

## FP2 - TIP 'O THE WEEK # 105 REPORT TEMPLATES



### Report Templates

To save you time when the parameters of a report or record are frequently repeated, a template system is available in many of the FirePro 2 windows allowing you to use, create, edit, and delete report templates.

The template buttons are at the bottom of the print parameter window and are as follows:



The title of the template that is loaded will be displayed (or <no template> if no template is loaded).

### To create a new report template

Choose the parameters for your report and give it a name in the "Report Title" field. This is the title that will appear at the top of the report when it is printed.



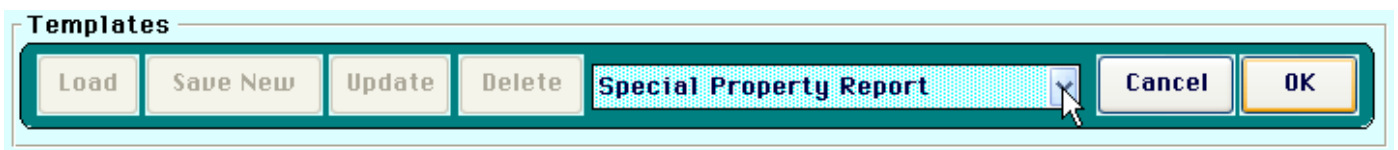
Click on the "Save New" button. This will save all the report parameters you have selected in this window. A name field will become visible in the template area of the window. Insert a name that quickly describes the template you have created.



Note: This is different from the "Report Title" field. The template title entered here will NOT appear as a title in your report – it is simply a reference name for the next time you want to load this template.

### To use an existing template

To load an existing template, click on the "Load" button. A dialogue box will instruct you to "Choose the template to load". Click "OK", then a drop-down list will appear in the Templates area of the window. Click on arrow and select the Template you want to use.



Note: If you entered a custom date range as one of the parameters of the report, these same dates will appear on the loaded template, so you will need to change these dates when you want to run a new report. If you selected a range from the list (i.e.: last month) the dates will update automatically.

### Changing a Template

If you need to change some of the parameters of a template, click the "Load" button and select the template you want to alter from the drop-down list. Edit as necessary, and then click on the "Update" button to save the new settings.

### Deleting a Template

To remove a template from your list of saved template items, click on the Delete button. Select an item from the drop-down template list and click OK to delete it.

It's that easy!

Enjoy the week ahead!



**Quote of the week:**

"In three words, I can sum up everything I've learned about life...It goes on."

*Robert Frost*