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Overview

From the **Sales History** menu, you get the following options:



-By Account– View sales history by account, products and departments. Filters include: Sales, Remake, Discount and Coupon amounts.

-By Day – View sales history by date. Filters include: Credit, Remake, Discount, Gross and Coupon amounts.

-Year to Year – View sales history by year; current year is displayed as Year-To-Date. Filters include: All Sales, All Sales by Department and All Sales by Customer.

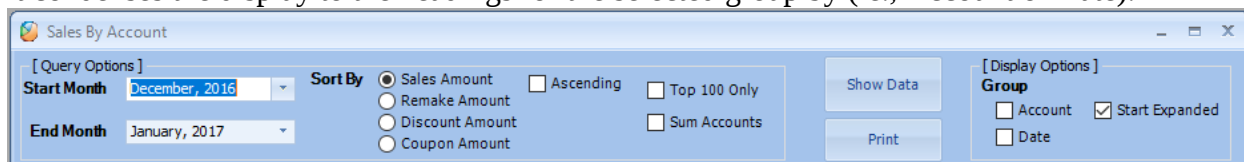
-Sales Ranking – View ranking of all sales for the current month and Year-To-Date by account.

Sales History - By Account

From the **Sales History** menu, choose **By Account** to access the “Sales By Account” form. First select the **Start Month** and **End Month** range using the drop down calendar.

Select a **Sort By** option. If you choose “Top 100 Only” you will get the first 100 accounts with the highest sales volume. If you choose “Sum Accounts” the accounts will be shown in sales volume order beginning with the account with the highest volume.

Select a **Display Option**. If you choose “Account” the data will be displayed grouped by account. If you choose “Date” the data will be displayed grouped by date. The default for “Start Expanded” is checked & then it displays selected data in an expanded display. When unchecked, it condenses the display to the headings for the selected group by (ie., Account or Date).

A screenshot of a web application window titled "Sales By Account". It contains several input fields and checkboxes. On the left, there are "Start Month" (set to December, 2016) and "End Month" (set to January, 2017) dropdown menus. In the center, under "Sort By", there are radio buttons for "Sales Amount", "Remake Amount", "Discount Amount", and "Coupon Amount", with "Sales Amount" selected. There are also checkboxes for "Ascending", "Top 100 Only", and "Sum Accounts". On the right, there are "Show Data" and "Print" buttons. Further right, under "[Display Options]", there is a "Group" section with checkboxes for "Account", "Date", and "Start Expanded" (which is checked).

Once you have made your selections, select **Show Data** to display the detail.

Sales History Operations

Group By Options

Example of Group by Start Expanded:

Sales By Account

[Query Options]

Start Month: December, 2016 End Month: December, 2016

Sort By: ☒ Sales Amount ☐ Remake Amount ☐ Discount Amount ☐ Coupon Amount ☐ Ascending ☐ Top 100 Only ☐ Sum Accounts

Show Data Print

[Display Options]

Group: ☐ Account ☒ Start Expanded ☐ Date

Accounts	Account Products	Account Departments	Sales Date	Sales Amount	Remake Amount	Discount Amount	CP Amount	Sales Units	Remake Units	Discount Units	Account Name
▶	2016/12		\$14,376.71	\$0.00	\$0.00	\$0.00	191.18	0.00	0.00	0.00	Young, McKell
	2016/12		\$4,357.54	\$0.00	\$0.00	\$0.00	63.32	0.00	0.00	0.00	Adams (lakeview), Stephen
	2016/12		\$3,508.05	\$0.00	(\$39.02)	\$0.00	67.41	0.00	8.00	0.00	Freeman, Terry
	2016/12		\$3,051.15	\$138.45	\$0.00	\$0.00	39.21	1.85	0.00	0.00	Ainley, Alan
	2016/12		\$2,815.32	\$0.00	\$0.00	\$0.00	32.31	0.00	0.00	0.00	Alexander, Thomas
	2016/12		\$2,493.78	\$0.00	\$0.00	\$0.00	35.88	0.00	0.00	0.00	Haller, Brian
	2016/12		\$2,440.51	\$0.00	(\$213.98)	\$0.00	35.84	0.00	20.00	0.00	Alvarez, Rick
	2016/12		\$2,172.48	\$0.00	\$0.00	\$0.00	31.63	0.00	0.00	0.00	Esswein, John
	2016/12		\$2,106.30	\$0.00	\$0.00	\$0.00	15.00	0.00	0.00	0.00	Richardson, J.
	2016/12		\$2,078.76	\$0.00	\$0.00	\$0.00	73.36	0.00	0.00	0.00	Area Dental Group.
	2016/12		\$1,853.10	\$0.00	\$0.00	\$0.00	38.01	0.00	0.00	0.00	Zinke, Alan
	2016/12		\$1,782.71	\$0.00	\$0.00	\$0.00	24.04	0.00	0.00	0.00	Arbuckle, Chris
	2016/12		\$1,666.50	\$0.00	\$0.00	\$0.00	19.90	0.00	0.00	0.00	Apple Dental Lab.
	2016/12		\$1,456.55	\$0.00	\$0.00	\$0.00	21.00	0.00	0.00	0.00	Gonzales, Paul
	2016/12		\$1,321.68	\$25.24	\$0.00	\$0.00	18.86	1.00	0.00	0.00	Arnett, Douglas
	2016/12		\$1,268.32	\$0.00	(\$5.50)	\$0.00	17.28	0.00	1.00	0.00	Abernathy,
	2016/12		\$1,238.13	\$0.00	\$0.00	\$0.00	18.50	0.00	0.00	0.00	Long, Jerry
	2016/12		\$1,035.82	\$0.00	(\$156.83)	\$0.00	15.00	0.00	6.00	0.00	Agers, John
	2016/12		\$940.69	\$0.00	\$0.00	\$0.00	14.58	0.00	0.00	0.00	Armbrister, Haylee
	2016/12		\$858.81	\$0.00	\$0.00	\$0.00	10.56	0.00	0.00	0.00	Daily, Dio
	2016/12		\$815.85	\$0.00	\$0.00	\$0.00	9.00	0.00	0.00	0.00	Abott, John
	2016/12		\$783.05	\$0.00	\$0.00	\$0.00	12.86	0.00	0.00	0.00	Antolak, Henry
	2016/12		\$768.22	\$0.00	\$0.00	\$0.00	11.55	0.00	0.00	0.00	Dye Dental Lab.
	2016/12		\$728.68	\$0.00	(\$33.49)	\$0.00	11.56	0.00	6.85	0.00	Anderson, Angie
	2016/12		\$693.04	\$0.00	\$0.00	\$0.00	9.49	0.00	0.00	0.00	Alms Jr, Thomas
	2016/12		\$581.50	\$0.00	\$0.00	\$0.00	5.00	0.00	0.00	0.00	UMKC School Of Dentistry.
	2016/12		\$574.16	\$0.00	\$0.00	\$0.00	10.58	0.00	0.00	0.00	Young, Sara
	2016/12		\$556.17	\$0.00	\$0.00	\$0.00	5.00	0.00	0.00	0.00	Sexauer, Robert
			\$72,966.02	\$592.50	(\$523.31)	(\$80.37)	1,090.49	8.81	57.10		TOTALS

Accounts: Young, McKell

Example of Group by Account:

Sales By Account

[Query Options]

Start Month: December, 2016 End Month: December, 2016

Sort By: ☒ Sales Amount ☐ Remake Amount ☐ Discount Amount ☐ Coupon Amount ☐ Ascending ☐ Top 100 Only ☐ Sum Accounts

Show Data Print

[Display Options]

Group: ☒ Account ☒ Start Expanded ☐ Date

Accounts	Sales Date	Sales Amount	Remake Amount	Discount Amount	CP Amount	Sales Units	Remake Units	Discount Units
▶	Account Name: Abernathy,							
	2016/12	\$1,268.32	\$0.00	(\$5.50)	\$0.00	17.28	0.00	1.00
	Account Name: Abott, John							
	2016/12	\$815.85	\$0.00	\$0.00	\$0.00	9.00	0.00	0.00
	Account Name: Adams (lakeview), Stephen							
	2016/12	\$4,357.54	\$0.00	\$0.00	\$0.00	63.32	0.00	0.00
	Account Name: Adams, Brad							
	2016/12	\$296.52	\$0.00	\$0.00	\$0.00	4.80	0.00	0.00
	Account Name: Adams, Sam							
	2016/12	\$183.77	\$0.00	\$0.00	\$0.00	3.96	0.00	0.00
	Account Name: Aden, Byron							
	2016/12	\$331.87	\$0.00	\$0.00	\$0.00	6.71	0.00	0.00
	Account Name: Adili, Uzi							
	2016/12	\$157.44	\$0.00	(\$17.56)	\$0.00	3.89	0.00	1.00
	Account Name: Afshari,							
	2016/12	\$243.02	\$0.00	\$0.00	\$0.00	4.96	0.00	0.00
	Account Name: Agers, John							
	2016/12	\$1,035.82	\$0.00	(\$156.83)	\$0.00	15.00	0.00	6.00
	Account Name: Ahuja, Jay							
	2016/12	(\$235.95)	\$428.81	\$0.00	\$0.00	1.36	5.96	0.00
	Account Name: Ainley, Alan							
	2016/12	\$3,051.15	\$138.45	\$0.00	\$0.00	39.21	1.85	0.00
	Account Name: Alexander, Thomas							
	2016/12	\$2,815.32	\$0.00	\$0.00	\$0.00	32.31	0.00	0.00
	Account Name: Alford, Greg							
	2016/12	\$135.62	\$0.00	\$0.00	\$0.00	1.23	0.00	0.00
	Account Name: Alms Jr, Thomas							
	2016/12	\$693.04	\$0.00	\$0.00	\$0.00	9.49	0.00	0.00
		\$72,966.02	\$592.50	(\$523.31)	(\$80.37)	1,090.49	8.81	57.10

Sales History Operations

Example of Group by Date:

Query Options: Start Month: December, 2016, End Month: December, 2016, Sort By: Sales Amount, Remake Amount, Discount Amount, Coupon Amount, Ascending, Top 100 Only, Sum Accounts, Show Data, Print, Display Options: Group: Account, Start Expanded, Date.

Sales Date	Sales Amount	Remake Amount	Discount Amount	CP Amount	Sales Units	Remake Units	Discount Units	Account Name
12/1/2016	\$14,376.71	\$0.00	\$0.00	\$0.00	191.18	0.00	0.00	Young, McKell
	\$4,357.54	\$0.00	\$0.00	\$0.00	63.32	0.00	0.00	Adams (lakeview), Stephen
	\$3,508.05	\$0.00	(\$39.02)	\$0.00	67.41	0.00	8.00	Freeman, Terry
	\$3,051.15	\$138.45	\$0.00	\$0.00	39.21	1.85	0.00	Ainley, Alan
	\$2,815.32	\$0.00	\$0.00	\$0.00	32.31	0.00	0.00	Alexander, Thomas
	\$2,493.78	\$0.00	\$0.00	\$0.00	35.88	0.00	0.00	Haller, Brian
	\$2,440.51	\$0.00	(\$213.90)	\$0.00	35.84	0.00	20.00	Alvarez, Rick
	\$2,172.48	\$0.00	\$0.00	\$0.00	31.63	0.00	0.00	Esswein, John
	\$2,106.30	\$0.00	\$0.00	\$0.00	15.00	0.00	0.00	Richardson, J.
	\$2,078.76	\$0.00	\$0.00	\$0.00	73.36	0.00	0.00	Area Dental Group
	\$1,853.10	\$0.00	\$0.00	\$0.00	38.01	0.00	0.00	Zinke, Alan
	\$1,782.71	\$0.00	\$0.00	\$0.00	24.04	0.00	0.00	Airbuckle, Chris
	\$1,666.50	\$0.00	\$0.00	\$0.00	19.90	0.00	0.00	Apple Dental Lab.
	\$1,456.05	\$0.00	\$0.00	\$0.00	21.00	0.00	0.00	Gonzales, Paul
	\$1,321.68	\$25.24	\$0.00	\$0.00	18.86	1.00	0.00	Annett, Douglas
	\$1,268.32	\$0.00	(\$5.50)	\$0.00	17.28	0.00	1.00	Abernathy,
	\$1,238.13	\$0.00	\$0.00	\$0.00	16.50	0.00	0.00	Long, Jerry
	\$1,035.82	\$0.00	(\$156.83)	\$0.00	15.00	0.00	6.00	Agers, John
	\$940.69	\$0.00	\$0.00	\$0.00	14.58	0.00	0.00	Armbrister, Haylee
	\$858.81	\$0.00	\$0.00	\$0.00	10.56	0.00	0.00	Daily, Dio
	\$815.85	\$0.00	\$0.00	\$0.00	9.00	0.00	0.00	Abbott, John
	\$783.05	\$0.00	\$0.00	\$0.00	12.86	0.00	0.00	Antolak, Henry
	\$768.22	\$0.00	\$0.00	\$0.00	11.55	0.00	0.00	Dye Dental Lab.
	\$728.68	\$0.00	(\$33.49)	\$0.00	11.56	0.00	6.85	Anderson, Angie
	\$693.04	\$0.00	\$0.00	\$0.00	9.49	0.00	0.00	Alms Jr, Thomas
	\$581.50	\$0.00	\$0.00	\$0.00	5.00	0.00	0.00	UMKC School Of Dentistry,
	\$574.16	\$0.00	\$0.00	\$0.00	10.58	0.00	0.00	Young, Sara
	\$72,966.02	\$592.50	(\$523.31)	(\$80.37)	1,090.49	8.81	57.10	TOTALS

Once the data is pulled into a selected form, you may sort by any of the columns by clicking on the column name. You may filter by typing into the row immediately below the column name.

Account Product Details

If you wish to filter down to view the product sales for a particular account, highlight the account row and then select the **Account Products** tab to display sales detail by product.

Accounts, Account Products, Account Departments

Sales Date	Sales Amount	Remake Amount	Discount Amount	CP Amount	Sales Units	Remake Units	Discount Units	Account Name
2016/12	\$117.60	\$0.00	\$0.00	\$0.00	2.00	0.00	0.00	Gray, Tamara
2016/12	\$2,493.78	\$0.00	\$0.00	\$0.00	35.88	0.00	0.00	Haller, Brian
2016/12	\$157.10	\$0.00	\$0.00	\$0.00	3.30	0.00	0.00	Holt, Dennis
2016/12	\$59.85	\$0.00	\$0.00	\$0.00	2.00	0.00	0.00	Jackson, Doug
2016/12	\$155.04	\$0.00	\$0.00	\$0.00	2.89	0.00	0.00	Johnston, Robert
2016/12	\$232.99	\$0.00	\$0.00	\$0.00	5.40	0.00	0.00	Kaelin, David
2016/12	\$359.60	\$0.00	\$0.00	\$0.00	6.60	0.00	0.00	Kaener, Louis

Query Options: Start Month: December, 2016, End Month: December, 2016, Sort By: Sales Amount, Remake Amount, Discount Amount, Coupon Amount, Ascending, Top 100 Only, Sum Accounts, Show Data, Print, Display Options: Group: Account, Start Expanded, Date.

Accounts: Account Products, Account Departments

Sales Amount	Sales Units	Remake Amount	Remake Units	Discount Amount	Discount Units	CP Amount	Product
\$16.80	1.00	\$0.00	0.00	\$0.00	0.00	\$0.00	DHL Overnight
\$23.20	1.30	\$0.00	0.00	\$0.00	0.00	\$0.00	Gold Color NP
\$117.10	1.00	\$0.00	0.00	\$0.00	0.00	\$0.00	Porcelain Fused to Semi-Precious Crown
\$157.10	3.30	\$0.00	0.00	\$0.00	0.00	\$0.00	TOTALS

Account: Holt, Dennis

Sales History Operations

Account Department Details per Product

From **Account Products** you may filter down further to see department sales for the selected account product sales.

Sales By Account

[Query Options]
Start Month: December, 2016
End Month: December, 2016
Sort By: Sales Amount (Ascending)
Top 100 Only: ☐
Sum Accounts: ☐
Show Data:
Print:

[Display Options]
Group: ☐ Account ☒ Start Expanded ☐ Date

Accounts Account Products **Account Departments**

Sales Amount	Remake Amount	Discount Amount	CP Amount	Sales Dept
\$58.55	\$0.00	\$0.00	\$0.00	ALL PORCELAIN
\$11.71	\$0.00	\$0.00	\$0.00	C&B MODEL PREP
\$46.84	\$0.00	\$0.00	\$0.00	Crown & Bridge
\$23.20	\$0.00	\$0.00	\$0.00	LAB PRODUCTS
\$15.80	\$0.00	\$0.00	\$0.00	SHIP & HAND-SPD
\$157.10	\$0.00	\$0.00	\$0.00	TOTALS

Account: Holt, Dennis

Printing Detail

At any point you may print the selection, by selecting **Print** from the top of the form.

Sales By Account

[Query Options]
Start Month: March, 2015
End Month: March, 2015
Sort By: Sales Amount (Ascending)
Top 100 Only: ☐
Sum Accounts: ☐
Show Data:
Print:

[Display Options]
Group: ☐ Account ☒ Start Expanded ☐ Date

The report will be displayed in the **Print Preview Window** and you may choose the printer icon to print the report.

PrintPreview Window

Pages: 1 of 5
Page 1 of 5
75%
Page 1 of 5

Sales Date	Sales Amount	Remake Amount	Discount Amount	CP Amount	Sales Units	Remake Units	Discount Units	Account Name
2015-03	\$475.84	\$0.00	\$0.00	\$0.00	2.00	0.00	0.00	Dziner, Alan
2015-03	\$267.40	\$0.00	\$0.00	\$0.00	7.20	0.00	0.00	Wilder, Stephen
2015-03	\$314.33	\$0.00	\$0.00	\$0.00	4.60	0.00	0.00	Walt, R.
2015-03	\$487.95	\$0.00	\$0.00	\$0.00	7.80	0.00	0.00	Venture, L.
2015-03	\$231.00	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Utter, David
2015-03	\$116.00	\$0.00	\$0.00	\$0.00	2.00	0.00	0.00	Teed, Ryan
2015-03	\$187.70	\$0.00	\$0.00	\$0.00	5.70	0.00	0.00	Sylvia, Rose
2015-03	\$373.30	\$0.00	\$0.00	\$0.00	5.80	0.00	0.00	Stenquist, Glenn
2015-03	\$232.95	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Shelley, Steven
2015-03	\$494.90	\$0.00	\$0.00	\$0.00	7.00	0.00	0.00	Shaw, Steven
2015-03	\$464.88	\$0.00	\$0.00	\$0.00	1.00	0.00	0.00	Scott, Randall
2015-03	\$364.45	\$0.00	\$0.00	\$0.00	6.90	0.00	0.00	Savoy, Michael
2015-03	\$101.00	\$0.00	\$0.00	\$0.00	1.00	0.00	0.00	Sato, Thomas
2015-03	\$283.95	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Steen, A.
2015-03	\$274.00	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Reinley, Ted
2015-03	\$364.75	\$0.00	\$0.00	\$0.00	7.20	0.00	0.00	Raven, Mark
2015-03	\$193.90	\$0.00	\$0.00	\$0.00	3.45	0.00	0.00	Powell, Rocky
2015-03	\$324.45	\$0.00	\$0.00	\$0.00	7.00	0.00	0.00	Hertz, Mark
2015-03	\$265.00	\$0.00	\$0.00	\$0.00	6.30	0.00	0.00	Pfeifer, Norman
2015-03	\$263.95	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Pendegast, Stephen
2015-03	\$385.70	\$0.00	\$0.00	\$0.00	7.20	0.00	0.00	Paul, David
2015-03	\$283.95	\$0.00	\$0.00	\$0.00	5.30	0.00	0.00	Parley, Michael
2015-03	\$342.45	\$0.00	\$0.00	\$0.00	6.80	0.00	0.00	Nail, Roger
2015-03	\$263.00	\$0.00	\$0.00	\$0.00	7.20	0.00	0.00	Monson, Brian
2015-03	\$494.00	\$0.00	\$0.00	\$0.00	7.90	0.00	0.00	Moore, Casey
2015-03	\$227.90	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Miles, Stanley
2015-03	\$344.00	\$0.00	\$0.00	\$0.00	6.80	0.00	0.00	Merkle, Stephen
2015-03	\$221.00	\$0.00	\$0.00	\$0.00	6.00	0.00	0.00	Melson, R.
2015-03	\$188.70	\$0.00	\$0.00	\$0.00	2.00	0.00	0.00	Melson, R.
2015-03	\$384.00	\$0.00	\$0.00	\$0.00	13.40	0.00	0.00	Merkle, Eric
2015-03	\$101.00	\$0.00	\$0.00	\$0.00	1.00	0.00	0.00	Merkle, Eric

Sales History-By Day

From the **Sales History** menu, choose **By Day** to access the “Sales by Day” form. First select the **Start Date** and **End Date** range using the drop down calendar.

Sort by Options

Select a **Sort By** option. If you choose “Top 100 Only” you will get the first 100 sales days with the highest sales volume. If you choose “Ascending” the accounts will be shown in date order, ascending. Otherwise it will be shown in date order, descending.

The screenshot shows the 'Sales By Day' form with the following options:

- Query Options:**
 - Start Date:** 12/11/2016
 - End Date:** 1/10/2017
- Sort By:**
 - ☐ Credit Amount
 - ☐ Gross Amount
 - ☐ Remake Amount
 - ☐ Coupon Amount
 - ☐ Discount Amount
 - ☒ Date
- ☐ Top 100 Only
- ☒ Ascending
- Show Data** button
- Print** button

Once you have made your selections, select **Show Data** to display the detail.

The screenshot shows the 'Sales By Day' form with the data table displayed. The table has columns for Day, Day Products, Day Departments, Sales Date, Gross Amount, Remake Amount, Discount Amount, Coupon Amount, Credit Amount, Net Sales, Sales Units, and Remake Units. The data is sorted by Date in ascending order. Annotations include:

- A callout box pointing to the 'Sales Date' column header: "Type in blank row to filter by something in that column".
- A callout box pointing to the 'Sales Date' column header: "Click column heading to sort".

Day	Day Products	Day Departments	Sales Date	Gross Amount	Remake Amount	Discount Amount	Coupon Amount	Credit Amount	Net Sales	Sales Units	Remake Units
2/28/2015				\$231.95	\$0.00	(\$11.05)	\$0.00	\$0.00	\$220.90	3.00	0.00
2/27/2015				\$13,402.40	\$0.00	(\$16.53)	\$0.00	\$0.00	\$13,385.87	149.40	0.00
2/26/2015				\$13,002.15	\$0.00	(\$86.73)	\$0.00	\$0.00	\$12,915.42	134.74	0.00
2/25/2015				\$11,887.85	\$0.00	(\$169.27)	\$0.00	\$0.00	\$11,718.58	128.00	0.00
2/24/2015				\$10,260.32	\$0.00	(\$8.36)	\$0.00	\$0.00	\$10,251.96	145.00	0.00
2/23/2015				\$14,117.15	\$0.00	\$0.00	\$0.00	\$0.00	\$14,117.15	188.90	0.00
2/20/2015				\$8,761.67	\$0.00	\$0.00	\$0.00	\$0.00	\$8,761.67	193.30	0.00
2/19/2015				\$7,005.65	\$0.00	(\$39.10)	\$0.00	\$0.00	\$6,966.55	133.90	0.00
2/17/2015				\$5,401.50	\$0.00	(\$20.70)	\$0.00	\$0.00	\$5,380.80	113.30	0.00
2/16/2015				\$12,510.86	\$101.00	\$0.00	\$0.00	\$0.00	\$12,510.86	237.12	1.00
2/10/2015				\$4,875.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,875.25	106.20	0.00
2/9/2015				\$5,615.10	\$0.00	\$0.00	\$0.00	\$0.00	\$5,615.10	132.00	0.00
2/5/2015				\$9,407.65	\$149.00	(\$31.35)	\$0.00	\$0.00	\$9,376.30	171.00	3.20
2/4/2015				\$6,847.98	\$0.00	(\$46.74)	(\$21.60)	\$0.00	\$6,779.64	114.00	0.00
TOTALS				\$123,327.48	\$250.00	(\$429.83)	(\$21.60)	\$0.00	\$122,876.05	1,949.86	4.20

Sale Date: 2/28/2015

Once the data is pulled into a selected form, you may sort by any of the columns by clicking on the column name. You may filter by typing into the row immediately below the column name.

Sales History Operations

Day Details by Product

If you wish to filter down to view the product sales for a particular day, highlight the row and then select the **Day Products** tab to display sales detail by product for that day.

Day	Day Products	Day Departments							
	Sales Date	Gross Amount	Remake Amount	Discount Amount	Coupon Amount	Credit Amount	Net Sales	Sales Units	Remake Units
	2/28/2015	\$231.95	\$0.00	(\$11.05)	\$0.00	\$0.00	\$220.90	3.00	0.00
	2/27/2015	\$13,402.40	\$0.00	(\$16.53)	\$0.00	\$0.00	\$13,385.87	149.40	0.00
	2/26/2015	\$13,002.15	\$0.00	(\$86.73)	\$0.00	\$0.00	\$12,915.42	134.74	0.00
	2/25/2015	\$11,887.85	\$0.00	(\$169.27)	\$0.00	\$0.00	\$11,718.58	128.00	0.00
	2/24/2015	\$10,260.32	\$0.00	(\$8.36)	\$0.00	\$0.00	\$10,251.96	145.00	0.00
	2/23/2015	\$14,117.15	\$0.00	\$0.00	\$0.00	\$0.00	\$14,117.15	188.90	0.00
	2/20/2015	\$8,761.67	\$0.00	\$0.00	\$0.00	\$0.00	\$8,761.67	193.30	0.00
	2/19/2015	\$7,005.65	\$0.00	(\$39.10)	\$0.00	\$0.00	\$6,966.55	133.90	0.00
	2/17/2015	\$5,401.50	\$0.00	(\$20.70)	\$0.00	\$0.00	\$5,380.80	113.30	0.00
	2/16/2015	\$12,510.86	\$101.00	\$0.00	\$0.00	\$0.00	\$12,510.86	237.12	1.00
	2/10/2015	\$4,875.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,875.25	106.20	0.00
	2/9/2015	\$5,615.10	\$0.00	\$0.00	\$0.00	\$0.00	\$5,615.10	132.00	0.00
	2/5/2015	\$9,407.65	\$149.00	(\$31.35)	\$0.00	\$0.00	\$9,376.30	171.00	3.20
	2/4/2015	\$6,847.98	\$0.00	(\$46.74)	(\$21.60)	\$0.00	\$6,779.64	114.00	0.00

Day	Day Products	Day Departments							
	Gross Amount	Remake Amount	Discount Amount	Coupon Amount	Credit Amount	Net Sales	Sales Units	Remake Units	Product
	\$65.00	\$0.00	(\$3.25)	\$0.00	\$0.00	\$61.75	1.00	0.00	Process
	\$155.95	\$0.00	(\$7.80)	\$0.00	\$0.00	\$148.15	1.00	0.00	Set-up
	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00	1.00	0.00	Special Disinfection Charge

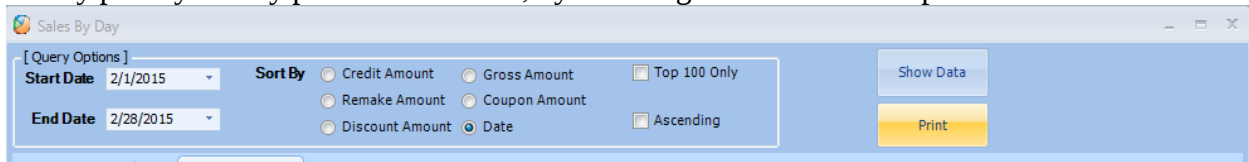
Day Details by Department per Product

From **Day Products** you may filter down further to see department sales for the selected date and product.

Day	Day Products	Day Departments				
Gross Amount	Remake Amount	Discount Amount	Coupon Amount	Credit Amount	Net Sales	Sales Dept
\$220.95	\$0.00	(\$11.05)	\$0.00	\$0.00	\$209.90	DENTURES
\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00	MISCELLANEOUS

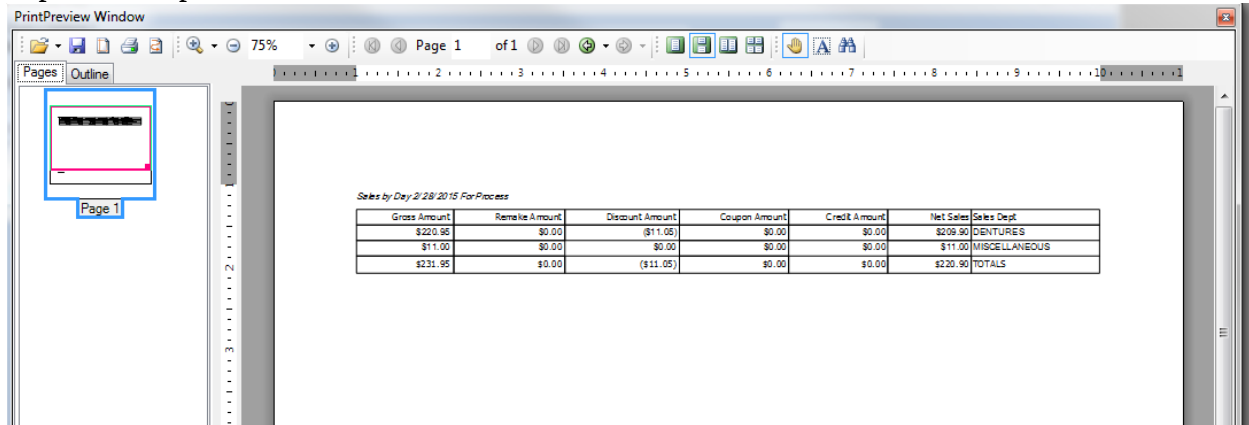
Printing Detail

At any point you may print the selection, by selecting **Print** from the top of the form.



The screenshot shows a window titled "Sales By Day". Below the title bar is a section labeled "[Query Options]". It contains two date pickers: "Start Date" set to "2/1/2015" and "End Date" set to "2/28/2015". To the right of these is a "Sort By" section with radio buttons for "Credit Amount", "Gross Amount", "Remake Amount", "Coupon Amount", "Discount Amount", and "Date" (which is selected). There are also checkboxes for "Top 100 Only" and "Ascending". On the far right of this section are two buttons: "Show Data" and "Print".

The report will be displayed in the **Print Preview Window** and you may choose the printer icon to print the report.



The screenshot shows a "PrintPreview Window" with a toolbar at the top containing various icons and a zoom level of 75%. The window displays a report titled "Sales by Day: 2/28/2015 For Process". On the left side, there is a "Pages" pane showing "Page 1" of 1. The main area contains a table with the following data:

Gross Amount	Remake Amount	Discount Amount	Coupon Amount	Credit Amount	Net Sales	Sales Dept
\$220.95	\$0.00	(\$11.05)	\$0.00	\$0.00	\$209.90	DENTURES
\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00	MISCELLANEOUS
\$231.95	\$0.00	(\$11.05)	\$0.00	\$0.00	\$220.90	TOTALS

Sales History- Year to Year

From the **Sales History** menu, choose **Year to Year** to access the “Sales Year to Year Comparison” form. First select the **End Date** using the drop down calendar.

Query Options

You may choose to display “All Sales” or “All Sales by Dept” or “All Sales by Customer.”

The screenshot shows the 'Sales Year To Year Comparison' window. It has a title bar with the window name and standard minimize, maximize, and close buttons. Below the title bar is a section labeled '[Query Options]'. Inside this section, there is a dropdown menu for 'End Date' set to '4/2015'. To the right of the dropdown are three radio buttons: 'All Sales' (selected), 'All Sales by Customer', and 'All Sales by Dept'. To the right of the radio buttons are three buttons: 'Show Data', 'Print', and 'Export'.

Once you have made your selections, select **Show Data** to display the detail.

Example of **All Sales** display:

The screenshot shows the 'Sales Year To Year Comparison' window with the 'All Sales' radio button selected. The 'End Date' is still '4/2015'. The 'Show Data' button is highlighted. Below the query options is a 'Summary' section containing a table with 6 columns: Apr 2015, 12m YTD Apr 2015, 12m YTD Remake Apr 2015, Apr 2014, 12m YTD Apr 2014, and 12m YTD Remake Apr 2014. The data is as follows:

Apr 2015	12m YTD Apr 2015	12m YTD Remake Apr 2015	Apr 2014	12m YTD Apr 2014	12m YTD Remake Apr 2014
\$32,392.70	\$1,417,088.68	\$3,434.37	\$193,560.71	\$2,231,639.72	\$2,859.25

Example of **All Sales by Dept** display:

The screenshot shows the 'Sales Year To Year Comparison' window with the 'All Sales by Dept' radio button selected. The 'End Date' is still '4/2015'. The 'Show Data' button is highlighted. Below the query options is a 'Summary' section containing a table with 7 columns: Department, Apr 2015, 12m YTD Apr 2015, 12m YTD Remake Apr 2015, Apr 2014, 12m YTD Apr 2014, and 12m YTD Remake Apr 2014. The data is as follows:

Department	Apr 2015	12m YTD Apr 2015	12m YTD Remake Apr 2015	Apr 2014	12m YTD Apr 2014	12m YTD Remake Apr 2014
DENTURES	\$0.00	\$1,021.65	\$0.00	\$0.00	\$762.70	\$0.00
ZMANUAL INVC	\$0.00	\$0.00	\$0.00	\$0.00	\$2,235.00	\$0.00
C&B MODEL PR	\$363.00	\$8,571.72	\$78.70	\$1,067.95	\$7,933.21	\$48.00
IMPLANT PART	\$0.00	\$3,748.61	\$0.00	\$1,262.70	\$2,274.06	\$0.00
ZNON-TAXABLE	\$0.00	\$359.25	\$0.00	\$0.00	\$59.85	\$0.00
6030 FORMS	\$364.00	\$364.00	\$0.00	\$0.00	\$36.00	\$0.00
IMPLANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ZEDPCIDPT03	\$126.00	\$12,415.70	\$10.00	\$1,283.00	\$20,077.46	\$91.60
LAB PRODUCTS	\$8,366.28	\$237,418.33	\$334.60	\$31,395.43	\$408,074.99	\$218.65
MISCELLANEO	\$241.00	\$14,854.85	\$95.00	\$1,070.00	\$11,488.00	\$20.00
PV*CR&BRG	\$1,152.21	\$268,977.76	\$135.00	\$49,111.93	\$712,105.66	\$1,204.00
CON.SUPPLIES	\$0.00	\$860.00	\$0.00	\$0.00	\$945.00	\$0.00
Crown & Bridge	\$18,649.58	\$301,007.87	\$881.15	\$39,344.17	\$424,466.27	\$869.50
SFD/PARTIALS	\$2,008.63	\$314,194.78	\$1,104.62	\$46,723.05	\$430,608.45	\$0.00
ALL PORCELAI	\$343.95	\$185,002.27	\$451.50	\$15,475.08	\$133,271.29	\$332.50
SHIP & HAND-S	\$778.05	\$31,166.21	\$93.80	\$3,857.60	\$49,992.48	\$75.00
ORTHODONTIC	\$0.00	\$189.55	\$0.00	\$0.00	\$469.00	\$0.00
ZGRILLS	\$0.00	\$21,262.85	\$0.00	\$0.00	\$18,517.00	\$0.00
ALL METAL C&B	\$0.00	\$15,673.28	\$250.00	\$2,969.80	\$8,323.30	\$0.00
TOTALS	\$32,392.70	\$1,417,088.68	\$3,434.37	\$193,560.71	\$2,231,639.72	\$2,859.25

Sales History Operations

Example of **All Sales by Customer** display:

Sales Year To Year Comparison

[Query Options]

End Date: 4/2015

☐ All Sales
 ☒ All Sales by Customer
 ☐ All Sales by Dept

Show Data Print Export

Summary Sales By Product Sales By Department

Cust Name	Apr 2015	12m YTD Apr 2015	12m YTD Remake Apr 2015	Apr 2014	12m YTD Apr 2014	12m YTD Remake Apr 2014
Pro dental,	\$0.00	\$0.00	\$0.00	\$250.00	\$2,092.73	\$0.00
Pierce, Kevin	\$230.00	\$900.00	\$0.00	\$0.00	\$5,274.74	\$0.00
Holloway, Jeffery	\$0.00	\$2,655.99	\$0.00	\$0.00	\$1,991.00	\$0.00
Bartels, Troy	\$0.00	\$209.00	\$0.00	\$0.00	\$0.00	\$0.00
Panneck, William	\$0.00	\$1,258.81	\$0.00	\$0.00	\$497.64	\$0.00
Dooley, Virginia	\$0.00	\$1,325.90	\$0.00	\$1,225.25	\$4,597.95	\$0.00
Reavley, Ted	\$0.00	\$1,309.28	\$0.00	\$0.00	\$530.00	\$0.00
Stumph, Thad	\$0.00	\$235.00	\$0.00	\$0.00	\$699.05	\$0.00
Crawford, Stan	\$0.00	\$378.05	\$0.00	\$0.00	\$2,600.11	\$0.00
Brammer, Dougl	\$0.00	\$250.00	\$0.00	\$0.00	\$2,684.45	\$0.00
Jobst, Karl	\$0.00	\$2,834.72	\$0.00	\$2,279.98	\$10,591.68	\$0.00
Miller, Rick	\$0.00	\$7,482.61	\$0.00	\$0.00	\$2,616.17	\$0.00
Lyle, Shelley Ann	\$0.00	\$2,792.17	\$0.00	\$0.00	\$3,983.61	\$0.00
Beeler, Steve	\$0.00	\$162.70	\$0.00	\$0.00	\$859.08	\$0.00
Chunn, Mark	\$0.00	\$788.95	\$0.00	\$668.54	\$2,604.31	\$0.00
Housh, Michael	\$0.00	\$2,109.61	\$0.00	\$0.00	\$2,143.78	\$0.00
Burpo, Terry	\$0.00	\$1,559.68	\$0.00	\$302.46	\$2,297.70	\$0.00
Stonner, Roche	\$0.00	\$759.60	\$0.00	\$0.00	\$292.50	\$0.00
Rae, Carter	\$0.00	\$1,857.90	\$0.00	\$384.32	\$1,948.64	\$0.00
Pfeifer, Norman	\$0.00	\$1,715.04	\$0.00	\$0.00	\$5,122.17	\$0.00
Dental Group,	\$0.00	\$943.34	\$0.00	\$0.00	\$373.18	\$0.00
Young, Dan	\$0.00	\$591.87	\$0.00	\$0.00	\$3,026.54	\$0.00
Spades, William	\$0.00	\$289.68	\$0.00	\$0.00	\$1,367.67	\$0.00
Burnett, Ronald	\$0.00	\$659.95	\$0.00	\$0.00	\$2,436.78	\$0.00
Taylor, Bruce	\$0.00	\$1,743.14	\$0.00	\$0.00	\$1,901.64	\$0.00
Downing, Bryan	\$612.40	\$1,813.10	\$0.00	\$230.00	\$2,011.74	\$0.00
TOTALS	\$32,392.70	\$1,417,088.68	\$3,434.37	\$193,560.71	\$2,231,514.59	\$2,859.25

Account: Pro dental,

Once the data is pulled into a selected form, you may sort by any of the columns by clicking on the column name. You may filter by typing into the row immediately below the column name.

Printing Detail

You may print the report by selecting **Print** at the top of the form.

Sales Year To Year Comparison

[Query Options]

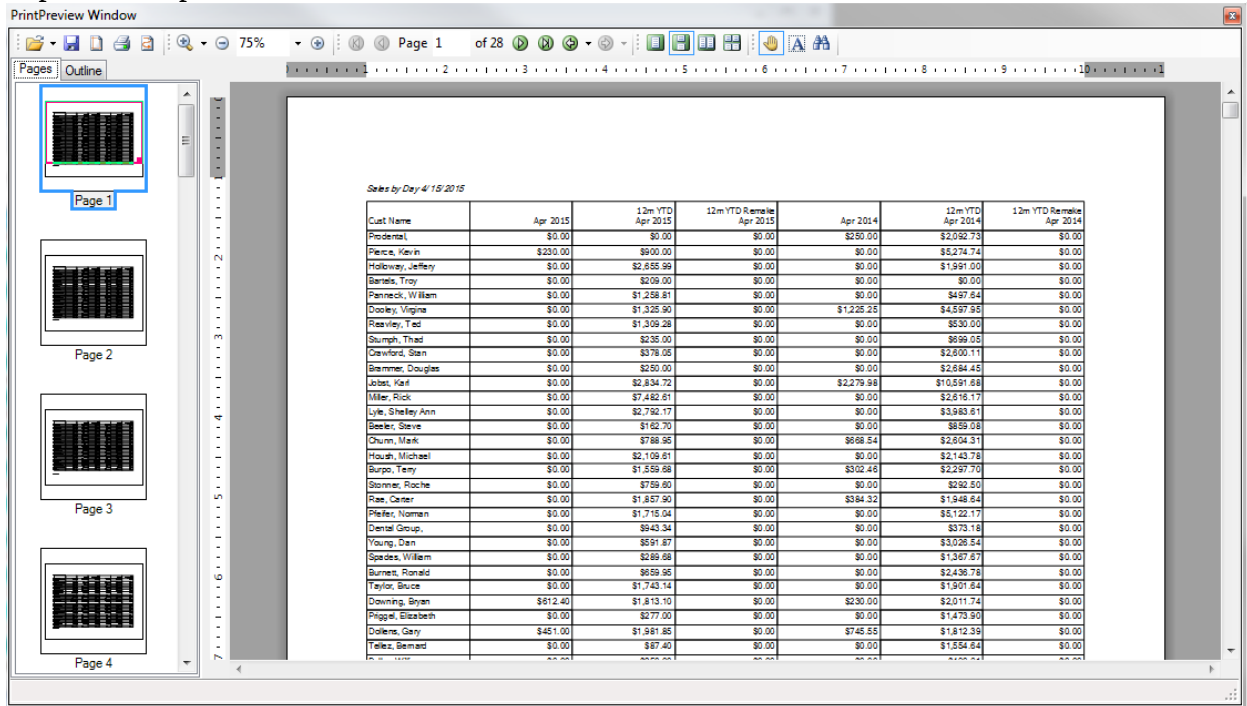
End Date: 4/2015

☐ All Sales
 ☒ All Sales by Customer
 ☐ All Sales by Dept

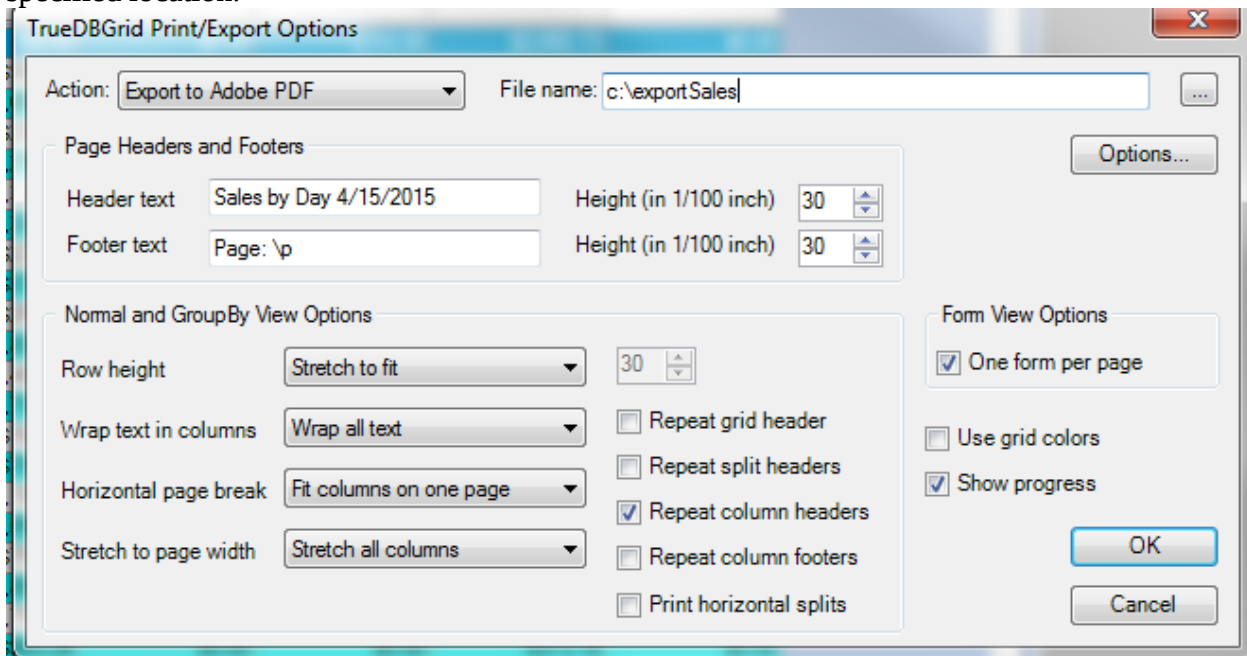
Show Data Print Export

Sales History Operations

The report will be displayed in the **Print Preview Window** and you may choose the printer icon to print the report.



You may export the form by selecting **Export** at the top of the form. You will get a **TrueDBGrid Print/Export Options** window that allows you to specify the format and location you wish to save it in. When done, select **OK**. The file will be exported and saved in the specified location.



Sales History - Sales Ranking

From the **Sales History** menu, choose **Sales Ranking** to access the “Sales Rank By Account” form. First select the **Start Date** using the drop down calendar.

Sales Rank By Account

[Query Options]

Start Date: 3/31/2015

CM = Current Month

YR = Current Month + 11 Previous Months

Show Data

Print

Export

Once you have made your selection, select **Show Data** to display the detail.

Sales Rank By Account

[Query Options]

Start Date: 3/31/2015

CM = Current Month

YR = Current Month + 11 Previous Months

Show Data

Print

Export

YR Sales Amount	YR Discount	YR Coupon	YR Remake	CM Sales Amount	CM Discount	CM Coupon	CM Remake	Account Name
\$324,351.70	1	(\$9,783.77)	1	\$1,315.89	2	\$5,342.50	1	\$0.00 Freeman, Terry
\$110,452.61	19	\$0.00	2	\$146.65	1	\$8,711.75	6	\$0.00 Haller, Brian
\$20,316.00	19	\$0.00	24	\$0.00	147	\$0.00	6	\$0.00 Beard, Paul
\$9,329.88	2	(\$3,017.78)	24	\$0.00	147	\$0.00	6	\$0.00 Jagers, John
\$9,034.31	19	\$0.00	24	\$0.00	147	\$0.00	6	\$0.00 Schanda, A
\$8,103.87	3	(\$806.85)	12	(\$21.37)	7	\$190.00	146	\$22.05
\$7,482.61	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$7,052.92	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$6,524.30	19	\$0.00	24	\$0.00	16	\$0.00	3	\$3,304.10
\$6,404.18	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$6,324.54	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$5,753.96	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$5,556.65	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$5,538.10	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$5,393.57	19	\$0.00	24	\$0.00	16	\$0.00	108	\$232.95
\$5,242.28	19	\$0.00	24	\$0.00	13	\$141.87	147	\$0.00
\$5,203.23	19	\$0.00	24	\$0.00	16	\$0.00	111	\$232.00
\$5,122.78	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$5,114.70	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,952.49	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,940.25	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,940.15	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,911.68	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,879.31	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,839.91	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,823.15	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00
\$4,584.97	19	\$0.00	24	\$0.00	16	\$0.00	118	\$225.00
\$4,461.09	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00

Account: Freeman, Terry

The column headings beginning with **CM** represent detail in the current month based on your selection. The column headings beginning with **YR** represent detail for the current month plus the last 11 previous months.

Once the data is pulled into a selected form, you may sort by any of the columns by clicking on the column name. You may filter by typing into the row immediately below the column name.

Printing Detail

You may print the report by selecting **Print** at the top of the form.

Sales Year To Year Comparison

[Query Options]

End Date: 4/2015

All Sales

All Sales by Customer

All Sales by Dept

Show Data

Print

Export

Sales History Operations

The report will be displayed in the **Print Preview Window** and you may choose the printer icon to print the report.

R Sales Rank	R Sales Amount	R Discount Rank	R Discount Amount	R Coupon Rank	R Coupon Amount	R Remake Rank	R Remake Amount	M Sales Rank	M Sales Amount	M Discount Rank	M Discount Amount	M Coupon Rank	M Coupon Amount	M Remake Rank	M Remake Amount	Account Name	Account #
1	\$24,351.70	1	\$9,783.77	1	\$289.82	1	\$1,315.89	2	\$6,342.50	1	\$221.36	3	\$0.00	1	\$0.00	Freeman, Terry	899
2	\$10,452.61	19	\$0.00	2	\$274.42	12	\$146.65	1	\$,711.75	6	\$0.00	1	\$15.15	1	\$0.00	Haller, Brian	508
3	\$20,318.00	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Beard, Paul	366
4	\$9,329.88	2	\$3,017.78	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Agers, John	197
5	\$9,034.31	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Schanda, A.	762
6	\$8,103.87	3	\$806.85	12	\$21.37	7	\$190.00	146	\$22.05	5	\$2.45	3	\$0.00	1	\$0.00	Adams (redmond), Robert	334
7	\$7,482.61	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Miller, Rick	16
8	\$7,052.52	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Mullis, James	1010
9	\$6,524.30	19	\$0.00	24	\$0.00	16	\$0.00	3	\$3,004.10	6	\$0.00	3	\$0.00	1	\$0.00	Associates Of Dentistry,	848
10	\$6,404.18	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Smith, Jason	177
11	\$6,324.54	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Johnston, Robert	569
12	\$5,753.39	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	McNutt, Nick	655
13	\$5,586.65	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Stonner, Ralph	280
14	\$5,538.10	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Flannigan, Robert	469
15	\$5,393.57	19	\$0.00	24	\$0.00	16	\$0.00	108	\$232.95	6	\$0.00	3	\$0.00	1	\$0.00	Henny, Nelson	241
16	\$5,242.28	19	\$0.00	24	\$0.00	13	\$141.87	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Fisher, Dale	331
17	\$5,203.23	19	\$0.00	24	\$0.00	16	\$0.00	111	\$232.00	6	\$0.00	3	\$0.00	1	\$0.00	Hunt, Will	1024
18	\$5,122.78	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Watson, Jeff	270
19	\$5,114.70	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Jobst, Karl	14
20	\$4,952.49	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Brown III, Thad	389
21	\$4,940.25	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Bailey, George	351
22	\$4,940.15	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Bates, Guy	364
23	\$4,911.68	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Ledford, Gary	613
24	\$4,879.31	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Herrington, William	525
25	\$4,839.91	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Cowan, R.	422
26	\$4,823.15	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Eledge, David	456
27	\$4,584.97	19	\$0.00	24	\$0.00	16	\$0.00	118	\$225.00	6	\$0.00	3	\$0.00	1	\$0.00	Honeycutt, John	509
28	\$4,481.09	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Ambrose, William	341
29	\$4,332.29	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Manning, Roy	155
30	\$4,312.04	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Apple Dental Lab,	345
31	\$4,279.05	19	\$0.00	24	\$0.00	3	\$625.00	122	\$221.00	6	\$0.00	3	\$0.00	1	\$0.00	Watson, R.	220
32	\$4,263.00	19	\$0.00	24	\$0.00	16	\$0.00	75	\$310.30	6	\$0.00	3	\$0.00	1	\$0.00	La Marine, Thomas	604
33	\$4,252.69	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Handle Dental Lab,	55
34	\$4,239.55	19	\$0.00	24	\$0.00	16	\$0.00	124	\$217.95	6	\$0.00	3	\$0.00	1	\$0.00	Honeycutt, David	540
35	\$4,167.85	19	\$0.00	24	\$0.00	16	\$0.00	147	\$0.00	6	\$0.00	3	\$0.00	1	\$0.00	Atkinson, Steven	349

You may export the form by selecting **Export** at the top of the form. You will get a **TrueDBGrid Print/Export Options** window that allows you to specify the format and location you wish to save it in. When done, select **OK**. The file will be exported and saved in the specified location.

TrueDBGrid Print/Export Options

Action: **Export to Adobe PDF** File name: **c:\exportSales**

Page Headers and Footers

Header text: **Sales by Day 4/15/2015** Height (in 1/100 inch): **30**

Footer text: **Page: \p** Height (in 1/100 inch): **30**

Normal and GroupBy View Options

Row height: **Stretch to fit** **30**

Wrap text in columns: **Wrap all text**

Horizontal page break: **Fit columns on one page**

Stretch to page width: **Stretch all columns**

Form View Options

☒ One form per page

☐ Use grid colors

☒ Show progress

☐ Repeat grid header

☐ Repeat split headers

☒ Repeat column headers

☐ Repeat column footers

☐ Print horizontal splits

OK **Cancel**