



# Working with Report Paks

The report components included when creating a new report are based upon the selected Report Pak. This document provides instructions for customizing Report Paks to fit an office's reporting needs.

<b>Working with Report Paks</b>	<b>1</b>
Creating Report Paks.....	1
Cloning Report Paks .....	1
Modifying Report Paks.....	2
Re-Ordering Report Paks .....	2
Deleting Report Paks .....	2

Copyright © August 2008, ACI  
All Rights Reserved

## Working with Report Paks

---

A **Report Pak** is a collection of forms commonly used together that are combined under a single form name in the Report program. For example, the 1004 Single Family 2005 Report Pak includes an Order Form, Title Page, Letter of Transmittal, 1004, Sketch Page, Photo Pages, etc. A new report created using a Report Pak is created with all of the components in that PAK. Use *Report Pak Utilities* to create, modify, clone, delete and re-order Report Paks.

### Creating Report Paks

---

1. Click **Tools > Report Pak Utilities** and click **Create**.
2. The *Pak Creator* opens. Highlight a form in the *Reports Pool*. Double-click to add the form to the current report. Use the red directional arrows to add, remove, and reorder forms in the current report. See *Add / Remove Forms* for additional information.
3. Select a *Primary Form* for the *Report Pak* and click **Build**.

**NOTE:** By Default, the first available principal form in the PAK is set as the *Primary Form*. Click the drop-down arrow to change the *Primary Form*.

4. Enter the *Report Pak Name* and click **OK** to save. Click **Done** to exit the *Pak Creator*.

**TIP:** Clone an existing Report Pak to quickly create a new Pak. Modify the new Pak to customize Pak contents.

### Cloning Report Paks

---

1. Click **Tools > Report Pak Utilities** and click **Clone**.
2. Select the *Report Pak* to clone and click **OK**.
3. Edit *Report Pak* contents. Use the red directional arrows to add, remove, and reorder forms in the current report, and click **Build**.
4. Enter the new *Report Pak Name*. Click **OK** to save and click **Done** to exit the **Pak Creator**.

## Modifying Report Paks

---

Only custom Report Paks are modifiable. ACI default Report Paks cannot be modified. To modify a default Report Pak, clone the PAK and modify the clone.

1. Click **Tools > Report Pak Utilities** and click **Modify**.
2. Select the *Report Pak* and click **OK**.
3. Edit the *Report Pak* contents. Use the red directional arrows to add, remove, and reorder forms in the current report, and click **Build**. Click **Done** to exit the *Pak Creator*, or click **Cancel** to exit without saving changes.

## Re-Ordering Report Paks

---

Controls the display order of Report Paks in the drop-down list when creating a new report.

1. Click **Tools > Report Pak Utilities** and click **Re-Order**.
2. Select a *Report Pak* and click the red up and down arrows to re-order Report Paks.
3. Click **Done** to save.

## Deleting Report Paks

---

1. Click **Tools > Report Pak Utilities** and click **Delete**.
2. Select a *Report Pak*.

**NOTE:** ACI default Report Paks cannot be deleted.

3. Click **Yes** to confirm deletion, or click **No** to cancel.

**CAUTION:** Deleted Report Paks are removed from the database.

4. Click **Done** to exit *Report Pak Utilities*.