

RepWin Report Writer Manual

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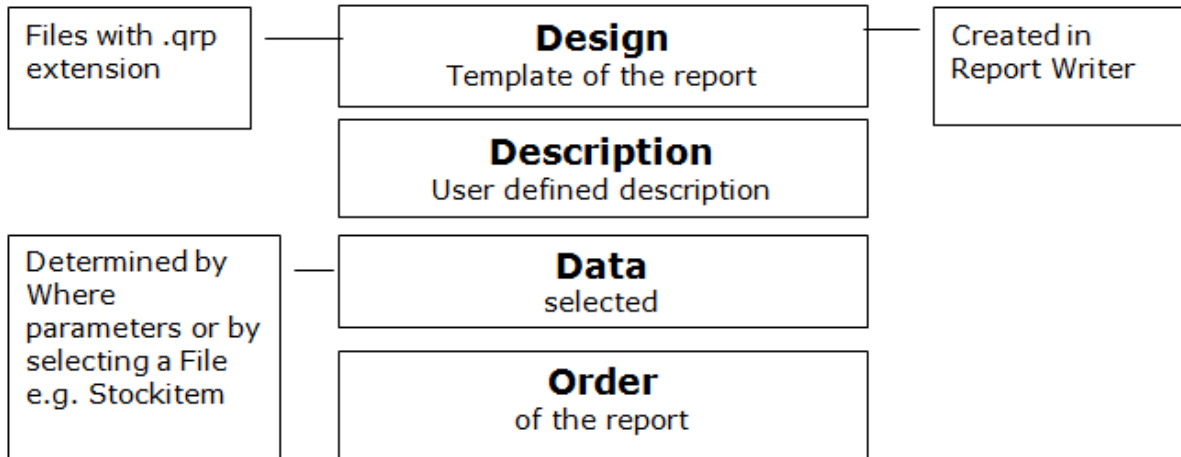
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OVERVIEW

This manual is designed in showing how to use Report Writer (Repwin30.exe) to edit existing and create new report templates for use within Amlib.

The creation and editing of report templates is covered in broad terms by the following flowchart:



USING REPORT WRITER

Report Writer (Repwin30.exe) is a separate program, produced by Gupta, utilised by the Amlib programs for Reports. A number of Report templates have been developed in Amlib which can be edited or customised from existing formats. The report templates designed for Amlib contain all the Fields needed to format and present the data you provide. Once Report Writer is mastered it can be used to create new reports from existing formats.

The **Report Template** is the Design of the Report. This report template contains the fields, lines, boxes and pictures you want to include in your report. It does not contain the actual report data. The Template design is subject to the Report Type defined.

The **Report Type** is the mechanism used by the Amlib reports module to pass specified fields through to the report template. The report type also dictates the columns/fields that can be used in a 'Where statement'. For example the design of a Circulation Report will use different Fields to that of a Borrower History Report.

Each Report that exists in Amlib has an individual template stored as a *.grp file. Each template has a unique file name which needs to be used when setting up the report in Amlib. Each report template may have the following sections:

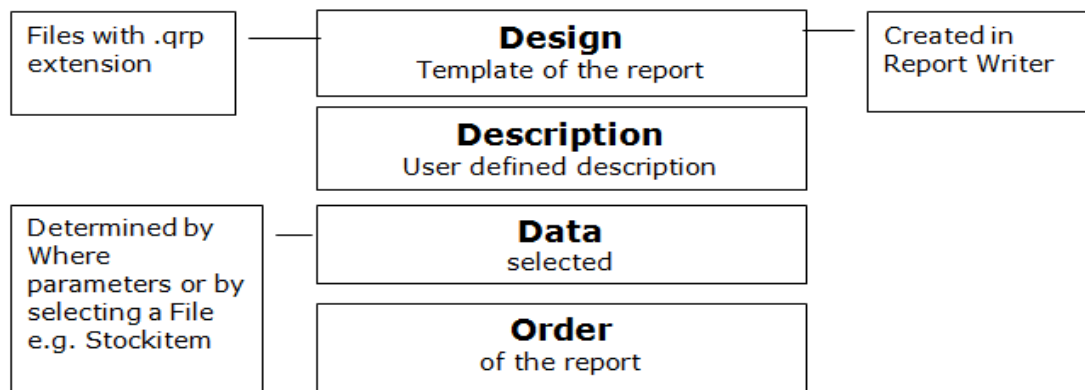
Report Header	Optional. Appears only once and can contain a title or header for the beginning of the report.
Page Header	Optional. Can contain titles or headers that appear on each page.
Header	Option. Appears before the first line of a group of records. (These do not display until Break groups are defined). For example a Break may be implemented for Class and a Heading showing the Class name at the top of each break of Class
Detail Block	Information from individual rows showing data from the database. Reports have only one Detail block per report template.
Footers	Optional and may contain Totals for each group.
Page Footer	Optional and may contain Page Numbers. Shown on each page of the Report.
Report Footer	Optional and may contain Grand Totals or other data at the end of the Report.

Each of these sections may contain any combination of the following:

Background Text	A field in the Report containing static text.
Fields	Contain data input
Pictures/Graphics	Can hold bitmaps, graphic or OLE objects.

Amlib Reports

Amlib reports are made up of:



Naming Reports

Often Reports in Amlib have a prefix of "&" eg "&borfull.grp", # e.g. #stkinv.grp or \$ (for Table Reports) eg \$itelist.grp. It is strongly recommended that sites DO NOT use these prefixes for their own customised reports. It is recommended that new reports (based on a copy of the most relevant existing report) be created using a site-specific prefix.

It is strongly recommended that you save any report files you are working on into a Temporary folder on your PC and make changes in this folder before saving them back onto your network drive. It is also strongly recommended that you keep a copy of your customised report in a KEEP or MODS folder so that there is no chance of reports being overwritten by one of our releases.

Editing Templates

This course is aimed at showing how the existing templates can be edited and saved as new reports for using within Amlib. It is important to begin with a template as close as possible to the desired outcome so that changes can be made and it will be compatible with the Report Application of choice. For example, if an email is to be composed for your site for Overdues, it is important to start with the Email template that already exists, make changes and save it with a new name. Never start with an empty Report Writer screen – it will never work as it does not have any Input items programmed into the Report.

Programming with complex strings etc. is not to be covered and if required, programmer assistance is advised.

Customization

Report Writer enables the design of Amlib Reports to be customised. The level of customisation will depend on the outcome desired. This can be as simple as altering some background Text and saving the Report. It could also be complex, altering Fields and Headings, saving the Report with a new name and adding the new Template as a Report to be used in Amlib.

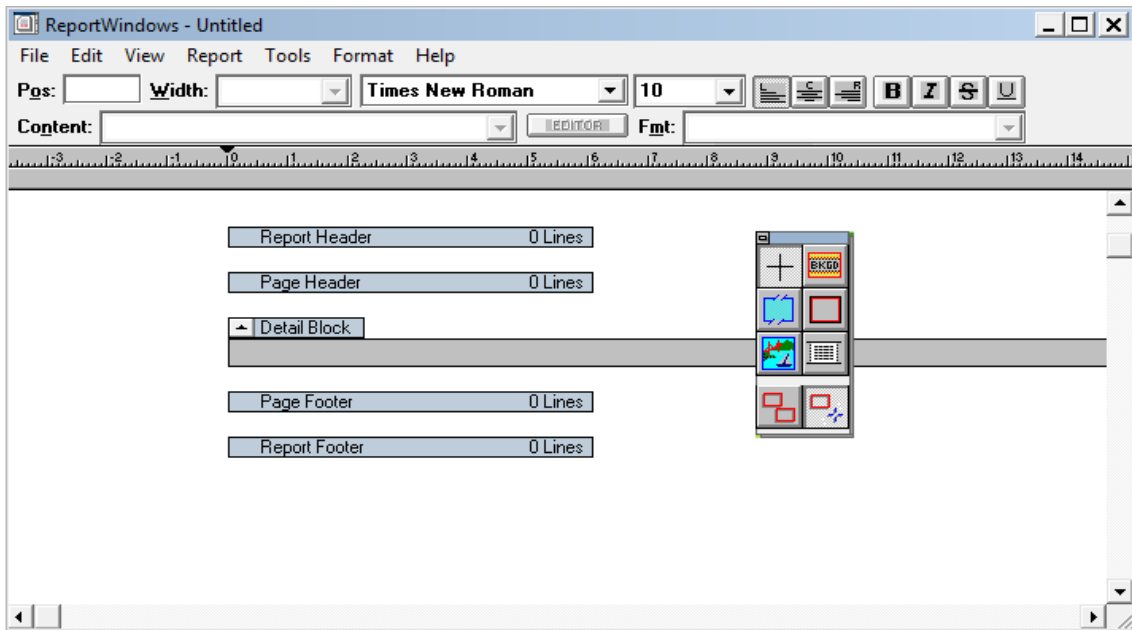
ACCESSING REPORT TEMPLATES

Option 1 Report Writer

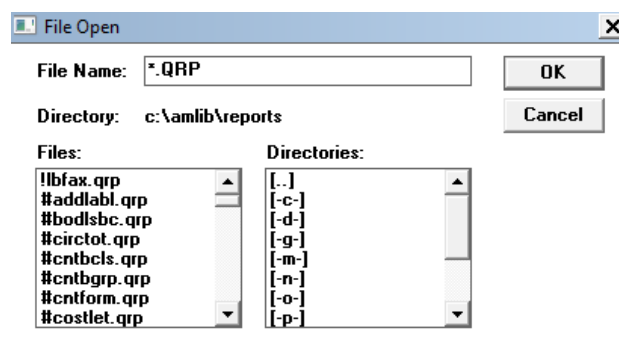
The Report Writer program **REPWIN30.EXE** is located on your Amlib server or local PC in the **\Amlib\Utility\Repwin** folder. It is suggested that if this program is used often, that a shortcut is saved on the Desktop as an Icon.

To open template files using RepWin30:

1. Launch RepWin30



2. Select **File> Open**, the File Open screen will display



3. In the **Directories:** box select and navigate to the drive on which the **Amlib/Report** folder resides in. All available reports will be displayed in the **File:** box

HINT: You can move back a directory by using the [..] option.

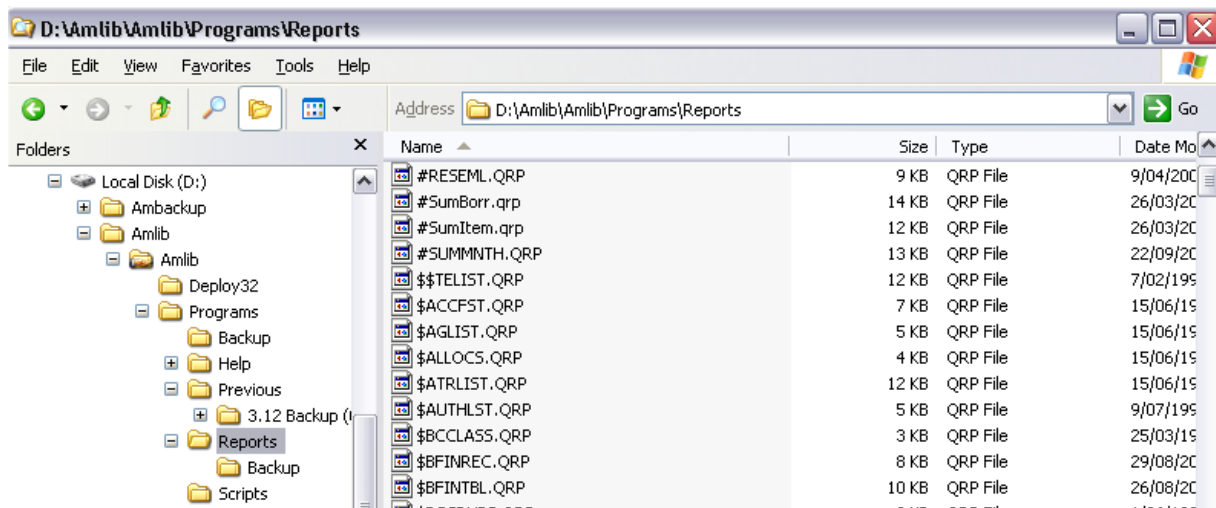
4. Select the file and then click on the **OK** button

Please Note: Files beginning with \$ or & symbols indicate that they are system reports. Any updating of these reports should be saved as filenames with alternative beginnings eg letters etc.

Option 2 Windows Explorer

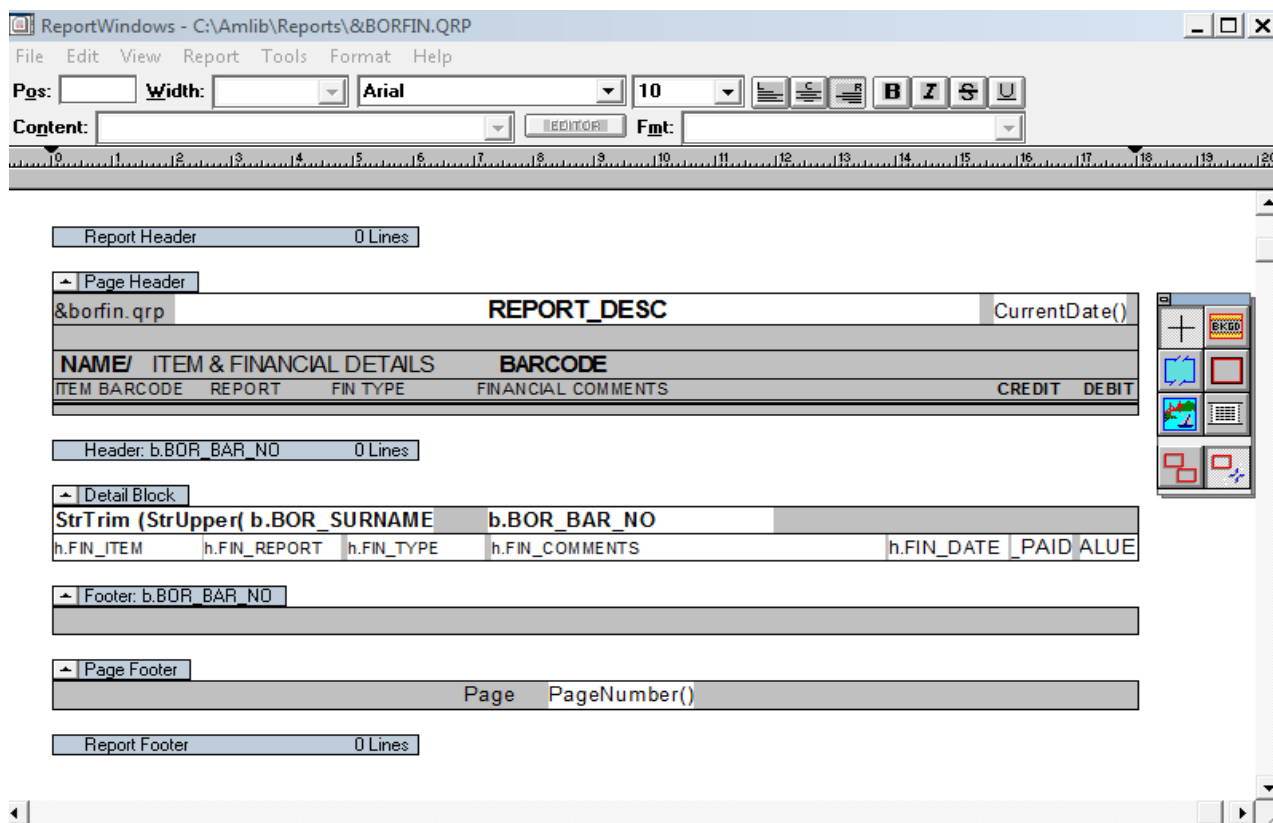
To open template files using Windows Explorer:

1. Open a Windows Explorer Window
2. Navigate to the **\Amlib\Report** folder on your Amlib server or local PC



3. Highlight & Double-click template file to open – chosen template will display in RepWin

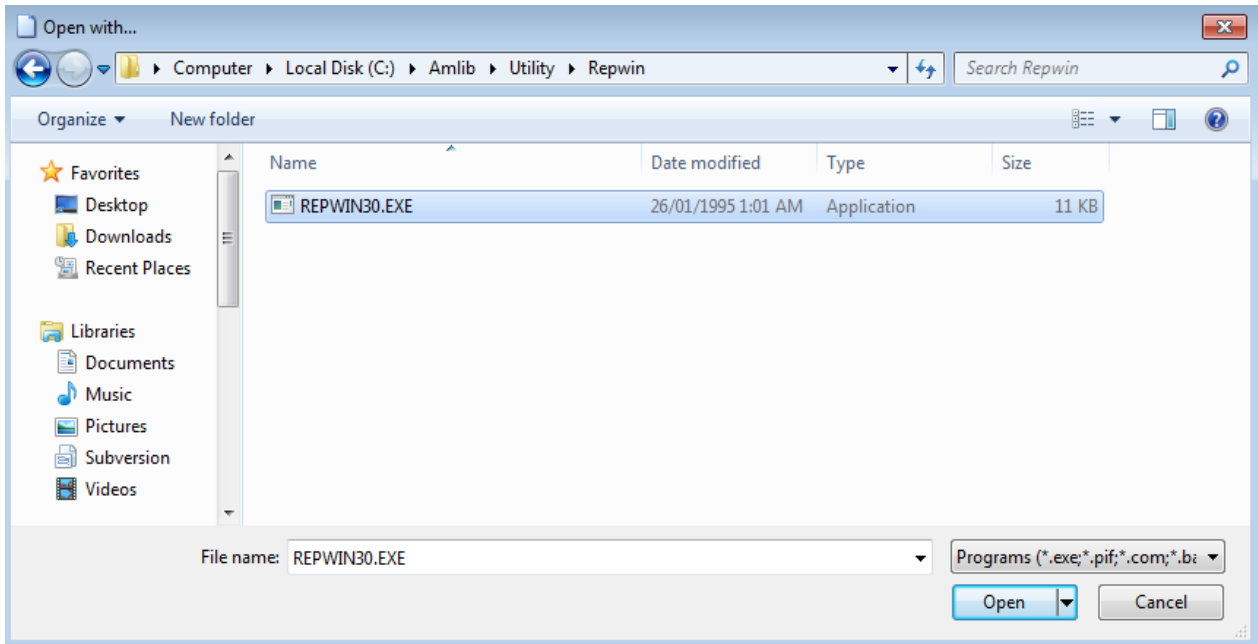
Note: If it is the first time a .qrp file type is opened **REPWIN30.EXE** may need to be selected for Windows to open .qrp files automatically in the future.



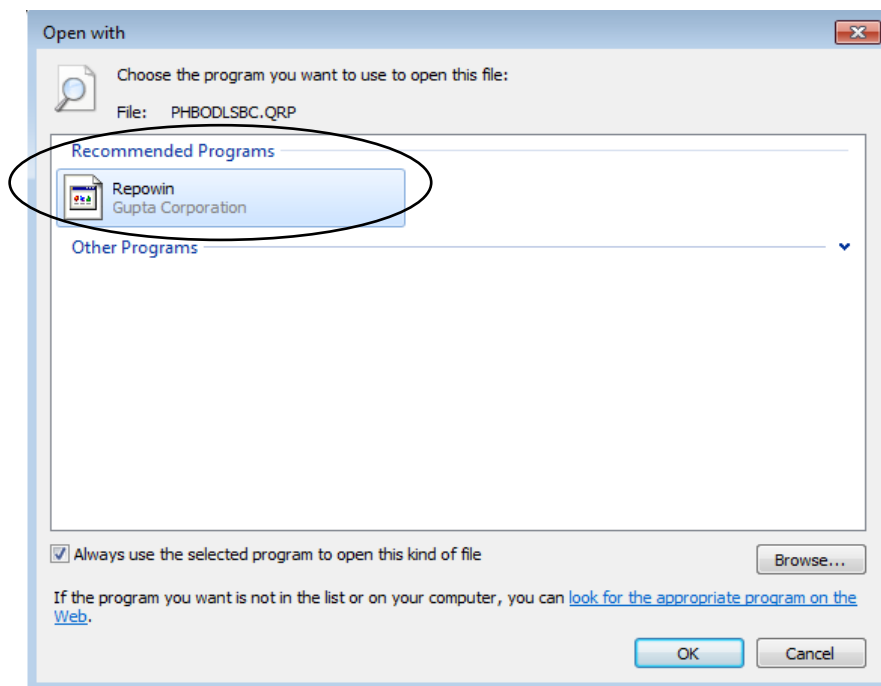
Selecting **REPWIN30.EXE** to open template files for the **first time** in Windows Explorer:

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1. Open a Windows Explorer Window
2. Navigate to the **\Amlib\Report** folder on your Amlib server or local PC
3. Highlight & Double-click template file – the **Open With** window will display
4. Click the **Browse** button
5. Navigate to the **\Amlib\Utility\Repwin** folder on your Amlib server or local PC
6. Highlight **REPWIN30.EXE**, and click the **Open** button



7. Once returned to the **Open With** window, ensure the 'Always use the selected program to open this kind of file' tick box is ticked



8. Click the **OK** button – the chosen template will display in RepWin

A GUIDE TO REPORT TEMPLATE NAMES

When you first look at the templates, the names appear to be in some form of code. Since a template name can have a maximum of 8 characters, the names consist of abbreviations to indicate the type of report and sometimes the contents. Refer to the guide below for abbreviations and their meanings.

SYMBOL	TEMPLATE TYPE	EXAMPLE	EXAMPLE DESCRIPTION
&	System	&ODEMAIL.QRP	Overdue Email Notice
\$	Table	\$BOTYPES.QRP	List of Borrower Types
#	Special	#ADDLABL.QRP	Borrower Address Labels
[No symbol]	Custom	AMODEML.QRP	Custom Overdue Email

Abbreviation	Meaning	Example
Auth	Authority templates	&authsb2.qrp, &authful.qrp
B	Borrower templates	&bct.qrp, &bclt.qrp
Bor	Borrower templates	&bordata.qrp, &borsht.qrp
Bib	Bibliographic templates	&bib.qrp, &bib2.qrp
Borh	Borrower history templates	&borhist.qrp, &borhisc.qrp, &borh10.qrp
CI	Circulation issues slips	&CI1ISS.qrp, &CI1New.qrp, &CI1000.qrp
Fin	Financial templates	&finbudg.qrp, &fincurr.qrp, &fintran.qrp
ILL	Inter-library loan templates	&ILLEREM.qrp, &ILLLET.qrp
N	Standard letter templates	&n1add10.qrp, &n1addem.qrp
NC, NEC, NEI	NetOPAC programmed templates	&nctbrf.qrp, &nectbrf.qrp, &neitbrf.qrp
Od	Circulation templates – Overdues	&odemail.qrp, &odlet1c.qrp, &odlet1g.qrp
Email, eml	E-mail templates	&odemail.qrp, &resembl.qrp
Let	Letter templates	&odlet1c.qrp, odlet1g.qrp
OR, OS	Order templates	&orsi.qrp, &orsicl.qrp, &osd100.qrp
PE	Periodical templates – Periodicals and Suppliers	&PE0010.qrp, &PE0100.qrp, &PE1000.qrp
PI	Periodical templates – Periodicals and Issues	&PI0001.qrp, &PI0100.qrp, &PI0010.qrp
PIC	Periodical templates – Periodicals, Issues, Copies	&PIC010.qrp, &PICCLAIM.qrp
PICS	Periodical templates – Periodicals, Issues, Copies, Stockitems	&PICS010.qrp, PICS001.qrp
SU	Periodical templates –	&SU1000.qrp

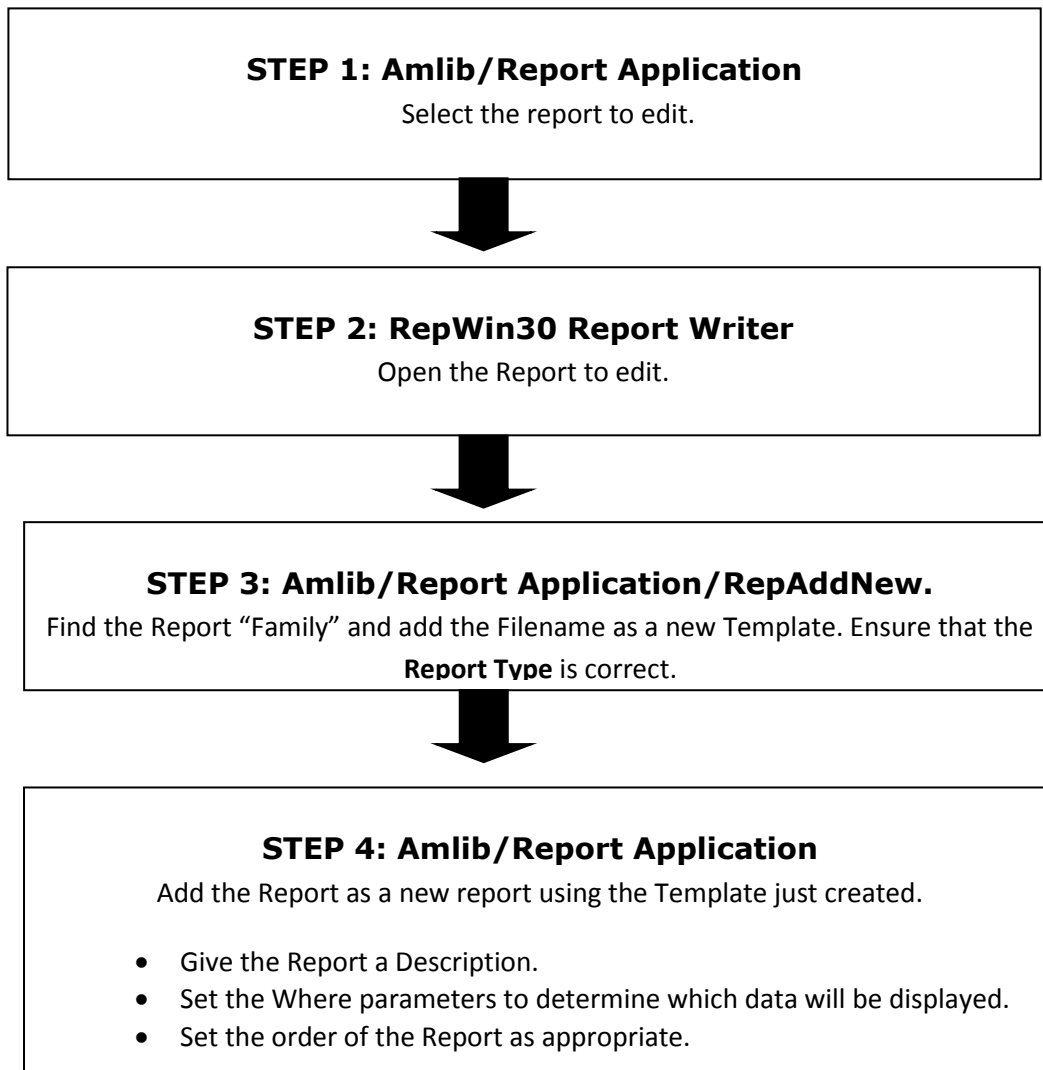
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	Suppliers only	
Res	Reservation templates	&resbrf.qrp, &resem1.qrp, &reslist.qrp
Sad	Stockitem audit templates	&saddet.qrp, &sadbr.qrp
Spine, Spn	Spine label templates	&spn9c.qrp, &spine9.qrp
Stac	Statistics Reports - Grouped by borrower class	&stac511.qrp, &stac520.qrp
Stag	Statistics Reports – Grouped by borrower group	&stag531.qrp, &stag540
Stat	Statistics Reports –general	&stat100.qrp, &stat210
Stk	Stockitem Reports	&stktact.qrp, &stkfs.qrp
Stkh	Stockitem History	&stkhist.qrp, &stkhisu.qrp, &stkhcsc.qrp
Stktur	Stockitem Turnover reports	&stktur1.qrp, &stktur2.qrp
X	Reports that output to Microsoft Excel	&xstkfs.qrp, &xstat20.qrp, &xstkcsc.qrp

Statistics templates

Number/letter	Meaning	Example
100	Summary by year	&stat110.qrp, &stat111.qrp
200	Summary by month	&stat200.qrp, &stat205.qrp
300	Summary by day	&stat300.qrp, &stat310.qrp
400	Summary by hour	&stat410.qrp, &stat411.qrp
500	More detailed reports e.g. containing borrower type, suburb etc.	&stat500.qrp, &stat502.qrp
600	Detailed reports	&stat620.qrp, &stat630.qrp

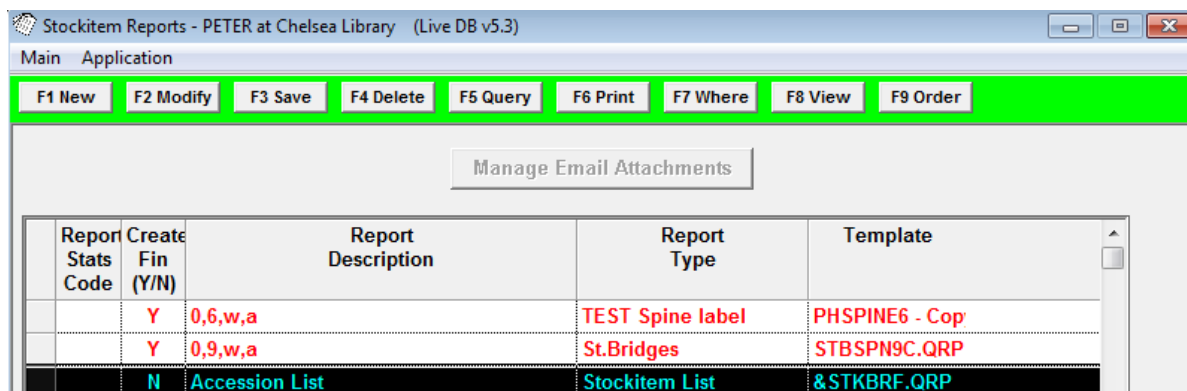
EDITING REPORT TEMPLATES - 4 EASY STEPS



Step 1: Amlib/Report Application

To identify report to edit in the *Amlib* client:

1. Launch the Amlib client
2. Go to Reports category required – for example: Stockitem Reports (**Main > Reports > RepStockitem**)
3. The corresponding Reports screen will display:



The screenshot shows a window titled "Stockitem Reports - PETER at Chelsea Library (Live DB v5.3)". Below the title bar is a menu bar with "Main" and "Application". A green toolbar contains buttons for F1 New, F2 Modify, F3 Save, F4 Delete, F5 Query, F6 Print, F7 Where, F8 View, and F9 Order. Below the toolbar is a "Manage Email Attachments" button. The main area contains a table with the following data:

Report Stats Code	Create Fin (Y/N)	Report Description	Report Type	Template
	Y	0,6,w,a	TEST Spine label	PHSPINE6 - Cop
	Y	0,9,w,a	St.Bridges	STBSPN9C.QRP
	N	Accession List	Stockitem List	&STKBRF.QRP

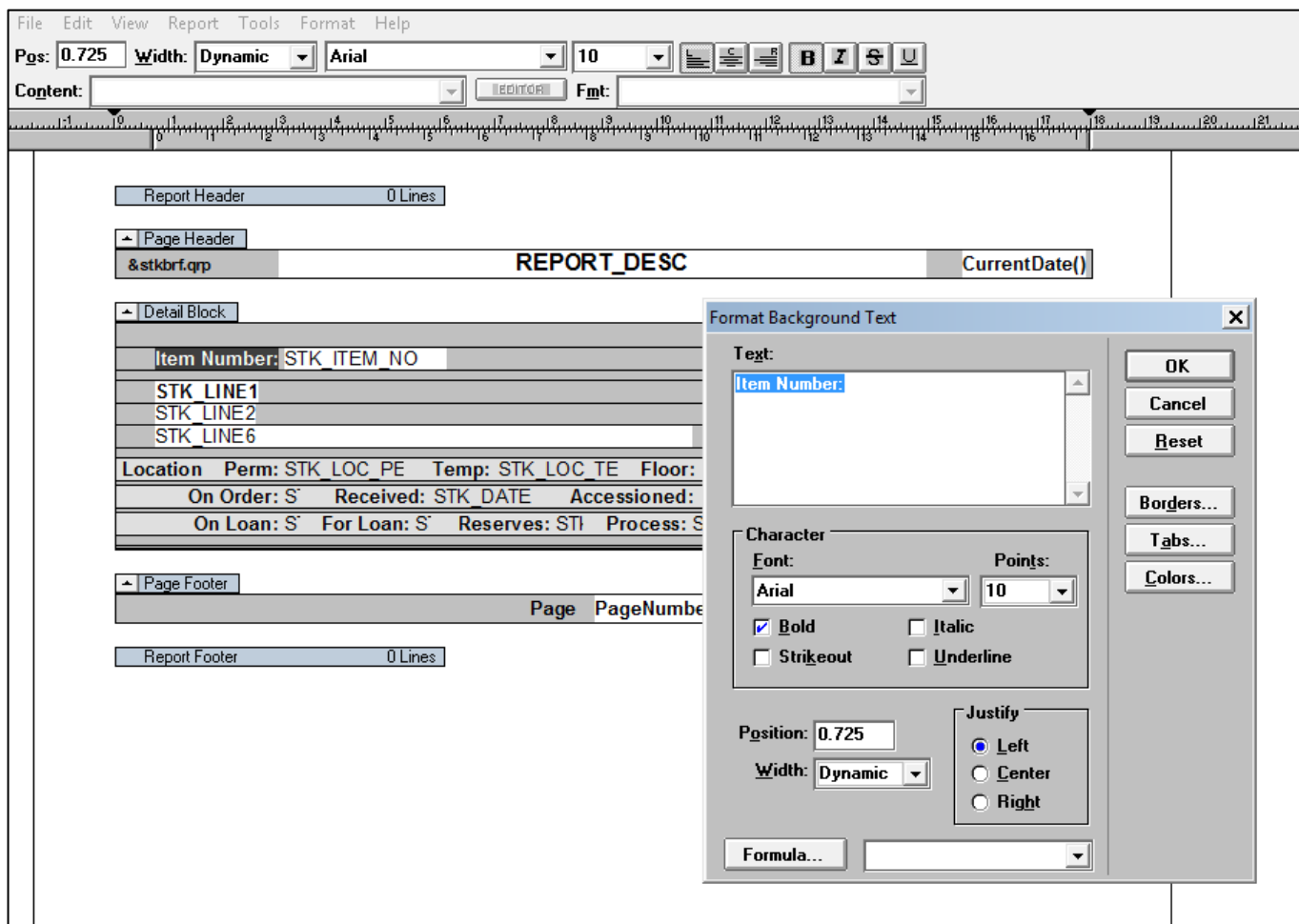
4. Highlight report to be edited and take note of the Report Type & Report Filename – for example: the report to be edited here is a report type of *Title Author Call No and Barcode*. The template is *&STKBRF.QRP*.

Step 2: RepWin Report Writer

1. Open a Windows Explorer Window
2. Navigate to the **\Amlib\Report** folder on your Amlib server or local PC
3. Locate template identified in STEP1 and highlight it, duplicate the template and rename it

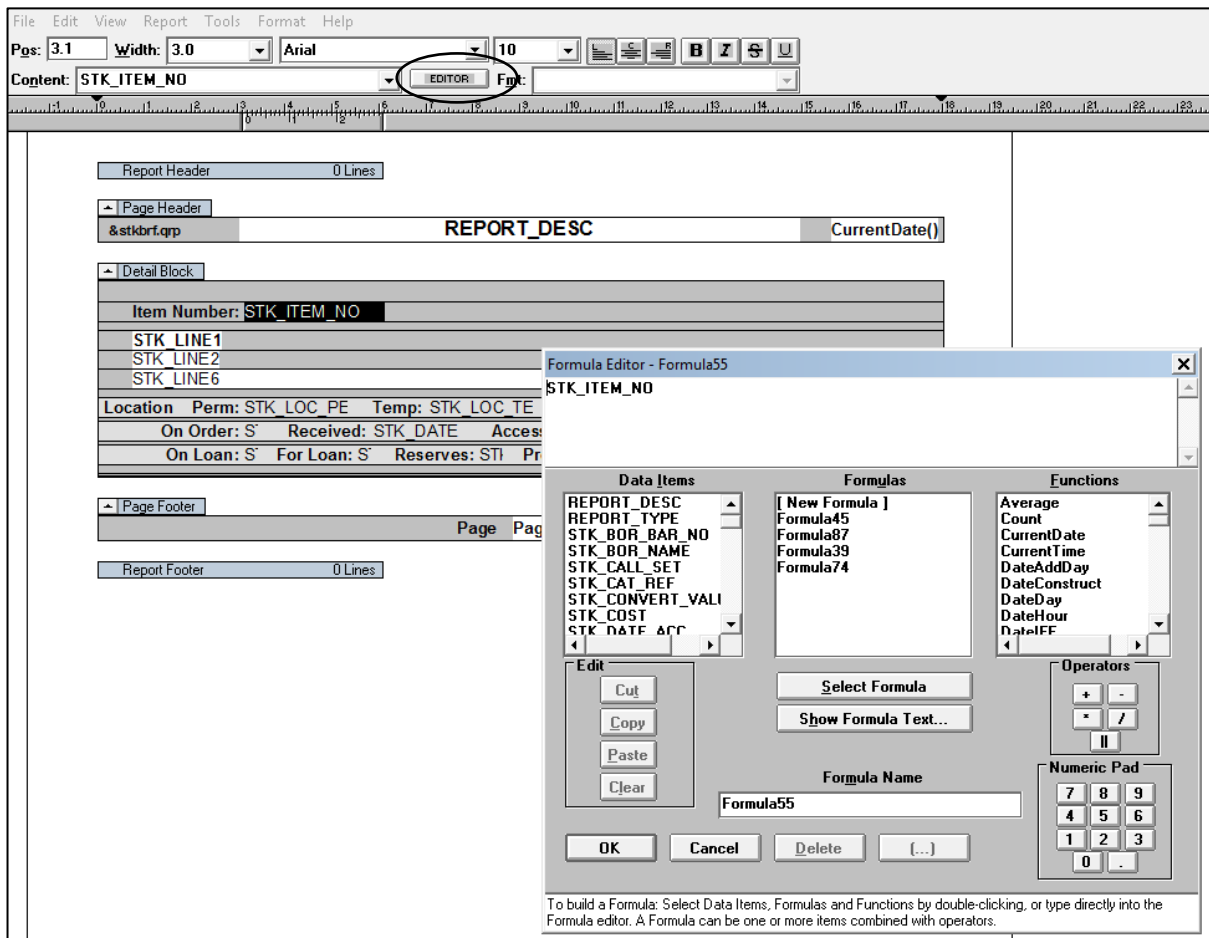
The general practice when customising a report template is to remove the ampersand (&) and add in a few letters indicating your library name:

- &STKBRF.QRP → CHESTKBRF.QRP
4. Highlight & Double-click the renamed template – chosen template will display in RepWin
 5. Edit/ format template as desired:
 - Background Text that can be edited simply be double clicking on the **Background Text** you want to edit – the Format Background Text Dialogue box will open



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- Data Fields can be edited by highlighting the **Data Field** you want to edit, and clicking the **Editor** button

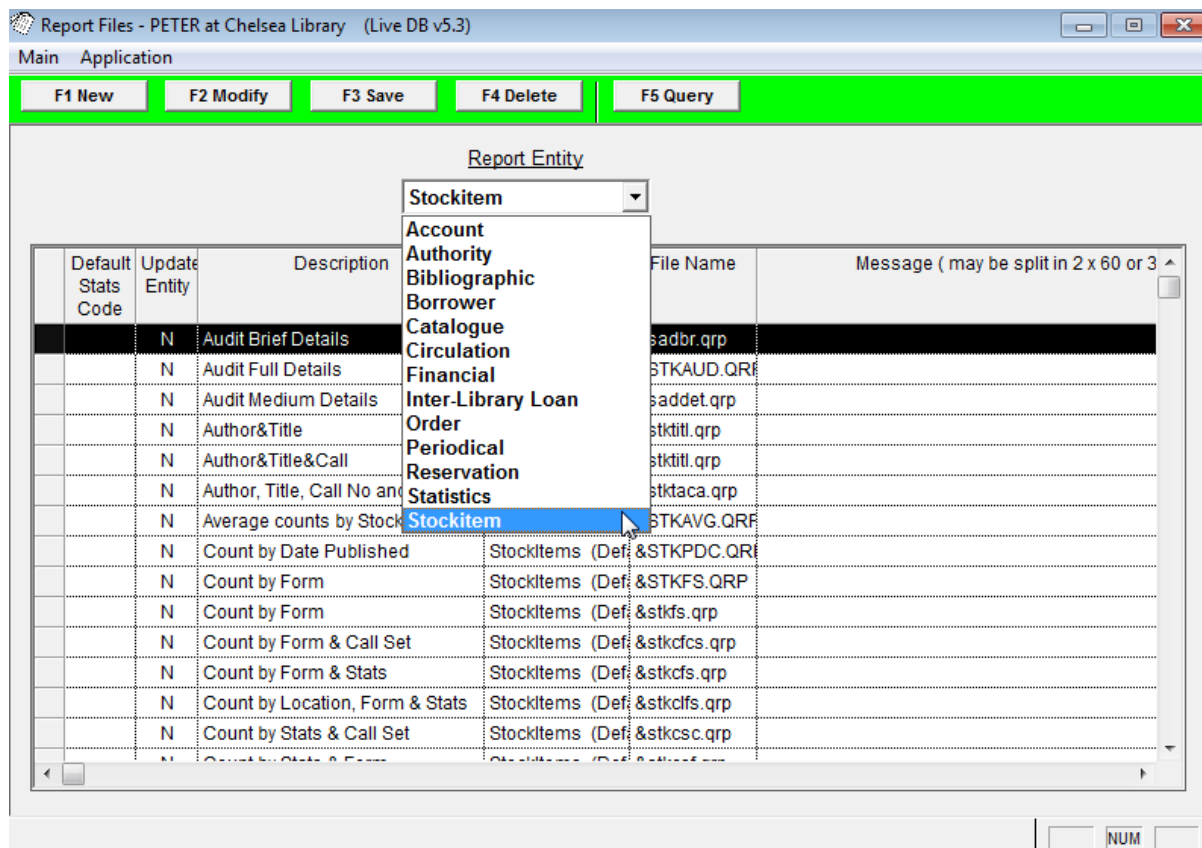


6. Save edited template from the main menu, select **File > Save**.

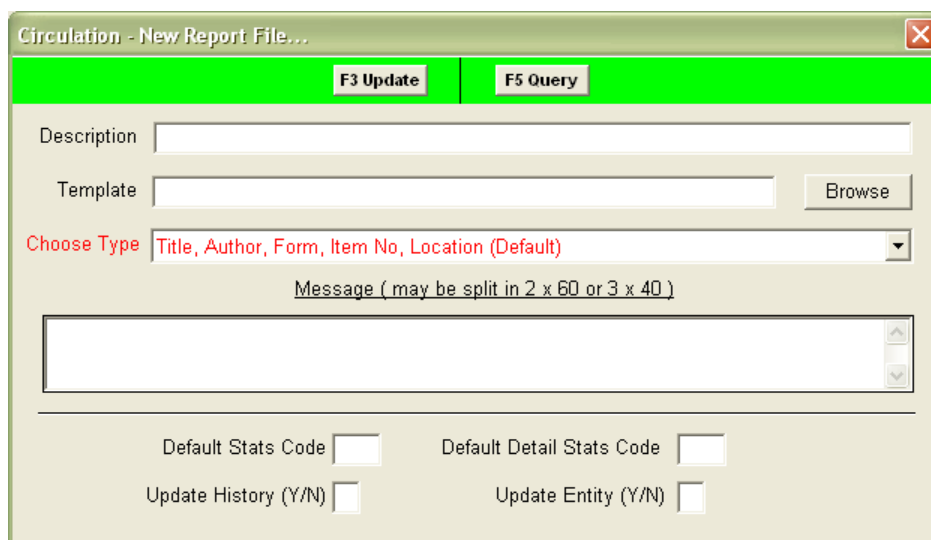
Step 3: Amlib/Report Application/RepAddNew

Loading Template into *Amlib* client using RepAddNew:

1. Launch the *Amlib* client
2. Go to Main > Reports > RepAddNew – the Report File window will open:

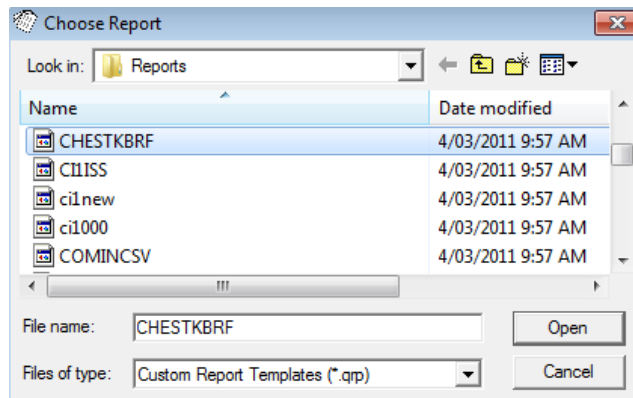


3. From the Report Entity drop-down, select the appropriate module for your report – for example: **Stockitem**
4. Click **F1New** button – the New Report File window will open:

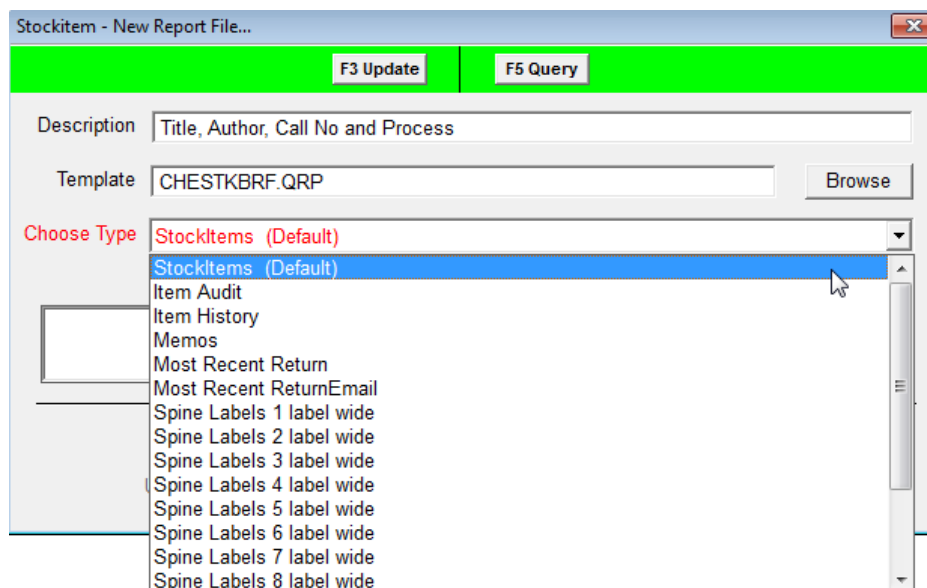


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5. Type in an appropriate Description – for example: **Title, Author, Call No and Process**
6. Template – click on the **Browse** button – the Choose Report window will open



7. Navigate to the **Amlib/Reports** folder on your *Amlib* Server (if the template has been loaded onto your PC – then navigate to the local folder)
8. Files of type:
 - Select **Custom Report Templates (*.qrp)** for customised templates
 - Select **System Report Templates (*.qrp)** for all standard system templates
9. Locate the template to be loaded and highlight it
10. Click the **Open** button – the template will be selected the Choose Report window will close
11. **Choose Type** – it is *essential* that the appropriate type be chosen that this will inform how your template operates and the information that is sent to it – in this example: **Stockitems (Default)** has been selected. Note that the Type will be the same as the original template the edited version was based on



12. Message – leave blank
13. Default Stats Code – it is possible to collect statistics on the number of times that this report is run by adding an entry into the Statistics Codes table (**Main > Supervisor > StatsParams**) and then adding the **Stat Type** into the Default Stats Code box – this is optional and may be left blank
14. Default Detail Stats Code – it is possible to collect statistics on the number of individual notices that a particular report generates by adding an entry into the Statistics Codes table (**Main > Supervisor > StatsParams**) and then adding the **Stat Type** into the Default Detail Stats Code box (not available for all modules) – this is optional and may be left blank
15. Update History (Y/N) – it is possible to retain a record of the report having been generated – for example: the above **Overdue Letter** report can add a record of the overdue being printed to the Borrower History of affected patrons
16. Update Entity (Y/N) – this field can be used to update the status or alter a parameter of a record – for example: an account may be generated for an overdue circulation report

Stockitem - New Report File...

F3 Update F5 Query

Description Title, Author, Call No and Process

Template CHESTKBRF.QRP Browse

Choose Type StockItems (Default)

Message (may be split in 2 x 60 or 3 x 40)

Default Stats Code Default Detail Stats Code

Update History (Y/N) Update Entity (Y/N)

17. Click the **F3 Update** button
18. The Report File window will open – click **F3 Save** button to save added template.

Step 4: Amlib/Report Application

1. Launch the Amlib client
2. Go to Reports category required – for example: Stockitem Reports (**Main > Reports > RepStockitem**)
3. The corresponding Report screen will display:

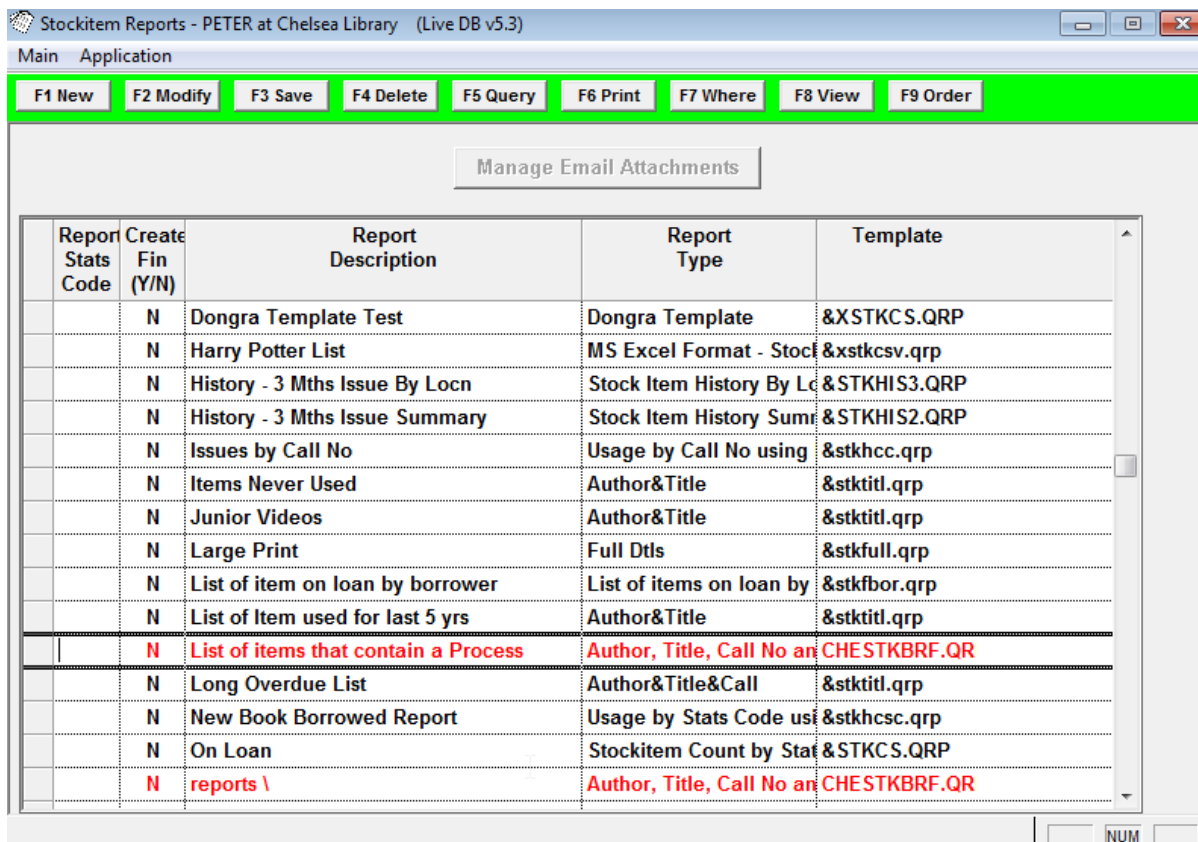
Report Stats Code	Create Fin (Y/N)	Report Description	Report Type	Template
	N	Damaged Items Notice	Most Recent Return	&STKMRR.QRP
	Y	Delete History > 2 Years	Delete Item History (With	&stkhisu.qrp
	Y	Delete Stockitem History	Delete Item History	&STKHISU.QRP
	N	Harry Potter List	MS Excel Format - Stock	&xstkcsv.qrp
	N	History - 3 Mths Issue By Locn	Stock Item History By Loc	&STKHIS3.QRP
	N	History - 3 Mths Issue Summary	Stock Item History Summ	&STKHIS2.QRP
	N	Items Never Used	Author&Title	&stktitl.qrp
	N	Junior Videos	Author&Title	&stktitl.qrp
	N	Large Print	Full Dtls	&stkfull.qrp
	N	Library CD List By Artist	Author, Title, Call No an	&stktaca.qrp
	N	Long Overdue List	Author&Title&Call	&stktitl.qrp
	N	New Items This Month	Author&Title	&stktitl.qrp
	N	On Loan	Stockitem Count by Stat	&STKCS.QRP
	N	reports \	Author, Title, Call No an	&stktaca.qrp
	N	Reservation > 5	Reservation and Copies	&stkcres.qrp

4. Click the **F1New** button – the Select Report Format table will display:

Description	Update Entity	File Name
Audit Brief Details	N	&sadbr.qrp
Audit Full Details	N	&STKAUD.QRP
Audit Medium Details	N	&saddet.qrp
Author&Title	N	&stktitl.qrp
Author&Title&Call	N	&stktitl.qrp
Author, Title, Call No and Form	N	CHESTKBRF.Q
Average counts by Stock Item Stats Code	N	&STKAVG.QRP
Count by Date Published	N	&STKPDC.QRP
Count by Form	N	&STKFS.QRP
Count by Form	N	&stkfs.qrp
Count by Form & Call Set	N	&stkcfcfs.qrp
Count by Form & Stats	N	&stkcfs.qrp
Count by Location, Form & Stats	N	&stkcfs.qrp
Count by Stats & Call Set	N	&stkcsc.qrp

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5. **Highlight** the report you would like to use and click **Select** button – for example: **CHESTKBRF.QRP**
6. Your selection will appear at the bottom of the **Reports** table in **red**:



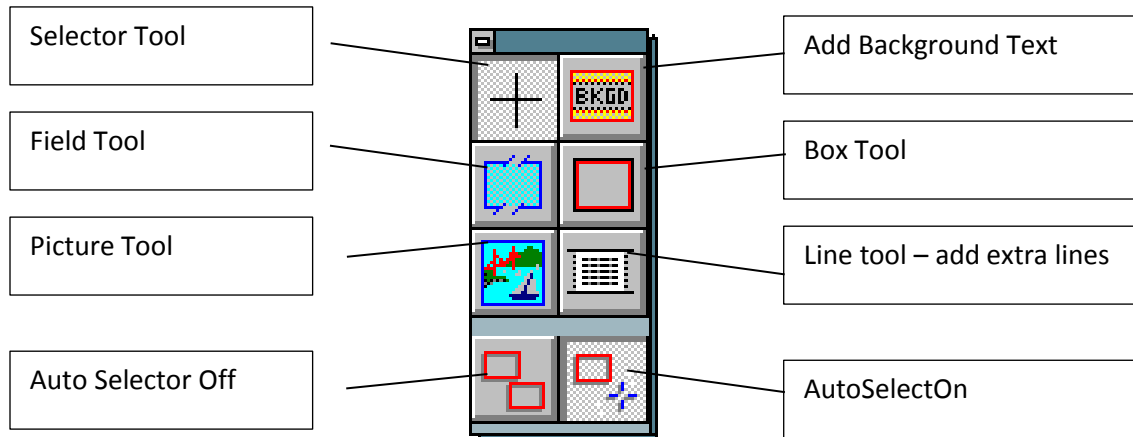
7. Type in an appropriate Report Description – for example: **List of Items that contain a PROCESS**
 - This is a description often serves as the heading of the report (including many Stockitem reports)
8. Click the **F3Save** button to save the added report template
9. Highlight the report in the Reports table and click the **F7Where** button, unless a Saved File is to be used.
10. Click the **F8 View** button, when report is ready to be viewed.

TEMPLATES BASICS

Pallet

It may be convenient to have the Pallet available it is a quick access bar to tools used in formatting report templates.

1. From the main menu, select **View > Pallet** - the Pallet tool bar screen will display:

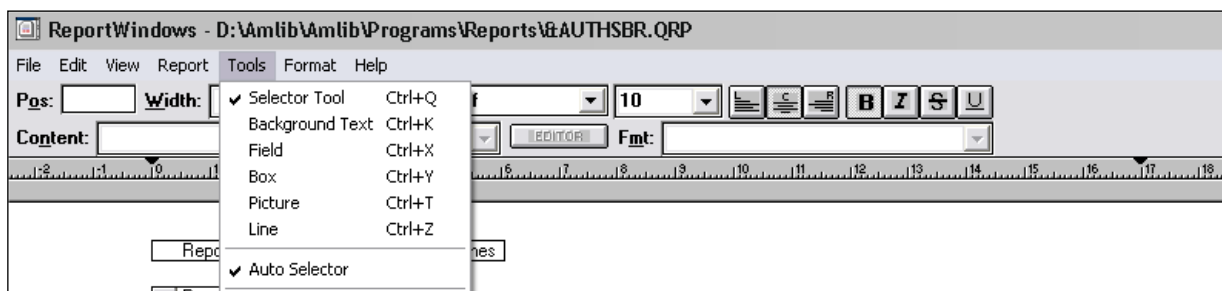


Note: Alternatively place your cursor anywhere on the template, and right click the mouse and click through the Tools available

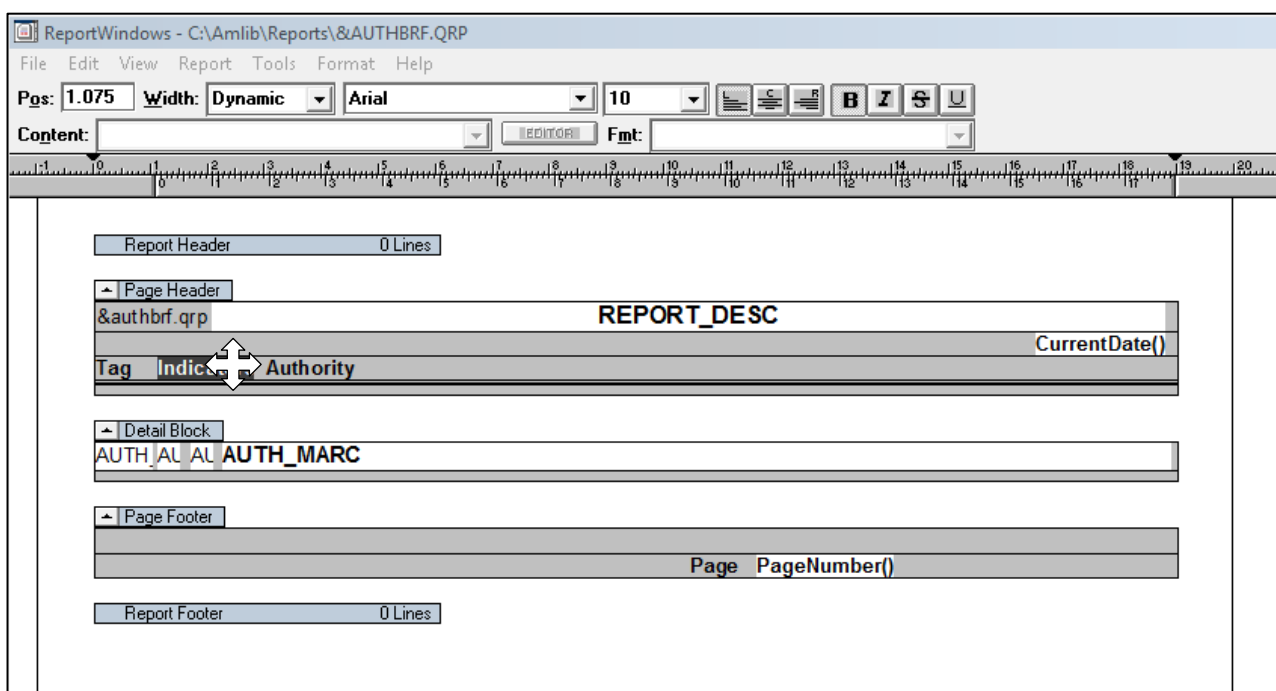
Selector Tool

The selector tool allows the selection of items within a template, and it's a good idea to have this tool selected by default prior to editing templates.

1. From the main menu, select **Tools > click on Selector Tool**



2. The selector tool is now selected, when hovering over particular parts of the template a **four-way** arrow will appear indicating item can be selected:

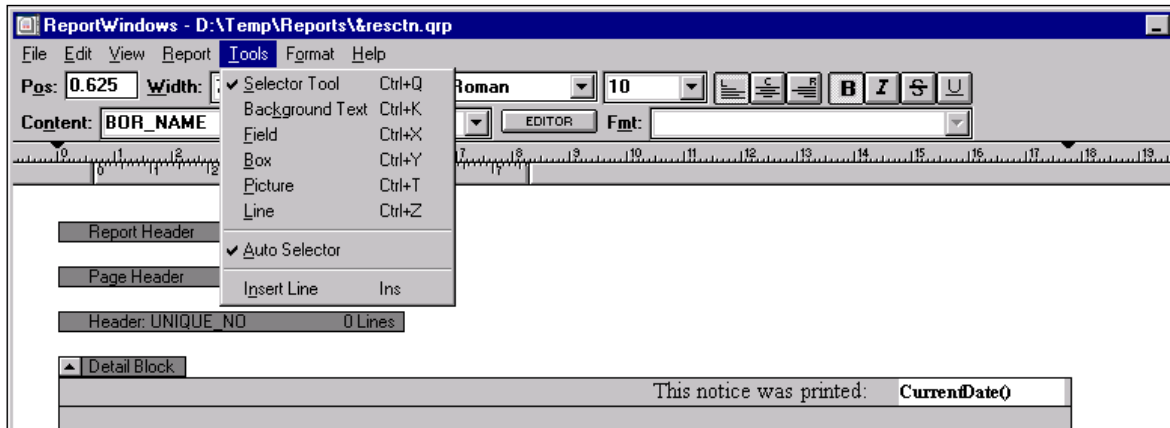


Background Text

Literal text only e.g. The name of the Site for a heading, Labels on columns etc.

Insert Background Text

1. From the main menu, select **Tools > Background Text**



2. Position the cursor where you would like the background text to appear and click to insert

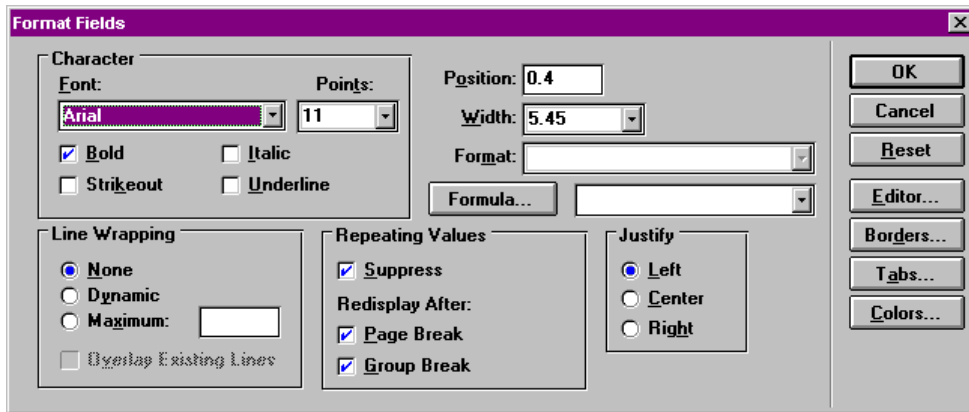
The cursor will remain in the text box so you can start typing the background text that you want to display each time the report is printed.

Fields

Fields can be inputs (Objects that are derived from the database e.g. Borrower Name, Address etc.), A literal String (combining of input items and background text, using single quotes) or formulas that can be created using the formula editor.

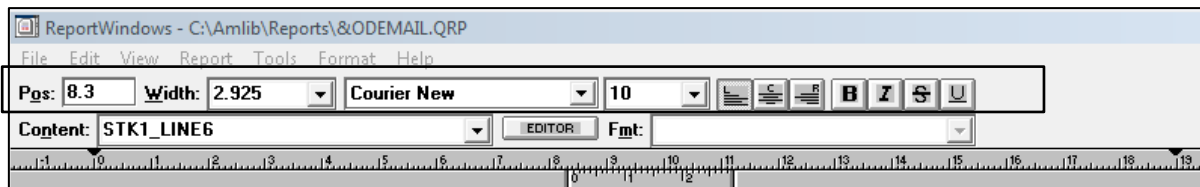
Format Fields

1. Double click a field – the Format Fields screen will display



- Character e.g. Font size, Fonts
- Line Wrapping: e.g. To get the Maximum wrapping of the text.
- Repeating Values e.g. Suppressing repeating values so that the repeating text is not shown.
- Justification e.g. Centering, left or right alignment
- Formatting e.g. Field display format

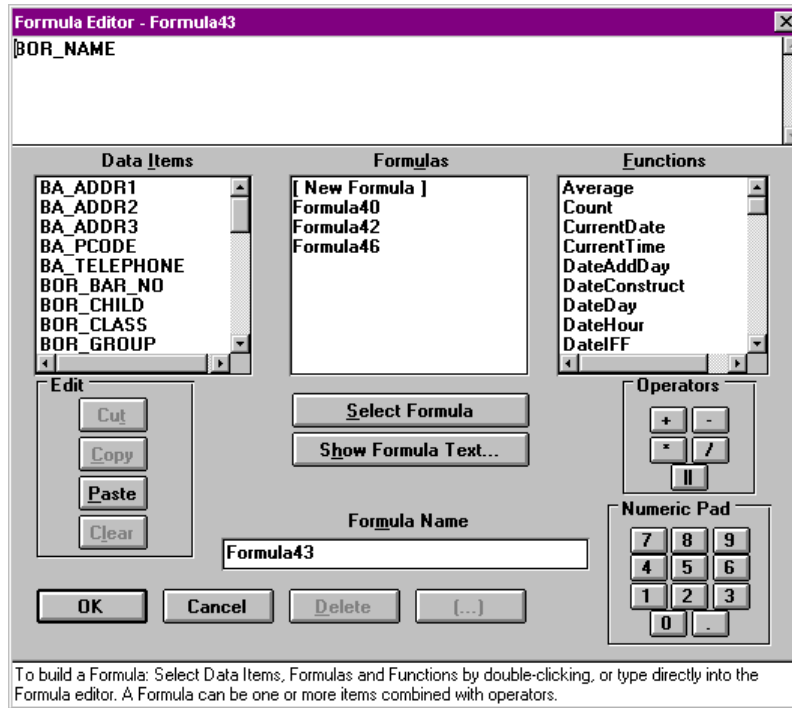
Alternatively you can click a field and edit field formats from the main menu bar:



Editor

Data items and functions for fields can be defined and selected from the editor screen.

1. Highlight a field, in the main menu bar select the **Editor** button – the Formula Editor screen will display:



RepWin Report Writer Manual

Blocks

Blocks form the backbone of reports and can come in the form of:

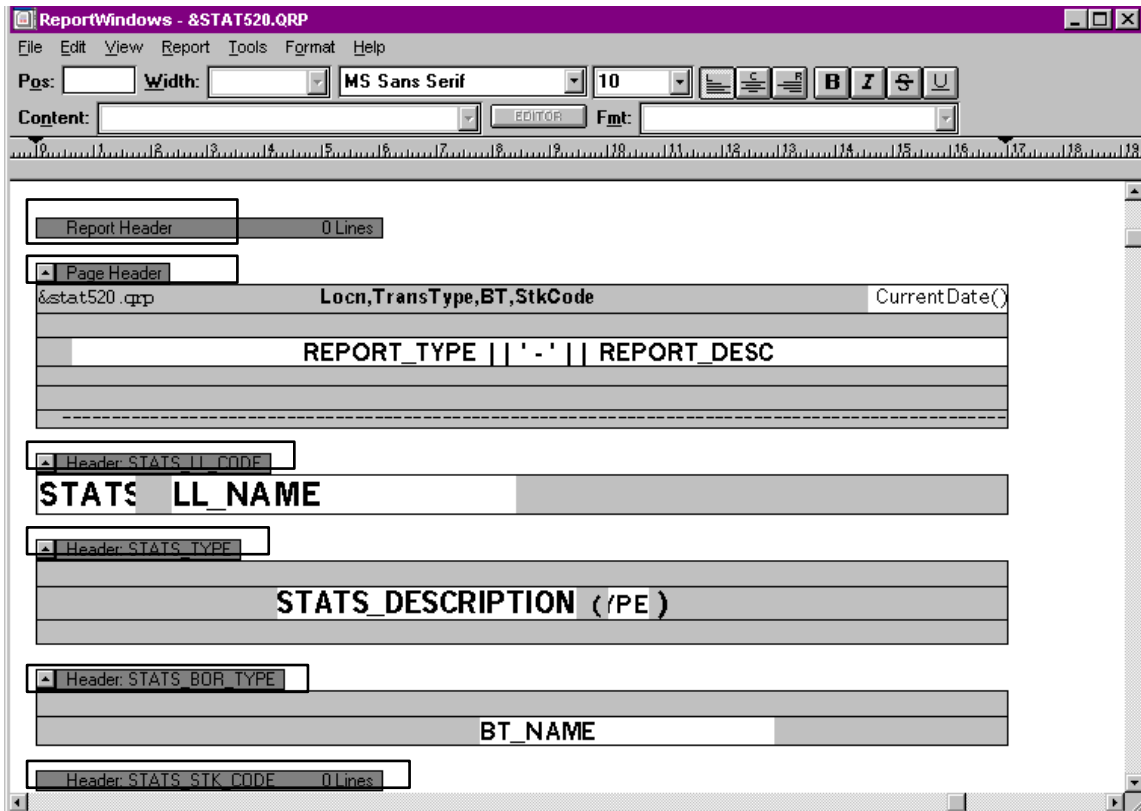
Headers: Optional	Report Header	Contains a Report Title – only appears at the beginning of the Report
	Page Header	Contains information to appear at the top of every page
	Group Header	Contains information to appear at the beginning of every Break Group. Will only appear if Break Groups are defined
Footers: Optional	Report Footer	Contains Report totals and summaries
	Page Header	Contains information to appear at the bottom of every page e.g. Page Numbers
	Group Header	Contains information to appear at the end of every Break Group. Will only appear if Break Groups are defined
Detail Blocks	Data that is sourced from the database. Reports only have one Detail Block per Report Template	

Headers

Optional and can be:

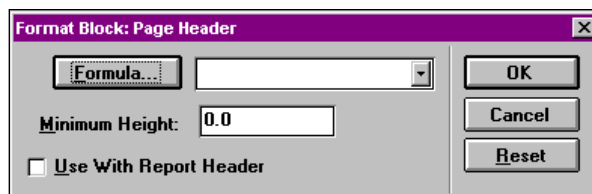
Report Header	Appears only once, containing a title.
Page Header	Contains messages, references, page numbers etc. and appears on each page.
Group Header	Appears before the first line of a group of records. (These do not display until Break groups are defined.)

The Statistics report below has many Group Headers.



Header Settings

- Each Header can have settings e.g. Minimum height, these can be changed by double clicking on the Header field e.g. Page Header



Line Settings

- The first line after a header can also have settings defined e.g. Page break before.

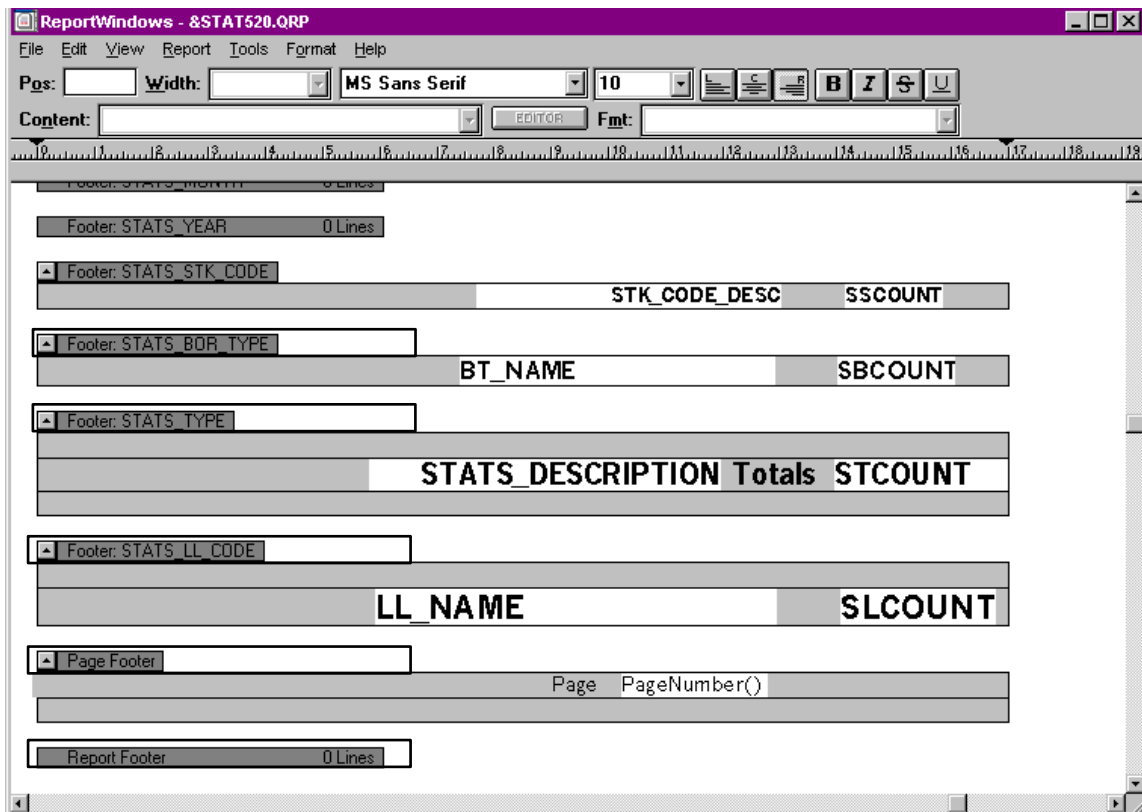
Check this by double clicking on the first line after the Header (in the grey space rather than on a field or text box).

Footers

Also Optional can be Report Footer, Page Footer or Group Footer.

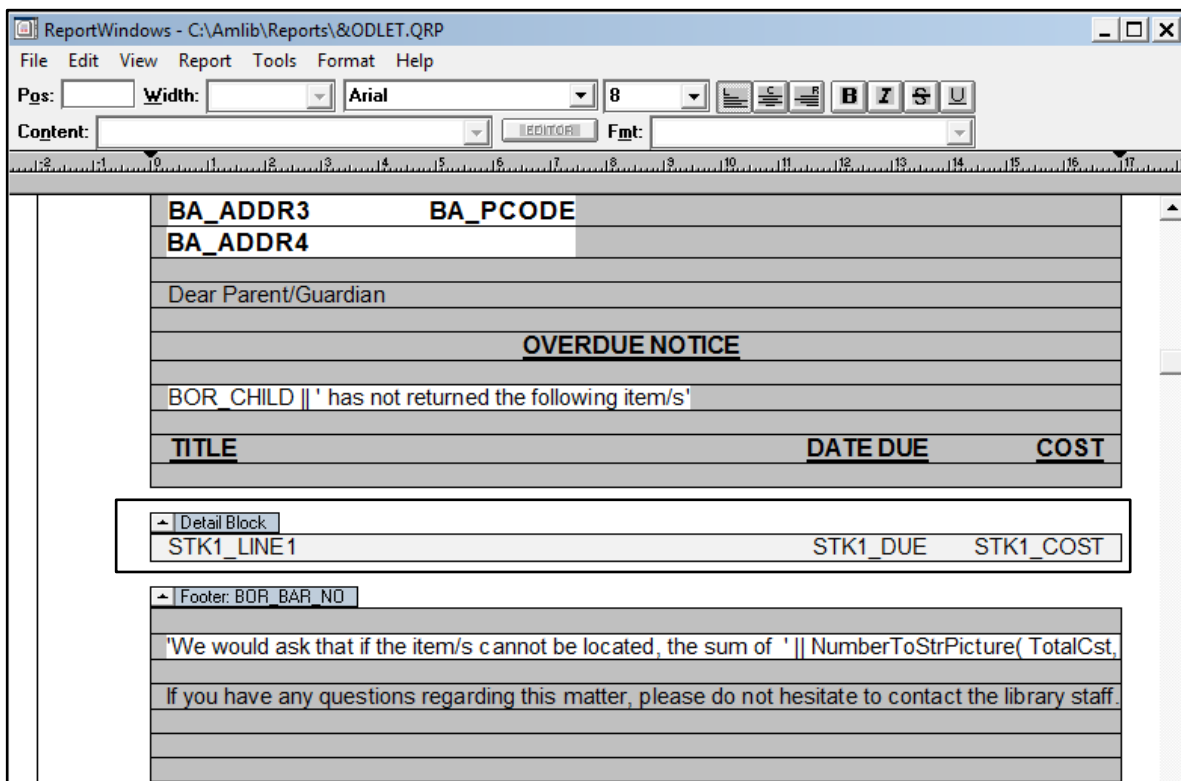
- Group Footers may contain Totals for the group.
- Page Footers can contain Page Numbers or copyright information that would need to be shown on each page of the Report.

It is possible to keep the Group information on a page – for example to prevent a page break forming in the middle of an Overdue Slip – see [Keep on Page](#) section of this guide.



Detail Blocks

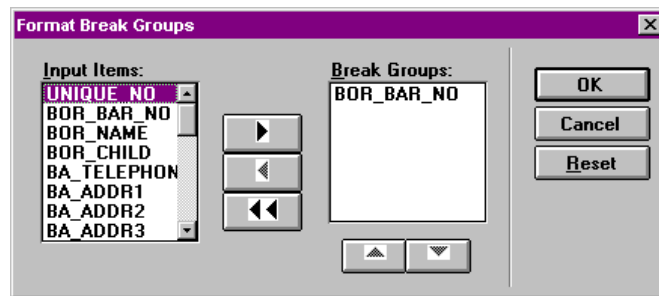
Data that is sourced from the database. Reports only have one Detail Block per Report Template:



Break Groups

Information such as Borrower, Class, Type etc will need to be grouped into units.

Each group contains an input item that tells the report when to break e.g. On Borrower Type.



When Break Groups are defined, new Headers and Footers will display for each Break Group.

However, only one detail block displays.

To add new break

1. From the main menu, select **Format > Break Groups...** – the Format Break Group screen will displaying with currently defined input items and a list of already defined break groups:



2. Select & highlight an item from the Input Items list, click the **Right arrow** button to copy across to the Break Groups list
3. Repeat step 2 for each break group item. Break items must be defined in the same order as the sort order of the input rows
4. To delete an item from the Break Groups list box, highlight an item in the Break Groups list and click the **Left arrow** button
5. Click the **Ok** button to apply the defined break groups. Once all Break Groups have been defined any reporting activity will add new header and footer block captions for each of the break group items defined

Input Items

Individual data elements used in the Fields of the Report and are usually the same as the data fields within Amlib e.g. BorType. An Input Item contains data from the database such as Titles, Birthdates, Costs etc. as well as Current Date. These are usually entered in the Detail Blocks but can be entered in Header or Footers – for example to Form a Heading of a Report. These are only available if programmed into Reports.

Note: When setting up a report template for circulation, a Borrower who has a Guardian (3rd Address) becomes a BOR_CHILD, and the Guardian is BOR_NAME. A Borrower with no Guardian remains BOR_NAME

Date of notice: CurrentDate()	
BOR_NAME	
BA_ADDR1	
BA_ADDR2	
BA_ADDR3	BA_PCODE
RE: Overdue items issued BOR_CHILD	

Spot the Difference!

Background text consists of individual words or sentences:

e.g. Field labels

Dear Parent/Guardian,	
OVERDUE NOTICE	
The following books are overdue as of ' DateToStrPicture(CurrentD	
TITLE	DATE
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Detail Block </div>	
STK1_LINE1	STK
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Footer: BOR_BAR_NO </div>	

e.g. Headings

Dear Parent/Guardian,	
OVERDUE NOTICE	
The following books are overdue as of ' DateToStrPicture(CurrentDate() , 'dd MMM	
TITLE	DATE DUE
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Detail Block </div>	
STK1_LINE1	STK1_DUE STK
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Footer: BOR_BAR_NO </div>	
We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture	

e.g. Sentences

TITLE	DATE DUE	COST
<div style="border: 1px solid black; padding: 2px;"> ▲ Detail Block </div>		
STK1_LINE1	STK1_DUE	STK1_COST
<div style="border: 1px solid black; padding: 2px;"> ▲ Footer: BOR_BAR_NO </div>		
'We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#		
If you have any questions or would like to renew your items, please contact the library on 9222 2222		

Fields contain abbreviations that are often separated by an underscore and are quite obvious:

<div style="border: 1px solid black; padding: 2px;"> ▲ Header: BOR_BAR_NO </div>		
BOR_NAME		
BA_ADDR1		
BA_ADDR2		
BA_ADDR3	BA_PCODE	BOR_GROUP
BA_ADDR4		
Dear Parent/Guardian,		
OVERDUE NOTICE		
'The following books are overdue as of ' DateToStrPicture(CurrentDate(), 'dd MMM yyyy') ':'		
TITLE	DATE DUE	COST
<div style="border: 1px solid black; padding: 2px;"> ▲ Detail Block </div>		
STK1_LINE1	STK1_DUE	STK1_COST

Strings are a combination of background text and fields.

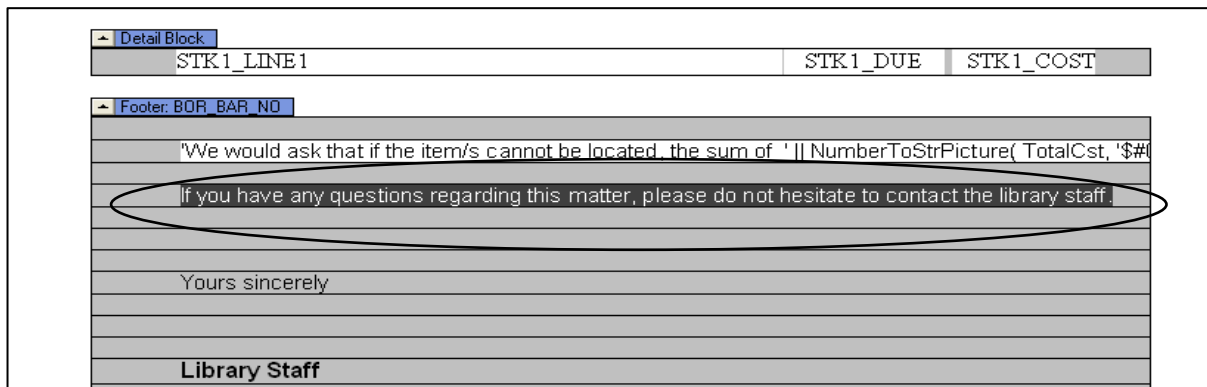
OVERDUE NOTICE		
'The following books are overdue as of ' DateToStrPicture(CurrentDate(), 'dd MMM yyyy') ':'		
TITLE	DATE DUE	COST
<div style="border: 1px solid black; padding: 2px;"> ▲ Detail Block </div>		
STK1_LINE1	STK1_DUE	STK1_COST
<div style="border: 1px solid black; padding: 2px;"> ▲ Footer: BOR_BAR_NO </div>		
'We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#		
If you have any questions or would like to renew your items, please contact the library on 9222 2222		

How to Change Text

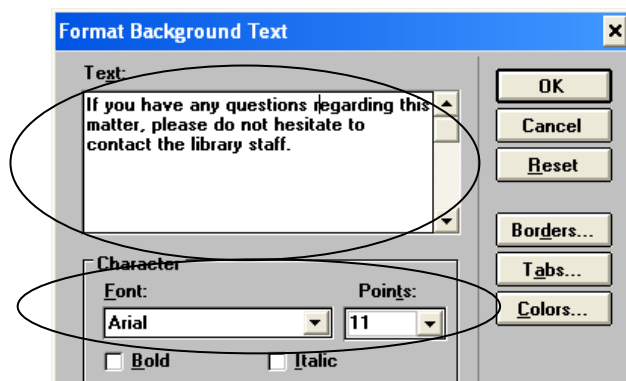
Note: Ensure prior to making any changes to a template save the template with a new name to avoid overwriting existing template – see [A GUIDE TO REPORT TEMPLATE NAMES](#) section of this manual.

Changing Wording on Report Templates

1. Open the template you want to changed
2. Double click on the area of text that you wish to change



3. The Format Background Text screen will display.
 - a. Click into the Text area box, highlight and delete text or add text as necessary
 - b. You can also change font size or style, in the Character area



4. Click the **Ok** button to add or change the text in for this particular text box

How to Add Extra Space (Adding Lines)

If spaces are required in a report template to separate certain areas of a text extra lines can be added.

1. Open the template to be changed
2. From the main menu, ensure **View > Palette** is ticked
3. Select the **Line tool** button from the palette



4. Hover over the area in the template where a line is to be inserted, until the cursor turns into the square line tool symbol. Then click to make the extra line

Tip: You may have to put your cursor on the top or bottom edge of an existing line.

