Appendix D:
Report Builder

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1   INTRODUCTION TO REPORT BUILDER

Report Builder is an online tool integrated into paragon to facilitate the creation of custom reports. Reports designed with this tool can be saved to a public reports folder on the server and exported into a wide variety of formats.

Key Tips to remember when using Report Builder:

- When working with the Properties Panel or drop-down lists that have a lot of options a thin scroll bar is available on the right side of the panel or drop down list for accessing content further down the list.
- Use Save As to save a new report or an existing report after making any necessary changes.

1.1   Overview

To access the Report Builder, click on the button in the upper right corner of the Report tab. The following screen will appear:
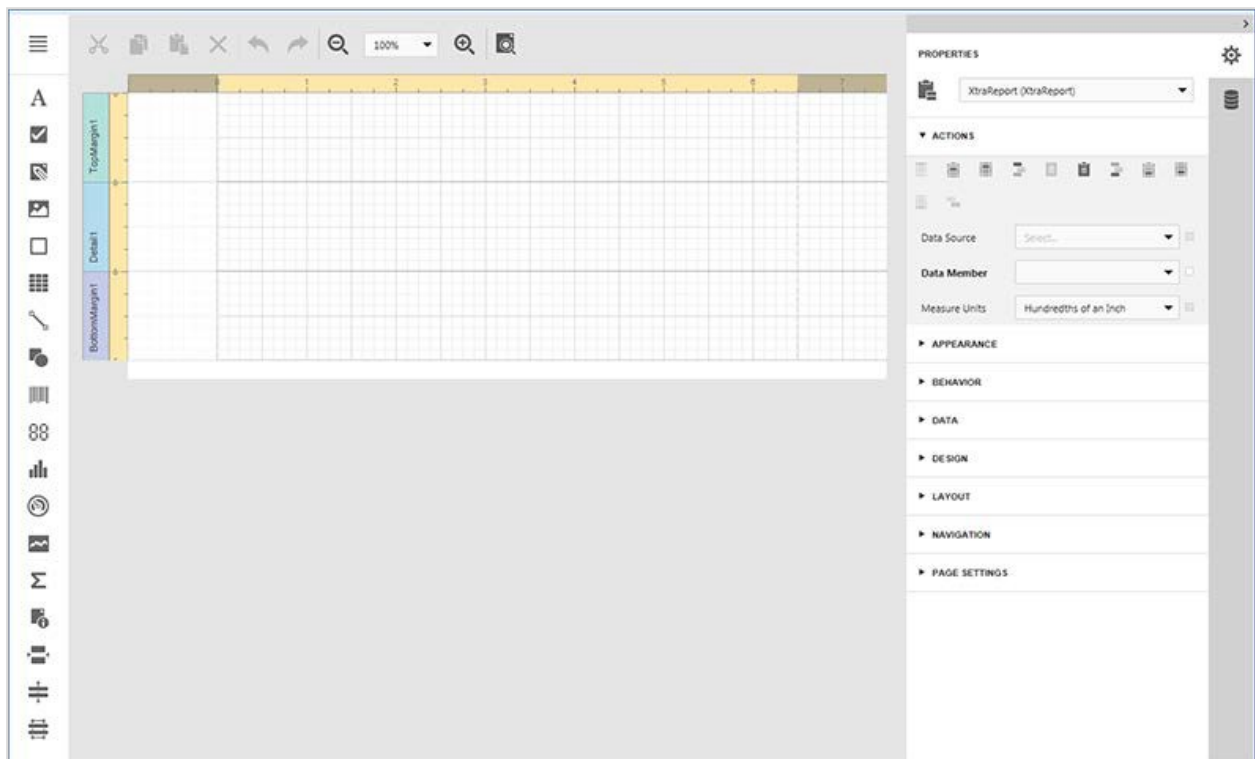

Figure 1: Main Design Form

The Report Builder is divided into three main areas: Tool Bar, Design View, and Properties/Field List.

1.1.1   Tool Bar

The Tool Bar along the left side of the Report Builder interface contains the menu button and a variety of tools that can be dragged onto the design view to add various visual elements to a report. Here is a list of the available tools and a brief description of their functionality:

Menu
Clicking on the Menu Button expands a menu with the following options:

- **Run Wizard** – Guides you through a wizard for setting up a new report.

- **New** – Creates a blank report for you to start building from scratch.

- **Open** – Accesses the public report folder on the server to open previously saved reports.

- **Save** – Saves the current report. Only available if you open a previously created report. *(NOTE: This button has been disabled to prevent accidentally overwriting an opened report with a new one.)*

- **Save As** – Saves the current report with a different name to the public report folder on the server.
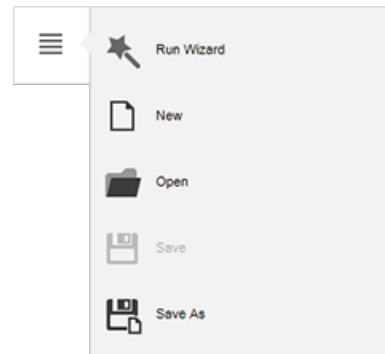
XRLabel
The XRLabel control is a standard label that displays custom plain text in a report. To add this control to the report, drag the XRLabel control from the Tool Bar and drop it onto the report. Then, specify the text for the control by setting its Text property.
The Text property can be bound to a data field obtained from the data source. To do this, expand the Data Bindings property drop-down list and select the required data field. Alternatively, an XRLabel can be created automatically for the textual or numeric data fields added to a report by selecting the field from the data source list and dragging and dropping it onto the report.

To calculate an arithmetic function for the report specific area, use the Summary property. This property provides automatic calculation of various summary functions across a data field from where the label obtains its content. The functions include total, maximum, minimum, average, count and many others.

XRCheckBox
An XRCheckBox is used to display True/False or Checked/Unchecked/Indeterminate values in a report. To add this control to the report, drag the XRCheckBox control from the Tool Bar and drop it onto the report. Also, to define a line of static text to be displayed, use the Text property.

Next, set the XRCheckBox control's state, using the CheckState property to specify the current state of the XRCheckBox object. This property may contain one of the following values.

☐ Unchecked   ☑ Checked   ▣ Indeterminate

The CheckState property can be bound to a data field obtained from the data source. To do this, expand the Data Bindings property drop-down list and select the required data field. In this case, the XRCheckBox state is determined by the value of the corresponding data field. The state of the check box relates to the data field value as follows:

- **True or 1** – activates the Checked state

- **False or 0** – activates the Unchecked state

- **Any other value** – activates the Indeterminate state

Alternatively, an XRCheckBox can be created automatically for Boolean data fields by selecting the field from the data source list and dragging and dropping it onto the report.

XRRichText

The XRRichText control allows you to display formatted text in your report. It can represent static or dynamic text, or both. In addition to the capability to embed plain text into your report (using the XRLabel control), you may need to display RTF or HTML content as well. It allows you to easily perform extraction of RTF or HTML content from a database field. To add this control to the report, drag the XRRichText control from the Tool Bar and drop it onto the report.

The XRRichText control has to be bound to a data field obtained from the data source to display formatted text. To do this, expand the Data Bindings property drop-down list and select the required data field.

(NOTE: When exporting to XLS or XLSX formats, XRRichText's content is exported as plain text only.)

XRPictureBox

XRPictureBox is used to embed static (stored along with the report definition) or dynamic (obtained from a data source) images into a report. It can display images of various file formats: BMP, JPG, JPEG, GIF, TIF, TIFF, PNG, ICO, DIB, RLE, JPE, JFIF, EMF, and WMF. To add this control to a report, drag the XRPictureBox control from the Tool Bar and drop it onto the report.

Then, specify the image or image source for the control via the Image or the Image URL property. The main difference between these two properties is that static images are serialized along with the report definitions, while for dynamic images, only the information about their source is stored in the report. When the value of the Image URL property is set, the value of the Image property is set to (none) or blank and vice versa.

To use the XRPictureBox control to display an image dynamically obtained from a data source, expand the Data Bindings drop-down list for the Image property and select the required data field. In this case, a URL specifying the location of the image to display within an XRPictureBox is obtained from a data source.

You can automatically create an XRPictureBox for a data field containing image data. To do this, drag the required data field and drop it onto a report band.

XRPanel

The XRPanel control is a container that frames separate report controls to allow them to be easily moved, copied and pasted, and visually unites them in the report preview (with borders or a uniform color background). To add this control to a report, drag the XRPanel control from the Tool Bar and drop it onto the report.

To avoid blank space from appearing in a report, enable the Can Grow property. This will automatically adjust the panel's bottom border to that of the lowermost control it contains.

(NOTE: The XRPanel cannot cross report bands, whereas Cross-band controls can.)

XRTable

XRTable is used to display tabular information in a report, which is essential to creating table reports. To add a table control to a report, drag the XRTable control from the Tool Bar and drop it onto the report. The table always begins with one row and three columns, extra columns and rows can be added using the action icons that appear in the properties panel when either a row or cell is selected. Also, you'll often want to create two tables at the same time, e.g., one for showing column titles in the Page Header, and the other for showing regular information in the Detail band.

To make your report more easily readable, you can assign different visual styles for even and odd table rows in the properties.

In most respects, XRTableCell is similar to the XRLabel control, i.e., it provides the same options for data binding, text formatting, alignment and appearance.

XRLine

The XRLine control draws a line of a specified direction, style, width and color. It can be used for both decoration and visual separation of a report's sections. *(NOTE: the XRLine cannot cross bands.)* To add a table control to a report, drag the XRLine control from the Tool Bar and drop it onto the report.

The following properties specify direction, style, width and format of the XRLine control:

- **Line Direction** – The line can be drawn horizontally, vertically, and across the rectangle, from one corner of the rectangle representing the Line control, to another. That is, Horizontal, Vertical, Slant and Back Slant types.

