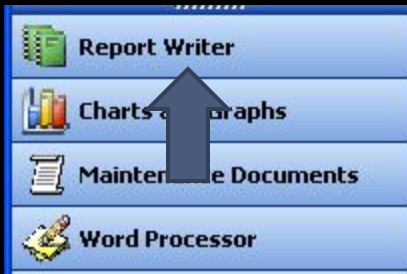


Creating Your Own Reports

Maintenance Coordinator Software

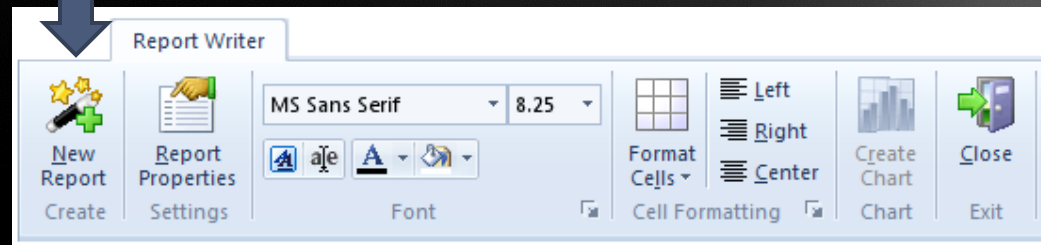
Opening the Report Writer



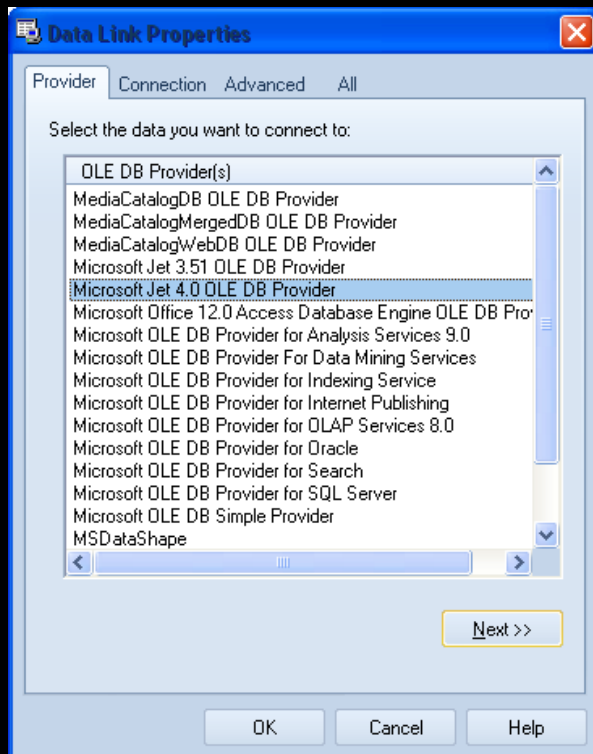
Open the Reports and Graphics module from the Main menu.

Click on the Report Writer option in the Navigation bar on the left of your screen.

After the Report Writer loads, click on the New Report option in the ribbon control



Select the database Provider



Click on the *New Report* icon in the ribbon

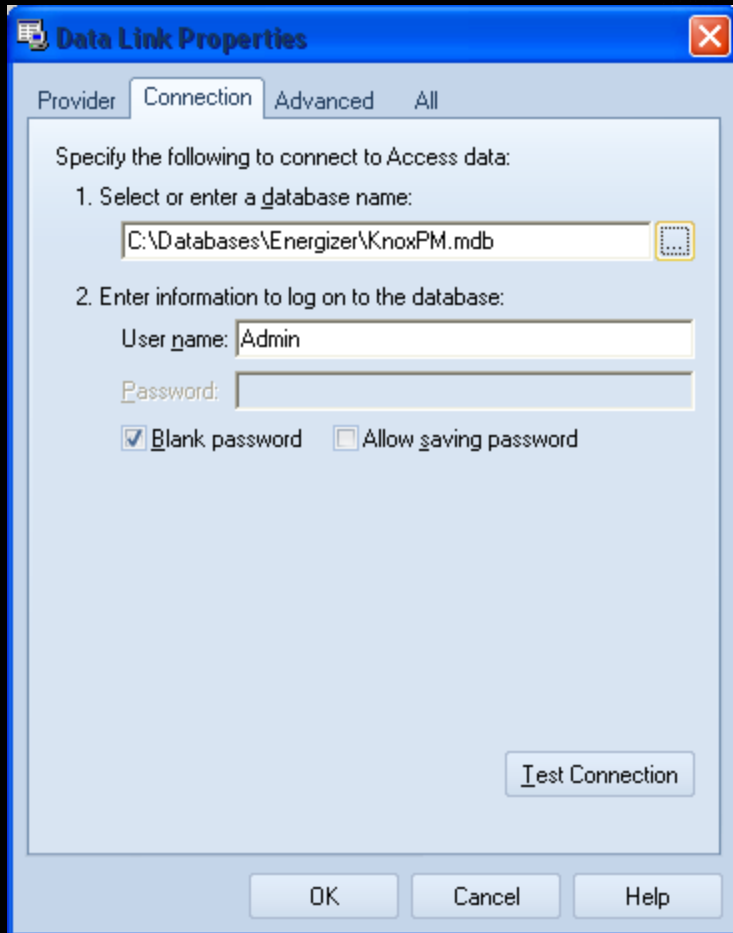
From the *Database* tab, click on the *Database Connection* button.

From the *Data Link Properties* dialog, move to the *Provider* tab by clicking on it.

From the list click on *Microsoft Jet 4.0 OLE DB Provider* option.

Click the *Next* button.

Selecting the Database

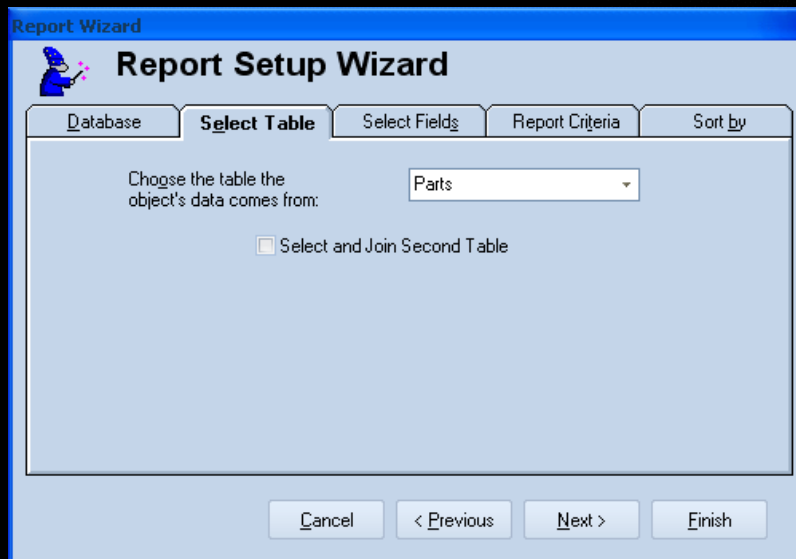


Click on the ... button adjacent to the *Select or enter a database name* text box.

Use this file open type dialog to select the database that you want to base your report on. Click *Open*.

Click the OK button to accept the Data Link Properties

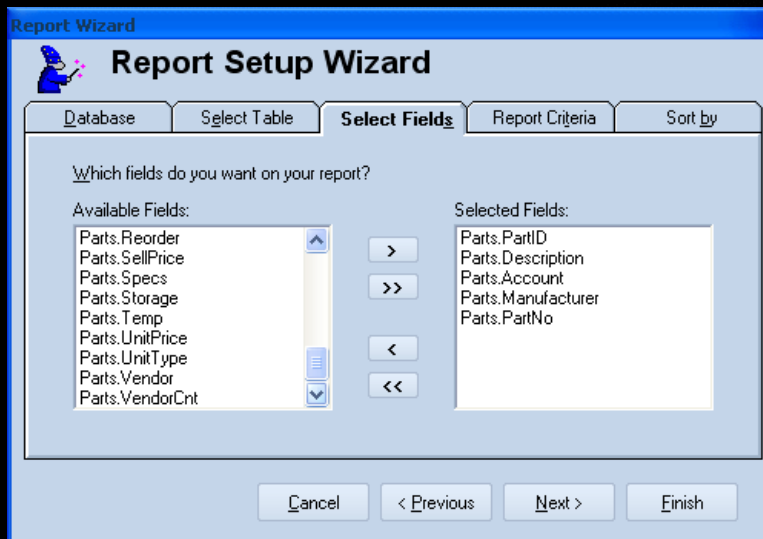
Select the Table to base Report on



The drop down list here will contain all tables found within the selected database. Move to this list and select the table you want to base your report on by clicking on it.

Click either the *Next* button or the *Select Fields* tab.

Selecting Database Fields



All the database fields from the selected table will be displayed on the left. You now need to select the fields to include in your report.

- To select one field at a time, move to the list and click on the field title of your choice, next move to and click on the > button to move the field to the right list. Double clicking on a field will also move it to the right list.
- To move all the fields to the right list (*Selected Fields*), and have them all included in the list, click on the >> button.
- To remove selected fields from the report, reverse the selection process using the < and << buttons.

Setting Selection Criteria

The screenshot shows the 'Report Setup Wizard' dialog box with the 'Report Criteria' tab selected. The dialog has five tabs: 'Database', 'Select Table', 'Select Fields', 'Report Criteria', and 'Sort by'. The 'Report Criteria' tab contains a table with three columns: 'Database Fields', 'Operators', and 'Matching Data'. The first row is populated with 'Parts.PartCnt' in the 'Database Fields' column, '>=' in the 'Operators' column, and 'Q' in the 'Matching Data' column. To the right of the 'Matching Data' field is a 'Calendar' button. Below the table are four empty rows for additional criteria. At the bottom of the dialog are buttons for 'Cancel', '< Previous', 'Next >', and 'Finish'.

Database Fields	Operators	Matching Data	
Parts.PartCnt	>=	Q	Calendar
	=		Calendar
	=		Calendar
	=		Calendar

Click either *Next* or the *Report Criteria* tab. Information setup on this tab is optional.

Move to the top most *Database Fields* drop down and select a field to use as a selection filter.

Move to the *Operator* drop down and select an operator to use with the selection criteria you are setting up.

Move to the *Matching Data* field and setup the filtering criteria. Sample data is included in the drop down list. If the field is a date field, you can select a date by clicking on the ... button adjacent to that field.

Setup Sorting Criteria

The screenshot shows the 'Report Setup Wizard' dialog box, specifically the 'Sort by' tab. The dialog has a blue title bar and a light blue background. At the top, there are five tabs: 'Database', 'Select Table', 'Select Fields', 'Report Criteria', and 'Sort by'. The 'Sort by' tab is active. Below the tabs, there is a text box that says 'You can sort records by up to three fields, in either ascending or descending order.' Below this text, there are three rows of controls. Each row consists of a dropdown menu followed by a checkbox labeled 'Descending Order'. The first dropdown menu is set to 'Parts.PartID'. The other two dropdown menus are empty. At the bottom of the dialog, there are four buttons: 'Cancel', '< Previous', 'Next >', and 'Finish'.

Click either *Next* or the *Sort By* tab.

Move to the top most drop down and select a field in which to sort your report by. If you want the report to be sorted in descending order place a checkmark in the *Descending Order* checkbox. No checkmark, ascending is assumed.

If you want you can repeat the above step for total of three fields to sort the report by.

Click *Finish*.

Finished Report

Maintenance Coordinator - [Report Wizard]

Options Go Help

REPORTS AND GRAPHICS +

Report Writer

Options

- Create a New Report
- Open a Saved Report Setup
- Save Report Setup
- Print Report
- Preview Report

Report Writer

MS Sans Serif 8.25

New Report Report Properties

Format Cells Cell Formatting

Create Chart Close

PartID	Description	Account	Manufacturer	PartNo	PartCnt
	Idler Pulley	8936-2103-6015		98-2182-3038	33
008033	Coupling Disc	8936-2103-6015	Dodge	98-2182-3028	26
008042	Coupling Flange	8936-2103-6015	Dodge	98-2182-3027	25
008043	Coupling Flange	8936-2103-6015	Dodge	98-2182-3045	35
08121SZ	Seal		TCM	98-4519-0246 (03-02)	46
10122TC	Seal		Transcom	98-4519-0234	54
1503-06-048-163	Heat Exchanger		Basco	1503-06-048-163	59
1616 NSTN	Bearing, Ball		NICE	98-4502-0959 (03-03)	52
240731	Seal		National Oil Seal	98-4519-0233	55
306PP	Bearing	8936-2103-6015	Fafnir	98-2182-7285	80
3200 J	Bearing, Ball		Torrington	98-4502-4647	47
3200 J2RS	Bearing, Ball		INA	98-4502-4664 (03-03)	64
3200J-2RS	Bearing, Ball		INA	98-4502-4658	50
3Vx530	V Belt	8936-2103-6015	Gates	98-4502-0040	40
51595K52	Filter, 5 Micron			98-9000-7819	63
5200 A-2RS1TN9	Bearing, Ball		SKF	98-4502-4646 (03-01)	44
6151	Seal		SKF	98-4519-0235	45
6152	Seal		Chicago Rawhide	98-4519-0238	57
7414	Seal		Chicago Rawhide	98-4519-0237	53
782-2C-120A	Cube Relay		Automation Direct	98-4518-0011	58
8M 1120 36	Belt	8936-2103-6015	Gates	98-2182-3037	32
8M 1200 36	Belt	8936-2103-6015	Gates	98-2182-3036	31
8M 1280 36	Belt	8936-2103-6015	Gates	98-2182-3035	30
8M 36 S21	Sprocket	8936-2103-6015	Gates	98-2182-3032	27
8M 38 S 21	Belt, Poly	8936-2103-6015	Gates	98-2182-7278	77
8M 40 S36	Sprocket	8936-2103-6015	Gates	98-2182-3033	28
8M 50 S36	Sprocket	8936-2103-6015	Gates	98-2182-3034	29
8M-1440-21	Belt, Spindle Drive	8936-2103-6015	Gates	98-2182-7276	75
8M-30S-21	Sprocket, Tensioner	8936-2103-6015	Gates	98-2182-7258	65

Click here for
Printing and
Export options