

Overview

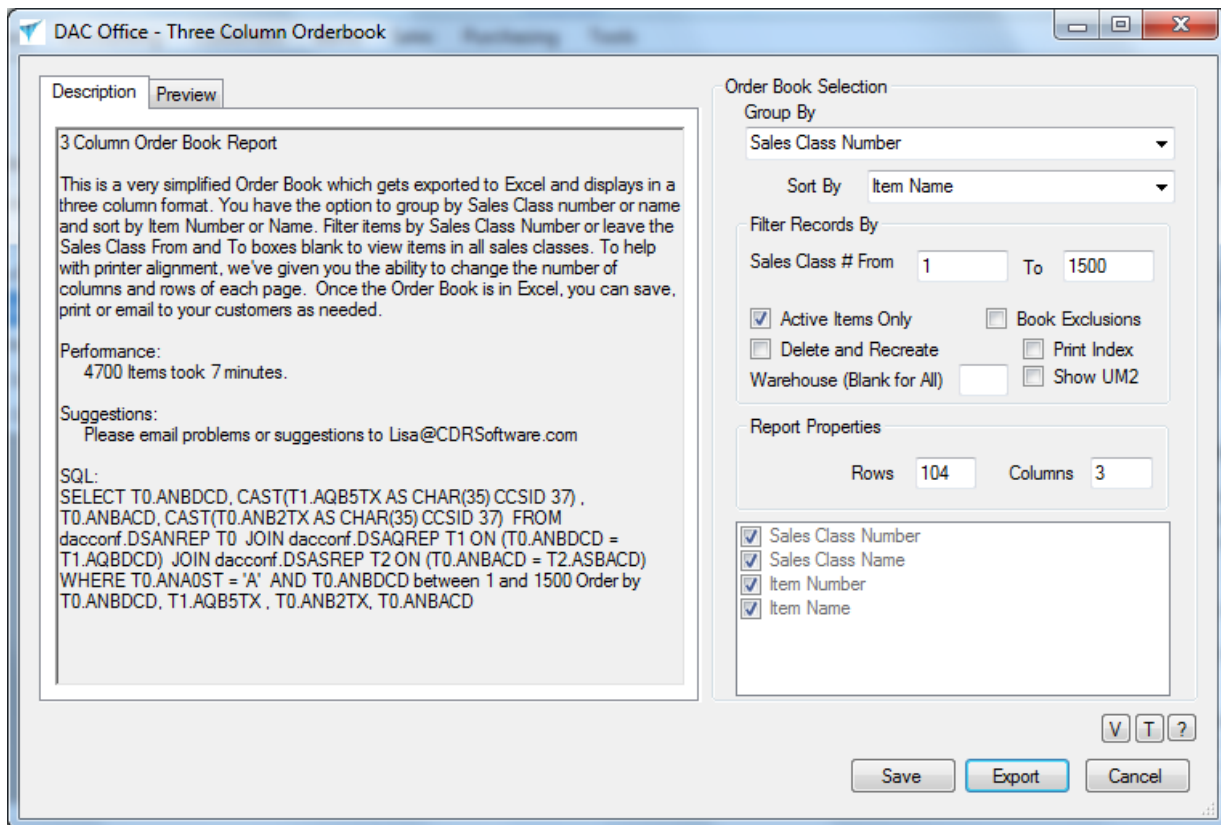
The Three Column Order book is exported as an Excel spreadsheet and contains 3 columns of items. It's used by retail customers to send in orders. There is a blank line next to the item intended for them to enter the quantity they want to order.

The book can be created by sales class range and there are multiple ways to filter the items.

- Active Items Only
- Book Exclusions
- Warehouse

Check the "Print Index" box to include an index on the report for very large order books. Use the "Delete and Recreate" checkbox if you make changes so that the filter criteria is used. When it's unchecked, the previous spreadsheet is loaded and just the Report tab is updated. This was done to save time, there is no need to grab the data each time you change the Row or Column values.

If you find that the report is breaking at the wrong spot, you'll need to adjust the Row value to get it just right.



Exported Report

Click the Export button to produce a three-tab spreadsheet. The first tab contains information on how you ran the report. The second tab contains the raw DAC data which is only updated when the "Delete and Recreate" check box is checked. The third tab is the 3-column report, generated using the raw data and the Report Property settings: Rows and Columns.

