

.rpt INSPECTORTM Quick Guide

Welcome to Software Forces .rpt INSPECTORTM, the preferred tool for accessing and making precise changes across multiple Crystal Reports[®].

This intuitive interface enables you to open all your reports and make changes to:

| | |
|-------------|--------------------|
| Alerts | Parameters |
| Boxes | Printer Settings |
| Colors | Report Settings |
| Conditional | Sections |
| Formatting | Selection Criteria |
| Data Source | Tables |
| Fonts | Text |
| Formulas | Running Totals |
| Graphs | And 525 more... |

Crystal Reports[®] is the premier tool for creating and generating clear, concise, attractive reports. The custom tailoring capabilities in Crystal are some of its best features but can lead to an explosion in the number of reports an organization produces. The only downside to this feature is when a change needs to be made across multiple reports. .rpt INSPECTORTM provides a unique solution. It combines Crystal's ability to create and use multiple reports, with the power to quickly and easily make changes to any or all of them at once.

In a real world example let's say a request has come down from management, "It's time to standardize our reports. Just change the fonts in all our reports to "Arial." Oh and by the way, I need this done ASAP." This modification may sound easy to the person making the request but here is the reality. Custom tailoring has led to the generation of many finely tuned but slightly differing reports and to complete this task you must now:

1. Sort through your reports and find each one that needs the change.
2. Decide how many printable objects are in your selected report(s).
3. Find where those printable objects are in each report.
4. Determine which ones contain the font that needs the change.
5. Select each item(s) to change.
6. Make the change(s).
7. Save your work.
8. Close the report(s).

This process must be repeated, as many times as there are reports to standardize. While navigating in each report, to actually make the change(s), you also open yourself up to inadvertent error through accidental movement of text, spaces, etc. .rpt INSPECTORTM is the solution to your problem.

.rpt INSPECTORTM
typically pays for
itself the first time
it is used.

With .rpt INSPECTORTM you can make targeted changes to any property in your report(s). This is done using a new technique called "grouping." For example, font size, font color, font position, etc. will not be affected when you choose to change the font type. The only changes made are the specific ones you choose and those changes will not affect any other part of your report. You have the power to select and group by "Font", or any of the other 525 properties, to make quick, focused and precise changes across multiple reports.

