

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 Wordpad

In Workflows under Common Tasks:

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 Windows NT

Double-click on Accessories

Double-click on WordPad

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: 60

Page width: 80

Top Margin: 3

Bottom margin: 5

Click Ok

Next, open up Finished Reports.

Open the desired report.

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

Click on File

Click on Page Setup

Set all margins to .5

This should print on patron record per page.