

# Data Viewer - Start here

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The [Data Viewer](#) is a user-friendly, interactive tool that simplifies report creation. It allows you to build reports in real time by dragging and dropping data fields into a live preview. As you add or adjust fields, the report updates instantly, providing you with immediate feedback and full control over the layout and content.

## How-To Guides

### Create a New Report

- [Select a calendar](#)
- [Add a new item](#)
- [Select items to include in the report](#)
- [Configure data element filtering](#)

### Print Reports

- [Print a new report](#)
- [Print a saved report](#)

### Manage and Store Reports

- [Copy a report](#)
- [Edit a report](#)
- [Delete a report](#)
- [Apply an Ad Hoc to a saved report](#)
- [Create a folder](#)
- [Edit existing folders](#)

## Tutorials

- [Create a report](#)
- [Generate a report](#)
- [Manage and store reports](#)

## Reference

- [Data Viewer Tool Rights](#)
- [Operator Options and Rules](#)
- [Rules for Operators by Data Type](#)
- [Wildcard Search Options](#)