

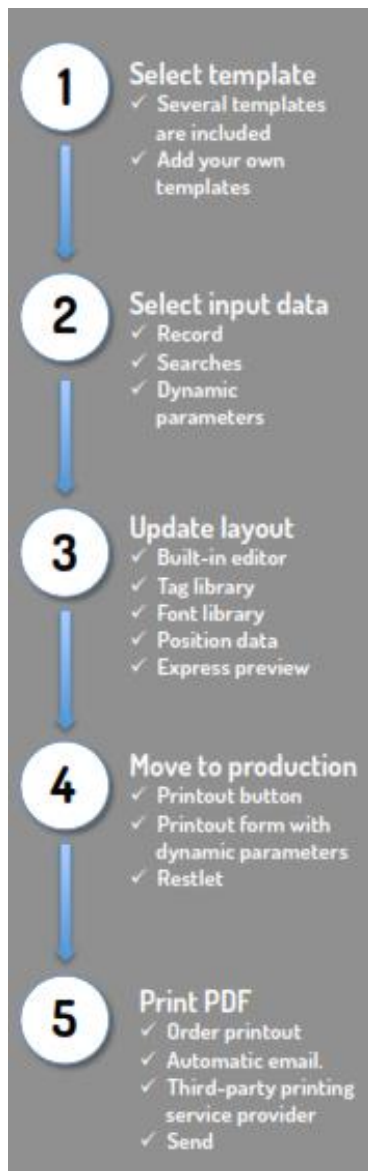
Report 360 Editor User Guide

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REPORT 360 EDITOR IN SHORT

The Report 360 Editor provides super users with a simple and intuitive tool to create advanced PDF reports combining data from any standard or custom table in Netsuite.



The process of creating a printable PDF-document consists of a few simple steps.

Start by selecting a template, select accurate data for the document/report and adjust the layout of the document.

Finish the process by moving it to production and making it available for the end users.

Important: please be aware that reports based on searches containing high volume of data may suddenly return a timeout as well as functions that generate excessive level of activity may trigger metering of script execution as referenced in the Netsuite Main Terms of Service

CREATE A NEW PRINTOUT

Before you start with the definition of the report in the Report 360 Editor it is a good idea to design a draft of the layout on paper and decide where the data will be collected from.

You should mainly consider:

- Which record will be the main data source (that is the base record in the printout which will also be the one from which the report will be submitted)
- Which saved searches will be used to collect additional data

Sign in using the role "Report 360 Editor Admin"

(Note that "Advanced Printing" feature must be enabled before you can generate PDF-reports)

1. Navigate to Report 360 → Setup → Reports and Printouts → New

Report 360 Editor

Save Cancel Reset

NAME *	DESCRIPTION
<input type="text"/>	<input type="text"/>
Editor	
BASED ON TEMPLATE *	FOLDER *
<input type="text"/>	<input type="text" value="184"/>
PDF EXAMPLE	FILE NAME *
	<input type="text" value="(id)-(pdfprintoutname)-(no).pdf"/>
SUMMARY	COLLECTED DATA

2. Give the printout a name and a description.
3. Select a template to base the printout on in the field "BASED ON TEMPLATE". Two basic templates are included with the bundle.
4. FOLDER: Enter either a folder id or a folder name where you want to save the PDF-files. If you enter a folder name, make sure it is unique in the File Cabinet.
As default you get the internal id of folder "AVNS PDFs" (included in the bundle).
5. FILE NAME: Enter a file name for the PDF file. To create a unique name dynamically, you can structure the name with different variables, for example: "(id)-(pdfprintoutname)-(no).pdf":
 - a. (id): id of the base record (for example the customer id if the base record is the customer)
 - b. (pdfprintoutname): the name of the printout
 - c. (no): a serial number.

Note that you can also use any field id in the base record to build the file name. For example if the base record is *customer*, you can include (companyname) and combine it with any of the other variables.

If the file name is not unique, the PDF-file will be overwritten every time the report is run.

6. Click Save

A new html file is saved in the File Cabinet, which is editable right away with Report 360 Editors built-in editor.

SELECT INPUT DATA: DATA COLLECTOR

Even if it is possible to create a simple report with static information in the editor, you will most likely design more advanced reports combining static and dynamic data fetched from different sources within Netsuite, using the Report 360 Data Collector.

The Report 360 Data Collector lets you define four different data sources to your report:

- **Base Record** – to define the main data source for your report, it can be any Netsuite standard table or custom record.
- **Saved search with labels** – to include data from saved searches where you refer to the columns using your own defined labels. See Appendix “Working with Saved Searches” for details about this method.
- **Graph** – to include different types of graphs to display the results of a saved search.
- **Value** – to define parameters to either be included in the report or to control the behavior of the report.

There is also an additional type not related to input data, but useful to enhance the layout of the report, by enabling new font libraries to Netsuite:

- **Font** – to upload new font libraries and refer to them in the html editor.

