
contains and can also move them to/from any other folders they have access level as Editor or Manager.

Manager:

With this access level, users can do everything Viewers & Editors can do, plus they can also control other user's access levels to this folder. Also, users with Manager Access levels can delete the report.

From this milestone we are going to import the data and create the reports and dashboards for data visualization in the application

Create Report

Reports:

1. In **School Management App** click Reports tab.
2. Click New Report.
3. Select the report type as School with students and parents for the report.
4. Click start report.
5. Customize your report, then save and run
6. **Give report name – Schools with Students Report**
7. Click Save

row of records in a table with a grand total. While easy to set up they can't be used to create groups of data or charts and also cannot be used in Dashboards. They are mainly used to generate a simple list or a list with a grand total.

Summary Reports:

It is the most commonly used type of report. It allows grouping of rows of data, view subtotal, and create charts.

Matrix Report:

It is the most complex report format. Matrix report summarizes information in a grid format. It allows records to be grouped by both columns and rows. It can also be used to generate dashboards. Charts can be added to this type of report.

Joined Reports:

These types of reports let us create different views of data from multiple report types. The data is joined reports are organized in blocks. Each block acts as a subreport with its own fields, columns, sorting, and filtering. They are used to group and show data from multiple report types in different views.

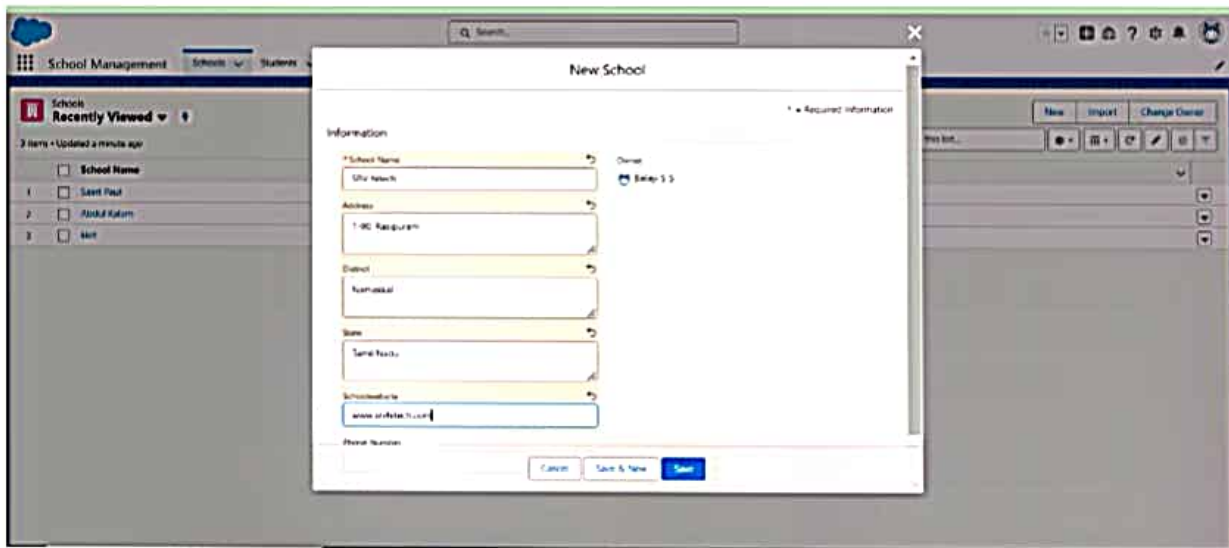
Viewer:

With this access level, users can see the data in a report but cannot make any changes except cloning it into a new report.



9.Delete Record (School)

1. Click on App Launcher on left side of screen.
2. Search **School Management App** & click on it.
3. Click on **Schools** Tab.
4. Click on Arrow at right hand side on that Particular record.
5. Click delete and delete again.



8.View Record (School)

1. Click on App Launcher on left side of screen.
2. Search **School Management App** & click on it.
3. Click on **Schools Tab**.
4. Click on any record name. you can see the details of the School.