

Labels design

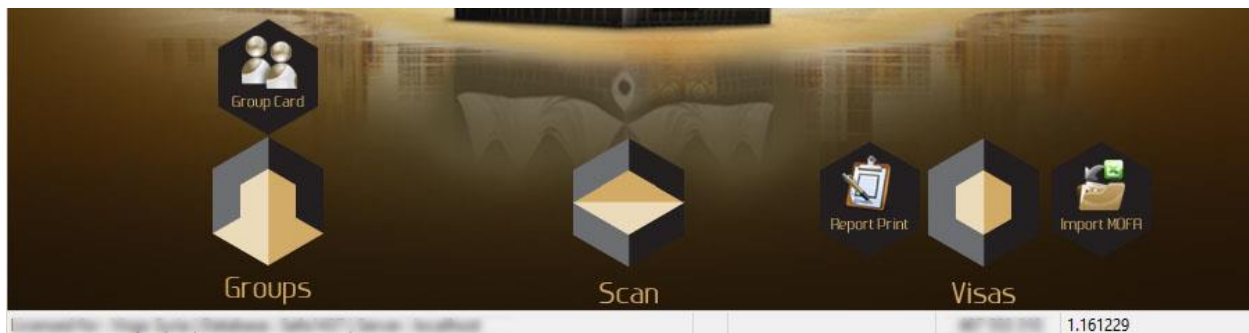
Virgo Offline allows designing and printing many labels and reports. You can also design your label in easy way and short time.

For instance, we will make an ID card (carnet)

Dimensions are: width = 9 cm (90 mm), Height = 6 cm (60 mm)

Steps for designing the label

Enter Case window as shown



Name the case and save it by “Add” button

Case Card

File View Passport Visas Find Print Airlines

Case Name : Contract : Search Column

Input Date :

Contents Pilgrim ID Airlines Report Bus Reports Hotels Update Visa Information Log

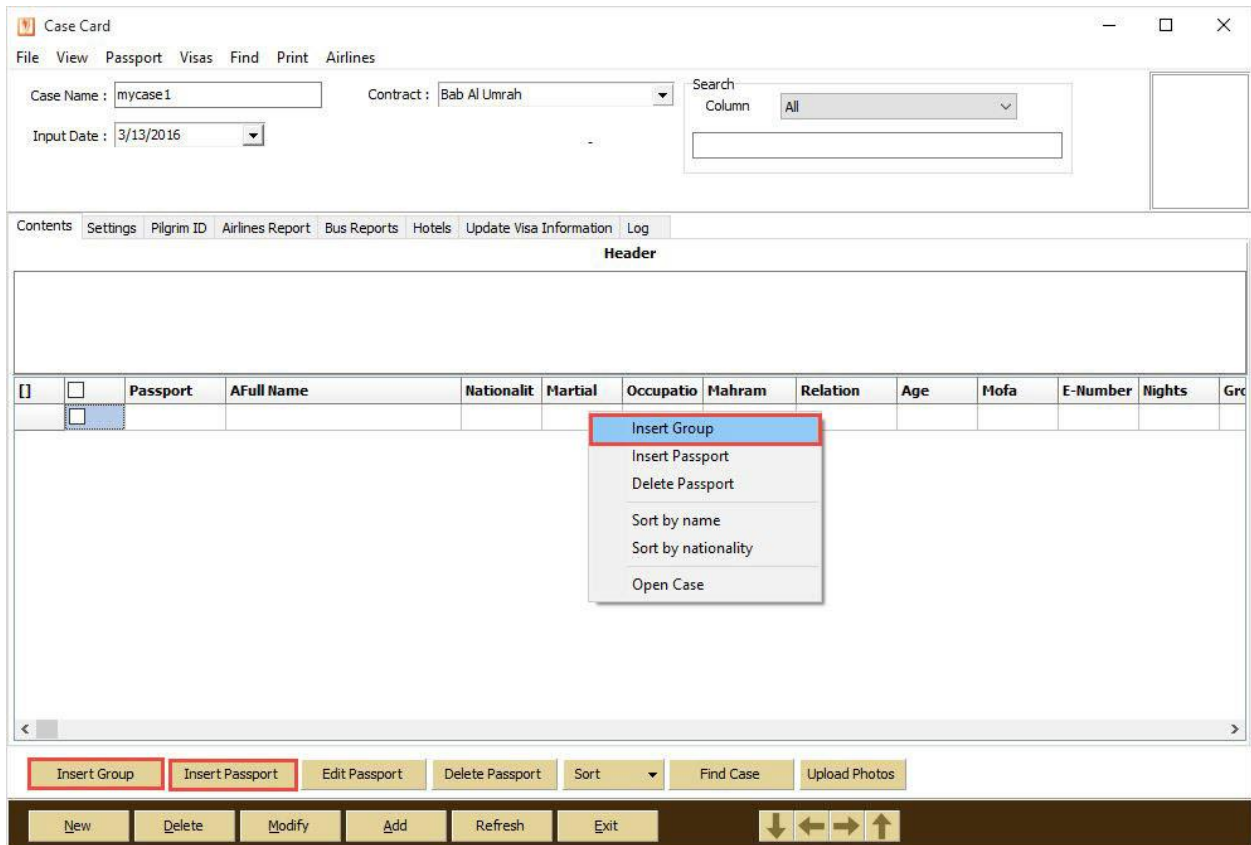
Header

	<input type="checkbox"/>	Passport	A Full Name	Nationalit	Marital	Occupatio	Mahram	Relation	Age	Mofa	E-Number	Nights	Gr
1	<input type="checkbox"/>								117			0	
	<input type="checkbox"/>												

Insert Group Insert Passport Edit Passport Delete Passport Sort Find Case Upload Photos

New Delete Modify Add Refresh Exit

Right click the grid and insert the desired group

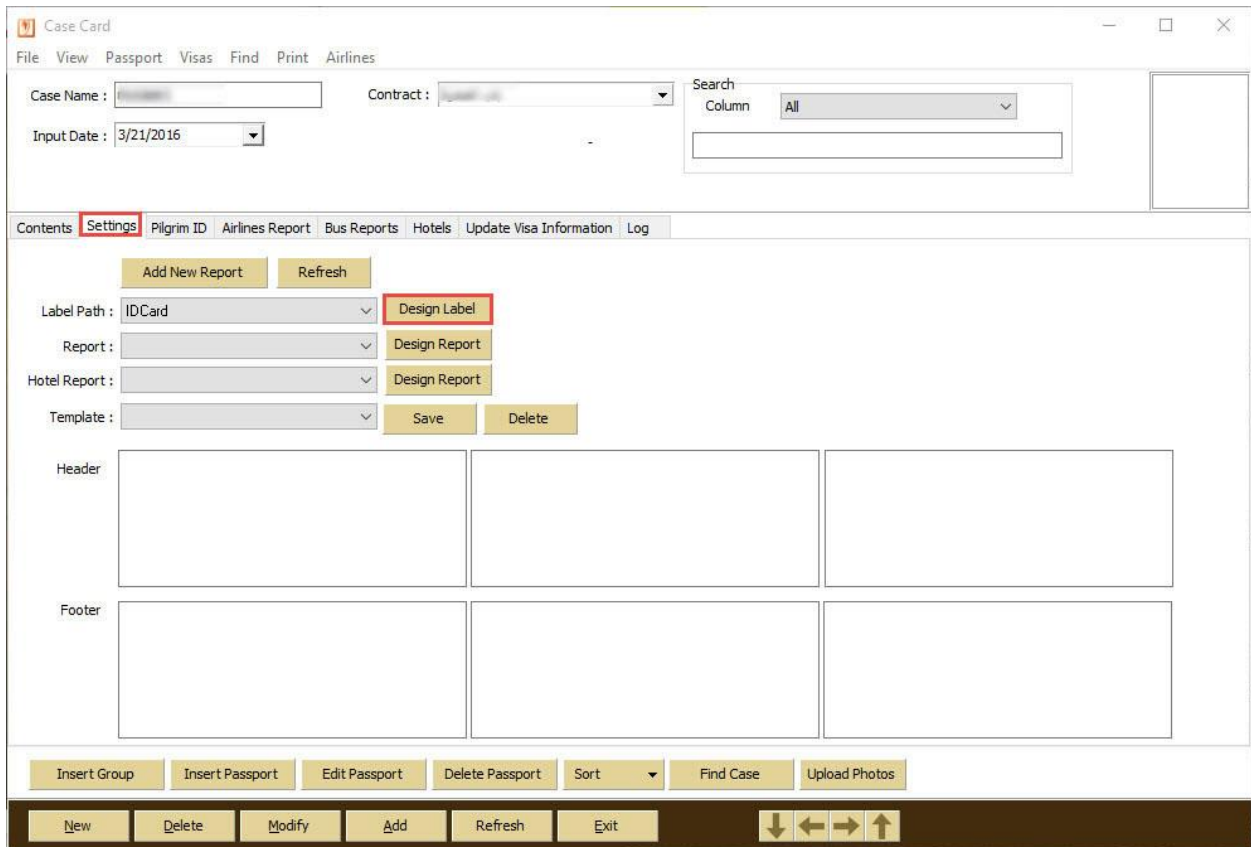


If asked to upload photos choose no

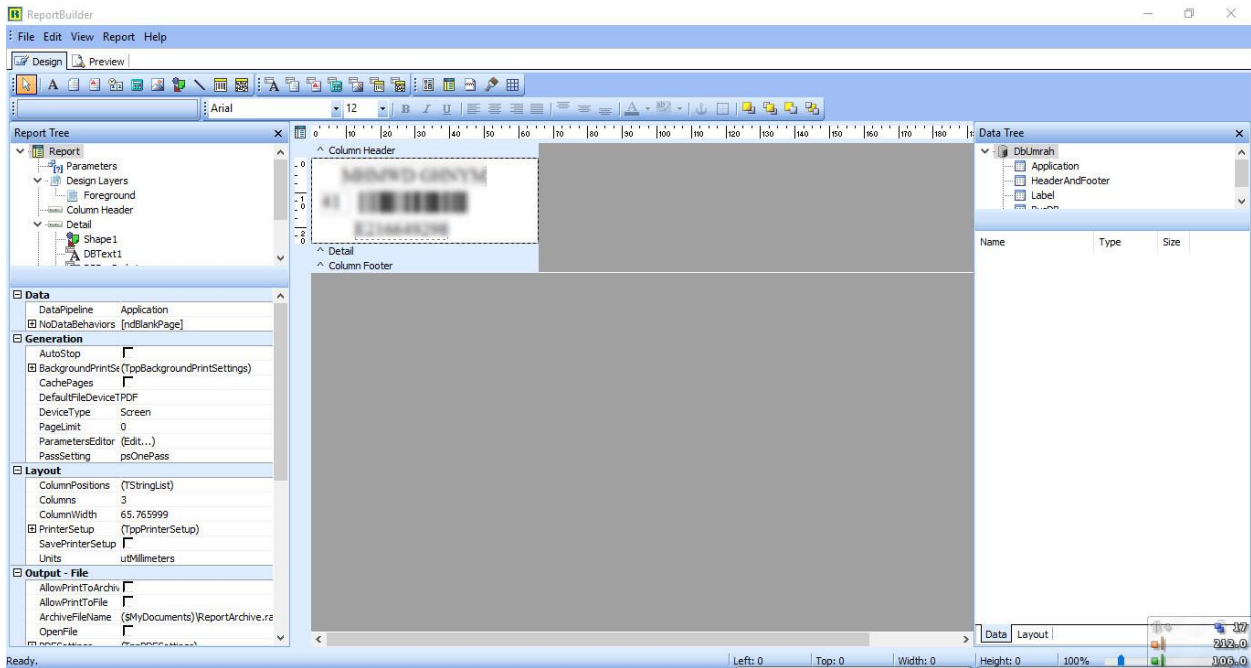


Enter Settings tab

