

# General Features

## MTE User Manual - Report Fundamentals

4.03

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# General Features

## Report Layouts

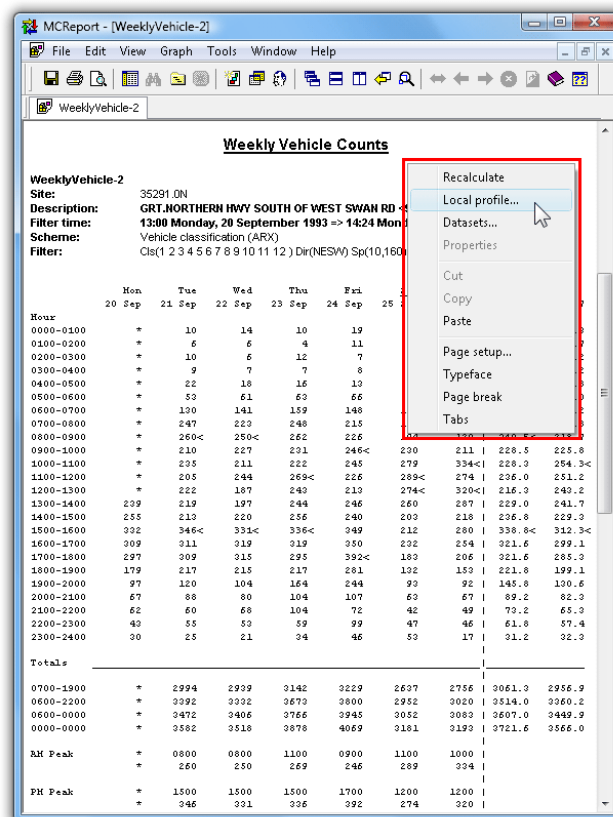
MCRReport has two report layouts:

- Text reports, with completely editable contents and manual formatting options.
- Graphical reports, combining a chart and text report in a split window.

This section introduces concepts common to all reports. Concepts unique to text reports and graphical reports can be found in following sections.

## The Right-Click Menu

A report's right-click menu is one of the keys to MCRReport's flexibility. Both the report's Local Profile and tagged datasets can be changed on-the-fly, without the need to regenerate the report. Reports may also have customisable options accessible via this menu.



The right-click menu

Note that any changes to a report's Profile or datasets will result in the report being automatically recalculated. Any manual editing of the report will be lost.

When changing tagged datasets, remember that the report's signature and multi-file restrictions will still apply.

## Header Sheets

MCRReport includes a detailed header sheet with most reports, giving essential details about the datasets and Profile used to generate the report. Reports may also include an abbreviated header at the start of the data, or the top of each page. When the details are too large to be compressed (such as when multiple datasets are included) the abbreviated header will refer to the main header sheet.

**MetroCount Traffic Executive**  
**Weekly Vehicle Counts**

**WeeklyVehicle-620 - English (ENA)**

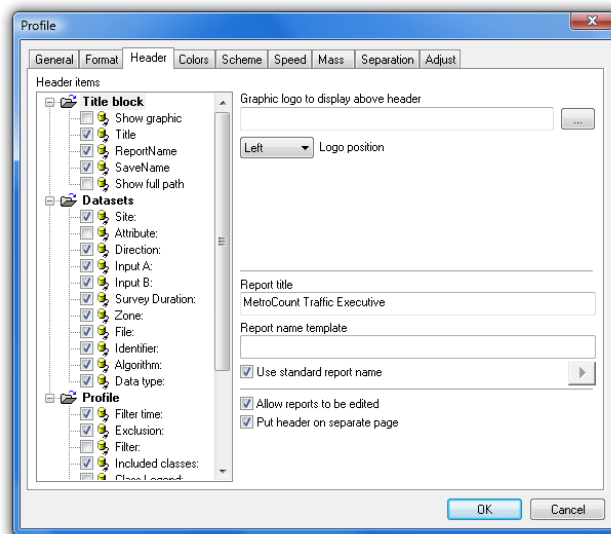
**Datasets:**  
**Site:** [35291] GRT.NORTHERN HWY SOUTH OF WEST SWAN RD <90km/h>  
**Direction:** 1 - North bound, A hit first., Lane: 0  
**Survey Duration:** 13:00 Monday, 20 September 1993 => 14:24 Monday, 27 September 1993  
**File:** D:\Program Files\MetroCount v316\User\Samples\UrbanHwy.ec0 (Demo FB)  
**Identifier:** C355 Rev 9.02.6/3/1993 (c) 1993 Microcom  
**Algorithm:** Factory default  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**  
**Filter time:** 0:00 Tuesday, 21 September 1993 => 0:00 Monday, 27 September 1993  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13  
**Speed range:** 0 - 200 km/h  
**Direction:** North, East, South, West (bound)  
**Separation:** All - (Headway)  
**Name:** Factory default profile  
**Scheme:** Vehicle classification (ARX)  
**Units:** Metric (meter, kilometers, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 21438 / 23718 (90.39%)

### Sample header sheet

The **In Profile** line is the number of vehicles or events included in the calculations of a report, versus the total number of vehicles or events available in the tagged datasets. This is extremely useful for highlighting the effect of vehicle filter settings, especially when a large percentage of excluded vehicles is unexpected. Note that for sequentially generated reports such as the Individual Vehicle or Custom List reports, the **In Profile** line appears at the end of the report.

The fields included in a report's header sheet can be selected in the **Header items** tree in the **Header** page of the Advanced Profile options.



### Changing the Header Sheet format

The header sheet includes an invisible page break to ensure the report data starts on a new page. To turn this off, toggle the **Put header on separate page** option.

The first line of the header sheet title can be changed via the **Report title** option. This is commonly set to the name of a company, council or county.

**MetroCount Surveys**  
**Weekly Vehicle Counts**

**WeeklyVehicle-138 -- English (ENA)**

**Datasets:**

**Site:** [35291] GRT.NORTHERN HWY SOUTH OF WEST SWAN RD <90km/h>  
**Direction:** 1 - North bound, A hit first., Lane: 0  
**Survey Duration:** 13:00 Monday, 20 September 1993 => 14:24 Monday, 27 September 1993  
**File:** D:\Program Files\MetroCount v316\User\Samples\UrbanHwy.ecd (Demo FB)  
**Identifier:** C355 Rev 9.02 6/3/1993 (c) 1993 Microcom  
**Algorithm:** Factory default  
**Data type:** Axle sensors - Paired (Class/Speed/Count)

**Profile:**

**Filter time:** 13:00 Monday, 20 September 1993 => 14:24 Monday, 27 September 1993  
**Included classes:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13  
**Speed range:** 0 - 161 km/h.  
**Direction:** North, East, South, West (bound)  
**Separation:** All - (Headway)  
**Name:** Factory default profile  
**Scheme:** Vehicle classification (ARX)  
**Units:** Metric (meter, kilometer, m/s, km/h, kg, tonne)  
**In profile:** Vehicles = 23717 / 23718 (100.00%)

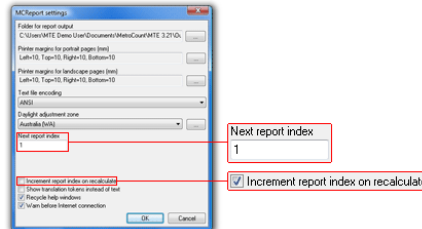
### Changing the Header Sheet title

A company logo can also be added to the top of the Header Sheet in the form of a bitmap image. This is specified in the **Graphic logo to display above header** option, and enabled with the **Show graphic** option in the **Header items** tree.

The tab position between header sheet labels and data is adjustable, to cater for changes in font size. Simply right-click in a report and select **Tabs**, then click the mouse at the desired location. This can also be set using the **Tab Position** option in the **Format** page of a report's Advanced Profile options.

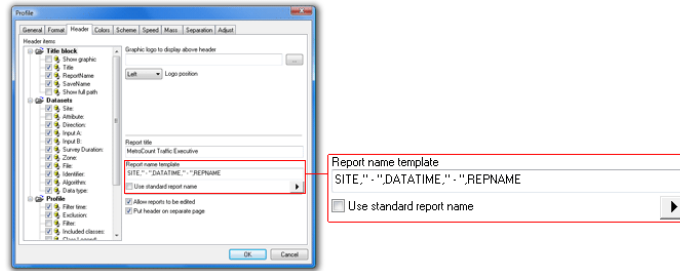
## Report Name

Each report generated by MCRReport has a unique Report Name, which appears in the report's title bar and header details, and is the suggested filename when saving reports. By default this is a combination of an abbreviation of the report type, and an incrementing serial number, such as **WeeklyVehicle-1**. The report serial number can be reset at any point by selecting **Tools » Settings** from MCRReport's main menu, and changing the **Next report index** option. The **Increment report index on recalculate** option causes the serial number to increment whenever a report is recalculated, such as editing a report's Profile or tagged datasets.



### Changing report serial number options

The format of the Report Name can be changed in the **Header** page of the Advanced Profile options. Unchecking the **Use standard report name** option enables the **Report name template**. This is a comma separated list of fields, which can be selected from the menu button next to the template. Fixed strings can be added inside double-quotes. The incrementing report serial number will be automatically appended to the end of the generated name.



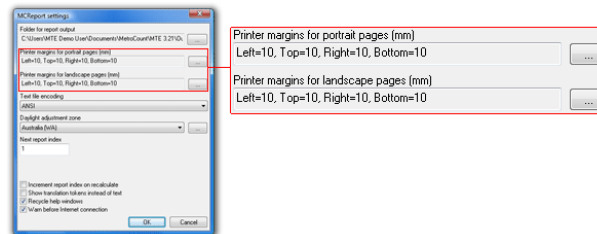
Changing the report name format

## Page Setup

MReport uses the page size of the currently selected printer to generate reports. The page orientation (portrait or landscape) is automatically selected based on the type of report being generated.

The automatic page orientation can be overridden at any time by using the **Page orientation** option in **Format** page of a report's Advanced Profile options.

The default page margins are set in MReport's Global Settings, accessed by selecting **Tools » Settings** from MReport's main menu. Margins may be set independently for portrait and landscape pages. Existing reports will need to be recalculated for the global page margins to take effect.



Setting default page margins

Page margins may also be set locally in a report, by right-clicking a report and selecting **Page setup**.

## Report Header / Footer

The default page header of reports includes the Report Name and page number, right-aligned.

The **Format** page of a report's Advanced Profile options includes a **Printer header** and **Printer footer** option for adding a single line of left-aligned text to the top and bottom of each page.

The tokens **<DATE>** and **<TIME>** may be used to insert the current date and time. The operating system's current long date and time format will be used.

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