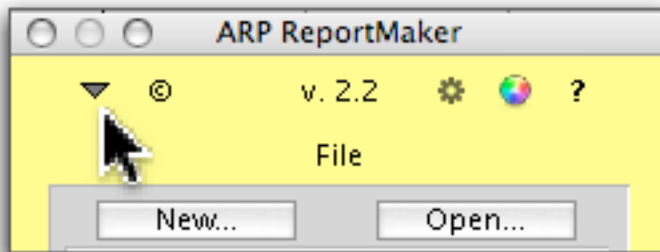
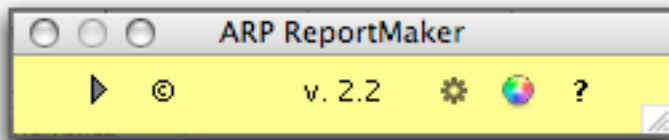


The ARP ReportMaker

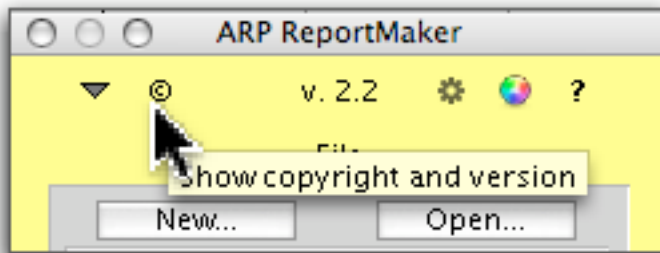
We'll show the complete report maker in a couple pages (where we have a full page, without a chapter title), meanwhile we'll look at the parts, beginning at the top.



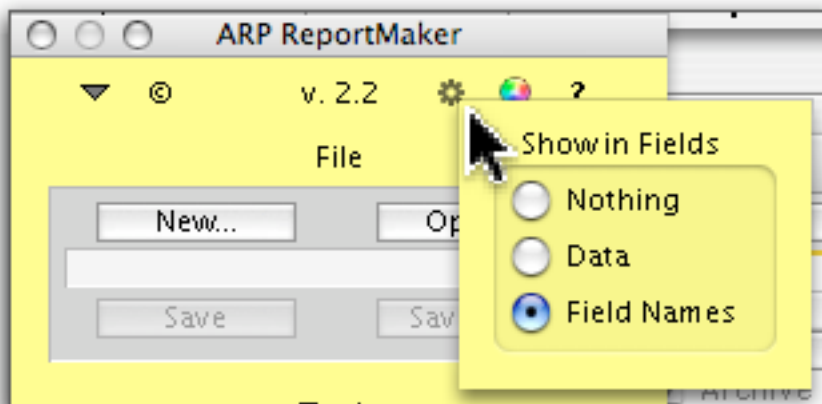
If you are working with a small screen, or want to conserve room on a large one, clicking the triangle in the upper left corner of the ReportMaker palette (under the pointer in our example at the left). will expand or condense the palette.



Note: the ReportMaker will work on monitors as small as 15" but using a 17", or larger, monitor is much more satisfying; not only is there more room for the palette, but you can also see an entire page of US Letter, or International A4 paper.



The version of the ReportMaker is displayed at the top center of the palette. More information is available by clicking on the copyright symbol, "©".

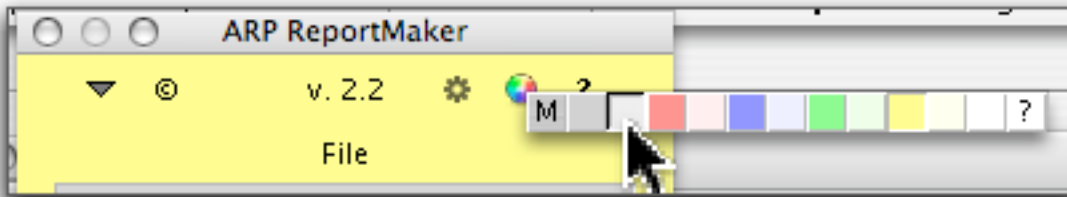


When creating Data fields, described shortly in this chapter, you have the option of creating empty fields, fields with data (assuming there is data on the screen on which you are working), or the names of the fields. Each of these options has some advantages.

The advantage of using Data is that there is something to see, and you get a sense of the proper size for the field. The advantage of Field Names is there will always be something to see (unlike Data, which displays nothing if the field is empty). Another advantage of using Field Names

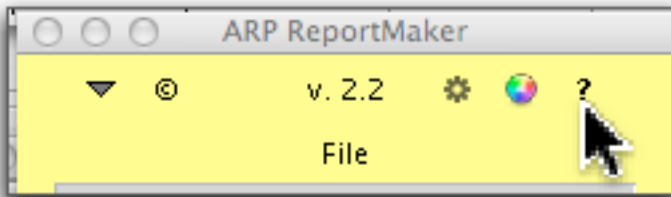
is it can help you remember the name of the field on the source to which the template is linked. The disadvantage of using Field Names is that they are frequently too long to fit in a field designed for data.

There are sample templates, with and without data, later in this chapter.



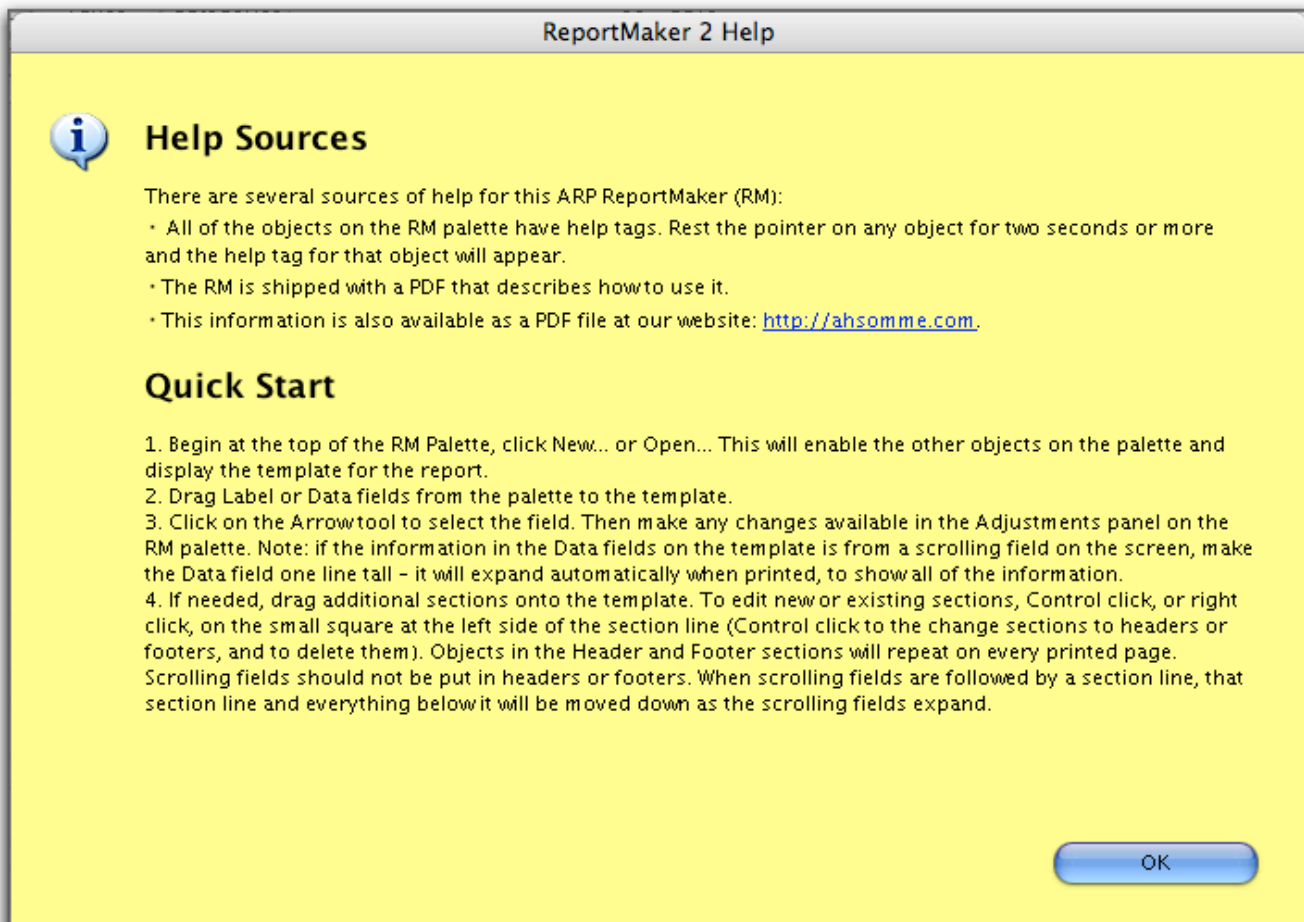
Clicking the color wheel icon brings up a small color palette. Experiment. If you do not find a color you like, click

the “?”; to bring up the color picker, choose any color your eyes can see. We ship the ReportMaker in vivid yellow to make it easier to find..

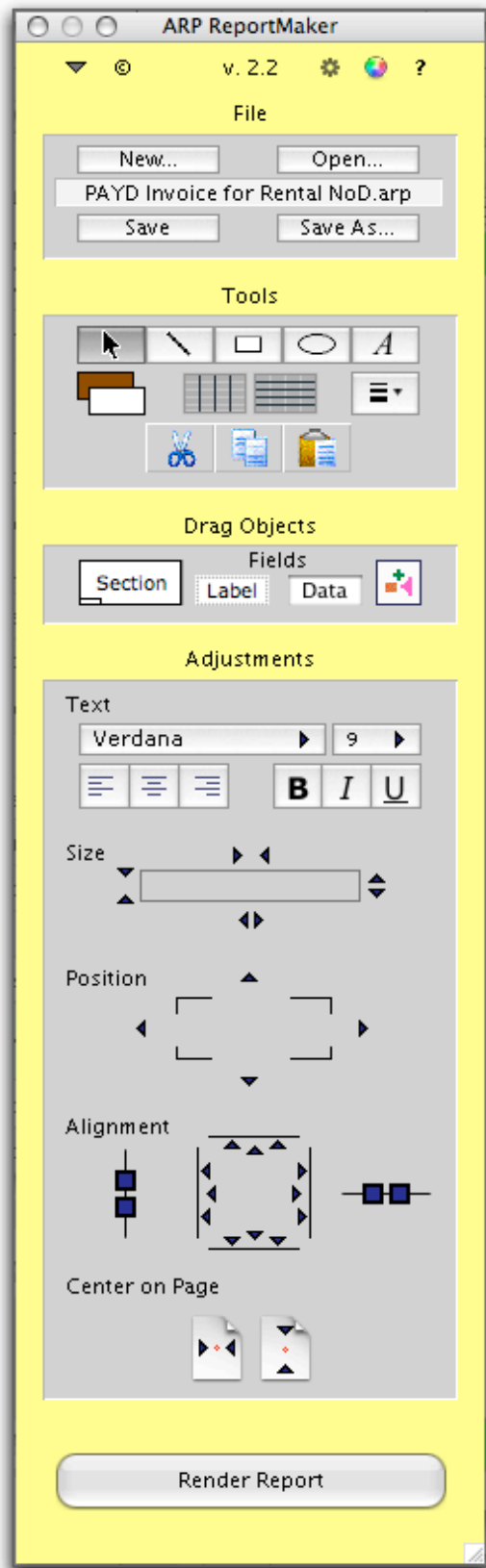
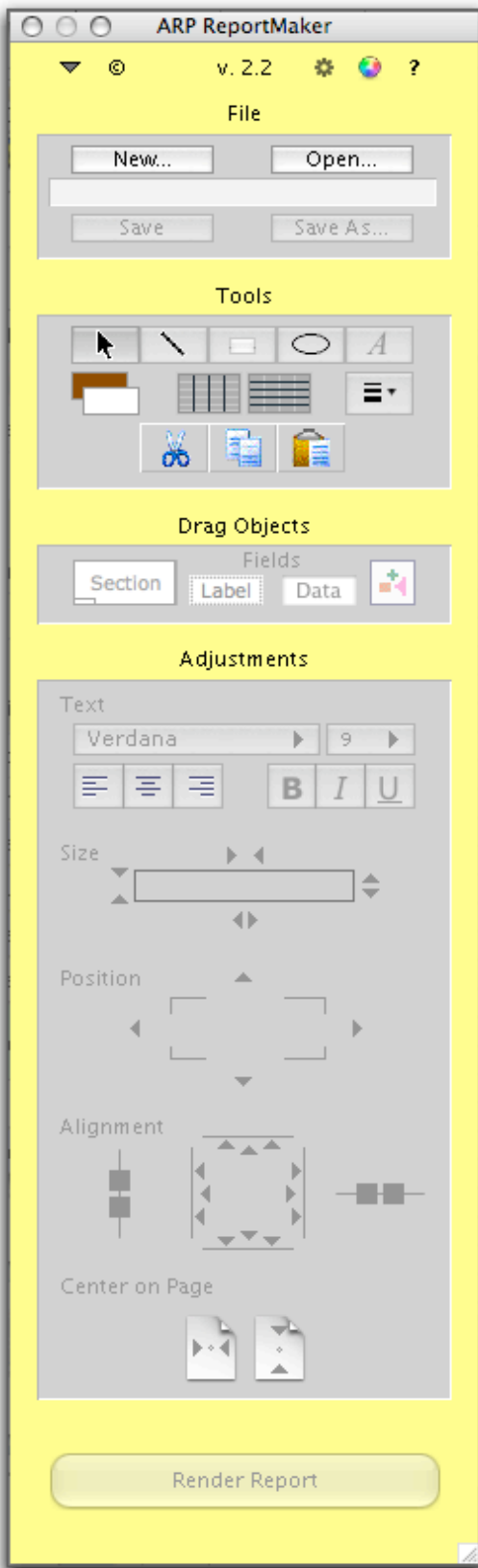


The “?” on the color palette, above, opens the color picker. “?” on the ReportMaker palette, left, opens Help, below:

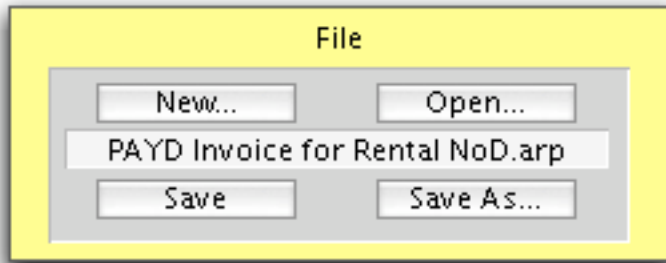
ReportMaker opens with disabled items, next page left, which are enabled as objects are selected, next page right.



The Quick Start in your ReportMaker might be newer than this, be sure to check it.

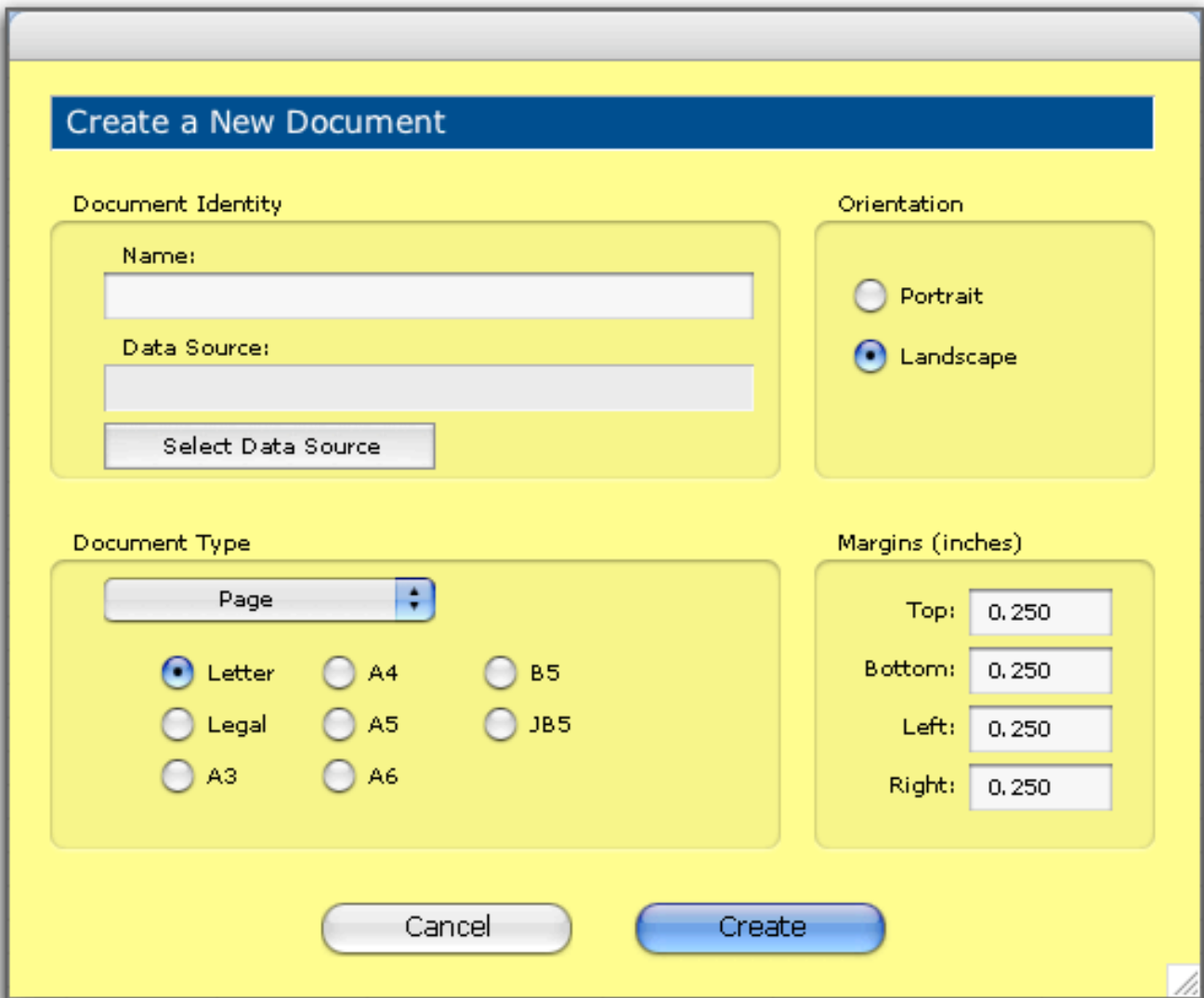


Continuing down the palette:



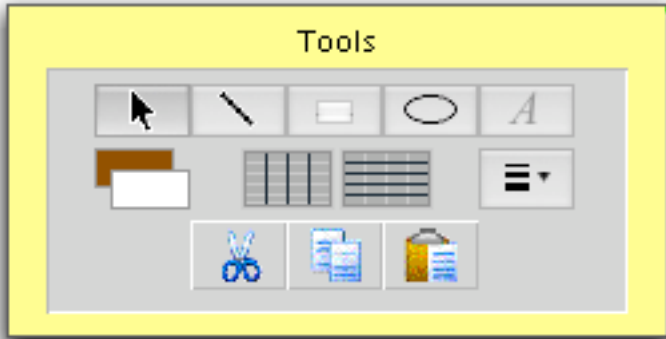
The File section is used for creating, opening, naming and saving templates.

Clicking the New button opens the document creation window:



Note: we generally leave wide, 1/4 inch margins to accommodate variances in printers.

The Tools include:



Top row:



Arrow - for selecting objects.



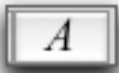
Line - for drawing lines. Hold the shift key to draw vertical, horizontal and diagonal lines.



Rectangle - for drawing boxes.



Oval - for drawing ovals. Hold the shift key to draw circles.



Alpha - for selecting and entering text into fields.

Second row:



Background or Foreground Color -



Grids - vertical and horizontal. There are background grids for aligning objects on the template - not for adding grids to fields ovals or rectangles.



Line Size - applies to field borders as well as lines, ovals, and rectangles. One way of removing borders from fields is to set the line size of the field to zero.



Third row:



Cut, Copy, and Paste - the traditional cut, copy, and paste

: To use the drag objects, simply click on one of them and drag it onto the template.



These four drag objects are the most powerful part of the ReportMaker.

The first is Sections.- to which the next page is devoted.

The second is a label field.

The third is a data field. We will describe the

data field after the sections..

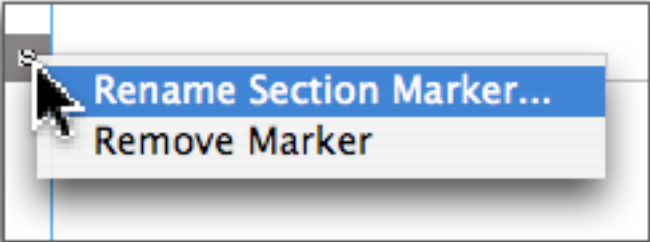
The fourth is for graphic objects, logos, line art, pictures, etc. This object will reference an original object stored outside of the template (for instance, a company logo that is stored in one central place but used on company letterhead, invoices, quotes, statements, etc.). You can also put graphic objects onto a template by copying and pasting them. {The ReportMaker designer prefers copy/paste, the esteemed ReportMaker programmer prefers referencing - your choice.}



Sections - separate the major parts of a report. New Reports have a Header, Standard, and Footer section, shown on this page. You do not need sections if you are creating a single-page report with no scrolling fields.

Everything above the Header section line will repeat at the top of each page. There would be no reason to have multiple Headers in a document.

Control clicking or right clicking on any section marker brings up this popup menu:



Standard sections are placed at the bottom of scrolling fields. These fields expand until all of the data in them is displayed, then the next section is called. Scrolling fields on the template only need to be one line tall, they will expand automatically. A template can have as many scrolling sections as will fit on the template page.

