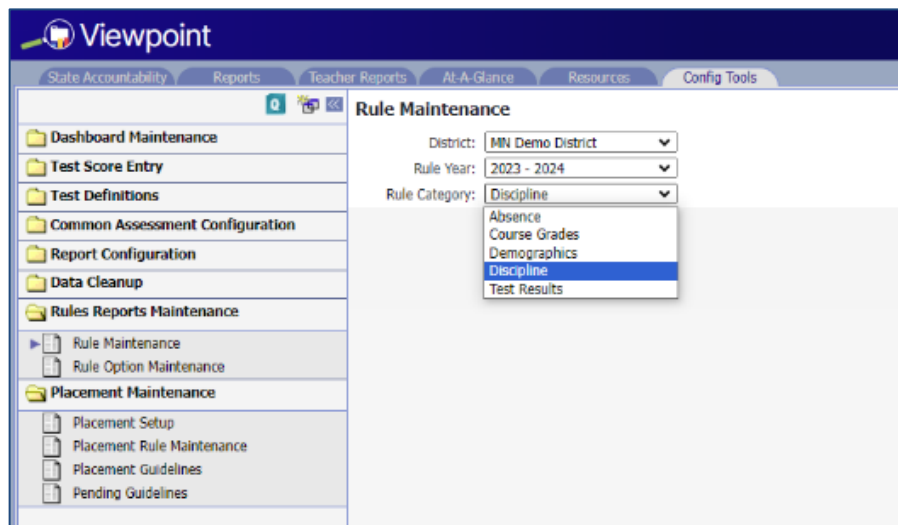# Viewpoint®

Rules Reports Maintenance

This feature allows you the option to create customized rules that promote Venn Breakdown and Tri-Rule Explorer Reports in your Viewpoint application. This is accomplished via the Config Tools tab within the Rules Reports Maintenance folder.

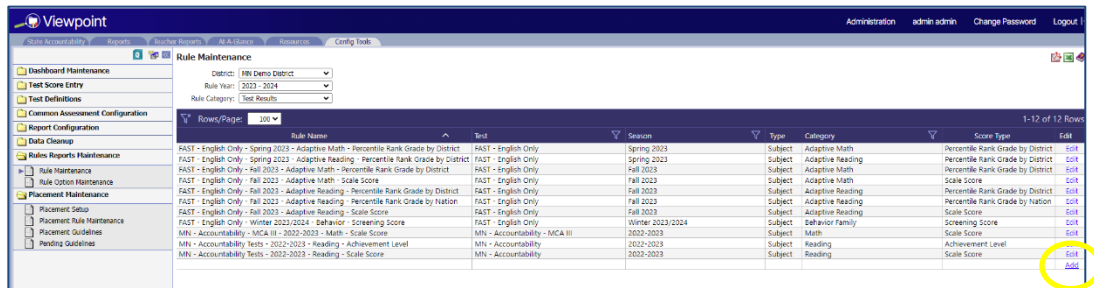To make a custom Rule you will need to complete the following actions:

1. Open your Config Tools tab

2. Navigate to the Rules Maintenance Report folder

3. Select the **Rule Maintenance** option:
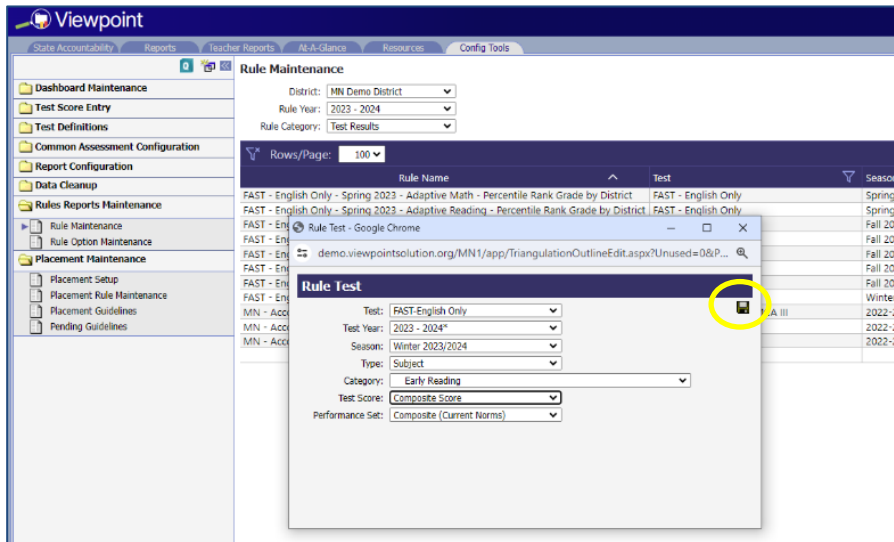   a. Confirm your District, Year and Category with the Dropdown menu options

