

A RETAILER'S BEST FRIEND.



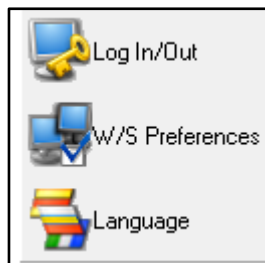
REPORT OPTIONS

Retail Pro Version 9

<https://youtu.be/fHs3uDOiQKY>

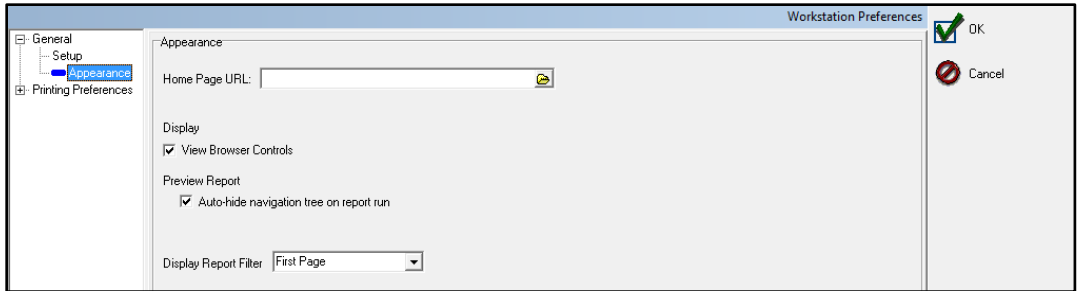
We will show the REPORT OPTIONS selections available to change the output or printing behavior of reports in RetailPro Version 9. Any options changed here apply to All users at this location, regardless of workstation. With a new Retail Pro 9 install, we recommend changing some of these settings as outlined below.

1. Starting from the main screen in Retail Pro Reports, click the  button.




Select the **WS Preferences** from this menu.

2. Select **Appearance** from the menu on the left side.



The first setting we will look at is DISPLAY REPORT FILTER. The default is NONE. **Most users will set this to FIRST PAGE. This is what we recommend.** This will print any filter values in the header of the report. i.e. date ranges, DCS include or exclude, or store codes. This is a sample of the header of a report with DISPLAY REPORT FILTER set to FIRST PAGE.



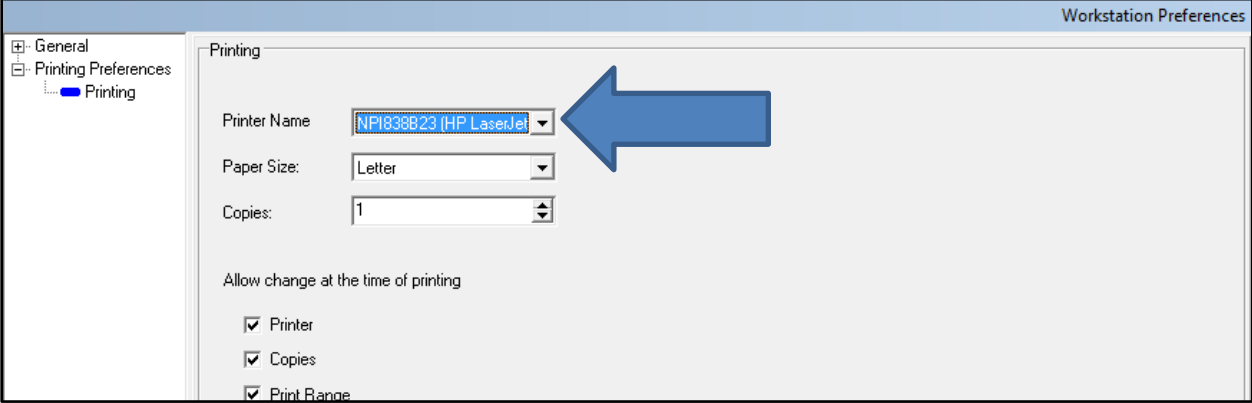
Report Date: 4/6/2017
Report Time: 11:49 am

Filter Criteria:
 POST DATE: 1/1/2017...4/6/2017 Include
 STORE CODE: ALL Include
 SBS NO: ALL Include

BHD ADJ: Qty Change by Reason by Store

Store code	Reason	Memo Date	Memo #	Dif Qty	Ext Dif Cost	Associate	Memo Source
SHP		03 / 21 / 2017	1863	223	3,066.25	SYSADMIN	MANUAL
SHP		03 / 21 / 2017	1864	-223	-3,066.25	SYSADMIN	REVERSE

The next settings we will explore are in the **Printing** menu. Select PRINTING from the menu on the left side.



In this screen you can set a default printer for the REPORTS. The default printer will apply to ALL users of Retail Pro 9 reports at this location. (If users need to send their report to a different printer than the default, they can change this on demand when they run a report) Use the pull-down next to PRINTER NAME to select the printer you want to set as the default. The list in the pull-down will show you all the printers configured in windows for this workstation.

The other selection(s) that are important here are these:

Allow change at the time of printing

Printer

Copies

Print Range

If the user needs to be able to change any of these settings on demand when they want to print a report, check the appropriate box. Any settings here apply to ALL USERS at this location. The default setting for PRINT RANGE is unchecked. **We recommend that PRINT RANGE be checked so that the user can print just the first or last page if desired.**

If PRINTER is checked, then the user will have the option to change here:

If COPIES is checked, then the user will have the option to change here:

If PRINT RANGE is checked, then the user will have the option to change here:

