

# How To Adjust, Save, and Restore Column Widths in Barista DocOut

Reports designed for the Barista DocOut system may occasionally need adjustments to the column widths. This may be the case if frequently using long address or description lines, or if running with data that's in all upper case.

Developers or system administrators can use Process permissions within the Barista Security System to determine whether global document column adjustments are allowed. If so, column adjustments can be set and saved globally for each DocOut report.

When a global setting is in effect, individual users may override or further adjust the column settings for themselves. At any time, they can restore their settings to the global default. If no global settings are in effect, a restore resets the column widths to those specified in the report program itself.

## Barista Security System Settings

Permission to set global/default column widths is handled via Barista Security Administration. Call up the role for which you want to allow the process, click the Processes tab, and click in the "Allow" column to the right of the process description, as seen in figure 1.

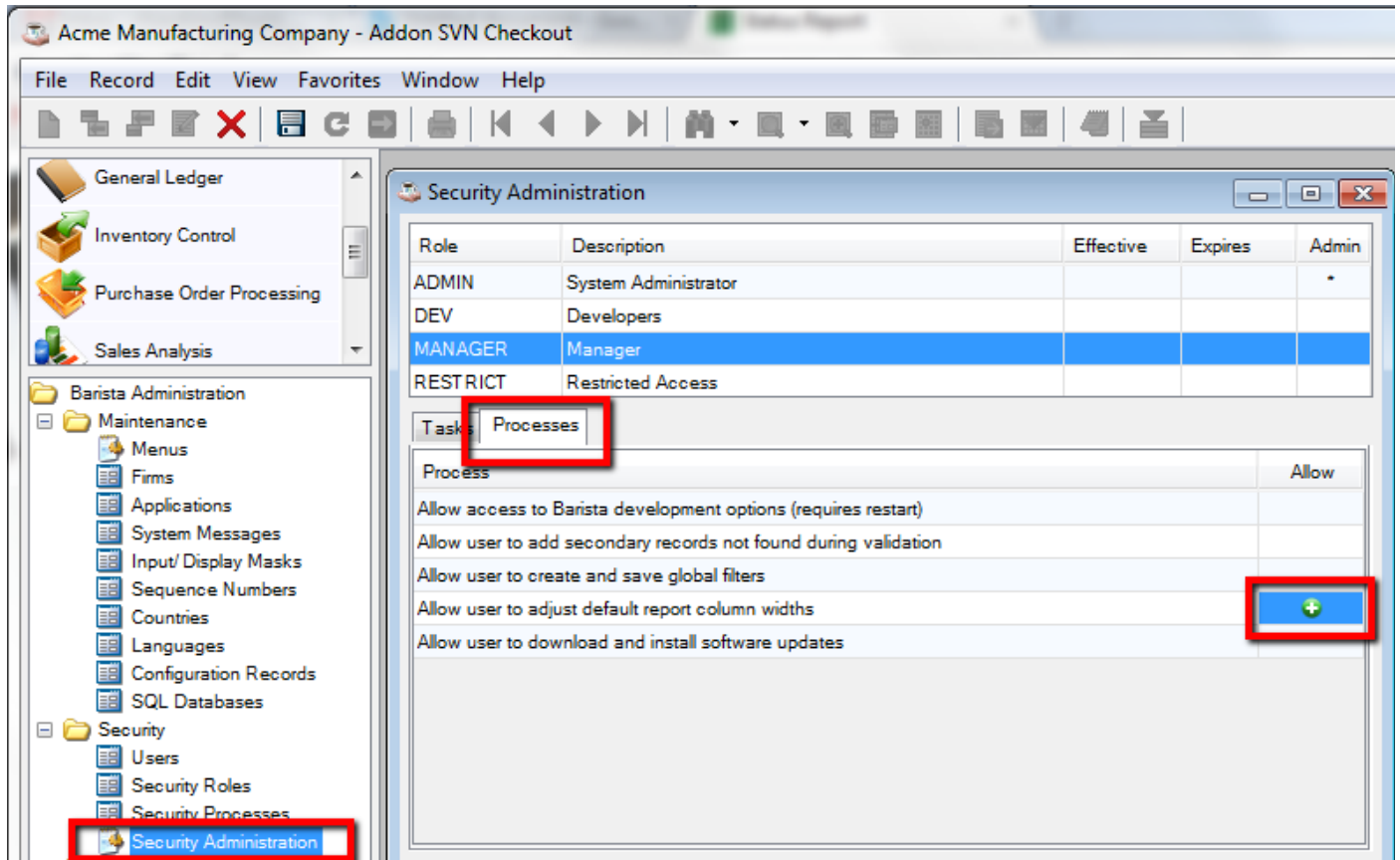


Figure 1: Barista Security Administration Processes Tab, enabling “Allow user to adjust default report column widths” process.

