
EnviroMSDS Report & Label Manager

Envirosoft Corporation

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Welcome to EnviroMSDS Report & Label Manager

Overview:

The Report & Label Manager is integrated into EnviroMSDS Authoring and can generate labels using the information directly from your SDS(s). This manager has many pre-defined report and label templates that are accessible via the various menu options throughout EnviroMSDS Authoring.

It provides you all the tools you need to quickly and easily produce Reports, GHS Shipping and Hazard Labels via the data within EnviroMSDS Authoring.

Tip: All Labels can be generated in different **languages** and even bilingual.

Note: Services such as assisting with report or label design and layout, determining which fields to use in a report or label, or creating custom SQL statements are not technical support but rather consulting. Please Contact Envirosoft for our consulting rates if you are interested in these services.

For a few samples of custom designed labels, see: [Custom Labels](#)

The Report and Label Manager can be installed separately to additional workstations that need to only print labels. For this feature there is a separate installer. Please Contact Envirosoft to download the free installer.

To generate labels from **external applications** (e.g. ERP, etc.), see: How to generate SDS Labels from external applications

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2043 W. Las Flores Dr.
Pueblo West, CO 81007
<http://www.enviromsds.com>
Phone: (719) 647-0682

Using EnviroMSDS Report & Label Manager

Overview:

The Report & Label Manager is designed mainly to be used for the creation, design, configuration and management of Report and Label templates that will be accessed from EnviroMSDS Authoring Menu system. This allows you to generate the reports and labels from within EnviroMSDS Authoring without having to provide the necessary filter information.

The Report & Label Manager contains three **Groups** of templates. Under the first two Groups is where you will organize your Report and Label templates. The third Group is for the pre-defined templates that are provided with the Report & Label Manager.

The three **Groups** are:

1.  **Labels**

The **Labels Group** contains all of the available Labels that can be assigned to the EnviroMSDS Authoring Menu system.

2.  **Reports**

The **Reports Group** contains all of the available Labels that can be assigned to the EnviroMSDS Authoring Menu system.

3.  **Templates**

The **Templates Group** contains all of the pre-defined Reports and Labels that are available for you to copy to the other two groups.

Notes: None of the items in the **Templates Group** are accessible from the EnviroMSDS Authoring's Menu system. To make them accessible you must copy them to their respective Group. See: [How to Copy a Report or Label](#)

New pre-defined templates may be included with new versions of EnviroMSDS Authoring software.

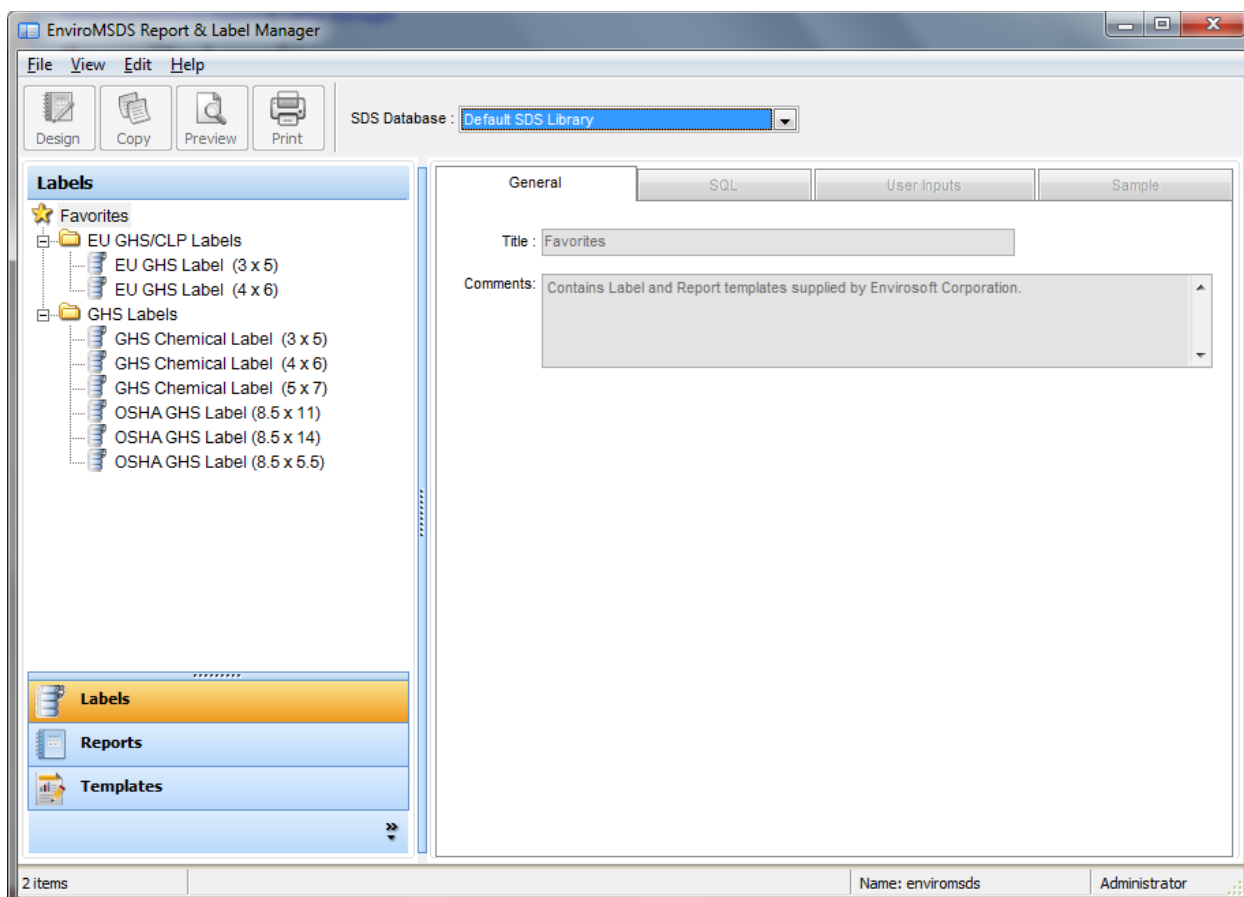
Security Levels

If accessing the Report & Label Manager from within EnviroMSDS Authoring, it will use the security credentials of the current EnviroMSDS Authoring user.

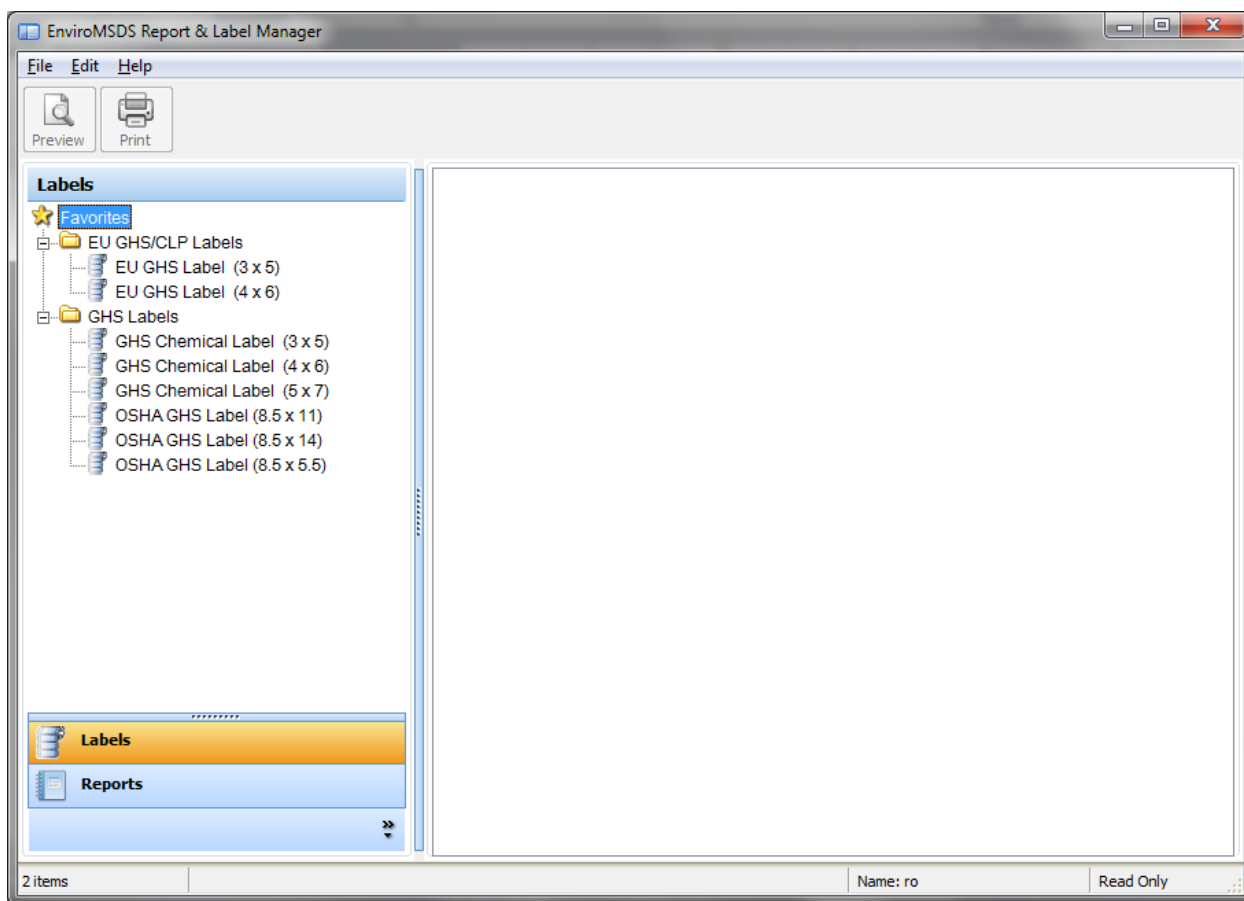
If accessing the Report & Label Manager as a stand-alone application, you will be prompted with a Logon window to enter your Username and Password that was created by the EnviroMSDS Authoring Administrator.

The following table lists the available Security Levels and the description of their access rights:

Security Level	Description
Administrator	Administrators have access to all EnviroMSDS Report & Label Manager functions.
Manager	Managers have access to all EnviroMSDS Report & Label Manager functions except : • Cannot delete folders, report or labels.
Clerk	• Preview / Print of reports and labels • Can organize folders • No access to Templates Group
Read Only	• Preview / Print of reports and labels only. • No access to Templates Group



Logged in as **Administrator** or **Manager** user.



Logged in as **Clerk** or **Read Only** user.

Note: Only the **Sample preview** is available for users logged in with a security level of **Clerk** or **Read-Only**.

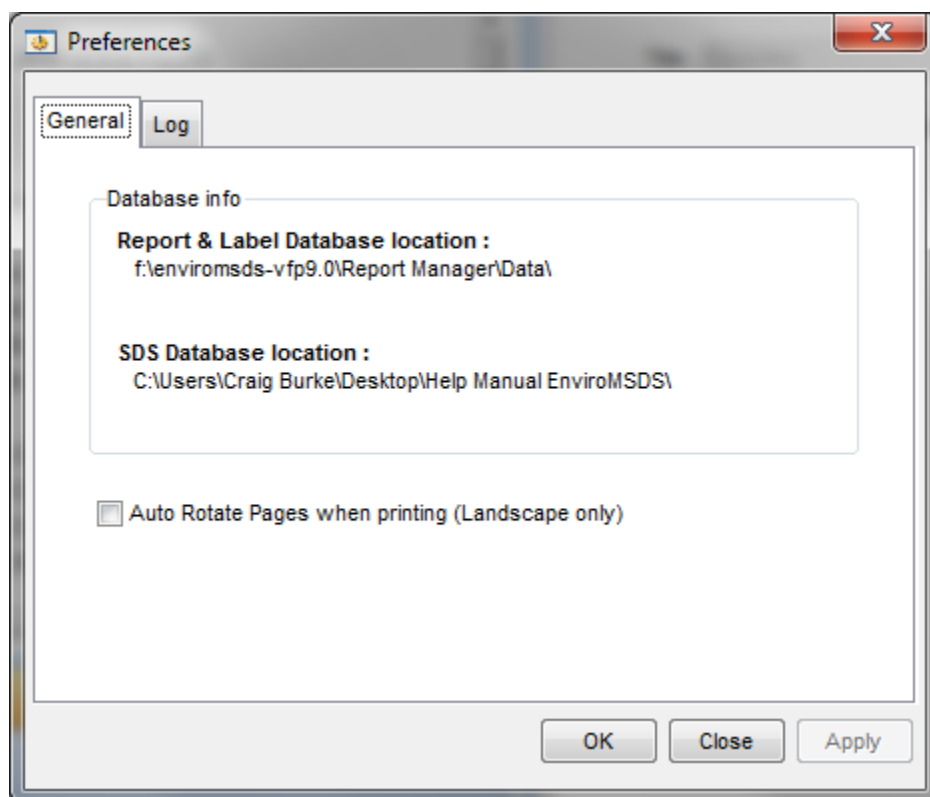
Tip: The logged in Security Level is displayed in the right hand panel of the status bar.

Setting Preferences

To set preferences:

- From the Main Menu – **View – Preferences...** The **Preferences dialog** is displayed.

The General Tab

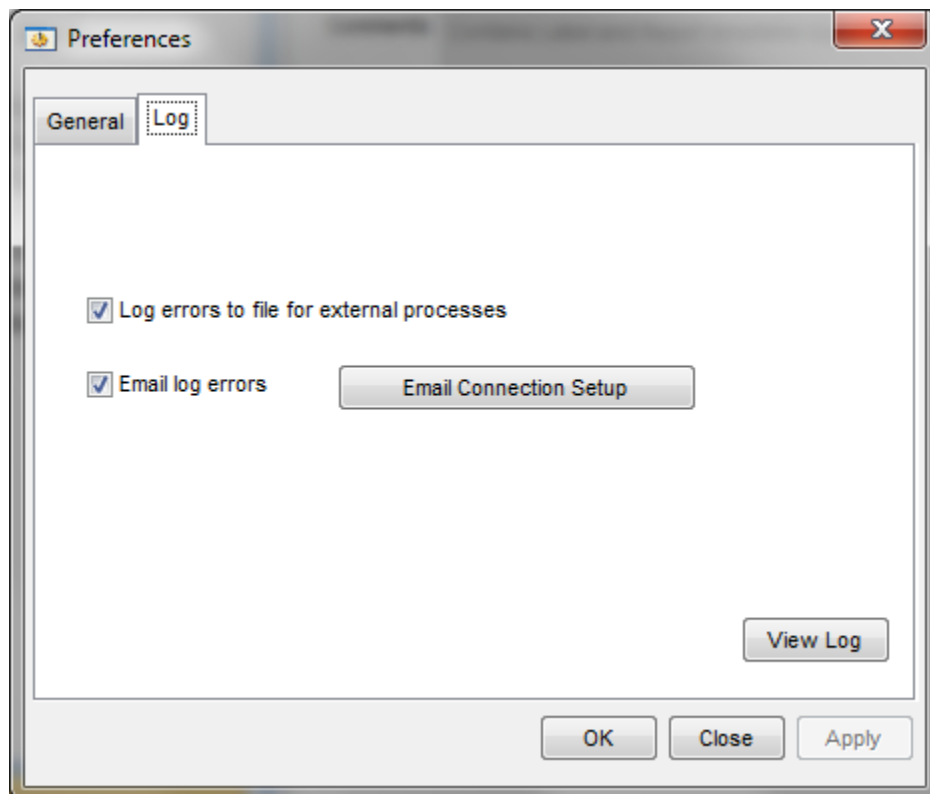


The **Database info** group displays the path settings to the Report & Label Manager database and the currently selected SDS Database.

The **Auto Rotate Pages when printing (Landscape only)** option will auto rotate Landscape designed Labels an additional 90° to the printer. This will output the label upside down. This feature can be useful when printing labels to items like buckets that are on a conveyer upside down.

The Log Tab

Note: The **Log Tab** is only available for users logged in with a security level of **Administrator** or **Manager**.



If you are launching EMRLManager.exe [automated from an external process](#) you can have any errors written to a log file. The log file **EMRLManager.log** is located in the same folder as the EMRLManager.exe file.

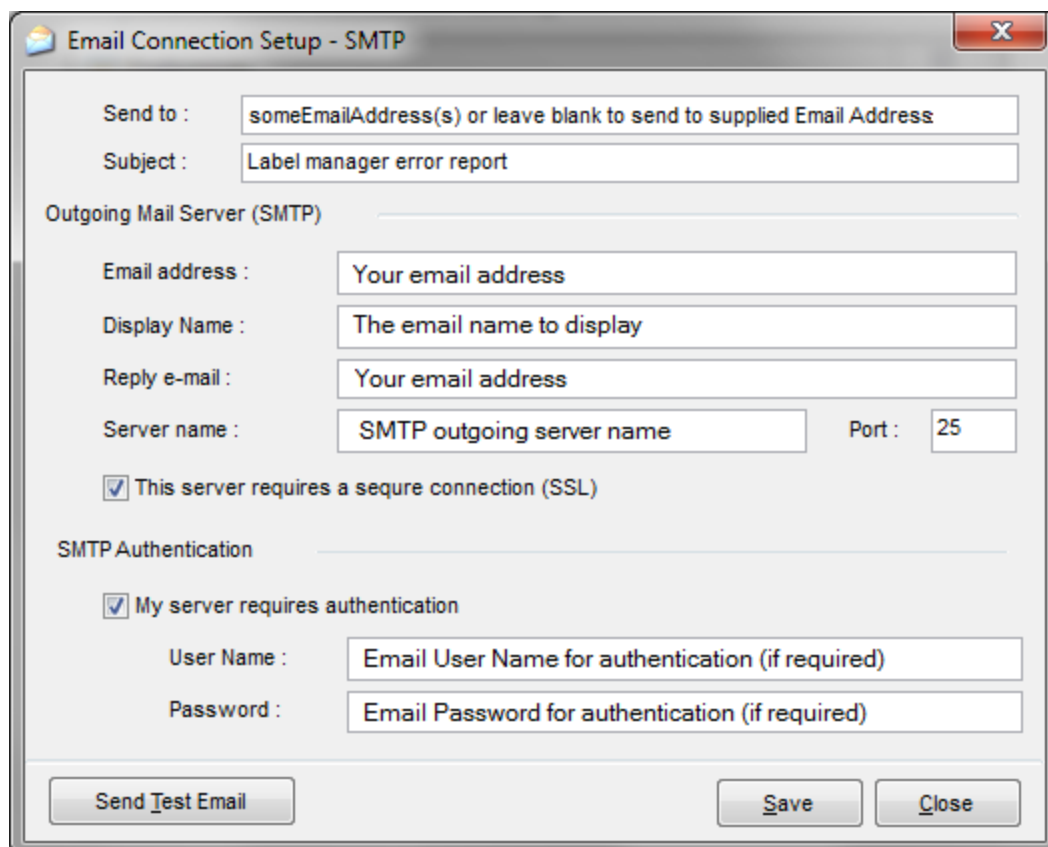
To write error to the EMRLManager.log file:

- Place a checkmark on **Log errors to file for external processes** option is normally used for unattended processing when generating reports / labels from external applications.

In order to send emails from the manager, users will need to configure via their outgoing email SMTP Settings from their email user account.

To automatically email any errors to a specific person per transaction:

- Place a checkmark on Email **log errors** option and Click the Email Connection Setup button. The Email Connection Setup – SMTP dialog is displayed.



The image shows a Windows-style dialog box titled "Email Connection Setup - SMTP". It contains several input fields and checkboxes for configuring an outgoing mail server. The fields are organized into sections: "Send to" and "Subject" at the top; "Outgoing Mail Server (SMTP)" with fields for "Email address", "Display Name", "Reply e-mail", "Server name", and "Port"; a checkbox for "This server requires a secure connection (SSL)"; an "SMTP Authentication" section with a checkbox for "My server requires authentication" and fields for "User Name" and "Password"; and three buttons at the bottom: "Send Test Email", "Save", and "Close".

Send to : someEmailAddress(s) or leave blank to send to supplied Email Address

Subject : Label manager error report

Outgoing Mail Server (SMTP)

Email address : Your email address

Display Name : The email name to display

Reply e-mail : Your email address

Server name : SMTP outgoing server name Port : 25

☒ This server requires a secure connection (SSL)

SMTP Authentication

☒ My server requires authentication

User Name : Email User Name for authentication (if required)

Password : Email Password for authentication (if required)

Send Test Email Save Close

Once you have entered all of the correct information you can click **Send Test Email** to verify success or if there are any errors. Once successful you can click **Save**.

Copying pre-designed Templates

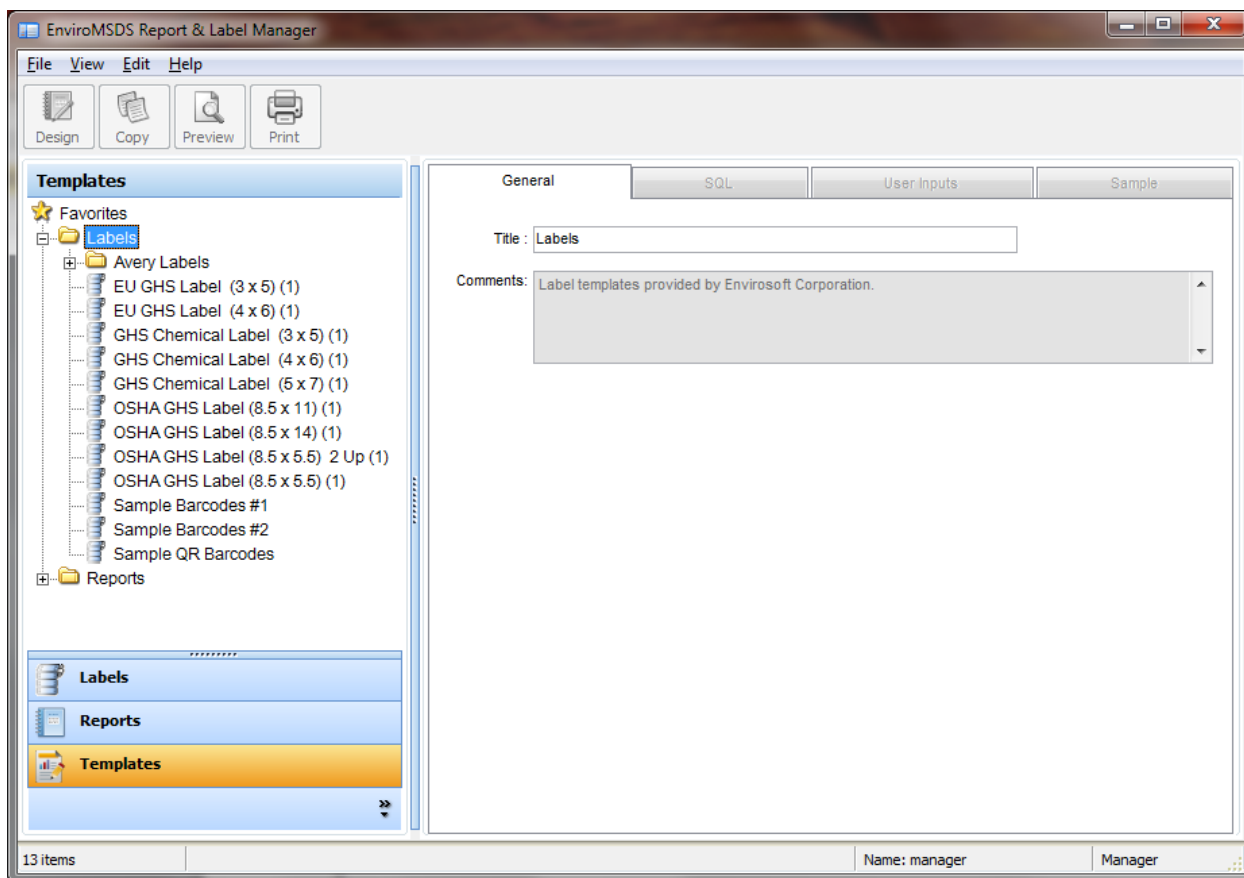
All of the pre-designed templates provided by Envirosoft are stored here and are available for you to copy and use.

