Table of Contents

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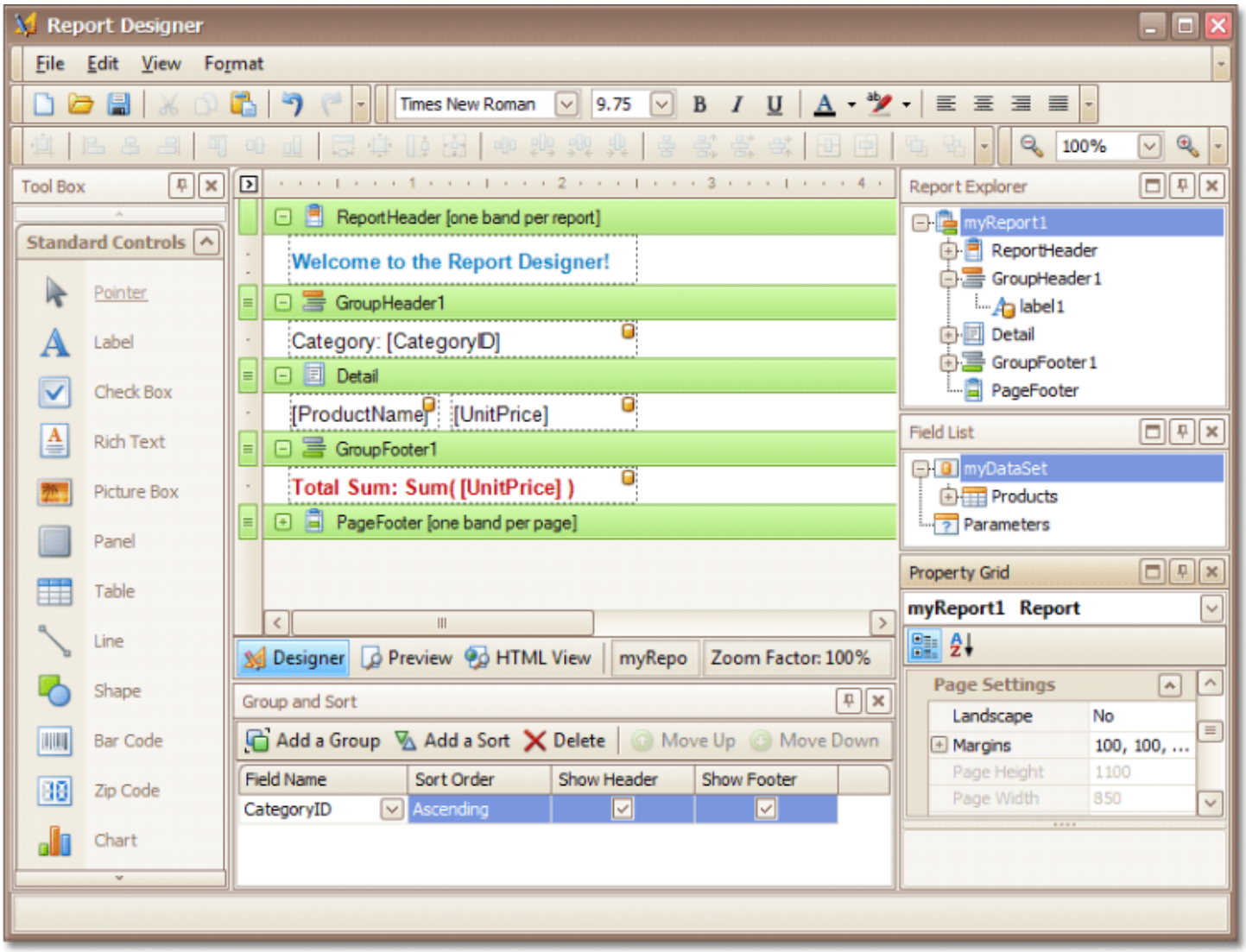
Report Designer

This guide contains information about the basic principles of creating reports with Report Designer.

The Report Designer allows you to create new reports from scratch, bind them to data, and even pass them to another workstation and load them into another instance of the report designer. In addition to report editing capabilities, it allows you to display its Print Preview and send its output to a printer or export it to a file on disk.



Note

Some features described in this guide may differ from what you see in your application. This depends on your application vendor.

The following sections are available in this guide.

- Report Layout Basics
- Create Report Layouts
- Report Designer Reference
- Report Wizard
- Preview, Print and Export Reports

Report Editing Basics

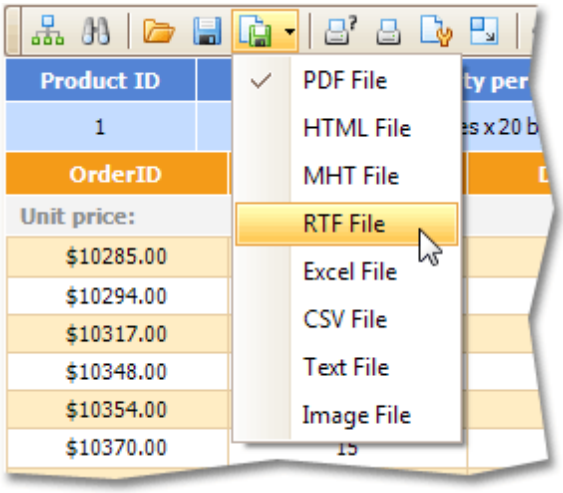
This section describes the most basic tasks you may encounter when initiating editing a report in the Report Designer.

- Manually Update Report Output
- Change Element Layout in Your Report
- Add or Modify Static Information in Your Report
- Delete Report Elements
- Display Values from a Database (Bind Report Elements to Data)
- Use Mail Merge in Report Elements
- Change Value Formatting of Report Elements
- Change Fonts and Colors of Report Elements
- Change or Apply Data Sorting to a Report
- Change or Apply Data Filtering to a Report
- Change or Apply Data Grouping to a Report
- Add Totals to a Report
- Create or Modify Watermarks of a Report
- Add Page Numbers and System Information to a Report
- Add Calculated Fields to a Report
- Add Parameters to a Report

Manually Update Report Output

Sometimes you may need to simply update a couple of values in your report before printing it. In these cases, the simplest way to correct your report is to export it to an editable file (e.g. RTF), then use an appropriate editor tool to edit values and print your report.

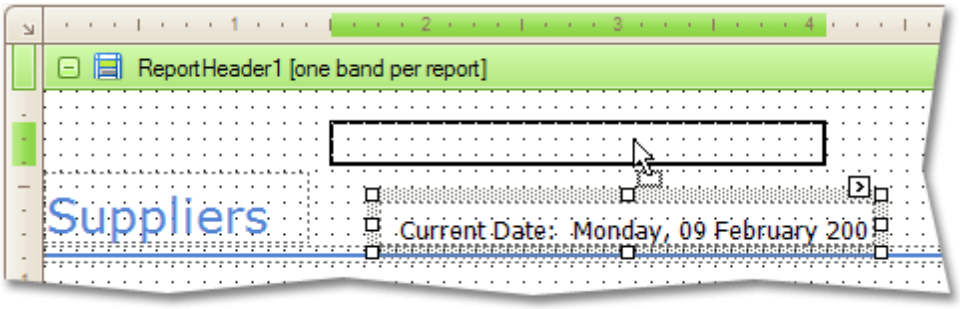
To export a report, switch to the Preview Tab and use the **Export** button as shown below.



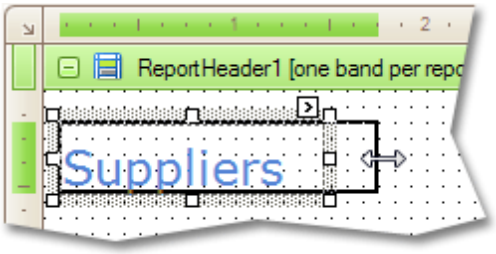
To learn more about report exporting, see Exporting from Print Preview.

Change Element Layout in Your Report

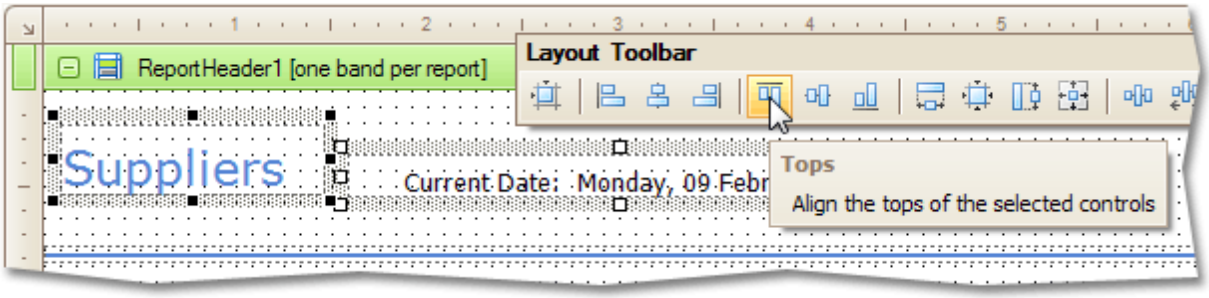
You can freely move report elements, e.g. labels, by dragging them. Another way to change the element position is to select an element, and then press the arrow keys.



To resize an element, select it and then drag one of the small boxes shown on its edges and corners. To resize an element using keyboard shortcuts, press SHIFT+ARROW or CTRL+SHIFT+ARROW.



You can also easily align controls to each other or make them the same size, by selecting multiple controls and using the Layout Toolbar.



To select multiple controls, you can do one of the following.

- Click controls while holding CTRL or SHIFT.
- Click on a blank space and drag the mouse to create a selection frame. When the mouse button is released, all controls within the selection frame's boundaries will be selected. In this case, the previous selection is cleared.

Note

For information on how to work with tables, see the Table topic.

See Also

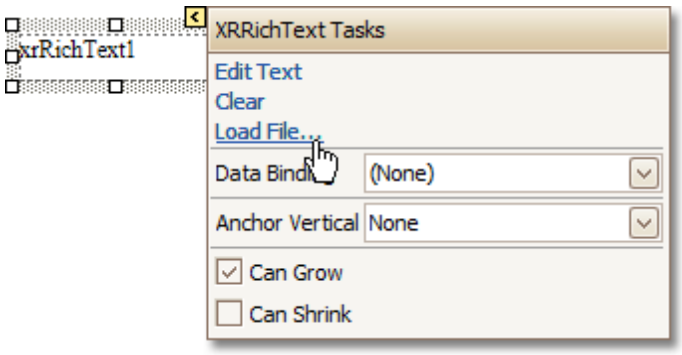
Change Fonts and Colors of Report Elements
Delete Report Elements

Add or Modify Static Information in Your Report

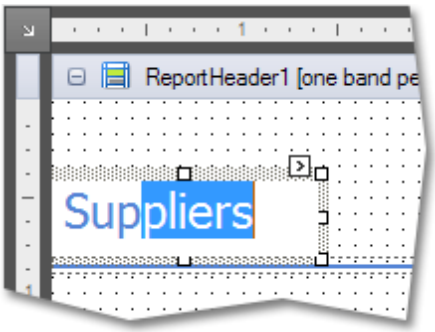
Reports display static and dynamic information. Dynamic information is something that changes through a report - values from a database (actual report data) or service information (such as current user name or page numbers). Static information is text or images that doesn't change through the report, and doesn't depend on the current computer. Such information can be printed only once (e.g. in a report header), can repeat on each page (e.g. in a page header) or can repeat with every entry in your report (a label describing your data).

Change Static Information

If you need to change static information displayed by your report, simply locate the desired report element in the designer and invoke this element's smart tag. The smart tag will contain a link or a button allowing you to edit this element's content.



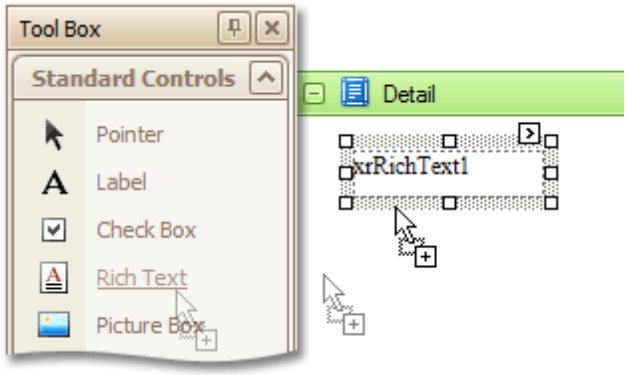
Text elements, such as labels and rich text boxes, also allow in-place editing of their content. Simply double-click an element and activate the editor. If you're working with rich text, you can use Formatting Toolbar.



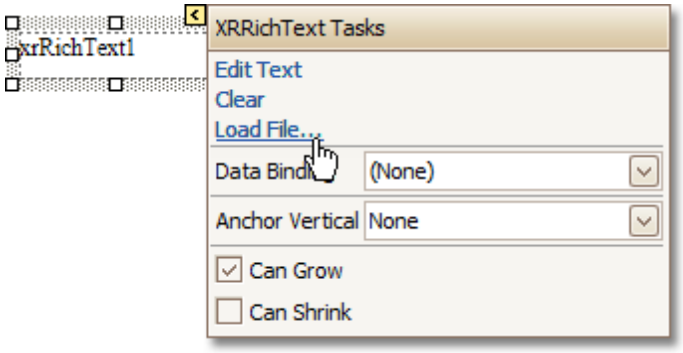
Add Information to Your Report

To add information to your report, you need to use an appropriate element from the Control Toolbox, such as a Label, Rich Text Box or Picture Box. Once an element has been placed at the appropriate position, specify its content using the smart tag. For instance, the following instructions describe how to add a rich text box into your report.

- Drop the Rich Text control from the Toolbox onto the Detail band.



- Select the created control and click its Smart Tag. In the invoked actions list, click the **Load File...** context link.



In the invoked dialog, define the path to an RTF or TXT file containing the text of the announcement, and click **Open**.

Note

Note that you can perform additional text formatting using the Formatting Toolbar.

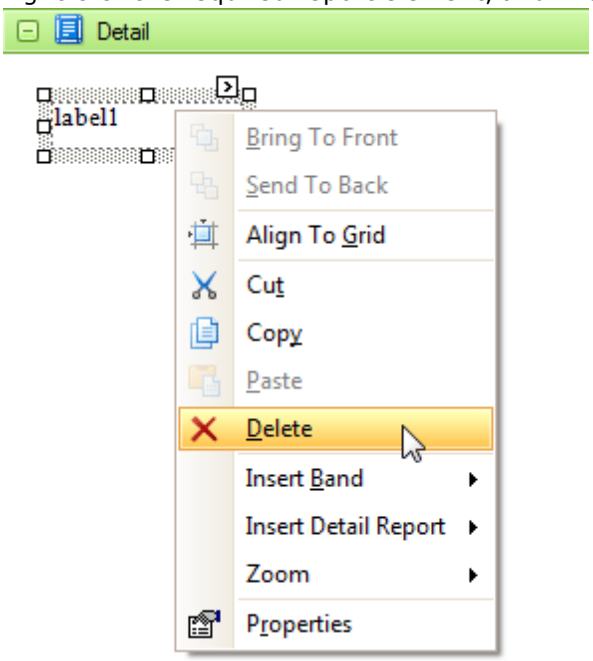
See Also

Change Fonts and Colors of Report Elements
Display Values from a Database (Bind Report Elements to Data)

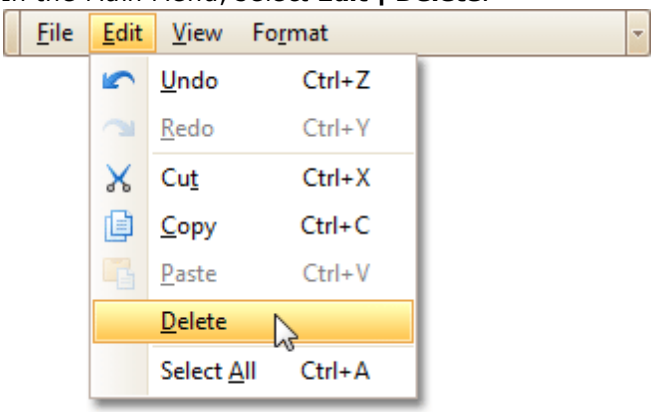
Delete Report Elements

To delete a report element (band or control), do one of the following:

- Select the required element in the Design Panel or Report Explorer, and press DELETE. To select multiple elements, hold down the SHIFT key.
- Right-click the required report element, and in the invoked Context Menu, choose **Delete**.



- In the Main Menu, select **Edit | Delete**.



Note

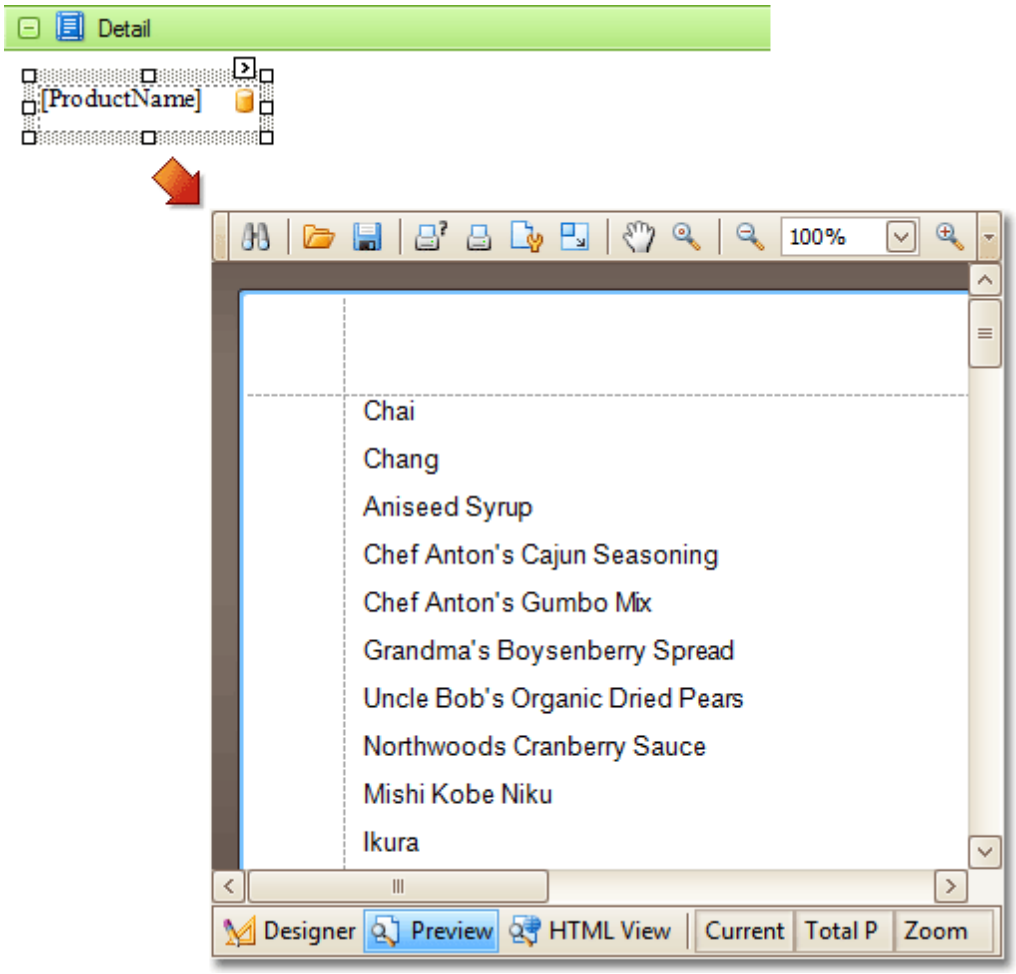
You can cancel the operation by pressing CTRL+Z.

See Also

Change Element Layout in Your Report

Display Values from a Database (Bind Report Elements to Data)

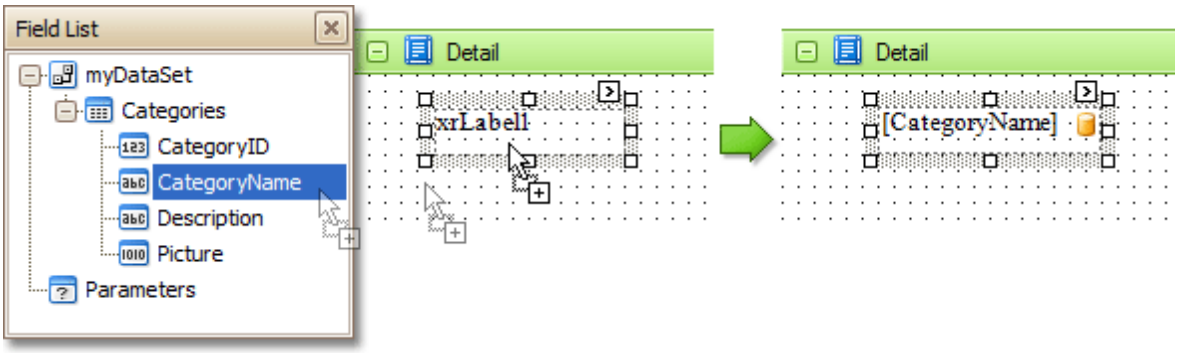
Report elements can either display static information or dynamic data fetched from the bound database. Data-bound elements are indicated in the Report Designer using a little database icon in the top-right corner.



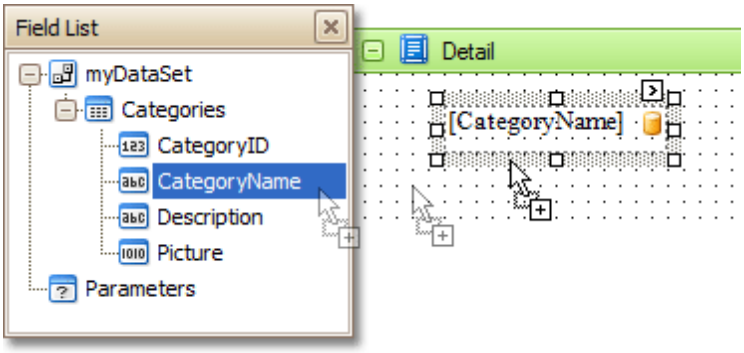
Sometimes you may work with a report that is missing some information. For instance, you may have an employee list that doesn't display birth dates. If the database contains this information, you can easily add it to your report using one of the methods described below.

Using the Field List

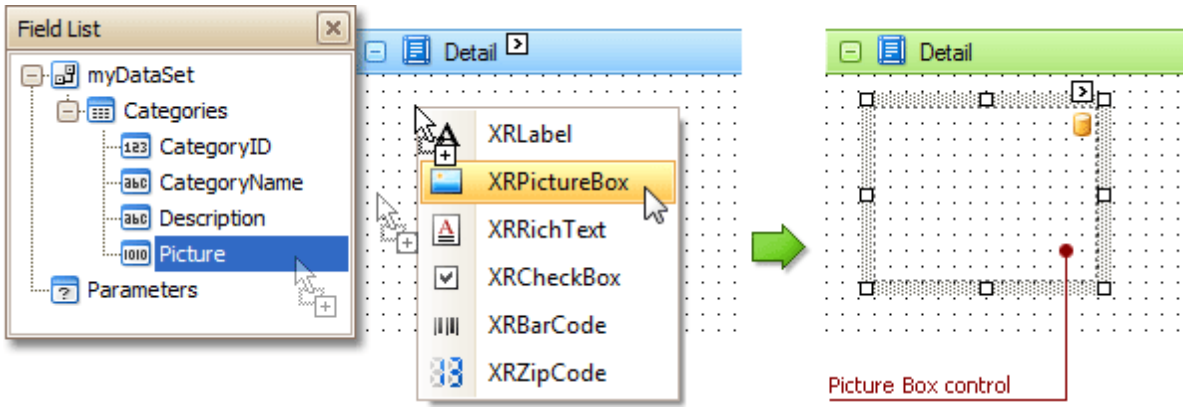
- To bind an existing report element, click the desired field item in the Field List window, and then drag and drop it onto the element. The yellow database icon inside the control will then appear.



- To add a new data-bound report element, simply drag the desired field item from the Field List window onto a report band. This will create a Label bound to the selected data field.

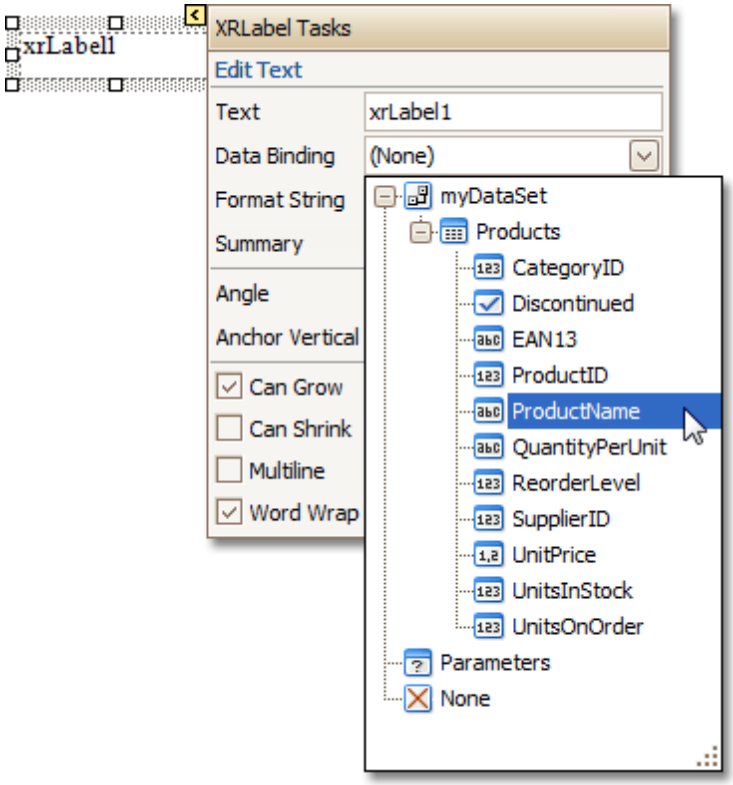


- A more flexible way to create data-bound elements is to right-click a Field List item, and then drag and drop it onto a report. This will invoke the context menu shown in the image below. Simply choose the element type that will represent your data, and it will be automatically created and bound to the selected data field.



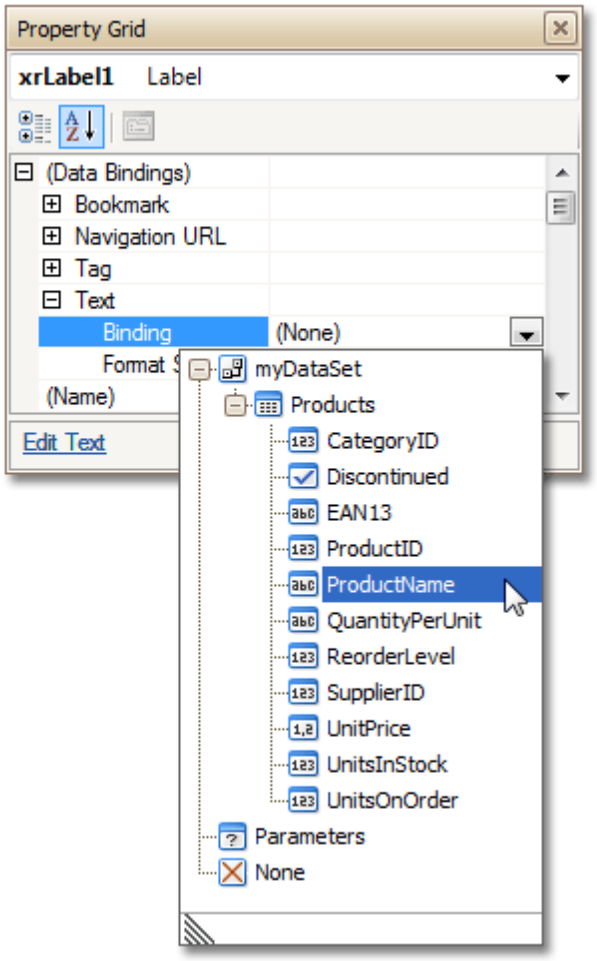
Using the Smart Tag

Click an element's Smart Tag, and in the invoked menu, expand the **Data Binding** drop-down list and select the required data field.



Using the Property Grid

Click an element to show it's properties in the Property Grid. Expand the **(Data Bindings)** branch that holds the bindable attributes. Specify a data field for the required attribute (e.g. **Text**).

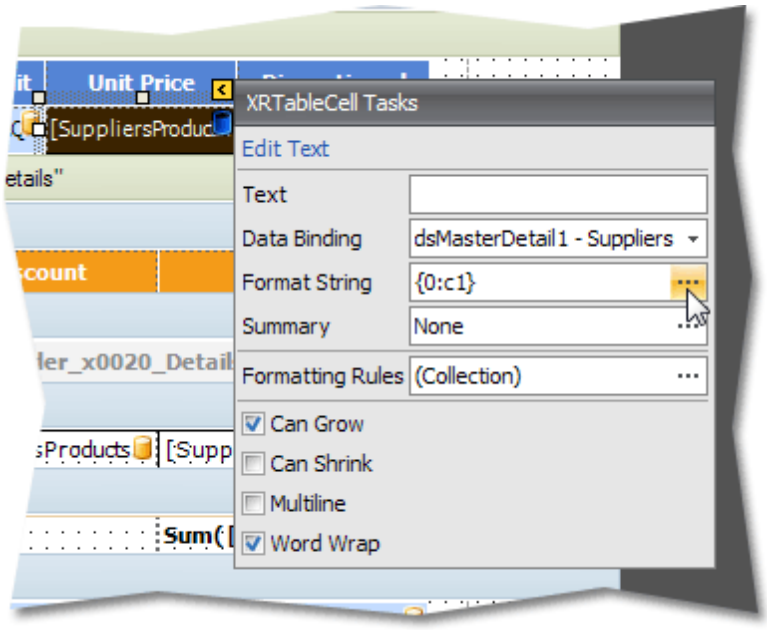


See Also

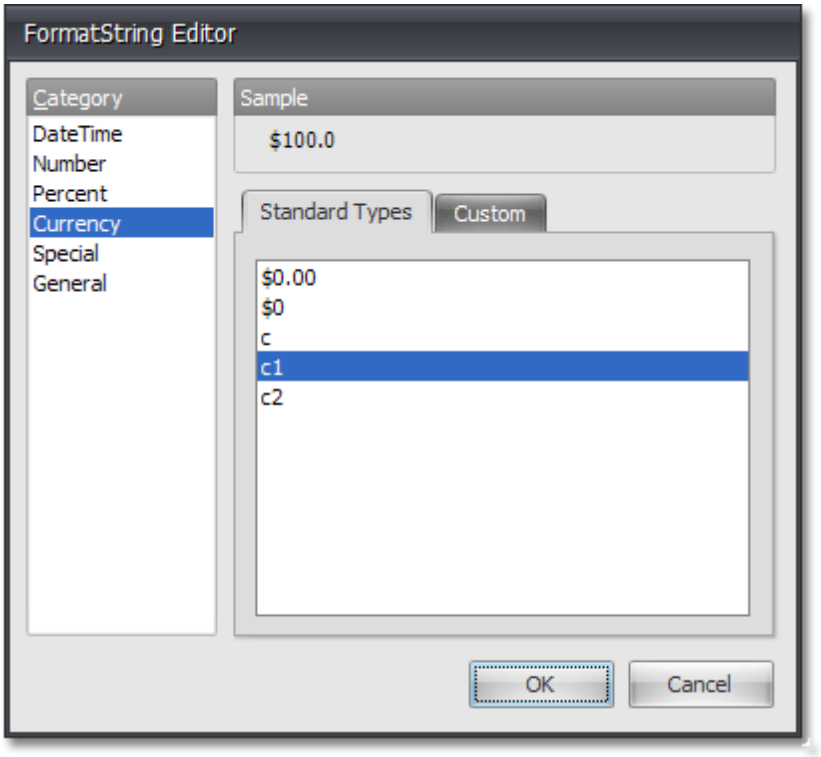
Change Value Formatting of Report Elements
Use Mail Merge in Report Elements
Add Totals to a Report

Change Value Formatting of Report Elements

To change value formatting, locate the required element, click its smart tag, and then click the ellipsis button next to Format String.



This will invoke the format string editor dialog, allowing you to choose one of the predefined formatting styles.



Select the required style and click OK, to close the dialog and save the changes.

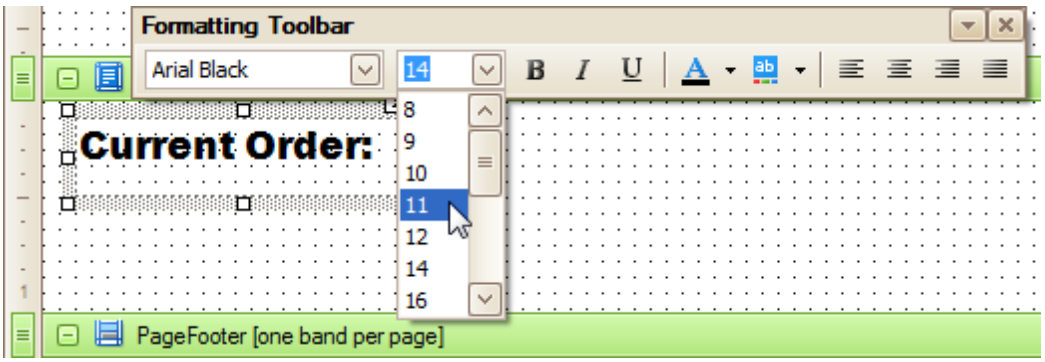
See Also

[Use Mail Merge in Report Elements]

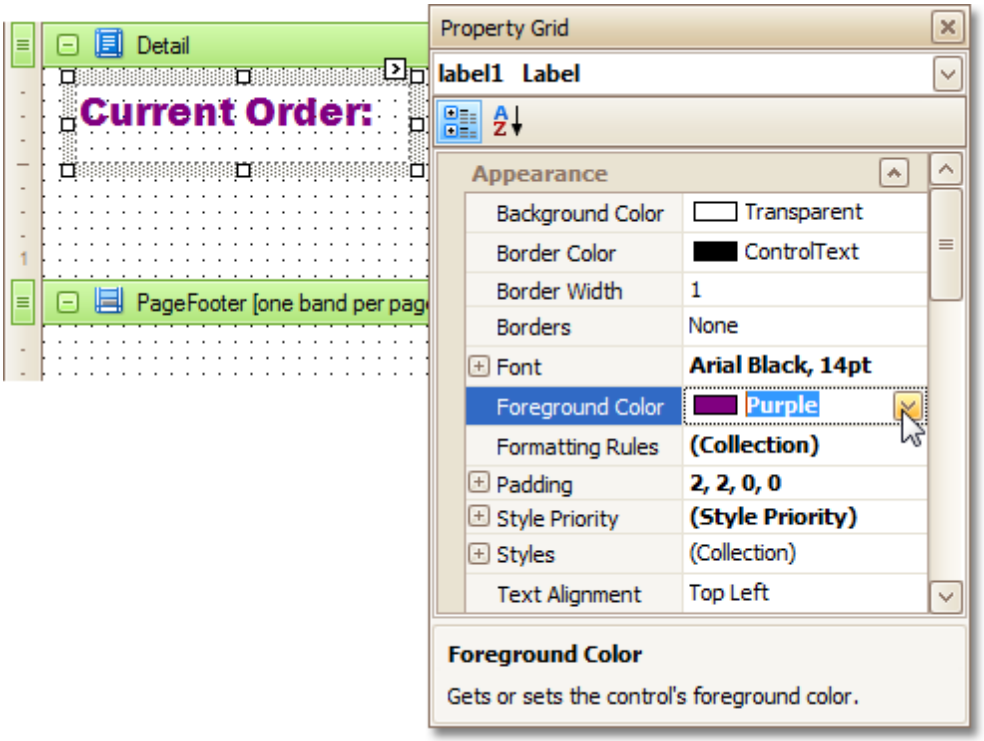
Change Fonts and Colors of Report Elements

To change fonts and colors (as well as paddings, text alignment and other appearance properties) of a report control or band, select this element and do one of the following:

- Use the Formatting Toolbar.



- Use the Property Grid. Note that all appearance-related properties are located under the **Apperance** category.



Note

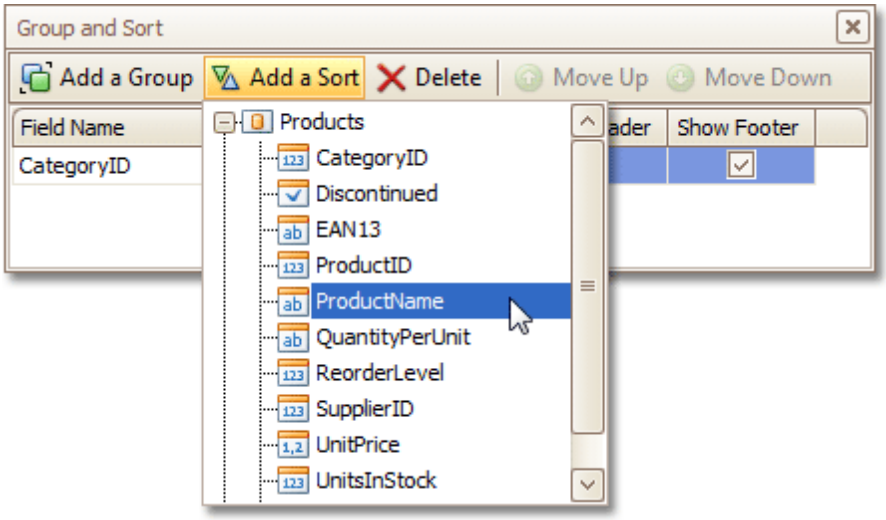
For more informaton on customizing the apperance of report elements, see Styles and Conditional Formatting in Reports.

Change or Apply Data Sorting to a Report

This document demonstrates how to sort a report's data. In this example, we'll use the report created in the following tutorial: Change or Apply Data Grouping to a Report. Note that as with data grouping, sorting can be performed only if a report is bound to a data source.

To sort records in a report, follow the instructions below.

1. Switch to the Group and Sort Panel, and click **Add a Sort**. In the invoked list, choose a data member across which the report is to be sorted.



   Note that sorting across calculated fields is supported, as well.

2. To manage the sorting order (ascending or descending), use the **Sort Order** drop-down list.

   And, if multiple sorting criteria are specified, you can define the priority for each one, by selecting it in the Group and Sort Panel, and using the **Move Up** and **Move Down** buttons.

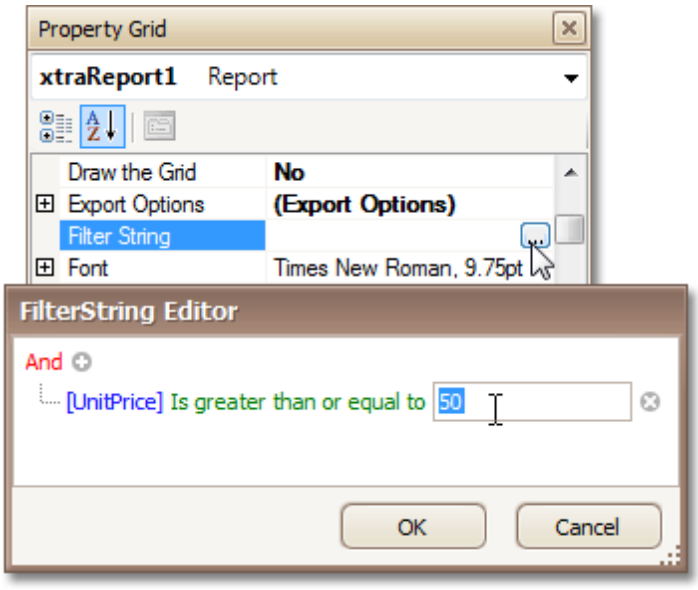
The sorting is now applied. Switch to the Preview Tab, and view the result.

See Also

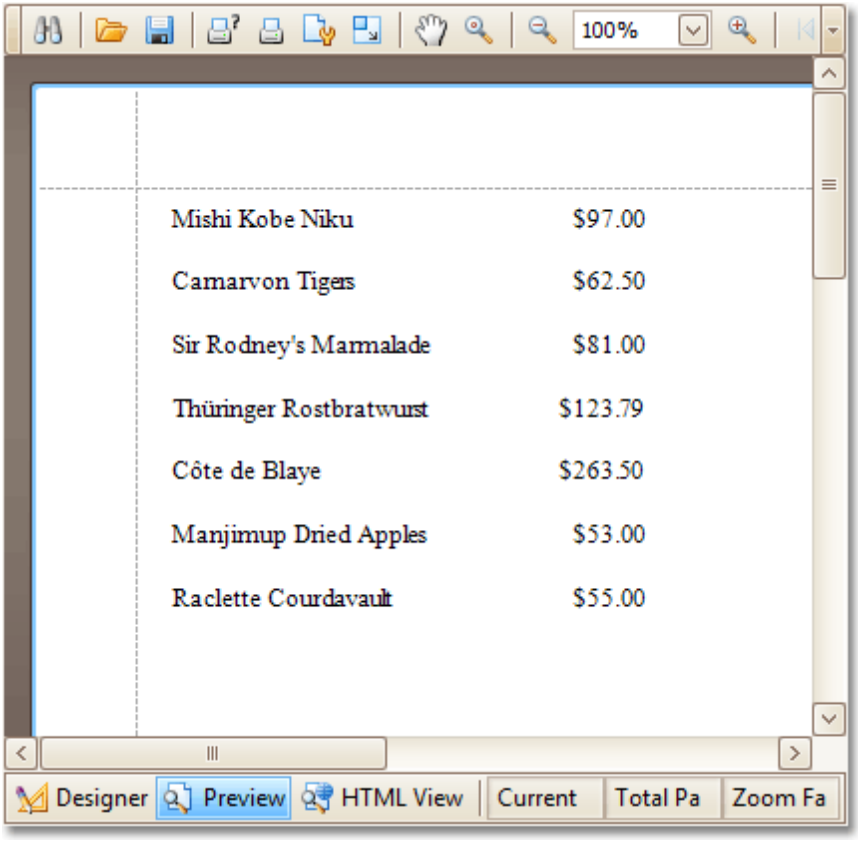
[Change or Apply Data Grouping to a Report]
[Change or Apply Data Filtering to a Report]

Change or Apply Data Filtering to a Report

To filter a report's data, select the report, and in the Property Grid, locate the **Filter String** property and click its ellipsis button. The **FilterString Editor** will appear, allowing you to easily define a required expression.



The report is now ready. Switch to the Preview Tab, and view the result.



It is also possible to request a filtering parameter each time a report is previewed. See Add Parameters to a Report for details.

See Also

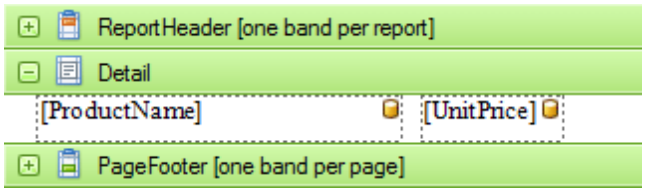
Change or Apply Data Grouping to a Report
Change or Apply Data Sorting to a Report

Change or Apply Data Grouping to a Report

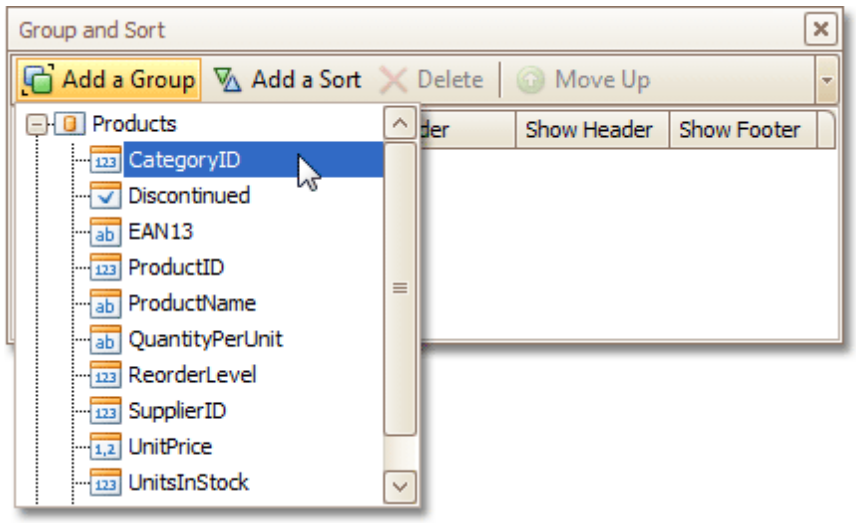
This document demonstrates how to group a report's data. Note that data grouping can be performed only if a report is bound to a data source.

To group records in a report, follow the instructions below.

1. Create a new, or open an existing data-aware report. For example, in this tutorial, we'll use a report with the following layout.



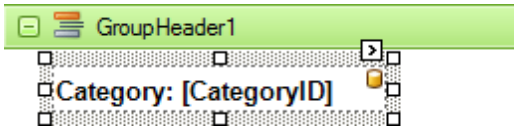
2. Switch to the Group and Sort Panel, and click **Add a Group**. In the invoked list, choose a data member across which the report is to be grouped.



Note that grouping across calculated fields is supported, as well.

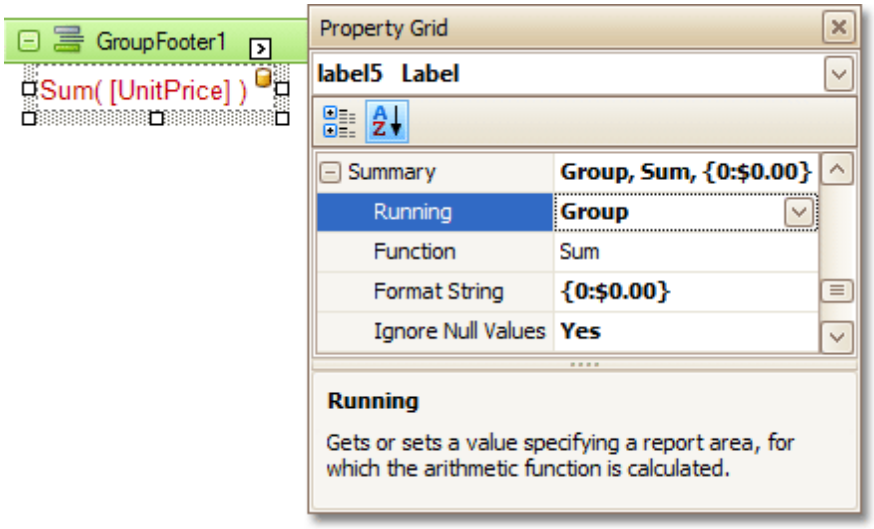
3. After this, a Group Header band is added to the report, with the specified data member being set as its grouping criterion.

Now, it's only left to drop the corresponding item from the Field List onto this band, so that it's displayed as a header for each group. If required, you also can apply Mail Merge to this label.



4. In addition, you can enable the corresponding Group Footer band, by checking the **Show Footer** option in the Group and Sort Panel.

Then, you can calculate a total across the group, by placing a Label onto this band, and specifying its **Summary** properties in the following way.

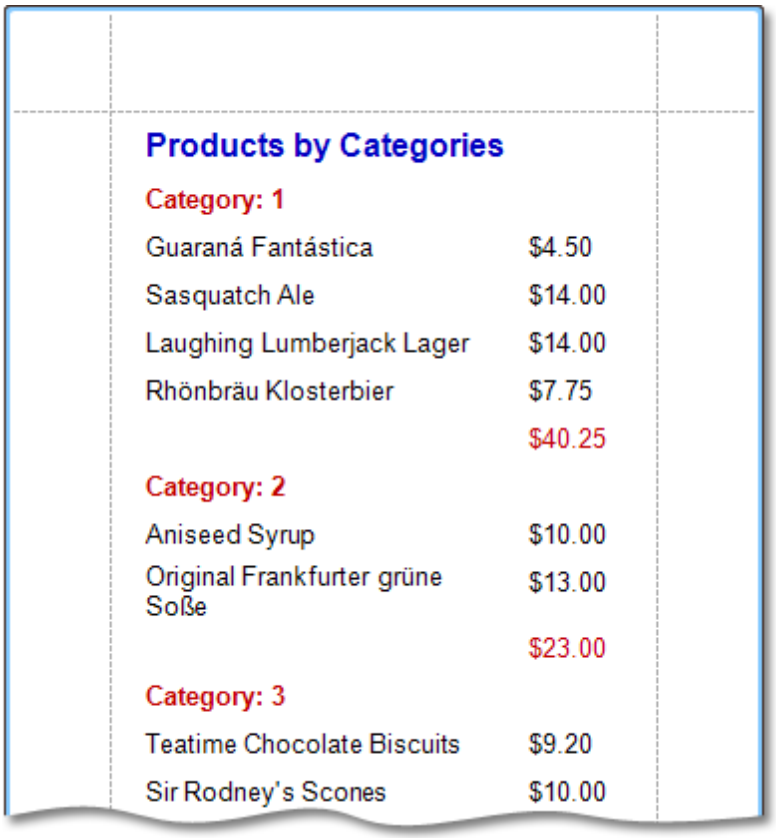


Note that format strings for summary functions are specified via the special **Format String** property.

5. To manage the sorting order of the group's items (ascending or descending), use the **Sort Order** drop-down list.

   And, if multiple groups are created, you can specify the priority for each group, by selecting it in the Group and Sort Panel, and using the **Move Up** and **Move Down** buttons.

The report is now ready. Switch to the Preview Tab, and view the result.



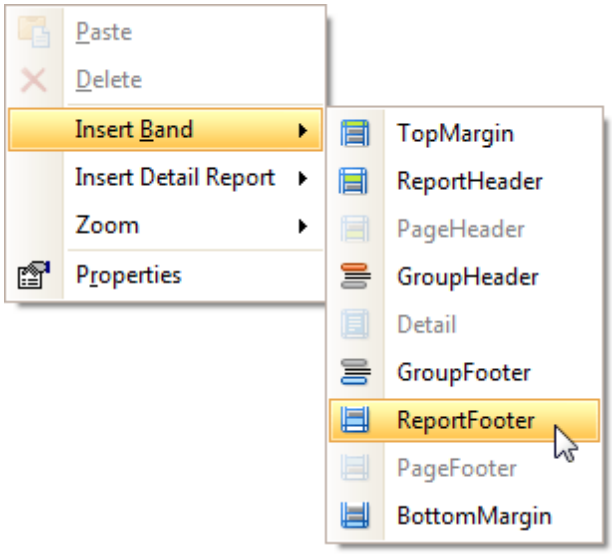
See Also

Change or Apply Data Sorting to a Report
Change or Apply Data Filtering to a Report

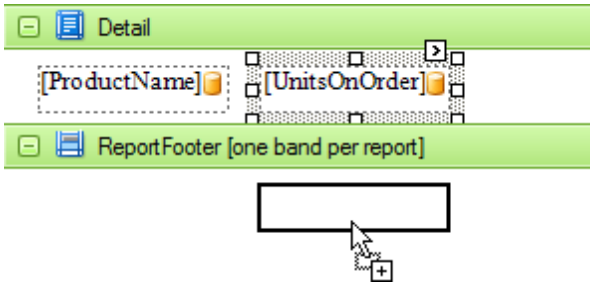
Add Totals to a Report

To calculate summaries (totals) within a report, follow the instructions below.

1. If the Report Footer band is not present in your report, add it. To do this, right-click anywhere over the report's area and in the invoked Context Menu, select **Insert Band** | **ReportFooter**.



2. Click the field for which a summary will be calculated, to select it. Then, hold down CTRL and drag the field onto the Report Footer area, to create an exact copy of the Label that will display the summary.

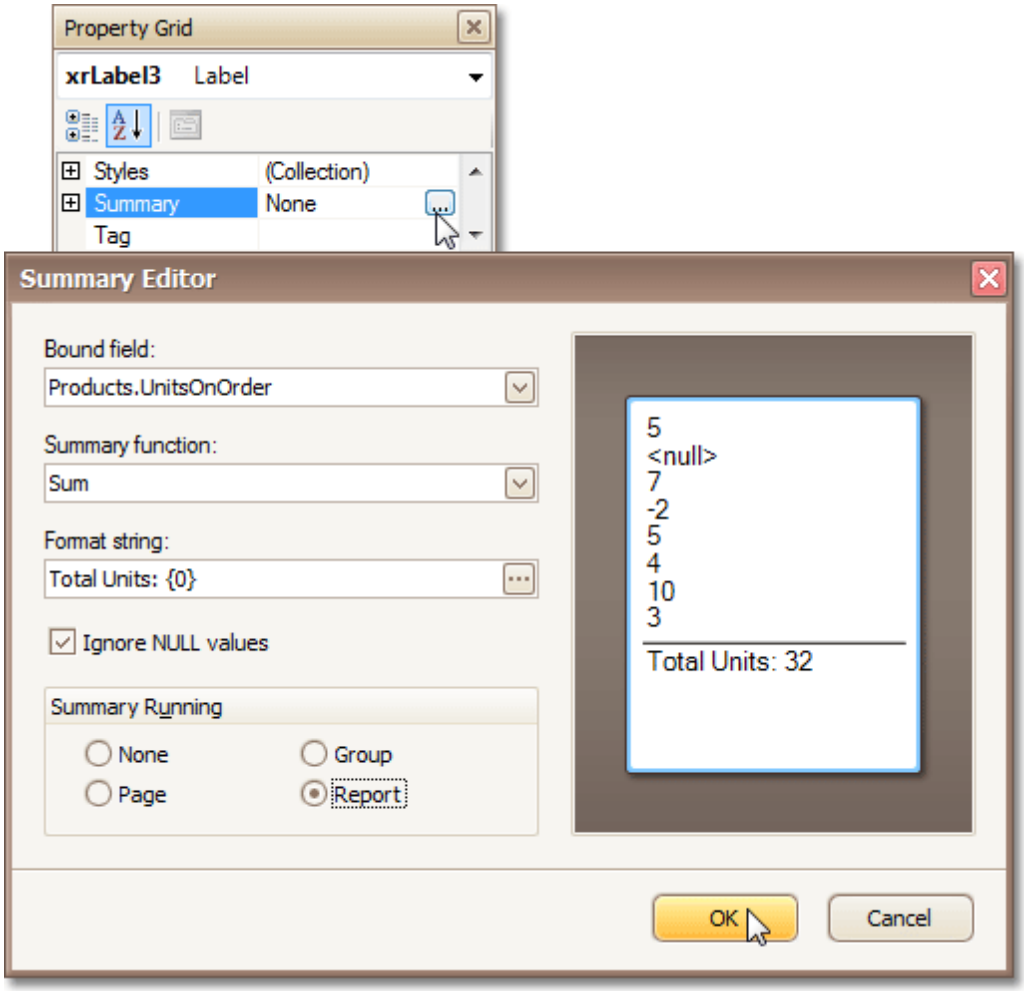


Note

You can also create a new label for your total by simply dragging it from the Control Toolbox.

3. Now, select the newly created Label, and in the Property Grid, locate the **Summary** property and click its ellipsis button. The **Summary Editor** will appear.

   The following image shows an example of how you can set up your total. Note that the Summary Running option is set to Report, to ensure that all values from the specified data field are taken into account.

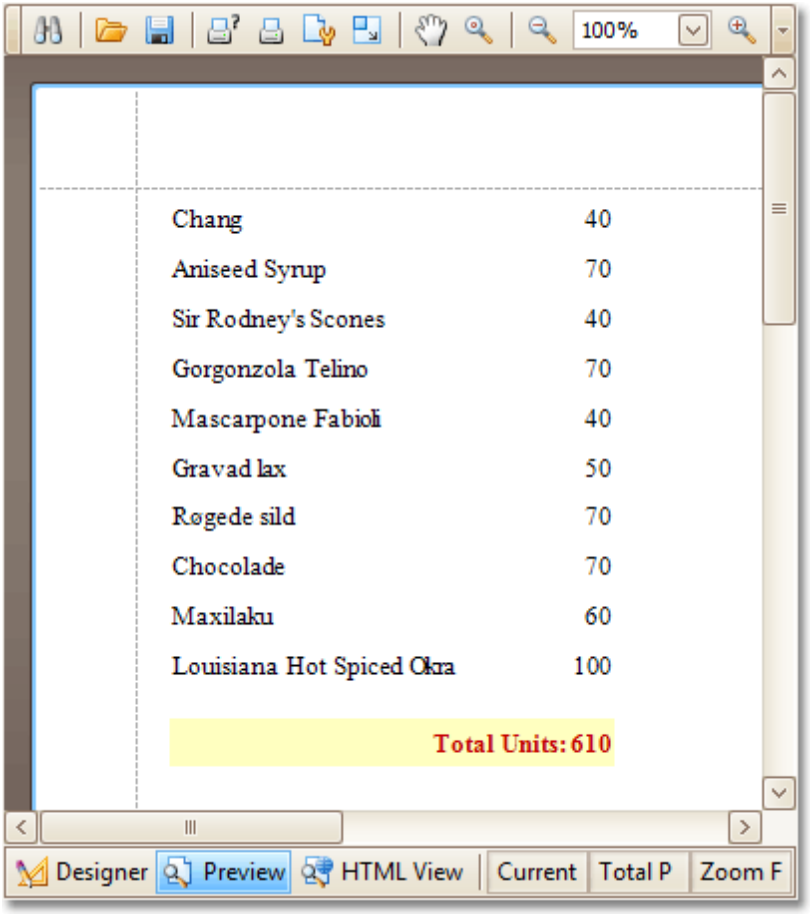


Note

The **Ignore NULL values** option won't affect the result in this example, since NULL values are treated like zeros, by default. So, Sum won't change whether these values are taken into account or not. This option makes sense for functions like Count or Average, because the number of elements counted will depend on it.

To save the settings and close the dialog, click **OK**.

Switch to the Preview Tab, and view the result.



See Also

[Add Page Numbers and System Information to a Report]

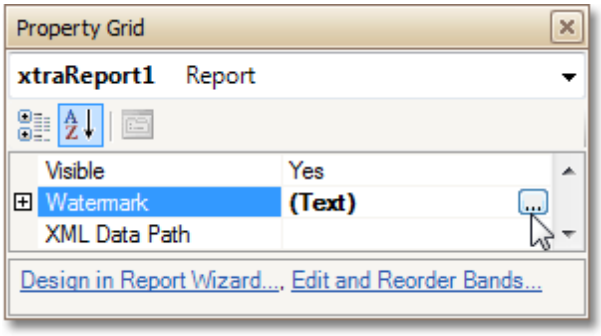
Create or Modify Watermarks of a Report

This document describes how to add a text watermark to a report, or turn a picture into a report's background. Note that watermarks are visible only in Preview and HTML View modes.

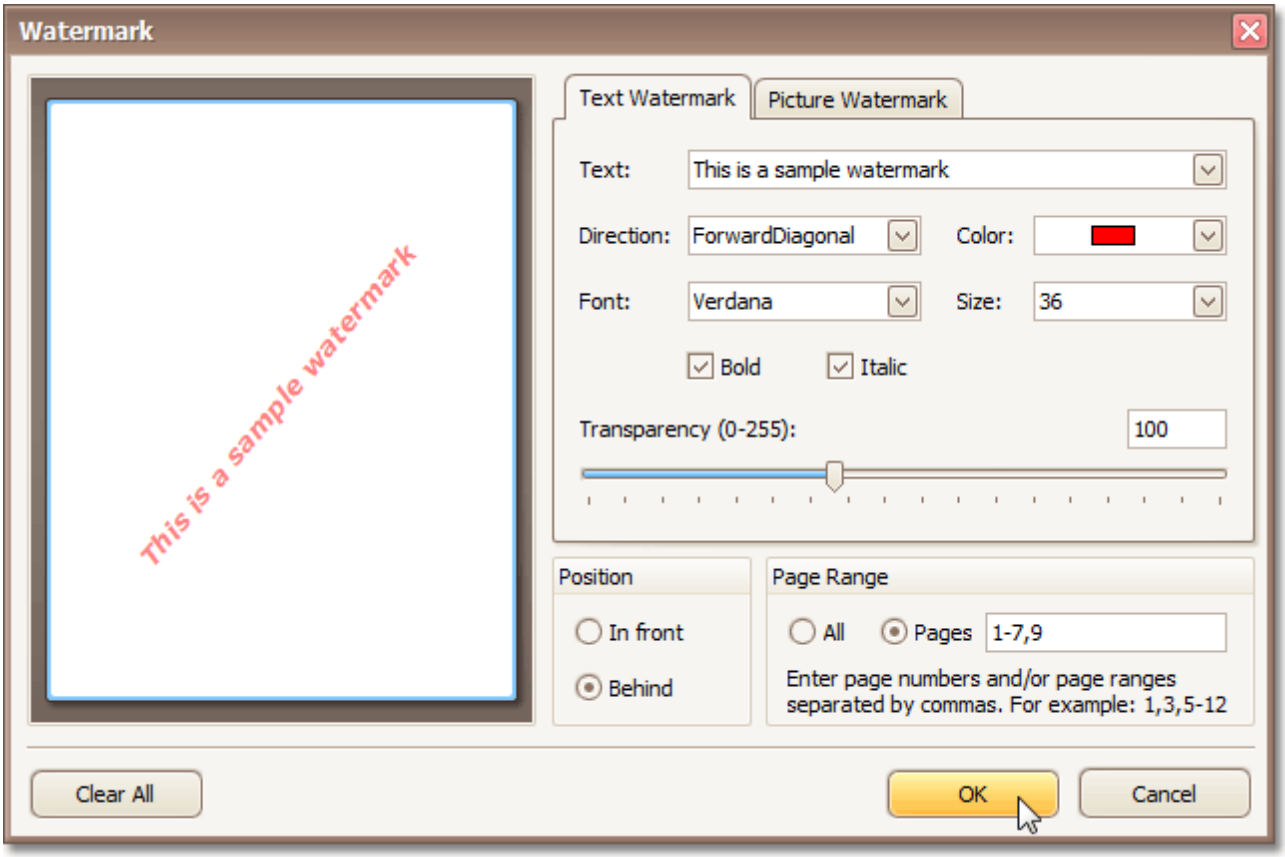
Follow the instructions below to create a new watermark in a report (or to modify the existing watermark, if it is already present in a report).

- To select the report, click anywhere over the blank surface surrounding its bands area.

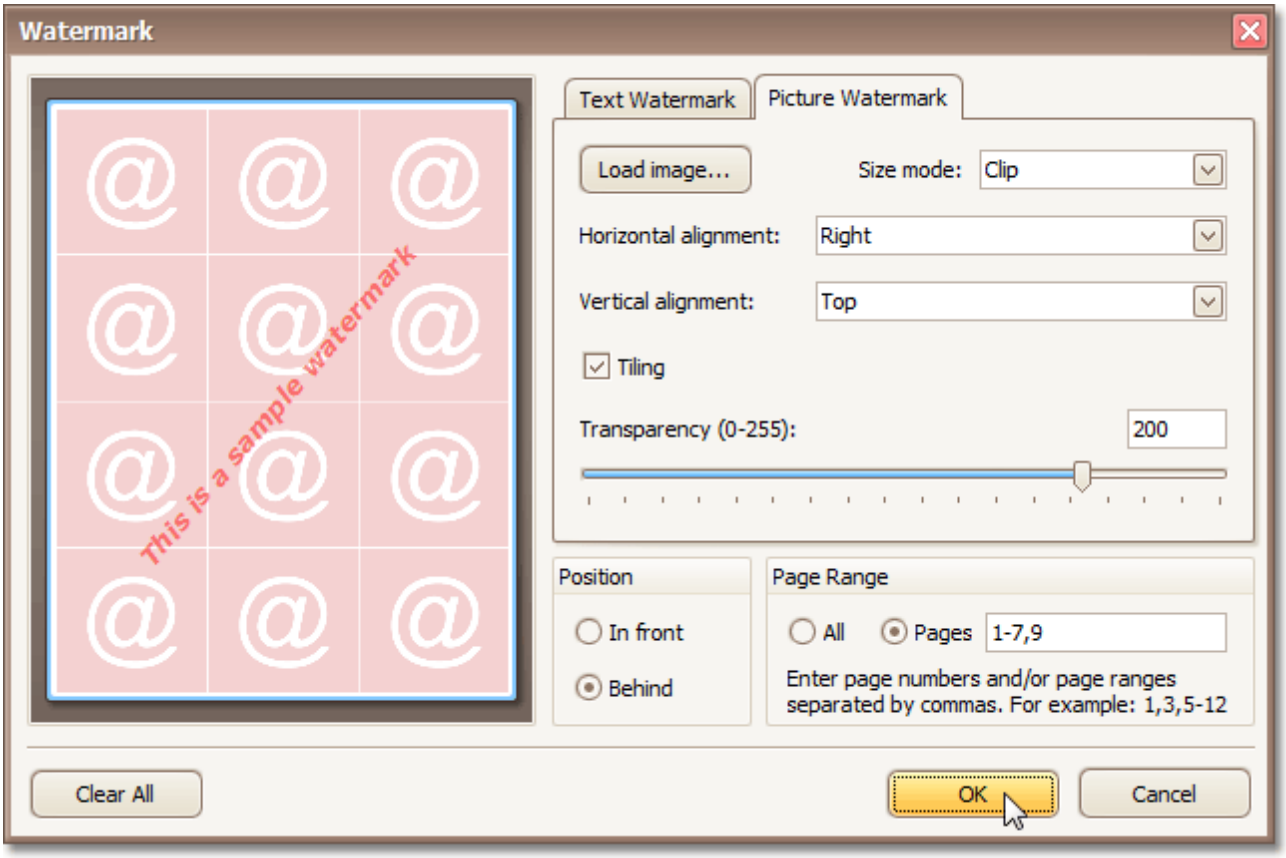
  Then, in the Property Grid, locate the report's **Watermark** property, and click its ellipsis button. The **Watermark** dialog will appear.



- In this dialog's **Text Watermark** tab, define the required properties, such as Text, Direction, Color, Font, Transparency, Page Range, etc.

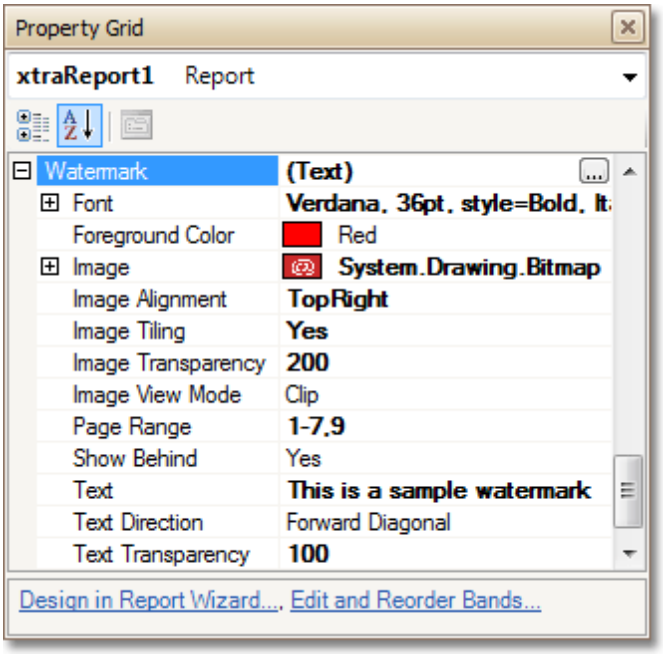


- Then, switch to the **Picture Watermark** tab, to load an image to be used as a watermark, and define its properties, such as Size mode, Alignment (vertical and horizontal), Tiling, Transparency, Page Range, etc.

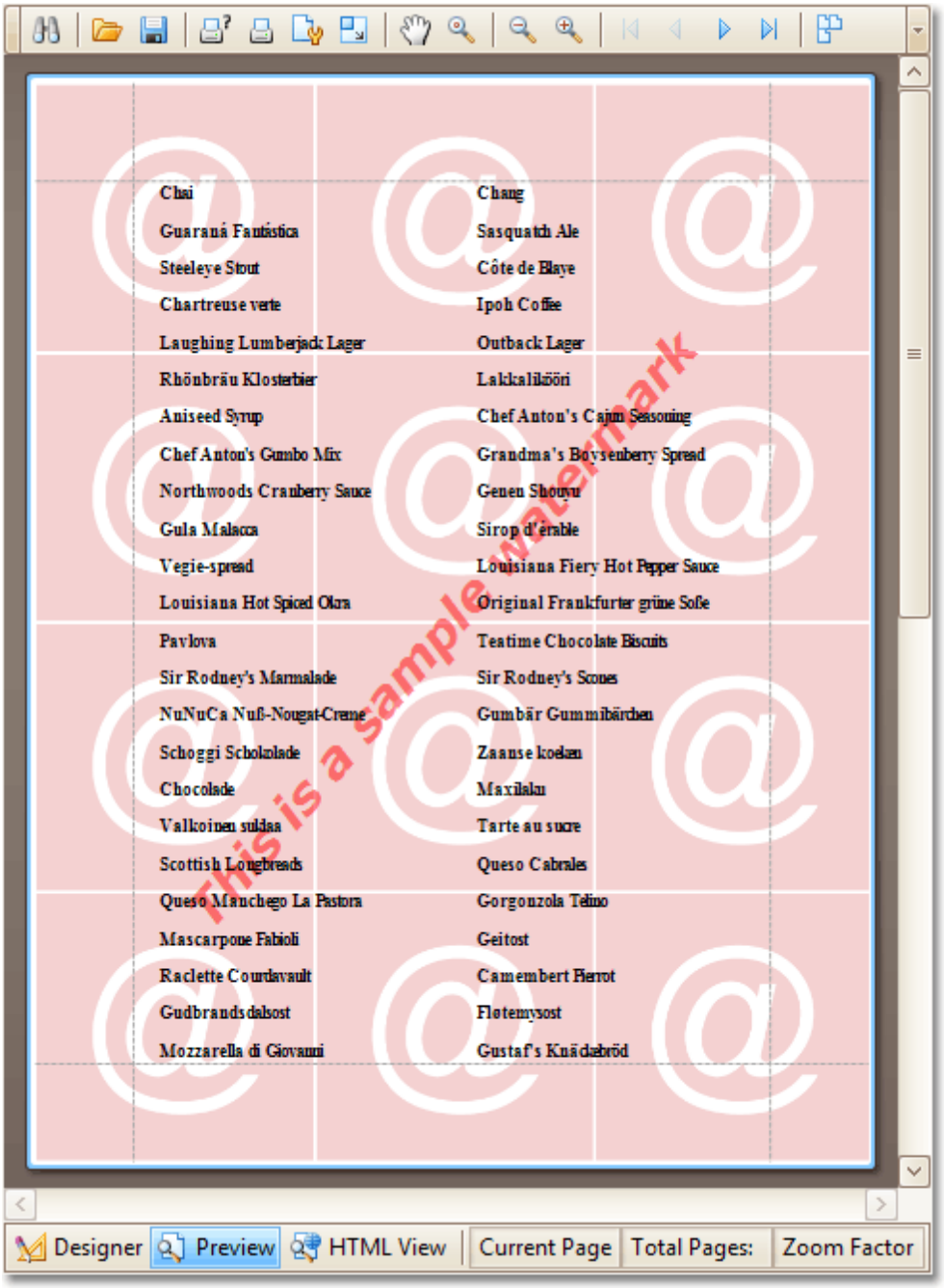


As you can see, it is possible to use both textual and image watermarks simultaneously.

- Note that you can define all the watermark options without invoking the dialog. For this, in the Property Grid, expand the **Watermark** property and set the required properties directly.



The report with watermark is now ready. Switch to the Preview Tab, and view the result.



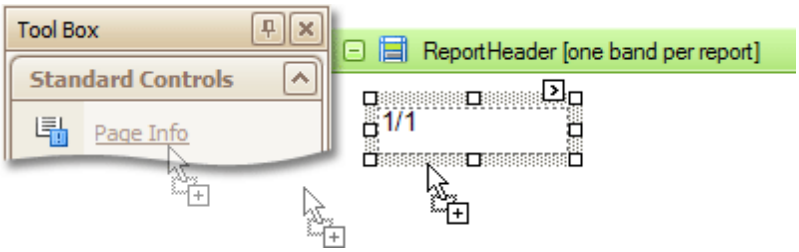
See Also

[Add Page Numbers and System Information to a Report]

Add Page Numbers and System Information to a Report

This document describes how to insert page numbers or other system information (e.g. current date and time, user name, etc.) into a report.

Generally, this information is displayed within the Page Header and Footer or Page Margin bands. To add page numbers or system information to a report, locate the Control Toolbox and drag and drop the Page Info control.



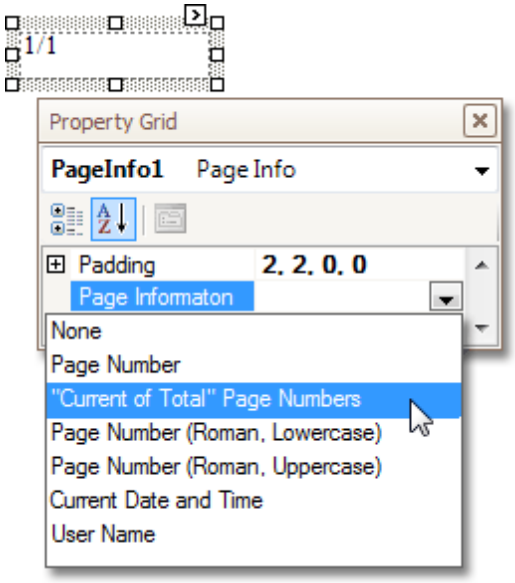
Follow the instructions below for your specific task:

- Add Page Numbers
- Add System Date and Time
- Add the User Name

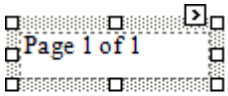
Add Page Numbers

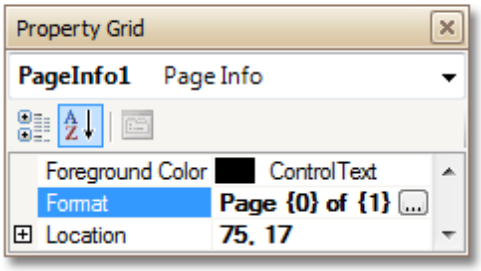
- Select the **Page Info** control, then in the Property Grid locate the **Page Information** property, and invoke its drop-down list.

  You can see that there are several options available. You can select whether to display only the page number (Latin or Roman - uppercase or lowercase) or the current page number of total pages.

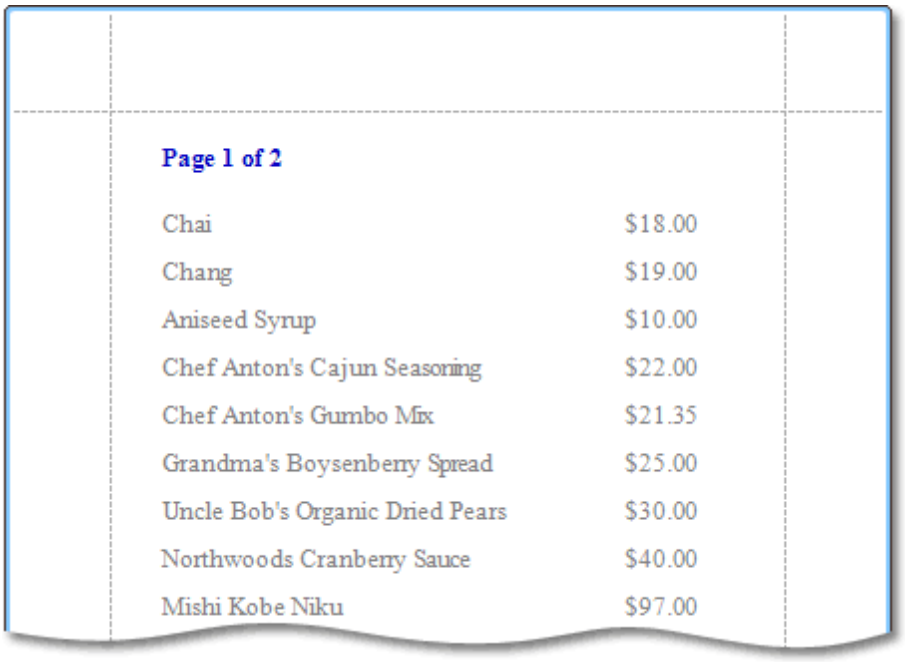


- Now, you can define a formatting to the control's text. In the Property Grid, set the **Format** property to **Page {0} of {1}**.



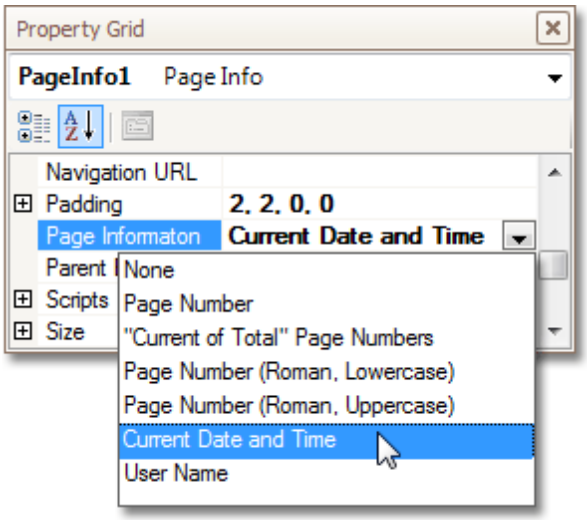


The result is shown below.

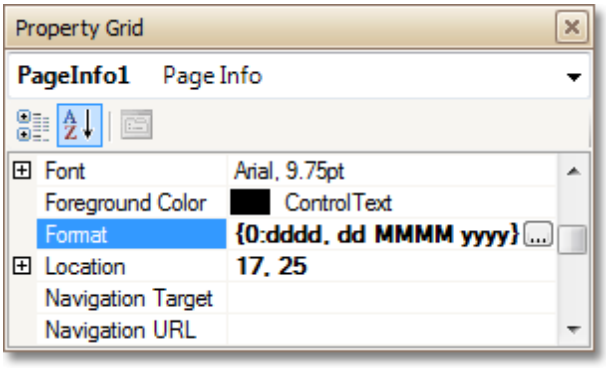


Add System Date and Time

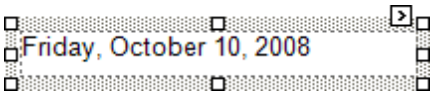
- Select the **Page Info** control, then in the Property Grid locate the **Page Information** property, and set it to **Current Date and Time**.



- Also, you can define a formatting to the control's text, using its **Format** property.

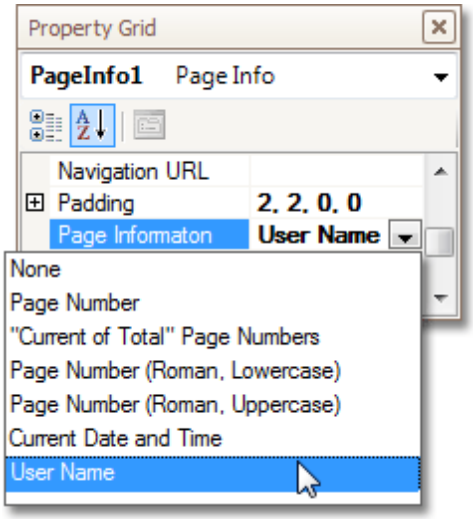


The result is shown below.

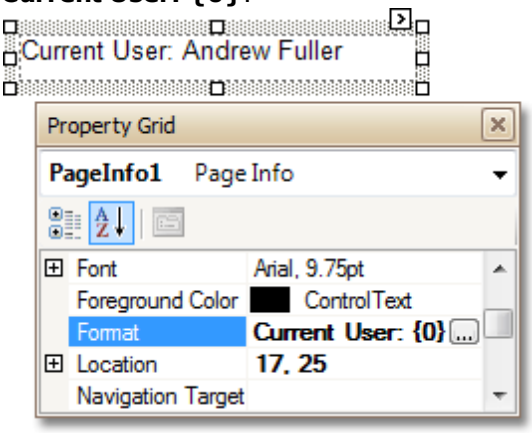


Add the User Name

- Select the **Page Info** control, then in the Property Grid locate the **Page Information** property, and set it to **User Name**.



- Also, you can define a formatting to the control's text. In the Property Grid, set the **Format** property to **Current User: {0}**.



The result is shown below.

Current User: Andrew Fuller

See Also

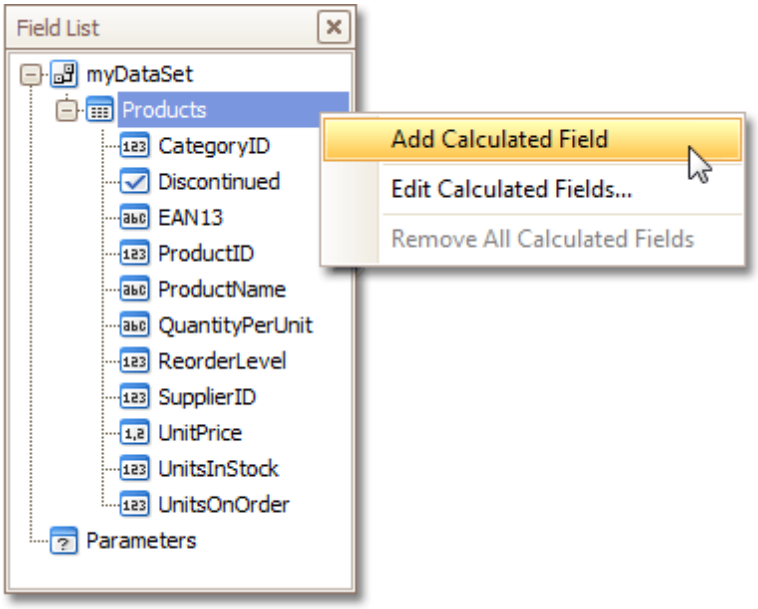
Create or Modify Watermarks of a Report

Add Calculated Fields to a Report

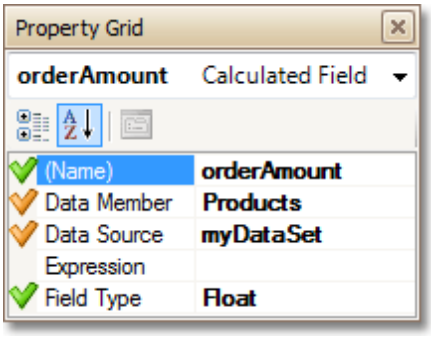
This document demonstrates how to add a calculated field to a report. The main purpose of calculated fields is to perform calculations over *different* data fields. To learn how to easily perform calculations within a single data field, refer to Add Totals to a Report.

To add a calculated field to your report, follow the instructions below.

- To create a calculated field, in the Field List, right-click any item, and on the invoked menu, choose **Add Calculated Field**.

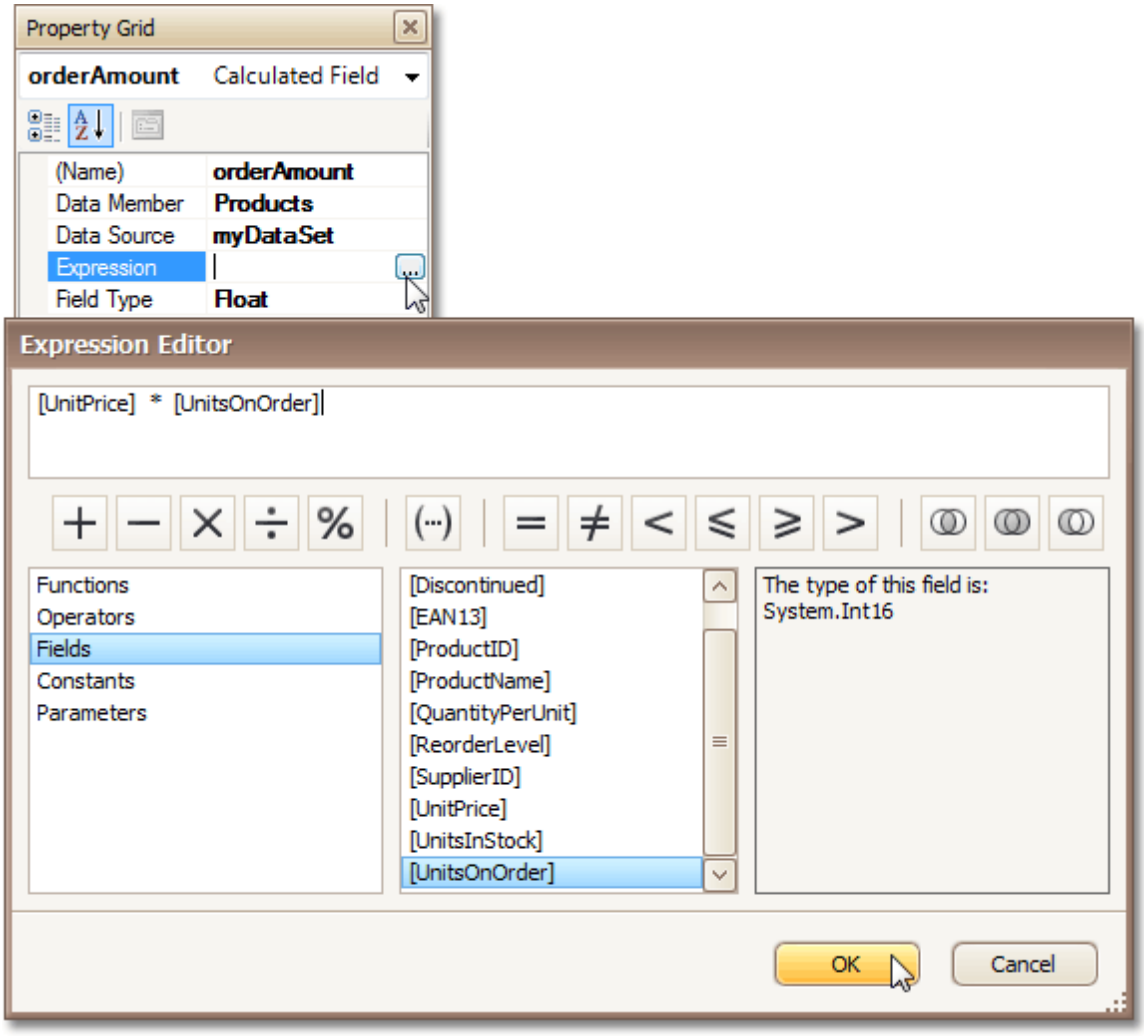


- In the Field List, select the created field to show its properties in the Property Grid. Change the **Field Type** property to an appropriate value.



- Now, let's create an expression for the calculated field.

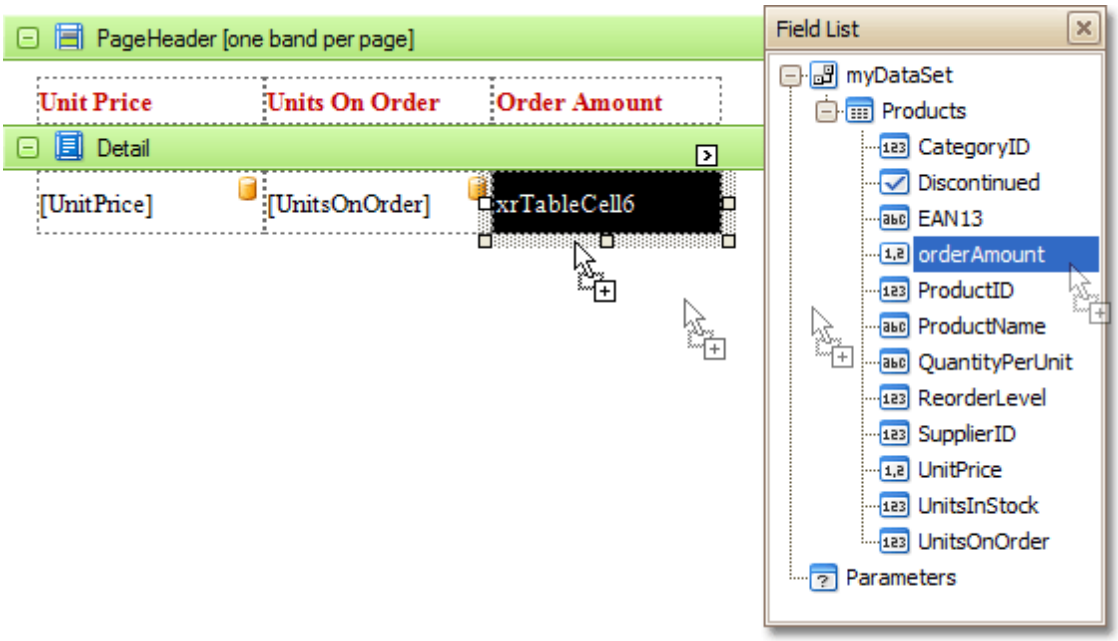
  Click the ellipsis button in the **Expression** section. The **Expression Editor** will appear. You can also invoke this dialog by right-clicking your calculated field within the Field List and selecting **Edit Expression...**



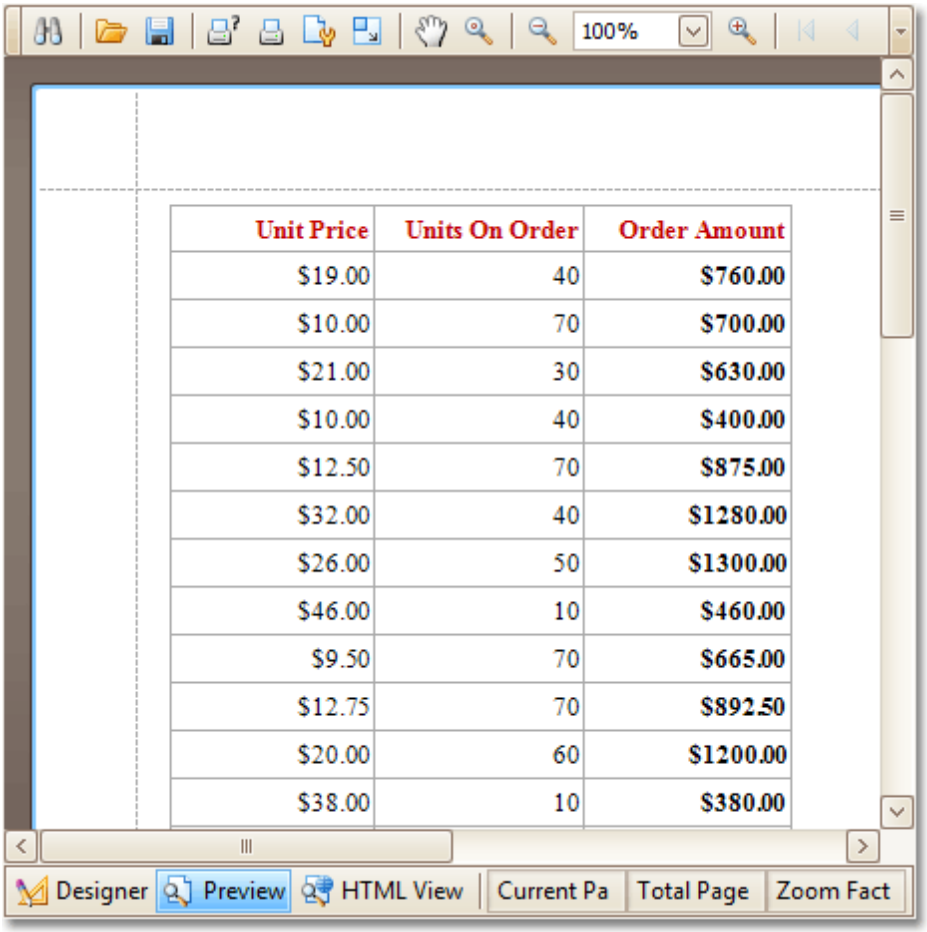
Click Fields to see the field list. Double-click field names to add them to the expression string. Use the toolbar to add operators between field names.

To close the dialog and save the expression, click **OK**.

- Drag the calculated field from the Field List onto a control or a table cell.



The report with a calculated field is now ready. Switch to the Preview Tab, and view the result.



See Also

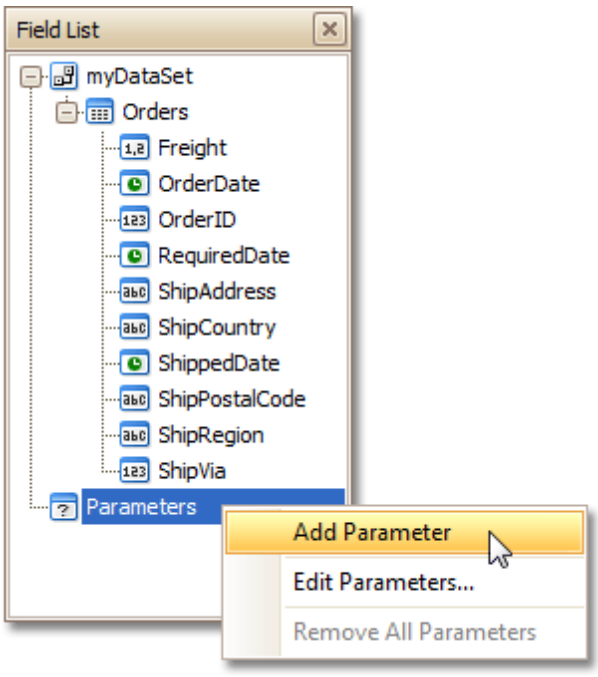
Add Parameters to a Report

Add Parameters to a Report

Sometimes it's useful have parameters in your report. Parameters can help you filter your data or specify a value that will be used to calculate other values (in the latter case, use calculated fields).

To add parameters and filter your report based on their values, follow the steps below.

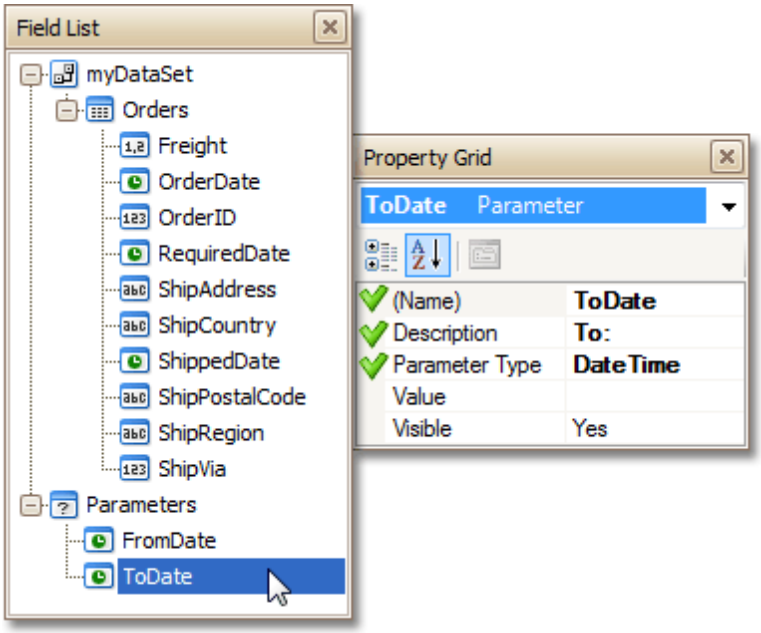
- In the Field List window, right-click over the **Parameters** section, and in the invoked menu, click **Add Parameter**.



Repeat this action to create the second parameter.

- In the Field List, select the first parameter, and in the Property Grid, set its **(Name)** to **FromDate**, **Description** to **From:** and **Parameter Type** to **Date Time**.

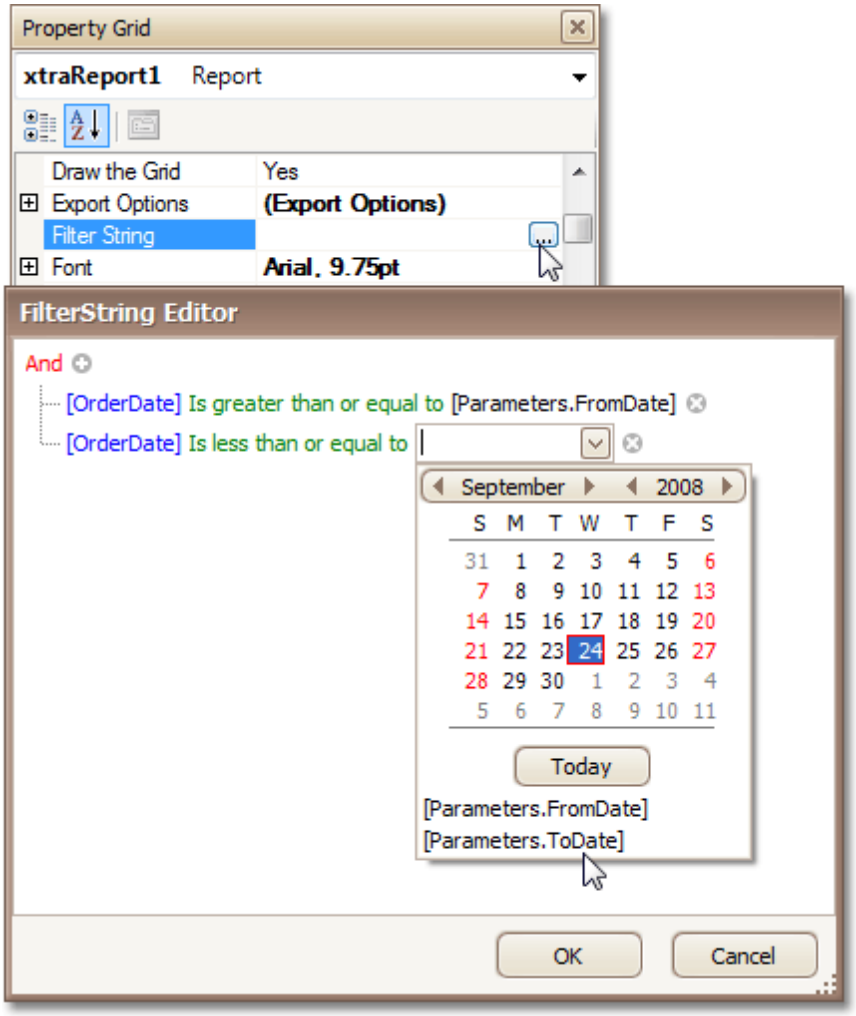
For the second parameter, set these properties as shown in the following image.



Note

That's it - you have created two report parameters. Every time you preview your report, you will be asked to enter their values. The following instructions explain how to use these values to filter your report's data.

- Select the report (by clicking anywhere over the blank space in the report designer), and in the Property Grid, locate the **Filter String** property and click its ellipsis button. The **FilterString Editor** will appear.

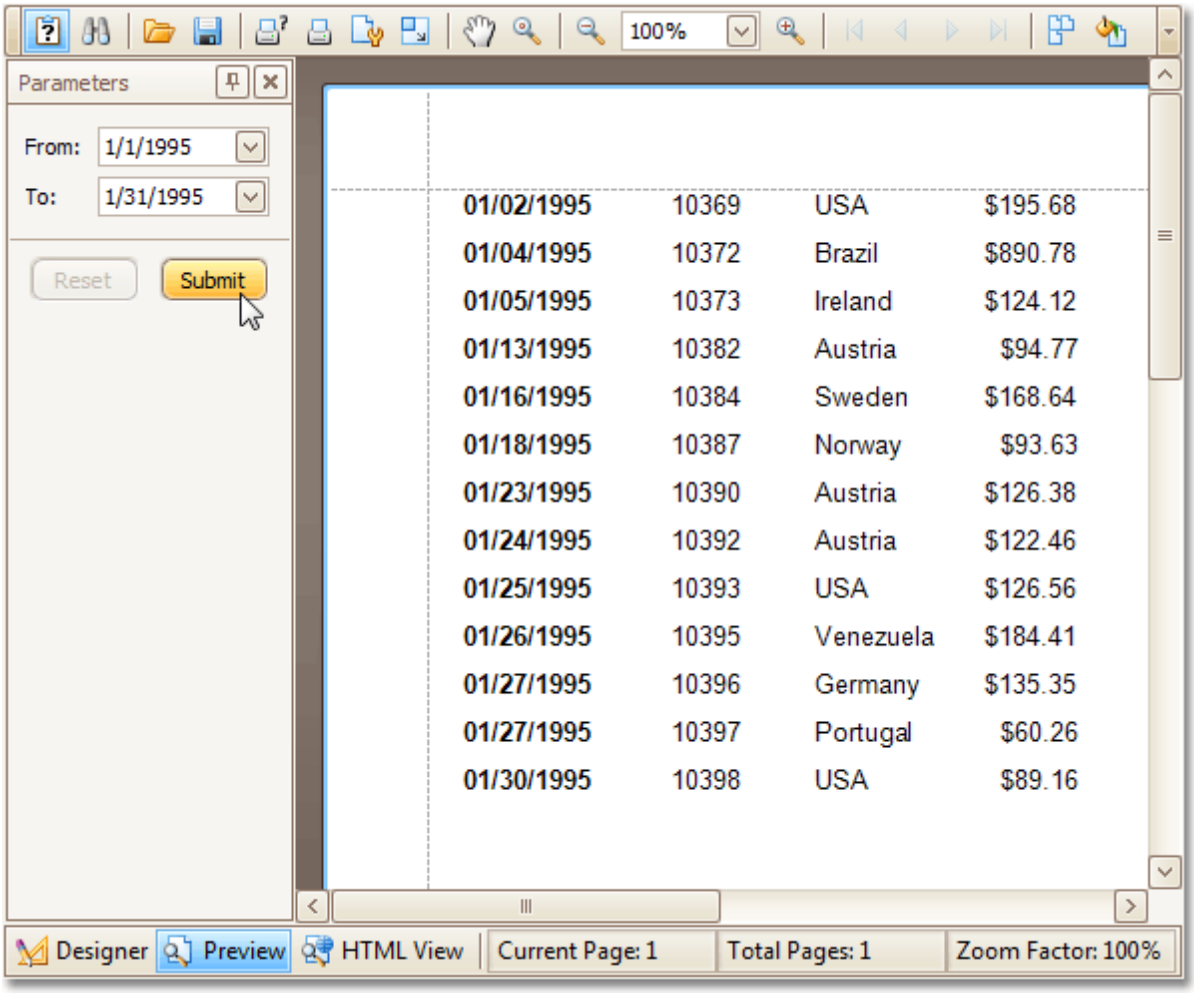


In this dialog, define the required expressions involving the created parameters.

Note

Make sure that the report's **Request Parameters** property is set to **Yes**, as it is by default. Otherwise, the parameters won't be requested during the preview, and as a result, you'll get a blank report.

The parameterized report is now ready. Switch to the Preview Tab, and in the **Parameters** section, define the required values and click **Submit**.



See Also

[Add Calculated Fields to a Report]

Create Reports

With the help of the Report Designer, you have the capability to edit existing reports, as well as create your own reports from scratch. The following sections contain tutorials providing step-by-step instructions on advanced report customization.

- Basic Operations
- Report Types
- Styles and Conditional Formatting in Reports
- Report Navigation
- Miscellaneous Report Management Capabilities

Basic Operations

The topics in this section cover the basics of working with reports in the Report Designer.

This section consists of the following topics:

- Create a New Layout
- Change Measurement Units for a Report
- Change Page Settings for a Report
- Bind a Report to Data

Create a New Layout

To create a new layout in the Report Designer, do one of the following.

Create a new blank layout

On the Layout tab of the Report Definition, click **Design a new layout using the layout designer**.

The created report contains several bands by default - including Page Header, Detail Band and Page Footer.

Create a new report layout using the Report Wizard

On the Layout tab of the Report Definition, click **Auto-generate a layout**.

For more information about this option, refer to the following topic: Report Wizard.

See Also

Bind a Report to Data

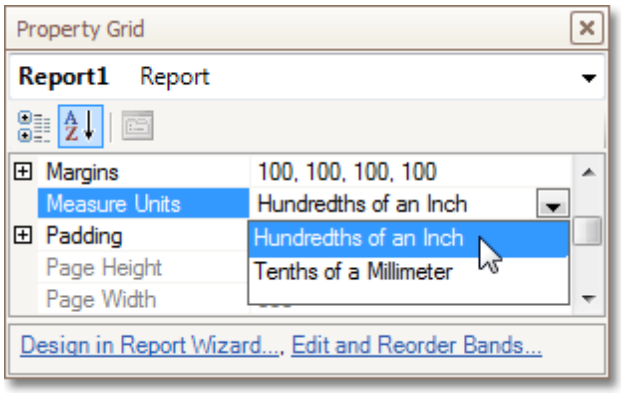
This page has been modified by Quest Software, Inc.

Change Measurement Units for a Report

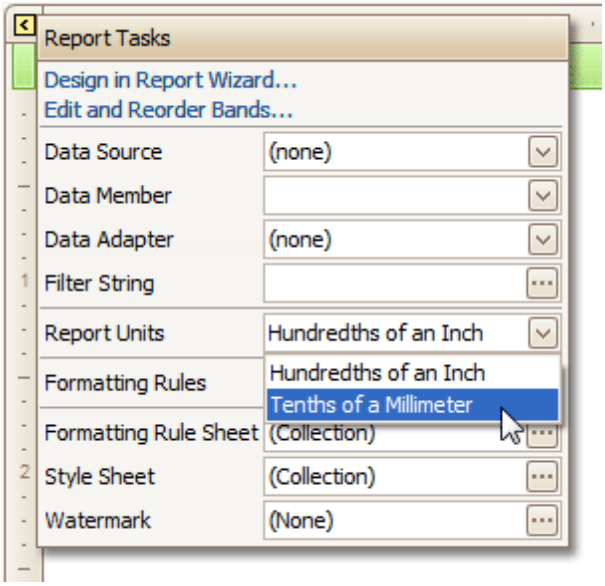
Units of measurement are determined by the report's **Measure Units** property. It defines the basic measurement unit for all the unit-related properties of the report and its elements (such as location, size, border width, etc.).

It is equal to one hundredth of an inch by default.

If required, you can change the units to a tenth of a millimeter, by setting the **Measure Units** property, either using the Property Grid...



... or via the report's Smart Tag.



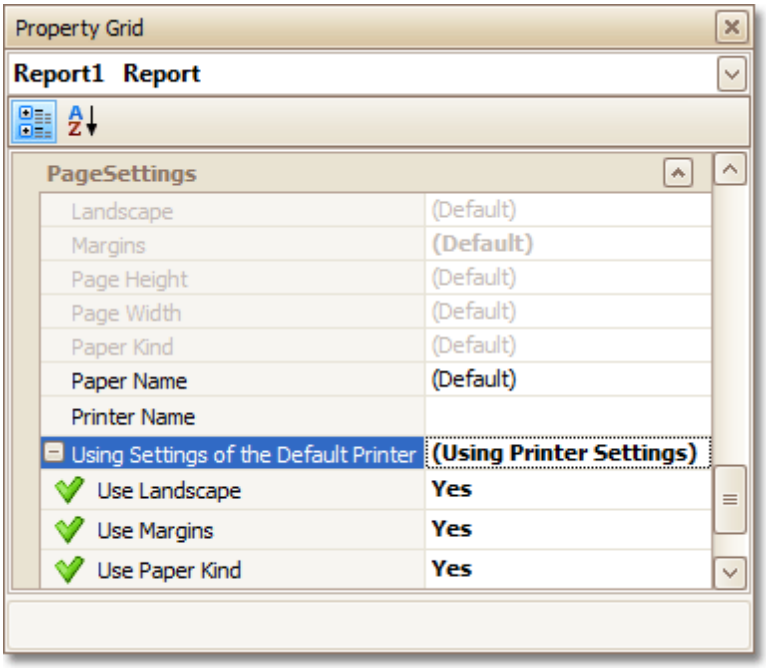
See Also

Change Page Settings for a Report

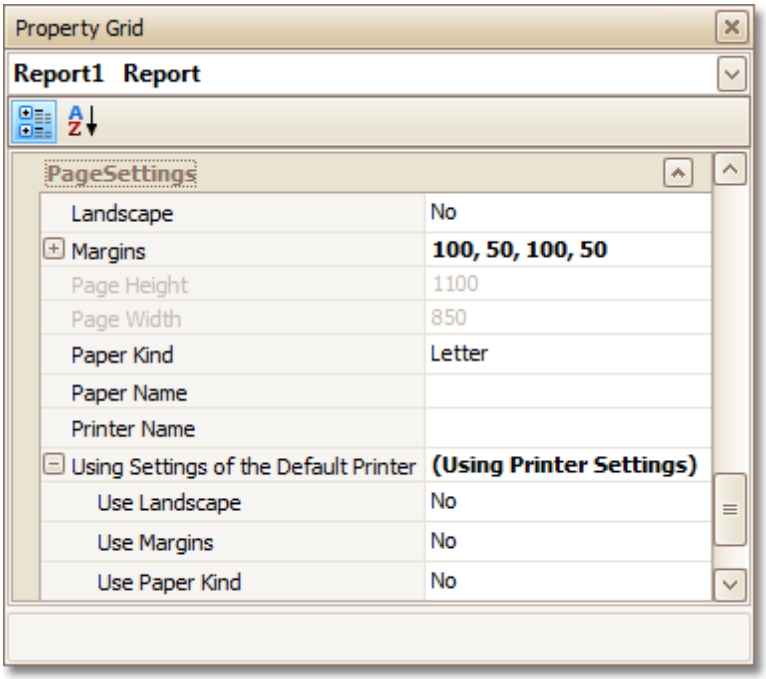
Change Page Settings for a Report

In the Report Designer, page settings of a report can be specified in one of two ways. The first approach forces the default printer settings to be used when the report is printed, while the other one enables you to alter page settings independently.

- **Using settings of the default printer**
  For the orientation, margins and paper size, you can specify a requirement that applies the corresponding printer settings instead of the report's. In this instance, the page properties in the Property Grid are disabled and displayed as grayed out. This may be useful when the report is printed in several places with different printers and printer settings.



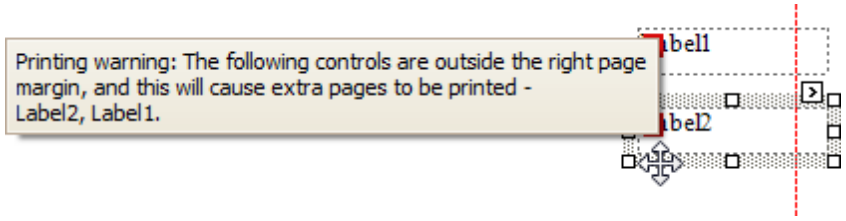
- **Specify the report's page settings**
  While designing the report, you can specify the page settings via the Property Grid:



You can set the page orientation and modify the margins. The margin values are expressed in the report's measurement units. You can select from the predefined paper sizes (**Paper Kind** property),

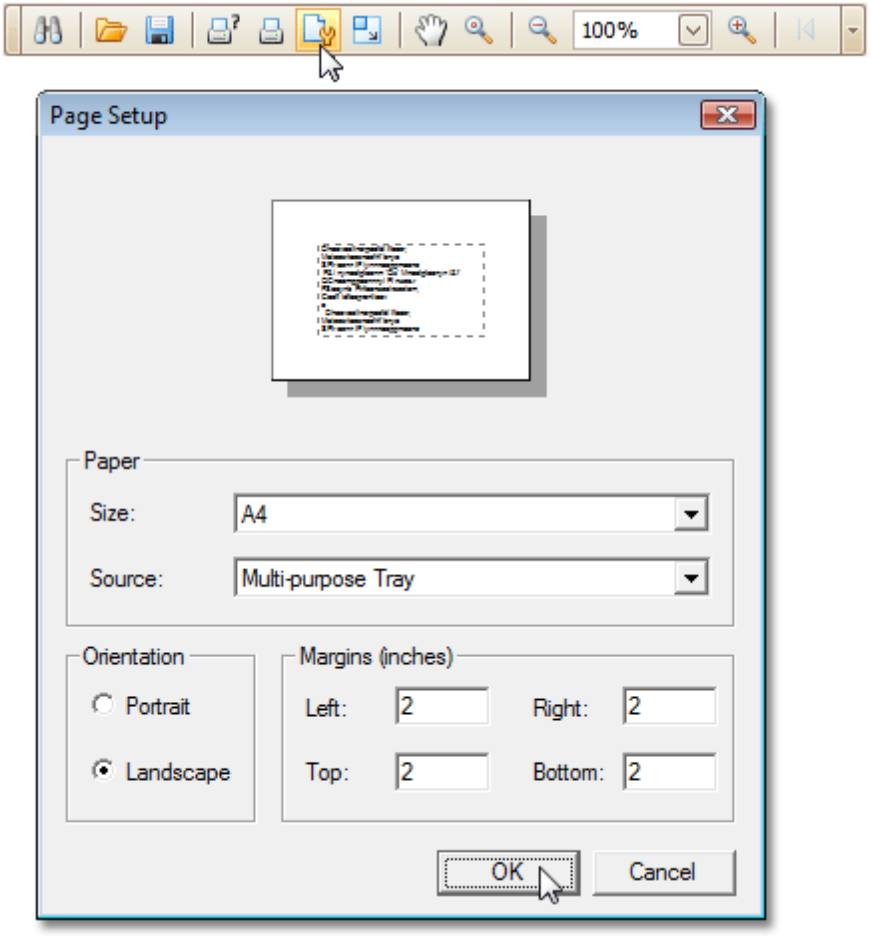
choose **Custom** and create your own paper size, or select one which is already defined for this printer (**Paper Name** property).

These settings affect the layout of the report's design surface. After their modification, you may notice red warning marks, indicating that the controls go beyond the page width. These warnings can be switched off by setting the **Show Printing Warnings** property of the report to **No**.



- **Modify the settings in Preview Tab**

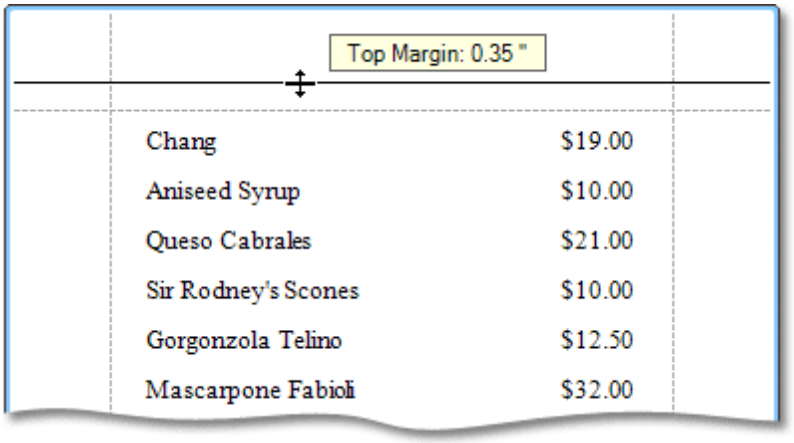
The report's Preview Tab toolbar has a corresponding button that enables you to modify the page settings. Clicking this button invokes the **Page Setup** dialog, which allows you to adjust the page layout before printing or exporting, and select the printer.



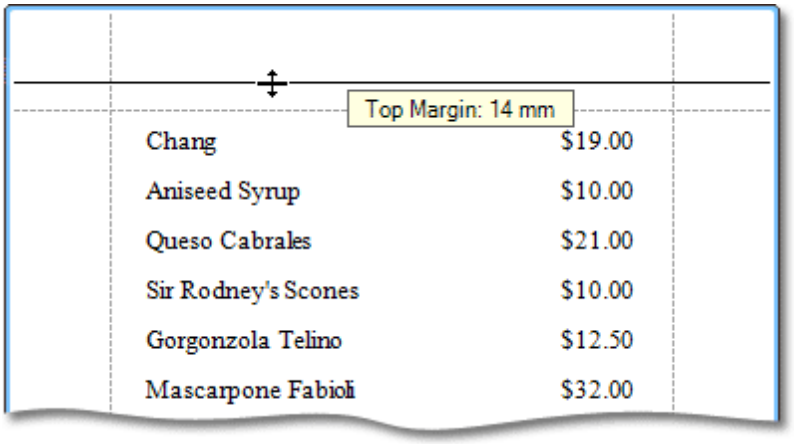
The margins can also be set visually by dragging the dashed lines in the Preview Tab as needed.

To change the measurement units shown in the margins tooltips, customize the report's **Measure Units** property.

Measure Units = Hundredths of an Inch



Measure Units = Tenths of a Millimeter



See Also

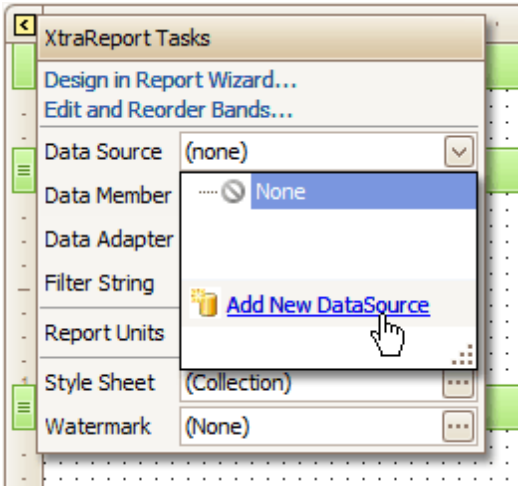
[Change Measurement Units for a Report]

Bind a Report to Data

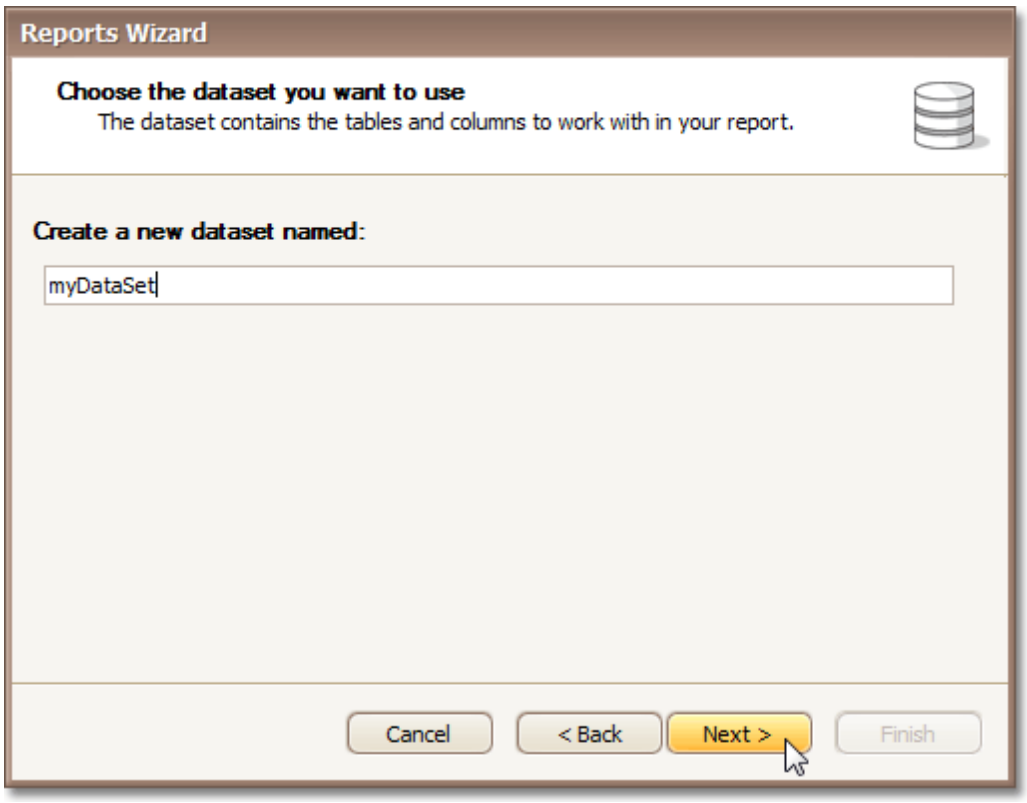
The main purpose of the Report Designer is to create and customize data-aware reports. This means that a report gets data from an external data source (many types of which are supported), to which the report is bound, and the report's controls represent the corresponding data fields from that data source.

To bind a report to data, execute the following steps.

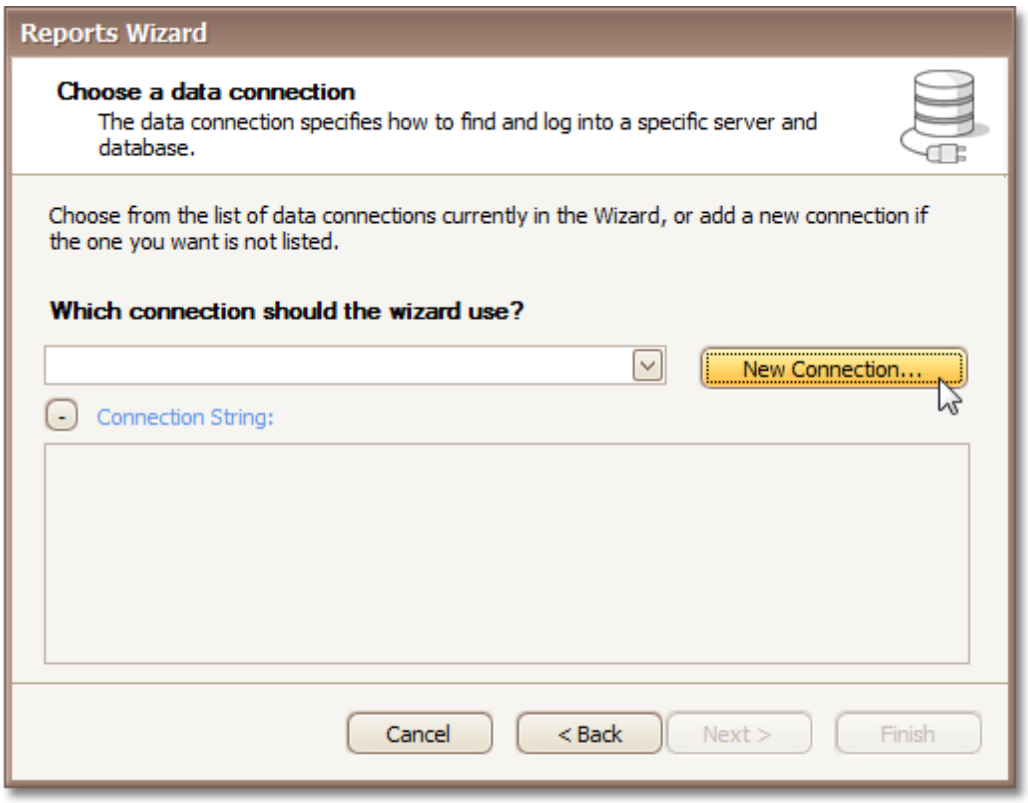
1. Create a new report.
2. To bind the report to data, click its Smart Tag. In the invoked actions list, expand the **Data Source** drop-down list and click **Add New DataSource**.



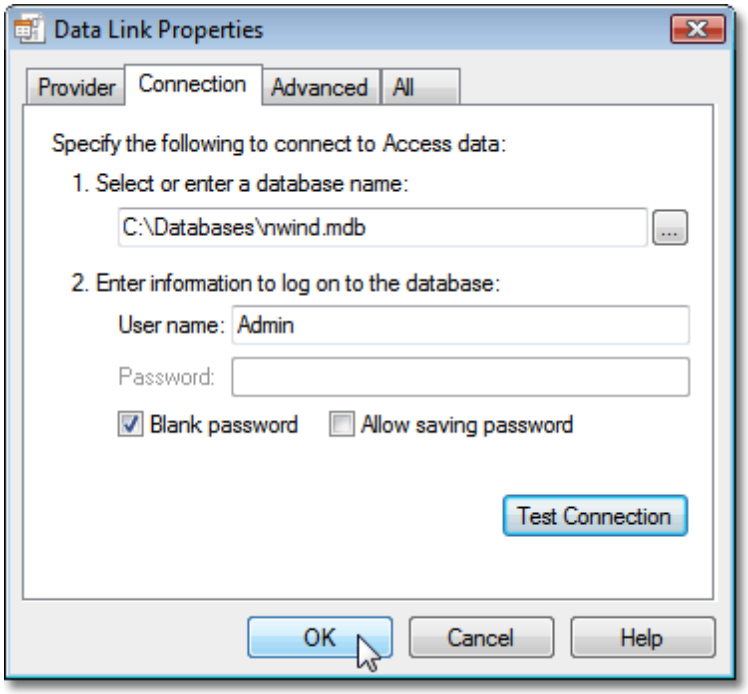
3. A dialog appears allowing you to define a name for the dataset being created.



4. On the next page, specify the database to be used. If it is absent in the drop-down selector containing existing connections, click **New Connection...**, to invoke the **Data Link Properties** dialog.

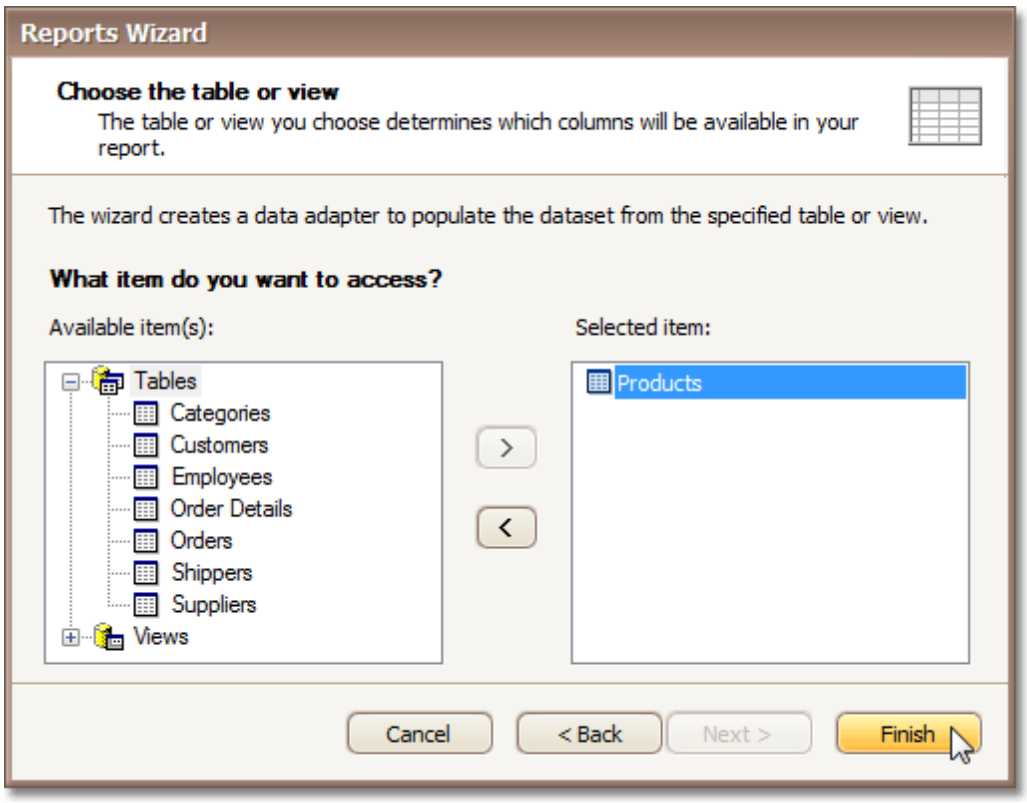


In this dialog's **Provider** tab, choose your data provider. Then, switch to the **Connection** tab, to specify the path to your data source.



Click **Ok**, then **Next**.

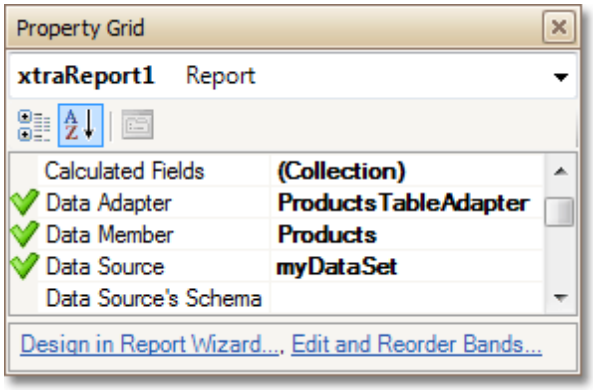
5. The next page allows you to select tables to be obtained from the database. Select the required table and click **Finish**.



Note

If you choose several tables, the Report Designer creates a data relationship between them (if possible), used to create the master-detail reports.

6. After performing the steps above, the report's **Data Source**, **Data Member** and **Data Adapter** properties are defined. This means that the report is bound to the data.



After binding a report to a dataset, you also need to bind each data-aware report control to a data field. Please refer to the Display Values from a Database (Bind Report Elements to Data) topic for details.

Report Types

The tutorials in this section provide you detailed instructions on how to create reports of different types with the Report Designer.

This section consists of the following tutorials:

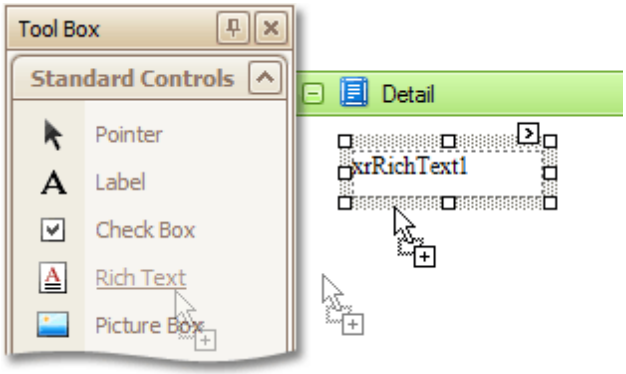
- Static Report
- Table Report
- Label Report
- Master-Detail Report (Detail Report Bands)
- Multi-Column Report
- Cross-Tab Report
- Parameterized Report
- Chart with Static Series
- Chart with Dynamic Series

Static Report

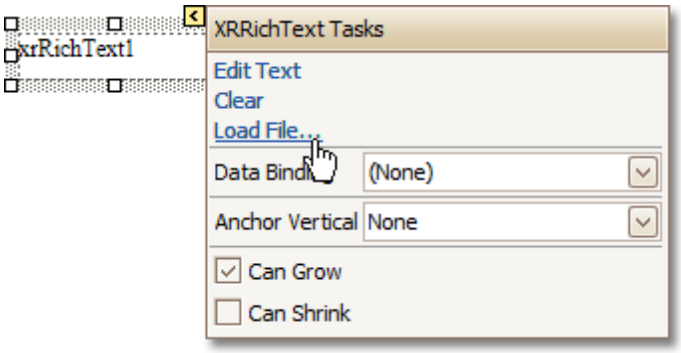
This tutorial describes the steps to create a static report, which means that the report will not be bound to a data source. In this example, we will create a simple one-page announcement to be repeated 20 times in a report.

To create a static report, follow the steps below.

1. Create a new report.
2. Drop the Rich Text control from the Toolbox onto the Detail band.



3. Select the created control and click its Smart Tag. In the invoked actions list, click the **Load File...** context link.



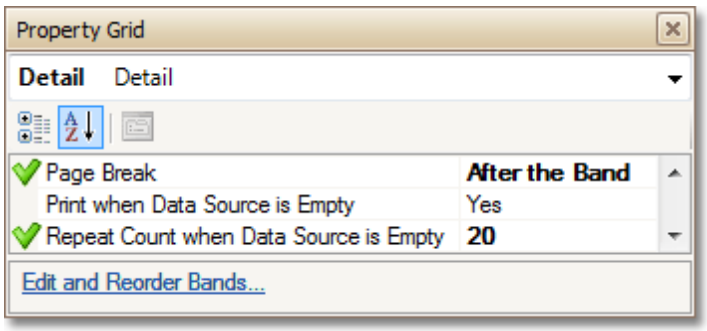
In the invoked dialog, define the path to an RTF or TXT file containing a text of the announcement, and click **Open**.

Note

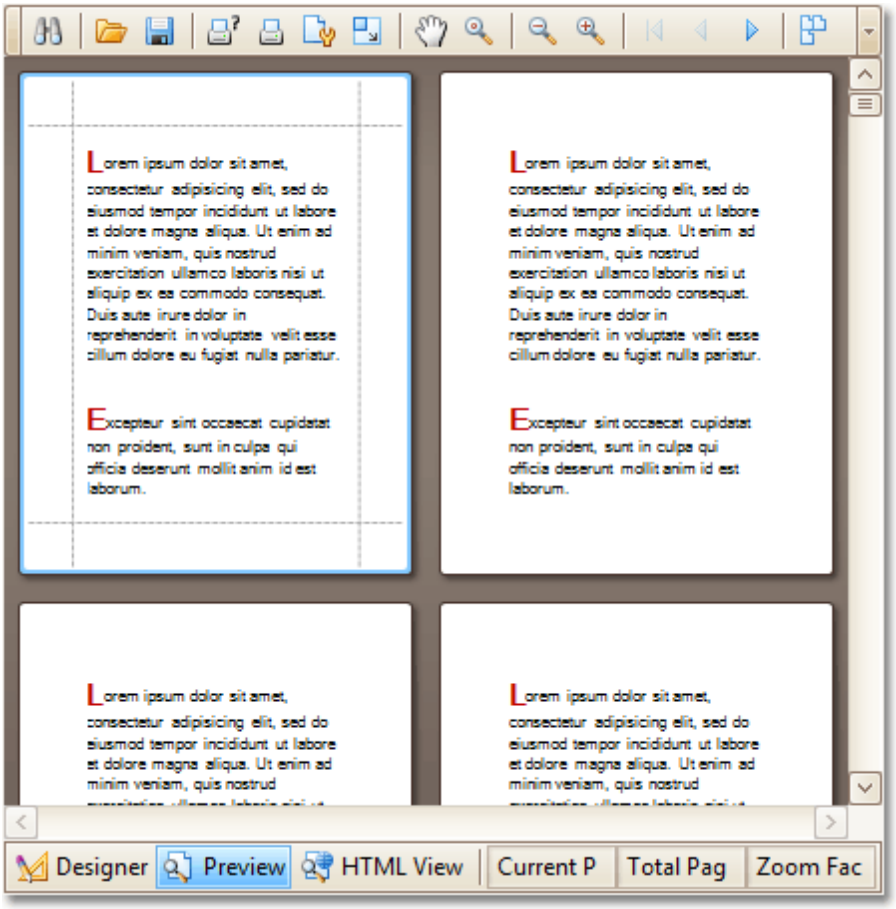
Note that you can perform additional text formatting using the Formatting Toolbar.

4. To repeat the created report 20 times, select the Detail band and in the Property Grid set its **Repeat Count when Data Source is Empty** property to **20**.

   Also, to make the announcement print on separate pages, set the band's **Page Break** property to **After the Band**.



The static report is now ready. Switch to the Preview Tab, and view the result.

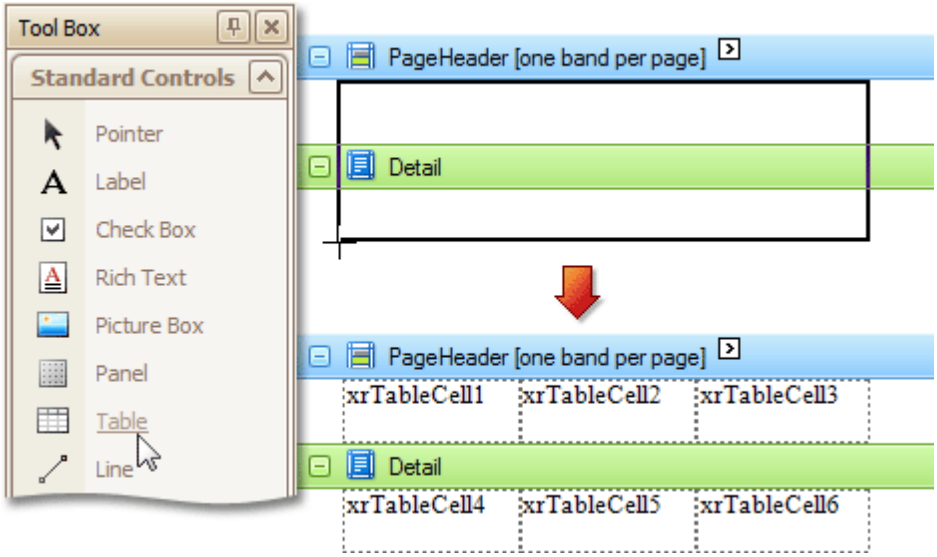


« Back to Report Types

Table Report

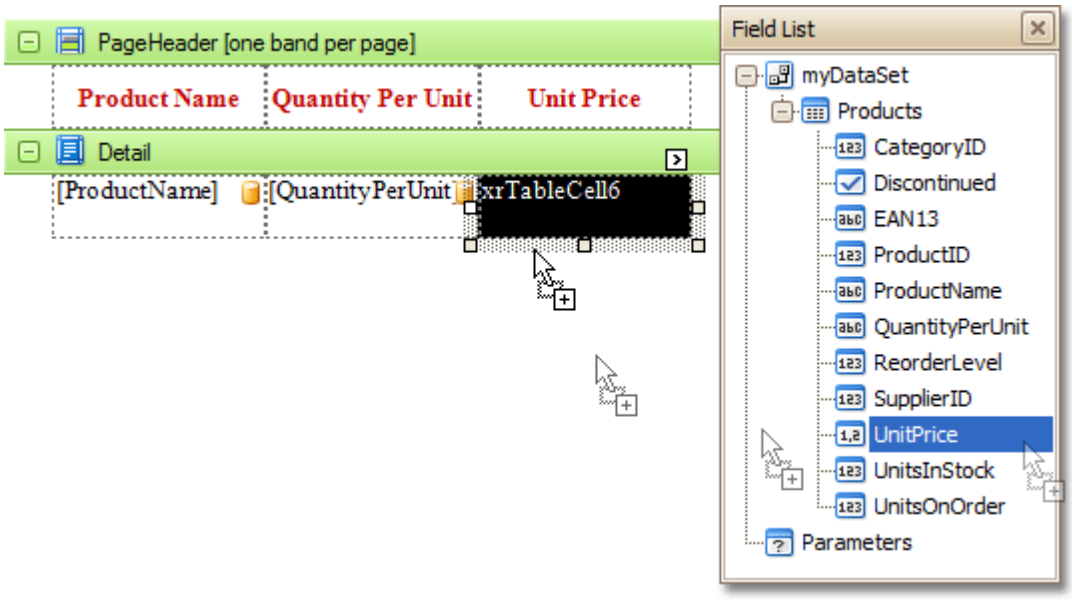
To create a table report, follow the steps below.

1. Create a new report.
2. Bind the report to a data source.
3. Add two Table controls to the **Page Header** and **Detail** bands of the report.
   To do this, in the Toolbox, click the **Table** item. Then, in the Page Header band's content area, click and hold down the left mouse button while dragging the mouse cursor across the Detail band.



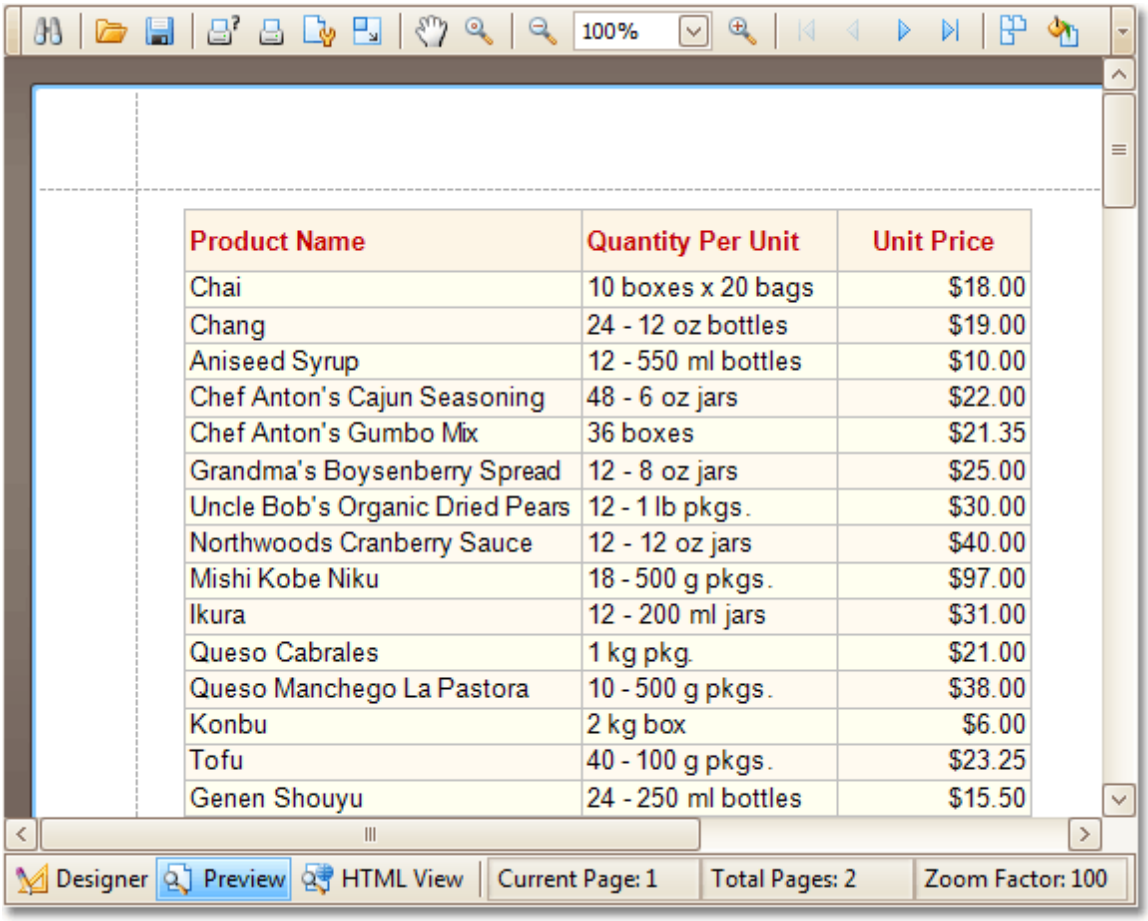
   As a result, two tables are created. The one placed in the Page Header band will be used as a header, while the other one - for the report's detail information.

4. Type the headers into the upper table's cells, and bind the corresponding cells in the detail section to the appropriate data fields. This can be done by simply dropping these fields from the Field List onto the cells.



5. Now, you can customize various properties of the tables, to improve its appearance. For example, using the Property Grid you can define their **Borders** property as well as **Background Color**. You can customize text appearance, using the Formatting Toolbar. Also, you can apply an odd-even styles feature to the table.

The table report is now ready. Switch to the Preview Tab, and view the result.



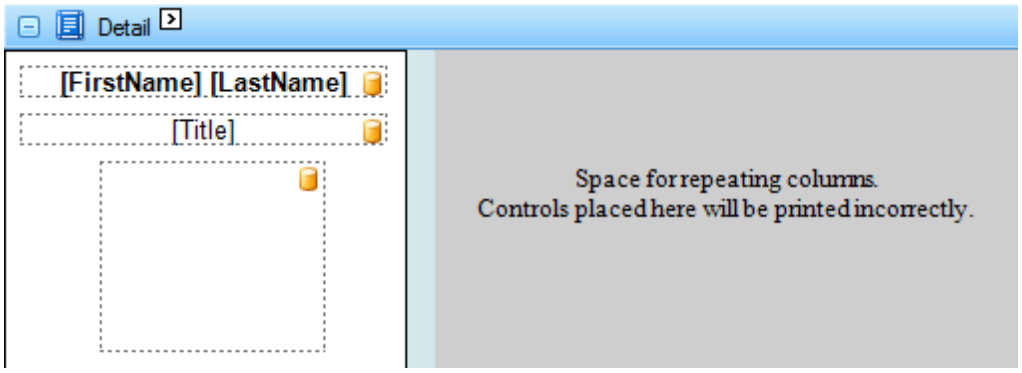
« Back to Report Types

Label Report

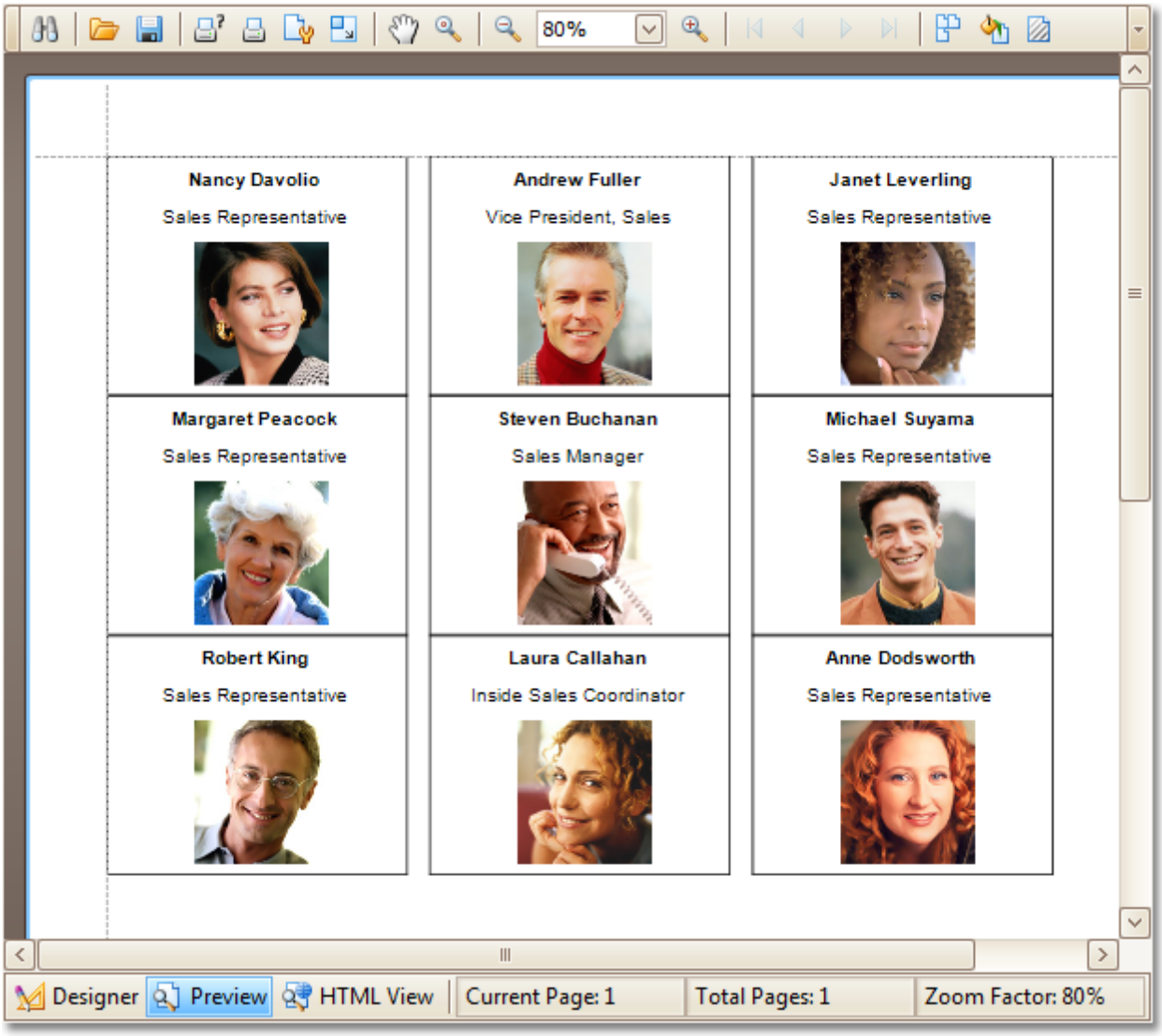
In this tutorial we will create a report containing employee badges, using the Report Wizard.

To create a label report, follow the steps below.

1. To create a new layout, on the Layout tab click Auto-generate a layout.
2. Next, the wizard will guide you through the process of creating a label report. For detailed instructions on the wizard's steps, refer to Label Report Wizard.
3. Finally, bind the report to a data source containing information about employees, drop the required fields from the Field List onto the available Detail band's area and customize their layout.



The label report is now ready. Switch to the Preview Tab, and view the result.



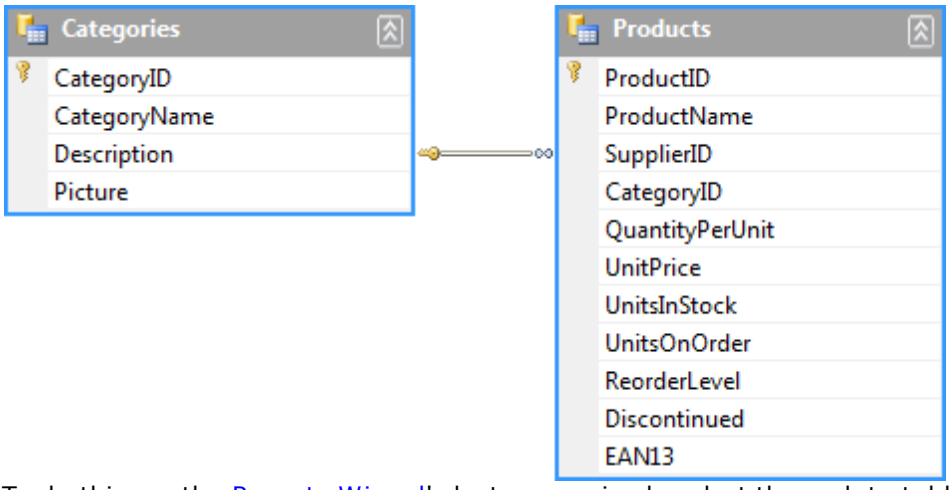
« Back to Report Types

Master-Detail Report (Detail Report Bands)

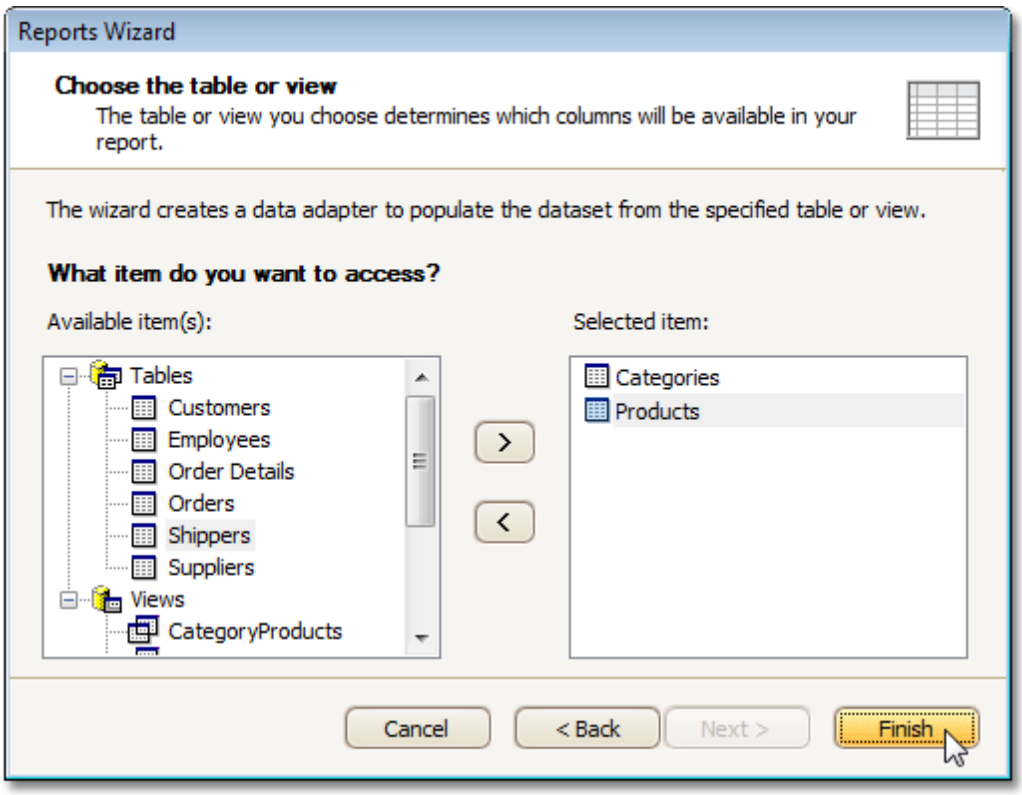
In this tutorial, we will create a master-detail report (report with hierarchically linked data) using the Detail Report Band.

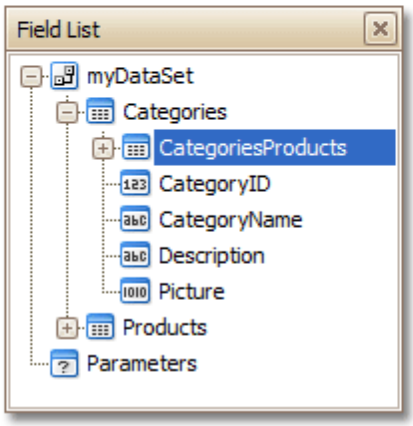
To create a master-detail report using the Detail Report Band, follow the steps below.

1. Create a new report.
2. Bind the report to a data source containing a data relationship.



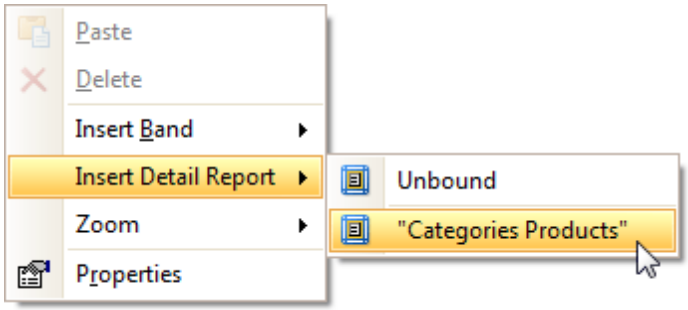
To do this, on the Reports Wizard's last page, simply select those data tables, and click **Finish**.



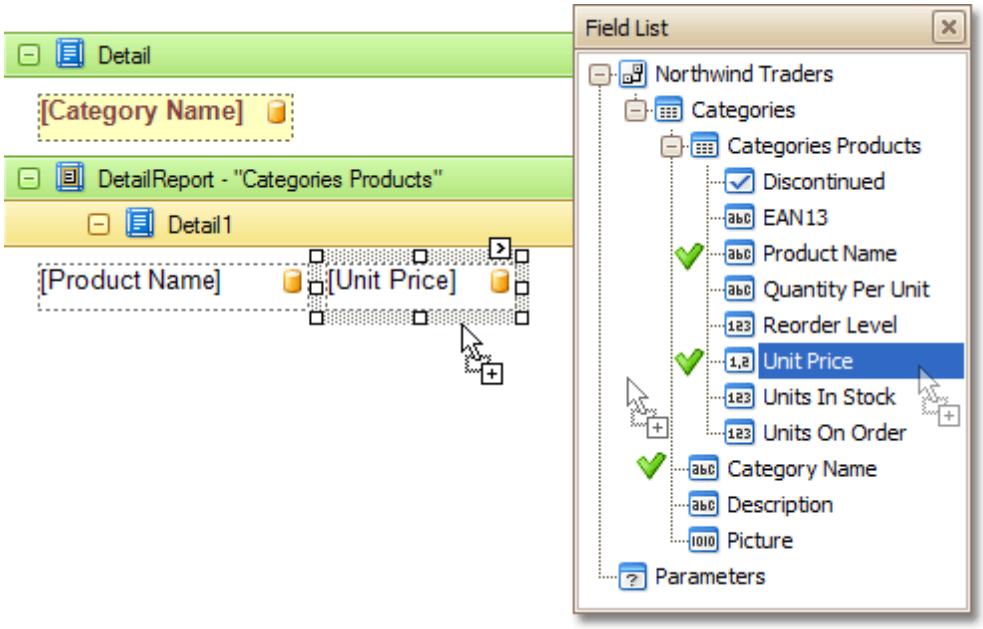


If it is possible to link these tables (e.g. by the common key field), you'll see the relation's section in the Field List.

3. To add a Detail Report Band, right-click the Report Designer, and in the invoked Context Menu, point to **Insert Detail Report**. If the bound data source contains a data relationship, the submenu will contain an item with the name of that relationship. Select this item to create a Detail Report Band, already bound to a detail table.



4. Now, drop the required data fields from the Field List onto the report's Detail and Detail Report bands. As for the Detail Report Band, note that you should drop items from the relation section (in this example it is the **Categories Products** section), or there will be incorrect output in the report.



The master-detail report is now ready. Switch to the Preview Tab, and view the result.

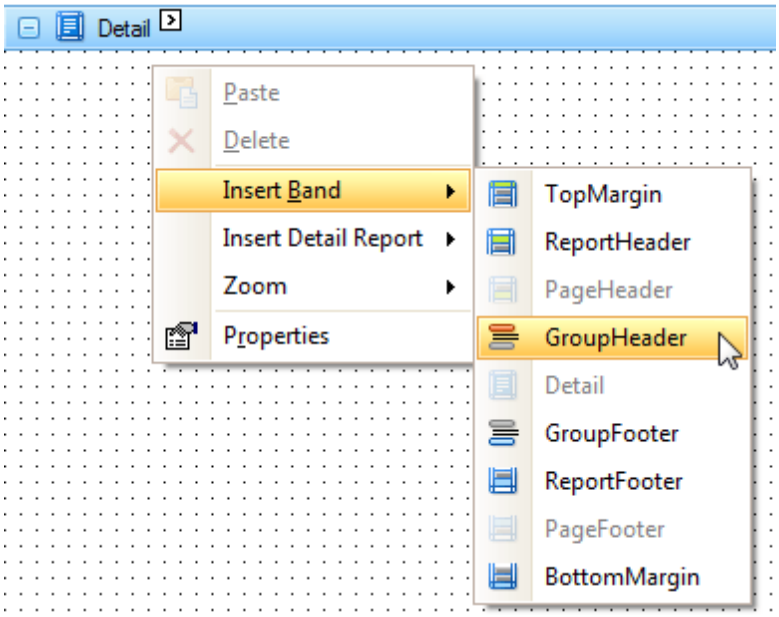
Beverages	
Côte de Blaye	$263.50
Ipoh Coffee	$46.00
Condiments	
Chef Anton's Cajun Seasoning	$22.00
Chef Anton's Gumbo Mix	$21.35
Grandma's Boysenberry Spread	$25.00
Northwoods Cranberry Sauce	$40.00
Sirop d'érable	$28.50
Vegie-spread	$43.90
Louisiana Fiery Hot Pepper Sauce	$21.05
Confections	
Sir Rodney's Marmalade	$81.00
Gumbär Gummibärchen	$31.23
Schoggi Schokolade	$43.90
Tarte au sucre	$49.30
Dairy Products	
Queso Cabrales	$21.00
Queso Manchego La Pastora	$38.00

« Back to Report Types

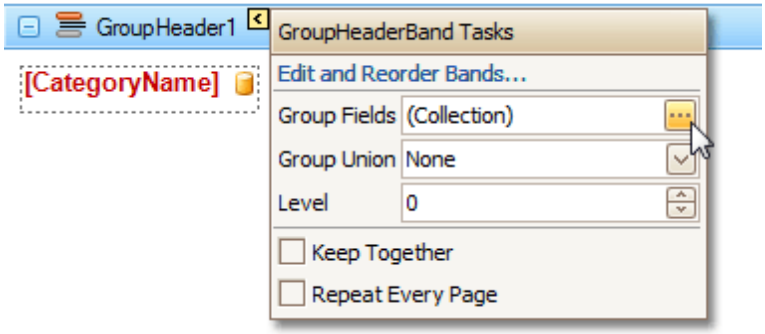
Multi-Column Report

To create a multi-column report, follow the steps below.

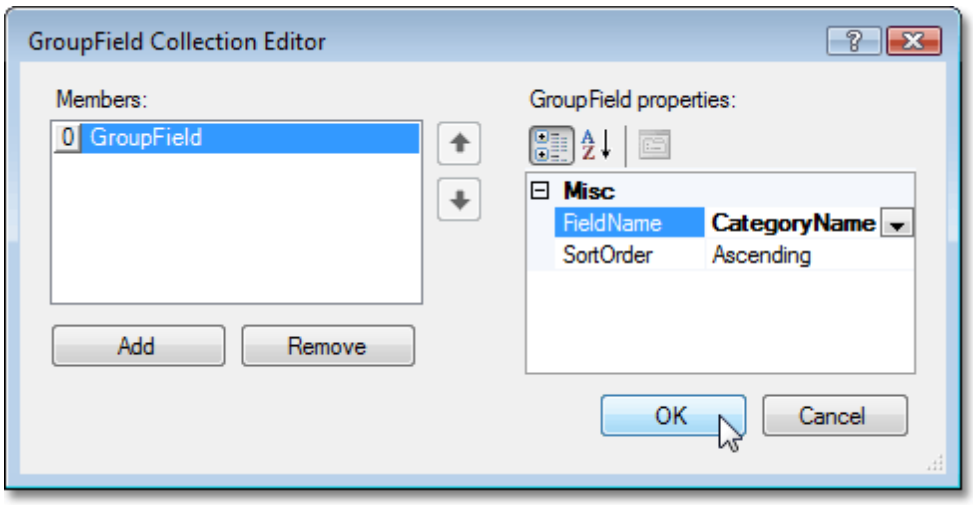
1. Create a new report.
2. Bind the report to a data source.
3. Add a **Group Header** band to a report.
   To do this, right-click anywhere over the report's surface, and in the invoked Context Menu, point to **Insert Band** and click **GroupHeader**.



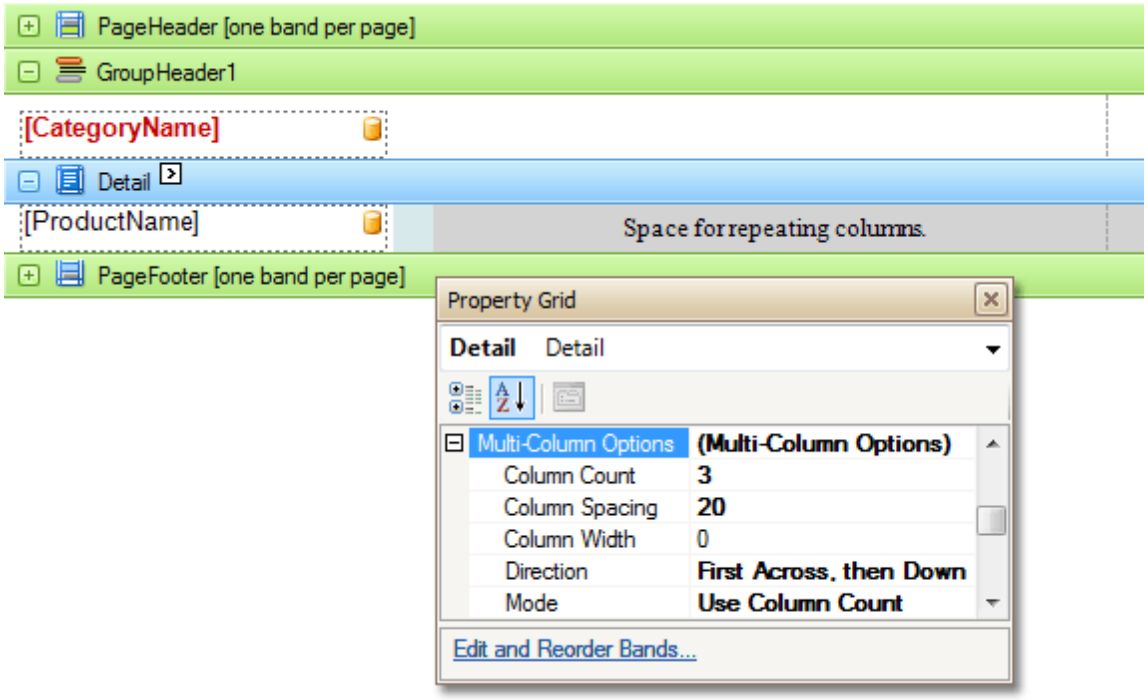
4. Drop a field, which will be used as a grouping criteria, from the Field List onto the created **GroupHeader1** band.
5. To define the report's grouping, select the **GroupHeader1** band and click its Smart Tag. In the invoked actions list, locate the **Group Fields** option and click its ellipsis button.



The **GroupField Collection Editor** will appear. In this dialog, click **Add**, to create a grouping field and set its **Field Name** to the same field as above.

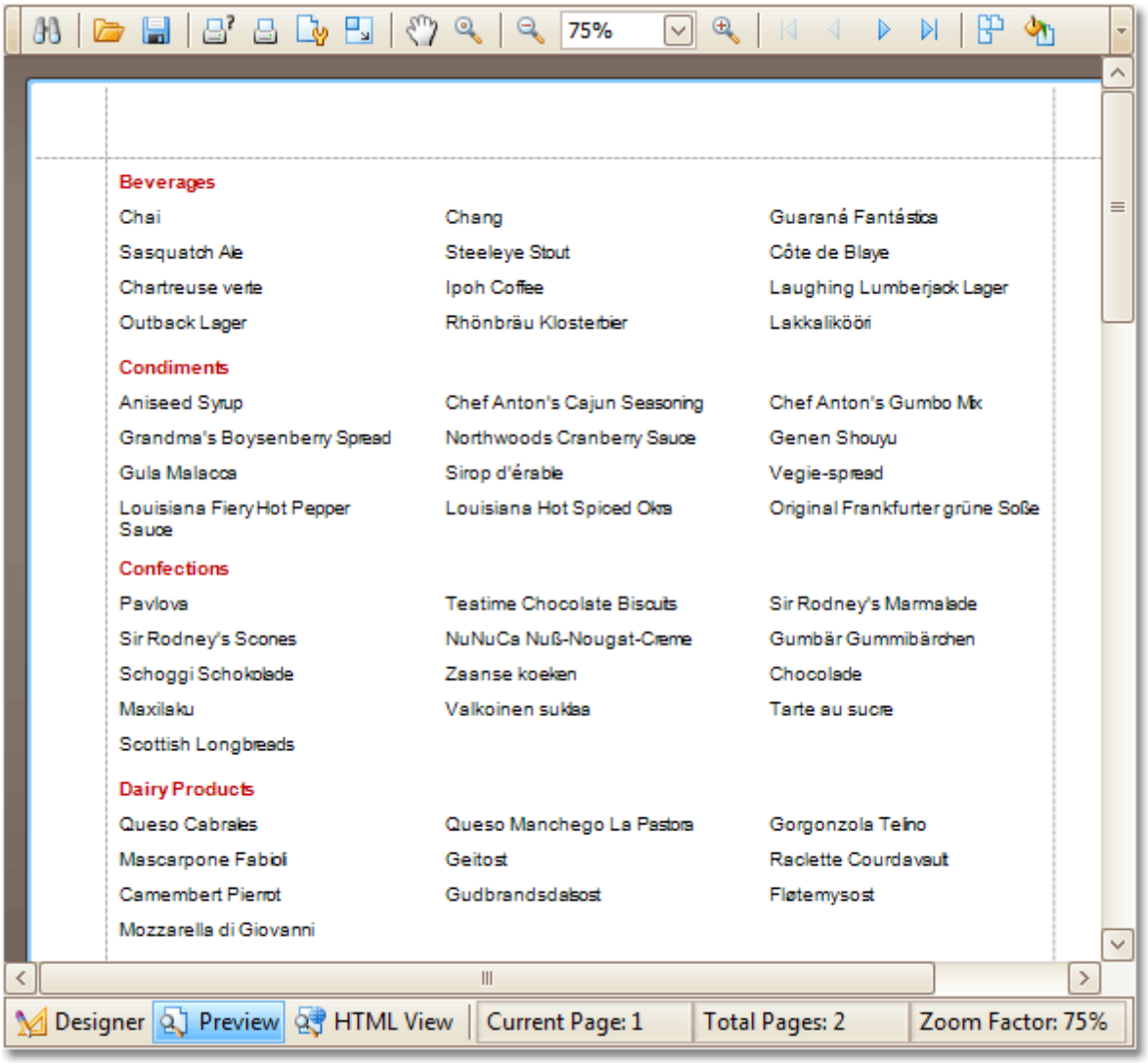


6. Now, drop the required fields onto the report's Detail band.
7. Then, select the Detail band, and in the Property Grid, expand the **Multi-Column Options** section. Set the **Column Count** property to **3**, **Column Spacing** to **20** and **Direction** to **First Across, then Down**.



Now, on the Detail band's surface a grey area appears, delimiting the available column's width, and a blue area representing a space between columns.

The multi-column report is now ready. Switch to the Preview Tab, and view the result.



« Back to Report Types

Cross-Tab Report

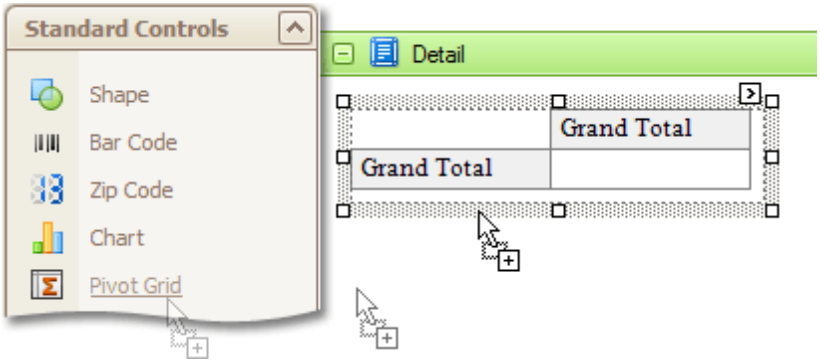
This document provides you with step-by-step instructions on how to create a cross-tab report using a Pivot Grid control.

This topic consists of the following sections:

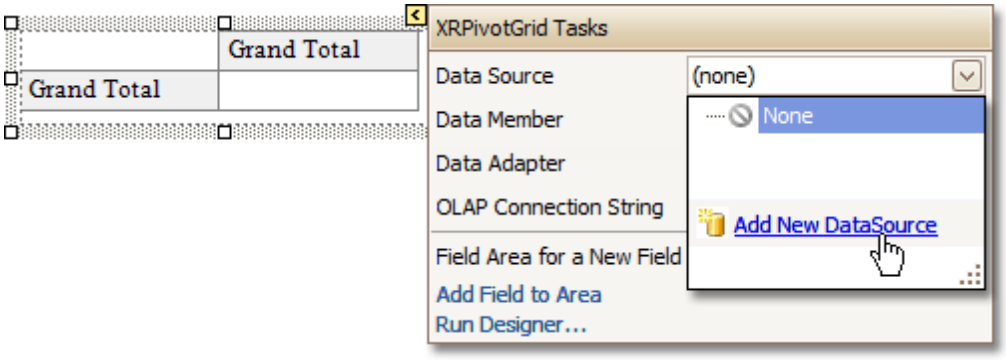
- Steps 1-4. Create a pivot grid and bind it to data
- Steps 5-8. Manage the grid's fields
- Result

Steps 1-4. Create a pivot grid and bind it to data

1. Create a new report.
2. Drop the Pivot Grid control from the Toolbox onto the report's Detail band.

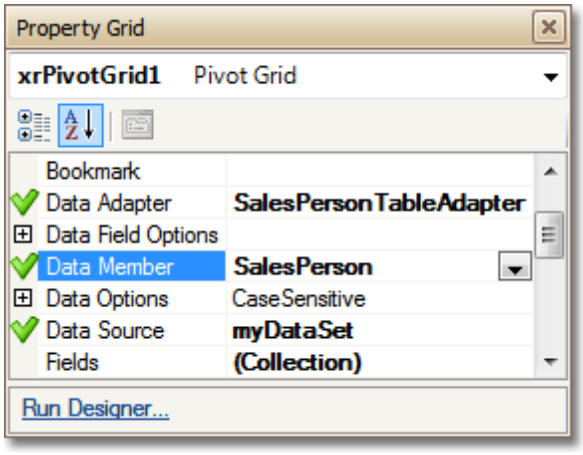


3. To bind the grid to a data source, click its Smart Tag, and in the invoked actions list, expand the **Data Source** drop-down selector and click **Add New DataSource**. The Report Wizard dialog will appear.



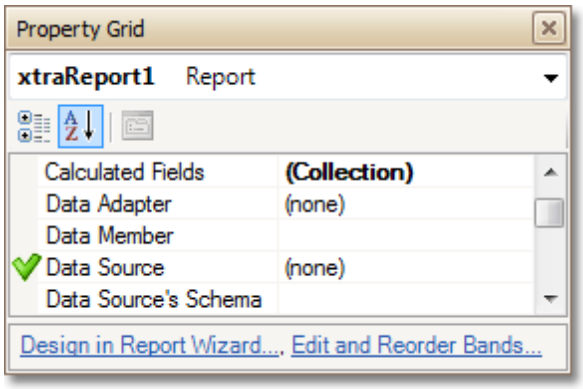
The wizard will guide you through the process of assigning a data source to the grid. For detailed instructions on the wizard's steps, refer to Bind a Report to Data, as this process is similar.

4. Now, the created dataset is assigned to the grid's **Data Source** property. Also, set its **Data Member property**, to define from which table or view of your dataset the grid should obtain data. Then, the **Data Adapter** property will be automatically defined. This means that the grid is bound to the data.



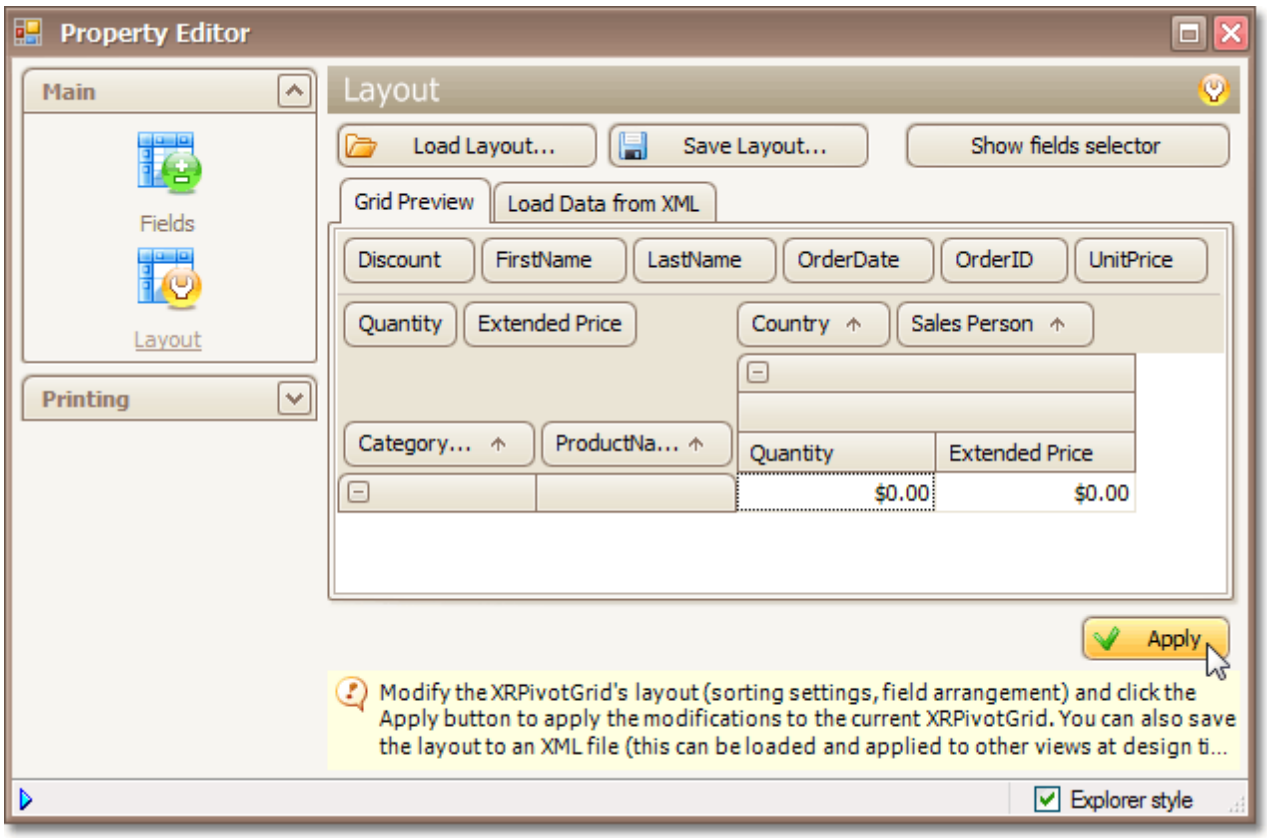
Note

Note that after these steps, the report's **Data Source** property must be set to **None**. Otherwise, the grid will be blank at the preview and repeated as many times as there are records in the data source.



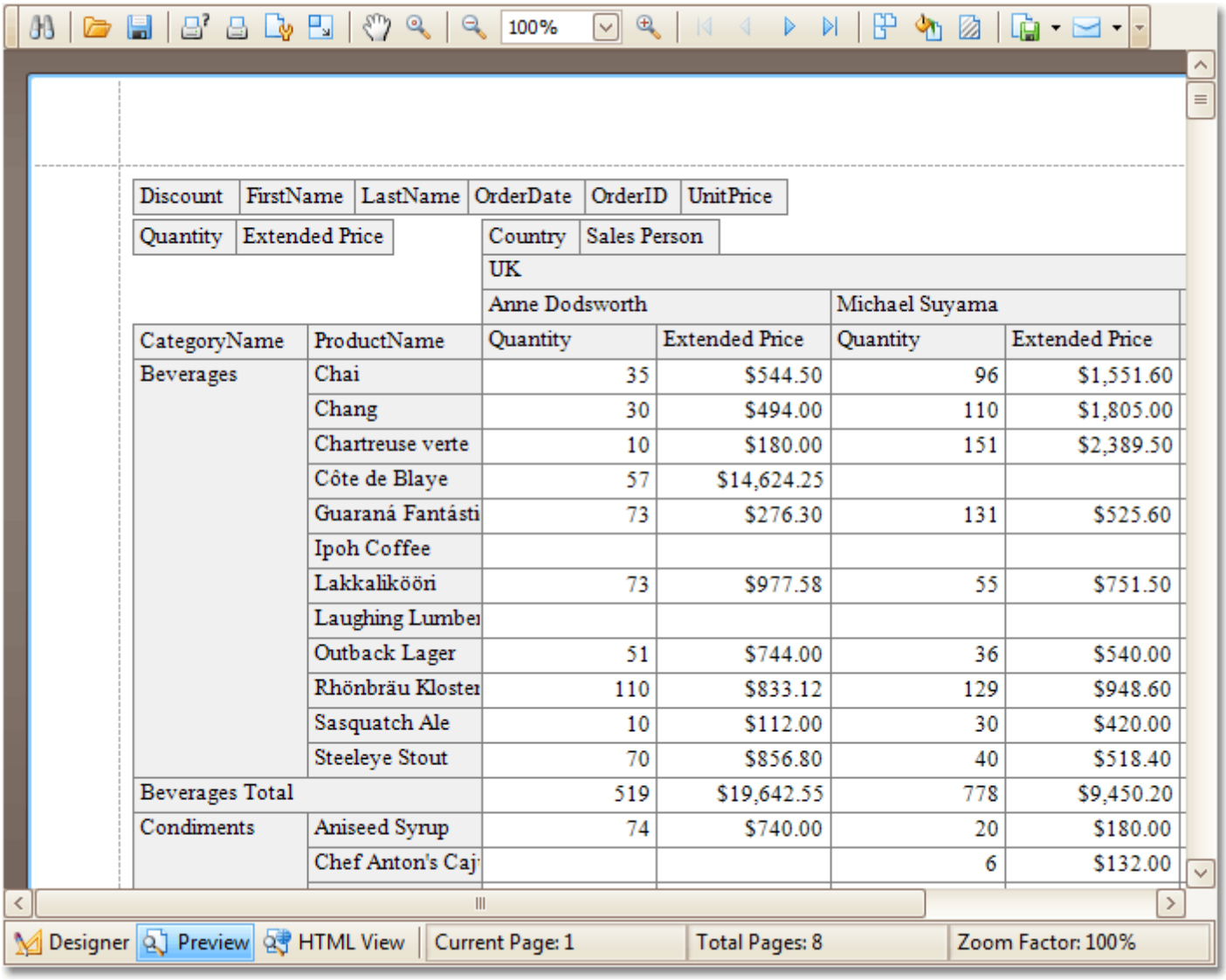
Steps 5-8. Manage the grid's fields

5. Click the grid's Smart Tag, and in the invoked actions list, click the **Run Designer...** link. The **Property Editor** will appear.
6. In this editor, click the **Retrieve Fields** button, and switch to the **Layout** section in the navigation bar on the left.
7. Drag & drop the required fields to the **Row Fields**, **Column Fields** and **Data Items** areas.
8. Click **Apply** and close the editor.



Result

The cross-tab report is now ready. Switch to the Preview Tab, and view the result.



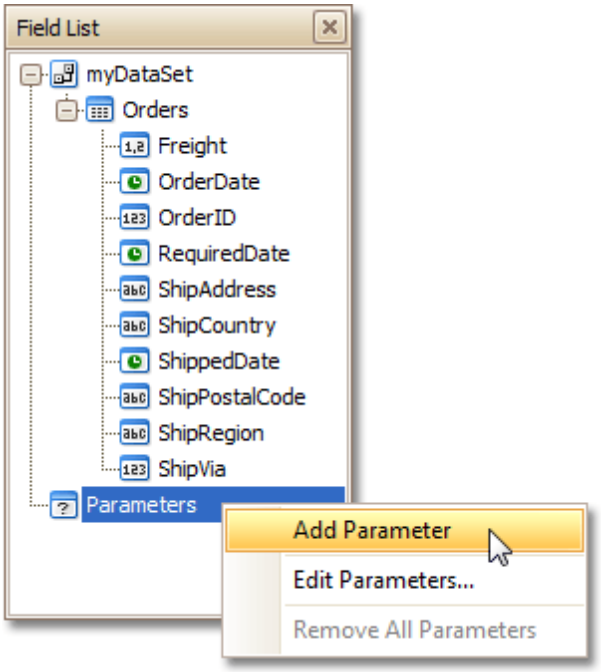
« Back to Report Types

Parameterized Report

This tutorial describes the steps required to create a report with parameters. In this example, we will create two parameters of **Date Time** type, delimiting the time period for the report.

To create the parameterized report, follow the steps below.

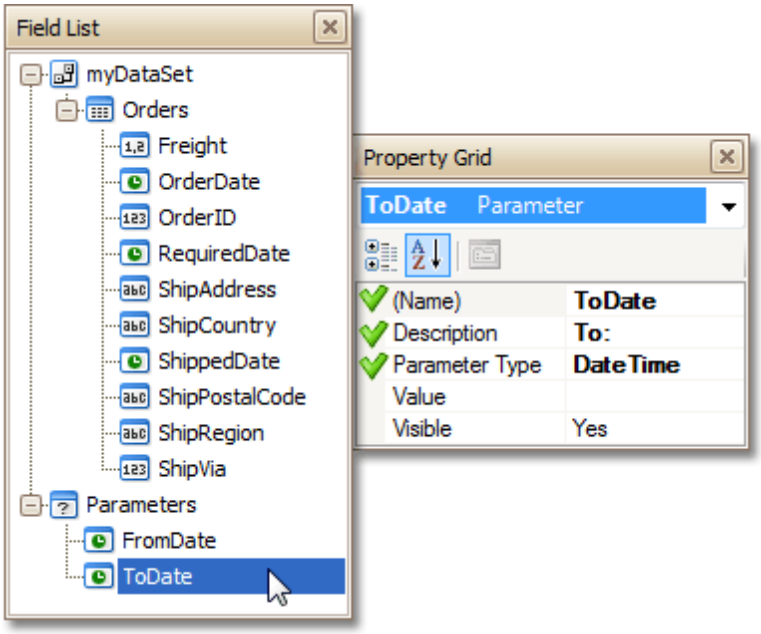
1. Create a new report.
2. Bind the report to a data source and drop the required fields from the Field List onto the report's Detail band.
3. In the Field List window, right-click over the **Parameters** section, and in the invoked menu, click **Add Parameter**.



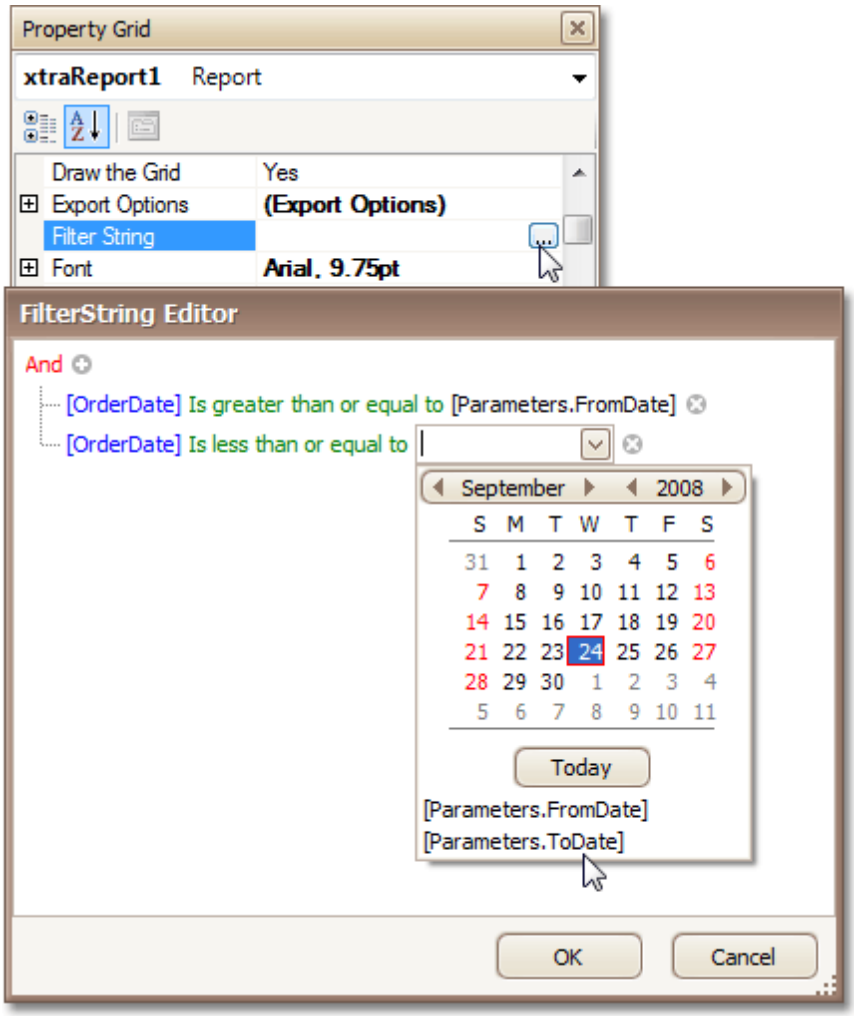
Repeat this action to create the second parameter.

4. In the Field List, select the first parameter, and in the Property Grid, set its **(Name)** to **FromDate**, **Description** to **From:** and **Parameter Type** to **Date Time**.

   For the second parameter, set these properties as shown in the following image.



5. Select the report (by clicking anywhere over the blank space surrounding the bands' area), and in the Property Grid, locate the **Filter String** property and click its ellipsis button. The **FilterString Editor** will appear.



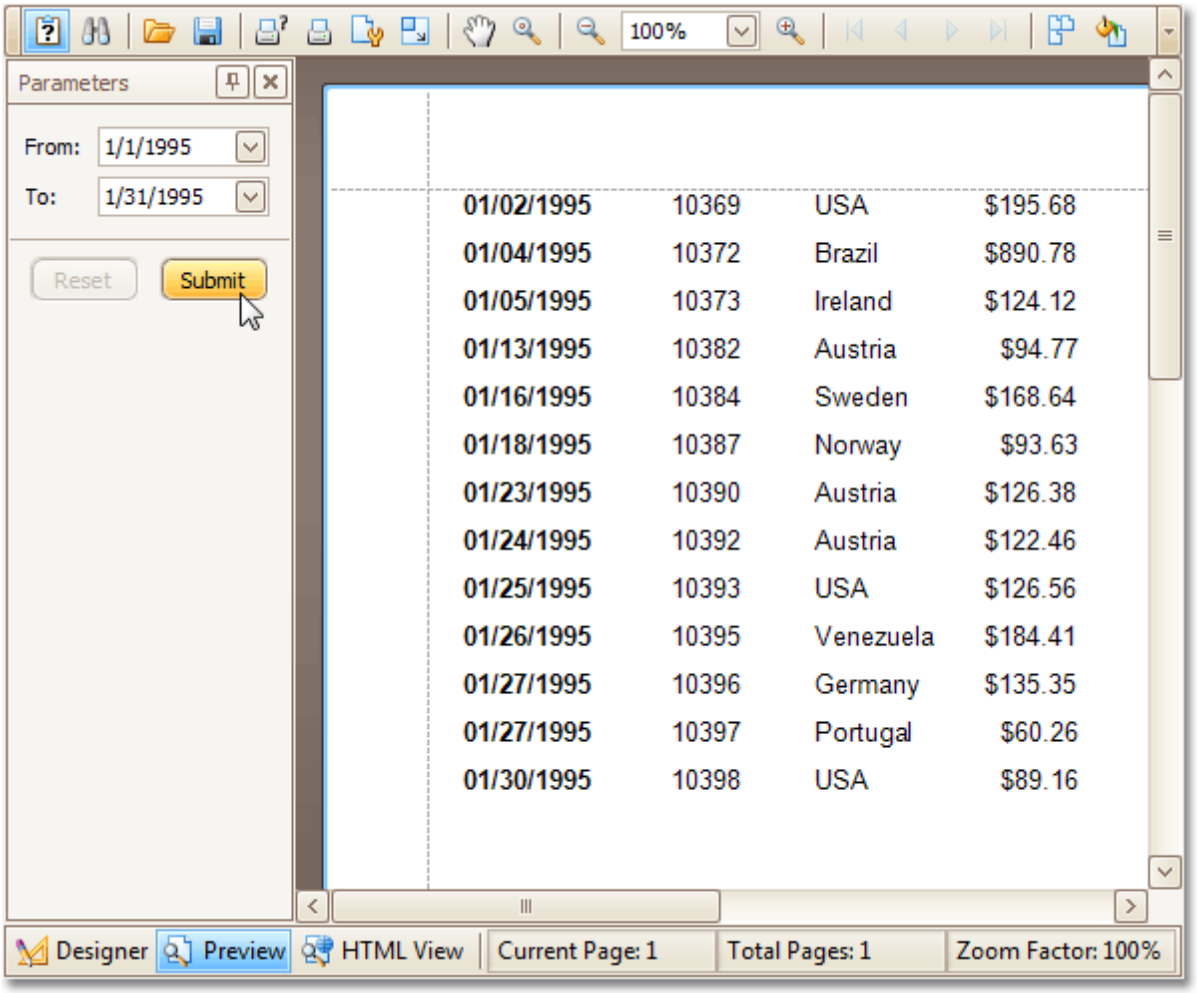
In this dialog, define the required expressions involving the created parameters.

Note

Make sure that the report's **Request Parameters** property is set to **Yes**, as it is by default. Otherwise, the parameters won't be requested during the preview, and as a result, you'll get a blank report.

6. Finally, drop the required data fields from the Field List onto the report bands, to create the report's layout.

The parameterized report is now ready. Switch to the Preview Tab, and in the **Parameters** section, define the required values and click **Submit**.

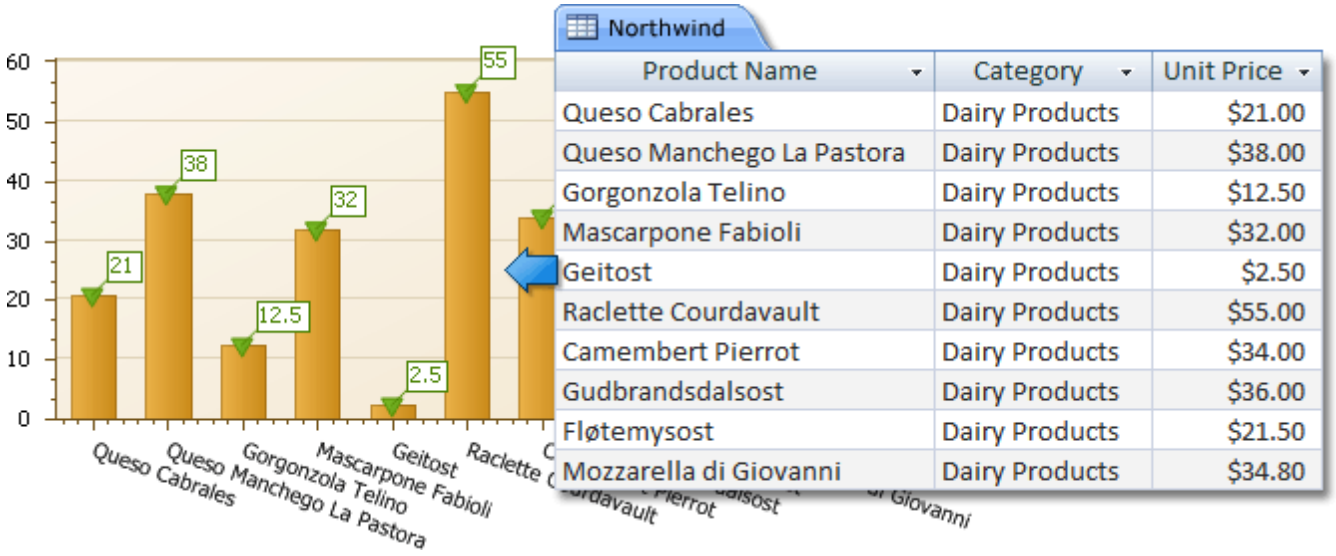


« Back to Report Types

Chart with Static Series

This document provides you with step-by-step instructions on how to create a report with a Chart control bound to data, so that a particular series has its own data source, and other settings.

This example describes how to construct a chart of products and their prices for a chosen category using the data from the Northwind database (the sample **nwind.mdb** database). Note that in this example, the series' data have a single data source to simplify the project. But since the series can be bound to data independently, different data sources can be used for different series, if necessary.

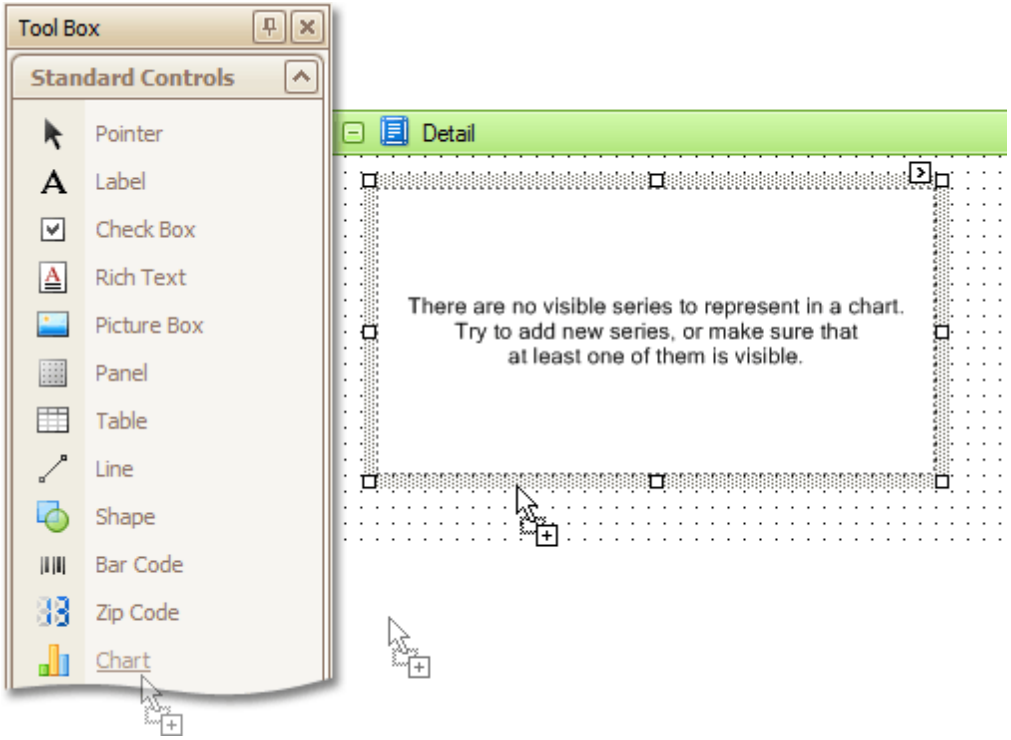


Northwind

Product Name	Category	Unit Price
Queso Cabrales	Dairy Products	$21.00
Queso Manchego La Pastora	Dairy Products	$38.00
Gorgonzola Telino	Dairy Products	$12.50
Mascarpone Fabioli	Dairy Products	$32.00
Geitost	Dairy Products	$2.50
Raclette Courdavault	Dairy Products	$55.00
Camembert Pierrot	Dairy Products	$34.00
Gudbrandsdalsost	Dairy Products	$36.00
Fløtemysost	Dairy Products	$21.50
Mozzarella di Giovanni	Dairy Products	$34.80

To create a chart, follow the steps below.

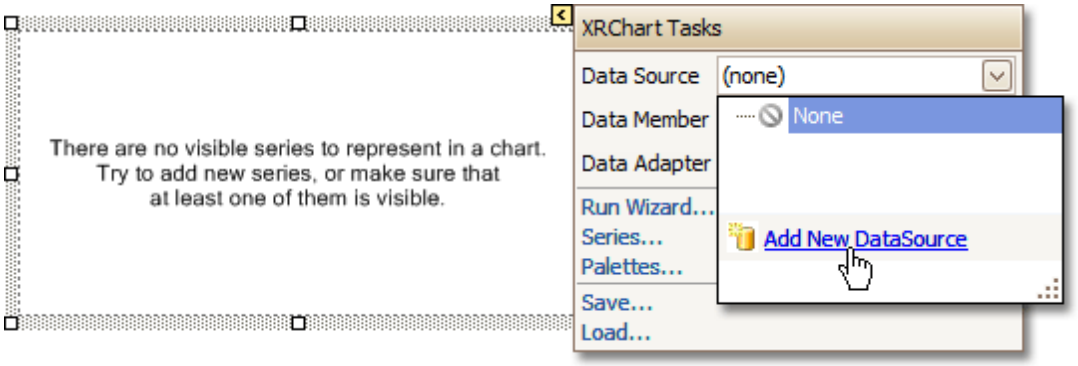
1. Create a new report.
2. Drop the Chart control from the Toolbox onto the report's Detail band.



Note

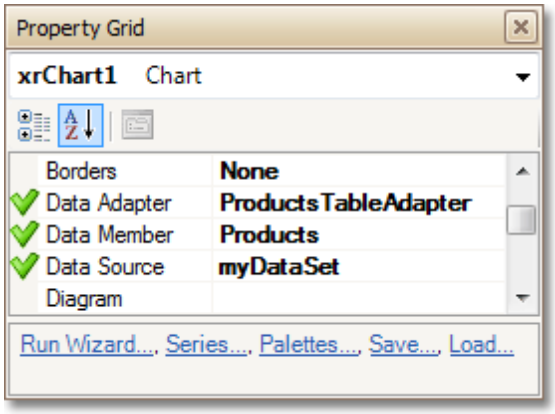
Note that in this instance, the Chart Wizard may be invoked (if its "Show wizard every time a new chart is added" option is enabled). In this example, we don't need to use the wizard, so click **Cancel** to close the wizard's window and manually customize the chart.

3. To bind the chart to a data source, click its Smart Tag, and in the invoked actions list, expand the **Data Source** drop-down selector and click **Add New DataSource**. The Report Wizard dialog will appear.



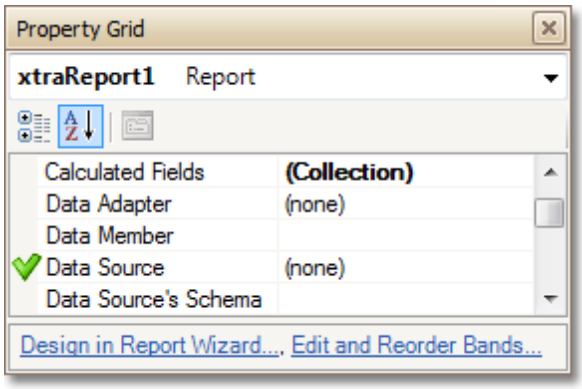
The wizard will guide you through the process of assigning a data source to the chart. For detailed instructions on the wizard's steps, refer to Bind a Report to Data, as this process is similar.

4. Now, the created dataset is assigned to the chart's **Data Source** property. Also, set its **Data Member** property, to define from which table or view of your dataset the chart should obtain data. Then, the chart's **Data Adapter** property will be automatically defined. This means that the chart is bound to the data.



Note

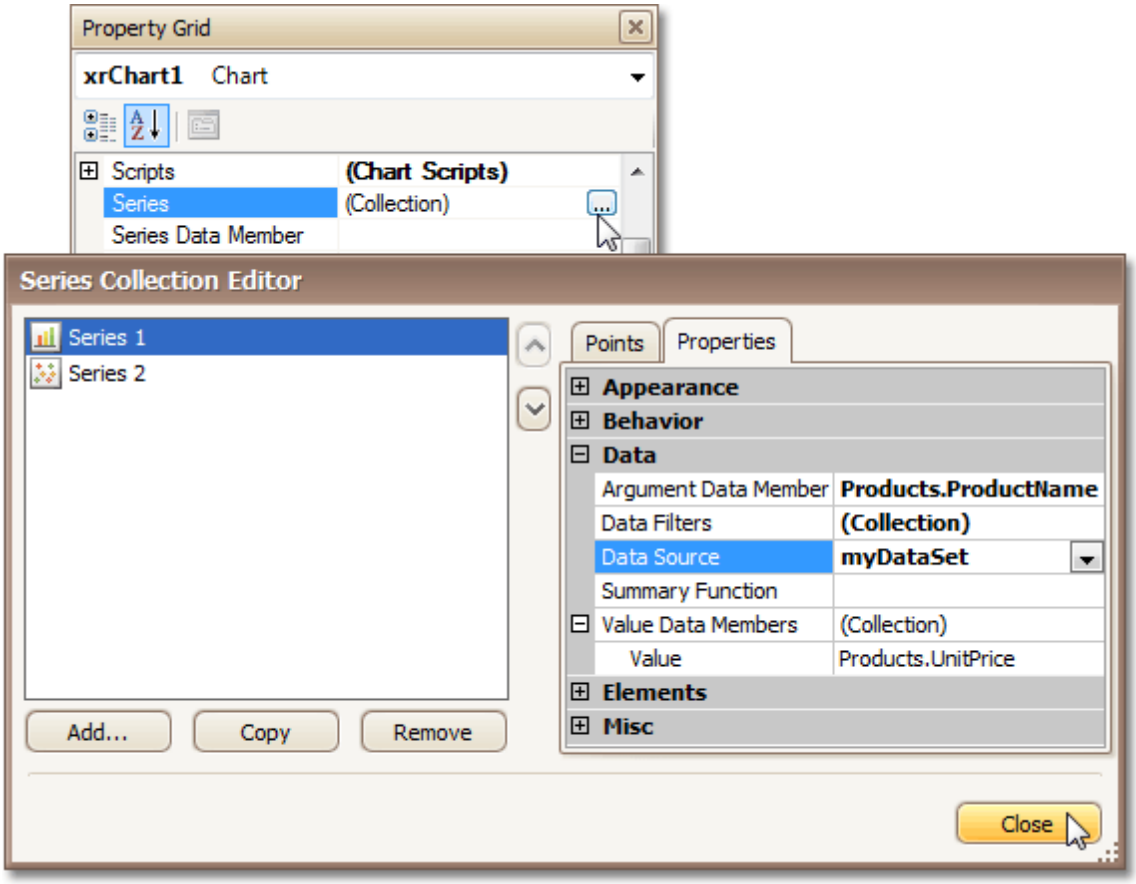
Note that after these steps, the report's **Data Source** property must be set to **None**. Otherwise, the chart will be blank at the preview, and repeated as many times as there are records in the data source.



5. To add a series to the chart and specify its data binding properties, use the **Series Collection Editor**. It can be invoked either via the Property Grid, or via the **Series...** link in the chart's Smart Tag.

   In the editor, create a series by clicking the **Add...** button and selecting the **Bar** view.

   Switch to the **Properties** tab at the right of the editor's window.



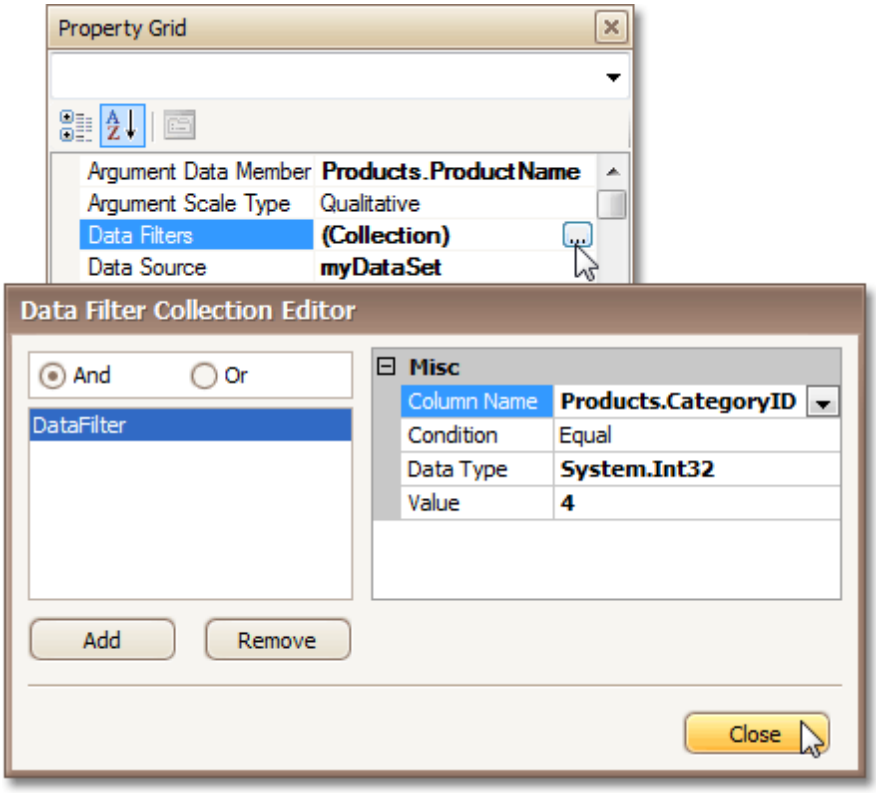
Set the series' **Data Source** property to the created dataset, define the **Argument Data Member** and **Value Data Members** properties.

Click **Copy**, to create another series with the same properties, and set its **View** property to **Point**.

To save the changes and quit the editor, click **Close.**

6. Note that after this step, there are too many data points, and the chart looks messy. The chart's **Data Filters** property is intended to limit the number of data points shown by applying a filtering criterion. Select **Series1** in the chart by mouse click, then in the Property Grid locate the **Data Filters** item and click its ellipsis button, to invoke the **Data Filter Collection Editor**.

   Click **Add** to add a criterion, and define its properties as shown in the following image.



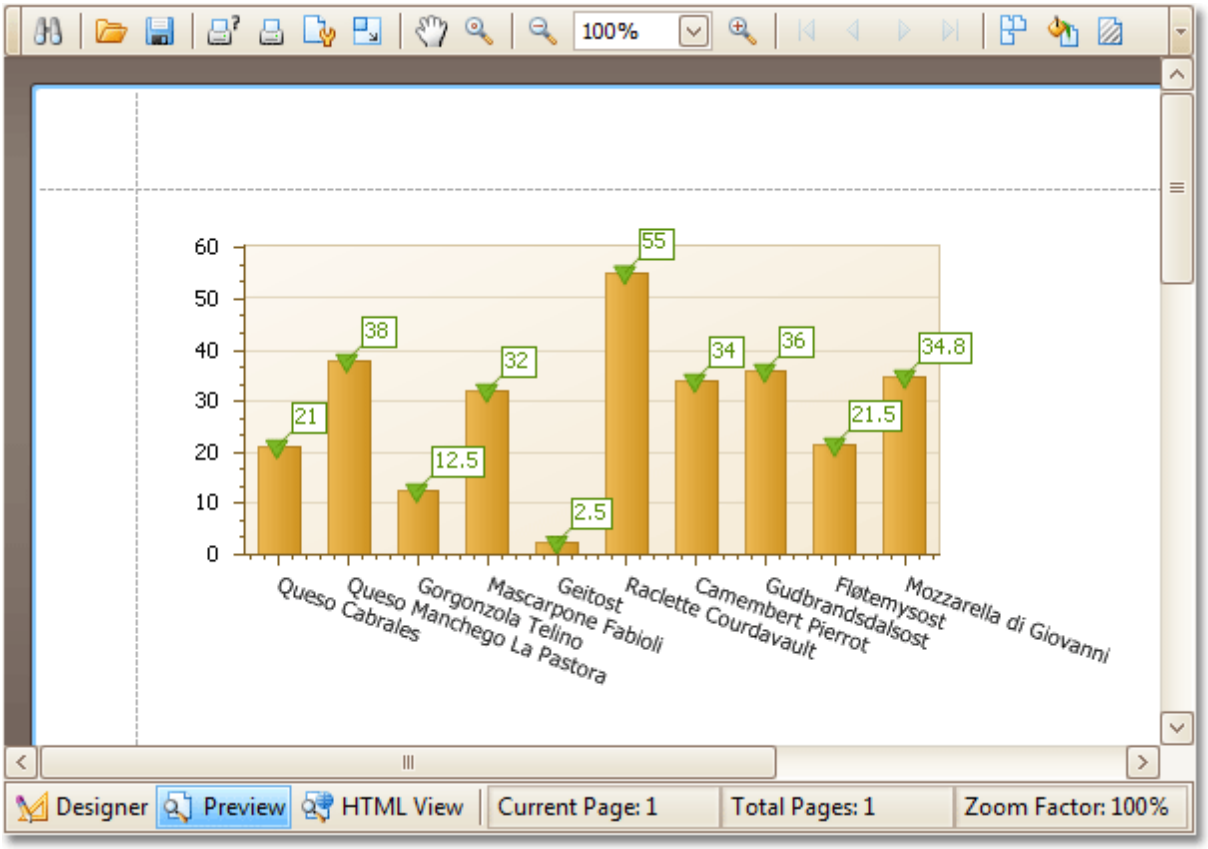
To save the changes and quit the editor, click **Close.**

Repeat the same actions for **Series2**, i.e. choose its **Data Filters** property, add a filter and define its **Column Name** and **Value**.

7. To improve the chart's appearance, make the following corrections.
   - Remove the chart's legend, as it shows the same data for the series. To do this, select the legend item in the chart, and in the Property Grid, set its **Visible** property to **No**.
   - The point labels for Series1 are unnecessary, so select the label and set its **Visible** property to **No**.
   - Customize the Series2 marker's appearance. Replace the default circle with the upside-down triangle by the **View.Point Marker Options.Kind** property and set its **Size** to **12**.
   - Rotate the X-axis labels for better readability. Select the **AxisX** item in the chart by mouse click, and adjust properties for its labels (via the **Label** property). For instance, if the **Angle** property is **20** and the **Antialiasing** property is set to **Yes**, the labels look neat.

   If required, it is possible to customize many other properties for the chart, which are not described here.

   The chart is now ready. Switch to the Preview Tab, and view the result.



See Also

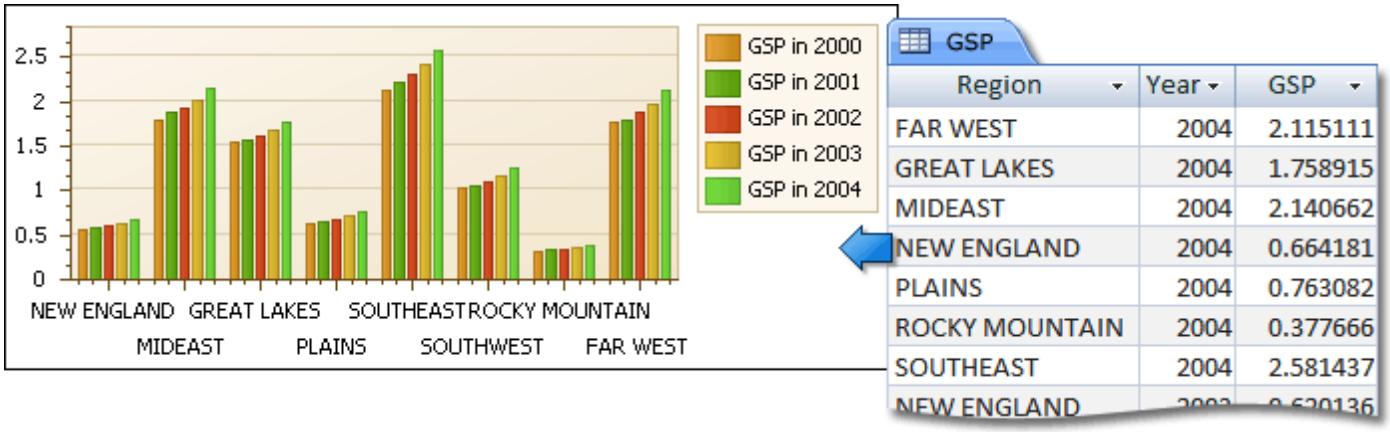
[Chart with Dynamic Series]

Chart with Dynamic Series

This document provides you with step-by-step instructions on how to create a report with a Chart control bound to data. In this example, all series will be auto-created by a chart using the **series template**, which specifies common data binding properties for all series.

This is possible because the data for all series (the series names along with series points' arguments and values) are stored in the same data table. Also, in this example, the series view type and certain other settings should be the same for all the series created.

In this example we'll use the "GSP" table of the sample **gsp.mdb** database. This table contains the Gross State Product (GSP) statistics for some US regions.

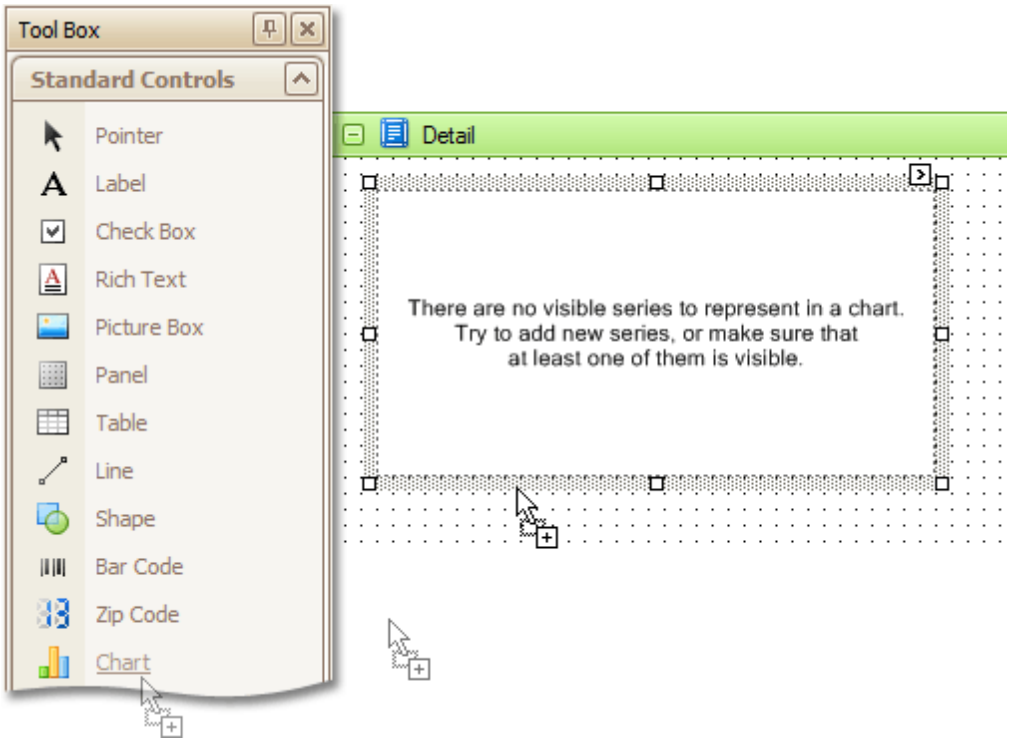


This topic consists of the following sections:

- Steps 1-4. Create a chart and bind it to data
- Steps 5-7. Specify a series data member and adjust a series template
- Steps 8-10. Customize the chart
- Result

Steps 1-4. Create a chart and bind it to data

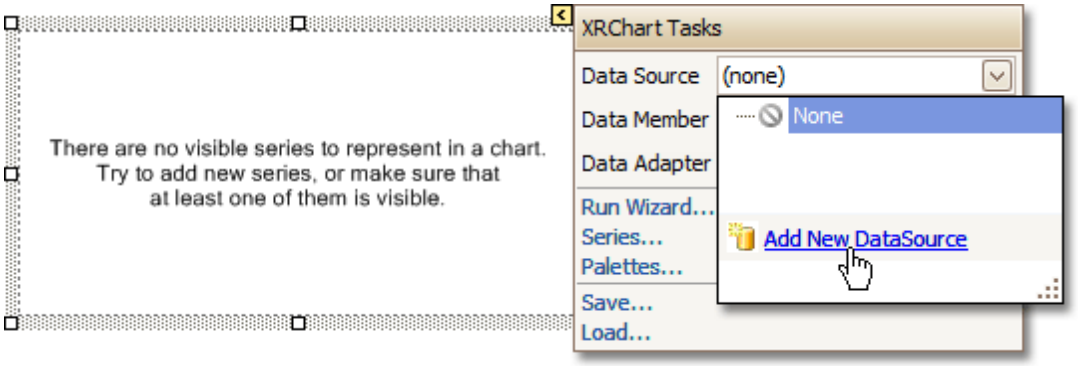
1. Create a new report.
2. Drop the Chart control from the Toolbox onto the report's Detail band.



Note

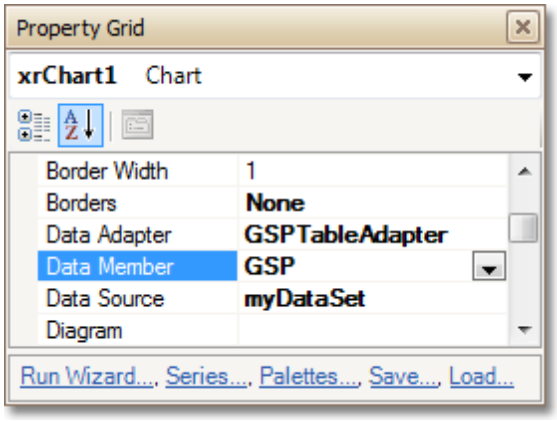
Note that in this instance, the Chart Wizard may be invoked (if its "Show wizard every time a new chart is added" option is enabled). In this example, we don't need to use the wizard, so click **Cancel** to close the wizard's window and manually customize the chart.

3. To bind the chart to a data source, click its Smart Tag, and in the invoked actions list, expand the **Data Source** drop-down selector and click **Add New DataSource**. The Report Wizard dialog will appear.



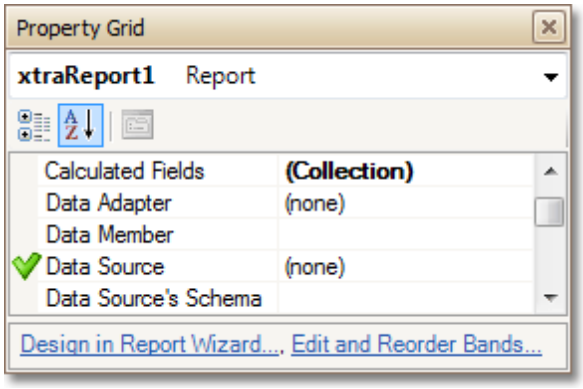
The wizard will guide you through the process of assigning a data source to the chart. For detailed instructions on the wizard's steps, refer to Bind a Report to Data, as this process is similar.

4. Now, the created dataset is assigned to the chart's **Data Source** property. Also, set its **Data Member property**, to define from which table or view of your dataset the chart should obtain data. Then, the chart's **Data Adapter** property will be automatically set, as well. This means that the chart is bound to the data.



Note

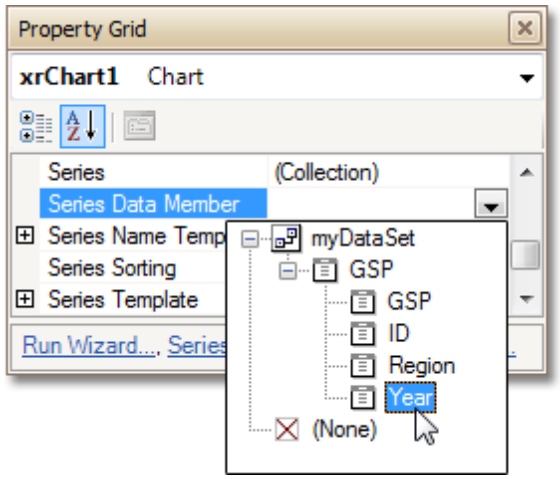
Note that after these steps, the report's **Data Source** property must be set to **None**. Otherwise, the chart will be blank at the preview, and be repeated as many times as there are records in the data source.



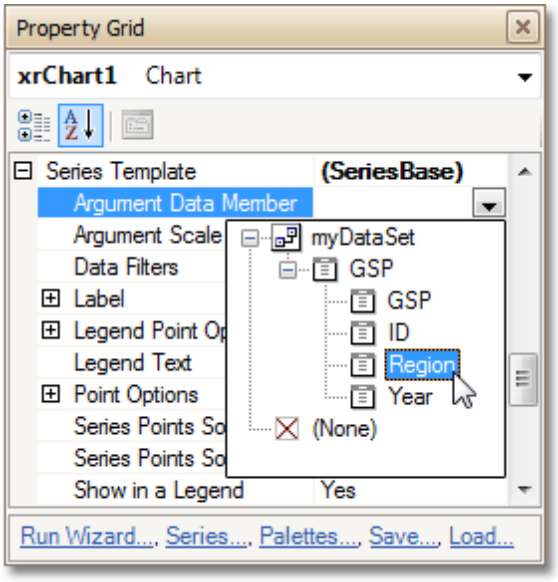
Steps 5-7. Specify a series data member and adjust a series template

Since, in this example, the chart will represent the data as different series, series points and their values, all series will be created using a series template which is common to all series. The following steps demonstrate how this is done.

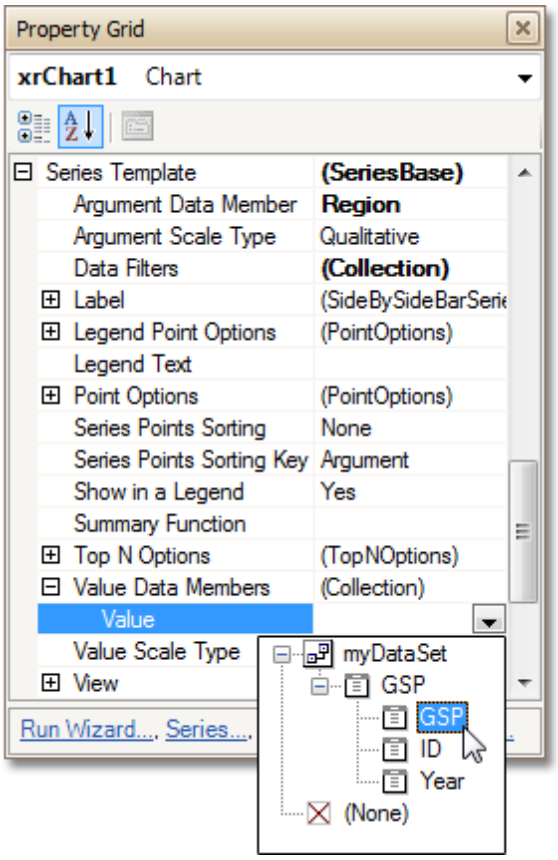
5. To specify the data field which should provide data for the series names, you need to set the **Series Data Member** property value.



6. Then, adjust the series template which is accessed via the chart's **Series Template** property. Set the **Argument Data Member** property.



7. Then, define the value of the **Value Data Members** property, indicating the data fields from which the series obtains the data values of its points.



Steps 8-10. Customize the chart

8. Adjust the Series Name Template

By default, the name for every series which is automatically generated by the chart using its **Series Data Member** property's value, is obtained directly from an appropriate data field in the bound data source. However, it may also be necessary to add some prefixes or postfixes to these names. So, you may customize the **Series Name Template** object returned by the **Series Name Template** property, to add some text to the beginning or to the end of every series name. For instance, here we set the **Series Name Template.Begin Text** property to "GSP in ".

9. Customize Series Labels

Set the **Series Template.Label.Visible** property to **No**, to hide labels for all series points, and prevent a chart from being crowded with numerous overlapping labels.

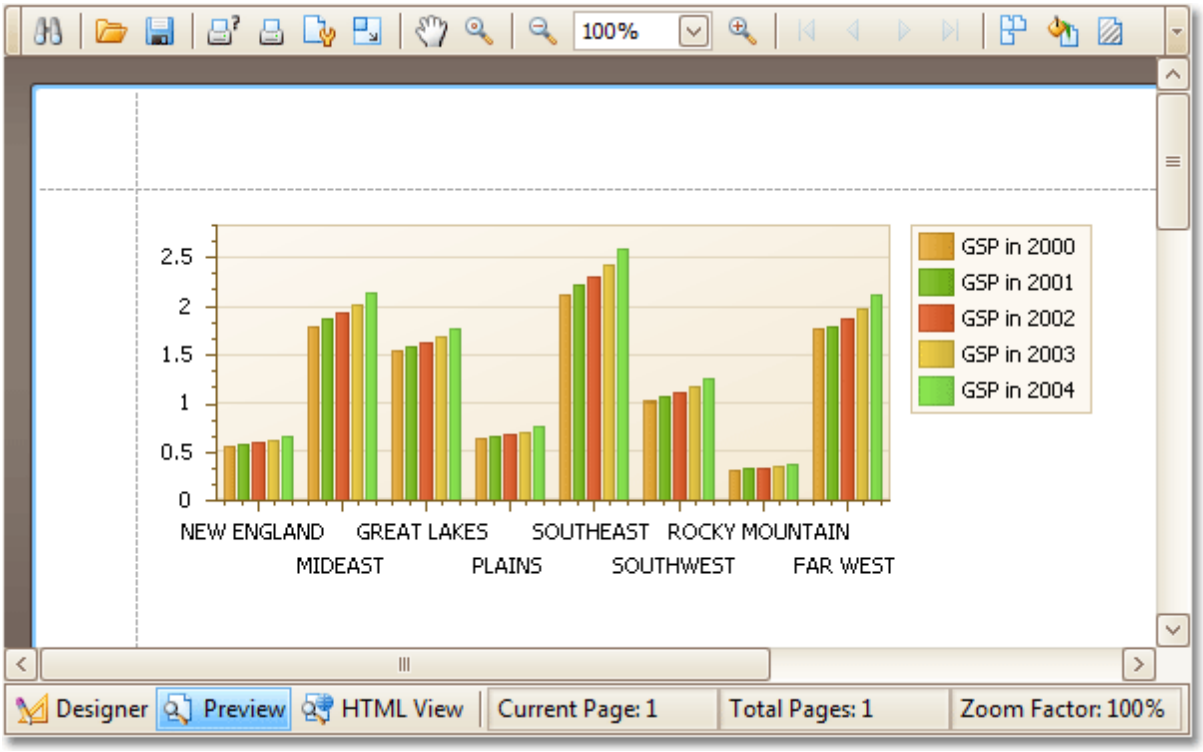
10.Customize Axis Labels

Initially, all axis labels (which in this example show the names of the US regions) are lined up and overlap, so the chart looks unprofessional. To avoid this, select the **X-Axis** (which is also accessed via the **Chart Control.Diagram.Axis X** property) and set its **Label.Staggered** property to **Yes**.

If required, it is possible to customize many other properties for the chart, which are not described here.

Result

The chart is now ready. Switch to the Preview Tab, and view the result.



See Also

Chart with Static Series

Styles and Conditional Formatting

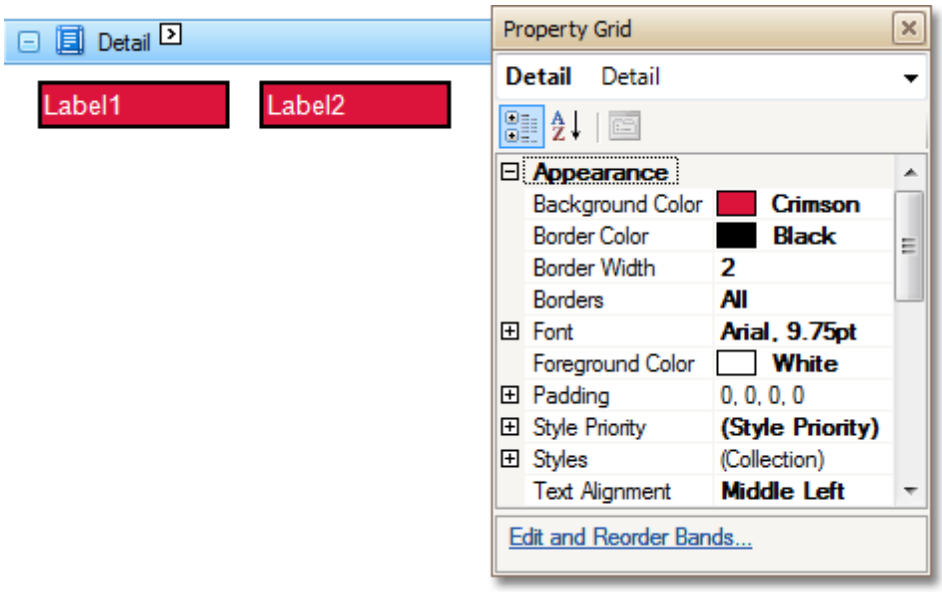
The topics of this section cover appearance-related information about the Report Designer.

This section consists of the following topics:

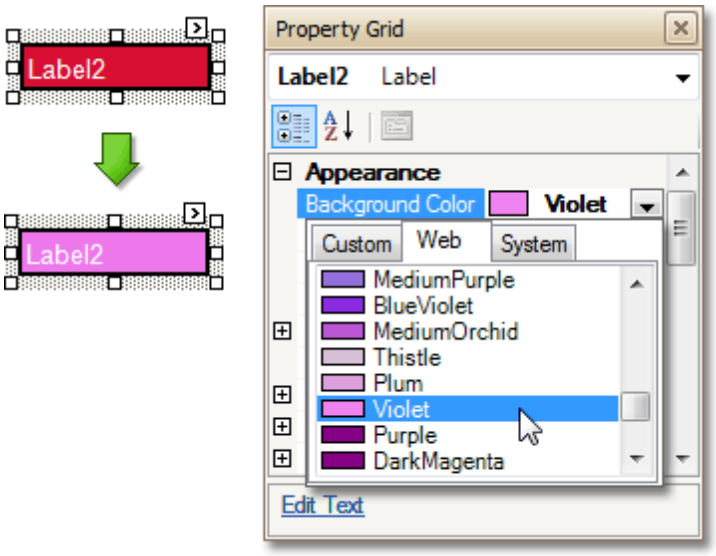
- Understand Styles Concepts
- Use Odd and Even Styles
- Store and Restore Style Sheets
- Conditionally Change a Control's Appearance
- Conditionally Hide Bands

Understand Styles Concepts

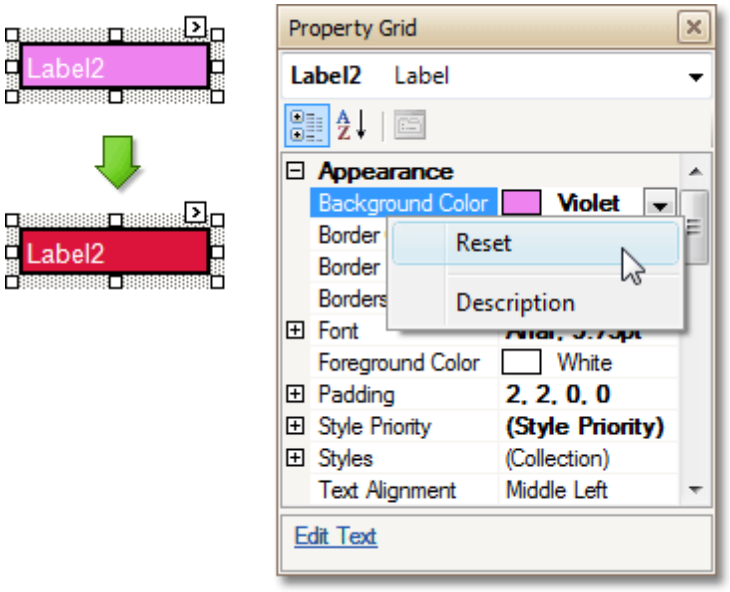
Each report element (band and control) and the report itself has a group of properties, specifying the element's appearance, such as **Background Color**, **Borders**, **Border Color**, **Border Width**, **Font**, **Foreground Color**, **Padding** and **Text Alignment**. By default, these properties are set to empty values, which means that their real values are obtained from a control's (or band's) parent. In turn, this means that these appearance-related properties, defined by a parent, are spread to their child elements.



You can also define a control's appearance properties independently from its parent.



When it is required to reset a value assigned to a control's appearance property, you can right-click this property in the Property Grid, and in the invoked menu, click **Reset**. So, the control will be restored to the appearance of its parent.



Note

Some of these properties are only applicable to certain controls. For example, the Line control ignores the **Text Alignment** property, assigned to the Line's container band.

Additionally, there can be *styles* created in a report. A report's styles live in the report's **Style Sheet** collection. A style stored within this collection has a set of the same appearance properties, as a control or a band has. There are two ways to store a report's style sheets. The first approach is to save them to external files (with REPSS extension), and then load them to a report using its **Style Sheet Path** property in the read-only mode (this is described at Store and Restore Style Sheets). The second is to store the style sheets within the report (using the **Style Sheet** property), so that they can be modified, if required, and saved with the report itself.

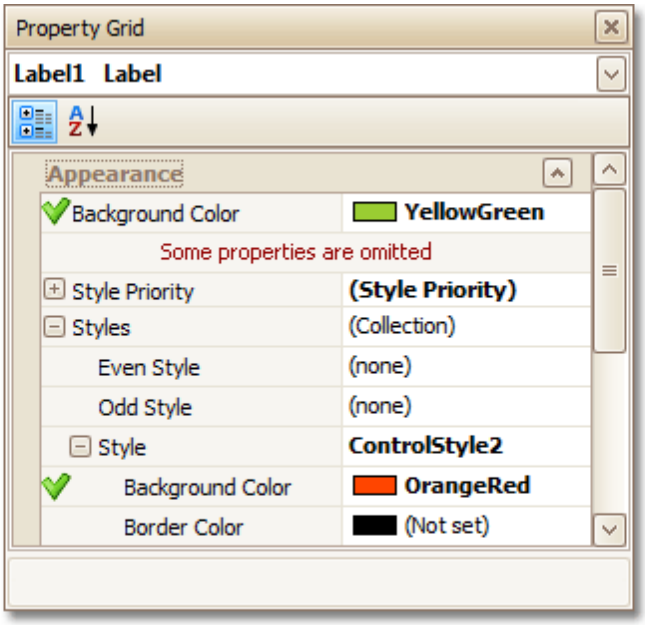
Finally, the styles can be assigned to a report's bands and controls. So, there is an option for the band or control to obtain its appearance either from a style assigned to it, or from the control's own appearance properties. In this case, the control's **Style Priority** property allows you to define the required behavior of the control's final appearance.

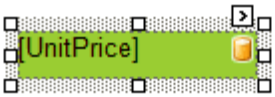
By default, all the **Style Priority**'s options (**Style Priority.Use Background Color**, **Style Priority.Use Border Color,** etc.), which follow the structure of the style and appearance properties, are set to **Yes** (except the **Use Text Alignment**). This means that if any style is assigned to a control via its **Styles** property, all its properties will have a higher priority than the properties stored in the control or in its parent. If you want some of the properties to be determined by a control, rather than its style, set the corresponding **Use*** property to **No**.

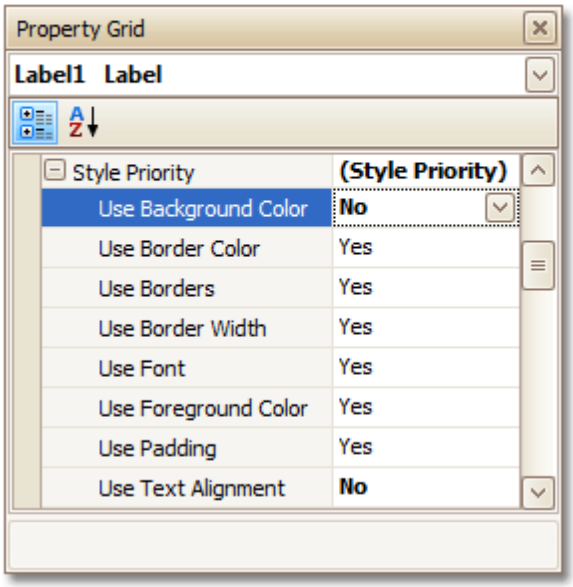
Note

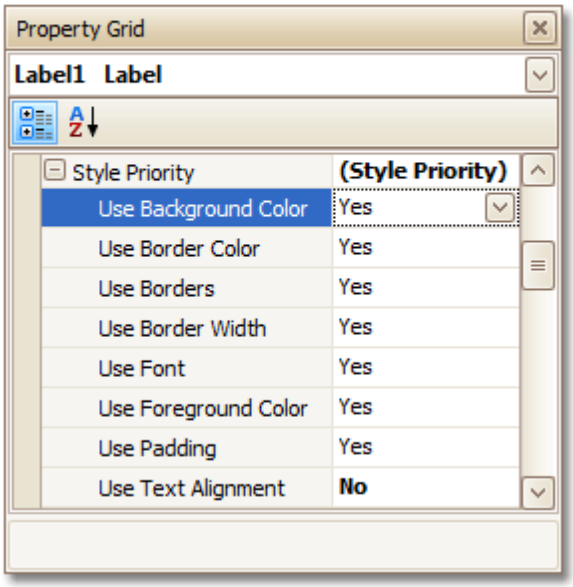
If styles contained in a style sheet loaded in the **Style Sheet Path** property have the same names as styles already contained in a report, the latter ones are overriden.

The following image demonstrates how the **Style Priority** property works.









Note

When a conditional formatting is involved, the appearance defined by the conditional formatting has a higher priority than the properties described above.

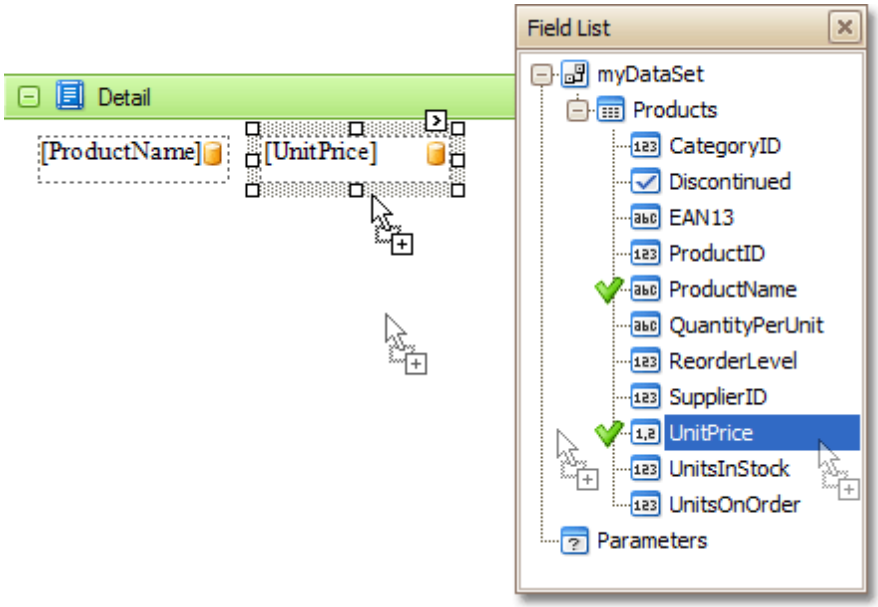
Another commonly used feature is *odd-even styles*. It allows you to visually delimit alternating data fields in a report, for better readability. More information about this can be found at Use Odd and Even Styles.

Use Odd and Even Styles

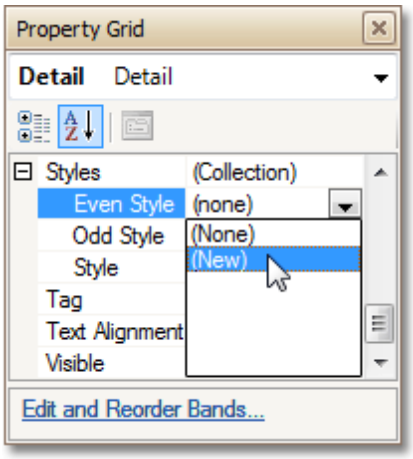
This tutorial describes the steps to create a report using odd and even styles. For more information on using styles in the Report Designer, refer to Understand Styles Concepts.

To utilize odd and even styles, follow the steps below.

1. Create a new report.
2. Bind the report to a data source.
3. Drop the required fields from the Field List onto the report's **Detail** band.

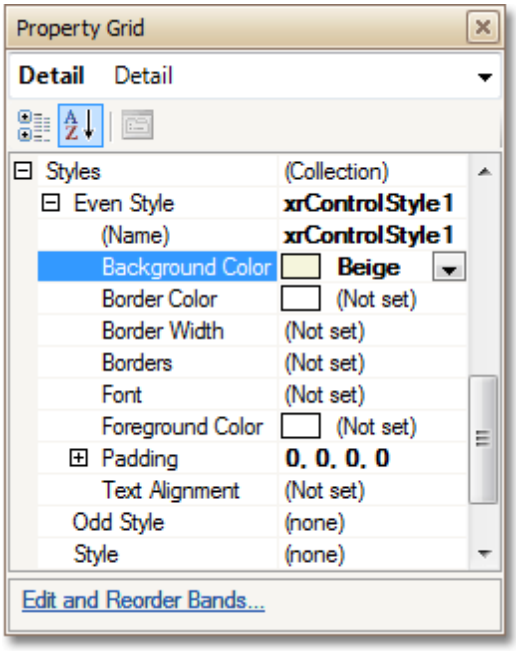


4. Select the Detail band, and in the Property Grid, expand the **Styles** property.
   Invoke the drop-down list for the **Even Style** property, and click **(New)**.

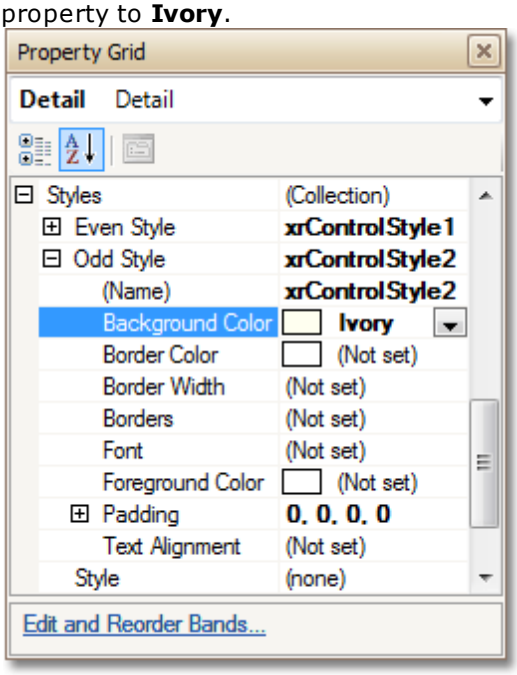


   The **xrControlStyle1** will be assigned to the **Even Style** property.

5. Now, expand the **Even Style** property, and set the **Background Color** property to **Beige** (or any other of the properties available in this section as required).



6. Repeat steps 4-5 for the **Odd Style** property: i.e. create a new style and set its **Background Color** property to **Ivory**.



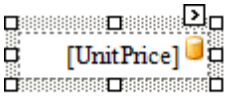
7. If you switch to the Preview Tab at this stage, you'll see the following result.

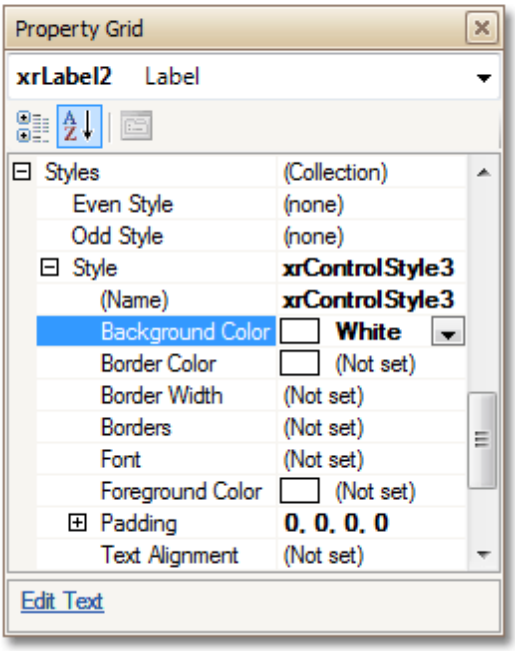
As you can see, the created styles are applied to all the controls contained in the Detail band.

8. Suppose a different style is required for one of the fields. To accomplish this, do the following.

   Select the required field, and in the Property Grid, expand its **Styles** property and open the drop-down list for the **Style** property. Click **(New)**.

   Then, expand the **Style** property, and for the created **xrControlStyle3**, set the **Background Color** property to **White**.





9. The style of this control has priority over the Detail band's styles. Switch to the Preview Tab, and view the result.

See Also

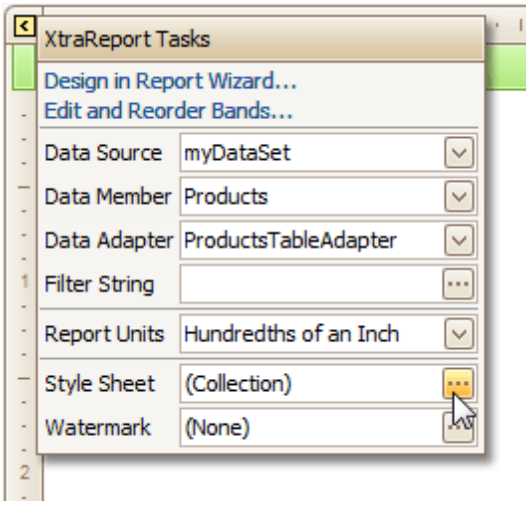
Store and Restore Style Sheets

Store and Restore Style Sheets

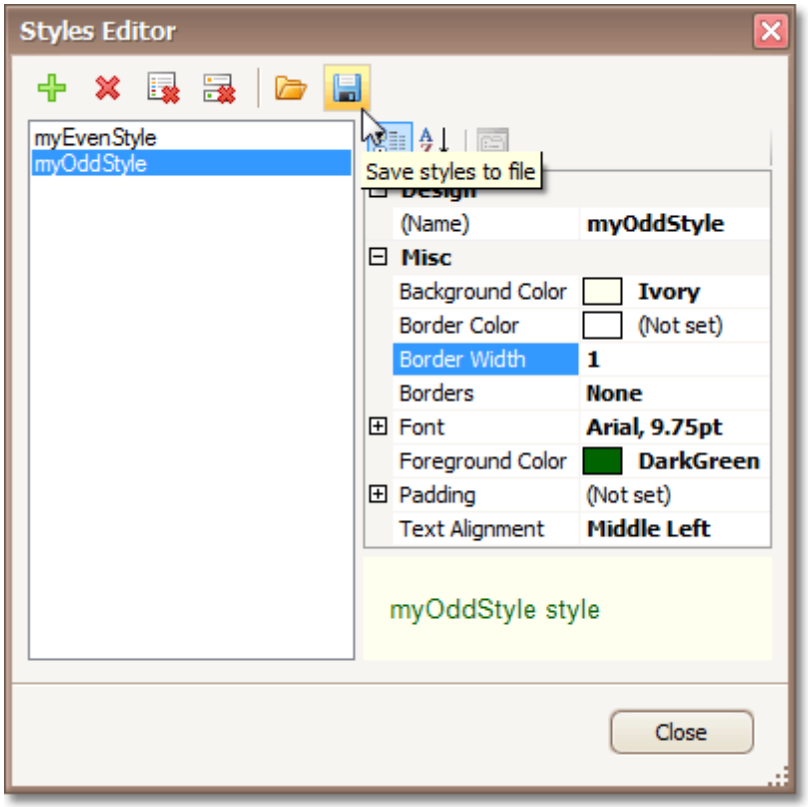
With the Report Designer, it is possible to store a report's style sheet (containing all the report's styles) in an external REPSS file. This makes it possible to easily restore a report's appearance from this file. For more information on using styles in the Report Designer, refer to Understand Styles Concepts.

To store and restore report style sheets, follow the steps below.

1. Create a new report.
2. Bind the report to a data source.
3. Click the report's Smart Tag, and in the invoked actions list, locate the **Style Sheet** property and click its ellipsis button.



4. In the invoked **Styles Editor**, use the + button, to create new styles. Define their required properties and click the **Save** button.

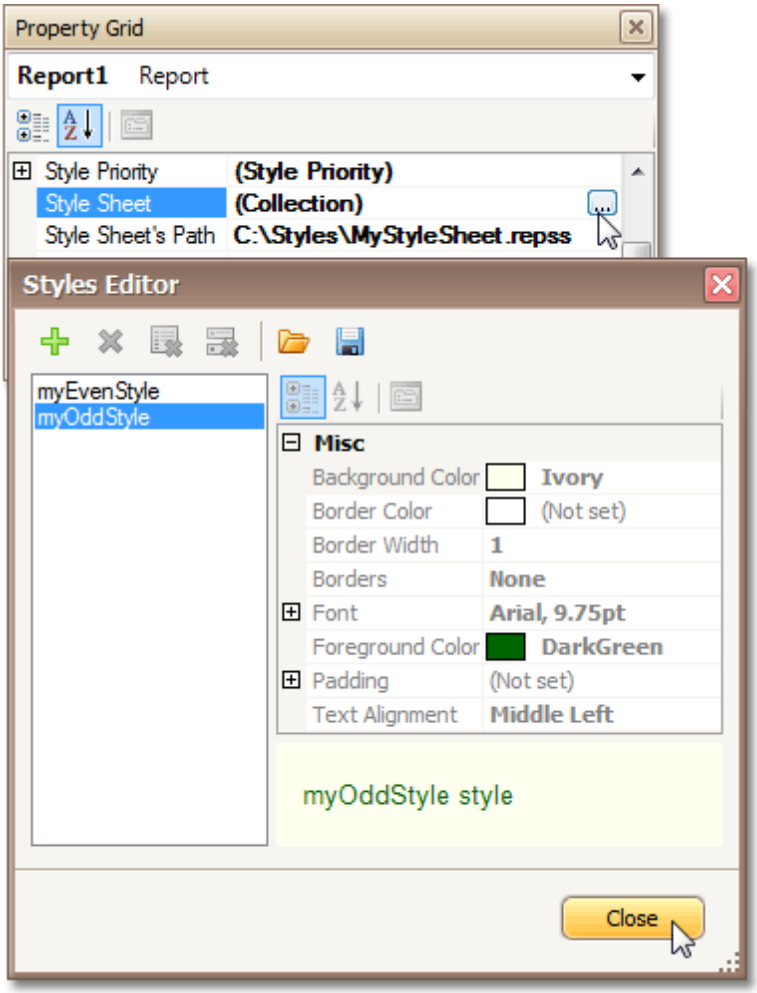


In the invoked **Save File** dialog, define a name for the style sheet file (.REPSS) to be created and click **Save**.

5. Now, in the **Styles Editor** dialog, use the button to delete the created styles, and close the dialog.

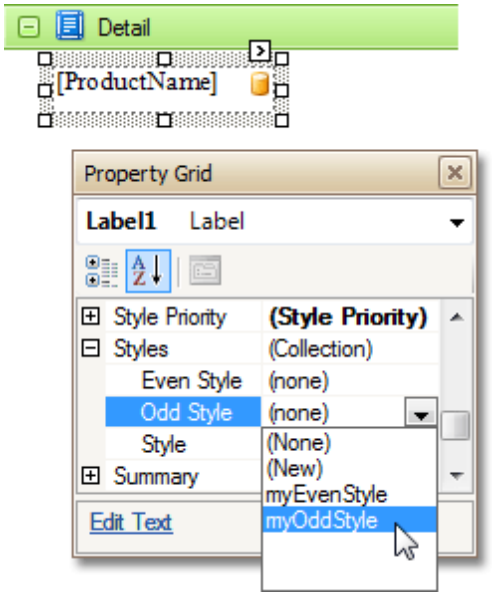
6. Select the report, by clicking anywhere over the blank area around its bands. In the Property Grid, locate the **Style Sheet Path** property and click its ellipsis button. In the invoked **Open File** dialog, load the created REPSS file.

   If you then click the **Style Sheet** properties ellipsis button, in the invoked **Styles Editor**, you'll see that the properties of the styles are read-only. This is because we used the **Style Sheet Path** property to load the style sheet.



   If the **Style Sheet Path** property is then set to **None**, and a style sheet is loaded into a report using the **Style Sheet** property, all the styles loaded from the style sheet file will still be kept in the report, but become editable.

7. Now, assign these styles to the required report controls, by using their **Styles** property. In this example, we assign the created styles to the control's **Odd Style** and **Even Style** properties. To learn more on this, refer to Use Odd and Even Styles.



Note

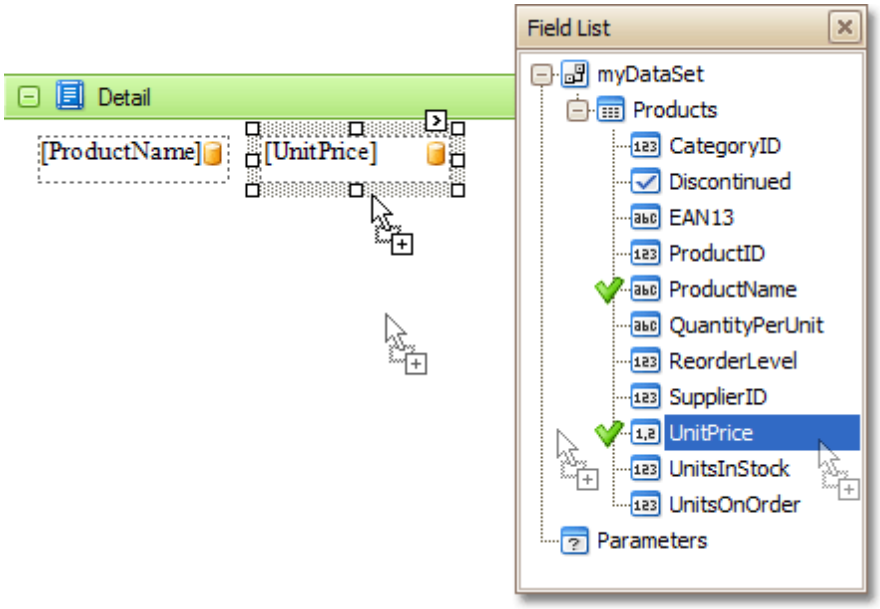
Note that the styles loaded from a style sheet file have a higher priority than the styles which exist in a report's style sheet, returned by the **Style Sheet** property. This means that if the styles stored in the report have the same names as the styles loaded from a style sheet file, then the styles in the file will substitute for their namesakes. And, the styles loaded from a file can't be edited in a report. For more information, refer to Understand Styles Concepts.

The result is shown in the following image.

Conditionally Change a Control's Appearance

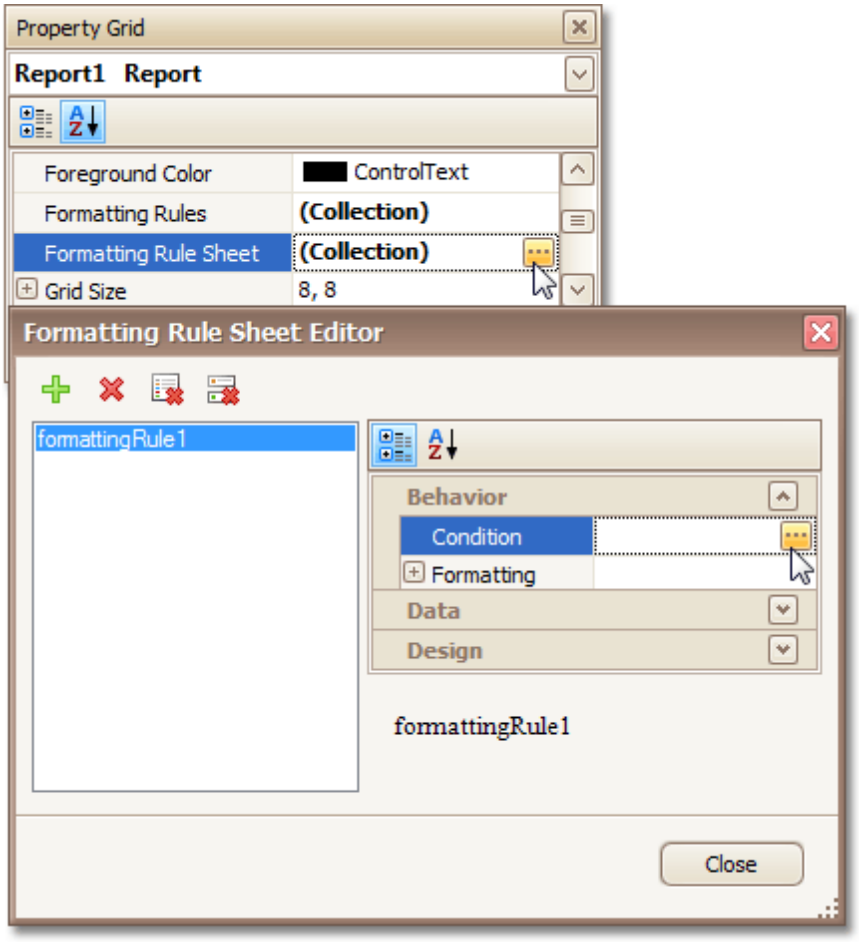
This tutorial describes the steps to conditionally change a control's appearance. For more information on using styles in the Report Designer, refer to Understand Styles Concepts.

1. Create a new report.
2. Bind the report to a data source.
3. Drop the required fields from the Field List onto the report's **Detail** band.

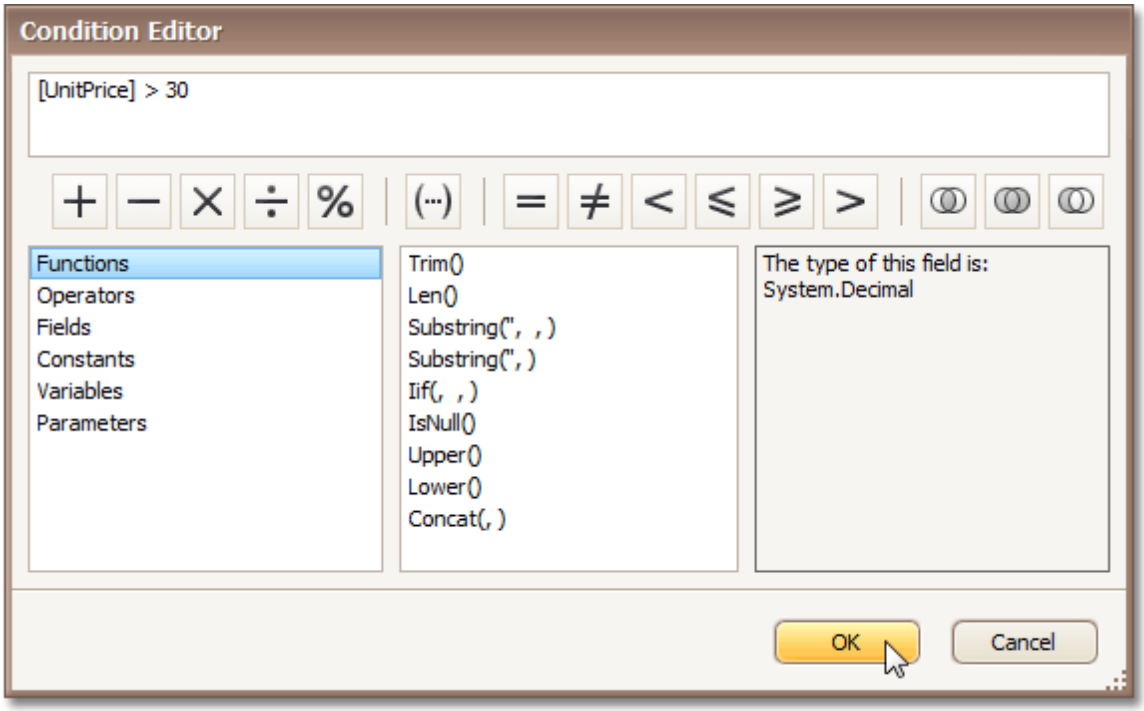


4. Select the report by clicking anywhere over the blank area around its bands, and in the Property Grid, locate the **Formatting Rules Sheet** property and click its ellipsis button. The invoked **Formatting Rule Sheet Editor** is intended to manage and customize formatting rules, which then can be defined for the report's bands and controls.

   In this dialog, create a new formatting rule (by using the + button), locate its **Condition** property and, again, click its ellipsis button.

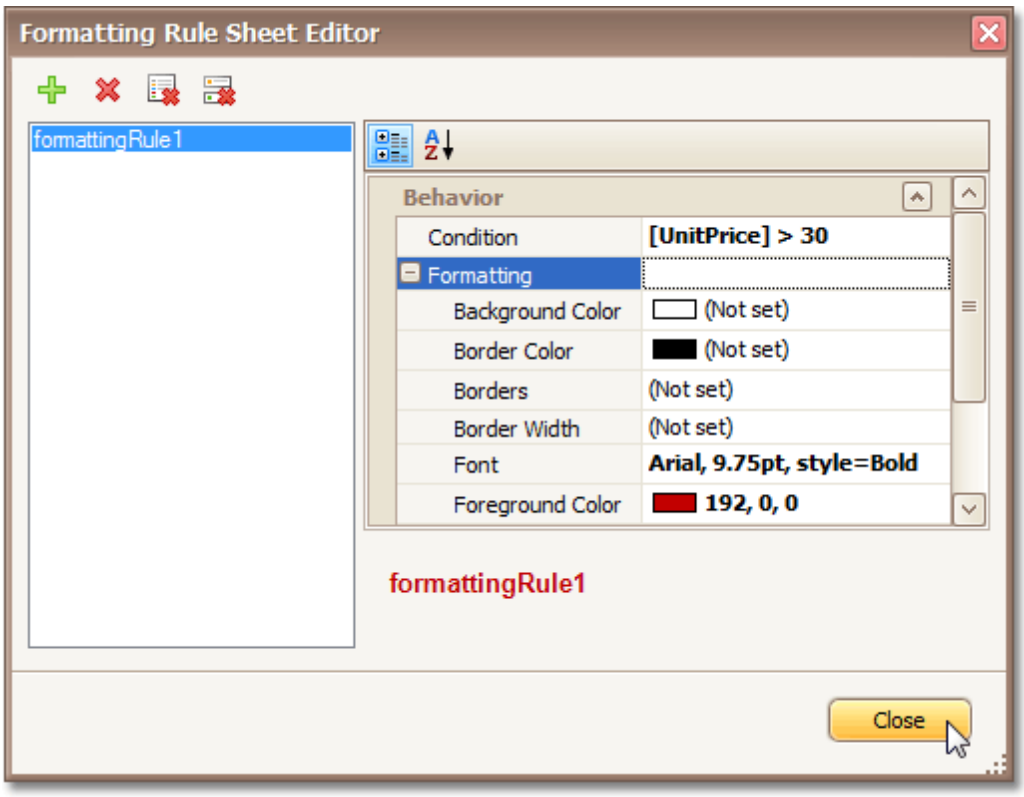


5. In the invoked **Condition Editor**, define the required *Boolean* condition. In this tutorial, we will format fields if the **UnitPrice** value is greater than **30**.

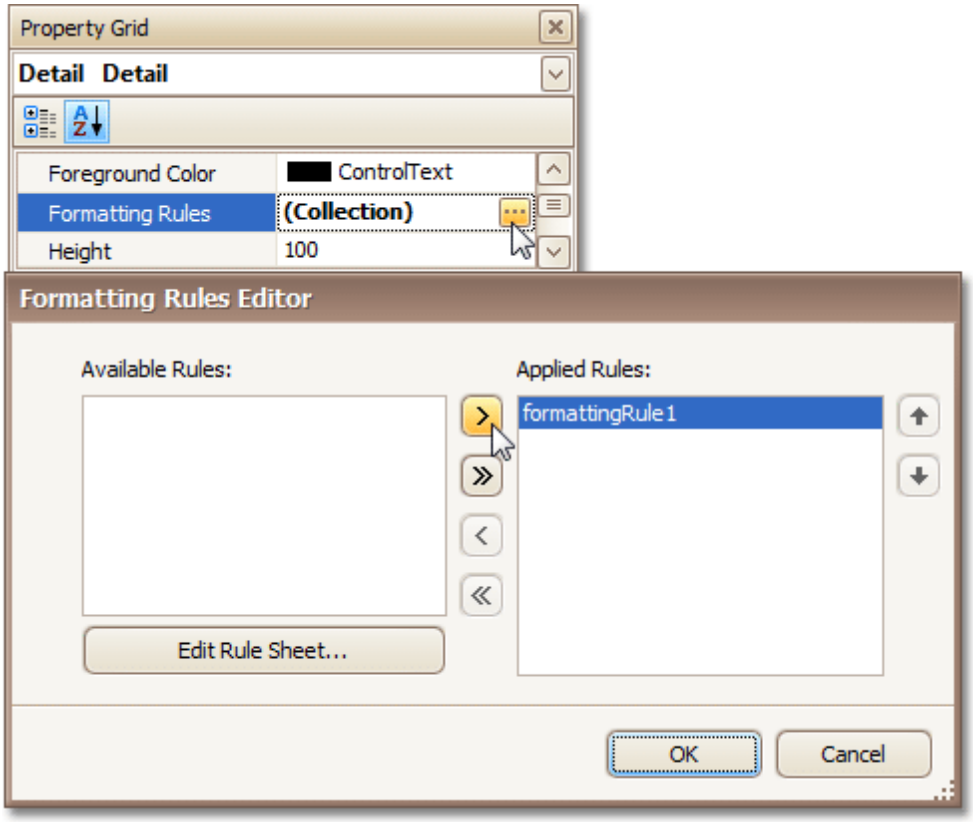


To save the condition and close the dialog, click **OK**.

6. Now, define the formatting to be applied.



7. Select the band or control to which the formatting rule must be applied (in this example it is the Detail band), and in the Property Grid, locate its **Formatting Rules** property and click its ellipsis button. In the now visible **Formatting Rules Editor**, move the formatting rule from left to right (using the **>** button), which means that the rule is to be applied.



Also, it is possible to customize the precedence of formatting rules, by using the up and down arrow buttons at the right of the dialog. So, the rules are applied in the same order that they appear in the list, and the last rule in the list has the highest priority.

The result is shown in the following image.

See Also

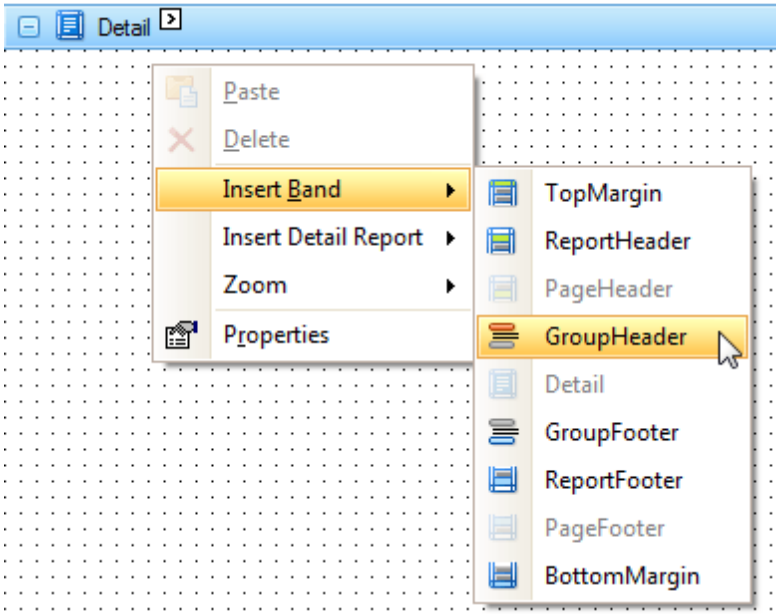
Conditionally Hide Bands
Conditionally Change a Label's Text

Conditionally Hide Bands

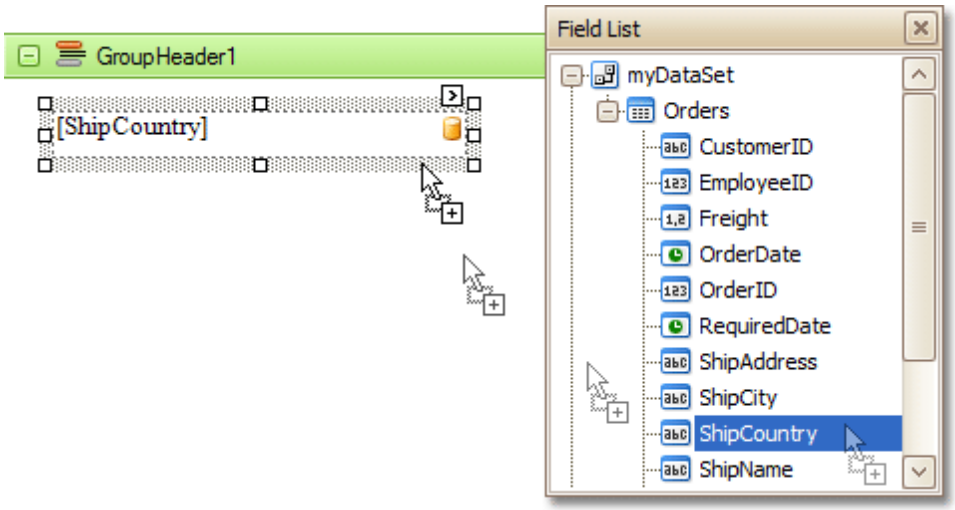
This tutorial describes the steps to conditionally hide bands. In this example, we will hide the Group Header and Detail bands, if a grouping field meets a certain condition. Note that no scripts are required to accomplish this task.

1. Create a new report.
2. Bind the report to a data source.
3. Add a **Group Header** band to the report.

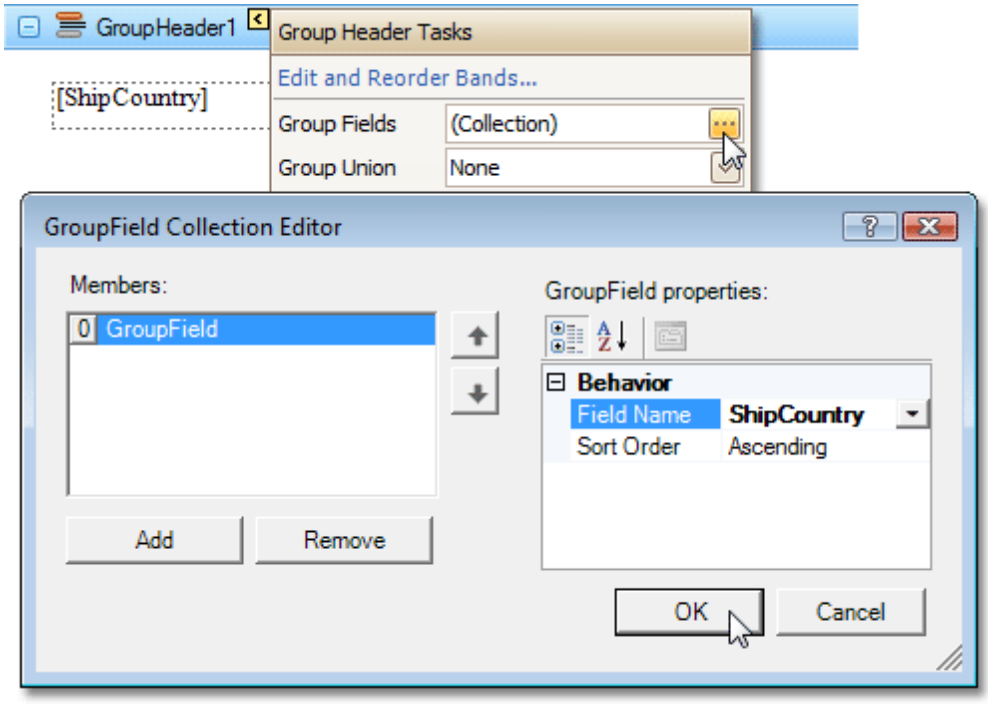
   For this, right-click anywhere over the report's surface, and in the invoked Context Menu, point to **Insert Band** and click **GroupHeader**.



4. Drop a field which will be used as a grouping criteria, from the Field List onto the created **GroupHeader1** band.



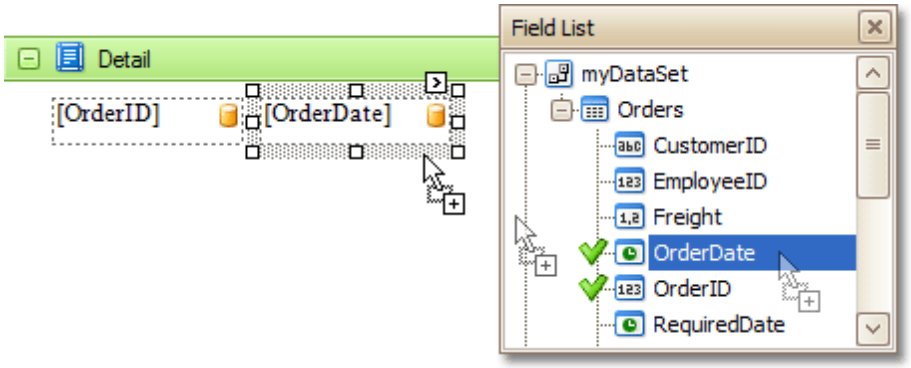
5. Click the Smart Tag of the **GroupHeader1** band, and in the invoked actions list, click the ellipsis button in the **Group Fields** section. The **GroupField Collection Editor** dialog will appear.



In this dialog, click **Add**, to add a new grouping field, and set its **Field Name** property to the required field.

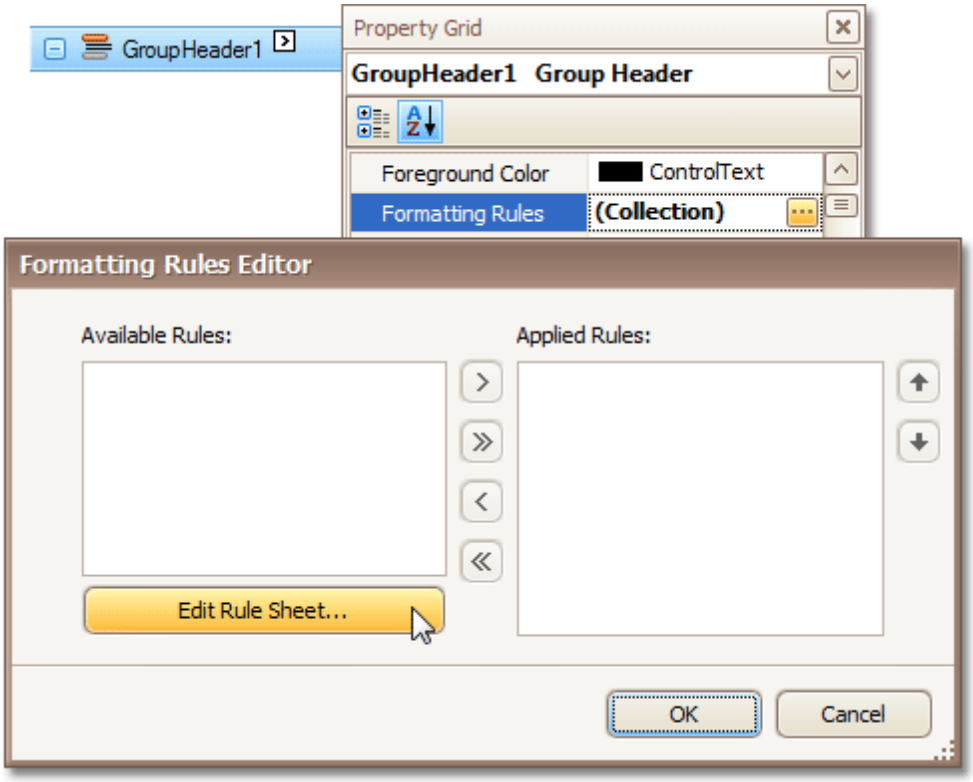
To apply the settings and close the dialog, click **OK**.

6. Drop fields, representing the general report's data onto the report's Detail band.

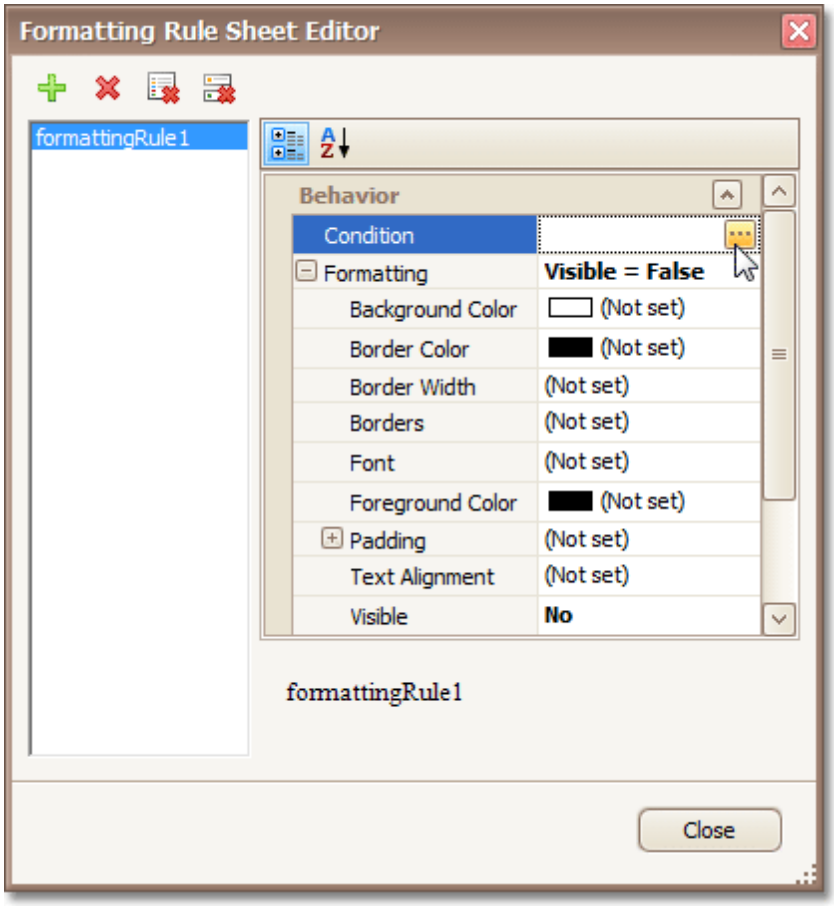


7. Now, select the Group Header band's strip, and in the Property Grid, locate the **Formatting Rules** property, and click its ellipsis button.

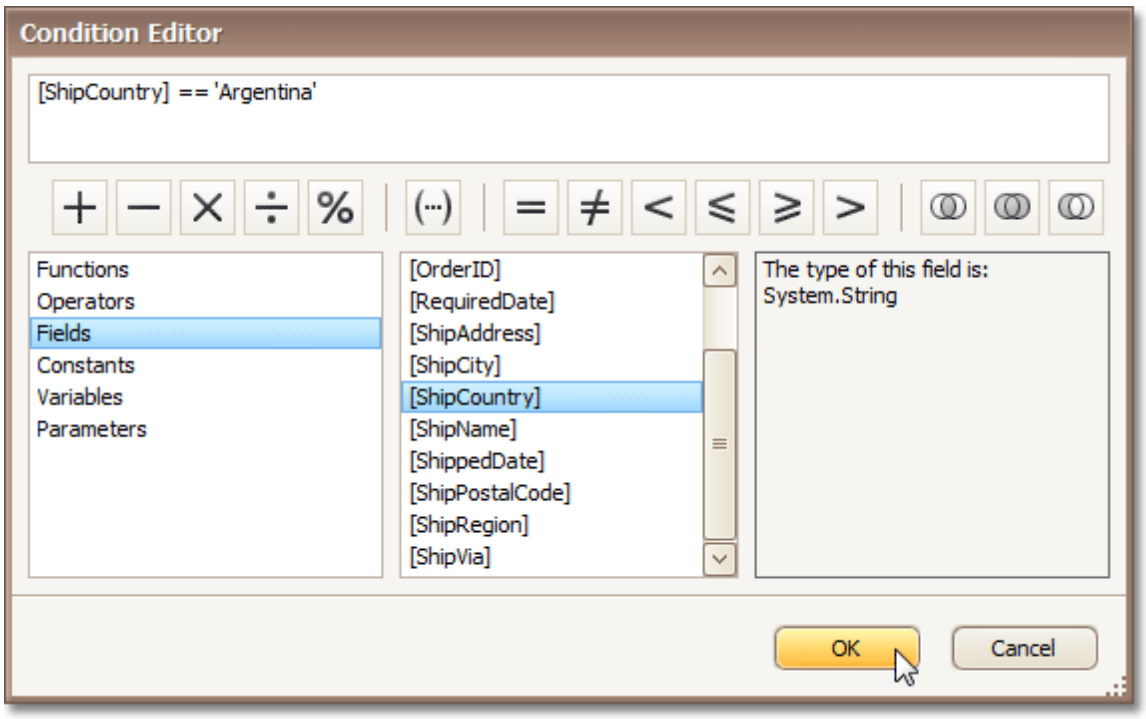
In the invoked **Formatting Rules Editor**, click the **Edit Rule Sheet...** button.



8. In the invoked **Formatting Rule Sheet Editor**, click the ✚ button, to create a new rule. Then, set its **Visible** property to **No**, and for the **Condition** property, click the ellipsis button.



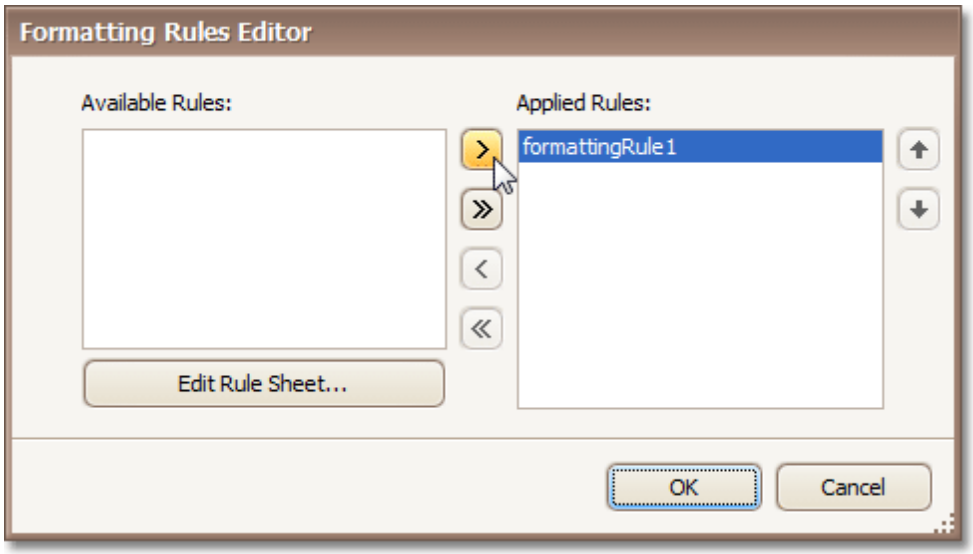
9. Now, construct the required *boolean* expression to be met (e.g. **[ShipCountry] == 'Argentina'**), and click **OK**.



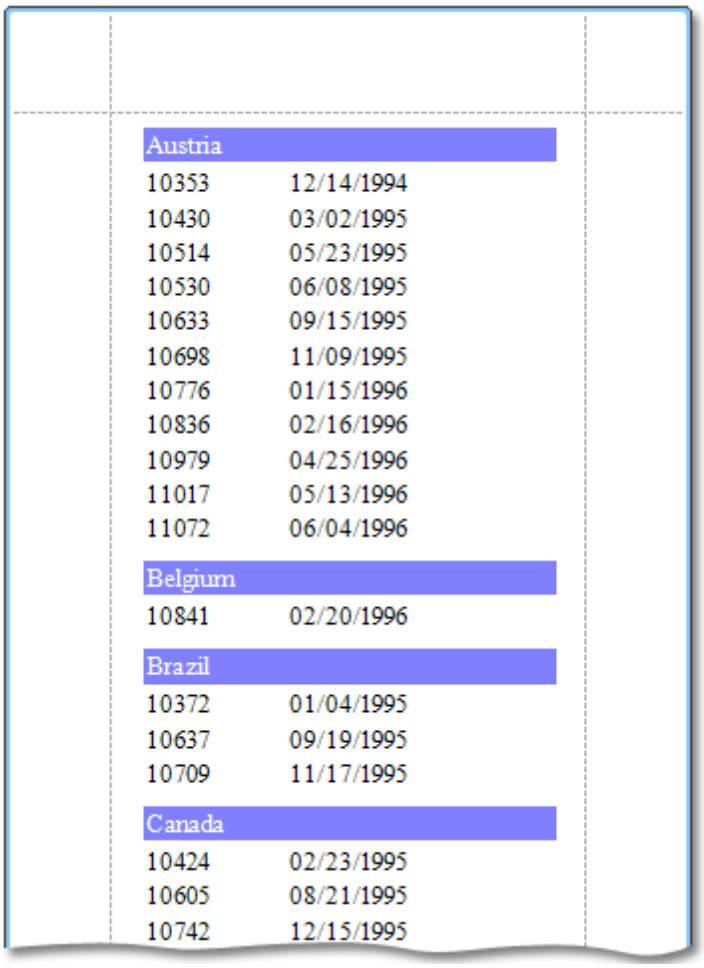
Then, click **Close**, to quit the **Formatting Rule Sheet Editor**.

10. Finally, in the **Formatting Rules Editor**, move the created rule to the dialog's right section (**Applied Rules**) for the rule to become active.

    And, repeat this step for the report's Detail band (e.g. click its **Formatting Rules** property's ellipsis button, and in the invoked dialog, make the same rule applied to this band, as well). Otherwise, only the Group Header band will not be displayed when the rule's condition is met, while the detailed section of this group will still be visible.



Switch to the Preview Tab, and view the result. In our example, you can see that there is no **Argentina** section in the report, while it's the first record in our database. So, the conditional formatting was applied properly.



See Also

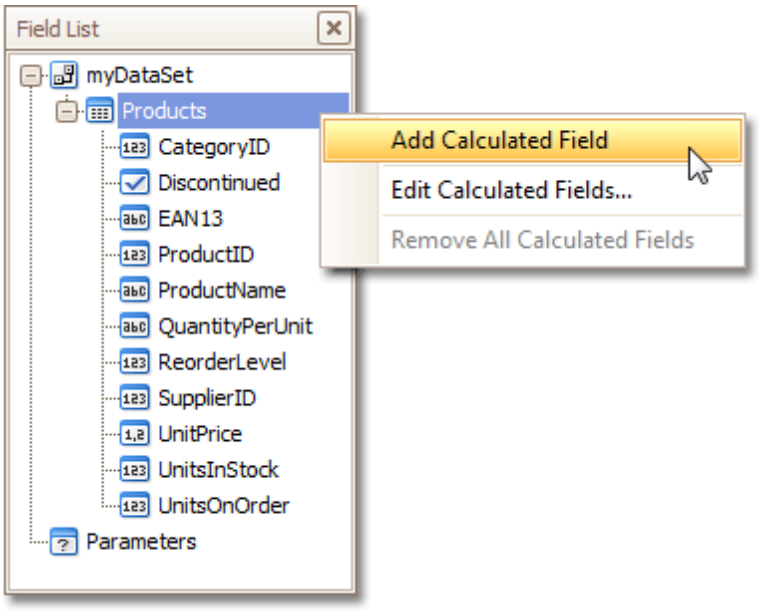
[Conditionally Change a Control's Appearance]
[Conditionally Change a Label's Text]

Conditionally Change a Label's Text

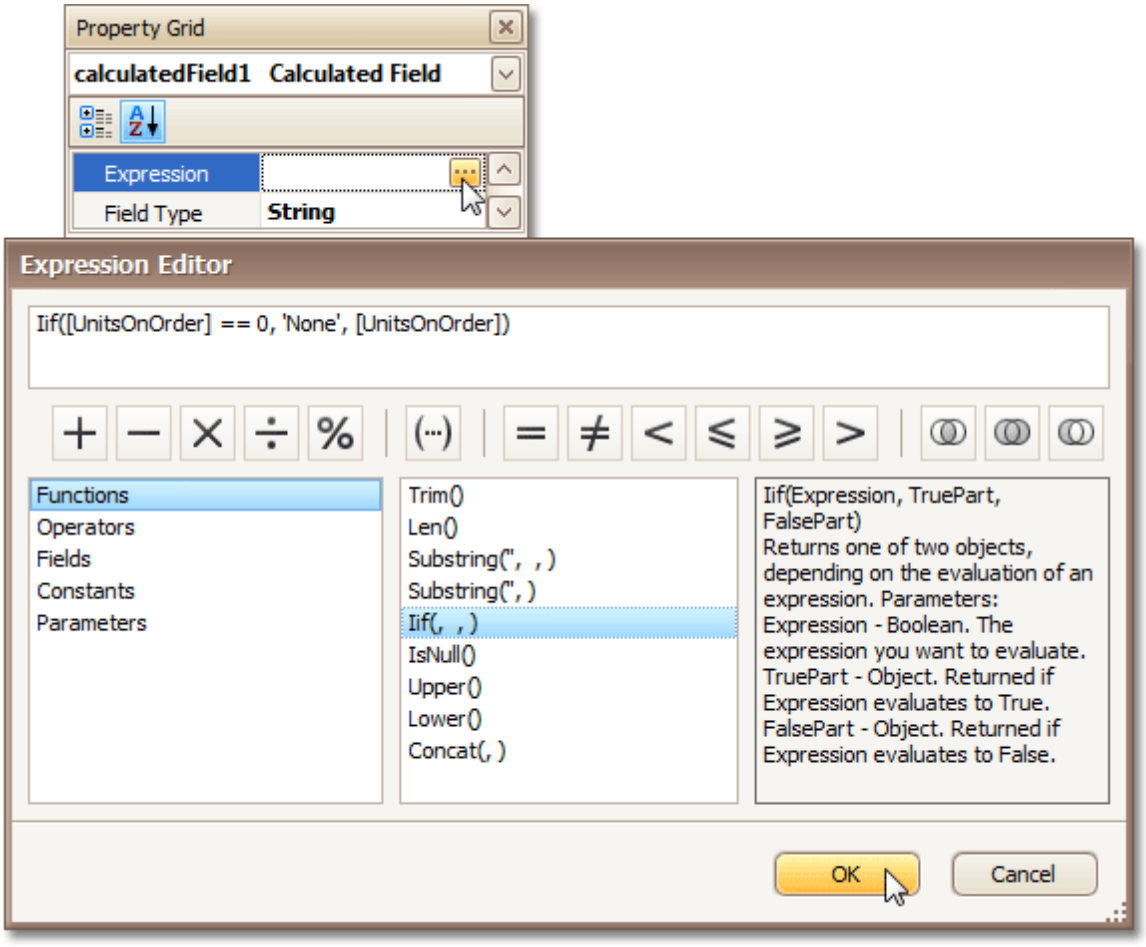
This tutorial demonstrates how to change a label's text if a certain condition is met.

To conditionally format a label's text at design time, follow the instructions below.

1. Create a new report.
2. Bind the report to a data source.
3. To create a calculated field, in the Field List, right-click any item inside the created dataset, and on the invoked menu, choose **Add Calculated Field**.



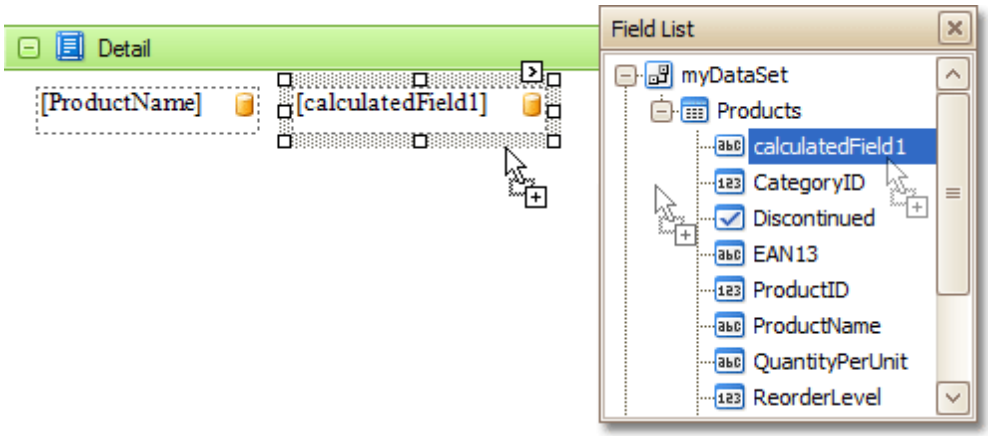
4. Now, in the Property Grid, set the field's **Field Type** property to **String**. Then, locate its **Expression** property and click its ellipsis button. The **Expression Editor** will appear.



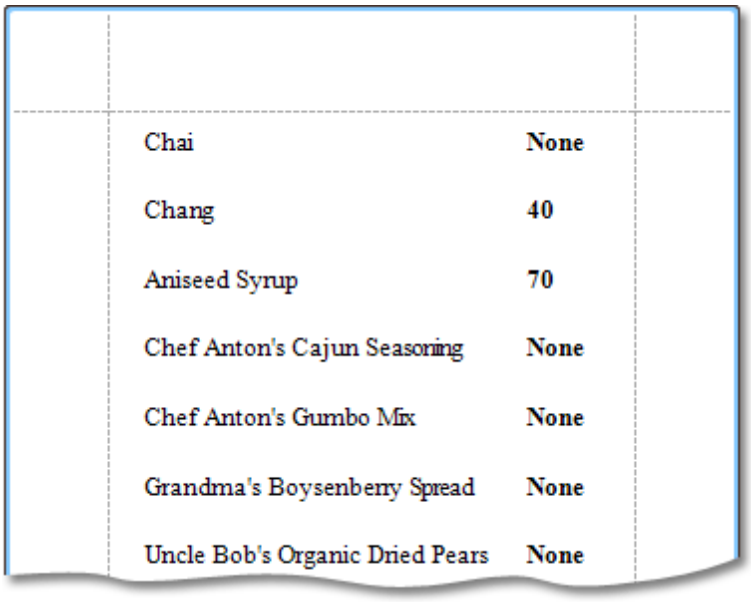
In this dialog, define the required condition for the calculated field (e.g. **Iif([UnitsOnOrder] == 0, 'None', [UnitsOnOrder])**, which means that if the **UnitsOnOrder** data field's value is equal to **0**, the appropriate control's text will be replaced with **None**).

To close the dialog, click **OK**.

5. Finally, drop the required data fields (and the created calculated field as well) from the Field List onto the report's Detail band.



The report is now ready. Switch to the Preview Tab, and view the result.



Chai	None
Chang	40
Aniseed Syrup	70
Chef Anton's Cajun Seasoning	None
Chef Anton's Gumbo Mix	None
Grandma's Boysenberry Spread	None
Uncle Bob's Organic Dried Pears	None

See Also

Conditionally Change a Control's Appearance
Conditionally Hide Bands

Navigation

The tutorials of this section cover the navigation-related features of the Report Designer.

This section consists of the following tutorials:

- Add Bookmarks
- Create Hyperlinks
- Add a Cross-Reference

Add Bookmarks

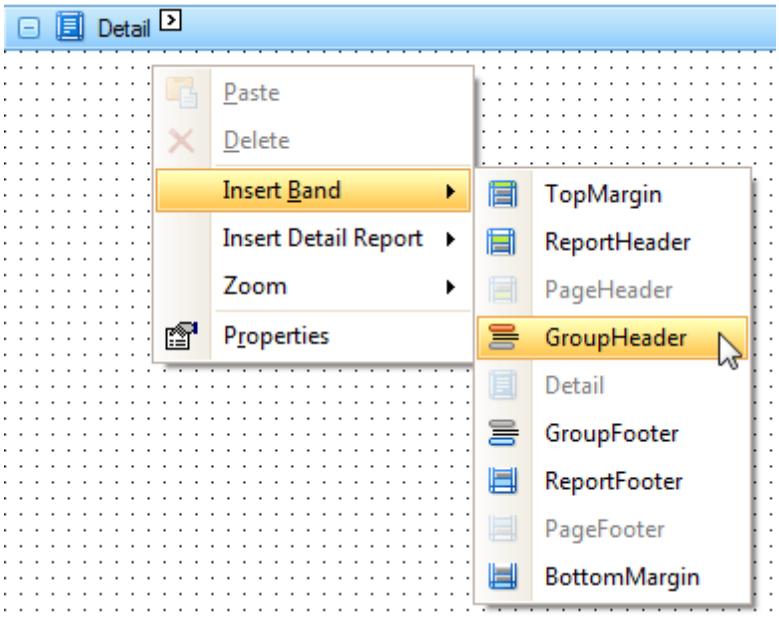
This tutorial describes the steps to create a report with bookmarks (or a so-called Document Map). This feature allows you to easily navigate through the report during its print preview.

To create a report with bookmarks, follow the steps below.

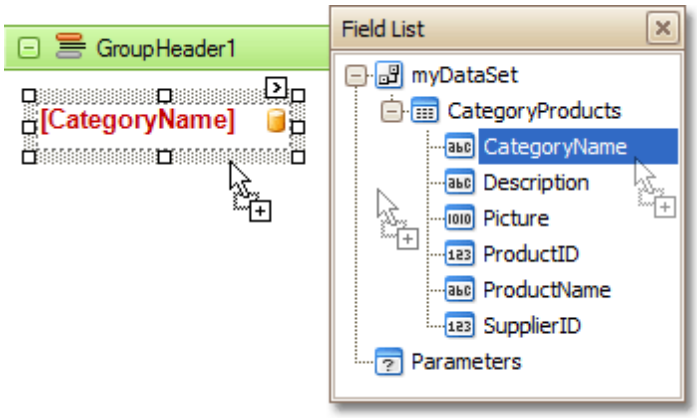
- Steps 1-8. Create a report
- Steps 9-11. Define bookmarks
- Result

Steps 1-8. Create a report

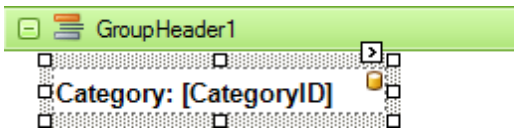
1. Create a new report.
2. Bind the report to a data source.
3. Add a **Group Header** band to the report.
   To do this, right-click anywhere over the report's surface, and in the invoked Context Menu, point to **Insert Band** and click **GroupHeader**.



4. From the Field List, drop data-fields onto the created **GroupHeader1** band.



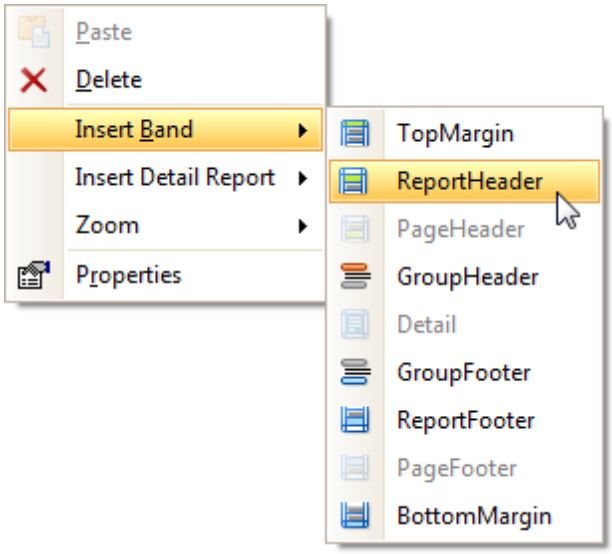
5. Click the Smart Tag of the **GroupHeader1** band, and in the invoked actions list, click the ellipsis button in the **Group Fields** property. The **GroupField Collection Editor** dialog will appear.



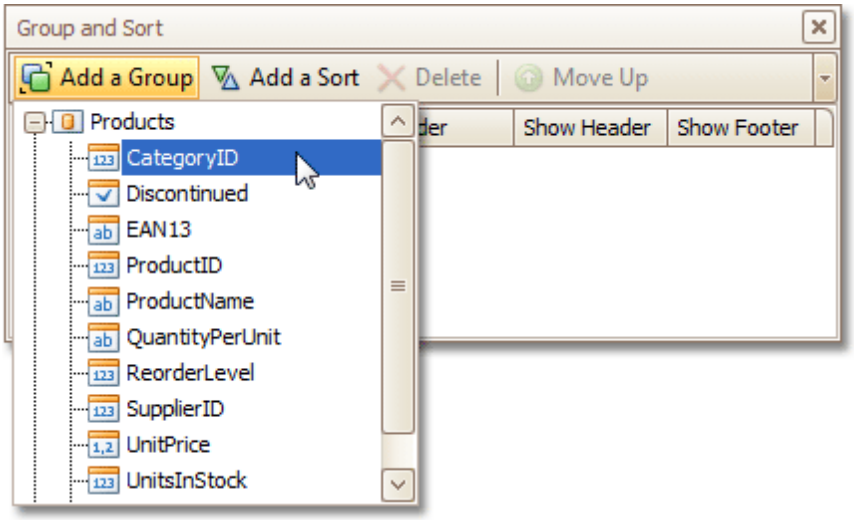
In this dialog, click **Add** to add a new grouping field, and set its **FieldName** property to the required field.

To apply the settings and close the dialog, click **OK**.

6. To add a Report Header band to the report, right-click anywhere over its surface, and in the invoked Popup Menu, point to **Insert Band** and click **ReportHeader**.

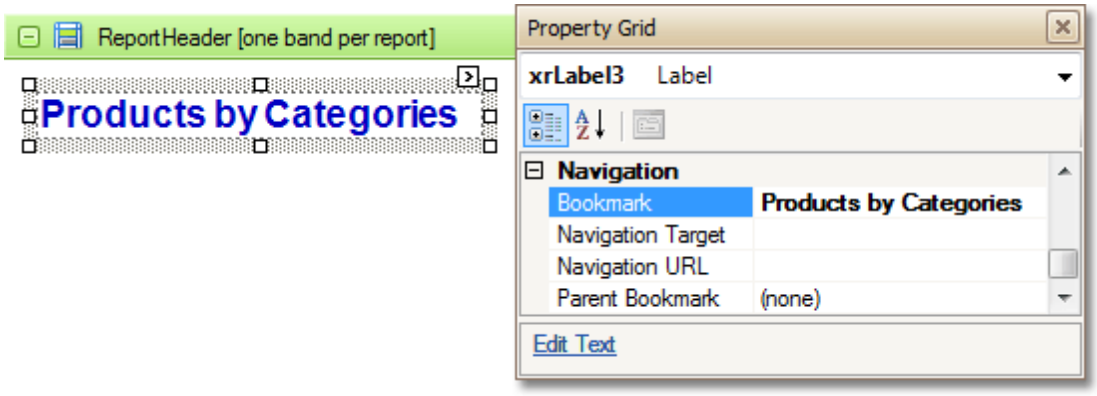


7. From the Toolbox panel, drop a Label onto the created Report Header band, and set its text to **Products by Categories**.
8. Then, drop a field representing the general report's data onto the created Detail band.

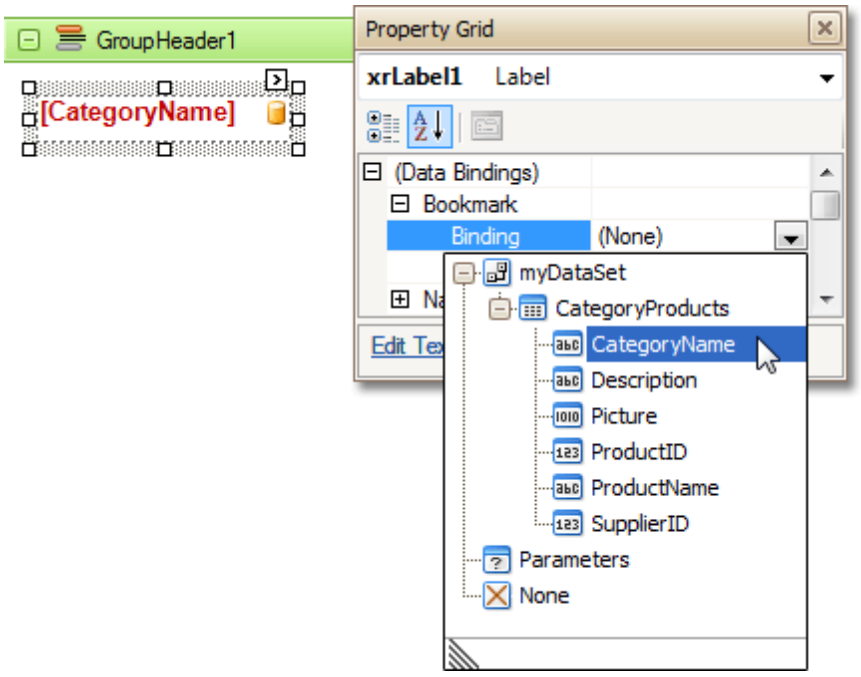


Steps 9-11. Define bookmarks

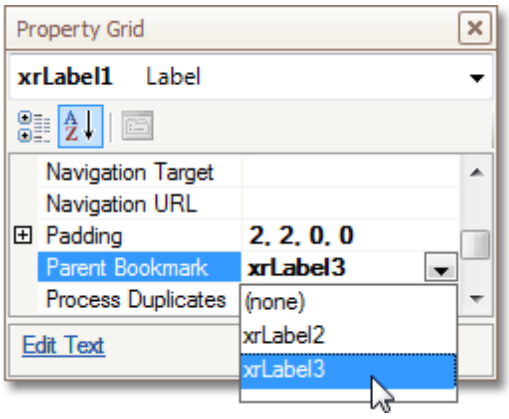
9. Click the label in the Report Header band, to select it, and in the Property Grid, set its **Bookmark** property to the same value as its text (i.e. **Products by Categories**).



10.Now, select the label in the report's Group Header band. As this control is bound to data, we will bind its **Bookmark** property to the same data field, using the **(Data Bindings)** property.

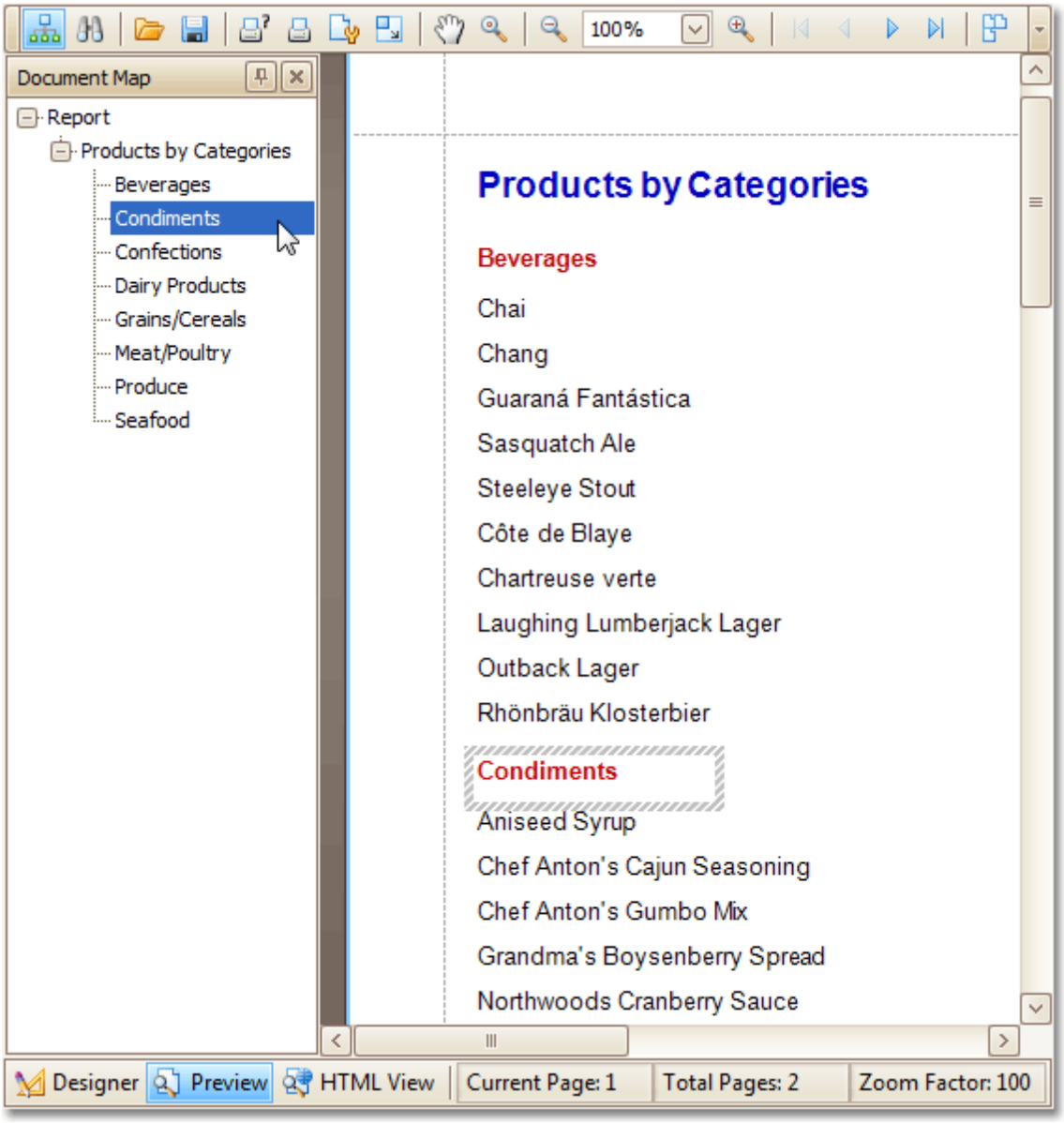


11.Then, for this field, set the **Parent Bookmark** property to the Report Header's label, to define the document map's hierarchy.



Result

The report with bookmarks is now ready. Switch to the Preview Tab, and view the result.



See Also

[Create Hyperlinks]
[Add a Cross-Reference]

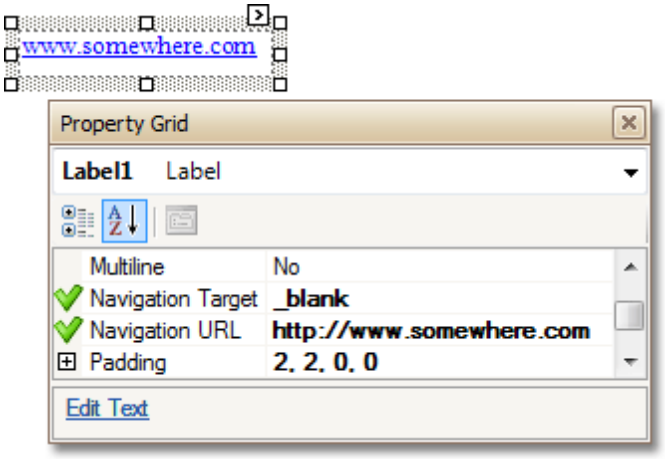
Create Hyperlinks

The following example demonstrates how to create a hyperlink in a report.

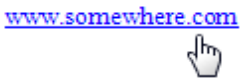
Note

Note that a label will behave as a hyperlink both in a report's Print preview, HTML preview and when the report is exported to PDF, HTML, MHT, RTF and XLS formats.

1. Create a new report.
2. Drop a Label onto the report and change its **Text** to the one which is required for the link.
3. In the Property Grid, set its **Navigation Target** property to the required value (_blank, _parent, _search, _self, or _top), and for the **Navigation URL** property, define the URL.



The hyperlink is now ready. Switch to the Preview Tab, and view the result.



See Also

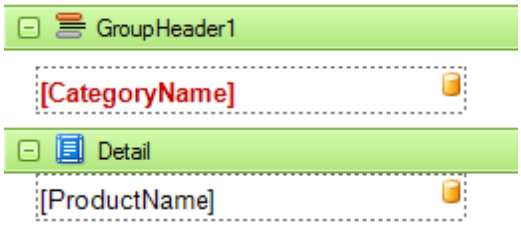
Add Bookmarks
Add a Cross-Reference

Add a Cross-Reference

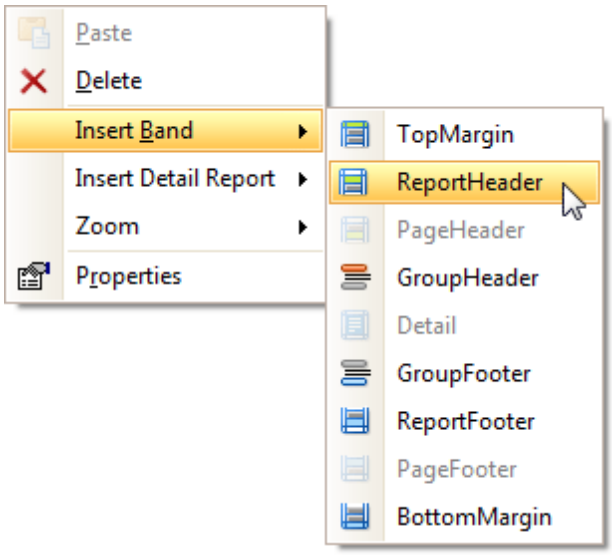
A cross-reference is a link whose target is located within the current document. This allows you to establish easy navigation through a report. In this example, we create a grouped report with a link at the bottom of each group, leading to the beginning of the report.

To create a report with a cross-reference, follow the steps below.

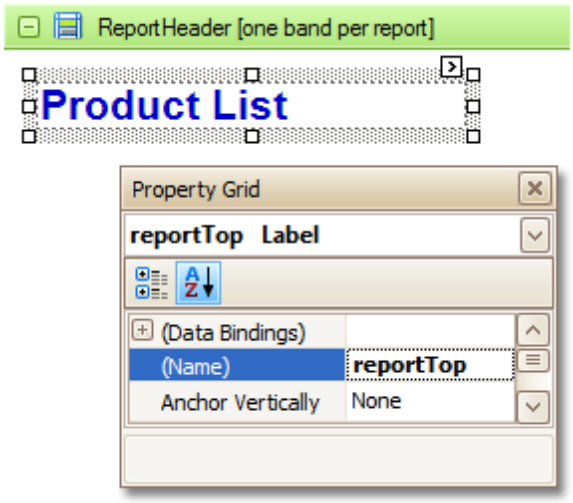
1. Create a report with grouping.



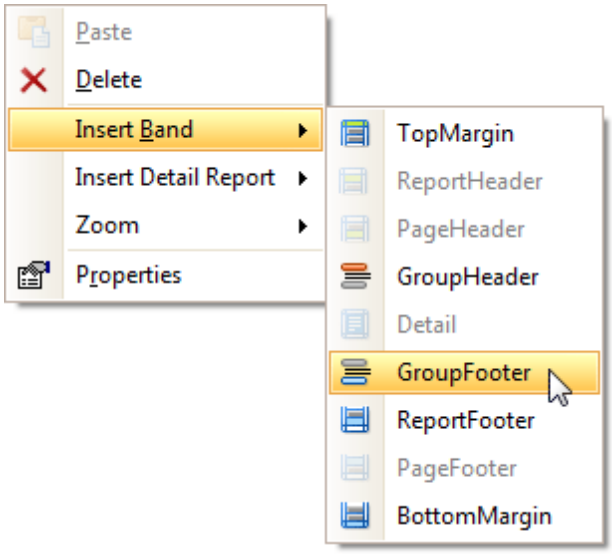
2. To add a Report Header band to the report, right-click anywhere over the report's surface, and on the invoked Context Menu, point to **Insert Band** and click **ReportHeader**.



3. Drop a label onto the created **ReportHeader** band, which will serve as the report's headline. Click the label, to type the desired contents into it. Then, in the Property Grid, set its **Name** property to **reportTop**.

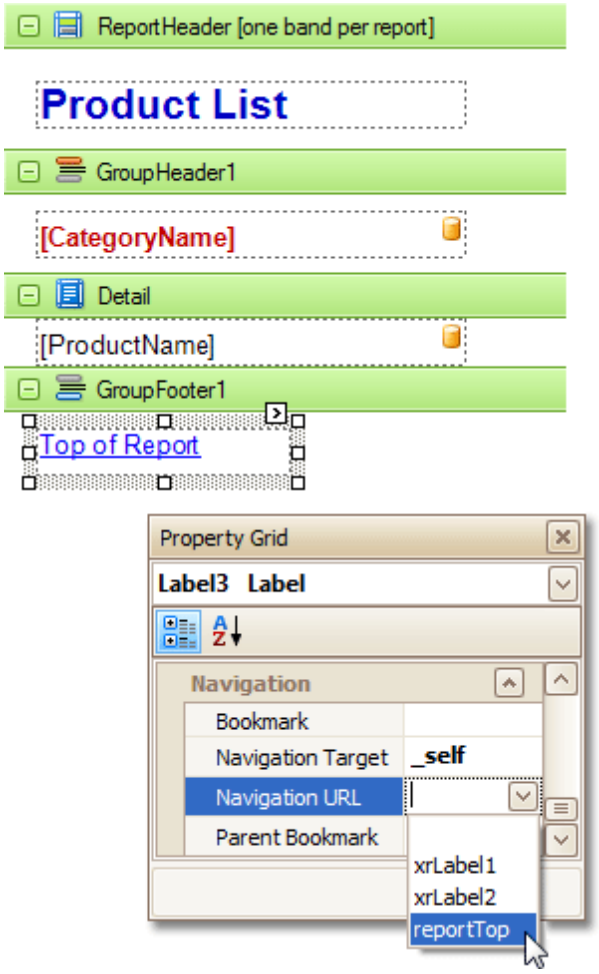


4. Now, add a Group Footer band to the report.

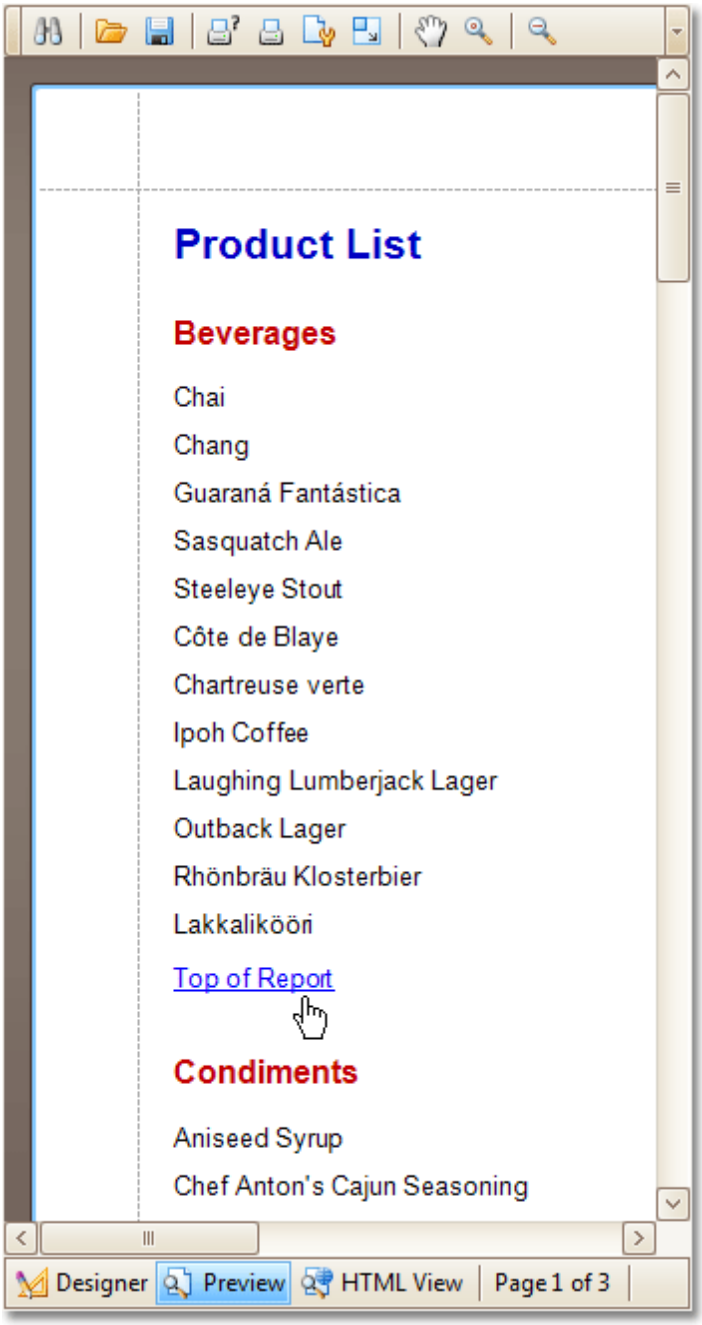


5. Again, drop a label onto it. As it will be the link, change its text to **Top of Report**, and apply the common formatting to it (the blue color and underlined text) .

   Finally, set its **Navigation Target** property to **_self**. Now, if you click the drop-down list of the **Navigation URL** property, you can see the controls available in your report. Choose the one named **reportTop**.



The cross-reference is now ready. Switch to the Preview Tab, and view the result.



See Also

[Add Bookmarks]
[Create Hyperlinks]

Miscellaneous

The topics of this section cover the Report Designer features which don't fall into other categories.

This section consists of the following topics:

- Handle Events via Scripts
- Show the Current Row Index
- Count the Number of Records in a Report or a Group
- Cancel Printing If a Report Does Not Contain Any Records
- Limit the Number of Records per Page

Handle Events via Scripts

The Report Designer offers you a scripting feature to handle the events of report controls, report bands, or a report itself. This document describes the basic principles of scripting.

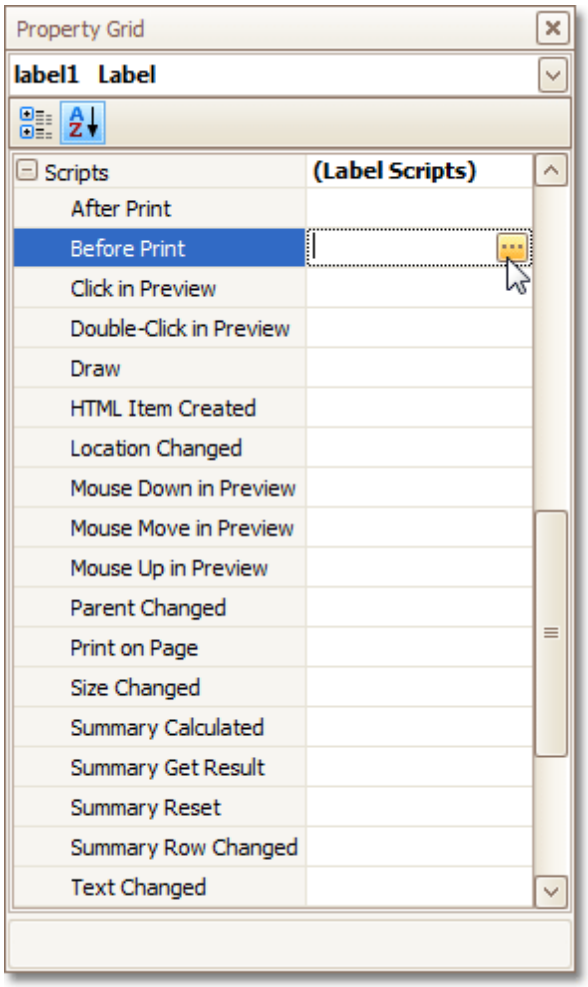
Overview

Scripting allows you to insert *scripts* into a report, and execute them when the report is previewed, printed or exported. Script commands should be placed within the *event handlers* of the report objects. When the corresponding event occurs (e.g. a mouse click), the script code runs.

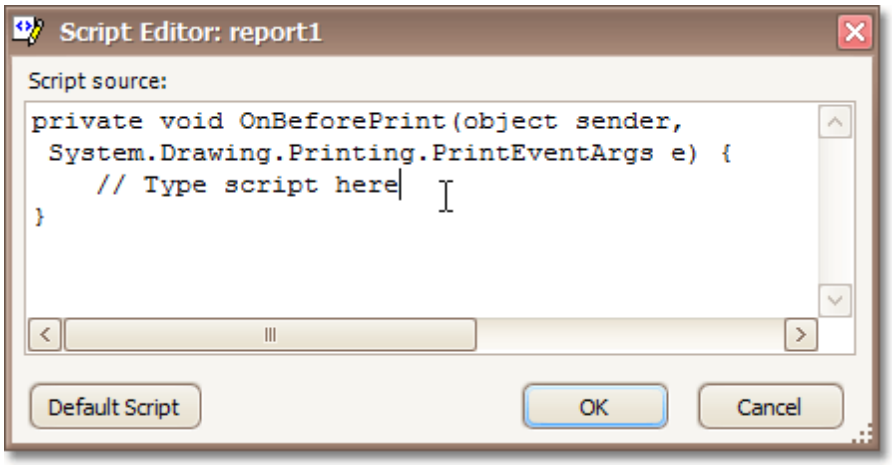
Generally scripts are used for data-aware report formatting. Though Report Designer allows you to perform such tasks without any scripting (Conditionally Change a Control's Appearance, Conditionally Change a Label's Text and Conditionally Hide Bands), sometimes it may be required to involve scripts, e.g. to achieve more specific results. The report's layout can be fully customized with advanced use of scripting.

Also, scripting is the only way to calculate *custom summaries*.

Every report object has a set of events that can be handled by modifying the corresponding scripts. This set depends on a particular elements type. For example, the Label control's events are shown in the following image.

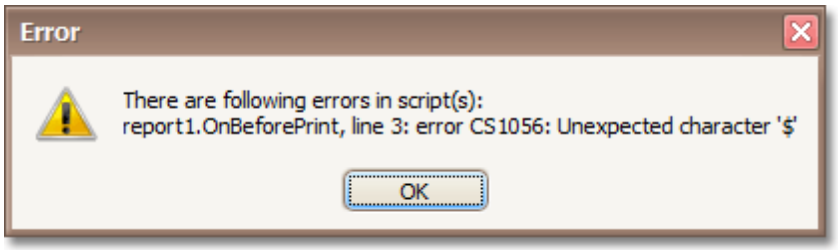


When you click the ellipsis button for any event (the **Before Print** is the most popular), the **Script Editor** appears.



If there is no script defined for this event, the window contains a script template in the language specified via the **Script Language** property of the report (**C#**, **Visual Basic** or **J#**).

Insert the script code with the help of this simple editor. Since there are no syntax checks or a debugger, you have to be accurate. Use already tested examples to simplify the task. When the code has mistakes, you'll get an error message on previewing the report (for more information, refer to Warnings and Error Messages in Print Preview).



To restore the default script, in the **Script Editor** dialog, click the **Default Script** button. This will eliminate all the changes you made to scripts.

The scripts are saved along with the report layout to a file (for details on this, refer to Back Up the Current Layout Before Modifying It).

Specifics

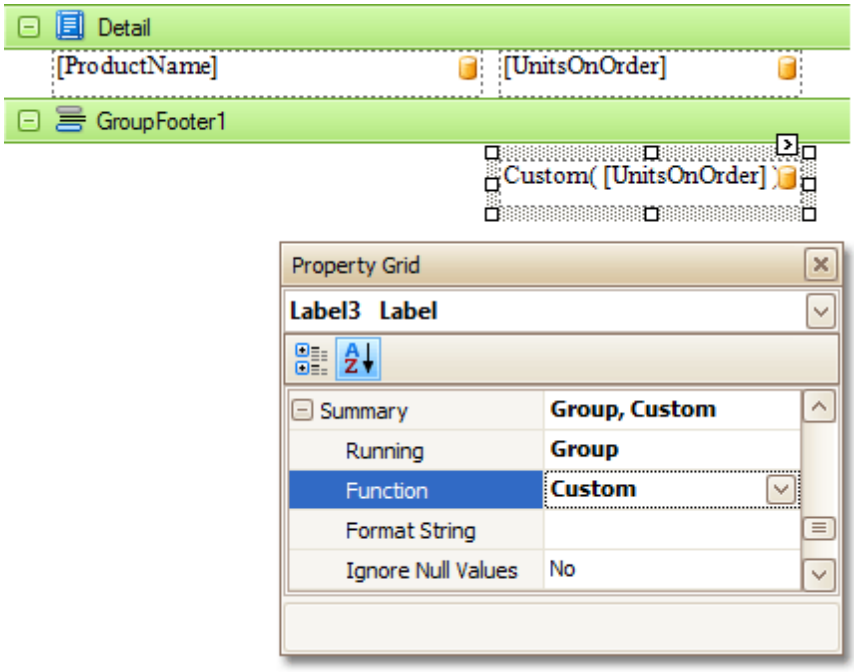
1. **Scripting language**
   The report scripts may be written in one of the following languages that the .NET framework supports - C#, Visual Basic and J#. Since J# is not installed with the framework installation by default, make sure it is present before writing code in it. The scripting language is specified via the **Script Language** property of the Report object. It is set to the **C#** language by default.
2. **Scripting scope**
   Script execution is performed in the following way:
   The report engine generates a temporary class in memory. The names of the variables are defined by the **Name** properties of the controls and objects they represent. When the script is preprocessed, its namespace directives are cut from the script code and added to the namespace where the temporary class is defined.
   After preprocessing, all scripts are placed in the code of the temporary class. Then, the resulting class is compiled in memory, and its methods are called when events occur.
   Scripting offers many advantages: you can declare classes (they will become inner classes), variables, methods, etc. A variable declared in one script is accessible in another script, because it is, in fact, a variable of the temporary class.
3. **Reference External Assemblies**
   The **Script References** property of the **Report** object specifies the full paths (including the file names) to the assemblies that are referenced in the scripts used in a report. These paths should be specified for all the assemblies that are included in scripts via **using** (C#), **Imports** (Visual Basic) or **import** (J#) directives.

Note
Usually, you don't need include any assembles, because most standard assemblies that you may require in scripts are already referenced by the Report Designer.

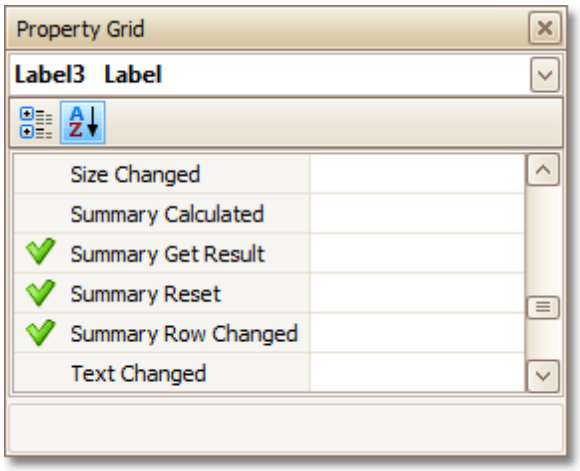
Example: Custom Summary

In this example, we will display the total number of product unit packs in a group.

To perform this, execute steps similar to the ones described in Add Totals to a Report, except that for the summary field, you should set the **Function** property to **Custom**.



Then, the additional events are added to the label's **Scripts** property.



Handle these events in the following way:

C# Copy Code

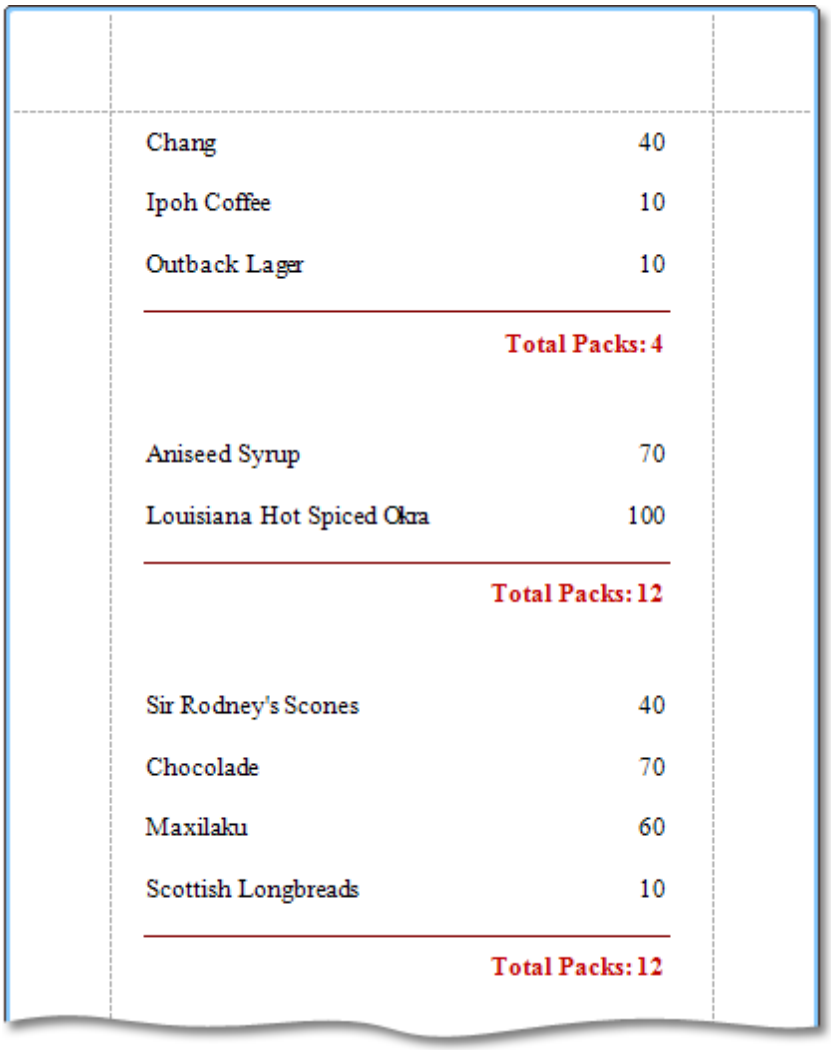
```
// Declare a summary and a pack.
double totalUnits = 0;
double pack = 15;
private void OnSummaryReset(object sender, System.EventArgs e) {
    // Reset the result each time a group is printed.
    totalUnits = 0;
}
private void OnSummaryRowChanged(object sender, System.EventArgs e) {
```

```
    // Calculate a summary.
    totalUnits += Convert.ToDouble(GetCurrentColumnValue("UnitsOnOrder"));
}
private void OnSummaryGetResult(object sender,
DevExpress.XtraReports.UI.SummaryGetResultEventArgs e) {
    // Round the result, so that a pack will be taken into account
    // even if it contains only one unit.
    e.Result = Math.Ceiling(totalUnits / pack);
    e.Handled = true;
}
```

Visual Basic Copy Code

```
' Declare a summary and a pack.
Private totalUnits As Double = 0
Private pack As Double = 15
Private Sub OnSummaryReset(ByVal sender As Object, ByVal e As System.EventArgs)
    ' Reset the result each time a group is printed.
    totalUnits = 0
End Sub
Private Sub OnSummaryRowChanged(ByVal sender As Object, ByVal e As System.EventArgs)
    ' Calculate a summary.
    totalUnits += Convert.ToDouble(GetCurrentColumnValue("UnitsOnOrder"))
End Sub
Private Sub OnSummaryGetResult(ByVal sender As Object,  _
ByVal e As DevExpress.XtraReports.UI.SummaryGetResultEventArgs)
    ' Round the result, so that a pack will be taken into account
    ' even if it contains only one unit.
    e.Result = Math.Ceiling(totalUnits / pack)
    e.Handled = True
End Sub
```

Finally, switch to the Preview Tab, and view the result.

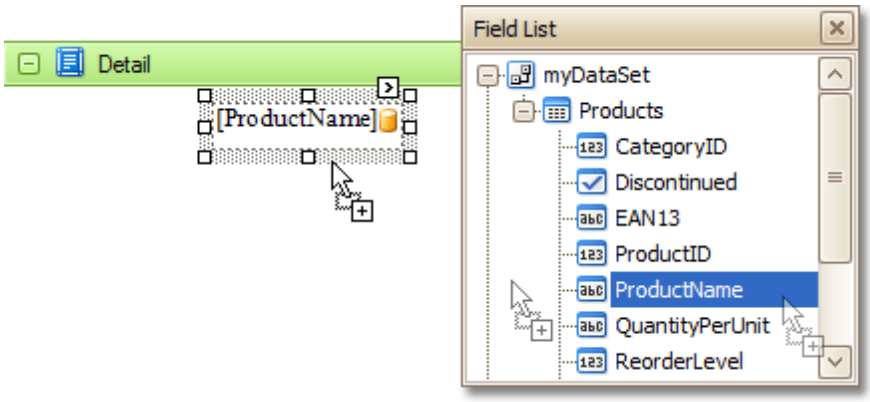


Chang	40
Ipoh Coffee	10
Outback Lager	10
Total Packs: 4	
Aniseed Syrup	70
Louisiana Hot Spiced Okra	100
Total Packs: 12	
Sir Rodney's Scones	40
Chocolade	70
Maxilaku	60
Scottish Longbreads	10
Total Packs: 12	

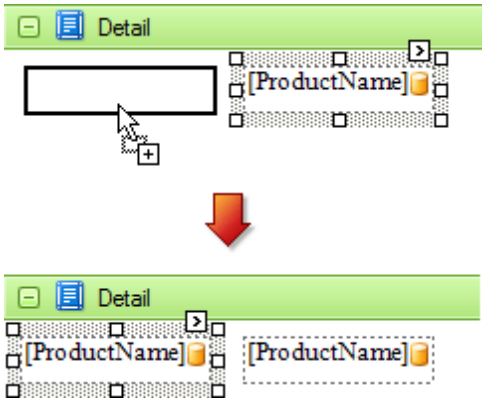
Show the Current Row Index

To show the current row index in a report, follow the instructions below.

1. Create a new report or open an existing one.
2. Bind the report to a data source.
3. Drop the required fields from the Field List onto the report's **Detail** band.

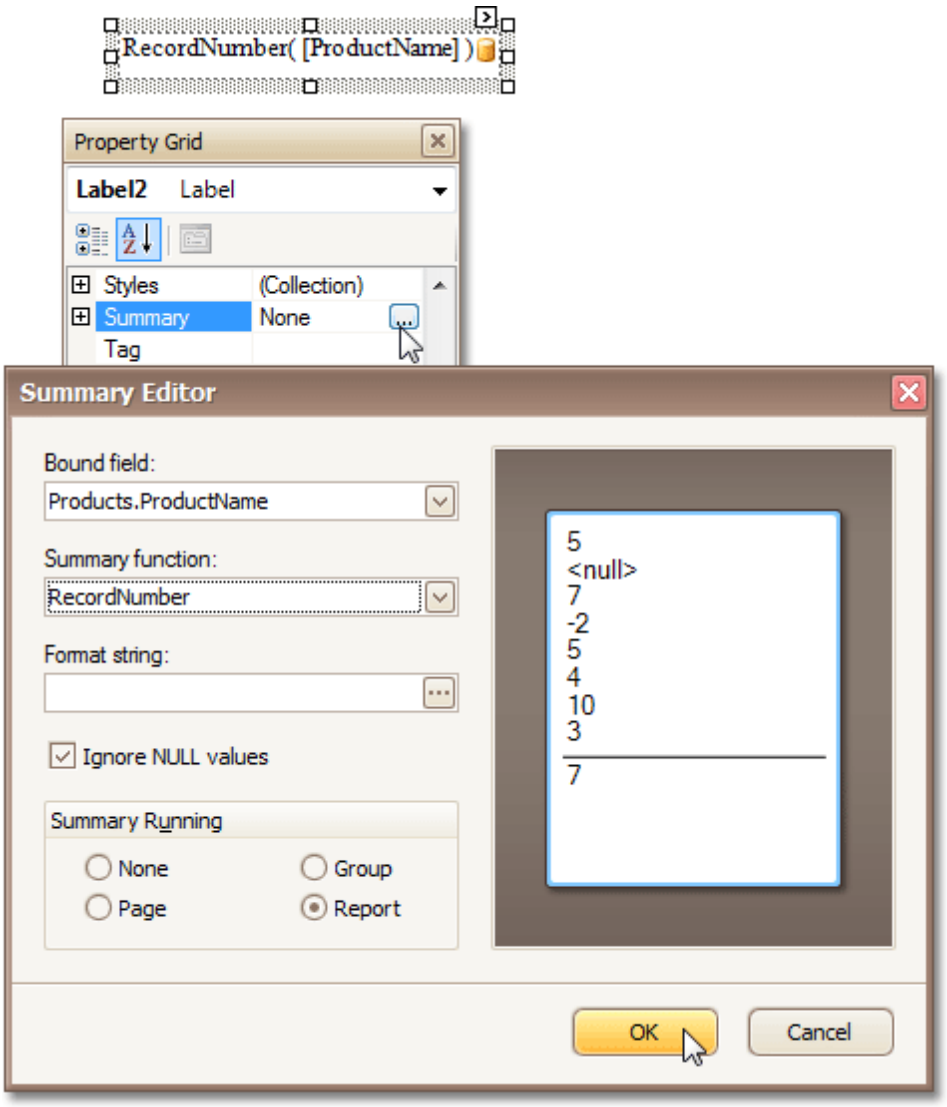


4. Click the field for which the current row index will be displayed, to select it. Then, hold down CTRL and drag the field, to create an exact copy of the Label, which will display the index.



5. Select the created Label, and in the Property Grid, locate the **Summary** property and click its ellipsis button. The **Summary Editor** will appear.

   In this dialog, the **Bound field** is already set to the required data field. So, for the **Summary function** select **RecordNumber** and check **Ignore NULL values** to avoid these data fields from affecting the calculation. Last, set the **Summary Running** option to **Report** (**Group** or **Page** if required) and click **OK**.



The result is shown in the following image.

1	Chai
2	Chang
3	Aniseed Syrup
4	Chef Anton's Cajun Seasoning
5	Chef Anton's Gumbo Mix
6	Grandma's Boysenberry Spread
7	Uncle Bob's Organic Dried Pears
8	Northwoods Cranberry Sauce
9	Mishi Kobe Niku
10	Ikura
11	Queso Cabrales
12	Queso Manchego La Pastora
13	Konbu
14	Tofu

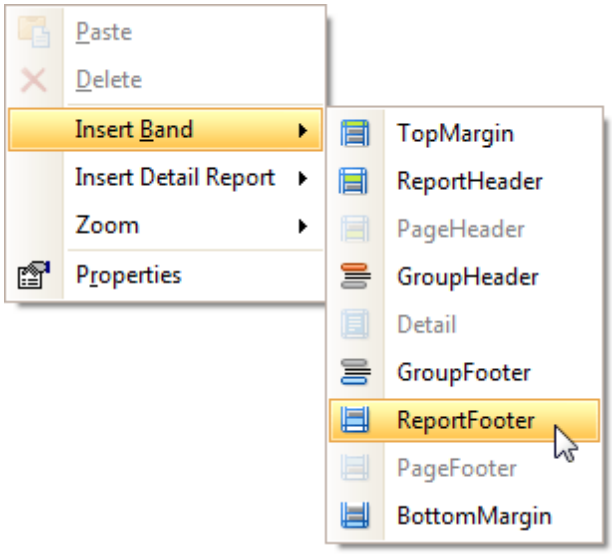
See Also

Count the Number of Records in a Report or a Group
Limit the Number of Records per Page
Cancel Printing If a Report Does Not Contain Any Records

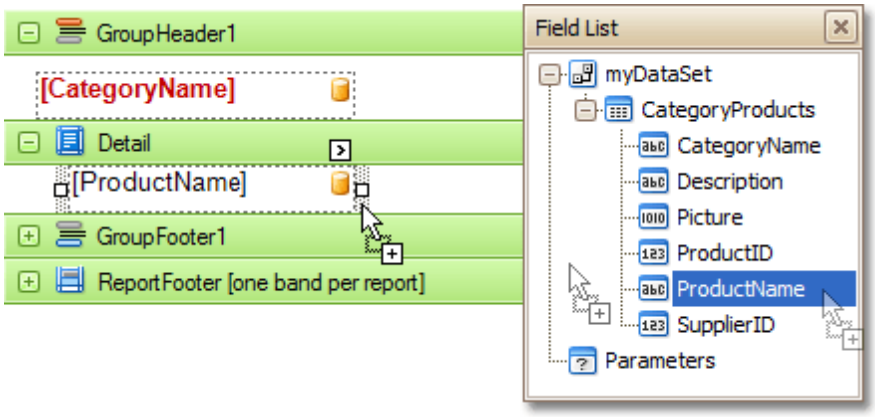
Count the Number of Records in a Report or a Group

To count the number of records in a report or a group, follow the instructions below.

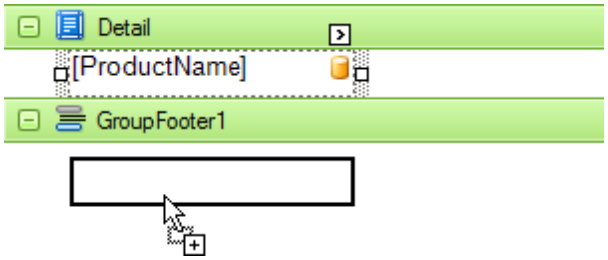
1. Create a new report or open an existing one.
2. Bind the report to a data source.
3. Add a Report Footer band to a report. To do this, right-click anywhere over the report's area and in the invoked Context Menu, point to **Insert Band** and select **ReportFooter**.



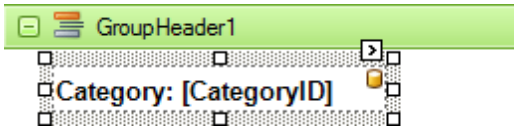
4. In the same manner, add **GroupHeader** and **GroupFooter** bands to the report.
5. Drop the required data fields from the Field List onto the report bands.



6. Click the field for which the number of records will be calculated, to select it. Then, hold down CTRL and drag the field onto the Group Footer area, to create an exact copy of the Label, which will display the number of records for a group.



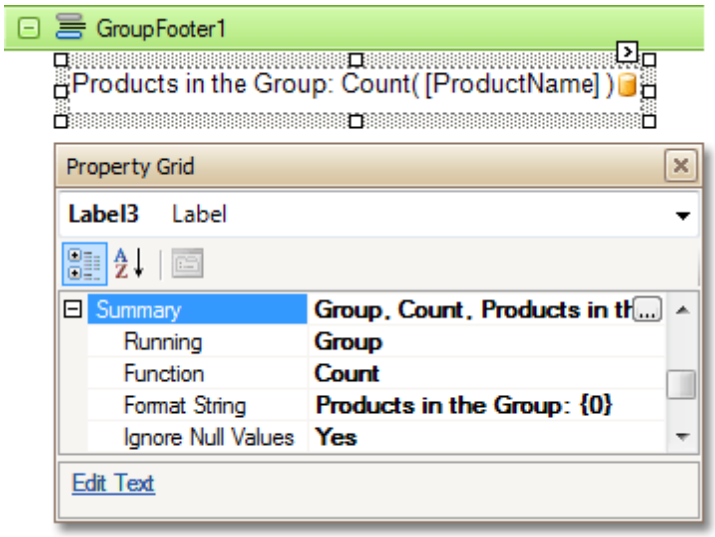
7. In the same way, create a copy of this field in the Report Footer area, to display the number of records for the report.
8. Click the Smart Tag of the **GroupHeader1** band, and in the invoked actions list, click the ellipsis button in the **Group Fields** section. The **GroupField Collection Editor** dialog will appear.



In this dialog, click **Add**, to add a new grouping field, and set its **FieldName** property to the required field.

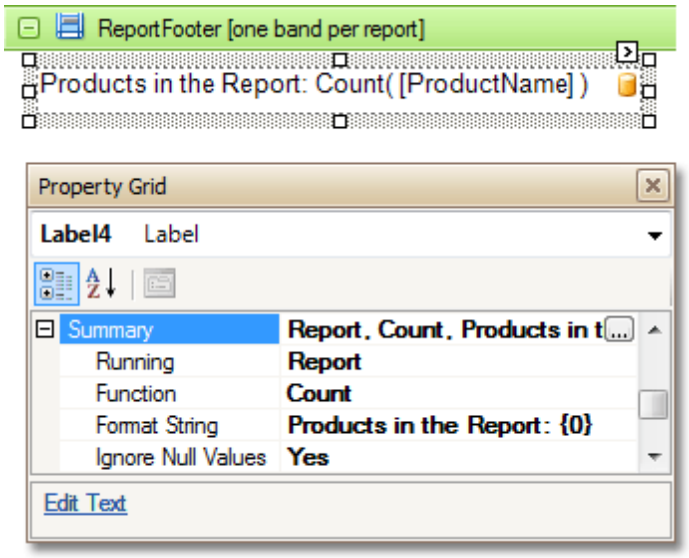
To apply the settings and close the dialog, click **OK**.

9. Select the Label in the Group Footer area, and in the Property Grid, expand the **Summary** property.



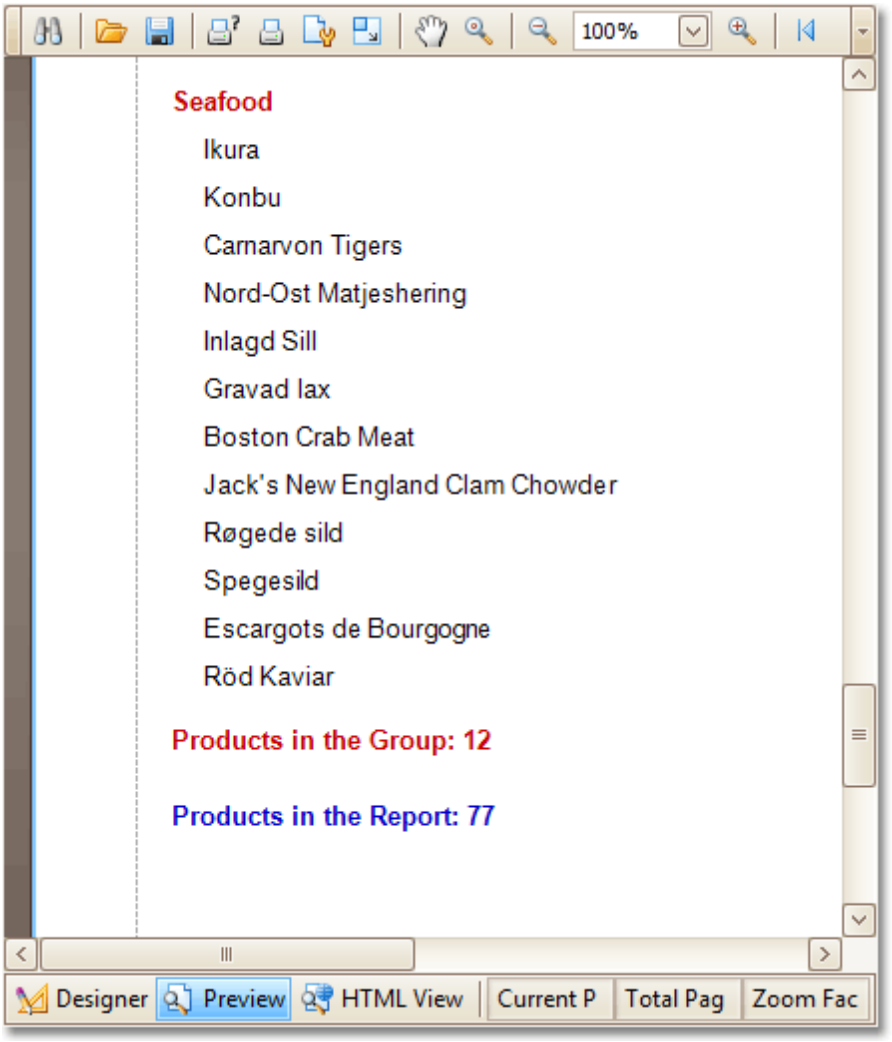
Set the **Running** property to **Group**, **Function** to **Count** and (if required) **Ignore Null Values** to **Yes**. Also, set the **Format String** property to **Products in the Group: {0}**.

10. Similarly, select the Label in the Report Footer area, and in the Property Grid, expand the **Summary** property.



Set the **Running** property to **Report**, **Function** to **Count**, **Ignore Null Values** to **Yes** and **Format String** to **Products in the Report: {0}**.

The report is now ready. Switch to the Preview Tab, and view the result.



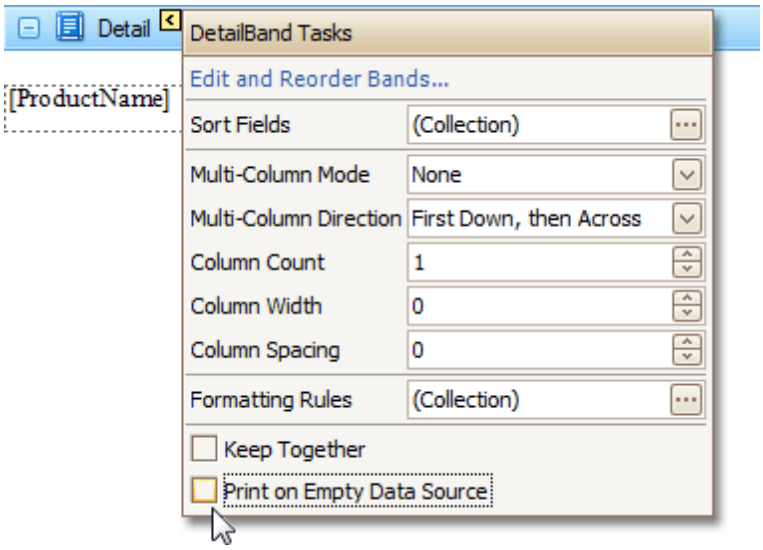
See Also

[Show the Current Row Index]
[Limit the Number of Records per Page]
[Cancel Printing If a Report Does Not Contain Any Records]

Cancel Printing If a Report Does Not Contain Any Records

To cancel printing when a report does not contain any records, simply set the Detail band's **Print when Data Source is Empty** property to **No**.

You can quickly perform this via the band's Smart Tag.



See Also

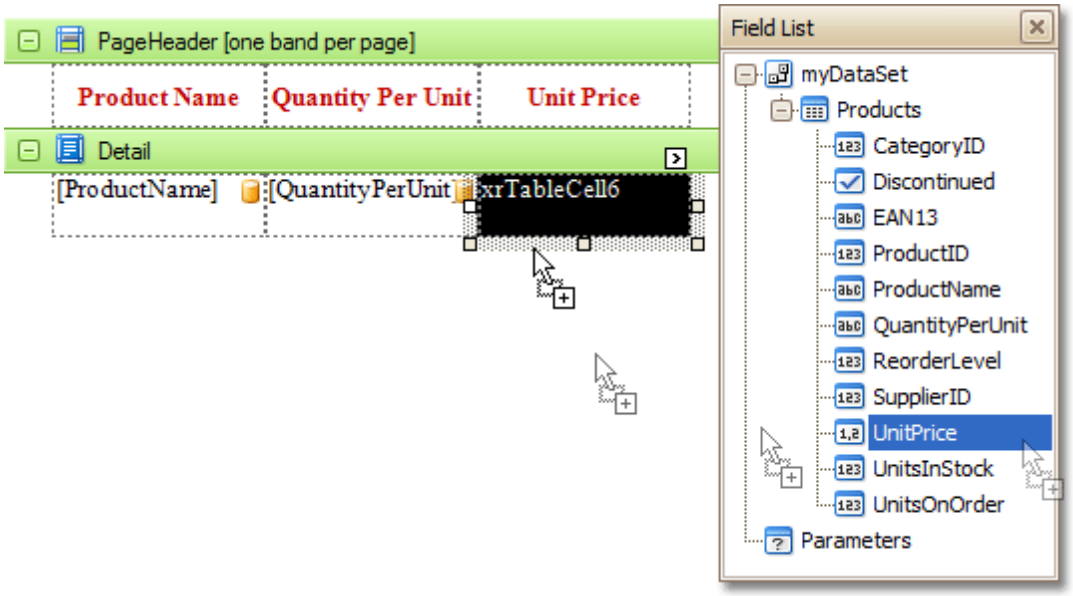
Show the Current Row Index
Count the Number of Records in a Report or a Group
Limit the Number of Records per Page

Limit the Number of Records per Page

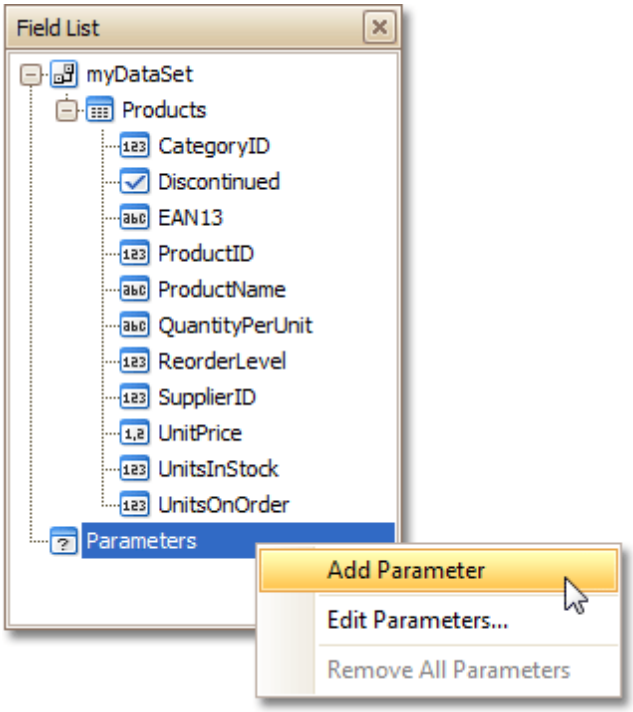
This tutorial demonstrates how the number of records shown in a report can be limited by means of conditional formatting. In particular, a formatting rule is applied to the **Visible** property of the Page Break control. In this example, the number of data rows is passed to the report as a parameter.

To limit the number of records per page, follow the instructions below.

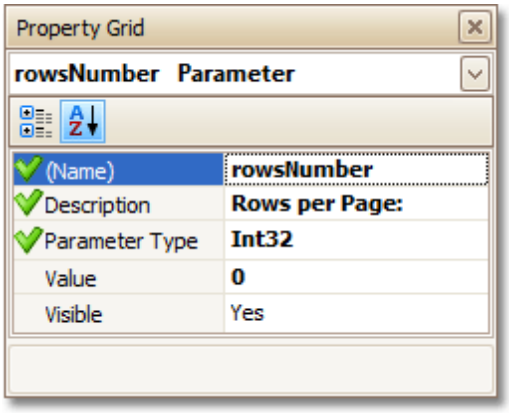
1. Create a new report or open an existing one. In this example, a data-aware table report is used as a starting point.



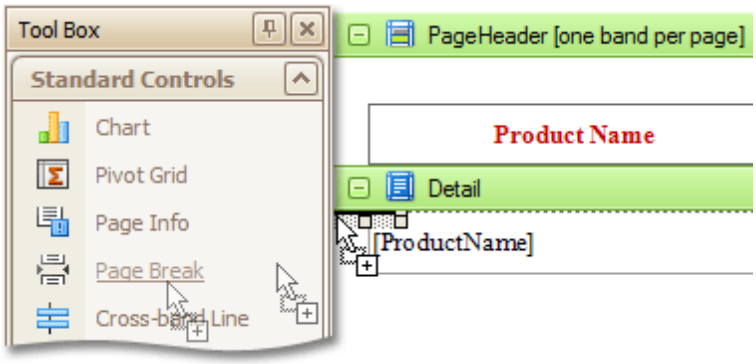
2. To add a parameter to the report, in the Field List, right-click the **Parameters** section, and in the invoked menu, choose **Add Parameter**.



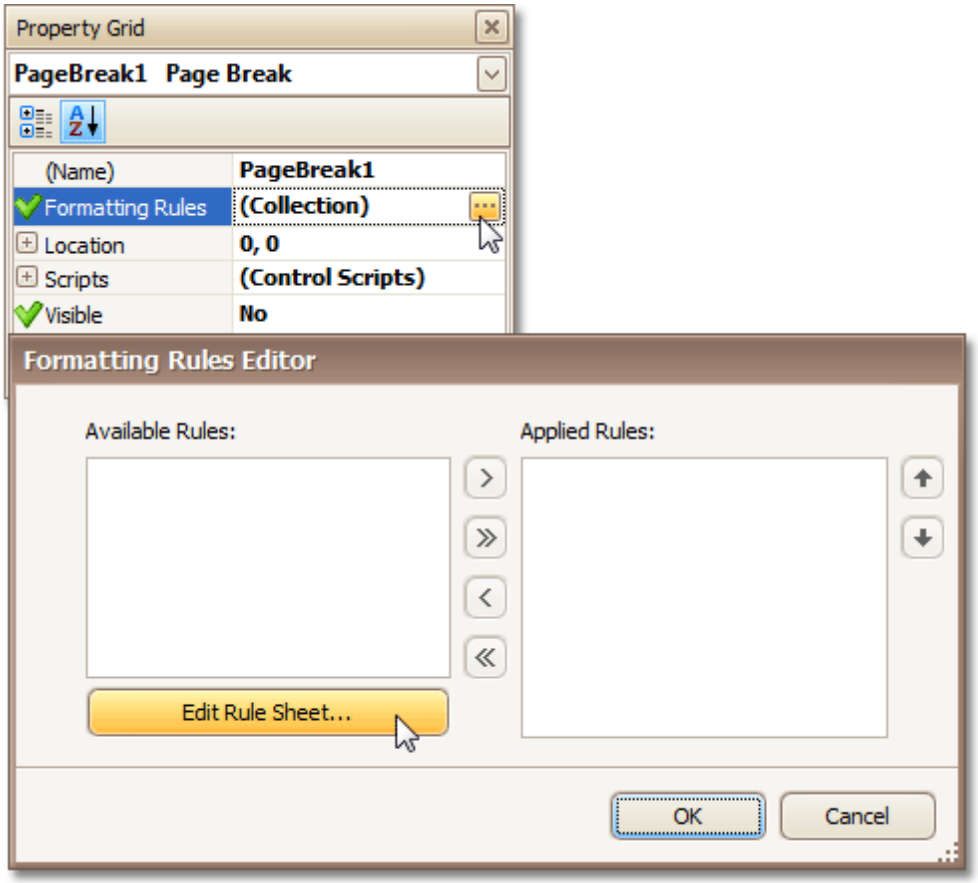
3. For the created parameter, set the **(Name)** property to **rowsNumber**, **Parameter Type** to **Int32** and **Description** to **Rows per Page:** .



4. From the Toolbox, drop the Page Break control onto the report's Detail band and place it at the top of the detail table.

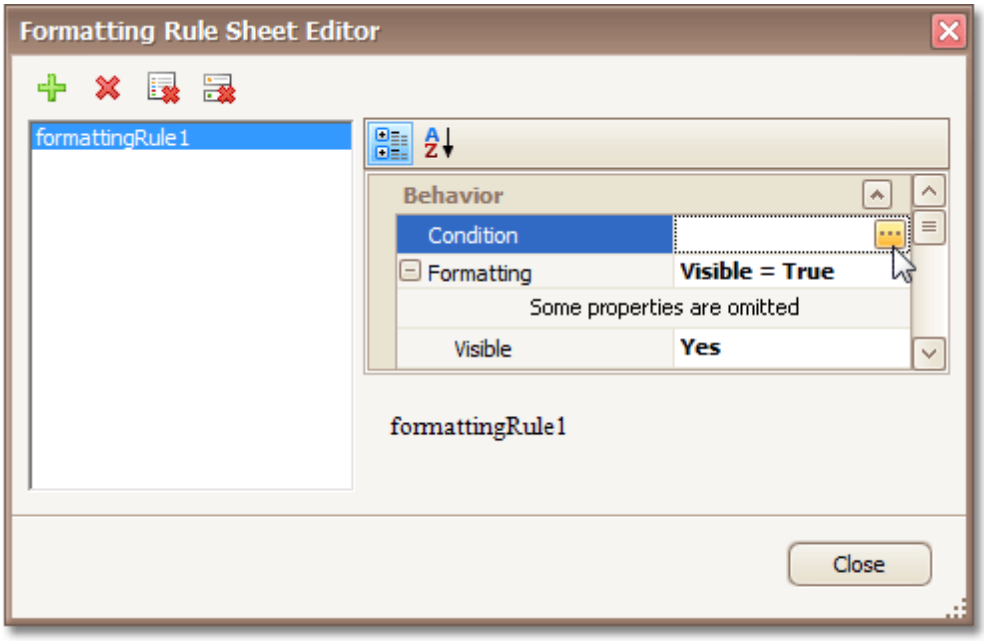


5. For the created control, set the **Visible** property to **No**, and for its **Formatting Rules** property, click the ellipsis button, to invoke the **Formatting Rules Editor**.

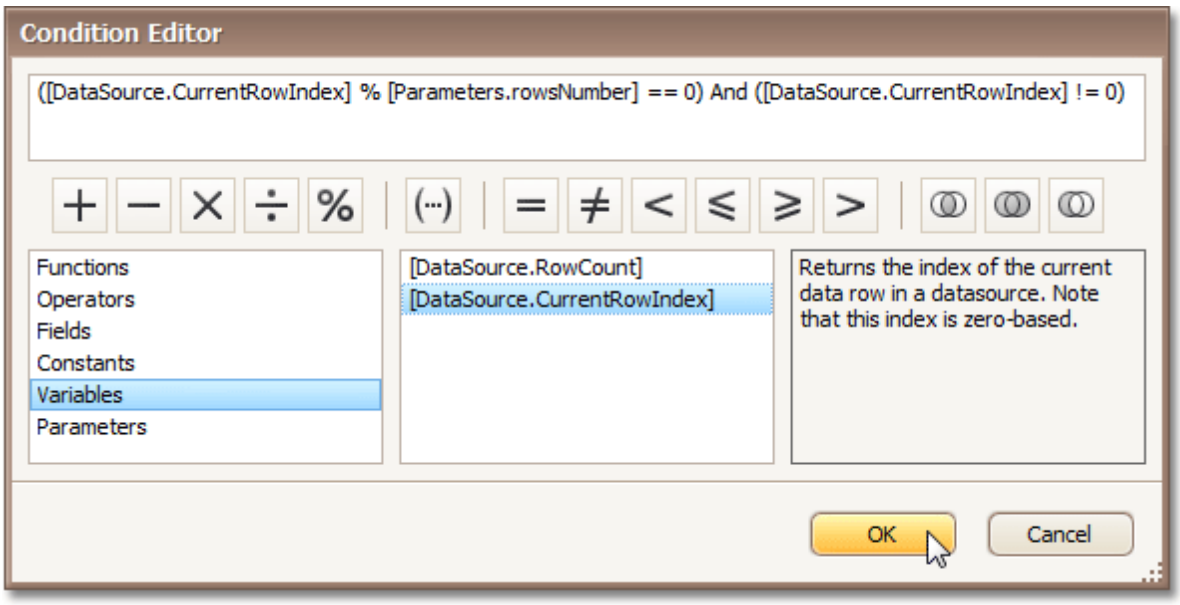


In this dialog, click the **Edit Rule Sheet...** button. The **Formatting Rule Sheet Editor** will appear.

6. Now, click ✚, to create a new formatting rule. Then, set its **Visible** property to **Yes**, and for the **Condition** property, click the ellipsis button, to invoke the **Condition Editor**.

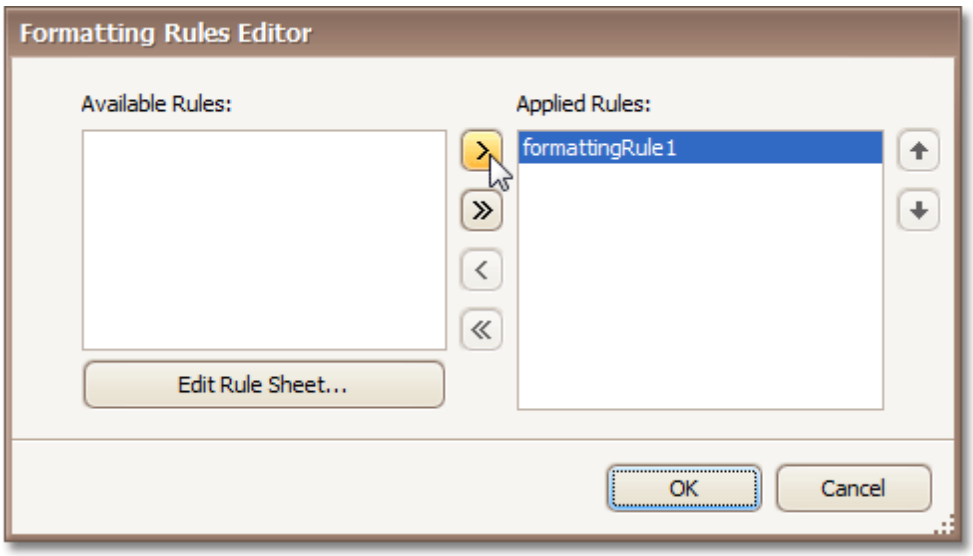


7. In this editor, define the following expression for the rule: **([DataSource.CurrentRowIndex] % [Parameters.rowsNumber] == 0) And ([DataSource.CurrentRowIndex] != 0)**.



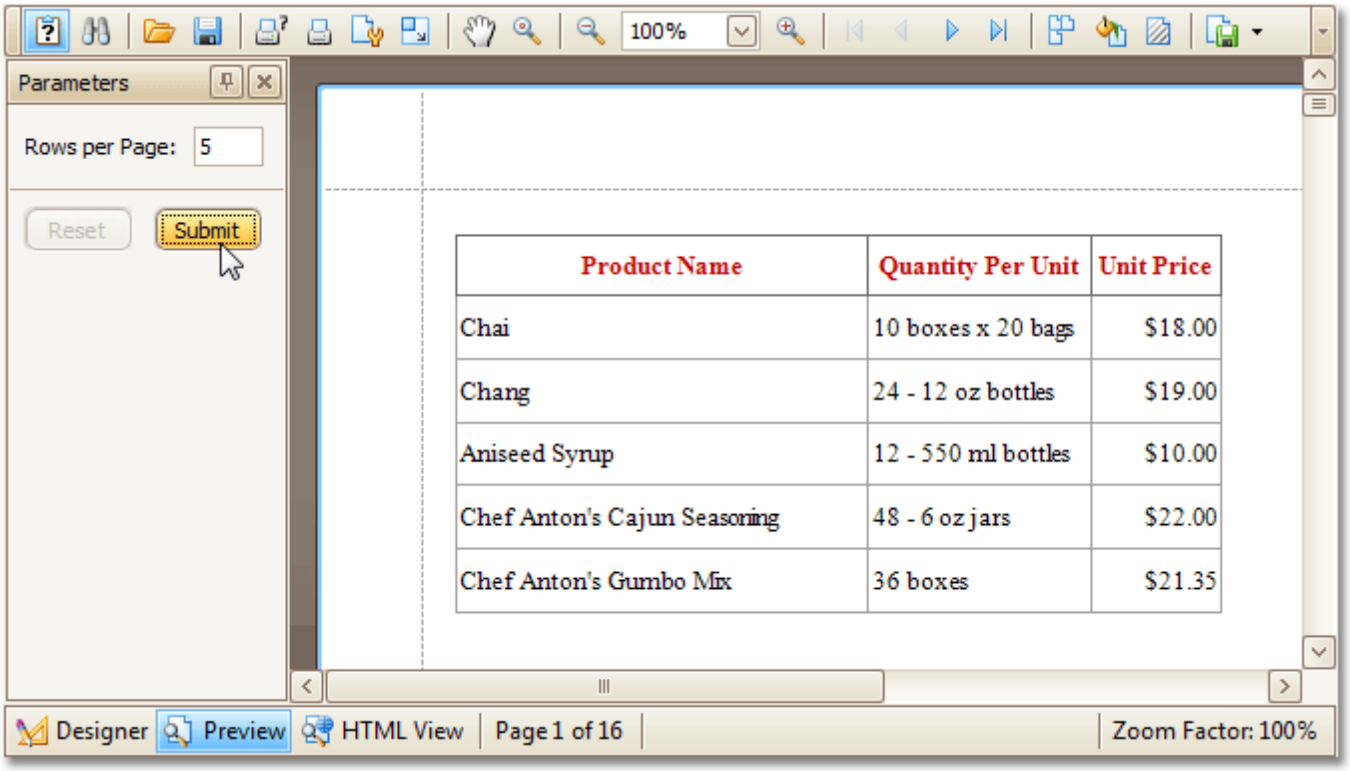
Click **OK**, to save the changes and close the dialog. Then, click **Close** to quit the **Formatting Rule Sheet Editor**.

8. Now, in the **Formatting Rules Editor**, you can see the created rule, which should be moved to the list of applied rules on the right, using the arrow buttons in the middle of the dialog.



To close the editor, click **OK**.

The report is now ready. Switch to the Preview Tab, and in the **Parameters** section, define the required value and click **Submit**.



See Also

Show the Current Row Index
Count the Number of Records in a Report or a Group
Cancel Printing If a Report Does Not Contain Any Records

Report Designer Reference

A report is built from **controls** (text labels, images, zip codes, charts, etc) spread across report sections called **bands** (various headers, footers and content sections). The main interface elements helping you manage these building blocks are **control toolbox**, **data field list** and **property grid**. These elements allow you add controls to your report, bind them to data and change their appearance and behavior settings, respectively. To learn more about these and other elements used in the Report Designer, use the following links.

- Report Designer UI
  How to use a control toolbox, data field list, property grid and other UI elements.
- Report Controls
  Details which controls are available, and how you can change their appearance and behavior.
- Report Bands
  Details different kinds of bands and their settings.
- Report Settings
  Details settings that affect the entire report.

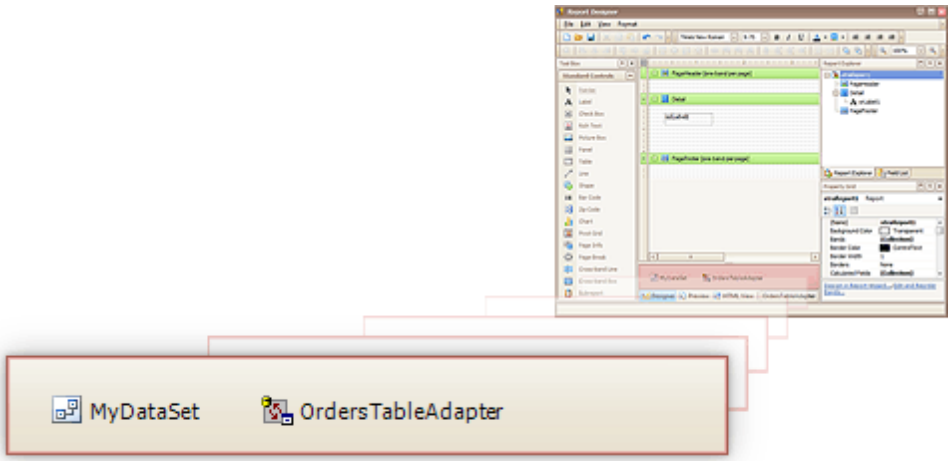
Report Designer UI

The Report Designer consists of the following important elements.

- Component Tray
- Context Menu
- Control Toolbox
- Design Panel
- Designer Tab
- Field List
- Formatting Toolbar
- Group and Sort Panel
- HTML View Tab
- Layout Toolbar
- Main Toolbar
- Preview Tab
- Property Grid
- Report Explorer
- Smart Tag
- Zoom Toolbar

Component Tray

The **Component Tray** shows components (non-visual report helpers) whose primary purpose is to bind a report to data. You can click them to display and edit their settings using the Property grid.

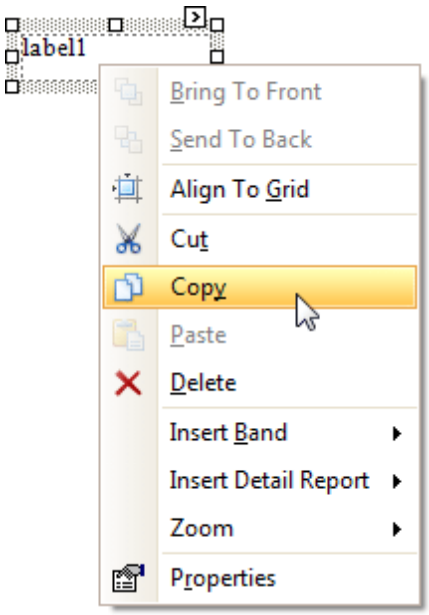


Note

Component management and data binding configuration are usually performed by system administrators or your application vendor, since these areas require advanced knowledge of database connectivity. You will rarely, if ever, need to access component settings when modifying existing reports.

Context Menu

The **Context Menu** can be invoked by the right-clicking a report or its elements. This menu provides quick access to frequently used commands such as zooming, clipboard operations, inserting bands and invoking the Property Grid, etc. The available action set varies, depending on the element where you invoked the context menu.

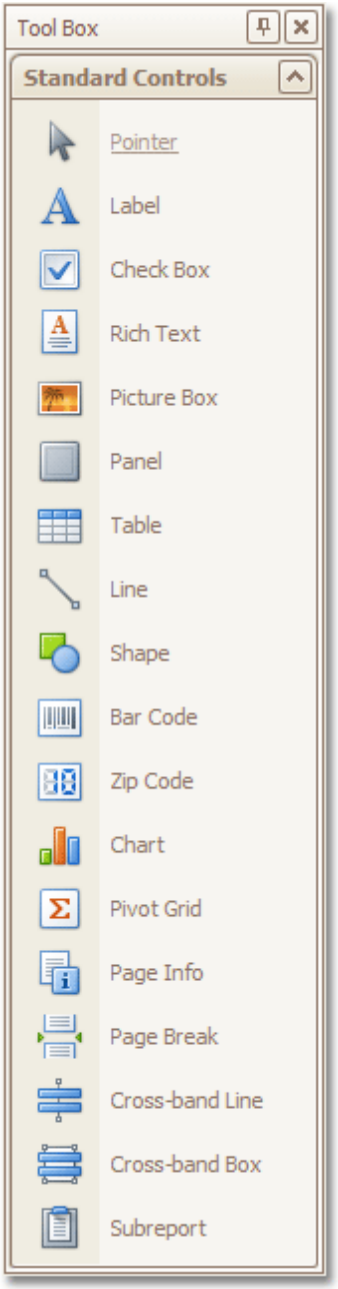


See Also

Smart Tag

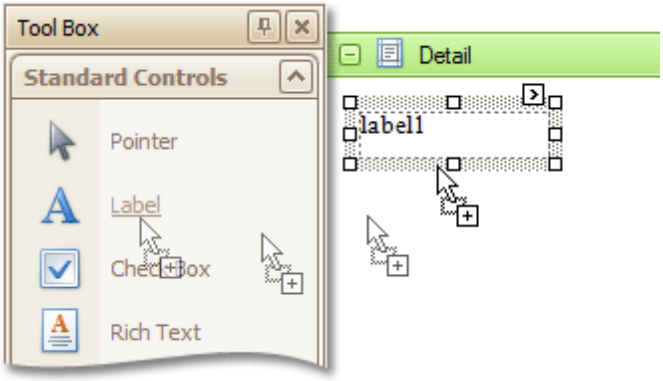
Control Toolbox

The **Control Toolbox** lists all avilable controls and allows you to add them to your report.

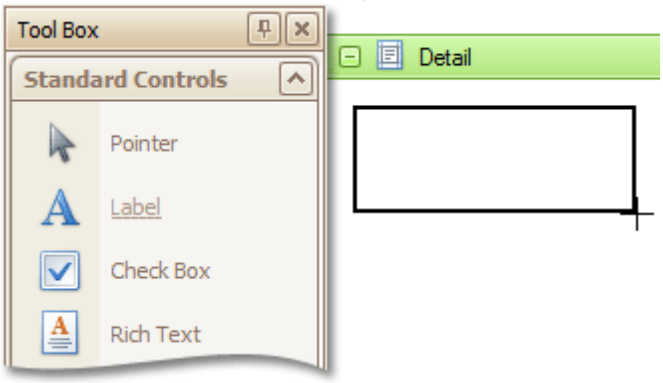


To add a control from the Toolbox, do one of the following:

- Double-click an item in the Toolbox for the appropriate control, which will be created at the Detail band's top left corner.
- Drag and drop an item from the Toolbox onto the required location within a report.



- Select an item in the Toolbox, and then click the required location within a report.
- Select an item in the Toolbox, and then indicate the bounding rectangle by holding the left mouse button.



Select the **Pointer** item when you need to perform selection, re-positioning or resizing operations. It is automatically selected after you drop a control onto a report.

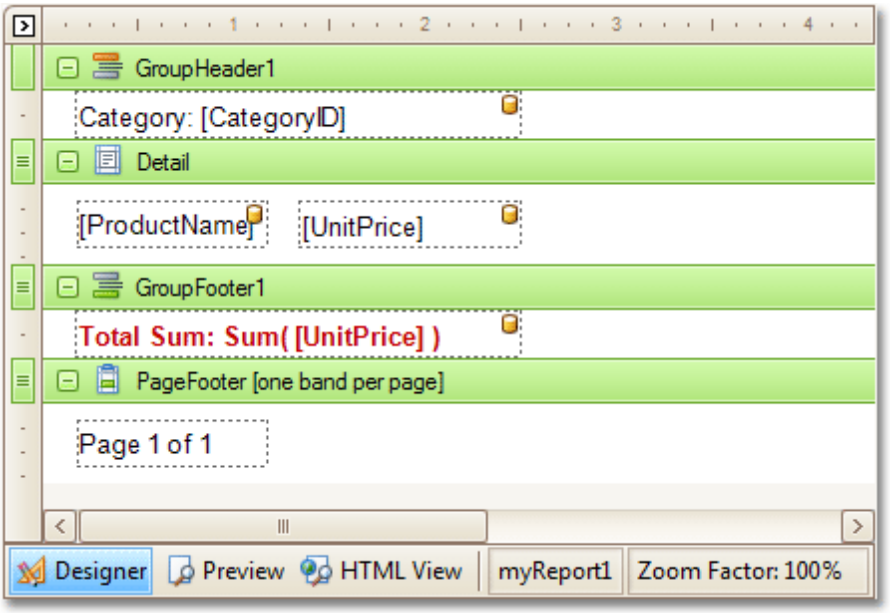
Note

If the Toolbox panel is hidden, you can show it by selecting **View** | **Windows** | **Tool Box** in the main menu.

Design Panel

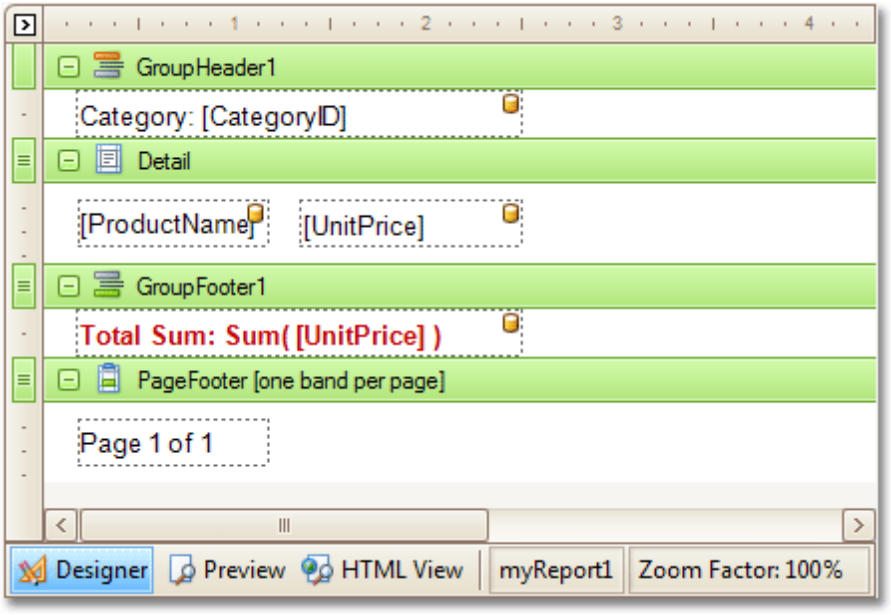
The **Design Panel** provides the following three tabs (switched at the bottom).

- Designer Tab
  Allows you to modify your report.
- Preview Tab
  Shows a print preview, and enables you to print out your report or export it to a file on disk.
- HTML View Tab
  Shows the report output in HTML format.



Designer Tab

The **Designer Tab** allows you to customize a report, manage its bands and controls and define their properties.



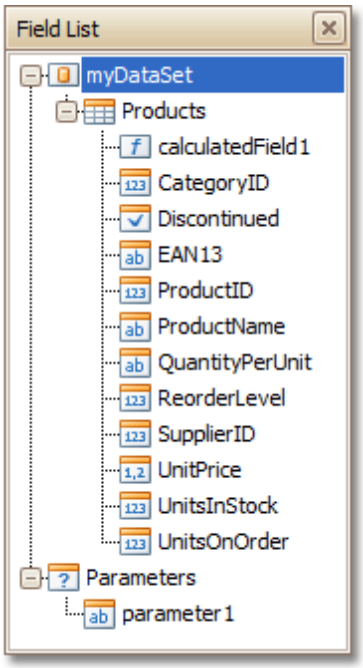
See Also

Preview Tab
HTML View Tab

Field List

The **Field List** window serves the following purposes.

- Displays the list of all available data fields (attributes you can show in your report) and allows you to create report elements that will show information from these fields.
- Allows you to create calculated fields by building expressions based on the values of data fields, report parameter values, etc.
- Shows existing report parameters, and allows you to add parameters to your report.



Note

If the toolbox window is hidden, you can show it by selecting **View** | **Windows** | **Field List** in the main menu.

Formatting Toolbar

The **Formatting Toolbar** allows you to easily customize an element's font, color and alignment settings.

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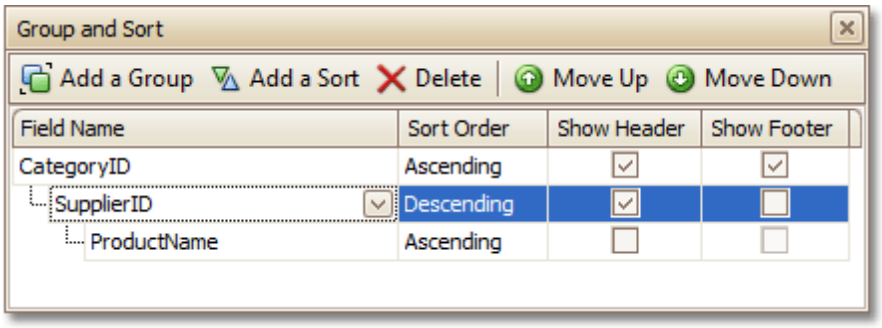
Group and Sort Panel

The **Group and Sort Panel** allows you to quickly apply grouping and sorting to your report data.



To create a new grouping or sorting criterion, simply click **Add a Group** or **Add a Sort**.

Then, to control whether the corresponding Group Header or Footer band should be seen, use the **Show Header** and **Show Footer** check boxes.

An ascending or descending grouping (sorting) mode is specified via the **Sort Order** drop-down list.

You can change the order in which multiple grouping and sorting criteria are to be performed, via the **Move Up** and **Move Down** buttons.

To remove a grouping or sorting criterion, select it, and click **Delete**.

Note

If the Group and Sort Panel is hidden, you can enable it by selecting **View** | **Windows** | **Group and Sort** in the main menu.

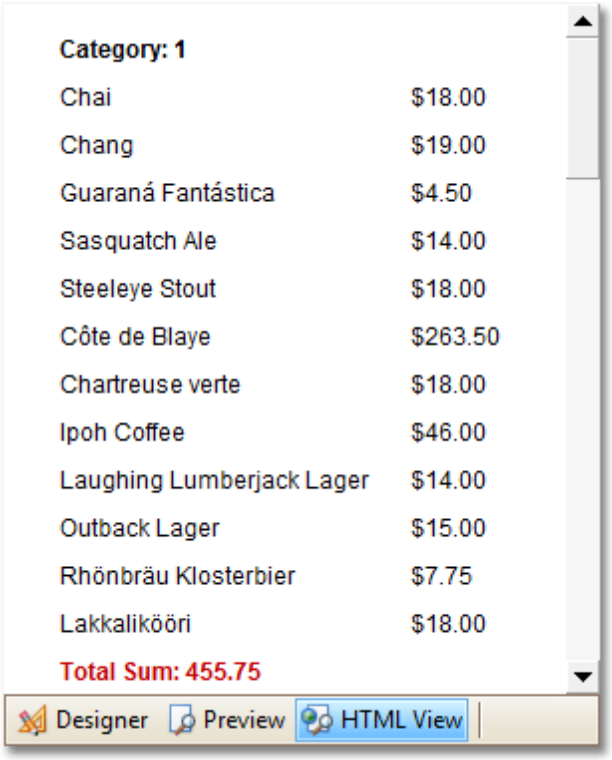
See Also

Change or Apply Data Grouping to a Report
Change or Apply Data Sorting to a Report

HTML View Tab

There are three tabs at the bottom of the Report Designer (Designer, Preview and **HTML View**) allowing you to quickly switch between different views.

The HTML View tab allow you to preview the HTML output of a report.

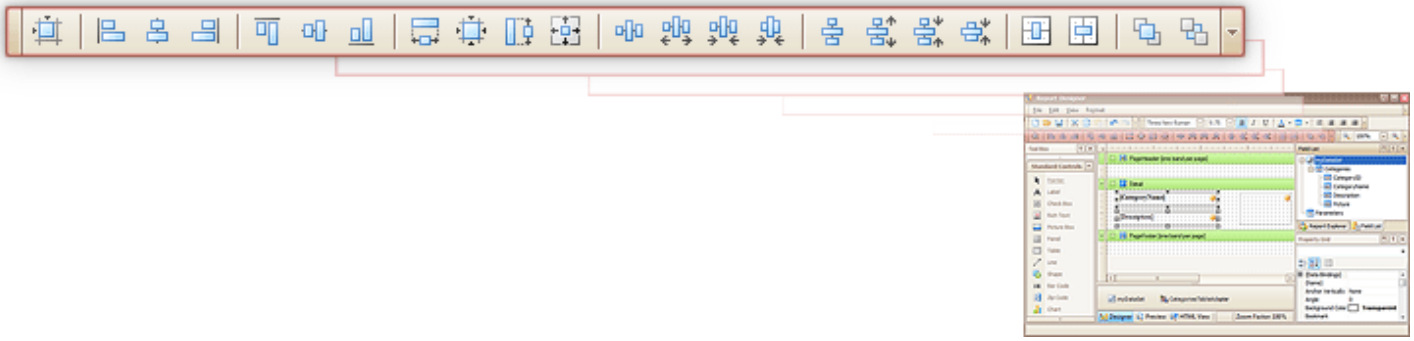


See Also

Designer Tab
Preview Tab

Layout Toolbar

The **Layout Toolbar** allows you to easily align report elements to one another, change their size to match one another and customize spacing and z-order.



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Main Toolbar

The **Main Toolbar** contains buttons which provide the capability to create new reports, save and load report layouts, cut, copy and paste report elements, and undo-redo actions in the Report Designer. In the Report Manager the Main Toolbar is integrated with the Layout toolbar, and some buttons have been removed.

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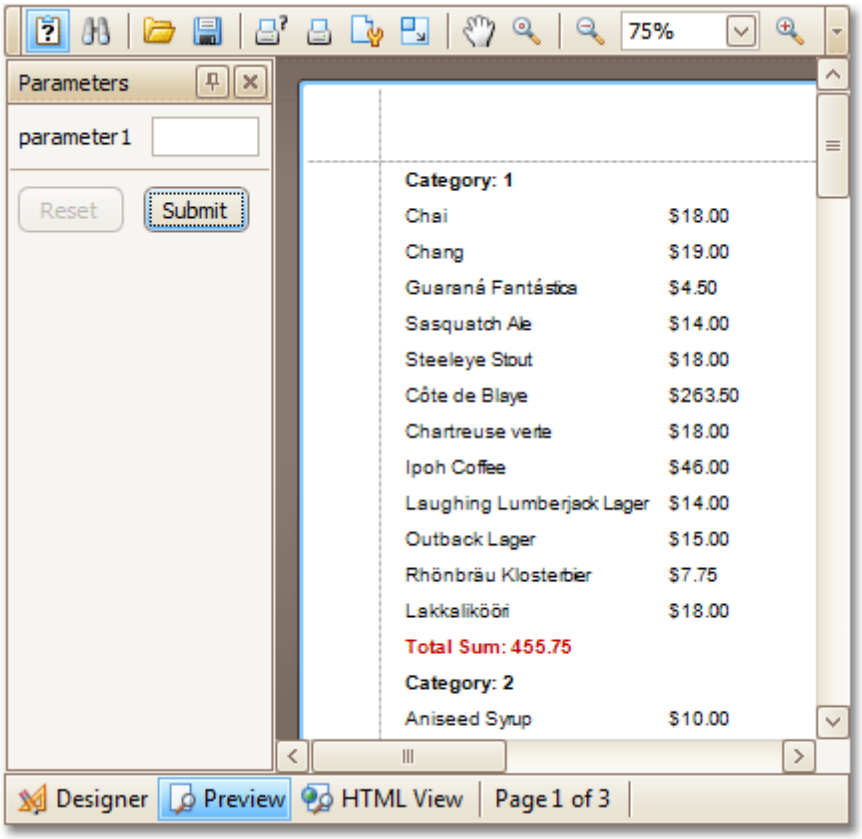
Preview Tab

There are three tabs at the bottom of the Report Designer (Designer, **Preview** and HTML View), allowing you to quickly switch between different views.

The Preview tab is intended to check the print output of a report and customize additional options.

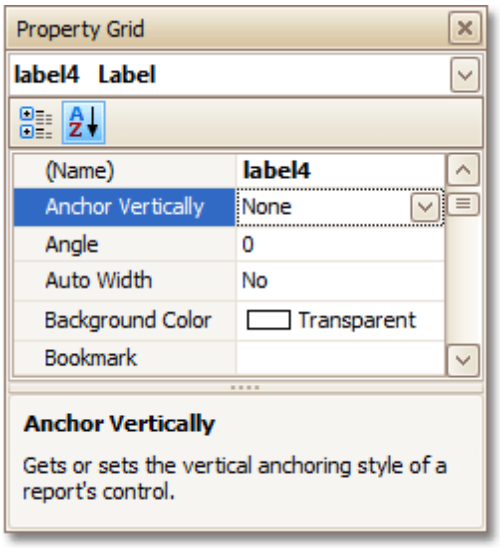


See Also

Designer Tab
HTML View Tab

Property Grid

The **Property Grid** allows you to change the settings of the currently selected report element.



To select an element and show its properties within the Property Grid, do one of the following.

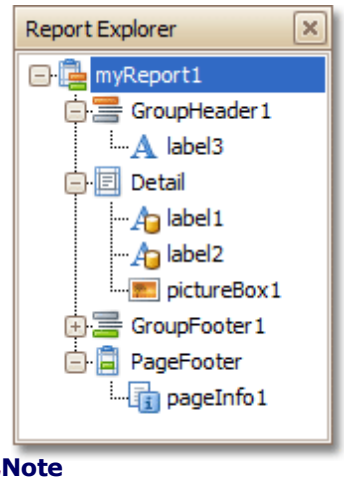
- Click the required element on the Report Designer surface.
- Select an element using the Report Explorer window.
- Select an element from the Property Grid's combo box.

Note

If the Property Grid is hidden, you can enable it by selecting **View** | **Windows** | **Property Grid** in the main menu.

Report Explorer

The **Report Explorer** shows a report's structure in a tree form, providing easy access to report elements. Once an element has been selected in the Report Explorer, it's settings can be changed using the Property Grid window.



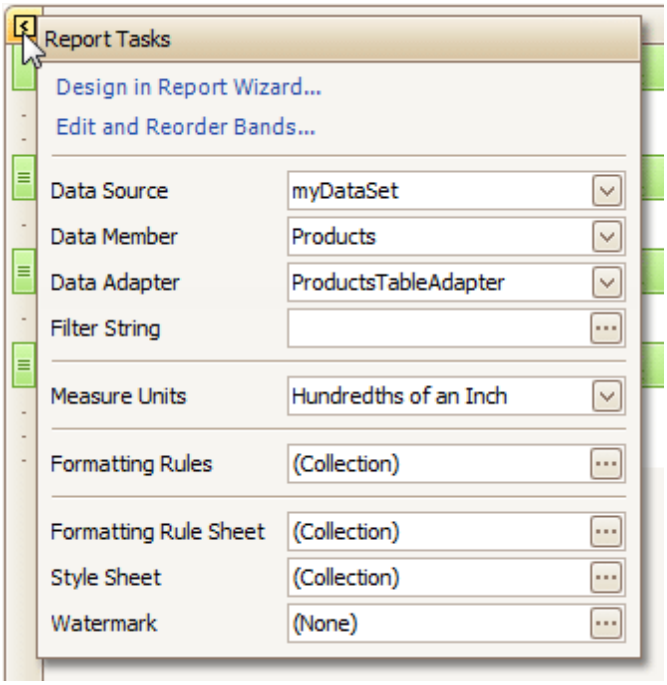
Note

If the Report Explorer is hidden you can make it visible it by selecting **View** | **Windows** | **Report Explorer** in the main menu.

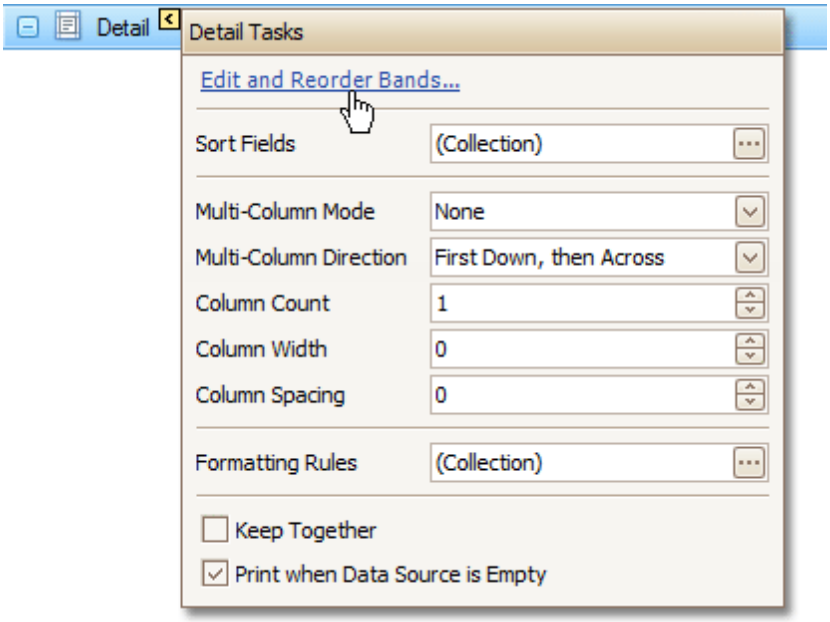
Smart Tag

Most report elements have **smart tags** that provide easy access to the most frequently used settings. Clicking an element's smart tag invokes a popup window with action links and editors, allowing you to customize this element.

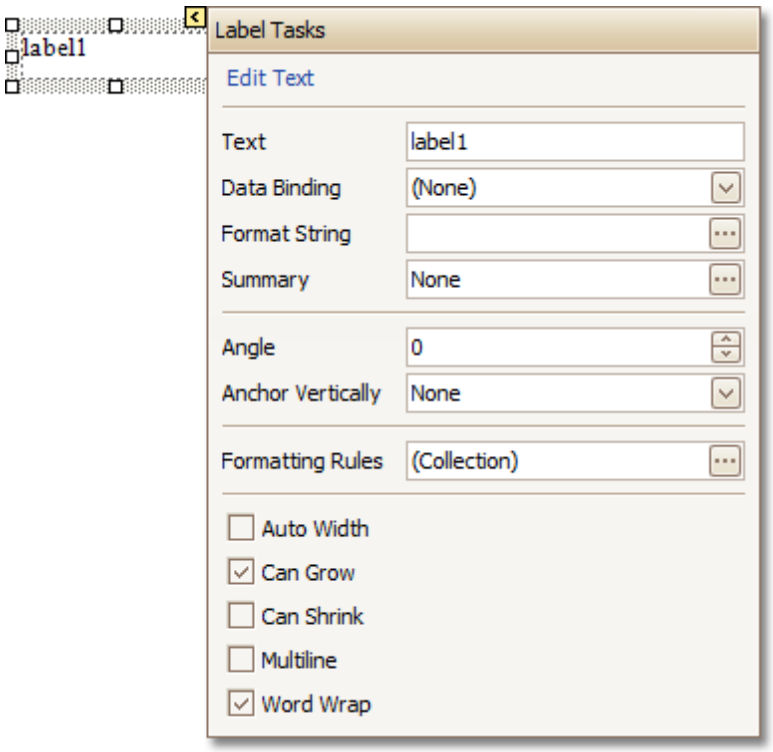
- **Report Smart Tag**
  A report's smart tag icon is located at the top left corner of the Design Panel. Note that you need to click that corner twice. The first click selects the report object, allowing you to change its settings in the Property Grid. The second click invokes the smart tag's popup window.



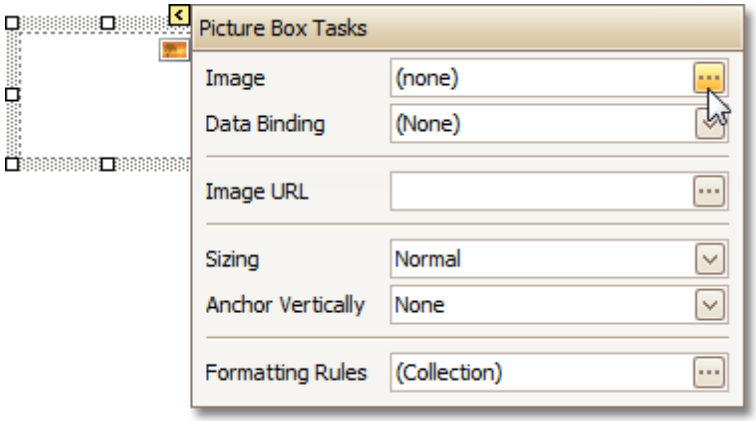
- **Band Smart Tag**
  A band's smart tag icon is located on the band strip right next to its caption. For instance, the smart tag for the Detail band is shown in the following image.



- **Control Smart Tag**
  A control's smart tag icon is located at the top right corner of the control. For instance, the smart tag for the Label control is shown in the following image.



This is the smart tag for the Picture Box control.



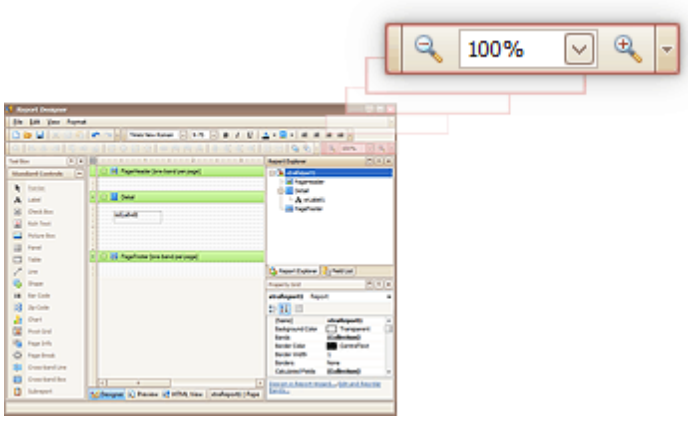
See Also

Context Menu

Zoom Toolbar

The **Zoom Toolbar** allows you to zoom a report in and out, providing easier control over report's layout.

In the Report Manager, the Zoom toolbar is appended to the Main toolbar.



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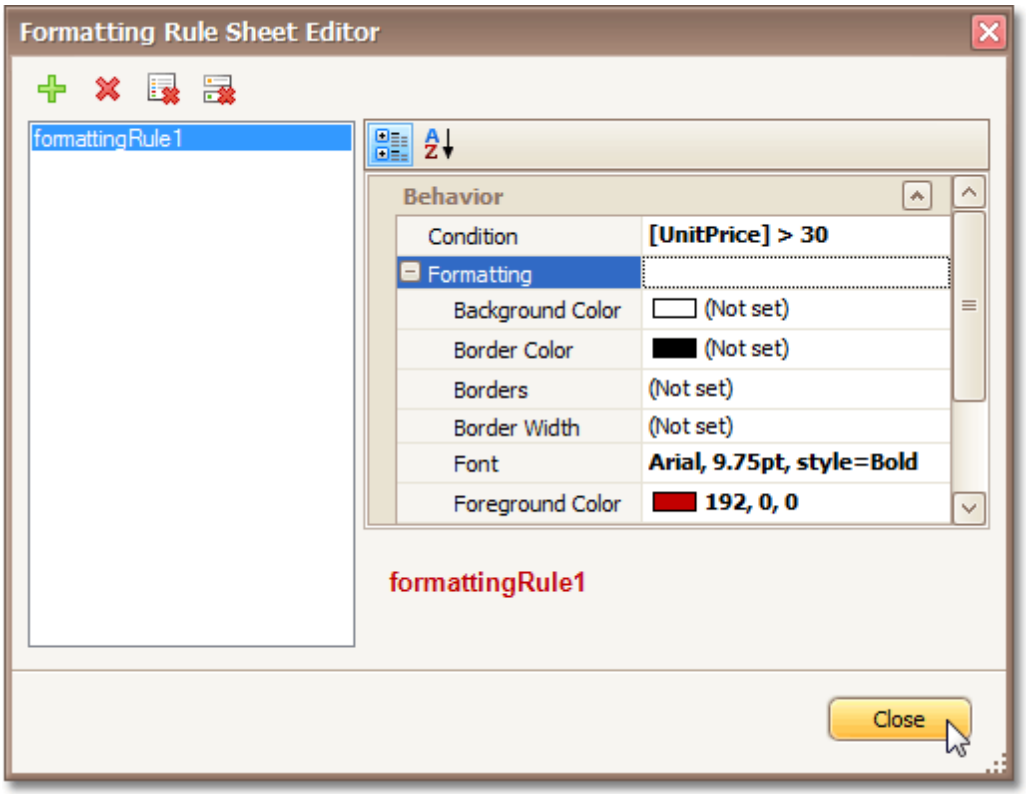
Report Settings

A **Report** is the main object in the Report Designer, as it's the document being edited. A typical report is shown in the following image (as it looks in Designer Tab and Preview Tab).

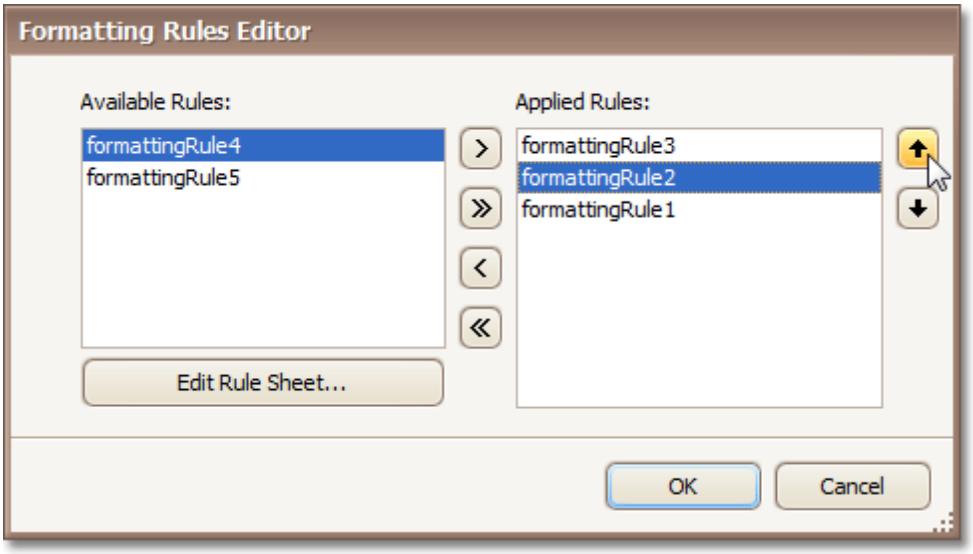
While the main report's properties can be accessed via the report's Smart Tag, the complete settings list is available in the Property Grid, where all the report's properties are divided into the following groups.

Appearance

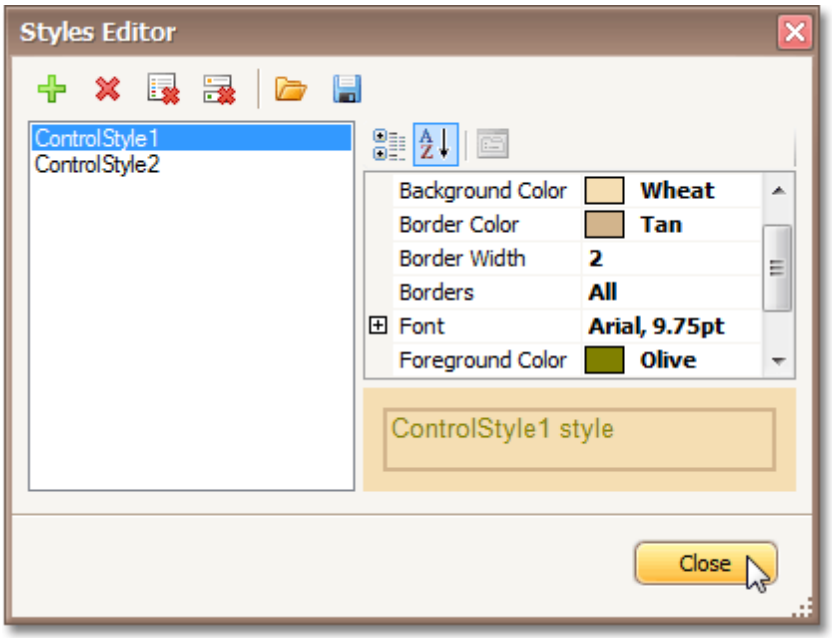
- **Background Color**
  Specifies the background color of report elements. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for report elements.
- **Font**
  Specifies the font settings for report elements. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for report elements. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rule Sheet**
  Invokes the Formatting Rule Sheet Editor, allowing you to manage and customize formatting rules, which can then be defined for a report's bands and controls. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the report during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values used to render the contents of a report's controls.
- **Style Sheet**
  Allows you to invoke the Styles Editor, which is intended to manage and customize a report's style sheets. To learn more on this, refer to Store and Restore Style Sheets.



- **Style Sheet's Path**
  Allows you to define a path to the style sheet contained in a report style sheet file (.REPSS). To learn more on this, refer to Store and Restore Style Sheets.
- **Text Alignment**
  Allows you to change the alignment of a report controls' text. This option is also available in the Formatting Toolbar.
- **Watermark**
  Allows you to customize a report's watermark options. For more information about this, refer to Create or Modify Watermarks of a Report.

Behavior

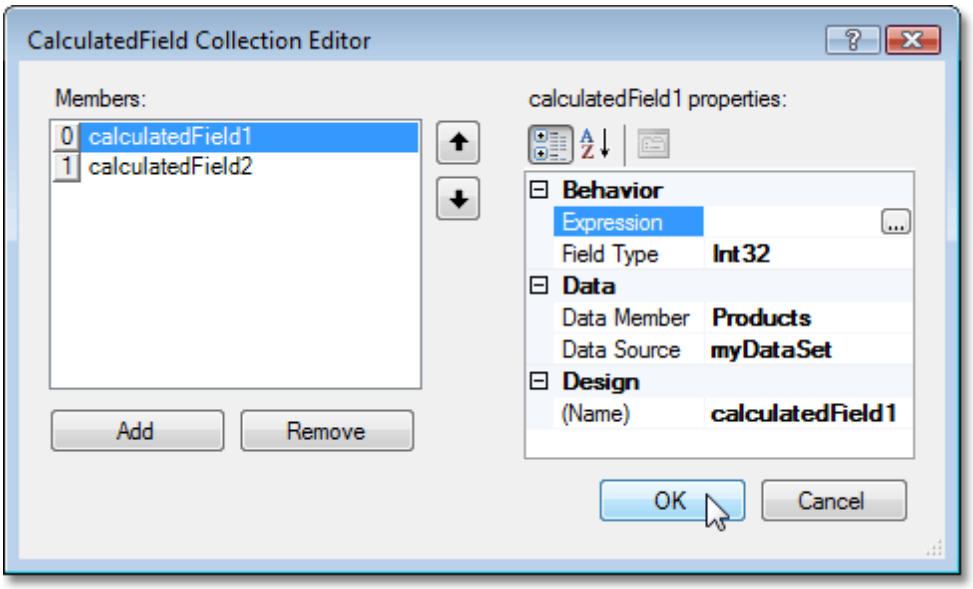
- **Export Options**
  Allows you to set the export options for each file type (PDF, XLS, TXT, etc.). These options vary with the

file type.

- **Measure Units**
  Allows you to choose units of measurement for a report (one hundredth of an inch or a tenth of a millimeter).
- **Script Language**
  Allows you to choose the programming language to be used in scripting (C#, Visual Basic or J#).
- **Script References**
  Allows you to manage the collection of strings that represent the paths to the assemblies used by the scripts in a report.
- **Scripts**
  This property contains events which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Show Margin Lines in Preview**
  The page margin lines are dotted lines shown on the currently selected page in the report's preview. Use this property to change the visibility of these lines.
- **Vertical Content Splitting**
  Allows you to choose whether report controls outside the right page margin should be split across pages, or moved in their entirety to the next page.
- **Visible**
  Specifies whether a report should be created in print preview.

Data

- **Calculated Fields**
  Allows you to access a report's calculated fields collection.

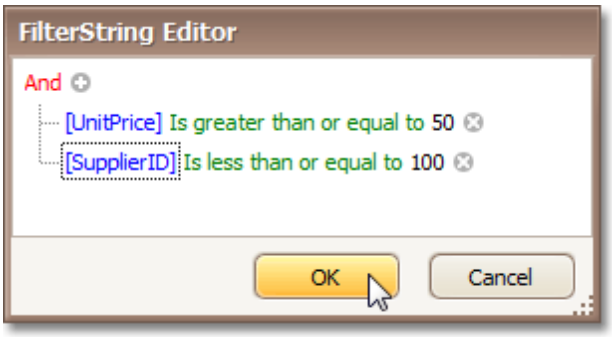


- **Data Adapter**
  Determines a report's data adapter used to populate the report's data source. It is created automatically when the Data Member property is defined. To learn more about this, refer to Bind a Report to Data.
- **Data Member**
  Determines a specific list in a report's Data Source, for which the Report Designer objects display data. To learn more about this, refer to Bind a Report to Data.

Note
Usually, it is not necessary to specify the Data Member property when binding a report to data. This property should only be set directly if the dataset contains more than one table.

- **Data Source**
  Determines a report's data source. To learn more about this, refer to Bind a Report to Data.

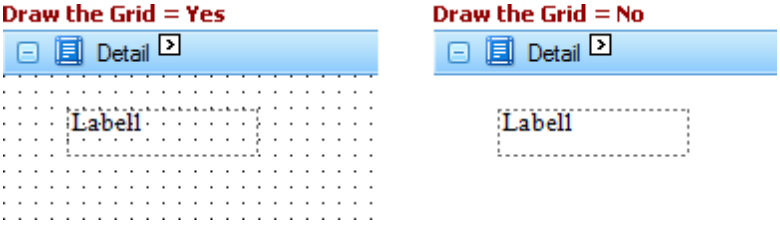
- **Filter String**
  Allows you to invoke the Filter String Editor, which is intended to easily define a filtering condition for a report's data. For more information about this, refer to Change or Apply Data Filtering to a Report.



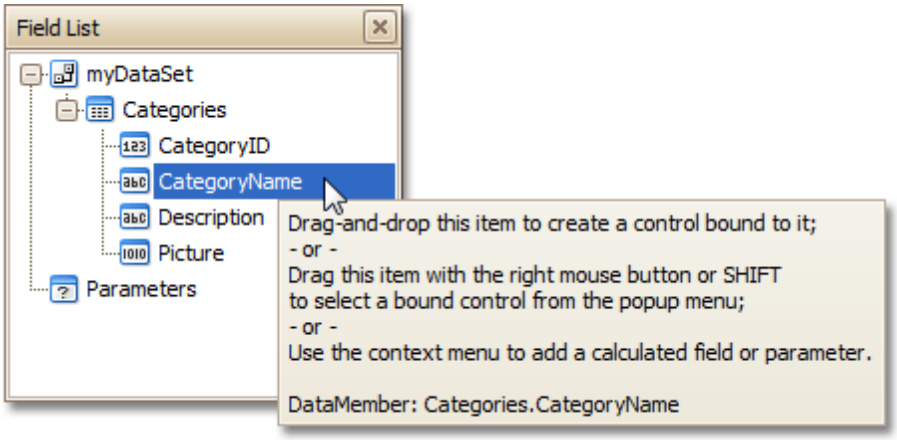
- **Tag**
  This property allows you to add some additional information to a report; for example its id, by which it can then be accessible via scripts.
- **XML Data Path**
  Allows you to define a path to data contained in an external XML file. The data contained in the file will then be used as a report's data source.

Design

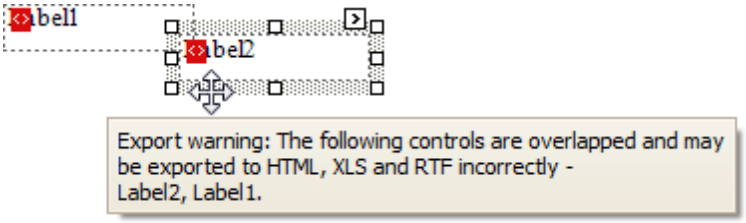
- **(Name)**
  Determines a report's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.
- **Data Source's Schema**
  Allows you to load an XML/XSD file, containing the schema of a report's data source.
- **Draw the Grid**
  Determines whether to draw the grid when a report is being designed.



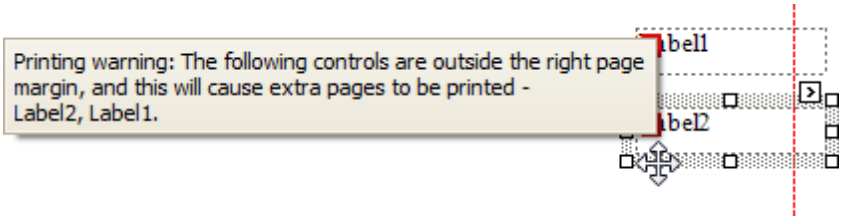
- **Grid Size**
  Determines the size of a grid defined by a report's Draw the Grid property.
- **Row Count for Preview**
  This property is intended to reduce the time for report preview loading when working with large data sources. For example, if this property is set to **10**, only **10** data rows will be loaded into a data source. If you want to see all data rows, set this property to **0** (as it is by default).
- **Show Designer's Hints**
  The designer hints are intended to provide tooltips, both describing the purpose of certain report elements for inexperienced users, and describing the reasons and solutions for possible export or printing warnings. By using this property, these hints can be turned on or off.



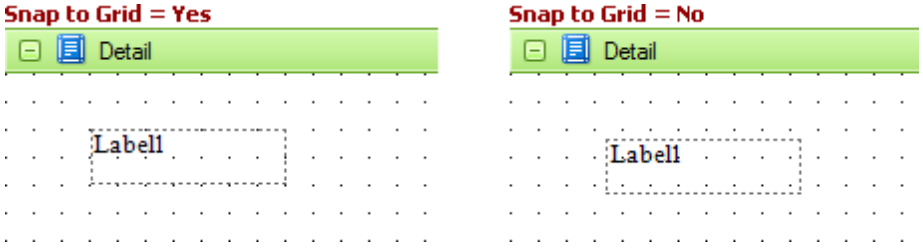
- **Show Export Warnings**
  The export warnings appear when report controls are overlapped, indicating that a report layout may be incorrect when exporting to certain table-based formats (such as XLS, HTML or RTF).



- **Show Printing Warnings**
  The printing warnings are intended to notify you that some of a report's controls are placed outside the right page margin, so that the report contains unnecessary pages.

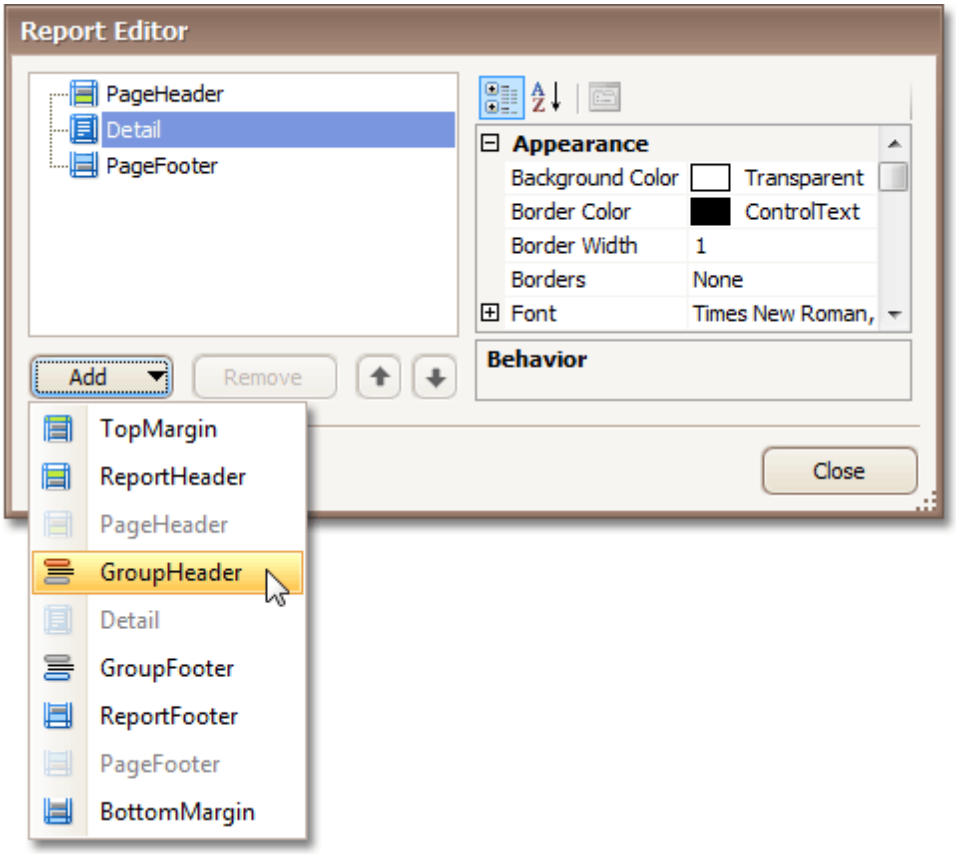


- **Snap to Grid**
  This property is intended to place controls on a report precisely when they are located or resized.



Misc

- **Bands**
  Allows you to invoke the Report Editor, intended to manage and customize a report's bands.



Navigation

- **Bookmark**
  Allows you to define how a report is named in the document map when the report bookmarks are implemented. By default, it is synchronized with the report's Name property.

Page Settings

- **Landscape**
  Determines whether the page orientation is Landscape (when set to Yes) or Portrait (when set to No).
- **Margins**
  Determines the width of a report's margins (measured in report units).

Note
Note that the report's Margins.Top and Margins.Bottom properties are tied to the Height property of the Page Margin Bands. So, changing these properties' values will cause changing the appropriate bands' Height value as well, and vice versa.

- **Page Height**
  Specifies page height, in report units. This property can only be set if the Paper Kind property is set to Custom.
- **Page Width**
  Specifies page width, in report units. This property can only be set if the Paper Kind property is set to Custom.
- **Paper Kind**
  Determines the type of paper for a report. Setting this property to any value different from Custom will prevent the Page Height, Page Width and Paper Name properties from being customized.

Note
If the Paper Kind property is set to Custom, then the printer paper will be selected according to the Paper Name property's value. In this case, it's also necessary to set the Page Width and Page Height properties to the corresponding values of the paper selected.

- **Paper Name**

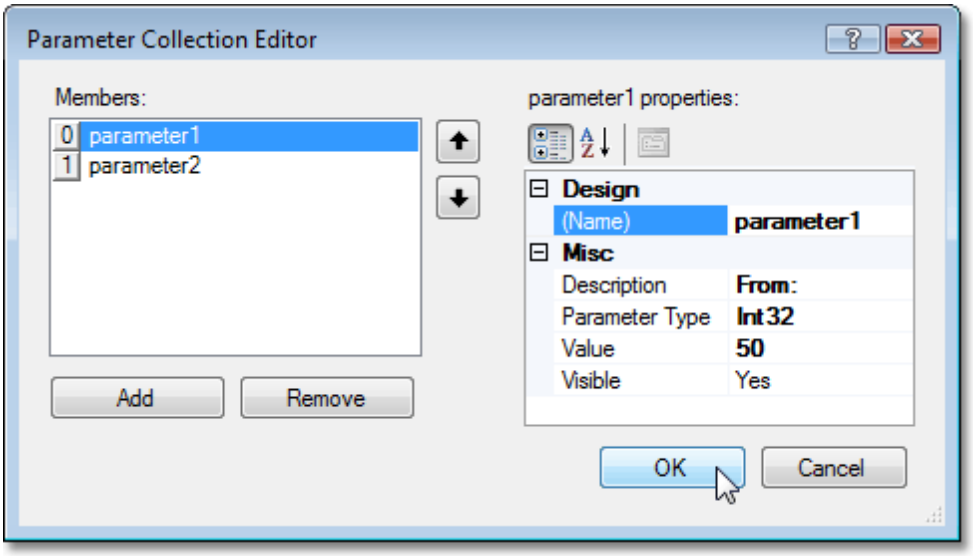
Determines the name of the custom paper used in the printer that will print the document.

The Paper Name property's value is in effect only when the Paper Kind property is set to Custom. If the printer on which a document is printed doesn't support the paper type specified by the Paper Name property's value, then it will default to the Letter paper size. In this case, it's also necessary to set the Page Width and Page Height properties to the corresponding values of the selected paper.

- **Printer Name**
  Determines the name of the printer to use when printing a report. Note that the specified printer should be installed on the machine.
- **Using Settings of the Default Printer**
  Specifies which of the default printer's settings should be used when printing a report.

Parameters

- **Parameters**
  Allows you to access a report's parameters collection.



- **Request Parameters**
  Allows you to define whether it's required to request the values of a report's parameters when generating the report.

Report Bands

The Report Designer creates *banded* reports, where bands are report sections that can be printed once in a report (report header and footer), on each report page (page header and footer), for each data entry (detail band), for each data group (group header and footer), etc.

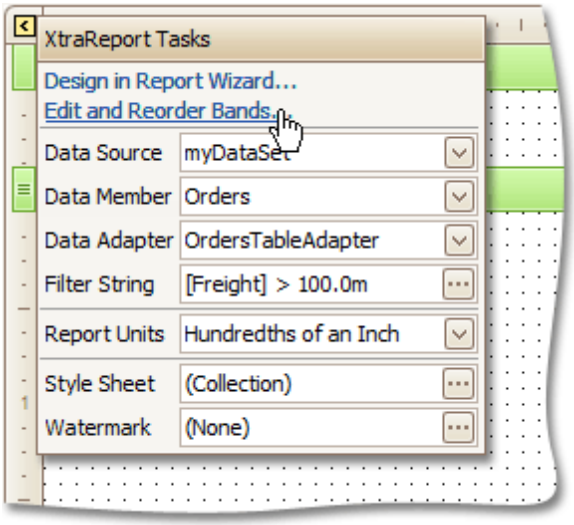
Band types

The Report Designer support the following band types.

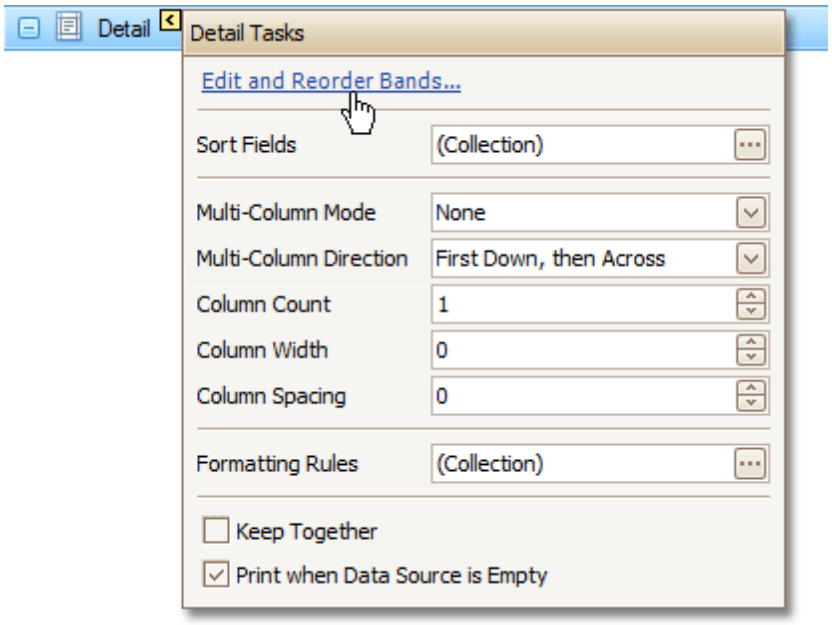
- Detail Band
- Group Header and Footer
- Report Header and Footer
- Page Header and Footer
- Page Margin Bands
- Detail Report Band (for Master-Detail Reports)

Manage bands

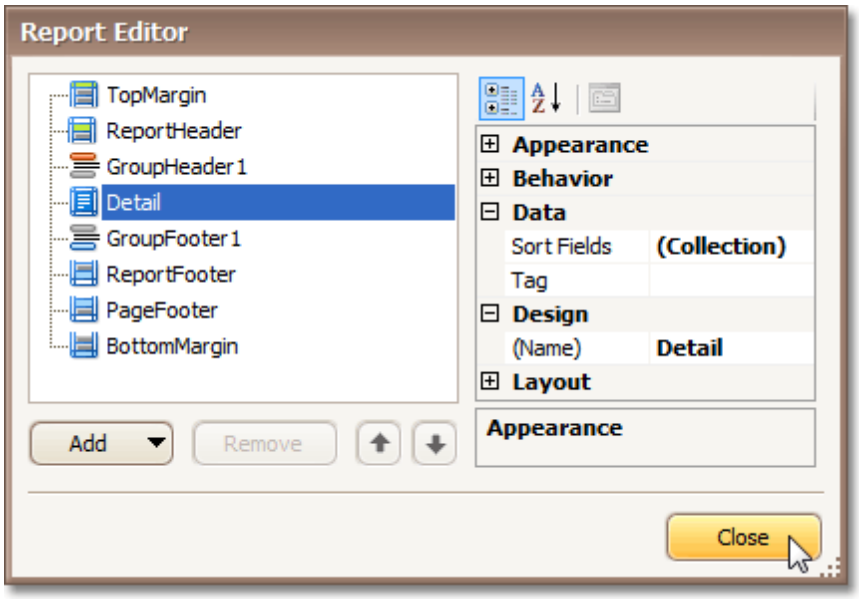
You can manage a report's bands using the **Report Editor**, which may be invoked either via the **Edit and Reorder Bands...** context link of a report's Smart Tag actions list...



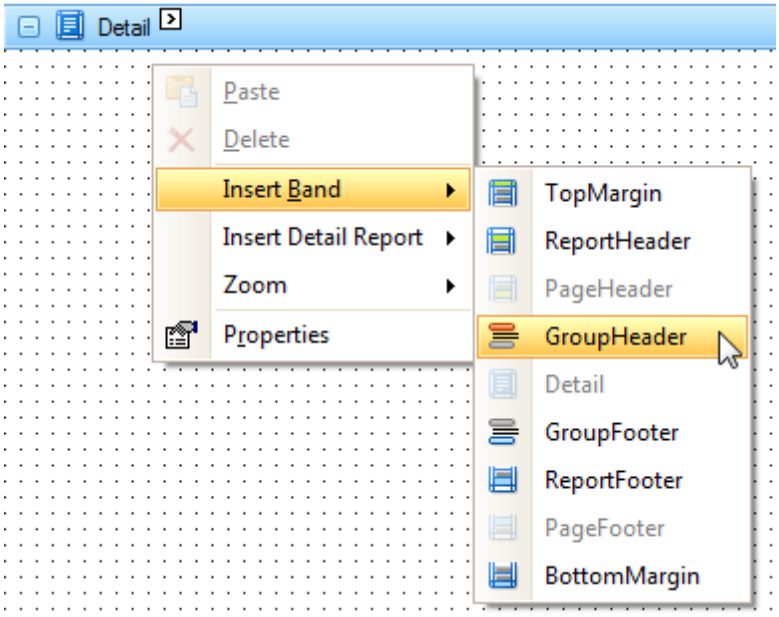
... or via any band's Smart Tag.



The **Report Editor** allows you to easily add, remove and reorder a report's bands, and to define their properties.

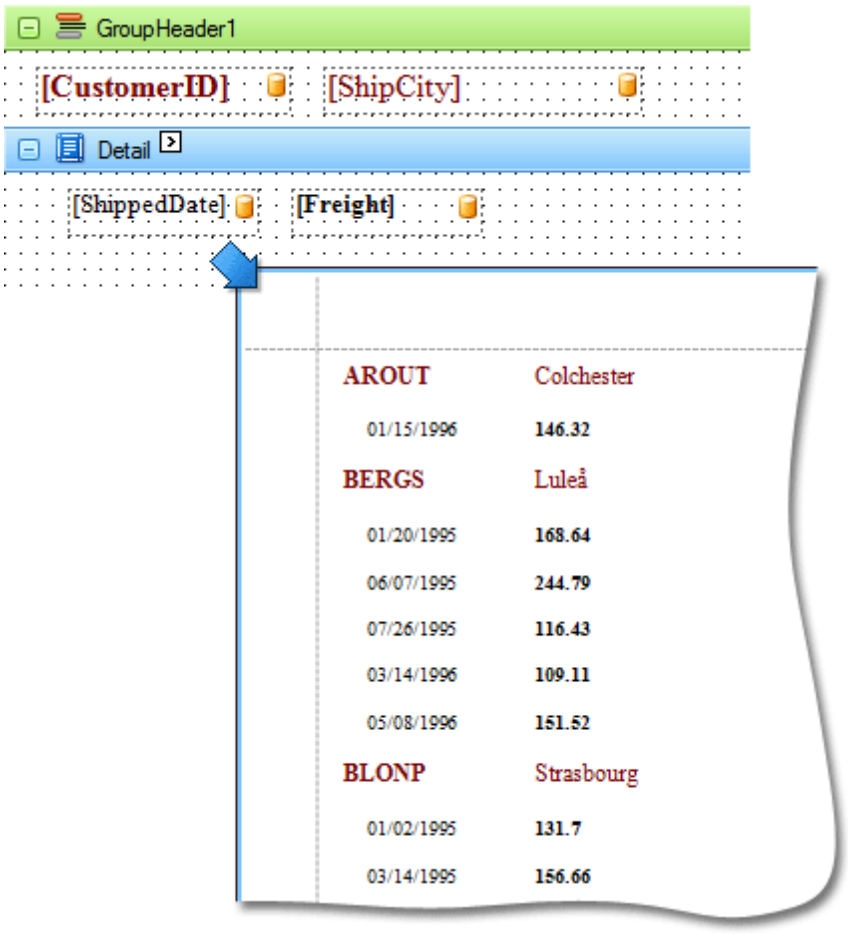


Another way to add a band of a certain type to a report is to invoke the Context Menu by right-clicking anywhere on a report's surface.



Detail Band

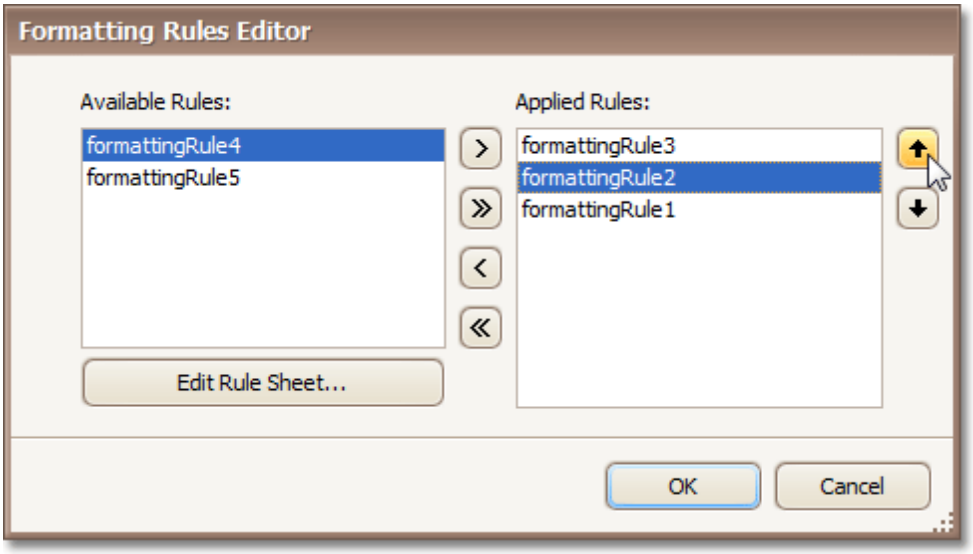
The **Detail Band** is the central part of a report. Unlike other report bands, you cannot delete this band - the present report structure includes the Detail band in its core. The contents of the Detail band are repeated for every data entry. If you're building a report listing, say, employees, it will be rendered for each employee in the database.



In the Property Grid, the Detail Band's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the controls contained within the band.
- **Font**
  Specifies the font settings for the controls contained within the band. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the band during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values which are used to render the contents of the controls contained within the band.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the controls contained within the band, as well as to assign an existing style to them (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the text alignment of the controls contained within the band. This option is also available in the Formatting Toolbar.

Behavior

- **Keep Together**
  As stated above, the detail band is printed repeatedly for every data entry. When the Keep Together option is on, the report engine tries to keep sequential detail band entries together. This option makes sense only when data is grouped or you're working with a master-detail report. In this case, the report engine tries to keep group contents on one page. If a group doesn't fit and it starts somewhere in the middle of a page, the report moves this group to a new page, thus trying to reduce the number of page breaks in continuous data.
- **Multi-Column Options**
  This property allows you to arrange the printout of the band's content in several columns. For more information, refer to Multi-Column Report.
- **Page Break**
  Use this property if the current report design requires that the detail section should be separated from previous sections or follow-ups. Specify the Before the Band or After the Band values to insert a page break before or after the current band. In many cases, this property may be used instead of the Page Break control.
- **Print when Data Source is Empty** and **Repeat Count when Data Source is Empty**
  The first property specifies whether a Detail Band should be printed if the report's primary data source is empty. When it is set to Yes and the report is not bound to data, you may set the second property value to the number of times that the Detail Band contents should be repeated when the report is printed or exported.
- **Scripts**
  This property contains events, which you can handle by the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**

Specifies whether the band should be visible in print preview.

Data

- **Sort Fields**
  Invokes the Group Field Collection Editor, which enables you to specify the fields for sorting the records within the band, the sorting order (Ascending/Descending) for each field and the order sequence. For more information, refer to Change or Apply Data Sorting to a Report.
- **Tag**
  This property allows you to add some additional information to the band; for example its id, by which it can then be accessible via scripts.

Design

- **(Name)**
  Determines a band's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts .

Layout

- **Height**
  Specifies the band's height, in report units. The default for a newly created Detail Band is **100**.

Misc

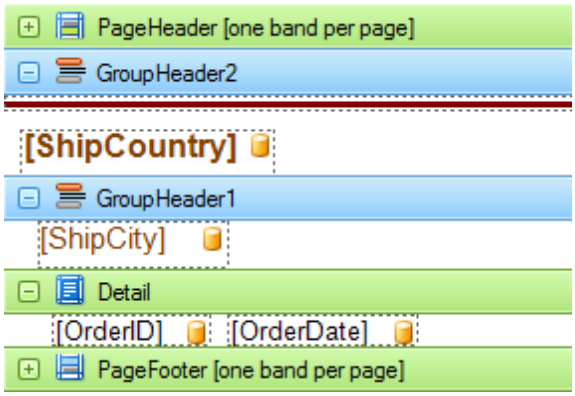
- **Keep Together with Detail Reports**
  When this option is on, the Detail Band will be always printed on the same page together with its child Detail Report Band, or multiple bands.

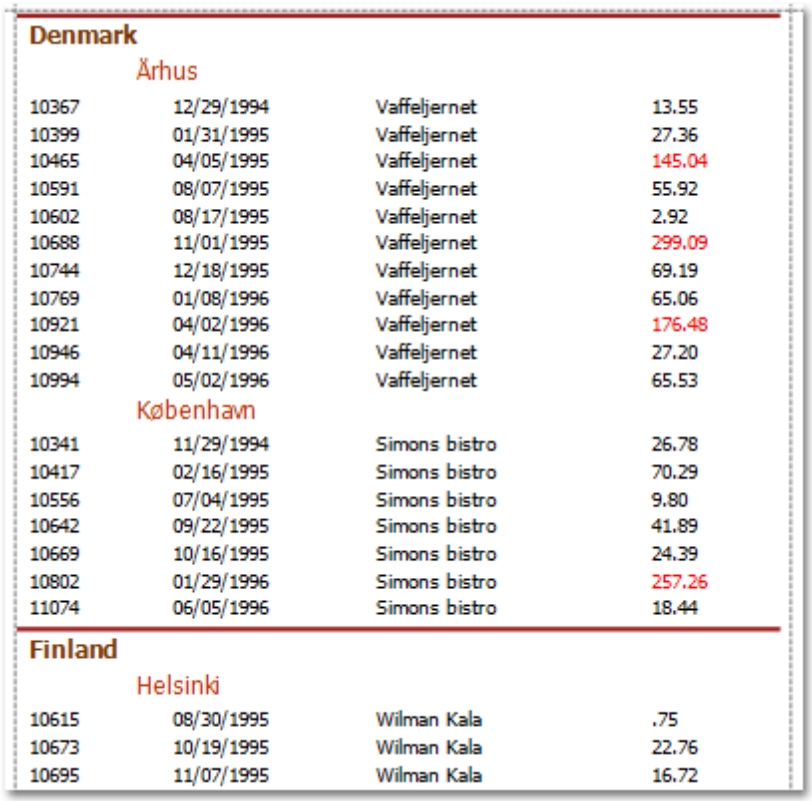
Grouping Bands

The **Group Header** and **Group Footer** bands are shown above and below each group. See Change or Apply Data Grouping to a Report for additional information.

You may use the Group Header bands for grouping by multiple data fields in one of the following ways:

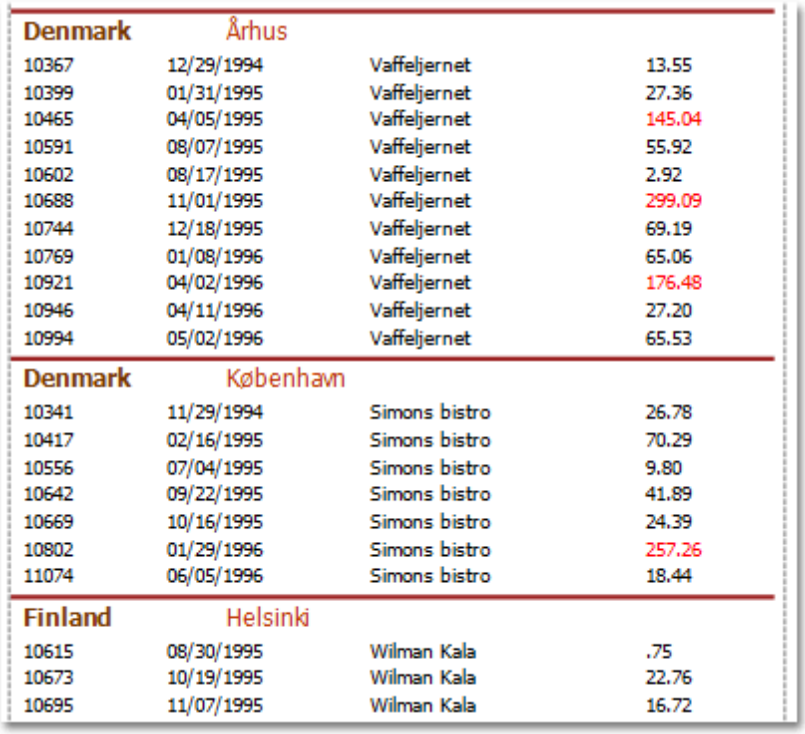
1. Add several Group Header bands. Specify one group field for each of these bands. This results in nested grouping of the report's data.





Denmark			
Århus			
10367	12/29/1994	Vaffeljernet	13.55
10399	01/31/1995	Vaffeljernet	27.36
10465	04/05/1995	Vaffeljernet	145.04
10591	08/07/1995	Vaffeljernet	55.92
10602	08/17/1995	Vaffeljernet	2.92
10688	11/01/1995	Vaffeljernet	299.09
10744	12/18/1995	Vaffeljernet	69.19
10769	01/08/1996	Vaffeljernet	65.06
10921	04/02/1996	Vaffeljernet	176.48
10946	04/11/1996	Vaffeljernet	27.20
10994	05/02/1996	Vaffeljernet	65.53
København			
10341	11/29/1994	Simons bistro	26.78
10417	02/16/1995	Simons bistro	70.29
10556	07/04/1995	Simons bistro	9.80
10642	09/22/1995	Simons bistro	41.89
10669	10/16/1995	Simons bistro	24.39
10802	01/29/1996	Simons bistro	257.26
11074	06/05/1996	Simons bistro	18.44
Finland			
Helsinki			
10615	08/30/1995	Wilman Kala	.75
10673	10/19/1995	Wilman Kala	22.76
10695	11/07/1995	Wilman Kala	16.72

2. Specify several group fields for the **Group Fields** property of the Group Header band. The data will be grouped by certain combinations of field values.



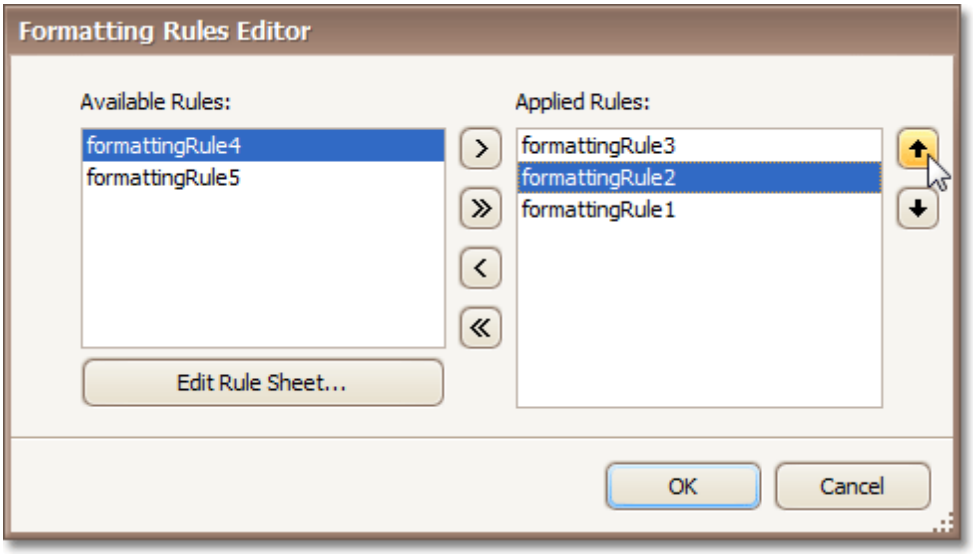
Denmark	Århus		
10367	12/29/1994	Vaffeljernet	13.55
10399	01/31/1995	Vaffeljernet	27.36
10465	04/05/1995	Vaffeljernet	145.04
10591	08/07/1995	Vaffeljernet	55.92
10602	08/17/1995	Vaffeljernet	2.92
10688	11/01/1995	Vaffeljernet	299.09
10744	12/18/1995	Vaffeljernet	69.19
10769	01/08/1996	Vaffeljernet	65.06
10921	04/02/1996	Vaffeljernet	176.48
10946	04/11/1996	Vaffeljernet	27.20
10994	05/02/1996	Vaffeljernet	65.53
Denmark	København		
10341	11/29/1994	Simons bistro	26.78
10417	02/16/1995	Simons bistro	70.29
10556	07/04/1995	Simons bistro	9.80
10642	09/22/1995	Simons bistro	41.89
10669	10/16/1995	Simons bistro	24.39
10802	01/29/1996	Simons bistro	257.26
11074	06/05/1996	Simons bistro	18.44
Finland	Helsinki		
10615	08/30/1995	Wilman Kala	.75
10673	10/19/1995	Wilman Kala	22.76
10695	11/07/1995	Wilman Kala	16.72

The Group Footer band is unnecessary without the corresponding Group Header band. When present, it allows customization by providing a set of properties similar to those of the Group Header.

In the Property Grid, the properties of these bands are divided into the following groups.

Appearance

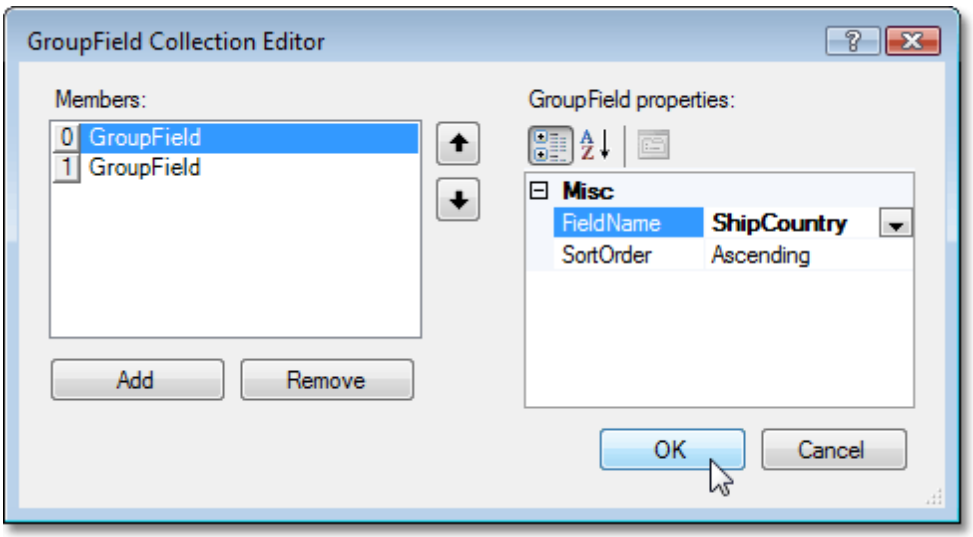
- **Background Color**
  Specifies the background color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the controls contained within the band.
- **Font**
  Specifies the font settings for the controls contained within the band. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the band during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values which are used to render the contents of the controls contained within the bands.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the controls contained within the bands, as well as to assign an existing style to them (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the text alignment of the controls contained within the bands. This option is also available in the Formatting Toolbar.

Behavior

- **Group Fields**
  This property is available for the Group Header band only. It invokes the Group Field Collection Editor, allowing you to add and remove grouping fields, define a data field to be used as a grouping criteria and the grouping order (ascending or descending).



  This property is also accessible via the band's Smart Tag.
- **Group Union**
  Determines whether group rows can be printed on different pages (in this case both Group Union and Group Footer Band.Group Union are set to None), or the entire group will be printed on a single page (if

the Group Union is set to Whole Page).

Also, if a group can be split across pages, but you don't want a Group Header to be printed on a page if there is no data row below it (in case a group starts at the bottom of the page and there is enough room for only a Group Header), you may set the Group Union to With First Detail. In this case, if a Group Header is alone on a page, it will be moved to the beginning of the next page.

It is the same for the Group Footer. If you don't want it to be printed alone on a page, you may set its Group Union to With Last Detail, and the last group row from the previous page will be moved to the next page to be printed together with a Group Footer.

This property is also accessible via the band's Smart Tag.

- **Keep Together**
  When this option is on, the report tries to fit the band contents entirely on one page, not allowing it to split across several pages. In general, if the contents are too large to fit on a single page, then the band is started on a new page, and continues on the following page.
- **Level**
  Specifies the nesting level of a group band. The lower the level number, the closer the group band is to the Detail band. The numeration starts at zero. It is the parameter that identifies the Group Header / Group Footer band pairs.

  This property is also accessible via the band's Smart Tag.
- **Page Break**
  Use this property if the current report design requires that the band's section should be separated from previous sections or follow-ups. Specify the Before the Band or After the Band values to insert a page break before or after the current band. In many cases, this property may be used instead of the Page Break control.
- **Print at Bottom**
  This property is available for the Group Footer band only. It determines whether the band should be printed at the bottom of a page, or immediately after the last group's details.

  If a report contains several Group Footers with their Print at Bottom properties set to different values, then the outer Group Footer has the highest priority.

  This feature is helpful when the Page Break property of the Group Header band is set to After the Band. In this instance each group starts a new page, and the Group Footer has two distinct places to reside - after the last row, or at the bottom of the page.
- **Repeat Every Page**
  This property improves the readability of reports with group contents that are several pages long. Without a repeated group header at the top of the page, the report may be difficult to read.

  This property is also accessible via the band's Smart Tag.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the bands should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the band; for example its id, by which it can then be accessible via scripts.

Design

- **(Name)**
  Determines a band's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

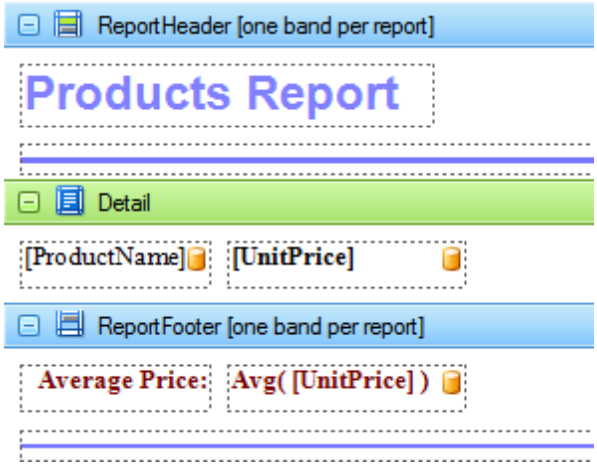
Layout

Height

- Specifies the band's height, in report units.

Report Header and Footer

The **Report Header** and **Report Footer** are the only types of report bands rendered once per report.

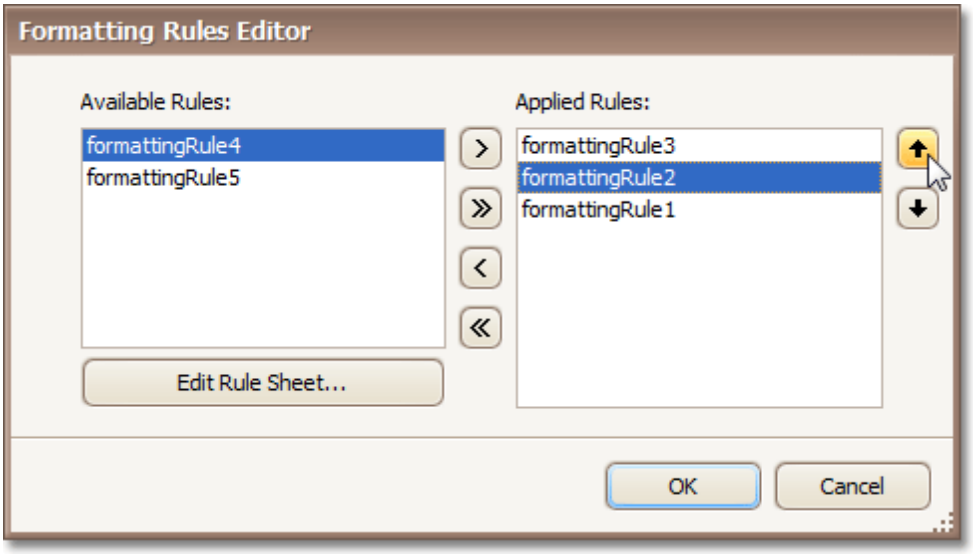


- The Report Header is the first band of a report on the first page, not counting margins as they are "out-of-page" zones. The Report Header precedes even the Page Header band. It is the best place for the report's name, company logo, date of creation, author's name and miscellaneous information. If you plan to add a chart that visualizes the report's data, then drop the Chart control onto this band.
- The Report Footer finalizes the informative part of the report. It is placed before the Page Footer and Bottom Margin bands on the report's last page. Use the Report Footer for report grand totals or conclusions.

In the Property Grid, the properties of these bands are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the controls contained within the band.
- **Font**
  Specifies the font settings for the controls contained within the band. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the band during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values which are used to render the contents of the controls contained within the bands.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the controls contained within the bands, as well as to assign an existing style to them (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the text alignment of the controls contained within the bands. This option is also available in the Formatting Toolbar.

Behavior

- **Keep Together**
  When this option is on, the report tries to fit the band contents entirely on one page, not allowing it to split across several pages. In general, if the contents are too large to fit on a single page, then the band is started on a new page, and continues on the following page.
- **Page Break**
  Use this property if the current report design requires that the band's section should be separated from previous sections or follow-ups. Specify the Before the Band or After the Band values to insert a page break before or after the current band. In many cases, this property may be used instead of the Page Break control.
- **Print at Bottom**
  This property is available for the Report Footer band only, and determines whether this band should be printed at the bottom of the last page, or immediately after the last report's details. The Report Footer has priority over the Group Footer's Print at Bottom property, so the Group Footer can never be placed after the Report Footer.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the band should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the band; for example its id, by which it

can then be accessible via scripts.

Design

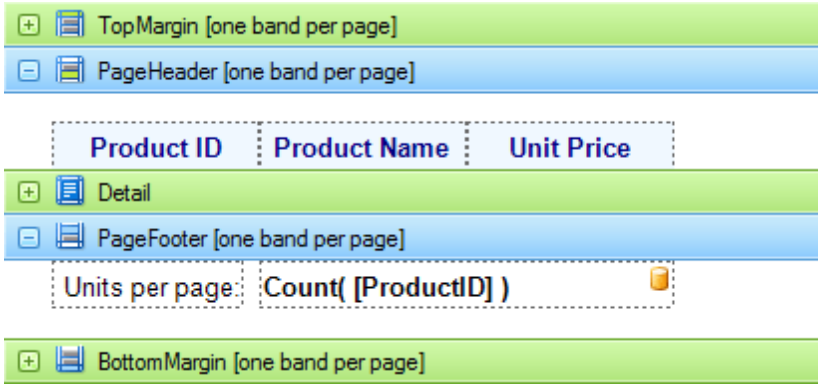
- **(Name)**
  Determines a band's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Height**
  Specifies the band's height, in report units.

Page Header and Footer

The **Page Header** and **Page Footer** bands are located at the top and bottom of every page in a report.



The Page Header/Footer bands are the best place for information that should be printed on every page. For example, use them to display the header of a table which is continued from the previous page (an example can be found at the Table Report tutorial).

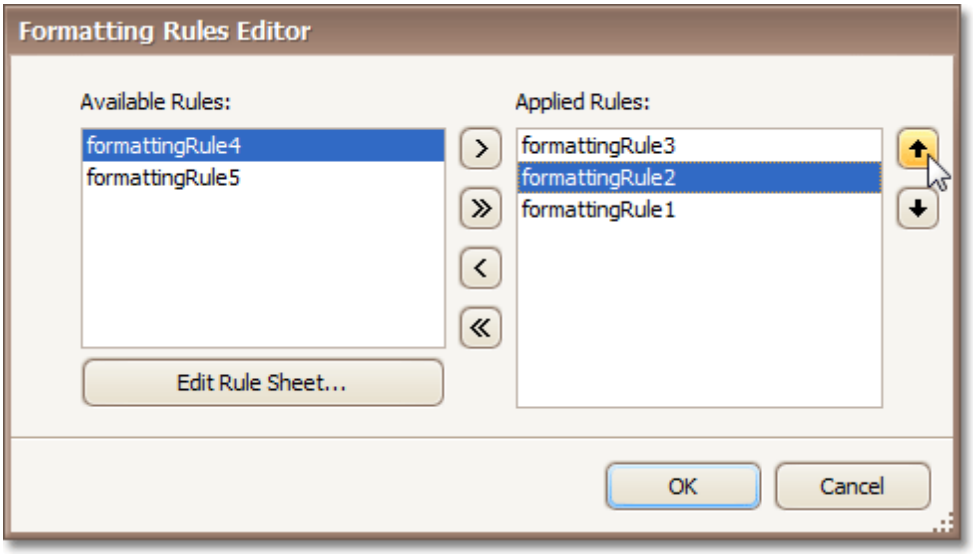
Note

If you insert page break right after the Report Header (by setting its **Page Break** property value to **After the Band**), the Page Footer and Page Header bands will not be printed on the first page.

In the Property Grid, the properties of these bands are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the controls contained within the band.
- **Font**
  Specifies the font settings for the controls contained within the band. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the band during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values which are used to render the contents of the controls contained within the bands.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the controls contained within the bands, as well as to assign an existing style to them (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the text alignment of the controls contained within the bands. This option is also available in the Formatting Toolbar.

Behavior

- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the band should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the band; for example its id, by which it can then be accessible via scripts.

Design

- **(Name)**
  Determines a band's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts .

Layout

- **Height**
  Specifies the band's height, in report units.

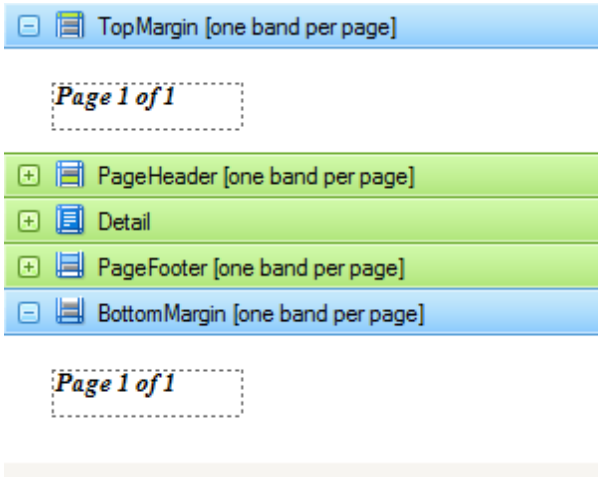
Misc

- **Print On**

This property specifies whether the band should be printed on the same page with Report Header and Report Footer bands.

Page Margin Bands

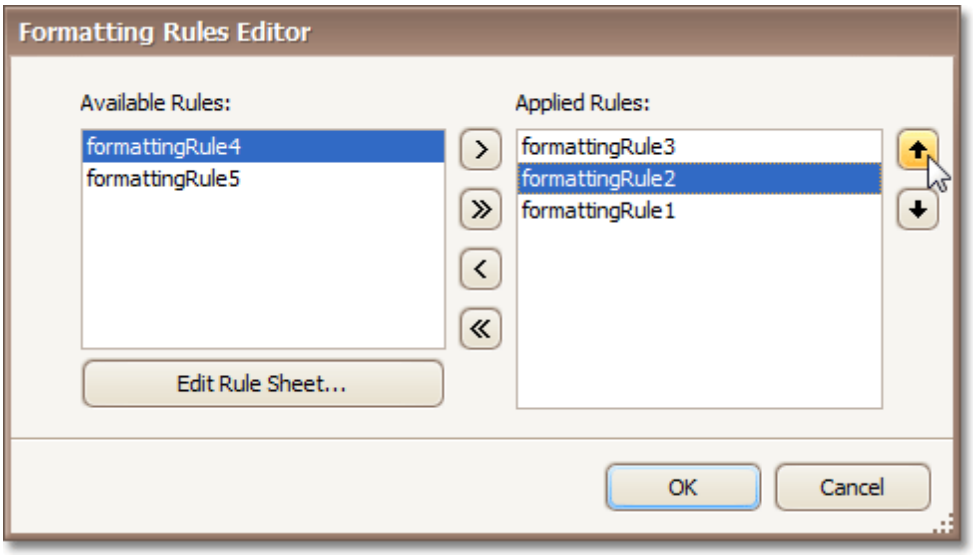
The **Top Margin** and **Bottom Margin** bands represent the top and bottom page margins. They are intended for displaying page numbers, or some sort of supplementary information (e.g. current system time or the user name).



In the Property Grid, the properties of these bands are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the controls contained within the band.
- **Font**
  Specifies the font settings for the controls contained within the band. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the band during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values which are used to render the contents of the the controls contained within the bands.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the controls contained within the bands, as well as to assign an existing style to them (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the text alignment of the controls contained within the bands. This option is also available in the Formatting Toolbar.

Behavior

- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the band should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the band; for example its id, by which it can then be accessible via scripts.

Design

- **(Name)**
  Determines a band's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts .

Layout

- **Height**
  Specifies the band's height, in report units.

Note

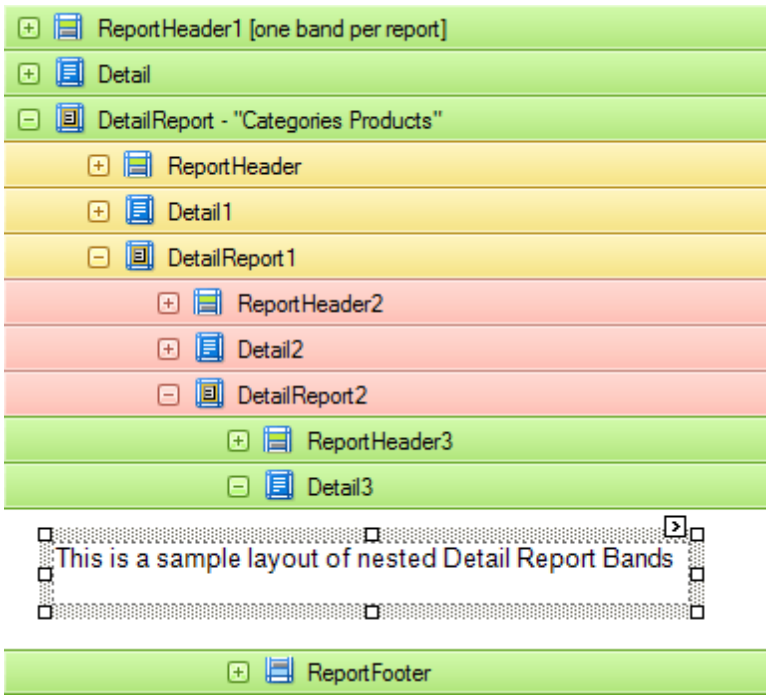
Note that this property is tied to the report's Margins.Top (or Margins.Bottom) property, so that changing this property's value will cause the appropriate Margin value to be changed, and vice versa.

Detail Report Band for Master-Detail Reports

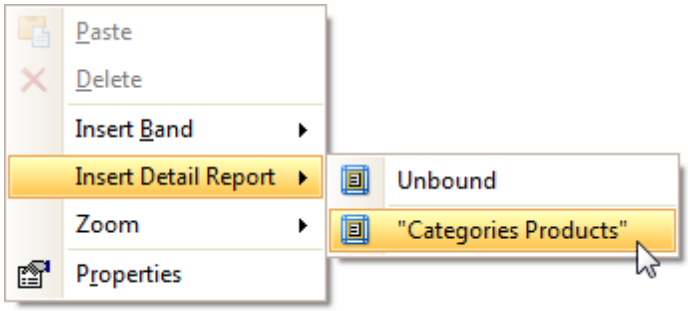
The **Detail Report Band** is a type of band used to incorporate one report into another in master-detail reports.

The Detail Report Band is quite different from the Detail Band since it holds the whole *detail report* in a *master-detail* report layout.

There can be an unlimited number of Detail Report Bands nested inside one another, and every new group of bands is colored differently in the Report Designer, as illustrated below:



The **Detail Report Band** cannot be added to a report via the **Report Editor** like other band types. To add a Detail Report Band, right-click the Report Designer and in the invoked Context Menu, point to **Insert Detail Report**. If the bound data source contains a data relationship, the submenu will contain an item with the name of that relationship. Select this item to create a Detail Report Band already bound to a detail table. Otherwise, add an unbound detail report and specify its properties later.



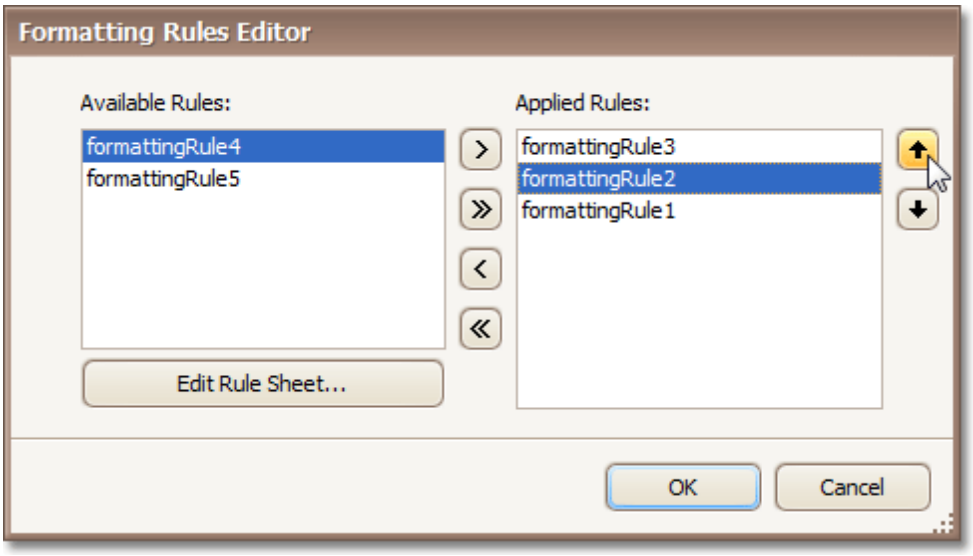
In the Property Grid, the properties of this band are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the controls contained within the band.
- **Font**
  Specifies the font settings for the controls contained within the band. Some of these settings are

available in the Formatting Toolbar.

- **Foreground Color**
  Specifies the text color for the controls contained within the band. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the band during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.



- **Padding**
  Specifies indent values which are used to render the contents of the controls contained within the band.
- **Text Alignment**
  Allows you to change the text alignment of the controls contained within the band. This option is also available in the Formatting Toolbar.

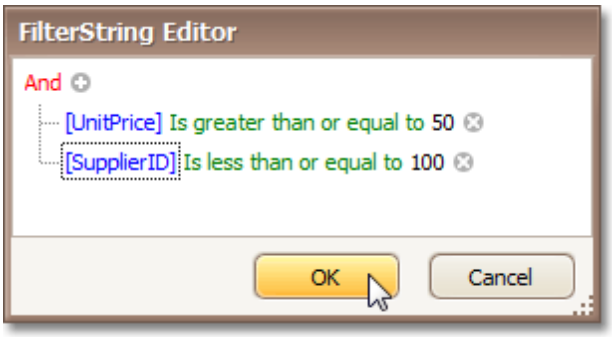
Behavior

- **Page Break**
  Use this property if the current report design requires that the band's section should be separated from previous sections or follow-ups. Specify the Before the Band or After the Band values to insert a page break before or after the current band. In many cases, this property may be used instead of the Page Break control.
- **Scripts**
  This property contains events which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the band should be visible in print preview.

Data

- **Data Adapter**
  Determines a Detail Report Band's data adapter that provides the detail data for the report. To learn more about this, refer to Master-Detail Report (Detail Report Bands).
- **Data Member**
  Determines a name of the data relationship established within the bound data source. To learn more about this, refer to Master-Detail Report (Detail Report Bands).
- **Data Source**
  Determines the data source that provides the detail data for the report. If this property isn't defined, the detail report gets data from the master report's data source. To learn more about this, refer to Master-Detail Report (Detail Report Bands).

- **Filter String**
  Allows you to invoke the Filter String Editor, which is intended to easily define a filtering condition for a detail report's data. For more information about this, refer to Change or Apply Data Filtering to a Report.



- **Tag**
  This property allows you to add some additional information to the band; for example its id, by which it can then be accessible via scripts.
- **XML Data Path**
  Allows you to define a path to the data contained in an XML file. The data contained in the file will then be used as the Detail Report Band's data source.
  In this case, the Data Member property will specify the bound list in the XML data source.

Note
Note that a detail report uses the XML Data Path property value only when the Data Source property is set to None. The XML Data Path property has a lower priority than the Data Source property.

Design

- **(Name)**
  Determines a band's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts .

Misc

- **Bands**
  Allows you to invoke the Report Editor intended to manage and customize a report's bands.
- **Level**
  Specifies the order of several Detail Report Band objects in a report. It allows the reordering of different Detail Report Bands at the same level of master-detail relationships.
- **Print when Data Source is Empty**
  Specifies whether a Detail Report Band should be printed if its data source is empty.

Report Controls

A **Report Control** is an element showing information in your report (e.g. static or bound text, line, picture, check box, etc.).

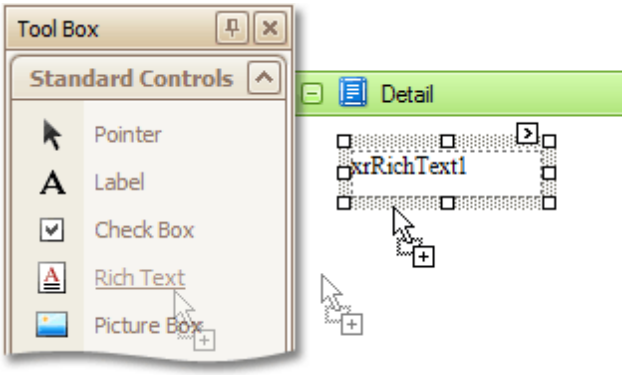
Available Controls

The following controls are available in the designer's Toolbox panel.

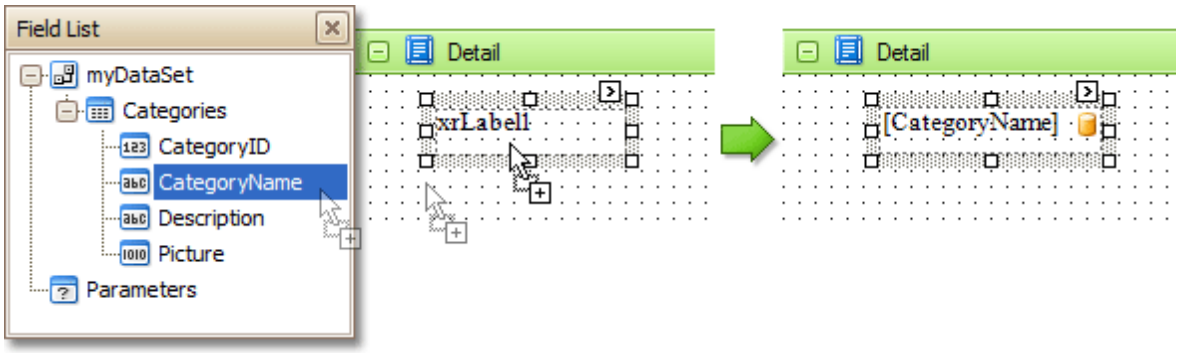
- Label
- Check Box
- Rich Text
- Picture Box
- Panel
- Table (including Table Row and Table Cell)
- Line
- Shape
- Chart
- Pivot Grid
- Page Info
- Page Break
- Cross-band Line
- Cross-band Box

Add Controls to a Report

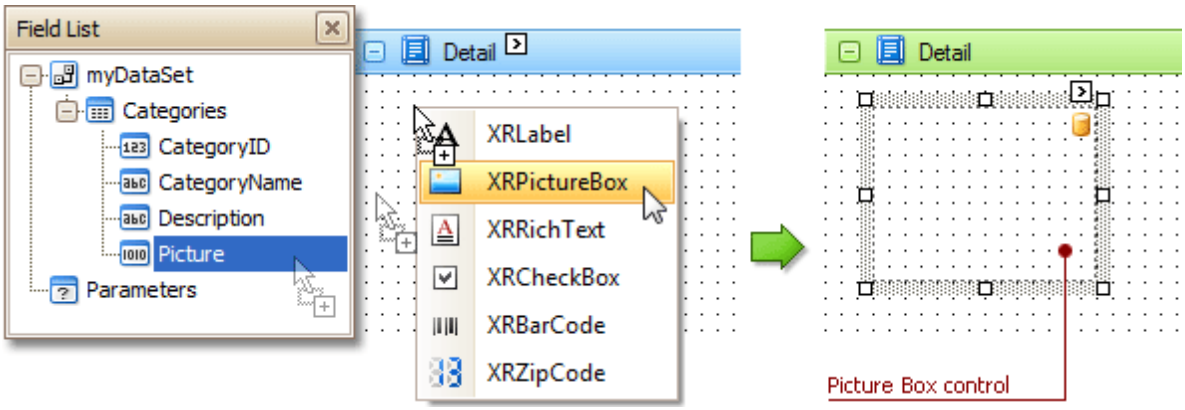
To create a control, drag it from the Toolbox panel onto the report's area.



To automatically create a control bound to data, drag a field from the Field List panel, and drop it onto a report's surface. When dropping a field onto an existing control, this control will be bound to the data field.



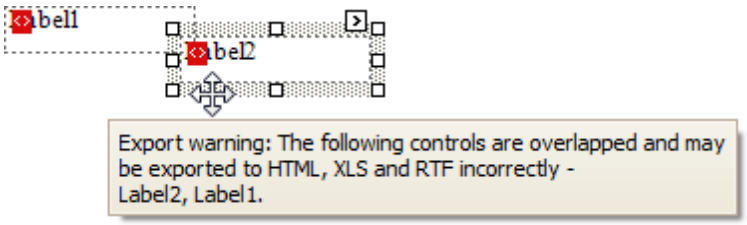
If you drag the field with the right mouse button, when the button is released the context menu is invoked. Use this menu to specify which control should be created.



To learn more on data binding for report controls, refer to Display Values from a Database (Bind Report Elements to Data).

Note

When the controls overlap, the report may be shown incorrectly when exported to HTML, XLS or RTF formats. Red signs and a report's tooltip indicate this situation. You may switch off the red warning marks via the report's **Show Export Warnings** property.



Useful Key Combinations

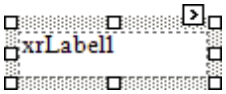
To change a control's size and position you can use the following key combinations:

Key Combination	Action
ARROW keys	Snaps the control to the grid and moves it up, down, left or right by one grid step, defined by a report's Grid Size property.
CTRL + ARROW	Moves the control up, down, left or right by one report unit.
SHIFT + ARROW	Increases or decreases the control's width or height by one grid step, defined by a report's Grid Size property.

CTRL + SHIFT + ARROW	Increases or decreases the control's width or height by one report unit.
TAB	Selects the next control in tab order.
SHIFT + TAB	Selects the previous control in tab order.

Label

The **Label** control is intended to display textual information in a report. For example, the Label may be used to show static text, as well as data from the bound data source. In addition, you can use it to calculate a summary function for the specified data field, or to extend its usual functionality by writing scripts for the available events.



After a Label is added to a report, you can customize its text, appearance and other properties, which can be accessed in the Property Grid panel. Frequently used properties are also available via a control's Smart Tag and Formatting Toolbar, which makes it easy to perform common operations.

In the Property Grid, the Label control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of a Label.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the alignment of the control's text. This option is also available in the Formatting Toolbar.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of a Label, so that after page rendering it stays attached to the top control, bottom control, or both. The property setting is useful for data-bound Labels located between upper and lower controls, which are allowed to resize depending on their contents.
  Note that if the Anchor Vertically property is set to Bottom or Both, the Can Grow and Can Shrink property (see below) values are ignored, and don't participate in calculating a final height value of this control.
- **Angle**
  Specifies the rotation angle of the text. The measurement unit is a degree, and the orientation is counter-clockwise. Since standard HTML does not support text orientation, this parameter is ignored when a report is displayed within a web page.
- **Can Grow**

When this property is set to Yes, a Label's height can be automatically increased, if required, to display the text. If there are other controls below the current Label, they will be pushed down to prevent them from overlapping. Note that if a control overlaps the growing Label by even one pixel, it will not be pushed down by the growing Label.

- **Can Shrink**
  When this property is set to Yes, and the text does not completely fill a Label, then the Label's height will be decreased to the height of its text. If there are other controls below the current Label, they will be moved up to fill the gap. Note that if a control overlaps the shrinking Label by even one pixel, it will not be pushed up by the shrinking Label.
- **Keep Together**
  Specifies whether the contents of a Label can be horizontally split across pages. In other words, if a Label occupies more space than remains on the page, this property specifies whether this Label should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when a Label's content does not fit on the current page. If it does not fit on the next page either, then the Label will be split, irrespective of this property's value.
- **Multiline**
  When this property is set to Yes, a Label processes newline characters found in the text to start a new line. For example, when editing a Label's text, you can insert a new line by pressing ENTER, and in this case, the Multiline property will be automatically set to Yes.
- **Process Duplicates**
  Determines the control's behavior when its data source contains consecutive repeating records. They can be processed as is (when the property is set to Leave), suppressed except for the first entry(Suppress) and suppressed with the blank space printed instead of the repeated records (Suppress and Shrink).
- **Process Null Values**
  Determines whether to process Null (blank) values if they appear in the control's data source. They can be processed as is (when the property is set to Leave), suppressed (Suppress) and suppressed with the blank space printed instead of the blank records (Suppress and Shrink).
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.
- **Word Wrap**
  When this property is set to Yes, text entered into the multiline Label is wrapped to the next line if it doesn't fit the line or comes across a newline character. If the this property is set to No, text entered into the multiline Label will be displayed on the same line until a newline character is entered.

Data

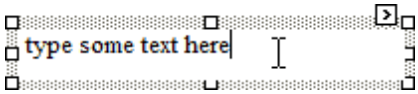
- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Navigation URL, Tag and Text) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Lines**
  Provides access to the Text property of a Label in the Multiline mode.
- **Summary**
  Allows you to perform calculations (summary, max, min, average, etc.) over a data field. For more information on calculating summaries, refer to Add Totals to a Report.

Note
Summarization is possible for a single data column only. To perform calculations with several data fields, use calculated fields.

- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the

data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.

- **Text**
  Allows you to define a line of static text to be displayed. To type several lines of text, click the control's Smart Tag, and in the invoked actions list, click Edit Text, or use the Lines property. Note that when a Label is selected in the designer, you may simply start typing the text, and it will be automatically entered into the in-place editor.



  If the current report has a data source, the Text property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Text.Binding drop-down selector, select the required data field. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

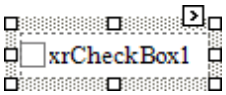
- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.

  If the current report has a data source, the Bookmark property can be bound to a data field, obtained from the data source. To do this, expand the (Data Bindings) property, and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation, when a user clicks a Label. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.

  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property, and in the Navigation URL.Binding drop-down selector, select the required data field.

Check Box

The **Check Box** control is intended to display a True/False or Checked/Unchecked/Indeterminate states in a report, by displaying a check mark and adjacent text.



In the Property Grid, the Check Box control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of a Check Box.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the alignment of the control's text. This option is also available in the Formatting Toolbar.

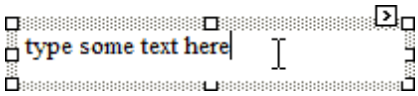
Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both. The property setting is useful for data-bound Check Boxes located between upper and lower controls, which are allowed to resize depending on their contents.
- **Keep Together**
  Specifies whether the contents of a Check Box can be horizontally split across pages. In other words, if a Check Box occupies more space than remains on the page, this property specifies whether this Check Box should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when a Check Box's content does not fit on the current page. If it does not fit on the next page either, then the Check Box will be split despite this property's value.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.

- **Word Wrap**
  When this property is set to Yes, text entered into a Check Box is wrapped to the next line if it doesn't fit the line.

Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Check State, Navigation URL, Tag and Text) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Check State**
  This property allows you to quickly specify the Checked/Unchecked/Indeterminate state of a Check Box (the Indeterminate state is displayed as a grayed out checked box.) Note that if you only want to use Checked and Unchecked states, you may use the Checked property, instead.
- **Checked**
  This property allows you to define whether a Check Box is checked or not.
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.
- **Text**
  Allows you to define a line of static text to be displayed. Note that when a Check Box is selected in the designer, you may simply start typing the text, and it will be automatically entered into the in-place editor.



  If the current report has a data source, the Text property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property, and in the Text.Binding drop-down selector, select the required data field. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.
  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks a Check Box. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-

references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.

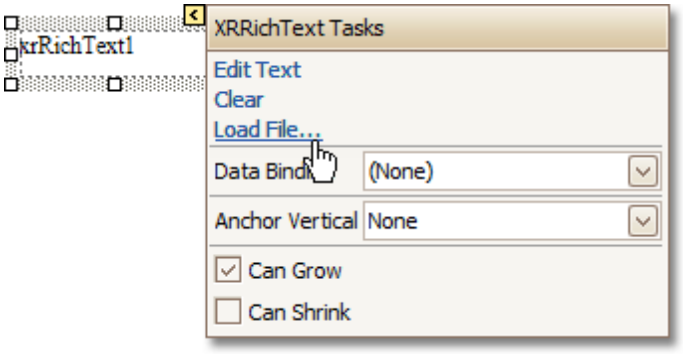
If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Navigation URL.Binding drop-down selector, select the required data field.

Rich Text

The **Rich Text** control allows you to display, enter, and manipulate formatted text.

The control has a functionality similar to the Label control, but can also apply formatting to any part of the text. The formatting options include font face, font styles and sizes, font color.

Rich text files (RTF) can be loaded to this control via its Smart Tag.



In the Property Grid, the Rich Text control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of the control.
- **Style Priority**

Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.

- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both. The property setting is useful for data-bound controls located between upper and lower controls, which are allowed to resize depending on their contents.
  Note that if the Anchor Vertically property is set to Bottom or Both, the Can Grow and Can Shrink properties (see below) values are ignored, and don't participate in calculating a final height value of this control.
- **Can Grow**
  When this property is set to Yes, the control's height can be automatically increased, if required, to display the text. If there are other controls below the current control, they will be pushed down to prevent them from overlapping. Note that if a control overlaps the growing Rich Text by even one pixel, it will not be pushed down by the growing Rich Text.
- **Can Shrink**
  When this property is set to Yes, and the text does not completely fill a Rich Text, then the control's height will be decreased to the height of its text. If there are other controls below the current one, they will be moved up to fill the gap. Note that if a control overlaps the shrinking Rich Text by even one pixel, it will not be pushed up by the shrinking Rich Text.
- **Keep Together**
  Specifies whether the contents of the control can be horizontally split across pages. In other words, if the control occupies more space than remains on the page, this property specifies whether this control should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when the control's content does not fit on the current page. If it does not fit on the next page either, then the control will be split despite this property's value.
- **Process Duplicates**
  Determines the control's behavior when its data source contains consecutive repeating records. They can be processed as is (when the property is set to Leave), suppressed except for the first entry(Suppress) and suppressed with the blank space printed instead of the repeated records (Suppress and Shrink).
- **Process Null Values**
  Determines whether to process Null (blank) values if they appear in the control's data source. They can be processed as is (when the property is set to Leave), suppressed (Suppress) and suppressed with the blank space printed instead of the blank records (Suppress and Shrink).
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.

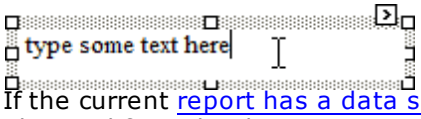
Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Navigation URL, Rtf and Tag) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Lines**
  Provides access to the Text property of the control, allowing you to input multiple lines of static text.
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it

can then be accessible via scripts.

If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property, and in the Tag.Binding drop-down selector, select the required data field.

- **Text**
  Allows you to define a line of static text to be displayed. To type several lines of text, use the Lines property. Note that when the control is selected in the designer, you may simply start typing the text, and it will be automatically entered into the in-place editor.



If the current report has a data source, the Rtf property (instead of Text) can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Rtf.Binding drop-down selector, select the required data field. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report, called a document map. For an explanation and help, refer to Add Bookmarks.

  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks the control. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.

  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property, and in the Navigation URL.Binding drop-down selector, select the required data field.

Picture Box

The **Picture Box** control is intended to display images in a report. Typically, an image is loaded from an image file, or from the bound data source. In addition, an image can be loaded from a web location using the specified URL. The following image formats are supported by the Picture Box control: BMP, GIF, JPEG, PNG, TIFF, EMF and WMF.

In the Property Grid, the Picture Box control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control.
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of the control.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both. The property setting is useful for data-bound controls located between upper and lower controls, which are allowed to resize depending on their contents.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Sizing**
  Defines the sizing mode of a contained image. The image sizing settings are briefly described in the following table:

Mode	Description
Normal	The image is placed in the upper-left corner of the control. The image is clipped if it is larger than the Picture Box which contains it.

Stretch Image	The image within the control is stretched or shrunk to fit the size of a Picture Box.
Auto-Size	The Picture Box size is adjusted to that of the image it contains.
Center Image	The image is displayed in the center of the control. If the image is larger than the Picture Box, the outer edges are clipped.
Zoom Image	The image is sized proportionally (without clipping) for best fit into the control.

- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Image, Image URL, Navigation URL and Tag) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Image**
  Specifies an image to display in the Picture Box control.
  When you click the ellipsis button, you will see the Open File dialog that enables you to specify the file to load. Then, this image is embedded into a report and saved within this report, so it is always available. Note that this increases the size of a saved report definition. If you want to save only the image path, and not the image itself, use the Image URL property instead.
- **Image URL**
  Specifies the URL of the image to display in the Picture Box control. It supports both absolute and relative paths. A relative path may be related to the Web site or to the current Web page. In the second case, the path to the image must start with the "~" symbol. Setting a relative path makes it easier to move the entire application to another directory on the server without having to update the code.
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.
  If the current report has a data source, the Bookmark property can be bound to a data field obtained from

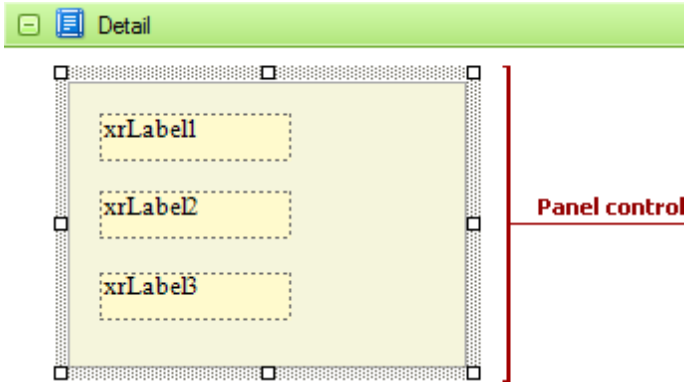
the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.

- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks the control. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.

  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Navigation URL.Binding drop-down selector, select the required data field.

Panel

The **Panel** control is intended to group individual report controls.



The Panel control is a container to keep together any number of report controls. When the controls are placed onto a Panel, they can be moved, copied and printed as a whole. There are currently several limitations on Panel usage. One of them is that the Panel control does not have the **Can Shrink** property, and so cannot suppress the white space that appears when the controls inside are shrunk or collapsed. Also, the Panel cannot be used in different bands, unlike a cross-band control.

The Panel can be used for page decoration - to create borders around the report elements or add a uniform color background.

In the Property Grid, the Panel control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control.
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of controls contained in a Panel.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.
  Note that if the Anchor Vertically property is set to Bottom or Both, the Can Grow property (see below) values are ignored, and don't participate in calculating a final height value of this control.
- **Can Grow**
  When this property is set to Yes, the control's height can be automatically increased, if required, to display the text. If there are other controls below the current control, they will be pushed down to

prevent them from overlapping. Note that if a control overlaps the growing Panel by even one pixel, it will not be pushed down by the growing Panel.

- **Keep Together**
  Specifies whether the contents of the control can be horizontally split across pages. In other words, if the control occupies more space than remains on the page, this property specifies whether this control should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when the control's content does not fit on the current page. If it does not fit on the next page either, then the control will be split despite this property's value.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Navigation URL and Tag) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

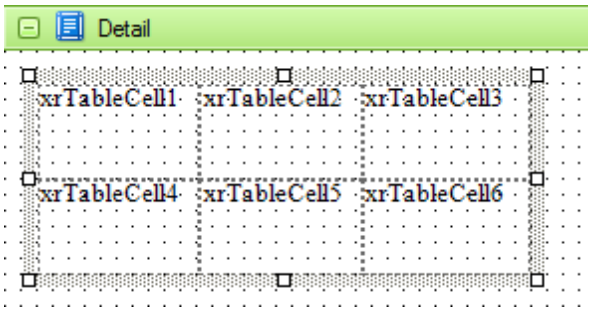
- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

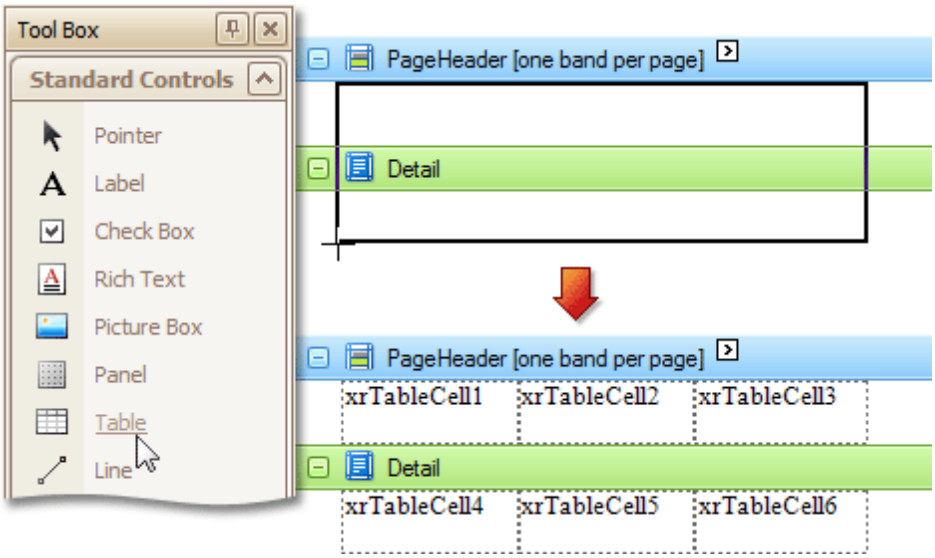
- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.
  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks the control. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.
  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Navigation URL.Binding drop-down selector, select the required data field.

Table

The **Table** control is designed to arrange the report information in a tabular layout.

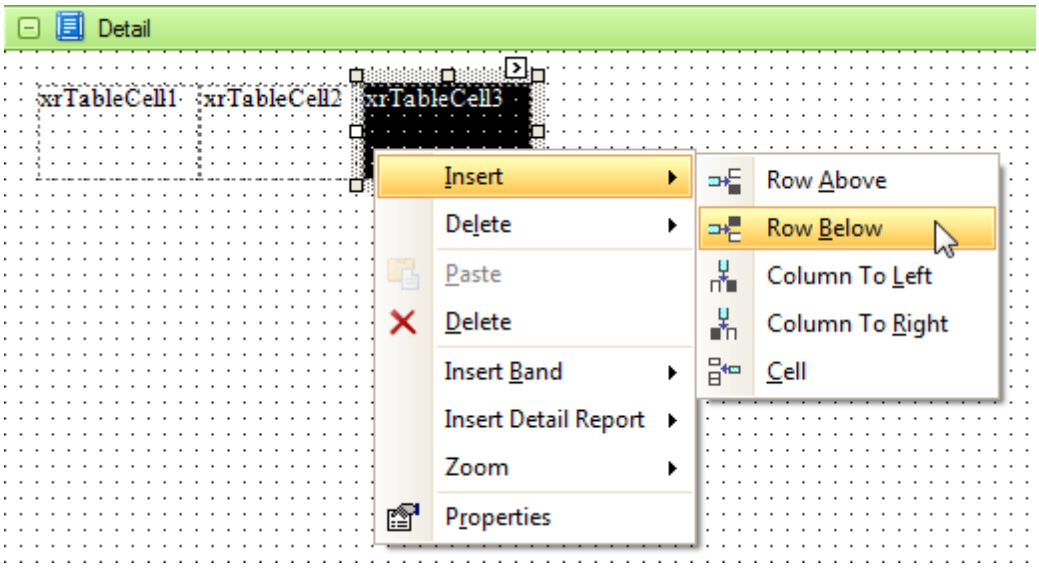


When the Table control is dropped onto a report's band from the Toolbox, it becomes a table of one row and three columns. If you click and drag over several bands, the resulting table will be split by the bands into several tables. This creates a table header in the header band and the table's body, with one mouse move.



The Table control bound to data is created automatically when you drag and drop a data table from the Field List window.

You can manage a table's elements by using its Context Menu.



The Table control consists of the Table Row controls, each representing one table row. The Table Row, in turn, consists of Table Cell controls, each representing one table cell. They can be selected and customized individually (see the appropriate topics).

To select the Table control in the Report Designer, use the Report Explorer or the drop-down selector of the Property Grid.

In the Property Grid, the Table control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ().
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ().
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of a Table's cells.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the alignment of a Table's text. This option is also available in the Formatting Toolbar.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of a Table, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Keep Together**
  Specifies whether the contents of a Table can be horizontally split across pages. In other words, if a Table occupies more space than remains on the page, this property specifies whether the Table should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when a Table's content does not fit on the current page. If it does not fit on the next page either, then the Table will be split despite this property's value.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **Tag**

This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.

Design

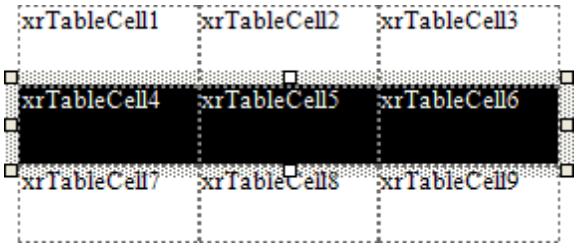
- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Table Row

The **Table Row Control** represents a single row within a Table.



This control is useful for changing the layout of the entire row. Although in this document, a Row is described as a separate control, in fact most of its properties are actually applied to the Cells contained within the selected row.

In the Property Grid, the Table Row control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of a Row.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the alignment of the control's text. This option is also available in the Formatting Toolbar.

Behavior

- **Keep Together**
  Specifies whether the contents of a Row can be horizontally split across pages. In other words, if a Row occupies more space than remains on the page, this property specifies whether this Row should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when a Row's content does not fit on the current page. If it does not fit on the next page either, then the Row will be split despite this property's value.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.

- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.

Design

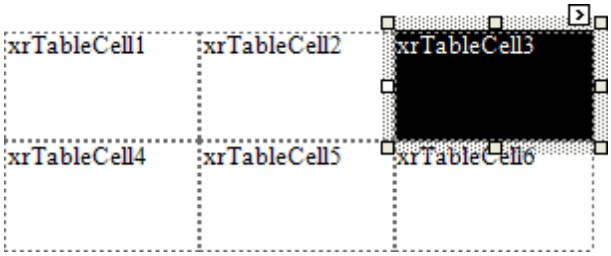
- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Table Cell

The **Table Cell** control represents an individual cell within a Table.



In general, the Table Cell control's properties are similar to the properties of the Label control.

In the Property Grid, the Table Cell control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of a Label.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the alignment of the control's text. This option is also available in the Formatting Toolbar.

Behavior

- **Angle**
  Specifies the rotation angle of a Cell's text. The measurement unit is a degree, and the orientation is counter-clockwise. Since standard HTML does not support text orientation, this parameter is ignored when a report is displayed within a web page.
- **Can Grow**
  When this property is set to Yes, a Cell's height can be automatically increased, if required, to display the text. If there are other controls below the current Cell, they will be pushed down to prevent them from overlapping. Note that if a control overlaps the growing Cell by even one pixel, it will not be pushed down by the growing Cell.
- **Can Shrink**

When this property is set to Yes, and the text does not completely fill a Cell, then the Cell's height will be decreased to the height of its text. If there are other controls below the current Cell, they will be moved up to fill the gap. Note that if a control overlaps the shrinking Cell by even one pixel, it will not be pushed up by the shrinking Cell.

- **Keep Together**
  Specifies whether the contents of a Cell can be horizontally split across pages. In other words, if a Cell occupies more space than remains on the page, this property specifies whether this Cell should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when a Cell's content does not fit on the current page. If it does not fit on the next page either, then the Cell will be split despite this property's value.
- **Multiline**
  When this property is set to Yes, a Cell processes newline characters found in the text to start a new line. For example, when editing a Cell's text, you can insert a new line by pressing ENTER, and in this case the Multiline property will be automatically set to Yes.
- **Process Duplicates**
  Determines the control's behavior when its data source contains consecutive repeating records. They can be processed as is (when the property is set to Leave), suppressed except for the first entry(Suppress) and suppressed with the blank space printed instead of the repeated records (Suppress and Shrink).
- **Process Null Values**
  Determines whether to process Null (blank) values if they appear in the control's data source. They can be processed as is (when the property is set to Leave), suppressed (Suppress) and suppressed with the blank space printed instead of the blank records (Suppress and Shrink).
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.
- **Word Wrap**
  When this property is set to Yes, text entered into the multiline Cell is wrapped to the next line if it doesn't fit the line or comes across a newline character. If the this property is set to No, text entered into the multiline Cell will be displayed on the same line until a newline character is entered.

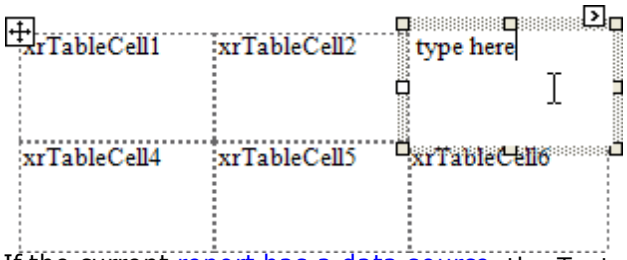
Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of a Cell's properties (Bookmark, Navigation URL, Tag and Text) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Lines**
  Provides access to the Text property of a Cell in the Multiline mode.
- **Summary**
  Allows you to perform calculations (summary, max, min, average, etc.) over a data field. For more information on calculating summaries, refer to Add Totals to a Report.

Note
Summarization is possible for a single data column only. To perform calculations with several data fields, use calculated fields.

- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.
- **Text**
  Allows you to define a line of static text to be displayed. To type several lines of text, click the control's Smart Tag and in the invoked actions list, click Edit Text, or use the Lines property. Note that when a Cell

is selected in the designer, you may simply start typing the text, and it will be automatically entered into the in-place editor.



If the current report has a data source, the Text property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property, and in the Text.Binding drop-down selector, select the required data field. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

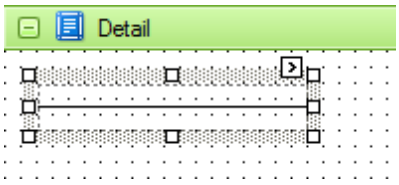
- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.

  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks a Cell. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.

  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Navigation URL.Binding drop-down selector, select the required data field.

Line

The **Line** control represents a line used for decoration and visual separation of a report's sections.



In the Property Grid, the Line control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control.
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Foreground Color**
  Specifies the Line's color.
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Line Direction**
  The line can be drawn vertically, horizontally and from one corner of the rectangle, representing the Line control, to another, across the rectangle. That is, Vertical, Horizontal, Slant and Back Slant types.
- **Line Style**
  You can select the solid (by default), dashed, dotted or mixed style for the line.
- **Line Width**
  Specifies the Line's width, in report measurement units.
- **Padding**
  Specifies indent values which are used to render the contents of the control.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Keep Together**
  Specifies whether the contents of the control can be horizontally split across pages. In other words, if the control occupies more space than remains on the page, this property specifies whether this control should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when the control's content does not fit on the current page. If it does not fit on the next page either, then the control will be split despite this property's value.
- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on

scripting, refer to Handle Events via Scripts.

- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.

Design

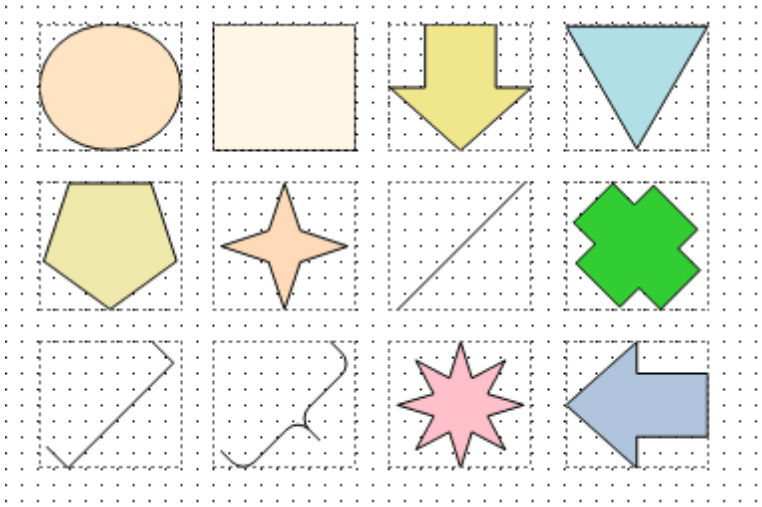
- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Shape

The **Shape** control is typically used for embedding simple graphics into a report.



In the Property Grid, the Shape control's properties are divided into the following groups.

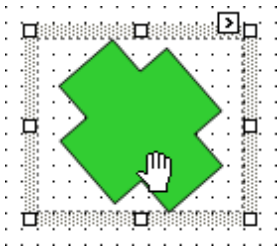
Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Fill Color**
  Specifies the color to fill the contour of a Shape, if applicable. It is transparent by default.
- **Foreground Color**
  Determines the color of a Shape's contour. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Line Width**
  Here you can set the width of a line used to draw the Shape, expressed in the measure units defined by the report's Measure Units property. To learn more about this, refer to Change Measurement Units for a Report.
- **Padding**
  Specifies indent values which are used to render the contents of the control.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.

- **Angle**
  The value in degrees specifies the rotation angle of a Shape. It indicates counterclockwise rotation.
  You can hold CTRL while pressing the left mouse button to rotate a Shape within the control's borders.



- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Shape**
  Determines which of the various built-in shapes to use within the control.
  A certain shape has its own unique set of properties. The following list is intended to give a brief overview of these special properties specific to a certain shape.

Property	Description	Supported by Shapes
Fillet	This property specifies how much a Shape's corners are rounded. It enables display of rounded boxes and triangles.	Arrows, Polygons, Stars and Cross
Number of Sides	This property allows you to set the number of sides.	Polygons
Count of Star Points	This property allows you to set the number of star points.	Stars
Concavity	Defines the level of inward-curve for the lines connecting the vertices of a Star. It may be an integer in the range of **0 - 100**.	Stars
Tip's Length	This property specifies the length of the Bracket's ends.	Bracket and Brace
Tail's Length	This property specifies the tail length of a Brace.	Brace

- **Stretch**
  If the Shape is rotated to some degree (that is, its Angle property is not zero), you may turn on the Stretch property. The Shape image will be stretched to cover maximum space within the control's borders.
- **Visible**
  Specifies a value indicating whether the current control should be printed (when set to Yes) or hidden (No) on report generation.

Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Navigation URL and Tag) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.

If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

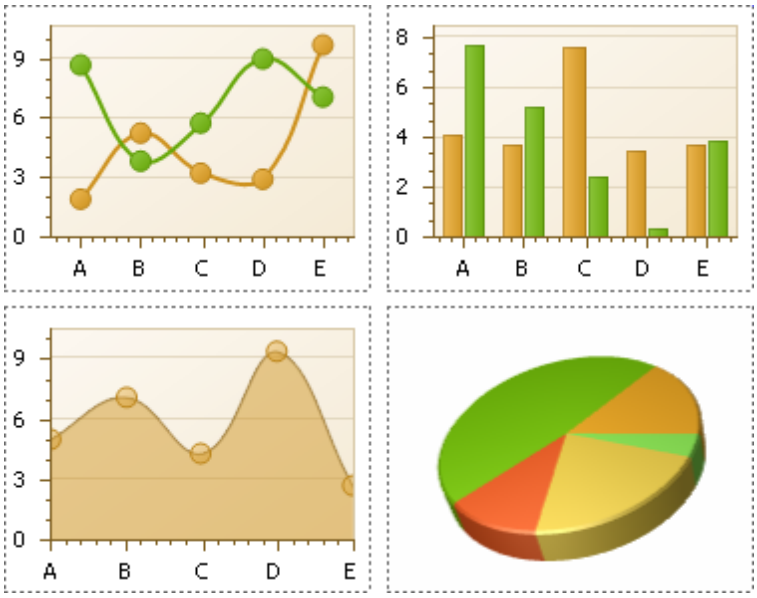
- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.
  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks the control. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.
  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Navigation URL.Binding drop-down selector, select the required data field.

Chart

The **Chart** control is used for data visualization in reports. It graphically represents a series of points using 2D or 3D chart types.



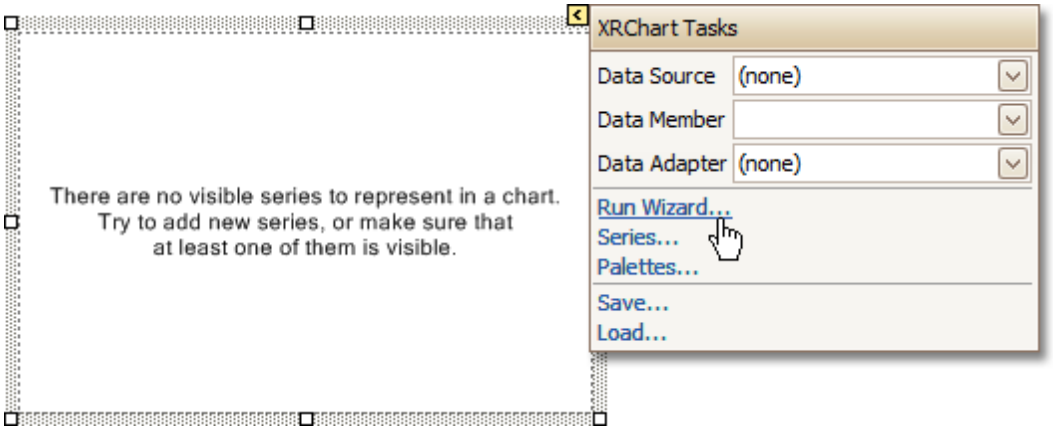
There are many built-in Chart view types you can choose from, such as Bar, Point, Line, Pie and Doughnut, Area, Radar and Polar, Range Bar, Gantt, Candle Stick and Stock.

A Chart control contains multiple elements (diagram, series, series points, axes, legend, titles, labels, strips, constant lines, etc.). When any of these elements is selected, the Property Grid shows only the properties which correspond to the selected item.

The Chart control is data-aware in a different manner than the other report controls. Consider three common report scenarios:

1. Static data for a Chart's series is provided manually. It can be done using the Series Collection Editor invoked by the Chart's Series property. It allows you to manually define values and arguments for each series point.
2. Chart's series are created automatically, getting their data from the Chart's Data Source and dependent on the rules defined by the Series Template property. This approach is described in Chart with Dynamic Series.
3. Each series is created and customized manually and has a separate Data Source. This approach is described in Chart with Static Series.

You can customize a created chart using both the Property Grid and the Chart Wizard. To invoke the Chart Wizard, click a Chart's Smart Tag, and in the invoked actions list, click the **Run Wizard...** link.



Then, the Chart Wizard will guide you through the whole process of customizing the Chart, from defining its view type to providing its data and customizing its appearance.

In the Property Grid, the Chart's properties are divided into the following groups.

Appearance

- **Appearance Name**
  Allows you to choose one of the available appearances, to be used to draw the Chart's elements (Diagram, Axes, Legend, etc.).
- **Background Color**
  Specifies the background color for a Chart.
- **Background Image**
  Allows you to load a background image to a Chart (or define its URL), and also define whether it should be stretched to fit the entire Chart's area, or not.
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Fill Style**
  Determines the fill style of a Chart's background (Empty, Solid, Gradient or Hatch) and define other fill options if required.
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Image Type**
  Determines whether a Chart should be internally rendered as a metafile in a report (in this case the quality of the rendered image is always good, but in particular cases some details of the control may be lost), or as a bitmap (in this case the quality of the rendered image is sometimes poor, but it allows a control to be drawn more precisely).
- **Palette Name**
  Allows you to choose one from the built-in palettes to be used to draw a Chart's series.
- **Palette's Base Color Number**
  Allows you to define an integer index determining the base color for the palette defined by the Chart's Palette Name property.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Scripts**
  This property contains events, which you can handle by the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether a Chart should be visible in print preview.

Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of a Chart's properties (Bookmark, Navigation URL and Tag) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).

- **Data Adapter**
  Determines a data adapter that will populate a Chart's data source which is assigned via the Data Source property. It is automatically set to the appropriate value, when the Data Member property is defined. To learn more on this, refer to Chart with Static Series.
- **Data Member**
  Determines the data source member which supplies data to a Chart. To learn more on this, refer to Chart with Static Series.

Note
Usually, it is not necessary to specify the Data Member property when binding a Chart to data. This property should only be set directly if the dataset contains more than one table.

- **Data Source**
  Determines a Chart's data source. To learn more on this, refer to Chart with Static Series.
- **Series Data Member** Determines the name of the data field whose values are used to automatically generate and populate a Chart's series. To learn more on this, refer to Chart with Dynamic Series.
  When Chart binding is used to automatically generate series within a chart control based upon the data obtained from the associated data source (defined by the Data Source property), a rule needs to be defined that helps the Chart recognize the data records whose values are used to construct individual series objects. To do this, the Series Data Member property, which specifies the data field whose values are taken into account when series objects are automatically created and populated, can be used.
  Each automatically generated series gets its name from the data field specified by the Series Data Member property. For example, this name is used to identify a series within the chart control's legend. The names of all automatically generated series can be supplemented with the same prefix and postfix defined by the settings which are available via the Series Name Template property.
  The template settings for the dynamically created series are defined by the specific properties which are available via the SeriesTemplate property of a Chart. In particular, the Argument Data Member and Value Data Members properties specify the data fields from which the arguments and data values of the series data points are obtained.

Note
Note that if the Series Data Member property is not set for a Chart, the Chart control can't automatically generate series even if the Argument Data Member and Value Data Members properties are defined.

- **Series Name Template**
  Determines the settings used to name data bound series defining the prefix and postfix texts for the names of series which are dynamically created as a result of binding a Chart to data (using the Data Source, Series Data Member, Argument Data Member and Value Data Members properties). The series names, to which these prefixes and postfixes are added, are taken by each series from the data field defined by the Series Data Member property. To learn more on this, refer to Chart with Dynamic Series.

Note
Note that the settings available via the Series Name Template property are not applied to the data bound series which are contained within the Series collection of a Chart.

- **Series Sorting**
  Allows you to define the sort mode of a Chart's series (None by default, Descending or Ascending).
- **Series Template**
  Allows you to customize a template for series which are created dynamically as a result of binding a Chart to data (via the Data Source and Series Data Member properties). The settings which are available via the Series Template property are common to all such data bound series. These settings allow you to provide centralized customization of all dynamically created data bound series. To learn more on using this property, refer to Chart with Dynamic Series.
  Note that the settings which are customized via the Series Template property don't apply to the series contained within the Series collection of a Chart.
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Elements

- **Diagram**
  Allows you to customize a Chart's diagram elements: main and secondary axes and panes.
  By default, a Chart is displayed in the Default Pane, but if necessary, you can display each Chart's series in a separate pane. To do this, click the Pane's ellipsis button, to invoke the Pane Collection Editor, allowing you to manage and customize panes. Then, select the required series within the Chart and set its View.Pane property to the required pane.
- **Legend**
  Allows you to customize a Chart's legend, by defining such properties as text alignment and antialiasing, font style, background color or image, border options, markers' size and visibility, shadow options, etc.
- **Series**
  Invokes the Series Collection Editor, which allows you to manage and customize a Chart's series.
  Note that series which are bound to data at the level of a chart control (in particular, using the Data Source, Series Data Member and both the Argument Data Member and Value Data Members properties) are created dynamically, based upon the data obtained from the specified data source, and they are not presented within the Series collection. To perform a centralized customization of such series, use the settings which are available via the Series Template property.
- **Titles**
  Invokes the Chart Title Collection Editor, which allows you to manage and customize a Chart's titles.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

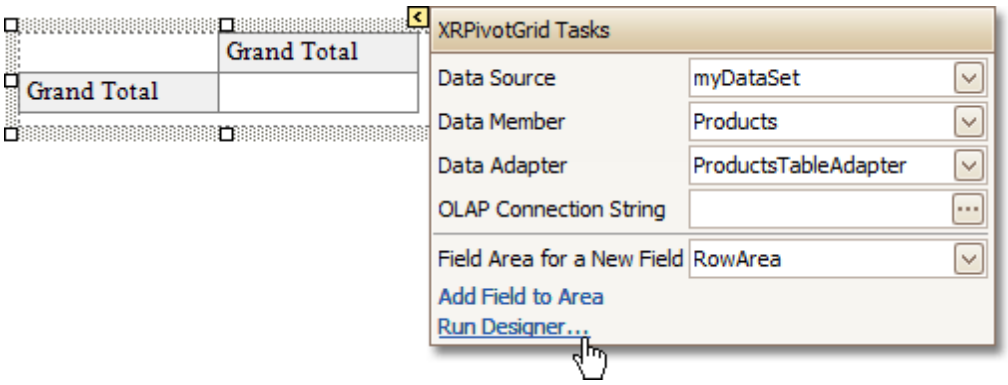
Navigation

- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.
  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks the control. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.
  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property, and in the Navigation URL.Binding drop-down selector, select the required data field.

Pivot Grid

The **Pivot Grid** control represents data from an underlying data source in a cross-tabulated form to create cross-tab reports. It calculates summaries and summary totals against specific fields, and displays the summary values within data cells.

There is a designer allowing you to easily customize the Pivot Grid. It can be invoked using the control's Smart Tag .



The Pivot Grid displays data in a manner similar to Pivot Tables in Microsoft Excel. Column headers display unique values from one data field, say, car models. Row headers display unique values from another field, say, dates. Each cell displays a summary for the corresponding row and column values. By specifying different data fields, you can see the total number of cars sold on a particular date, or the total number of deals, etc. This way, you get a really compact layout for data analysis.

A tutorial on how to use the Pivot Grid control can be found at Cross-Tab Report.

In the Property Grid, the Pivot Grid control's properties are divided into the following groups.

Appearance

- **Appearance**
  Allows you to define the appearance properties (such as Background Color, Foreground Color, Font, etc.) for the Pivot Grid's elements (Cell, Field Value, Filter Separator, Header Group Line, etc.).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Styles**
  Allows you to invoke the Styles Editor, which is intended to manage and customize the control's styles, which then can be assigned to the Pivot Grid's elements.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the Pivot Grid, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Keep Together**
  Specifies whether the contents of the control can be horizontally split across pages. In other words, if the control occupies more space than remains on the page, this property specifies whether this Pivot Grid should be split between the current page and the next, or whether it will be printed entirely on the next page. This property is in effect only when a Pivot Grid's content does not fit on the current page. If it does not fit on the next page either, then the Pivot Grid will be split despite this property's value.
- **Scripts**
  This property contains events, which you can handle by the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**

Specifies whether the control should be visible in print preview.

Data

- **Data Adapter**
  Determines a data adapter that will populate a Pivot Grid's data source which is assigned via the Data Source property. It is automatically set to the appropriate value, when the Data Member property is defined. To learn more on this, refer to Cross-Tab Report.
- **Data Member**
  Determines the data source member which supplies data to a Pivot Grid. To learn more on this, refer to Cross-Tab Report.

Note
Usually, it is not necessary to specify the Data Member property when binding a Pivot Grid to data. This property should only be set directly if the dataset contains more than one table.

- **Data Source**
  Determines a Pivot Grid's data source. To learn more on this, refer to Cross-Tab Report.
- **Fields**
  Invokes the Pivot Grid Field Collection Editor, allowing you to manage and fully customize a Pivot Grid's fields.
- **OLAP Connection String**
  Specifies a connection string to a cube in an Microsoft Analysis Services database. A sample connection string is shown below:

  ```
  OLAPConnectionString="Provider=msolap;Data Source=localhost;Initial
  Catalog=Adventure Works DW;Cube Name=Adventure Works;Query Timeout=100;"
  ```

  A connection string can be built via the Connection String Editor. To invoke it, click the ellipsis button for the OLAP Connection String property.

  To represent information from the bound cube, create specific Pivot Grid fields, and bind them to the required fields in the data source.

  If the OLAP Connection String property is set to a valid string, the value of the Data Source property is cleared. Setting the Data Source property to a valid object clears the OLAP Connection String property.
- **Prefilter**
  When this property is expanded in the Property Grid, you can set its Enabled property to Yes, and use the Criteria property to invoke the Pivot Grid Prefilter dialog.

  This dialog allows you to build complex filter criteria with an unlimited number of filter conditions, combined by logical operators. It provides a set of logical operators that significantly simplify the process of creating filters for text, numeric and date-time fields.

Note
The Prefilter is not supported in OLAP mode.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

Navigation

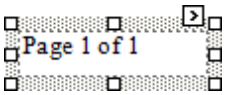
- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.

Options

- **Data Field Options**
  Allows you to customize the options which control the presentation of the data fields.
- **Data Options**
  Allows you to define whether a Pivot Grid's fields must be case sensitive or not.
- **Print Options**
  Allows you to customize the print options of a Pivot Grid.
- **View Options**
  Allows you to customize the Pivot Grid's display options.

Page Info

The **Page Info** control is intended to insert page numbers, current date and time, and the name of the current user into a report.



In the Property Grid, the Page Info control's properties are divided into the following groups.

Appearance

- **Background Color**
  Specifies the background color for the control. This option is also available in the Formatting Toolbar ( ).
- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Font**
  Specifies the font settings for the control. Some of these settings are available in the Formatting Toolbar.
- **Foreground Color**
  Specifies the text color for the control. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Padding**
  Specifies indent values which are used to render the contents of the control.
- **Style Priority**
  Allows you to define the priority of various style elements (such as background color, border color, etc.). For more information on style inheritance, refer to Understand Styles Concepts.
- **Styles**
  This property allows you to define odd and even styles for the control, as well as to assign an existing style to the control (or a newly created one). For more information on style inheritance, refer to Understand Styles Concepts.
- **Text Alignment**
  Allows you to change the alignment of the control's text. This option is also available in the Formatting Toolbar.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Format**
  This property allows you to specify the format string for the text displayed in the control. When you click the ellipsis button, you will see the **Format String Editor** window that will select the predefined format or customize it as needed. For more information about this, refer to Change Value Formatting of Report Elements.
- **Page Information**
  You can select the type of information displayed in the control.

Type	Description
None	Displays an empty control.

Page Number	The string, specified by the **Format** property, is displayed. The **{0}** combination in the string is replaced with the current page number.
"Current of Total" Page Numbers	The string, specified by the **Format** property, is displayed. The **{0}** combination in the string is replaced with the current page number, the **{1}** combination - with a total number of pages in the report. To display the typical "Page 1 of 11" text, use the format string "Page {0} of {1}".
Page Number (Roman, Lowercase)	The current page number is displayed using Roman numerals in lowercase.
Page Number (Roman, Uppercase)	The current page number is displayed using Roman numerals in uppercase.
Current Date and Time	The string, specified by the **Format** property, is displayed. The **{0:[format]}** combination is replaced with the current system date and time formatted according to the **[format]** string. Use the **Format String Editor** of the **Format** property (see below) to select or construct the proper string.
User Name	The name of the current user, which was used to log into the operating system, is displayed.

- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Start Page Number**
  Here you can set the start number for page numbering.
- **Visible**
  Specifies whether the control should be visible in print preview.
- **Word Wrap**
  When this property is set to Yes, text contained in the control is wrapped to the next line if it doesn't fit the line or comes across a newline character. If the this property is set to No, the text in this case will be displayed on the same line until a newline character is entered.

Data

- **(Data Bindings)**
  If the current report is bound to data, this property allows you to bind some of the control's properties (Bookmark, Navigation URL and Tag) to a data field obtained from the report's data source, and to apply a format string to it. For more information on this, refer to Display Values from a Database (Bind Report Elements to Data).
- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can be then accessible via scripts.
  If the current report has a data source, the Tag property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Tag.Binding drop-down selector, select the required data field.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **Location**
  Specifies the control's location, in report measurement units.
- **Size**
  Specifies the control's size, in report measurement units.

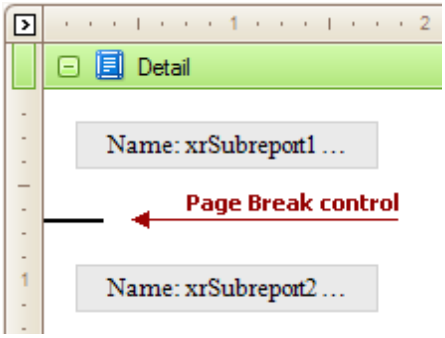
Navigation

- **Bookmark** and **Parent Bookmark**
  These properties are intended for the creation of a hierarchical structure within a report called a document map. For an explanation and help, refer to Add Bookmarks.
  If the current report has a data source, the Bookmark property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Bookmark.Binding drop-down selector, select the required data field.
- **Navigation URL** and **Navigation Target**
  Use the Navigation URL property to specify a URL for web browser navigation when a user clicks the control. The web browser displays a page in a window or a frame as specified by the Navigation Target property. Note that a URL should have an appropriate prefix (e.g. "http://"). You can create cross-references within the report by assigning the name of the target control to the Navigation URL property, and setting the Navigation Target property to "_self". For more information, refer to Create Hyperlinks.
  If the current report has a data source, the Navigation URL property can be bound to a data field obtained from the data source. To do this, expand the (Data Bindings) property and in the Navigation URL.Binding drop-down selector, select the required data field.

Page Break

The **Page Break** control is intended to insert a page delimiter, which can be placed at any point within a report.

This control is visually represented by a short line, attached to the left side of the Design Panel, as shown in the image below.



The Page Break control is useful when you need to insert a page break between controls within a band
A demonstration of the Page Break control can be found in the following tutorial: Limit the Number of Records per Page.

Note

Note that when you need a page break before or after printing a certain band, you may set its **Page Break** property to **Before the Band** or **After the Band**, instead of using the Page Break control.

In the Property Grid, the Page Break control's properties are divided into the following groups.

Appearance

- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.

Behavior

- **Scripts**
  This property contains events, which you can handle with the required scripts. For more information on scripting, refer to Handle Events via Scripts.
- **Visible**
  Specifies whether the control should be visible in print preview.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

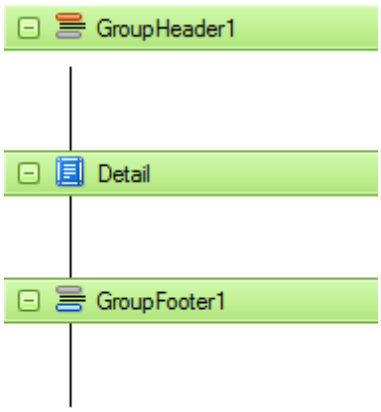
Layout

- **Location**
  Specifies the control's location, in report measurement units.

Cross-band Line

The specifics of the **Cross-band Line** control is that it allows you to draw a line through several bands.

This can be useful if it is required to visually emphasize a section transcending multiple band areas by a line. In other aspects, this control is similar to the Line control.



The Report Designer supports one more cross-band control - Cross-band Box.

In the Property Grid, the Cross-band Line control's properties are divided into the following groups.

Appearance

- **Foreground Color**
  Specifies the color of the control's line. This option is also available in the Formatting Toolbar ( ).
- **Formatting Rules**
  Invokes the Formatting Rules Editor allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.
- **Line Style**
  You can select a solid (by default), dashed, dotted or mixed style for the line.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it then can be accessible via scripts.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

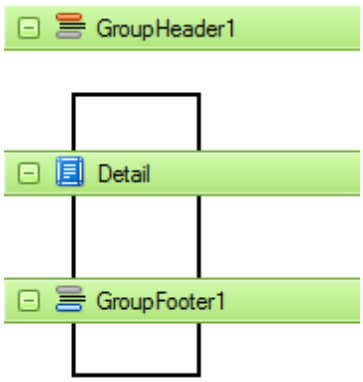
- **End Band**
  Determines a band, in which the control finishes drawing.

- **End Point**
  Determines the end point (from a band's upper left corner) where the control finishes drawing.
- **Start Band**
  Determines a band, in which the control starts drawing.
- **Start Point**
  Determines the starting point (from a band's upper left corner) where the control starts drawing.
- **Width**
  Specifies the line's width in report measurement units.

Cross-band Box

The **Cross-band Box** control allows you to draw a rectangle through several bands.

This can be useful if it is required to visually emphasize a section transcending multiple band areas with a rectangle.



The Report Designer supports one more cross-band control - Cross-band Line.

In the Property Grid, the Cross-band Box control's properties are divided into the following groups.

Appearance

- **Borders**, **Border Color** and **Border Width**
  Specify border settings for the control.
- **Formatting Rules**
  Invokes the Formatting Rules Editor, allowing you to choose which rules should be applied to the control during report generation, and define the precedence of the applied rules. To learn more on this, refer to Conditionally Change a Control's Appearance.

Behavior

- **Anchor Vertically**
  Specifies the vertical anchoring style of the control, so that after page rendering it stays attached to the top control, bottom control, or both.
- **Visible**
  Specifies whether the control should be visible in print preview.

Data

- **Tag**
  This property allows you to add some additional information to the control; for example its id, by which it can then be accessible via scripts.

Design

- **(Name)**
  Determines a control's name, by which it can be accessed in the Report Explorer, Property Grid or via scripts.

Layout

- **End Band**
  Determines a band, in which the control finishes drawing.
- **End Point**
  Determines the end point (from a band's upper left corner) where the control finishes drawing.

- **Start Band**
  Determines a band, in which the control starts drawing.
- **Start Point**
  Determines the starting point (from a band's upper left corner) where the control starts drawing.
- **Width**
  Specifies the line's width, in report measurement units.

Create a New Layout

To create a new report in the Report Designer, do one of the following.

Create a new blank layout

On the Layout tab of the Report Definition, click **Design a new layout using the layout designer**.

The created report contains three bands by default - Page Header, Detail Band and Page Footer. If there is another report already loaded in the designer, then you may be prompted whether this report should be saved before it is replaced with a newly created one.

The Main Toolbar contains a button () with the same function.

Create a new report layout using the Report Wizard

On the Layout tab of the Report Definition, click **Auto-generate a layout**.

For more information about this option, refer to the following topic: Report Wizard.

See Also

Bind a Report to Data

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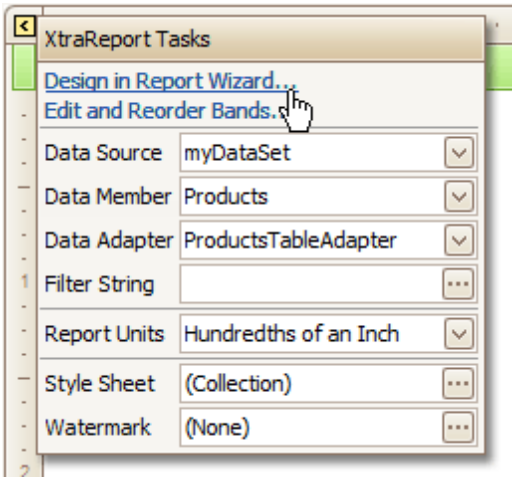
- **Size**
  Specifies the control's size, in report measurement units.
  The Subreport isn't limited by the visible size of the control. The size of its actual content is taken into account when rendering the subreport on the page. Note that depending on its contents, its width is unlimited and its height is increased.

Report Wizard

The **Report Wizard** is a tool that allows you to easily create layouts based on built-in templates. Using this tool, you can do the following.

- **Create a new layout from scratch.**
  On the Layout tab of the Report Definition dialog box, click **Auto-generate a layout**.
- **Edit an existing layout**
  Click the report's Smart Tag and in the invoked actions list, click the **Design in Report Wizard...** context link.



Note
In this case, data binding steps are omitted, since a report already has a bound data source. Note that the initial report layout will be lost after completing the wizard.

The Report Wizard provides two different ways to setup your report.

- Standard Report Wizard
  Using this wizard, you can easily create a banded report displaying data in a tabular format. While setting up your report, you'll be able to group data, add totals to your report, apply one of the predefined report styles, etc.
- Label Report Wizard
  This wizard is useful if you need to print out labels. In this case, you're likely to purchase label paper that meets your particular requirements. Depending on paper supplier and label type, your report will need to generate labels with a specific size and location within paper sheets. With the Label Report Wizard, you won't have to adjust these settings manually, since we provide a wide choice of paper suppliers and their products. Simply choose your paper type, and the report is adjusted automatically. After completing the wizard, you get an empty report that clearly indicates label boundaries, and of course, properly positions labels within paper sheets.

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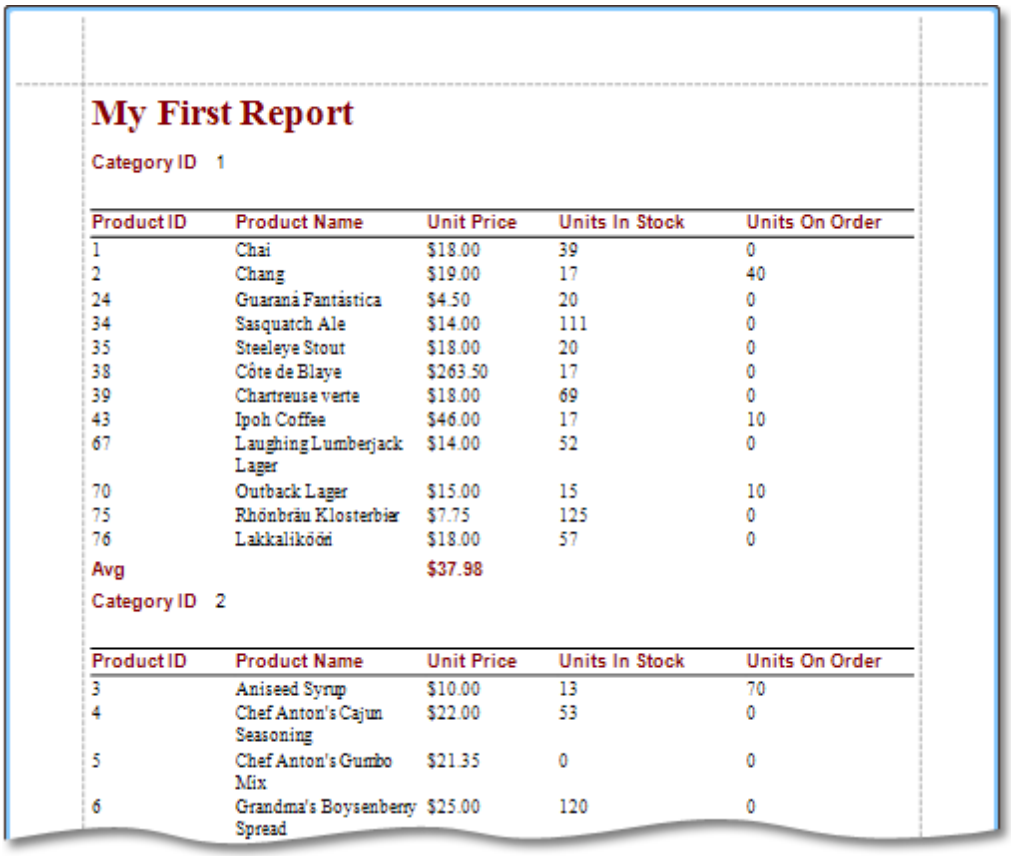
Standard Report Wizard

The **Report Wizard** allows you to create reports of two kinds - **standard reports** and label reports. To create a standard report, invoke the Report Wizard dialog and choose the **Standard Report** option on the **Welcome** page.

After completing the Standard Report wizard, you will get a tabular banded report. Depending on how many wizard steps you complete (you don't necessarily have to go through all the pages), you can apply data grouping, display totals, select one of the predefined style sheets, etc.

The following image shows a sample report created using the Standard Report Wizard.



My First Report

Category ID 1

Product ID	Product Name	Unit Price	Units In Stock	Units On Order
1	Chai	$18.00	39	0
2	Chang	$19.00	17	40
24	Guaraná Fantástica	$4.50	20	0
34	Sasquatch Ale	$14.00	111	0
35	Steeleye Stout	$18.00	20	0
38	Côte de Blaye	$263.50	17	0
39	Chartreuse verte	$18.00	69	0
43	Ipoh Coffee	$46.00	17	10
67	Laughing Lumberjack Lager	$14.00	52	0
70	Outback Lager	$15.00	15	10
75	Rhönbräu Klosterbier	$7.75	125	0
76	Lakkalikööri	$18.00	57	0
Avg		$37.98		

Category ID 2

Product ID	Product Name	Unit Price	Units In Stock	Units On Order
3	Aniseed Syrup	$10.00	13	70
4	Chef Anton's Cajun Seasoning	$22.00	53	0
5	Chef Anton's Gumbo Mix	$21.35	0	0
6	Grandma's Boysenberry Spread	$25.00	120	0

Use the links below to learn more about every step of the Standard Report wizard.

- Step 1 - Choose Columns to Display in Your Report
- Step 2 - Add Grouping Levels
- Step 3 - Summary Options
- Step 4 - Choose Report Layout
- Step 5 - Choose Report Style
- Step 6 - Enter a Report Title

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Step 1 - Choose Columns to Display in Your Report

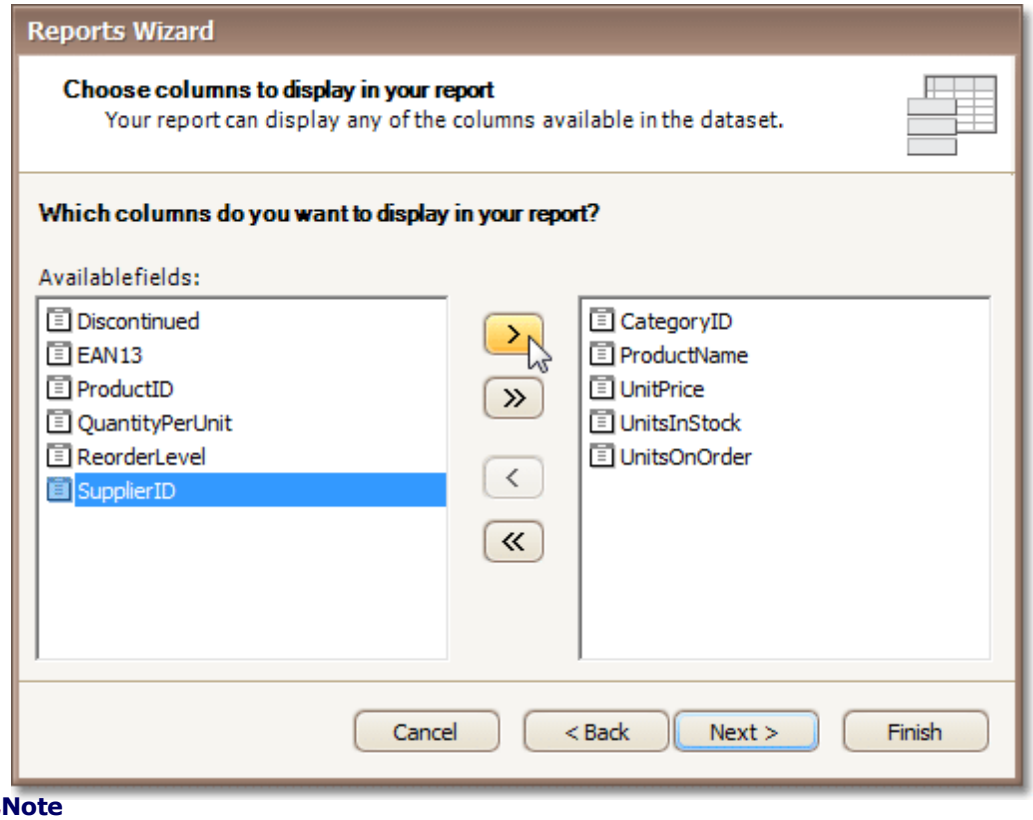
Purpose

Choose fields (attributes) whose data will be displayed in your report. The selected fields and corresponding captions will be automatically added to your report, arranged one under another.

Page Interface

The list on the left-hand side shows all available fields (attributes). To select the required fields, double-click them or drag them to the list box on the right-hand side. Another way to select fields is to use arrow buttons to move them back and forth.

Note that you can move multiple fields at once. To do this, you first need to select them by clicking while holding CTRL or SHIFT, or by using SHIFT+UP ARROW or SHIFT+DOWN ARROW shortcuts.



Note

To continue or finish report creation, you must select at least one field.

Result

You can stop the wizard at this step by clicking **Finish**. In this case, your report will look similar to the image below.

If you want to customize your report further, click **Next** to proceed to Step 2 - Add Grouping Levels.

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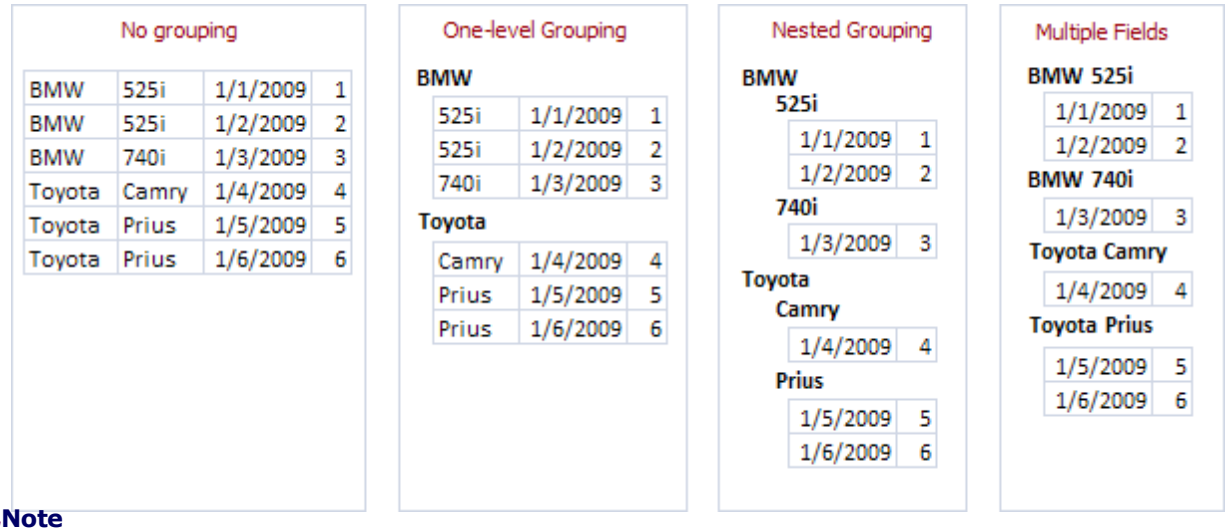
Step 2 - Add Grouping Levels

Purpose

This page allows you to group data in your report. For instance, if you are displaying car sales information, you may want to keep records corresponding to the same model together. Each set of records with the same model will become a "group" with its own header.

Nested grouping and grouping against multiple fields are fully supported. The following image illustrates all basic grouping types.



Note

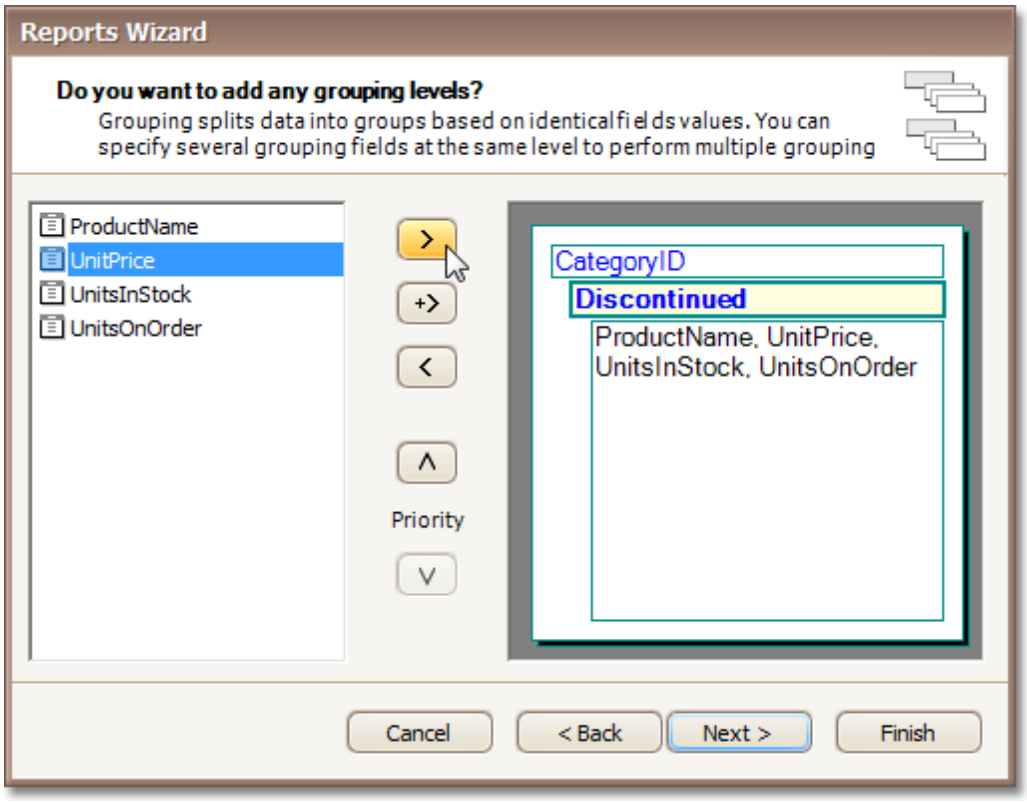
If you don't need to group your data, simply click **Next** on this page to skip this step.

Page Interface

The list on the left-hand side displays data fields that can be used to group data. To apply grouping, do one of the following.

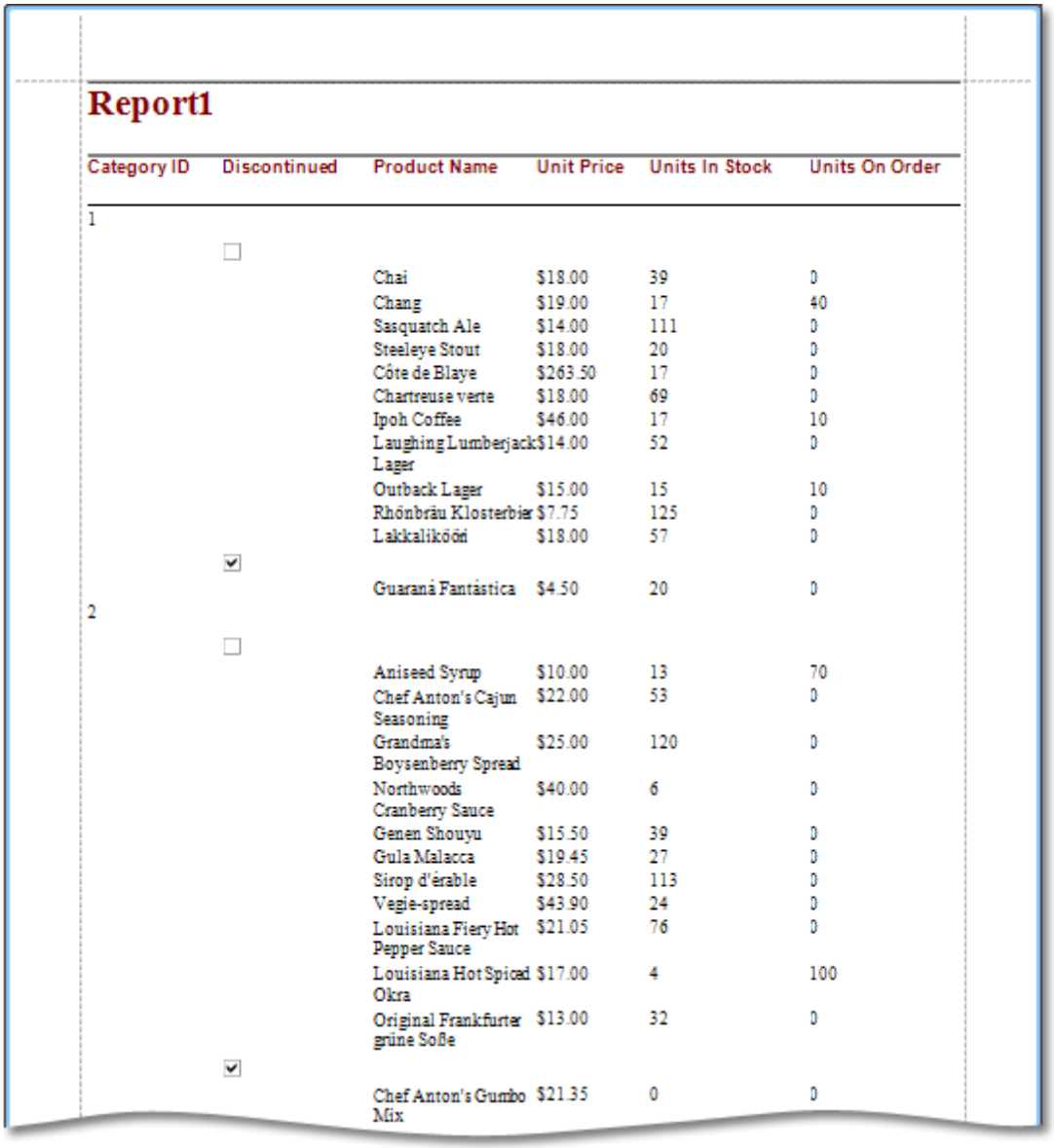
- Select columns and click the right arrow (**>**) button.
- Drag required columns to the box on the right-hand side.
- Double-click columns.

Note that grouping fields on the right-hand side can be selected by clicking them. This is useful if you need to remove them or change their order. To accomplish the latter, use the up arrow (□) and down arrow (□) buttons.



Result

You can stop the wizard on this step by clicking **Finish**. In this case, your report will look similar to the image below.



Report1

Category ID	Discontinued	Product Name	Unit Price	Units In Stock	Units On Order
1					
	☐				
		Chai	$18.00	39	0
		Chang	$19.00	17	40
		Sasquatch Ale	$14.00	111	0
		Steeleye Stout	$18.00	20	0
		Côte de Blaye	$263.50	17	0
		Chartreuse verte	$18.00	69	0
		Ipoh Coffee	$46.00	17	10
		Laughing Lumberjack Lager	$14.00	52	0
		Outback Lager	$15.00	15	10
		Rhönbräu Klosterbier	$7.75	125	0
		Lakkalikööri	$18.00	57	0
	☑				
		Guaraná Fantástica	$4.50	20	0
2					
	☐				
		Aniseed Syrup	$10.00	13	70
		Chef Anton's Cajun Seasoning	$22.00	53	0
		Grandma's Boysenberry Spread	$25.00	120	0
		Northwoods Cranberry Sauce	$40.00	6	0
		Genen Shouyu	$15.50	39	0
		Gula Malacca	$19.45	27	0
		Sirop d'érable	$28.50	113	0
		Vegie-spread	$43.90	24	0
		Louisiana Fiery Hot Pepper Sauce	$21.05	76	0
		Louisiana Hot Spiced Okra	$17.00	4	100
		Original Frankfurter grüne Soße	$13.00	32	0
	☑				
		Chef Anton's Gumbo Mix	$21.35	0	0

If you want to customize your report further, click **Next**. If data grouping has been applied on this page, you'll proceed to Step 3 - Summary Options. If you haven't grouped your data, you'll skip the Summaries step and go to Step 4 - Choose Report Layout.

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Step 3 - Summary Options

Note

This wizard step is only available if you've applied data grouping in the previous step (Step 5 - Add Grouping Levels). If you haven't grouped data, this step is skipped.

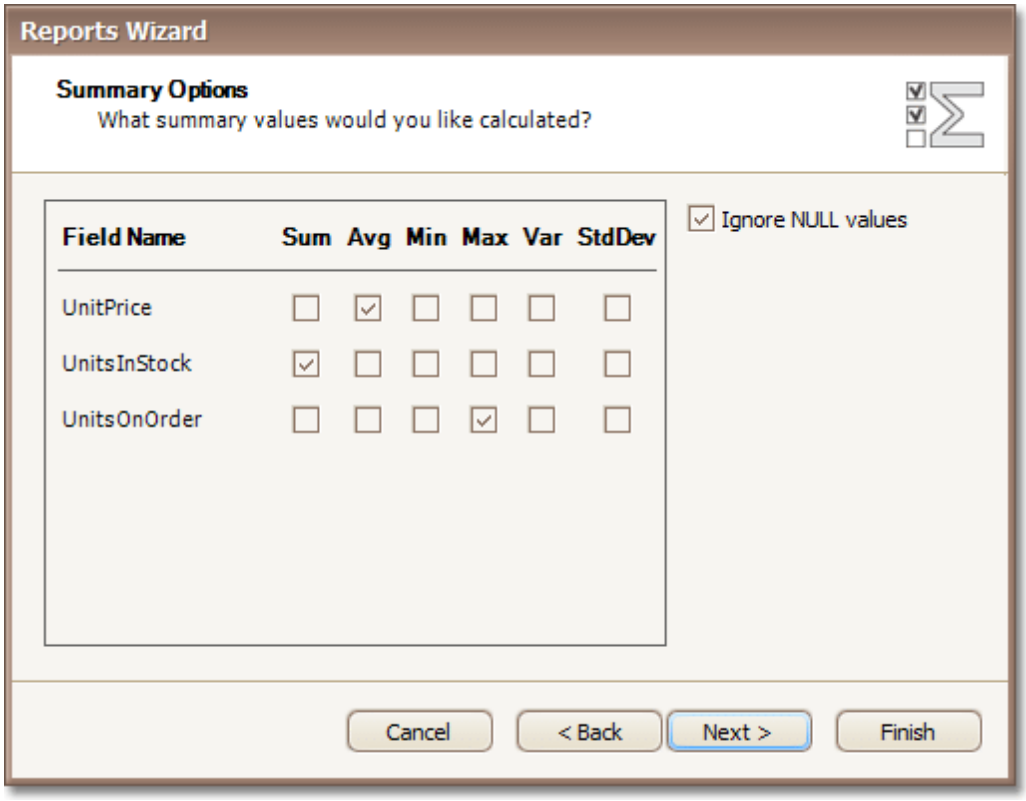
Purpose

Use this page to specify totals to be displayed for each data group and grand totals for the entire report. For instance, you may need to display the sum of values in a particular field, the average value, etc. Specified totals will be displayed after corresponding groups, and in the report footer.

Page Interface

This page displays all available numerical and date-time fields that aren't used to group data. Using the check box table, you can specify which functions should be calculated for these fields.

Sometimes, data fields can contain empty values (this is different from, say, zero in a numeric field). If you don't want to take these values into account when calculating totals, check **Ignore NULL values**. Otherwise, these values will be treated as zeros for numeric fields and the earliest system date for date-time fields.



Result

You can stop the wizard on this step by clicking **Finish**. In this case, your report will look similar to the image below.

Report1

Category ID	Product Name	Unit Price	Units In Stock	Units On Order
1				
	Chai	$18.00	39	0
	Chang	$19.00	17	40
	Guaraná Fantástica	$4.50	20	0
	Sasquatch Ale	$14.00	111	0
	Steeleye Stout	$18.00	20	0
	Côte de Blaye	$263.50	17	0
	Chartreuse verte	$18.00	69	0
	Ipoh Coffee	$46.00	17	10
	Laughing Lumberjack Lager	$14.00	52	0
	Outback Lager	$15.00	15	10
	Rhönbräu Klosterbier	$7.75	125	0
	Lakkalikööri	$18.00	57	0
Sum			559	
Avg		$37.98		
Max				40
2				
	Aniseed Syrup	$10.00	13	70
	Chef Anton's Cajun Seasoning	$22.00	53	0

If you want to customize your report further, click **Next** to proceed to Step 5 - Choose Report Layout.

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Step 4 - Choose Report Layout

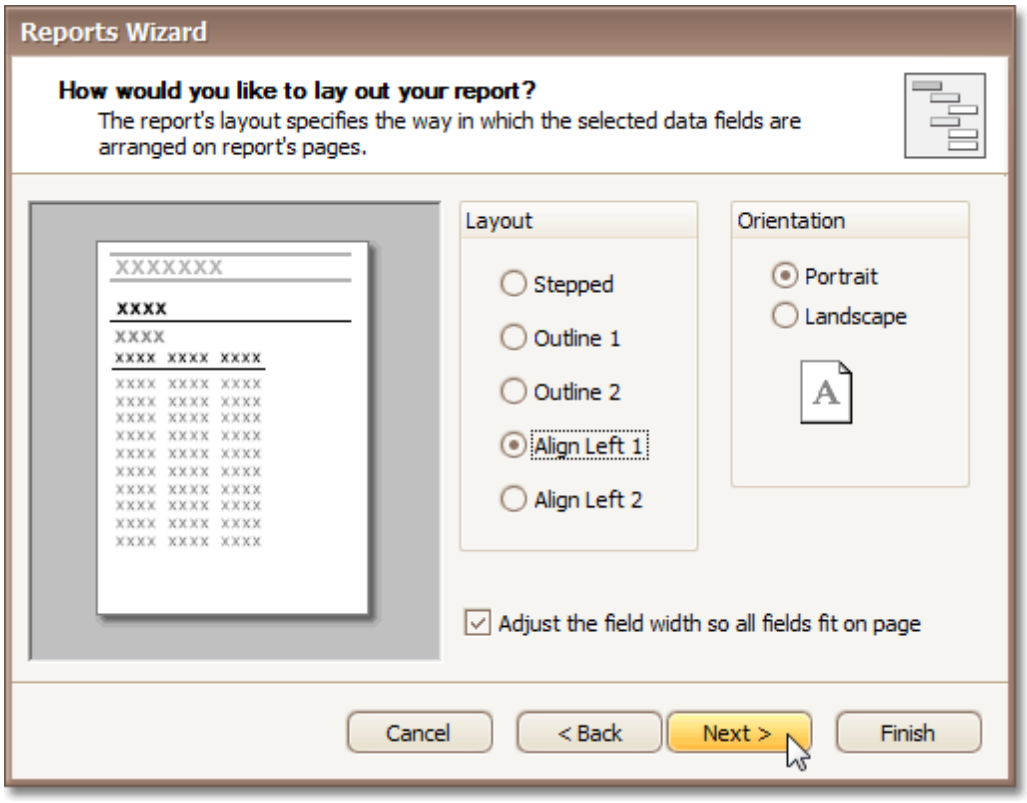
Purpose

This page sets the layout of elements in your report. If you haven't applied data grouping, you can specify how data field values are arranged - into a table, one under another, etc. If report data is grouped, you can choose one of the available indentation styles for nested elements.

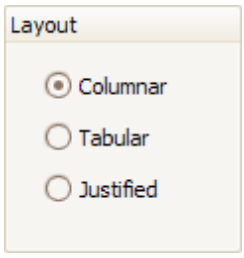
Additionally, this page allows you to specify the page orientation for your report.

Page Interface

The following options are available if data grouping has been applied.



If data hasn't been grouped, you will see the following report layout options.



If you want to customize your report further, click **Next** to proceed to Step 5 - Choose Report Style. Otherwise, click **Finish** to complete report customization.

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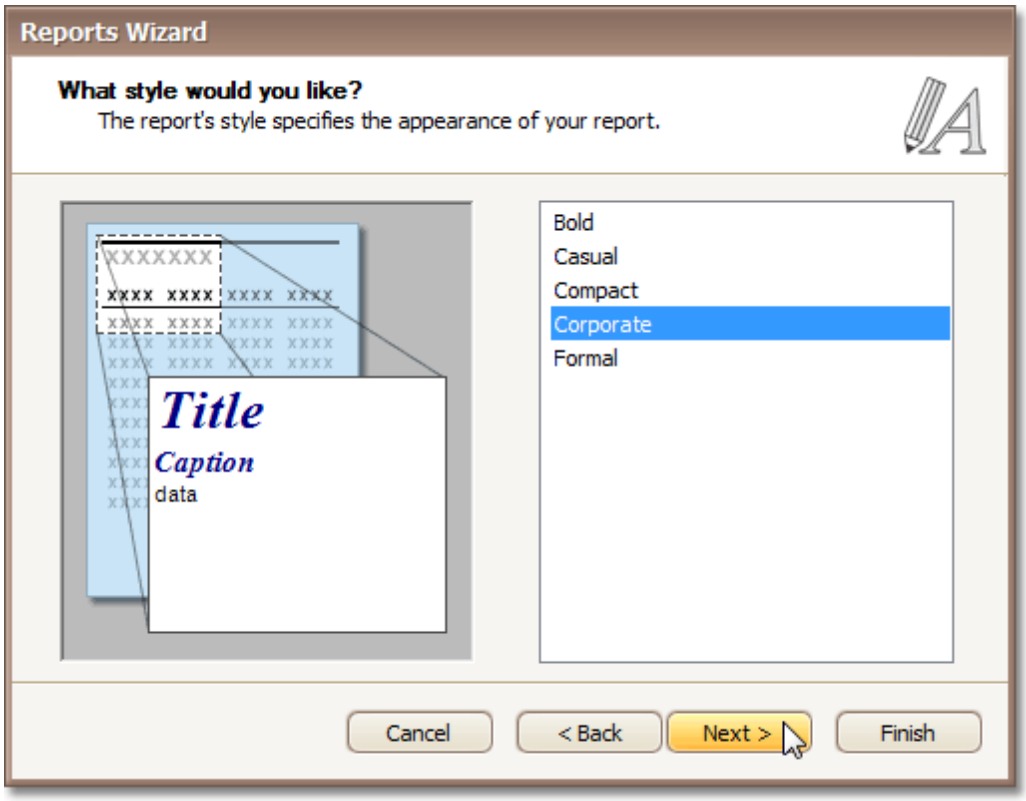
Step 5 - Choose Report Style

Purpose

Apply a predefined style sheet to your report.

Page Interface

Select one of the predefined styles from the list box.



If you want to customize your report further, click **Next** to proceed to Step 6 - Enter a Report Title. Otherwise, click **Finish** to complete report customization.

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Step 6 - Enter a Report Title

Purpose

Specifies the report title.

Page Interface

Enter a title string into the editor and click **Finish** to complete report creation.

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Label Report Wizard

The **Report Wizard** allows you to create reports of two kinds - standard reports and **label reports**. To create a label report, invoke the Report Wizard dialog and choose the **Label Report** option on the **Welcome** page.

After completing the Label Report wizard, you will get a blank report that generates labels of a particular size. Since the report designer will clearly indicate the label area, you can then populate this area with the required content and print out your labels.

Use the links below, to learn more about every step in the Label Report wizard.

- Step 1 - Select a Label Type
- Step 2 - Customize Label Options

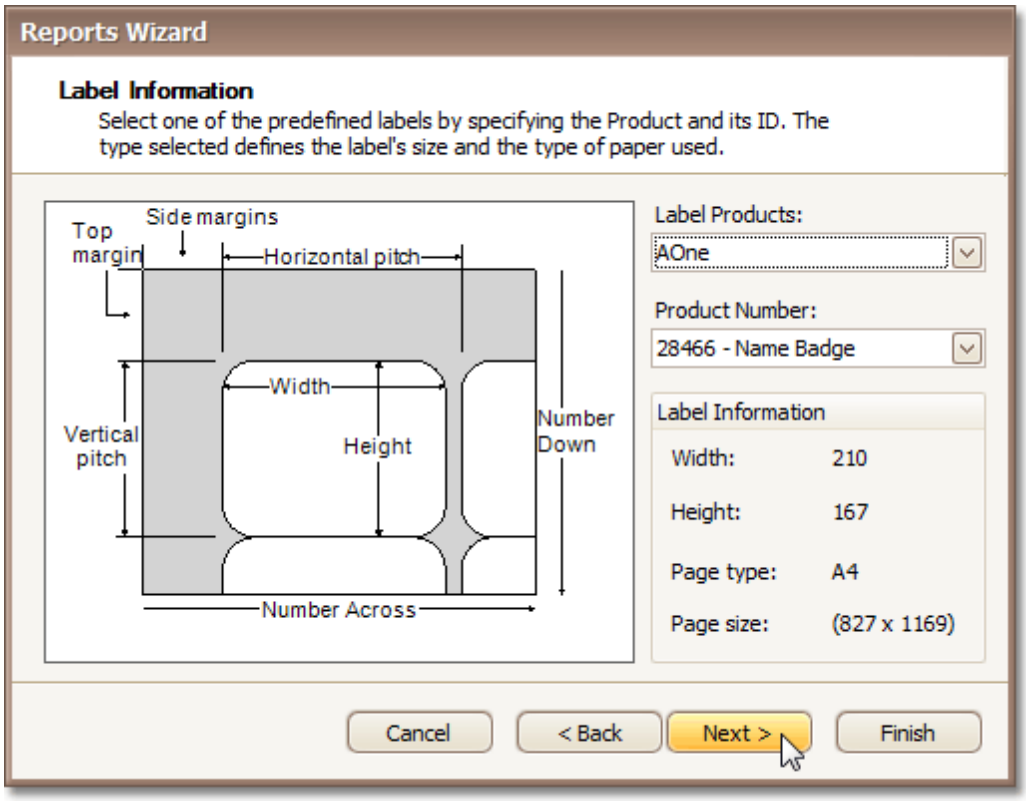
Step 1 - Select a Label Type

Purpose

When you need to print out stickers or, say, water-proof labels, you need to purchase the appropriate paper. Every supplier will provide it's own specific label size or label position within a paper sheet. To make it easier for you to produce labels, this wizard step lists several label paper suppliers and their products. Once you've selected a supplier and a product (paper and label type), the report will change its settings so that your labels will be printed exactly where they're supposed to, without you having to adjust the label position and size manually.

Page Interface

On this page, choose the supplier from the **Label Products** combo box and a particular product from the **Product Number** list. The box on the left-hand side will be updated to show you label dimensions for the currently selected product.



If you don't need further customization, click **Finish** to complete the report adjustment. If manual correction of label or paper size is required, click **Next**.

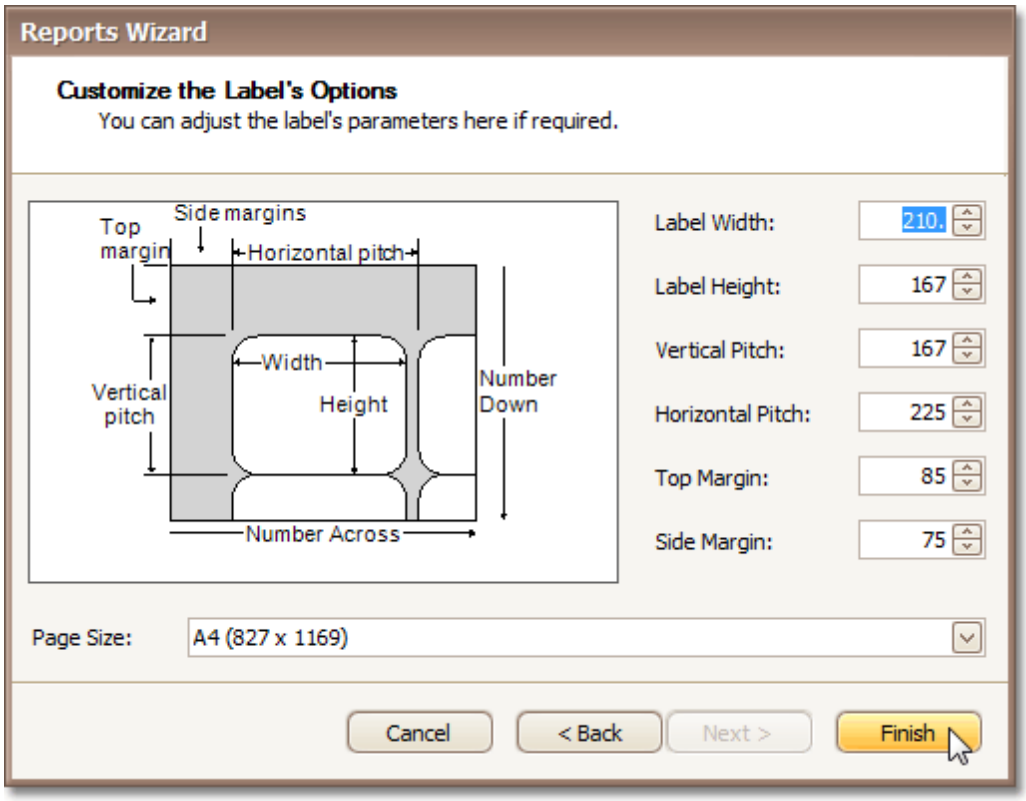
Step 2 - Customize Label Options

Purpose

On this page, you can manually adjust settings that were automatically specified in the previous step, based on your supplier and product choice.

Page Interface

Editors on this page allow free customization of all parameters specified on the previous page. The pane on the left-hand side provides a label dimensions preview based on current values.



Click **Finish** to complete report setup.