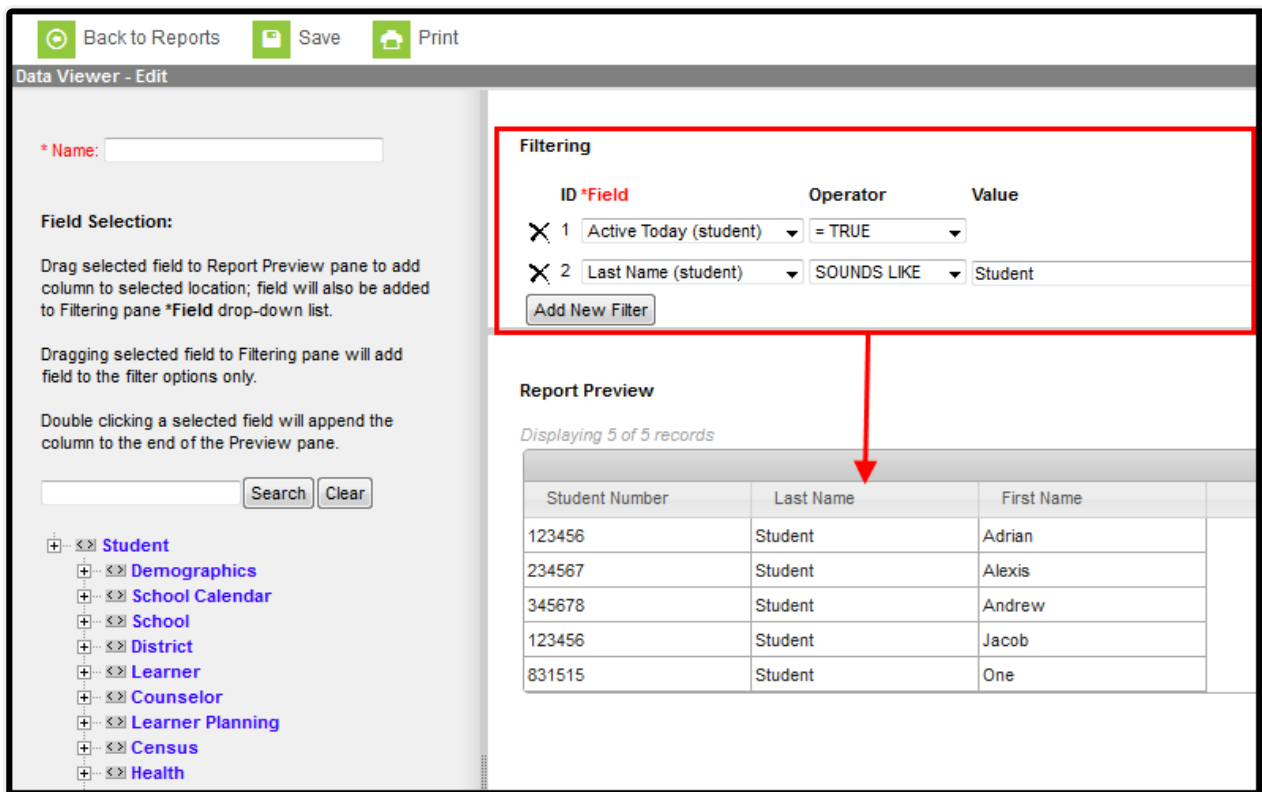


Data Viewer Tool Rights

Last Modified on 12/08/2025 2:39 pm CST

The Data Viewer tool is a report building tool that allows users to drag and drop fields into a real-time view of a report as it is being built.

To learn how to use this tool, see the [Data Viewer](#) article.



Data Viewer - Edit

* Name:

Field Selection:

Drag selected field to Report Preview pane to add column to selected location; field will also be added to Filtering pane *Field drop-down list.

Dragging selected field to Filtering pane will add field to the filter options only.

Double clicking a selected field will append the column to the end of the Preview pane.

- + Student
 - + Demographics
 - + School Calendar
 - + School
 - + District
 - + Learner
 - + Counselor
 - + Learner Planning
 - + Census
 - + Health

Filtering

ID	*Field	Operator	Value
1	Active Today (student)	=	TRUE
2	Last Name (student)	SOUNDS LIKE	Student

Report Preview

Displaying 5 of 5 records

Student Number	Last Name	First Name
123456	Student	Adrian
234567	Student	Alexis
345678	Student	Andrew
123456	Student	Jacob
831515	Student	One

Data Viewer Tool With Report Being Built

Available Tool Rights

R	W	A	D
View and generate existing reports.	Modify existing reports and folders.	Create reports and folders.	Delete reports and folders.

Suggested User Groups

Grant rights to this tool according to your district's needs.

See [User Groups and Suggested Roles](#) for more information.

