Chapter 7 - Managing Litigation Information Using Technology
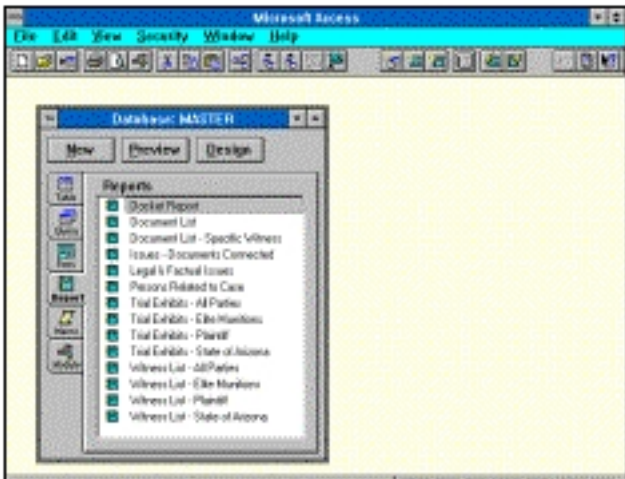
Generating Reports on Database Information.

Database software report generating features provide you with printed reports, on-screen reports, or reports saved to disk of your information for review and analysis. Database software should give you the capability to generate numerous reports in a variety of report formats.

The reports that you generate will generally be based upon records you have searched and retrieved using the search commands previously discussed in "Searching and Retrieving Records for Editing and Reports." Again, it is important that you become familiar with the search commands, so you can retrieve the records that meet your report needs.

After you have retrieved specific database records, you can generate reports in a variety of formats based on those records.Four sample reports that you could generate are listed below:

1. *Document Number Report* - Includes information about the document number, date of the document, type of document, and summary of the document.

2. *Chronological Document Report* - Includes information about the document date, document number, summary of the document, and the names of the persons and their connection to the document.

3. *Persons Connected with Document Report* - Includes information on the document number, persons connected to the document, document type, and document summary.

4. *Legal Issues Document Report* - Includes information on the legal issues, document date, and a summary of the document.

Microsoft Access

Database: MASTER

New | Preview | Design

Reports
- Docket Report
- Document List
- Document List - Specific Witness
- Issues - Documents Connected
- Legal & Factual Issues
- Persons Related to Case
- Trial Exhibits - All Parties
- Trial Exhibits - Elite Munitions
- Trial Exhibits - Plaintiff
- Trial Exhibits - State of Arizona
- Witness List - All Parties
- Witness List - Elite Munitions
- Witness List - Plaintiff
- Witness List - State of Arizona

Microsoft Access - [Report: Document List]

Document List

16 Jan 95

DOC DATE	TYPE	DESC	Image #
1/04/84	Maps	Map breakdown	##-rm801116
9/2/86	Manual	Table of Content - Rotary effect	Rotary
11/13/86	Other	Traffic Accident Report	##-rm801143
1/3/87	Manual	Automobile Dynamics Manual	Rig81
4/3/82	Manuals	Crawler Shid Shovel Manual	DROTT
4/3/89	Statement	Witness Statement	##-rm801146

Docket Report - [Report: Trial Exhibits - Elite Munitions]

Defendant: Elite Munitions

Exhibit No.	TRIAL EXHIBIT NO.	DESCRIPTION
...	...	...
...	...	...
...	...	...

Below is an example of a document that has been abstracted and linked directly to an electronic reproduction of that document. NOTE: The "link" between the two programs is the image filename "DROTT".