7. PRODUCING REPORTS

7.1 Introduction

Toy Tracker allows you to work with your data by querying the database. You can select how you output the results of your queries to print paper reports, display the results on screen, or export the data for further analysis.

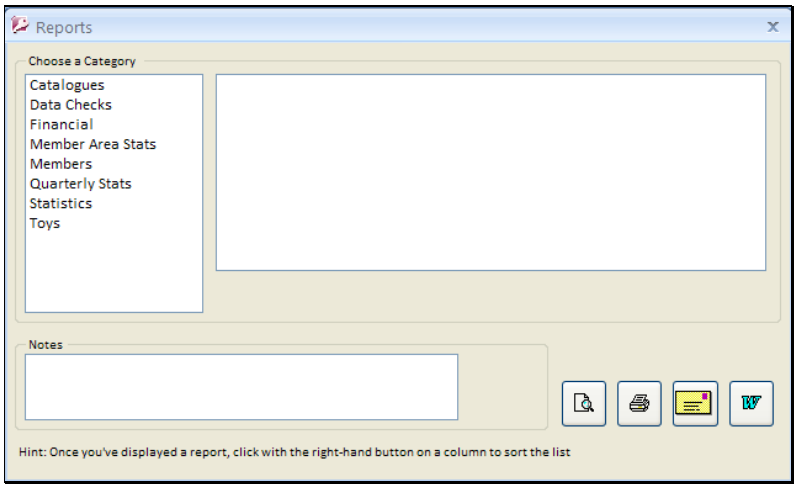
7.2 Producing reports

You produce reports by querying the database and displaying the results on screen or on paper. The available reports are organised into categories to make selection easier.

To generate a report:

1. Select option 7, *Query & Analyse Toy Library Data*, from the Main menu.

   The Reports screen is displayed.

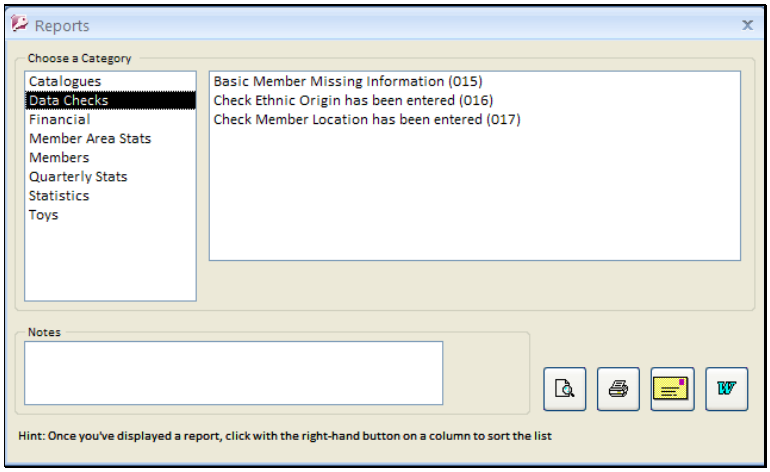


   A list of report categories is displayed on the left-hand side of the screen.

> ☞ Refer to Section 4.8.4, Printing compact versions of the toy catalogue, for details of the Catalogue reports that you can produce.

2. Click a report category to display the list of available reports within that category on the right-hand side of the screen.

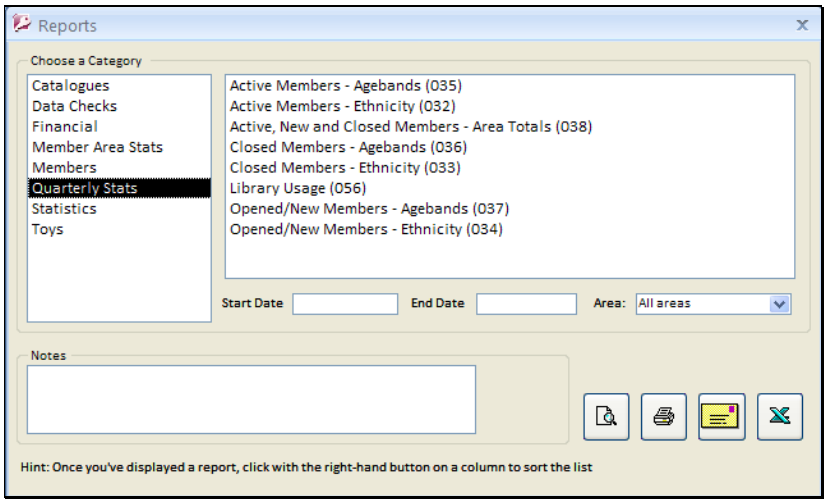
The Data Checks category of reports enable you to check the integrity of your data, to see where information is missing, omitted or correct. Use these reports to ensure your statistics are in good order.



3. Click the required report name.

> *Double-clicking on the report name automatically sends the output to the screen.*

For some reports you need to provide further information to select the appropriate data for inclusion in the report. These are the parameters of the report. The parameters required depend on the report requested. For example, if you want to produce a Quarterly Stats report, then the parameters you must provide are the start and end dates and areas to include:

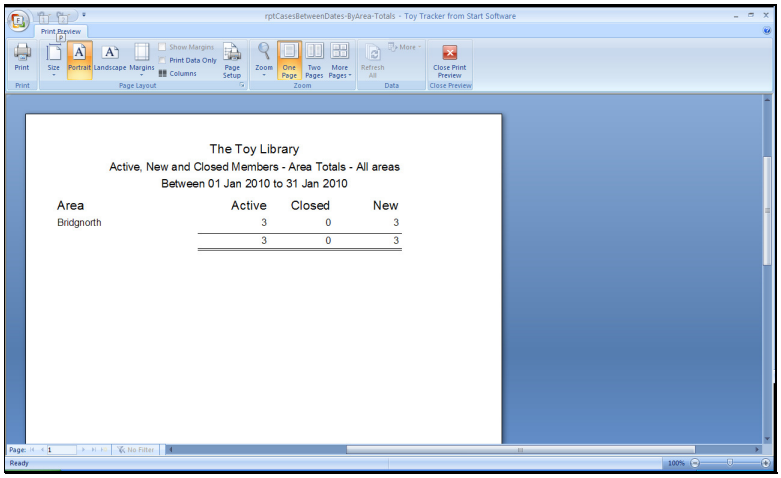


> *The Quarterly Stats report entitled 'Library Usage' is the periodic report that provides the details required for funding submissions.*

4. Specify any parameters requested.

5. Click one of the four buttons in the bottom right-hand corner of the screen to specify whether to output the report to:
   - – screen
   - – printer
   - – email
   - – Microsoft® Excel® spreadsheet (or Word® document if appropriate).

   Toy Tracker generates your report. The following example shows a report output to the screen.



7.3 Exporting data for further analysis

To analyse your data further, you can export the data to Microsoft Word or Excel and manipulate it as required.

To export the data:

1. Query the database by selecting a report category and report name.

> ☞ Refer to Section 7.2, Producing reports, for details on how to query the database.

2. Select the Word or Excel button to display the output in the appropriate application.

> *Either the Word or Excel button is displayed depending on the type of output produced by the query.*

3. Manipulate the data further in the selected application as required.