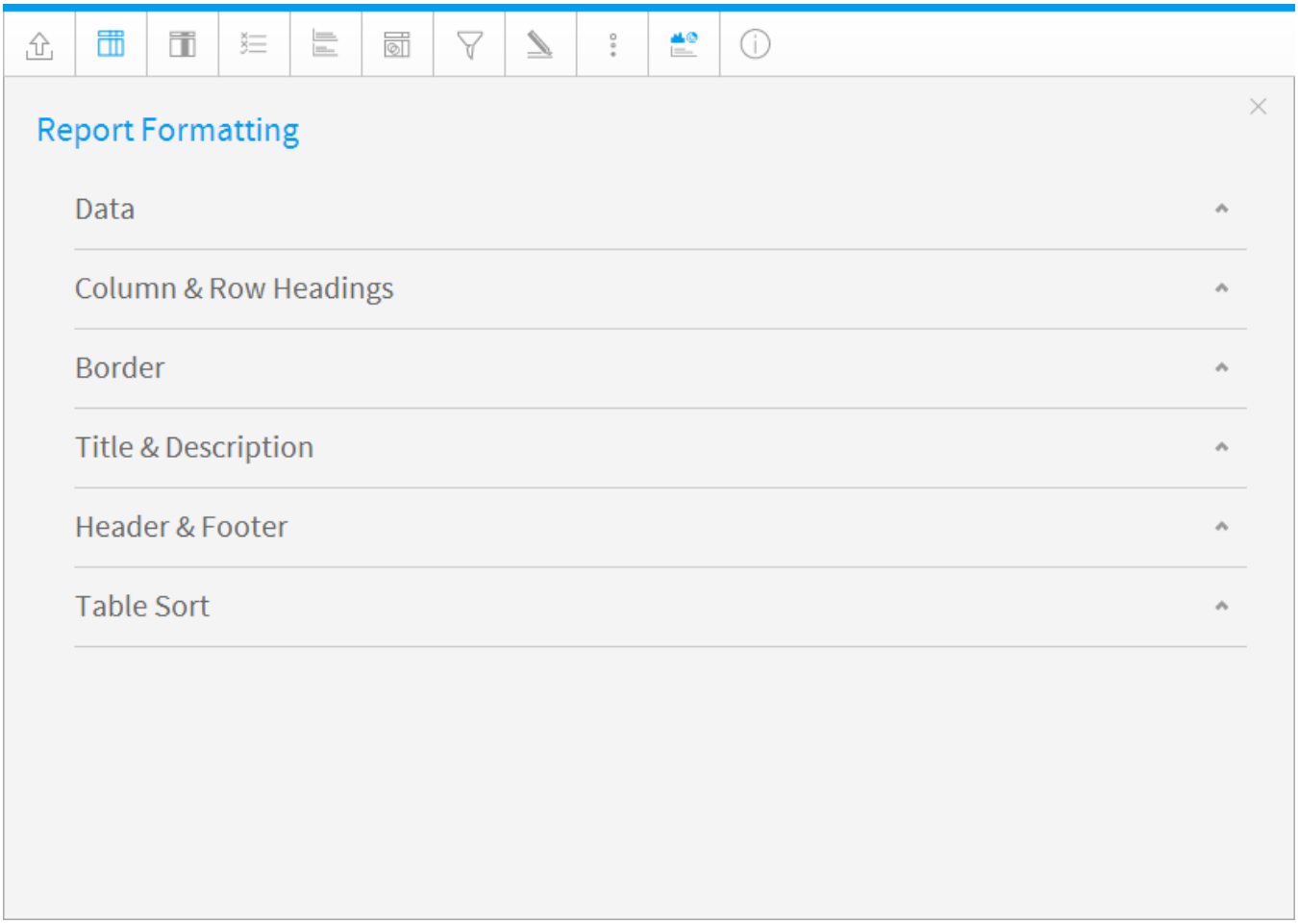
Report Formatting

Overview

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The Report format tab contains a number of sections that you can use to format you report.



Each of these sections is described below.



Option	Description
Style	To format the data values contained in your report select the custom style option and apply the font, size etc that you wish to use.
Row Shading	Selecting Alternating row shading will change the shading for every second row of data in your table report.
Alternate Row Colour	Choose the colour you wish to apply for the alternate row shading.
Row Highlight	Use default or custom formatting to apply a row highlight when the user hovers the mouse over the report.

Row Highlight Colour	Provides the row colour as a mouse rolls over it making it easy to identify rows in very wide reports.
Header Lock	This keeps the Headers of the table (either Column Titles or Row Titles) in place when the report scrolls on the dashboard.
Column Lock	This keeps the first column of the table displayed when horizontal scrolling is used on the dashboard.
Cell Height	Define the height of the table rows in pixels if desired. (Optional)
Cell Padding	Define the space between the text in each cell and the cell border in pixels if desired. (Optional)
Cell Spacing	Define the space between each cell in pixels if desired. (Optional)
Records Per Page	Define the number of rows displayed on each page of the report. If you have a very long report you can break the report into smaller pages by setting the records per page limit. For example if your report has 200 records in it and the Records Per Page is set to 50 you will have 4 pages in your report and a scroll option to navigate through them. This is also available for section reports but is treated differently – in this case you would edit the section and apply the break on a specific section.

Option	Description
Style	Define styling options for the table headers in this report. This covers the font face, font size, font colour, font style, and alignment.
Wrap Text	Wrap long header text across multiple rows.
Background Colour	Define the header background colour.
Header Height	Define the height of the table headers in pixels.
Header Padding	Define the space between the text in each header cell and the cell border in pixels.

Option	Description
Position	Define where borders should be displayed around the outside edges of the table.
Colour	Define the border colour for the outside of the table.
Width	Define the width of the border to be displayed around the report Title & Description.

Option	Description
Style	Define styling options for the table headers in this report. This covers the font face, font size, font colour, font style, and alignment.
Display Title	Define styling options for the Title of this report. This covers the font face, font size, font colour, font style, and alignment.
Display Description	Define styling options for the Description of this report.
Border Style	Define the style of border to be displayed around the report Title & Description.
Border Width	Define the width of the border to be displayed around the report Title & Description.
Border Colour	Define the colour of the border to be displayed around the report Title & Description.
Background Colour	Define the background colour of the report Title & Description.

Option	Description
Style	Define the Header & Footer contents specifically for this report, or inherit the default options defined in Administration.
Header Options	Select components to place in the left, centre, and right header areas.
Footer Options	Select components to place in the left, centre, and right header areas.

Option	Description

Column (1, 2, 3, etc.)	Select a field to sort by. When using multiple fields, the sorting will use Column 1, then Column 2 within Column 1 sort, then Column 3 within Column 1 and 2 sort, etc.
Sort Order	Sort in Ascending or Descending order.
User Sort	Allow or prevent the user from defining their own sort when viewing the active report.

Note: appling sorting to any column through the Column Formatting menu or Table Preview will remove the sorting defined here..

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