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Options On The Toolbar



This displays the **first** page of your report.



This only displays the **next** page of your report.



This displays the **last** page of your report.



This allows you to **select** which page in your report you want to see.



This allows you to **zoom in** (or magnify) your report.



This allows you to **zoom out** (or de-magnify) your report.



This allows you to **close** the output window you are in.



This allows you to **save** your report.



This allows you to **print** your report.



This allows you to **preview** your report.



This allows you to **export** a file to another application.



This allows you to view **two pages**.



This allows you to view **four pages**.



This allows you to view **six pages**.



This allows you to **open** a new file.



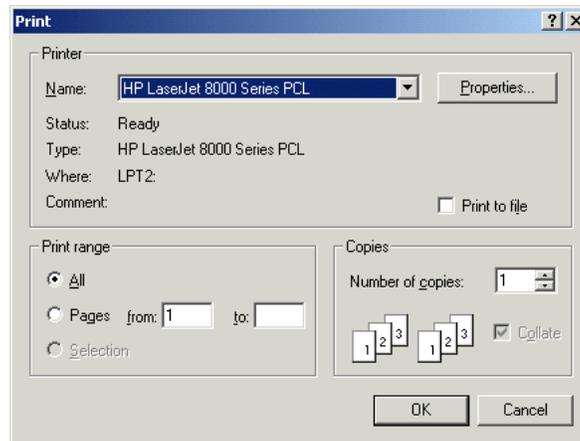
This allows you to get help on anything that is displayed in the Eureka window. When you select the Context Help button from the toolbar your pointer changes to look like the Context Help button. You can then click any part of the Personal Edition window, including a menu selection, toolbar button, and so on, to get help on that item.

Printing A Report

To print a report use the following steps:

1. With your report still displayed, click  on the toolbar.

The Windows Print dialog box similar to the following is displayed:



Here, you can change the printer you want to print to, set a print range, change the properties and/or determine the number of copies you want printed – just like any other Windows application.

2. Click **Cancel** for this exercise (we may not have a printer to print to). Of course normally, you would click **OK**.
3. Click ; this will close the output window.

Printing To A Remote Printer

INTRODUCTION

You can send your report to a network printer (such as a high-speed printer) by using the FTP option, or you can use the MORDS option.

File Transfer Protocol (FTP)

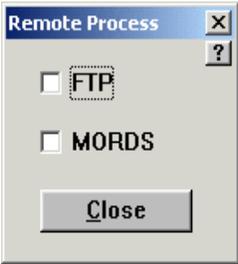
File Transfer Protocol (**FTP**) is a program that allows you to copy a file from one machine to another. In this case, you are given the capability to copy your print files to your own print server or PC or any other addressable machine you have access to.

PREREQUISITES

You will need to have an IP Address and Password to the machine you are FTP'ing to.

STEPS TO PERFORM ACTION

With your list of reports displayed, select the report you want to FTP and click .

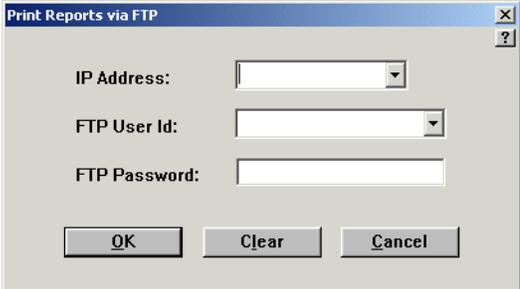


STEP 1:

- Check the **FTP** check box.

STEP 2:

- IP Address:** Enter a valid IP Address for the printer.
- FTP User Id:** Enter your user id for the printer you are printing to.
- FTP Password:** Enter your password for the printer you are printing to.
- Click **OK**.



Deleting A Report

To delete a report, use the following steps:

1. With your list of reports displayed, highlight the report you want to delete.
2. Click **Delete**.

A dialog box similar to the following is displayed:



- a. Click **Yes** to delete.

- b. Click **OK**.

You are returned to the Reports Menu.

- c. If you want to delete another report you can do so at this time; otherwise, click **Exit** and you will be returned to the DPAS Main Menu.



Other Options In The Reports

There are other options in the Reports queue available to you. They include:



This button will re-display the list of available report files.



This will allow you to display reports from certain modules, or you can display all reports from all modules.



This will allow you to display on-line reports only, batch reports only, or all reports.



This will allow you to sort your reports by Date/Time, Module, Report ID, or Report Title.



This will allow you to display either the current or the previous day's reports.

Practical Exercise: Asset Summary Report

Title: Asset Summary Report

Objective: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to run an asset summary report to verify property type codes.

Prerequisites:

References:

Scenario: You have just converted over to DPAS and you need to do complete verification of your property books to ensure that not only all of your items converted but they all have the correct property type codes.

Instructions: Perform the necessary actions in DPAS to produce your asset summary report and verify the property type codes for all of your assets. Make any necessary corrections to reconcile your books.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

