

19 *Reports Tutorial*

19.1 Foreword

ViZapp Reports Builder application is used for creating different types of reports for the Instrument database. It is a stand-alone application and can be run independent of the ViZapp Application Builder. It supports the following functions:

- Report Creation
- Report Preview
- Report Printing
- Report Export to most common document types

19.2 Report Creation

The first step in creating reports is to export the Instrument document/configuration to an MS Access database file. This can be done from the ViZapp Applications Builder.

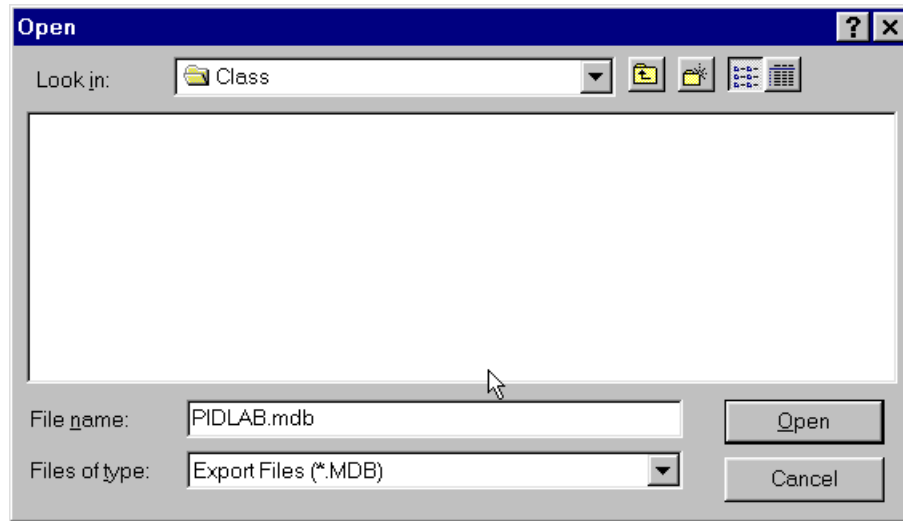
The database reports are generated, by using preformatted templates. During report creation, the templates are populated with data read from the exported database.

19.3 Instructions

19.3.1 To export instrument configuration to Access database:

Run the ViZapp application and open your instrument configuration. The instrument configuration will be displayed in the workspace. Select **Tools-Export** from the menu bar at the top. You will be prompted for a name for the exported database and its path as shown in the figure below:

Figure 19 .1.
ViZapp Database
Export



19.3.2 To create a new report:

1. **Launch ViZapp Reports Builder Application**

- Select the Windows **Start** menu and then **Programs – MicroMod Automation - ViZapp – ViZapp Reports**. The ViZapp Reports application will start and display the Welcome window as shown below:

Figure 19 .2.
Welcome dialog



- At this point, you can create a new report or open an existing report or cancel out to go to the Reports Builder application. Let us create a new report.
- Click on the **Create Report** button on this Welcome window. The **Report wizard** will be displayed as show in the next figure:

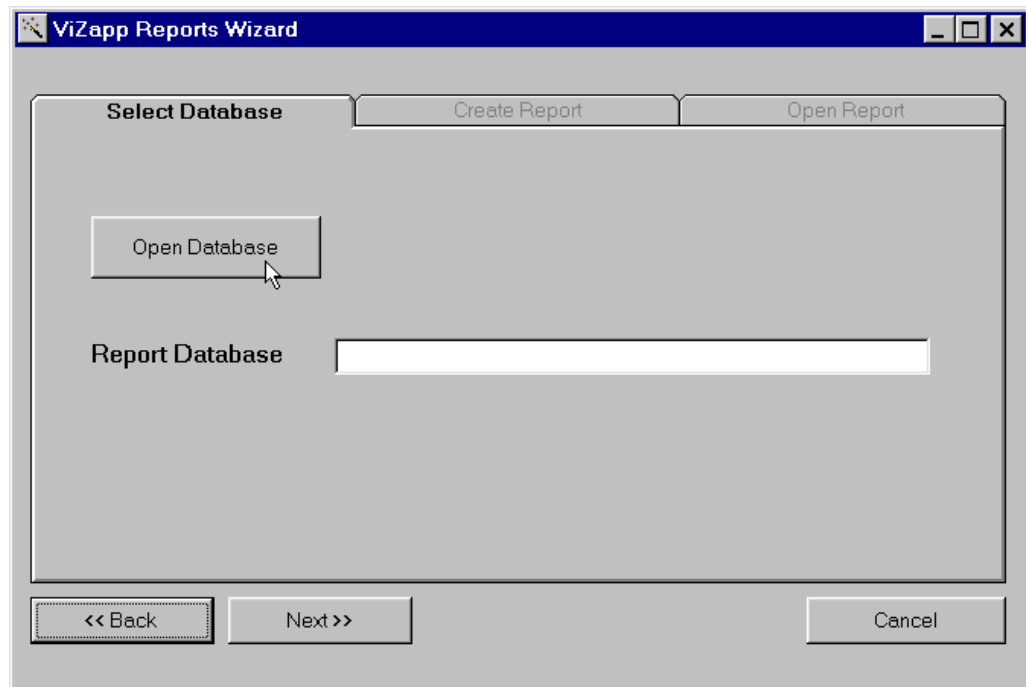


The Report Wizard can also be opened by clicking on the **Create** button on the tool bar or by selecting **File-Create Report** from the menu bar.

