ATHENA JASPER REPORTS

Training Guide

Education Logistics, Inc.

2025

Athena Jasper Reports

Training Guide

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INTRODUCTION

The Athena Jasper Reports Training Guide will provide you with explanations of the basic tools within the Jasper Design Interface.

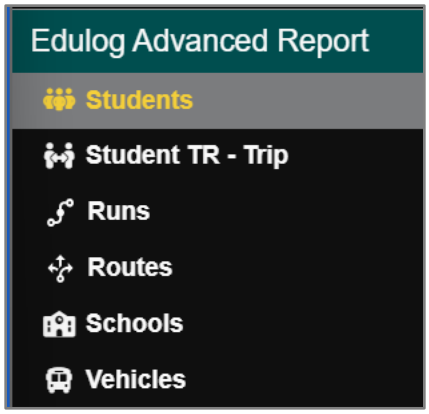
PURPOSE

With the integration of Jasper—a custom Graphical User Interface (GUI)—users can further customize visual elements of standard Athena reports. The Jasper design tool allows users to create new reporting templates, preview them, delete, and modify report components.

NAVIGATE INTO THE JASPER DESIGN INTERFACE

1. Navigate into the Routing Management application.

2. Navigate into the Student reporting module within the Advanced Report section of the main menu.



3. **Create a New Template:**
   Once in the advanced reporting module, navigate into the Report Templates card, and select "New" to create a new reporting template.

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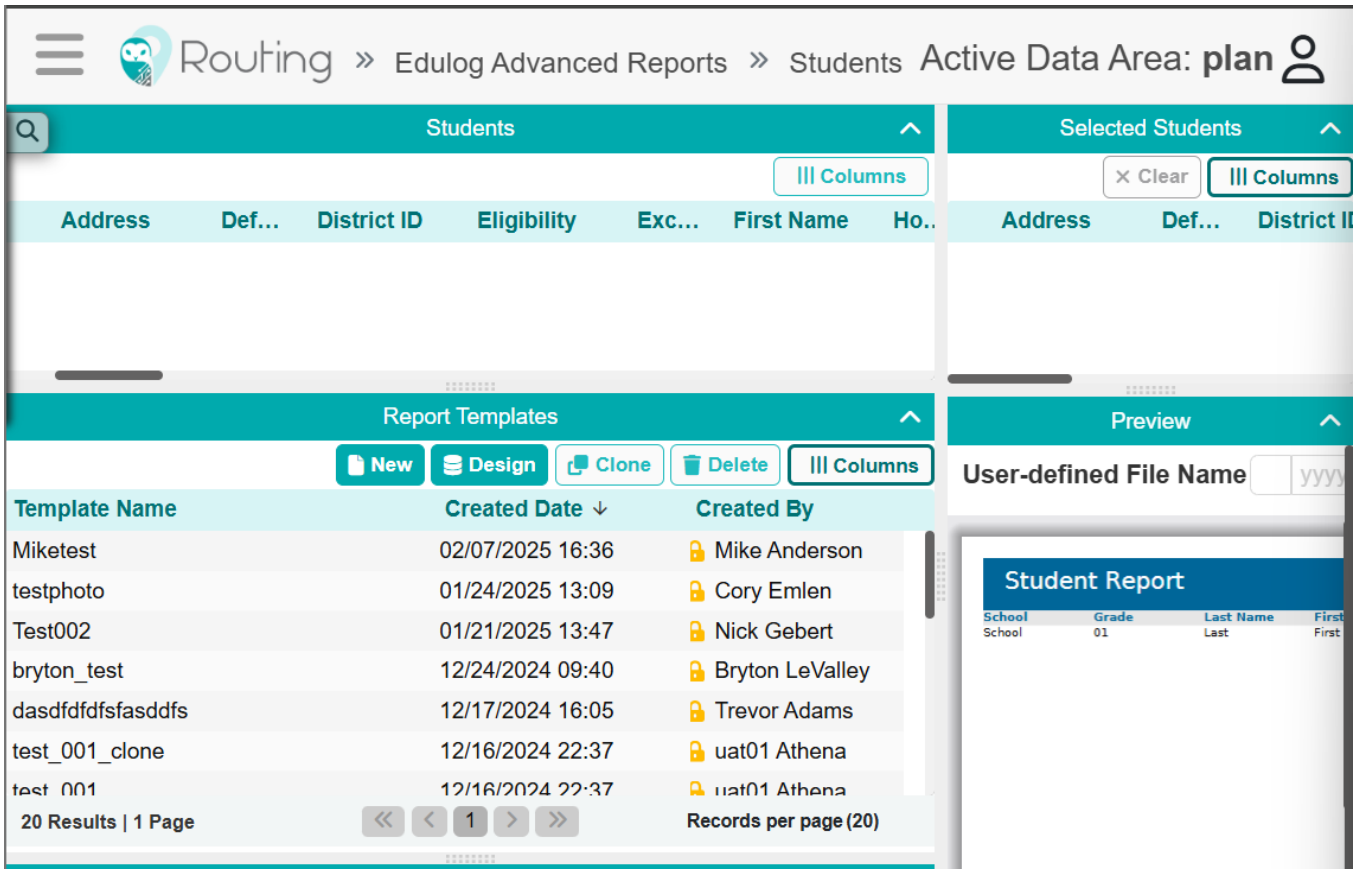
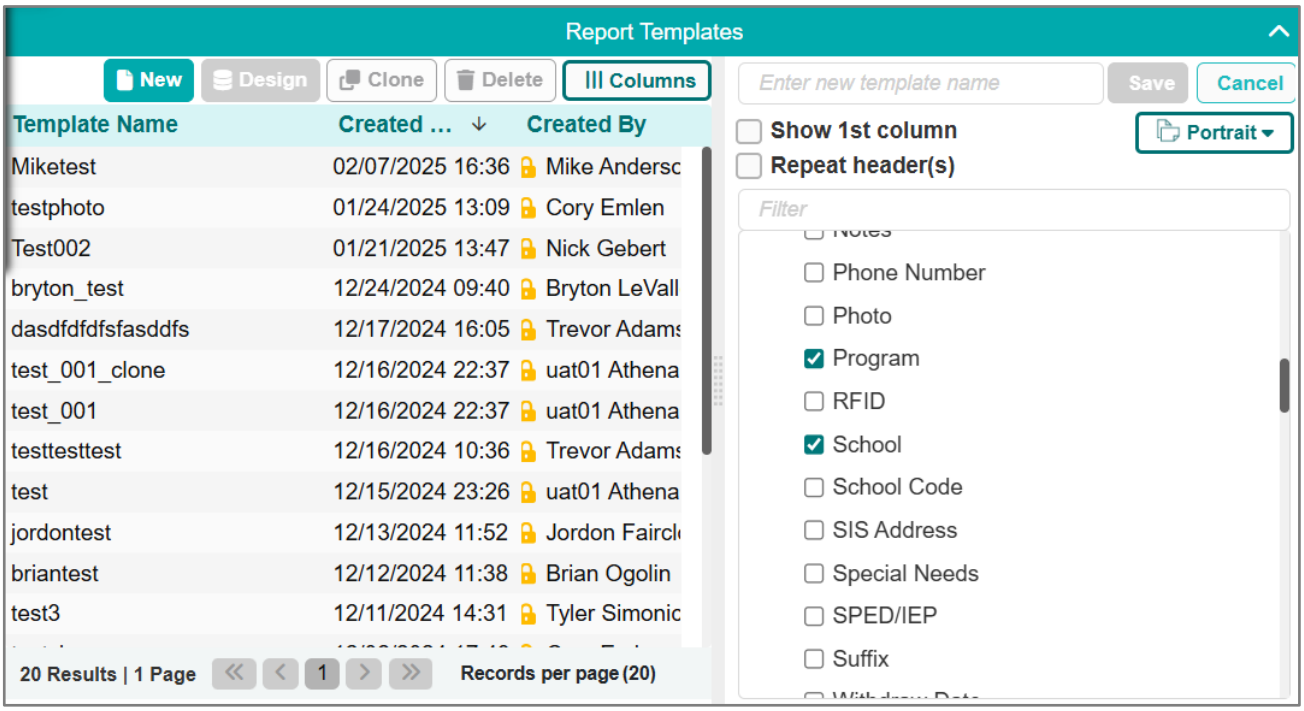


3.1. Selecting the “New” template tool, will populate a right-side column within the Report Templates card. Select the fields you would like to appear in the report.



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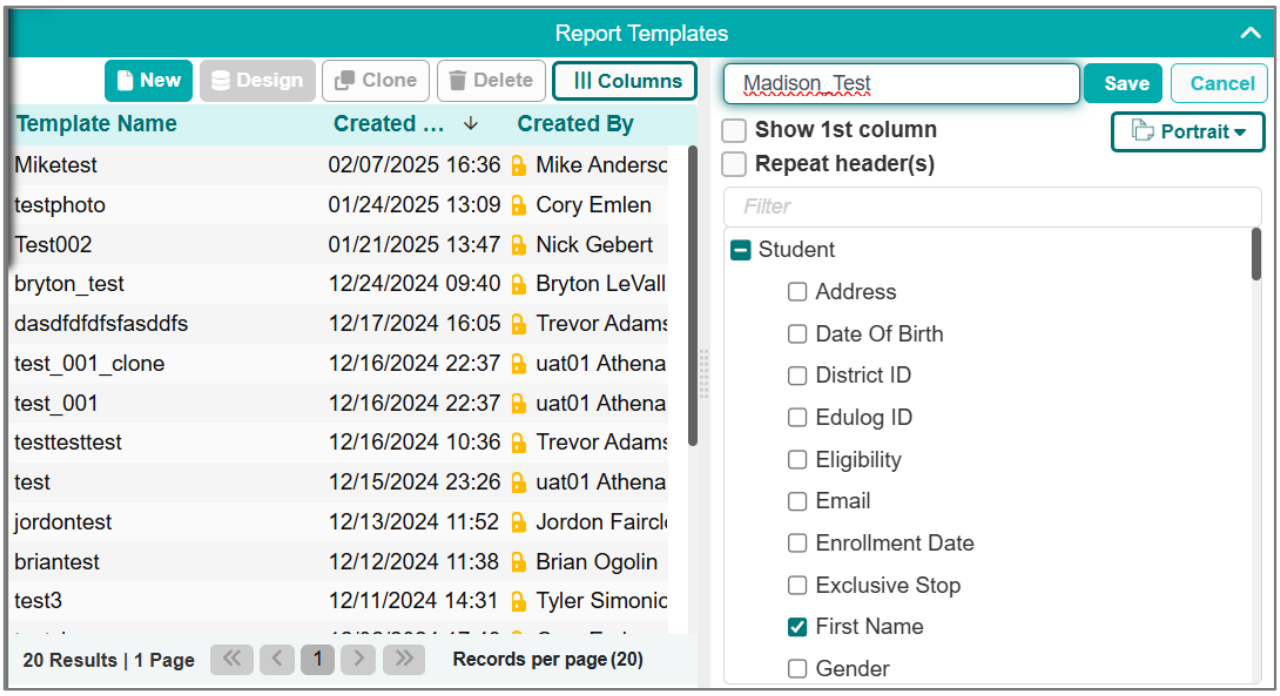
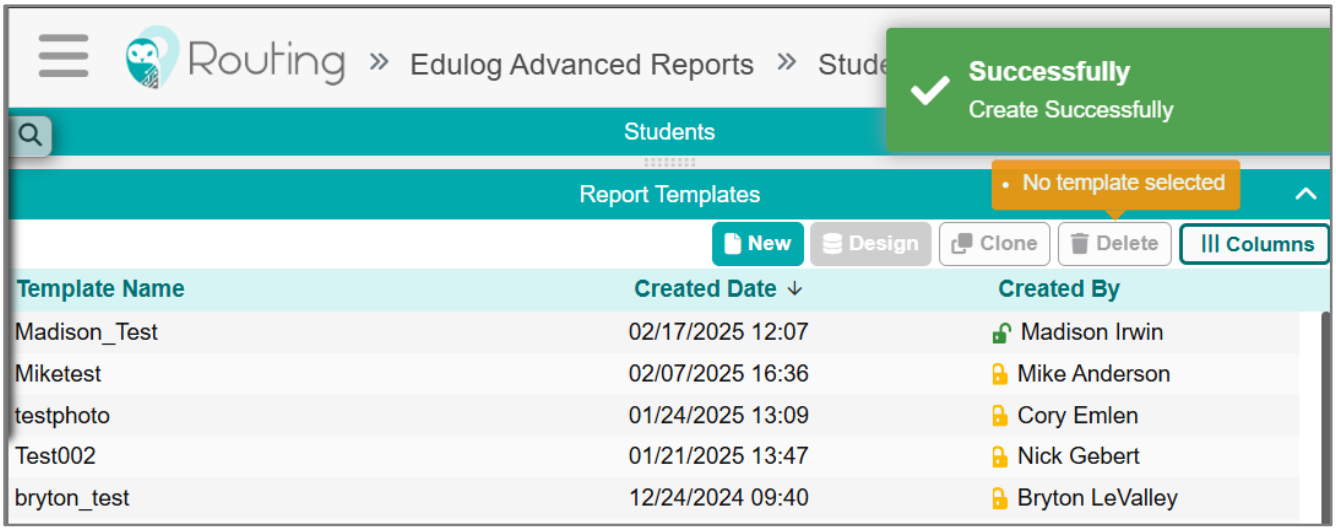
3.2. Give the template an identifiable name, and decide whether you would like to enable the following organizational tools:

- Show 1st column
- Repeat header(s)



Select “Save” to create the template. The user will see the new template populate in the Report Templates card.



4. Select Data to Run the Report:

Following the creation of a new reporting template, the user will load data to report on. Navigate to the Search Tray, and search for the desired data.

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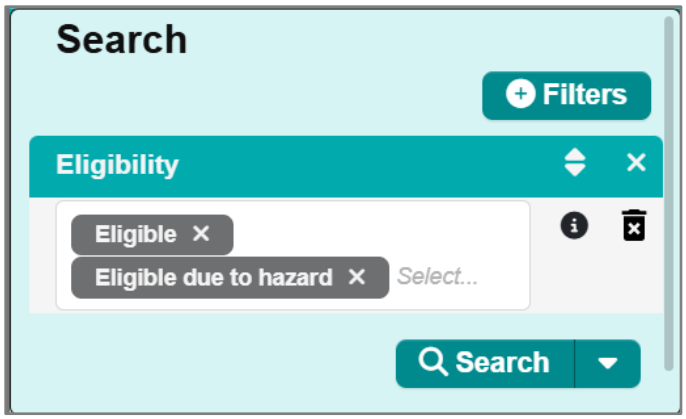
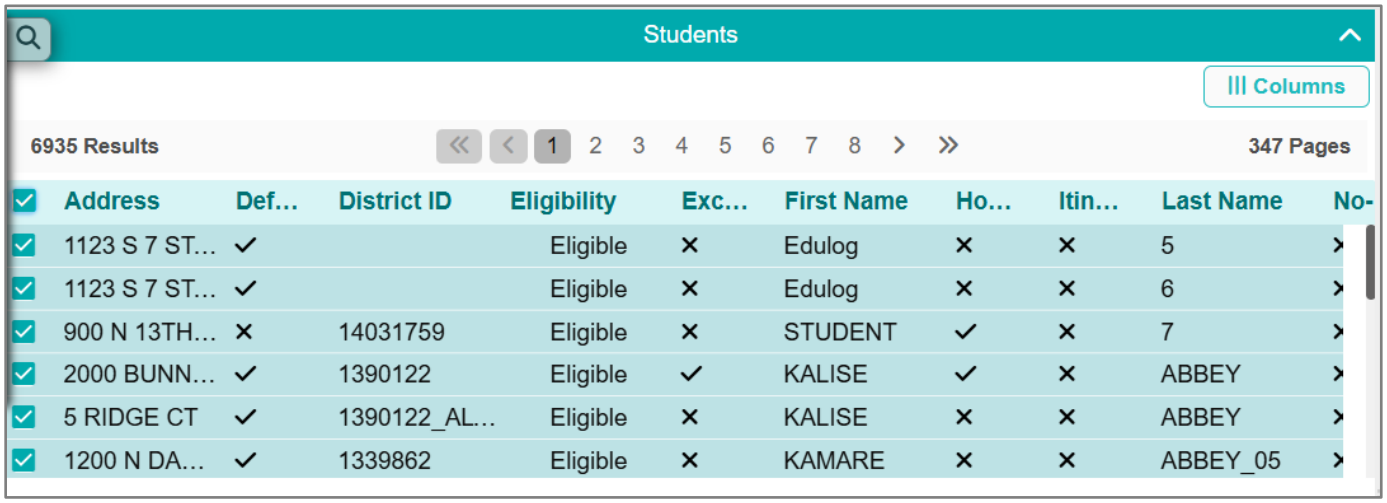
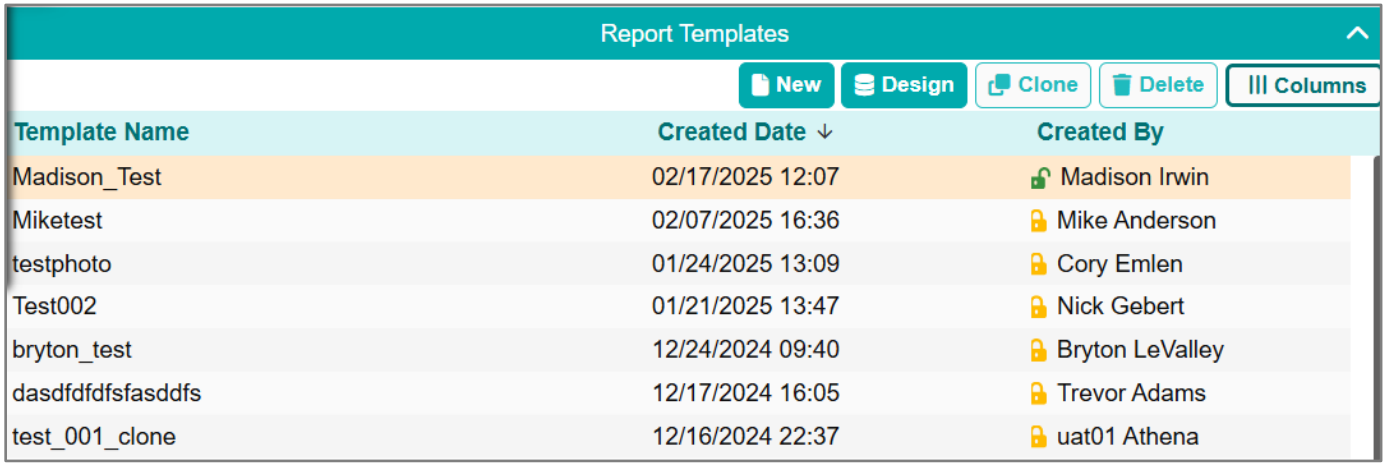


Select data within the Student's card to be loaded into the report.