- **Line Style** – You can select the solid (by default), dashed, dotted or mixed styles for the line.

- **Line Width** – Specifies the Line's width, in report measurement units.

- **Anchor Vertically** – Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.

XRShape

The XRShape control provides you with the capability to embed shapes into your reports. To insert a shape into a report, simply drag an XRShape control from the Tool Bar and drop it onto the report. Then click on the Shape property drop-down box to determine the type of shape that should appear in the report. The following predefined shape options are available:

• Rectangle	• Triangle	• 4-Point Star	• Slant Line
• Ellipse	• Square	• 5-Point Star	• Back slant Line
• Top Arrow	• Pentagon	• 6-Point Star	• Cross
• Right Arrow	• Hexagon	• 8-Point Star	• Bracket
• Bottom Arrow	• Octagon	• Vertical Line	• Brace
• Left Arrow	• 3-Point Star	• Horizontal Line	

(NOTE: You may need to scroll the drop-down list to get to some of the lower options.)

There are a variety of properties that are specific to the selected shape type, though the following four properties are common to all shapes:

- **Stretch** – to specify whether or not to stretch a shape when it's rotated.

- **Fill Color** – to specify the color to fill the shape.

- **Line Width** – to specify the width of the line that is used to draw the shape.

- **Angle** – to specify the angle by which the shape is rotated.

XRBarCode

The XRBarCode control provides you with the capability to embed a variety of different types of bar codes into your reports. To insert a bar code into a report, drag an XRBarCode control

from the Tool Bar and drop it onto the report. To specify the bar code type (symbology), use the Symbology property drop-down box which supports the following bar code types:

- Codabar
- Code 11 (USD-8)
- Code 128
- Code 39 (USD-3)
- Code 39 Extended
- Code 93
- Code 93 Extended
- MSI – Plessey
- GS1 – DataBar
- ECC200 - Data Matrix

- GS1- Data Matrix
- GS1-128 - EAN-128 (UCC)
- EAN 13
- EAN 8
- Industrial 2 of 5
- Intelligent Mail
- Interleaved 2 of 5
- UPC Shipping Container Symbol (ITF-14)
- Matrix 2 of 5

- PDF417
- PostNet
- QR Code
- UPC-A
- UPC-E0
- UPC-E1
- UPC Supplemental 2
- UPC Supplemental 5

(NOTE: You may need to scroll the drop-down list to get to some of the lower options.)

After specifying the symbology, you can customize the type-specific options of the bar code, which are listed in the Properties window under the Symbology property. Here is a list of some of the common bar code properties:

- **Module** – to provide a fixed bar width value.

- **Auto-Module** – to automatically calculate the bar width according to a bar code's dimensions.

- **Orientation** – to specify the width of the line that is used to draw the shape.

- **Text** – to provide accompanying text to a bar code.

- **Show Text** – to show or hide the accompanying text.

- **Data Binding** – to supply the data that a bar code should encode.

Some common errors that may occur when adding a bar code are as follows:
- The following error message is shown in place of the bar code if the control's dimensions are too small to fit the bar code with its specified resolution:
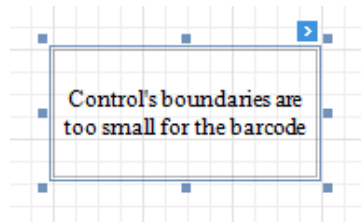
   To get rid of this error, enable the XRBarCode.AutoModule property and/or increase the bar code's dimensions.

- The following exception appears when the data supplied to a bar code contains characters that are not supported by this bar code type:

There are invalid characters
in the text

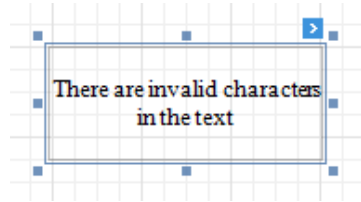To avoid this error, supply data that applies to a particular bar code specification.

XRZipCode

The XRZipCode control transforms its content into a zip code.

To add this control to the report, drag the XRZipCode control from the Tool Bar and drop it onto the report. Use the Text property to specify the text for the control. The Text property can be bound to a data field obtained from the data source. To do this, expand the Data Binding property drop-down list and select the required data field.

(NOTE: The XRZipCode control can only display numeric characters and dashes. Other characters are displayed as empty zip boxes.)

XRChart

The XRChart control visualizes the series of points using the available 2D chart types or 3D chart types. To add this control to the report, drag the XRChart control from the Tool Bar and drop it onto the report. The chart type is defined via the View property of a series. And, a single chart can display multiple series, if their view types are compatible.

A Chart contains multiple visual elements (diagram, axes, titles, labels, strips, constant lines, etc.), for which can be adjusted by expanding the Chart Structure Property, selecting the Chart or one of its sub-elements and adjusting the properties under the Selected Element list of properties.

