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Version 2.2

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# Welcome

Welcome to RptView, the report viewer and report information extract system. RptView allows you to view, print, and extract information from reports generated from other systems and stored as ASCII files on your PC or network drives. Mainframe generated reports (IBM, UNIX) can be downloaded and processed. Reports generated from PC-based tools (such as dBase, Paradox) can also be printed to file and brought into RptView.

RptView has two major differences from other ASCII file viewers. First RptView has the unique ability to set a page heading and lock it at the top of the viewing area. With RptView you can scroll up and down in a report page and still be able to see the title and column headings. As you move from page to page, the headings will dynamically refresh for each page. If the number of lines in a heading changes as you change pages, you can immediately reset the heading area.

Second, RptView has Parse N Copy functionality. While other viewers allow you to select and copy text to the Windows Clipboard, RptView goes further. You can PARSE your selected text to individual fields using RptView's Parse N Copy feature. Parsed N Copied information can then be pasted in spreadsheet and database applications and populate individual columns and rows of the target application.

Other functionality you will not find in other viewers includes histories of search strings and pages previously viewed.

RptView provides these major functions at hundreds of dollars less than commercial products. RptView is network ready and can also be used on standalone PC's or in a remote computing environment.

# Operating Environment

RptView requires a PC 386 or greater, Windows 3.1, 4 meg of memory, and 2 meg of disk space. The program may be run on a standalone PC or from a network.

## See Also

[INI Settings](#)

[Report File Structure](#)

# INI Settings

## Master/System RPTVIEW.INI

The Master/System INI file must reside in the same directory as the RPTVIEW.EXE file.

RptView can also create a User INI file to override master settings to personalize the environment for each user.

All entries in either INI are customizable by editing with any ASCII text editor such as Notepad.

## [FILES]

### FileFilter

The File / Open file filter pattern.

EXAMPLE: FileFilter=\* .txt;\* .rpt

### ReportDir

The initial path pointing to the drive and directory containing the reports you would like to view using RptView. This entry may point to the root directory of various subdirectories.

EXAMPLE: ReportDir=C:\REPORTS

### RptSettingsDir

The path pointing to the drive and directory that contains the report setting file for each report. Parsing Templates are stored in these files. These files are placed in a directory called RVRPTST. The directory is first created under the EXE directory. A user directory off the drive that contains the Windows directory may also be created if the INI entry AllowUserINI is set to Yes.

EXAMPLE:C:\RPTVIEW\RVRPTST

### PageIndiceDir

The path pointing to the drive and directory that contains the Report Page Indices files. These files contain the each report's stored page pointers / indices for quicker opening of report files. The StoreIndicesIn entry in the [Page Indices] section of the INI tells RptView whether to use this path to store the Indice files or the path in the ReportDir entry of this section.

EXAMPLE: PageIndiceDir=C:\RVINDICE

## [FONTS]

### ViewFont

### PrntFont

Both the viewing font and printing font can be changed. Make sure the font names are spelled correctly. Choose the name from the fonts available in Control Panel - Fonts. For proper alignment of columns choose a True Type fixed-font like Courier New, verses a proportional font like Arial.

Example: ViewFont=Courier New

Example: PrntFont=Courier New

## **[ADMINISTRATION]**

### **PMIcons**

RptView has the ability to create Program Manager Groups and Icons. These icons can be used to start RptView with specific reports with preset arguments. The PMIcons entry in the INI allows a network administrator to disable this function.

Examples:

PMIcons=Enable

PMIcons=Disable

### **ExeInSchPath**

When creating an Icon in a Program Manager Group the first argument in the command line is the EXE. This entry tells RptView whether the executable is on the Search Path (DOS or Network). Depending on the value in this entry, the path to the EXE will be included or excluded in the command line.

Examples:

ExeInSchPath=No

ExeInSchPath=Yes

### **SaveToFile**

The SaveToFile entry in the INI allows a network administrator to disable this function.

Examples:

SaveToFile=Enable

SaveToFile=Disable

### **AllowUserINI**

RptView will now create a user RPTVIEW.INI file in the user's Window directory. Entries placed in the user INI are used to override parameters set in the master /system INI found in the same directory as the EXE.

To allow for the creation of a user INI, set AllowUserINI to a YES, else set it to a NO (default setting).

Examples:

AllowUserINI=YES

AllowUserINI=NO

Entries currently allowed in the user INI are:

[FILES]

RptSettingsDir

[International]

Language

### **AllowUserUpdtSettings**

This entry enables or disables the user from updating settings in the report settings files. Setting this entry to No will disable the user's ability to create / change report templates, etc.

EXAMPLE:

```
AllowUserUpdtSettings=Yes  
AllowUserUpdtSettings=No
```

### **[International]**

#### **Language**

The majority of menus, buttons, messages, etc. can now be customized for the language (English, Spanish, German, etc.) of the user. The language can be set for all users in the Master INI and overridden in the user INI. The default language on first installing RptView is ENGLISH. Change this entry to match the language section found in the RVLANG.INI.

Examples:

```
Language=ENGLISH  
Language=SPANISH
```

### **[Page Indices]**

RptView and it's companion program RptIndex can store the Page Pointers / Indices for reports to be viewed by RptView. By storing these Indices, the time to open large reports is decreased dramatically. These Indice files have an extension of RVI. RptIndex is a bonus program sent upon registration of a 10 User License or more.

#### **SaveIndices**

This entry tells RptView whether to save the Reports Page Indices to file after generation. If an RVI exists for the report, RptView checks to see if the report has changed since the last save. If it has, the indices are regenerated and saved to the RVI file. Used in conjunction with RptIndex, this entry can be set to NO to not allow the user to save the RVI files. RptIndex can then be used daily to regenerate RVI files for all new and changed report files. The default is YES.

Examples: SaveIndices=YES  
SaveIndices=NO

#### **UseIndices**

This entry tells RptView NOT to use any saved RVI files when opening a report. With this entry set to NO and SaveIndices set to NO, use of RVI files is completely shut off. The default is YES.

Examples: UseIndices=YES  
UseIndices=NO

#### **StoreIndicesIn**

This entry tells RptView and RptIndex which path to use to store RVI files.

Only two possible settings are available:

StoreIndicesIn=PageIndiceDir  
StoreIndicesIn=ReportDir

The default is StoreIndicesIn=PageIndiceDir. Which path to use is dependant on how the actual report files are named. You can store the RVI files with the reports using the setting StoreIndicesIn=ReportDir if you are ABSOLUTELY sure that the names of the files excluding the extensions are completely unique. In other words, if in the same subdirectory you have two reports named MYREPORT.G00 and MYREPORT.G01, RptView would save a file named one MYREPORT.RVI for both file. This would cause RptView and RptIndex to regenerate and save the RVI each report is opened. In this scenerio you could not use the ReportDir setting. Why would you use such a naming convention? Say you wanted to save 6 months of rolling history. G00 would be the current month, G01 would be month minus one, etc. (For those of you from the IBM mainframe world, you will recognize this as similiar to generation datasets.)

If you are not sure there are unique file names, then set StoreIndicesIn=PageIndiceDir. This will use the path indicated in the PageIndiceDir entry of the [Files] section as the root directory to a complex structure of subdirectories created to store the RVI files.

### **ExcludeExtensions**

This entry tells RptView and RptIndex to not save RVI files for report files with extensions included in the list. The one special entry is the (NOEXT) which is used for files. In addition, RptIndex excludes other files like BAK, INI, LOG, etc.

Example: ExcludeExtensions=(NOEXT);TXT

## Report File Structure

Report files must be ASCII files. The report can have unlimited pages. A RptView page is made up of all the data between two form-feed control characters embedded in the report. It is possible to have what looks like multiple pages on a RptView page depending on where form-feed characters were placed in the report file when it was created.



## **Context Sensitive Help**

Many of the buttons, list boxes, check off boxes, etc have context sensitive help associated with them. To activate the help for a particular item, click once on the item with your Right Mouse button. The associated help will be presented if available.

# Version History

## Version 2.2

- Added ability to save page pointers / indices to file to speed up report opening. Corrected other minor bugs.

## Version 2.1

- Added Parse N Copy functionality which takes selected or highlighted text from a RptView header or body and parses the text into individual fields and copies the parsed data to the Window's Clipboard. The data can then be pasted into such applications as spreadsheets and databases.
- Added directories to store files that contain report settings for storing information such as Parsing Templates.
- Changed Browse Menu to Edit to conform to Windows standard and represent additional functionality.

## Version 1.6

- Added ability to customize menus, buttons, messages, etc to the language (English, Spanish, German, etc.) of the installation or user.
- Will now create a user RPTVIEW.INI file in the Windows directory of the user.

## Version 1.5

- Added Save To File functionality to allow saving of portions of the currently opened report to a separate file.

## Version 1.4

- Redesigned Menu Bar to bring in compliance with Windows standards. Minor changes to the ToolBar. New functionality to create Program Manager Groups and Icons. Program Manager Icon Command Line argument to preset the Number of Lines in the Header at program startup. Improved handling of <CR><LF><FF> combinations.

## Version 1.3

- The method for handling report files containing ANSI carriage control characters was changed to process the files in place without doing a physical conversion of the file. The same is also true for Plain Text files.

## Version 1.2

- The previous version assumed that the viewed file contained form feed characters (ASCII value 12) to separate pages. This version will permanently convert ANSI carriage control characters if present or add form feed characters depending on what is found in the file when opened.

# Future Enhancements

Future versions of the RptVw suite of products will include:

- Ability to order the columns created from Parse N Copy templates in RptView.
- Non-English language handling of numerics in Parse N Copy. Full handling of non-English windows. etc.
- A second program in the RptVw suite that will turn a report into an intelligent flat file allowing information extractions to be exported to ASCII tab and comma delimited files, dBase, spreadsheet, and other file formats.

If you have any suggestions for enhancements, please contact DREC Software at the address listed below:

DREC Software  
1633 West A Street  
Lincoln, NE USA 68522-1259.

or EMail via Internet at either [DREC\\_SFTWR@AOL.COM](mailto:DREC_SFTWR@AOL.COM) or  
[74463.1340@compuserve.com](mailto:74463.1340@compuserve.com)

# Purchasing / Licensing

RptView is a shareware product. If you received the shareware version, you will find that it is fully functional. Registered versions of the product will not contain the startup banner or the word UNREGISTERED in the title bar.

Pricing is as follows (US Dollars):

	Full	Upgrades
Single User	\$40	\$15
10 User	\$150	\$40
100 User	\$400	\$80
Single Server, Unlimited User	\$700	\$140

Multiple Server and  
Company-Wide Licenses available.  
Contact DREC Software for pricing.

Pricing is subject to change.

To register and license RptView, complete the order form found in RVORDER.TXT and mail with your check or money order to:

DREC Software  
1633 West A Street  
Lincoln, NE  
USA 68522-1259.

AS A BONUS FOR PURCHASING A 10 LICENSE OR MORE, YOU WILL RECEIVE RPTINDEX. RptIndex's purpose in life is to allow for the generation and saving of multiple report indices files. RptIndex can be added to a scheduling program to run each night after all reports have been added/updated from the original report source.

## Credit Card Orders Only -

You can order with MC, Visa, Amex, or Discover from Public (software) Library by:  
calling 800-2424-PsL or 713-524-6394.

Orders can be Faxed or Emailed to

FAX - 713-524-6398 or  
CIS Email to 71355,470.

You can also mail credit card orders to

PsL  
P.O. Box 35705  
Houston, TX 77235-5705.

Make sure you specify RptView (Report View), order # 11539 from DREC Software when you place your order.

**The Above Numbers Are For Orders Only**

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to DREC Software at the address listed above or send via AOL to DREC SFTWR, CompuServe to 74463,1340, or the Internet at either DREC SFTWR@AOL.COM or 74463.1340@compuserve.com . To insure that you get the latest version, PsL will notify DREC Software the day of your order and we will ship the product directly to you.

# Technical Support

If you encounter any problems, have questions, or have suggestions for enhancements, please contact DREC Software at the address listed below:

DREC Software  
1633 West A Street  
Lincoln, NE USA 68522-1259.

or EMail through the following services

AOL                   DREC SFTWR  
CompuServe   74463,1340  
Internet at either       DRECSFTWR@AOL.COM   or  
                              74463.1340@compuserve.com.

Please include Version number using when contacting DREC. (Found in About Box under the Help Menu.)

At this point, I DO NOT provide telephone support.

# Language

You may now customize the RptView environment to meet the language needs of the installation or each user. Through language entries placed in the RVLANG.INI found in the same directory as RPTVIEW.EXE, the majority of menus, text, buttons, messages, etc. can be presented in Spanish, German, etc. besides the default language of American English. RVLANG.INI can be edited using any text editor such as Notepad.

## RVLANG.INI STRUCTURE

The structure of the entries in the RVLANG.INI is as follows:

```
[<language>]
<field name>=<text>
```

Example:

```
[English]
lg_File=&File
```

The <language> is the target language of the users. The Language entry in the International section of the master or user RPTVIEW.INI must match a section defined in this RVLANG.INI.

The <field names> are predefined and ALL FIELD NAMES MUST BE INCLUDED in each section and the names MUST NOT BE CHANGED, When an underscore <\_> character is found in the field name, it indicates that the field is also used as a short-cut key (example: Alt-F) in a menu, button, etc. and a short-cut character should be defined in the <text>.

The <text> is the chosen word, phrase, sentence in the language for the section that corresponds to the default English equivalent. An <&> should be placed in front of the character that will be used as short-cut key (example: Alt-F, &File.)

## CREATING A NEW LANGUAGE SECTION

To create a new language section, copy the ENGLISH section to any place in the INI and alter to meet your target language.

## SECTION CUSTOMIZATION

Except for the rules defined above, language names and field name text is the chose of the installation. If you want, you may even mix languages together in one section. Possible situations would be to use the English words for File, Exit, OK if your users are familiar with these English words and the short-cut keystrokes. The remainder of the entries could then be in the target language. You could the call the language [English-<language>] or whatever name you want.

## POINTING TO A LANGUAGE

The International/Language entry in the master RPTVIEW.INI or the user RPTVIEW.INI must match a language section found in the RVLANG.INI. If user INI's are created, each user can be customized for his or her language of chose.

## NOTES:

- 1 Certain windows will only be presented in the English language. Sometimes these are by my chose (Example About RptView). Others are because a window was outside my control (file open windows). These were custom controls over which I do not have control of the text. I hope this will not be confusing.
- 2 The HELP system will always be in English.
- 3 The language sections that I have provided may be incomplete in their translations. I am not a language expert and using the tools I had at hand, I did my best to translate single words and simple phrases. I did not even attempt to translate sentences.

IF YOU DO MAKE USE OF THE LANGUAGE CUSTOMIZATION OPTION, I WOULD TRULY APPRECIATE IT IF YOU WOULD SEND ME A COPY OF YOUR LANGUAGE SECTIONS. Either email or mail your changes to me. (Email and mailing addresses can be found in the Technical Support are of this Help file.)



## **Downloading Mainframe Reports**

RptView does not contain the functionality to download report files from non PC / Network devices such as IBM mainframes. To bring your reports down to your PC / Network drive, please follow your company's procedures for performing this function.

# RptView Real Estate

RptView contains several areas of screen real estate that you need to be familiar with.

## ***Menu Bar***

At the top is a menu bar that contains File, Edit, View, Tools, and Help menus.

## ***ToolBar***

On the right side is a toolbar of buttons to select various RptView functions such as Print, Copy, Find, etc. This toolbar can be hidden and reshown from the menu item View / Hide (Show) ToolBar. This gives you additional report viewing area without losing any functionality.

