

ATHENA JASPER REPORTS

Education Logistics, Inc.

Training Guide



Athena Jasper Reports Training Guide

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INTRODUCTION

The Athena Jasper Reports Training Guide will provide you with explanations of the basic tools within the Jasper Design Interface.

PURPOSE

With the integration of Jasper—a custom Graphical User Interface (GUI)—users can further customize visual elements of standard Athena reports. The Jasper design tool allows users to create new reporting templates, preview them, delete, and modify report components.

NAVIGATE INTO THE JASPER DESIGN INTERFACE

1. Navigate into the Routing Management application.



2. Navigate into the Student reporting module within the Advanced Report section of the main menu.



3. Create a New Template:

Once in the advanced reporting module, navigate into the Report Templates card, and select "New" to create a new reporting template.

🗏 🌍 R	?outir	ng » Edu	log Advance	d Report	s » Stude	nts Ad	ctive Data	Area: p l	
Q		St	udents			^	Sele	cted Student	ts 🔨
						mns		× Clear	Columns
Address	Def	District ID	Eligibility	Exc	First Name	Ho	Address	Def	District I
		Report	t Templates			~		Preview	^
		New	🚽 Design 🛛 🗗 🖸	ilone 👕 [Delete Col	umns	Lleor-dofino	d Eile Nam	
Template Name			Created Date ↓	C	reated By		USer-denne		
Miketest		C	02/07/2025 16:36	6 🔒	Mike Anderson				
testphoto		C)1/24/2025 13:09) 🔒	Cory Emlen		Student	Report	
Test002		C)1/21/2025 13:47	7 🔒	Nick Gebert		School G School 0	rade Las 1 Last	t Name First First
bryton_test		1	2/24/2024 09:40) 🔒	Bryton LeValley	/			
dasdfdfdfsfasddfs		1	2/17/2024 16:0	5 🔒	Trevor Adams				
test_001_clone		1	2/16/2024 22:37	7 🔒	uat01 Athena				
test 001		1	12/16/2024 22:33	7 🚨	uat01 Athena				
20 Results 1 Page		(<)		Re	cords per page (2	0)			

3.1. Selecting the "New" template tool, will populate a right-side column within the Report Templates card. Select the fields you would like to appear in the report.

	Report Templat	es	^
New	E Design Clone Delete	Enter new template name	Save
Template Name	Created V Created By	Show 1st column	🕞 Portrait 🔻
Miketest	02/07/2025 16:36 🔒 Mike Andersc	Repeat header(s)	
testphoto	01/24/2025 13:09 🔒 Cory Emlen	Filter	
Test002	01/21/2025 13:47 🔒 Nick Gebert	- Notes	
bryton_test	12/24/2024 09:40 🔒 Bryton LeVall	Phone Number	
dasdfdfdfsfasddfs	12/17/2024 16:05 🔒 Trevor Adams	Photo	
test_001_clone	12/16/2024 22:37 🔒 uat01 Athena	Program	
test_001	12/16/2024 22:37 🔒 uat01 Athena	RFID	
testtesttest	12/16/2024 10:36 🔒 Trevor Adam:	School	
test	12/15/2024 23:26 🔒 uat01 Athena	School Code	
jordontest	12/13/2024 11:52 🔒 Jordon Faircl	□ SIS Address	
briantest	12/12/2024 11:38 🔒 Brian Ogolin	Special Needs	
test3	12/11/2024 14:31 🔒 Tyler Simonic	SPED/IED	
20 Results 1 Page	Records per page (20)	□ Suffix	
		- 14/:4l D-4-	

- **3.2.** Give the template an identifiable name, and decide whether you would like to enable the following organizational tools:
 - Show 1st column
 - Repeat header(s)