To provide data for a Chart, you first need to define a data source by expanding the Data section of the properties, expanding the Data Source property drop-down box and selecting an appropriate data source. Then set the Data Member and Series Data Member to further refine the data used to populate the XRChart control.

XRGauge

The XRGauge control provides you with the capability to embed graphical gauges into your report. To add this control to the report, drag the XRGauge control from the Tool Bar and drop it onto the report.

The following properties determine XRGauge appearance.

- **View Type** – Specifies the type of the displayed gauge. Each view type supports different View Styles. The following XRGauge view types are available.

  o **Circular**

  Supports view styles: Full, Half, Quarter Left, Quarter Right and Three Fourth.

  o **Linear**

  Supports view styles: Horizontal and Vertical.

- **View Theme** – Specifies the color theme of the displayed gauge. The FlatLight and FlatDark view themes are supported.
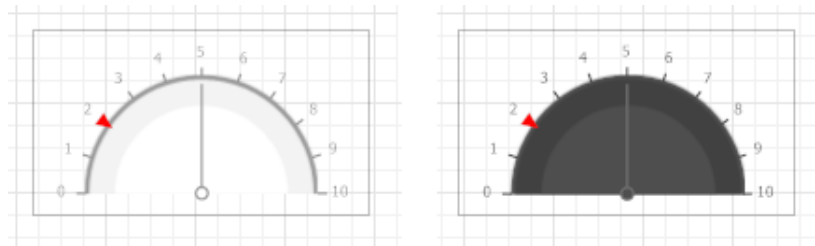
- **Actual Value** – Specifies the value displayed by a gauge.

- **Target Value** – Specifies the position of the target value marker.

- **Maximum** – Specifies the gauge's maximum value.

- **Minimum** – Specifies the gauge's minimum value.

To bind the displayed value of an XRGauge to data, expand the Data section of the Properties area, and then expand the Data Bindings drop-down list for the ActualValue property and select the required data field. In the same way, you can bind the Target Value, Maximum, and Minimum properties to data. To do this, expand the Data Bindings drop-down list for corresponding property and select the required data field.

XRSparkLine

The XRSparkline control displays a compact chart that is commonly used to reflect the flow of data for every row in a report. To add this control to the report, drag the XRSparkline control from the Tool Bar and drop it onto the report.

The following properties can be used to control the data and appearance of the XRSparkLine control:

- **Data Source** – Determines a XRSparkline's data source.

- **Data Member** – Determines the data source member that supplies data to an XRSparkline.

- **Data Adapter** – Determines the data adapter that will populate the XRSparkline's data source, assigned via the Data Source property. It is automatically set to the appropriate value when the Data Member property is defined.

- **Value Member** – Specifies the data member field that provides point values for an XRSparkline.

- **View** – Specifies the type of a chart displayed by an XRSparkline control. The following table lists the available XRSparkline view types:

View Type	Image	Description
Line		A line chart.
Area		An area chart.
Bar		A bar chart.
Win Loss		A win-loss chart.

XRPivotGrid

The XRPivotGrid control to allow end-users to analyze multi-dimensional hierarchical data. In the context of business intelligence, cross-tabulation (or cross-tab for short) is commonly used to interpret complex data, such as summary statistics, and survey and market research information.

To display a Pivot Grid in a report, drop the XRPivotGrid control from the Tool Bar onto the Detail band. A Pivot Grid cannot be placed within another report control (e.g., XRTableCell or XRPanel), because its width cannot be determined at design time.

To connect the Pivot Grid to a data source, select the appropriate data source from the Data Source property drop-down box. Next, ensure that the Data Source property of the XtraReport is not assigned; otherwise, the Pivot Grid data will be printed as many times as there are rows in the report data source.

Then adjust the various display options for all of the fields and controls.

XRPageInfo

XRPageInfo is used to display auxiliary information on report pages, such as date, time, page numbers or user name. To add a new Page Info control to a report, drag the XRPageInfo control from the Tool Bar and drop it onto the required report band. To customize the XRPageInfo control, use the Page Information property in the Properties area. It defines the kind of information the control displays: page numbers, system date-time, or user name. In addition, a format string can be applied to a control's contents. For example, you can change the control's format to Page {0} of {1}, using the Format property.

(NOTE: Because usually this information is displayed in the Page Header/Footer and Top/Bottom Margin bands, you cannot bind the PageInfo property to a field from a data source. So, in order to display dynamic information, use the XRLabel or XRRichText controls instead.)

XRPageBreak

The XRPageBreak control's sole purpose is to insert a page delimiter at any point within a report. This control is visually represented by a short line, attached to the report's left margin, as shown in the following image.
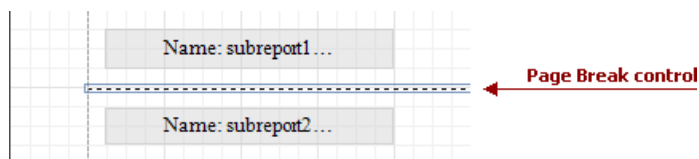
The XRPageBreak control is useful when you need to insert a page break between controls within a report band - for example, to divide subreports, so that the second subreport starts printing on a new page.

