

Introduction

This section covers the report designer, a sub-component of GMS used to create certifications, custom heat sheets and mailing labels.

Whether you are looking to create a new certification or want a heat sheet layout that doesn't exist in the built-in templates, GMS offers a customization feature to create a layout that more closely matches what you are looking to do.

Note on Report Designer

There are still things in designing reports that can't be done - this isn't a do-all function. Designing reports from scratch is also a lot of work, so it's best to start with an existing template and work within it rather than trying to create a design from nothing.

Getting Started

Before starting it's a good idea to see if a report that meets your needs already exists. Check with Bespoke technical support, or online at <http://gms.specialolympics.org> to download a copy of existing templates.

While the basic design and layout are identical, there are notable differences on what can be added or changed in each of the areas where report designer is used. Credentials are run games-wide and can't be sorted by sport or event, heat sheets will produce one record for each entrant and can only do one event at a time, and mailing labels cannot include event information.

Using Report Designer

For the purposes of this document, the credentials designer is being used. The basics here apply to custom heat sheets and mailing labels designs.

Open games and click the “Credentials” icon. Click “Use a pre-built template” and select one of the existing templates, or click “Load a Saved Layout” and choose a template. At the bottom of the “Unified Report Designer/Printer” section a “Loaded report” line will appear with the template you are using (this will show the full path to a loaded template). Click “Design report” to open the report designer (see Illustration 2, Example of designer page).

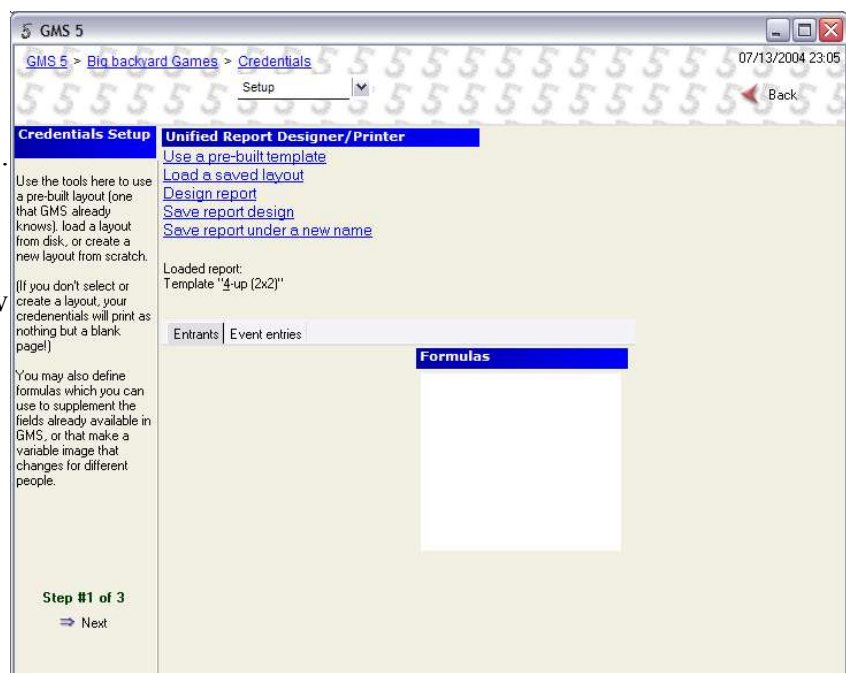


Illustration 1, Credentials setup

Toolbars

In order to effectively work with the layout there are several toolbars that need to be present at the top of the page, click on the “View” menubar and select “Toolbars” a sub-menu will appear and all the following should be marked as selected:

- Standard Components
- Data Components
- Format
- Edit
- Draw
- Align or Space
- Size
- Nudge

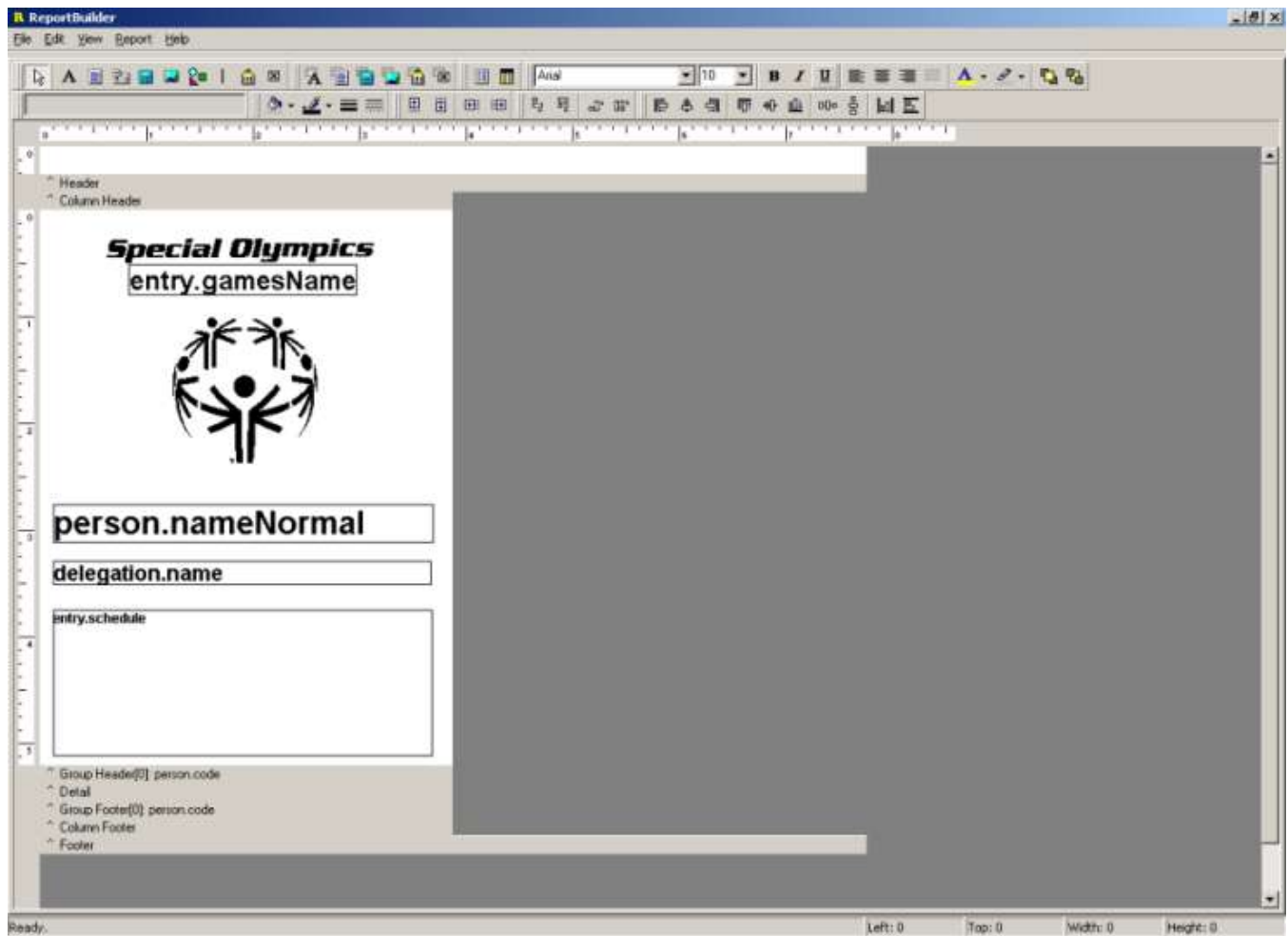


Illustration 2, Example of designer page

Types of fields

Every report is composed primarily of fields, which show text, graphics, or are replaced during running by data. The primary types of fields are:

Label - text fields that will appear on the report exactly as typed here

System Variable - a date field or page number

Image - a picture or graphic

Shape - a circle, rectangle, or other shape

Line - a horizontal or vertical line

Checkbox – just draws a checkbox

DBText - for most GMS data fields; name, type, delegation, etc.

DBMemo - for memo-type GMS fields like comments

DBImage – for pictures in GMS, like an entrant's photo

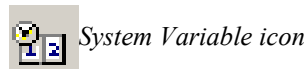
Label: This is a field commonly used to describe another field.



Using a label: left click the icon then in the body of your template left click again and a new field will appear marked “labelx” with black squares surrounding it to mark it as selected. You can move the field by left clicking and dragging it to the location you desire and you can change it's size by clicking on one of the black squares – a corner square will change height and width a side or top square will only change the height/width of the square you click.

To change the text within the label, go up to the toolbar and find the field marked “labelx” then click inside the field and type the text you want to see displayed. As you type the highlighted label field will fill in with the new information. Use the “Format” toolbar icons to change font, size, and display properties.

System Variable : This field can include date, time, document name, or page number, and will update its contents and list the correct information.



Using a system variable: left click the icon then in the body of your template left click again. A new field will appear marked with today's date. To change it's value click the field so it's highlighted (surrounded by black squares) and under the toolbars you will see a drop down list with “Date” selected. Use the drop down to change the value of the field, when you change the value you will see the field in the template change as well.

Image: This field is used to add a picture or image from your PC. *It is not used to get a picture from GMS' database.* Once an image is added a copy of it is saved with the template so the original image can be moved or deleted.



Image icon

Using an image: left click the icon then left click in the body of the template, a field will appear marked “Image x”. To attach an image to the field right click on it and select “Picture” then in the Open window select the image you want to use and click [Open]. Right click on the image and you can select one of several options to display the image; “Autosize” will make the field as large as the image, “Center” will put the displayed portion of the image in the center of the image, “Maintain aspect ratio” will set the image in the field and keep the original settings so it won't become too long or narrow, and “Stretch” will fill the field with the image, even if it means changing the aspect ratio,

Shape: Use this to add a circle, square, or rectangle to your template



Shape icon

Using a shape: left click the icon and left click in the body of the template to add a shape. In the toolbar there will be a drop down list with “Rectangle” selected, change the value here and you will see the shape change in the body of the template. Change the size of the field by clicking one of the black boxes around the shape and moving it up/down/in/out. Colors and borders can be changed by using the “Draw” toolbar icons. Right click on the shape and you can choose “Send to front” or “Send to back”

Line: With this selection you can add a horizontal or vertical line to your template. Use the “Draw” toolbar to change the color, thickness, and style of the line.



Line icon

Using a line: left click the icon then left click in the body of the template. In the Toolbar you can change the location of the line by clicking on the “Top” drop down list and selecting a new value. Change the color and thickness of the line by using the “Draw” toolbar icons. Resize the line by highlighting it and left clicking then dragging it and releasing.

Checkbox: Use this to add a yes/no checkbox to the template



Checkbox icon

Using a checkbox: left click the icon then left click in the body of the template. Change the size of the field by clicking the highlighted black box and dragging it to the new size and releasing. You can change the displayed value by using the toolbar “Checkmark and Box” drop down and changing it to a new value.

DBText: This is the most often used field within GMS and contains links to all fields within your data.



DBText icon

Using DBText: left click the icon then left click again in the body of the template, a “DBTextx” icon will

appear. In the Toolbar there will be two drop down lists, one is for “Entrants” or “EventsPipeline”, the other drop down contains all the data fields in GMS that can be used in the template you are working with. The entrants data contains all global fields in GMS while the eventspipeline contains all event specific data. Right click the field and select “Autosize” to make the field as large as the data it contains, or “WordWrap” to have text drop down a line if larger than the field. These can't be used in conjunction with each other. Use the “Format” toolbar icons to change font, size, and display properties.

DBMemo: Use this for memo-type data fields in GMS like comments and address bodies



DBMemo icon

DBImage: Use this for image-type data fields in GMS like entrant photos.

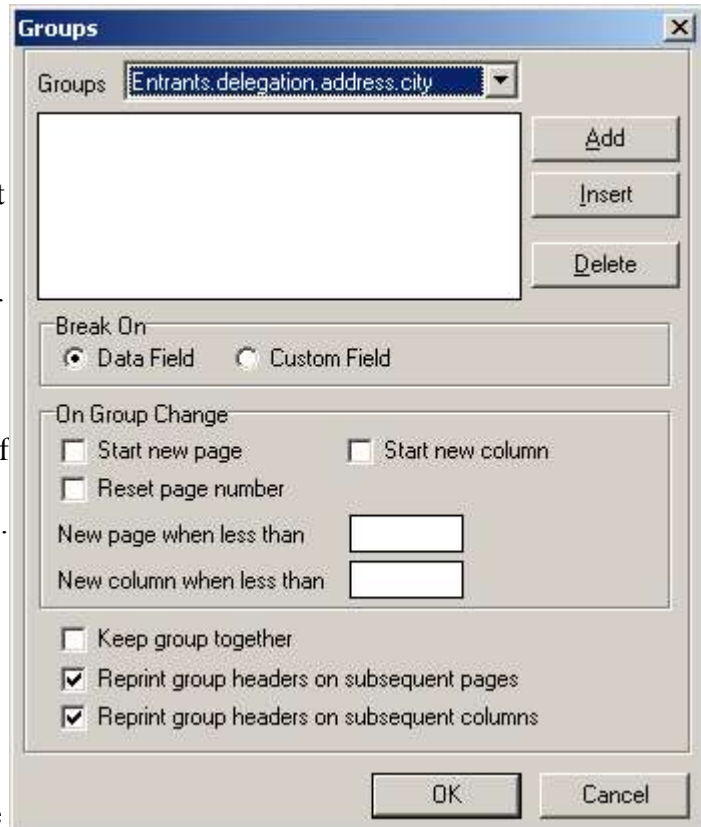


DBImage icon

Groups

A finished report may look smooth but with data fields in the wrong places nothing will come out correctly. In the report designer you'll see several description fields above and below the main body of the template, a series of headers and footers that organize and layout information in the report. Depending on the type of report you are looking to run you need to put fields in specific locations. "Header" or "Group Header" fields will put information at the top of pages, "Footer" or "Group footer" puts the information at the bottom of the page. The "Detail" section contains the main body of the template. To add a group header/footer click on the menu bar "Report" then "Groups".

Click [Add] then use the "Groups" drop down to select a group field. Set the checkboxes for "On Group Change" and below to sort or change the output of the report. Click [OK] when finished and the Report Builder window will have a new Group Header/Footer with the group you selected.



Groups window

Editing and Creating Templates

You can change the size of a report section by placing your mouse over it and when the pointer turns into an up/down arrow left click and then drag up or down then release to get the new section size.

To change a data field from one value to another, click the DBText field and go under the drop down next to "Entrants" or "EventsPipeline" and choose a new value to the field.

To create a brand new template, click the "File" menu and select "New", then select one of the three choices "Report Wizard", "Report", or "Label Templates". The wizard will walk you through the setup of a new report and label templates will open a template screen where you select the label type you want to print to.

Report Layout

When you have all the fields and groups organized in your report the final step is to clean up the layout of the report and have the fields line up with one another. “Nudge” buttons when used will move the selected field(s) in the direction you select. “Align or Space” buttons will line the fields with or equally space them in relation to the document. To use these features you need to have to highlight the field(s) to work with, either left click on a single field or hold the Shift key and click on as many fields as you want to work with. When multiple fields are selected the black squares around each field turn gray.

Saving your report

When finished editing the template you can either click “File” and then “Save” or “Save As” to commit your changes, or you can close the ReportBuilder window to return to the Report Designer/Printer window in GMS. From there you can click “Save report design” or “Save under a new name”. If you close Report Builder without saving changes, they are still in memory until you either save them from the Report Designer/Printer window or close it completely, this means you can make changes and then run reports with those changes to see if they work, once you are happy with the results then save your changes and exit.