

ATHENA JASPER REPORTS

Education Logistics, Inc.

Training
Guide

2025



Athena Jasper Reports

Training Guide

2025 by Education Logistics, Inc

All rights reserved.

Date Modified: 02/21/2025

Version: 1.69

EDULOG is a trademark of Education Logistics, Inc.

Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

<https://www.edulog.com/>

TABLE OF CONTENTS

INTRODUCTION 3

PURPOSE 3

NAVIGATE INTO THE JASPER DESIGN INTERFACE..... 3

NAVIGATING THE JASPER INTERFACE..... 8

 Jasper Repository..... 8

 Editor Tab..... 10

 Palette 10

 Outline 11

 Properties 11

 Preview Tab 12

ATHENA ADVANCED REPORTS USER STORIES 14

 Adjust the Size of the Bands 14

 Upload an Image within the Repository 19

 Add an Image Element to the Report 22

INTRODUCTION

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

PURPOSE

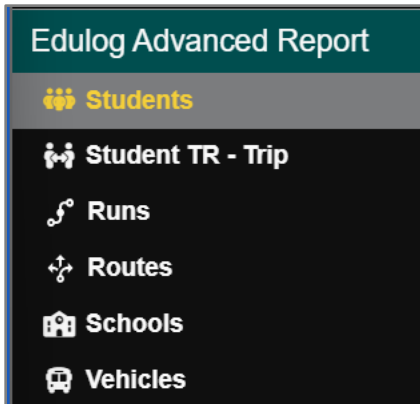
With the integration of Jasper—a custom Graphical User Interface (GUI)—users can further customize visual elements of standard Athena reports. The Jasper design tool allows users to create new reporting templates, preview them, delete, and modify report components.

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.

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 Templates

New Design Clone Delete Columns

Madison_Test Save Cancel

☐ Show 1st column

☐ Repeat header(s)

Filter

Student

- ☐ Address
- ☐ Date Of Birth
- ☐ District ID
- ☐ Edulog ID
- ☐ Eligibility
- ☐ Email
- ☐ Enrollment Date
- ☐ Exclusive Stop
- ☒ First Name
- ☐ Gender

Template Name	Created ...	Created By
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
dasdfdfsfasddfs	12/17/2024 16:05	Trevor Adams
test_001_clone	12/16/2024 22:37	uat01 Athena
test_001	12/16/2024 22:37	uat01 Athena
testtesttest	12/16/2024 10:36	Trevor Adams
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 Simon

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 » Students

Students

Report Templates

No template selected

New Design Clone Delete Columns

Template Name	Created Date	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.

Search

+ Filters

Eligibility

Eligible

Eligible due to hazard

Select...

Search

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

Students

Columns

6935 Results

<<

<

1

2

3

4

5

6

7

8

>

>>

347 Pages

☒	Address	Def...	District ID	Eligibility	Exc...	First Name	Ho...	Itin...	Last Name	No-
☒	1123 S 7 ST...	✓		Eligible	✗	Edulog	✗	✗	5	>
☒	1123 S 7 ST...	✓		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	✗	KAMARE	✗	✗	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

Design

Clone

Delete

Columns

Template Name	Created Date ↓	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						
						Columns
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_contacts

Library

View

Create

mirwin@edulog.com

Help

Log Out

Madison_Test.jrxml

Text Field

Static Text

Rectangle

Ellipse

Line

Table

Crosstab

List

Frame

Subreport

Image

Map

Break

Generic

CVC

AdHoc

Outline

Madison_Test

Title

Page Header

Column Header

Properties

Dataset

Report

Styles

Name

Student

Description

Pagination

Ignore Pagination

Title On A New Page

Summary On A New Page

Summary With Page Header And Footer

Float Column Footer

When No Data Show

None

Page Format

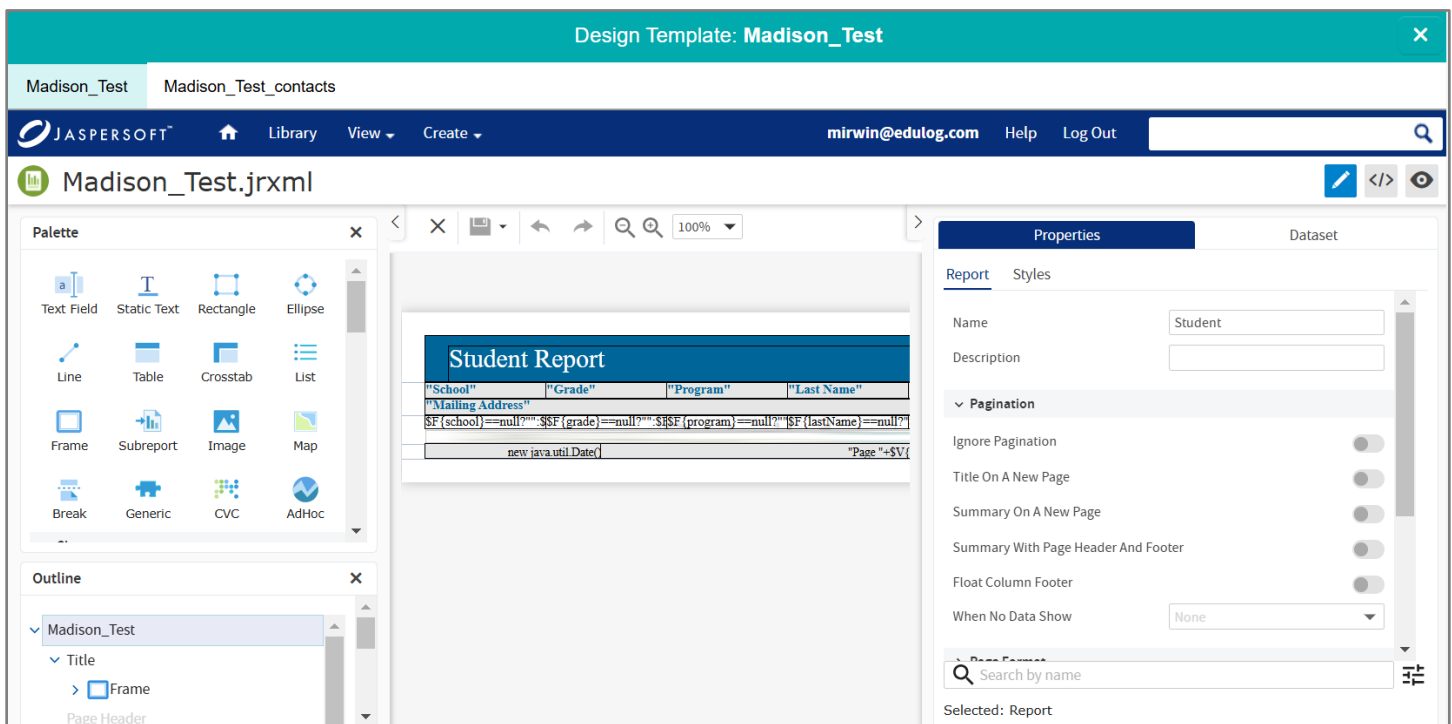
Search by name

Selected: Report

NAVIGATING THE JASPER INTERFACE

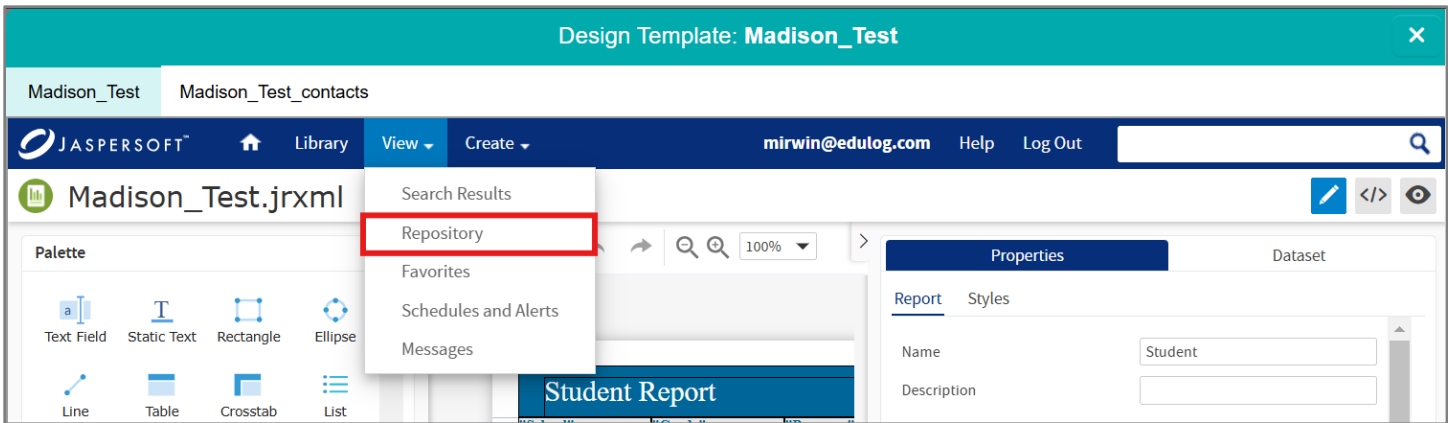
Within this section of the guide users will be walked through different elements within the Design Interface that users will need to know in order to navigate the software independently. In this section users will cover the following:

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



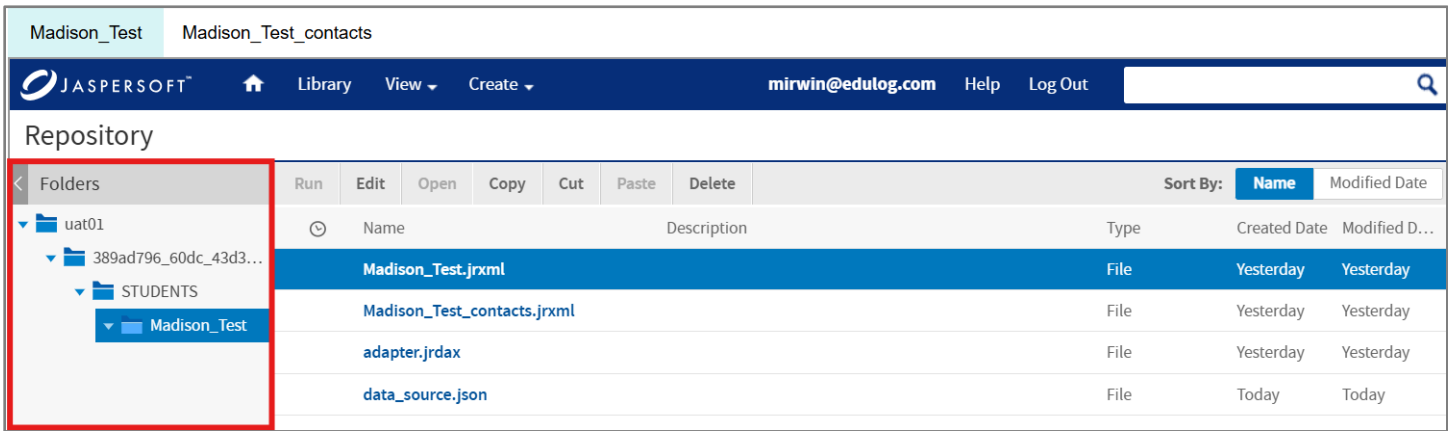
Jasper Repository

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.

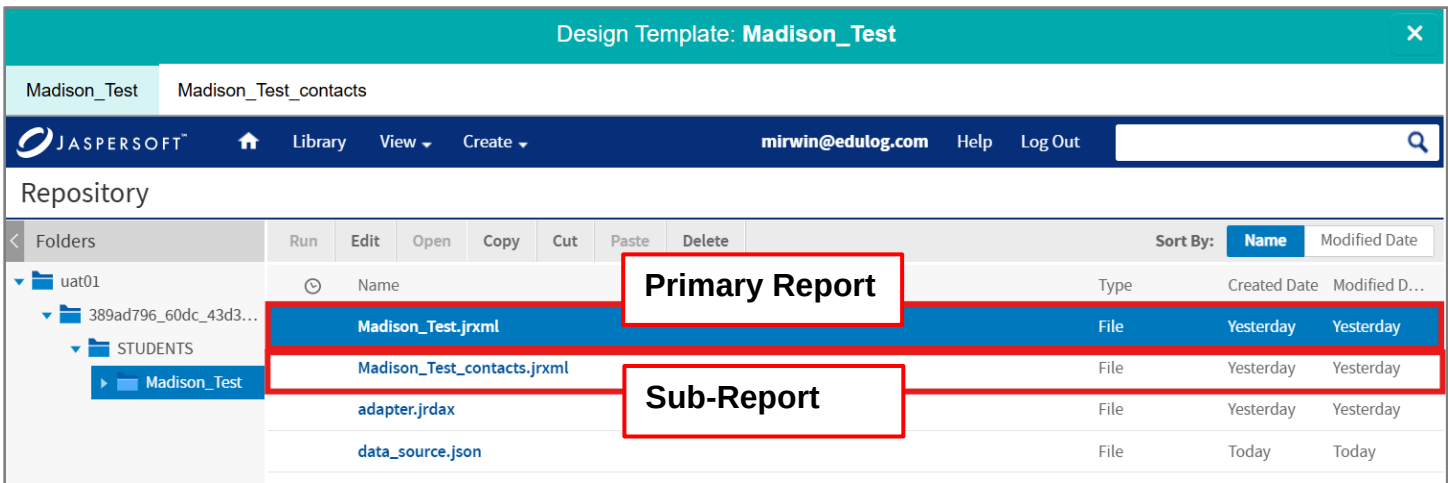


Within the Repository, the user will see the following information in the left-side column labeled “Folders”:

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



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

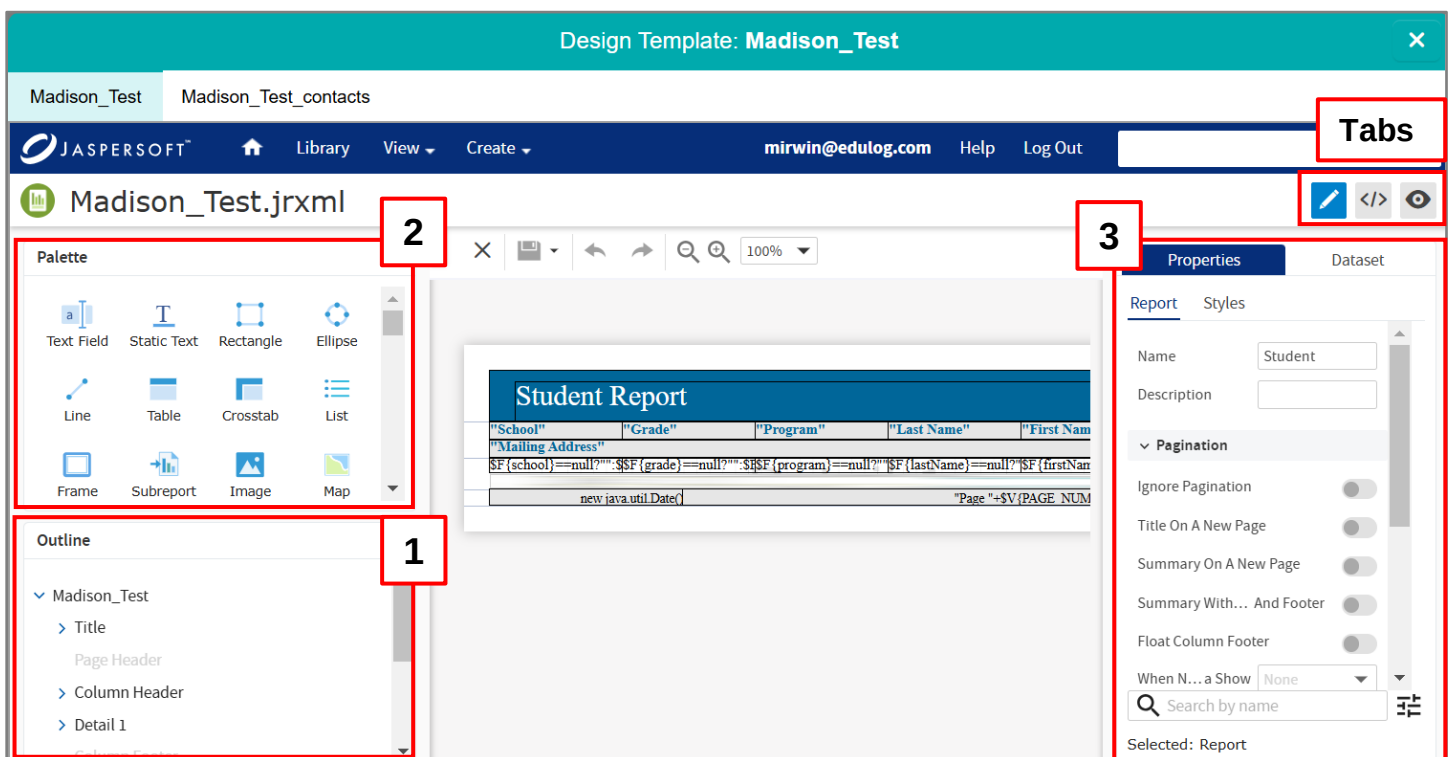


Review the “[Upload an Image within the Repository](#)” user story to get a more in-depth preview of adding elements to the Repository in

Editor Tab

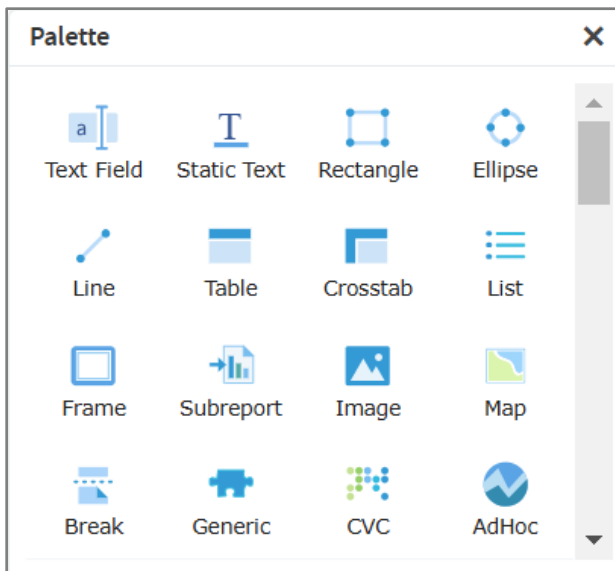
Within the Jasper Design Interface there are three tabs users can navigate between: Editor, Source, and Preview. In the following sections, users will explore elements within the Editor Tab. The Editor tab provides tools for adding text, data, charts, sub-reports, and querying data sources, with the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

1. Outline
2. Palette
3. Properties



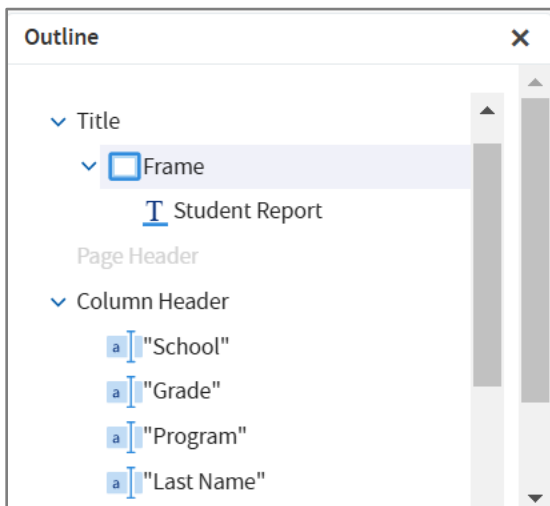
Palette

The Palette includes all the elements used to build the report, such as text fields, images, sub-reports, 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.



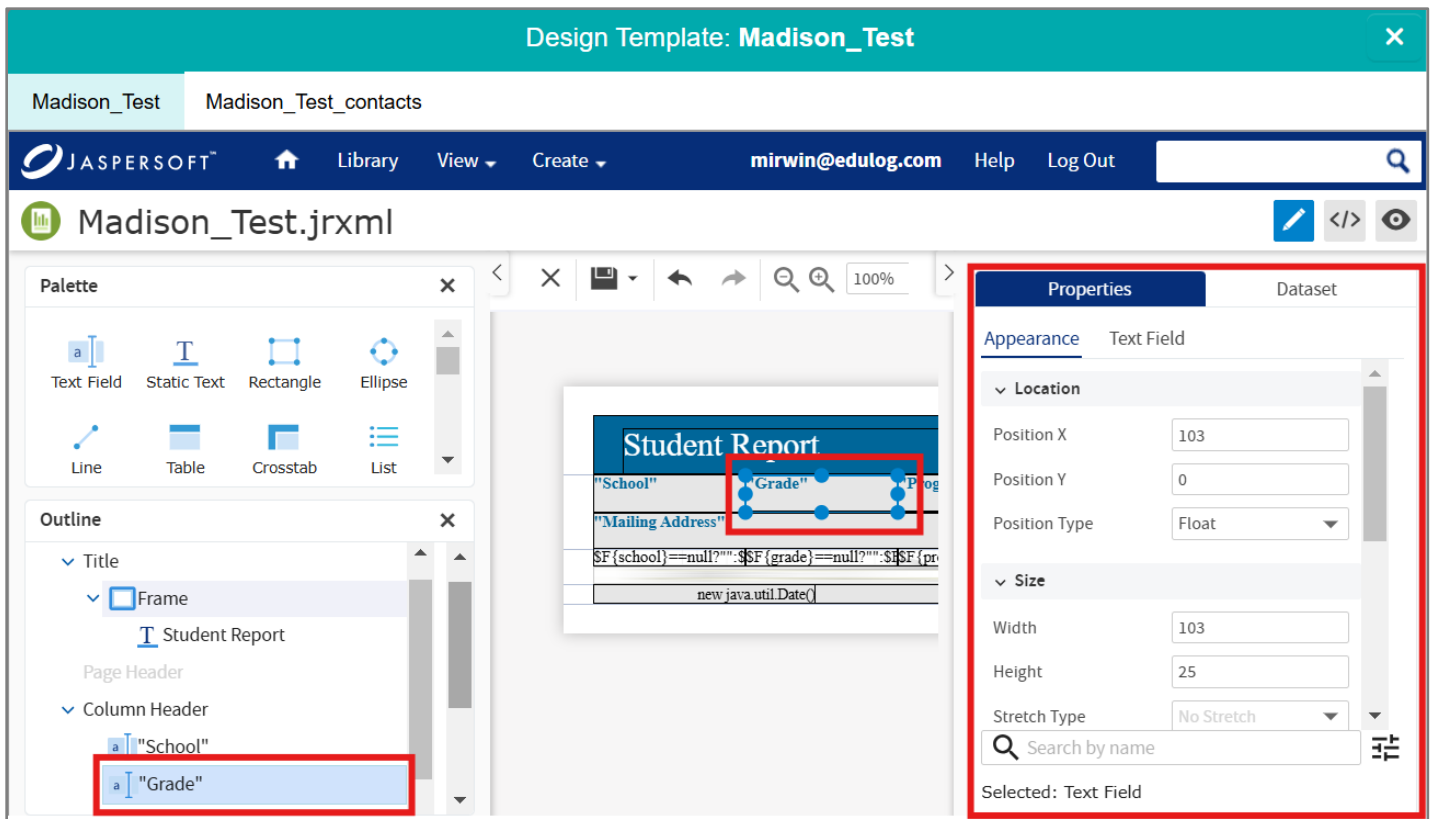
Outline

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

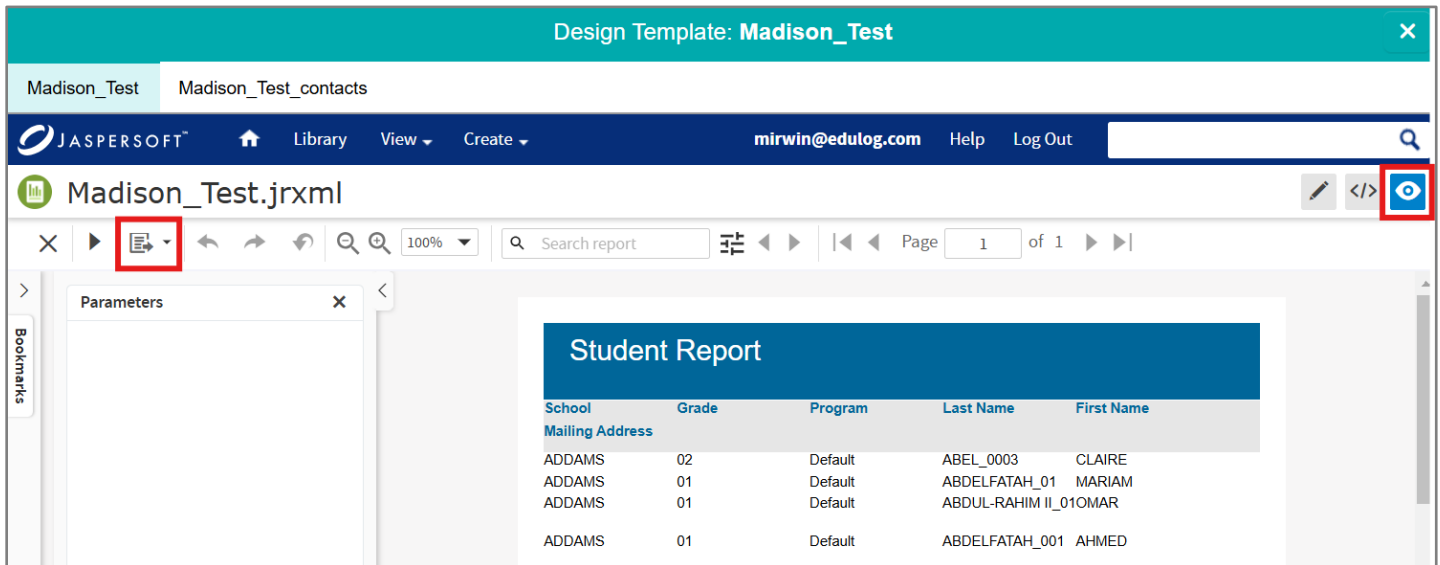
The Properties view allows users to view and edit the properties of a selected element in the report editor tab. The available property options vary depending on the type of element selected. For example, the Properties view for a text field displays options like Appearance and Text Field, while the 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 Template: **Madison_Test**

Madison_Test Madison_Test_contacts

JASPERSOFT™ Home Library View ▾ Create ▾ mirwin@edulog.com Help Log Out

Madison_Test.jrxml

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)

Student Report

School	Grade	Program	Last Name	First Name
Mailing Address				
ADDAMS	02	Default	ABEL_0003	CLAIRE
ADDAMS	01	Default	ABDELFATAH_01	MARIAM
ADDAMS	01	Default	ABDUL-RAHIM II_01	OMAR
ADDAMS	01	Default	ABDELFATAH_001	AHMED
HARVARD PARK	01	Default	ABBOTT_04	JA'NIYA
ADDAMS	01	Default	ABDELGHANI_04	JOUD
ADDAMS	01	Default	ABBEY	KALISE
ADDAMS	01	Default	ABBEY_05	KAMARE
ADDAMS	01	Default	ABDELGHANI_01	SANA
HARVARD PARK	01	Default	ABCTEST_02	ABIGAIL

