

Reporting Tips and Techniques

General Tips

- Some clients consider query results displayed in a form to be reports so make sure that would not be a better fit.
- Printing queries from Access Web Apps
 - Change Print settings to Shrink to Fit and Landscape
 - Use custom view page, not default like **viewer.aspx?Page=[ViewName]**
- Set the report caption to display a friendly name to the user.
- Consider setting the NoData event to display a message instead of an empty report.
- If you are using a filter in your report, display it on the report.
- Pay attention to the colored error indicator at top left corner in design mode.



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Techniques for Filtering Data

- Display unbound filter Form before report, build WHERE clause to use in calling report
- Use a Parameter query for RecordSource of report



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Grouping and Sub Reports

- Grouping can sort records by category and display subtotals
- Sub reports can display related information
 - Page Header labels do not work in sub report – you must use group header area for labels instead.
 - Usually best to remove fields and minimize headers and footers for sub reports
 - Often helpful to set Can Shrink for sub report detail and subreport control to Yes
 - Also set sub report Auto Resize to No
 - May want to set scroll bars for sub report to Neither
 - May want to set top and left padding of subreport control to 0
 - May want to set Alternate Row Color for both main report and sub report to No Color
 - If a sub report has no data, it automatically will not print
 - If you have a label to the subreport control, you can use the main form's detail, OnPrint event to set the Visible property of the label to the value of the subreport.HasData property



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Sub Reports

- If you are opening reports in the default Report View this event will not fire. The only events that fire in ReportView are:
 - On Open
 - Report Open
 - Report Load
 - Report Activate
 - Report Got Focus
 - Detail Paint
 - On Close
 - Detail Paint
 - Report Unload
 - Report Lost Focus
 - Report Deactivate
 - Report Close



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Resources

Maria Barnes
Barnes Business Solutions, Inc.
mbarnes@BarnesBusinessSolutions.com
630-715-4452
@mbarnesatbbs

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