



## Report Designer

Report Designer for gives you the ability to quickly and easily modify more than 500 reports or create your own.

Building reports is as easy as pointing and clicking on any field in your Sage Timberline Office database and dropping it into the report template. Reports can be totaled at any level, and conditions can be applied to print only the information you want to see.

Once designed, reports can be placed on the main toolbar, which can be customized for each employee, giving them quick and easy access to the reports and inquiries they use most often. For added convenience, you can also create macros to print a specific set of reports with a single click of the mouse. For example, use a macro to generate a rent roll or a series of job cost reports for a project manager—while you continue working on other tasks.

To ensure that your reports appear professional and are easy to read, Report Designer also gives you the ability to choose font types, line spacing, page breaks, number and date formats, and field size. You can also bold, italicize and underline type.

Following is a detailed list of the features Report Designer offers to put you in complete command of the information you present to others:

### Custom report design

- Modify reports so that the information they contain is presented in the style best suited to those who are reading them.
- Access fields throughout your Sage Timberline Office database.
- Insert conditions to print only the information you want.
- Place printed totals and summarized information in any order you choose.
- Allow the people printing reports to control their content at run time.
- Enter text, headings, and comments to clarify data for readers.
- Build reports by clicking on any field to add it to the report template.
- Move fields within the template screen easily by dragging and dropping.
- Change font, bold, italic, and underline formatting.
- Alter line spacing, page breaks, number date formats, and field sizes.

### Additional features

- Customize toolbars and drop-down lists for each employee.
- Use design notes to document details pertaining to a report, such as prompts, conditions, special considerations, sort orders, total and summarization levels, formatting, and records used.
- Move the floating toolbar anywhere on the screen.
- Use the right mouse button to access "What's this?" help capabilities.
- Print formulas for easy archiving and analysis.
- Find solutions to common printing problems using the printing troubleshooter.

**Report Designer** is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

