Report Manager and Report Designer (ShipCenter)

Cavallo Support - 2025-06-18 - Miscellaneous

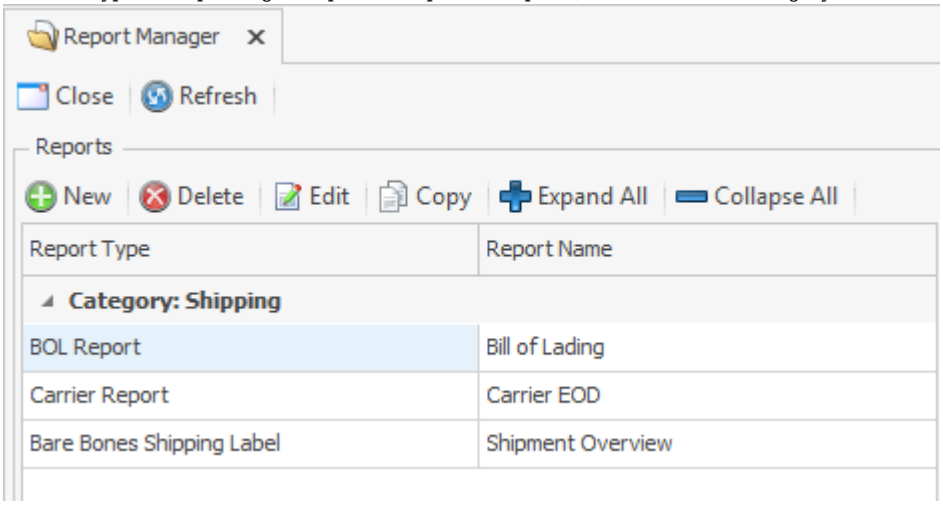
Overview

Report Manager allows users to maintain printed and grid reports. This includes adding new, editing existing, and deleting old reports. Reports can be edited and designed in the Report Designer.

Reports Panel

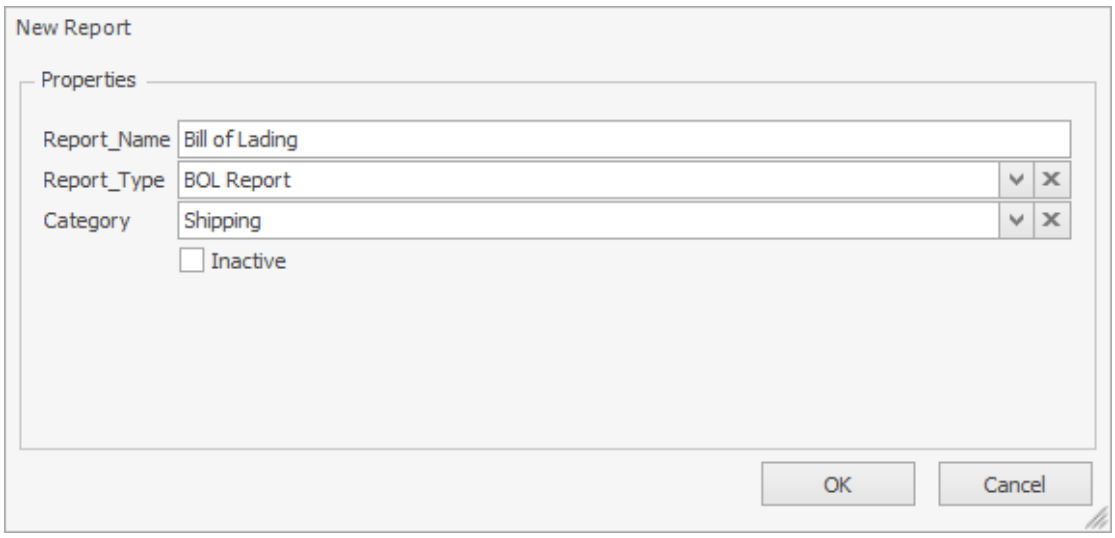
The Reports panel is where reports are created, deleted, modified, and displayed.

- **Delete** – Permanently deletes the selected report.
- **Copy** – Duplicates the selected report with a new name and category.
- **Expand/Collapse All** – Maximizes or minimizes the category lists, respectively.
- **Category** – Organizes the reports based on the user-defined Category field. It is possible to have different types of reports (grid reports and printed reports) under the same category.

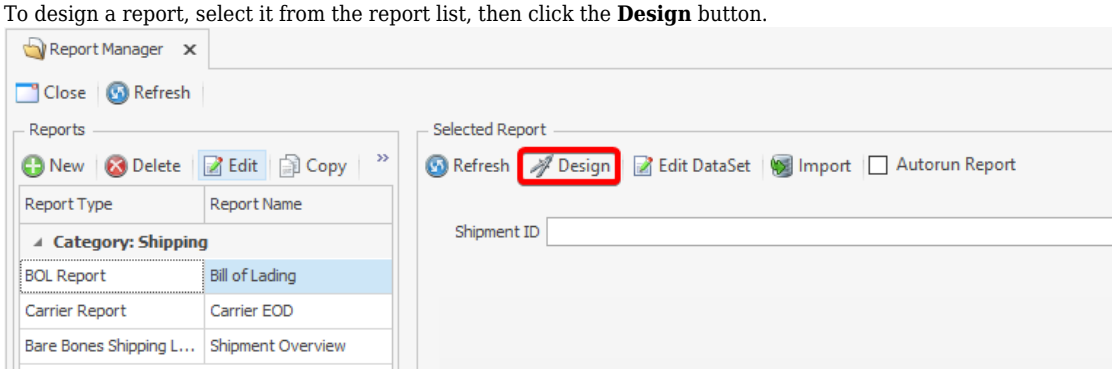


Usage

To create a report in Report Manager, click the **New** button. Give the report a name, type, and category, then click **OK.**



To design a report, select it from the report list, then click the **Design** button.

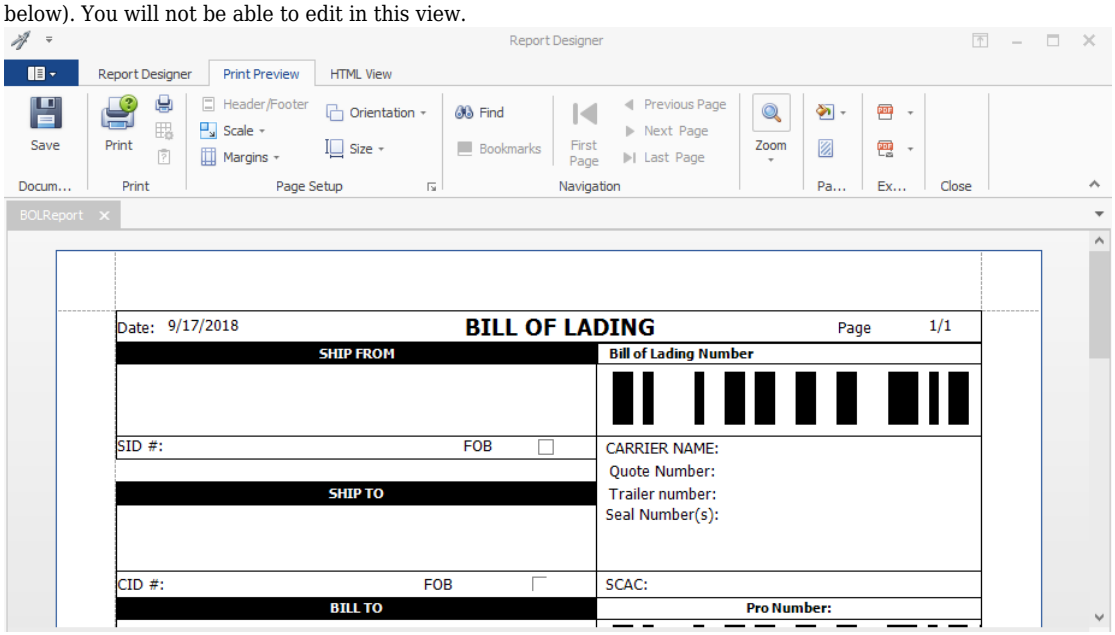


Report Designer

The built-in Report Designer (a Dev Express feature, not created by SalesPad) can be used to customize any reports. To view documentation on DevExpress's Report Designer, click here.

Print Preview

By switching to the Preview view, you will be able to see what your printed form will look like (see example below). You will not be able to edit in this view.



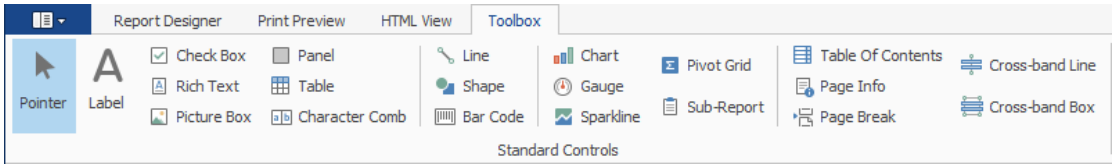
HTML View

HTML View will allow you to see how the form will look in HTML. You will not be able to edit in this view.

Script View

Reports can include C# scripting for additional functionality.

Toolbox



- **Pointer** – The selection tool for grabbing and controlling specific areas of the report.
- **Label** – Creates identifiers known as "labels".
- **Check Box** – Inserts a checkbox in your document.
- **Rich Text** - Creates a rich text box.
- **Picture Box** – Creates a box where pictures can be dropped.
- **Panel** – Container that frames separate report controls to allow them to be easily moved, copied, and pasted, and visually unites them in the report preview (with borders or a uniform color background).
- **Table** – Allows a table of information to be placed in the document.
- **Character Comb** – Displays text so that each character is printed in an individual cell.
- **Line** – Creates a line.
- **Shape** – Creates a variety of shapes.
  Note: Shapes can be changed by clicking the arrow at the top of each shape. See screenshot.
- **Bar Code** – Inserts a barcode label. Labels can be modified similarly to shapes by clicking the arrow.
- **Chart** – Inserts charts into the document.
- **Gauge** – Inserts gauges into the document.
- **Sparkline** – Creates a line that can be modified to represent different data sets
- **Pivot Grid** – Allows you to create a pivot table, which is an Excel-inspired data visualization application for multi-dimensional data analysis. Using the Pivot Grid, large amounts of data can be summarized and represented in a cross-tabular format that can be sorted and filtered. Also, since the Pivot Grid provides customization at runtime, end-users can freely change the layout of the report based on their analysis requirements, using simple drag-and- drop operations.
- **Subreport** – Used to embed reports into each other. This allows you to reuse reports, create side-by-side reports, and create master-detail reports.
- **Table of Contents** – Inserts a table of contents into the document.
- **Page Info** – Inserts page info into the document.
- **Page Break** – Inserts a page break.
- **Cross-Band line** – Used to draw a vertical line which is not restricted to a particular band, but goes from the cross band control.start point to the cross band control.end point, crossing the bands between.
- **Cross-Band box** – Used to draw a rectangle, which is not restricted to a particular band, but goes from the cross band control.start point to the cross band control.end point, crossing the bands between.

Alignments & Layouts



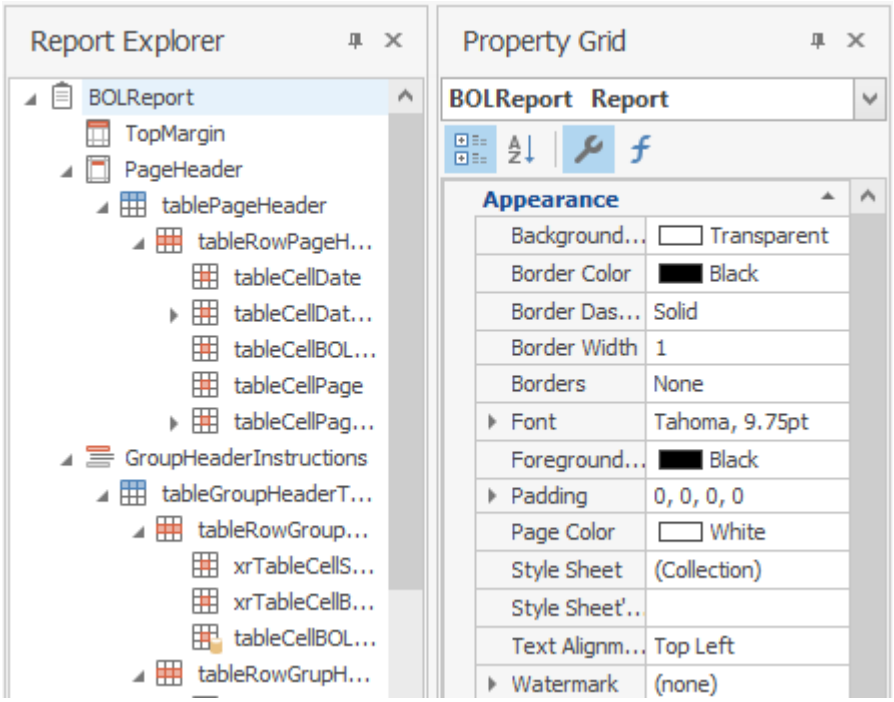
- **To Grid** – Align the positions of the selected controls to the grid.
- **Lefts** – Left-align the selected controls.
- **Centers** – Align the centers of the selected controls vertically .
- **Rights** – Right-align the selected controls.
- **Tops** – Align the top of the selected controls.
- **Middles** – Aligns the centers of the selected controls horizontally.
- **Bottom**s – Aligns the bottoms of the selected controls.
- **Width** – Make the selected controls have the same width.
- **Size to Grid** – Size the selected controls to grid.
- **Height** – Make the selected controls have the same height.
- **Both** – Make the selected controls have the same size.
- **Make Equal** – Make the spacing between the selected controls equal.
- **Increase** – Increase the spacing between the selected controls.
- **Decrease** – Decrease the spacing between the selected controls.

- **Remove** – Remove the spacing between the selected controls.
- **Center**
    - **Horizontally** – Horizontally center the selected controls within a band.
    - **Vertically** – Vertically center the selected controls within a band.
- **Bring to Front** – Bring the selected controls to the front.
- **Send to Back** – Move the selected controls to the back.

Report Explorer & Property Grid

The Report Explorer will allow you to see where objects are structured on your document and will allow you to select certain objects in the document.

The Property Grid provides more in-depth options for designing your reports.



Security

Report Manager - Grants users access to the Report Manager module.