	Report Templat	tes ^
🖹 New	Design Clone Delete	Madison Test Save Cancel
Template Name	Created 🗸 Created By	Show 1st column
Miketest	02/07/2025 16:36 🔒 Mike Andersc	Repeat header(s)
testphoto	01/24/2025 13:09 🔒 Cory Emlen	Filter
Test002	01/21/2025 13:47 🔒 Nick Gebert	Student
bryton_test	12/24/2024 09:40 🔒 Bryton LeVall	Address
dasdfdfdfsfasddfs	12/17/2024 16:05 🔒 Trevor Adams	Date Of Birth
test_001_clone	12/16/2024 22:37 🔒 uat01 Athena	District ID
test_001	12/16/2024 22:37 🔓 uat01 Athena	Edulog ID
testtesttest	12/16/2024 10:36 🔒 Trevor Adam: 🛡	\Box Eligibility
test	12/15/2024 23:26 🔒 uat01 Athena	
jordontest	12/13/2024 11:52 🔒 Jordon Faircl	
briantest	12/12/2024 11:38 🔓 Brian Ogolin	
test3	12/11/2024 14:31 🔒 Tyler Simonic	
20 Results 1 Page	Records per page (20)	

Select "Save" to create the template. The user will see the new template populate in the Report Templates card.

😑 🜍 Routing 🤉	≫ Edulog Advanced Reports ≫ S	tude Successfully							
Q	Students								
	Report Templates								
	🖺 New 📄	Design [Clone 👕 Delete 🛛 🔢 Columns							
Template Name	Created Date V	Created By							
Madison_Test	02/17/2025 12:07	🔐 Madison Irwin							
Miketest	02/07/2025 16:36	🔒 Mike Anderson							
testphoto	01/24/2025 13:09	🔒 Cory Emlen							
Test002	01/21/2025 13:47	🔒 Nick Gebert							
bryton_test	12/24/2024 09:40	🔒 Bryton LeValley							

4. Select Data to Run the Report:

Following the creation of a new reporting template, the user will load data to report on. Navigate to the Search Tray, and search for the desired data.



Select sample data within the Student's card to be loaded into the designer interface.

Q	2 Students ^											
	Columns											
69	35 Results		~	< 1 2 3	4 5	6 7 8 >	»		347 P	ages		
	Address	Def	District ID	Eligibility	Exc	First Name	Но	ltin	Last Name	No-		
	1123 S 7 ST	~		Eligible	×	Edulog	×	×	5	>		
	1123 S 7 ST	\checkmark		Eligible	×	Edulog	×	×	6	>		
	900 N 13TH	×	14031759	Eligible	×	STUDENT	~	×	7	>		
	2000 BUNN	~	1390122	Eligible	~	KALISE	~	×	ABBEY	>		
	5 RIDGE CT	~	1390122_AL	Eligible	×	KALISE	×	×	ABBEY	>		
	1200 N DA	~	1339862	Eligible	x	KAMARE	×	x	ABBEY_05	>		

5. Navigate into the Jasper Design Interface:

Once the user has selected the sample data to work with and created the new template, select it within the Report Templates card, and select the "Design" tool.

	Report Templates	^
	🕒 New 🛛 😂 Desi	ign 🗗 Clone 👕 Delete 🛛 🗐 Columns
Template Name	Created Date V	Created By
Madison_Test	02/17/2025 12:07	Madison Irwin
Miketest	02/07/2025 16:36	🔒 Mike Anderson
testphoto	01/24/2025 13:09	🔒 Cory Emlen
Test002	01/21/2025 13:47	🔒 Nick Gebert
bryton_test	12/24/2024 09:40	🔒 Bryton LeValley
dasdfdfdfsfasddfs	12/17/2024 16:05	🔒 Trevor Adams
test_001_clone	12/16/2024 22:37	🔒 uat01 Athena

The user will see the following window informing the user the system is processing the reporting data; once the load has completed the user will be brought into the Jasper Interface automatically.