Rule Categories:
- Absence
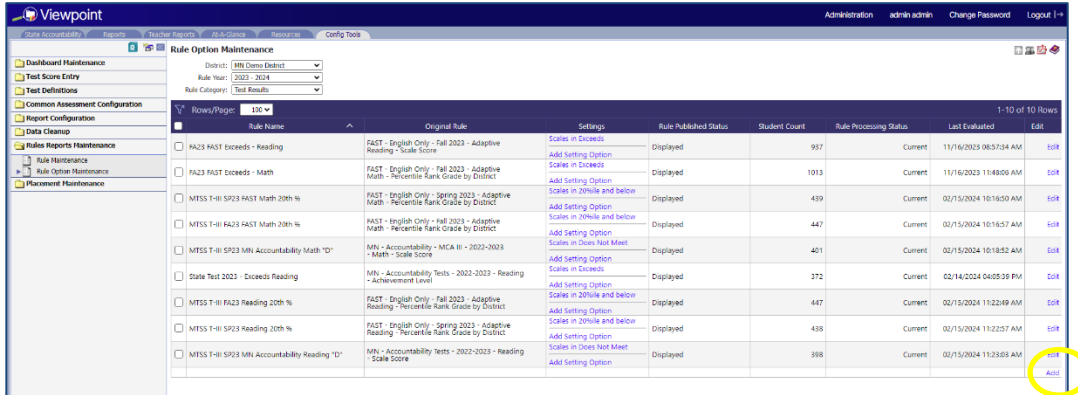- Course Grades
- Demographics
- Discipline
- Test Results

4. Establish your Rule Names for the *Original or Base Rules*:
   a. Define the parameters for your chosen Rule Category
      • Add
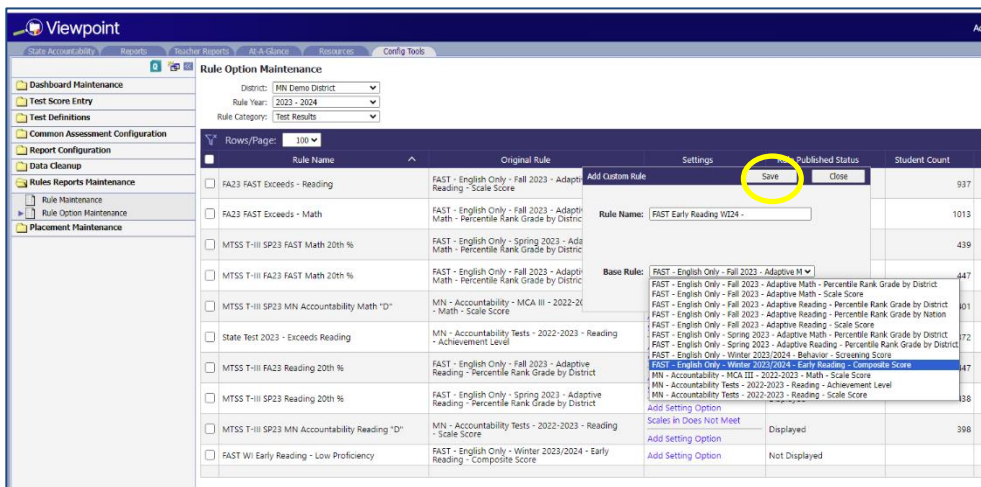   • Indicate parameters
      • Save

