

# FP2 - TIP 'O THE WEEK #53

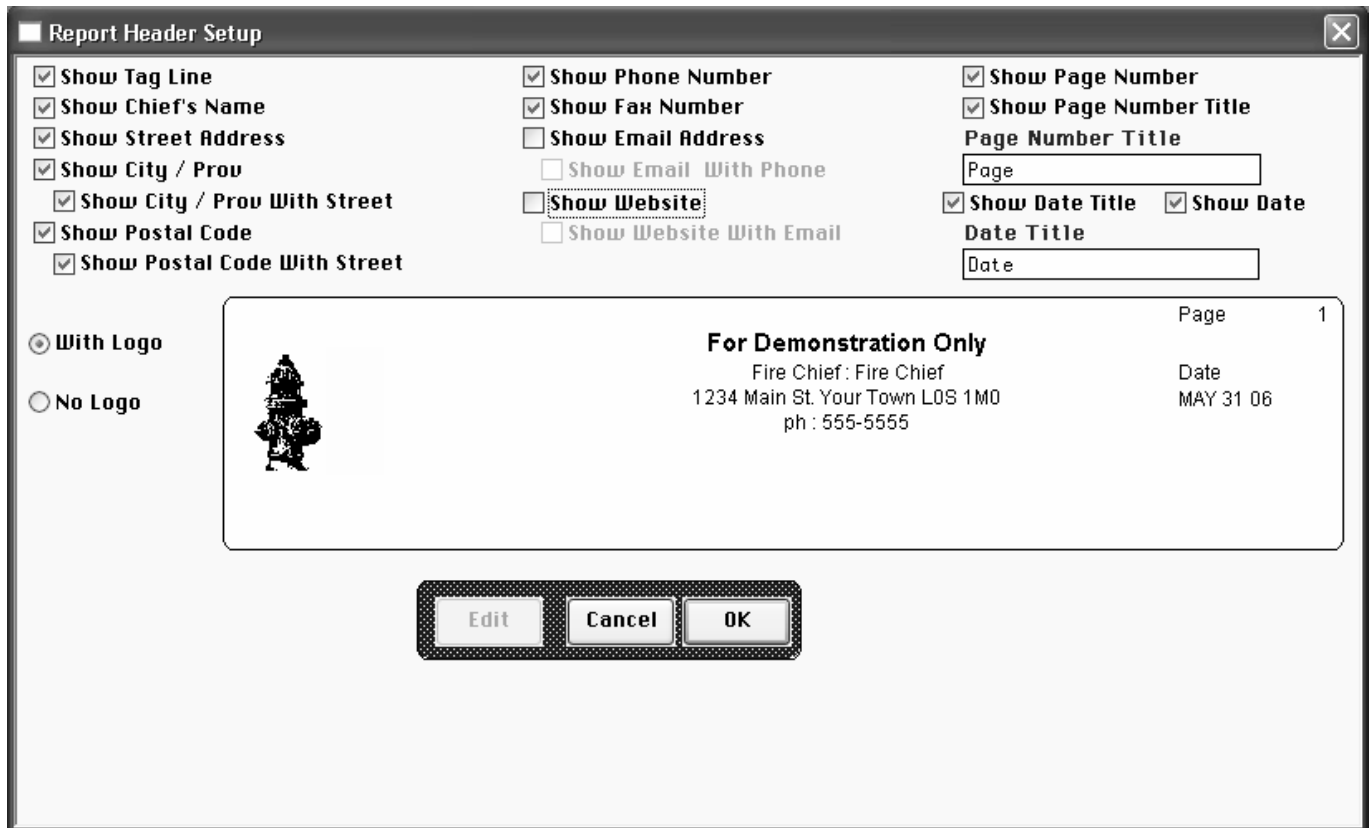
## REPORT HEADERS



### Report Headers

In FirePro 2, you can customize your reports by choosing what you would like to include on the top of each report.

First you need to design the generic format from:  
File → Report Page Setup → Report Header Setup



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

When you print any specific report, you will have more options from the “Change Header” button on the Printing Preferences window (below, accessed when you print a report).




Change Header

Clicking the “Change Header” button on this window gives you the option of changing the header for that one report either just this time or always when this report is printed. Clicking this button will open the Report Header Setup window (below).

**Report Header Setup**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Show Tag Line                | <input checked="" type="checkbox"/> Show Phone Number | <input checked="" type="checkbox"/> Show Page Number  |
| <input checked="" type="checkbox"/> Show Chief's Name            | <input checked="" type="checkbox"/> Show Fax Number   | <input checked="" type="checkbox"/> Show Page Number Title  |
| <input checked="" type="checkbox"/> Show Street Address          | <input type="checkbox"/> Show Email Address           | Page Number Title   |
| <input checked="" type="checkbox"/> Show City / Prov             | <input type="checkbox"/> Show Email With Phone        | Page <input type="text"/>   |
| <input type="checkbox"/> Show City / Prov With Street            | <input type="checkbox"/> Show Website                 | <input checked="" type="checkbox"/> Show Date Title <input checked="" type="checkbox"/> Show Date |
| <input checked="" type="checkbox"/> Show Postal Code             | <input type="checkbox"/> Show Website With Email      | Date Title  |
| <input checked="" type="checkbox"/> Show Postal Code With Street |   | Date <input type="text"/>   |

With Logo  
 No Logo



**For Demonstration Only**

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

Page 1

Date  
MAY 31 06

Load System Defaults

Load Saved Settings

Edit

Cancel

OK

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

\* 1)

\* 2)

\* 3)

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

Load System Defaults

Load Saved Settings

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".



**Quote of the week:**

"If you saw a heat wave, would you wave back?" *Steven Wright.*