

Creating a Report

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Note: When an object is created, the system will automatically create a default report for this object. If you intend to create additional reports, please follow the steps below.

- Navigate to the Application Menu  on the top right of your screen and select **Administration**
- On the left hand menu -> Locate **Resources** -> **Objects**
- Search for and double click your Object name
- On the right hand side of your screen, locate and click the **+ Report** button

A screenshot of a green rounded rectangular button with a white plus sign and the text '+ Report' in white.A screenshot of a green rounded rectangular button with a white plus sign and the text '+ Form' in white.A screenshot of a green rounded rectangular button with a white plus sign and the text '+ Chart' in white.

- This will open the New Report dialog box
- Give your new report an appropriate name and click **OK**
- This will open a new report in report builder
- You can now add fields to the new report
- Click **Save** when done.