



# ibAcus iReporter User's Guide

iCountability Corporation©

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iCountability Corporation is dedicated to creating inventory solutions that are user-friendly, cost efficient, and easily adaptable to many environments, enabling companies of all sizes to better manage their back-end data collection. Please visit us at [www.icountability.com](http://www.icountability.com) for more information.

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# 1 Purpose

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This guide describes how to use the iReporter application. For information on the other ibAcus components please refer to the *ibAcus Administrator's Guide* and *iCounter User's Guide*. If you have questions that you cannot find the answers to in our documentation, please do not hesitate to contact us.

iReporter is currently supported on WindowsXP.

Please keep in mind that iReporter is freely distributable, allowing you to distribute as you desire, including to your customers.

## 2 Introduction

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### 2.1 Starting

iReporter is the reporting component of the ibAcus inventory counting solution. It runs on any WindowsXP computer, and is used to create a variety of reports based on count results. It can be started directly as a stand alone application or by requesting a report on one or more counts within CServer.

### 2.2 Creation and Distribution

Reporting is typically done after counting has been completed using CServer and the iCounter clients, although reports can be generated at anytime during a count. In either case, the resulting report files are created as read-only files (ending in .irpt) and can be distributed to customers and colleagues to generate a variety of reports using iReporter. Since the count results cannot be modified using iReporter, the data is ensured to be in complete agreement with counted data<sup>1</sup>. This is particularly useful if you are an inventory service provider since it allows you to send the read-only count data to your customers and let them generate the reports they desire using their own copy of the iReporter application.

### 2.3 Installation

iReporter can be installed either as part of the full ibAcus software package or separately. Please refer to the Downloads page at [www.icountability.com](http://www.icountability.com) for information on available versions. Once you have the installation file, simply double click it and follow the instructions.

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<sup>1</sup> Theoretically, the irpt file could be tampered with. However, this would most likely invalidate the structure of the data, causing iReporter to simply not open the file.

## 3 Using iReporter

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iReporter can be opened in one of three ways:

1. By opening iReporter directly,
2. By double clicking on an existing report (.irpt) file.
3. By creating a report file from CServer, as described above.

### 3.1 The Interface

The iReporter main window contains two panes, as shown in Illustration 1. The top pane (Available Counts) contains the list of counts currently available for reporting. To actually report on a count you must select it for reporting first, by double clicking it. This will move it to the bottom pane (Reporting Counts). Most report types report on only one count so this bottom pane will usually contain only one count – the one currently being reported. To move this count from the bottom back to the top pane simply double click it again.

Currently, there are also a few report types that provide a comparison between two counts. In these cases you move **two** counts to the Reporting Counts pane before generating the report.

### 3.2 Open Multiple Files

Once iReporter is started you can open a report (.irpt) file by selecting Open from the File menu. The iReporter main window is shown in Illustration 1 with a total of three counts. If you attempt to open another report file when you already have one open iReporter will ask you if you want **Append** to loaded report. If you select Yes, the counts will be *added* to the list of those already open in iReporter. If you select No, the counts currently open will be closed, and only the newly opened ones will be available for reporting. No report files are deleted and they can always be reopened for reporting at any time.

### 3.3 Report Generation

To generate a report move the desired count (or *counts* for a comparison report) to the Reporting Counts pane as described above, and select the type of report from the Reports menu. The type of report you can choose will depend on the type of count that was performed. The ibAcus counting solution provides a variety of count modes, from retail, quantity (barcode based), to a combination of both. See the *ibAcus Administrator's Guide* for information on count types. The basic types of reports are described below.

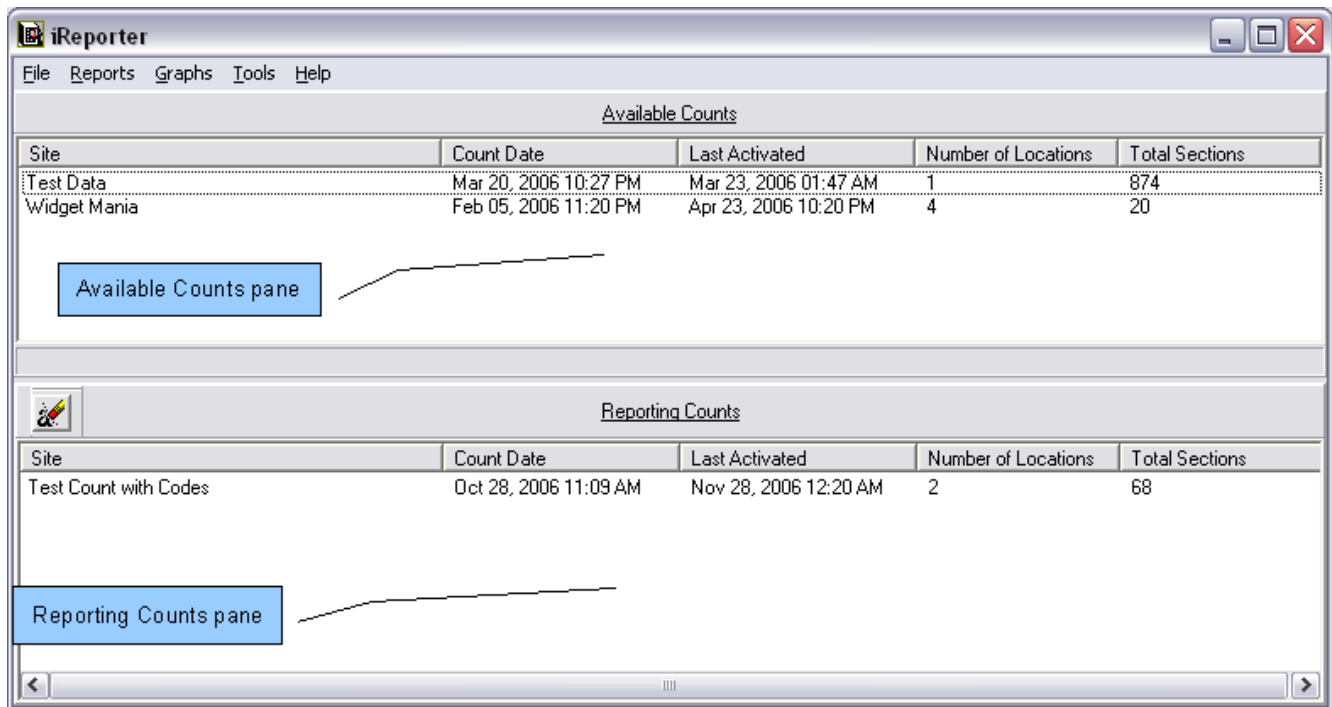


Illustration 1: iReporter Main Window

### 3.3.1 Report Types

All report types are listed somewhere under the Reports menu. If you cannot find the type of report you are looking for please let us know, and we will consider adding it. Reports are divided into two basic types:

1. Financial
2. Code
3. Custom

#### 3.3.1.1 Financial

Financial reports are those which show the financial value based on department. These reports are listed under the Report→Financial menu, and are grouped into three General categories:

1. Site Wide
2. Locations
3. Sections

There is also a Margins category but we will talk about that later. *Financial Site Wide* reports show the count data without breaking it down by locations or sections. In fact, locations and section are not

mentioned in the report. These reports can be shown either by departments or by divisions<sup>2</sup>. An example of one page of a department type report is shown in Illustration 2.

Other financial reports can break the count data down by locations, sections, and even shelves for a more detailed analysis of the data. Illustration 3 shows one page of a financial report broken down by location, section, and shelf.

**Test Site**  
 March 20, 2006 12:27 AM  
 Somewhere Lane  
 Saint John, New Brunswick  
 E2B 1G5

<u>Department</u>	<u>Mar-20, 2006</u>
101 Daily	\$31,640.00
102 Misc. Grocery	\$2,617.00
103 Frozen	\$23,995.00
104 Deposits	\$4,272.00
105 Pop/Crystals	\$19,651.00
106 Coffee/Tea/Cocoa/Milk	\$20,277.00
107 Tobacco	\$0.00
108 Candy/Chips	\$48,695.00
109 Specials On Ends	\$56,793.00
110 Canned Fruit, etc.	\$4,434.00
111 Juice	\$6,771.00
112 Canned Meat/Seafood	\$7,183.00
113 Pasta/Sauce	\$10,695.00
114 Prepared Food	\$3,520.00
115 Canned Vegetables	\$4,431.00
116 Soup	\$11,023.00
118 Jam/Jelly/P. Butter	\$9,005.00
119 Pickles-Oriental	\$15,693.00
120 Bake Aids/Rice	\$40,777.00
121 Spices	\$9,680.00
122 Cereal	\$13,038.00
123 Crackers/Cookies	\$24,964.00
124 Bread/Pastry	\$5,366.00
125 Paper/Wrap	\$17,007.00
126 Pet Foods	\$18,695.00
127 Laundry Aids	\$12,516.00
128 Health & Beauty Aids	\$47,509.00
129 Baby Care	\$7,708.00
130 Cleansers	\$20,869.00
131 Pop @ Cost	\$0.00
132 Ice Cream/Novelties	\$7,586.00
133 Cosmetics/Perfumes	\$36,925.00

Page 1 of 2

*Illustration 2: Financial Site Wide Report*

<sup>2</sup> Departments can be grouped into divisions in CServer. See the *ibAcus Administrator's Guide* for more information.

**Print Preview**

January 01, 2007 06:42 PM  
 257 Falcon Street  
 Falconville, New Brunswick  
 A1A 1A1

**Falcon First**

**(101) Store Front** Jan-01, 2007

<u>Section</u>	<u>Shelf</u>	<u>Department</u>	
1			
	1	102 Tools	\$191.91
	1	107 Snacks	\$124.10
	1	108 Misc	\$213.61
	2	101 Hardware	\$143.08
	2	102 Tools	\$177.66
	2	107 Snacks	\$48.51
		<b>Total Section:</b>	<b>\$898.87</b>
<u>Section</u>	<u>Shelf</u>	<u>Department</u>	
2			
	1	107 Snacks	\$147.49
	2	101 Hardware	\$106.86
	3	102 Tools	\$174.18
		<b>Total Section:</b>	<b>\$428.53</b>

