

ILEARNOREGON

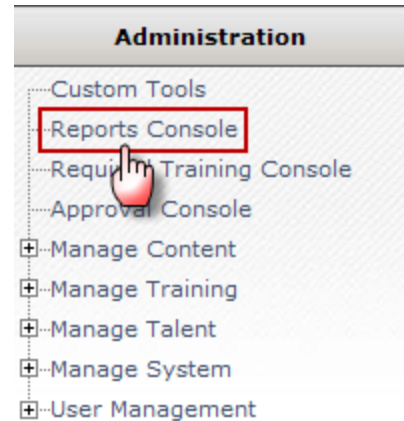
HOW TO RUN A REPORT

This job aid provides you with the minimum steps that you need to take in order to run the Training Progress by User, Training Progress by Content, and Organization Report - Training Progress reports.

Organization Report – Training Progress Report

To run the Organization Report – Training Progress report in iLearnOregon you need to complete the following steps:

1. Click ***Administration***.
2. Click ***Reports Console***.

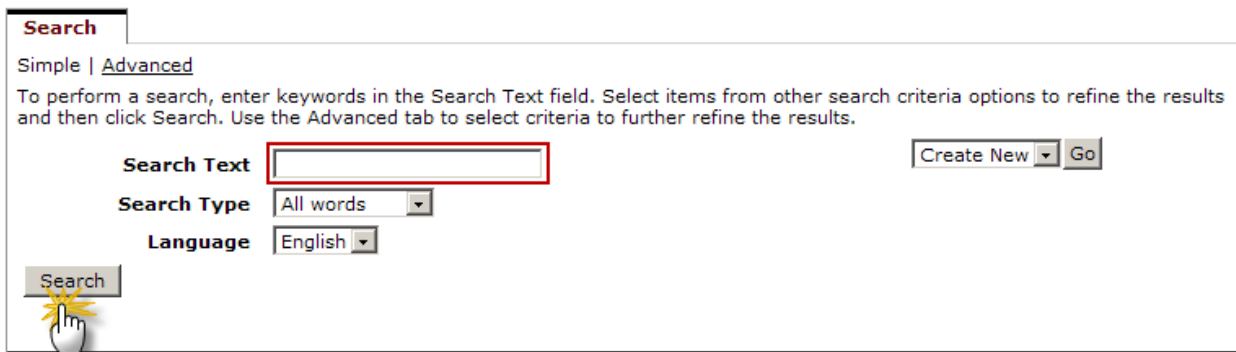


3. From the Reports Console page type in ***Organization Report - Training Progress*** in the Search Text field.
4. Click ***Search*** to search for the report.

Reports Console



Manage and run standard reports. Create, manage and run custom reports.

A screenshot of the 'Search' interface in the Reports Console. It features a 'Search' tab, a 'Simple | Advanced' link, and instructions: 'To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.' The form includes a 'Search Text' input field (highlighted with a red box), a 'Search Type' dropdown menu set to 'All words', and a 'Language' dropdown menu set to 'English'. There is a 'Create New' dropdown and a 'Go' button. A 'Search' button is located at the bottom left, with a mouse cursor clicking on it.

ILEARNOREGON

HOW TO RUN A REPORT

- Find the report and click on *Select* in the Action menu.
- Click *Go* to access the Run Report page.

Search

Simple | [Advanced](#)

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

Search Text:

Search Type:

Language:

Records found: 1

		Title	Type	Action
		Organization Report - Training Progress <i>The report enables Administrators and Organization Managers to view online course, classroom course,...</i>	Standard	<input type="button" value="Select"/> <input type="button" value="Go"/>

- Select the checkbox next to your agency by expanding the State of Oregon organization.
- Select *Include sub-organizations* to get all of your divisions, units, etc.

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Organization Other, Non State Employees
 State of Oregon

Include sub-organizations

User Activity

Progress Status

Training Type Classroom
 Curriculums
 Online
 Test

Start Date Month Day Year 12:00 AM

End Date Month Day Year Midnight

Records (per page)

Layout

ILEARNOREGON

HOW TO RUN A REPORT

9. For User Activity, select if you want only *active* or *inactive* users. Otherwise, leave blank and you will get all users.

Watershed Enhancement Board
 Youth Authority, Oregon
 Include sub-organizations

User Activity Active
Progress Status Inactive
Training Type
 Curriculums
 Online
 Test

Start Date Month [] Day [] Year [] 12:00 AM
End Date Month [] Day [] Year [] Midnight
Records (per page) 25
Layout Default

Run Report

10. For Progress Status, select if you want the report to show users that *Completed*, *Enrolled*, or *Started* the content item. Otherwise, leave blank and you will get all progress statuses.

Youth Authority, Oregon
 Include sub-organizations

User Activity Active
Progress Status Completed
Training Type
 Online
 Test

Start Date Month [] Day [] Year [] 12:00 AM
End Date Month [] Day [] Year [] Midnight
Records (per page) 25
Layout Default

Run Report

ILEARNOREGON HOW TO RUN A REPORT

11. For Training Type, select if you want the report to show *Classroom*, *Curriculums*, *Online*, or *Tests*.
12. Select start and end dates if you would like to limit you results.
13. Select *Run Report*.

