

Report Session Configuration

- Allows for Page Setup for Printing and Viewing Reports
- Shows you how to format the document to print one notice per page

For Microsoft Edge or Google Chrome

In Workflows under Common Tasks:

Microsoft Edge

Click on "Report Session"

To the right of "Application to view reports:" click on the Gadget icon

Use the drop down arrow (or click on Computer on the left side, then double click on the C:drive or OS drive)

Click on Program Files (or Program Files (x86), depending on your operating system)

Double click on Microsoft

Double click on Edge

Double click on Application

Double click on msedge.exe

This will take you back to the Report Session Screen.

Do exactly the same thing for Application to print reports. (You can copy and paste)

At the bottom of the page, under "Format Page", change the following settings:

Page length: 63

Page width: 80

Top Margin: 5

Bottom margin: 5

Click Ok

Next, open up Finished Reports.

Open the desired report.

Before printing, you will need to set the margins within the web browser. (you only have to do this once)

Click on the tools icon in the upper right corner of the web browser (looks like a wheel)

Click on Print

Click on Page Setup

Set the margins:

Top and Bottom Margins: .5

Left and Right Margins: .75

Set all Header and Footers to empty.

This should print one patron record per page.

If using Windows 7, you may need to adjust the top Margin to 3

Chrome

Click on "Report Session"

To the right of "Application to view reports:" click on the Gadget icon

Use the drop down arrow (or click on Computer on the left side, then double click on the C:drive or OS drive)

Click on Program Files

Double click on Google
Double click on Chrome
Double click on Application
Double click on chrome.exe
This will take you back to the Report Session Screen.
Do exactly the same thing for Application to print reports. (You can copy and paste)

At the bottom of the page, under "Format Page", change the following settings:
Page length: 63
Page width: 80
Top Margin: 5
Bottom margin: 5
Click Ok

Next, open up Finished Reports.
Open the desired report.
Before printing, you will need to set the margins within the web browser. (you only have to do this once)
Click on the tools icon in the upper right corner of the web browser (looks like a wheel)
Click on Print
Click on Page Setup
Set the margins:
Top and Bottom Margins: .5
Left and Right Margins: .75

Set all Header and Footers to empty.
This should print one patron record per page.
If using Windows 7, you may need to adjust the top Margin to 3