

# Managing Column Size and Spacing

QR-Patrol PRO Report Designer gives its users the option to change the size of and space between columns to manage the appearance of the created table and use the space more efficiently.

## Resizing a column

- Go to the **Ad Hoc View Panel** and click on the column you want to resize.
- Move the cursor to the right edge of the column you have selected.
- When you see the cursor changing into the  $\leftrightarrow$  , click and drag the column right or left until it has the size you want.

## Changing the spacing between the columns

- Go to the **Data Source Selection** panel and click on the **Spacer** in the **Measures** section.
- Drag the spacer into the **Columns** box in the **Layout Band** between the names of the two columns you wish to move apart.

Notice that an  icon will appear inside the label of the table.

- Repeat this method to add the needed space between the columns you chose.
- Remove a spacer by right-clicking on the spacer column and selecting the **Remove from Table**

## Using spacers to create table margins

- Go to the **Data Source Selection Panel** and click on the **Spacer**.
- Select and drag the spacer into the **Columns** box in the **Layout Band**.
- Repeat this action until your margins are as wide as you wish them to be.
- Repeat the above method to add the spacer to the right edge of your table.

## Reordering Columns

- Move the columns of your table to the right or left and reorder your data the way you like.


## Reordering a Column in your Table


- Go to the **Ad Hoc View Panel** and right click to the column you want to move.
- Select **Move Right** or **Move Left** from the context menu.

## Sorting the tables


- Use the Report Designer to sort the rows of a table by any field you select.

## Sorting a table

- Click on the  icon and the Sorting window will appear. If the table is already sorted then the existing sorting will be displayed on the window.
- Double click on the field in **Available Fields** in order to add a field to sort on. The **Available Fields Panel** is listing only fields not currently in **Sort On**.
- Select one or multiple fields to use your sorting. This can also be done by using Control + Click to select multiple fields.

- Click on the  icon and arrange the sorting method in the fields. Select each field in the **Sorting Window** and then click on **Move to top**, **Move up**, **Move down** or **Move to bottom** by clicking on their respective buttons:



- Remove a specific field from sorting by selecting it and clicking on the .
- Click on **OK**. Your table will be updated to display the rows sorted by the fields you have selected.

## Add a Title to your Report

- Select the area above the table and click on the text **Click to add a title**.
- Enter the new title for your table in the text entry box and press enter.


## Showing and Hiding Detail Rows

- Simplify or expand the information in your table by hiding or showing the detail rows.

### Showing the detail rows

- Move your cursor and place it over the icon.
- Select **Show Detail Rows** to display the detailed information for each group in your table.

### Hiding the detail rows

- Move your cursor and place it over the  icon.
- Select the **Hide Detail Rows** to display only the summarized totals for each group in your table.  
The Report Designer will display all the information in each of the table rows.

## Controlling the Data Sets

- The Report Designer gives you the option to control your data that are displayed in the table grid by using the **Grid Detail Selector**
- You can choose between the following options:

1. **Detailed Data** – choose this option to display only the table detail.
2. **Totals Data** – choose this option to display the table totals only.
3. **Details and Total** – choose this option to display both the individual values of each column and the totals.