



# **CIS Manager 50**

*The Unique Tool For Contractor Management*



*Report Designer Guide*

JNC Solutions Limited  
93 Selly Park Road, Birmingham B29 7LH  
Tel: 0121 472 0002 / 0121 472 0333  
Fax: 0121 414 1601  
e-mail: [support@jnc-uk.com](mailto:support@jnc-uk.com)  
[www.jnc-uk.com](http://www.jnc-uk.com)  
[www.cismanager.co.uk](http://www.cismanager.co.uk)



## COPYRIGHT

This document and the software described in it are copyrighted with all rights reserved. Under copyright laws, neither the documentation nor the software may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine readable form, in whole or part, without prior written consent of JNC Solutions Ltd., (JNC).

This computer program is the property of JNC. The program is protected under copyright law and is licensed for use only by a user who has returned the completed registration card included with the computer program and further is licensed strictly in accordance with the conditions specified in the Software Licence. Sale, lease, hire rental or reassignment to, or by, a third party without prior and written permission of JNC is expressly prohibited.

JNC does not warrant that the software package will function properly in every hardware/software environment. For example, the software may not work in combination with modified versions of the operating system, with certain print-spooling or file facility programs or with certain printers supplied by independent manufacturers.

## TERMS AND CONDITIONS

Although JNC has tested the software and reviewed the documentation, **JNC makes no warranty or representation, either express or implied, with respect to this software or documentation, their quality, performance, merchantability, or fitness for a particular purpose. This software and documentation are licensed 'as is', and you, the licensee, by making use thereof, are assuming the entire risk as to their quality and performance.**

**In no event will JNC be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the software or documentation,** or even if advised of the possibility of such damages. In particular, and without prejudice to the generality of the foregoing, JNC has no liability for any programs or data stored or used with JNC Software, including the costs of recovering such programs or data.

**Disclaimer:** JNC' s policy is one of constant development and improvement. We reserve the right to alter, modify, correct and upgrade our software programs and publications without notice and without incurring liability for any loss arising by virtue of such alteration, modification, correction, upgrade or otherwise.

Copyright:  1998 JNC Solutions Limited  
93 Selly Park Road,  
Birmingham B29 7LH  
All Worldwide Rights Reserved.

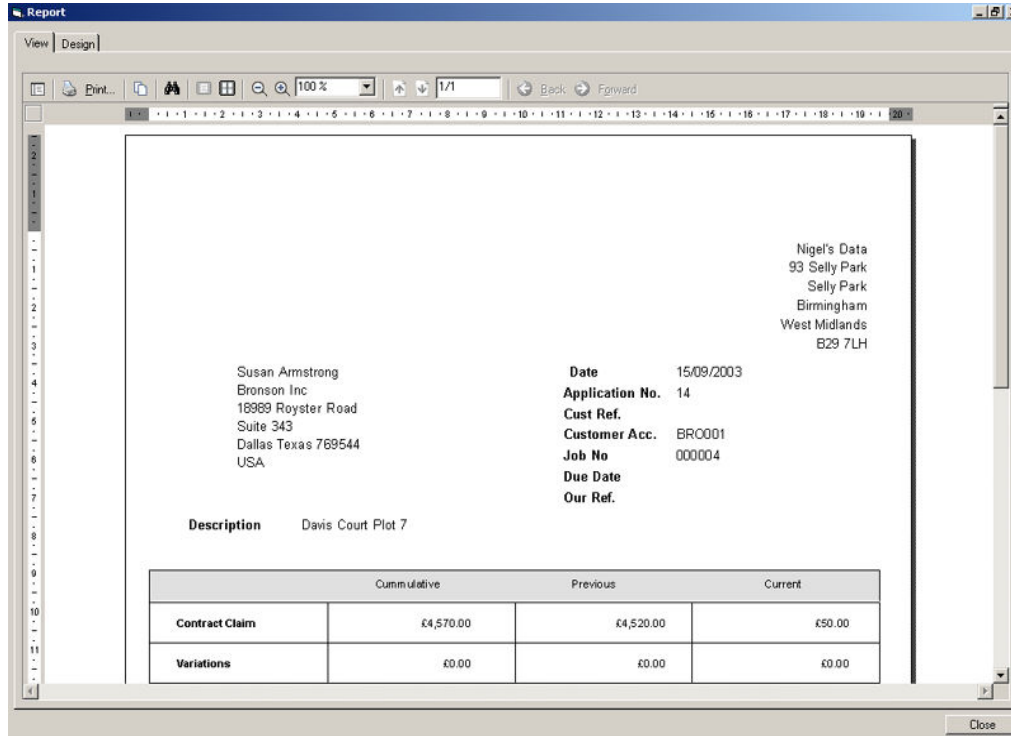
Issue Date: 03/09/98

## Introduction

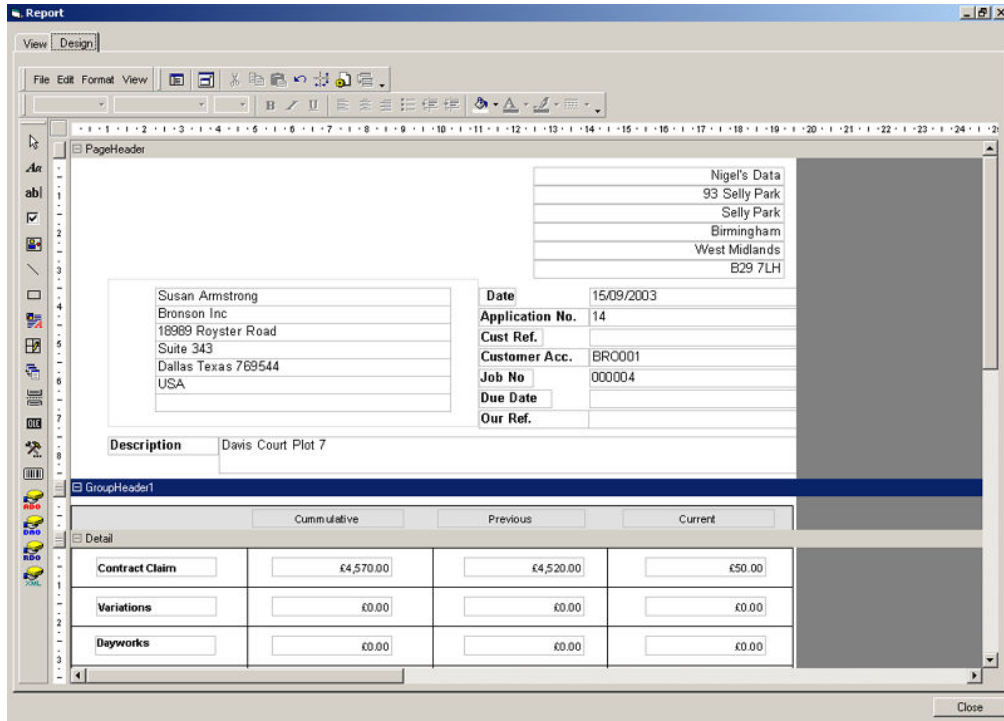
This guide aims to provide you with a basic understanding of the report designer in CIS Manager and allow you to design your own report layouts. The report designer included in CIS Manager is very powerful, and provides many functions which would not be practically useful in the designing of your reports. This guide will therefore concentrate on the basics and show you only those tools which you will find most useful.

## The Design Screen

The design screen is shown each time a custom report is run. By default you are shown the viewer part of the screen first.



This will show the report you selected filled with specified information. Notice that at the top-left corner there is a tab which says design. This is the design section which allows you to alter the report layout.



## Sections

This is the layout designer section of the design window. As can be seen above there are different sections, which make up a report. These may include but are not limited to:

Page header and Page footer - Note that when you create a header a footer is also created automatically.

Group header and Group footer

Details Section

A layout can only have up to one page header and footer. These sections are displayed at the beginning and end of every page.

A layout can have any number of group header and footer sections. These are only displayed once whilst the report is running.

A layout can have one or no details sections. This section is used to display information which may have to be repeated. A good example of this is in the invoicing reports, the details section is repeated once for each line in the invoice.

New sections can be added by right clicking on the designer and choosing insert. Sections may be resized by dragging the grey separator bars up or down.

## Items on the report

On the left hand side of the report designer is the toolbox. This contains useful tools, which may be used to add text, images, borders, shapes, and so on to your report. Tools are used by selecting them from the toolbox and then dragging an area on the report where they should be placed. Similarly you can resize a tool already on the report by clicking it and then dragging the corner boxes. You can also delete items you do not want on your report by clicking them and then pressing the delete key.

The following tools will be useful to you when designing a report.

### Selection Tool

This is used to select items which are currently on the report.

### Label Tool

This tool is used to place boxes filled with text on the designer, use the tool's caption property to change the text.

### Field Tool

This tool is used by CIS Manager to send information from your data to the report. The data displayed depends on what the datafield property is set to. For example the datafield property in the address fields is usually Add1, Add2, Add3 etc.

### Image Tool

This tool allows you to add pictures to your report. This would be particularly useful for company logos, letterheads Etc. Use the picture property to browse to your saved picture file. The sizemode property can be used to make the picture Stretch to fit the box you have specified.

### Line Tool

This tool allows you to add lines to your report, this is usually used in the creation of tables and in underlining totals.

### Shape Tool

This tool is mainly for aesthetic purposes and allows you to add solid shapes to your report.



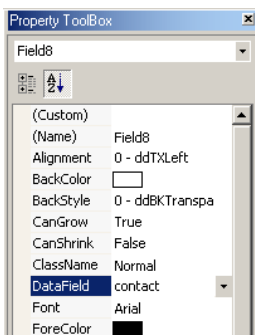
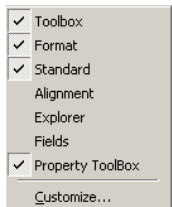
The other tools available are for more advanced purposes and it is unlikely that you will need to use them in your CIS Manager reports.

NB If you want to add a field to a report it is often just simplest to copy and paste them from an existing report. Just select the field you want, right click, select copy. Then open the report you want to add it to, right click and choose paste.

## Changing properties

Earlier I have mentioned changing properties of the objects on the report. These properties define how each label, line, etc. looks and behaves. Each object has certain common properties defining the colour, line thickness, text font and size. They may also have a number of more unique properties depending on what type of object it is. To view the properties of an object we must open the property toolbox. To do this right click on the toolbar at the top of the screen.

The following box should be displayed. Ensure that the property toolbox option at the bottom is ticked as shown. This will then cause the toolbox to be displayed on the right hand side of the screen.



The toolbox shown here contains a list of properties which apply to the selected object. The left hand column of the list contains the property names whilst the right hand side contains the value for each item. The left hand column of this list is not editable. If you are unsure of what a property does then it is probably best to leave it as it is. If you cannot find the property you are looking for then you can phone JNC Technical support who will be happy to help.

## **Saving Changes**

To save the changes made to a report click on the file menu and select save. This will open a save report dialog box. We recommend that you save your reports with new filenames since when you install an update of CIS Manager your old report files may be overwritten.