'People associated with' report – Kerry Farmer

- Report -> List of -> People -> **Configuration Name : Associated with where**
  This is the name that will be referred to in a list of available reports, so don't leave title as 'List of People' but give it a meaningful name and save.

- **Subject of the report** – Ticking the 'Use the Current Focus Person' will default to whoever is the subject at the time it is run, the report being about them. That is useful for eg a Descendants report, but I'm creating a report across the whole database of people who meet a particular criteria.

- In this case I want to create a **Filtered** group of people – who meet some criteria.
- Drop-down menu shows me the filters I've already set up. Assuming that this is a new one, I select Add & then again give the filter a meaningful name.

- Give the filter a meaningful name – eg People associated with where.
- Field -> 'Any Event…'
- Subfield -> 'Any Place Field' meaning anywhere in city, county, country, state – whatever.

- **Operator** -> 'Contains' means that this string is somewhere within the characters being compared
- **Value** -> [?] means – at run-time, ask the user to enter
- **END** –> I could have a complicated filter here with ANDs and ORs but the last line of the filter must end with 'END'

- The meaning of this filter then is to ask the user to type in a place at run time, and make a list of all the people who have some tag that in any one of the place fields contains somewhere the group of letters the user typed in at run time.

- Report Destination -> **Properties**   This is the printer setup information.
- I've changed the paper size to A4. OK.

- **Screen Preview**: means that the report will just produce a list immediately to the screen of those who match my criteria.

- Select **Options** – this is where I choose what fields will be printed out & how it will appear.
- Report Title – is the heading of the first page in the report.
  Give the report a useful report name – eg 'People associated with a particular place'
  The report could even prompt me for a heading line on the report at run time (if I enter [?] in the title) – but it can only do one user input 'at run time' event per report, and I need that option for my filter.

- I choose whether I want my Researcher details to appear
- Could be in header or footer – I select 'At the end of the report'

- '**Bypass** the Report Definition Screen when this report is called from a toolbar button' means that I wouldn't get to choose whether to send to a printer or file etc if I ran this report by selecting a toolbar shortcut. I choose that if I am running it from a toolbar shortcut I just want to quickly run the report.
- That's why I choose to run the report as a Screen Preview (results going directly to the screen) rather than to a file with a name etc.

- **Tab**: Output columns
  This is where I choose which fields to show
- I've chosen their surname followed by given name, ID number, Spouse's surname (useful for women who have changed surnames), birth date and death date
- **Sort Order** – I choose to sort it on name first **(1)** and then if there are multiple people with the same name, then sort those on birth order **(2)**

- **Tab: Secondary Output**
  I could choose to eg create a new project with all those people who matched my filter (tick on & off) or change all the flag values for the people who match my filter (tick on & off)
- In that case, I might choose not to produce a list or file of all the people I've included –
  ONCE I KNOW I HAVE THE REPORT WORKING AS I WANT.
- For now I have all the ticks off

- **Tab: Places**
  As it sounds like, except Short Place field are the fields I have chosen in my preferences.
  Selected place fields – I could tick on or off the place fields I want to list.
  Abbreviate counties & regions if I am listing places in a report & I want to make output fit on 1 line.
- OK & **Save Settings**

- Report -> List of -> People -> Associated with where (if I want to output to printer or file name)
- **Create report** -> Enter place name -> OK

- I have also set up a toolbar shortcut – icon with picture of the world
  If I point to this toolbar shortcut icon it prompts me 'People associated with Where?'

- Click on that to run – and see I had set up in my report definition that if the report ran from a toolbar icon, it was not to show the Report definition screen but go straight to running (saves time).
- Enter place name and press OK.

- NB – I could use the same report whether I was checking a city or a country or even a street name.
- Close when finished.