

PackMaster contains all of the information for help including a User's Manual.

Select Help / Contents...

Reports Overview

All system reports are included under this option. The reports are divided into 10 functional groups, each of which is described below. All reports are initially sent to the screen. Because 'a picture is worth a thousand words,' only a brief description of each report is provided below. Most reports have several and often many different generation options.

For each report, select the desired options and click OK. Displayed reports can be printed, emailed, or saved to a disk file.

NOTE: Many reports allow use of the 'Select Member Groups' option for scouts and adults. For more information on the use of groups on reports, see para. 4.4.

NOTE: See File>Preferences (see para 3.12) for information on adjusting your page settings, mailing labels settings, fonts, colors, display scrolling, etc.

NOTE: You can improve print speed on some model printers by changing the Spool Setting from 'Raw' to 'EMF'. To do that, open 'My Computer' from your desktop, open the 'Printers' folder, right-click on your printer and select 'Properties'. Then, go to the 'Details' tab.

All reports are initially displayed on the screen and the display is very flexible. For example, there's a drop-down list at the top of the display dialog that allows you to zoom in or out on a report (you can also do this through the left/right mouse buttons). You can even elect to display two pages at the same time. The left/right arrow buttons on the dialog allow you to page the report, or you can use the Page Up/Down buttons on your keyboard.

A tools button lets you modify the format settings for the report currently being displayed (you can permanently change the settings through File>Preferences). Other buttons allow you to print the report, email it, or save it to disk.

Report Groups

- Activities
- Adult Members
- Awards/Advancement
- Fundraiser
- Mailing Labels/Envelopes
- Points of Contact
- Scout/Unit General
- Custom
- Forms
- Other

Saving Reports to Disk

If you elect to save the report to a disk file, the report is generated and written to a file you specify using any of three optional formats:

(1) HTML - select this format if you want to be able to review the report with your web browser (requires a 4.0 or newer browser). Most reports will display in your browser almost identically to the way they appeared in PackMaster. However, matrix-style reports will lose their vertical and horizontal line separators.

(2) Rich Text - Select this option if you plan to review and/or edit the report with your word processor. Most reports will display in your word processor almost identically to the way they appeared in PackMaster. However, matrix-style reports will lose their vertical and horizontal line separators.

(3) Plain Text - Select this option if you plan to review the report with a simple text editor, such as Windows Notepad. Reports saved in plain text will lose most of their formatting; i.e., special fonts, point sizes, bold column

headers, etc., will be dropped. Just the text itself will be saved to the file.

PackMaster remembers your current working folder and will use it as the default but you can change that if you wish, and you can use any name you like for the report file.

NOTE: Several reports (e.g., Webelos Activity Badge Matrix, Attendance Matrix) are produced in a spreadsheet format with column headers at the top of the report. The default settings will print the column headers vertically to make them easier to read. However, if you are saving your report to disk or emailing it, you will need to specify the 'Horizontal' table headers option when producing these reports. HTML, Rich Text, and plain text do not support vertical text.

Emailing Reports

If you choose to email a report, PackMaster will create a new message and attach the report in any of the three optional formats (i.e., HTML, Rich Text, or plain text) described above. PackMaster will then bring up the Send Email Message dialog (see para. 3.5) so that you can choose the recipients before sending it.

NOTE: You can easily email an entire set of individual member reports, one message/report per member. For example, you could generate a set of individual Advancement Records on all of your scouts and then email them to the scouts using almost the same procedure you use for sending a single report. However, in this case, when PackMaster brings up the Send Email dialog, each of the scouts will already be listed in the 'To' list box, and you will not be able to change this recipient list. When you click Send, PackMaster will automatically create a separate message for each scout and attach that scout's report to his individual message. Then, all of the individual messages will be added to your 'Outbox'. Since in this case there are multiple messages, the 'Display message prior to sending' checkbox is deactivated. Therefore, if you want to add or change the text of the message itself, you must do that on this dialog before clicking Send.

Select Activities / Generate Schedule...

This option makes it easy to create a schedule of weekly or monthly activities and add those to your activities file. For example, let's suppose you want to create a schedule of weekly meetings for Den 3. Select type 'DenMtg' from the drop-down list. Then, check 'Include on calendar' since you definitely want your meetings on your unit calendar. Then, select 'Den 3' from the 'Pack/Den' drop-down list. Enter a start time, the amount (usually zero unless you're using some type of point system), your meeting location, and remarks, if desired.

Then, enter the date of the first scheduled meeting in the 'From' field and the date of the last meeting in the 'To' field. Select the 'Weekly' option. Lastly, click Generate and PackMaster will automatically create a full schedule of meetings (based on the weekday of the first meeting date) and display the generated dates in the list box.

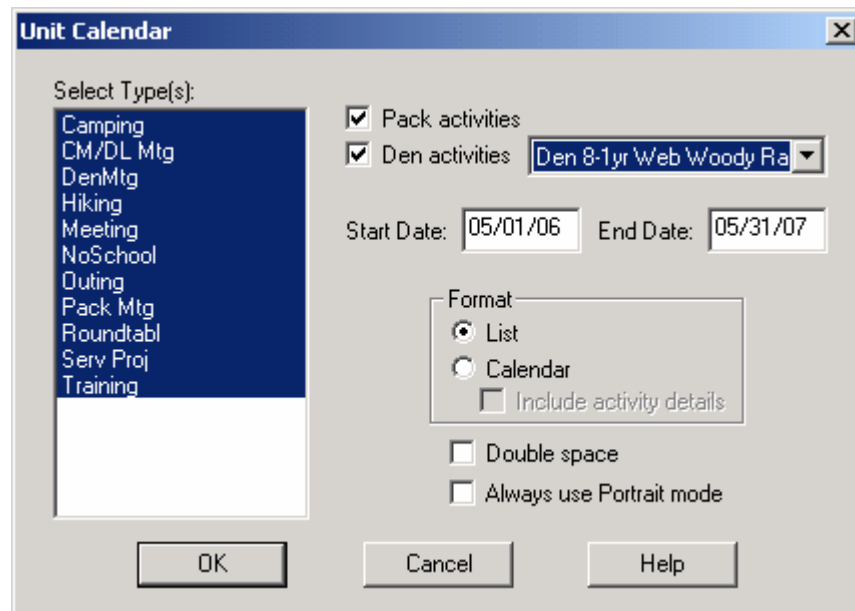
Before saving these meetings to your activities file, check the list for holidays, etc. For example, if there will be no meeting during Christmas week, highlight that date and click Remove. When all of the remaining dates are correct, click Save and PackMaster will add all of the scheduled meetings to the selected activities file.

The screenshot shows the 'Generate Schedule' dialog box with the following fields and options:

- Activity Type:** DenMtg (dropdown), Define Types... (button)
- Include on Calendar
- Pack/Den:** Den 8-1yr Web Woody Ra (dropdown)
- Time:** 02:30pm
- Hours:** 1.5
- Location:** Woody's House
- Remarks:** UNIFORMS / BOOKS!!!
- Date Generation:** From: 08/06/06, To: 05/20/07
- Frequency:** Weekly, Bi-weekly, 1st & 3rd week (selected), 2nd & 4th week, Monthly
- Buttons:** Generate >>, << Remove, Save, Close, Help
- 20 Date(s) List:** 08/06/06, 08/20/06, 09/03/06, 09/17/06, 10/01/06, 10/15/06, 11/05/06, 11/19/06, 12/03/06, 12/17/06, 01/07/07, 01/21/07, 02/04/07, 02/18/07, 03/04/07, 03/18/07

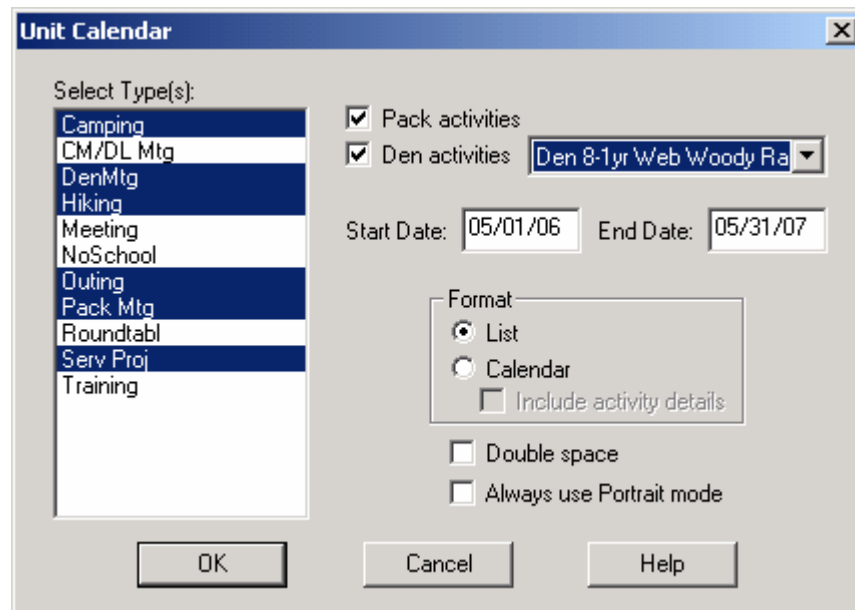
Select Reports / Activities / Unit Calendar

To select all Types: Click on the 1st type (eg Camping). Press and hold the Shift Key. Click on the last type (eg Training). All types will be selected for the report.



The screenshot shows the 'Unit Calendar' dialog box. On the left, a list titled 'Select Type(s):' contains the following items: Camping, CM/DL Mtg, DenMtg, Hiking, Meeting, NoSchool, Outing, Pack Mtg, Roundtabl, Serv Proj, and Training. All these items are highlighted in blue, indicating they are all selected. To the right of the list, there are several options: 'Pack activities' and 'Den activities' are checked. The 'Den activities' dropdown menu is set to 'Den 8-1yr Web Woody Ra'. Below these are date fields for 'Start Date: 05/01/06' and 'End Date: 05/31/07'. A 'Format' section contains radio buttons for 'List' (selected) and 'Calendar', and a checkbox for 'Include activity details'. At the bottom, there are checkboxes for 'Double space' and 'Always use Portrait mode', both of which are unchecked. At the very bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

To select specific Types: Press and hold the Ctrl Key. Click on each type (eg Camping, DenMtg, Hiking, Outing, Pack Mtg, Serv Proj) to select it or click again to de-select the type.



This screenshot shows the same 'Unit Calendar' dialog box. In this instance, only specific types are selected: Camping, DenMtg, Outing, Pack Mtg, and Serv Proj. These five items are highlighted in blue. All other items in the list (CM/DL Mtg, Hiking, Meeting, NoSchool, Roundtabl, and Training) are not highlighted. The rest of the dialog box, including the checked 'Pack activities' and 'Den activities' options, the date fields, the 'Format' section with 'List' selected, and the unchecked 'Double space' and 'Always use Portrait mode' options, remains the same as in the previous screenshot. The 'OK', 'Cancel', and 'Help' buttons are also present at the bottom.