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solutions



Make Your Own Report

- ▶ The ability to report in real-time on any information stored in your club's AXIS database lets users meet their changing and unique reporting requirements
- ▶ Security features prevent unauthorized users from running reports on restricted data
- ▶ Easy-to-use features let users create their own reports as needed, increasing the quality and timeliness of information used in decision-making and eliminating IT or vendor customization costs
- ▶ Flexible features let users choose, sort and format information for relevant and usable output
- ▶ A choice of output methods lets users create labels, mail merges and export files
- ▶ The ability to export data lets users analyze AXIS information using specialized PC-based tools
- ▶ Grouping reports helps automate the reporting process and reduce report duplication

With AXIS Make Your Own Report (MYOR), you can easily create user-defined ad hoc reports, labels, mailings and export files from the information stored in your club's AXIS database. Flexible formatting options let you organize report contents and customize each report's appearance according to your needs. MYOR also offers security access control and allows you to group reports that you want to generate at the same time.

Creating Reports

When users create a report, they define the report contents by specifying data selection criteria. Among others, MYOR provides the following reporting capabilities:

- To prompt a user running the report to choose certain selection criteria, the report creator can add Questions to ask.
- To organize report information according to their preferences, users can: sort report data in ascending or descending order; name and order the fields displayed in the report; and, choose a display format for each field.
- Display formats let users: generate totals by column; separate records with different fields using asterisks or subheadings; format page breaks; break reports for totals; accumulate values within a column and give an average value at the end of the report; perform calculations; and, show percentages.
- To customize the appearance of each report, users can add and format page headers and footers (optionally including page numbers and system time and date information), and specify end of report display information.
- Formatting options let users decide whether or not to display fields with detailed information, column headings, the total number of records in the report, and record identification numbers.
- Advanced formatting lets users customize the appearance of individual fields, or see shortened versions of a report.

- Scheduling options let users set up reports to run at a later time (for example, after business hours).
- Saved reports can be printed at a later time, used again, or duplicated.

Maintaining Security

MYOR offers both file and report security:

- To prevent unauthorized users from reporting on restricted information, your club can maintain security access to AXIS database files.
- To restrict access to reports, you can set up security permissions for groups or individual users. MYOR offers two levels of permissions: run only; or run, change and delete.

Choosing an Output Method

When generating an MYOR report, users can choose to view or print the report, or specify an alternative output method. Available output methods include:

- count, which counts the number of records that meet the selection criteria
- label, which prints the report to labels
- mail merge, which merges the report with a word processor document
- export, which exports the report data to a PC or UNIX file
- save-list, which saves report results for future use.

Grouping Reports

To simplify reporting, MYOR lets you group reports that users will or should run together. When a user runs the report group, AXIS generates all related reports, eliminating the need to generate each report individually. Users can:

- schedule the report group to run at a later date and/or time
- choose to run the report group as a phantom. A phantom task runs behind the scenes while the user works on other tasks. Users can log out without terminating the phantom task.

Exporting Data

The export feature exports the report data to a PC or UNIX file for use in other areas. For example, you can use the exported file in a spreadsheet package, word-processing package, with an analysis tool such as Cognos® PowerPlay®, or to email another user.