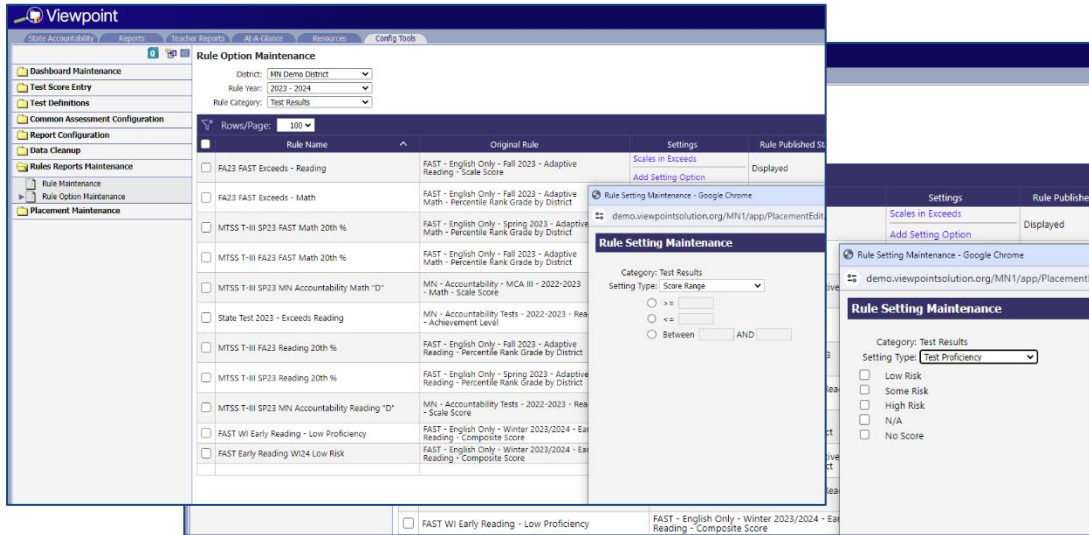You may also edit or delete base rules in this section.

5. Click to view report (if necessary)

6. Navigate to the **Rule Option Maintenance** option in your Rules Reports Maintenance folder (left pane)
   a. Confirm your District, Year and Category with the Dropdown menu options

7. Add Custom Rule, defining Rule Name (how it will display in Reports):
   a. Add
   b. Key in Rule Name
   c. Match Base Rule

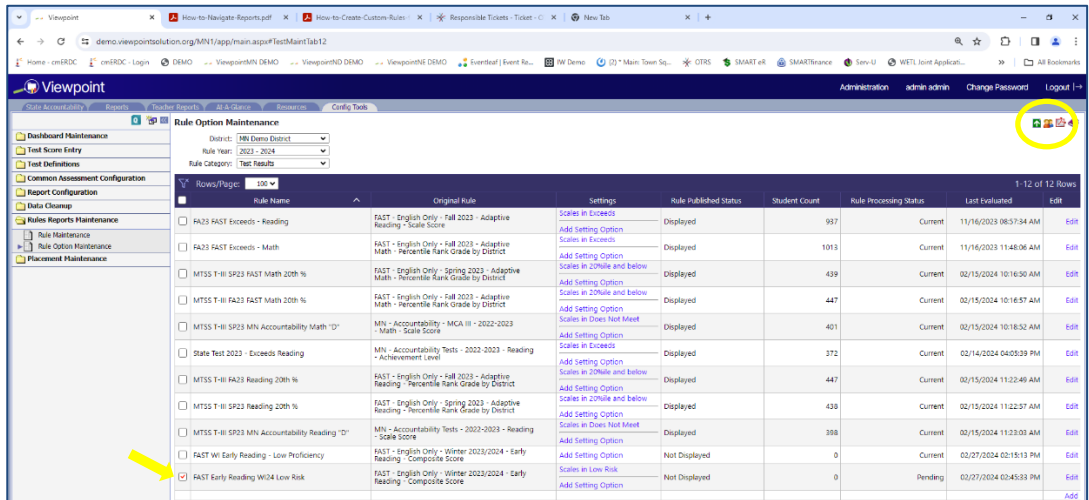You may also edit or delete setting options or custom rules in this section.

8. Click to view report

9. Add Setting Option for your Rule Name
    a. Choose Setting Type (Score Range or Test Proficiency) and threshold

10. Finally, push the rule(s) you wish to use to your Rules Explorer and Venn Breakdown Reports.
    a. Select check boxes
    b. Process the rule by selecting the icon in the upper right-hand corner
    c. Select check boxes once again
    d. Publish the rule by selecting the icon in the upper right-hand corner

You will now see your rules available via the Reports tab/Rules Reports Folder/Tri-Rule Explorer and Venn Breakdown reports.