

## Calendar Demo – August 16, 2005

- 1- Create an excel spreadsheet with dates for x number of years, using the fill function.
- 2- Create a new database in Access (file->new->blank database->name it “Dates”)
- 3- Create a new table by double clicking on “Create table by entering data”. Change the field name by right clicking on the column heading->rename column->typing in the name, e.g., “caldates”.
- 4- Copy data from excel spreadsheet and use edit->paste append to paste into Access and then save the table as “caldates”
- 5- Add a new driver for the Access database if necessary. Go to the control panel->administrative tools->datasources (ODBC)->file dsn->Microsoft Access Driver
- 6- Open CR and choose ODBC->Microsoft Access->Dates as your datasource.

### Creating the calendar template:

- 1- Create a parameter for year and add it to the record selection formula:  

```
year({caldates.caldates}) = {?year}
```
- 2- Insert a group on {caldates.caldates}, and set it for on change of month. Then right click on the groupname->format field->date/time->customize->date->month: March->day: None->year: 1999->separator->first->replace “/” with a space
- 3- Insert a new page header section and drag the group name to the page header\_a section. Increase the font size to 14 and resize the section to minimize it. Suppress GH#1.
- 4- In the section expert, select GF#1->new page after->->x+2->not onlastrecord
- 5- Create a formula {@weekno} and insert a group on it:  

```
Datepart(“ww”,{caldates.caldates})
```
- 6- Suppress GF#2.
- 7- Create seven formulas, one for each day of the week, as in:  
{@Sun}:  

```
If dayofweek({caldates.caldates}) = 1 then day({caldates.caldates})
```
- 8- Set the report to landscape mode and change the margins to .75 at the top, .65 at the left, and .5 at the right and bottom. Add grid lines to the ruler every 1 and 3/8 inches. Remove the group name in GH#2. Then position the 7 formulas using the gridlines on both sides for the labels and the details section simultaneously. Insert maximums on

each detail formula and then drag the summaries into the GH#2 header. Then center and bold the labels, but use left justification for the GH#2 section.

- 9- Suppress all sections except the page header sections and the GH#2. Insert a GH#2b and drag this to the size of the calendar box, about 7/8 inches.
- 10- Format each day number to eliminate decimals. Also format each one to “suppress if zero”. To do this, select all day numbers->right click->format field->number tab->1154->customize->check “Suppress if zero”.
- 11- Place a box over PH\_b down through GH#2b. The insert lines between the days. Then insert a line across the top of GH#2a to divide the weeks. Check the grid for all months.

#### **Adding the Event Site Subreport:**

- 1- Insert a subreport called Event Site. Add the local offices table to it and add the name field to the detail section. Right justify it and stretch it to the boundary of the subreport. Place the subreport in the PH\_a, nested against the right hand margin.
- 2- In the main report, create a parameter {?Site} also, and (if you wish) import a pick list with local office IDs and office names, or you could add the values and corresponding descriptions for your particular offices to the options list. Then go to edit->subreport links->select {?site} from the main report list as the link and choose the local office ID field from the subreport list.

#### **Add the Scheduled Events:**

- 1- Insert a subreport and name it “Sun”. Add the Events\_V01 and the Event\_Schedules tables. Add {CS\_Event\_Schedules.Schedule\_Date} and {Events\_V01.Name} to the detail field.
- 2- Reduce the font to 4 pt for both fields. Format the date field to right justify and then format the field->date/time->customize->date/time->order: time->time tab->remove am and pm and then go to ->seconds: none.
- 3- Format the name field to “can grow”. (If there is not enough space in a box, you can conditionally format the font to be even smaller by using a formula like the following in format field->font->size->x+2):  
  
If len({Events\_V01.Name}) > 20 then 4 else 5
- 4- Suppress all sections of the subreport except the detail section.
- 5- Add a sort on {CS\_Event\_Schedules.Schedule\_Date}

- 6- In the subreport create two formulas:

```
//@Month:  
Month({CS_Event_Schedules.Schedule_Date})
```

```
//{@weekno}:  
Datepart("ww", {CS_Event_Schedules.Schedule_Date})
```

- 7- Add a parameter for {?Year}.

- 8- Create {@Month} in the main report:

```
Month({caldates.caldates})
```

- 9- Create the subreport links in the main report by going to edit->subreport links->and linking:

```
{@weekno} to {@weekno}  
{@Month} to {@Month}  
{?Year} to {?Year}  
{?Site} to {CS_Event_Schedules.Local_Office_ID}
```

- 10- Add to the record selection formula:

```
Year({CS_Event_Schedules.Schedule_Date}) = {?Year} and  
Dayofweek({CS_Event_Schedules.Schedule_Date}) = 1
```

- 11- Select all subreports and remove the borders around the subreports all at once.