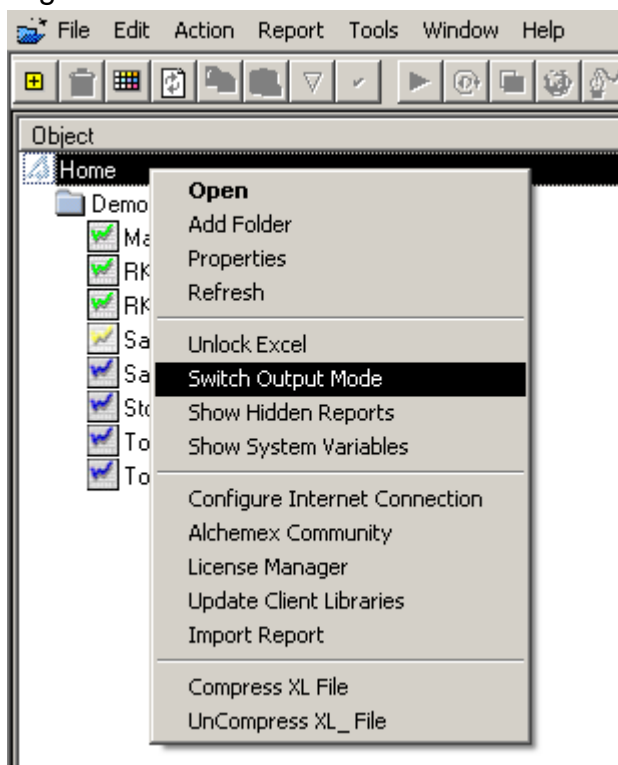


Viewing the raw data before it's passed through to Excel

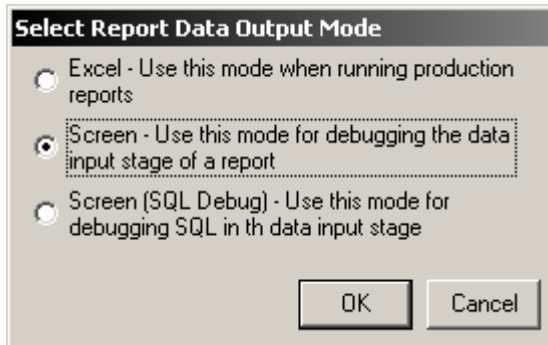
Did you know you can view the raw data of a report before it's passed through to Excel? This can be very useful if you need to quickly check to see if you are getting the right data from your container or that your filters and/or parameters are working correctly without waiting for the data to render into Excel.

How to Switch the Output Mode to Screen (data view)

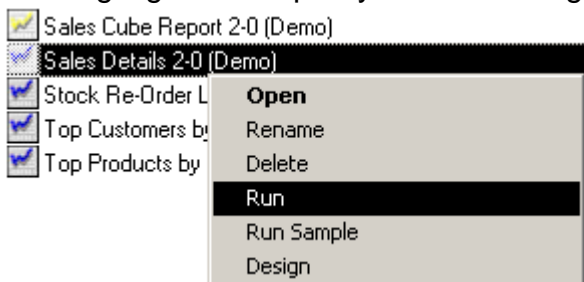
1. Open your Report Manager
2. Right click on Home and select "Switch Output Mode"



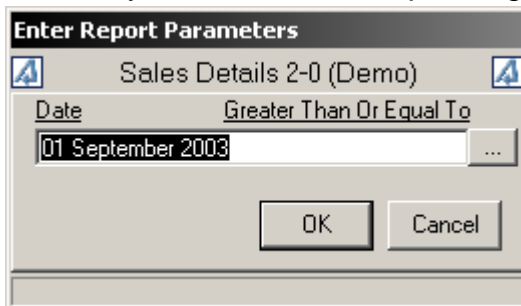
3. Select the “Screen” mode and click OK



4. Now highlight the Report you are working on and run as normal



5. Enter any Parameters the report might have and click OK



6. The Data Output window will popup with the raw data

Alchemex Data Output: Sales Details 2-0 (Demo) : [Report ID 4]