Youth Authority, Oregon

Include sub-organizations

User Activity

Progress Status

Training Type


- Classroom
- Curriculums
- Online
- Test

Start Date 12:00 AM

End Date Midnight

Records (per page)

Layout



14. A new pop-up window will display with the report.

ILEARNOREGON

HOW TO RUN A REPORT

15. You can print or export the report to Excel, PDF, or XML.

Organization Report - Training Progress

[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)


[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)

Selected Report Criteria

Report Date: Thursday, February 24, 2011
Organization: Administrative Services, Department of
Include Sub-Organizations?: Yes
User Activity: All
Progress Status: All
Training Type: Classroom
Date Range: 1/1/2011 - 1/29/2011
Report Layout: Default
Report Layout:

Report Results

Total Records: 104
Total Users in Organization(s): 880
Users with Progress Status: 71
Total Courses: 33



Data Table

<< < Page 1 of 2 > >>

#	Last Name	First Name	Content Title	Enroll Date	Start Date	Complete Date	Progress Status	Score	Report
1	Manager	Manager	DAS - HRSD - Fast Start in Project Management	1/7/2011			Enrolled		<div style="border: 1px solid #ccc; padding: 2px;"> Course Statistics </div> Go

ILEARNOREGON HOW TO RUN A REPORT

Training Progress By Content Report

To run the Training Progress by Content report in iLearnOregon you need to complete the following steps:

1. Click *Administration*.
2. Click *Reports Console*.



3. From the Reports Console page type in *Training Progress by Content* in the Search Text field.
4. Click *Search* to search for the report.

Reports Console



Manage and run standard reports. Create, manage and run custom reports.

A screenshot of the 'Search' interface within the Reports Console. The interface has a 'Search' tab selected. Below the tab, there are two links: 'Simple' and 'Advanced'. A paragraph of text explains the search process: 'To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.' Below this text are three input fields: 'Search Text' (with a red box around it), 'Search Type' (set to 'All words'), and 'Language' (set to 'English'). To the right of these fields are 'Create New' and 'Go' buttons. At the bottom left, there is a 'Search' button with a hand cursor clicking on it.

ILEARNOREGON

HOW TO RUN A REPORT

- Find the report and click on *Select* in the Action menu.
- Click *Go* to access the Run Report page.

Search

Simple | [Advanced](#)

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

Search Text Create New Go

Search Type

Language

Search

Records found: 1

		Title	Type	Action
		Training Progress by Content <i>This report enables Administrators and Organization Managers to search for an online course, classro...</i>	Standard	Select Go

- Enter the name of the content item in the Search Text field.
- Select either *Classroom*, *Curriculum*s, *Online*, or *Tests* for the type of training.
- Click *Search*.

Training Progress by Content

Search

Search for courses to view information about the course and students who have started the course.

Search Text

Search Type

Training Type

- Classroom
- Curriculum
- Online
- Test

Search

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HOW TO RUN A REPORT

10. The search results will display. Click the *radio button* next to the item you want to run the report for.
11. Click *Select*.

Search

Search for courses to view information about the course and students who have started the course.

Search Text

Search Type

Training Type

Classroom

Curriculums

Online

Test

Records found: 2

	Title	Type
<input type="radio"/>	DAS - HRSD - Family and Medical Leave <i>The purpose of this online course is to provide state manager's with an overview of the Federal and ...</i>	Online
<input type="radio"/>	DAS - HRSD - Family and Medical Leave <i>This online course provides state manager's with an overview of the Federal and Oregon Family and Me...</i>	Online

12. Enter in your report parameters.
13. Select *Run Report*.

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Title DAS - HRSD - Family and Medical Leave

Training Type SCORM 1.2

Organization

Other, Non State Employees

State of Oregon

Include sub-organizations

User Activity

Progress Status

Start Date 12:00 AM

End Date Midnight

Records (per page)

Layout

ILEARNOREGON

HOW TO RUN A REPORT

14. You can print or export the report to Excel, PDF, or XML.

Training Progress by Content

[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)

[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)

Selected Report Criteria

Report Date: Thursday, February 24, 2011
Title: DAS - HRSD - Family and Medical Leave
Training Type: Online
Organization: State of Oregon
Include Sub-Organizations?: Yes
User Activity: Active
Progress Status: All
Date Range: 1/1/1997 - 2/24/2011
Report Layout: Default
Report Layout:

Report Results

Total Users: 65

- + **Data Table**

<< < Page of 3 > >>

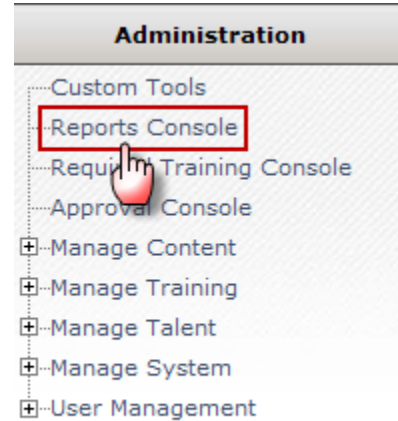
#	Last Name	First Name	Enroll Date	Start Date	Complete Date	Progress Status	Score	Report
1			2/2/2011	2/2/2011	2/2/2011	Completed	100	User Progress ▼ Go

ILEARNOREGON HOW TO RUN A REPORT

Training Progress By User Report

To run the Training Progress by User report in iLearnOregon you need to complete the following steps:

1. Click *Administration*.
2. Click *Reports Console*



3. From the Reports Console page type in *Training Progress by User* in the Search Text field.
4. Click *Search* to search for the report.

Reports Console



Manage and run standard reports. Create, manage and run custom reports.

A screenshot of the 'Search' interface within the Reports Console. The interface has a 'Search' tab selected. Below the tab, there are two options: 'Simple' and 'Advanced', with 'Advanced' being selected. A text box explains: 'To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.' There are three input fields: 'Search Text' (with a red box around it), 'Search Type' (set to 'All words'), and 'Language' (set to 'English'). To the right of the 'Search Text' field are 'Create New' and 'Go' buttons. A 'Search' button is located at the bottom left, with a mouse cursor clicking on it.

ILEARNOREGON

HOW TO RUN A REPORT

- Find the report and click on **Select** in the Action menu.
- Click **Go** to access the Run Report page.

Search

Simple | [Advanced](#)

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

Search Text: Create New Go

Search Type:

Language:

Records found: 1

		Title	Type	Action
		Training Progress by User <i>This report allows Administrators and Organization Mangers to select a user and view their online co...</i>	Standard	Select Go

- Enter the **Last Name** of the user you are searching for.
- Click **Search**.

Training Progress by User

Search

To perform a search for a user, either select their organization or type their last or first name in the appropriate fields (or use a combination of the three options) and then click Search. Click the button next to the user for which you want to run a report, and click Select.

Organization: Other, Non State Employees
 State of Oregon
 Include sub-organizations

Last Name:

First Name:

ILEARNOREGON

HOW TO RUN A REPORT

- From the search results, click the check box next to the name of the user.
- Click *Select*.

Search

To perform a search for a user, either select their organization or type their last or first name in the appropriate fields (or use a combination of the three options) and then click Search. Click the button next to the user for which you want to run a report, and click Select.

Organization Other, Non State Employees
 State of Oregon
 Include sub-organizations

Last Name

First Name

Records found: 3

	Last Name	First Name
<input type="checkbox"/>	Meng	Brandy

- Enter in your report parameters.
- Select *Run Report*.

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Name Brandy Meng

Progress Status

Training Type Classroom
 Curriculums
 Online
 Test

Start Date 12:00 AM

End Date Midnight

Records (per page)

Layout

ILEARNOREGON

HOW TO RUN A REPORT

13. You can print or export the report to Excel, PDF, or XML.

Training Progress by User

[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)

[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)

Selected Report Criteria

Report Date: Thursday, February 24, 2011

User Name: Brandy Meng

Progress Status: All

Training Type: All

Date Range: 1/1/1997 - 2/24/2011

Report Layout: Default

Report Layout:

Report Results

Total Records: 68

Enrolled: 1

Started: 23

Completed: 44

Average Score:



- + **Data Table**
 << < Page 1 of 3 > >>

#	Last Name	First Name	Content Title	Enroll Date	Start Date	Complete Date	Progress Status	Score	Report
1	Meng	Brandy	CCWD - Working In Woods Units 1-16	3/31/2010	3/31/2010		Started		Details Go

ILEARNOREGON HOW TO RUN A REPORT

Analysis Grid

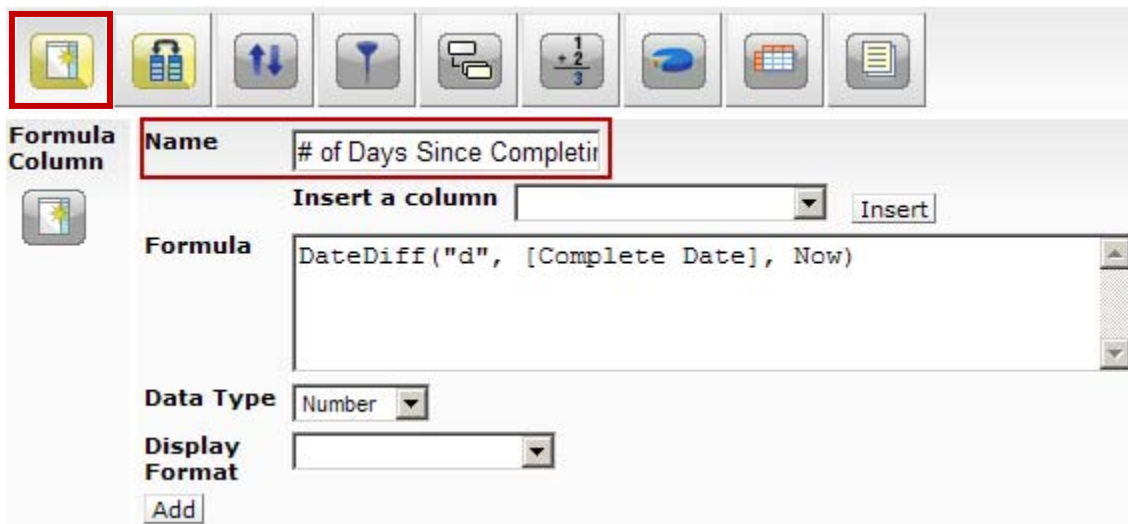
This section will cover how to use the Analysis Grid which allows you to modify your report data. The options available on the Analysis Grid are the same for all three reports.

Formula Column

A Formula Column is an extra column based on the results of a formula. Formulas are expressions made up of columns, constants, functions, and operators. Columns are values that come from the data. The names are enclosed in square brackets, like [CourseTitle]. Depending on the data type, it may be used as text strings, numbers, and date/time values.

To get help with other formulas click on the Formula Help icon [Formula Help](#) in the report for more information.

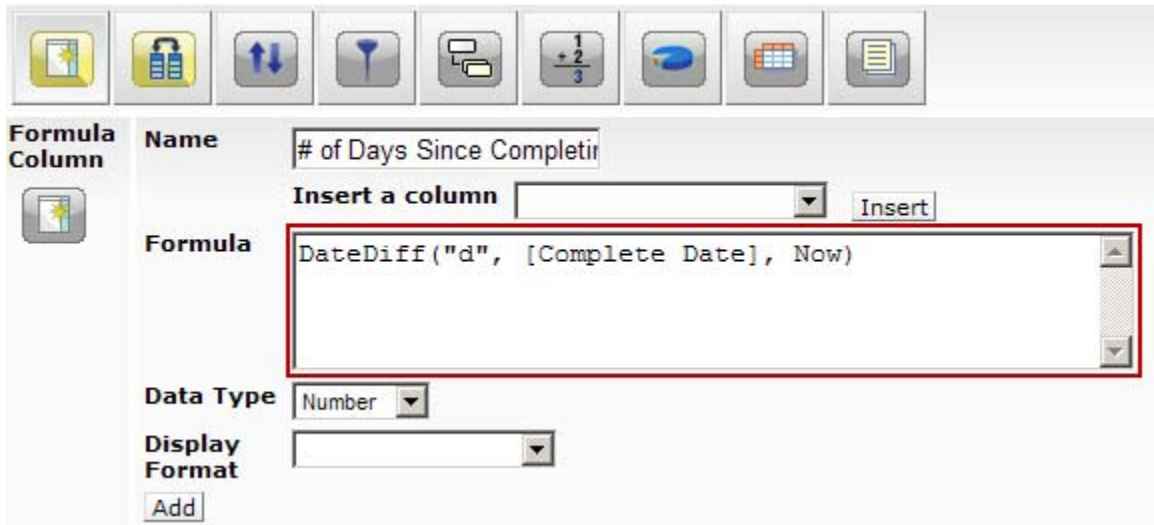
1. Click on the *Formula Column* icon.
2. In the *Name* field put in a title for the new column.



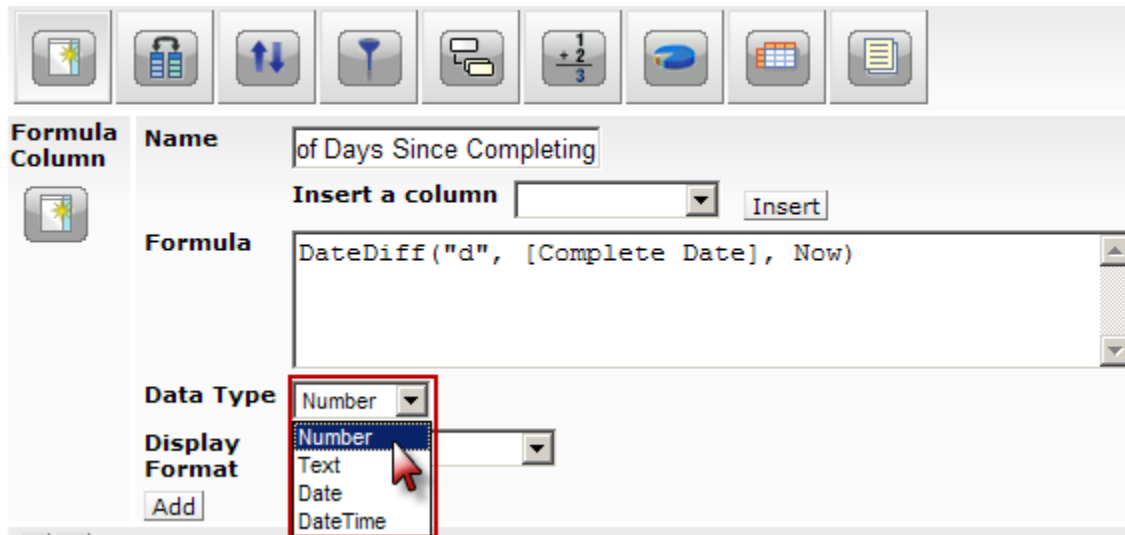
The screenshot shows the 'Formula Column' configuration dialog box. At the top, there is a toolbar with several icons, including a yellow icon with a green plus sign, which is highlighted with a red box. Below the toolbar, the dialog box has a 'Name' field containing '# of Days Since Completir', also highlighted with a red box. To the right of the 'Name' field is an 'Insert a column' dropdown menu and an 'Insert' button. Below the 'Name' field is a 'Formula' text area containing 'DateDiff("d", [Complete Date], Now)'. Below the 'Formula' field is a 'Data Type' dropdown menu set to 'Number'. Below the 'Data Type' field is a 'Display Format' dropdown menu. At the bottom left of the dialog box is an 'Add' button.

