


About Subreports

Subreports, like Subforms, are used to display information from another table that is linked to the table that the main report is based on, e.g. a report based on the Customers table can have a subreport based on the Orders table. Subreports can be other reports that you have already created, or they can be automatically generated based on tables or queries.

How to Insert a Subreport into an Existing Report

To insert a Subreport into an existing report:


1. **Right-click** the report into which you wish to insert a subreport in the **Navigation Pane**.
2. Select the **Design View** option from the pop-up menu.
3. The selected report opens in design view.
4. Click the **Subform/Subreport** control  in the **Controls** group on the **Design** tab.
5. Click the report section where you wish the subreport to appear.
6. Click and drag your mouse to create a rectangular placeholder for the subreport.
7. Release your mouse.
8. The first page of the **Subreport Wizard** appears:



9. Select the **Use existing Tables and Queries** option.
10. Click the **Next** button.
11. The second page of the **Subreport Wizard** appears:

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12. Click the arrow on the right side of the **Tables/Queries** text box.
13. Select the table that you wish to use for the subreport from the drop-down list.
14. Select the fields that you wish to see in the report from the **Available Fields** list (click the field name and then click the Select button ).
15. Click the **Next** button.
16. Page three of the Subreport Wizard appears:



17. Select the **Choose from a list** option.
18. Leave the highlighted selection as is.
19. Click the **Next** button.
20. The last page of the **Subreport Wizard** appears: