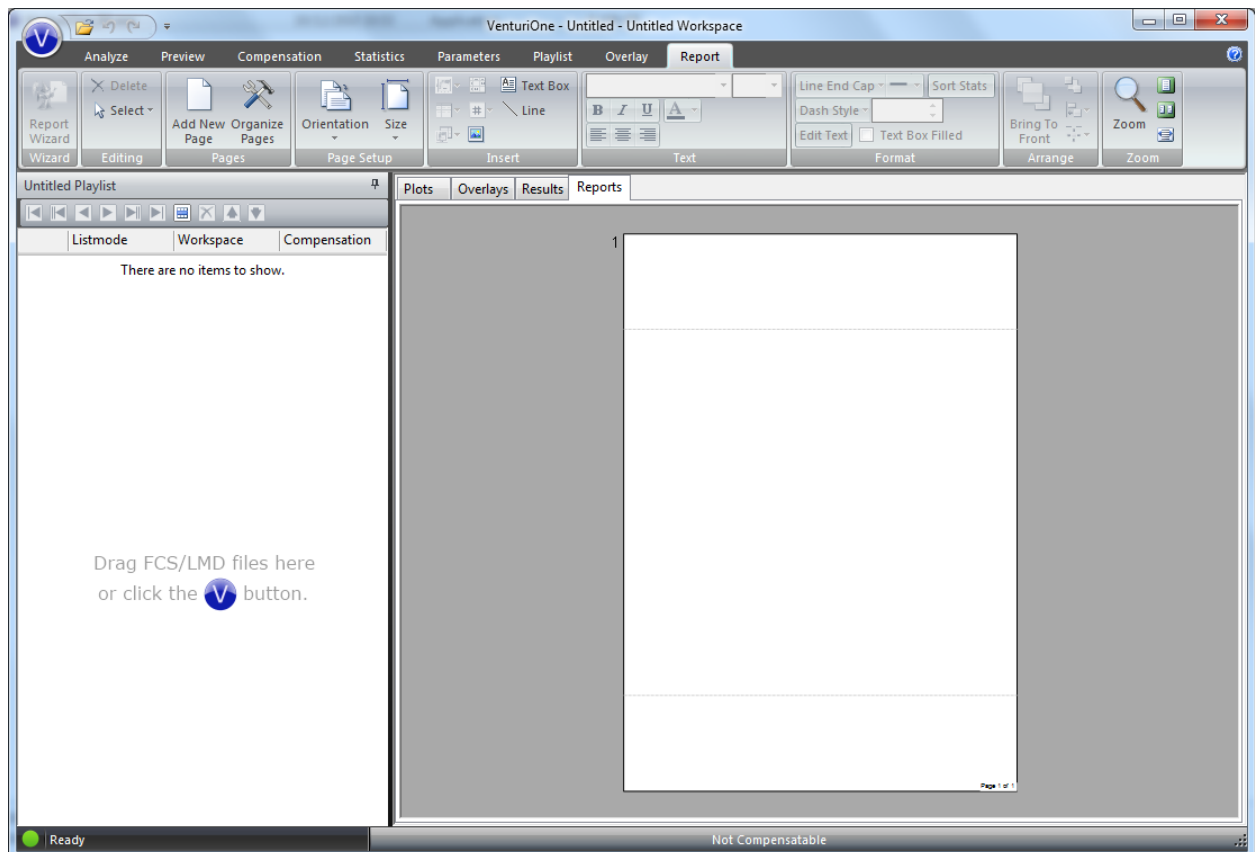


Creating Reports

In VenturiOne you can create page based reports from a single playlist item or a group of playlist items. VenturiOne reports can be used to create a customized page based summary of plots, statistics and other information.

Reports are created in the **Reports** tab of the **Workspace** using the controls on the **Reports** tab of the **Ribbon**.

Click on the **Reports** tab in the **Workspace** to display a blank report page as illustrated below:



The **Report** tab of the **Ribbon** automatically becomes active when the **Reports** tab of the **Workspace** is selected.

Reports are made up of inserted objects (plots, stats boxes, comp matrices, fields, images, text boxes and lines). Objects can be inserted in the report via the **Insert** group on the **Report** tab (see section 0) or send to the report from the Plots area of the **Workspace** (see section 1.1).

Each report page consists of three separate sections: **Header**, **Body** and **Footer**.

All elements of the **Header** and **Footer** sections are duplicated on all pages of the report.

