



Adding Objects and Modifying the Display of a Report

ACE Reports Video

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INTRODUCTION

You can view and manipulate the display of available objects in a report table, as well as modify the display of a report.

ADDING OBJECTS AND MODIFYING THE DISPLAY OF A REPORT

1. Open a report.
2. Select the **Design** button to access the modification mode for the report.



NOTE: New objects added to the **Result Objects** pane in the **Query Panel** display in the **Available Objects** list, but do not automatically display in the report.

3. Select the **Available Objects** button.
4. Drag and drop a data object into the report.

The data object displays as a column in the report table.



NOTE: As items are dragged into the report table, it is very important to pay attention to the tooltip that displays the action (insert or replace) and location for the data object.

Add multiple **Available Objects** at once by holding down the **Ctrl** key while selecting each object, then drag and drop selected objects into the report.

5. If necessary, to adjust the column width:
 - a. Select the line between two column headers.
 - b. Drag to adjust the column.



NOTE: Another option is to use the mouse to double click the column line. As in Excel spreadsheets, it automatically adjusts the column width to the length of the text.