Update General Letter Report When No Signature Printing

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Overview

This article discusses a workaround for updating General Letters, found in OP Reports, where a signature is not displayed. This process uses the OP Reports Designer (which requires permission to access), takes you through finding the bad string-based join, deleting it, and replacing it with a good ID-based join.

> **Warning**: When modifying a report in OP Reports you should always copy the original. Modifications should be made in the copied version of the report and tested. Once confirmed the report gives you the desired output, rename the original report, example: General_Letter (rev 7/31). The newly modified report should be named with the original report name.

1. Click **Tools** on the **Ribbon**.
2. Click **OP Reports** in the **Applications** group.
3. Log on to the **Reports Designer**. Your logon must have appropriate permissions to access the Reports Designer.
4. Locate the report.
5. Right-click on the report and select **Design** from the drop-down menu.
6. Click **File** then **Save As**.
7. Name the report as your copy, example: *General_Letter Copy*, click the **Save** button.
8. Confirm you are on the copied version of the report.
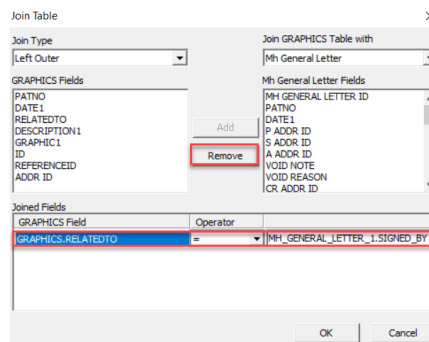9. Click on the **Data** tab.
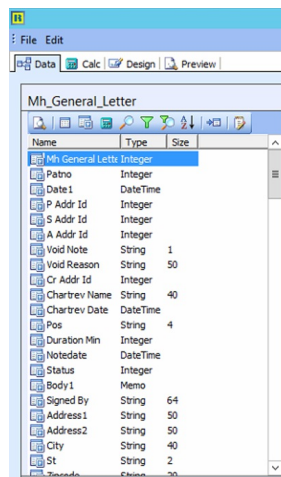
10. Click on the **Tables** button , the **Query Designer** window displays.
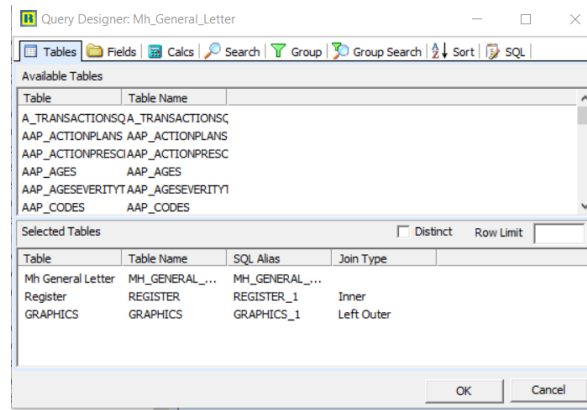
11. In the bottom data grid, select the **GRAPHICS** line. In the *Join Type* column click the **ellipses** button, the *Join Table* displays.
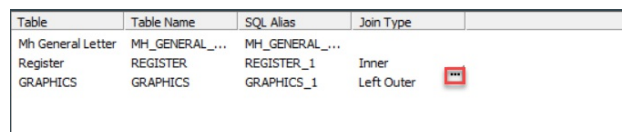
12. In the lower data grid, select the existing *Joined Fields* item.
13. Click the **Remove** button in the center of the window.

14. In the **GRAPHICS Fields** data column, select the **ADDR_ID** field.
15. In the column to the right, select the **P_ADDR_ID** field.
16. Click the **Add** button, the joined fields will display in the *Joined Fields* data grid at the bottom of the window.
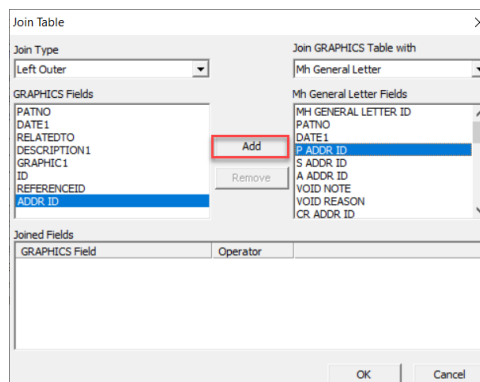
17. Click **OK** to return you to the *Query Designer* window.
18. Click **OK** to save and close the updated report.
19. Click the **X** then click **Yes** to save changes to your report and return to the OP Reports window.
20. Test your modified report.

21. Rename the original report, for example *General_Letter (rev 7/31)*.
22. Rename the modified report to the original report name, for example *General_Letter*.