



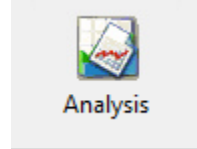
BIG HAIRY DOG Feature of the Month

Changing Report Layouts RP8

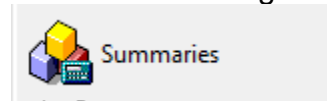
<https://youtu.be/reobLZk-34U>

In this document, we will make some simple changes to an existing Retail Pro Version 8 report. We will remove some fields from the report and change the orientation from portrait to landscape to fit all the fields on a single page.

Report Layouts are changed in the ANALYSIS tab in the Retail Pro main menu.



We will be working on a Summary Report, click on the SUMMARIES button on the side.

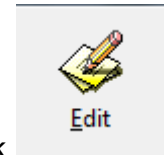
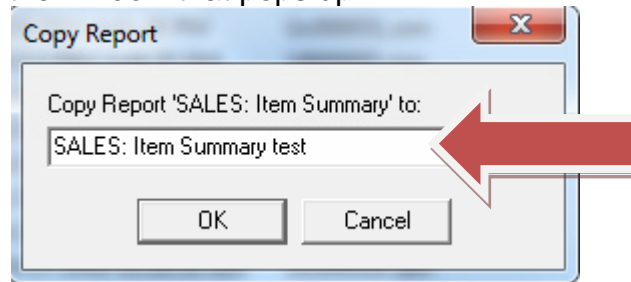


Highlight the report you want to work on. We will choose SALES: Item Summary

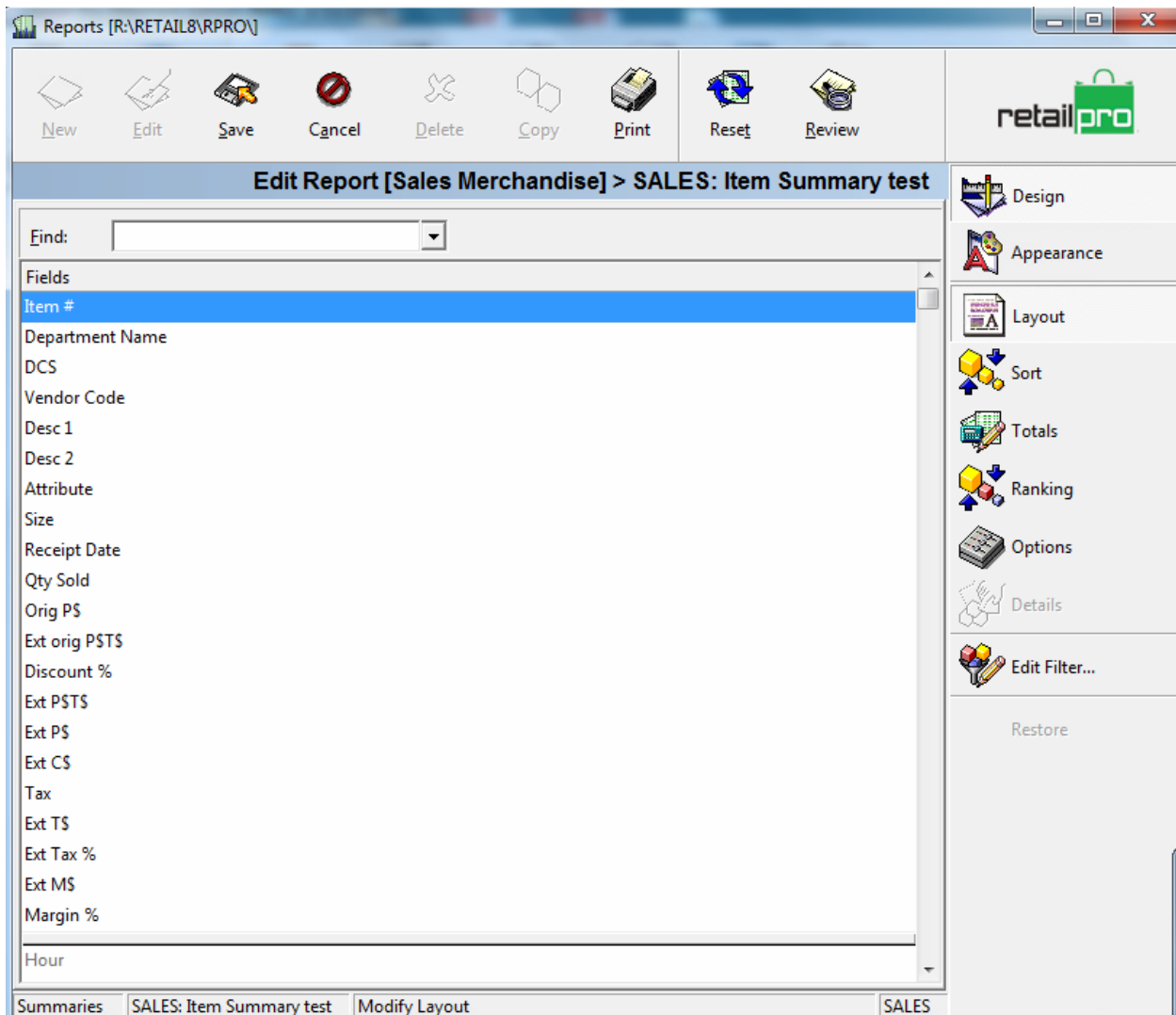
Report Name	Current Filter	Access Level	Modified	File Name
PO: Merchandise On Order - Dept	PO	1	6/12/2002 5:48:30 PM	UL000002.SPM
PO: Merchandise On Order - PO#'s	PO	Sysadmin Access	5/2/2006 4:06:28 PM	UL000003.SPM
PO: Merchandise On Order - PO#'s 1	PO	Sysadmin Access	5/2/2006 4:07:48 PM	UL000999.SPM
PO: Merchandise On Order - Vendor	PO	Sysadmin Access	6/12/2002 5:48:30 PM	UL000004.SPM
PO: Status	PO	Sysadmin Access	6/12/2002 5:48:30 PM	UL000002.SPT
RECEIVING: Vendor Summary Past 12 ...	RECEIVING	1	8/26/2014 5:17:02 PM	UL000002.SVM
SALES: Associate Best Seller by Retail	SALES	1	6/12/2002 5:48:30 PM	U0000019.sim
SALES: Associate Performance Report	SALES	Sysadmin Access	1/6/2011 4:41:28 PM	Uc000051.sim
SALES: Associate Summary	SALES	1	6/12/2002 5:48:30 PM	U0000005.sim
SALES: Cashier Performance Report	INVOICES	Sysadmin Access	6/12/2002 5:48:30 PM	UC000051.SIT
SALES: Customer Best Seller - Top 100	SALES	Sysadmin Access	6/12/2002 5:48:30 PM	UL0000020.SIM
SALES: Customer Summary	SALES	Sysadmin Access	6/12/2002 5:48:30 PM	UL0000010.SIM
SALES: Day of Week Summary - This ...	SALES	Sysadmin Access	1/30/2013 12:25:02 PM	UL0000014.SIM
SALES: Department Summary	SALES	1	4/25/2006 2:54:00 PM	UL0000003.SIM
SALES: Dept Best Sell by Retail - Top 50	SALES	1	10/27/2010 10:18:54 AM	UL0000016.SIM
SALES: Discount Summary	SALES	1	6/12/2002 5:48:30 PM	UL0000012.SIM
SALES: for the last seven days	SALES	1	7/14/2006 4:20:40 PM	UL000999.SIM
SALES: Hourly Summary - This Month	SALES	1	48:34 PM	UL0000015.SIM
SALES: Item Summary	SALES	1	29:46 AM	UL0000008.SIM
SALES: Item Summary by Department	SALES	1	9:32 PM	UL000998.SIM
SALES: Item Summary by Serial Number	SALES	1	5/12/2003 9:35:12 PM	UL0000027.SIM
SALES: Item Summary class	SALES	1	11/27/2012 5:39:46 PM	UL000997.SIM
SALES: Item Summary test	SALES	1	3/6/2016 11:39:00 AM	UL0000004.SIM



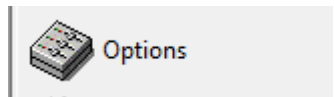
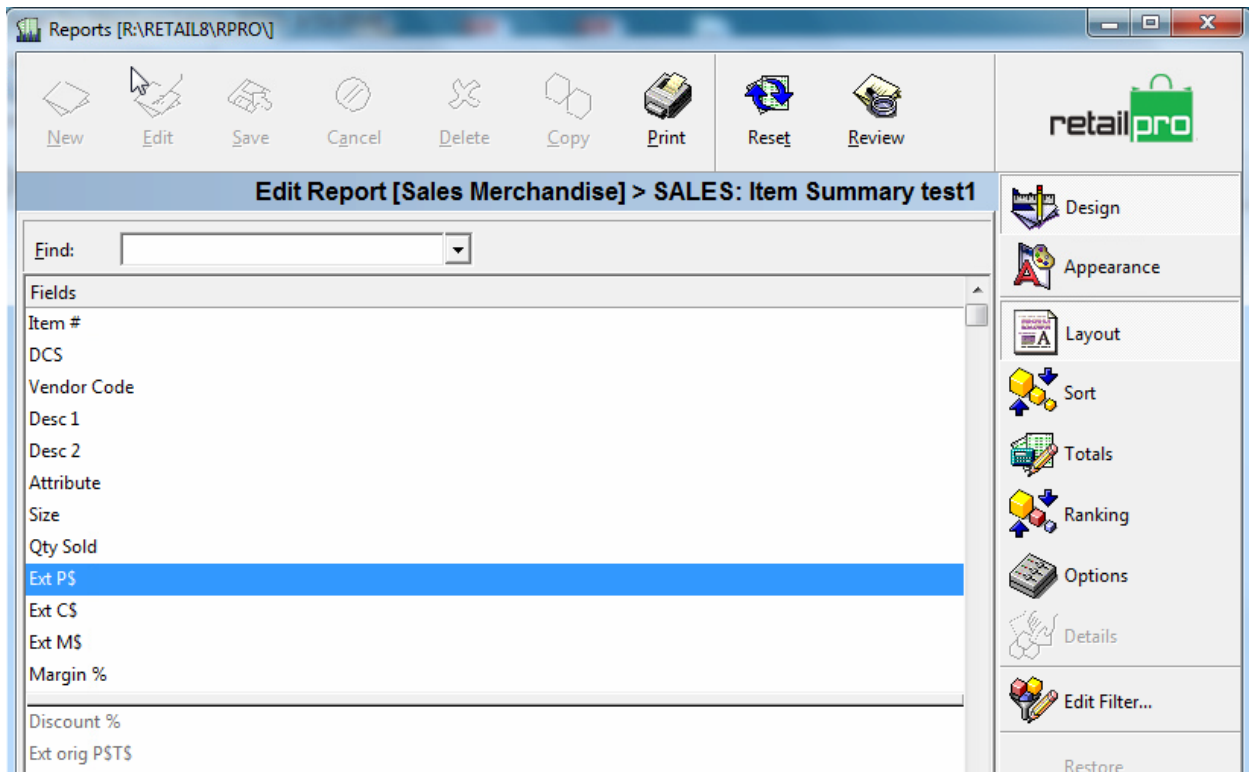
We will make a copy of this report and make our changes. Click the **Copy** button and change the name in the window that pops up.



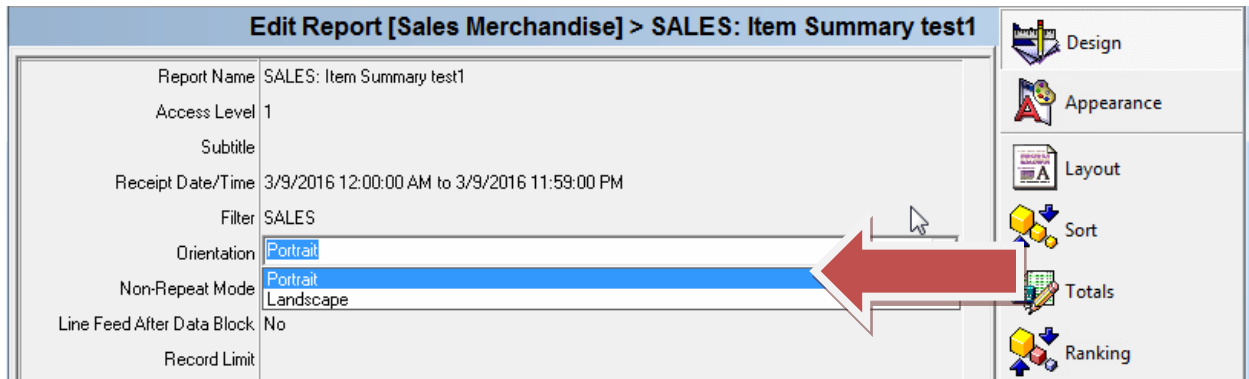
Click **OK** to save the file. Then highlight the new report and click **Edit**. The screen should look like this:



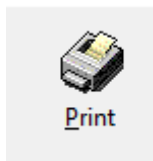
The fields listed in the large part of the screen in black type are currently on the report, the fields in light grey type BELOW the line are NOT on the report. We will remove a number of these fields. Highlight and **DOUBLE-CLICK** any fields you want to remove. They will go below the line. This is what our screen looks like now:



The other place you can control the layout of the report is under **Options** and change the **ORIENTATION** to landscape.



Don't forget to **SAVE** your changes!



And then **Print** to test the report:

SALES: Item Summary test1
 Sales Info: Full Detail
 Sort: DCS/VC/Desc1 Attr/Size
 Filter: Receipt Date: 1/1/2016@12:00a-3/17/2016@11:59p Include

3/17/2016 5:29 PM
Page: 1

Item#	DCS	VC	Desc1	Desc2	Attr	Size	Sold #	Ext PS	Ext CS	Ext MS	M%
000411	ASJWYER	HAPPYW	HW-41	Lo Filiboree Butterfl/ Earri	silver		1	24.00	12.00	12.00	50.00
000412	ASJWYER	HAPPYW	HW-5	Owl charm earrings	Silver		1	20.00	10.00	10.00	50.00
							2		22.00	22.00	