

Creating an Adhoc Report

For a video tutorial of this section, see the following:

- <https://www.youtube.com/watch?v=TBTaByPvDkA>
- <https://www.youtube.com/watch?v=M4mCnVLiXpQ>

<https://www.youtube.com/watch?v=Tuh9VrdmASQ>

After you publish your Universe as a template, you can create useful reports.

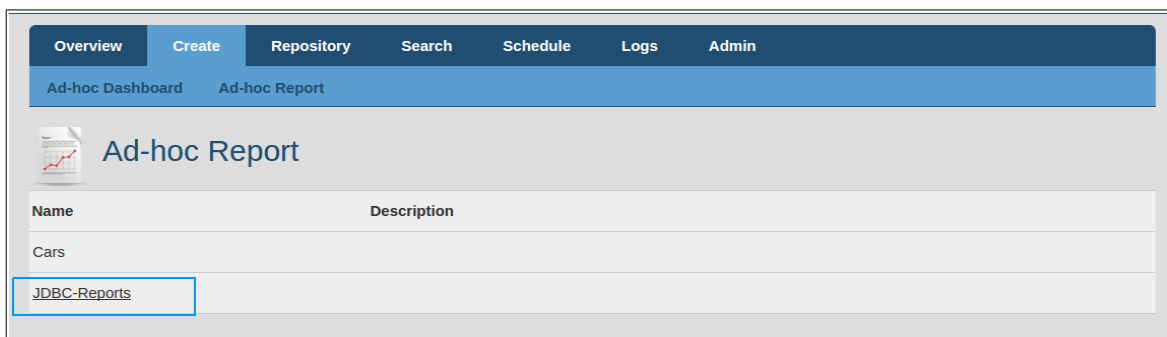
This section walks you through creating a simple report.

To create a report:

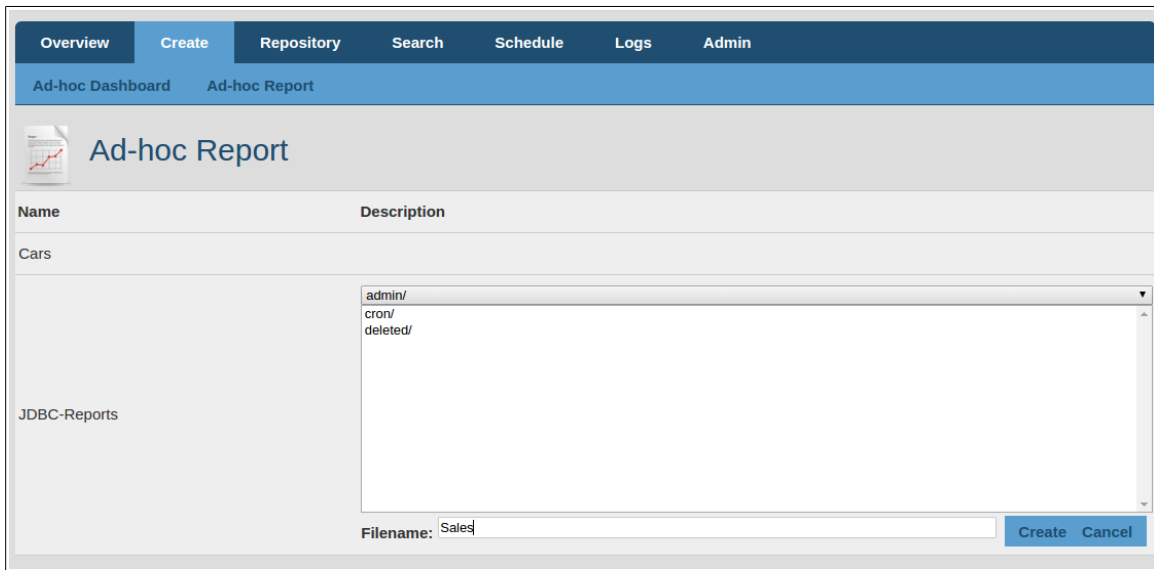
1. Login to the web application.

Navigate to **http://<host>:8080/elx/** to view the Elixir Ambience Web Console. Type the domain name (for example, “eno”, “foxx”, etc) and the appropriate user name and password to sign in.

