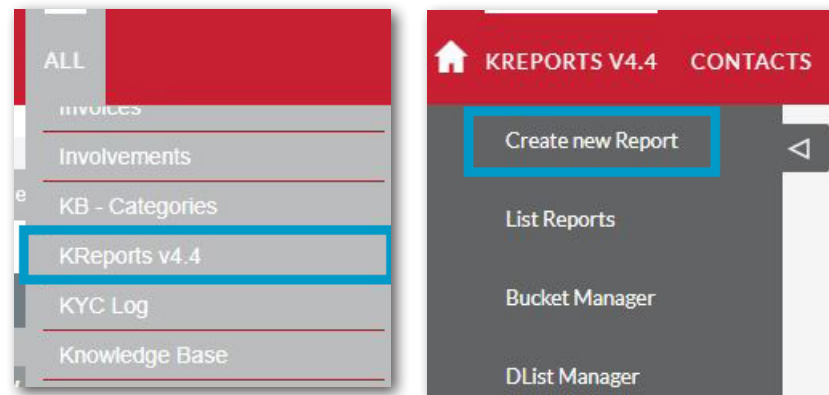# fibreCRM | HEART OF THE PRACTICE

Visit **support.fibrecrm.com** for more info or contact your CRM Manager

## KReports - Organisations without a Primary Contact

1. To build a report that shows you your **Organisations** without a **Primary Contact**, first navigate to **KReports** module in the **Navigation Menu** and then select **Create New Report**.


**2.** In the **Name** box, name your report - **Organisations without a Primary Contact**
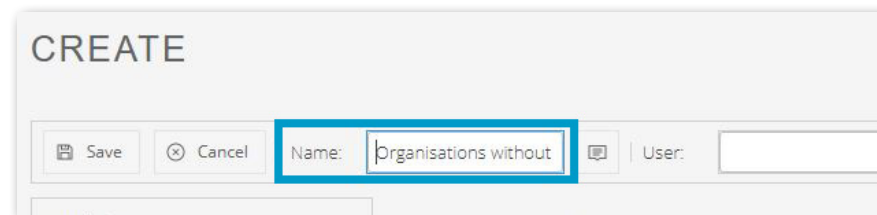
3. In the **Modules** box select **Organisations** and in the field box select **Name**. Drag and drop the **Name** field into the **Path** section.
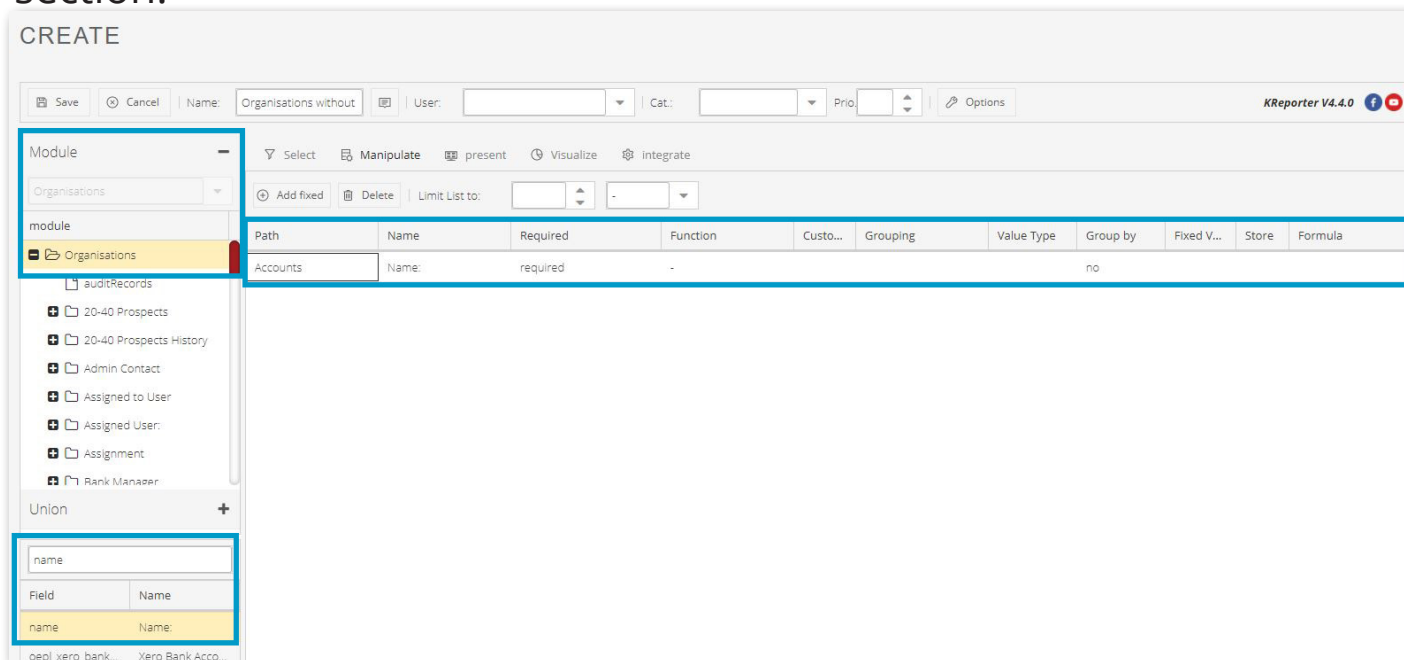

