



## Work with Report Output Types

Depending on the report, you can output reports in several different formats:

### Work with PDF reports

You can output reports and report elements, such as charts, or crosstabs, in PDF format. The PDF output:

- Provides consistent layout and pagination properties between PDF and HTML output formats.
- Is high-quality with a small file size.
- Provides high-quality images for charts, and Scalable Vector Graphics (SVG) format

### Work with Excel reports

You can output reports and report elements, such as charts, or crosstabs, in Microsoft Excel 2007, Excel 2010, and Excel 2013.

When output to Excel, crosstab content is displayed as a pivot table. Users who do not have access to Interactive crosstabs can analyze the exported crosstab output using Excel. If the crosstab contains a grand total, however, the grand total in the Excel pivot table is different from the grand total in the report. In this case, do not export crosstab content as a pivot table.

### Work with interactive reports

Interactive viewer is the environment in which you view interactive reports. When you open an interactive report, interactive viewer opens in a new tab.

With interactive viewer, you can customize reports based on your needs and preferences, for example: You can do the following on reports containing up to 200 pages:













- Modify the layout of the report
- Create computed data
- Move or delete columns
- Create aggregate data
- Modify tables displaying summary information,
- Modify charts and graphs
- Modify data in crosstabs
- Rearrange data using simple menu options

**Note:** Interactive viewer operates on a document file generated from a design created in Report Studio. As a result, some properties specified at design time, such as formatting, filters, and so on, cannot be modified using interactive viewer. In interactive viewer, you can make changes to the document file, save it as a design, and edit the design.

## Interactive Viewer

In interactive viewer, select and right-click an area in the report. The context menu varies depending on the type of content selected. Options include the following:

### Icon-Label-Function

-  - **Change Text**-Change the header text, alignment, or font of the report header.
-  - **Group**-Add a group or delete an inner group as well as define page breaks before or after groups.
-  - **Freeze**- Freezes the columns to the left of the cursor while allowing the rest of the columns to scroll.
-  - **Column**- You can hide or delete columns to improve the presentation or change the order of data in a report. You can also hide duplicate data rows in a column or a group by selecting “Do Not Repeat Values” in this option. Use “New Computed Column” to add a new calculated column in the report.
-  - **Aggregation**- Create aggregate data such as sums, standard deviations, rankings, and differences.
-  - **Filter**- Often, a report or report element provides more information than you need. You can display specific rows of a report by using a filter. For example, instead of listing all employee accrual balances, you can create a filter to list only employee accrual balances under 20 hours. Filtering data helps you work effectively with large amounts of data. From the Filter option, you can choose to view only the top or bottom value or percent.
-  - **Sort**- Sort data to display report content in a more meaningful order. You can sort data in ascending or descending order, and you can sort by as many as three fields. For example, you can sort a list of employees by opening balance, then by available balance.
-  - **Alignment**- Align left, right, or center
-  - **Format**- Modify the font or copy the style.
-  - **Export Content**- You can export content to different formats: Excel, Word, PDF, PostScript, PowerPoint, or extensible HTML.
-  - **Display calculated data**- You can create calculations to count items in a warehouse or provide more complex financial data, such as tracking stock portfolio performance over time.
-  - **Analyze**- You can modify crosstabs using a tool called Interactive Crosstabs. You can add, remove, reorganize, and customize the data in a crosstab to examine relationships and trends.