# Creating a Report Using the Designer

Adhoc Reports are simple reports and are meant for an end user to create easily. For more complex reports, such as those with complex formatting, bar codes etc, use the report designer to create such reports. You can also schedule these reports to be generated automatically. Usually, a dedicated report designer creates these complex reports using the Designer.

For a video tutorial of this section, see https://youtu.be/a6_ss1tWueM.

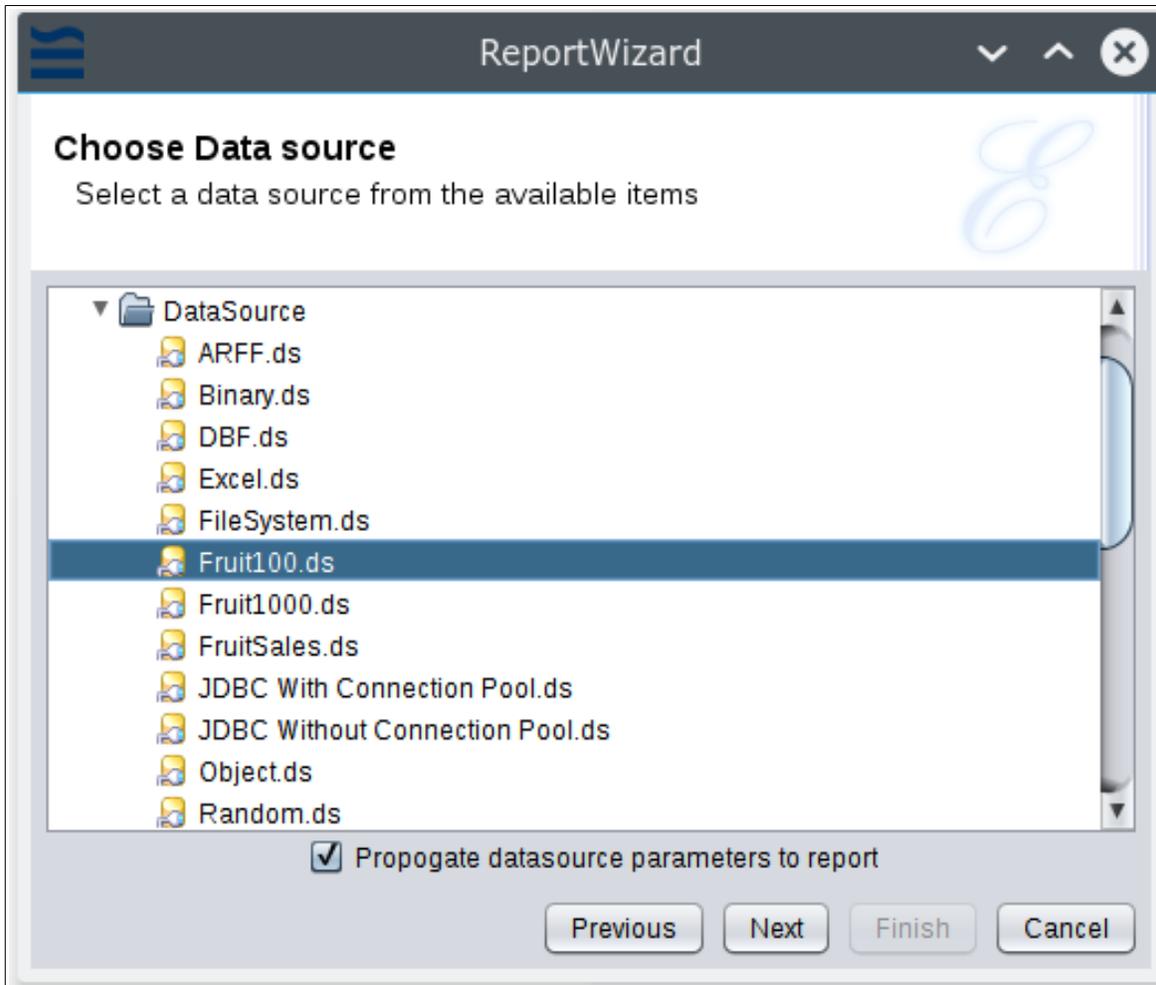Here is a walk through of creating a very simple report with Designer.

