Adding Formulas

OfficeWriter Enterprise Edition allows you to create custom formulas. The formulas can be based on query results, report parameters, or they may access a set of global variables that Reporting Services contains.

Formula Topics
- Reporting Services Global Variables   - Parameters in Reporting Services Formulas   - Building Formulas from DataSets   - Inserting Formulas into a Word Report   - Managing Formulas

Reporting Services Global Variables

Reporting Services contains global variables that you can access if you have OfficeWriter Enterprise Edition. To access the global variables:

1. On the OfficeWriter toolbar, click **Formulas** and select **Add Formula**.

2. In the **Insert Formula** dialog, click the **+** next to **Globals** to open the list of Reporting Services global variables.
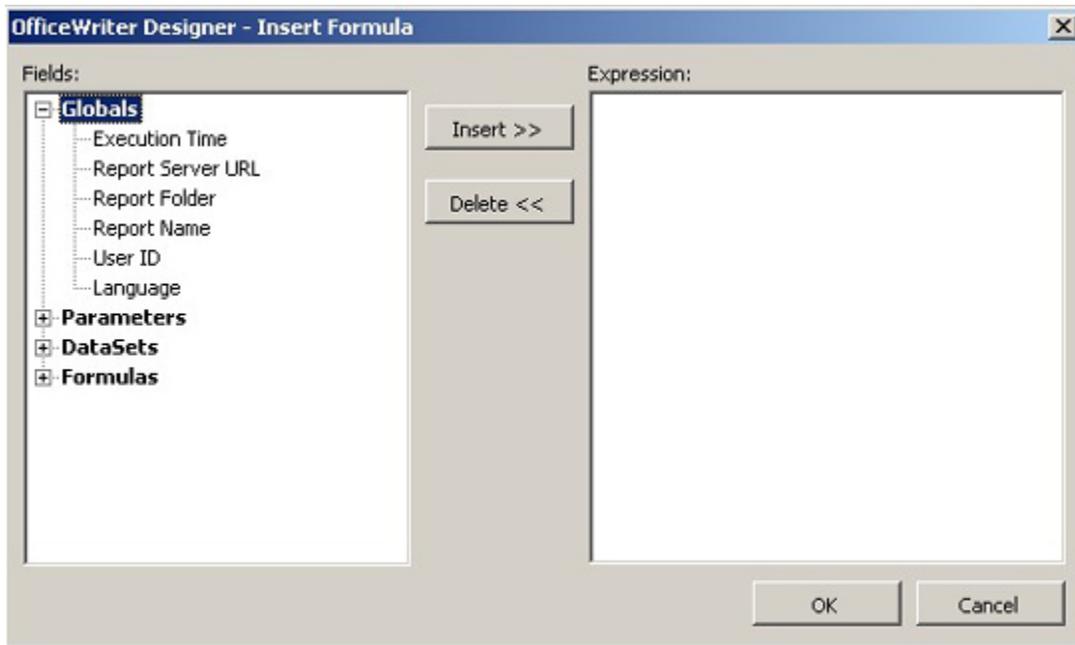
You will see six global variables:

Execution Time	The report's execution time
Report Server URL	The URL of the server running the report
Report Folder	The folder on the Report Server containing the report
Report Name	The Name of the report
User ID	The ID of the user logged on
Language	The report language

3. Select **Execution Time** from the list.

4. Click **Insert** and **Ok**.

5. Click **Formulas** and select **Add Formula**.

6. Expand the **Globals** list.

7. Select **Report Server URL** from the list.

8. Click **Insert** and **Ok**.

9. Repeat the steps above until you have added all six global variables. When you select **Formulas**, you should see:


Parameters in Reporting Services Formulas

You can also use this approach to build formulas that use the parameter values. These formulas can be inserted into the report to display the parameter values selected when running the report.

1. Select **Formulas** > **Add Formula**

2. Expand the **Parameters** section

3. Select a parameter and click the **Insert** button
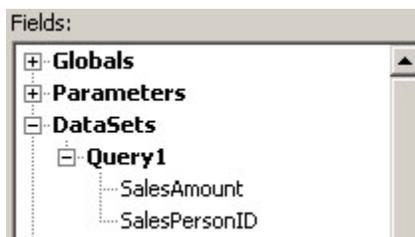
4. Click **OK**.

Building Formulas from DataSets

This section will cover how to create a formula using data from a data set. This particular example will use the **SUM** function:
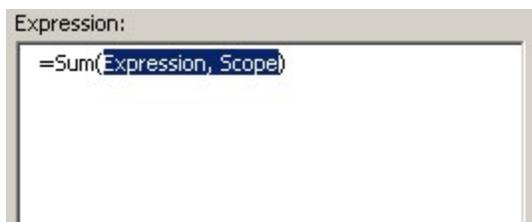
1. Click **Formulas** on the OfficeWriter toolbar and select **Add Formula**.

2. Click the **+** to expand the **Formulas** list.

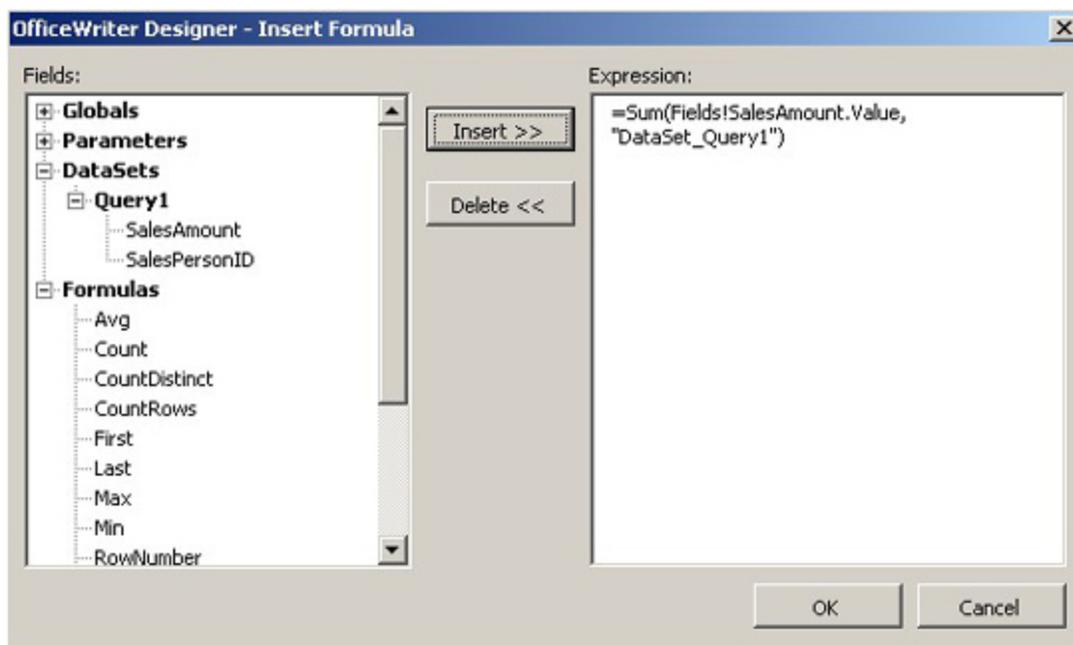3. Scroll down, select **SUM**, and click insert.
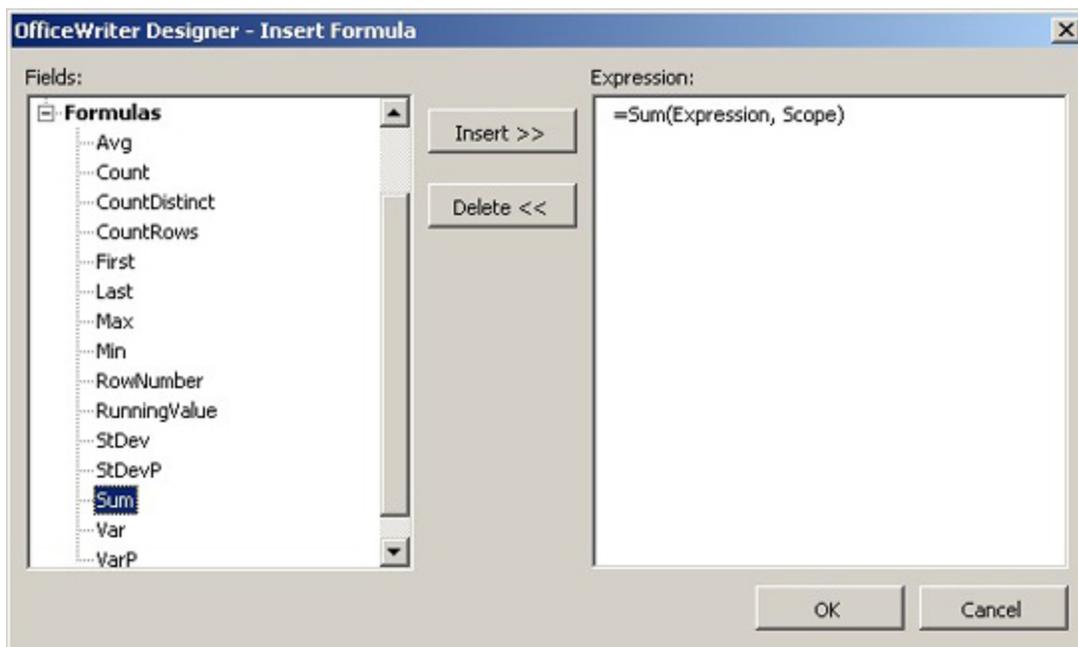
4. Click the **+** to expand the **DataSets** list.