Data To Excel

Row	CostPrice	CustomerCateg...	CustomerCode...	CustomerName	CustSupplD	Date	Description	DocNo
1	1,055.22	Durban	FRUI01-FRUIT...	FRUITY JOES	FRUI01	30/10/2003	Archies Red Ap...	CRN115
2	105.96	Durban	TROT01-TROT...	TROTTERS CC	TROT01	03/11/2003	Bohemian Grap...	CRN115
3	786.22	Durban	KENS01-KENS...	KENS TAVERN	KENS01	28/10/2003	B & X Wholenuts	CRN115
4	75.99	Durban	BRON01-BRO...	BRONNIES CC	BRON01	25/10/2003	Captain Vital St...	CRN115
5	73.82	Durban	KENS01-KENS...	KENS TAVERN	KENS01	19/10/2003	Ricky Liquors - ...	CRN115
6	73.82	Durban	BRON01-BRO...	BRONNIES CC	BRON01	19/10/2003	Ricky Liquors - ...	CRN115
7	140.23	Durban	BRON01-BRO...	BRONNIES CC	BRON01	19/10/2003	Rosy Blade Pe...	CRN115
8	141.86	Durban	BRON01-BRO...	BRONNIES CC	BRON01	25/10/2003	Woodidge Red...	CRN115
9	255.93	Durban	KENS01-KENS...	KENS TAVERN	KENS01	19/10/2003	Yardville Health...	CRN115
10	138.15	Durban	BOTT01-BOTT...	BOTTLE SHOP	BOTT01	01/09/2003	Crystal Puddle ...	IND1154
11	1,055.22	Durban	ALLS01-ALL S...	ALL SORTS S...	ALLS01	22/12/2003	Archies Red Ap...	INV1172
12	1,055.22	Durban	FRUI01-FRUIT...	FRUITY JOES	FRUI01	19/12/2003	Archies Red Ap...	INV1171
13	1,055.22	Durban	ALLS01-ALL S...	ALL SORTS S...	ALLS01	07/12/2003	Archies Red Ap...	INV1171
14	1,055.22	Durban	CIND01-CINDE...	CINDEES BAR	CIND01	06/12/2003	Archies Red Ap...	INV1171
15	1,055.22	Durban	ALLS01-ALL S...	ALL SORTS S...	ALLS01	02/12/2003	Archies Red Ap...	INV1171
16	1,055.22	Durban	FRUI01-FRUIT...	FRUITY JOES	FRUI01	30/10/2003	Archies Red Ap...	INV1168
17	1,055.23	Durban	ALLS01-ALL S...	ALL SORTS S...	ALLS01	28/10/2003	Archies Red Ap...	INV1168
18	1,055.22	Durban	FRUI01-FRUIT...	FRUITY JOES	FRUI01	13/10/2003	Archies Red Ap...	INV1167
19	1,055.22	Durban	ALLS01-ALL S...	ALL SORTS S...	ALLS01	06/10/2003	Archies Red Ap...	INV1167
20	1,055.22	Durban	ALLS01-ALL S...	ALL SORTS S...	ALLS01	07/09/2003	Archies Red Ap...	INV1168
21	105.20	Durban	HIGG01-HIGGI...	HIGGINS THIN...	HIGG01	08/11/2003	Archies Red Ch...	INV1168
22	898.97	Durban	JENJ01-JENS J...	JENS JAMS	JENJ01	30/09/2003	Archies Red Pl...	INV1167
23	237.21	Durban	DAYB01-DAYB...	DAYBREAK CA...	DAYB01	17/10/2003	Big Max Day Br...	INV1168
24	35.32	Durban	BRON01-BRO...	BRONNIES CC	BRON01	03/10/2003	Big Max Health ...	INV1167
25	105.96	Durban	BOBS01-BOBS...	BOBS UNCLE	BOBS01	02/01/2004	Bohemian Grap...	INV1172
26	105.96	Durban	BOBS01-BOBS...	BOBS UNCLE	BOBS01	28/12/2003	Bohemian Grap...	INV1172
27	105.96	Durban	TEAU00-TEA 4...	TEA 4 U (DBN ...	TEAU00	23/12/2003	Bohemian Grap...	INV1172
28	105.96	Durban	TROT01-TROT...	TROTTERS CC	TROT01	22/12/2003	Bohemian Grap...	INV1172
29	105.96	Durban	MARA01-MAR...	MARANGOES	MARA01	19/12/2003	Bohemian Grap...	INV1171
30	105.96	Durban	TEAU00-TEA 4...	TEA 4 U (DBN ...	TEAU00	05/12/2003	Bohemian Grap...	INV1171
31	105.96	Durban	CIND02-CINDY...	CINDYS DELI	CIND02	02/12/2003	Bohemian Grap...	INV1171
32	105.96	Durban	MARA01-MAR...	MARANGOES	MARA01	30/11/2003	Bohemian Grap...	INV1170

7. You can now easily go through the raw data, sorting fields by clicking on the field headings.

Things to Keep in Mind

- When you open the Report Manager it defaults the Output mode to Excel every time, regardless of the state you closed the Report Manager in
- In a networked environment of Alchemex, the Output mode you select will only be affective on the PC it was set on