

<u>Knowledgebase</u> > <u>SalesPad</u> > <u>Reporting</u> > <u>Finding and Editing Quick Report Source Files</u>

Finding and Editing Quick Report Source Files

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To edit Quick Report files, you must identify the path of the folder where the source files are stored and then edit them as text files.

To identify the path,

- 1. Go to Modules > Security
- 2. Filter to and select Quick Reports*
- 3. Under the Misc sub-settings, click on the path field next to *Quick Reports Path*. Enter the Shared Network path where you are keeping the Quick Report source files.
- 4. Select True for Show Path. This shows the path and enables the Explore button in the report viewer.
- 5. Save any changes, log out, and log back in.

When you open the Quick Reports module (Modules > Quick Reports), you can click on the **Explore** button on the lower right corner of the screen to view the folder containing those files. Use a text editor to view and edit Quick Report files.