



[Knowledgebase](#) > [SalesPad](#) > [Reporting](#) > [Quick Reports](#)

Quick Reports

Megan De Freitas - 2025-06-10 - [Reporting](#)

Overview

Quick Reports provide a quick mechanism to create and run simple reports based on SQL queries and user input. Quick Reports can be created to display any information about the company including gross sales by customer, orders entered by sales representative, orders entered for a customer, etc.

Users can view reports via the Quick Reports Viewer (Modules > Quick Reports). Quick Reports can also be created and configured to be viewed from a Quick Report tab on the Customer or Vendor Cards, in Inventory Lookup, or on Sales Documents. Security must be enabled - refer to the SalesPad Security Settings document for information on individual Quick Reports security settings.

Security

To access the Quick Reports module, *Quick Reports* must be enabled in the Security Editor (Modules > Security).

Set the Misc sub-settings:

- *Quick Reports Path* - Define the location where Quick Reports files are stored (should be a shared network path)
- *Show Path* - Set to True to show the Reports path on the bottom of the Quick Reports screen
- *Enable Change Button* - Set to True to allow users to edit the Reports path from the Quick Reports screen

Note: Save any changes. You must log out and back in for security changes to take effect.

Quick Reports Module

SP03 - SalesPad

File Modules View Help Customer Search Inventory Lookup Sales Documents Sales Monitor

Customer Search Quick Reports

Close Refresh

Folders & Reports

Item Modified ...

Items On Order 4/22/2009

Items On Order 2 4/23/2009

Items On Order

Refresh Print Export Reset Layout (results)

Item Number Vendor Name PO #

Item Number	Item Description	Qty Ordered	PO Number	Vendor ID
PHON-ATT-53BK	Cordless-Attractive 5352-Black	1	PO0997	ADVANCED0001
ACCS-CRD-12WH	Phone Cord - 12' White	1	PO0999	ADVANCED0001
ANSW-PAN-1450	Panache KX-T1450 answer	2	PO0999	ADVANCED0001
PHON-GTE-5043	Cordless-Grand S5043	10	PO1002	FABRIKAM0001
PHON-GTE-3458	Memory-Grand M3458	6	PO1002	FABRIKAM0001
HDWR-SWIM-0100	Switching Module (< 100)	1	PO1004	CIRCUITD0001
HDWR-SRG-0001	Surge Protector Panel	6	PO1004	CIRCUITD0001
ACCS-HDS-1EAR	Headset-Single Ear	15	PO1005	COMVEXIN0001
ACCS-CRD-25BK	Phone Cord - 25' Black	20	PO1005	COMVEXIN0001
PHON-ATT-53BL	Cordless-Attractive 5352-Blue	10	PO1006	ATTRACTI00001
PHON-ATT-53BK	Cordless-Attractive 5352-Black	10	PO1006	ATTRACTI00001
HDWR-LDS-0001	Network LDS/Card	2	PO1007	CAPITALP0001
HDWR-RNG-0001	Ring Generator	1	PO1007	CAPITALP0001
HDWR-PRO-4862	Processor 486/25MHz	2	PO1007	CAPITALP0001
HDWR-T1I-0001	T1 Interface Kit	2	PO1008	CRUGEREN0001
HDWR-TPS-0001	Tape Unit/Mass Storage	1	PO1008	CRUGEREN0001
HDWR-PRO-4866	Processor 486/66 MHz	2	PO1008	CRUGEREN0001
HDWR-ACC-0100	Acclaimed Call Center System 100	1	PO1009	COMVEXIN0001
FAXX-CAN-9800	Cantata FaxPhone 9800	25	PO1009	COMVEXIN0001
ACCS-CRD-25BK	Phone Cord - 25' Black	2	PO1012	COMVEXIN0001
ACCS-HDS-2EAR	Headset - Dual Ear	10	PO1013	ATTRACTI00001

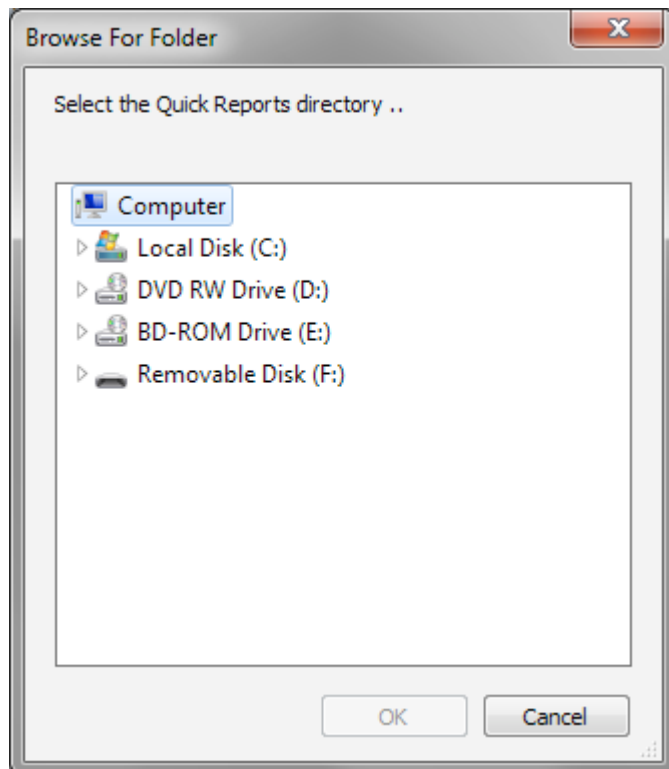
Reports Path

\\nasus\Shared Folders\Safehouse\Scripts and Reports\Quick Reports

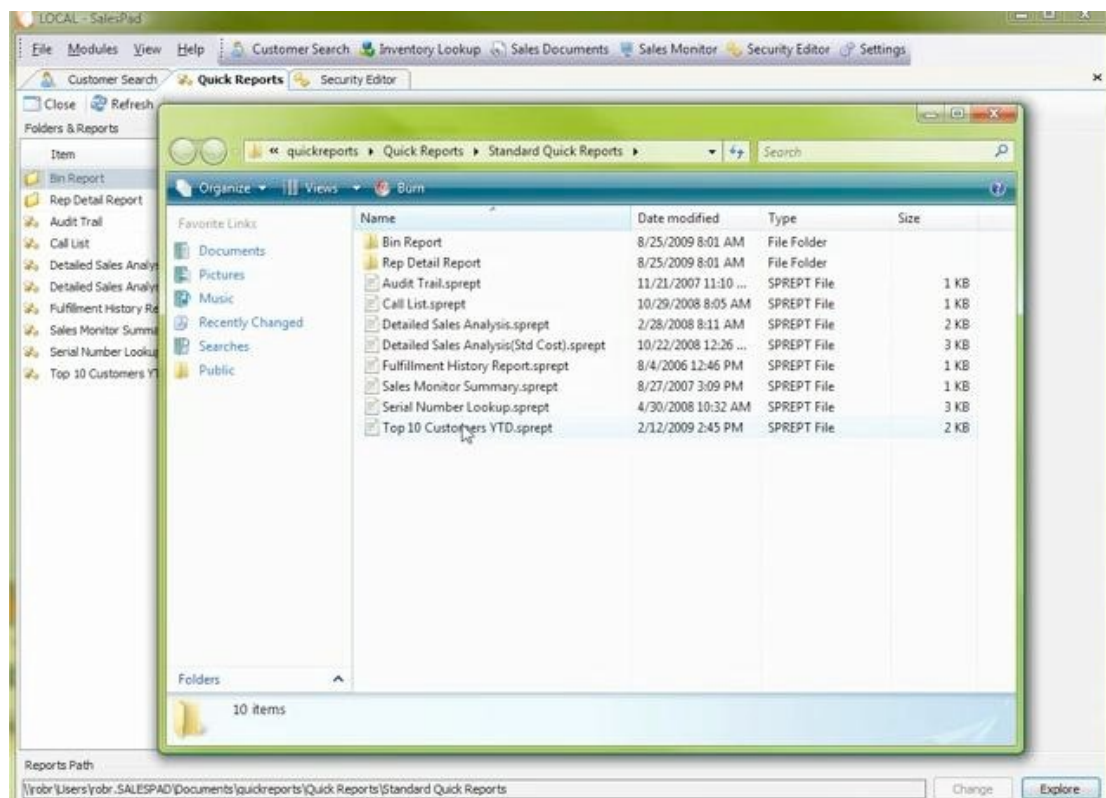
Change Explore

The Quick Reports module (Modules > Quick Reports) lists all Quick Reports and Quick Reports folders in the declared path. The selected report (double-click to select) will display on the right side of the screen. If enabled, the Reports Path will display on the bottom of the screen.

If Enabled, users can click the **Change** button to select a new Quick Reports path:



Users can click the **Explore** button to open the Explorer window that displays all the report files. Files can be edited with Notepad or another text editing program.



Please refer to the [SalesPad Quick Reports Reference Guide](#) for more information on creating Quick Reports, as

well as the [Quick Reports Reference Guide](#).