### Changing the Column Sizes

When logged as a user with the process permissions described above, you can run any DocOut report and adjust column widths as needed. Press the Adjust Columns button (figure 2), adjust the column sizes by dragging the desired column headings, and then click the Save button (figure 3).

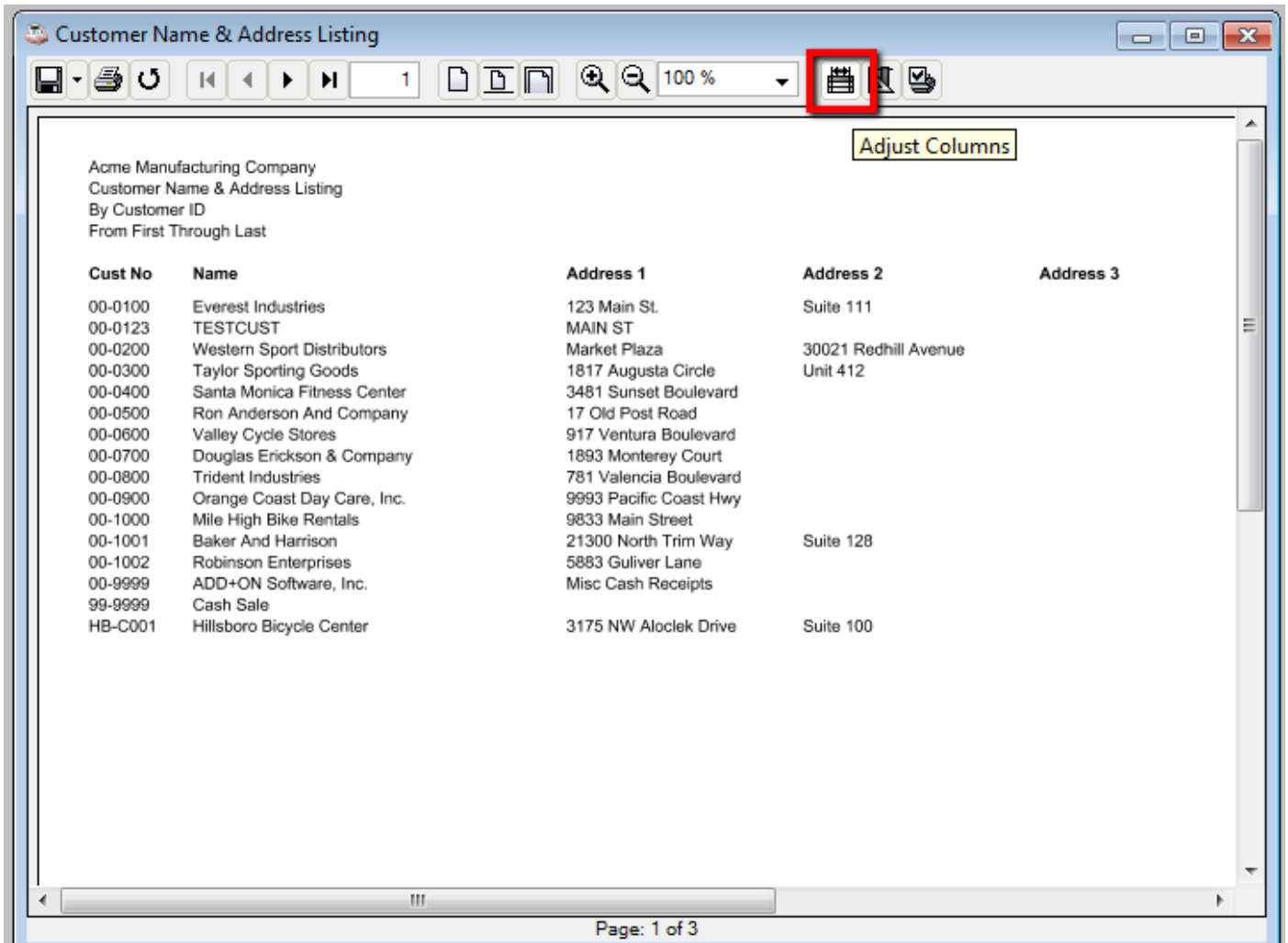


Figure 2: Use the Adjust Columns button to launch the Document Output Column Adjustment form.

