



## How to Guide...

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### WizHR

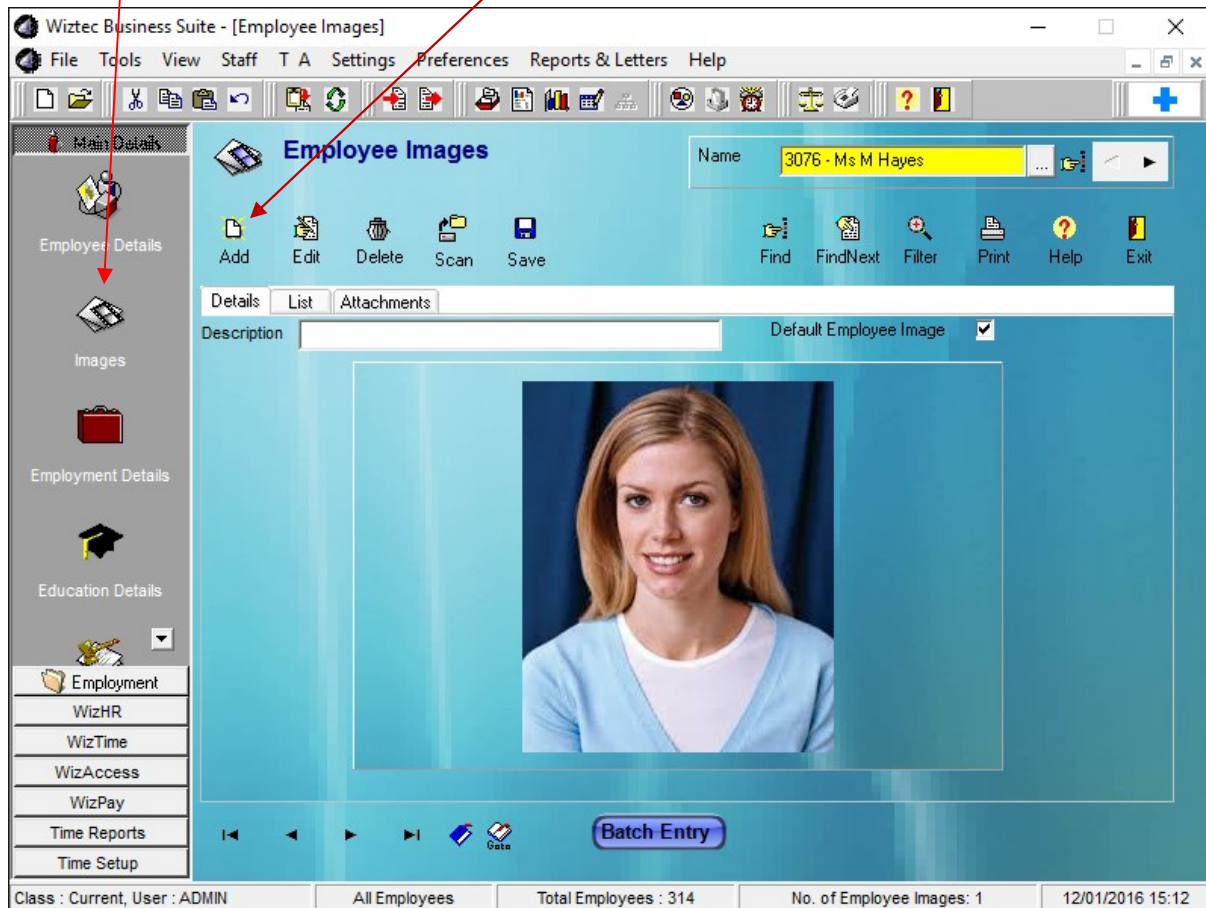
Creating Labels using the Report Wizard





The following document is a guide on how to create labels/ID cards.

