How to Access Report Designer

Step 1 - Press Reporting > Press Report Designer.
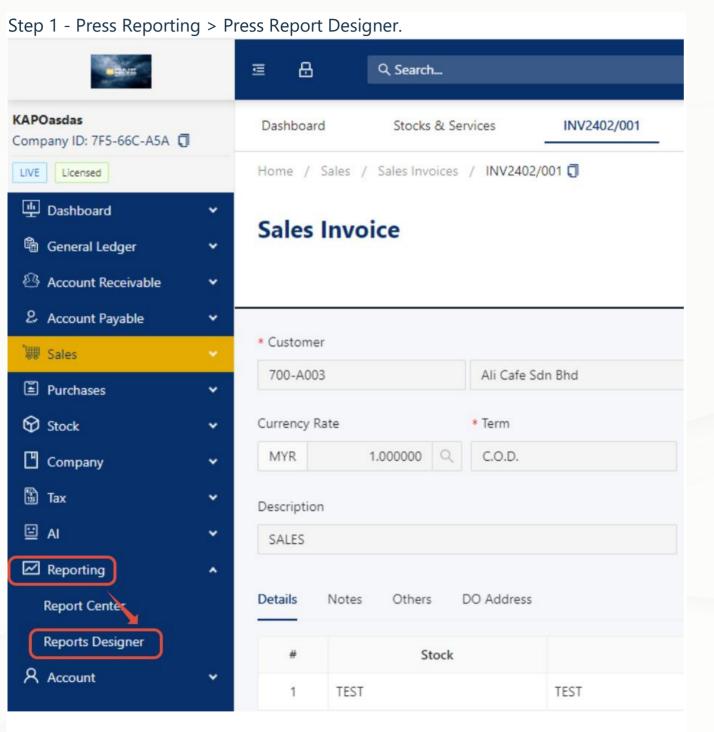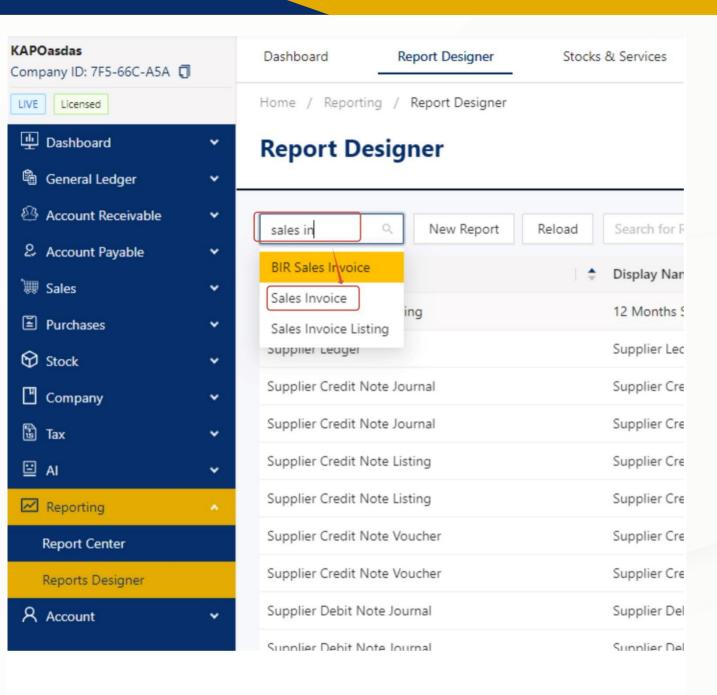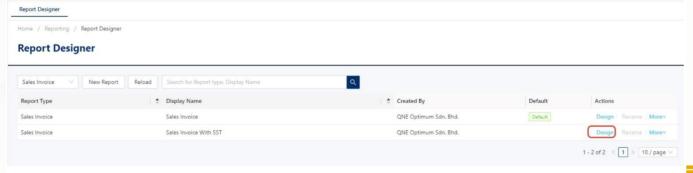

Step 2 - in Report Designer table, User can directly filter which form wants to customize
Example: Filter with Sales Invoice.

knowledge is power

Step 3 - there is 2 Predefine Format which Provided by QNE Software, Example i wants to Design a different term and conditions with Sales Invoice with SST Format, Press Design button.
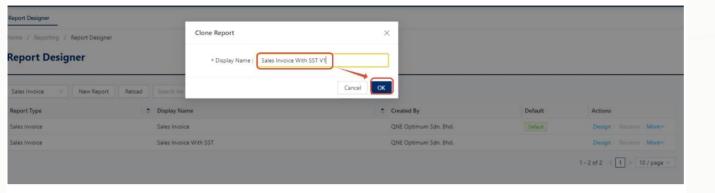
Step 4 - After Press Design Button, a Clone Report pop out Box will appear request to give this report a new Name.
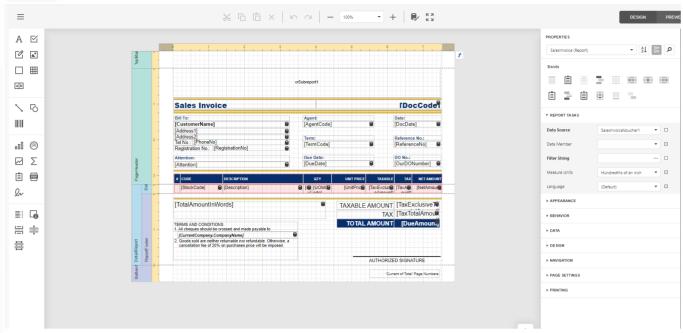**Note: Users are free to place any name they decide, I'll add V1 at behind.**

Step 5 - Then Press again Design with the new format that user clone just now.

Step 6 - System will zoom user to report designer page

Note: Now, We can start Customize Report.