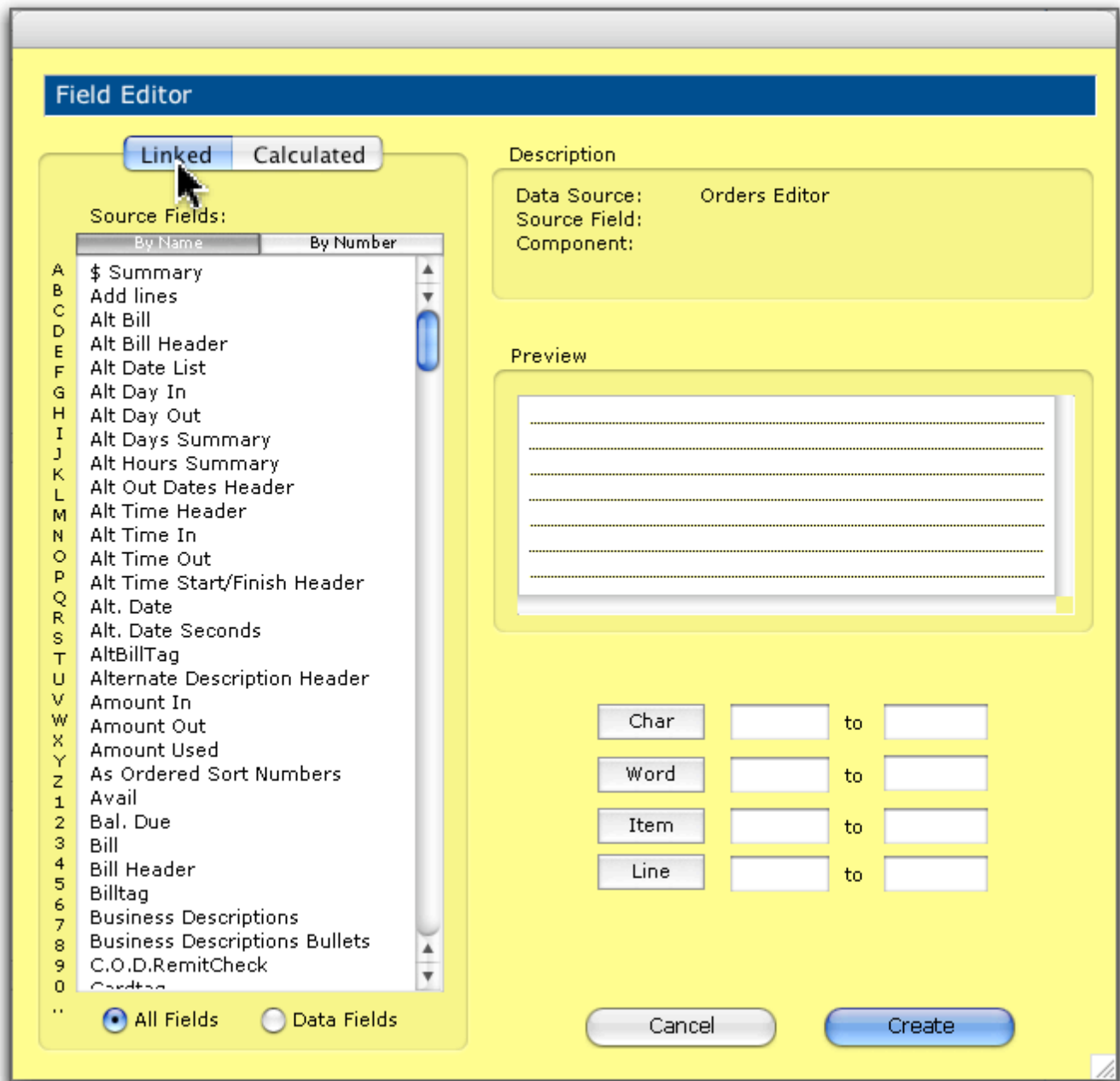
Section lines can be moved up and down by dragging them. Their current position, in pixels is displayed as they are moved.

If an object (field or graphic) straddles a section line it will be considered part of the section above the section line. Stated another way: if the top part of an object is in a section, the entire object will be considered part of that section.

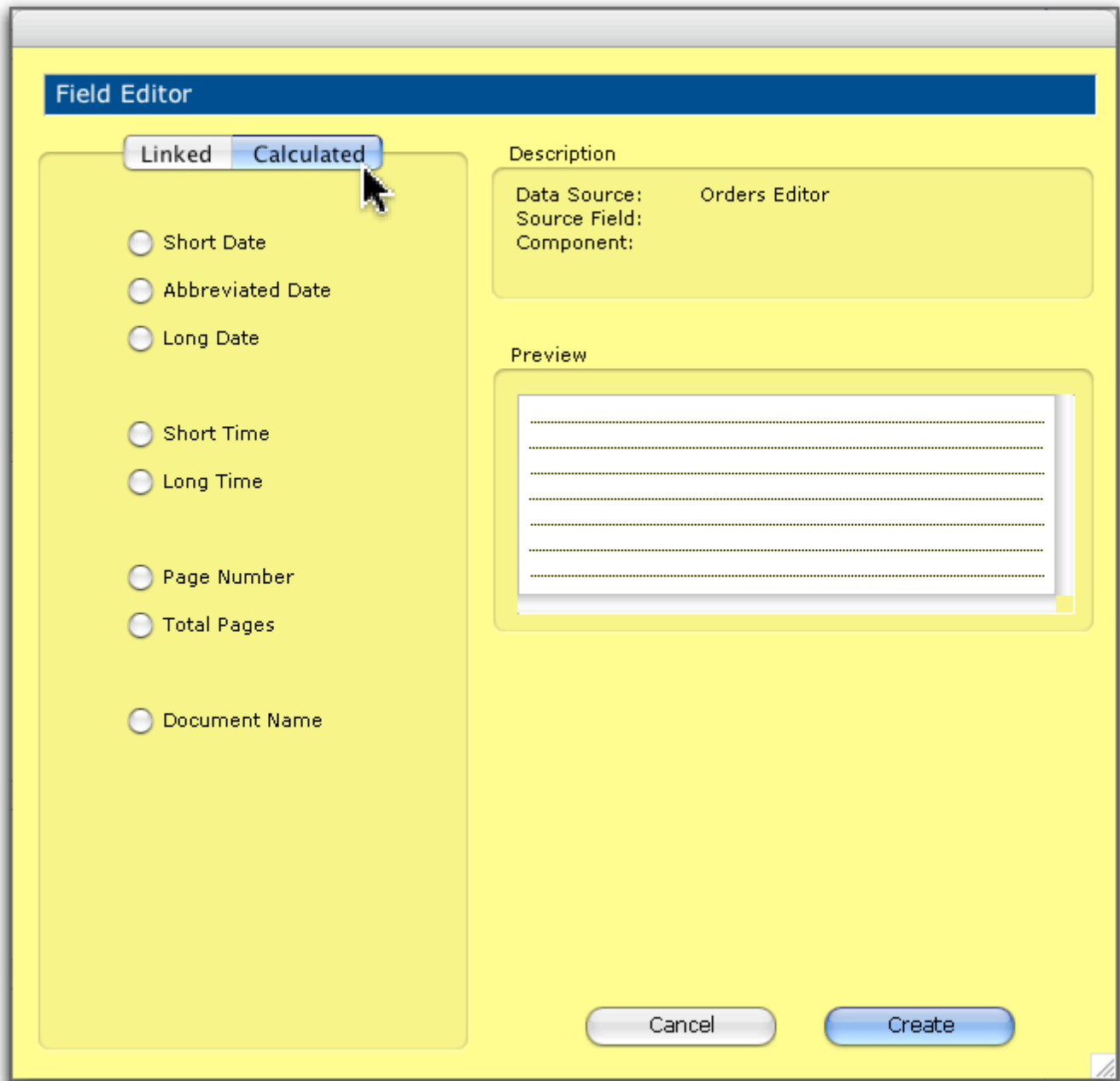
Be careful of “no-man's land”. This is the area between the top of the Footer and the section above. Headers and Standard sections contain the objects *above* the line, Footer sections contain objects *below* the line - in between is “no-man’s land”. Report templates with no-man’s land objects print unpredictably.

Everything below the Footer section line repeats on each page.

Labels - are used for adding unchanging text to a template
Data - these are fields that pickup information, via the Field Editor



To link template fields to source fields, select them from the list. The alpha bar at the left of the source field list will scroll to the first field beginning with that alpha.



Note: if you put a page number in a footer or header it will still show the proper page - even though headers and footers generally stay the same from page to page.

On the next pages are some sample templates, with empty data fields, with named data fields; followed by sample printouts, without data and with data; followed by a more elaborate report example.

PAYD Invoice for Rental NoD.arp *

H

| | | | | | |
|-------------|----------------------|----------|----------------------|----------------------|--|
| Bill | <input type="text"/> | Delivery | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | Work | | Page | <input type="text"/> of <input type="text"/> |
| | | FAX | | At | <input type="text"/> |
| For | <input type="text"/> | Home | | Needed | <input type="text"/> |
| | | Cell | | Due Out | <input type="text"/> |
| | | Contact | <input type="text"/> | Alt. Day | <input type="text"/> |
| | | Contact | <input type="text"/> | Due In | <input type="text"/> |
| | | Contact | <input type="text"/> | Out | <input type="text"/> |
| Ordered by | <input type="text"/> | Time | Used | In | <input type="text"/> |
| Taken by | <input type="text"/> | | Charged | | |
| Referred by | <input type="text"/> | | | P. O. No. | <input type="text"/> |
| Client of | <input type="text"/> | | | Deposit | <input type="text"/> |
| E-Mail | <input type="text"/> | | | | |
| | | | | | |
| | | | | | |

| Out | Qty | In | Description | Min | Hrs | Ea/Hr. | Day | Week | Month | Item | Total |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

S

| | | |
|----------------------|--------------|----------------------|
| <input type="text"/> | Ttl Sale | <input type="text"/> |
| <input type="text"/> | Ttl Rent | <input type="text"/> |
| <input type="text"/> | Ttl Service | <input type="text"/> |
| <input type="text"/> | % Waiver | <input type="text"/> |
| <input type="text"/> | Delivery | <input type="text"/> |
| <input type="text"/> | Installation | <input type="text"/> |
| <input type="text"/> | % WCSC | <input type="text"/> |
| <input type="text"/> | % Tax | <input type="text"/> |
| <input type="text"/> | Total | <input type="text"/> |
| <input type="text"/> | Paid | <input type="text"/> |
| <input type="text"/> | Balance | <input type="text"/> |

