

Reports

Last Modified on 23/07/2020 3:46 pm AEST

Reports are used to list a set of records and to access the forms of individual records.

The screenshot presents an overview of basic capabilities when viewing a report.

1. Action menu bar allows you to create new records, activate [Inline Editing](#) and undertake other relevant actions (see [Action Menus](#))
2. Analyser icon allows you to perform live filtering of data (see [Analyser](#))
3. Quick search allows you to perform a quick search. Note: Quick search finds any matching result in text, choice, numeric or lookup columns
4. Select any row then select **ACTION** > **View** to open the form view of that record

Reports can be very powerful when used to analyse information. For a description of reporting capabilities, see [Report Builder](#).

StudentID	Student	Address line1	State	Email address	Country	Balance	Gender
1145	Selma Terrell	P.O. Box 994, 8276 Vit...	SA	Selma.Terrell@non.ca	Australia	-\$79.17	Female
1221	Yoshi Joseph	Ap #770-9459 Quis Av.	SA	YoshiJoseph@Phasell...	Australia	\$237.50	Male
1149	Meredith Alvarez	Ap #632-1121 Magna...	NSW	Meredith.Alvarez@ad...	Australia	-\$62.50	Female
1139	Wayne Avery	Ap #928-6993 At Av.		Wayne.Avery@magna...	New Zealand	-\$104.17	Male
1132	Ezekiel Cooley	P.O. Box 447, 567 Se...	NSW	Ezekiel.Cooley@ipsu...	Australia	-\$133.33	Male
1146	Irene Roman	1619 Nunc Ave	SA	Irene.Roman@etipsu...	Australia	-\$75.00	Female
1163	Sara Nieves	802-6839 Ac Street	QLD	Sara.Nieves@nec.co.uk	Australia	-\$4.17	Female
1173	Alvin Robinson	9854 Ante St.	SA	Alvin.Robinson@duiC...	Australia	\$37.50	Male
1197	Alfonso Mcclure	132-6203 Aliquet Av.	VIC	Alfonso.Mcclure@acc...	Australia	\$137.50	Male
1160	Baker Sparks	3510 Magna, St.	SA	Baker.Sparks@Namte...	Australia	-\$16.67	Male
1174	Gray Byrd	P.O. Box 783, 2995 Ali...	NSW	Gray.Byrd@nonlacinia...	Australia	\$41.67	Male
1215	Kennedy Byers	400-7876 Et Rd.	ACT	Kennedy.Byers@nec...	Australia	\$212.50	Male
1178	Cain Bonner	Ap #202-897 Consect...	ACT	Cain.Bonner@metus...	Australia	\$58.33	Male