Build Data Source Queue											
						mns					
Report Type	Template	Status	Executed	User Name	Email	C					
Edulog Adva	Madison_Test	Processing	02/17/2025,	Madison Irwin	mirwin@edu	×					

Design Template: Madison_Test ×												
Madison_Test	Madison_Test Madison_Test_contacts											
☆ Library View → Create → mirwin@edulog.com Help Log Out												
Madison_Test.jrxml												
Palette			x < >	Properties		Dataset						
а	I I	•	•	Report Styles								
Text Field Stati	ic Text Rectangle	Ellipse		Name	Student							
Line Ta	able Crosstab	List		Description								
				 Pagination 								
Frame Subr	report Image	Мар		Ignore Pagination		•						
i 💼 4	.	\sim		Title On A New Page		•						
Break Ger	neric CVC	AdHoc	-	Summary On A New Page								
Outline			×	Summary With Page Header And F	Footer	•						
			<u>^</u>	When No Data Show	None							
 Madison_Test Title 				Non Format								
Page Header	r			Q Search by name		丰						
> Column Hea	der		•	Selected: Report								

NAVIGATING THE JASPER INTERFACE

Within this section of the guide users will be walked through different elements within the Design Interface that users will need to know in order to navigate the software independently. In this section users will cover the following:

- Jasper Repository
- Editor Tab
- Palette
- Outline
- Properties
- Preview Tab

					Design Template: Madis	on_Test	×
Madison_Te	est Ma	dison_Tes	t_contacts				
Ø JASPE	RSOFT	f	Library	View 🚽	Create 🗸	mirwin@edulog.com Help Log Out	Q
🔟 Mac	lison_	Test.jı	rxml				<l><l></l></l>
Palette				× <	X 🗳 ← ∻ Q Q 100% ▼	> Properties	Dataset
a	T		\diamond	A		Report Styles	
Text Field	Static Text	Rectangle	Ellipse	11		Name Stu	ident
Line	Table	Crosstab	List		Student Report	Description	
_	-10h				"School" "Grade" "Program" "Li "Mailing Address" EE (school)	Ast Name" V Pagination	
Frame	Subreport	Image	Мар		new java.util.Date()	"Page "+\$V{	•
-	-					Title On A New Page	•
Break	Generic	CVC	AdHoc	-		Summary On A New Page	
						Summary With Page Header And Footer	
Outline				×		Float Column Footer	•
✓ Madison_	Test					When No Data Show No.	ne 🔻
✓ Title	-					Q Search by name	· ·
> D Page H	⊦rame leader			-		Selected: Report	·

Jasper Repository

A report is a file made up of various components, including files, images, styles, and resources. The Design Studio interface lets you upload supplementary resources as "elements" into a larger repository, which can then be attached to your reports. Visually, the repository resembles a simple file system folder where you can upload assets such as brand images, logos, fonts, and more.

7	Design Template: Madison_Test ×										
Madison_Test Madison_Test_contacts											
<i>O</i> JASPER	SOFT	ń	Library	View 🚽	Create 🗸	mirwin@edulog.com Help Log Out	٩				
Madison_Test.jrxml							<l> </l>				
Palette				Repos	itory	$\Rightarrow \bigcirc \bigcirc \bigcirc \bigcirc 100\% \checkmark$ Properties	Dataset				
a Text Field	T Static Text	Rectangle	O Ellipse	Favori Sched Messa	ites Iules and Alerts ges	Report Styles Name Student					
Line	Table	Crosstab	List		Stu	Description					

Within the Repository, the user will see the following information in the left-side column labeled "Folders":

- Athena Site Name = UAT01
- Advanced Reporting Module = Students
- Selected Report Template = Madison_Test

Madison_Test Madison_Test_contacts													
✓JASPERSOFT ↑	Libra	ry Vi	ew 🚽	Create 🗸				mirwin@edulog.com	Help	Log Out			٩
Repository													
< Folders	Run	Edit	Open	Сору	Cut	Paste	Delete				Sort By:	Name	Modified Date
✓ ■ uat01	0	Name	2			I	Description			Ty	rpe	Created Date	e Modified D
▼ 389ad796_60dc_43d3		Madison_Test.jrxml							Fi	le	Yesterday	Yesterday	
Madison Test		Madi	son_Test_	contacts.j	rxml					Fi	le	Yesterday	Yesterday
		adap	ter.jrdax							Fi	le	Yesterday	Yesterday
		data_	source.js	on						Fi	le	Today	Today

Expanding the selected report template will populate the primary report, and any sub-reports attached to the primary.

