



TIPS AND TRICKS

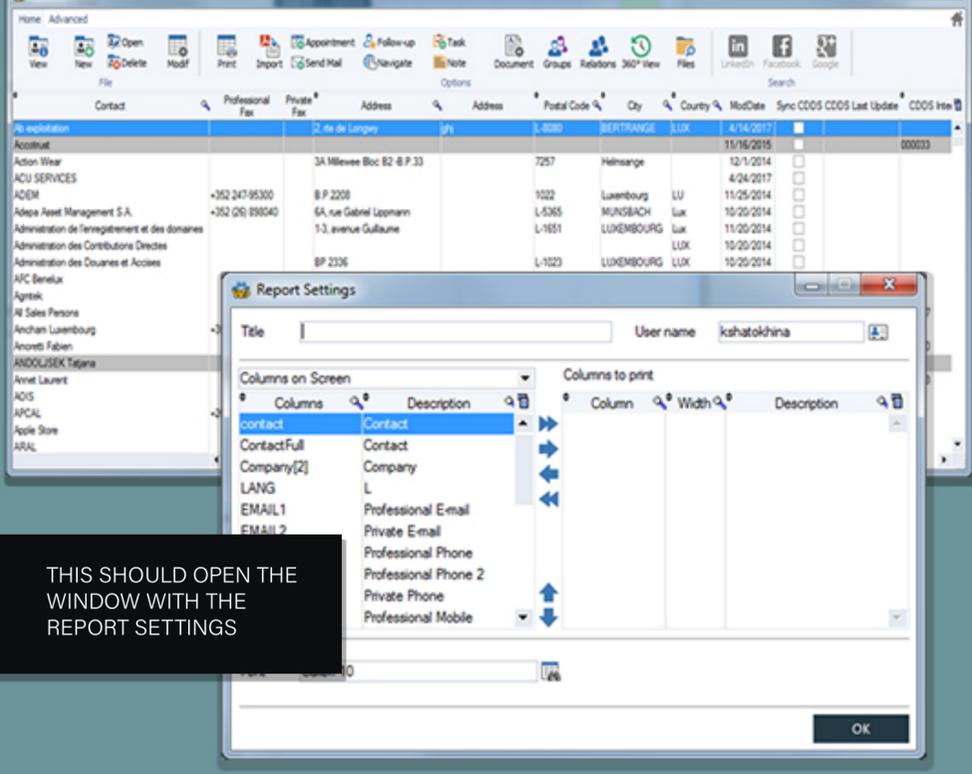
APRIL 2017

HOW TO PRINT THE REPORTS IN MANTARAY

In order to print the perfect report with the exact necessary info you need, you might need some tips on how it works in Mantaray ...

STEP 1...

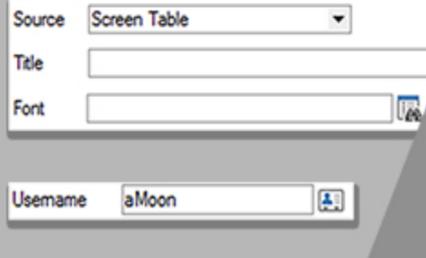
Open any window containing the table you need to convert into report and click on the PRINT icon.



THIS SHOULD OPEN THE WINDOW WITH THE REPORT SETTINGS

STEP 2...

SET THE NECESSARY PARAMETERS



Choose the source for you report: screen /DB table

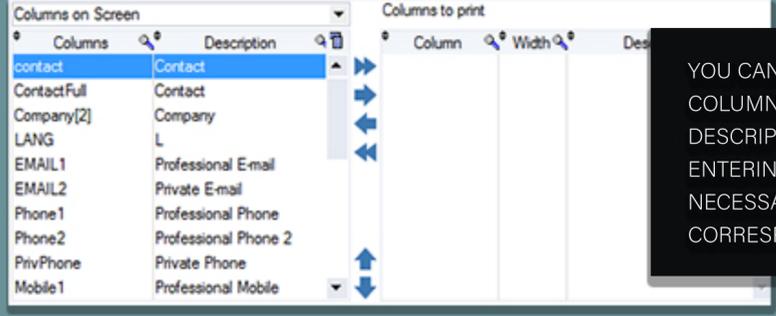
Enter the report title

Choose the font

You can choose whether the report will be available only for you (choose your username), or for all the users (choose the administrator).

STEP 3...

CHOOSE THE NECESSARY COLUMNS FOR YOUR FUTURE REPORT



YOU CAN ALSO EDIT THE COLUMNS: TITLE, WIDTH, DESCRIPTION, JUST BY ENTERING THE NECESSARY DATA INTO CORRESPONDING CELLS.

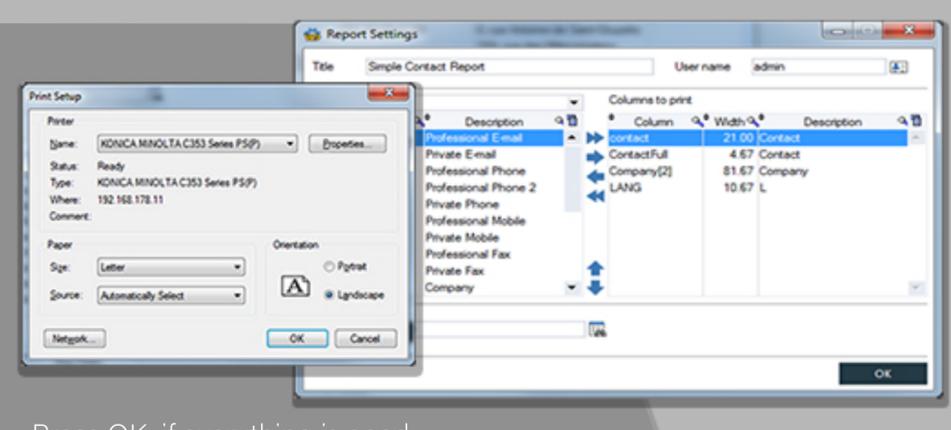
You will have a choice of buttons here to operate with the table:

- ▶▶ Transfer all the available columns into your report
- ▶ Transfer the selected column into your report
- ◀ Transfer back the selected column
- ◀◀ Transfer back all the availbale columns from the report
- ▲ Move up the selected column
- ▼ Move down the selected column

STEP 4...

CONFIRM

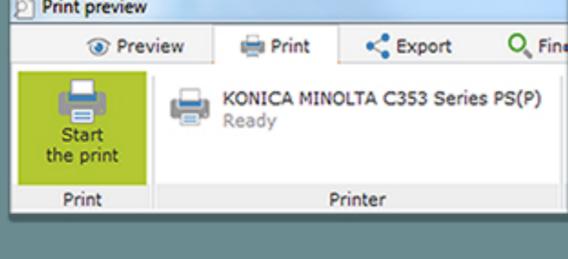
Now when you have chosen the columns for your report, you can press OK



Press OK, if everything is good with your print settings,

STEP 5...

You can still change your report if you didn't like its preview look. If everything is correct, proceed to Print.



YOUR REPORT IS READY!

WATCH OUR TUTORIAL ON YOUTUBE

