Steps to Modify Reports in Track'Em

IMPORTANT NOTE: You MUST use a LICENSED VERSION of Microsoft Access 2003 or higher in order to customize Track'em.

Track'Em was developed using Microsoft Access. Track'Em is protected by a DATABASE PASSWORD which is only available with the purchase of the DEVELOPER'S CD ADD-ON ($395). Without this password, you are not able to import / export new reports and/or queries. **However, you can modify existing reports / queries.** The following steps illustrate how to modify the INVENTORY HISTORY REPORT to substitute the LONG DESCRIPTION for the existing SHORT DESCRIPTION from the Products table and how to resize the field.

IMPORTANT – ALWAYS BACKUP THE EXISTING DATABASE FILE PRIOR TO MAKING ANY DESIGN CHANGE.

1. While holding the SHIFT key, open Track'Em using a licensed version of MS Access. You will not be able to perform the following steps with a run-time version of Access. The following window will appear.
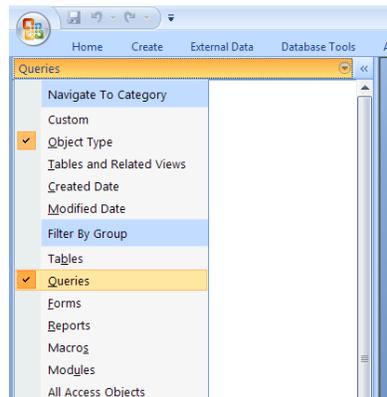

Fig 1

2. Select QUERIES as shown and the following list of Queries will appear. Select "qry3InventoryHistory" as shown, right click and select DESIGN VIEW.
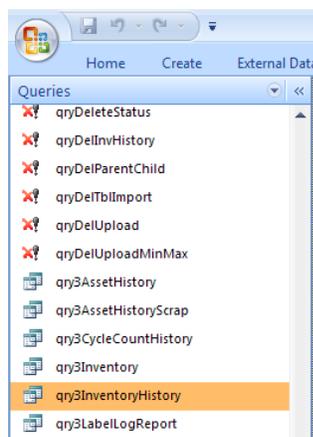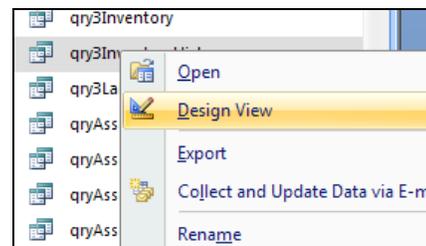

Fig 2

Fig 3

3. Scroll to the end of columns of selected fields. The last column is "LastPrice". Select the field named "ProductDescLong" in the table named "tblProducts" as shown below and drag that field to the empty column beside "LastPrice". Now save this query.
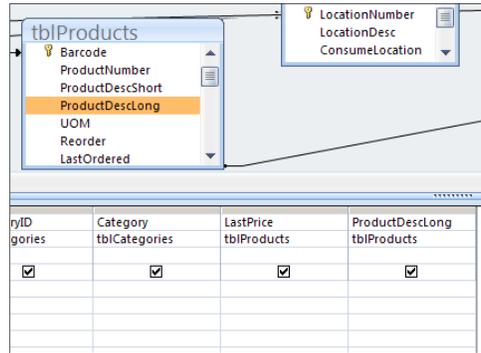

Fig 4

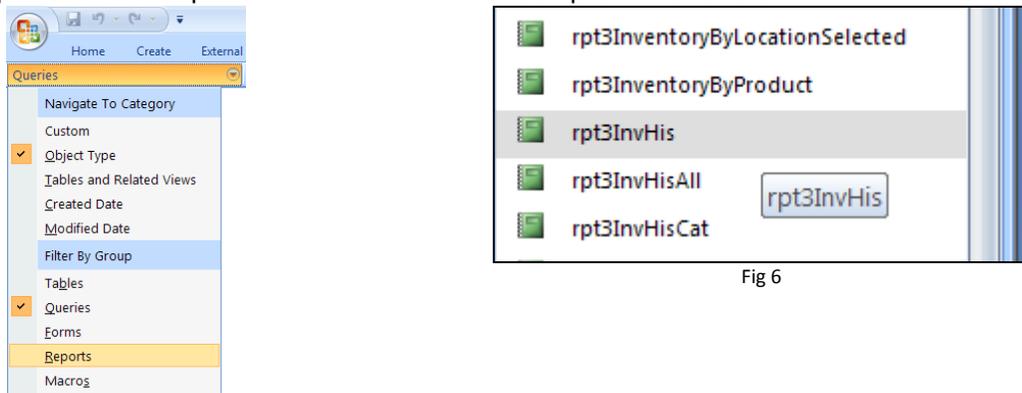4. Now open the list of reports as shown below. Select "rpt3InvHis" as shown.

Fig 5

Fig 6

5. Right Click on the box with the name "ProductDescShort" and the select PROPERTIES.
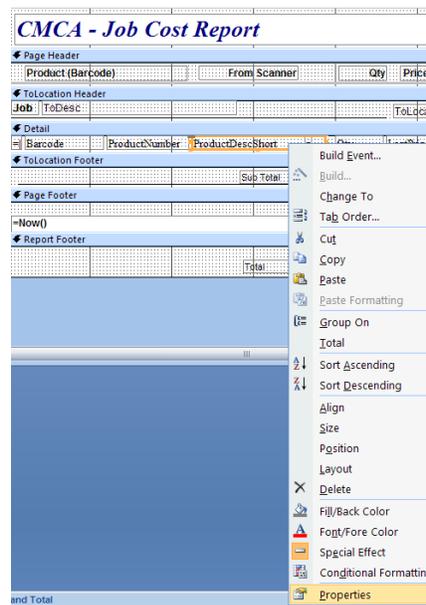

Fig 7

6. Change the "NAME" field to "ProductDescLong" (already changed in Fig 8). Select CONTROL SOURCE as shown in Fig 8 and select "ProductDescLong" at the very bottom of the choices.
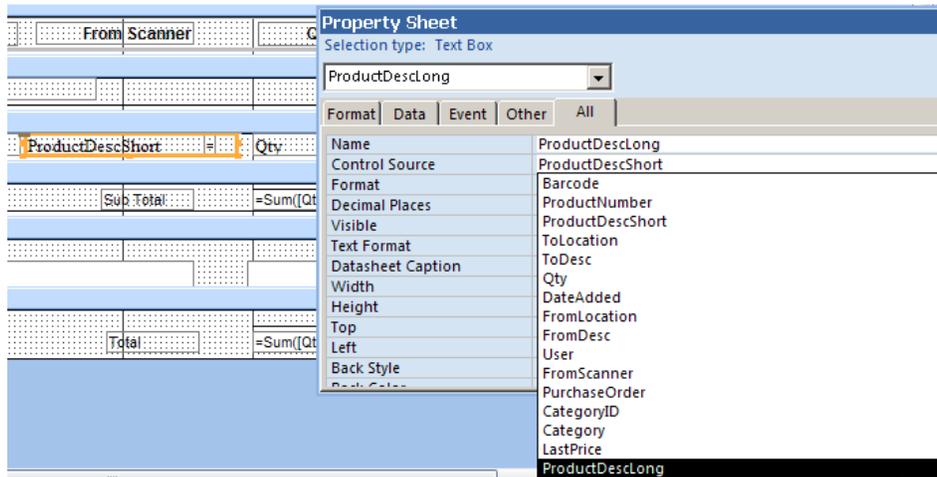

Fig 8

7. If you need to change the size of the selected field, select the WIDTH property as shown in FIGURE 8 and change the value to the desired width. You can also set the property CAN GROW to YES to allow the field to automatically allow the entire field's content's to be displayed on multiple lines.

8. Save everything, restart Track'Em and review reports.