

Generating Reports

Reports are a means to view and analyze large amounts of data. You can use the Report Wizard or create a custom report that meets your specific needs.

Report Views

Reports can be displayed in four views:

Design View	This view provides you with the structure of your report. You can add, modify or delete components of the report but you cannot manipulate the data in the tables associated with the report.
Report View	This view allows you to view the data from the table but not to change any layout of the report.
Layout View	This view allows you to see data from the table and add, modify, and delete components of the report.
Print Preview	This view allows you to see what your report will look like when it is printed.

To change report views:

- Click the **View** button on the Home tab

