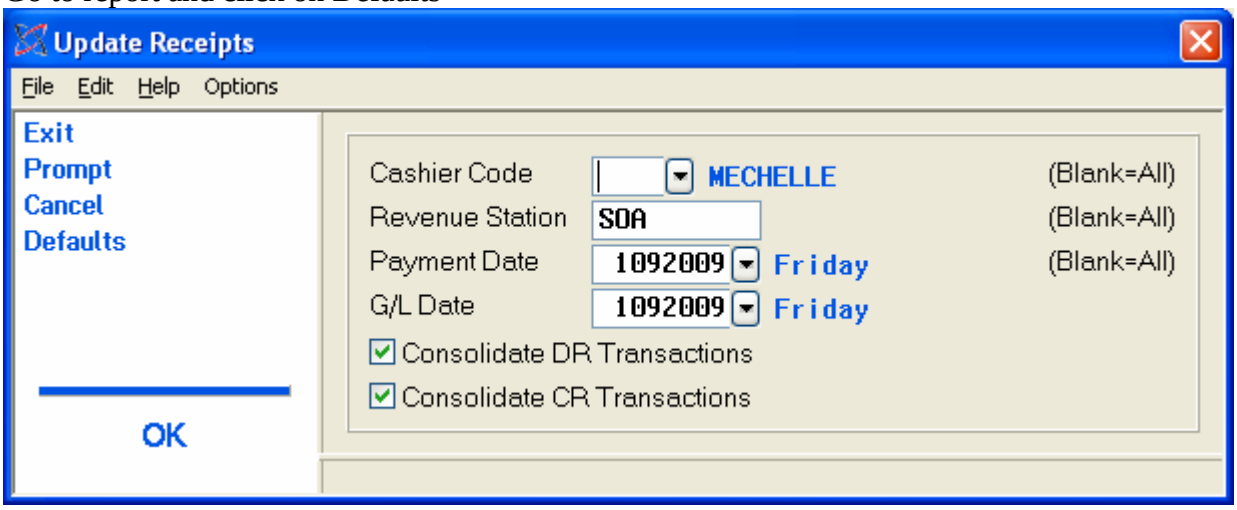
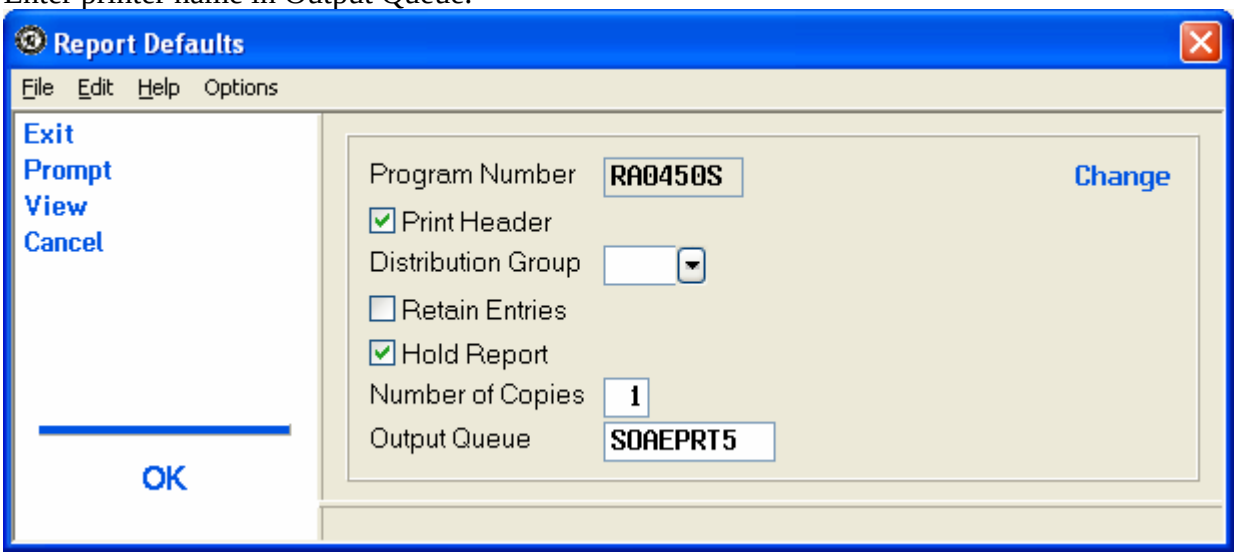
Change Report Defaults

