



Stamina Software Pty Ltd

# TRAINING MANUAL

Visage Reporter –  
Labels

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## Viságe Reports - Labels

The following instructions will assist you in creating a Viságe Report to print Product Code, Product Description, and Price on a Roll of Bar Code labels ( 1 row x 1 column) with the dimensions of:

Width: 10.00cm Height: 4.8 cm

You can add any additional fields that you might want to print on the labels by dropping those fields onto the Report canvas.

### Steps

- **Report:** Enter a Report Name that will be meaningful for future reference.

In the example I have used *inTickets* and we will be leaving the Design field blank.

- **Design:** Allows you to utilise an existing report and modify it without affecting the original report. For Example: If you have set up an *inTickets* report – But now you want to set up a new Ticket Report but vary the original design slightly, you only need to call up the original *inTickets* report, make changes to the report name and description, Save the report and you then have a new report to use.

If you have an initial report called *inTickets*. When searching for the report in the system, the report name will be *inTickets*.

But, if you had an *inTickets* report with a design of new (as an example). When referencing this report in the system, the report name will be *inTickets\$new*.

If you want your report to appear automatically in the *inrTickets – Print Stock Tickets* process in Viságe **DO NOT** save your report with a Design name.

- **Description:** Enter a meaningful description for future reference. The description will be useful when looking for the report using the search facilities.
- **Report Type:** Leave this set to Standard
- **Template:** Leave this set to No Selection
- **Delivery Type:** Leave this set to No Selection
- **File Name:** Enter the file name where the information for the tickets is located. For Example: the file Name in this instance was *inProdTkts*.
- Click on the Design button at the bottom of the screen

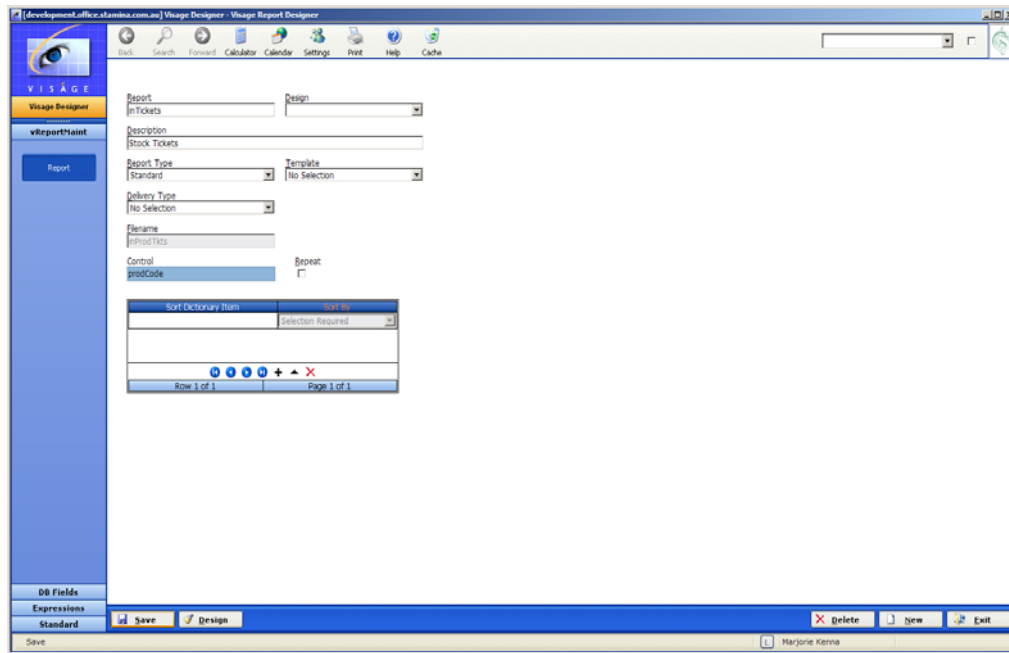


Figure 1: Click on Design button after all required fields on this screen have been entered

You will then be presented with a screen as below

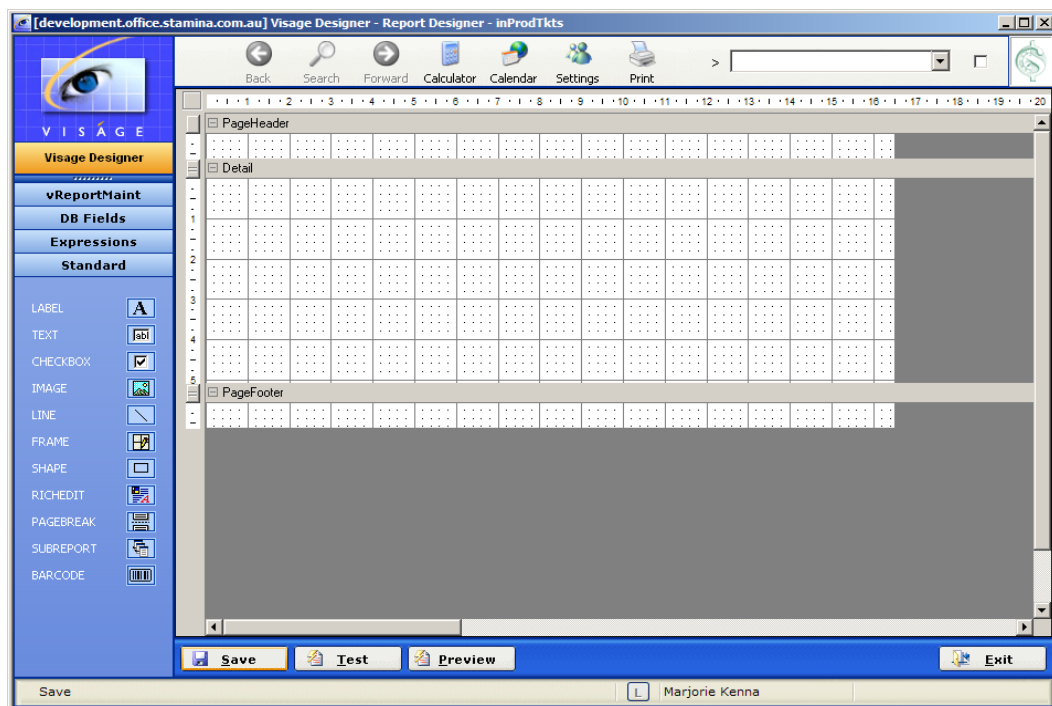
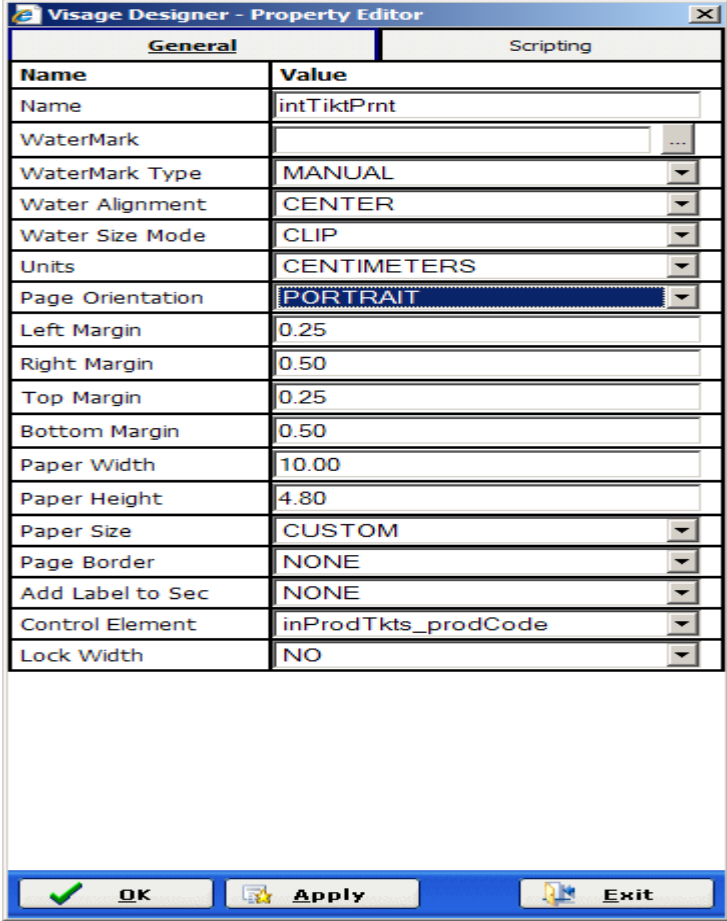


Figure 2: Reporter Design Screen

## Page Setup

- Position cursor anywhere on screen and right click Mouse button.
- Select Properties and you will be presented with a screen as below



General		Scripting
Name	Value	
Name	intTiktPrnt	
WaterMark	...	
WaterMark Type	MANUAL	
Water Alignment	CENTER	
Water Size Mode	CLIP	
Units	CENTIMETERS	
Page Orientation	PORTRAIT	
Left Margin	0.25	
Right Margin	0.50	
Top Margin	0.25	
Bottom Margin	0.50	
Paper Width	10.00	
Paper Height	4.80	
Paper Size	CUSTOM	
Page Border	NONE	
Add Label to Sec	NONE	
Control Element	inProdTks_prodCode	
Lock Width	NO	

OK Apply Exit

Figure 3: Report Properties

It is on this screen where you set up the Page size for your labels.

In this example we are setting up Labels with dimensions of Width – 10cm Height – 4.80cm.

**Units** – Options are Centimeters or Inches

**Page Orientation** – Set to either Landscape or Portrait to make sure labels print out in required Orientation.

**Left Margin** – Set this to the required left Margin depending on your Label and the printer

**Right Margin** – Set this to the required margin depending on how far to the right that you want the text to print

**Top Margin** – Set this to the required margin of how far from the top of the label do you want the text to print.

**Bottom Margin** – Set this to the required margin of how far from the bottom of the label that you want the text to print.

**Paper Width** – This is the actual width of your label. In this example we are using a width of 10.00 cm

**Paper Height** – This is the actual Height of your label. In this example we are using a Height of 4.80cm.

**Paper Size** – Set this to Custom as we are going to manually enter the paper Size. If this is not set to Custom you will not be able to enter, Width or Height

**Page Border** – This allows you to set a Border around the page. Leave this as None in this example.

**Add Label to Sec** – This allows you to automatically add the Label for each field you add to your report in the location specified in this selection. Valid selections are None, Report Header, Page Header or Group Header.

**Control Element** – Make sure the field that is going to be repeated on the label is selected here. In the example we are creating, Product Code is the field that is going to be repeated on the Label. If you do not set a Control Element, when you print the Labels, only 1 label will print. This Control Element indicates to the system to repeat the Product Code and associated field until the list is complete so that the label will be repeated until the selection list is complete.

**Lock Width** – This allows you lock the Width to the current settings. If you wish to change the Width, this setting will have to be changed.

- Click ok when you are happy with the settings.

You can always come back and make any changes to these setting at any time.

Click on Save

## Report Design

The Report Design screen is where you will drop the fields you want to print on your report. In this example we will be adding the following fields to the Detail section of the Report:

Product Code  
Product Description  
Price

## Adding Database Fields

- Click on DB Fields in the Navigation Bar on the left of the screen

You will then be presented with all of the Data Base Fields from the file you nominated on the first screen of this process.

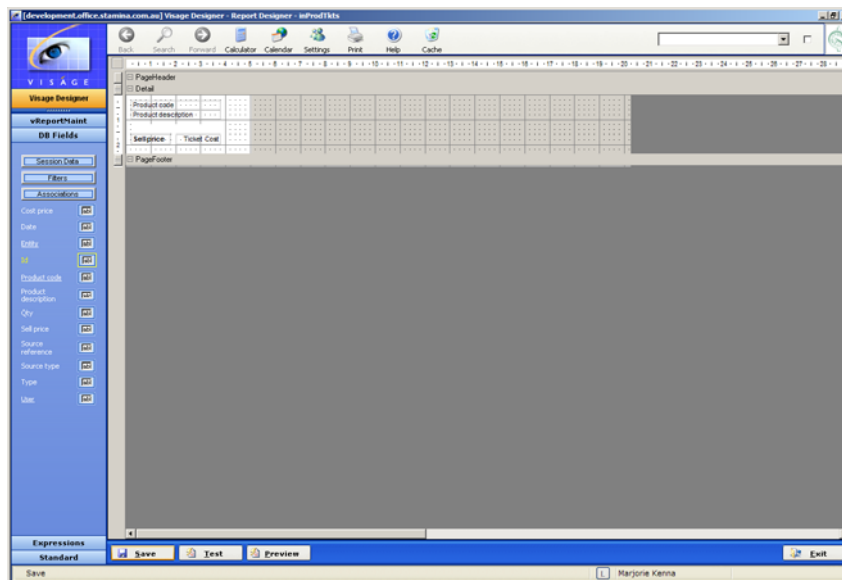


Figure 4: Design screen with DB Fields

- Locate the Data Base field for Product Code and drop this field onto the Detail Section

Position the field onto the report canvas as required.

- Locate the Data Base field for Product Description and drop this field onto the Details Section.

Position the field onto the report canvas as required.

- Follow the same steps to add the Price field to the report.

You can add any additional fields that you might want to print on the labels by dropping those fields onto the Report canvas.

- Click Save when you have added the required fields onto the Report canvas.

## Test

Your report is now ready for Testing.

- Navigate to *inrTickets* – *Print Stock Tickets* process (provided that you did not save your report with a Design name)
- From the *Which Ticket Format* option - Select the Report name you just created.
- Add Products to the Table
- Click the Print Button

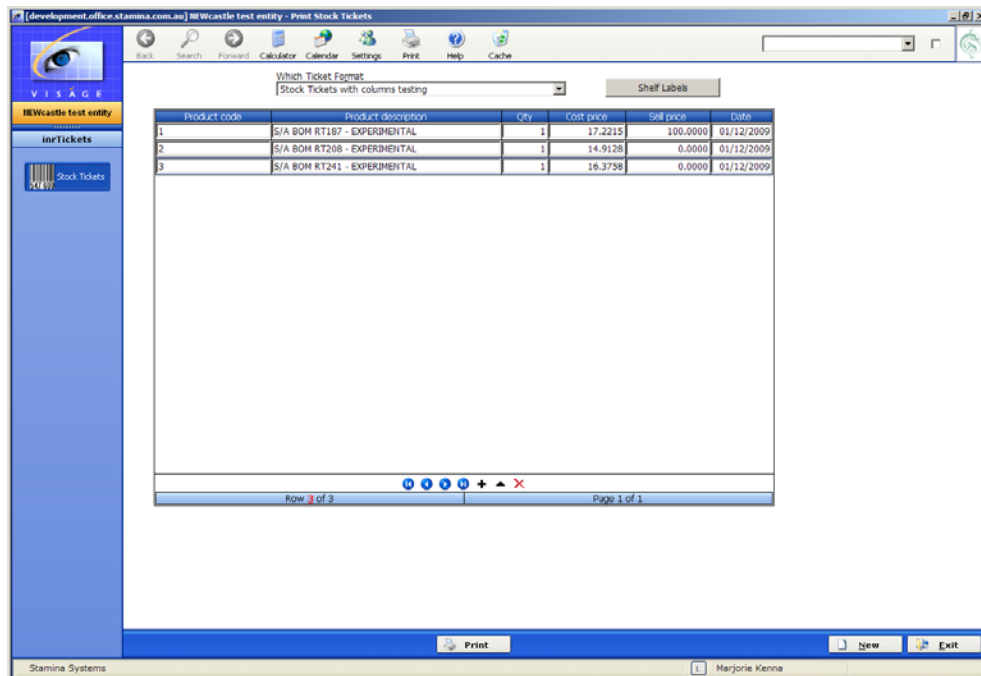


Figure 5: Print Stock Tickets process with 3 Products selected to print Labels



## Viságe Reports – Set up Labels on A4 Page

As an alternative to printing labels in a single column, you might want to set up the labels to print on an A4 sheet with a number of labels across the page and a number of rows down the page. The number of columns and rows will depend on the actual label dimensions.

### Steps

To set up Bar Code labels to print on an A4 page instead of printing to a single label per item you can:

- Create a new Report from scratch OR
- Open an existing Ticket Label Report in Reporter
- Set/change the Report name to be something different and meaningful for future reference. Eg. Perhaps you might like to add Columns to the existing name, so that you will know this new report prints the Tickets in columns on an A4 sheet.

Make sure when you set up this report **DO NOT** enter anything in the Design field. If you save your report without a design, it will automatically appear in the selection list for the *inrTickets - Print Stock Tickets* process.

If you enter something in the Design field, the report **will not** appear as an option in the *inrTickets – Print Stock tickets* process.

Existing Ticket Label Report looks like this.

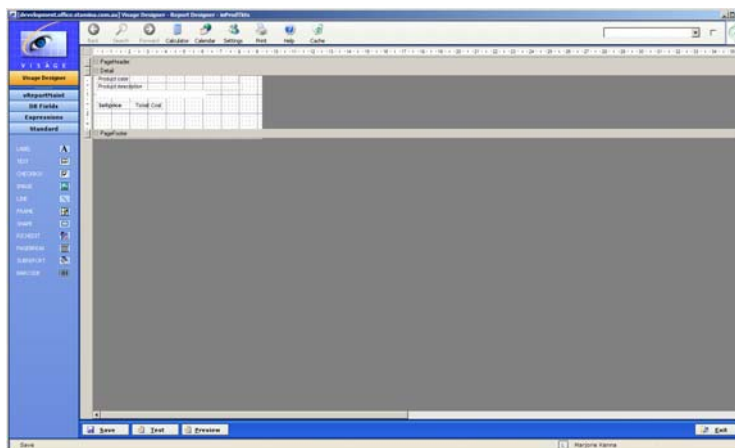


Figure 6: Ticket Label Report

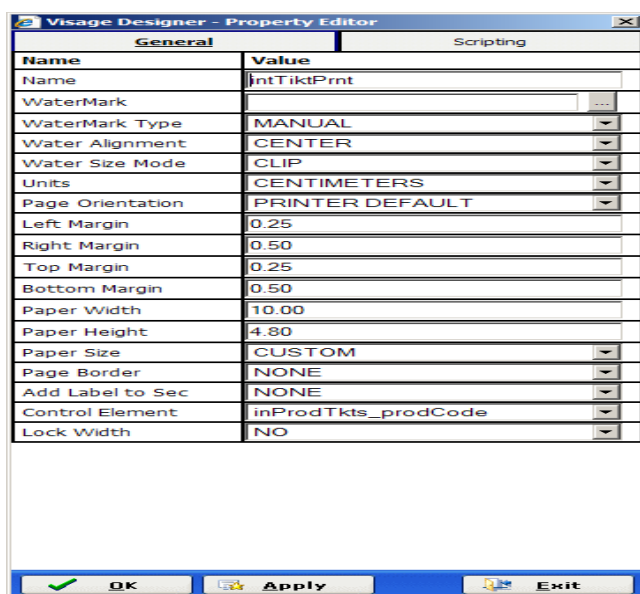


Figure 7: With Custom Page set up set of: Width: 10cm Height: 4.8cm

## Page Setup

- Right click in vacant spot on your new report and select the Properties for the Report. Change the Paper Size from Custom to A4.
- Make sure there is a Control Element selected. In this Example I have selected the Product Code as the Control Element. If you do not select a Control Element when you run the report, you will find that only 1 instance of the report will print. Eg. You will only get 1 label printing.

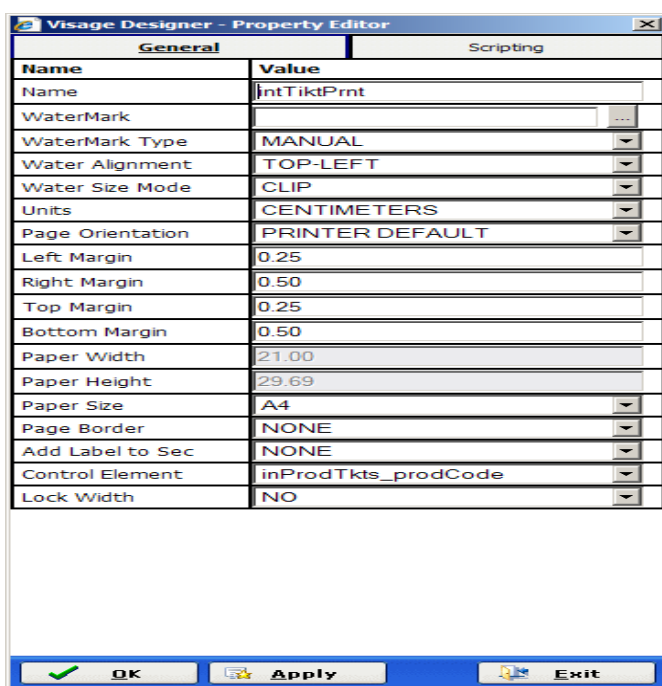


Figure 8: Changed Report Properties setup

- Click OK to save changes.

- Right click in vacant spot on details section and select Sec Properties

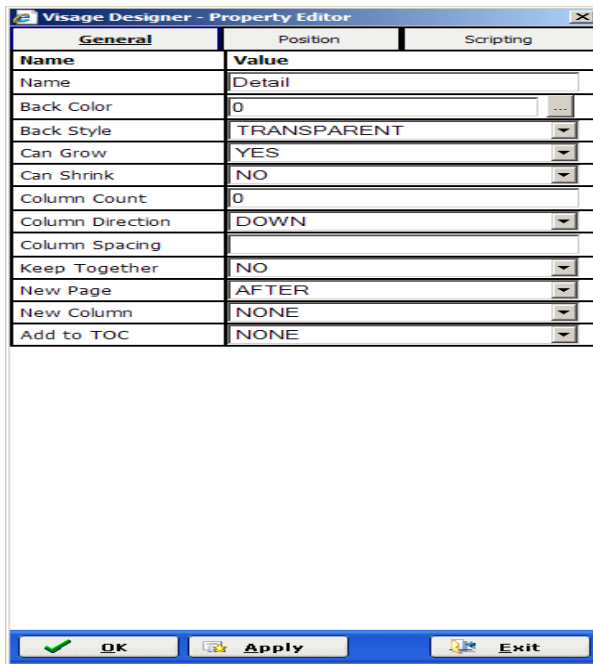


Figure 9: Existing Sec Properties of the report

Change these settings to

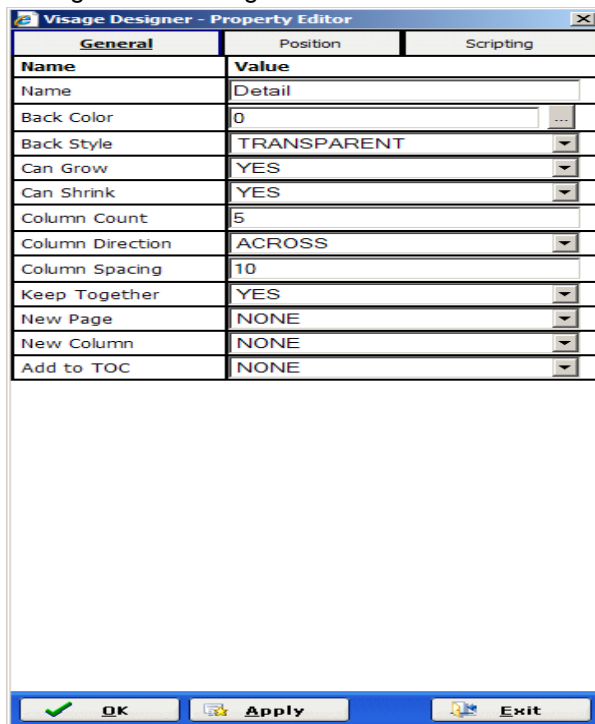


Figure 10: Changed Sec Properties of the Report

**Can Grow:** Yes

**Can Shrink:** Yes

**Column Count:** Enter the number of columns across the page. In this example I have used 5.

**Column Direction:** Select either Across or Down depending on how you want the columns to print

**Column Spacing:** Set this to the required spacing you want between the columns. In this example I have set 10.

**Keep together:** Change this to Yes

**New Page:** Set this to None

Click OK to save these changes.

Notice now how the screen has changed

The white section on the screen indicates the column area where fields can be added or changed.

Add or adjust any fields on the report to fit into this white area.

If you find that the column area is too big or too small, adjust the number of columns you want to print across/down the page etc.

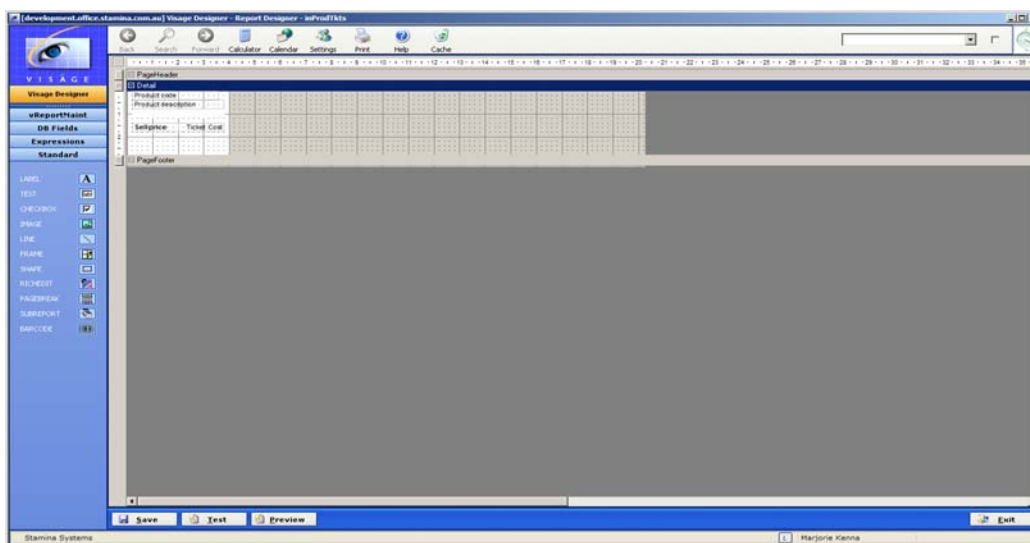


Figure 11: Ticket Label Report to print in 5 columns across A4 page

- Save changes

When you save your report make sure you **DO NOT** use a Design. This way the report will automatically appear in the selection list for the *inrTickets – Print Tickets* process.

The below report has been set up with only 2 columns. Notice how the white space has increased.

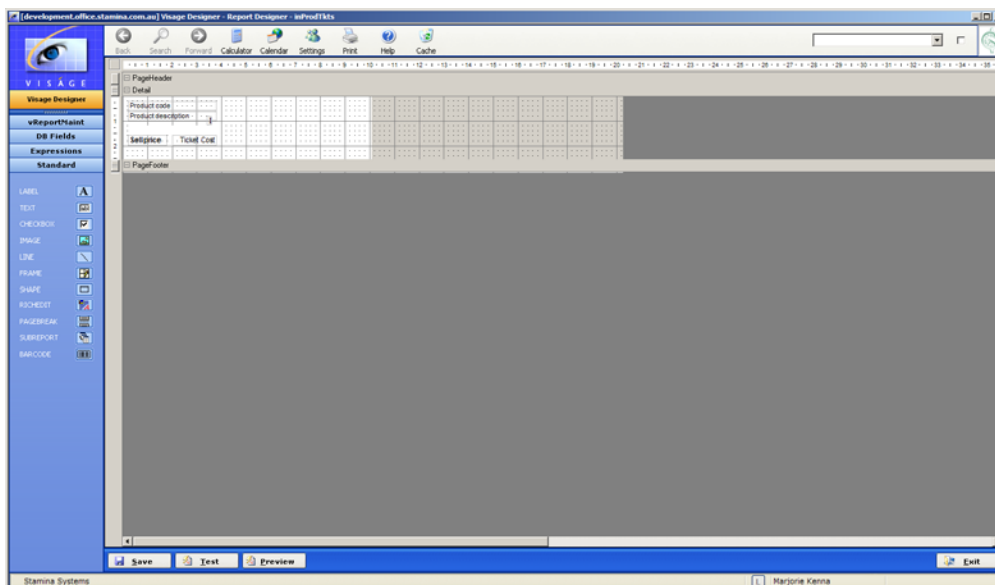


Figure 12: Ticket Label Report formatted with 2 columns

## Report Design

The Report Design screen is where you will drop the fields you want to print on your report. In this example we will be adding the following fields to the Detail section of the Report:

- Adding an Image for the background for each label
- Product Code
- Product Description
- Price

## Capture your Image into Viságe

In order to use an image in Viságe, you must have first “Capture the image into Viságe”.

- Navigate to Application in Viságe Designer
- Select Icon Capture

And you will be presented with a screen as displayed in the figure below

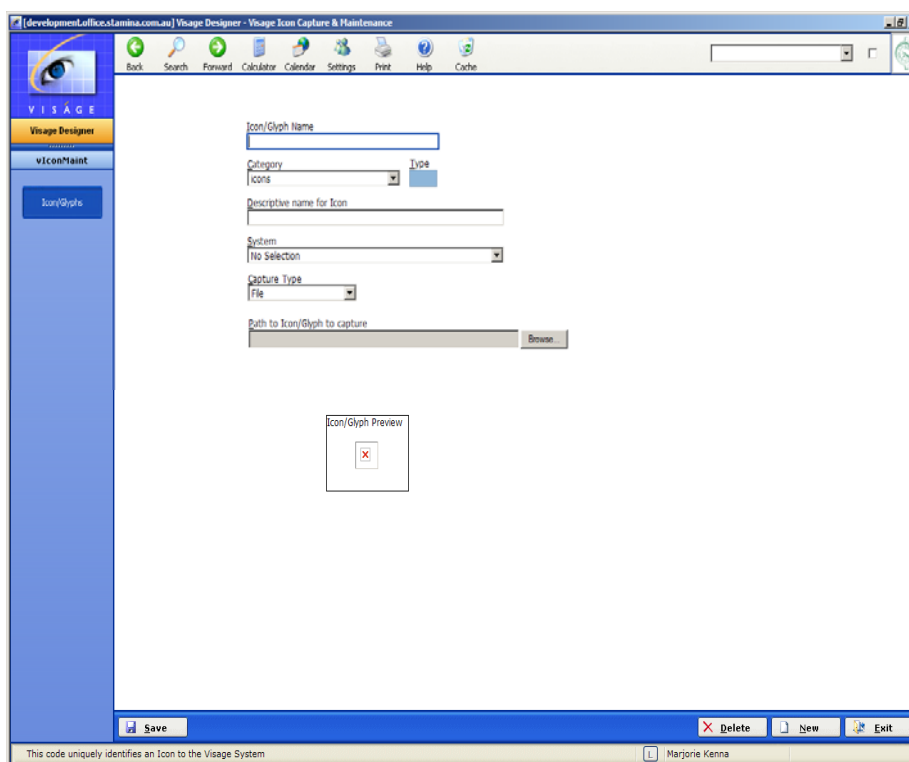


Figure 13: Icon Capture screen

**Icon/Glyph Name:** Enter the name you will use to reference the image in Viságe. Do not enter any spaces in the Name. Valid input for this field is alphanumeric characters only.

**Category:** Valid selections are Background, Button, Icon, Default Images or Logo.

Select Icon as the Category for this example. A future enhancement will allow you to select the category relevant to the reason for capturing the image. Eg. As a background or a button etc.

**System:** Leave this as No Selection.

**Capture Type:** Options are File or Scanner. If you select File here, you should then proceed to the next field, to locate the Image to be captured.

If you select Scanner here – you will then have the option to select a scanner/ scan image.

**Path to Icon/Glyph to capture:** Click on the Browse button. Navigate to the location on your hard drive, CD, USB drive etc. where the image you are capturing is located. Select the image and click on Open.

- Click Save. The image will then be available for use in Viságe.

## Adding a Background Image to the Report

In order to get a background image to appear per column you will need to insert a Captured Image as an Image from the Standard selection available in Viságe.

You have now set up your report to be a set number of columns, if you select the Report Properties, Watermark option, the image will appear on the entire report, it will not appear as a watermark per column.

**You must add the Image to your Report before you add any Database fields to the report, otherwise the Image will appear 'over the top' of the Database fields on your report.**

A future enhancement of the Image element will enable you to 'Send to Back' or 'Bring to Front'.

- Click on the Standard Button in the Navigation Bar on the left of your screen
- Select the Image icon and drag to the required position on your report canvas.
- Right click image on the report canvas and select Properties

You will then be presented with a screen like:

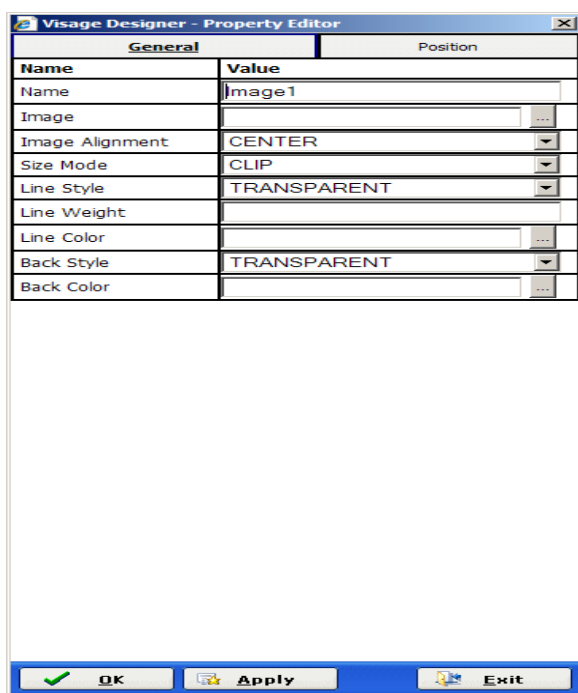
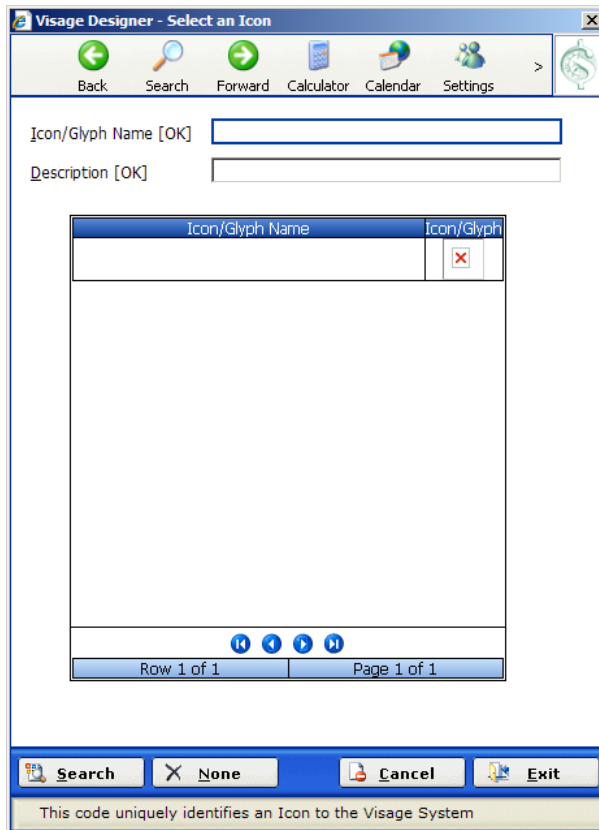


Figure 14: Properties on the Image field

## Locate Image

- Click on the button in the Image section and you will be presented with a screen to select an Icon.



**Figure 15: Insert Image selection box**

- If you know the image name, enter it in the Icon/Glyph or the description field.
- Click on Search in the bottom left of this Window.

All valid entries will then be returned from your selection criteria.

- Position cursor over required Image Name and click to return this image to your report.



- Set Properties for your image:

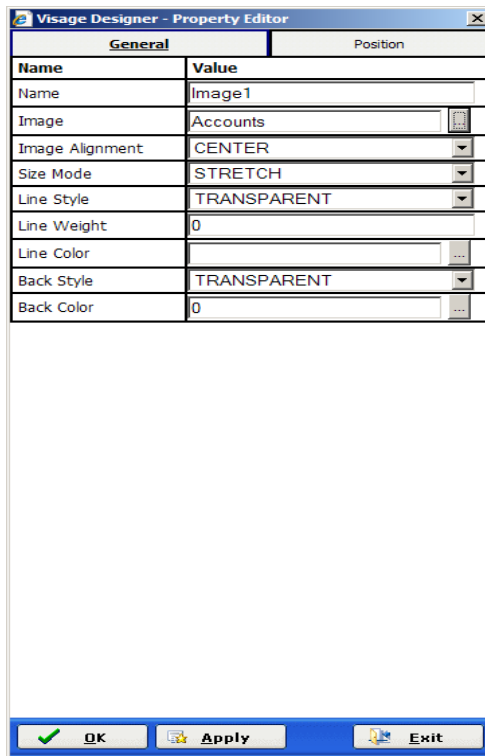


Figure 16: Image Properties

**Image Alignment:** Valid options are Center, Top-Left, Top-Right, Bottom-Left or Bottom Right.

The alignment of the image is dependant on the physical size of the image, the size of the Image element and the setting in the next field.

**Size Mode:** Valid options are Stretch, Clip of Zoom.

This is dependant on the physical size of the Image when captured in Viságe and the size of the Image element.

By adjusting this setting you will be able to choose the best setting for your image.

**Clip** will position the image in the Image element as it was captured in Viságe. If the Image size is small and the image element is larger the image will appear as in Figure 9 below.

**Stretch** will adjust the Image to fill the Entire Image element, Height and Width. (see Figure 17)

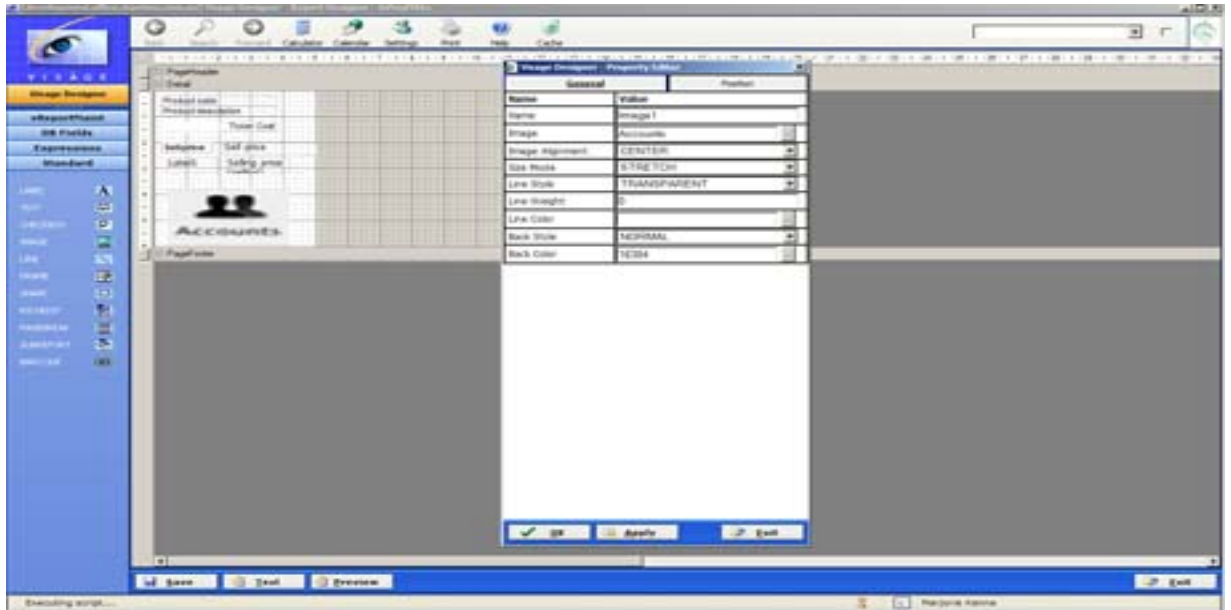


Figure 17: Image set to Stretch

**Zoom** will adjust the image to fit to the Height of the Image element (see Figure 18)

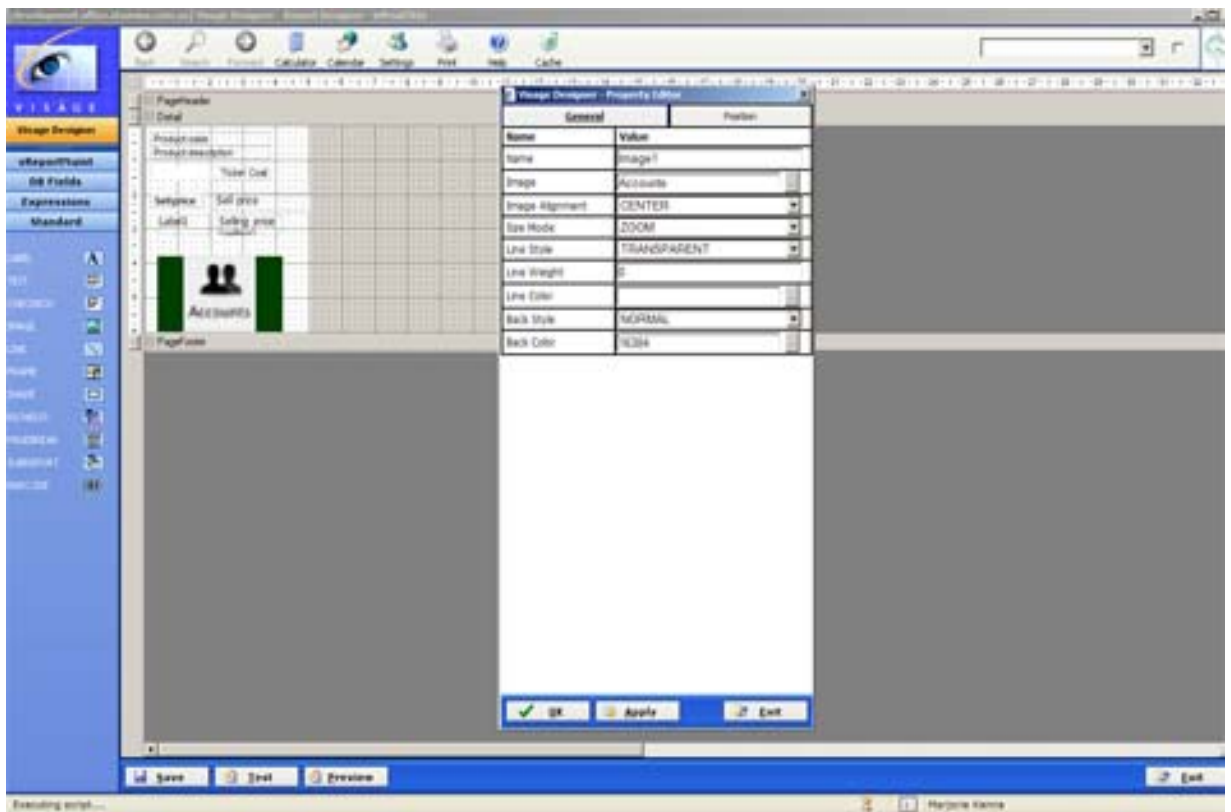


Figure 18: Image set to Zoom

**Line Style:** Valid options are Transparent, Solid, Dash, Dot or Dash-Dot. If you do not want a line around your image, leave this setting to Transparent otherwise, make your selection from the available options.

**Line Weight:** Leave this option blank if you have the Line Style set to Transparent. If not, enter a number to define the thickness/weight of the line that will appear around the Image. A low number (Eg. 8) will indicate a thin line, while a higher number (Eg. 14) will indicate a thicker line setting. Adjust this setting as necessary to achieve the required line weight.

**Line Color:** Leave this option blank if you have set a Line Style of Transparent. If not, select the required colour from the available options.

**Back Style:** Available selections are Transparent or Normal. Your selection in this option will depend on the physical size of the image and the dimensions of the Image area. If you have a small image and a larger Image area and you want the blank space between the Image and the Image area to be coloured, set this option to Normal, then set the Back Color to your required color.

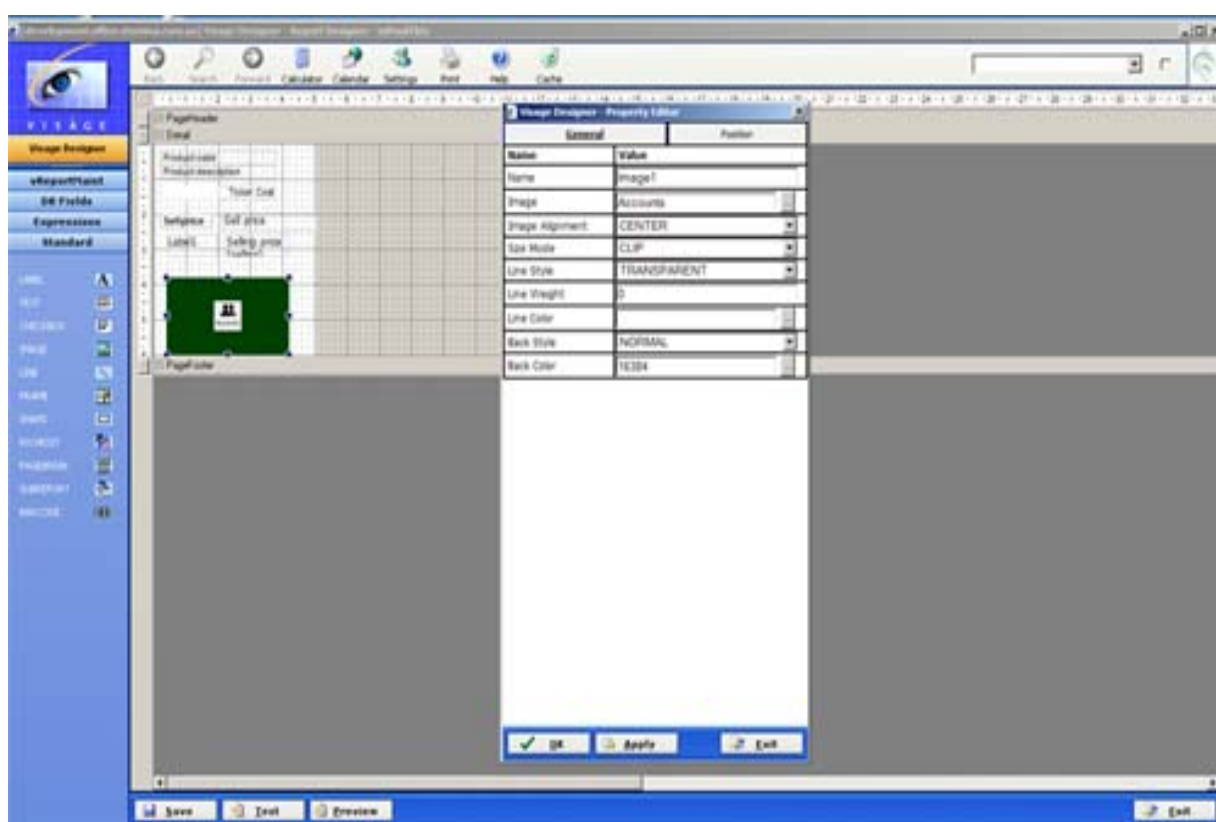


Figure 19: Small Image set to Clip with Larger Image area and Green Background.

**Back Color:** If you require the background of your Image area to contain a colour, make your selection from the available colours. The Back Style option has to be set to Normal to achieve a Back colour to appear.

When making any changes you can click Apply to view the current settings.

- Click ok when you are happy with your selections.
- Position image as required on the report canvas.

## Adding Database Fields

- Click on DB Fields in the Navigation Bar on the left of the screen

You will then be presented with all of the Data Base Fields from the file you nominated on the first screen of this process.

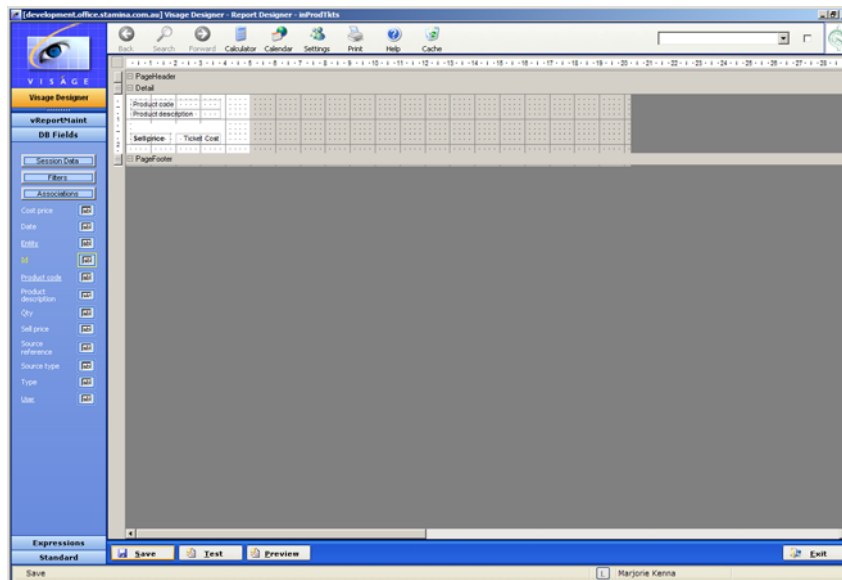


Figure 20: Design screen with DB Fields

- Locate the Data Base field for Product Code and drop this field onto the Detail Section  
Position the field onto the report canvas as required.

- Locate the Data Base field for Product Description and drop this field onto the Details Section.

Position the field onto the report canvas as required.

- Follow the same steps to add the Price field to the report.

You can add any additional fields that you might want to print on the labels by dropping those fields onto the Report canvas.

- Click Save when you have added the required fields onto the Report canvas.

## Test

Your report is now ready for Testing.

- Navigate to *inrTickets – Print Stock Tickets* process (provided that you did not save your report with a Design name)
- From the *Which Ticket Format* option - Select the Report name just created.
- Add Products to the list
- Click the Print Button

Return to Report Design to make any Report Design adjustments if required.