Group and Playlist Report

In VenturiOne you can create two types of reports:

- Playlist Report – objects from any item in the playlist can be added
- Group Report – simplifies reporting when using groups of samples

When using groups you only have to create a report for the first group of samples, this report is automatically used for all other groups in the **Playlist**. If you use the playlist report option you will need to specify which items to add to the report for each item in the **Playlist**.

You can easily create either a Playlist or a Group report using the **Report Wizard**; see section **Error! Reference source not found.** for details on the **Report Wizard**.

Creating a Group Report

To create a **Group** report you must check the **Use Groups** checkbox on the **Playlist** tab of the **Ribbon** and set up the group size via the **Group Size** spin control (see sections **Error! Reference source not found.**).

The same set of **Workspaces** should be repeated for each group to ensure that the plots required for the report are present for each sample.

You must set up the report by inserting the required objects from the playlist items from only one group. Do not attempt to mix items from different groups.

If you open an item from a different group the report will be applied to the new group and all inserted plots, stats boxes, fields and compensation matrices in the report will update to display the LMD file(s) from the new group.

If a required plot, stats box or comp matrix is not present in an item's workspace or if group size is incorrect, the report will generate an object with a red exclamation mark for that particular item.



If a field has been inserted and the value is not present in the file or if a file is not present ERROR will be displayed instead of the value.

The **Group** report can be applied to all groups within the playlist when printing reports.

Create a Playlist Report

To create a **Playlist** report the **Use Groups** checkbox on the **Playlist** tab of the **Ribbon** must be unchecked.

When creating a **Playlist** report you can add objects from any item in the playlist. You select the objects required for each playlist item.

Once background calculation has finished, if a required plot, stats box or comp matrix is not present in an item's workspace the report will generate an object with a red exclamation mark for that particular item.

If a field has been inserted and the value is not present in the file or if a file is not present ERROR will be displayed instead of the value.

Insert Objects

You can select objects to add to the report with the buttons present on the **Insert** Group of the **Report** tab.

Select an object and then move the mouse cursor over a page in the report to display as shown below:



Click a particular page section (i.e. header, footer or body) to insert a default sized object into this section. The object is bounds checked to the section and re-sized and/or re-positioned as necessary.

! Ensure objects do not obscure each other when inserted to a report

To insert a custom sized object onto a reports page, drag out an insertion rectangle to the required size of the object and Release to insert the object at the desired size.

The aspect ratio of the insertion rectangle for a plot is fixed and is always square.

For other object types the aspect ratio of the insertion rectangle is not fixed.

Starting a drag in a particular page section (i.e. header, footer or body) restricts the insertion rectangle to the bounds of that section.

An object cannot be inserted when the no entry sign  is displayed. The cursor remains a no entry sign until the object is inserted in a valid location or the **Esc** key is pressed.

! Make sure **Stats Boxes** contain enough information to clearly identify which files the results come from. You may need to add file name or gate name to the **Results** table to ensure this. You should also make sure that enough space has been allocated for the Stats Box so that the full results are visible.

! When inserting compensation file name the name of the compensation file present in the **Playlist** will be displayed even if you have cleared compensation, manually modified the compensation or loaded compensation from header.

Select Objects

You can select a single object by left mouse clicking on it. Multiple objects can be selected by holding the **Ctrl** key and click the desired object. Any type of object can be selected using this method. Multiple selected objects that are within the same section move together as a group.

Objects can be selected on a per page basis by drawing a blue selection rectangle around the desired objects.

The rectangle can only be drawn when the mouse cursor displays the selection arrow (i.e. the cursor is not selecting an object). The rectangle selects everything it touches.

Objects on multiple pages cannot be selected via a selection rectangle.

The selection rectangle does not select objects inserted into the header and footer regions unless the selection rectangle starts in the header and footer regions.

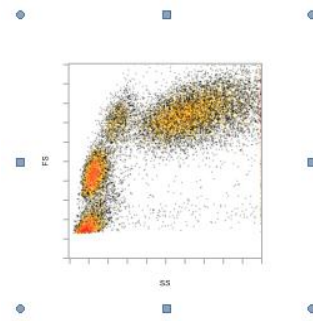
All body section objects within a report, from page 1 to 800, can be selected by holding down the **Ctrl** key and pressing **A**.

All body section objects of the same type within a report, from page 1 to 800, can be selected by holding down **Ctrl**, **Shift** and pressing **A**.