ILEARNOREGON HOW TO RUN A REPORT

3. In the *Formula* field put in the formula. To get formulas click on the formula help icon.



4. Under *Data Type* select the appropriate type for the formula.



ILEARNOREGON HOW TO RUN A REPORT

- Under *Display Format* select the appropriate format for the formula.
- Click *Add*.

Formula Column

Name: of Days Since Completing

Insert a column: [] Insert

Formula: DateDiff("d", [Complete Date], Now)

Data Type: Number

Display Format: []

Add

Data Table

#	First Name	Content Title	Enroll Date	Sta
1	Meng	Brandy	CCWD -	3/31/2010 3/3

- The updated report displays. Notice that the first content item has a ?, because when you look at the complete date column it shows that the user didn't complete the course.

Formula Column

Name: # of Days Since Completing

Insert a column: [] Insert

Formula: DateDiff("d", [Complete Date], Now)

Data Type: Number

Display Format: []

Add

Formula Columns:

- # of Days Since Completing DateDiff("d", [Complete Date], Now) Replace... Remove...

A Formula Column is an extra column based on the results of a formula.

Note: If the column you add is blank or displays a question mark (?), try the following:

1. Make sure you selected the correct data type.
2. Make sure you selected the correct display format (not needed for text values).
3. Make sure you used the correct function. See Formula Help for more information.
4. Check the column name as they are case sensitive.

[Formula Help](#)

Data Table

Page 1 of 3

#	Last Name	First Name	Content Title	Enroll Date	Start Date	Complete Date	Progress Status	# of Days Since Completing
1	Meng	Brandy	CCWD - Working In Woods Units 1-16	3/31/2010	3/31/2010		Started	?
2	Meng	Brandy	CCWD - Working in Woods: Unit 05 - Panel Products	3/31/2010	3/31/2010	3/31/2010	Completed	330

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Layout

You can show and hide columns.

1. Click on the *Layout* icon.
2. *Check* or *uncheck* the boxes for the columns.
3. Click *OK*.

Layout	Column Order	Visible
	◀▶ #	<input checked="" type="checkbox"/>
	◀▶ Last Name	<input checked="" type="checkbox"/>
	◀▶ First Name	<input checked="" type="checkbox"/>
	◀▶ Content Title	<input checked="" type="checkbox"/>
	◀▶ Enroll Date	<input checked="" type="checkbox"/>
	◀▶ Start Date	<input checked="" type="checkbox"/>
	◀▶ Complete Date	<input checked="" type="checkbox"/>
	◀▶ Progress Status	<input checked="" type="checkbox"/>
	◀▶ Score	<input checked="" type="checkbox"/>
	◀▶ Job Title	<input type="checkbox"/>
	◀▶ Manager	<input type="checkbox"/>
	◀▶ Email Address	<input type="checkbox"/>
	◀▶ Organization	<input type="checkbox"/>
	◀▶ State	<input type="checkbox"/>
	◀▶ Activity	<input type="checkbox"/>
	◀▶ Training Type	<input type="checkbox"/>
	◀▶ Course Number	<input type="checkbox"/>
	◀▶ Course Provider	<input type="checkbox"/>
	◀▶ Duration	<input type="checkbox"/>
	◀▶ Credit Type	<input type="checkbox"/>
	◀▶ Credit Value	<input type="checkbox"/>
	◀▶ Total Cost	<input type="checkbox"/>
	◀▶ Report	<input checked="" type="checkbox"/>
	◀▶ Email	<input checked="" type="checkbox"/>

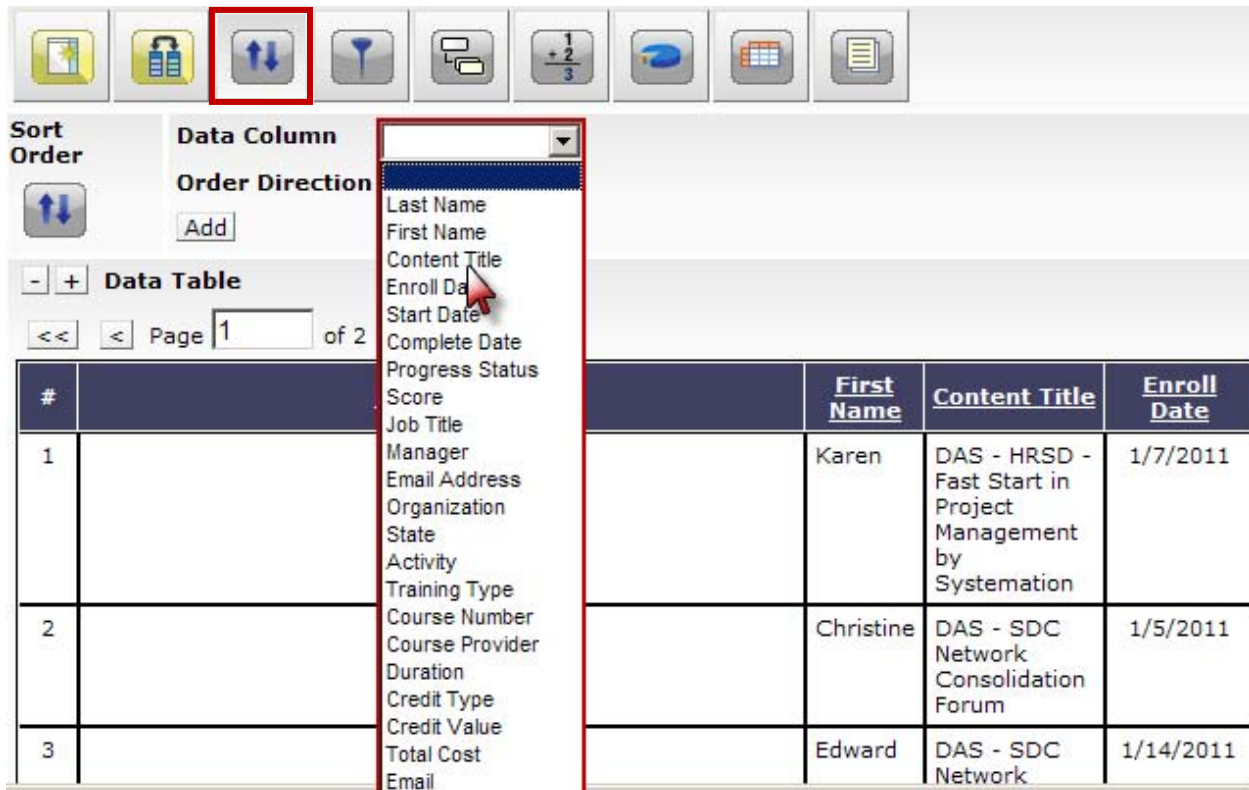
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HOW TO RUN A REPORT

