View a custom report

The custom report viewer consists of five areas: Main toolbar, Design toolbox, Report panel, Side panel, and Status bar. When you run a report with Report Designer, the report appears in a report viewer. The report viewer consists of five areas:

- **Main toolbar** - allows you to perform actions such as opening, saving and exporting documents, tracking data changes, and displaying the report outline
- **Design toolbox** - allows you to perform report design and analysis tasks
- **Report panel** - displays the reports in a document
- **Side panel** - groups several panes that provide different views of the current document
- **Status bar** - allows you to perform actions such as data tracking or moving through pages in a multi-page report
  - If you do not see a status bar, then **right-click** the area where the status bar should appear. A menu will open. Click **Status bar**. The status bar will now display.

Custom reports: Report viewer - Example

- **Design toolbox**

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The design toolbox allows you to format a report and is only available for users with Report Designer.

- Analysis tab
- Data Access tab
- Formatting tab
- Page Setup tab
- Report Elements tab

• **Main toolbar**

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  The main toolbar allows you to perform actions such as opening, saving, and exporting documents, tracking data changes, and displaying the report outline.

• **Side panel**

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  The side panel provides a way to quickly add or remove certain criteria from a report, change output, and pull different data into a report.

• **Status bar**

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  The status bar allows you to perform actions such as activating data tracking or moving through pages of a multi-page report.