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**Microsoft SQL Server 2008 R2 Reporting Services Report Builder 3.0 Readme File**

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# This document provides information on how to install, open, and run Report Builder 3.0 report samples as well as other late-breaking information.

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# Introduction

The Report Builder 3.0 suite of stand-alone sample reports demonstrates the use of data regions such as table, matrix, and list; data visualization such as charts, sparklines, and indicators; and other new SQL Server 2008 R2 Reporting Services features such as 270 degree text rotation. The report data is based on the Contoso Retail dataset. The report queries include the data and the reports have no dependencies on external data sources.

For step-by-step instructions on how to build similar reports, see [Tutorials (Report Builder 3.0)](http://go.microsoft.com/fwlink/?LinkId=193262).

# Sample Reports

The following table provides descriptions of the Report Builder 3.0 sample reports and their features.

|  |  |
| --- | --- |
| Report Title | Description |
| FreeFormReport | A report that resembles a newsletter and uses the list data region as its foundation. Information in the report is grouped by territory and displays the sales manager’s name as well as detailed and summary sales information. The report also includes a decorative panel with an image, static text with data inserted, a table to show detailed information, and pie and column charts to display summary information. |
| MatrixWithSparkline | A report that shows data in a matrix. The data is grouped by product names and sales dates. A sparkline depicts sales by date. |
| Product Sales | A report that shows data in a table. The data is grouped by sales date and then subcategory. Indicators depict the state of sales for each subcategory. Report pages contain page and total page number. |
| SalesByTerritorySubcategory | A report that shows data in a matrix. The matrix includes nested row and column groups, an adjacent column group, and sparklines that depict sales by data and subcategory. Pie charts depict sales summary data. Data in one column is rotated 270 degrees. |

# Requirements

To use the sample reports, your system must meet the following requirements:

## Server

Microsoft SQL Server 2008 R2 Reporting Services (SSRS) (Evaluation, Standard, Developer, or Enterprise), or SQL Server 2008 Express with Advanced Services. Reporting Services can be installed in native or SharePoint integrated mode.

Microsoft SQL Server 2008 R2 Database Engine.

## Client

Microsoft SQL Server 2008 R2 Report Builder 3.0. You can use the Report Builder 3.0 stand-alone version or the ClickOnce version, available from Report Manager or a SharePoint site.The ClickOnce version of Report Builder 3.0 is installed when you install Reporting Services. Only the first step below, how to open Report Builder, is different for ClickOnce versions.

To use Report Builder in Report Manager, open Report Manager, and then click **Report Builder**. By default, the URL for Report Manager is http://<servername>/reports.

To use Report Builder on a SharePoint site, navigate to the site, click **Documents**, click **New Document**, and then from the drop-down list, click **Report Builder Report.** For example: http://<servername>/sites/mySite/reports.

**Note:** The SharePoint administrator must enable the Report Builder Report feature for each document library.

# Install and Run Reports Samples

You must download and install the Reporting Services 2008 R2 samples before you can view or work with them. The download installs the sample reports to your computer’s file system.

Before you can run a sample report you may need to update the connection string of the report data source. The connection string in the sample reports identifies Localhost as the data source location. If no instance of the Database Engine is installed on your computer the report fails. To enable the report to run, update the connection string to indicate a valid data source location.

## Update the Data Source

1. Right-click the data source, and then click **Data Source Properties**.
2. In **Connection string**, update the name of the data source.
3. Click **OK**.

## Run a Report in Report Builder 3.0

1. Open Report Builder 3.0.
2. In **Getting Started**, click **Open**.
3. Click **My computer**, and then navigate to the folder that contains the sample reports.
4. Double- click the sample report to view.
5. Click **Run** to preview the report.

From Report Builder 3.0, you can save the report to Report Manager or a SharePoint library.

## Run a Report in Report Manager

Before you can run a report in Report Manager, you must upload the file to file to the report server. Alternatively, ask your IT department to make the reports available in Report Manager.

### To Upload a Report to Report Manager

1. Open Report Manager.
2. Click **Upload**.
3. In the **SQL Server Reporting Serviced Upload File** dialog box, click **Browse** to locate the sample report.
4. Click **OK**.

### To Run a Report in Report Manager

1. Double-click the report (the first page will display).
2. To view additional pages, click **Next Page**.

## Run a Sample Report in SharePoint

Before you can run a sample report in SharePoint, you must upload the file to file to a SharePoint library. Alternatively, ask your IT department to make the reports available in SharePoint.

### To Upload a Report to SharePoint

1. Open the SharePoint library where you want to run the sample report.
2. Click **Upload**.
3. In the **SQL Server Reporting Serviced Upload File** dialog box, click **Browse** to locate the sample report.
4. Click **OK**.

### To Run a Report in SharePoint

1. Double-click the report (the first page will display).
2. To view additional pages, click **Next Page**.

# Help and Information

For more information about authoring reports in Report Builder 3.0, see the [SQL Server 2008 R2 Report Builder 3.0](http://go.microsoft.com/fwlink/?LinkId=154494) documentation on TechNet.