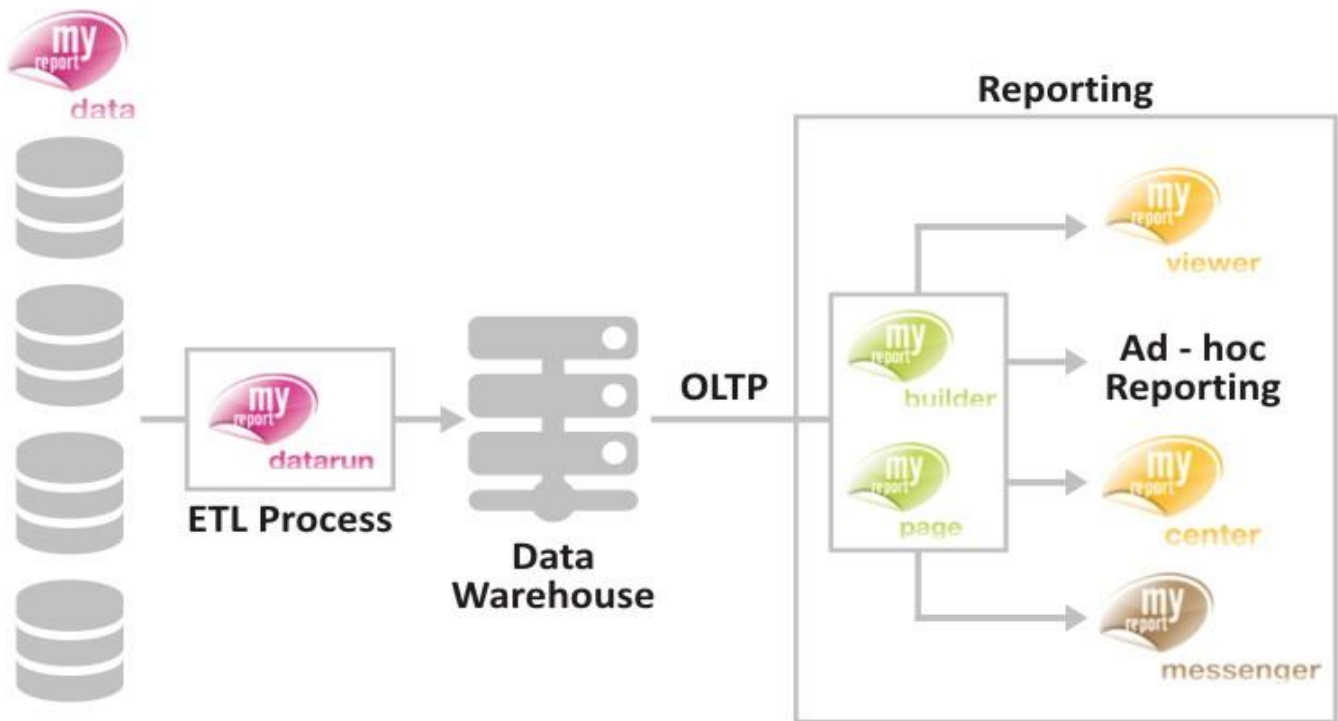




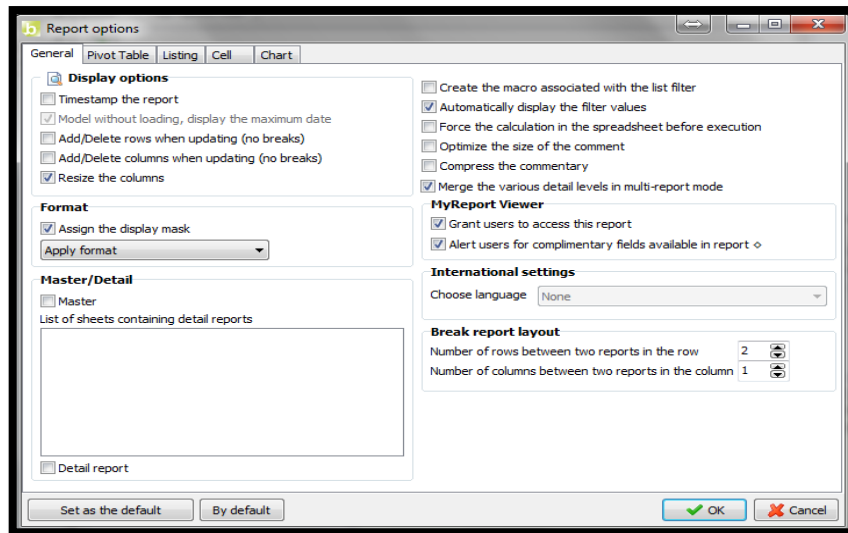
# Training Manual

## MyReport Viewer



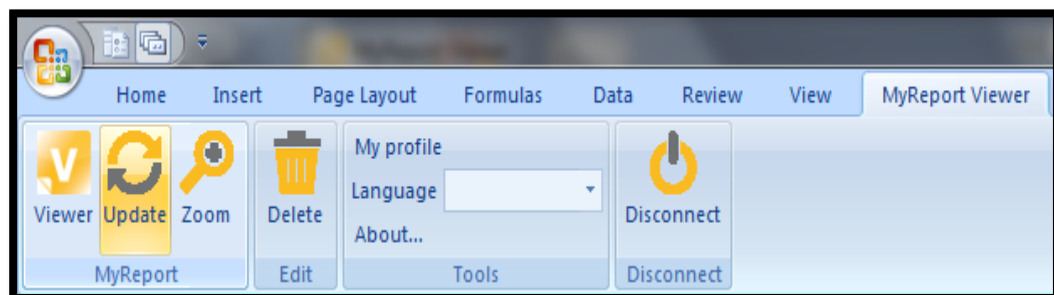
To access report through MyReport Viewer, the user must have the access rights for that report which is provided from MyReport Builder.

In MyReport Builder-> Report options -> select Grant users to access the report.

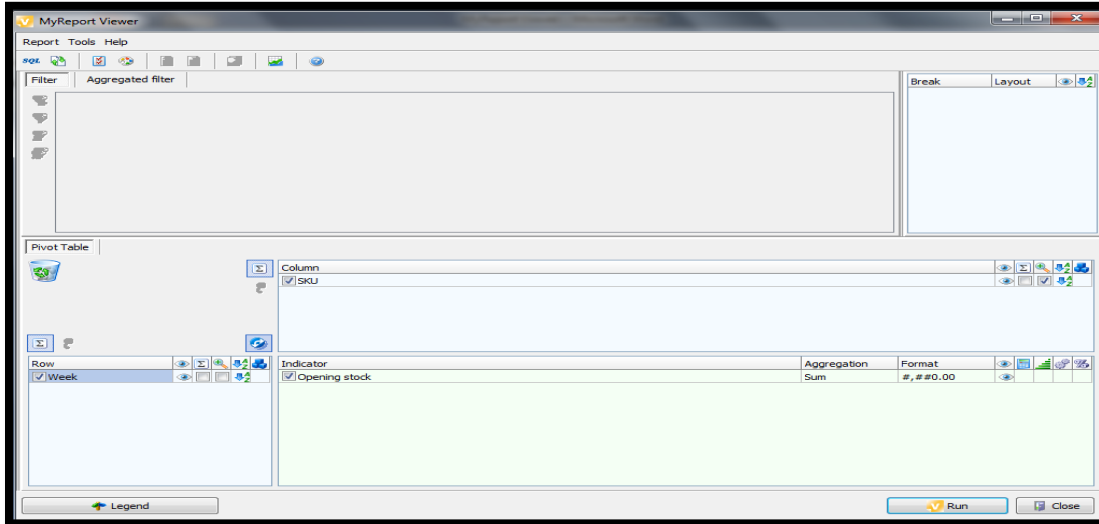


Possible actions through MyReport Viewer:

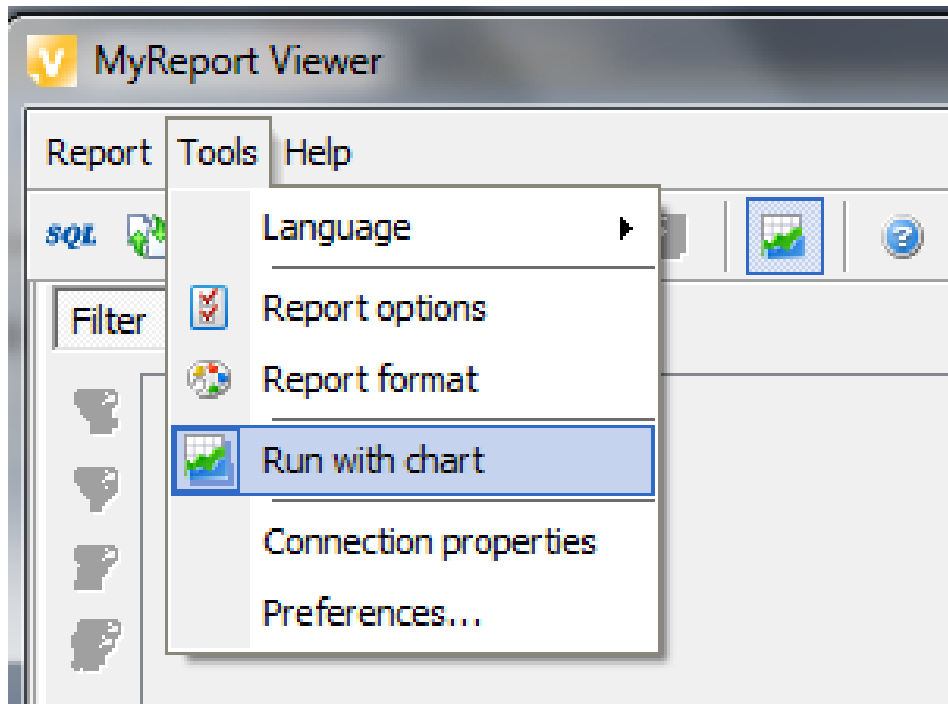
- Update the report
- Zoom the Report



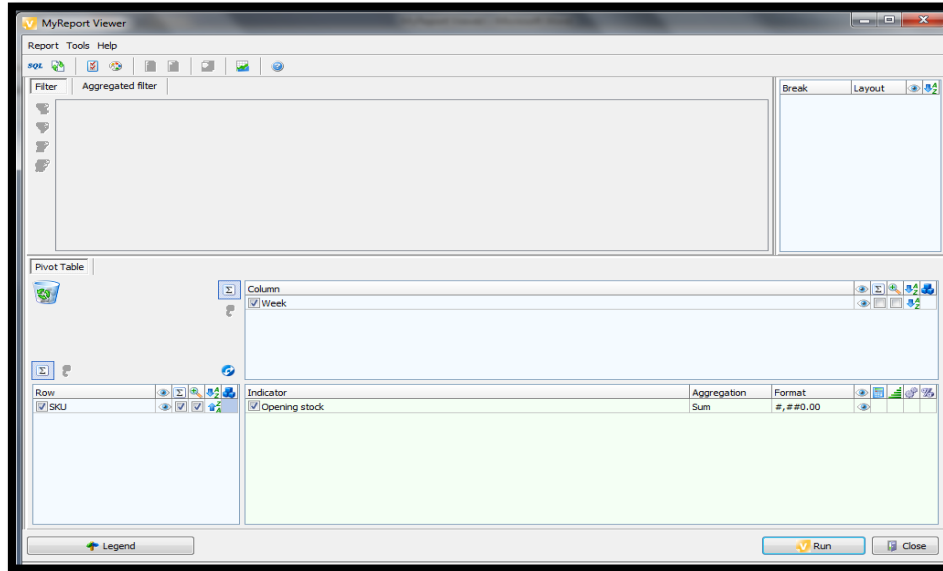
- Change in layout. (Row to column, Break the report.)



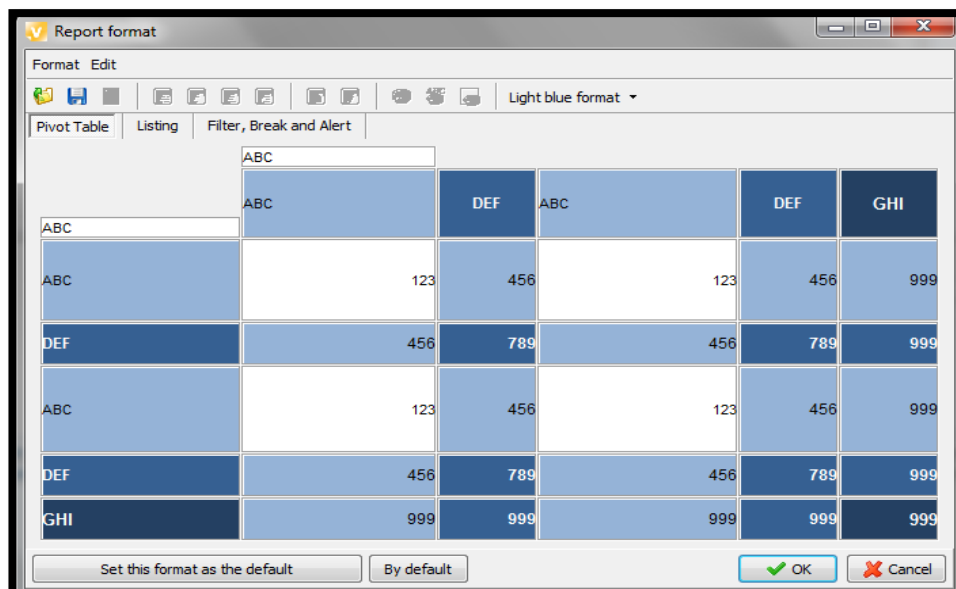
- Run report with Chart options.



- Row wise sum / column wise sum, Drill down, apply Ascending, Descending, Podium to row and column.



- Change Report Format



## QUESTIONS FOR MYREPORT VIEWER

1. List out different functions of MyReport Viewer?
2. How to grant access to report before accessing it in MyReport Viewer?
3. How to apply Row wise sum / column wise sum on MyReport Viewer?
4. How to apply Podium to row and column MyReport Viewer?
5. Which are the accesses MyReport Viewer provide to users while working on reports?
6. How to check connection properties of data warehouse from MyReport Viewer?
7. How to add chart in report from MyReport Viewer?
8. When and how can we multi-report mode in MyReport Viewer?
9. What is the important step to write new modified report in excel from MyReport viewer?
10. What are the limitations of MyReport Viewer in report slicing and dicing?