# W02 – Basics of the Designer

## Fundamentals

1. Go to the page ForNAV Reports.
2. Select the report 89000, “W02 Customer Top 10” and click Run. Select “Design” and click Preview.
3. Preview the object from the Designer.
4. Add a table to the body part with the fields No. Name, Address, and Balance (LCY);
   * To do this go the list part of the dataset, select the desired fields with ctrl pressed and drag the fields to the body of the report.
5. Space the columns;
6. Add the background color Gainesboro to the odd rows;
   * Go to report explorer, select table 1 under the body.
   * In the properties open Styles and style the odd row.
7. Add a table with the captions for the No., Name, Address, and Balance (LCY) fields and add this to the Header part;
   * Go to Dataset, List, FieldCaptions, select the desired fields with ctrl pressed and drag the fields to the header of the report.
8. Space these columns the same as the body table;
9. Add all borders to the header table, make text bold and text size 8;
   * Select all cells. Border- and Font styles are in the properties
10. Add the Address Fieldgroup and add it to the address column in the body. Demo how ForNAV creates Fieldgroups;
    * Go to Dataset, List, FieldGroups. Select the field and drag it in the Address column.
11. Set the address field to grow with the size of the address;
    * Set the Can Grow property on the Address field to true;
    * Set the Text Alignment property of the Address field to Top Left;
12. Add a payment terms column between the Address and the Balance (LCY).
    * Right click the Balance (LCY) table cell in the Report Explorer and select add a column to the left.
    * Add the field from the Field List.
    * Repeat for the header.
13. Use of the payment terms description instead of the payment terms code. Use the Field Lookups in the List Dataset for this;

## Create the Data Table for the chart

1. In the ForNAV designer open the properties of the List Data Item and drill down into the Data Table property;
2. Click add, drill down into the source expression and select List.Name;
3. Click add, drill down into the source expression and select List.Balance (LCY);
4. Click add, drill down into the source expression and select List.Sales (LCY);

## Create the Chart

1. Right click the List Data Item and select Insert Section > Footer;
2. Set the Section Name property to Chart;
3. Drag a Chart Control into the new Chart Section, in the wizard choose basic Bar type and click finish;
4. In the properties of the Chart set the Data Member to the Data Table;
5. Set the Series Data Member to No;
6. Drill down into the Series Collection property;
7. For Series 1 select the properties tab, expand the Value Data Members and set the Value property to Balance\_LCY;
8. Set the Argument Scale Type to Qualitative;
9. Repeat for Series 2, set that to Sales\_LCY with the same Argument Scale Type;
10. Save and preview the report.

## Export a Custom Report Layout

1. In Business Central go to Custom Report Layouts;
2. Select the Report Layout for 89000 with the Description ForNAV custom layout…;
3. Select Actions > Export Layout;
4. Save the layout on your drive.

## Import a Custom Report Layout

1. Open Business Central. Go to Custom Report Layouts;
2. Select New. In the window that opens enter the report ID 89001 and select Insert Word Layout;
3. Rename the Custom Report Layout to something Recognizable;
4. Select the Custom Report Layout that was created and select Actions > Import Layout;
5. In the Select File dialog box that appears select the docx file you exported;
6. In Business Central open the Report Layout Selections;
7. In the field Custom Layout Description select the new Custom Report Layout you just created.