

Changing the Fields Displayed in the View Matches Reports

Below are instructions, which, if followed correctly, will enable you to change or modify any of the fields that are displayed on the Matching Pairs, or Matching Sets report.

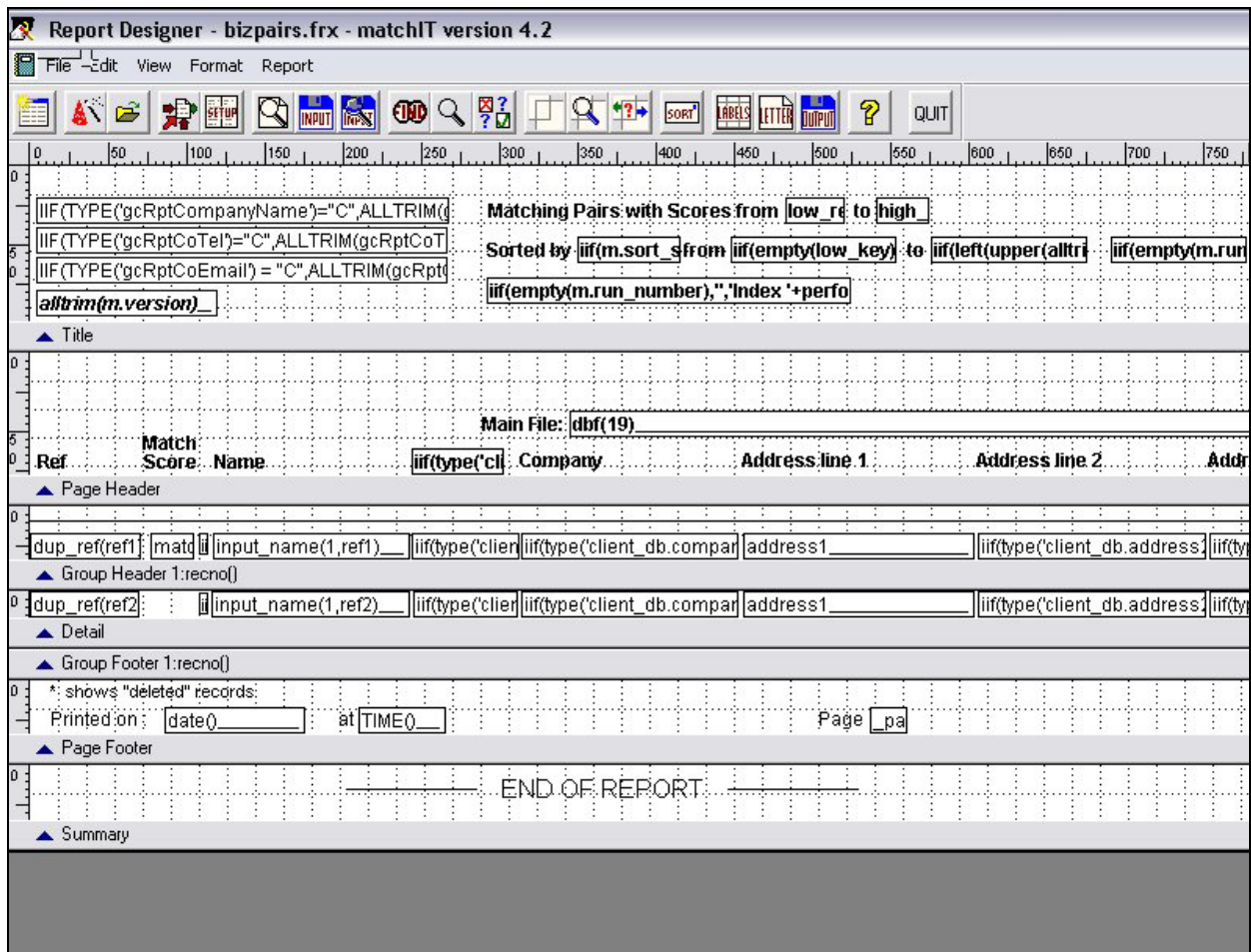
First open the report in the Report Designer. To do this,

1. Open a matchIT database
2. Select Letter/Page/Report, which is in the Output Layouts sub-menu, in the Edit menu.
3. From within the Open dialog, you will need to select the relevant report file (.frx file) from within the reports folder, in the matchIT root directory.

You should select one of the following...

- Bizpairs.frx : Displays matching pairs (for business data)
- Bizsets.frx: Displays matching sets (for business data)
- Respairs.frx: Displays matching pairs (for consumer data)
- Ressets.frx: Displays matching sets (for consumer data)

When you double click on the .frx file that you wish to modify, the report will be displayed within the Report Designer screen, as pictured below...



To change a field, you will first of all need to search for it in the detail band. You can modify either the field from the first record in a pair, the field from the second record in a pair or both. For example, to modify the address1 field from in the first record, you would need to click on the following box...

The screenshot shows a report design grid with several bands. The main body is a table with columns labeled 'Company', 'Address_line 1', and 'Address'. In the first record of the first column, there is a box containing the expression 'address1'. An arrow points from the text above to this box. Other boxes in the grid contain expressions like 'iif(empty(m.run_number),'', 'Index '+perfo' and 'iif(type('client_db.compar' address1' iif(ty'.

When you click on this box, the expression which tells matchIT which field to display will then appear as follows...

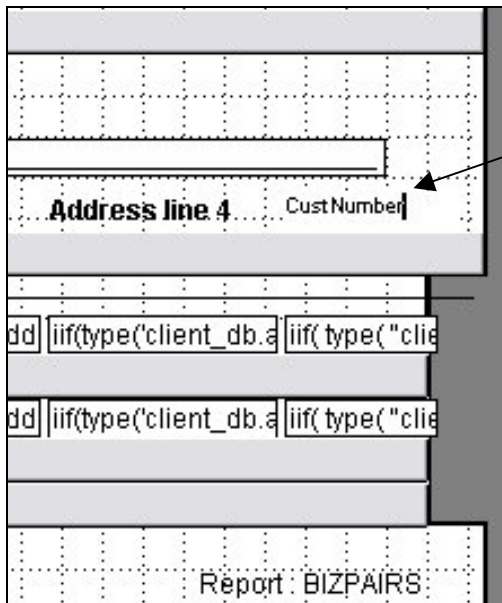
The 'Report Expression' dialog box has the following fields and options:
- Expression: Client_db.address1
- Format: (empty)
- Field position: Float, Fix relative to top of band, Fix relative to bottom of band
- Stretch with overflow
- Comment: (empty text box)
Buttons: OK, Cancel, Calculations..., Print When...

To change the field that is displayed, simply replace all occurrences of the field name (in the above example 'address1'), with the name of the field that you would like to be displayed instead.

After modifying the field name, you should then click on Ok to return to the main Report Designer screen. To change the field heading that is displayed above the field, you will need to use the label function on the Report Controls Toolbar, which can be selected from the View Menu. The label button is the second button from the left as pictured below...



With the Label button selected, click on the report in the position where you wish for the label to be placed. You can then type in the name of the field, as pictured below...



To modify the format of the label, you will need to highlight it, then from the Format menu, select Font. You can then adjust the size and style of the label. Now that the report has been modified, you should use Save As, from the File menu, to save the new report.

Now that the report has been modified, it can be used by running Find Matches on a matchIT database, then selecting View Matches from the Matching menu.

From within the View Matches options menu, make sure report grouping is set correctly (i.e. to Pairs or Sets), and then set the Report Format to Choose A Report. When you then click on Ok, an open dialog will appear. You should now navigate to and double click on your new report. The report will be displayed on screen.

More often than not, you will need to adjust the size of the field in your modified report, in order for it to match the width of the field it is now displaying. To do this, simply return to the Report Designer screen, then click and drag on either side of the field to resize.

You may find that several attempts are required in order to make the field the correct size for the data that it is displaying.