

# Report Output Formats

Last Modified on 06/05/2019 8:47 pm EDT

Many Jackrabbit Reports can be viewed / saved in different outputs. If the report criteria/display page has a **Report Output Format** field, you can choose from several formats.

The screenshot shows a web interface for a report titled "Report: Revenue Summary". At the top, there are navigation buttons: "Return", "Submit", "Help", "Support", and "Send Idea". Below this is a search criteria section with buttons for "Favorites", "Save Favorites", and "Refresh". A note states: "This report displays only items that were paid by using the Payment Entry page or the Trans Entry Page. The Payment type must be EQUAL to 'PAYMENT'." The search criteria include dropdowns for "Family Location", "Class/Event Location", "Class Session", and "Category1", a text field for "Select Class" with a "Search Clear" link, and date pickers for "Date Paid From" and "Date Paid Through", both set to 6/29/2016. Under "Display Settings", there is a "Show Refunds" dropdown set to "Yes" and a "Report Output Format" dropdown menu. The dropdown menu is open, showing options: PDF (highlighted), Excel, HTML, Word, Text, and Tiff. A "Submit" button is located to the right of the dropdown.

## PDF

*Portable Document Format* is the standard for the exchange of documents across different formats. When a document is saved as a PDF file, it is converted to PDF, it looks the same way it would if you printed it. A PDF viewer, such as Adobe Reader, is required to view a PDF file.

## Excel

*Excel* files are spreadsheet files and are generally used with Microsoft Excel.

## HTML

*Hypertext Markup Language* is the standard language used to create webpages.

## Word

*Word* files are document files and are generally used with Microsoft Word.

## Text

*Text* files generally are pure text with very little formatting. Files saved as .txt files can generally be read by any program that is capable of reading text.

## Tiff

Tagged Image Format Files is most often used with graphic, image, and desktop publishing programs but can be used on any operating system.

---