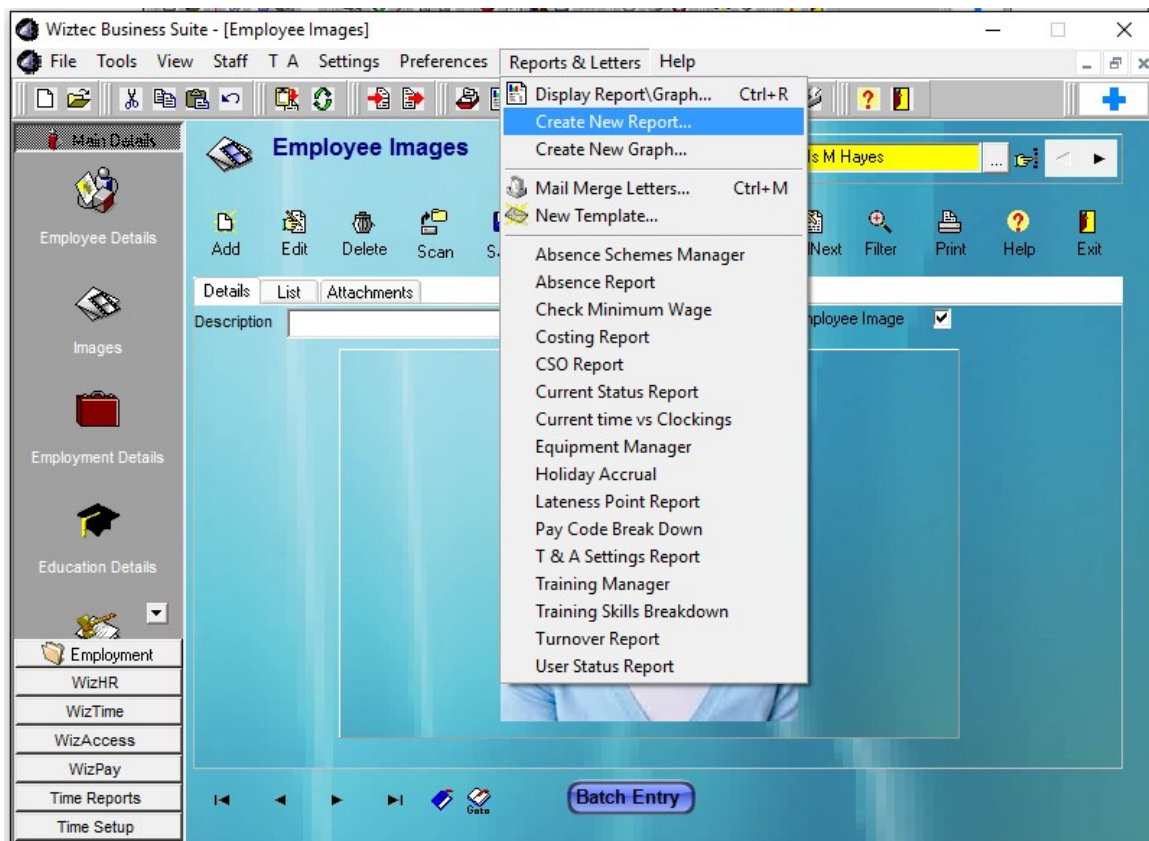
The first thing to do is check you have images for the employees. To open the image screen select 'Image'. If there is no image here, hit 'Add'. This will allow you to add an image from the computer or alternatively if you have a webcam attached to the P.C, it will open, for you to take a photo of the employee.



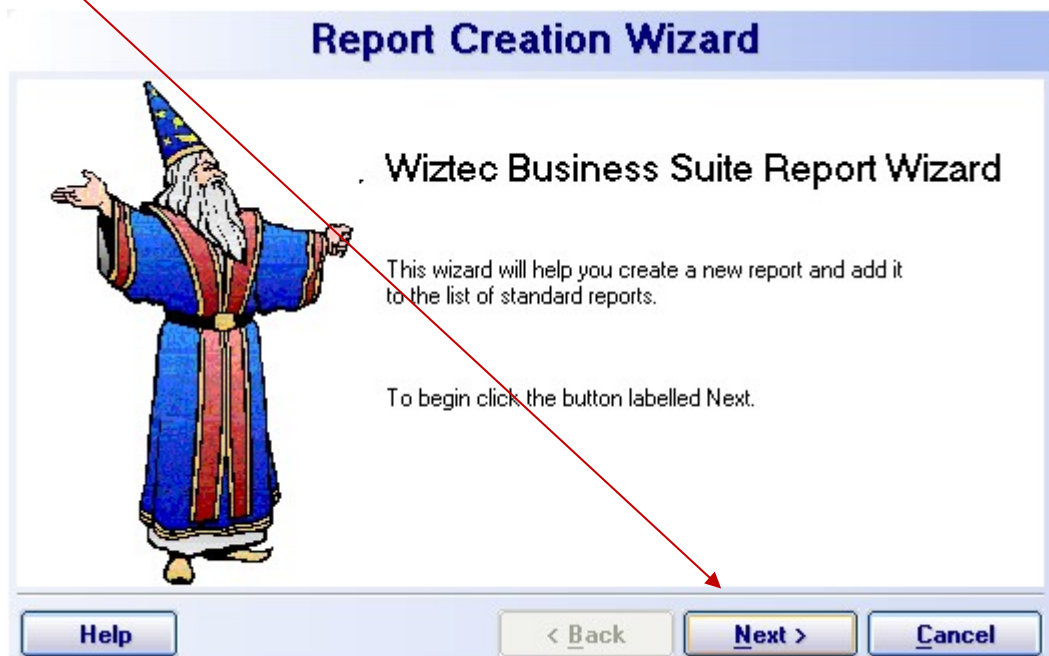
Once the photos of the employee have been added, save them. Next create the report.



To do this select 'Reports & Letters' followed by 'Create New Report'



Hit 'Next'





As this is a new report select to 'Use this Report Wizard'. Hit 'Next'

### Report Creation Wizard

#### Step 1 - Select method

Please select how you would like to create your new report:

☒ **Use this Report Wizard.**  
Use this option to quickly and easily create a new report from scratch.

☐ **Create a new report based on the following report:**  
Use this option to create a new report that is similar to an existing report.

☐ **Create a blank report and use the Report Designer**  
Use this option to create a report from scratch. This method is more complicated but is more flexible.

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To create the label including peoples images, the report will need to include images and master details. Select them and move them across to the "Selected Sections" box. Hit 'Next'.

### Report Creation Wizard

#### Step 2 - Table selection

Which Sections of Wiztec Business Suite would you like to report on?

Select the sections from the list of available sections and click the '>' button.

Available Sections:

- Hay Evaluations
- Historical Employee Schemes
- Holiday or Absence
- Holiday or Absence Dates
- Industrial Action
- Interview Assessment
- Interview Details

Selected Sections:

- Images
- Master Details

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This report will need to include the Employee Number, Forename, Surname and Images.Stretch. Hit 'Next'.

### Report Creation Wizard

#### Step 3 - Field selection

Which fields would you like in your report?

Select the fields from the list of available fields and click the '>' button.  
would like them to appear on the report.

HINT: Use the up and down arrow buttons on the right to get your selected fields in the order that y

Available Fields:		Selected Fields:	
Master Details.Scheme Effective Date	>	Images.Stretch	↑
Master Details.Service Days To Deduct	<	Master Details.Employee Number	↓
Master Details.Spare 1		Master Details.Forenames	
Master Details.Spare 2		Master Details.Surname	
Master Details.Status			
Master Details.Supervisor			
Master Details.Tax Type			

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As you do not need to group this report, just hit 'Next' when on the Step 4 screen.

### Report Creation Wizard

#### Step 4 - Group selection

Which fields would you like to group your report by?

Grouping records displays headers and footers around records that have like values. This clarifies report, e.g. you may wish to group absence records by the department in which they occurred.

Select the fields from the list of available fields and click the '>' button.

Available Fields:		Selected Groups:	
Images.Stretch	>		↑
Master Details.Employee Number	<		↓
Master Details.Forenames			
Master Details.Surname			

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Give the report a name and select which section it should appear under. Hit 'Next'.

### Report Creation Wizard

#### Step 5 - Name Report

The final stage is to name your report and add it to the list of existing reports. This will enable you to quickly select the report in the future.

Report Title (50 characters maximum):

Section under which the report will appear:

The report is now ready, hit 'Finish'.

### Report Creation Wizard

#### Congratulations, you have created a new report!



Click the Finish button to store your new report and add it to the list of available reports.

The report designer will now be displayed enabling you to add the finishing touches to your report.

Comprehensive on line help is available from within the report designer, just click the '?' button on the tool bar.

You can display your new report by selecting Reports from the main screen menu.



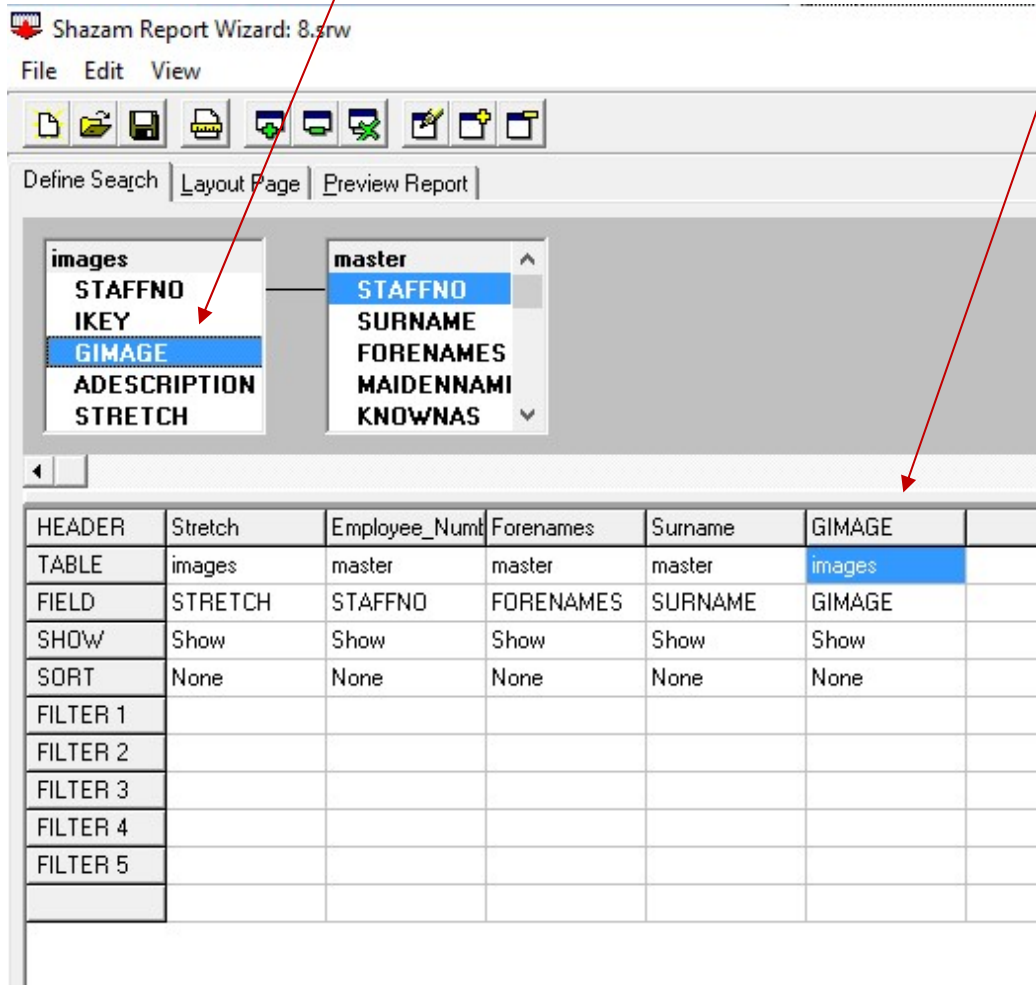
Once the report has opened, delete items that wont be needed on the label, this would include the title, the name of the company, etc.

To be able to display the employees image, you will need to add the image box. To do this go to 'Define Search'.

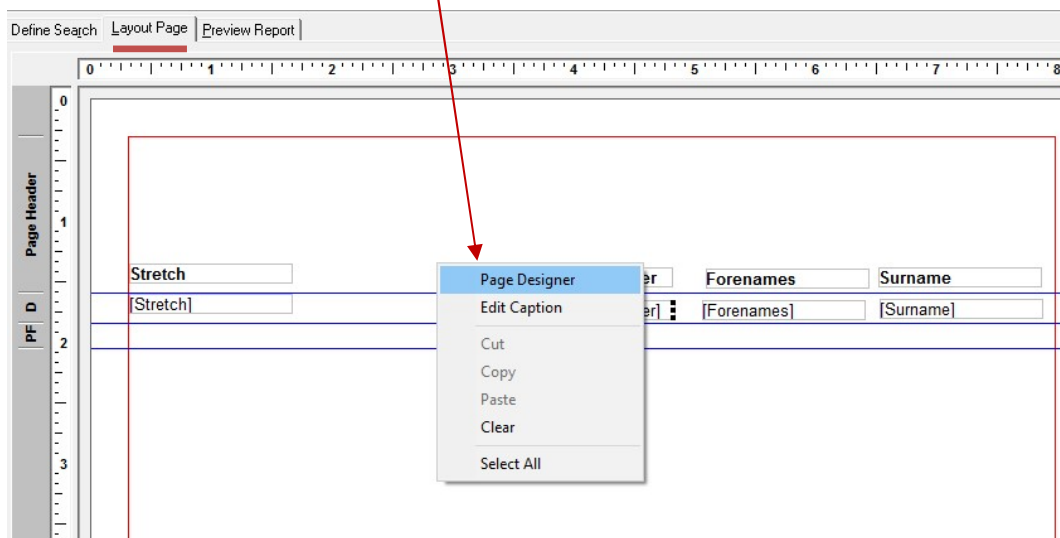
HEADER	Stretch	Employee_Num	Forenames	Surname		
TABLE	images	master	master	master		
FIELD	STRETCH	STAFFNO	FORENAMES	SURNAME		
SHOW	Show	Show	Show	Show		
SORT	None	None	None	None		
FILTER 1						
FILTER 2						
FILTER 3						
FILTER 4						
FILTER 5						



To add the image select 'GIMAGE' under the image table and drag it down into the header section.

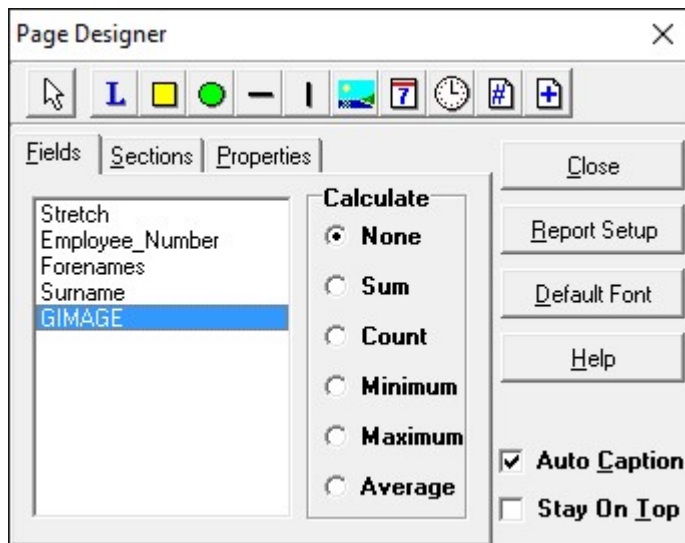


The next step is to add the image on the 'Layout Screen' so that it will be displayed on the report. To do this open 'Page Designer' by right clicking your mouse and selecting it.