					Des	ign Ter	nplate:	Madison_Test					×
Madison_Test Madison_T	est_cont	acts											
🖉 JASPERSOFT 👘 🖈	Libra	ry Viev	w -	Create 🗸				mirwin@edulog.com	Help	Log Out			٩
Repository													
< Folders	Run	Edit	Open	Сору	Cut	Paste	Delete				Sort By:	Name	Modified Date
🔻 🚞 uat01	0	Name				P	rimar	y Report		1	Гуре	Created Date	Modified D
▼ 389ad796_60dc_43d3		Madiso	on_Test.j	jrxml						I	File	Yesterday	Yesterday
Madison_Test		Madiso	on_Test_	_contacts.j	rxml					Ī	File	Yesterday	Yesterday
		adapte	er.jrdax			S	ub-Ro	eport		I	File	Yesterday	Yesterday
		data_s	ource.js	on						ł	File	Today	Today

9

Review the "Upload an Image within the Repository" user story to get a more in-depth preview of adding elements to the Repository in

Editor Tab

Within the Jasper Design Interface there are three tabs users can navigate between: Editor, Source, and Preview. In the following sections, users will explore elements within the Editor Tab. The Editor tab provides tools for adding text, data, charts, sub-reports, and querying data sources, with the ability to set precise page locations for elements. The Editor interface boasts the following panel views:

- 1. Outline
- 2. Palette
- 3. Properties

	Design Template: Madison_Test	×
Madison_Test Madison_Test_contacts		
💋 JASPERSOFT 📅 Library V	ew + Create + mirwin@edulog.com Help Log Out	Tabs
🔟 Madison_Test.jrxml	2	<l><l></l></l>
Palette	∠ × □ ← ♦ ♀ ♀ 0 0 100% ▼ Propertie	es Dataset
Image: Subreport Image Image Image Image Image Image Image Image Image	Student Report "School" "Grade" "Program" "Last Name" Description "School" "Grade" "Program" "Last Name" > Pagination "Mailing Address" SF(school)==null?"":\$\$\$F(program)==null?"\$F(lastName)==null?"\$F(firstNam > Pagination SF(school)==null?"":\$\$\$F(grade)==null?"":\$\$\$F(program)==null?"\$F(lastName)==null?"\$F(firstNam Ignore Paginal new java util Date(] "Page "+\$V(PAGE NUM) Title On A New	es Student tion
Outline Madison_Test Title Page Header Column Header Detail 1	1 Summary On A Summary With Float Column When N a Sh Q Search b Selected: Rep	A New Page h And Footer Footer tow None y name ort

Palette

The Palette includes all the elements used to build the report, such as text fields, images, subreports, maps, charts, and more. Some elements, like images, require the user to upload files to the repository before they can be used in the report design. Otherwise, users can simply drag and drop an element from the Palette directly into the report design.



Outline

The Outline displays the structure and layout of the report. It allows you to view, add, and delete report bands—these are the columns headers of a report. Additionally, the Outline shows the order of the elements in the report. Selecting an element in the Outline will automatically display its properties in the Properties panel.



Properties

The Properties view allows users to view and edit the properties of a selected element in the report editor tab. The available property options vary depending on the type of element selected. For example, the Properties view for a text field displays options like Appearance and Text Field, while the Properties view for a line shows options such as Appearance, Borders, Line, Inheritance, and Advanced.



Reminder: Selecting an element in the Outline will automatically highlight it in the report design view and display its properties in the Properties panel.