5. **Navigate into the Jasper Design Interface:**
   Once the user has selected data to report on, and created the new template, select it within the Report Templates card, and select the "Design" tool.



The user will see the following window informing the user the system is processing the reporting data; once the load has completed the user will be brought into the Jasper Interface automatically.

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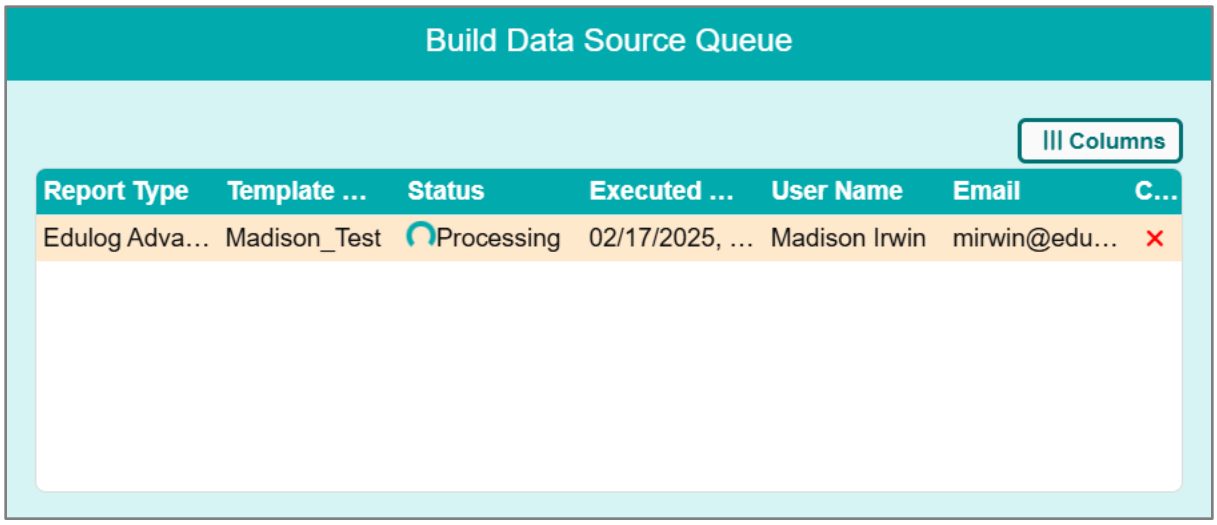

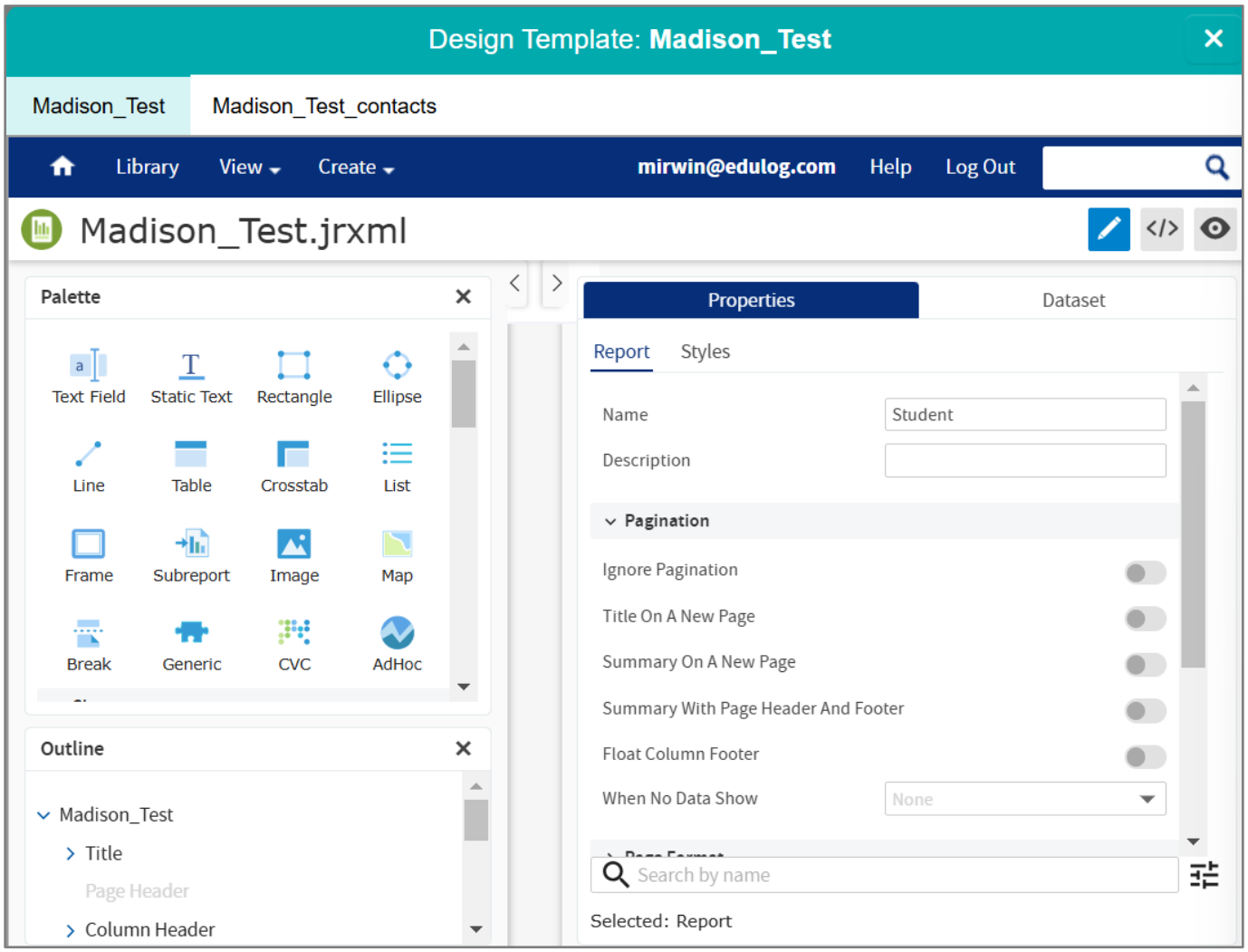

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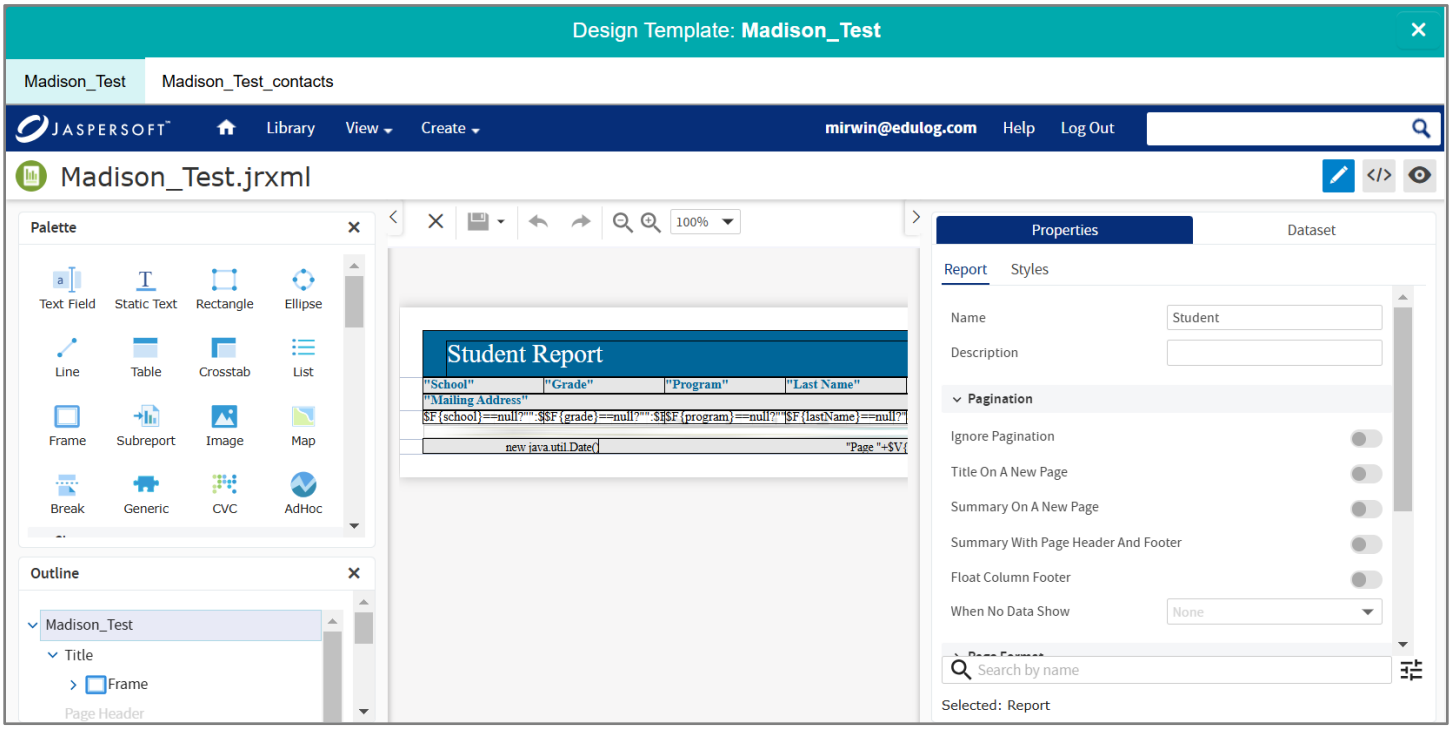
NAVIGATING THE JASPER INTERFACE

Within this section of the guide users will be walked through different elements within the Design Interface that users will need to know in order to navigate the software independently. In this section users will cover the following:

- Jasper Repository
- Editor Tab
- Palette
- Outline
- Properties
- Preview Tab



Jasper Repository

A report is a file made up of various components, including files, images, styles, and resources. The Design Studio interface lets you upload supplementary resources as "elements" into a larger repository, which can then be attached to your reports. Visually, the repository resembles a simple file system folder where you can upload assets such as brand images, logos, fonts, and more.

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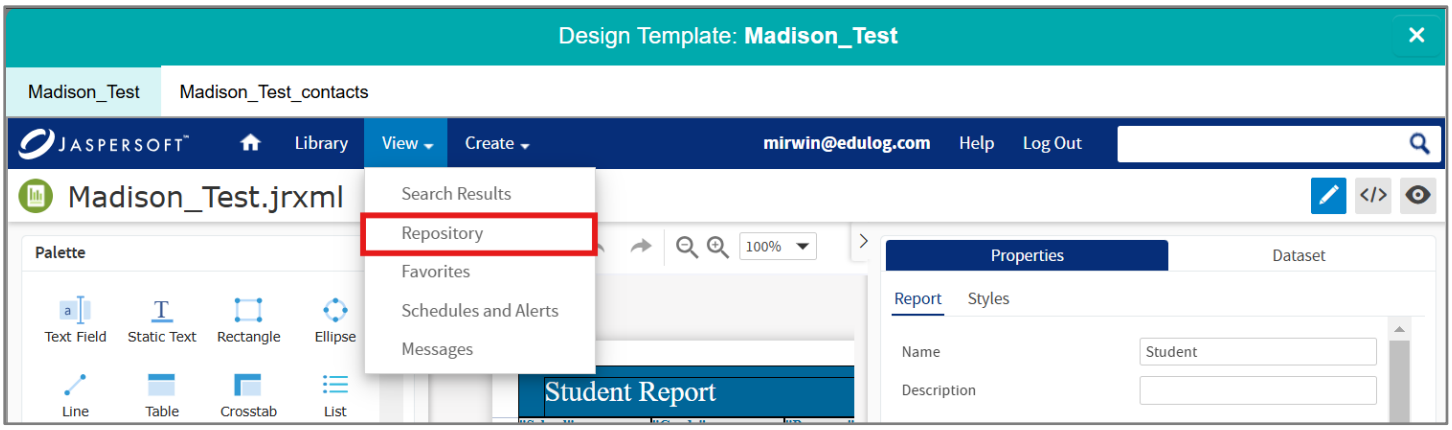
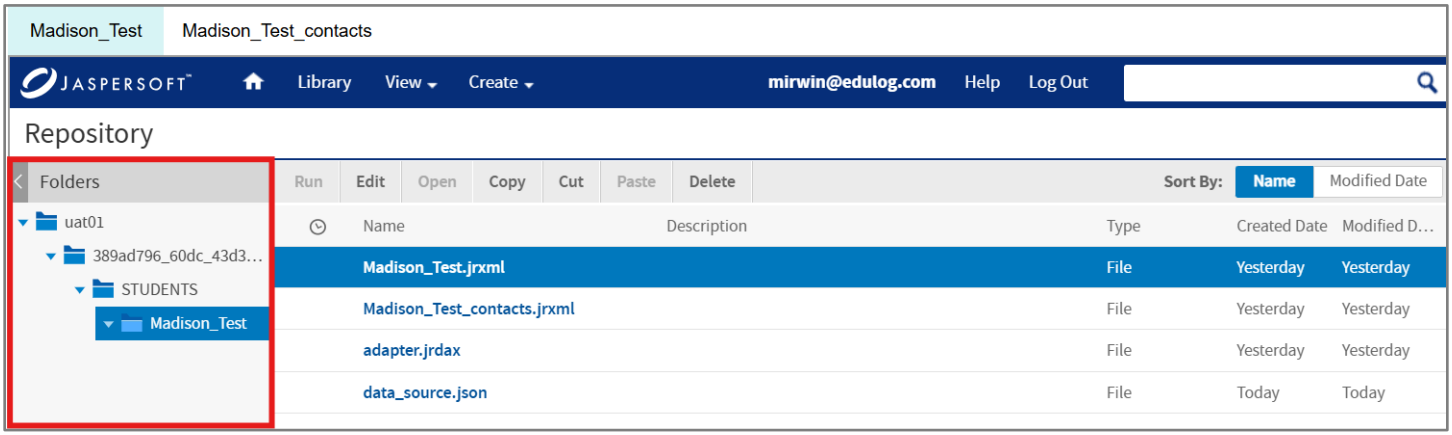
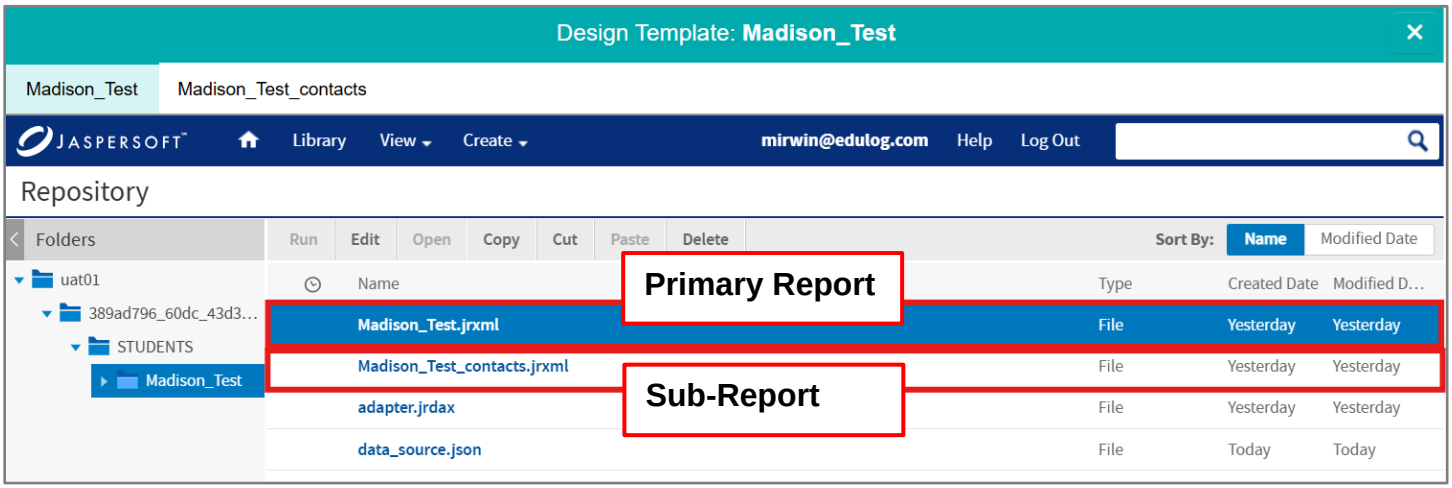


Within the Repository, the user will see the following information in the left-side column labeled "Folders":

- Athena Site Name = UAT01
- Advanced Reporting Module = Students
- Selected Report Template = Madison_Test



Expanding the selected report template will populate the primary report, and any sub-reports attached to the primary.



