Reports

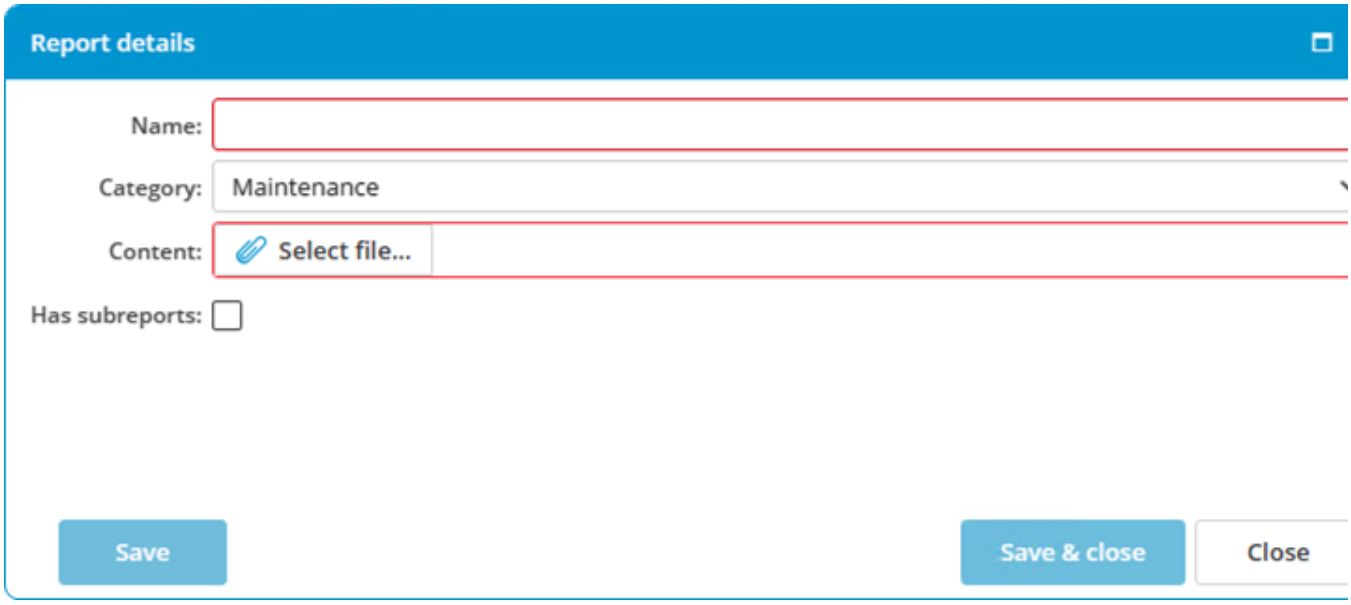
The module Reports accurately displays all database information. This gives users the opportunity to view the information they need and add them to a report.

MXSuite contains several default reports. You can also add your own reports to this module. Reports cannot be created in MXSuite, but require Microsoft SQL Report Builder v3. Users with sufficient knowledge of SQL Server and the MXSuite database structure can create their own reports. Mastex Software BV also offers this service.

- How do I add a report?
- How do I delete a report or a report category?
- How do I change the properties of a report?

How do I add a report?

1. Select the category in which to place the new report.
2. Click on **New...**



3. Complete all required fields.
4. Click on **Save & close.**

How do I delete a report or a report category?

1. Right-click on the report (category) you want to delete and select **Delete...**
2. Click on **Yes** to confirm deletion.

> Only non-system reports can be deleted.

How do I change the properties of a report?

1. Right-click on the report and select **Edit...**
2. Change the data.
3. Click on **Ok.**