

multiple reports

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I would like to run the same report multiple times for different individuals without having to enter the criteria each time.

I have a table "Agents" and the field that I want to use in the table as criteria is "BkAgt"

I have a report "Monthly Total – Individual Agent" that has a Record Source from a query "Total PC by Individual Agent 3" This query has the field "BkAgt", as does the report.

I'd like to have a command button on a form that the user would click and the reports would print in the order as in the table. (one report for each instance of BkAgt)

I've tried to follow similar threads but am very confused.

I'm assuming that I create an event on the command button. On Click, I assume.

Can someone help me with what I need to have in the event and what do I need to do in the underlying query?

As always, any assistance is greatly appreciated.

Zoe

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