S

F

PAYD Invoice for Rental NoD.arp *

H

| | | | | | |
|-------------|-----------|----------|--------------|-------------|---------------------|
| Bill | Bill | Delivery | Phone Number | Order/Quote | Series |
| | | Work | | Page | Number of ^TotalPag |
| | | FAX | | At | ShortDate ^ShortTir |
| | | Home | | Needed | Delivery or OPU |
| | | Cell | | Due Out | Date Needed |
| For | For | Contact | Contact | Alt. Day | Alt. Date |
| | | Contact | Contact 2 | Due In | Date Due In |
| | | Contact | Contact 3 | Out | Time Out and In |
| Ordered by | Key Names | Time | Used | In | |
| Taken by | | | Used | | |
| Referred by | | | arged | | |
| Client of | | | | P. O. No. | P. O. # |
| E-Mail | Email | | | Deposit | Security |

| Out | Qty | In | Description | Min | Hrs | Ea/Hr. | Day | Week | Month | Item Total |
|-----|----------|----|---------------------|-----|-----|--------|---------|---------|---------|------------|
| S | Tax Code | | Description Summary | Min | | | Summary | Summary | Summary | \$ Summary |

| | | | |
|--------------------|--|----------------|-----------------|
| Notes on All Cards | | Ttl Sale | d "Gross & Net" |
| Order Notes | | r Sales | line 1 to 10 |
| | | Ttl Rent | d "Gross & Net" |
| | | r Rents | nt Amounts" |
| | | Ttl Service | d "Gross & Net" |
| | | ervices | nt Amounts" |
| | | Waive % Waiver | Waiver |
| | | Delivery | Delivery |
| | | Installation | Installation |
| | | JCS % WCSC | WCSC |
| | | Tax % Tax | Total Tax |
| | | Total | Invoice Total |
| | | Paid | Paid |
| | | Balance | Bal. Due |

S

F

< Print All Print Page >

| | | |
|-------------|----------|--------------------|
| Bill | Delivery | Page 1 of 1 |
| | Work | At 7/13/08 7:03 PM |
| | FAX | |
| | Home | |
| | Cell | Needed |
| For | Contact | Due Out |
| | Contact | Alt. Day |
| | Contact | Due In |
| Ordered by | Time | Out |
| Taken by | Used | In |
| Referred by | Charged | |
| Client of | | P. O. No. |
| EMail | | Deposit |

| Out | Qty | In | Description | Min | Hrs | Ea/Hr. | Day | Week | Month | Item | Total |
|-----|-----|----|-------------|-----|-----|--------|-----|------|-------|------|-------|
|-----|-----|----|-------------|-----|-----|--------|-----|------|-------|------|-------|

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|
| Ttl Sale | | | | | | | | | | |
| Ttl Rent | | | | | | | | | | |
| Ttl Service | | | | | | | | | | |
| % Waiver | | | | | | | | | | |
| Delivery | | | | | | | | | | |
| Installation | | | | | | | | | | |
| % WCSC | | | | | | | | | | |
| % Tax | | | | | | | | | | |
| Total _____ | | | | | | | | | | |
| Paid _____ | | | | | | | | | | |
| Balance | | | | | | | | | | |

< Print All Print Page >

Bill David Garcia
1960 Woodley Ave
Granada Hills, CA

Delivery 555-8903
Work
FAX
Home 661-555-8240
Cell

Order 85175
Page 1 of 1
At 7/13/08 7:05 PM

For David Garcia
1960 Woodley Ave
Granada Hills, CA

Contact
Contact
Contact

Will Call
Needed 6/14/08
Due Out 6/13/08
Alt. Day
Due In 6/16/08

Ordered by David
Taken by Bertha
Referred by
Client of
EMail garman1217

Time Used Charged
Mo
Wk
1 Da
Hr

Out 6/13/08 5:12 PM
In
P. O. No.
Deposit

| Out | Qty | In | Description | Min | Hrs | Ea/Hr. | Day | Week | Month | Item Total |
|-----|-----|----|------------------|-----|-----|--------|------|------|-------|------------|
| N | 20 | | Samsonite Chairs | | | | .80 | 1.60 | | 16.00 |
| N | 2 | | 8ft Tables | | | | 8.00 | | | 16.00 |

Ttl Sale
Ttl Rent 32.00
Ttl Service 0.00

% Waiver
Delivery
Installation 0.00
2 % WCSC 0.64
8.25 % Tax 0.00
Total 32.64
Paid
Balance 32.64



Magical Enterprises, Inc.

Day of job emergency only call 732-684-2724

One South Main Street, Bldg. B, South Toms River NJ 08757 (732) 286-1950 Fax (732) 286-7863

H

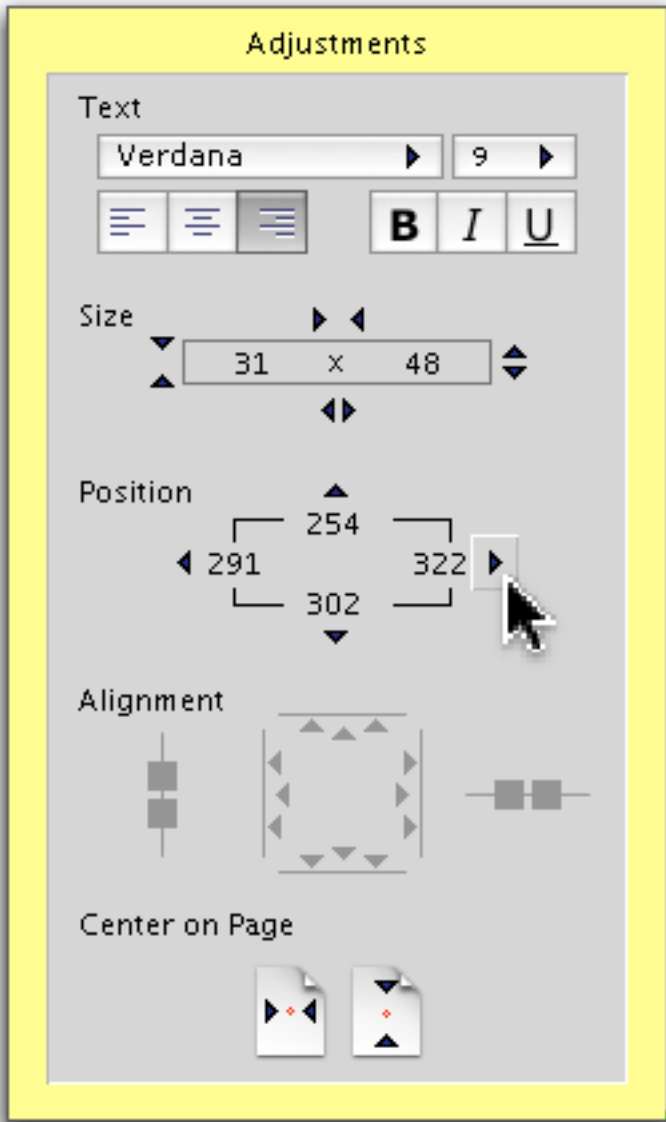
| | | | | | |
|-------------|-----------|-----------------|--------------------|-------------|---------------------|
| Bill | Bill | Delivery | Phone Number | Order/Quote | Series |
| | | Work | | Page | Number of ^TotalPac |
| | | FAX | | At | ShortDate ^ShortTir |
| | | Home | | Needed | Delivery or OPU |
| | | Cell | | Due Out | Date Needed |
| For | For | Contact | Contact | Alt. Day | Alt. Date |
| | | Contact | Contact 2 | Due In | Date Due In |
| | | Contact | Contact 3 | Out | Time Out and In |
| Ordered by | Key Names | Event Type | User Defined Field | In | |
| Taken by | | Aud. Size/Age | | P. O. No. | P. O. # |
| Referred by | | Contact at Site | | Deposit | Security |
| Client of | | Be on Site at | | | |
| Email | Email | | | | |

| Qty | Description | Hours | Start | End | Item Total |
|--------------|---------------------|---------|--------------|-------------|------------|
| S Tax: 50.00 | Description Summary | Summary | Alt Time Out | Alt Time In | \$ Summary |

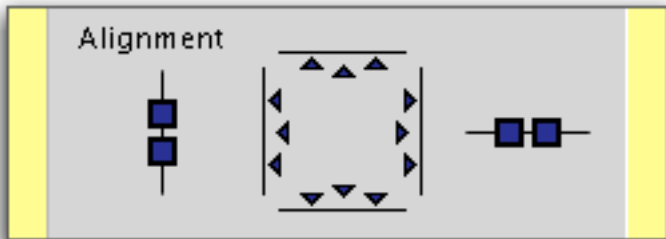
| | | |
|--------------------|----------------|-----------------|
| Notes on All Cards | Ttl Sale | d "Gross & Net" |
| | or Sales | line 1 to 10 |
| Order Notes | Ttl Rent | d "Gross & Net" |
| | or Rents | nt Amounts" |
| | Ttl Service | d "Gross & Net" |
| | ervices | nt Amounts" |
| | Waive % Waiver | Waiver |
| | Delivery | Delivery |
| | Installation | Installation |
| | WCSC % WCSC | WCSC |
| | Tax % Tax | Total Tax |
| | Total | Invoice Total |
| | Paid | Paid |
| | Balance | Bal. Due |

F This is an agreement between the "Purchaser" and Magical Enterprises, Inc, hereinafter referred to as "Producer". The Purchaser hereby engages the Producer and the Producer hereby agrees to perform the engagement listed, upon all terms and conditions herein set forth, including the following. Should Purchaser for any reason not go forward with this agreement, Purchaser shall be liable to Producer for all expenditures necessarily incurred by Producer in connection therewith. If the Purchaser cancels the Purchaser will still be responsible for full payment of the contracted price. Purchaser agrees not to solicit any of the acts directly and understands if an act appears within 2 years of the show without going through Producer the same fees will be due to the Producer for each appearance. Should a named artist or service be unable to appear in the event of accident affecting any artist or service or if prevented by act of God, or any public authority, or by civil turmoil, war, strike, epidemic, interruption in, or delay of transport services or an other emergency or event beyond the control of Producer, Producer shall offer replacement for each artist or service, upon the same terms and conditions as provided herein. Producer enters into this agreement as an independent contractor and that this agreement shall in no way be construed to create any joint undertaking or venture whatsoever between the parties hereto. No photographic, radio, television, or any other kind of transmitting or recording equipment or device whatsoever shall be used during any performance or any part of the engagement therein contracted for without prior written consent of Producer and then only by strict terms and conditions of the written consent. It is agreed that Producer acts herein as agent for the artists (performers) and is not responsible for any act or omission on the part of the Artist or Purchaser. This agreement shall not be assigned or transferred without prior consent of Producer. This agreement may not be amended, supplemented, varied or discharged except by an instrument in writing signed by the party to be charged. The existence, validity, construction and effect of this agreement shall be governed by the laws of the State of New Jersey, regardless of the place(s) of engagement. Purchaser is responsible for all permits as might be needed for the engagement. The signature confirms that the parties have read and approve each and all of the terms.

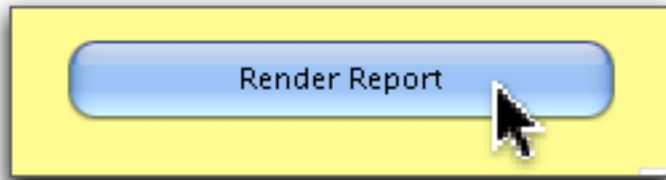
Purchaser: X _____ Date: _____ Producer: X _____ Date: _____



For any of the Adjustments to work, you must select an object on the template..



For any of the Alignments to work, two or more objects must be selected.



You can render a report any time during the development process, so there is no reason not to render frequently. Note: if you are using the ReportMaker on a 15" screen (the smallest size supported) there is not room for a Render button at the bottom of the palette, look for it at the top of the palette.

