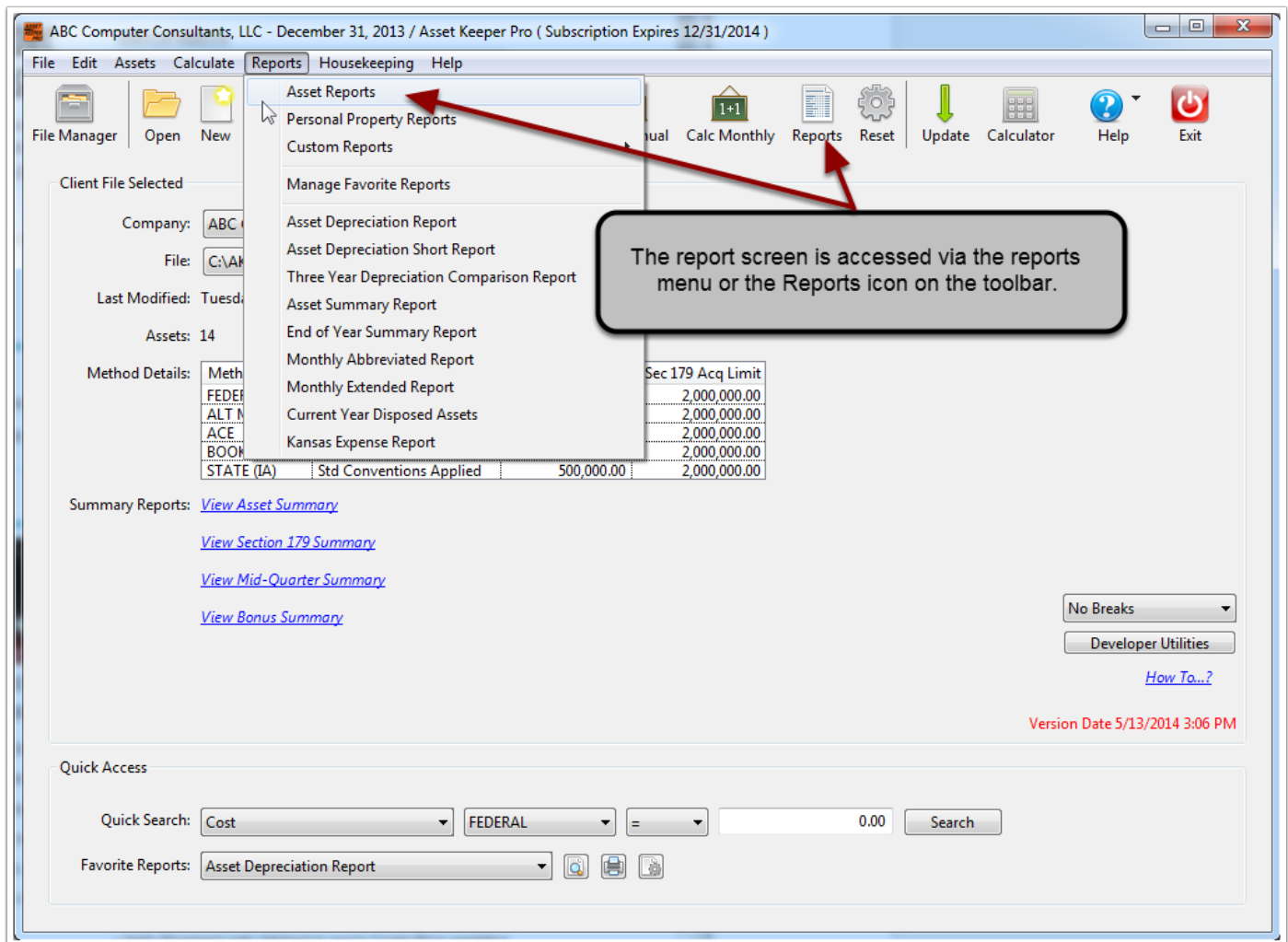# Asset Keeper Pro - Asset Reports Overview