Note: The **Templates Group** is only available for users logged in with a security level of **Administrator** or **Manager**

Note: New pre-defined templates may be included with new versions of EnviroMSDS Authoring software.

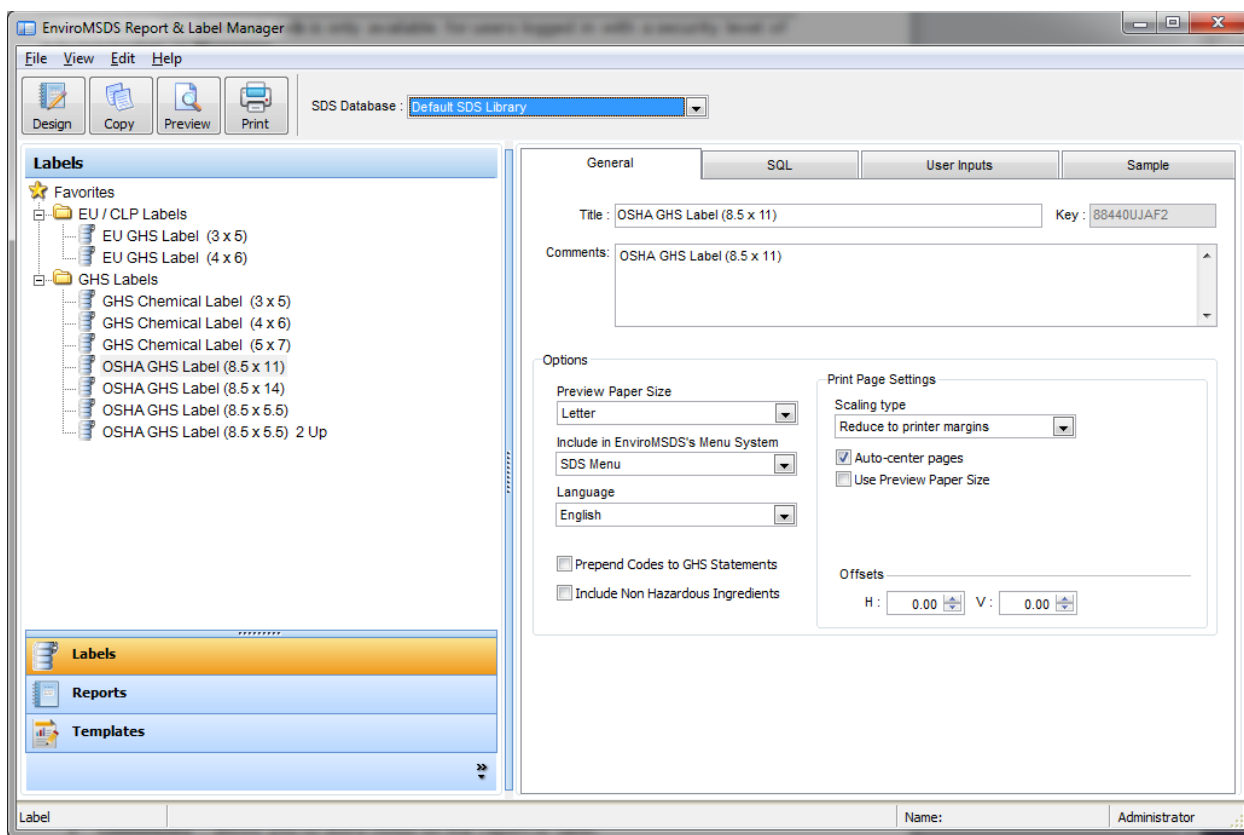
To copy a pre-designed Template:

- Select the **Templates Group**.
- Locate and highlight a report or label that is not already in use.
- **Copy** the selected item. See [How to Copy a Report or Label](#)



The General Tab

Note: The **General Tab** is only available for users logged in with a security level of **Administrator** or **Manager**



The **General tab** allows you to assign the information about the report or label and define the Optional output settings and adjustments.

The following options are available from the **General tab**:

- **Title** : the name of the report or label.
- **Key** : this is a unique system created Key that can be used with the <Report> tag in an XML file to lookup the report or label in place of the Title when [Generating Labels from External Applications](#)
- **Comments** : allows you to store notes on the report or label.

Additionally, when a report or label is selected, the **Options** section allows you to define the default output settings for the selected report or label.

The following settings are available:

- **Preview to Paper Size** : The default paper size to preview to should usually match the same paper size that was defined when designing the report or label. However, this will allow you to preview the output to different paper sizes and printer margins.

Note: When printing to a physical printer the print engine will use the printers current paper size setting. To **print** to the **Preview to Paper Size** setting, use the **Use Preview Paper Size** option.

Tip #1 : when generating small sized labels it can be very difficult to design them. One way around this is to design in a larger scale. For example, you need to print 2" x 4" labels. You can create a custom printer paper size of 6" x 12" to design the template (always maintain aspect ratio) and select 2" x 4" from **Preview to Paper Size** and the print engine will scale it to fit.

Tip #2 : to perform **N-up printing** use the **Multiple labels per sheet option** under **Preview Page Scaling** option. For Example you would design your label and then have it print multiple times on 8.5" x 11" paper.

- **Include in EnviroMSDS Menu System** : Allows you to assign if the report or label is allowed to appear in EnviroMSDS Authoring's menu system and if so under which Menu it will appear.
- **Language** : The output Language for the report or label (Default is English)..For information on how to generate labels in different languages and even bilingual Contact Envirosoft
- **Prepend Codes to GHS Statements** : by default when generating GHS Labels the GHS statements will not include the GHS Codes. To include the Codes with the GHS Statements, place a checkmark in front of it.
- **Include Non Hazardous Ingredients** : be default when including ingredients on a label the list will only include the Hazardous ingredients. To include the Non Hazardous along with the Hazardous place a checkmark in front of it.

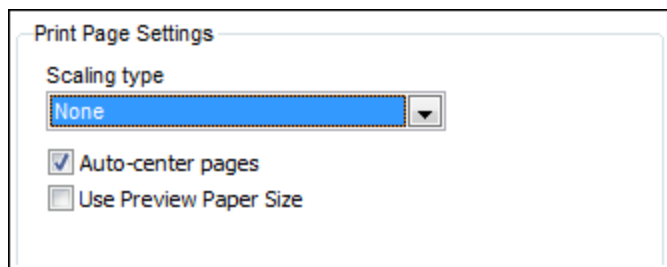
The **Print Page Settings** section allows you to further control the desired output.

The following settings are available:

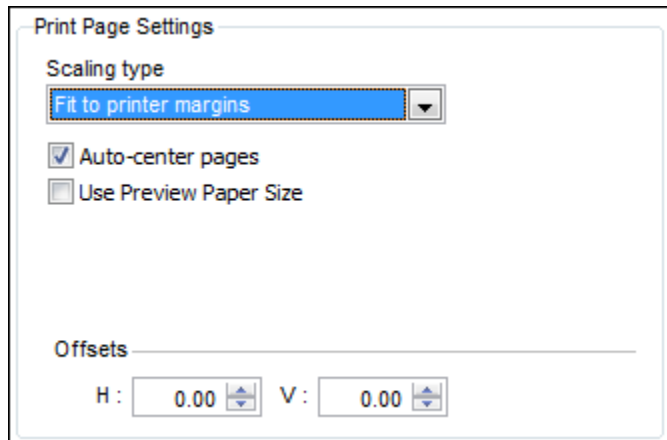
- **Scaling Type** : allows you additional adjustments to control the printed output.

The following options are:

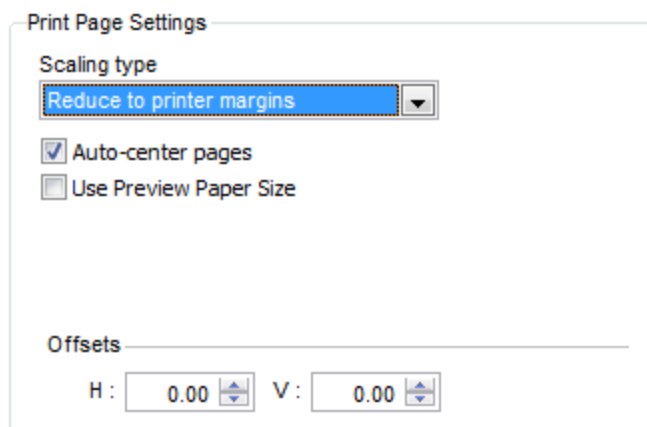
- **None:** The output will not be scaled but will appear on the page at 100%. This can result in loss of page data by cropping.



- **Auto-center pages** : Automatically centers undersize pages on the printer page.
- **Use Preview Paper Size** : This option allows you to send the **Preview to Paper Size** setting to the printer.
- **Fit to Printer Margins** : The page is fitted within the printer's margins, and may be expanded as necessary while maintaining aspect ratio.



- **Auto-center pages** : Automatically centers undersize pages on the printer page.
- **Use Preview Paper Size** : This option allows you to send the **Preview to Paper Size** setting to the printer.
- **Offsets** : allow you adjust the final output if necessary.
 - Use **H:** to **horizontally** adjust the page left or right by entering a negative or positive number respectively.
 - Use **V:** to **vertically** adjust the page up or down by entering a negative or positive number respectively
- **Reduce to Printer Margins** : Oversized output are reduced to fit the printer margins while maintaining aspect ratio, but undersized pages will not be expanded.



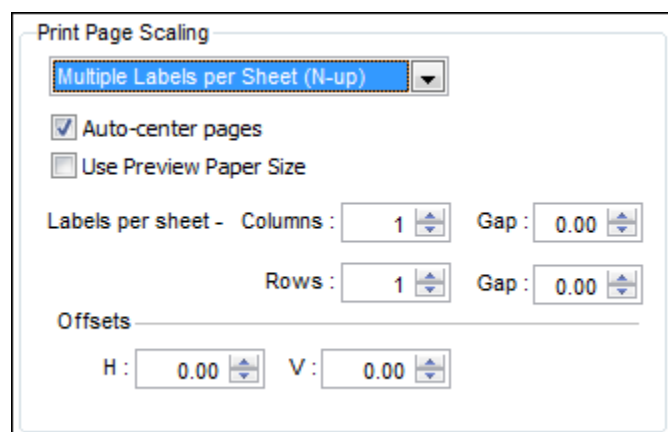
Print Page Settings

Scaling type

☒ Auto-center pages
☐ Use Preview Paper Size

Offsets
 H : V :

- **Auto-center pages** : Automatically centers undersize pages on the printer page.
- **Use Preview Paper Size** : This option allows you to send the **Preview to Paper Size** setting to the printer.
- **Offsets** : allow you adjust the final output if necessary.
 - Use **H**: to **horizontally** adjust the page left or right by entering a negative or positive number respectively.
 - Use **V**: to **vertically** adjust the page up or down by entering a negative or positive number respectively
- **Multiple Pages per Sheet** : Multiple labels can be printed on the same sheet of paper.



Print Page Scaling

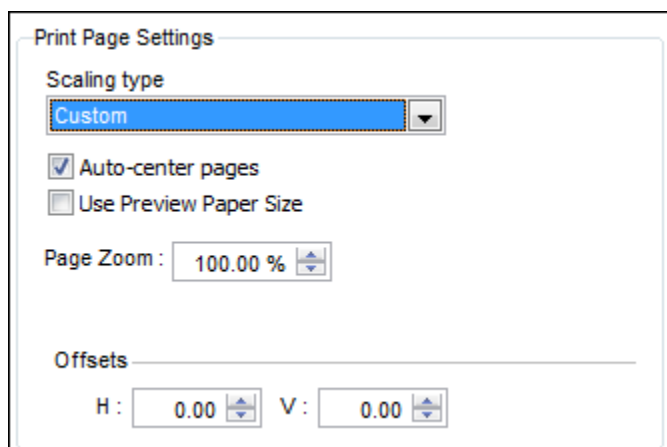
☒ Auto-center pages
☐ Use Preview Paper Size

Labels per sheet - Columns : Gap :
 Rows : Gap :

Offsets
 H : V :

- **Auto-center pages** : Automatically centers undersize pages on the printer page.
- **Use Preview Paper Size** : This option allows you to send the **Preview to Paper Size** setting to the printer.
- **Labels per sheet**. Allows you to choose the number of pages that will appear on one printed page using number of **Columns** and number of **Rows** and defining the **Gap** between the Columns and Rows.

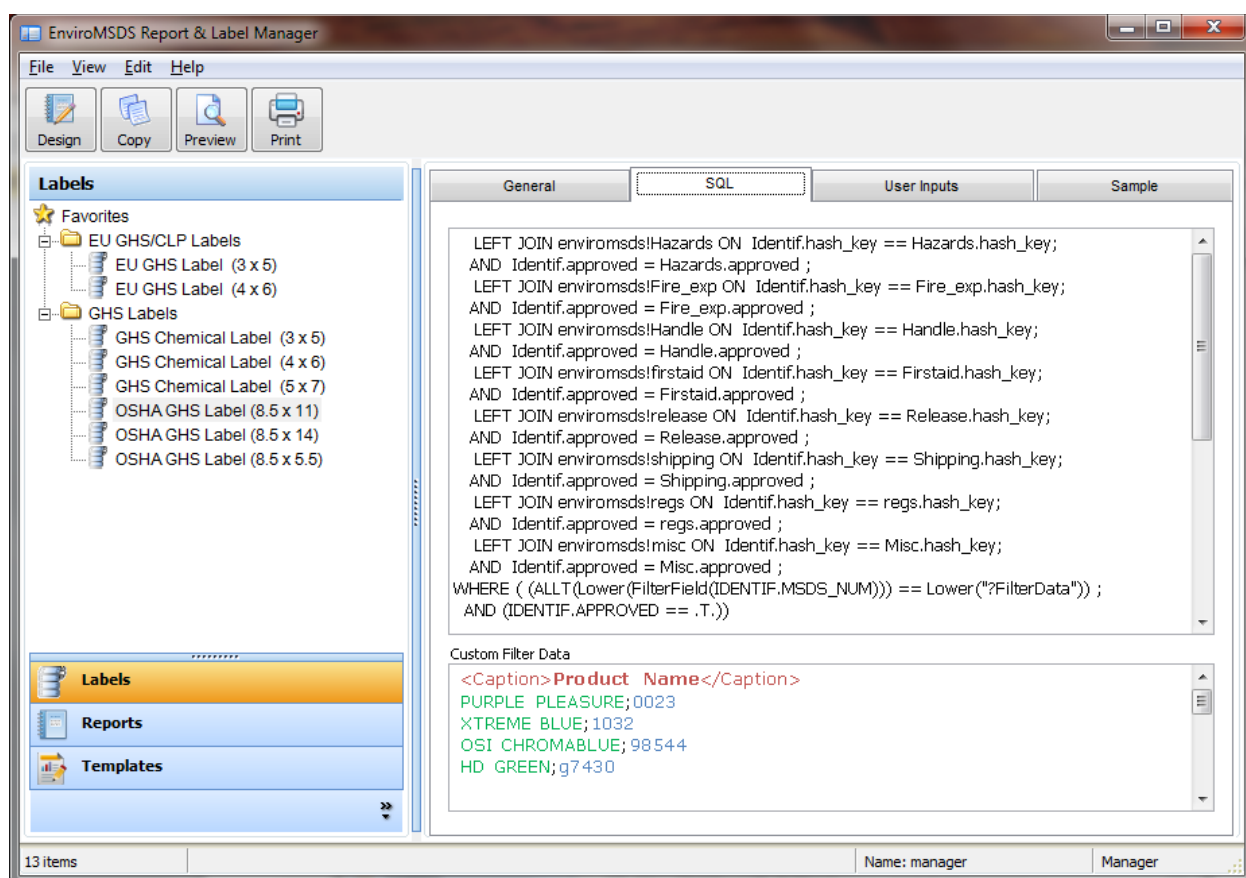
- **Offsets** : allow you adjust the final output if necessary.
 - Use **H:** to **horizontally** adjust the page left or right by entering a negative or positive number respectively.
 - Use **V:** to **vertically** adjust the page up or down by entering a negative or positive number respectively
- **Custom** : Permits the use to adjust the page zoom percentage maintaining aspect ratio of output page.



- **Auto-center pages** : Automatically centers undersize pages on the printer page.
- **Use Preview Paper Size** : This option allows you to send the **Preview to Paper Size** setting to the printer.
- **Page Zoom** : Allows you to enter the zoom percentage of the output page.
- **Offsets** : allow you adjust the final output if necessary.
 - Use **H:** to **horizontally** adjust the page left or right by entering a negative or positive number respectively.
 - Use **V:** to **vertically** adjust the page up or down by entering a negative or positive number respectively

The SQL Tab

Note: The **SQL Tab** is only available for users logged in with a security level of **Administrator** or **Manager**



Here is where the SQL Statement for the report / label is entered. The SQL Statement defines the result set that is used to generate the report / label.

Custom Filter Data

The Custom Filter Data is a semicolon delimited list separating the individual parts of the line. It is pretty much unlimited in how it can be used.

This allows the operator to select from a predefined dropdown list of Names in lieu of using the Search button to locate the **?FilterData** for the **?FilterField**.

Each line you create will be a separate item in the Dropdown list.

The **first part** of the line is what the operator will see to make a selection from.

The **second part** must be the necessary **?FilterData** for the **?FilterField** in the SQL statement to process.

Additional parts can be added to each line and can be used as a default input for the label that is specific to the **first part**.

Optionally, first item **<Caption> </Caption>** tag. It is used as the title for the Dropdown list.

Sample Custom Filter Data:

```
<Caption>Product Name</Caption>
PURPLE PLEASURE;0023
XTREME BLUE;1032
OSI CHROMABLUE;98544
HD GREEN;g7430
```

The User Inputs Tab

Please Note: The **User Inputs Tab** is only available for users logged in with a security level of **Administrator** or **Manager**

Overview:

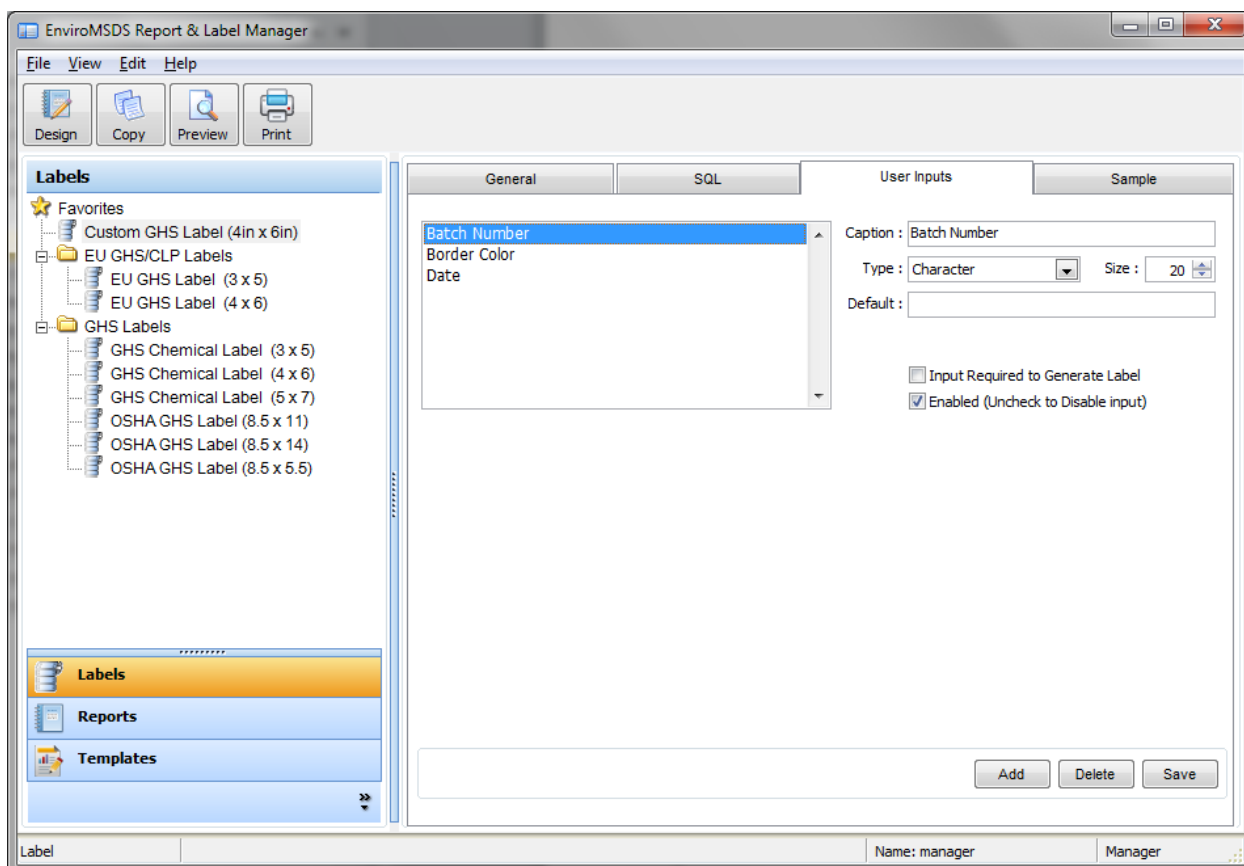
User Defined Inputs allow you to create user defined fields that can be used to output additional information on the report or label.

The User Defined Input is entered by the user at the time of the request to generate the report or label. Or if using [automation from an external process](#) by passing the Name / Value of information via an XML file

Some examples of User Inputs are:

- Batch Number
- Container Size
- Lot Number
- Barcodes (can be created using info from SDS combined with info from User Input, etc.)
- Package Quantity
- Quantity in Box
- Customer PO#
- Part Number
- Manufacture Date, other Dates.

This feature is very versatile and can be used to add most any kind of information dynamically.



To Add a new User Input:

- Click the **Add** button and a new input is created. The Caption will read **New User Defined Input (the input item number in the list)**
- **Caption** : change the text to what you want the users to see as the Caption for the field.
- **Type** : select one of the available types

The following User Input Types are available:

- **Character** : Input that allows alphanumeric text.
- **Number** : Input that allows integers or decimal numbers
- **Date** : Input that allows a date selection using a dropdown calendar.
- **Logical** : Input that provides a checkbox. Checked is true, Unchecked is false.
- **Dropdown** : Input is a custom user defined list that allows for a single selection.

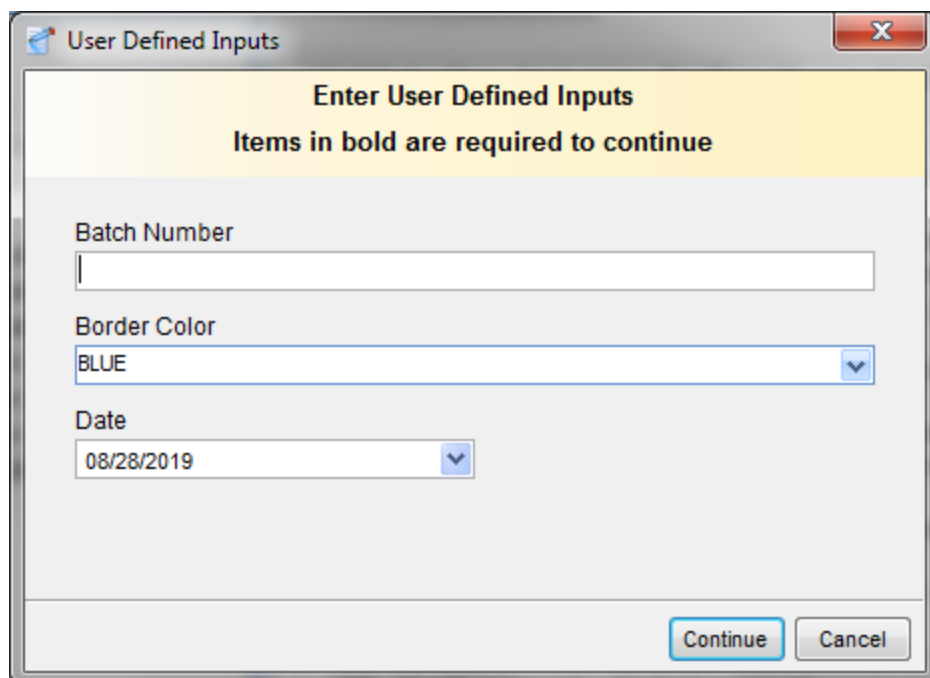
Here an Input named *Border Color* is used as an example of a Dropdown type and custom list of items with the Default set to BLUE.

- **Default** : the default value to display for the input on the User Defined Inputs Dialog.
- **Filter** : Only available for Dropdown types. Can be used to display a subset of the items in the list.
- **Input Required to Generate...** : if checked it would require that the input cannot be left blank to continue with the generation of the report or label.
- **Enabled (Uncheck to Disable input)** : if checked the Input will be displayed in the **User Defined Inputs Dialog**. Remove the checkmark to disable the input. **Note:** If there are no Enabled Inputs then the User Defined Inputs Dialog will not display.

When completed click the **Save** button.

User Defined Inputs Dialog

When running interactive if there are any User Inputs defined and enabled a **User Defined Inputs dialog** will be displayed requesting the user to enter the requested information.



The image shows a software dialog box titled "User Defined Inputs". It has a yellow header area with the text "Enter User Defined Inputs" and "Items in bold are required to continue". Below this, there are three input fields: "Batch Number" (a text box), "Border Color" (a dropdown menu showing "BLUE"), and "Date" (a date picker showing "08/28/2019"). At the bottom right, there are "Continue" and "Cancel" buttons.

User Defined Inputs

Enter User Defined Inputs
Items in bold are required to continue

Batch Number

Border Color

BLUE

Date

08/28/2019

Continue Cancel

Example of 3 User Defined Inputs.

The Sample Tab

From here you can preview the last report or label generated for the selected template.

The screenshot displays the 'EnviroMSDS Report & Label Manager' application window. The interface includes a menu bar (File, View, Edit, Help) and a toolbar with icons for Design, Copy, Preview, and Print. On the left, a 'Labels' sidebar lists various templates under 'Favorites' and 'GHS Labels', including EU GHS/CLP Labels and OSHA GHS Labels. The main window is divided into tabs: General, SQL, User Inputs, and Sample. The 'Sample' tab is active, showing a 'GHS & EU CLP™' label template. The label content includes hazard pictograms, a warning section, GHS classifications, hazard statements, precautionary statements, first aid instructions, fire response, spill response, and storage and handling instructions. The bottom status bar shows '13 items' and 'Name: manager'.

EnviroMSDS Report & Label Manager

File View Edit Help

Design Copy Preview Print

Labels

Favorites

- EU GHS/CLP Labels
 - EU GHS Label (3 x 5)
 - EU GHS Label (4 x 6)
- GHS Labels
 - GHS Chemical Label (3 x 5)
 - GHS Chemical Label (4 x 6)
 - GHS Chemical Label (5 x 7)
 - OSHA GHS Label (8.5 x 11)
 - OSHA GHS Label (8.5 x 14)
 - OSHA GHS Label (8.5 x 5.5)

Labels

Reports

Templates

13 items

General SQL User Inputs **Sample**

Fit to Width Page 1 of 1

GHS & EU CLP™

WARNING

GHS CLASSIFICATIONS
Eye Corrosion, Category 1; Acute Toxicity (Inhalation), Category 1B; Skin Corrosion, Category 2

HAZARD STATEMENTS
May cause respiratory irritation. Harmful to aquatic life with long lasting effects. Combustible liquid. May be harmful if swallowed. May be harmful in contact with skin. May cause harm to breast-fed children. Causes mild skin irritation. Causes eye irritation. May be harmful if inhaled. Toxic to aquatic life. Harmful if swallowed. Harmful to aquatic life.

PRECAUTIONARY STATEMENTS
Do not handle until all safety precautions have been read and understood. Keep away from clothing and other combustible materials. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Do not spray on an open flame or other ignition source. Do not allow contact with air. Avoid breathing dust/fume/gas/mist/vapour/spray. Avoid contact during pregnancy and while nursing. Wash ... thoroughly after handling. Avoid release to the environment. Use personal protective equipment as required. IF SWALLOWED: Rinse mouth. Do NOT induce vomiting. IF ON SKIN: Wash with plenty of water... If skin irritation or rash occurs. Get medical advice/attention. If experiencing respiratory symptoms: Call a POISON CENTER/doctor... Take off contaminated clothing. Store in a well-ventilated place. Keep container tightly closed. Dispose of contents/container to ...

FIRST AID
EYES: If irritation occurs, flush eye(s) with lukewarm, gently flowing water for 5 minutes. If irritation persists, seek medical advice.
SKIN: Wash skin with soap and water. Remove contaminated clothing. Obtain medical advice if irritation persists. Wash clothing before reuse. If product is injected into or under any part of the skin, or into any part of the body, the individual should be evaluated immediately by a physician as an emergency.
INGESTION: Swallowing a small amount is not expected to be of significant harm unless aspirated into the lungs. For larger amounts, do not induce vomiting unless directed to do so by medical personnel. If vomiting occurs naturally, have the individual lean forward to reduce the risk of aspiration. Never give anything by mouth to a person who is losing consciousness or is unconscious. **Quickly seek medical assistance.**
INHALATION: If exposed to excessive levels of mists or fumes, remove to fresh air and get medical attention if cough or other symptoms develop. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Seek medical attention. Vapor pressure is very low. Vapor inhalation (unless aspirated) under ambient temperatures is not expected.

NOTES TO PHYSICIAN: Not Available

SHIPPING DESCRIPTION
UNNA NUMBER: 3099, Oxidizing Liquid, Corrosive, N.O.S. (contains Sodium Nitrite, Tetrasodium ethylenediaminetetraacetate) 5.1 (6) ,II

FIRE RESPONSE
Wear self contained breathing apparatus for fire fighting if necessary. Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.

SPILL RESPONSE
Wear suitable protective equipment. Do not touch or walk through spilled material. Contain spillage, soak up with absorbent material such as sand, earth, vermiculite and transfer to a container for disposal according to local/state/federal regulations. Flush spill area with water.

STORAGE AND HANDLING
Keep container tightly closed in a dry and well-ventilated place. Containers which are opened must be kept tightly resealed and kept upright to prevent leakage. Avoid contact with eyes, skin, and clothing. Avoid inhalation of vapors. Wash thoroughly after handling. Container may hold pressure when stored at elevated temperatures. Loose closure mechanism before opening. Avoid contact with heat, skin, and clothing. Wash thoroughly after handling. Change soiled clothing. Avoid inhalation of vapors upon opening container. Monitor proper storage. Follow all GHS label precautions even if the container is empty as they may indicate potential residues.

EnviroMSDS Corporation
2043 W. Las Flores Dr.
Pueblo West, CO 81067

Transportation/Spill 24-Hour Emergency Phone Number
719-647-6652 (emergencies only)
Date: 05/26/13

Name: manager Manager

Creating a Folder

Please Note: This feature is only available for users logged in with a security level of **Administrator** or **Manager**.

Tip: Folders can only be created under the Favorites or another folder.

To create a new folder:

- From the File menu choose **New > Folder**
or
- From a valid item, right click and from the popup menu select **New Folder**.
- Highlight the Folder and from the **General Tab**, modify the **Title** text.

Renaming a Folder

Please Note: This feature is only available for users logged in with a security level of **Administrator** or **Manager**.

To rename a Folder:

- Highlight the Folder and from the **General Tab**, modify the **Title** text.

Deleting a Report, Label or Folder

Please Note: This feature is only available for users logged in with a security level of **Administrator** or **Manager**.

To delete the selected report, label or folder:

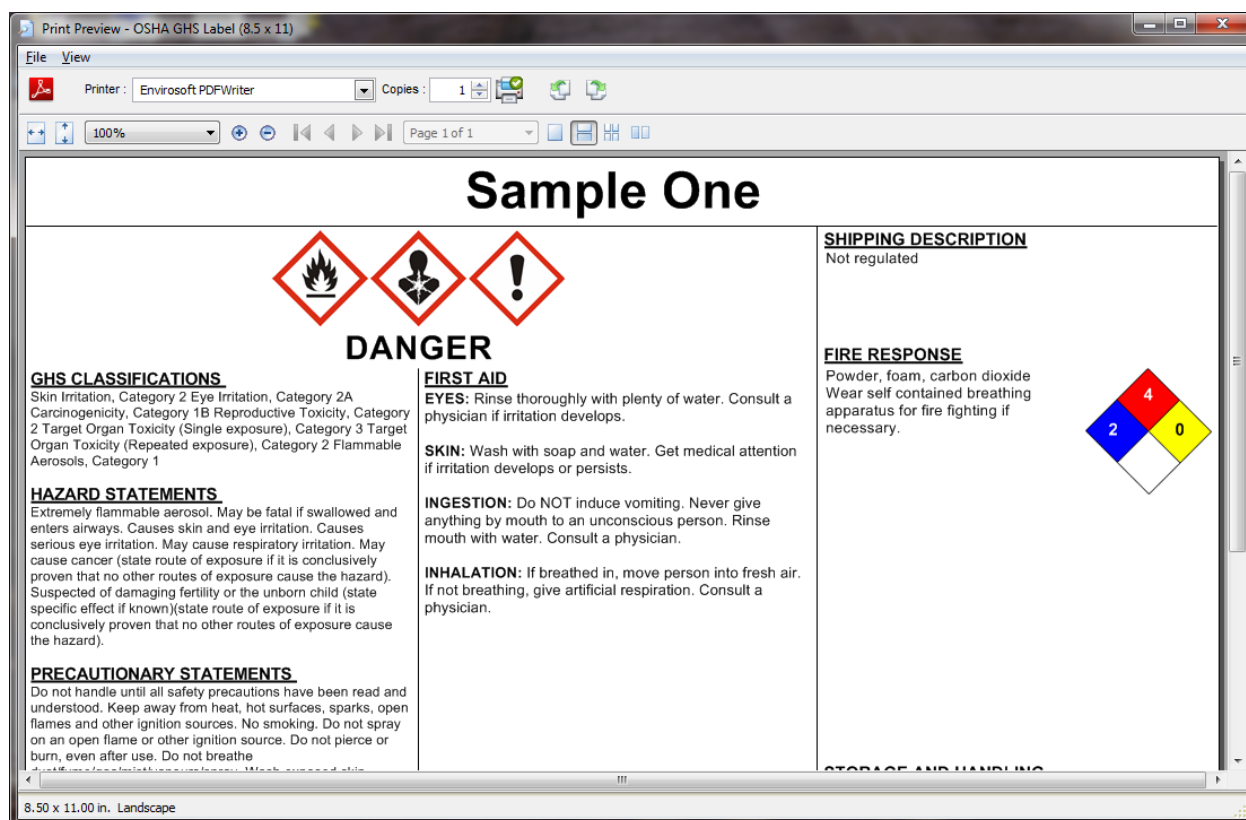
Please Note:

You cannot delete any of the Favorites folders and you can only delete empty folders

- Select the item you want to delete.
- From the File menu select **Delete**
or
- Right-click on the selected item and select **Delete**.
- At the confirmation window, click **Yes**.

Warning This is an **unrecoverable** process! Do not delete any item unless you are absolutely sure you do not need it.

The Print Preview Window

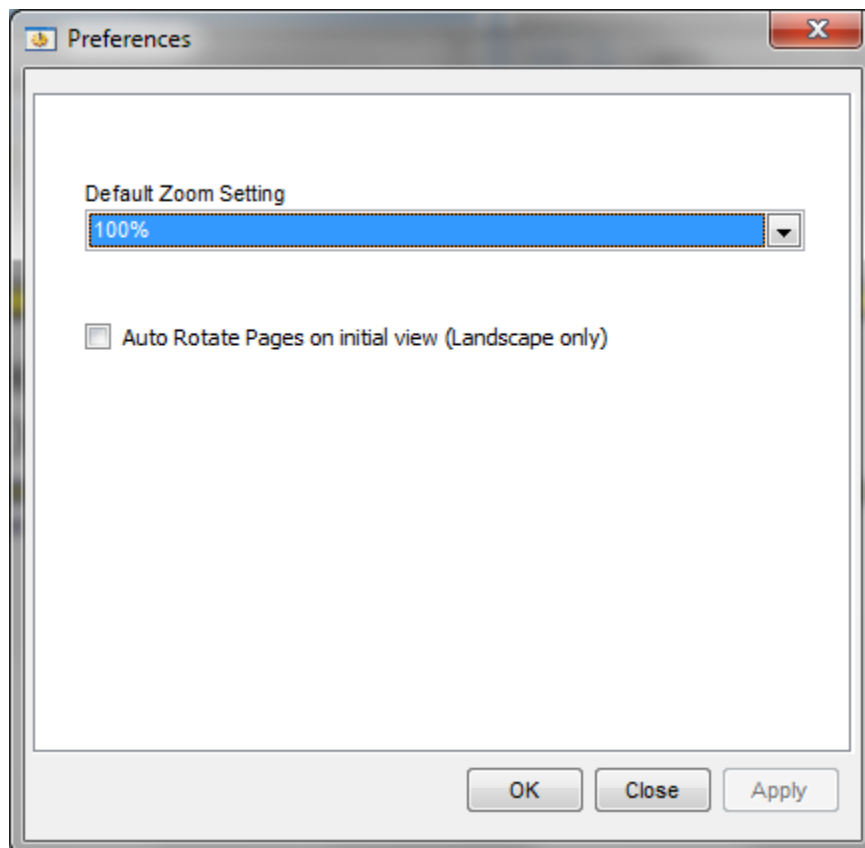


Setting Print Preview Preferences

To set Print Preview preferences :

- Set the **Default Zoom Setting** you prefer when the previewer window is initially displayed
- The **Auto Rotate Pages when printing (Landscape only)** option will auto rotate Landscape designed Labels an additional 90° to the printer. This will output the label upside down. This feature can be useful when printing labels to items like buckets that are on a conveyer upside down.

Tip: You still have full rotation control over the output from the Print Preview window. Whether the Auto Rotate option is set or not.



How to Print or Preview a Label

To **Print** a Label:

- From the **Labels Group**, select from any of the available labels.
- From the **Menu – File – Print...**
or
- From the **Toolbar**, click the **Print** button.
or
- Right click on the Label Icon and from the popup menu, select **Print...**

The **Print dialog** will appear allowing you to select the printer.

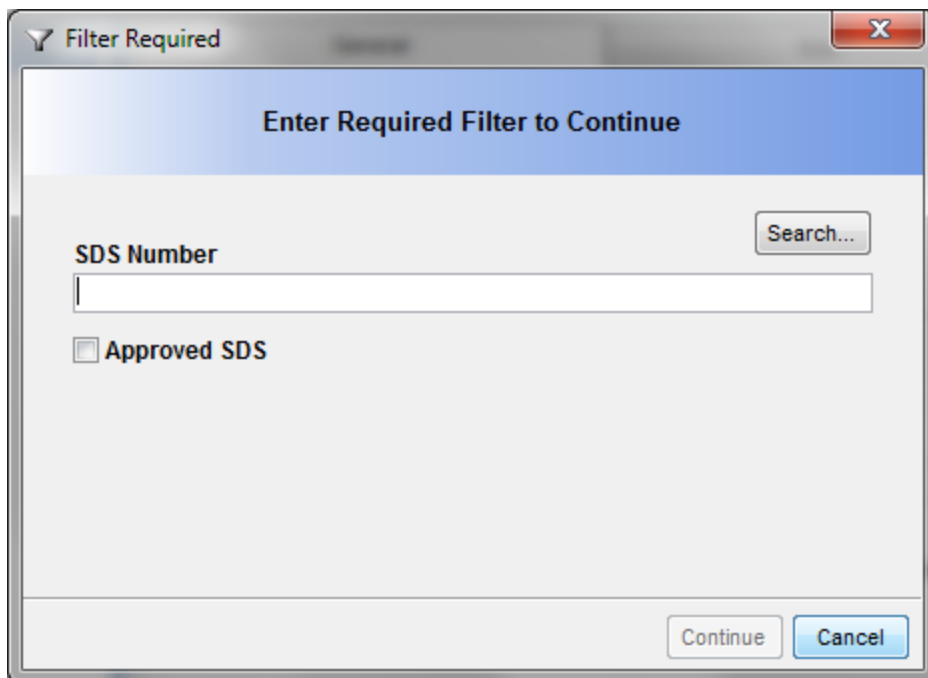
- From the **Print dialog** select the printer and click **Print** to continue or **Cancel** to abort.

To **Preview** a Label:

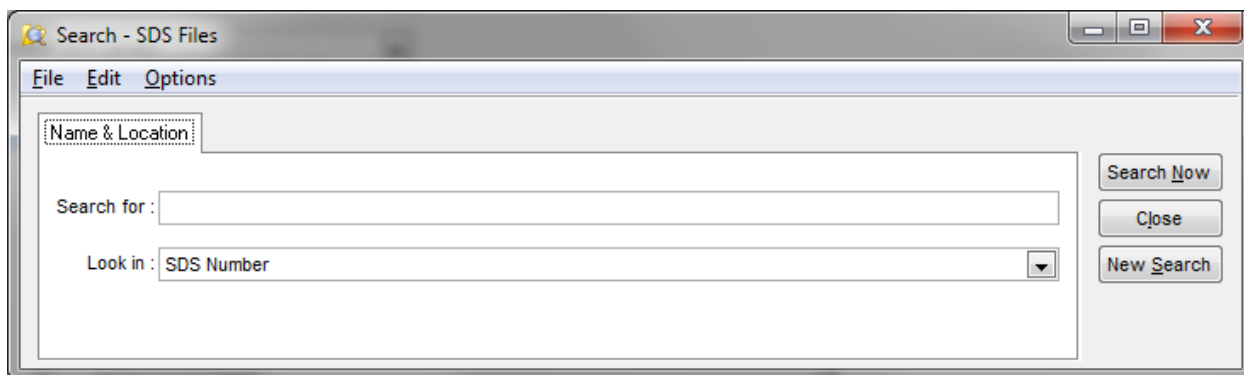
- From the **Labels Group**, select from any of the available labels.
- From the **Menu – File – Preview...**
or
- From the **Toolbar**, click the **Preview** button.
or
- Right click on the Labels Icon and from the popup menu, select **Preview...**

If the Label's SQL Where clause (entered in the SQL Tab) contains any **?FilterData** requests you will be prompted to provide the necessary information to continue. The **Filter Required** dialog will be displayed.