2. Click **Create - Ad-hoc Report** and then click the relevant universe - in this example JDBC-Reports as shown:



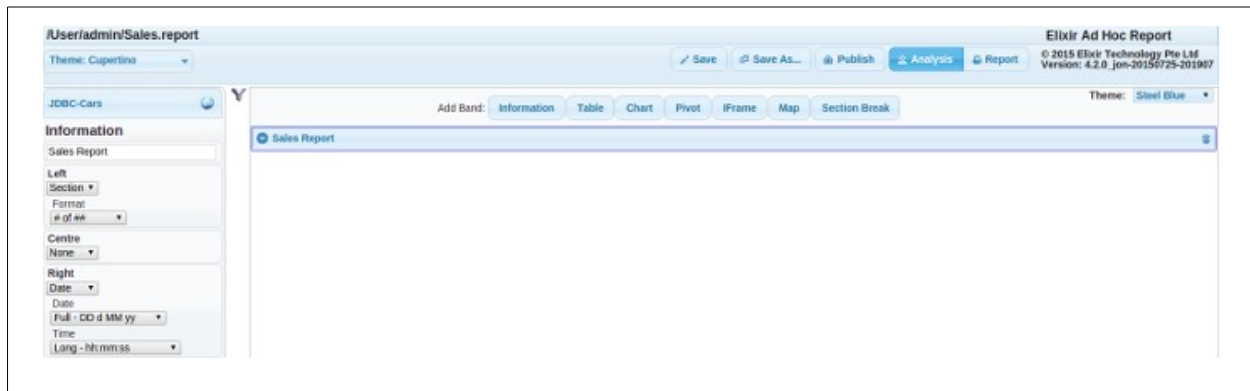
3. Select a location in the repository from the drop-down list, as shown. Enter the file name and click **Create**.



- The system creates a blank report, and opens it in a new browser tab as shown.



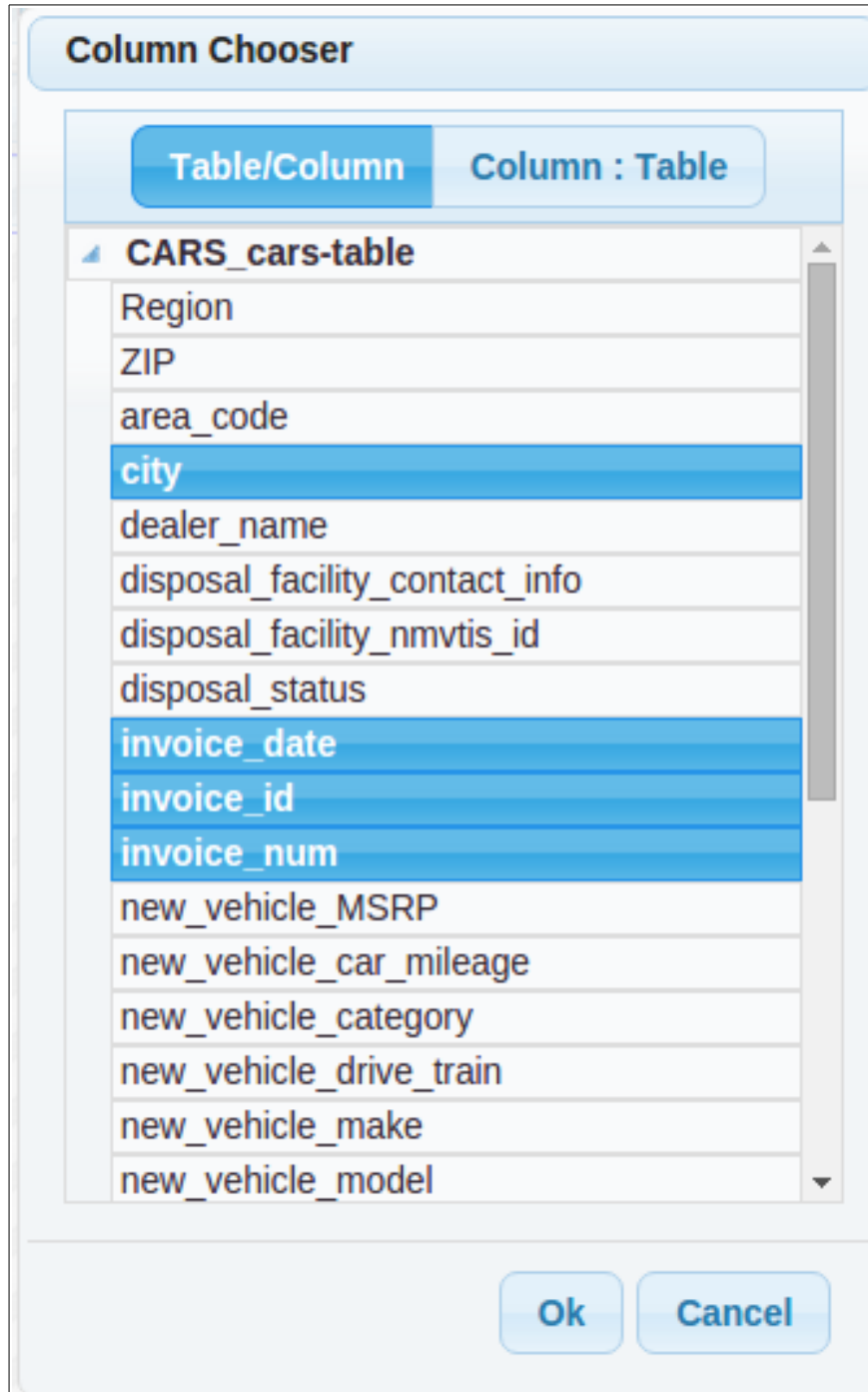
- Click the Information band and enter a title. Select the page number to be on the left, and the date and time to be on the right side of the page, as shown.