Reset

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!”*

Design Template: **Madison_Test**

Madison_Test Madison_Test_contacts

JASPERSOFT™ Home Library View ▾ Create ▾ mirwin@edulog.com Help Log Out

Madison_Test.jrxml

Main Report **Sub Report**

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		
NewDesignCloneDeleteColumns		
Template Name	Created Date ↓	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
dasdfdfdsfasddfs	12/17/2024 16:05	Trevor Adams
test_001_clone	12/16/2024 22:37	uat01 Athena
21 Results 2 Pages		Records per page (20)

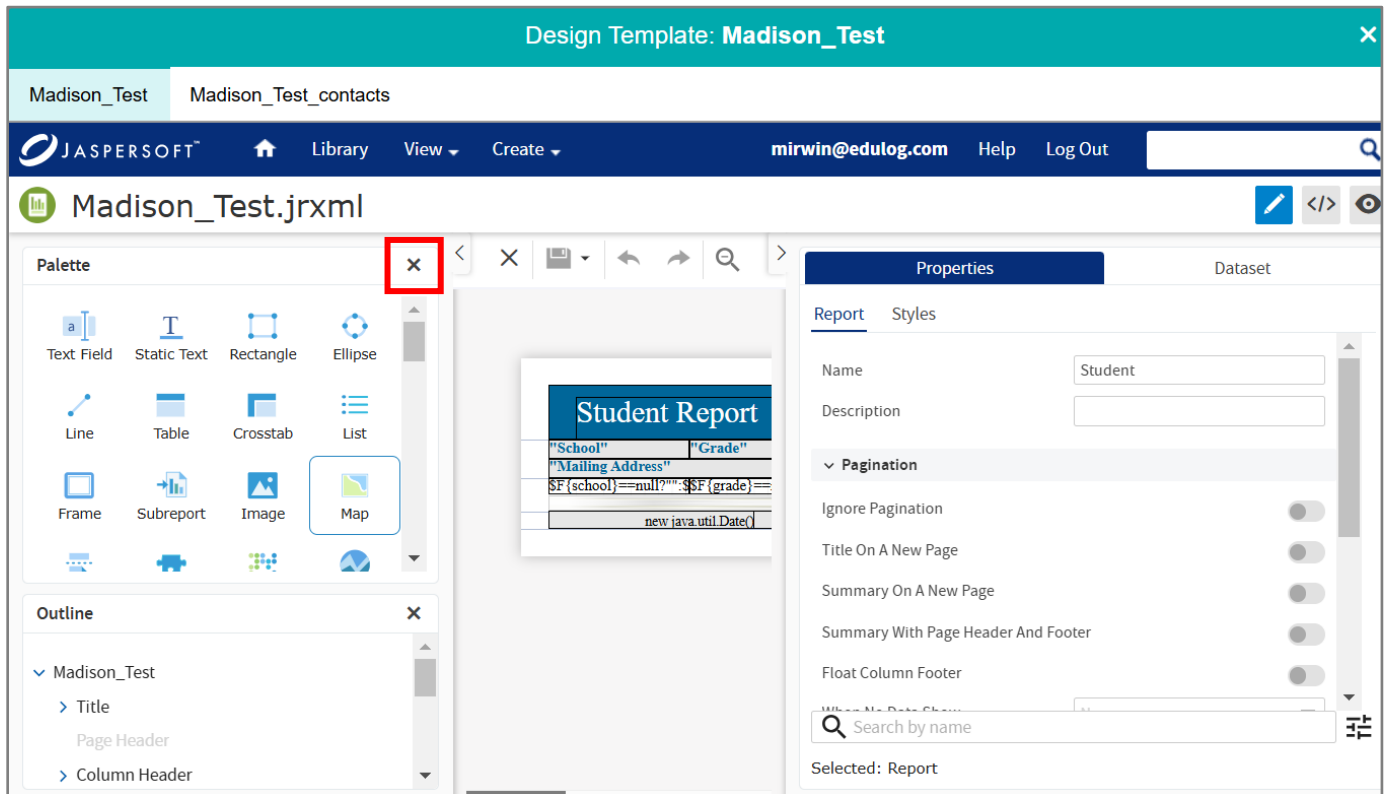
2. Select the “Design” tool.



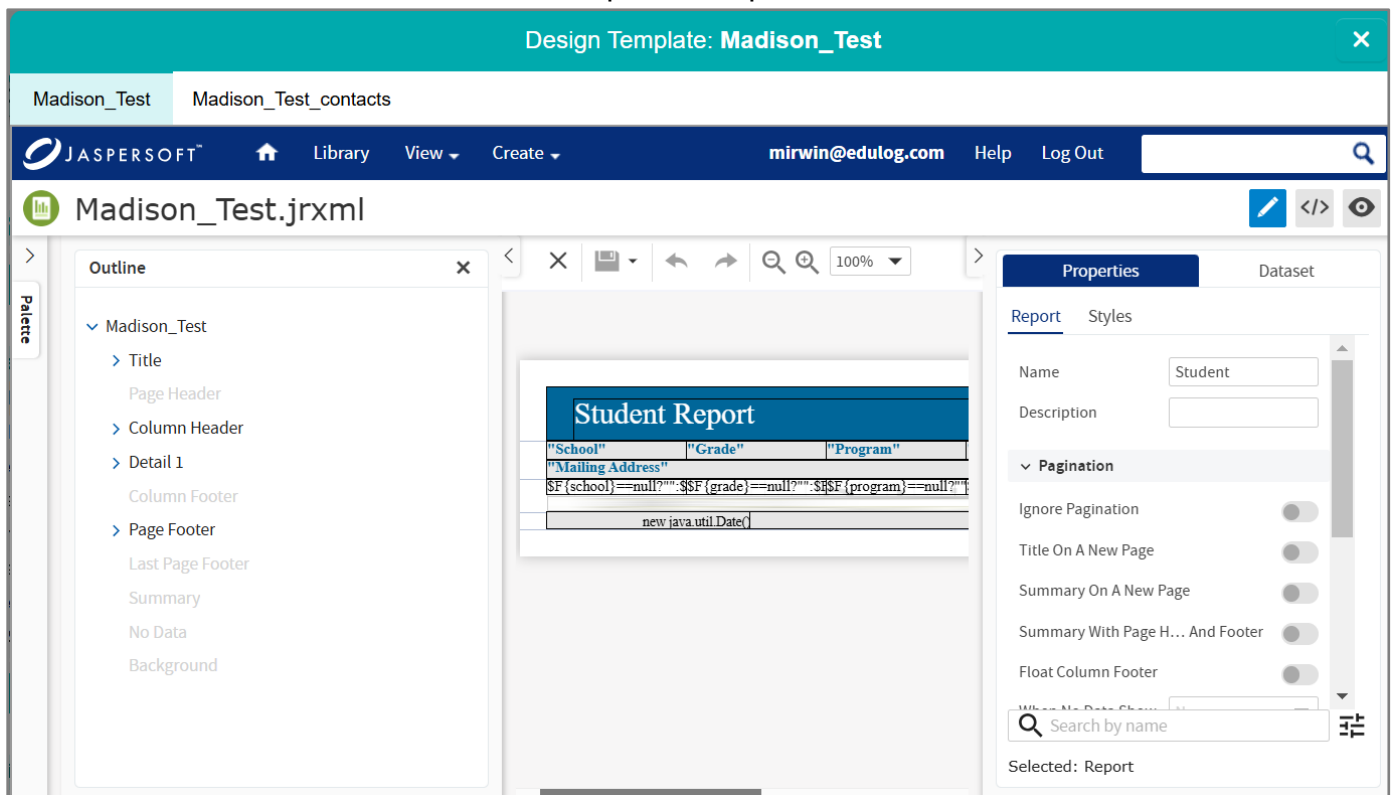
You will see the following window informing you the load is in progress, once completed, you will automatically be pulled into the Jasper Design Interface.

Build Data Source Queue					
Columns					
Report Type	Template Name	Status	Executed Time	User Name	Email
Edulog Advance...	Madison_Test	Processing	02/19/2025, 01:3...	Madison Irwin	mirwin@edulog....

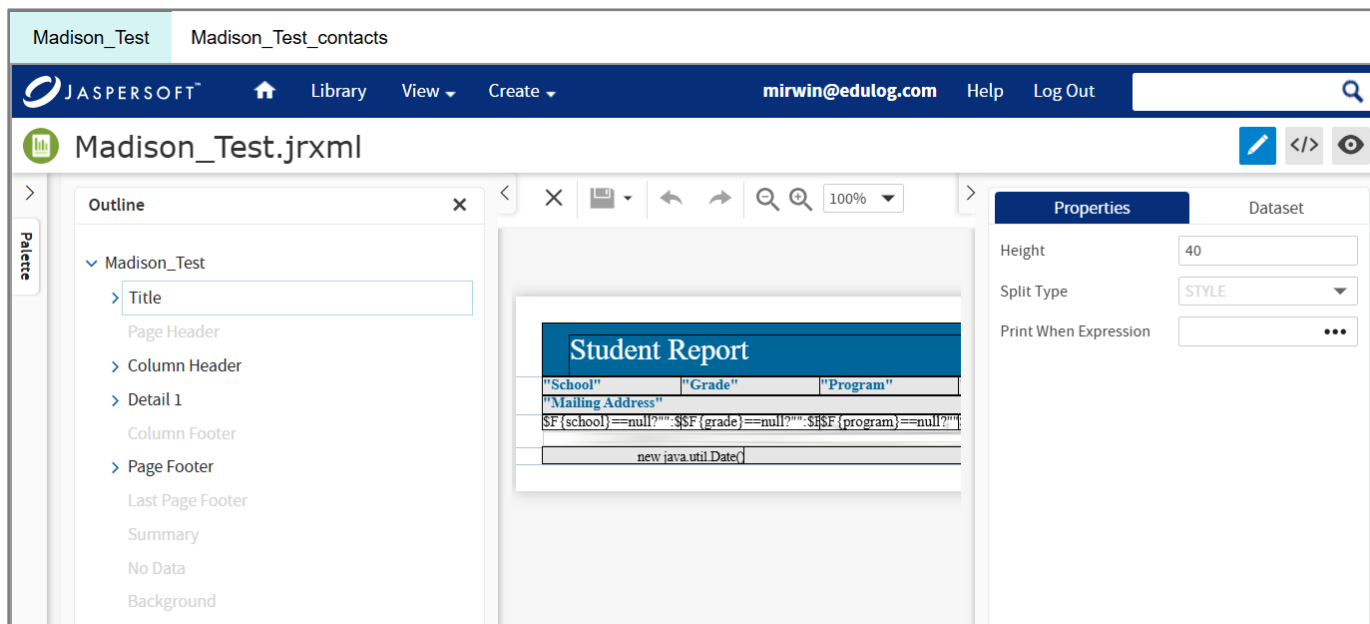
3. Locate the Outline. To focus the view of the left-side panel on just the Outline, select the “X” within the Palette card to hide it from view.



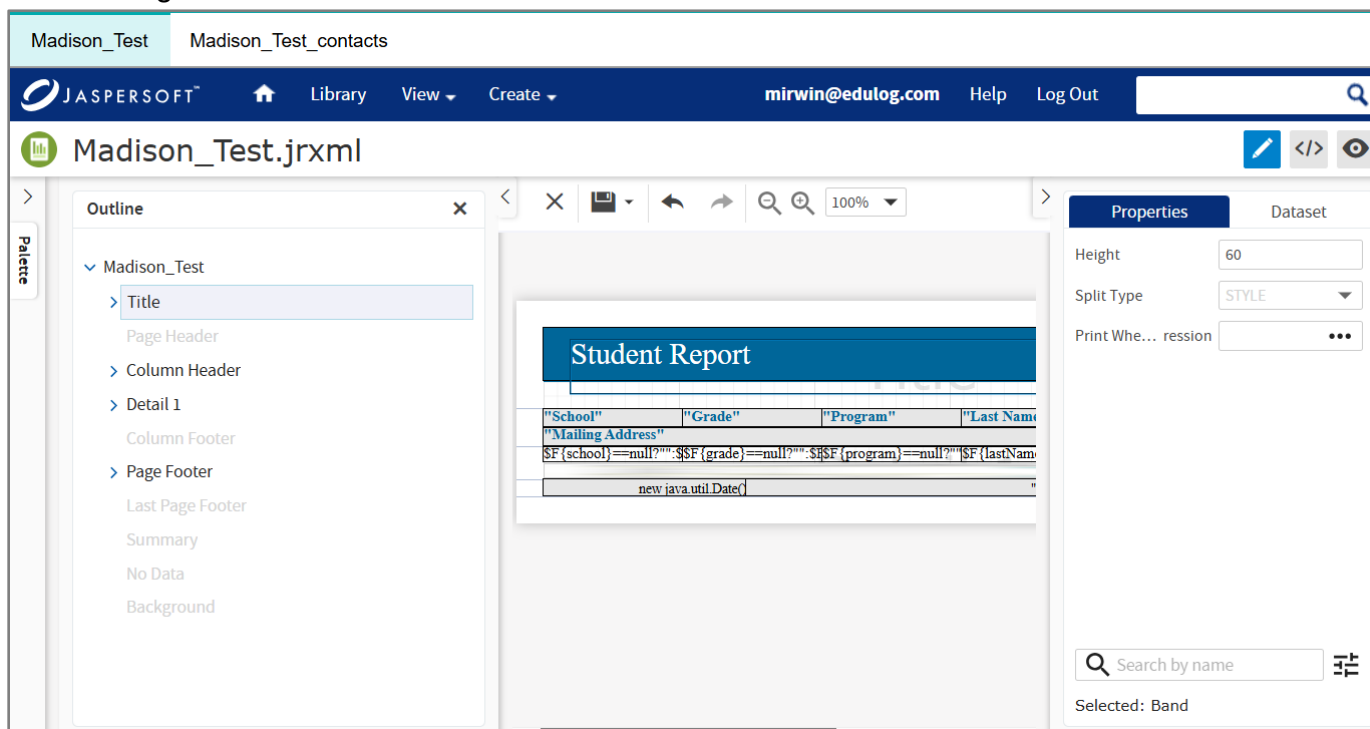
The Palette will be folded into the left-side panel. To pull it back into view, select the tab.