.rpt INSPECTOR™ Overview

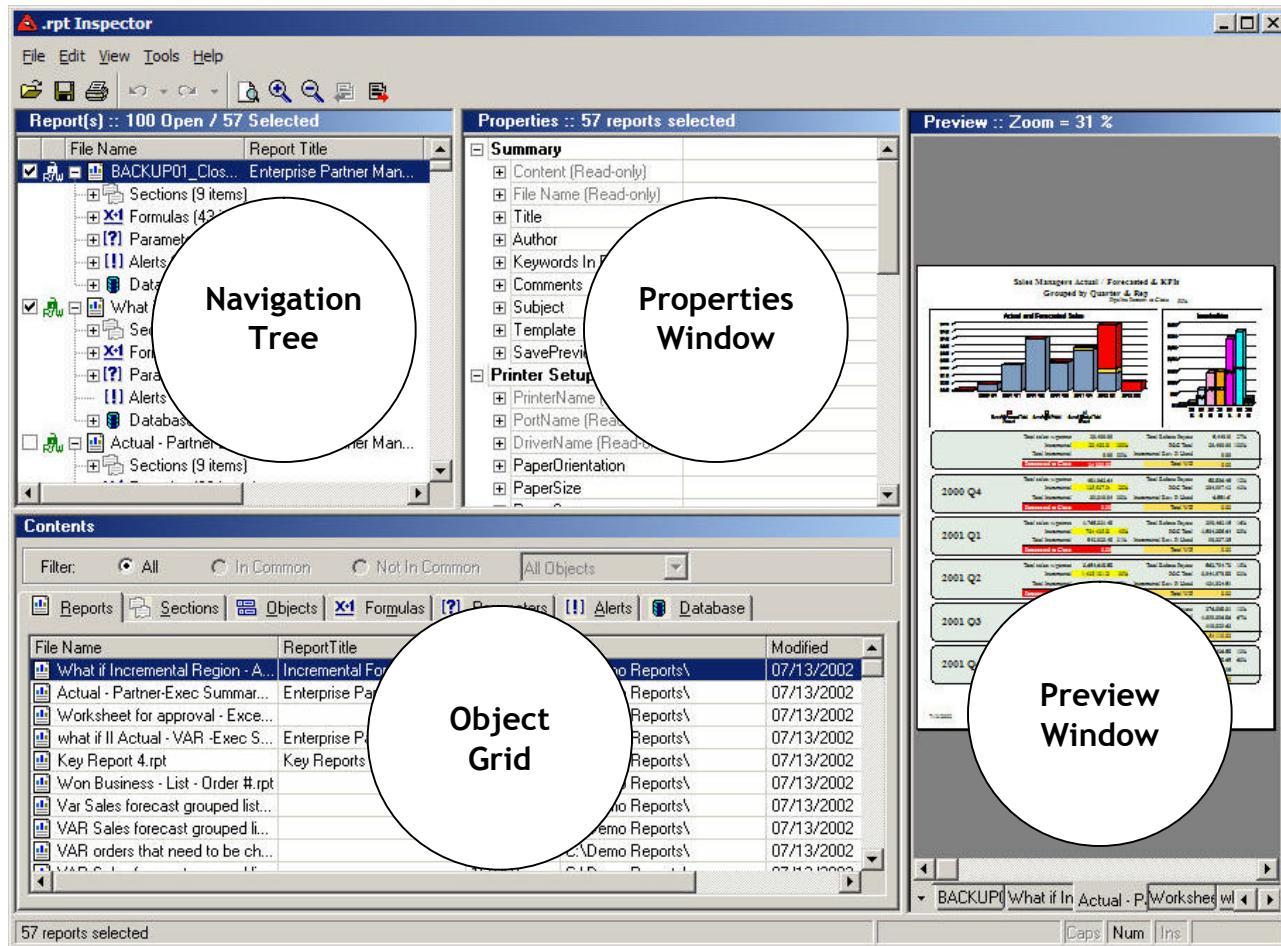
This overview will familiarize you with the basics of .rpt INSPECTOR™. Learn the fundamentals so you can begin working with your own reports right away.

.rpt INSPECTOR™ looks at reports by breaking them down into their most basic elements, objects and their properties. Each report is made up of objects and each object has properties associated with it. When a change is made to a report it is the property of an object that gets changed. This

important concept is the basis of .rpt INSPECTOR™. It uses objects and their properties from your reports to make changes to any or all of them at once.

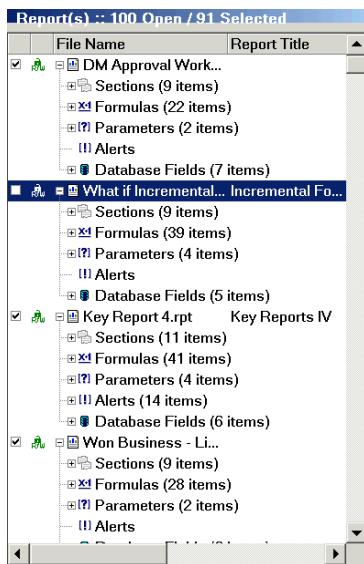
.rpt INSPECTOR™ Windows

To get oriented to .rpt INSPECTOR™ let's look at what information is available, where it resides and how the different windows relate to and work with each other.



NAVIGATION TREE

In the Navigation Tree the reports that are open are listed. The File Name, Report Title, File Size, Path and Modified columns are found in this window. This Navigation Tree presents the reports in the familiar **Crystal** form. It will help keep you oriented to exactly what properties are being worked on at any given time.



Object Grid to open and select report(s). All selected reports are checked in the Navigation Tree and appear highlighted in the REPORTS TAB, on the Object Grid. All the open reports will remain visible in the Navigation Tree and the Object Grid. Only the reports selected for review will appear highlighted or checked. Remember you Open reports to view and Select reports for change. The number of reports open and selected will always display in the top bar of the Navigation Tree. The example above shows **100 reports open and 91 selected**

OBJECT GRID

This is the Object Grid, the heart of **.rpt INSPECTOR™**. It is linked to and works in tandem with the Property Window to select objects and affect property changes across multiple reports. All the objects that make up the reports are displayed and analyzed in this grid.

The object Grid uses tabs to organize the many objects associated with the reports. Tab headings include REPORTS, SECTIONS, OBJECTS, FORMULAS,

PARAMETERS, ALERTS and DATABASES. In the example above the OBJECTS TAB has been selected.

Let's take a closer look at what information is used to organize the objects and their properties under each tab.

| File Name | ReportTitle | File Size | Path | Mod |
|-----------------------------|------------------------------|-----------|------------------|------|
| Order numbers need... | | 144 KB | C:\Demo Reports\ | 07/1 |
| Oracle subreport.rpt | | 87 KB | C:\Demo Reports\ | 07/1 |
| Monthly closed list.rpt | Enterprise Partner Mana... | 414 KB | C:\Demo Reports\ | 07/1 |
| Monthly closed list.rpt | Enterprise Partner Mana... | 364 KB | C:\Demo Reports\ | 07/1 |
| Orders that need to be... | | 202 KB | C:\Demo Reports\ | 07/1 |
| Monthly closed list for ... | Enterprise Partner Mana... | 364 KB | C:\Demo Reports\ | 07/1 |
| Key Report 3.rpt | Key Reports III | 402 KB | C:\Demo Reports\ | 07/1 |
| Key Report.rpt | Key Reports | 404 KB | C:\Demo Reports\ | 07/1 |
| Incremental Region To... | Total Pipe line - Increme... | 527 KB | C:\Demo Reports\ | 07/1 |
| Key Report 2.rpt | Key Reports II | 403 KB | C:\Demo Reports\ | 07/1 |

The Reports tab is the anchor of **.rpt INSPECTOR™**; it lists all the open and selected reports. In order to make any property changes you must select from the list of open reports in the REPORTS TAB, on the Object Grid. Always select the reports to change from this tab. To select report(s) in the OBJECTS TAB, on the Object Grid use **click and drag** or **right-click** select all. A selected report will always be highlighted on the Object Grid and checked in the Property Window.

The Sections tab contains all the traditional reporting sections i.e., page header, page footer, details, etc.

The Objects tab contains all the objects and their properties that actually print or display in a report. For example, a formula used exclusively in another formula that never gets printed, will not be in this tab.

The Formulas tab includes all formulas, except conditional formulas associated with a property. Only the actual formula can be changed in this tab. Any visual change to a printable formula is done in the OBJECTS TAB.

The Parameters tab includes all parameters and their properties, printed or not, as they pertain to a parameter object. Only the actual parameter can be changed in this tab. Any visual change to a printable parameter is done in the OBJECTS TAB.

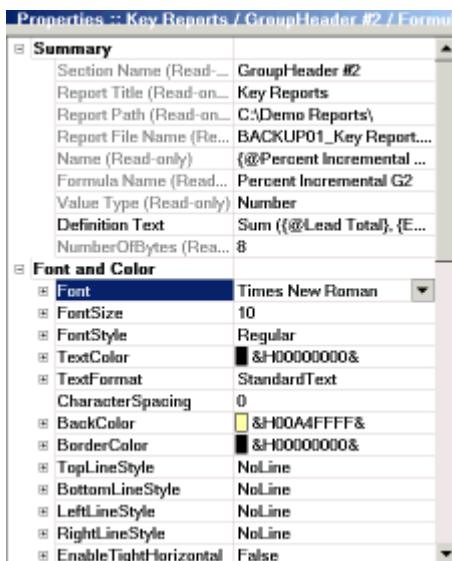
The Alerts tab controls the conditional formulas for all alerts.

