

Why would I want reports to go to the Web anyway?



SALES REPORTS

- APRIL 2001
- MARCH 2001
- FEBRUARY 2001
- JANUARY 2001
- DECEMBER 2000
- NOVEMBER 2000



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Overview- Why send reports to the Web



- Able to slice and dice our data in so many ways
- Organize an overwhelming volume of reports
- Save personnel time from both the administrators and the reviewers
- Process of running the reports, making copies and distributing the reports can take weeks
- Ability to find a certain piece of information quickly

Time spent distributing reports



- How much time does *your* company personnel spend each month
 - Running Reports?
 - Printing Reports?
 - Distributing Reports?
 - Reviewing Reports?
 - Trying to make SENSE of the Information?

How can SAS Help?



- SAS software can be used to organize your reports and send the output to the Intranet
- Users can quickly access the information they need by accessing a table of contents page that lists all the reports, and then drilling down to the level of information they need
- HTML reports often preferred because of the easy use of color and varying fonts.

Seven Advantages of SAS Web-Based Reporting

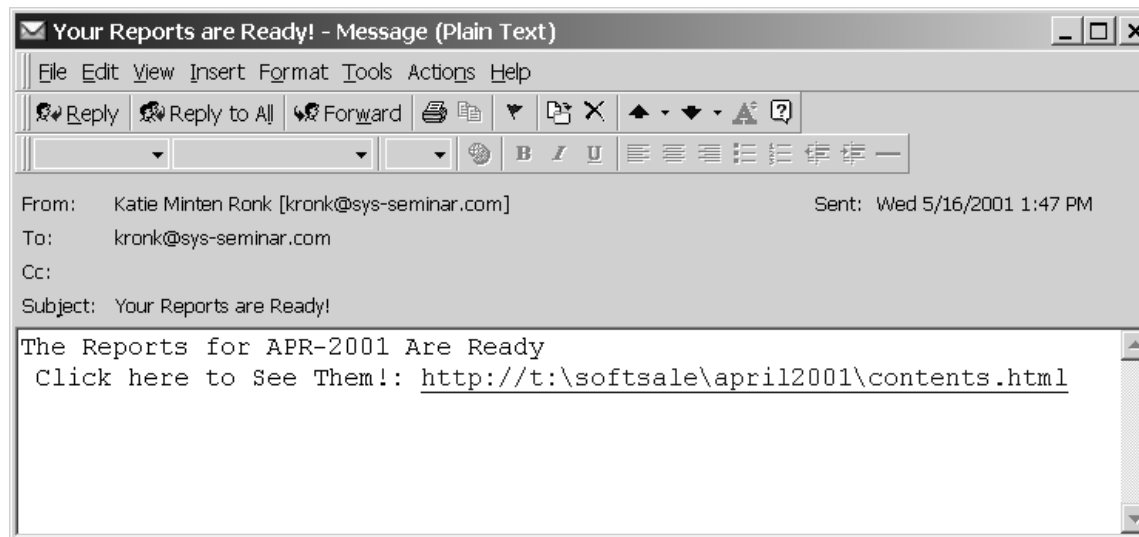


- 1 Easy Distribution- Free up Human Resources
- 2 Nicer Looking Reports
- 3 Easy Navigation
- 4 Option to Dump Data into Spreadsheet
- 5 Graphics and special features ease in Interpretation of Data
- 6 Chance to Re-Evaluate Current Reports
- 7 **No New Software Required!** Fully Utilize Current Products

1. Easy Distribution- Free up Human Resources



- Too much time on administrative tasks, such as running and distributing reports
- Programs can be set up to automatically write reports to your Intranet or other server each month and to send an email to users when the reports are ready



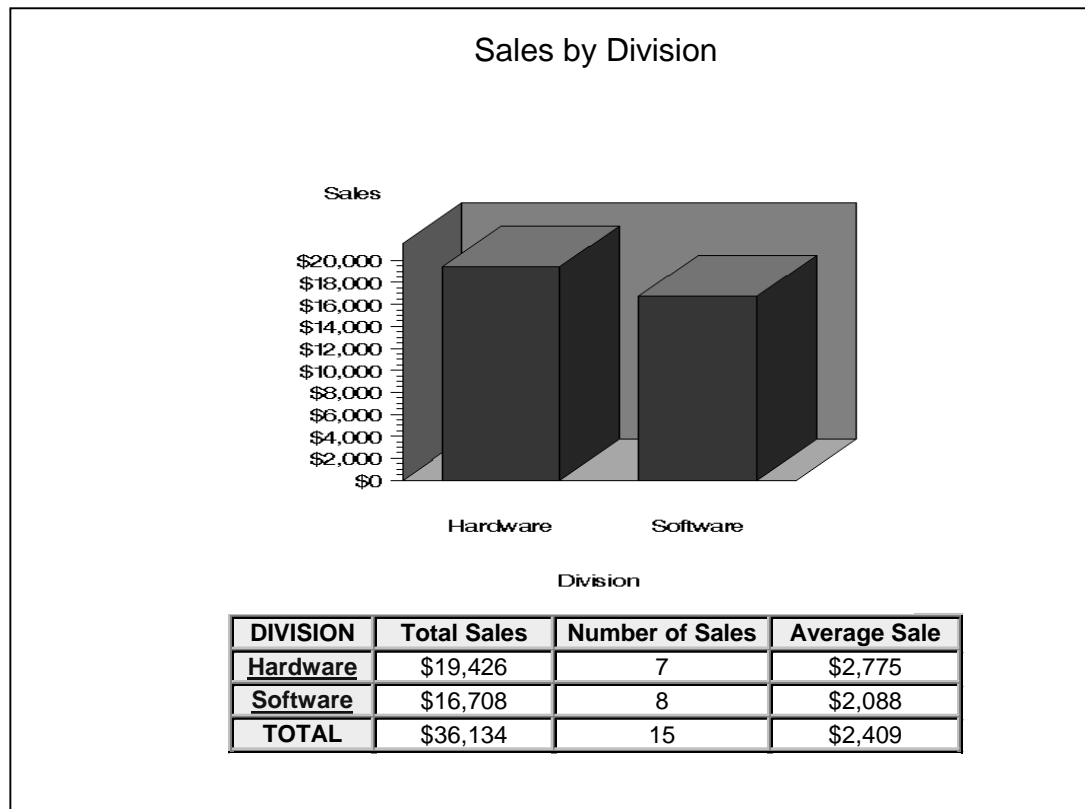
2. Nicer Looking Reports



Most users prefer the colors and fonts of HTML output

Example

HTML OUTPUT CREATED IN SAS:



3. Easy Navigation



- Automate the archiving process of your reports
- Historic data can be stored on your server and easily accessible
- No need for binders or files of historic reports

SALES REPORTS

- April 2001
- March 2001
- February 2001
- January 2001
- December 2000
- November 2000

3. Easy Navigation - continued



SALES REPORTS-APRIL 2001

1. Sales by Division

- Hardware
- Software

2. Sales by Employee

- Hardware
- Software

3. Sales by Region

- Hardware
- Software

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4. Option to Dump Data into Spreadsheet



- HTML documents open easily in Excel.
 - Open Excel, go to file-open, select “HTML Documents” next to Files of Type:”
 - You will be surprised at how easy the data is to manipulate and how nice your reports look!

DIVISION	Total Sales	Number of Sales	Average Sale
Hardware	\$19,426	7	\$2,775
Software	\$16,708	8	\$2,088
TOTAL	\$36,134	15	\$2,409



5. Graphics and Special Features Ease the Interpretation of Data

- Graphics can help you quickly spot important information
- Color can also be used in your reports to highlight observations that meet certain criteria

Total Sales by Employee
Keep an Eye on Employees with Fewer Years of Experience!

Name	Years	Sales
ANDREW	24	\$1,762
BENJAMIN	3	\$201
BETH	12	\$4,822
CHRIS	2	\$233
JANET	1	\$98
JENNIFER	1	\$542
JOHN	7	\$678
JOY	12	\$2,442
MARK	5	\$298
MARY	14	\$5,692

6. Chance to Re-Evaluate Current Reports



- The hardest part of revamping your system to produce HTML reports is the *design* issue.
 - Time to come up with a logical system to navigate through your reports.
 - Determine what you want on your table of contents page,
 - Drill-down reports?
 - Graphs?
 - Re-evaluate your current system
 - Make changes to system

6. Chance to Re-Evaluate Current Reports- continued



Re-evaluate Current Reports

- Ask yourself questions such as-
 - What was this system designed for?
 - How are the reports actually being used?
 - Who uses these reports?
 - Who are other potential users of these reports?
 - Could any information be added to make the reports usable to a wider audience?
 - What are the pieces of information that are used most often?
 - Should the important information be on a separate report which would allow you to drill down for further detail?
 - Could any graphs be used to ease in the interpretation of this information?
 - Are paper copies still needed?
 - Are any other reports similar to this one being used at your organization?
 - Could these other reports be incorporation into the new system or eliminated?

6. Chance to Re-Evaluate Current Reports- continued



A Well-Designed Reporting System

- Makes everyone's job easier, from administrators to executives
- Saves the organization money

7. No New Software Required!



- Fully Utilize Current Products
 - V7 or higher includes the Output Delivery System
 - Static reports
- The SAS Intranet product
 - If you need dynamic or real-time reports
- SAS Graph
 - Graphs to your output.

No Intranet Required!



My company doesn't have an Intranet; can I still utilize SAS web capabilities?

- HTML documents can be viewed through any web browser, regardless of where your data is stored.
- Smaller companies often choose to send their output to a shared drive and users will bookmark the table of contents page in their web browser.
- These HTML documents can also be burned to a CD or disk to share the information with individuals who do not have access to your system. All that is needed is a web browser to view the reports.

Help is Available to Get Started!



How can I implement such a system at my company?

- Systems Seminar Consultants offers a 2-day ODS course to help you get started (Post class help desk support also)
- SSC Consultants will work with you to find out what information you would like to see (graphs and reports)
- Our Consultants can easily add HTML reports to your current system
- Remember, a paper version of the reports can still be created!

Summary



- Systems Seminar Consultants would be happy to meet with you to discuss your options for setting up web-enabled reports. Our consultants are very experienced with HTML and ODS.

- Please call us at 608-278-9964 or email us at train@sys-seminar.com to set up an initial consultation.