

Formatting and Printing Reports



All reports within FAST can be downloaded into excel. Once saved in an excel format, the reports can be formatted and saved for optimal viewing and printing capabilities. The following sections will give you tips for formatting and printing reports for enhanced results.

1 Step 1: Download Report into Excel

1. Within any report results screen, Right-Click on the “Download into Excel” hyperlink, located above and below the results table in the report.
2. Highlight and Click the “Save Target As” option.
3. The “Save As” dialog box will appear; designate the file directory you wish to save the report in and name it appropriately; Click “Save”.
4. A “Download Complete” dialog box will open, Click the “Open” button. The report will display as an excel spreadsheet.

2 Step 2: Formatting the Report - Using the Toolbars

1. There are different tips and tricks to format a report for enhanced read-ability. Many formatting options can be found within the different toolbars in excel. The following steps will outline the steps required for some of the many formatting options.
2. “Zoom” Percent: When the report first displays, selecting a different “Zoom” percent may make the report easier to view on the screen.
 - a. Ensure your ‘Standard’ Toolbar is displaying by Clicking the “View” option in the top toolbar and then Highlight “Toolbars” option; the “Standard” option should display with a highlighted checkmark to its left.
 - b. The “Standard” toolbar is displayed below, with the cursor pointed to the “Zoom” percent option box.



- c. Decreasing the zoom percent from 100% to 80% makes the report easier to view on the screen.
3. “Freeze Panes” option: This option will allow you to scroll vertically or horizontally and keep a title row or column from moving, so as you scroll, you can match the data in the report to the appropriate column title or row heading.
 - a. Highlight the row below or the column to the right of the desired heading, as shown below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1											Pallets Containing			Bedloaded Units		
2	Hour	Appointment	Scheduler Name	Appt	Mail	Mail	Tray	Sack	Parcel	Bundle	Tray	Sack	Parcel	Bundle	Trailer ID	
3	8	100000001	SCHEDULER_ABC	P	PS	MP	0	0	24	0	0	0	0	0	0	
4	8	100000002	SCHEDULER_ABC	P	STD	L	24	0	0	0	0	0	0	0	0	

- b. With the row/column highlighted, Click the “Window” option in the top toolbar.
 - c. Highlight and Click the “Freeze Panes” Option, shown below:

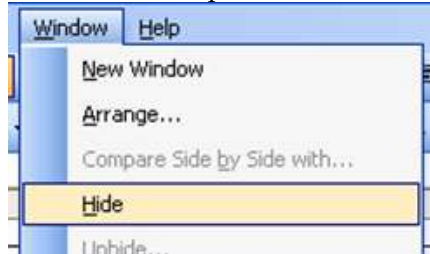


- d. This will freeze your selection to keep it in the viewable screen as your scroll through your report.
 - e. Select “Unfreeze Panes” to remove the selected fields from the freeze option

Formatting and Printing Reports



4. "Hide" option: This option will allow you to hide a cell, row or column from displaying in your report, without deleting the data.
 - a. Highlight the selected cell, row or column in the worksheet to hide.
 - b. Click the "Window" option from the top toolbar.
 - c. Highlight and Click the "Hide" option, shown below:



- d. This will hide the selection from view in the report and also from printing.
 - e. Click the "Unhide" option within the same toolbar option to display the hidden selections.
5. Data "Sort" or "Filter" options: These two options will allow you to sort your data by a desired field or place a filter on particular headings to filter the results by the specified criteria.
 - a. To sort your report, you may highlight a certain group of data to be sorted or select none at all to sort the entire report.
 - b. Click the "Data" option in the top toolbar menu.
 - c. Click the "Sort" option.
 - d. The "Sort" dialog box opens, displaying 3 field selectors to sort by. The sort function will automatically remove the report headings from the sort-able data if you are sorting the entire report.
 - e. You may choose up to 3 fields to sort by, in your preferred sorting order, as shown below:

Scheduler Name	Appt	Mail	Mail	Pallets Containing			Bedload		
				Tray	Sack	Parcel	Tray	Sack	
SCHEDULER ABC	P	PS	MP	0	0	24	0	0	0
SCHEDULER ABC	P	STD	L	24	0	0	0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							20	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	35
SCHEDULER ABC							0	0	30
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							12	0	0
SCHEDULER ABC							11	0	0
SCHEDULER ABC							30	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							0	0	0
SCHEDULER ABC							15	0	0
SCHEDULER ABC	S	STD	F, L	3	9	0	0	0	0
SCHEDULER ABC	S	STD	L	9	0	0	0	0	0
SCHEDULER ABC	R	PS	MP	0	0	0	0	0	111

Sort [?] [X]

Sort by
 Hour [v] Ascending Descending

Then by
 Appt Type [v] Ascending Descending

Then by
 Mail Class [v] Ascending Descending

My data range has
 Header row No header row

Options... OK Cancel

Formatting and Printing Reports



- f. This will sort the report first by the 'Hour' column in ascending order, then by the 'Appt Type' column in ascending order and finally by the 'Mail Class' column in ascending order.
- g. To filter your report, highlight the selected headings to include in your filter criteria.
- h. Click the "Data" option from the top toolbar and Highlight the "Filter" selection. Three options will display; Auto Filter, Show All (read-only), Advanced Filter.
- i. Click the "Auto Filter" option. Filter boxes will display in the right-hand bottom corner of each highlighted cell, as shown below:

A screenshot of a table with two columns. The first column has a header 'Mail' and a value 'PS'. The second column has a header 'Mail' and a value 'MP'. Each header cell has a small downward-pointing arrow, indicating a filter box.