Start the Reports Screen

In order to print most reports (excluding personal property and custom reports) in Asset Keeper Pro, you will need to bring up the asset reports screen. You can do this by clicking 'Asset Reports' from the Reports menu or by clicking the 'Reports' icon on the Home screen toolbar.
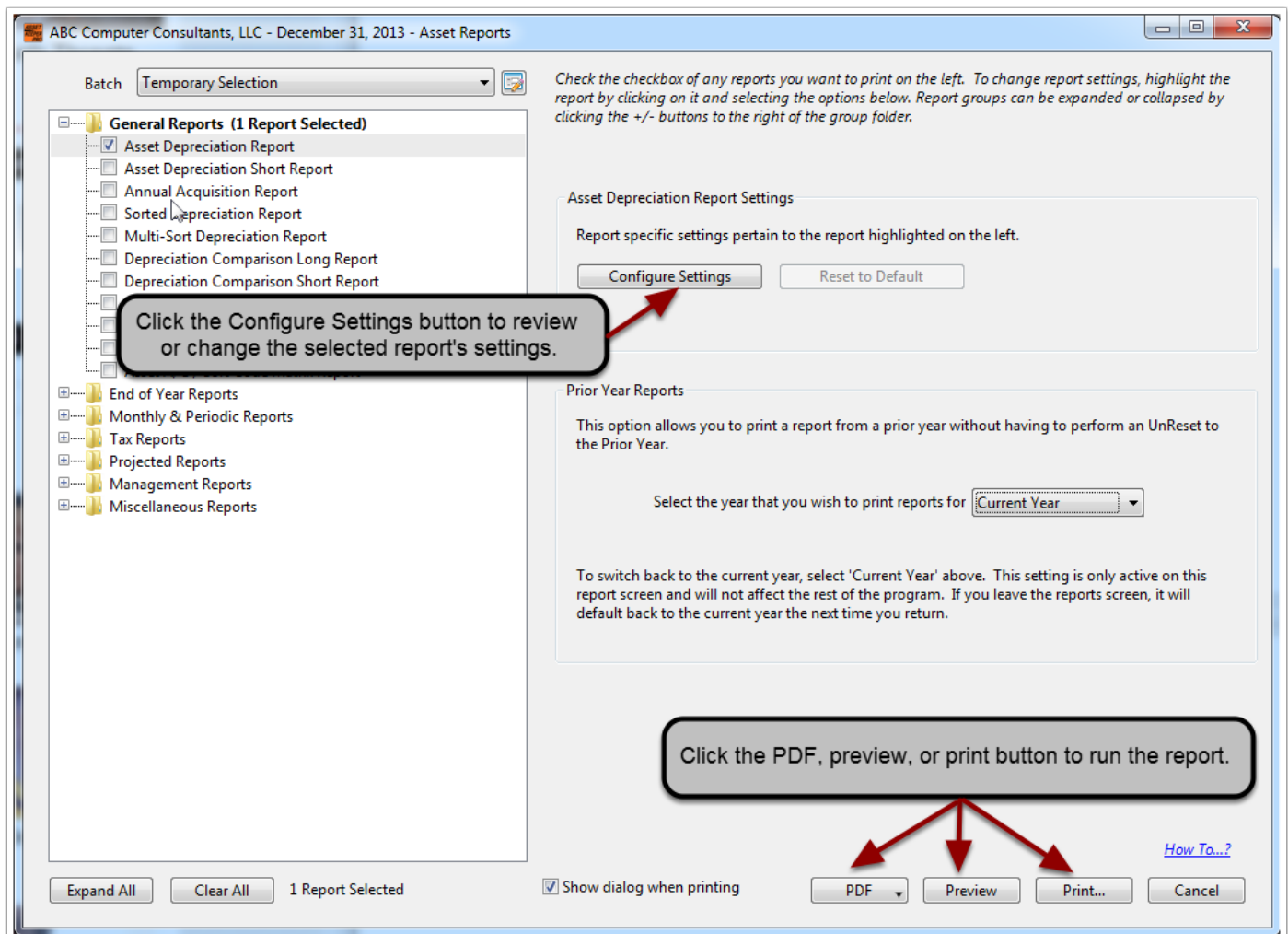
Select Reports to Print

