Transition Instructions for:

R&R Report Writer version 9.0
Incorporated within Abra Suite v6.3x

to

R&R Report Writer version 10
Stand Alone License

Welcome!!

There are a few facts that we believe you should know before you commence the transition from the R&R Report Writer version 9.0 (R&R v9) incorporated in Abra Suite v6.3x (or prior) and the new, stand-alone R&R Report Writer version 10 (R&R v10) you have purchased or are considering.

R&R v10 includes many enhancements versus Abra's R&R v9, plus you receive all modules including Report Librarian and Rapid Runner, which Liveware did not license to Best for R&R. Also, R&R v10 works with any database since you get both the xBase Report Designer (for Abra and other Foxpro-type programs using DBF files) and SQL Report Designer, for programs such as Access, Oracle, SQL-Server, Sybase, etc. You can even create sets of reports to use across databases. Therefore, you actually get more with the stand-alone R&R v10 than you had with Abra's R&R v9.

Key Differences between Abra's R&R and Stand Alone R&R

You may not have been aware of this, but the R&R version with Abra Suite had some special customizations to work in a slightly different manner in accessing data than a stand-alone R&R version. These changes were created and maintained via the original license agreement between Concentric Data Systems and Abra Cadabra Software, and continued by both parties' successors.

Some of these customizations were designed to limit the R&R program and others were designed to increase R&R's interaction with the host Abra program. None of these customizations apply in the stand-alone R&R license, though the reason behind many of them is duplicated via other features and options. These customizations include:

1) *Limited Data Access* – Abra's R&R version only allowed the end user to access data files from the Abra program. You could not use R&R with data files in directories other than Abra's data dictionary, and then only with the data files (all with an file extension .DBF) that were cataloged within the Abra program.

2) *Record-level Security* – Abra's R&R would only allow an end-user to access records in data files for which the internal Abra security allowed. This limitation, however, was fairly easily circumvented by someone who know what they were doing, and often caused more disruption than security. (E.g. the continual 'No Records Found' problem if R&R was launched form the wrong menu option is a remnant of the security.)

3) *Data Dictionary Integration* – Access to specific data tables and fields within R&R was a function of Abra's security options. Field descriptions were drawn from a special file (DDFIELD.DBF) in Abra that they maintained.

4) *Special 'Underscore' Fields* – Abra maintained in the data dictionary a series of fields available for reporting, but without data actually stored anywhere, but rather created on-the-fly. For example, the field "_NAME1", which built the last name, followed by a

comma, then first name, etc., is one of these fields. These fields were also used extensively for coded value description lookups.

Within R&R v10, most of these issues may be addressed directly. To enhance the inherent R&R v10 capabilities, we have included supplemental materials, including this instruction manual, to either replace the critical differences most effectively or help you determine which transition elements are safe to ignore. In general, *Record-level Security* in Abra's R&R was little used as a benefit and can be safely discarded. In addition, *Limited Data Access* was a straight limitation on your use of R&R with anything other than Abra, and that is no longer a constraint you would want in any case.

The balance of this manual covers the process of replacing the affirmative elements of Abra's R&R customization, and creating R&R v10 reports from your existing Abra R&R v9 reports. **In most cases, each report will either automatically translate or require a few minutes of minor updating.** Comparing these procedures to the arduous task of re-creating the entire report – including figuring everything out again from scratch – one must wonder why Best didn't just avoid the entire affair by observing the law. Of course, the answer is obvious: they were afraid of what customers would say and of their demands for reimbursement!

Loading and Using the Data Dictionary

Liveware has made the effort to replace the data dictionary elements from the Abra's R&R v9 by supplying a set of data files for use with the brand new Data Dictionary Editor module of R&R v10. This new R&R module has many of the same capabilities as what the customized Data Dictionary in Abra's R&R v9 had, but also some additional capabilities. Therefore, stand-alone R&R v10 is more than adequate to replace the capabilities lost in the transition.

The first step is to copy the data dictionary files Liveware has supplied to Abra users into the R&R v10 dictionary directory. *It is important to do this step immediately upon installation of R&R v10, since the program will, otherwise, immediately start cataloging the contents of your data files and copying the ones supplied will overwrite what you have done.* (There is an alternative if you did not copy them immediately after installation, but this requires some facility with Microsoft Visual Foxpro, or equivalent.)

The Abra users' data dictionary includes nine files:

DICTTABLE.DBF/.CDX/.FPT	Dictionary tables, index file and memo file
DICTINDX.DBF/.CDX/.FPT	Dictionary indexes, index file and memo file
DICTFLD.DBF/.CDX/.FPT	Dictionary fields, index file and memo fil

After installing R&R v10, copy these files to overwrite the empty ones stored in the '.\RL' folder underneath the R&R main program directory, named as a default 'rrver10'.

Since each R&R user has their own dictionary, these dictionary files reference the default User ID 'ADMIN'. (See Report Librarian and Data Dictionary Editor documentation on the use of User IDs.) If you simply launch R&R Report Designer from the icon on the menu, these dictionary entries will be available. If you create other User

IDs in Report Librarian, you can copy all the dictionary entries to those new User IDs, so that they may use the dictionary entries as well. Check the Data Dictionary Editor documentation for instructions on how to do so.

The new data dictionary files are just a starting point. Once installed, you can update the dictionary with new calculated fields of your own, using the new single-click option from the Calc Fields dialog, and any additional data files where you use R&R will automatically be added to the dictionary.

The base Abra data dictionary Liveware has supplied contains all tables and fields from the main Abra system. Not included are 'Toolkit' tables, which are essentially different for each Abra user. To add those tables and all of their fields, simply create a report in R&R with those tables as the master or related table. (For more instructions on this process, see the Data Dictionary Editor documentation.)

Of primary interest in the Abra data dictionary, Liveware has included replacements for the 'underscore' fields – those calculated fields built into Abra's R&R for code table lookups and such. These are not, however, identical to the fields in Abra's R&R v9. This is a complicated issue, but one that we have streamlined to a simple find-and-replace process described in a section below.

Abra's R&R v9 (and prior versions) incorporated a field-level security scheme to prevent selected Abra User IDs from accessing data in certain data fields within R&R. This was a complex process and few Abra users actually used it aggressively. While these settings now gone, stand-alone R&R's data dictionary has had a similar capability. With the new Data Dictionary Editor in stand-alone R&R v10, you can specify several field-level controls for each Librarian/Data Dictionary User ID. These can also be copied from one user to the next. See the manual for Data Dictionary Editor if you wish to apply these field-level security options.

Beyond replacing Abra's R&R customization components, v10 Data Dictionary Editor has more features that could be very helpful. We invite you to review the manual to learn about default layout options, adding calc fields, specifying notes on all dictionary components, and using other v10 options to help with joining files and understanding the backbone of any reporting system: the data files and fields.

Process for Updating Reports' "Underscore" Fields

Most of Abra's R&R reports take advantage of one or more field entries that are not stored in the actual data file, but are rather derived from those files on-the-fly by R&R. This has always been a capability of R&R, but Abra's R&R made extensive use of this function for, in particular, accessing the description values for coded data values.

In Abra's R&R these fields began with an "underscore" ('_') character. For example, on the HRPERSNL table, _LEVEL2 would print the description of the field P_LEVEL2, and _SEX printed the description of the P_SEX field (Female, Male etc.).

Now that you are using stand-alone R&R, most of the existing Abra underscore fields will no longer function. As a result, these fields have been recreated in the data dictionary files Liveware is distributing, **so that you may continue to work as before without any additional effort.** The following instructions are provided to show you how to remove the old Abra underscore fields and replace them with the new underscore fields **if and only if those fields do not work in R&R v10**. Also attached is an underscore Field Replacement Worksheet to assist you, while walking through this simple process.

After the R&R v10 is installed -- and you've copied the data dictionary files Liveware has supplied (as described above) but underscore fields do not work correctly -- open your existing report in R&R v10, and complete the following steps:
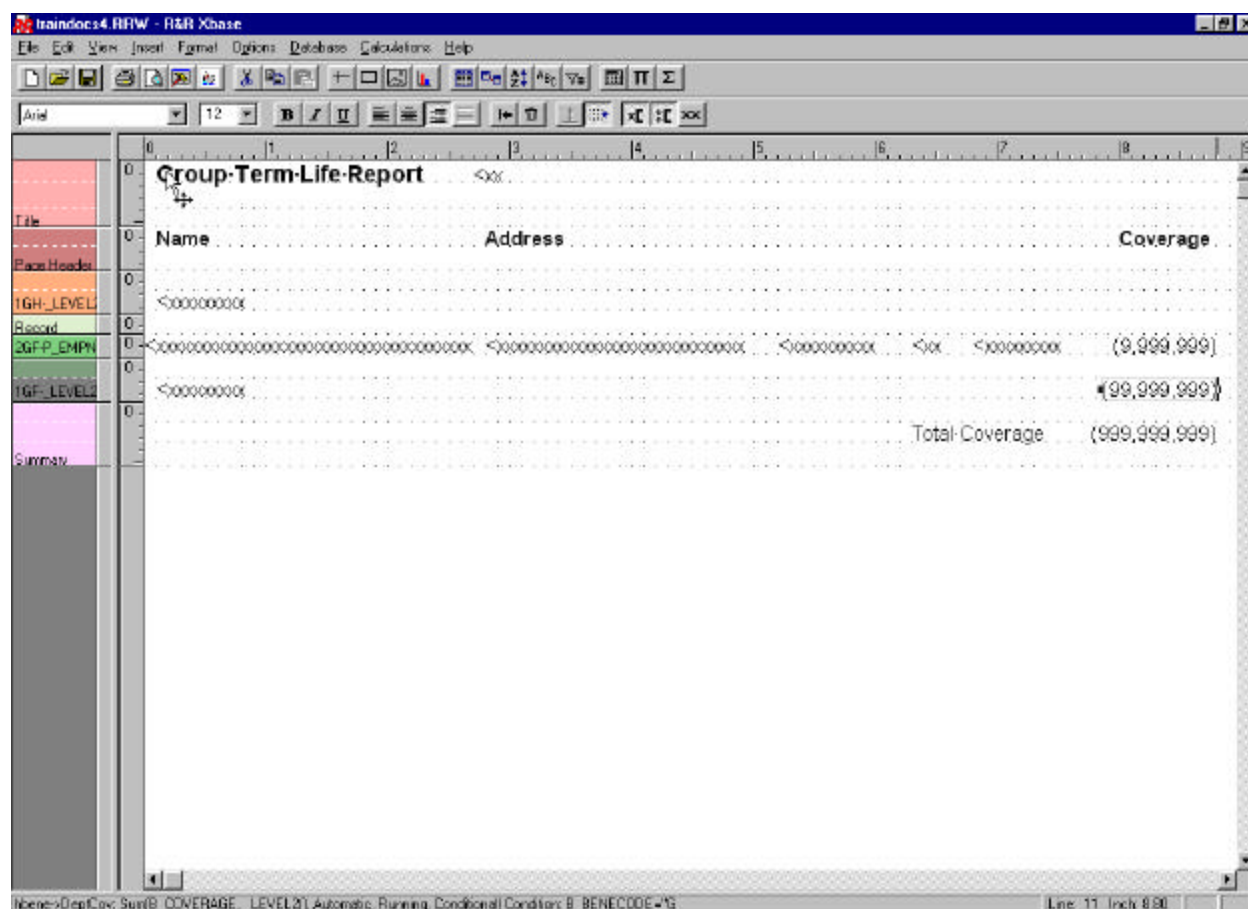
If needed, change the View Field Name settings, to read the field names. Select the View menu, and then Field Names. The report should then appear as follows:

Step 1 - Identify Where the Abra Underscore Fields are Used

To identify any Abra underscore fields, you should review the report. In addition, you can also review the Report Specifications. To print the report specifications:

1. Select, the File Menu (in the upper right corner of your screen) and then Print.
2. Select Report Specification in the "Print What" field, and then press "OK".
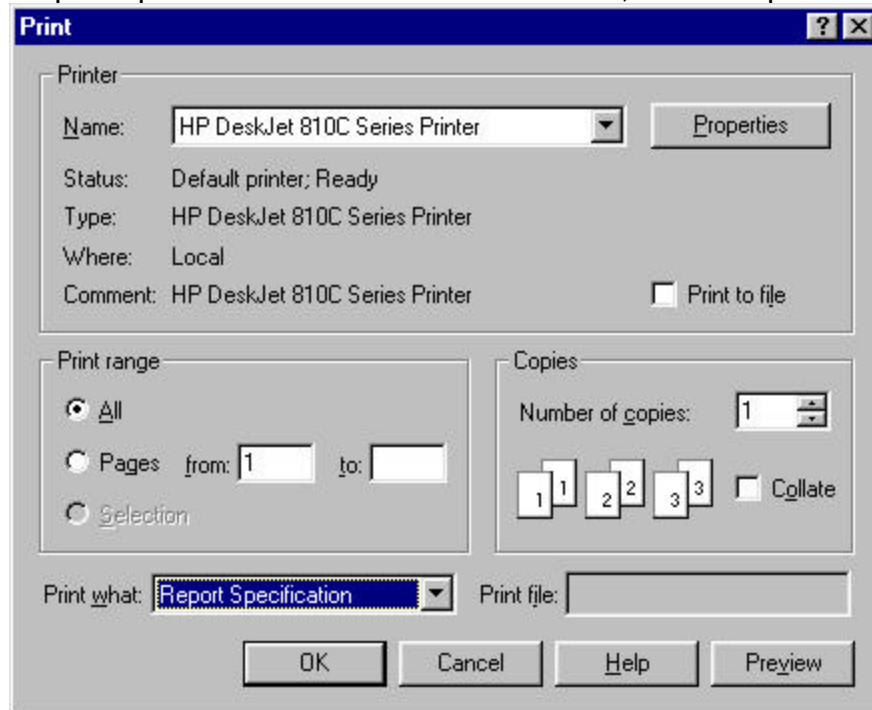
3. Review the report specifications to identify any Abra underscore fields that are used.

The following pages details how to go through the 6 sections in an R&R report, which you should evaluate to see if any underscore fields are in use. These 6 parts are as follows:

1. Report Layout
2. Sort Order
3. Group Order
4. Calculated Fields
5. Total Fields
6. Query

Note: Usually the Abra underscore fields are only used in the layout of the report.

Step 2 - Edit the Report Layout
Remove and replace the existing Abra underscore fields with temporary replacements

1. Remove the fields from the layout of the report.
2. Type in the name of the field in the place where the old underscore field was. This will mark the place where the field was on the layout of the report.
3. *Optional* - To further denote the field site, click on the field and then press F5 to access the font menu (see below) and select a different color in the bottom right hand corner, and choose a different color, for example **Maroon.**
4. Note any changes made on the underscore Field Replacement Worksheet.
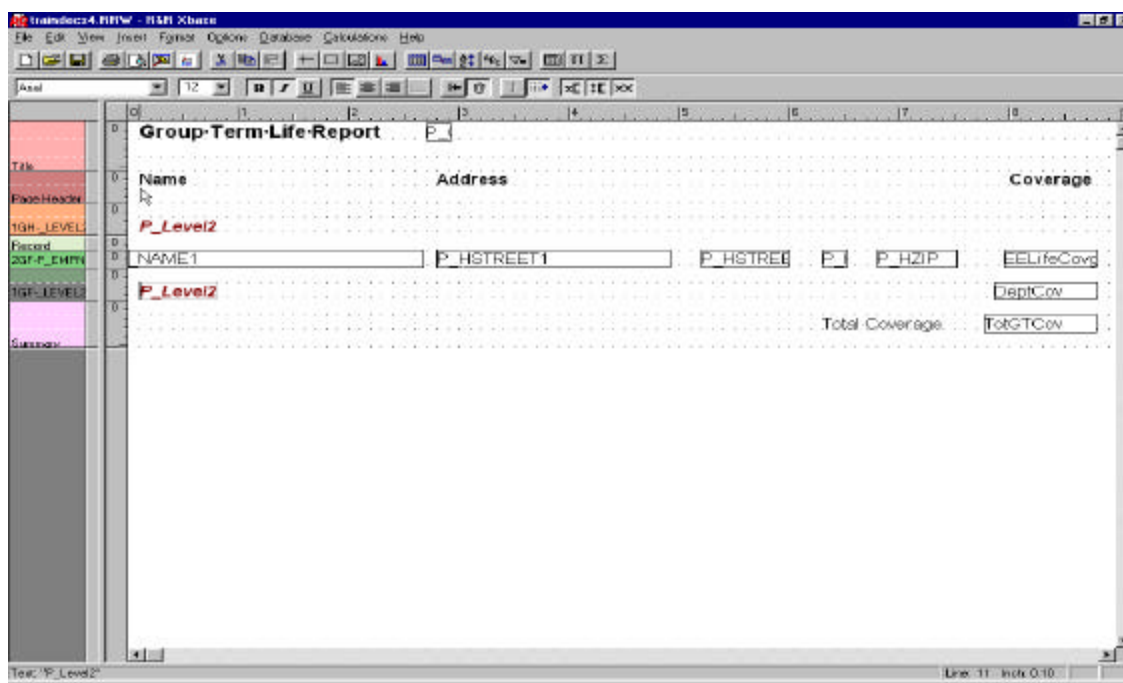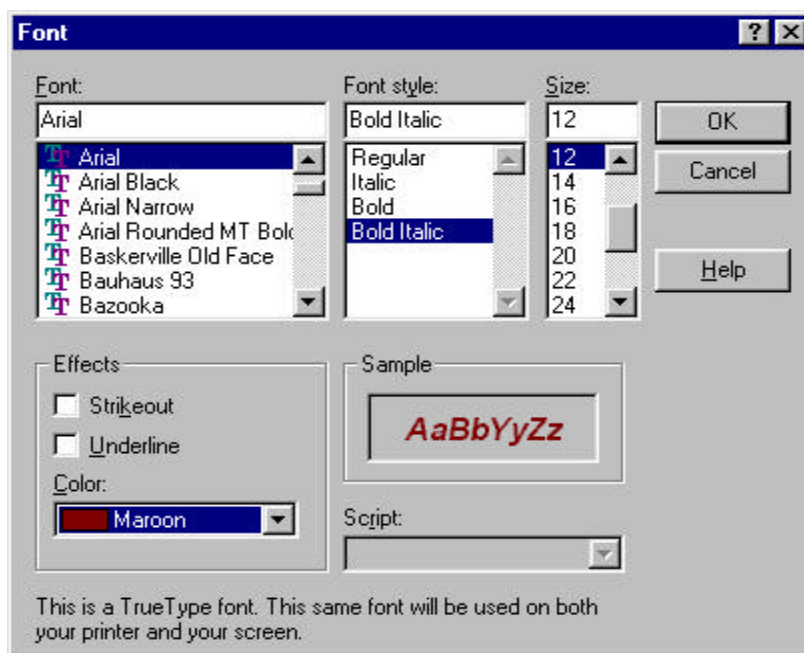
Step 3 - Edit the Sort Order

To edit the Sort Order of the report:

1. Select the Database Menu and then Sort Order (along the top of your screen.). Or use the Sort Records button on the toolbar (A-Z with an arrow).

2. Replace the Abra underscore field with the code equivalent field(s), so that the report will print in a similar order. For example, remove the _Level2 field in the following example and replace it with the code equivalent field P_Level2, as per the following.
3. Press "OK".
4. Note any changes made on the underscore Field Replacement Worksheet.

Step 4 – Edit the Group Order of the Report:

To edit the Group Order of the report:

1. Select the Database Menu and then Group Order (along the top of your screen.).
   Or use the Group Records button (ABC).

2. **Replace the Abra underscore field with the code equivalent field(s), so that the report will group in a similar order. For example, remove the _Level2 field in the following example and replace it with the code equivalent field P_Level2.**
3. **Press "OK".**
4. **Note any changes made on the underscore Field Replacement Worksheet.**

Step 5 - Edit the Calculated Fields
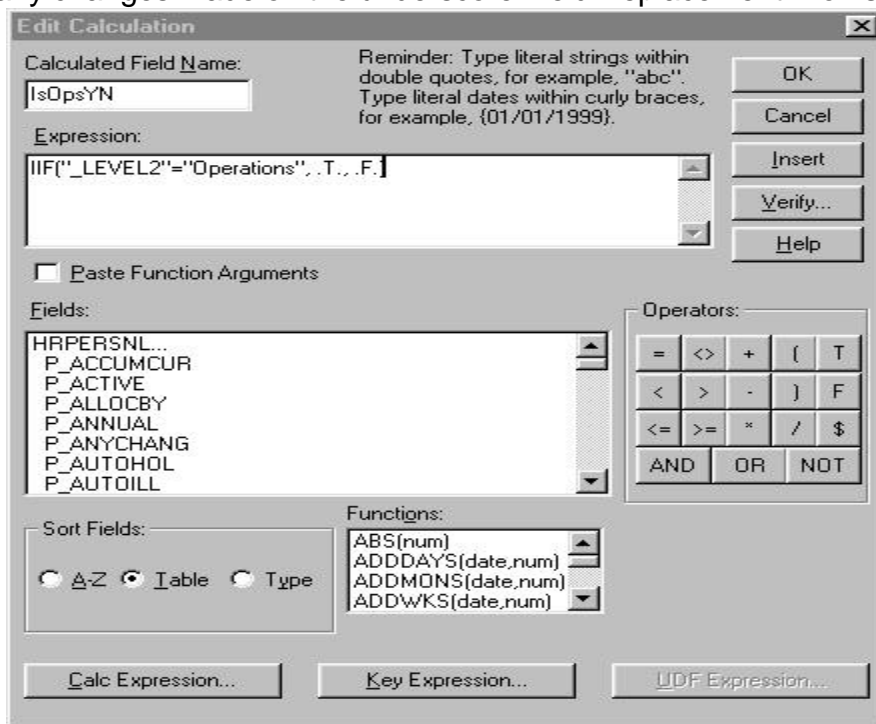
To edit a calculated field in the report:

1. Select the Calculations Menu (along the top of your screen.). Or use the Calculations button (calculator).

2. Put quotes around the underscore field. This calculated field will no longer work properly, but it will allow you to temporarily make the change as needed.
3. Press "OK" and then "Close".
4. Note any changes made on the underscore Field Replacement Worksheet.

Step 6 - Edit the Total Fields

To edit the Total Fields in the report:

1. Select the Calculations Menu and then Total Fields (along the top of your screen.). Or use the Total button (sum sign).
2. A list of Total Fields will appear, select the field that needs to be edited and then press the Edit button. There are 3 parts where an underscore field may need to be edited in a Total Field:
   a. Field
   b. Condition
   c. Reset
3. Note any changes made on the underscore Field Replacement Worksheet.
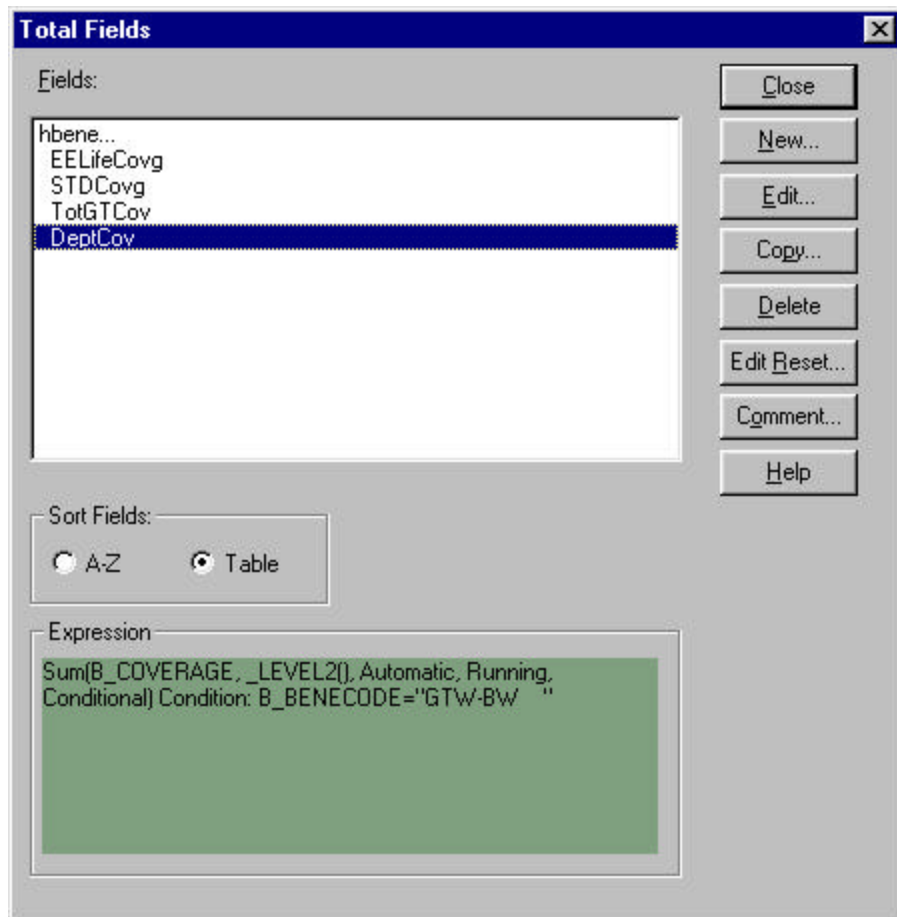
6a - To Edit the Field used in Total:
1. Replace the Field used with the code equivalent of the Underscore field, that is, replace Level2 with the code equivalent field P_Level2, or department.
2. Press "OK" and then "Close".
3. Note any changes made on the underscore Field Replacement Worksheet.

6b -To Edit the Condition used in the Total:
1. Press the "Options" button.
2. Press the "Condition" button.
3. Put quotes around the Abra underscore field. This calculation will no longer work properly, but it will allow you to temporarily make the change as needed.
4. Press "OK" twice and then "Close".
5. Note any changes made on the underscore Field Replacement Worksheet.
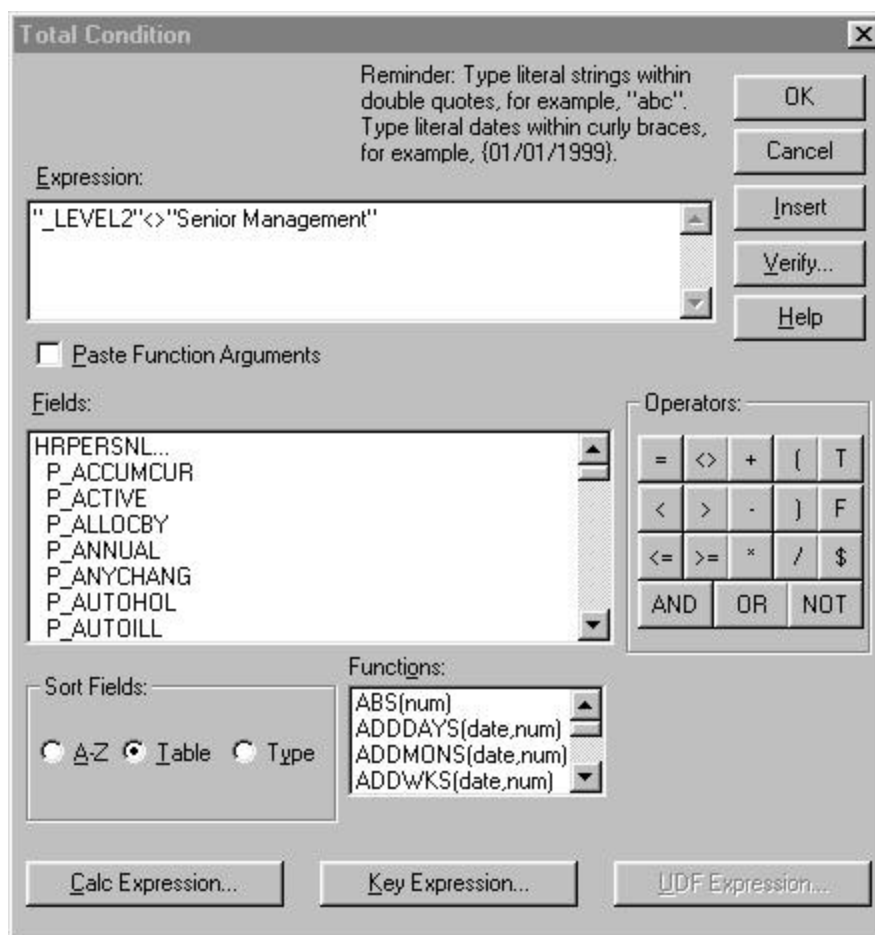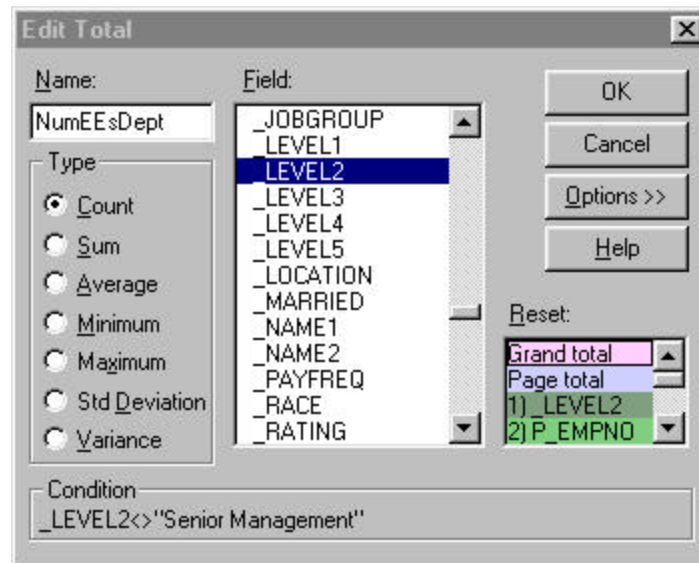
6c - To edit Reset value used in the Total:

1. When changing the Group Order of a report, it will automatically change the Reset value on the Total Fields of the report. Before you change your Group Order, the report will appear as follows:

After you change the Group Order, it will automatically change the Reset value on the Edit Total screen, as follows:

2. You should verify that the report is resetting as desired. If not select the correct Reset value.
3. Note any changes made on the underscore Field Replacement Worksheet.

Step 7 - Edit the Query

To edit the Query in the report**:**

1. Select the Database Menu and then Query (along the top of your screen.). Or use the Query button on the toolbar (a funnel followed by an =).
2. Click on the line of the query you wish to edit and then press, "Edit", or simply double click on the line of the query.
3. Replace the Abra underscore field with the code equivalent field(s), so that the report will group in a similar order. For example, remove the _Level2 field in the following example and replace it with the code equivalent field P_Level2.
4. Press "OK" twice.
5. Note any changes made on the attached worksheet.

Step 8 - Purge Calculations
To save these changes and purge the old underscore fields in the report:

1. Save any changes to the report.
2. Select the Calculations Menu and then Purge Calculations (along the top of your screen).
3. Click "Purge Unused Calculated Fields" and "Purge Unused Total Fields" and press, "OK".
4. Save the report again, and close it.
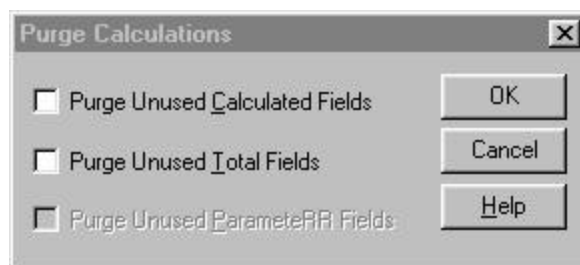
Step 9 - "Undo" Any Changes
To undo all of the above changes made in the report:

1. Reopen the report.
2. Using the underscore Field Replacement Worksheet, follow the above steps again removing all of the changes that you made, *or change everything back the way it was when this process began*.
5. Save the report, and close it.

The report will then read the new data dictionary entries. The changes are invisible to you, as everything will work as it did before.

Step 10 - Test the Changes
To test the new underscore fields in the report:
1. Reopen the report.
2. Run the report, and verify any field that has been changed. Save any other changes, if needed.

Notes and Considerations
If you used Abra Security with your reports before (not many do), it will no longer work in R&R. If needed Liveware can edit the new Data Dictionary to define security restrictions as needed. Please don't hesitate to contact us with this, or any question that you might have.

Summary
Lastly, you have now completed the steps to use the new underscore fields in the R&R Report writer with the Abra Human Resources and Payroll software. We hope that this was a simple process and that the R&R Report writer will continue to help you with your reporting needs in the future.