

Section 10



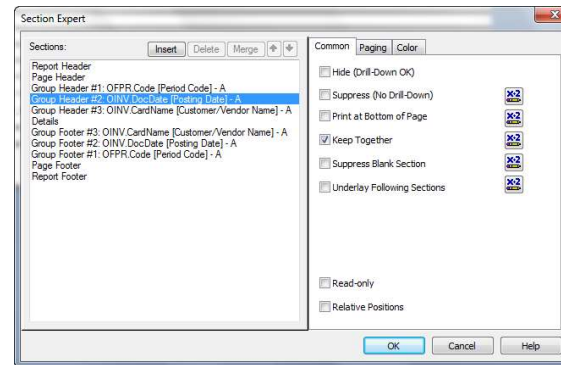
CRYSTAL REPORTS For SAP Business One

Formatting your Report

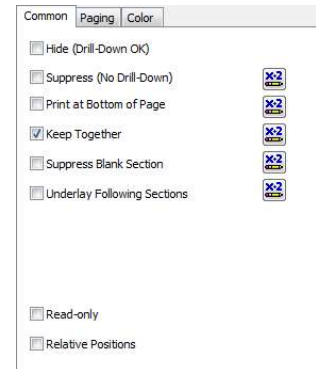


■ Use the Section Expert to make formatting changes that affect entire sections of your report

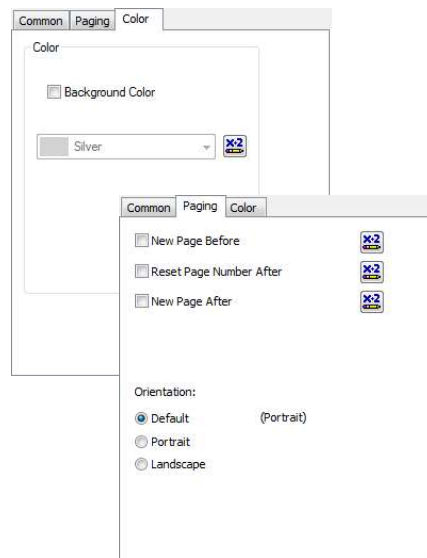
- **Insert** Use this button to insert a new report section immediately below and of the same type as the section you have selected in the Sections list.
- **Delete** Use this button to delete the section you have selected in the Sections list. You can only delete sections that have been added to the originating sections; you cannot delete any of the originating sections.
- **Merge** Use this button to merge the current section with the companion section that appears immediately below it.



- **Hide (Drill Down Ok)** – use this option to create a summary report when applied on the Details area in a grouped report
- **Suppress (No Drill Down)** – will create a summary report, without the ability to drill down to the details
- **Print at bottom of page** – use this option if you want to unify your report. For example invoice total always to print in the same place.
- **Keep Together** – always print one record on the same page. For example, row with large amount of text.
- **Suppress Blank Section** – if all the fields are blank in the section it is not printed
- **Underlay Following Section** – fields from the first section can flow to the next. While the section below prints on top. Used for watermark, logos or charts
- **Relative Positions** – keeps the section in the same horizontal position



- *Hide (Drill Down Ok)* – use this option to create a summary report when applied on the Details area in a grouped report
 - Double click the subtotal to drill down
- *Suppress (No Drill Down)* – will create a summary report, without the ability to drill down to the details
- *Print at bottom of page* – use this option if you want to unify your report. For example invoice total always to print in the same place.
- *Keep Together* – always print one record on the same page. For example, row with large amount of text.
- *Suppress Blank Section* – if all the fields are blank in the section it is not printed
- *Underlay Following Section* – fields from the first section can flow to the next. While the section below prints on top. Used for watermark, logos or charts
- *Relative Positions* – keeps the section in the same horizontal position



■ Paging

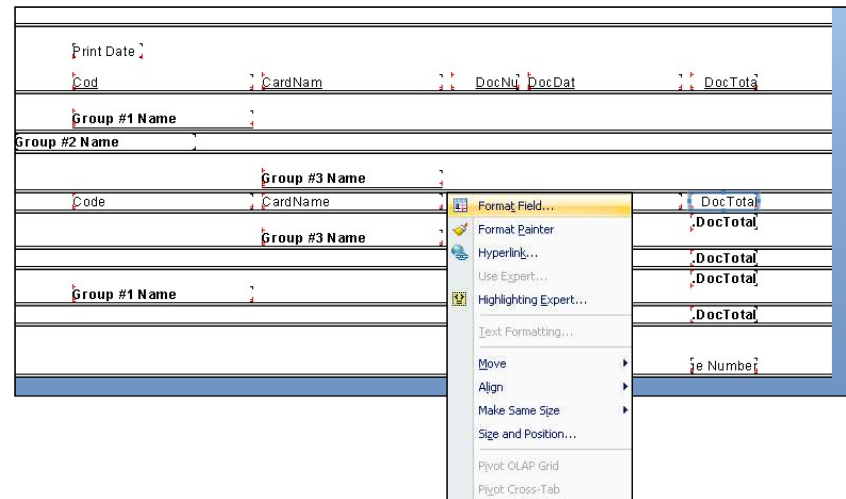
- **New Page Before/After** – choose to start a new page before or after the end of a section. This is often used on the Group Header or Footer area
- **Re-set Page Number After** - choose to restart the page numbers after the section ends. This is often used on the Group Footer area. This way each group will start from page #1
- **Orientation** - Default, Portrait or Landscape

■ Color

- **Background Color** - Sets the background color for the entire section

- *New Page Before/After* – choose to start a new page before or after the end of a section. This is often used on the Group Header or Footer area
- *Rest Page Number After* - choose to restart the page numbers after the section ends. This is often used on the Group Footer area. This way each group will start from page #1
- *Orientation* - Default, Portrait or Landscape

- Select one or more fields (CTRL+Click) to format with a common format
- Right mouse click and choose Format Field Option



■ **Read-only** Use this option to make the selected report object read-only so it can't be formatted.

■ **Lock Position and Size** Use this option to lock the position of the selected report object so it can't be moved.

■ **Suppress** Select this check box if you want to suppress the selected field. The field values won't appear on the Preview tab, nor will they print.

■ **Suppress if Duplicated** Select this check box if you don't want the program to show field values that are duplicated when it displays or prints the report.

■ **Suppress Embedded Field Blank Lines** Select this check box if you want the program to avoid printing blank fields—that is, fields for which the database returns no information.

■ **Can Grow** This check box is useful for objects that contain variable length strings, such as memo fields.

■ **Max number of lines** If you have selected the Can Grow check box, you can use this box to specify the maximum number of lines by which the program can expand an object frame.

■ **Text Rotation** This list contains the rotation options available for the selected field. Use the Text Rotation options to vertically align the fields and text-based objects on your report.

■ **Horizontal Alignment** This list contains the horizontal alignment types available for the field (for example, left, center, and right).

Format Editor

Common | Border | Font | Number | Hyperlink

Object Name: DocTotal1

Tool Tip Text:

☐ Read-only ☐ Lock Position and Size

☐ Suppress ☐ Suppress if Duplicated

☐ Can Grow Maximum number of lines: 0 (Enter 0 for no limit)

Text Rotation: 0 degrees

Horizontal Alignment: Default

Display String:

CSS Class Name:

☐ Repeat on Horizontal Pages ☒ Keep Object Together ☒ Close Border on Page Break

Sample: -55,555.56

OK Cancel Help

■ **Repeat on Horizontal Page** Use this option to repeat a report object that does not expand horizontally, such as text objects, field objects, OLE objects, charts, maps, lines, boxes, and so on, on each additional horizontal page that a cross-tab or OLAP grid might create.

■ **Keep Object Together** Select this check box to keep an object on a single page. If there is enough room, the program prints the object on the current page. If there is not enough room, the program prints the object on the next page.

■ **Close Border on Page Break** If an object has a border and the object is split over two pages, you have two options: put a border around each part of the split object, or display each part of the object with a partial border. Select this check box to display a full border.

Format Editor

Common | Border | Font | Number | Hyperlink

Object Name: DocTotal.1

Tool Tip Text:

☐ Read-only ☐ Lock Position and Size

☐ Suppress ☐ Suppress If Duplicated

☐ Can Grow: Maximum number of lines: (Enter 0 for no limit) 0

Text Rotation: 0 degrees

Horizontal Alignment: Default

Display String:

CSS Class Name:

☐ Repeat on Horizontal Pages

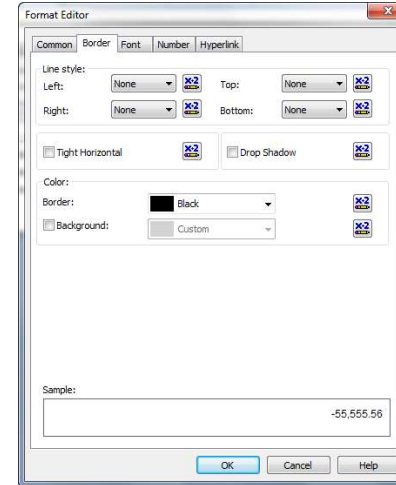
☒ Keep Object Together

☒ Close Border on Page Break

Sample: -55,555.56

OK Cancel Help

- **Left** This list contains the different line styles available. Your choices include single, double, dashed, and dotted line borders. Select the desired style and the program will insert the specified border on the left side of the field.
- **Right** This list contains the different line styles available. Your choices include single, double, dashed, and dotted line borders. Select the desired style and the program will insert the specified border on the right side of the field.
- **Top** This list contains the different line styles available. Your choices include single, double, dashed, and dotted line borders. Select the desired style and the program will insert the specified border on the top of the field.
- **Bottom** This list contains the different line styles available. Your choices include single, double, dashed, and dotted line borders. Select the desired style and the program will put the specified border on the bottom of the field.
- **Tight Horizontal** Select this check box to trim the border to the size of the field.
- **Drop Shadow** Select this check box if you want to print a drop shadow below and to the right of the field.
- **Border** This list contains the colors available for use as borders.
- **Background** Select this check box if you want to change the background color. When you select this check box, a list appears to the right, allowing you to select a new background color.



■ **Font** This list contains all the fonts that you have installed for your system. The list appears with the font that is currently in use selected.

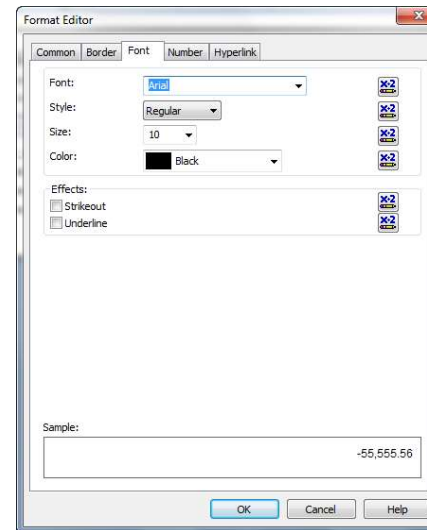
■ **Style** This list contains additional attributes that you can assign to the selected font. The list appears with the style that is currently in use selected.

■ **Size** This list includes common point sizes for the selected font. The list appears with the point size that is currently in use selected.

■ **Color** This palette shows all the available colors for your box. Select the desired color from the palette or click More to see the Color dialog box.

■ **Strikeout** When you select this check box, the program prints the strikeout character across the font.

■ **Underline** When you select this check box, the program underlines characters typed in the selected font.



■ **Style** From this predefined list, choose a number/currency style to apply to the field selected on your report. When you choose System Default Currency Format, the program uses the number and currency formats from the Regional Settings Properties dialog box in the Windows Control Panel.

■ **Display currency symbol** Select the Display currency symbol check box if you want to display currency symbols in your currency fields.

■ **Fixed** Click this option if you want the program to place the currency symbol in the first (far left) position in the field. The program will leave extra space between the symbol and the currency if the field is justified to the right.

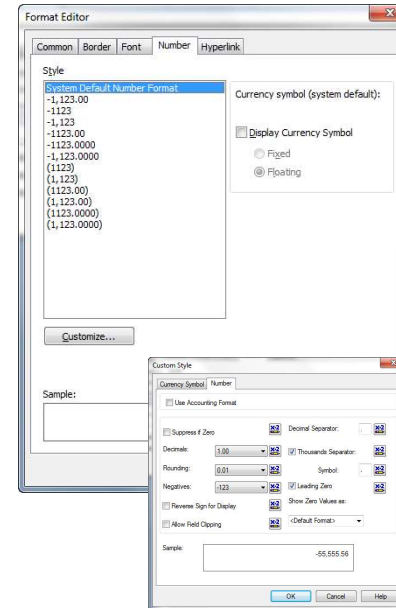
■ **Floating** Click this option if you want the program to place the currency symbol as close to the currency amount as possible so that there are never any extra spaces between the symbol and the amount.

■ **Customize** Use this button to see more detailed formatting options on the Custom Style dialog box.

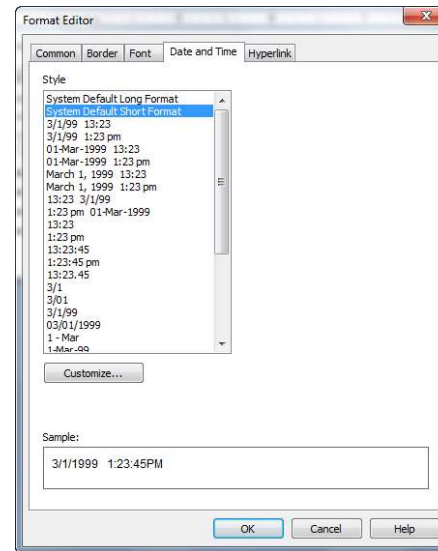
■ **Prefix** Use this field to insert text in front of values displayed by a Horizontal Page Number field.

■ **Suffix** Use this field to append text to values displayed by a Horizontal Page Number field.

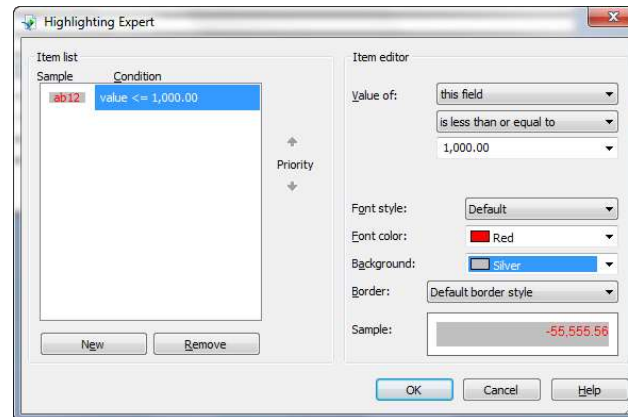
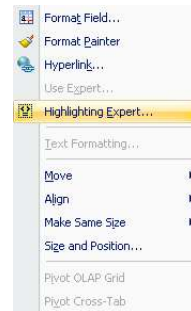
■ **Suppress if No Horizontal Pages** Select this check box to suppress a Horizontal Page Number field when the report is only one page wide.



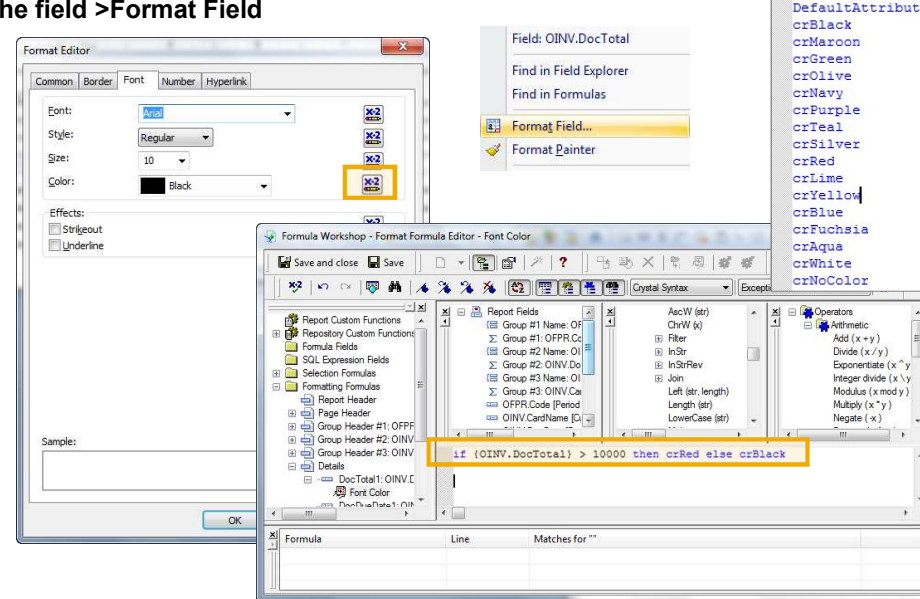
- Tab is only there when you are formatting a Date or Time field
- **Date Type** The Regional Settings dialog box in the Windows Control Panel allows you to specify default date formats for use with any Windows program. You can specify the month/day/year separator and the order in which the date elements appear. These dialog boxes also allow you to specify a short date style (like 12/24/96 or 16 Mar, 1996) and a long date style (like Sunday, April 21, 1996).



- Right click the field >Highlighting Expert



- Right click the field >Format Field



Sales Report Grouped by Sales Employee