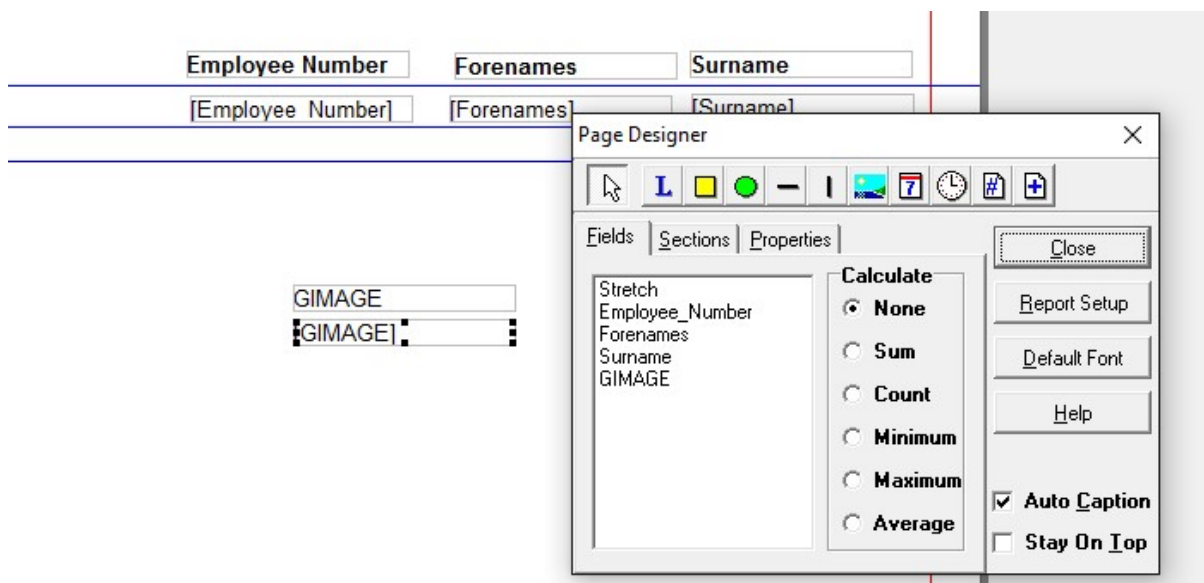




Once the page designer opens select 'GIMAGE' and then click on the report screen. Close the page designer.

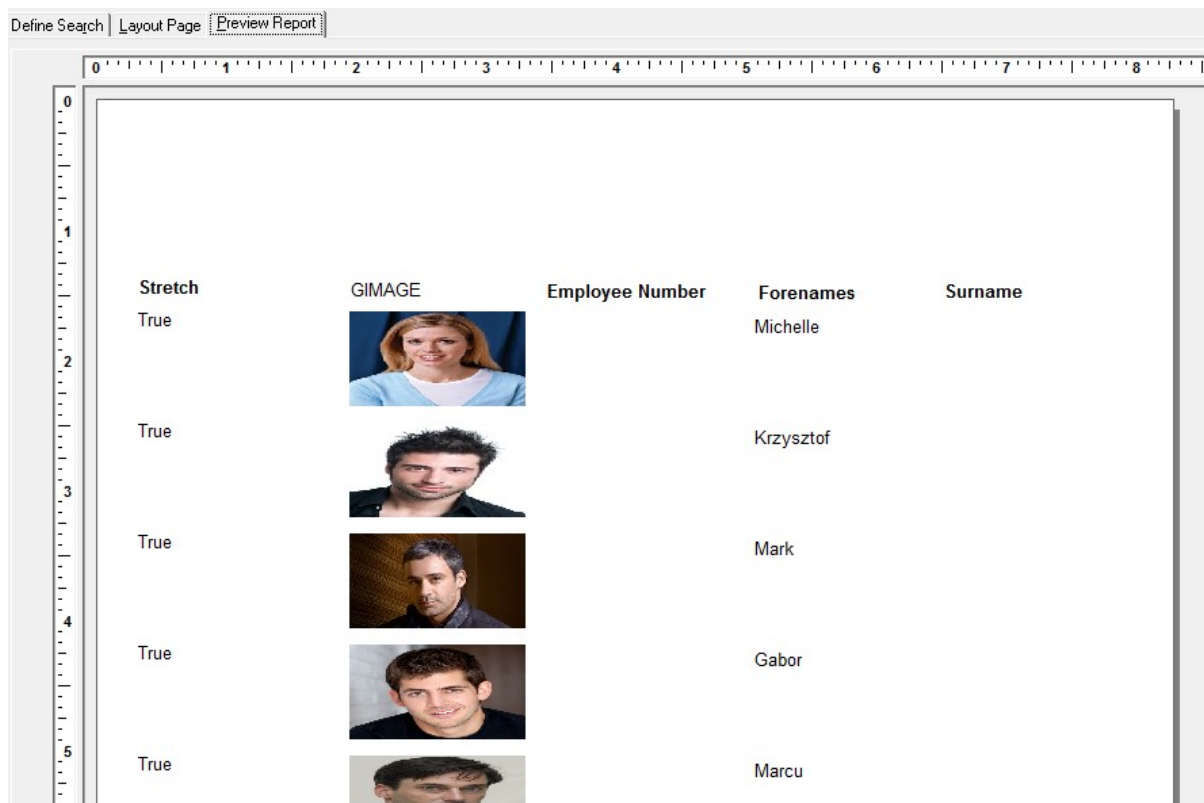


To make sure the image is displayed correctly you will need to drag and resize the [GIMAGE] box.

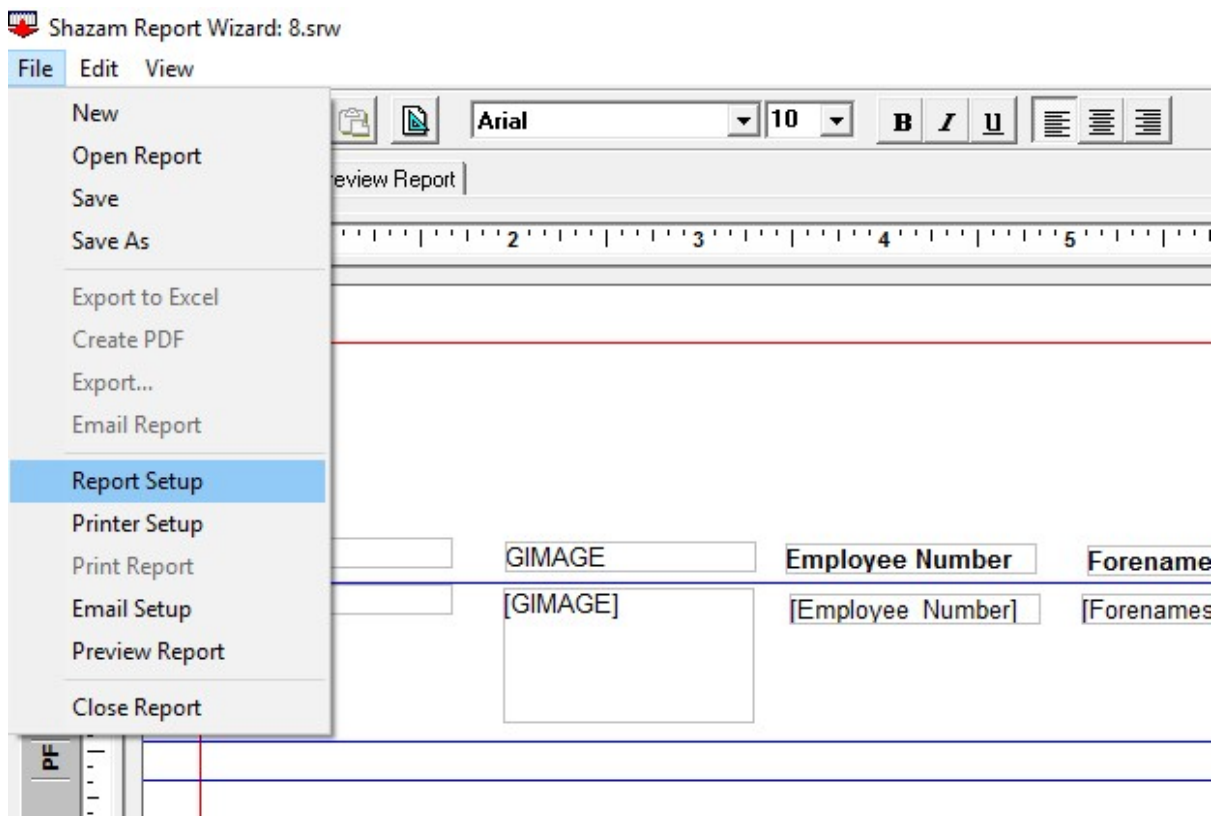




To make sure that the image is displayed correctly, go to 'Preview Report'.



The next step is to change the layout of the report to a label style. Select 'File', followed by 'Report Setup'.





The Report Setup screen will open. Select 'label', and click the 'This is a label report' box.

**Report Setup**

Page | **Label** | Grid | Options

**Choose current type of report:**

☐ This is a standard report

☒ **This is a label report**

**When entering label dimensions manually, confirm that Paper Size on the [Page] tab is correct.**

Choose Standard Label Format

Top Margin	
Left Margin	
Label Height	
Label Width	
Horizontal Gap	
Verticle Gap	
Labels Across	
Labels Down	

OK Cancel Help

The choose label format screen will open. Here you need to select the type of label paper you are using, this is listed on the papers packaging.

**Choose Label Format**

Category: **Avery Standard**

- Avery 5095 Name Tag
- Avery 5096 Diskette
- Avery 5097 Diskette
- Avery 5160 Address
- Avery 5161 Address
- Avery 5162 Address
- Avery 5163 Shipping
- Avery 5164 Shipping
- Avery 5165 Full Sheet
- Avery 5196 3.5" Diskette

OK Cancel Help

In this case we use select Avery A4, followed by the type which is L7160. Hit 'OK'.

**Choose Label Format**

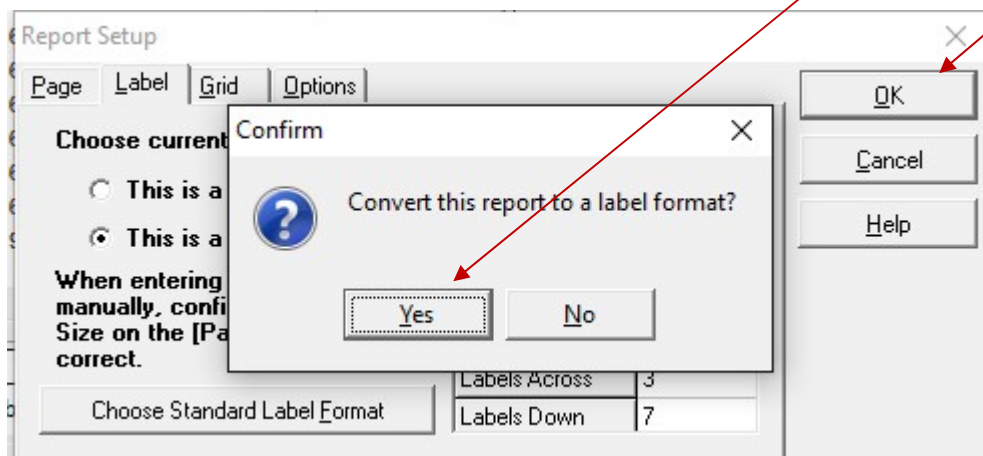
Category: **Avery A4**

- Avery J8565 Address
- Avery L7160 Address**
- Avery L7161 Address
- Avery L7162 Address
- Avery L7163 Address
- Avery L7164 Address
- Avery L7165 Address
- Avery L7166 Shipping
- Avery L7413 Business Card
- Avery L7551 Address

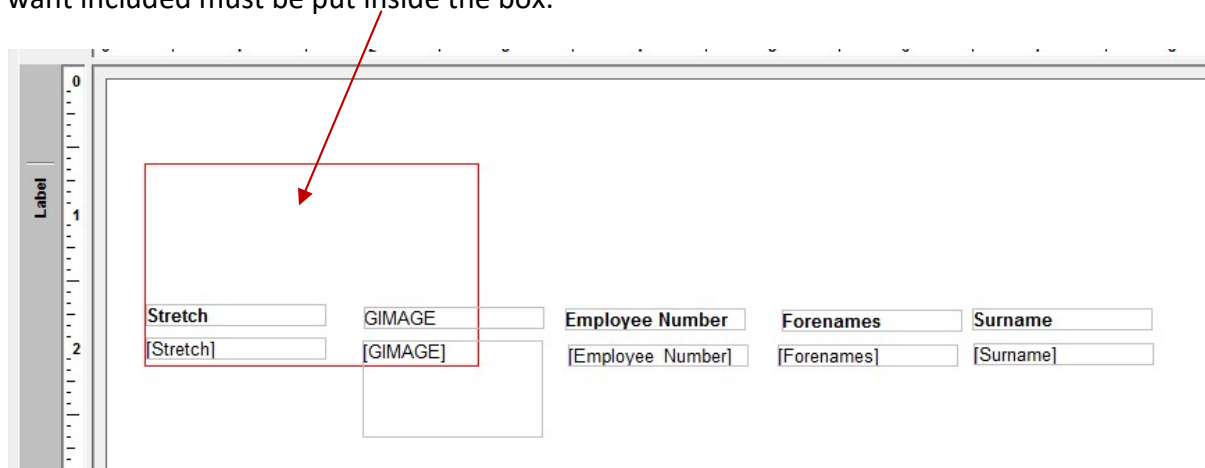
OK Cancel Help



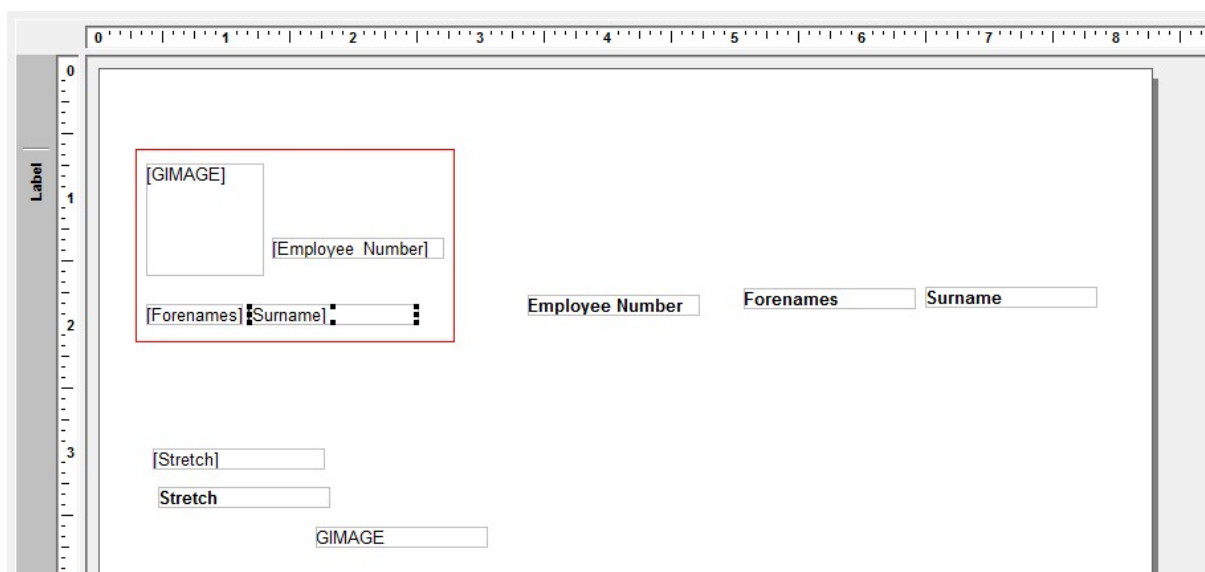
You will be asked to convert this report to a label format. Hit 'Yes' followed by 'OK'



You will now see that the report layout has changed to the label. Any Information that you want included must be put inside the box.

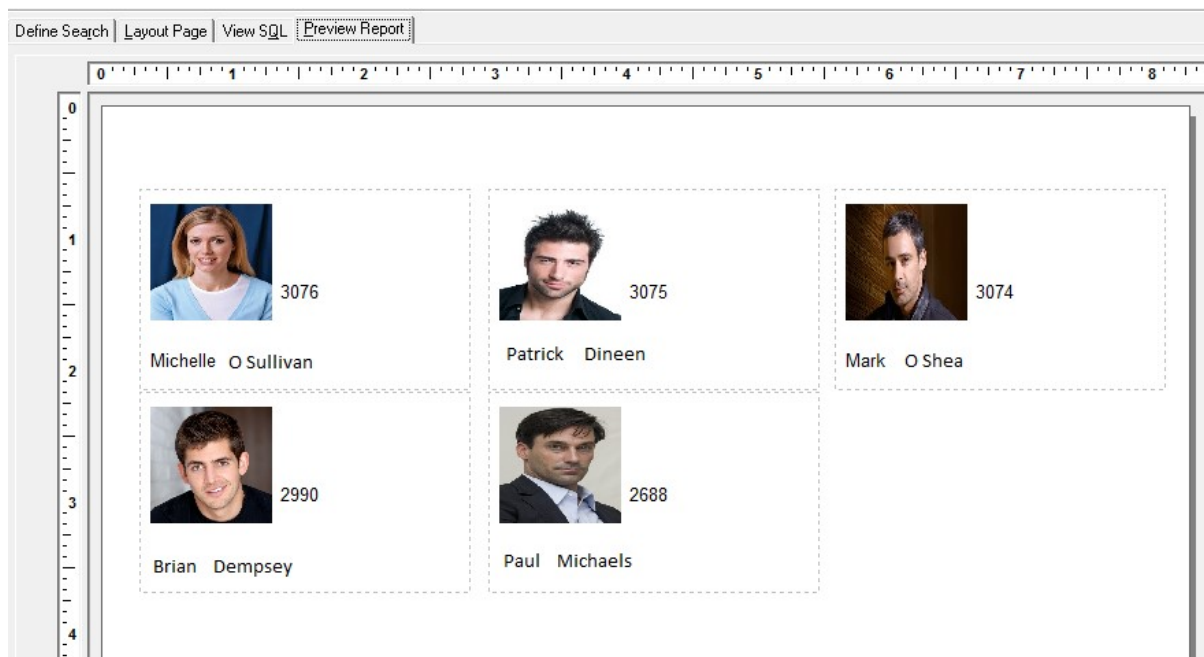


For this label, there is no need for the titles, just include the information, so inside the box will be [GIMAGE], [Employee Number], [Forename], [Surname]. Drag and resize each box to the size you require.





Hot 'Preview Report' to check the layout as you edit the boxes.



This completes the guide on how to add images and make labels with the Wiztec Report Wizard.