

ADMINISTRATORS GUIDE EPISUITE 6

A quick tutorial on how to set up and
implement Episuite® Software

created by

IDentipphoto®

Specialists in IDentification

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ADMINISTRATOR GUIDE

This guide assumes the administrator has a good understanding of the windows environment. This manual will provide you with a general step-by-step guide to setting up the Episuite software. For more detailed help on each module please refer to the online help provided by the software. This manual is based on a local, single user installation.

1. Place the hardware key on LPT port or USB port depending on which key you ordered.
2. Insert software disk; auto run should start software installation. Follow instructions on screen.
(If auto run fails, click on START, RUN, BROWSE then navigate to CDrom drive and choose SETUP.exe)

The software is installed in the c:\Program Files\Imageware Systems\Episuite\6\ directory. The default databases are located in the c:\Program Files\Imageware Systems\Episuite\6\DB folder (Episuite.mdb & template.mdb).

All program modules are located under **START, PROGRAMS, EPI Suite 6**

DATABASE FILE CREATION

1. Open **WINDOWS EXPLORER** and browse to c:\Program Files\Imageware Systems\Episuite\6\DB folder.
2. Make a copy of the **template.mdb** file
3. Rename **copy of template.mdb** file to the name that you'd like for your database

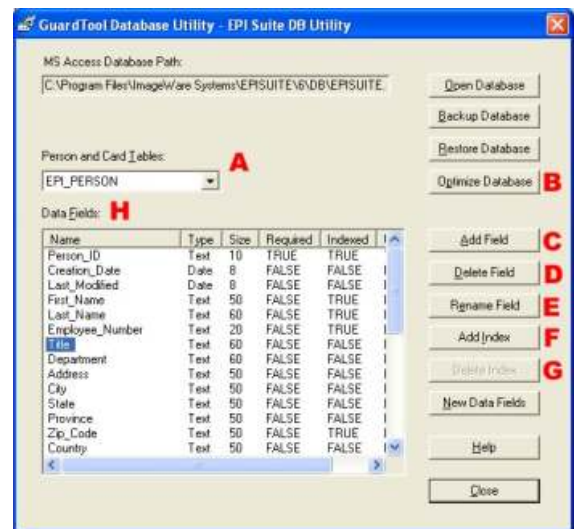
You have just created a blank database that will store the data used to create ID badges. This database contains a number of default fields. Most users don't need all of these fields and usually need to add their own. This is accomplished using the **GUARDTOOL DATABASE UTILITY** module.

GUARD TOOL DATABASE UTILITY

1. Click Windows **START** button
2. Select **PROGRAMS**
3. Select **EPI Suite 6**
4. Select **GUARDTOOL DATABASE UTILITY**
5. Click the **CHANGE DATABASE** button and **BROWSE** out and select the database file that you created, click **OPEN, OPEN**.
6. Click the **EPI Suite DB UTILITY** button
(**Figure 1** appears)

With this utility you can add fields to the person or card tables (Figure 1-A). The fields that are currently in the table selected are shown in the large white window (Figure 1-H). This is where you add and remove fields from the database just created. Continue adding and deleting fields until you have all the fields you need.

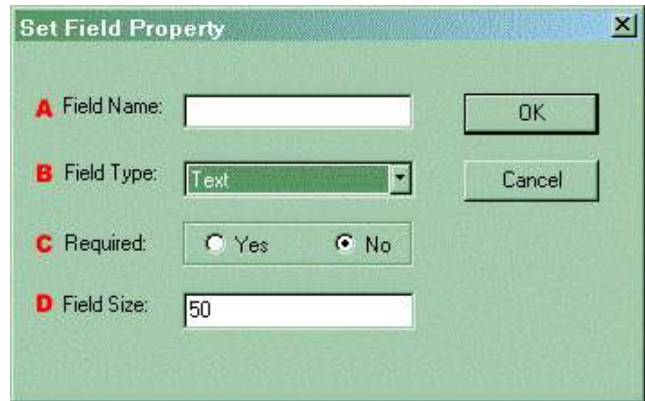
You can also do a repair and compact on the database from here by clicking on the **OPTIMIZE DATABASE** button (Figure 1-B)



(Figure 1)

ADDING FIELDS

1. Click the **ADD FIELD** button (Figure 1-C)
(Figure 2 will appear)
2. Type in the name of the field you wish to add
(Figure 2-A). Name can't contain spaces.
3. Choose the **FIELD TYPE** (Figure 2-B) by clicking
the drop down arrow.
4. Check whether you want the field to be **REQUIRED**
(Figure 2-C).
5. Choose a **FIELD SIZE** (Figure 2-D) for this field
6. Click **OK**.



(Figure 2)

DELETING FIELDS

***** When deleting a database field you will lose all data that the field may have contained. *****

If the field you wish to delete has an **INDEX** attached to it, you must delete the **INDEX** first.
(See **DELETING INDEXES** below)

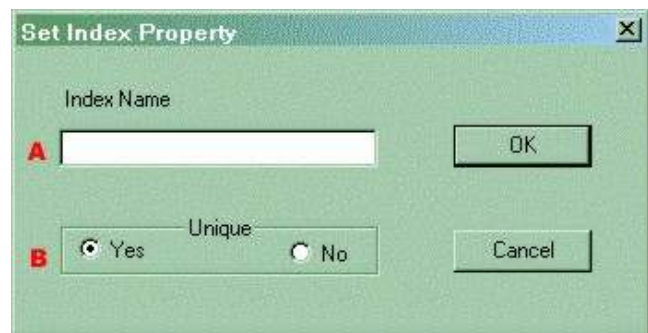
1. Click on the field name in the **DATA FIELDS** window
(Figure 1-H)
2. Click the **DELETE FIELD** button (Figure 1-D)
3. Click **YES** to confirm deletion.

ADDING INDEXES

An index helps Microsoft Access find and sort records faster. You'll want to apply an index to the database fields on which you will be performing your queries most often. (Last Name, Employee #, etc..).

You'll also want to apply an index to any field that will be unique (not duplicated).

1. Click on the field name in the **DATA FIELDS** window
(Figure 1-H)
2. Click on the **ADD INDEX** button (Figure 1-F)
Figure 3 will appear
3. Type the **INDEX NAME** (Figure 3-A)
(No spaces allowed)
4. Check **YES** or **NO** to indicate if the field is **UNIQUE**
(Figure 3-B)
5. Click **OK**



(Figure 3)

DELETING INDEXES

1. Click on the field name in the **DATA FIELDS** window
(Figure 1-H)
2. Click the **DELETE INDEX** button (Figure 1-G)
3. Click **YES** to confirm deletion

EPI DESIGNER - ID BADGE DESIGN

The EPI Designer module allows you to create ID badge templates. The design capabilities of this module are very limited. For more complex badge designs you will need to use a graphics program like CorelDraw or Adobe Illustrator. With EPI Designer you will be able to add static text fields, dynamic text (database) fields, image fields, logos, barcodes, and set up magnetic stripe encoding information.

EPI Designer can be used to create ID badge templates that will be printed to PVC using a PVC card printer, or to paper or teslin (with multiple badges per sheet) using an inkjet or color laser printer. A unique feature of EPI Designer is that each ID badge template stores all the printer settings used to produce that badge. It is recommended that you set your windows default printer to your PVC printer before opening the Epi Designer module.

This manual will give you a very basic tutorial on how to create ID badge templates. For more detailed information on the features of this module refer to the online help by pressing the **F1** key. This tutorial also assumes that you are familiar with the printer you will be using and its settings.

CONNECTING TO DATABASE

1. Click on **VIEW** menu
2. Select **OPTIONS**
3. Click on **DATA FIELDS** tab
4. Click on **OTHER DATABASE** button to browse out to your database or click the drop down to view recently opened databases.
5. **BROWSE** out and select your database
6. Click **OPEN, OPEN, OK**

(You will need to connect to the database that you will be designing badges for so that the fields in that database are available to you)

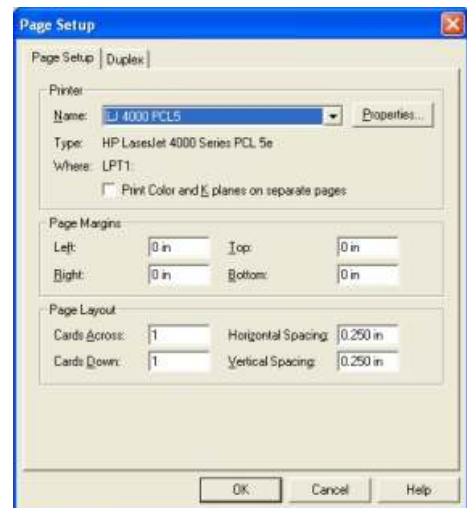
NEW ID BADGE TEMPLATE

1. Click **FILE** menu
2. Select **NEW**

This will open up the EPI Designer screen with a blank template based on the windows default printer.

3. Click **FILE** menu
4. Select **PAGE SETUP (Figure 4a)**
5. Choose the printer that you will print this ID badge to
6. Click on **PROPERTIES** to set all the printer options that will be needed to print this ID badge
 - Card Size
 - Orientation
 - Ribbon Type
 - Dual Side Print
 - Lamination
 - Overlay
7. Click **OK** to bring you back to PAGE SETUP
8. Click **OK** to close PAGE SETUP, agree to adjust margins, **OK**
9. Click **FILE** menu
10. Select **LAYOUT PROPERTIES (Figure 4b)**
11. Click on the **FRONT** tab
12. Click on **SIZE** drop down and select **FULL PRINTER PAGE** from the top of list.
13. Click **OK**

(The above settings are for PVC card printer setup)
For paper or teslin setup, see next page.



(Figure 4a)



(Figure 4b)






































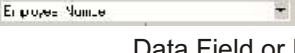
PAPER OR TESLIN - Page Setup

1. Click on **FILE** menu **LAYOUT PROPERTIES** and click on **FRONT** tab. (Figure 4b)
2. Click **CARD SIZE** drop down and select **CUSTOM SIZE**, type in the **WIDTH & HEIGHT** (Figure 4b) of your card.
3. Select the **CARD ORIENTATION** (Figure 4b)
4. Click **OK**
5. Click on **FILE** menu and then **PAGE SETUP** (Figure 4a)
6. Fill out the **PAGE MARGINS** and **PAGE LAYOUT** sections.

(You only need to measure the top & left margins. The right & bottom margins will automatically fill in based on all your previous settings)

7. Click **OK**

BUTTON/FIELD SUMMARY

	New Blank Layout		Object Properties
	Open		Layout Properties
	Save		Print
	Cut		Print Preview
	Copy		About...
	Paste		Bold
	Undo		Italic
	Redo		Underline
	Flip Layout		Align Left
	Select		Center Horizontally
	Line		Align Right
	Rectangle		Align Bottom
	Round Rectangle		Center Vertically
	Ellipse		Align Top
	Static Text		Outline Color (Custom Palette)
	Dynamic Text		Outline Weight
	Static Image		Fill Color (Custom Palette)
	Dynamic Image		Text Color (Custom Palette)
	Bar Code		Data Field or Expression

ADDING OBJECTS TO YOUR BADGE DESIGN

The design module allows you to add the following to your badge design.

1. Database fields & images (dynamic data)
2. Static Text
3. Basic Geometric shapes (circles, ovals, rectangles, etc...)
4. Logo files or Backgrounds
5. Barcodes
6. Magnetic Stripe setup



(Figure 5)

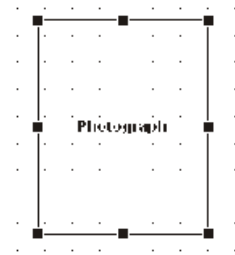
(Placing cursor over a particular toolbar button for 2 seconds will display the button name)

Double clicking any element opens the properties window for that element type. Use the properties window to adjust the display parameters.



DYNAMIC IMAGES (Photograph, Signature, etc...)

1. Click on **DYNAMIC IMAGE** button on toolbar (Figure 5-E)
2. Hold **LEFT** click to drag the size of image (Figure 6)
3. Double click image to get Dynamic Image Properties window
4. Click Image tab
5. Select Image type from drop down (defaults to photograph)
6. Click **OK**
7. Size and position the image as needed

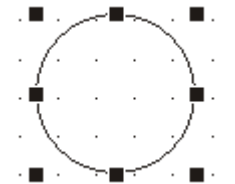


(Figure 6)



GEOMETRIC SHAPES

1. Click on one of the 4 **GEOMETRIC SHAPE** buttons on toolbar (Figure 5-A)
2. Hold **LEFT** click to drag the size of the geometric shape (Figure 7)



(Figure 7)



BAR CODES

1. Click on the **BAR CODE** button on toolbar (Figure 5-F)
2. Hold **LEFT** click to drag the size of the bar code you want (Figure 8)
3. Double click the bar code to get the Bar Code Properties window
4. Click Bar Code tab
5. Set all bar code properties (see below)



(Figure 8)

BAR CODE PROPERTIES (Figure 9)

(See HELP for more detailed explanations of each setting)

TYPE - lets you choose bar code symbology

SAMPLE TEXT - lets you enter sample text

FIELD NAME - drop down to choose the field or expression to use for bar code

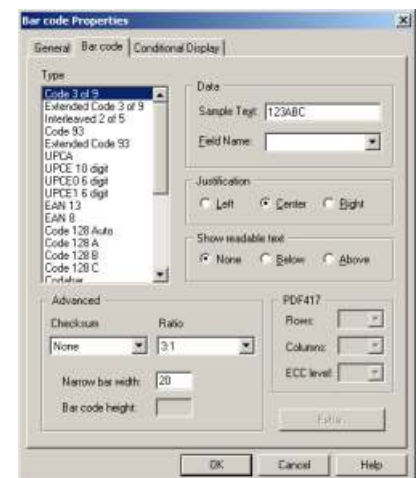
JUSTIFICATION - alignment of bar code within the field size

SHOW READABLE TEXT - lets you see the value that makes up the bar code

CHECKSUM - appends a digit to end of bar code

RATIO - ratio of thin bars to thick bars

NARROW BAR WIDTH - set the width of a thin bar (used to shrink bar codes)



(Figure 9)



STATIC IMAGES OR LOGOS

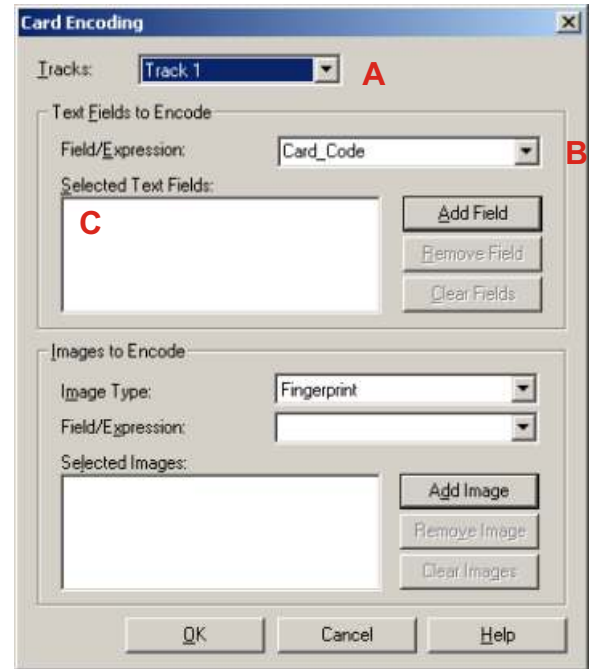
1. Click on the **STATIC IMAGE** button on tool bar (Figure 5-D)
2. Hold **LEFT** click to drag the size of the image you want
3. In the **Open** window, select the image file
4. Click **OPEN**

(To learn more about additional options in the **STATIC IMAGE PROPERTIES** window click the **HELP** button)

MAGNETIC STRIPE DATA

1. Click on **FILE, LAYOUT PROPERTIES**
2. Select **ENCODING** button on General tab (Figure 10 will pop open)
3. Drop down to select the track you wish to set encoding for (Figure 10-A)
4. Drop down the Field/Expression (Figure 10-B) to be encoded on selected track (Figure 10-A)
5. Click the **ADD FIELD** button (Field selected will pop into Selected Text Fields window (Figure 10-C))
6. Click **OK, OK**

(If encoding on more than 1 track, repeat steps 3 - 5 before clicking **OK**)



(Figure 10)

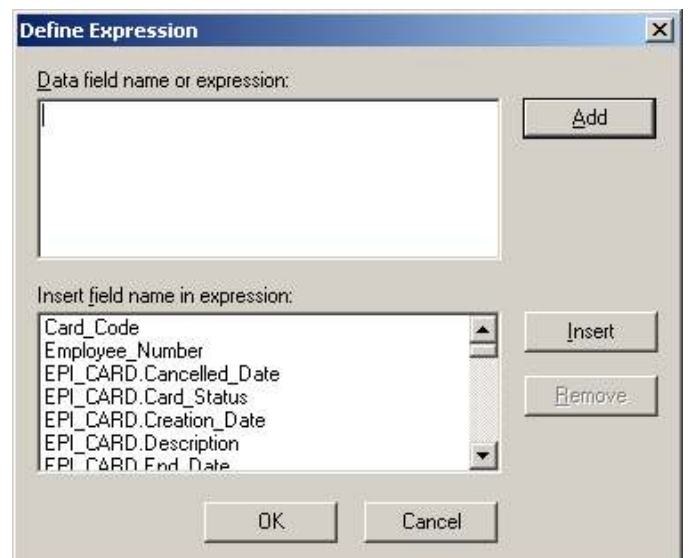
DEFINING EXPRESSIONS

You use SQL statements to define expressions. An expression lets you combine 2 or more database fields (First Name, Last Name) to print together.

Or you may need to combine constant data with a database field to make up your bar code or magnetic stripe data. (12345 + employee number)

A basic knowledge of SQL expressions is required for this feature.

1. Click the **EDIT** menu
2. Select **DEFINE EXPRESSIONS**
3. Type your expression in the window or select fields from list in bottom window (figure 11)
4. Click the **ADD** button
If you have created a valid SQL expression, the expression will pop into the **INSERT FIELD NAME IN EXPRESSION** window (Figure 11)
5. Click **OK**



(Figure 11)

A STATIC TEXT

1. Click on the **STATIC TEXT** button on toolbar (Figure 5-B)
2. Hold LEFT click to drag the size of the text box (Figure 12)
3. Double click the **TEXT** field
4. Select the **TEXT** tab (Figure 13)
5. Type in the desired text
6. Set additional properties for this element including font, size color, and justification.
7. Click **OK**

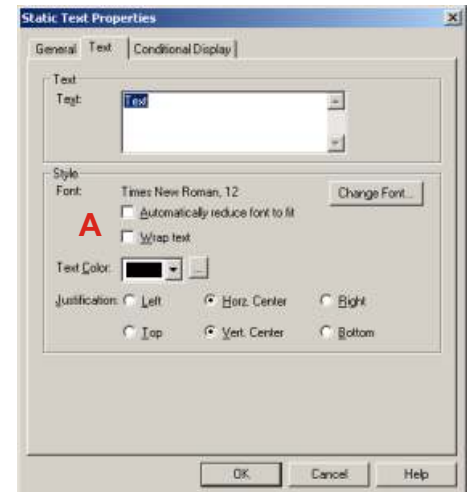
Hint: To force a return when typing static text hold the **CTRL** key down and press the "**J**" key



(Figure 12)

A DYNAMIC TEXT

1. Click on the **DYNAMIC TEXT** button on toolbar (Figure 5-C)
2. Hold LEFT click to drag the size of the text box (Figure 12)
3. Double click on the **DATA FIELD**
4. Select the **TEXT** tab (Figure 14)
5. Drop down the **DATA FIELD NAME** or **EXPRESSION** box
6. Select the database field or expression to print
7. Click **OK**



(Figure 13)

Check Automatically reduce font to fit and/or Wrap text to make longer text fit into the field size drawn. (Figures 13-A, 14-A)

(For more detailed information about the **STATIC TEXT PROPERTIES** or **DYNAMIC TEXT PROPERTIES** windows, click the HELP button in their respective windows)



(Figure 14)

MOVING OBJECTS

1. Highlight the object by **LEFT** clicking on it
2. Use the **ARROW** keys or click and drag to adjust position of object

CHANGE FILL, LINE or TEXT COLORS

(Highlight the object to change by **LEFT** clicking on it)

CUSTOM COLORS

1. Click the **LINE**, **FILL** or **TEXT** drop down on the toolbar (Figure 15) to display the custom color palette.
2. Select the color

FULL RGB SPECTRUM

1. Double click the object to display the properties window
2. Click the "..." button to display the full color palette for **LINE**, **FILL**, **SHADOW**, or **TEXT** fields
3. Choose a color from the **BASIC** color section or click on one of the custom colors you want to replace then create a new custom color on the right and click **ADD TO CUSTOM COLORS**
4. Click **OK**



(Figure 15)

Most objects when created have an outline around the field. This is to help you with aligning fields to each other. This outline will print if not removed. To remove this outline, click the **LINE** drop down from the toolbar (Figure 5-C) and choose the no line color which looks like an "X".

RE-SIZING OBJECTS

When an object has been selected, its size is shown by the black outline and the 8 black squares around it. (Figures 6,7,8,12)

To re-size the object **LEFT** click and hold one of the black squares and drag it. (Corner squares move 2 edges simultaneously, others move 1)

ROTATING OBJECTS

1. Highlight the object by **LEFT** clicking on it
2. Click the **OBJECT** menu
3. Select **ROTATE 90 DEGREES**
4. Select **LEFT** or **RIGHT**

ALIGNING OBJECTS

1. Highlight the objects to be aligned by holding down the **SHIFT** key and **LEFT** clicking on each object
2. Click the **OBJECT** menu
3. Select **ALIGN OR DISTRIBUTE**
4. Choose the type of alignment you wish to perform

PLACING A BACKGROUND ON CARD

A background can be a solid color or an image file that covers the entire badge and is placed behind all other objects on the badge.

SOLID COLOR

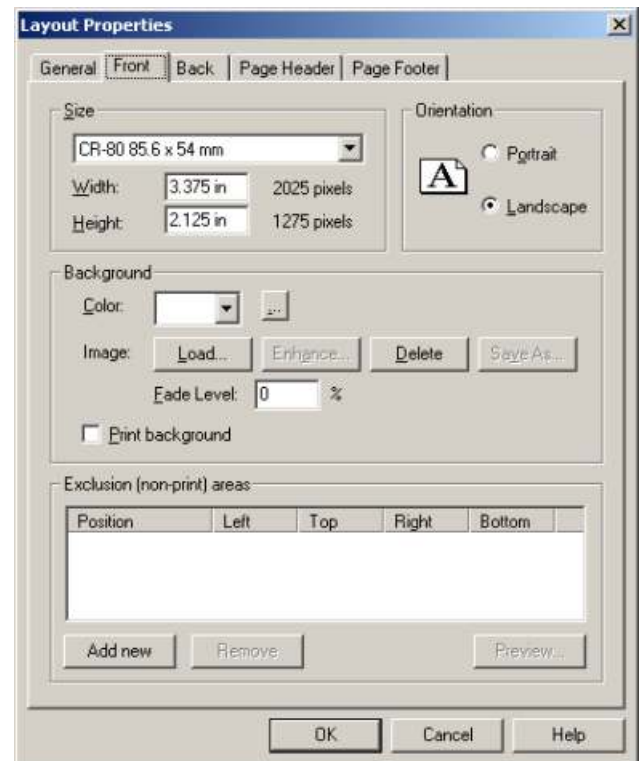
1. Click the **FILE** menu
2. Select **LAYOUT PROPERTIES**
3. Select **FRONT** or **BACK** tab (Figure 16)
4. Drop down Background Color to pick from the custom palette or click “...” button to select from the full RGB spectrum.
5. Click **OK**

BITMAP IMAGE

1. Click the **FILE** menu
2. Select **LAYOUT PROPERTIES**
3. Select **FRONT** or **BACK** tab (Figure 16)
4. Select Image Load
5. Select file to load and click **OPEN** then **ENHANCE** to crop the image as needed
6. Click **OK, OK**

REMOVING A BACKGROUND

1. Click the **FILE** menu
2. Select **LAYOUT PROPERTIES**
3. Select **FRONT** or **BACK** tab (Figure 16)
4. Select Background **DELETE** button
5. Click **OK**



(Figure 16)

SWITCHING BETWEEN FRONT & BACK OF BADGE

1. Click the FLIP LAYOUT button (Figure 15-A)

Once you have finished designing your badge, save the design. We recommend that you create a folder called Badge Designs and put all your designs in this folder.

****** After you have created all your badge designs, you need to set them up in GUARDCARD under the CARD FORMAT SETUP section under the FILE menu. (See page 13) ******

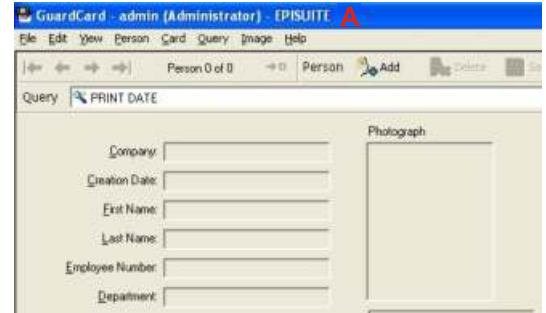
GUARDCARD SETUP

GuardCard is the main module in which ID badge production is done. In this section we will explain the most common setup tasks. These tasks need to be performed for each database you created. For more detailed explanations of each setting click the HELP button or press **F1** key. Most of these setup procedures are specific to each database and are stored in the database. This means that when you open up a different database, its settings are active.

Here is a list of steps to setting up GuardCard:

1. Attach to database you created
2. Set database option settings
3. Setup how database image fields are stored
4. Setup Data Entry Screen
5. Setup the type of encoder you're using (optional)
6. Setup the device used to capture images
7. Add users
8. Card Format setup

Open **GUARD CARD** by clicking **START, PROGRAMS EPI Suite 6**, then **GUARD CARD**. Type in your **username** and **password**. To see which database the software is connected to, look on the title bar (Figure 17-A). The last word will be the database it is connected to. If this isn't the database you need, change to the database you want.



(Figure 17)

CONNECTING TO/CHANGING DATABASES

1. Click the **VIEW** menu
2. Select **OPTIONS** (Figure's 18 & 19)
3. Click **DATABASE** tab
4. Click the drop down (Figure 18-A) to see a list of recently opened databases or click the **OTHER DATABASE** button to search for one.
5. Click the **BROWSE** button
6. Select the database you'd like to make ID badges for
7. Click **OPEN, OPEN**

ADJUSTING DATABASE SETTINGS

We recommend keeping most of the default settings. Below we list the settings we recommend be changed. If you'd like to learn more about each setting click the **HELP** button on each **TAB**.

(Click on **VIEW** menu then **OPTIONS** to adjust settings)

DATABASE TAB (Figure 18)

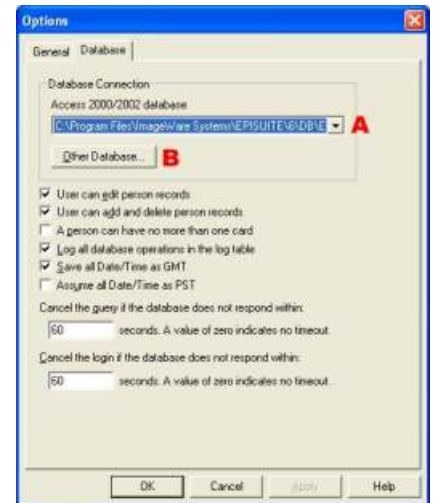
1. **UNCHECK** - Save all DATE/TIME as GMT (most companies don't use Greenwich Mean Time)

GENERAL TAB (Figure 19)

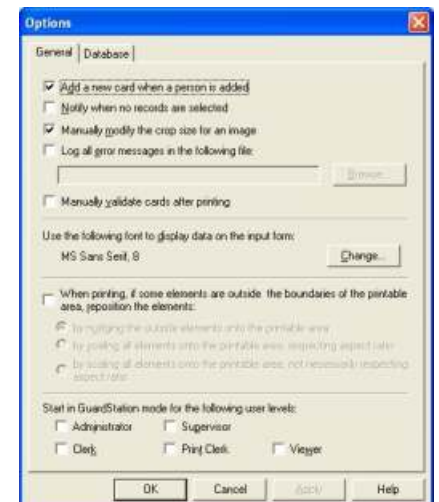
1. **CHECK** - Notify when no records are selected (This displays a window telling you no data was found during your query)
2. **UNCHECK** - Manually validate cards after printing (This will make the Card Status VALID once printed)

Click **OK** when finished adjusting all database settings.

****** When you click OK, you may get some INDEX error messages. Just accept them for now. They won't come back once we finish setting up GUARDCARD. ******



(Figure 18)



(Figure 19)

ADDING FIELDS TO INPUT SCREEN

1. Click the **VIEW** menu
2. Select **DATA FIELD SETUP** (Figure 20 appears)

REMOVING FIELDS

1. Select field in **LABELS** window
2. Click the **REMOVE** button

(Remove all fields from the **LABELS** window when setting up a database for the first time. This will remove those index errors mentioned earlier)

ADDING FIELDS

1. Click the **ADD** button (Figure 21 appears)
2. Select the database field from the **FIELDS** list
3. Change the **FIELD LABEL** if you wish
4. Check the **FIELD TYPE** you want
(For **DROP DOWN** boxes, click the **LIST PROPERTIES** button to enter values for the list.)
5. Set any **FIELD VALIDATION** settings
(We don't recommend setting these)
6. Click **OK**

(The field label will display in the **LABELS** window in Figure 20)

Repeat steps 1 - 6 until you have added all your database fields into the **LABELS** window (Figure 20)

ADJUSTING FIELD POSITION (Sequence)

1. Select the label name in the **LABELS** window (Figure 20)
2. Click the **MOVE** arrows (Figure 20) to move the field up or down in the list

(Repeat steps 1-2 until you have all the field labels in the order you wish.)

3. Click **APPLY**

ADDING IMAGE FIELDS

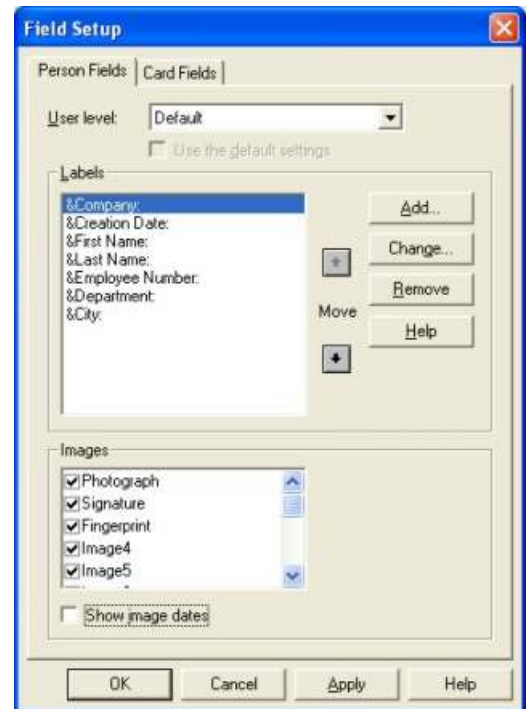
Place a **CHECK** in the image field(s) that you wish to display. (Figure 20)

CHANGING / REMOVING A DATA FIELD

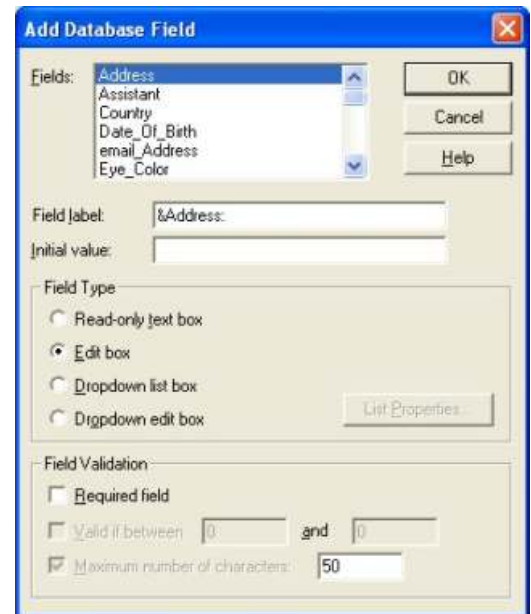
To change a field label and/or its settings, click on the field in the **LABELS** window and click the **CHANGE** button (Figure 20). This brings up a change window like Figure 21. Make your changes and click **OK**.

To remove a field, click on the field name in the **LABELS** window and click the **REMOVE** button. (Figure 20)

When you are all done Click the **OK** button in Figure 20. The GuardCard screen should now reflect your settings.



(Figure 20)



(Figure 21)

CARD PRINTER ENCODER SETUP

(You only need to perform this step if your PVC card printer has an encoder in it.)

1. Click **FILE** menu
2. Select **CARD PRINTER ENCODER SETUP** (Figure 22 appears)
3. Click **PRINTER NAME** drop down and select your printer
4. On the **MAGSTRIPE** tab choose your printer manufacturer
5. Click **OK**

ADDING USERS

1. Click **VIEW** menu
2. Select **MANAGE USERS**
3. Click **ADD** button (Figure 23 appears)
4. Type in **LOGIN** information
5. Select **SECURITY LEVEL**
6. Click **OK**
(Repeat steps 3-6 for each user you wish to add.)
7. Click **CLOSE**

CARD FORMAT SETUP

Card format setup is the section in which you attach all the ID Badge designs you've created to your database. You can have as many **CARD FORMATS** as you want. When you add a record to your database you select the **CARD FORMAT** that the record will use.

1. Click **FILE** menu
2. Select **CARD FORMAT SETUP**
(A window appears showing you all the currently attached formats) (Figure 24)
3. Click the **ADD** button (Figure 25 appears)
4. Type in the Name you wish to use for the format (Figure 25-A)
5. Click the **BROWSE** button and select the ID Badge design (EPI Designer) file that corresponds to this format.
6. Click **OPEN**
(The path structure will show in figure 25-B)
7. Set up **CARD IDENTIFICATION CODES**
*We recommend setting the **CARD CODE TYPE** (figure 25-C) to **GENERATE AUTOMATICALLY**. Then enter a unique **FIRST CARD CODE**. (Each format's **CARD CODE** must be unique)*
8. Click **OK**
9. To set a default format, **LEFT** click on it and click the **SET DEFAULT** button while in Figure 24
10. Click **CLOSE**

(Click **HELP** for more detailed information)



(Figure 22)



(Figure 23)



(Figure 24)



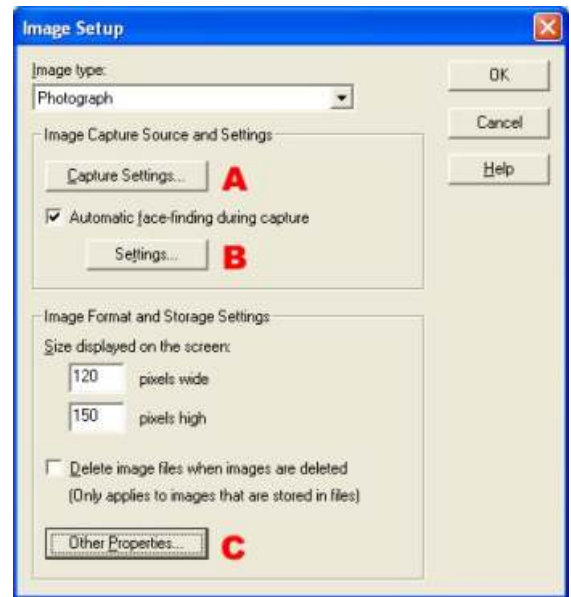
(Figure 25)

IMAGE SETUP - CAPTURE SETTINGS

This section tells EPI Suite which device it will use to capture images (Photographs, Signatures, etc...)

1. From the **IMAGE** menu, select **IMAGE SETUP** (this will bring up figure 26)
2. From the **IMAGE TYPE** drop down, choose the image type you'd like to set up capture settings for.
3. Click the CAPTURE SETTINGS button (Figure 26-A)
4. Select the device from a list of available devices installed on your computer.
5. Click **OK**.

(Repeat steps 1-5 for each image type)



(Figure 26)

IMAGE SETUP - FACE-FINDING

1. Click the **SETTINGS** button (Figure 26-B)
2. Select the Face-finder settings to use for your location
3. Click **OK**.

IMAGE SETUP - OTHER PROPERTIES

1. Click the **OTHER PROPERTIES** button (Figure 26-C)
2. Select the Image Type Manager settings to use for your location
 - file format
 - store in database or separate directory
 - set aspect ratio
3. Click **OK, OK**

GUARDTOOL REPORTS

The GuardTool Report module gives you the ability to run pre-defined reports on the data in your database. There are 9 pre-defined reports. You can't change the layout of the reports, you can only change the data that is printed on the report. We recommend previewing the reports once you have sufficient records in your database to see if any of them will work for you.

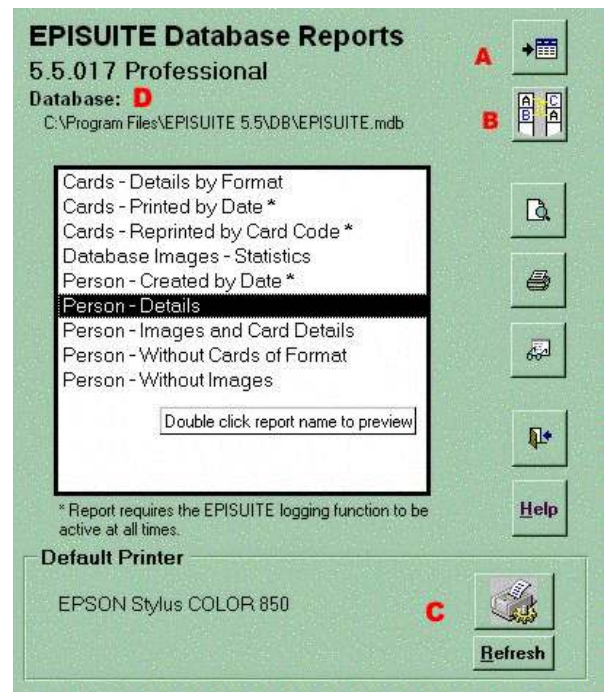
For more detailed information on using the report module, please refer to the online help.

OPENING REPORT MODULE

1. Click **START**
2. Select **PROGRAMS**
3. Select **EPISUITE 6**
4. Select **GUARDTOOL REPORTS** (Figure 27 appears)

The first step is to make sure you're connected to the database for which you want to run reports. Figure 27-D shows you the currently connected database. If this is the correct database, you can start running reports. If not, click the **CONNECT TO DATABASE** button (Figure 27-A) and connect to the database for which you will run reports.

The report module prints reports to your Windows default printer. If your default printer isn't a laserjet or inkjet printer, you will need to set one as the default. To do this click on **PRINTER** button (Figure 27-C), (this brings up Windows printer folder), set the new default printer, close the Windows printer folder window. Click the **REFRESH** button (Figure 27-C). The printer name should now display in the **DEFAULT PRINTER** window.



(Figure 27)

RUNNING DEFAULT REPORTS

To run one of the 9 default reports, highlight the report you wish to run, then click on the **PREVIEW** button. This will bring up a selection window. The default selection criteria is for all records. If you want to run the report for selected data, define your own criteria, then click **OK**.

The report will run and show on the screen. If you like this report and want to print it, just click on the **PRINTER** icon on the top toolbar. If you don't, then just click **CLOSE**.

Card fields		Labels
Card_ID		
Card_Code		Card Code
Card_Status		
Card_Format_ID		
Card_Person_ID		
Creation_Date		Creation Date
Start_Date		Start Date
End_Date		End Date
Cancel_Date		Cancellation Date
Print_Date		Print Date
Num_Prints		Num of Prints

Person fields		Labels
Person_ID		
First_Name		First Name
Last_Name		Last Name
Full Name Label		Person Name
Employee_Number		Person Num.
Department		Department
Title		Title

A **B**

[OK] [Cancel]

(Figure 28)

CHANGING THE DEFAULT FIELDS

You can change the data that prints on the report by mapping a different field to the default field and changing its label. You cannot change the layout of the report. To do this, click on the **FIELD MAPPING** button (Figure 27-B). This will bring up Figure 28.

FIELD MAPPING

1. Map the field you'd like to print instead of default (Figure 28-A)
2. Change the default label to the label you wish to print (Figure 28-B)
3. Click **OK**
4. Click the **PREVIEW** button in Figure 27
5. **PRINT** the report if it looks **OK**, or **CLOSE** the report and start over.