



## Using Report Designer For Quick Reports

Cavallo Support - 2025-12-19 - [Reporting](#)

SalesPad's Report Designer can be used to create a custom printed report to go along with any Quick Reports.

### Report Files

1. In the Quick Report file, add the following tag to the top line of the report (after the xml version line):

**DevExpress="Quick Report w Report Designer.repx"**

Between the quotes should be the proper title of your Quick Report with Report Designer. Here is what the entire xml line should look like:

```
<report name="Quick Report w Report Designer" ShowAutoFilterRow="true" autoRun="true" DevExpress="Quick Report w Report Designer.repx" AutoLinks="true" bestFitAll="true">
```

**Note:** This should be the name of the Report Designer file and should be stored in the same path as your Quick Report.

2. In the Quick Reports module, load the Quick Report in the Report Files tab

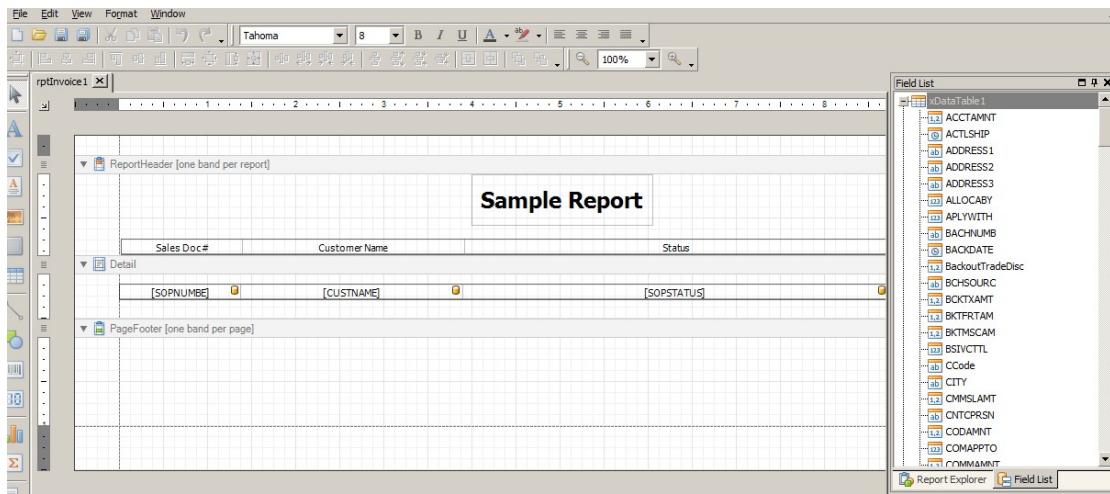
**Note:** This will *not* work if you try to load from the Reports tab.) It will look for the .repx file

SOCTYPE	SOPNUMBE	ORIGTYPE	ORIGNUMB	DOCID	DOCDATE	G
2	ORDST2225		0	STDORD	5/23/2017	1
5	BKO1005		0	BKORD	4/21/2017	1
3	STDINV2256		0	STDINV	5/23/2017	1
3	STDINV2255		0	STDINV	5/23/2017	1
4	STDINV2257		0	RTN	3/5/2017	1
3	INVSP1005		0	SPECINV	4/21/2017	1

3. When the file is found, click **Print**. The data from the report will load:

Sales Doc#	Customer Name	Status	Sub Total
ORDST2225	Central Distributing	1	5879.55

4. To modify this report, return to the Quick Reports module and right-click on the **Print** button. As long as the report .repx file is found, The **Report Designer** will open and all fields from the quick report data will be available:

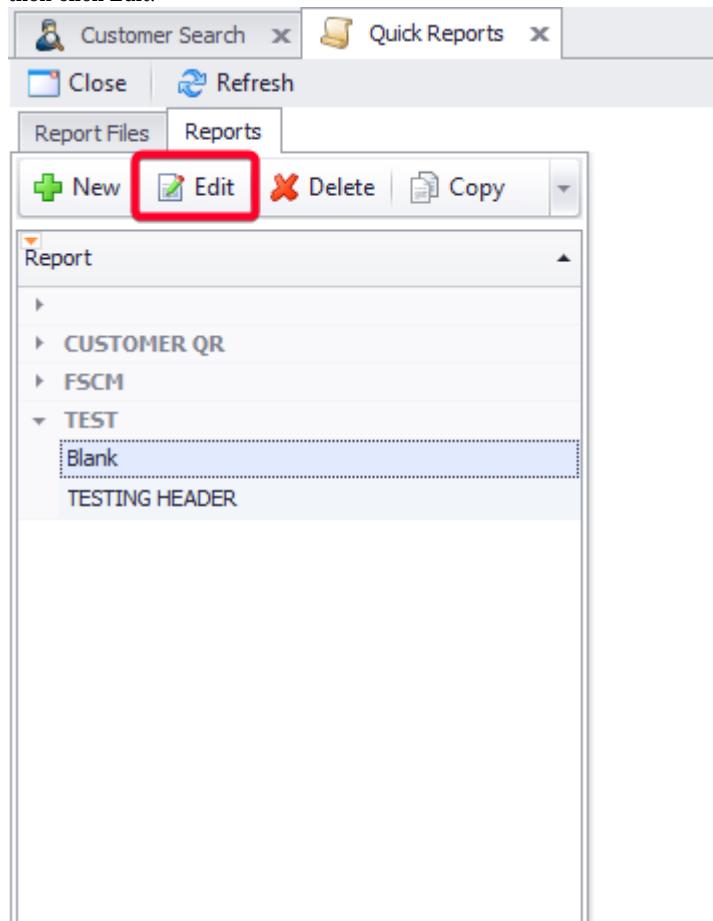


(Refer to the SalesPad [Reports](#) document for information on using the Report Designer)

## Reports

You can also link a Printed Report to a Quick Report that is stored in the SQL database, though the process is a bit different. Also, it requires selecting a report that has been created in the Report Manager, which we discuss in our [Reports](#) documentation.

1. Open the Quick Reports tab, then go to the Report you want to connect a Printed Report to. Select it, then click Edit.



2. Choose the Report ID you would like to use, then choose the Report Name of the specific report you'd like to use.

The screenshot shows the 'Quick Report Editor' interface. The top menu bar includes 'Customer Search', 'Quick Reports', 'Quick Report Editor', 'Close', 'Save', 'Update Report Viewer', 'Organize Xml', 'Auto Update Viewer', 'Refresh', 'Email', 'Print Grid', 'Export', 'Export to Template', and 'Reset Layout'. The main area displays an XML configuration for a report named 'Copy of Order' with ReportID 'salesPad Order'. The XML includes a 'select' statement and columns for Item\_Number, Serial\_Num, and Status. Below the XML, the 'Properties' tab is selected, showing fields for Status (Enabled), Name (Blank), Description, Connection String, and Viewer Name. Under 'Viewer Properties', settings for Group Footer Show Mode (Expanded), Auto Links (checked), Best Fit All (checked), Auto Fit, Auto Expand Groups, Hide Undeclared Columns, Show Auto Filter Row, Show Footer, and Allow Multiselect are shown. A red box highlights the 'Report ID' field containing 'SalesPad Order' and the 'Report Name' field containing 'Copy of Order' at the bottom of the properties panel.

If you would like to design the Printed Report directly from the Quick Report, you can do so by opening the Quick Report, then click Design along the top of the report options.

