## Report Designer

# 2013

A guide to Report Designer in Horizon.

Horizon 3.357

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#### 1. Introduction

Over the next couple of pages this will display how to use the basic functionality of the report designer.

Please note that the Report Designer is a third party piece of software used by BlueSky Systems Solutions in Horizon for the creation and modification of Forms and Reports.



### 2. Loading a New Form/Report

- 1. Select Utilities
- 2. Select Report Designer
- 3. Navigate to required folder
- 4. Select the New Report icon (white page symbol)



- 5. Select File
- 6. Select Load From File

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- 7. Then select File
- 8. Then select Save As
- 9. And enter suitable name for the new report

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10. Exit from Report Designer and run report.

