













## HOW TO SET REPORT'S PAGE ORIENTATION TO LANDSCAPE

### Procedure:

1. Click to select the system report format you wish to modify/amend > Click **Amend**.

#	Name		Default	
<SR>01	Sales Invoices Listing	System	<input checked="" type="checkbox"/>	
<SR>02	Sales Invoices Listing by Agent	System	<input type="checkbox"/>	 Amend
<SR>03	Sales Invoices Listing by Agent, Customer	System	<input type="checkbox"/>	 Rename
<SR>04	Sales Invoices Listing by Currency	System	<input type="checkbox"/>	 Delete

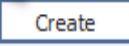

2. Type a new display name (e.g. Sales Invoice Listing w/ Company Header) > Click **Create**.

#	Name		Default	
<SR>01	Sales Invoices Listing	System	<input checked="" type="checkbox"/>	
<SR>02	Sales Invoices Listing by Agent	System	<input type="checkbox"/>	 Amend
<SR>03	Sales Invoices Listing by Agent, Customer	System	<input type="checkbox"/>	 Rename
<SR>04	Sales Invoices Listing by Currency	System	<input type="checkbox"/>	 Delete
<SR>05			<input type="checkbox"/>	 Import
<SR>06			<input type="checkbox"/>	 Export
<SR>07			<input type="checkbox"/>	 Refresh
<SR>08			<input type="checkbox"/>	 Close
<SR>09			<input type="checkbox"/>	
<SR>10			<input type="checkbox"/>	

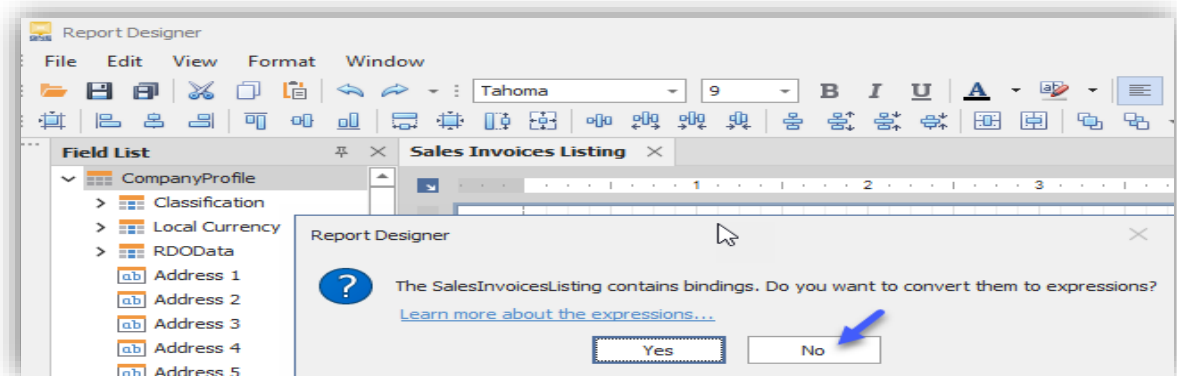
\* Sales Invoices Listing - Create User Report

Display Name:

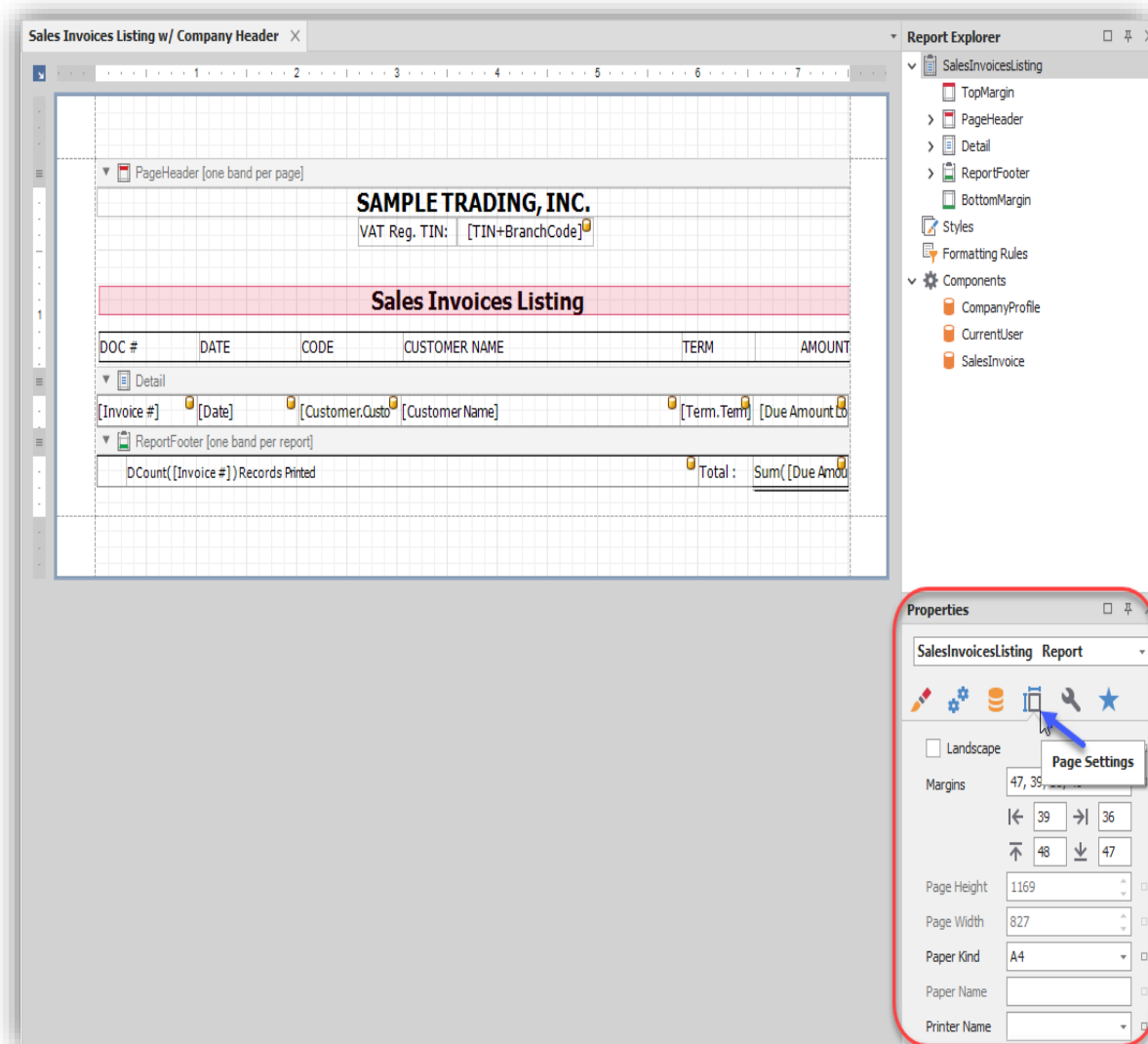
Format Code:

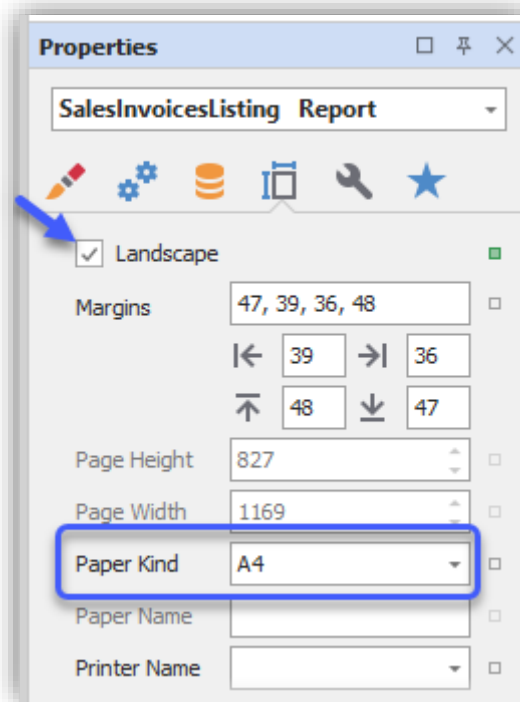
3. On the Report Designer window, click **No** on the prompt.



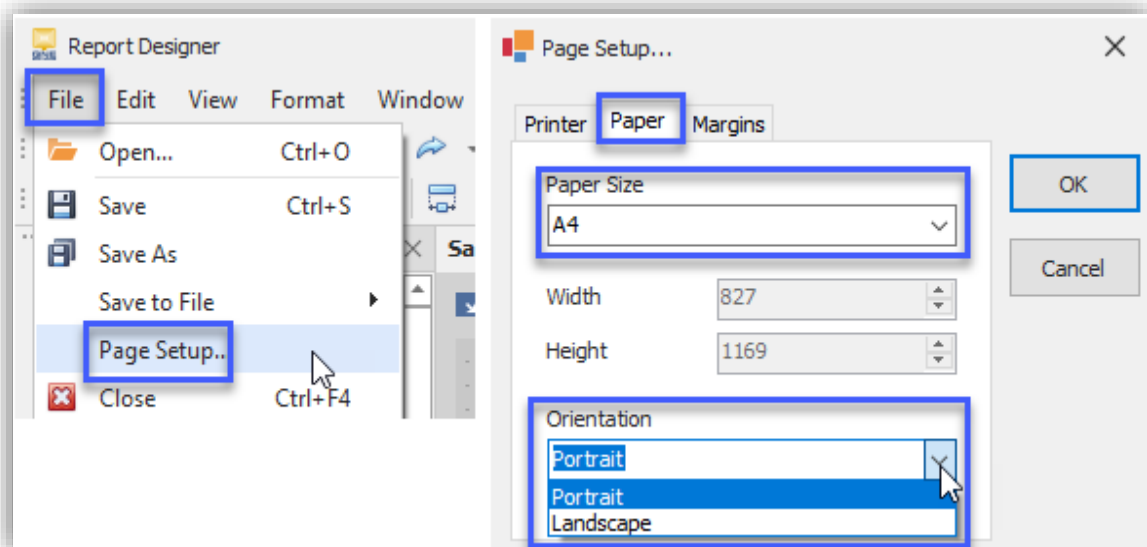
4. On the **Properties** pane, click the Page Settings icon.



5. Tick the **Landscape** Checkbox. You may also set the **Paper Kind/Size**.

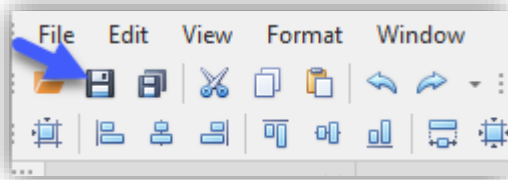


6. Alternatively, you may also set these up via **File > Page Setup > Paper** tab. Click OK.

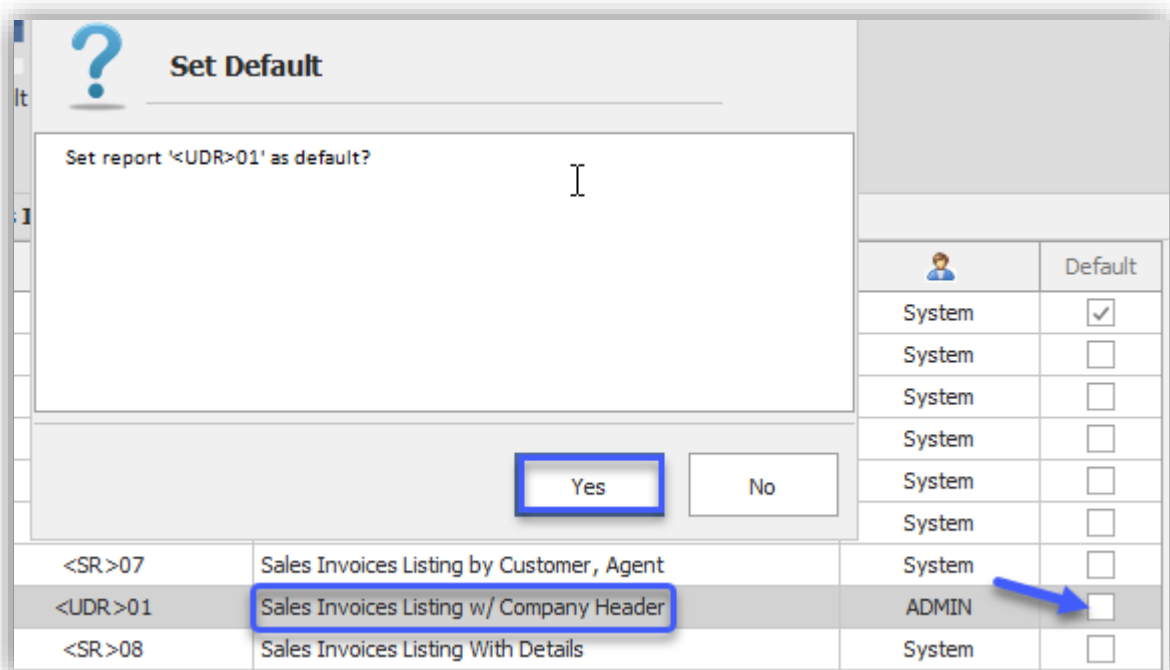


7. As the page orientation has been changed, you may have to do some adjustments on your report (e.g. spacing, alignment, etc.)

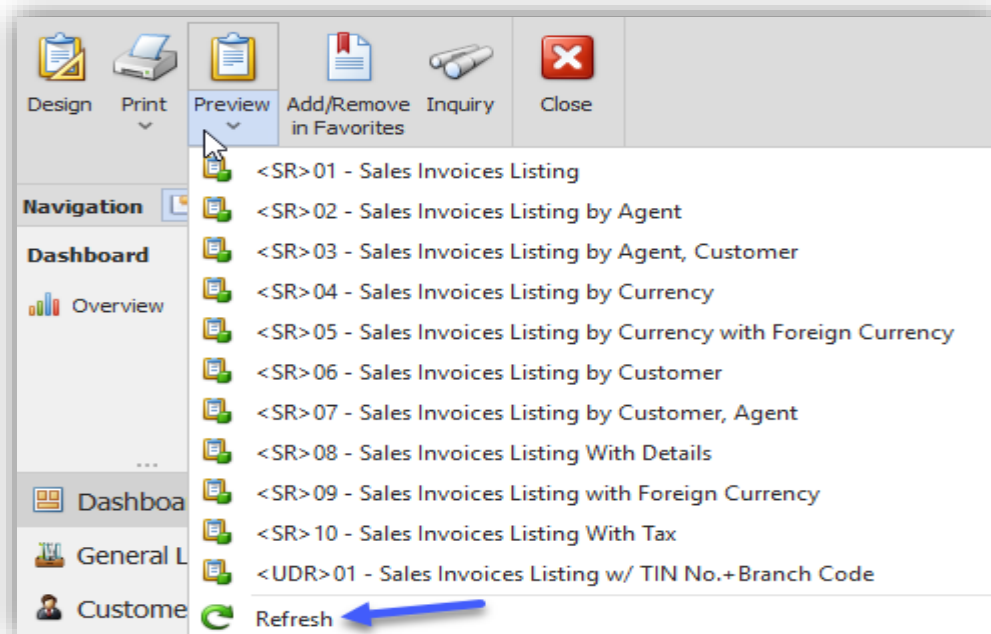
8. Click on **Save** to save your work > Close the Report Designer window.



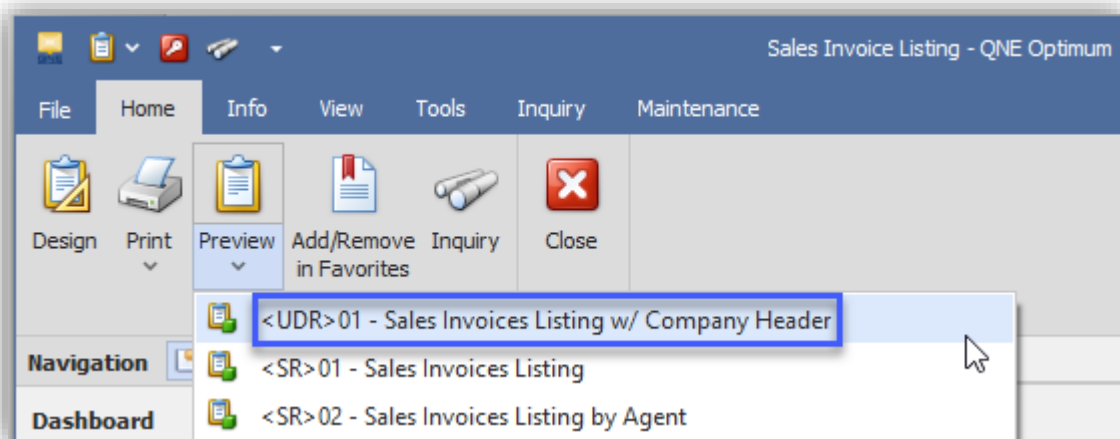
9. Should you want to make the newly created format as default, click the **Default Checkbox** and click **Yes**.



10. Click the **Preview** drop-down button > Click **Refresh**.



11. You should now see the new format you've just created.



#### NOTE:



Should you need further assistance on this please send us an email to [support@qne.com.ph](mailto:support@qne.com.ph) or you may log a ticket via [qnesupportph.freshdesk.com](https://qnesupportph.freshdesk.com)