Custom Report Builder In CrownSIS – Step By Step Guide

Custom Report Builder in CrownSIS – Step-by-Step Guide

Introduction

The **Custom Report Builder** in CrownSIS allows you to create tailored student reports based on any field, including custom fields. You can filter data, save reports for future use, and drill down to Student 360 for detailed information. This guide walks you through the process step by step.

Steps to Use Custom Report Builder

Step 1: Access the Custom Report Builder

- Navigate to **Reports → Student → Custom Report Builder**.

Step 2: Add a Field and Condition

- Select a field to report on (e.g., *Date of Birth*).

- Choose a condition (e.g., *Between*).

- Enter the filter values.



- Click **Review** and then **Run Report** to see the results.



Step 3: Refine the Report with Additional Filters

- Add another field (e.g., *Gender*).
- Set a condition (e.g., *Gender = Female*).



- Run the report again to view the refined list.



Step 4: Save the Report for Future Use

- Click **Save Report**.
- Enter a **Title** and **Description** (e.g., *Sweet 16 – Female Students*).
- Save the report.



Step 5: Run a Saved Report

- Go to **Show Saved Report**.



- Select a report from the list and run it.



- Click a **Student ID** in the results to open Student 360.

Step 6: Use Custom Student Fields

- Custom fields created under **Settings → Students → Student Fields** can also be used.
- Add the field, set a condition, and run the report.

Conclusion

The Custom Report Builder helps administrators quickly generate, save, and refine student reports with powerful filtering options. By combining standard fields, custom fields, and conditions, you can create reports that perfectly match your institution’s needs.

Revision #7
Created 2026-01-26 21:00:51 UTC by Administrator
Updated 2026-01-26 22:06:02 UTC by Administrator