The **Databases tab** is an information-gathering tool. It provides information about data structure. No changes can be made in this tab.

PROPERTY WINDOW

The Property Window lists the object properties of the report(s) selected in the REPORTS TAB, on the Object Grid. The properties for each object can be viewed and changed from this window. The Property Window will remain blank until at least one object is selected on the Object Grid. As you select or deselect objects on the Object Grid the information in the Property Window will change. .rpt INSPECTOR™ works so that as you select more objects, less information will appear in the Property Window. This is because only the common properties of the selected objects will be listed. The properties listed in the Property Window relate to the specific objects selected in the REPORTS TAB, on the Object Grid.

Some properties in the Property Window appear grayed out. These properties are "read only" and cannot be changed. They are useful when grouping to search for specific reports using specific object properties.



You will need to view the value of the properties as they relate to different objects in order to sort and group them for eventual change. To do this, create new columns in the Object Grid by **dragging** properties from the Property Window onto the Object Grid. You can **click and drag** any property from the Property Window to the Object Grid to view the value

of these properties as they relate to the different objects. This process works in any of the tabs. See example.

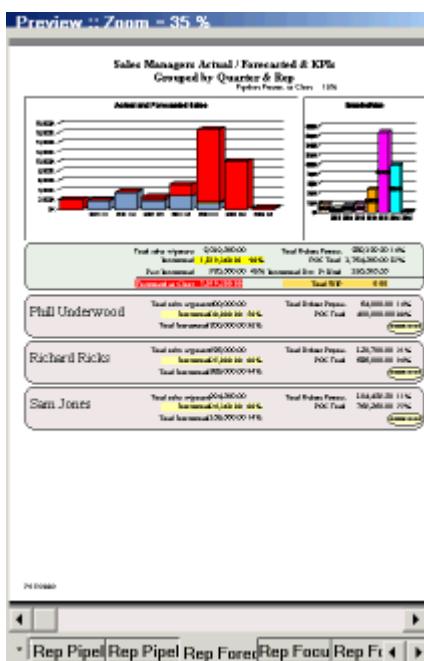
This screenshot shows the Object Grid with several rows of data. The first row shows properties for a 'Text' object: Section Name (GroupHeader #2), Font (Times New Roman), and FontSize (10). The second row shows properties for a 'FormulaField' object: Section Name (Group Header #2), Font (Times New Roman), and FontSize (10). The third row shows properties for a 'Text' object: Section Name (Group Header #2), Font (Times New Roman), and FontSize (10). The fourth row shows properties for a 'DatabaseField' object: Section Name (Details a), Font (Times New Roman), and FontSize (10). The fifth row shows properties for a 'FormulaField' object: Section Name (Details a), Font (Times New Roman), and FontSize (10). The sixth row shows properties for a 'Text' object: Section Name (Details a), Font (Times New Roman), and FontSize (10). The seventh row shows properties for a 'Text' object: Section Name (Details a), Font (Times New Roman), and FontSize (10).

This example is also a view of the properties of "Font"/"FontSize" after they have been added to the Object Grid from the Property Window. Now you can see all objects that use font and which "Font"/"FontSize" they use. In this example you are in the OBJECTS TAB.

Any property can be added to the Object Grid by **dragging** it down from the Property Window. **Drag** as many properties onto the Object Grid as needed to sort and group the objects for change. Once a property is added to the Object Grid there are two organizing options, sorting and grouping. For sort choices **right-click** in the column heading on the Object Grid and you can toggle between **ascending** | **descending**. **Right-click** in the column heading on the Object Grid and you can group by that particular property.