Preview Tab

The Preview tab displays multiple format options for viewing the document; however, Athena only supports PDF previews. Once a report is generated, users can only print PDF documents from the Athena's UI.

	Design Temp	plate: Madis	on_Test			×
Madison_Test Madison_Test_contacts						
ØJASPERSOFT त Library View → Create		mirwi	n@edulog.com	Help Log Ou	t	٩
Madison_Test.jrxml						🥒
× ▶ ➡ ★ ★ ♦ Q Q 100% ▼ Q	Search report	幸 ◀ ▶	◀ ◀ Pag	e 1 of 1		
> Parameters X						4
Bookmarl	Student F	Report				
a	School G Mailing Address	Grade	Program	Last Name	First Name	
	ADDAMS 02 ADDAMS 0 ADDAMS 0	02 01 01	Default Default Default	ABEL_0003 ABDELFATAH_01 ABDUL-RAHIM II_0	CLAIRE MARIAM 10MAR	
	ADDAMS 0)1	Default	ABDELFATAH_001	AHMED	

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			Design Ter	mplate: Ma	idison_Test			×
Mad	dison_Te	est Madison_Test_contacts						
9	JASPE	R S O F T → Library View - Create	•	m	irwin@edulog.cor	n Help Log Ou	t	٩
	Mac	lison_Test.jrxml						🖌
×			Q Search report	료 <	▶ 4 4 P	age 1 of 1		
Bookmarks	Parar	PDF Document (.pdf) Comma Separated Values (.csv) Microsoft Word (.docx) Rich Text Format (.rtf) OpenDocument Text (.odt) OpenDocument Spreadsheet (.ods) Microsoft Excel (.xlsx) Microsoft PowerPoint (.pptx) Comma Separated Values - Metadata (.csv) Microsoft Excel - Metadata (.xlsx)	School Mailing Address ADDAMS ADDAMS ADDAMS ADDAMS ADDAMS HARVARD PARK ADDAMS ADDAMS	Crade 02 01 01 01 01 01 01 01 01	Program Default Default Default Default Default Default Default	Last Name ABEL_0003 ABDELFATAH_01 ABDUL-RAHIM II_0 ABDELFATAH_001 ABDELFATAH_001 ABDELGHANI_04 ABDELGHANI_04 ABBEY	First Name CLAIRE MARIAM MOMAR AHMED JA'NIYA JOUD KALISE	
	:=	Reset	ADDAMS ADDAMS HARVARD PARK	01 01 01	Default Default Default	ABBEY_05 ABDELGHANI_01 ABCTEST_02	KAMARE SANA ABIGAIL	

Note: To preview the PDF version of the report, users must ensure they are viewing the main report. Attempting to preview from a sub-report file will result in the following message: *"The report is empty!"*

Main Report	Sub Report	Design Template: Madison_Test	×
Madison_Test Madiso	n_Test_contacts		
✓ JASPERSOFT ⁻	✿ Library View	eate → mirwin@edulog.com Help Log Out	Q
🕒 Madison_Te	st.jrxml		💉

ATHENA ADVANCED REPORTS USER STORIES

The User Stories section of this guide will offer you scenarios that are applicable to some of the workflows you might encounter in your day-to-day tasks within Athena. Some scenarios that will be discussed include:

- Adjust the Size of the Bands
- Upload an Image within the Repository
- Add an Image Element to the Report

Adjust the Size of the Bands

Here's How

1. From the Report Templates Card, select the template you would like to edit further.

	Report Templates	^
	🗎 Ne	w 🛢 Design 🗗 Clone 👕 Delete 🛛 III Columns
Template Name	Created Date \checkmark	Created By
Madison_Test	02/17/2025 12:07	🖌 Madison Irwin
Miketest	02/07/2025 16:36	🔒 Mike Anderson
testphoto	01/24/2025 13:09	🔒 Cory Emlen
Test002	01/21/2025 13:47	🔒 Nick Gebert
bryton_test	12/24/2024 09:40	🔒 Bryton LeValley
dasdfdfdfsfasddfs	12/17/2024 16:05	🔒 Trevor Adams
test_001_clone	12/16/2024 22:37	🔒 uat01 Athena
21 Results 2 Pages	<pre><< 1 2 > >></pre>	Records per page (20)

2. Select the "Design" tool.



You will see the following window informing you the load is in progress, once completed, you will automatically be pulled into the Jasper Design Interface.

		Build Da	ata Source Queue			
						umns
Report Type	Template Name	Status	Executed Time	User Name	Email	Ca
Edulog Advance	Madison_Test	Processing	02/19/2025, 01:3	Madison Irwin	mirwin@edulog	×

3. Locate the Outline. To focus the view of the left-side panel on just the Outline, select the "X" within the Palette card to hide it from view.

					Design Template: M	dison_Test		×
Madison_T	est Ma	dison_Tes	t_contacts	;				
	RSOFT	ń	Library	View 🚽	Create 🗸	mirwin@edulog.com	Help Log Out	۹
🕒 Mac	dison_	Test.jı	rxml					
Palette				× <	× 🛛 • 🔶 Q	Propertie	es	Dataset
a	T		\diamond	A		Report Styles		
Text Field	Static Text	Rectangle	Ellipse	11		Name	Student	^
Line	Table	Crosstab	List		Student Repor	Description		
	→In			ך ך	"School" "Grade" "Mailing Address" \$F{school}==null?":\$\$F{grade	✓ Pagination		
Frame	Subreport	Image	Мар		new java.util.Date	Ignore Pagination		
	-			•		Title On A New Page		
Outline				×		Summary On A New Pa	ge	
						Summary With Page He	eader And Footer	
✓ Madison_	Test					Float Column Footer		
> Title						Q Search by name		· · · ·
Page F > Colum	leader In Header			-		Selected: Report		- _

The Palette will be folded into the left-side panel. To pull it back into view, select the tab.

	Design Ten	nplate: Madison_Test		2
Madison_Test Madison_Test	t_contacts			
JASPERSOFT 🔒 🏦	Library View – Create –	mirwin@edulog.com	Help Log Out	
Madison_Test.jr	xml			/
Outline	× < × =-	 ♠ Q Q 100% ▼ 	> Properties	Dataset
✓ Madison_Test			Report Styles	
> Title			Name Student	^
Page Header	Stude	nt Report	Description	
> Column Header	"School"	"Grade" "Program"		
> Detail I	"Mailing Addr \$F{school}==m	ess" Jll?"":\$\$F{grade}==null?"":\$E\$F{program}==null?""	✓ Pagination	
> Page Footer		new java.util.Date()	Ignore Pagination	
Last Page Footer			Title On A New Page	
Summary			Summary On A New Page	
No Data			Summary With Page H And Foote	er 🌒
Background			Float Column Footer	
			Q Search by name	▼
			Selected: Report	
			· · · · · · · · · · · · · · · · · · ·	

15

4. Within the Outline, select the "Title" element.

Мас	lison_T	est Madison_Test_conta	cts						
9	JASPE	RSOFT 🔒 Library	View 🚽	Create 🗸	mirwin@edu	log.com He	lp Log Out		Q
	Mad	dison_Test.jrxml						<mark>/</mark> 2</th <th>> •</th>	> •
>	Outli	ne	×	< × 🗉	• ◆ ◆ Q Q 100%	▼ >	Properties	Dataset	
Palette	✓ Ma	dison_Test					Height	40	
	>	Title		_		_	Split Type		•
		Page Header		Cto	dant Dan art		Print When Expression		•••
	>	Column Header		Siu					
	>	Detail 1		"Mailing A	ddress"	im			
		Column Footer		\$F{school}	==null?"":\$\$F{grade}==null?"":\$!\$F{prog	ram}==null?""			
	>	Page Footer			new java.util.Date(]				
		Last Page Footer							
		Summary							
		No Data							
		Background							

5. After selecting the title element in the Outline, the "Title" properties will populate in the right-side Properties column. In the "Height" field, change the height from "40" to "60", to create more space to add a logo later on.

