

# Simply Reports Report Outline

What is the ultimate goal of this report?


Who or What is it for?


When does it need to be done?

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Will this report be printed or is just a count needed?

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What kind of information should be included?


How should it be sorted?


What format should this report be exported as?

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Does a Record Set need to be created?

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In Simply Reports, which Tab will I be using?

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Which Sub Tab?

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What fields will be included?