You can also insert an XRPageBreak before or after a specific report band using the Band's Page Break property.

XRCrossBandLine

The XRCrossBandLine control allows for the drawing of vertical lines, which are not restricted to a particular band. For example, it can be used to emphasize a report section consisting of multiple band areas. To add this control to the report, drag the XRCrossBandLine control from the Tool Bar and drop it onto the report.

The Start Band and End Band properties in the Layout section of the Properties area can be used to define what Bands the XRCrossBandLine should start and end in. The Start Point and End Point property sections within that same control area can define the precise point within each of the Start and End Bands at which the line should begin and end.

XRCrossBandBox

The XRCrossBandBox control allows for the drawing of rectangles through several bands. It can be used to encompass a report section consisting of multiple band areas. To add this control to the report, drag the XRCrossBandBox control from the Tool Bar and drop it onto the report.

The Start Band and End Band properties in the Layout section of the Properties area can be used to define what Bands the XRCrossBandBox should start and end in. The Start Point and End Point property sections within that same control area can define the precise point within each of the Start and End Bands at which the box should begin and end.

1.2   Design View

The Design View is the center area of the Report Builder interface and the main area where elements are added to build a report. It is composed of two main parts; a set of Edit/View controls along the top edge and the Design Area directly below it.
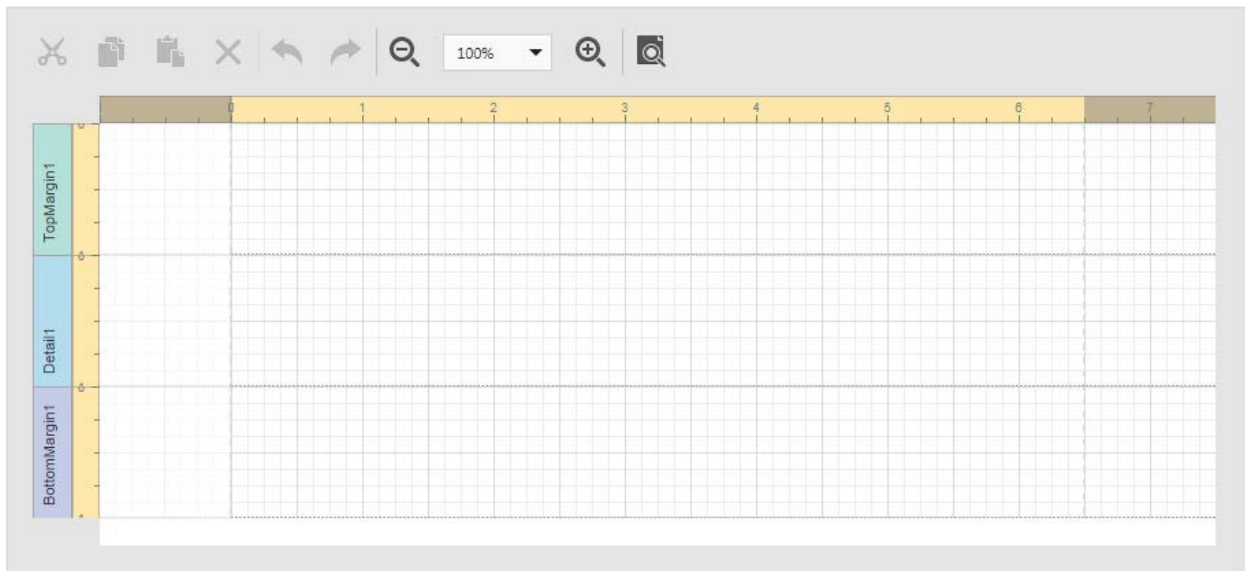

Figure 2: Design View

1.2.1   Edit/View Controls

The Design View has a set of common tools across the top to perform the following edit and view functions:

Cut
The Cut button cuts the currently selected report element.

Copy
The Copy button copies the currently selected report element.

Paste
The Paste button adds a copy of the last report element that was cut or copied to the report.

Delete
The Delete button deletes the currently selected report element.
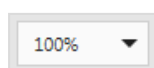
Undo
The Undo button reverses the last command performed on the report.

Redo
The Redo button reapplies the last command that was undone.

Zoom Out
The Zoom Out button shrinks the percentage of zoom on the Design View by one percent.

Zoom to Percentage
The Zoom to Percentage drop-down box sets the zoom level on the Design View to the selected percentage.

Zoom In
The Zoom In button enlarges the percentage of zoom on the Design View by one percent.

Preview
The Preview button generates a preview of the current report design.

(SEE: D.5 Preview Controls and Export Options for more details.)

