Print a report

refers to:
person selector → reports tab
desktop form → reports tab
vacancies form → reports tab
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Open the selector screen where the report is located, choose some records to report on, or use a stored selection. In this example we will use the Person selector, 'Person Details (Basic)' report.

- Open the Person selector screen, type **A** in the **Keyname** box and click **Find**.
- Use the search criteria to filter the records by **Registration Date**, input a date range and click on **Search**. A list of people who's surname begins with 'A', and who's 'Registration Date' is between the date range is displayed.
- Assuming you have the required **Rights**, click on the Reports tab, scroll down to the report, highlight and click **Open**.
- Sometimes you are prompted for parameters, if so enter them and the report will output to the screen. You can now print the results to your local printer, however you may also **Print To File**. In other words, you can send the result set to a third party by email or disk media.
- Click on print in the usual manner, but select the tick box option **Print to File**. Select the **Type** of file extension required, XLS for Excel, PDF for Adobe, RAF for Archive, TXT for Text, WK1 for Lotus, WQ1 for Quattro and BMP for Graphic.
- On the right of the **Where** box are 3 small dots, click here and point this to a convenient destination to store the file created, click save and the results set file will be output there. You can attach this file to an email or copy to a disk and export.

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