Mail	Mail
PS	MP

- j. Click on the arrow of the desired field to filter your report by the available options; filtering by mail class is shown below:

A screenshot of a dropdown menu for the 'Mail' column. The menu is open, showing various options. The 'PS' option is highlighted in blue.

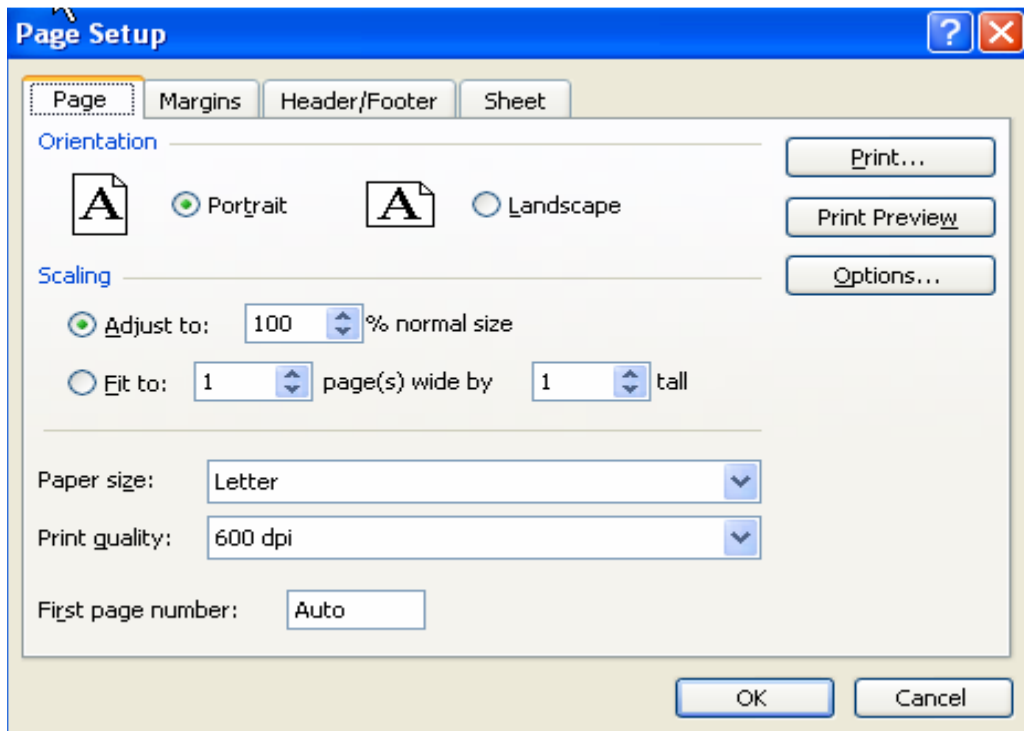
Appt	Mail
Sort Ascending	
Sort Descending	
(All)	
(Top 10...)	
(Custom...)	
PER	
PS	
PS, STD	
STD	
(Blanks)	
(NonBlanks)	

- k. These options will allow you to display different combinations of data in different orders, to produce the most effective and efficient report layout.

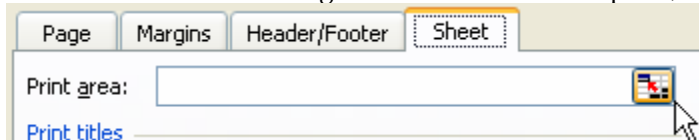
3 Step 3: Getting Ready to Print - Page Setup

- 1. To format your report for optimal printing, Click the "File" option from the top toolbar.
- 2. Click the "Page Setup" option and the resulting dialog box displays:

Formatting and Printing Reports



3. Select "Landscape" mode for reports that require extended horizontal width. The following reports are best viewed and printed in "Landscape" mode:
 - a. Facility Schedule report
 - b. Appointment Calendar
 - c. Corporate Rating Report
 - d. Appointment Rating Analysis report
4. Click "Print Preview" to see a preview of your printed report. If the data does not fit as you desire within the page, use the "Scaling" options to reduce to size of the report results.
5. The "Margins" tab will also allow you to change the size of the report margins to display more or less data from page to page.
6. The "Sheet" tab will allow you to set the print area of your report, if desired, set the report titles to be printed on each page of a multiple page report, print grid-lines and other options.
7. "Print Area" option gives you the option to select a certain part in your report to be printed instead of the entire report.
 - a. Click the cell selection box to the right of the "Print Area" option, shown below:



- b. The following dialog box will display:

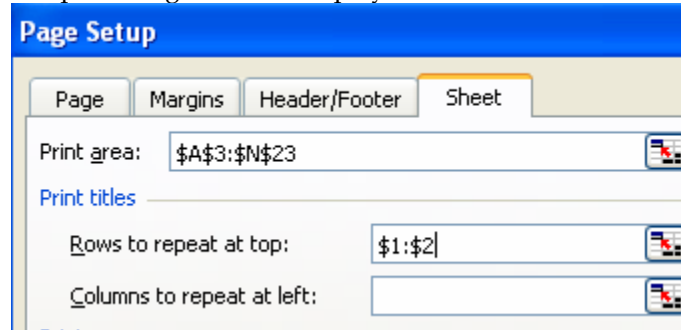


- c. Either type the field range in the print area field or highlight the range in the report, and click the cell selection box to the right hand side of the print area display again.
 - d. The "Page Setup" dialog box will re-appear with the selected range in the "Print Area" input box.

Formatting and Printing Reports



8. "Print Titles" option prints the selected titles on each page of a multi-page report.
 - a. To select the appropriate rows or columns, follow the same steps as described in the "Print Area" section above.
 - b. The desired print ranges should display in each box, shown below:



- c. Select any of the other options and Click "OK" to save all page setup selections.
 - d. You can now print the report with the selected options at anytime.