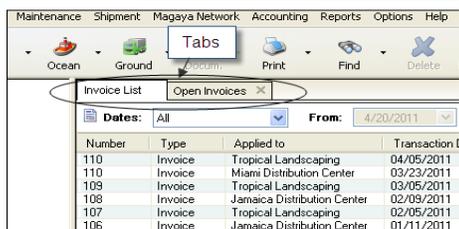


## New Software Features: Tabbed Viewing and Report Enhancements

The new release of Magaya software has many enhancements. This tech tip explains just a few of them: how to use the new tabs in reports and in the list views, and see how to use new options to format reports.



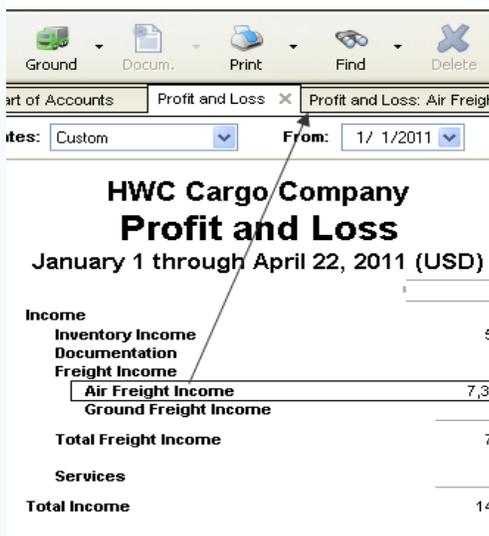
### Tabs

Now users can switch between views of reports and lists. Similar to tabbed browsing available on Internet Explorer and some other web browsers, the tabs in your Magaya Explorer enable you to switch between views.

For example, when you are viewing a list such as the Invoices List, and you want to also view a report, now you can view both in tabs. Previously you had to close a report to return to the list view. Now you can switch between both.

Another example of using the tabs includes creating a Balance Sheet Report and a Profit & Loss Report simultaneously. The reports will display on separate tabs that you can click to view each report and move between them easily. You can also open the Liquidation screen over a shipment and have access to the shipment and the liquidation in separate tabs.

When you are viewing a report, you can double-click on a line item in a report to drill down for more details. For example, run an Income statement (P&L report) and double-click on a line item. The item will open in a tab.



### Customize the Look of Reports

You can also enhance and customize the format of reports. Change the font, color, size, etc. of the different elements in the report such as company name, title, sub-title, columns headers, rows, etc.

#### Steps:

1. Click the "Configure" button on the bottom toolbar in the Document view.



A dialog box opens with three tabs: Header Info, Fonts, and Numbers. The

Header Info tab displays your company name, the report title, and sub-title; you can change any of these as needed.

2. Click the "Fonts" tab. Select the element you want to customize such as the Header - Company Name. Make changes to the font and click OK.



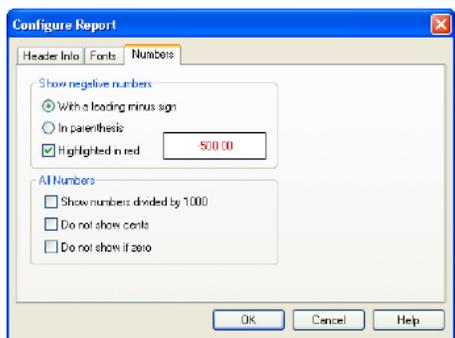
Other options on the "Numbers" tab include:

- Display whole numbers or numbers divided by 1000.
- Output numbers using the thousand separators, for example: 1,000,000.00.
- Display negatives values in red or in parenthesis.

Amt. Due <sup>  </sup>	Original Amount <sup>  </sup>
10,700.32	10,700.32
10,700.32	
-271.15	1,500.00
-271.15	

### Steps:

1. Click the “Number” tab in configuration dialog box:



2. Check the options you want to use, and click OK to save the changes.

### Select Additional Columns in Fixed Reports:

Additional columns can be selected in all fixed reports pre-created in the system such as adding the “Shipment Name” or “Port of Origin” column to an Open Invoices report.

### Steps:

1. Click the Actions button, and select “Choose Columns”.

2. In the dialog box that opens, select the column you want, or click the “Add Column” button to open a new dialog box with more choices.

### Change Column Names on Reports:

You can change the column names in any report, including those that are created by the system.

### Steps:

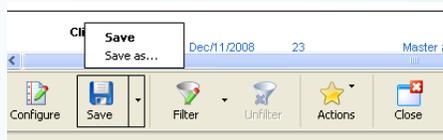
1. Open the “Choose Columns” dialog

box.

2. Click on the column name. Then type the new name, and click OK to save.

You can also set the default columns to a report that the user modified to bring the report to its original status: Click on the Actions button and select “Set Default Columns”.

The new “Save As” option allows you to keep the original format of a report and to save a copy of it by another name. Then you can make changes to the second report without having to start all over to build it.



Before this new version, the system would overwrite the first report. This new feature is especially useful when you want to create another report that is similar to the first one; now you do not have to start from scratch to build it.

These are just a few of the new enhancements in version 8.0 of Magaya software. The new version will be available soon. Backup your current database before you update to the new version. If you need help, please see the [Magaya Software Customization Manual](#) on Magaya.com or call Tech Support. The update is free for all Magaya customers, so you can begin to enjoy all the new benefits. ■