**(102) Left Side** Jan-01, 2007

<u>Section</u>	<u>Shelf</u>	<u>Department</u>	
1			
	1	103 Paint	\$284.73
	2	103 Paint	\$459.57
	3	103 Paint	\$494.55
	4	103 Paint	\$239.85
		<b>Total Section:</b>	<b>\$1,478.70</b>
<u>Section</u>	<u>Shelf</u>	<u>Department</u>	
2			
	1	103 Paint	\$287.82
	2	103 Paint	\$351.84

Counted by: Basic Inventory Services  
 Inventory Break Down by Section

Page 1  
 Printed 1/11/2007

Page 1 of 4

*Illustration 3: Financial Report with Locations, Sections, and Shelves*

### 3.3.1.2 Financial with Margins

The use of margins allows iReporter to compute the *cost* value of items by department, and generate a report showing both *retail* and *cost* values. Using a simple list of margin formulas for the departments iReporter calculates the cost from the retail values. A sample margins report is shown in Illustration 7. In order for a margins report to be generated, you must associate a list of margins with that count. Margins can be associated with a count by creating them on the fly or by importing margins that you have created earlier.

#### Creating Margins

To create margins for a particular count select the desired count and then select Tools→Margins from the menu. This brings up the Margin Selection window shown in Illustration 4. Press the create new margin button and enter the name you wish to use for this margin list. iReporter will suggest a name but you can change it to whatever you like, perhaps something related to the name of the count. Once this is done the Margins window (Illustration 5) appears with two columns:

1. The list of all departments in the count and
2. The current margin formulas, which default to 'x', where x is the retail value.

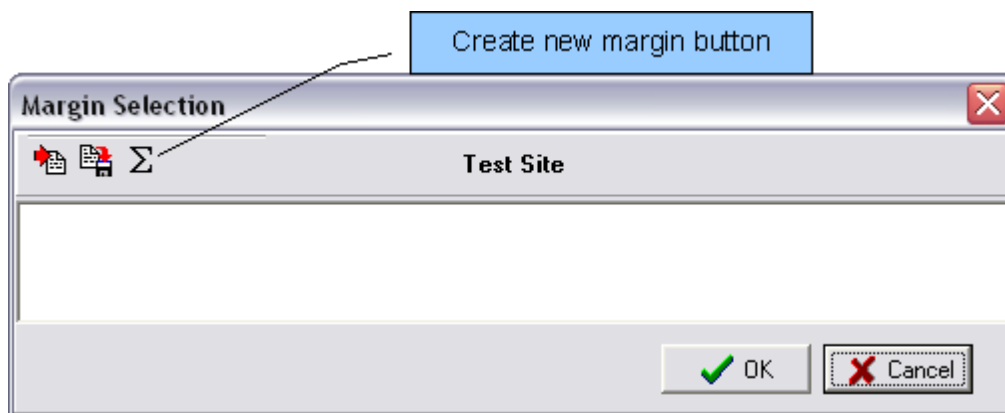
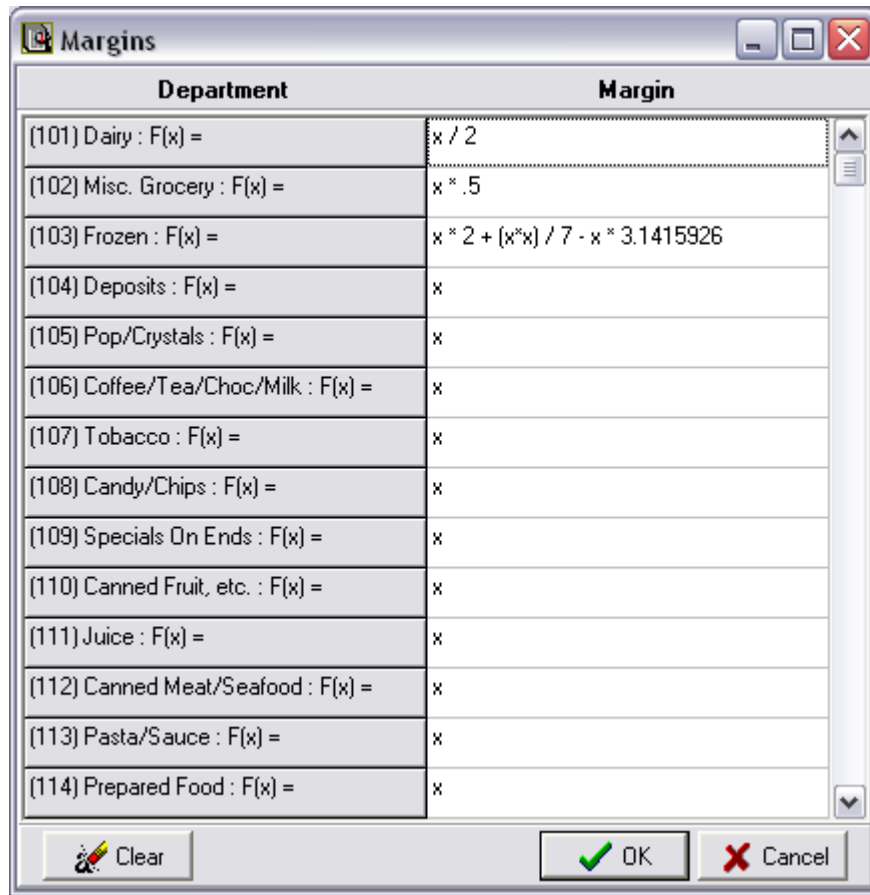
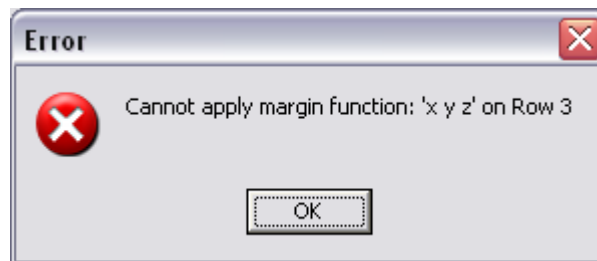


