## Create a Static Column

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## **Permissions**

You will require an Access Role with the following permissions:

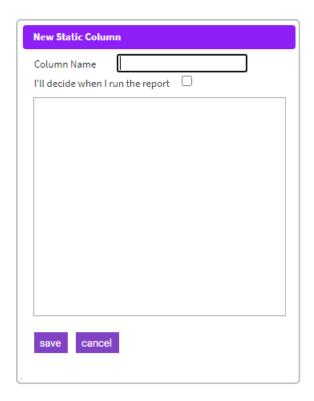
Reports

A Static Column is used to display specific information in the form of a report column, which may only be significant to your organisation and not obtainable from the report data within the product.

## **Example**

You require a column at the beginning of a financial export which populates a specific reference number, only related to your organisation. This reference number is required in order for your payroll team to action payments appropriately. Using a Static Column, you can display the reference number, within its own column, as the first column in the report data. This example can be seen in the steps below.

- 1. From the Report Details screen, click the Columns tab.
- 2. Click . This will display the **New Static Column** dialog where you can build and define the report column.
- 3. Enter a Column Name which will appear in the column header.
- 4. Enter the text that you want the Static Column to display.



5. Click **Save** to add the Static Column to the report. You will then be able to view this column within the report preview.