

## How do I edit my reports in PATGuard 3?

To edit a report right click on the report with the details as near to your own requirements as possible.

1. From the drop menu select copy and create a copy of the report with a new name.

2. Click 'OK'

3. Right click on the copied report and from the drop down menu select 'Edit'.

Note: The Edit option will not be available if the PATGuard user account does not have Edit permissions. An Admin PATGuard user can check other users' permissions in Tools -> User Accounts.

4. This opens the report designer:

jects Project	×	0-1		1.1.1.1			THE CALL CONSIDER.	
= [Text] = [Table] = [Text] = [Text]			Concise Task Checklist		SEAWARD	reserves in the level of a	H Cal Project variables H Cal Project H Cal L	
= Company Logo			Det: Out	-	Doubles' Location		Asset_Barcode	
= [Text]			Accel ID Accellit	Description Brotelin	Full Text Date Full Text Date	Intermeckale Test Oute	Barcode Barcode_Ex	
			Total Taxitu: Total Client: Client	10.10	Loughon Loughon	A CONTRACTOR OF	A Barcode_Text	
		3-	Asset ID	Description 1	Full Test Date	Intermediate Test Oate	(A) Client	
			Total Tauka: Total	Contraction of the second		- 10000000 E	Description	
		1	Total Tanks, Total	Belowin .	Ad Torital	eneration forther	A Extended_Test_Cod	
		1	Check Cheel	CONCERNIC	Louden: Delater	OT LINE WAY MOTION	- A Group	
			Accel ID Accel III	Description Bridgites	Puit Test Date	Informediate Test Date	- (A) In Service	
		1.5	Tural Tanks: Total	Becauter.	ta Turitat	Remotion Section	A Start_stable_Text_S	
			Total Tasks: Treat	102.0		2000 000 000 000 000 000 000 000 000 00	A Location	
		100	Annell Tarks: Total	Building .	Na Tructua	Remarkale Tertilise	A Model	
			Cleant Cleant	10 PAC 10	Full Test Date	Marmad als Test Date	A Notes	
		12	Altelle	Bericken.	Aut Text Ball	Bacturalist Tacilities	🚯 Result	
			Tetal Tacky Tetal	Beccile Ref.	Ad Tection	Banandan Terthan	A Serial_No A Site	
			Total Tasks: Total	and the second se	to Decision	Permitian Textban	Test_Code	
			Teal Tasks: Teal			5	A Test Period	
and free the second		-	Total Tasky: Total	been been been been been been been been	Aut Technik	Remarkate Textban	A Test_Period_Scale	
Objects Layers Preview		8.	Clevel: Clevel: 1010	1.00.00	Location: Location:		A Total	
perties	×	a .	Aniel ID .	Departplican Beciliphis	Full Taut Date	Intermediate Test Cale	A Visual_Test_Period_S	
24	0		Total Tasks Total	because.	An Thursteen	timestar builtar	a manufactory manufactory	
General Settings		6	Total Tanks: Total	humber	to Territory			
Minimum Page Count 1	(k)		foral Taxes Total			Balandian Tectilian		
Project Description ? (def.a	A)		Accession Total Tasks: Total	bioghter.	Ad Thomas	Animalian Nothan		
Mad Parameter			Assess	Becchikater .	Aut Thursday	Reporting Territor	1	
Fan Parameter		0	Total Tasks: Total Overt: Clear	10.00	Louise Louise	and the second se		
		200	Acad 10	Description -	Full Test Data	Intermediate Test Data	1	
		-	Tintal Tanks: Total	THE PARTY OF		CONTRACTOR AND		
		1	Augente Texas Tautos: Texas	and the second s	Aut Tectilum	Parauritae Tectibae	1	
			Assessed	bronker.	Na Thurbon	Interestion Testilion		
		-	Total Tasks: Total Access	Becomber .	And Territory	Resolution Technol	1	
			Total Tasks: Total Arrest	birmber.	to Textbox	Amenantiga Tauthan		
		0.1	Total Tasks: Total	and the second se				
		8-	Total Tarks: Total	Be calle have	Aut Truition	Personalize Text Sum	1	
			Chest: Chest Asset 10	Description	Looky Looky	Intermediate Test Cate		
		1	Areth	Bruteke	Full Test Date Full Test Date	Riterendigte Tert Bate	1	
			Total Tavks: Total	and the second				
		-	3			E Contraction of the second seco	1	
			8					
neral Settings		E.	mmmmm	********	*****	<del></del>		

