UNITED STATES MARINE CORPS
LOGISTICS OPERATIONS SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
TRAINING COMMAND
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

B403-1

STUDENT OUTLINE

MDSSII REPORTS

LEARNING OBJECTIVES:

1. **Terminal Learning Objective**: Given a computer, Logistics Automated Information System (LOGAIS), a unit's embarkation data, and the reference, create a database in LOGAIS to ensure that an accurate reflection of all unit assets are loaded for deployment per the reference. (0431.01.05)

2. **Enabling Learning Objectives**:

a. Given a desktop computer, LOGAIS, a list of a unit's database, and the reference, construct reports showing unit equipment and supplies per the reference. (0431.01.05c)

b. Given a desktop computer, LOGAIS, a list of a unit's equipment and supplies, and a reference, use "ad hoc" report module to construct desired reports, per the reference. (0431.01.05h)

c. Given a desktop computer, LOGAIS, a list of unit's equipment and supplies, and the reference, create standard reports per the reference. (0431.01.05i)

OUTLINE

1. STANDARD REPORTS. Once MDSS II is open, you need to ensure that the plan that you want the information from is activated. To open a standard report, select from the drop down menu **Tools**, **Reports**, and **Standard**. A box will appear with a selection of standard reports available. (see Figure 1.)

a. **Association.** In the preperation of supplies and equipment phase, boxes and equipment were placed inside vehicles and boxes were placed on pallets. Those items became associated with one another. The boxes and equipment are know as **Children** and the vehicles, trailers, and pallets are known as **Parents**. The Association Report provides you with information gathered when UDL records contain linking data. The report prints children record(s) indented beneath the parent record. This is a great report to use in the fleet.

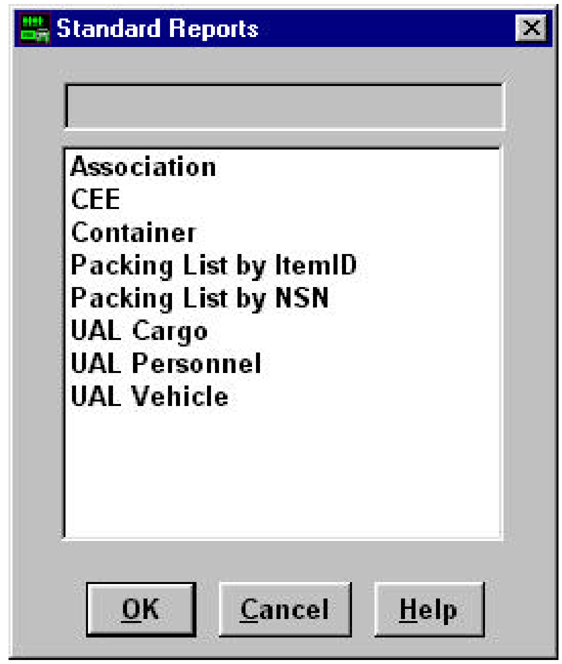

Figure 1.

b. **CEE**. The Combat Essential Equipment (CEE) Report enables you to locate all items in the UDL table that are designated as Combat Essential Equipment. Marine Corps Bulletin 3000 is referenced to run this report. If Items in the UDL are matched with definitions of Combat Essential Equipment in the Bulletin 3000 table, those records are grouped and displayed for the Combat Essential Equipment Report. The items are grouped by UIC and then sorted by Item ID and MSE. This report is a MMO function.

c. **Container**. This report selects Container parent records with a NSN that begines with “8115” (Quadcons and Palcons) and lists all contents by displaying all Child records Associated to the Parent record. The child records are listed by NSN and Item ID. All ULN's and Quantity per cargo are included for each record listed. A subtotal calculation is performed for the Child records by Item ID and a total quantity per container for all records is provided. This report will not display all containers (ISU 90’s, TEU’s and wooden embark boxes) and the equipment associated with it. This is a good report to use for generating or validating a CMR.

d. **Packing List by ItemID and Packing List by NSN**. Containers, Mobile Loads, and many other commodities require the ability to create a report that lists the ITEM ID, DESCRIPTION, PKG_ID, NSN, MSE and QTY of the assets they are associated to. These reports allow you to print: all records with PARENT PKG IDs; one or several AIT LOCATION CODES with PARENT PKG IDs; or one to ten PARENT PKG IDs. Each PARENT PKG ID should be grouped in a fashion so no two PARENT PKG ID's are on the same page. In other words if you have 5 trucks all with 20 children each then their should be 21 records on each of the 5 sheets of paper.

This is an excellent report to use to print out Packing lists required.

e. **UAL Cargo**. The Unit Audit Listing (UAL) Cargo report selects all Cargo items from the UDL table with UPTT codes of Blank, and NOT 22, 24, and 25. This report groups the appropriate items by UIC then lists the records with the matching UPTT codes. The UAL Cargo report references the data available within the active plan. This report is good to use when inspecting a commodity or section and validating dimentional data.

f. **UAL Personnel**. This report is grouped by UIC and separates personnel in the Roster table by the number and rank of Officers (Generals, Colonels, Lieutenant Colonels, Majors, Captains, Lieutenants, Warrant Officers and Enlisted). The report calculates the total number of personnel per Rank category. The report references the currently selected plan's Roster table to run the report.

g. **UAL Vehicle**. The Unit Audit Listing Vehicle report selects all cargo from the UDL table by UPTT codes of 22, 24 and 25. This report groups the cargo by UIC then lists the UPTT codes which apply for that UIC. The UAL Vehicle report references the data available within the active plan. This report is also good to use when inspecting a commodity or section and validating dimentional data.

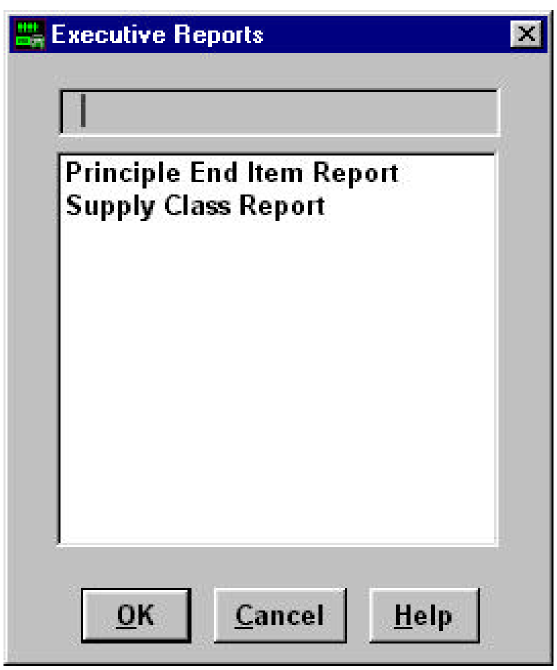

Figure 2.

2. **EXECUTIVE REPORTS**. These reports are rarley used by Log/Embark specialists in the fleet. Select **Tools**, **Reports**, and **Executive** from the drop down menu. A box will appear with a selection of executive reports. (see figure 2.) Each of these choices lead to another window with other choices.

a. **Principle End Item Report**. The Principle End Item report reflects the current status of Combat Essential Equipment as listed in MCBUL 3000, and of other command specified items. The report is rolled up by Item Id and alerts the user to potential significant shortfalls. All of these reports are a funtion of MMO.

(1) **EAF Report.** This report compares the current plans UDL table against the Equipment Allowance File (EAF) table. The EAF table is a listing of how much equipment a unit should rate. Selecting this option displays the percentage of quantity on hand using data within the current UDL in comparison to the units actual allowance. This report is displayed with a unit logistic status for the unit and itsequipment.

(2) **PEISTAN Report.** This report compares the current plans UDL table against the Principle End Items Standard (PEISTAN) table. The PEISTAN Table is filled with the records from your source UDL selection. This table is then used to compare against your plan UDL.

(3) **UDL Report.** This report compares the current plans UDL table against the user specified/selected plan's UDL table.

b. **Supply Class Report.** The Supply Class reports reflects the percentage of on hand selected items in the UDL compared to the SCSTAN table. The SCSTAN table is populated and updated every time you run the UDL table option. These reports are rolled up by supply class and alerts the user to shortfalls. These reports compare the current plans UDL table against the Supply Class Standards table or the UDL table. The UDL table option enables you to select a different UDL to compare against your current UDL. If you have never run this report, you must use the UDL table to select a source for information. Once you select the source, the SCSTAN table is populated with the records that have supply class information. This data remains resident in the SCSTAN table for future use or you can update this data by selecting another source. This report is something that your unit Supply Officer might use.

3. MAINTENANCE REPORTS. As we discussed in a previous class, LOGAIS was designed to support the entire S-4 shop to include Maintenance Management. And as we learned, MMO has their own computer systems to do what they need to do so they don’t use LOGAIS. Select **Tools**, **Reports**, and **Maintenance** from the drop down menu. A box will appear with a selection of maintenance reports. (see figure 3.)

a. **Calibrations Report**. This provides the reporting capability to support equipment calibration control. The CALSTAN table is the reference table containing NSNs and their respective Calibrations. When the Calibrations command is selected, this reference file searches the current plans UDL for any matching NSNs. If there is a match, each entry in the CALSTAN table for that NSN is posted to the Calibration table. Although the CALSTAN table is a reference file, it is a user defined table. Each calibration represents one calibration for any given NSN. It is feasible to enter the same NSN many times for many different Calibrations.

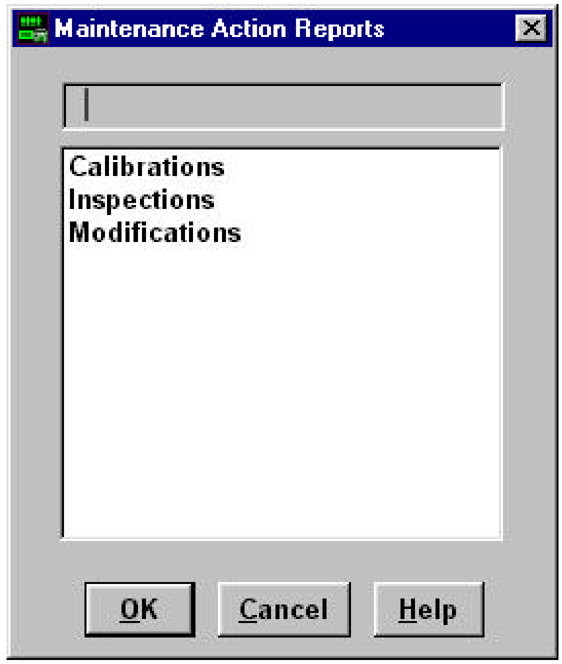

Figure 3.

b. **Inspections Report**. This provides the reporting capability to support the administration of maintenance actions to include preventative maintenance and limited technical inspections. This provides a listing of all Class II and VII items in the UDL table. Appropriate data regarding inspection dates etc. is entered by the user into the Inspections table. This table provides the following data: LAST INSPECTION DATE, UIC, NSN, PKG ID, NEXT INSPECTION DATE, OIL ANALYSIS DATE, OIL ANALYSIS RESULTS and REMARKS.

c. **Modifications Report**. This provides the reporting capability to support equipment modification tracking. The PCNINFO table is the reference table containing NSNs and their respective modifications. When the Modification option is selected, this reference file searches the UDL for any matching NSNs. If there is a match, each entry in the PCNINFO table for that NSN is posted to the Modification table. This table provides the following data: PCN, PLAN COMPLETION DATE, ACTUAL COMPLETION DATE, ACTION CODE, UIC, NSN, PKG ID and REMARKS.

4. MARITIME PRE-POSITIONING SHIPS (MPS) AND PREPO. These reports are setup for MPF Ops. Select **Tools**, **Reports**, **MPS** from the drop down menu. The following options appear:(see Figure 4.)

a. **Master File**. This report, also known as the Header File Report, displays equipment and supplies from within the UDL. These items are sorted by ascending Parent Package ID and lists all of the associated records. This report only helpful to the Marines and civilians at Blount Island.

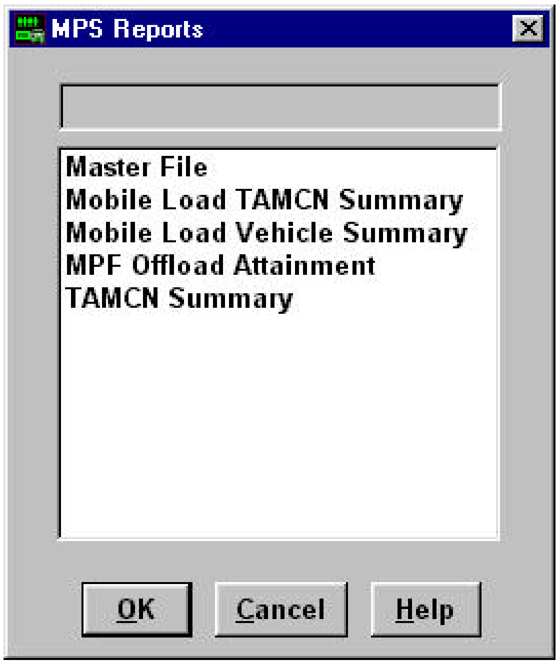

Figure 4.

b. **Mobile Load TAMCN Summary Report**. This report gives a detailed account of all mobile loaded equipment. These records are displayed in ascending TAM sequence with a total for each TAM that has been mobile loaded into the UDL. This report is used quite often in the fleet.

c. **Mobile Load Vehicle Summary Report**. This report lists in ascending Item Id order, all vehicles that have an associated mobile load and the details of each load. The MSE field is included for each TAM in the report. This accounts for equipment which has been loaded onto a vehicle that may belong to another unit. This report is also used frequently in the fleet.

d. **MPF Offload Attainment**. These reports are MPF specific and are not very helpful in the fleet.

(1) **Container Report**. This report is designed to show the buildup of containers ashore. It is based on the container's shipboard location and it's subsequent movement ashore and delivery to Arrival and Assembly Operation Elements (AAOE) sites or to the Container Lot. This report provides you with information concerning the status of container operations afloat and ashore.

(2) **MSE Report**. This report is designed to show the buildup of equipment as it reaches it's assigned element. This report is based on the assignment of equipment within the MSE column of the UDL versus the actual receipt of equipment as shown in the LOGMARS location code. This report provides you with information concerning the attainment of equipment by the Major Subordinate Elements (MSE).

(3) **TAMCN Report.** This report is designed to show the buildup of items ashore by Table of Authorized Material Control Number (TAMCN). This report is based on the individual TAMCN's shipboard location and it's subsequent movement ashore and movement to it's final destination. This report provides you with an overall view of assets prepositioned aboard an MPF squadron and the issue of those assets.

e. **TAMCN Summary Report.** This report, also known as the Daily TAM Summary Report, displays in ascending TAM sequence, the Principle End Items of all equipment which has been entered into MDSS II. The report also calculates a total of each TAM within the UDL. This report can be used to validate your database with the comodities and sections.

f. **PREPO.** These reports are used when dealing specifically with ship loads.

5. ADHOC REPORT. Used to print a report showing specific information not available in a standard prefabricated report. Select Tools, Reports, Adhoc from the drop down menu to open the Shazam Reports Wizard.

a. **Define Search View.** When the wizard first starts, the view is broken down to 3 main sections: (see figure 5.)

(1) **Functions Area.** Contains drop down menus, icons (described in B402-2), and view tabs. This area is common in all the other views within the report wizard, though menu options and icons may change.

(2) **Table Area.** This area tables are inserted and linked.

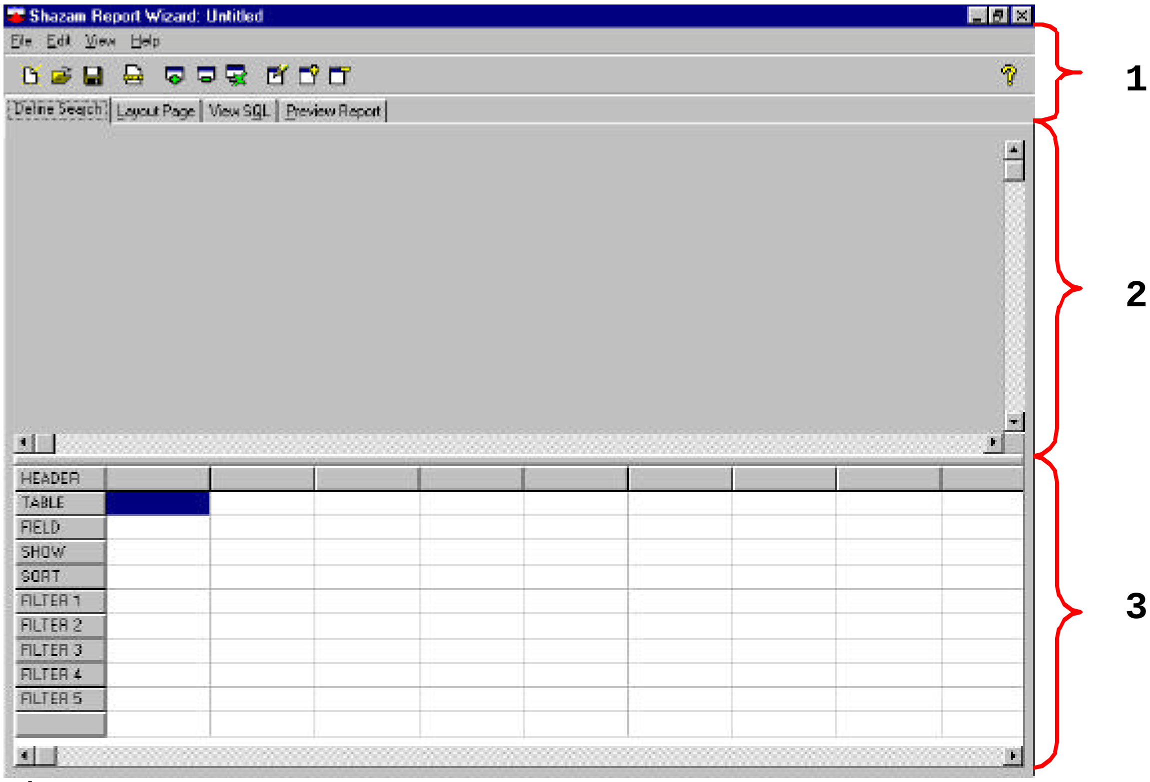

Figure 5.

(3) **<u>Field Area</u>.** This area is where fields are inserted and manipulated.

b. **<u>Layout Page View</u>.** This allows the user to setup a report in an assortment of ways. This section will be covered in detail later.

c. **<u>View SQL</u>.** This area allows you to look at and edit the language (SQL) that the computer uses to build your report. This option is only recommended for those who know the computer language well.

d. **<u>Preview Report View</u>.** Once a report is built in either Define Search or Layout Page, the report can be previewd before it is printed in this view.

6. <u>ADD TABLES</u>. All the information that we put into all the different programs within the LOGAIS family of systems are contained in different tables. Some tables may be specific to different programs while others are system wide. When we want to pull information for our report out of any particular program, we in fact have to pull it from a specific table.

Step 1: To add a table to your report click the Add Tables icon or select Edit, Add Tables from the drop down menu. A window will appear listing all tables available. (see Figure 6.)

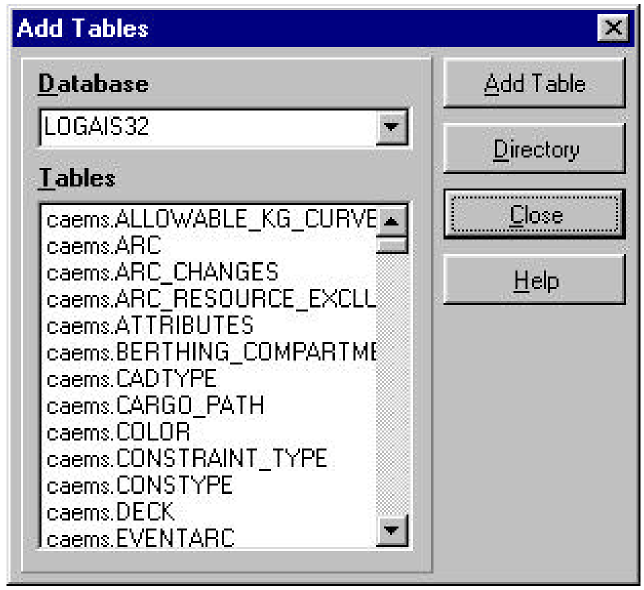

Figure 6.

Step 2: The database remains LOGAIS32.

Step 3: Use the scroll bar to find the specific tables that you want to add to your report and click on it.

Step 4: Insert the table in the report by double-clicking on the table or selecting Add Table button one the table is highlighted.

Step 5: Once the tables that you want are added to your report, select the Close button to close the window.

Step 6: If a table was added by mistake, click on a field within the table you don't want and select the Delete Table icon or select Delete Table from the edit menu.

STUDENT NOTE: In every Adhoc report while you are here, the one table that will always be added is logais.PLAN.

PRACTICAL APPLICATION 6-1 ADDING TABLES

1.Using the steps above, add the following tables to your report:

logais.PLAN **logais.UDL**

7. **LINK TABLES**. Once the tables are added to the report, it is now nessecary for communication to be established between them. This is done by selecting a common denominator (field) between them and linking them together.

Step 1: Find one field in each table that is labled the same. Ensure that both are visible on the screen.

Step 2: Click and hold on one field in one table and drag it on top of the other field in the other table. A bold black line will be drawn between the two fields. (see Figure 7.)

Step 3: If a link was made between two fields that are not the same, delete the link by clicking on the line to select it and clicking on the Remove Link icon or selecting Unlink Tables from the edit menu.

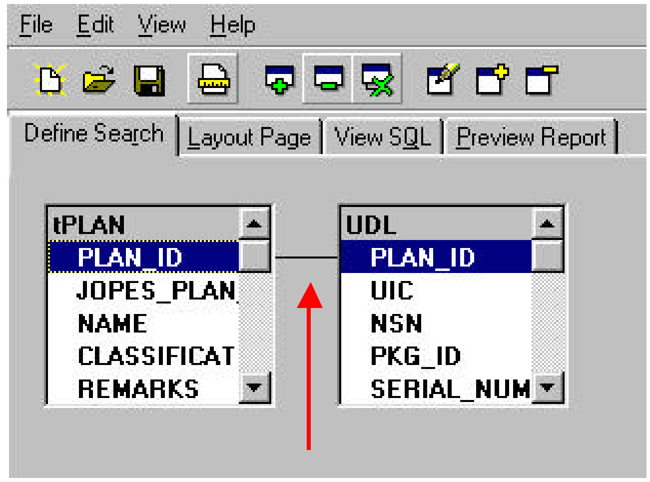

Figure 7.

PRACTICAL APPLICATION 7-1 LINKING TABLES

1. Using the steps outlined above, link the two tables together using PLAN_ID.

2. Remove the link.

3. Relink the tables again.

8. **ADD FIELDS**. In order to costomize your report further, specific fields can be added to reflect the data in your report.

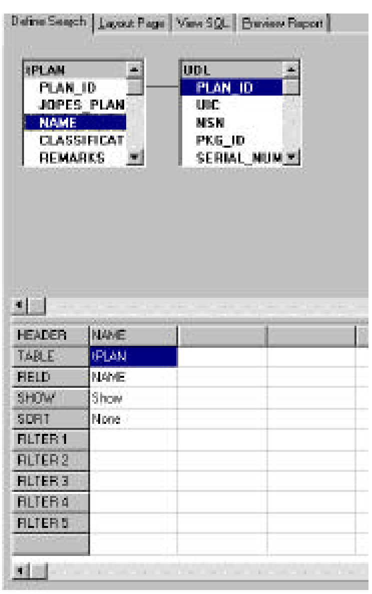

Figure 8.

Step 1: Scroll up and down on the table to find the specific fields that you want to add to your report.

STUDENT NOTE: If the window isn't big enough to view the entire field name, resize the window by placing the mouse on the edge until it becomes a double pointed arrow (↔,↕) then click and drag to the desired size.

Step 2: Add the field by double clicking on the field title or click and drag the field to Field Area below.(see Figure 8.)

Step 3: Fields can be removed by

clicking in the white area of a specific field and click the Remove Field icon.

STUDENT NOTE: **The "Name" field is always added first in an Adhoc report because it contains the name of the plan which contains the information that we want in our report.**

PRACTICAL APPLICATION 8-1 ADDING FIELDS

1. Using the steps outlined above add the following fields to your report:

a. From the tPLAN table: NAME

b. From the UDL table: UIC, NSN, ITEM_ID, NUMBER_OF_CARGOS

9. **EDIT FIELD PROPERTIES.** Once fields are added to your report, they can be edited in verious ways. The Edit Field window offers an easy way to change each field's properties or charactoristics in the report.

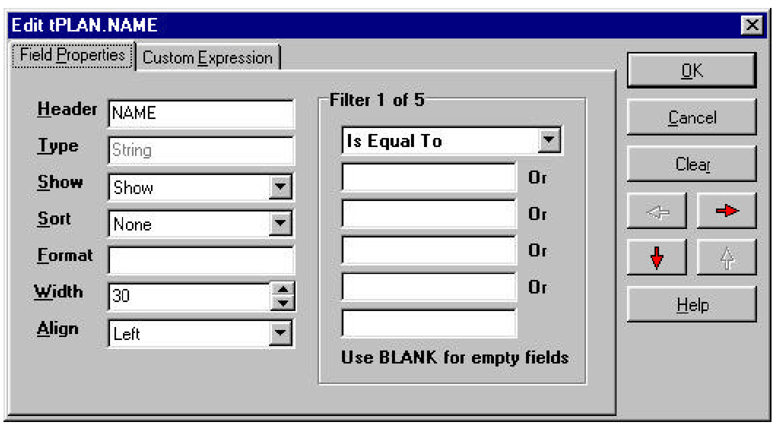

Figure 9.

Step 1: To edit field properties, double click in the white area of the field. An Edit Field box appears. (see Figure 9.)

Step 2: Select appropriate field settings to meet requirements. (see Table 1)

Step 3: Close the window by selecting **OK**.

UNDERSTANDING EDIT FIELD WINDOW		
FIELD SETTINGS		**DESCRIPTION**
Header		Changes the field description
Type		Identifies type of charactors in the field
Show	**Show**	Used to display the field
	Group	Used when one or more fields has a Show setting of **Sum, Count, Average, Minimum or Maximum.** Any fields that do not have one of those settings **MUST** be set at Group.
	Hide	Use hide in a field that you want to use to sort items but not be visable on the report
	Sum	Totals up all the values in a set of records. (Field must be numeric)
	Count	Counts the number of occurances in a set of records
	Average	Displays the average value in a set of records
	Minimum	Displays the minimum value in a set of records
	Maximum	Displays the maximum value in a set of records
Sort	**A-Z**	Sorts the data in desending order
	Z-A	Sorts the data in ascending order
Format		Desplays fields with a date or numeric value
Width		Changes the width of a field
Align	**Left**	Aligns the data within a field to the left
	Center	Aligns the data within a field in the center
	Right	Aligns the data within a field to the right

Table 1.

PRACTICAL APPLICATION 9-1 EDITING FIELD PROPERTIES

1. Using the steps outlined above, edit the fields as below:

a. Change the NAME field from Show to Hide.

b. Change UIC, NSN, and ITEM_ID fields from Show to Group.

c. Change NUMBER_OF_CARGOS from Show to Sum. Change Header to "Qty" with a width of 6.

a. **Filter.** A filter is used to filter in or filter out specific information within a field for a specific record(s). The report wizard supports up to 5 lines of separate search criteria, each with 5 charactoristics, at the same time. Each line is treated as a separate search and can contain a different filter type. (e.g. BETWEEN 1-10; not equal to 5, 6, 7. Result: 2, 3, 4, 8, and 9)

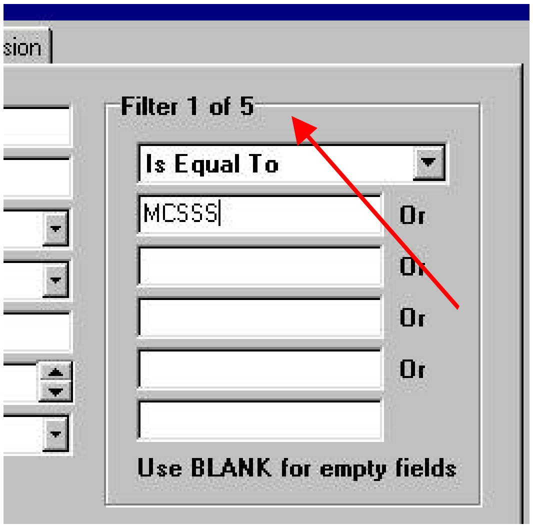

Figure 10.

Step 1: Double click within the white area of a field to open the Edit Field Properties box.

Step 2: Ensure that you start in Filter 1 of 5. (see Figure 10.) Use arrow keys to change between filters within the same field (Up & Down) and between the fields themselves (Left & Right).

Step 3: Select "operator function" (e.g. Is Equal To, Is Between, Is Greater Than…) from the dropdown menu. (see Table 2)

Filter	Function
Is Equal To:	Include records that equal any one of up to 5 values.
Is Between:	Include records that are within a range of 2 values.
Is Greater Than:	Include records that are greater than a single value.
Is Greater or Equal To:	Include records that are greater than or equal to a single value.
Is Less Than:	Include records that are less than a single value.
Is Less or Equal To:	Include records that are less than or equal to a single value.
Contains:	Include records that contain up to 5 matching values within the field. Use "value%" to search for all records that start with value. Use "%value" to search for all records that end with value. Use "%value%" to search for all records that include value anywhere in the field.
Is Not Equal To:	Exclude records that equal up to 5 matching values.
Is Not Between:	Exclude records that are within the range of 2 values.
Does Not Contain:	Exclude records that contain a value (see Contains above).

Table 2.

Step 4: Enter in variables in spaces provided.

STUDENT NOTE: The options change for the varibles depending upon the operating function selected. These options are listed near the bottom of the window underneath the filters entered.

Step 5: Close the window by selecting **OK.**

PRACTICAL APPLICATION 9-2 EDITING FIELD PROPERTIES (FILTERS)

1. Using the steps outlined above, add filters to the field as listed below:

a. Insert a filter in the NAME field: "is equal to" "MCSSS".

b. Insert a filter in the ITEM_ID field: "Contains" "D%".

10. CUSTOM EXPRESSIONS. In addition to displaying fields as they exist in tables, you can also **create** field expressions to calculate values from two or more fields.

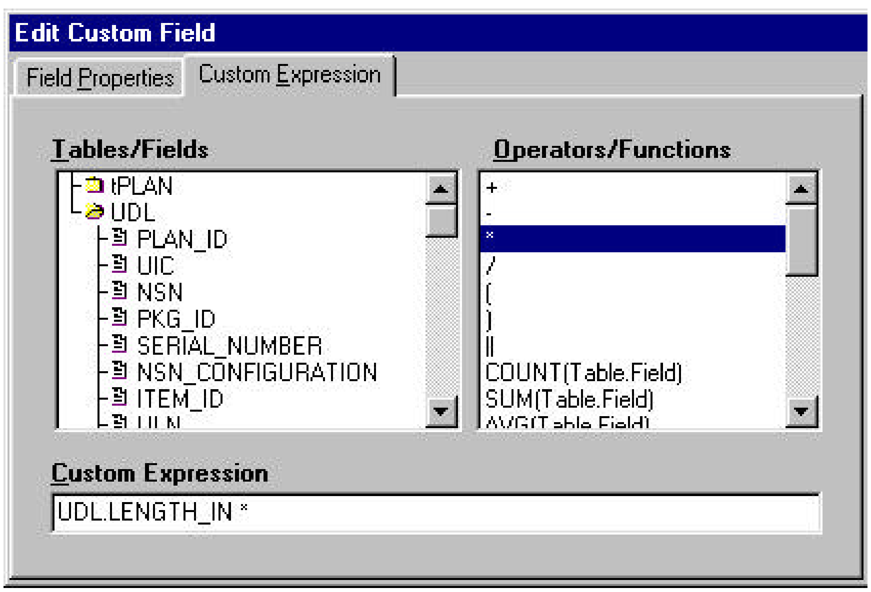

Figure 11.

Step 1: Double click in the white area of an empty field to enter the Edit Custom Field window.

Step 2: Open the appropriate table by double clicking on the folder. A list of fields within that table will be displayed below it. (see Figure 11.)

Step 3: Scroll up or down to find a field that you want to use. Select the field by double clicking on it. The field will be displayed in the Custom Expression line.

Step 4: Select the appropriate math symbol by double clicking on it. This too will be listed in the Custom Expression line.

Step 5: Repeat steps 3 and 4 until the custom expression is complete. Click **"OK"** to close the window or select the **Field Properties** tab to edit the field further.

STUDENT NOTE: When adding field names to a custom expression, always double-click on fields and math functions from the tables outline rather than entering them by hand. Shazam Report Wizard automatically checks for reserved words and punctuation when fields are selected from the tables outline.

If a formula has to be multiplied, divided, added, or subtracted by a specific number and not another field, this may be typed in by hand.

To round up, use "+ 1".

PRACTICAL APPLICATION 10-1 CUSTOM FIELDS

1. Using the steps outlined above, create and edit fields as listed below:

a. Create a field for square feet (LxW/144+1).

b. Create a field for cubic feet (LxWxH/1728+1).

c. Create a field for short tons (Wt/2000+1).

d. Create a field for long tons (Wt/2240+1).

e. Create a field for measurment ton ((LxWxH/1728+1)/40+1).

d. Change Headers to SqFt, CuFt, STon, Lton, and MTon as appropriate.

e. For each of these fields, change Show to Sum and change the widths to 6.

11. LAYOUT PAGE. This tab allows you to customize the layout of the report. For example, you can import pictures and change the font of your lettering as well munipulate the layout of the words. Most importantly, page layout allows the user to calculate totals and subtotals of the information in the report.. The graphic below (see Figure 12.) shows a picture of Layout Page with key elements highlighted.

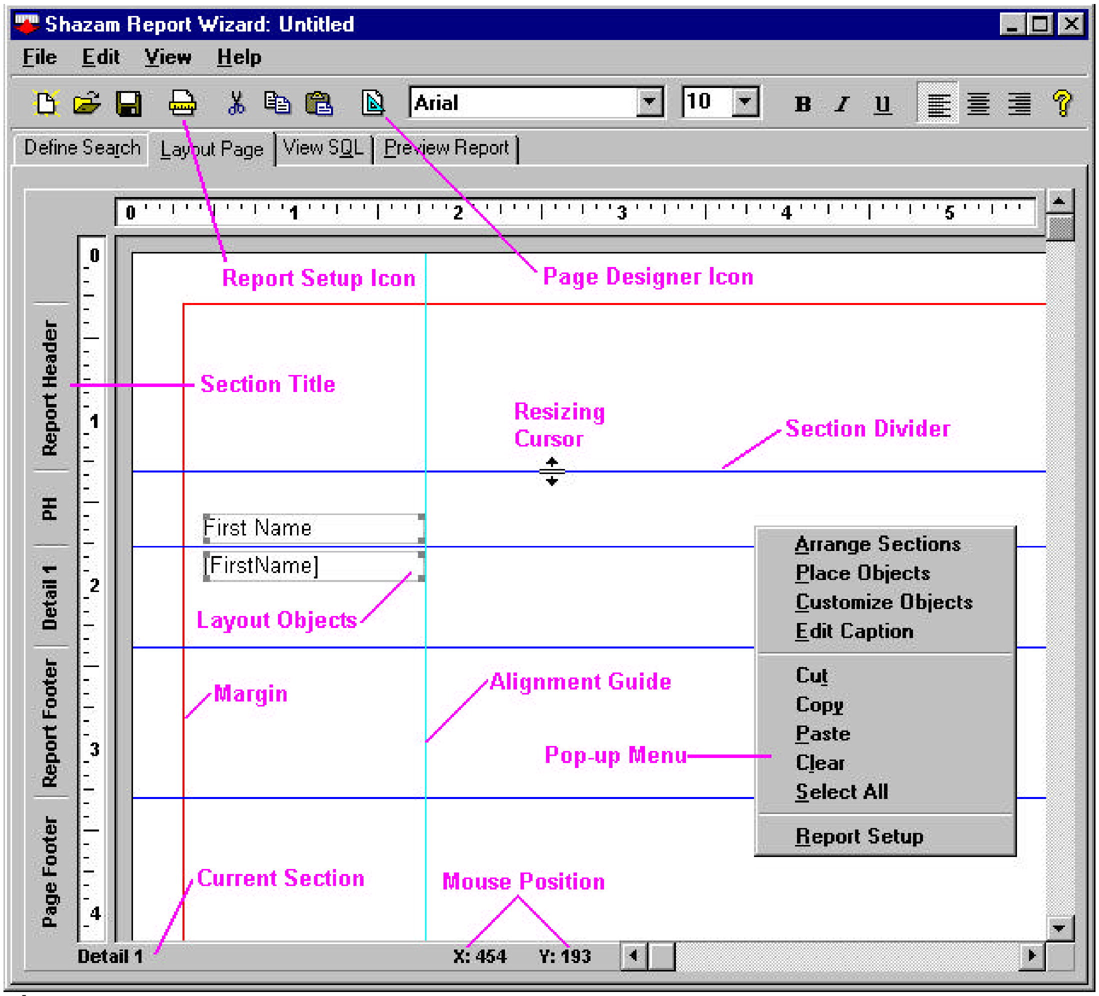

Figure 12.

a. **Report Sections.** These sections can be rearranged, added, deleted, or resized.

(1) **Section Locations.** The report is divided into different sections, with each section doing something a little different. The fields that you place into this report will show up differently depending on what section you place them in.

(a) **Report Header.** Information and fields placed in this section will be displayed at the top of the first page of the report. This section is commonly used for the name of the report, unit designator, unit logo, etc.

(b) **Page Header.** Information and fields placed in this section will be displayed at the top of every page. If the report isn't broken down by groups, column headers are commonly placed here.

(c) **Groups**. Groups can be added to the report to help break down and organize the information and fields placed within it. They will separate information within the report by the field selected. Headers and footers for the group will be present for the information to be shown above and/or below the seperation of information. Column headers are commonly placed in Group Header section with subtotals placed in the Group Footer.

(d) **Detail**. This section is where the much of the data in the report will appear (the middle of the page).

(e) **Page Footer**. Information and fields placed in this section will be displayed at the bottom of every page of the report. Page numbers, date of the report, page subtotals etc. can be placed here.

(f) **Report Footer**. Information and fields placed in this section will be displayed at the bottom of the last page of the report. An example of something that might be placed here is a grand total of something reflected in the report.

(2) **Arrange Sections**. Sections may be added by following these setps:

Step 1: Select the Page Designer icon on the tool bar. The Page Designer window will appear. (see Figure 13.)

Step 2: Click the Add button and another window will appear behind the page designer. Place a check in the appropriate box to add Group Headers and/or Footers and select **Next**.

Step 3: Select the field(s) that you would like the report grouped by and click the **“>”** button. Then click Next.

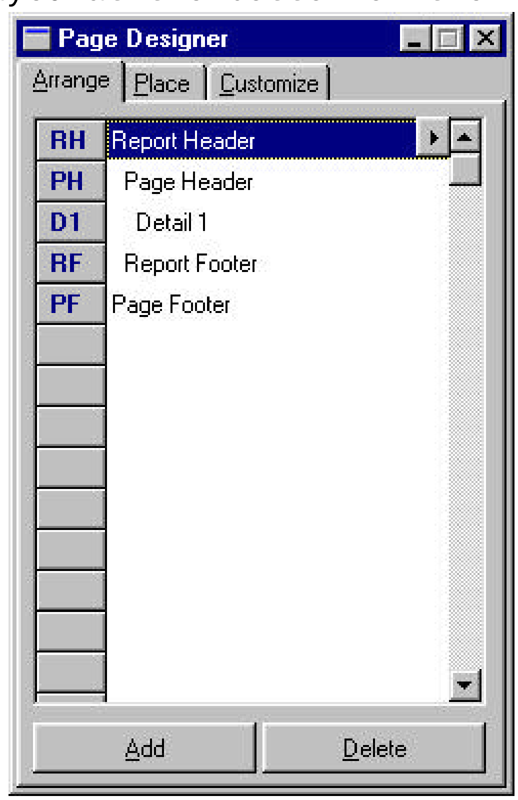

Figure 13.

Step 4: At the confirmation box, select Finish.

STUDENT NOTE: To delete a section, the footer must be deleted before the header can be. Highlight the section by clicking on it and select the Delete button.

To allow another window to appear in front of the Page Designer window, right click on the window and remove the checkmark in front of "Stay on top".

PRACTICAL APPLICATION 11-1 ADDING SECTIONS

1. Using the steps outlined above, insert a group header and footer for UIC field.

2. Using the steps outlined above, insert a group header only for ITEM_ID field.

3. Delete the group header for UIC field

(3) **Resize Sections.** To change the height of a section, follow these steps:

Step 1: Point to the blue separate line, waiting until your mouse changes to an up-down (resizing, ⇕) arrow.

Step 2: Press the left mouse button and drag the line up or down as desired.

Step 3: Release the left mouse button. All objects below the current section will move accordingly.

STUDENT NOTE: When decreasing section height, the lowest object within the section determines the minimum height you can resize to.

b. **Objects.** These are the fields, lables, and pictures that makeup the report. They can ba placed anywhere, edited, moved again, or deleted from the report. Remember, what section you place these objects determins where on the report these objects will appear.

(1) **Placing Objects.** Labels, memos, shapes, images and other objects can be placed on the report from the Place tab of the Page Designer window. Fields are added from here as well but only the fields that were added in the Define Search tab are available.

STUDENT NOTE: **If a change to a fields properties is made in Define Search after it has been placed on the report in Layout Page, the field must be removed from the report and re"-Placed".**

Step 1: Select the Page Designer icon on the tool bar. The Page Designer window will appear.

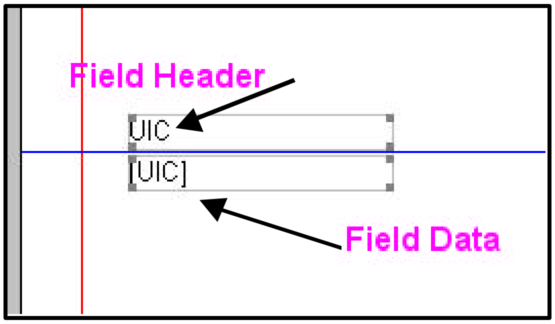

Figure 14.

Step 2: Select the Place tab.

Step 3: To place a field, click and hold on the field name and drag it to a report section. Two boxes will appear. (see Figure 14.) The top box is the field header and the bottom box contains the data for the field.

Step 4: To place an object other then a field, click on the icon then click on the report page to place the item.

PRACTICAL APPLICATION 11-2 PLACING OBJECTS

1. Using the steps outlined above, place all available fields on your report.

2. Using the steps outlined above, place date, page number, and (2) Label blocks in your report.

(2) **Customize Objects**. Objects can be custimized to meet your needs. This can be done in the Customize table in the Page Designer window or using the icons at the top of the screen.

Step 1: Enter the Page Designer window by selecting the Icon or right clicking on an object and selecting Customize Objects or Edit Caption options.

Step 2: Make changes as appropriate in the areas provided. Use the Caption tab at the bottom to edit the Label or Field Header caption. Use the dropdown list at the top to change from object to object.

Step 3: Once complete, close the window by selection the "X" in the top right cornor for changes to take effect.

PRACTICAL APPLICATION 11-3 CUSTOMIZING OBJECTS

1. Using the steps outlined above, edit the fields as listed below:

a. Change Caption for Label1 to "MCSSS". Change type face to Courier New, bold, with a pitch of 26. Choose center alignment.

b. Change Caption for Label2 to your Rank and Name. Change type face to Times New Roman, italic, with a pitch of 14.

c. Choose right alignment for both the Header and Data boxes for the following fields: QTY, SQFT, CUFT, and STONS.

(3) **Align Objects.** Shazam Report Wizard offers desktop-publishing style alignment guides. This gives you extremely powerful features to align all objects horizontally and vertically.

(a) **Creating Alignment Guides.** To create alignment guides, do the following:

Step 1: From Layout Page, point to the horizontal or vertical ruler.

Step 2: Press your left mouse button.

Step 3: Drag an alignment guide to the page.

Step 4: Release your mouse.

(b) **Using Alignment Guides.** To use alignment guides, move any object within 5 pixels of the guide and it will snap to position when you release the mouse. Alignment guides can be moved in the same matter as the section dividing lines.

(c) **Deleting Alignment Guides.** To deleting alignment guides, do the following:

Step 1: Point to the alignment guide and press the left mouse button.

Step 2: Drag the alignment guide to its corresponding ruler.

Step 3: Release the mouse button.

PRACTICAL APPLICATION 11-4 PLACING ALIGNMENT GUIDES

1. Using the steps outlined above, place (2) vertical and (2) horizontal alignment guides.

2. Using the steps outlined above, remove (1) vertical and (1) horizontal alignment guide.

(4) **Select Objects**. To select objects, follow these steps:

Step 1: Point to an object with your mouse.

Step 2: Press the left mouse button to display the object's selection and resizing handles.

Step 3: Release the mouse button.

(5) **Select Multiple Objects**. To select more than one object object at the same time, choose one of the following options:

Step 1: Hold the shift key while selecting objects.

Step 2: Point to the layout page, press the left mouse button and drag the mouse down and to the right to contain or lasso the desired objects.

Step 3: Select the "Edit | Select All" menu option.

(6) **Unselect Objects**. To unselect objects, choose one of the following options:

Step 1: To unselect all previously selected objects, point to any area of the layout page that does not contain objects and press the left mouse button.

Step 2: To unselect one previously selected object, hold the shift key, point to the object, press and release the left mouse button.

(6) **Move Objects**. To move objects, follow these steps:

Step 1: Select one or more objects.

Step 2: Point to the middle of any selected object (away from its selection handles).

Step 3: Press the left mouse button, drag the objects to the desired location and release the left mouse button.

PRACTICAL APPLICATION 11-5 MOVING OBJECTS

1. Using the steps outlined above, place both Label fields (MCSSS, and your Rank and Name) into the report Header section..

2. Move both the header and data boxes for the UIC field into the Page Header section.

3. With assistance of the alignment guides, move the header boxes for the following fields into the bottom of the group header: NSN, QTY, SQFT, CUFT, and STONS.

4. Place the data boxes for the above fields directly under the corresponding header boxes at the top of the Detail1 section.

5. Place the header box to the left to the data box for the Item_ID field and move both to the top left portion of Group Header section.

(7) **Delete Objects**. To delete objects, follow these steps:

Step 1: Select one or more objects.

Step 2: Press the Del key or select the "Edit | Clear" menu option

(8) **Cut, Copy and Paste Objects**. To cut, copy and paste objects, follow these steps:

Step 1: Select one or more objects.

Step 2: To cut objects, press Ctrl-X or select the "Edit | Cut" menu option.

Step 3: To copy objects, press Ctrl-C or select the "Edit | Copy" menu option.

Step 4: To Paste objects, press Ctrl-V or select the "Edit | Paste" menu

STUDENT NOTE: **If you close the main Shazam Report Wizard window before pasting objects, the clipboard will be cleared and you will not be able to paste previously copied objects when you open Shazam Report Wizard again. If you are trying to copy objects from one report to another, simply open the second report without closing the main Shazam Report Wizard window.**

(9) **Resize objects**. To resize objects, follow these steps:

Step 1: Select one object (resizing does not work when multiple objects are selected).

Step 2: Point to the resizing handles that appear when an object is selected.

Step 3: Press the left mouse button, drag the object to its new size and release the left mouse button.

PRACTICAL APPLICATION 11-6 CUT, COPY, PASTE, RESIZE, AND DELETEING OBJECTS

1. Using the steps outlined above, insert a circle onto your report.

2. Copy the circle twice using various methods outlined above and move them so you can see all three.

3. Stretch one circle into an oval.

4. Using the Customize tab in the Page Designer window, change the background of one circle to Black and the other to Blue.

5. Resize the Black circle to half its size.

6. Move the Blue circle on top of the oval and move the black circle ontop of the blue circle.

7. Select the oval and both circles at once and move to the report header near the “MCSSS” label.

8. Select only the oval and delete it.

c. **Calculations.** Columns or fields can be calculated and reflected on the report by following these steps:

Step 1: Open the Page Designer window by selecting the icon or by right clicking on the page and selection the Place Objects option.

Step 2: Change the Calculate Field option to the desired attribute by selecting the arrow next to it and clicking on the function desired.

Step 3: Select the field to be calculated and drag it to the desired location.

Step 4: Once all field have been inserted into the report, close the Page Designer window.

PRACTICAL APPLICATION 11-7 PLACING CALCULATED FIELDS

1. Using the steps outlined above, insert the following fields using the calculation of "Sum": QTY, SQFT, CUFT, and STONS.

2. Insert the following fields using a calculation of "Maximum": SQFT, CUFT, and STONS.

3. Delete the header boxes for all calculated fields.

4. Move the data boxes for the "Sumed" fields under their corresponding fields, along the top of the Report Footer section.

5. Move the data boxes for the "Maximized" fields under their corresponding fields, beneath the "Sumed" fields.

REFERENCES:

1. LOGAIS 6.0 Help File