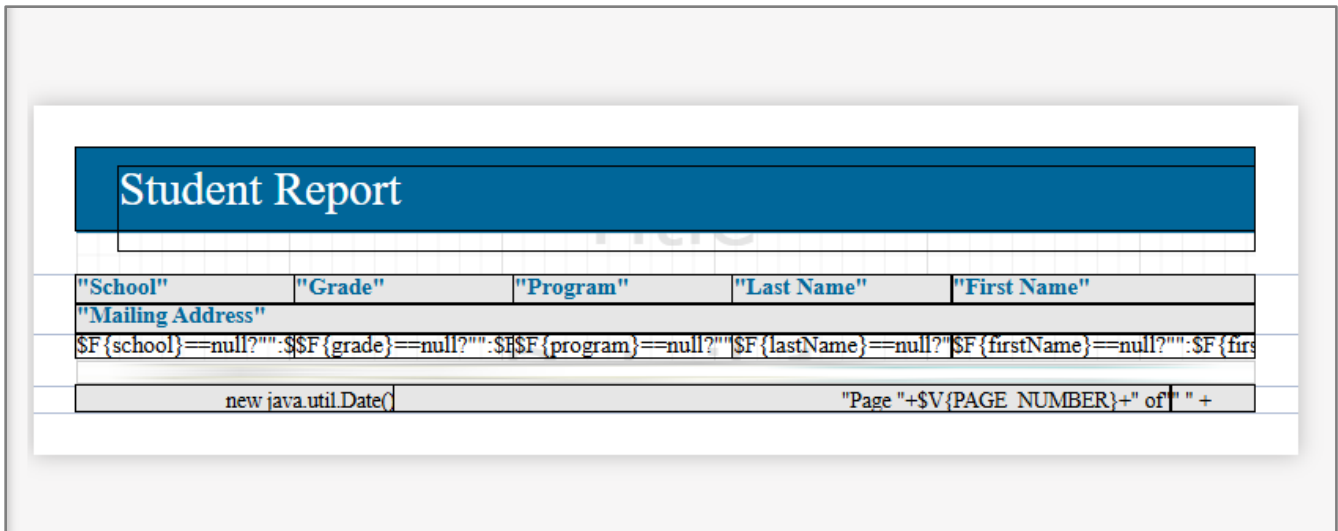
4. Within the Outline, select the “Title” element.



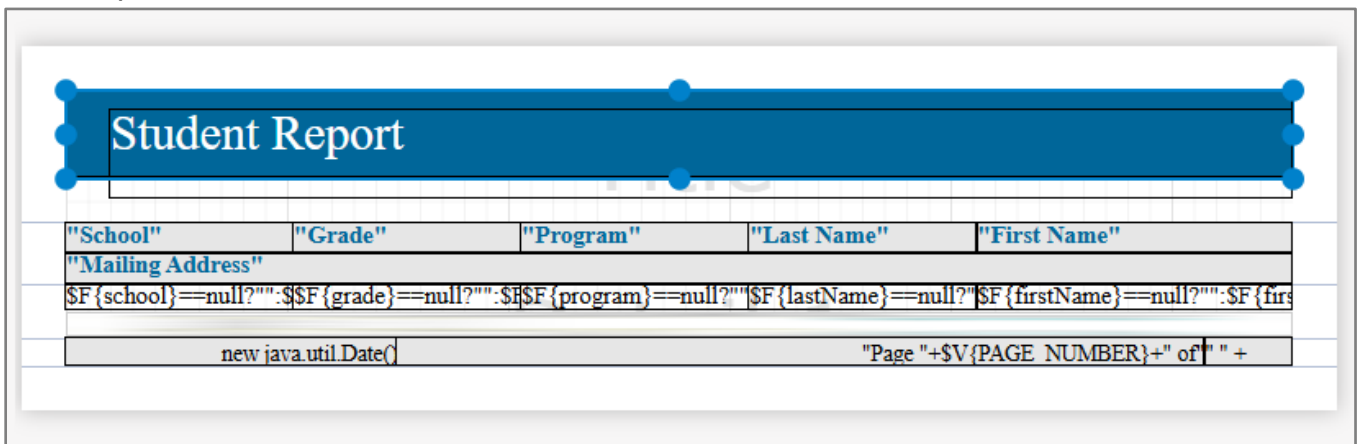
5. After selecting the title element in the Outline, the “Title” properties will populate in the right-side Properties column. In the “Height” field, change the height from “40” to “60”, to create more space to add a logo later on.



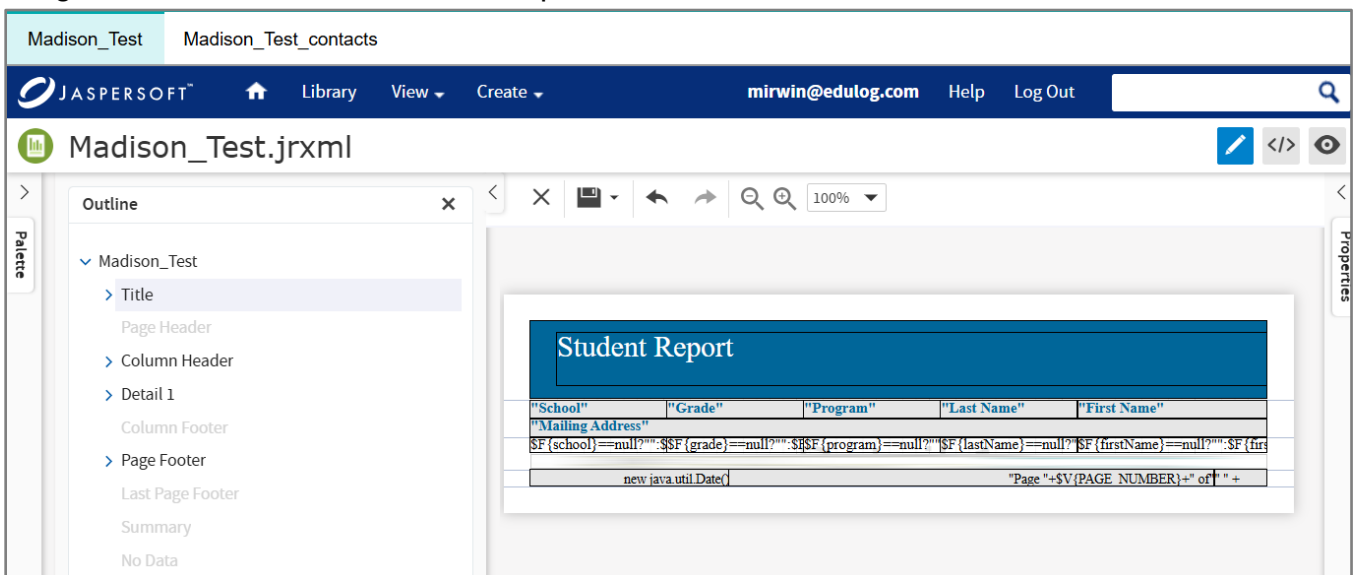
The user will see blank space open up beneath the Title header.



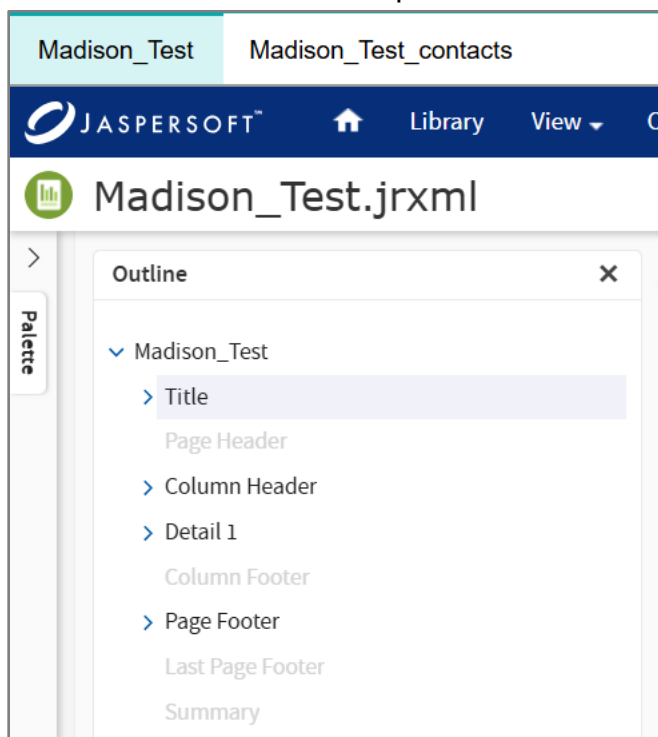
6. In the report display, click directly on the colored banner in the header; you will see the rectangle nodes upon selection.



Drag the box down to cover the new space.

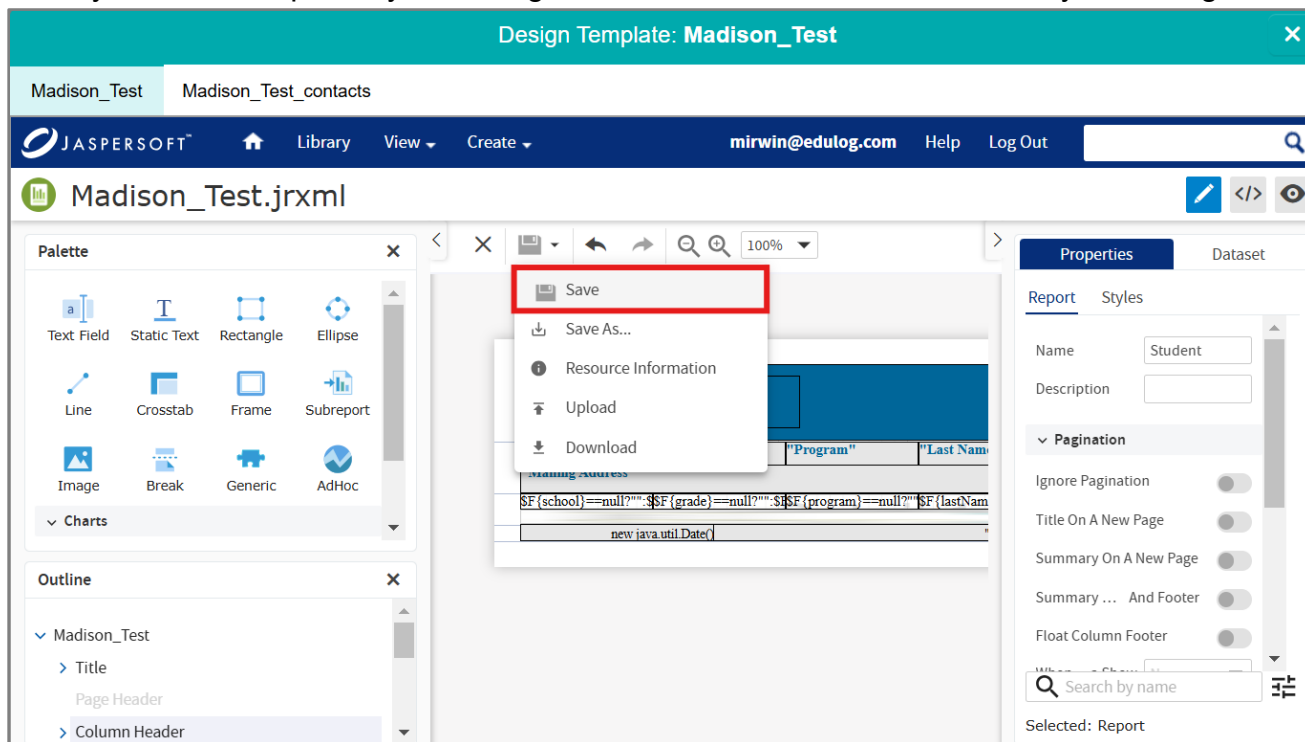


7. Continue to select header elements in the outline, and work to expand the bands within the report as needed to create more space for content.



8. **Save:**

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

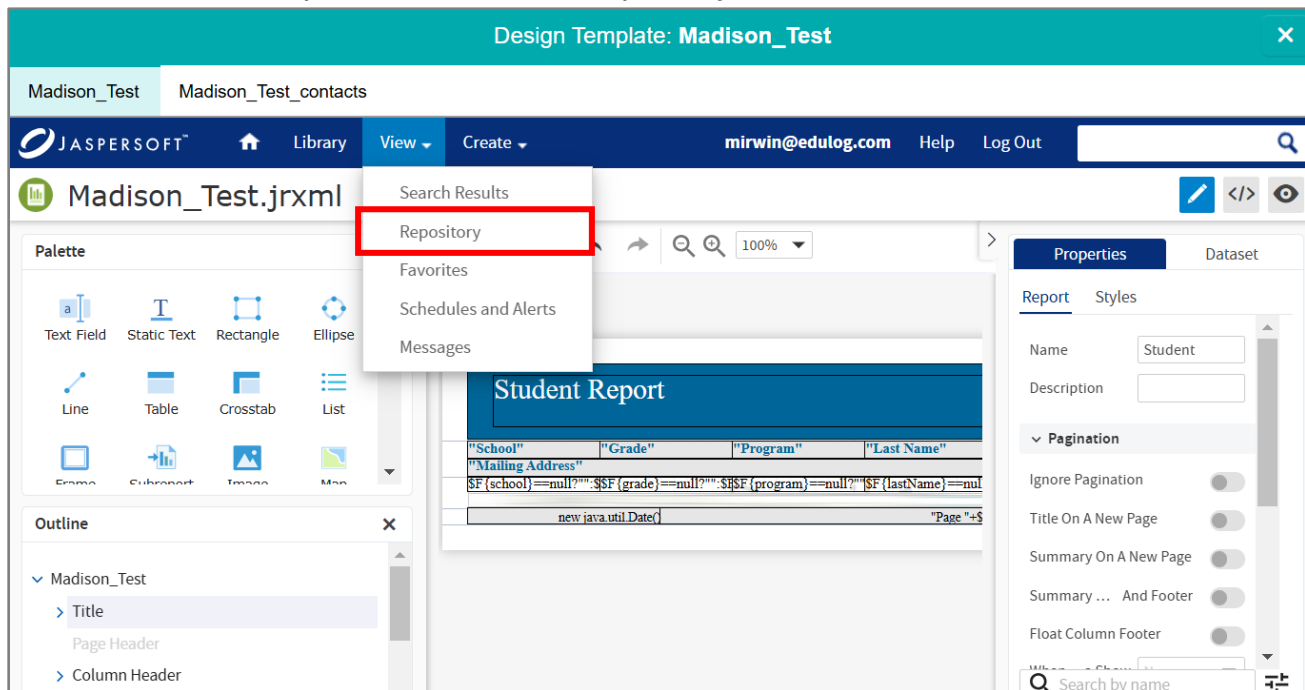


Upload an Image within the Repository

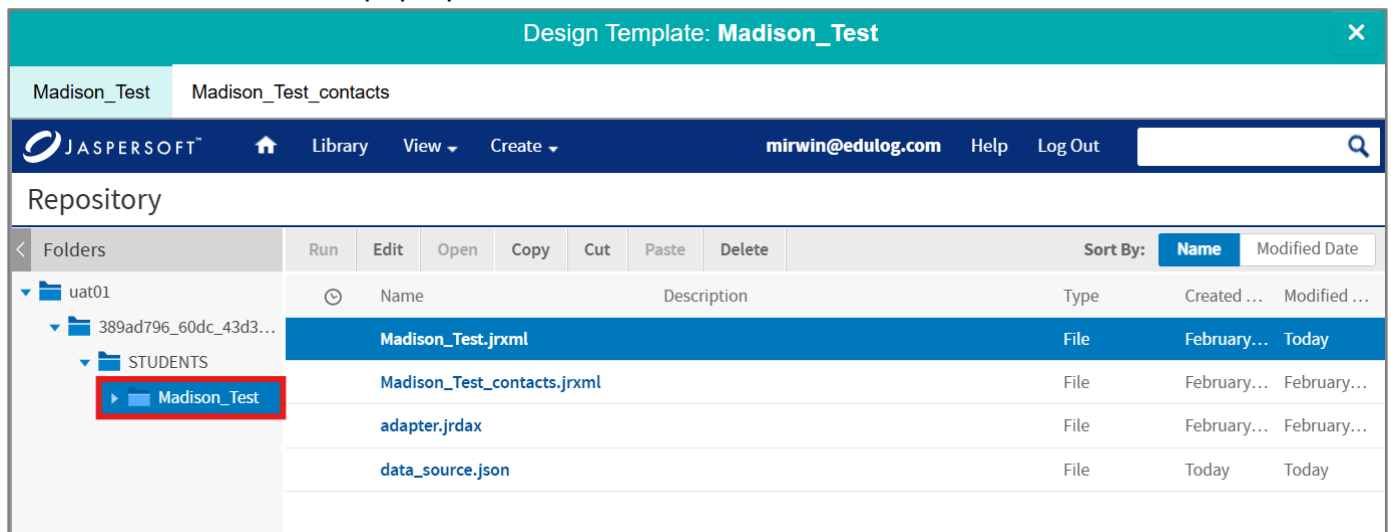
Here's How

1. Navigate into the Repository:

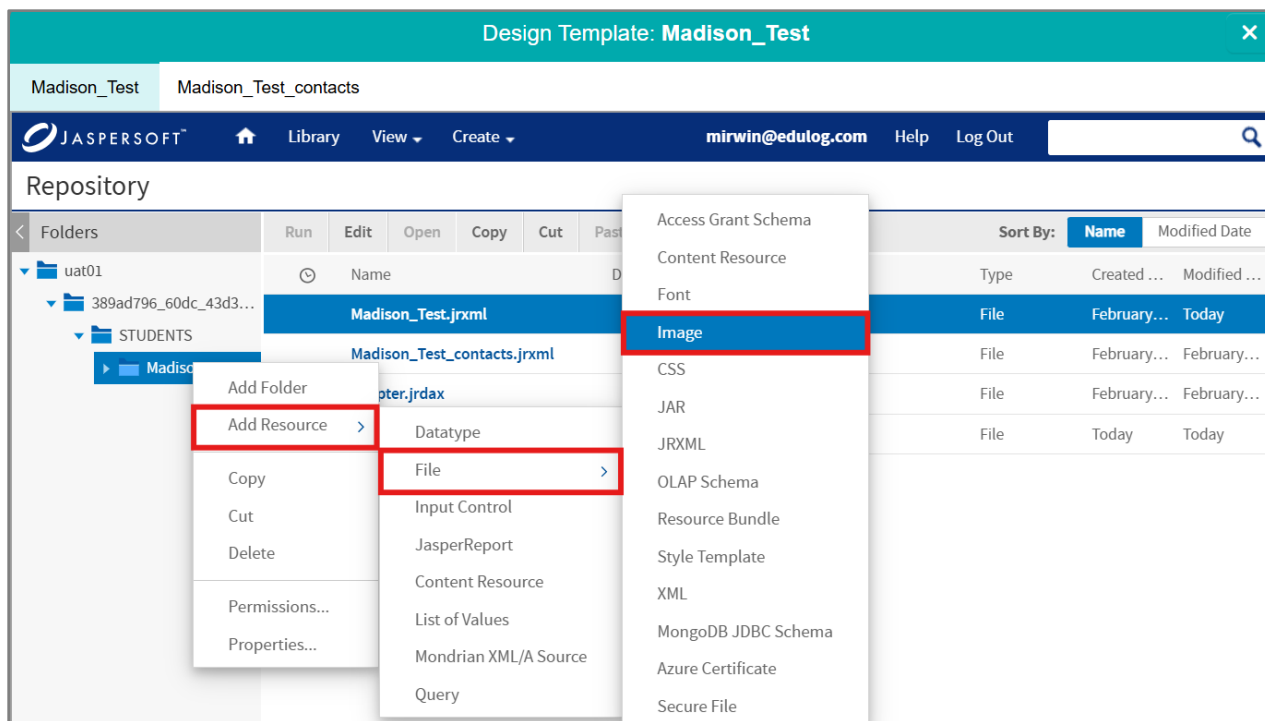
Select the “View” drop-down, and select Repository.



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.



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



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.

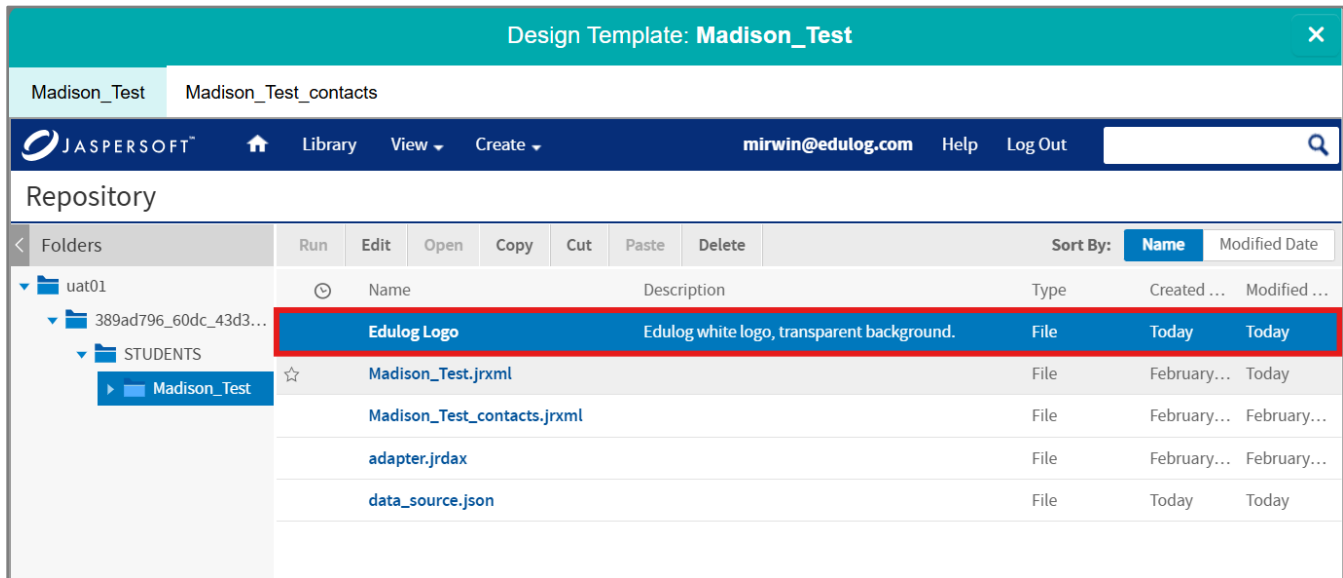
The screenshot shows the JasperSoft Design Template: Madison_Test interface. The top navigation bar is the same as the previous screenshot. The main area is titled 'Add File'. Below the title is the heading 'Upload a File From Your Local Computer' and the instruction 'Choose the file to upload, set its properties, and specify its location.' The form has the following fields:

- Type:** A dropdown menu with 'Image' selected.
- Path to File (required):** A text field with 'edulog white 2.png' and a 'Choose File' button.
- Name (required):** A text field with 'EduLog Logo'.
- Resource ID (required):** A text field with 'EduLog_Logo'.
- Description:** A text area with 'EduLog white logo, transparent background.'

At the bottom of the form are 'Submit' and 'Cancel' buttons. Red arrows point to the 'Path to File', 'Name', 'Resource ID', and 'Description' fields.

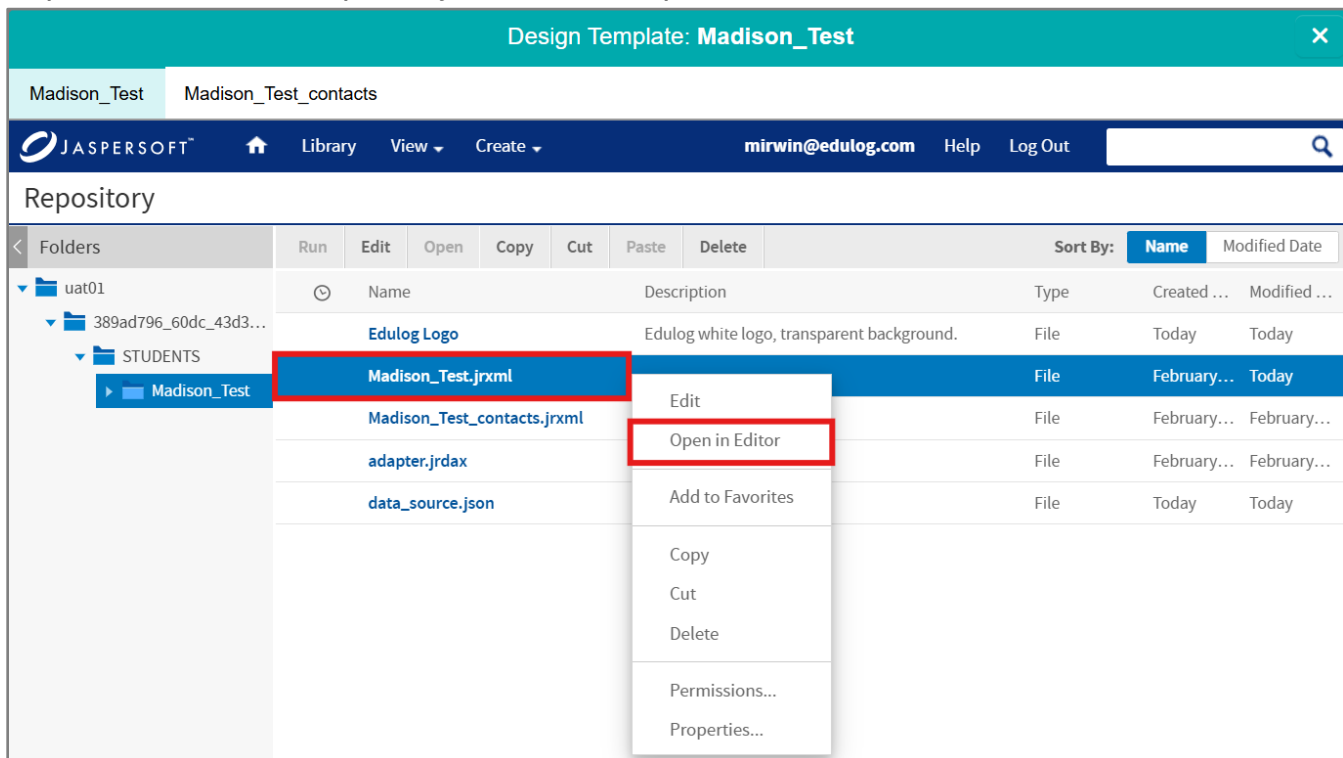
The user will select “Submit” once they have uploaded the image from their personal files, and added all relevant information.