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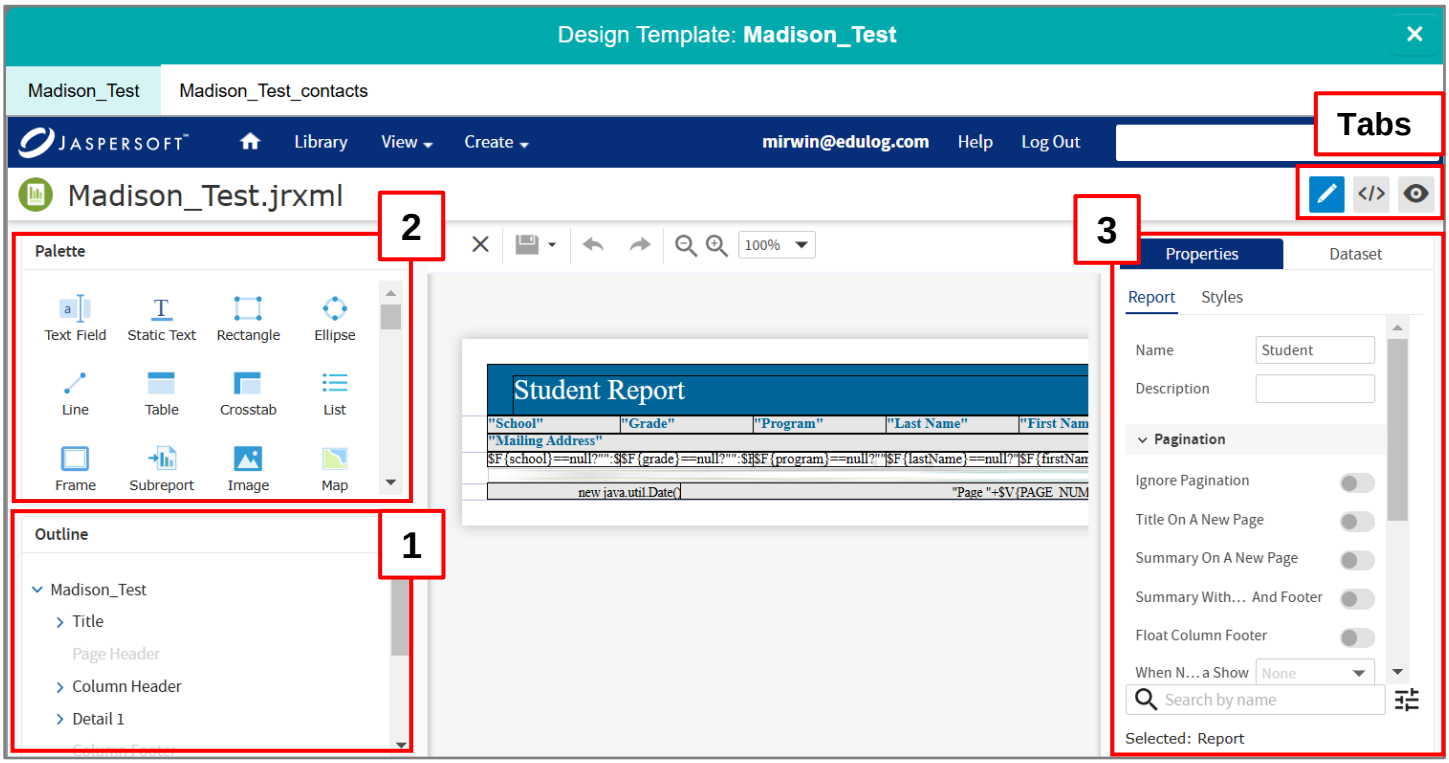
Review the “**Error! Reference source not found.**” user story to get a more in depth preview of adding elements to the Repository in

Editor Tab

Within the Jasper Design Interface there are three tabs users can navigate between: Editor, Source, and Preview. In the following sections, users will explore elements within the Editor Tab. The Editor tab provides tools for adding text, data, charts, sub-reports, and querying data sources, with the ability to set precise page locations for elements. The Editor interface boasts the following panel views:

1. Outline
2. Palette
3. Properties



Palette

The Palette includes all the elements used to build the report, such as text fields, images, sub-reports, maps, charts, and more. Some elements, like images, require the user to upload files to the repository before they can be used in the report design. Otherwise, users can simply drag and drop an element from the Palette directly into the report design.

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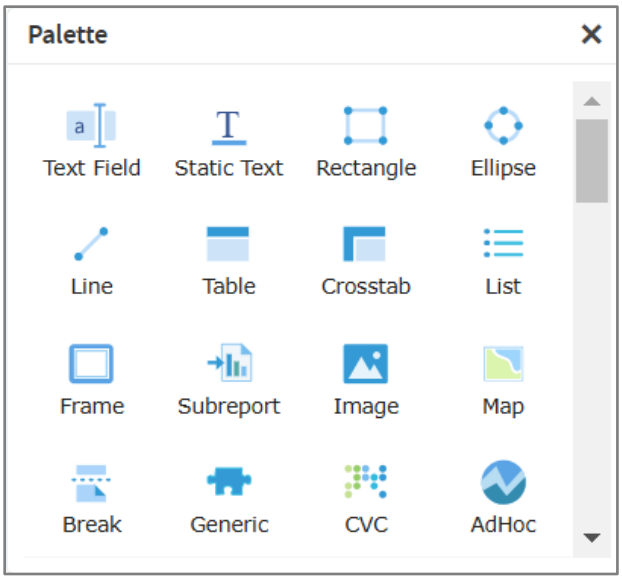
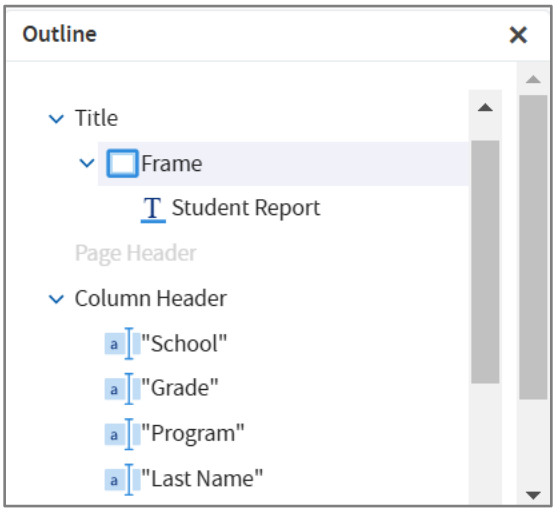


Outline

The Outline displays the structure and layout of the report. It allows you to view, add, and delete report bands—these are the columns headers of a report. Additionally, the Outline shows the order of the elements in the report. Selecting an element in the Outline will automatically display its properties in the Properties panel.



Properties

The Properties view allows users to view and edit the properties of a selected element in the report editor tab. The available property options vary depending on the type of element selected. For example, the Properties view for a text field displays options like Appearance and Text Field, while the Properties view for a line shows options such as Appearance, Borders, Line, Inheritance, and Advanced.

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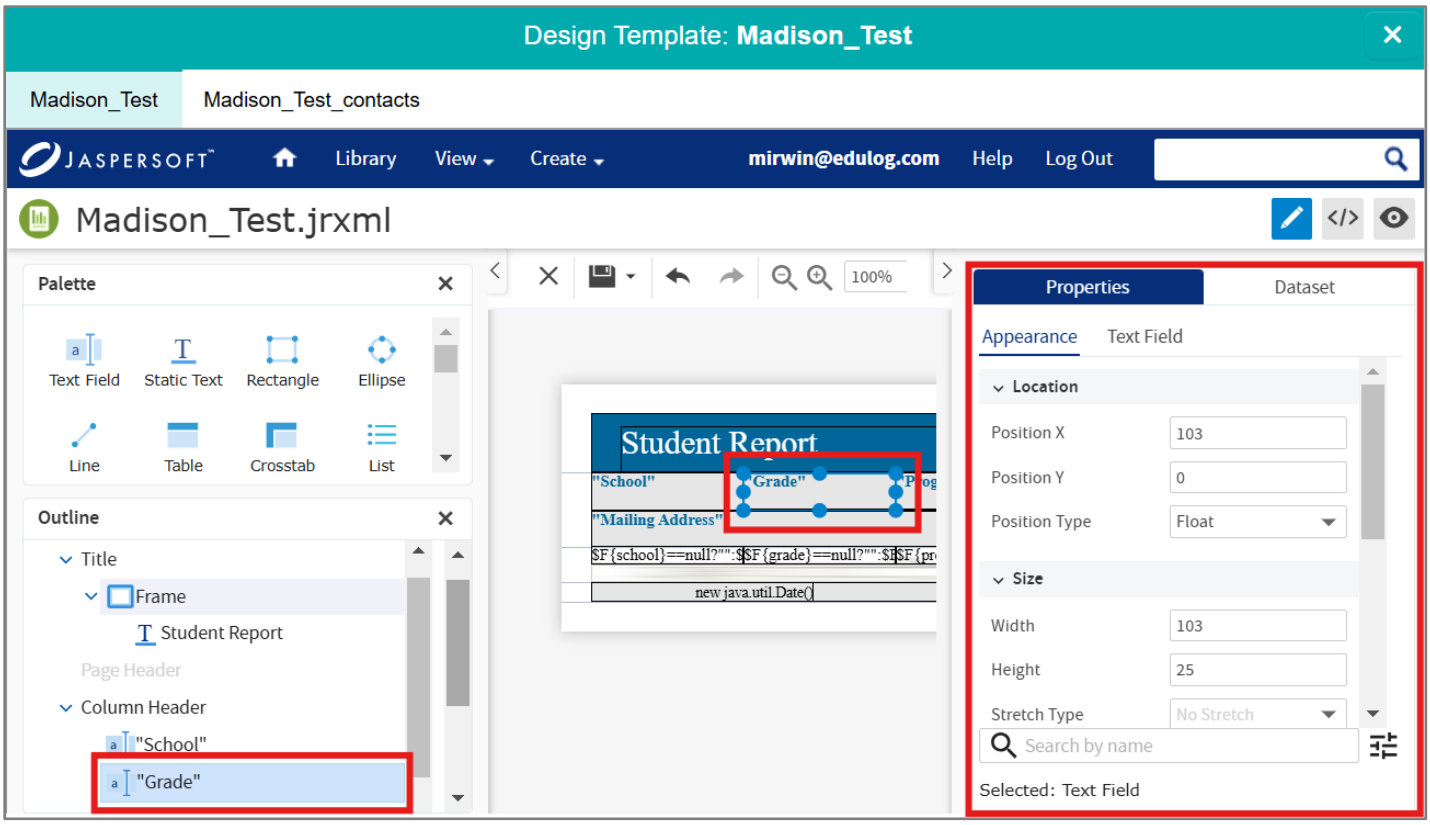
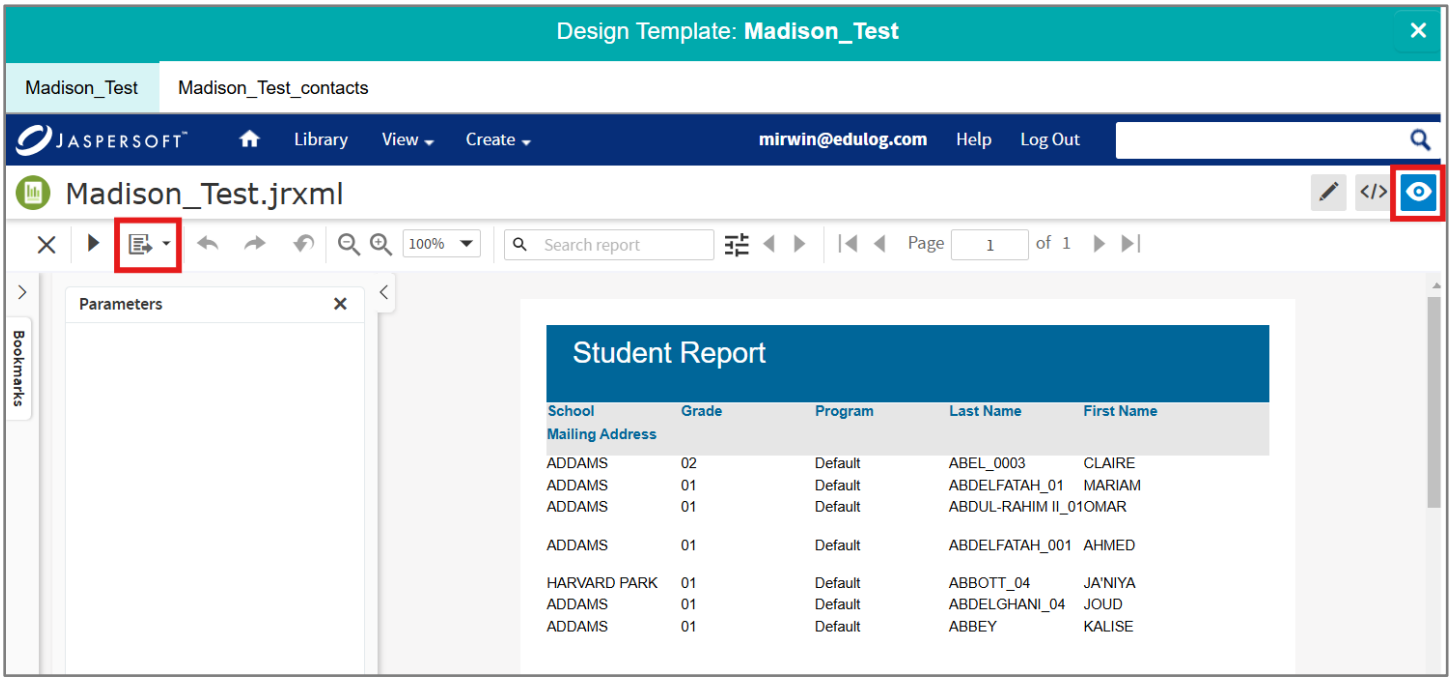


Reminder: Selecting an element in the Outline will automatically highlight it in the report design view and display its properties in the Properties panel.

Preview Tab

In the Preview Tab, users can view reports and select alternative export formats for them.



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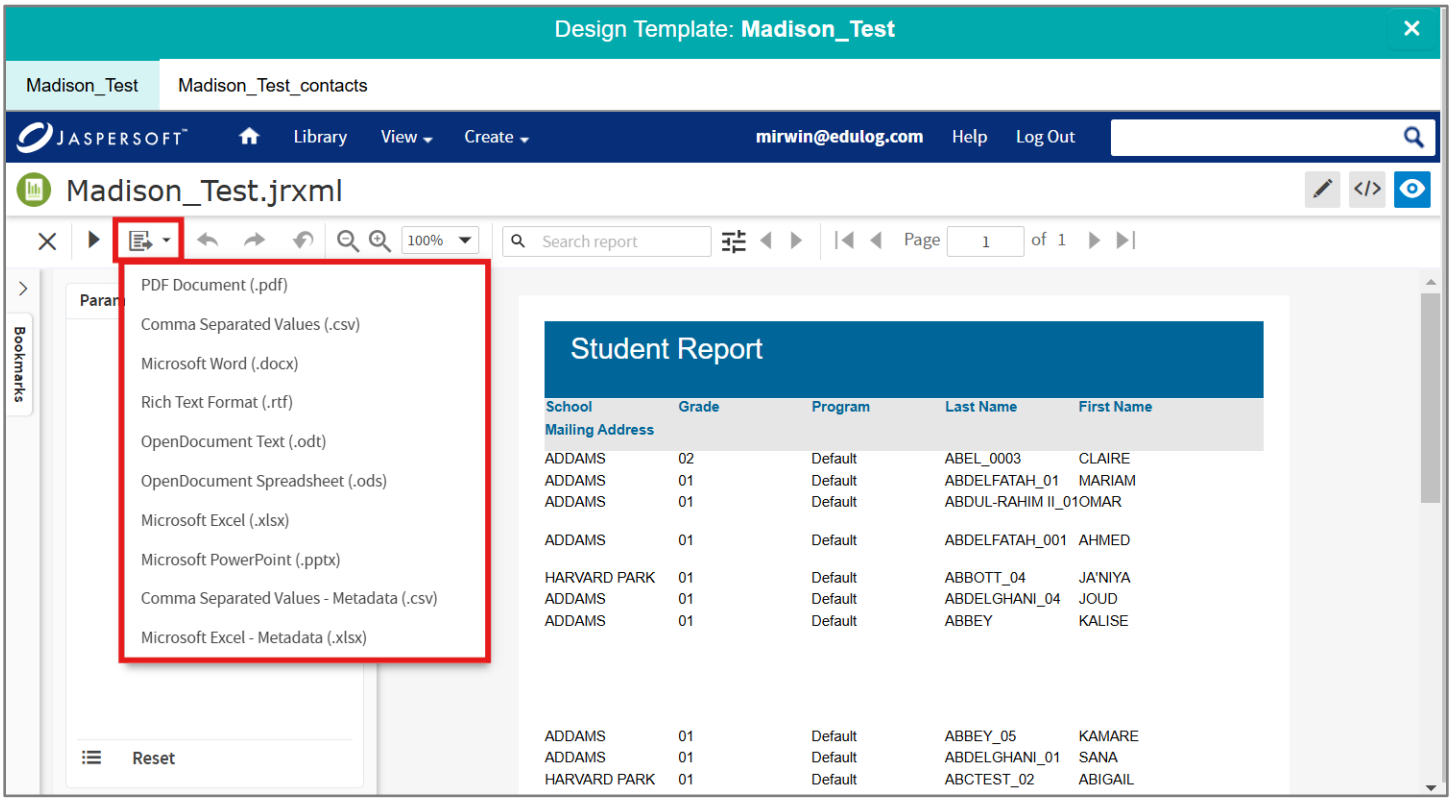