1. Start Designer.
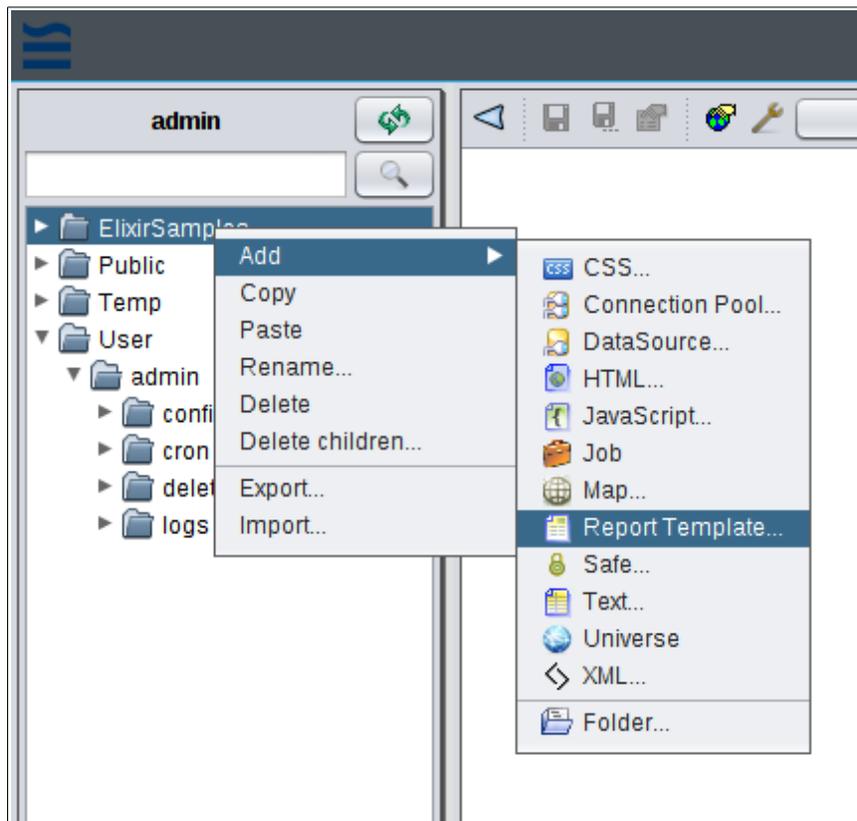
2. Enter a name and description for the report. Click **Next**.

3. Select the datasource for the report. Here we use **Fruit100.ds** as the datasource.

4. Select the type of report to create. You can create a report from scratch using the blank report type. You can also use layout templates to easily create your report.

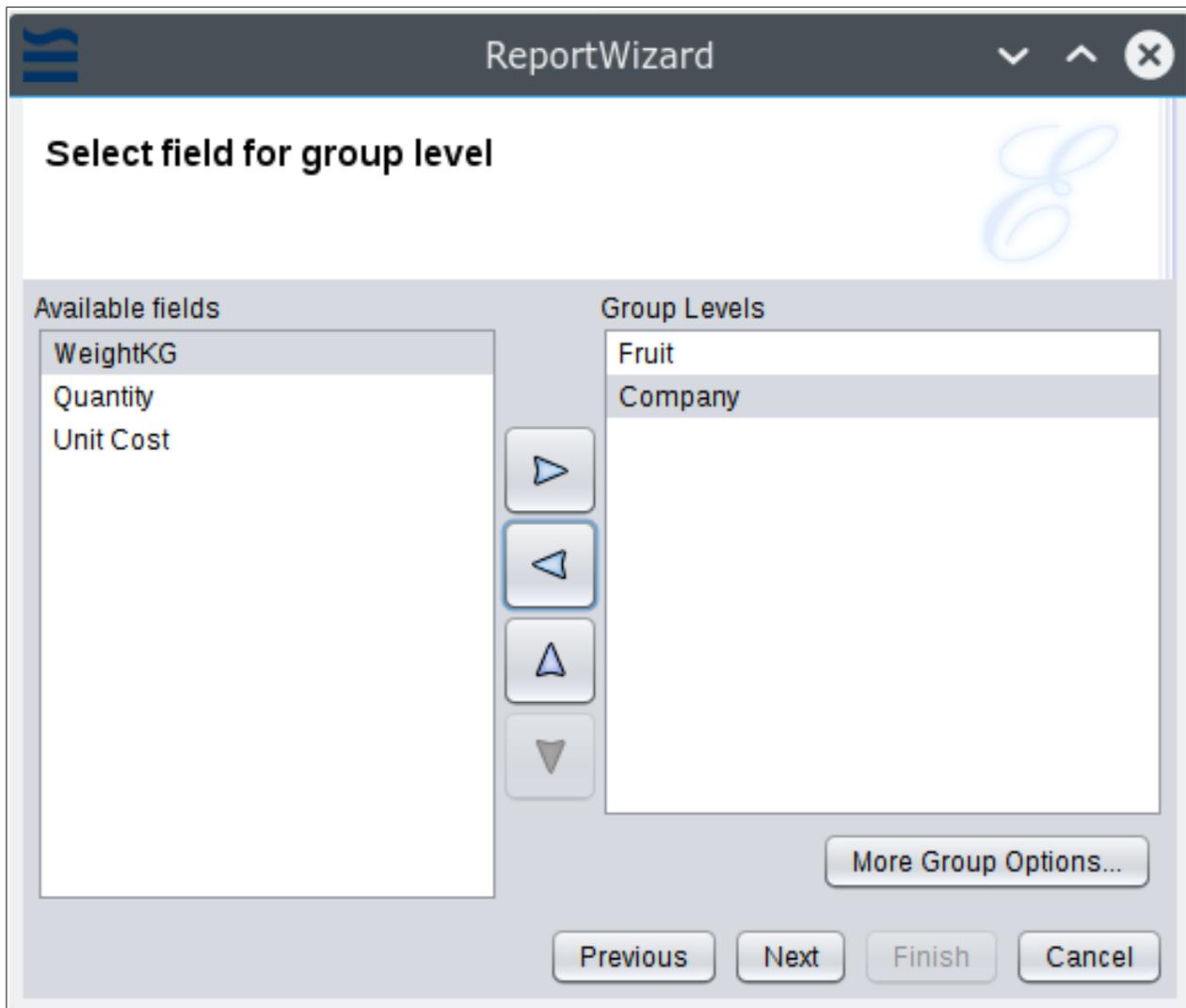Report types are described in detail in the *Elixir Report Designer User Manual*.

Here, we use a columnar report that allow us to group fields.
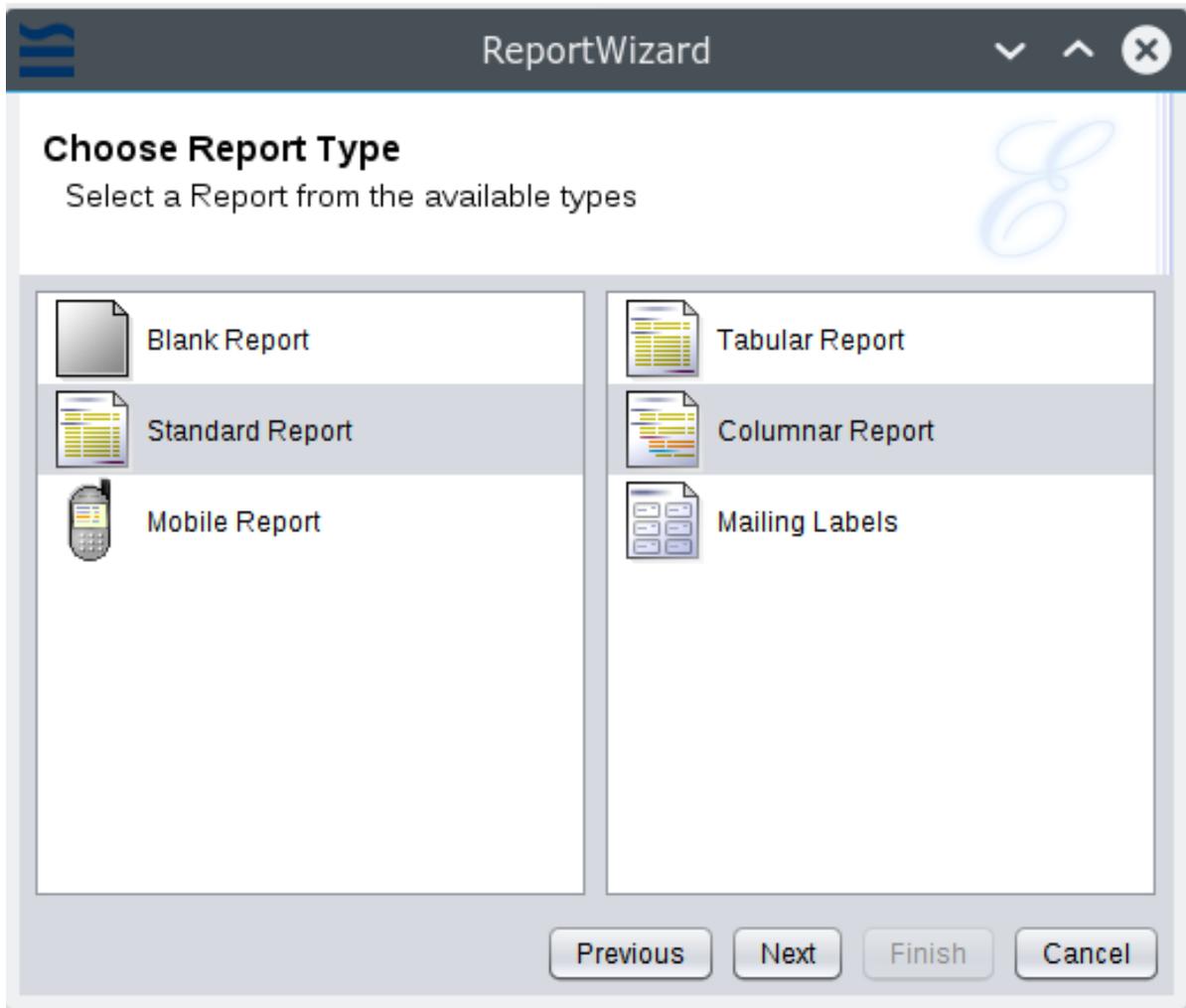
5. Click **Next** and select the fields to use in the report.

6. Click **Next** and select the fields on which the report is to be grouped. Here we select Fruit and Company as the fields.
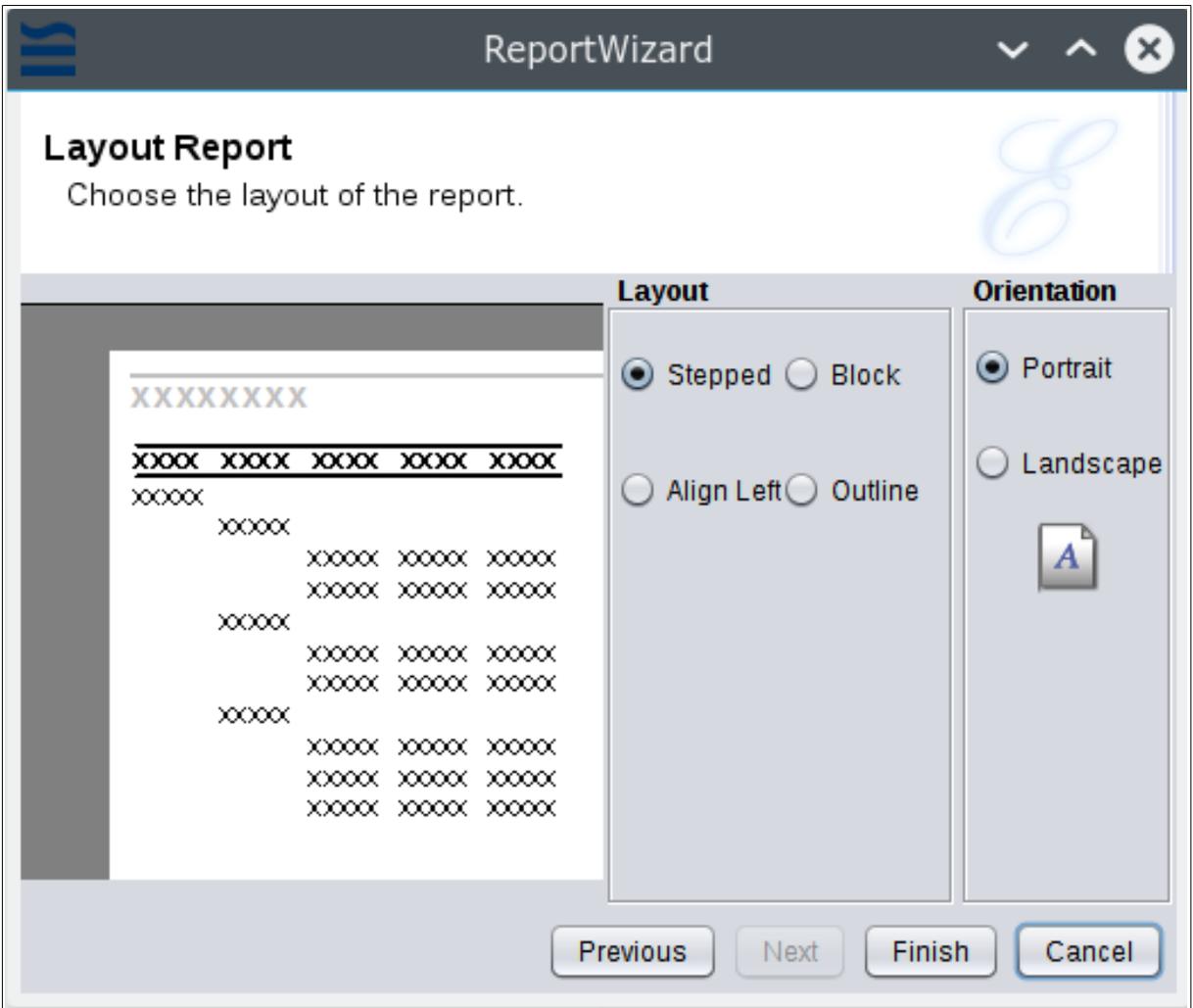
7. Click **Next** and select any fields to be sorted. Here we select the Weight to be sorted in ascending numerical order.

8. Click **Next** and select the report format. Here we select the **Block** format.

Layout Report

Choose the layout of the report.

