Creating and Editing Reports

To create reports in the Left Navigation Area:

1. Turn on configuration mode by clicking on the spanner 🔧 on top right.
2. Locate the **+ Page Item** button in the left navigation area and click once to load the Create New Page ❷ selection screen.
3. Select **New Report**
4. Select **Create**
5. Type the name for the report in the **Name** field.
6. Type the description for the report in the **Description** field.
7. In the **Report based on** field, select the Pencil icon. The Select dialogue appears.
8. Select the Object on which the report will be based.
9. Select **OK**.
10. Select **OK** to generate report. The new report displays in **Report Builder** mode.

Note: To create reports on some hidden system objects, select the Analyser and clear the setting that is filtering "Advanced Object".

In addition to the above settings, more options can be set on a report. See Report Properties for more details.

Editing Reports

Editing an existing report is performed in Report Builder.