

Report Output Formats

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Many Jackrabbit reports can be viewed/saved in different output formats. If the report criteria/display page has a **Report Format** field, you can choose from several formats.

Report: Deposit Slip

Search Criteria

Location
EDU
SUP

Type

Subtype

Payment Method
Amex
Bad Debt
Bank Draft

Date from through

Recorded by User

Display Settings

Subheading

Show family name

Show total by family

Show each Transaction

Show Refunds

Show Notes

Report format
PDF
Excel
HTML
Word
Text
Tiff

PDF

Portable Document Format is the standard for the exchange of documents across different formats. When a document is saved as a PDF file, it is converted to PDF, it looks the same way it would if you printed it. A PDF viewer, such as Adobe Reader, is required to view a PDF file.

Excel

Excel files are spreadsheet files and are generally used with Microsoft Excel.

HTML

Hypertext Mark-up Language is the standard language used to create web pages.

RTF

Rich Text Format is a document file format used by Microsoft products, such as Word and Office.

Text

Text Files generally are pure text with very little formatting. Files saved as .txt files can generally be read by any program that is capable of reading text.

Tiff

Tagged Image Format Files is most often used with graphic, image, and desktop publishing programs but can be used on any operating system.
