





4. Returning to the draft report, new columns can be added by clicking on the + symbols, while existing columns can be edited or deleted by clicking on the pencil and trashcan symbols, as appropriate. When adding or editing a column, the dialog box allows selecting the data to appear in it, naming or renaming it, and positioning it relative to other existing columns.

The **More Options** button adds formatting choices for the column, including collapsing its contents into that of the prior column(s).

After adding a few columns, we have a good basic report. Click **Finish Editing Report**, and you're done.