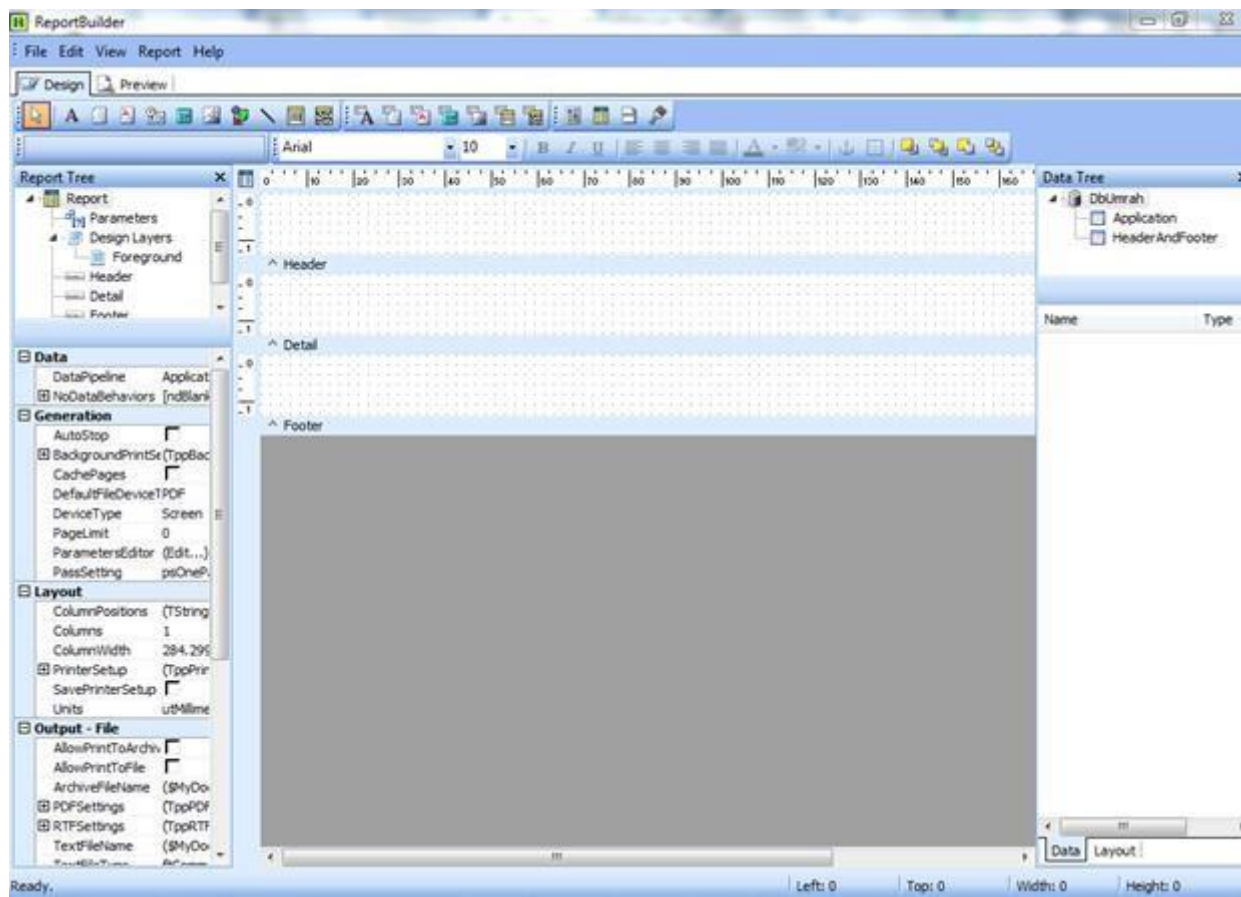
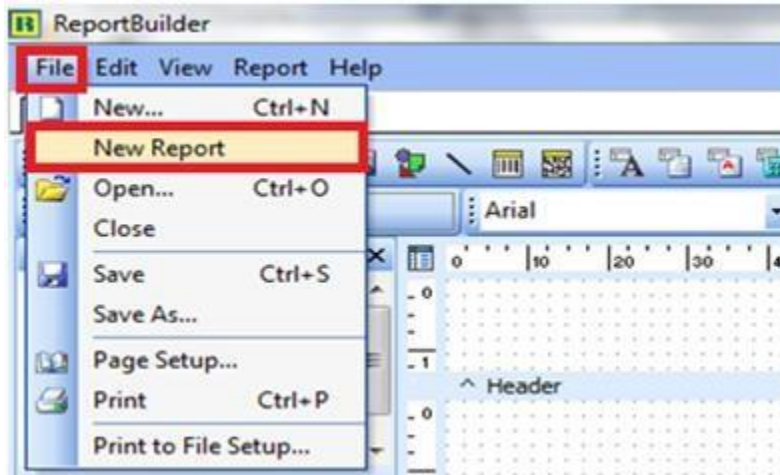
Select Label path (for instance anything) then click design



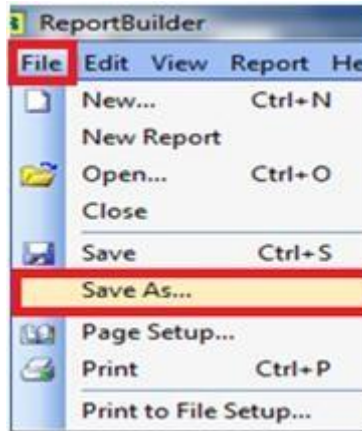
“Report Designer” window will show



From menu choose (File > New Report)