Mac	lison_Test	Madison_Te	est_contacts	i											
0	JASPERSO	FT" 🔒	Library	View 🚽	Create 🗸			mirwin@edu	ılog.com	Help	Log	Out			Q
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	> Title											Split Type	2	STYLE	•
	Page	leader				Q to day	at Damar					Print Whe	ression		•••
	> Colun	n Header				Studer	п керо			_					
	> Detail	1			"5	School"	"Grade'	' Progr	am"	"Last Nam					
	Colun	n Footer			"] \$F	Mailing Addre	ss" 11?"":\$\$F{grade	}==null?"";\$H\$F {pros	ram}==null?"	'ISF {lastNam					
	> Page	ooter				r	ew java util Date	d							
		age Footer				*	en java.oui.bute	<u></u>			-				
		ary			_										
	No Da	a													
	Backg	round													
												Q Sea	arch by nai	me	幸
												Selected	: Band		

The user will see blank space open up beneath the Title header.

Stude	nt Deport			
Stude	п кероп			
chool"	"Grade"	"Program"	"Last Name"	"First Name"
Addre {school}==nu	ss" 11?"":\$\$F{grade}==nul	1?"":\$H\$F{program}==n	ull?"" \$F{lastName}==n	ull?"\$F{firstName}==null?"":\$F
	eur iava util Date("Dage "-	WIRACE NUMBER 1+" of " " +

6. In the report display, click directly on the colored banner in the header; you will see the rectangle nodes upon selection.

Stude	nt Report			
"School" "Mailing Addre	"Grade"	"Program"	"Last Name"	"First Name"
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Drag the box down to cover the new space.

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7. Continue to select header elements in the outline, and work to expand the bands within the report as needed to create more space for content.



8. Save:

Once you have completed your changes, select the "Save" icon, and save your changes.



Upload an Image within the Repository

Here's How

1. Navigate into the Repository:

Select the "View" drop-down, and select Repository.

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2. The user will be brought to the Jasper Repository. Right-click on the "Madison_Test" folder within the left-side column, to a pop-up menu.

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In the menu, the user will navigate following: Add Resource > File > Image. Select "Image".

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3. Selecting "Image" will bring the user to the following screen, where they will add details of the image element being uploaded to the repository.

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		•								
Submit	Cancel									

The user will select "Submit" once they have uploaded the image from their personal files, and added all relevant information.

4. The user will see the new image element within the Jasper Repository.

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5. Navigate back to the Editor Tab:

To navigate back to the report Editor view of the Design Interface, right click on the "Primary Report" file within the repository, and select "Open in Editor".

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6. The user will be brought back to the Editor view of the Jasper Design Interface.

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Add an Image Element to the Report

Following the adjustment of the Title band, and the addition of the image element to the Repository, the user can now add the image element to the report.

Here's How

1. From the Editor tab view of the Design Interface, fold the right-side Properties column out of view by selecting the arrow in the upper left corner.

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2. Once the Properties column is out of view, within the Palette card, click, drag and drop the image element into the desired location of the report.

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3. Once the image element is placed in the report, users will need to resize it to the desired size.

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4. Select the image element in the report display, and open the Properties column by selecting the tab on the right side of the screen.

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5. Navigate into the "Image" tab of the Properties column.

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6. In the "Expression" field, select the magnifying glass icon.

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7. Within the pop-out, select the image element that was added to the repository, and at the bottom of the screen select "Open".

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8. The user will see the element name populate in the report display and in the "Expression" field of the Properties column.

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9. Save the changes made to the report.

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10. Preview the additions to the report by navigating to the "Preview" tab.

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