Tip: To bypass the search requirement for the **?FilterData** you can create a pre-defined list of choices for an operator to select from. For additional information, see: [Custom Filter Data](#)



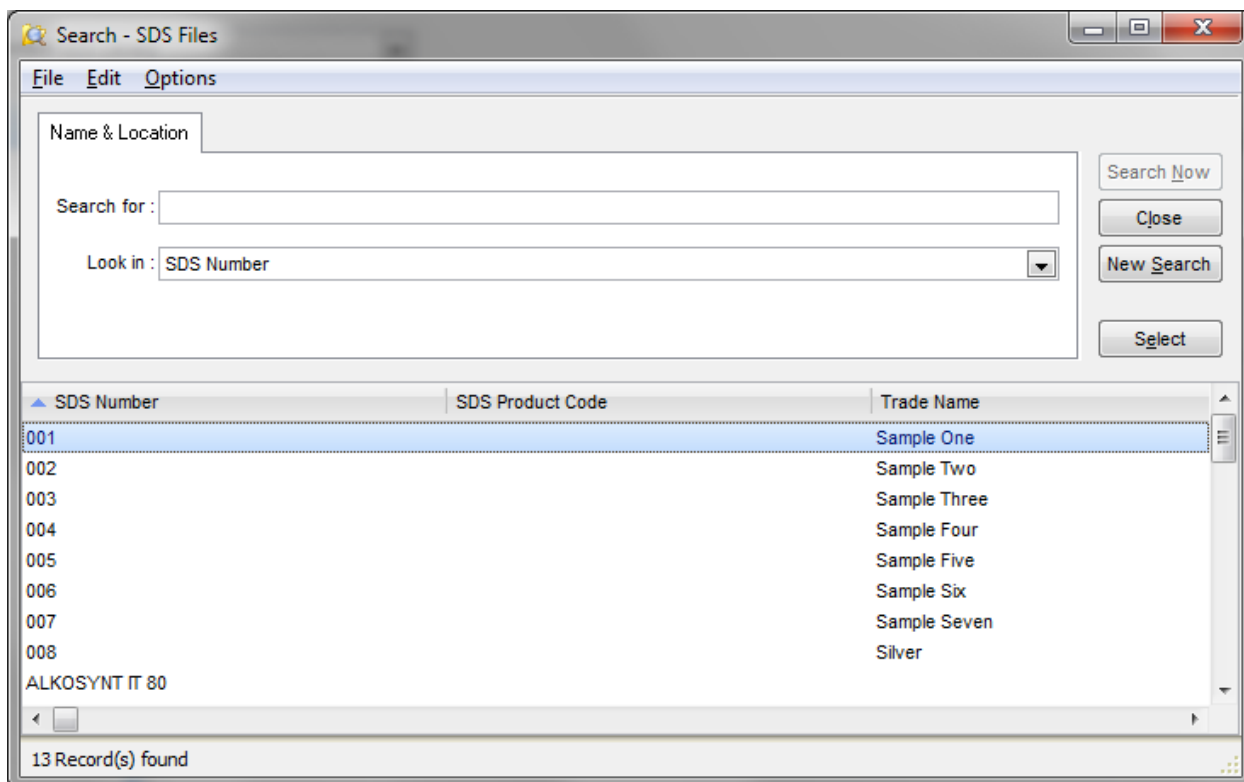
In this example, you can enter the correct SDS Number or you can click the **Search** button to open the Search window



- From the Search window select the **Look in:** for the field to use to locate items that match what you enter in the **Search for:**

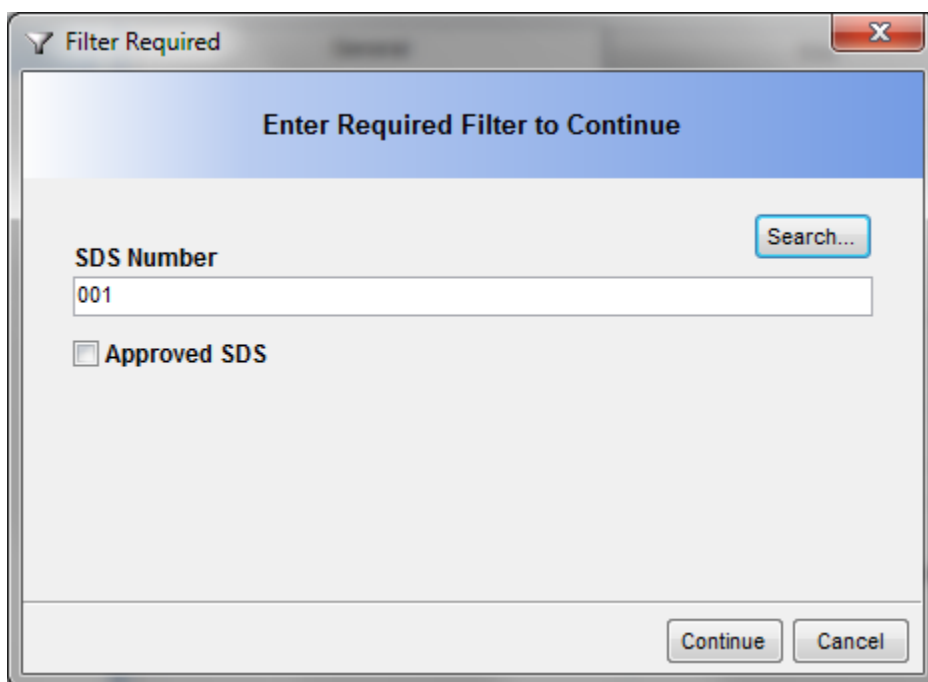
Tip: If you leave the **Search for:** blank and click **Search Now**, all items will be returned to select an item from.

From the **Search for:** enter the text to search for (**Note:** the search will locate all items that contain the text you enter) and then click **Search Now**. If any items are found a list will be displayed.



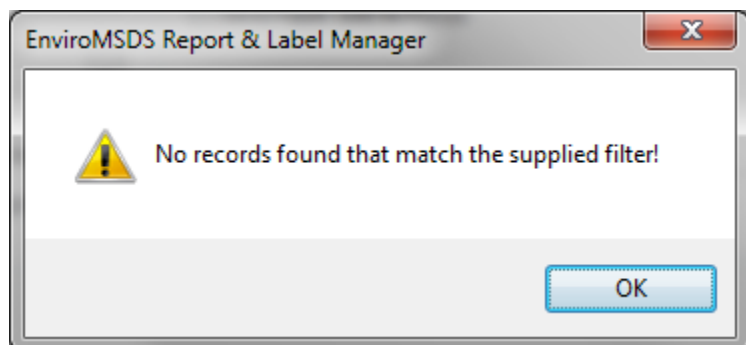
If the item your searching for is not in the list click **New Search** and repeat the process.
or

If the item your searching for is in the list, highlight the item and double click it or click the **Select** button. The Filter Required dialog is displayed with the required Filter data filled in for you.



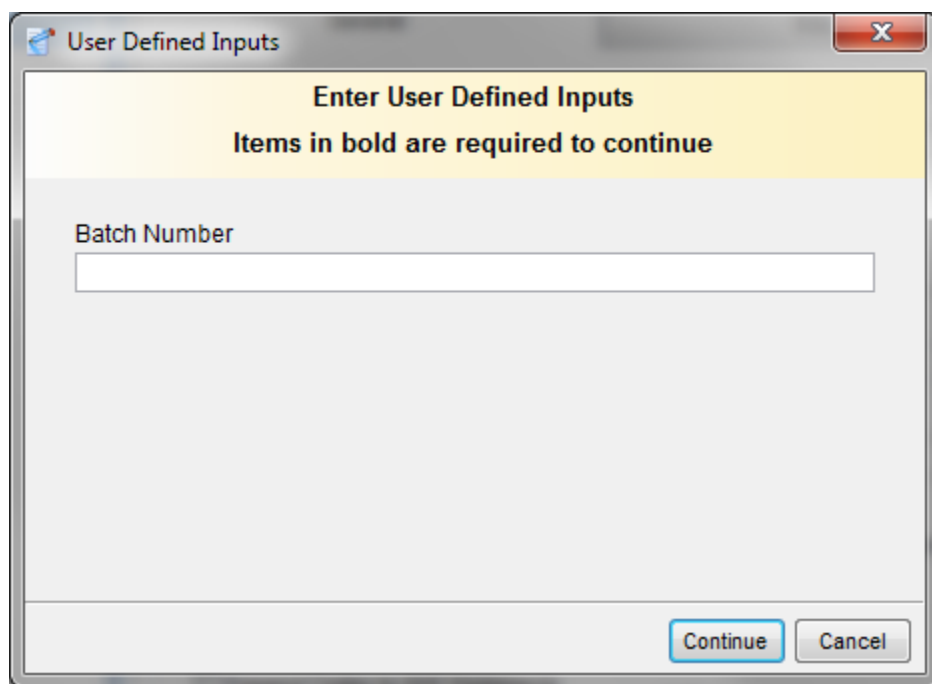
- Complete any other Filter options.
- Click the **Continue** button.

If the Filter does not return a result you will see the message:



Otherwise:

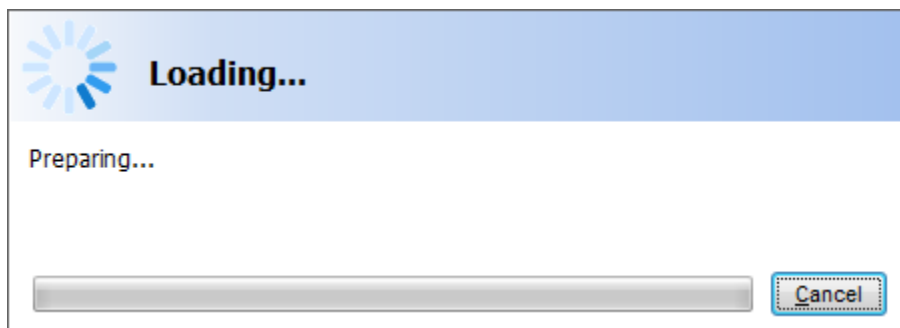
If there are any User Inputs defined and enabled the **User Defined Inputs** dialog will be displayed.



Enter the necessary information and click **Continue** or **Cancel** to abort.

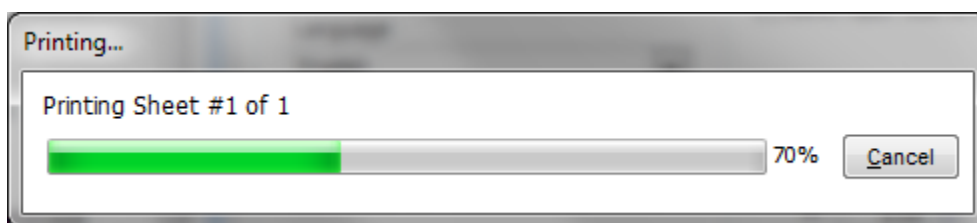
Note: Only those items that are in **Bold** cannot be left blank to **Continue**.

If you continued the label engine will initialize the process of generating the Label. The engine progress window is displayed.



Hint: you can **Cancel** the process to stop the engine from completing the full output.

If you selected to **Print** you may see **Printing...** progress window.:



The Label is sent to the selected printer.

If you selected to **Preview** the **Print Preview window** will be displayed.

Print Preview - OSHA GHS Label (8.5 x 11)

File View

Printer: Envirosoft PDFWriter Copies: 1

75% Page 1 of 1

Sample One





DANGER

GHS CLASSIFICATIONS
Skin Irritation, Category 2 Eye Irritation, Category 2A Carcinogenicity, Category 1B Reproductive Toxicity, Category 2 Target Organ Toxicity (Single exposure), Category 3 Target Organ Toxicity (Repeated exposure), Category 2 Flammable Aerosols, Category 1

HAZARD STATEMENTS
Extremely flammable aerosol. May be fatal if swallowed and enters airways. Causes skin and eye irritation. Causes serious eye irritation. May cause respiratory irritation. May cause cancer (state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard). Suspected of damaging fertility or the unborn child (state specific effect if known)(state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard).

PRECAUTIONARY STATEMENTS
Do not handle until all safety precautions have been read and understood. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Do not spray on an open flame or other ignition source. Do not pierce or burn, even after use. Do not breathe dust/fume/gas/mist/vapours/spray. Wash exposed skin thoroughly after handling. Use only outdoors or in a well-ventilated area. Wear protective gloves/protective clothing/eye protection/face protection. IF SWALLOWED: Immediately call a POISON CENTER/doctor... IF ON SKIN: Wash with plenty of soap and water. IF INHALED: Remove person to fresh air and keep comfortable for breathing. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. IF exposed or concerned: Get medical advice/attention. Call a POISON CENTER/doctor/physician if you feel unwell. Get medical advice/attention if you feel unwell. Do NOT induce vomiting. If skin irritation occurs: Get medical advice/attention. If eye irritation persists: Get medical advice/attention. Take off contaminated clothing. Store in a well-ventilated place. Keep container tightly closed. Store locked up. Protect from sunlight. Do not expose to temperatures exceeding 50 °C/122 °F. Dispose of container in accordance with local, regional and national regulations.

FIRST AID
EYES: Rinse thoroughly with plenty of water. Consult a physician if irritation develops.
SKIN: Wash with soap and water. Get medical attention if irritation develops or persists.
INGESTION: Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.
INHALATION: If breathed in, move person into fresh air. If not breathing, give artificial respiration. Consult a physician.

SHIPPING DESCRIPTION
Not regulated

FIRE RESPONSE
Powder, foam, carbon dioxide
Wear self contained breathing apparatus for fire fighting if necessary.



STORAGE AND HANDLING
Pressurized container. Protect from sunlight and do not expose to temperatures exceeding 122°F. Do not puncture, incinerate or crush. Store locked up. Do not handle or store near an open flame, heat or other sources of ignition. Refrigeration recommended.
Contents under pressure. Keep out of reach of children. Read label cautions carefully. Follow label directions to avoid injury. Use with adequate ventilation. Do not use in confined areas. Keep away from heat, sparks or open flames. Wash hands thoroughly after each use. Do not smoke while using. Avoid contact with skin and eyes. Avoid breathing vapour or mist. Do not puncture or incinerate container.

Consult SDS for Full Statements of Health, Safety, and Environmental Information.



Envirosoft Corporation
2043 W. Las Flores Drive
Pueblo West, CO 81007

Date: 06/27/2019

8.50 x 11.00 in. Landscape

For additional information, see: [The Print Preview Window](#)

How to Print or Preview a Report

To **Print** a Report:

- From the **Reports Group**, select from any of the available reports.
- From the **Menu – File – Print...**
or
- From the **Toolbar**, click the **Print** button.
or
- Right click on the Report Icon and from the popup menu, select **Print...**

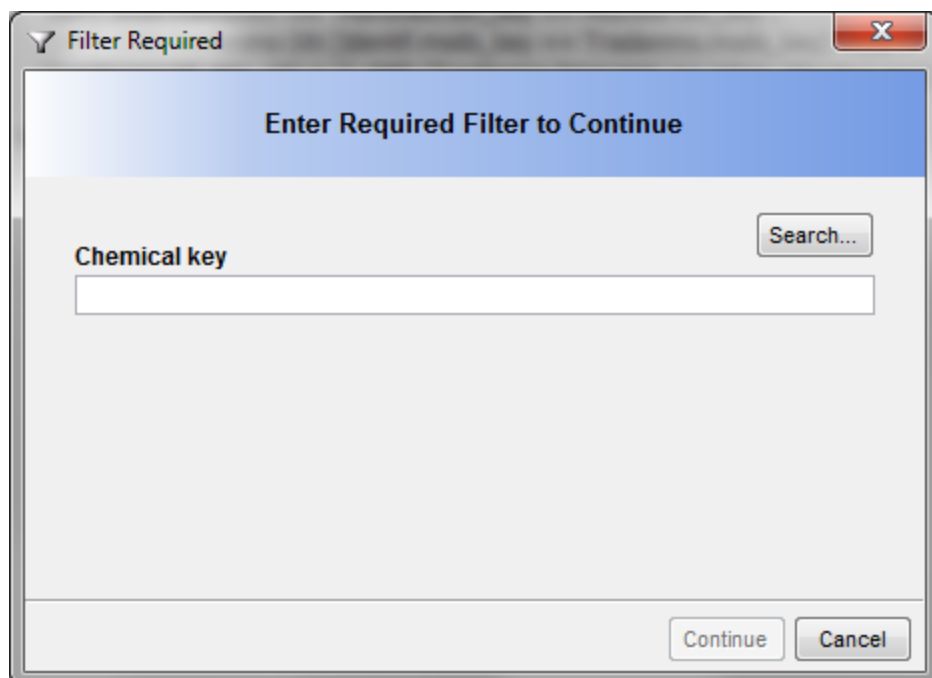
The **Print dialog** will appear allowing you to select the printer.

- From the **Print dialog** select the printer and click **Print** to continue or **Cancel** to abort.

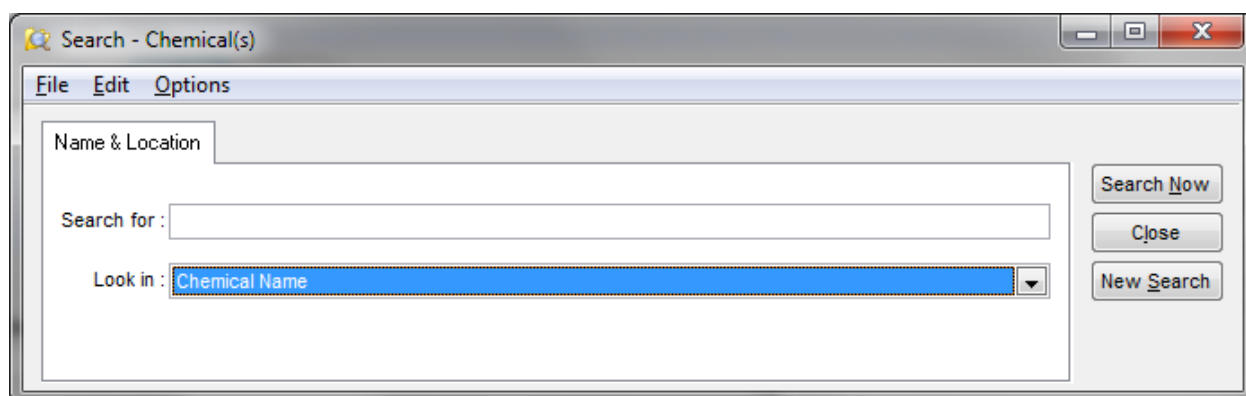
To **Preview** a Report:

- From the **Reports Group**, select from any of the available reports.
- From the **Menu – File – Preview...**
or
- From the **Toolbar**, click the **Preview** button.
or
- Right click on the Report Icon and from the popup menu, select **Preview...**

If the Report's SQL Where clause (entered in the SQL Tab) contains any **?FilterData** requests you will be prompted to provide the necessary information to continue. The **Filter Required** dialog will be displayed.



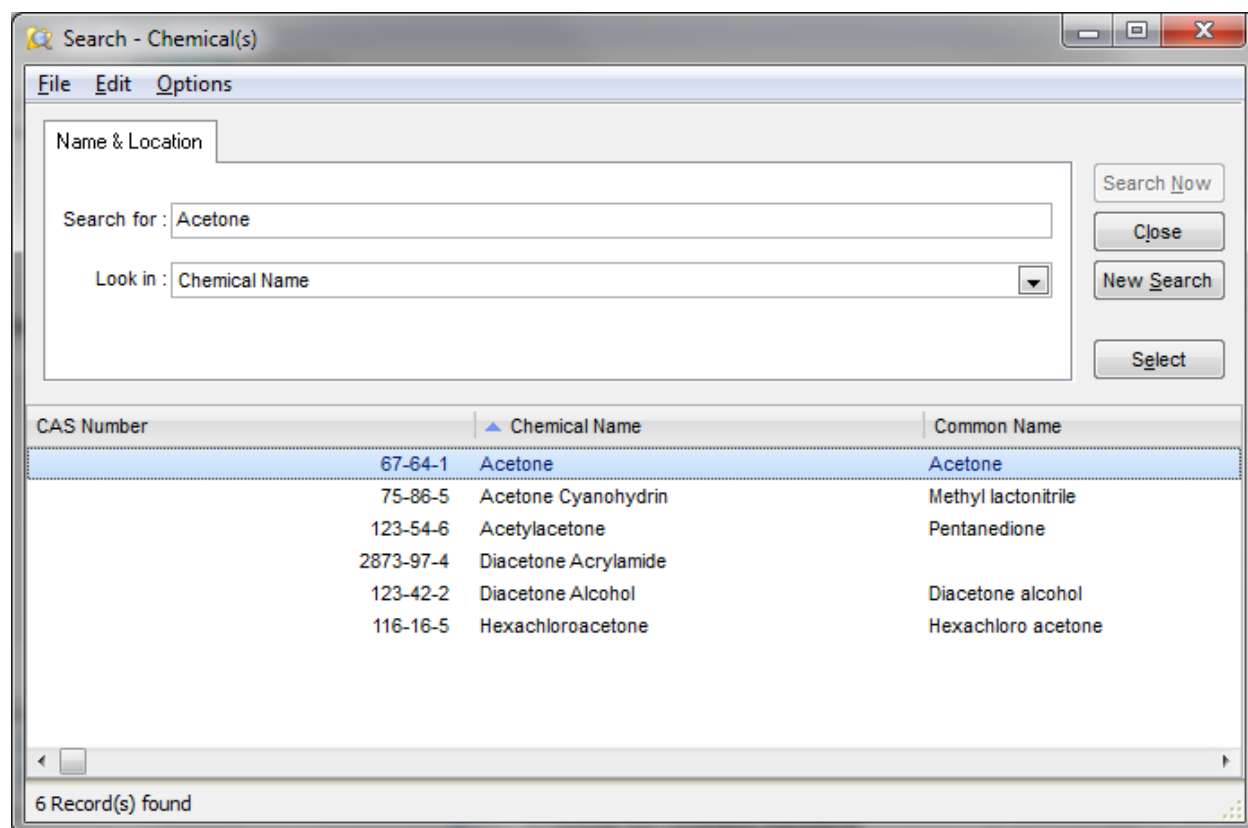
In some cases we use an internal key to select the correct record from a database. We don't expect you to know those keys. In this case you can click the **Search** button to open the Search window



- From the Search window select the **Look in:** for the field to use to locate items that match what you enter in the **Search for:**

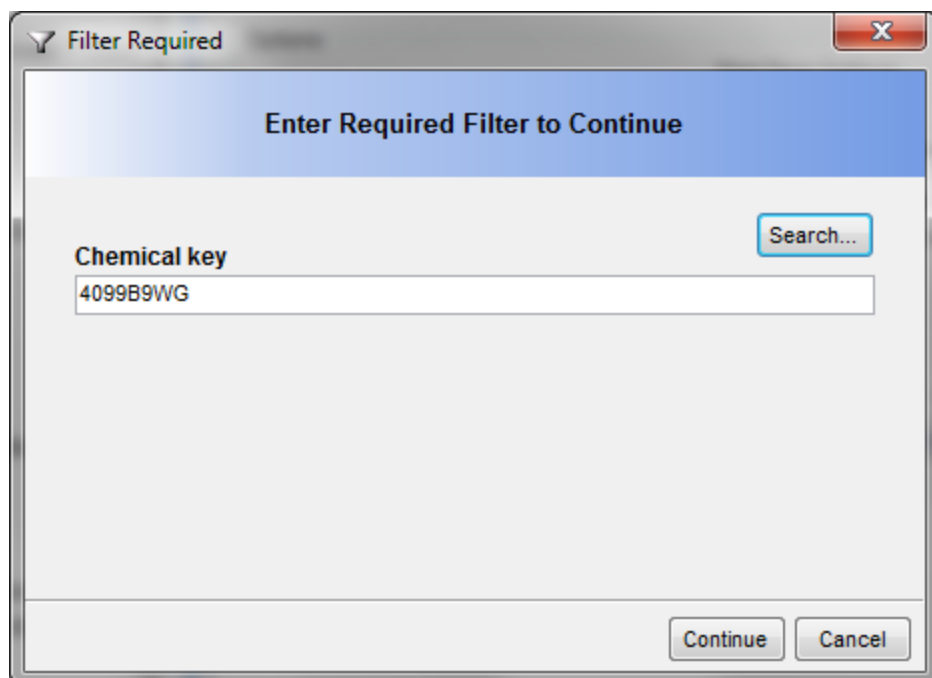
Tip: If you leave the **Search for:** blank and click **Search Now**, all items will be returned to select an item from.