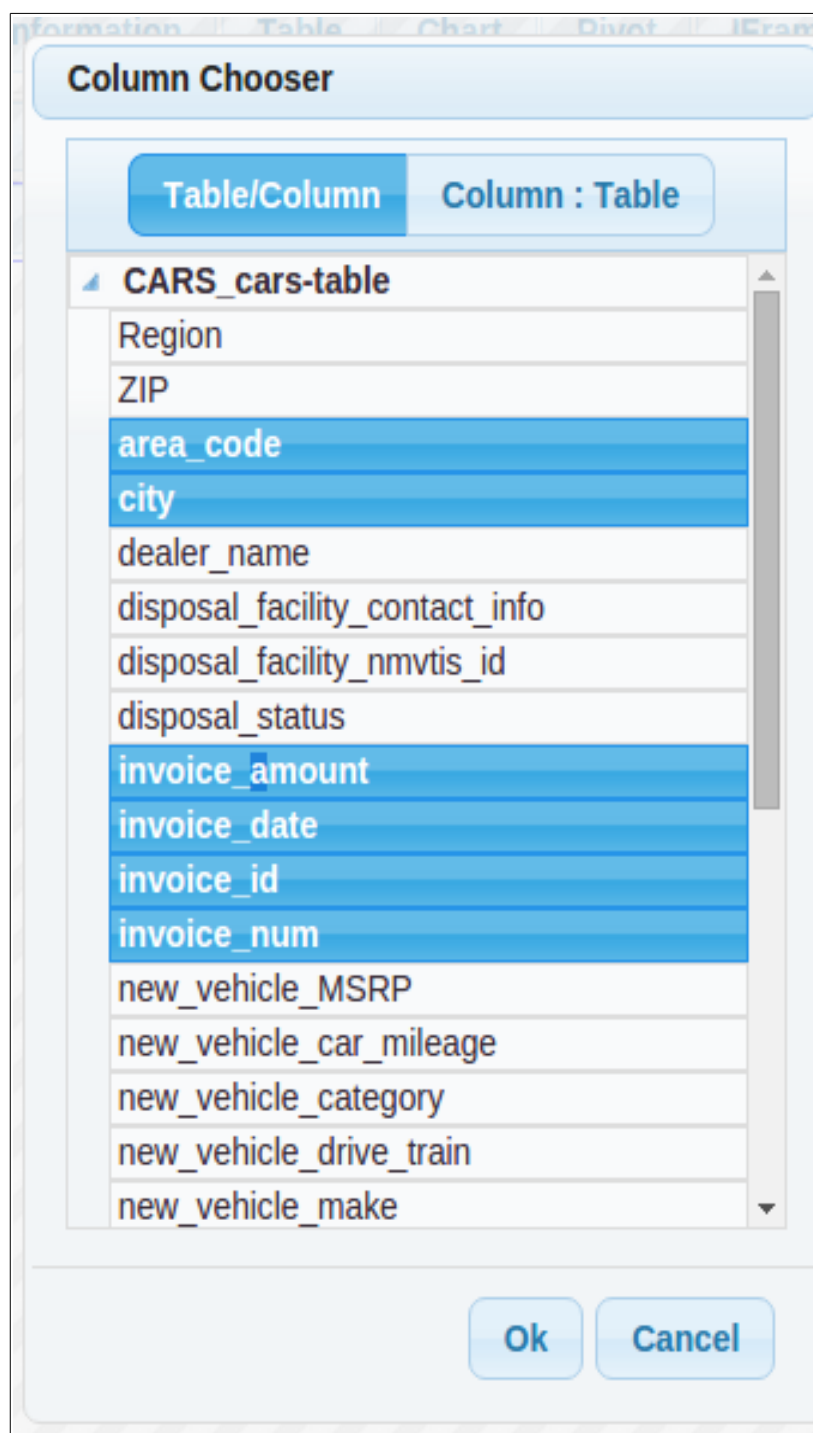
- Click the Table Band and enter a title as shown.



7. Click the Add Column icon (+ sign) under Groups and select the Groups for display, as shown:



8. Click the Add Column icon (+ sign) under Fields and select the Fields for display, as shown:



9. Click **Report** on the main toolbar to preview your report, as shown:

Sales Report (0 search criteria defined)

Search

city

- Abbeville
- Aberdeen

Invoice_date

- 2009-07-27

city	dealer_name	area_code	invoice_amount	invoice_date	new_vehicle_year
ABERDEEN	CHRYSLER CENTER INC	605	4500.00	2009	Ram 1500 Pickup 4WD
- 2009-07-28
- 2009-07-30
- 2009-07-31

10. Click **Save** to save your report.