# Reports on Forms

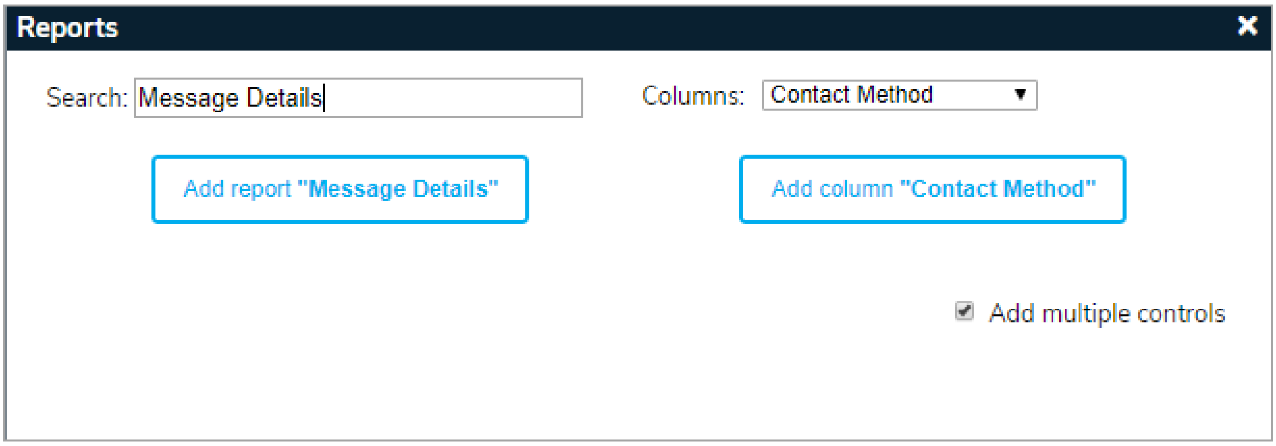
The Tools bar allows the user to include data from a Report into the form. The user can also right click in the form and add a report.

Only Reports that are Custom Form Queries can be added to the Form.  The user has the option to include the entire report or specific fields (including metric fields).

To add a Report, type in the name of the Report or some letters that the Report starts with and it will search the system for Reports you are authorized to and allow you to select to include.  In the search box, you will also see an icon that you can click on to see where the Report is physically stored.

Once you select the Report, you can click to add the entire report or click on the arrow in the columns box and select field(s) to include.  The "Add Multiple Controls" checkbox allows you to enter the report and specific fields at the same time, without searching for the Report again.

Select a specific field to add to your report.




You will see this screen where you can specify if the field is to be Query Dropdown, Label, or Textbox.

You can edit that field's Properties by right clicking in it.  The following screen will be displayed: