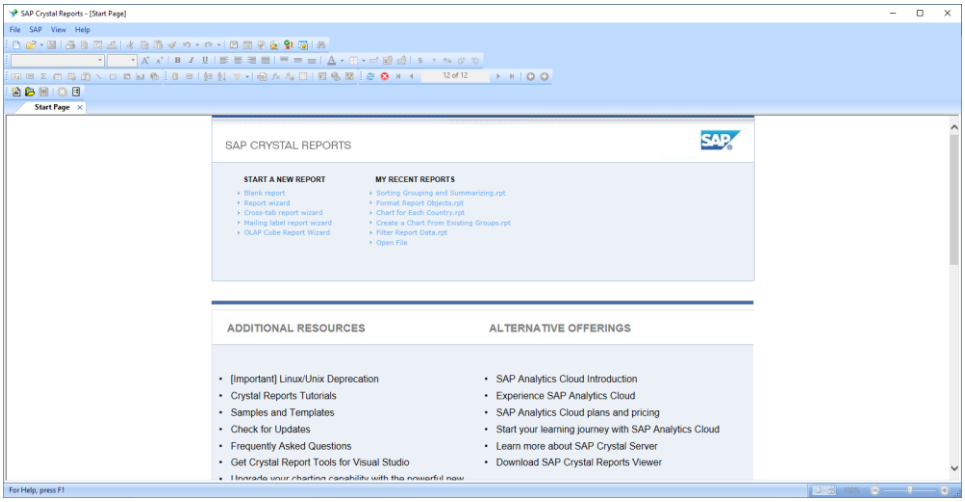
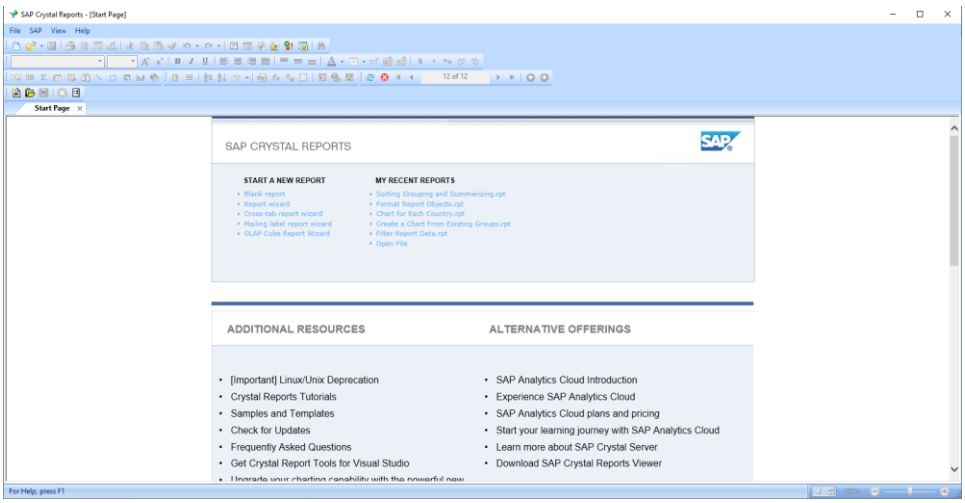
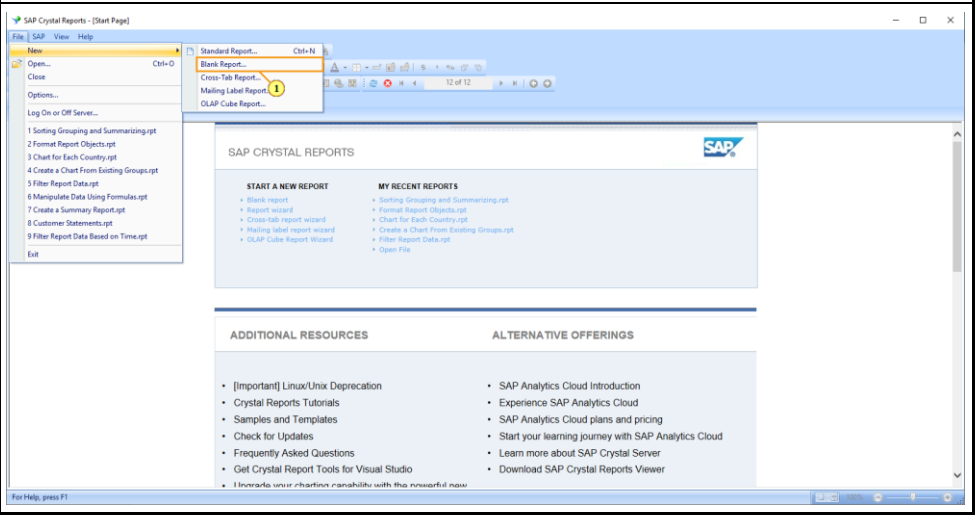
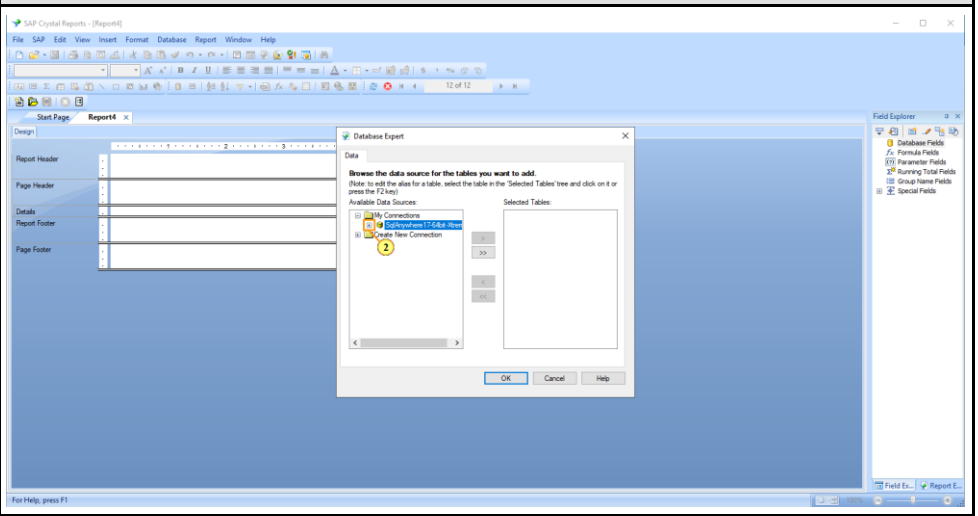
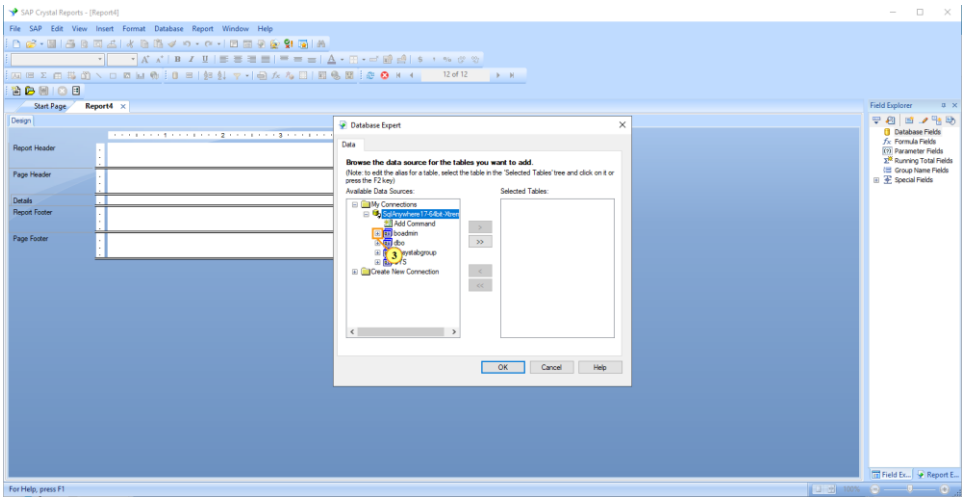
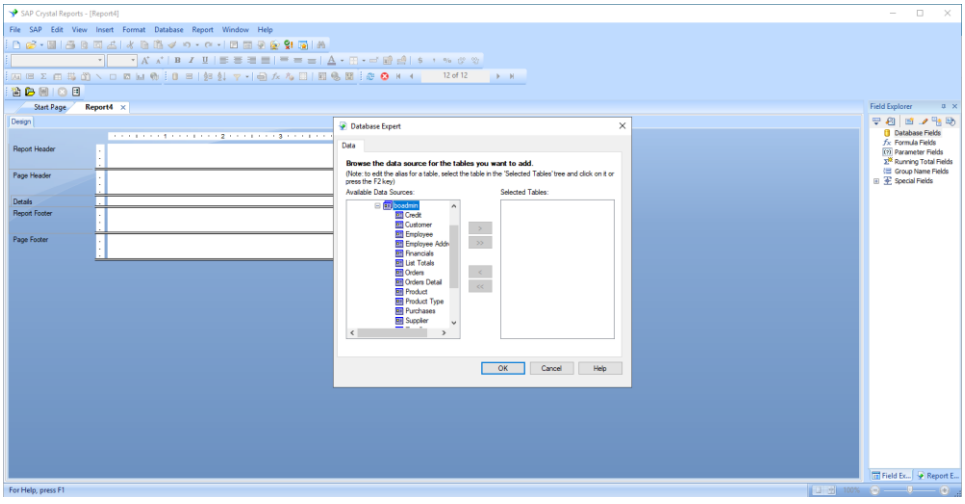
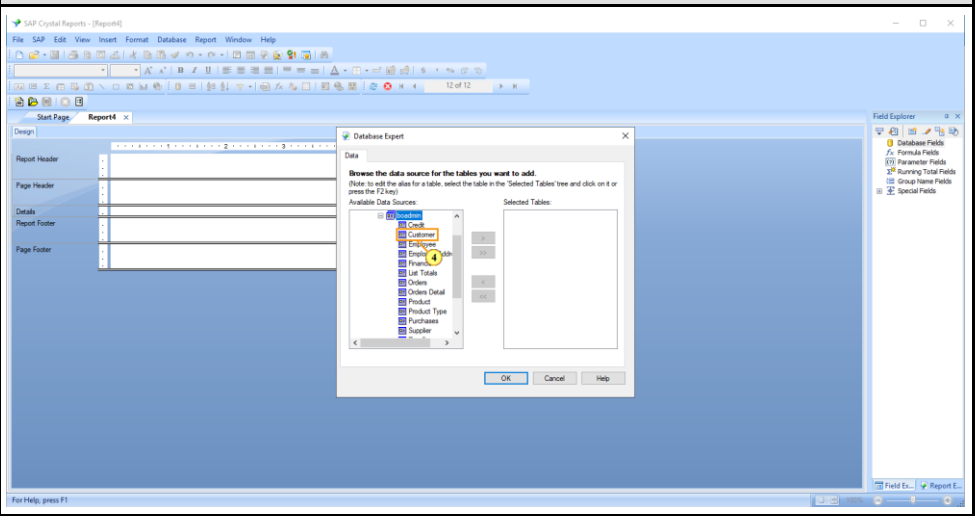