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

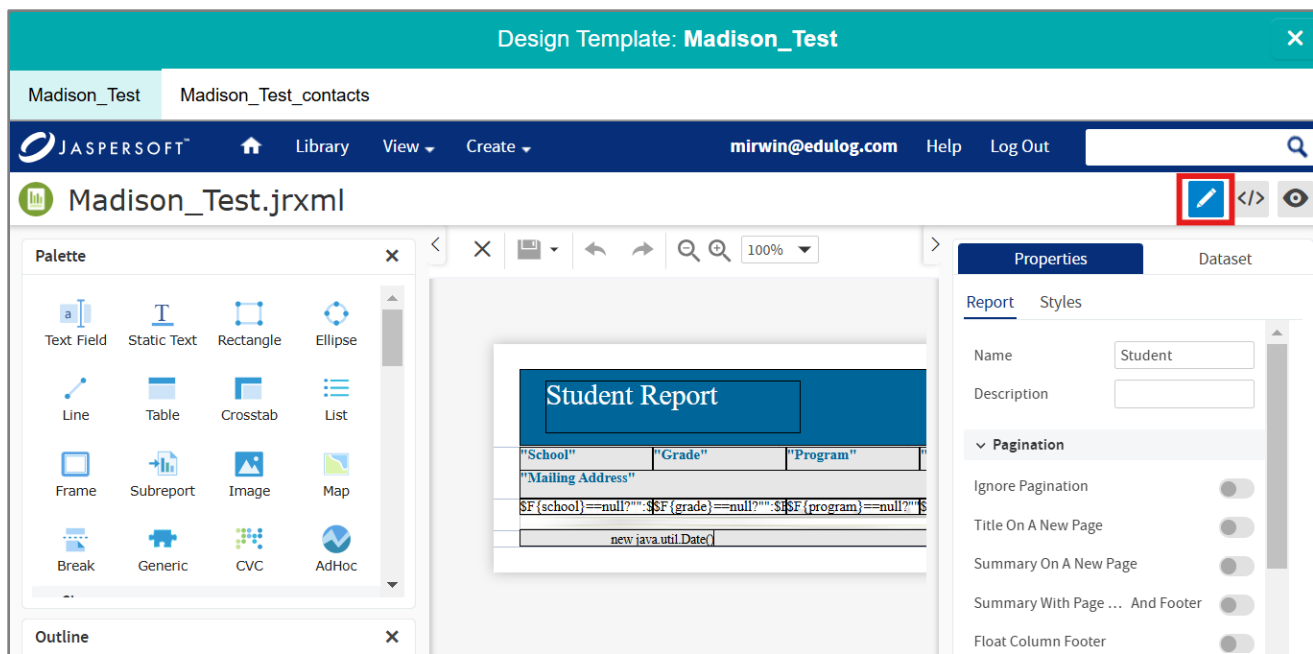


5. **Navigate back to the Editor Tab:**

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”.



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

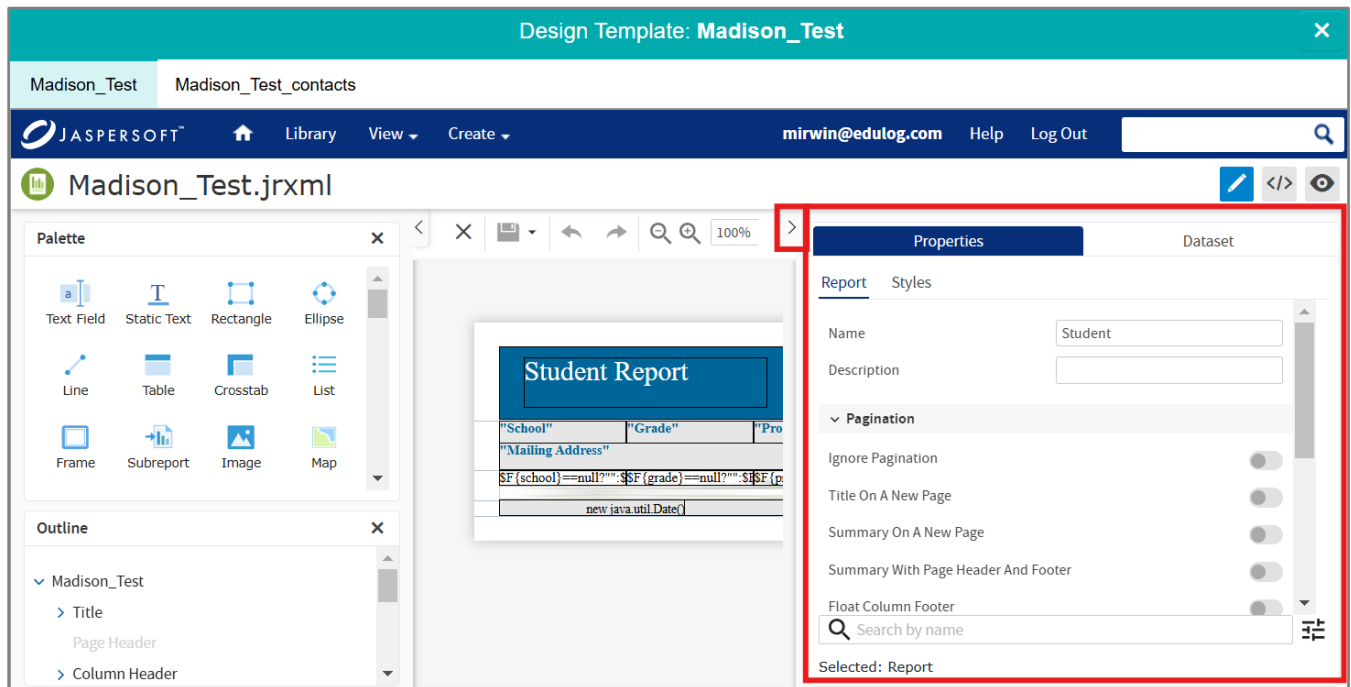


Add an Image Element to the Report

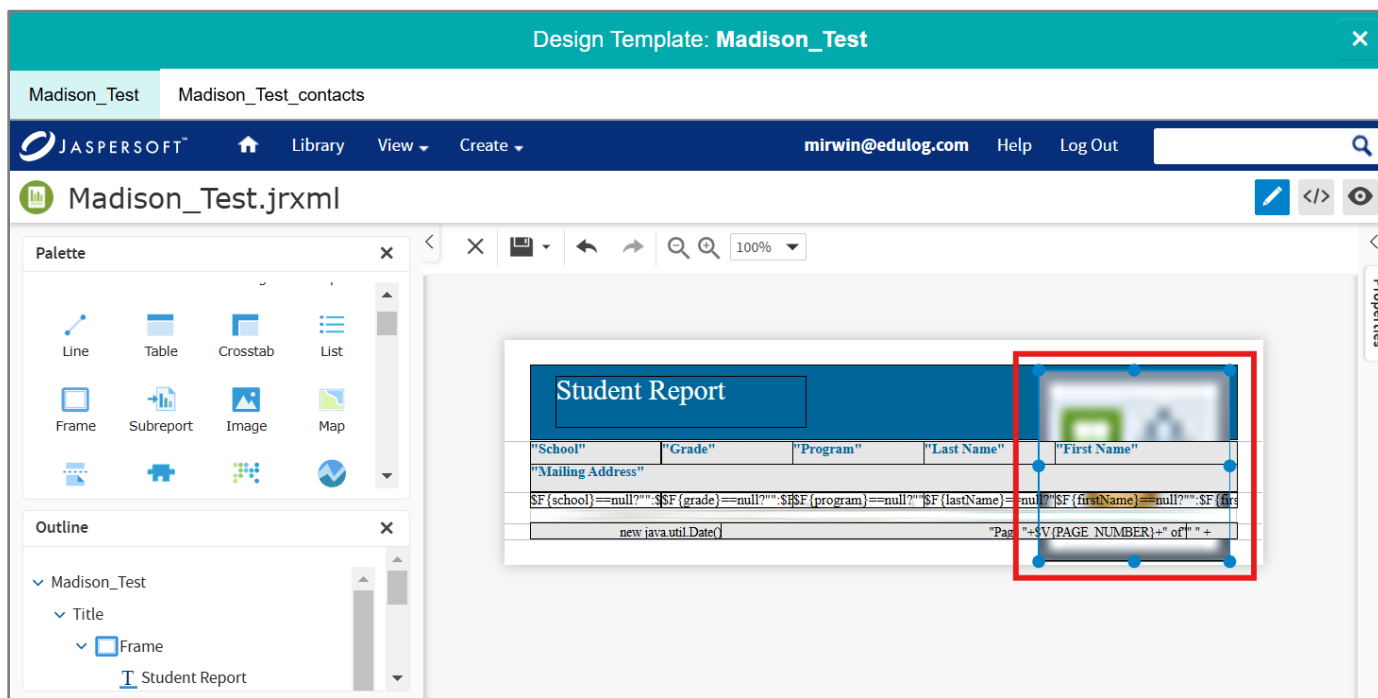
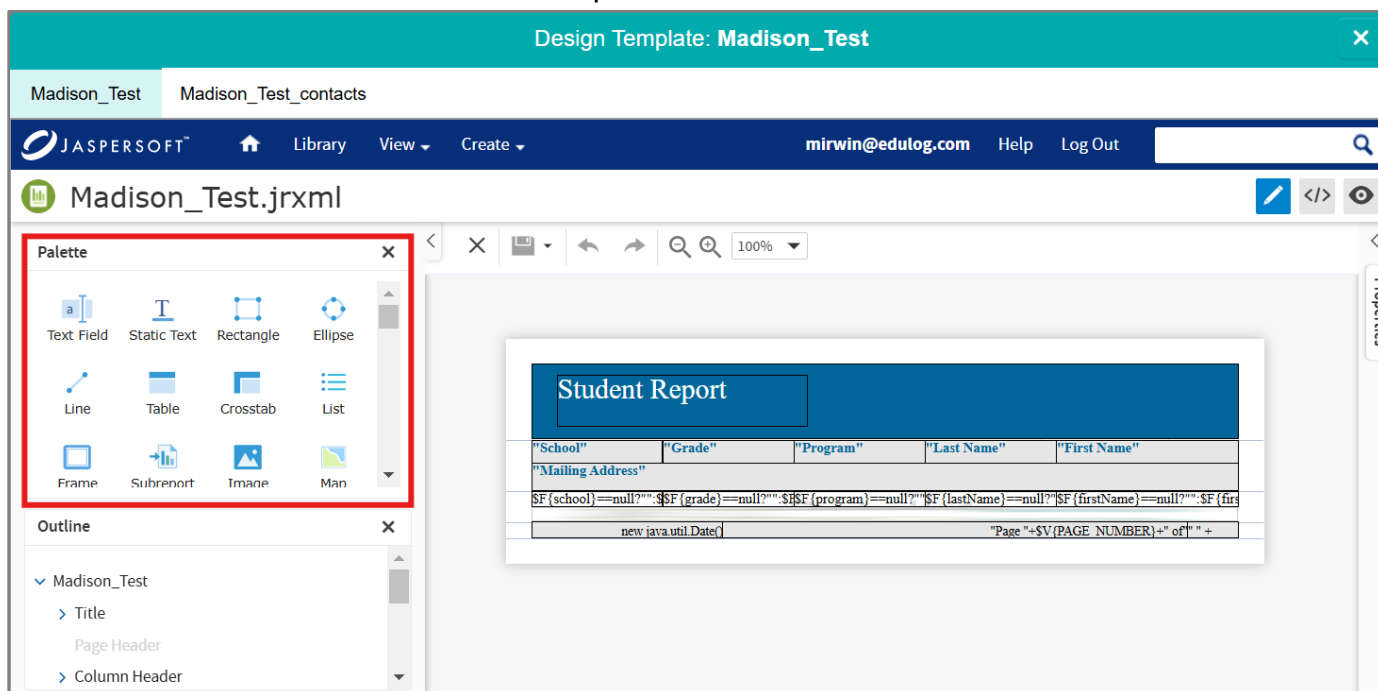
Following the adjustment of the Title band, and the addition of the image element to the Repository, the user can now add the image element to the report.

