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Introduction

LightSpeed integrates with the popular and robust On-Target Reports XLS (LightSpeed Edition) report-writing software, so consultants and end users can build and share custom reports simply by dragging and dropping them right into LightSpeed.

On-Target Reports XLS allows customization of the 250+ reports that come bundled with every copy of LightSpeed. On-Target Reports XLS is intended for advanced users comfortable with accessing SQL databases.

On-Target Reports XLS is a visual tool for creating reports out of database queries on your LightSpeed SQL database. It allows you to select field data from LightSpeed data tables and visually create a layout that meets your specifications.

Setting Up LightSpeed to Use On-Target Reports XLS

To enter your LightSpeed On-Target Reports License Keys, launch Light-Speed, go to the LightSpeed menu, and select 'Licenses'. Click the Update button in the On-Target Reports section, and you will be presented with a dialog box where you can enter your keys and enable On-Target Reports for your LightSpeed database. This will enable all Administrator-level users to create reports with OTR.

The first time On-Target Reports XLS is launched, you will be prompted to enter your On-Target Reports serial number, also provided in your license key email.

Creating Reports

To create a report, launch On-Target Reports XLS and when presented with the login screen, enter the IP address of your LightSpeed server and 'xsilva_db' as the database name. Then, enter your LightSpeed user name and password to log in. You must be an Administrator-level user to log in.

You will then enter a multi-step 'Create Report' wizard:

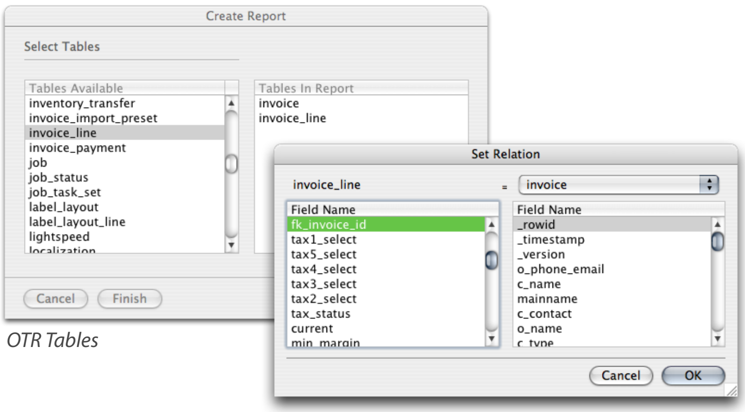
1 Selecting Tables

The first step is to choose the tables that you want to use in the report. Reports that use a single table are the simplest to build.

EX: For example, a Product pricelist could be created using the 'product' table alone.

However, a report involving Invoices and their line items requires you to 'join tables' in the 'Select Tables' step. When you choose more than one table, OTR wants to know how the tables are related. This is done by matching the 'primary key' in one table to a 'foreign key' in the related table.

EX: For example, the 'invoice' table and the 'invoice_line' table of Invoice line items would be related like this: The 'foreign key' field called 'fk_invoice_id' in the Invoice_line table links to the 'primary key' field called '_rowid' in the Invoice table. This means that every 'invoice_line' that contains '1' in 'fk_invoice_id' is related to the 'invoice' with a '_rowid' of '1'. Since Invoices can have multiple line items, it is possible that every Invoice record could have multiple Invoice line item records associated to it.



OTR Tables

A table guide for the tables in the LightSpeed 'xsilva_db' database can be found online at:

Please also consult the 'Special Notes' section at the end of this document for special info on LightSpeed's various tables that you should keep in mind while creating reports.

2 **Select Fields**

Once the tables are selected or joined, you are presented with a list of fields from the tables that were selected. Double-click fields to add them to your report.

3 **Select Grouping, Sort Order**

The next two steps will be to specify grouping and sort order.

Grouping on a field means that your report will be sectioned and grouped by values in that field. For example, if you ran a Customer report grouped by state, the Customer records in your report would be divided up in sections named by each unique state.

Sort Order lets you specify multiple levels of sorting for the found records. If you sort a Customer report by 'lastname' and then 'firstname', the report would be sorted by last name and for those records with the same last name, the sub-sort would be by first name.

4 **Set Record Limit**

This step is where you can limit your data set by applying filters and specifying the maximum number of records you want returned. When your custom report is later dropped into LightSpeed's Reporting window, LightSpeed will give you access to additional filters, as well as date range selectors, so not all filtering needs to be done at this stage.

5 **Report Layout**

When you have completed the setup steps, you will be presented with the report layout view. For more information on using the layout tools, please refer to the On-Target Reports user guide.