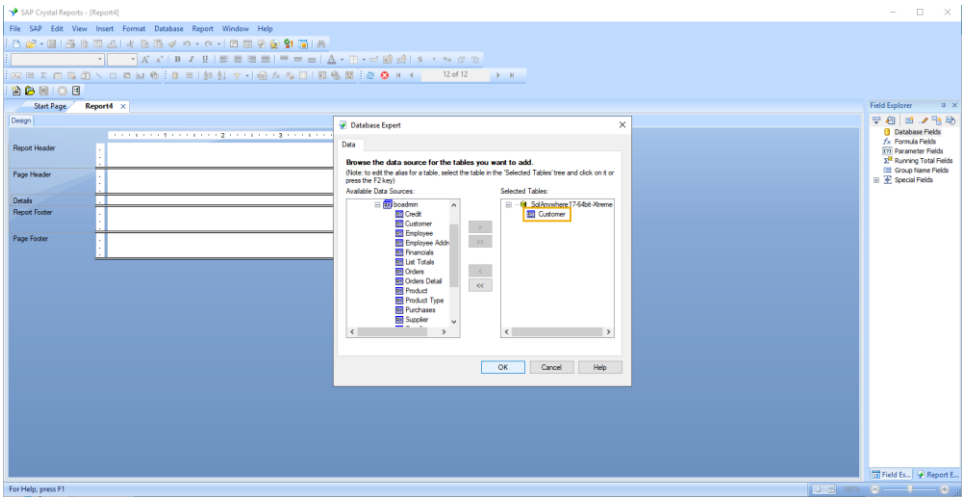
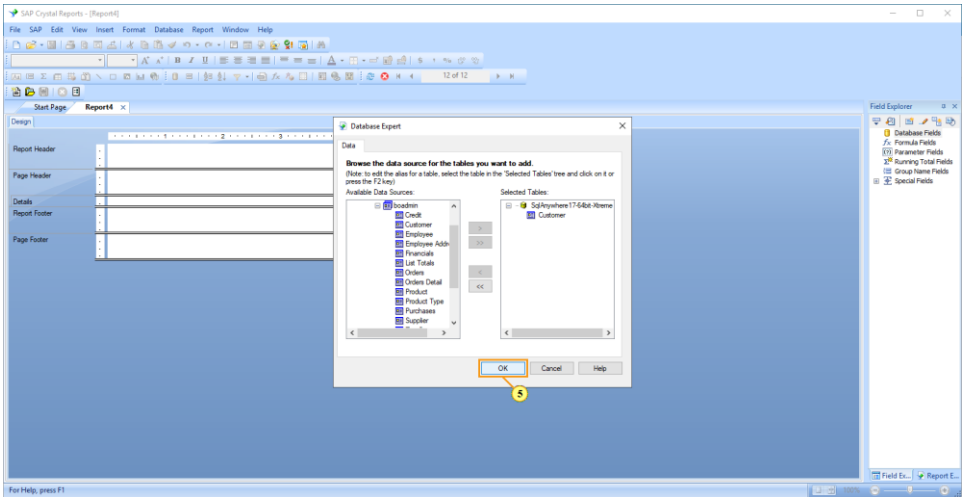
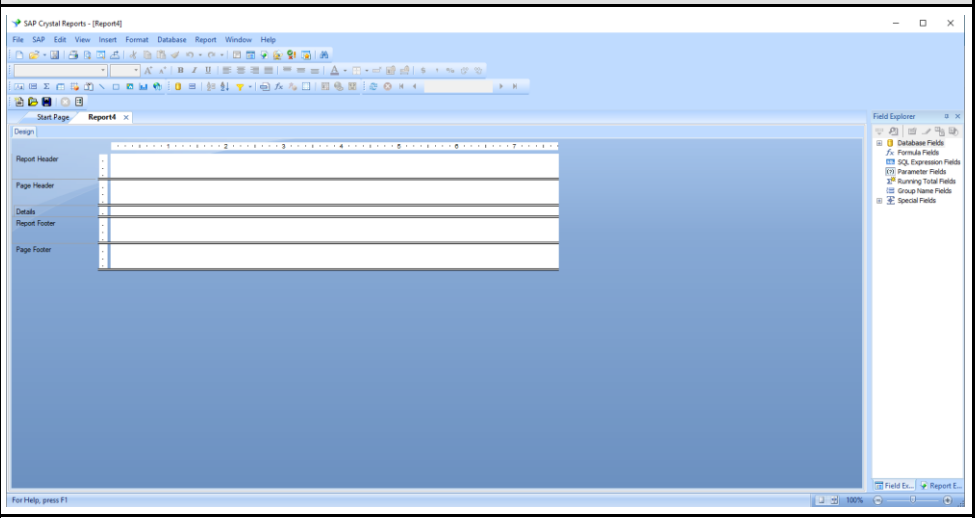
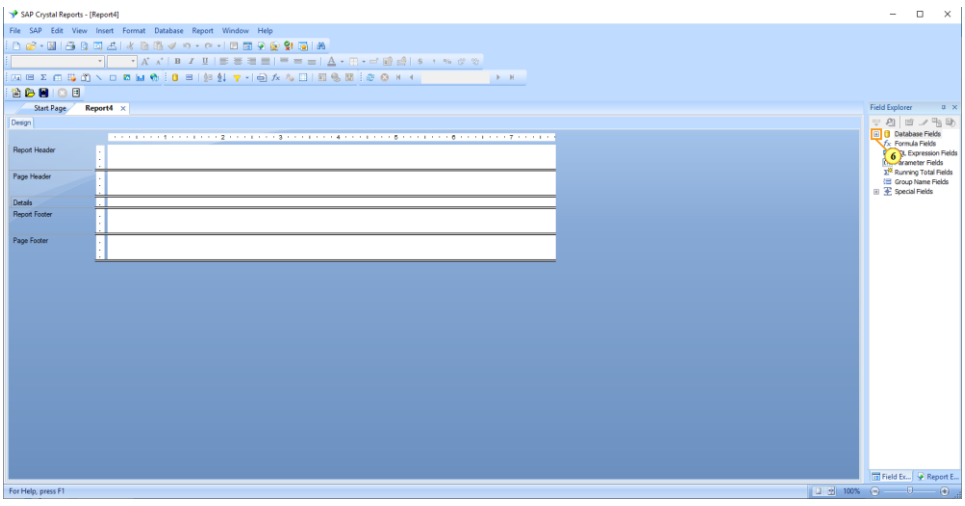
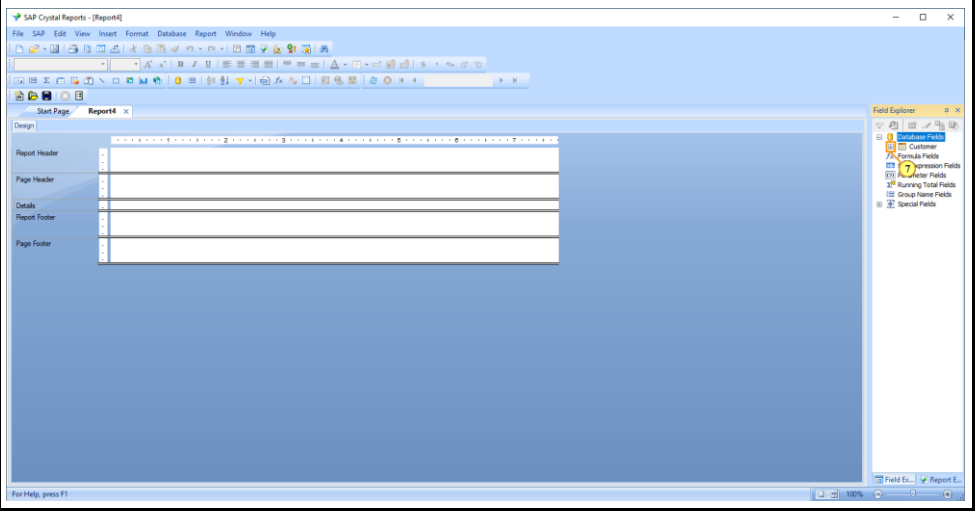
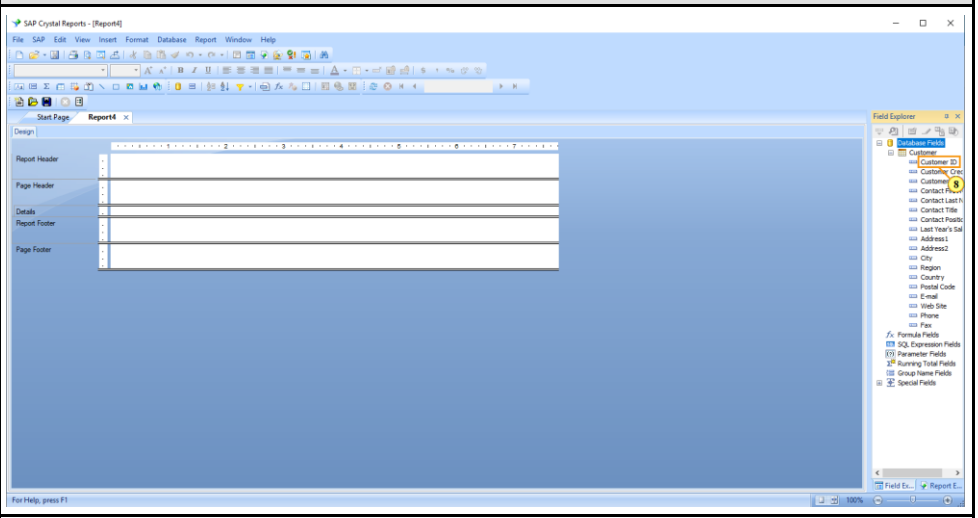
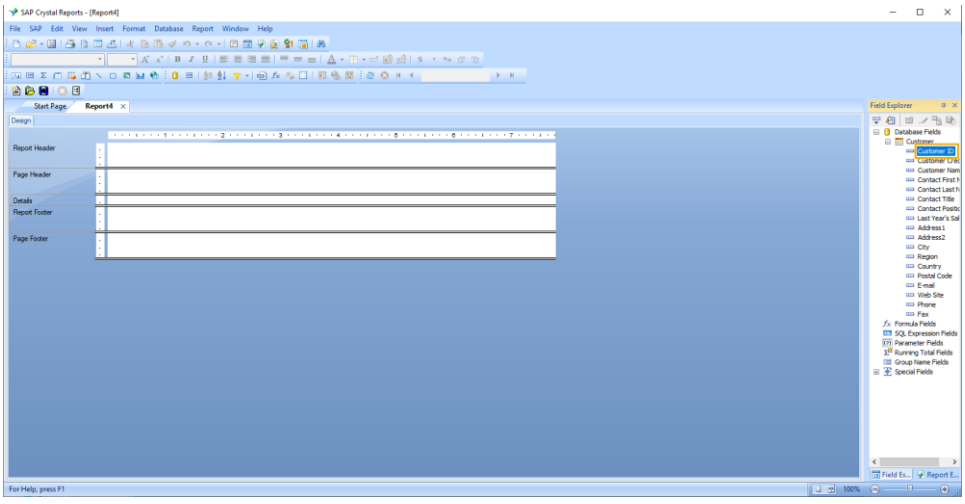
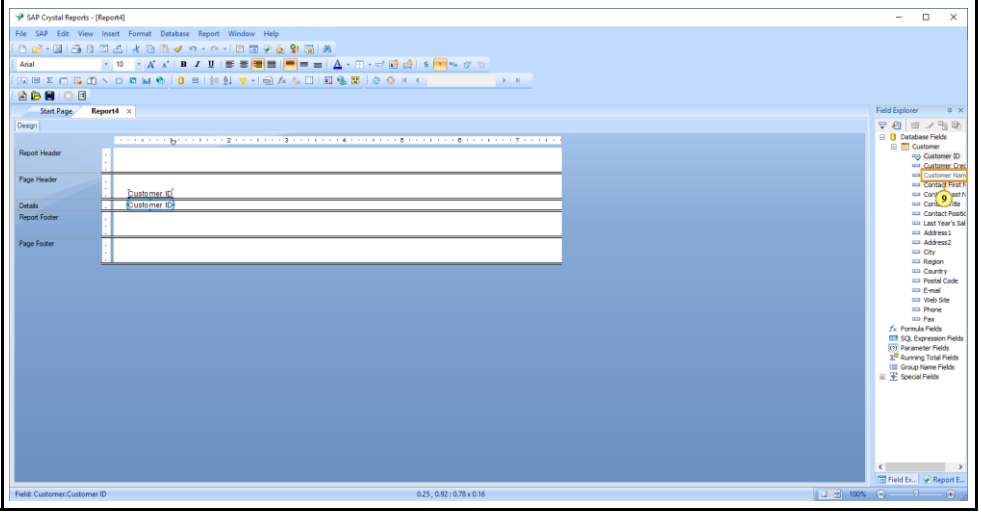
Create and Save a New Report

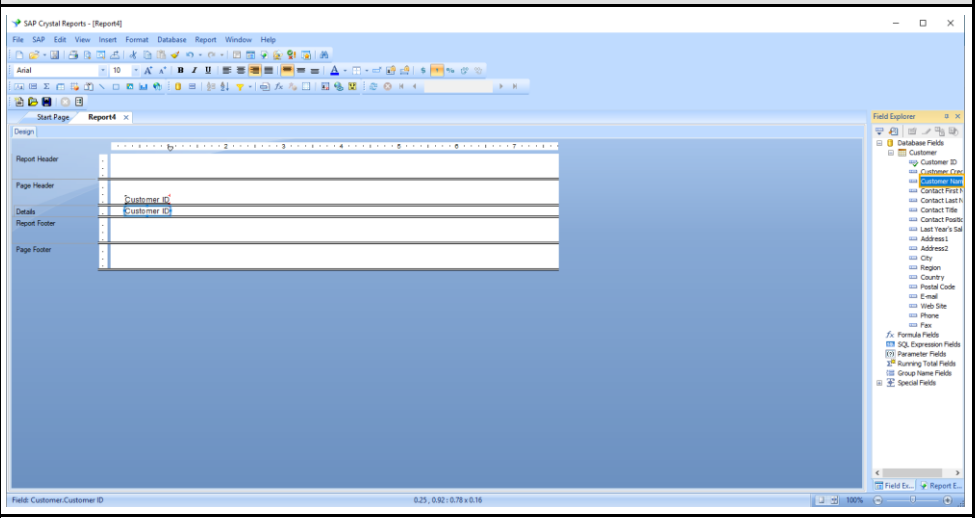
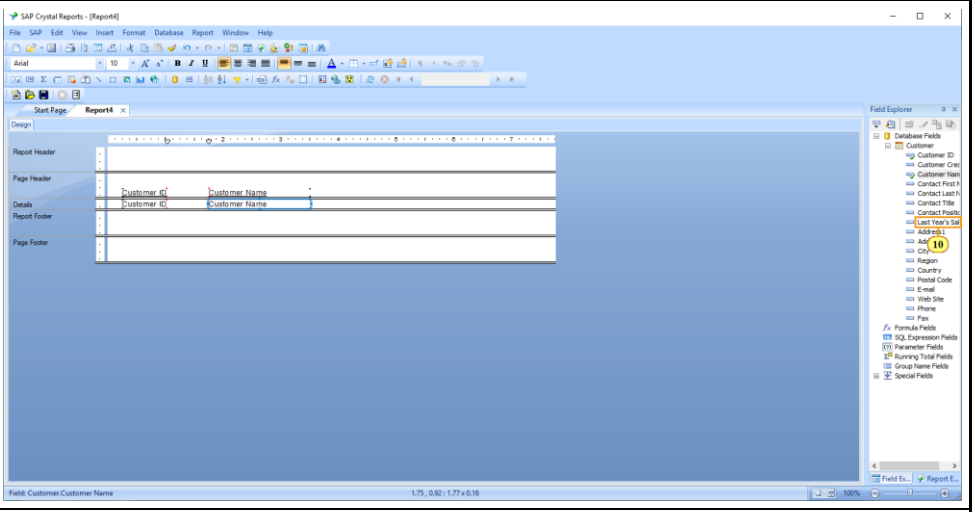
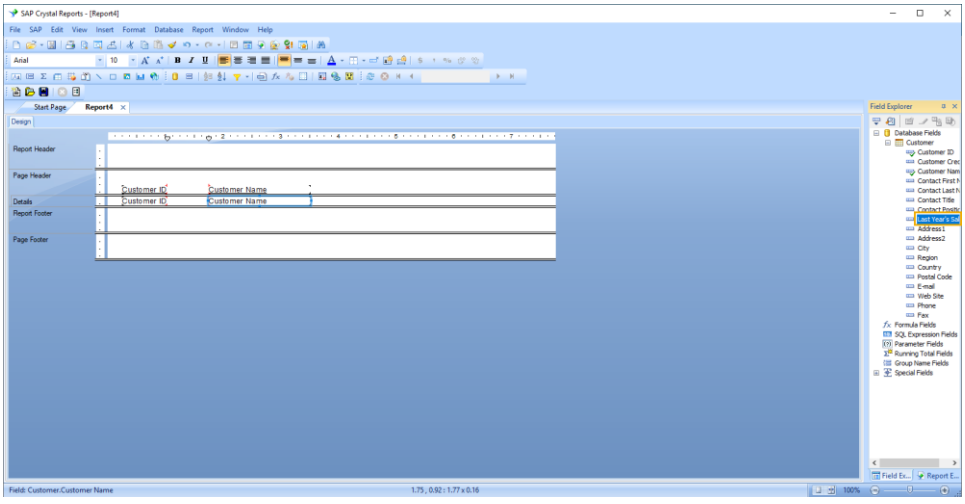
Explanation	Screenshot
ⓘ You want to build a new blank report, directly; without the "extras" that come with using the Report Wizard. To learn more about how to create and save a new report, follow this interactive tutorial.	
ⓘ In the following steps, you will start a new blank report and connect to the data source.	
1. Choose *File > New > Blank Report*.	

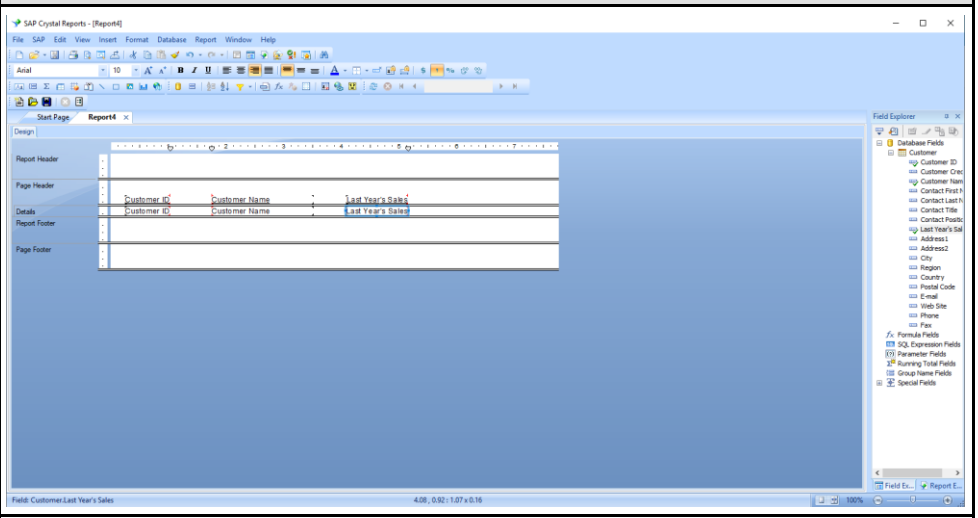
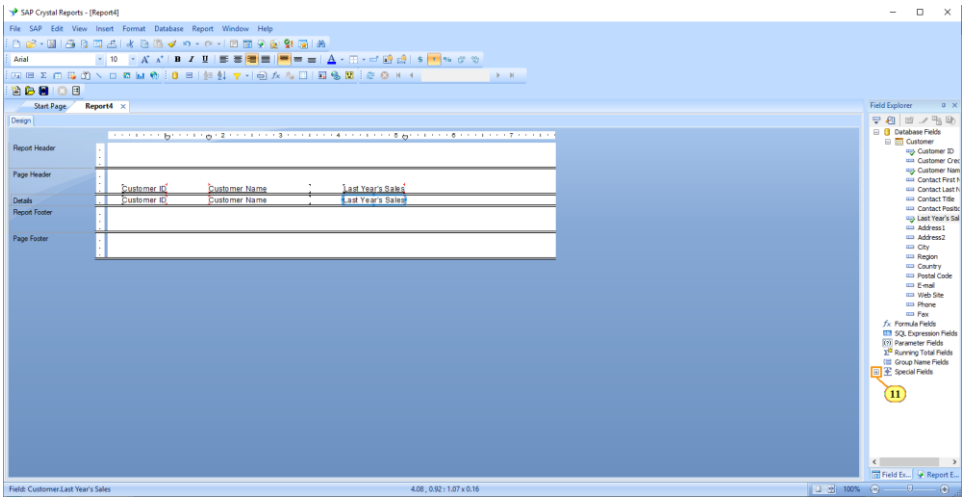
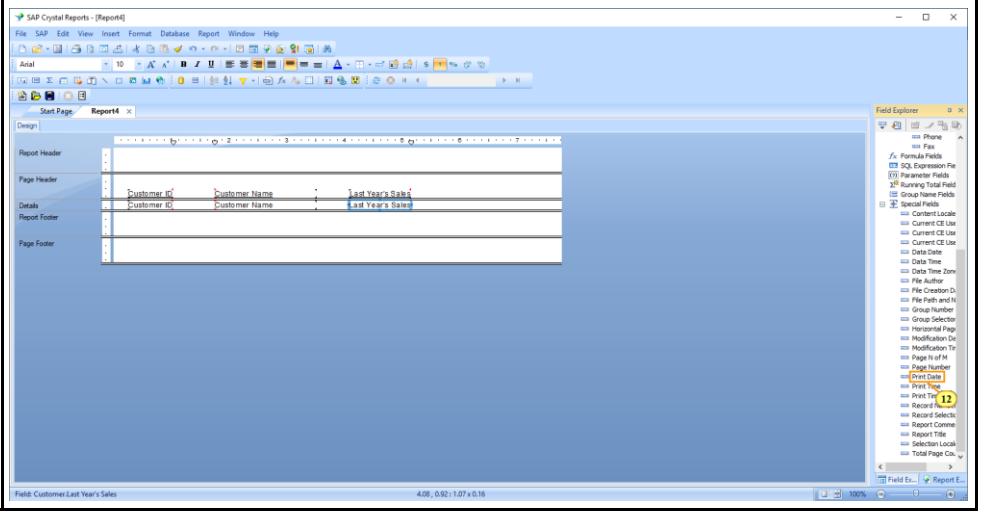
Explanation	Screenshot
2. Expand *SQLAnywhere17-64bit-Xtreme*.	
3. Expand *boadmin*.	
ⓘ In the following steps, you will specify the customer table as the data source.	

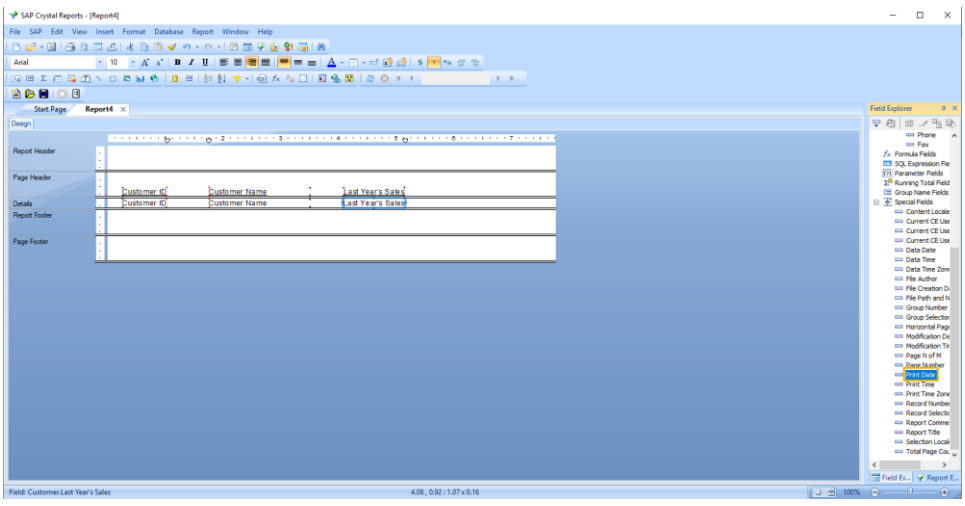
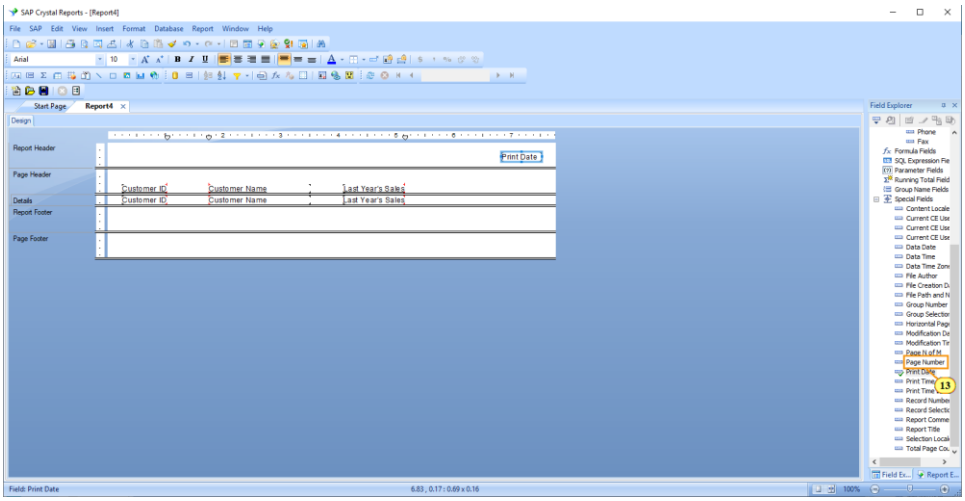
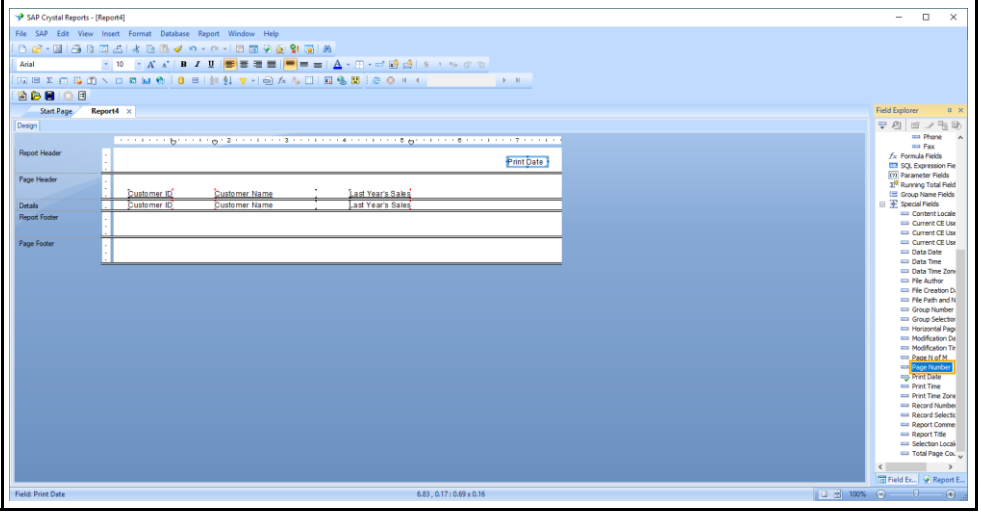
Explanation	Screenshot
4. Choose *Customer* with the double-click.	
ⓘ You can now see Customer is in the selected table on the right. You can also use the arrow to accomplish the same task.	
5. Choose *OK*.	

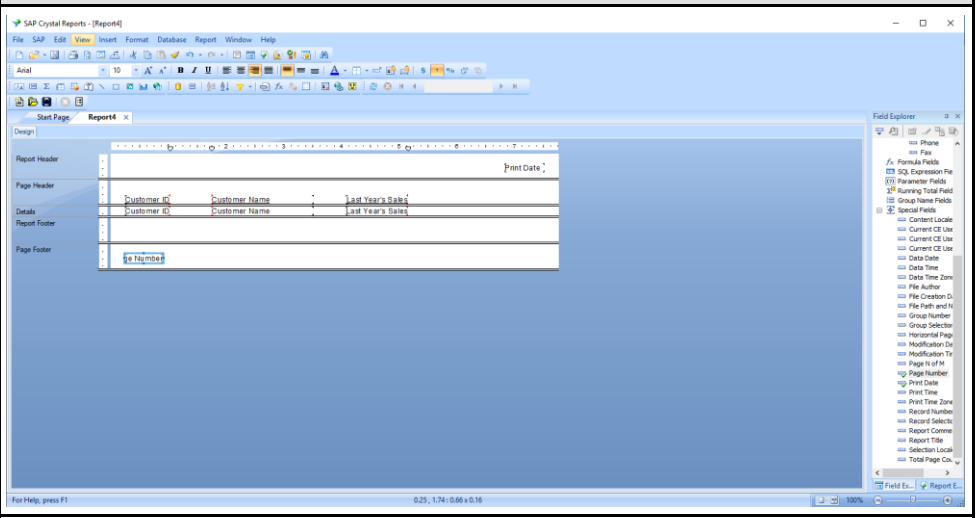
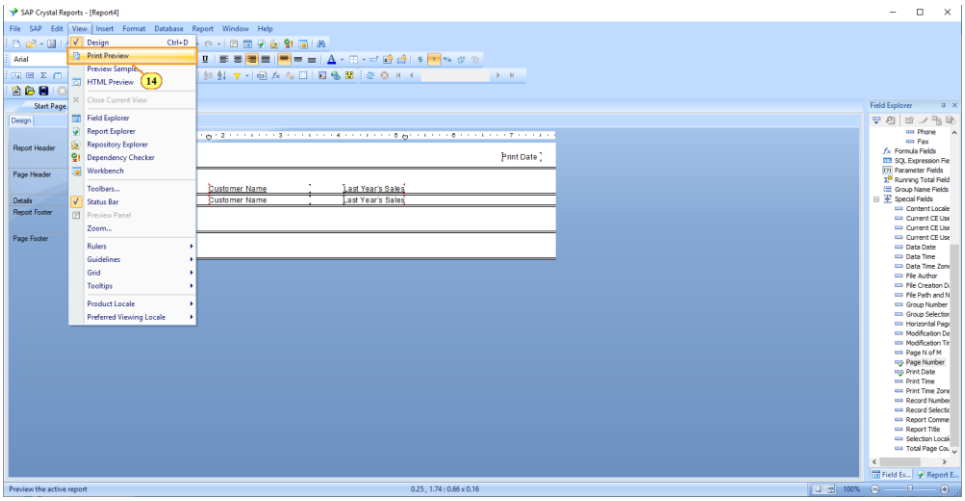
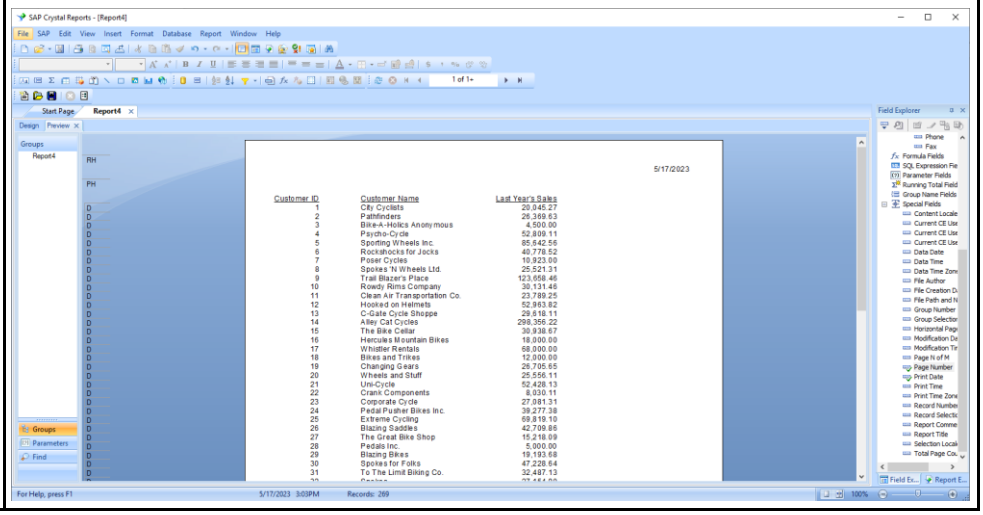
Explanation	Screenshot
ⓘ In the following steps, you will insert the fields into details section.	