Once the report screen is shown, select the report(s) you wish to print by checking the checkbox to the left of the report name. All reports are categorized by type, so if you cannot see a report, it may be hidden under a closed folder. To expand a folder, click the + to the left of the folder. Conversely, the - button will close-up the folder. The number of reports selected in each report category will be indicated next to the folder name.
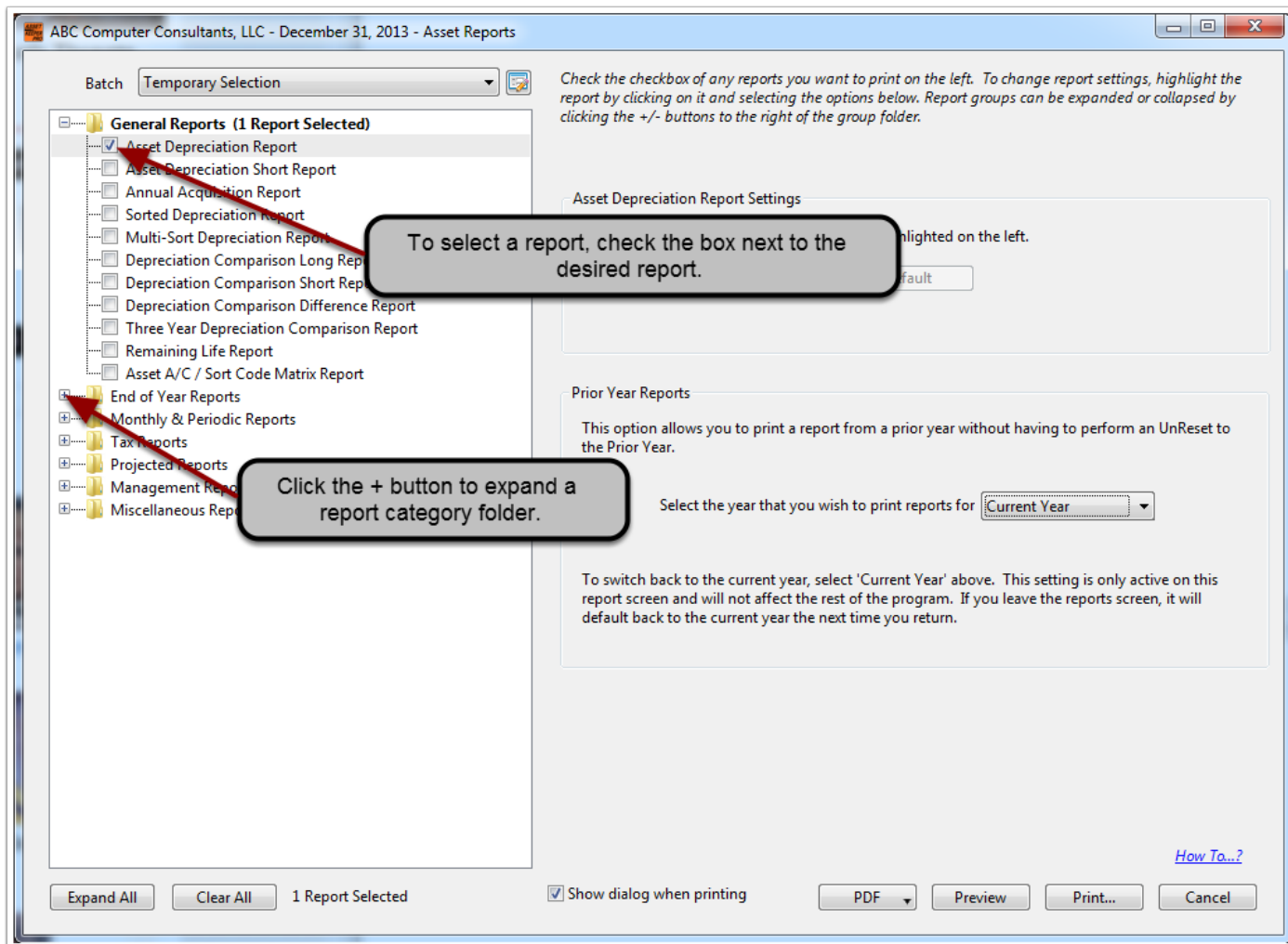
Report Print, Preview, Print to PDF

After a report is selected, you can choose to print, preview, or print a report to PDF. The report will then print using the saved settings, if found. If no settings were found, the default settings will be used. If you wish to review or change the report settings, click the 'Configure Settings' button, otherwise click the PDF, Preview, or Print button.

Configuring Report Settings

Although each report configuration screen is unique based on the report selected, most have sorting options, what method to print, whether to show details, and whether the report will be printed in landscape format. From the configuration screen, you can save your settings so that the next time you print the report, it will use these saved settings.