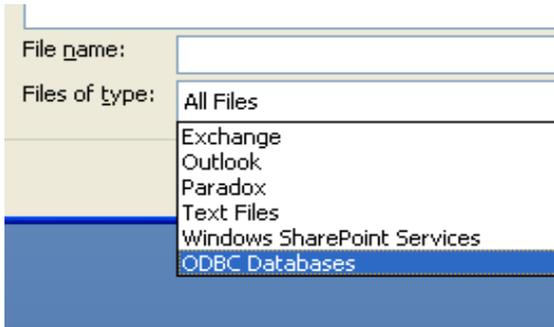# Creating Report in MS Access
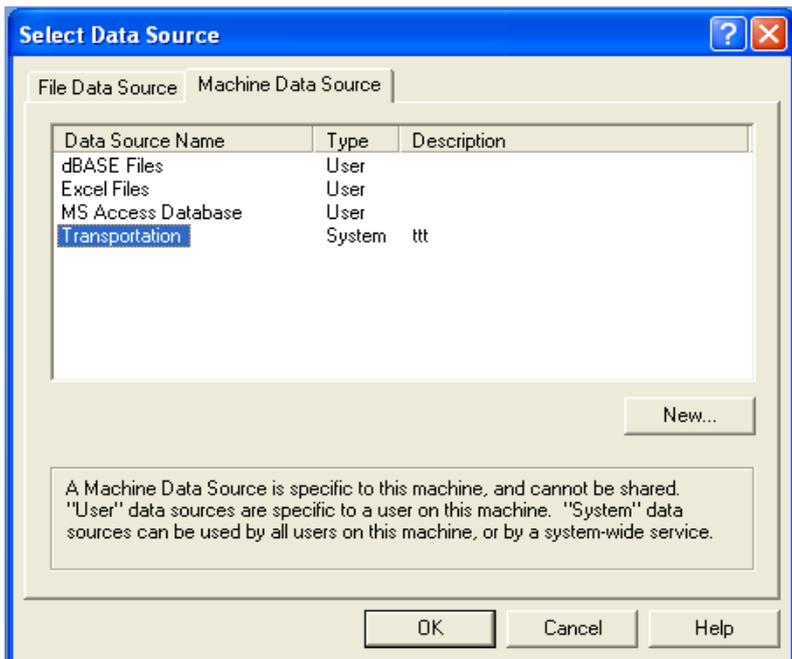
Link Easy Rides Database Tables into Access

This step only has to be done once. The table will then be available for any future queries or reports.
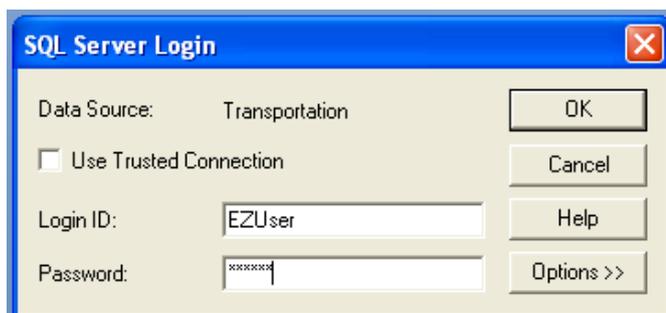
Select:File->Open

