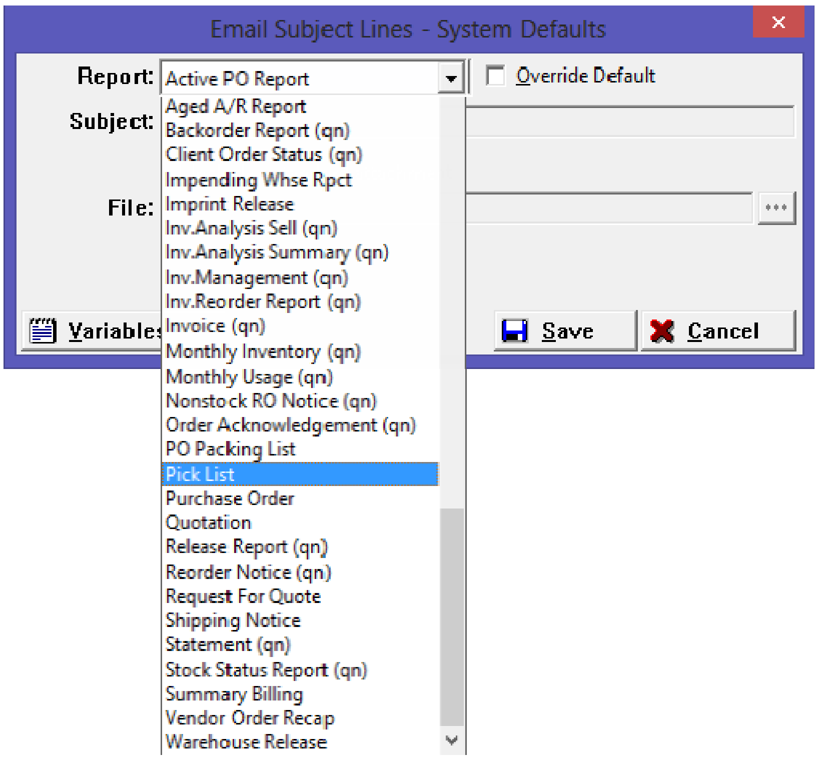
Custom Report Exports to QNet

Invoices and some e-Quantum reports can be generated and exported to QNet using the Batch PDF module. The Administrator or a user with rights to the custom reports and invoices can view and print the reports.

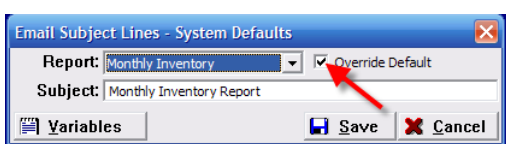
Set up the Email Subject Lines

The subject line will display on QNet as the report name. Report names have been set as a default but can be changed. To change the report name go to *QSend>QSend Maintenance>Default Email Subject Lines*.

Select the report. Note: Only certain reports will export to QNet, these are designated with (qn). Select the report from the drop down menu.



Check the **Override Default** checkbox; change the **Subject** line.



Exporting a Report

Choose the range selections for the report. The available reports and the menu locations are listed below.

Note: Be sure to only select a single Client.

Back Order Report: *Inventory> Reports>Transaction Reports> Back Order Status Report*

Client Order Status: *OE>Client Order Status*

Inventory Analysis Sell: *Inventory>Reports>Analysis Reports>Inventory Analysis – Sell*

Inventory Analysis Summary: *Inventory>Reports>Inventory Analysis Summary*

Inventory Management: *Inventory>Reports>Analysis Reports>Inventory Management Report*

Inventory Reorder Report: *Inventory>Reports>Analysis Reports>Inv/Reorder Analysis*

Invoice: *OE>Invoices>Invoicing*

Monthly Inventory: Inventory>*Reports>Analysis Report>Monthly Inventory Report*

Monthly Usage: *Inventory>Reports>Usage Reports>Monthly Usage*

Nonstock RO Notice: Inventory>*Reports>Reorder Reports>Reorder Notice-Nonstock*

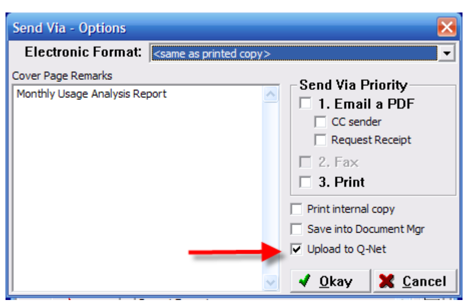
Order Acknowledgement: *OE>Purchase Order>Print Order Acknowledgment*

Release Report: *Inventory>Reports>Transaction Reports>Release Report - Sell*

Reorder Notice: *Inventory>Reports>Reorder Reports>Reorder Notice-Stock*

Statement: *A/R>A/R Period-End>Statement Printing*

Click the **Send** button. From the Send Via – Options Screen, check the box Upload to Q-Net. The Cover Page Remarks information displays on QNet.



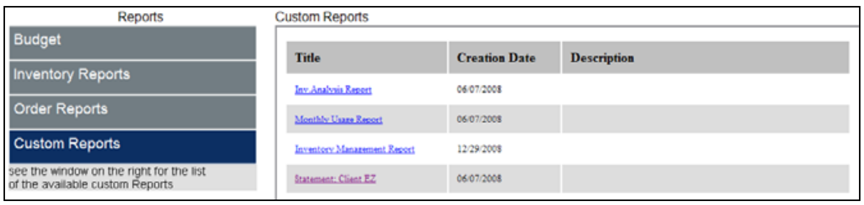
If you have selected recalculate usage in the report options, the recalculate screen will appear.

The **Report Delivery** screen will display the report with a **QN** under the **Deliver Column**. Click **Go** to begin creating the export file. The report will be sent to QNet with the next export.

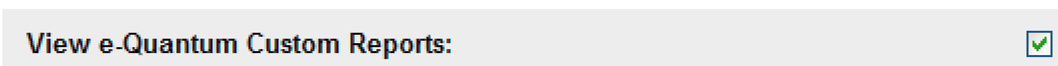
Export the report from *QNet>Export Internet Data*. The report will be exported along with the client data or all clients can be removed while exporting just the reports.

Custom Reports

Uploaded reports can be viewed from the **Custom Reports** section on the **Reports** tab in QNet. The user must have rights to view the custom reports.



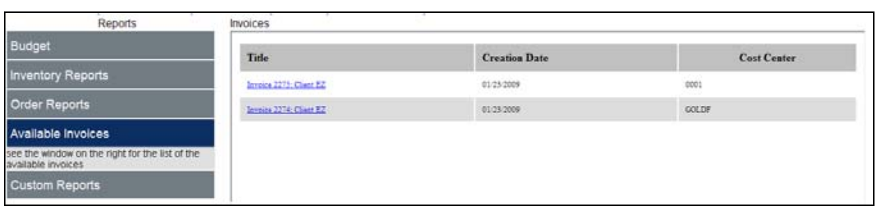
The Administrator or a user with rights will have the option to view the reports. To enable rights for a user, log on as the administrator, edit the user, on the **Reports** tab, check the box to allow rights to **View e-Quantum Custom Reports**.



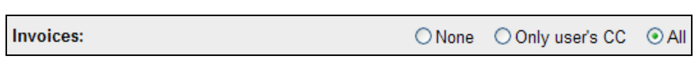
Log onto QNet, the option for **Custom Reports** is on the **Reports** tab. Reports uploaded to QNet will be displayed; click the link to view the report.

Invoices

Invoices can be viewed on QNet in the **Available Invoices** section.



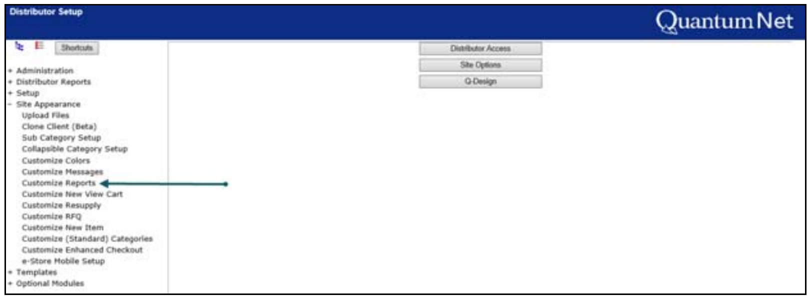
The user must have rights to view the invoices. The administrator can assign the user rights in Admin on the reports tab of user rights. The user must be given the right to either **Only user's CC** or **All**. If the user is marked as **None**, they will not have the **Available Invoices** section when viewing reports on QNet.



Customizing Colors

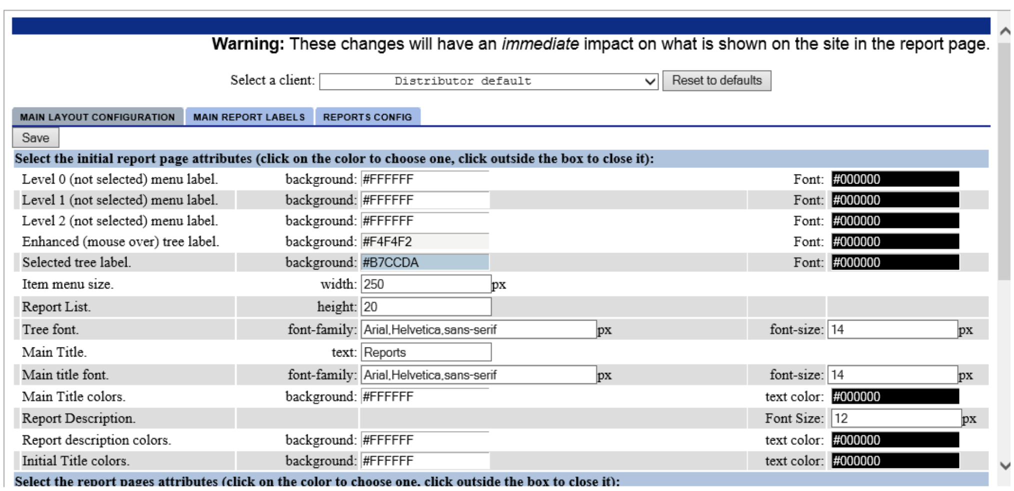
The header colors and text can be customized by client. Log on to the **Distributor Setup** from within e-Quantum by going to *Help>Websites> Distributor Logon*.

Click on *Site Appearance>Customize Reports*



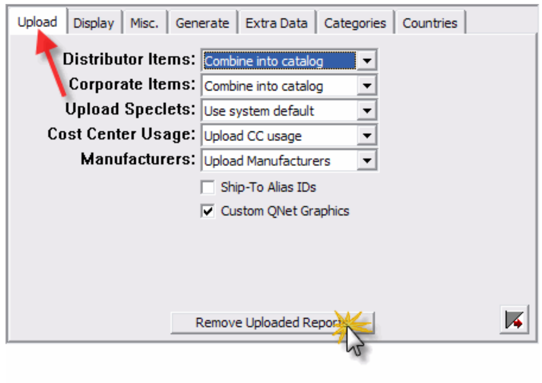
Select the client from the drop down menu. Changes to these settings will affect the QNet site immediately. The Hex color value displays the default color. A new color can be entered in the field or click on the Hex Color value to display a color spectrum. A preview of the color will display in the field. Select a color then click off of the spectrum to close the screen.

The report header and description can be renamed. Enter the new value; click **Save** or **Save All**.



Deleting Custom Reports

The reports can be removed from the client's QNet site from within e-Quantum by going to *Client Maintenance>QNet>QNet Configuration*. Go to the **Upload** tab, click on **Remove Uploaded Reports**.



Select the reports that will be removed on the next QNet upload. Select all the reports by clicking the **All** button. Remove check marks by clicking the **None** button. Click the **Remove** button to save your options and confirm to remove the selected reports on the next QNet upload.