

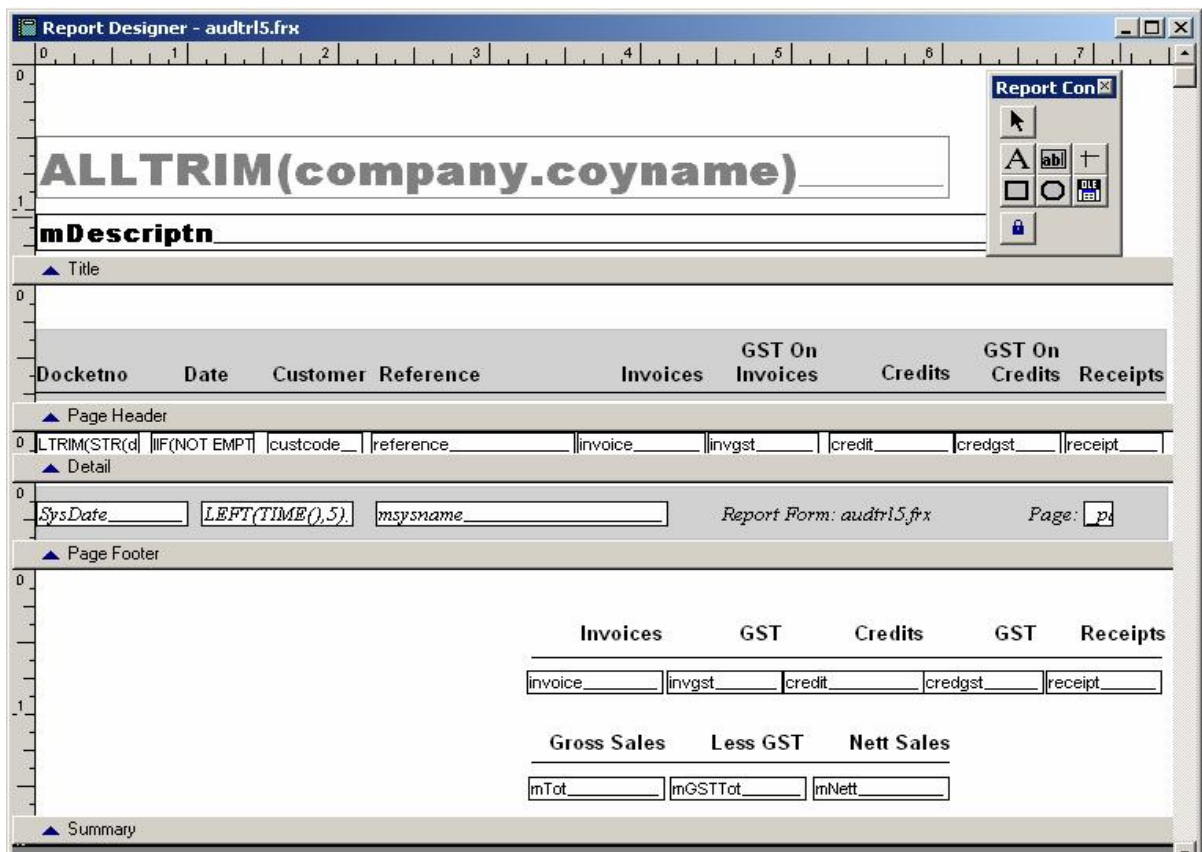
Report Form Design

All output is through a report form including invoices etc.

Pictured Below Is The Report Designer Window.

NOTE: Please read the *Considerations* further down.

- It has a name (in this case audtrail.frx).
- On it's upper left is a Button Toolbar.
- It has items on the Top Menu Bar that control various functions.
- It is divided into Title, Page Header, Detail Line, Page Footer, Summary.
- It has objects (Text Objects, System Variables and Line Objects) in any section.
- Objects can be deleted, moved, resized and fonts changed (depending on type)



NOTE: Be careful **NOT** to move items **OUT** of the Detail Line (up or down). It will be sure to cost you.

- Information above the Title Bar appears once at the beginning.
- Information above the Summary Bar appears once at the end.
- Information above the Page Header Bar appears at the top of each page.

- Information above the Page Footer Bar appears at the bottom of each page.
- Information above the Detail Bar is the Report Body (or detail).

Considerations When Working On Report Form Design

1. System variables are objects in a box. If you double click on this object and change the expression within it may have dire consequence, eg, entering your company name in the coyname box will result in a syntax error when generating the report. If you want to enter your company name fixed and manually you should delete the coyname box and use the A button to create a text object.
2. System variables within the Detail band (the space between the Page Header and Detail bands) should NOT have a file name in front with a dot, eg, **code** would be correct **e3invitm.code** would be wrong.

Working With Objects:

What is the difference between object types ?

- A **Text Object** is simply text that you enter in a report.
 - A System Variable is a container that carries a value or text from the system.
 - A Line is simply a line.
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- System Variable objects are contained in a box.
 - To select any object click on it with the **Left Mouse Button**.
 - To move an object drag it with the mouse (holding down the left button) **OR** move it with the direction **Arrow Keys** (after it has been selected).
 - To *Delete* an object simply press the **Delete** key (after it has been selected).

GOLDEN RULE ! Do not move objects from the detail line up or down into the page header or page footer as this will result in only one line being printed out.

Similarly the space above or below the detail line objects is the space between lines, so the larger the space the larger the space between lines.

To Resize An Object:

Click on the Object. Hold down the **Shift Key** and press the right arrow to enlarge the object or left arrow to make it smaller.

Moving An Object:

Using the Arrow Keys without the Shift Key moves the object in all directions. (Don't move Detail Line Objects off the Detail Line). Objects can also be moved with the mouse by dragging (left button down).

Changing The Font:

- Select the Object (by clicking on it).
- Select **Object** from the Top Menu Bar.
- Select Font...
- Change the font to the style and size you want.

NOTE: If you change the font of a System Variable Object it may NOT be long enough to print what is contained inside. Text will be cut off. Numbers will appear as stars (*****.**). To fix this make the object longer.

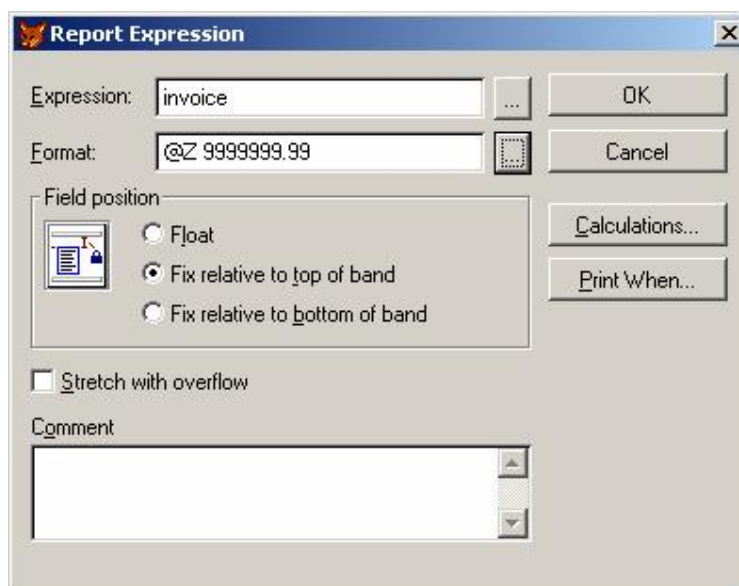
WARNING : If you double click on a System Variable Object a Report Expression Window will pop up. DO NOT CHANGE THE EXPRESSION unless you know what you are doing or are under supervision.

Changing The Format Of A Number:

To format decimal places (eg quan in invoicing)

Double click on the object and when the **Report Expression Window** pops up change the 999999.999 to the format you want eg 999999 (for no decimal places).

The @Z symbol below tells the report form to print a blank if the number is zero.



Some of the right hand side of the Report missing ?

Different printers give different results so therefore some adjustment may be necessary in some cases.

(a) You will probably need to make some of the objects smaller so you can move the right hand objects in more to the left.

Changing The Paper Size

Click on the **Report Pad** on the **Top Menu Bar** then choose **Page Layout** from the Popup.

A Window will appear, choose the **Print Setup** button.

The **Print Setup** Window will then appear. Choose the **Size** Popup and select the paper size you want (within the constraints of your printer of course) and press **OK**.