

Section IX

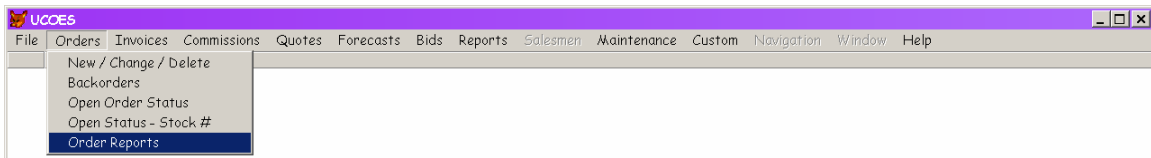
Reports

Reports Module

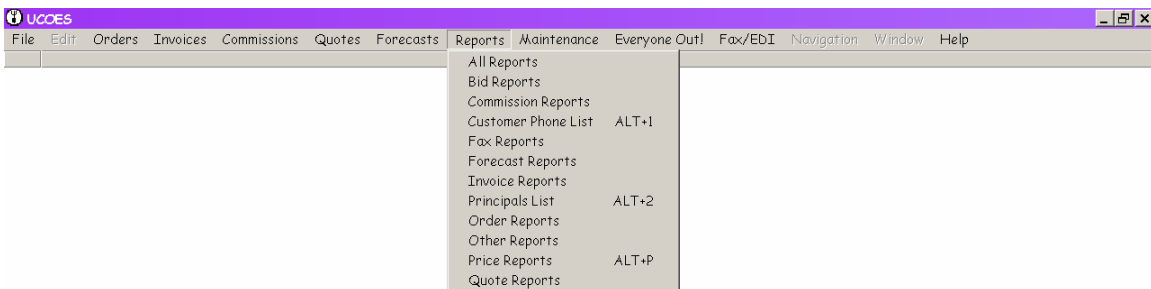


Common Report Features and Behaviors

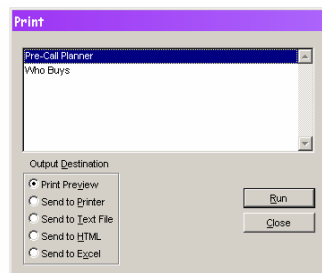
Reports can be accessed from a variety of places in the menu system. For example, Order reports can be reached using the Order Reports option on the Orders menu pad.



Reports can also be reached from the Reports menu pad on the main menu.

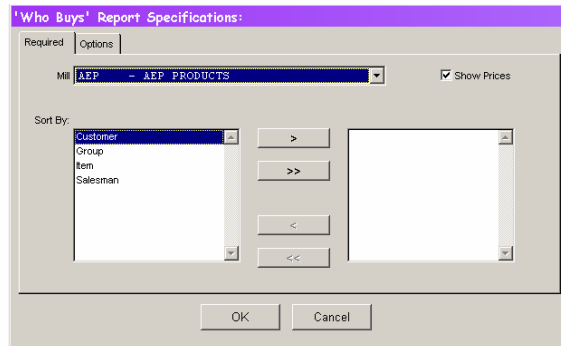


In each case, you will be offered a list of reports and a choice of output format.

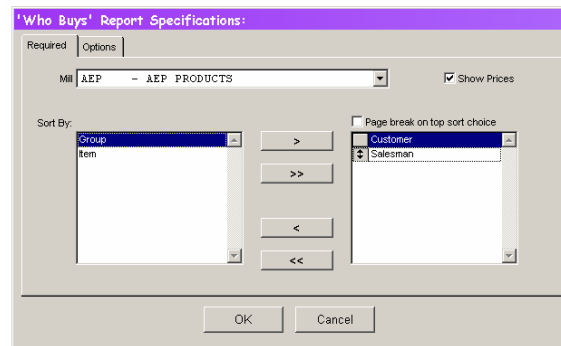


Highlight the report you'd like to run, choose the output format and click Run. If you choose Preview, you will be shown the report on-screen *and* there will be a Print button on the menu bar. This will provide a printer dialog where you can choose your printer and choose to print all pages of the report or just specific pages. In the Preview window, you can determine how many pages will print. By viewing the report on screen, you may decide to print only selected pages or rerun the report with additional specifications to refine the results.

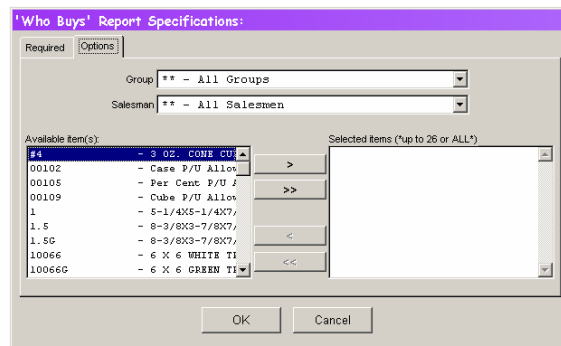
The report you choose may require additional information. If so, a form will collect your specifications.



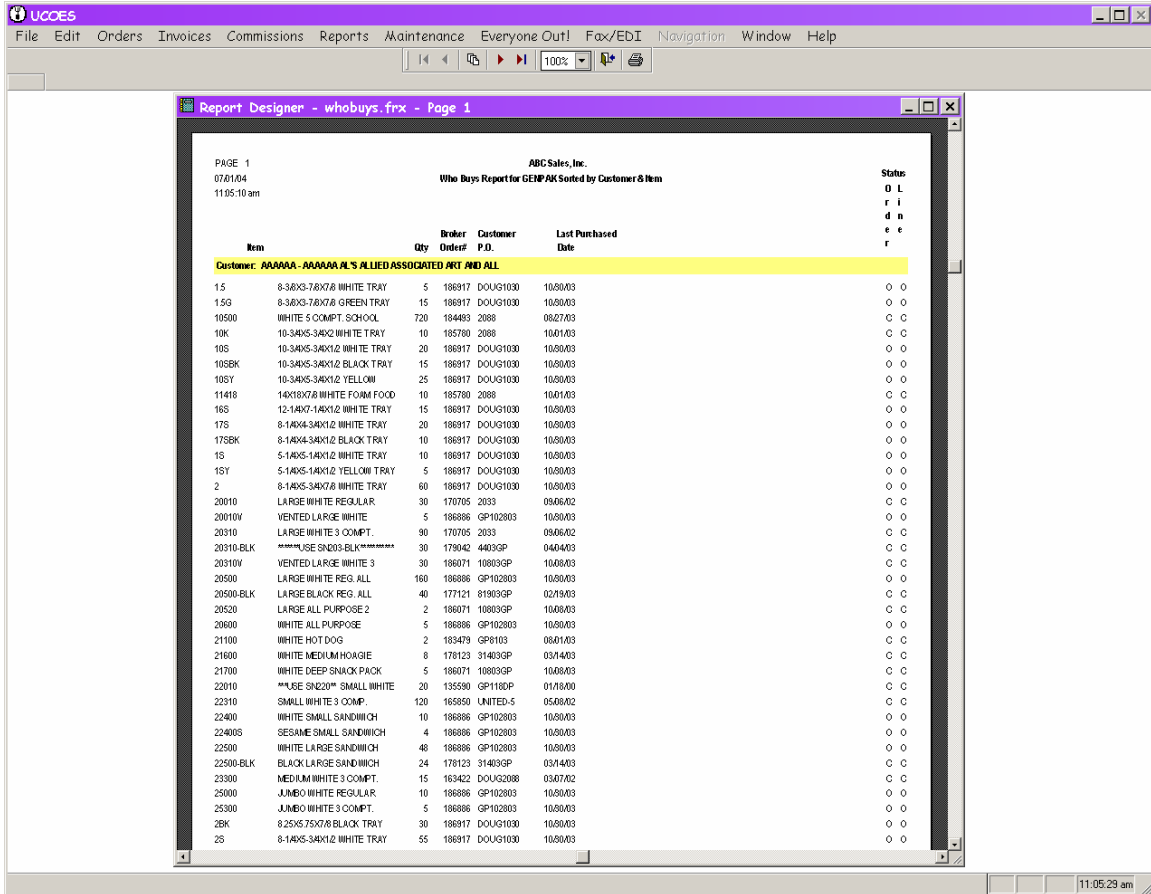
For many reports, you can choose one or more items from a list. In some cases you can sort those choices as well. See the information on Mover Dialogs for instructions on using this feature.



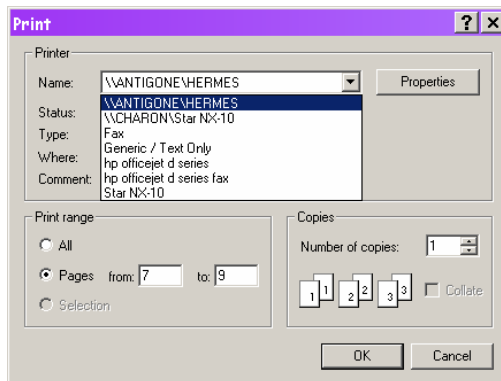
Once you have indicated the information you'd like to see, click the OK button to run the report.



If you chose to Preview the report, you will see it page by page as in the example below. A report toolbar appears below your main menu. The buttons, from left to right, are: First Page, Previous Page, Go To Page, Next Page, Last Page, Zoom, Exit and Print.



If you choose the print button, you will see the Print dialog. If you have more than one printer available on your network, you can direct the printout. You can choose to print the whole report or just a few pages. You can also print multiple copies



Data Lists with Reporting Feature

Customer List

**Code	**Company	**Ship To	**City	**State	Phone	Fax
AAAAA	AL'S ALLIED ASSOCIATED ART / AL'S		ANOTHER CITY	MA	18009991212	9991111212
BBBBB	BARRY BARN'S BOUNTY	BARRY BARN'S	BURLINGTON	MA	18002222222	13332223434

The Customer List can be accessed from the Reports Menu or, at any time, by pressing the key combination Alt + 1. The list can be sorted on any column whose title begins with **. When you press the Print Customer List button, the list will print in the currently displayed order.

The Customer List can be configured so that salesmen are able to view and print only their own customers. Contact the UCOES Support Team if you would like to implement this restriction.

Principal List

**Code	**Company	**Territory	Phone	Fax	Address1	Address 2
DISPP	DISPOSABLE PRODUCTS				P. O. BOX 1633	261 NARRAGANSE
FABRI	FABRI-KAL CORPORATION	N.E.&N.Y.		18008875003	PLASTICS PLAC	K
GENPAK	GENPAK CORPORATION				P. O. BOX 727	68 WARREN STRE G
MCONAIR	MCONAIR PACKAGING	N.E & N.Y.		14135621903	6 ELISE STREET	W

The Principal List can be accessed from the Reports Menu or, at any time, by pressing the key combination Alt + 2. The list can be sorted on any column whose title begins with **. All of the Print options for the Principal list are sorted in Code order and not necessarily the currently displayed order.