort, or total, and then click the desired command on the shortcut menu. You can also add grouping, sorting, or totals by using the Group, Sort, and Total pane while the report is open in Layout view or Design view: Click Add a group or Add a sort, and then select the field on which you want to group or sort. Click More on a grouping or sorting line to set more options and to add totals. Top of Page Highlight data with conditional formatting Access includes tools for highlighting data on a report. You can add conditional formatting rules for each control or group of controls, and in client reports, you can also add data bars to compare data. To add conditional formatting to controls: Right-click the report in the Navigation Pane and click Layout View. Select the required controls and on the Format tab, in the Control Formatting group, click Conditional Formatting. To select multiple controls, hold down the CTRL key and click the controls. In the New Formatting Rule dialog box, select a value under Select a rule type: To create a rule that is evaluated for each record individually, select Check values in the current record or use an expression. To create a rule that compares records to each other by using data bars, click Compare to other records. Under Edit the rule description, specify the rule for when the formatting would be applied as well as what formatting should be applied, and then click OK. To create an additional rule for the same control or set of controls, repeat this procedure from step 4. Customizing color and fonts Try an App Theme options to customize the color and fonts. Open a report in Layout view by right-clicking it in the Navigation Pane and then clicking Layout View. From the Report Layout Tools options, on the Design tab, click Themes and point the cursor over the various themes in the gallery to preview the effects. Click on a theme to select it, and then save your report. Use the Colors or Fonts galleries to set colors or fonts independently. Top of Page Add a logo or background image You can add a logo or background image to a report and If you update the image, the update is automatically made wherever the image is used in the database. To add or remove an image: In the Navigation Pane, right-click the report and click Layout View. Navigate to the image, and click Open. Access adds the image to the report. To remove the image, right-click the image and click Delete from the shortcut menu. To add a background image: On the Format tab, in the Background group, click Background Image. You can use the commands on the Print Preview tab to do any of the following: Print the report Adjust page size or layout Zoom in or out, or view multiple pages at a time Refresh the data on the report Export the report to another file format. Click Close Print Preview. Print a report To print a report without previewing it: Right-click the report in the Navigation Pane and click Print. The report is sent to your default printer. If you select the report in the Navigation Pane and select Print from the File tab, you can select additional printing options such as number of pages and copies and specify a printer. To open a dialog box where you can select a printer, specify the number of copies, and so on, click Print.

Chapter 6 : How to write an introduction: some suggestions

Microsoft SQL Server Reporting Services (SSRS) enables users to build flexible, powerful reports based on database data, SharePoint data, and other information. These reports can be published to a central server for use by a department, specific managers, or even an entire office.

Chapter 7 : Introduction to Reporting: Beat Basics

Note - This book abbreviates SQL Server Reporting Services as SSRS and SQL Server Reporting Services as SSRS2K5. New features available in SSRS and not in SSRS2K5 are labeled with "New.

Chapter 8 : Introduction to reporting - Configuration Manager | Microsoft Docs

Introduction Since , and with an increase of scope in , many entities have to report on a monthly basis to the Central Bank of Luxembourg. For the uninitiated, it may be complicated to navigate through the codifications and terminologies to be used.

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Chapter 9 : Introduction to reports in Access - Access

An Introduction to Sales Reporting As a sales manager, you want to stay on top of your company's growth, but it can be complicated to pinpoint who or what is contributing to its success (or lack thereof).