From the **Search for:** enter the text to search for (**Note:** the search will locate all items that contain the text you enter) and then click **Search Now**. If any items are found a list will be displayed.



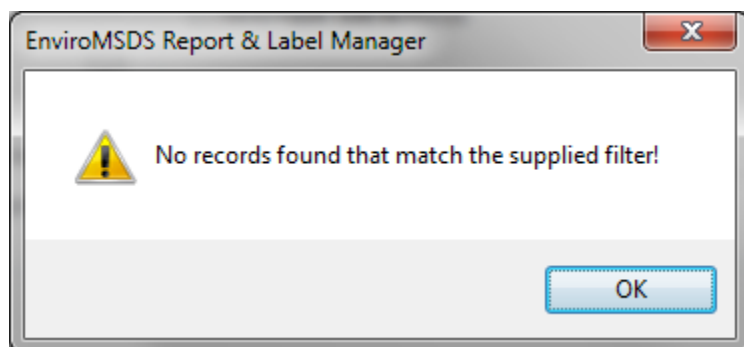
If the item your searching for is not in the list click **New Search** and repeat the process.
or

If the item your searching for is in the list, highlight the item and double click it or click the **Select** button. The Filter Required dialog is displayed with the required Filter data filled in for you.



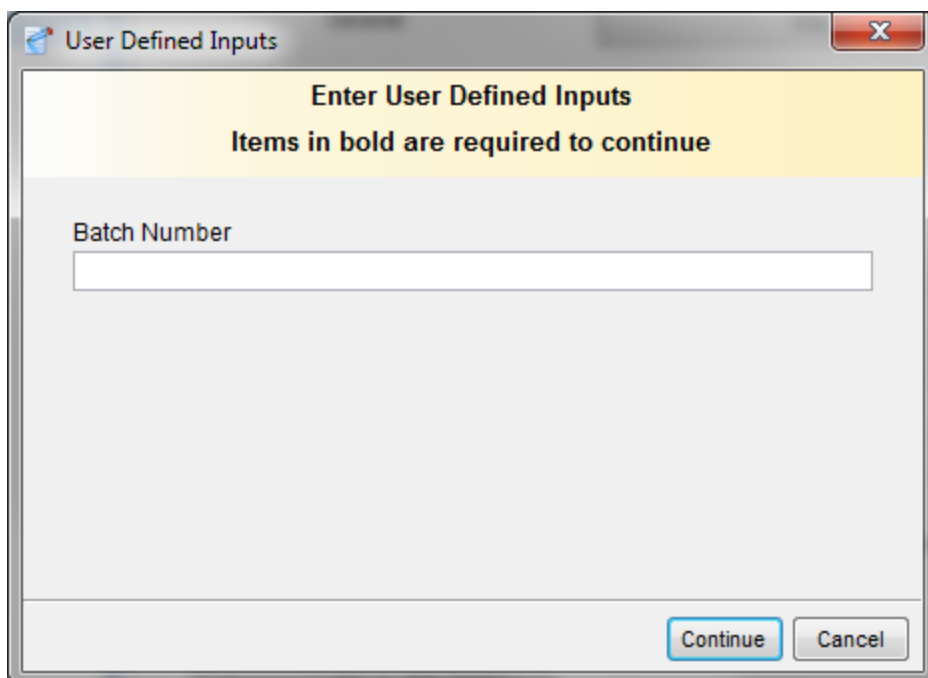
- Click the **Continue** button.

If the Filter does not return a result you will see the message:



Otherwise:

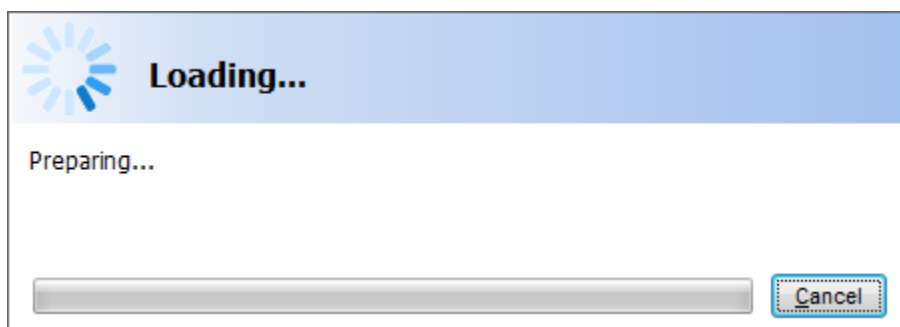
If there are any User Inputs defined and enabled the **User Defined Inputs** dialog will be displayed.

A dialog box titled "User Defined Inputs" with a yellow header bar. The header bar contains the text "Enter User Defined Inputs" and "Items in bold are required to continue". Below the header bar is a text input field labeled "Batch Number". At the bottom right of the dialog box are two buttons: "Continue" and "Cancel".

Enter the necessary information and click **Continue** or **Cancel** to abort.

Note: Only those items that are in **Bold** cannot be left blank to **Continue**.

If you continued, the report engine will initialize the process of generating the Report. The engine progress window is displayed.

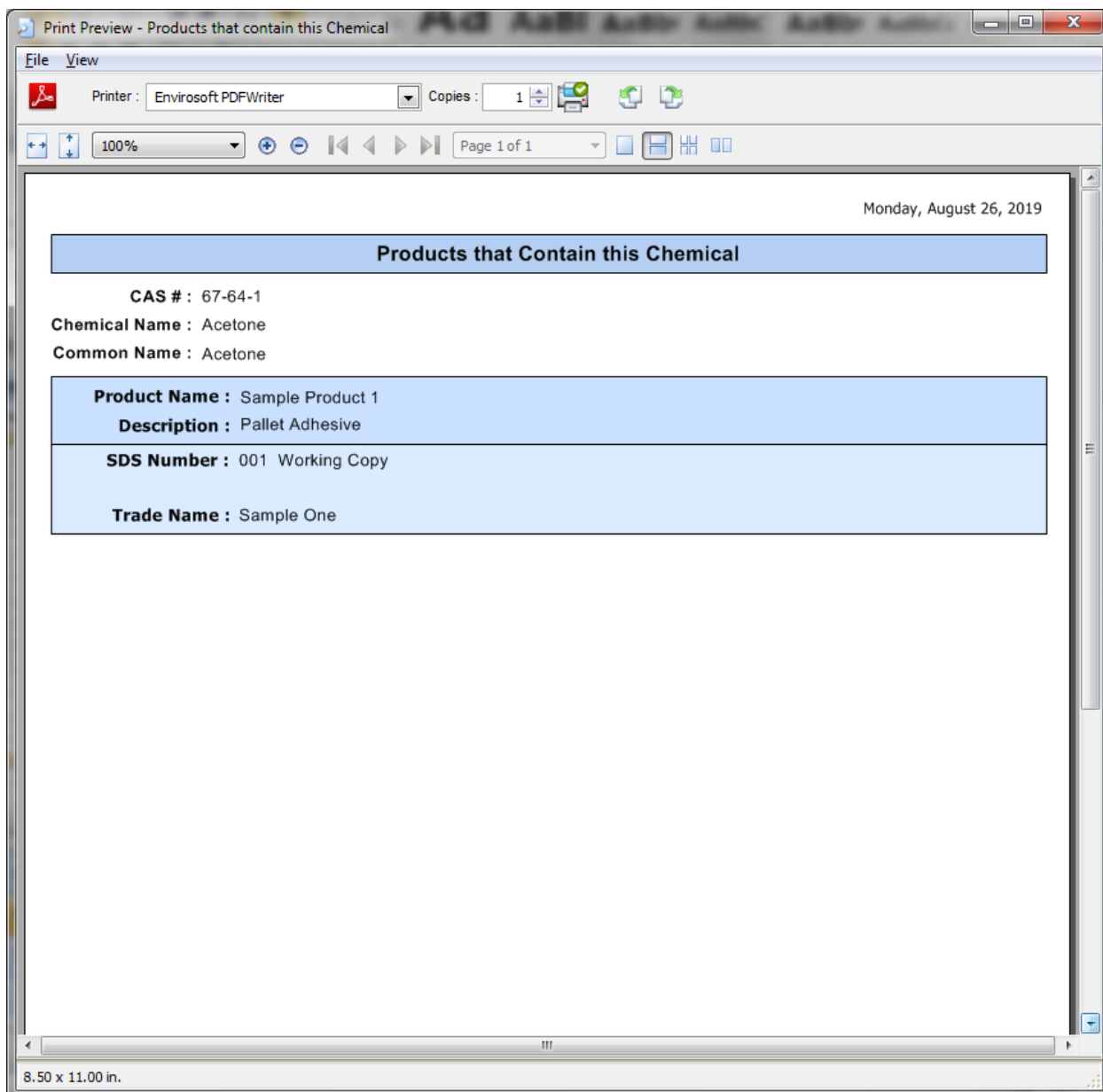
A progress window titled "Loading..." with a blue header bar. The header bar contains a blue loading icon and the text "Loading...". Below the header bar is the text "Preparing...". At the bottom of the window is a progress bar and a "Cancel" button.

Hint: you can **Cancel** the process to stop the engine from completing the full output.

If you selected to **Print** you will see **Printing...** progress window.:



Otherwise, if you selected to **Preview** the **Print Preview window** will be displayed.



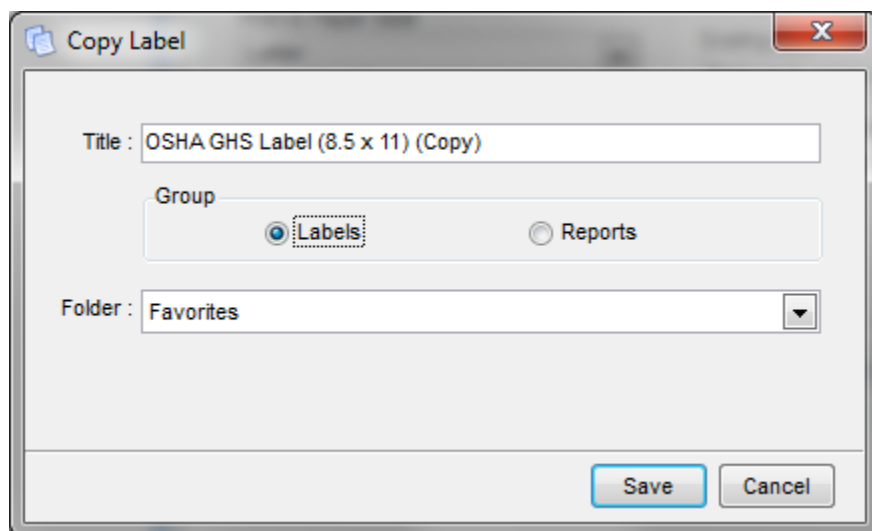
For additional information, see: [The Print Preview Window](#)

How to Copy a Report or Label

You may find a need for a report or label that is similar to an existing report or label. The Copy function allows you to copy an existing report or label. Once copied you may then modify the settings and design of your new report or label.

To Copy a report or label:

- With a report or label selected from any of the **Groups**.
- From the Toolbar, Click the **Copy** button.
or
- From the Menu – **File – Copy...**
or
- Right click on the Report or Label Icon and from the popup menu, select **Copy...**
- The **Copy dialog** appears.



The **Title** will have the same name with a (Copy) appended.

- Change the **Title** to a unique name that is not already used. You should not use the same Title name as an existing report or label.
- Select the **Group** you want the copy to be added to. By default the Group will be selected based upon the type being copied from.
- Select the **Folder** you want to the copy placed in.
- To save the copy, click **Save**.

How to Import and Export templates

To help Envirosoft facilitate the development and delivery of custom report and label templates, the Report & Label Manager provides the ability to Export any of the templates in your Manager's Database. Simply email the exported template to Envirosoft and we will customize it to meet your specifications and email it back to you to Import it back in.

To Export a label:

- From the **Labels Group**, select from any of the available labels.
- From the Main Menu select **File - Export Label...**, the **Save As** dialog will be displayed. or
- Right click on the Label Icon and from the popup menu, select **Export Label...**, the **Save As** dialog will be displayed.

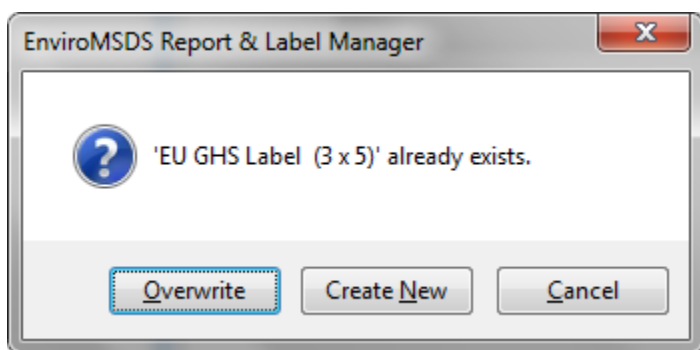
From the **Save As dialog** select the path to Export the label to. The label will be saved as an EnviroMSDS Report & Label file with the extension **".erx"**

If you receive an EnviroMSDS Report & Label file (report or label template) you will need to import it into your EnviroMSDS Report & Label Manager's Database.

To **Import** an EnviroMSDS Report & Label file:

- From the Main Menu select **File - Import Template...**, the **Open** dialog will be displayed prompting you to locate an EnviroMSDS Report & Label file.
- Select the file with the **.erx** extension and click **Open** to load it.

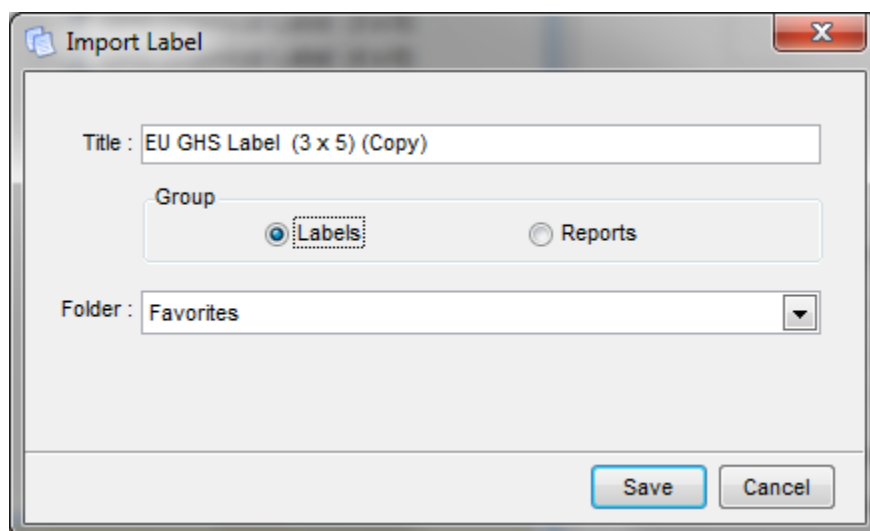
If the label already exists, you will receive a message prompting you for decision.



The following choices are:

- **Overwrite** : to overwrite the existing report or label.
- **Create New** : to import as a new template item.
- **Cancel** : to abort the import process.

If you selected **Create New**, an Import dialog will be displayed with the actual template **Title** text plus '(Copy)' entered so you don't create a duplicate Title. You can rename it now or after it has been imported.



Import Label

Title : EU GHS Label (3 x 5) (Copy)

Group

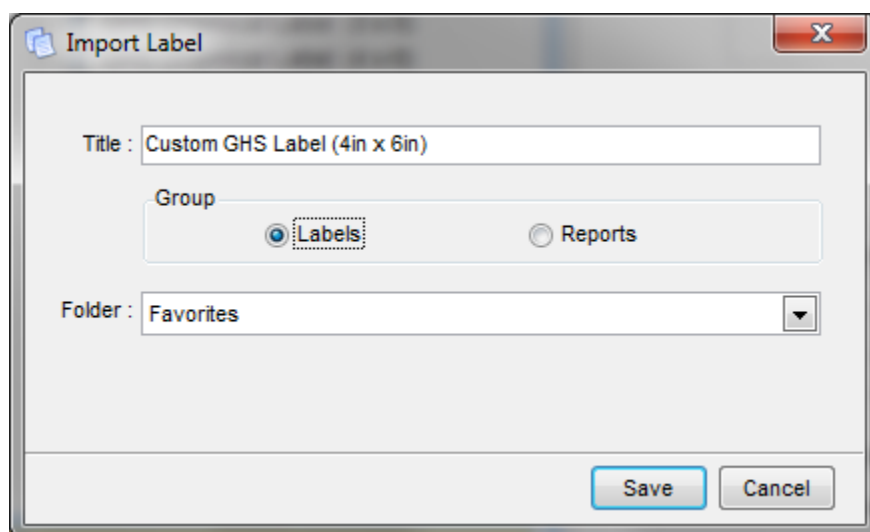
☒ Labels ☐ Reports

Folder : Favorites

Save Cancel

or

If the template does not exist, an Import dialog will be displayed with the actual template **Title** text entered.



Import Label

Title : Custom GHS Label (4in x 6in)

Group

☒ Labels ☐ Reports

Folder : Favorites

Save Cancel

The **Group** will already be selected based on the type of template that is being imported.

- From the **Folder**, select where you want the template to be saved.
- Click **Save** to import or **Cancel** to abort.

How to generate Proposition 65 Symbol and Statement on Labels

This feature is for compliance with California's Article 6: Clear and Reasonable Warnings. For more info go to: <https://www.p65warnings.ca.gov/>)

The Proposition 65 Statements work in conjunction with the **CALIFORNIA PROPOSITION 65 table** that displays on the SDS in Section 15 via the ingredients in Section 3.

The Phrase Codes for these statements are:

- **PROP65-CANCER**
- **PROP65-BIRTHDEFECTS**
- **PROP65-CANCER-BIRTHDEFECTS**
- **PROP65-CANCER-BIRTHDEFECTS-2**
(**Note:** This Code requires at least two (2) ingredients, one identified as **Cancer** and the other identified as **Developmental Toxicity** or **Female Reproductive**. or **Male Reproductive**)

There are a few rules that must be adhered to for it to work correctly.

To automatically generate the Proposition 65 symbol and statement on your Labels:

1. You must use one of the supplied phrases in **Section 15 – Page 3 – Proposition 65 Statement:** (The supplied phrase codes are listed below).
2. At least one of the ingredients in Section 3 must be identified as a **CA. Proposition 65 Substance** in the Chemical Database - Page 8.



CA. Proposition 65

☐ CA Proposition 65 Substance

☐ Cancer

☐ Developmental Toxicity

☐ Female Reproductive

☐ Male Reproductive

De minimus : 0.000

Chemical Database - Page 8

One of the following combinations of the Phrase Code and at least one ingredient : (**do not modify the phrases!**)

1. **PROP65-CANCER** and from the Chemical Database (**CA Proposition 65 Substance** and **Cancer** are checked)

2. **PROP65-BIRTHDEFECTS** and from the Chemical Database (**CA Proposition 65 Substance** and (**Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive.** are checked))
3. **PROP65-CANCER-BIRTHDEFECTS** and from the Chemical Database (**CA Proposition 65 Substance** and **Cancer** and (**Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive.** are checked))
4. **PROP65-CANCER-BIRTHDEFECTS-2** and from the Chemical Database (**CA Proposition 65 Substance** and **Cancer** and (**Developmental Toxicity** or **Female Reproductive.** or **Male Reproductive.** are checked))

Tip: To save time you can globally replace your old Proposition 65 phrase codes with the new ones:

From the EnviroMSDS Authoring Phrase Library you can search and replace your older Proposition 65 phrases with the appropriate phrase code from the above list.

How to generate Labels from external applications

Overview:

The Report & Label Manager can be called from external applications via passing in an xml file with the required data and will be processed by the generating engine.

