



AN-306 Quick Start – eMailing Reports

In Brief

Many clients running Elite Reporter want to send reports to their clients, electronically. This is done by creating a file containing the report.

There are two ways of doing this; Acrobat and QRP proprietary format

Adobe Acrobat

This is the best and recommended option - purchase “Adobe Acrobat” and use that to create “PDF” files that are sent to a client.

Adobe Acrobat works by taking the report you print and writing it to a disk file you can eMail to a client.

The way you do this is, after you have installed Adobe Acrobat and before you print a report in Elite Reporter, use the Printer Setup option to select “Acrobat PDF Writer” or “Acrobat Distiller” as the printer to use. Then, print the report. Acrobat will then save the report to a file you provide the name for.

Acrobat is the best option because it is the most widely recognised and simplest to deal with. The people you send these files to will most likely already be able to view them.

QRP - Internal Format

This saves reports into file with a proprietary format that the “Elite Viewer” program will open, view and print. Nothing else will open these files. They have “QRP” on their end.

The disadvantages of this system are that it creates large files and it requires the special “Elite Viewer” program to open and display them. You must give your clients a copy of this program for them to be able to use the files you send them.

Use this system by pressing the icon for “Save” at the top of most reports. You will be prompted for a file name – enter a suitable name and remember where it is to be saved.

After this you can eMail the file to a client (and they must have Elite Viewer to open it).