5. Find your query and click its **+** to open it.

6. In the **Expression** list on the right, highlight everything inside the SUM parentheses, as shown.

7. Click **SalesAmount** and **Insert**. Your formula should now look like this:

8. Click **Ok** to return to your worksheet.

Inserting Formulas into a Word Report

To insert a formula into a Word report document:

1. Place your cursor where you would like the formula to be inserted.

2. Go to **Formulas** in the OfficeWriter Designer toolbar

3. Under the **Insert Formula** section, select the formula to insert.

Below is an example of a template that has a global variable formula and a formula built from a data set:

Execution Time: «=Globals!ExecutionTime»

| Sales Person ID	Sales Amount
«Query1.SalesPersonID»	«Query1.SalesAmount»
Total	«=Sum(Fields!SalesAmount.Value, »

Here is what the example template looks like when it's been populated with data:

Execution Time: 11/11/2005 9:40:32 AM

Sales Person ID	Sales Amount
[	29358677.2207
276	12647729.8280
277	12157927.1912
275	11252038.7650
285	10302726.6876
279	8714865.9695
281	7929164.9665
282	7210650.4978
286	5505602.6747
283	4551897.6610
278	4380714.2554
280	4029938.3561
287	2814958.8942
289	2241204.0424
290	1758385.9260
268	1369624.6494
284	891983.6435
288	219088.8836]
Total	127337180.1126

Managing Formulas

Officewriter Designer gives you the ability to manage and maintain formulas you've built. The Formula Manager allows you to change, delete, and build new formulas. To start the Formula Manager, click the **Formulas** button on the OfficeWriter toolbar and select **Edit Formulas**.
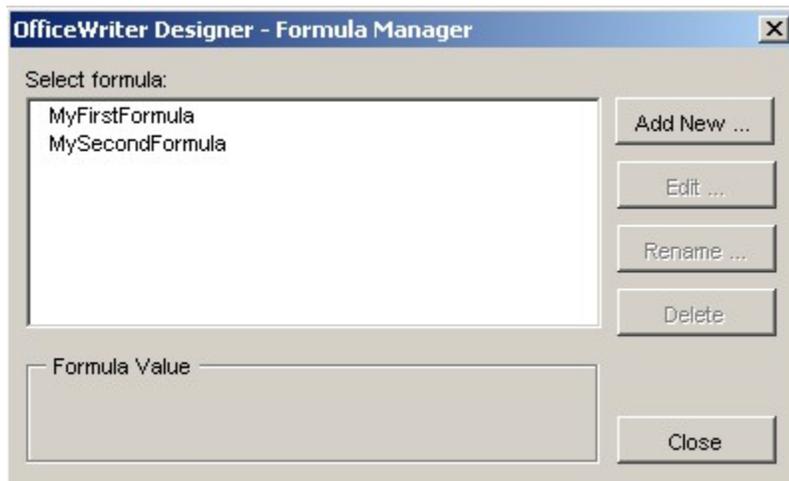
To build a new formula:

1. Click the **Add New...** button. This will bring you to the Formula Builder screen described in the previous section.

2. Follow the directions above to create and use a new formula.

To change an existing formula:

1. Highlight the formula you want to change.

2. Click the **Edit** button. This brings you to the Formulas Builder screen described above.

3. Make the changes to the formula.

4. Click **Ok** to save the updated formula.

To delete a formula:

1. Highlight the formula you want to delete.

2. Click the **Delete** button.

3. Click **Yes** to confirm deletion.

4. Click **Close** to return to the report document.

5. ***Important:*** *You must manually review your report document and remove any reference to the deleted formula.*

To rename a formula:

1. Highlight the formula you want to rename.

2. Click **Rename**.

3. On the Formula Name screen, type in a new name and click **Ok**.

⚠ The formula name is only used to help you maintain formulas. It is not used anywhere in your report document.