

# Report Writer ExpressView

## Cheat Sheet

The ExpressView Report option can be found in PestPac under Menu > Reports > Report Writer > Create New Report > Discover > ExpressView . This document will serve as a cheat sheet to assist you with better understanding the field names in Report Writer for the ExpressView by using a standard PestPac Report for comparison. The options in both images match up to the comparable functionality between the two.

**Workwave Pest Control**

Service Order List

Display Export Print Clear

**A** Selection Criteria

Location Code:   
Bill-To Code:   
Corporation:   
Starting Location Name:   
Ending Location Name:   
Starting Order Number:   
Ending Order Number:   
Starting Batch:   
Ending Batch:   
Added By:   
Branch:   
Division:   
Service:   
Services:   
Service Class:   
Service Classes:   
Program Type:   
Schedule:  Yes No Either

**E** Format

Summary  Detail

**B** Show Columns

Location Code  
 Corporation  
 Location Company  
 Location Name  
 Location Company/Name  
 Location Address  
 Location Address 2  
 Location City

**C** Primary Sort By

Added By  
 Branch  
 Batch  
 Bill-To Code  
 Bill-To Zip Code  
 Builder  
 Cancel Reason

**D** Group By

Old Acct #  
 SIC  
 Referral  
 Key Number  
 Mail S.O.  
 Ins. Cert.  
 Group By  
 Page Break

### PestPac Report Terminology

- A. Selection Criteria = Filters in ExpressView
- B. Show Columns = Fields / Canvas Area in ExpressView
- C. Primary Sort By / Secondary Sort By = Sorts in ExpressView
- D. Group By = Group in ExpressView
- E. Format Summary / Detail = Include Detail Rows in ExpressView



The screenshot displays the PestPac ExpressView interface. On the left, a 'Fields' pane (B) lists various data fields under categories like Accounts, Location Attributes, and Locations. The main area shows a data table (B) with columns for 'Location Code' and 'Name', and a 'Group' button (D) above it. Below the table is a 'Report Totals' section with an 'Include Detail Rows' checkbox (E). On the right, a 'Filters' pane (A) is visible, showing a filter condition: 'Active is Yes' with a dropdown set to 'Equal To' and a 'Yes' option selected. A 'Sorts' pane (C) is also present, showing 'Location Code' and 'Name' with 'asc' and 'desc' options.

## Report Writer ExpressView Terminology

- A. Filters = Selection Criteria in PestPac
- B. Fields / Canvas Area = Show Columns in PestPac
- C. Sorts = Primary Sort By / Secondary Sort by in PestPac
- D. Group = Group By in PestPac
- E. Include Detail Rows = Format Summary / Detail in PestPac