



## SAGE 200: RUNNING REPORTS AS A NEW USER

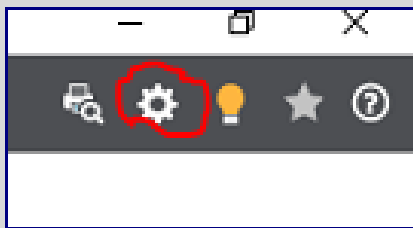
1

New Sage 200 users may find that their reports do not display onscreen initially. This happens because the default 'Output Mode' is set to 'Spooler'. To resolve this, ensure the 'Output Mode' is changed to 'Preview' in the new user's profile settings.

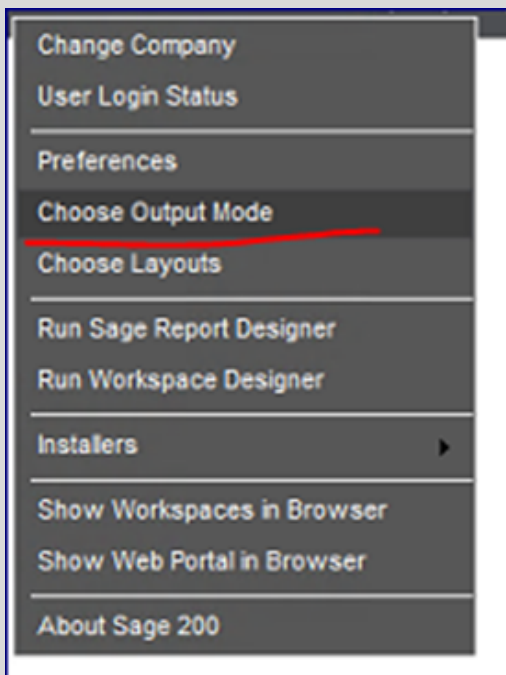
2

### How to change the Output Mode from Spooler to Preview:

Select 'Settings' (gear symbol) in the top right-hand corner of the screen.



From the drop-down menu select 'Choose Output Mode'.



Then select 'Preview'.

Select 'OK'.

Now run the report again and it will appear correctly.

END

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Sage 200 tips