XXXXXXXX

Layout
- (•) Stepped ( ) Block
- ( ) Align Left ( ) Outline

Orientation
- (•) Portrait
- ( ) Landscape

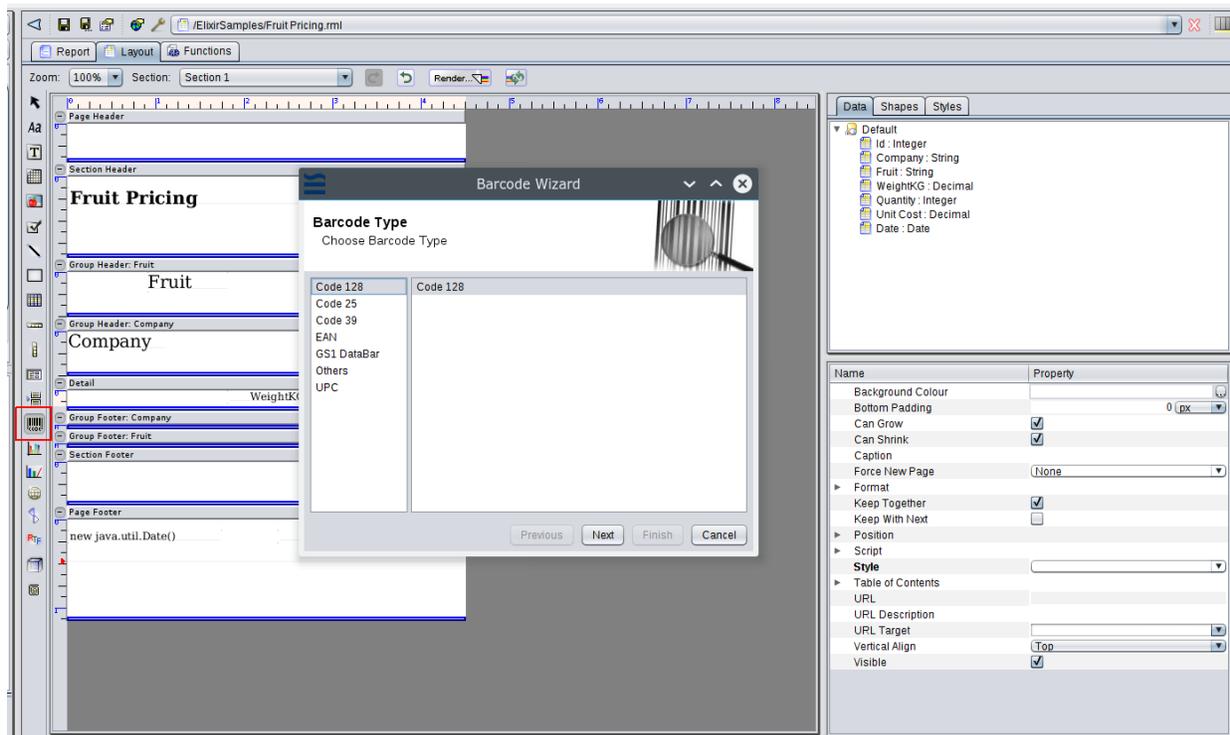[Previous] [Next] [Finish] [Cancel]

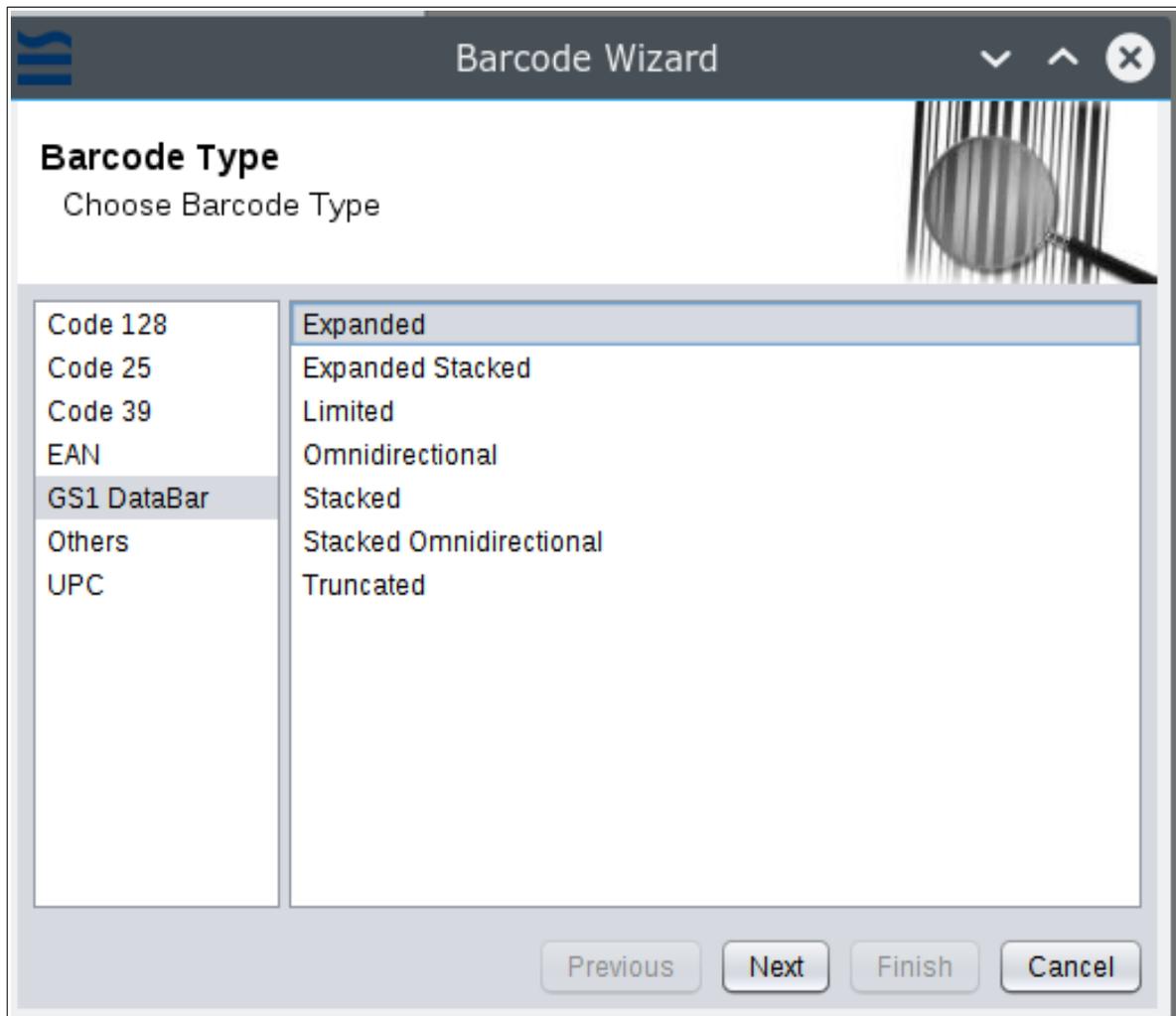9. Click **Finish**. The report outline opens in the Designer.
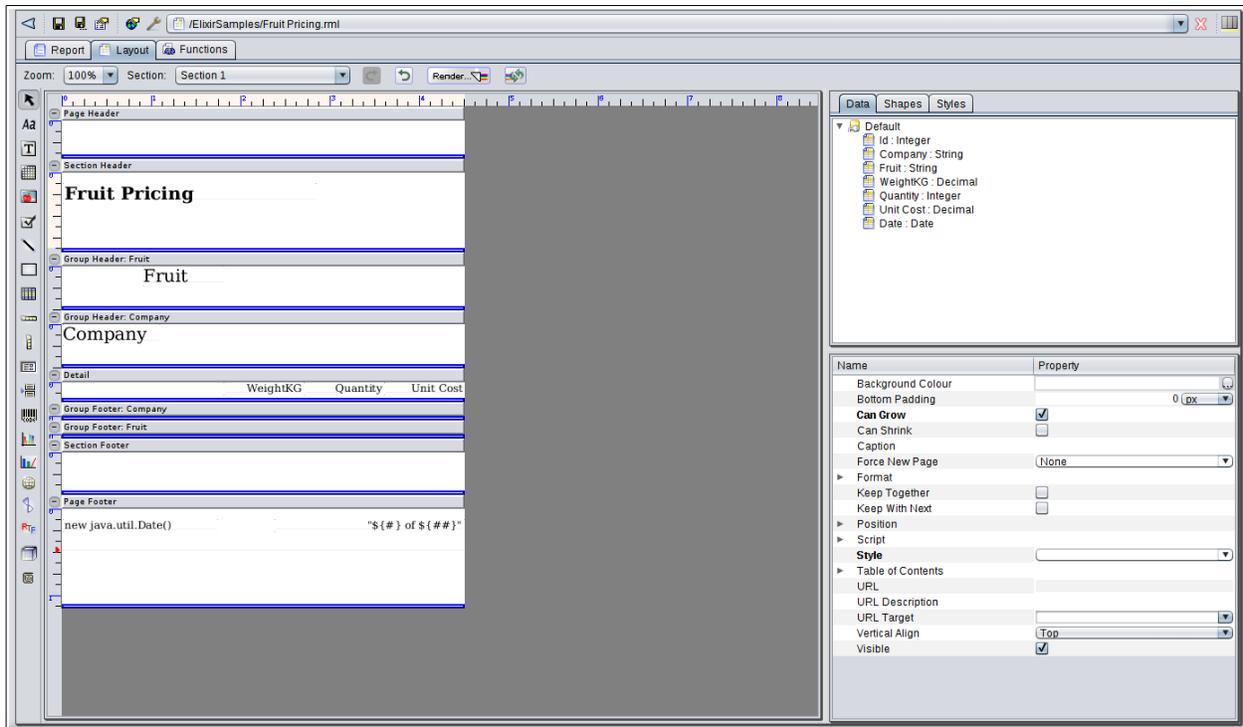
10. Let us replace the Unit Cost display with a Bar Code signifying the unit cost.

Select **Unit Cost** from the **Detail** section and delete it.

Drag the **Bar Code** component to the place where **Unit Cost** was earlier.

11. Select the type of Bar Code to display as per your requirements.

12. Click **Next** and select the field for the Bar Code. Here we select Unit Cost.
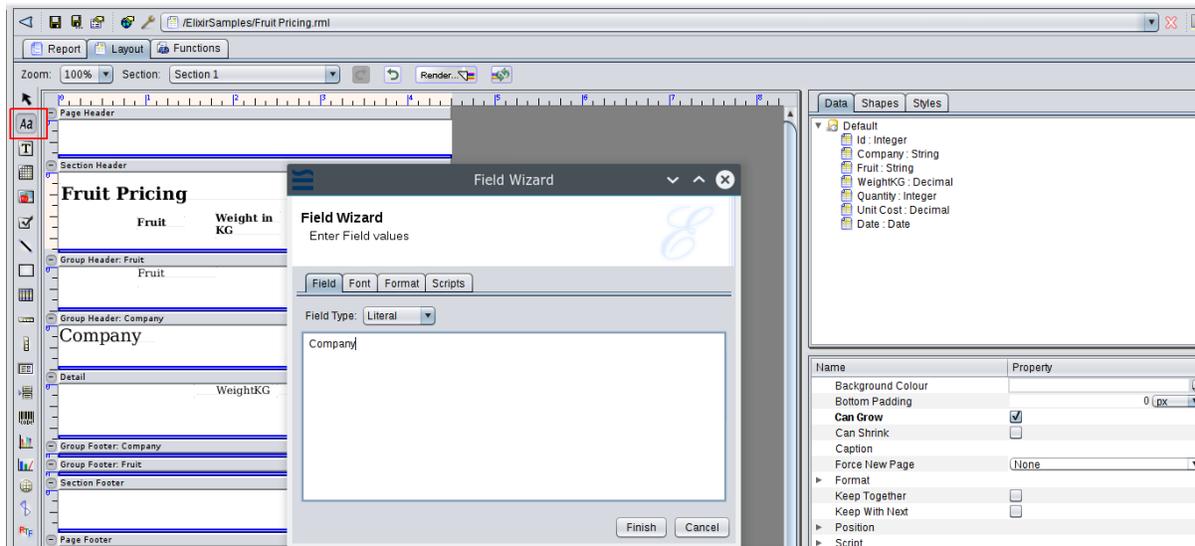
13. Select any parameters for your Bar Code as required and click **Finish**.
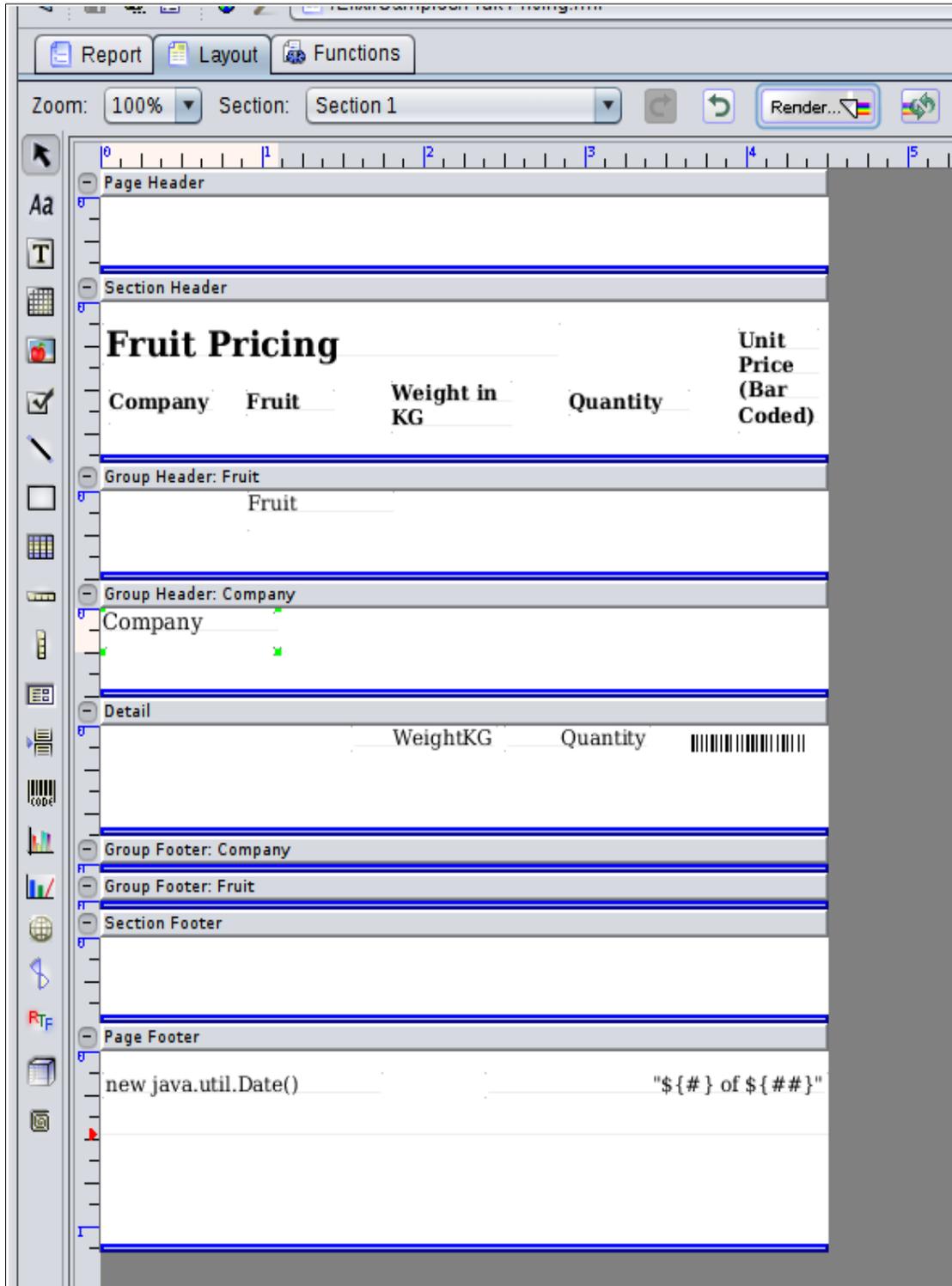
14. The report outline displays the Bar Code field.

