Tips for Using the Report Studio Letter Template

You will need to delete Query1 and qApplication from this report template to begin.

Next you create the query(ies) that retrieve the information you need to include in your letter.  
*Note:* qAddress, once joined to the main query, retrieves the current address of the addressee and qSignature populates the sender’s information in the signature of the letter.

You can add additional table rows if necessary by selecting a table cell and from the Table menu select Insert rows above or Insert rows below.

There is no need to delete unused Table Cells or Text items. They will not appear in the generated report, nor will they create spaces in the letter. They simply collapse if un-used.

The Page Header and Page Footer of this report have been preset for you to accommodate letterhead logos. If you need more space, you can adjust these settings by modifying the Padding property in the Property pane. The Page header has been pre-set to 1 inch and the Page footer has been pre-set to 10 px.

**Add a First Name to the letter:**

To add a first name to your letter you will need to add FIRST_NAME from PERSON_DETAIL to your main query. Do this by adding a Tabular Model to Children in the Tabular model of the main query.
Double click on Tabular Model1 and add the fields from ODS.PERSON_DETAIL as Data Items.

In the Tabular Model of your query drag and drop a filter that joins the Tabular Model to Tabular Model1.
You can then add the Data Items from Tabular Model1 to the Tabular Model and the Query by selecting them in each level from Query Items.

In the main query’s Property Pane set the Cross Product Allowed, in the Properties Pane, to ‘Allow’ for the main query.

Create a Master/Detail Relationship:

**This step is critical:** You must set a Page break for your main query. It is recommended that you break on a grouping level (Usually an ID, Application number, etc.)
Once you have created your report queries, **and set the page break**, you need to create the relationships between the queries. To do this select Data from the Menu bar and click on Master/Detail Relationships.
Select the Master query:

Then click on the New icon to create a new relationship. Select Filtered detail query.

Choose the query you wish to join to the main query.
Then create the filter:

You will repeat this step to create the Master/Detail relationship for all applicable queries.

*Note:* You will need to create a relationship with the qAddress query to retrieve the correct address information for the addressee. You will not need to create a relationship with the qSignature. This is a stand alone query used to bring in the information about the Sender.

You can now add the data items and/or tables to your letter as you desire simply by dragging and dropping them from the Query Items tab in the Insertable Objects pane.