

# Jet Express for Word – Getting Started for Administrators

## Overview

Microsoft introduced a new feature with Dynamics NAV 2015 which makes it easy and inexpensive for partners and end users to create and customize visually attractive document reports in NAV using Microsoft Word.

In collaboration with Microsoft, Jet Reports developed Jet Express for Word – an application that supports this process by providing users an easy-to-use interface inside Microsoft Word to create and modify these documents.

Additionally, **Jet Express for Word** includes four NAV reports and a set of sample sales documents.

These four NAV reports include:

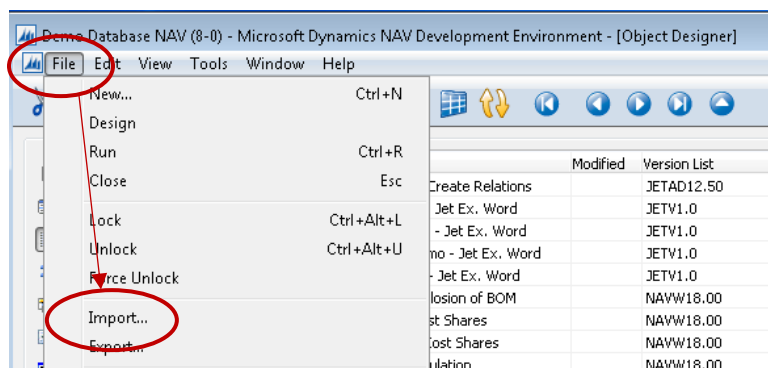
| Report Number | Name                           |
|---------------|--------------------------------|
| 14125500      | Sales Order – Jet. Ex. Word    |
| 14125501      | Sales Invoice – Jet. Ex. Word  |
| 14125502      | Sales Cr. Memo – Jet. Ex. Word |
| 14125503      | Sales Quote – Jet. Ex. Word    |

## Installing these reports in Dynamics NAV

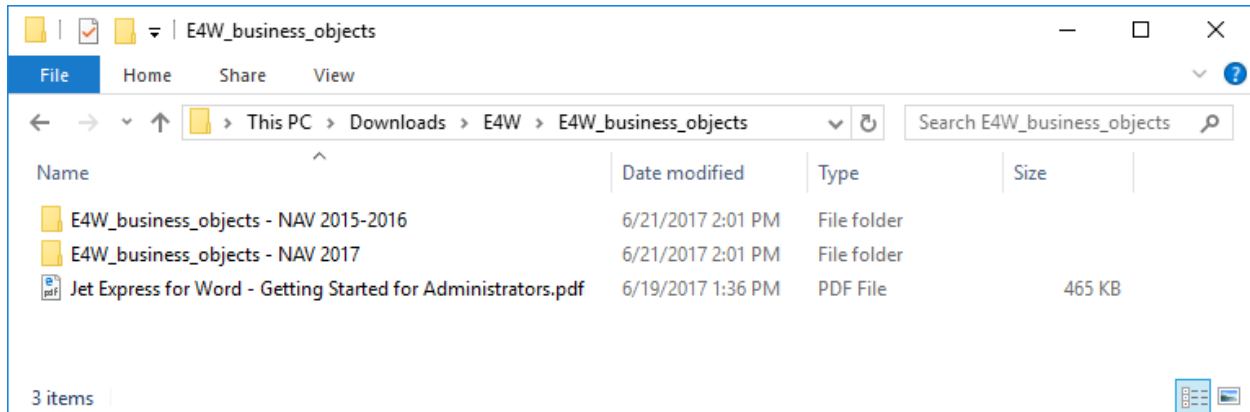
These four reports are included in the language-specific .FOB files which are available from the Jet Express for Word website.

To install the .FOB file, you will need access and permissions to the **Microsoft Dynamics NAV Development Environment**.

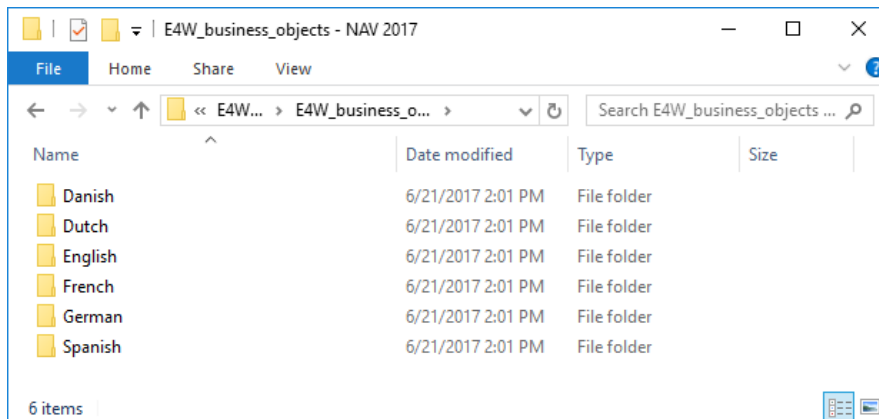
In this application select **File > Import...** and browse to find the **E4W\_business\_objects** folder



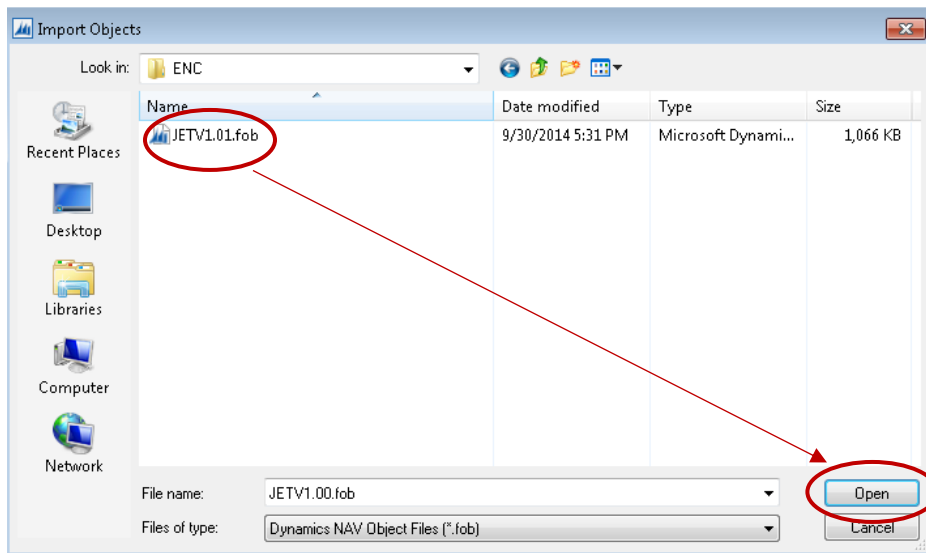
**Pick the folder that matches your version of Dynamics NAV**



**Pick the folder that matches your base language code in Dynamics NAV**



## Open the .fob file



## Click “Yes” in the following window



## Uninstalling Jet Express for Word documents

If you need to uninstall the Jet components from the Microsoft Dynamics NAV Server-

- Open the **Microsoft Dynamics NAV Development Environment** and then connect to the database
- Open the Object Designer (on the **Tools** menu, choose **Object Designer**)
- Select **All** to see all business objects.
- Select the business objects which were inserted (listed above), **right-click** and select **Delete**. When asked if you want to delete the selected lines click **Yes**.