

FP2 - TIP 'O THE WEEK #80

REPORT HEADERS & MARGINS



Report Headers

Reports are such a big part of FirePro 2 – and very important to most departments. You can customize your reports by choosing what you would like to include on the top of each report, and set up how you want them to print.

To set up report header (what will show on the top of your reports), you need to design the generic format first from:

File → Report Page Setup → Report Header Setup

Report Header Setup

Show Tag Line

Show Chief's Name

Show Street Address

Show City / Prov

Show City / Prov With Street

Show Postal Code

Show Postal Code With Street

Show Phone Number

Show Fax Number

Show Email Address

Show Email With Phone

Show Website

Show Website With Email

Page Number

Print Both Top and Bott...

Include Time and Date

Date Title

Date

Print Both Top and Bott...

With Logo

No Logo

For Demonstration Only

Fire Chief: Fire Chief

1234 Main St. Your Town LOS 1M0

ph: 555-5555

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Date

FEB 28 07

Edit Cancel OK

On this window you can specify the default report header for all reports by choosing to hide or show various fields, as well as to use a header with, or without a graphical logo.

To change any of these fields, go to:
Set-Up → System Information

Report Header Setup

Show Tag Line
 Show Chief's Name
 Show Street Address
 Show City / Prov
 Show City / Prov With Street
 Show Postal Code
 Show Postal Code With Street

Show Phone Number
 Show Fax Number
 Show Email Address
 Show Email With Phone
 Show Website
 Show Website With Email

Page Number
 Print Both Top and Bott...

Include Time and Date
Date Title
 Date
 Print Both Top and Bott...

With Logo
 No Logo

For Demonstration Only

Fire Chief: Fire Chief
 1234 Main St. Your Town LOS 1MO
 ph: 555-5555

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Load System Defaults Edit Cancel OK

* You must select one of the following options to continue.

* 1) Use Settings This Time Only
 * 2) Use Always For This Report
 * 3) Use Defaults For This Report

From here you can make your changes. When finished, click "OK".



To help you design your headers, 2 other buttons have been added here. The first "Load System Defaults", will change the window to show you your system defaults (that you set above). The second is "Load Saved Settings" and will only show if you have a template other than the default saved for this report. This will show the last saved settings for this report. You can then click between these two buttons and see how this current report header differs from your system default.

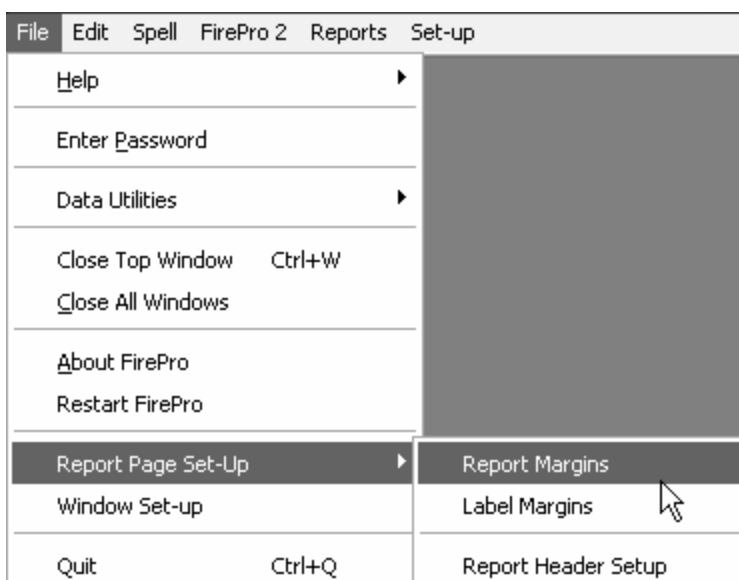
To close the window you need to choose if this will be used just this time or always with this report. Do this by choosing "Use Settings This Time Only" or "Use Always For This Report". A third choice is to reset the report to always use the system default. For this choose "Use Defaults For This Report".



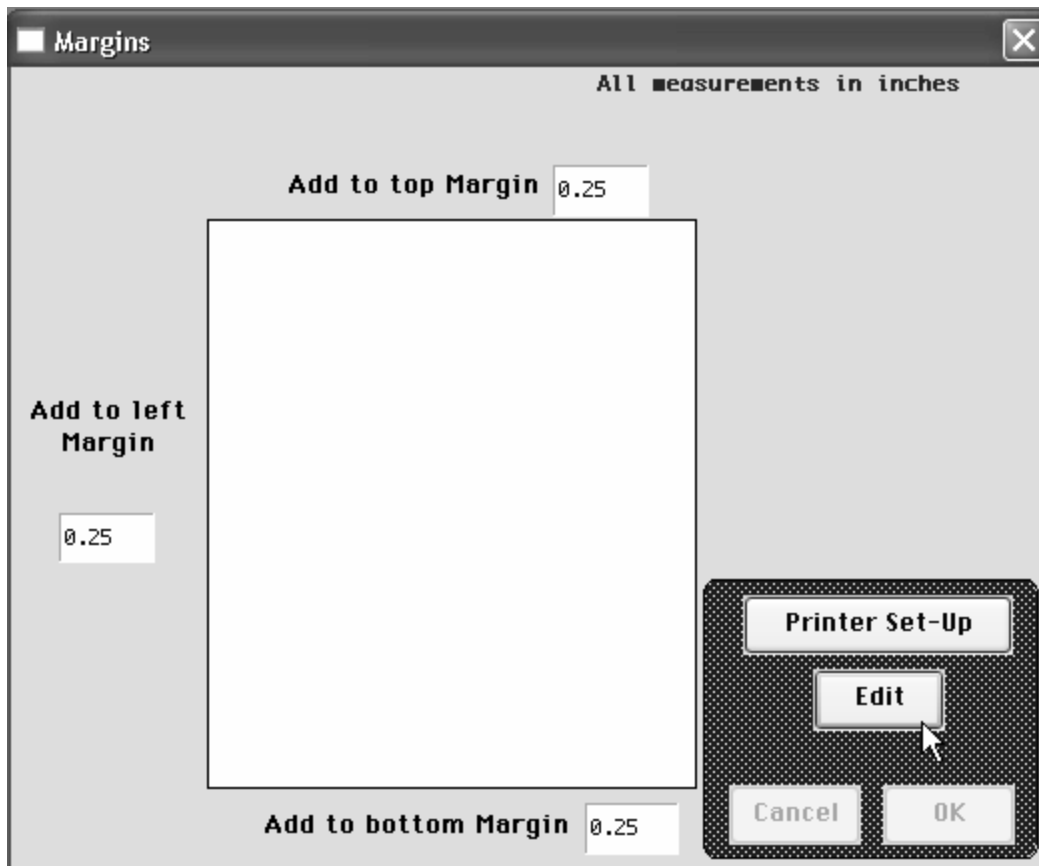
Margins

You may sometimes notice that a report prints too close to one margin or another. Often this is due to the margin settings for reports.

To change the settings, Go to File--> Report Page Set-up--> Reports



and click Edit.



Enter the number of inches that you want to add to the 3 margins. Note that the left margin pushes the report to the right, so if it is too big, some of the reports will fall off the right side of the page.

A good place to start is .25" all around.

This must be set/changed for each user. Since all systems and printers are a little different, you may need to play with the settings a little bit.



Quote of the week:

“The sixties were when hallucinogenic drugs were really, really big. And I don't think it's a coincidence that we had the type of shows we had then, like *The Flying Nun*.”
Ellen DeGeneres.