Illustration 4: Margin Selection Window

The cost values are computed as a function,  $F(x)$ , of the retail values,  $x$ . Enter the margin formula for each department in the margin column. For example, the Dairy department in Illustration 5 shows a margin of  $x/2$ , meaning that the cost is half of the retail value, or that the retail value is twice the cost. The same thing could be accomplished by specifying  $x * .5$ , as shown for the Misc. Grocery department. Most mathematical operators are allowed, such as  $+$ ,  $-$ ,  $*$ ,  $/$ , or more complex formulas, such as the hypothetical one shown for the Frozen department, can be created if necessary. Spaces and parenthesis are also allowed. If an unsupported formula is entered, such as “ $x y z$ ”, an error window will indicate this, as shown in Illustration 6.



*Illustration 5: Margin Entry Window*



*Illustration 6: Indicates an Invalid Margin formula*

Print Preview

Test Site  
 March 20, 2006 12:27 AM  
 Somerville Lane  
 Saint John's, New Brunswick  
 E2B 1G5

<u>Department</u>	<u>Margin</u>	<u>Mar-20, 2006</u>	<u>Cost</u>
101 Dairy	x / 2	\$31,640.00	\$15,820.00
102 Misc. Grocery	x / 5	\$2,617.00	\$1,308.50
103 Frozen	x / 2	\$23,995.00	\$11,997.50
104 Deposits	x	\$4,272.00	\$4,272.00
105 Pop/Cys/Soft	x / 3	\$19,651.00	\$6,550.33
106 Coffee/Tea/Cocoa/Milk	x / 1.5	\$20,277.00	\$13,518.00
107 Tobacco	x / 2	\$0.00	\$0.00
108 Candy/Chips	x / 2.5	\$48,695.00	\$19,478.00
109 Specials On Ends	x	\$56,793.00	\$56,793.00
110 Canned Fruit, etc.	x / 2	\$4,434.00	\$2,217.00
111 Juice	x / 2	\$5,771.00	\$3,385.50
112 Canned Meat/Seafood	x / 1.5	\$7,183.00	\$4,788.67
113 Pasta/Sauce	x / 1.5	\$10,696.00	\$7,130.67
114 Prepared Food	x / 2	\$3,520.00	\$1,760.00
115 Canned Vegetables	x / 2	\$4,431.00	\$2,215.50
116 Soup	x / 2	\$11,023.00	\$5,511.50
118 Jam/Syrup/P. Butter	x / 2	\$9,006.00	\$4,503.00
119 Pickles-Oriental	x / 2	\$15,693.00	\$7,846.50
120 Bake Aids/Rice	x / 2	\$40,777.00	\$20,388.50
121 Spices	x / 2	\$9,880.00	\$4,940.00
122 Cereal	x / 2	\$13,038.00	\$6,519.00
123 Crackers/Cookies	x / 2	\$24,984.00	\$12,492.00
124 Bread/Pasty	x / 2	\$5,366.00	\$2,683.00
125 Paper/Wrap	x / 2	\$17,007.00	\$8,503.50
126 Pet Foods	x / 2	\$18,696.00	\$9,348.00
127 Laundry Aids	x / 2	\$12,516.00	\$6,258.00
128 Health & Beauty Aids	x / 2	\$47,509.00	\$23,754.50
129 Baby Care	x / 2	\$7,708.00	\$3,854.00
130 Cleansers	x / 2	\$20,869.00	\$10,434.50
131 Pop @ Cost	x	\$0.00	\$0.00
132 Ice Cream/Novelties	x / 2	\$7,586.00	\$3,793.00
133 Cosmetics/Perfumes	x / 2	\$36,925.00	\$18,462.50
134 Grocery Shelves	x / 2	\$3,348.00	\$1,674.00
135 Wine/Beer Making	x / 2	\$17,050.00	\$8,525.00

Compiled by: BestInventory Services

Page 1  
 Printed 12/28/2006

Page 1 of 2

Illustration 7: Margins Report

### 3.3.1.3 Code

Code reports are those which show the quantity of each product based on a barcode. There are four of these reports, listed under the Report→Code menu, grouped into two basic types. Two of the reports break the products down by section and shelf, while the other two report on the site without breakdown. Furthermore, each report can be shown either with or without the barcode picture (symbology). Illustration 8 shows a page from a report with *breakdown by section and shelf* without symbology and Illustration 9 shows a page from a *site wide* report with symbology.

