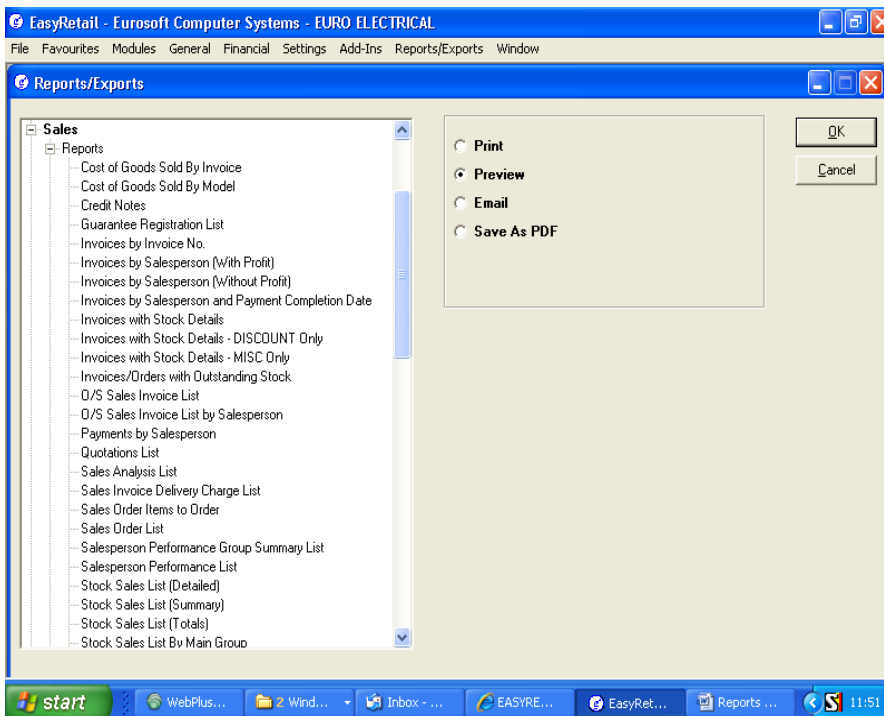
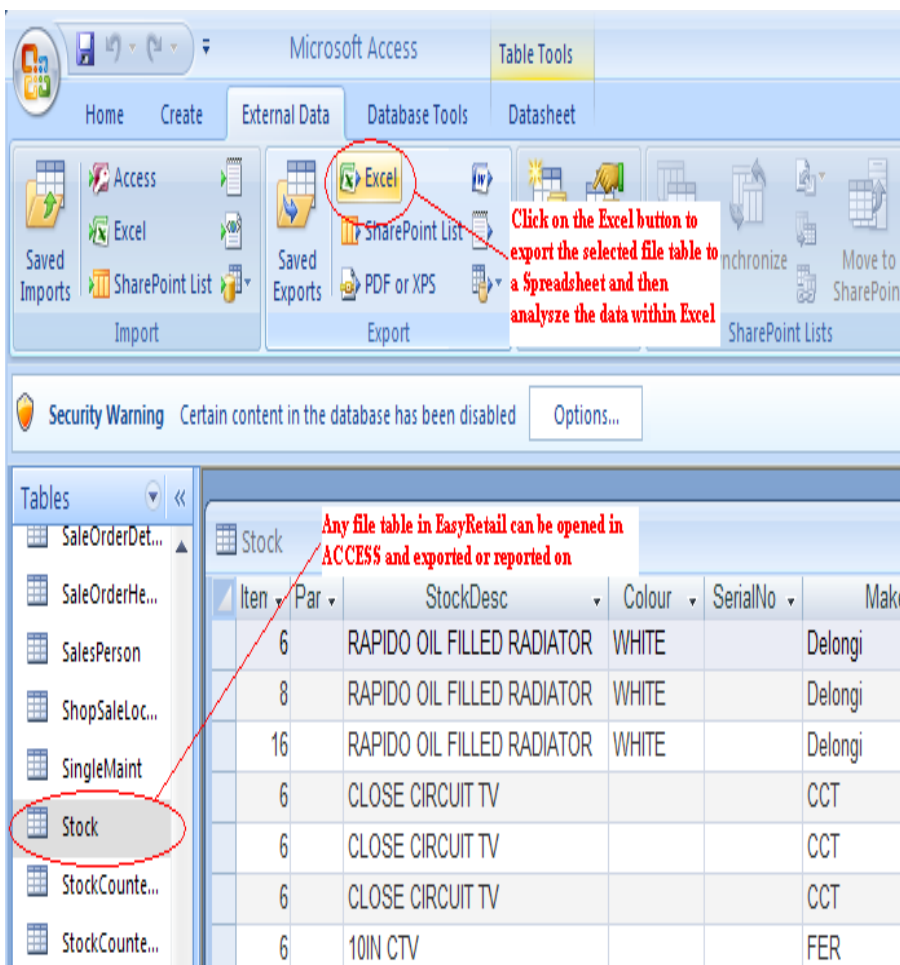


# EasyRetail – Standard Reports & Bespoke Report Design



- EasyRetail has literally hundreds of standard reports to cover every management reporting requirement that might arise.
- The standard reporting suite has its own security system to prevent unauthorised access to confidential information.
- Reports can be previewed, printed, emailed and saved as PDF files.
- Most sales and stock reports can also be exported as an EXCEL compatible file.

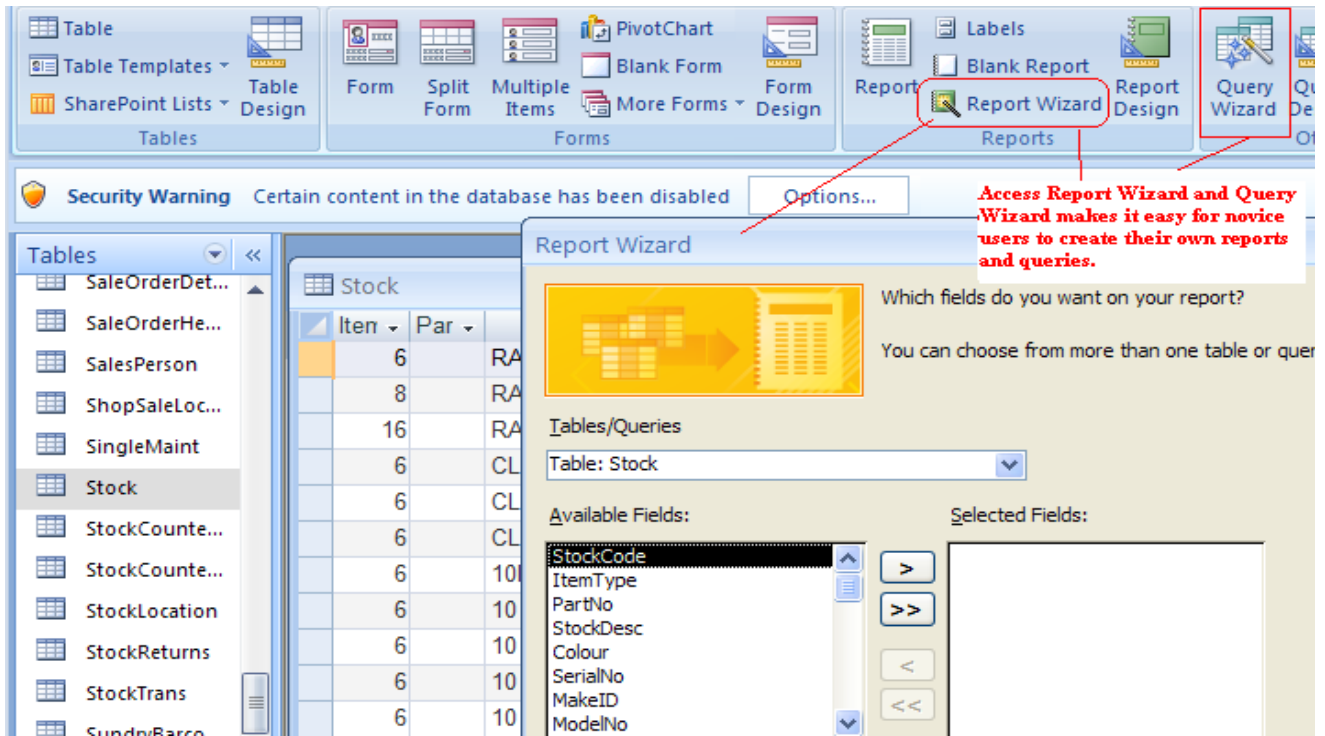
## Bespoke Report Design using ACCESS & EXCEL



Because the EasyRetail database is stored in MicroSoft ACCESS, that makes it extremely easy for anyone familiar with ACCESS and EXCEL to create their own reports or export files.

Training on Access and Excel is widely available either from training houses or books and CDs, so users with an interest in this area won't have any difficulty obtaining the necessary knowledge and expertise.

- Open any file table in Access and export it to Excel.
- Use the report creation and query features of Access to create your own reports and exports that you can store and re-run whenever you need to.
- Novice users can use the "Report Wizard" and the "Query Wizard" to design reports and database queries with minimum effort.



## Bespoke Report Design using 3<sup>rd</sup> Party Software



There are a number of inexpensive Access compatible wizard type report design applications available to purchase on the Internet. One of the better ones is "Gladstone Report Writer" from [Gladstone Solutions Ltd.](http://www.gladstone-solutions.com) Novice users will find Gladstone's 5-step report design wizard a godsend.

### Novice and End-Users:

- ✓ Create unlimited styles of reports and mailing labels in just 5 steps!
- ✓ Change you mind after creating and saving a report? No problem, just click 'edit' and make changes.
- ✓ "Smart filtering" depending on the kind of data in your columns, enables you to get just the data you want.
- ✓ "Smart formatting" guesses column widths, page margins, orientation, and even font sizes based on your data.
- ✓ Elegant formatting options such as row and/or column shading, lines, and even add your own logo!
- ✓ Sum or average columns, group results by common values, count records, etc.
- ✓ Easy export buttons to quickly analyze your report with Excel or send to Word.