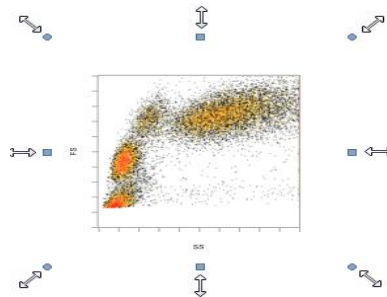
Resize Objects

Resize Inserted Objects (Excluding Lines)

An object has to be selected for it to display the resize handles as illustrated below:



Moving the mouse pointer over each handle changes the mouse cursor to indicate which way the object will be resized as illustrated below:



The aspect ratio of the plot is fixed and is always square.

When moving corners the aspect ratio of the stats box, comp matrix, text box and field, is not fixed i.e. it can be stretched horizontally or vertically.

When moving corners of images their aspect ratio is maintained.

When moving the top or bottom centre of the stats box, comp matrix, text box, field and image only its height can be re-sized.

When moving the right or left middle of the stats box, comp matrix, text box, field and image only its width can be re-sized.

For all objects holding shift whilst resizing using a corner handle will maintain the aspect ratio.

When resizing an object it is bounds checked to its current section on the page i.e. header, body or footer and cannot be re-sized outside of these bounds.

Resize and Re-orientate Inserted Lines

Select a Line to display the resize handles as illustrated below:




Moving the mouse pointer over either handle will change the mouse cursor to a crosshair, indicating the handle can be moved in any direction.

Drag either of the handles to resize or change orientation of the Line. The Line can be dragged to any size and orientation around 360 degrees. The Line is limited to the current section on the page i.e. header, body or footer.

Hold the Shift key and drag a Line to fix its position to horizontal and vertical positions only. Release the mouse and let go of the Shift key to relocate the Line to its new horizontal or vertical position.

Release the drag to resize the Line to its new size and/or orientation.

Move Objects

Objects can be moved between the header, footer and body sections of a page and are subject to bounds checks. If an object (or group of objects) is too big to fit in the new section a no entry sign is displayed. Trying to drop objects when the no entry sign  is displayed will move the objects back to their original position on the page and the cursor will change back to an arrow.

Move the mouse cursor over an object in the **Reports** to change the cursor to a move icon as shown below:



The object can be dragged and dropped (moved) to new locations within the pages of a report.

If Objects are selected within different sections, header, footer, body or different page, then the move cursor is not displayed and objects cannot be moved.

Edit Inserted Text

Double click a text box to open the Edit Text Box dialog, this allows the inserted text to be edited.

Delete Objects

A selected object can be deleted from the report by pressing the **Delete** key or the **Delete** button in the **Editing** group of the **Report** tab.

1.1 Send Objects from Workspace to Report

Right click in the **Plots** area (workspace) displays the following context menu:



Select any of the first three options to send all selected plots and/or stats to the report.

If the last page of the report contains any objects, sent items start on a new blank page in the report. If the last page is blank new objects sent start on this page.

If the addition of the objects causes the 800 page limit to be exceeded a warning message is displayed and objects are not be added.

Headers and Footers

The header and footer sections are repeated on each page of the report. If an object is moved into the header or footer of a report page it appears on all pages of the report.

Resize Headers

Click and drag the divider of a header up or down to resize the headers of a report.

If the header contains an object then you cannot drag the divider up past the bottom of that object.

If the body section contains an object close to the header boundary you can still drag and drop the divider down past the object. Upon releasing the drag, the object will be bounds checked, moved down and, if necessary, resized to accommodate the new header size.

The size of the header is applied to all pages in the report.

Resize Footers

Click and drag the divider of a footer up or down to resize the footers of a report.

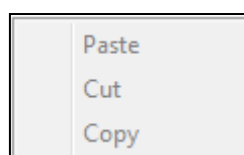
If the footer contains an object then you cannot drag the divider down past the bottom of that object.

If the body section contains an object close to the footer boundary you can still drag and drop the divider up past the object. Upon releasing the drag, the object will be bounds checked, moved down and, if necessary, resized to accommodate the new footer size.

The size of the footer is applied to all pages in the report.

Report Context Menu

Right click on the report brings up the following context menu:



If no objects are selected in the report all items in the context menu are disabled.

Click on the **Copy** menu item to copy selected items in the report to the clipboard for pasting to the report.

Click on the **Paste** menu item to paste objects from the clipboard into the report. Objects are pasted cascaded (down and to the left) from their original position on the page.

Click on the **Cut** menu item to cut any selected objects out of the report and place them on the clipboard for pasting to the report.