



**Report Writer allows distributors to quickly and easily customize their FACTS data files in more useful formats.**

## FACTS Data Sheet: Report Writer

Now more than ever, distributors need customized reporting capabilities, quickly and easily. FACTS Report Writer is a powerful and flexible report writing and data analysis solution. Although Report Writer is specifically designed to be easy-to-use for non-technical people, it has the robust power and detailed functionality that experts demand.

**Creating Reports** uses the FACTS data dictionary to provide extensive access to FACTS data files:

- Links between related files are established out-of-the-box for your convenience
- Custom data files are supported through custom dictionary maintenance
- Records can be printed side-by-side for standard reports, even when sub-totals are needed
- Data can be selected and sorted or exported into a variety of formats for further analysis, charting, mail merges, etc.
- Control the contents of the report at print time with run-time replacements
- Data may be exported into industry standard text formats or exported straight to Excel
- Any report that has been saved can be re-executed or edited
- Data can be placed at any column and line position
- Create labels with up to 9 columns

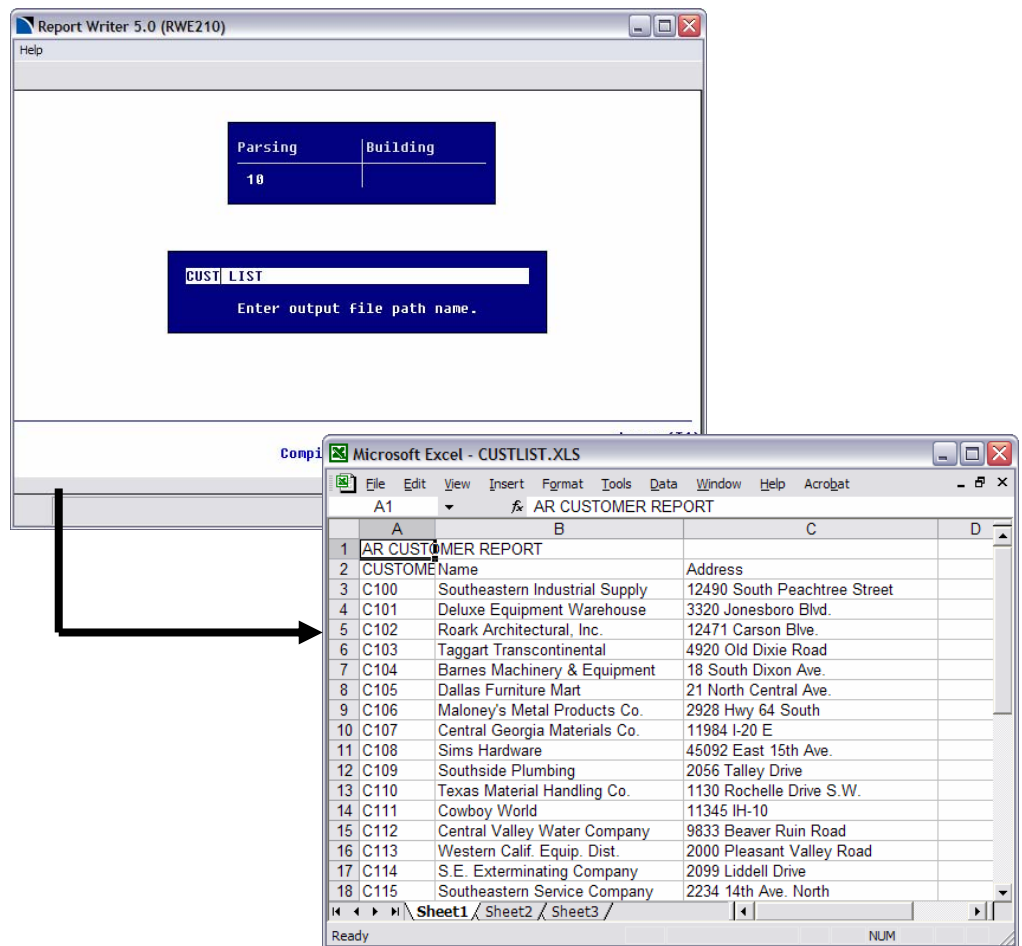
**Security**, as with any function in FACTS, Report Writer has user-level security to guard sensitive data. Security is provided through access and user levels while file definitions include a numeric access levels to prevent unauthorized access to sensitive files.

➔ BUSINESS OBJECTIVE:

Drive and manage the information from FACTS into reports that will allow distributors to leverage their key business information.

**Report Elements** can be manipulated to do more than simply deposit data into a report:

- Records can be selectively printed by using simple relational expressions or more complex expressions which filter the records based on several expressions connected with AND or OR
- Numeric fields can generate automatic totals or subtotals, averages and percentages or set to print column maximums and minimums
- Begin/End Keywords allow specification of a range for records that are processed in the primary or alternate sort file
- Reports can contain data from up to 99 related files and can reference fields – even those not defined in the main report file – from related subsidiary files
- Reports can automatically print the number of records at subtotal and report total points
- Text fields can be set to force upper, lower, proper case or no case conversion, with various date formats are available



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