5. Your available fields are in the right-hand column.

6. Put your mouse pointer onto the area or line of the report you want to edit and double left click.

7. This will open the table contents for the line or area.

Header Line Data Line Footer Line Group Header	Group Footer			
Line Definition 1 😿 😁	ED 24		1	0
Line	Action			^
	LinkURL			
🔀 📴 • 🖀 🗙 👘 🛄 🔹 🔹	BAppearance			
AssetID	■ 8ackground	False	[transparent]	
Description Full Test Date	Font		[Arial]	
Intermediate_Test_Date	Format	none		
	Rotation	0	[0°]	
	Text Format	True	[Normal Text]	
	BLayout			
	Alignment	0	[left]	
	Appearance Condition	True	[Show]	
	Blank Optimization	False	[No]	
	FR	0	[truncate]	
	⊕ Frame			
	Justified	False	[No]	¥
Lagout (/ Appearance Cond	Action			

8. Double left click on the three dashes symbol to add a new field.You will be shown a list of the available fields or can write your own text between quotation marks to be displayed.The order of the fields can be changed using the up and down arrows.

9. To change the appearance and layout of the fields use the options on the right hand side of the Table Contents window. Once you are finished click OK to return to the main report Designer window.

10. You may need to add a field to each layer of the report that you want it to appear. For example if you want to add an additional asset variable to the below you would need to repeat the above steps for each of the tables in the Report Structure that relate to assets.

Edit Project Objects Yo	ew 1								
3 3 × 0 0	A REAL	03 #1	<b>1</b> 3	調加日日日	BRE OO I				
Report structure	10	×	10		50 100		200 mi		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Th Deca		0-1		eren ereret	a tra tra tra tra tra tra tra tra tra tr	inden het	1 🕞 🙆 Variables	
B B Report Container	Con Lower of			Anna anna anna anna anna anna anna anna				÷ 🔾 LL	
in Table CLENT			-	Concise Asset		WARD	merman 28 map 274 Thi	- Address	
Table SITE []CI	Tatification		1 23	3	Exports	IN WHEN WE DO		- Contact	
	PHOTO [[Site25itePh	Hotol	1.5	P Read D	Descriptor	¢	Inter Contraction	- Criterial	
	ATIONS [[Site2Locat			ADDETS ANNED	ASSETS AND CHUTCHING		Adde/18 Male	- 💦 Criteria2	
	OCATIONPHOTO []		1.21	ADD/TEAuerO ADD/TEAuerO	ASSETE AssetCescryton ASSETE AssetCescryton		ADDITE Mare	- 🚯 Criterial	
	SSETS [[Locations27		-	AND TE AMAND	PASS T3 Association		ADUTSIAN	- 🔥 Page	
	le: ASSETPHOTO [[A		8-	ADDITI AMMO ROSTI AMMO	ADDITS ANARCHIOTOTOP		ADDETTS Make	Project variables	
	TS [[Site2Accets]]			ASSET'S Asset C	ADDITS AsserCountypion		ADDITENSE	CO OLLFAX	
	SSETPHOTO [[Asset	AssetPhotol1	1.5	ADDITS AMAD RODITS AMAD	Adde1's AsseCostoriator		A35275.1/am	自 🖨 Fields	
- Table: SITE		Concession and the		ASSETS ANNED	ASSET 12 Asset Creation		Add(75 Max	#⊖ LL	
	TOHORATESSTEPHOT	01		AMETEANNED AMETEANNED	ASSETS AssetDescripton ASSETS AssetDescripton		ASSETS Mare	assetphoto	
Table: LOCATIONS (STEELOCATIONS) Table: LOCATIONS (STEELOCATIONS) Table: ASSETS (LOCATIONS2ASSETS) Table: ASSETS (STEELOCATIONS2ASSETS) Table: ASSETS (STEELOCATIONS2ASSETS) Table: ASSETS (STEELASSETS)				AMM TS AMMED	ABSETS AssetCreption		ASSETS MAR	III CO ASSETS	
			1 - 1	ASSETTE Asset O	ASSETTLASHCHURGH ASSETTLASHCHURGHURGH		ADDITINA	CLENT.	
			1000000	ASM TE Asset	ASS[TE AsseCentryton		ADDITENT	COCATIONPHOTO	
			-10	ADDETTS ANARED	ADDET'S AsystConceptor		ADDITE LUBR	I LOCATIONS	
			12.1	ASSETS ASSETS	ADJETS AsserCesorption		ADDITE Mass	STE 😂 🗧	
Table: ASSETPHOTO JASSETS2ASSETPHOTOJ		1.1	ASSETS AssetD	Add271 AssetCresoration		A052751188	SITEPHOTO		
			ADDETS ANNED	ADDETS AND EXecution ADDETS AND EXecution		ABSETS New ABSETS AGE	- (A) Total		
				ANM/TE Asset O	ASSETS AssetCescrution		AUUTEMas		
(C	14	19		ADDITE ANNEO ADDITE ANNEO	PSECTS AssetCentration PdSETS AssetCentration		ADDITE Mare		
	cture Liver	Previne	-	ASSETS AMAND	ASSETS AssetCess/sition		ADDETS.Ums		
Objects Report stru	could raying	1 satisfier 1	8	ADDITE ANALO	ASSETS AssetConceptor ASSET'S AssetConceptor		ADDITIL LAB		
roperties		×	14	ASSETS ASSETS	AddET1 AssetDescripton		ADDETS Make		
E 24		631		ADDETTE AssettD	ASETS AND CHILIPPON		ABSETS Mare		
B Droige		CIO		PLOST & Asset C	Adde T& AssetCasoryton		Adde To Make		
Name			1.58	ADDET'S ADDETO ADDET'S ADDETO	ASSETS AssetElearration ASSETS AssetElearration		ABSETS Maa ABSETS Maa		
Separator Ticks	True	[True]	-	ANDETEAMAGE	AGETE AssetCoursport		ASSE LUIS		
B Appearance	True	(rive)		ASSITTE ANALO	ASS/13 AsserCencryton ASS/13 AsserCencryton		ADD <sup>TE</sup> Line		
Default Frame			1.51	ASSETS AMAND	ASSETT AssetCescrutor		ADATTENTE		
			200	ADDETTLASSED ASSETTLASSED	ABETS AsseCounters ABETS AsseCounters		ASSETS View		
Appearance Condition	True	100 - 1	n - 1	POSE TE AMARD	AGSET'S AssetDesorption		AUGCTSMan		
	0	[Show]	1.51	ASSETS ANNED ASSETS ANNED	ASSETS AssetClearston		Addit75.Mae		
Distance Before		[0.0 mm]	-	ANDETEAMED	AUG/LAuerCentryton		ADD BAME		
Page Break Condition	False	[False]		ASSETS ANNED	ASSETS Asserberghor		ABETSMAR		
Pagebreak Before	False	[No]	1.5	1					
B Lise Optime	111		-				12		
E Data Lines			0 -				12		
Footer Lines			- 250	4			18		
E Group Footer Lines			-	4					
Group Header Lines				4			18		
			-	1					
				P		e			
				8			12		
Design			E.	hannan			Mannan B		
- 55			E						
				BLayout - La	yout Preview Preview				

11.Alternatively you can drag and drop a field from the right-hand column into the report to the position you require.

12. Field widths can be adjusted by dragging the edge of the field with the mouse.

If you require more help, please contact us at https://www.seaward.com/gb/enquire/.