## ***Information / GoTo Page Bar***

At the bottom is a function bar that contains a clock and report drive, directory, file name, and date / time stamp information.

Also in the bar is a GoTo Page function where you can enter a page number and go directly to that page. The current page is always shown. Listed at the end of the bar is the total number of pages in the report.

To the left of GoTo Page is a Repeat Find button. This button allows you to repeat a search once it has been initiated. The button is initially disabled (grayed out) and is enabled when a search has been initiated.

## ***Report Viewing Area***

In the middle is the report viewing area. This area contains the Heading and Body areas of the current report page. From the viewing area you can select report data for copying to other applications or for printing. Titles and columns are locked into the heading area via the Set Heading function.

# Opening A Report

When RptVw initially opens, a window will present itself allowing you to choose a report to open. The file filter pattern defaults to the pattern found in RPTVIEW.INI which is located in the same directory as the EXE. This pattern is customizable by editing the INI file with any ASCII text editor such as Notepad.

Additionally, you may want to setup File Associations in File Manager to various file types. Then by double-clicking on the file in File Manager, RptView will automatically startup. (See your Windows Manual for setting up File Associations.)

You can also setup a Program Manager Icon with command line arguments to startup a specific report. The command line arguments are:

EXE

Example: C:\RptVw\RPTVIEW.EXE

REPORT FILE

Example: C:\RptVw\REPORTS\REPORT1.RPT

NUMBER OF LINES IN THE HEADER

Example: 6

A space is required between each argument. (See your Window's Manual for adding Program Manager Icons, also called Program Item.)

## See Also

[Report File Structure](#)

[INI Settings](#)

[Program Manager Icons](#)

# Program Manager Icons

RptView gives you the ability to create Program Manager Groups and add Icons to Groups directly. RptView populates the command line of an icon (Program Item) with the RptView Executable Name, Report File Name and Number of Lines in the Header.

To activate the Program Manager Icon Window:

1. From the Menu Bar, select Tools / Program Manager Icon.

## Steps for Creating an Icon (Program Item)

- 1 Select an existing Program Manger Group from the List Box by double-clicking on the Group Name

or

Create a new Group by typing in a title in the Group Description.

- 2 Enter a title for the Icon into the Icon Description.
- 3 Click the Add Button or press the Enter Key

## Non-Changeable Fields

Several fields in the window are non-changable. They are

Report Path / Name  
Number of Lines in Header

The Number of Lines in the Header are determined by RptView based upon the presense or absense of a Header in the Viewing Area on the current page. Typically, you should be viewing the first page of the report from which to establish this value.

This number may actually be different from the number of lines seen in the Header. This is because RptView removes blank lines before displaying the Header.

## Add Button

The ADD button may be "grayed" or disabled, not allowing you to add an Icon for two reasons.

1. Program Manager has been replaced with a different product (RptView onlly supports the program manager that comes with Windows.)
2. Your Network Administrator has chosen to disable the function.

Information from this window can still be used to manually build an Icon. (See the Windows Manual or your replacement program manager documentation for the steps to add an Icon.)

## See Also

[INI Settings](#)  
[Opening a Report Header](#)



# Header

**Hdr**

Each time a new report is opened or you select View / Header from the menu bar or click the Hdr button from the TOOLBAR, you can set or reset the Heading section of the viewing area.

By setting a heading you will divide each page into a Heading and Body. You will be able to then scroll up and down in a page while keeping titles and column headings locked in place. As you move through various pages, the heading area will be refreshed with information from the current page.

## To Set a Heading

- 1 Click on the line in the list box that will be the LAST line in the Heading. Then click on the Set Heading button.  
OR
- 2 Double-click on the line in the list box that will be the LAST line in the Heading.  
OR
- 3 Using the Up and Down arrow keys on your keyboard, highlight the line in the list box that will be the LAST line in the Heading and press the ENTER key.

If you do not want a heading, click on the No Heading button.

## Presetting the Number of Lines in the Header

A preset Number of Lines in the Header can be placed in a Program Manager Icon Command Line to tell RptView how many lines to place in the Header at startup for a particular Report.

## See Also

[Program Manager Icons](#)

# Building Report View Pages

When initially opening a file, RptView tests for the presence of ASCII form feed characters and ANSI control characters. If either are found, RptView will build an index of pages for quick access to the report. If neither are found, RptView will present the report as a plain text file placing as much report content as possible in the maximum viewing area allowed. (This is typically around 32,000 characters of information.)

Currently, RptView can identify the following types of form control characters.

- ASCII Form Feed - <FF> (Hex 0C) which causes a page eject before printing the line that contains the form feed.
- ANSI Carriage Control Characters - These characters are present in the first column of each line of reports downloaded from such sources as IBM or UNIX mainframes. These characters are:

1	= page eject
blank	= single space
0	= double space
-	= triple space

Conversion of these characters will be done before each report page is displayed for view.

For a report to be identified as having ANSI Carriage Control Characters the Page Eject character (1) must be present in the FIRST COLUMN OF THE FIRST LINE of the report and no ASCII <FF> characters are present.

## Line Control Characters

All report lines should terminate with ASCII <CR><LF> (Hex 0D 0A). RptView can handle varying combinations of <CR>, <LF>, and <FF>.

## Non-Displayable Characters

RptView will remove extraneous <CR> characters if they are located directly next to a another <CR><LF> or <FF>. Other types of non-displayable ASCII characters will be cleaned away before displaying a page.

# Paging thru a Report

There are two levels of paging or scrolling thru a report.

## In the Current Page

To scroll left or right in the current page, use the horizontal scroll bar at the bottom of the viewing area. The Heading and Body will scroll together. To scroll up or down in the Body of the current page use the vertical scroll bar to the right of the Body. You can also activate the Body by clicking in the Body and use the PageUP and PageDown keys on the keyboard.

[Realigning Heading and Body](#)

## Report Paging

The viewing area represents report information one page at a time. There are several ways to page up and down thru a report or go directly to a report page.

### *Page*



### *One Page Up or Down*

- 1 From the TOOLBAR, click either the PgU or PgD buttons.  
OR
- 2 From the Menu Bar, select Browse / PageUp or Page Down.  
OR
- 3 From the keyboard, press the Ctrl+PageUp or Ctrl+PageDown keys.

### **See Also**

[Going directly to a page](#)

[Using Page History to go to previously viewed pages](#)



## Realigning Heading and Body

If the Heading and Body columns somehow get out of sync the easiest way to realign is to drag the horizontal scroll bar all the way to the left. This should realign both sections.

# GoTo Page



Page

From the bottom Information / Function Bar, highlight the page number in the box, change to the page you want to go to and click the GoTo button or press the ENTER key on the keyboard.

# Page History

Hist

A history of pages you have viewed is kept for reference. To access the Page History:

- 1 From the TOOLBAR, click the Hist button.  
OR
- 2 From the Menu Bar, select Browse / Page History.

Go to a page previously viewed by:

- 1 Selecting a number from the Page list, click on the Go To button or press the ENTER key on the keyboard.  
OR
- 2 Double-click on the Page number in the Page list.

## See Also

[Page List](#)

[Go To](#)

[Clear](#)

[Close](#)

## Page History Page List

To go to a page number listed in the Page list:

- 1 Select a number from the Page list, click on the Go To button or press the ENTER key on the keyboard.  
OR
- 2 Double-click on the Page number in the Page list.

## Page History Go To

After selecting the page number in the Page list, click the Go To button to view the selected page.

## Page History Clear

You can clear the Page List box of all previously viewed pages by clicking on the Clear button.

## Page History Close

To close the Page History window, click the Close button or press the ESC key on your keyboard.

# Adjusting the viewing area

## Increasing the width of the viewing area

From the Menu Bar, select View / Hide Toolbar to hide the TOOLBAR. This will increase the width of the viewing area. To return the TOOLBAR to view, select View / Show Toolbar.

## Zoom



## Viewing area character size

The size of the characters in the viewing area can be increased to improve readability or decreased to see more of a page. To change the size of the characters:

- 1 From the TOOLBAR, click the Zoom In or Zoom Out buttons.  
OR
- 2 From the Menu Bar, select View / Zoom In or Zoom Out.



# Finding information on the report

**Find**

You can search for character strings from the Find window. To activate the Find function:

- 1 From the TOOLBAR, click the Find button  
OR
- 2 From the Menu Bar, select Browse / Find.

You can start your search from the current page or the top of the report. The search can be case sensitive. A history of each unique search string is retained in the Find History list.

## See Also

[Find string](#)

[History](#)

[Start from](#)

[Match Case](#)

[Find Initiate](#)

[Clear](#)

[Cancel](#)

## Find string

Enter the string you want to search for. The string can include upper and lower case characters, special characters, and spaces. Your search can be case sensitive.

## Find History

A history of each unique search string is retained in the History list. You can recall a previous search string from the list and repeat a search at anytime.

To recall a previous search string:

- 1 Click the down arrow next to the History list box
- 2 Select the string from the list.

The string will appear in the Find box along with in the History box. You can modify the string in the Find box once it appears.

## Find Start from

Your search can start from the current page you are viewing or from the top of the report.

Select either the

- from current Page  
OR
  - from Top of Report
- radio option buttons.

## **Find Match Case**

You can make your search case sensitive by toggling the Match Case check box on or off.

## Find Initiate

To begin a search, click the Find button. The search will be initiated. If the first hit is successful the main Find window will be closed and the Repeat Find button on the Information/GoTo Page bar will be enabled to repeat the search.

### See Also

[Repeat Find](#)

# Repeat Find

## Repeat Find

Once a search has been initiated, the Repeat Find button on the Information / GoTo Page Bar will be enabled to allow you to continue the search. To repeat a search:

- 1 Click the Repeat Find button on the Information / GoTo Page Bar  
OR
- 2 From the Menu Bar, Select Browse / Repeat Search  
OR
- 3 Press the F3 function key on the keyboard.

To initiate a new search, click the Find button on the TOOLBAR.

## **Find Clear**

You may clear the History list box of previous search strings at any time by clicking the Clear button.



## **Find Cancel**

To close the Find window, click the Cancel button or press the ESC key on your keyboard.

# Bookmark

A rectangular button with a grey gradient background and a thin black border, containing the text "BkM" in a bold, black, sans-serif font.

There may be times as you view a report that you would want to return to previous pages. [Page](#) bookmarks can be useful to help you return to previously viewed pages.

The BookMark window can be used to set a bookmark for a page and to jump to a page marked with a bookmark.

To activate the BookMark window:

- 1 From the [TOOLBAR](#), click the BkM button  
OR
- 2 From the Menu Bar, select Browse / BookMark.

## See Also

[Page List Box](#)

[Set](#)

[GoTo](#)

[Close](#)

[Remove](#)

[Clear All](#)

## BookMark Page List Box

The Page List Box contains a list of all pages you have set bookmarks for. From this list you can select a page to return to.

To go to a marked page:

- 1 Select a page number and click the Go To button or press the Enter key on your keyboard.  
OR
- 2 Double-click on the page number.

## **BookMark Set**

To set a bookmark for the current page you are viewing, click the Set button.

## **BookMark GoTo**

After selecting a page number from the Page List, click the GoTo button or press Enter on the keyboard to go to the marked page.

## **BookMark Close**

To close the BookMark window, click the Close button or press the ESC key on your keyboard.

## BookMark Remove

You can remove a page from the Bookmark Page list by selecting the page number in the list and clicking the Remove button.

## **BookMark Clear All**

To clear all bookmarks in the Page List, click the Clear All button.



# Copy

Copy

Unformatted, unparsed information from the viewing area can be copied to the Windows Clipboard and pasted into other applications.

Select the information in either the Heading or Body viewing area by dragging your mouse and:

- 1 From the TOOLBAR, click the Copy button  
OR
- 2 From the Menu Bar, select Browse / Copy  
OR
- 3 From the keyboard, press Ctrl+Insert.

## See Also

[Parse N Copy to Spreadsheets and Database Applications](#)

# Parse N Copy

PCopy

The Parse N Copy feature takes selected or highlighted text from a RptView header or body and parses the text into individual fields and copies the parsed data to the Window's Clipboard. The data can then be pasted into such applications as spreadsheets and databases. The data will be spread across multiple columns and rows in the receiving application.

The simplest Parse N Copy steps are:

1. Select / highlight partial, full, or multiple lines in either the Header or Body area.
2. Click the PCOPY button in the ToolBar.
3. Task Switch to your receiving application (spreadsheet or database) and execute the Paste function.

That's it! Your data should have spread itself across multiple columns and rows depending on what you selected.

## HOW DOES RPTVIEW PARSE SELECTED TEXT.

There are two methods of Parse N Copy functionality, No Template and Custom Template. Parsing templates can be created to include / exclude columns of data from the selected text. (See Parse N Copy Settings for instructions on how to create and use a Template.)

The No Template method parses based upon the following criteria:

1. Data is parsed into separate fields when two or more spaces are found between data in the selected text.
2. Data that can be recognized as numeric is unformatted to remove special symbols such a currency, commas, etc. Special formatting such as CR (credit) are converted to negative signs. Percentages are converted to their decimal equivalents.

**\*\*Important Note\*\*** This release can only work with English (U.S.) formatted numerics. The next release will handle other languages.

## HOW DO I ACCESS PARSE N COPY

Parse N Copy functions can be accessed through either:

1. The ToolBar  
OR
2. The menu bar under Edit.  
OR
3. The floating Parse N Copy Bar, activated from under Edit on the menu bar.

## See Also

[Parse N Copy Bar](#)

Parse N Hold

Parse N Copy Settings

# Parse N Copy Bar

A floating bar of Parse N Copy functions.

## See Also

[Parse N Copy](#)

# Parse N Hold

## Parse N Hold

Parse N Hold provides you with the ability to parse multiple selections of text on the same page or across different pages. Each selected area is held until you decide to send it to the Clipboard.

### HOW DO I PARSE N HOLD

(The below steps use the Parse N Hold Bar. These same steps can also be performed from the Edit Menu.)

1. From the menu bar, select Edit / Parse N Copy Bar. (A floating bar of Parse N Copy functions will be made visible.)
2. Select an area of text and click Parse N Hold in the floating bar.
3. Select another area of text on the same page or a different page and click Parse N Hold a second time.
4. Task Switch to your receiving application (spreadsheet or database) and execute the Paste function.

### See Also

[Copy Held](#)

[Clear Held](#)

[Parse N Copy Settings](#)

[Parse N Hold Options](#)

# Copy Held



Clicking this button releases the held parsed text to the Window's Clipboard.

## See Also

[Parse N Hold](#)

# Clear Held



Clicking this button clears the buffer that holds the Parse N Held text.

## See Also

[Parse N Hold](#)

# Parse N Copy Settings

## Settings

Parse N Copy Settings provides you with the ability to create custom parsing templates to include / exclude columns of data from the text areas selected for parsing and copying. You can also choose how the data is treated; Character, Numeric - Unformatted (remove currency signs, commas, etc.) or Numeric - Keep Format (retain currency signs, commas, etc.) **\*\*Note\*\*** (Either Numeric treatment converts special Positive / Negative symbols to positive or negative numbers. E.G. DB / CR (Debit / Credit symbols.)

A parsing template can be added to the Available Templates list and saved with other settings for future use. The template can be made the active template for the remainder of the viewing session. Also the template can be set as the default template so the next time the report is opened, the default template is active for any Parse N Copy events.

## See Also

[How Do I Create A Template](#)

[Using An Existing Template](#)

[Setting A Template As The Default](#)

[Modifying An Existing Template](#)

[Removing A Template](#)

[Parse N Hold Options](#)

[Why Have Several Templates For One Report](#)

[INI Settings](#)



# How Do I Create A Template

Before you begin creating a new template, I would suggest that you review several pages of the report to understand your data and find a page that best fits the extract that you want to perform. You may even want to print this page and make notes.

To create a new template perform the following steps:

1. Open the Parse N Copy Settings window by selecting Edit / Parse N Copy Settings from the Menu Bar or clicking Settings from the Parse N Copy floating bar.
2. Click the New Template button to start the process of creating a new template.
3. Enter a name for the template in the Current Template box. (Maximum characters is 20 and spaces are permitted between words.)
4. Click the Default check box if you wish to make this template the default template for the report.
5. Click the Roll Up button at the top of the window to reduce the size of the Settings window. (This will help you see the report viewing areas.)
6. Select / Highlight a COMPLETE line of text in either the Header or Body of the main viewing area. This line will be used as the example line from which you will build the template. Choose a line that best represents the data you want to Parse N Copy for the template. **\*\*Important\*\*** Make sure you select a complete line.
7. Back in the Parse N Copy Settings window, click Insert Selected Line. The example line will appear in the first row of text area in the text box in the window. A line of x's will appear in the second line. This line will be the template mask. The Parse N Copy Settings window will also partially roll down.
8. To identify the data column that you want to include in the parsing, select / highlight the values in the first row. (You can also select text in the second row.) Make sure you pick adequate blank space around the value to pick up the largest possible value for that column.
9. Click one of the following three buttons to include that area of the report in the template mask.

Character (C) - Treats the area as character. What you see is what you get.

Numeric - Unformat (U) - Treats the area as numeric and completely converts the area to a pure numeric value. (Currency signs, commas, etc. are removed. Percents are converted to their decimal equivalent. DB / CR (Debits / Credits) symbols are converted to positive / negative numbers. Negative signs at the end of a value are placed in the front.)

Numeric - Keep Format (F) - Formatting symbols (currency, percent symbols) are retained. Only special symbols representing positive / negative values are converted.

When one of these buttons is clicked, the x's corresponding to the selected area are replaced with either a C, U, or F depending on the button clicked.

10. To Exclude a column or partial area that you may have included, select that area in the second line and click the Exclude (x) button. The selected area will return back to x's.

11. After you have identified at least one column in the template, click the Add Template button to add the template to the Available Templates list.

12. Click the Save Settings button to save the Parse N Copy settings to a file named <reportname>.RVS in the directory identified in either the Master/System or User RPTVIEW.INI file. (See INI Settings)

13. To include / exclude or change additional columns, repeat steps 8 and 9 above and click the Save Settings button to save the settings.

14. To make this template the active template for parsing events, click the Use Template button. The Parse N Copy Settings window will be closed and you are now ready to Parse N Copy based upon the new template.

# Using An Existing Template

To use an existing template:

1. Open the Parse N Copy as described in the How Do I Create a New Template help topic.
2. In the Available Templates list, click on the template you wish to use.
3. Click the Use Template button to make it the active template. The Parse N Copy Settings window will be closed and you are now ready to Parse N Copy based upon the selected template.

## **Setting A Template As The Default**

A template may be chosen as the default, active template each time the report is opened.

To set a template as the default:

1. Select the template you want from the list of Available Templates.
2. Click the Default check box.
3. Click the Save Settings button.

# Modifying An Existing Template

To modify an existing template:

1. Select the template you want from the list of Available Templates. The template mask will appear in the second line of the upper text box of the window.
2. Click the Roll Up button to reduce the size of the Parse N Copy Settings window.
3. Select a complete line from the reports Header or Body.
4. Back in the Parse N Copy Settings window, click the Insert Selected Line button. The window will partially roll down and the selected line will be placed in the first line of the text box. The original mask will be retained.
5. Follow the steps outlined in How Do I Create a New Template help topic to make changes to the template mask.
6. Click the Save Settings button to save the changes.

# Removing A Template

To remove a template from the report:

1. Select the template you want from the list of Available Templates.
2. Click the Remove Template Button.
3. Click the Save Settings button.

## Parse N Hold Options

Each selected area of parsed text can be placed on a new row or added to the same row depending on the setting found in the Parse N Copy Settings Window.

The options are:

1. Advance to New Row.
2. Continue on Same Row.

The standard setting for most Parse N Hold events should be the Advance to New Row. Continue on Same Row should normally be used with No Template when you want to place random selections of data on the same row in your spreadsheet or database.

### See Also

[Parse N Copy Settings](#)

## **Why Have Several Templates For One Report**

You may want different templates to select different columns based upon the needs of the target application.

You may also want a template to extract detail of a report and another for totals where the make up of the columns are different.



# Save To File

Save To File allows you to save portions of the currently opened report. You can save to a new file or write over or append to an existing file. The Save To File window will show the name of the file you are saving to and the size of the file as you add to the file.

To activate the Save To File Window:

1. From the Menu Bar, select File / Save To File..

## Uses for Save To File

You can use Save To File to manually break a large report into smaller reports. Another use would be to save total information to a separate report.

## Basic Steps for Saving to a File

- 1 Click New File to open a new file to save to.
- 2 Select Pages or Text you want to save.
- 3 Click the Add to File to add the Pages or Text to the file.
- 4 Click Save File to periodically save the file and create a temporary backup to assist in Undoing new additions.
- 5 Click Close File to close the file when completed.

## Current Page

Selecting Current Page will allow you to add the page you are viewing to the file.

## Selected Text

Select the text in the viewing area that you want added to the file. If you also want a Form Feed Character to precede the selected text, click on Form Feed Before.

## Pages

Pages will allow you to save a range of pages. When Pages is first clicked, From and To will be set to the current page. From and To will automatically adjust as you change pages in the viewing area. This allows you use the Find, BookMark, or Page History functions to assist in setting the range of pages to be saved.

The Set Page button next to Pages allows you to reset the From and To page numbers to the currently viewed page.

## Add to File

Click Add to File to add the current page, selected text, or range of pages to the file.

## New File

Clicking New File will open a dialog Drive / Directory / File window. Select a drive and directory where you want to store the file and type a name for the new file.

Note: If you are running from a network you may need to select a directory that you have Update rights. See your Network Administrator if you need assistance.

### **Open to Write**

Clicking Open to Write will open a dialog Drive / Directory / File window. Select a file that you want to overwrite.

### **Open to Append**

Clicking Open to Append will open a dialog Drive / Directory / File window. Select a file that you want to append to. Additional information will be added to the end of the file.

### **Save File**

Clicking Save File will commit the additions to the file and allow you to Undo further additions to the file.

### **Undo**

Clicking Undo will revert the file contents back to the just after the last time you saved.

### **Close File**

Clicking Close File will close the file not allowing further additions unless you Open to Append.

### **Delete File**

Delete File will let you delete the currently open file or any other file from a file selection window.

### **Exit**

Exit will close the Save To File window. If you did not save the file you were working on you will be given the opportunity before exiting.

### **Notes:**

The data contents of the file will be same as the original report. Ansi carriage control characters will be converted to the standard ASCII Form Feed and Carriage Return / Line Feed Characters. Unnecessary or non-standard control characters will be removed or correctly converted.

The Save To File menu item may be grayed-out and unavailable if your company has chosen not to allow access to this function.



# Print



The purpose of RptView is to minimize the use of paper reports, but there are times when paper is required. From the Print window, you can print the current page, selected text, or a range of pages.

To activate the Print window:

- 1 From the TOOLBAR, click the Print button  
OR
- 2 From the Menu Bar, select File / Print.

## See Also

[Range](#)

[Copies](#)

[Enlarge Font Size](#)

[Orientation](#)

[Printer Setup](#)

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[Cancel](#)

## Print Range

You can print the Current Page, Selected Text, or Pages From / To. Select the corresponding print option button for the range you would like to print.

### Current Page

Prints the current page you are viewing.

### Selected Text

Select the text in the Heading or Body area that you want to print.

### Pages From: / To:

Select this option and enter the From and To page numbers. Enter the same number in both the From and To if you want to print only one page that you are not currently viewing. You can also print the whole report by entering 1 to the last page number.

## **Print Copies**

You can enter the number of copies you would like to print. The default is 1.

### ***IMPORTANT NOTE***

Copies will not function if the Windows printer driver you are using does not support multiple copies. Check the Printer Setup for the current print driver to see if there is an option to set the number of copies.

## **Print Enlarge Font Size**

The default font size allows for a mainframe report page to print completely on one 8 1/2 x 11 inch, landscape page.

If you know your report contains less lines or you are printing selected text, you can enlarge the font size to improve readability.

Select the Enlarge Font Size to toggle on/off.

## Print Orientation

The default print orientation is Landscape. This allows for printing of a typical mainframe report page. You can change the orientation to Portrait if you know the information you are printing will fit correctly on the paper.

Toggle between Landscape or Portrait to pick the orientation.



## **Print Printer Setup**

Select Printer Setup to change printers, paper sizes, etc. These changes are only effective for RptView and will not alter the current Windows Printer Setup.

Certain options such as number of pages and orientation are controlled from the Print window and not from the Printer Setup windows.

## **Print OK**

Click the OK button to begin printing.

Once printing has begun you will be presented with a "Printing Please Wait..." message. If you want to cancel the printing, click on this message box and a window will be presented that will allow you to cancel the print job. It is possible that some of the output will have already made it to the Print Manager (or it's replacement). You may need to delete this output from the Print Manager.

## **Print Cancel**

To close the Print window, click the Cancel button or press the ESC key on your keyboard.

## Viewing Multiple Reports

RptView does not allow you to view multiple reports. To view more than one report, start an additional RptView sessions. You can then size each RptView main window and place multiple reports side-by-side to perform comparisons, etc.

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**Body**

The area of a page being viewed that contains the the primary data content of the page.

**default template**

The parsing template that is active when the report is first opened.

## **file filter pattern**

Example( \*.rpt;\*.txt)

**Header**

The area of a page being viewed that contains the locked title and column headings.

## **Heading**

The area of a page being viewed that contains the locked title and column headings.



**mainframe report page**

A typical mainframe report page contains 132 characters per line and 55 to 60 lines per page.

## **No Template**

Default parsing criteria used when no Custom Template is the active template.

**page**

All the report data between two form-feed control characters embedded in the report.

**RVS**

Extension used for files that store various report setting information.

**template mask**

A string mask of special characters that represents the areas of a template line that are included ./ excluded from the template. Also shows the format treatment of each selected column.

**ToolBar**

The bar on the right side of the view area that contains quick access buttons yo most used functions.

**viewing area**

The area of RptVw that contains the heading and body of the report you are currently viewing.





