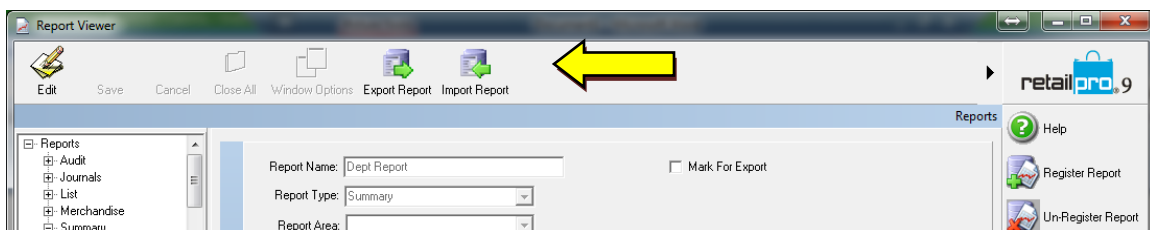




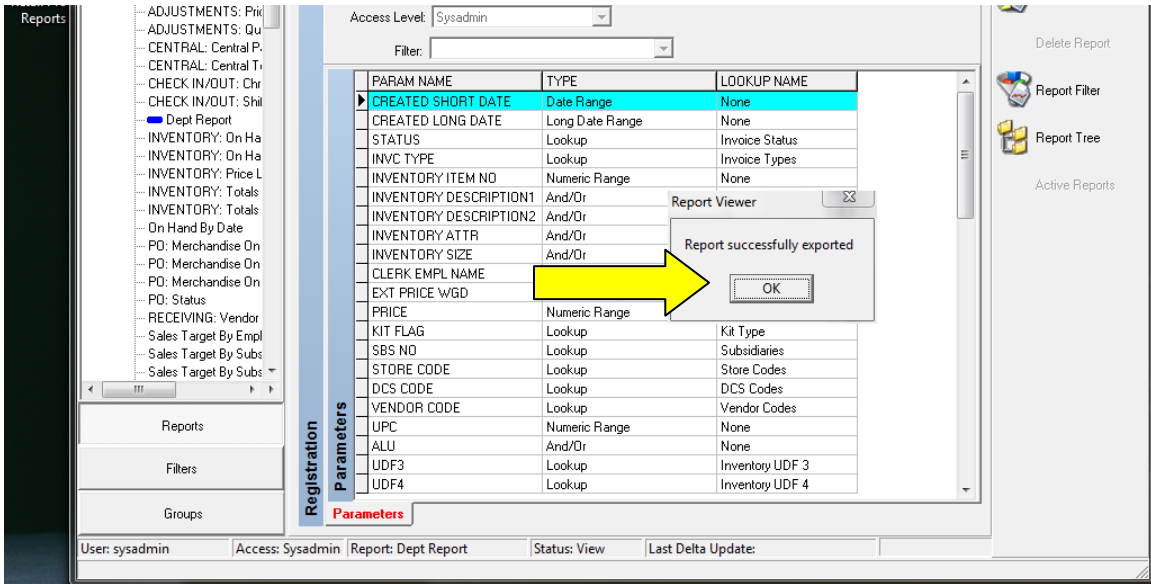
Copying report to remote stations July, 2014 Retail Pro v9

All of the reports that you run in Rpro v9 have the ability to be copied to your remote location. Exporting and Importing report can easily be done with a couple of steps.

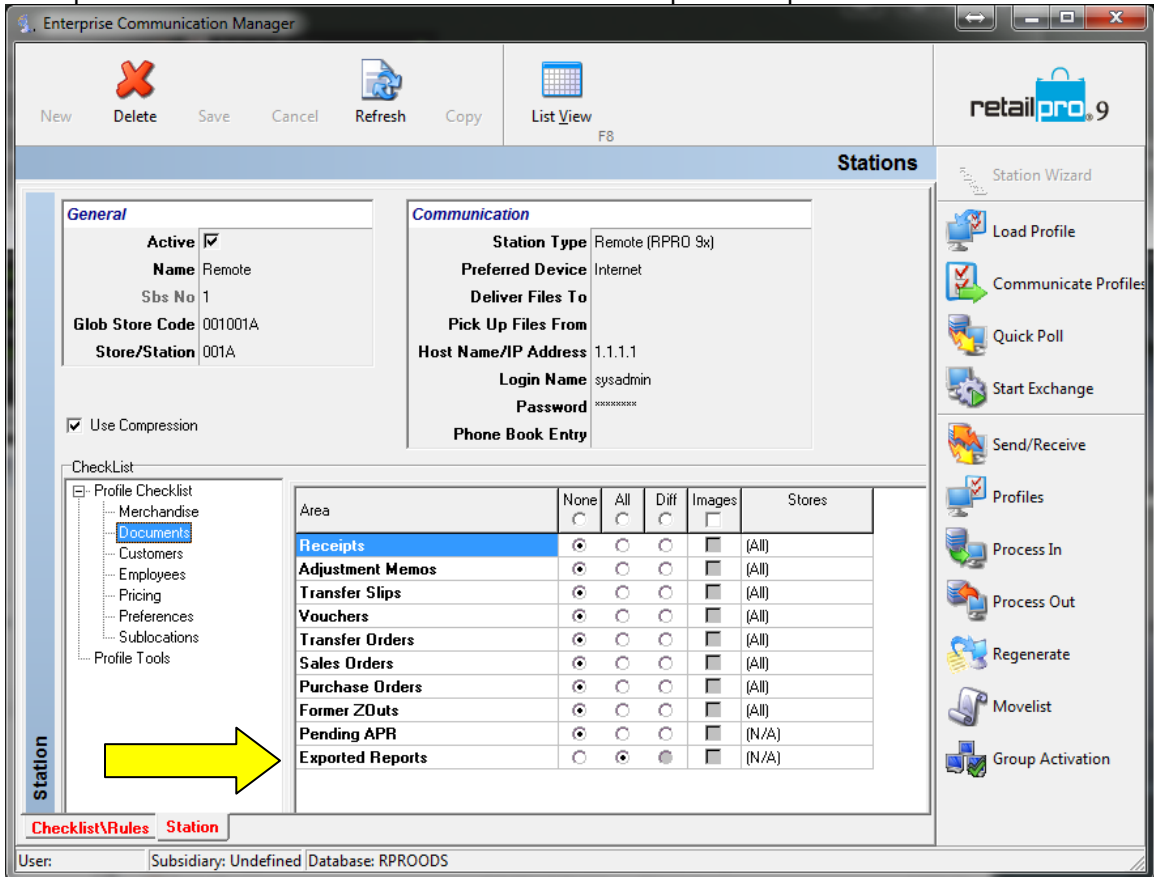
1. Once you have reports open your screen, you will notice an Export Report button along the top toolbar. if it is not there it will need to be added with the Menu Designer.



2. Select the report your choosing to export and Click on the Export Report.
note: if the Export Report button is not visible it will need to be added with he Menu Designer

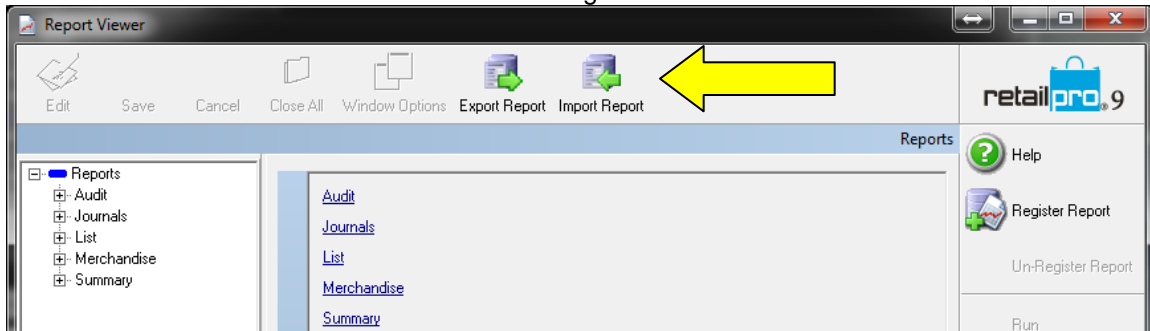


3. Open ECM and set the station>Profile Checklist> Exported Reports to "ALL"



4. After a Successful Exchange and Process In at the remote, the exported report will be located |RetailPro9\RPT\IN\

5. Open Report viewer, Select Import Report from the Top Menu, Note: If it is not visible it will need to be added with the menu designer



6. After a successful import the report should be listed on the right hand menu

Helpful Hint: Any defined filters will not Import with the Report and will need to be manually defined after importing the report.