Go to report and click on Defaults



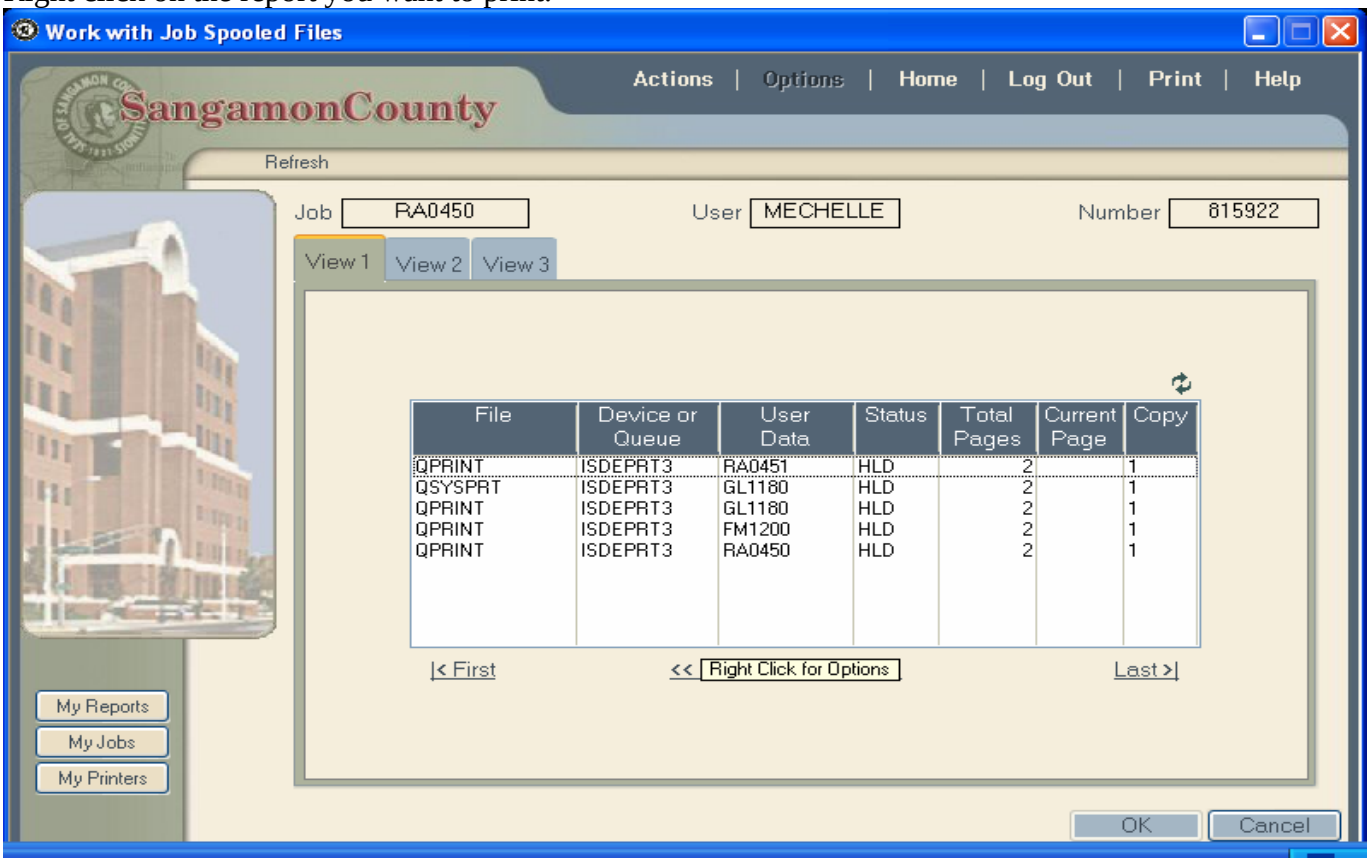
Enter printer name in Output Queue.



This is a one time change. The system will save this for any subsequent times you print this report.

Save Report

Right click on the report you want to print.



Click on Change, click on Page 2, half way down change Save File to *yes. This will save this report even after you have released it. This way you can make sure you have a valid report printed. It will stay in your spool files until you manually delete it.

