

2020 Worksheet: Report Designer

When you have completed this training, you will understand how to perform the following tasks:

- Apply a Quick Report
- Customize the Quick Report
- Apply an existing Report Design
- Create a new Report Design based on an existing Report Design
- Access Report Designer
- Customize the new Report Design
 - Move fields
 - Edit Field Properties
 - Add data/dynamic fields
 - Add reusable/static fields
 - Sort product from 2020 Worksheet
 - Filter product from 2020 Worksheet
 - Group and subtotal product from 2020 Worksheet
 - Modify Section Properties
 - Add Price Adjustments
- Apply new Report Design to worksheet
- Export report to Adobe PDF

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