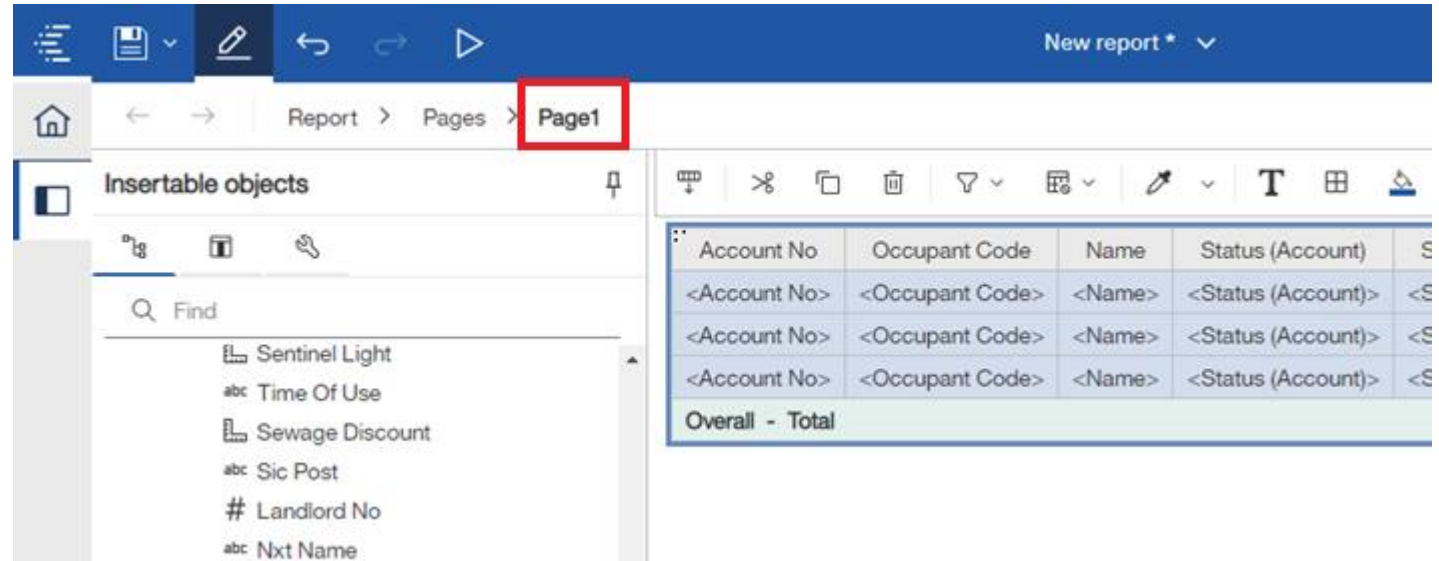


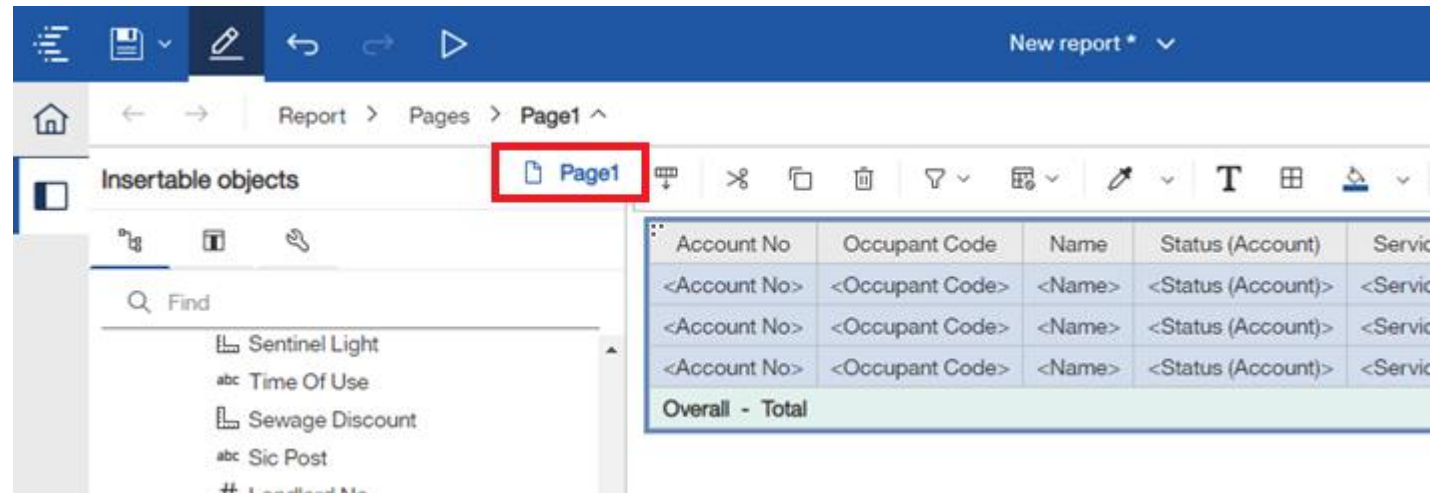
## Add a header to the Report

To add a header to the report, follow the recommended steps below.

