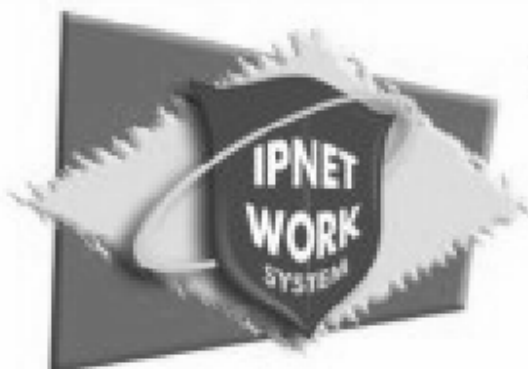




# Scribes



## Scribes Report Tool

Version 4.2

By Edmilson O. de Oliveira

Freeware  
For Windows

<http://www.scribesreport.com>

Copyright 2000-2006, por Edmilson O. de Oliveira

E-mail: [scribesreport@scribesreport.com](mailto:scribesreport@scribesreport.com)

July / 2006

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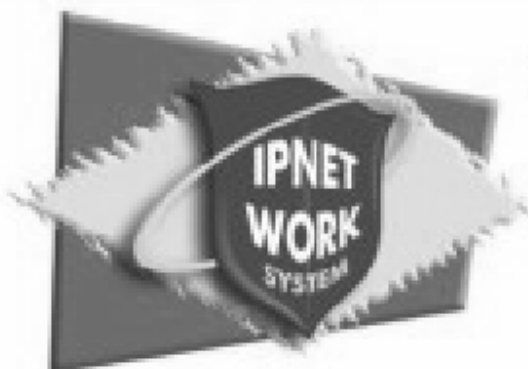
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E-mail: [scribesreport@scribesreport.com](mailto:scribesreport@scribesreport.com)

Material developed in co-authorial by:

**Companhia do Metrô de São Paulo - Gerência de Tecnologia da Informação -**  
[git@metrosp.com.br](mailto:git@metrosp.com.br)

**Barros Martins Consultoria e Treinamento em Informática Ltda. -**  
[sandra@barrosmartins.srv.br](mailto:sandra@barrosmartins.srv.br)

**Edmilson Orlando de Oliveira -** [scribes@ipnetwork.eti.br](mailto:scribes@ipnetwork.eti.br)

**Fabio Matos** (Translation for the English)  
[fabio\\_ayreon@yahoo.com.br](mailto:fabio_ayreon@yahoo.com.br)

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## Scribes Report Tool

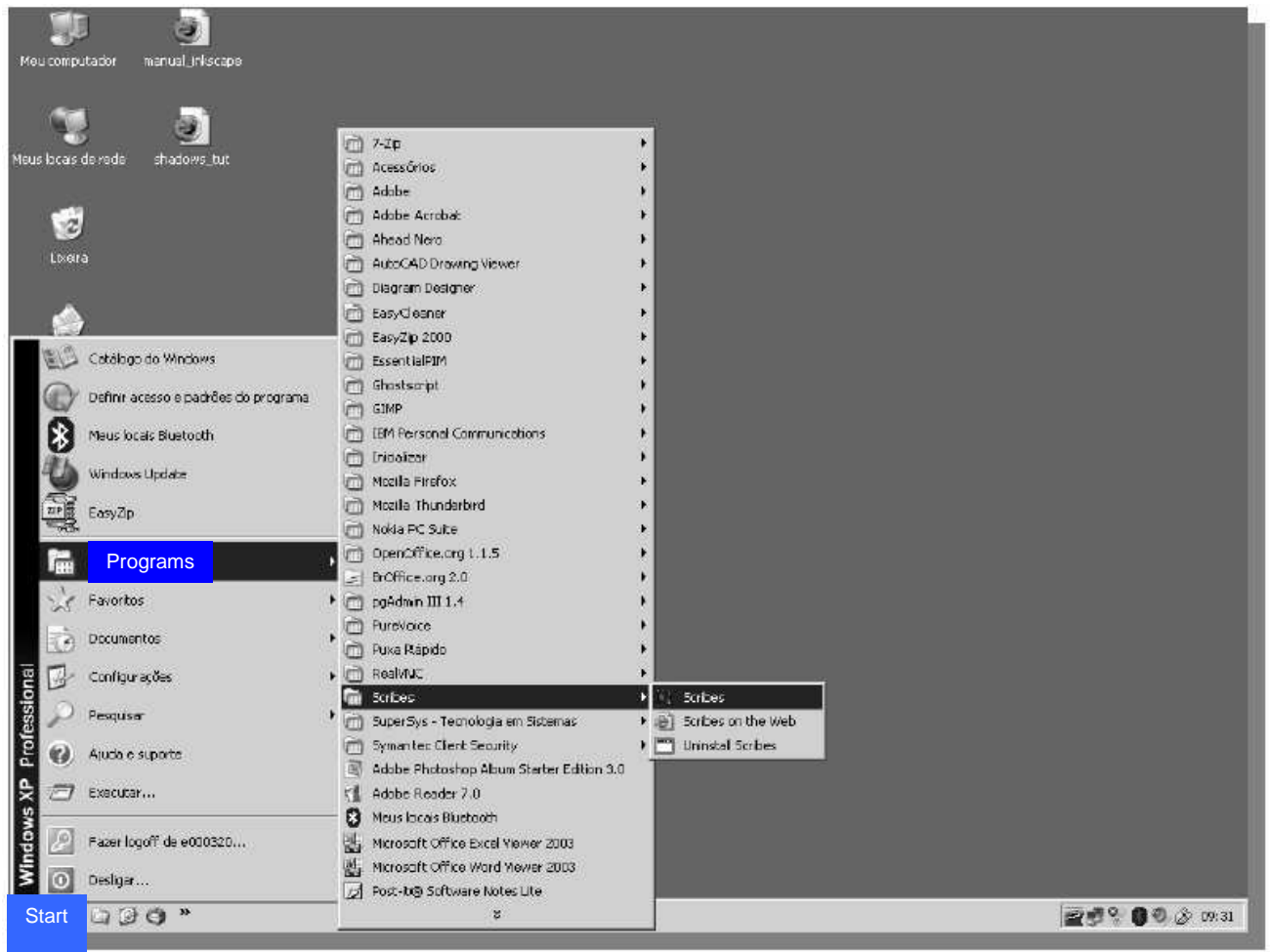
Scribes is a report generator based Zeos objects and ClientDataSet and Fortes Reports. Naturally Connect itself to several DataBases as Firebird, Interbase, PostgreSql, Sybase, SqlLite, Mysql, Oracle, Microsoft Access, Microsoft SQL Server or any other with ODBC standard.

The Scribes generate graphs from data. The reports can be exported to several file formats like PDF, XLS, RTF, and HTML. The reports can be printed or sent by e-mail.

## I – FIRST STEPS

### 1 – Starting Scribes

To either start the Scribes in MS-Windows 9.x or MS-Windows Me or XP click on Start / Programs / Scribes / Scribes



**Connection:** type of compatible databases:

- Oracle
- Sqlite
- Interbase
- Firebird
- PostgreSQL
- MySQL
- Sybase
- Mssql (Microsoft SQL Server)
- ado (Microsoft Access)

**Server:** Server name;

**Port:** accessed port number;

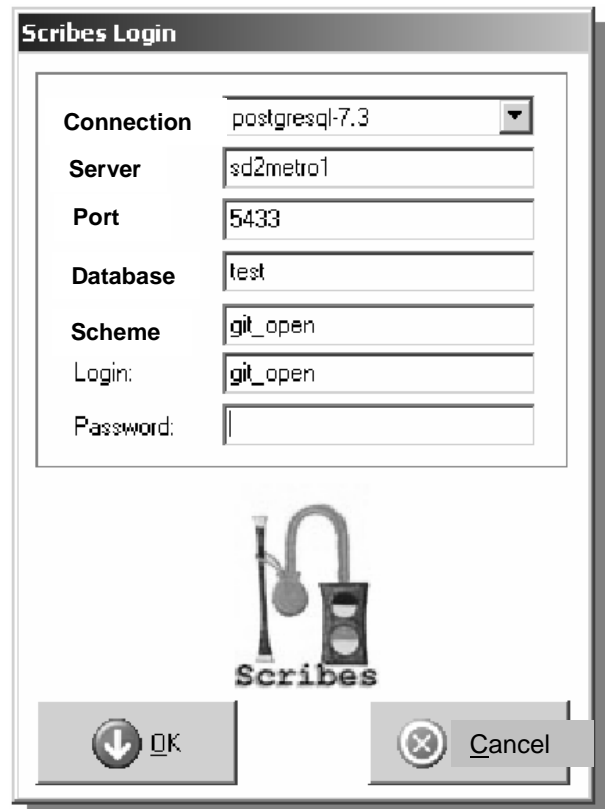
**Database:** accessed database name;

**Scheme:** area name created in the server;

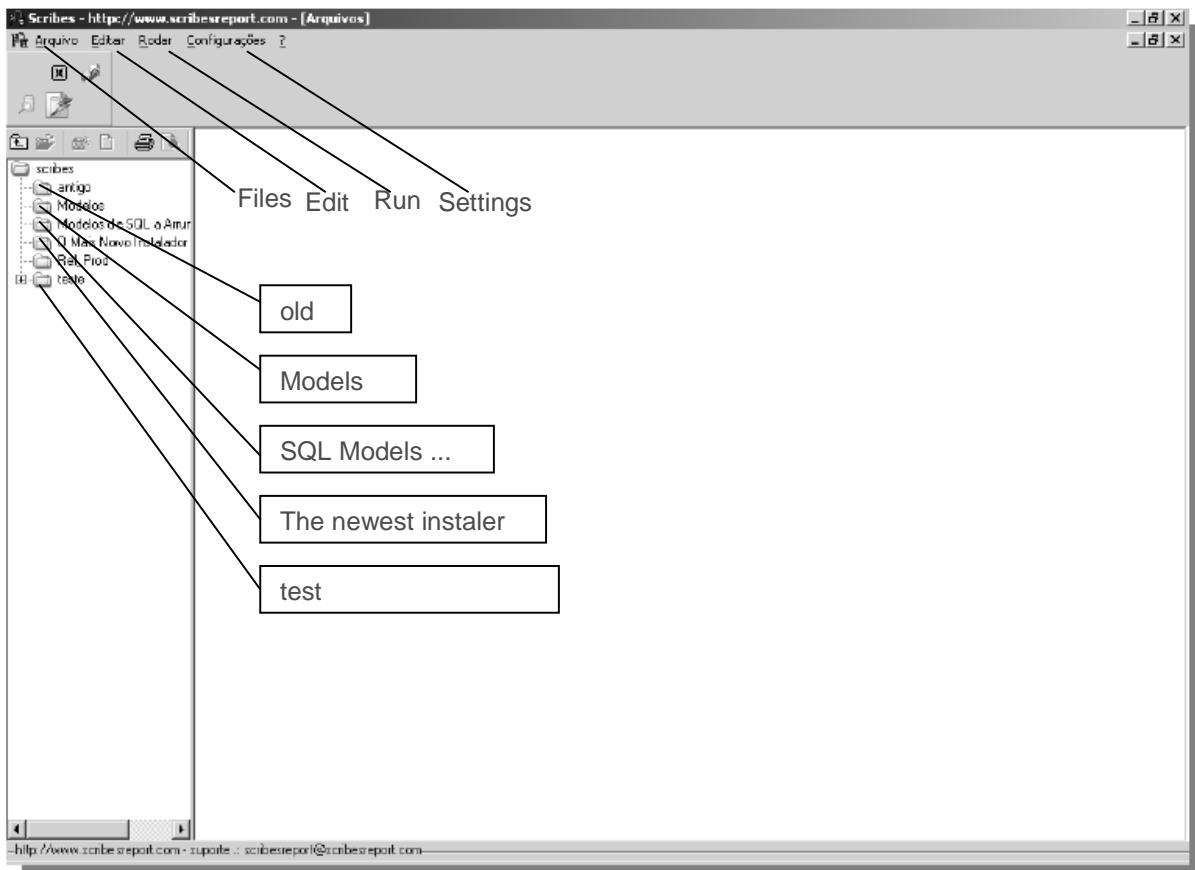
**Login:** user name;

**Password:** access code.

The Scribes always saves the last configuration used for each type of the database used.

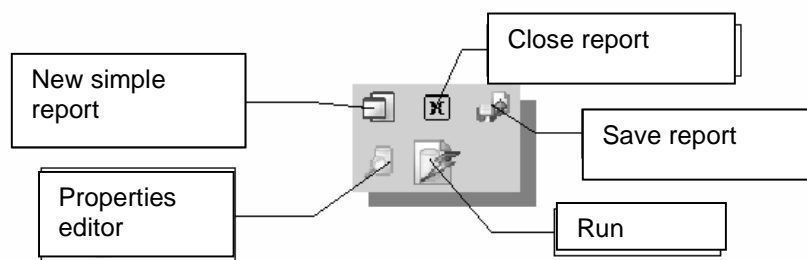
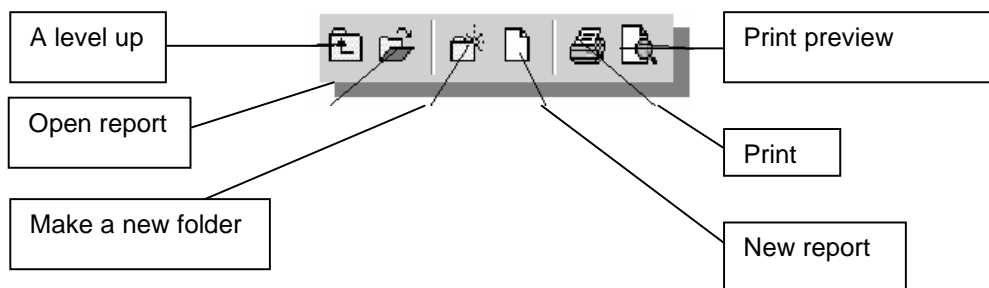
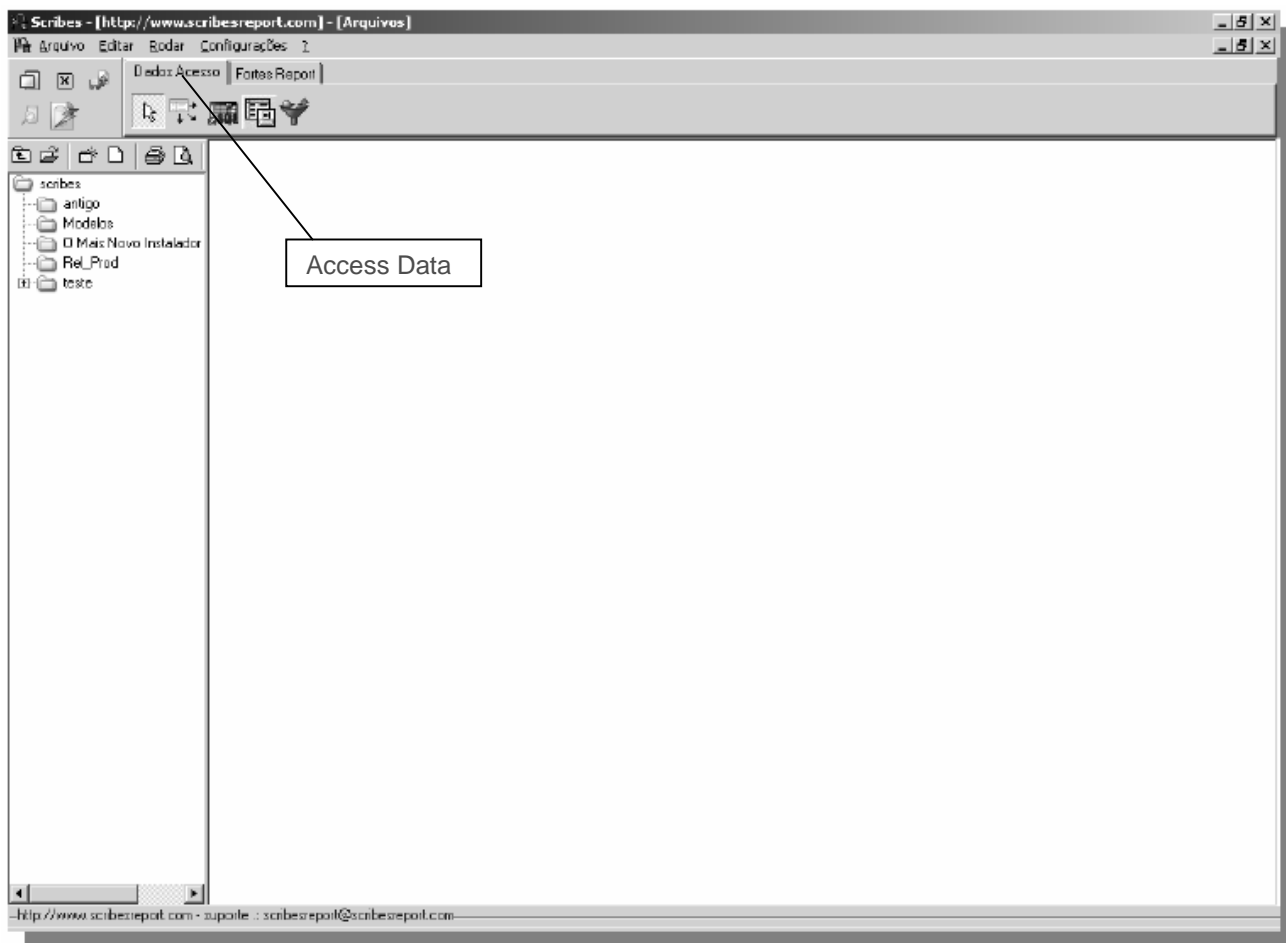


When installed, the Scribes is set in way to reports has just been viewed. To edit reports or make a new one, is necessary a new setting with new users.



# 1.1 – Desktop Description

The Scribes desktop is compounded by the following toll bars.

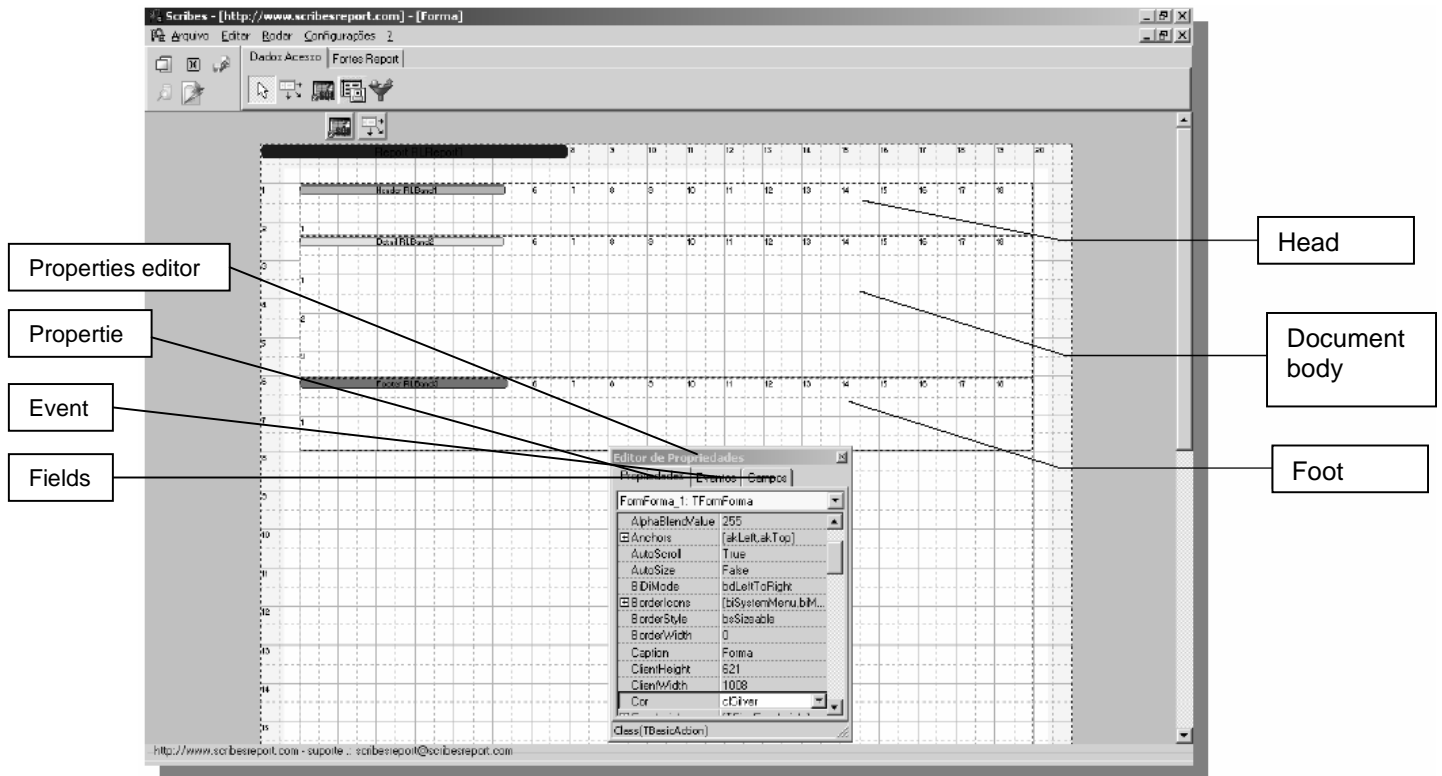


## 2 – Creating a New Report

### 2.1 – Simple Report

To create a new simple report use the button **New Report** or the menu **File** ⇒ **New Report** ⇒ **Simple Report**.

The report has compounded by head, foot and document body.



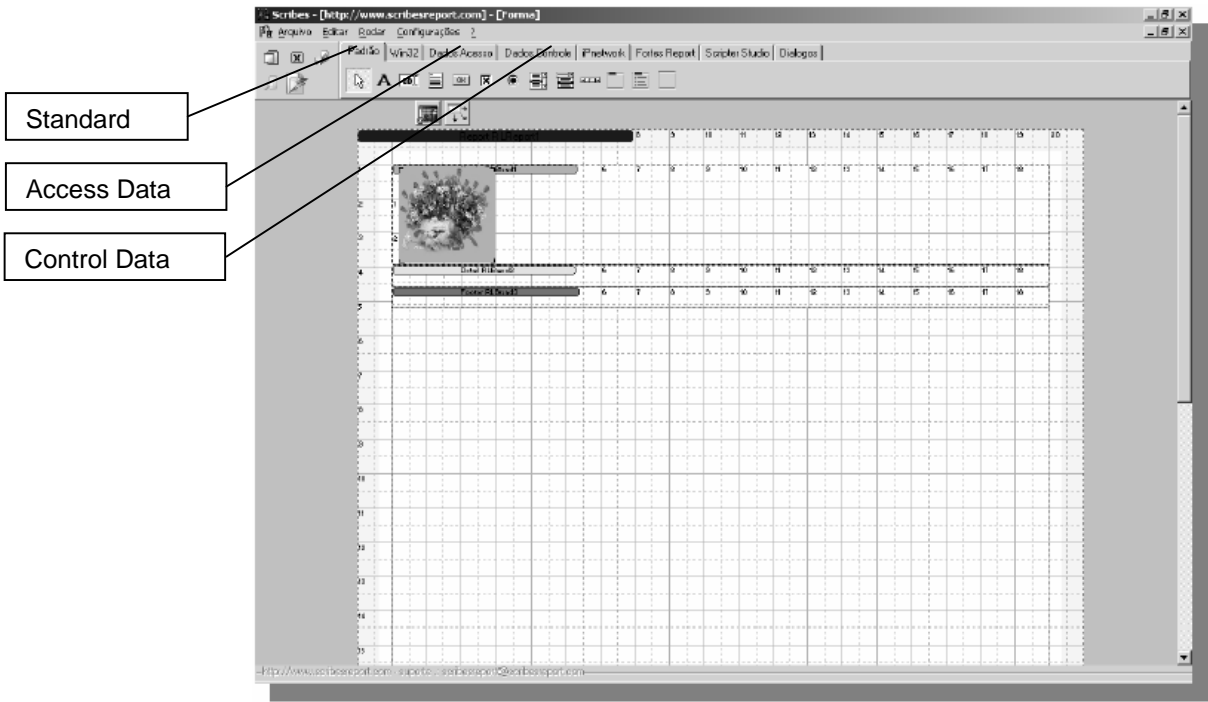
### 2.2 – Using a Model to Create the Report

It is possible create a report using an example, accessing the menu **File** ⇒ **New Report** ⇒ **From a Model**.


The available models are shown. Check the item **3.4 – Save as a model** to get more information about create new models

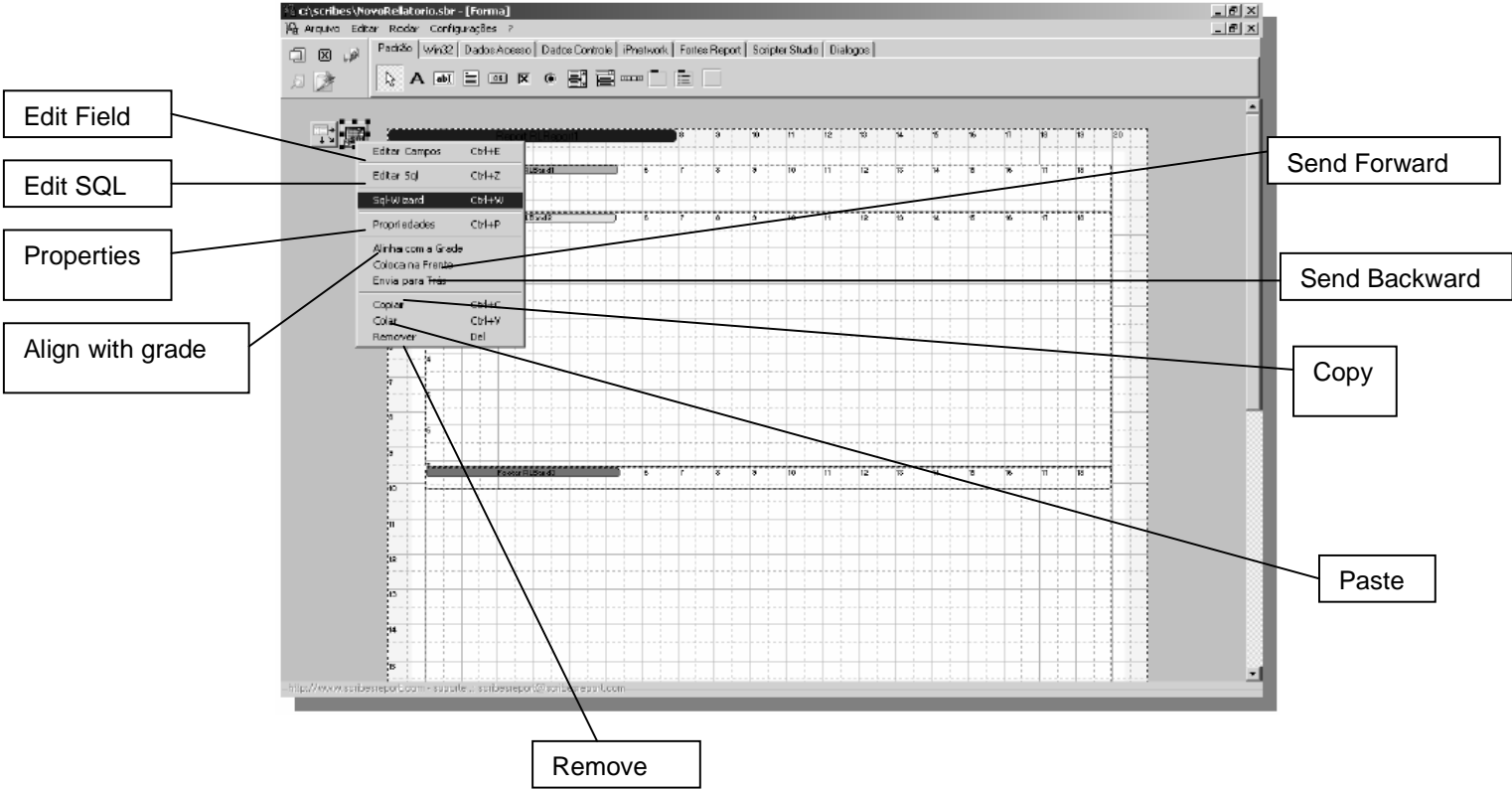
To open a model, click twice on the chosen model and the report will be opened to edition.

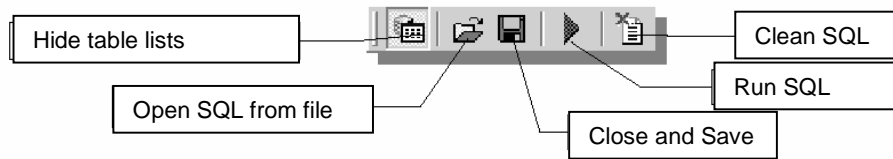
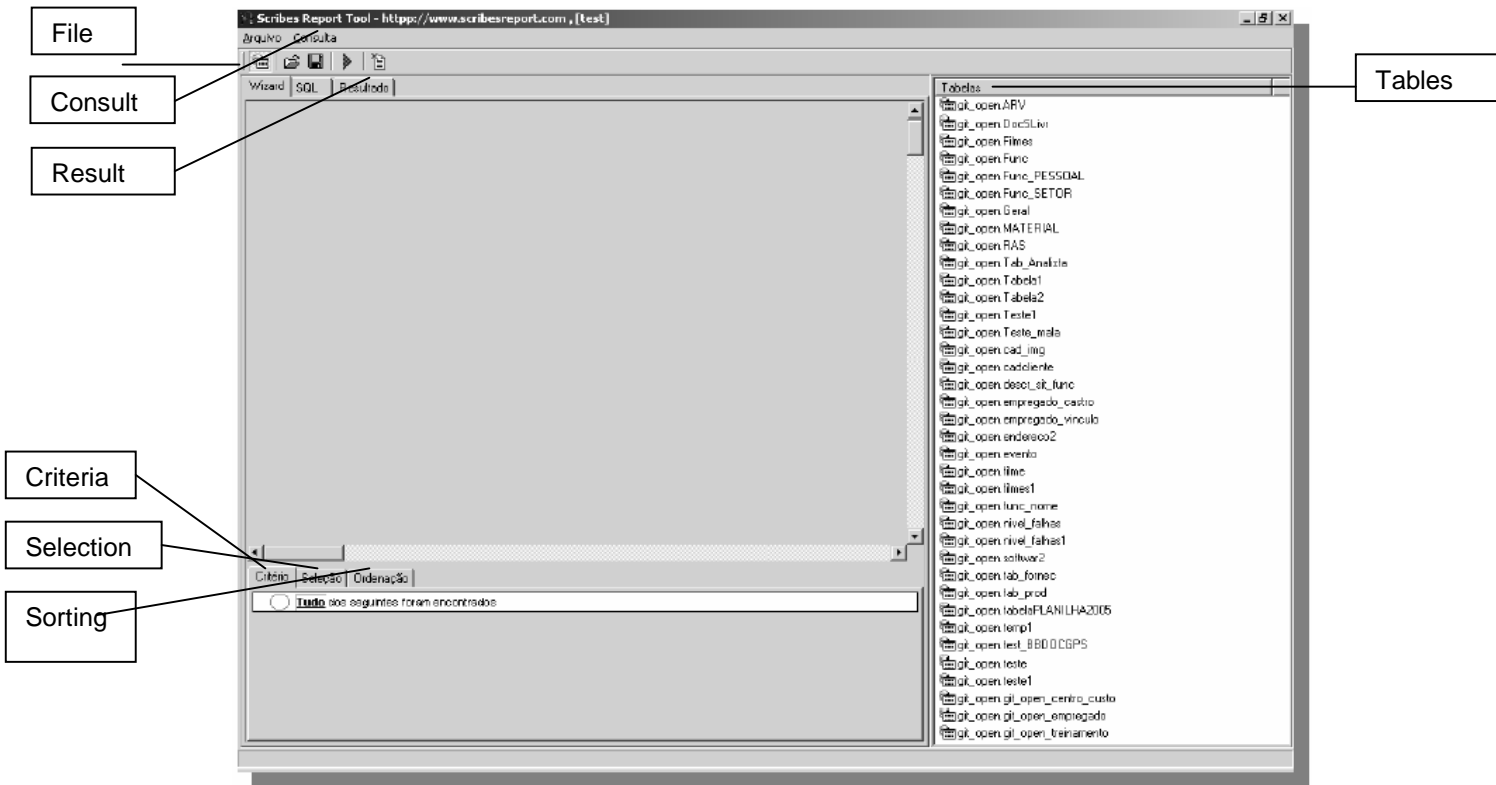




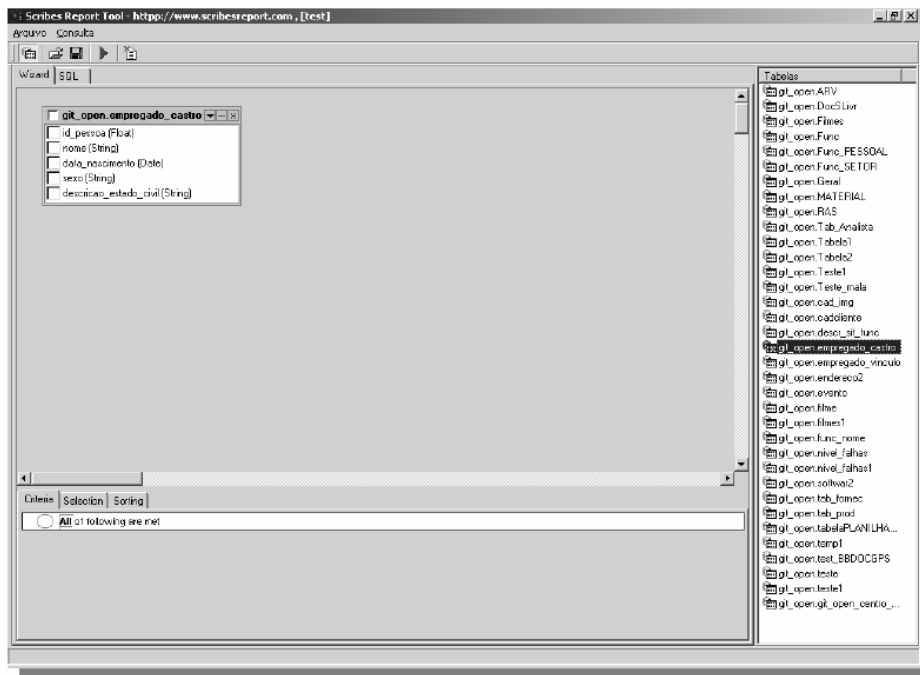
### 2.3 – Setting Tables

To set the tables, find the **ReadOnlyQuery**  button in the desktop. Use the mouse right button and chose **Sql-Wizard**.

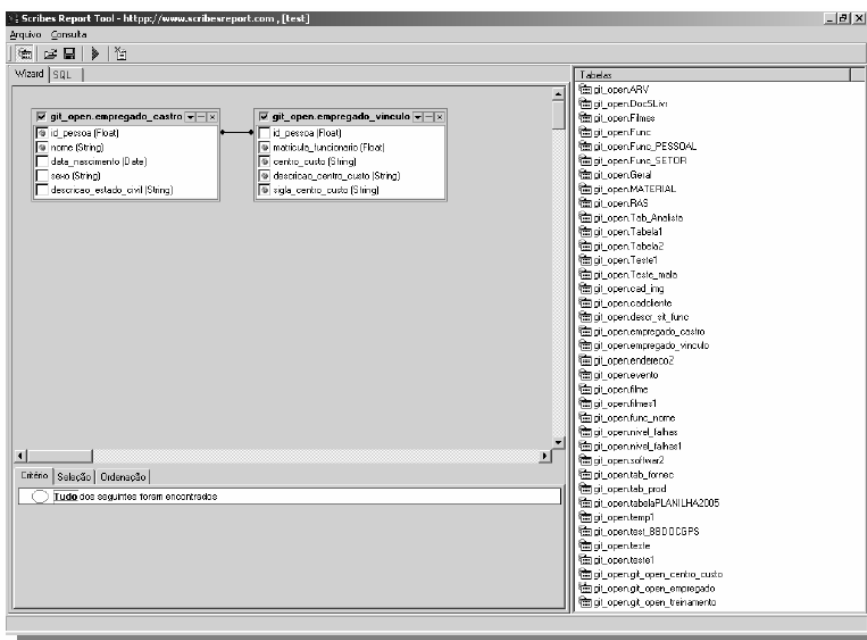




To insert a table, find the wished table at left hand area and drag it to desktop.

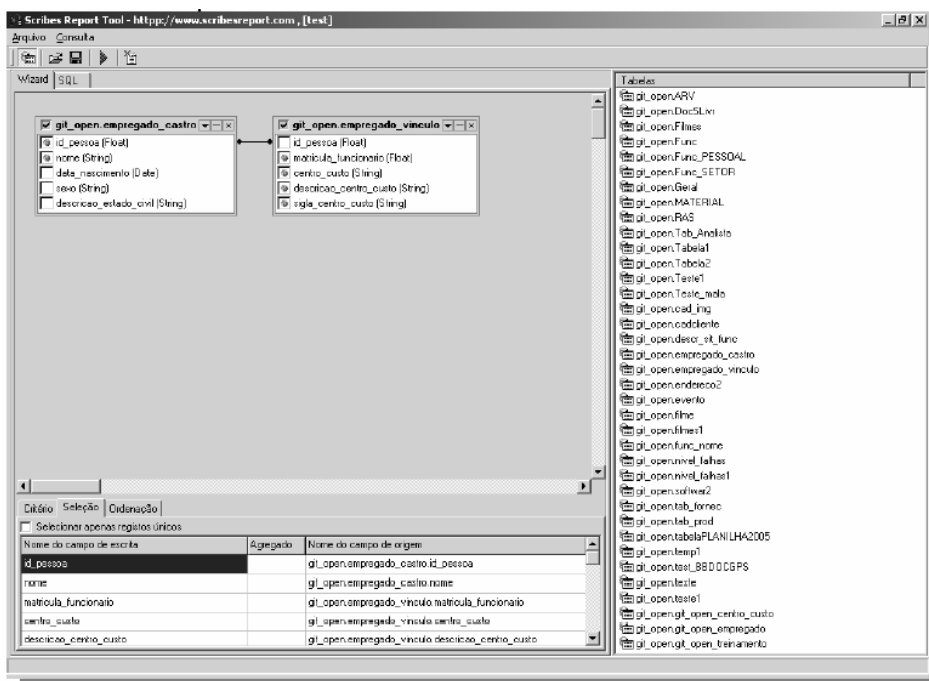


It is possible insert as many tables as necessary and also relate them. To relate tables select a field of any table and drag it down till the correlative field of the inserted table, a line linking both tables will be created.



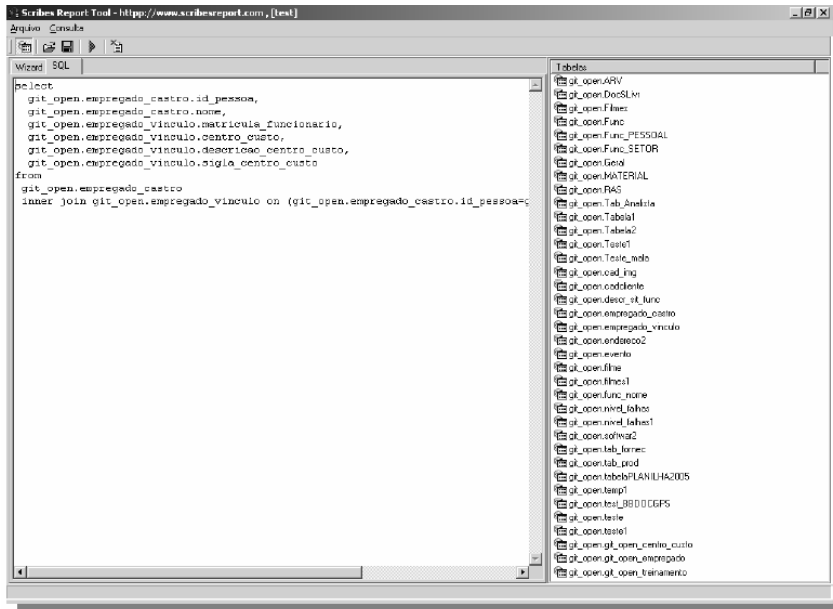
Click at side of the field to select it to create the consult. The selected field has shown in the selection list at the bottom.

Another way is open the **selection** tab, choose the field in the table and drag it down to selection list because the field will be selected to consult.




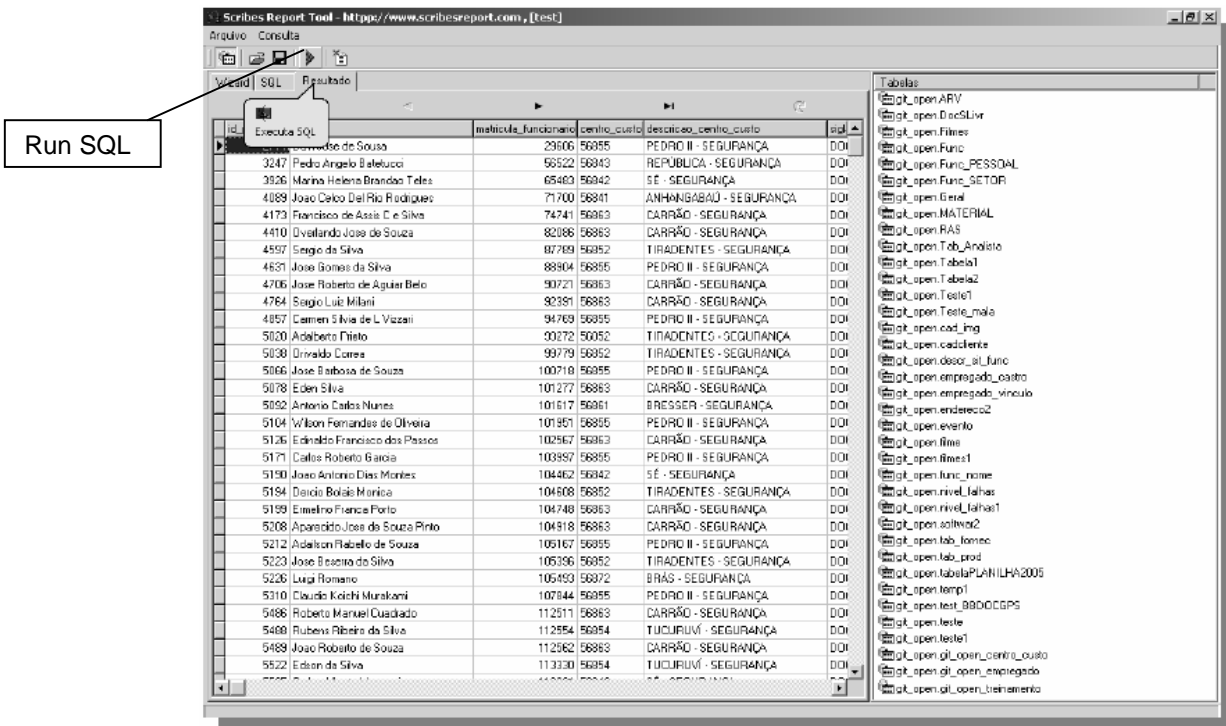
### 2.3.1 – View SQL

After select the wished fields, to view the consult is necessary to create and run the SQL. If the SQL had not done, it is cannot be possible to view the results. To view, open the **SQL** tab at the top.




### 2.3.2 –Run and View the SQL Results

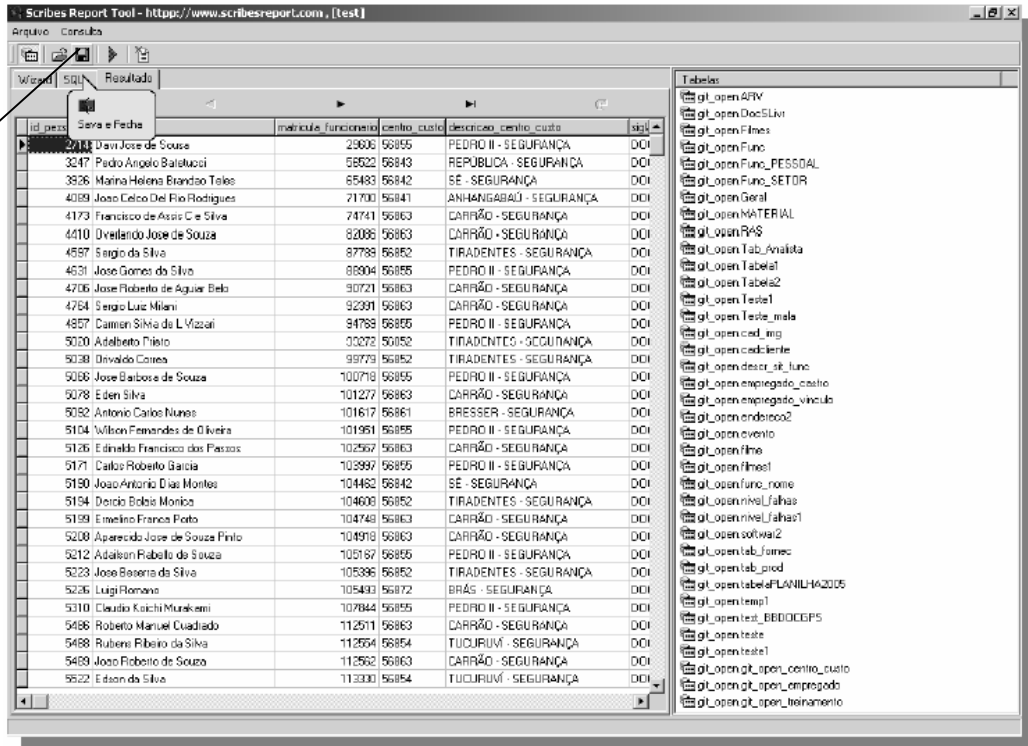
The running and results viewing just will function when the SQL command is already done. To run the SQL, use the **Run SQL** button . The consult result will be shown in the **Result** tab.



### 2.3.3 – Save the Consult

To save the consult, use the **Close and Save** button  and the consult will be closed and saved.

Close and save



### 2.3.4 – Making Criteria

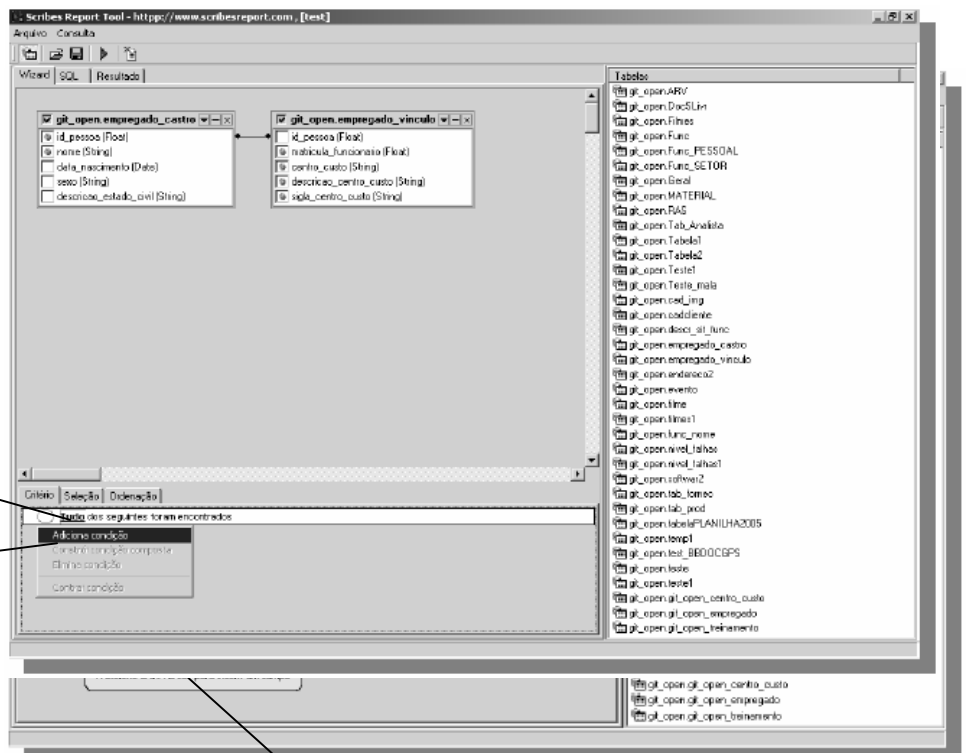
Many criteria can be used to create the consult, for that, use the **Criteria** tab at the bottom to define the criteria setting that will be used.

Follow the steps below:

With the left button click on the ellipse closed to **“All”** and select the **Add condition** option.

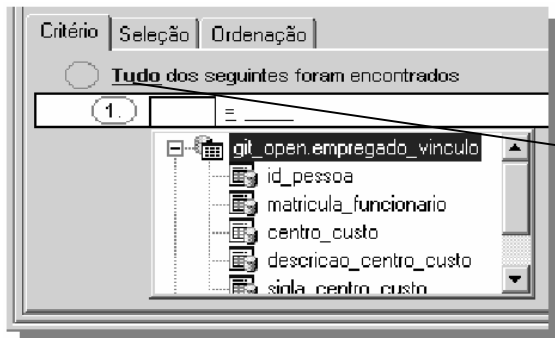
All

Add condition



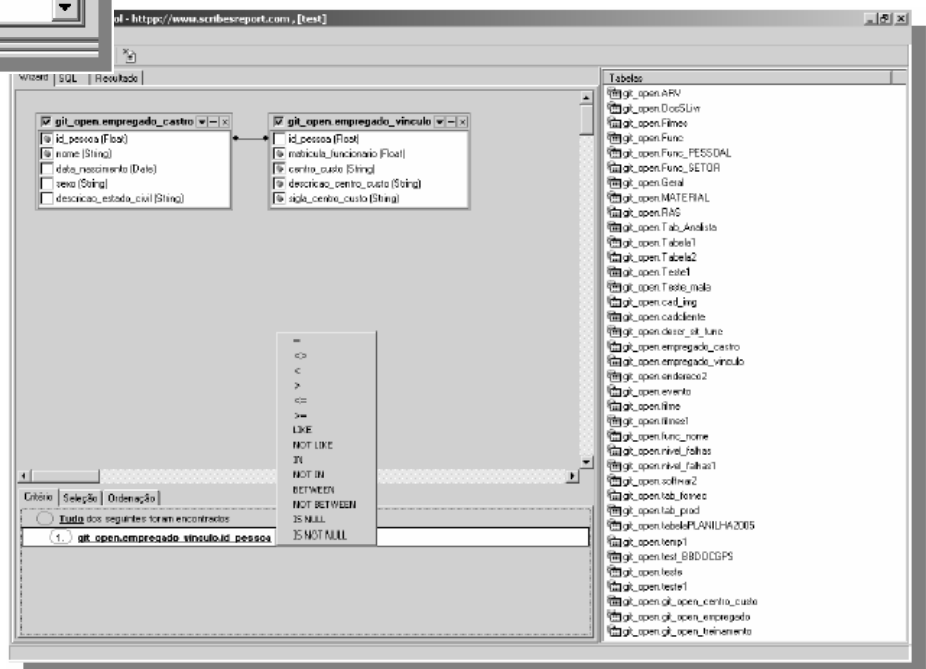
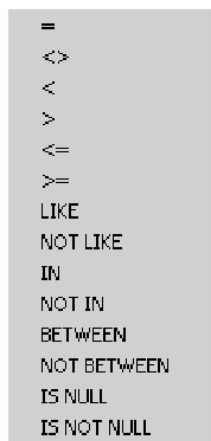
Press Shift+Enter to insert a field

- The gaps will be enabled to insert the fields, operator and condition. Positioning the cursor at wished field's place, press the short cut keys **Shift+Enter** and the selected table(s) will be shown for consult and the available fields as criteria can be used for.

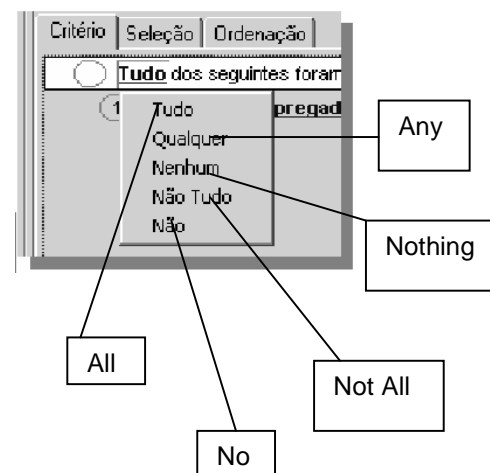


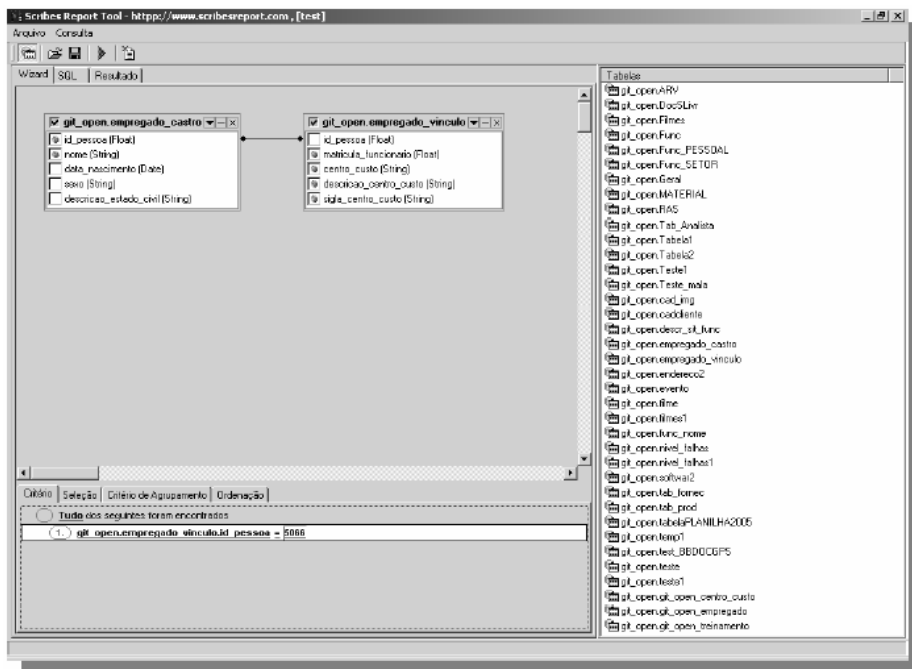
All of the following were met

It is possible to choose the operator clicking on the equal sign (=).



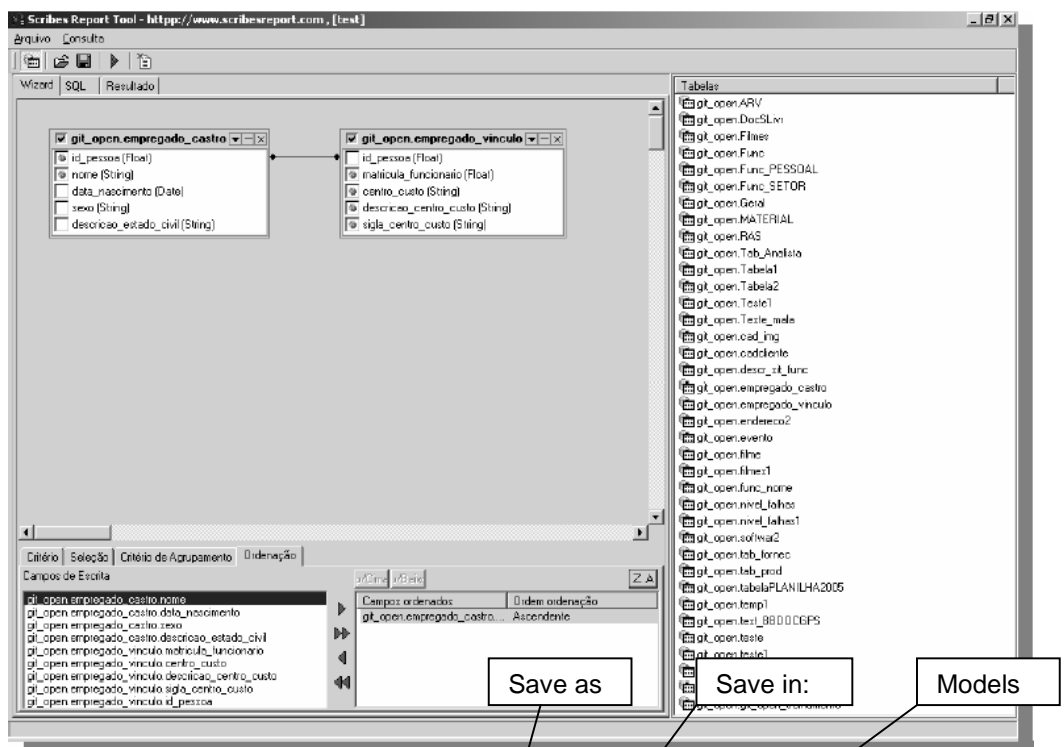
- By the way, the criteria can be inserted as many as necessary. The criteria created can be used either as combination or in random way. For that, click on **All** to view the available possibilities.





### 2.3.5 – Sorting

It is possible create a consult sorting rule using the table fields as reference.



### 2.4 – Save as Model

It is possible create a report and save it as model. In this way, it is possible create new reports from a pre-defined model. To save as model go to “**File** ⇒ **Save Report As**” menu. In the “save as” screen find the folder **Scribes** model at the path C:/Scribes/Models.

Define a name in the File Name gap and in the Save as type gap select the option **Scribes Models (\*.sot)**.

To use the created model will be necessary close the program and start it again. By the way the model can be viewed through the File menu. For further information, check the item **3.2 – Report from a Model**.

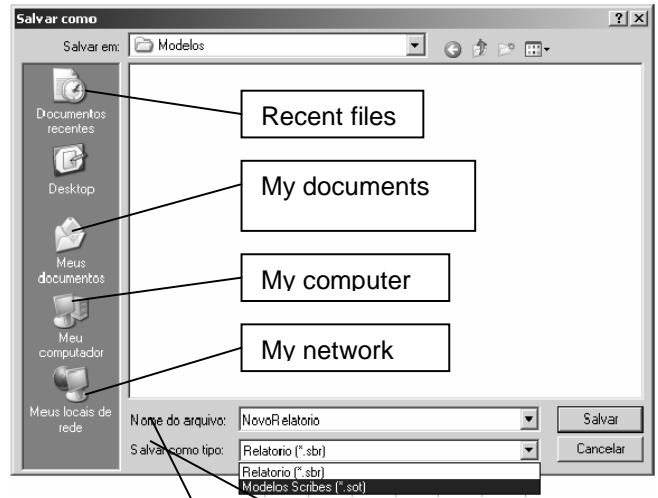
### 3.5 – Import a Consult from Access

This item is very important, principally in case of Microsoft Access data bank migration, permitting in this way to profit all the consults already done in Access avoiding or diminishing re-works.

To import a consult from MS-Access is necessary copy and save the SQL code in a text file format (.txt) and then import that file to **Scribes**.

Follow the steps:

Open the consult in the MS-Access;

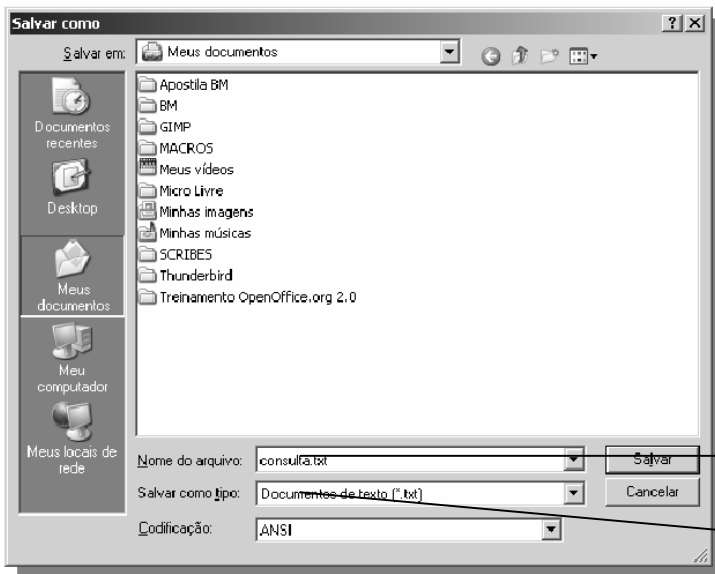
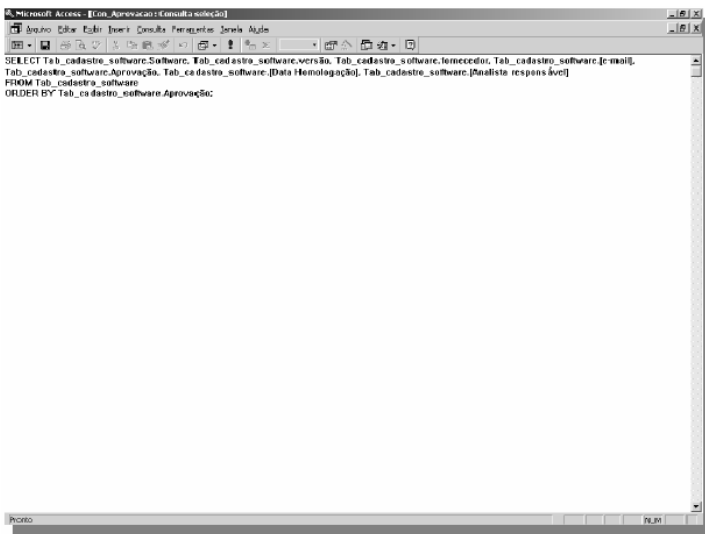


File name      Save format

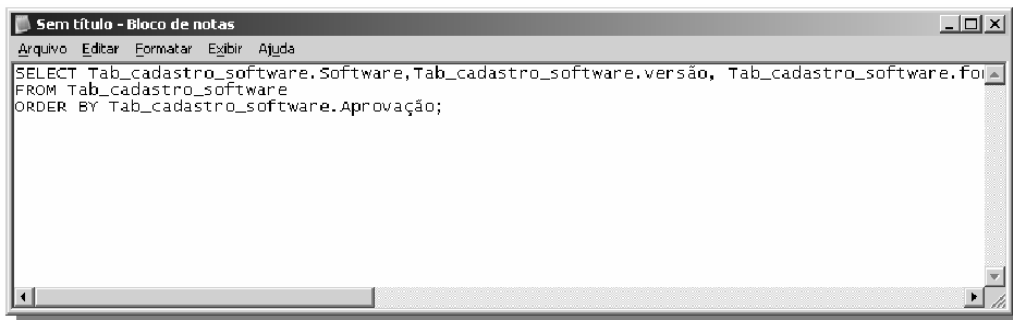
Software	versão	fornecedor	e-mail	Aprovação	Data Homolog	Analista responsável
ADOBE READER	5.0.5	Adobe		Ap. revado	03/04/00	Ricardo
MS-WORD VIEWER	97	Microsoft		Ap. revado	01/11/99	Totais
MS-EXCEL VIEWER	97	Microsoft		Ap. revado	01/11/99	Totais
MS-POWERPOINT VIEWER	97	Microsoft		Ap. revado	01/11/99	Totais
PDF LIVRE	3.0	Bacsoft		Ap. revado	01/11/01	Ricardo
VNC	3.3.6	Universidade d		Ap. revado	01/11/03	Taylor
EASY CLEANER	2.0	ToniAde		Ap. revado		Ricardo
EASY CLEANER	1.7	ToniAde		Ap. revado	01/04/00	Ricardo
ZIP GENIUS	6.5.02	ZipGenius		Ap. revado		Ricardo
WORD TO PDF	1.7.6	Mario Navack		Ap. revado	01/11/01	Ricardo
EASY CLEANER	1.7f	Toni Arts		Ap. revado	01/04/03	Ricardo
WORD TO PDF	1.8	Mario Navack		Ap. revado		Ricardo
WINDOWS MEDIA PLAYER	9.00	Microsoft		Ap. revado	01/04/03	Ricardo
FOTO ALBUM	3.2	Fototime		Ap. revado	01/11/03	Ricardo
IMAGE ANALYSER	1.19	Masoft		Ap. revado		Ricardo
GIMP	1.2	GIMP		Ap. revado		Ricardo
MINIAGENDA	2.6.4	Athenas		Ap. revado	01/11/02	Sônia
COLUMBUS	2.4b	Qasye		Ap. revado	01/11/03	Ricardo
VIDE VIEW EXPRESS	2.01	Autodesk		Ap. revado	01/11/03	Ricardo
ADOBE READER	6.0	Adobe		Ap. revado		Ricardo
STAROFFICE PLAYER	6.0	SUN		Ap. revado		Ricardo
STAROFFICE	6.2	SUN		Ap. revado	01/04/00	Totais
EASY ZIP 2000	4.0			Ap. revado	01/11/00	Ricardo
NETSCAPE	7.02	Netscape		Ap. revado	01/04/02	Ricardo
STAROFFICE	5.1	SUN		Ap. revado	01/11/99	Totais
STAROFFICE PLAYER	5.2	SUN		Ap. revado	01/11/01	Ricardo
OPENOFFICE.ORG	1.0	openoffice.org	filhoct@openoffice.com.br	Ap. revado	01/11/02	Totais
OPENOFFICE.ORG	1.0.1	openoffice.org	filhoct@openoffice.com.br	Ap. revado	01/11/02	Totais
JALBUM	4.0.3	David Ekhof		Ap. revado		Ricardo
OPENOFFICE.ORG	1.1 RC4	openoffice.org	filhoct@openoffice.org	Ap. revado		Totais
BACKUP RÁPIDO	2.9	Ricardo Castil		Ap. revado	03/11/03	Ricardo
FREECAD	4.6	Ark Group (Coti		Em aprovação		Ricardo
FREE PIC BUSINESS BUILDER		pro-invest.com		Em aprovação		Ricardo
DIAGRAM DESIGNER	0.97	meel soft		Em aprovação		Ricardo
MOZILLA FIRE BIRD	0.7	mozilla.org	mazbr-dev-request@lists.quantumcra.org.br	Em aprovação		Sandra
FRFFVIEW	8.7	Comumatic		Em aprovação		Ricardo

• To

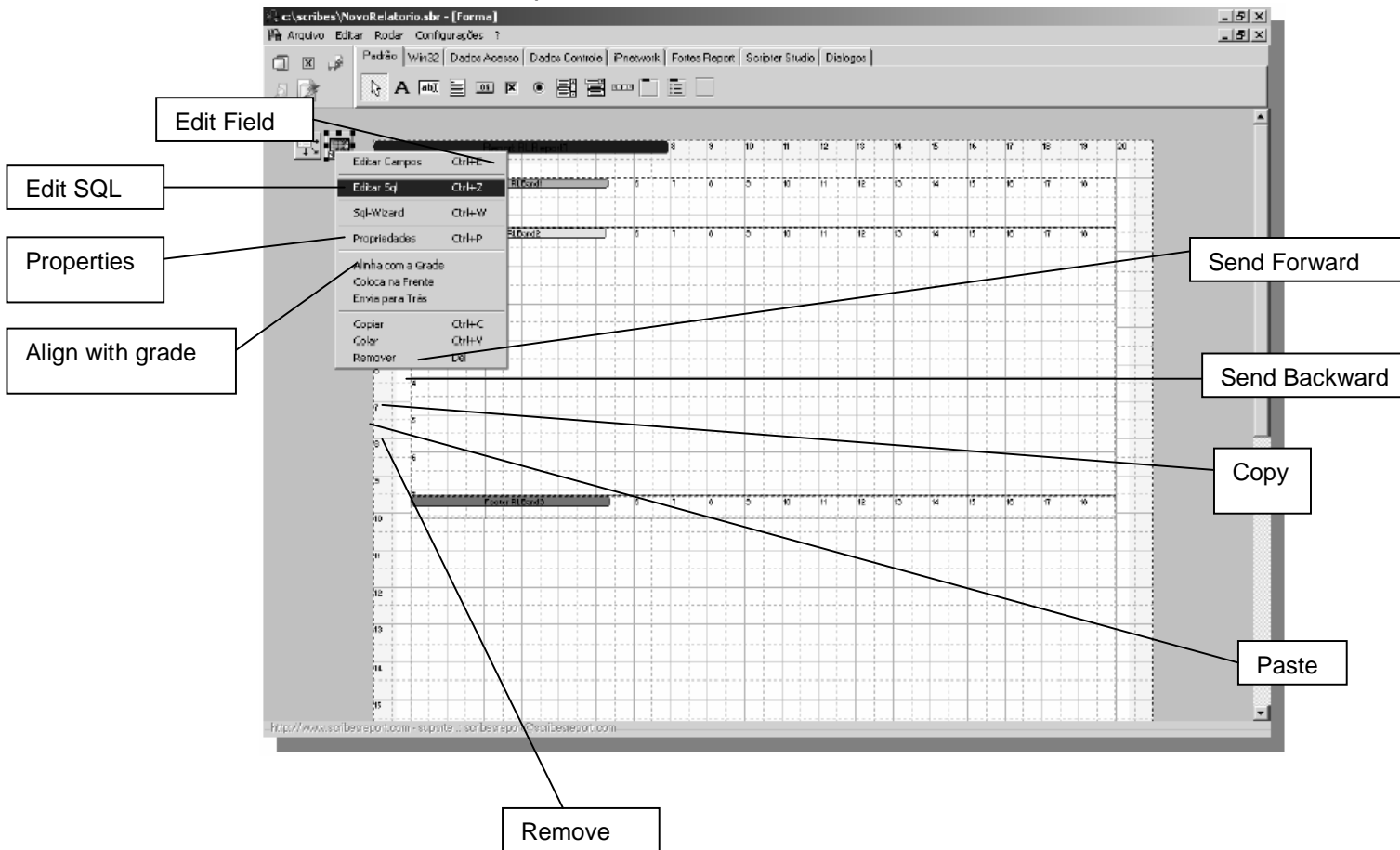
view the SQL code, Access the menu **View** ⇒ **SQL Mode**;



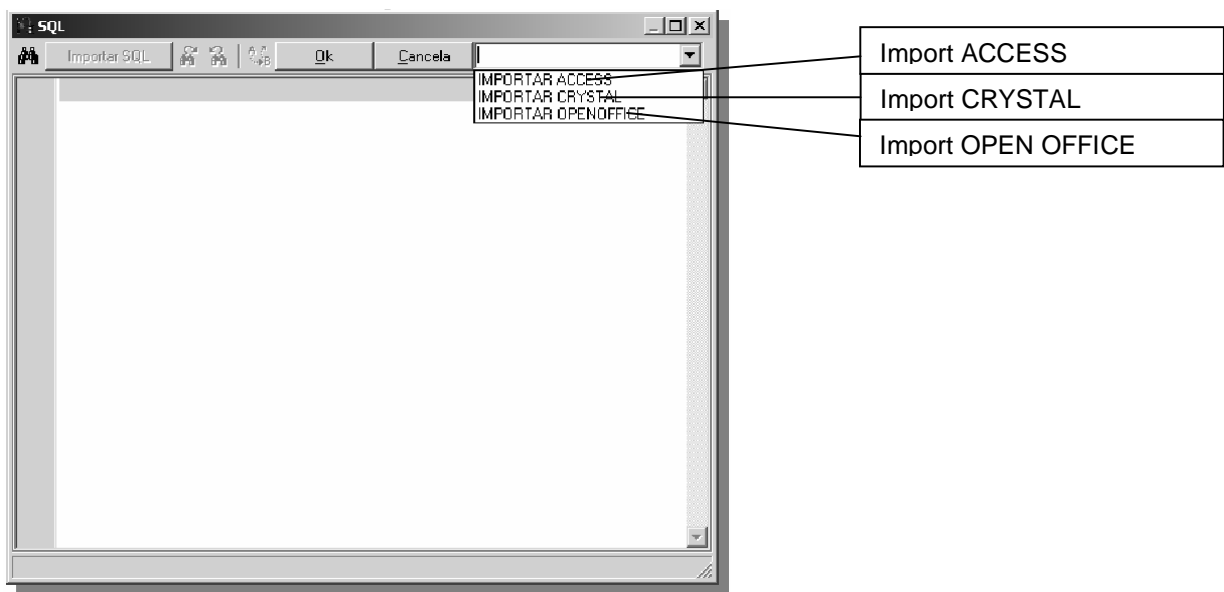
- Choose the SQL and copy to a text editor as notebook;



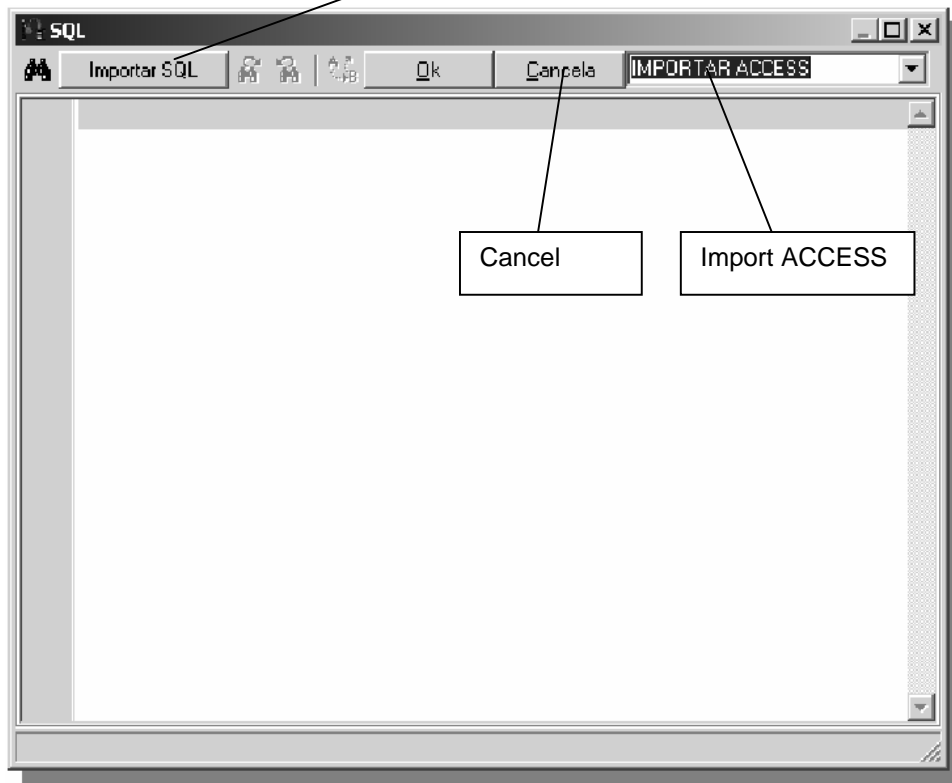
- save as **.txt**. “Hint: organize the SQL command to effortlessly the command settings in the fields and table names”;
- open the **Scribes** and select the **zReadOnlyQuery** button in the desktop, with right click select the **SQL Edit** option;



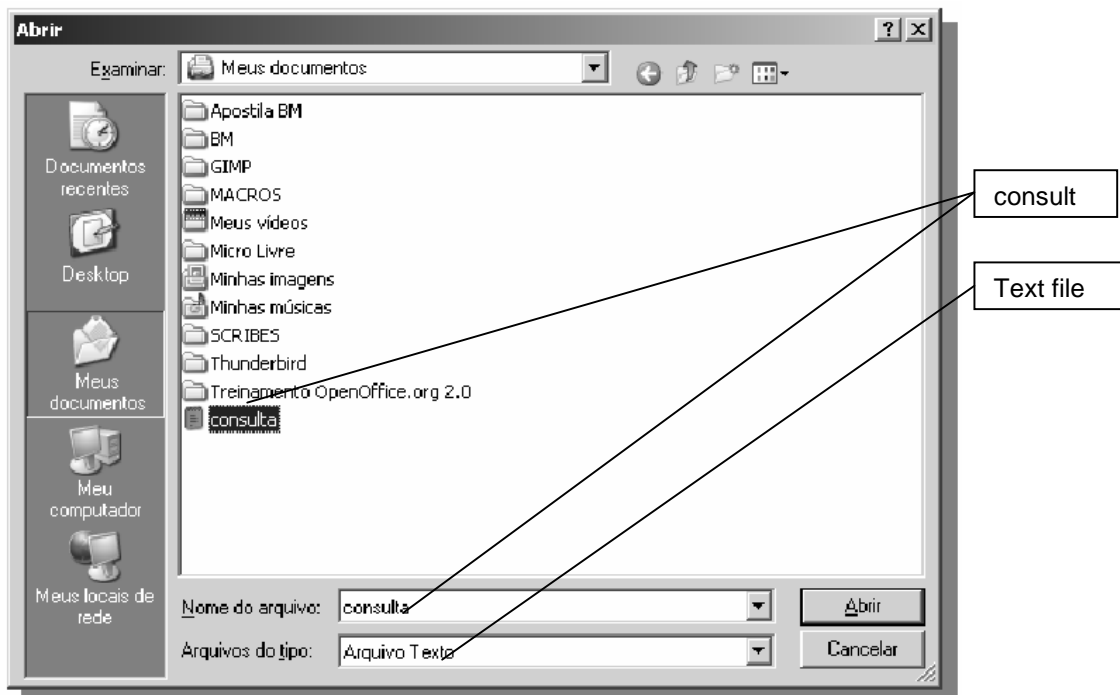
- select the dictionary that will be used in the Importation;



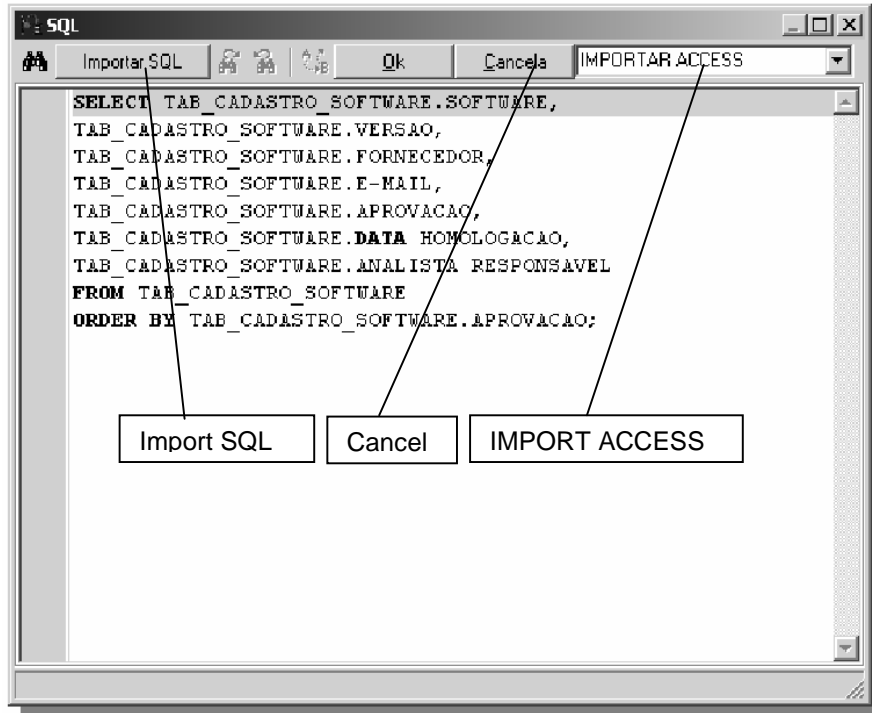
- to import the SQL use the **IMPORT SQL** button ;



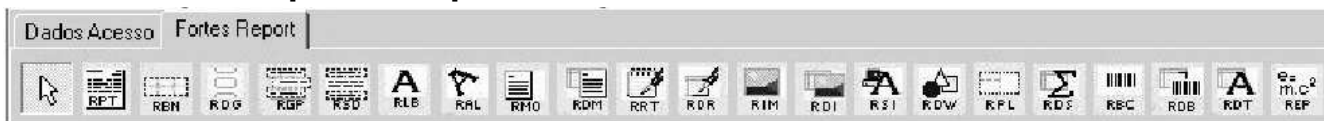
- find the file .txt with the SQL;
























- the SQL consult command will be imported.




## 2.6 – Fortes Report Components



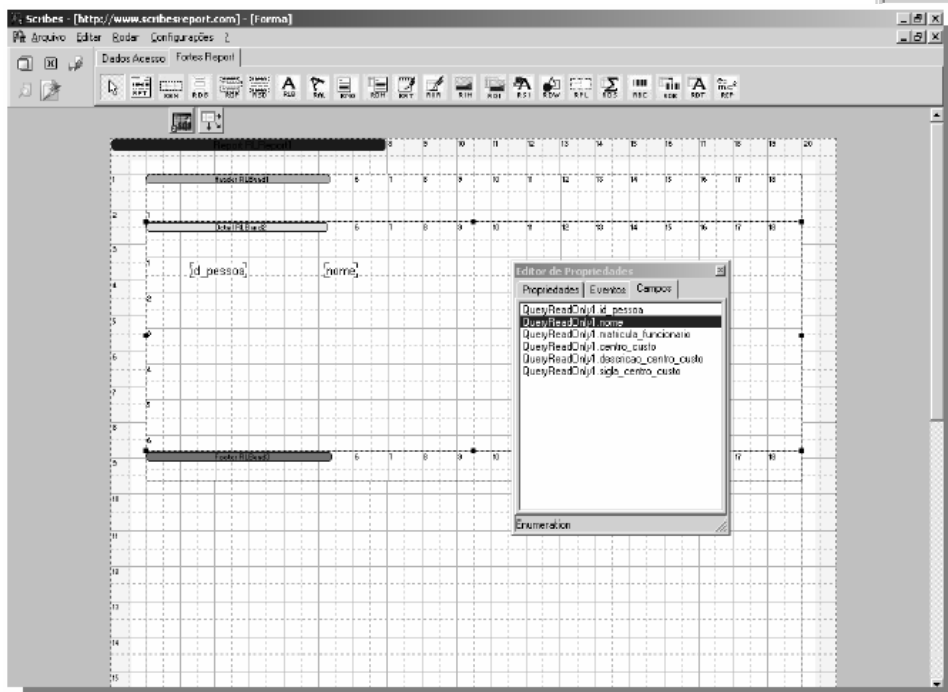
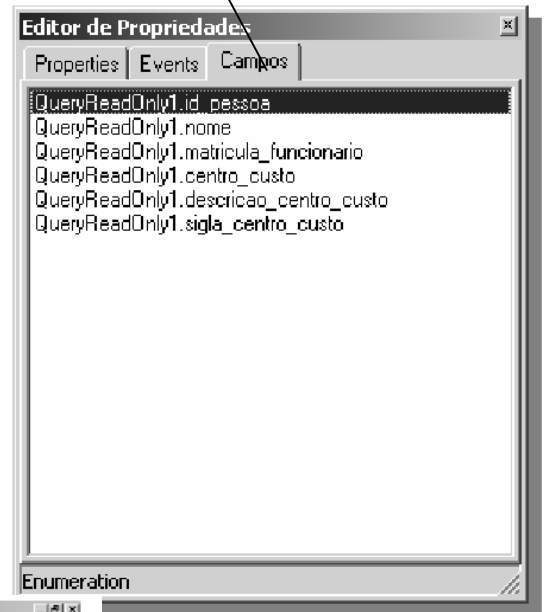
 TRLReport	Start point for confection of any report.
 TRLBand	Represents data registries or data sequences cuts. It ought to be put into a Report, Group or SubDetail. The band manner is controlled through the <b>BandType</b> property. Example: <i>btHeader</i> is the head and <i>btFooter</i> is the foot.
 TRLDetailGrid	Is a band of the fixate type <i>btDetail</i> . Perfect for stickers printing.
 TRLGroup	Insert bands over a group component for printing sequences of data registries.
 TRLSubDetail	Print registries or data sequences related to registries of the principal data source.
 TRLLabel	Insert a text box in the report.
 TRLAngleLabel	Insert a text box rotated by an angle. The angle is controlled by the <b>Angle</b> property.
 TRLMemo	Insert a multi-row text box.
 TRLDDBMemo	Insert a multi-row text box related to the dataset field.
 TRLRichText	Insert a multi-row text box in the RichText format.
 TRLDDBRichText	Insert a multi-row text box in the RichText format related to the dataset field.
 TRLImage	Insert an image box.
 TRLDDBImage	Insert an image box related to the dataset field.
 TRLSysInfo	Insert a text box with system information.
 TRLDraw	Insert a draw box for geometrical pictures.
 TRLPanel	Insert a control panel.
 TRLDDBResult	Insert a text box with the result of math operations or statistics with dataset fields.
 TRLBarcode	Insert bar code.
 TRLDDBBarcode	Insert dataware bar code.
 TRLDDBText	Insert text box related to a dataset field.
 TRLEXP	Insert an expression parser.

Field

### 2.6.1 – Inserting the Consult Fields into Report

To insert the fields defined in the consult, open the properties editor through the  **Properties Editor** button and select the **Fields** tab.

View the fields already selected when the consult has been created. To insert them into report, choose the field and then click in the destination area (head, body or foot document).



### 2.6.2 – Field properties

The fields have got properties that may be changed. Select the field you wish to change the properties.

**Align:** Control alignment in relation to the inserted place.

**Alignment:** Set how the text must be aligned in the control (left, right, center, justify).

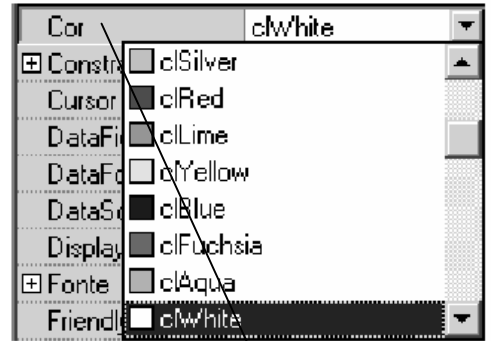
**Anchor:** Control anchor.

**AutoSize:** Automatic re-dimensioning.

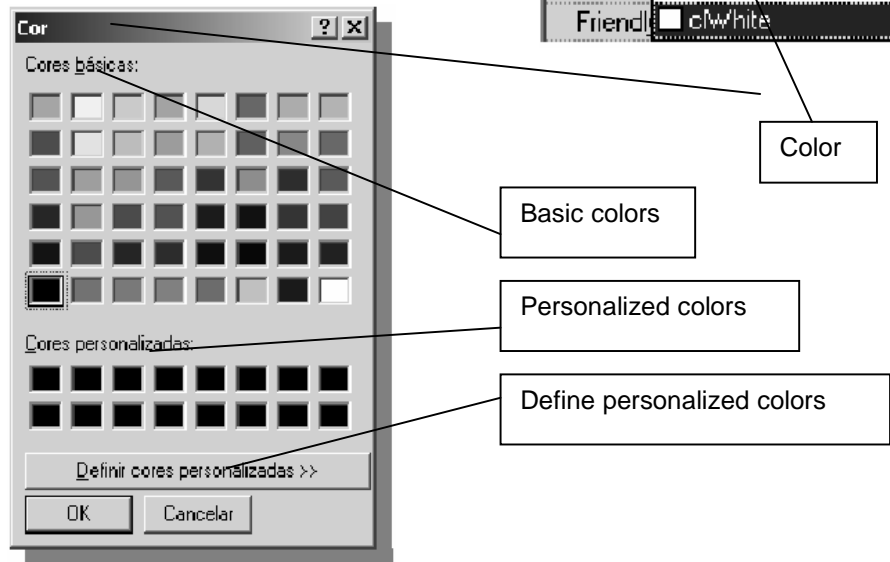
**Behavior:** Control behaving.

**Borders:** Borders around the control box. It defines color, visibility and thickness.

**Color:** Bottom color. Use the scrollbar at right to select the color.



Or double clicking in the field will open a window to select the color.



**DataField:** Field name.

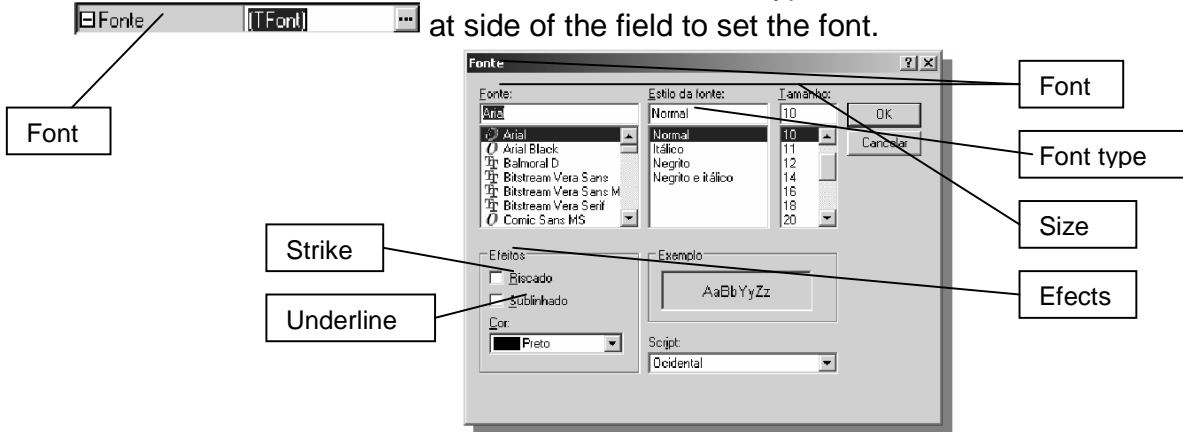
**DataFormula:** Mathematical expressions involving literal values, fields and numbers.

**DataSource:** Reference to DataSource that will be used to connect itself to DataSet.

**DisplayMask:** Formatting mask.

**Font:** Control text font. Define color, size and font type. Use the button

at side of the field to set the font.



**FriendlyName:** Friendly name to use with ExpressionParser and interface with final user.

**Height:** Control Height.

**HelpContext:** Help context.

**Holder:** Reference control to anchoring.

**HoldStyle:** Anchoring Style.

**Layout:** Text layout.

**ParentColor:** Color inheritance, it defines if control inherits its father color.

**ParentFont:** Font inheritance, it defines if control inherits its father control font.

**RealBounds:** Not implemented.

**SecondHolder:** Defines a second control for anchoring reference.

**SecondHoldStyle:** Anchoring style to second control.

**Transparent:** Control transparency in the printing.

**Visible:** Defines if the control will be visible in the printing.

### 2.6.3 – Inserting Label (text box)

There are two label types: **TRLLabel** e **TRLAngleLabel**. The difference between them is that the AngleLabel is a label which angle can be put, that means that text may be rotated.

To insert a label select the  **TRLLabel** or  **TRLAngleLabel** button and then click on the place wished to insert.

### 2.6.4 – Label Properties

The most part of the properties are the same of that that were described in the previous field item.

The different property of label is:

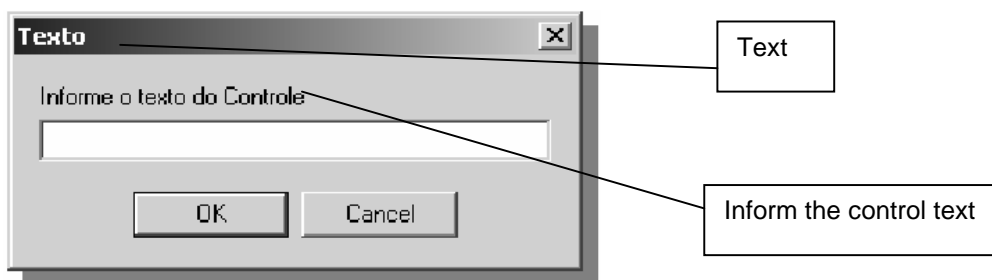
**Caption:** Text which is print out in the text body.

The TRLAngle Label has two properties else:

**Angle:** Inclination angle.

**AngleBorders:** Not implemented.

Another way to change the label text is selecting by a double click to open a dialog box of the text that will be exhibited in the report.



## 2.6.5 – Head, Body, and Document Foot Properties

Properties for three areas: Head, Body and Document Foot



**AlignToBottom:** Aligns to page bottom.

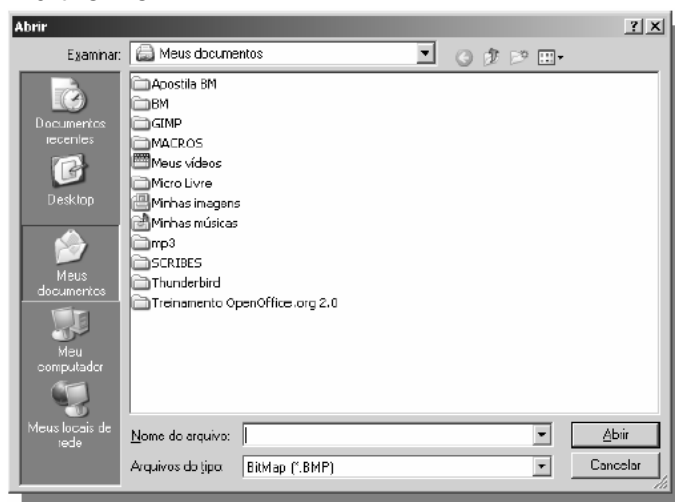
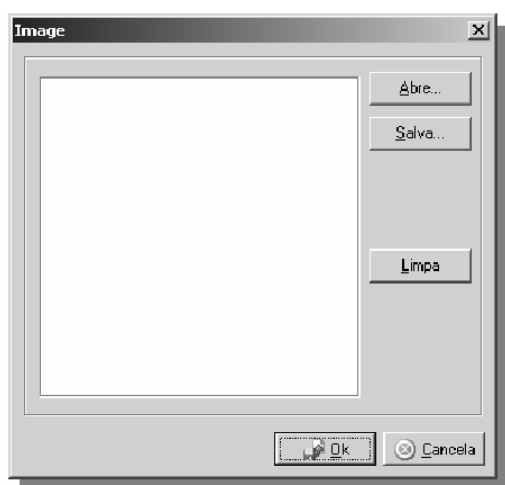
**AutoExpand:** Auto expands in relation to contents.

**AutoSize:** Automatic re-dimensioning.

**Background:** Image to the page background. The image must be a bitmap or an icon, and its alignment, automatic re-dimensioning, height and width can be defined.

To select the picture use the **Picture** field.

It is possible to choose the image by clicking in the button  at the side of the field. Use the button  to find the file.



Another way to access is double clicking the page band.

**BandType:** Define the band type. The possible types are:

**btHeader** Head. Print once in the first page and in all page breaks or data sequence. Useful to view page number, report name and information about the data sequence.

**btTitle** Title. It prints out in the first page or in the data sequence beginning below the head.

**btColumnHeader** Column Head. It has the same Header manner, except for its positioning after the title.

**btDetail** Detail. It prints once for each data registry.

**btColumnFooter** Column foot. It has the same Foot manner, except for its positioning after the summary.

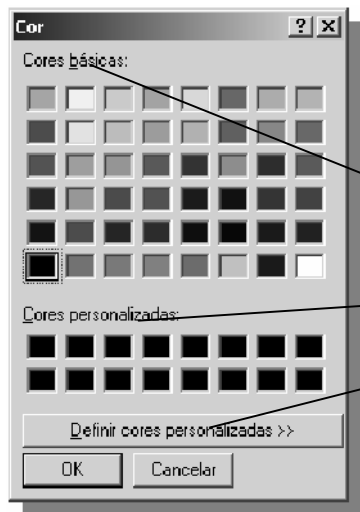
**btSummary** Summary. It prints either in the end of the report or data sequence before the footer. Useful to view summaries, sums and statistical information;

**btFooter** Foot. It prints once in the last page and always after either page break or data sequence.

**Borders:** Control box border. It defines color, which borders will be visible and the width.

**CarbonCopies:** Copy numbers of the *band*, it defines how many times determined band will be viewed.

**Color:** Control background color. Use the scrollbar to select the color. Or double click in the field to open the color window.




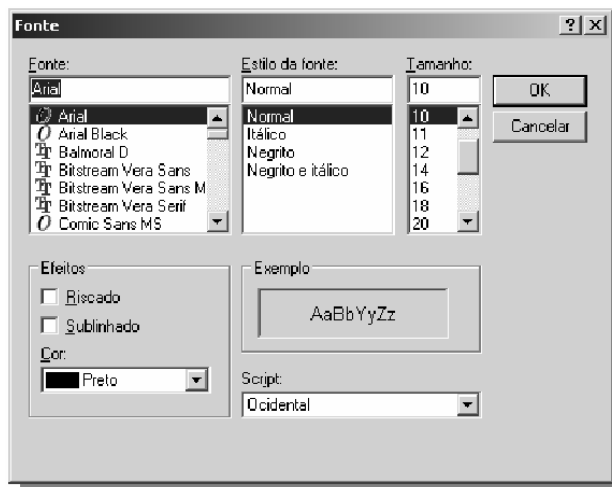
Font

**Completion:** Indicates how the page will be filled after print the last registry.

**Computable:** Indicates if the band is valid for statistics.

**Degrade:** Produces a color transition effect in the panel background. It sets origin, destiny, direction and effect quality.

**Font:** Control text font. It defines color, size and font style. Use the button  at the side of the field to choose the formatting.



**FriendlyName:** Friendly name to use with ExpressionParser and interface with final user.

**GroupIndex:** Bands grouping.

**InsideMargins:** Panel internal margins. It defines which margins (superior, inferior and lateral) will be shown.

**IntegralHeight:** Determines if the *band* can be partially exhibited. If the contents were larger than the page, the band will be divided into parts per page.

**Margins:** Panel external margins. It defines which margins (superior, inferior and lateral) will be shown.

**Options:** Several formatting options and *band* manner.

**PageBreaking:** It forces the page break.

**ParentColor:** Color inheritance, it defines if control inherits its father color.

**ParentFont:** Font inheritance, it defines if control inherits its father control font.

**RealBounds:** Not implemented.

**Transparent:** Controls transparency in the printing.

**Visible:** Defines if the control will be visible in the printing.

## 2.6.6 – Page Properties

The most part of the page properties has been already shown in the item **2.6.5**.

The specific properties are:

**AdjustableMargins:** Determines if the margins size can be enlarged in according to the print not printable area.

**AllowedBands:** Type of the inserted *bands*.

**DefaultFilter:** Standard printing filter.

**FirstPageNumber:** First page numbering.

**FooterMeasuring:** Calculates the foot height.

**ForceMinBands:** Forces the *bands* minimal quantity.

**ForcePrepare:** Indicates if the report must be prepared before print or view.

**MaxBands:** Maximum number of the *bands* for the page.

**MinBands:** Minimum number of the *bands* for the page.

**NextReport:** Composition next report.

**PageSetup:** Page configuration.

*ForceEmulation* Forced emulation;

*Orientation* Paper orientation (portrait of landscape);

*PaperHeight* Paper height in millimeters;

*PaperSize* Paper size format;

*PaperWidth* Paper width in millimeters;

**PreviewOptions:** Preview options.

**PrintDialog:** Indicates if a selection dialog will be exhibited before the printing.

**PrintEmpty:** Indicates if the report must be both generated and impressed even without printing registers.

**PrintQuality:** Printing quality.

**RangeCount:** Indicates the registry quantity to be processed from the current one if the *RecordRange* property is **rrNextN**.

**RecordRange:** Indicates the registry range to be processed.

**ShowDesigners:** Exhibits both rule and the control limits in edition time.

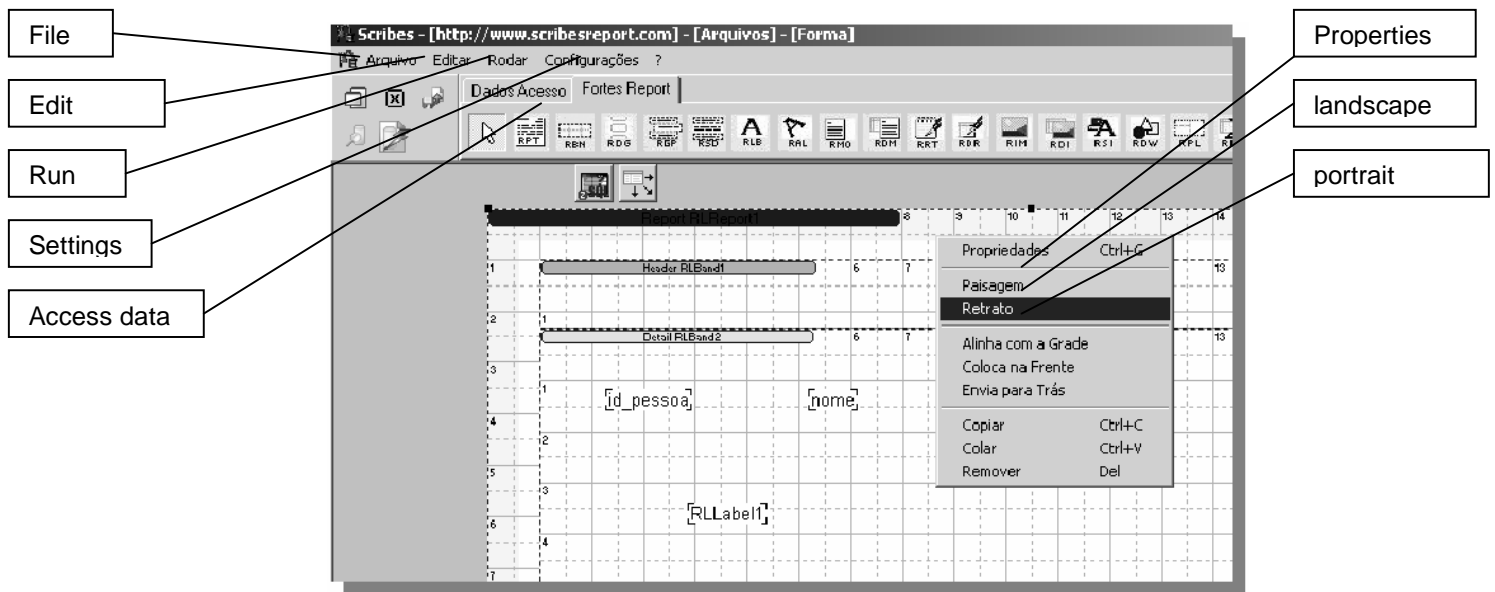
**ShowExplosion:** Not implemented.

**ShowProgress:** Exhibits the progress bar.

**ShowTracks:** Exhibits the rule in edition time.

**Title:** Report title.

*To alternate the page orientation from portrait to landscape, select the band which represents the full page, click with the right button and select the Portrait option.*



### 2.6.7 – Inserting Images

There are two types of images: **TRLImage** and **TRLDBImage**. The difference between them is that **TRLDBImage** can be related to a dataset field.



To insert an image, select the  **TRLImage** button or  **TRLDBImage** and click on the destination place to insert it.

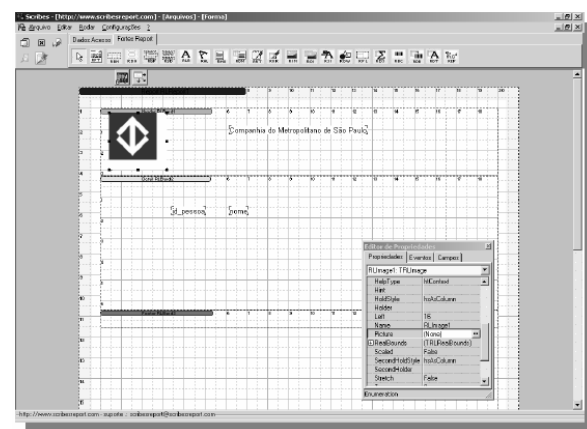
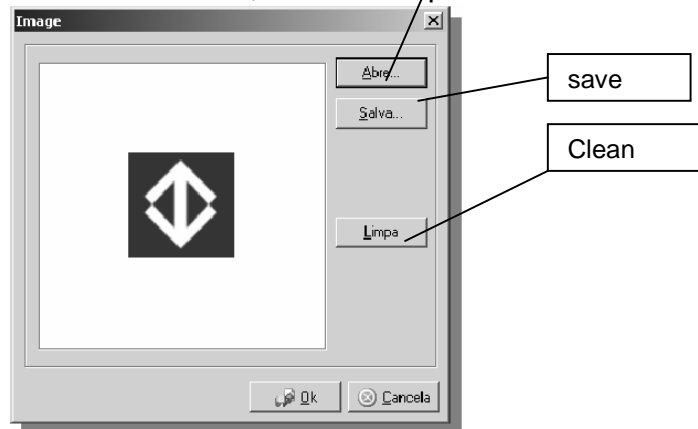
### 2.6.8 – Image properties

The most part of the page properties has been already shown in the items 3.3.4. and 3.3.5. The specific properties are:

**Center:** Image centralization, adjusts the image to control area center.

**Picture:** Represents the image that will be exhibited. To select a image from the file use the

button , choose the picture and confirm .



Another way to Access this option: select the page band by double clicking.

**Scaled:** Proportional scale stretching, it indicates if the image must be stretch in way to fill the control area up keeping its proportional scale.

**Stretch:** Image stretching, it indicates if an image must be stretched in way to fill completely the customer control area.

### 2.6.9 – Inserting geometrical figures



To insert a geometrical figure, select the **TRLDraw** button and click on the destination place.

### 2.6.10 – Geometrical figures properties

The most part of the page properties has been already shown in the previous items. The specific properties are:

**Angle:** Figure rotation angle.

**Brush:** Color and figure filling.

**DrawData:** Coordinates list to polygon drawing.

**DrawHeight:** Picture height in pixels.

*dkRectangle* Draws either a rectangle or a square;

*dkLine* Draws a straight line;

*dkTriangle* Draws a triangle;

*dkEllipse* Draws either an ellipse or a circle;

*dkArrow* Draws a simple arrow;

*dkCustom* Draws a polygon with points defined by the DrawData property.

**DrawWidth:** Figure width in pixels.

**Pen:** Both color and trace style used for drawing the picture.

### 2.6.11 – Inserting page number and date



To insert the page number, amount of pages, date and hour, select the button **TRLSystemInfo** and click on the destination place.

### 2.6.12 – Information properties

The most part of the page properties has been already shown in the field item.

The specific properties are:

**Info:** Text Box with system information.

*itCarbonCopy* Copy number of the band image;

*itDate* Prints date;

*itDetailCount* Counts the quantity of details already printed;

*itFullDate* Shows both date and hour of the print in LongDateFormat format  
(example: Wednesday, 20 September 2006);

*itHour* Printing hour;

*itJunction* Indicates if the report continues in the next pages;


*itLastPageNumber* Report last page number;

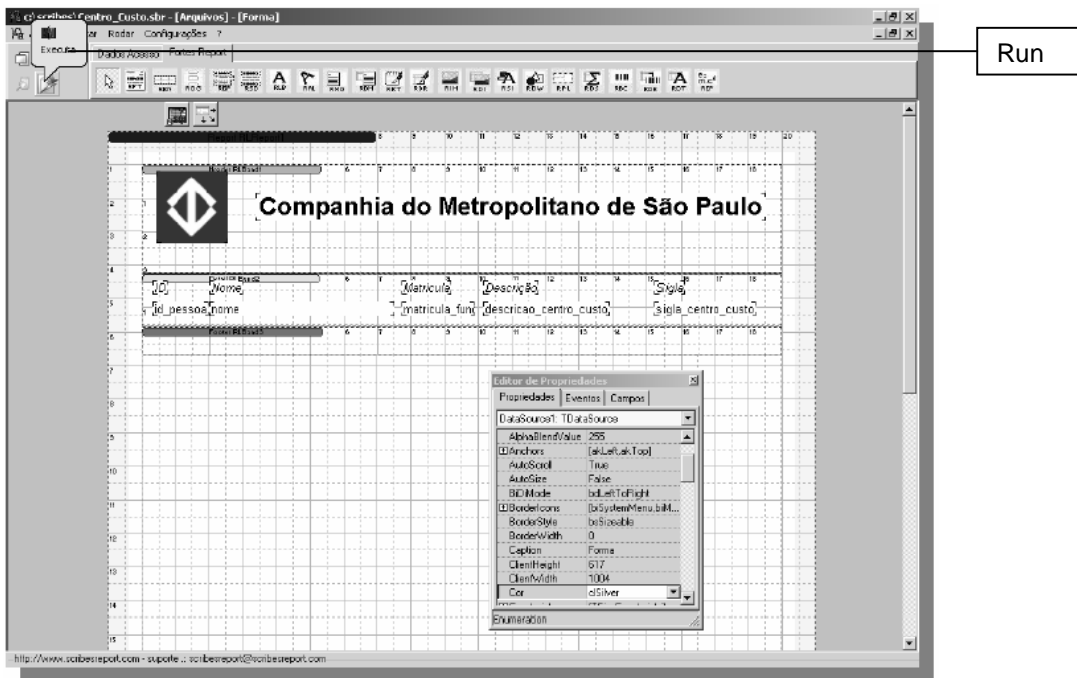
*itMendFlag* Joining pages, It indicates if the current page is a last pages continuation;

*itNow* Printing date and hour in the ShotDateFormat format  
(Example: 20/09/2006 10:25:12)

*itPageNumber* Current page number;  
*itPagePreview* Both current page number and pages amount;  
*itTitle* Report title get from Title property of the TRLReport;  
*itRecNo* Sequential number of the current registry;  
*itCopyNo* Sequential number of the registry copy;

## 2.7 – View reports

To preview how the report will be printed use the  **Run** button.



It shows the report fields already filled with table registries up.



## Report View Bar



Print		Print the report.
Save		Save the report in both PDF and HTML and XLS formats.
Send		Send the report by e-mail. It is necessary set the local messenger manager ( <i>Mozilla Thunderbird</i> ).
		Printer setting.
Page		View the first page.
		View the last page.
	Página 1 de 92	Page number and page amount. It is possible navigate through out the pages using the first field.
of		View the next page.
		View the last page.
		Zoom out.
		Zoom in.
	100%	Zoom adjust. From 500% to 10%, page width, full page and several pages.
		Divide the screen.
		Close.

## 2.8 – Making Parameters for the Report

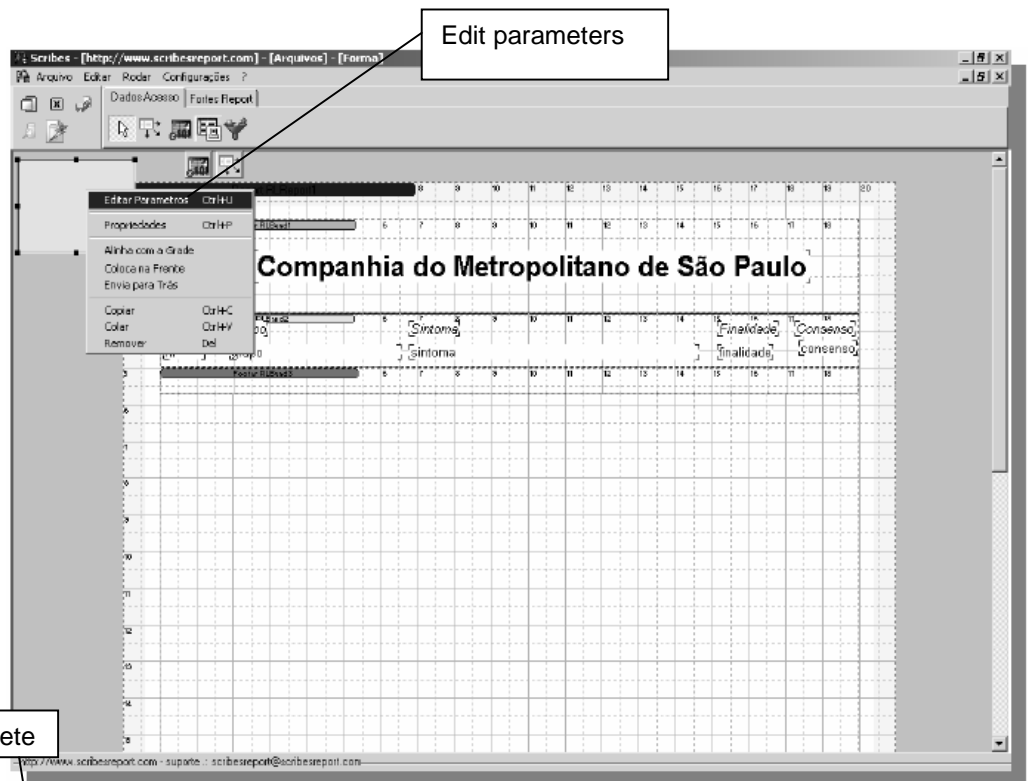
It is possible use the parameters to run a consult, nevertheless it means that the consult will have got data restrictions. To create a parameter to run the consult follow the following steps:

- In the Access Data tab select the **Parameter** button and click on destination area to insert it.


Parameters

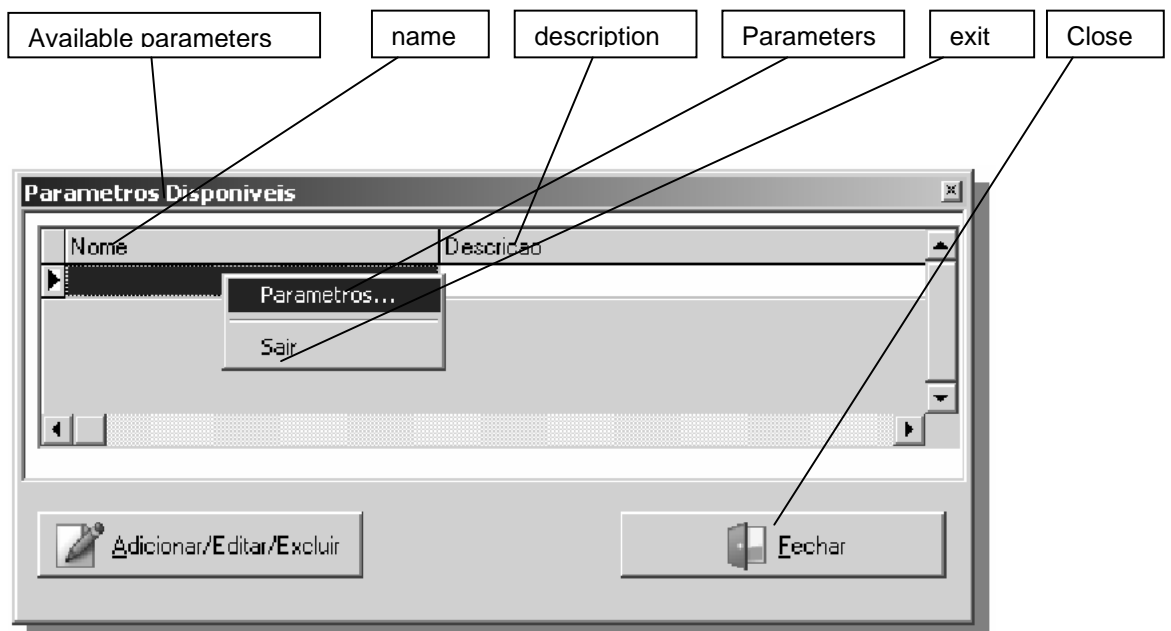



- A yellow box will be inserted. Click on with the right button and then choose the **Edit parameters** option.



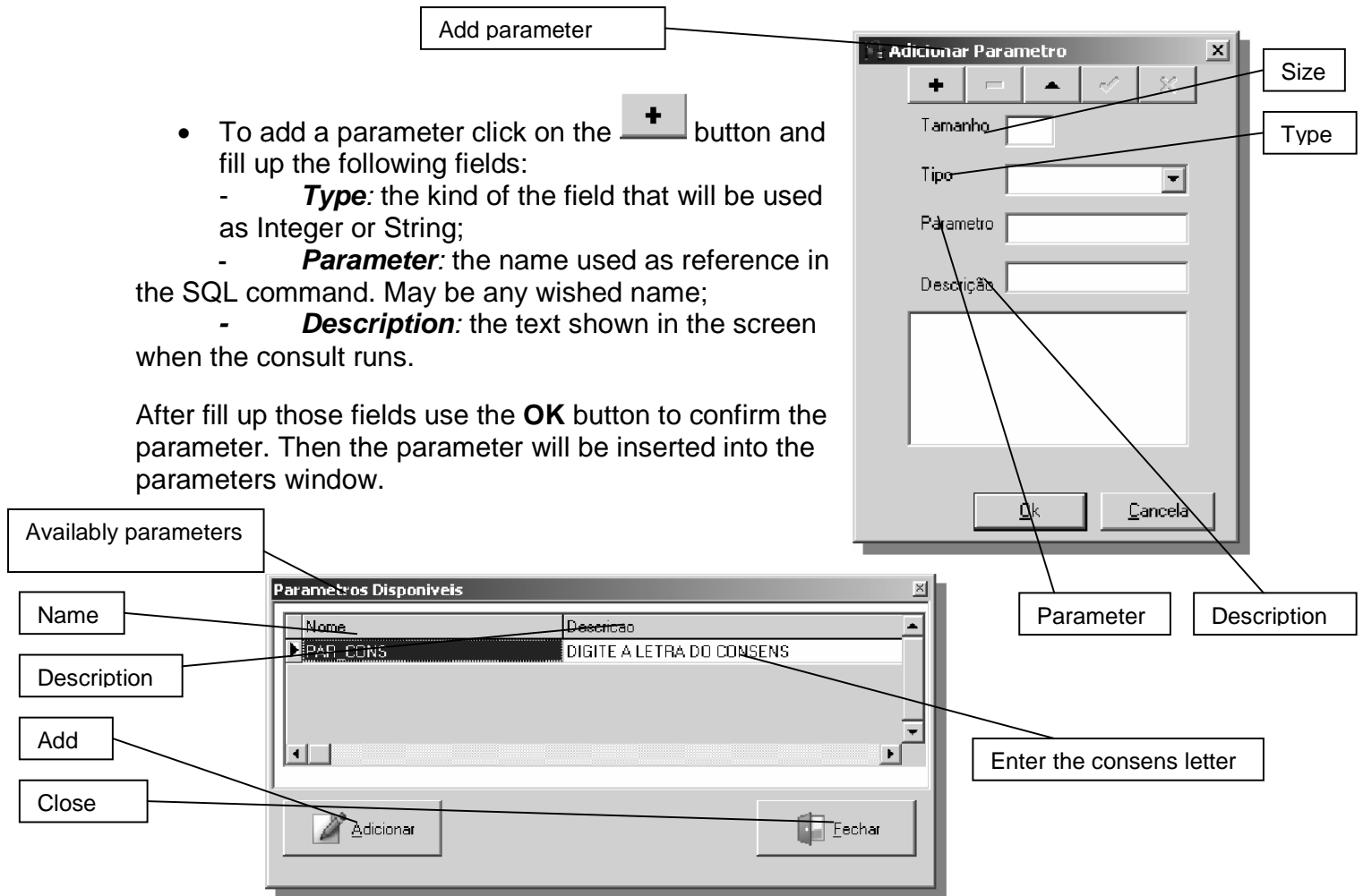
Add Edit Delete

- A window will be opened, use it to insert as many Parameters as necessary. To insert a parameter use either the mouse right button and select the **Parameters** option or use the  Adicionar/Editar/Excluir button.




- To add a parameter click on the  button and fill up the following fields:
  - **Type**: the kind of the field that will be used as Integer or String;
  - **Parameter**: the name used as reference in the SQL command. May be any wished name;
  - **Description**: the text shown in the screen when the consult runs.

After fill up those fields use the **OK** button to confirm the parameter. Then the parameter will be inserted into the parameters window.



- Click on close button;
- To use this new parameter will be necessary to edit the SQL command.

For that, select the  **zReadOnlyQuery** button at desktop, right click and select the **Edit SQL** option;

In the end of the SQL command the write the following command **WHERE** [table field name] =:[name of the previous parameter].

For example:

*WHERE git\_open.\_nivel\_falhas.consenso=:*PAR\_CONSENSO

Group      Symptom      Objective      Agreement

NR	Grupo	Sintoma	Finalidade	Consenso
100	ATO/PP E PORTAS	ABRE PORTA(S) INDEVIDAMENTE	1AC	B
101	ATO/PP E PORTAS	ABRE PORTA LADO OPÓSTO A PLATAFORMA	1AC	B
102	ATO/PP E PORTAS	ABRE PORTAS EM MOVIMENTO	1AC	B
110	ATO/PP E PORTAS	PP INOPERANTE / NAO ACENDE	1AC	B
111	ATO/PP E PORTAS	PP NAO APAGA / FICA RETIDO PELA PP	1AC	B
121	ATO/RECEP E MANUT	ATUA SOBREVELICIDADE INDEVIDAMENTE	1AC	B
123	ATO/RECEP E MANUT	CODIGO DE VELOCIDADE INDEVIDO	1AC	B
124	ATO/RECEP E MANUT	CODIGO ZERO FIXO	1AC	B
129	ATO/RECEP E MANUT	NAO ATINGE VELOCIDADE COMANDADA EM M	1AC	B
130	ATO/RECEP E MANUT	OSCILACAO DE CODIGO	1AC	B

Print

### 3- Printing the report

To print the report, run it through the



Run button and then use the



Imprimir button in the bar.

**Imprimir**

Impressora

Nome:

Usar Filtro:

Imprimir em arquivo

Imprimir em segundo plano

Intervalo de páginas

Tudo

Páginas de:  até:

Seleção

Cópias

Número de cópias:

Ok      Cancelar



It is possible choose the printer in the name field, the filter type, the page interval and the number of copies.

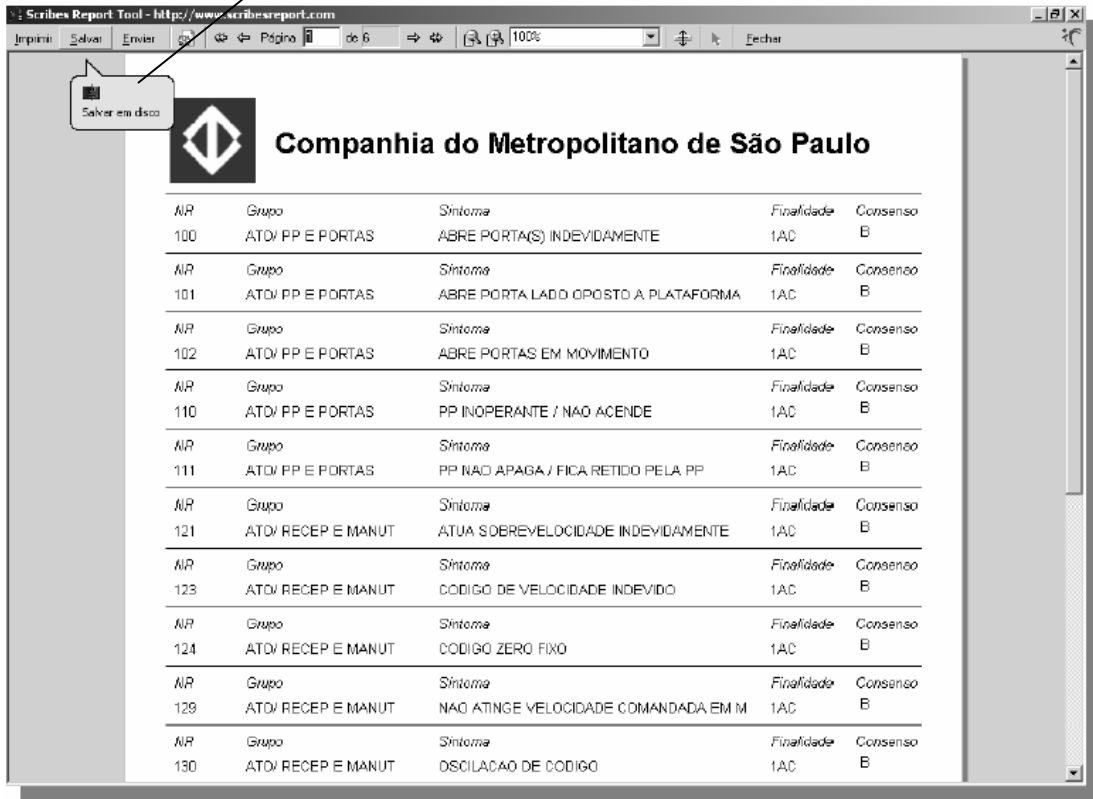
To adjust the printer, use the



set printer button.

#### 4 - Saving as PDF, HTML, XLS

Save the report another format, for that run the consult using the  **Run** button, and then in the Report View bar use the  **Salvar** button.



It is going to be necessary to give a name for the file.

To save in a specific directory use the  button.

The 'Salvar' dialog box is shown with the following elements and labels:

- File name:** Nome do arquivo: C:\scribes\NovoRelatorio
- Use filter:** Usar Filtro: Padrão
- Interval of pages:** Intervalo de páginas
  - Tudo
  - Páginas de: 1 até 6
  - Seleção
- All:**  Salvar em segundo plano
- From:** (part of the page range selection)
- To:** (part of the page range selection)
- Default:** Padrão
- Format RichText for word or OpenO:** Formato RichText para Word ou OpenOffice
- Web page:** Página de Web
- PDF document:** Documento PDF
- OpenOffice/Excel spreadsheet:** Planilha OpenOffice/Excel

In the field Use Filter, can choose the following options:

It is also possible choose the page interval to save.

## 5 – Sending by e-mail


Send the report by e-mail using the  **Run** button to open the View Report bar and then click on the  button.

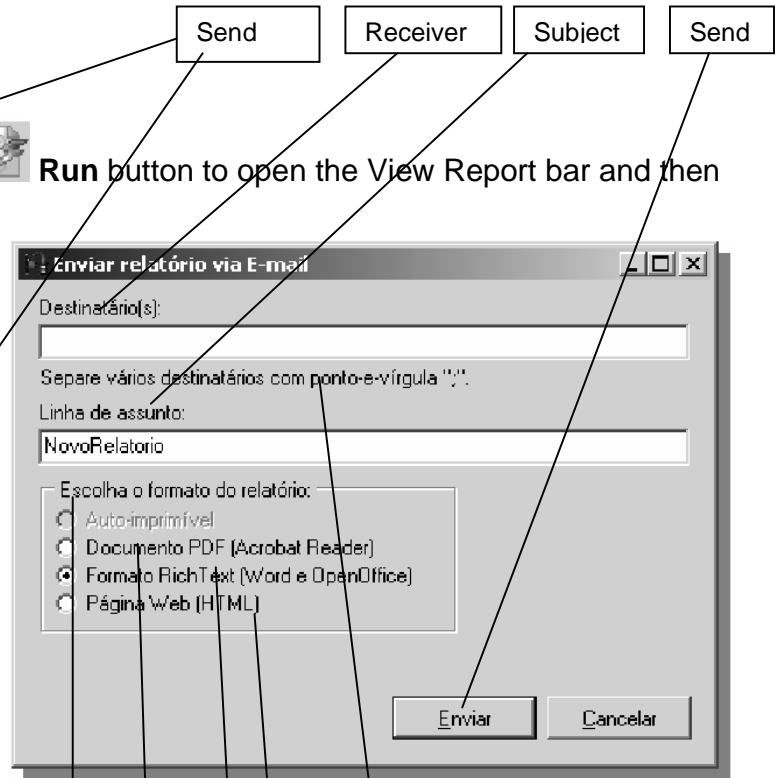
The receiver e-mail address must be filled up in the **Receiver** field.

Fill the subject field.

The report format must be chosen amongst the options: PDF, RTF or HTML.

The file will be attached to e-mail in the compressed form (.zip).

Click on the  button and a new message will be opened with attachment, Sender and Subject fields already filled.



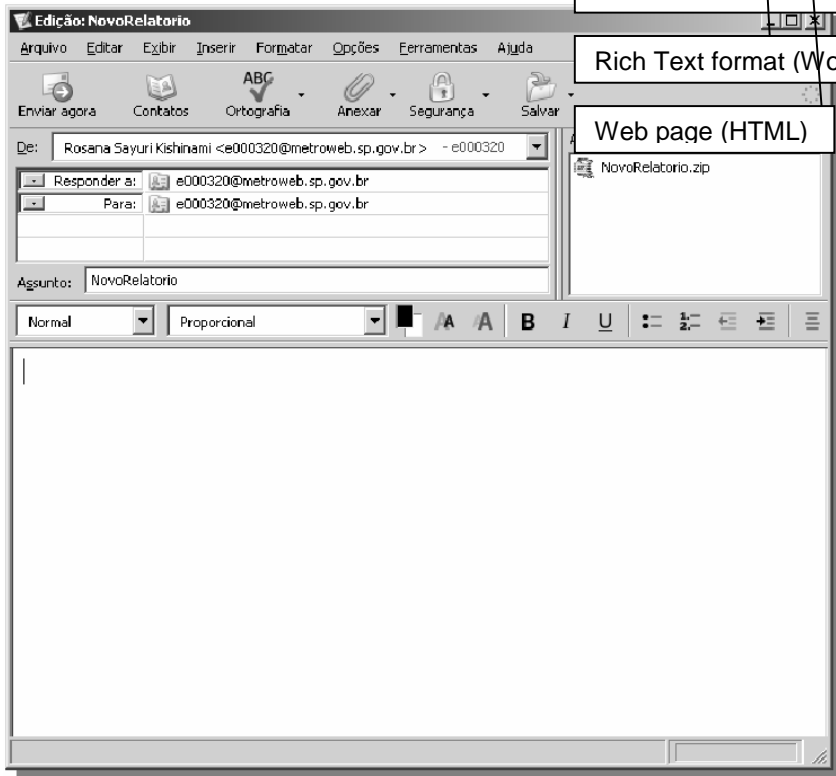
Separate several receivers with dot-and-coma “;”.

Choose the report format:

PDF document (Acrobat Reader)

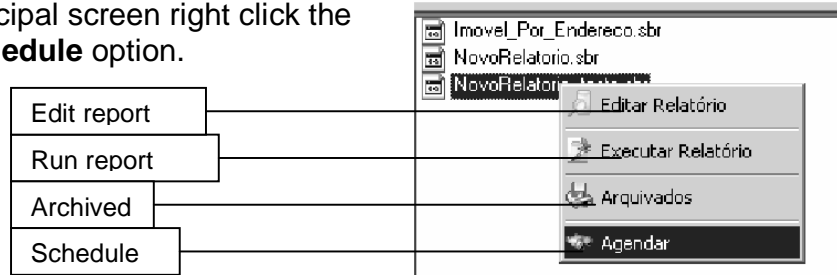
Rich Text format (Word and OpenOffice)

Web page (HTML)

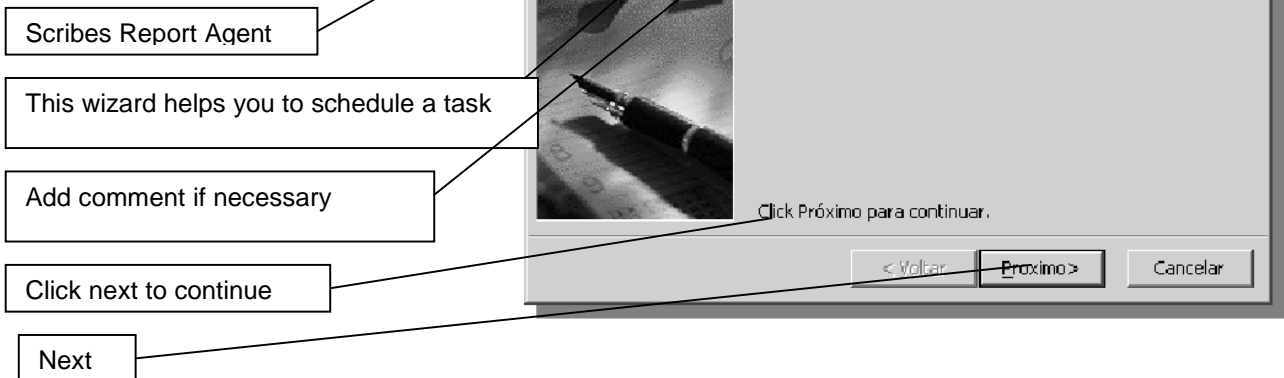


## 6 – Schedule

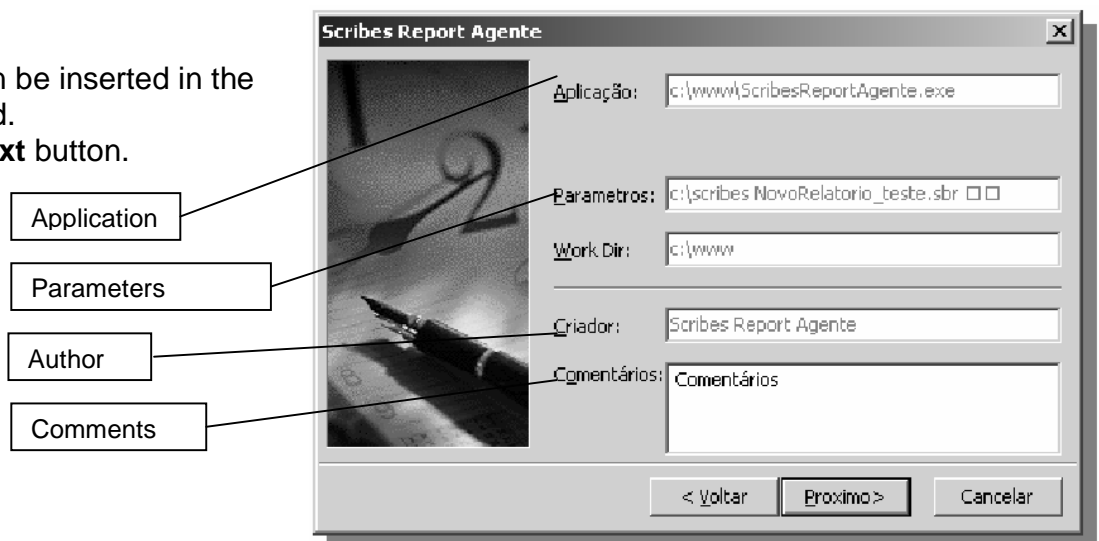
A report can be scheduled to automatically run in a pre-established day and hour. To Schedule, go to report principal screen right click the wished report and choose **schedule** option.



An assistant will be opened to schedule the task. Click on the **next** button.



A comment can be inserted in the Comments field. Click on the **next** button.



Define a name for the new task and the task type.  
Click on the next **button**.

Enter with the task name, may be the same of the program.

When login in

For each option chosen will be shown some configuration fields, they are: Start time and date.

Insert the network password to schedule the task.

Enter with a user and the password rights to schedule this task in the selected computer.

User

Confirm password

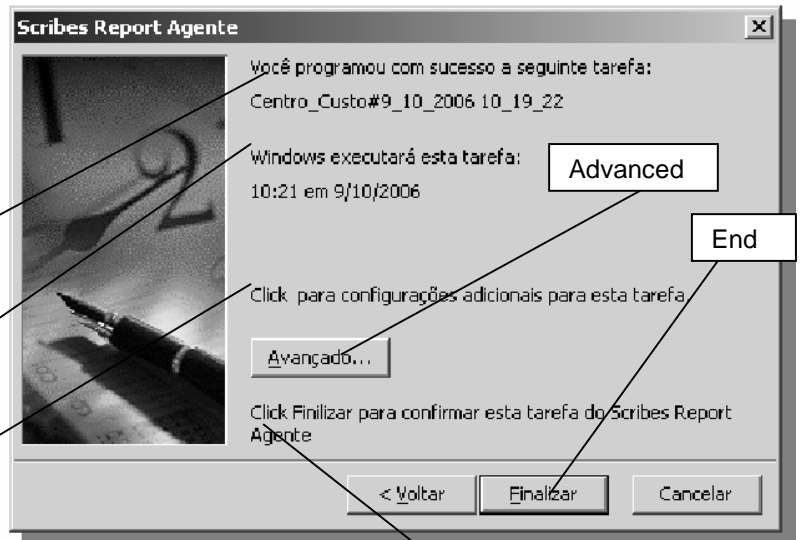
Back

The settings will be shown to confirm the task. In case of anything wrong use the **Advanced** button to make changes. Click on the **End** button.

You have programmed with success the following task:

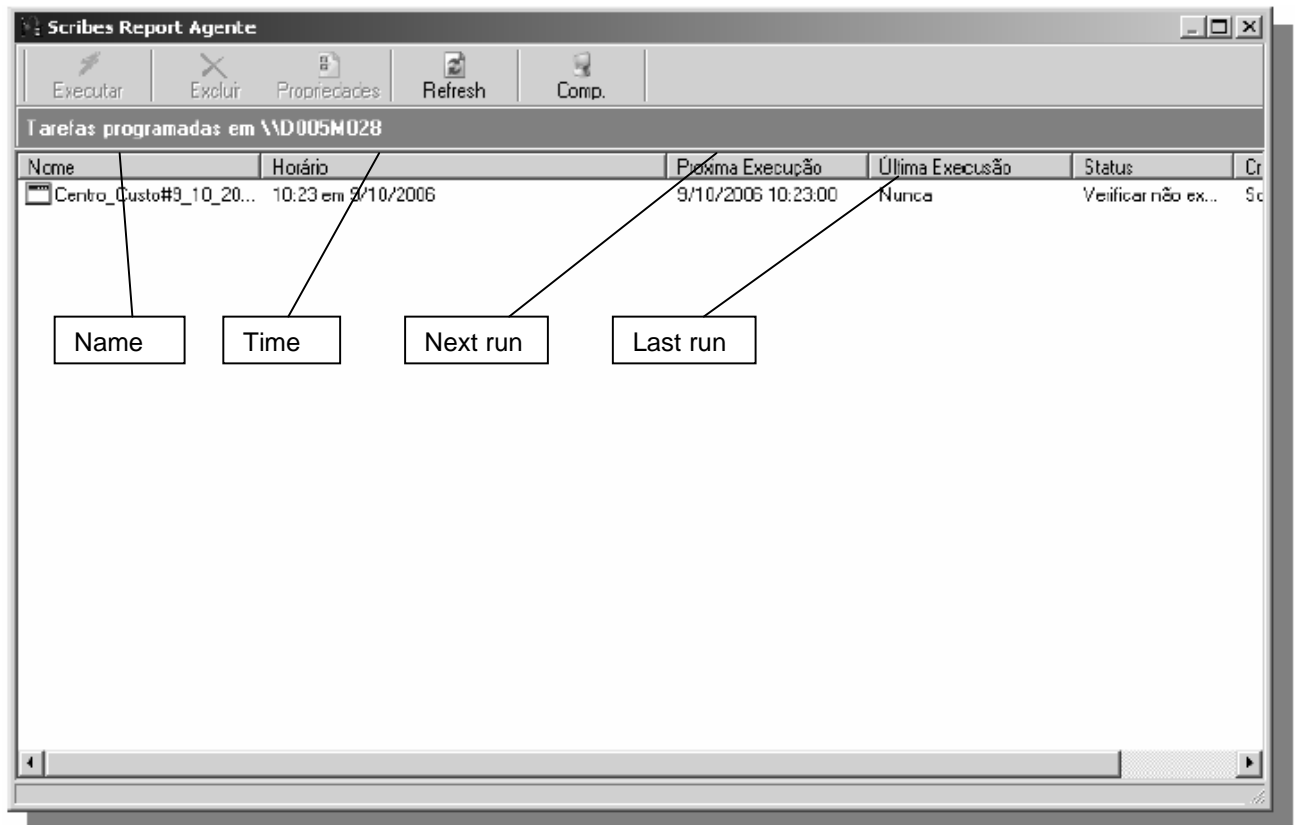
Windows will run this task in: 10:21 of 19/10/2006

Click to task further information



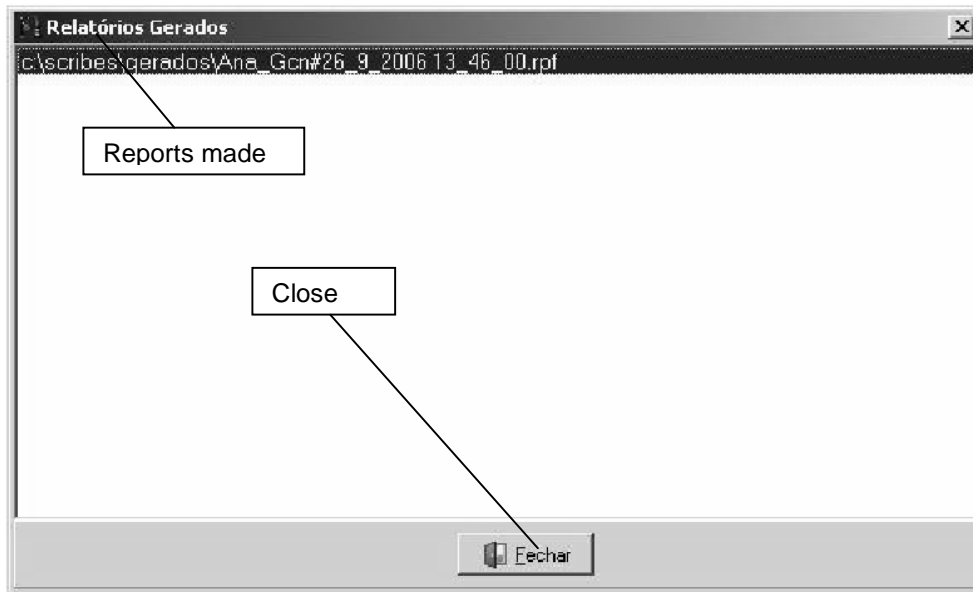
A screen in which is possible view all Schedule tasks has opened.

Click end to confirm this task



## 7 – Archived

It permits to view the reports made, scheduled end ran.

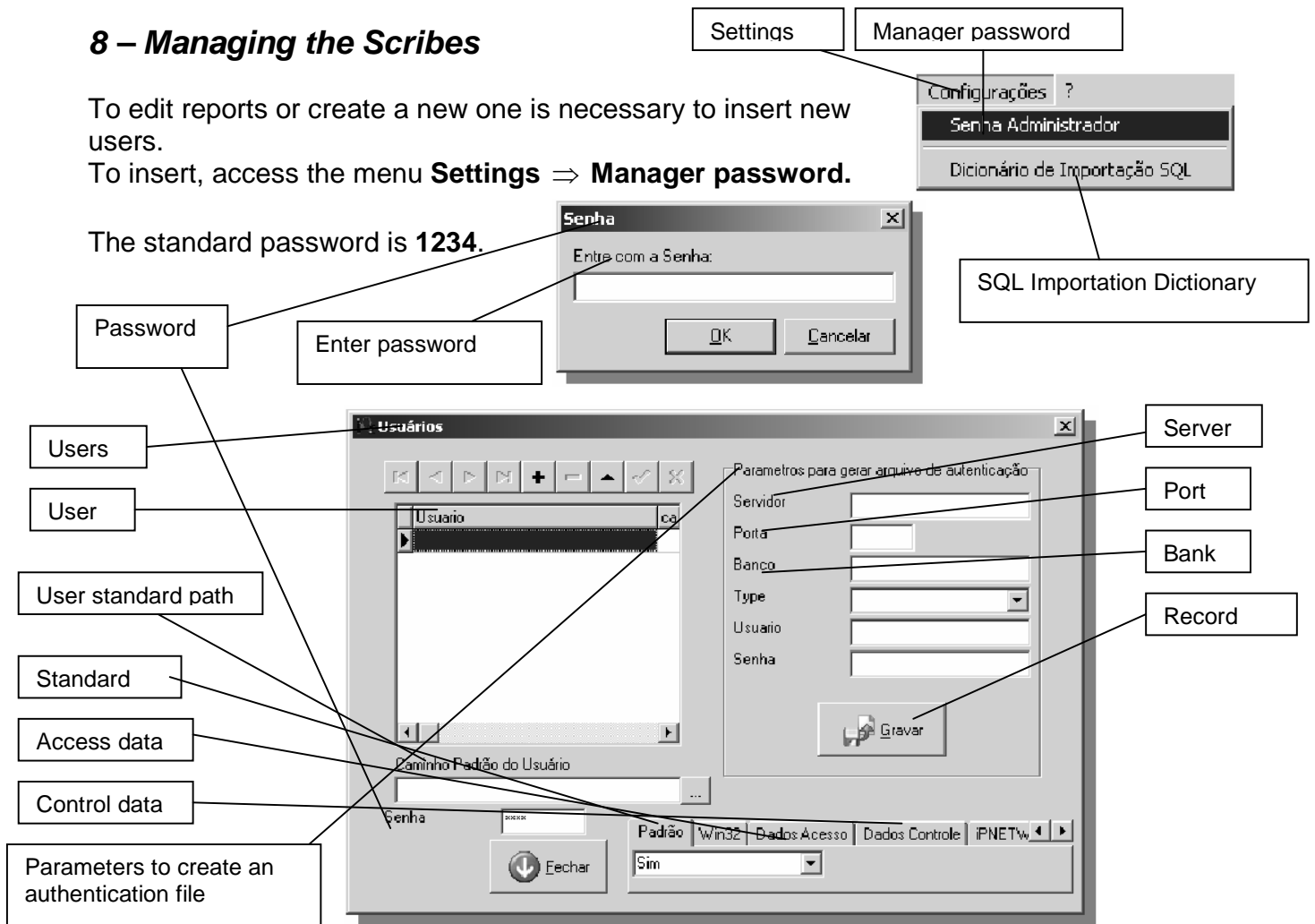


## 8 – Managing the Scribes

To edit reports or create a new one is necessary to insert new users.

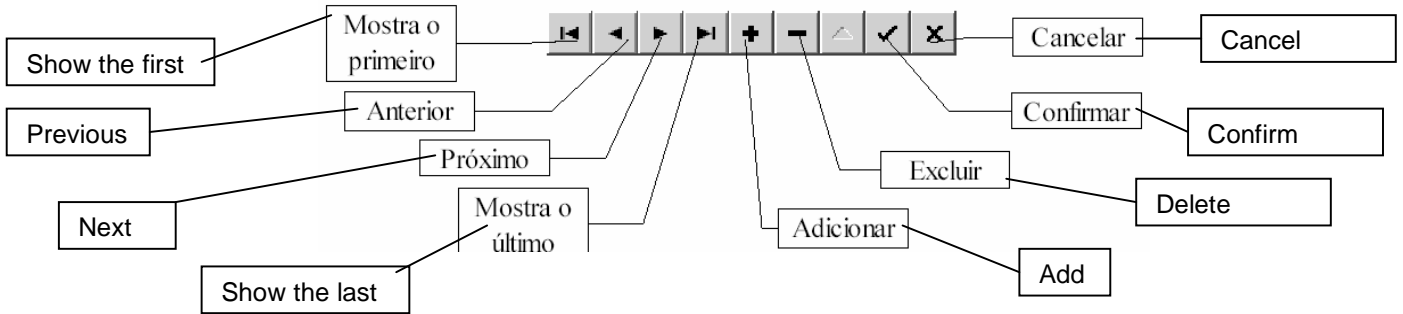
To insert, access the menu **Settings** ⇒ **Manager password**.

The standard password is **1234**.



It is necessary fill the User field up with the person registry to get permission to edit and create new reports.

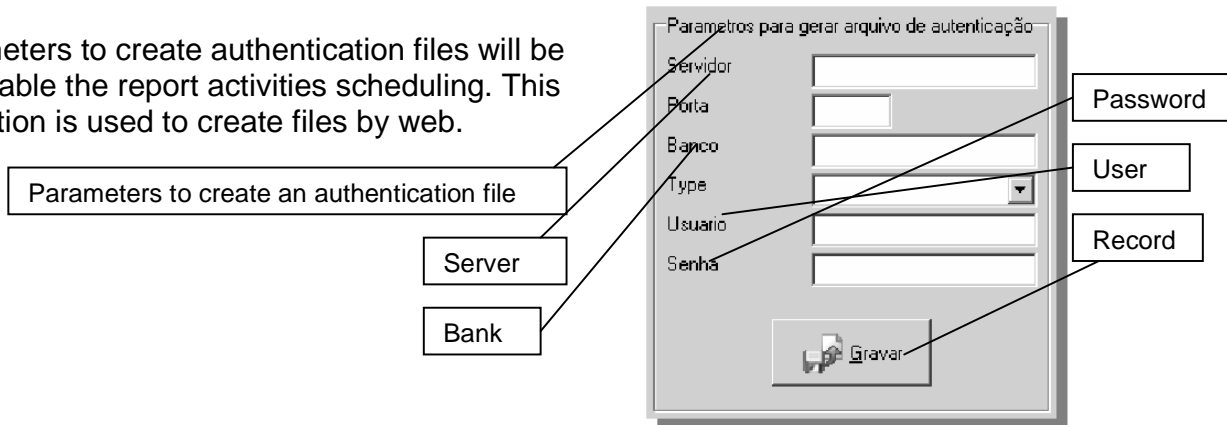
Use the bar to take necessary actions for the users.



After the user field has filled, use the **Confirm** button to insert the new user. Re-start the **Scribes** enable the report bars.

### 8.1 - Parameters to Create an Authentication File

The parameters to create authentication files will be used to enable the report activities scheduling. This authentication is used to create files by web.



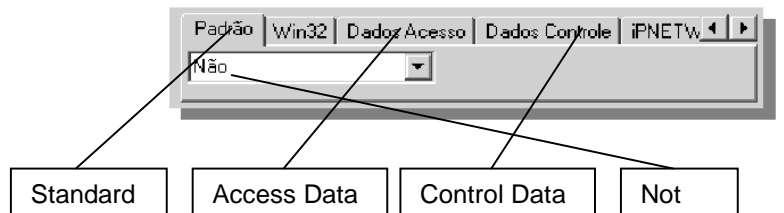
### 8.2 – Path

In the field **User Standard Path** defines a place where all user reports will be stored.



### 8.3 – Enabling Bars

The manager can define which bars will be enabled in the software.

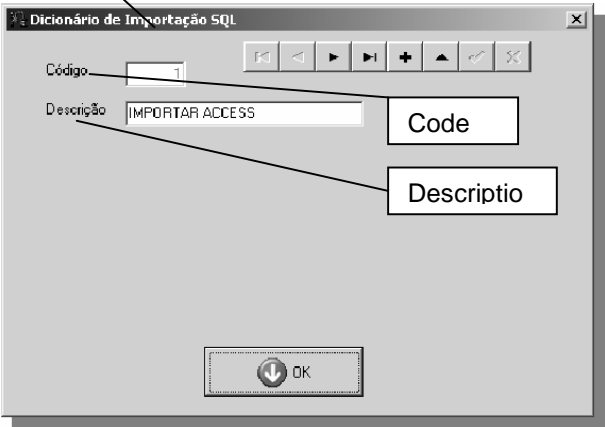


SQL Importation Dictionary

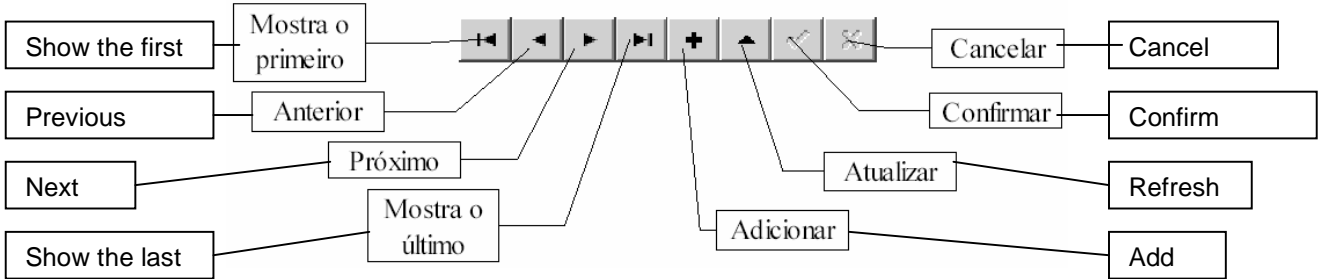
### 8.4 – SQL Importation Dictionary

The SQL importation dictionary is used throughout the course of the report importation. It is make automatic corrections of words used in the report software.

The dictionary has a **Description** field, where all dictionaries already created are listed.



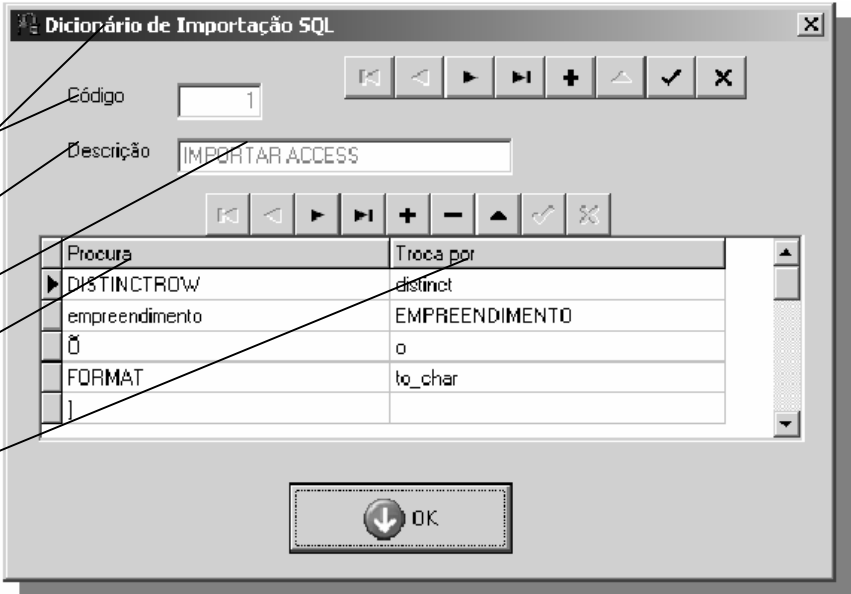
To navigate through the dictionaries out use the toll bar:



To edit the dictionary use the refresh button and then a table with **Find** and **Change for** field is enabled.

In this way, may be possible to add, delete or edit words found by SQL importation.

SQL Importation Dictionary  
Code  
Description  
Import Access  
Find  
Change for



## 9 – About

**About**

**Sobre**

**Scribes Report Tool**  
Versão 4.2  
By Edmilson O. de Oliveira

Freeware  
For Windows

<http://www.scribesreport.com>  
Copyright 2000-2006, por Edmilson O. de Oliveira  
E-mail: [scribesreport@scribesreport.com](mailto:scribesreport@scribesreport.com)

**Programmer**  
Edmilson Orlando de Oliveira

Muito Obrigado  
<http://sourceforge.net/projects/zeoslib>  
<http://www.tmssoftware.com>  
<http://www.fortesreport.com.br>  
<http://www.towebi.se>  
<http://www.firebirdsql.org>  
<http://www.dk-soft.org>

**Thank you very much**

**Agradecimentos**

<http://sourceforge.net/projects/zeoslib>  
Karl-Otto  
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**Acknowledgments**

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