### 3.3.1.4 Code Lookups

A further type of code report is available for those counts that include lookup tables, also referred to as codesets. These tables include a number of specific fields for each code in the count. Currently, the Description and Cost report is available, showing Description, Quantity, Cost, Total Cost, Deposit, and Total Deposit, but more may be added in the future<sup>3</sup>. An example is shown in Illustration 10.

This type of report requires a customized script, within CServer, to import your specific barcode data and create a codeset resource. The codeset resource is then attached to the count and included in any report file that is created from CServer. When iReporter opens the ipt file it is automatically aware of this extra codeset table, and can then use it for generating Code Lookup reports.

For the Description and Cost report the fields “ShortDescription”, “Cost”, and “Deposit” must be included in the codeset. Refer to the *ibAcus Administrator's Guide* for details on scripting for the creation and use of codesets.

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<sup>3</sup> In fact, we may add the ability to configure your own reports, depending on customer feedback and demand.

Print Preview

Close

Report on Print

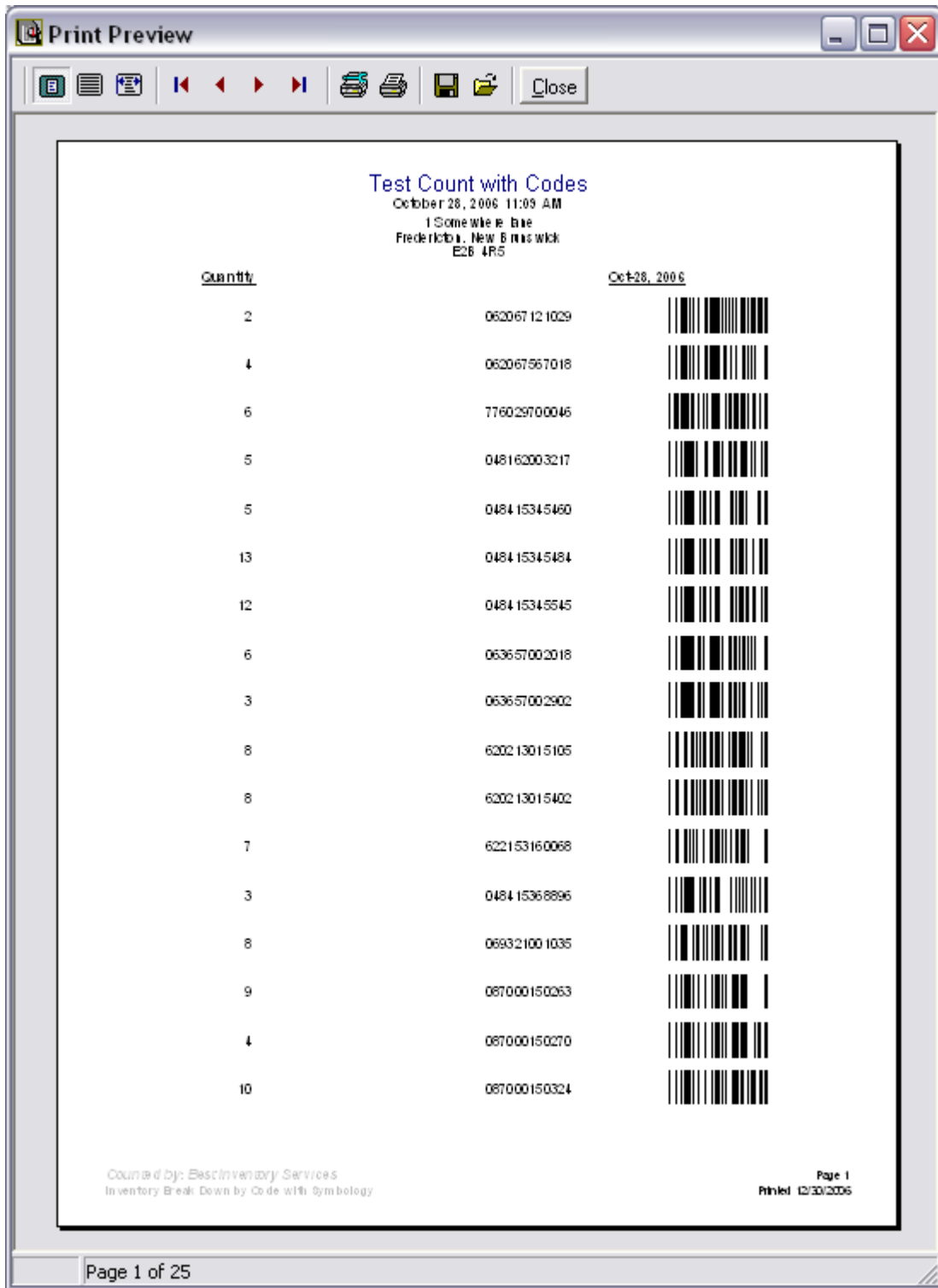
Section	Shelf	Quantity	
2		200	063 4380 100 13
2		160	9780531 153062
2		180	9780688 155667
<u>Section</u>	<u>Shelf</u>	<u>Quantity</u>	
2			
	1	2	000768403921
	1	4	094633264427
	1	3	7243866 417 24
<u>Section</u>	<u>Shelf</u>	<u>Quantity</u>	
3			
	1	5	077 778068327
	1	3	080688 158828
	1	3	080688 158828
	1	2	724353960025
	1	1	7243825 13520
<u>Section</u>	<u>Shelf</u>	<u>Quantity</u>	
4			
	1	32	000768383322
	1	12	9780439632 492
	1	9	978 15507 40509
	1	10	9782764303 115
<u>Section</u>	<u>Shelf</u>	<u>Quantity</u>	
5			
(105) Back			<u>Jan-01, 2007</u>
<u>Section</u>	<u>Shelf</u>	<u>Quantity</u>	
1			
	1	128	0007683 17426
	1	288	07 4644607 420
	1	300	0767 42598822
	1	192	0806886 41429
	1	336	0946311907 04
	1	432	777 4994557 64
	1	378	9320428002259
(110) Stockyard			<u>Jan-01, 2007</u>

Counted by: RescInventory Services  
Inventory Break Down by Section

Page 2  
Printed 2/4/2007

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Illustration 8: Section and Shelf Code Report



*Illustration 9: Site Wide Code Report With Symbology*

Print Preview

October 28, 2006 11:09 AM  
 1 Some Wine Line  
 Fredericka, New Brunswick  
 E26 4RS

Description	Quantity	Cost	Total	Deposit	Total Deposit
877800	4	\$0.00	\$0.00	\$0.00	\$0.00
Absolut (Swede) (Swede)	22	\$11.31	\$248.82	\$0.10	\$2.20
Absolut (Swede) (Swede)	21	\$20.87	\$438.27	\$0.20	\$4.20
Adams Private Stock	4	\$19.04	\$76.16	\$0.20	\$0.80
Adams Private Stock	10	\$27.72	\$277.20	\$0.20	\$2.00
Adams Private Stock	21	\$10.31	\$216.51	\$0.10	\$2.10
Alexander Heids India Pale Ale 12	31	\$15.83	\$490.73	\$1.20	\$37.20
Alexander Heids India Pale Ale 6	27	\$6.55	\$230.85	\$0.60	\$16.20
Alexander Heids India Pale Ale 8 Cans/Cigarettes	30	\$11.79	\$353.70	\$0.80	\$24.00
Alpenweiss Red/Rouge	4	\$7.70	\$30.80	\$0.20	\$0.80
Alpenweiss Red/Rouge	3	\$26.68	\$80.04	\$0.20	\$0.60
Alpenweiss White/Blanc	7	\$11.22	\$78.54	\$0.20	\$1.40
Alpenweiss White/Blanc	7	\$7.70	\$53.90	\$0.20	\$1.40
Alpenweiss White/Blanc	6	\$26.25	\$157.50	\$0.20	\$1.20
Alpine Lager 12	75	\$14.28	\$1,071.00	\$1.20	\$90.00
Alpine Lager 12 Cans/Cigarettes	63	\$16.05	\$1,011.15	\$1.20	\$75.60
Alpine Lager 24	9	\$30.31	\$272.79	\$2.40	\$21.60
Alpine Lager 473ml Cans/Cigarette	19	\$2.06	\$39.14	\$0.10	\$1.90
Alpine Lager 16	36	\$8.46	\$304.56	\$0.60	\$21.60
Alpine Lager 18 Cans/Cigarettes	76	\$11.57	\$879.32	\$0.80	\$60.80
Alpine Light 12	10	\$15.60	\$156.00	\$1.20	\$12.00
Alpine Light 6	22	\$10.68	\$234.96	\$0.80	\$17.60
Alpine Light 6 Cans/Cigarettes	49	\$10.92	\$535.08	\$0.80	\$39.20
Amanita Maria Fruit Cream (South Africa) (Unique d	1	\$11.39	\$11.39	\$0.10	\$0.10
Astor Mist Strawberry/White Chocolate	16	\$5.96	\$95.36	\$0.20	\$3.20
Baby Canadian Champagne	7	\$6.70	\$46.90	\$0.20	\$1.40
Baby Canadian Champagne Rose	7	\$6.70	\$46.90	\$0.20	\$1.40
Bacardi Breezer 4P Caribbean Key Lime	17	\$8.95	\$152.15	\$0.40	\$6.80
Bacardi Breezer 4P Island Pineapple	7	\$8.95	\$62.65	\$0.40	\$2.80
Bacardi Breezer 4P Pink Cola	12	\$8.95	\$107.40	\$0.40	\$4.80
Bacardi Breezer 4P Pink Grapefruit	12	\$8.95	\$107.40	\$0.40	\$4.80
Bacardi Breezer 4P Strawberry Smoothie	8	\$8.95	\$71.60	\$0.40	\$3.20
Bacardi Breezer 4P Tropical Orange Smoothie	15	\$8.95	\$134.25	\$0.40	\$6.00
Bacardi Breezer Strawberry Daiquiri	11	\$2.24	\$24.64	\$0.10	\$1.10

Counted by: Basic Inventory Services  
 Inventory Break: Down by Item Description, Cost and Deposit

Page 1  
 Printed: 12/30/2006

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Illustration 10: Code Lookup Report

### **3.3.1.5 Custom Reports**

Custom reports can be created by iCountability to accommodate specific reporting needs that are not satisfied by the standard reports. As described in the *ibAcus Administrator's Guide*, these are imported into CServer as templates and then included as part of the count itself when the irpt report file is generated. iReporter reads seamlessly reads the custom report template with the count in the irpt file.