Sort Order

You can sort the report by any of the columns available for the specific report.

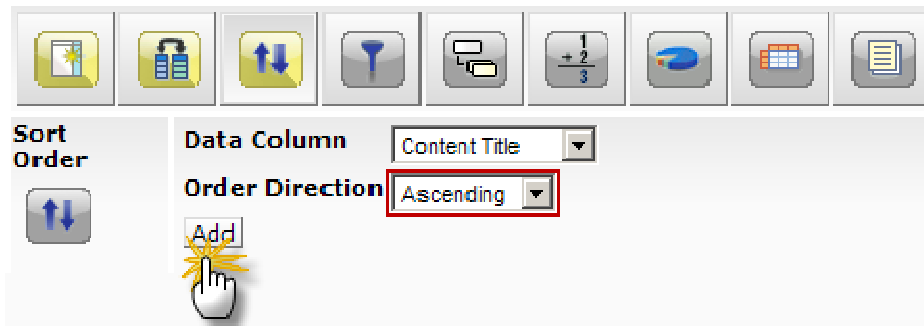
1. Click on the **Sort Order** icon.
2. From the **Data Column**, select the column you want to sort by.



The screenshot shows the report interface with the Sort Order icon highlighted. The Data Column dropdown menu is open, showing a list of columns. The table below shows data for three rows.

#		First Name	Content Title	Enroll Date
1		Karen	DAS - HRSD - Fast Start in Project Management by Systemation	1/7/2011
2		Christine	DAS - SDC Network Consolidation Forum	1/5/2011
3		Edward	DAS - SDC Network	1/14/2011

3. Select **Ascending** or **Descending**.
4. Click Add.



The screenshot shows the report interface with the Sort Order icon highlighted. The Data Column dropdown menu is set to Content Title and the Order Direction dropdown menu is set to Ascending. The Add button is highlighted with a yellow starburst.

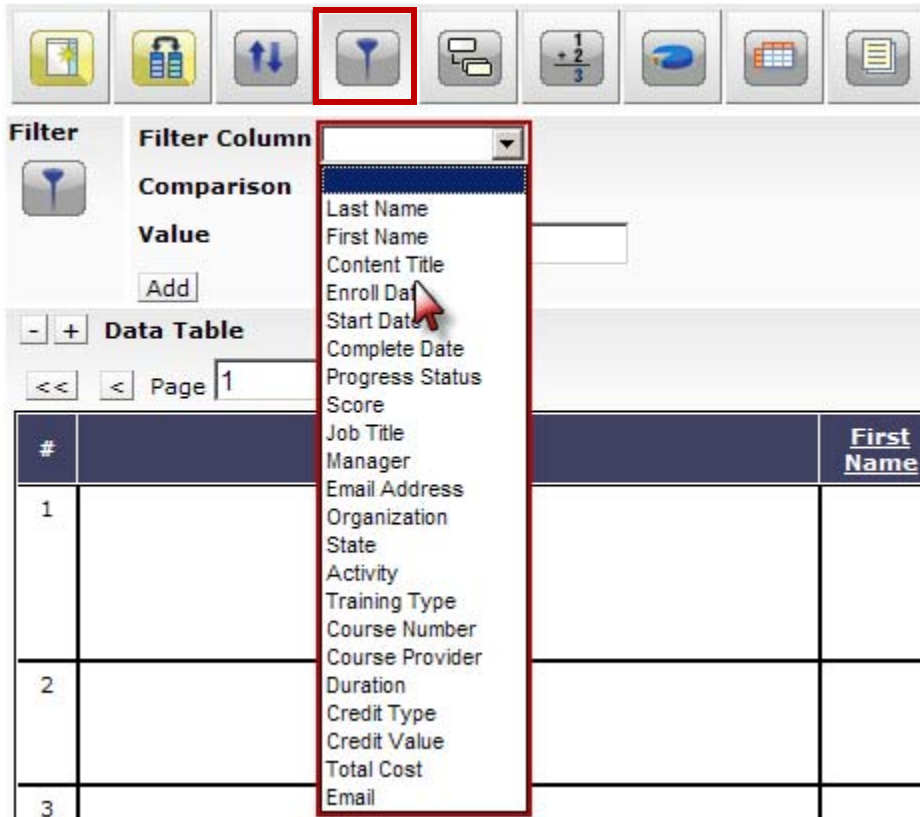
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HOW TO RUN A REPORT