2. **Select the database:**

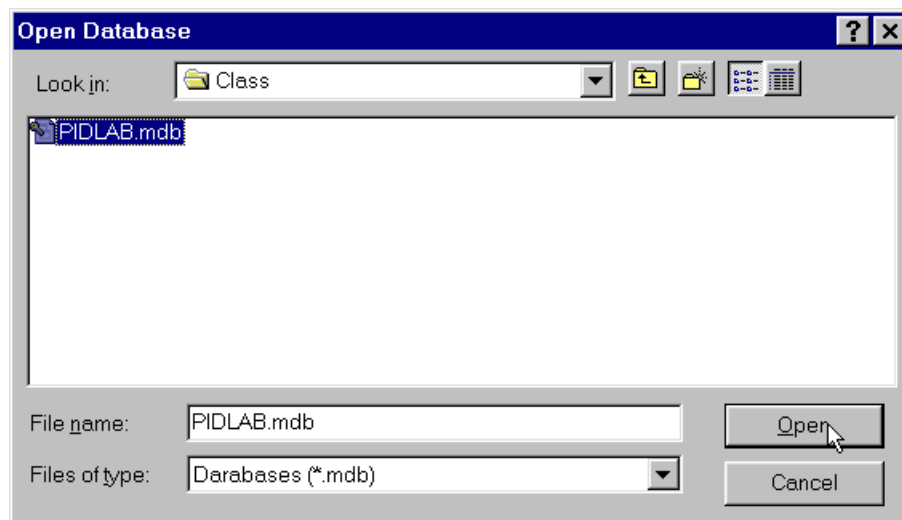
- Select the database you exported from The Application Builder. Click on the **Open Database** button on this Wizard.

Figure 19 .3.
VIZAPP Reports
Wizard – Select
Database



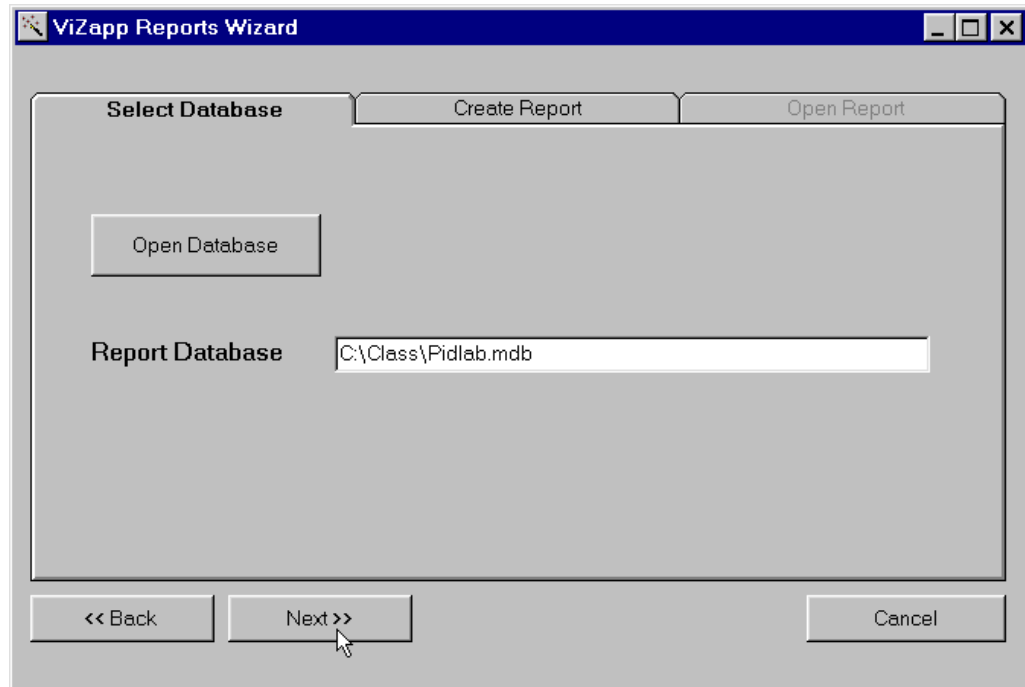
- A **Open Database** dialog box will be displayed as shown next:

Figure 19 .4.
Open Database



- Select your database by choosing its path first and then by clicking on it. Click on the **Open** button.
- This name of this database will be displayed in the Report Database field as shown below.
- Click on the Next button to open the **Create Report** tab of the Wizard.

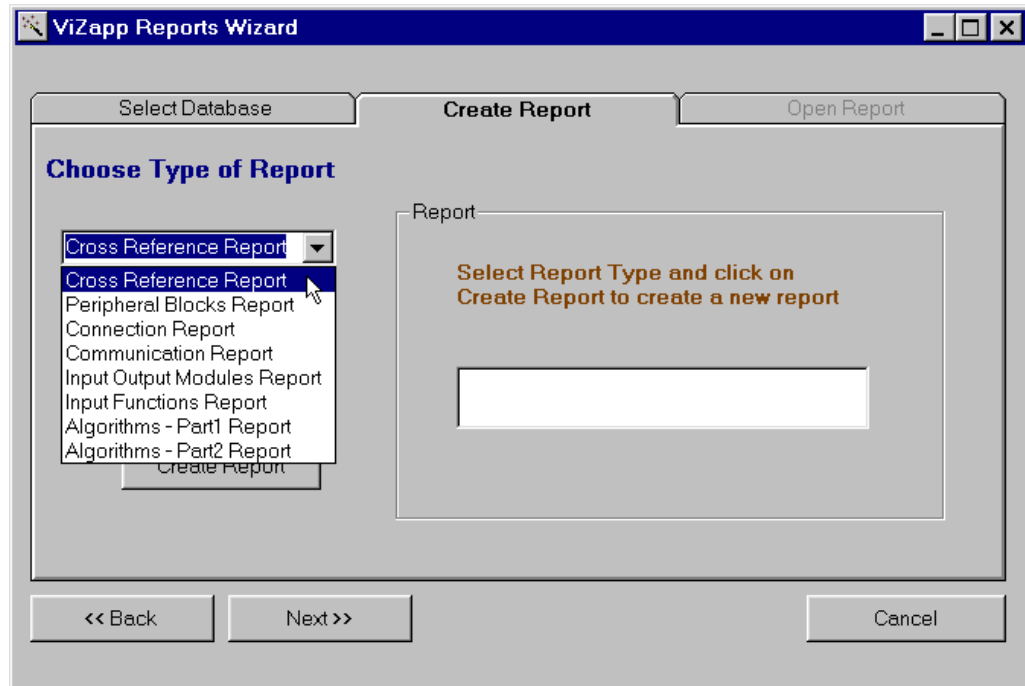
Figure 19 .5.
VIZAPP Reports Wizard – Select Database



- The Create Report tab of the Wizard will be open next.

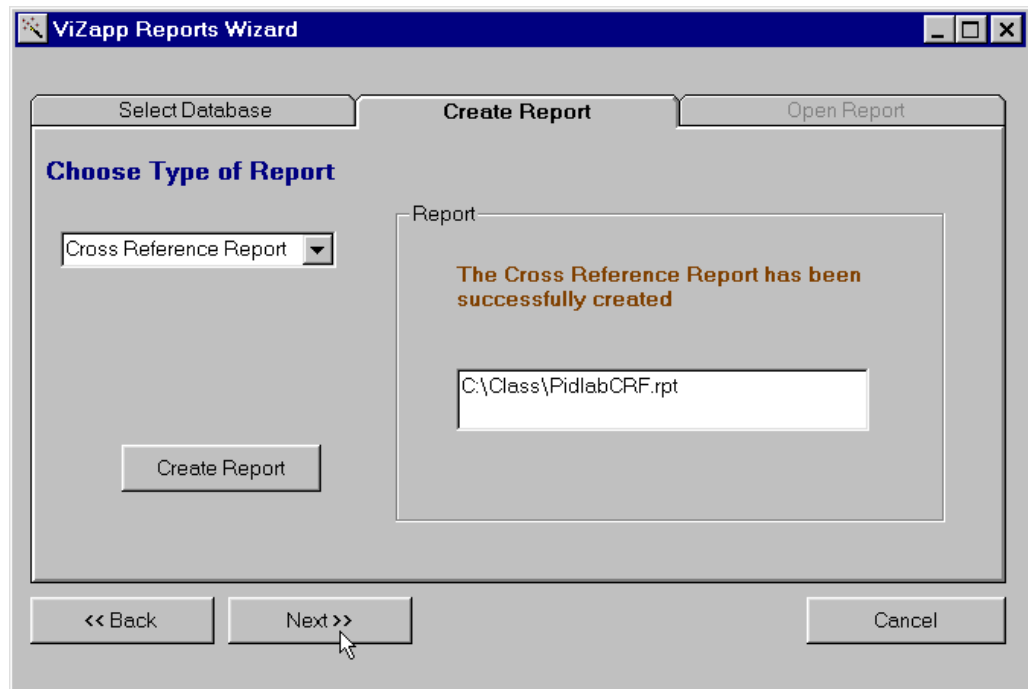
3. **Select type of report:** Click on the down arrow on the drop-down menu as shown in the next figure and select **Cross Reference Report**.

Figure 19 .6.
VIZAPP Reports Wizard – Create Report



- Click on the Create Report button next to create the report you selected.
- After a few seconds, the name of the report that was created will be displayed in the text box on the right hand side as shown below with a message above that.

Figure 19 .7.
VIZAPP Reports Wizard – Create Report



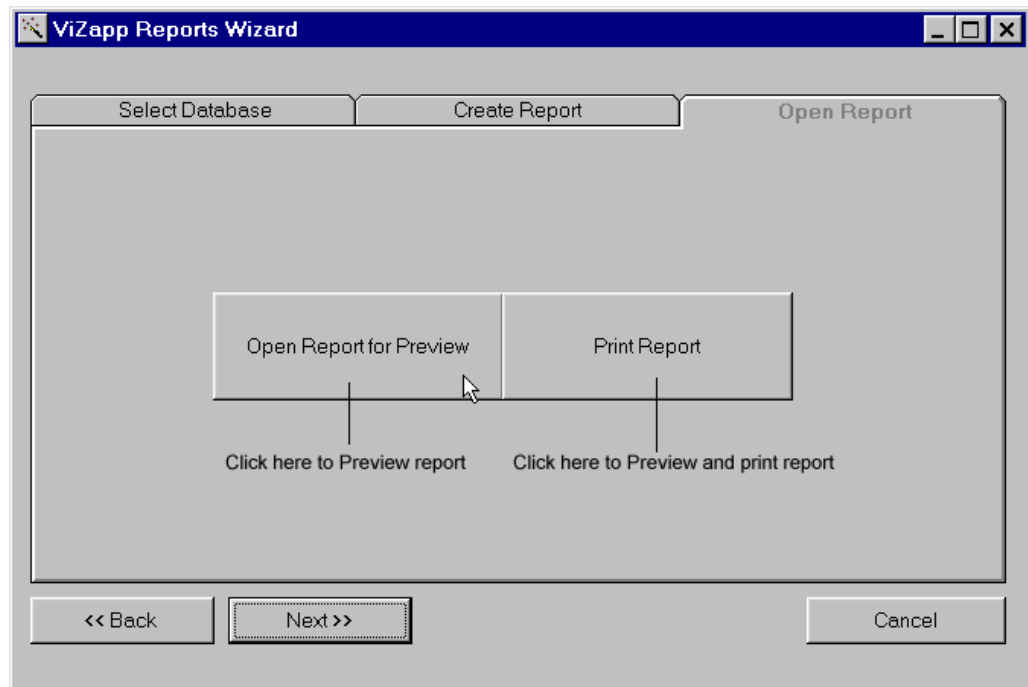
- Notice that the name of this report has been derived from the database name. “CRF” has been added to the end to indicate that this is a Cross Reference Report.



The report file has an extension **.RPT**

- Click on the **Next** button to continue. The **Open Report** tab will be displayed now as shown in the next figure:

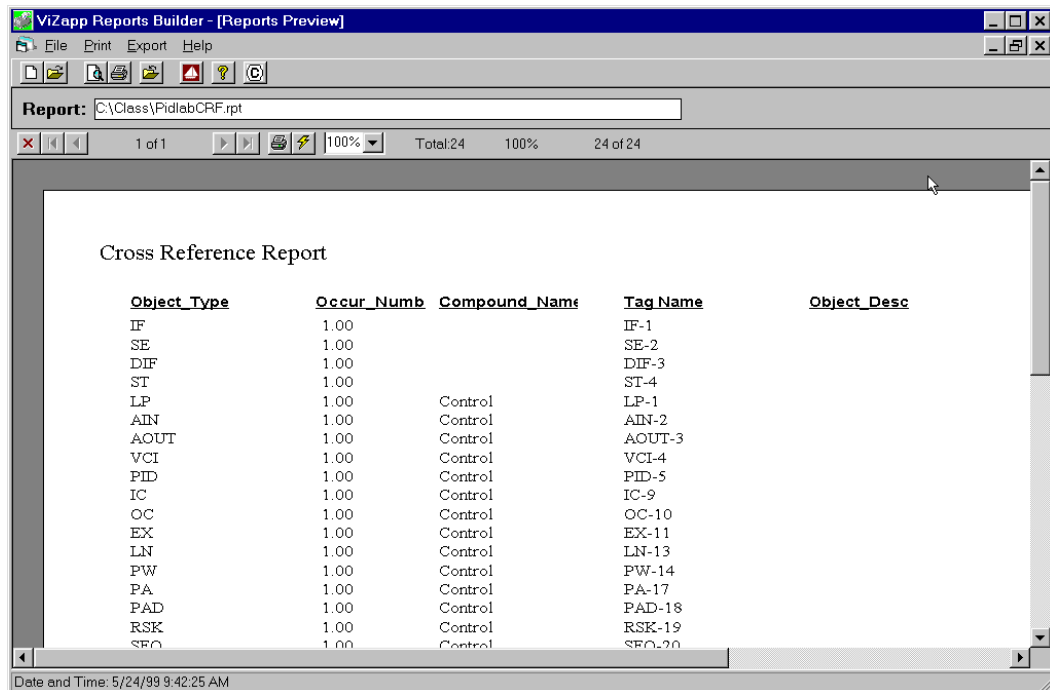
Figure 19 .8.
VIZAPP Reports Wizard – Open Report



4. Preview the report.

- Click on the **Open Report for Preview** button on the wizard. The report will be opened and shown in a child window on the main application window as shown in the next figure:

Figure 19 .9.
Report Preview



5. Print the report:

- To print the report, click on the **Print** button on the tool bar or select **Print-Printer** from the menu bar. The report will be printed to **Windows default printer**.



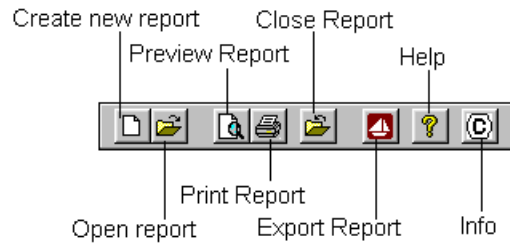
You need to have a default printer defined in Windows. Otherwise you will get an error message when you try to print. You can define a default printer by double-clicking on the **Printers** icon in the Windows Control Panel.

- To print to a different printer, make it the default printer in the Printers dialog box from the Windows Control Panel.



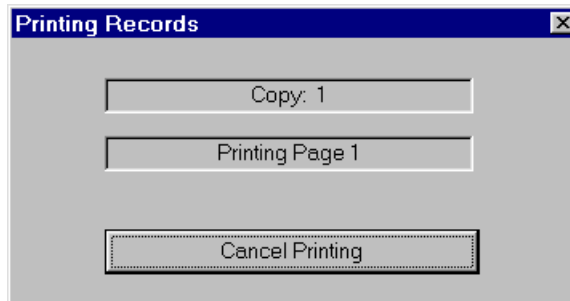
Refer to the following figure for help on different buttons on the tool bar. The same actions with some more additional actions are also available from the menu bar at the top.

Figure 19 .10.
Tool bar buttons



- A Progress dialog (Printing Records) will be displayed while the report is printed.

Figure 19 .11.
Progress dialog

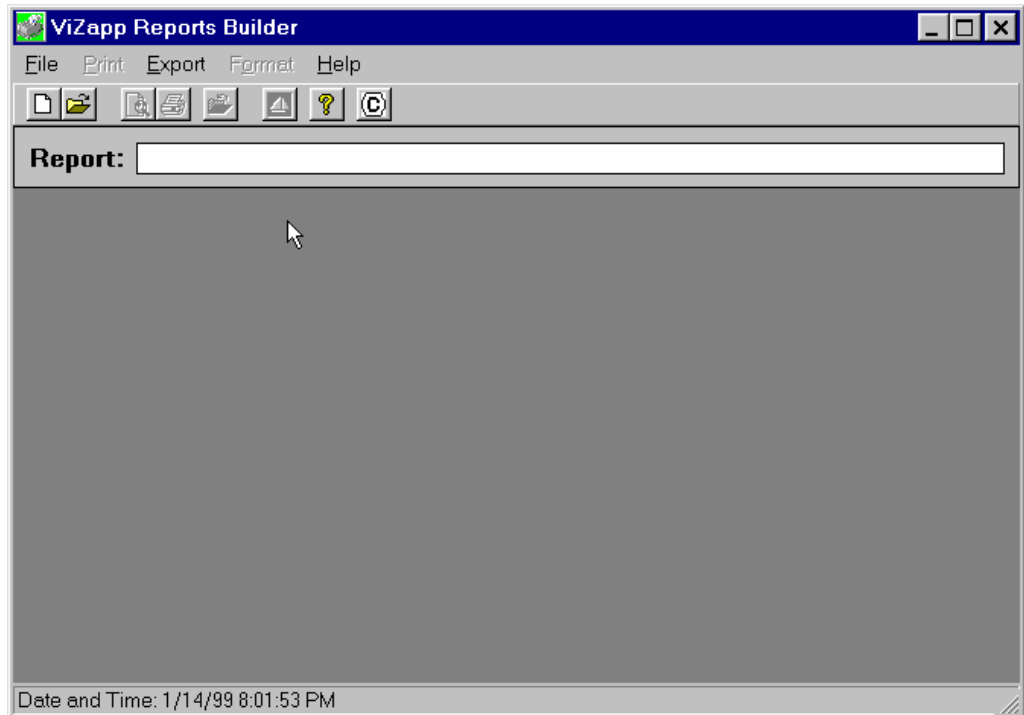


If a printer is not available, Windows will display an error message.

6. Closing the report:

- Click on the **Close** button on the tool bar or select **File-Close** from the menu bar. The report will be closed and the workspace will be blank as shown in the figure above. The **Report** file field will be blank.

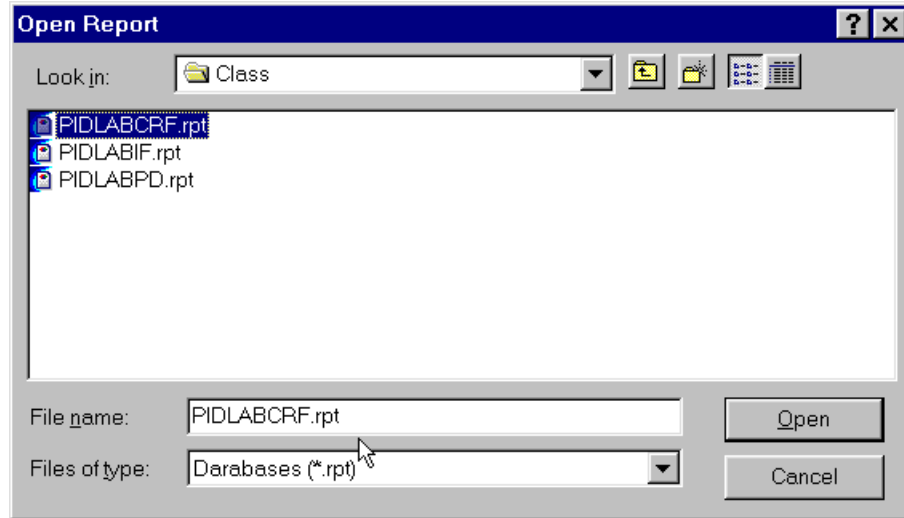
Figure 19 .12.
Close Report



7. **To open an existing report:**

- Click on the **Open** button on the tool bar or select **File-Open** from the menu bar. The Open Report dialog box will be displayed next as shown below:

Figure 19 .13.
Open Report

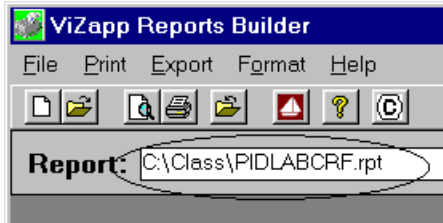


- Select the path and the report from this dialog box and then click on the Open button to open he report.



The name and path of the report that is open at any time will be displayed in the **Report** field of the Reports Builder application as shown below:

Figure 19 .14.
Report File

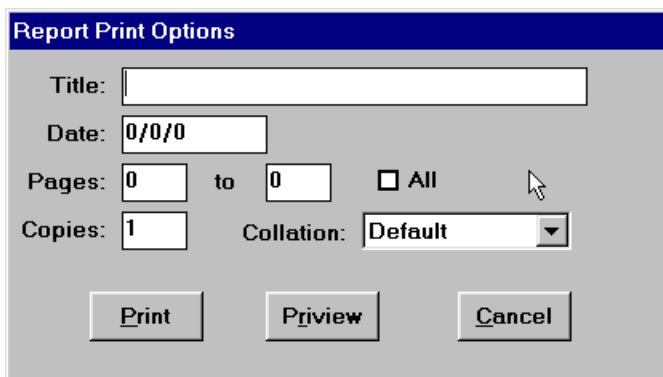


You can preview, print or export the opened report file only. Only one report can be open at any time.

8. **Formatting a Report:**

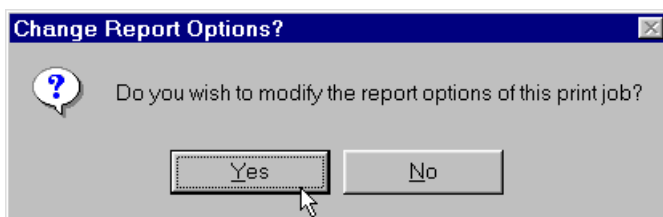
- Only limited formatting such as adding a custom title and specifying date, collation, is possible as the reports are already pre-formatted.
- To add a custom title for your report, select **Print-Options** from the menu bar. The Reports Options dialog box will be displayed as shown in the next figure:
- You can also specify the number of copies on this dialog box. Type a title (type your company name for example!) for the report and then click on either **Print** or **Preview**.

Figure 19 .15.
Print - Options



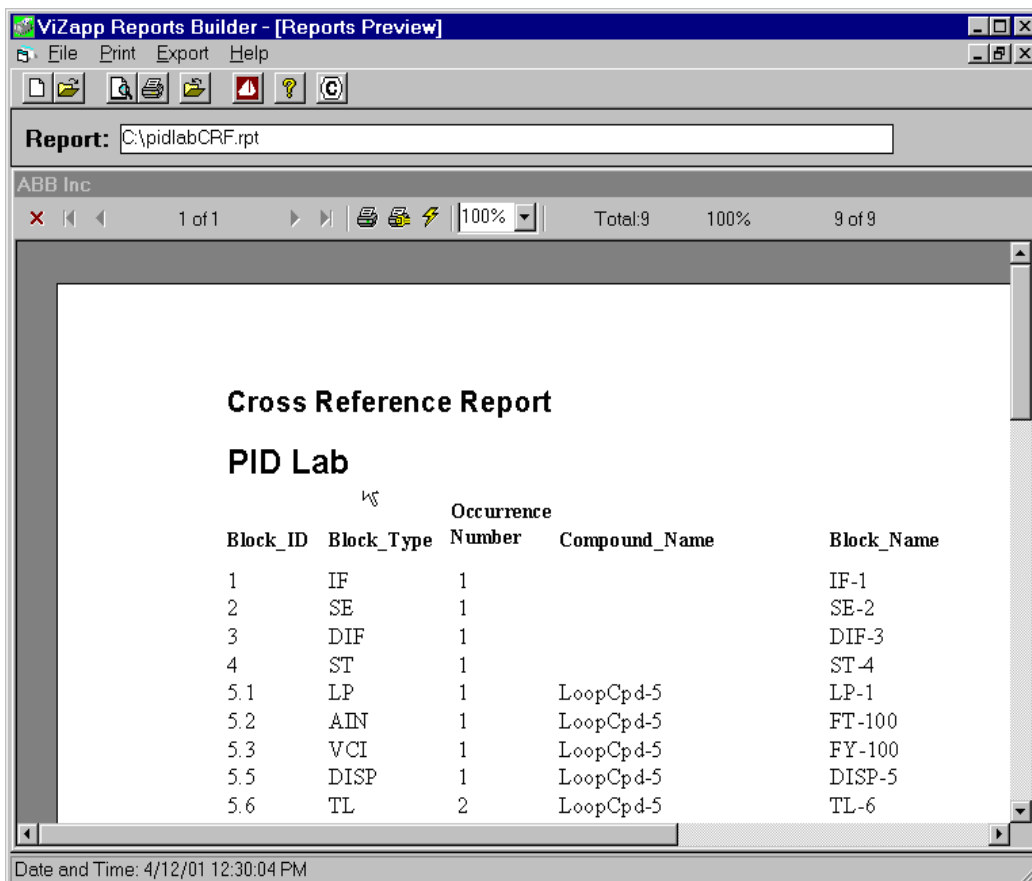
- A dialog box as shown below will be displayed. Click on YES to modify the report with the custom title.

