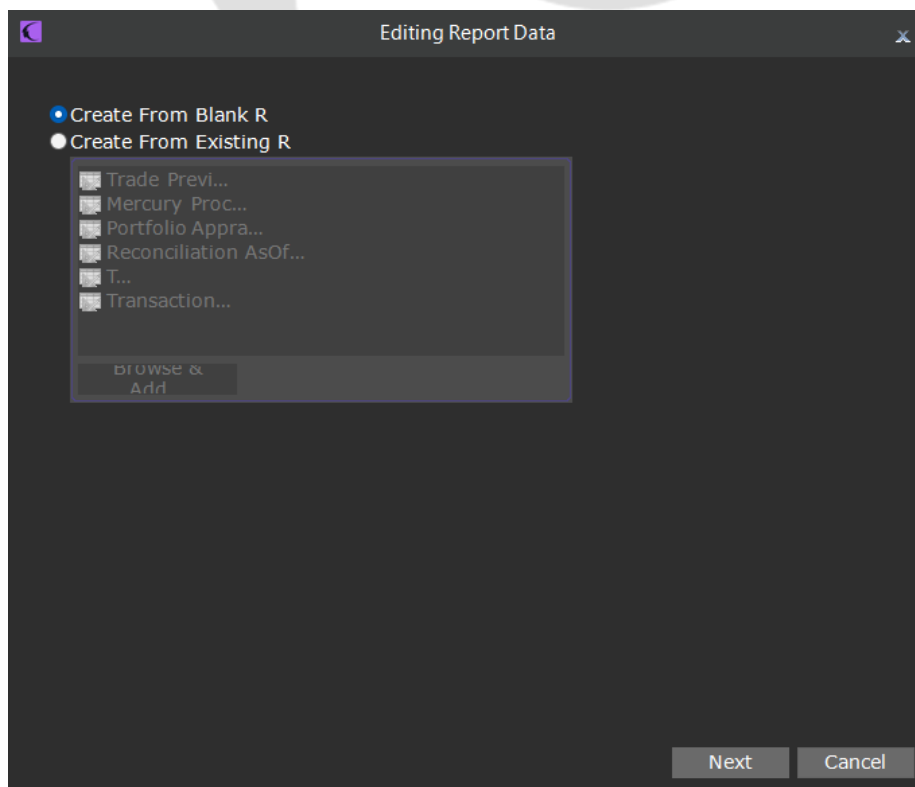


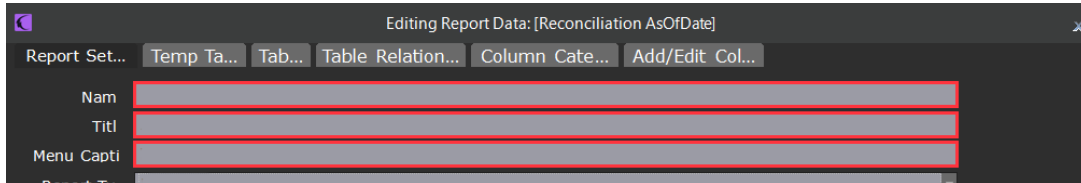
Creating a standard report from a blank report

You should only do this task if you know how to do SQL Server queries.

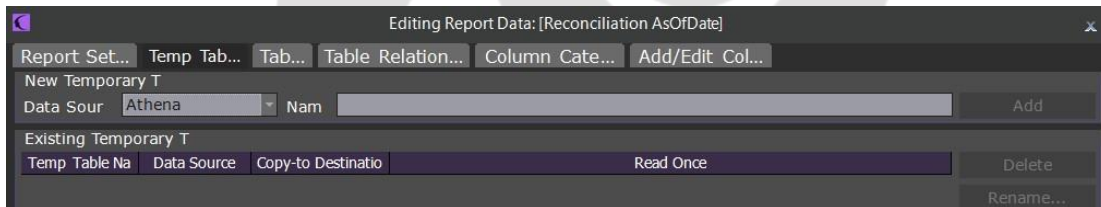
1. Open 'My Reports' tab.
2. Click on New Report Set.
3. Two options: Standard Report or Select Accounts Report.
4. Click on Standard Report.
5. Select Create from Blank Report.
6. Click Next.