Save the new report by (File > Save as)



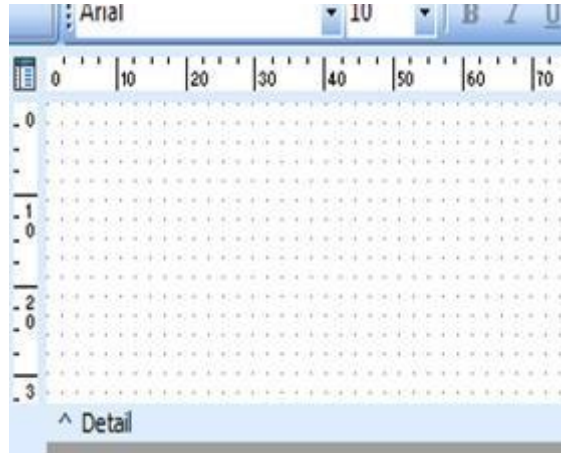
Choose save location inside Labels folder (inside your country folder)
(D:\Virgo\VirgoOffline1437\Reports)



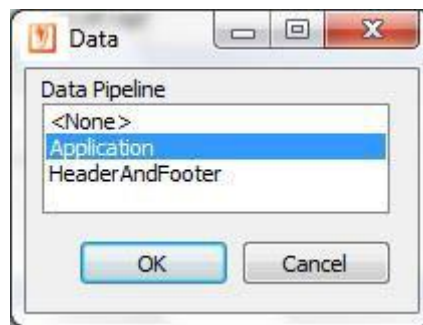
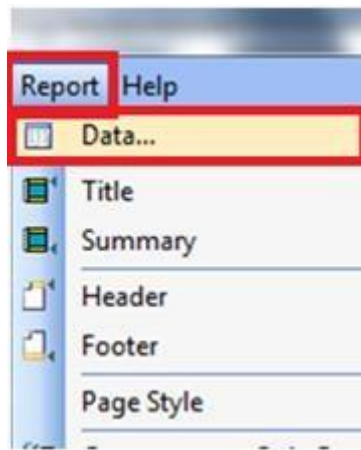
Note After every step done you should make a save

Click menu (Report) and choose to hide title, summary, header and footer
There will be only detail section in the report body





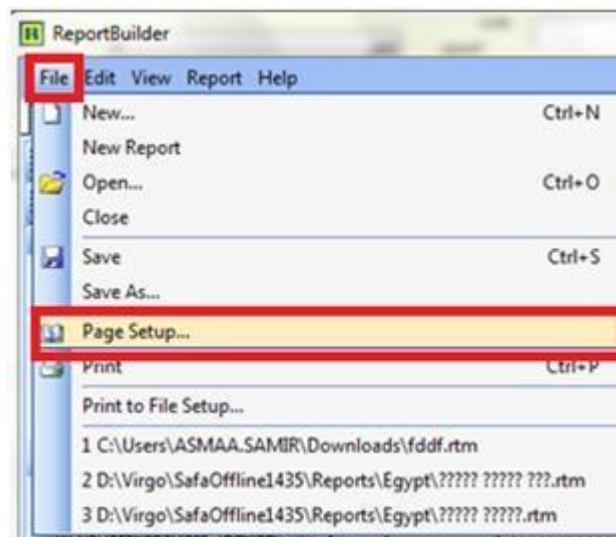
From menu choose (Report > Data) then choose (Application) and click OK



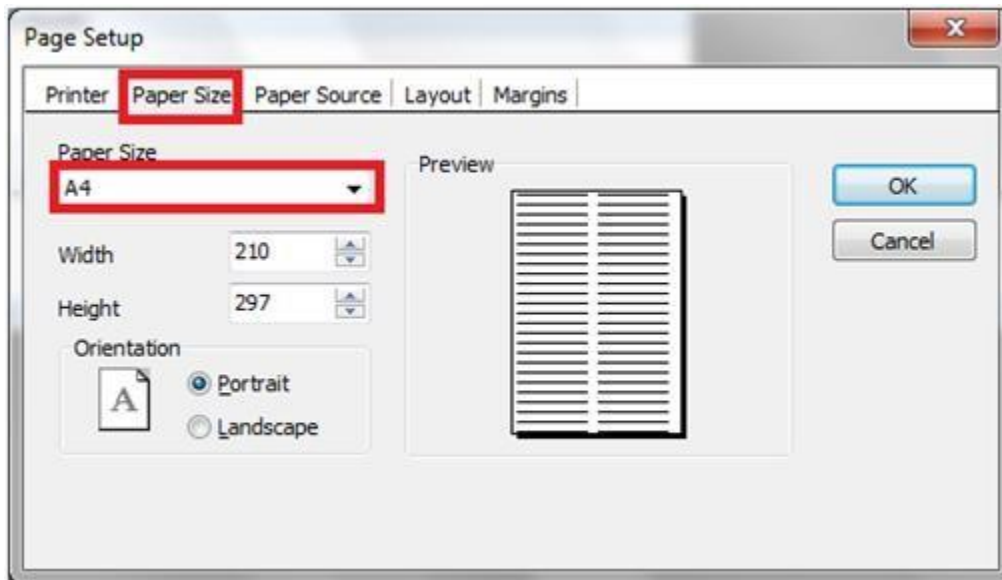
From menu choose (Report > Units > Millimeters)



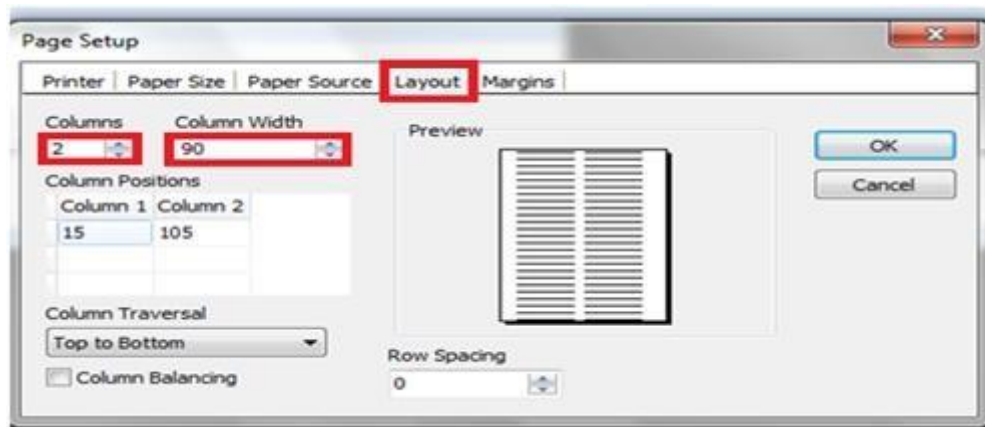
From menu choose (File > Page Setup)



In "page size" tab choose paper size=A4

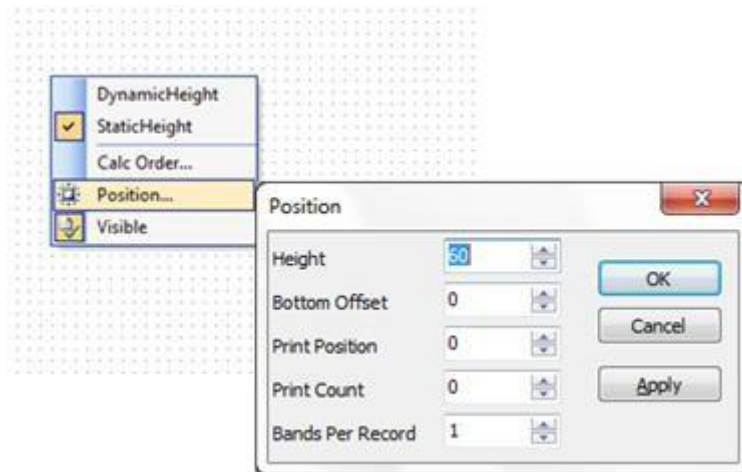


In "Layout" set columns to 2 and width to 90
Then click OK

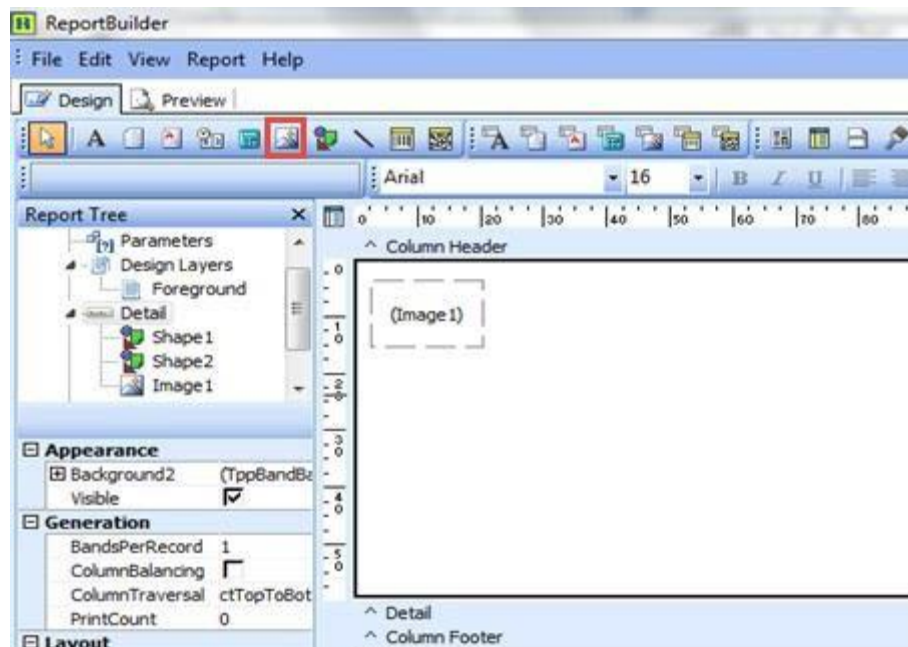


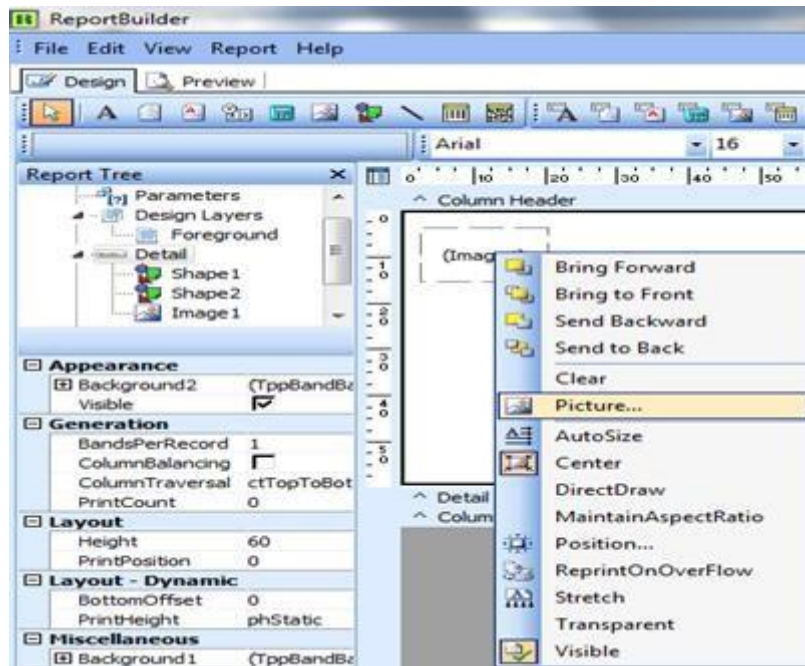
Note You can choose to add more columns to design page