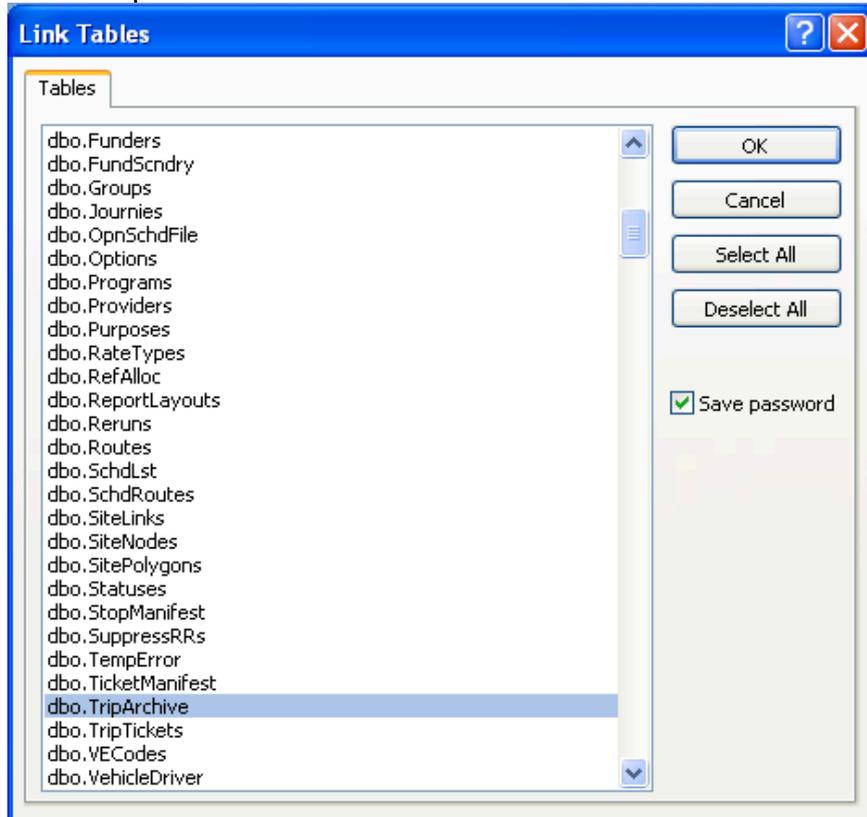Select ODBC Database from the "Files of type" drop down menu.

Select "Transportation" from the Machine Data source tab.

You will be prompted for a Login ID and a Password.
The login ID is: EZUser. The password is: ERide3

Next you will be presented with a list of tables in the database.
Select TripArchive from the list. Make sure to check the save password checkbox.

Now you have linked the table into Access. You can begin making the query.
Click the Query section and click New Query in Design View
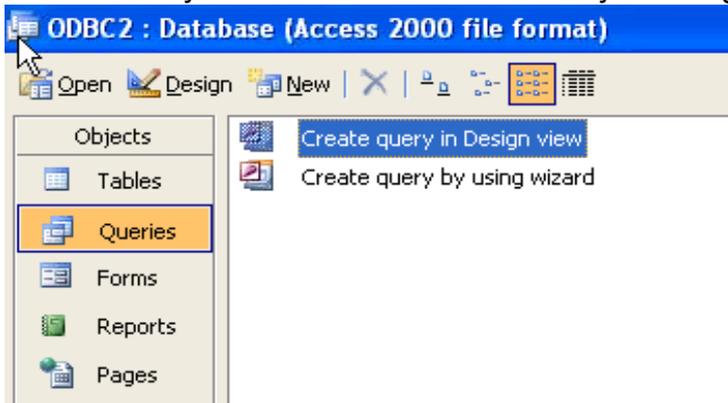
Add theTripArchive table to the Query by double clicking it, then click OK.
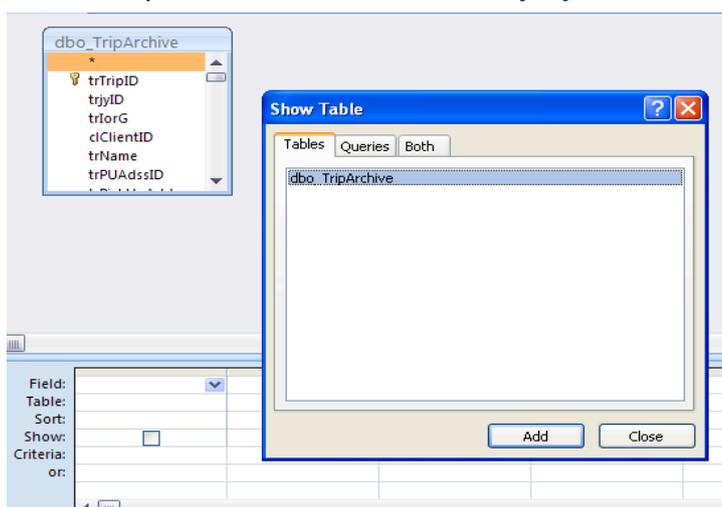
You can resize the window labeled dbo_TripArchive to get a better view of it's contents.