PREVIEW WINDOW

Preview Window in .rpt INSPECTORTM is a fully functioning report viewer with drill down, zoom, refresh, and print capabilities.



The last five icons on the tool bar are for use in the Preview Window. Manipulate the view of the report using Refresh Preview, Zoom In, Zoom Out, Go to Previous Page and Go to Next Page. Print choices can also be made from this menu.



These tools are used to view the effect of change(s) made in the report(s). For example, if a change is made in a formula its effect can be seen immediately in the Preview Window by clicking Refresh Preview. Print a sample page or the entire report to view the change(s) on hard copy at any time.

REAL WORLD EXAMPLE

Crystal Reports[®] is the premier tool for creating and generating clear, concise, attractive reports. The custom tailoring capabilities in Crystal are some of its best features but can lead to an explosion in the number of reports an organization produces. The only downside to this feature is when a change needs to be made across multiple reports. .rpt INSPECTORTM provides a unique solution. It combines Crystal's ability to create and use multiple reports, with the power to quickly and easily make changes to any or all of them at once.

Now that you are familiar with the basics of .rpt INSPECTORTM, let's go back to our earlier example. It has been determined that that to standardize the reports, one of the modifications that must be made is to find all the serif fonts, such as "Times New Roman", and change them to "Arial." You have concluded that 100 reports need this "Font" change. .rpt INSPECTORTM can make this change in minutes, with great precision, using six easy steps:

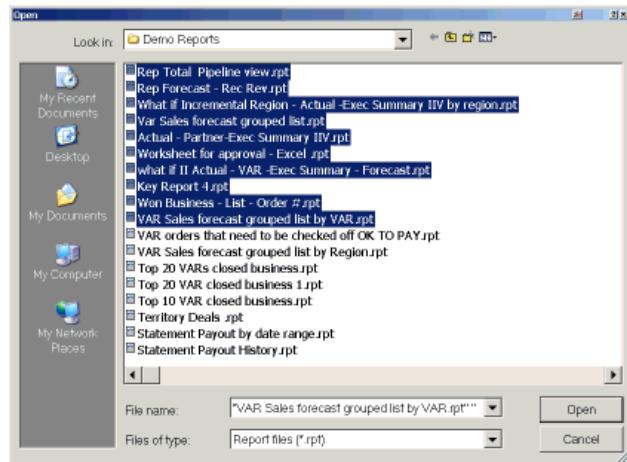
- 1 - Open
- 2 - Select
- 3 - Find
- 4 - Group
- 5 - Change
- 6 - Save

NO CHANGE IS FINAL UNTIL YOU SAVE.

To see this exact example in an Online Tutorial Presentation click here.

STEP ONE - Open

Select **File | Open**. Choose the reports to review then **click** on **Open** in the dialog box. Reports can be opened at any time, even from different directories, by re-selecting **File | Open**. All open reports will be listed in the Navigation Tree and the Object Grid. The number of reports you can open is dependent upon your computer hardware limitations. **.rpt INSPECTOR™** does not limit the number of reports you can open.



It is strongly suggested that you make a back up of all your reports.

STEP TWO - Select

The screenshot displays the .rpt INSPECTOR interface. The top section shows the 'Report(s) :: 100 Open / 100 Selected' summary. Below it is the 'Navigation Tree' which lists various report components like 'Orders that need to...', 'Monthly closed list ...', and 'Key Report 3.rpt'. The bottom section is the 'Object Grid' showing a table of report files with columns for 'File Name', 'Report Title', 'File Size', 'Path', and 'Modified'. Several reports are selected, indicated by a blue checkmark icon in the first column.

