



# ORACLE OpenAir Report Management and Editor Software User Guide

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Quickly Find the Right Reports and Build New Reports with the Report Management and Editor

<p>HOW DOES THE REPORT MANAGER AND EDITOR WORK?</p> <ul style="list-style-type: none"><li>• The Report Manager is a search and preview interface that helps you find Saved Reports or Templates</li><li>• The Report Editor lets you select the dimensions and measures you need to build exactly the report you want.</li><li>• Use the Report Editor to preview and run reports, all in one interface.</li></ul>	<p>WHAT CAN THE REPORT MANAGER AND EDITOR DO FOR ME?</p> <ul style="list-style-type: none"><li>• Save you time when locating existing reports or templates</li><li>• Provide you with an intuitive way to build new reports easily</li><li>• Visualize your reports before you run them, so you know exactly what you are getting.</li></ul>
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Search for Saved Reports and Templates	Customize Your Reports and Filters	Run the Report
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Quickly search for reports and templates which meet your needs. Located under Reports > Management

Click the "New" or "Edit" button here to enter the Report Editor and customize your report!

**Template specification (Templates only)** – provides additional information about the selected template

[illegible]

[See a layout preview of the template or saved report here](#)

**Note:** Advanced Reports are not currently supported in Report Management or the Report Editor

See the [OpenAI Admin Guide](#) for more details

## Report Editor – Crosstabled Reports

Quickly create and edit reports using drag-and-drop functionality

The screenshot shows the Honeycomb Report Editor interface. The top navigation bar includes 'Management', 'Advanced', 'Saved reports', 'Status', and 'Options'. The user 'Marie Potter - Project manager' is logged in. The report is titled 'Untitled' and is a 'Crosstabled > Account-wide > by Company' report. The interface is divided into several sections: 'Dimensions' (Available sub-totals), 'Rows' (Selected sub-totals), 'Columns', and 'Measures' (Available values). The 'Dimensions' section lists various categories like Agreement, Billable receipt, Billing rule, Booking, Booking type, Change projection, Change stage, Change type, Client, Client owner, Cost center, Customer PO, Department, Employee's Status, Expense item, and Invoice. The 'Rows' section lists Company, Project manager, Project, and Employee. The 'Columns' section lists Date (Monthly) and Measure names (2). The 'Measures' section lists Projects - Project billing (GBP), Projects - Project billing (CAD), Projects - Project billing (AUD), Projects - Project billing hours, and Projects - Project billing (USD). The 'Run' and 'Preview' buttons are visible. The 'Save' button is also present. The 'Date range' is set to '3 Monthly periods ending today'. The 'Project stage' is set to 'Project stage (4)'. The 'Administrative Proposed Action Template' is also visible.

Drag existing row and column elements to rearrange them.

Preview your report with one record, or run it with all records.

Click here to add filters limiting which data is reported.

Save the report

Search for dimensions and measures. Point to **Dimensions**, **Measures**, or **Rows** to see a symbol legend.

Click or drag dimensions to rows and measures to columns.

View your report on the same screen as the editor.

**Note:** Advanced Reports are not currently supported in Report Management or the Report Editor

See the [OpenAir Admin Guide](#) for more details

## Report Editor – Crosstabbed Reports

Quickly create and edit report using drag-and-drop functionality

Measure and Dimension Icons	
Icon	Description
	Dimension - text
	Dimension - hierarchy
	Measure - count, total
	Measure - calculated from days
	Measure - calculated from hours
	Measure - custom calculation
	Available dimensions and measures
	Selected dimensions, dates, and filters
	Selected measures

  

Action Icons for Modifying Dimensions or Measures	
Icon	Description
	Add dimension
	Modify dimension
	Delete dimension
	Add filters to dimension
	Suppress dimension
	Suppress total

Click here to name your report (default is "Untitled").

Click here to select a new report template.

Show or hide editor elements, or click "Settings" for more customization.

**Note:** Advanced Reports are not currently supported in Report Management or the Report Editor

See the [OpenAir Admin Guide](#) for more details

## Report Editor Screen – Tabular Reports

Create and edit tabular reports and convert to a crosstabbed-like layout

The screenshot shows the Honeycomb Report Editor interface. Callouts point to various features:

- Check the Rollup box to convert your tabular report to one resembling a crosstabbed layout. Attributes are converted to dimensions and measures.** (Points to the 'Rollup' checkbox)
- Drag existing elements to rearrange them.** (Points to the 'Columns' list)
- Preview your report with one record, or run it with all records.** (Points to the 'Run' and 'Preview' buttons)
- Click here to add filters limiting which data is reported.** (Points to the 'Filters' button)
- Save the report** (Points to the 'Save' button)
- Click here to name your report (default is "Untitled").** (Points to the 'Untitled' title)
- Search for Attributes. Point to Attributes to see a symbol legend.** (Points to the 'Attributes' search bar)
- Click or drag attributes to columns here. Drag existing elements to rearrange them.** (Points to the 'Columns' list)
- View your report on the same screen as the editor.** (Points to the 'View' button)

**Note:** Advanced Reports are not currently supported in Report Management or the Report Editor

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