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

- Operator Options and Rules
- Rules for Operators by Data Type
- Wildcard Search Options

Administrator Setup

- Data Viewer Tool Rights