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ATHENA ADVANCED REPORTS USER STORIES

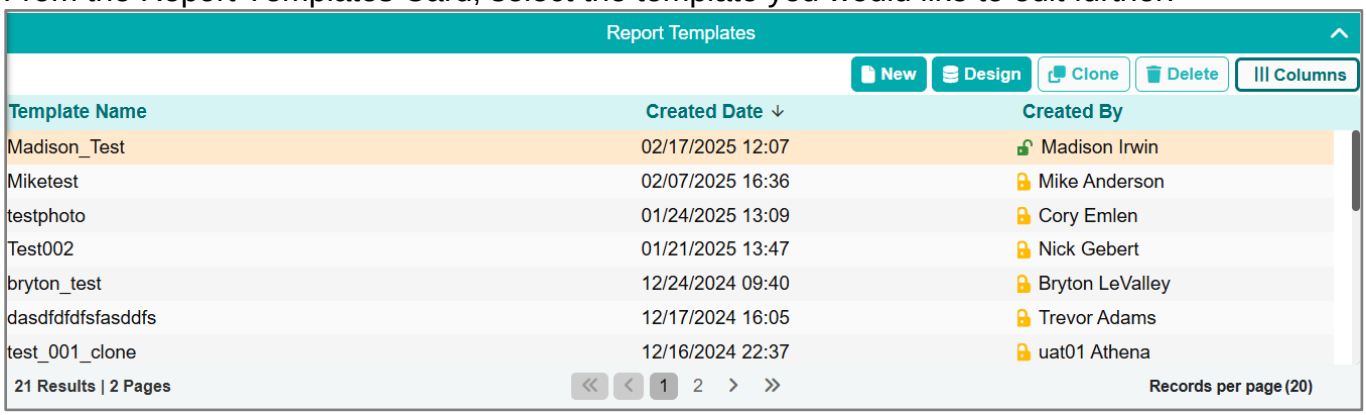
The User Stories section of this guide will offer you scenarios that are applicable to some of the workflows you might encounter in your day-to-day tasks within Athena. Some scenarios that will be discussed include:

- Adjust the Size of the Bands
- Upload an Image within the Repository
- Add an Image Element to the Report

Adjust the Size of the Bands

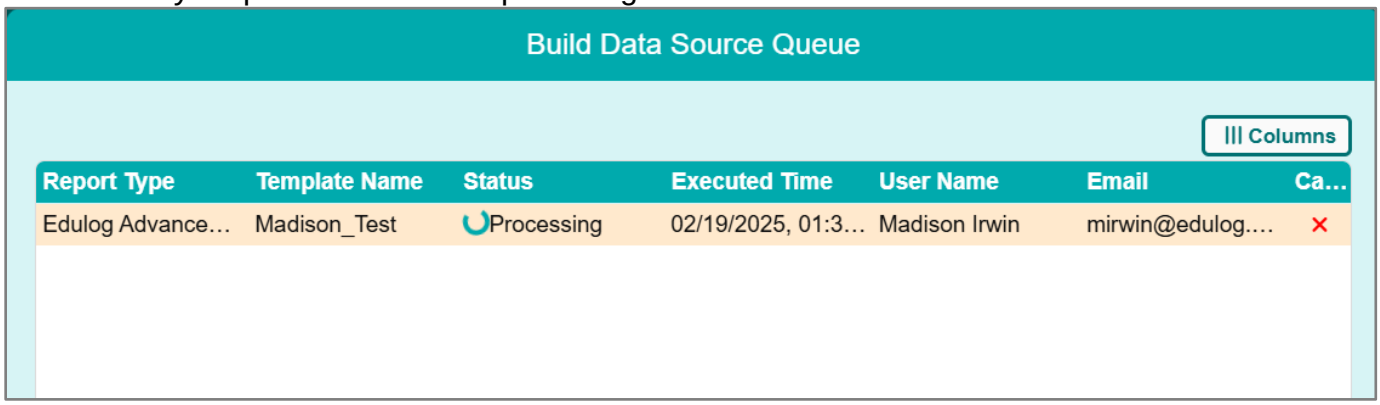
Here's How

1. From the Report Templates Card, select the template you would like to edit further.



2. Select the "Design" tool.

You will see the following window informing you the load is in progress, once completed, you will automatically be pulled into the Jasper Design Interface.



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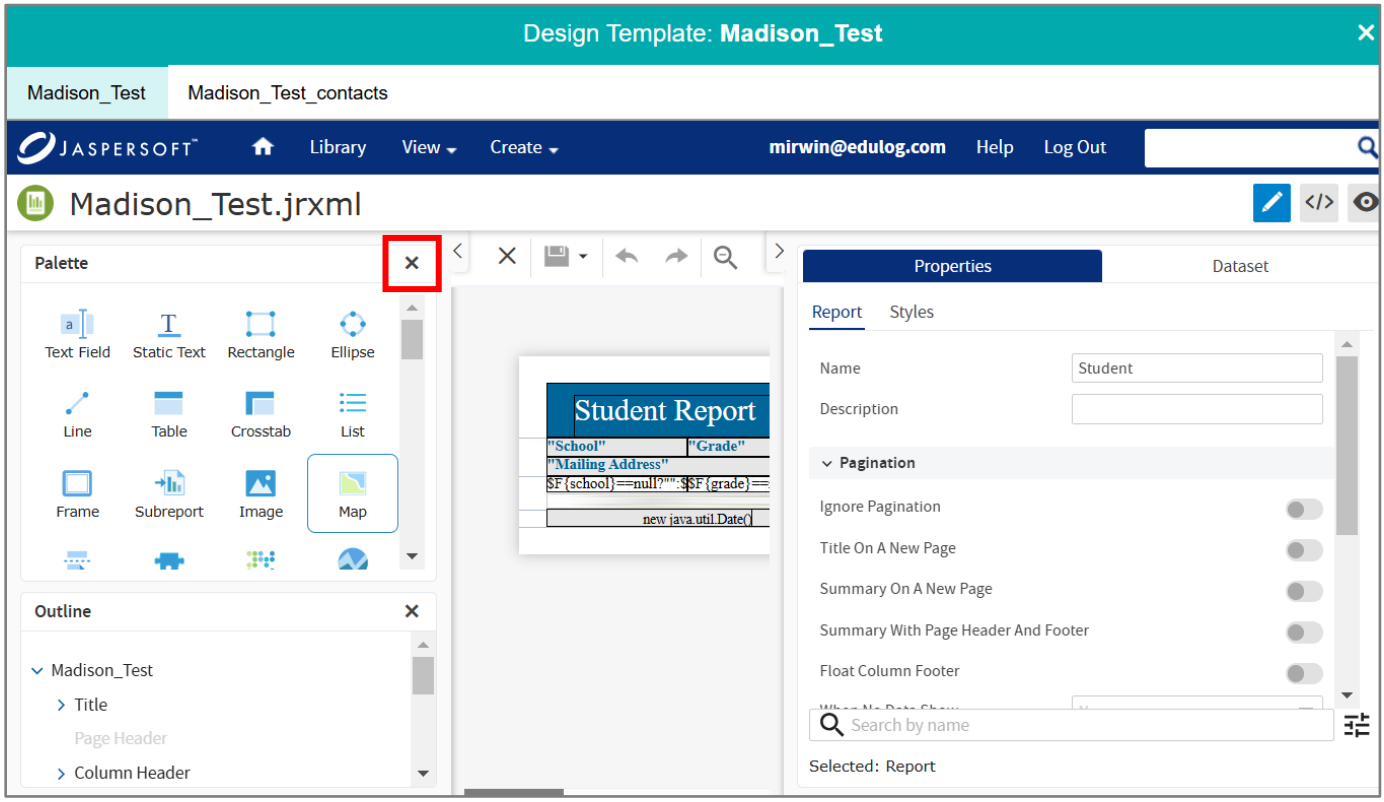
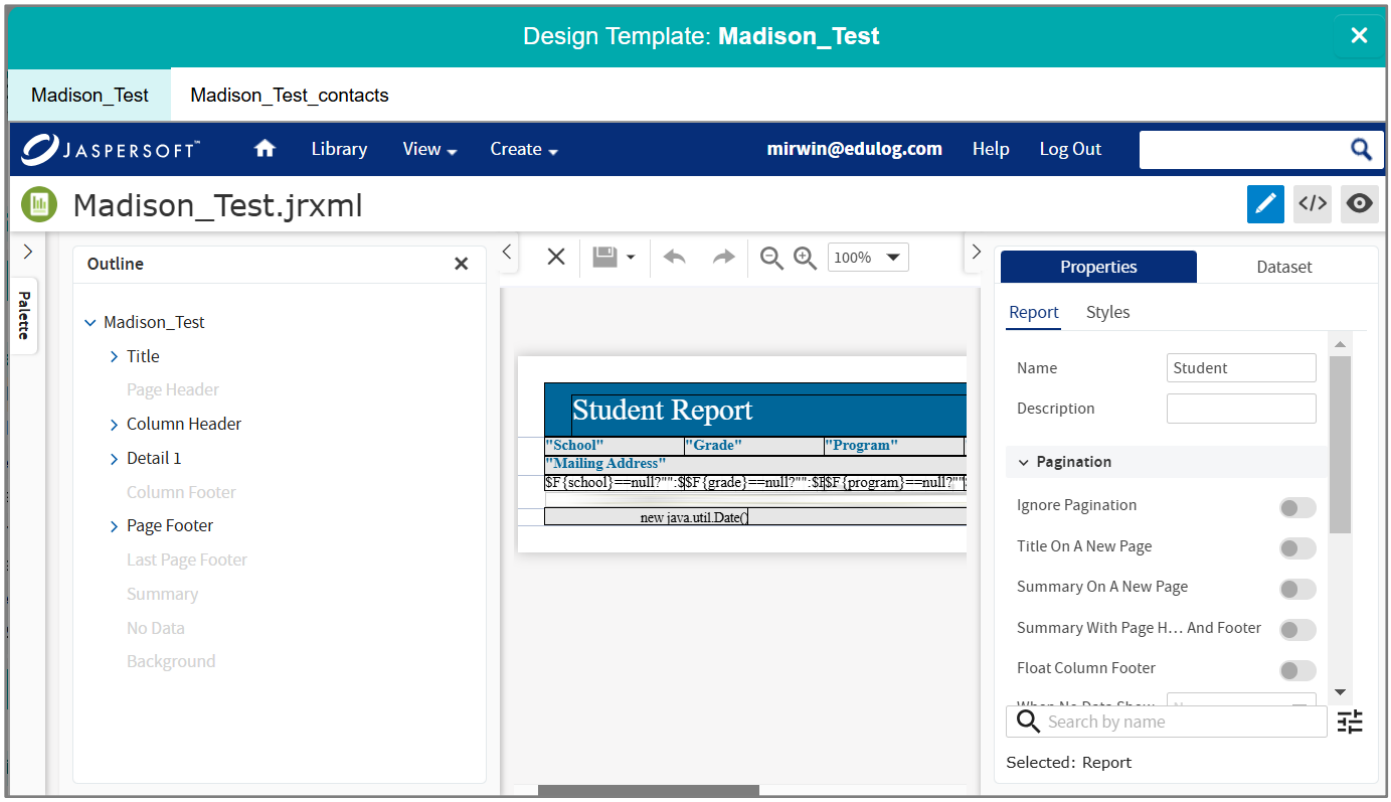
3. Locate the Outline. To focus the view of the left-side panel on just the Outline, select the “X” within the Palette card to hide it from view.



The Palette will be folded into the left-side panel. To pull it back into view, select the tab.



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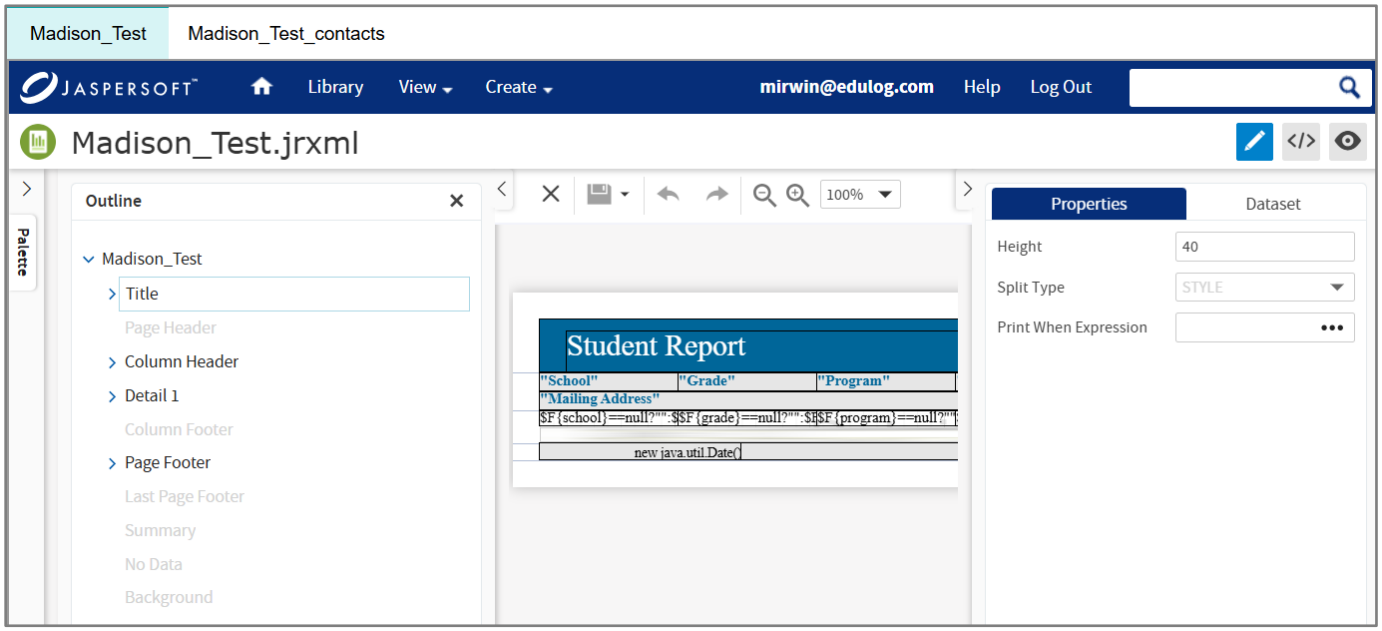
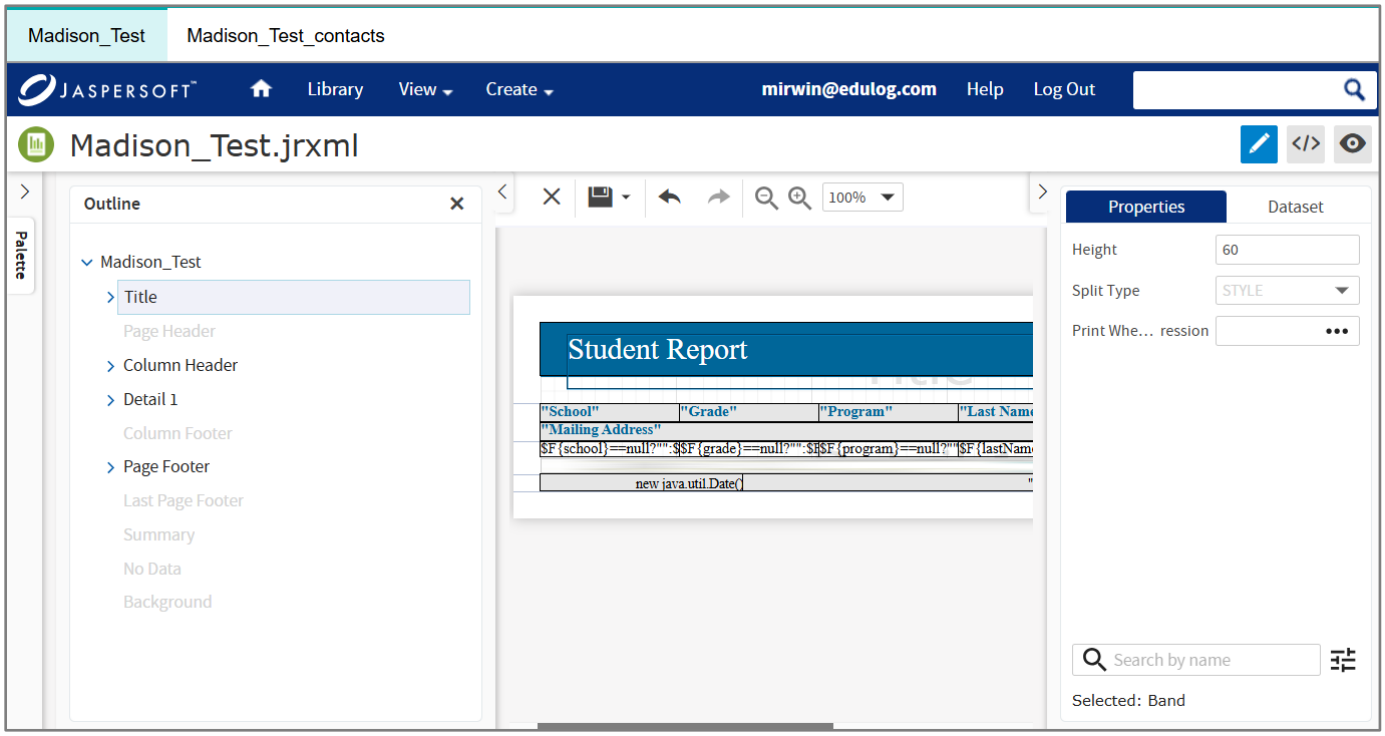
4. Within the Outline, select the “Title” element.



5. After selecting the title element in the Outline, the “Title” properties will populate in the right-side Properties column. In the “Height” field, change the height from “40” to “60”, to create more space to add a logo later on.



The user will see blank space open up beneath the Title header.

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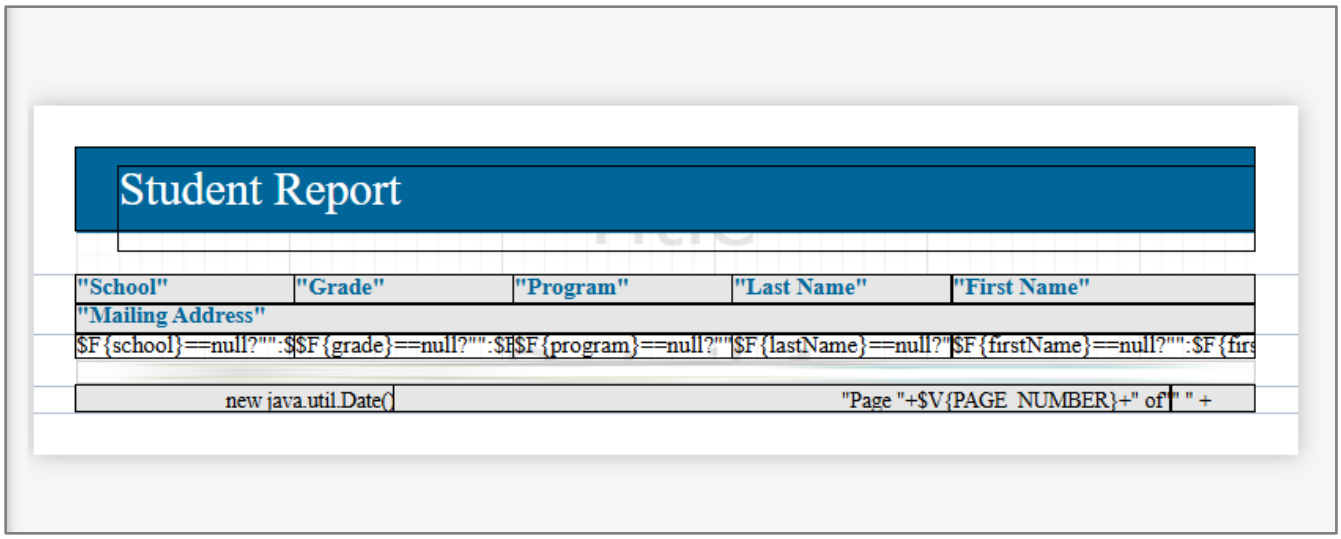
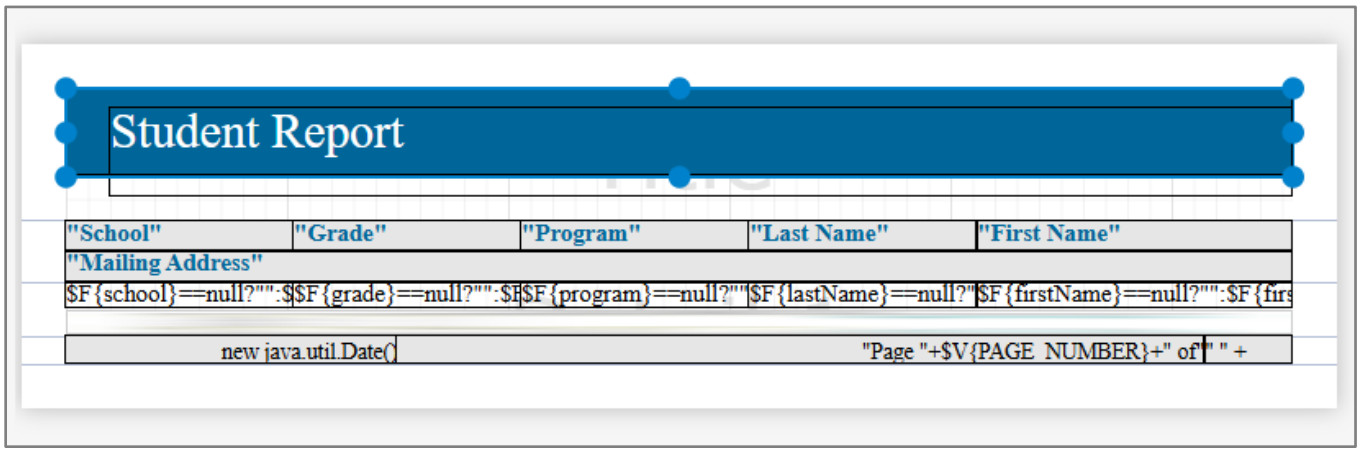
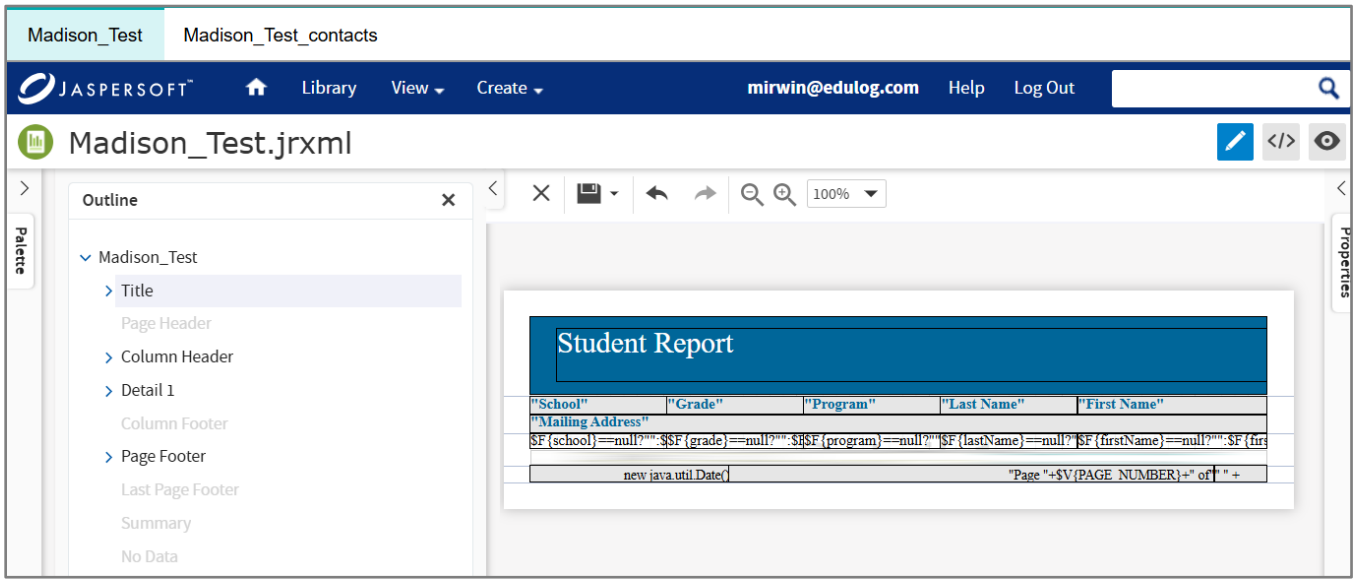


6. In the report display, click directly on the colored banner in the header; you will see the rectangle nodes upon selection.



Drag the box down to cover the new space.



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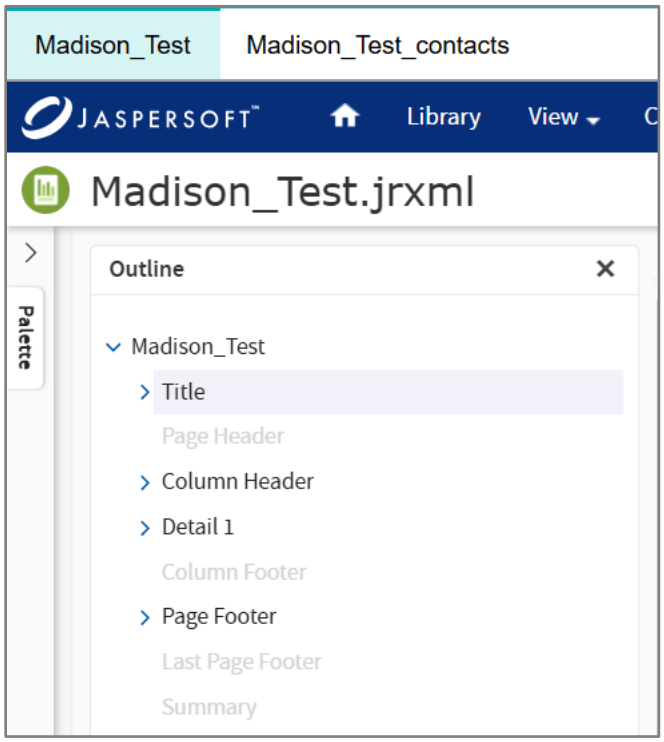
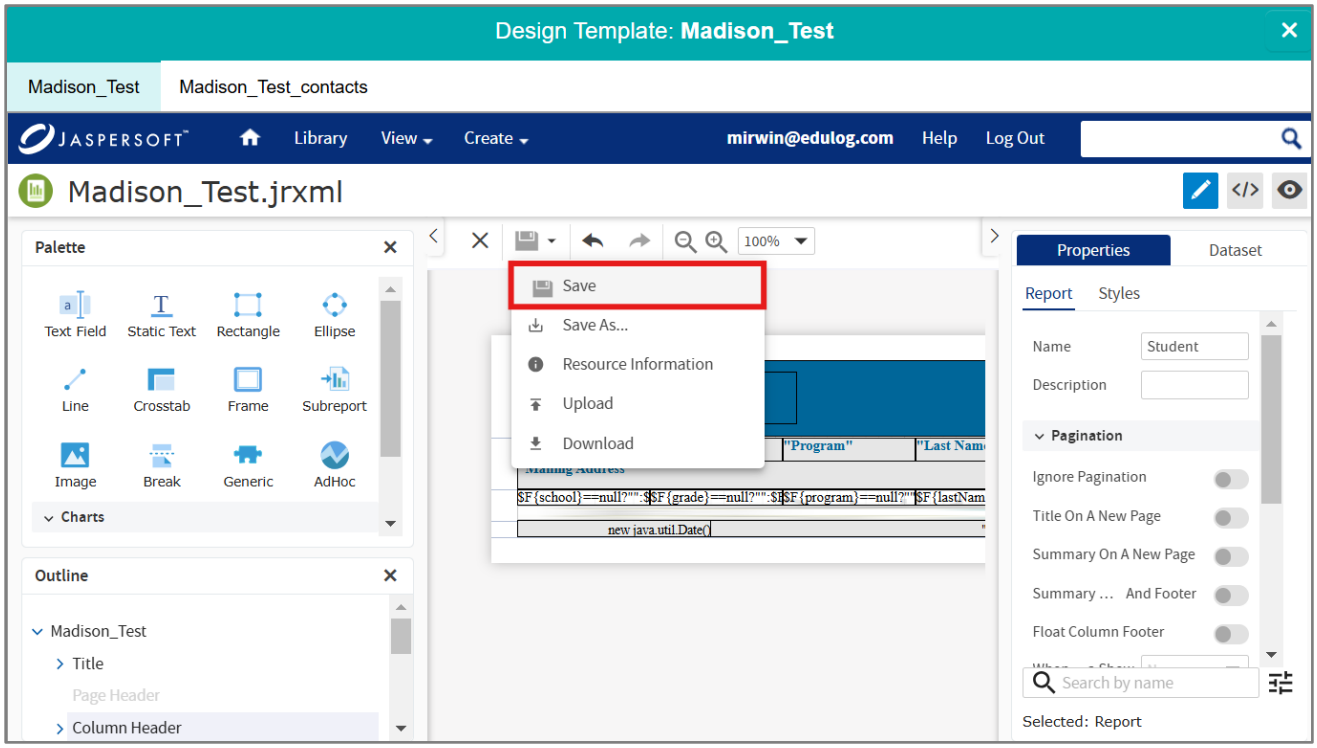
7. Continue to select header elements in the outline, and work to expand the bands within the report as needed to create more space for content.



8. **Save:**
Once you have completed your changes, select the “Save” icon, and save your changes.



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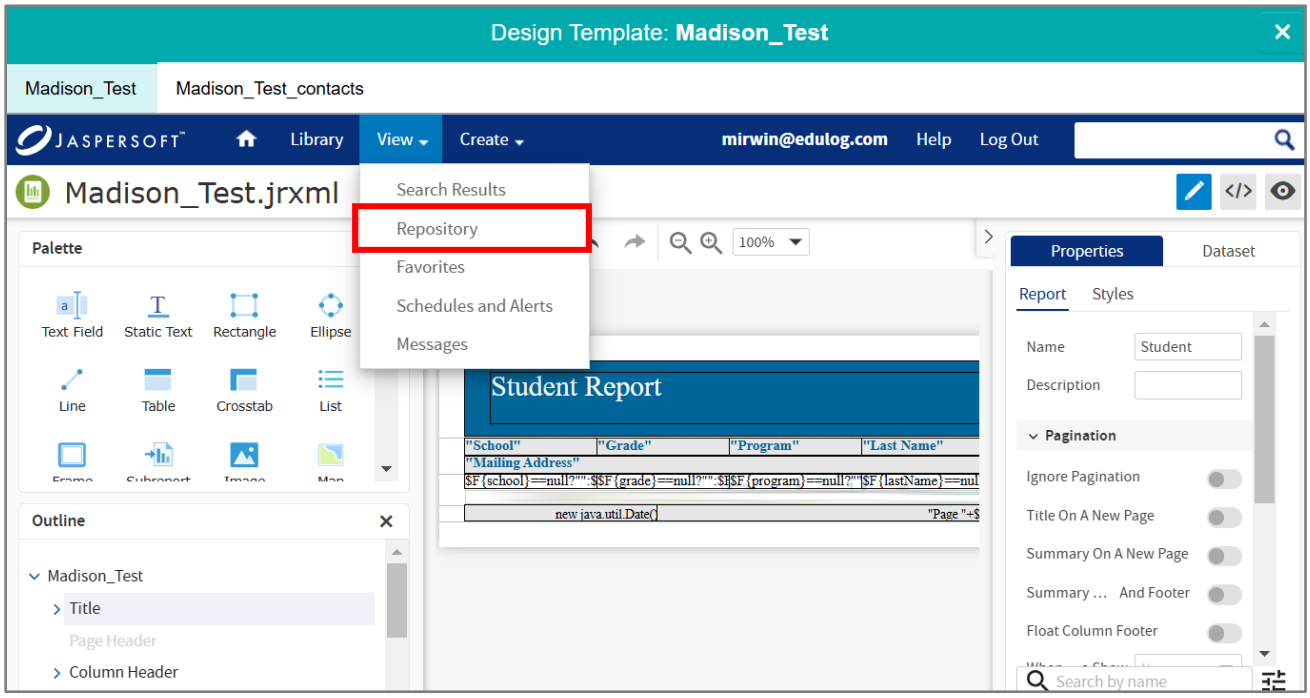
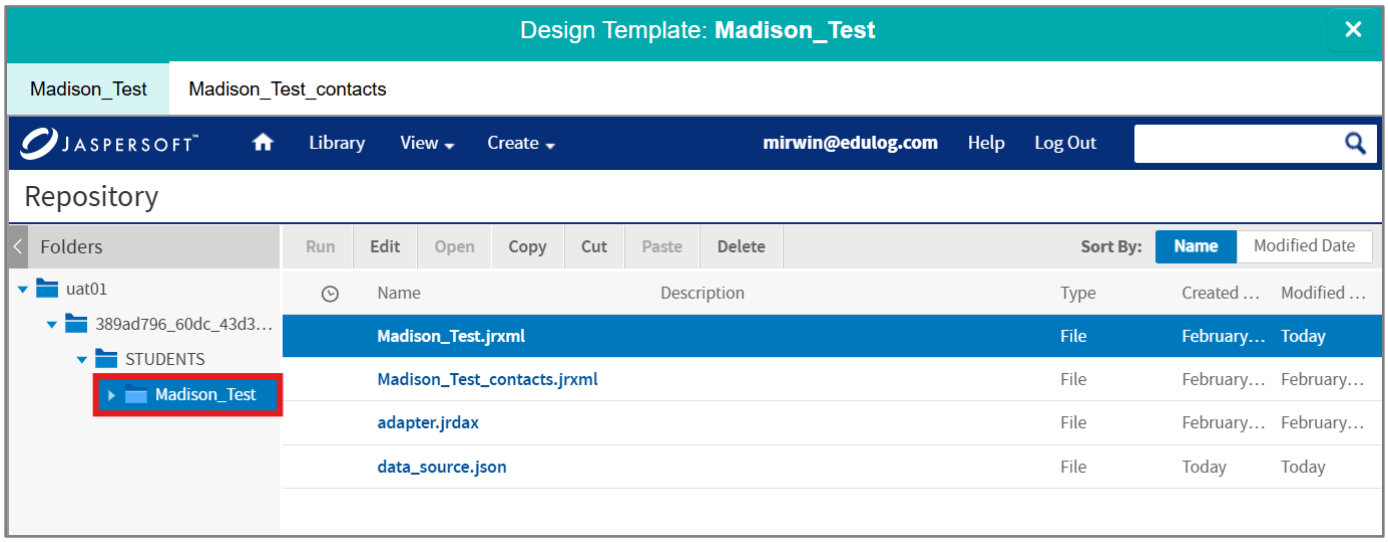
Upload an Image within the Repository

Here's How

1. **Navigate into the Repository:**
   Select the "View" drop-down, and select Repository.



