Report Designer

2013

A guide to Report Designer in Horizon.

Horizon 3.357

Contents

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)
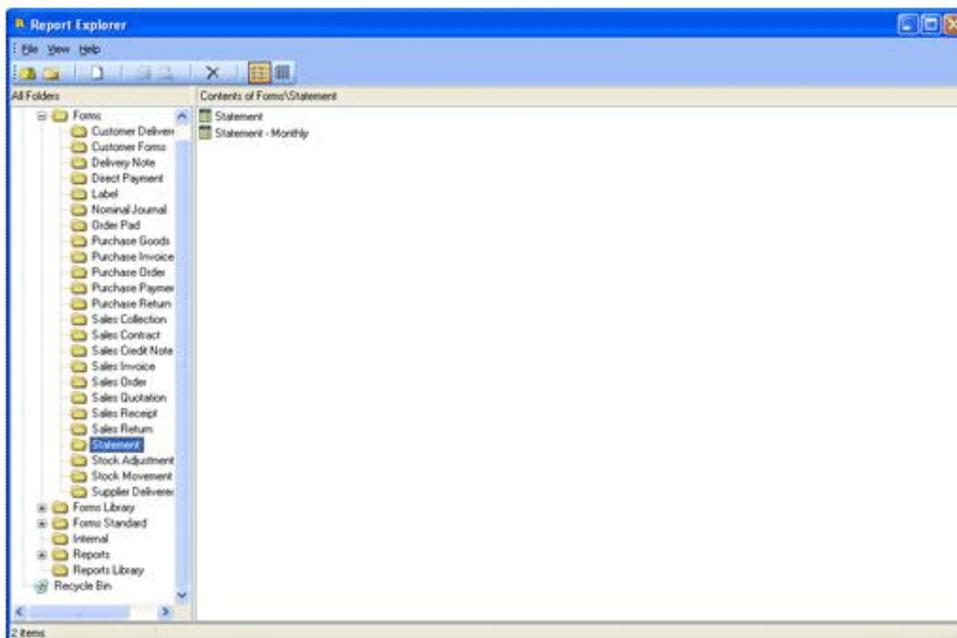
5. Select File
6. Select Load From File
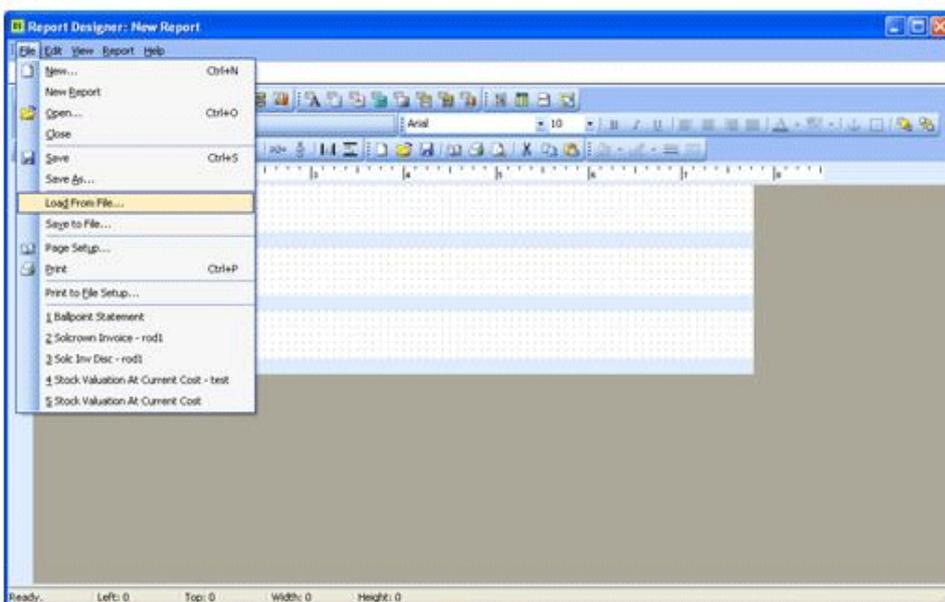
7. Then select File
8. Then select Save As
9. And enter suitable name for the new report

10. Exit from Report Designer and run report.

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