Report Writer - SKY Analytics

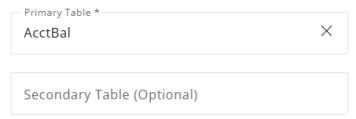
Last Modified on 12/01/2025 10:57 am CST

The Report Writer in SKY Analytics gives the ability to create a custom report with one table. This function must first be enabled in **SKY Admin** under *Analytics* per User and will then be available in the left navigation.

Step 1: Choose Data

Select the *Primary Table* from the drop-down. Optionally, choose a *Secondary Table* from the drop-down list that populates when the *Primary Table* is selected.

Step 1: Choose Data



Note: The following are the primary tables in Agvance. When building a report for a certain *Area*, select the *Primary Table* first. After selecting the *Primary Table* in the Report Writer, the associated secondary tables will be available in the *Secondary Table* drop-down.

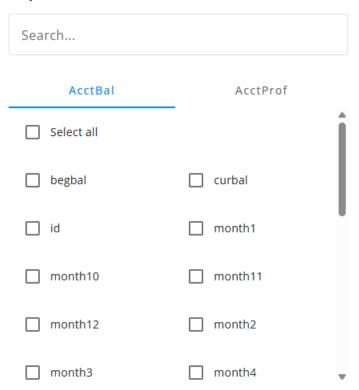
Area	Primary Table Names
Invoice	Invoice
Delivery Ticket	Delivery
Booking	Book
Payment	Payment
Field Plan	fldplan
Blend Ticket	fldblend
Customer	GROWER
Department	DEPARTMT
Product	PRODUCT
Fields	FIELDS

Step 2: Add Columns

Columns available based on the table selected will be displayed.

- 1. Use the Search to find specific columns.
- 2. Check individual columns that should be included or choose *Select all* to include all columns.

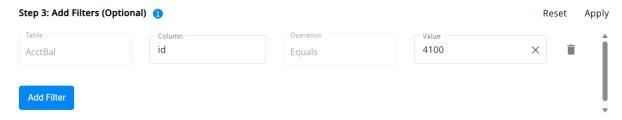
Step 2: Add Columns



Step 3: Add Filters (Optional)

Data can only be filtered on the columns listed below.

- 1. Choose Add Filter.
- 2. Choose the Column from the drop-down, then enter the Value for that Column.



3. Once a Value is entered, choose Apply. Select Reset to remove all filters.

Note: If changes are made to filters after running the report, choose Apply then Run Report again.

4. Select the **Delete** icon to remove the filter or **Add Filter** to add additional filters.

Step 4: Review

1. Choose Run Report.

Note: If no data is found, try changing the table or column selections/filters and running the report again.

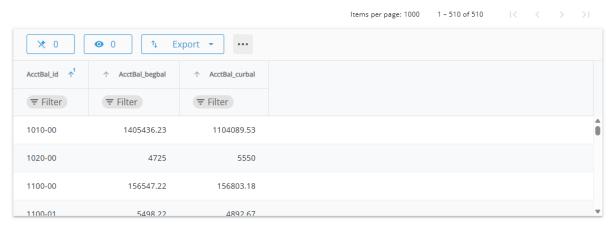
2. Results display in a grid with additional capabilities such as moving/hiding columns, exporting, and

sorting/filtering.

Note: If there are more than 10,000 rows of data, export as a CSV to ensure all records are included.

Step 4: Review





3. Selecting the **Expand** button enlarges the report to view more information at once. Choosing **Collapse** shrinks the report, displaying all steps of the Report Writer tool.

