ClubRunner

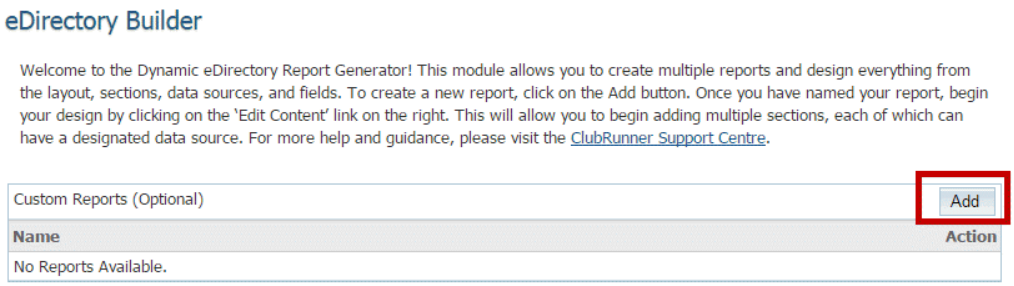
How do I setup a custom report with the eDirectory builder?

Michael C. - 2021-03-23 - Reports

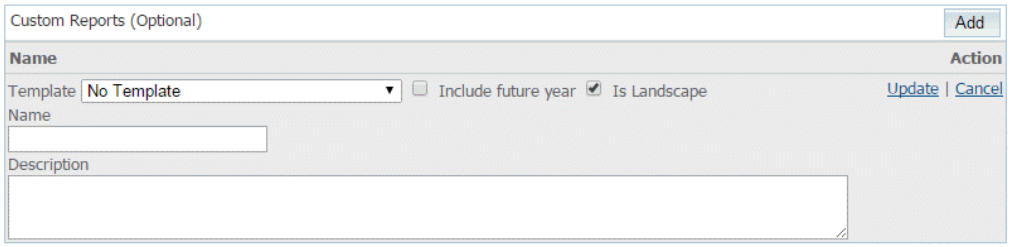
Setting Up Your Custom Report

This Article will explain how to create custom reports.

1. To create a new report, first click on the **Add** button on the right.

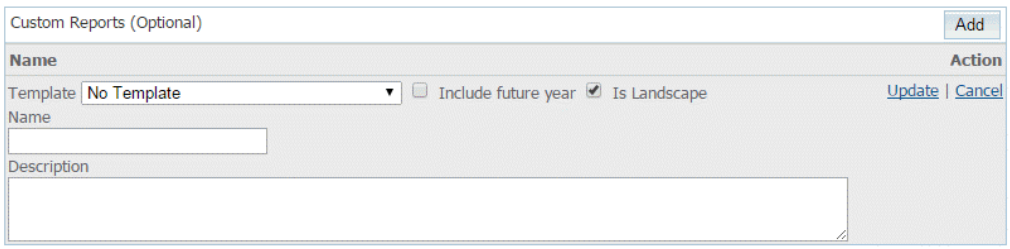


2. The page will open up a box with several options to help build your report.



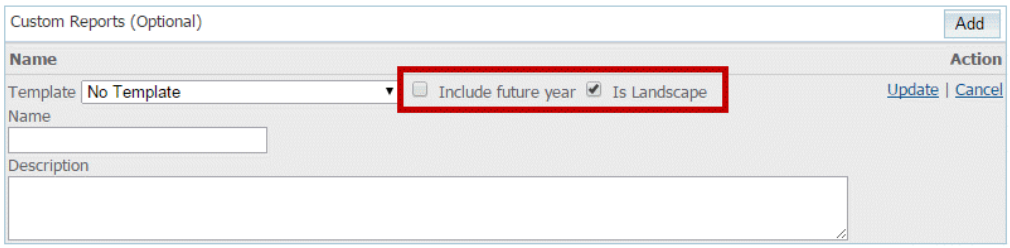
3. **Template** provides you with the ability to customize a report that was created by ClubRunner. All templates can be modified with additional information, with the added ability to change the existing information as well.

   Note: All report templates can be previewed by clicking the **Reports** tab on the grey menu bar near the top and then selecting on eDirectory Reports 2.0

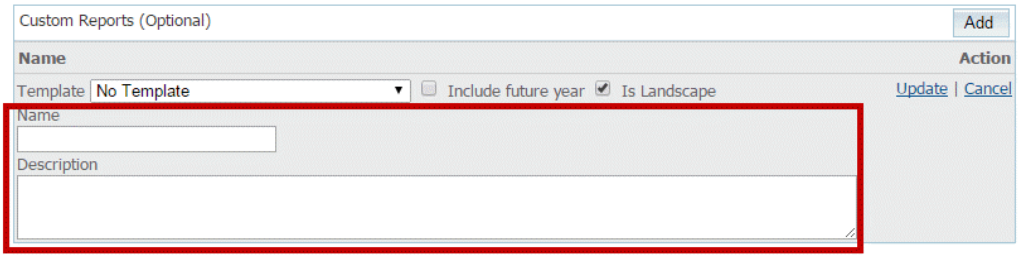


4. The **Include Future Year** option is used to create a separate report for the future year. The **Is**

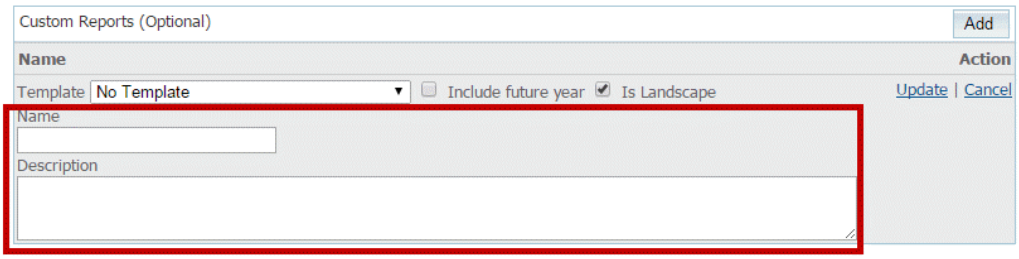
Landscape option sets your page layout option to landscape.



5. The **Name** field provides a title to your report, while you can use the Description field to write a brief summary of the information it contains. Report descriptions will appear in the eDirectory Reports 2.0 list.



6. Once you have filled in these options, click the **Update** link to save your changes.



Next: How to customize a template report >

or

Next: How to build a report without a template >

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