Report Design

Learn how to edit the Room Report and Job Estimate Report with Report Design.

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Overview:

The Report Designer allows the user to create custom report designs or edit existing reports. In this lesson the user will learn how to edit the existing Room Report and set it as the default Quick Report. FloorRight users will learn how to edit the existing Job Estimate Report. Both the Room and Job Estimate reports contain company/customer information, file name and date/time.

Customize Room Report:

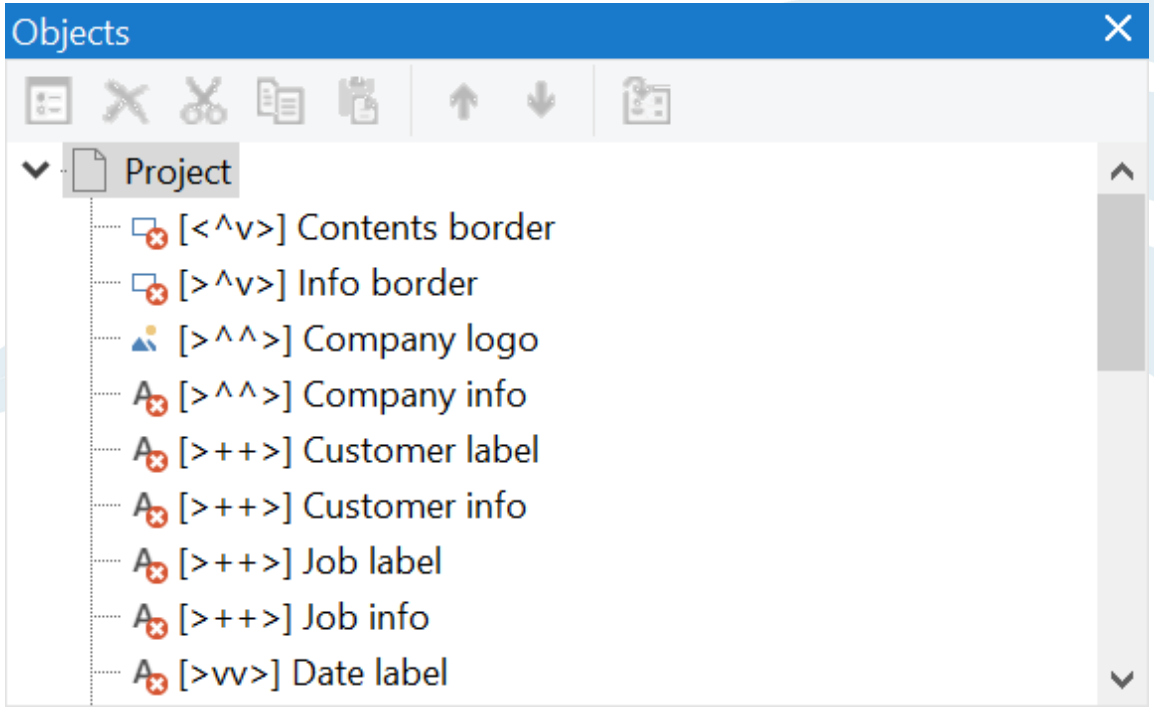
Step 1: Open FloorRight.

Step 2: Click File/Reports/Design to open Report Designer.

Step 3: Open the Room Report via File/Open. Double click on the “Landscape” folder and double click on Landscape_Room.lst to open the report.

Step 4: Right click on the “Rooms” object in the menu and left click “Locked” to unlock the rooms.

Step 5: Right click on the “Legend” object in the menu and left click “Locked” to unlock the material legend.