1.2.2 Design Area

The Design Area is the central area where all of the report elements can be added, selected, and modified. It's divided into various regions called Report Bands. The following image illustrates the default report layout. It is divided into three basic bands (Top Margin, Detail and Bottom Margin bands) that provide space for placing different report controls on them.
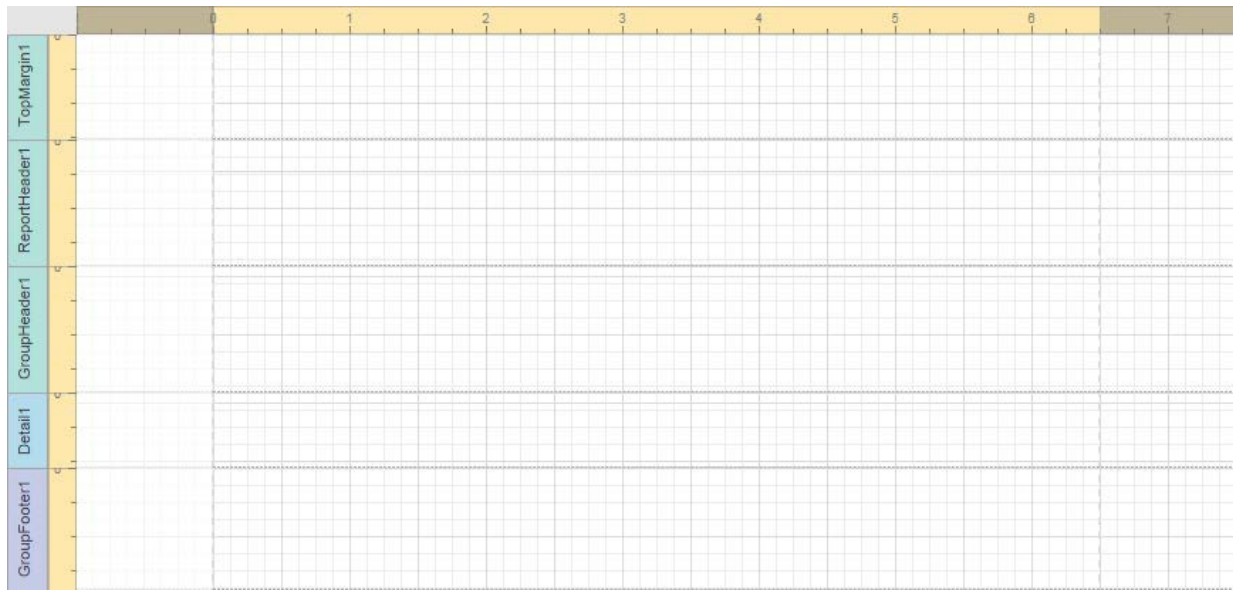
Figure 3: Design Area

1.2.3   Report Bands

A Report Band represents a specific area on a report page, used to define how to render report controls that belong to it. Every band has a Height property that specifies the space that a band occupies on a page, along with other specific properties which define a band's behavior.

In the Design View report bands are represented by the parts of the design surface, divided with colored strips that display the band names.

A particular band type specifies how the controls located on this band are rendered, their rendering order and how many times they are rendered (in the case of a data-bound report). The types of bands that can be added to a report are defined in the following table:

Band Type	Description
TopMarginBand	Located on the top margin of every page, above the PageHeaderBand or ReportHeaderBand.
ReportHeaderBand	Located at the beginning of a report. This band is intended to display some introductory information, e.g. a cover page for a report.
PageHeaderBand	Located at the top of every page, below the TopMarginBand or ReportHeaderBand. This band is intended to display page numbers or a table header, continued from the previous page.

GroupHeaderBand	Located at the beginning of every group or at the top of the page in case it is split across pages. This band specifies grouping criteria and is used to display information at the beginning of a group of records.
DetailBand	Located on a page between all other bands. This band displays a single record (from the bound data source) at a time or simply holds unbound controls if there is no data source assigned to a report.
DetailReportBand	Located below the DetailBand and is intended to hold the detail report when creating a master-detail report. The master-detail relationship for this detail report is specified by the Data Member property.
GroupFooterBand	Located at the end of every group or at the bottom of the page if its group is split across pages. This band is primarily intended to show summary information for a group.
ReportFooterBand	Located at the end of a report. This band is intended to display some final information, e.g. report totals.
PageFooterBand	Located at the bottom of every page, below the ReportFooterBand and above the BottomMarginBand. This band is intended to display page numbers or a table footer, which has been continued on the following page.
BottomMarginBand	Located at the bottom margin of every page, below the PageFooterBand.
SubBand	Provides a functional copy of the source band below which it is located. Any number of sub-bands can be added to the report band of any type, except for the MarginBand and the sub-band itself.

Figure 4: Report Bands

1.3   Properties/Field List

The panel along the right side of the Report Builder interface can toggle between the Properties of the currently selected report element and the Field List of the data sources available for populating the report data.

⚙ **Properties**

The properties are context specific to the currently selected report element (Control, Band, or Report) and allow you to modify all of the detailed properties that control how each report elements is displayed in the report.

The drop-down list at the top of the Properties section allows you to select a report element from an alphabetical list of all of the report elements in the report, even the report itself as represented by the XtraReport option.
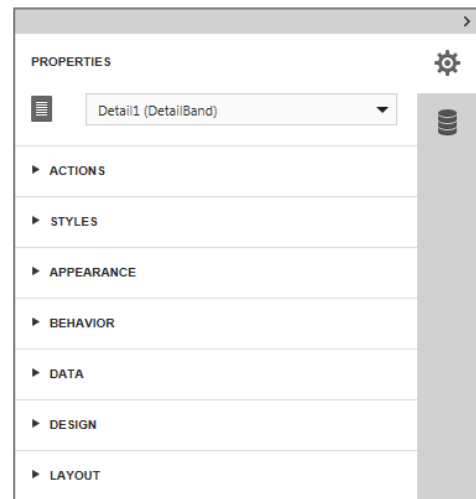
The accordion list below the element selection drop-down contains the following property categories:

- **Actions** – The Actions property category contains a set of control buttons along the top that allow you to either adjust a controls positioning relative the its band when a control is selected or add bands if a band or the report is selected. Beneath the control buttons is a list of the common properties for the selected report element, most of which are defined in the individual control descriptions in the Tool Bar section of this Appendix.

- **Styles** – The Styles property category allows you to create styles or change the selected style for controls and bands only. For controls this area also allows you to define odd and even styles in addition to the main style.

- **Appearance** – The Appearance property category allows you to set things like Foreground and Background color, Borders, Text Alignment, Font, and Padding.
  Behavior – The Behavior property category allows you to define things like Anchor points, expandability (Can Grow / Can Shrink), duplicate or null value handling, and visibility for controls. For Bands you can only adjust what page formatting and visibility only.

- **Data** – The Data property category allows you to control data sources, binding, filtering, and sorting depending on the type of element selected.

- **Design** – The Design property category only allows you to change the name of the selected report element for all controls and bands. For the report, an additional property in this category will provide a way to set the snap to grid size.

- **Layout** – The Layout property category allows you to specify the position and size of controls, the size of bands and the page size of the report depending on what is selected.

- **Navigation** – The Navigation property category allows you to define the Bookmark property for controls and the overall report. Also, for controls you can define a Parent Bookmark in addition to a Navigation Target and URL.

- **Page Settings** – The Page Settings category is only available when the report is selected and allows you to set the Roll Paper property and the Margins.
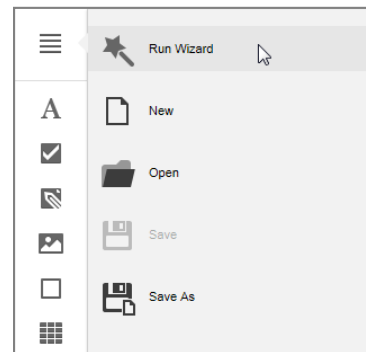
Field List

The Field List can be accessed by pressing the Fields tab along the far right side of the Report Builder interface. The Field List area allows you add Data Sources from the Data Views that are available in paragon and explore the data sources that have already been added to the report. To quickly add a display control for any data field to the report, you can drag and drop it onto the appropriate Band in the Design View.

1.4   Creating a Report with the Report Wizard

To illustrate how to create a report using the Report Wizard, here's an example of how to generate a simple Work Item Summary Report:

1. To create the new report click on the Menu button in the Report Builder and select the Run Wizard option.

2. **Choose a Data Source:** Select the Work Item data view and click the Next button.

3. **Choose a Table or View:** Select the Work Item table and click the Next button.

4. **Choose Columns to Display in Your Report:** Add the following fields and click the Next button. *(NOTE: To access some of the fields scroll all the way down the field list and click the More button to see all available fields.)*

- HierarchyName
- AssetName
- DeficiencyNumber
- DeficiencyTitle
- DeficiencyCategory
- DeficiencyObservedYear
- DeficiencyCostWithBurden
- WorkPackageNumber
- deficiency_id

5. **Create Groups:** Add the HierarchyName and AssetName fields to group the report on those two fields and click the Next button.

6. **Choose Summary Options:** Select Count for the deficiency_id field and Sum for the DeficiencyCostDirect field and click the Next button.

7. **Choose a Report Layout:** Select Landscape, either Align Left 1 or 2, and leave the check box checked, then click the Next button.

8. **Choose a Report Style:** Select your preferred style option and click the Next button.

9. *The Report is Complete:* Enter a title for the report and click the Finish button. *(i.e. Work Item Summary)*

Adjust the Level properties in the Behavior section of the property list according to the following table for the Group Header and Footer bands:

Band Name	Level
groupHeaderBand1	2
groupHeaderBand2	1
groupHeaderBand3	0
groupFooterBand2	1
groupFooterBand3	2

Each group header should have a consecutive increasing values starting from zero on the header band that contains the detail header labels. For header bands, the level property can be adjusted in the Actions properties section and the Behavior property section, but the footer band level property can only be adjusted in the Behavior property section.