From the Report Design table (original tab), click on **Page1** in the banner.



A dropdown menu appears. Click **Page1**.

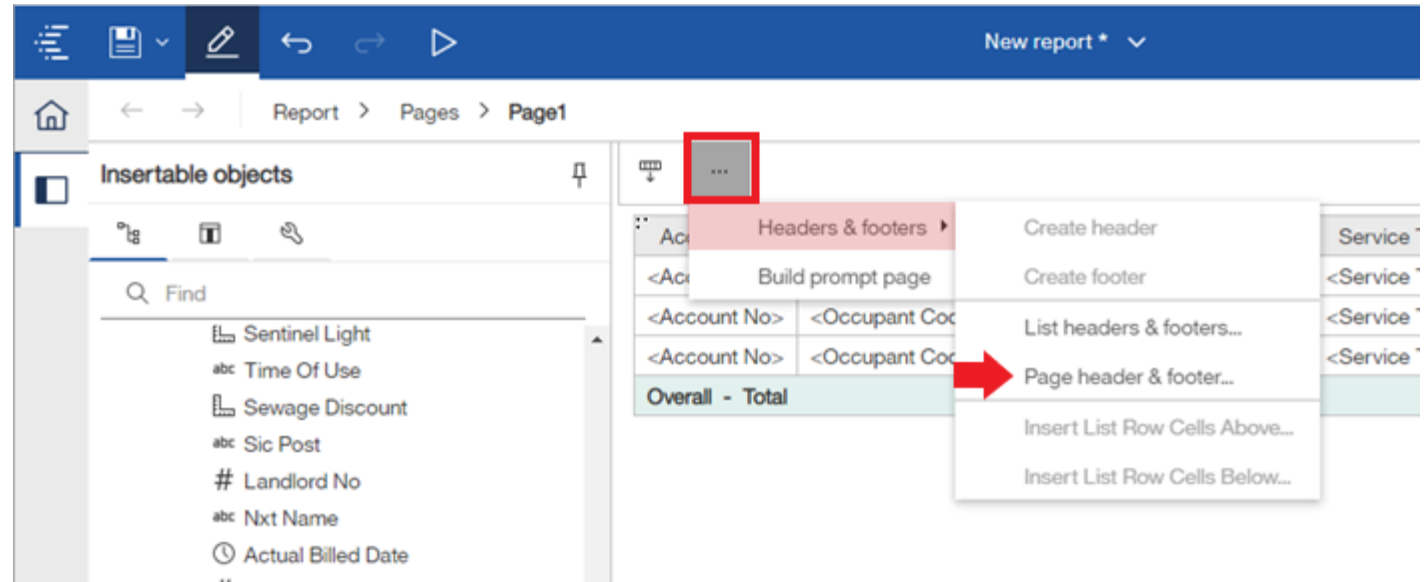


The menu options ribbon simplifies.

Click the **Ellipsis**.

Select **Headers & Footers**.

Click on **Page header & footer**.



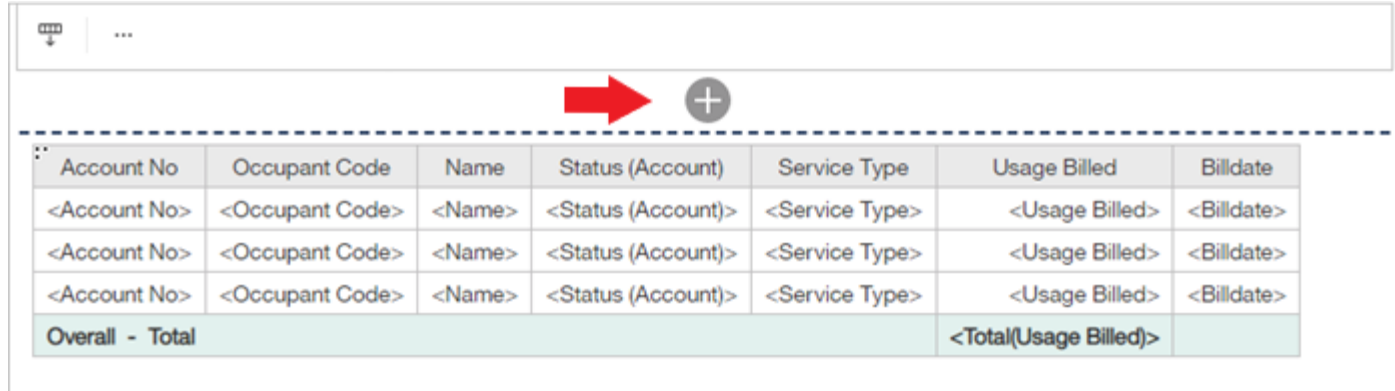
A pop-up window appears.

Select the check box by **Header**.

Click **OK** to continue.

The screenshot displays a software interface for report generation. On the left, an 'Insertable objects' panel lists various data fields such as 'Sentinel Light', 'Time Of Use', 'Sewage Discount', 'Sic Post', 'Landlord No', 'Nxt Name', 'Actual Billed Date', 'Start Month', 'Reason 1', 'Reason 2', 'Discount Perc', 'Date Created', 'Time Use On', 'Time Use Off', 'Post Mod Rev', 'Over Ride Ins', 'Over Ride Dvr', and 'Alpha Code'. The main area shows a report preview with a table containing columns for 'Account No', 'Occupant Code', 'Name', 'Status (Account)', and 'Se'. A 'Page header & footer' dialog box is overlaid on the report, featuring a checked checkbox for 'Header' and an unchecked checkbox for 'Footer'. The dialog also includes 'OK' and 'Cancel' buttons.

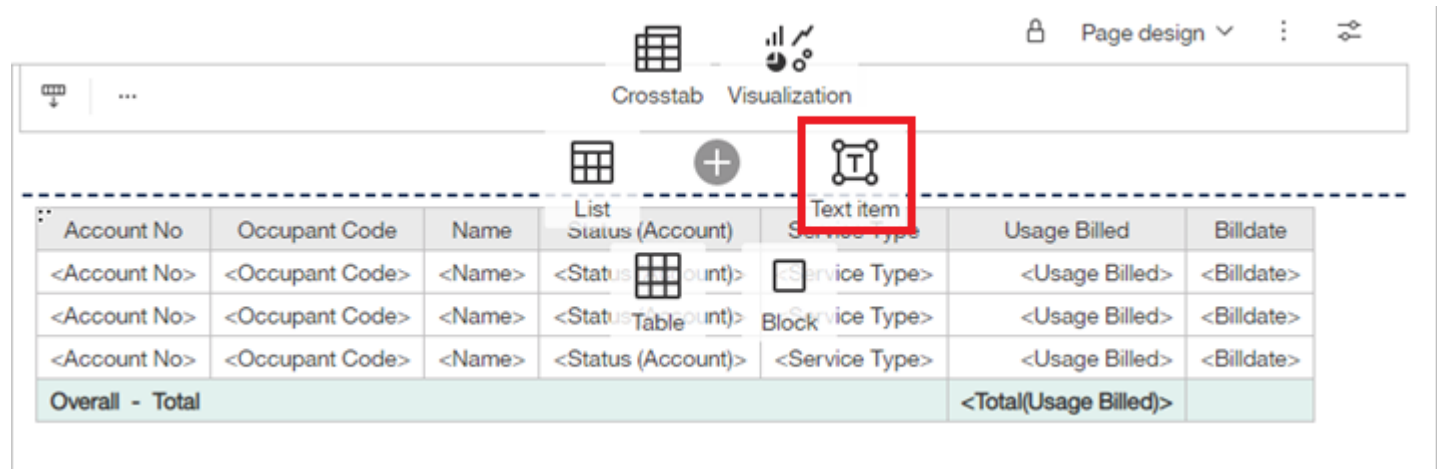
The Header box/area appears with a **plus** icon in the center.



Click the **Plus** (Add) icon.

Several options appear.

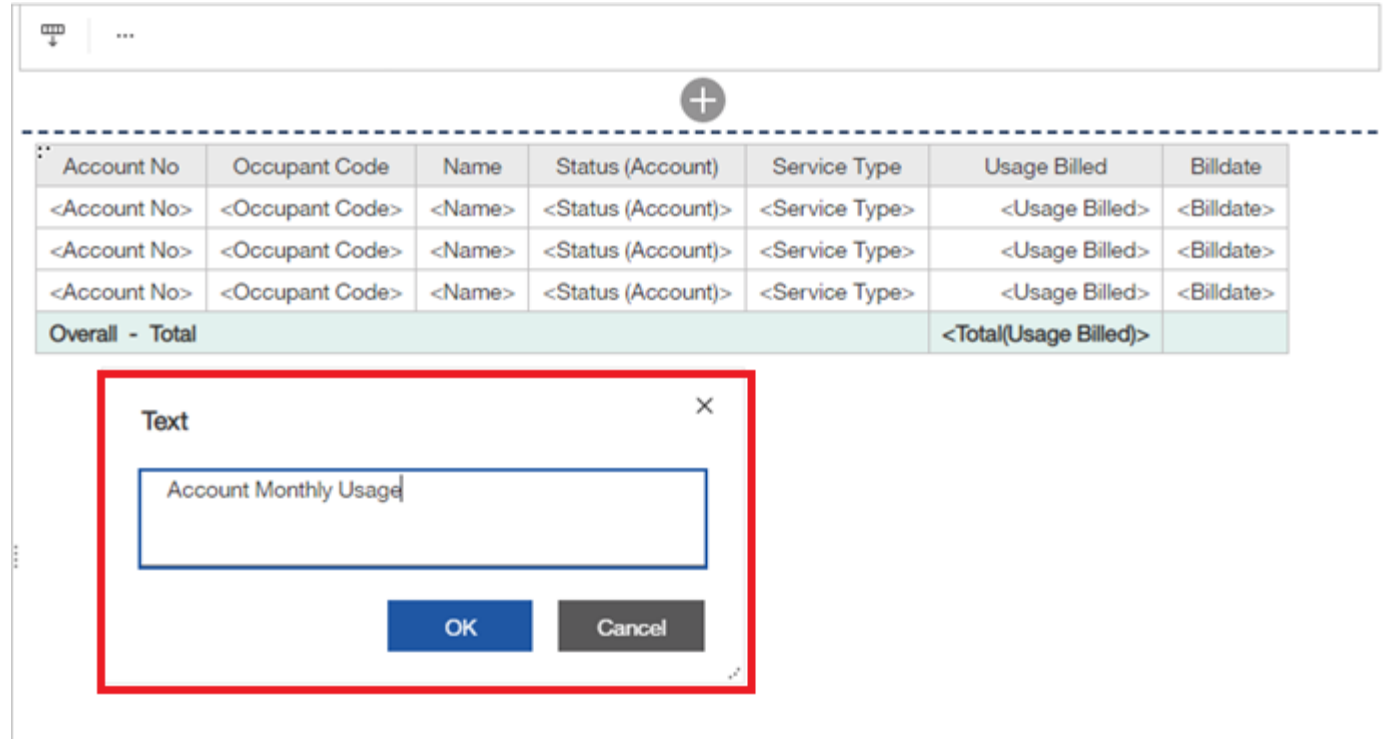
Select **Text Item**.



A pop-up **Text** window appears.

Enter the **Title** for the report.

Click **OK** to save.

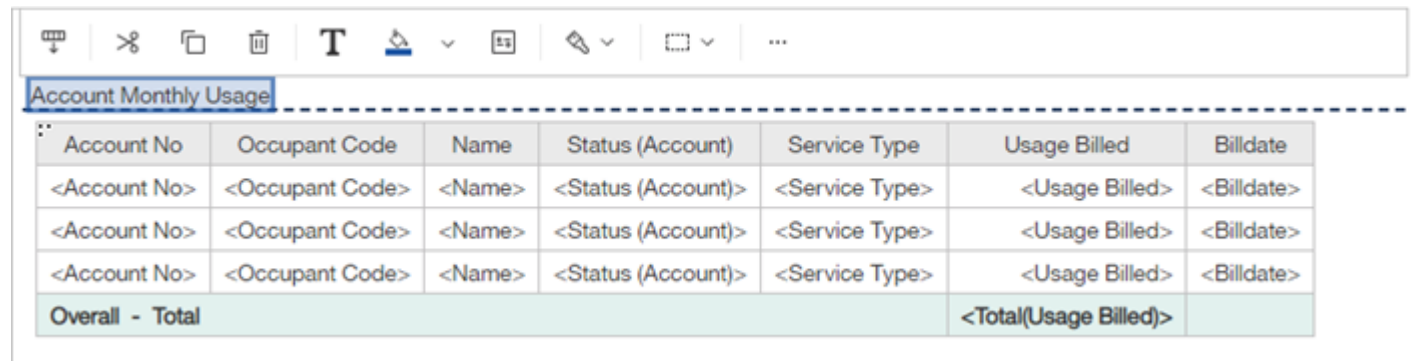


The screenshot shows a report window with a table and a 'Text' dialog box. The table has the following structure:

Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed	Billdate
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>	<Billdate>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>	<Billdate>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>	<Billdate>
Overall - Total					<Total(Usage Billed)>	

The 'Text' dialog box is open, showing the text 'Account Monthly Usage' in the input field. The dialog has 'OK' and 'Cancel' buttons.

The report title appears.



The screenshot shows the same report window as before, but now the title 'Account Monthly Usage' is displayed at the top of the window. The table structure is identical to the previous screenshot.

Additional formatting options are available.

Click the **Properties** icon in the righthand corner of the page.

Scroll to the **FONT & TEXT** section.

Select **Font**.

Click the **ellipsis** to open additional formatting options.

The screenshot shows a software interface with a table and a properties panel. The table is titled "Account Monthly Usage" and has the following columns: Account No, Occupant Code, Name, Status (Account), Service Type, and Usage Billed. The table contains several rows of data, including a summary row for "Overall - Total" with a value for "<Total(Usage Billed)>". The properties panel on the right is open to the "FONT & TEXT" section, and the "Font" option is selected. A red arrow points to the ellipsis icon next to the "Font" option.

Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>
Overall - Total					<Total(Usage Billed)>

A pop-up window appears.

Apply the preferred formatting for the report header.

Click **OK** to apply the changes and close the pop-up window.

The image shows a 'Font' dialog box with the following settings:

- Family:** Helvetica (selected in a list that also includes Gulim and Gulimche)
- Size:** 20 pt (selected in a list that also includes 16pt and 18pt)
- Weight:** Bold (selected with a radio button; other options are (Default) and Normal)
- Style:** Normal (selected with a radio button; other options are (Default) and Italic)
- Effects:** Underline (checked), Overline (unchecked), Line-through (unchecked)
- Preview:** A text box showing the word 'Helvetica' in a bold, underlined font.
- Foreground Color:** A color selection box currently showing white.
- Buttons:** OK, Apply, and Cancel.

Center the header by clicking in the white space to the right of the text box. This selects the entire header section.

From the **FONT & TEXT** properties, click the **Horizontal Alignment** section.

A dropdown menu appears. Select **Center**.

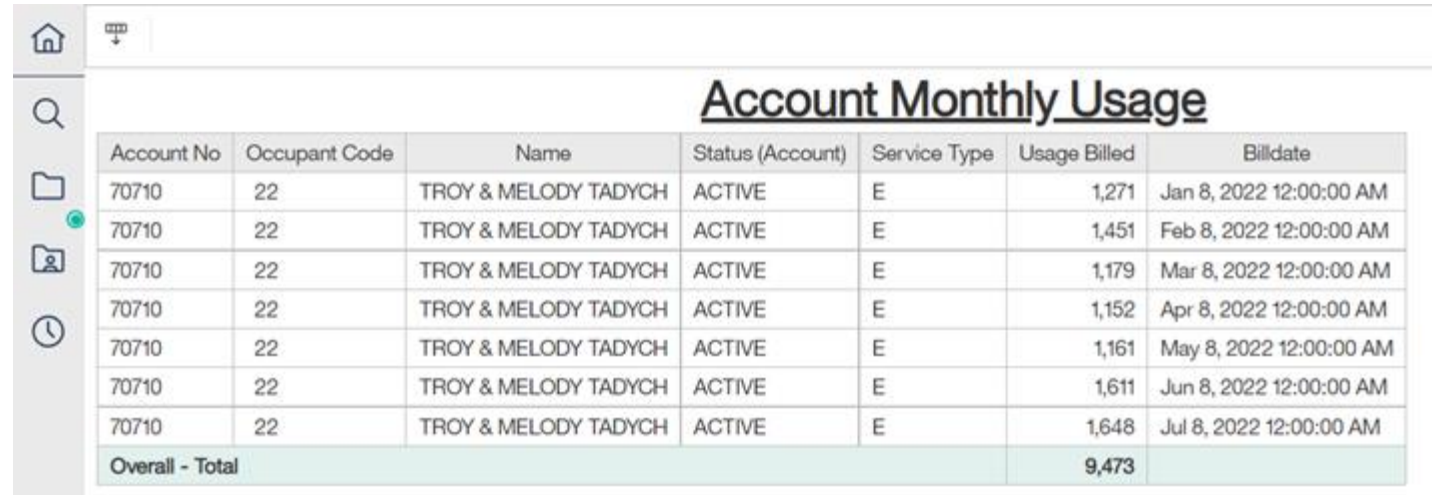
The screenshot shows a software interface with a table and a properties panel. The table is titled "Account Monthly Usage" and has the following structure:

Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>
Overall - Total					<Total(Usage Billed)>

The properties panel on the right is titled "Page header" and contains several sections: "CONDITIONAL", "BOX", "COLOR & BACKGROUND", "FONT & TEXT", "POSITIONING", and "MISCELLANEOUS". The "FONT & TEXT" section is expanded, showing "Horizontal alignment" selected. A dropdown menu is open for "Horizontal alignment", showing options: "(Default)", "Left", "Center", "Right", and "Justify". The "Center" option is highlighted with a red background, and a red arrow points to it.



Re-run the report to review the format changes.



Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed	Billdate
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,271	Jan 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,451	Feb 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,179	Mar 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,152	Apr 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,161	May 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,611	Jun 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,648	Jul 8, 2022 12:00:00 AM
Overall - Total					9,473	

With the report created and all filters and formatting changes made, save the report.

From the original tab, click the **disk** icon.

Choose the location to save the report.

Click **Save**.

