

# Report Builder

Last Modified on 16/04/2019 6:25 pm AEST

To go to the Report Builder mode:

1. Navigate to the report in the console.
2. Select the Configure icon in the top right corner.
3. Select the Configure icon in the top right corner of report. The menu appears.
4. Select **Modify Report**. The report displays in Report Builder mode.

For a general overview to the areas of the report builder, see the screenshot.

1. The Relationship viewer pane displays the current object being reported on, as well as all related objects used in this report
2. The Field & Related Objects pane show all the fields and lookups that can be added to this report
3. The report builder menu bar contains actions such as Reload, Properties, Save and Save as (see [Report Builder Menu](#))
4. The Action menu bar (see [Action Menus](#))

The screenshot displays the ReadNow Report Builder interface. On the left, there are two main panes: 'Relationship viewer' (labeled 1) showing a tree structure for 'Student' with sub-items like Country, Gender, State, and Suburb; and 'Fields & Related Objects' (labeled 2) showing a search bar and a list of fields with checkboxes for selection. The main area shows a table titled 'Student report' with columns: StudentID, Student, Address line1, State, Country, Balance, and Gender. The table contains 20 rows of student data. At the top right, there is a menu bar with icons for 'RELOAD', 'PROPERTIES', 'SAVE', and 'SAVE AS'. Below the table, there is an 'ACTIONS' menu (labeled 4) with options for '+ NEW' and 'EDIT IN LINE'. The footer of the interface includes the text '2.81.11.0-Trunk / C: 2.81.6.0-Trunk' and 'Powered By ReadNow'.

StudentID	Student	Address line1	State	Country	Balance	Gender
1145	Selma Terrell	P.O. Box 994, 8276 Vitae...	SA	Australia	-\$79.17	Female
1221	Yoshi Joseph	Ap #770-9459 Quis Av.	SA	Australia	\$237.50	Male
1149	Meredith Alvarez	Ap #632-1121 Magna St.	NSW	Australia	-\$62.50	Female
1139	Wayne Avery	Ap #928-6993 At Av.		New Zealand	-\$104.17	Male
1132	Ezekiel Cooley	P.O. Box 447, 567 Sempe...	NSW	Australia	-\$133.33	Male
1146	Irene Roman	1619 Nunc Ave	SA	Australia	-\$75.00	Female
1163	Sara Nieves	802-6839 Ac Street	QLD	Australia	-\$4.17	Female
1173	Alvin Robinson	9854 Ante St.	SA	Australia	\$37.50	Male
1197	Alfonso McClure	132-6203 Aliquet Av.	VIC	Australia	\$137.50	Male
1160	Baker Sparks	3510 Magna, St.	SA	Australia	-\$16.67	Male
1174	Gray Byrd	P.O. Box 783, 2995 Alique...	NSW	Australia	\$41.67	Male
1215	Kennedy Byers	400-7876 Et Rd.	ACT	Australia	\$212.50	Male
1178	Cain Bonner	Ap #202-897 Consectetu...	ACT	Australia	\$58.33	Male
1196	Stacy Wade	P.O. Box 531, 8362 Pede, ...	SA	Australia	\$133.33	Female
1208	Jacqueline Osborn	7638 Amet Street	NT	Australia	\$183.33	Female
1214	Callie Clark	Ap #407-7254 Pharetra A...	TAS	Australia	\$208.33	Female
1151	Axel Mckay	P.O. Box 133, 3131 Nibh ...	NSW	Australia	-\$54.17	Male
1155	Kelsey Powers	Ap #599-9050 Ante Rd.		New Zealand	-\$37.50	Female
1191	Whoopi Singleton	117-4204 A Rd.	NSW	Australia	\$112.50	Female
1166	Anthony Nash	937-6783 Scelerisque St.		New Zealand	\$8.33	Male
1148	Rina Savage	P.O. Box 447, 7490 Conse...	WA	Australia	-\$66.67	Female
1156	Susan Jacobs	9190 Vivamus Av.	ACT	Australia	-\$33.33	Female
1199	Rylee Wilkinson	Ap #447-6065 Sed Street	QLD	Australia	\$145.83	Female