

# Modifying Reports

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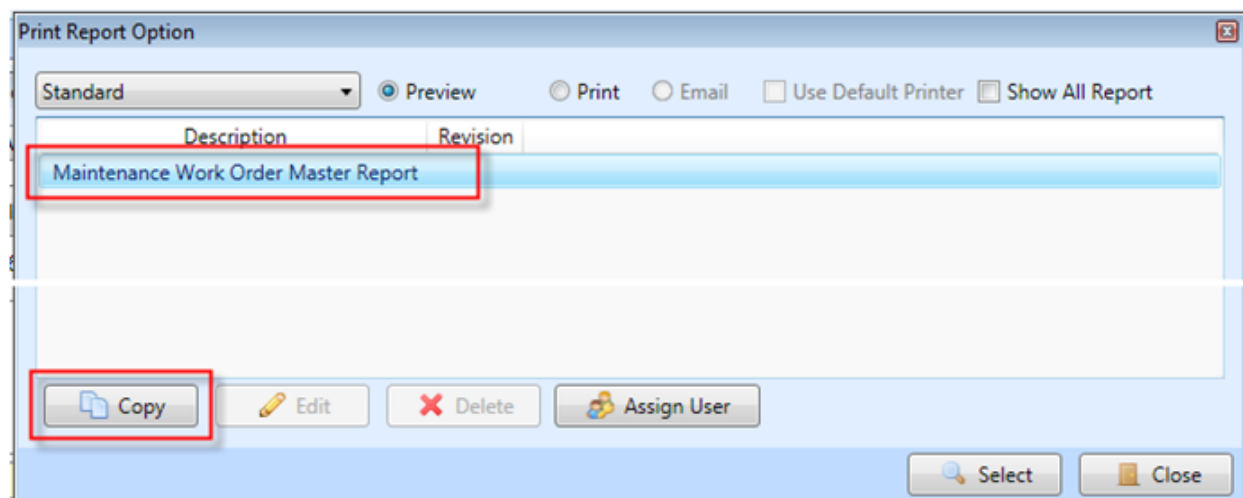
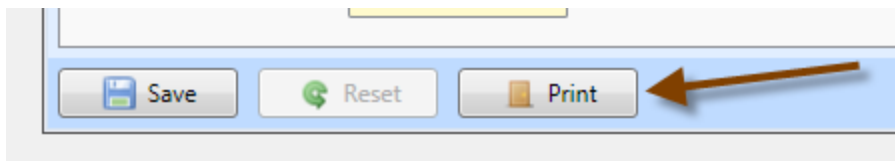
Modifying reports is a feature which give you plenty of flexibility. A few features include

- Creating customized reports
- Creating reports specific to users
- Using the Master Reports

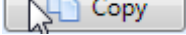
Master reports exist to give the user you an example of the report that can be printed. On each new version of the sotware that is installed the master reports will be updated to the latest report from MIE Solutions. You cannot edit master reports, you must copy the master report and modify the copied version of the report.

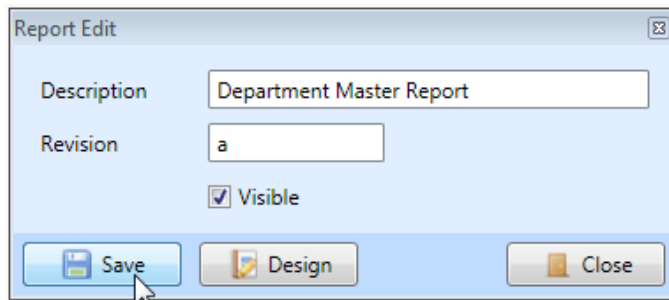
## Step 1 – Select the Report to Modify

To modify a report click on the print button located near the bottom left side of the screen.



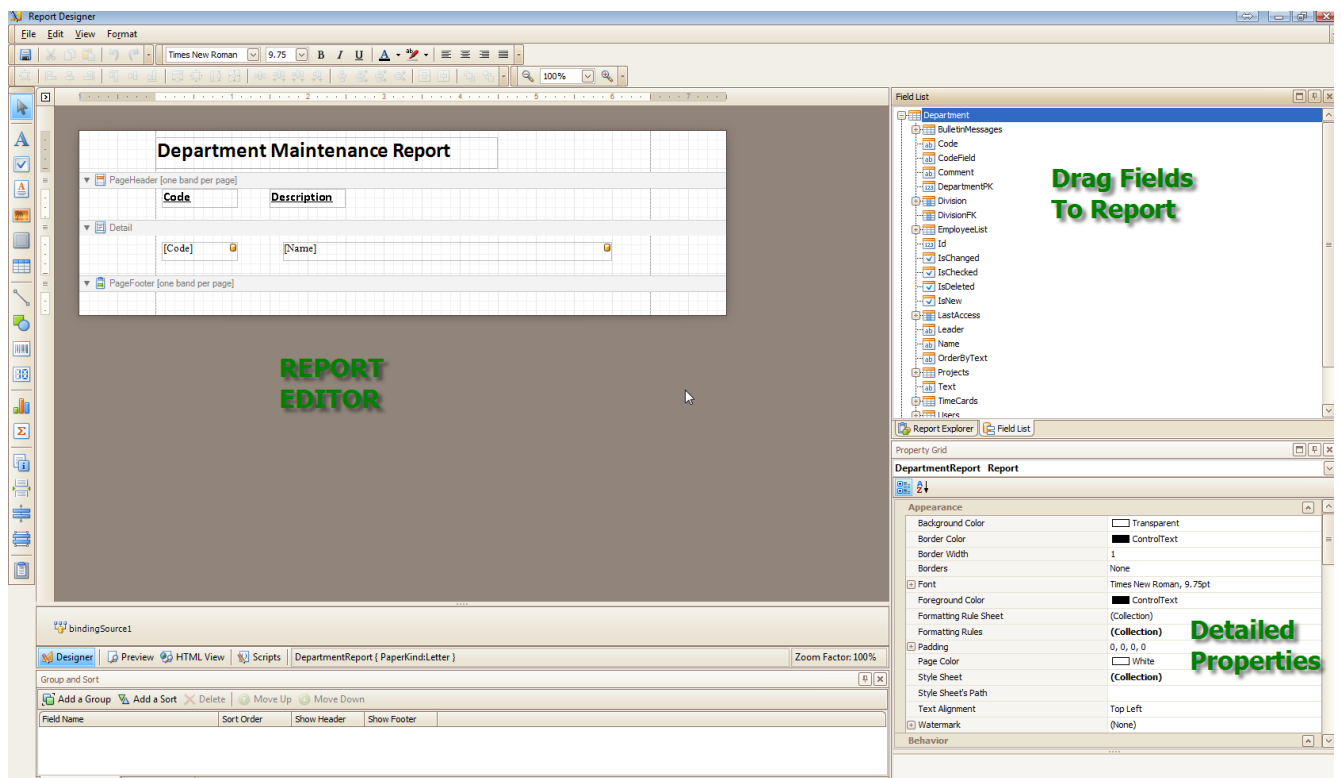
## Step 2 – Copy The Master Report

Select the report you want to modify and click the  button to bring up the copy dialog. Change the name and enter a version number if desired. The version is an optional value and is used to organize different versions of the report.



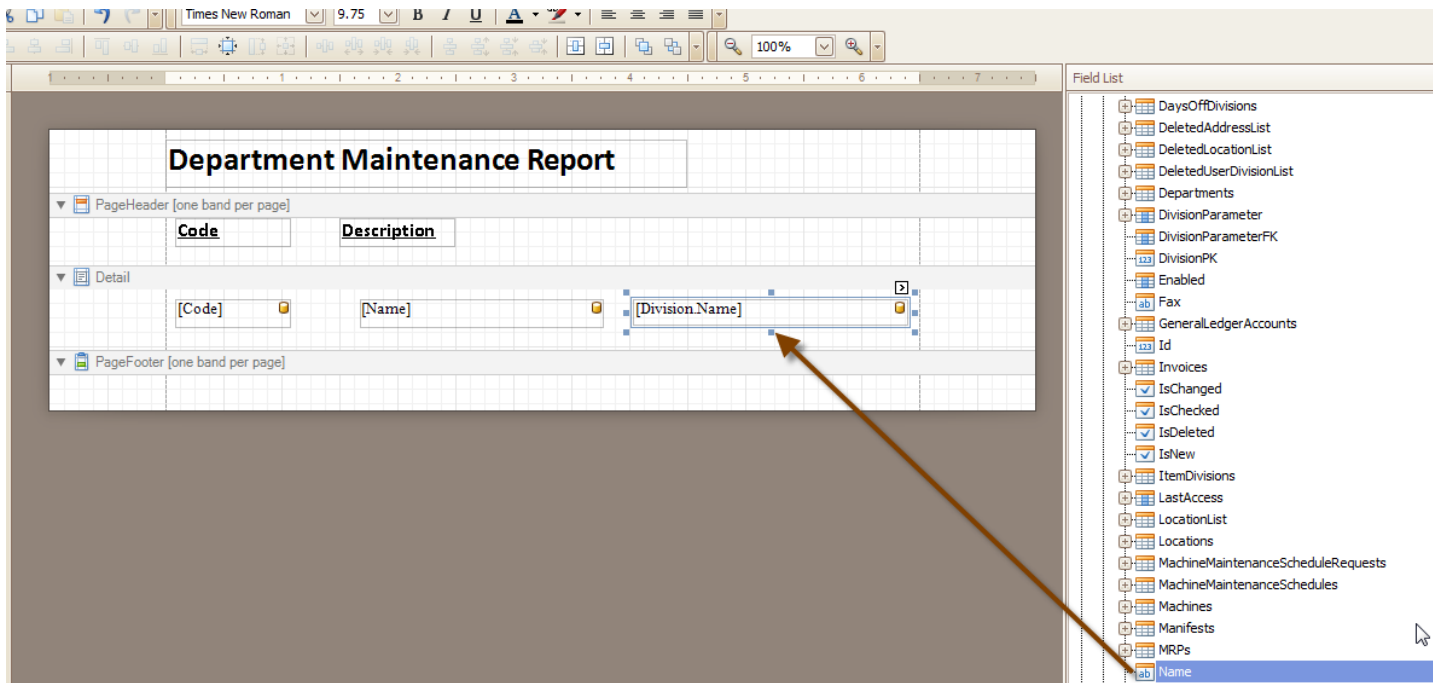
## Step 3 – Design the Report

Click on the  button to bring up the designer.



## Step 4 – Drag Fields Onto Report

You can drag and drop fields from the field list onto the report designer.



## Step 5 – Save the Report and Your Finished