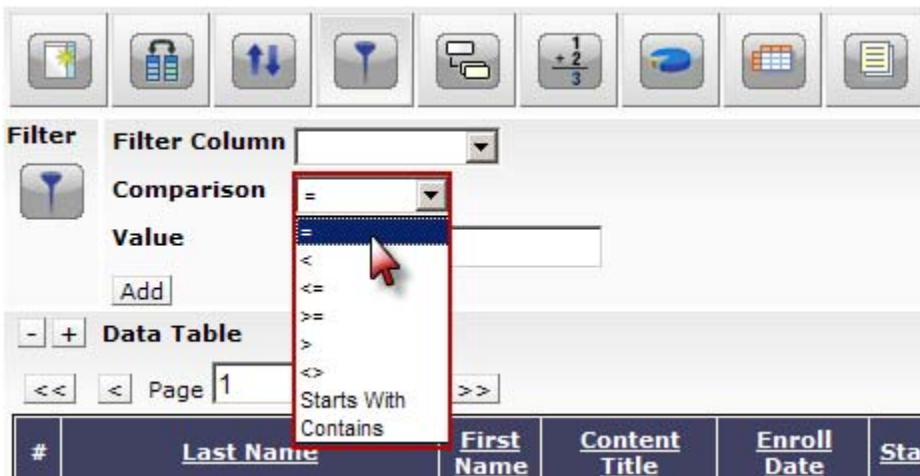
Filtering

Filtering removes rows that you don't want to show. The results will include the values you have selected and remove rows with all other values.

1. Click on the *Filter* icon.
2. From the *Filter Column*, select the column you want to sort by.



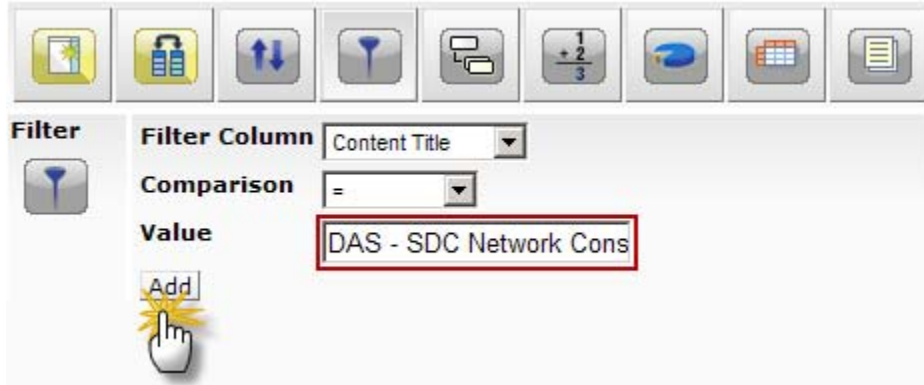
3. In the *Comparison* field select value you want to use.



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HOW TO RUN A REPORT

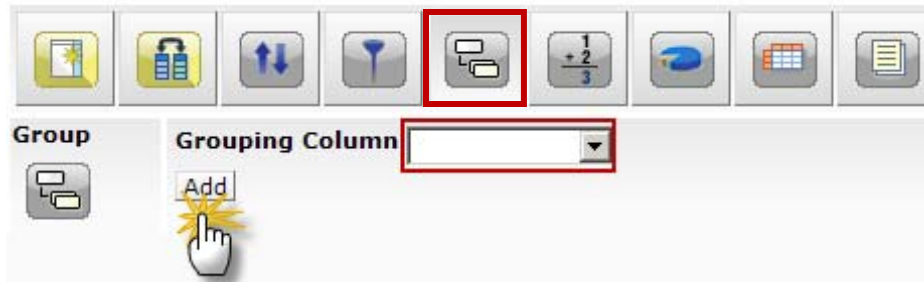
4. Enter in the *Value* that you want to filter by.



Grouping

Organize the list by grouping and sub-grouping on data values.

1. Click on the *Grouping* icon.
2. From the *Grouping Column*, select the column you want to group by.
3. Click *Add*.



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HOW TO RUN A REPORT

Aggregates

Aggregates are totals, averages, standard deviations, maximums, and minimums that appear at the top of the report. Aggregate values also appear at each Grouping level.

1. Click on the **Aggregates** icon.
2. From the **Data Column**, select the column you want to aggregate.

The screenshot shows the 'Aggregates' icon (a box with a plus sign and a fraction) highlighted with a red box. Below it, the 'Data Column' dropdown menu is open, showing a list of columns. 'Last Name' is selected and highlighted with a blue background. The 'Aggregate Function' dropdown is also visible, showing a list of functions. Below the dropdowns is a 'Data Table' with columns for '#', 'Last Name', 'First Name', 'Content Title', and 'Enroll Date'. The table contains three rows of data for 'Meng'.

#	Last Name	First Name	Content Title	Enroll Date
1	Meng	Andy	CCWD - Working In Woods Units 1-16	3/31
2	Meng	Andy	CCWD - Working in Woods: Unit 05 - Panel Products	3/31
3	Meng	Andy	DAS - 2009 State of Oregon	5/29

3. From the **Aggregate Function**, select the function you want to use to aggregate.

The screenshot shows the 'Aggregate Function' dropdown menu open, with 'Count' selected and highlighted with a blue background. The 'Data Table' is visible below, showing the same data as in the previous screenshot.

#	Last Name	First Name	Content Title	Enroll Date
1	Meng	Andy	CCWD - Working In Woods Units 1-16	3/31
2	Meng	Andy	CCWD - Working in Woods: Unit 05 - Panel Products	3/31
3	Meng	Andy	DAS - 2009 State of Oregon	5/29

4. Select **Add**.

ILEARNOREGON

HOW TO RUN A REPORT

Crosstab

A Crosstab is also called a Pivot Table. Each column of the Crosstab table is represented by the unique values in the Header Values column. Each row of the Crosstab table is represented by the distinct values in the Label Values column. The "cells" are derived from the Aggregate Values column by adding, counting, or averaging (depending on the Aggregate Function) all the values unique to each Crosstab and Label Column.

1. Click on the *Filter* icon.
2. From the *Data Column*, select the column you want for your header value.

The screenshot shows the 'Crosstab' configuration interface. A toolbar at the top contains several icons, with the 'Filter' icon (a grid with a magnifying glass) highlighted by a red box. Below the toolbar, the 'Crosstab' configuration panel is visible. It includes sections for 'Header Values Column', 'Label Values Column', 'Aggregate Values Column', and 'Aggregate Function'. A dropdown menu is open, showing a list of data columns with 'Content Title' selected and highlighted by a mouse cursor. To the right of the dropdown, there are four explanatory text blocks. Below the configuration panel, a 'Data Table' section shows a table with two rows and five columns. The first row has a header with columns '#', 'Last Name', 'First Name', 'Content Title', 'Enroll Date', and 'Start Date'. The second row has data for '1', 'Meng', 'Brandy', 'CCWD - Working In Woods Units 1-16', '3/31/2010', and '3/31/2010'. The third row has data for '2', 'Meng', 'Brandy', 'CCWD - Working in Woods: Unit', '3/31/2010', and '3/31/2010'.

ILEARNOREGON

HOW TO RUN A REPORT

3. From the *Label Values Column*, select the column you want for your label value.

The screenshot shows the 'Crosstab' configuration panel with the following settings:

- Header Values Column:** Content Title
- Label Values Column:** (Dropdown menu is open, showing a list of fields with 'Last Name' selected.)
- Aggregate Values Column:** (Empty)
- Aggregate Function:** Add

Explanatory text for the Crosstab settings:

- Header Values Column:** The crosstab will have one column for each unique value.
- Label Values Column:** The crosstab will have one row for each unique value.
- Aggregate Values Column:** The contents of the crosstab as the Sum, Average, Standard Deviation or Count of the Header and Label columns.
- Aggregate Function:** The function used to aggregate the values in the crosstab cells.

Data Table: Page 1 of 1

#	Last Name	First Name	Content Title	Enroll Date	Start Date
1	Meng	Brandy	CCWD - Working In Woods Units 1-16	3/31/2010	3/31/2010
2	Meng	Brandy	CCWD - Working in Woods: Unit 05 - Panel Products	3/31/2010	3/31/2010

ILEARNOREGON

HOW TO RUN A REPORT

- From the *Aggregate Values Column*, select the column that you want to aggregate.

Crosstab

Header Values Column Content Title

Label Values Column Last Name

Aggregate Values Column [Dropdown menu open with 'Score' selected]

Aggregate Function [Add]

Data Table Page 1 of 1

#	Last Name	Score	First Name	Content Title	Enroll Date	Start Date
1	Meng	Manager	Brandy	CCWD - Working In Woods Units 1-16	3/31/2010	3/31/2010
2	Meng	Training Type	Brandy	CCWD - Working in Woods: Unit 05 - Panel Products	3/31/2010	3/31/2010
3	Meng	Credit Value	Brandy	DAS - 2009 State of	5/29/2009	4/28/2010

- From the *Aggregate Function*, select the function you want to use (i.e. Sum, Average, Standard Deviation or Count).

Crosstab

Header Values Column Content Title

Label Values Column Last Name

Aggregate Values Column Score

Aggregate Function [Add]

Data Table Page 1 of 1

#	Last Name	Score	First Name	Content Title	Enroll Date	Start Date
1	Meng	Manager	Brandy	CCWD - Working In Woods Units 1-16	3/31/2010	3/31/2010
2	Meng	Training Type	Brandy	CCWD - Working in Woods: Unit 05 - Panel Products	3/31/2010	3/31/2010
3	Meng	Credit Value	Brandy	DAS - 2009 State of	5/29/2009	4/28/2010

- Select *Add*.

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HOW TO RUN A REPORT

Paging

Set the number of rows displayed per page, or remove the paging controls and show all rows.

1. Click on the *Filter* icon.
2. Select **Show all rows** if you want all the rows to be displayed in the report window. Select **Show paging** if you want to specify the number of rows that will be displayed in the report window.
3. Click **OK**.