Here's How

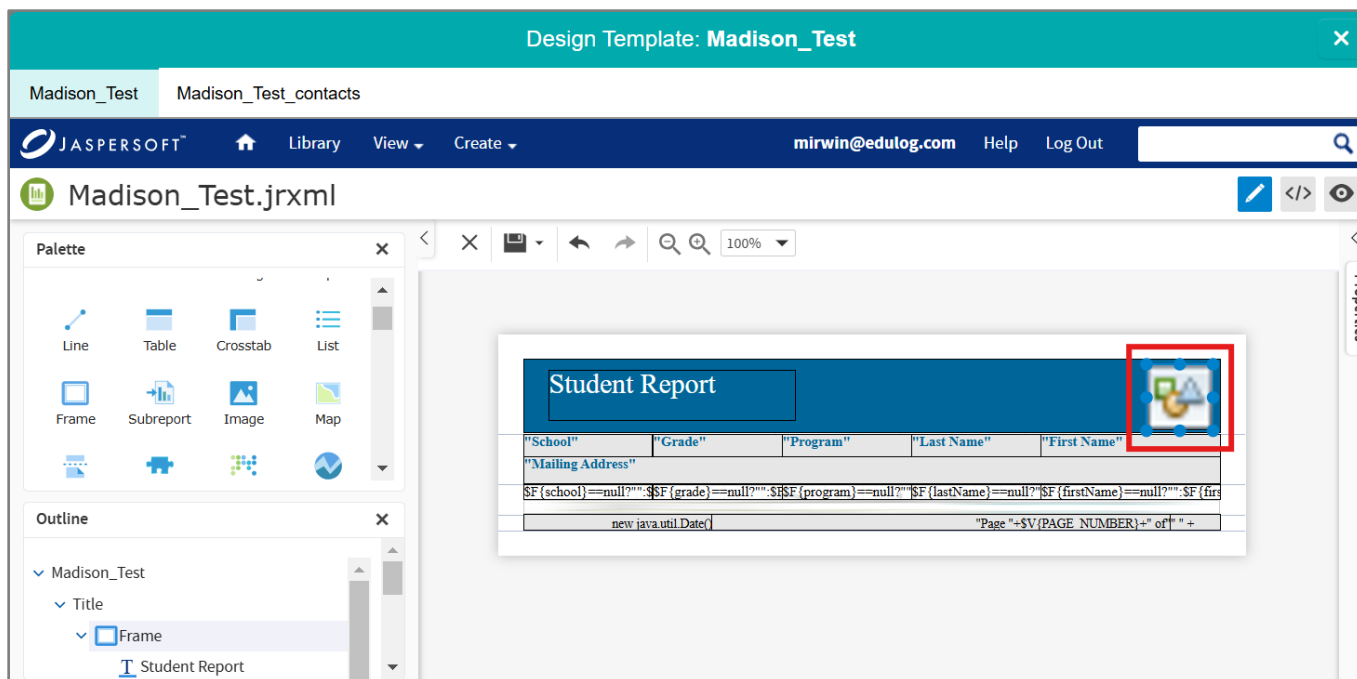
1. From the Editor tab view of the Design Interface, fold the right-side Properties column out of view by selecting the arrow in the upper left corner.



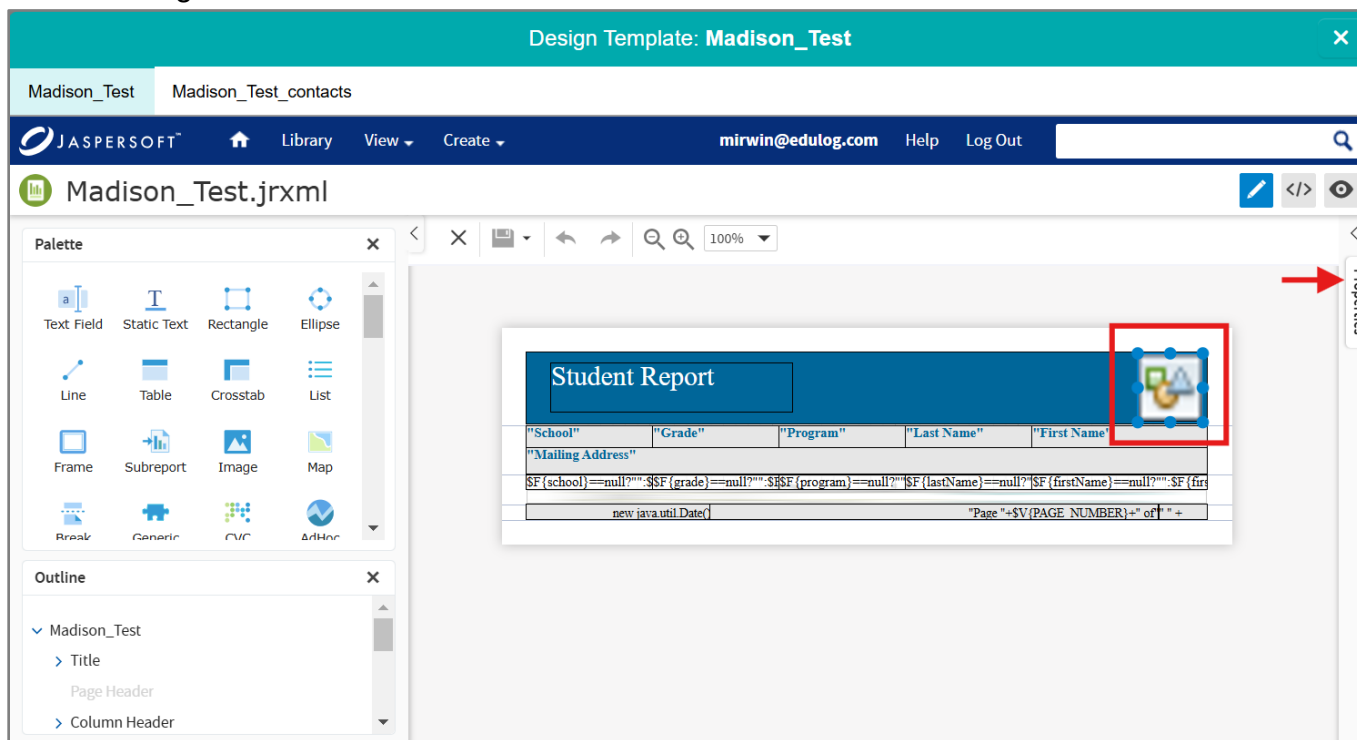
2. Once the Properties column is out of view, within the Palette card, click, drag and drop the image element into the desired location of the report.



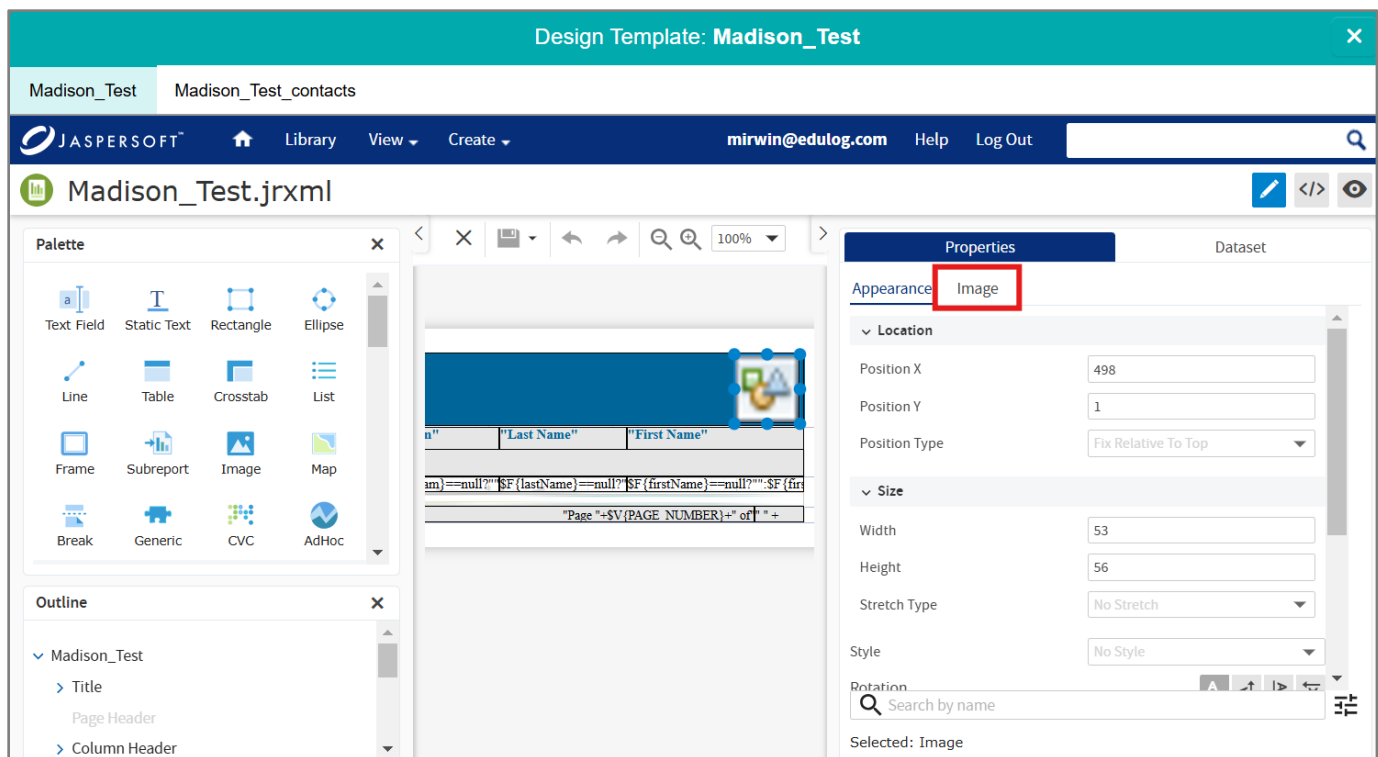
3. Once the image element is placed in the report, users will need to resize it to the desired size.



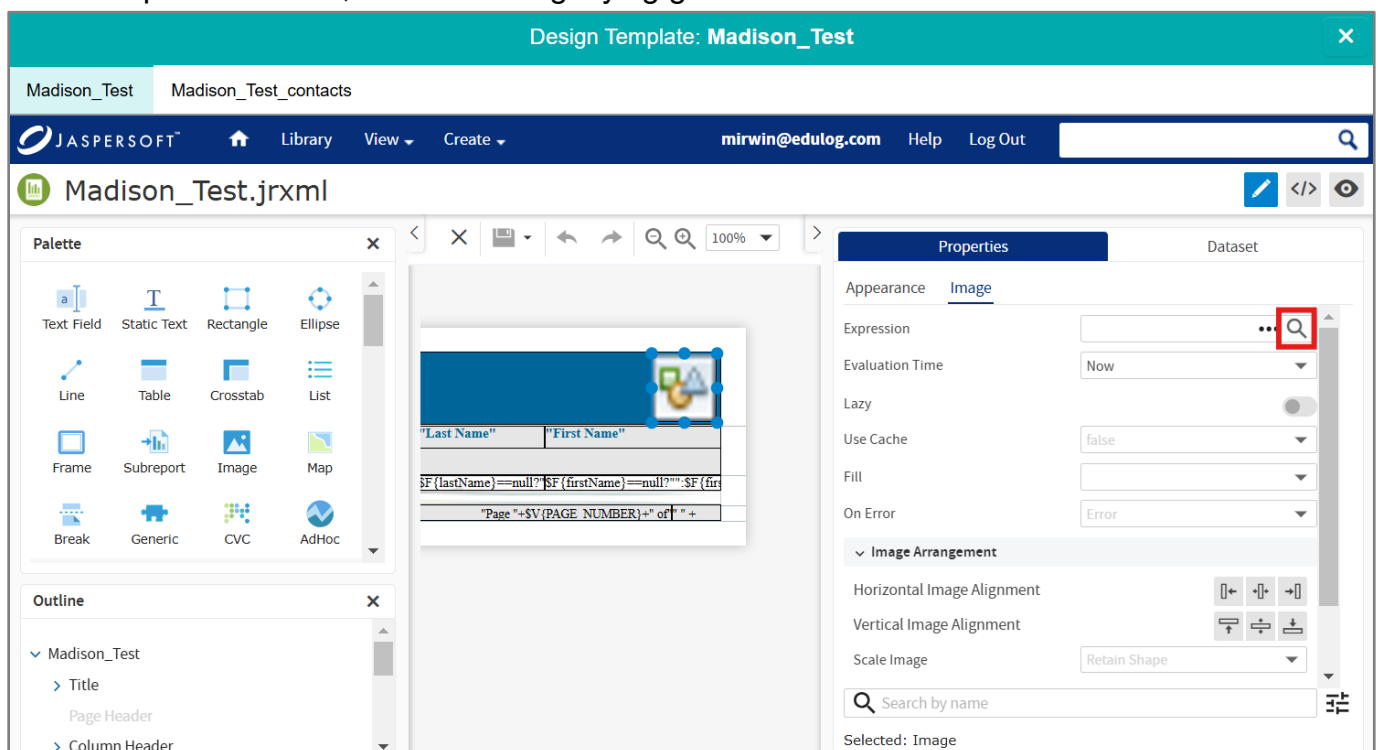
4. Select the image element in the report display, and open the Properties column by selecting the tab on the right side of the screen.



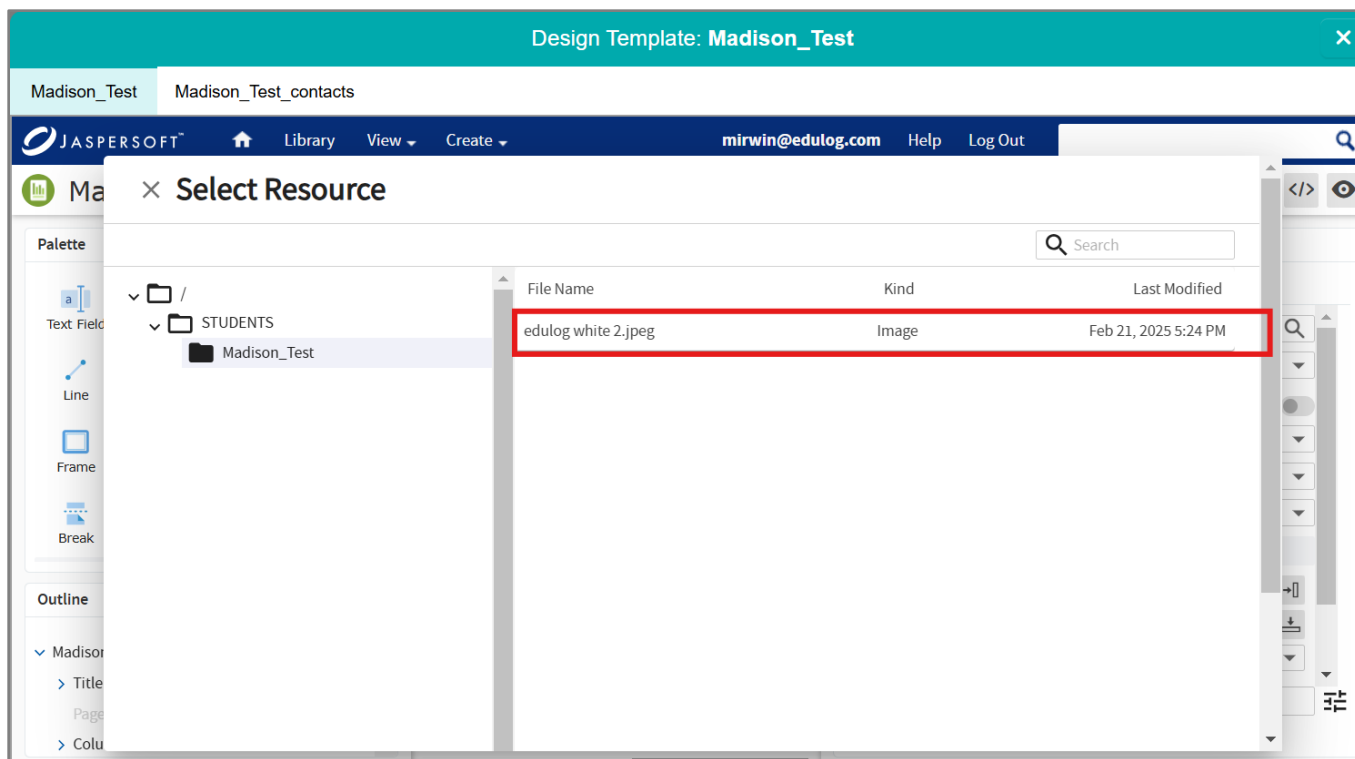
5. Navigate into the "Image" tab of the Properties column.



6. In the “Expression” field, select the magnifying glass icon.

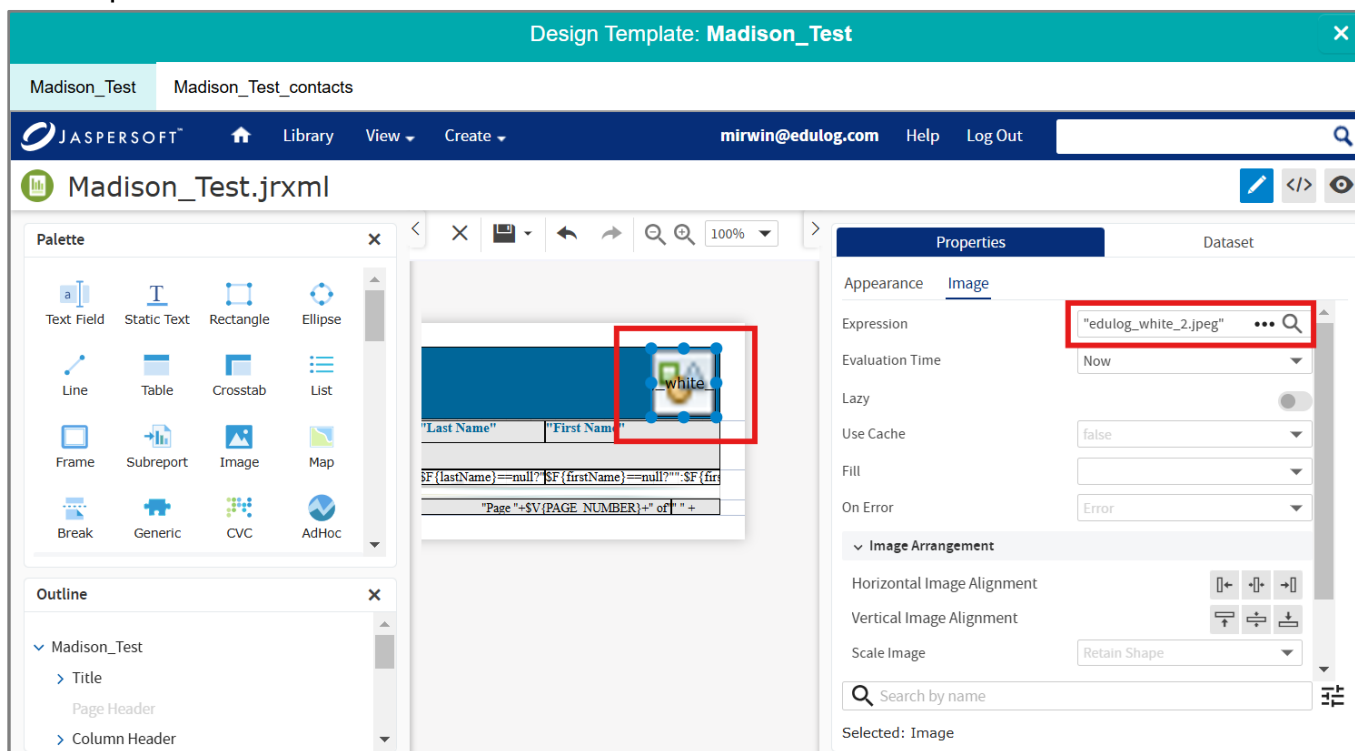


7. Within the pop-out, select the image element that was added to the repository, and at the bottom of the screen select “Open”.

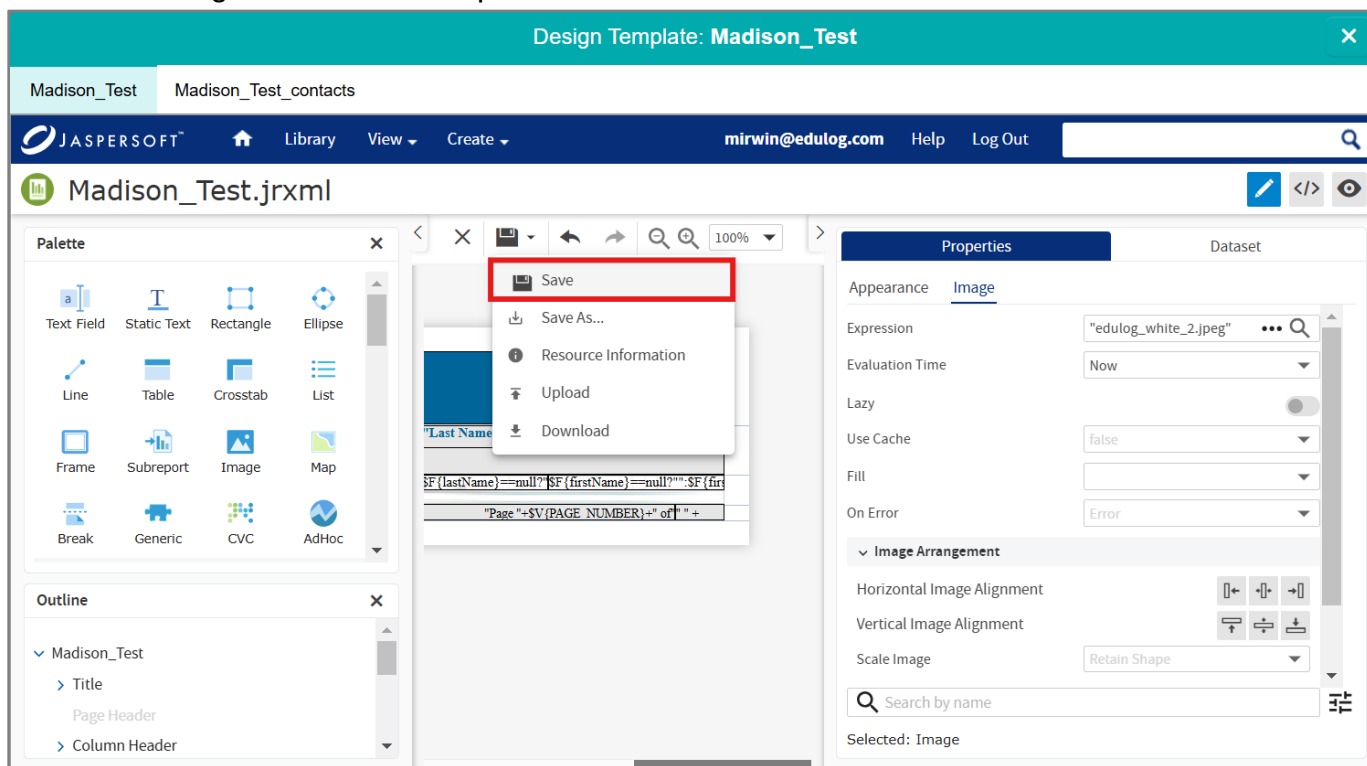


OPEN

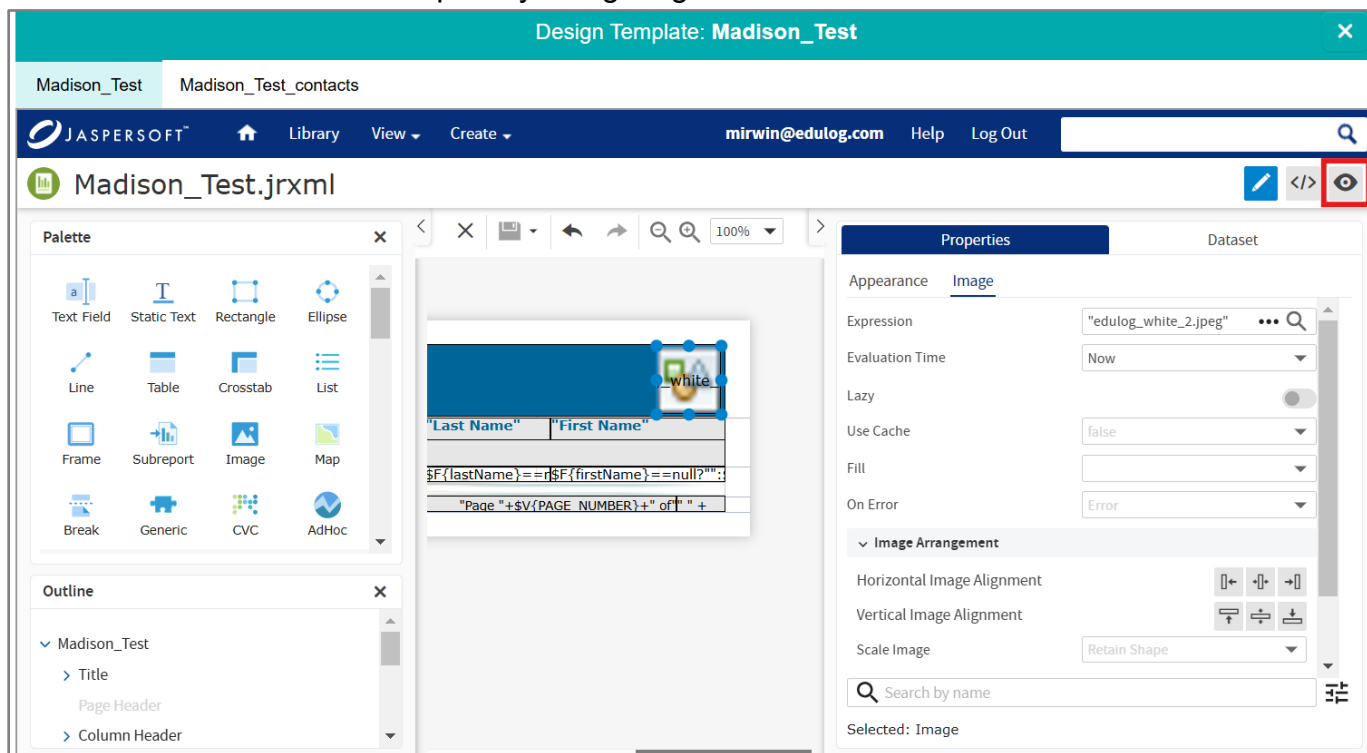
- The user will see the element name populate in the report display and in the “Expression” field of the Properties column.



9. Save the changes made to the report.



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



Design Template: Madison_Test

Madison_Test

Madison_Test_contacts

JASPERSOFT

Home

Library

View

Create

mirwin@edulog.com

Help

Log Out

Madison_Test.jrxml

100%

Search report

Page 1 of 1

Parameters

Reset

Student Report

School	Grade	Program	Last Name	First Name
Mailing Address				
ADDAMS	02	Default	ABEL_0003	CLAIRE
ADDAMS	01	Default	ABDELFATAH_01	MARIAM
ADDAMS	01	Default	ABDUL-RAHIM II_01	OMAR
ADDAMS	01	Default	ABDELFATAH_001	AHMED
HARVARD PARK	01	Default	ABBOTT_04	JANIYA
ADDAMS	01	Default	ABDELGHANI_04	JOUD
ADDAMS	01	Default	ABBEY	KALISE
ADDAMS	01	Default	ABBEY_05	KAMARE
ADDAMS	01	Default	ABDELGHANI_01	SANA
HARVARD PARK	01	Default	ABCTEST_02	ABIGAIL