15. Add labels to the columns to identify them. Use the label component.
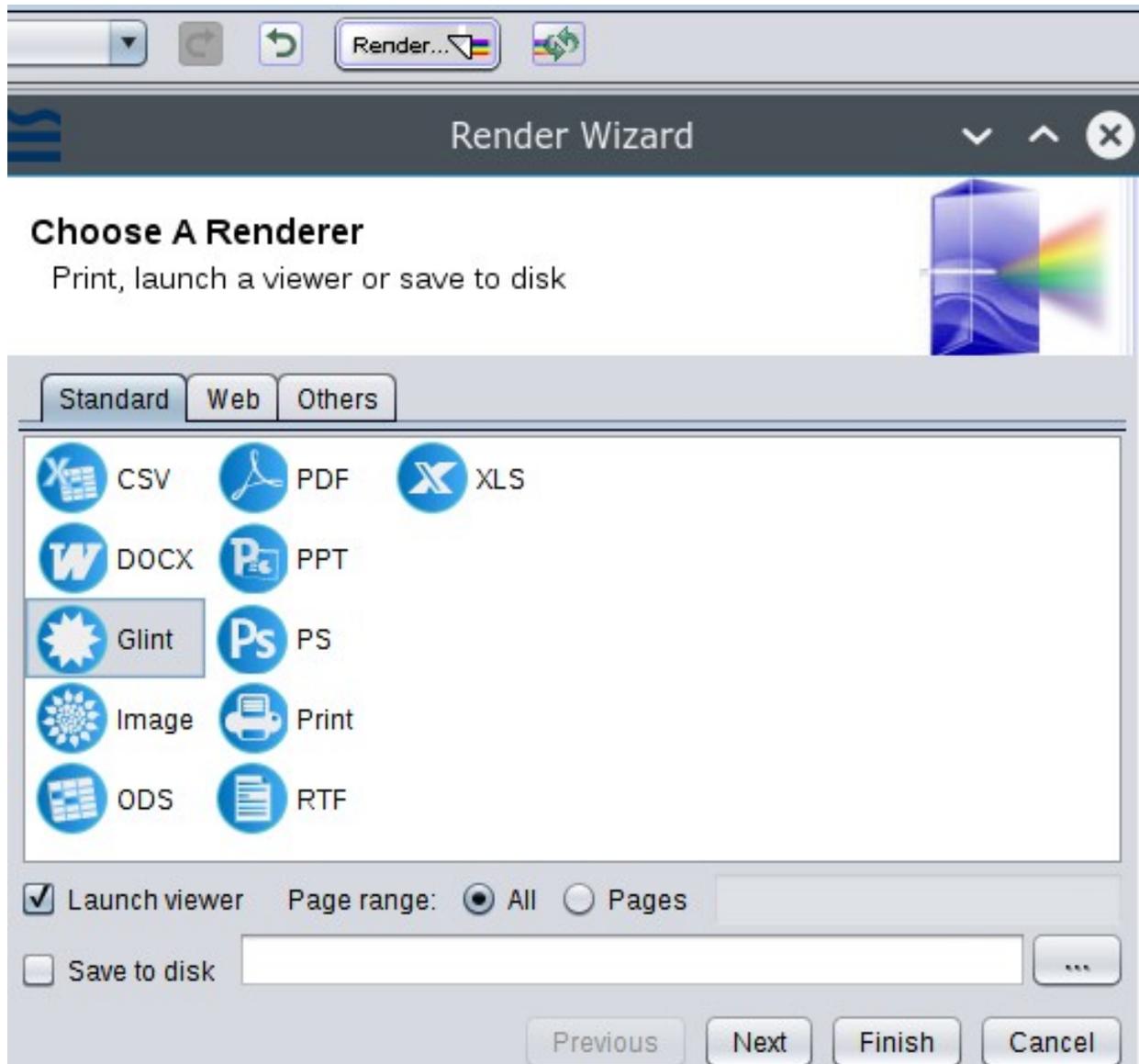
16. The final report layout looks as shown in the following example:

17. Click **Render** to render the report.

18. Select the final report format. Here we use the default **Glint** format to preview the report quickly.

19. The report is displayed as shown: