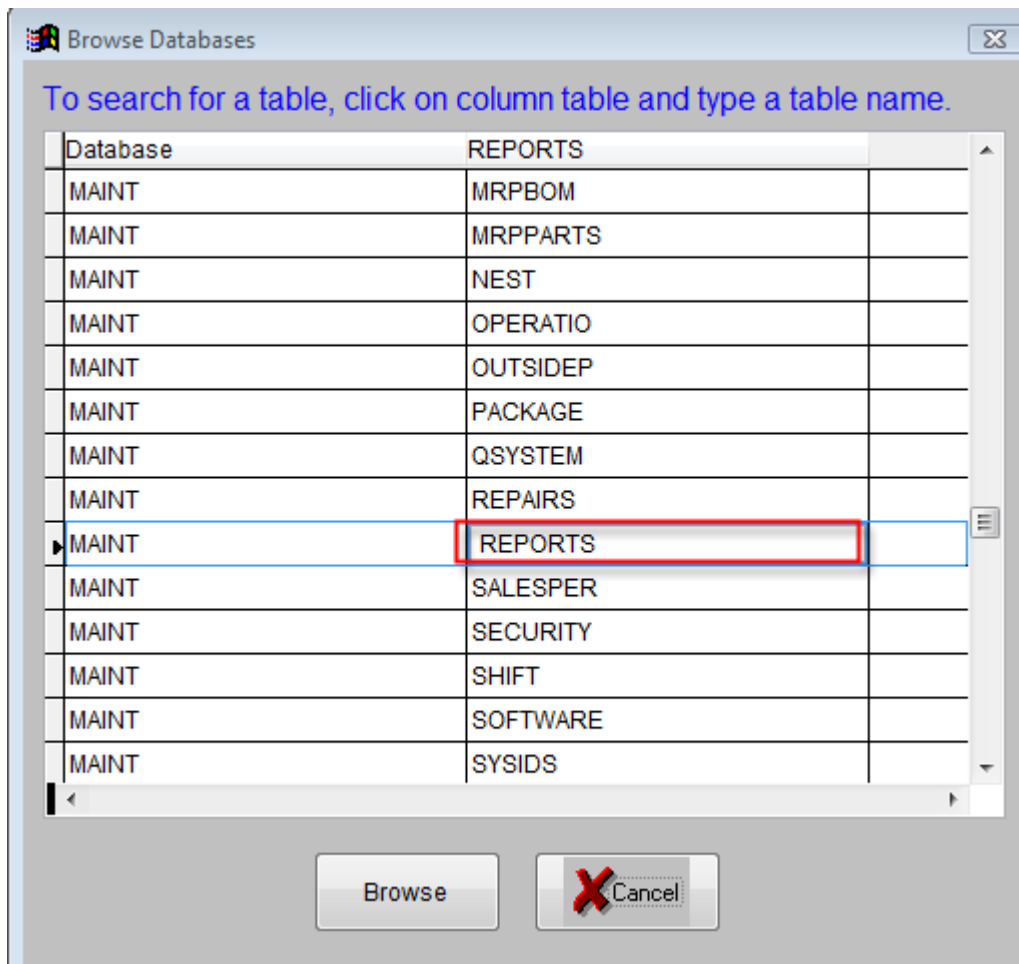


## HOW TO: create a new report from an existing report

**NOTE:** This can only be done for query type reports under the Reports and Inventory header

Go to the report query that the report originates from. Write down the name of the report that you'd like to copy from.

- Go to the header Dictionary then click Browse to open Browse Database window. In the first line under the Table column type in "Reports" then go to the Browse button. Click Find on the header (top left corner of screen), MIETrak opens the Find window in the Look for: box type in the name of the report you wrote down then press the Find Next: button.



- Once you find the report, look across in the id column (upper left) record the ID number.

Reports				
	Id	Description	Rep_file	Prices On Sta
	1	Sales Orders (Prices)	ORD_1	T T
	1	Booked Orders (Prices)	ORD_2	T T
	1	Sales Orders Shipped (Prices)	ORD_3	T T
	1	Sales Orders	ORD_4	T
	1	Booked Orders	ORD_5	T
	1	Sales Orders Shipped	ORD_6	T
	1	Expected Release Date	ORD_7	T
	1	Customer Summary	ORD_8	T T
	1	Unreleased Job Numbers	ORD_9	F T
	1	Sales Orders with Inventory Quantities	ORD_10	T
	1	Sales Orders (Single P.O.)	ORD_11	T
	1	Sales Order & Work Order Tracking	ORD_12	T
	1	User Defined	ORD_13	T

- Do not leave the screen; press the Ctrl + Y keys simultaneous on the keyboard, the cursor moves to the next blank line to add a new report.
- Enter the ID number that you recorded earlier from the id column then press the enter key, enter a new name for the report in the Description table then press the enter key, enter a new file name in the Rep\_file column then press the tab key until you are in the empty field of the table labeled "ON" enter the letter "T". Exit the screen by clicking on the [X] box in the upper right hand corner of the window.
- Go to the MIETrak root directory open the Reports folder find the existing report file that you are going to use to create the new report. Highlight and copy the existing report files (.ftr and .frx) to your desktop then rename them to the same name that you entered in the rep\_file column. Copy the .ftr and .frx files back to the reports folder.
- Open MIETrak go to the report query that the report originated from. Click on the print button to open the print screen window. Click on the "Change Description" button look for the report description you created above then put a check mark in the check box. Report is now ready for use.

