

Creating a Printed Roster with DB2000

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This document describes how to create a printed roster from the roster file stored in DB2000.

Requirements

Before starting, ensure that the following conditions are met:

1. The DB2000 roster is up to date. Do an *Import/Download Roster* process to bring down updates from National.

Query

1. Bring up the default query screen by clicking on *Reports/Query Roster* in the top menu bar of DB2000, then press *Find*: to run a query that will select all records in the roster.
2. Printing is the next step. Press *Print* to start the Improved Down & Dirty Roster Printer program to get the screen below. The right hand part will be blank for the first time.

Improved Down & Dirty Roster Printer.

Close Pg. 1 Pg. 1 of 6 <<Print to end Print

Print Options
Paper Size
 8.5x11 5.5x8.5
Report Type Landscape
Roster Table
Save or Retrieve Page Layout
Get Save Delete
SB Roster
Clear All

Page Options
 Header Skagit Bay Sail and Power Squadron -- Member R
 Line Sep Bold Larger Font Underline
 Alpha Seps Arial 10 Font
 Footer Not For Commercial Use or Solic Flip Footer
 Line Sep
 Date Today P# Start

Record Content
 Row 1 Formatted Name Last, First, Grade Rank
 Row 2 Street Address
 Row 3 City State Zip
 Row 4 Database Field
 Row 5 Text Item
 Cleanup
Add Undo Clear Row Clear All H

Text Position
 Centered
 Binder offset R
 Binder Offset LR
K inches from edge
C1 C2
Col Seps
Default Tabs
Columns
 1
 2
 3

Skagit Bay Sail and Power Squadron -- Member Roster -- 29 August 2008

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Not For Commercial Use or Solicitation 1

3. If this is the first time you have printed the roster, you will have to create a report layout and save it in your DB2000 roster file, DBxxx.MDB. To do so, go to the section titled **Report Layout** below, then come back to the next step.
4. The customized roster report layout has been previously stored in DB2000 (see **Report Layout**) and is retrieved by selecting the layout called *roster* in the pull-down box in the *Save or Retrieve Page Layout* section and pressing *Get*. The white results side of the screen should show the first page of the roster. Double clicking on the results panel will magnify the image and the cursor changes to a hand. Dragging the hand around displays various magnified segments of the page.
5. Click the *Print to end* button to print the roster report.

Report Layout

The Quick and Dirty Report Writer is used to build a roster report layout.

1. Make sure that Paper Size is set to 8.5x11 and pull down the Report Type dropdown menu to *Roster Table*.
 - a. In the left hand control panel at the bottom, make sure that Text Position is set to *Binder offset R* and Columns is set to 2 and the Inches from Edge values for C1 and C2 are 1.0 and 4.8.
2. Now, at the top, under Page Options, we set up the header and footer and miscellaneous controls.
 - a. Check the Header box and fill in the field with “Your Squadron Name – Member Roster – dd mmm yyyy”
 - b. Check the boxes for Line Sep, Bold, Larger Font, Alpha Seps
 - c. Check the box for Footer and fill in the field with “Not for Commercial Use or Solicitation”
 - d. Check the boxes for Line Sep and Pg# (page numbering).
3. In the Record Content area we will build a six row report by selecting the contents for each row. Data items from the DB2000 file and text literals are selected for each row. Items in CAPS are database field items and items in “quotes” are text fields that provide spacing. To put a database item into a row, click on the Database Field button and use the drop-down box to select the database item. Text fields are added by clicking the Text Item button and typing the text into the box, without the quotes shown below. When a field is completed, press the *Add* button to move the data items to the report area. Note: spaces in text fields are noted by the underscore mark_. Use the *Undo* button to remove an incorrect field. As you click *Add* the output image on the right hand of the screen gets filled with the items you just added. Double clicking in this screen magnifies the image.
 - a. Row 1: contains the name, certificate number and the spouse’s name.
 - i. Select *Formatted Name* and pull down an appropriate format.
 - ii. “___” CERT “___”(“ SPOUSE “)”
 - b. Row 2: Select *Street Address*
 - c. Row 3: select *City State Zip*
 - d. Row 4: Email address
 - i. “E-mail: _”
 - ii. EMAIL
 - e. Row 5: Phone numbers for home and cellular.

- i. "Phone_(Home, Cell):_"
 - ii. PHONE
 - iii. " _ "
 - iv. CELLPHONE
 - f. Row 6: Boat name and HAM radio call sign.
 - i. BOATNAME
 - ii. " _ Radio: "
 - iii. SQUAD2 (Note: this is one of the two user-defined fields and Skagit Bay has decided to fill Squad2 with the radio call sign. Other available fields are MMSI and Skype.
- 4. When finished with the layout, check the box labeled Cleanup to remove unnecessary empty fields.
- 5. Check the layout of the roster page by clicking on the page in the right hand window roster and looking at the expanded view. The cursor changes to a hand shape and you can move it to view parts of the page.
- 6. Save the report by entering the report name of "roster" in the fill in area below the Save or Retrieve Page Layout section. Press *Save* to save the report format for future use.
- 7. You can make changes to the layout by doing a *Get* of the layout and changing any of the rows or headers. Remember to *Save* it when finished. If you want to create a new report, enter a new name in the Save or Retrieve Page Layout name box.