

## Chapter Three Table of Contents

	<b>PAGE</b>
Introduction To FreeForm .....	63
Getting Oriented With FreeForm .....	65
Building A FreeForm With The Query Wizard .....	71
Designing A Customized FreeForm Report Without The Query Wizard .....	77
Page Header/Footer Areas .....	81
Selecting Multiple Objects .....	82
Adding Document File Name Objects .....	84
Changing Column Headings.....	87
Changing Fonts .....	89
Document Header/Footer Areas.....	91
Adding Text Objects .....	92
Adding Date Objects.....	94
Adding Time Objects.....	96
Adding Page Number Objects .....	98
Adding Counter Objects .....	100
<b>Activity: Designing A Customized FreeForm Report Without The Query Wizard .</b>	102
<b>Skill Builder: Designing A Customized FreeForm Report Without The Query Wizard</b>	104
<b>Practical Exercise: Designing A Customized FreeForm Report Without The Query Wizard</b>	106
Building A Sort Order In A Freeform Report.....	108
Group Header/Footer Areas.....	111
Building A Page Break In A Freeform Report.....	114
Inserting A Filter In A Freeform Report .....	116
Inserting A Prompt In A FreeForm Report .....	120
Hiding An Object In A FreeForm Report .....	126
Designing A FreeForm Report Using Double Detail Areas .....	128
Using Translate Values In A FreeForm Report.....	132
Using Output When In A FreeForm Report .....	135
<b>Skill Builder: Introduction To FreeForm And Designing A Customized FreeForm Report.....</b>	137
<b>Practical Exercise: Introduction to FreeForm And Designing A Customized FreeForm Report.....</b>	139



# Introduction To FreeForm

## INTRODUCTION

FreeForm is a powerful tool set that lets you:

- ❑ Add text and columns as well as other objects to different areas of your design document: document header and footer; page footer and header; group header and footer; and detail.
- ❑ Use multiple areas of the same type (for example, you can have two detail areas or more than one group header).
- ❑ Specify Output When conditions that determine, row by row, when objects (and areas) should or should not be included in your output.
- ❑ Specify borders and backgrounds for an object.
- ❑ Create user prompts objects, child document objects, chart objects, crosstab objects, system objects, and graphic objects.

FreeForm allows you to develop customized reports, making the report as simple or complex as you need. In FreeForm you have the freedom to design all aspects of the report.

### FreeForm vs QuickQuery

In addition to the additional object types and object attributes you can use in FreeForm, the following are features that distinguish it from QuickQuery:

- ❑ You are able to position objects anywhere on a grid.
- ❑ FreeForm is not interactive. To view data while you are working in a FreeForm window, you must select the print preview. When you do this, *Eureka* submits your query and opens an output window with the information returned from your database.

## OBJECTIVES

You will demonstrate an understanding of FreeForm by showing the steps necessary to create a customized report.

### Units of Study:

- ❑ FreeForm Orientation
- ❑ Designing A Customized FreeForm Report
- ❑ FreeForm Area Objects
- ❑ FreeForm Query Design

**APPLICATION**

N/A

**PREREQUISITES**

Complete Chapters 1 and 2 of this manual.

**Example of a FreeForm Report:**

The screenshot shows a window titled 'EUREKA:Reporter Designer - [Eureka FreeForm]'. The report content is as follows:

Eureka FreeForm  
8/7/2002  
10:42 am

**My DPAS Report**

<u>Nomen</u>	<u>StockNbr</u>	<u>Actual Cost</u>	<u>BarCd</u>	<u>SerialNbr</u>	<u>UIC</u>
TRK CGO 1/2T 6000	2320010907891	27439.00	167240	324234US333	HQ1001
LATHE, ENGINE	3411001364013	11508.00	167241	77553	HQ1001
COPIER SYS XEROX	3610011297764	13566.00	167242	500XE12	HQ1001
TRK LF 6000LB LT-60RS	3930000251015	27633.00	167244	436346AFG44	HQ1001
TELEPHONE, STU III	518000N000927	1.00	167243	32423GR	HQ1001
BARCODE READER	58383311PLM	2532.00	7251001101	BRD-001-001	HQ1001
ANSWERING MACHINE	701000N452825	232.00	HQ0001	AF-001	HQ1001
CPU, DESKTOP	7021703511000	2737.00	1663321	1003448G1	HQ1001
MONITOR, 19" COLOR	7025000001952	933.00	1593001	133004JD3	HQ1001

Ready Pg: 1 of 1 NUM

# Getting Oriented With FreeForm

## INTRODUCTION

We will begin producing reports and queries using the FreeForm process, and gradually add more sophisticated functions. You will see a window and toolbars that may be new to you. This lesson will familiarize you with the terminology and function of the Eureka FreeForm environment.

## OBJECTIVES

The student will be able to identify the parts and explain the functions of the FreeForm window and the associated toolbars.

## APPLICATION

N/A

## PREREQUISITES

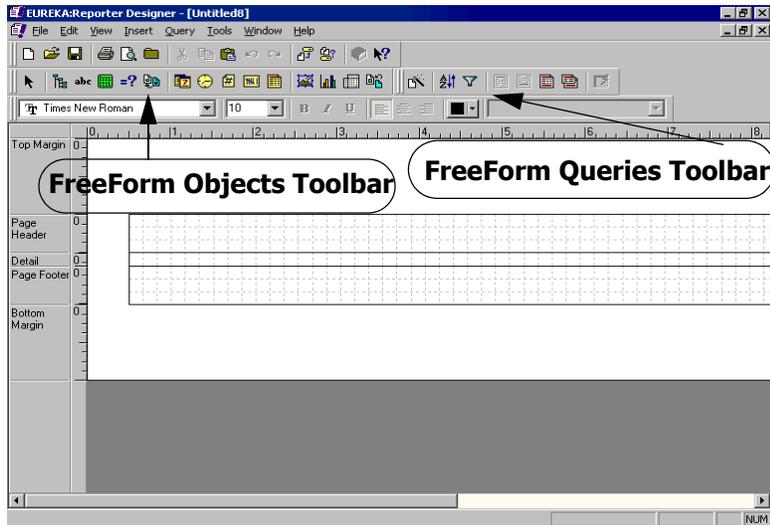
Complete Chapters 1 and 2 of this manual.

## ACTIVITY

Instructor-led lecture

For an explanation of each tool on the toolbars, refer to the References section of this manual.

### FreeForm Toolbars



Toolbars	
<b>FreeForm Objects</b>	Allows you to quickly insert new objects, such as the date, time, page number, graphics, etc.
<b>FreeForm Queries</b>	This allows you to sort, filter, add document header/footers, page header/footers, and group header/footers.

## **Document Windows And Object Directories**

Document window is a term used to describe windows that an application opens to display documents, files, views of data, reports, and so on. Document windows always exist inside program's application window and share the application window's menu bar. Because Eureka follows the Multiple Document Interface (MDI) standard, you can have several design and viewer windows open at one time, limited only by the amount of available memory.

Eureka uses the same interface used by other Windows applications and makes use of standard graphical-interface options-move, resize, close, minimize, maximize, and drag-and-drop.

## **Document Window Types**

*Eureka* has three types of document windows:

- QuickQuery window
- FreeForm windows
- Document output window

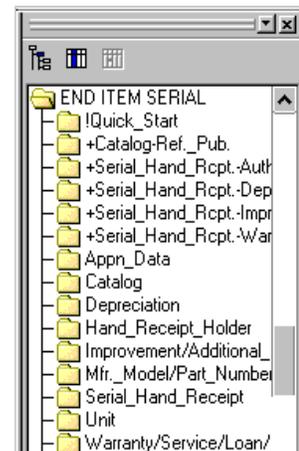
## **Floating Windows**

Floating windows are specially used windows that can be positioned anywhere on the screen. All floating windows can be displayed by selecting them from the view menu or hidden by de-selecting them. The object directory is a good example of a floating window.



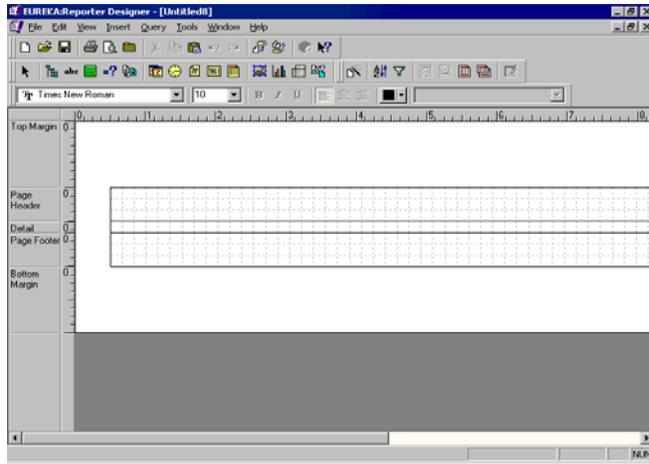
### **NOTE:**

Floating windows are not applicable when using the Query Wizard. They are only available in QuickQuery and FreeForm.



## FreeForm Windows

FreeForm windows give you access to all object types and object attributes that Eureka supports.

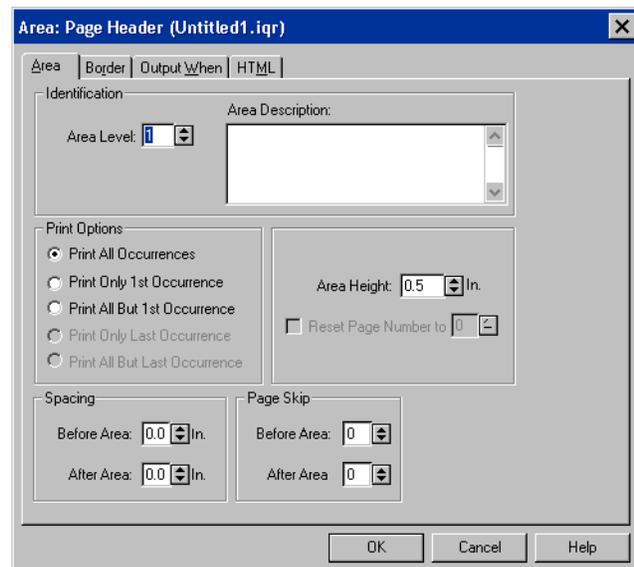


FreeForm Window	
<b>Areas</b>	These are defined as area objects that make up each Eureka document. Each area object serves as a container for output objects such as text objects, column objects, graphic objects, etc.
<b>Object Alignment Grid</b>	Eureka Reporter Designer provides a grid that is used to align your output objects.
<b>Page Header Area</b>	A page header is included at the top of each page. When you move an object (field) in this area Eureka outputs the value of that column, taken from the first row, on the page.
<b>Detail Area</b>	The output for a detail area is once for each database row included on your document.
<b>Page Footer Area</b>	A page footer is included at the bottom of each page. When you move an object (field) in this area, Eureka outputs the value of that column, taken from the last row, on the page.

## Changing Area Attributes

By double-clicking an Area, you can change certain attributes.

- Area Level:** Change this when you use the same area multiple times. This will designate the process order. For example, you may have two detail areas.
- Area Description:** This is the description of the area. This description does not print on the report.
- Print Options:** This is used in conjunction with multiple area levels. This will tell when certain rows to print.
- Area Height:** This sets the area height of your report.
- Reset Page Number to:** This will reset the page number after each page break, area, or group. For example, if your report breaks for each Hand Receipt Holder Number, it would reset the page back to whatever page number you specify.



- f. **Spacing:** If you want to leave space before or after an area object, enter the amount of space you want.
- g. **Page Skip:** Use these controls to have *Eureka* skip to the top of the next page before or after this area is output. A value of 1 causes output to skip to the next page. A value of 2 causes a blank page to be output. A value of 3 causes 2 blank pages to be output, etc.
- h. Click **OK**.

## **Object Directory**

The Object Directory makes it easy to:

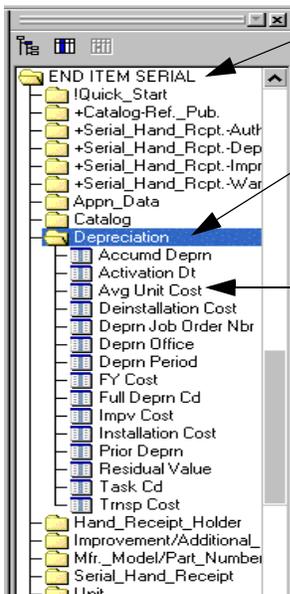
- Add columns to your documents and dialog boxes
- Add copies of existing objects to your document
- View database values for a column and insert them in dialog boxes

*Eureka* Reporter Designer includes an Object Directory in the FreeForm windows. You can open and close it by selecting **View>Object Directory (F2 Function Key)** from the menu bar. Many *Eureka* dialog boxes also have Object Directories built into them.

Object Directories let you select:

- Objects from your Metadata file (that is, column objects and custom objects that are defined in the Metadata file).
- Objects that are already in place on your design document.

Many Object Directories also let you browse database values for a column.



**Business View.** Business view names are at the top level of the tree and are indicated in **ALL CAPS**. A business view is an object in your Metadata File that corresponds to the data for a particular part of your business.

**Folders.** A folder can correspond to a table in your database or it can be made up of columns from more than one table. It can also include custom objects--objects that are calculated from database columns.

**Data Objects.** These are the actual data elements that are used to make up your report.

### **Object Directory Toolbar**



**Columns.** This displays the Object Directory.



**Document Objects.** This displays the data fields that you selected on your report.

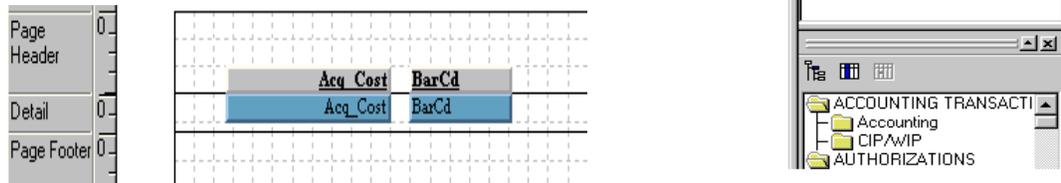


**Browse.** This browses your database for a selected data field (this is only accessible if a data object is selected).

## Area Object List

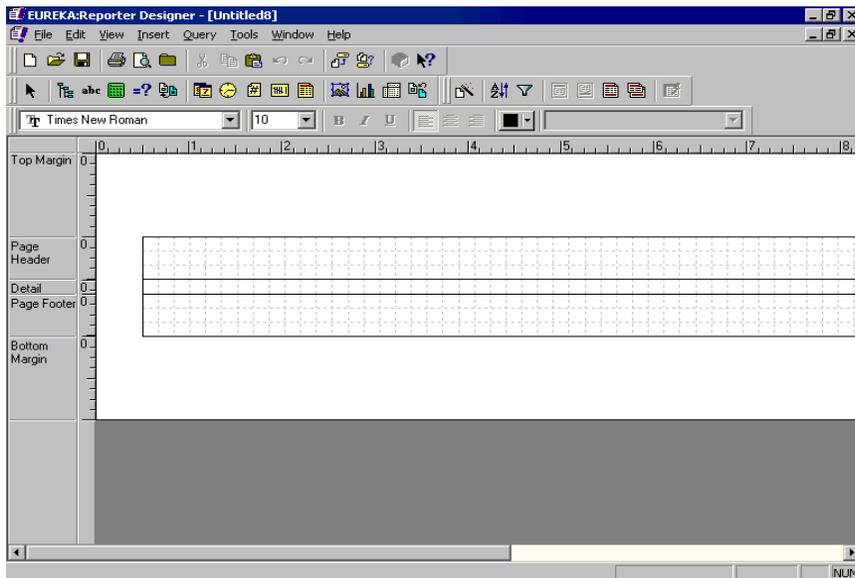
The Area Object List (**F4 Function Key**) is a tool that allows you to view area objects that are shown in your current FreeForm window. The Area Object List is displayed above your Object Directory.

## Data Object Placement



When dropping data objects on your report, column headings (the gray) will be placed in the page header area. Data objects (the turquoise), will be placed in the detail area. This is done by placing your mouse arrow on top of the data object in the object directory, holding down the left mouse button, dragging over to the grid area, and placing the tip of the arrow INSIDE the detail area. Let go of the mouse button. If the tip of the arrow is not inside the detail area, a column header will not be produced.

## Detail Areas

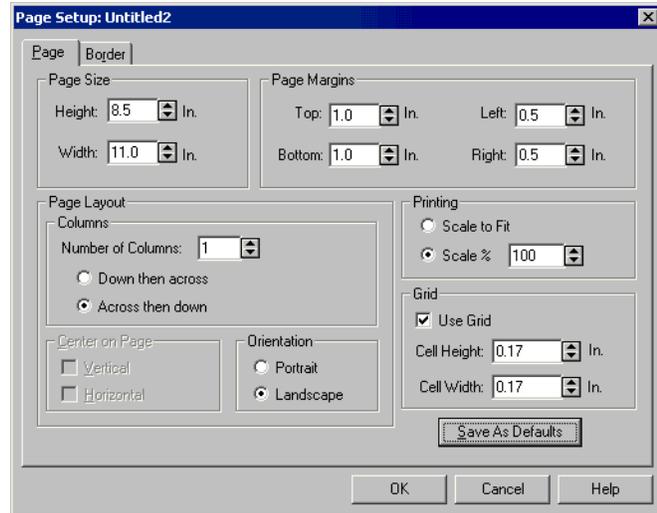


Placing data objects in the detail area will result in output once for each database row included on your document. If an aggregate function (sum, average, etc.) is applied to any of the columns in the detail area object, each row returned from the database is a summary row.

## Page Setup

Setting up your page allows you to do several page options, including titles, page numbers, layout, margins, borders, headers and footers, background images, etc.

- a. Select **File** from the menu bar.
- b. Select **Page Setup** from the program group.
- c. **Page Size:** Allows you to adjust the size of your page. Your page size is defaulted to the current Windows settings, but you can change if needed.
- d. **Page Margins:** Your page margins are defaulted to the current Windows settings, but you can change if needed.
- e. **Page Layout:** Allows you to use multiple columns.
- f. **Center on Page:** Select how you want your output displayed on your page.
- g. **Orientation:** This will allow you set how you want your page to print.



### Printing Group Box:

- h. **Scale to Fit:** Controls what happens when you print your document to paper with different dimensions than are specified for your document. When Scale to Fit is checked, Eureka scales the document to fit the page. It either enlarges or reduces all of the objects.
- i. **Scale:** Allows you to select an exact scaling percentage.



### HINT!

If you plan to exchange documents between people with American and European printers, it is a good idea to turn on Scale to Fit.

- j. **Use Grid:** To assist in creating FreeForm documents with a neat appearance, you can specify that objects are to be placed on an alignment grid which appears only in the FreeForm window (and not in output).
- k. **Cell Height:** You can enter the vertical spacing for objects.
- l. **Cell Width:** Enter the horizontal spacing.



### HINT!

A good starting point for cell height and width is 20% greater than the size of the font you plan to use most. For instance, if you plan to use a 10-point font, enter 12 points as the grid setting.

- m. **Save As Defaults:** To have your changes from the Page tab apply to future documents as well as to the current document, select **Save As Defaults** after making your changes. To have your changes apply only to future documents, select Cancel after you select **Save As Defaults**.
- n. Click **OK**.

## Building A FreeForm With The Query Wizard

### INTRODUCTION

This section outlines building FreeForm reports by using the Query Wizard. The query wizard is the easier way to create a query and takes you step-by-step through:

### OBJECTIVES

- ❑ **STEP 1:** Select Query Type
- ❑ **STEP 2:** Select Columns
- ❑ **STEP 3:** Setting Column Filters
- ❑ **STEP 4:** Select Columns to Sort By
- ❑ **STEP 5:** Select Columns to Aggregate

### OBJECTIVES

Using the FreeForm Wizard, you will develop a spreadsheet-type of report with columns of data (detail) that have been filtered, sorted, and aggregated (totaled for the column). You will present a sample page of this finished report to your instructor.

### APPLICATION

This type of query can be used when you need a simple report fast. For example, you want to build a simple report that displays certain data fields for your Hand Receipt Holders.

### PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Complete Chapters 1 and 2 of this manual.

### ACTIVITY

Student Hands-On with Instructor direction

### REPORT TYPE

A complete asset listing by UIC/Major Hand Receipt Holder showing stock number, bar code, nomenclature, and acquisition cost of each asset.

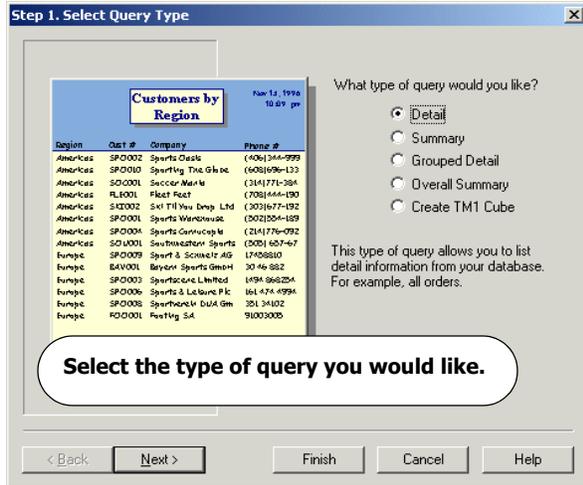
This is a sample of a FreeForm report that you will build in this lesson:

<u>HRHNbrMjr</u>	<u>AcqCost</u>	<u>StockNbr</u>	<u>Nomen</u>
W0U6C8	75.00	701000N452825	ANSWERING MACHINE
W0U6C8	14869.00	5855011384748	AV NV SY AN/AVS-6(W)2
W0U6C8	14869.00	5855011384748	AV NV SY AN/AVS-6(V)2
W0U6C8	2322.00	58383311PLM	BARCODE READER
W0U6C8	150.00	5810004715068	CODE CHGR KYK-38/TSEC
W0U6C8	150.00	5810004715068	CODE CHGR KYK-38/TSEC
W0U6C8	1532.00	7025010000568	COMPUTER, PENTIUM III
W0U6C8	2332.00	3610011297764	COPIER SYS XEROX
W0U6C8	3632.00	5810014318264	ENC DEC KIV 7 HI SPD
W0U6C8	3632.00	5810014318264	ENC DEC KIV 7 HI SPD
W0U6C8	499.00	702501N000433	HANDHELD COMPUTER
W0U6C8	499.00	702501N000433	HANDHELD COMPUTER
W0U6C8	8226.47	5810010550048	KEY GEN TSEC/KG-81
W0U6C8	8226.47	5810010550048	KEY GEN TSEC/KG-81
W0U6C8	27838.00	3411001364013	LATHE, ENGINE
W0U6C7	933.00	7025703616006	MONITOR, 17"
W0U6C7	933.00	7025703616122	MONITOR, 17" 100HS
W0U6C8	543.00	7025000001952	MONITOR, 19" COLOR
W0U6C8	12861.00	5810013761380	MTU KY-100 AIRTERM
W0U6C8	12861.00	5810013761380	MTU KY-100 AIRTERM

## STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select **Eureka** from the program group.

**ADD AD HOC REPORTS ICON HERE**  
**ADD EUREKA MENU HERE**



**STEP 1:**

- a. Select **Detail**.
- b. Click **Next>**.

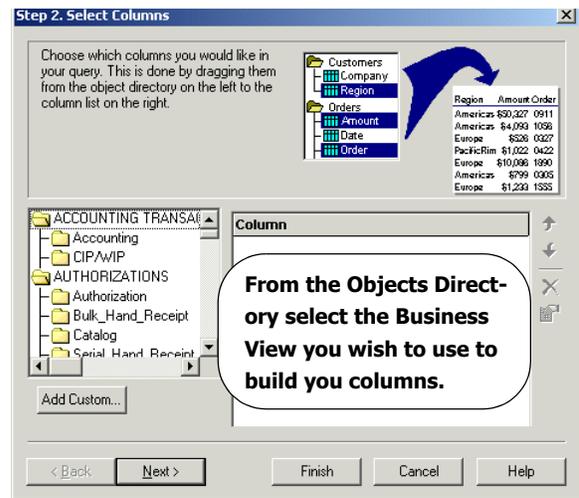
Query Types	
<b>Detail</b>	Detail queries return detailed data without any aggregate functions applied, the aggregate functions being average, count, minimum, maximum, and sum.
<b>Summary</b>	Summary queries are useful when you want to summarize data for a number of different items.
<b>Grouped Detail</b>	Grouped detail queries let you view the query results grouped by one or more columns.
<b>Overall Summary</b>	Overall summary queries give the highest level view of your data.
<b>Create TM1 Cube</b>	This is not available.

**STEP 2:**

- a. Select the following fields from the table below:

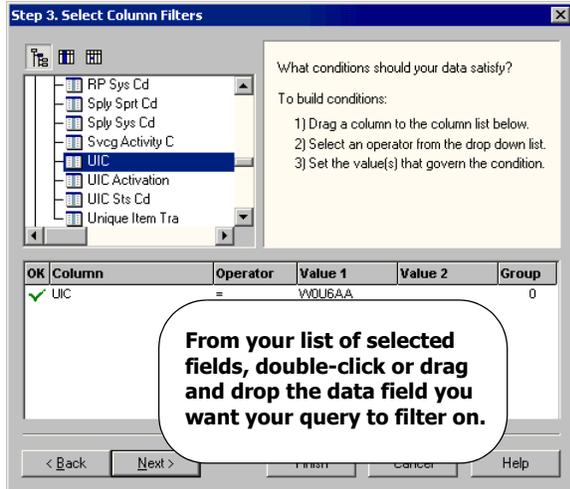
BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Receipt	Acq Cost
Catalog	Stock Nbr Nomen

- b. Click **Next>**.



**HINT!**

To select MULTIPLE fields, hold the CTRL key down and select the desired fields (DO NOT LET UP ON THE CTRL KEY). Click, "drag and drop" to any place in the working window.



**STEP 3:**

- We are going to filter on a field that we are not displaying in our report. To do this, click on the .
- Scroll up to the **END ITEM SERIAL** Business View.
- Open the **Unit** Folder.
- Select the **UIC** field.
- Make sure that the operator is set to **equal (=)**.
- Filter on UIC **WOU6AA**. Remember to turn your **CAPS LOCK** on!
- Click **Next>**.



**HINT!**

Filters let you limit the data displayed to only that which meets the criteria you set. When a query has no filter, you will see **ALL** the data from your database. When you define a filter condition, you will limit the data that meets the condition. Every additional filter or filter condition you apply further narrows the view of your data.

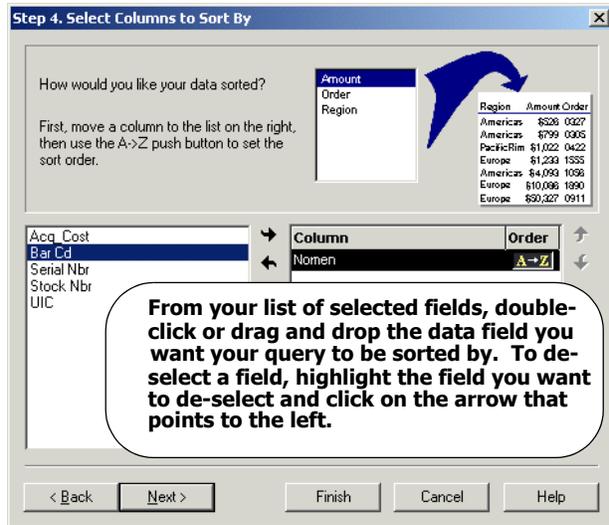
**STEP 4:**

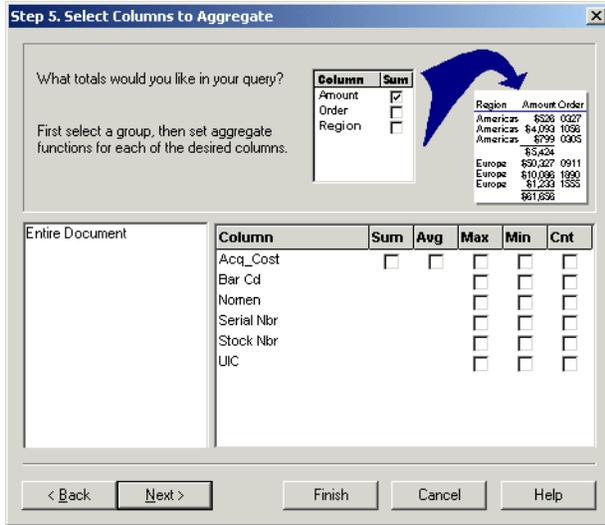
- Double-click on **Nomen**.
- The sort order defaults to **Ascending**, but if you want to change it, click on the **A->Z** button.
- Click **Next>**.



**HINT!**

Once you have selected your columns, you can click on **Order** button and change how you want your query to sort. For example, it would be either A-Z or Z-A.





**STEP 5:**

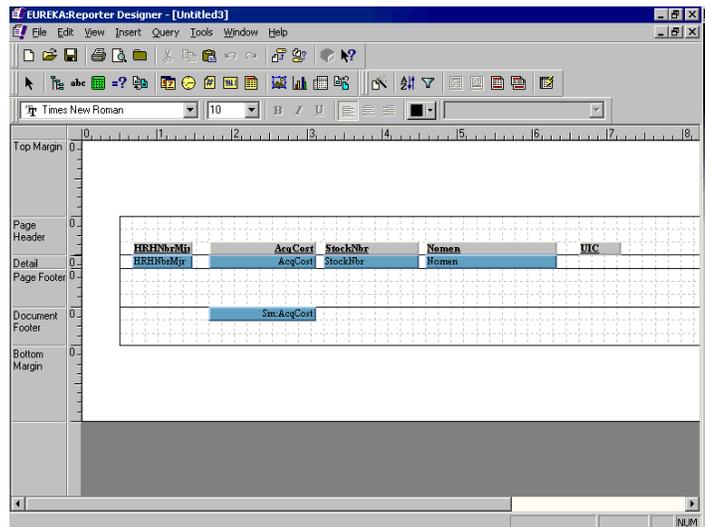
- Click on **Entire Document**.
- Sum on the **Acq Cost**.
- Click **Finish**.

 **NOTE:** Only pure numeric fields can be summed or averaged.

When using the **Count**, you will get the total number of records returned from your query.

**Example of the Design Document:**

- Delete the **UIC** column heading.
- Click the  **Print Preview** button to process your report.



Example of the finished report:

The screenshot shows a software window titled "EUREKA:Reporter Designer - [Untitled3]". The window contains a report with the following data:

<u>HRHnbrMjr</u>	<u>AcqCost</u>	<u>StockNbr</u>	<u>Nomen</u>
W0U6C8	75.00	701000N452825	ANSWERING MACHINE
W0U6C8	14869.00	5855011384748	AV NV SY AN/AVS-6(V)2
W0U6C8	14869.00	5855011384748	AV NV SY AN/AVS-6(V)2
W0U6C8	2322.00	58383311PLM	BARCODE READER
W0U6C8	150.00	5810004715068	CODE CHGR KYK-38/TSEC
W0U6C8	150.00	5810004715068	CODE CHGR KYK-38/TSEC
W0U6C8	1532.00	7025010000568	COMPUTER, PENTIUM III
W0U6C8	2332.00	3610011297764	COPIER.SYS XEROX
W0U6C8	3632.00	5810014318264	ENC DEC KIV 7 HI SPD
W0U6C8	3632.00	5810014318264	ENC DEC KIV 7 HI SPD
W0U6C8	499.00	702501N000433	HANDHELD COMPUTER
W0U6C8	499.00	702501N000433	HANDHELD COMPUTER
W0U6C8	8226.47	5810010550048	KEY GEN TSEC/KG-81
W0U6C8	8226.47	5810010550048	KEY GEN TSEC/KG-81
W0U6C8	27838.00	3411001364013	LATHE, ENGINE
W0U6C7	933.00	7025703616006	MONITOR, 17"
W0U6C7	933.00	7025703616122	MONITOR, 17" 100HS
W0U6C8	543.00	7025000001952	MONITOR, 19" COLOR
W0U6C8	12861.00	5810013761380	MTU KY-100 AIRTERM
W0U6C8	12861.00	5810013761380	MTU KY-100 AIRTERM

The status bar at the bottom of the window shows "Ready", "Pg: 1 of 1", and "NUM".

- a. Click on the  to close your output window.
- b. Close your report without saving it.

# Designing A Customized FreeForm Report Without The Query Wizard

## INTRODUCTION

FreeForm is a powerful tool set that allows more complex design of reports, or when the user wants to include any of the objects that are not supported by QuickQuery. It allows the user to:

- ❑ Add areas to the document
- ❑ Add text and columns as well as other objects to different areas of the design document: document header and footer; page header and footer; group header and footer; and detail object areas.
- ❑ Specify font types, alignment, point size and colors to customize an object.

## OBJECTIVES

We will design a series of progressively more complex FreeForm documents, using this effective tool to output information from DPAS.

## APPLICATION

FreeForm is an excellent tool if your intention is to create a query or printed report which will most likely be used to present to others outside of your organization, to those who are not necessarily familiar with DPAS terms, or that requires more sophistication than QuickQuery. We say that FreeForm is more sophisticated, but it can be easy to use once you learn the fundamentals. It allows more creativity in design and presentation of information.

## PREREQUISITES

Complete Chapters 1 and 2 of this manual.

## ACTIVITY

Student Hands-On with Instructor direction

## REPORT TYPE

Depreciation report listing accumulated depreciation and activation date by UIC

This is a sample of a finished FreeForm Report:

The screenshot shows the EUREKA:Reporter Designer application window. The main area displays a table with the following columns: **Nomen**, **StockNbr**, **AcqCost**, **BarCd**, **SerialNbr**, and **UIC**. The data rows show various server items with their respective stock numbers, acquisition costs, bar codes, serial numbers, and UIC codes.

Nomen	StockNbr	AcqCost	BarCd	SerialNbr	UIC
SERVER, MINI COMPUTER	7021703593020	111000.00	A0000206	7036-MN-206	W4T809
SERVER	7021703593098	111302.00	100000132	73282-SV-138	W46907
SERVER	7021703593105	111302.00	100000131	73282-SV-137	W3VS20
SERVER	7025011725133	111000.00	A00000310	102-SV-7310	W0U6A
SERVER	7025011725133	111000.00	A00000410	102-SV-7410	W0VGA
SERVER	7025011725133	111000.00	A00000510	102-SV-7510	W0VLI
SERVER	7025011725133	111000.00	A00000610	102-SV-7610	W0VPA
SERVER	7025011725133	111000.00	A00000710	102-SV-7710	W0XY0
SERVER	7025011725133	111000.00	A00000810	102-SV-7810	W1DC0
SERVER	7025011725133	111000.00	A00000910	102-SV-7910	W1EAZ
SERVER	7025011725133	111000.00	A00001010	102-SV-79110	W1HCA
SERVER	7025011725133	111000.00	A00001011	102-SV-79111	W1NVO
SERVER	7025011725133	111000.00	A00001012	102-SV-79112	W1NWX
SERVER	7025011725133	111000.00	A00001013	102-SV-79113	W1V5A
SERVER	7025011725133	111000.00	A00001014	102-SV-79114	W2MK
SERVER	7025011725133	111000.00	A00001015	102-SV-79115	W3VS20
SERVER	7025011725133	111000.00	A00001016	102-SV-79116	W46907
SERVER	7025011725133	111000.00	A00001018	102-SV-79118	W4XQ
SERVER	7025011725133	111000.00	A00001019	102-SV-79119	WBZT
SERVER	7025011725133	111000.00	A00001020	102-SV-79120	WC4AA

### STEPS TO PERFORM ACTION

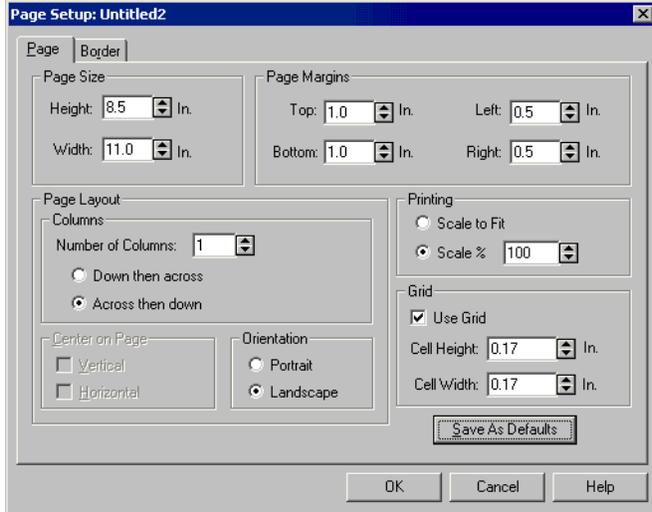
1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select **Eureka** from the program group or from you computer desktop, double-click the **Eureka Reporter Designer** icon.
3. If the Wizard displays, click **Finish**.
4. Select **Tools** from the menu bar.
5. Select **Preferences...** from the program group.
6. Uncheck **Use Query Wizard** and **Default To QuickQuery View**.
7. Click **OK**.



#### NOTE:

If you do not have a shortcut to Eureka on your desktop, then click Start>Programs> Eureka Reporter Designer.

8. Select **File** from the menu bar.



**STEP 1:**

Refer to **Getting Oriented With FreeForm** for information on **Page Setup**.

If you have numerous columns that you will be adding in your report, it is always a good idea to widen your report lengthwise to add more room. Keep in mind that if you change the width of your page size to greater than 11, make sure that you have paper in you printer to accommodate the wider page; otherwise, your report may not print properly.

- a. Make any necessary changes.
- b. Click **Save As Defaults**.
- c. Click **OK**.
- d. If your Object Directory is not displayed, depress the **F2 Function Key** to display it.
- e. Select the data fields from the table below. Click, drag, and drop the field(s) to the Detail Area of your FreeForm report. Remember, if the tip of the arrow is not inside the Detail Area, a column header will not be produced.

<b>BUSINESS VIEW: DEPRECIATION EXPENSE</b>		
<b>FOLDER(S)</b>	<b>DATA ELEMENT(S)</b>	
<b>Catalog</b>	Nomen	Stock Nbr
<b>Serial_Hand_Receipt</b>	Acq Cost Bar Cd	Serial Nbr UIC
<b>Depreciation</b>	Accumd Deprn	Activation Dt

You cannot select fields from 2 different Business Views (such as, **END ITEM SERIAL** and **END ITEM BULK**) on one report unless you are writing a Parent/Child report.

For more information on Parent/Child reports, see Chapter 4.

### STEP 2:

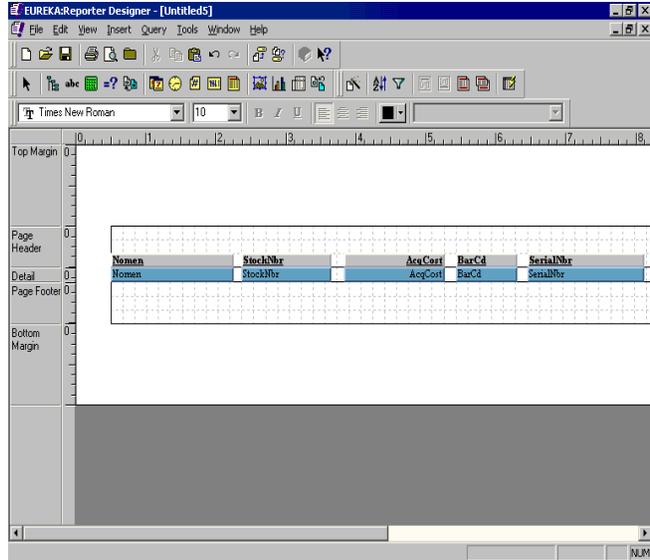
- a. After you have selected your data objects, depress the **F2 Function Key** to remove the object directory because it covers part of your design document.



#### SHORTCUT!

If you want to select multiple data fields, hold the **CTRL Key** down while highlighting the desired fields. While still holding the **CTRL Key** down, drag and drop the fields into the **Detail** area of the FreeForm Window.

- b. Save your report as **FFQUERY** before previewing it.



*Eureka* uses output windows to show you the results of queries that you are working with. In order to view all pages of your report, you should click the **Last Page** icon  .

### STEP 3:

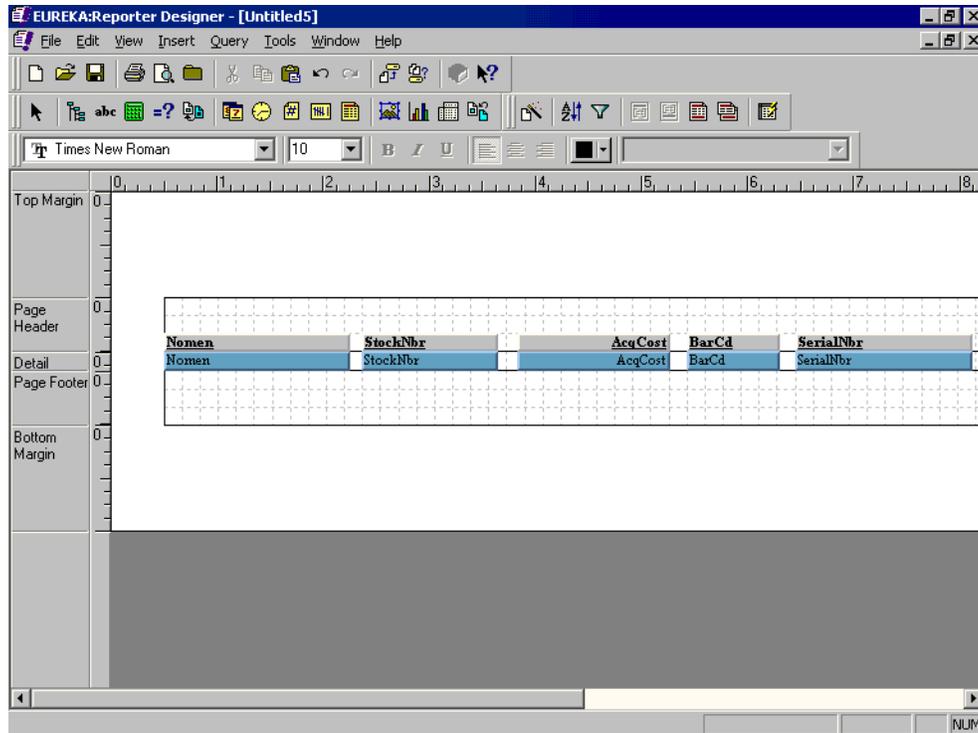
- a. Close the output window by clicking on the  icon.
- b. **DO NOT** close the report - we will continue to use it in the next Unit of Study.

### Page Header/Footer Areas

A Page Header/Footer area outputs for each page within the document. Placing objects in these areas will result in output values for each page of the document (i.e., average, sum, text, etc.).

The Page Header/Footer is already the default in the FreeForm window. If you wish to add additional page headers/footers, use the **Insert>Area>Page Header** or **Page Footer**. If you prefer, you can simply

select the Page Header/Footer icon  . If you select this icon, it will produce **both** a Page Header **and** a Page Footer!

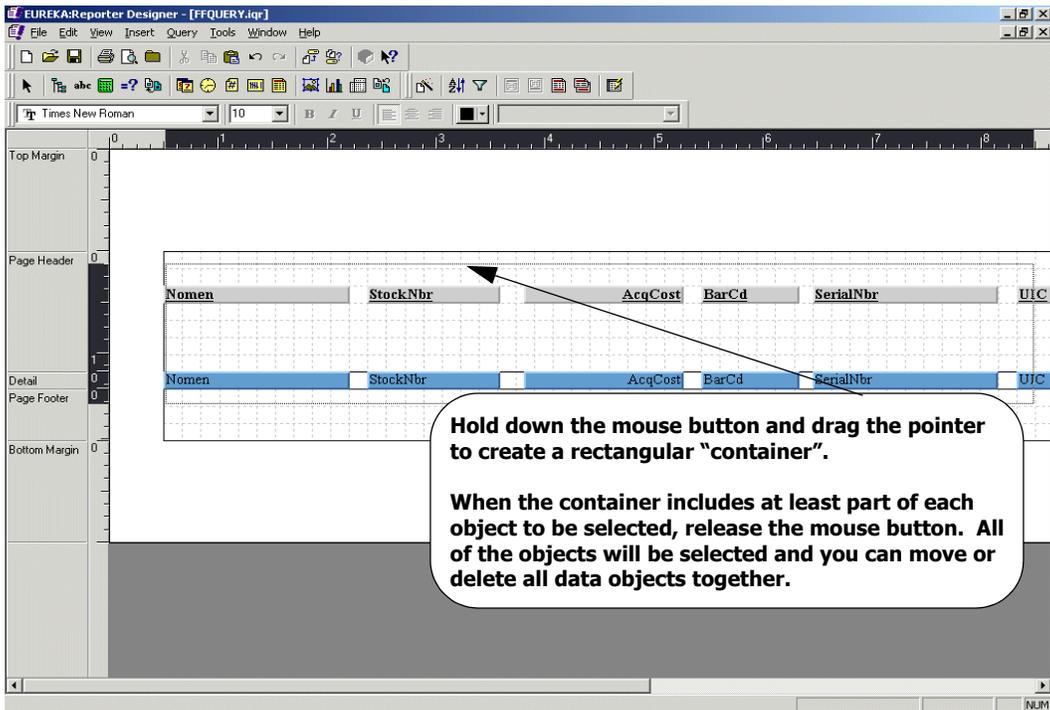
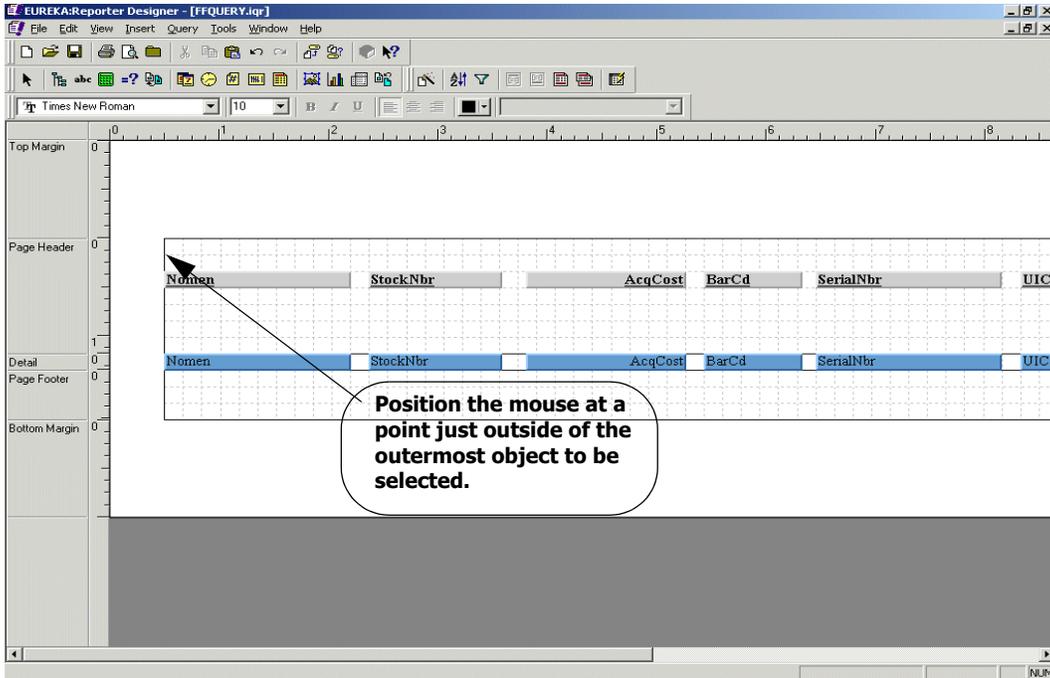


If you are going to be adding a lot of items to the page header area, it may be a good idea to resize the area to make it larger. To do this:

1. Click in the area. The area will be surrounded in blue with black handles (small blocks).
2. There is one handle that is solid in color. Click on that handle (it will change to a **two-way arrow**).
3. Hold the click, and drag down to make as large as you want. If you do this, you will need to move your objects to where you want them.

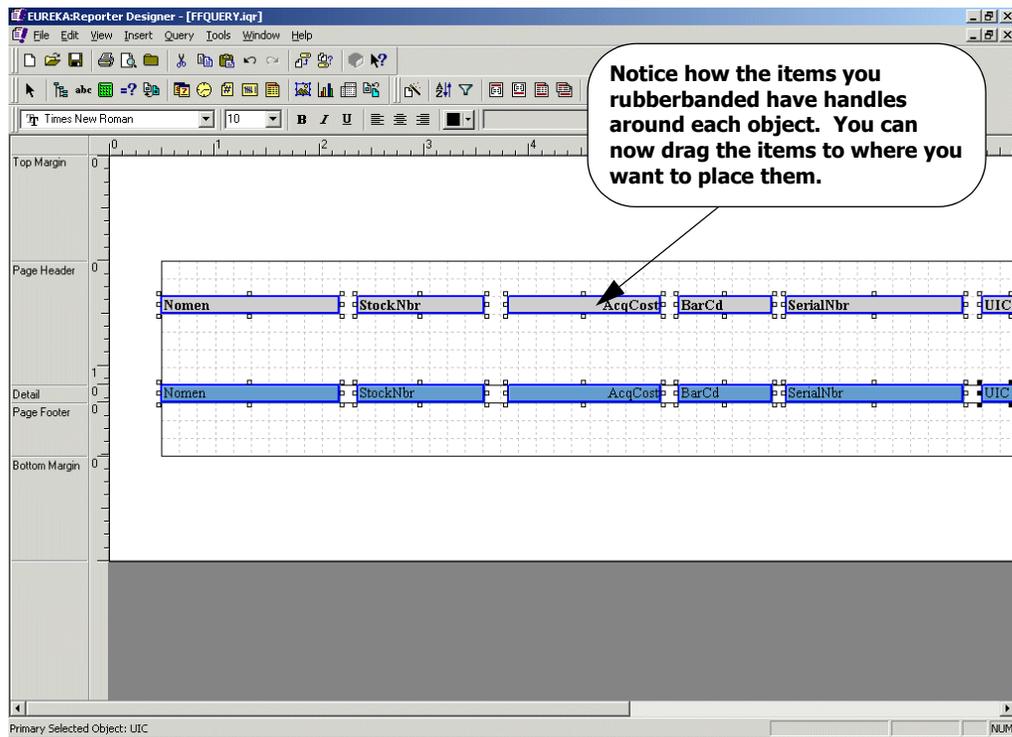
## Selecting Multiple Objects

This process will show you how to select multiple objects at one time. This procedure is referred to as "rubberbanding".



## Designing A Customized FreeForm Report Without The Query Wizard

Below is an example of items that were "rubberbanded": **GET UPDATED SCREEN!!**



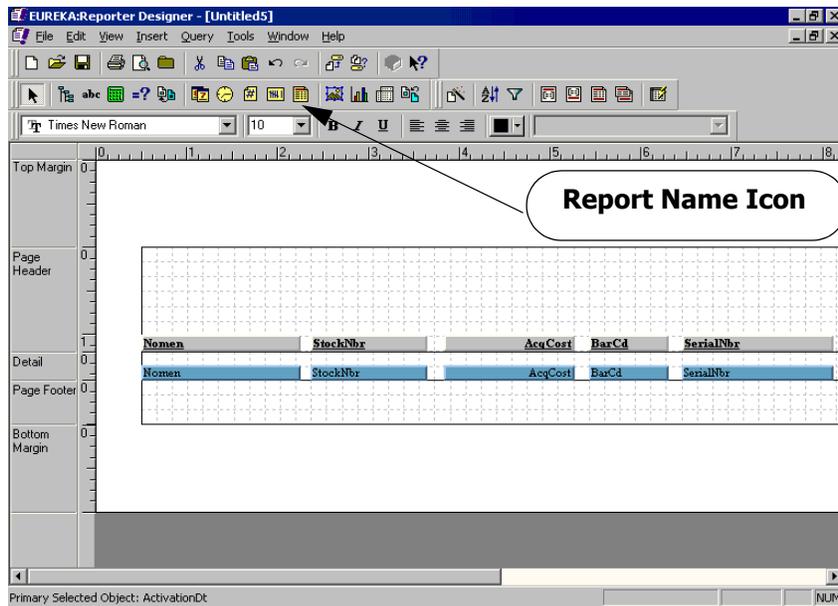
## Adding Document File Name Objects

Use this process when you want to add the file name of your document that you are saving.

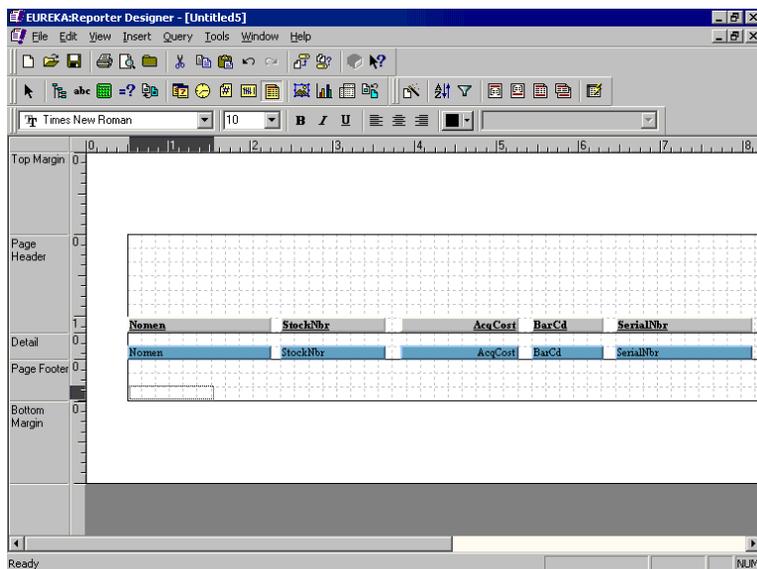
1. Click on the **Document Name** icon.

-OR-

2. Select **I**nsert from the menu bar.
3. Select **S**ystem from the program group.
4. Select **R**eport Name from the program list.



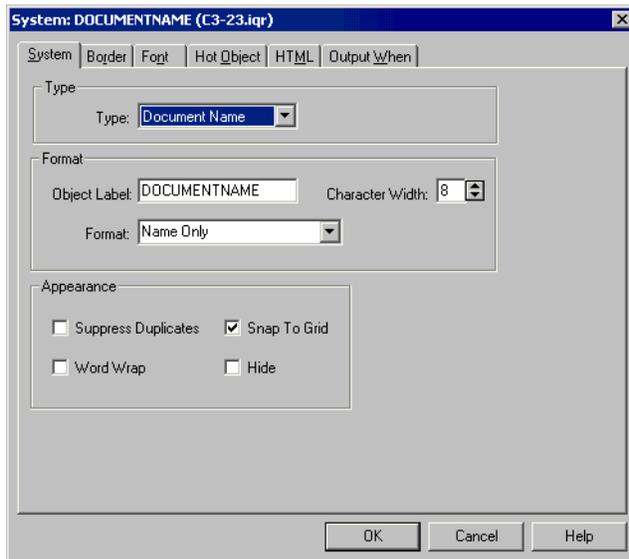
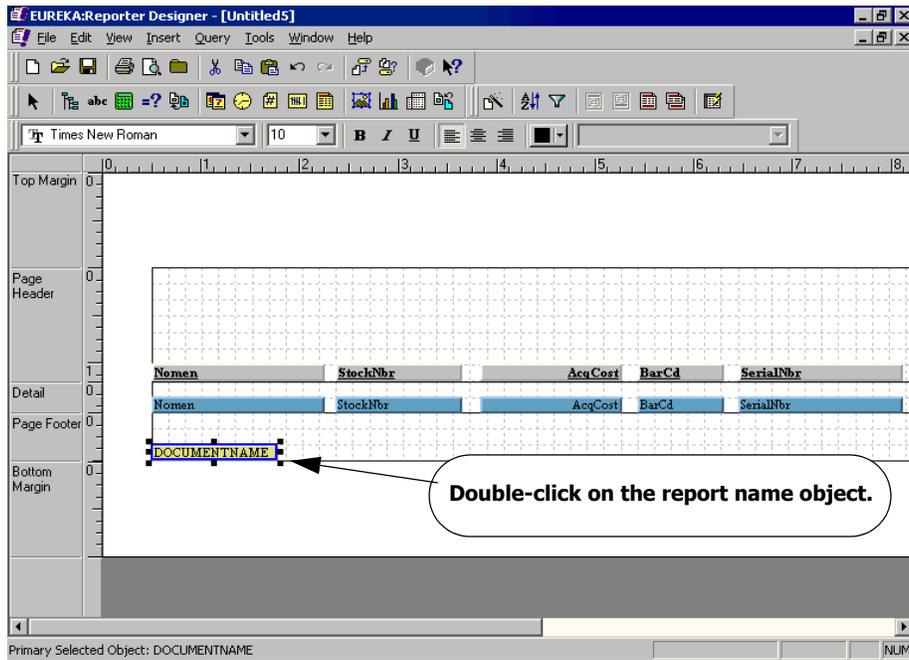
5. Place the object on the left side of the Page Footer area.



### NOTE:

It is recommended that report name objects be placed in the Page Footer area (if you want the name of the report to appear on each page of your report). If you want the name of your report will appear on the first page of your report only, place the object in the Document Header area.

6. Double-click on the report name object.



7. Make any necessary changes.

**Type:** This displays the type of object.  
**Object Label:** This determines the type of value that is output for the object.  
**Character Width:** Controls the length of the object for output purposes. *Eureka* always provides a default width. If you enter a number smaller than the width of the system object as formatted by *Eureka*, the output will be truncated.  
**Format:** When you save your report, the file name will be displayed in the area where you placed the object.

- **Name Only** displays just the file name (for example, UICRPT).
- **Name and Extension** displays the entire file name including the extension (for example, UICRPT.iqr).
- **Full Path** displays the entire path and file name including the extension (for example, C:/Program Files/Reports/UICRPT.iqr).



**NOTE:**

For the Character Width, truncation will also occur if the size of the object's output is larger than the object size. Factors that affect this include the typeface style and size, and the format applied to the object. You can avoid this truncation by selecting Word Wrap.

**Appearance:** Select the appearance option(s) for your report.

<b>Appearance</b>	
<b>Suppress Duplicates</b>	Outputs the same object contents only one time. When there is more than one consecutive row that has the same data for your object, Eureka suppresses output of duplicate values.
<b>Word Wrap</b>	If you want output that exceeds the object width to be printed on successive lines. The spacing between lines when objects wrap is based on the font you are using. When you select Word Wrap, be sure that there is enough room between the object you are defining and any objects directly below it in the same area to allow for multiple lines of text. Eureka does not add space under objects when they wrap.
<b>Snap To Grid</b>	If you want your object always to be placed on the alignment grid (when Use Grid is turned on). When Snap to Grid is not selected, you can place your object at any location.
<b>Hide</b>	If you want your object to be moved to a hidden area object. If you do so, your object will not be included in your output.

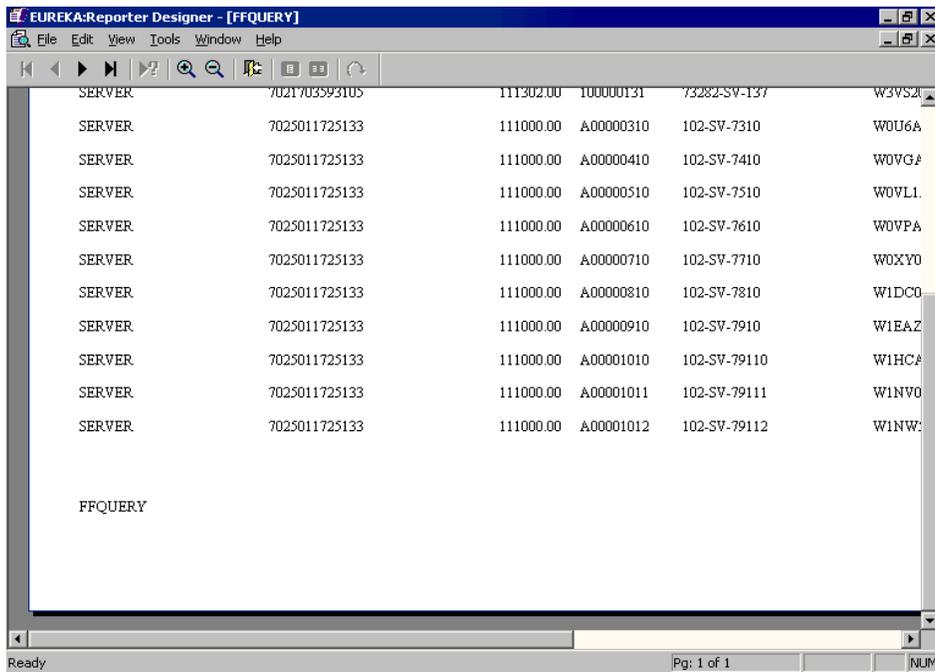
8. Click **OK**.



**HINT!** Remember...you can change the characteristics of your report name object (such as font size, color, add borders, etc.).

9. Process your report.

**Below is a sample of a finished FreeForm report displaying the document file name:**



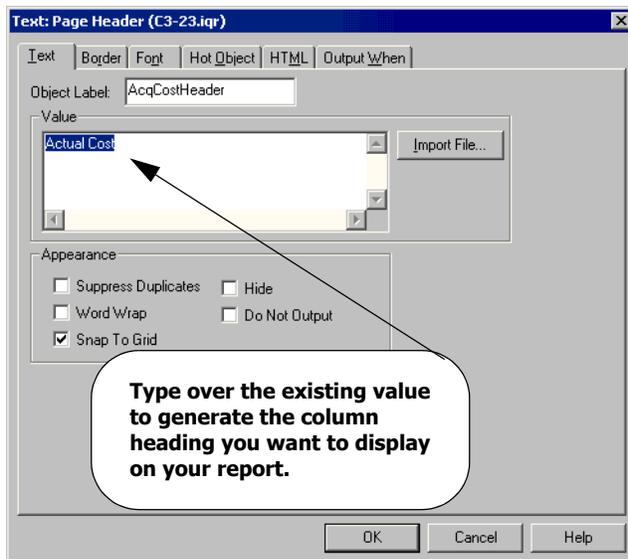
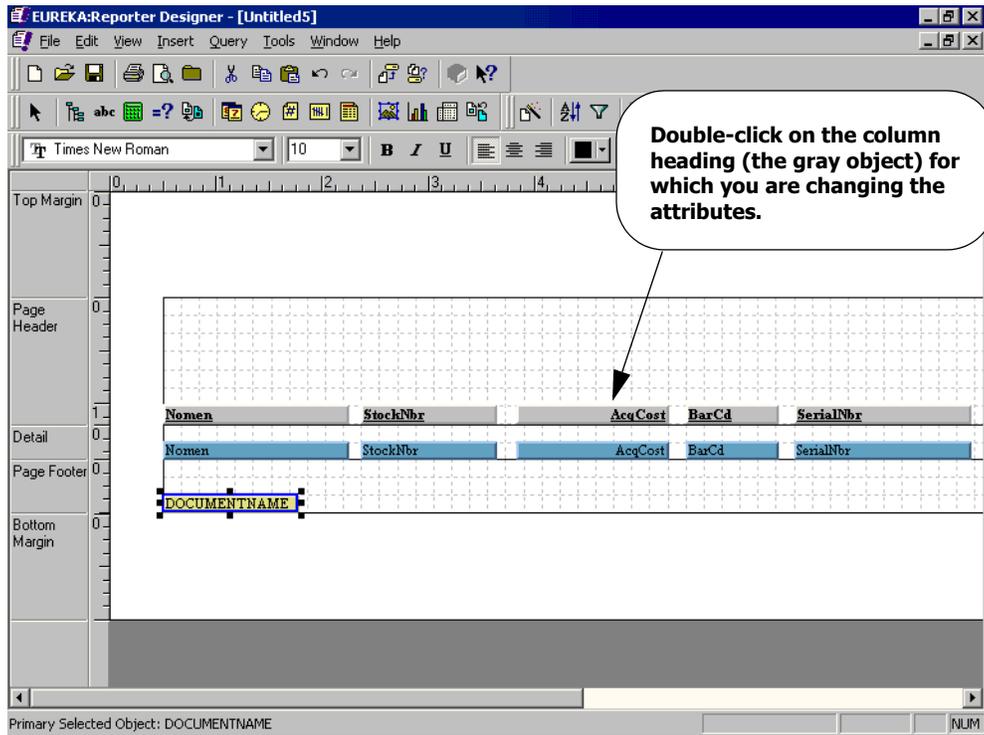
10. Save your report.

## Changing Column Headings

*Eureka* will allow you to change the column headings of your data object to make them understandable to you and others that will be reviewing your report.

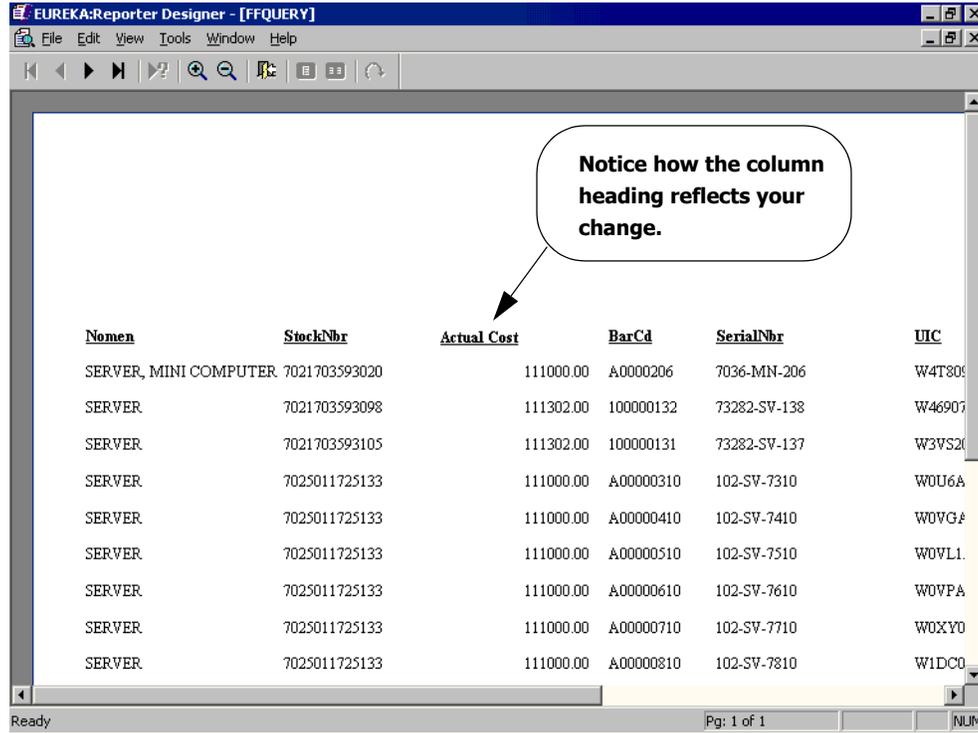
Changing attributes is not a mandatory process.

1. Double-click on the **Acq Cost** field.



2. Enter **Actual Cost** over the displayed value.
3. **Import File:** Click this button to import text into the value field.
4. **Appearance:** Select the appearance option(s) for your report. Refer to **Adding Document File Name Objects** for definitions of the Appearance options.
5. Click **OK**.
6. Process your report.

Below is an example of a finished FreeForm report with the column headings changed:



The screenshot shows the EUREKA:Reporter Designer interface. A callout box with the text "Notice how the column heading reflects your change." points to the "Actual Cost" column heading in the report table.

<u>Nomen</u>	<u>StockNbr</u>	<u>Actual Cost</u>	<u>BarCd</u>	<u>SerialNbr</u>	<u>UIC</u>
SERVER, MINI COMPUTER	7021703593020	111000.00	A0000206	7036-MN-206	W4T809
SERVER	7021703593098	111302.00	100000132	73282-SV-138	W46907
SERVER	7021703593105	111302.00	100000131	73282-SV-137	W3VS20
SERVER	7025011725133	111000.00	A00000310	102-SV-7310	W0U6A
SERVER	7025011725133	111000.00	A00000410	102-SV-7410	W0VG8
SERVER	7025011725133	111000.00	A00000510	102-SV-7510	W0VLI
SERVER	7025011725133	111000.00	A00000610	102-SV-7610	W0VPA
SERVER	7025011725133	111000.00	A00000710	102-SV-7710	W0XY0
SERVER	7025011725133	111000.00	A00000810	102-SV-7810	W1DC0

7. Save your report.

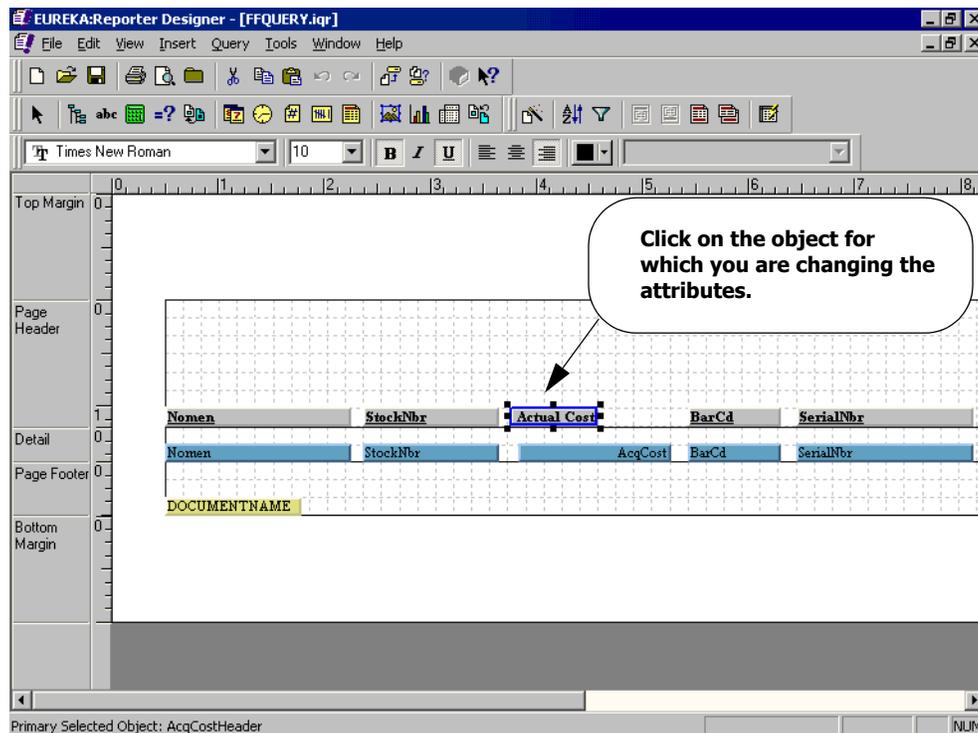
### Changing Fonts

Eureka will allow you to change the font of your data object(s) for your report.

If you want to change the font of the column heading, then double-click on the column heading (gray object). If you want to change the font of the output for a particular object, then double-click on the detail object (turquoise object).

Changing fonts is not a **mandatory** process.

1. Click on the **Actual Cost** column heading.



2. Using the **Formatting Toolbar** change the font, point size, color, alignment, and characteristics of your font.



#### HINT!

You can also double-click on the object to display the font's attributes. Once you double-click on the object, click on the **Font** tab. Here you can change all the font attributes of your object. As you change your font attributes, it will be displayed in the **Sample** box.

The alignment feature aligns *within* the object, not the object itself.

The selections shown are the default for the column headers.

3. Process your report.

**Example of the finished design document and report:**

The screenshot displays the EUREKA:Reporter Designer interface. The main window shows a report design with a grid and a table structure. The table has columns for Nomen, StockNbr, Actual Cost, BarCd, and SerialNbr. A preview window is open, showing the rendered report with the following data:

Nomen	StockNbrLHAA	Actual Cost	BarCd	SerialNbrLHAB	UCLL
SERVER, UNIX	7021035999322	133000.00		34569	HQ10C
SERVER, UNIX	7021035999322	133000.00	87652	87652	W1DC
SERVER, UNIX	7021035999322	133000.00	87653	87653	W1DC
SERVER, UNIX	7021035999322	133000.00	87654	87654	W1DC
SERVER, MINI COMPUTER	7021703593020	111000.00	A0000206	7036-MN-206	W4T8
SERVER	7021703593098	133000.00		30	W1V5
SERVER	7021703593098	133000.00		31	W1V5
SERVER	7021703593098	133000.00		32	W1V5
SERVER	7021703593098	133000.00		33	W0V6

4. Save your report.

5. **DO NOT** close the report - we will continue to use it in the next Unit of Study.

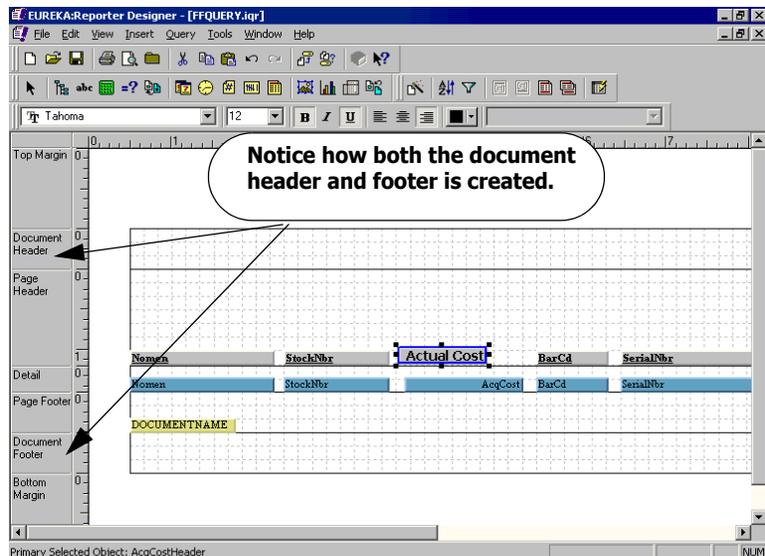
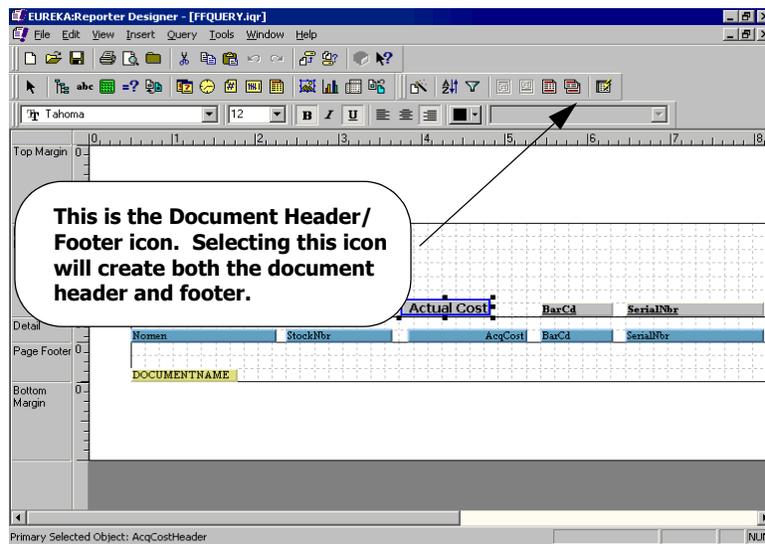
## Document Header/Footer Areas

A Document Header/Footer area outputs for the entire document. Placing objects in these areas will result in output values for the document as a whole (i.e., average, sum, text, etc.). Document header outputs for the first page only. The document footer outputs for the last page only.

1. Click on the **Document Header/Footer** icon.

**-OR-**

2. Select **Insert** from the menu bar.
3. Select **Area** from the program group.
4. Select **Document Header** or **Document Footer** from the program list; this will allow you to insert either the document header or the document footer, depending on which area you selected.



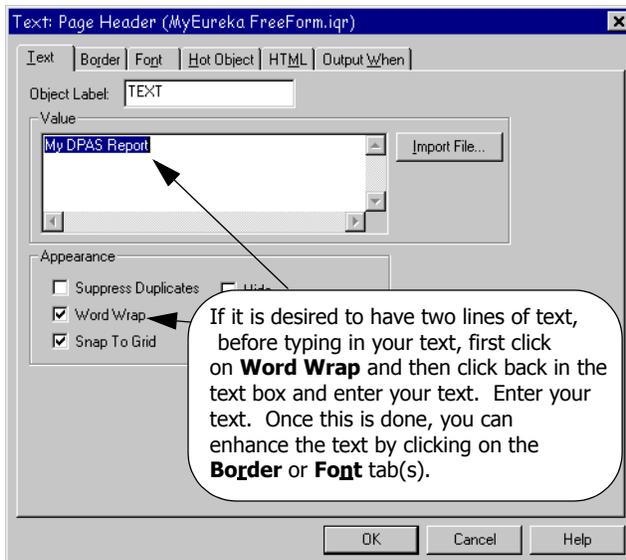
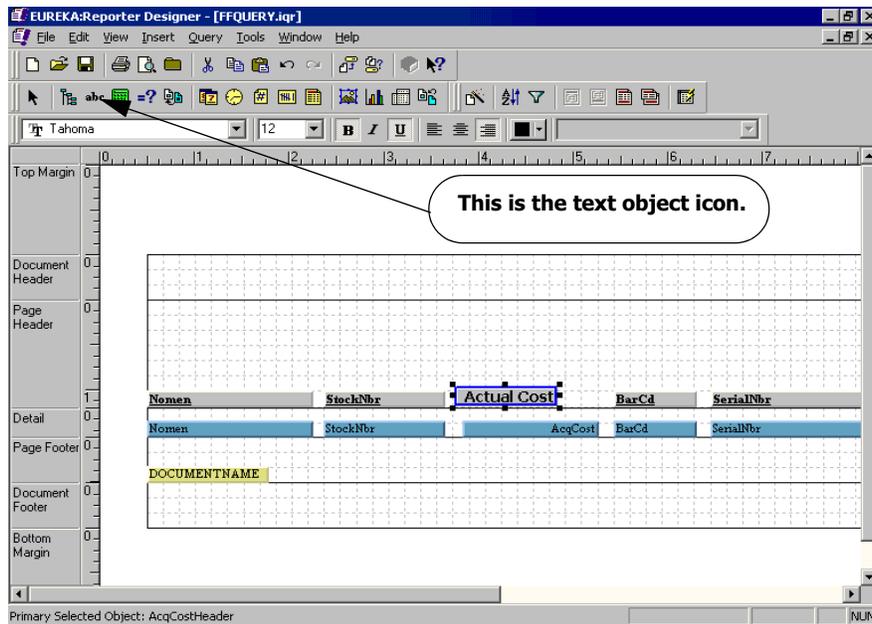
## Adding Text Objects

Use this process when you want to add your own text to your report. For example, use a text object to add titles, signature blocks, etc.

1. Click on the text icon.

-OR-

2. Select **I**nsert from the menu bar.
3. Select **T**ext from the program group.

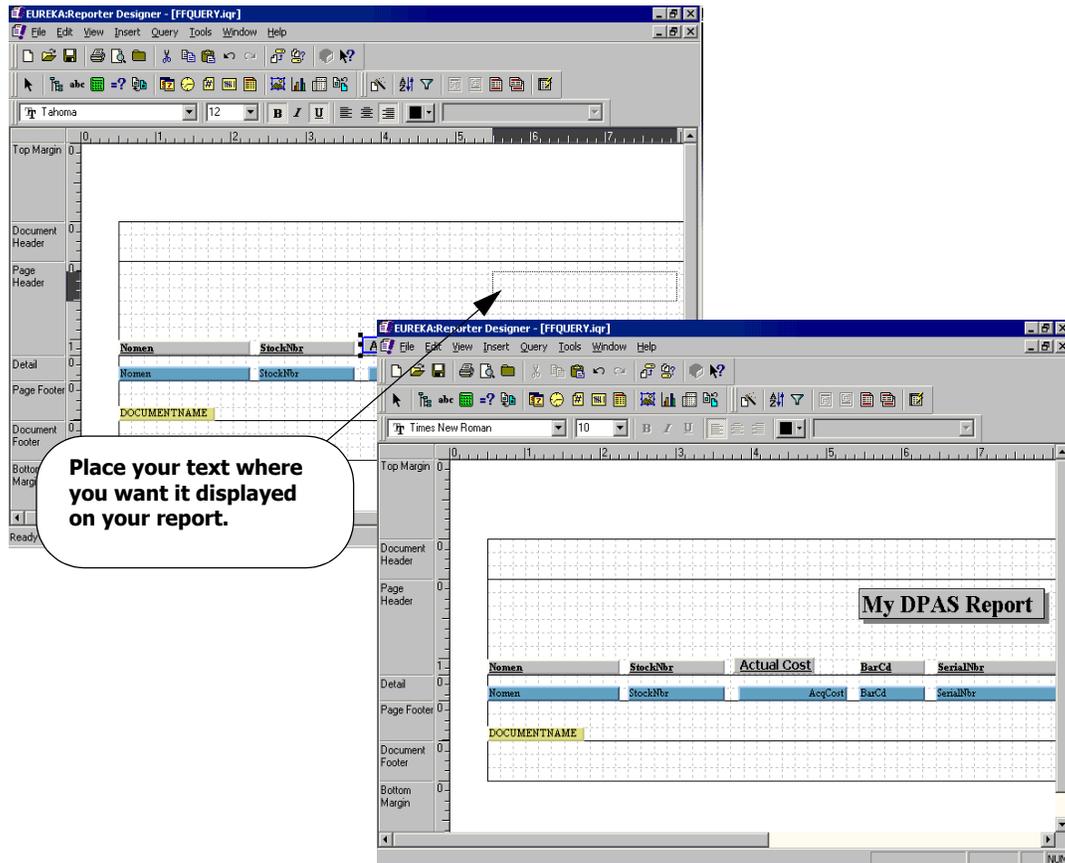


4. Do not change the Object Label.
5. In the **Value** window, enter the desired title for your report.
6. Click **OK**.
7. Place the text object in the center of the Page Header area of your report.

## Designing A Customized FreeForm Report Without The Query Wizard

When you place a multi-line text object you will only see the top line. To display all lines:

- Click the text object once. Notice the solid black box in the center of the bottom of the box.
- Place the tip of your mouse arrow on the black box until you get a two-way arrow.
- Hold down the left mouse button and pull down, enlarging the box until the lower lines are displayed. If **Word Wrap** was not selected, then doing this will only enlarge the font of your text.



- Save your report.
- DO NOT** close the report -- we will continue to use it in the next Unit of Study.

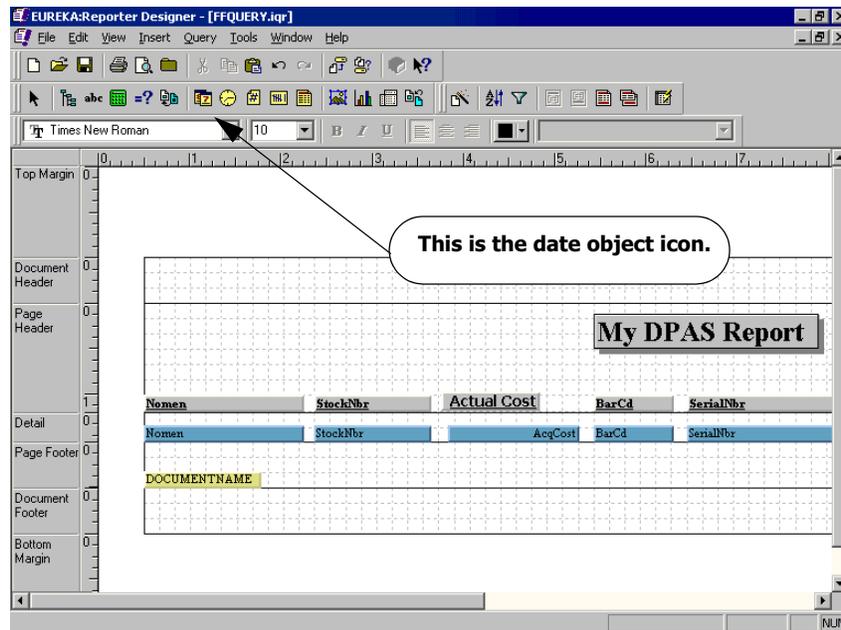
### Adding Date Objects

Use this process when you want to add the system date to your report.

1. Click on the date icon.

**-OR-**

2. Select **I**nsert from the menu bar.
3. Select **S**ystem from the program group.
4. Select **D**ate from the program list.

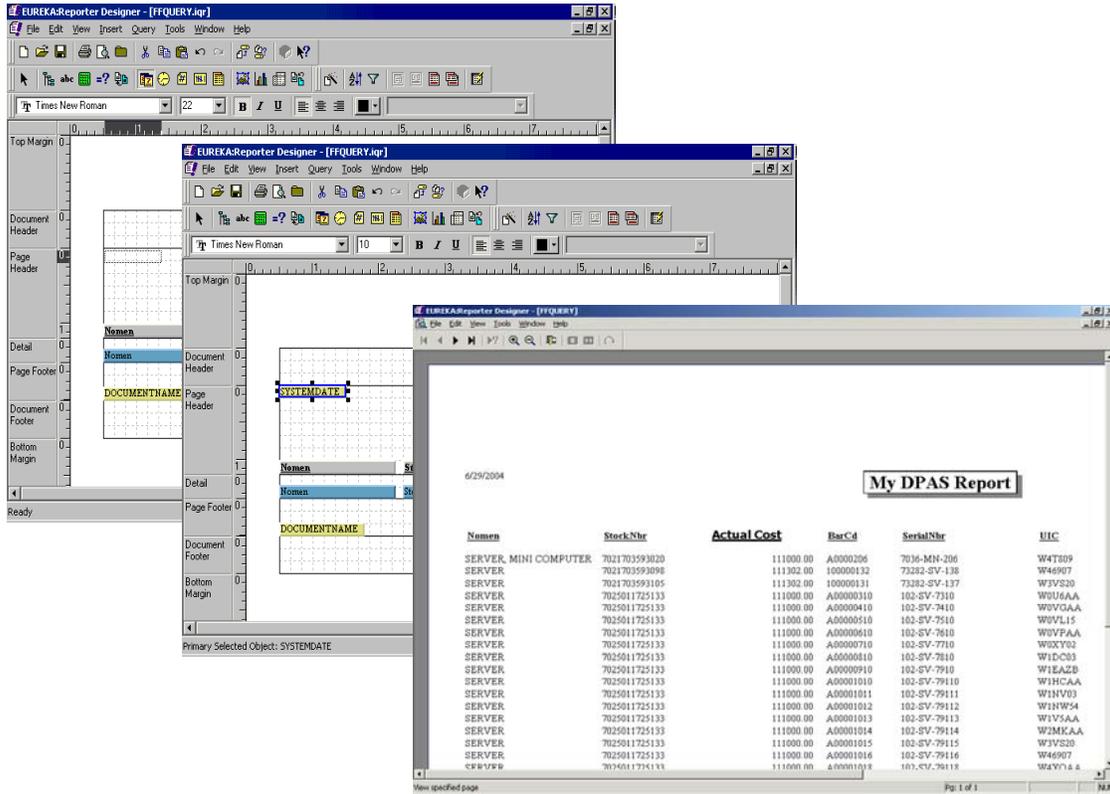


5. Place the date object on the left side of the Page Header area.

It is recommended that date objects be placed in the **Page Header** area. This is so that the date will appear on *each* page of your report.

If it is desired to re-format the date presentation, double-click on the date object, click the down arrow on the format box of the dialog box and select the desired format. The DPAS format is on the bottom of the list.

6. Process your report.



7. Close the report viewer.
8. Save your report.
9. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

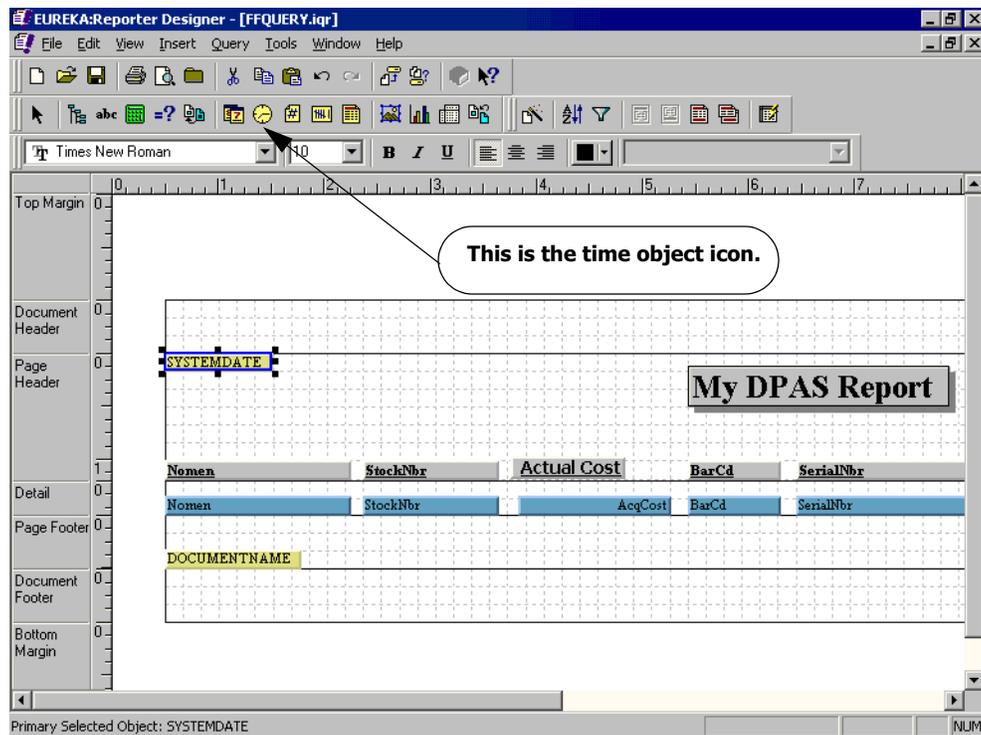
### Adding Time Objects

Use this process when you want to add the system time to your report.

1. Click on the time icon.

**OR-**

2. Select **I**nsert from the menu bar.
3. Select **S**ystem from the program group.
4. Select **T**ime from the program list.



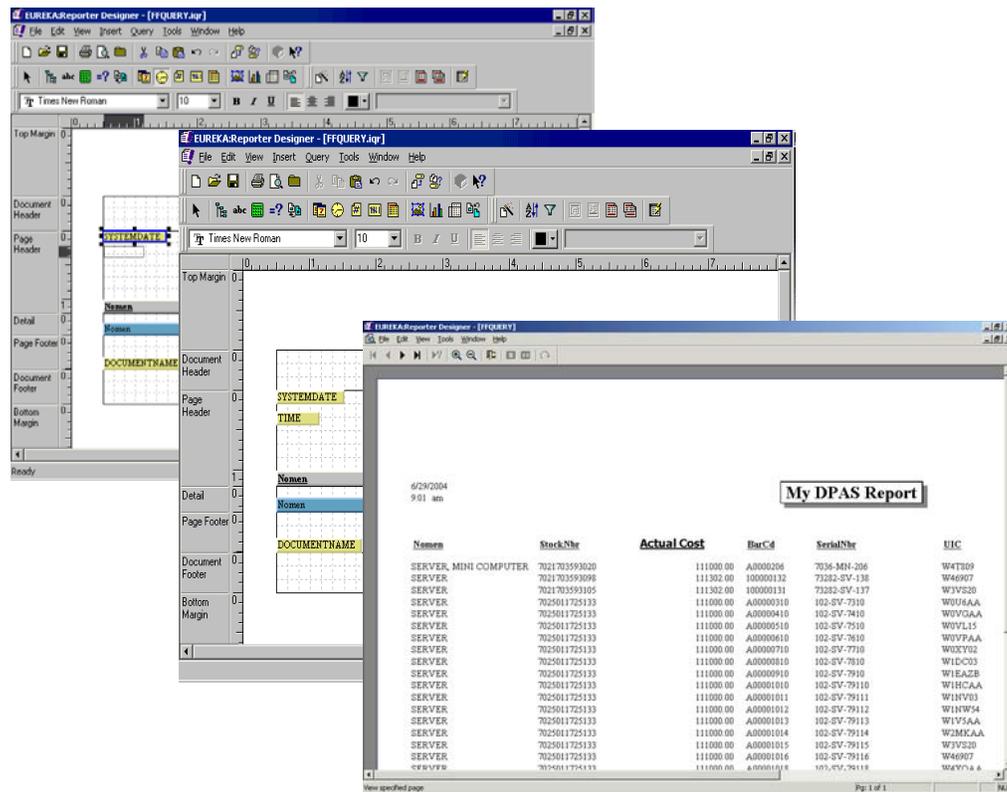
5. Place the time object below the date object in the Page Header area.

It is recommended that time objects be placed in the **Page Header** area. This is so that the time will appear on *each* page of your report.

If it is desired to re-format the time presentation, double-click on the time object, click the down arrow on the format box of the dialog box and select the desired format.

## Designing A Customized FreeForm Report Without The Query Wizard

### 6. Process your report.



### 7. Close the report viewer.

### 8. Save your report.

### 9. **DO NOT** close the report -- we will continue to use it in the next Unit of Study.

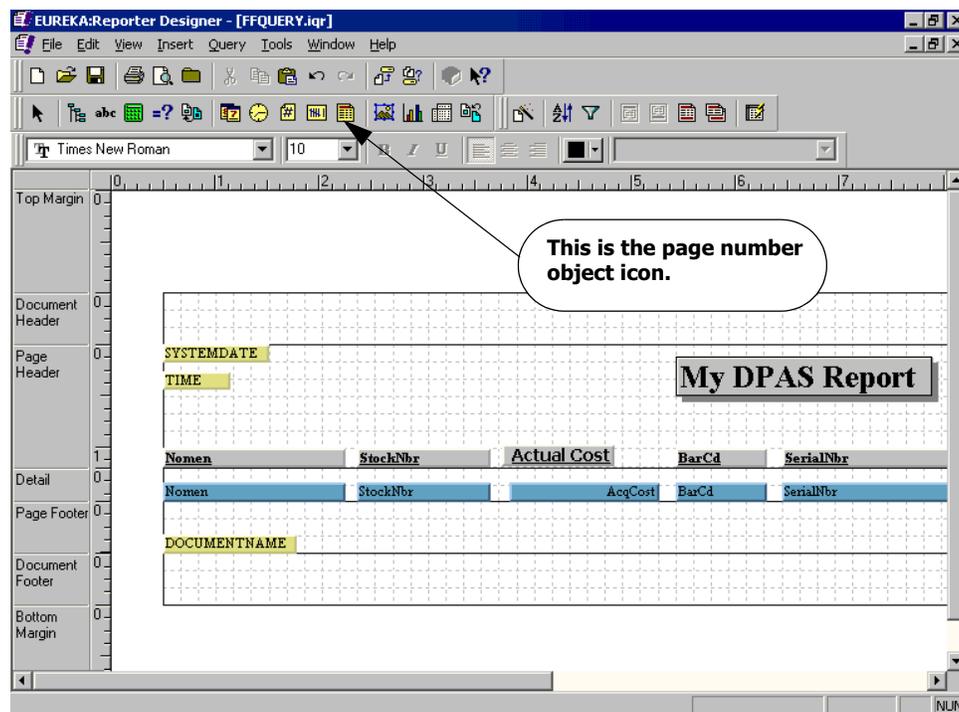
### Adding Page Number Objects

Use this process when you want to add a page number to your report.

1. Click on the page number icon.

**-OR-**

2. Select **I**nsert from the menu bar.
3. Select **S**ystem from the program group.
4. Select **P**age Number from the program list.



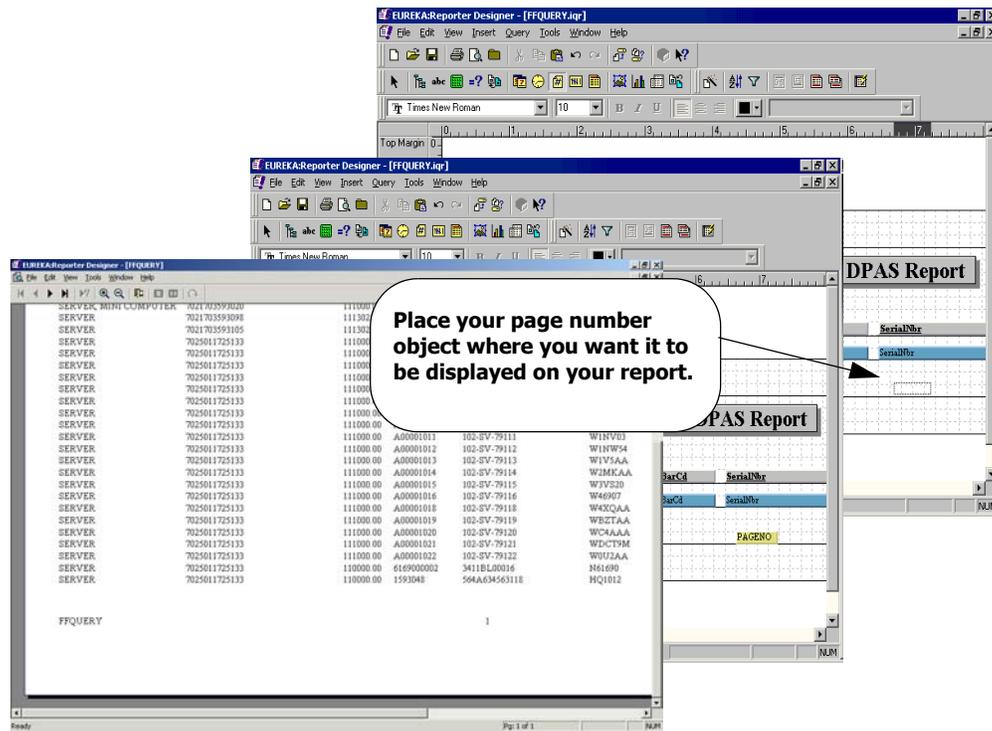
5. Place the page number object in the center of the Page Footer area.

It is recommended that page number objects be placed in the **Page Footer** area. This is so that the page number will appear on the bottom of *each* page of your report.

If it is desired to re-format the page presentation, double-click on the page object, click the down arrow on the format box of the dialog box and select the desired format.

## Designing A Customized FreeForm Report Without The Query Wizard

6. Process your report.



7. Close the report viewer.
8. Save your report.
9. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

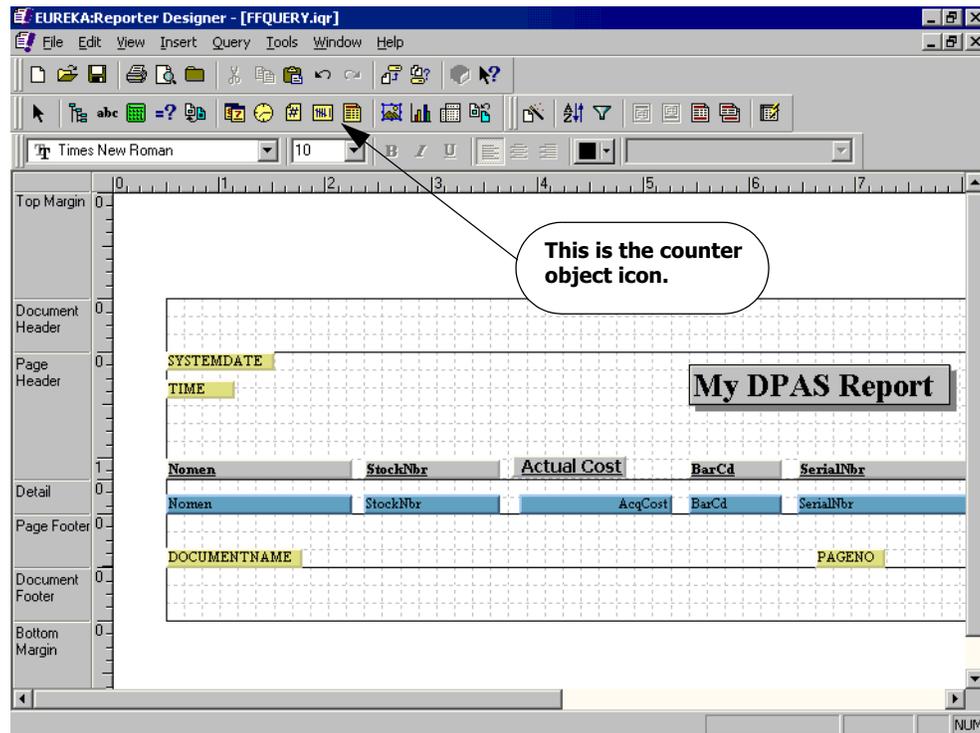
### Adding Counter Objects

Use this process when you want to count each row of your report.

1. Since we are going to add the counter object in the first column, you will need to move all of your column headings and detail objects over to the right.
2. Click on the counter icon.

**-OR-**

3. Select **I**nsert from the menu bar.
4. Select **S**ystem from the program group.
5. Select **C**ount from the program list.



6. Place the counter object to the left of your columns in the Detail area.
7. Delete the Counter column heading.

It is recommended that counter objects be placed in the **Detail** area. This is so that each row of the report will be numbered.

## 8. Process your report.

Place your page number object where you want it to be displayed on your report.

	Nomen	StockNbr	Actual Cost	BarCd	SerialNbr
1	SERVER, MIHI COMPUTER	7021703593020	111000.00	A0000206	7034-MH-206
2	SERVER	7021703593098	111302.00	100000132	73282-SV-138
3	SERVER	7021703593105	111302.00	100000131	73282-SV-137
4	SERVER	7025011725133	111000.00	A00000310	102-SV-7310
5	SERVER	7025011725133	111000.00	A00000410	102-SV-7410
6	SERVER	7025011725133	111000.00	A00000510	102-SV-7510
7	SERVER	7025011725133	111000.00	A00000610	102-SV-7610
8	SERVER	7025011725133	111000.00	A00000710	102-SV-7710
9	SERVER	7025011725133	111000.00	A00000810	102-SV-7810
10	SERVER	7025011725133	111000.00	A00000910	102-SV-7910
11	SERVER	7025011725133	111000.00	A00001010	102-SV-79110
12	SERVER	7025011725133	111000.00	A00001011	102-SV-79111
13	SERVER	7025011725133	111000.00	A00001012	102-SV-79112
14	SERVER	7025011725133	111000.00	A00001013	102-SV-79113
15	SERVER	7025011725133	111000.00	A00001014	102-SV-79114
16	SERVER	7025011725133	111000.00	A00001015	102-SV-79115
17	SERVER	7025011725133	111000.00	A00001016	102-SV-79116
18	SERVER	7014011734113	111000.00	A00001018	103-ESV-79118

- 9. Close the report viewer.
- 10. Save your report.
- 11. Close your report.



### HINT!

If you place the counter object in the detail area, you may want to delete the column heading.

## Activity: Designing A Customized FreeForm Report Without The Query Wizard

### **Student Hands-On With Instructor Direction**

**Unit of Study:** Designing A Customized FreeForm Report

**Application:** In this activity, your instructor will guide you through building a listing of Hand Receipt Holders for a specified UIC using the FreeForm method of query and functions to customize your report.

**Report Type:** Hand Receipt Holder By UIC

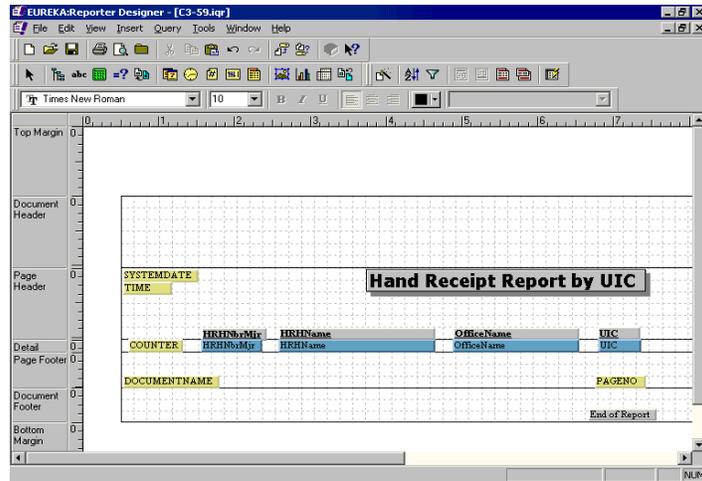
### **Instructions:**

1. Create a new FreeForm report.
2. Enlarge your Page Header.
3. Using the counter icon insert counter in the Detail area.
4. Delete the Counter column heading.
5. Select the following fields for your FreeForm report:

<b>BUSINESS VIEW: HAND RECEIPT HOLDER</b>	
<b>FOLDER(S)</b>	<b>DATA ELEMENT(S)</b>
<b>Hand Receipt Holder</b>	HRH Nbr Mjr      Office Name HRH Name
<b>Unit</b>	UIC

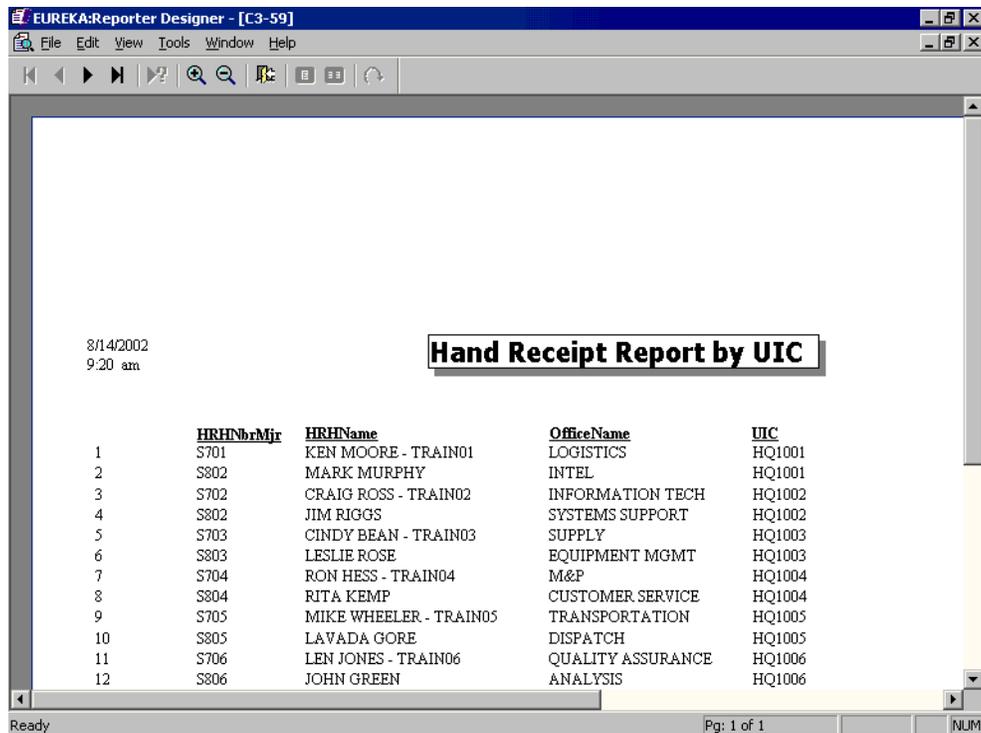
6. Insert the date and time in the Page Header area.
7. Using the text box icon, give your document a title name and customize with fonts, etc., and place in the Page Header area.
8. Add a Document Footer area.
9. Add "**End of Report**" in the Document Footer.
10. Insert the document name, using the document name icon, in the Page Footer area.
11. Using the page number icon, insert a page number in the page footer.

## Activity: Designing A Customized FreeForm Report Without The Query Wizard



12. Save your report as **FFACTY** for later use.
13. Close your report.

### Example of finished report:



## Skill Builder: Designing A Customized FreeForm Report Without The Query Wizard

**Objectives:** You will:

- **Review, Introduction to FreeForm & Designing a Customized FreeForm Report (Exercise Below)**
- **Discussion Questions**
- **Practical Exercise to build a Customized FreeForm Report**

Complete the following exercise:

1. Name any two features that distinguish FreeForm from QuickQuery.

a. \_\_\_\_\_ b. \_\_\_\_\_

2. FreeForm is a powerful tool set that allows you to: **(Circle all that apply)**

- a. Use multiple areas of the same type.
- b. Specify Output when conditions that determine, row by row, when objects (and areas) should or should not be included in your output.
- c. Add date and time to your reports
- d. All of the above
- e. None of the above

3. The **F4 Function Key** opens the \_\_\_\_\_.

4. Folder Names are at the top level of the tree and are indicated in all caps? **(True or False)**

True \_\_\_\_\_ False \_\_\_\_\_

5. Why is it important when dropping data objects inside the detail area to make sure the tip of the arrow is inside the detail area?

\_\_\_\_\_  
\_\_\_\_\_

6. Name the three areas your FreeForm window defaults to when it is opened.

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_

7. *Eureka* will not allow you to change the column headings of your data objects. **(True or False)**

True \_\_\_\_\_ False \_\_\_\_\_

## Skill Builder: Designing A Customized FreeForm Report Without The Query Wizard

---

8. Match the Tool Bar Icons with the correct definition. Insert the alpha character on the blank line.

Example: A.    Z  

1. Time Object

B.  \_\_\_\_\_

2. Counter Object

C.  \_\_\_\_\_

3. Document Name Object

D.  \_\_\_\_\_

4. Page Number Object

E.  \_\_\_\_\_

5. Date Object

F.  \_\_\_\_\_

6. Text Object

G.  \_\_\_\_\_

7. Page Header/Footer Icon

H.  \_\_\_\_\_

8. Document Header/ Footer Icon

### Discussion Questions:

1. Discuss the advantages of using FreeForm.
2. Summarize the process of the report you completed in the previous activity.
3. What types of reports are needed at your facility?

## Practical Exercise: Designing A Customized FreeForm Report Without The Query Wizard

### **Independent Student Report**

**Unit of Study:** Building and customizing a report using FreeForm

**Application:** In this activity you will build a customized accounting report using processes learned in this unit of study.

**Report Type:** A customized Accounting Report by UIC, showing the stock number, serial number, dollar amount of the assets, the fund codes used to procure the asset and the acquisition date of the asset.

### **Instructions:**

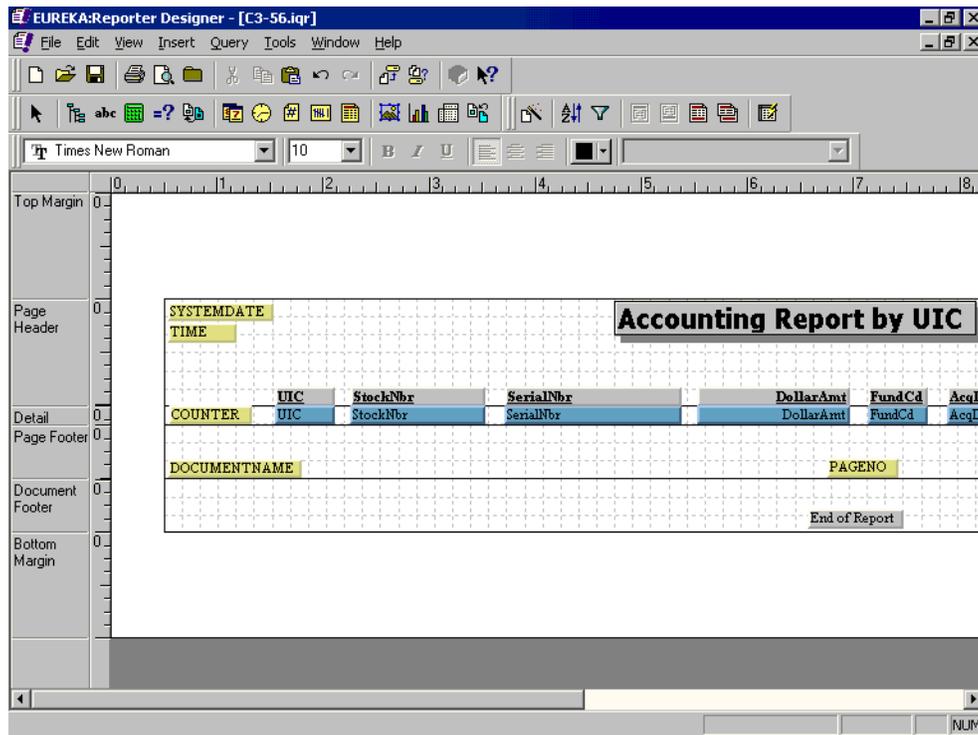
1. Create a new FreeForm report.
2. Enlarge your Page Header area.
3. Using the counter icon, insert the counter object in the detail area
4. Delete the Counter column heading.
5. Select the following fields for your FreeForm report:

<b>BUSINESS VIEW: ACCOUNTING TRANSACTIONS</b>		
<b>FOLDER(S)</b>	<b>DATA ELEMENT(S)</b>	
<b>Accounting</b>	UIC	Dollar Amt
	Stock Nbr	Fund Cd
	Serial Nbr	Acq Dt

6. Insert the date and time in the Page Header area.
7. Using the text box icon, give your document a title name and customize with fonts, etc., and place in the Page Header area.
8. Add a Document Footer.
9. Add "**End of Report**". in the Document Footer.
10. Insert the document name, using the document name icon, in the Page Footer area.
11. Using the page number icon, insert page number in the page footer.

## Practical Exercise: Designing A Customized FreeForm Report Without The Query Wizard

- Save the report as **FFPE1** for later use.



- Print (if a printer is available) the report for the Instructor.
- Close your report.

### Example of the finished report:

	UIC	StockNbr	SerialNbr	DollarAmt	FundCd	AcqDt
1	HQ1001	7025011725133	564A634563446	110000.00	C1	20010314
2	N00204	7025011725133	721-SV-0001	110000.00	98	20010314
3	N00210	7025011725133	721-SV-0002	110000.00	98	20010314
4	N00216	7025011725133	721-SV-0003	110000.00	98	20010314
5	N00281	7025011725133	721-SV-0004	110000.00	98	20010314
6	N00750	7025011725133	721-SV-0005	110000.00	98	20010314
7	N00948	7025011725133	721-SV-0006	111000.00	98	20010315
8	N09239	7025011725133	721-SV-0007	111000.00	98	20010315
9	N09251	7025011725133	721-SV-0008	110000.00	98	20010315
10	N10151	7025011725133	721-SV-0009	110000.00	98	20010315
11	N31954	7025011725133	721-SV-00010	111000.00	98	20010315
12	N32739	7025011725133	721-SV-00011	111000.00	98	20010315
13	N35970	7025011725133	721-SV-00012	110000.00	98	20010315
14	N45679	7025011725133	721-SV-00013	110000.00	98	20010315
15	N60508	7025011725133	721-SV-00014	111000.00	98	20010315
16	N61665	7025011725133	721-SV-00015	111000.00	98	20010315
17	N61690	7025011725133	3411BL00016	110000.00	98	20010315
18	N61690	7025011725133	3411BL00016	110000.00	98	20010315

## Building A Sort Order In A FreeForm Report

**Unit of Study:** Building a sort order in a FreeForm report when you want to sort items in your report. *Eureka* Reporter Designer lets you sort your document or chart by any column or columns that you use in it. By default, sorts are ascending. If you wish to define a descending sort, you will have to select it by one of the methods you will learn in this course.

**Application:** This will show you how to sort in ascending or descending order, any field in your report.

**Report Type:** Asset listing by UIC and major hand receipt holder number.

**Activity:** Student Hands-On with Instructor direction

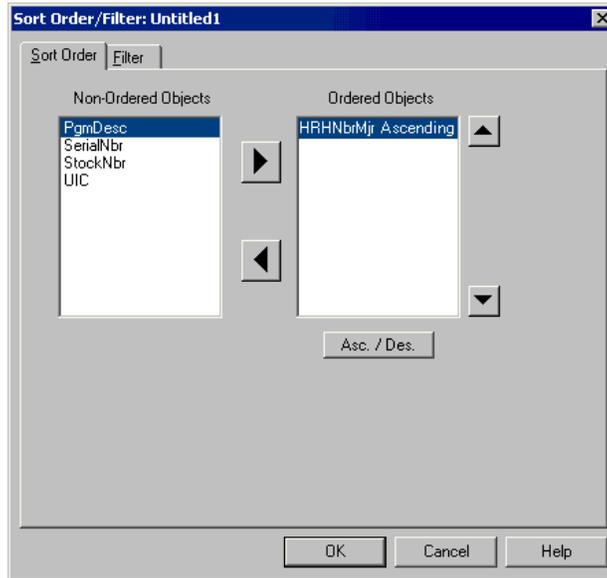
### Instructions:

1. Create a new FreeForm report.
2. If your object directory is not open, depress the **F2 Function Key**.
3. Select the following fields for your FreeForm report:

BUSINESS VIEW: HISTORIES		
FOLDER(S)	DATA ELEMENT(S)	
History	UIC	Serial Nbr
	HRH Nbr Mjr	Pgm Desc
	Stock Nbr	

4. Process report for viewing.
5. Close the output window.
6. Click .
7. Highlight the **HRH Nbr Mjr** field.

- Click the arrow to move the field into the **Ordered Objects** window.



**NOTE:**

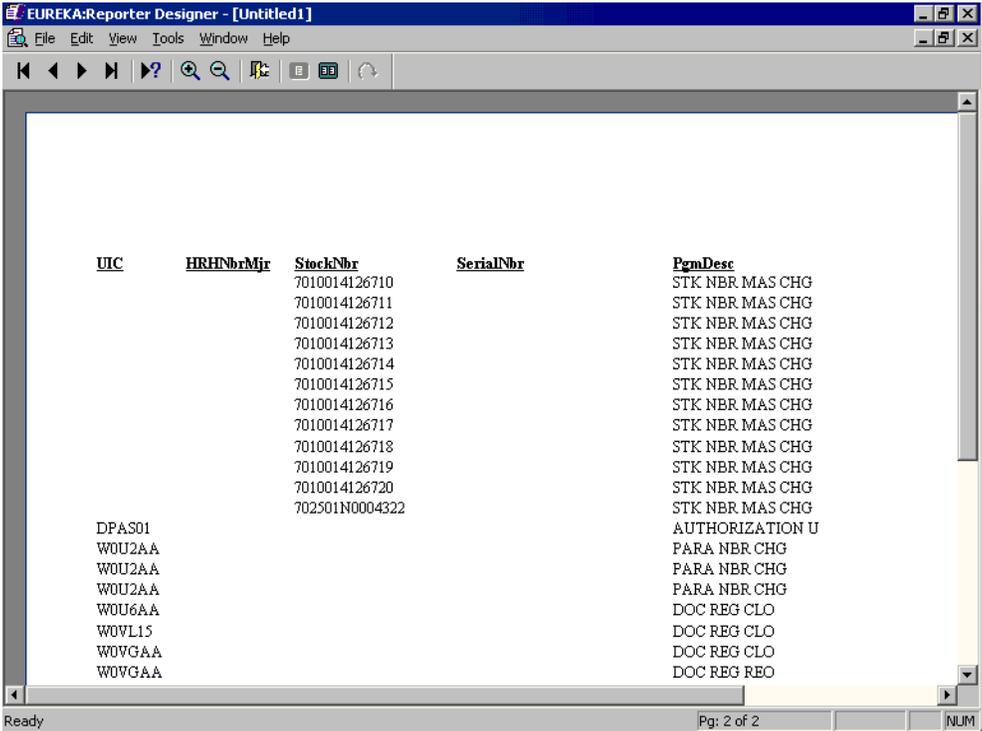
To deselect an item to sort, highlight the field in the **Ordered Objects** window and click the  button.

Use the  or  buttons to move the ordered objects in the order you want them to start sorting.

Use the  to sort the field in **Ascending** or **Descending** order.

- Click **OK**.
- Process the report for viewing (go to the second page of the report; this is where the HRH Nbr Mjr starts).
- Try sorting on different fields and processing the report to see how your report will look.
- Close and **DO NOT** save the report.

Example of the finished report:



---

## Group Header/Footer Areas

### INTRODUCTION

When you format a document, you can output information quickly and easily through group headers and footers.

**Group Header Areas** are output at the beginning of each group of rows that have the same value in a column you specify. When you place a column object in this area, *Eureka* outputs the value of that column, taken from the first row in the group. However, if you use an aggregate function for the column, *Eureka* outputs the value for the group as a whole, i.e., the average, sum, etc., for that column for all rows included in the group.

**Group Footer Areas** are output at the end of each group of rows that have the same value in a column you specify. When you place a column object in this area, *Eureka* outputs the value of that column, taken from the last row in the group. However, if you use an aggregate function for the column, *Eureka* outputs the value for the group as a whole, i.e., the average, sum, etc., for the column for all rows included in the group.

Group headers (and group footers) have a special relationship with the sort order for your document:

- ❑ When you add a group header or footer, *Eureka* automatically sets the document sort order based on the object associated with the group header.
- ❑ When you have more than one group header or footer, *Eureka* sets the document sort order to use each of the columns for which you have group header or footer areas. It sets the sort order to match the order in which you add the area objects.

If you change the sort order for your document, *Eureka* rearranges the order of the group headers and footers to match the new sort order.



#### NOTE:

You must select a column or custom object before you can add a group header area. The group header area is based on the object that is selected at the time the group header is created. The object can be in any area.

### OBJECTIVES

In learning how to create and use group headers and footers, you will also learn why to use them.

### APPLICATION

There are advantages to grouping your data within your report. For example, by grouping stock numbers, the user can see all examples of the specified stock number in one, order place.

### PREREQUISITES

Complete Chapters 1 and 2 of this manual.

## ACTIVITY

Student Hands On with Instructor direction

## REPORT TYPE

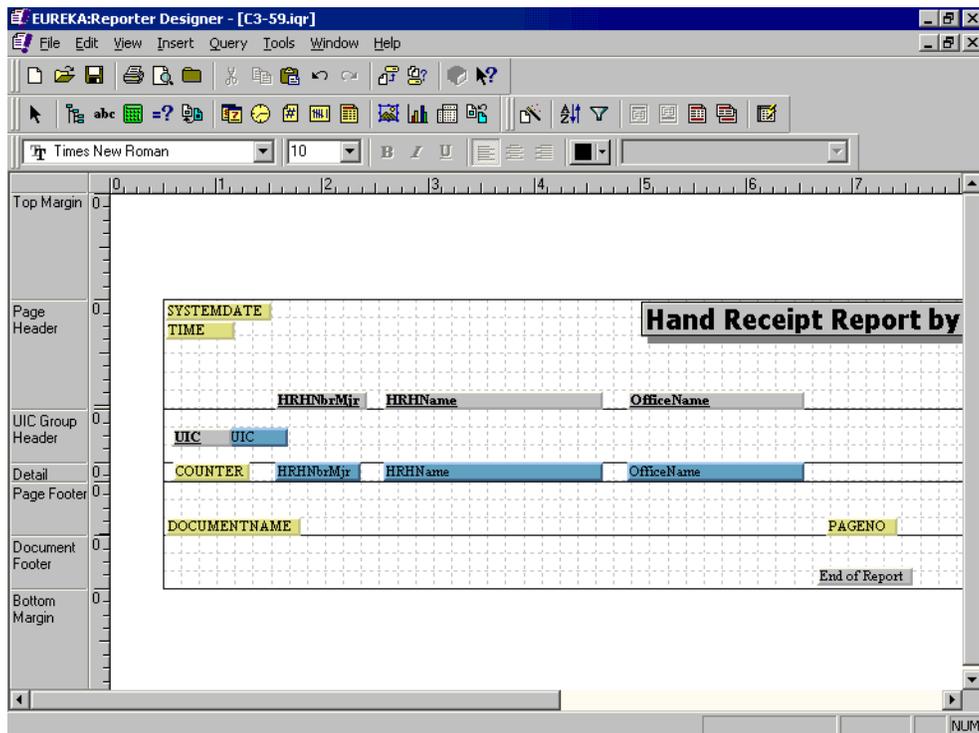
Open the HRH by UIC report, page FFACTY.

## STEPS TO PERFORM ACTION

1. Open the **FFACTY** report.
2. From the **Detail Area**, click once on the field you want to group. We will be grouping on the UIC.
3. Select **Insert** from the menu bar.
4. Select **Area** from the program group.
5. Select **Group Header** from the program list.

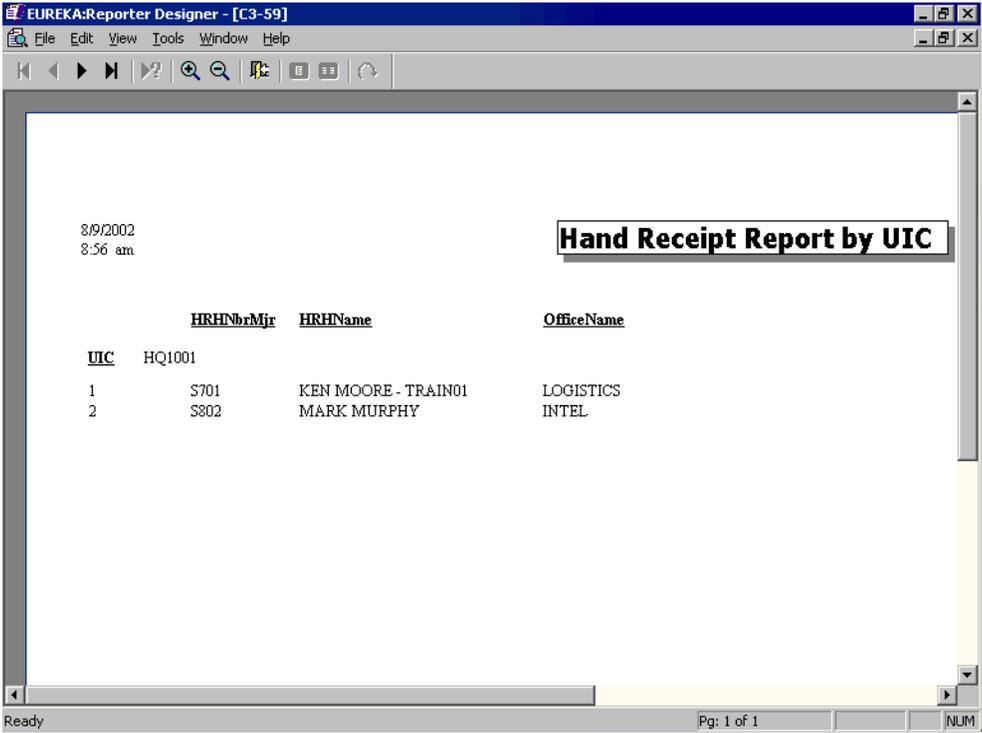
- OR -

6. Select the **Group Header** icon  .
7. Move the field(s) that you want in the Group Header from the Detail area. We will be grouping by UIC.
8. Move the UIC column heading to the far left of the Group Header area.
9. Move the UIC data object (blue object) next to the UIC column heading (gray object).



10. Process the report and view.
11. Close the report viewer.
12. Save the report.

13. **DO NOT** close the report – we will continue to use it in the next Unit of Study.



## Building A Page Break In A FreeForm Report

**Unit of Study:** Often a single document consists of sections that need to have individual page numbers. For instance, a single document might consist of hundreds of (HRH) Hand Receipt Holder Reports, each to be distributed to a different HRH. When you do this, you would probably want to have:

1. Each HRH Report or UIC report starting at the top of a new page.
2. Each time a new UIC is reached, page numbering re-starting from one.

You can do this in a FreeForm window by including a group header area based on HRH Mjr. Nbr. For that area object, you would enter 1 under **Page Skip Before Area** on the Area tab of the Area dialog box. This causes one page break before the area is output. You would also check the **Reset Page Number To** box and then enter 1 as the number to which to reset the page numbering.

You can use these controls for a variety of purposes. For instance, if you want group footers on a page without any other area objects, you could enter 1 under both **Page Skip Before Area** and **Page Skip After Area**. If you wanted document totals on a separate page, you could enter 1 under **Page Skip Before Area** in the Area dialog box for the document footer area.

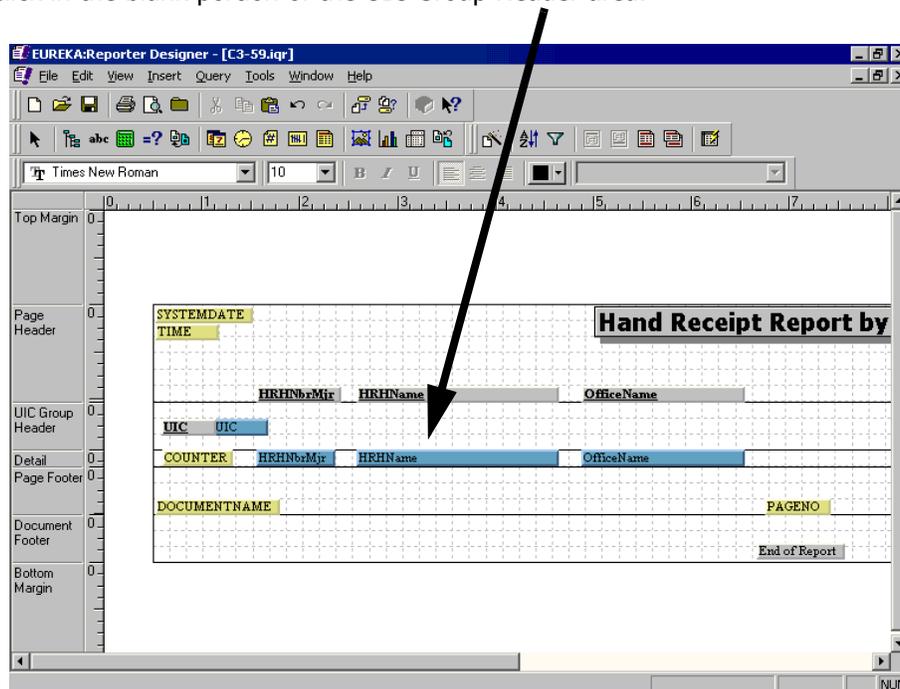
**Application:** This report will show you how to insert a page break every time a new UIC is encountered.

**Report Type:** Hand Receipt Holder by UIC (FFACTY)

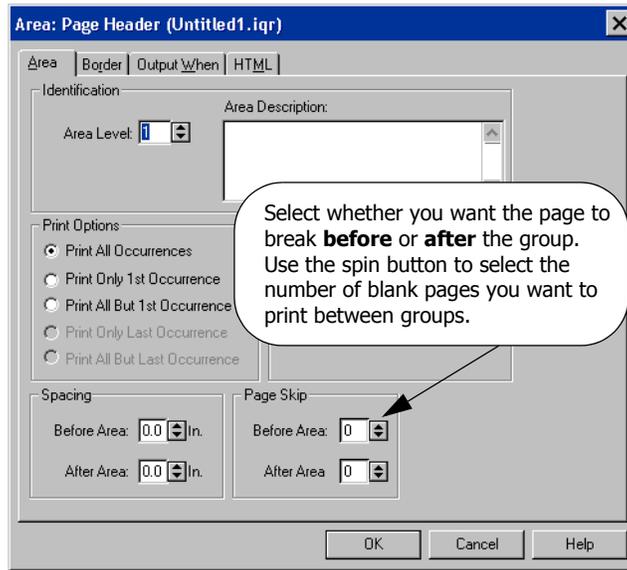
**Activity:** Student Hands-On with Instructor direction

### Instructions:

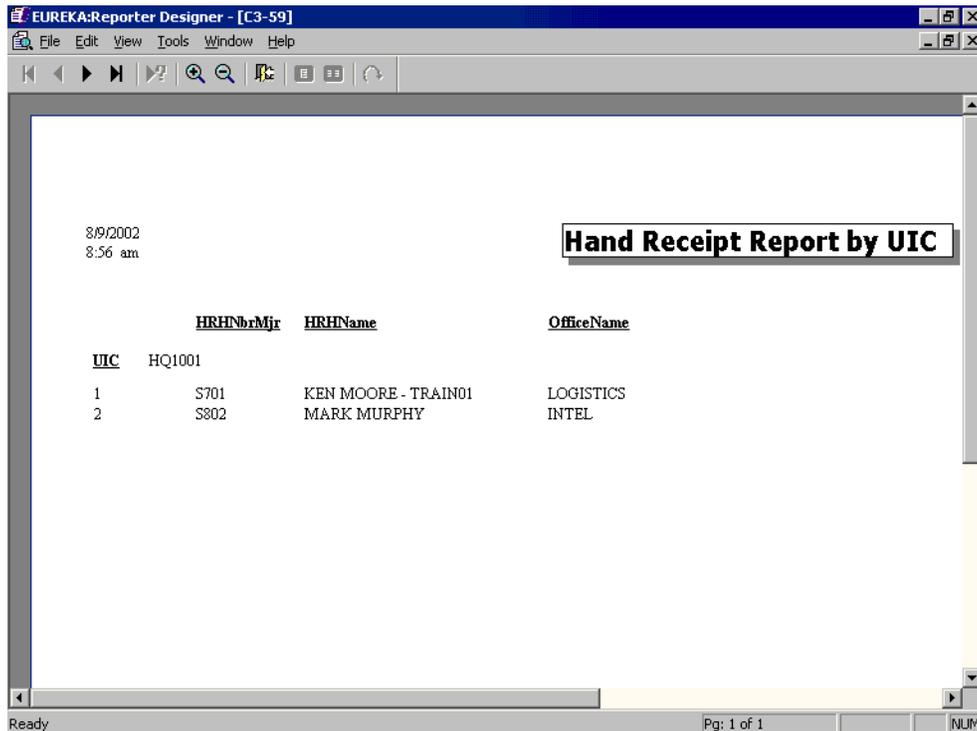
1. If closed, open the **FFACTY** report.
2. Double-click in the blank portion of the UIC Group Header area.



- In the Page Skip group, change **Before Area** from 0 to 1.



- Click **OK**.
- Save your report.
- Process your report to view the results.



- Close your report.

## Inserting A Filter In A FreeForm Report

**Unit of Study:** Each document always has a single **base** filter. This base filter is always in effect and initially has no conditions defined for it and performs no filtering. You can add conditions incrementally to narrow the focus of your query. Unless query filtering conditions are applied, *Eureka* presents all of the rows in the database as part of the output. If the database is large, however, such output can be difficult to present and understand. Filter conditions help to narrow down output so that it included only relevant database rows.

**Application:** Filtering conditions to narrow down output so that only relevant data base rows are presented in the document output.

**Report Type:** This report will list only computers that were manufactured by DELL and/or GATEWAY.

**Activity:** Student Hands-On with Instructor direction

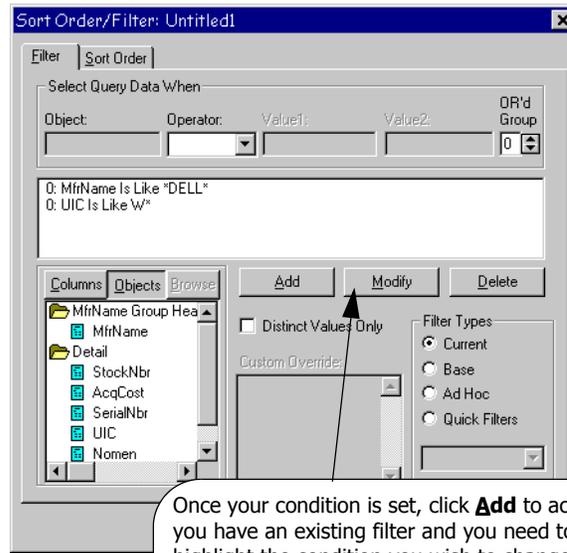
### Instructions:

1. Open a new FreeForm report.
2. In **Page Setup**, make sure that the **Height** is set to **8.5** and the **Width** is set to **11**.
3. Enlarge the Page Header area an additional 3 blocks.
4. Select the following fields for your FreeForm report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
<b>Mfr._Model/Part_Number</b>	Mfr Name
<b>Catalog</b>	Nomen Stock Nbr
<b>Serial_Hand_Receipt</b>	Acq Cost Serial Nbr
<b>Unit</b>	UIC

5. Add a title for your report, date, and time for your report to the Page Header area.
6. Add the document name and the page number to the Page Footer area.
7. Add a Group Header for the **MfrName**.
8. Move the MfrName column heading and data object into the Group Header area.
9. Select the filter icon  to display the filter dialog box.
10. Double-click on the **Detail** folder.
11. Double-click on **UIC** to move it to the Object Window.
12. Select the drop down arrow and chose "like" for the operator.
13. Enter **W\*** for the value. Remember to turn your **Caps Lock** on.
14. Click **Add**.
15. Double-click on **MfrName** Group Header.
16. Double-click on **MfrName** to move it to the Object Window.
17. Select the drop down arrow and chose "like" for the operator.
18. Enter **\*DELL\*** for the value. Remember to turn your **Caps Lock** on.

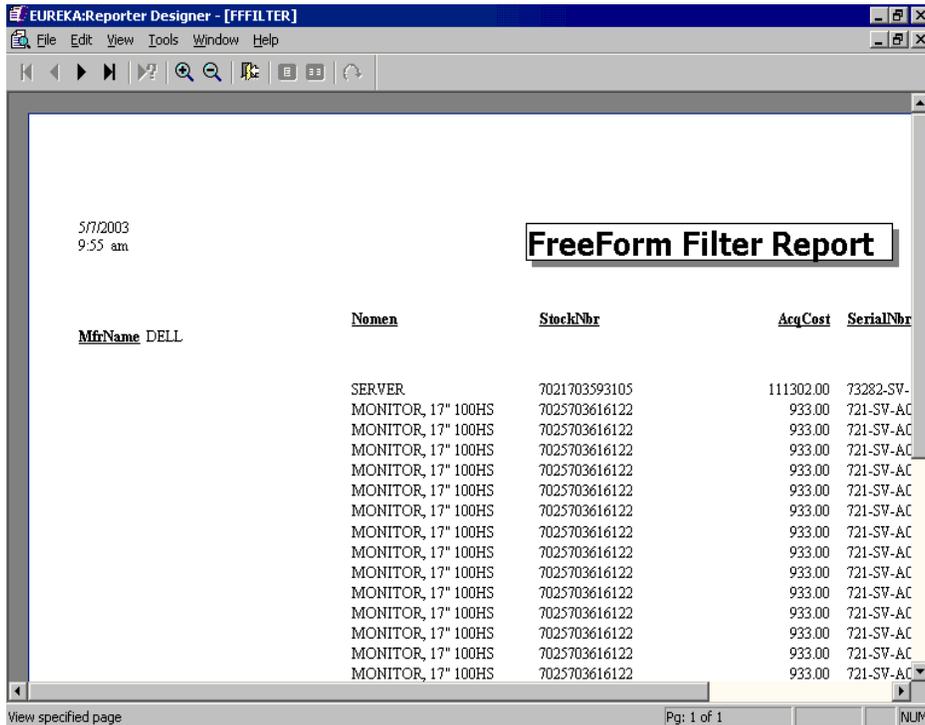
19. Click **Add**.



Once your condition is set, click **Add** to activate it. If you have an existing filter and you need to change it, highlight the condition you wish to change, make the change to the condition and then click **Modify**. If you have an existing filter that you no longer need, highlight the condition and click **Delete**.

- 20. Click **OK**.
- 21. Save your report as **FFFILTER**.
- 22. Process and view your report.

**Example of finished report:**



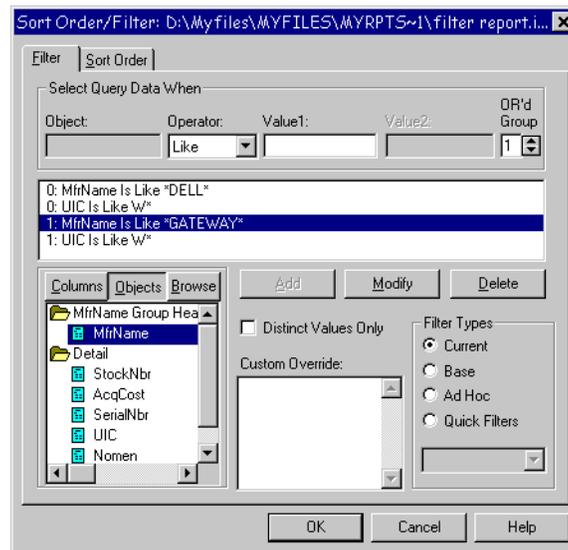
23. Close the output window.

Now, if we wanted to put another filter in to display information where the UIC began with **W** and the MfrName was **Gateway**, we would have to put in an **OR** condition.

24. Select the filter icon  to display the filter dialog box.
25. Double-click on **UIC**, from the Detail folder, to move it to the Object Window.
26. Select the drop down arrow and chose "like" for the operator.
27. Enter **W\*** for the value. Remember to turn your **Caps Lock** on.
28. Change the **OR'd Group** from 0 to 1. This will set an **OR** condition.
29. Click **Add**.
30. Double-click on **MfrName**, from the MfrName Group Header, to move it to the Object Window.
31. Select the drop down arrow and chose "**like**" for the operator.
32. Enter **\*GATEWAY\*** for the value. Remember to turn your **Caps Lock** on.

The **OR'd Group** should already be set to 1 since we changed it in the previous condition.

33. Click **Add**.



34. Click **OK**.



**NOTE:**

By default, all the conditions of your query are **AND** operators (i.e., all conditions have to be met before it will return your results). However, you can connect your statements with **OR** operators, which divide your statements into groups. For example, if you wanted to set your conditions by **Stock Number AND Serial Number OR Bar Code**, the **OR'd Group** would be set to 0 (zero) for Stock Number and Serial Number, and set to 1 for Bar Code.

**Remember, the RULE is...**If the **OR'd Group** numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different, those two statements are connected by the **OR** condition.

35. Save your report.
36. Process and view report.
37. Close your report.

**Example of the finished report:**

5/7/2003  
9:57 am

### FreeForm Filter Report

<u>MfrName</u>	<u>Nomen</u>	<u>StockNbr</u>	<u>AcqCost</u>	<u>SerialNbr</u>
DELL MARKETING LP				
DELL POWEREDGE	MONITOR, 19"	7025703614377	933.00	7036-MN-
GATEWAY (SYSTEMS) INC	CPU, DESKTOP	7021703531020	1322.00	7036-MN-
	MONITOR, 19" COLOR	7025000001952	543.00	1787201-L
	COMPUTER, PENTIUM III	7025010000568	1532.00	100-KM-0
	MONITOR, 19" COLOR	7025000001952	543.00	100-KM-0
	COMPUTER, PENTIUM III	7025010000568	1532.00	971-LP-00
	MONITOR, 19" COLOR	7025000001952	543.00	178201-LA
	COMPUTER, PENTIUM III	7025010000568	1532.00	100-KM-0
	MONITOR, 19" COLOR	7025000001952	543.00	178201-LA
	COMPUTER, PENTIUM III	7025010000568	1532.00	100-KM-0

Ready Pg: 2 of 2 NUM

## Inserting A Prompt In A FreeForm Report

**Unit of Study:** A user prompt is an effective tool which allows input from the user to query the database. There are varied user prompts you can utilize in FreeForm to add to your report and permit the user to access information promptly. The objective of this lesson is to add a user prompt to a report.

