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Report Handling

Navicat Report Viewer provides several tools to handle your reports. See below for more information.

Open Report


To open a report (see also [Open reports without server connection](#))

- Double-click the report to open in the navigation pane.

Hint:  **Zoom In**; Alt +  **Zoom Out**.


Refresh Report

To achieve the most up-to-date data from server

- Right-click the report in the navigation pane and choose **Refresh**.
or
- Click the  **Refresh** from the toolbar.

Print Report

To print a report to a printer (see [Print reports to file](#) for details)

- Right-click the report in the navigation pane and choose **Print Report** .
or
- Click the  **Print** from the toolbar.

Close Report

To close a report

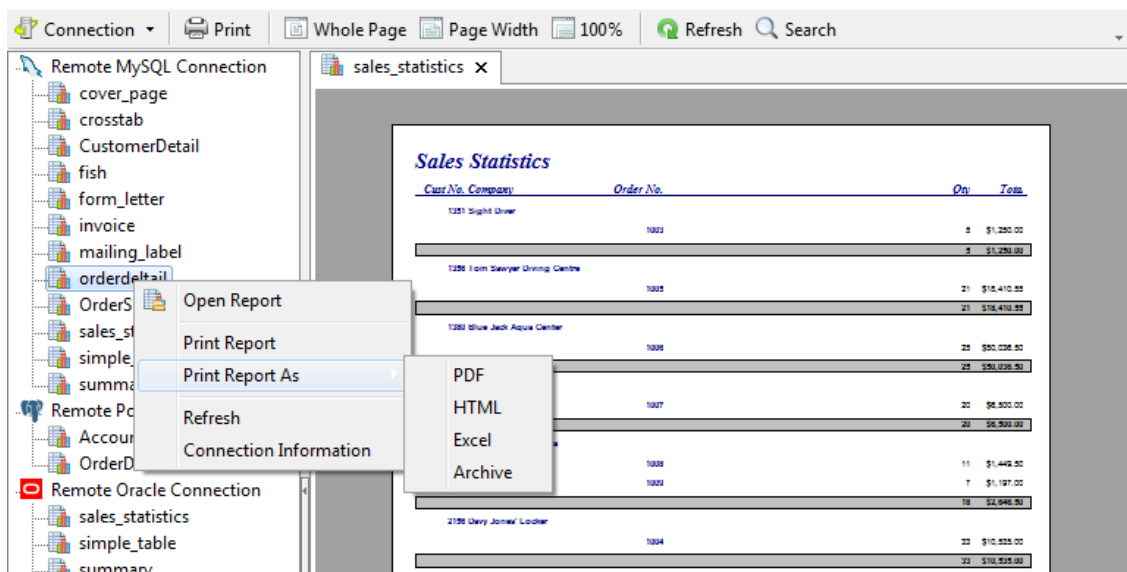
- Right-click the report tab and choose **Close**, **Close All Except This** or **Close All** from the popup menu.
or
- Click the cross button in the report tab.

Printing Reports to file

Navicat Report Viewer not only allows you to print your reports to printer but also many kind of file formats, i.e. PDF, HTML, Excel and more.

To print file from popup menu:


- Right-click the report in the navigation pane and choose **Print Report As** -> **PDF/HTML/Excel/Archive**.

