.rpt INSPECTOR™

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Reference Guide

SOFTWARE FORCES

Contents

Welcome to the .rpt Inspector™ Reference Guide.

This reference guide will help you understand the menus, commands, and dialog boxes of .rpt Inspector™.

.rpt Inspector™
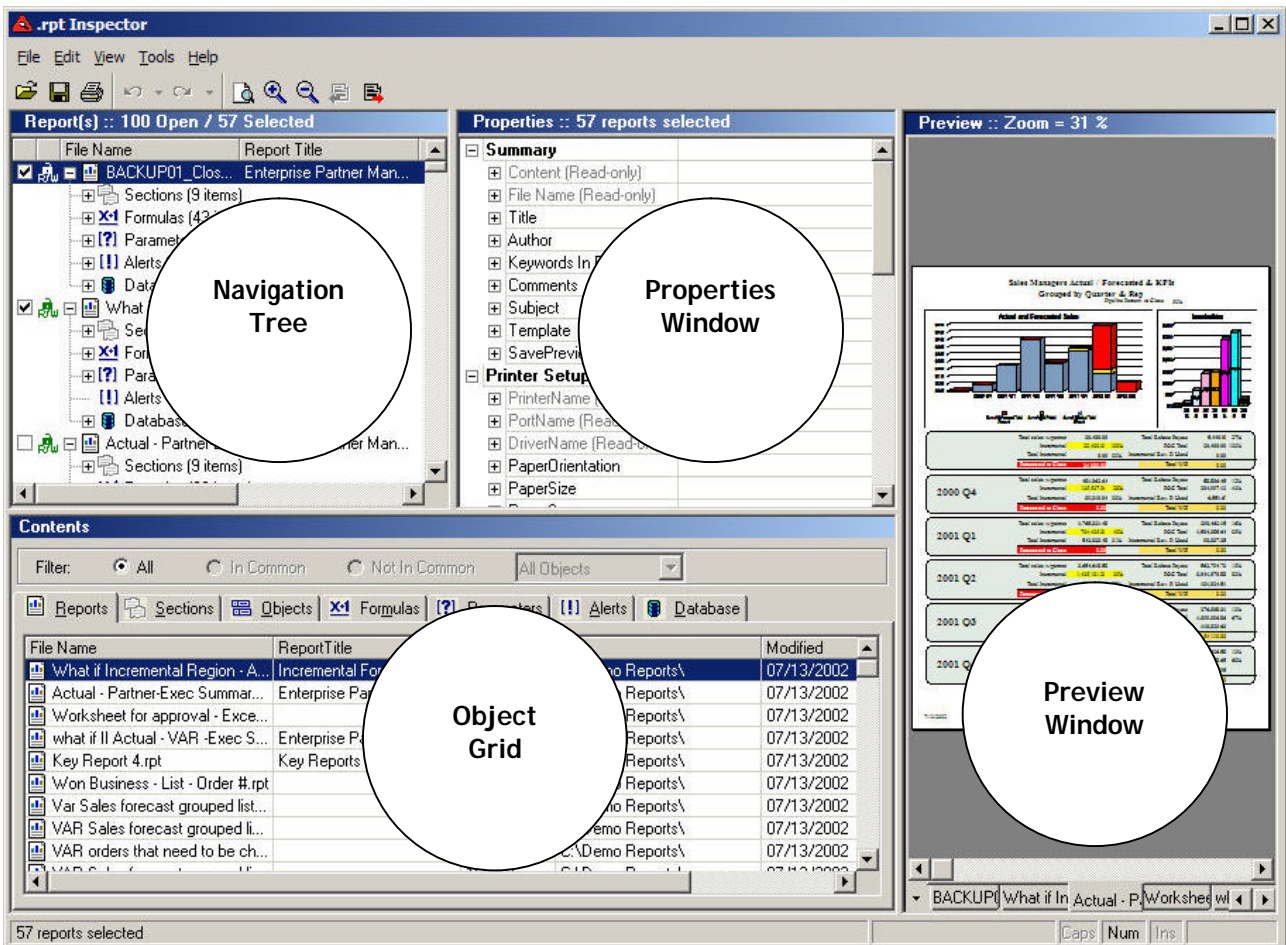
MENU BAR

FILE MENU

Open | Ctrl+O – Select File/Open | Ctrl+O to choose the reports to review for change. To open your reports click Open in the dialog box. You can open reports at any time, even from different directories, by re-selecting File/Open. All open reports are listed in the Navigation Tree and in the Reports Tab, on the Object Grid.
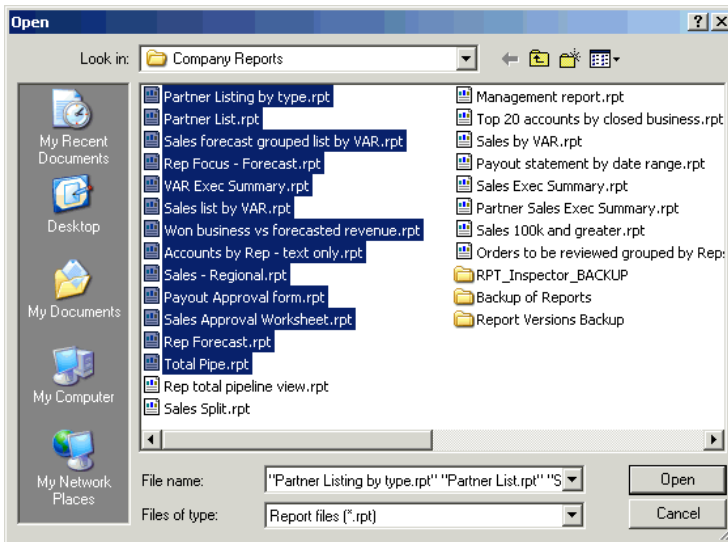
Save | Ctrl+S
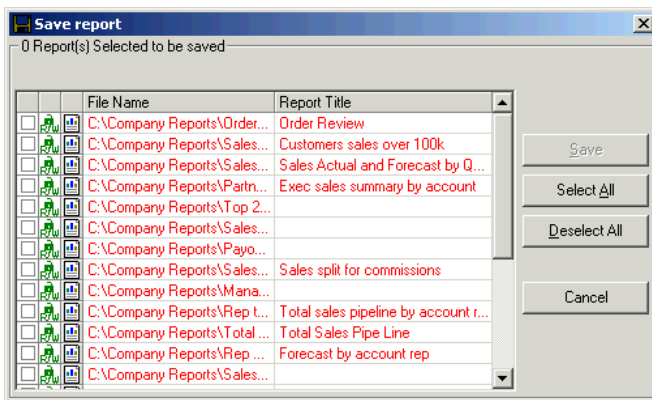
There are three options for selecting reports to "Save":
1.   Manually check the box.
2.   Click "Select All" to select all open reports.
3.   Click "Deselect All" to deselect all open reports.

The following three icons appear in the "Save" dialog box.

R/O Icon (Read/Only) - Read/Only reports cannot be saved under "Save."   To save Read/Only reports see instructions for "Save As."

R/W Icon (Read/Write) – You can save changes to Read/Write reports using options in the "Save" dialog box.

Check Box – Select reports to save by toggle on | toggle off.

Save As – gives you the option to save a report under a specific name to a specific directory. You must select one report at a time to "Save As."
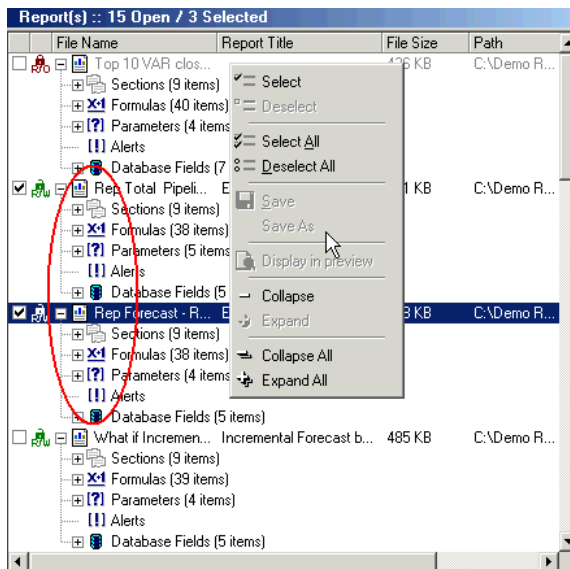
If you already have a number of reports selected, click "Deselect All" then reselect the one you want to "Save As." Notice, the "Save As" option will not display unless there is only one report selected.

How to Save a Read/Only Report

To "Save As" a Read/Only report you must insert a new report name or directory name in the dialog box. This creates a Read/Write version of your report that can be saved.

Close Report(s)

Select "Close Reports" and the following dialog box will open. All report titles of changed reports appear red in the "Close Reports" dialog box.
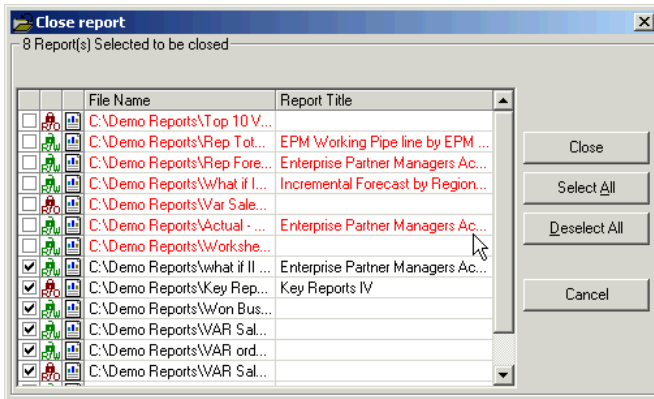
There are three options for selecting reports to "Close."
1.   Manually check the check box.
2.   Click "Select All" to select all reports listed.
3.   Click "Deselect All" to unselect all reports.

You must select one of three "Close" behavior options; Prompt to save, Close without saving, or Auto overwrite.   This option is set under "File | Default Close Behavior". You should be aware of your setting so your intended method of "Save" at close will be carried out. The default setting is "Prompt to save" and is the recommended option.

To exit any or all of your reports at any time, without exiting .rpt Inspector™, use the "Close Reports" option.

Reports can be sorted from this dialog box to help determine which reports to close.

The following three icons appear in the "Close Reports" dialog box.

R/O Icon (Read/Only) - Read/Only reports cannot be saved under "Save."   To save Read/Only reports see instructions for "Save As."
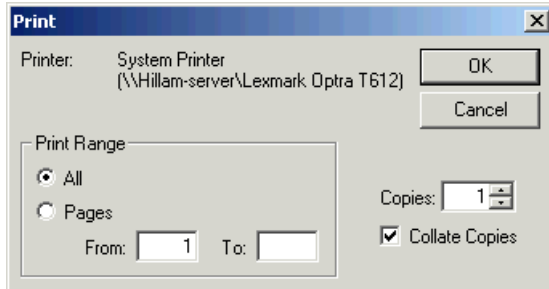
R/W Icon (Read/Write) – You can save changes to Read/Write reports using options in the "Save" dialog box.

Check Box – Select reports to save by toggle on | toggle off.

Print | Ctrl+P - Prints the report that appears in the Preview Window using the dialog box options.

Exit – Select this option to exit .rpt Inspector™.

EDIT MENU

Complete standard editing procedures using the Edit menu.
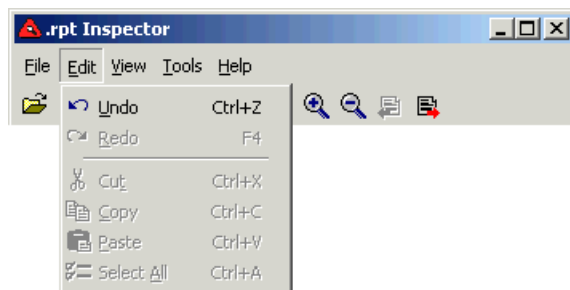
VIEW MENU

Auto Refresh Viewer - Automatically refreshes the view in the Preview Window. Set using toggle on | toggle off. This refresh is for viewing only; no change is made until you save.

> **Caution:** *The speed and performance of the program can be adversely affected if you select this option. Use only when constant refresh views are needed.*

Zoom - Sets magnification levels and tailors zoom options. Zoom magnifications display on the top bar of the Preview Window. Zoom options apply only to the view in the Preview Window, they do not affect the actual report.
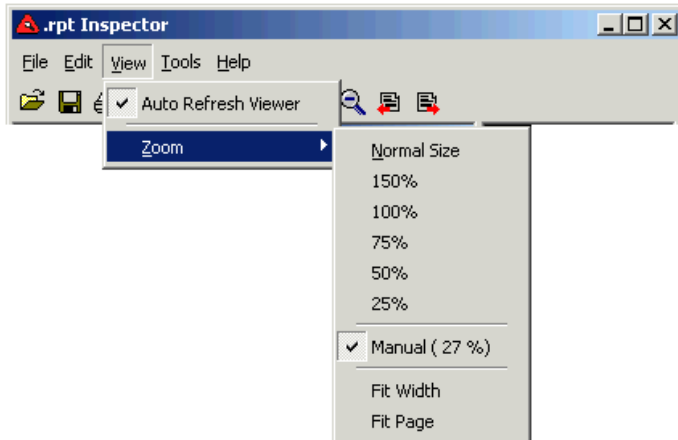
TOOLS MENU

The "Tools" drop-down menu gives two options.

Wizards

To set "Wizards" use Formula Search, Change Printer, and Set Data source options.