To set Label height right click in details section and choose position then set Height=60 and click OK



Click image icon to add your company logo (logo image dimensions can be adjusted in Photoshop editor)

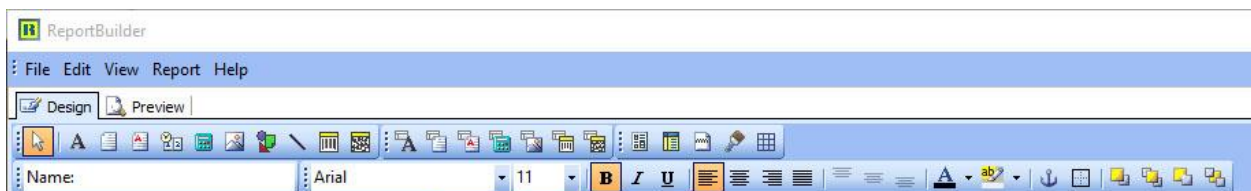
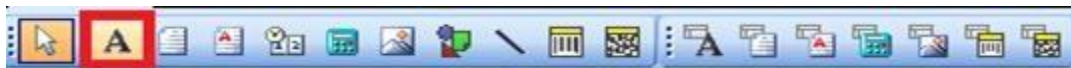


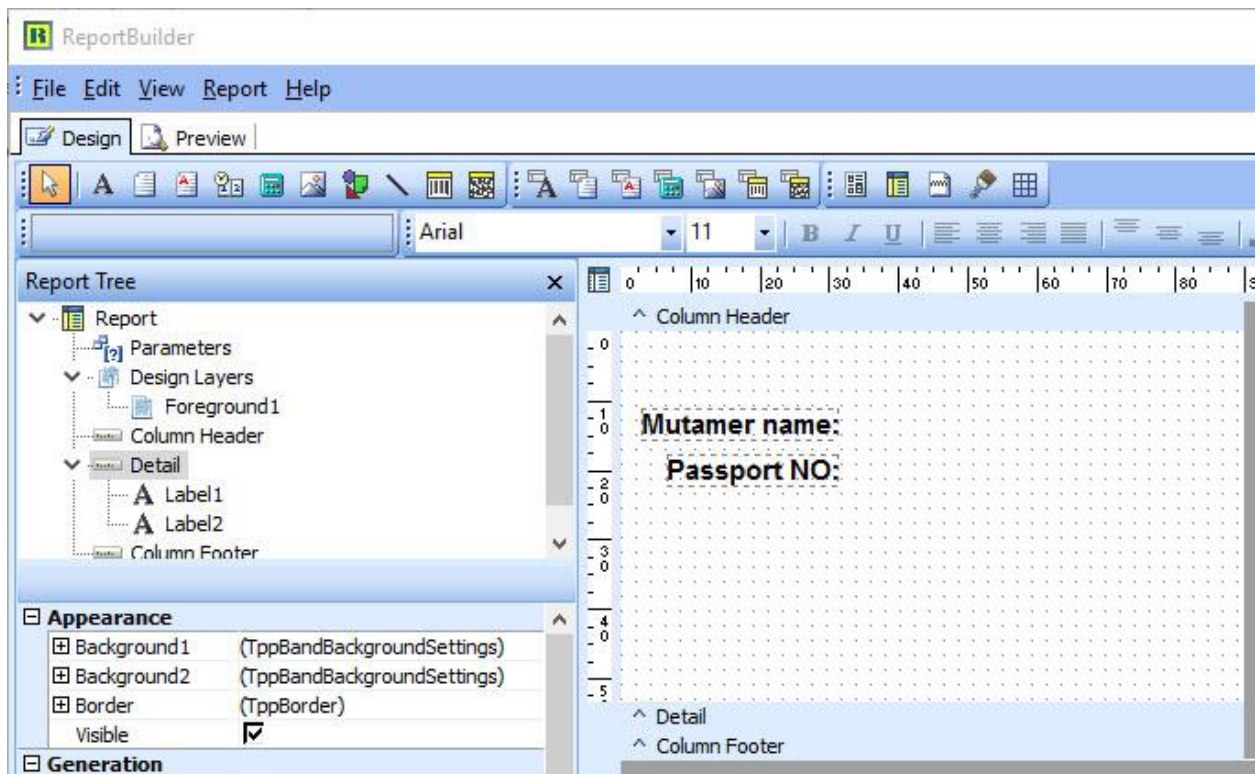


Adding static text

Click Label icon then click anywhere in the design to add a text label then edit font, size and color of this text

Enter headlines as shown





Adding dynamic text (from database source)

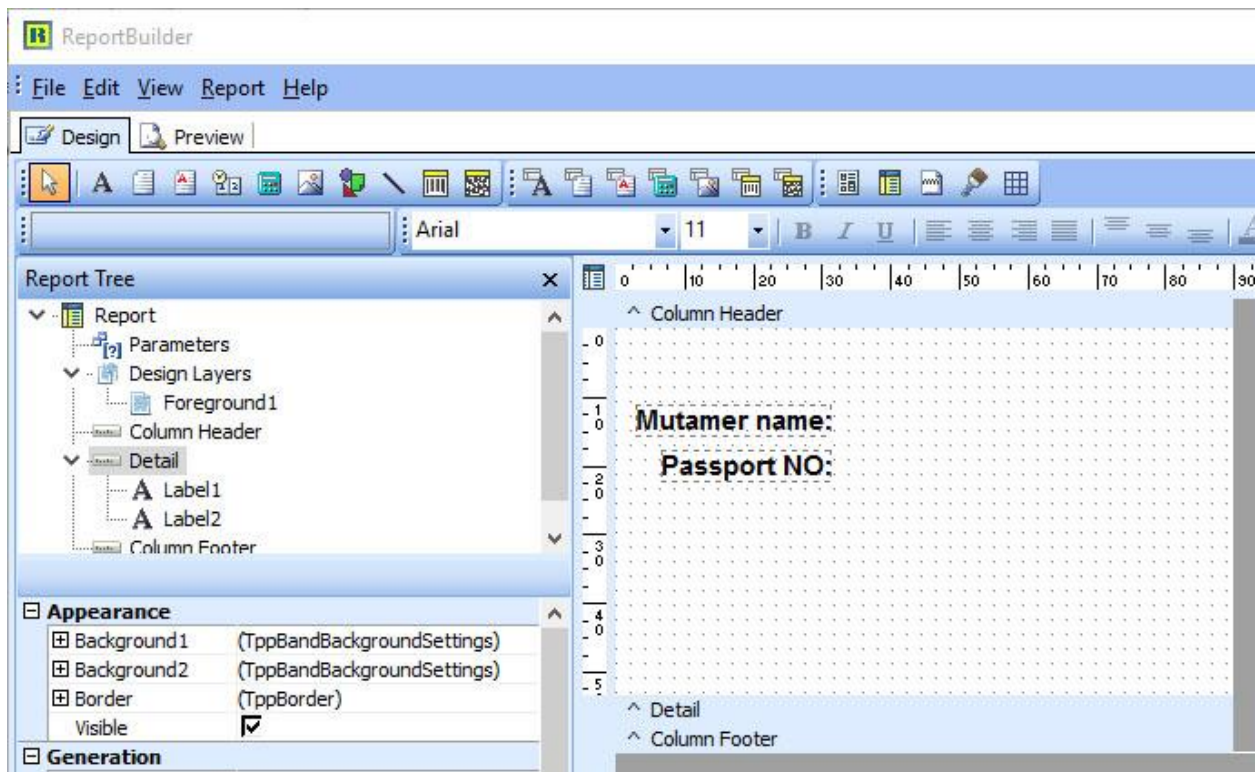
Dynamic text source means text change in every label like Mutamer name

Click DBText icon



Choose a source to read from (which is Application table)

Choose the data from table: Name



These data fields can be identified in the following matches

Field	Description
PassportNumber	Passport number
ANameFL	Arabic name
Name	Arabic full name
NameFL	English name
EName	English full name
Gender	Gender
PassportType	Passport type
IdNumber	National Number/ID
MartialStatus	Marital Status
Nationality	Nationality
BirthPlace	Birth Place

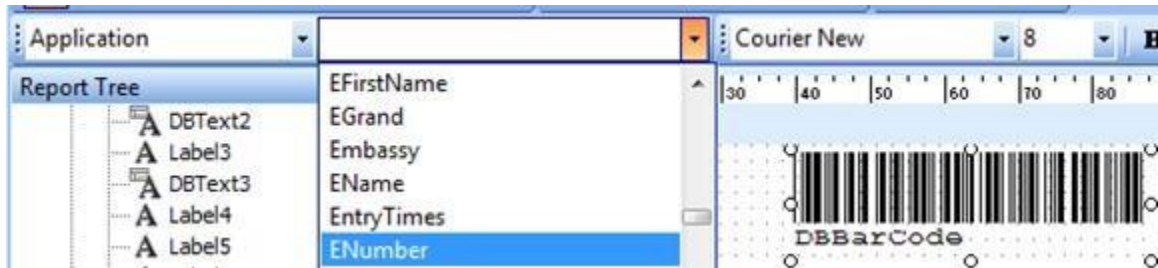
BirthPlace2	Country of birth
BirthDate	Birth date
IssuePlace	Passport issue place
IssueDate	Passport issue date
IssuePlace2	Passport issue country
ExpiryDate	Passport expire date
Job	Job
Adress1/Adress2	Address
MahramFL	Mahram
Relation	Mahram relation
Mofa	Application NO (MOFA)
ENumber	E-number (Saudi MOFA Site)

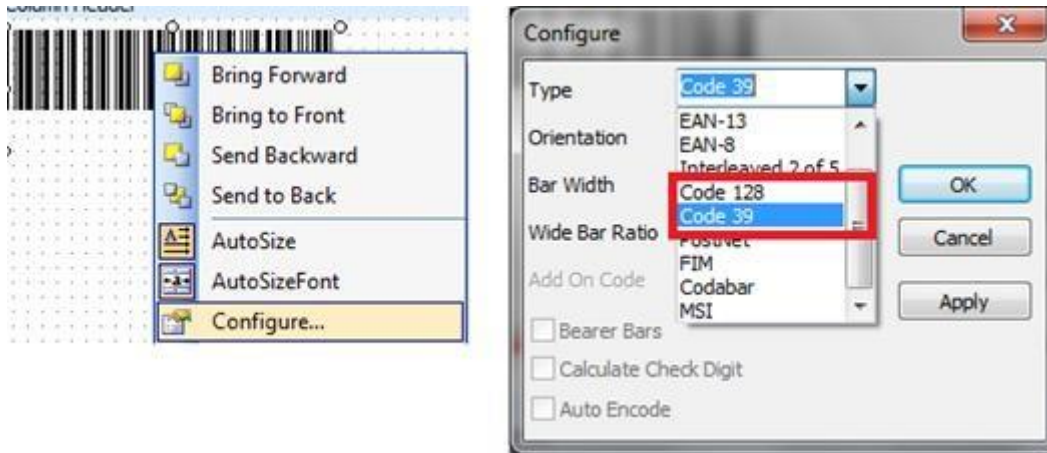
To add Barcode click DBBarcode icon, click anywhere in the design and select DataField for this barcode (ENumber)



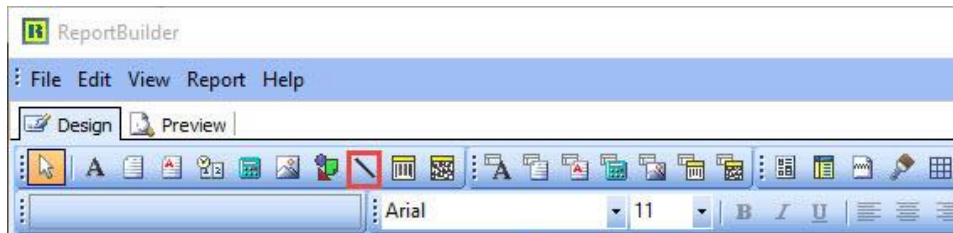
Right click the barcode and choose configure

Choose a type: code 128 or code 39, where code 128 is recommended

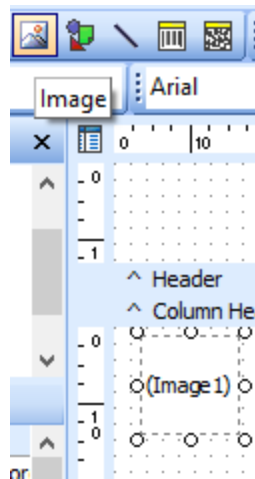




You can add a line as shown and modify it



To add Mutamer photo, click image icon

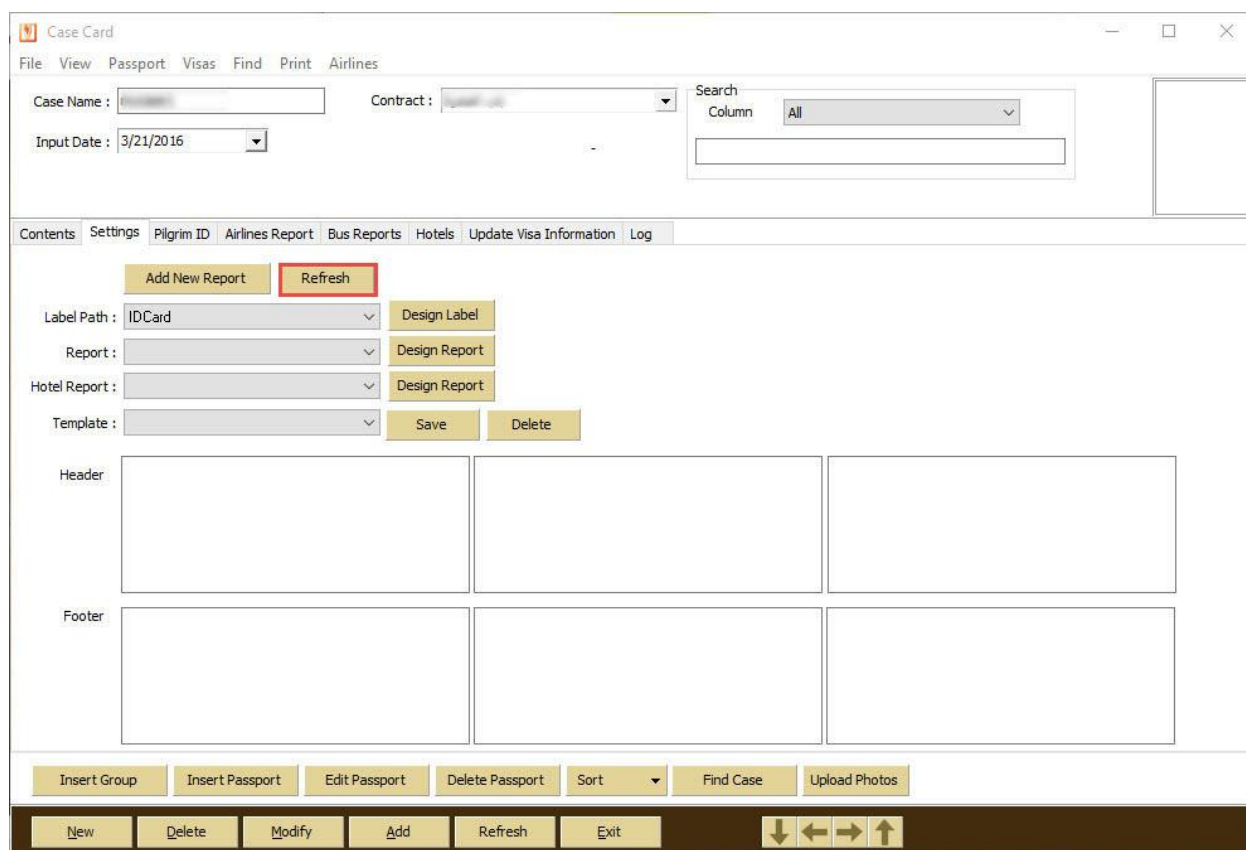
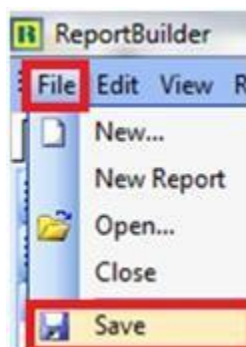


Then in UserName field write "Photo"



And the Mutamer photo will add

After finishing design of our label we should save it from menu and close Report Builder and click Refresh button in Settings tab in Case window to show the new design in list



Note label report must be saved in default folder for your country (e.g. D:\Virgo\VirgoOffline1437\Reports\UKLabels)

You can copy report file you made to another Virgo Offline application instance