

# Report Runner



OrchidSystems

Sage Tech Partner

“Streamline the setup, execution, and distribution of reports in Sage 300”



## Why use Report Runner?

Report Runner increases productivity by streamlining the execution and distribution of your reports, and improves data security by controlling access to them.

- Pre-configure report parameters to simplify re-running
- Organize reports into custom menus, so you can easily locate and launch them
- Automatically distribute reports by email to nominated recipients
- Set up role-based rules to control who has access to which reports
- Works with both Crystal Reports and Sage 300 Financial Reports

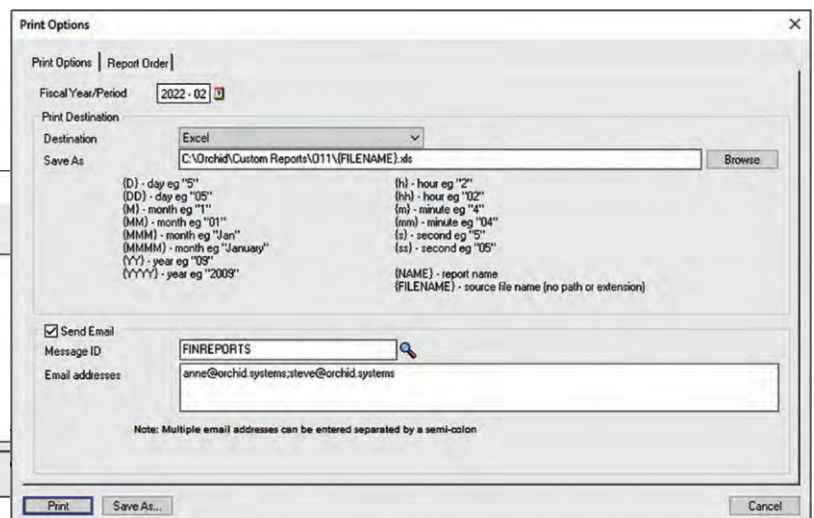
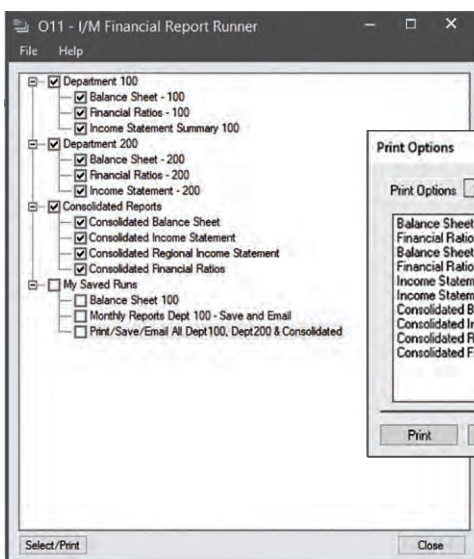


Combine Report Runner with **Process Scheduler** to automate the execution and distribution of recurring reports, based on defined schedules

## Organizing Reports

Reports from all your Sage 300 modules can be centrally managed and launched from within Report Runner, with no need to jump from module to module.

- Group your reports logically by function or process
- Export/import report setups from company to company, and site to site
- Crystal Reports and Sage 300 Financial Reports are stored and organized in separate central repositories



Report Runner setup for Sage 300 Financial Reports

# Work *smarter* with Orchid

## Running & Distributing Reports

Reports can be launched, individually or as groups, from Report Runner screens.

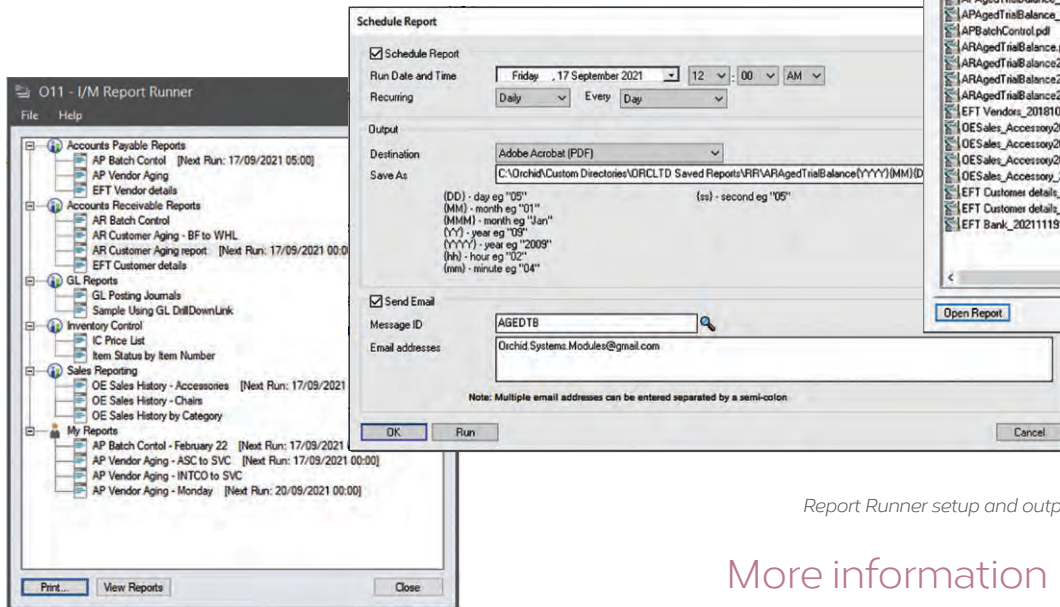
- Default parameters can be set, saved, and hidden to simplify re-running
- Assign the familiar Sage 300 controls (e.g. finders, date & period pickers, checkboxes) to report parameters for easy data entry
- Print, save, schedule, and email reports
- Configure email templates for use when distributing scheduled reports
- Store your default printer in Options

## Access Control

Create role-specific report menus, with pre-defined and tailored report parameters. You can then assign role-based report access to individual users.

 I love the control and flexibility Report Runner gives my customers. My only regret is that I hadn't taken the time to have a play with it sooner!

PAUL FIELD, NET@WORK, ONTARIO, CANADA



Report Runner setup and output for Crystal Reports

## Additional Features for Crystal Report Runner

In addition to features shared with Financial Report Runner:

- Crystal Reports can be exported to additional output types (PDF, Excel, RTF)
- Crystal Report Runner schedules can print reports, store the required printer on the schedule record, and have a specific path and file name
- Individual Crystal Reports can be assigned to Security Groups (26 groups available)



Consider also using **Data Views** to simplify report writing, and speed up execution, by turning Optional Fields into columns.

## More information

Further information about Report Runner, including videos, is available from Orchid's Website: [www.orchid.systems/products](http://www.orchid.systems/products).

## Minimum Requirements

Report Runner requires Sage 300. Orchid Process Scheduler is required to automate the scheduled execution of reports. Features relate to the latest supported version.

## Contact your Sage Software Solution Provider

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