

Report Output Formats

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Many Jackrabbit Reports can be viewed / saved in different outputs. If the report criteria/display page has a **Report Output Format** field, you can choose from several formats.

The screenshot shows the 'Report: Revenue Summary' interface. At the top, there are buttons for 'Return', 'Submit', 'Help', 'Support', and 'Send Idea'. Below these are 'Search Criteria' buttons: 'Favorites', 'Save Favorites', 'Refresh', and a help icon. A note states: 'This report displays only items that were paid by using the Payment Entry page or the Trans Entry Page. The Payment type must be EQUAL to "PAYMENT".' The form includes several dropdown menus: 'Family Location', 'Class/Event Location', 'Class Session', and 'Category1'. There is a 'Select Class' text field with a 'Search Clear' link. Date pickers are set for 'Date Paid From: 6/29/2016' and 'Date Paid Through: 6/29/2016'. Under 'Display Settings', 'Show Refunds' is set to 'Yes'. The 'Report Output Format' dropdown menu is open, showing options: PDF, PDF, Excel, HTML, Word, Text, and Tiff. A yellow circle highlights the 'Report Output Format' label, and a yellow starburst points to the first 'PDF' option. A 'Submit' button is at the bottom right.

PDF

Portable Document Format is the standard for the exchange of documents across different formats. When a document is saved as a PDF file, it is converted to PDF, it looks the same way it would if you printed it. A PDF viewer, such as Adobe Reader, is required to view a PDF file.

Excel

Excel files are spreadsheet files and are generally used with Microsoft Excel.

HTML

Hypertext Markup Language is the standard language used to create webpages.

Word

Word files are document files and are generally used with Microsoft Word.

Text

Text files generally are pure text with very little formatting. Files saved as .txt files can generally be read by any program that is capable of reading text.

Tiff

Tagged Image Format Files is most often used with graphic, image, and desktop publishing programs but can be used on any operating system.