Options

Display Tab
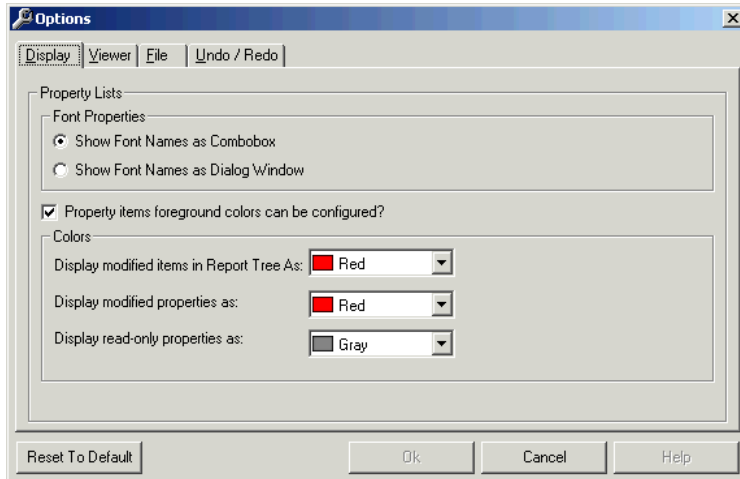
Font Properties

Show Font Names As Combo box – This default option does not disturb any font settings. It is strongly recommended you leave the default option selected.

Show Font Names as Dialog Window – All font properties are shown in this dialog window. They can be changed, but any and all font property changes made here will apply to all the properties in all the selected reports.

> **Caution:** *You can make unwanted changes that may severely disrupt your reports if you select this option.*

Colors

Display modified items in the Report Tree As
Select to change the color, from default red, of modified items text in the Report Tree.

Display modified properties as
Select to change the color, from default red, of read only modified properties text in the Property Window.

Display read-only properties as
Select to change the color, from default grey, of read-only properties text.

Reset To Default
Select "Reset To Default" at any time.

Viewer Tab

Report Viewer

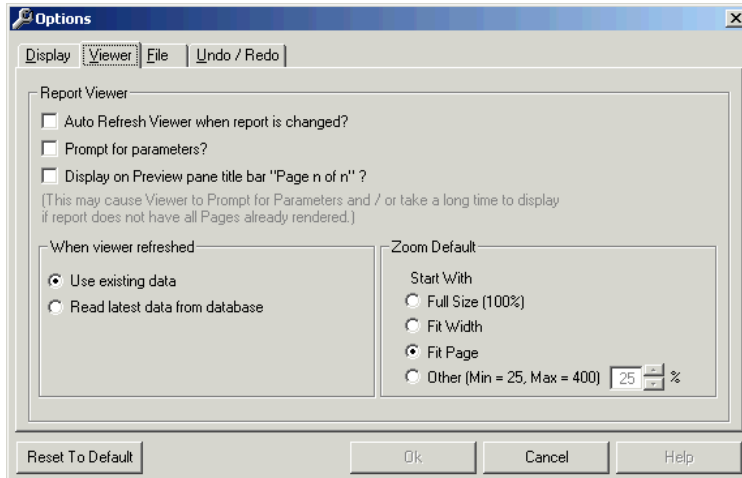**Auto Refresh Viewer when report is changed?**

Automatically refreshes the view in the Preview Window when a report is changed. This option is set using toggle on | toggle off. This refresh is for viewing only; no change is made until you save.

> **Caution:** *The speed of the program can be adversely affected if you select this option.*

Prompt to Parameters?

Select to receive a prompt for new report parameters each time you select "Refresh/Preview", in the Preview Window.

> **Caution:** *The program will display a prompt every time you refresh if you select this option.*

Display in Preview pane title box "Page n of n"?

Select to display "Page n of n" in your report. These numbers display in the upper left corner of the Preview Window. This option is for viewing only; you must save to change a report.

> **Caution:** *The speed of the program can be adversely affected if you select this option. The program must format each page of the report to determine the very last page. This can be very time consuming if it is a long report.*

When Viewer Refreshed

When previewing a report select this option to retrieve fresh data from your data source. The default option uses saved data.

> **Caution:** *The program will go to the database for new data each time you "Refresh" if you select this option. There are a number of reasons you might not want to select this option.*
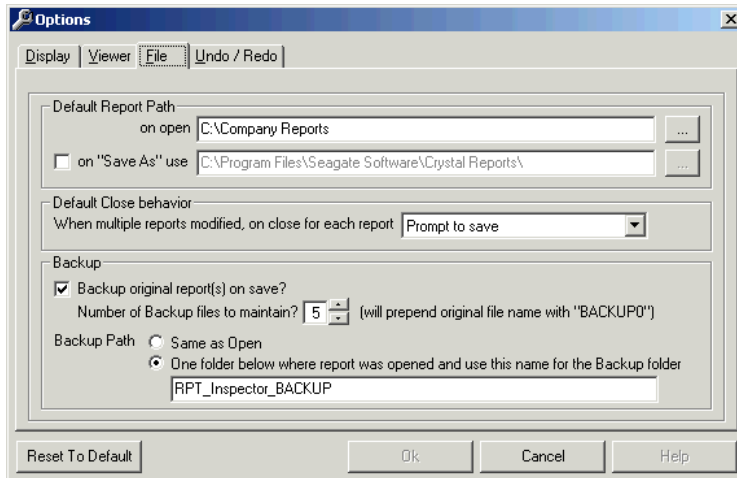
Zoom Default

Sets magnification levels and tailors zoom options. Zoom magnifications display on the top bar of Preview Window. Zoom options apply only to the view in the Preview Window, they do not affect the actual report.

Reset to Default

Select "Reset To Default" at any time.

File Tab

Default Report Path

On Open

Set this option to inform the program where to go "On Open" to retrieve your reports. The default setting is C:\ProgramFiles\SeagateSoftware\CrystalReports\.

On "Save As"

Set this option to inform the program where to "Save As" your selected reports. The default setting is C:\ProgramFiles\SeagateSoftware\CrystalReports\.

Default Close Behavior

From the drop-down menu select "Prompt to save", "Close without saving," or "Auto overwrite." This selection determines the program's behavior at "Close".

The default, "Prompt to save," is the recommended setting.

Backup

Backup original report(s) on save?

Select to instruct program to automatically backup your reports on "Save."

Number of Backup files to maintain

Select to create up to five Backup files.

Backup Path

Select "Same as open" or "one folder below where report was opened and use this name for Backup folder." This second option allows you to store your backup reports in a separate folder, in the directory they are from.

Reset to Default

Select "Reset To Default" at any time.

Undo/Redo Tab
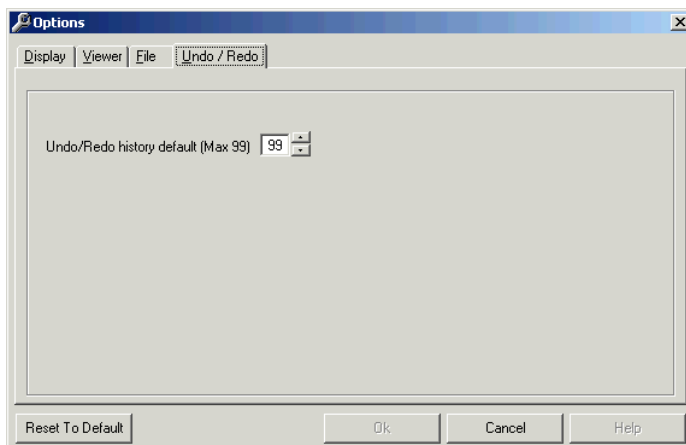
Select the number of steps used in the Undo/Redo function. The default setting is 99.
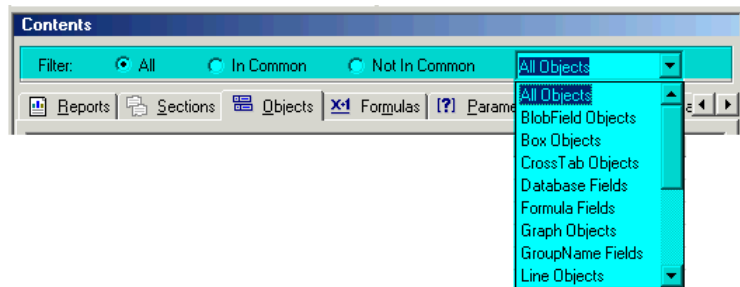
Reset to Default

Select "Reset To Default" at any time.

TOOLBAR

Open, Save, Print, Undo, Redo, Refresh Preview, Zoom In, Zoom Out, Go to Last Page, and Go to Next Page are found on the .rpt Inspector™ Toolbar.

OBJECT GRID FILTER

The "Filter" in the Objects tab has a drop-down menu with numerous options for filtering specific objects. These filtering options make this a very valuable sorting tool.

The "Filter" in the Database tab has a drop-down menu with three selections; "Fields & Tables", "Fields", and "Tables".

All the other Object Grid tabs "Filter" using the following three options.

All – This is the default option and lists all the objects in the selected reports.

In Common – Lists all the objects that the reports have in common. Any object that is "In Common" will be in every selected report.

Not In Common – Lists the all the Objects that appear in only one report. Any object that is "Not In Common" is unique to one selected report.

RIGHT-CLICK POP-UP MENUS

Much of .rpt Inspector™ is driven by the right-click. As you work on your reports remember, "When in doubt right-click."

