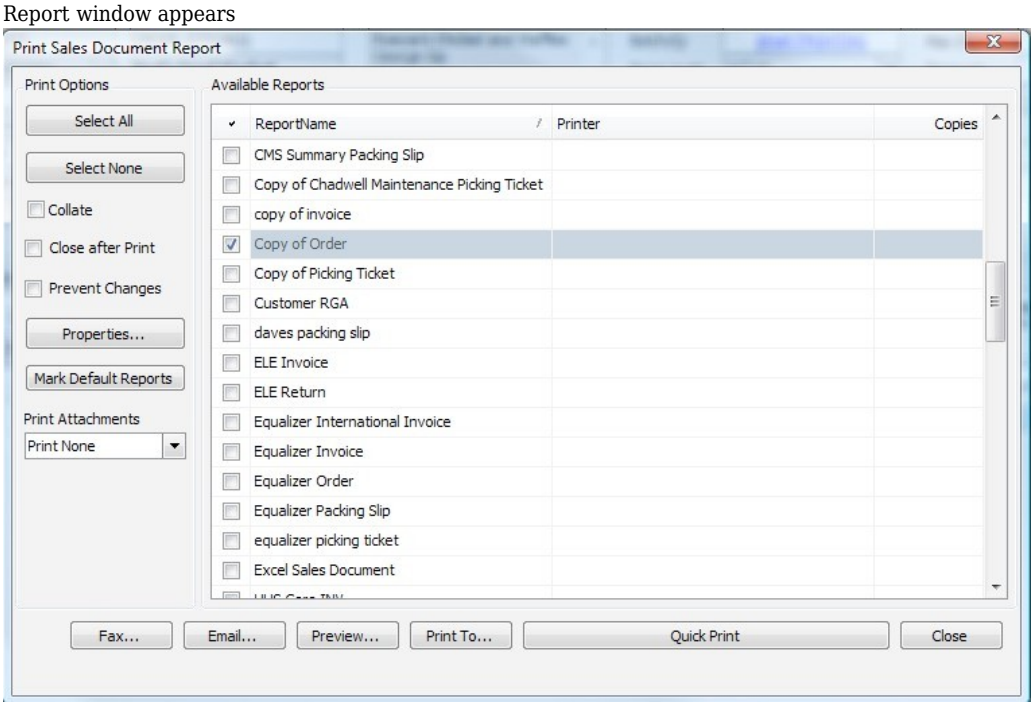
Loading a Report from a repx File

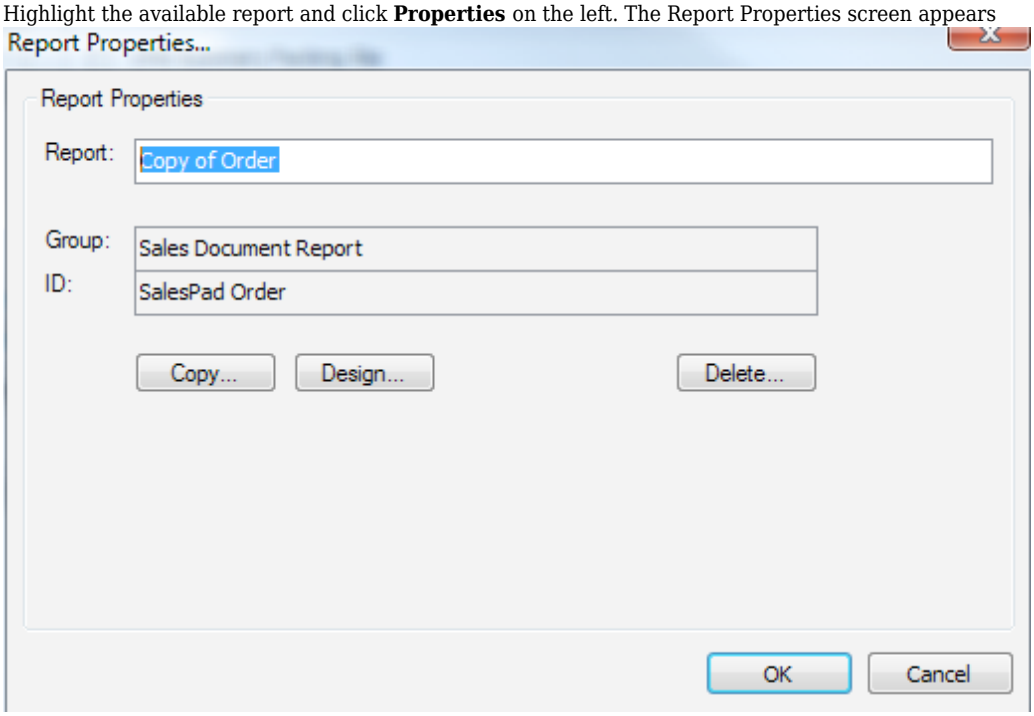
Cavallo Support - 2024-11-22 - Reporting

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

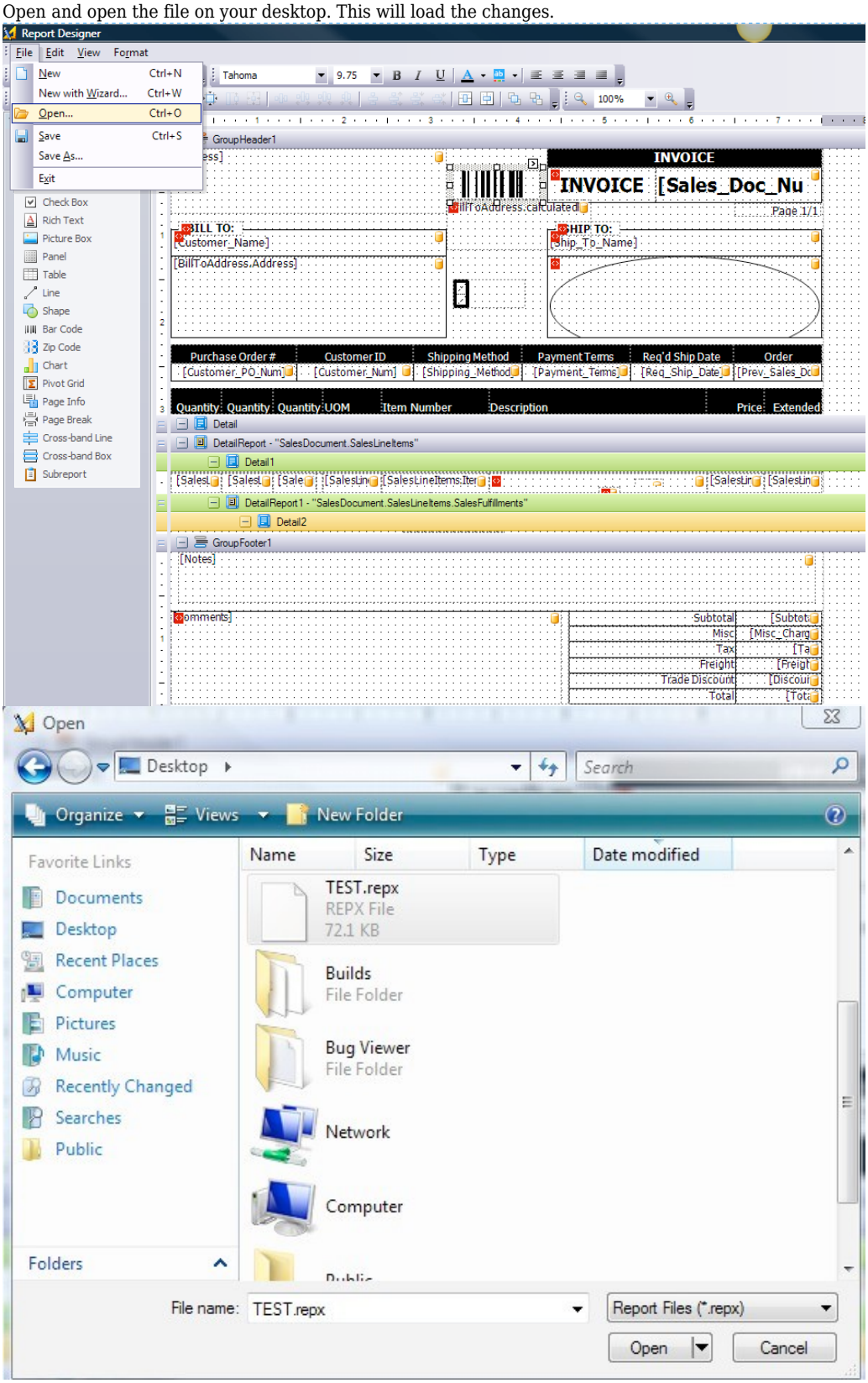


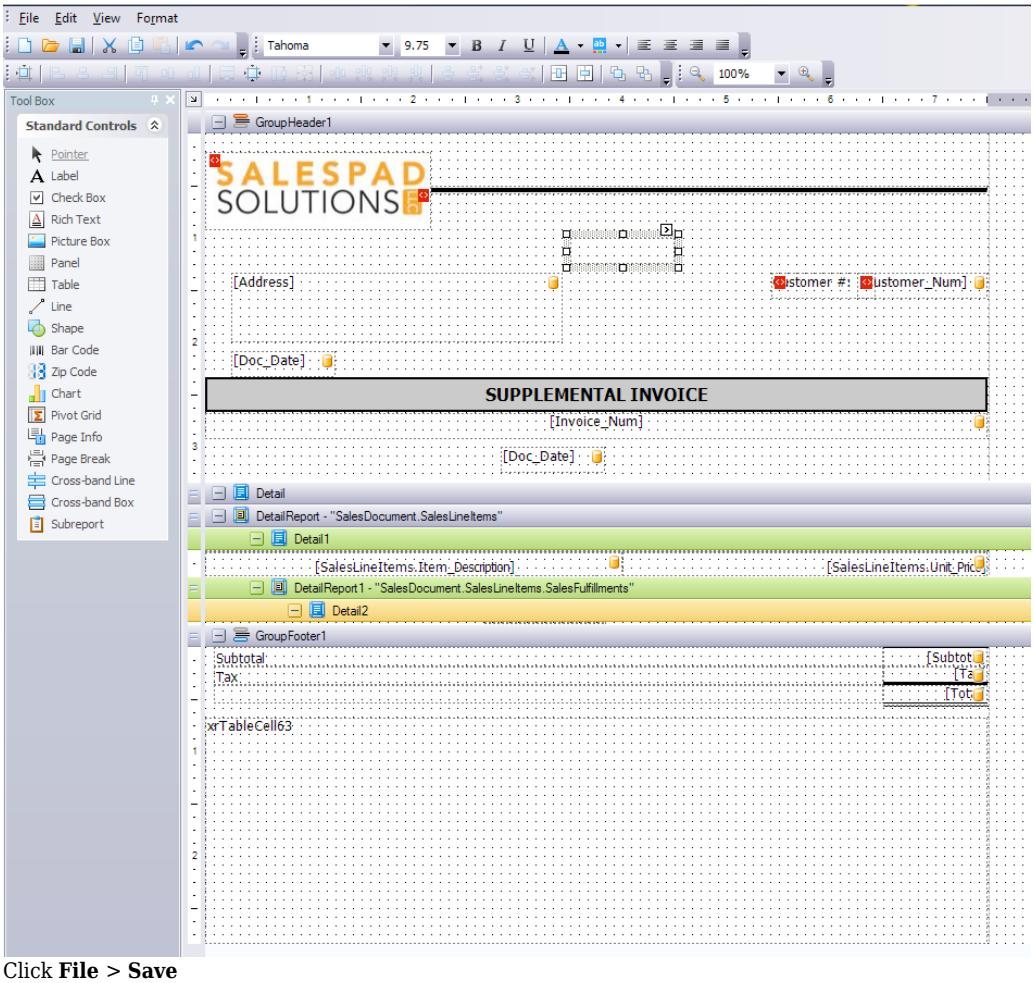
3. Highlight the available report and click **Properties** on the left. The Report Properties screen appears



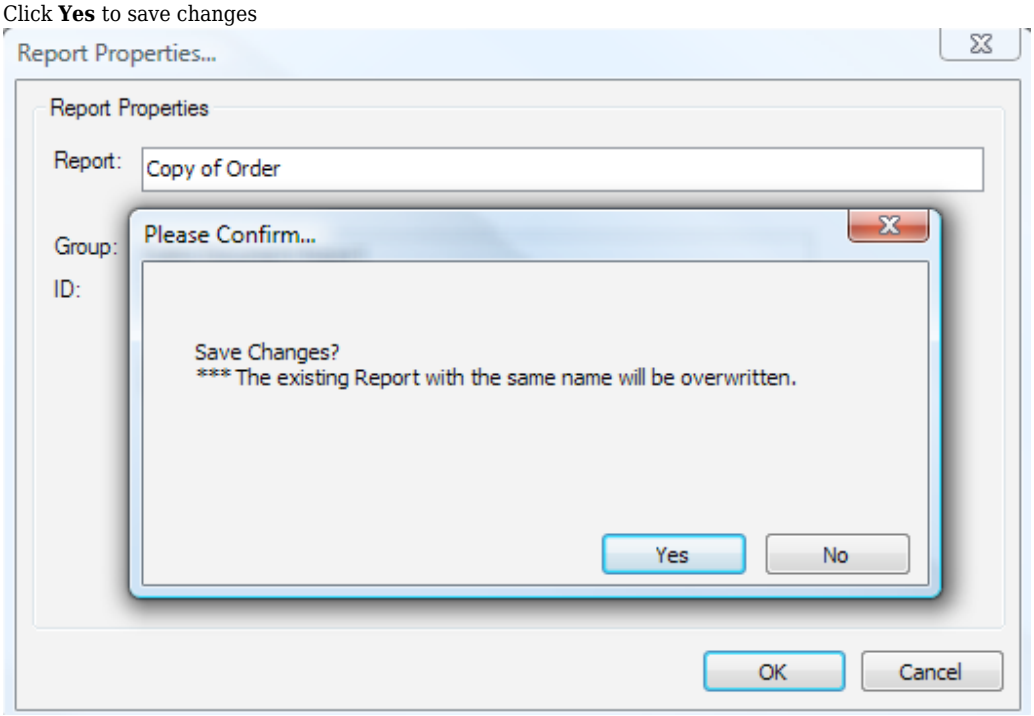
4. Click **Design**
5. When the Report Designer opens, copy the attached file to your desktop from the designer: Click File >

Open and open the file on your desktop. This will load the changes.





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