Figure 19 .16.
Format Options



- The report will be modified and will be previewed automatically with the custom title. Refer to the figure below:

Figure 19 .17.
Format Options –
Custom Title

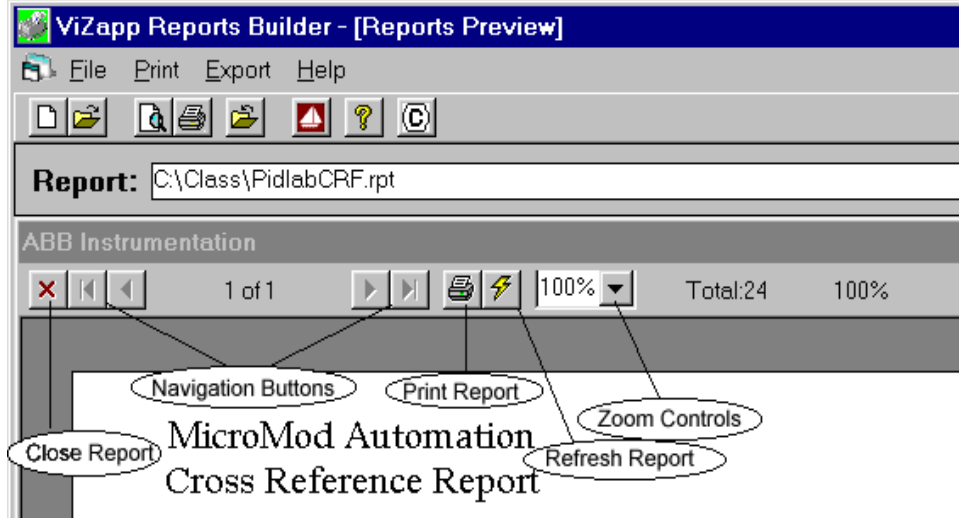


- Note that the default report title is also shown on the report.

9. Preview Window Controls:

- There are some useful controls on the Preview window. Some of the important controls on the preview are (Refer also to the next figure):
- **Refresh** - If you updated your database, you need not create the reports again. By clicking on the **Refresh** button you can re-post data from the database.
- **Zoom Control:** You can custom zoom the preview by selecting the percentage options in the zoom menu.
- **Navigation buttons:** These are used for going to the next/previous and first/last page of the report.
- **Close button:** This is for closing the report preview window.

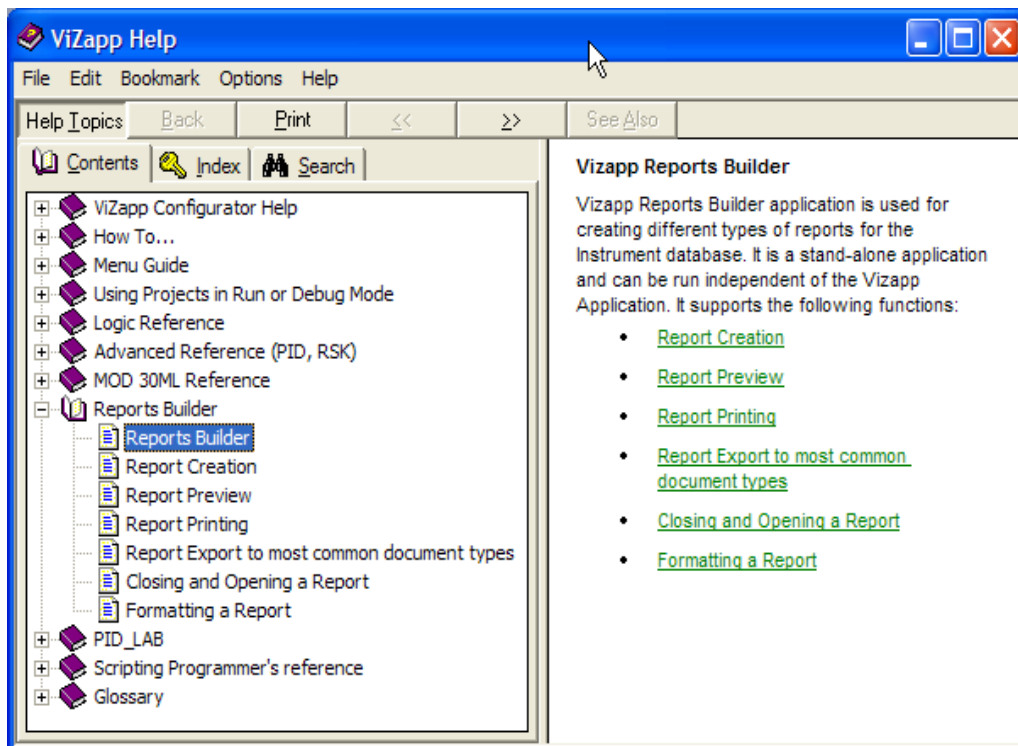
Figure 19 .18.
Format Options –
Custom Title



10. Online Help

- To access help on the VIZAPP Reports Builder application, select **Help-Contents** or click on the **Help** button on the tool bar. This will display the help file.

Figure 19 .19.
Help



11. Exporting Reports:

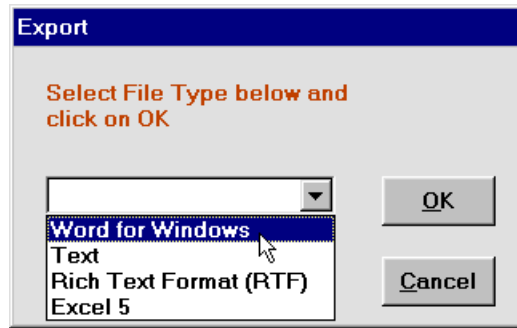
Reports can be exported to the following common document types using the Reports Builder:

- Word for Windows (.DOC)
- Rich Text Format (.RTF)
- Text File (.TXT)
- Excel File (.XLS)

To export to Word:

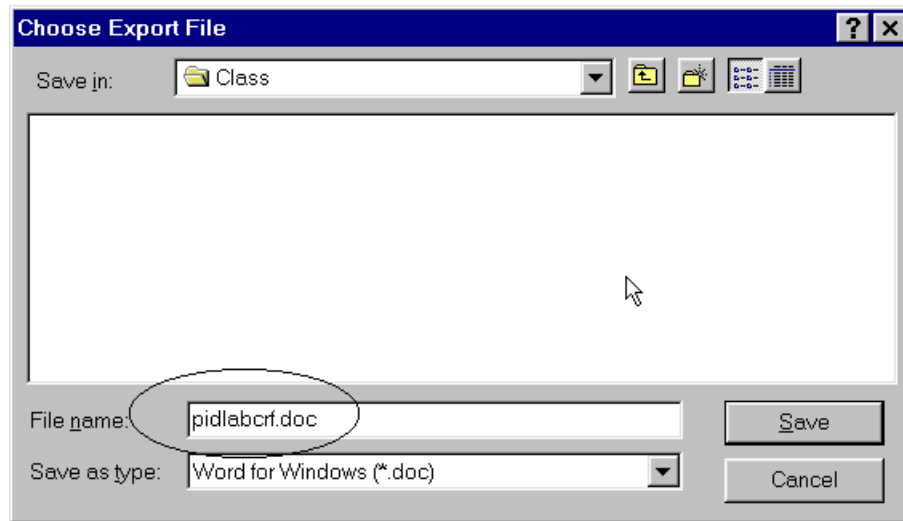
- Open the report you created (PIDLABCRF.RPT) from the File-Open dialog. You can preview it by clicking on the preview button.
- Select **Export** from the menu bar or click on the **Export** button. The Export dialog box as shown next will be displayed. Click on the down arrow on this dialog box. Select **Word for Windows** from this menu and then click on OK.

Figure 19 .20.
Report Export



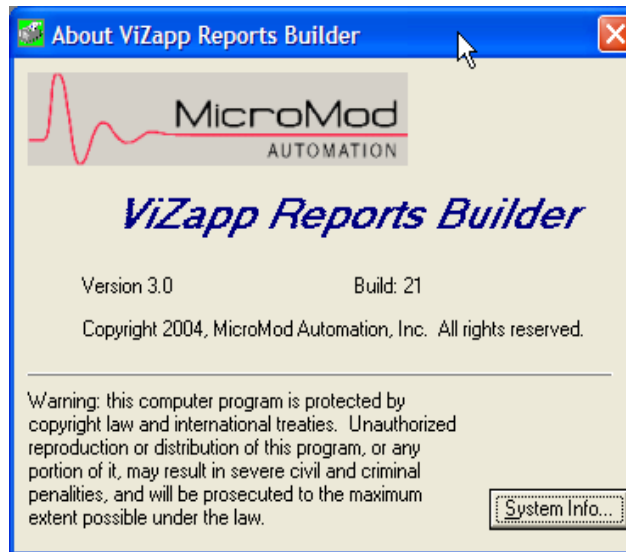
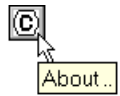
- The Choose Export File dialog box will be displayed next as shown below: The File Name for the export file is same as the report file, but has a different extension (.DOC) and the path is same as that of the report file.
- You can choose a different path or different file name for the export file.

Figure 19 .21.
Export File



- Click on the SAVE button when done. You can now open this file in Word and modify or print it.
13. View the **About** box: Click on the **C** button on the tool bar: The About box will be displayed as in the next figure and display the version and copy right information. You can also view details about your computer system by clicking on the System Info on this dialog.

Figure 19 .22.
About



Notes: