



# Translation Office 3000, Version 10 Custom Reports Guide

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# 1 Introduction

**Custom Reports** feature of *TO3000, Version 10* can be used to obtain user-customizable reports of any data, stored in *TO3000, Version 10* database. For this purpose *TO3000, Version 10* has a built-in *FastReport 4.2* editor.

 **Note:** *FastReport 4.2* is not an AIT product, and is designed by *Fast Reports Inc.* For any in-depth documentation, please visit <http://www.fast-report.com>. This guide includes some basic report management operations, and a brief tutorial, describing the process of designing a simple custom report.

Custom report operation in *TO3000, Version 10* can be divided into three general areas:

- *Reporting*, which is obtaining data from the database in the form of reports by *TO3000, Version 10* users.
- *Administration*, such as importing new reports, which is performed with the help of *TO3000, Version 10*.
- *Creating* and *editing* custom reports, which involves working with *FastReport 4.2* editor.

## 2 Viewing custom reports

### Accessing reports

*Custom reports* are used to extract and view consolidated and summary printable information from the TO3000, Version 10 database.

To obtain any of custom reports click menu **Custom Reports > List**.

### Report View Window

This window displays the list of all reports currently integrated in database.

Click **Preview** button to view the selected report.

Click **Print** button opens printer setup options dialog.

Click **Export** button to save the report result in a separate .rtf, .html., .pdf or .xls format. On **Export** button click the **Export** window opens where you can select the necessary format.

For details on exporting to each format please see topics:

Export to .html

Export to .rtf

Export to .xls

Export to .pdf

## 3 Managing custom reports

### Custom Reports settings


*Custom reports* can be created edited and deleted with the help of TO3000, Version 10 **Advanced settings** window.

1. Click menu **Settings > Advanced**;
2. Click **Custom Reports** section to open *custom report* management options.

### Custom report options

The following options are available for custom reports:

- **New\Edit\Delete** buttons can be used to create\modify\delete the selected report.
- **Edit Details** button provides access to the **Edit Custom Report** window where you can change report name and description.
- **Example: View/Set/Clear** buttons: use **Set** button to specify the date interval for the sample of selected report displayed when the report is accessed in TO3000, Version 10 menu **Custom Reports > List**. Use **View** button to see this sample and **Clear** to delete it.
- **Preview** button opens the **Preview** window where you can see how the selected report would look on paper and print it if needed.
- **Load** and **Save** buttons will allow you to download new reports from *.PXR2* report files ( *importing*) and save the existing reports to *.PXR2* files for (*exporting*).

 **Note:** Custom reports which are displayed in **Custom Reports** section of TO3000, Version 10 **Advanced settings** window, are the ones currently integrated into TO3000, Version 10 database. *PXR2* files are used solely for export-import purposes, thus deleting *PXR2* file from *VAIT\Translation Office 3000 V9\Admin\Reports\* will not delete any of the reports in database.

### Exporting a custom report

To *export a custom report*, save required report in *.PXR2* file. This file can later be imported into another TO3000, Version 10 database.

1. Select the required *custom report* in the list.
2. Click **Save** button.
3. Specify name and location for *PXR2* file being saved.

### Importing a custom report

You can import a custom report to your database from a *PXR2* file.

To *import a custom report*, use *PXR2* file to load required report.

1. Save *PXR2* file being imported to *\\AIT\Translation Office 3000 V9\Admin\Reports\* folder.
2. Click **Load** button.
3. Locate *PXR2* file being imported, select it and click **Open** button.

## Editing a custom report

To make changes to a custom report, select this report in the list and click **Edit** button. This button opens the **FastReport** window (report designer interface).

**FastReport** designer is a complex tool intended for IT specialists. It requires some basic *SQL* and *Delphi* knowledge. Step-by-step creation of simpler reports is described in Example: creating a report topic.

For detailed information please visit the [Fast Report Inc.](http://www.fast-report.com) Internet site: <http://www.fast-report.com>

## Setting up a report example

Once a new report has been added to reports list, you can access this report by clicking menu **Custom Reports > List**. Unless it has a pre-set example, however, the preview field to the right will remain blank.

Click **Set** button of the **Custom Reports** section of *TO3000, Version 10 Advanced settings* window to set a new preview example of currently selected report .

Click **View** button to view current example of currently selected report.

Click **Clear** to delete current example of currently selected report.

## 4 Example: creating a report

This topic will cover the process of creating a simple custom report.


➔ **Example:**

To *create* a new *custom report*

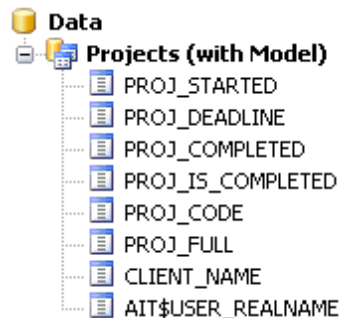
1. Click menu **Settings > Advanced**;
2. Click **Custom Reports** on **Advanced Settings** window.
3. Click **New** button; enter report name and description in the **New Custom Report** window and click **OK**.
4. Add data which should be used in the report by clicking menu **Report>Data** in **FastReport Designer** window (it will open automatically, once you click **OK** button).

This will open **Select Project Datasets** dialog window, in which all your Custom Queries are displayed. Select the required queries by selecting check boxes in front of their names. For this example we selected **Projects (with Model)** query, since we are composing a "Projects report".

Click **OK** button to confirm selection.

 **Note:** You can create your own custom queries with the help of built-in query builder. Any custom queries created this way will appear in this dialog window.

5. Now, contents of the selected query are displayed in the **Data** field to the right:

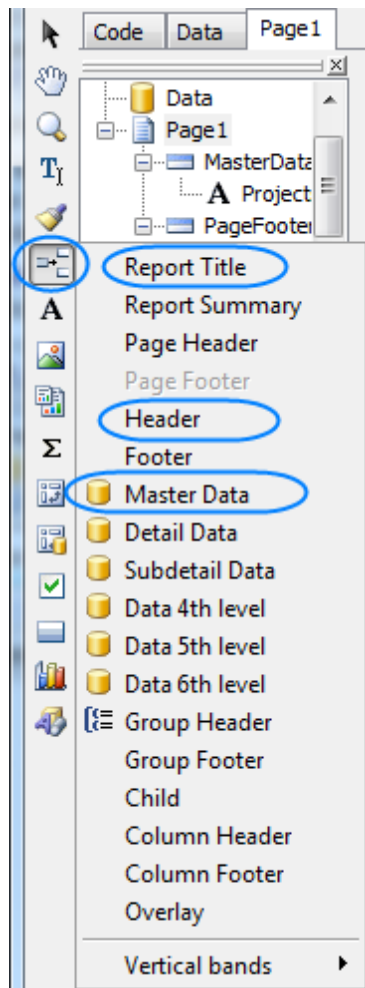


These are the fields from **TO3000, Version 10** database, which have been added to the query you selected. In this particular case, the fields are those, containing project names (**PROJ\_FULL**) and codes (**PROJ\_CODE**), dates of project timeline (**PROJ\_STARTED**, **PROJ\_DEADLINE** and **PROJ\_COMPLETED**), information as to whether project has been completed or not (**PROJ\_IS\_COMPLETED**) and corresponding client names (**CLIENT\_NAME**).

6. Begin designing your report by placing **Data Bands**.

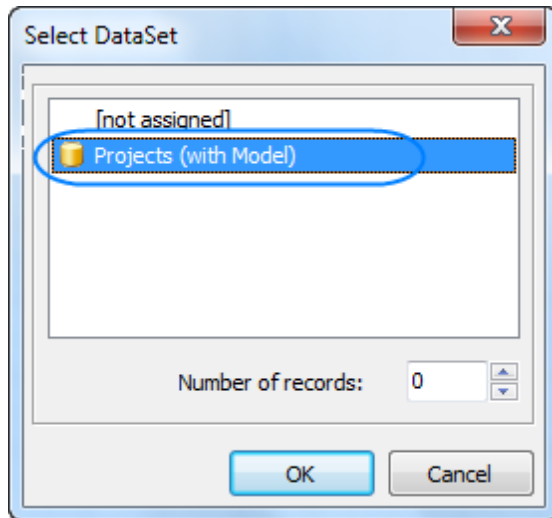
These "bands" bind report elements together, specifying their location on the page relatively to page itself and to the other bands. More detailed description of the bands can be found in **FastReport User Manual**. For this particular report you will need to use only few of the bands available.

6.1. Click **Insert Band** button and select **Report Title** band. This will place mentioned band to your report page. Click **Insert Band** button again and select **Header band** to place it.



6.2. Click **Insert Band** button one more time and select **Master Data** band to place it in your report. When placing **Master Data** band select your **Projects (with Model)** query when prompted to do so:



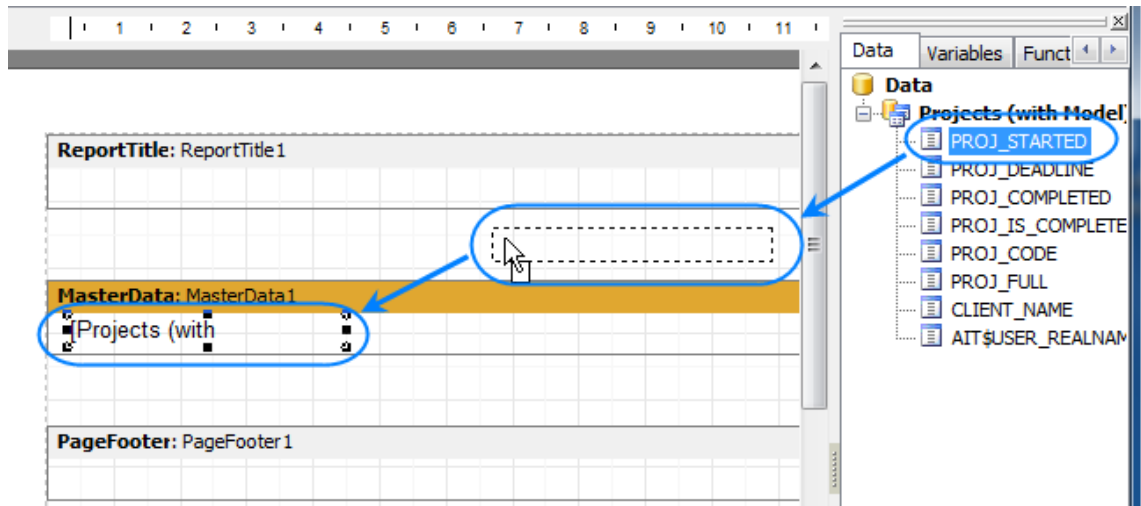


Your report page should look approximately like this:

ReportTitle: ReportTitle1				
Header: Header1				
MasterData: MasterData1				

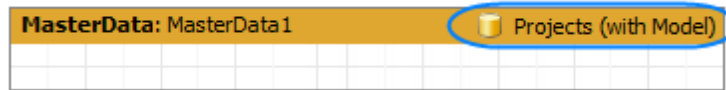
7. Adding data to **Master Data** band.

To add a variable data to your report, you will need to drag-and-drop the required fields from your query to the **Master Data** band.



Please note that any **Master Data** band can be linked to certain dataset (or query in this case) only, so in case you have more than one query, please be sure to drag and drop fields only to that **Master Data** band which has been linked to this query.

For example, the **Master Data** band below can contain fields from Projects (with Model) query,



Drag sequentially the following fields from the **Data** area and place them inside **Master Data** band in a row:

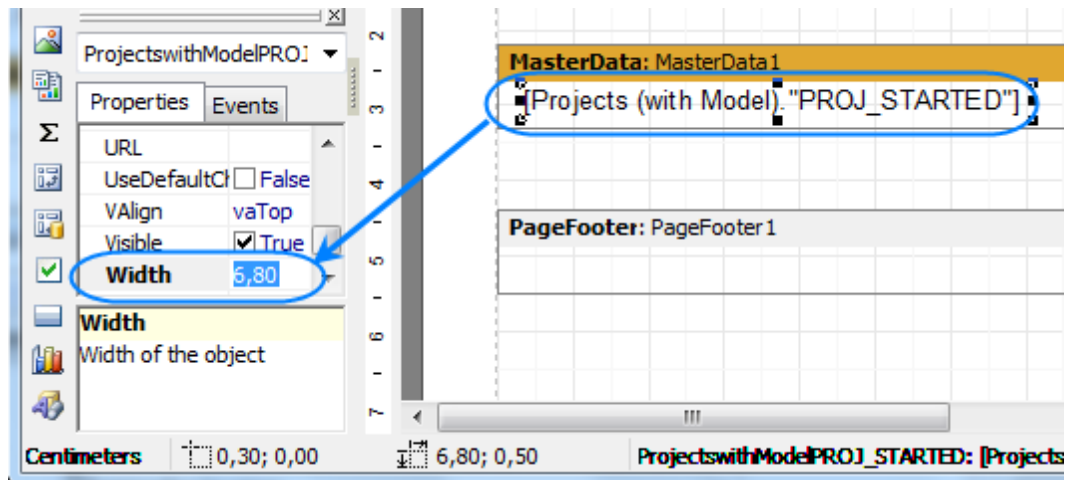
*PROJ\_FULL, CLIENT\_NAME, PROJ\_DEADLINE*

When placed into your report, the fields take form of text objects, like:

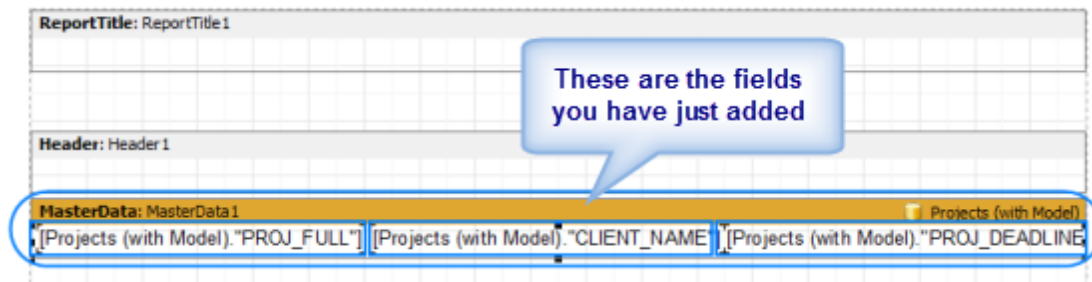
*[Projects (with Model)."PROJ\_FULL"]*

These act very much like text variables in TO3000, Version 10 RTF templates.

**Note:** Some of these objects may be very wide. Please try adjusting their width by dragging the borders of these objects. Alternatively, please try entering exact object length by selecting it and typing their width in **Properties** area:

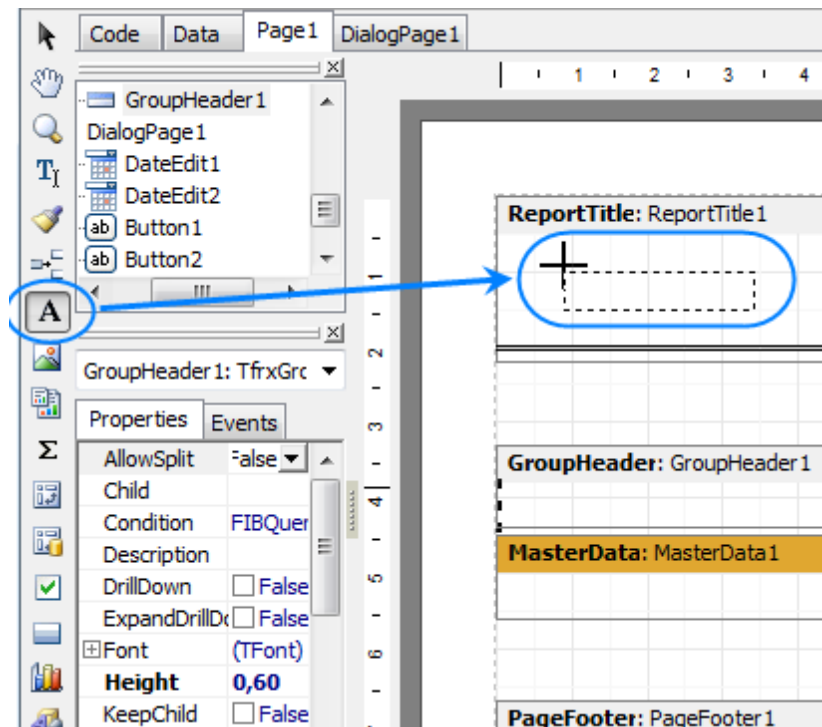


Once all the data has been added, your report should look like this:

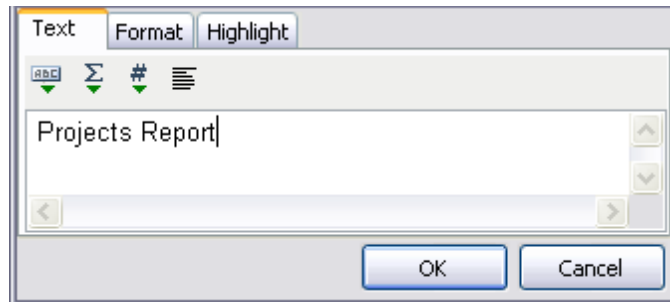


8. Adding stationary data to other bands.

8.1. Add a header for your report by clicking **Text object** button and placing the object on your report, within the **Report Title** band.



8.2. Type the header for your report in the memo window which appears.




8.3. Data will be displayed in your **Master Data** band in columns (each indicated by a field from the query). Add the names of these columns right above the query field objects in your **Header** band: *Project name*, *Client*, and *Deadline* the same way you added the header text object.

After this your report should look as follows:

ReportTitle: ReportTitle1			
Projects Report			
Header: Header1			
Project Name	Client	Deadline	
MasterData: MasterData1			
[Projects (with	[Projects (with Model). "CLIENT_NAME"]	[Projects (with Model). "PROJ_DEADLINE"]	Projects (with Model)

9. Preview your report by clicking **Preview** button. Your report preview will be displayed in the

**Preview** window.

 **Note:** You can further configure style of your report by configuring the style of text objects. Select required text object and adjust its format in the **Properties** area to the left.

10. Save your newly created report by clicking **Save** button and close report designer.

New report is now ready to be used.

If you want to save this report in a separate file in the **Report** folder of TO3000, Version 10 (so that you can send it to other TO3000, Version 10 users), select the report in the list and click **Save** button.