

Osprey Approach: The Tool Box

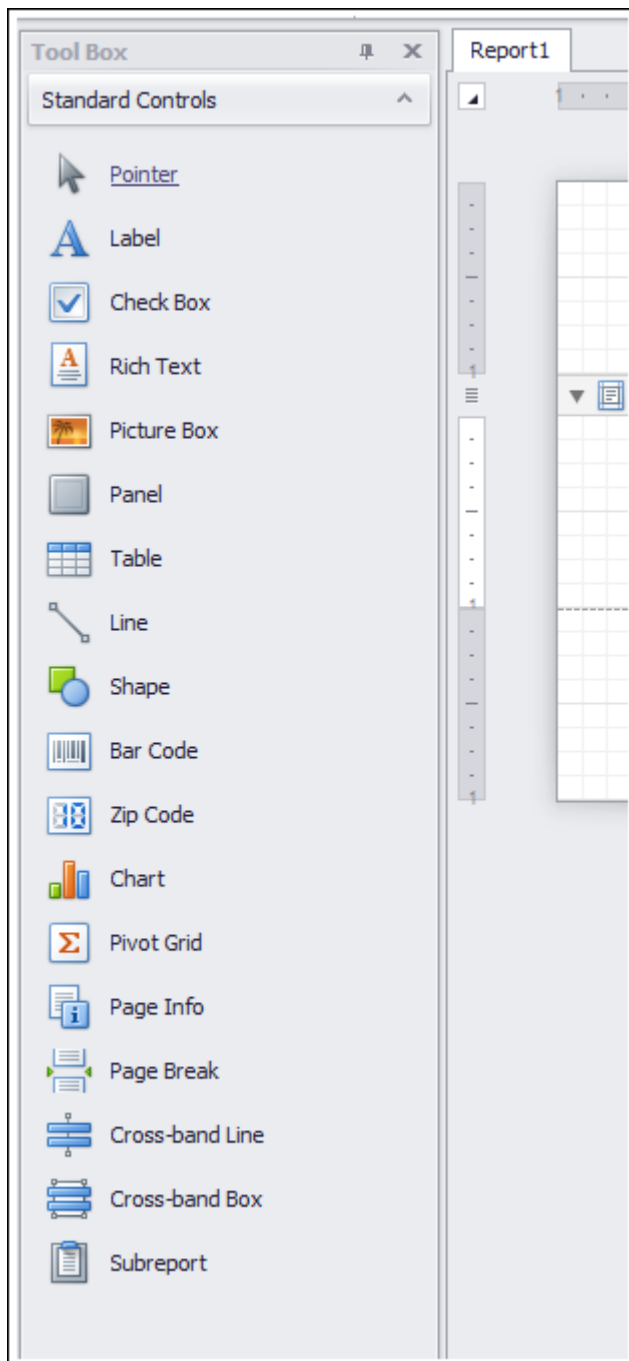
This help guide was last updated on
Apr 16th, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=43552>

[Click here for a printer-friendly version](#)



The Report Designer tool box contains useful objects which you can use to customise your reports. Click the links for more assistance on a particular option.



Tool Box Options

Tool box item	Description
Pointer	Changes the mouse pointer back to a pointer after other tool box items have been used
Label	Inserts an editable text box
Check Box	Inserts a check box into your report

Tool boxitem	Description
Rich Text	Similar to a label, except that you can include different fonts, sizes, colours etc. where label text can only be one particular defined font/colour
Picture Box	Insert a picture from your local PC or from a web address
Panel	Can be used to keep a set of report items together
Table	Insert a table into your report. Tables can include labels or fields
Line	Insert a formattable line into your report to break up sections
Shape	Insert a formattable shape into your report
Bar Code	Inserts a formattable bar code, which can be based on a field
Zip Code	Inserts a zip code box - only works with numbers
Chart	Insert a chart into your report based on the data exported
Pivot Grid	Insert a pivot table into your report
Page Info	Inserts "Page X of Y" information into your report
Page Break	Inserts a page break
Cross-band Line	Inserts a line which can span over more than one band, e.g. Page Header and Detail or Detail and Group Footer
Cross-band Box	Inserts a box which can span over more than one band, e.g. Page Header and Detail or Detail and Group Footer
Subreport	Not used