

Opening Report Designer from a Quick Report

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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