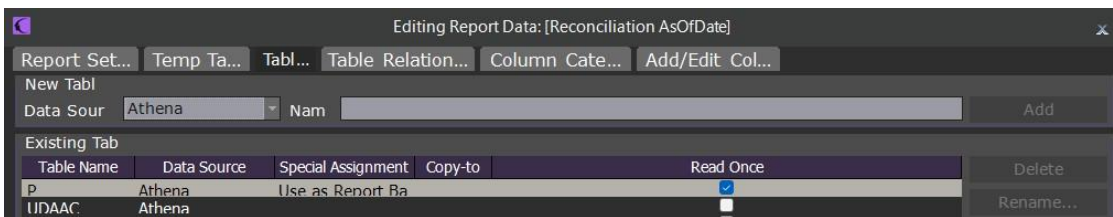
7. Report INFO must be completed by entering Name, Title and New Caption for the new report.



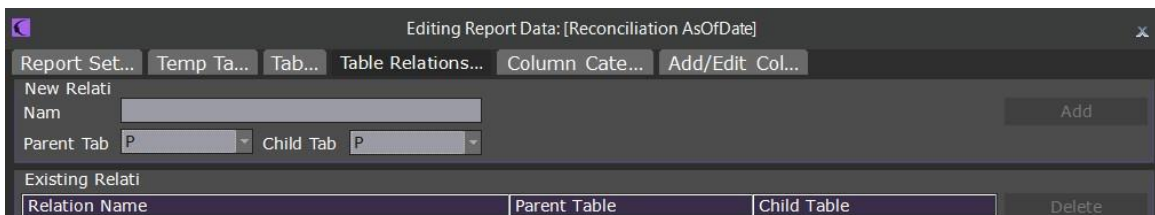
8. Click on Temp Tables.
9. You will select a data source, and a name.
10. Click add.



11. Click on tables.
12. You will select a data source, and a name.

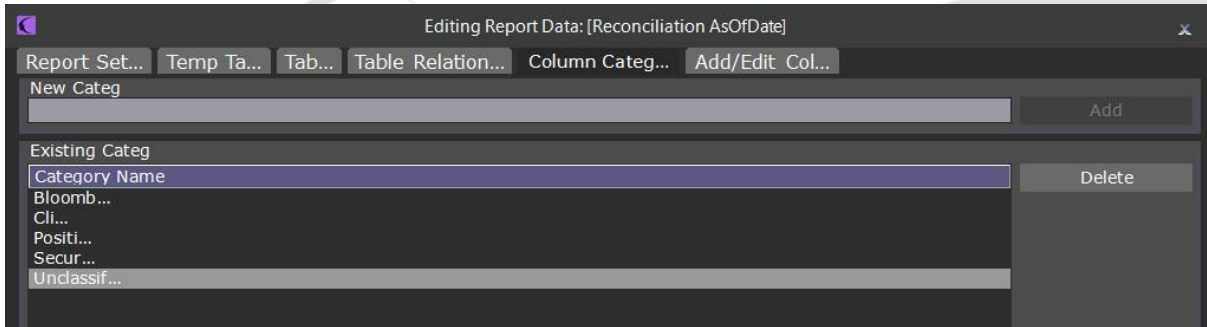


13. Click on table relationships.
14. You can select a name, a parent table and its child tables.



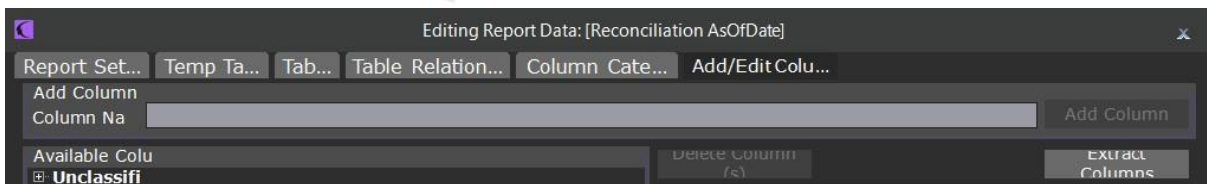
15. Click on column categories.

