

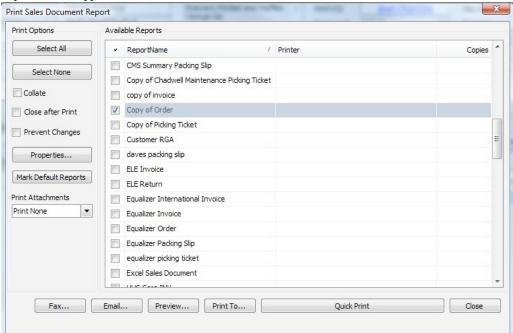
<u>Knowledgebase</u> > <u>SalesPad</u> > <u>Reporting</u> > <u>Loading a Report from a repx File</u>

Loading a Report from a repx File

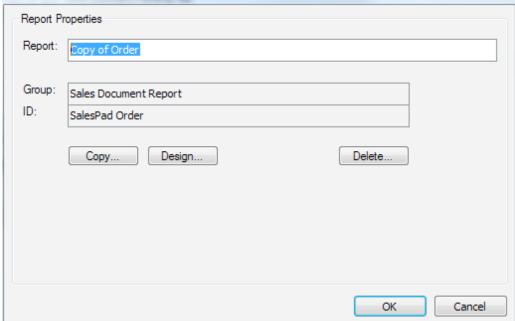
Cavallo Support - 2024-11-22 - Reporting

To load a report from a .repx file,

- 1. Open SalesPad
- 2. Open an order document and open the print dialog box by clicking **Print**. The Print Sales Document Report window appears



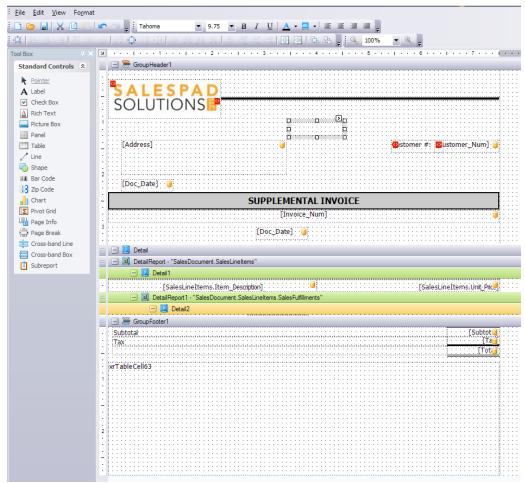
3. Highlight the available report and click **Properties** on the left. The Report Properties screen appears Report Properties...



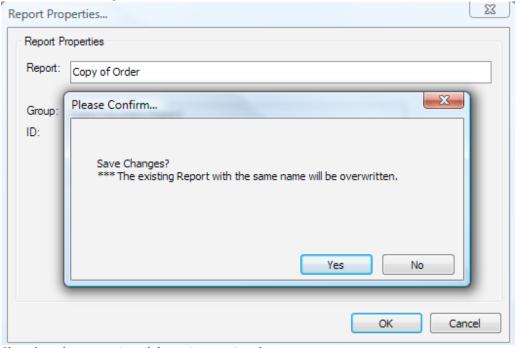
- 4. Click Design
- 5. When the Report Designer opens, copy the attached file to your desktop from the designer: Click File >

Open and open the file on your desktop. This will load the changes. 🔏 Report Designer <u>File</u> <u>Edit</u> <u>View</u> Fo<u>r</u>mat New Tahoma ▼ 9.75 ▼ B I <u>U | A ▼ □ ▼ | </u> ≡ ≡ ≡ ≡ □ New with <u>W</u>izard.. Ctrl+W <u>O</u>pen... Ctrl+O Save Ctrl+S GroupHeader1 Save As.. ess] · E<u>x</u>it "INVOICE [Sales_Doc_Nu ✓ Check Box ulatedij A Rich Text Customer_Name] Ship_Tp_Name] Picture Box Panel _____Table Line
Shape IIII Bar Code Zip Code ☐ Chart

☐ Pivot Grid [Customer_PO_Num] (Customer_Num] (Prev_Sales_I Page Info Page Break = Cross-band Line DetailReport - "SalesDocument.SalesLineItems" Cross-band Box _____ Detail 1 [Salest.] [Salest.] [Sale] [[Salesting] [SalestineItems:Iter] [8] Subreport [Salestin] [Salestin] DetailReport1 - "SalesDocument.SalesLineItems.SalesFulfillments" ☐ I Detail2 ☐ ☐ Group Footer1
. [Notes] comments Subtotal [Misc_Charg Misc Freigh rade Discour 23 M Open Carried Desktop → Desktop → ▼ 🍕 Search 0 Organize 🔻 🚆 Views 🔻 New Folder ? Name Size Type Date modified Favorite Links TEST.repx Documents REPX File Desktop 72.1 KB Recent Places Builds Computer Computer File Folder Pictures **Bug Viewer** Music File Folder Recently Changed Searches Network Public Computer Folders Dublic File name: TEST.repx Report Files (*.repx) Open -Cancel



- 6. Click **File > Save**
- 7. Close the designer
- 8. Click **OK** on the report window
- 9. Click Yes to save changes



10. Close the order, reopen it, and then print to review changes