(IMPORTANT: The level property of each header and footer band must be adjusted for those elements to display properly in the report.)

The report initially generated by the wizard will be fairly plain and will require some layout adjustments to make it appear more professional and polished. After generating the report with the wizard, you can make the following adjustments to enhance the formatting and appearance of the report:

- Set the Repeat Every Page property for each of the group headers that should appear at the top of every page of the report.

- Adjust the height, width and positioning of each of the detail items and column headings using the Location (X, Y) and Size (Height, Width) properties located in the Layout section of the Properties list.

- Add an image or logo to the Report Header Band using the XRPictureBox tool which can be loaded directly with an image file or pointed to a URL location for the image source.

- Add an Odd or Even row style in the Styles section of the properties box with the Detail band selected.

(NOTE: You'll likely need to switch back and forth between the Design View and Preview several times to make adjustments to the final report layout.)

1.5   Saving a Report

After initially creating a new report, either with the New command or the Report Wizard, use the Save As option to provide a file name for the report and save it to the reports folder on the server. The report will then be available to everyone else within your group who has access to paragon. If you open a previously saved report, you'll have the option to save changes to the open report by clicking on Save As in the menu.

1.6   Preview Controls and Export Options

After the report is created, click on the Preview icon to preview it. The Preview area is composed of three main sections, the Preview Controls across the top of the window, the Report Preview in the lower left portion of the window and the Export Options accessible by clicking on the arrow or cog in the upper right corner of the preview area. From the preview screen, reports can also be exported into a wide variety of formats using the Text Export dropdown list.
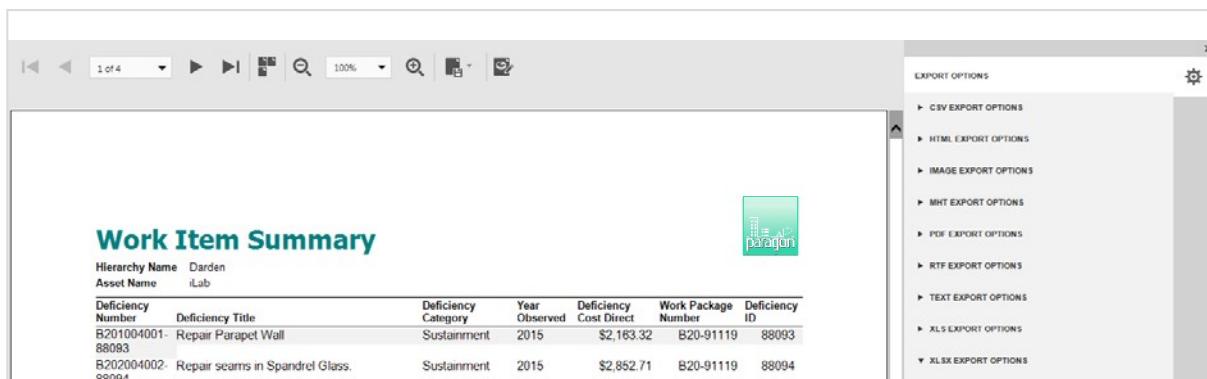

Figure 5: Report Preview

1.6.1   Preview Controls

The Preview has a set of common tools across the top to perform the following navigation and export functions:
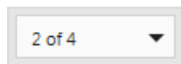
First Page
The First Page button jumps to the first page in the preview.

Previous Page
The Previous Page button displays the page before the one currently being viewed.

Page Selector

2 of 4 ▼   The Page Selector drop-down box sets the preview to the selected page and shows the current page number in reference to the total page count.

Next Page
The Next Page button displays the page after the one currently being viewed.

Last Page
The Last Page button jumps to the last page in the preview.

PDF
XLS
XLSX
RTF
MHT
HTML
Text
CSV
Image

Toggle Multipage Mode
The Toggle Multipage Mode button switches the preview between single page and multipage modes of viewing.
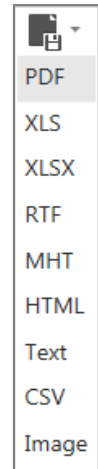
Text Export
The Text Export button opens a drop-down list with the various file extension export options.

Design
The Design button returns to the design view where modifications can be made to the various report elements.

1.6.2 Export Options

The Export Options list can be accessed by clicking on the arrow or cog icon in the upper right corner of the preview area. The Export Options list allows you to customize various properties for each of the supported export file types.

EXPORT OPTIONS   ⚙

▶ CSV EXPORT OPTIONS

▶ HTML EXPORT OPTIONS

▶ IMAGE EXPORT OPTIONS

▶ MHT EXPORT OPTIONS

▶ PDF EXPORT OPTIONS

▶ RTF EXPORT OPTIONS

▶ TEXT EXPORT OPTIONS

▶ XLS EXPORT OPTIONS

▶ XLSX EXPORT OPTIONS