

## Getting Started with Geocortex Reporting

**Product:** Geocortex Reporting  
**Skill level:** Starter  
**Duration:** 2 days (instructor-led)  
3-5 days (self-paced)  
**Cost:** \$960  
**Terms & Conditions:**  
Click [here](#) to review our training policies.

### Overview

The Getting Started with Geocortex Reports (GSGR) course gives you the skills and knowledge to collect and compile spatial, non-spatial, and relational data in a report.

### Audience

Those who are already familiar with Geocortex Essentials and want to learn how to start developing reports using Geocortex Reporting.

### Topics Covered

Describe the features of the Geocortex Reporting application by performing these tasks:

- Describe the features of Geocortex Reporting
- Explore an example report
- Describe the high-level steps to create a Geocortex report
- Describe the GXR architecture
- Describe the VM GXR development configuration
- Configure the GXR report development VM

Summarise how a Geocortex report works by performing these tasks:

- Describe a Geocortex report
- Describe how Geocortex reports collect data
- Describe how bands and controls organise a report
- Describe the components of a completed report

## Configure a report using the Layer Report Wizard by performing these tasks:

- Describe the features of the Layer Report Wizard template
- Explain how the Layer Report Wizard exposes data in a report
- Use the Layer Report Wizard to create a report with an ArcGIS Data Source
- Describe the role of the report parameter
- Configure report parameter values

## Run Geocortex Reports by performing these tasks:

- Describe how to configure a report to run in GVH and WAB
- Run a Geocortex report in GVH and WAB
- Describe how to run a GXR report using Geocortex Workflow

## Configure a report with data from a single ArcGIS layer by performing these tasks:

- Describe the basic report properties
- Confirm Page Settings
- Describe the controls used in a basic report
- Add report controls to a layout
- Describe the bands in a basic report
- Configure basic report bands
- Describe how to configure the appearance of a report
- Configure Appearance Properties and Styles
- Describe how to configure a group

## Add related data from the same data source by performing these tasks:

- Identify the components required to add related data
- Describe how to configure a related table
- Configure a related table
- Describe how to configure a Detail Report band with related data
- Configure a detail report band with related table data
- Describe how to organise a multi-page report
- Organize a multi-page report

Use a subreport to display related data from a secondary data source by performing these tasks:

- Describe how to add a database data source
- Add a Microsoft Access database data source
- Describe how to configure a subreport control
- Describe how to size the subreport control
- Configure a subreport control with non-spatial data

Configure dynamic content in a report by performing these tasks:

- Describe how to use group fields to group items
- Use group fields to group items
- Describe the Expression Editor
- Describe how to create a hyperlink
- Create a dynamic hyperlink using the expression editor
- Add Bookmarks to Navigate the Report
- Describe how to add dynamic images to a report
- Configure a dynamic image
- Describe how to control component visibility
- Control component visibility
- Describe how to display calculated content in a control
- Display calculated content in a control

Use a chart control to create a pie chart by performing these tasks:

- Describe the features of the chart control
- Describe the features of a pie chart data series
- Describe how to format chart components
- Describe how to manage sub-bands containing empty charts
- Use the chart control to create a pie chart

## Format

This course is available as an in-person or remote instructor-led course, or as a self-paced course, with hands-on practice and course materials you can keep.

## Prerequisites and Recommendations

- Fundamental knowledge of Geocortex technologies
- Fundamental knowledge of ArcGIS technologies
- Fundamental knowledge of GIS concepts
- Fundamental knowledge of SQL
- Test your system to ensure that Adobe Connect and the virtual machine that you will be using during training can run successfully
- We recommend using two monitors for an ideal learning experience.