Syntax: PathToExeFile\EmRLManager.exe "PathToXmlFile\FileToProcess.xml"

The XML file tags specifications:

Tag	Description
Report	One of the following: • Internal Key • User Defined Title • ID
Flags	Bitwise flags: 1 = uses Key to locate report/label from <Report> tag. 2 = uses Title to locate report/label from <Report> tag. 4 = uses ID to locate report/label from <Report> tag. 8 = Display Printer Selection Prompt 16 = Display File Save As.. Prompt 32 = Reserved for future 64 = Reserved for future 128 = Delete this file after processing Note: Only include 1 or 2 or 4 for locate. Do not combine them.
Type	Output Type: 1 = Preview 2 = Print 3 = PDF 4 = HTML
Fields	Contains a list of <Field> items that are used in the report/label to provide a filter for the SQLText lookup
Field	Child items of <Fields> tag <Field> <Name>TABLE.FIELD_NAME</Name> <Value>Data value to lookup</Value> </Field>

Tag	Description
Language	Three letter code (ISO 639-2) for language other than the Default [(AME) American English] language set for the report/label
OutputFileName	Path and FileName to export to.
PrinterName	Use a different printer other than the default printer assigned in the Report & Label Manager.
Copies	Number of copies to print. Only valid when <Type>2</Type>
Rotation	Default angle is 0 (Pass in 90, 180 or 270) to auto rotate.
DBCKey	DBCKey is located in users HKCU registry settings. If empty, uses the default SDS Database for current computer. Pass Registry Database Key if using another SDS Database.
UserInputs	Contains a list of <Input> items where the <Name> is matched to same User Input Name defined in the report/label and the <Value> is assigned to the matching <Name> See Defining User Inputs from the EnviroMSDS Report & Label Manager's Help.
Input	Child items of <UserInput> tag <Input> <Name>User Input Name </Name> <Value>Value to assign to it</Value> </Input>

Sample xml file:

```

<?xml version="1.0" encoding="Utf-8"?>
<RLM-Params>
  <Report>OSHS GHS Label (8.5 x 11)</Report>
  <Fields>
    <Field>
      <Name>IDENTIF.MSDS_NUM</Name>
      <Value>M1000-1</Value>
    </Field>
    <Field>
      <Name>IDENTIF.APPROVED</Name>
      <Value>.T.</Value>
    </Field>
  </Fields>
  <PrinterName></PrinterName>
  <Language>AME</Language>
  <OutputFileName></OutputFileName>

```

```
<DBCKey>SDSData</DBCKey>
<Copies>1</Copies>
<Flags>2</Flags>
<Type>1</Type>
<UserInputs>
  <Input>
    <Name></Name>
    <Value></Value>
  </Input>
</UserInputs>
</RLM-Params>
```

Report & Label Manager Introduction

Technical and Sales Support

For technical or sales support for EnviroMSDS, please contact Envirosoft Corporation via the Internet, Email, or telephone.

Website : [EnviroMSDS Home Page](#)

Updates : [EnviroMSDS Updates](#)

Email Support : support@EnviroMSDS.com

Email Sales : sales@enviromsds.com

Sales Phone : (719) 647-0682

Technical Support Phone : (719) 647-2065

Technical Requirements

In addition, check your computer system to ensure it meets these minimum requirements:

- Operating System(s): Windows 7 / Windows 8 / Windows 10 / Windows 11.
- Computer Type: IBM PC compatible.
- Microsoft-compatible mouse.
- Processor: 486 or greater recommended.
- Memory: 64 MB RAM minimum, 128 MB + recommended.

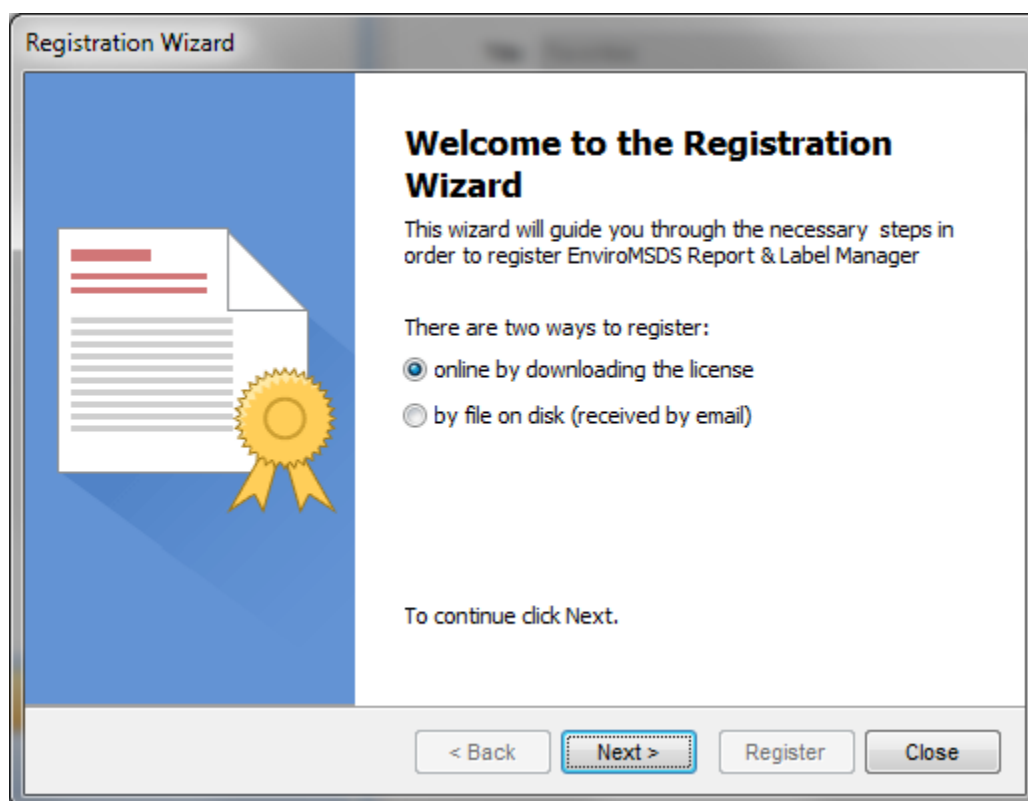
How to Register EnviroMSDS Report & Label Manager

Please Note: This process is only available if you have installed the EnviroMSDS Report & Label Manager separately from EnviroMSDS Authoring.

If you need to register, this process requires a valid **License Key** which you received when you purchased your Annual Subscription for EnviroMSDS Authoring.

To register your copy of EnviroMSDS Report & Label Manager:

- From the Main Menu **Help - Register...** The **Registration Wizard** is displayed.



Register on-line by downloading the license

A working internet connection is required. EnviroMSDS Report & Label Manager will connect to our license server and will download the license file to your computer.

Register by e-mail (No Internet Connection)

From any computer with Internet access, email support@EnviroMSDS.com, and enter "License Key Request" as the Subject. Please provide Company Name, Address, Phone and Contact Name.

You will receive in return an email containing your license file and further instructions. Please check your junk folder, spam filter rules and white-list our email address if you don't receive our reply in 48h.

How to configure Auto Update Options

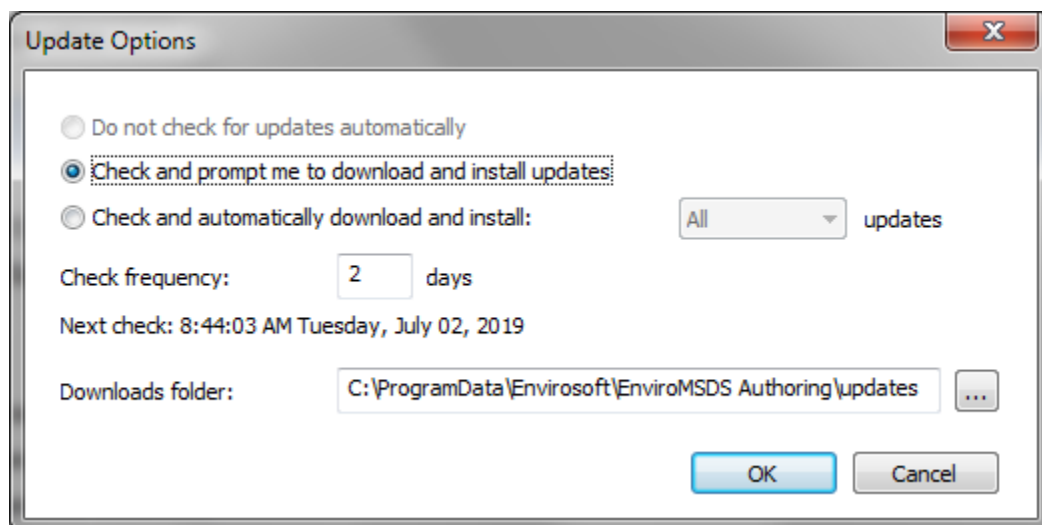
With your Annual Subscription you are eligible to receive free updates of the software.

Please Note: This process is only available if you have installed the EnviroMSDS Report & Label Manager separately from EnviroMSDS Authoring.

New updates will automatically be downloaded and when they are ready to be installed you will be notified when you start EnviroMSDS Report & Label Manager.

Tip: To manually check if a new update is available, from the Main Menu select **Help – Check for updates...**

- To configure EnviroMSDS Authoring Auto Update Options, from the Main Menu select **Help - Auto Updates...**

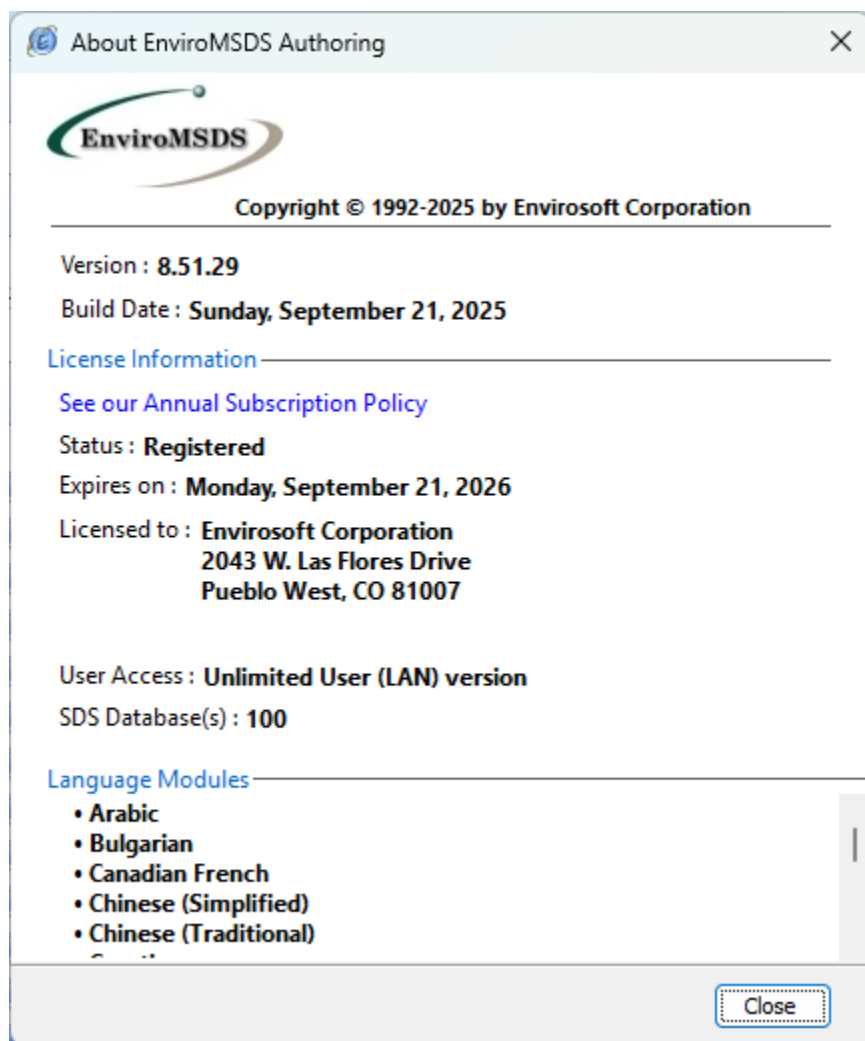


Update Options dialog

Licensing and Software Information

To view the licensing information:

- From the Main Menu select **Help – About...** The **About EnviroMSDS Report & Label Manager** dialog appears.



This table is a handy guide to the information available from this dialog.

Title	Description
Version	Version of EnviroMSDS Report & Label Manager.
Build Date	The build date of EnviroMSDS Report & Label Manager.
Status	Indicates if software is registered and status of Subscription.
Expires on	Date of subscription expiration.
Licensed to	Company information for registered entity.

User Access	Number of concurrent users in your Subscription Attributes for EnviroMSDS Authoring.
SDS Databases	Number of SDS databases included in your Subscription Attributes that can be accessed while in EnviroMSDS. Default (1)
Language Modules	List of Languages included in your Subscription Attributes. For SDS and Label generation.

Report & Label Designer

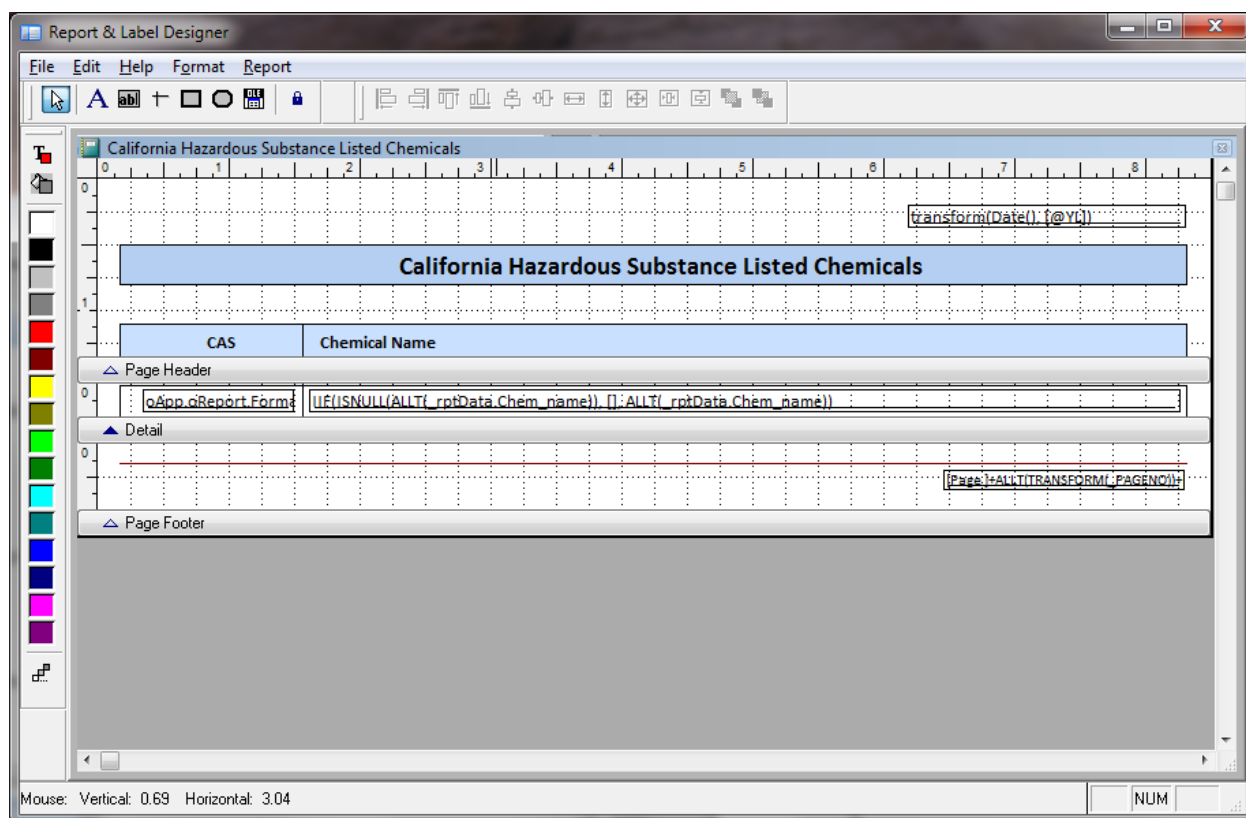
The Report & Label Designer allows you to customize the appearance of your report / label.

For example, you can add graphics such as a company logo, change the color of parts of the report, add lines or boxes, rearrange fields, etc.

A report consists of various objects, such as labels, fields, and lines, organized into bands. You can add, move, remove, or change the various properties of objects, either by clicking or dragging the objects or choosing functions from the menu and toolbars that appear when the Report & Label Designer is open.

To access the Report & Label Designer, with a report / label selected:

From the Toolbar click Preview



The Report Designer window can be moved, resized, or scrolled like any other window. Rulers at the top and left edge of the window and a status bar at the bottom of the application window help determine the size and position of objects.

Menu and Toolbars

When the Report & Label Designer is displayed, the menu has the following functions:

File Menu

- **Close:** closes the Report & Label Designer. If you made any changes to the report since it was last saved, you are asked if you want to save them. You can also close the Report & Label Designer by clicking the close box (the X in the upper right corner) of the designer window.
- **Save:** saves the report / label.
- **Revert:** reverts the report / label to the last saved version. This function is handy if you've made a lot of changes and want to discard them all.
- **Printer Setup:** displays the Page Layout page of the Report Properties dialog.

Edit Menu

This menu contains the usual Windows edit functions.

Help Menu

This menu has a single Help function to display help for the Report & Label Designer.

Format Menu

Some of these items are only enabled when you select more than one object since they affect the size or position of objects relative to each other.

- **Align:** provides alignment options in a submenu. See the Layout Toolbar later in this section for a description of the various choices.
- **Size:** provides sizing options in a submenu:
 - **To Grid:** sizes the object in grid increments when you drag it if the Snap to Grid option (see below) is turned on.
 - **To Tallest:** sizes all selected objects to the height of the tallest selected object.
 - **To Shortest:** sizes all selected objects to the height of the shortest selected object.
 - **To Widest:** sizes all selected objects to the width of the widest selected object.
 - **To Narrowest:** sizes all selected objects to the width of the narrowest selected object.
- **Horizontal Spacing:** the submenu items adjust the horizontal spacing between objects:
 - **Make Equal:** spaces the selected objects equally across the band.
 - **Increase:** increases the horizontal space between the selected objects.

- **Decrease:** decreases the horizontal space between the selected objects.
- **Vertical Spacing:** the submenu items adjust the vertical spacing between objects:
 - **Make Equal:** spaces the selected objects equally down the band.
 - **Increase:** increases the vertical space between the selected objects.
 - **Decrease:** decreases the vertical space between the selected objects.
- **Bring to Front:** brings the selected objects in front of all other objects.
- **Send to Back:** sends the selected objects behind all other objects.
- **Group:** joins selected objects so they can be manipulated (moved, sized, removed, etc.) as a single object.
- **Ungroup:** separates previously grouped objects.
- **Snap to Grid:** when this function is turned on (indicated with a checkmark in front of it), objects can only move in fixed increments (see the next item for the scale of those increments).
- **Set Grid Scale:** displays the Ruler/Grid page of the Report Properties dialog.
- **Font:** allows you to select the font name, style, size, effects, color, and script for labels and fields.
- **Foreground Color:** allows you to select the color of the text for the selected label or field. You can also change the color from the Color Palette toolbar (discussed later in this section).
- **Background Color:** allows you to select the color of the background for the selected label or field. You can also change the color from the Color Palette toolbar (discussed later in this section).
- **Text Alignment:** use this submenu to set the alignment (left, center, or right) for labels and fields, and the spacing (single, 1 1/2, or double) for labels.
- **Reading Order:** this item, which is only available on systems configured for languages that read right-to-left such as Hebrew and Arabic, determines whether text is displayed left-to-right or right-to-left.
- **Fill:** allows you to specify a pattern with which to fill shapes (rectangles, rounded rectangles, ellipses, and circles).
- **Pen:** this submenu allows you to specify the line thickness and type for lines and shapes.
- **Backstyle:** lets you determine whether the selected object is opaque, which prevents objects behind the selected object from showing through, or transparent, which allows objects behind the selected object to show through.

Report Menu

- **Quick Report:** this item, which is normally disabled, is for the application's internal use and should be left alone.
- **Run Report:** prints the report
- **Print Preview:** previews the report to the screen.

- **Load Data Environment:** *this item is always disabled, as it is for the application's internal use.*
- **Private Data Session:** *this item is for the application's internal use and should be left alone.*
- **Printer Environment:** *this item is for the application's internal use and should be left alone.*
- **Optional Bands:** displays the Optional Bands page of the Report Properties dialog.
- **Data Grouping:** displays the Data Grouping page of the Report Properties dialog.
- **Variables:** displays the Variables page of the Report Properties dialog.
- **Default Font:** allows you to specify the default font for the report. This font is used by default for any objects you add; it doesn't affect the font for existing objects.
- **Edit Bands:** displays a dialog allowing you to edit the properties of a specific band. This is just like double-clicking the band's grey bar
- **Insert Control:** select one of the items in the submenu that appears to add a new object to the report / label. This is just like selecting the appropriate object from the Report Controls toolbar (see below).
- **Properties:** displays the Report Properties dialog.

Shortcut Menu

A shortcut menu is available by right-clicking the report surface. This menu has some of the functions that appear in the Report menu, specifically Run Report, Print Preview, Optional Bands, Data Grouping, Variables, and Properties.

Toolbars

Three toolbars are displayed just below the menu bar. The first is the Report Controls toolbar, which allows you to add objects to the report. It has the following buttons:

- **Select Objects** : turns the mouse pointer into an arrow so you can select objects; this is the default.
- **Label** : allows you to add a label (literal text such as "My Company Name").
- **Field** : allows you to add a field from the database or a calculation.
- **Line** : allows you to add a horizontal or vertical line.
- **Rectangle** : allows you to add a box.
- **Rounded Rectangle** : allows you to add a box with rounded corners or an ellipse or circle.
- **Picture** : allows you to add an image such as a company logo.
- **Button Lock** : allows you to add multiple objects of the same type without having to click the button on the toolbar more than once.

The second toolbar is the Layout toolbar; it helps you specify how report objects are laid out on the report. It has the following buttons, many of which are only enabled when you select more than one object since they affect the size or position of objects relative to each other:

- **Align Left Sides** : aligns the selected objects on the leftmost edge.
- **Align Right Sides** : aligns the selected objects on the rightmost edge.
- **Align Top Edges** : aligns the selected objects on the topmost edge.
- **Align Bottom Edges** : aligns the selected objects on the bottommost edge.
- **Align Vertical Centers** : aligns the selected objects' centers on a vertical axis.
- **Align Horizontal Centers** : aligns the selected objects' centers on a horizontal axis.
- **Same Width** : adjusts the width of the selected objects to the widest object.
- **Same Height** : adjusts the height of the selected objects to the tallest object.
- **Same Size** : adjusts the height and width of the selected objects to the largest object.
- **Center Horizontally** : aligns the selected objects' centers with the horizontal middle of the report.
- **Center Vertically** : aligns the selected objects' centers with the vertical middle of the band they're in.
- **Bring to Front** : brings the selected objects in front of all other objects.
- **Send to Back** : sends the selected objects behind all other objects.

The third toolbar is the Color Palette, which allows you to assign colors to objects. Most of the buttons simply select the displayed color.

The following buttons have other purposes:

- **Foreground color** : sets the foreground color for the selected objects. Push this in, then click the desired color. Note: if the Background color button is also pushed in, clicking a color sets both the foreground and background to the same color, which likely isn't what you want.
- **Background color** : sets the background color for the selected objects. Push this in, then click the desired color. Note: if the Foreground color button is also pushed in, clicking a color sets both the foreground and background to the same color, which likely isn't what you want.
- **Other colors** : displays the Windows Color dialog box, where you can define custom colors.