Base Record

The first thing you should do is define which will be the base record of the report. Each printout can be connected to either a standard or a custom record – the record from which the printout will be submitted (for example the Customer record).

1. Click on the button "New Report 360 Data Collector"
2. TYPE: Select "Base Record"
3. ACCESSED AS: Enter a name which will be reference to the record in the tag library of the report (the tag library is explained in detail in the section "Adjusting the Layout").
4. RECORD TYPE: Enter the internal id for the record (for example "customer" or "customrecord_abc"). For a complete list of internal ids, please refer to Online Help > External Links > Netsuite Record Browser.

Report 360 Data Collector

Save Cancel Reset

☐ INACTIVE

TYPE
Base Record

TYPE OF GRAPH

GRAPH INSTRUCTION

SEARCH ID
<Type then tab>

MAX RESULT

ACCESSED AS
cust

RECORD TYPE
customer

GROUP BY

FILTER FIELD

FILTER OPERATOR

FILTER VALUE

FONT FILE
<Type then tab>

FONT SUBTYPE

FIELD TITLE

FIELD TYPE

FIELD SOURCE
<Type then tab>

☐ FIELD MANDATORY

FIELD DEFAULT VALUE

SORT ORDER

GROUP BY

Saved search with label names

Choose this data input method when you need to include data from saved searches. It is also suitable when you need to include data from grouped searches and also data from formula columns. Refer to Appendix "Working with Saved Searches" for details.

1. Click on the button "New Report 360 Data Collector"
2. TYPE: Select "Search With Label Names"

Report 360 Data Collector

Save Cancel Reset

☐ INACTIVE

TYPE
Search With Label Names

TYPE OF GRAPH

GRAPH INSTRUCTION

SEARCH ID
<Type then tab>

MAX RESULT

ACCESSED AS

RECORD TYPE

GROUP BY

FILTER FIELD

FILTER OPERATOR

FILTER VALUE

FONT FILE
<Type then tab>

FONT SUBTYPE

FIELD TITLE

FIELD TYPE

FIELD SOURCE
<Type then tab>

☐ FIELD MANDATORY

FIELD DEFAULT VALUE

SORT ORDER

GROUP BY

3. SEARCH ID: Select the search to use in the report
4. ACCESSED AS: Enter a name which will be reference to the search in the tag library of the report (how to work with the tag library is explained in the section “Adjusting the Layout”).
5. GROUP BY: Used for saved searches containing hierarchic data that you wish to display as a table with Header and Lines (**Note:** not to be confused with grouped searches). Enter the custom label name of the column you would like to group the result on. All Columns in the search must have the prefix "H:" for header columns an "L:" for line columns.

For example, a saved search on vendor bills showing Vendor Name and Invoice information to be shown in the layout as:

Vendor Name

Invoice Nr / Due Date / Amount

Set the Custom label for Vendor Name to H:vendor and enter H:vendor in this field. The other columns in the search must have label names in the form “L:” like “L:Invoice Nr”.

The tag object “GROUPED TABLE” in the Tag Library will automatically create two tables, one with Header columns and one with the row columns.

Optionally enter the following fields to filter the search

6. FILTER FIELD: The internal id for the field the search should be filtered on
7. FILTER OPERATOR: The type of operator for the filter (eg. “anyof”, see appendix A for a complete list of operators)
8. FILTER VALUE: You can filter the search dynamically based on any field in the base record, for example: enter “{id}” to only show data connected to the record from where you submit the printout. Alternatively, enter a specific value to filter on, based on the filter operator (eg. If the filter operator is “lessthan” enter an amount in the field).

Graph

Choose this data input method when you want to display the result of a saved search in a graph.

1. Click on the button “New Report 360 Data Collector”
2. TYPE: Select “Graph”

3. TYPE OF GRAPH: Select the type of graph from the list.
4. A link to an instruction user guide for the selected graph type is shown in the “Graph Instruction” field. It is very much recommended that you open and follow the guide.
5. SEARCH ID: Select the search to use in the report.
6. ACCESSED AS: Enter a name which will be reference to the search in the tag library of the report (how to work with the tag library is explained in the section “Adjusting the Layout”).

Optionally enter the following fields to filter the search

7. FILTER FIELD: The internal id for the field the search should be filtered on.
8. FILTER OPERATOR: The type of operator for the filter (eg. “anyof”, see appendix A for a complete list of operators)
9. FILTER VALUE: You can filter the search dynamically based on any field in the base record, for example: enter “{id}” to only show data connected to the record from where you submit the printout. Alternatively, enter a specific value to filter on, based on the filter operator (eg. If the filter operator is “lessthan” enter an amount in the field).

Value

Select the data input method “Value” to define parameters to either be included in the report or to control the behavior of the report.

