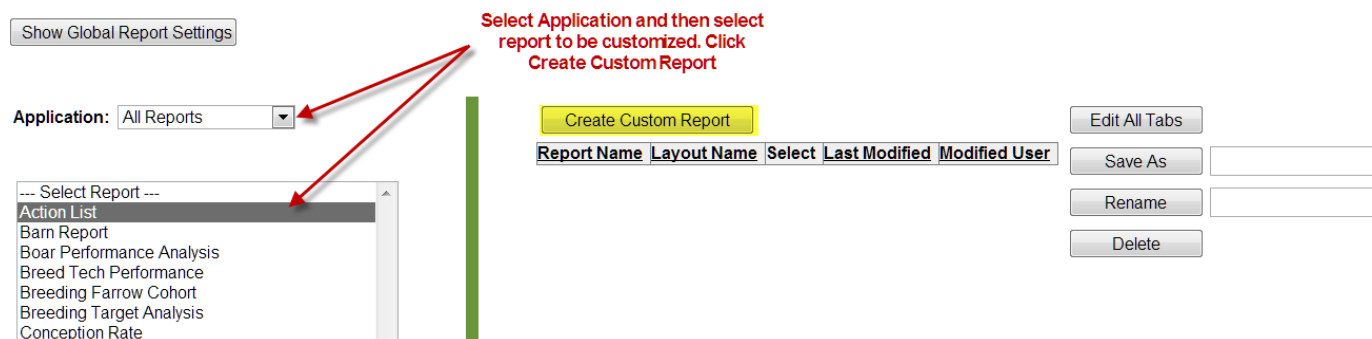
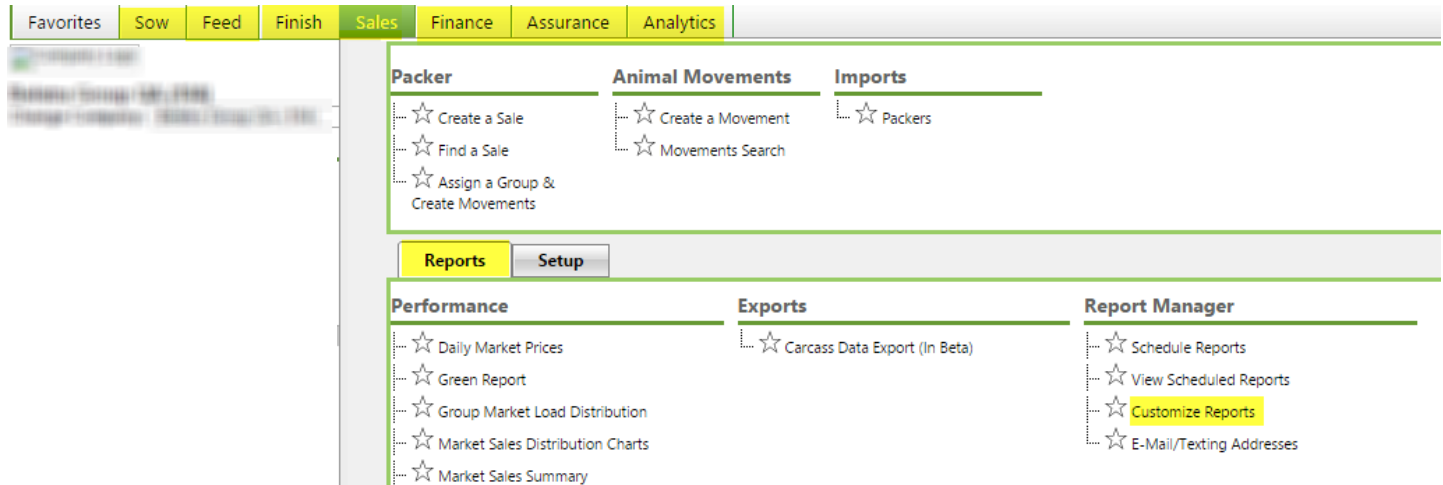


Customize Reports

Reports in MetaFarms can be customized to change Page Orientation, Margins, and the most popular option, to hide columns you do not want to see. There is not the option to add additional information to a report. Keep in mind not all columns can be hidden if they are used in a required calculation in a summary grid.



The first area you will see is the Tabs grid. This will display each tab that is available on the report. Here you have the option to hide a tab altogether, change the Page Orientation, and change the Margins. You can also name your report.

Show Report Settings Show All Show Updated Select New Layout

Save (Ctrl-S) As Name: New Layout

Name your report and make any changes to Tab grid.
Save.

Report: Layout: New Layout

Sort Columns

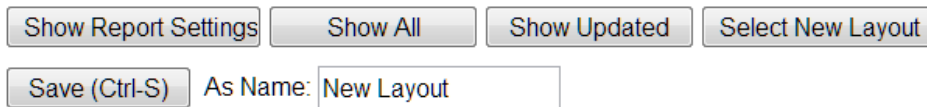
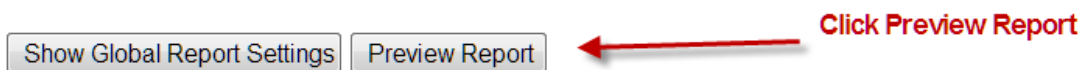
Row #	Tab	Show Tab	Hide Tab	Page Orientation	Left Margin	Top Margin	Right Margin	Bottom Margin
1	Gilts Entered But Not Served	Show Tab	<input type="checkbox"/>	Landscape	0.75	1.00	0.75	1.00
2	NServs	Show Tab	<input type="checkbox"/>	Landscape	0.75	1.00	0.75	1.00
3	One Page Action List	Show Tab	<input type="checkbox"/>	Landscape	0.70	0.75	0.70	0.75
4	Sows Farrowed But Not Weaned	Show Tab	<input type="checkbox"/>	Portrait	0.75	1.00	0.75	1.00
5	Sows Found Not Pregnant	Show Tab	<input type="checkbox"/>	Portrait	0.75	1.00	0.75	1.00
6	Sows Overdue To Farrow	Show Tab	<input type="checkbox"/>	Landscape	0.75	1.00	0.75	1.00
7	Sows To Be Culled	Show Tab	<input type="checkbox"/>	Landscape	0.25	0.50	0.25	0.50
8	Sows Weaned But Not Served	Show Tab	<input type="checkbox"/>	Landscape	0.55	0.98	0.16	0.98

The next grid is where you can hide and unhide the columns you want to see. The Tab column will correspond with the Tab name on the report. The Name column will correspond with the Column name on that tab. The rows marked Hide already are what is currently hidden on the MetaFarms Summary version of the report. Note Row 17. This denotes and change in the report tab.

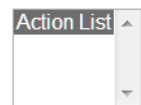
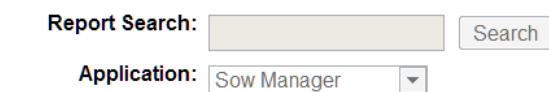
Sort Columns

		Check the Hide box and click Save.		Select		Select	
Row #	Tab	*Name	New Row	Hide	Size	Restore Defaults	
1	Gilts Entered But Not Served	Gilt ID		<input type="checkbox"/>	21.00	<input type="checkbox"/>	
2	Gilts Entered But Not Served	Source		<input checked="" type="checkbox"/>	16.29	<input type="checkbox"/>	
3	Gilts Entered But Not Served	Source Site		<input type="checkbox"/>	16.86	<input type="checkbox"/>	
4	Gilts Entered But Not Served	Birth Date		<input type="checkbox"/>	14.86	<input type="checkbox"/>	
5	Gilts Entered But Not Served	Arrival Date		<input type="checkbox"/>	11.00	<input type="checkbox"/>	
6	Gilts Entered But Not Served	Arrival Date (1000 Day)		<input checked="" type="checkbox"/>	10.71	<input type="checkbox"/>	
7	Gilts Entered But Not Served	Arrival Weight Lb		<input type="checkbox"/>	10.71	<input type="checkbox"/>	
8	Gilts Entered But Not Served	Arrival Age		<input type="checkbox"/>	10.71	<input type="checkbox"/>	
9	Gilts Entered But Not Served	Current Age		<input type="checkbox"/>	9.14	<input type="checkbox"/>	
10	Gilts Entered But Not Served	Barn		<input type="checkbox"/>	10.14	<input type="checkbox"/>	
11	Gilts Entered But Not Served	Room		<input type="checkbox"/>	10.86	<input type="checkbox"/>	
12	Gilts Entered But Not Served	Stall/Crate		<input type="checkbox"/>	10.86	<input type="checkbox"/>	
13	Gilts Entered But Not Served	Comment		<input type="checkbox"/>	17.57	<input type="checkbox"/>	
14	Gilts Entered But Not Served	Flags		<input type="checkbox"/>	25.57	<input type="checkbox"/>	
15	Gilts Entered But Not Served	Days From Entry		<input type="checkbox"/>	9.86	<input type="checkbox"/>	
16	Gilts Entered But Not Served	To Be Culled Reason		<input type="checkbox"/>	22.14	<input type="checkbox"/>	
17	NServs	Sow ID		<input type="checkbox"/>	18.00	<input type="checkbox"/>	
18	NServs	Service #		<input type="checkbox"/>	11.14	<input type="checkbox"/>	
19	NServs	Parity		<input type="checkbox"/>	9.71	<input type="checkbox"/>	

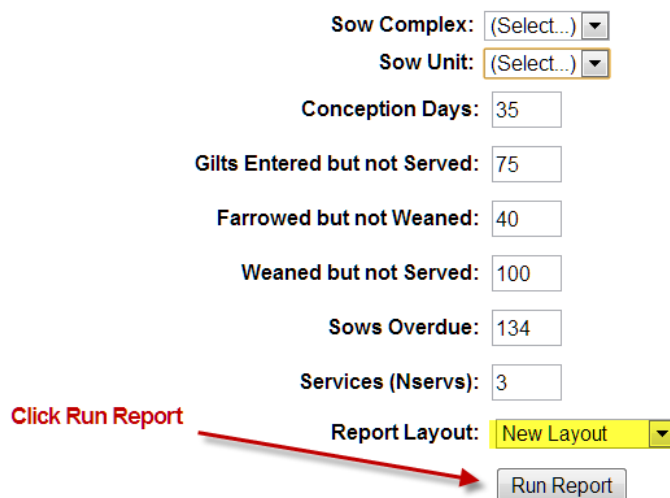
To see your changes:



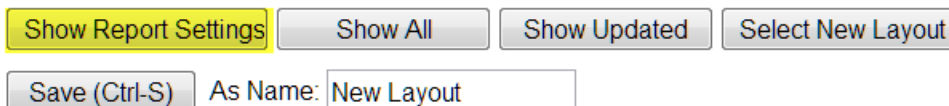
Fill in your report criteria. Your new report will default in to the Report Layout field.



(N)= Report is recalculated nightly



Your report will open in Excel for you to view your changes. To make additional changes, close the report, make your changes, and Save. When you are done editing; click Show Report Settings.



From this screen you can Rename and Delete custom reports, create a copy by using Save As, and also make additional changes by using the Edit button.

Create Custom Report

Report Name

Layout Name

Select

Last Modified

Modified User

Action List	New Layout	<input checked="" type="checkbox"/>	1/14/2014	Laura Mernka
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Check the Select box for the report you want to modify, then click the desired action button.

Edit All Tabs

Save As

Rename

Delete