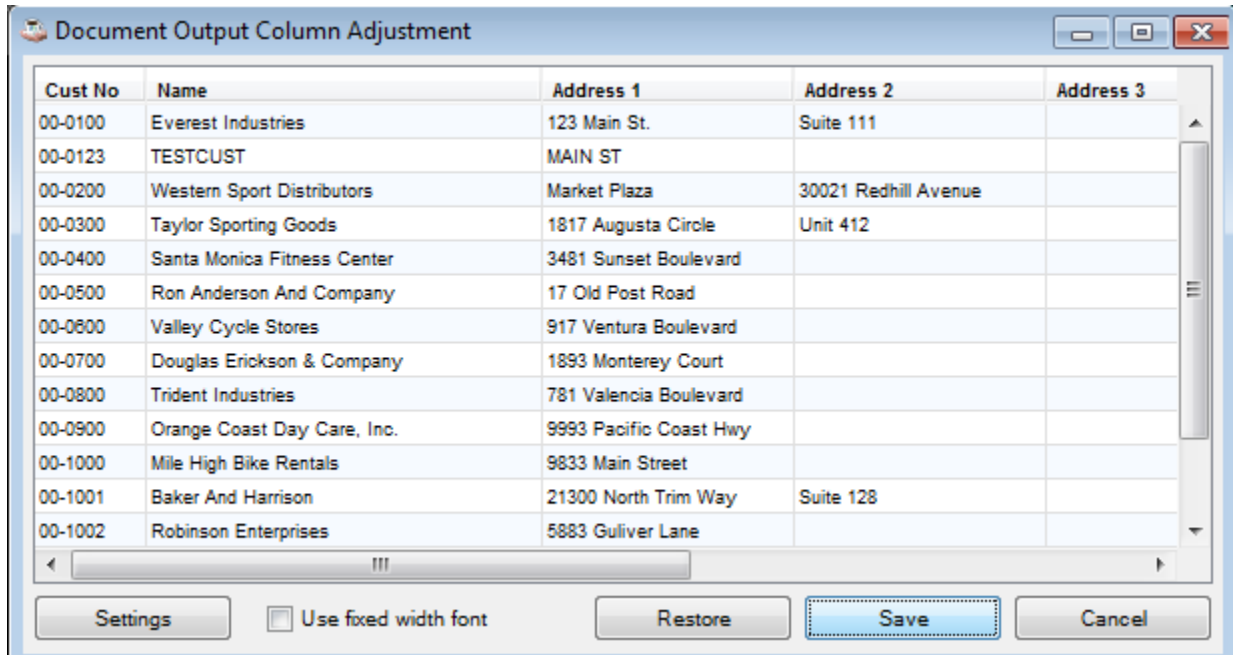


Figure 3: Adjust column sizes as desired, then press Save.

You will only need to make this sort of adjustment once. The column sizes are saved into the Barista Administrative table ADS\_DOC\_SETCOLS (see figure 4). Each time a user runs the report, Barista consults the ADS\_DOC\_SETCOLS table to see if defaults exist. If a user without the process permissions described above makes further adjustments via the Document Output Column Adjustment form, those settings are only in effect for that user. The user can return to the default settings at any time by pressing the Restore button. (Note: it is recommended that you run the Create Sync File Backup utility any time you make changes that affect Barista Administrative tables. This ensures that your document settings defaults will be preserved across upgrades.)

Table Layout Inquiry

/ Alias	Description	AType	FType	Disk File	Comp
ADS_CALENDAR	Fiscal Calendar	Child	Maintenance For		01-007514
ADS_COMPINFO	Company Information	VKeyed	Maintenance For	ads_compinfo	01-007514
ADS_CONFIGURE	Configuration Records	VKeyed	Maintenance For	ads_configure.dat	01-007514
ADS_DOCUMENTS	Documents	VKeyed	Maintenance For	ads_documents.dat	01-007514
ADS_DOC_GROUP	Document Group	VKeyed	Maintenance For	ads_doc_group.dat	01-007514
ADS_DOC_SETCOLS	Holds Column Widths for DocOut	VKeyed	Maintenance For	ads_doc_setcols.da	01-007514
ADS_DOC_SETTINGS	Document Print Settings	VKeyed	Maintenance For	ads_doc_settings.d	01-007514

ADS\_DOC\_SETCOLS

Seq	KNum
00	00

Seq    Eleme

001	DD_T
002	REP_C
003	COLW
004	COLW

Holds Column Widths for DocOut Inquiry

Search:     Filters:

/ Table Alias	Column Sequence	Column Width in Pixe	Column Width in Char
ARR_NAMEADDRESS	000	56	8
ARR_NAMEADDRESS	001	185	20
ARR_NAMEADDRESS	002	166	18
ARR_NAMEADDRESS	003	151	18
ARR_NAMEADDRESS	004	62	15
ARR_NAMEADDRESS	005	60	15
ARR_NAMEADDRESS	006	105	15
ARR_NAMEADDRESS	007	35	5
ARR_NAMEADDRESS	008	56	8
ARR_NAMEADDRESS	009	70	10

Figure 4: Barista Table Layout Inquiry showing the contents of the ADS\_DOC\_SETCOLS table after adjusting column widths while logged on as a user with permission to set the defaults.