Print Table Data Window

Overview:

The 'Print Table Data' window is universal throughout all features of OPTO wherever a report or list is available for printing. The 'Print Table Data' window enables the user to print reports and/or lists in different formats. The 'Report Settings' tab enables the user to refine a report or list by showing or hiding different subject columns, by ticking and un-ticking option boxes. The column widths may also be adjusted by selecting the column and using the cursor generated arrow to move the margins. These changes will stay in place for that user until the 'Reset' button has been pressed.

	Print Table Data							
Report Title Current Sales Orders f	for ()							
Show/Hide Columns Order No D A Job Descriptic A	ue Date 🗹 Div mount 🗹 Desp	I Client Order P I Cnt I Pro I Hold	iject / Info					
Order No Due Date	Div Client Order No Cnt	Project / Info Job Description	Amount Desp	Hold				
Print to Printer Word Document HTMI	 Use Report Title Use Company Header 	Portrait Landscape		R Preview	🖶 Print			
O PDF Microsoft Excel	Email this file as Attachm	ent			😁 Reset			

The 'Printer Settings' can be accessed at the bottom of the 'Print Table Data' window these options enable the USER to choose page layout and the page size. A Company Header can be added to the report, and the report can be attached to an email. The Export Format radio buttons enables the report to be exported as different formats. To make changes simply **click** on the radio buttons and/or tick box to activate or de-activate the option. The report title can be changed by **clicking** in the **Report Title** field and typing in the required name for the report or list.

Print Table Data										
Report Title										
Current Sales Orders for ()										
Show/Hide Columns										
✓ Order No ✓ Due ✓ Job Descriptic ✓ Amo	Date Div ount Desp	✔ Client Order F ✔ Cnt ✔ Hold	Project / Info							
Order No Due Date D	iv Client Order No Cnt	Project / Info Job Des	cription Amount	Desp Hold						
Print to Printer Word Document HTML	Use Report Title Use Company Header	 Portrait Landscape 		💽 Previe	w 🖶 Print					
O PDF Microsoft Excel	Email this file as Attachm	ent			😔 Reset					

The **'Reset'** button enables the user to reset the default properties of the report or lists. The **'Close'** button enables the user to cancel and close the 'Print Table Data' window. The **'Preview'** button enables the user to view the report prior to printing so any changes can be made. The **'Print'** button prints the report with no further previews or options to make changes.