



## DataCollection Grid Reports

Megan De Freitas - 2025-06-11 - Setup

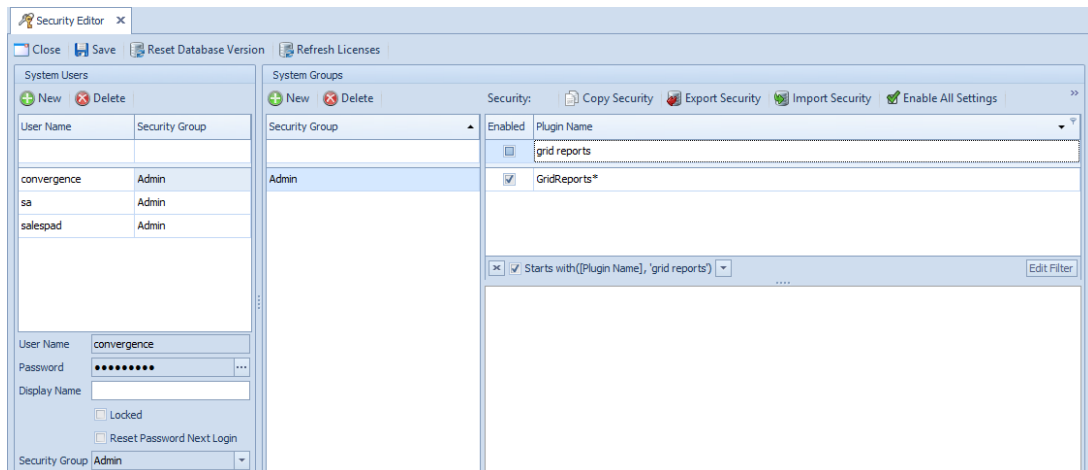
### Overview

Grid Reports are powerful reporting tools that can be set up to display a wide range of information. Their primary purpose is to provide a mechanism to create and run simple reports based on SQL queries and user input.

**Note:** Grid Reports are only available in Advanced Console and Warehouse Management.

### Security

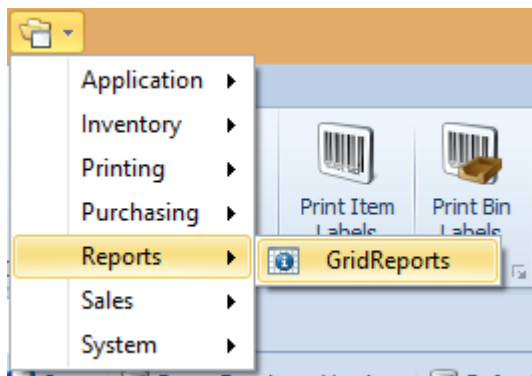
To enable Grid Reports in DataCollection, go to the Security Editor (Modules > System > Security Editor) and filter to *Grid Reports*. Make sure *Grid Reports* module is checked for the desired user group and save your changes. Log off and log back in for changes to take effect.



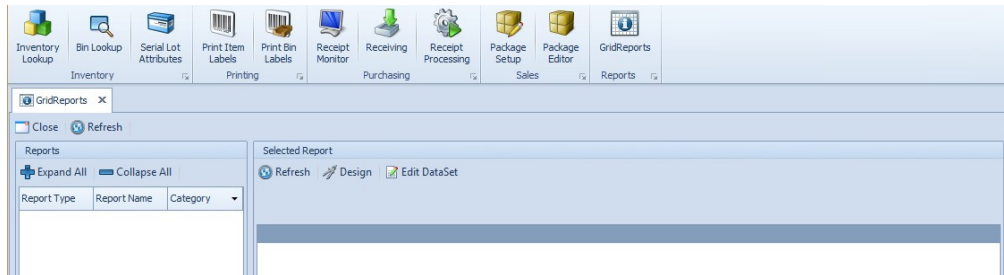
### Usage

To activate Grid Reports, use the following steps:

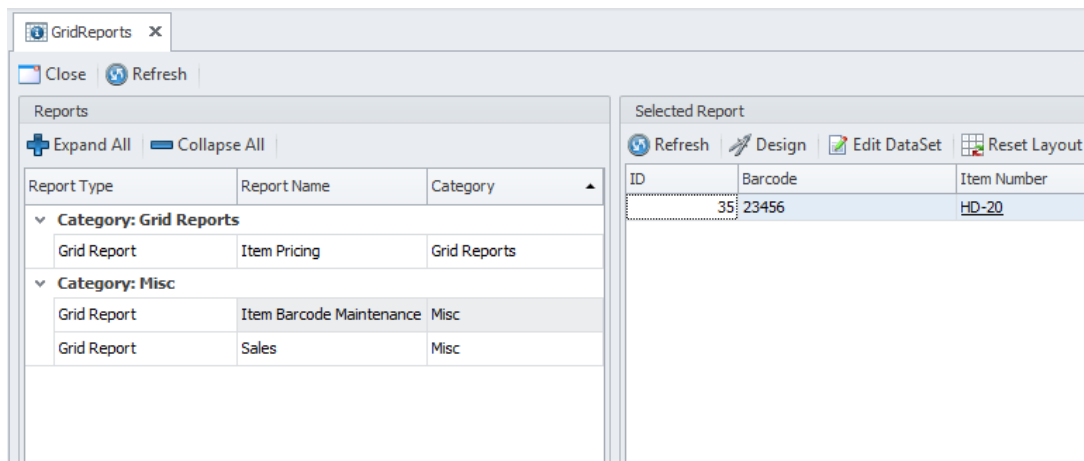
1. Go to the Modules folder.
2. Scroll down to Reports.
3. Click **Grid Reports**.



The following screen will appear:



### Grid Reports Screen



### Reports Panel

Reports		
<div> <div>+</div> Expand All <div>-</div> Collapse All </div>		
Report Type	Report Name	Category
Category: Grid Reports		
Grid Report	Item Pricing	Grid Reports
Category: Misc		
Grid Report	Item Barcode Mainten...	Misc
Grid Report	Sales	Misc

**Expand All:** Expands report categories.

**Collapse All:** Collapses report categories.

Report Name - Column header that displays the given name of the reports.

Report Type - Column header that displays the type of report, such as grid or printed report.

**Selected Report Panel**

Selected Report		
<div> <div>Refresh</div> <div>Design</div> <div>Edit DataSet</div> <div>Reset Layout</div> <div>Import</div> <div>Export</div> <div>Print</div> <div>Autorun Report</div> </div>		
Item_Number		
UofM_Schedule		
ITEMNMBR	ITMSHINAM	ITEMDESC
100XLG	Phone	Green Phone
128 SDRAM	RAM	128 meg SDRAM
24X IDE	CD ROM	24x CD-ROM
256 SDRAM	RAM	256 meg SDRAM
32 SDRAM	RAM	32 meg SDRAM
32X IDE	CD ROM	32x CD-ROM
333PROC	Processor	333 Processor
4.5HD	Drive	4.5 gig Hard Drive
400PROC	Processor	400 Processor
40X IDE	CD ROM	40x CD-ROM
450PROC	Processor	450 Processor
500PROC	Processor	500 Processor
6.5HD	Drive	6.5 gig Hard Drive
64 SDRAM	RAM	64 meg SDRAM
8.4HD	Drive	8.4 gig Hard Drive

**Actions Toolbar**

**Refresh** - Runs the grid report and updates any changes made to the report.

**Reset Layout** - Resets any layout changes made to the report to the default setting.

**Import** - Allows users to import an existing \*.xml or \*.sprept file to create a new report.

**Export** - Exports the report data into an Excel file.

**Print** - Opens a Print Preview window allowing users to print grid report data.

**Autorun Report** - Determines if the report will automatically update data when it is selected from the Reports Panel.

**Note:** Design and Edit DataSet functions are only available in Report Manager.

#### **Grid Reports Reference Guide**

For a complete list of available XML attributes and tags, please refer to [Quick Reports Reference Guide](#).