2. The user will be brought to the Jasper Repository. Right-click on the "Madison_Test" folder within the left-side column, to a pop-up menu.



In the menu, the user will navigate following: Add Resource > File > Image. Select "Image".

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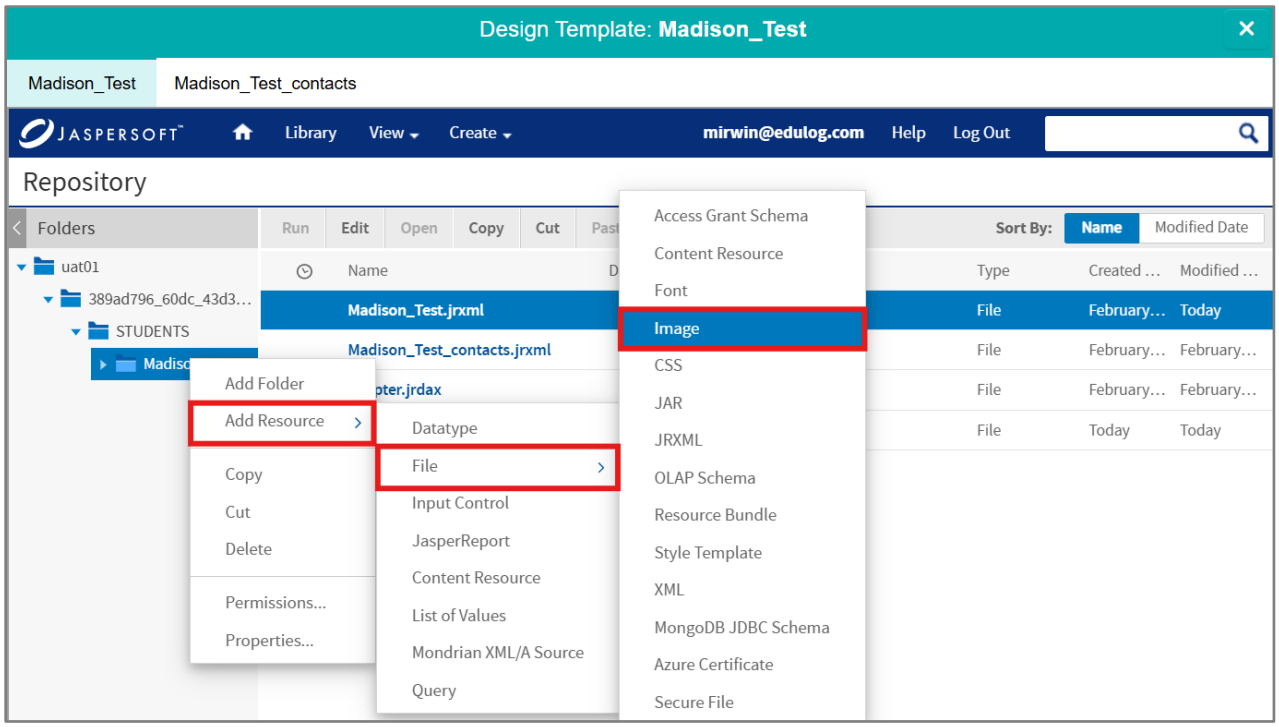
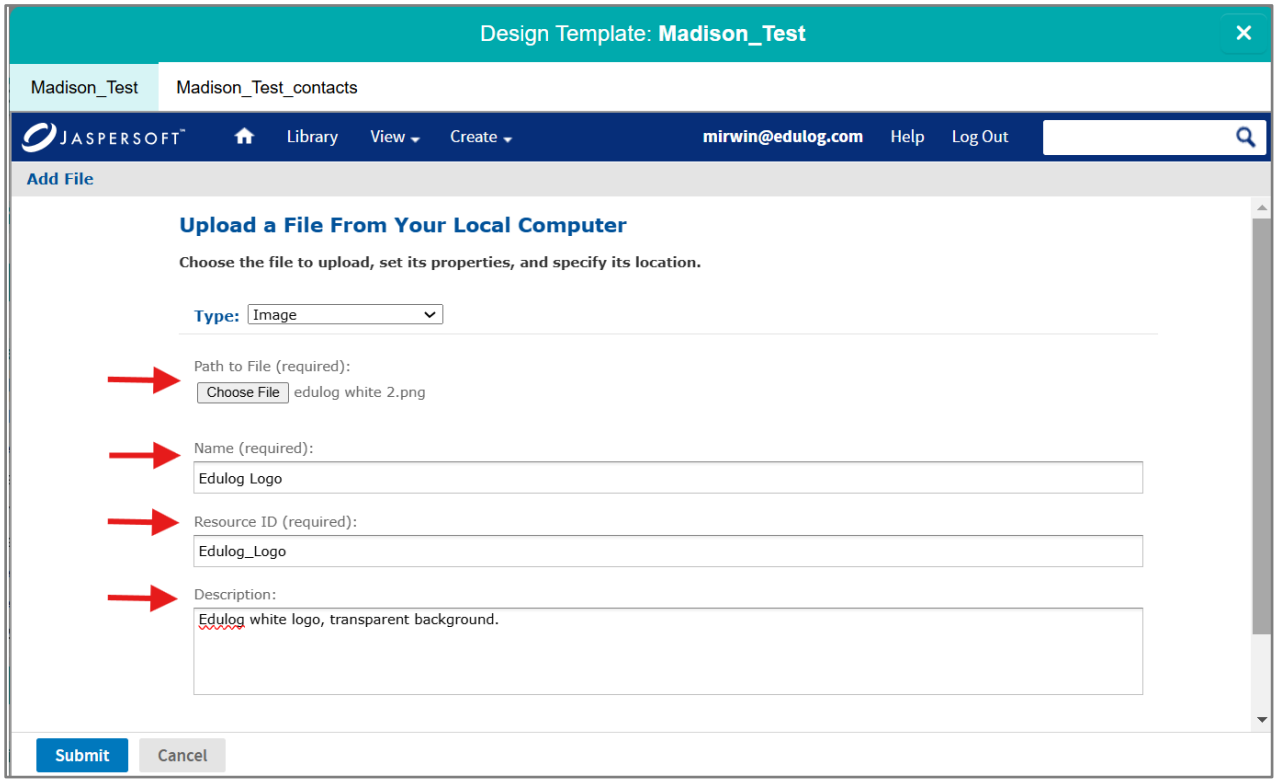


3. Selecting “Image” will bring the user to the following screen, where they will add details of the image element being uploaded to the repository.



The user will select “Submit” once they have uploaded the image from their personal files, and added all relevant information.

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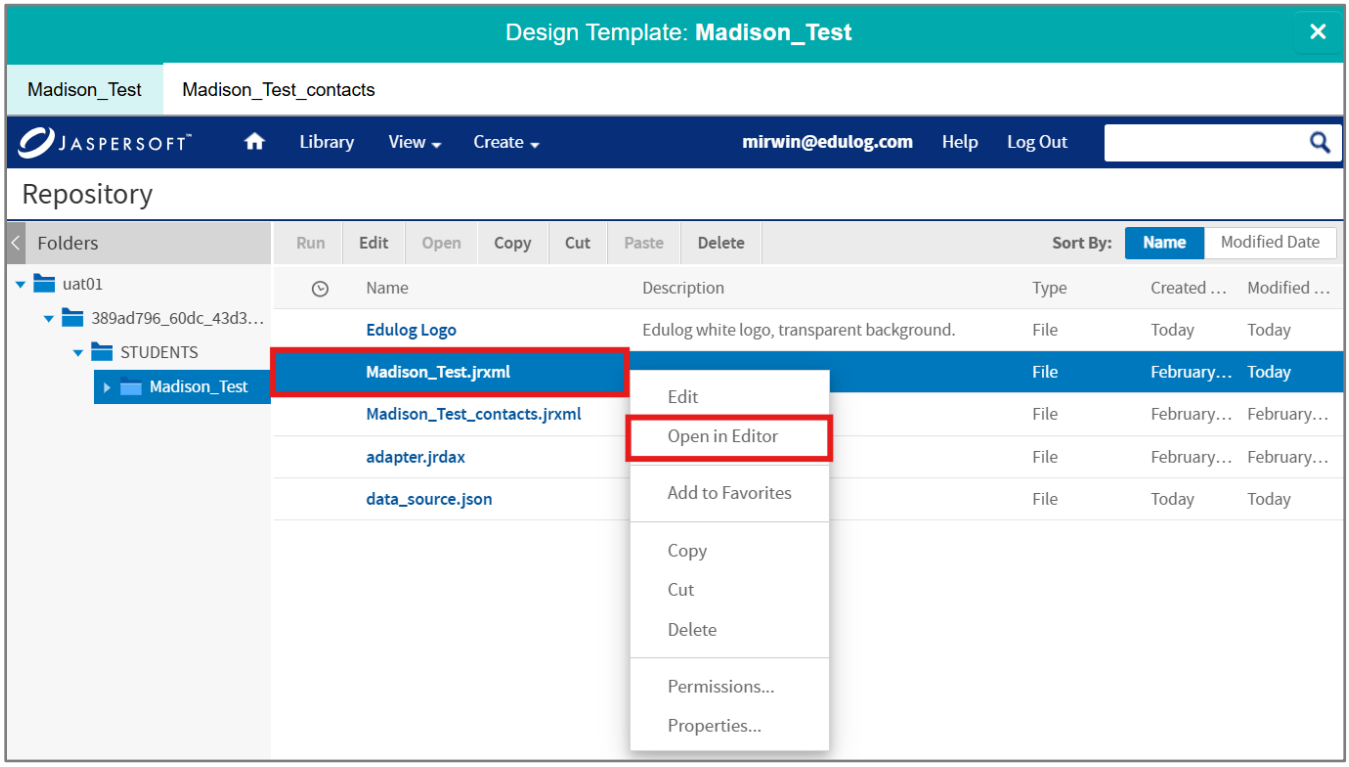
4. The user will see the new image element within the Jasper Repository.

5. **Navigate back to the Editor Tab:**
   To navigate back to the report Editor view of the Design Interface, right click on the “Primary Report” file within the repository, and select “Open in Editor”.



6. The user will be brought back to the Editor view of the Jasper Design Interface.

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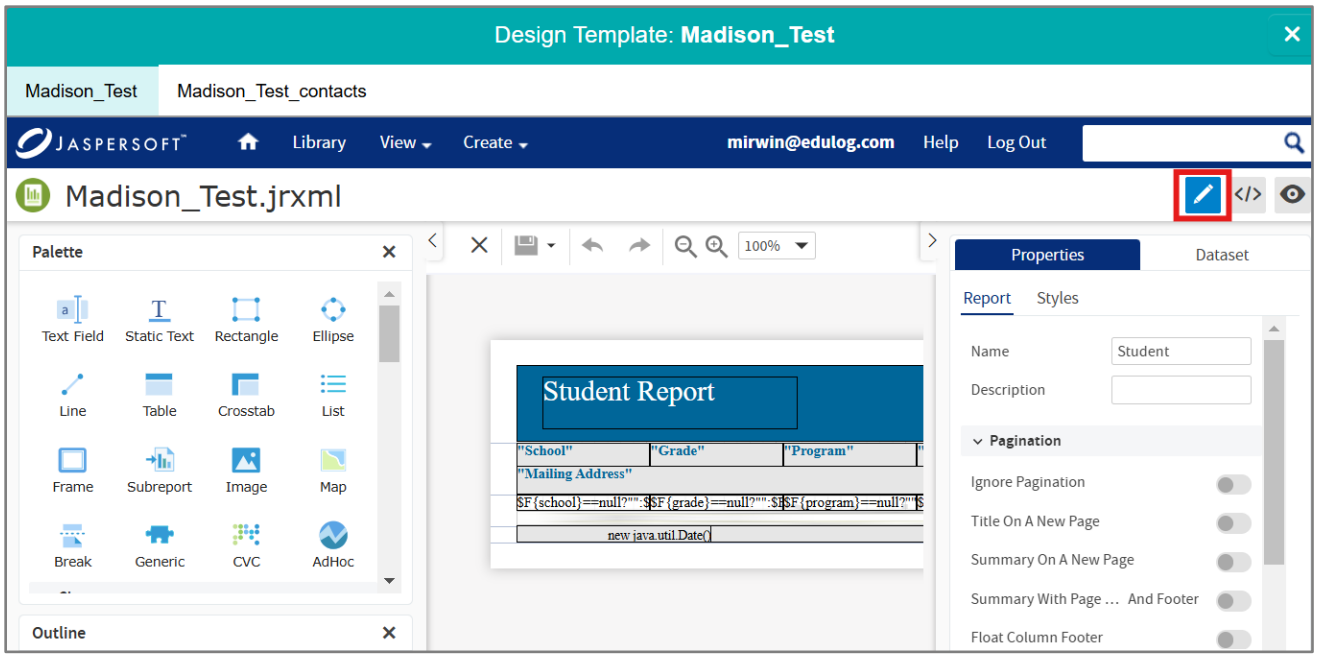
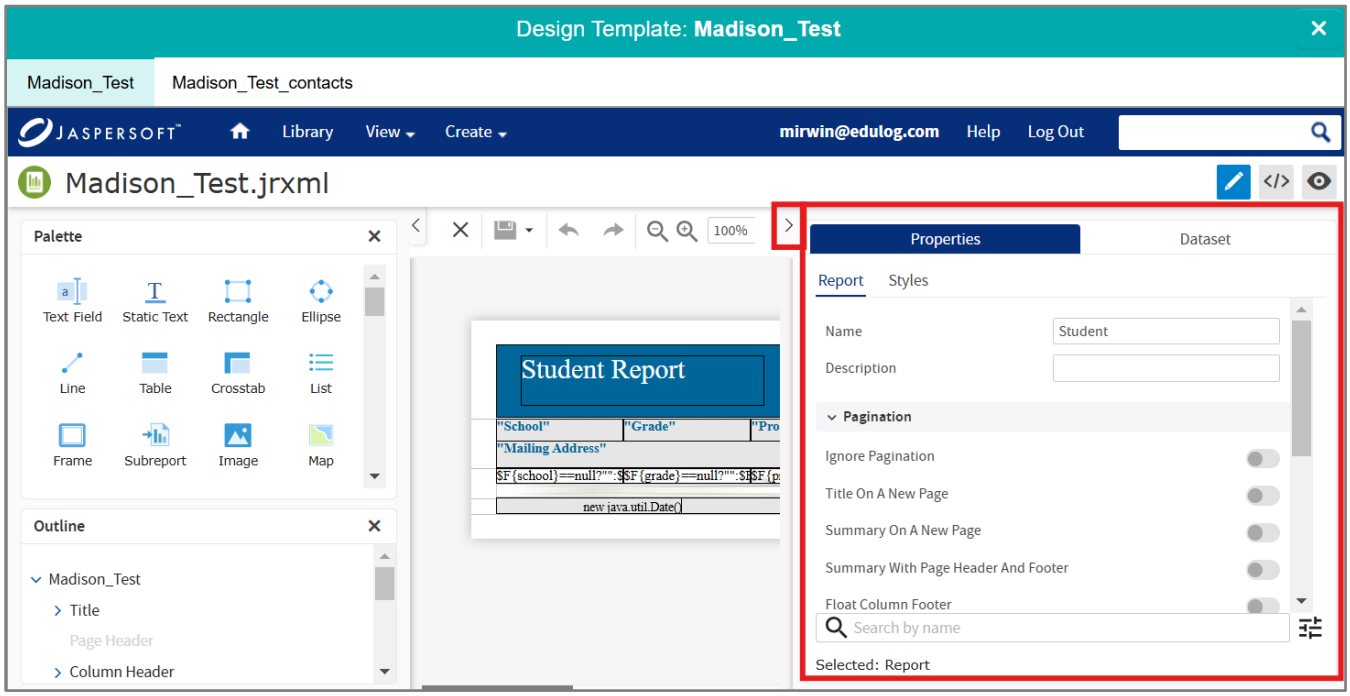


Add an Image Element to the Report

Following the adjustment of the Title band, and the addition of the image element to the Repository, the user can now add the image element to the report.

Here's How

1. From the Editor tab view of the Design Interface, fold the right-side Properties column out of view by selecting the arrow in the upper left corner.



