## Bertline Reports Print to File Formats

When you print a custom report if you choose to print to file you have a few options for the format as shown below.

Print	×
Printer <u>N</u> ame: Type: Where:	
	'age Number of <u>c</u> opies: 1
Where:	Print All pages in range
	OK Cancel

- Archive File may not show up and is for use with report builder, so is not of much interest
- **Text File** is the one to use if you want to print to a delimited or fixed width file but requires that the report has been set up to support it. It the report has not been set up for it then you will get an empty file, but do not worry the next section talks you through how to change a report for use with this option. Setting this up does not stop the use of any of the other print options.
- **Report Emulation Text File** tries to approximate the layout of the report as you see it on screen, but in plain text so the alignment of different elements within the report may not be exact.
- **PDF** replicates what you see on screen, but in Adobe PDF format.

## Updating Reports to Print to Delimited/Fixed Width File

First find and select the report in Custom Reports tab within the Reports section of Bertline.

Ba Bertline 301 Reports Selection	_ 🗆 🗵
🎢 Stock Reports 🚫 Sales Reports 🖺 Order Reports 🖾 Misc Reports 🖅 Custom Reports 🙀 Scanned Goods In Reports	
Custom Reports Directory: C:\Bertrams\Bertline 401\Reports\	
Find report called: voice Values between two dates.rtm	
Report	
්ර 1.preStocktake_stockDiscrepancy.rtm	
්ර 2.postStocktake_stockDiscrepancy.rtm	
ຕໍ່ວີ 25 p Barcodes.rtm	
ீல் 3.postStocktake_category.rtm	
ර්ග් AAAPrimrose Hill Books Daily Sales.rtm	
ර්ග් Abe stock.rtm	
6் ABT8.rtm	
හින් amazon market place Euro.rtm	
හි amazon market place Eurov3.rtm	
හින් amazon market place USD.rtm	
හින් amazon market place USDv3.rtm	
හි amazon market place.rtm	
හර Barcodes (Avery L7160).rtm	
හි Barcodes.ttm	
හර Barcodes1.rtm	
🚧 Bert Invoice Values between two dates.rtm	
හර Best-Sellers-In-Period.rtm	
හි Bookhouse Customer Listing by sales.rtm	
මර Bookhouse Customer Listing.rtm	
හි Burway Portrait Plain Paper logo export.rtm	
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්ර Category Performance.rtm	
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📇 Print 🕹 Örð Preyjew 🚺 Exit	
■ Report <u>D</u> esigner	

Now click the Report Designer button. This will take you to a screen that looks like the below:

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Now click on the File menu then Print to File Setup... which will display the below screen.

File Name	( <u> </u>		
File Type			
Comma delimited	•		
Bands			
Header Detail Footer			
Available Controls	Sel	ected Controls	
Label1 Label2 Label3 Label4 Label5	A > >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		•
Label6 Label7 Variable1	< 		•

If your report has groupings, summaries etc then there might be additional bands listed.

You can fill in a filename if you want – this will be the default filename used when you print to file but can be changed in the print dialog when you print.

Then select what file type you want. The options are Comma delimited, Tab delimited or Fixed width.

Next select each of the bands you want in the output file in turn and select the fields from that band that you want to output. If the report designer has done a good job they will have named the fields so you can tell when they all are, but they might just have their default names. In this case if you do not want all fields output you might have to look at the report designer screen (the one you first got to after clicking the report designer button) to work out which field is which.

## Example with default names:

File Name C:\Users\rhurrell\Documents\BertI	r <u>F</u> ile	
File Type Comma delimited	]	
Bands Header Detail	1	
Footer		
Available Controls	Selected Controls  DBText5  DBText1  DBText2	
	BBText3 DBText4	* *

Example with helpful names:

rint to File Setup	×
File Name C:\Users\martinb\Documents\Book File Type Tab delimited	<u>File</u>
Bands Title Header Detail Footer Available Controls	Selected Controls  Selected Controls  Annual Selected Controls  Select
	OK Cancel

You are not required to put out any fields for any given band but you must select at least one field in one band to have anything in the file.

For example, you might just need the rows of data without the labels/headings in which case you can just select fields in the Detail band.

You can change the order of the fields (within the band) in the output using the up and down arrows on the right had side.

Once you have finished click OK.

Then click the File menu Save, or "Save as" if you want to keep the original report too, to save your changes else you will have to redo them.

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The report is now ready to use so you can exit the report designer.