Any custom reports that included with counts are displayed at the bottom of the Report menu and are generated by selecting them from there.

### **3.3.2 Comparison Reports**

Regular financial reports<sup>4</sup> can be generated as a comparison between two separate counts. This is useful for comparing the inventory of a site from two different dates. To generate the report simply move two reports to the Reporting Counts pane and select one of the financial reports. Illustration 11 shows a sample comparison report.

---

4 Margin financial reports cannot currently be compared.

**Print Preview**

January 01, 2007 06:42 PM to January 02, 2007 10:39 AM  
 357 Falcon Street  
 Falconville, New Brunswick  
 A1A 1A1

	<u>Jan-01, 2007</u>	<u>Jan-02, 2007</u>
<b>(101) Store Front</b>		
100 Lumber	\$0.00	\$0.00
101 Hardware	\$249.94	\$402.14
102 Tools	\$543.75	\$671.75
103 Paint	\$0.00	\$0.00
104 Flooring	\$0.00	\$0.00
105 Tapes/ty	\$0.00	\$0.00
106 Furniture	\$0.00	\$0.00
107 Shacks	\$320.10	\$253.54
108 Misc	\$213.61	\$232.20
<b>Total Location:</b>	<b>\$1,827.40</b>	<b>\$1,648.68</b>
<b>(102) Left Side</b>		
100 Lumber	\$0.00	\$0.00
101 Hardware	\$0.00	\$0.00
102 Tools	\$0.00	\$0.00
103 Paint	\$5,254.58	\$7,752.75
104 Flooring	\$0.00	\$0.00
105 Tapes/ty	\$0.00	\$0.00
106 Furniture	\$0.00	\$0.00
107 Shacks	\$0.00	\$0.00
108 Misc	\$0.00	\$0.00
<b>Total Location:</b>	<b>\$5,254.58</b>	<b>\$7,752.75</b>
<b>(103) Right Side</b>		
100 Lumber	\$0.00	\$0.00
101 Hardware	\$0.00	\$0.00
102 Tools	\$0.00	\$0.00
103 Paint	\$0.00	\$0.00
104 Flooring	\$0.00	\$0.00

Counted by: Best Inventory Services  
 Inventory Break Down by Location

Page 1  
 Printed 10/12/07

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*Illustration 11: Comparison Report*

## 4 The Report Files

As mentioned in the **Introduction**, reporting begins with one or more count results in CServer<sup>5</sup>. From there the desired counts are selected and used to generate a specially encoded report file (with extension .irpt), which is in turn used by iReporter to generate the desired reports. Report files may contain one or many count results, providing flexibility in organizing and distributing report count data.

The report files can distributed the same as any file, by copying, email, ftp, etc. Anyone with the iReporter application can open this report file and generate reports. The irpt report files are generated in a compressed form to ensure as small a size as possible. iReporter takes care of uncompression automatically, transparently to you.

### 4.1 Generating

The generation of report files is discussed in the *ibAcus Administrator's Guide* but is repeated here for convenience. From the Resource View window select the count(s) you want to include in the report file and select the Generate count report button, as shown in Illustration 12.