| File Name | Report Title | File Size | Path | Modified |
|--------------------------|---------------------|-----------|------------------|------------|
| Regional Forecast Re... | Incremental Fore... | 436 KB | C:\Demo Reports\ | 07/13/2002 |
| Regional Sales Fore... | Incremental Fore... | 461 KB | C:\Demo Reports\ | 07/13/2002 |
| Rebate Approval Work... | | 353 KB | C:\Demo Reports\ | 07/13/2002 |
| Post Approved Rebate... | | 365 KB | C:\Demo Reports\ | 07/13/2002 |
| Pure Incremental - Re... | Incremental Fore... | 502 KB | C:\Demo Reports\ | 07/13/2002 |
| Payout Statement to b... | | 140 KB | C:\Demo Reports\ | 07/13/2002 |

.rpt INSPECTOR™ provides multiple ways to select report(s) to review for change. To select the report(s) in the Navigation Tree, **check** the box to the left of the file name. To select report(s) in the Object Grid **click** and **drag** or **right-click | select all**. In this example all the reports will be selected for review and possible change. Selected reports will be highlighted on the Object Grid and will have the box checked in the Navigation Tree. The number of reports open and selected will always display in the top bar of the Navigation Tree. In this example we have 100 reports open and 100 reports selected.

STEP THREE - Find

The **OBJECTS TAB** on the Object Grid displays all the printable objects in the reports. In our example all the "Times New Roman" fonts are being changed to "Arial" so that is the property you want to view. "Font" is a printable property so it is accessed through the **OBJECTS TAB**. **Click** on the **OBJECTS TAB** to move out of the **REPORTS TAB**. To see the "Font" property in the Property Window, select any object that contains a printable property, like a text object, and **click** on it.

The screenshot shows the 'Properties :: Key Reports / GroupHeader #2 / Text' window. The 'Font' property is selected, showing 'Times New Roman' as the current font. Other font properties like 'FontSize' (10), 'FontStyle' (Regular), and 'TextColor' (�&) are also visible. Below the properties is a 'Contents' pane with tabs for 'Reports', 'Sections', 'Objects', 'Formulas', 'Parameters', 'Alerts', and 'Database'. The 'Objects' tab is selected, displaying a list of objects and their properties, including various text and formula fields.

Now the Property Window displays the "Font" properties for the printable objects.

To view all the objects that are affected by font, go to the Property Window and **drag** “Font” into the Object tab, on the Object Grid. You select the “Font” property because that is the property being changed in this example.

The screenshot shows the .rpt INSPECTOR interface with the 'Object Grid' open. A filter bar at the top includes 'Filter: All', 'In Common', 'Not In Common', and 'All Objects'. Below this are tabs for Reports, Sections, Objects, Formulas, Parameters, Alerts, and Database. The 'Objects' tab is selected. The main grid lists various report objects like Text, SpecialField, BoxObject, etc., under 'Object Type', grouped by 'Section Name' (Details a, Details b, Details c). A new column 'FontSize' has been added to the grid, and a 'Font' column has also been added, showing values like 'Times New Roman' and 'Arial'.

This screenshot shows the .rpt INSPECTOR interface with the 'Properties' window open over the 'Object Grid'. A red arrow points from the 'Font' column in the grid down to the 'Font' property in the properties window. The properties window shows the 'Font' dropdown set to 'Times New Roman'. The 'Object Grid' below shows the same data as the previous screenshot, with the 'FontSize' and 'Font' columns visible.

It would be very time consuming to have to find and select each object in each report, see what font it uses, determine whether it needs to be changed and then make the change. .rpt INSPECTOR™ makes this process easy by adding “Font” as a column on the Object Grid so its value for all the different objects affected by “Font” can be viewed. Choose “Font” or any of the other 525 properties to **drag** down onto the Object Grid to view the value of the properties for all those objects.

STEP FOUR - Group

In order to easily find and change the font properties now listed in the REPORTS TAB on the Object Grid, .rpt INSPECTOR™ allows you to “group” them. You can **drag** down as many properties as you need, to group and sort for change(s). Grouping is like sorting vegetables into separate bins, with one kind of vegetable in each bin. When you group by a property you are putting selected objects that use a particular property, like font, into the same group or bin.

