## VetraSpec Custom Report Guide

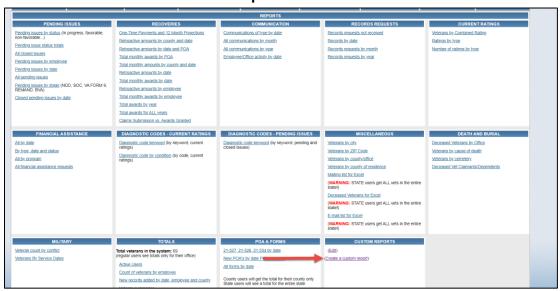


## Creating a Custom Report

1. Click the Reports link.

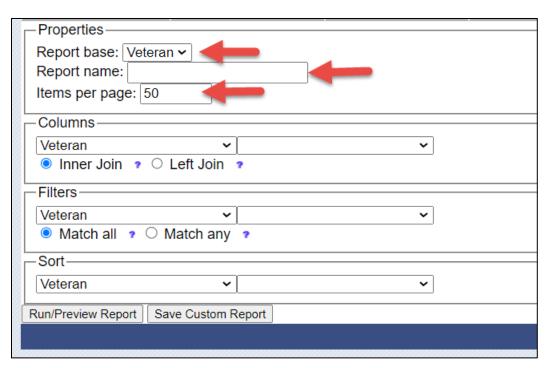


2. Click the Create a Custom Report link.



- Select the Report base.
- 4. If desired enter a value in the **Report name** field. The name would display as the title of the report when generated and would be displayed as the name of the report in the Custom Report section under the Reports tab.
- 5. Select the number of **Items per page** to display.

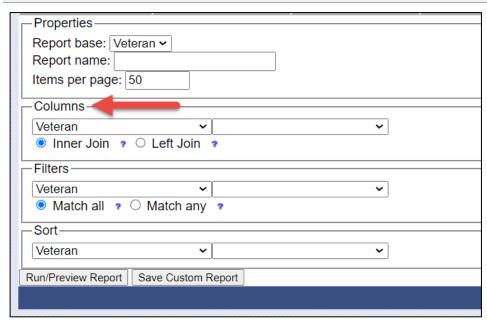




6. Select the desired column(s) for the report. The first field is for the tab and the second is for the desired field on that tab.

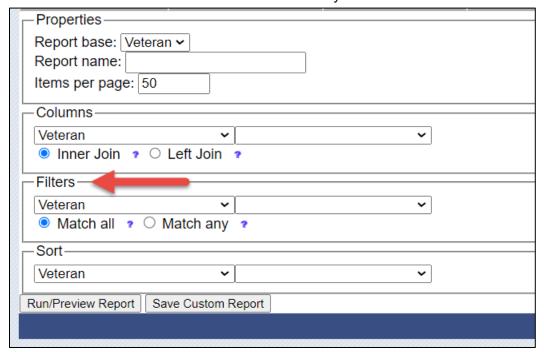
SELECTING INNER JOIN REQUIRES VALUES FOR ALL CHILD OBJECTS. E.G. IF YOU SELECT "VETERAN" AND "FORM" ONLY VETERANS WITH FORMS WILL BE SHOWN.

SELECTING LEFT JOIN DOES NOT REQUIRE VALUES FOR ALL CHILD OBJECTS. E.G. IF YOU SELECT "VETERAN" AND "FORM" VETERANS WILL BE SHOWN REGARDLESS OF IF THEY HAVE ANY FORMS.





7. Select the desired filter(s) for the report. The first field is for the tab and the second is for the desired field. The report will filter based on the filter(s) selected. For example if you select to filer where Deceased = 1 then only deceased veterans will return.

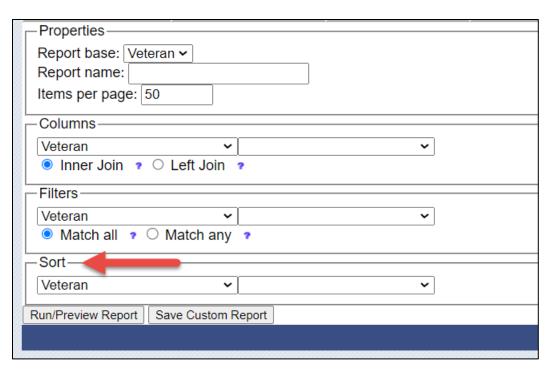


8. Select the desired sort order.

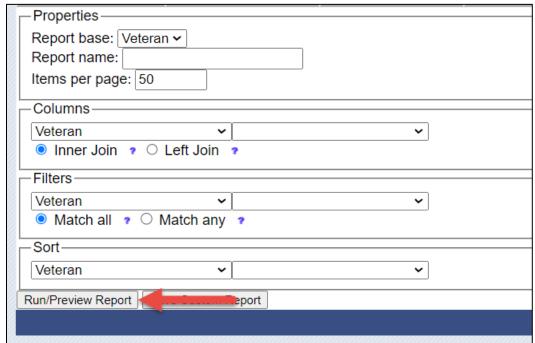
For sorting by multiple columns: it sorts by each column in turn. For example, if the first sort column is "Last Name" and the second is "First Name" it would sort like the following:

- Benjamin Franklin
- George Franklin
- Benjamin Washington
- George Washington





9. Click Run/Preview Report to view the report.



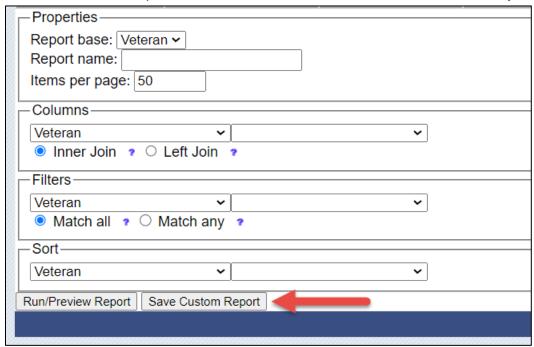
The report will display.



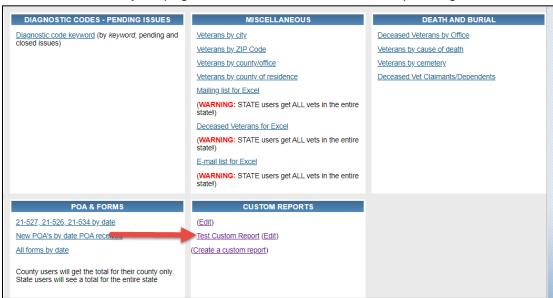


## **Saved Reports**

1. To save the report to run at a different time click the **Save Custom Report** button.



2. From the **Report** page click on the name of a saved report to generate it.



If **Expose as parameter** was selected when the report was created then a user will have the option to edit the before running the report.







3. Once a saved report has been generated it is possible to download it for Excel.