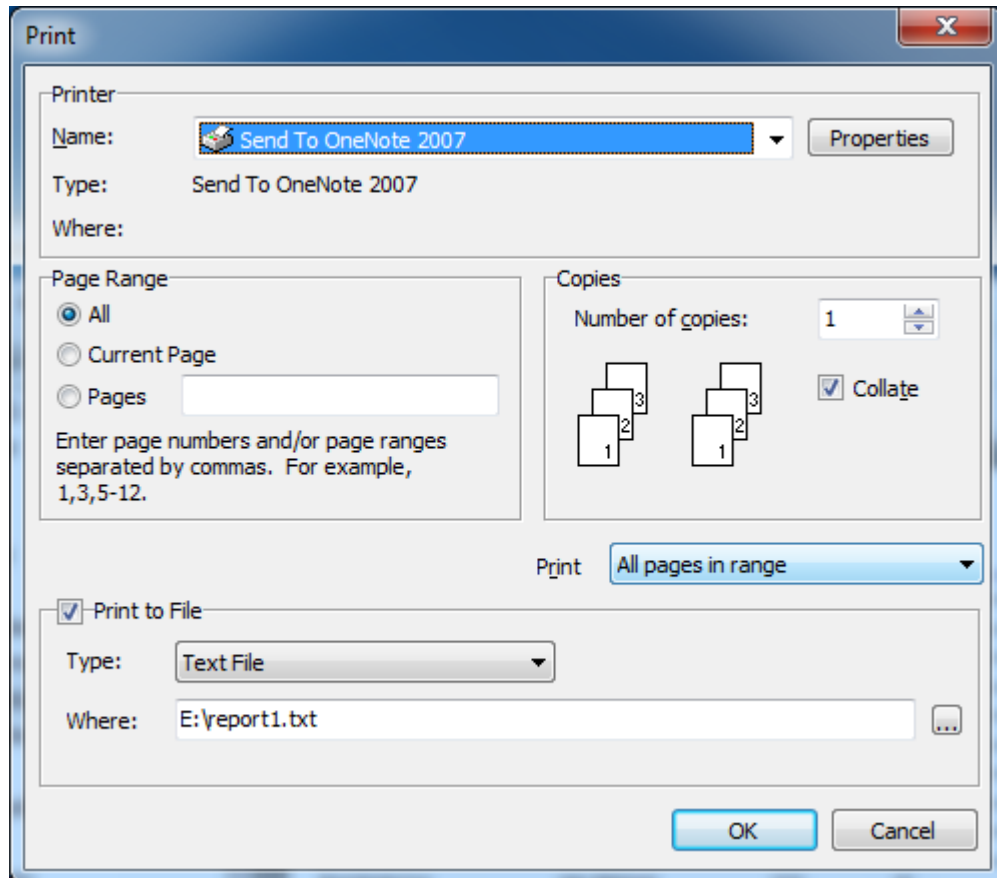


To print your reports to other file formats: (The **Print to File** under the **Print** Dialog will be available if the user, who created the reports, enabled [AllowPrintToFile](#) option in Navicat Report Builder.)

File Types
Text File
Report Emulation Text File
PDF File
Lotus File
Quattro File
Excel File
Graphic File
HTML File
XHTML File
RTF File
Printer File



1. Right-click the report in the navigation pane and choose **Print Report** or just simply click the  **Print** from the toolbar.
2. Choose the file type and location in the **Print** Dialog.

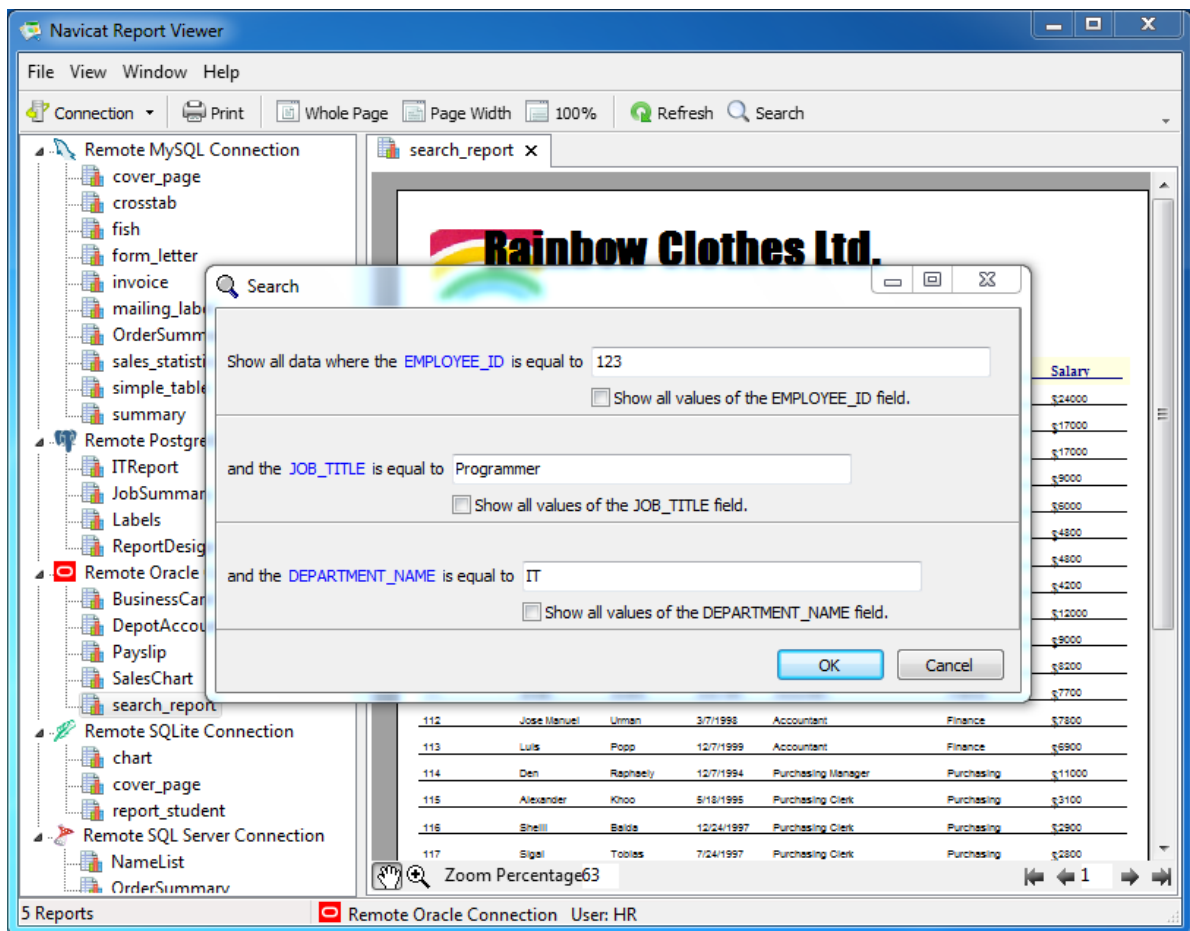


Opening Reports with Search Parameter

If you have been provided with a [search report](#), you are allowed to enter the parameter(s) to limit your search results that meet your criteria. In other words, you can determine the results of your report output.

To open a search report:

- Just simply click  **Search** from the toolbar and enter your search value(s).



The screenshot shows the Navicat Report Viewer interface. A search dialog box is open, allowing the user to filter report data. The dialog box contains the following search criteria:

- Show all data where the **EMPLOYEE_ID** is equal to
 - Show all values of the EMPLOYEE_ID field.
- and the **JOB_TITLE** is equal to
 - Show all values of the JOB_TITLE field.
- and the **DEPARTMENT_NAME** is equal to
 - Show all values of the DEPARTMENT_NAME field.

The background report, titled "Rainbow Clothes Ltd.", displays a table of employee data. The table has columns for Employee ID, Name, Last Name, Hire Date, Job Title, Department, and Salary. The data is filtered to show only employees with Employee ID 123, Job Title Programmer, and Department IT.

EMPLOYEE_ID	NAME	LAST_NAME	HIRE_DATE	JOB_TITLE	DEPARTMENT	SALARY
112	Jose Manuel	Urman	3/7/1998	Accountant	Finance	\$7800
113	Luis	Popo	12/7/1999	Accountant	Finance	\$6900
114	Den	Raphaely	12/7/1994	Purchasing Manager	Purchasing	\$11000
115	Alexander	Khoo	5/18/1995	Purchasing Clerk	Purchasing	\$3100
116	Shelli	Baida	12/24/1997	Purchasing Clerk	Purchasing	\$2900
117	Sigal	Tooles	7/24/1997	Purchasing Clerk	Purchasing	\$2800

Opening Reports without Server Connection

There is not necessary to establish server connection to view your reports if you are provided with archive files (.raf). However, please bear in mind that all data stores in the archive files (.raf) will not contain the most up-to-date data.

To open an archive file:

- Just simple select File ->  **Open Report** from the main menu and browse the archive files (.raf).