The screenshot shows a report template with the following content:

OVERDUE NOTICE		
'The following books are overdue as of ' DateToStr(CurrentDate()) '		
TITLE	DATE DUE	COST
- Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
- Footer: BOR_BAR_NO		
'We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#'		
If you have any questions or would like to renew your items, please contact the library on 9222 2222		
Yours sincerely		

A line tool symbol (a square with a horizontal line) is overlaid on the row containing the text: `'We would ask that if the item/s cannot be located, the sum of ' || NumberToStrPicture(TotalCst, '$#'`.

Note: Be careful where lines are placed. If additional lines are added to the detail block, with most templates, this will add lines for each item that is listed – as shown here:

Mr Anderton
1 Landand St
Library Town, WA

6000

Code not found

Dear Parent/Guardian,

OVERDUE NOTICE

The following books are overdue as of 10 Jul 2009:

<u>TITLE</u>	<u>DATE DUE</u>	<u>COST</u>
The planets [videorecording] / series producer, David McNab.	29/08/2007	\$34.00
Planet of twilight / Barbara Hambly.	29/08/2007	\$11.00

We would ask that if the item/s cannot be located, the sum of \$45.00 be forwarded to the school.

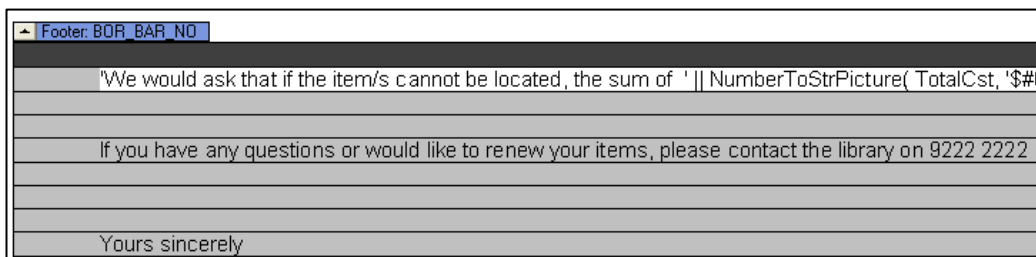
If you have any questions or would like to renew your items, please contact the library on 9222 2222

Yours sincerely

Library Staff

How to Reduce Space by Deleting Lines, Text Boxes or Fields

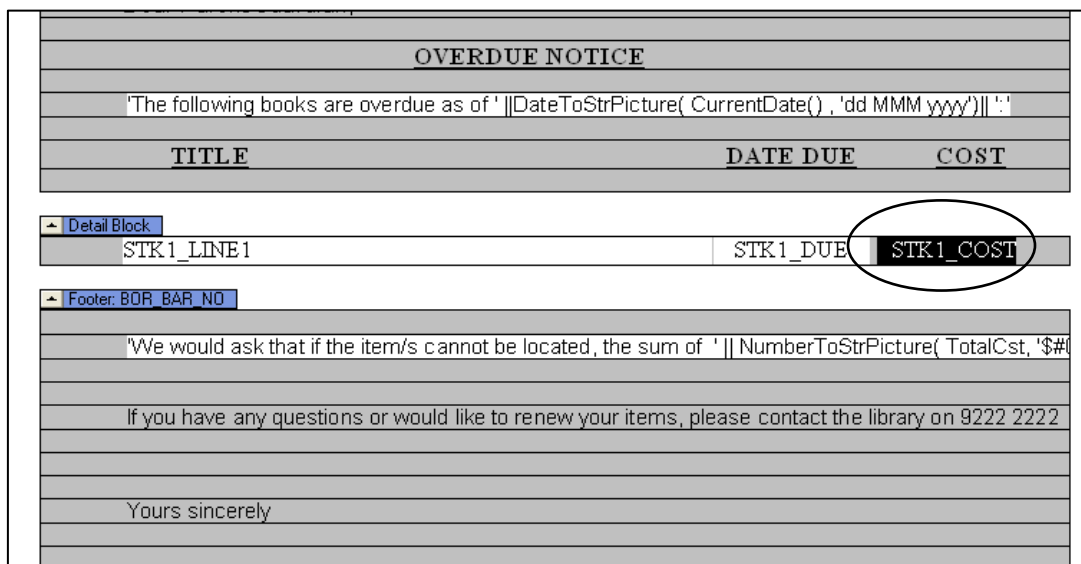
1. Open the template to be changed
2. Click on a line, text box or fields to be deleted to highlight it:



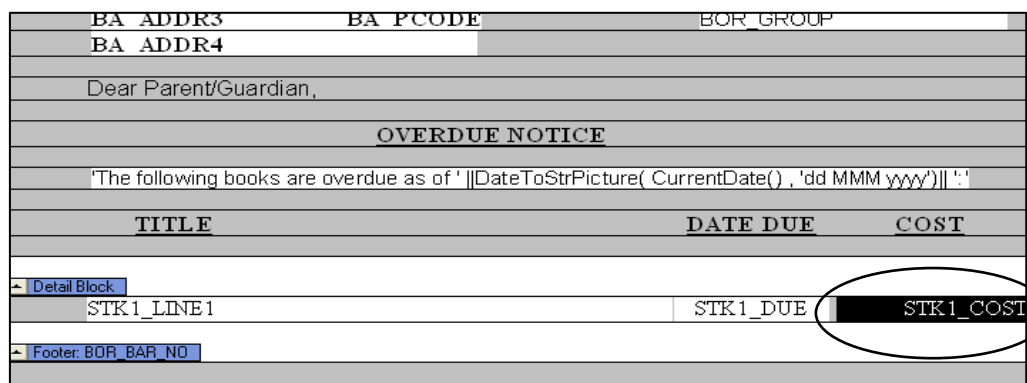
3. Press the 'Delete' button on the keyboard

How to Adjust the Size of Your Fields or Text

1. Open the template to be changed
2. Click on a field/text to be changed




3. Move your mouse cursor to the edge of the field/text selected, until the cursor changes to a **double sided** \longleftrightarrow arrow. Then click and drag the edge to the desired size



How to Move Fields or Text

1. Open the template to be changed
2. Click on a field/text to be changed

Header: BOR_BAR_NO		
BOR_NAME		
BA_ADDR1		
BA_ADDR2		
BA_ADDR3	BA_PCODE	BOR_GROUP
BA_ADDR4		
Dear Parent/Guardian,		
OVERDUE NOTICE		
The following books are overdue as of ' DateToStrPicture(CurrentDate() , 'dd MMM yyyy') ':		
TITLE	DATE DUE	COST
Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
Footer: BOR_BAR_NO		
We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#		

3. Move your mouse cursor over the top of the field/text selected, until the cursor changes to a **four-way**  arrow. Then click and drag field/text to the desired position

OVERDUE NOTICE		
The following books are overdue as of ' DateToStrPicture(CurrentDate() , 'dd MMM yyyy') ':		
TITLE	DATE DUE	COST
Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
Footer: BOR_BAR_NO		
We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#		
If you have any questions or would like to renew your items, please contact the library on 9222 2222		
Yours sincerely		

General rules for moving fields, text or objects

1. Fields, Text or objects can be moved left or right within the same line, only to the extent of the page (where the grey lines ends)
2. Things can be moved to lines above or below, only within the same section. That is, fields cannot be move from a line in the detail block to a line in the header. However can copy text, create the background text box in the other section and the paste the text into it
3. Leave a small space between each field so that the words do not overlap

TITLE	DATE DUE	COST
Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST

4. Field and text boxes can overlap and make it difficult to see the edges of each and display in the report as mashed text or data. When moving items in small spaces, we suggest creating an extra line to move things onto, then deleting the line once the move is finished

TITLE	DATE DUE	COST
Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST

↓

TITLE	DATE DUE	COST
Detail Block		
STK1_DUE	STK1_LINE1	STK1_COST

↓

TITLE	DATE DUE	COST
Detail Block		
STK1_DUE	STK1_LINE1	STK1_COST

Footer: BQR_BAR_NO

How to Add Text

1. Open the template to be changed
2. If a new line is required, create a new line
3. From the main menu, ensure **View > Pallet** is ticked
4. Select the **Background tool** button from the palette



5. Click in the line where a text is to be displayed

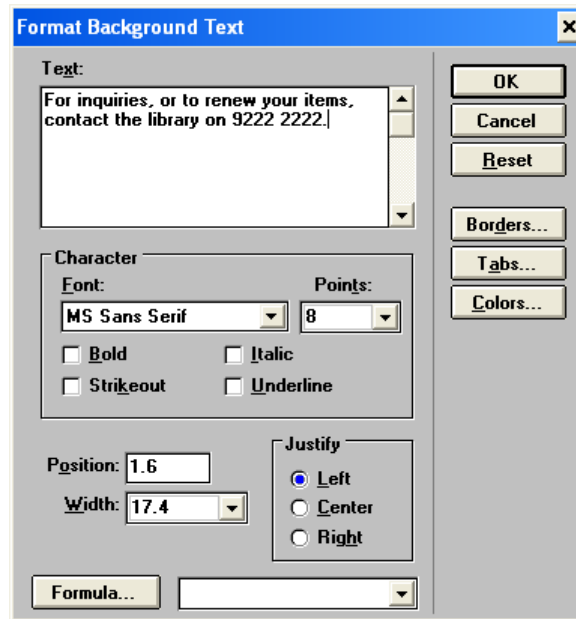
TITLE	DATE DUE	COST
Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
Footer: BOR_BAR_NO		
'We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#'		
[Background text box]		

6. Adjust the background text box accordingly to fit the text – if it's a large sentence, it will need the space across the whole line.

TITLE	DATE DUE	COST
Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
Footer: BOR_BAR_NO		
'We would ask that if the item/s cannot be located, the sum of ' NumberToStrPicture(TotalCst, '\$#'		
[Adjusted background text box]		

Tip: If you can't select your text box, try clicking on the line space behind it, and then click onto the text box.

7. Double click the text box to select it and add required text



8. Set the font size, style and add bold or italics as needed, then click the **OK** button


How to Add Fields

1. Open the template to be changed
2. If a new line is required, create a new line
3. From the main menu, ensure **View > Pallet** is ticked
4. Select the **Field tool** button from the palette



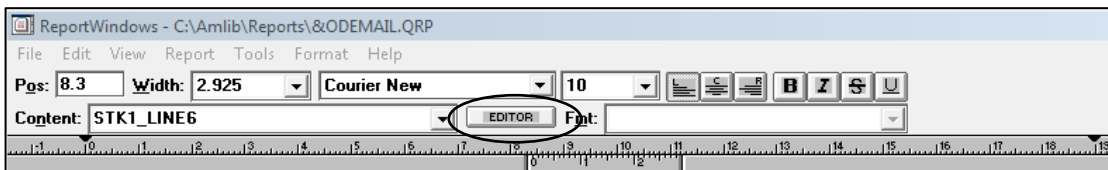
5. Click in the area where a field is to be placed

Dear Parent/Guardian,		
OVERDUE NOTICE		
'The following books are overdue as of ' DateToStrPicture(CurrentDate() , 'dd MMM yyyy') ':'		
TITLE	DATE DUE	COST
- Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
- Footer: ROB BAR NO		

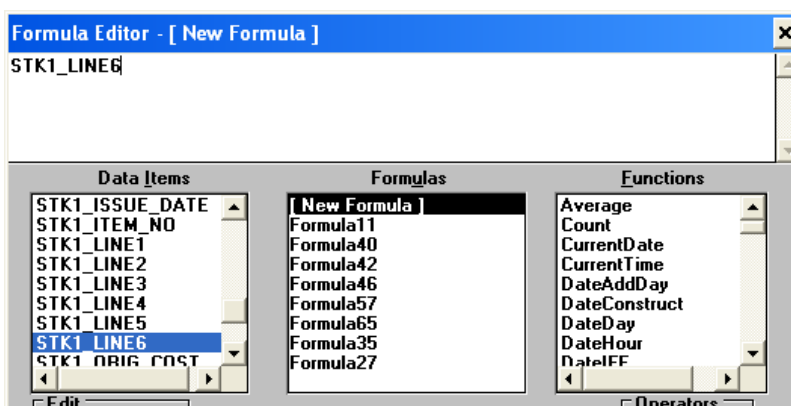
4. Adjust the field box if required. Move your mouse cursor to the edge of the field selected, until the cursor changes to a **double sided**  arrow. Then click and drag the edge to the desired size.

Dear Parent/Guardian,		
OVERDUE NOTICE		
'The following books are overdue as of ' DateToStrPicture(CurrentDate() , 'dd MMM yyyy') ':'		
TITLE	DATE DUE	COST
- Detail Block		
STK1_LINE1	STK1_DUE	STK1_COST
- Footer: ROB BAR NO		

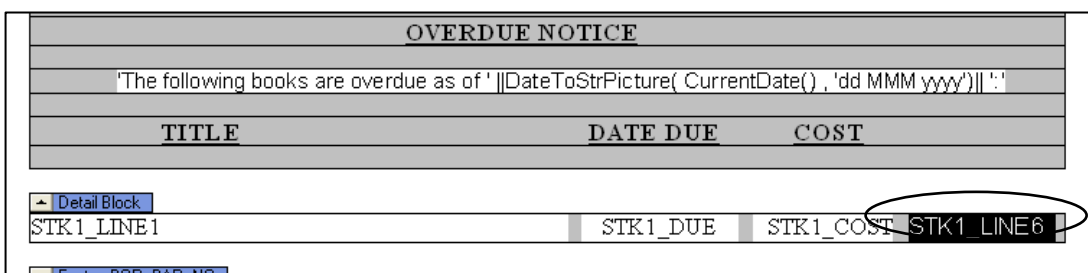
- Highlight the data field to be edited, and click the **Editor** button on the main menu bar.



- From the **Data items** box, select the field to be added. In this case, we want to add the call number, which is line 6 in the stockitem screen.
- Double click the item to display it in the top section of the screen.



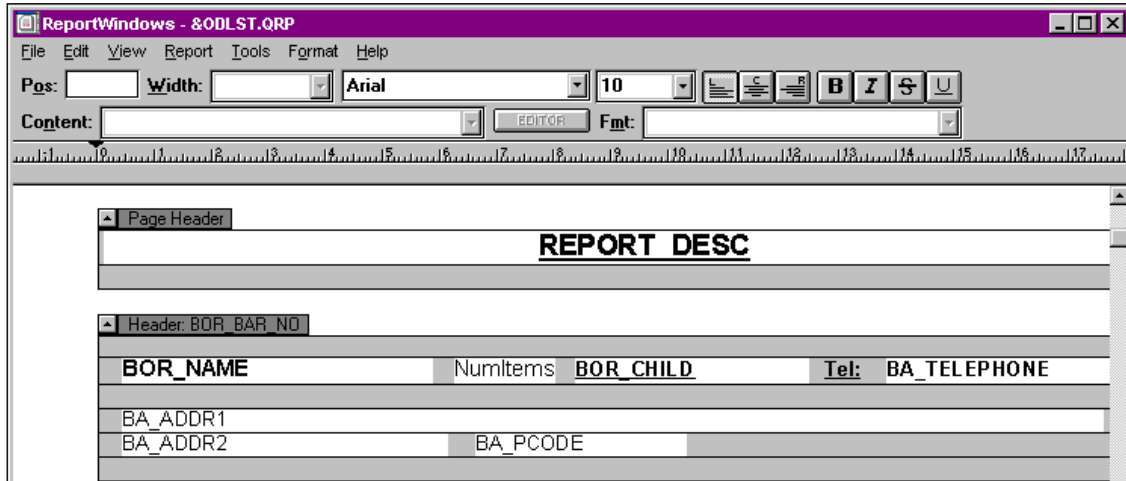
- Click the **OK** button
- The data item is now carried across to the selected and field



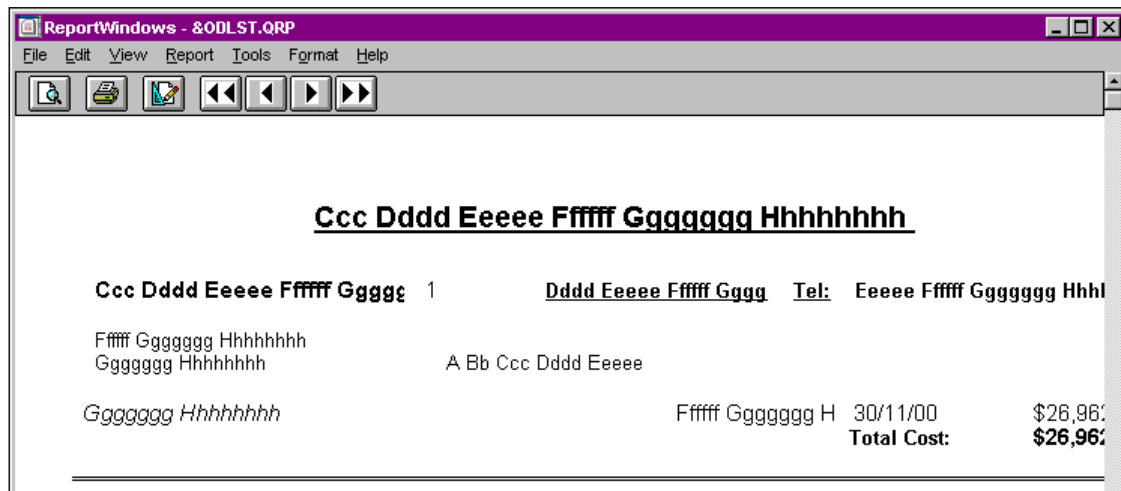
REPORT TEMPLATES - VIEWING THE REPORT

Design Mode [Ctrl + D]

Used for Editing, displaying Fields etc.



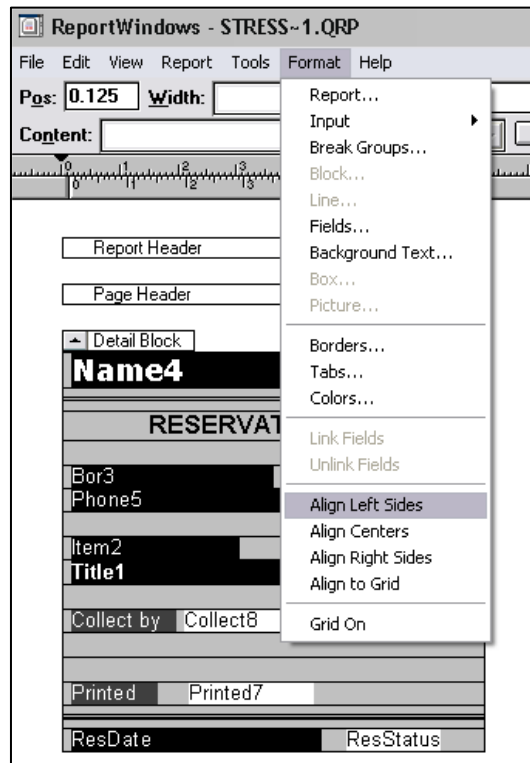
Preview Mode [Ctrl + V]



FORMATTING REPORT TEMPLATES

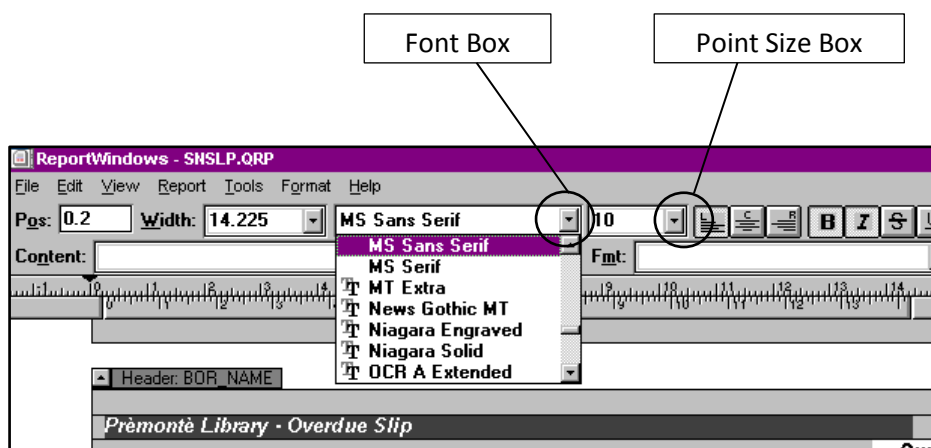
Aligning Cells

1. Highlight a cell which has the correct alignment
2. Highlight another cell to align to this cell with. Hold the **Shift** key and clicking with the left mouse
3. From the main menu, select **Format > Align Left Sides**. For costs, it is necessary to align cells the right sides



Front Style and Point Size from the Ruler

1. Select field(s) or background text in a report template to be changed
 - Multiply multiple field(s) or background text can be selected by pressing the **Shift** button on the keyboard and clicking them individually to select the items.
 - All objects residing on a line can be selected simultaneously by pressing the **Ctrl** button on the keyboard and clicking a selected line.
2. From the main menu bar, click the down arrow next to the Font box to display the font list. Select the font to be applied to the field(s) or background text
3. From the main menu bar, click the down arrow next to the Point box to display to display the point sizes list. Select the point size to be applied to the field(s) or background text



4. Report Activity changes the font size and type in selected fields. These changes are reflected in the report work area

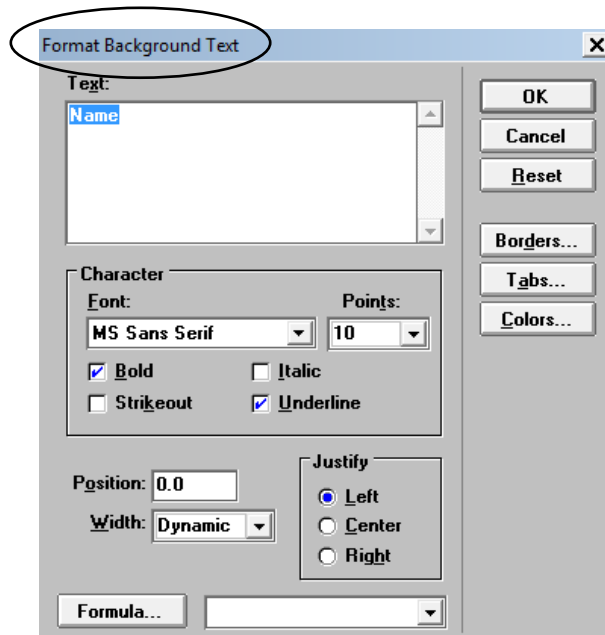
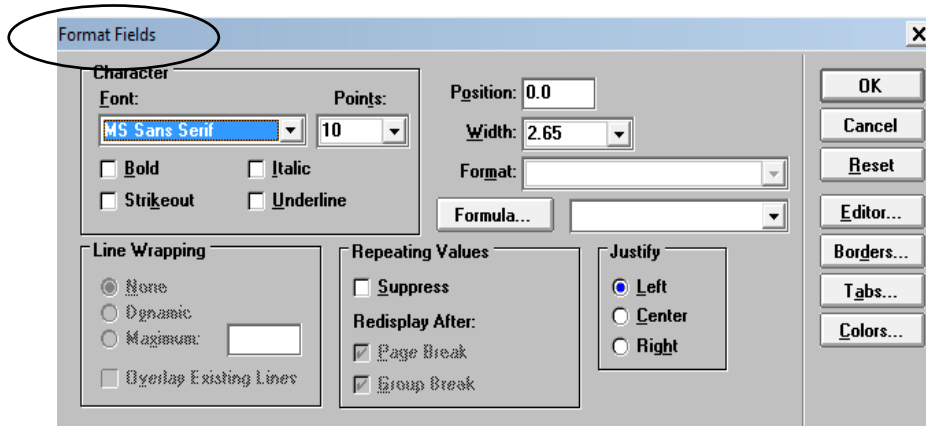
Formatting Options

Formatting can be set from the Background Text Box or the Editor Box. Formatting can include Borders, Tabs or Colours.

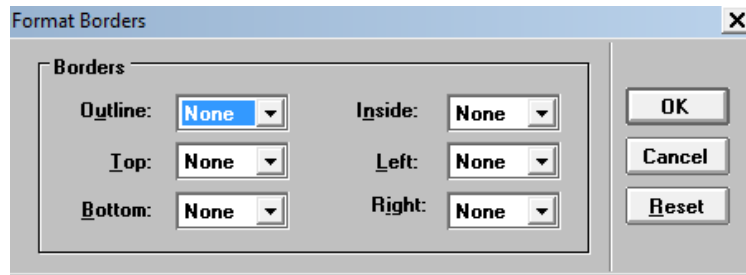
Boarders

Use this procedure to place a border around background text or the contents of a field.

1. Select a field or background text box in a report template to add a border
2. Double click the **Field or Background Text Box** – the Format Field or Background Text screen will open:



3. Click the on the **Borders...** button – the Format Borders screen will open:

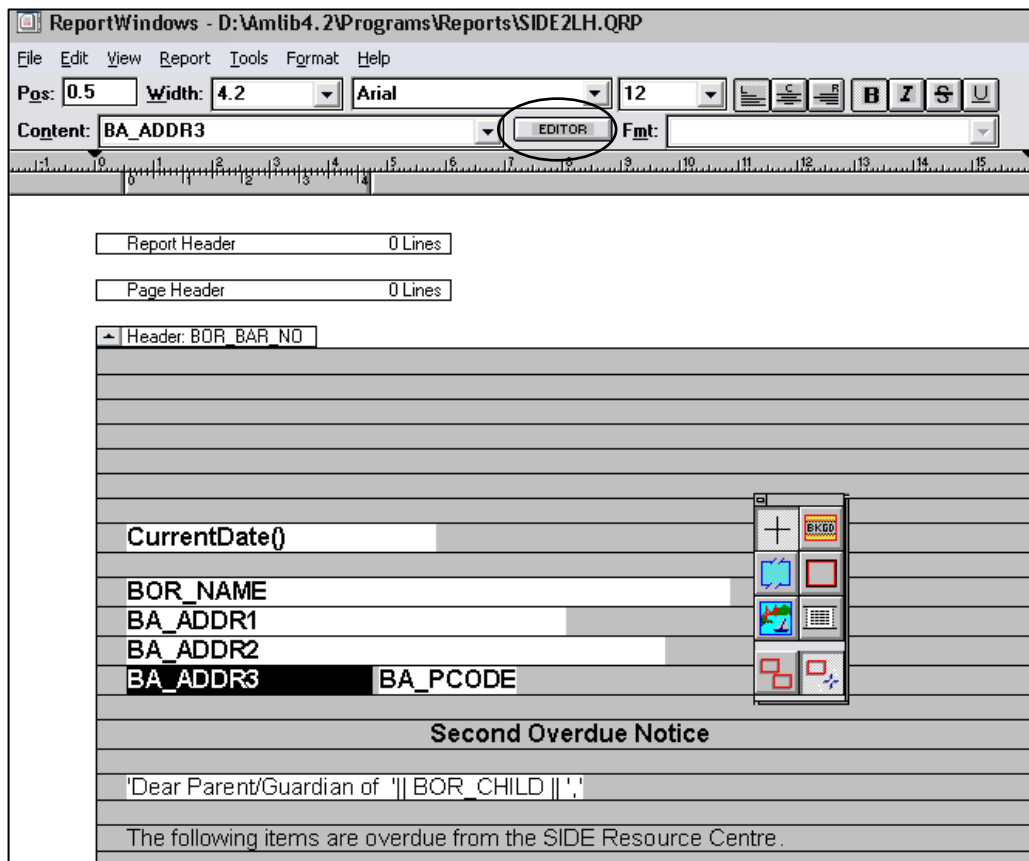


4. Make the changes as required and click the **OK** button

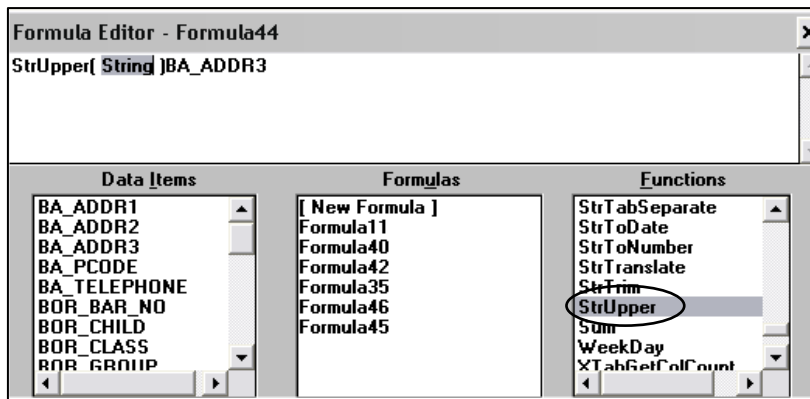
Setting Formats e.g. All Capital

If required, the Case for an entire Field can be set to Upper or Lower Case.