1. Click on the button “New Report 360 Data Collector”
2. TYPE: Select “Value”

Report 360 Data Collector

Save Cancel Reset

☐ INACTIVE

TYPE
Value

TYPE OF GRAPH

GRAPH INSTRUCTION

SEARCH ID
<Type then tab>

MAX RESULT

ACCESSSED AS
custpage_

RECORD TYPE

GROUP BY

FILTER FIELD

FILTER OPERATOR

FILTER VALUE

FONT FILE
<Type then tab>

FONT SUBTYPE

FIELD TITLE

FIELD TYPE

FIELD SOURCE
<Type then tab>

☐ FIELD MANDATORY

FIELD DEFAULT VALUE

SORT ORDER

3. ACCESSSED AS: Enter a name which will be reference to the value in the tag library of the report (the tag library is explained in detail in the section “Adjusting the Layout”). Note that the name must begin with custpage_.
4. FIELD TITLE: Enter the title to be shown as parameter name when the report is run.
5. FIELD TYPE: Select the type of value for the field from the drop down list (see appendix B for a complete list of field types).

6. FIELD SOURCE: This field is only accessible when field type is set to “Select”. Select the record from which the data should be sourced.
7. FIELD MANDATORY: Indicate if the value field should be mandatory when running the report.
8. FIELD DEFAULT VALUE: If applicable, enter a default value for the field.
9. SORT ORDER: specify a sort order if you will create several value parameters and they should be shown in a specific order.

Font

Use this data input method to enable new fonts in the report not provided in standard Netsuite.

Report 360 Data Collector

☐ INACTIVE

TYPE

TYPE OF GRAPH

GRAPH INSTRUCTION

SEARCH ID

MAX RESULT

ACCESSED AS

RECORD TYPE

GROUP BY

FILTER FIELD

FILTER OPERATOR

FILTER VALUE

FONT FILE

FONTS SUBTYPE

FIELD TITLE

FIELD TYPE

FIELD SOURCE

☐ FIELD MANDATORY

FIELD DEFAULT VALUE

SORT ORDER

1. Click on the button “New Report 360 Data Collector”
2. TYPE: Select “Font”
3. ACCESSED AS: Enter a name which will be reference to the font in the tag library of the report (the tag library is explained in detail in the section “Adjusting the Layout”).
4. FONT FILE: Select an uploaded font file to use in the report or upload a new font (Learn how to upload new font libraries in the section below “Upload new Font Library”).
5. FONTS SUBTYPE: Enter “opentype” or “truetype” depending on the font library file format.


Upload new Font Library

The easiest way to upload a new font library is by the following steps.

FONT FILE

+

1. Click on the plus icon next to the field "Font File"

 **File**

Save

Reset

Cancel

ATTACH FROM *

Computer

FILE NAME

FOLDER *

Templates : PDF Templates : Fonts

URL

SELECT FILE

Bläddra...

Dosis-Medium.otf

CHARACTER ENCODING

Unicode (UTF-8)

☐ INACTIVE

☐ AVAILABLE FOR SUITEBUNDLES

☐ HIDE IN SUITEBUNDLE

☒ AVAILABLE WITHOUT LOGIN

☐ GENERATE URL TIME STAMP

2. Select the folder in which the font file should be saved.
3. Select the font library file to upload from your computer. This should be either an opentype (.otf) or a truetype (.ttf) file.
4. Check the "Available without login" box
5. Save

ADJUSTING THE LAYOUT

The layout is adjusted in the Report 360 Editor, which is the built in html code generator. Note that the editor is only accessible in View mode and that the width of the editor is automatically adjusted to the longest code line.

Tag Library

On the right hand side there is a tag library to facilitate the editing. The tag library is a toolbox from where you pick the objects to include in the different sections of the layout. This is also where you find the data elements added through the Report 360 Data Collector (eg. Base Record, Saved Search etc.)



To add an object to the html editor:

1. Place the cursor in the right position in the editor. The content of your report will be defined between the `<body>` and `</body>` tags.
2. Double click on the chosen element in the tag library. The code for the element is automatically generated in the editor at the selected position.

Report 360 Preview

To facilitate the creation process of the printout there is a built-in preview function, allowing you to preview the report continuously and simultaneously check the syntax of the html code. In order to make the Preview button clickable, a value must be entered in the "Record ID" field above the editor. This is the base record's record id. The preview will show the printout based on the record id entered in the field.

If any value fields have been added to the report, these fields will be visible above the editor and must also have values.

When you click on "Preview" any changes made will be saved automatically (see "Save Backup" section for more information) and one of the following will happen:

- The report layout will be generated and opened in a new window.
- or

- An empty PDF will be shown in a new window with an explanation of the syntax error.

Report 360 Editor

Customer 360

Edit

Back

Save and Preview

Save Backup

Restore Backup

Copy Record

NAME

Customer 360

☒ READ ONLY

Editor

Please note: In order to preview, you need to type in valid values for all the fields below

Record ID

```

1 <?xml version="1.0"?><!DOCTYPE pdf PUBLIC "-//big.faceless.org//report" "report-1.1.dtd">
2 <pdf>
3   <head>
4     <#setting number_format="computer">
5     <#assign aDateTime = .now>
6     <#assign aDate = aDateTime?date>
7     <#assign aTime = aDateTime?time>
8

```

Save Backup

As the changes in the editor are saved automatically when clicking on the Preview button, it is advised to save a backup of the html code regularly. This is done by clicking on the button "Save Backup". A pop-up window will appear where you name the backup copy.

Name your backup

Backup Name

You must provide a name for your backup

Save

Restore Backup

Use this functionality to go back to a previous version of the html code. Click on the button "Restore Backup" and select the backup copy you wish to restore.

Select Backup

Backup 20160222_1

Delete Backup

Select

Lock a report for editing

To prevent users from editing the html-code of a report which should not be changed, mark the "Read Only" checkbox.

MOVE TO PRODUCTION

Once the layout of the report is ready to use, you have to make it available for the end users. This is accomplished through a workflow action included in the bundle. The workflow action will be triggered by a workflow which creates a button on the selected record, with the following choices:

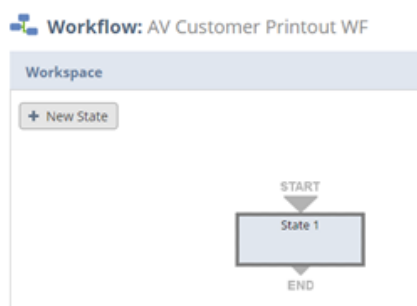
- E-mail the printout/report by clicking on the workflow button or
- Open a pop-up window to preview, e-mail and save the printout/report by clicking on the button

Create workflow to submit printout

Create a new workflow for the base record (the record where you want the printout button to appear) and add a new button to submit the report using the workflow action provided in the bundle. This workflow action is used to trigger the execution of the report.

Follow the steps below to create the workflow:

1. Navigate to Report 360 Editor → Setup → Workflow → New
2. Give a Name, Record Type (Sub Type if applicable) and mark the checkbox “On View or Update”
3. Save



4. Double click on “State 1” to change the name to e.g. “Initial” and Save
5. Click on “New Action” and select “Add button” from the list of actions
6. Enter eg. “Submit Printout” in the Label field and Save
7. Create a new state by clicking on the “New State”-button
8. Double click on the new state to enter a suitable name e.g. “Print Report” and Save
9. Create a new action and select one of the following workflow actions:
 - “Report 360 Order Form (Custom)” (continue to step 10)
 - “Report 360 Create PDF (Custom)” (continue to step 11)
 - “Report 360 View PDF (Custom)” (continue to step 12)

10. Enter the following parameters:

- a. REPORTS360 PRINTOUT (mandatory): Select your report
- b. ATTACH TO RECORD: Mark the checkbox if the PDF should be attached to the base record and appear in the “Files” tab.
- c. DEFAULT VALUE SEND TO: Select a name from the list to send the printout to a default email address (or to prefill the pop-up window with an email address).
- d. DEFAULT VALUE EMAIL: Enter a default email address to send to (if you enter a value here, it will override the value entered in the previous parameter).
- e. DEFAULT VALUE CC ADDRESS: Optionally enter cc-email addresses to also send the printout to. Separate with comma if several email addresses are entered.
- f. DEFAULT VALUE SUBJECT: Enter a default subject for the email.
DEFAULT VALUE EMAIL MESSAGE: Enter a message to be sent with the email (or to be prefilled in the pop-up window).
 - *Include content from a file in the email message*
Type: lookup_file:{file internal id};
For example: if you have a html file in your File Cabinet with internal id 1234, you can write: lookup_file:1234;
and the content of that file will be included in the email message.
 - *Include content from a field in the email message*
Type: lookup_field:recordtype:record,recordid:id,field:fieldname;
For example: to include the content of the comments field in a customer record, you can write:
lookup_field:recordtype:customer,recordid:id,field:comments;
(note that *id* may also be a fixed internal id of the record)
- g. SEND DIRECT: Mark the checkbox to email the printout when clicking the button, or leave checkbox blank to use the pop-up window before submitting.
- h. EXTERNAL FILE: this parameter is only relevant if the PDF-report will be sent to the customer via an external Print Service. In that case, enter the keyword that you use in the setup of the print service to indicate which files will be fetched.
- i. EXTERNAL FIELD NAME: Optionally enter the internal id of a field in the base record.
- j. EXTERNAL FILE FIELD VALUE: Optionally enter a value to update the field above with. This may be useful if you want to keep track of which records have submitted the printout.

11. Enter the following parameters:

- a. REPORTS360 PRINTOUT (mandatory): Select your report
- b. ATTACH TO RECORD: Mark the checkbox if the PDF should be attached to the base record and appear in the “Files” tab.
- c. SET FOLDER ID FROM BASE RECORD FIELD: Used if you want to use another folder to save the PDF in than the folder registered on the Report 360 Editor record. Collect the folder id from the report’s base record by referencing the field in which the internal id of that folder is stored. Eg. {custentity_folder_id}.

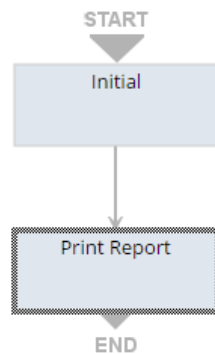
12. Enter the following parameters:

- a. REPORTS360 PRINTOUT (mandatory): Select your report

13. Create a transition between Initial state and "Print Report" state for button "Submit Printout":

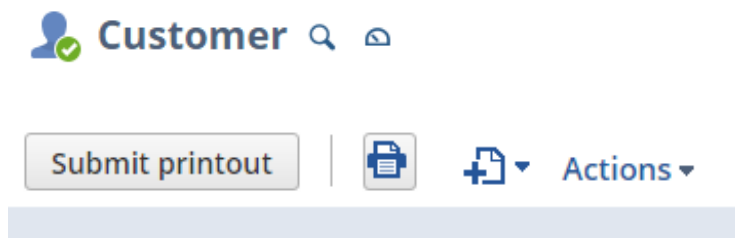
- a. Double click on state "Initial"
- b. Click on "Transitions"
- c. Click on "New Transition"
- d. Choose "Print Report" in "TO"-field
- e. Choose "Submit Printout" in "BUTTON"-field

Your workflow will look like this:



CREATE AND EMAIL THE PRINTOUT

Once the workflow is created, the button will appear on the selected record as shown in the customer example below:



When you click on the button, the following popup window will show up (provided the option “SEND DIRECT” was not chosen):

Order printout

| | |

SEND TO
 ▼ +

SUBJECT

EMAIL

CC

MESSAGE

Times New Roman ▼ | **B** | *I* | U | | | | | | |

Note that the fields may already be filled with values in case you entered default values as parameters to the workflow action.
Any other “Value” fields that you may have defined in the data collector will also appear in the popup window.

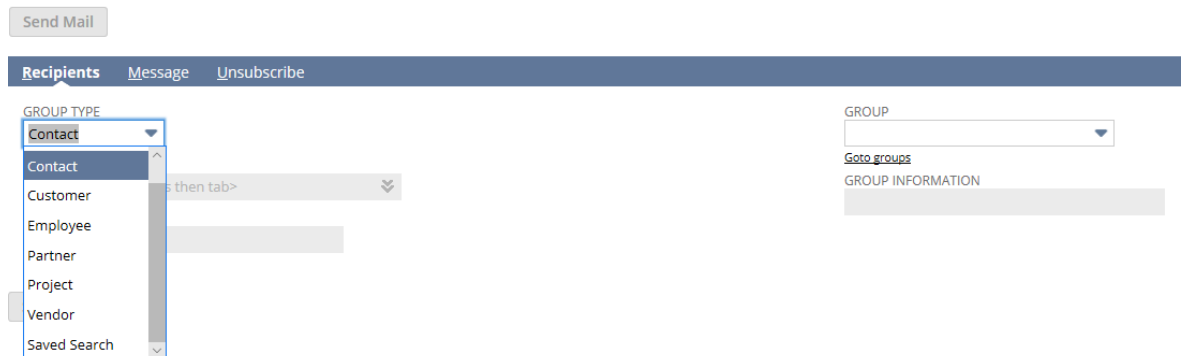
BULK EMAIL PRINTOUTS

Use this functionality when you need to bulk email the printout to many recipients (for example, if you want to send a customer letter to a group of customers).

Sign in using the role "Report 360 Editor Admin"

1. Navigate to Report 360 Editor → Functions → Bulk Email Printout

Report 360 Mail Merge



2. GROUP TYPE: Select the group type (Contact, Contact, etc or Saved Search)
3. a- GROUP: Select the group to send the printout to (the list shows only the groups for the selected group type).
b- SAVED SEARCH: Select the saved search with emails to send the printout to.
Note: the saved search must include a column with custom label: EMAIL and a column with custom label:ID (internal id of the record the saved search is based on).
4. GROUP INFORMATION: shows the record type and the number of hits (that is, the number of emails that will be sent)
5. Click on "Message" tag.

Report 360 Mail Merge



6. REPORTS360 LAYOUT: Select a printout from the list.
7. SUBJECT: Enter a Subject for the emails.
8. MESSAGE: Enter a Message, here you can use references to the record type, for example if the record type is "Contact", you can write \${contact.firstname} and it will be replaced

with the contact's first name in the message (this is Netsuite's standard way of referring to fields in email templates).

9. If the printout contains "Value" fields (parameters), they will be displayed on the right hand side.
10. Click on "Send Mail" or click on "Unsubscribe" tag if you want to include unsubscribe information to the outgoing emails.
11. CLICK TO UNSUBSCRIBE: Mark the checkbox to add an unsubscribe text and email to the outgoing emails.
12. TEXT FOR UNSUBSCRIBE: Enter a text for the unsubscribe message, for example : "Click here to unsubscribe".
13. UNSUBSCRIBE EMAIL ADDRESS: Enter the email address that the recipients of the bulk emails will use to unsubscribe from the emailing.

PDF-Express Mail Merge

Recipients

Message

Unsubscribe

☐ CLICK TO UNSUBSCRIBE

TEXT FOR UNSUBSCRIBE

UNSUBSCRIBE EMAIL ADDRESS

14. Click on "Send Mail" to start the bulk email process.

APPENDIX A – FILTER OPERATORS

The following table lists each field type and its supported filter operators:

Search Operator	Currency, Decimal Number, Time of Day	Date	Check Box	Document, Image	Email Address, Free-Form Text, Long Text, Password, Percent, Phone Number, Rich Text, Text Area,	Multi Select	List/Record
after		X					
allof						X	
any	X				X		
anyof				X		X	X
before		X					
between	X						
contains					X		
doesnotcontain					X		
doesnotstartwith					X		
equalto	X						
greaterthan	X						
greaterthanorequalto	X						
haskeywords					X		
is			X		X		
isempty	X	X			X		

isnot					X		
isnotempty	X	X			X		
lessthan	X						
lessthanorequalto	X						
noneof				X		X	X
notafter		X					
notallof						X	
notbefore		X					
notbetween	X						
notequalto	X						
notgreaterthan	X						
notgreaterthanorequalto	X						
notlessthan	X						
notlessthanorequalto	X						
noton		X					
notonorafter		X					
notonorbefore		X					
notwithin		X					
on		X					
onorafter		X					
onorbefore		X					
startswith					X		
within		X					

APPENDIX B – FIELD TYPES

The following table lists the valid field types for “Value”-data sources.

Field Type	Description
text	An alphanumeric string
email	an email address
phone	a phone number
date	a date (based on the Date Format selected in Set Preferences)
datetimez	concatenation of date and time (hour, minutes and seconds), based on the Date Format and Time Format selected in Set Preferences
currency	A numeric value with two decimals
float	A float number
integer	An integer number
checkbox	A checkbox (true or false)
select	A list of values separated by commas
timeofday	time (hour and minutes), based on the Time Format selected in Set Preferences
textarea	A text string
percent	A value from 0-100
longtext	A long text
richtext	A formatted text

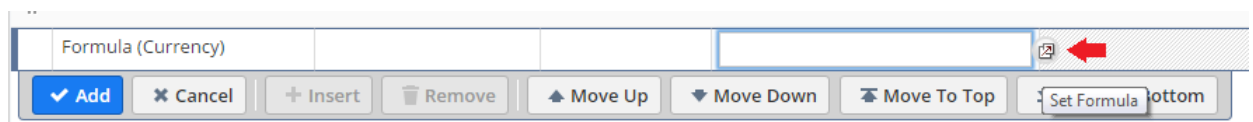
APPENDIX C – WORKING WITH SEARCHES

When creating saved searches to be included in the Report 360 Editor, a number of factors should be considered:

- Every column must be given a label for reference in the layout (without spaces).
- Summary functions must be given a summary label for reference in the layout (note that “Group” is not a summary function)
- Be aware that saved searches may timeout if the response time is longer than 180 seconds therefore make sure that response time stays at a reasonable level.
- Saved searches must be defined as public.
- If the saved search is to be used for a “**Graph**”, the result must contain two columns: NAME and VALUE. The NAME column must use summary type “Group” and the VALUE column must use summary type “Sum”.
- If the saved search retrieves data from child records to the base record, the FILTER FIELD (in the Data Collector) must refer to the internal id of the parent record column as defined in the child record.

For example, if the saved search retrieves data from child records to the customer record, the FILTER FIELD should be entered as `customer.internal_id`, the FILTER OPERATOR as “is” and the FILTER VALUE as `{id}`

Tips: use the “Formula()” field in the Results-tab to get the parent internal id by selecting the parent field in the FIELD-drop down list in the formula-popup window.



Select the parent record and its internal id

Saved Transaction Search

Set Cancel

FUNCTION

FIELD

- Case Fields...
- Cint Project Level Fields...
- Class Fields...
- Contact (Primary) Fields...
- Created From Fields...
- Customer (Main Line) Fields...
- Customer/Project Fields...
- Department Fields...

Saved Transaction Search

Cancel

CUSTOMER (MAIN LINE) FIELD *

- Industry Type (Custom)
- Intercompany (Custom)
- Internal ID
- Internal Project (Custom)
- Is Individual
- Is Upsell Item Correlated
- Item Pricing Level

FORMULA

{customer.internalid}

FILTER FIELD

FILTER OPERATOR

FILTER VALUE

This is the way you should define the filter fields in the Data Collector

APPENDIX D – TIPS AND TRICKS

1. *Create a mockup first*

You may find easier to design your printout in Word (or any other suitable editor) before you create the tables and images in the html editor. Check out the video instruction “Working with Report 360 Editor - Episode 2 (9)” which you can access in Online Help → Video Instructions → Report 360 Editor Video Instructions for detailed info.

2. *Use value fields to control the PDF*

Value fields (defined in the Data Collector) can be used to decide whether to include information in the report or not.

Example: You want to decide at runtime whether to include a table or not.

- a. Create a value field `custpage_show_table` of type checkbox in the Data Collector.
- b. Add the following if-statements before and after the table definition in the html editor:

```
<#if custpage_show_table='T'>
<TABLE class="table fullwidth" page-break-before="always">
...
</#if>
```

3. *Including images in the PDF*

If you include images from records or saved searches in your printout, make sure that the image field contains an image by using an “if” statement in the html code, for example:

```
<#if customer.image1.value?length != 0>

</#if>
```

Otherwise the printout will return an error when trying to print the empty image.

4. *Including URL links in the PDF*

When working with URL links you have to replace every occurrence of “&” with “&”

For example:

`https://forms.netsuite.com/app/site/crm/externalcustrecordpage.nl?compid=645889&formid=
=&redirect_count=1&did_javascript_redirect=T`

must be written as:

`https://forms.netsuite.com/app/site/crm/externalcustrecordpage.nl?compid=645889&fo
rmid=&redirect_count=1&did_javascript_redirect=T`

5. *Value fields to filter a saved search*

If you want to limit a search result in the report by a specific date, define a “date” value field in the Data Collector and use an “if”-statement adding “?date” after the field names so they are interpreted as dates (instead of strings)

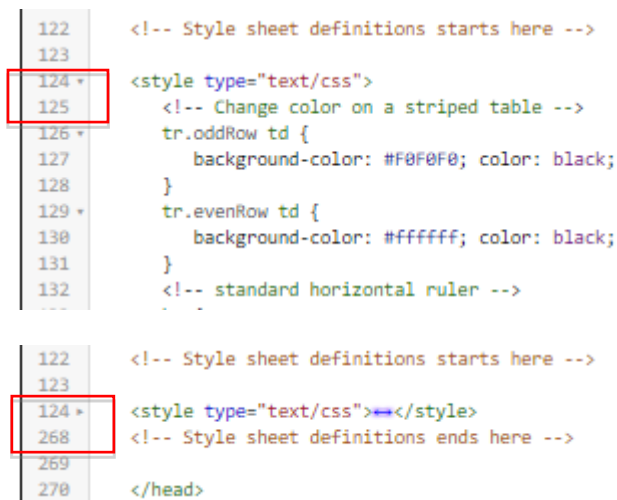
See example below, where `custpage_trx_creation_date` is the data value field defined in the Data Collector and `item.Date` is the value from the saved search:

```
<#if ((custpage_trx_creation_date?date) < (item.Date?date))>
```

```
    <tr>
      <td>${item.TrxType}</td>
      <td>${item.Number}</td>
      <td>${item.Date}</td>
      <td>${item.DueDate}</td>
      <td align="right">${item.Amount}</td>
      <td>${item.Status}</td>
    </tr>
  </#if>
```


6. Editor folding

To minimize scrolling in the HTML editor when building your PDF-report, you can use the folding functionality, allowing you to hide parts of the HTML code. Click on the small arrow next to the row number to hide your selected section. In the example below the Style section has been hidden using the editor folding functionality.



```
122 <!-- Style sheet definitions starts here -->
123
124 <style type="text/css">
125 <!-- Change color on a striped table -->
126 tr.oddRow td {
127     background-color: #F0F0F0; color: black;
128 }
129 tr.evenRow td {
130     background-color: #FFFFFF; color: black;
131 }
132 <!-- standard horizontal ruler -->
...

122 <!-- Style sheet definitions starts here -->
123
124 <style type="text/css">
268 <!-- Style sheet definitions ends here -->
269
270 </head>
```

7. QR and Bar Codes

The Report 360 Editor enables you to include QR-codes and Bar codes in your PDF-document by adding these elements from the Tag library. You can add a static value for the QR/Bar code by changing “insert qr value here” to your selected value (a web address for instance).

QR CODE

```
<barcode codetype="qrcode" value="insert qr value here" width="120" background="#FFFFFF" />
```

Alternatively, you can combine the HTML-code for QR/Bar code with a “Value” field (defined in the Data Collector) to create a dynamic code by referring to the “Value” field as value for QR/Bar code (that will be entered as parameter to the printout)

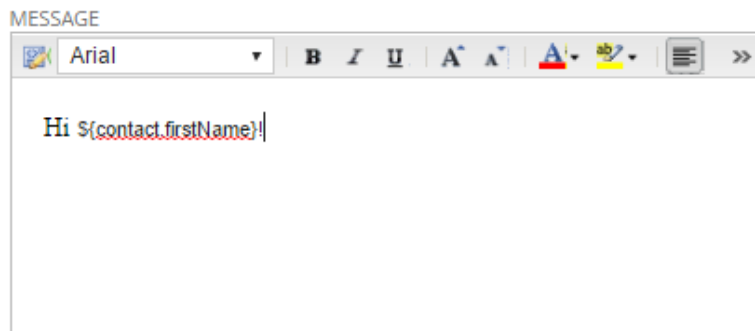
Below is an example of a Dynamic QR Code.

You have used the following value: \${custpage_qrcode}

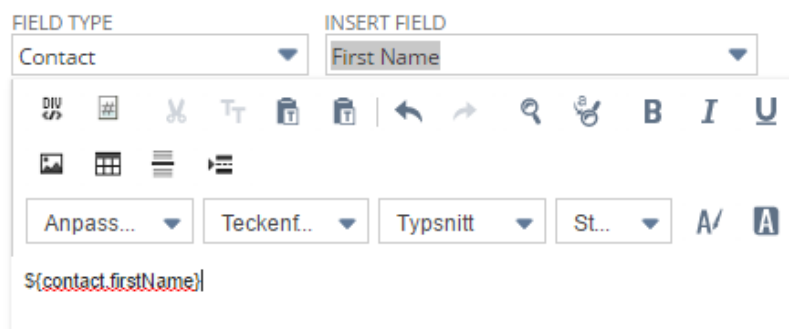

```
<barcode codetype="qrcode" value="${custpage_qrcode}" width="120" />
```

8. Include Netsuite Fields in Bulk eMail Messages

When working with Bulk eMail it is possible to include fields from NetSuite to personalize your message. The example below will send an email to a contact and print the first name of the contact in the message ("Hi Firstname !")



The easiest way to find out how to refer to your selected field is to use NetSuite standard Email template.



9. Create Protected Folders for sensitive PDF documents

When you define the printout, you have the possibility to select the folder where the generated documents will be saved. If the PDF-documents contain sensitive information it is advised to save these documents in a protected folder. Create a folder and make sure to restrict the access to this folder according to your needs (by department/class/location/etc.). Then simply select this folder by typing the internal ID or the name of it in the "Folder" field of the layout definition (Edit-mode of your selected PDF-report).



10. Password protect your PDF documents

To set a password to protect your PDF-document, simply add the Password Protection tag from the Tag library. Place the cursor right under the <head> section in the HTML-editor and double click on “Password Protection” in the Tag library. Adjust the password value “choose password” to a password of your choice. The generated PDF will only be accessible by those who know the password.

```

2 * <pdf>
3 *   <head>
4 *     <meta name="password" value="choose password" />
5 *     <#setting number_format="computer">
6 *     <#assign aDateTime = .now>
7 *     <#assign aDate = aDateTime?date>

```

APPENDIX E – RESTLET INTEGRATION

You can use the Restlet function included in the Report 360 Editor to generate and access PDF documents from an external application through Restlet call.

RESTlet Script = Report 360 RequestPDF

Method = POST

URL = copy the External URL from the script in your environment

For example:

<https://YOURENVIRONMENT.netsuite.com/app/site/hosting/restlet.nl?script=104&deploy=1>

Request Body

Parameters

1. action: valid values are “createpdf” and “createpdfandsend”
createpdf: generates and saves the pdf file in the file cabinet.
createpdfandsend: as createpdf but it also emails the pdf to the specified recipient.
2. pdfengineid: internal id of the printout to execute.
3. recordtype: internal id of the base record (for example “customer”)
4. recordid: internal id of the record in the base record (for example, enter a customer id if the base record is customer)
5. attachtoec: “T” (true) or “F” (false) to attach the pdf document to the base record.
6. email: email address to send the report to (only for createpdfandsend)
7. subject: email subject (only for createpdfandsend)
8. message: email message (only for createpdfandsend)
9. author: sender (only for createpdfandsend)
10. makeavailableonline: “T” (true) or “F” (false) to make the pdf document available to be accessed without login.
11. extrafields:

The extrafields parameter is a JSON array, that is a parameter built up as an array of objects key/value pair: [{name:"",value:""},...].

For example, if the PDF has following Data collector record:

type = Value, Accessed as = "custpage_field"

and you would like to pass a specific value for custpage_field in the PDF, for example "Hello World", you do it like this:

extrafields=[{"name":"custpage_field","value":"Hello World"}];

The RESTlet returns a “result” object with following information:

1. fileid : file internal id in the File Cabinet
2. pdfFileUrl: url to access the pdf file (if makeavailableonline = “T”)
3. status: OK or Error