

Going Green with Triumph – Outputting to pdf

At month end there are quite a lot of reports that you have to run – instead of wasting a forest, you may want to consider sending your reports to a pdf file and storing them electronically.

This document aims to show you how to create pdfs.

There are two types of report you can run in Triumph –which report you are running determines how to create the pdf.

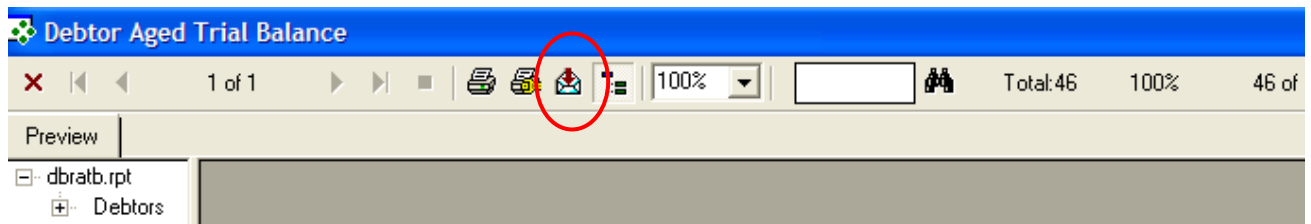
The newer reports types are Crystal reports, and the older ones are Text reports.

An example of a Crystal report is a Debtor Trial Balance (D-R-T) (or in version 3.5 a Debtor Invoice). You can tell the difference by looking at the icons along the top of the page.

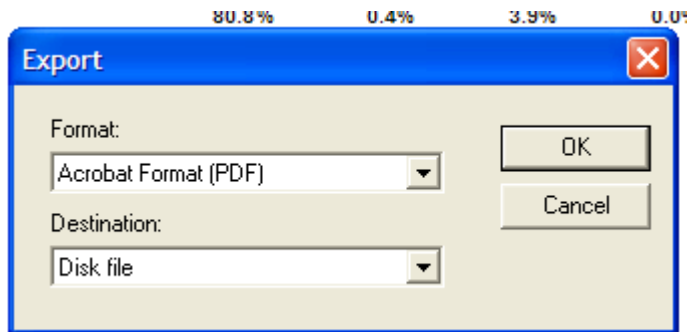
An example of a text report is a Sales Register (D-R-P-S)

Creating a pdf from Crystal

When you have run your report, click on the envelope icon as per the picture below



A new box pops up

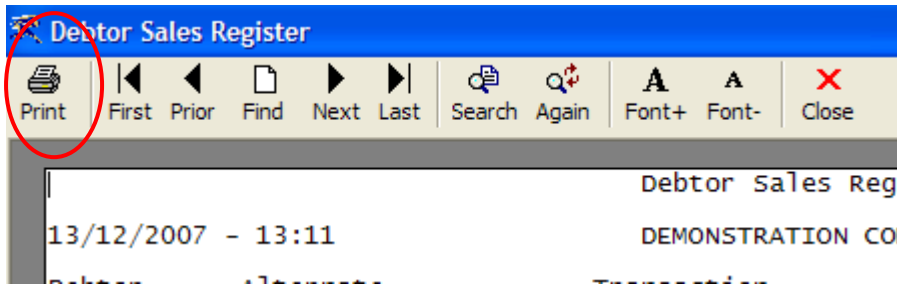


Click OK, and the system will ask you where you want to save the file. If you choose your Destination as “Application”, then the pdf will appear on your screen in Acrobat and you can save it from there instead.

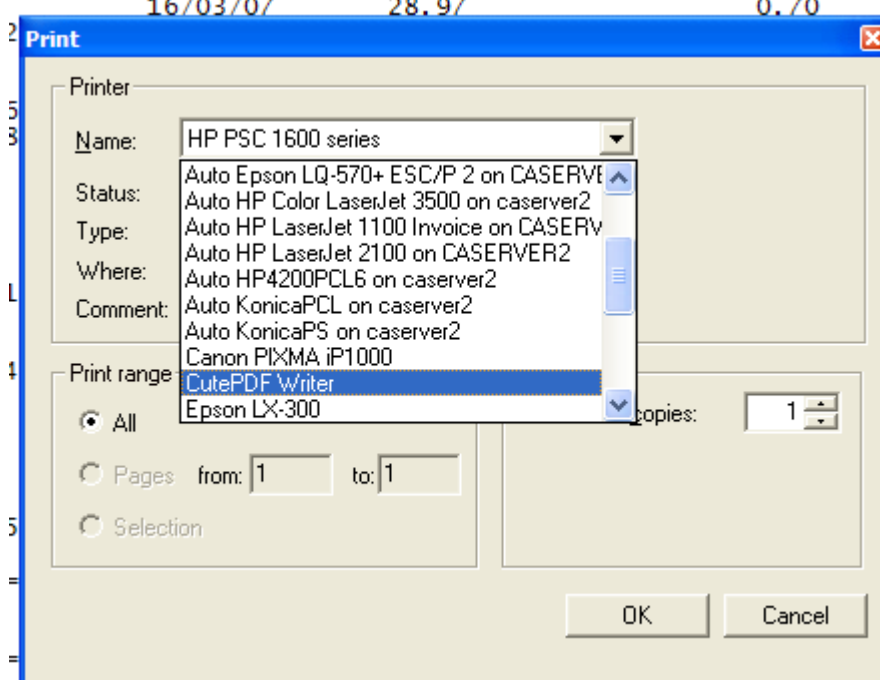
Creating a pdf from Text Reports

To print from text reports you do need to have a pdf printer on your system such as Cute pdf. If you do not either contact your system administrator, or alternatively you can call our Technical Department and they'll be able to set up a pdf printer for you on your system.

Having run your report to preview, click on the Print icon as below



A print dialogue box will appear as below. Simply select your pdf printer (in the example below CutePDF Writer), then click OK.



The system will then ask you where you want to save your pdf.

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