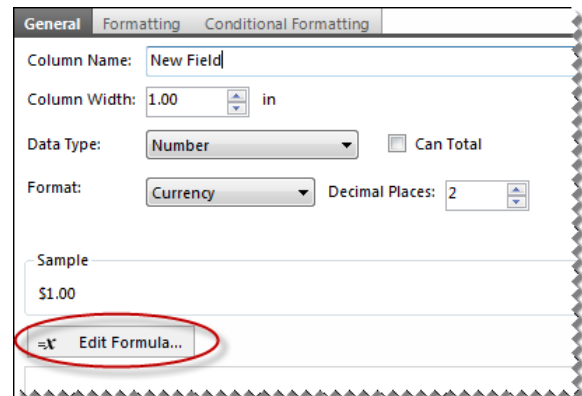


... you can use custom fields to add data to your report, format the display of your report (e.g., font size, color, etc.), even set up conditions.

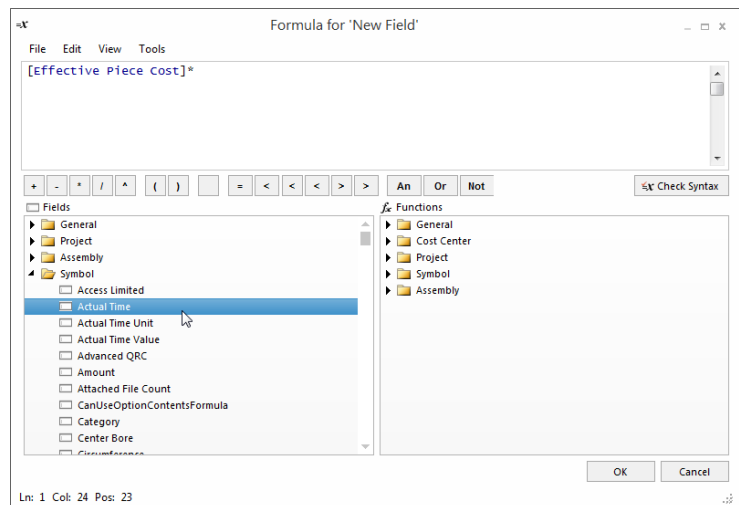
Adding a Report Field

With Customizable report fields you have various options to edit your reports. When running a report you can create a field, change the format of a field, or paint a field.

1. To add a new custom field to a report, select the “Add Field” icon () located to the right of the “Selected” fields list.
2. On the Format Field Form, select the **General** tab. Type a name and data type for the new field, and then click on “Edit Formula.”



3. In the Formula Editor, you can type the formula for the field or use the functions at the bottom to build the formula: double-click the desired data fields and mathematical operators.
4. When you are done creating the formula, click OK.



- The Format Field Form will again be displayed, and the formula for the new field will be viewable.
- Click OK again to add the New Field to the Report Form.

- When you generate the report, the New Field will appear.

My Report **DESIGNPROFIT**

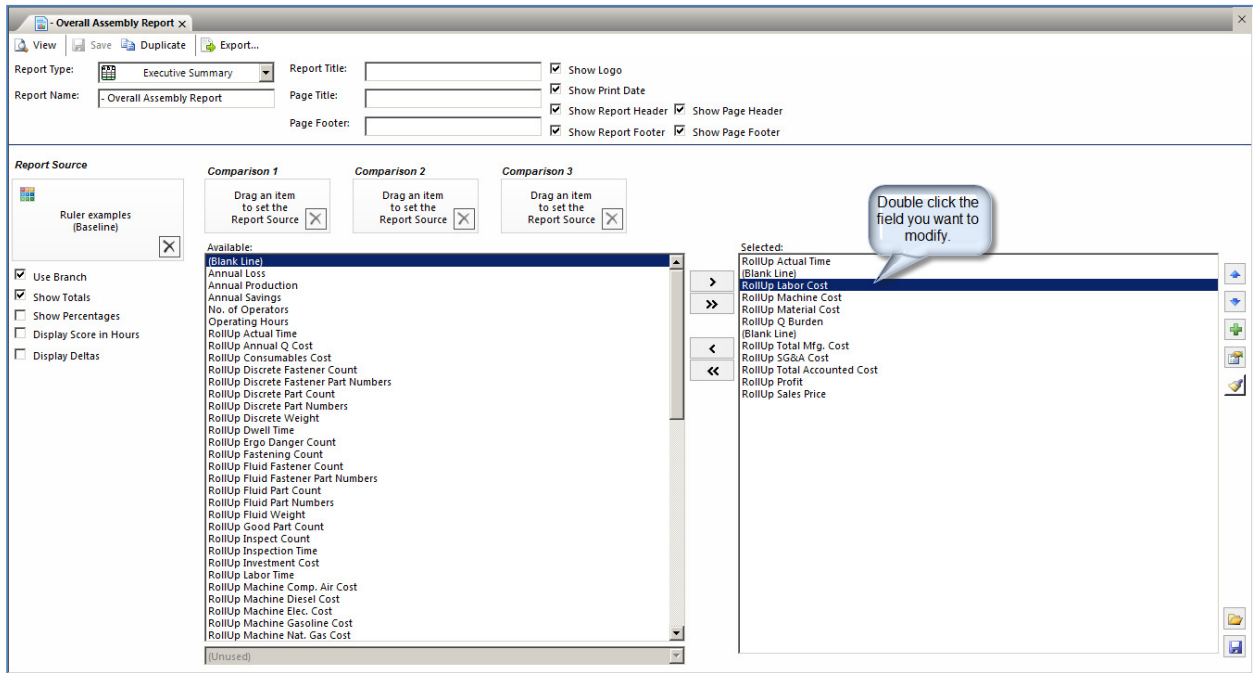
Seat Assembly								
SymbolName	ActualTime	PieceCost	QBurden	Qty	PieceCost (Total)	QBurden (Total)	TotalLaborCost (Total)	New Field
First Fixture	0.0000 sec	\$0.00	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00
Locking Assembly	2.0000 sec	\$3.00	\$0.01	1	\$3.00	\$0.01	\$0.12	\$6.00
Seat	0.0000 sec	-	\$0.00	1	-	\$0.00	\$0.00	\$0.00
Leather	0.0000 sec	-	\$0.00	1	-	\$0.00	\$0.00	\$0.00
Leather Seat	2.0000 sec	\$8.00	\$0.01	1	\$8.00	\$0.01	\$0.12	\$16.00
Report Totals				Count 5	5	\$11.00	\$0.02	\$0.24

NOTE: If a field is added during the generation of a report, it will only be accessible from that report.

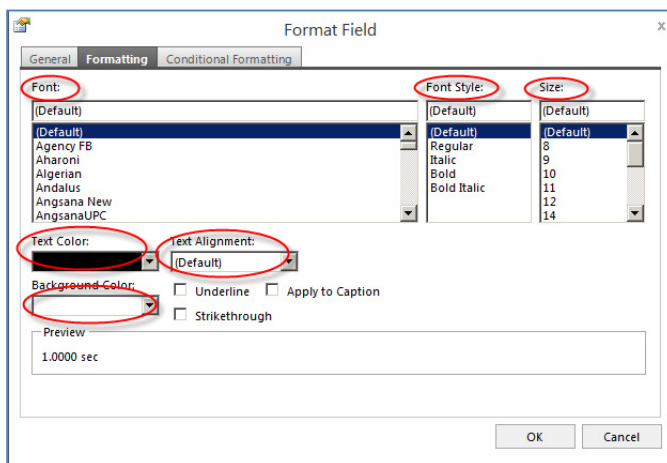
Font and Color Formatting

With custom fields you can change the text color, background color, text alignment, font, font style and even the size of the field.

1. In the Report tab, double click the field you want to modify:




2. Click the **Formatting** tab and format the field:



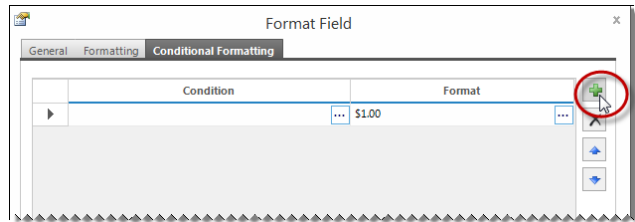
3. Click OK and you are all set

Conditional Formatting

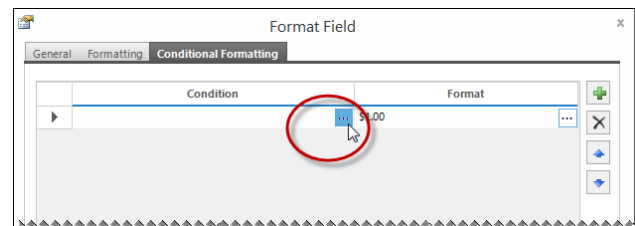
Custom fields not only let you customize the format, but you can set conditions to determine how and when the field is formatted.

1. To format a field, select the field in the list and then click on the “Format Field” icon () located to the right of the “Selected” field list.

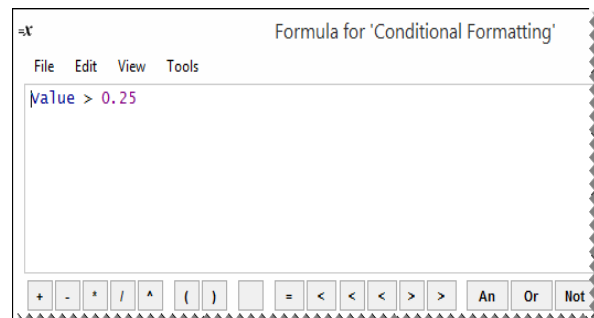
2. On the Format Field Form, select the **Conditional Formatting** tab. Then, click the green plus sign to add a new format.



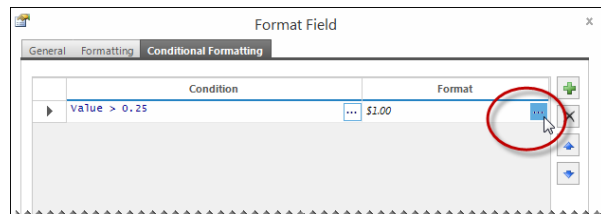
3. Next, select the button on the right side of the “Condition” column.



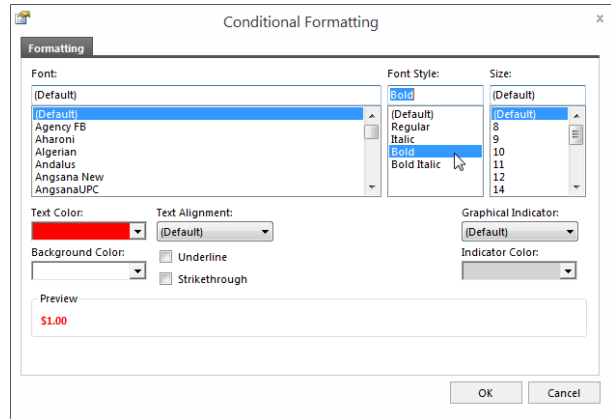
4. Enter the condition in the workspace of the Formula Editor. The keyword is “value,” which must be compared to a number. You can use various mathematical expressions.



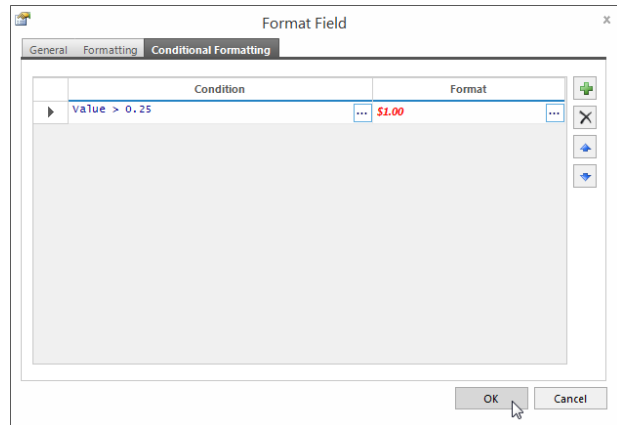
5. When you have finished typing the formula, click OK to return to the Format Field Form. Then, click on the button to the right of the “Format” column.



6. Next, select the format options for the field, which will be used when its value meets the specified condition(s).



7. Click on OK to return to the Format Field Form. The example in the "Format" column should display how the field will look.



8. Click on OK to return to the Report Form and run your report.

9. The report will format the data as specified if the condition is met.

My Report

Seat Assembly

Symbol Name	Actual Time	Piece Cost	Q Burden	Qty
First Fixture	0.0000 sec	\$0.00	\$0.00	1
Locking Assembly	2.0000 sec	\$3.00	\$1.13	1
Seat	0.0000 sec	-	\$0.00	1
Leather	0.0000 sec	-	\$0.00	1
Leather Seat	2.0000 sec	\$8.00	\$0.01	1
Report Totals			Count: 5	5