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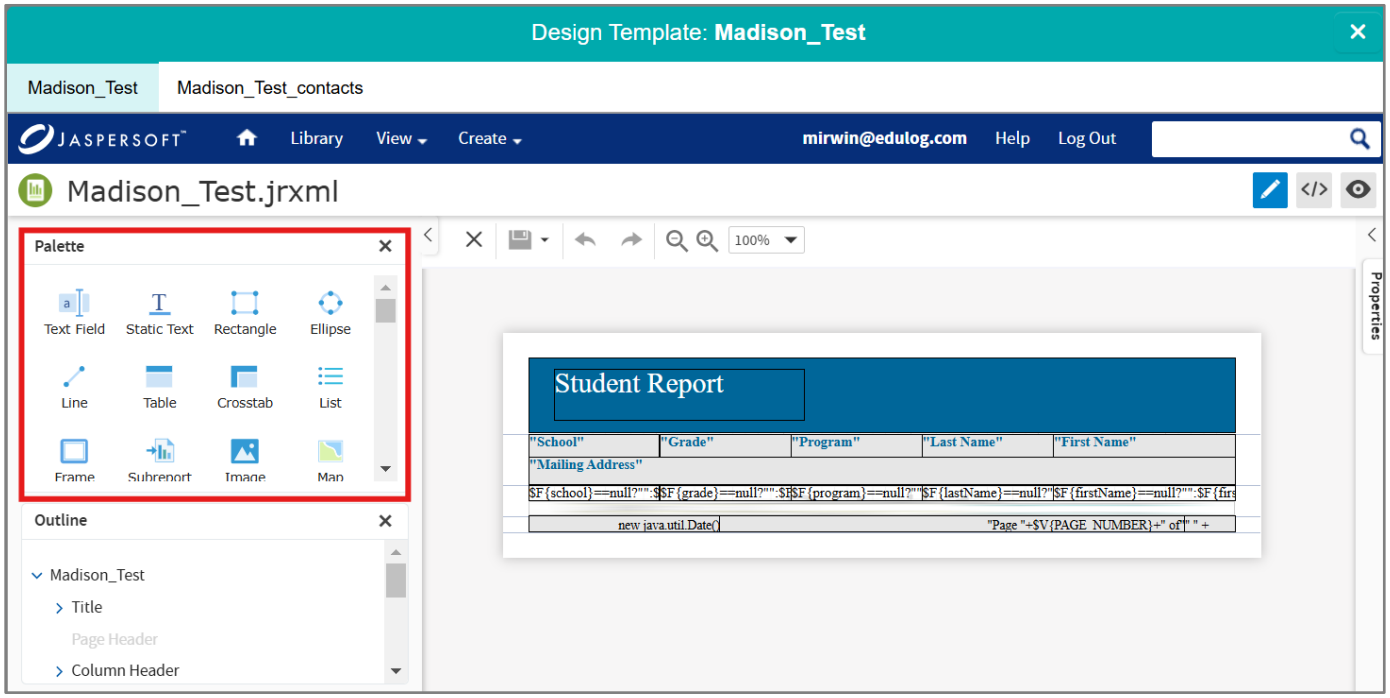
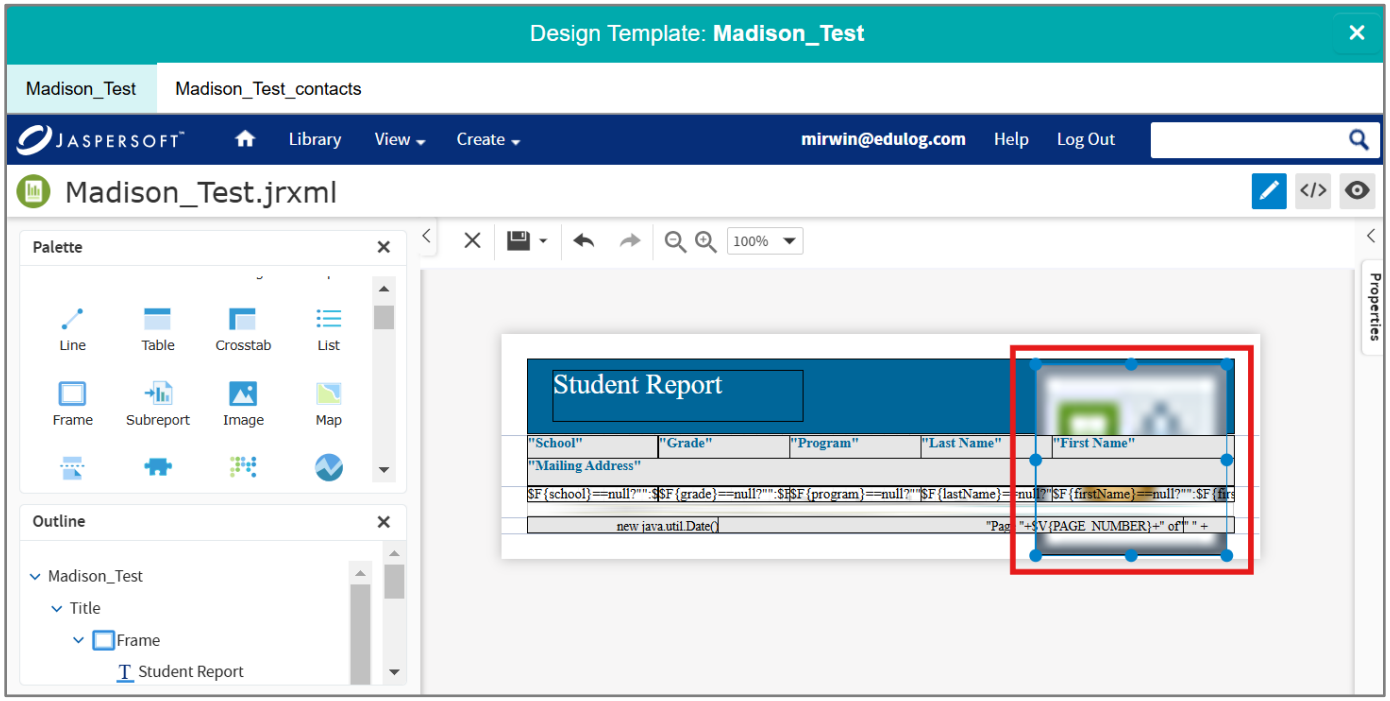
2. Once the Properties column is out of view, within the Palette card, click, drag and drop the image element into the desired location of the report.





3. Once the image element is placed in the report, users will need to resize it to the desired size.

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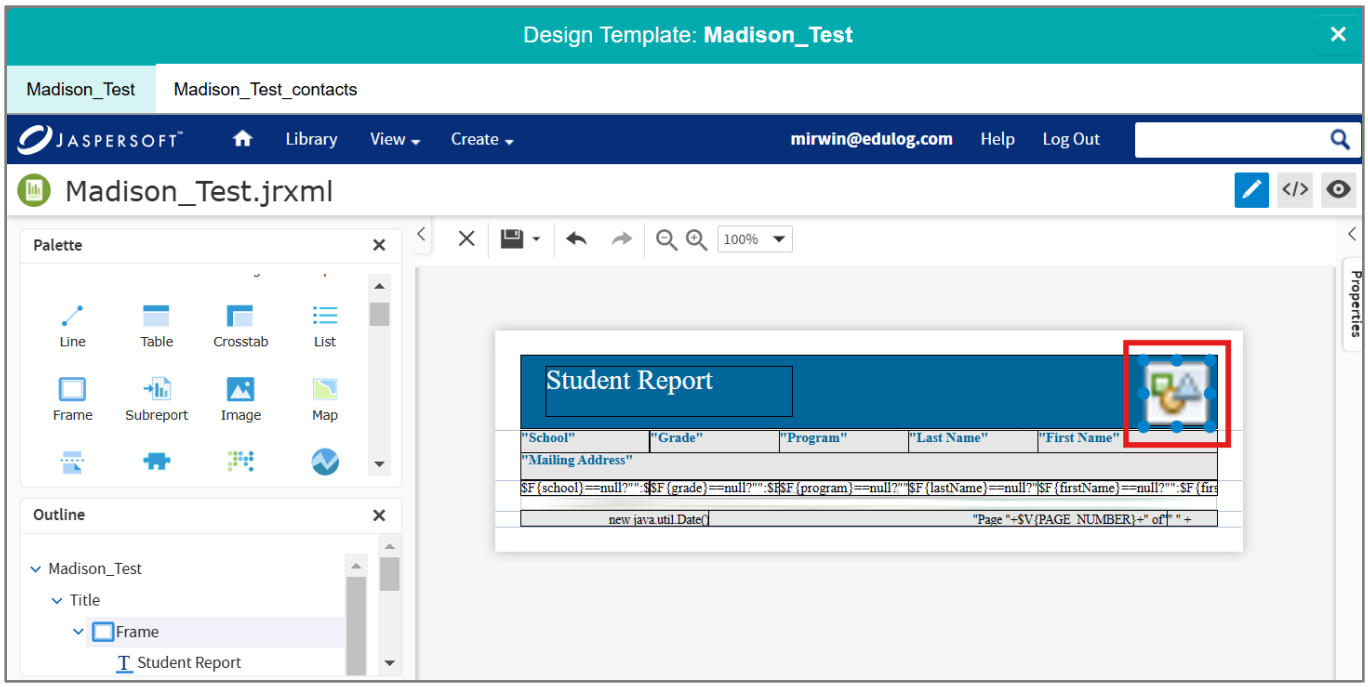
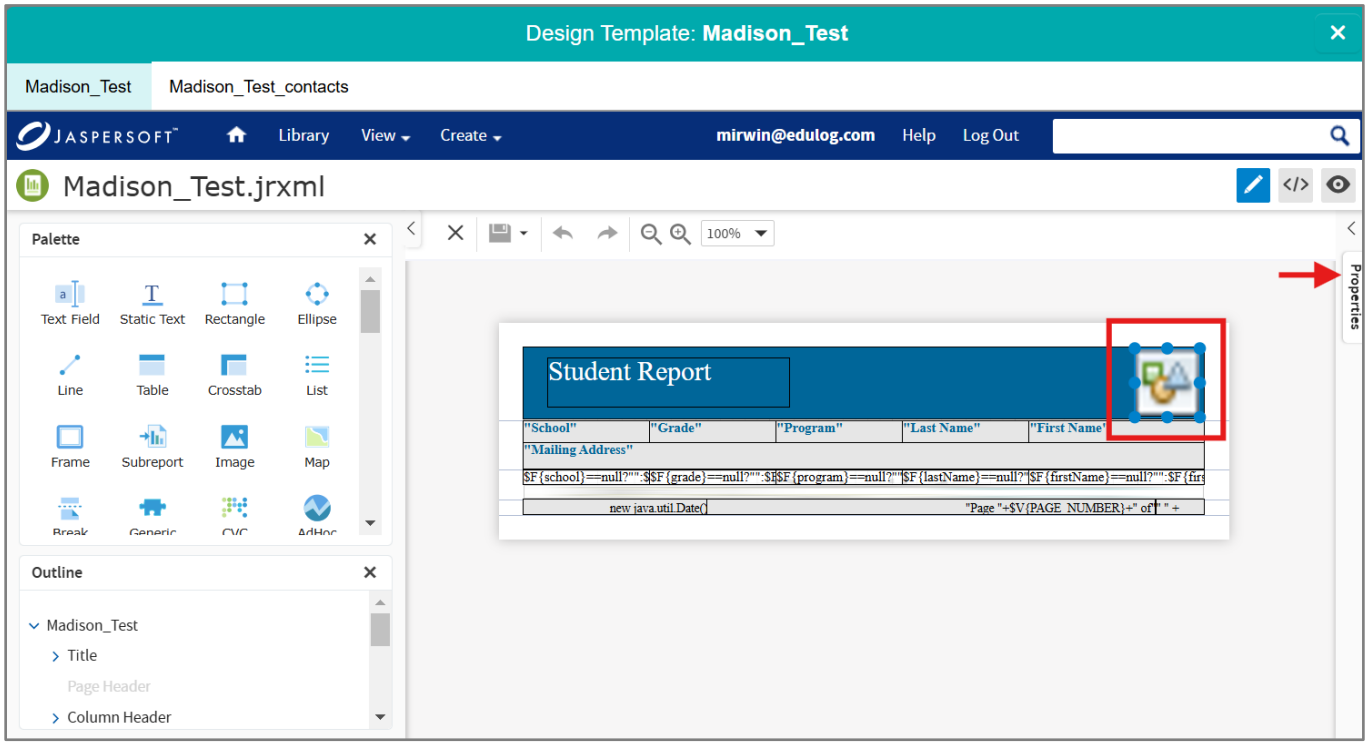


4. Select the image element in the report display, and open the Properties column by selecting the tab on the right side of the screen.



5. Navigate into the “Image” tab of the Properties column.

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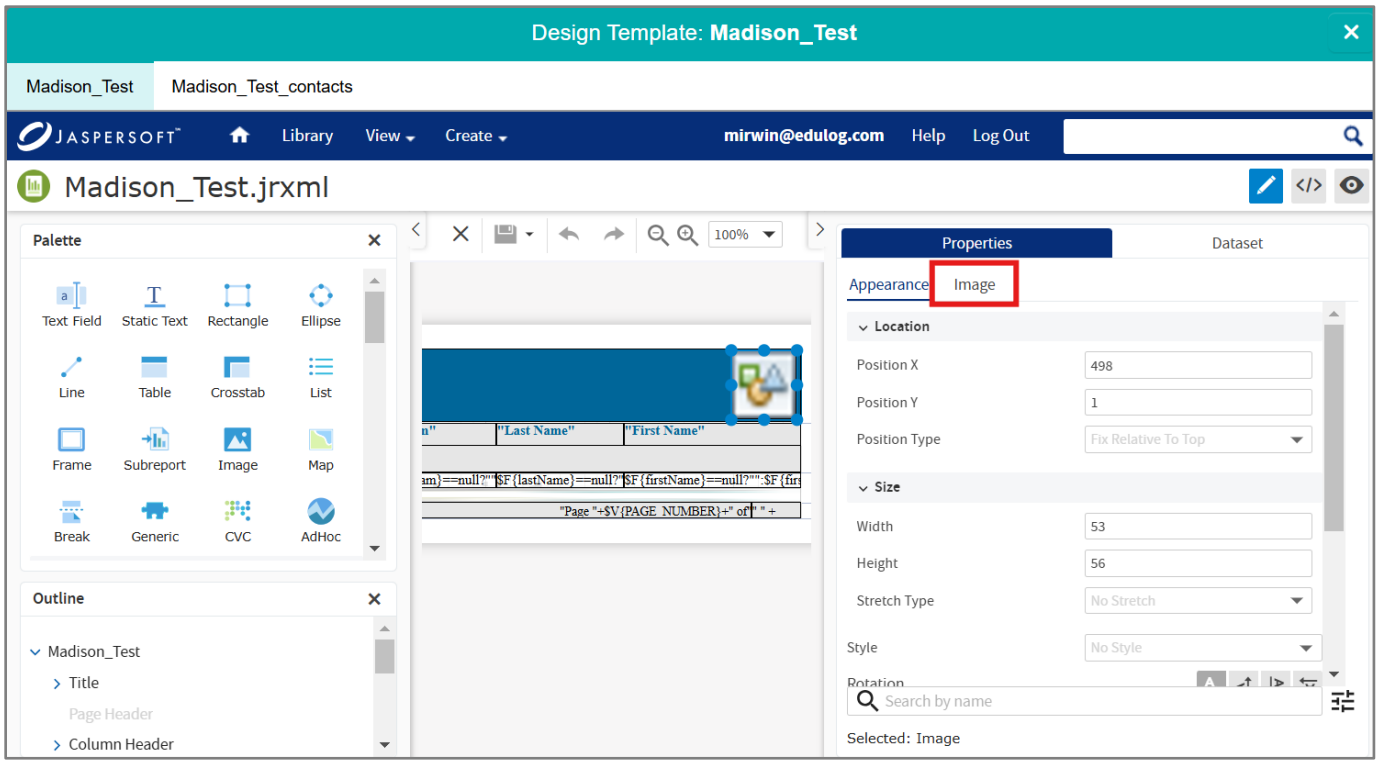
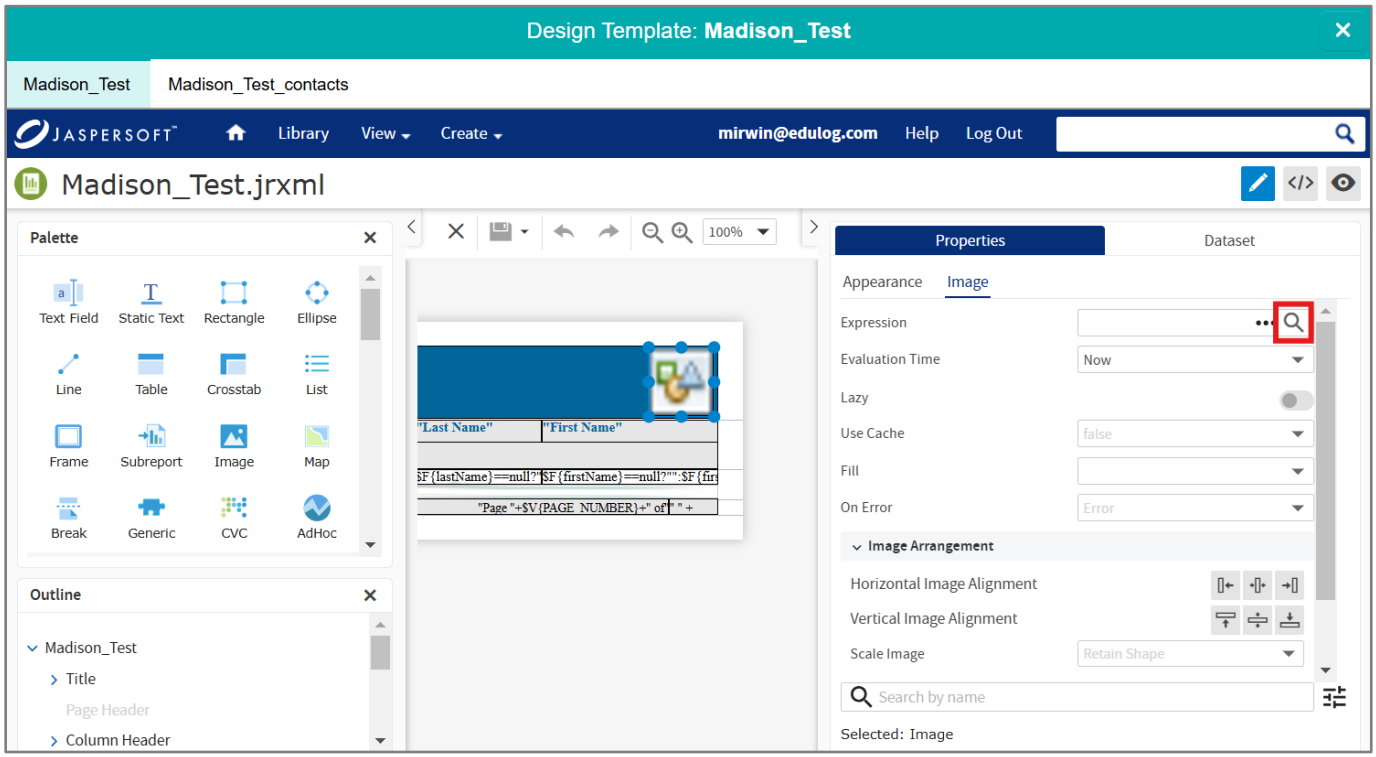


6. In the “Expression” field, select the magnifying glass icon.



7. Within the pop-out, select the image element that was added to the repository, and at the bottom of the screen select “Open”.

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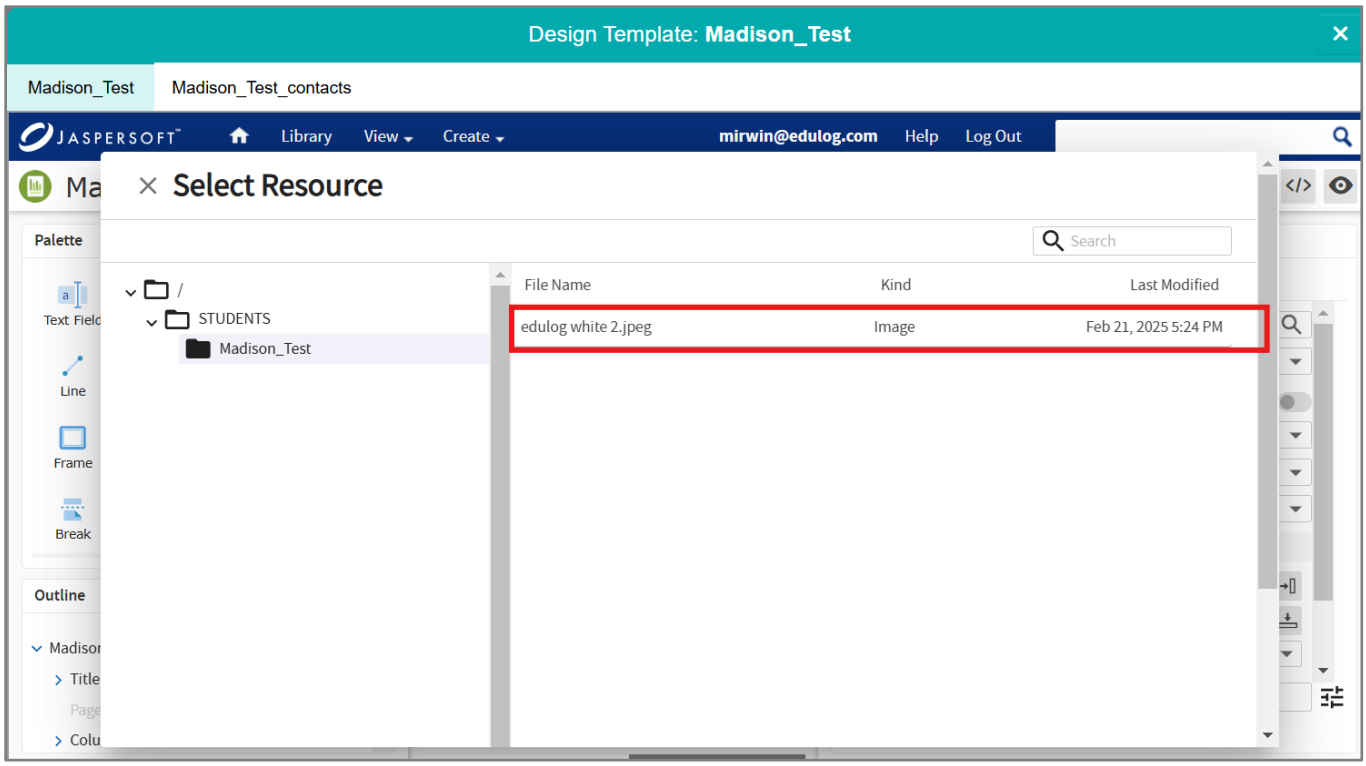
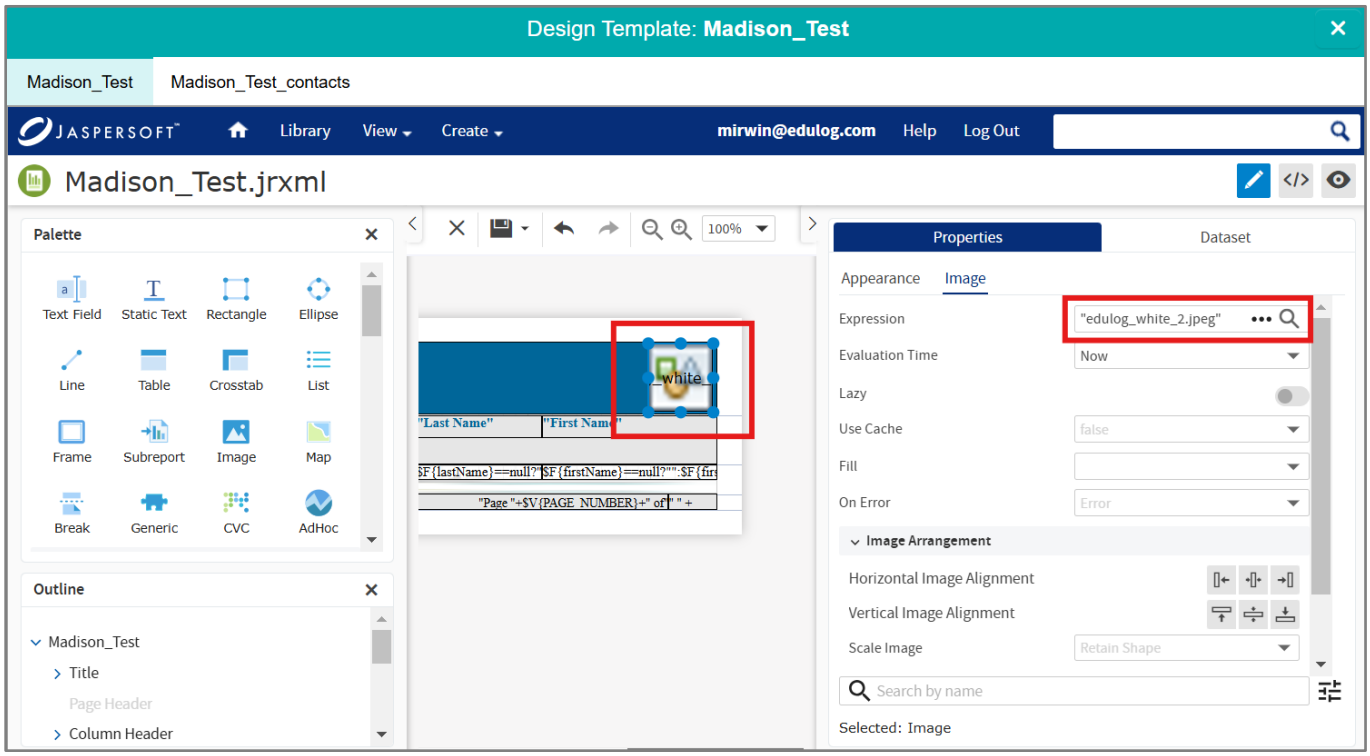


OPEN

8. The user will see the element name populate in the report display and in the “Expression” field of the Properties column.



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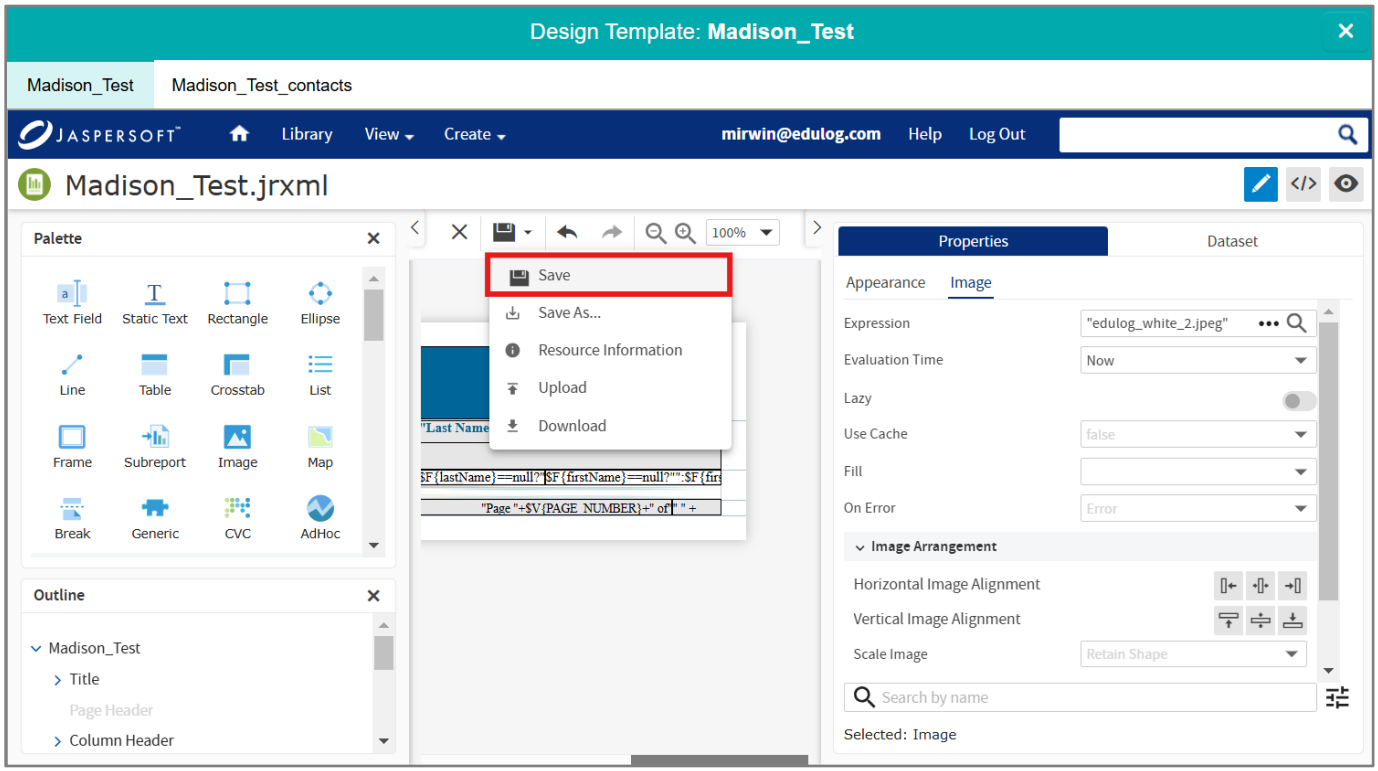
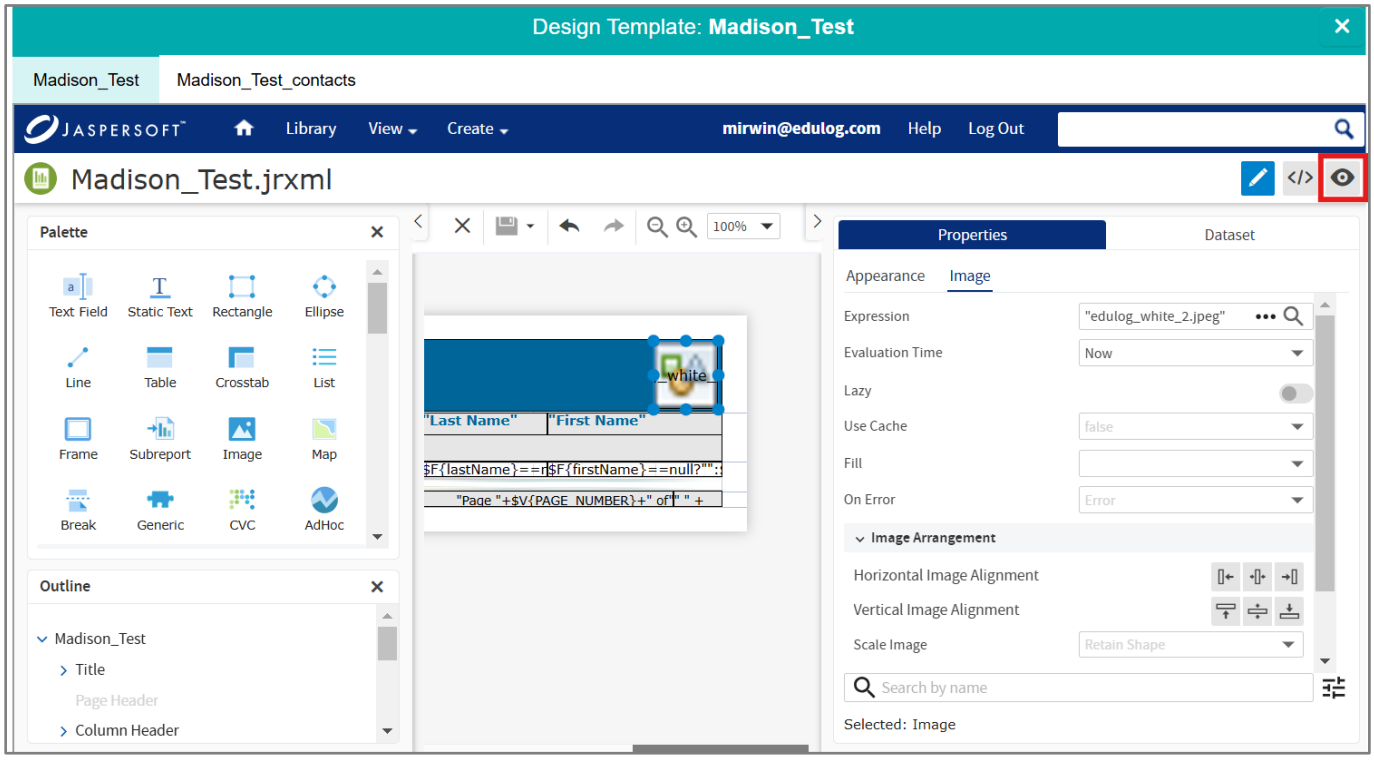
9. Save the changes made to the report.



10. Preview the additions to the report by navigating to the “Preview” tab.



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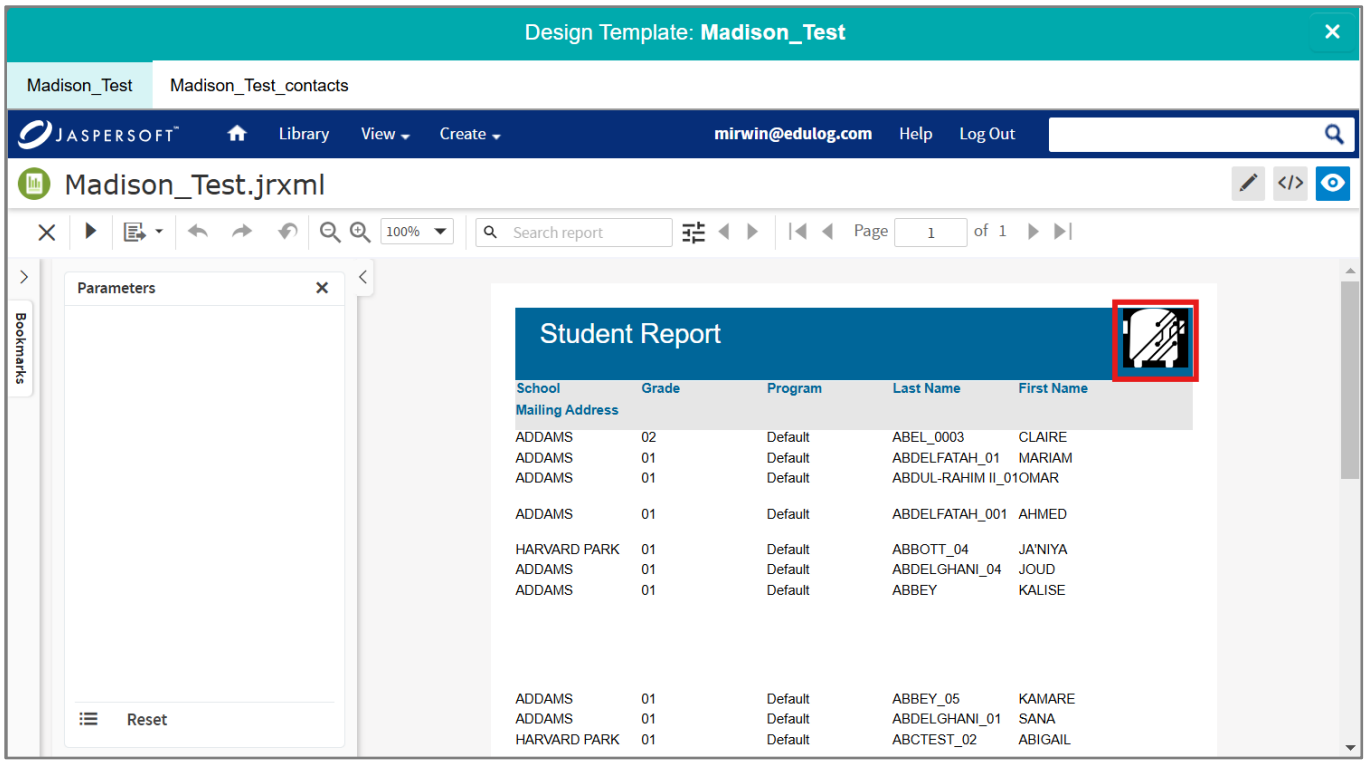

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