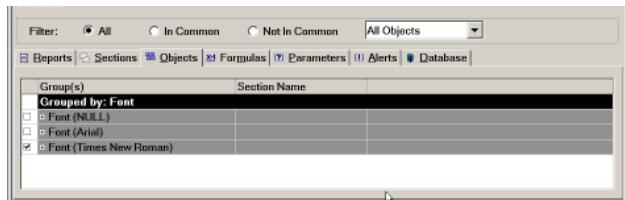
“Grouping” organizes all the objects you want to change, i.e. all objects using “Times New Roman”, together in the same group or bin. “Grouping” allows changes to be made to whole bins of objects at the same time. This concept is the core of .rpt INSPECTOR™. The power to make changes to large or small groups at the same time!

For this example **right-click** at the top of the “Font” column heading and select **Group by Font**.

A screenshot of a 'Font' property grouping dialog. It shows a list of fonts: Times New Roman, Arial, and a 'NULL' group containing Times New Roman and Arial. A 'Group By Font' button is highlighted. A red arrow points from the 'Font' column in the 'Object Grid' above down to this dialog.

.rpt INSPECTOR™ has done the work of organizing all the objects that have “Font” as a property. They have been grouped by the font they use, “Times New Roman” and “Arial.” The NULL group represents all objects that do not have “Font” as a property, such as boxes, lines, and OLEs.

To select the "Times New Roman" group for change, **check** the box next to that group.



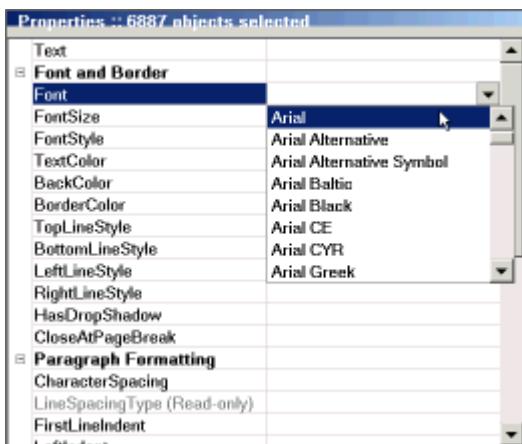
The Property Window below now lists all the properties of the selected group. When the change is made in the Property Window only the object properties for the group selected on the Object Grid will actually change.

You could change any of the properties listed, but for the example let's change the "Font" property to "Arial". With the next mouse **click** you will change all "Times New Roman" fonts to "Arial."

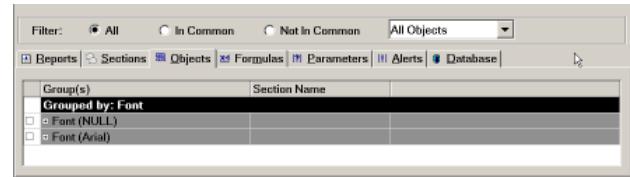
STEP FIVE - Change

Select the "Arial" font from the Property Window and the change has been made.

Think what has just been accomplished! You have completed a font change across 100 reports. 6,887 object properties have been changed to "Arial"! An arduous time consuming task has just been completed in a matter of minutes. Days of tedious work have been eliminated. The time and expense of doing this work have been conserved. Best of all you know the change is precise and correct, and has not disturbed any other part of your report(s).



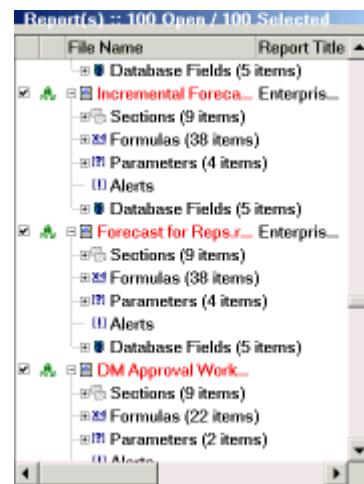
To see the change on the Object Grid, **right-click** on the grid and select **Refresh Grouping**. Refresh is not done automatically to maintain the speed of the software.