When working with large databases, it may be a good idea to adjust the **Prompt Row Limit**. Do this by choosing **Tools > Preferences**. The default is 100 rows. A value of 0 retrieves all rows (but this is not recommended for large databases).

**Application:** In this activity, your instructor will guide you through creating a simple Hand Receipt in FreeForm. After creating the query you will then insert a prompt which will ask the user which Hand Receipt Holder they would like to view.

**Report Type:** Complete listing of assets by major hand receipt holder number.

**Activity:** Student Hands-On with Instructor direction

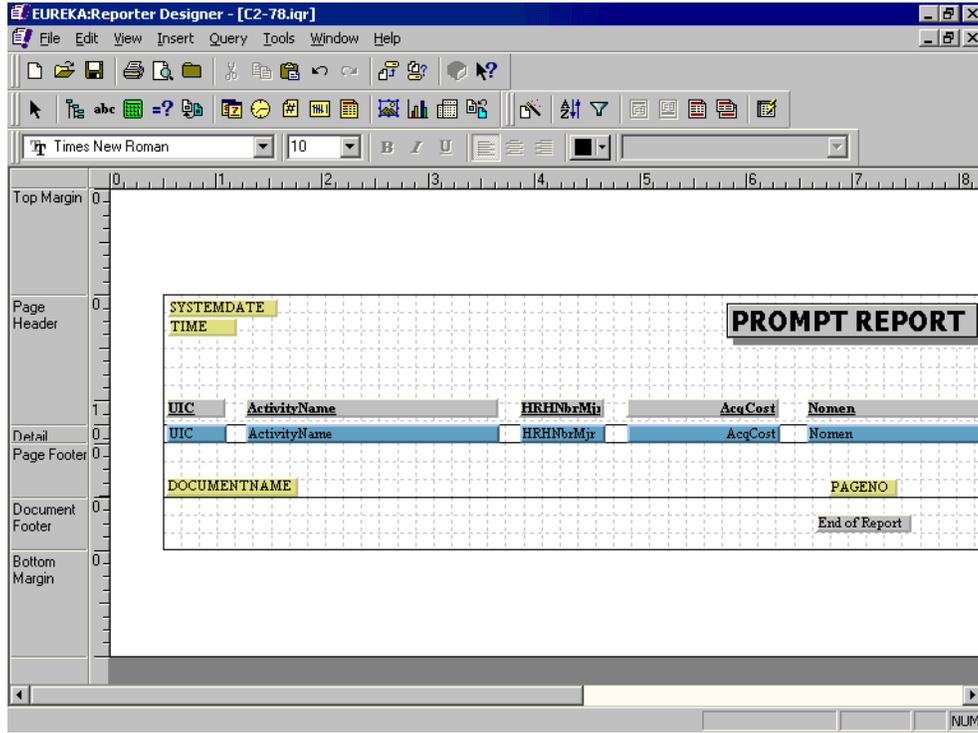
### Instructions:

1. Open a new FreeForm report.
2. Enlarge the Page Header area.
3. Select the following fields for your FreeForm report:

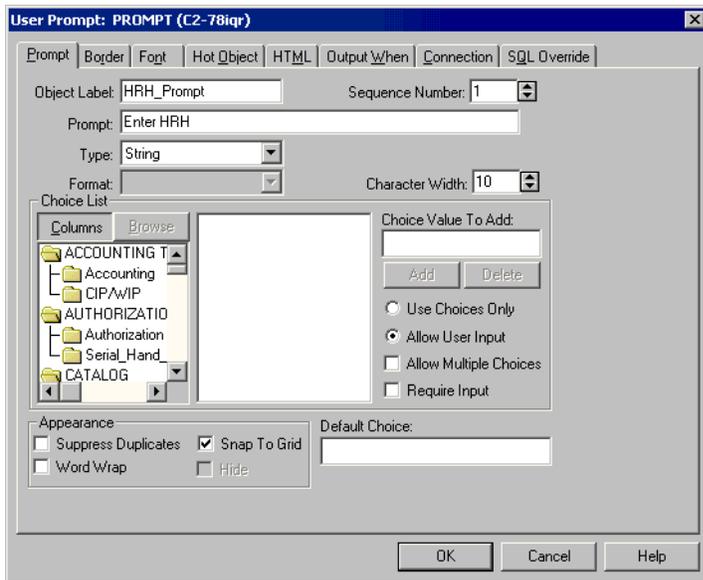
BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
Unit	UIC Activity Name
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Receipt	Acq Cost
Catalog	Nomen

4. Add a title, date, and time for your report to the Page Header area and customize with fonts, etc.
5. Add the document name, using the document name icon, to the Page Footer area.
6. Add the page number to the Page Footer area.
7. Add a Document Footer area.
8. Add "**End of Report**" in the Document Footer area.

- Save your report as **FFPROMPT**.



- Select the prompt icon  from the tool bar.



- Object Label:** Enter **HRH Prompt** in the Object Label. This is where you would enter the descriptive name for your prompt.
- Sequence Number:** Accept the default of **1**. If you have more than one prompt, you can designate the order in which it will run by changing the sequence number.
- Prompt:** Enter "**Enter HRH**". This is the prompt instruction.
- Type:** Accept the default of **String**. If you selected a cost or date field, you can change the format of that field.

15. **Format:** The field displays the characteristics of the data (string, numeric, or date). These come from the database file structure.

Type	
<b>String</b>	These are alphanumeric characters.
<b>Numeric</b>	These are pure numeric characters.
<b>Date</b>	Self-explanatory.

16. **Character Width:** Select the amount of characters you want to display.
17. **Choice Value To Add:** Leave this field blank. This field will allow you to enter the fields that the user will select. The choices will display in the window to the left.
18. **Use Choices Only:** Do not select this radio button for this report. Use this field to only select choices from a choice list. You cannot type an entry for the prompt. The choice list will consist of the entries you add to the Choice List.



**HINT!**

To add an item to the Choice List, enter the choice in the **Choice Value To Add** field and click **Add**.

If you want to delete a value from the Choice List, highlight the value in the **Choice Value To Add** field and click **Delete**.

19. **Allow User Input:** Accept this default radio button for this report. This radio button allows you to type an entry for the prompt or make a selection from a drop down box. If you have defined a choice list, you can choose from the choice list or type an entry.
20. **Allow Multiple Choices:** Do not check this box for this report. Check this box to select multiple items from the choice list. Each choice is added to the value of the user prompt object. Choices are separated by semi-colons (;) or commas (,). This option works in conjunction with the above two options.
21. **Require Input:** Do not check this box for this report.



**HINT!**

Dynamic Choice List - A dynamic choice list is a list of choices that is generated at the time *Eureka* presents a prompt to the user, that is, at the time a user selects to preview, print, or export the document. It is created from the values returned by a database query, that is, it is a list of current database values

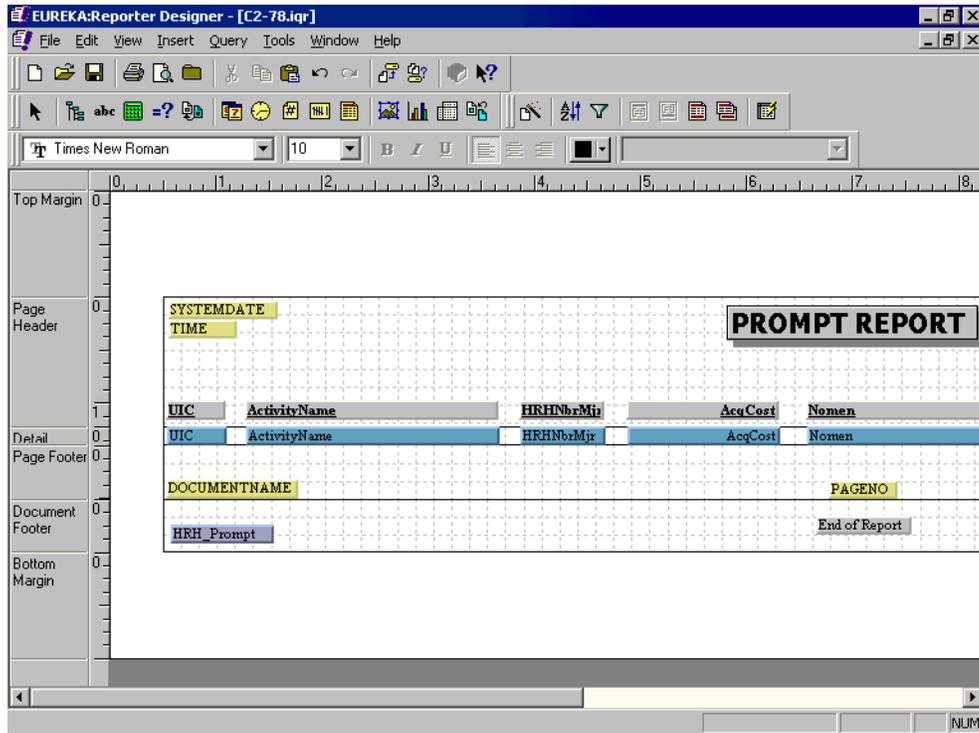
**Steps to create a Dynamic Choice list:**

1. Use the Object Directory to find the column you want to use.
2. Double-click or drag the column to the unlabeled choice list. You can choose more than one column underneath one Business View.

**Steps to create a Static Choice list:**

1. Use the Object Directory to find the column you want to use.
2. Highlight the column and click on the **Browse** button from the Choice List.
3. Add your values to the unlabeled choice list by double-clicking on the items one at a time.

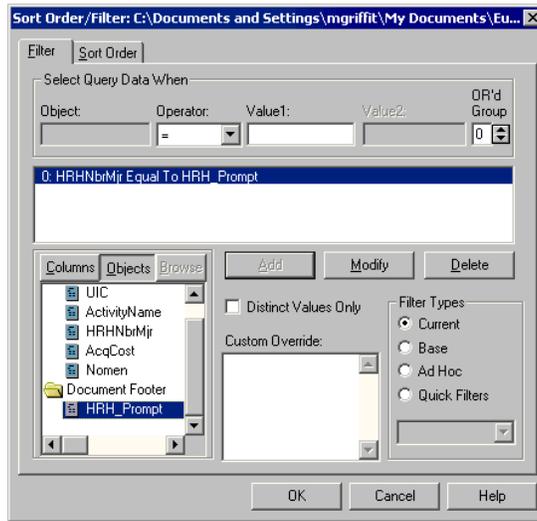
22. **Appearance:** Refer to **Designing A Customized FreeForm Report Without The Query Wizard** for definitions for the appearance options.
23. **Default Choice:** Leave the Default Choice blank for this report. If you want a specific value to be defaulted in the prompt, enter the default choice.
24. Click **OK**.
25. Place the prompt in the Document Footer area.



In order to get the data you want from the prompt, you will need to apply a filter. Filters make prompts active

1. Select **Filter** icon.
2. In the Objects window, double-click the **Detail** folder.
3. Double-click on **HRHNbrMjr** to move it to Object.
4. Set the Operator to **= (equal)**.
5. In the Objects window, double-click on the Document Footer folder.
6. Double-click **HRH\_Prompt** to move it to Value1.

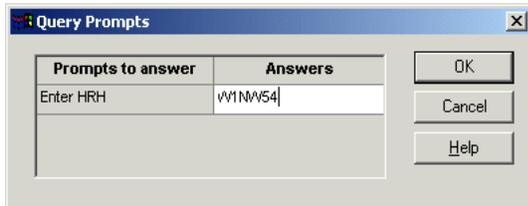
7. Click **Add**.



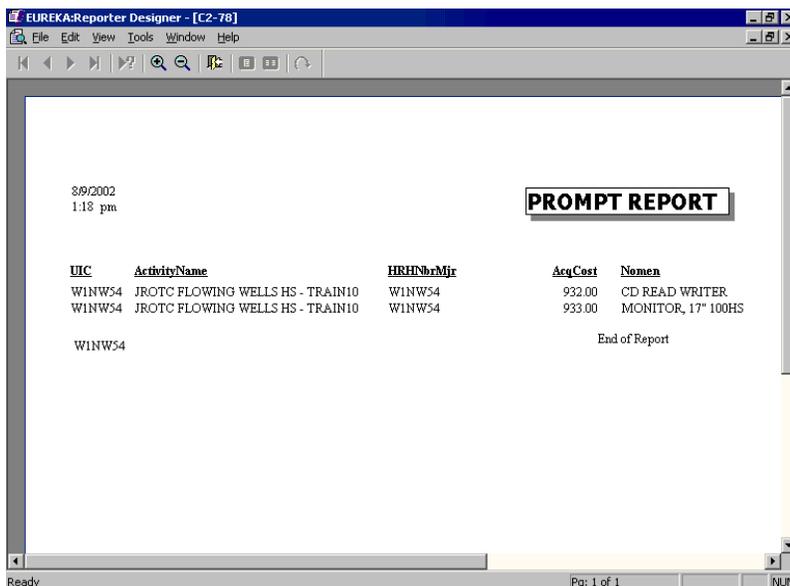
**NOTE:**

When adding the filter, you will need to select the data element as the Object and the prompt as the Value.

8. Click **OK**.  
9. Save your report.



10. Process your report.  
11. When prompted, enter **W1NW54**.  
12. Click **OK**.



13. Close the output window.
14. Save your report.
15. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

## Hiding An Object In A FreeForm Report

**Unit of Study:** If you choose to hide an object on your document, *Eureka* automatically creates a hidden area object to hold it. These area objects are visible only in FreeForm windows. They are not output as part of your document. Hidden areas are also created when you base Output When, prompts, query filter, or value translation conditions on columns that are not included in your output.

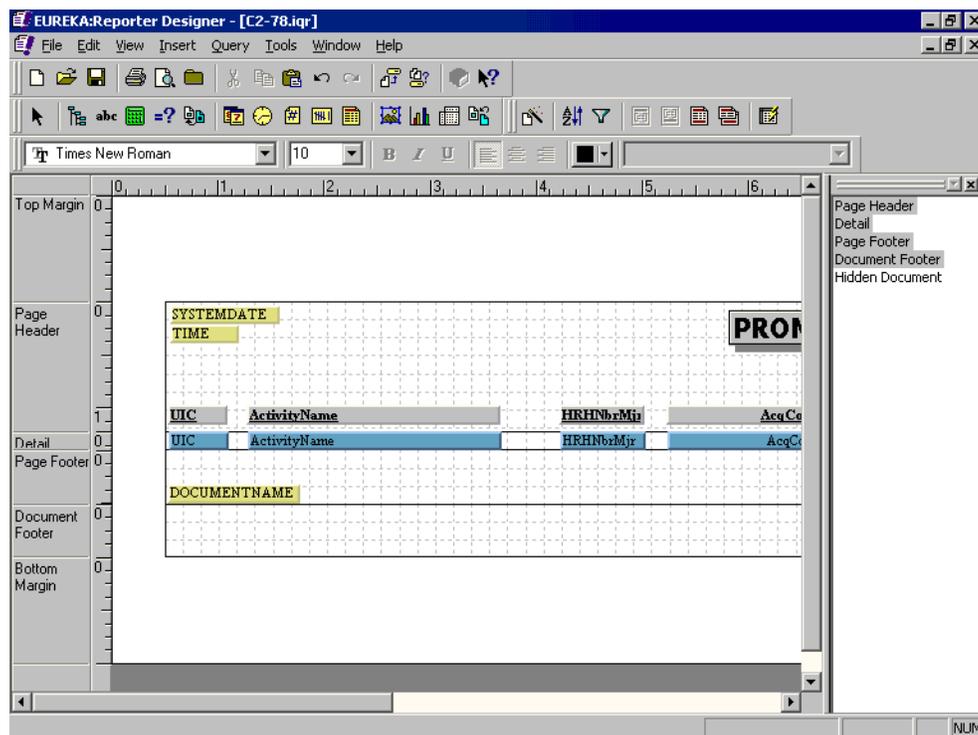
**Application:** In this activity, you will take the query from the previous exercise and hide the prompt so it will not be printed out on your report.

**Report Type:** Asset listing by major hand receipt holder number (FFACTY).

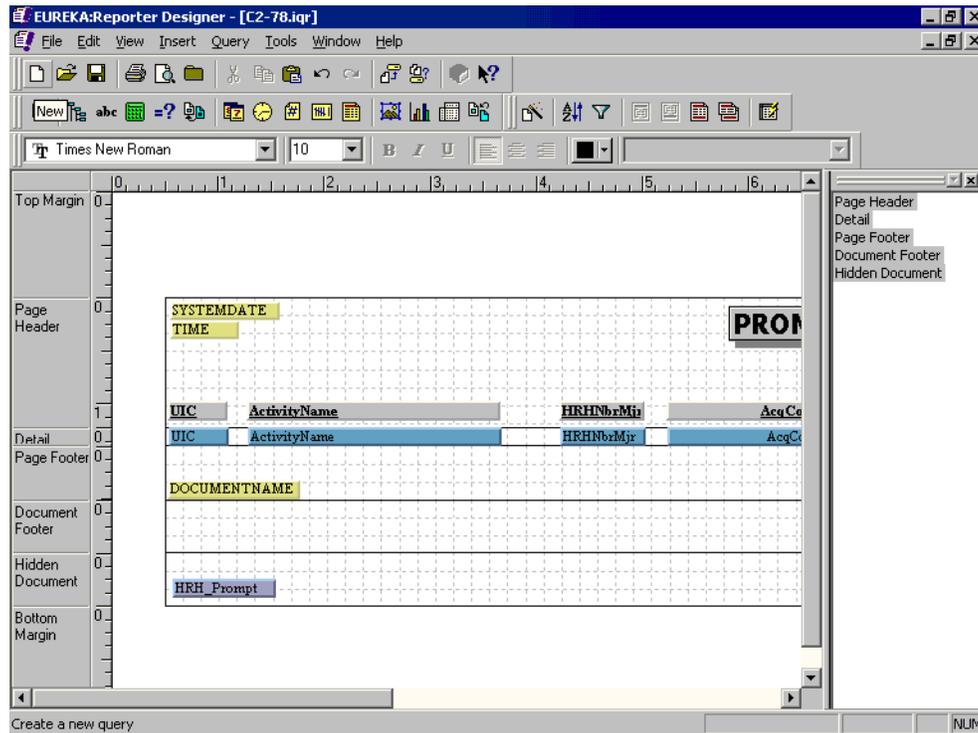
**Activity:** Student Hands-On with Instructor direction

### Instructions:

1. Select the Prompt object in your Page Footer area as the object to be hidden.
2. Right-mouse click to display shortcut commands.
3. Select **Hide Toggle**.
4. You can see the hidden prompt by displaying your Area Object List by depressing the **F4 Function Key**.



- Click on **Hidden Document** and your prompt will display in the Hidden Document area of your design document.



- To hide it again, simply click on **Hidden Page** in the Area Object List.
- Save your report.
- Process your report.
- Close your report.

# Designing A FreeForm Report Using Double Detail Areas

**Unit of Study:** Designing a FreeForm Report

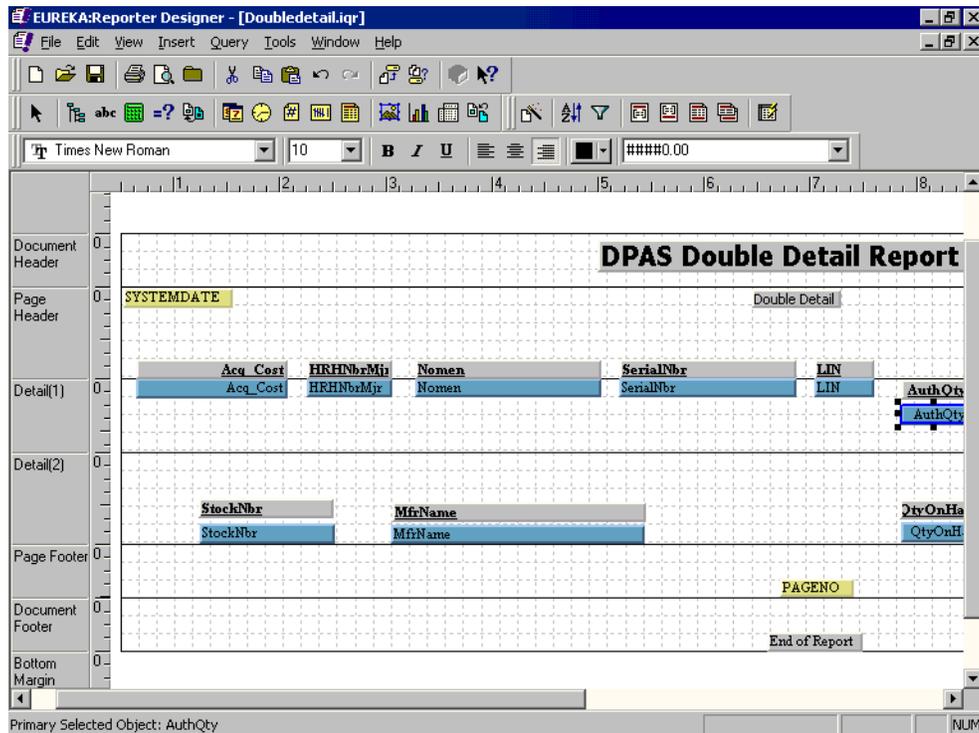
**Introduction:** It is possible using *Eureka* to have multiple detail areas. If you want to have extra information printed for certain rows, you can use a second detail area for the extra information. You can also use multiple detail areas when you want to include detail about *only* some of the data returned. For example, if you want to see a list of all computer monitors but were only interested in the cost for those that were manufactured by Dell, you would create a second detail area. If adding a second detail area, you would want to use **Output When** (this is discussed later), otherwise, objects in the second detail area alternate output within original detail area. Using Double Detail ensures that you will be able to print on standard paper, because you can limit your margins to the 8½" and use the second detail area for the additional information.

**Application:** When designing a report where you need extra information printed for certain rows you can use the double detail process.

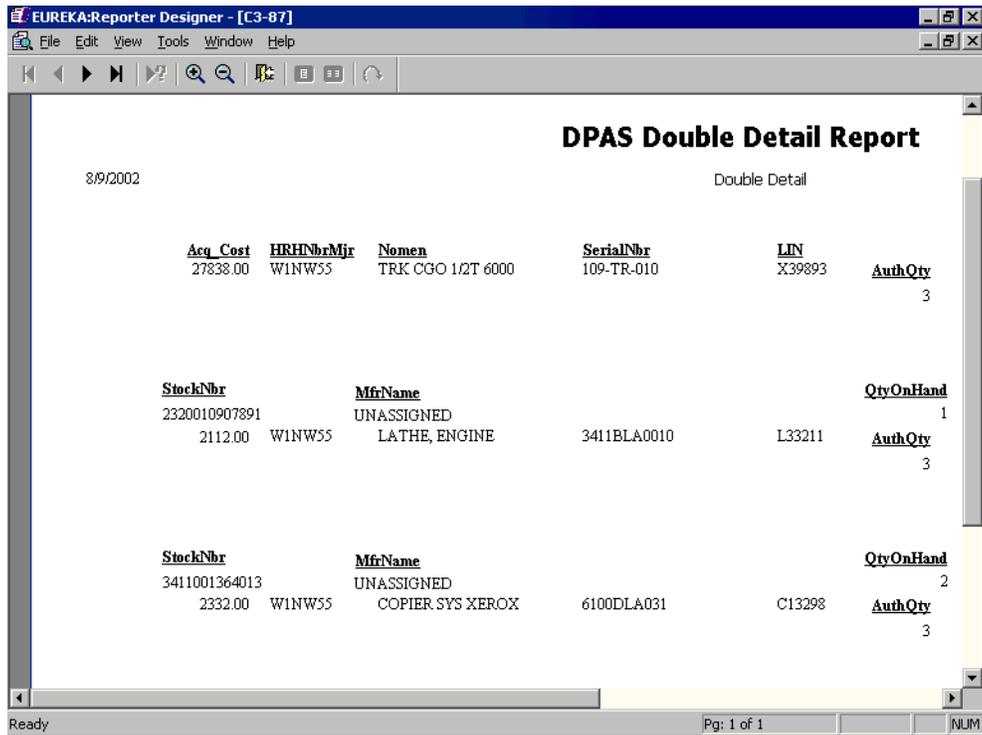
**Report Type:** A Property listing showing the additional information Stock Nbr., Mfr Name, and Qty. On Hand in the double detail area.

**Activity:** Student Hands-On with Instructor direction

**Example of the Design Document:**



Example of the finished report:



**INSTRUCTIONS:**

**STEP I. BUILDING THE BASICS**

1. Create a new FreeForm report.
2. Save your as **FFDOUBLEDETAIL**.

**STEP II: DOCUMENT DESIGN WINDOW**

1. Insert a Document Header area.
2. Insert a Document Footer area.
3. Insert a Detail Area:
  - a. Click on **Insert** from the menu bar.
  - b. Click on **Area** from the program group.
  - c. Click on **Detail Area** from the program list.
4. **Enlarge** the Page Header area 2 more blocks (for a total of 5 blocks).
5. **Enlarge** the first Detail area 3 more blocks (for a total of 4 blocks).
6. **Enlarge** the second Detail area 2 more blocks (for a total of 5 blocks).
7. **Click** on the text icon  and type a title that will go in the Document Header area; remember, to use the font tab and enlarge and bold the text plus add any other preferences you may want.
8. Repeat Step 7 for the Page Header area.
9. Add "**End of Report**" in the Document Footer area.
10. Insert the date in the Page Header area.

11. Insert the page number in the Page Footer area.

**STEP III: DATA FIELDS FROM THE BUSINESS VIEW END ITEM SERIAL**

1. Make sure your Object Directory is displayed (**F2 Function Key**). *Use the screen print on the first page of this handout for placement reference.*
2. Select the data fields listed below: You will be inserting these data fields in the **1<sup>st</sup> Detail area** on the top line of that detail area, so the gray box is in the page header.

<b>BUSINESS VIEW: END ITEM SERIAL</b>		
<b>FOLDER(S)</b>	<b>DATA ELEMENT(S)</b>	
<b>Quick_Start!</b>	Acq Cost	Serial Nbr
	HRH Nbr Mjr	LIN
	Nomen	

3. Close the Quick\_Start! folder.
4. Open the Serial Hand Rcpt.-Auth folder.
5. Select the data fields listed below: Insert Auth Qty in the 1st Detail area.

<b>BUSINESS VIEW: END ITEM SERIAL</b>	
<b>FOLDER(S)</b>	<b>DATA ELEMENT(S)</b>
<b>Serial_Hand_Rcpt.-Auth</b>	Auth Qty
	Qty On Hand

6. Move Auth Qty object (blue object) down one row and bring the Auth Qty column header (gray object) down to the row above the detail object.
7. Insert Qty On Hand in the 5<sup>th</sup> row of the 2nd Detail area, positioned in line with Auth Qty.
8. Move the column header (gray object) to be above the detail object (blue object).
9. Open the Quick\_Start!folder.
10. Select the data fields listed below: You will be inserting these data fields in the 2<sup>nd</sup> detail area, lining them up under the 1¼" margin.

<b>BUSINESS VIEW: END ITEM SERIAL</b>	
<b>FOLDER(S)</b>	<b>DATA ELEMENT(S)</b>
<b>Quick_Start!</b>	Stock Nbr
	Mfr Name

11. Bring the detail object (blue object) down to the 5<sup>th</sup> line.
12. Bring the column header (gray object) and line it up above the 4th line.

**STEP IV: ADDING A PROMPT AND FILTER**

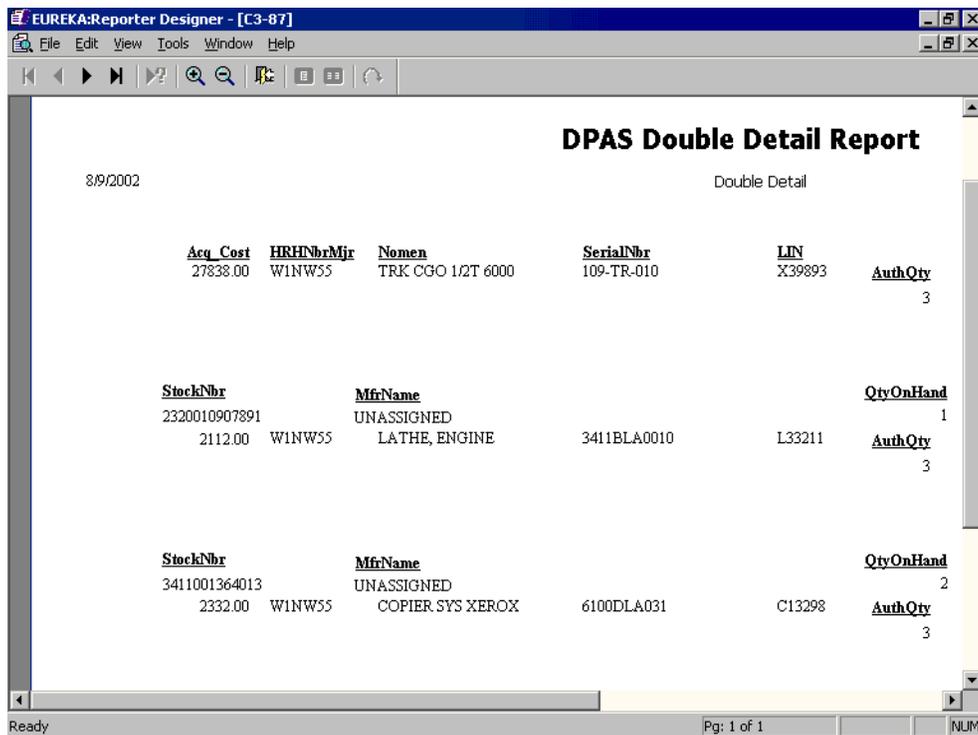
1. Insert a Prompt.
2. In the Prompt Label, enter "**HRH Prompt**".
3. In the Prompt line, enter "**Enter HRH Mjr Nbr**".
4. Click OK.

5. Insert the prompt in the Page Footer area.
6. Click once on the prompt.
7. **Right-mouse** click and select **Hide Toggle**.
8. Insert a filter.
9. In the Object area pull from the Detail(1) folder the **HRH Nbr Mjr**.
10. Select = (**equal**) for the Operator.
11. From the Hidden Page folder, select **HRH Prompt** for Value1.
12. Click Add.
13. Click OK.
14. Save your report.
15. Process your report.
16. At the prompt, enter one of the following HRH numbers:

<b>W1NW55</b>	<b>W3VS10</b>
<b>W1V5U6</b>	<b>W46919</b>
<b>W1V5U7</b>	<b>W46920</b>
<b>W0U28A</b>	<b>W4T809</b>
<b>W2MKJ2</b>	<b>W4T810</b>
<b>W2MKJ3</b>	<b>W4XQ85</b>
<b>W3VS09</b>	

17. Click **OK**.

**Example of the finished report:**



## Using Translate Values In A FreeForm Report

**Unit of Study:** Value translations allow you to substitute one value for another. Translate Value is similar to a CASE structure of "If – Then – Else" logic.

You can use value translations to:

- Replace a technical term or code with a familiar term
- Draw attention to a significant value
- Add more information about certain values

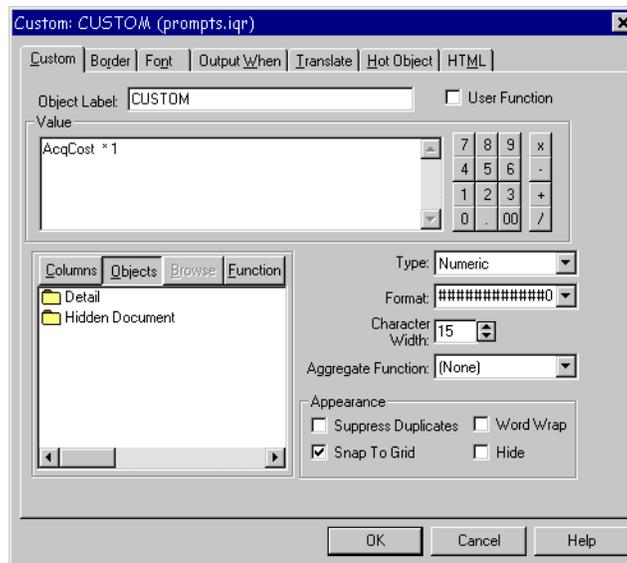
**Application:** In this activity, you will still use the Hand Receipt report. You will create a new custom column and a condition that will substitute the words "CAPITAL ASSET" in the custom column field, any time the cost is equal to or exceeds \$100,000.

**Report Type:** Complete listing of assets by major hand receipt holder number (**FFPROMPT**).

**Activity:** Student Hands-On with Instructor direction

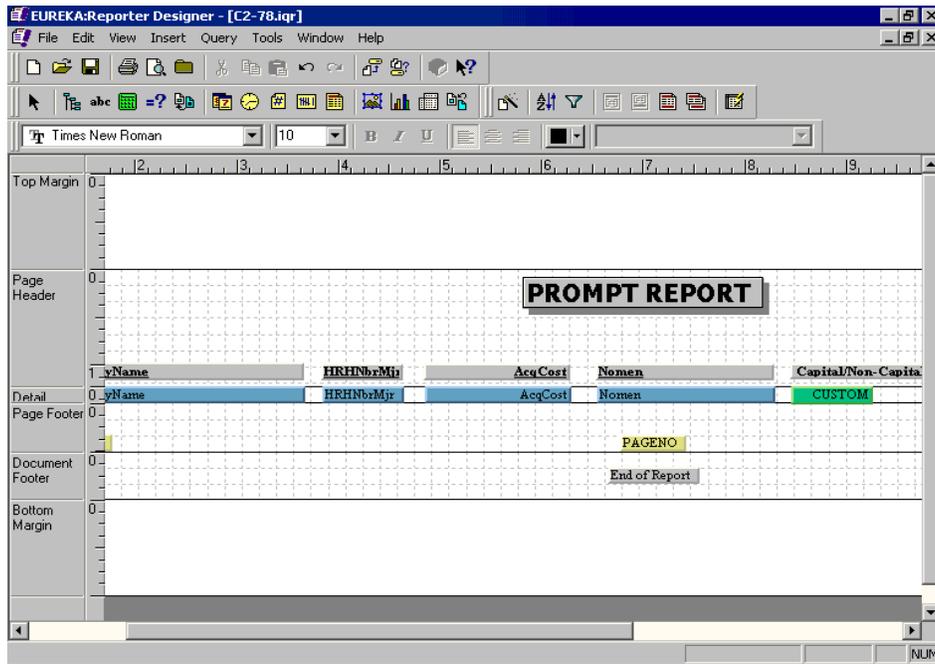
### Instructions:

1. Open **FFPROMPT**.
2. Scroll over to the right of your report to display the last field.
3. Click on the Custom icon.
4. Double-click on the **Detail** folder.
5. Double-click on the **AcqCost** field to move to the Value window.
6. Using the calculator on the right of the window, click on **x (multiply)**.
7. Click on **1**.
8. Change the Character Width to **15**.

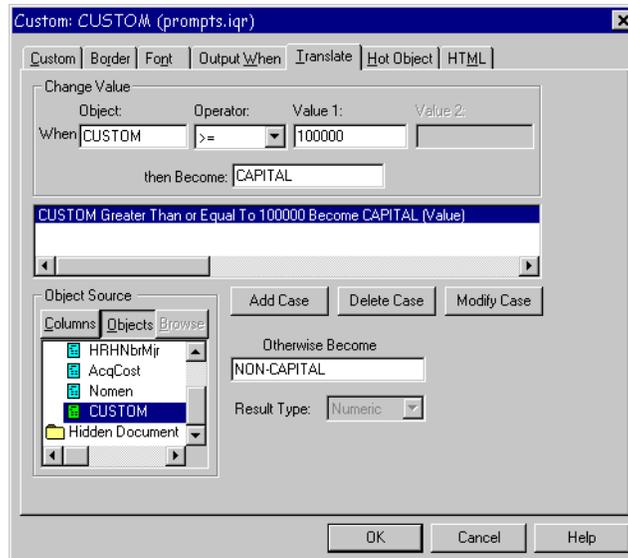


9. Click **OK**.
10. Place the custom object into the detail area.

- Change the Custom column heading to **Capital/Non-Capital**.



- Double-click on the **CUSTOM** field.
- Select the **Translate** tab.
- Double-click on the **CUSTOM** field in the Detail folder.
- Set the Operator to **>= (greater than or equal to)**.
- Enter **100000** in Value1.
- Enter **CAPITAL** in then Become.
- Click Add Case.
- Change **Otherwise Become** to **NON-CAPITAL**.



- Click **OK**.

21. Save you report.
22. Process your report (using **S701** in your HRH prompt).

The screenshot shows a software window titled "EUREKA:Reporter Designer - [C2-78]". The window contains a report titled "PROMPT REPORT" with the following table:

<u>ActivityName</u>	<u>HRH/NbrMjr</u>	<u>AcqCost</u>	<u>Nomen</u>	<u>Capital/Non-Capital</u>
DEFENSE FINANCE & ACCOUNTING SE	S701	27439.00	TRK CGO 1/2T 6000	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	11508.00	LATHE, ENGINE	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	13566.00	COPIER.SYS XEROX	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	27633.00	TRK LF 6000LB LT-60RS	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	1.00	TELEPHONE, STU III	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	2532.00	BARCODE READER	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	232.00	ANSWERING MACHINE	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	933.00	MONITOR, 19" COLOR	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	3101.00	COMPUTER, PENTIUM III	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	5365.00	COMPUTER, PENTIUM II	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	4622.00	PRINTER, LASER	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	110000.00	SERVER	CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	CPU, DESKTOP	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	HANDHELD COMPUTER	NON-CAPITAL
DEFENSE FINANCE & ACCOUNTING SE	S701	499.00	HANDHELD COMPUTER	NON-CAPITAL

The report ends with "End of Report" and the status bar shows "Pg: 1 of 1".

23. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

## Using Output When In A FreeForm Report

**Unit of Study:** Output When conditions allow you to set up the condition under which certain objects are included in your output.

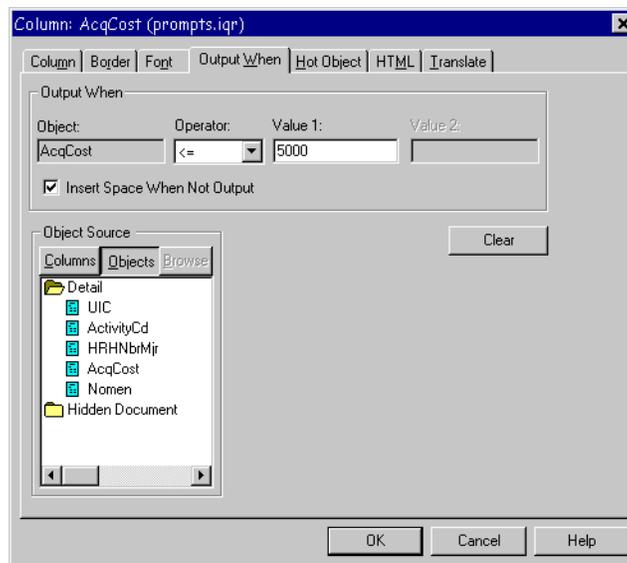
**Application:** We will be using Output When to set specific conditions under which an output object will be included in your report.

**Report Type:** Accounting report that shows all assets for the major hand receipt holders, but only displays the acquisition cost when the condition is met.

**Activity:** Student Hands-On with Instructor direction

### Instructions:

1. If closed, open **FFPROMPT**.
2. Double-click on the **AcqCost** data object (blue color).
3. Select the **Output When** tab.
4. Set the Operator to **<= (less than or equal to)**.
5. Enter **5000** for Value1.
6. **Insert Space When Not Output:** Check this box to determine whether or not *Eureka* inserts a space in your output when the object for which you are setting the condition is not output.

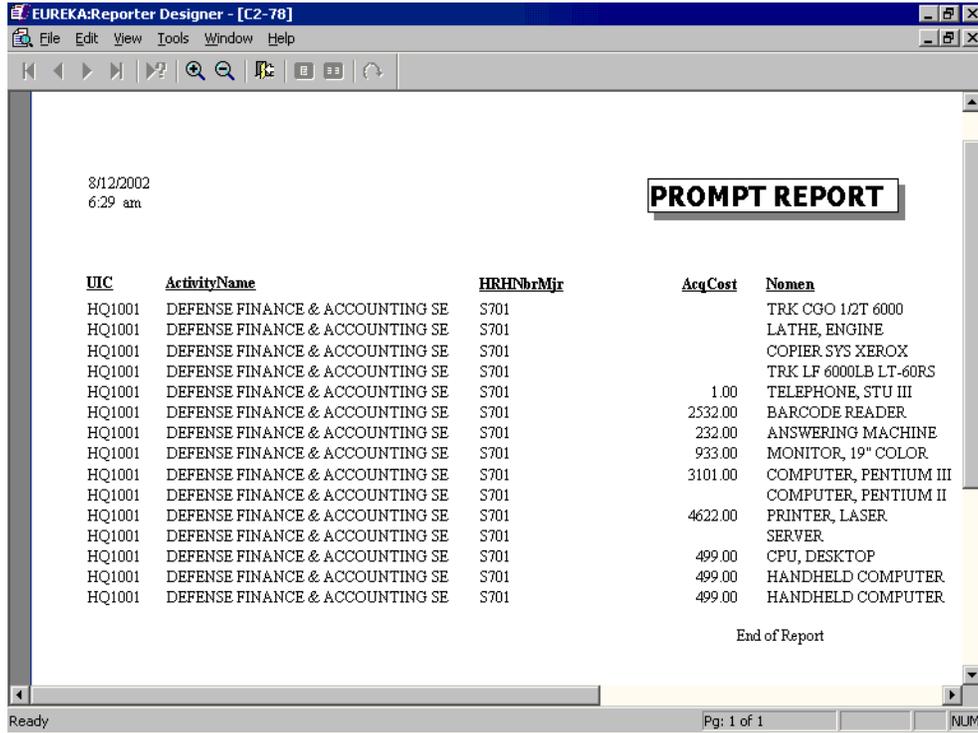


### NOTE:

Output When works best when using multiple areas. For example, if you have two detail areas, you may only want certain data objects to output when the condition you set is met.

7. Click OK.
8. Save your report.

- Process your report using **S701** at the prompt.



Notice that the **Acq Cost** only displays the cost when the condition is met.

## **Skill Builder: Introduction To FreeForm And Designing A Customized FreeForm Report**

**Objectives:** You will:

- **Review, Introduction to FreeForm & Designing a Customized FreeForm Report (Exercise Below)**
- **Discussion Questions**
- **Practical Exercise to build a Customized FreeForm Report**

Complete the following exercise:

1. Filters are used to (Please choose one):

- a. Generate duplicate records.
- b. Control which rows of detail data for output.
- c. Include spaces in your report.

2. Is it possible to build a Prompt without a Filter? **(Yes or No)**

Yes \_\_\_\_\_ No \_\_\_\_\_

3. I am a prompt and I allow the user only to select choices, which prompt type am I?

\_\_\_\_\_

4. I am a prompt and I allow the user to select from a choice list, which prompt type am I?

\_\_\_\_\_

5. I am a prompt and I allow the user to select multiple choice items, which prompt type am I?

\_\_\_\_\_

6. Translate Value is similar to a CASE structure of "If - Then - Else" logic? **(True or False)**

True \_\_\_\_\_ False \_\_\_\_\_

7. When you do not set any Output When condition, every object is output all the time? **(True or False)**

True \_\_\_\_\_ False \_\_\_\_\_

8. The F2 Function Key provides information regarding hidden objects? **(True or False)**

True \_\_\_\_\_ False \_\_\_\_\_

9. You must be in a FreeForm window to add or edit a user prompt object? **(True or False)**

True \_\_\_\_\_ False \_\_\_\_\_

**Discussion Questions:**

- 1. Discuss the Prompt process:**
  - a. Object label, what goes there. Why is it important to signify it is a prompt?**
  - b. Prompt label, what is entered here?**
- 2. Why do you insert prompts in a report?**

## Practical Exercise: Introduction to FreeForm And Designing A Customized FreeForm Report

**Unit of Study:** Introduction to FreeForm and designing a customized FreeForm report.

**Application:** This process is used to allow the user to enter a designated value in the dialog box that is presented when your document is processed. This prompt consists of text you have entered as a part of the object definition when building the prompt (i.e., ENTER HRH NBR MJR).

**Report Type:** A customized Accounting Report by UIC or Mjr HRH to identify assets with a dollar amount of \$1.00.

### Instructions:

1. Open a new FreeForm report.
2. Expand the Page Header area an additional 4 blocks.
3. Select the following fields for your FreeForm report:

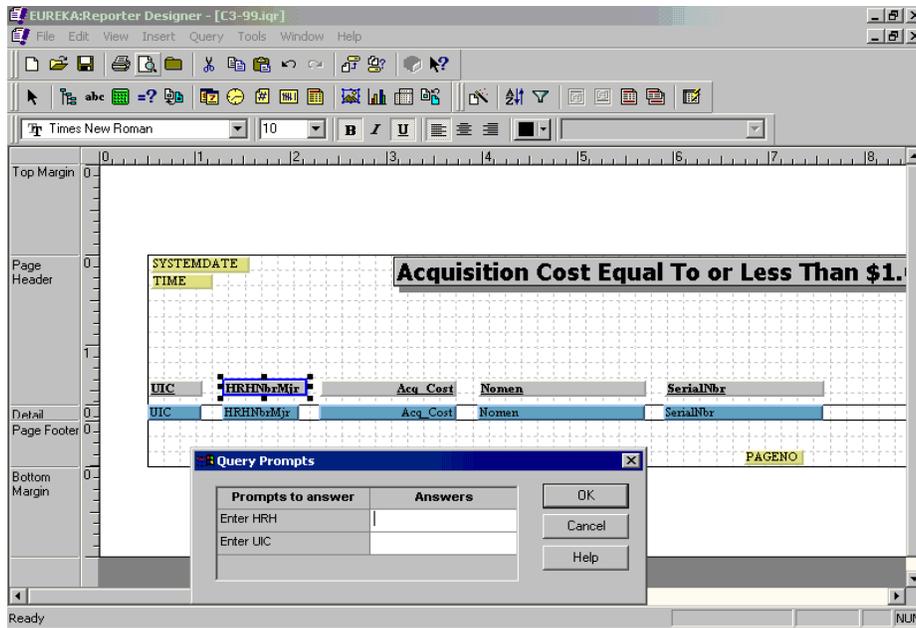
BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	DATA ELEMENT(S)	
Quick_Start!	UIC	Acq Cost
	HRH Nbr Mjr	Nomen
	Serial Nbr	

4. Add a title, date, time for your report and place the objects in the Page Header area (you can customize with fonts, etc.).
5. Add a page number to the Page Footer area.
6. Add a prompt for UIC and HRH Nbr Mjr and place in the Page Footer area.
7. Click on the UIC Prompt object.
8. Right-mouse click and select **Hide Toggle** to hide the prompt object.
9. Repeat to hide the HRH Prompt object.
10. Select the filter icon.
11. If the Detail folder is not open, double-click on it to open it.
12. Double-click on the UIC object.
13. Set the operator to = (**equal**).
14. Double-click on the Hidden Page folder to open.
15. Double-click on the **UIC\_Prompt** to place it in the Value.
16. Click Add.
17. Repeat steps 12 through 16 for the **HRH\_Prompt**.
18. Double-click on the **Acq\_Cost** field.
19. Set the operator or <= (**less than or equal to**).
20. Set the value to **1** (for \$1.00).
21. Click Add.
22. Click OK.
23. Click on the **Print Preview** icon.
24. Enter **S710** for the HRH Nbr.
25. Enter **HQ1010** for the UIC.
26. Click OK.

## Practical Exercise: Introduction to FreeForm And Designing A Customized FreeForm Report

27. Save your report as **FFPE2**.
28. Close your report.

The report results will vary based on how you choose to develop the format.



Example of the finished report:

