

## Reports at a Glance Help



Click the topic of interest from the following list for further information:

[Reports at a Glance dialog box](#)

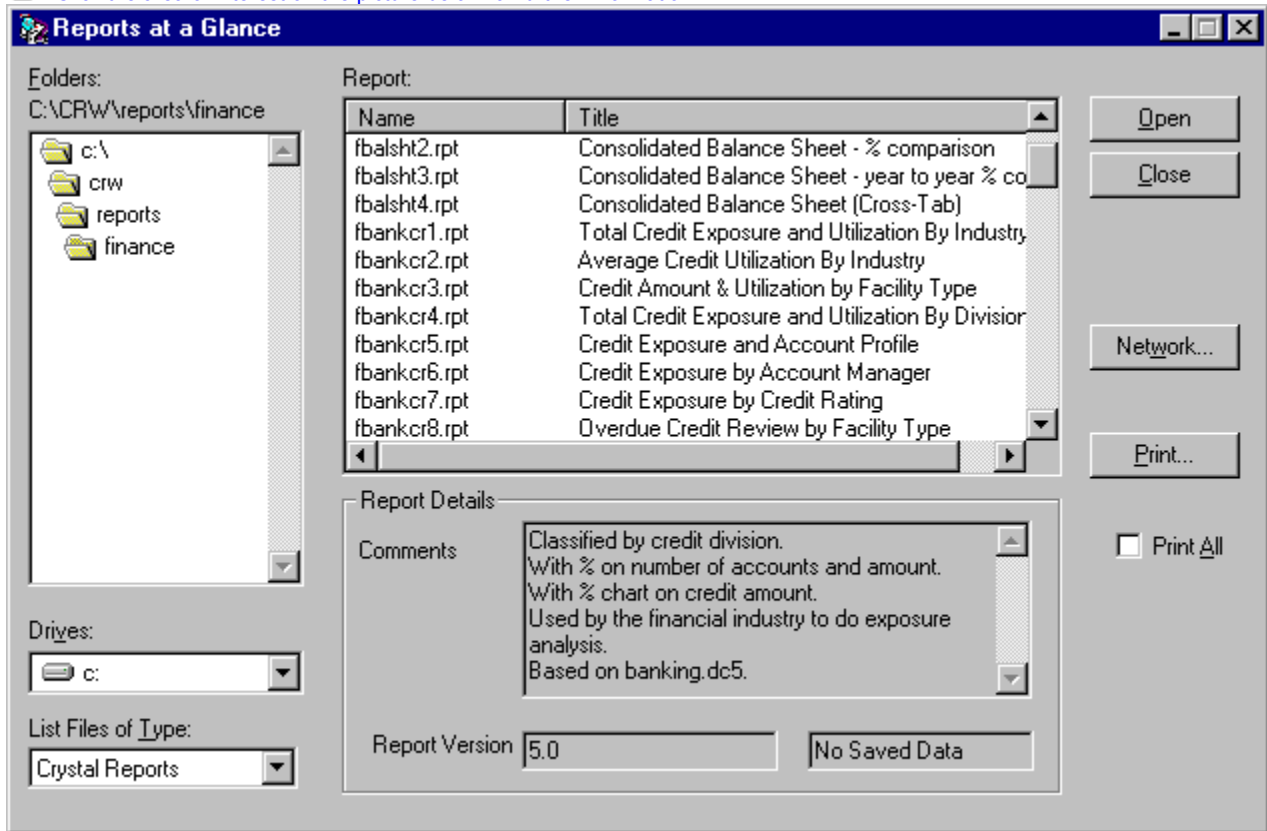
[About Reports at a Glance dialog box](#)

## Reports at a Glance dialog box

The **Reports at a Glance dialog box** appears when you open the application. It is the command center of Reports at a Glance. Use this dialog box to locate and review the details for your report files.



[Click the area of interest on the picture below for further information:](#)



**Folders list box (Reports at a Glance dialog box)**

This list box displays a folder tree with the drive and folder currently selected. Locate the desired file by navigating the folder tree.

**Drives drop down box (Reports at a Glance dialog box)**

This drop down box displays the name of the currently selected drive. To change drives, simply select the desired drive from the drop down list or enter the name directly into the edit box provided.

**List Files of Type drop down box (Reports at a Glance dialog box)**

This drop down box displays the type of file currently selected. To change file types, simply select the desired type from the drop down list or enter the name directly into the edit box provided.

**Report list box (Reports at a Glance dialog box)**

This box displays a list of all the reports found in the currently highlighted folder in the Folders list box. For each report file, the file name and title (if any) are listed.

**Comments list box (Reports at a Glance dialog box)**

This box displays comments (if any) included with the currently highlighted report.

**Report Version/Saved Data information boxes (Reports at a Glance dialog box)**

The first box displays the version number for the currently selected report.

The second box indicates whether or not there is saved data included with the report.



**Open button (Reports at a Glance dialog box)**

Click this button to open the currently highlighted report in the Reports list box.

**Close button (Reports at a Glance dialog box)**

Click this button to exit the Reports at a Glance program.

**Network button (Reports at a Glance dialog box)**

Click this button to connect to a network drive.

**Print button (Reports at a Glance dialog box)**

Click this button to print the currently highlighted report in the Reports list box.

**Print All check box (Reports at a Glance dialog box)**

Click this button to print all of the reports currently listed in the Reports list box.

## About Reports at a Glance dialog box

This dialog box appears when you right click the title bar of the [Reports at a Glance dialog box](#) and choose the About Reports at a Glance command from the shortcut menu that appears.

Use the **About Reports at a Glance dialog box** to review the version number and other pertinent information regarding Reports at a Glance.



Click the area of interest on the picture below for further information:



