**Prerequisite – Please have the project open**

**Add a Controller for report:**

* Right-click the “Controllers” FOLDER and click “Add”, then click “Controller…”
* Supply a controller name (ex. YourReportController)
* For template, select Empty MVC controller, and click “Add”
* Reference the BaseController instead of Controller. Example:

public class FellowReportController : BaseController

**Add a View for the search criteria:**

* Open the controller .cs created from previous step (ex. YourReportController.cs) and right-click on the Index() method.
* Select “Add View…” and supply a name for the view.

Note: Try to match the controller name as much as possible (ex. YourReport)

* Leave view engine as Razor CSHTML
* Check “use a layout or master page”

Note: Select the layout page in the shared folder or just enter ~/Views/Shared/\_Layout.cshtml

* Click “Add”
* A sub-folder will be created in the Views Folder with your report name (ex. YourReport). Inside this folder will be a .cshtml file (ex. YourReport.cshtml).
* Right-click on the .cshtml file created in the steps above (ex. YourReport.cshtml) and click “Rename” and make the new name Index.cshtml

**Add a Partial View for the Table or Graph data:**

* Right-click on the View FOLDER created from the previous step (ex. YourReport)
* Click “Add”, then click “View…”
* Supply a name for the view – Call it “ReportView” or “ChartView” for a chart
* Leave view engine as Razor CSHTML
* Check “Create as partial view”, then click “Add”
* Copy any necessary html or code from the SampleReport template that you need to proceed with your report. Anything that is named SampleReport will need to be replaced with the name of your new report.

**Copy the javascript file for the Report:**

* Open the Scripts/Pages FOLDER
* Right-click on SampleReport.js and click “Copy”
* Right-click on Scripts/Pages FOLDER and click “Paste”
* Highlight the “SampleReport – Copy.js” file and rename it to “YourReport.js”

Note: Don’t forget to change the name in the partial view ReportView.cshtml file to match.

**Clean Up:**

* You can use the code from SampleReportController.cs as an example for your controller code. Some variables may need to be changed to reflect your new file names.
* You can use the code from SampleReport/Index.cshtml and SampleReport/ReportView.cshtml in your reports Index and ReportView files. Some variables may need to be changed to reflect your new file names.

Add new report to DB:

* Go to data table cCentralReport to add a new record
* Go to data table cCentralRoleReports to add new records to include the new report for a specific role
* Go to data table cCentralReportGroups to add new records to include the new report id for a specific group
* Go to cCentralUserReports to add new records to include the new report id for a specific user if they need to access this report