



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 item as per the picture below

🕏 Debtor Aged Trial Balance									
× ⋈ ∢	1 of 1			- 8	8 🖄		Total:46	100%	46 of
Preview									
⊡- dbratb.rpt ≟- Debtors									

A new box pops up

Consal

	80.8%	0.4%	3.9%	0.0
Export				×
Format:	rmat (PDF)	.	OK	
Destination:			Cance	
Disk file		-		

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.

MORE BUSINESS SUPPORT THAN YOU EXPECT			
A Money of	-1-	88 Burswood Road, Burswood WA 6100	T: (08) 9470 9922 F: (08) 9470 9955

South Perth WA 6951

E: enquiries@caman.com.au



TECHNOLOGY SUPPORT	BUSINESS CONSULTING
RECRUITMENT & HR	PCWORKS.COM.AU

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

The tor Sales Register										
Print	◀ First	↓ Prior	D Find) Next	► Last	d ⊉ Search	Q‡ Again	A Font+	A Font-	X Close
Debtor Sales Reg										
13/12/2007 - 13:11						DEMONSTRATION CO				
Alexander Alexander							-			

A print dialogue box will appear as below. Sinply select your pdf printer (in the example below CutePDF Writer), then click OK. 16/03/07 28.97 0.70

2	Print		×
5	Printer		1
ŝ	<u>N</u> ame: H	P PSC 1600 series 📃	
	Status: Ai	uto Epson LQ-570+ ESC/P 2 on CASERVE	
	Type: A	uto HP LaserJet 1100 Invoice on LASERV	
	Where: 👸	uto HP4200PCL6 on caserver2	
L	Comment: A	uto KonicaPCL on caserver2 uto KonicaPS on caserver2	
1	Print range	anon PIXMA iP1000 utePDF Writer	1
	(⊙ All E	pson LX-300 Spin L	
	C Pages if	irom: 1 to: 1	
5	C Selection		
=		OK Canad	1
=]

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

13/12/07

MORE BUSINESS SUPPORT THAN YOU EXPECT...



 T:
 (08) 9470 9922

 F:
 (08) 9470 9955

 W:
 www.caman.com.au

 E:
 enquiries@caman.com.au