The toolbars appear in a default position, which is right below the menu bar for the Report Controls and Layout toolbars, and at the left of the screen for the Color Palette. To move a toolbar somewhere else, click it and drag it to the desired position. Toolbars automatically

"dock" at the top, bottom, left, and right edges of the screen. If a toolbar is moved away from an edge, it automatically "undocks," becoming a floating toolbar.

Report Properties Dialog

The Report Properties dialog allows you to control many things about the report, including the page layout, optional bands, data grouping, variables, and how the ruler and grid appear.

The Page Layout page allows you to control page layout settings. A miniature representation of the layout appears at the left. Some of the options in this page, such as Width and Spacing, are measured in the units chosen in the Ruler/Grid page.

This page has the following options:

- **Columns:** Number: specifies the number of columns to print across the page.
- **Width:** specifies the width of individual columns.
- **Spacing:** specifies the space between columns. This setting is only available if there is more than one column.
- **Left margin:** specifies the width of the left margin.
- **Print area:** specifies how the minimum margins are determined. Printable page specifies that the layout uses the current printer's printable page dimensions and that printing begins immediately following the non-printable margin area. Whole page means the physical paper size of the current printer determines the dimensions of the layout.
- **Column print order:** specifies how records are printed when you have multiple columns: top-to-bottom or left-to-right.
- **Default font:** allows you to select the font name, style, size, and script for labels and fields. This font is used by default for any objects you add; it doesn't affect the font for existing objects.
- **Use font script:** *Do not use this feature.*
- **Printer:** displays the selected printer for the report. Note that this printer is only used if the Save print environment setting is turned on; otherwise, the report prints to whatever printer is current when the report is run. To change the selected printer, click the button with the ellipsis (...) beside the printer name.
- **Page Setup:** displays the Page Setup dialog, where you select printer and paper settings.
- **Save print environment:** *this item is for the application's internal use and should be left alone.*

The **Optional Bands** page allows you to specify whether the report has title and summary bands, and how many detail bands are available.

The following options are available on this page:

- **Report has title band:** turn this setting on to create a title band for the report. See the Report Bands topic for a description of the title band.

- **New page after title has printed:** this setting, which is only available if the report has a title band, specifies whether the title band prints on its own page (if this setting is turned on) or not.
- **Report has summary band:** turn this setting on to create a summary band for the report
- **Summary prints as new page:** this setting, which is only available if the report has a summary band, specifies whether the summary band prints on its own page (if this setting is turned on) or not.
- **Include page header with summary:** this setting, which is only available if the report has a summary band, indicates whether, if the summary band prints on its own page because there isn't enough room for it at the bottom of the last page, the page header is printed on that page.
- **Include page footer with summary:** this is similar to the previous setting, but determines whether the page footer is printed when the summary band appears on its own page.
- **Detail bands:** a report normally has only one detail band, but under some conditions, having more than one detail band can be useful. This option shows the detail bands used in the report.
- **Add:** click this button to add a new detail band to the report.
- **Remove:** click this button to remove the selected detail band from the report.

The **Data Grouping** page specifies how data is grouped in the report. Grouping on City, for example, means that customers for a particular city are printed, and when the city changes, a group break occurs. When a group break occurs, the group footer band for the group is printed, then the group header band for the next city is printed, and then the customers for the next city are printed. Data groups are nested, so one group exists inside another. For example, you may have a group on Country, and within it, a group on Region, and within that, a group on City.

This page has the following options:

- **Grouping nesting order:** displays a list of the data grouping expressions in the order they are nested. To change the order of the data grouping, click the button in front of a group name and drag it up or down in the list to the desired new location.
- **Add:** creates a new data group at the bottom of the nesting order. Clicking this button displays the Expression Builder dialog in which you enter the expression for the data group. The expression is normally a field, but can also use built-in functions. For example, LEFT(CompanyName, 1) gives the first character of a company name, so using this as a data group expression prints all the companies starting with "A," then the ones starting with "B," and so on.
- **Remove:** removes the selected group.
- **Group on:** the data grouping expression. Once you've created a data group, you can change the expression by typing in the text box or clicking the button beside the box (the "..." button) to display the Expression Builder.
- **Group starts on:** this setting allows you to specify where a new group starts. The default is New line, which starts the group on the next line in the report. New column, which is only available if you specify more than one column for the report in the Page

Layout page, indicates that the report continues in the next column. New page causes each group to start on its own page; New page number 1 is similar but restarts the page numbering at 1 for each group.

- **Reprint group header on each page:** turn this setting on to print the group header band again when the group flows onto another page. With this turned off, the group header band only prints once, at the start of the group.
- **Start group on new page when less than:** this specifies the minimum amount of room you want at the bottom of the page before starting a new group. If the amount of space available is less than this value, the group starts on the next page. Setting this value to something greater than 0 prevents the case where the group header prints at the bottom of the page without any of the group members appearing because there isn't room.

The **Variables** page allows you to define report variables

The following options are available for variables:

- **Variables:** this list shows the variables defined for the report. To select a variable for editing or removing, click its name in the list. Variables are evaluated in the order they appear in the list. This is normally only important if one variable references another variable in its Value to store or Initial value settings. To change the order, click the button in front of the variable to move and drag the button up or down in the list.
- **Add:** click this button to add a variable. You're prompted for a name. Variable names must start with a letter and contain only letters, numbers, and underscores (that is, no spaces or punctuation).
- **Remove:** click this button to remove the selected variable.
- **Value to store:** the value or calculation to store to the variable for every record. It could be the name of a field, a constant value (such as 1), or an expression. Click the Expression Builder button to display the Expression Builder as an easier way to enter an expression.
- **Initial value:** the variable's value before any calculations are performed, and the value to which the variable is reset. This defaults to 0. Click the Expression Builder button to display the Expression Builder as an easier way to enter an expression.
- **Reset value based on:** allows you to specify the point at which the variable is reset to its initial value. By default, Report is displayed, meaning the variable retains its value until the end of the report. You can also select Page or Column, indicating that the variable is reset at the end of each page or column. If there are any groups in the report, this option displays an item for each group. If the report has more than one detail band, this option displays an item for each band.
- **Calculation type:** this option allows you to specify a calculation that the variable performs. The variable begins calculating with its initial value, and continues until it is reset to this initial value. The choices are:
 - **None:** no calculations are made on this variable
 - **Count:** counts the number of times a variable is printed per group, page, column, or report (depending on your selection in the Reset list). The calculation is based on the number of times the variable occurs, not on the variable's value.

- **Sum:** computes the sum of the variable's values. This option keeps a running total of the values for a group, page, column, or report (depending on your selection in the Reset box).
- **Average:** computes the arithmetic mean (average) of the variable values within a group, page, column, or report (depending on your selection in the Reset box)
 - **Lowest:** determines the lowest value that occurred in the variable for a group, page, column, or report (depending on your selection in the Reset list).
 - **Highest:** determines the highest value that occurred in the variable for a group, page, column, or report (depending on your selection in the Reset box).
 - **Standard deviation:** returns the square root of the variance for the variable values within a group, page, column, or report (depending on your selection in the Reset box).
 - **Variance:** measures the degree to which individual variable values vary from the average of all the values in the group, page, column, or report (depending on your selection in the Reset box).
- **Release after report:** specifies that the variable is released after the report has run. This should always be turned on.

The **Ruler/Grid** page is used to define the horizontal and vertical increments of the grid and the scale of the ruler. This page has the following options:

- **Units:** specifies the scale of the ruler. The choices are "Inches (no ruler)," "Inches," "Metric/cm," and "Pixels."
- **Show position in status bar:** if this option is turned on, the size and position of the selected report object are shown in the Report & Label Designer status bar at the bottom of the screen.
- **Show grid lines:** turn this setting on to display grid lines in the Report & Label Designer.
- **Snap to grid:** if this option is turned on, objects can only be moved or sized in grid-sized increments. Turn this option off to allow objects to be moved or sized in as small as one pixel increments.
- **Horizontal spacing:** the horizontal spacing of the grid in pixels.
- **Vertical spacing:** the vertical spacing of the grid in pixels.

Report Bands

The Report & Label Designer is a "band-oriented" designer. That is, objects that appear in the report appear in one of several bands. The types of bands available are:

- **Page Header:** appears at the top of every page.
- **Page Footer:** appears at the bottom of every page.
- **Detail:** prints once for every record in the report.
- **Detail Header:** prints at the start of each detail set.
- **Detail Footer:** prints at the end of each detail set.
- **Group Header:** prints at the start of a new group.
- **Group Footer:** prints at the end of a new group (just before a new group is started or at the end of the report).
- **Column Header:** prints at the start of a new column.
- **Column Footer:** prints at the end of a new column (just before a new column is started or at the end of the report).
- **Title:** this optional band prints at the start of the report, either on a separate page or at the top of the first page. To create a title band, choose Optional Bands from the Report menu and turn on the Report has title band option in the Report Properties dialog. To have a separate page for the title band, turn on the New page after title has printed option. To remove the title band, turn this option off; if any objects exist in the band, you are asked to confirm that these objects will be deleted if the band is removed.
- **Summary:** this optional band prints at the end of the report, either on a separate page or after the end of the last page. To create a summary band, choose Optional Bands from the Report menu and turn on the Report has summary band option. To have a separate page for the summary band, turn on the Summary prints as new page option. The Include page header with summary and Include page footer with summary options indicate whether the page header and footer also print if the summary prints on its own page, either because Summary prints as new page is turned on or the summary band flows to a new page because there isn't enough room at the end of the last page of the report. To remove the summary band, turn this option off; if any objects exist in the band, you are asked to confirm that these objects will be deleted if the band is removed. A report consists of, at a minimum, Page Header, Detail, and Page Footer bands

To change the height of a band, click the band's grey bar and drag it up or down. You can also change the height in the Properties dialog for the band (discussed next). You cannot make a band smaller than the bottom of the lowest object in the band.

Properties Dialogs

Each band has its own Properties dialog where you can change certain things about the band. To access the Properties dialog, double-click the grey bar or choose Edit Bands from the Report menu, then select the band you wish to edit. The Page Header, Page Footer, Group Footer, Column Header, Column Footer, Title, and Summary bands have similar Properties dialogs.

These dialogs have the following options:

- **Height:** the height of the band
- **Constant band height:** turn this option on to prevent the band from growing taller as objects with the Stretch with overflow setting turned on grow taller.
- **On entry:** an expression to execute whenever this band starts printing. This is normally left blank unless you need to perform some additional processing on every pass through the band. In that case, this typically contains the name of a user-defined function.
- **On exit:** similar to On entry, but executes when the printing the band is completed.

The **Group Header Band Properties** dialog has some additional options. On the General page, the Group expression setting specifies the expression used for the data group. The Data Grouping page has the same options as the Data Grouping page in the Report Properties dialog.

The **Detail Band Properties** dialog has an additional Band page with more options.

- **Start on new column:** if this setting, which is only available if more than one column is specified in the Page Layout page of the Report Properties dialog, is turned on, every detail band starts in the next column.
- **Start on new page:** turn this setting on to have each detail band start on its own page.
- **Reset page number to 1 for each detail set:** turn this setting on to have page numbering restart at 1 for each detail band.
- **Associated header and footer bands:** turn this setting on to include header and footer bands for this detail band.
- **Reprint detail header on each page:** turn this setting on to print the detail header band again when the detail band flows onto another page. With this turned off, the detail header only prints once, at the start of the detail set.
- **Start detail set on new page when less than:** this specifies the minimum amount of room you want at the bottom of the page before starting a new detail set. If the amount of space available is smaller than this value, the detail set starts on the next page. Setting this value to something greater than 0 prevents the case where the detail header prints at the bottom of the page without any of the detail members appearing because there isn't room.
- **Target alias expression:** *Do not use this feature (always leave blank)*

All band dialogs have an Other page where you can enter a comment about the band. Click the Edit comment button to display a dialog in which you can enter the desired comment.

Report Objects

Six types of objects can exist on a report:

- **Field:** a field from the database or a calculation.
- **Label:** literal text such as "My Company Name."
- **Picture:** an image such as a company logo.
- **Line:** a horizontal or vertical line
- **Rectangle:** a box.
- **Rounded Rectangle:** a box with rounded corners or an ellipse or circle.

Objects are added to a report using the Report Controls toolbar. Click the appropriate button in the toolbar, then click and drag in the report window to specify where the object goes and its size. In the case of a field or picture, the Properties dialog appears since you must specify the expression for the field or source for the picture.

To do something with an object, you must first select it. Ensure the Select Objects item in the Report Control toolbar is selected, then click the desired object. To select more than one object, hold down the Shift key while you select objects. You can also select multiple objects by clicking outside one of the desired objects and dragging a "marquee" rectangle around the desired objects; any object even partially inside the marquee is selected. To select all the objects in a band, hold down the Shift key and double-click the grey bar for the band. To unselect a selected object, hold down the Shift key and click it.

Once an object is selected, you can do many things to it:

- **Move:** drag it to the desired position or press the arrow keys to move in smaller increments. You can even move an object to a different band if necessary.
- **Resize:** click one of the tiny black squares at the edge of the object and drag it until the object is the desired size. To adjust the size of an object in smaller steps, hold down the Shift key while you adjust the size of the object with the arrow keys on your keyboard.
- **Size or position:** use one of the options in the Layout toolbar or Format menu to align or size selected objects, move them in front or behind other objects, etc.
- **Edit:** double-click an object to edit its properties.
- **Remove:** press the Delete key.

Different objects have different types of properties. To see the Properties dialog for an object, double-click it. The properties in these dialogs are described in the topic for each object.

Field Object Properties

The **General page** of the Field Properties dialog has the following options:

- **Expression:** the name of the field or the calculated expression to print. You can use a built-in function or user-defined function for the expression. Click the Expression Builder button (the "..." button) to display the Expression Builder.
- **Object position:** it's possible the height of a band can change when it's printed. For example, the detail band may only appear as one line high in the Report & Label Designer, but if a field's Stretch with overflow setting is turned on (see below), that field may take more than one line if it contains a lot of information, and therefore so does the detail band. The object position settings allow you to specify what happens to objects when the band they're in changes height.

The choices are:

- **Float:** specifies that the selected object moves vertically relative to the size of objects directly above it.
- **Fix relative to top of band:** as the band changes height, this object maintains its position relative to the top of the band.
- **Fix relative to bottom of band:** as the band changes height, this object maintains its position relative to the bottom of the band.
- **Stretch with overflow:** causes the field to expand down if there is more information in the field than can be displayed on one line.
- **Size and position in layout:** rather than trying to precisely size or position an object using the mouse or arrow keys, you can specify the dimensions and location of the object using these controls.

For example, changing the field expression so it references a different database field should likely change the caption for the column heading. Turning this on will do that automatically. However, you may want to turn this off if you're creating a field in some band other than the detail band, because you probably don't want a column heading added to the Page Header band in that case.

- **Adjust field width automatically:** this option, which is only available for new fields or if you change the expression for an existing field, automatically sizes the field correctly for the expression you enter if it is turned on. This is useful because it ensures the field isn't too narrow or too wide for the data displayed. However, if you specifically sized the field to a desired width, turn this setting off so it doesn't override your size.
- **Include in data-only output:** turn this option on if you want this field to be included when you output the report to a data-only file, such as Microsoft Excel data-only, delimited, or text files.

The **Style page** of the Field Properties dialog has the following options:

- **Font:** allows you to select the font name, style, size, and script for the field.
- **Use font script:** *Do not use this feature.*
- **Strikethrough:** turn this setting on to apply the strikethrough style to the field.

- **Underline:** turn this setting on to underline the text in the field.
- **Use default foreground (pen) color:** turn this setting on to use black text for the field. If you turn this setting off, the button beside it is enabled so you can select the color to use.
- **Use default background (fill) color:** turn this setting on to use a white background for the field. If you turn this setting off, the button beside it is enabled so you can select the color to use. Note that when you change the background color of a field, you must also change the Backstyle setting (see below) to Opaque or the color won't show up on the report even though you see it in the Report & Label Designer.
- **Backstyle:** this setting determines whether objects behind this one can be seen (the transparent setting) or are covered by this object (the opaque setting).
- **Sample:** shows an example of what the text looks like based on the settings you've selected.

The **Format page** of the Field Properties dialog has the following options:

- **Format expression:** specifies how the field is formatted. Normally, this is only used for numeric values to indicate whether commas are displayed or not and how many decimal places to use (use "9" as a placeholder for a digit and enter an expression such as "9,999,999.99" to specify where commas and decimals go). However, if you have a character string you'd like formatted in a certain way, you can enter an expression indicating how the string appears. For example, if telephone numbers are stored as just digits (for example, 7085341212), you can format them with parentheses and dashes using "(999) 999-9999".
- **Character, Numeric, and Date:** specifies the data type of the field and determines which of the following options are available.
- **Template characters:** this setting, which is only available when Character is selected, specifies how to handle the format expression. Overlay means punctuation symbols in the expression take the place of characters in the string. To continue the telephone number example above, choosing this option results in "(085) 121-" displayed because the opening parenthesis overlays the "7" in the field value, the closing parenthesis overlays the "3," the space overlays the "4," and so on. Normally, you should choose Interleave, which means the characters in the format expression don't overlay the field value but are instead interleaved with them.
- **To upper case:** converts all characters to uppercase. This item is only available when Character is selected.
- **Alignment:** specifies the alignment of the field: left, center, or right. This item is only available when Character is selected.
- **Trim mode for character expressions:** this setting determines what to do if the value of the field in a particular record is longer than the space allocated in the report.

The choices are:

- **Default trimming:** an ellipsis (...) is added to the end of the text indicating there's more data that can't be seen.
- **Trim to nearest character:** this cuts off the text at the last character that fits.
- **Trim to nearest word:** this cuts off the text at the last whole word.

- **Trim to nearest character, append ellipsis:** like Trim to nearest character, but adds an ellipsis.
- **Trim to nearest word, append ellipsis:** same as Default trimming.
- **Filespec, show inner path as ellipsis:** characters at the start and end of the expression appear but middle characters are replaced by an ellipsis.
- **Left justify:** numeric fields are normally right-justified. Turn this option on to use left justification. This option is only available when Numeric is selected.
- **Blank if zero:** displays a blank space if the field contains zero. This item is only available when Numeric is selected.
- **(Negative):** places negative numbers in parentheses. This item is only available when Numeric is selected.
- **Scientific:** displays very large or very small numbers in scientific notation. This item is only available when Numeric is selected.
- **CR if positive:** displays "CR" (credit) after positive numbers. This item is only available when Numeric is selected.
- **DB if negative:** displays "DB" (debit) after negative numbers. This item is only available when Numeric is selected.
- **Leading zeros:** prints all leading zeros. This item is only available when Numeric is selected.
- **Currency:** displays the currency symbol specified in the Regional Settings of your Windows Control Panel in front of numbers. This item is only available when Numeric is selected.
- **Blank if empty:** if this option is turned on, a blank is displayed rather than " / / " for blank dates. This option is only available when Date is selected.
- **Use long date setting:** this setting displays dates using the Long Date setting specified in the Regional Settings of your Windows Control Panel. This option is only available when Date is selected.
- **Display date only:** turning this setting on displays only the date portion of the field's value. This option is only available when Date is selected.

The **Print When page** allows you to conditionally print an object so it can be ignored under some conditions.

It has the following options:

- **Print repeated values:** setting this to No is like turning on the Suppress repeating values setting for a field in the Field Properties dialog of the Quick Report Wizard: if several records in a row have the same value in this field, only the first occurrence is printed; the field in subsequent records appears blank.
- **Also Print**
 - **In first whole band of a new page/column:** prints the object in the first band of a new page or column that isn't an overflow from a previous page or column. This option is automatically turned on (and disabled) if you choose Yes for Print repeated values, and optional if you choose No for Print repeated values.

- **When this data group expression changes:** prints the object when the value of the chosen group changes. This option is available only if a group exists and Print repeated values is No. Choose a group from the list beside this option.
- **When band content overflows to new page/column:** prints the object when the band overflows to a new page or column. This option is available only if Print repeated values is No
- **Remove line if blank:** removes the entire line of the report the object is on if the object is blank and no other object is on the same line.
- **Print only when expression is true:** an expression to be evaluated before the object prints. If the expression is true, the object is printed; otherwise, it isn't printed. All other options in this dialog except Remove line if blank are disabled if you include an expression. Click the Expression Builder button to display the Expression Builder.

The **Calculate page** allows you to perform calculations on this field. It has the following options:

- **Calculation type:** specifies the type of calculation performed.

The choices are:

- **None:** no calculations are made on this field.
- **Count:** counts the number of times a field is printed per group, page, column, or report (depending on your selection in the Reset based on setting). The calculation is based on the number of times the field occurs, not on the field's value
- **Sum:** computes the sum of the field's values. This option keeps a running total of the values for a group, page, column, or report (depending on your selection in the Reset based on setting).
- **Average:** computes the arithmetic mean (average) of the field values within a group, page, column, or report (depending on your selection in the Reset based on setting).
- **Lowest:** displays the lowest value that occurred in the field for a group, page, column, or report (depending on your selection in the Reset based on setting).
- **Highest:** displays the highest value that occurred in the field for a group, page, column, or report (depending on your selection in the Reset based on setting).
- **Standard deviation:** returns the square root of the variance for the field values within a group, page, column, or report (depending on your selection in the Reset based on setting).
- **Variance:** measures the degree to which individual field values vary from the average of all the values in the group, page, column, or report (depending on your selection in the Reset based on setting).
- **Reset based on:** allows you to specify the point at which the calculation is reset to 0. By default, Report is displayed, meaning the calculation retains its value until the end of the report. You can also select Page or Column, indicating that the calculation is reset at the end of each page or column. If there are any groups in the report, this option displays an item for each group. If the report has more than one detail band, this option displays an item for each band.

The **Link** page allows you to link the selected field to an email dialog, a Web site, or a report. A linked field appears underlined in the report Preview window, similar to a hyperlink in a Web browser, in either blue (for email and Web site links) or green (for report links). See the Field Properties topic for more information on linking and the options in this page

The **Dynamics** page allows you to change the way the field appears in the report depending on certain conditions. For example, you can have negative numbers display in red and positive numbers in black. This is similar to the dynamic font and color options in the Field Properties dialog but has more flexibility. In fact, if you specify a dynamic font and/or color for the field in the Field Properties dialog, those conditions are shown in the Dynamics page with the names "DynamicStylen" (where n is 1, 2, or 3, depending on the condition) for dynamic font and "DynamicColorn" for dynamic color. Note that using dynamic settings significantly increases report generation time, so use it only when required.