4. In the **Modules** box select the **+** button next to **Organisation**, this will open up a list of all of the modules that relate to Organisations. Scroll down and select **Primary Contact**. In the field box select **Full Name** and drag it across to the **Path** section.
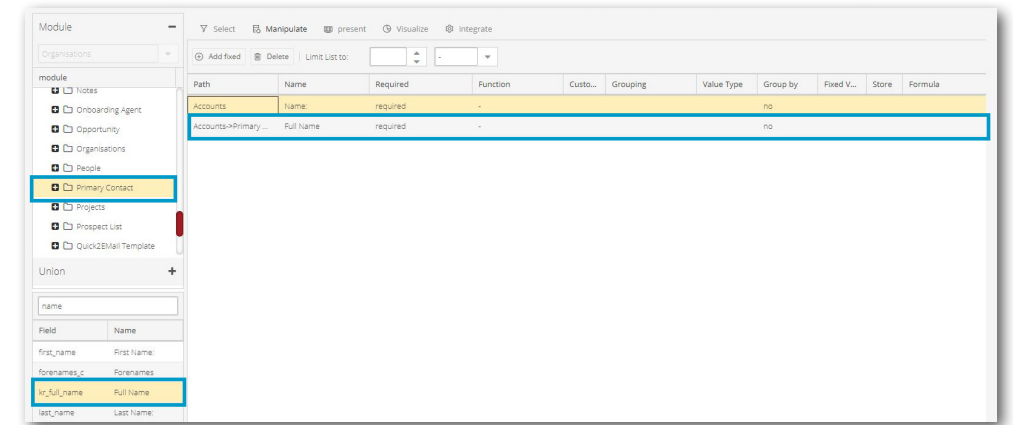
5. In the **Path** rename **Full Name** to **Primary Contact Name** and then click **Select** to filter.
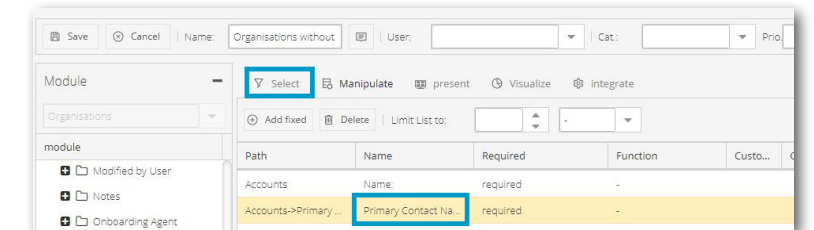
6. In the **Filters** select **Primary Contact** in the modules box. In the field box select ID and drag across. In the Path scroll across to **Operator** and use the drop down menu to select **Is Empty or NULL**. In **Required** change to **Optional**. Then click **Save.**
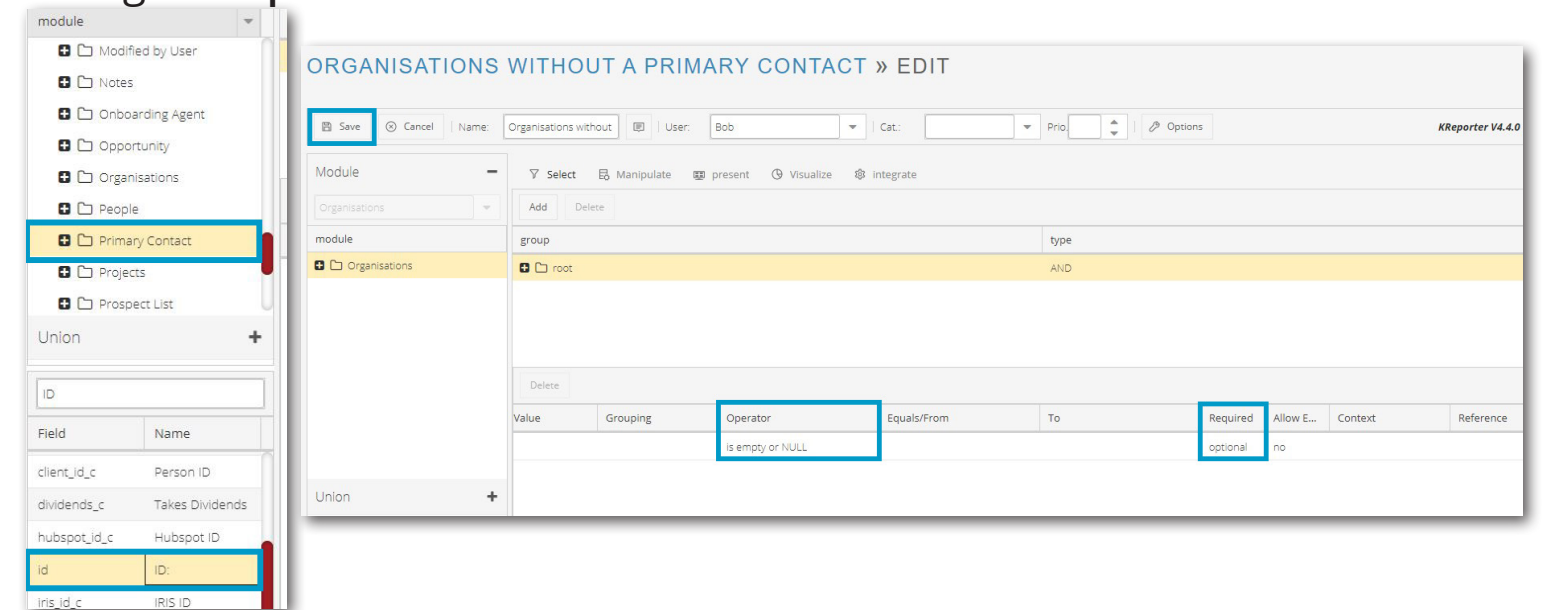
7. Your report will now be created. To get the list into alphabetical order select the **Edit** option on the report. Then select **Present**. Select the **Name** field and in **Sort** change to **asc**. Once done click **Save.**