

Printing in UI 1.5

Browsing Reports

The User Interface 1.5 Report Browser allows you to view reports easily in a Windows environment. During viewing, the browser imports the document one page at a time as requested, so that lengthy download times are avoided.

To use the Report Browser, perform the following steps:

Step 1. Select the desired report from the tree menu.

Step 2. Fill in the desired report parameters and update/save.

Note: Because the Report Browser brings the report to the client one page at a time, there is a delay of approximately one second between clicking a page selection button and displaying the page on the screen.

Step 3. Update from the first screen and select **H Hold/Browse File Output** from the Output Device drop-down menu, as shown below in Figure 4-1.

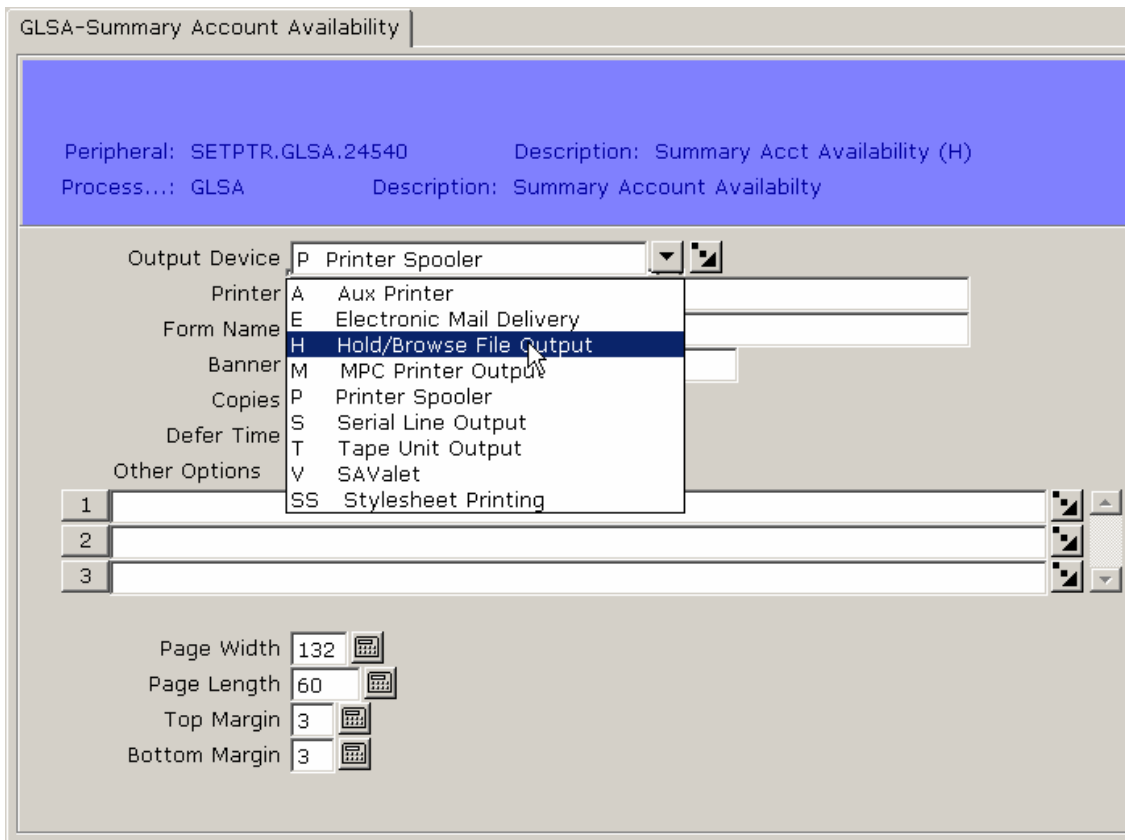


Figure 4-1: Output Device Drop-Down Menu

Step 4. If presented with the “Execute in Background mode” screen, click on “Update”. Continue updating until the progress screen is displayed, as shown below.

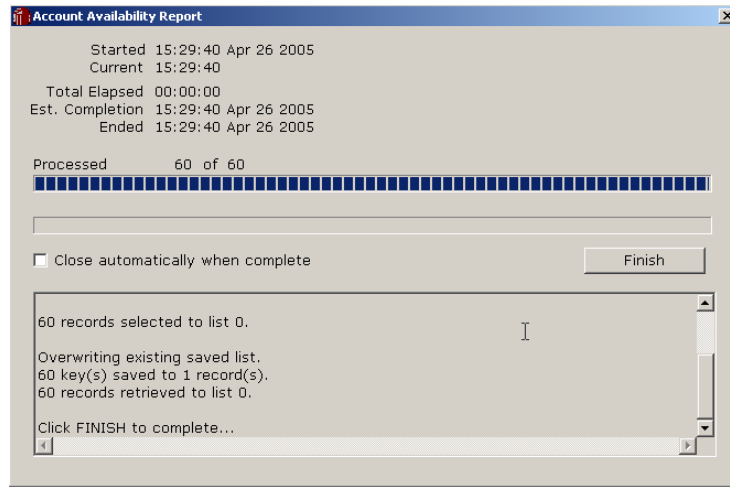


Figure 4-2: Progress Screen

When all records have been processed, you are prompted to browse the **Hold** files (the Report Browser is displayed).

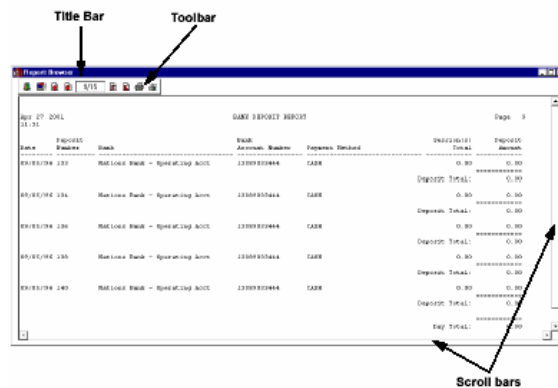


Figure 4-3: Report Browser

Using the Report Browser Toolbar

Use the toolbar buttons, shown below, to navigate through a report, print a report, or save a copy of a report.

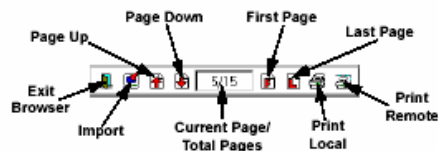









Figure 4-4: Report Browser Toolbar Detail

- Click the Exit Browser button  to close the Report Browser and return to the application workspace.
- Click the Import button  to save a copy of the report to your local hard drive. You are prompted to specify a name and path for the saved report.

- Click the Page Up button  to move to the previous page of the report.
- Click the Page Down button  to move to the next page of the report.
- Click the First Page button or Last Page button   to jump to the first or last page of the report. You may also use your keyboard's Page Up and Page Down buttons.
- Click the Print Local button  to print the report to a local printer (i.e., a printer that is accessible from Windows). This option downloads the report to your PC and uses Windows to print the report. When you select Print Local, a Printer Setup dialog box is displayed.

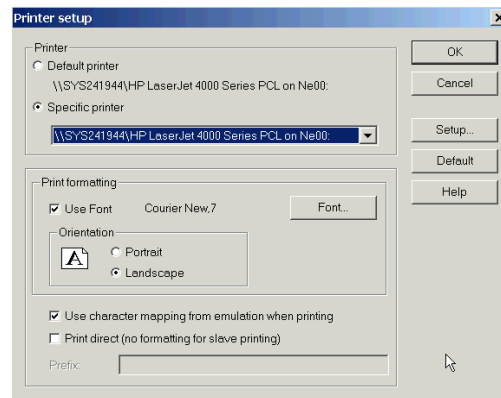



Figure 4-5: Printer Setup

Note: For best results with the Print Local option, you must choose an appropriate font size and page orientation. If the font is too large, the report may not page properly or may be truncated short of the right margin. By default the setting is Courier New 8, which allows most reports and documents to print without word-wrapping or page overflows.

- Some reports can accommodate a larger font. If you wish to increase the font size for a particular report, click on the Font selection button  to display the Font Selection screen.
- Select the font, style, and size you want and click OK.

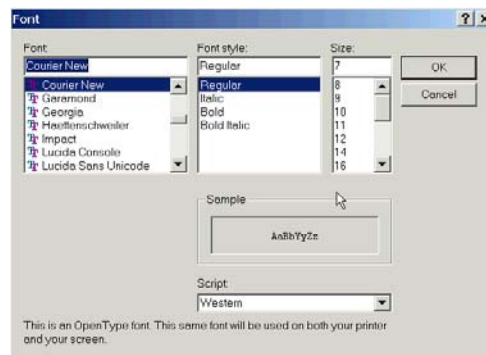



Figure 4-6: Font Selection Screen

(Any changes that you make to the font selection will remain in effect only for the current session. In all cases, make sure that the Use character mapping check box is checked.)

- Click the Print Remote button  to print to an RPM printer. **We do not currently recommend using RPM** because the reports generally overflow the page and either word-wrap or truncate data.

The Current Page/Total Pages box  shows the number of the currently displayed page and the total number of pages in the report.

Setting Report Browser Preferences

You can resize the browser window to fit any selected report. If the entire report does not fit on the screen, use the vertical and horizontal scroll bars to view the other parts of it. To customize the font, background color, and text color of your browser, click the Options menu and choose Font or Change Colors.