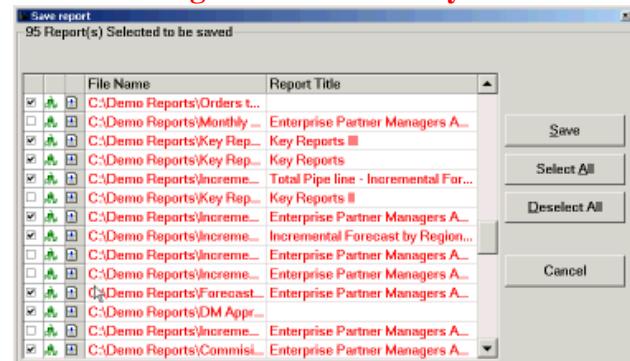
All the "Times New Roman" fonts have now been changed to "Arial." Note the font reference in the group.

STEP SIX - Save

All the changed properties in the Property Window and the report titles of changed reports in the Navigation Tree will show **red** until you save.



No changes are made until you save.



There are options for backup in .rpt INSPECTOR™. They are set in Tools/Options/File. See [.rpt Inspector Product Reference Guide](#) for detailed instructions.

You can elect not to go through with a change by not saving. Once you save, the change has been made.

It is recommended that you make your own backup before working on reports.

Crystal Reports® is the premier tool for creating and generating clear, concise, attractive reports. The custom tailoring capabilities in Crystal are some of its best features but can lead to an explosion in the number of reports an organization produces. The only downside to this feature is when a change needs to be made across multiple reports. .rpt INSPECTOR™ provides a unique solution. It combines Crystal's ability to create and use multiple reports, with the power to quickly and easily make changes to any or all of them at once.

.rpt INSPECTOR™ typically pays for itself the first time it is used. Take a look at the following cost analysis.

Management has requested that 100 reports be standardized to use only "Arial" font. Without .rpt INSPECTOR™ this process would entail:

1. Opening your report.
2. Sorting through the report to find all the printable items.
3. Checking each printable item for font other than "Arial."
4. Selecting the individual item(s) for change.
5. Making the change(s).
6. Previewing the change(s).
7. Saving your work.
8. Closing your report.
9. Repeating this process 100 times.

Take a conservative estimate of 15 minutes to complete this change for one report and multiply by 100 reports. 25 hours has been expended to complete this one small change. Multiply 25 hours by an average \$15.00/hour and it has cost your organization \$375.00 to make this change. A new user of .rpt INSPECTOR™ can make these font change to 100 reports in less than 15 minutes. You have already exceeded the cost of .rpt INSPECTOR™ completing this one operation. The time factor and cost are only two ways .rpt INSPECTOR™ can serve the needs of your company or organization. You maintain accuracy while editing your reports, with focused, targeted changes that will not disturb any other aspect of the report. Once you experience the power and ease of .rpt INSPECTOR™ you'll never look back.

You have witnessed the magic of .rpt INSPECTOR™. It takes complicated changes and makes them easy. It turns time-consuming tasks into jobs that can be done in minutes. Increase the productivity of your employees and the effectiveness of your organization through the use of .rpt INSPECTOR™. The ability and power to make targeted changes across multiple Crystal Reports® maintains accuracy when editing or standardizing your reports. Every organization that uses Crystal Reports® needs to own and utilize .rpt INSPECTOR™ as an integral part of the reports editing process.

[To see this exact example in an Online Tutorial Presentation click here.](#)

Software Forces, LLC
108-36 Queens Blvd, Suite 201
Forest Hills, NY 11375

Phone (718) 544-2500
Fax (718) 544-4921
www.softwareforces.com