

**Module: m/08/120**

*'Setting the report properties...'*



*Report properties are generally different on each report.*

*This module shows the user how to modify report properties. Once the user understands the principles behind this technique, experimenting with the properties of new reports becomes less challenging!*



1. Select the Report Quick link

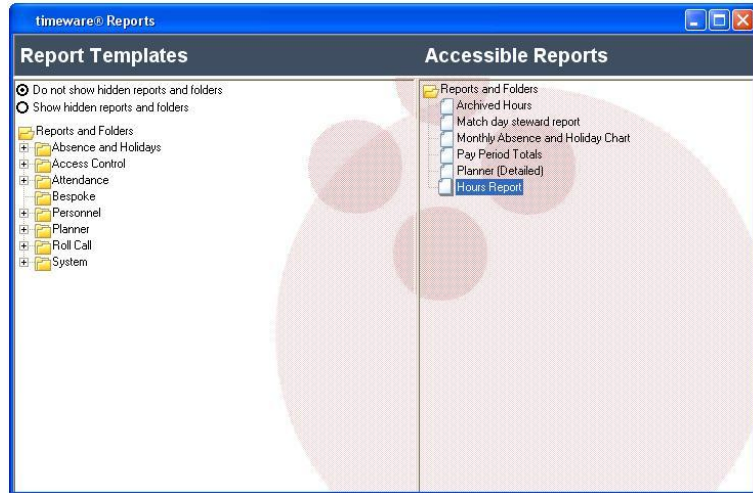


or, select File, then Reporting and click on Reports...

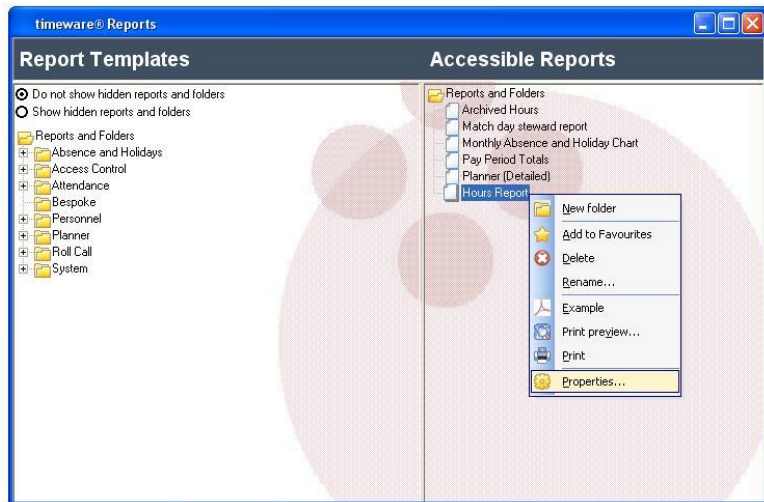




2. The Accessible Reports appear on the right side of the report screen.

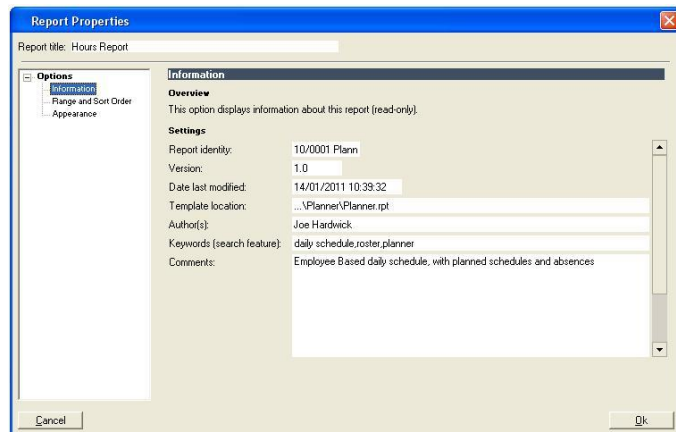


3. <Right-click> on the report and select Properties...