Modifying Existing Reports

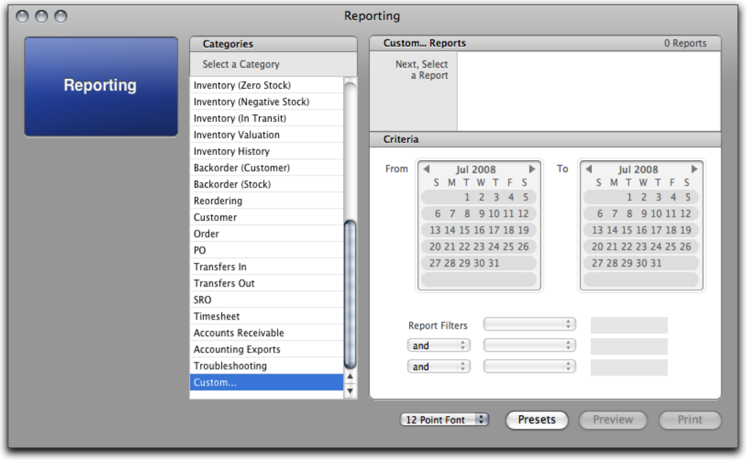
All of LightSpeed's existing reports are built in On-Target Reports and embedded into the LightSpeed application. The non-embedded versions can be found on the On-Target Reports XLS disk image. To modify an existing LightSpeed report, open it with On-Target Reports. You will need to complete your login in order to make changes to fields or layout.

Viewing existing reports will allow you to learn how certain types of reports in LightSpeed are built. Changing some aspect of an existing report, like a field or the layout sizing, may make the report more useful to your organization.

Using Reports in LightSpeed

Once you have a finished custom or modified report, you can drag and drop it into the 'Custom' section of the Reporting window in LightSpeed.

1. Open the Reporting window by choosing 'Reporting' from the 'Tools' menu.
2. Scroll down the Categories list until you see 'Custom...'. Click 'Custom...' to show the list of custom reports.
3. Drag and drop your custom report into the blank section in the top-right marked 'Custom... Reports'. A dialog box will appear asking what kind of report this is, so that LightSpeed can provide the correct filters when you are ready to run your report.
4. To run the report, select it, set the date ranges and filters and choose Preview or Print.



Reporting

Special Notes on LightSpeed's SQL Tables

Record IDs

Every record in a table has a '_rowid' which is a unique ID that is used as a primary key when linking records across tables. However, this is not the ID that LightSpeed uses or displays for records. The visible ID field always begins with 'id_'. For example, the visible or display ID for the 'invoice' table is called 'id_invoice'. Be sure to use this field when creating invoice reports that show the invoice ID.

'Zero' Record

Many tables have a '0' record, or a record with '_rowid' = '0' that should be excluded from reports in the 'Set Filter' step.

'Base' Table

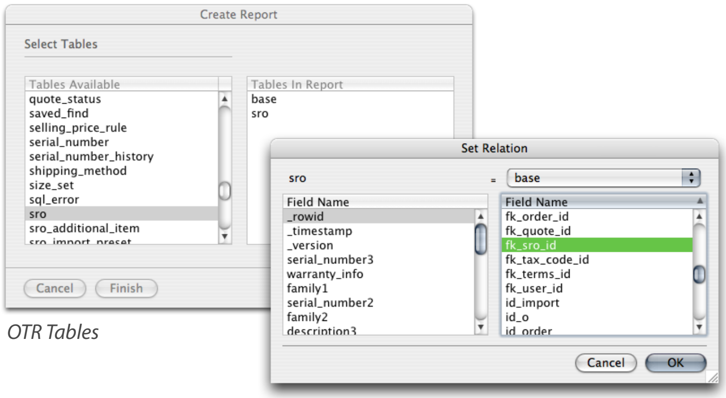
While the Invoice, PO and Supplier Invoice have their own tables, the Quote, Order and SRO store their data in a shared table called 'base' because a large portion of the field data is similar. The line item for the base table is called 'base_line'.

To find 'base' records that are Quotes, set a filter where 'fk_quote_id' <> '0'.

To find 'base' records that are Orders, set a filter where 'fk_order_id' <> '0'.

To find 'base' records that are SROs, set a filter where 'fk_sro_id' <> '0'.

Data that is unique to the Quote, Order and SRO is stored in tables called 'quote', 'order' and 'sro'. If you want to access data in these tables, such as the 'Work Performed' field in the SRO for example, you will need to add the 'base' table and the additional table in the 'Set Tables' step.



OTR Tables

Joining 'base' and 'sro' would look like this:

The 'foreign key' field called 'fk_sro_id' in the 'base' table links to the 'primary key' field called '_rowid' in the 'sro' table.