

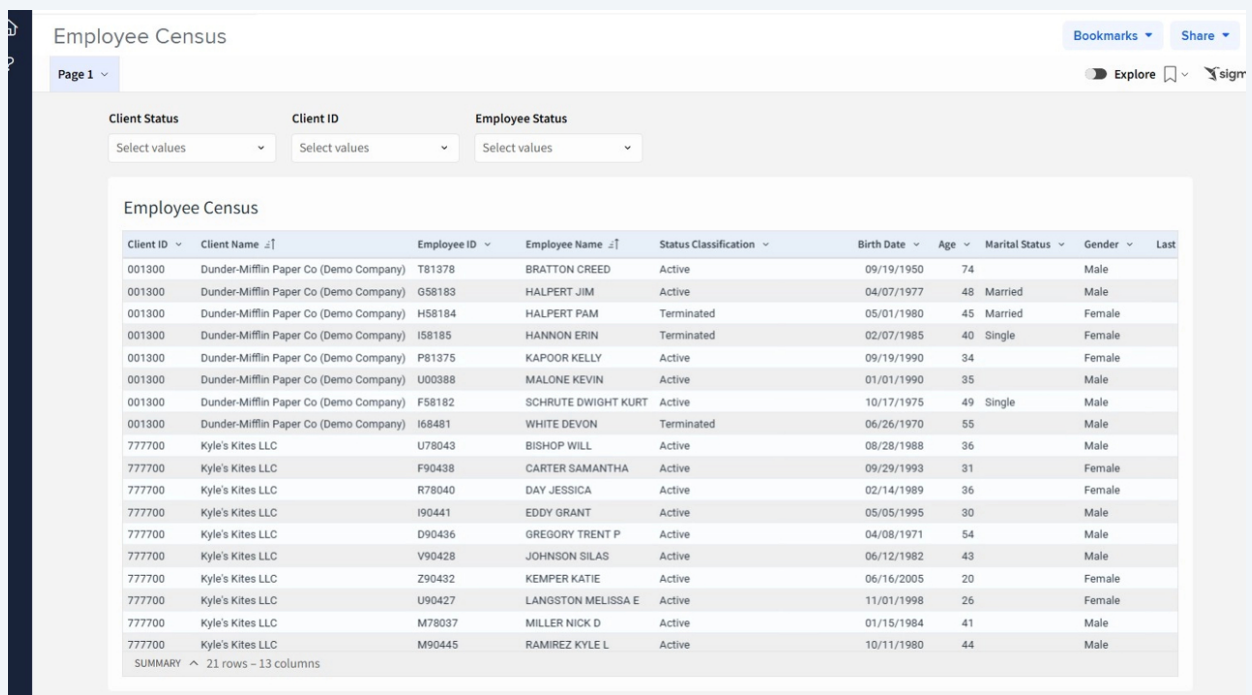
How to Add Columns to a Report Center Workbook

This guide provides instructions for adding columns to your Report Center Workbook.

By following the steps outlined, users can easily customize their reports to better suit their needs, improving data visibility and analysis. It's an essential resource for anyone looking to optimize their reporting capabilities within Report Center.

NOTE: The Report Center functionality detailed in this guide requires "Explorer" level access in Report Center.

1 Navigate to any Report Center Workbook. For this example, we used the "Employee Census" Workbook.



Employee Census

Page 1

Bookmarks Share

Explore Sign

Client Status Client ID Employee Status

Select values Select values Select values

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age	Marital Status	Gender	Last
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	74		Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	48	Married	Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	45	Married	Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	I58185	HANNON ERIN	Terminated	02/07/1985	40	Single	Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	34		Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	35		Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	49	Single	Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	I68481	WHITE DEVON	Terminated	06/26/1970	55		Male	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	36		Male	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	31		Female	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	36		Female	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	30		Male	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	54		Male	
777700	Kyle's Kites LLC	Y90428	JOHNSON SILAS	Active	06/12/1982	43		Male	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	20		Female	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	26		Female	
777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	41		Male	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	44		Male	

SUMMARY 21 rows - 13 columns

2 Toggle into "Explore" mode.

Employee Census

Page 1

Client Status Client ID Employee Status

Select values Select values Select values

Employee Census

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777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	41		Male	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	44		Male	

3 Click in the white area of the table you will be adding columns to. In this case, we are adding a column to the "Employee Census" table.

Employee Census

Page 1

Client Status Client ID Employee Status

Select values Select values Select values

Employee Census

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	
001300	Dunder-Mifflin Paper Co (Demo Company)	I58185	HANNON ERIN	Terminated	02/07/1985	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
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777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
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777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	

Columns: EMPLOYEE + 1

4

Under the "Data Source" section of the Explorer Menu, click on the "Show source Columns" icon.

The screenshot shows the 'Employee Census' table with columns: Client ID, Client Name, Employee ID, Employee Name, Status Classification, Birth Date, and Age. The 'Show source Columns' icon is circled in orange in the top right corner of the table area.

5

Within the "Source columns" pop-up box, select the field you would like to add to the table. In this case, we are adding the "Location Home" field.

The screenshot shows the 'Employee Census' table with the 'Source columns' pop-up box open. The search bar contains 'location'. Under the 'EMPLOYEE' category, the 'Location Home' field is selected with a radio button. Other fields listed include 'Location Code Home', 'W/C Time Sheet Location...', 'Home Location Federal T...', 'Home Location Code', 'Home Location Address 1', and 'Home Location Address 2'.

6 Exit out of the "Source columns" pop up box.

Employee Census

Client Status Client ID Employee Status

Select values Select values Select values

Employee Census

Birth Date	Age	Marital Status	Gender	Last Hire Date	Original Hire Date	Termination Date	Annual Pay Rate
09/19/1950	74		Male	08/01/2023	08/01/2023	null	\$22,880.00
04/07/1977	48	Married	Male	04/01/2004	04/01/2004	null	\$39,000.00
05/01/1980	45	Married	Female	01/01/2006	01/01/2006	04/05/2023	\$41,000.00
02/07/1985	40	Single	Female	02/23/2022	05/01/2009	09/12/2022	\$26,000.00
09/19/1990	34		Female	08/01/2023	08/01/2023	null	\$22,880.00
01/01/1990	35		Male	01/01/2025	01/01/2025	null	\$36,000.00
10/17/1975	49	Single	Male	09/15/2002	09/15/2002	null	\$41,600.00
06/26/1970	55		Male	08/01/2004	08/01/2004	10/18/2005	\$40,000.00
08/28/1988	36		Male	05/18/2023	05/18/2023	null	\$46,800.00
09/29/1993	31		Female	04/03/2024	04/03/2024	null	\$37,440.00
02/14/1989	36		Female	05/18/2023	05/18/2023	null	\$24,960.00
05/05/1995	30		Male	01/08/2024	01/08/2024	null	\$28,080.00
04/08/1971	54		Male	06/08/2023	06/08/2023	null	\$27,040.00
06/12/1982	43		Male	06/17/2024	06/17/2024	null	\$24,960.00
06/16/2005	20		Female	06/17/2024	06/17/2024	null	\$24,960.00
11/01/1998	26		Female	06/17/2024	06/17/2024	null	\$39,520.00

Source columns

location

- RBC Location Code Home
- RBC W/C Time Sheet Location...
- RBC Home Location Federal T...
- RBC Location Home
- RBC Home Location Code
- RBC Home Location Address 1
- RBC Home Location Address 2

7 The "Location Home" field has been added to the report.

Employee Census

Client Status Client ID Employee Status

Select values Select values Select values

Employee Census

e	Age	Marital Status	Gender	Last Hire Date	Original Hire Date	Termination Date	Annual Pay Rate	Location Home
1950	74		Male	08/01/2023	08/01/2023	null	\$22,880.00	MAIN
1977	48	Married	Male	04/01/2004	04/01/2004	null	\$39,000.00	MAIN
1980	45	Married	Female	01/01/2006	01/01/2006	04/05/2023	\$41,000.00	MAIN
1985	40	Single	Female	02/23/2022	05/01/2009	09/12/2022	\$26,000.00	MAIN
1990	34		Female	08/01/2023	08/01/2023	null	\$22,880.00	MAIN
1990	35		Male	01/01/2025	01/01/2025	null	\$36,000.00	MAIN
1975	49	Single	Male	09/15/2002	09/15/2002	null	\$41,600.00	MAIN
1970	55		Male	08/01/2004	08/01/2004	10/18/2005	\$40,000.00	MAIN
1988	36		Male	05/18/2023	05/18/2023	null	\$46,800.00	Van Buren, AR
1993	31		Female	04/03/2024	04/03/2024	null	\$37,440.00	Van Buren, AR
1989	36		Female	05/18/2023	05/18/2023	null	\$24,960.00	Van Buren, AR
1995	30		Male	01/08/2024	01/08/2024	null	\$28,080.00	Van Buren, AR
1971	54		Male	06/08/2023	06/08/2023	null	\$27,040.00	Van Buren, AR
1982	43		Male	06/17/2024	06/17/2024	null	\$24,960.00	Little Rock, AR
2005	20		Female	06/17/2024	06/17/2024	null	\$24,960.00	Little Rock, AR
1998	26		Female	06/17/2024	06/17/2024	null	\$39,520.00	Little Rock, AR

Location Home [LOCATION CODES].LOCATION