Valdosta State University APEX Interactive Reports

User How-to Guide

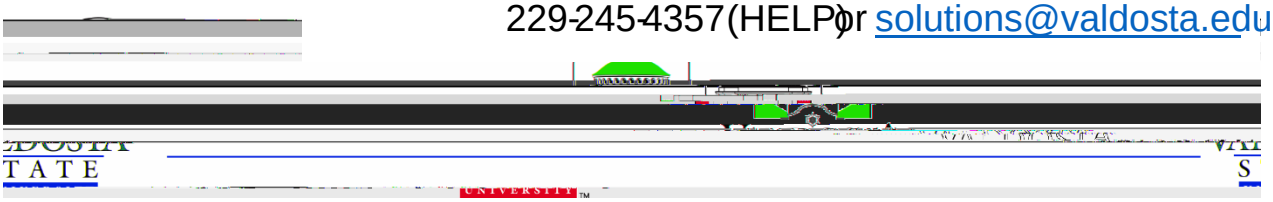
Oracle Application Express Interactive Reports (APEX IR) offer dynamic functionality with a wealth of built-in features and its enhanced toolbar. This allows you to customize these reports to specifically show the data you are interested in. The interactive reporting function is available in a number of applications used here at Valdosta State University, including but not limited to:

- Success Portal
- Financials Data Warehouse
- Degree Works
- Employee Training Database

Learn to use Interactive Reports (IR)

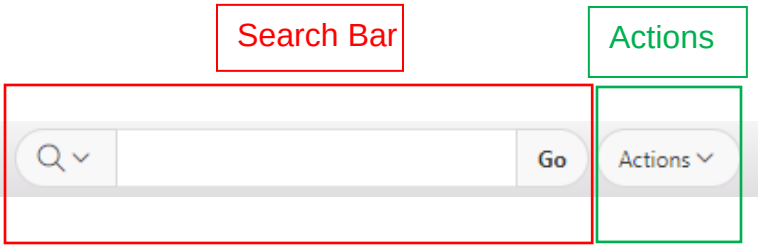
1. Interactive Report (IR) features
2. Actions Menu tools
3. Formatting your report
4. Discarding or saving your reports

For additional assistance
Contact VSU Solutions Center:
229-245-4357 (HELP) or solutions@valdosta.edu

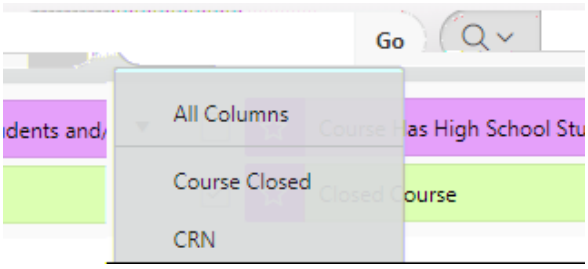


Interactive Report (IR) Features

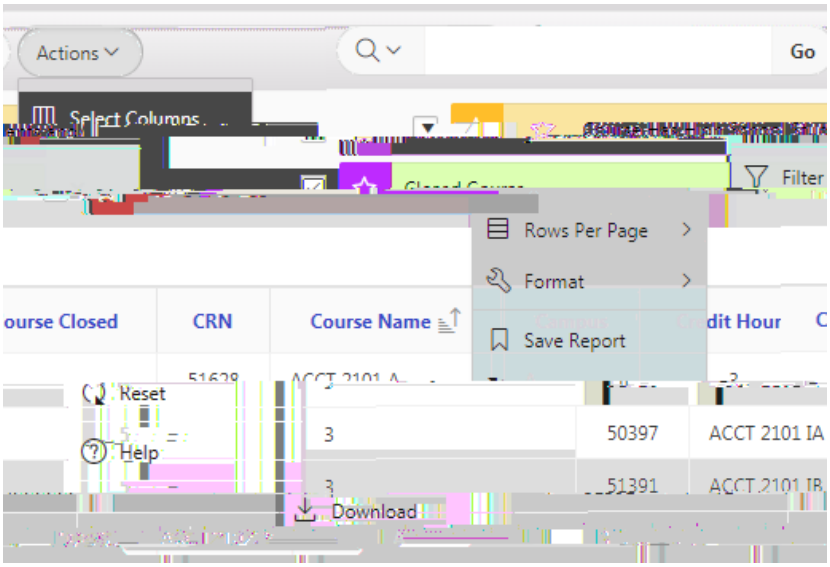
The APEX IR Toolbar is comprised of a Search Bar and an Action Menu.