16. You can add a new column category or select from an existing one.

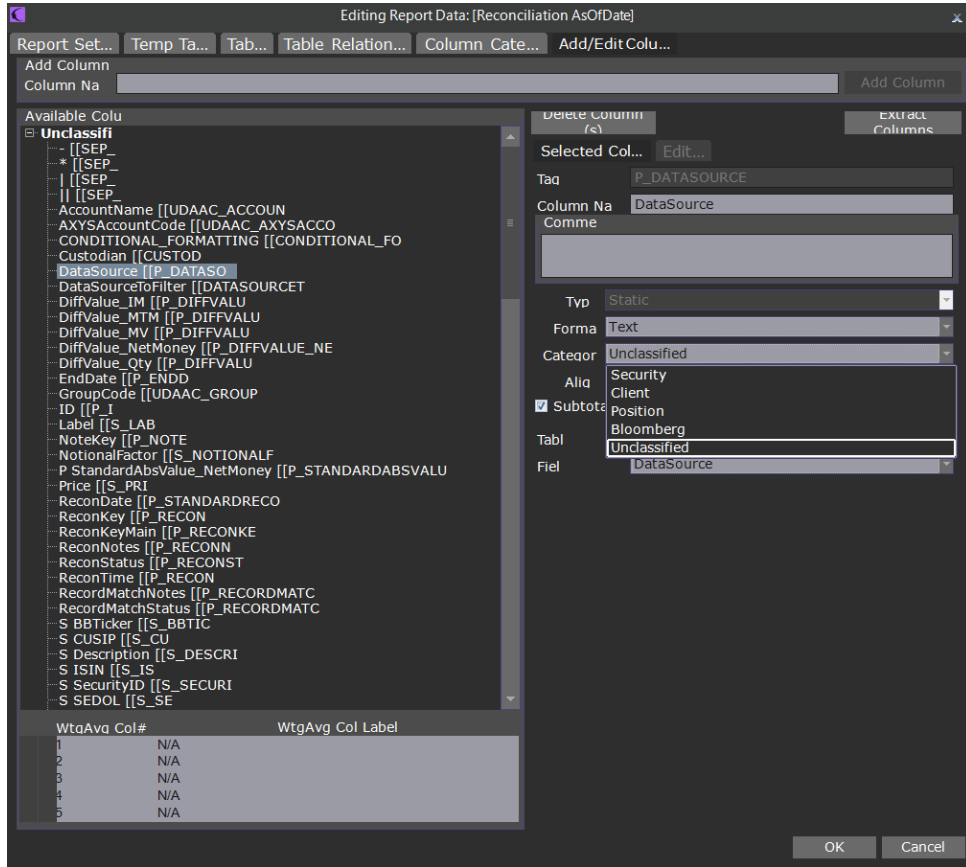


17. Click on add/edit columns.

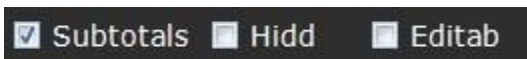
18. For example, we add Test.



19. In this section, **Format** and **Category** can be changed.



20. The column can also be edited by clicking on Editable and formulas can also be added.



21. We went over the formulas in the help section called: Creating/Adding Calculated Columns.



CONTACT US

Email: support@athenasystems.com

Website: www.athenasystems.com

AMERICAS:

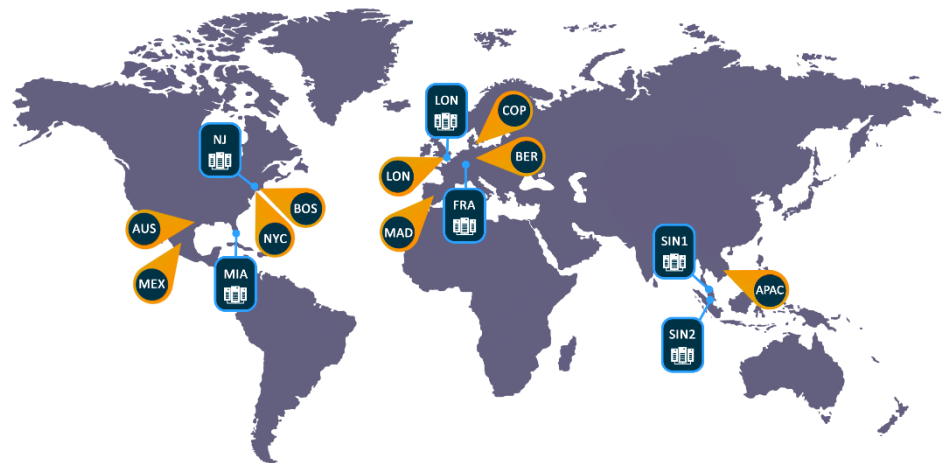
1411 Broadway, 16th Floor
New York, New York 10018, USA

UK, EUROPE & MIDDLE EAST:

Carrera de San Jerónimo, 17
28014 Madrid, SPAIN

APAC:

11 Doan Van Bo, 23rd Floor
Ward 12, District 4, 700000, Ho Chi Minh City, VIETNAM



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