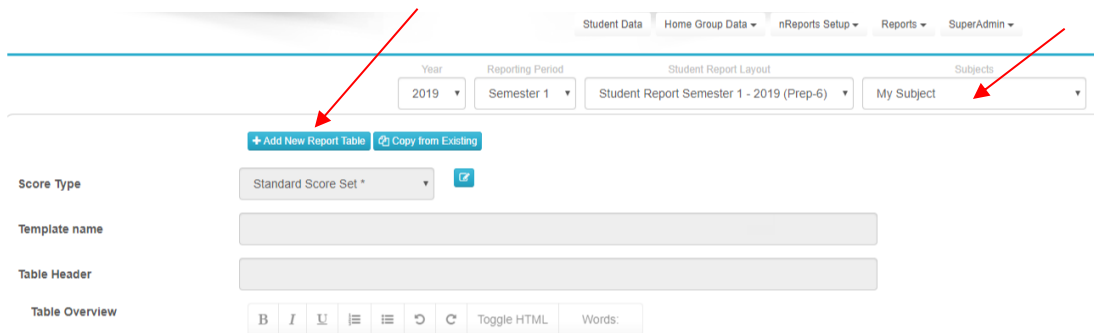## Create report tables

1. From the 'nReports Setup' menu, select 'Create Report Tables'.

2. Select the subject where you want the new table to appear. Click on 'Add New Report Table'.

3. In the pop-up window:
    - Enter the Template Name for the new table. (This **will not** be visible on the reports.)
    - Enter the Table Header Name. (This **will** be visible on the reports.)
    - Choose the Score Type. (You will need to have already created this in 'Create Score Sets'.) Click OK.
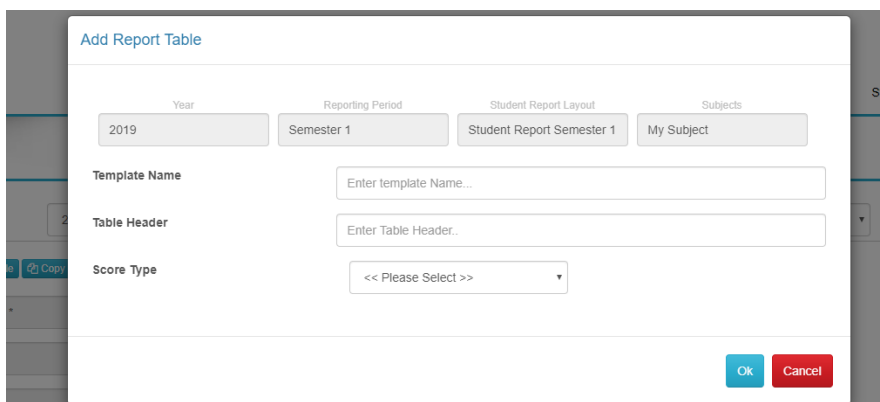
4. Your new table is now ready to populate with sub-headers and items. The example below shows a newly created Work Habits table.

Add sub headers and items

1. To add a new sub header, simply start typing into the brown boxes labelled 'Enter new sub header…' You can add several at once. Click Save when done. If you don't want the sub header to appear on the reports, tick the checkbox called 'Hide Sub Header on Report'.
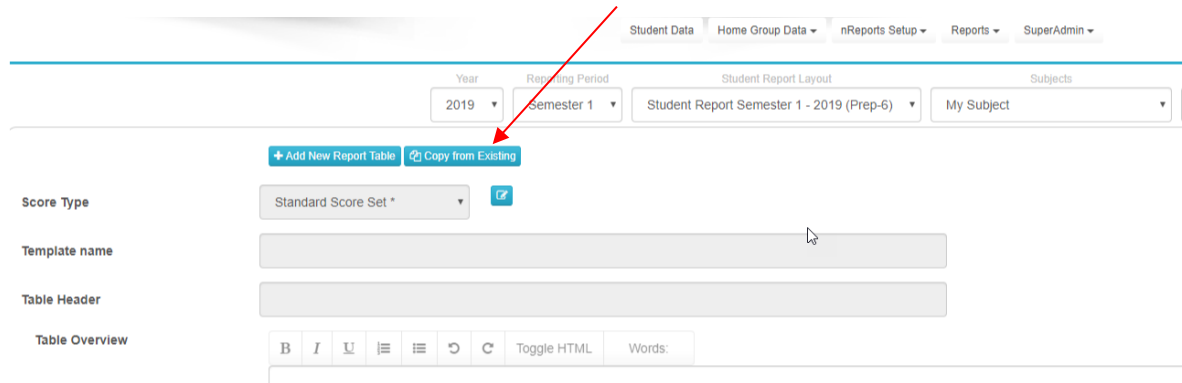

2. To add a new item under a sub header, simply start typing into the brown boxes labelled 'Enter new assessment item…' Choose the applicable year level/s. You can add several items at once. Each subsequent item will remember the year levels selected from the previous item. Click Save when done.
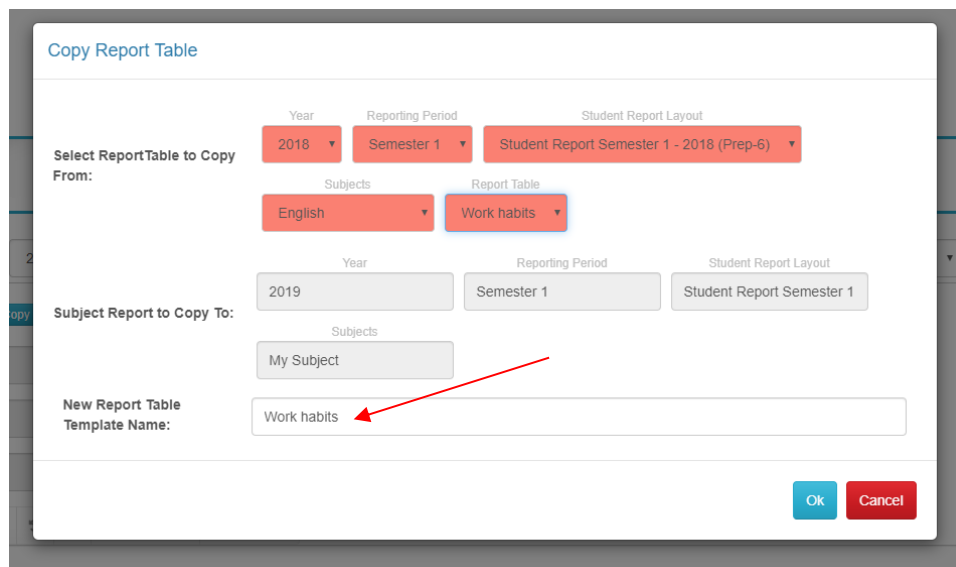
Copy a report table

1. Select the subject where you want the copied table to appear. Click on 'Copy from Existing'.


2. In the pop-up window, select the report table you want to copy in the top section. You can copy from the current or a previous semester. The bottom selection displays what was already selected on the previous screen. Change the name of the template if necessary. Click OK. Your copied table is now ready to use and will appear in the 'Report Table' drop-down menu for that subject. It can also be edited or added to as per any other table.

Edit and re-order sub headers and items

1. Sub headers and items can be moved, re-ordered, copied or deleted using the tick boxes on the left-hand side. Tick the item/s you want to edit and then select one of the options (cut, copy or delete) as shown.
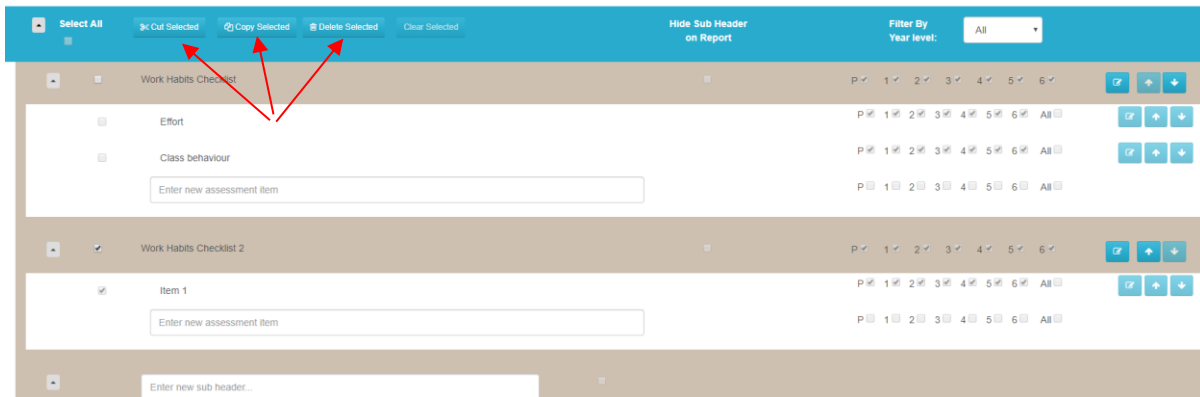
2. If 'Cut Selected' or 'Copy Selected' are chosen, the 'Paste Above' buttons will appear. Choose where you want the items to be moved by clicking on the button.
   If 'Delete Selected' is chosen, a confirmation pop-up will appear. Choose OK to confirm and then click Save.
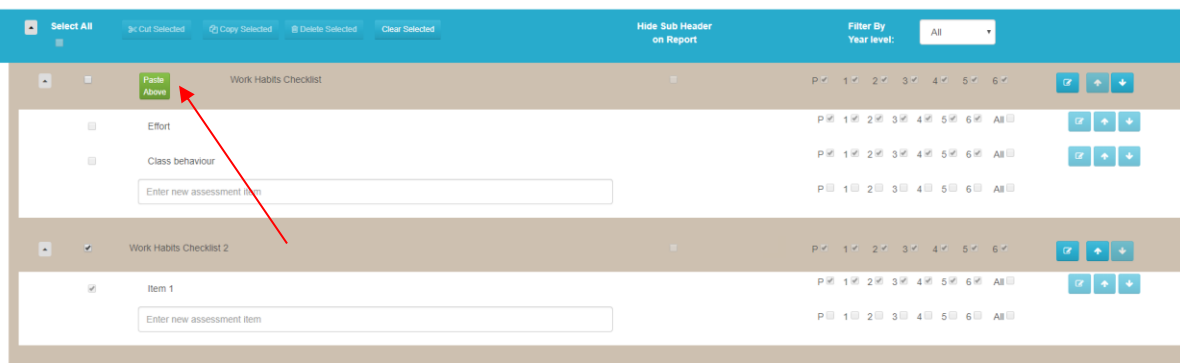
3. Sub headers and items can also be moved using the up/down arrows on the right-hand side. Click the arrow next to a sub header or item until the item is where you want it. This is useful for quickly moving an item to the correct place.

   Sub headers and items can be edited by clicking on the small edit buttons. The edit button will then change into an 'undo' button to use if you make a mistake. Change the name or year levels as required and save.