The Search Bar, the left portion of the toolbar, allows you to search based on a key word that you enter. The dropdown menu (magnifier icon) allows you to select whether you search a single column or all columns for this key word.



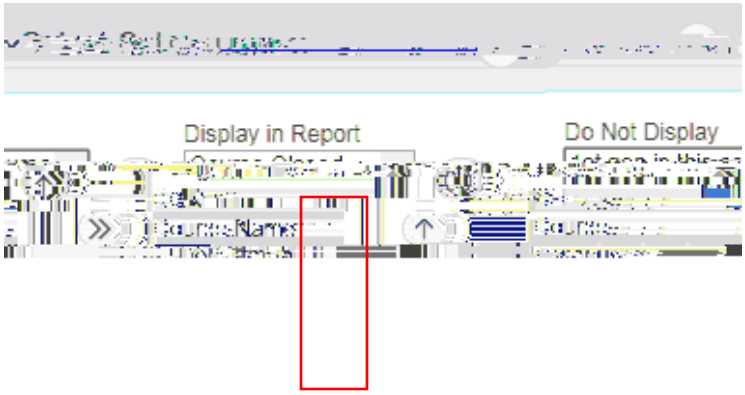
The Actions Menu, on the right side of the toolbar, provides a dropdown list of actions that you may perform on the data set (e.g., select columns, filter, rows per page, sort, save report, aggregate, download, etc.). We will talk more about each of these functions below.



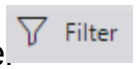
Actions Menu Tools

Actions Menu > Select Columns

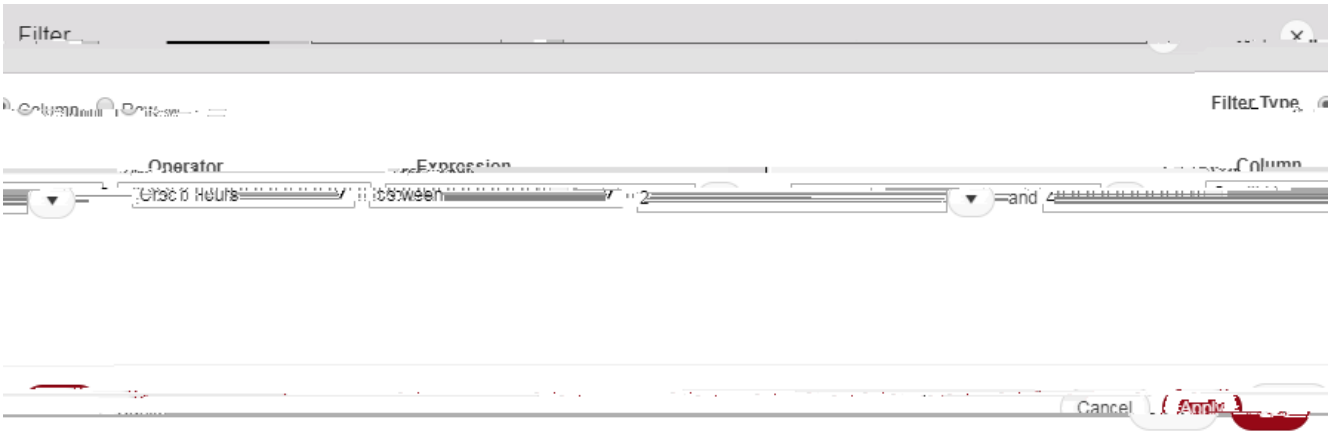
This function allows you to select and order the displayed columns. When you click Select Columns in the Action Menu, a pop-up window will appear. Selecting a column and then clicking the left or right arrow buttons, allows you to move the column to the left or right side of the window. Only the columns on the right will be visible on your report. Clicking the double arrows (>> or <<) move all columns at the same time.



If you select a column in the right side of the window, clicking the up or down arrow buttons will allow you to adjust the order that columns appear in

Actions Menu > Filter 

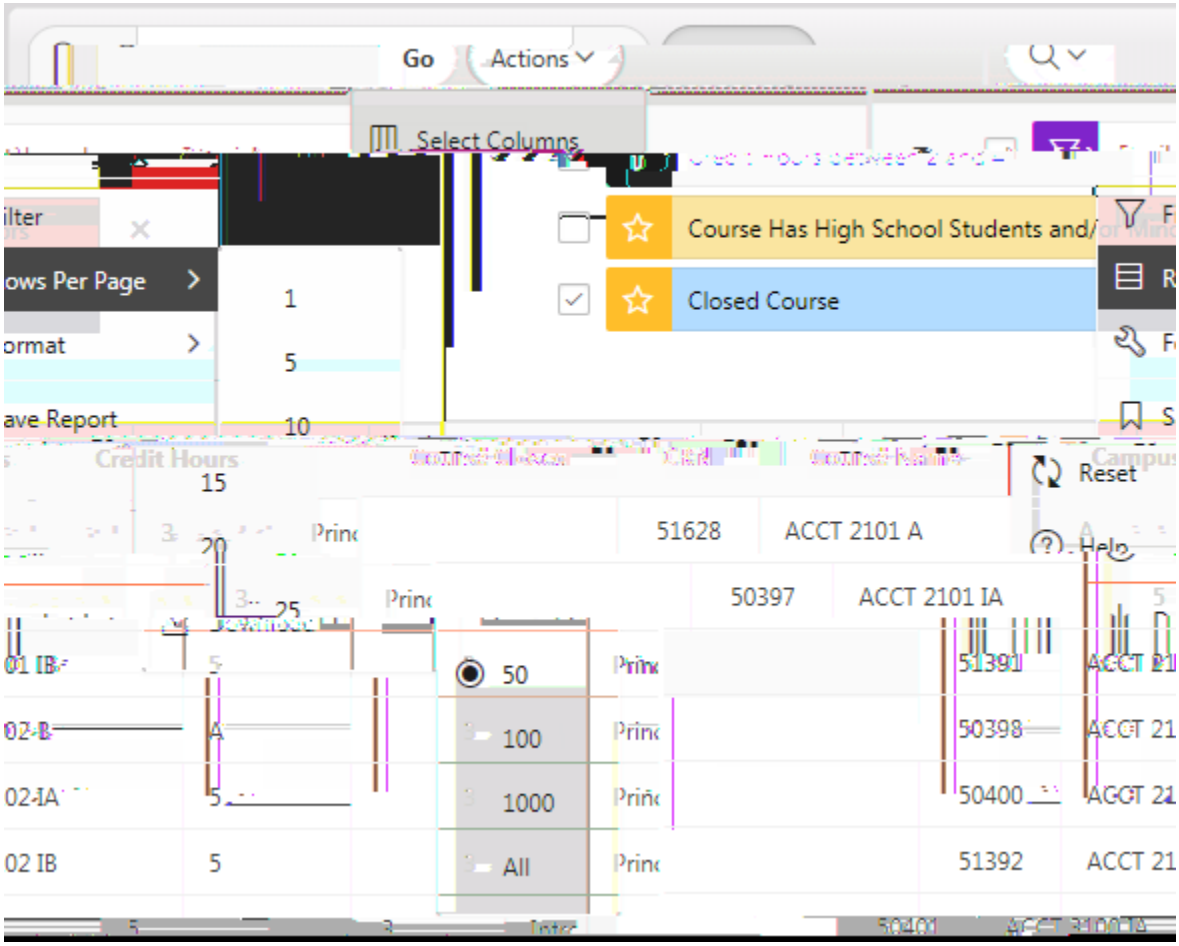
Creating a filter allows you to create simple or complex conditions to define which columns or rows that appear in your report. When you select Filter in the Actions Menu, a pop up window will appear. Here you will be able to set the conditions for a filter that meets your individual reporting needs. Click the Apply button when you have finished making changes. More in-depth documentation on filters can be found on Oracle's website.



