WorldWriter Basics

This White Paper is by Marty Burns, of the CD Group. Marty is an excellent senior distribution consultant, who is also a master of WorldWriter. This paper steps you through the basics of creating a WorldWriter report. www.CDGroup.com

Overview

WorldWriter is a vehicle for generating custom reports. Data can be selected from several files and the output then presented in a user defined format. The output can be either printed as a hard copy report or viewed on line. Viewing the output of a WorldWriter before printing is strongly recommended since this will ensure that the data and formatting meet the requirements prevents needless waste of paper.

Step By Step Process

The mechanics of setting up a WorldWriter report may seem a little difficult at first. New users are encouraged to work through the initial learning phase since they will soon discover the "step by step" process to be very logical and intuitive. This can be demonstrated by creating a very basic report as follows:

- Key the menu selection for WorldWriter library. If not on a custom menu, go to G82 and take one of the menu options.

- Key "3" in the OPT column on an open line to ADD a new version. Press Enter.

- The series of steps for creating a new version will be displayed by pressing Enter.

- An alternative approach is to "borrow" the pioneering efforts of other users by copying an existing version, then modifying the output for your specific needs. To copy an existing version, key "3" in the OPT column to the left of the version number to be copied.

1. **Version Title**. When creating a new version, the first screen requires a Version Number, Description, Report Title, and the data File(s) to be accessed. Always include the Group and Version Number in the report title, so the version can be easily located for re-runs. To avoid exasperation, consult with an experienced user to determine the File which contains the data being sought. As an example, F4211 identifies the Sales Open Order File. You can specify more than one File, but in doing so you must "join" the Files by a common field. Again, consult with an experienced user for assistance in attempting to join Files. Press Enter to advance to the next step. If for any reason you need to step back, Key F12 (**not F3**) to reverse your direction.

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2. **Additional Parameters.** This parameter screen establishes the default line and column spacing, etc. You'll note there is a "Query Detail" parameter which allows the option of generating Totals (T) as opposed to the default which is to output Detail (D) records, for example, the totals relating to an entire sales order vs. line item details. If only Totals are desired, it is necessary to specify the fields to be totaled and the break levels in the **Sort & Totaling** step discussed below. Press Enter to advance.

3. **Field Selection List.** Mark the fields to be selected with a "1". The marked fields will follow along in subsequent steps wherever the bottom margin indicates F15 to display "tagged" fields. Press Enter to advance.

4. **Output Field Specifications.** The output fields are arranged in a left-to-right format by sequentially numbering the fields in a low to high manner. In other words, number the left-most field with the lowest numeric value. Note upon keying Enter, the system will automatically re-number in increments of ten to aid re-sequencing. Key F13 to see the simulated format. F12 to reverse. As necessary, re-arrange the format by re-numbering the sequence and repeat F13 to view the results.

   To customize the column titles, key Opt=5 "Fld Det" (Field Details). The titles derived from the Data Dictionary will appear as a default. When inventing your own titles, be cognizant of the size of the data field and conserve valuable space on your output by confining the heading to no more characters than the data will occupy. Note the title can be stacked on three lines and all lines will automatically be centered. Press Enter to advance.

5. **Data Selection**. This is a critical step since it determines the records to be selected for output. The output is qualified using tests such as EQ = equal, LT = less than etc. Use the F1 field help to select the correct "Test" abbreviation. The F1 will also verify relevant "Values". The F1 value search will insure against a red error response. The "And / Or" condition logic defaults to "And". To introduce "Or" logic, simply key F9 to replicate the previous data selections and key "9" to delete inappropriate selections. Be sure to review the "And / Or" logic closely to insure the desired records will be selected. The F15 and F16 functions will display "tagged" or "All" data fields to simplify your selection. It is important to note Data Selection is not restricted to just the fields designated for output, that is, it and can be performed on any field in the file being accessed. Press Enter to advance.

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