



FACTS Data Sheet: Report Formatter

**Report Formatter
allows distributors to
capture and manage
data more quickly to
provide better access
to key business
information.**

Report Formatter brings more flexibility, convenience and functionality to FACTS reports by allowing users to customize changes to FACTS report output without the modification of standard code. Report Formatter allows users to expand their report output options in a variety of ways to further enhance the way they gather information from FACTS.

Multiple Outputs allows you to print a report to a printer, the viewer and to a file at once. Simply click the “Multiple” button on the Print Properties and add as many outputs as needed.

Number of Copies allows you to run a report for up to 5 people at once. Simply use the new “No. of Copies” function and everyone’s report can print all at one time.

Expanded Output Types allows you to use the “Print to Excel” option when running your report. You can also print to a text file or comma-delimited file. The Report Formatter also supports supply chain management needs by providing report output to XML. You can print directly to a TCP/IP port or to a file with customized XML tags for each supply chain partner.

Manage Security allows you to place a security code on any field to prevent it from printing on the report for unauthorized users.

Custom Report Layouts allows users to create customized reports in many ways:

- Remove a field from the report
- Add a new field to the report
- Change column header titles
- Change which columns get totaled
- Change the width of fields and their header titles
- Change XML tags on a field-by-field basis for each layout

➔ BUSINESS OBJECTIVES:

Direct and manage the rapid growth of information to improve operations companywide. Optimize information transfer to ensure continuity and accuracy.

➔ KEY BENEFITS:

Faster access to reports, more flexibility to create the reports that contain the information that you need. Expand output options and improve overall communication of key business information.

Layouts and Templates: Once you create your own layout, you can name the layout and save it for easy access in the future. The layout can be a Personal or System layout and if desired, can be set as a user's default layout. Report templates will indicate which layout you prefer.