Pop-up Menus in Navigation Tree

In the Navigation Tree there are two pop-up menus. The first pop-up menu is opened by right-clicking anywhere in the Navigation Tree. The second is tied to the report title and is opened by right-clicking on the report title row.
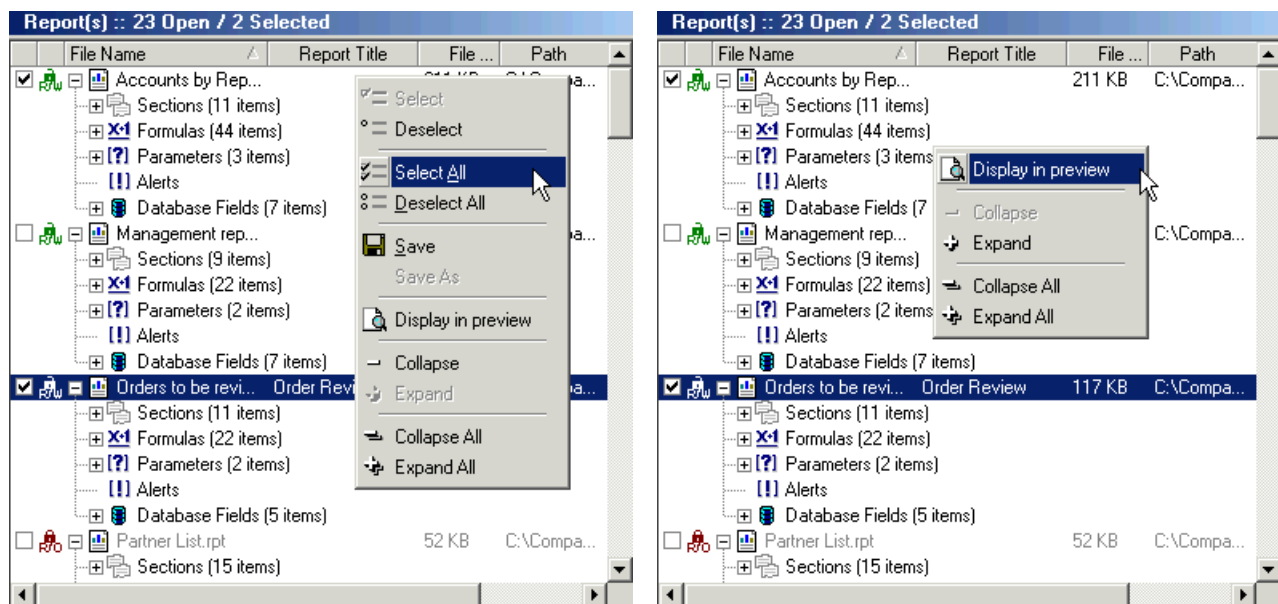
Select – selects one report.

Deselect – deselects one report.

Select All – selects all reports.

Deselect All – deselects all reports.

Save - opens the "Save" dialog box.

There are three options for selecting reports to "Save":
1.   Manually check the check box.
2.   Click "Select All" to select all reports.
3.   Click "Deselect All" to unselect all reports.

Save As – gives you the option to save a report under a specific name to a specific directory. You must select one report at a time to "Save As." If you already have a number of reports selected, click "Deselect All" then reselect the one you want to "Save As." Notice, the "Save As" option will not display unless there is only one report selected.

Display in preview - displays in the Preview Window the report that contains the selected object. This option is for viewing only; you must save to change a report.

Collapse - collapses information detail for one expanded report.

**Expand** - expands detail information for the single report you select.

Collapse All - collapses all expanded reports detail.

Expand All - expands all the open reports' details.

> **Caution:** *The program must retrieve all the details and/or objects included in every open report if you select this option. This can adversely affect the speed of the program depending on how many open reports there are.*

Pop-up Menus in Object Grid (all tabs)

To view the pop-up menu, right-click on any object or property in the Object Grid.
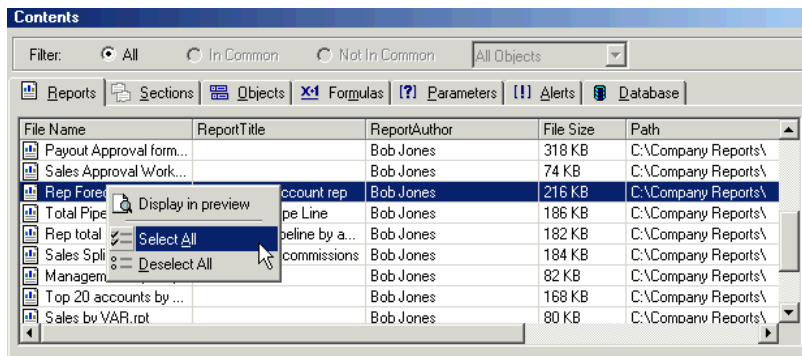

Display in preview – displays in the Preview Window the last selected report. If you have more than one object or property selected for review you can still use this option by selecting a row. This option is for viewing only; you must save to change a report.

Select All - selects all the objects.

Deselect All - deselects all the objects.

