












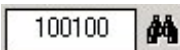



| | |
|-----------------------------|---|
| Application | ChreosClient – Chreos 3 |
| Module | Clients |
| Access | Various |
| Minimum service pack | SP31 |
| This document | Report Preview Options Ref 15.20 Release 1 Published February 2003 |

Overview

Details Displayed

- . This button closes the window (screen) that is currently open. This can only be accessed by using the mouse.
- . This button automatically displays the first page of the report. This can also be done by pressing the <Ctrl> and <Home> keys.
- . This button automatically displays the page previous to the current page of the report. This can also be used by pressing the <Ctrl> and <Page Up> keys.
- . This displays the page number of the current page. Note: '9 of 43' is an example of this field.
- . This button automatically displays the page following the current page of the report. This can also be used by pressing the <Ctrl> and <Page Down> keys.
- . This button automatically displays the last page of the report. This can also be used by pressing the <Ctrl> and <End> keys.
- . This page stops Crystal Reports from reading the records for the report. This can only be accessed by using the mouse.
- . This button prints a copy of the report. This can only be accessed by using the mouse.

-  . This button opens the “Print setup” screen. The following details will be displayed: This can only be accessed by using the mouse.
 - Name** – The name of the printer.
 - Status** – The status of the printer.
 - Type** – The printer type. This is usually the brand and model.
 - Where** – The computer that the printer is installed into.
 - Comment** – Any associated comment that has been made about the printer.
 - [Properties]** – Click this button to change the ‘Layout’ or ‘Paper/Quality’ of the printed report.
 - Paper Size** – The type of paper size that the report is set to.
 - Source** – The source of the printer.
 - Orientation** – Whether the report is set to ‘Portrait’ or ‘Landscape’.
 - [Network]** – Click this button for networking options.
-  . This button refreshes the data in the report. This can only be accessed by using the mouse.
-  . This button allows the data in the report to be exported into different formats. When it is clicked the “Export” screen will display the following details: This can only be accessed by using the mouse.
 - Format** – Select the format to export the data as. Depending on the ‘Format’ that is selected once the [Save] button is clicked there will be further steps to take.
 - Destination** – Select the destination directory of the exported file.
-  . This button toggles the group tree on the left-hand side on and off. This can only be accessed by using the mouse.
-  . The physical size of the report displayed compared to the printed version. Note: ‘75%’ is an example of this field.
-  . The search facilities. This can only be activated by using the mouse. This can be used to search any characters from names and codes to dollar amounts, phone numbers etc. Note: ‘100100’ is an example of using this functionality.
-  . This displays number of records that have been read. Note: ‘256 of 742’ is an example of this field.

To Export a Report

- Click the [Export] button.
- Select the ‘Format’ and ‘Destination’ of the file.
- Click the [Save] button.

- Further data may be required. If it is enter/select it and click the [Save] button.

To Use the Search Facilities

- Enter the characters that are to be searched for in the search facilities.
- Click the [Binoculars] button. The first instance of a match will be highlighted.
- Click the [Binoculars] button again or press the <Enter> key to view the next match. Continue as required.

This information sheet is a support document related to the use of Chreos 3 from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos 3 is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos 3 will be identical to the one described herein.

Copyright © Wild Software Ltd, 2003