Report Designer

Design your own reports and print them from Completed Trucks, lay out the printed tickets, and put custom fields on both. Setup → Report Designer.

What is on the tab

Section	What it is for
Ticket Layouts	The printed tickets: **Completed Ticket** (weigh-out), **Kiosk Inbound Ticket** and **Basic Ticket** (the weight, date, time and comments, printed from Weighments → Basic Ticket while Use Basic Ticket is on). Click one to open it in the designer.
Reset Ticket Layouts	**Reset Completed Ticket**, **Reset Kiosk Ticket** or **Reset Basic Ticket** puts that ticket back to the standard layout. Your changes to it are lost.
Custom Reports	Reports you make yourself. Each one is offered on Completed Trucks, where it prints over the tickets the grid is showing.
Help (PDF)	This sheet.

With logins on, making and deleting reports is for Admin users, like the rest of Setup. Anyone who can see Completed Trucks can print them. Reports are kept on the server, so every workstation sees the same ones, and updating Foundation leaves them alone.

Making a new report

1. On **Custom Reports**, type a name, for example *Daily Loads by Customer*. Letters, numbers, spaces and - _ ( ) & are allowed.
2. Choose what it starts from: **standard layout**, or **a copy of** a report you already have.
3. Click **Create & Open**. The designer opens on the new report.
4. Change whatever you like (see the next sections), look at it on the **Preview** tab, then **Save**: the menu button (three lines, top left) → Save.

The standard layout is a landscape page with your company name, the report name and the date range at the top, then one line per ticket (ticket, date out, customer, carrier, truck, commodity, gross, tare, net) sorted by date out, a ticket count and net total at the end, and page numbers at the bottom. Fields you have hidden on Setup → Schema are left out of it.

> **Save As** in the same menu also makes a new report. Save a copy under a new name before you try out something big.

Finding your way around the designer

Where	What
Left: toolbox	Controls to drag onto the page: Label (text), Table, Picture Box (a logo), Line, Page Info (page numbers, the date), Barcode, Chart and more.
Middle: the page	The report, in bands. Click a control to select it, drag to move, pull an edge to resize.
Right: Field List (database icon)	Everything a ticket carries, under **TicketData** → **Tickets**, custom fields included. Drag a field onto the page to print it.

Where	What
Right: Properties (gear icon)	Settings for whatever is selected: font, colour, borders, alignment, number format, and the report's own sorting and filter.
Right: Expressions (*f* icon)	What a control shows, written as a formula, e.g. `[NetWeight] / 2000`.
Right: Report Explorer	A tree of every band and control, which helps when things overlap.
Preview tab	The report run against your latest 50 completed tickets. Nothing is printed or saved.

Bands

A report is a stack of bands, and each band repeats in its own way:

Band	Prints
Report Header	Once, at the very start: the title block.
Page Header	At the top of every page: column headings.
Group Header / Footer	Before and after each group, e.g. each customer. Added when you group.
Detail	Once for every ticket. This is where the ticket's fields go.
Report Footer	Once, at the very end: grand totals.
Page Footer	At the bottom of every page: page numbers, when it was printed.

Common changes

Add a column

- Right-click a cell in the heading row → **Insert** → **Column to Right**. Do the same in the Detail row so the two line up.
- Type the heading into the new heading cell, then drag the field from the Field List onto the new Detail cell.
- To make room, drag the column edges or set the widths under Properties.

Group, e.g. by customer, with a subtotal for each

- Right-click the page → **Insert Band** → **Group Header**. Under its Properties, **Group Fields** → add **Customer**.
- Drag Customer from the Field List into the Group Header so each group is labelled.
- Add a **Group Footer** the same way, put a label in it under the Net column, and give it the expression `sumSum([NetWeight])` with Summary → Running set to **Group**.

Totals and counts

A total is a label or cell with a summary expression. Set **Summary** → **Running** to Group, Page or Report to choose what it adds up.

```
sumSum([NetWeight])     total net pounds
sumSum([NetTons])       total net tons
sumCount([Ticket])      number of tickets
sumAvg([Moisture])      average of a numeric custom field
```

```
sumMax([GrossWeight])   heaviest load
```

Sort, and leave tickets out

- Sorting: select the Detail band → Properties → **Sort Fields**. The report prints in its own order, whatever order the grid was in.
- Filtering: select the report (click the grey area around the page) → Properties → **Filter String**, e.g. `[Void] = False` to leave voided tickets out even when the grid is showing them, or `[Commodity] = 'Corn'`.

Numbers and dates

Select the cell → Properties → **Text Format String**:

```
{0:#,##0}              40,120
{0:#,##0.00}           20.06
{0:MM/dd/yyyy}         09/23/2026
{0:MM/dd/yyyy hh:mm tt} 09/23/2026 02:17 PM
```

Page size, a logo

- Paper size, orientation and margins: select the report → Properties → **Page Settings**.
- A logo: drag a **Picture Box** from the toolbox into the Report Header and choose the image.

What a report can print

Under **TicketData** → **Tickets** in the Field List, one row per ticket:

Field	Holds
Ticket	Ticket number
DateIn, DateOut	When it weighed in and out, in the site's time zone
Customer, Carrier, TruckId, Commodity, Location, Destination, Job, Bin	As on the ticket
Notes	The ticket's notes
InScale, OutScale	The scale each weight came from
InWeight, OutWeight, GrossWeight, TareWeight, NetWeight	Pounds, as whole numbers
NetTons	Net in tons (2,000 lb)
Unit, NetUnits	The commodity's reporting unit, and the net in that unit
ManualInbound, ManualOutbound	True when that weight was keyed in by hand
Void	True for a voided ticket
each custom field	By its own name — see the next section

And under **Parameters**, filled in when the report prints:

Parameter	Holds
Header1 – Header4	Your company lines from Setup → Company & Ticket
DateRange	The Completed Trucks date range, e.g. 09/01/2026 to 09/23/2026
PrintedAt	The date and time it was printed

Custom fields on reports

Every custom field from Setup → Schema is in the Field List under Tickets, under its own name. That includes fields you have retired, because older tickets still carry them. Drag one onto the Detail band to print it for each ticket.

- **Integer, Decimal and Formula** fields come through as numbers, so they can be totalled, averaged and formatted: `sumSum([Bale Count])`.
- **Text** and **Dropdown** fields come through as text, so you can group and filter on them: `[Contract] = 'C-1042'`. A field on a Dropdown Fields list carries the stored value (1, true), not its text.
- Put a name that has spaces in [brackets] in an expression: `[Bale Count]`.
- A field you add later shows up in the Field List the next time the report is opened. Existing reports don't need changing.
- A ticket with no value for a field prints it blank.

> **Renaming a custom field?** A report finds the field by its name. After renaming, open each report that printed it and drag the field in again under its new name, or it will print blank. A name that is the same as a standard field (Customer, say) shows as *Customer (custom)*. Dots and square brackets are dropped from the name.

Custom fields on tickets

Open **Completed Ticket** or **Kiosk Inbound Ticket** under Ticket Layouts. A custom field can reach a printed ticket in two ways:

	How	Where it prints
Automatically	**Show on printed ticket** is ticked on Setup → Schema. Nothing to do in the designer.	Its own "Name: value" line, added above the signature (or above the weight on the kiosk ticket).
Placed by you	In the Field List, open **Parameters**. Each custom field is there as `cf_` plus its name, e.g. `cf_Bale_Count` for *Bale Count*. Drag it onto the ticket.	Exactly where you put it, in your font and size.

- Once a field is placed it only prints where you put it; the automatic line goes. This holds even when Show on printed ticket is unticked, so you can keep a field off the automatic list and still put it exactly where you want it.
- A field that is not ticked and not placed does not print.
- Put a label beside it (a **Label** from the toolbox, with text such as *Bales:*) — the parameter prints only the value.
- In the `cf_` name, spaces and symbols become underscores: *Lot #* is `cf_Lot__`.
- Only active fields are listed for tickets.

- The standard ticket values are parameters too: Ticket, DateIn, DateOut, Customer, Carrier, TruckId, Commodity, Location, Destination, GrossWeight, TareWeight, NetWeight, Notes and Header1–4 (and Job, when Use Jobs is on).
- With Pricing & Billing on, the list also has **Invoice** and **Statement** — the layouts invoices and statements print with. Their Field List holds the invoice or statement, its **Lines** and (invoices) its **Taxes**; see the Jobs & Billing help sheet.

> Tickets print on narrow receipt paper. Keep new controls inside the page width, and use **Preview** to check before you save. If a layout goes wrong, **Reset Ticket Layouts** puts it back to the standard one.

Printing a report from Completed Trucks

1. Open **Completed Trucks** and set the Start and End dates.
2. Narrow the grid if you want to: the filter row, the column header filters, and **Voided: Shown/Hidden** all count.
3. Pick the report in the box on the toolbar (it is only there once at least one report exists). Your choice is remembered on that computer.
4. Click **Print Report**. The report opens as a PDF in a new tab, ready to print or save.

The report covers every ticket the grid is showing, on every page of the grid, not just the page on screen. The grid's sort order doesn't matter; the report sorts and groups the tickets itself.

Worth knowing

- Save often. Closing the designer without saving loses the changes.
- Deleting a report cannot be undone. Copy it first ("Start from: copy of…") if you might want it back.
- Try big changes on a copy, and use Preview before you save.
- For a quick spreadsheet instead of a printed report, the **Reports** page's saved layouts and Excel export are still the faster way.