



Opening Report Designer from a Quick Report

Megan De Freitas - 2024-11-22 - Reporting

If a Quick Report is linked to a Print Report, you can open the Report Designer directly from the Quick Report in SalesPad to modify the printed report.

To open the Report Designer,

1. Go to Modules > Quick Reports
2. From the left column, double-click the Quick Report that is linked to the Print Report you want to modify
3. Right-click the **Print** button