

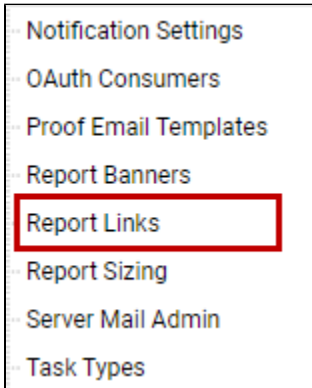
Linking Reports

You can associate various Reports to the Forms in Chase. These reports will be available from the Print and Email drop down buttons of the selected form.

Below are steps to show you how to link reports.

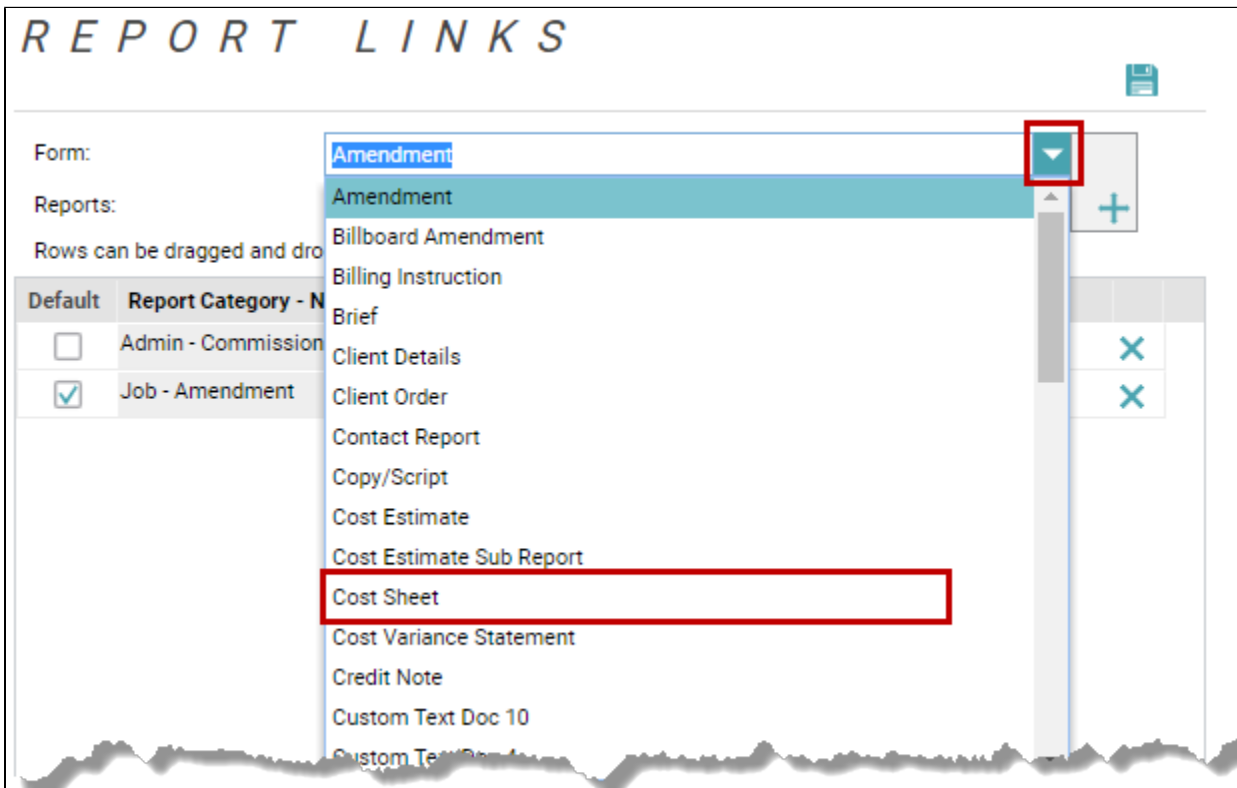
Step-by-step guide

1. Navigate to **Settings** and click the **Report Links** item in the Configuration tree.

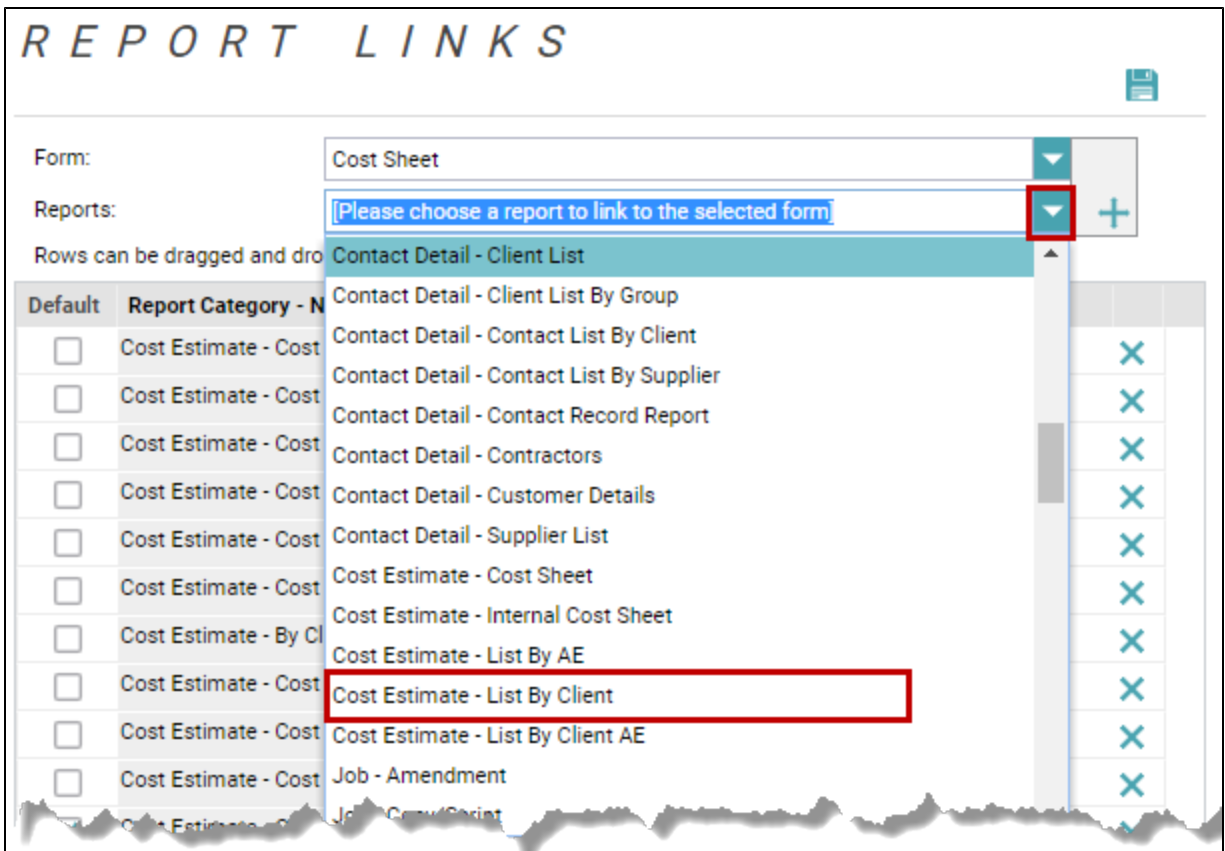


2. On the *Report Links* screen, select the **Form** to which the report must be linked.

For this example, the Cost Sheet form was selected.

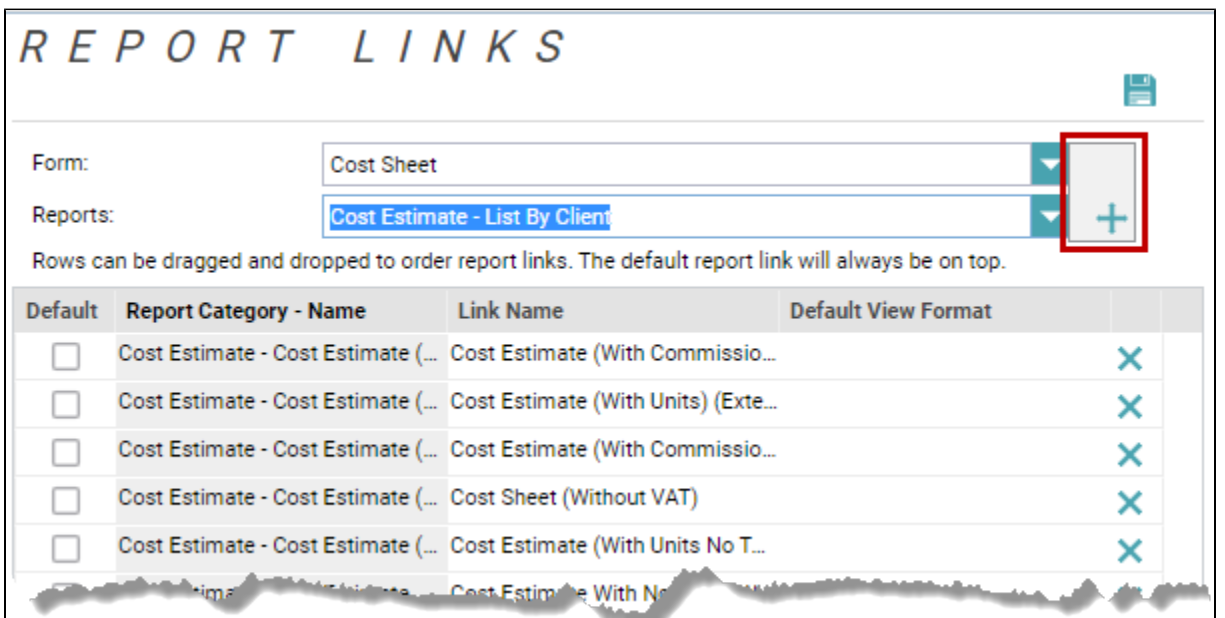


3. Click on the **Reports** field, and select the report to link to the chosen form.



4. Click the + button to create a link between the form and the report.

The new report link is added to the table of report links and will appear on the drop down list of the Print and Email buttons on the selected form.



5. Clicking the **Default** checkbox against the report will set the report as the default when printing.

6. Optionally click on the **Default View Format** field, and select the format in which the linked report is to be displayed.

7. **Save** changes made to the screen.

Default	Report Category - Name	Link Name	Default View Format	
<input type="checkbox"/>	Cost Estimate - Cost Estimate (...	Cost Estimate (With Commissio...		X
<input type="checkbox"/>	Cost Estimate - Cost Estimate (...	Cost Estimate - Cost Estimate (...		X
<input type="checkbox"/>	Cost Estimate - Cost Estimate (...	Cost Estimate - Cost Estimate (...		X
<input type="checkbox"/>	Cost Estimate - Cost Estimate S...	Cost Estimate - Cost Estimate S...	PDF	X
<input checked="" type="checkbox"/>	Cost Estimate - Cost Estimate	Cost Estimate - Cost Estimate		X

To remove a report link, click the **Delete** button (blue X) to the right of the report.

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