Next we will add fields from the table to our query. Double click a field to add it.
We want to add the following fields:
trName (Add this field twice)
trPickUpTime
TripCode
The list of fields is long and it is sometimes easier to type them into the field section in the lower half of the query builder.

Once you have added the fields we'll want to make a few changes to how each one works.

First click on the Totals button in your toolbar. It should look something like this:

Each field can have settings for Totals, Sorting, Display and Criteria

For the first field (trName) we want to tell it to Group By, which means each person will be grouped together. We also want to set it to sort Ascending.
The second copy of trName is to display the number of times each person has taken a ride, so we'll set it's Total to "Count".
trPickUpTime tells us what time each record was scheduled to be picked up. We need to set the Total to "Where" because it is a condition. We also can uncheck the "Show" checkbox because we don't need to see it in the final report. We will also set a criteria so that we can specify what time period the report displays. Enter the following text in the criteria box:
Between [Start Date] AND DateAdd('d',1,[End Date])
TripCode is a commonly used field to filter trips based on their final status. Different codes indicate different trip statuses and can be used to filter which types or rides we show.

0: Pool
1: Scheduled
2: Sent
3: On Board
*4: Delivered
*5: No Show
*6: Canceled
*7: Denied
8: Stage

Because we only want to view delivered trips. We'll enter 4 for the the TripCode criteria.
If we wanted results from more than one type of trip we could put in other criteria:
"4 OR 5" would return Delivered and No Show trips.
"<> 4" would return all trips except for Delivered trips.

Fields   Groupings

Field:	trName	trName	trPickUpTime		TripCode
Table:	dbo_TripArchive	dbo_TripArchive	dbo_TripArchive		dbo_TripArchive
Total:	Group By	Count	Where	∨	Where
Sort:	Ascending				
Show:	☑	☑	☐		☐
Criteria:			Between [Start Date] And DateAdd('d',1,[End Date])	4	

Sorting   Criteria   Display

Now we can view the results of the query by clicking on the Preview button in the top right corner.
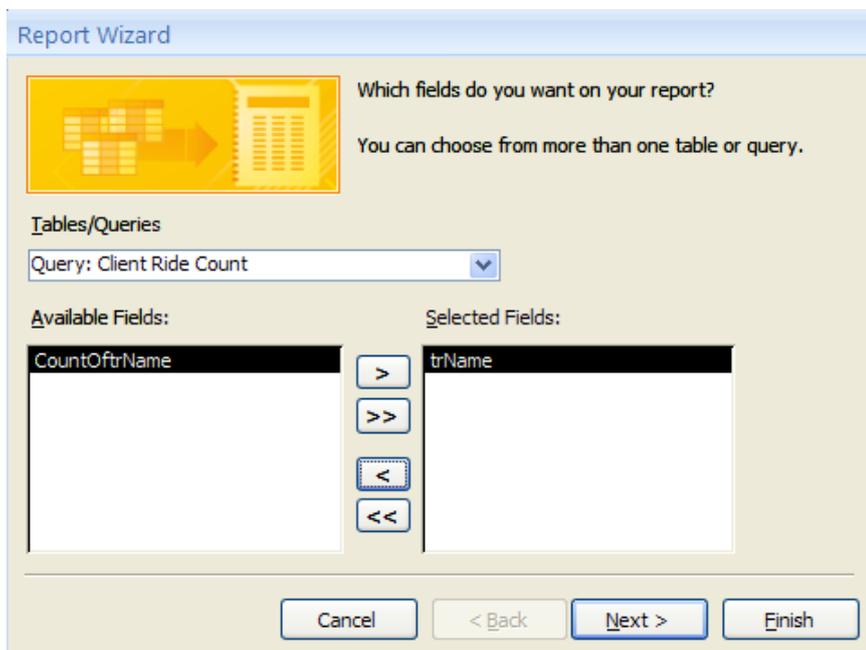

Now that we've tested the query we can close and save it. Then we'll make a report by clicking the report tab and selecting New Report from Wizard.
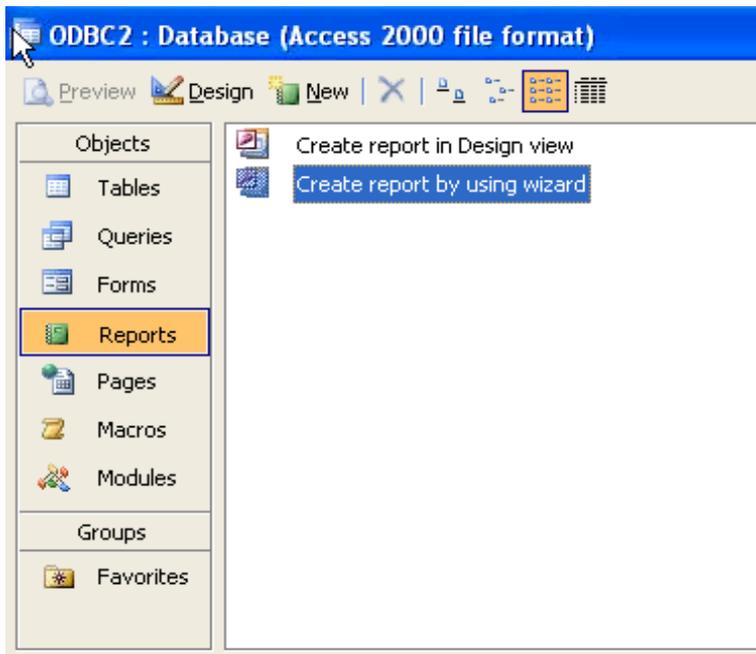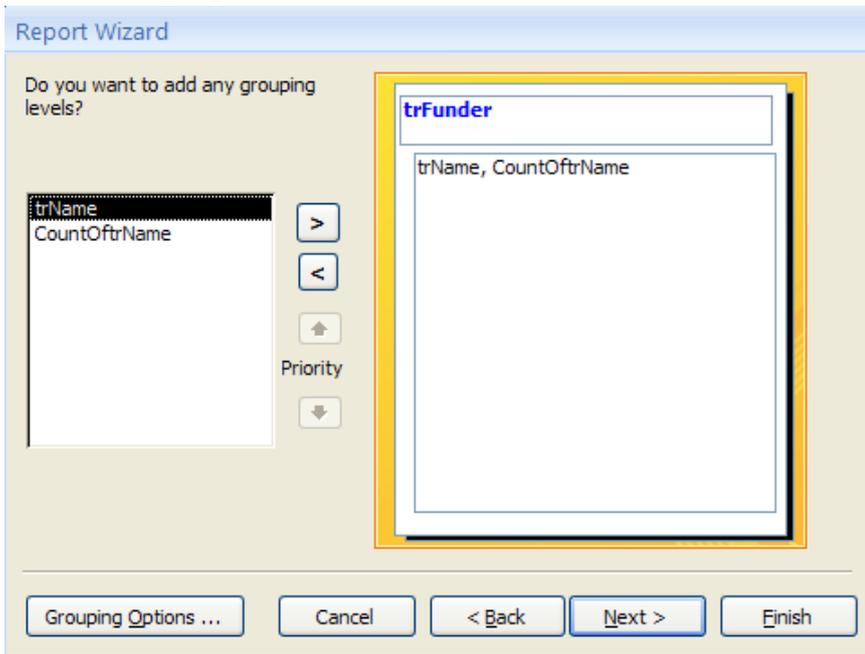

The wizard will take you through a number of screens, each asking for information about what to include on the report and how to format it.
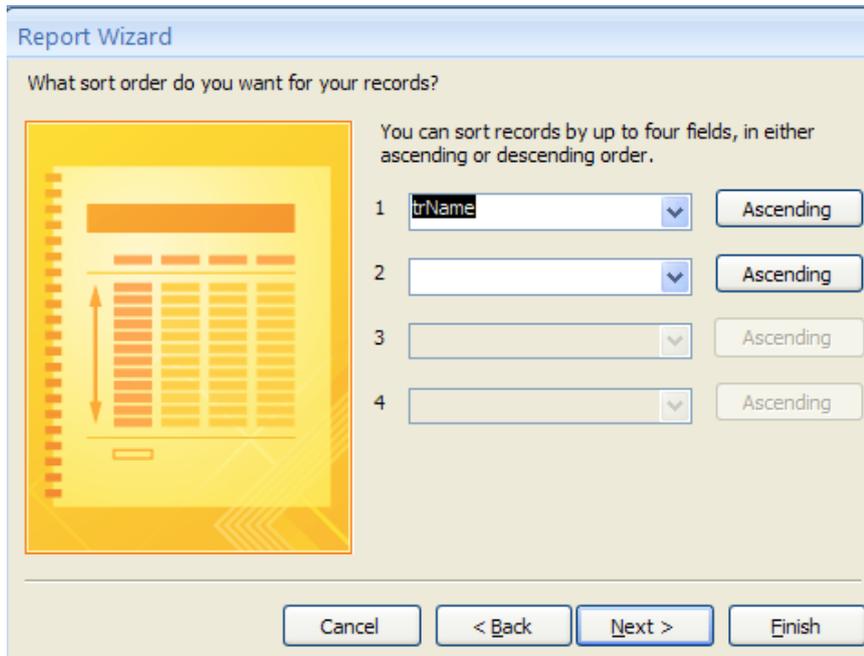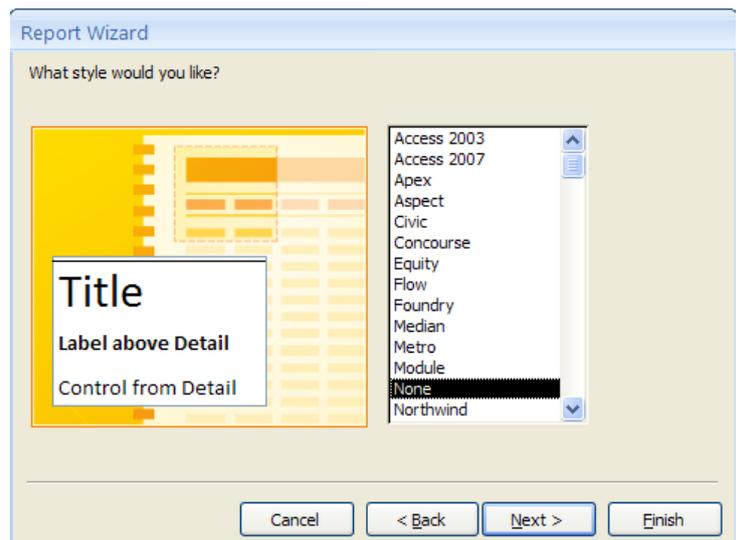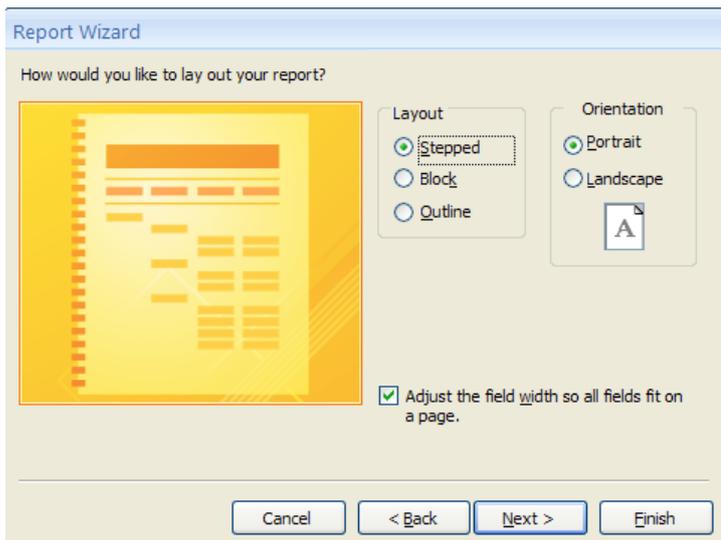
Select Data and Fields

Select Grouping Levels if needed.

Select Sort Order if it differs from the query.

Select Layout and Style

Name and Preview the report

Change to Design View to adjust the report as needed.