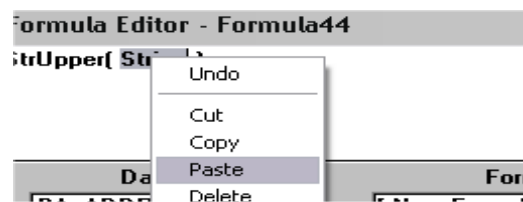
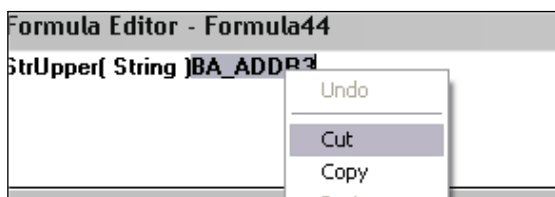
1. Select & highlight a field to be changed
2. On the main menu click the **Editor** button



3. In the Editor screen, from the Functions selection box double click **StrUpper**

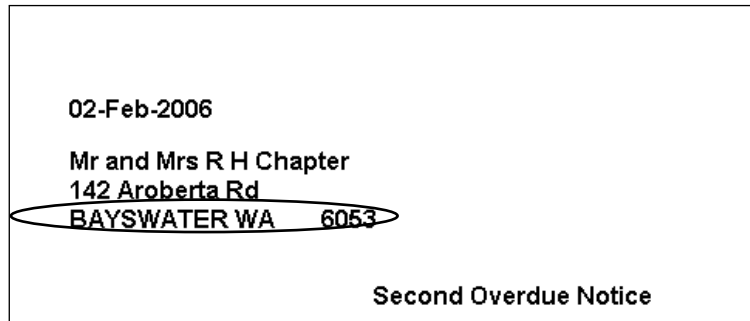


4. Replace the word 'String' with the field name to be in uppercase (e.g. cut & paste the field name)



5. Click the **OK** button

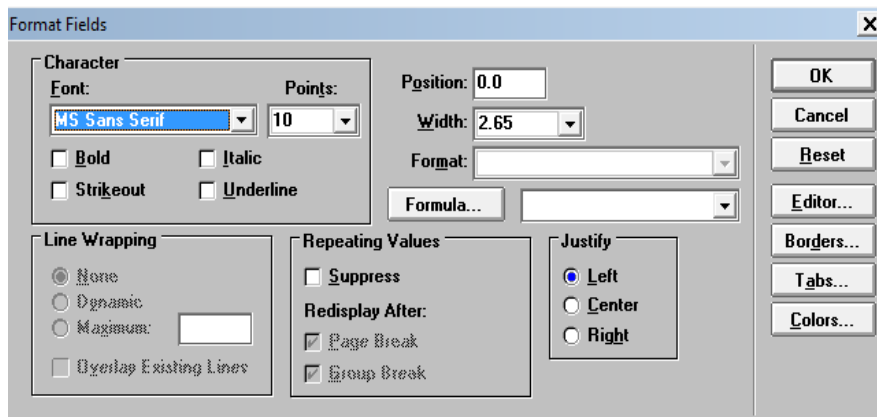
In the example above both Suburb & State (BA_ADDR3) are now set in capitals.



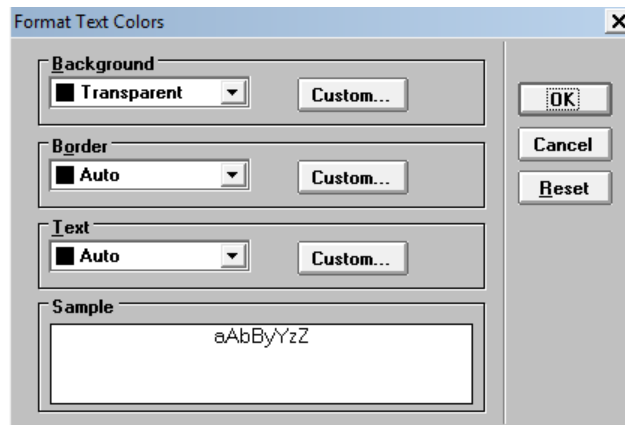
Colours/ Shading

Shading or colouring of fields, lines, borders or text.

1. Select & highlight a field or background text to be changed
2. Double click the **Field or Background Text Box** – the Format Field will open:



3. Click the on the **Colors...** button – the Format Text Colors screen will open:



4. Make the changes as required and click the **OK** button

Field Formats

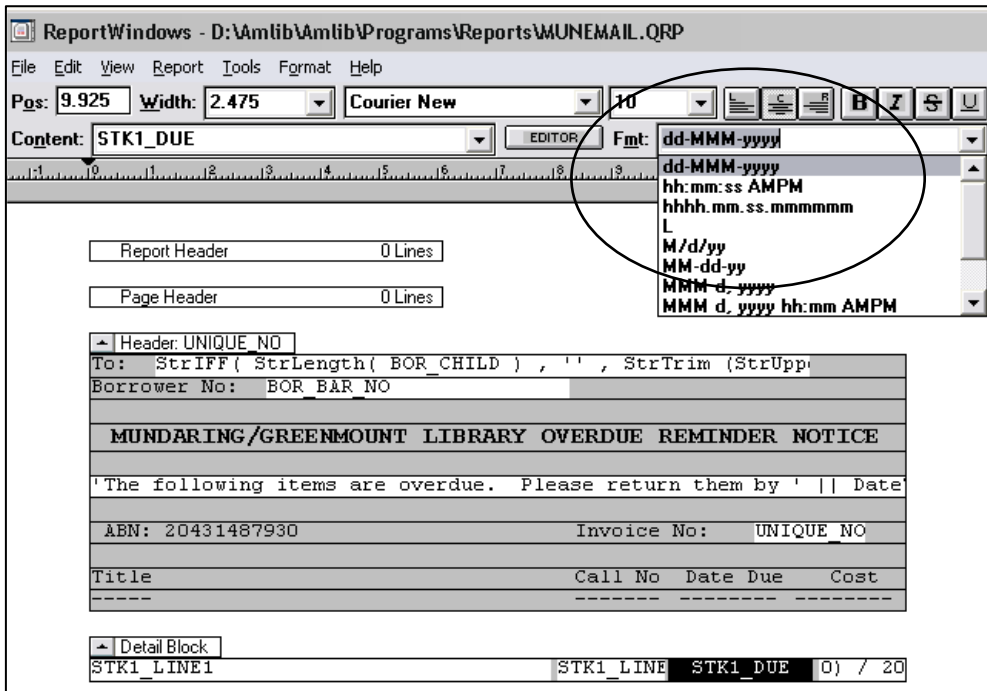
Formats can be applied to the following types of fields:

- Date
- Cost
- Numbers

Date

The formatting of these fields will ensure the outputs will appear in a certain time and day format when the report template is used.

1. Select & highlight a field to be changed
2. On the main menu click the **FMT** drop-down box – the available formatting options will display:



3. Click on the required formatting option for the particular field

In the example above dd:MMM:yyyy was selected. The report will now be printed in the following format

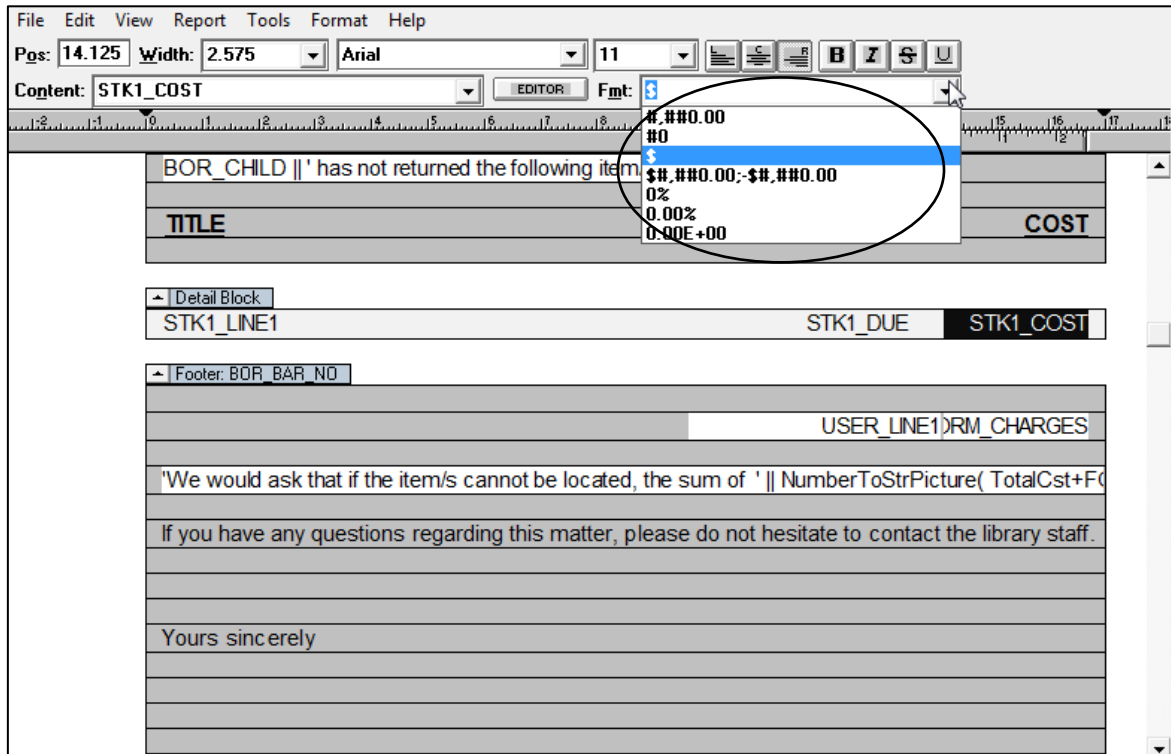
Title	Call No	Date Due	Cost
The golf omnibus / P.G. Wodehouse.	F WOD	22-Apr-2003	\$11.00
The cricket match.	F DE	22-Apr-2003	\$39.60
The cricketing kids / Meg Caraher ; i JF CAR		22-Apr-2003	\$6.70
Total Cost (inclusive of GST)			\$57.30

Cost

Dollar signs and decimal points can be added to these types of fields.

Note: Costs are generally Right justified so that they can line up correctly.

1. Select & highlight a field to be changed
2. On the main menu click the **FMT** drop-down box – the available formatting options will display:

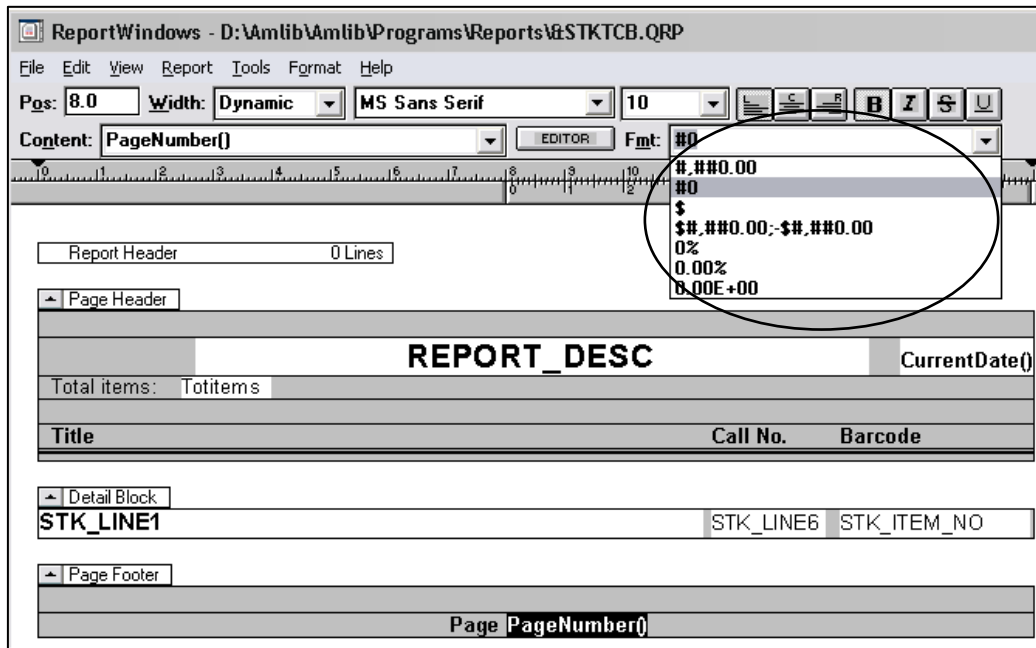


3. Click on the required format for the particular field to alter the cost output format

Numbers

The formatting of numbers maybe necessary to show decimal places, some formatting maybe needed to remove the inclusion of decimal places e.g. Month, Year, Page Numbers. By default numbers are usually displayed with decimal places.

1. Select & highlight a field to be changed
2. On the main menu click the **FMT** drop-down box – the available formatting options will display:

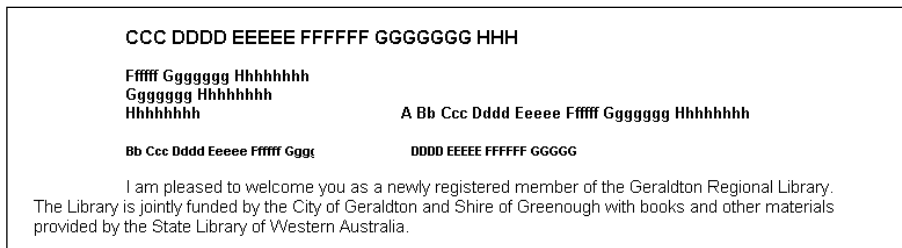


4. Click on the required format for the particular field to alter the cost output format

Field Width

DYNAMIC WIDTH

- Dynamic field width with Line Wrapping results in a "snaking fields" effect, where all subsequent linked fields are shifted to the right to accommodate for the extra text.



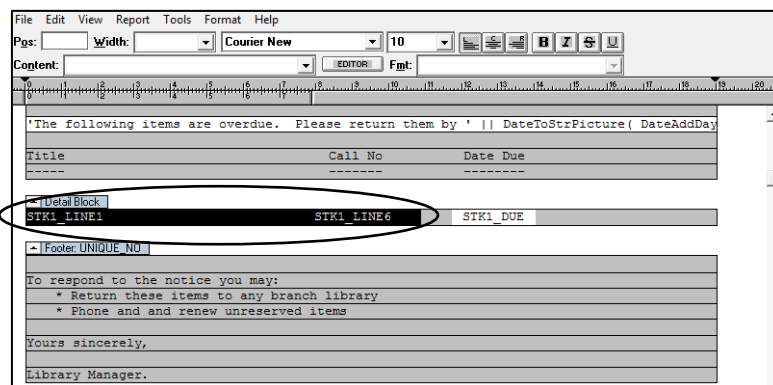
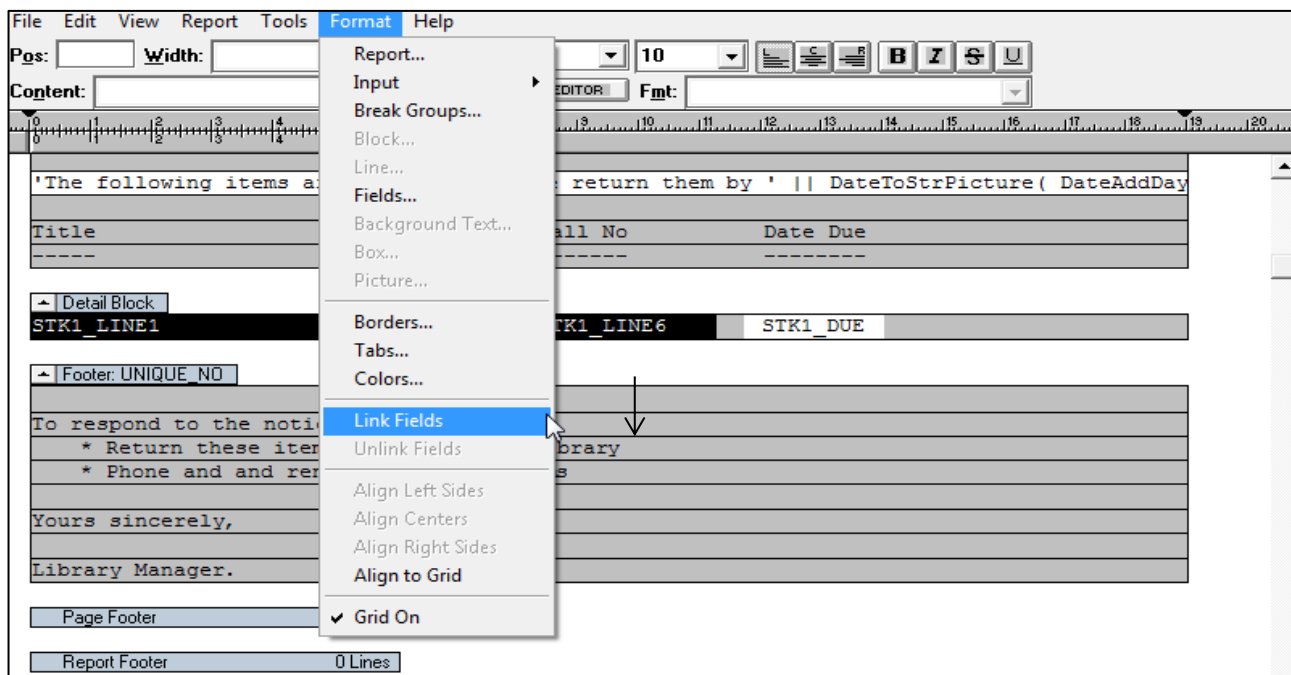
- Dynamic size fields (without line wrapping) should be linked to the adjacent fields on the same line to avoid overwriting their contents. When this option is selected, the field width changes to suit the length of its contents. This combination is very useful when working with form letters and have variable length text linked to fixed length text.

MAXIMUM WIDTH – Fits to maximum



Linking Adjacent Fields

1. Select & highlight two field to be linked
 - Multiply multiple field(s) can be selected by pressing the **Shift** button on the keyboard and clicking them individually to select the items.
2. From the main menu, select **Format > Link Fields**



Report Description



If a template uses the field, **REPORT_DESC**, the description will be filled automatically upon running the template. The description is taken from the Report Description column in the Reports table within Amlib - therefore the Heading of the Report can simply be entered or modified using the Report Description.

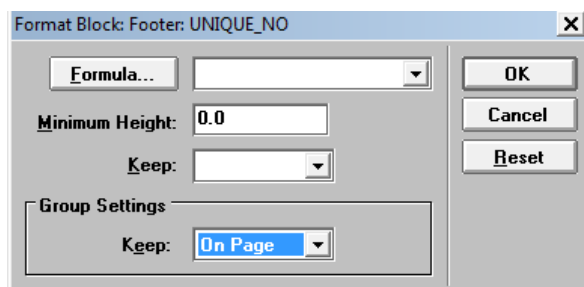
Report Stats Code	Create Fin (Y/N)	Report Description	Report Type	Template
	N	audit	Audit	&stkaud.qrp
	N	call nos for australia	Call numbers	stkcalls.qrp
	N	deleted items	Audit Medium Details	&saddet.qrp
	Y	history	History Print	&stkhist.qrp
	N	items without stock	usage	ccusage.qrp
	N	loan history	John Wollaston Loan Hist	jwhist.qrp
	N	records no books	Author&Title	&stkitl.qrp
	N	st videos	Med. Dtls	&stkbfr.qrp
→	N	NEW ITEMS	Title, Author, Call No and	&stktact.qrp

NEW ITEMS		23/09/2003	
Title	Author	Call No.	Form
100 great Australian Olympians.	<i>Atkinson, Graeme.</i>	100	BK
Harley Hahn's internet & web golden directory.	<i>Hahn, Harley.</i>		BK
Doris Lessing : a biography.	<i>Klein, Carole.</i>		BK
Florence Nightingale : avenging angel.	<i>Small, Hugh.</i>		BK
You belong to me [sound recording]	<i>Clark, Mary Higgins, 19</i>		CAS
Walking on air.	<i>Doherty, Berlie.</i>		BK
The adventures of Elmo in Grouchland [videorecor			VID
Rory and the lion.	<i>Cabrera, Jane.</i>		BK
Lions / Jackie Estrada.	<i>Elwood, Ann.</i>		BK

Keep on Page

To ensure that all lines in a block are kept together on a single page.

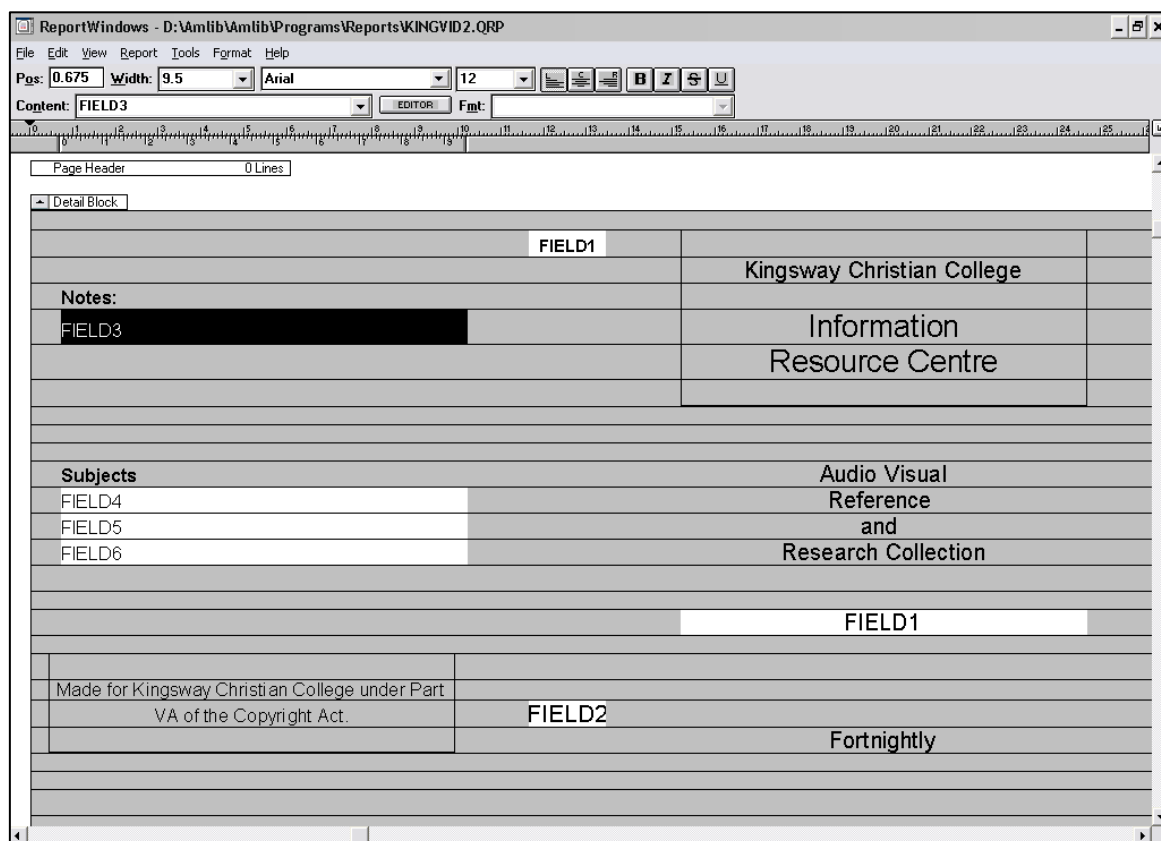
1. Highlight & Double-click Block Title e.g. Footer – Format Block will display:

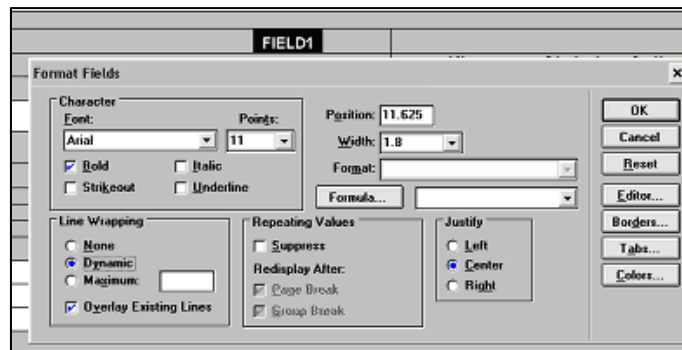


Note: If there is insufficient space on the current page, Report activity will start a new page for the next block of text.

Line Wrapping

Line wrapping is used to control how the data is displayed in a field, how much of is displayed, and how it affects the subsequent lines of the report.





<p>Notes: Distributor: Roadshow Entertainment. Roadshow Entertainment: 100178.</p>	<p>Immortal beloved [videorec ording] / Majestic Films presents an Icon productio n ; produced by Bruce Davey ; written and directed by Bernard Rose.</p>	<p>Kingsway Christian College Information Resource Centre</p>
<p>Subjects</p>	<p>780.92</p>	<p>Audio Visual Reference and Research Collection</p> <p>Immortal beloved [videorecording] / Majestic Films presents an Icon production ; produced by Bruce Davey ; written and directed by Bernard Rose.</p> <p>Fortnightly</p>
<p>Made for Kingsway Christian College under Part VA of the Copyright Act.</p>		

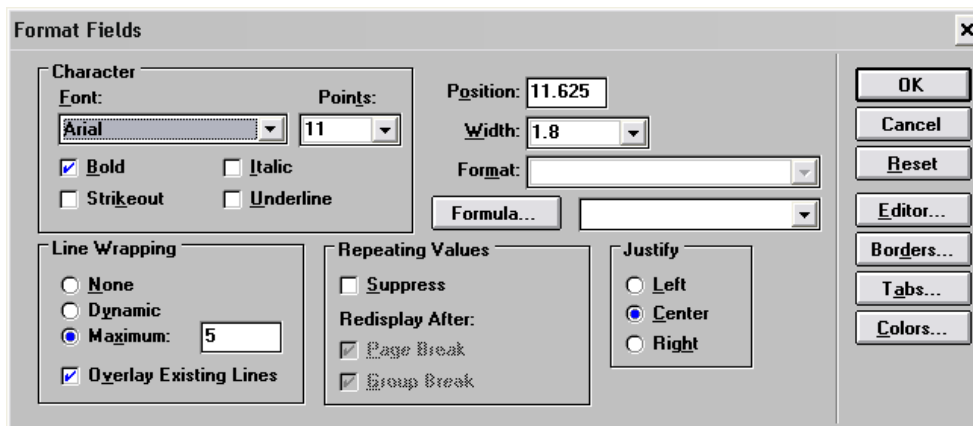
Lines are broken at words whenever possible, otherwise words are broken. Lines also break at carriage returns.

Note: This feature is disabled for the Page Header and Page Footer blocks.

There are four options to line wrapping:

1. **None** This is the default setting. The text within the field contents is truncated when the end of the field is reached, printing to the defined length of the field and not wrapping to the next line.
2. **Dynamic** Adds as many continuation lines as is needed to display all the field's contents. All subsequent report lines are pushed down the page to accommodate these extra lines (unless Overlay Existing Lines is selected).
3. **Maximum** This option adds up to the specified number of continuation lines. Field contents are truncated when this maximum is reached. All subsequent report lines are pushed down the page to accommodate these extra lines (unless Overlay Existing Lines is selected).

Select the Maximum control box, and enter the maximum number of lines to be printed for that field.



Notes:	Immortal beloved [videorec ording] / Majestic Films	Kingsway Christian College Information Resource Centre
Distributor: Roadshow Entertainment. Roadshow Entertainment: 100178.		
Subjects		Audio Visual

4. **Overlay Existing Lines** This option is enabled when either Dynamic or Maximum line wrapping is selected. By selecting the Overlay Existing Lines option a current field will overlay the subsequent report line. This prevents text of subsequent lines from being pushed down the page. Extra field lines will not overlay the text in the next block group. It only overlays lines in the current block. Additional new lines are added below the current block as necessary.

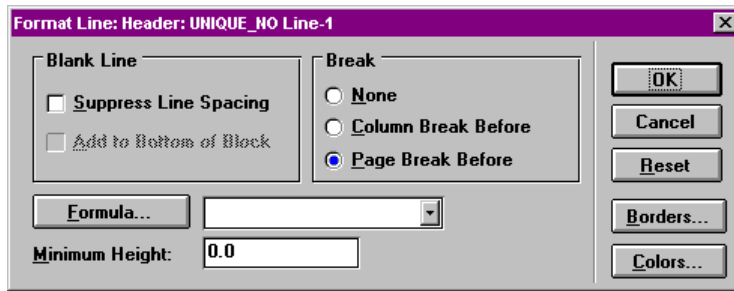
If lines of a file is to be overlaid into the subsequent report lines turn unselect the Overlay Existing lines and the next report line starts after the last wrapped line.

Page Break Before

Page Break Before option can be used on the first line of a break group header. This enables each new break group to start on a new page.

Note: Page Break Before is disabled for lines in page the Page Header and Page Footer blocks.

1. Highlight & Double-click the first line of the break group header – the Format Line will display:

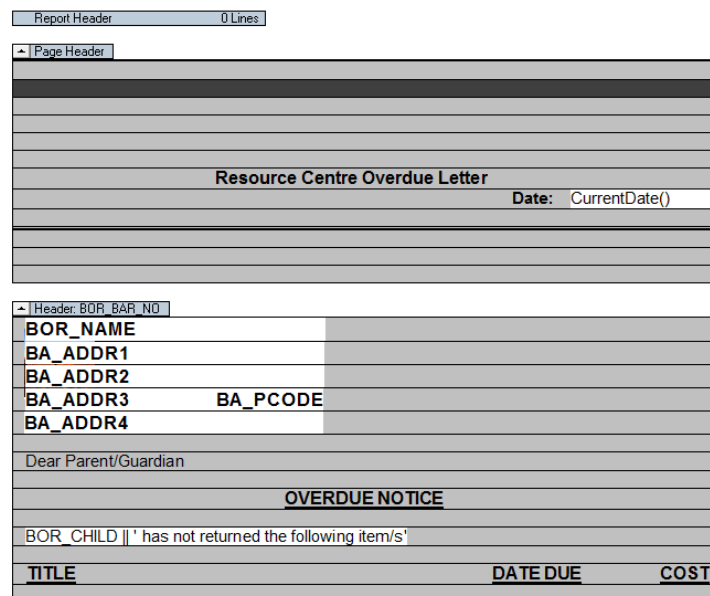


Picture/ Graphics

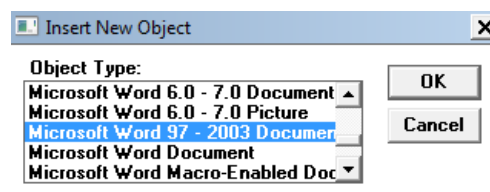
Report Activity accepts a large variety of graphics formats as input to the picture object. All graphics must be displayed within a picture object.

To import a graphic to your report

1. Select area where graphic is to be inserted, by highlighting & selecting a line in the report template

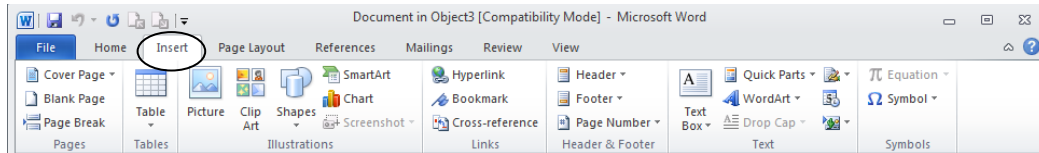


2. From the main menu, select **Edit > Insert Object** – the Insert New Object screen will appear:
3. Double click the Picture object – the Format Picture screen will display:

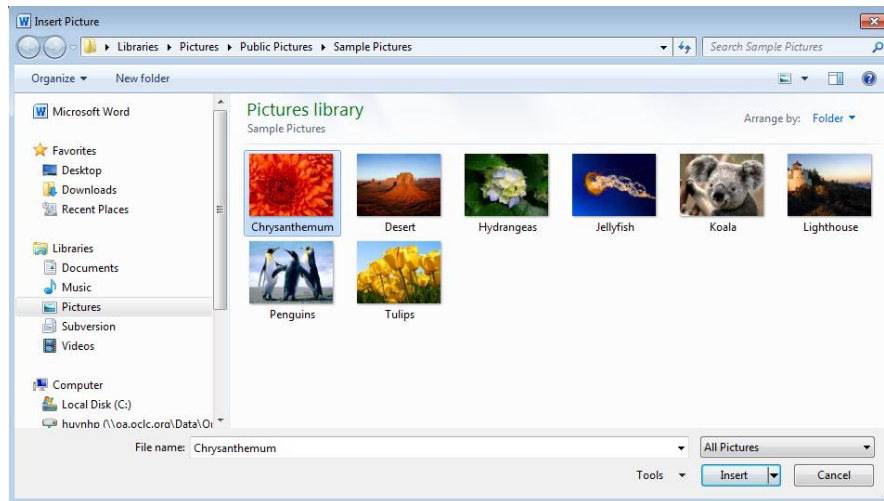


4. From the **Object Type** list, select: Microsoft Word 97 – 2003 Document
5. Click the **OK** button, a blank Microsoft Word document will open

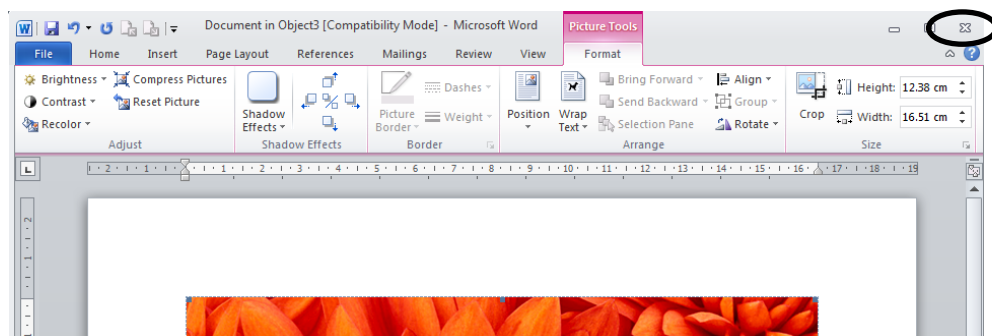
- From the Word toolbar click the **Insert** tab



- Click the **Picture** button, the Insert Picture browser screen will open. Navigate to the location where graphic is stored




- Select the picture to be imported, and click the **Insert** button. The picture is now inserted into the blank Word document
- From the Word toolbar, select **File > Save**
- Click the **Exit [x]** button to close the Word document:



- The graphic is now inserted into the report template:

Report Header 0 Lines

Page Header



Resource Centre Overdue Letter

Date: CurrentDate()

Header: BOR_BAR_NO

BOR_NAME	
BA_ADDR1	
BA_ADDR2	
BA_ADDR3	BA_PCODE
BA_ADDR4	

Dear Parent/Guardian


OVERDUE NOTICE

BOR_CHILD || ' has not returned the following item/s'

<u>TITLE</u>	<u>DATE DUE</u>	<u>COST</u>
--------------	-----------------	-------------

12. To resize the graphic, move your mouse cursor to the edge of graphic until the cursor changes to a **double sided** arrow. Then click and drag the edge to the desired size

Page Header



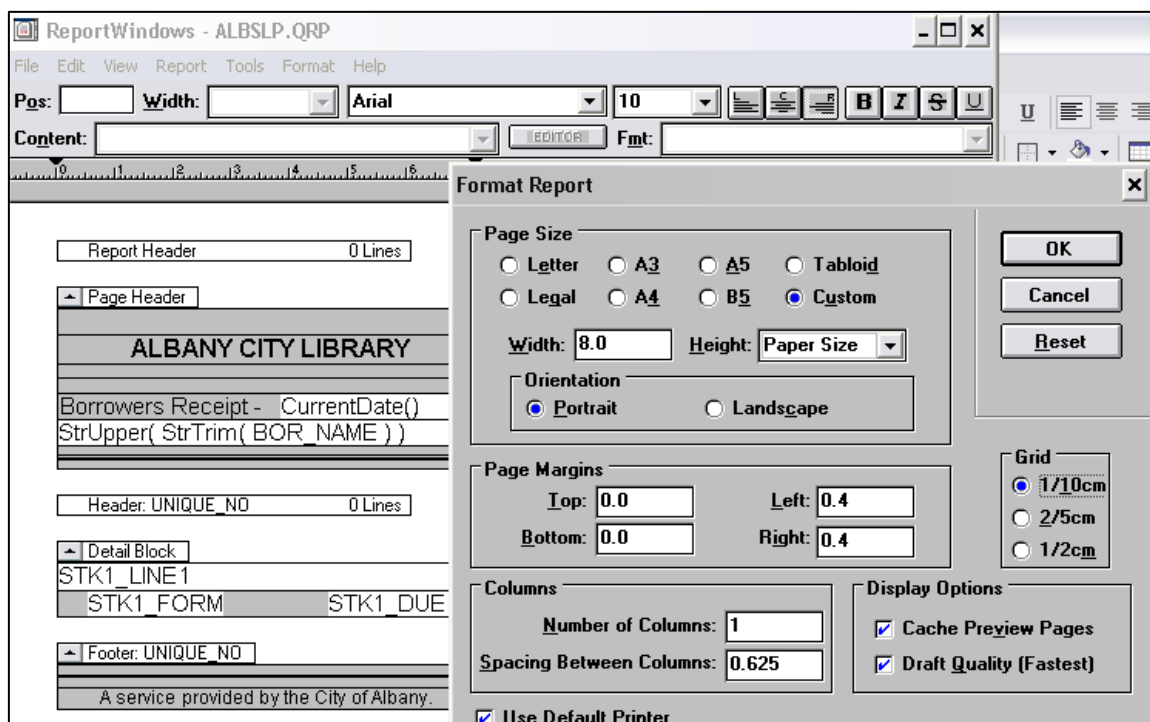
Resource Centre Overdue Letter

Date: CurrentDate()

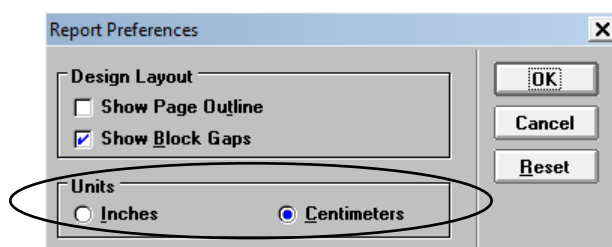
Page Margins / Page Size

To change the page margins & size

1. From the main menu, select **Format > Report** – the Format Report window will display.
2. By default page size, width/ height and orientation are selected. To change these accordingly inserted the correct page margin value in the Top, Bottom, Left, and Right boxes if different from the defaults.



Note: Values are to be entered either in inches or centimeters depending on the report preference configuration. To check the configuration on the main menu, select **Report > Preferences...** the Report Preference window will display:



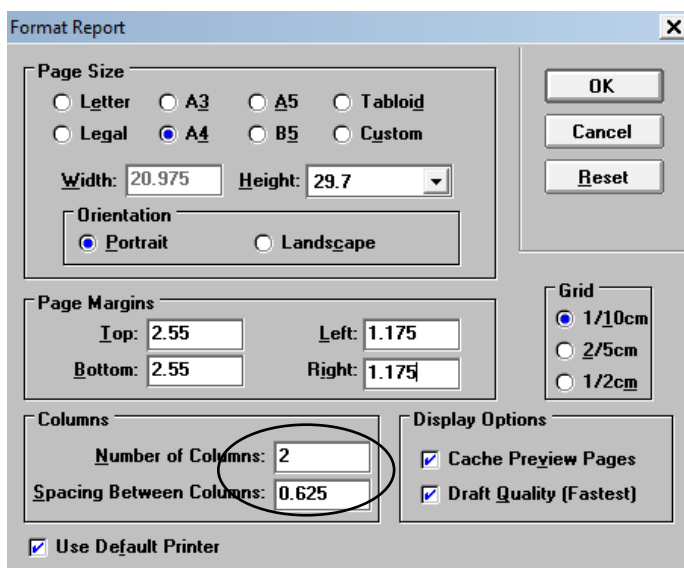
3. Click the OK button to return to the report and for reports the changes to come into take effect

Columns

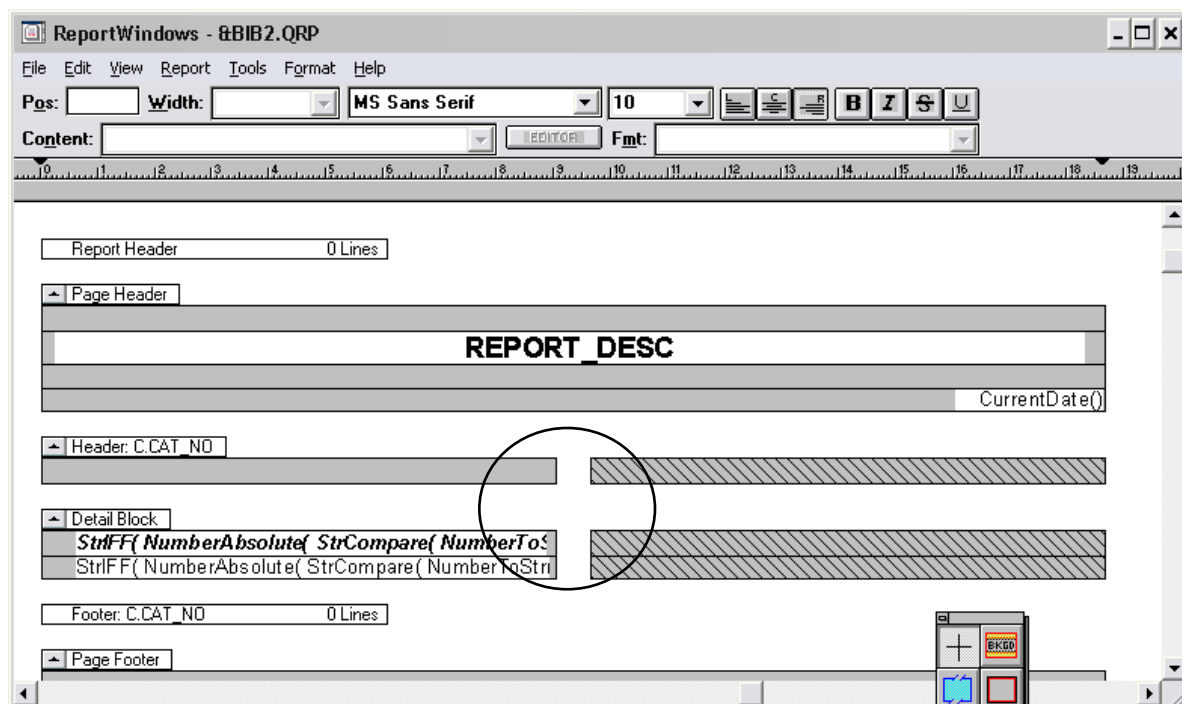
Some Reports may be better suited to displaying in Columns e.g. Bibliography. Columns can be created using the column options in the Format Report Window.

To add column to a report

1. From the main menu, select **Format > Report** – the Format Report window will display
2. Type in the required column number into the **Number of Column** box e.g. 2
3. Type in the required spacing between the column into **Spacing Between Column** box



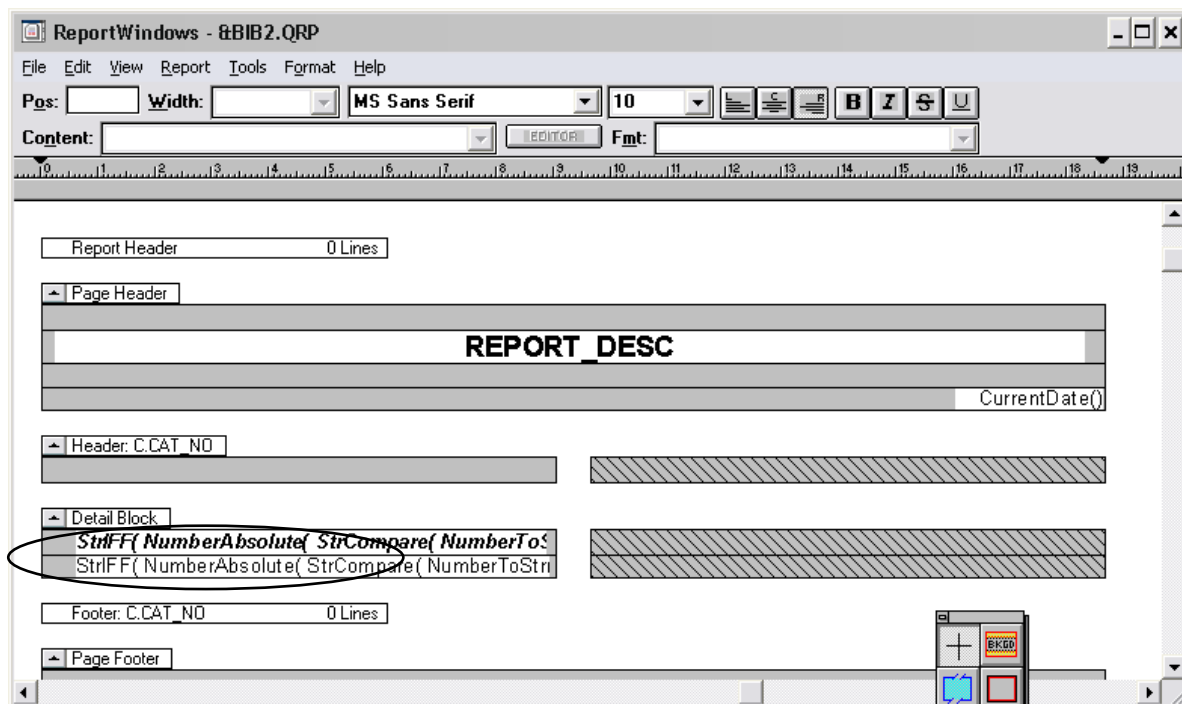
4. Click the **OK** button to return to the report, a column is now inserted into the report



Please Note: The data in a column can be prevented from breaking by using footer.

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- See: [Footers](#) for more information

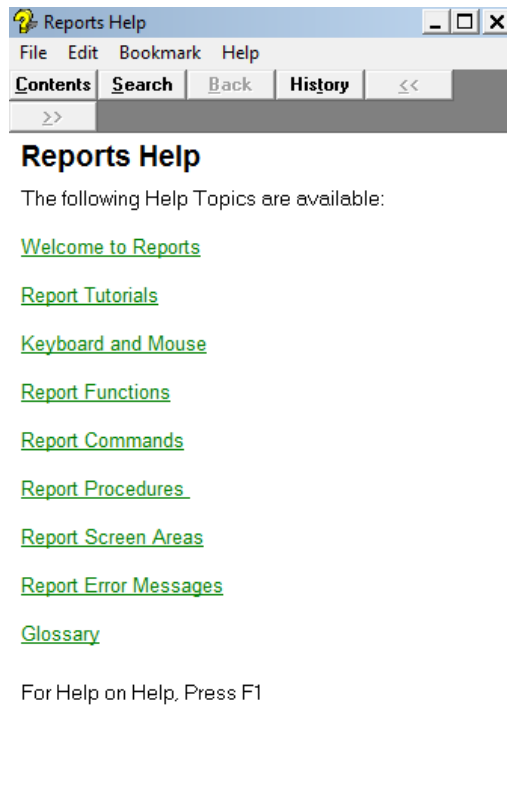


MUSIC	
	23/09/03
<p>F IMM <i>Immortal beloved [videorecording] / Majestic Films presents an Icon production ; produced by Bruce Davey ; written and directed by Bernard Rose.</i> Based on the celebrated life of one of the greatest composers that ever lived. The genius behind the music, the madness behind the man, the untold love story of Beethoven. The passionate love and music of Beethoven filmed among palaces and stunning countryside. Stars Gary Oldman and Isabella Rossellini. Beethoven, Ludwig van, 1770-1827.</p> <p>780.15 HAA Haas, Karl. <i>Inside music : how to understand, listen to, and enjoy good music / Karl Haas ; drawings by Mona Mark.</i></p>	<p>B/LEN Coleman, Ray. <i>John Winston Lennon / Ray Coleman. Volume 1. 1940-1966.</i> Lennon, John, 1940-1980.</p> <p>Q 780.3 <i>Larousse encyclopedia of music / editor, Geoffrey Hindley ; introduction by Antony Hopkins.</i></p> <p>Q 782.4213 HOO Hooper, Caroline. <i>Learn songwriting / Caroline and Nigel Hooper ; edited by Jane Chisholm and Eileen O'Brien ; studio photography by Howard Allman.</i> YA. Contains everything you need to know, whether you want to write your own songs, or simply to find out how it's done.</p>

ADVANCE FEATURES

Accessing Help

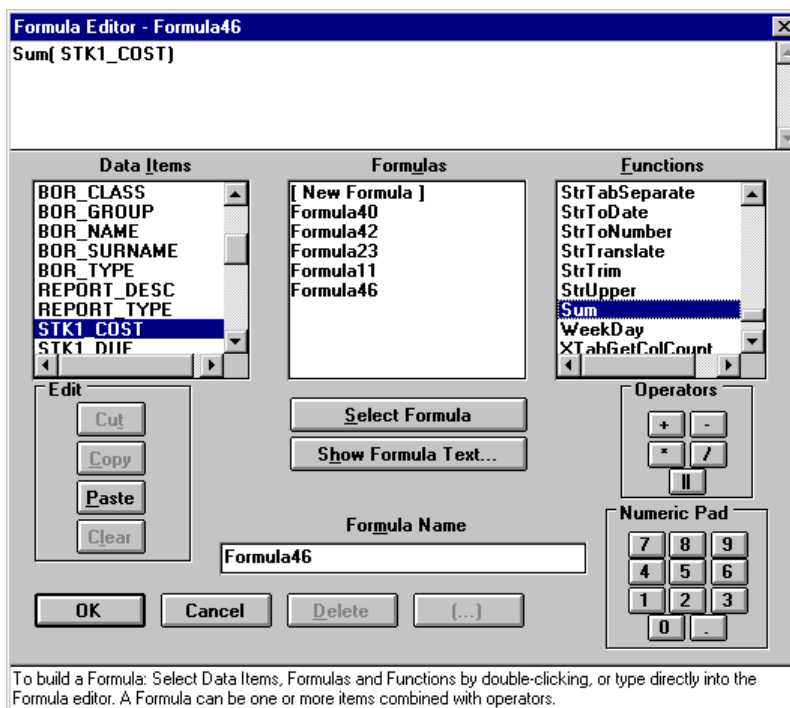
1. From the main menu, select **Help > Index** – the Help window will display



Formula

Formula can be created to combine one or more items with operators or functions within the Formula Editor window.

- Field name can be selected from the Data Items table
- Functions can be selected using the Functions table



Strings

Combining Input items with background text.

E.g.

'During this term ' || StrLeft(BOR_CHILD , StrScan(BOR_CHILD , ' ')) || ' borrowed the following book' || StrIFF(StrLength(STK2_LINE1) , " , " , 's') || ' from the school library. ' || StrIFF(StrLength(STK2_LINE1) , " , 'It is' , 'They are') || ' now overdue.'

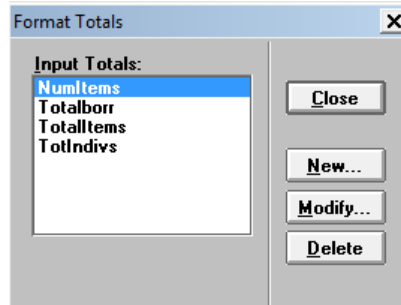
Please Note: This is usually best left to programmers. Please contact Amlib support for assistance.

Totals

Totals can be formulated to return a numeric value which can be assigned to a field or used in formula. The numeric value will be dependent on the data provided by the report input.

Create Input Totals

- From the main menu, select **Format > Input > Totals** a list of all input totals previously defined for this report is shown:



- Click on the **New** button – the Define Total box will display
- Type in a Name for this new Input Total
- Use the formula combo box to select the total's category by which the report is to evaluate each time an input row is fetched into the report
- Use the statistics combo box to select type of statistics you want your total to return.

Option	Explanation
Average	Returns the average value of the item you selected in the Totals Category since the last reset occurred.
Count	Returns the number of occurrences of the item specified by the Totals Category since the last reset occurred.
CountNull	Returns the number of null occurrences of the item specified by the Totals Category since the last reset occurred.
CountUnique	Returns the number of unique occurrences of the item specified by the Totals Category since the last reset occurred.
Maximum	Return the maximum value found for the item specified by the Totals Category since the last reset occurred.
Minimum	Return the minimum value found for the item specified by the Totals Category since the last reset occurred.
Sum	Returns the sum values for the item specified by the Totals Category since the last reset occurred.
Value	Return the actual value of the item or formula that you selected in the Formula

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	combo box.
--	------------

- Use the restart event combo box to set when report activity zeroed the accumulated statistics

Option	Explanation
FirstFetch	The totals statistics is zeroed once before the first fetch. You can use this to produce total for the entire report.
PageBreak	The total statistic is zeroed at the beginning of each page break. You can use this to produce totals for each page of the report. If you use this you can display the calculated statistic at the end of each page. If you turn Pre-Process on you can also display your input total at the beginning of each page.
BreakGroup (Name)	The total statistic is zeroed at the beginning of the specified break group.

- Check the process, if you want your total statistics to be calculated before the remainder of the report is processed

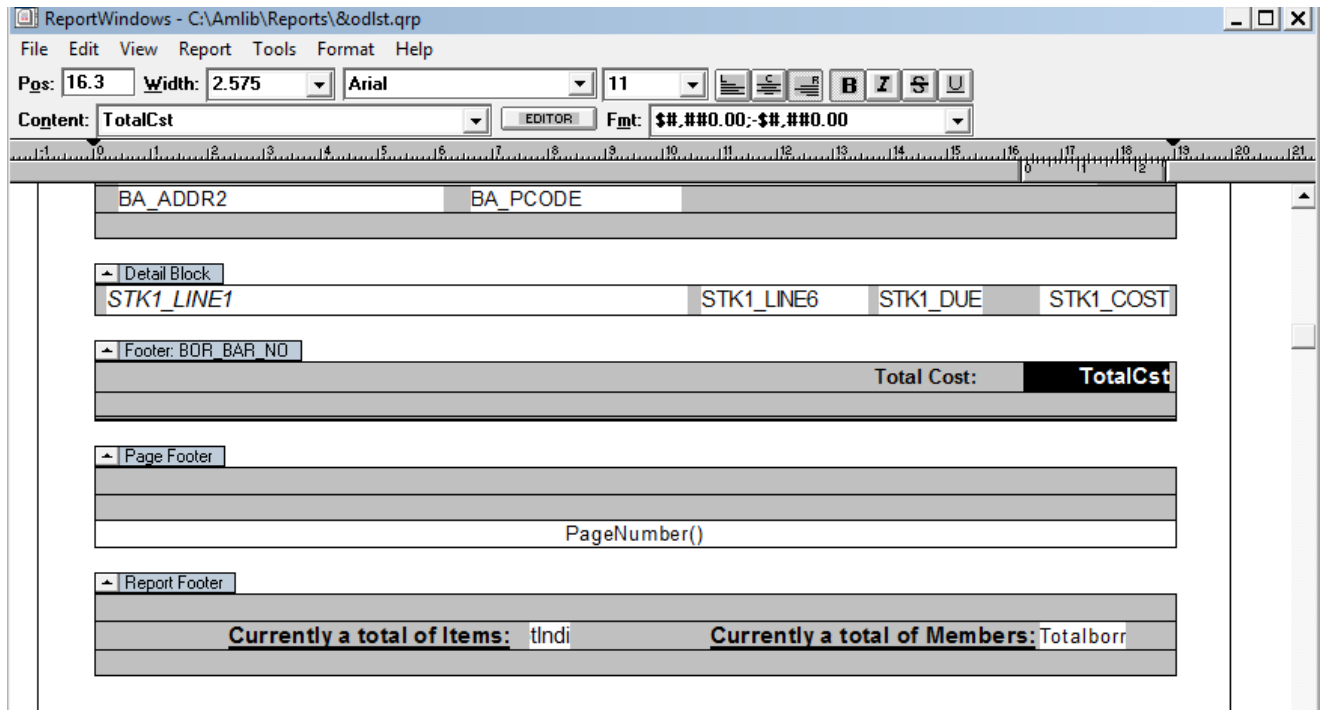
Option	Explanation
Ticked	Report inputs are fetched and inputs totals are processed during the first pass. The input rows are then re-fetched to build the rest of the report during the second pass.
Un-Ticked	Report input totals are computed as the input rows are processed. The statistics returned by Report activity are the current running value.

- Click the **OK** button to return to the input total listing The newly defined input total will now be available as a Data Items for fields in a report
- Click the **Close** button to return to the report

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Adding Input Total to a Field

See [How to add field](#) for further information.



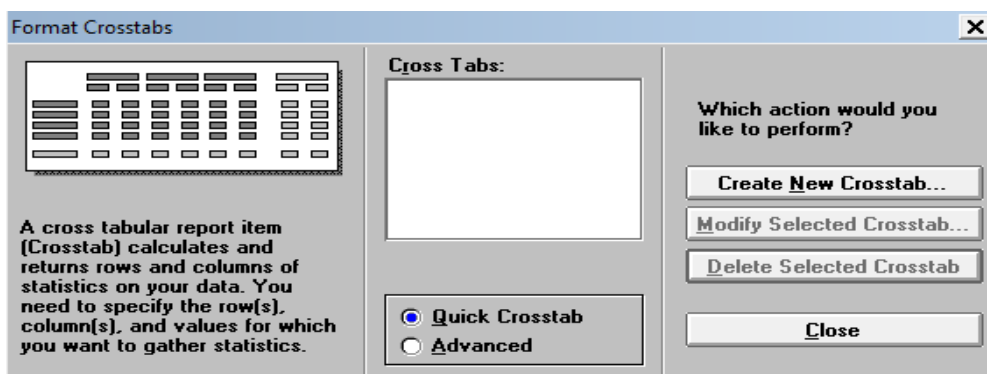
CROSS TABS

A cross tabular report item [Crosstab] calculates and returns rows and columns of statistics on your data. You need to first specify the Row(s), then the Column(s), and finally the Values for which you want to gather statistics.

COLUMNS				
ROWS	HEADING	HEADING	HEADING	HEADING
HEADING	XXX	XXX	XXX	XXX
HEADING	XXX	XXX	XXX	XXX
HEADING	XXX	XXX	XXX	XXX

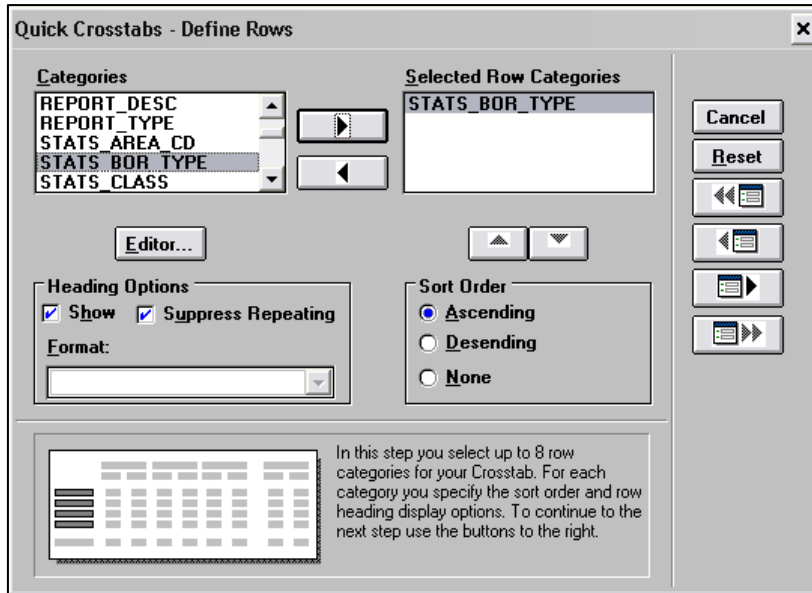
Creating a New CROSS TAB

- From the main menu, select **Format > Input > Crosstabs** the Format Crosstabs screen will display:



- Click on the **Create new Crosstab** button – the Quick Crosstab will open
- Highlight the category you wish to be on the left axis (row). And click the

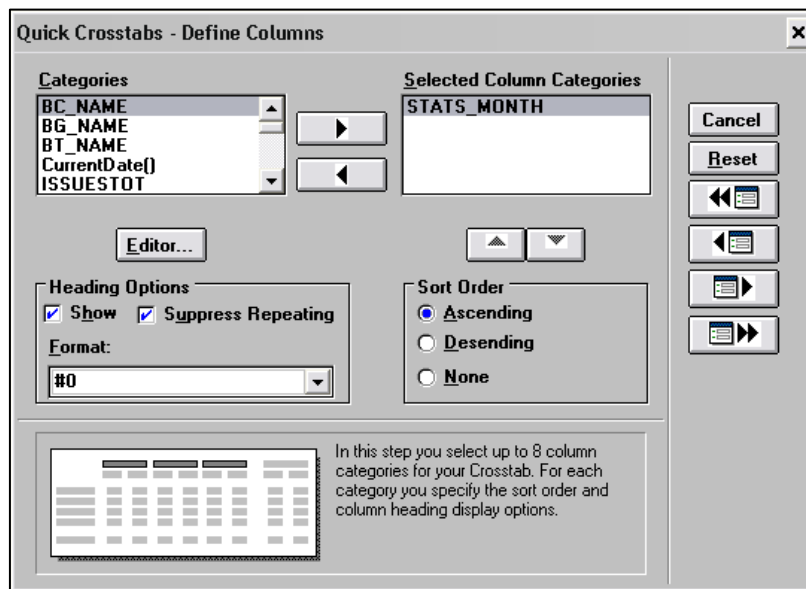
Arrow button to move category from the Categories box across to the Selected Row Categories box:



- When the categories for the rows have been defined, click the **Forward** button to define column categories.

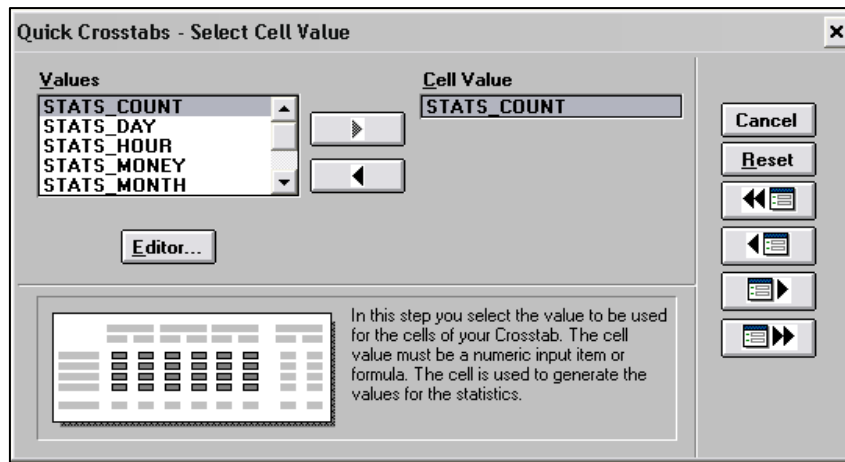


- Highlight the category you wish to be located on the column. And click the Arrow button to move category from the Categories box across to the Selected Row Categories box:

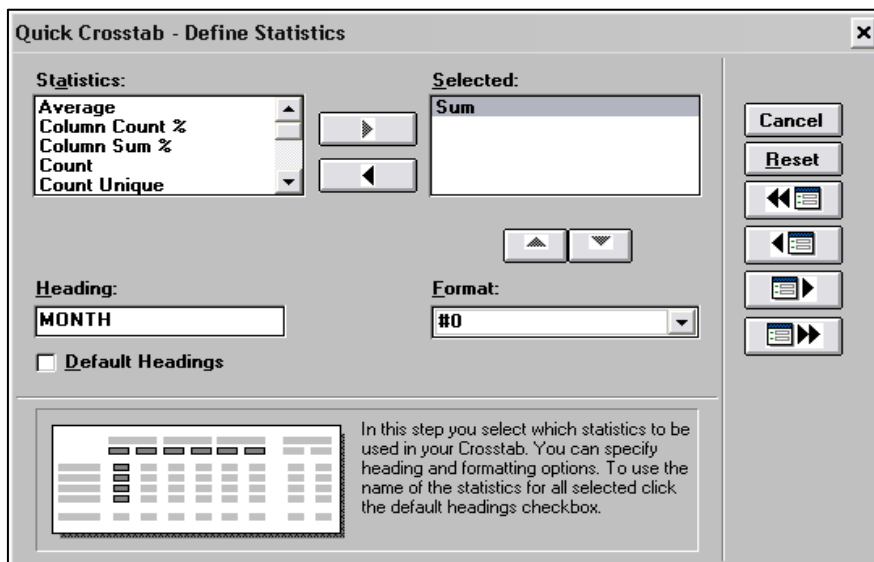


Note: Ensure that the Format field displays the format to suit the Category selected.

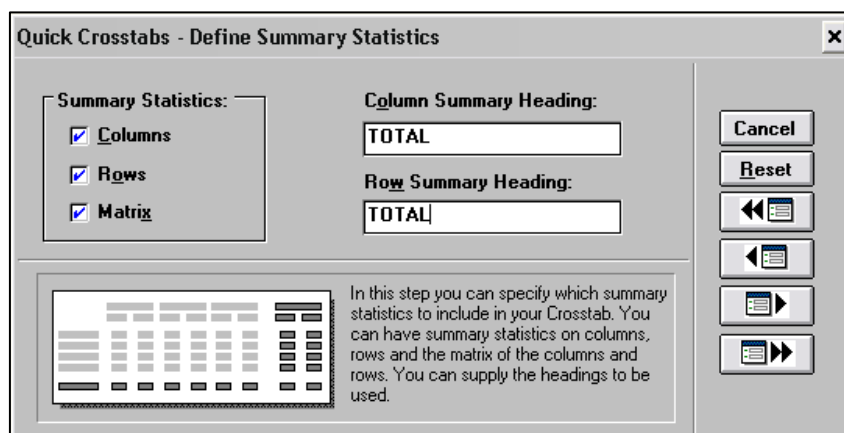
- When the categories for the columns have been defined, click the **Forward** button to select the values of the individual cells



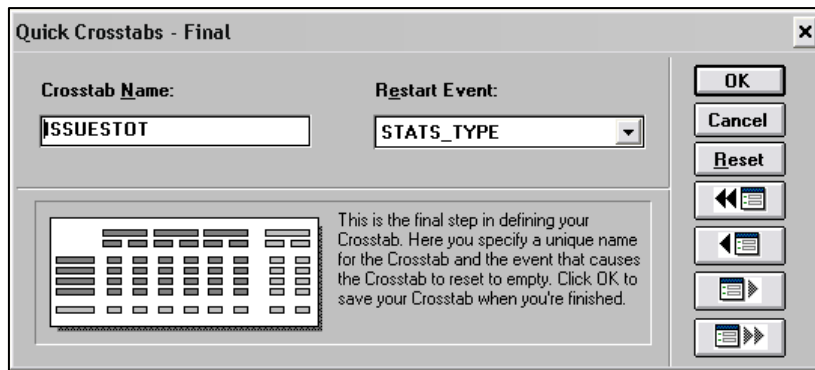
7. Click the **Forward** button to define statistics (Category headings)



8. Click the **Forward** button to define summary statistics (Total headings)



9. Click the **Forward** button to define crosstab (Crosstab Name)



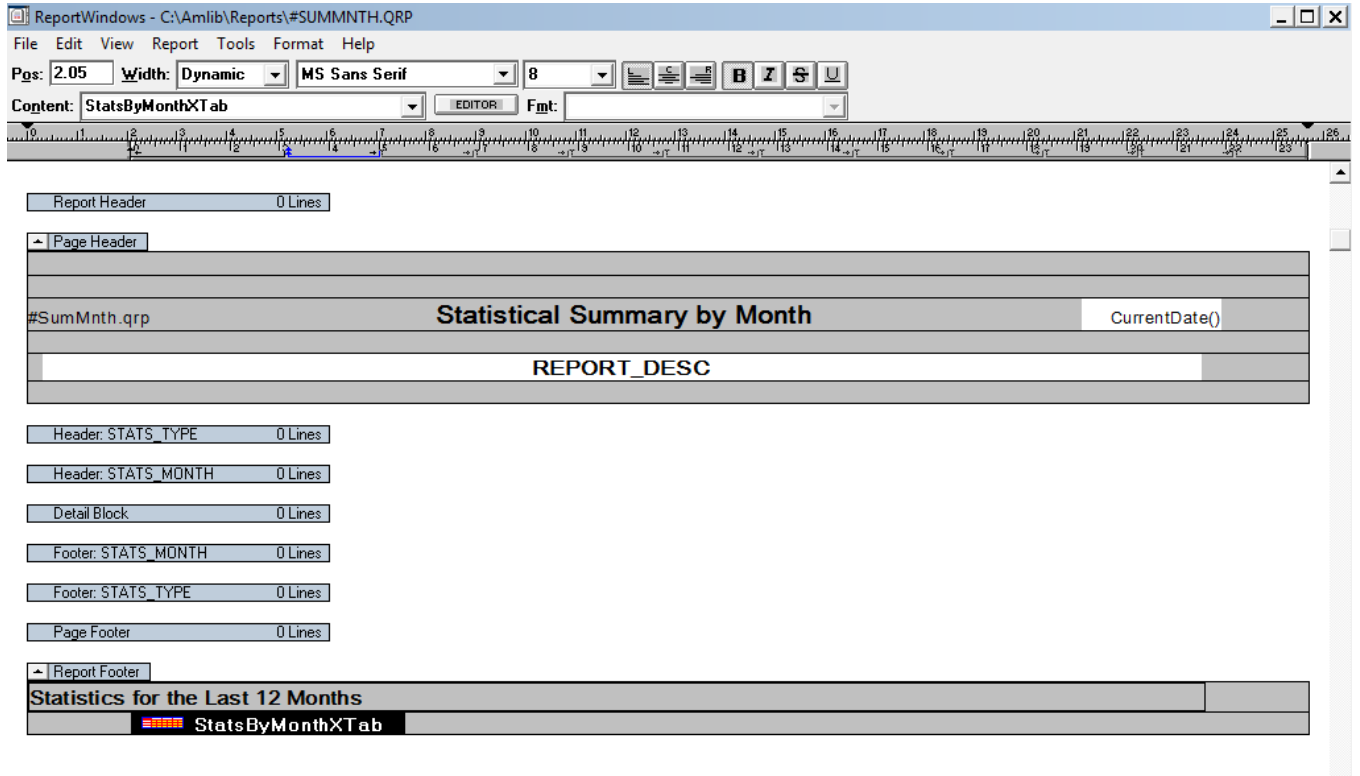
10. Click the **OK** button to return to the Format Crosstab listing The newly defined Cross Tabs will now be available as a Data Items for fields in a report
11. Click the **Close** button to return to the report

RepWin Report Writer Manual

Adding CROSS TAB to a Report

Cross tab can be added to report as a field.

See [How to add field](#) for further information.

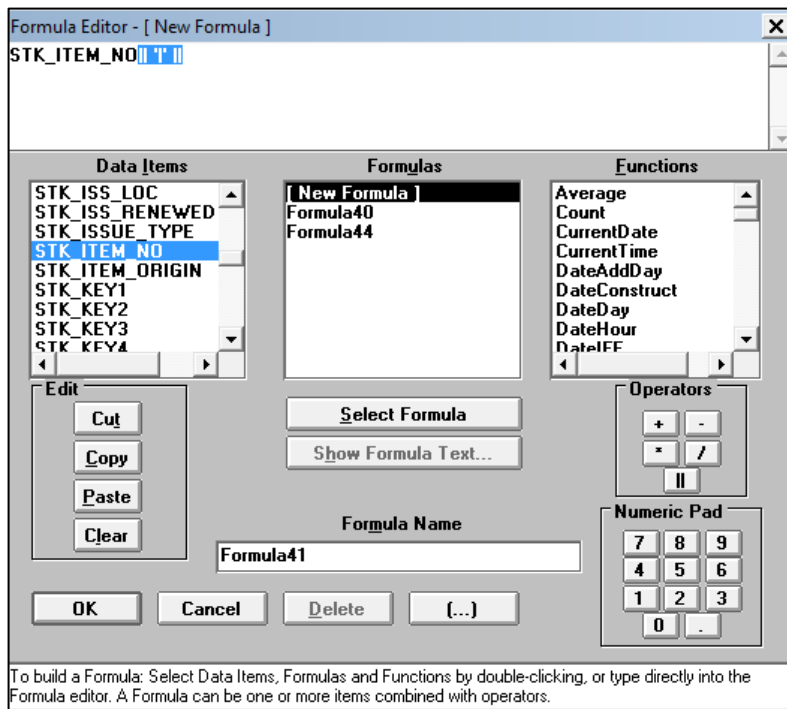


Altering Reports for Excel Import

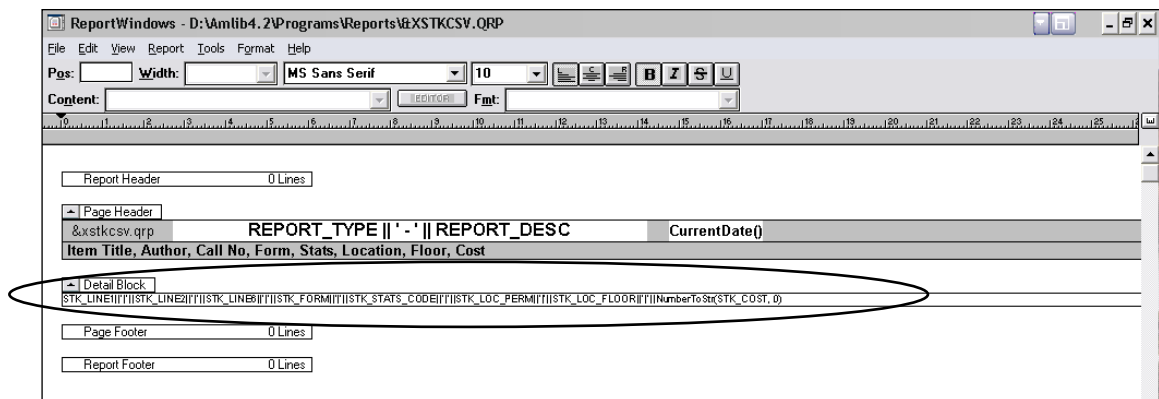
To alter report that are able to be used in MS Excel, delimiter (|' '|) must be inserted between data items in a Field.

Adding Delimiters to Field

1. Add a field to a report - see [How to add field](#) for further information
2. Highlight the data field to be edited, and click the **Editor** button on the main menu bar
3. From the **Data items** box, highlight item and double click to make the selection
4. Type in the delimiter into the formula area



5. Repeat step 3 & 4 to insert the rest of the required data item
6. Click the **OK** button to return to the report, field with data item separated by delimiters will be displayed:



Note:

- Save the customised template into the Amlib/Reports folder on the Amlib server. This will make the template available for use for all users. Alternatively, you may save it into a local folder on your PC – but please be aware, that the template (once loaded) will only be available for use on that PC.
- Ensure that the template is saved with a name that clearly identifies it as a customized excel report template – for example: XSTKCSV2.QRP

REPORT TEMPLATE - MENUS

Dropdown Menus

The menu items used to alter reports are listed below. Contents of any other menu items can be checked in the Repwin Help files.

File Menu

Command	Use this command to
New	Start a new report
Open	Open an existing report
Save	Save the current report to a file. The saved report has a default file extension of .qrp
Save As	Save the current report with a new name, a new directory, or in a different drive. The saved report has a default extension of .qrp
Save Pages As	Save the report pages to an ASCII or RTF format
Test Data	Generate test data for your report to use during Report Preview.
Print	Print the current report
Exit	Quit the Reports application

Edit Menu

Command	Use this command to
Undo	Undo the previous action
Cut	Cut the data from the Report
Copy	Copy the field
Paste	Paste data previously Cut or Copied
Paste From	Paste images into the Report
Clear	Delete data
Select All	Select all data in the report.

Report Menu

Command	Use this command to
Design	When altering reports, you need to be in Design mode.
Preview	View the format of the report with dummy data.

Tools Menu

Command	Use this command to
Selector Tool	Enable selection of one of the tools
Background Text	Insert new background text
Field	Insert a new field
Box	Insert a new box
Picture	Insert a new picture
Line	Insert a new line

Auto Selector	Insert more than one tool into the report
Insert Line	Insert a new line

Format Menu

Command	Use this command to
Report	Set page size and margins
Input	Input variables that have been programmed into the report.
Break Groups	Set breaks between blocks and pages
Block	Format blocks
Line	Format line
Fields	Format field
Background Text	Format background text

APPENDIX 1: LIST OF REPORT TYPES AVAILABLE IN AMLIB

The reports in *Amlib* can be separated into two categories:

1. Report templates used in the Reports module. Report template files beginning with **&** are used in the Reports module and should be renamed if the report template is customised by the user
2. Report template files beginning with **\$** or **#** are embedded in the *Amlib* client and cannot be renamed, but may be customised to suit individual sites. These reports are automatically used when the **F6 Print** button is clicked or a **File > Report** is used in any of the modules

Report templates can be altered through the use of *Repwin30*.

Please Note: Any reports beginning with **\$**, **&** or **#** may be automatically **replaced** by new releases or upgrades of *Amlib*. Customised report templates should be kept in a separate folder in the **Amlib/Reports** folder on the *Amlib* server.

Please Note: The template descriptions may differ from system to system

RepAuthority (Authority Reports)

- Go to **Main > Reports > RepAuthority**

TEMPLATE	DESCRIPTION	REPORT TYPE
&AUTH856.QRP	HTTP 856 Tag Export (for hyperlink verification)	Authority (Default)
&AUTHAUD.QRP	Authority Audit (listing operator, date and time)	Authority Audit
&AUTHBRF.QRP	Brief listing of Authority records	Authority (Default)
&AUTHBR2.QRP	Brief listing of Authority records (in 2 columns)	Authority (Default)
&AUTHFS2.QRP	List of See and See Also References (in 2 columns)	Authority with See and See Alsos
&AUTHFUL.QRP	Full listing of Authority records	Authority (Default)
&AUTHSAB.QRP	Brief listing of See Also References	See / See Also references
&AUTHSA2.QRP	Brief listing of See Also References (in 2 columns)	See / See Also references
&AUTHSBR.QRP	Brief listing of See References	See References
&AUTHSB2.QRP	Brief listing of See References (in 2 columns)	See References

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RepBibliographic (Bibliographic Reports)

- Go to **Main > Reports > RepBibliographic**
 - Use **F10 More** to map fields for Fixed layout Reports
 - If Report Stats Codes set – then Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&BIB.QRP	Full Bibliographic without TAG Numbers	Bibliographic (Default)
&BIB2.QRP	Full Bibliographic without TAG Numbers (in 2 columns)	Bibliographic (Default)
&BIBCSV.QRP	Bibliographic Export	Fixed layout Reports
&BIBFULL.QRP	List of catalogue records with full bibliographic details	Bibliographic (Default)
&BIB2431.QRP	Full list of bibliographic details	Use &BIBFULL.QRP
&BIB2432.QRP	Summary of bibliographic details	Use &BIBFULL.QRP
&BIBFIXD.QRP	Fixed Layout Catalogue Print	Fixed layout Reports
&BIBFIXS.QRP	Fixed Layout Catalogue Print with Subject Headings	Fixed layout Reports
&BIBFL10.QRP	Fixed Layout 10 fields	Fixed layout Reports
&BIBFL28.QRP	Fixed Layout 2 columns 8 fields	Fixed layout Reports
&CTITEMX.QRP	Fixed Layout with Image	Bib with Image + stock
&DVDCOV.QRP	DVD Cover	Fixed layout Reports
&VIDCOV.QRP	Video Cover	Fixed layout Reports

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RepBorrower (Borrower Reports)

- Go to **Main > Reports > RepBorrower**
 - Update Entity = Y: Borrower History or Status or Financial Transaction updated (see specific reports below)
 - If **F10 More** set – used for borrower record updates
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&B%LTSWA	Borrower count by Location and Type with % of population	Borrower (Default)
&BARCODE.QRP (&BBARCODE.QRP)	Borrower list with Barcodes (requires font setup)	Borrower (Default)
&BARCODG.QRP	Borrower list with Barcodes by Group (requires font setup)	Borrower (Default)
&BCAT.QRP	Borrower count by Area and Borrower Type	Borrower (Default)
&BCLT.QRP	Borrower Count by Location and Borrower Type	Borrower (Default)
&BCLTSWA.QRP	Borrower count by Location, Borrower Type, Suburb, Ward and Area	Borrower (Default)
&BCST.QRP	Borrower count by Sex and Borrower Type	Borrower (Default)
&BCT.QRP	Borrower Counts by Location & Borrower Type / Gender & Borrower Type / Suburb & Location – in 3 separate tables	Borrower (Default)
&BCTA.QRP	Borrower count by Borrower Type and Area	Borrower (Default)
&BCTG.QRP	Borrower Count by Location, Borrower Type, Borrower Gender	Borrower (Default)
&BCTS.QRP	Borrower count by Borrower Type and Sex	Borrower (Default)
&BCTSCH.QRP	Counts by Location & Borrower Type / Gender & Borrower Type / Suburb & Location – in 3 separate tables	Borrower (Default)
&BCTSWA.QRP	Borrower count by Borrower Type, Suburb, Ward and Area	Borrower (Default)
&BCTW.QRP	Borrower count by Borrower Type and Ward	Borrower (Default)
&BCWT.QRP	Borrower count by Ward and Borrower Type	Borrower (Default)
&BFINSU.QRP	Borrower Financial Transactions (Summary) report – produces a count of the transactions by Type	Borrower (list) Financial
	Borrower Financial Transactions Deletions (Summary) Can be used to delete <i>paid</i> Borrower Financial Transaction records – <u>Update Entity = Y</u>	Borrower (purge) Financial
&BORCARD.QRP	Borrower Cards	Borrower (Default)
&BORCRDP.QRP	Borrower Cards with Picture	Borrower Images
&BORCSV1.QRP	Borrower Export CSV File (Barcode, Surname, Given Name, Initial, Ref 2, Borrower Type, Class, Group, D.O.B.)	Borrower (Default)

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&BORCUPD.QRP	Automatic Borrower Circulation Update – changes borrower Statuses, Types, Classes and Groups (also allows memos to be sent) Borrower must have items on loan. Uses <u>Update Entity</u> = Y	Borrower Circulation Automatic Update
&BORDATA.QRP	Borrower Export CSV File (Surname, Given Name, Initial, Barcode, D.O.B., Class, Borrower Type, Ref2)	Borrower (Default)
&BORFIN.QRP	Borrower Financial Transactions report – lists the borrower/s and line-by-line details of their transactions	Borrower (list) Financial
	Borrower Financial Transactions (Deletions) Can be used to delete <i>paid</i> Borrower Financial Transaction records – <u>Update Entity</u> = Y	Borrower (purge) Financial
&BORFINO.QRP	Borrower Owing (Summary) report – lists the borrower/s and a summary of the amounts paid/owing/remaining	Borrower (list) Financial
	Borrower Owing (Deletions) Can be used to delete <i>paid</i> Borrower Financial Transaction records – <u>Update Entity</u> = Y	Borrower (purge) Financial
&BORFINP.QRP	Borrower Financial Transactions report – lists details of the individual transactions	Borrower (list) Financial
	Borrower Financial Transactions (Purge) Can be used to delete <i>paid</i> Borrower Financial Transaction records – <u>Update Entity</u> = Y Can be used to mark and delete <i>paid</i> double-entry Transactions	Borrower (purge) Financial
&BORH3.QRP	Borrower history count >= 3 transactions	Borrower History
&BORH6.QRP	Borrower history count >= 6 transactions	Borrower History
&BORH10.QRP	Borrower history count >= 10 transactions	Borrower History
&BORH100.QRP	Borrower history count >= 100 transactions	Borrower History
&BORH3N.QRP	Borrower history account count. Lists any borrower who has had more than 3 accounts in the time period set in the Where parameters	Borrower History
&BORH6N.QRP	Borrower history account count. Lists any borrower who has had more than 6 accounts in the time period set in the Where parameters	Borrower History
&BORHCNT.QRP	Borrower transaction count	Borrower History
&BORHCNTC.QRP	Borrower transaction count by Class	Borrower History
&BORHICT.QRP	Borrower History Reports records (list)	Borrower History
	Can be used to delete records – <u>Update Entity</u> = Y	
&BHICTSU.QRP	Borrower History Reports records (summary)	Borrower History
	Can be used to delete records – <u>Update Entity</u> = Y	
&BORHISC.QRP	Borrower history in class order	Borrower History
&BORHIST.QRP	Borrower History Activity records (list)	Borrower History
	Can be used to delete records – <u>Update Entity</u> = Y	
&BORHISU.QRP	Borrower History Activity record (summary)	Borrower History

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	Can be used to delete records – <u>Update Entity = Y</u>	
&BORHPOP.QRP	Popular Titles by Class	Borrower History
&BORINEM.QRP	Borrower interests via Email	Borrower Interest Reports E-mail
&BORINT.QRP	Borrower Interests	Borrower Interest Reports
&BORMEMO.QRP	Borrower Memos Information	Borrower Memos
&BORRAUD.QRP	Borrower Audit – includes operator, date and time	Audit Reports
&BORRFUL.QRP	Borrower list with full details	Borrower (Default)
&BORRMED.QRP	Borrower list with medium details	Borrower (Default)
&BORSHT.QRP	Borrower list with brief details	Borrower (Default)
&BOROWLT.QRP	Line by line details including amount owing	Borrower (Default)
&BORREG.QRP	Borrower re-registration notice	Borrower (Default)
&BORUPD.QRP	Automatic Borrower Update – changes borrower Statuses, Types, Classes and Groups (also allows Memos to be sent) Uses <u>Update Entity = Y</u>	Borrower Automatic Update
&N1ADD10.QRP	Letter to Borrowers	Name and Addresses x 1 across
&N1ADDEM.QRP	Borrower notice/letter by Email	Name and Addresses x 1 across Email
&READHIS.QRP	Student Reading history count by Class	Borrower History
&XBCT.QRP	<i>MS Excel</i> format – counts by Borrower Type	Borrower (Default)
&XBCLT.QRP	<i>MS Excel</i> format – counts by Location and Borrower Type	Borrower (Default)
#ADDLABL.QRP	Borrower Address Labels - 3 Wide for Avery address labels (7160)	Name and Addresses x 3 across

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RepCatalogue (Catalogue Reports)

- Go to **Main > Reports > RepCatalogue**
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&CATFULL.QRP	Catalogue display record Does not list MARC Tag numbers (use <i>RepBibliographic</i>)	[One set report type]

RepCirculation (Circulation Reports)

- Go to **Main > Reports > RepCatalogue**
 - Create Hist (Y/N) = Y – Borrower Account and Overdue History updated
 - Create Acct (Y/N) = Y – Borrower Financial Transactions updated
 - If **F10 More** set – used for Borrower Financial Transactions update
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&AOLPROC.QRP	Offline Processing Results/Report	Offline process report
&BTCIRC.QRP	Overdue Report displaying Type, Group and Class (max 8 lines only)	Type, Group, Class, AuthForm, Item.locn
&CIRRESA.QRP	Recall list for overdue items with attached reservations – Author in line 2	Res, Title, Author, Form, Item No, Location
&CIRRESC.QRP	Recall list for overdue items with attached reservations – Call Number in line 2	Res, Title, Call No, Stats Code, Item No, Location
&ODEMAIL.QRP	Overdue Notice (Email)	Continuous - E-mail
&ODHLSTC.QRP	Overdues Showing Time Due (for Hourly Loans)	Continuous - Full descriptions
&ODUNIVC.QRP	Very overdue report with invoice (max 8 lines only)	Title, Author, Form, Item No, Location (Default)
&ODFEE.QRP	Overdue Notice (Letter) with Fees	Continuous - Full descriptions
&ODLET.QRP	Overdue Notice (Letter)	Continuous - Full descriptions
&ODLET1C.QRP	Overdue Notice (Letter) – arranged by Borrower Class	Continuous - Full descriptions
&ODLET1G.QRP	Overdue Notice (Letter) – arranged by Borrower Group	Continuous - Full descriptions
&ODLSTC.QRP	Overdue List by Class – with no page break in-between Classes	Continuous - Full descriptions
&ODLSTG.QRP	Overdue List by Group – with no page break in-between Groups	Continuous - Full descriptions
&ODLSTOC.QRP	Overdue List by Class – with a page break in-between the Classes	Continuous - Full descriptions
&ODLSTOG.QRP	Overdue List by Group – with page break in-between Groups	Continuous - Full descriptions

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&ODLST.QRP	Circulation slip with address, phone, cost	Continuous - Full descriptions
&ODSLPC.QRP	Overdue slip with cost by Class	Continuous - Full descriptions
&ODSLPG.QRP	Overdue slip with cost by Group	Continuous - Full descriptions
&ODSMS.QRP	Overdue Notice (SMS)	Continuous - Full descriptions
&ODSTAFF.QRP	Overdue slips for staff	Continuous - Full descriptions
&OD200.QRP &OD2000.QRP &OD2001.QRP &OD2005.QRP &ODX200.QRP &ODX200.QRP &ODX2001.QRP	Overdue Report with Charges – speedimailer (3 per page 8 lines only)	Title, Author, Form, Item No, Location (Default)
&OFFLINE.QRP	Offline Files Export	Offline files export
#BODLSBC.QRP	Overdue list for shelf check	Continuous - Full descriptions
#COSTLET.QRP	Sample Long Overdue Letter with item cost (max 8 lines only)	Title, Author, Form, Item No, Location (Default)

RepFinancial (Financial Reports)

- Go to **Main > Reports > RepFinancial**
 - Set Update = **Y** – Financial Transaction updated
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&CFINSU.QRP	Borrower Monthly Transaction Summary	Circulation Trans
&CFINDET.QRP	Borrower Monthly Transaction Detail	Circulation Trans
&FINACCT.QRP	Account listing	Account Listing
&FINAGE 4.QRP	Borrower Aged Financial Transactions (4 months)	Aged Borrower (4mths) Transactions
&FINAGE 6.QRP	Borrower Aged Financial Transactions (6 months)	Aged Borrower (6mths) Transactions
&FINAGE12.QRP	Borrower Aged Financial Transactions (12 months)	Aged Borrower (12mths) Transactions
&FINALL.QRP	Allocation codes List	Allocation codes
&FBFAUD.QRP	Borrower Financial Transaction audit	Borrower Fin. Trans. Audit
&FBFSUM.QRP	Borrower Financial Transaction audit summary If <u>Set Update</u> = Y – YTD is updated	Borrower Summary Fin. Trans. Audit
&FINBUDG.QRP	Account Budget Analysis (Summary)	Budget Summary
&FINCURR.QRP	Currency Codes List	Currency Codes
&FINGLC.QRP	Account Group codes listing	GL Codes Listing
&FINLEDG.QRP	Ledger Details by Account	Ledger Format
&FINSUMM.QRP	Summary in Ledger format	Ledger Format
&FINSUPP.QRP	Supplier & Account Transactions Summary	Ledger Format
&FINSUP2.QRP	Supplier & Acct Trans Summary (inc Tots)	Ledger Format
&FINTRAN.QRP	List of financial transactions	Ledger Format

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&FSUMLT.QRP	Financial Summary by Location	Circulation Trans
#DAILYBF.QRP	Daily borrower fines	Circulation Trans

RepILLS (Inter-Library Loans Reports)

- Go to **Main > Reports > RepILLS**
 - Update ILLS Status (Y/N) = Y – sets Status to **PRINTED**
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&ILLLET.QRP	Interlibrary Loan letter	Default
&ILLRNEW.QRP	List of ILL items that have been renewed	Default
&ILLEREM.QRP	ILL reminder notice (email) to first supplying library only	E-Mail Request
&ILLREQ.QRP	ILL request (email) to first supplying library only	E-Mail Request
&ILLERMS.QRP	ILL reminder notice (email) to all supplying libraries	E-Mail Request to all suppliers
&ILLERQS.QRP	ILL request via Email to all supplying libraries	E-Mail Request to all suppliers
&ILLREM.QRP	ILL Reminder to supplying library	Default
&ILLRNW.QRP	ILL renewal request to supplying library	Default
&ILLST.QRP	ILL listing of ILL stockitems	Default
&LBFAX.QRP	Interlibrary Loan fax	Default
&LBFAXA.QRP	Interlibrary Loan fax – varying format	Default
&LSILLS.QRP	List of ILL items	Default

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RepOrders (Order Reports)

- Go to **Main > Reports > RepOrders**
 - Update Entity (Y/N) = **Y** – see actual report for entity affected
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&OOD100.QRP	Summary of orders with Order No, Title, Quantity and Qty Received (No Supplier)	Order Header, Order Line & Order Items/Non-Items
&OON100.QRP	Summary of orders with stockitem	Order Header, Order Line & Order Items/Non-Items
&OSD100.QRP	List of orders by Supplier (summary)	Supplier, Order Header, Order Line & Order Items/Non-Items
&ORDFRM.QRP	Order Form inc TAX <u>Update Entity</u> = Y – would update Order Header, posting Date Printed to Order Header	Supplier, Order Header & Order Line (Default)
&ORDGST.QRP	Order Form with GST separate <u>Update Entity</u> = Y – would update Order Header, posting Date Printed to Order Header	Supplier, Order Header & Order Line (Default)
&ORDPRT.QRP	Purchase Order <u>Update Entity</u> = Y – would update Order Header, posting Date Printed to Order Header	Supplier, Order Header, Order Line & Order Items/Non-Items
&ORDSUM.QRP	Summary of Orders	Supplier, Order Header & Order Line (Default)
&ORED1.QRP	EDIFACT order <u>Update Entity</u> = Y – will automatically send EDIFACT order to Supplier and place Date Printed to Order Header	Supplier, Order Header & Order Line – EDIFACT
&ORSI.QRP	Order status report – checks current status of ordered items	Supplier, Order Header, Order Line & Order Items/Non Items
&ORSIE.QRP	Order status report via Email – checks current status of ordered items	Supplier, Order Header, Order Line & Order Items/Non Items E-mail
&ORSICA.QRP	Cancellation of Orders – Order report to request cancellation of orders <u>Update Entity</u> = Y – will automatically update the status to Cancelled to the Order Line stock lines	Supplier, Order Header, Order Line & Order Items/Non Items to Cancelled
&ORSICL.QRP	Order Claims Notice <u>Update Entity</u> = Y – will automatically update the status to Claimed to the Order Line stock lines	Supplier, Order Header, Order Line & Order Items/Non Items to Claimed
&ORSIECA.QRP	Cancellation of Orders via Email – Order	Supplier, Order Header, Order

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	report to request cancellation of orders <u>Update Entity = Y</u> – will automatically update the status to Cancelled to the Order Line stock lines	Line & Order Items/Non Items E-mail to Cancelled
&ORSIECL.QRP	Order Claims notice via Email <u>Update Entity = Y</u> – will automatically update the status to Claimed to the Order Line stock lines	Supplier, Order Header, Order Line & Order Items/Non Items E-mail to Claimed
&ORSIR.QRP	Returns Notice listing items to be returned <u>Update Entity = Y</u> – will automatically update the status to Returned to the Order Line stock lines	Supplier, Order Header, Order Line & Order Items/Non Items to Returned
&ORSIER.QRP	Returns Notice via Email listing items to be returned <u>Update Entity = Y</u> – will automatically update the status to Returned to the Order Line stock lines	Supplier, Order Header, Order Line & Order Items/Non Items E-mail to Returned
&ORSIPF	Supplier Performance Report	Supplier, Order Header, Order Line & Order Items/Non Items
&ORWOSTK.QRP	List of Orders without Stockitems attached	Supplier, Order Header, Order Line & Order Items/Non-Items

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&OSEGST.QRP	Email Order GST separate <u>Update Entity = Y</u> – will update Order Header, posting Date Printed to Order Header	Supplier, Order Header & Order Line - E-mail
&OEMAIL.QRP	Email Order inc GST <u>Update Entity = Y</u> - will update Order Header, posting Date Printed to Order Header Screen.	Supplier, Order Header & Order Line - E-mail
&OSI100.QRP	Orders and Stockitems <u>Update Entity = Y</u> - will update Order Header, posting Date Printed to Order Header	Order Header, Order Line and Received Stockitems
&OSINV.QRP	Invoice details <u>Update Entity = Y</u> - will update Order Invoice posting a Report Date to Order Invoice screen.	Supplier, Invoice Header and Invoice Line
&OSU100.QRP	Supplier list	Supplier

RepPeriodicals (Periodical Reports)

- Go to **Main > Reports > RepPeriodicals**
 - Set Claim = Y – periodical issue (and copy) **Claimed** set to **Y**
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&PE0001.QRP	Periodical Title Listing	Periodical
&PE0010.QRP	Periodicals listing (short details)	Periodical
&PE0100.QRP	Periodicals listing (medium details)	Periodical
&PE1000.QRP	Periodical listing (full details) – details in Supplier, Periodical sequence	Periodical
&PERCLM.QRP	Claim for undelivered issues	Periodical & Issue
&PERLIST.QRP	List of titles, Location and Frequency	Periodical, Issue, Copy & Item (Default)
&PI0001.QRP	Title listing with issues	Periodical & Issue
&PI0010.QRP	Title listing with issues (brief details)	Periodical & Issue
&PI0100.QRP	Title listing with issues (medium details)	Periodical & Issue
&PICLAIM.QRP	Claim Letter	Periodical, Issue & Copy
&PICLE.QRP	Periodical, Issue, Copy Email	Periodical, Issue, Copy Email
&PIC010.QRP	Periodical, Issues & Copies (Brief details)	Periodical, Issue & Copy
&PICS001.QRP	Periodical Stockitem	Periodical, Issue, Copy & Item (Default)
&PICS010.QRP	Periodical, Issues and Stockitem	Periodical, Issue, Copy & Item (Default)
&SU1000.QRP	Suppliers Only List	Supplier

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RepReservation (Reservation Reports)

- Go to **Main > Reports > RepReservation**
 - Create Hist(Y/N) = Y – Account and Overdue History updated
 - Update Res Status = Y – status updated to **PRINTED** and financial transactions
 - If **F10 More** set – used for Financial Transaction update
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&BKGLISC.QRP	Bookings List by Class	Unlimited Reservation Format
&BKGLIST.QRP	Bookings List by Borrower	Unlimited Reservation Format
&BKGLSTK.QRP	Booking List by Item	Unlimited Reservation Format
&BKGSPL.QRP	Bookings Slip	Unlimited Reservation Format
&KINRES1.QRP	Sample Reservation Letter Notification	Reservations (Default)
&RAX4000.QRP	Phone List for Items reserved awaiting collection	Reservations (Default)
&RAX4010.QRP	Reservation book slips	Reservations (Default)
&RA4000.QRP	Postcard format (keeps history)	Reservations (Default)
&RESBRF.QRP	Reservation list (brief details)	Reservations (Default)
&RESBRFC.QRP	Reservation list (brief details with Class)	Reservations (Default)
&RESBRFG.QRP	Reservation list (brief details with Group)	Reservations (Default)
&RESEML.QRP	Email reservation notice	- E-mail
&RESEXPB.QRP	Reservations cancelled due to non-collection	Expired Reservation Clear
&RESLIST.QRP	Reservation list	Unlimited Reservation Format
&RESSMS.QRP	Reservation Notice (SMS)	Unlimited Reservation Format

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RepStatistics (Statistics Reports)

- Go to **Main > Reports > RepStatistics**
 - If Report Stats Codes set – Statistics table updated

Most template names begin with **&STAT** and are all similar but reflect different sequencing of data. The report names will give an indication of the order in which parameters should be selected:

TEMPLATE CODES
<ul style="list-style-type: none"> • &STAT1 – summaries by Year, Form • &STAT2 – summaries by Year, Month • &STAT3 – summaries by Year, Month, Day • &STAT4 – summaries by Year, Month, Day, Hour • &STAT5 – details by Borrower Type • &STAT6 – count by Location, Type, Borrower • &STAC – Location, Borrower Class, Form • &STAG – Location, Borrower Group, Form

General Statistical Reports

TEMPLATE	DESCRIPTION	REPORT TYPE
&SAAUDIT.QRP	Access Audit - access by Operator showing alterations	Access Audit
&SLAUDIT.QRP	Logon Audit - Date and Time Operators logged onto certain modules	Logon Audit
&SSAUDIT.QRP	Search Audit - Search terms used within the Programs and the Type of search done	Search Audit
&STAT4D.QRP	Summary by Location, TransType – Year/Month/Day Matrix	Statistics
&STAT4E.QRP	Summary by Location, TransType – Year/Month/Day/Hour Matrix	Statistics
&STAT4K.QRP	Summary by Location, Trans Type – Month/Day Matrix	Statistics
&STAT4J.QRP	Summary by Location, Trans Type – Weekday/Week Matrix	Statistics
&STAT4I.QRP	Summary by Location, Trans Type – Weekday/Hour Matrix	Statistics
&STAT100.QRP	Summary by Location, TransType, Year	Statistics
&STAT101.QRP	Summary by Location, TransType, Year	Statistics
&STAT110.QRP	Summary by TransType, Location, Year	Statistics
&STAT111.QRP	Summary by TransType, Location, Year	Statistics
&STAT200.QRP	Summary by Location, TransType, Year, Month	Statistics
&STAT201.QRP	Summary by Location, TransType, Year, Month	Statistics
&STAT205.QRP	Summary by Location, Year, Month, TransType	Statistics
&STAT210.QRP	Summary by TransType, Location, Year, Month	Statistics
&STAT211.QRP	Summary by TransType, Location, Year, Month	Statistics
&STAT300.QRP	Summary by Location, TransType, Years, Months, Days	Statistics
&STAT301.QRP	Summary by Location, TransType, Year, Month, Day	Statistics
&STAT310.QRP	Summary by TransType, Location, Years, Months, Days	Statistics
&STAT311.QRP	Summary by TransType, Location, Year, Month, Total Day	Statistics
&STAT400.QRP	Summary by Location, TransType, Years, Months, Days, Hours	Statistics
&STAT401.QRP	Summary by Location, TransType, Year, Month, Day, Hour	Statistics

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&STAT410.QRP	Summary by TransType, Location, Years, Months, Days, Hours	Statistics
&STAT411.QRP	Summary by TransType, Location, Year, Month, Day, Hour	Statistics
&STA%500.QRP	Percentage by Location, TransType, BorType, ItemFormCode	Statistics
&STAT500.QRP	Details by Location, TransType, BorType, ItemFormCode	Statistics
&STAT501.QRP	Details by Location, TransType, ItemFormCode, BorType	Statistics
&STAT502.QRP	Details by Location, Trans Type, BorType, ItemFormCode, ItemStatsCode	Statistics
&STAT510.QRP	Details by TransType, Location, BorType, ItemFormCode	Statistics
&STAT511.QRP	Details by TransType, Location, ItemFormCode, BorType	Statistics
&STAT520.QRP	Details by Location, TransType, BorType, ItemStatsCode	Statistics
&STAT521.QRP	Details by Location, TransType, ItemStatsCode, BorType	Statistics
&STAT526.QRP	Details by Location, TransType, ItemFormCode, ItemStatsCode	Statistics
&STAT530.QRP	Details by TransType, Location, BorType, ItemStatsCode	Statistics
&STAT531.QRP	Details by TransType, Location, ItemStatsCode	Statistics
&STAT540.QRP	Details by Location, TransType, BorType, SuburbCode	Statistics
&STAT541.QRP	Details by Location, TransType, SuburbCode	Statistics
&STAT550.QRP	Details by TransType, Location, BorType, SuburbCode	Statistics
&STAT551.QRP	Details by TransType, Location, SuburbCode, BorType	Statistics
&STAT560.QRP	Details by TransType, Location, BorType, WardCode	Statistics
&STAT561.QRP	Details by Location, TransType, WardCode, BorType	Statistics
&STAT562.QRP	Details by Location, TransType, WardCode	Statistics
&STAT570.QRP	Details by TransType, Location, BorType, WardCode	Statistics
&STAT571.QRP	Details by TransType, Location, WardCode, BorType	Statistics
&STAT600.QRP	Details by Location, TransType, BorType	Statistics
&STAT610.QRP	Details by TransType, Location, BorType	Statistics
&STAT620.QRP	Details by Location, TransType, ItemStatsCode	Statistics
&STAT630.QRP	Details by TransType, Location, ItemStatsCode	Statistics
&STAT640.QRP	Details by Location, TransType, ItemFormCode	Statistics
#SUMBOR.QRP	Summary of circulation by Borrower details	Statistics
#SUMITEM.QRP	Summary of circulation by Item details	Statistics
#SUMMNTH.QRP	Summary of Statistics by Month	Statistics
&XSTAT10.QRP	Summary by Location, TransType, Year. Fields delimited by semi-comma to be saved as Text file & opened in <i>MS Excel</i> .	Statistics
&XSTAT20.QRP	Summary by Location, TransType, Year, Month. Fields delimited by semi-comma to be saved as Text file & opened in <i>MS Excel</i> .	Statistics
&XSTAT30.QRP	Summary by Location, TransType, Year, Month, Day. Fields delimited by semi-comma to be saved as Text (.txt) file & opened in <i>MS Excel</i> .	Statistics
&XSTAT50.QRP	Details by Location, TransType, BorType, FormCode. Fields delimited by semi-comma to be saved as Text file & opened in <i>MS Excel</i> .	Statistics
&XSTAT52.QRP	Details of Location, TransType and ItemStatsCode	Statistics
&XSTAT53.QRP	Details of Location, TransType and ItemFormCode	Statistics
&XSTAT54.QRP	Details of Location, TransType, BorType, ItemFormCode &	Statistics

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	ItemStatsCode	
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Statistics Reports based on Borrower Class

&STAC500.QRP	Details by Location, TransType, BorClass, ItemFormCode	Statistics
&STAC501.QRP	Details by Location, TransType, ItemFormCode, BorClass	Statistics
&STAC510.QRP	Details by TransType, Location, BorType, ItemFormCode, BorClass	Statistics
&STAC511.QRP	Details by TransType, Location, ItemFormCode, BorClass	Statistics
&STAC520.QRP	Details by Location, TransType, BorClass, ItemStatsCode	Statistics
&STAC521.QRP	Details by Location, TransType, ItemStatsCode, BorClass	Statistics
&STAC530.QRP	Details by TransType, Location, BorClass, ItemStatsCode	Statistics
&STAC531.QRP	Details by TransType, Location, ItemStatsCode, BorClass	Statistics
&STAC540.QRP	Details by Location, TransType, BorClass, SuburbCode	Statistics
&STAC550.QRP	Details by TransType, Location, BorClass, SuburbCode	Statistics
&STAC560.QRP	Details by Location, TransType, BorType, WardCode, BorClass	Statistics
&STAC570.QRP	Details by TransType, Location, BorClass, WardCode	Statistics
&STAC600.QRP	Details by Location, TransType, BorClass	Statistics
&STAC610.QRP	Details by TransType, Location, BorClass	Statistics

Statistics Reports based on Borrower Group

&STAG500.QRP	Details by Location, TransType, BorGroup, ItemFormCode	Statistics
&STAG501.QRP	Details by Location, TransType, ItemFormCode, BorGroup	Statistics
&STAG511.QRP	Details by TransType, Location, ItemFormCode, BorGroup	Statistics
&STAG520.QRP	Details by Location, TransType, BorGroup, ItemStatsCode	Statistics
&STAG521.QRP	Details by Location, TransType, ItemStatsCode, BorGroup	Statistics
&STAG530.QRP	Details by TransType, Location, BorGroup, ItemStatsCode	Statistics
&STAG531.QRP	Details by TransType, Location, ItemStatsCode, BorGroup	Statistics
&STAG540.QRP	Details by Location, TransType, BorGroup, SuburbCode	Statistics
&STAG550.QRP	Details by TransType, Location, BorGroup, SuburbCode	Statistics
&STAG560.QRP	Detail by Location, TransType, BorType, Ward, BorGroup	Statistics
&STAG570.QRP	Details by TransType, Location, BorGroup, WardCode	Statistics
&STAG600.QRP	Details by Location, TransType, BorGroup	Statistics
&STAG610.QRP	Details by TransType, Location, BorGroup	Statistics

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RepStockitem (Stockitem Reports)

- Go to **Main > Reports > RepStockitem**
 - Create Fin (Y/N) = **Y** – deletes Stockitem History only
 - If Report Stats Codes set – Statistics table updated

TEMPLATE	DESCRIPTION	REPORT TYPE
&SPINE1.QRP	Spine Labels (1 column)	Spine Labels 1 label wide
&SPINE2.QRP	Spine Labels (2 columns)	Spine Labels 2 label wide
&SPINE3.QRP	Spine Labels (3 columns)	Spine Labels 3 label wide
&SPINE4.QRP	Spine Labels (4 columns)	Spine Labels 4 label wide
&SPINE5.QRP	Spine Labels (5 columns)	Spine Labels 5 label wide
&SPINE6.QRP	Spine Labels (6 columns)	Spine Labels 6 label wide
&SPINE7.QRP	Spine Labels (7 columns)	Spine Labels 7 label wide
&SPINE8.QRP	Spine Labels (8 columns)	Spine Labels 8 label wide
&SPINE9.QRP	Spine Labels (9 columns)	Spine Labels 9 label wide
&SPINE10.QRP	Spine Labels (10 columns)	Spine Labels 10 label wide
&SPINE11.QRP	Spine Labels (11 columns)	Spine Labels 11 label wide
&SPINE12.QRP	Spine Labels (12 columns)	Spine Labels 12 label wide
&SPINE13.QRP	Spine Labels (13 columns)	Spine Labels 13 label wide
&SPINEW1.QRP	Spine labels with accession plate (2 columns)	Spine Labels 1 label wide
&SADBR.QRP	Stockitem audit list (brief details)	Item Audit
&SADDET.QRP	Stockitem audit list (medium details)	Item Audit
&STKAUD.QRP	Stockitem audit list (full details)	Item Audit
&STKAVG.QRP	From a Stats Code shows averages for item - cost, issues, renewals, average year accessioned – ordered by Stats Code	Stockitems (Default)
&STKBCODE.QRP	Borrower list with Barcodes (requires font setup)	Stockitems (Default)
&STKBRF.QRP	List of stockitems – Medium details	Stockitems (Default)
&STKCFCS.QRP	Stockitem count by form and call number set	Stockitems (Default)
&STKCFB.QRP	Count of stockitems by Form and Stats Codes	Stockitems (Default)
&STKCLFS.QRP	Count of stockitems by Location, Form and Stats Codes	Stockitems (Default)
&STKCLSF.QRP	Count of stockitems Location, Stats Codes and Form	Stockitems (Default)
&STKCOP.QRP	List of stockitems attached to Cat Ref No – with count of items	Stockitems (Default)
&STKCRES.QRP	Reservations and copies ratio report	Stockitems (Default)
&STKCS.QRP	Stockitem count by Stats Code	Stockitems (Default)
&STKCSB.QRP	Stockitem count by Stats Code and Call Set	Stockitems (Default)
&STKCSF.QRP	Count of stockitems Stats Codes and Form	Stockitems (Default)
&STKFBOR.QRP	List of items borrowed by individual Borrower name	Stockitems (Default)
&STKFS.QRP	Count of stockitem by form	Stockitems (Default)
&STKFULL.QRP	List of stockitems – full record	Stockitems (Default)

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&STKH5.QRP	Shows items where count > 5	Item History
&STKH10.QRP	Shows items where count > 10	Item History
&STKH20.QRP	Shows items where count > 20	Item History
&STKHCC.QRP	Usage count by Form – Call Number order giving details of each Stockitem	Item History
&STKHCCS.QRP	Usage count by Form – Call Number order (summary)	Item History
&STKHCS.CRP	Usage count by Form – Stats Code order giving details of each Stockitem	Item History
&STKHCS.QRP	Usage count by Form – Stats Code order (summary)	Item History
&STKHIST.QRP	Stockitem History list Can be used to delete records – <u>Update Entity = Y</u>	Item History
&STKHISU.QRP	Stockitem History deletion – count of records deleted Can be used to delete records – <u>Update Entity = Y</u>	Item History
&STKMEMOS.QRP	Stockitem memo list	Memos
&STKMRR.QRP	Most recent return – damaged item notice (letter)	Most Recent Return
&STKMRE.QRP	Most recent return – damaged item notice (e-mail)	Most Recent ReturnEmail
&STKODUE.QRP	List of overdue stockitems	Stockitems (Default)
&STKPDC.QRP	Count by date published – must be set to order by Edition	Stockitems (Default)
&STKSUBJ.QRP	List of stockitems by Subject Headings	Stockitems (Default)
&STKTACA.QRP	Bibliographic data - Author, Title, Call Number	Stockitems (Default)
&STKTACT.QRP	Bibliographic data – Title, Author, Call No	Stockitems (Default)
&STKTACR.QRP	Bibliographic data – Title, Author, Call Number, Accession Date, # Reserves	Stockitems (Default)
&STKTITL.QRP	List of stockitems – Author, Title, Call Number, Form, Stats Code details	Stockitems (Default)
&STKTUR1.QRP	Count of items and turnover by Stats Code and Form	Stockitems (Default)
&STKTUR2.QRP	Count and turnover By Cat Ref	Stockitems (Default)
&STKTUR3.QRP	Count and turnover Summary By Stats	Stockitems (Default)
&STKTUR4.QRP	Count and turnover By Author	Stockitems (Default)
&STKUCTS.QRP	Count of items attached to the same Cat record by Form	Stockitems (Default)
&STKTCCF.QRP	Title, Cost, Call Number and Form	Stockitems (Default)
&STKTACB.QRP	Title, Author, Call Number and Barcode	Stockitems (Default)
&STKLTN.QRP	Title, #of items, Author, Call Number, Form by Location	Stockitems (Default)
&STKHIS2.QRP	Stock Item History List Summary	Item History
&STKHIS3.QRP	Stock Item History List by Location	Item History

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&XSTKCS.QRP	MS Excel format – Stockitem Count by Stats Code	Stockitems (Default)
&XSTKCLS.QRP	MS Excel format – Stockitem Count by Location and Stats Code	Stockitems (Default)
&XSTKFS.QRP	MS Excel format – Stockitem Count by Form	Stockitems (Default)
&XSTKCSV.QRP	MS Excel format – Stockitem list-Title, Author, Call No, Form and Stats Code	Stockitems (Default)
&STKTAKE.QRP	List of items in Stocktake	Stockitems (Default)
#ITEMINV.QRP	Inventory Stockitem list with check-box	Stockitems (Default)

APPENDIX 2: REPORT TEMPLATE WINDOW

