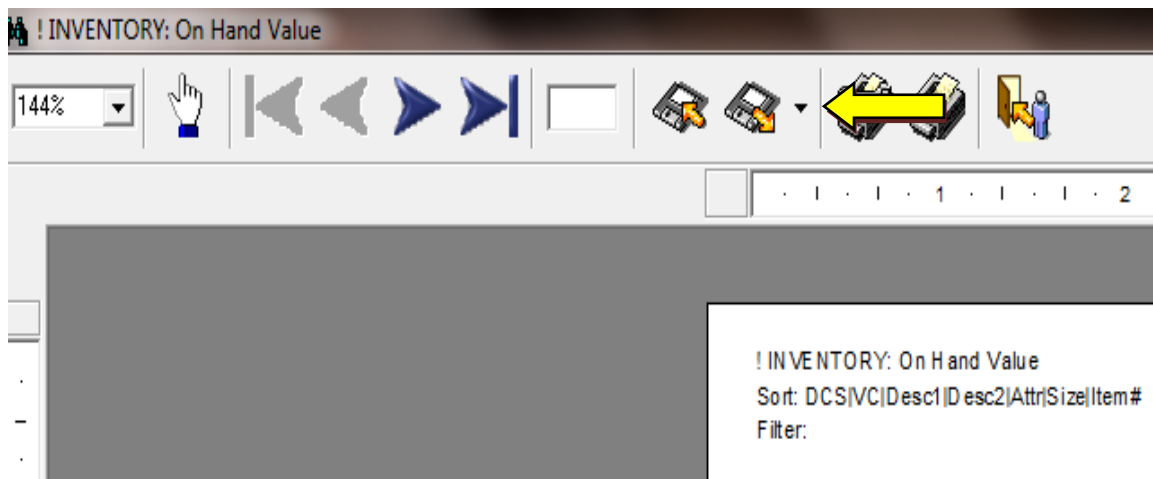




Exporting Reports to Excel/PDF January, 2014 Retail Pro v8

All of the reports that you run in Rpro v8 have the ability to be exported into HTML, Notepad, Excel, and PDF. Excel and PDF are the most common formats most Rpro users will export to.

1. Once you have run your report and it is on your screen, you will notice a drop down arrow next to a floppy disk. This is the drop down you will use to export your report.



2. Click on this drop down arrow and it will give all of your exporting choices.



3. Choose the format you want and it will immediately open up that program and drop the report info into that format.

- **Send to Notepad – text file**

```
! INVENTORY: On Hand Value
Sort: DCS|VC|Desc1|Desc2|Attr|Size|Item#
Filter:
```

Item#	DCS	VC	Desc1	Desc2	Attr	Size	Qty	Ext C\$	Ext P\$	M%
019670	AB	BRIGHT	30090	CROC REVERSE	BLK/B	32	0	0.00	0.00	59.09
017119	AB	BRIGHT	30090	CROC REVERSIBLE	Rever	34	2	45.00	98.00	54.08
017120	AB	BRIGHT	30090	CROC REVERSIBLE	Rever	36	1	22.50	49.00	54.08

- **Send to HTML – Web page**
- **Send to Excel – Spreadsheet – formatting is allowed**

Item#	DCS	VC	Desc1	Desc2	Attr	Size	Qty	Ext C\$	Ext P\$	M%
19670	AB	BRIGHT	30090	CROC REVERSE	BLK/BRN	32	0	0	0	59.09
17119	AB	BRIGHT	30090	REVERSIBLE	Reverse	34	2	45	98	54.08
17120	AB	BRIGHT	30090	REVERSIBLE	Reverse	36	1	22.5	49	54.08
17121	AB	BRIGHT	30090	REVERSIBLE	Reverse	38	0	0	0	54.08

- **Send to Excel (text) – Exports all as text – assumes there is no formatting needed.**
- **Send to PDF – non-editable file**

```
! INVENTORY: On Hand Value
Sort: DCS|VC|Desc1|Desc2|Attr|Size|Item#
Filter:
Item# DCS VC Desc1 Desc2 Attr Size Qty Ext C$ Ext P$ M%
019670 AB BRIGHT30090 CROC REVERSE BLK/BRN 32 0 0.00 0.00 59.09
017119 AB BRIGHT30090 CROC REVERSIBLE Reverse 34 2 45.00 98.00 54.08
017120 AB BRIGHT30090 CROC REVERSIBLE Reverse 36 1 22.50 49.00 54.08
017121 AB BRIGHT30090 CROC REVERSIBLE Reverse 38 0 0.00 0.00 54.08
017122 AB BRIGHT30090 CROC REVERSIBLE Reverse 40 0 0.00 0.00 54.08
017154 AB BRIGHT30090 CROC REVERSIBLE Reverse 42 (1) (22.50) (49.00)
```

Helpful Hint: If you are exporting a large report, give it plenty of time to export the data over. If you start manipulating the column widths, highlighting, etc., the export will stop and you may lose the last half of your report. This is especially common with On Hand reports.