Pop-up menu – Object Grid Column Title

To view pop-up menu, right-click on the column title in the Object Grid.
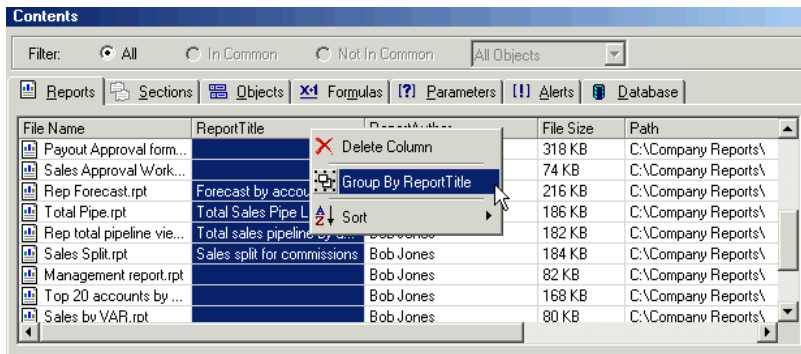
Delete Column - deletes the selected column. Any property from the Property Window can be added back as a column on the Object Grid, at any time.

Group By (column name) - groups on whatever column title (i.e. Reports Title) you have selected.
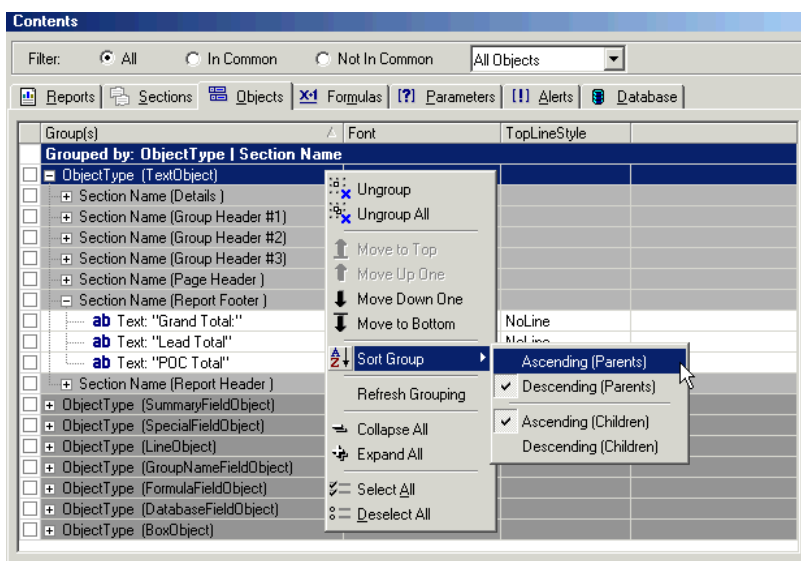
Sort - sorts reports in two ways:

> **Ascending** – alpha/numerically from lowest to highest.
> **Descending** – alpha/numerically from highest to lowest.

Pop-Up Menus For Groups

Pop-up menu – Object Grid Group
To view the pop-up menu, right-click on an Object Grid property row.

Ungroup – will ungroup the selected property group.

Ungroup All – will ungroup all grouped properties.

Move to Top - moves a group to the top of the group hierarchy, making it the parent.

Move Up One - moves a group up one level in the group hierarchy, making the child the parent.

Move Down One - moves a group down one level in the group hierarchy, making the parent the child.

Move to Bottom - moves a group to the bottom of the group hierarchy making it a child.

Sort Group - sorts a selected group by:

> **Ascending (Parents)** - sorts parent groups, alpha/numerically from lowest to highest.

> **Descending (Parents)** - sorts parent groups, alpha/numerically from highest to lowest.

> **Ascending (Children)** - sorts children groups, alpha/numerically from lowest to highest.

> **Descending (Children)** - sorts children groups, alpha/numerically from highest to lowest.

When you begin doing more complicated groupings, i.e. grouping on Fonts, Font Size, Header, and Color, all at the same time it can become difficult to keep track of your groupings to accomplish your goal. Using the Sort option to keep track of Parent and Children levels can help keep things organized. Keep in mind that as you sort, the selected row is assumed to be the parent. As you sort in ascending or descending order only the parent (the row you select) and the child (the row below it) will be affected.

Refresh Grouping - refreshes the view of the groups to reflect the changes you have made. This refresh is for viewing only; no change is made until you save.

Collapse All - collapses all expanded groups.

Expand All - expands all groups.

Select All - selects all groups.

Deselect All - deselects all groups.

Pop-up menu – Objects When Grouped

To view pop-up menu, right-click on an object or property in an expanded group.

