

Arranging Reports

Reports can be viewed as Tabbed or Arranged.



TABBED ARRANGE REPORTS

Reports in this option will take up the entire screen and the tabs will appear at the bottom of the screen. If you don't wish to view the reports tabbed, click **Tabbed** once again, and this will disable this re-arrangement.

ARRANGE REPORTS

Drop menu will appear with possible options. You can either select **Cascade**, **Close All Windows**, **Tile Horizontally**, **Tile Vertically**, **Minimize All Windows**.

VIEWING REPORTS THAT ARE NOT DISPLAYED

Click on **Views**. A list of all the available reports will appear.

After clicking on **Views**, we select the report we want to see and a drop-down menu will appear.

If you are viewing the reports on **Tabbed View**, then a tab will appear on the bottom of the window with the name of the report.

If you are not viewing the reports as tabbed, then the window will appear in front of the other windows.

The report can be also deleted, by clicking on **Delete Report Set**.

The report data and sets can also be edited, Click on **Add/Edit Report Sets** or **Edit Report Data**.



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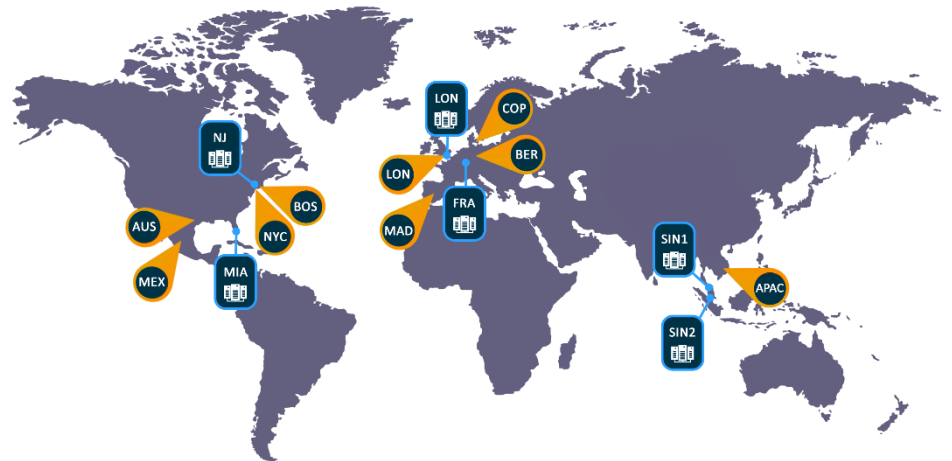
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