Custom Report: **Printer Consumables Report**

This report provides an overview of printer paper and toner usage over the reporting period.

Report Parameters

- Start Date
- End Date
- Customer

Requirements

This report requires the following: Report Builder 2.0, N-compass 3.1 SP1, and Microsoft SQL Server 2008.

Loading the Report into N-compass

The RDL file included in this package is ready to be uploaded to the N-compass Reports Console. After it has been uploaded, the report can be accessed through the Custom Reports section of the N-compass Reports Console.
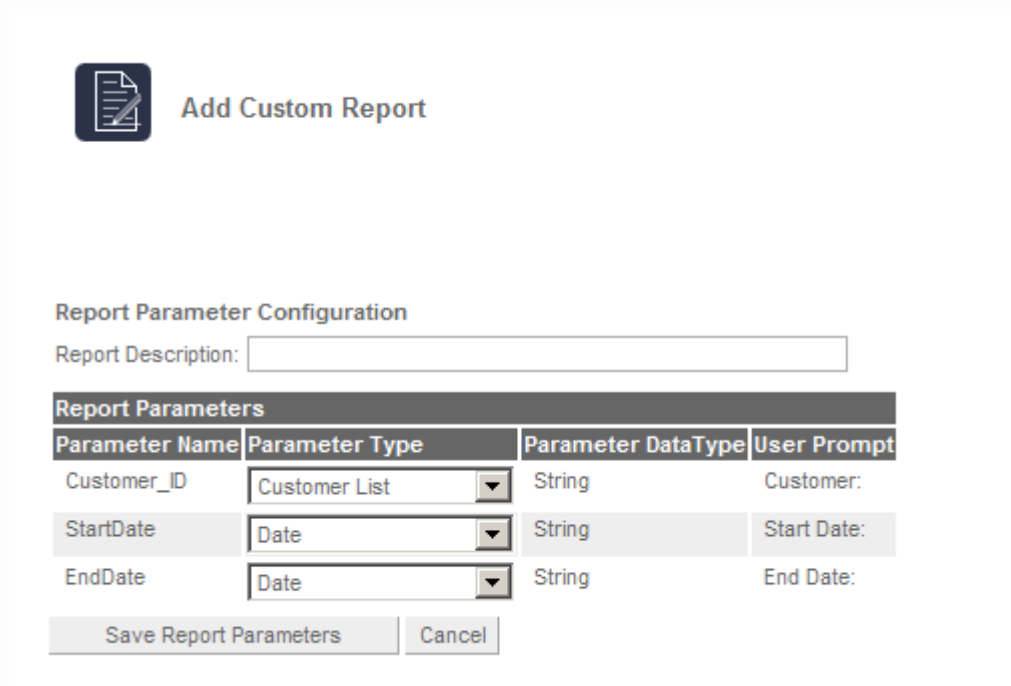
1. Sign in to the N-compass Administration Console.
2. Click **Custom Report Management**.
3. Click **Add Custom Report**.
4. For RDL File, click **Browse** to navigate to the file you want to upload.

To upload a report

1. Select a file and click **Open**.
2. Click **Upload**.

3. Specify a **Report Description**. This description of the report will appear for users to see in the Reports Console. Include all the details you would like to give a user about this report.

4. For each parameter, select a field type. The parameter will be displayed in the format that you select when a user generates the report.

   For example, "Customer List" will display the customers in a drop-down list.

5. Click **Save Report Parameters**.

   The Custom Report Management screen appears with the new custom report.

To upload a subreport

1. Select the **Upload as a Subreport** check box.

2. Click **Upload**.

   The Custom Report Management screen appears with the new custom subreport.

Modifying the Report in Report Builder

You can modify the attached report definition file (RDL) using Report Builder.

System Requirements

Microsoft .NET requirements: Microsoft .NET Framework 2.0 must be installed on the machine on which you are going to use Report Builder.

Firefox requirements: In order to launch Report Builder using Firefox as your browser, you need to download the Microsoft .NET Framework Assistant add-on through Tools > Add-ons, which allows Firefox to run .NET ClickOnce applications, such as Report Builder.

To modify the report in Report Builder

1. Sign in to the Administration Console.

2. Click **Custom Report Management**.

3. From the drop-down, select the Report Builder version you would like to use.

4. Click **Report Builder**.

5. If prompted, provide the credentials that N-compass uses to access Reporting Services. If you are using Firefox as your browser, select **Remember my password**.

6. If there is no prompt, and you are unable to open Report Builder, please refer to the [procedure](#) below. Otherwise, continue to the next step.

7. Click **OK**.

   Report Builder downloads and opens.

For further instructions to modify the report in Report Builder, please refer to the *Custom Report Creation Guidelines*, which you can find in the N-able Resource Center, located in the Custom Reports folder of the Community section.

Unable to open Report Builder?

If you are unable to run Report Builder and there is no prompt for credentials, use the following procedure:

a. On the N-compass server, click **Start** > **Run**.

b. Type `control userpasswords2`.

c. Click **OK**.

d. In the User Accounts dialog, select the **Advanced** tab.

e. Click **Manage Passwords**.

f. Click **Add**.

g. In the **Logon Information Properties** dialog, provide the server name and its credentials using an appropriate format, for example, <IP\username> or <domain\username>.

h. Click **Close**.

i. Sign back into the N-compass Administration Console and restart the procedure.

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