6. Expand *Database Fields*.	
7. Expand *Customer*.	

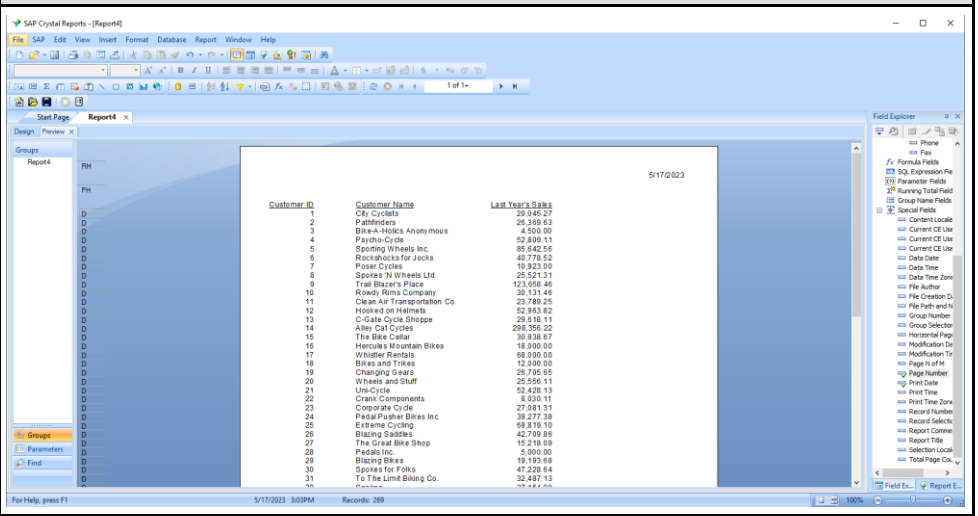
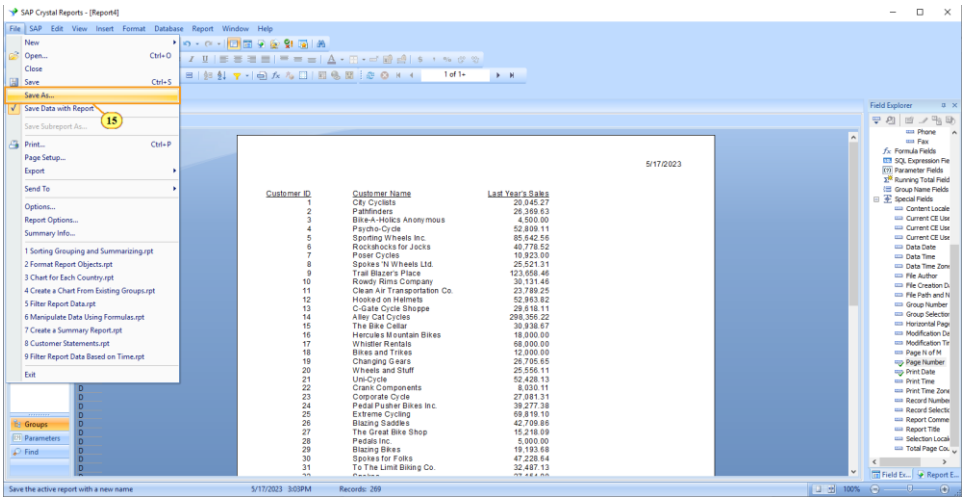
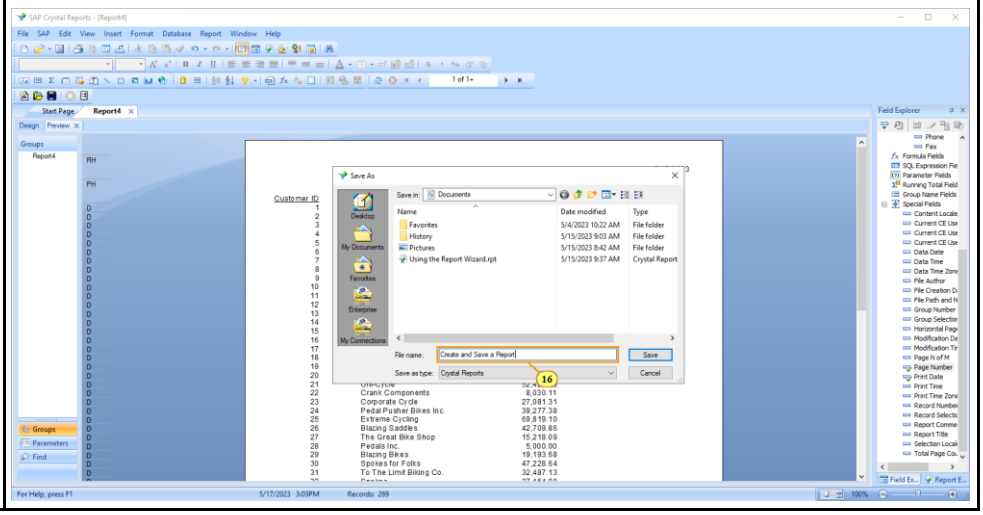
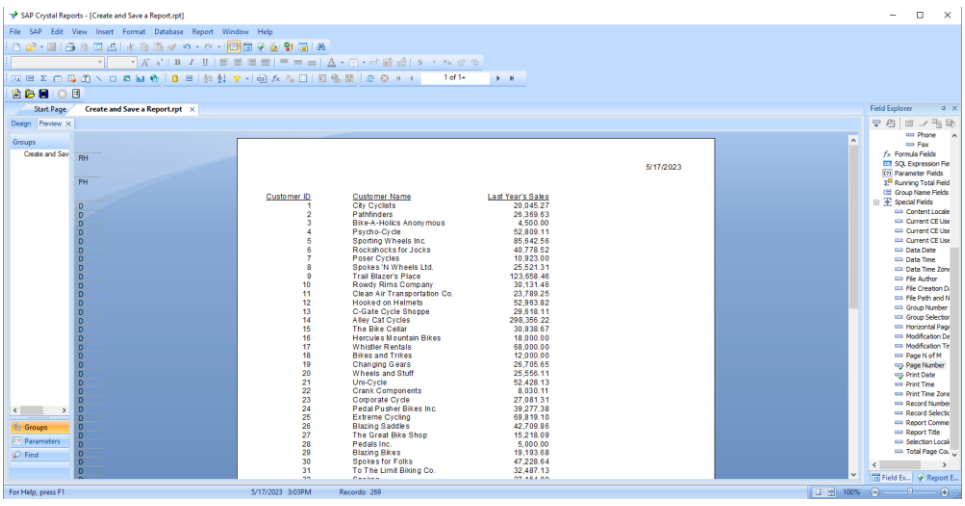
Explanation	Screenshot
8. Choose *Customer ID*.	
ⓘ Drag and drop the *Customer ID* field to the *Details* section. For this tutorial, this step has been performed for you.	
9. Choose *Customer Name*.	

Explanation	Screenshot
ⓘ Drag and drop the *Customer Name* field to the *Details* section. For this tutorial, this step has been performed for you.	
10. Choose *Last Year's Sales*.	
ⓘ Drag and drop the *Last Year's Sales* field to the *Details* section. For this tutorial, this step has been performed for you.	

Explanation	Screenshot
ⓘ In the following steps, you will insert fields to report header and page footer section.	
11. Expand *Special Fields*.	
12. Choose *Print Date*.	

Explanation	Screenshot
ⓘ Drag and drop the *Print Date* field to the *Report Header* section. For this tutorial, this step has been performed for you.	
13. Choose *Page Number*.	
ⓘ Drag and drop the *Page Number* field to the *Report Footer* section. For this tutorial, this step has been performed for you.	

Explanation	Screenshot
ⓘ In the following steps, you will preview the report.	
14. Choose *View* > *Print Preview*.	
ⓘ The Print Preview is a better option to use over a refresh if a database refresh is not necessary. You can also accomplish the same task by clicking on the Preview tab after the report has data.	

Explanation	Screenshot
ⓘ In the following steps, you will save the report.	
15. Choose *File* > *Save As*.	
16. In the *File name* field, enter **Create and Save a Report** and choose *Save*.	

Explanation	Screenshot
ⓘ You have successfully created and saved a new report. This concludes the interactive tutorial.