When you return to the report, you will see a list of your filters directly below the Actions Menu. Click the X on the right of a filter to remove it from the report.

Actions Menu > Rows Per Page

You can adjust the number of rows that are displayed on each of the pages of your report. When you click Rows Per Page in the Action Menu, a dropdown menu will appear. Select the number of rows you would like displayed. Alternatively, there is a selection listed to display all rows.



FormattingYour Reports

Actions Menu > Format > Sort

This tool allows you to change the order in which data is displayed by sorting rows alphabetically or numerically based on one more more of the columns. You can also sort the rows by clicking on a column header and then clicking the Sort Ascending or Sort Descending icons that appear.

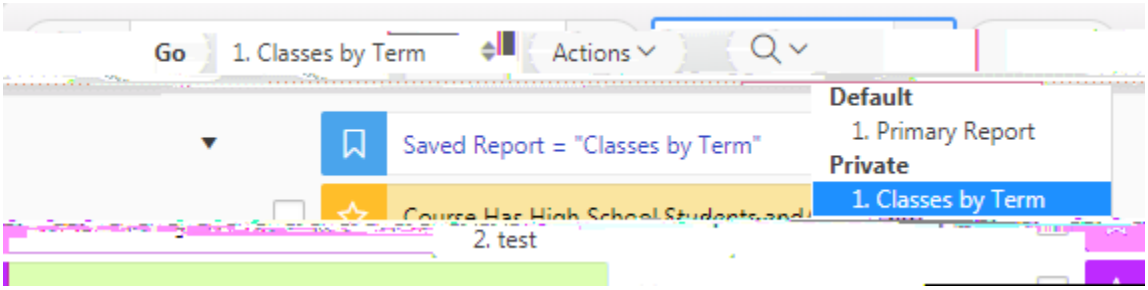
Actions Menu > Format > Control Break

This tool allows you to group rows of data together based on a common from one or more of the columns. Click the X on the right of a control

Actions Menu > Format > Compute

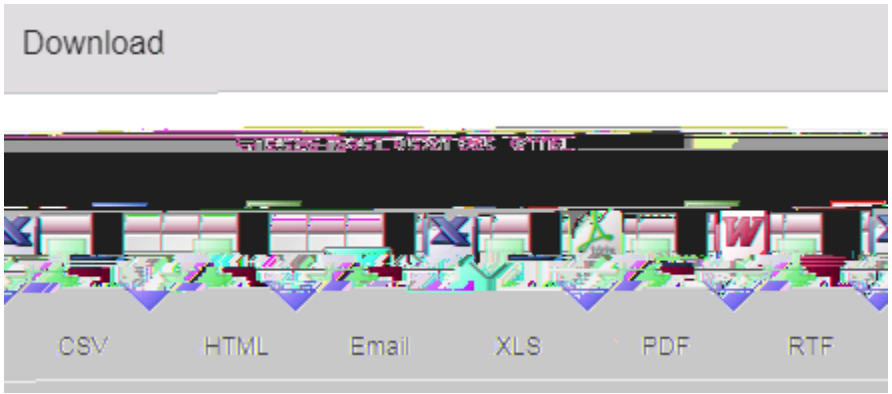
This tool allows you to create

After you have saved at least one report, a new dropdown menu will appear between the Search Bar and Actions Menu. There, you can click the name of your report in order to view it. Alternatively, you can click the Primary Report to return to your default view. Please note that only you can view your saved reports.



Actions Menu > Help

This tool allows you to access a brief overview of the features found in APEX IR, and it is great for getting quick guidance with APEX IR features without needing to refer back to this document.

Actions Menu > Download

This tool allows you to export your report in a number of formats, such as Microsoft Excel (XLS), Adobe Acrobat (PDF), or Word (RTF). When you click the format you want to use, it will automatically begin downloading the document to your computer's default download location.