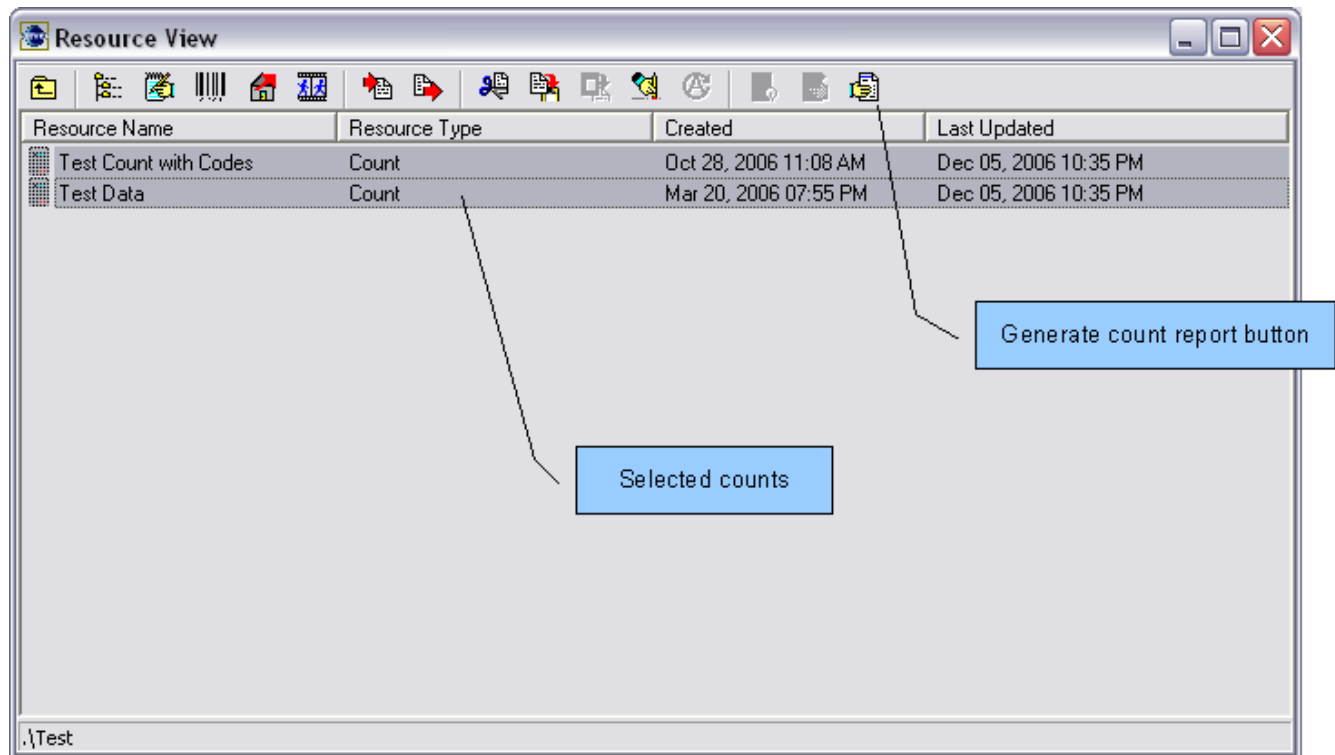
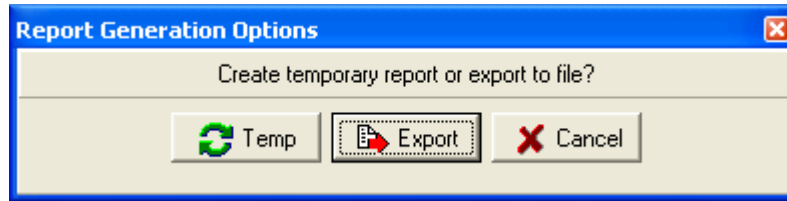


Illustration 12: Selecting the counts to include in the report file.

Alternatively, if only one count is needed in the report file, you can simply double click on that count.

<sup>5</sup> See the *ibAcus Administrator's Guide* for information on using CServer.

In either case, the Report Generating Options window is displayed, asking if you want to create a temporary report or export the count to a report file for permanent storage before reporting. Typically, you would select temporary if your count is not yet complete, or you are just doing a quick check of the count data. If you are creating a report file for your records or to send to a customer you will want to permanently export it to a file.



*Illustration 13: Report Generation Window in CServer*

In either case, CServer will start the iReporter application. Pressing the Temp button starts it immediately, while pressing the Export button requires you to enter a filename for the report file first. If you are exporting the count report, be sure to remember where you are saving it. You might want to organize a set of directories in which to store your reports.

Once iReporter starts, you will see the counts included in that report file in the top pane. If you do not want to generate a report right now, you can exit iReporter and reopen it later when you do want to do some reporting.

## 5 Exporting Reports

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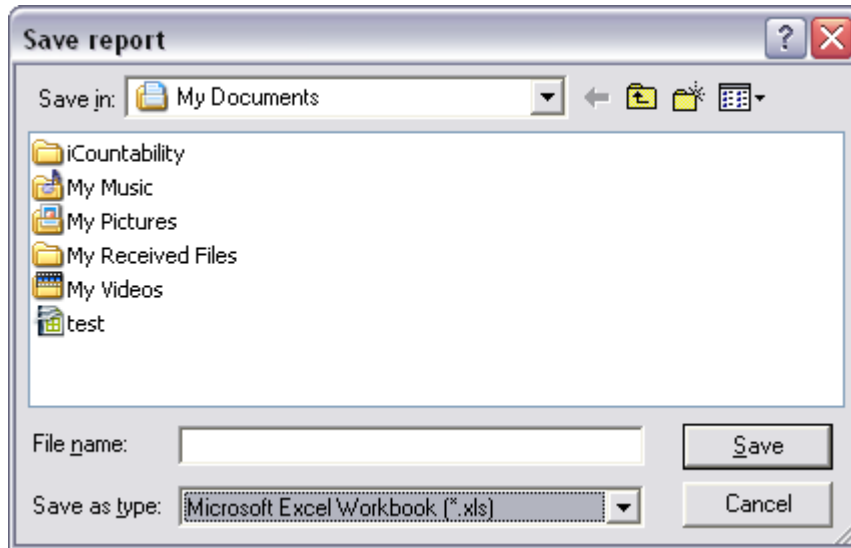
iReporter has the ability to save reports in different formats. Currently iReporter can export most reports in: Excel, PDF, HTML and Quick Report format.

To export a report in a different format you will need to first generate the report you wish to export from within iReporter. At this point the print preview window will appear (see Print Preview Menu Bar below)



*Illustration 14: Print Preview Menu Bar*

The menu bar at the top of the Print Preview window displays several icons, to export your report you will need to click the “disk” or save icon. After this, a “Save Report” dialog window will appear. At the bottom of this dialog select the “Save as type” drop down to select the desired save format (see Save report below).



*Illustration 15: Save report*