During grouping the far left column is the anchor of the Object Grid. You cannot delete or move this column. All other columns can be sorted, grouped, deleted, added back in, etc. as your needs dictate.
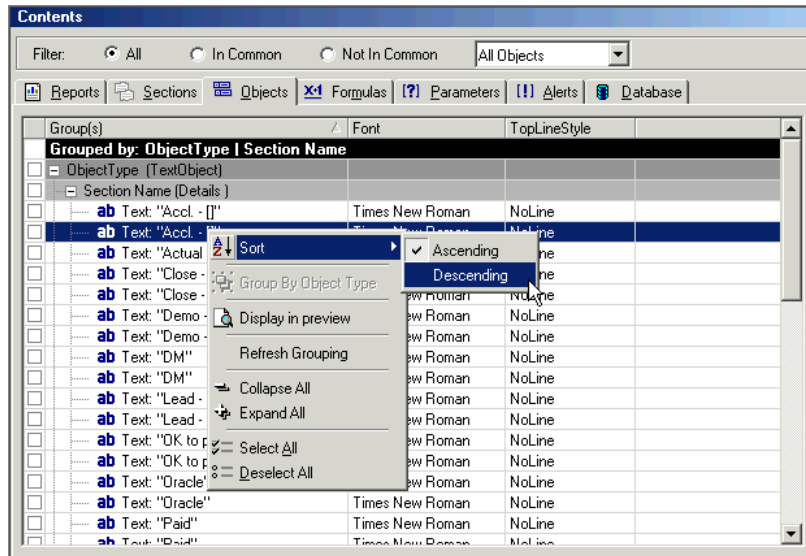
Sort – sorts by the object property selected:

    Ascending – alpha/numerically from lowest to highest.

    Descending – alpha/numerically from highest to lowest.

Display in preview - displays in the preview Window the report that the selected property belongs to. This option is for viewing only; you must save to change a report.

Refresh Grouping - refreshes the view of the groups to reflect the changes you have made. This refresh is for viewing only; no change is made until you save.

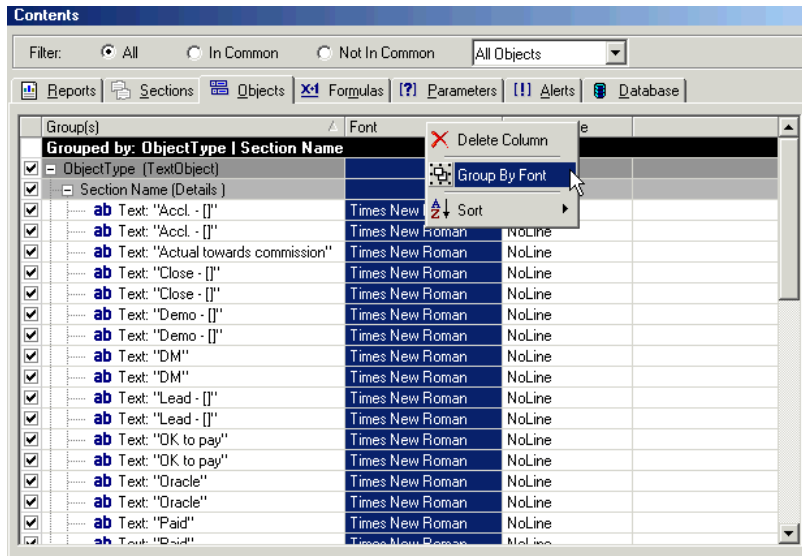**Collapse All** - collapses all expanded property information.

Expand All - expands all property information.
Select All - selects all properties listed.

Deselect All - deselects all properties listed.

Pop-up menu – Object Grid Column Title

To view pop-up menu, right-click on an Object Grid Column.

Delete Column - deletes any selected column.

Group by (column title) - groups on whatever property column title (i.e. font) you have selected.

Sort – sorts properties:

> **Ascending** – alpha/numerically from lowest to highest.

> **Descending** – alpha/numerically from highest to lowest.

When you begin doing more complicated groupings, i.e. grouping on Fonts, Font Size, Header, and Color, all at the same time it can become difficult to keep track of your groupings to accomplish your goal. Using the Sort option to keep track of Parent and Children levels can help keep things organized. Keep in mind that as you sort, the selected row is assumed to be the parent. As you sort in ascending or descending order only the parent (the row you select) and the child (the row below it) will be affected.

Pop-up Menu – Property Window

To view pop-up menu, right-click in the Property Window.
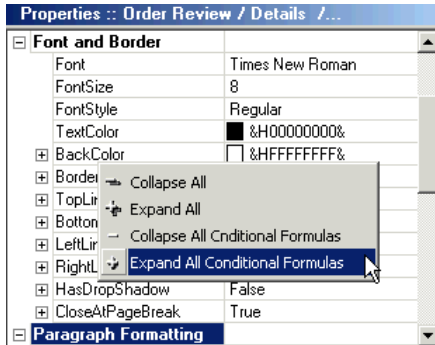
Collapse All - collapses all expanded property information.

Expand All - expands all property information.

Collapse All Conditional Formulas - collapses all conditional formulas information.

Expand all Conditional Formulas - expands all conditional formulas information.