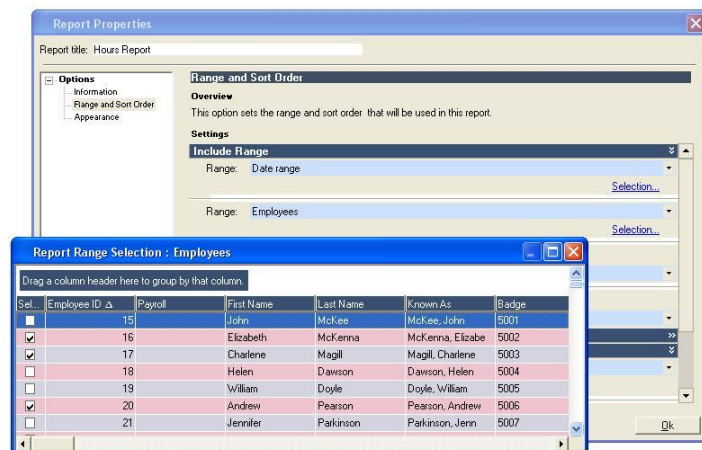




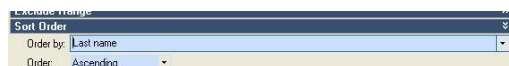
4. Selecting *Information* displays useful details such as version, date modified, author and comments. These fields do not affect the ranges, sort order or appearance of a report – they are used for support purposes only.



5. Selecting *Range and Sort Order* enables the user to specify date ranges and the employees to include in the report.

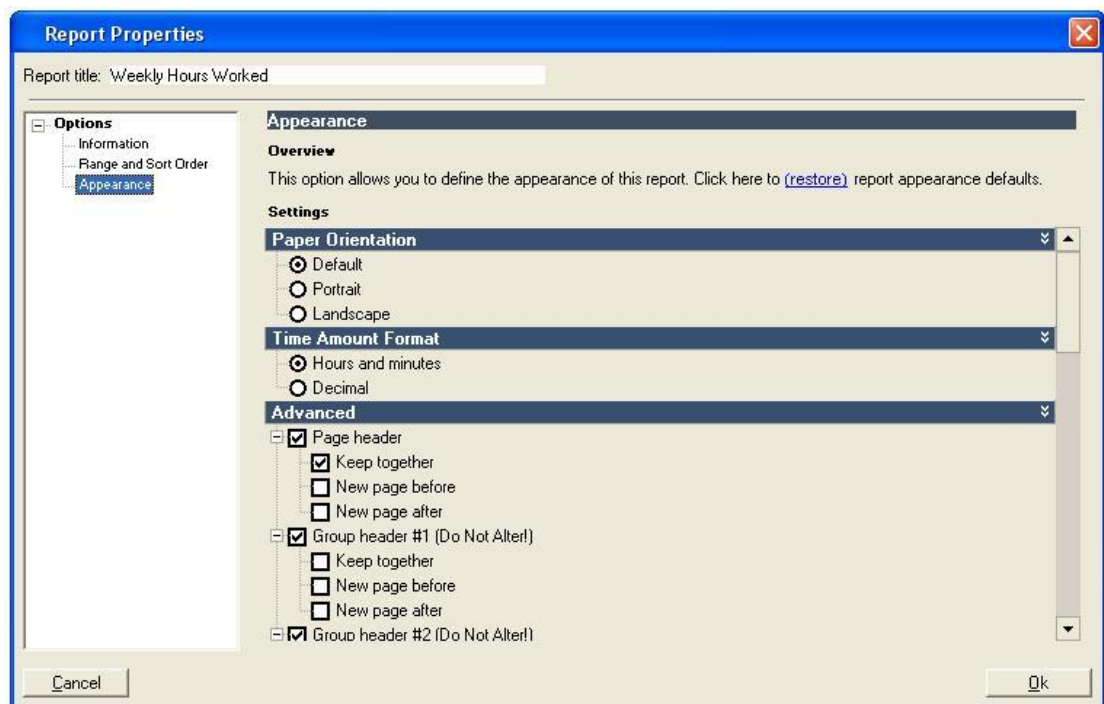


The Sort Order determines how the ranges are grouped together.





6. Selecting *Appearance* enables the user to personalise the report even further:
  - a. The user can specify Portrait or landscape .
  - b. On reports that display a time amount total, it is possible to specify whether the total is in decimal (hh.mm) or hours and minutes (hh:mm).
  - c. It is often possible to exclude certain sections of a report and to eliminate page breaks. *It is generally recommended that the user keeps the defaults specified by the report author.*



7. Finally, click<OK> to save the modified Report Properties.