The **Conditions** list shows the conditions you've defined. To add a new condition, click the Add button. Enter the name of the condition and click OK. The following dialog appears.

This dialog has the following options:

- **Condition Name:** the name you assigned to the condition.
- **Apply when this condition is true:** the condition that affects the field. You can enter the expression for the condition or click the button with the ellipsis (...) to display the Expression Builder. For example, entering "TotalPrice < 0" means this condition is used whenever the total price is negative. The expression must be something that gives a true or false value.
- **Text:** if you want different text displayed when the condition is true, enter the text or click the button to display the Expression Builder. For example, suppose you normally want to display the quantity on hand but if it's zero, display the text "Sold Out." In that case, use something like "QtyOnHand = 0" for the expression and "Sold Out" for the text.
- **Font:** click the button to select the font, size, style, and script you want to use for this field when the expression is true.
- **Use font script:** *Do not use this feature.*
- **Strikethrough:** turn this setting on to apply the strikethrough style to the field.
- **Underline:** turn this setting on to underline the text in the field.
- **Use default foreground (pen) color:** turn this setting on to use black text for the field when the condition is true. If you turn this setting off, the button beside it is enabled so you can select the color to use instead.
- **Use default background (fill) color:** turn this setting on to use a white background for the field when the condition is true. If you turn this setting off, the button beside it is enabled so you can select the color to use instead. Note that when you change the background color of a field, you must also change the Backstyle setting (see below) to Opaque or the color won't show up on the report even though you see it in the Report & Label Designer.
- **Backstyle:** this setting determines whether objects behind this one can be seen (the transparent setting) or are covered by this object (the opaque setting).

- **Sample:** shows an example of what the field looks like when the condition is true based on the settings you've selected. Click the **Edit** button to display the same dialog shown above to edit the condition settings or **Remove** to remove the condition. You can also change the order in which conditions are applied by clicking the button in front of the condition name in the list and dragging up or down.

The **Other** page allows you to specify additional information about a field object. It has the following options:

- **Comment:** displays a comment about the field. To change the comment, click the Edit comment button.
- **User Data:** *this item is for the application's internal use and should be left alone. Do not use this feature.* .
- **Tooltip:** the text that displays for this field when you hover the mouse over it. This is usually used to display longer descriptive information than the caption. To change the tooltip, click the Edit tooltip button.

The **Advanced page** allows you to **rotate** an object on the report by specifying the rotation angle as a clockwise value (for example, an angle of 90 rotates the object 90 degrees clockwise). A representation of the rotation is shown so you can tell whether you have the desired angle. Note the object doesn't appear rotated in the Report & Label Designer, but only when the report is run. Also note that using rotation significantly increases report generation time, so use it only when required.

Label Object Properties

The **General** page of the Label Properties dialog has the following options:

- **Caption:** the text to display
- **Object position:** it's possible the height of a band can change when it's printed. For example, the detail band may only appear as one line high in the Report & Label Designer, but if a field's Stretch with overflow setting is turned on (see Field Object Properties), that field may take more than one line if it contains a lot of information, and therefore so does the detail band. The object position settings allow you to specify what happens to objects when the band they're in changes height.

The choices are:

- **Float:** specifies that the selected object moves vertically relative to the size of objects directly above it.
- **Fix relative to top of band:** as the band changes height, this object maintains its position relative to the top of the band.
- **Fix relative to bottom of band:** as the band changes height, this object maintains its position relative to the bottom of the band.

- **Size and position in layout:** rather than trying to precisely size or position an object using the mouse or arrow keys, you can specify the dimensions and location of the object using these controls.

The **Style** page of the Label Properties dialog has the following options:

- **Font:** allows you to select the font name, style, size, and script for the label.
- **Use font script:** *Do not use this feature.*
- **Strikethrough:** turn this setting on to apply the strikethrough style to the label.
- **Underline:** turn this setting on to underline the text in the label.
- **Use default foreground (pen) color:** turn this setting on to use black text for the label. If you turn this setting off, the button beside it is enabled so you can select the color to use.
- **Use default background (fill) color:** turn this setting on to use a white background for the label. If you turn this setting off, the button beside it is enabled so you can select the color to use. Note that when you change the background color of a label, you must also change the Backstyle setting (see the next item) to Opaque or the color won't show up on the report even though you see it in the Report & Label Designer.
- **Backstyle:** this setting determines whether objects behind this one can be seen (the transparent setting) or are covered by this object (the opaque setting).
- **Sample:** shows an example of what the text looks like based on the settings you've selected.

The **Print When** page allows you to conditionally print an object so it can be ignored under some conditions. This page has the following options:

- **Print repeated values:** setting this to No means the object won't print unless one or both of the In first whole band of a new page/column and When band content overflows to new page/column settings are turned on.
- **Also Print**
 - **In first whole band of a new page/column:** prints the object in the first band of a new page or column that isn't an overflow from a previous page or column. This option is automatically turned on (and disabled) if you choose Yes for Print repeated values, and optional if you choose No for Print repeated values.
 - **When this data group expression changes:** prints the object when the value of the chosen group changes. This option is available only if a group exists and Print repeated values is No. Choose a group from the list beside this option.
 - **When band content overflows to new page/column:** prints the object when the band overflows to a new page or column. This option is available only if Print repeated values is No.
- **Remove line if blank:** removes the entire line of the report the object is on if the object is blank and no other object is on the same line.
- **Print only when expression is true:** an expression to be evaluated before the object prints. If the expression is true, the object is printed; otherwise, it isn't printed. All other options in this dialog except Remove line if blank are disabled if you include an expression. Click the Expression Builder button to display the Expression Builder.

The **Other** page allows you to specify additional information about a label object. It has the following options:

- **Comment:** displays a comment about the field. To change the comment, click the Edit comment button.
- **User Data:** *this item is for the application's internal use and should be left alone. Do not use this feature.* .
- **Tooltip:** the text that displays for this field when you hover the mouse over it. This is usually used to display longer descriptive information than the caption. To change the tooltip, click the Edit tooltip button.

The **Advanced page** allows you to **rotate** an object on the report by specifying the rotation angle as a clockwise value (for example, an angle of 90 rotates the object 90 degrees clockwise). A representation of the rotation is shown so you can tell whether you have the desired angle. Note the object doesn't appear rotated in the Report & Label Designer, but only when the report is run. Also note that using rotation significantly increases report generation time, so use it only when required

Picture Object Properties

The **General** page of the Picture Properties dialog has the following options:

- **Image source type:** the type of source for the image. Image file name means the Image source setting (discussed next) contains the path and name of an image file. General field name is there for backward compatibility and isn't required anymore. Expression or variable name means Image source contains the name of a field or some other expression that contains either the path and name of an image file (that is, the name of an image file on disk is stored in a field in the database) or the image itself (that is, the image is contained in a field in the database).
- **Image source:** the source for the image. If Image source type is set to Image file name, enter the name and path for the image file. Otherwise, enter the "real" table and field name (for example, "CUSTOMER.IMAGE") for Image source. Alternatively, you can bring up the Expression Builder and select the desired field there.
- **If source and frame are different sizes:** this setting determines what to do if the image source is a different size than the frame you created for the picture.

The choices are:

- **Clip contents:** show a section of the original picture in the frame, retaining the picture's original dimensions if the picture is bigger than the frame. The picture is anchored at the top and at the left of the frame. You cannot see the lower-right portion of the picture that extends beyond the frame.
- **Scale contents, retain shape:** displays the whole picture, filling as much of the frame as possible while retaining the relative proportions of the picture. This protects your picture from vertical or horizontal distortion.

- **Scale contents, fill the frame:** displays the whole picture, filling the frame completely. If necessary, the picture is distorted vertically or horizontally to fit the frame.
- **Center general field horizontally in frame:** as its name suggests, turning this setting on centers the picture horizontally within the frame. This setting is not available if Image source type is set to Image file name.
- **Object position:** it's possible the height of a band can change when it's printed. For example, the detail band may only appear as one line high in the Report & Label Designer, but if a field's Stretch with overflow setting is turned on (see Field Object Properties), that field may take more than one line if it contains a lot of information, and therefore so does the detail band. The object position settings allow you to specify what happens to objects when the band they're in changes height.

The choices are:

- **Float:** specifies that the selected object moves vertically relative to the size of objects directly above it.
- **Fix relative to top of band:** as the band changes height, this object maintains its position relative to the top of the band.
- **Fix relative to bottom of band:** as the band changes height, this object maintains its position relative to the bottom of the band.
- **Size and position in layout:** rather than trying to precisely size or position an object using the mouse or arrow keys, you can specify the dimensions and location of the object using these controls.

The **Print When** page allows you to conditionally print an object so it can be ignored under some conditions.

This page has the following options:

- **Print repeated values:** setting this to No means the object won't print unless one or both of the In first whole band of a new page/column and When band content overflows to new page/column settings are turned on.
- **In first whole band of a new page/column:** prints the object in the first band of a new page or column that isn't an overflow from a previous page or column. This option is automatically turned on (and disabled) if you choose Yes for Print repeated values, and optional if you choose No for Print repeated values.
- **When this data group expression changes:** prints the object when the value of the chosen group changes. This option is available only if a group exists and Print repeated values is No. Choose a group from the list beside this option.
- **When band content overflows to new page/column:** prints the object when the band overflows to a new page or column. This option is available only if Print repeated values is No.
- **Remove line if blank:** removes the entire line of the report the object is on if the object is blank and no other object is on the same line.

- **Print only when expression is true:** an expression to be evaluated before the object prints. If the expression is true, the object is printed; otherwise, it isn't printed. All other options in this dialog except Remove line if blank are disabled if you include an expression. Click the Expression Builder button to display the Expression Builder.

The **Dynamics** page allows you to change the way the image appears in the report depending on certain conditions. One use of this is when you have image objects in the detail band of a report, but not all records have images. While you can suppress the missing images using the Print only when expression is true setting in the Print When page (such as "not empty(Variable or FieldName)"), the band is still sized large enough for the image so there's a lot of blank space between detail records:

Note : that using dynamic settings significantly increases report generation time, so use it only when required.

The **Conditions** list shows the conditions you've defined. To add a new condition, click the Add button. Enter the name of the condition and click OK. The following dialog appears

This dialog has the following options:

- **Condition Name:** the name you assigned to the condition.
- **Apply when this condition is true:** the condition that affects the field. You can enter the expression for the condition or click the button with the ellipsis (...) to display the Expression Builder. For example, entering "TotalPrice < 0" means this condition is used whenever the total price is negative.
- **Width Expression:** enter a value or click the button to display the Expression Builder to specify a width to use when the condition is true. The width must be specified in inches or centimeters, depending on how your system is configured. The default of -1 means use the width already defined for the object.
- **Height Expression:** enter a value or click the button to display the Expression Builder to specify a height to use when the condition is true. The height must be specified in inches or centimeters, depending on how your system is configured. The default of -1 means use the height already defined for the object. Click the Edit button to display the same dialog shown above to edit the condition settings or Remove to remove the condition. You can also change the order in which conditions are applied by clicking the button in front of the condition name in the list and dragging up or down.

Tip: One of the uses of dynamics is to suppress the wasted space of missing images. To do this, define the image with a very small width and height and size the detail band so it's only as tall as needed. Create a dynamic condition with a condition expression that is only true when the image exists (for example, "NOT EMPTY(ImageFieldName)") and specify the desired setting for Width and Height. When the report runs, if the condition evaluates to true (meaning there is an image for the current record), it expands the size of the image and the detail band as well. As a result, because the defined height of the detail band is shorter due to the initial small size of the image, there's no wasted space when the image isn't output.

The **Other** page allows you to specify additional information about a picture object. It has the following options:

- **Comment:** displays a comment about the field. To change the comment, click the Edit comment button.
- **User Data:** *this item is for the application's internal use and should be left alone. Do not use this feature.* .
- **Tooltip:** the text that displays for this field when you hover the mouse over it. This is usually used to display longer descriptive information than the caption. To change the tooltip, click the Edit tooltip button.

The **Advanced page** allows you to **rotate** an object on the report by specifying the rotation angle as a clockwise value (for example, an angle of 90 rotates the object 90 degrees clockwise). A representation of the rotation is shown so you can tell whether you have the desired angle. Note the object doesn't appear rotated in the Report & Label Designer, but only when the report is run. Also note that using rotation significantly increases report generation time, so use it only when required.

Rectangle and Line Object Properties

The **General page** of the Properties dialog has the following options:

- **Object position:** it's possible the height of a band can change when it's printed. For example, the detail band may only appear as one line high in the Report & Label Designer, but if a field's Stretch with overflow setting is turned on (see Field Object Properties), that field may take more than one line if it contains a lot of information, and therefore so does the detail band. The object position settings allow you to specify what happens to objects when the band they're in changes height.

The choices are:

- **Float:** specifies that the selected object moves vertically relative to the size of objects directly above it.
- **Fix relative to top of band:** as the band changes height, this object maintains its position relative to the top of the band.
- **Fix relative to bottom of band:** as the band changes height, this object maintains its position relative to the bottom of the band.
- **Stretch downwards:** this option, which isn't available for lines, specifies how the shape is stretched.

The choices are:

- **No stretch:** specifies that the object doesn't stretch vertically as the band stretches.

- **Stretch relative to tallest object in group:** specifies that the object stretches to accommodate the tallest object in the group.
- **Stretch relative to height of band:** specifies that the object stretches to fit in the band.
- **Size and position in layout:** rather than trying to precisely size or position an object using the mouse or arrow keys, you can specify the dimensions and location of the object using these controls

The **Style page** has the following options:

- **Style:** specifies the type of border to use for the shape: a solid line, a dashed one, and so forth.
- **Weight:** this setting specifies the thickness of the border. Hairline is the thinnest possible border supported by the selected printer. Other choices are 1, 2, 4, and 6 points (where a point is 1/12th of an inch).
- **Curvature:** this setting, which is only available for rounded rectangles, specifies the curvature of the corners of the rectangle. The range of values is 0, which gives a rectangle with square corners, to 99, which gives a circle or ellipse.
- **Use default foreground (pen) color:** turn this setting on to use black for the border color. If you turn this setting off, the button beside it is enabled so you can select the color to use.
- **Use default background (fill) color:** turn this setting, which isn't available for lines, on to use a white fill color for the shape. If you turn this setting off, the button beside it is enabled so you can select the color to use.
- **Backstyle:** this setting determines whether objects behind this one can be seen (the transparent setting) or are covered by this object (the opaque setting). This setting isn't available for lines.
- **Sample:** shows an example of what the shape looks like based on the settings you've selected.

The **Print When** page allows you to conditionally print an object so it can be ignored under some conditions.

It has the following options:

- **Print repeated values:** setting this to No means the object won't print unless one or both of the In first whole band of a new page/column and When band content overflows to new page/column settings are turned on.
- **In first whole band of a new page/column:** prints the object in the first band of a new page or column that isn't an overflow from a previous page or column. This option is automatically turned on (and disabled) if you choose Yes for Print repeated values, and optional if you choose No for Print repeated values.
- **When this data group expression changes:** prints the object when the value of the chosen group changes. This option is available only if a group exists and Print repeated values is No. Choose a group from the list beside this option.

- **When band content overflows to new page/column:** prints the object when the band overflows to a new page or column. This option is available only if Print repeated values is No.
- **Remove line if blank:** removes the entire line of the report the object is on if the object is blank and no other object is on the same line.
- **Print only when expression is true:** an expression to be evaluated before the object prints. If the expression is true, the object is printed; otherwise, it isn't printed. All other options in this dialog except Remove line if blank are disabled if you include an expression. Click the Expression Builder button to display the Expression Builder.

The **Dynamics page** allows you to change the way the object appears in the report depending on certain conditions. For example, the following report shows a simple bar chart of sales values. Each bar is proportionally sized based on the sales amount:

Note : that using dynamic settings significantly increases report generation time, so use it only when required.

The **Conditions** list shows the conditions you've defined. To add a new condition, click the Add button. Enter the name of the condition and click OK. The following dialog appears.

This dialog has the following options:

- **Condition Name:** the name you assigned to the condition.
- **Apply when this condition is true:** the condition that affects the field. You can enter the expression for the condition or click the button with the ellipsis (...) to display the Expression Builder. For example, entering "TotalPrice < 0" means this condition is used whenever the total price is negative.
- **Width Expression:** enter a value or click the button to display the Expression Builder to specify a width to use when the condition is true. The width must be specified in inches or centimeters, depending on how your system is configured. The default of -1 means use the width already defined for the object.
- **Height Expression:** enter a value or click the button to display the Expression Builder to specify a height to use when the condition is true. The height must be specified in inches or centimeters, depending on how your system is configured. The default of -1 means use the height already defined for the object. Click the Edit button to display the same dialog shown above to edit the condition settings or Remove to remove the condition. You can also change the order in which conditions are applied by clicking the button in front of the condition name in the list and dragging up or down.

The **Other** page allows you to specify additional information about a rectangle or line object. It has the following options:

- **Comment:** displays a comment about the field. To change the comment, click the Edit comment button.
- **User Data:** *this item is for the application's internal use and should be left alone. Do not use this feature.* .

- **Tooltip:** the text that displays for this field when you hover the mouse over it. This is usually used to display longer descriptive information than the caption. To change the tooltip, click the Edit tooltip button.

The **Advanced page** allows you to **rotate** an object on the report by specifying the rotation angle as a clockwise value (for example, an angle of 90 rotates the object 90 degrees clockwise). A representation of the rotation is shown so you can tell whether you have the desired angle. Note the object doesn't appear rotated in the Report & Label Designer, but only when the report is run. Also note that using rotation significantly increases report generation time, so use it only when required.

Selecting Multiple Report Objects

You can select several objects at the same time by holding down the Shift key while you select objects. You can also select multiple objects by clicking outside one of the desired objects and dragging a "marquee" rectangle around the desired objects; any object even partially inside the marquee is selected. To select all the objects in a band, hold down the Shift key and double-click the grey bar for the band. To unselect a selected object, hold down the Shift key and click it. Once you have several objects selected, you can change some properties of all of the objects at once. This is much more convenient than changing the same properties of each object one at a time. Double-click any of the selected objects to bring up the Multiple Selection dialog.

The **Selection page** displays the selected objects, their type (such as a field or label object), and where they are located. You can sort the list by type or by location. The items in the list are all affected by changes you make in other pages in this dialog. To remove an object from this list so it isn't affected, select it and click the Remove from list button. This doesn't remove it from the report / label, only from the list.

The **Properties page** allows you to change the Remove line if blank and Print only when expression is true options for all selected objects; see the Field Object Properties topic for a description of these options.

Turn on the Apply these conditions to the selected objects upon saving option to enable the options on this page. Any changes you make are applied to all selected objects.

The **Style page** allows you to change the style options for all selected objects; see the Field Object Properties topic for a description of these options. Turn on the Apply these font settings to the selected objects upon saving option to enable the options on this page. Any changes you make are applied to all selected objects.

The **Format page** allows you to change the format options for all selected objects; see the Field Object Properties topic for a description of these options. Turn on the Apply this format to the selected objects upon saving option to enable the options on this page. Any changes you make are applied to all selected objects.

The **Position page** allows you to change the position options for all selected objects; see the Field Object Properties topic for a description of these options. Turn on the Apply these positions to the selected objects upon saving option to enable the options on this page. Any changes you make are applied to all selected objects.

The **Rotation page** allows you to change the rotation for all selected objects; see the Field Object Properties topic for a description of rotation. Turn on the Apply rotation to the selected objects upon saving option to enable the options on this page. Any changes you make are applied to all selected objects.

Variables

Report variables allow you to define calculations to be performed for every record. This can be used, for example, for running totals.

The following options are available for variables:

- **Variables:** this list shows the variables defined for the report. To select a variable for editing or removing, click its name in the list. Variables are evaluated in the order they appear in the list. This is normally only important if one variable references another variable in its Value to store or Initial value settings. To change the order, click the button in front of the variable to move and drag the button up or down in the list.
- **Add:** click this button to add a variable. You're prompted for a name. Variable names must start with a letter and contain only letters, numbers, and underscores (that is, no spaces or punctuation).
- **Remove:** click this button to remove the selected variable.
- **Value to store:** the value or calculation to store to the variable for every record. It could be the name of a field, a constant value (such as 1), or an expression. Click the Expression Builder button to display the Expression Builder as an easier way to enter an expression.
- **Initial value:** the variable's value before any calculations are performed, and the value to which the variable is reset. This defaults to 0. Click the Expression Builder button to display the Expression Builder as an easier way to enter an expression.
- **Reset value based on:** allows you to specify the point at which the variable is reset to its initial value. By default, Report is displayed in the list box, meaning the variable retains its value until the end of the report. You can also select Page or Column, indicating that the variable is reset at the end of each page or column. If there are any groups in the report, this option displays an item for each group. If the report has more than one detail band, this option displays an item for each band.
- **Calculation type:** this option allows you to specify a calculation that the variable performs. The variable begins calculating with its initial value, and continues until it is reset to this initial value.

The choices are:

- **None:** no calculations are made on this variable.
- **Count:** counts the number of times a variable is printed per group, page, column, or report (depending on your selection in the Reset list). The calculation is based on the number of times the variable occurs, not on the variable's value.
- **Sum:** computes the sum of the variable's values. This option keeps a running total of the values for a group, page, column, or report (depending on your selection in the Reset box).
- **Average:** computes the arithmetic mean (average) of the variable values within a group, page, column, or report (depending on your selection in the Reset box).

- **Lowest:** determines the lowest value that occurred in the variable for a group, page, column, or report (depending on your selection in the Reset list).
- **Highest:** determines the highest value that occurred in the variable for a group, page, column, or report (depending on your selection in the Reset box).
- **Standard deviation:** returns the square root of the variance for the variable values within a group, page, column, or report (depending on your selection in the Reset box).
- **Variance:** measures the degree to which individual variable values vary from the average of all the values in the group, page, column, or report (depending on your selection in the Reset box).
- **Release after report:** specifies that the variable is released after the report has run. *This should always be turned on.*

Glossary of Terms

N-up printing

In **printing**, **2-up**, **3-up**, or more generally **N-up** refers to a page layout strategy in which multiple pre-rendered pages are composited onto a single page; achieved by reduction in size, possible rotations, and subsequent arrangement in a grid pattern.

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