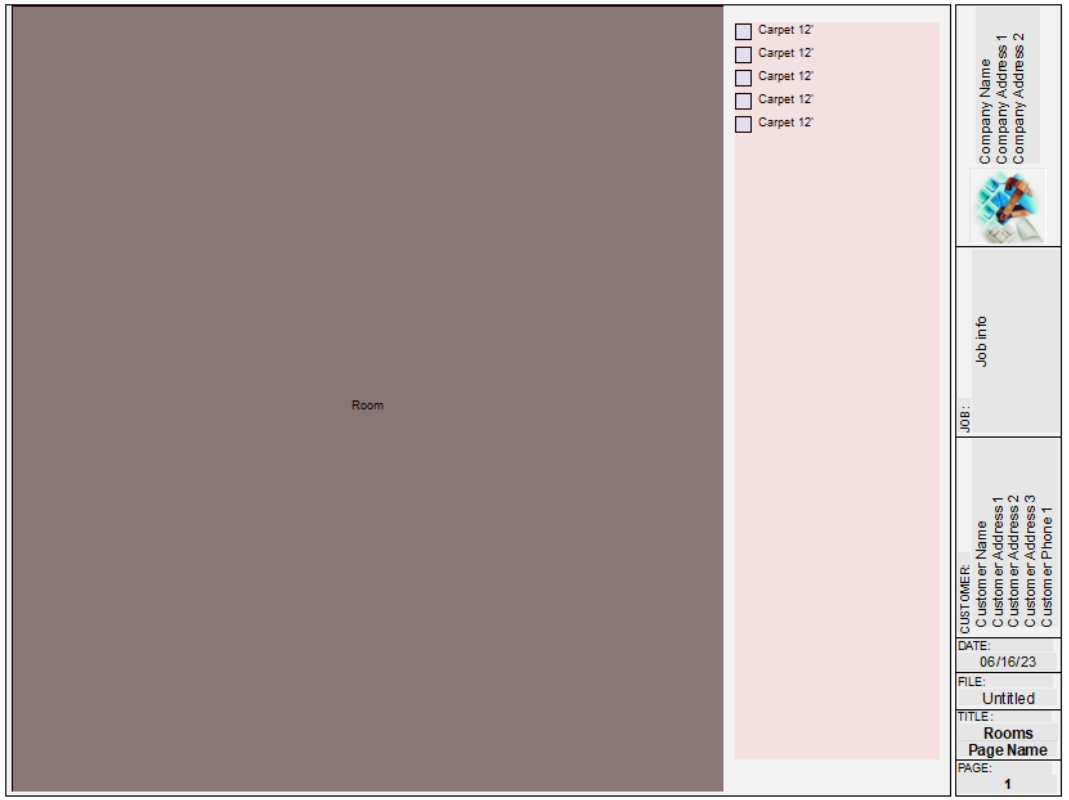

Objects
Project
[<^v>] Contents border
[>^v>] Info border
[>^^>] Company logo
[>^^>] Company info
[>++>] Customer label
[>++>] Customer info
[>++>] Job label
[>++>] Job info
[>vv>] Date label

Step 6: Right click on “Company logo” and left click “Locked” so you can change the picture.

Step 7: Double click on “Company logo” and search for a picture you want to add to the room report.

Step 8: Left click “Save” and the picture will be added to the room report.

Step 9: Left click and drag a corner of the rooms border to make room for the material legend.


Room
Carpet 12'
Carpet 12'
Carpet 12'
Carpet 12'
Carpet 12'
Company Name
Company Address 1
Company Address 2
JOB :
Job info
CUSTOMER:
Customer Name
Customer Address 1
Customer Address 2
Customer Address 3
Customer Phone 1
DATE:
06/16/23
FILE:
Untitled
TITLE:
Rooms
Page Name
PAGE:
1

Step 10: Left click and drag a corner of the material legend to move it to the north of the room report.

Step 11: Once the material legend is in position left click and position the rooms area.

Step 12: After making the changes left click File/Save As and name the report and choose a location on the computer to save the custom report.

Customize Job Estimate Report:

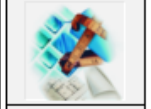
Step 1: Open the Job Estimate page via Job/Job Estimate.

Step 2: Click File/Reports/Design.

Step 3: Open the desired report. Click File/Open/Landscape_Job Estimate Everything.lst

Item Name	Description	Material	Based On	Length	Material qty.	Multiplied qty.	Boxed	Amt/Box	Boxes	Waste	User add.	Unit Price	Subtotal	Tax	Price
Item name	Description	☐ Color name	Based on	Length	Material qty.	Multiplied qty.	Yes	Amount/box	Boxes	Waste	User add	Unit price	Subtotal	Tax	Price

Company Name
Company Address 1
Company Address 2



JOB:
Job info

CUSTOMER:
Customer Name
Customer Address 1
Customer Address 2
Customer Address 3
Customer Phone 1

DATE:
06/16/23

FILE:
Untitled

TITLE:
Title Page Name

PAGE:
1

Step 4: Scroll to the bottom of the Objects and right click on “Estimate”. In the menu left click “Locked” to unlock the estimate page to make changes.

Step 5: Double click anywhere in the estimate field to open the “Table Contents”.

Step 6: Left click on an object you want to remove and press delete on your keyboard.

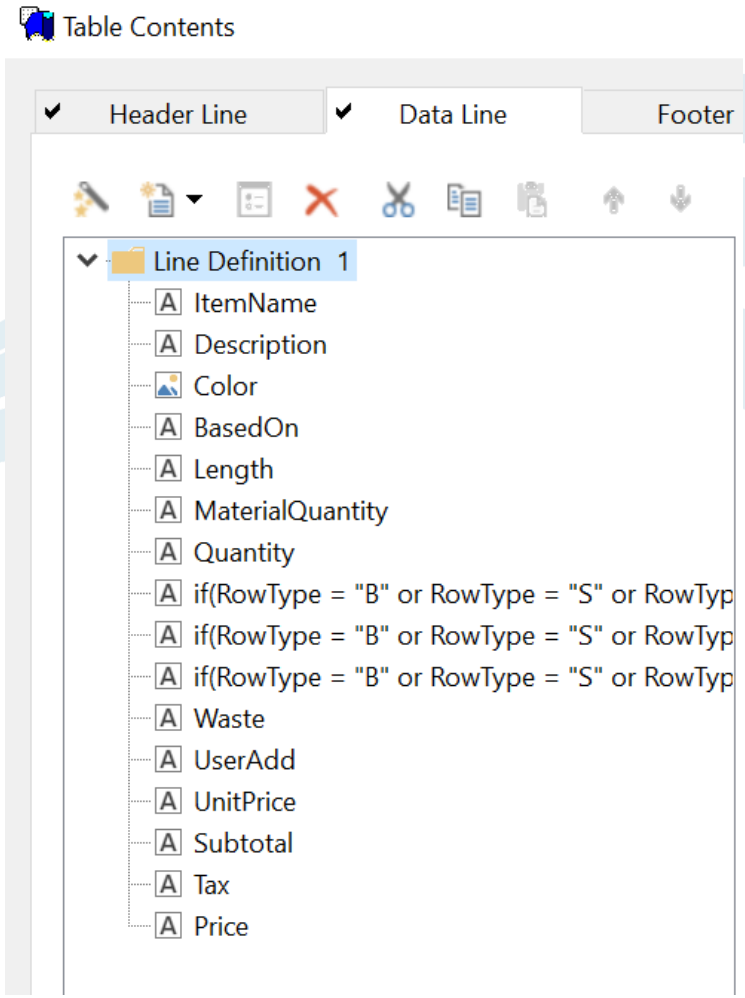


Table Contents
Header Line
Data Line
Footer
Line Definition 1
ItemName
Description
Color
BasedOn
Length
MaterialQuantity
Quantity
if(RowType = "B" or RowType = "S" or RowTyp
if(RowType = "B" or RowType = "S" or RowTyp
if(RowType = "B" or RowType = "S" or RowTyp
Waste
UserAdd
UnitPrice
Subtotal
Tax
Price

Step 7: After deleting the objects on the “Data Line” tab left click the “Header Line” tab and delete the same objects.

Step 8: Left click OK when finished.

Step 9: Left click the columns and drag them into position in the estimate field.

Step 10: Left click File/Save to save the report.

Step 11: Left click File/Exit to exit the Report Designer.

Save default Quick Report:

Step 1: Open FloorRight.

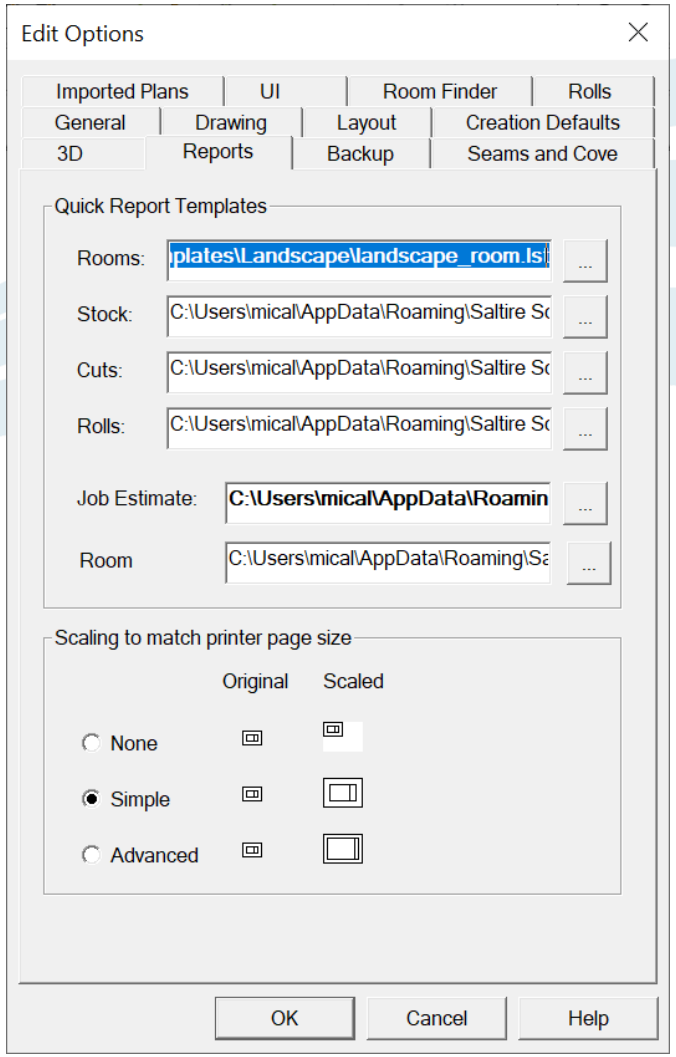
Step 2: Left click Defaults/Options/Reports.

Step 3: Left click the box with the three dots to search for your custom report.

Step 4: Once you find your report double click on it to replace the current quick report.

Step 5: Left click “OK”.

Step 6: Now when you click File/Quick Report/Rooms your report will be the default quick report.


Edit Options
Imported Plans
UI
Room Finder
Rolls
General
Drawing
Layout
Creation Defaults
3D
Reports
Backup
Seams and Cove
Quick Report Templates
Rooms:
plates\Landscape\landscape_room.lst
Stock:
C:\Users\mical\AppData\Roaming\Saltire Sc
Cuts:
C:\Users\mical\AppData\Roaming\Saltire Sc
Rolls:
C:\Users\mical\AppData\Roaming\Saltire Sc
Job Estimate:
C:\Users\mical\AppData\Roamin
Room
C:\Users\mical\AppData\Roaming\Sa
Scaling to match printer page size
Original
Scaled
None
Simple
Advanced
OK
Cancel
Help

End.