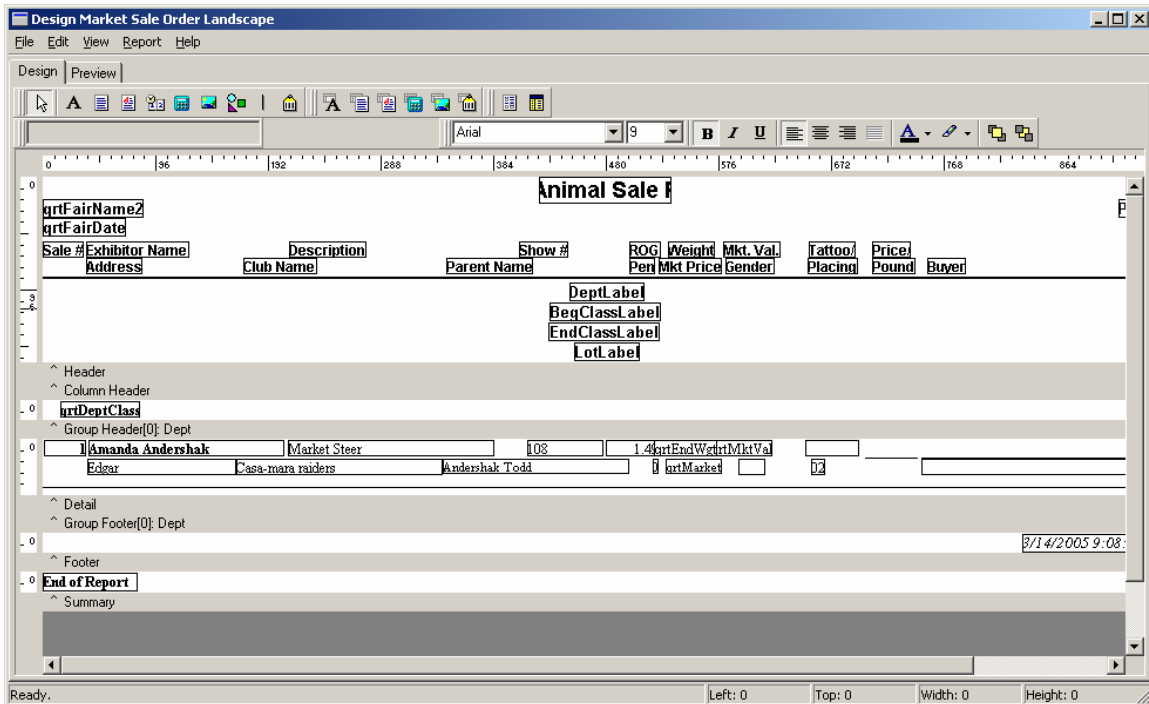


Using the Sale Program Report Designer

The new **“Design Report”** option allows the user to open the current report format. Data fields can be moved or deleted from the report layout. The new report format can then be saved for future use.

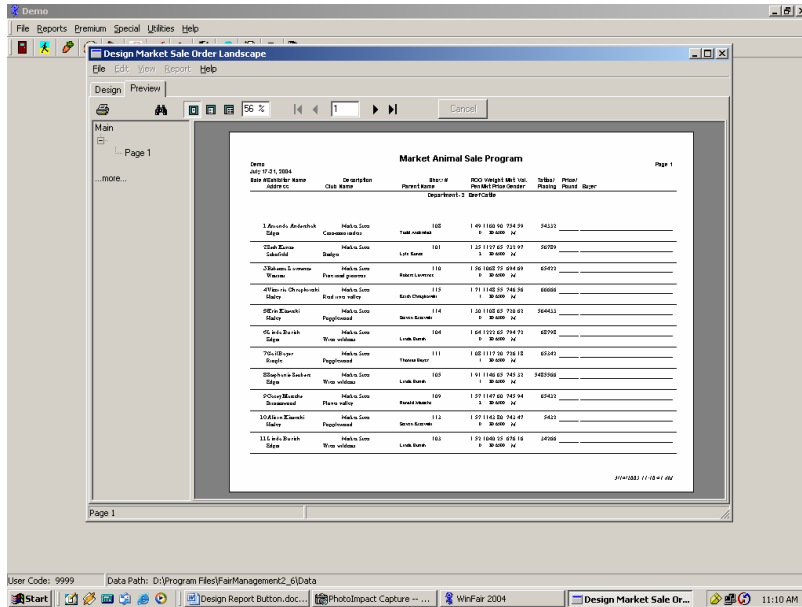
Click on the **Design Report** button to open the report layout. Enter the required Report Range.



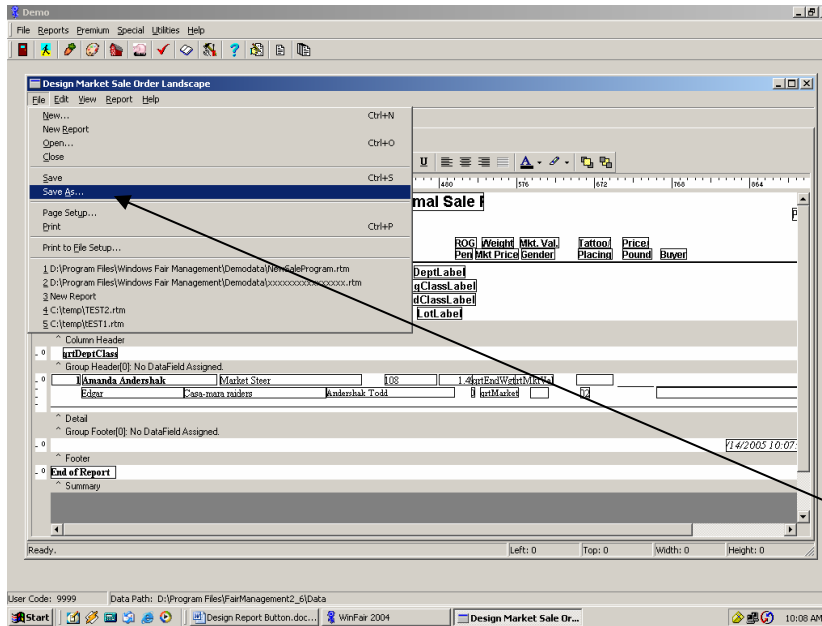
To **Delete** a data field, double click in the box surrounding the data field. The box will display with a heavy line and four corner squares to indicate it has been selected. Click on the *Delete Key* on the keyboard and the field is removed. Delete both the data field on the lower part of the layout and the corresponding header on the top portion of the layout.

To **Move** a data field, double click on the field as described above to activate it. Move the mouse to that field. Hold down the *left-mouse key*. This grabs the field so it can be re-positioned anywhere on the report. If a data field is moved, remember to move the header field also.

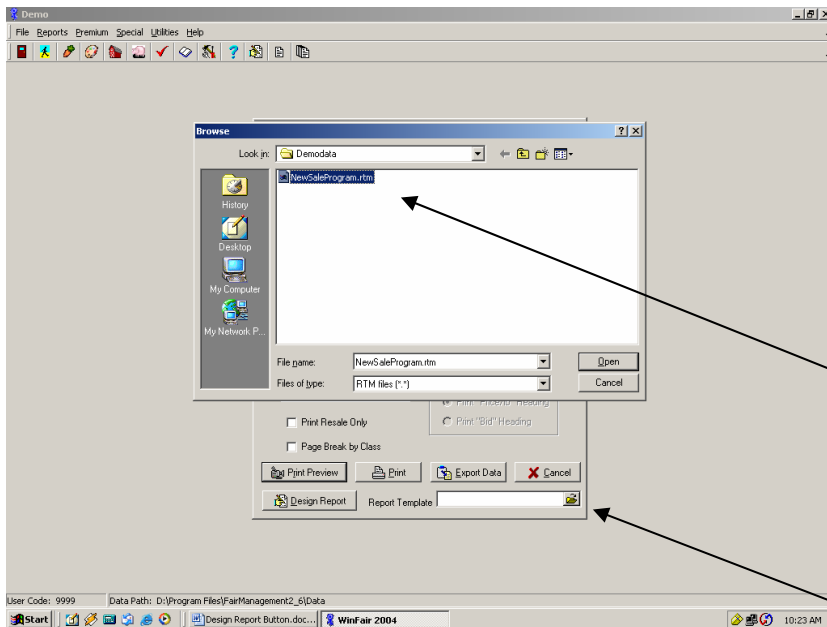
Select the **Preview Tab** to view the re-designed report. You can alternate between the **Design Tab** and the **Preview Tab** until the report layout looks like you want it to.



To **Save** the new Report Format, go **File|Save As**. Enter a name for your new report that will be recognizable later.



To **Recall** the report format later, go to the *Report Parameter* screen.



Select the *Range*, *Sort Order*, etc. Then use the **Drop-down Arrow** to select the report layout you have previously created and saved. Click on the **Page Preview** to view the new report. The report can then be printed directly from the **Preview Screen**.