

Slide 1 - Slide 1

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

1 Console 2 Pre Run 3 The Tags 4 Options

DOCUMENT WRITER

Doc Writer Key

Object Name

Category

Design Version

Ownership

Last Upd By

Last Upd

[Which is Which](#)

Appearance and Layout

[Design Layout](#)

[Pre-View Layout](#)

Tag Functions

[Iterative Units](#)

[Find New Tags](#)

[Mass Edit Tag Names](#)

IES Business Functions

[Template Functions](#)

[Report Flag Functions](#)

[Report Memo Values](#)

[GL Access Reports](#)

Save my Work

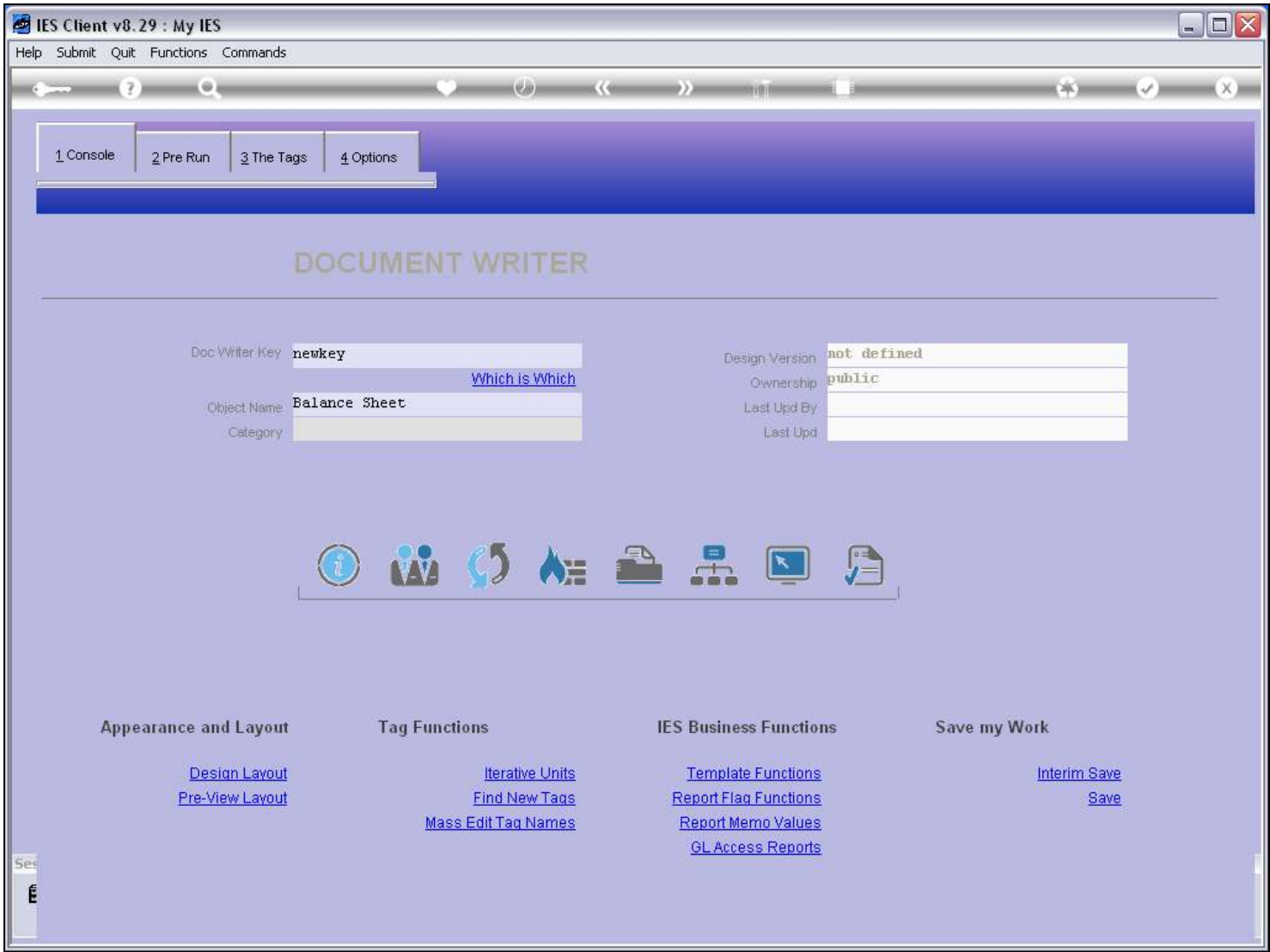
[Interim Save](#)

[Save](#)

Slide notes

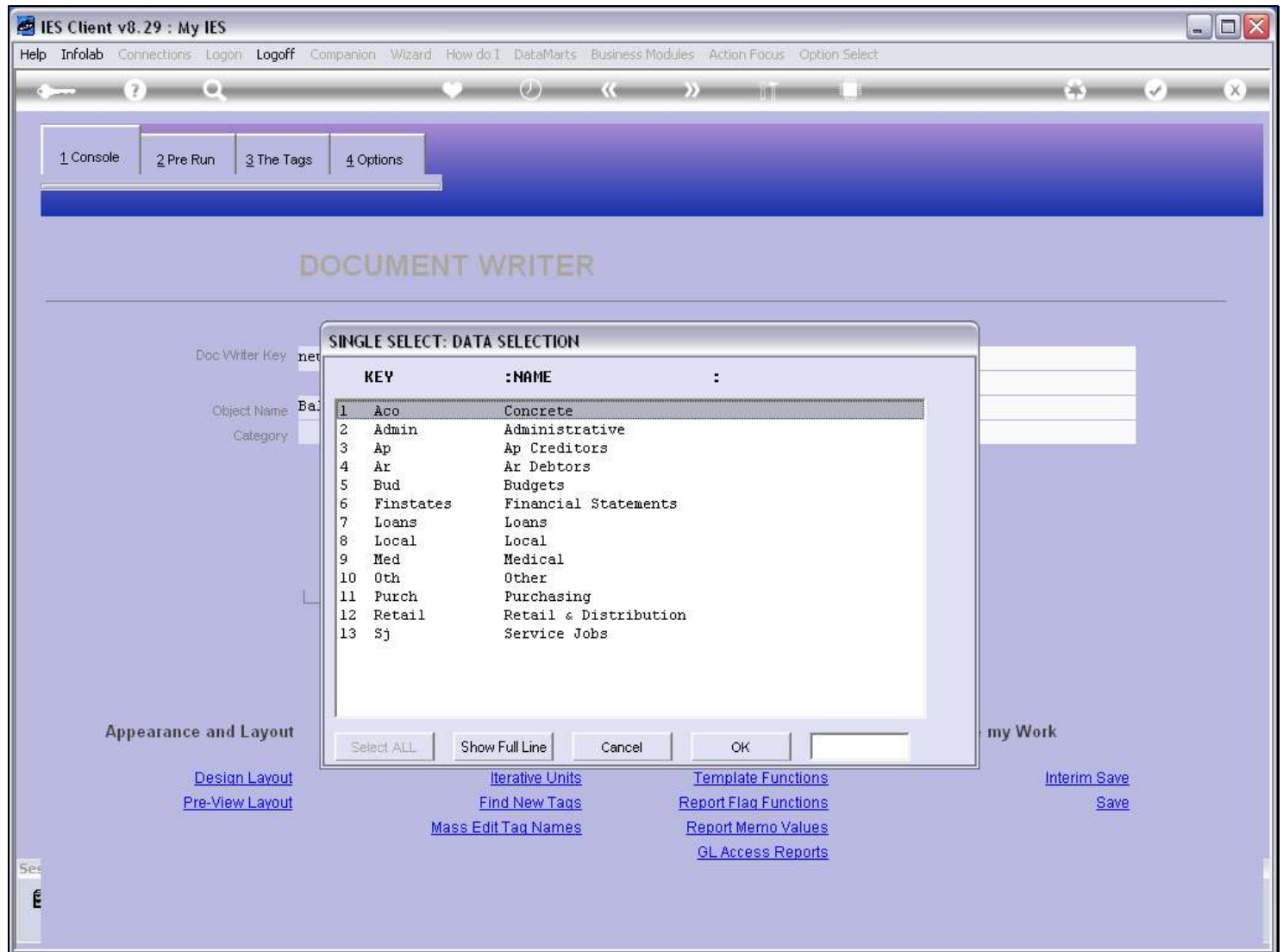
Immediately after selecting the Category for a Report, the system moves us to the Notes field.

Slide 2 - Slide 2

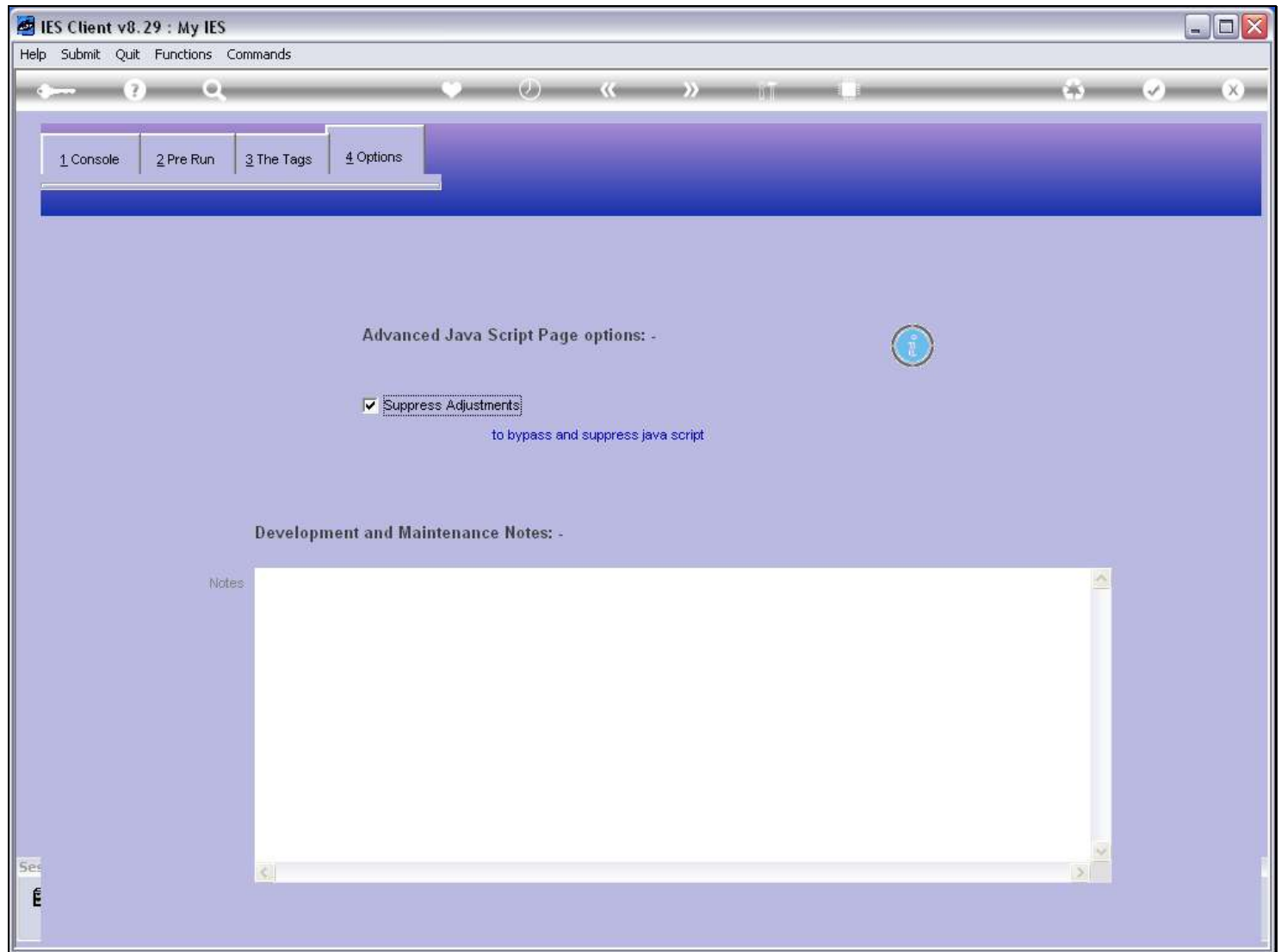


Slide notes

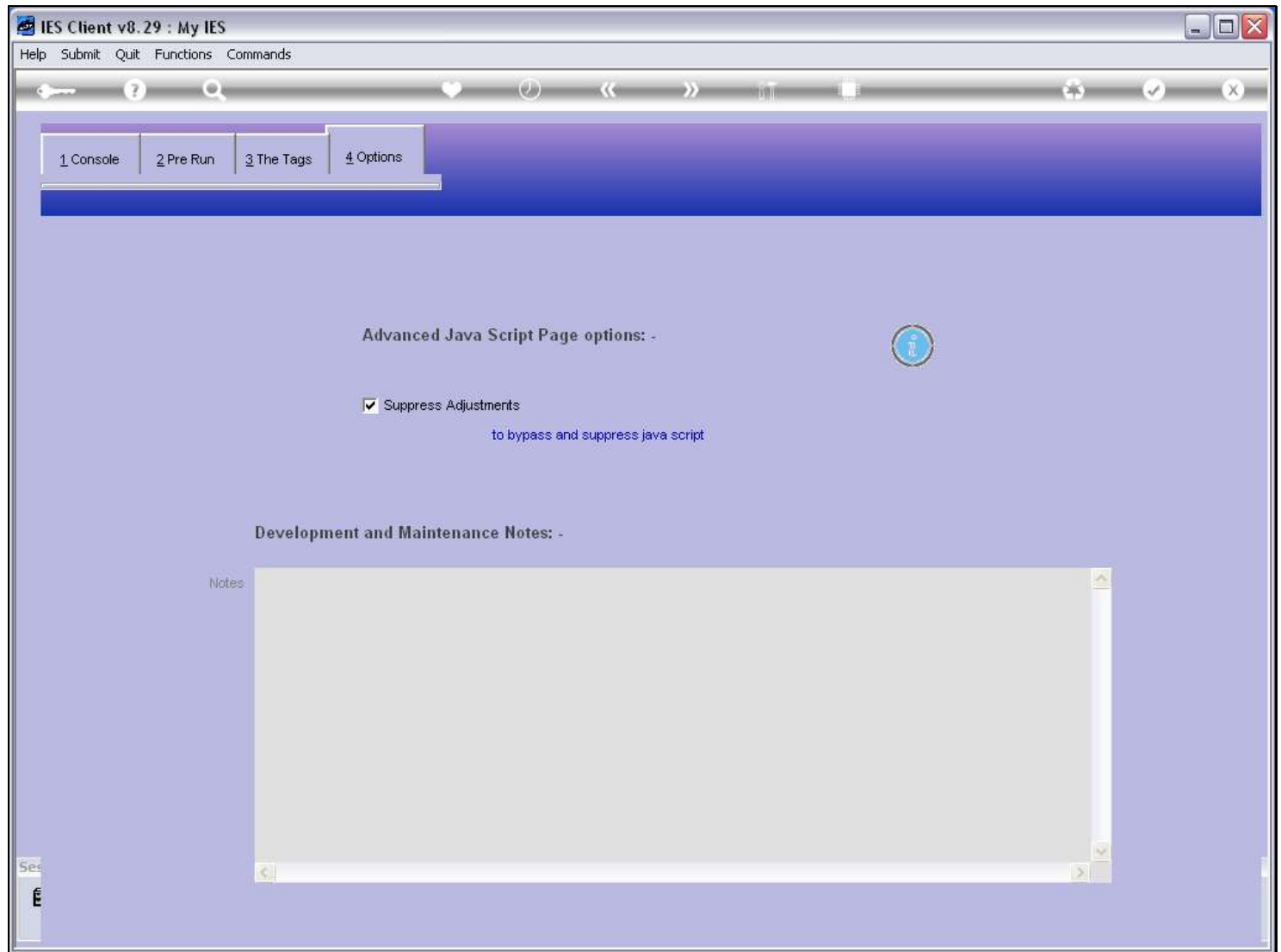
Slide 3 - Slide 3

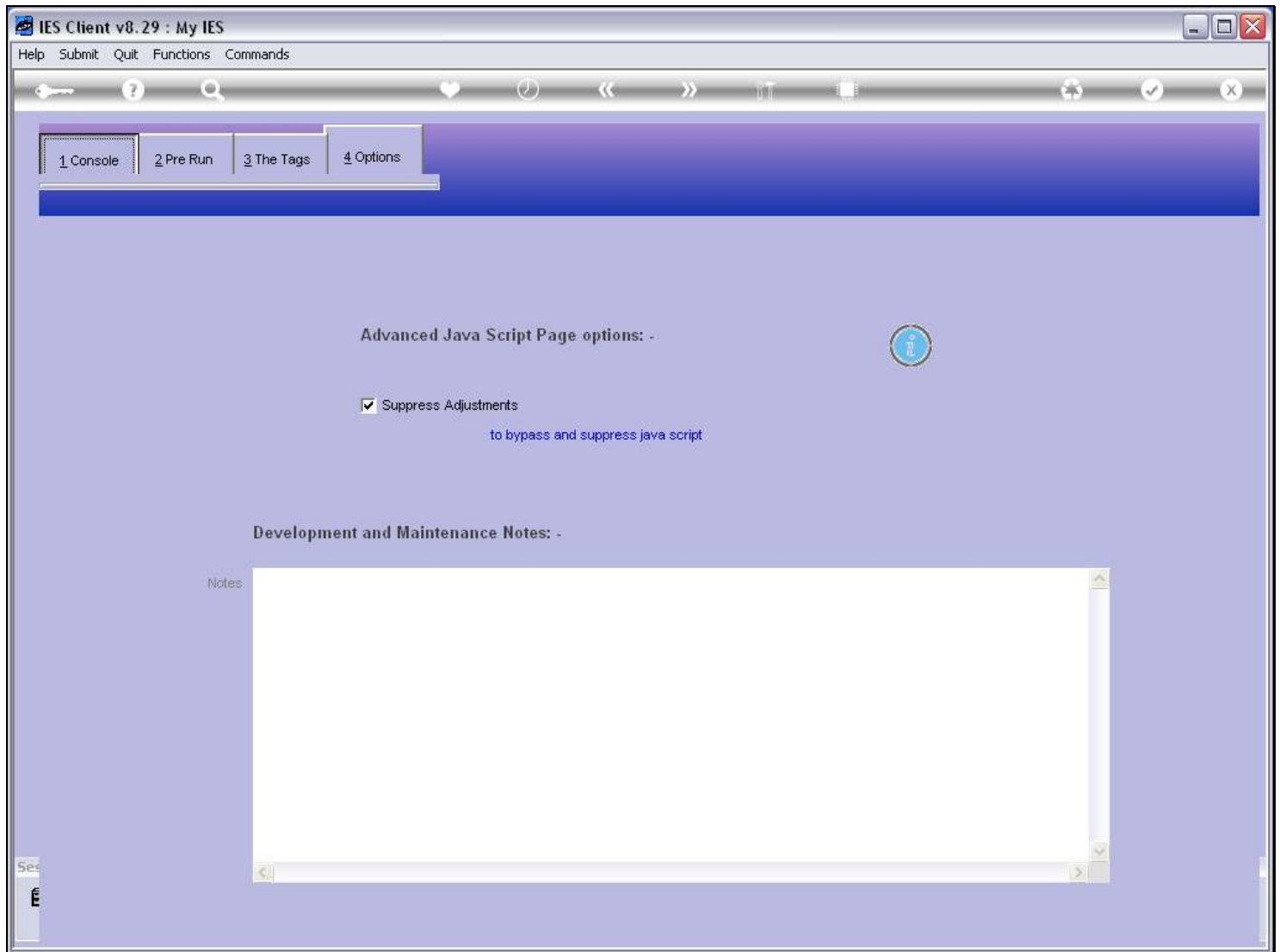


Slide notes

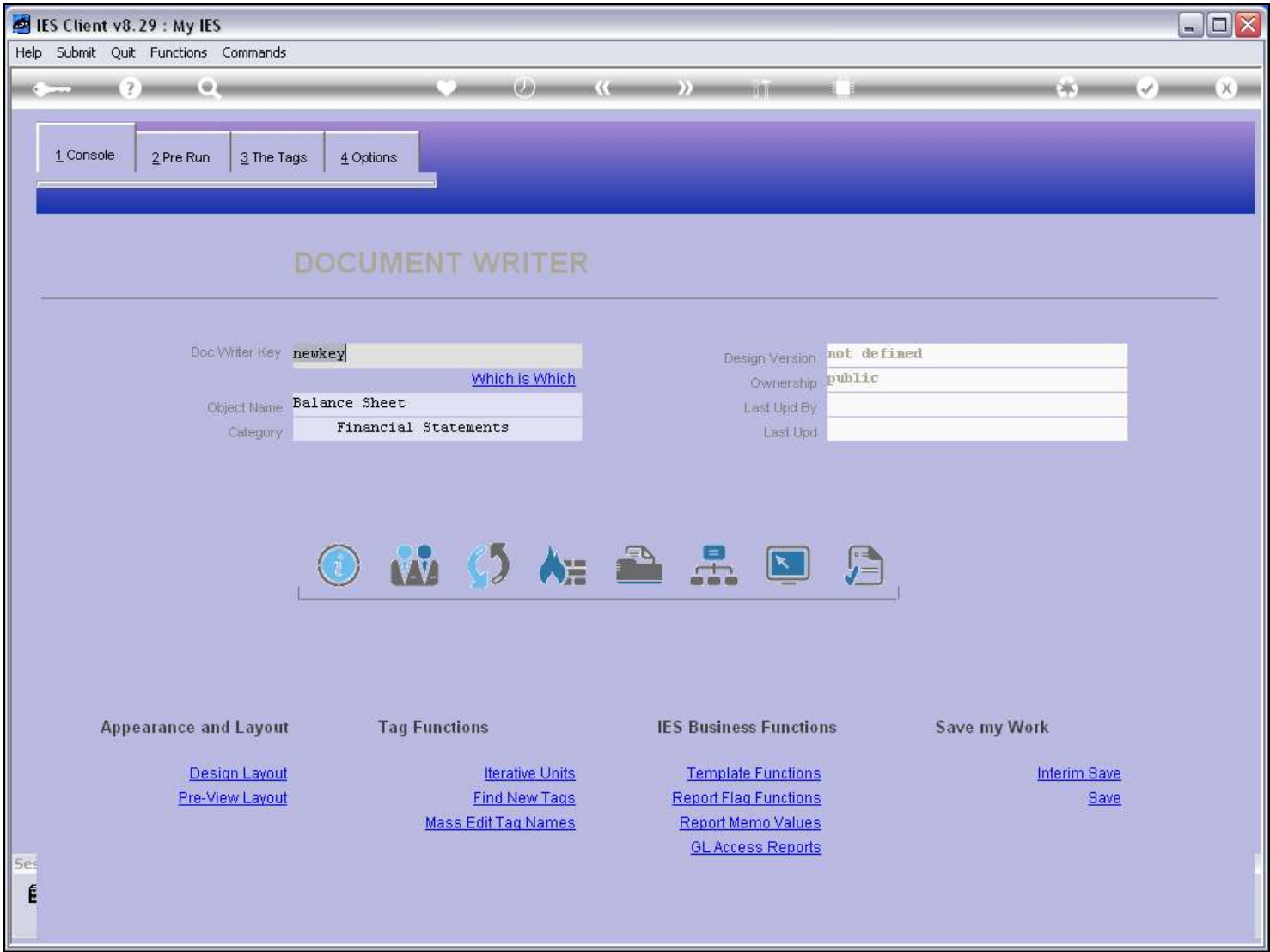
Slide 4 - Slide 4**Slide notes**

We are encouraged to put some Notes for all DocWriter Reports, as this helps to identify the Report, understand what it is for, whether it may be changed, how it is used, etc. If we don't put any Notes, then the system will express some disappointment each time when we save the Report, without Notes.

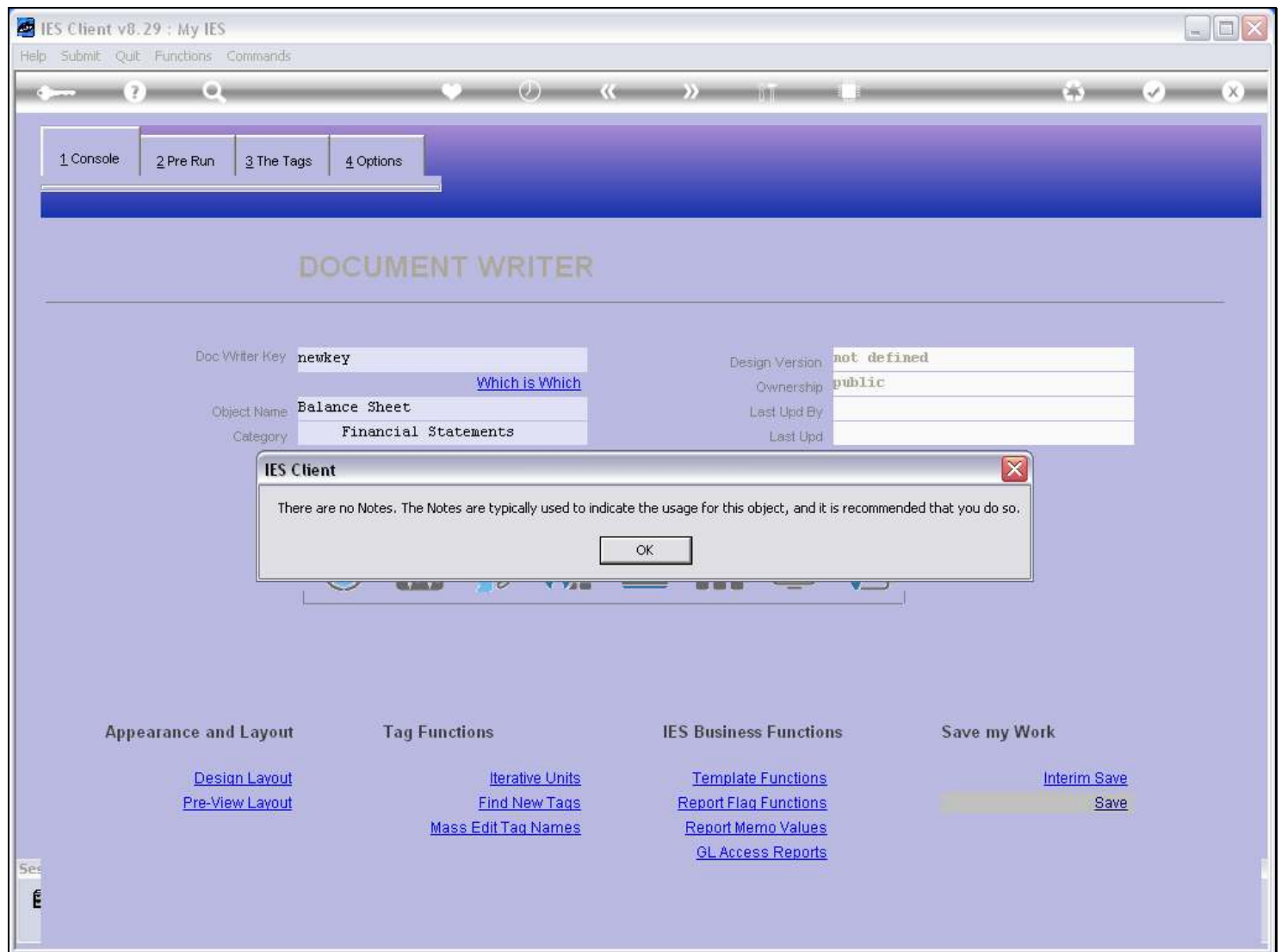
Slide 5 - Slide 5**Slide notes**

Slide 6 - Slide 6**Slide notes**

Slide 7 - Slide 7

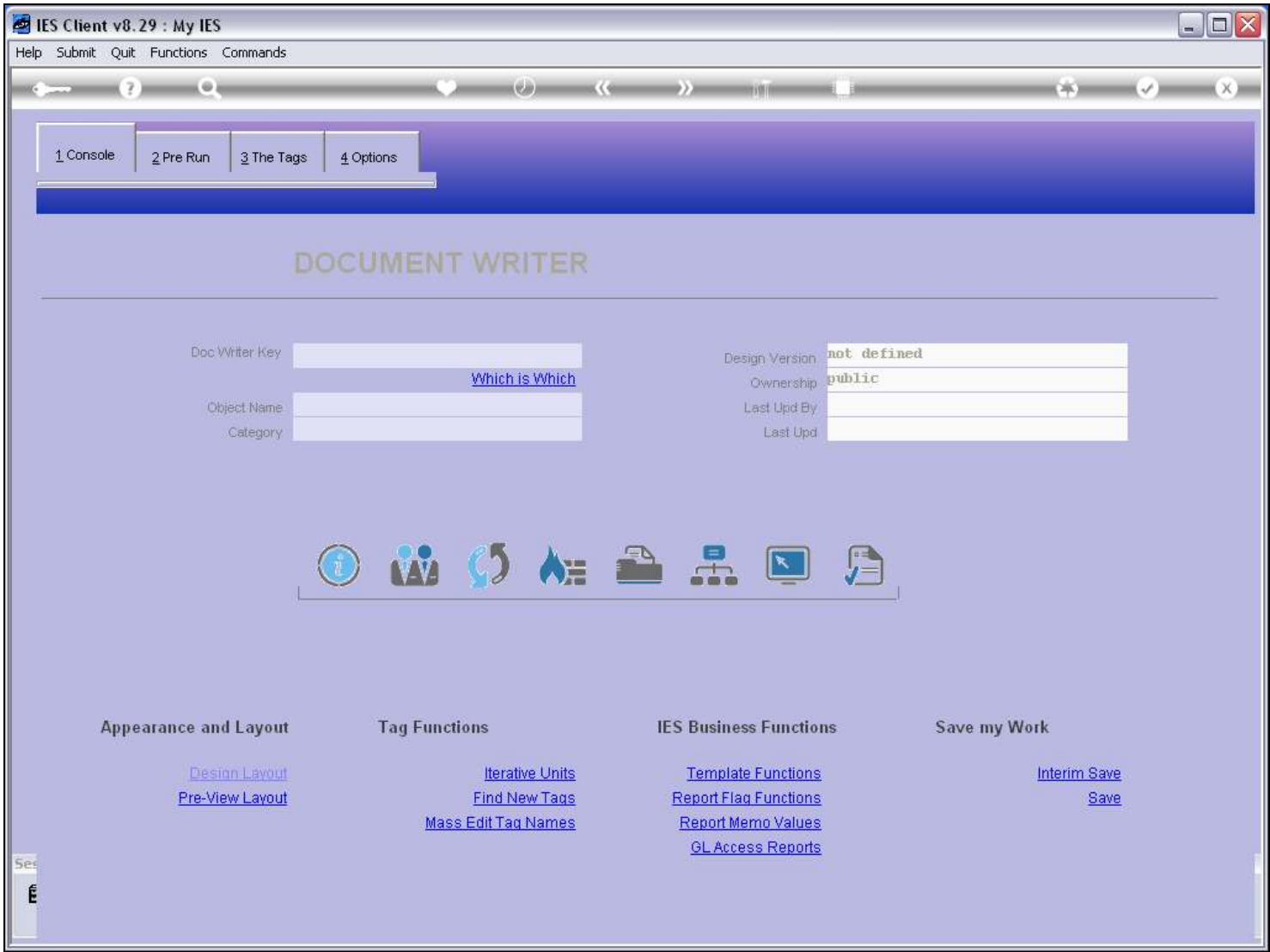


Slide notes

Slide 8 - Slide 8**Slide notes**

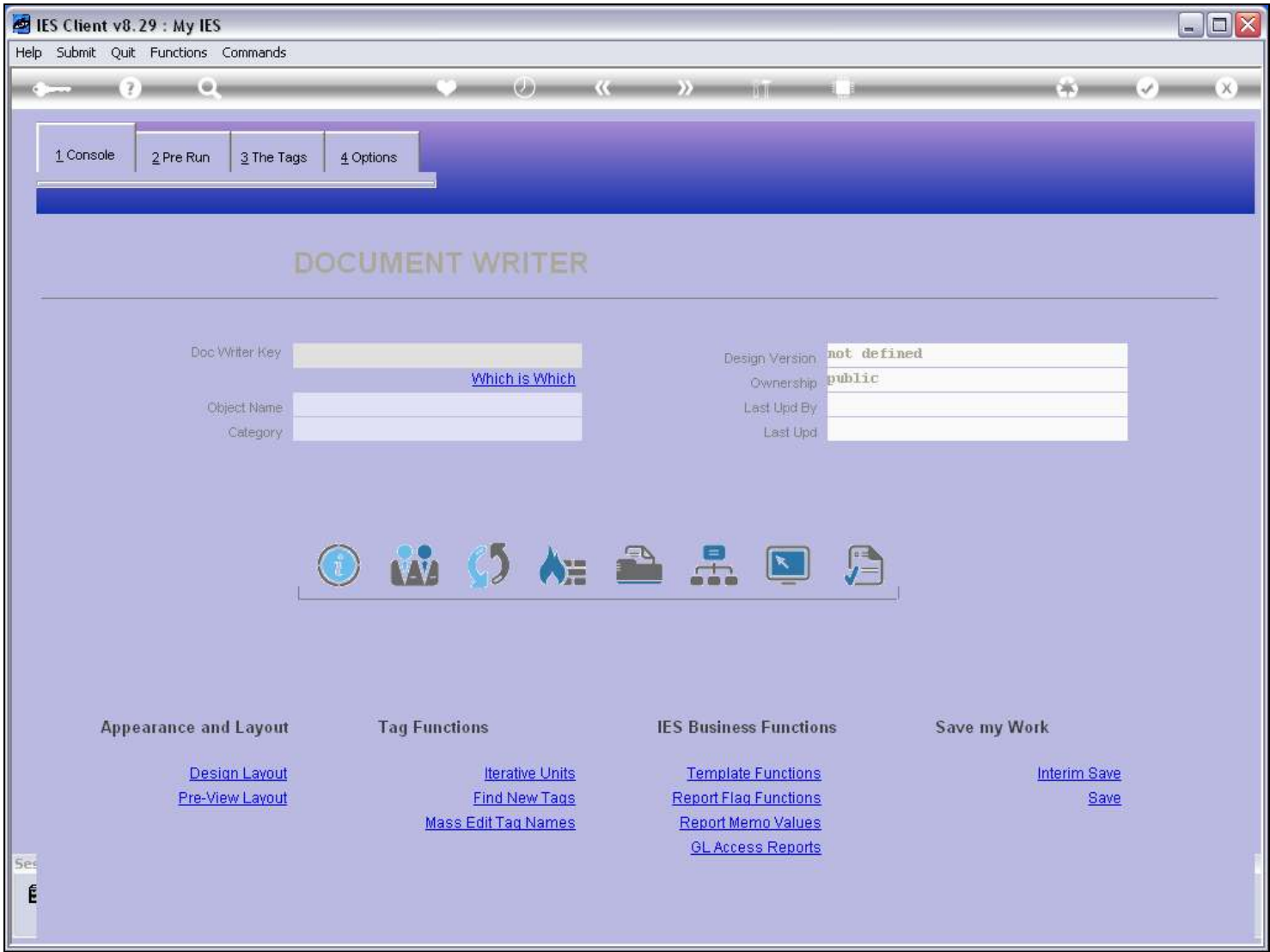
So, it is a really good idea to use the Notes field as intended.

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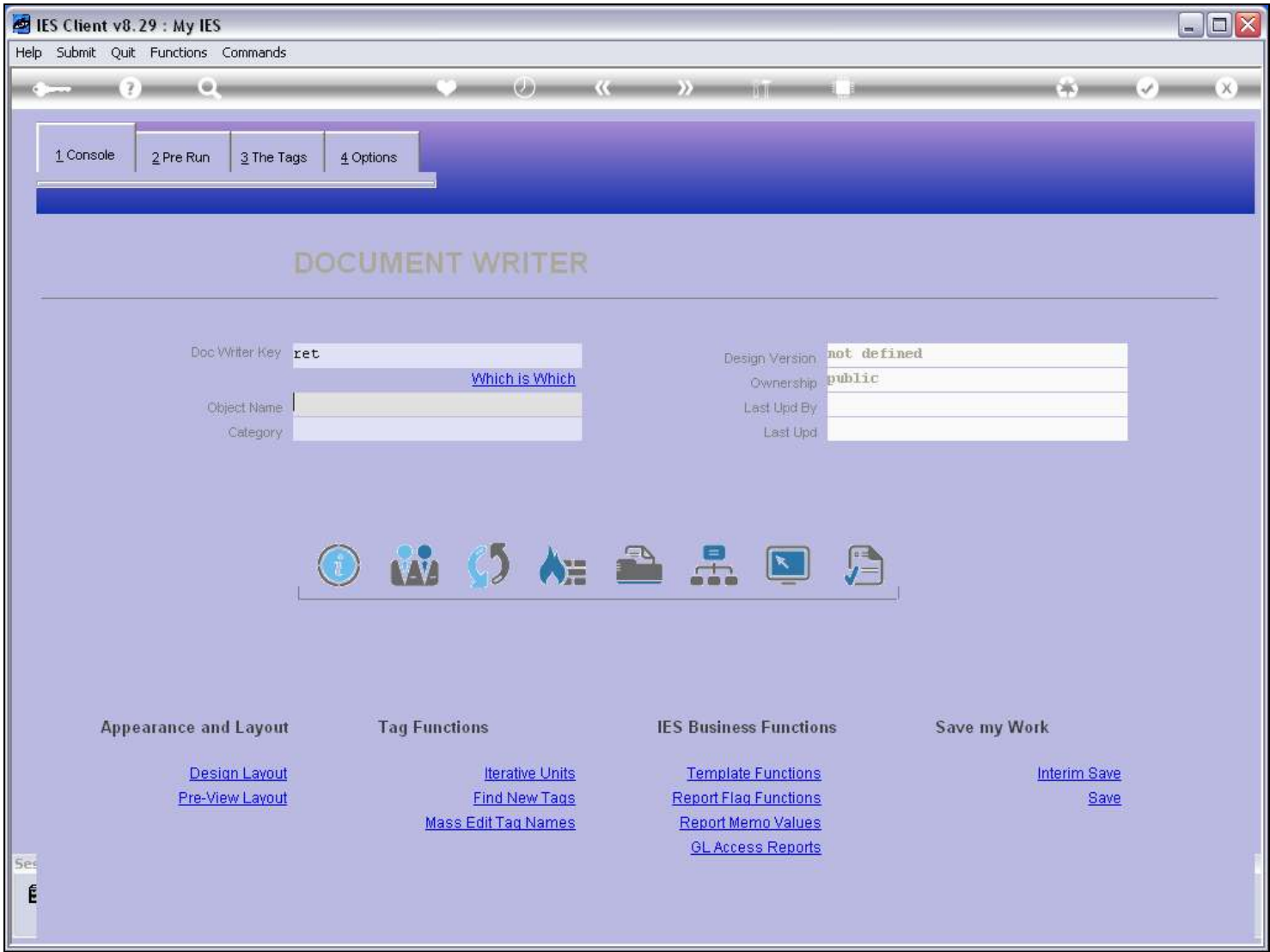
Slide notes

Slide 10 - Slide 10

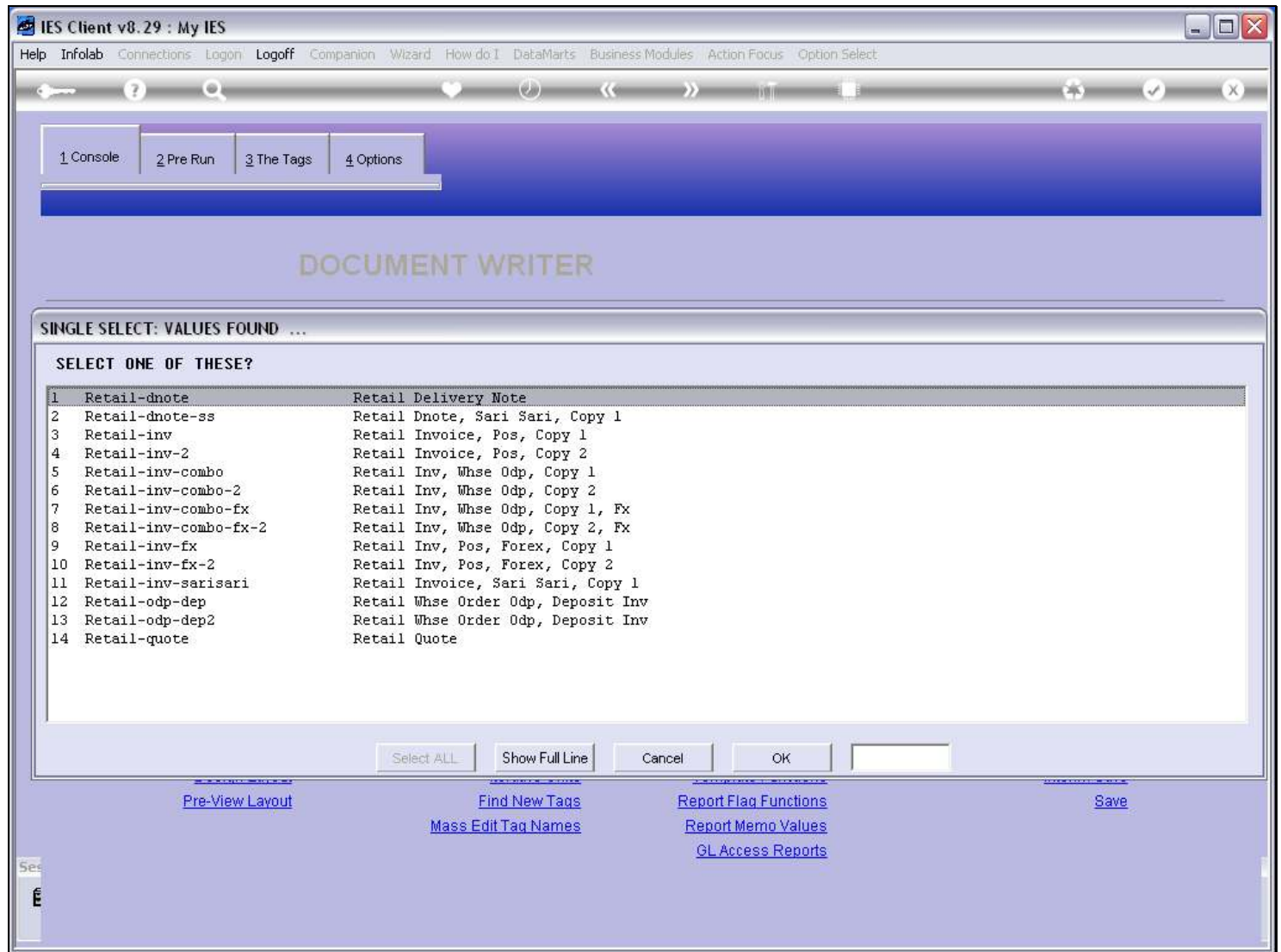


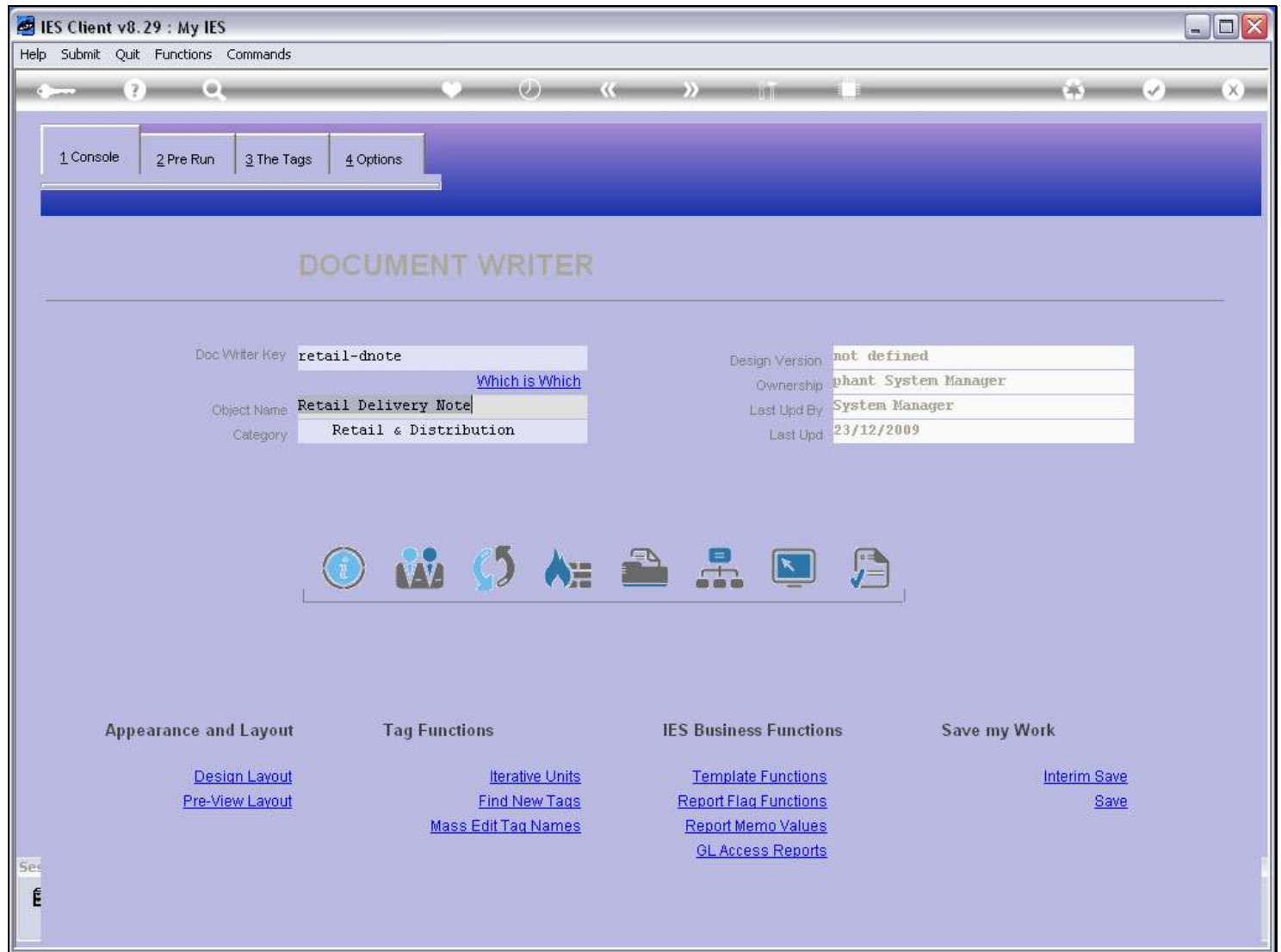
Slide notes

Slide 11 - Slide 11

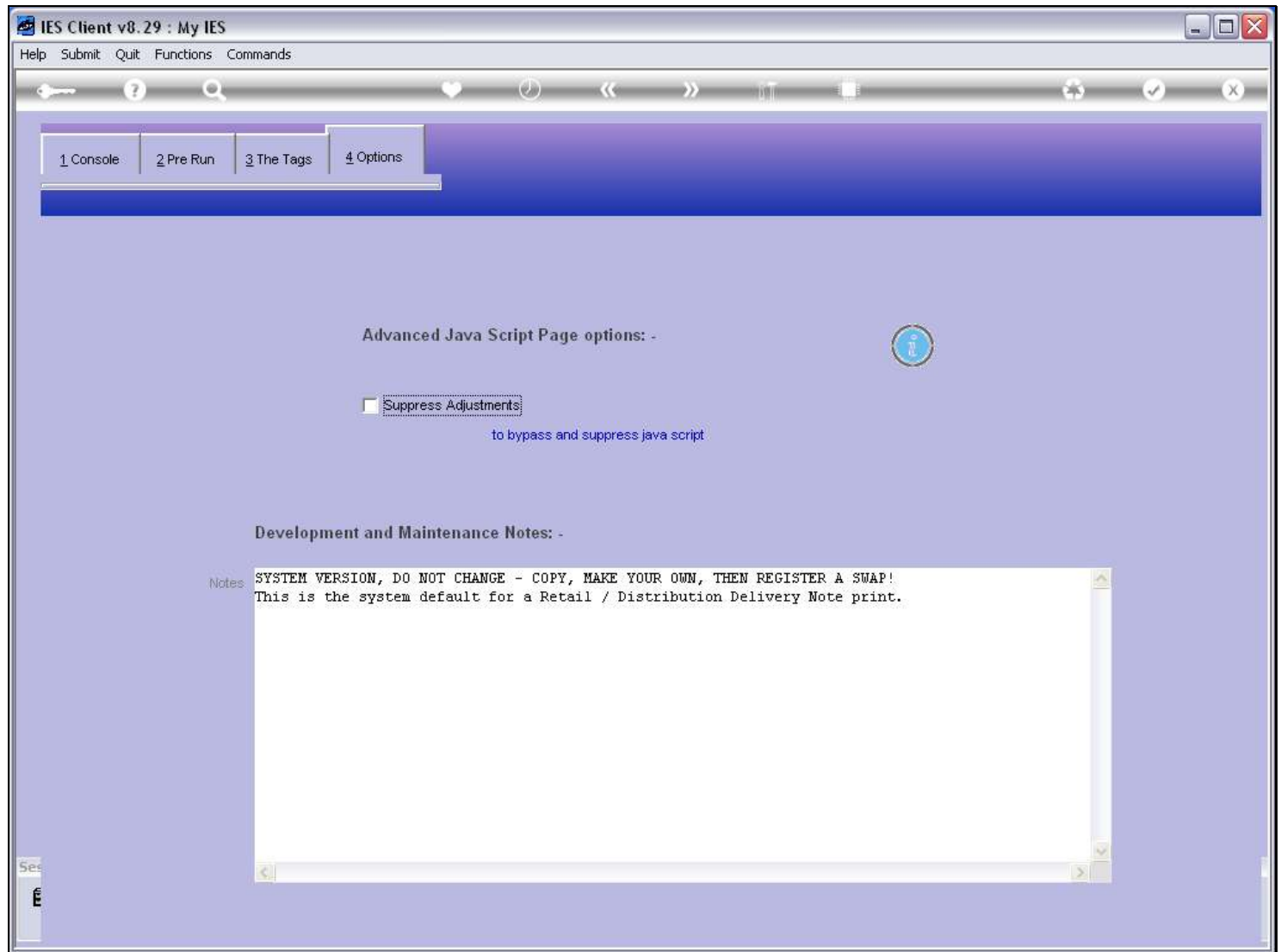


Slide notes

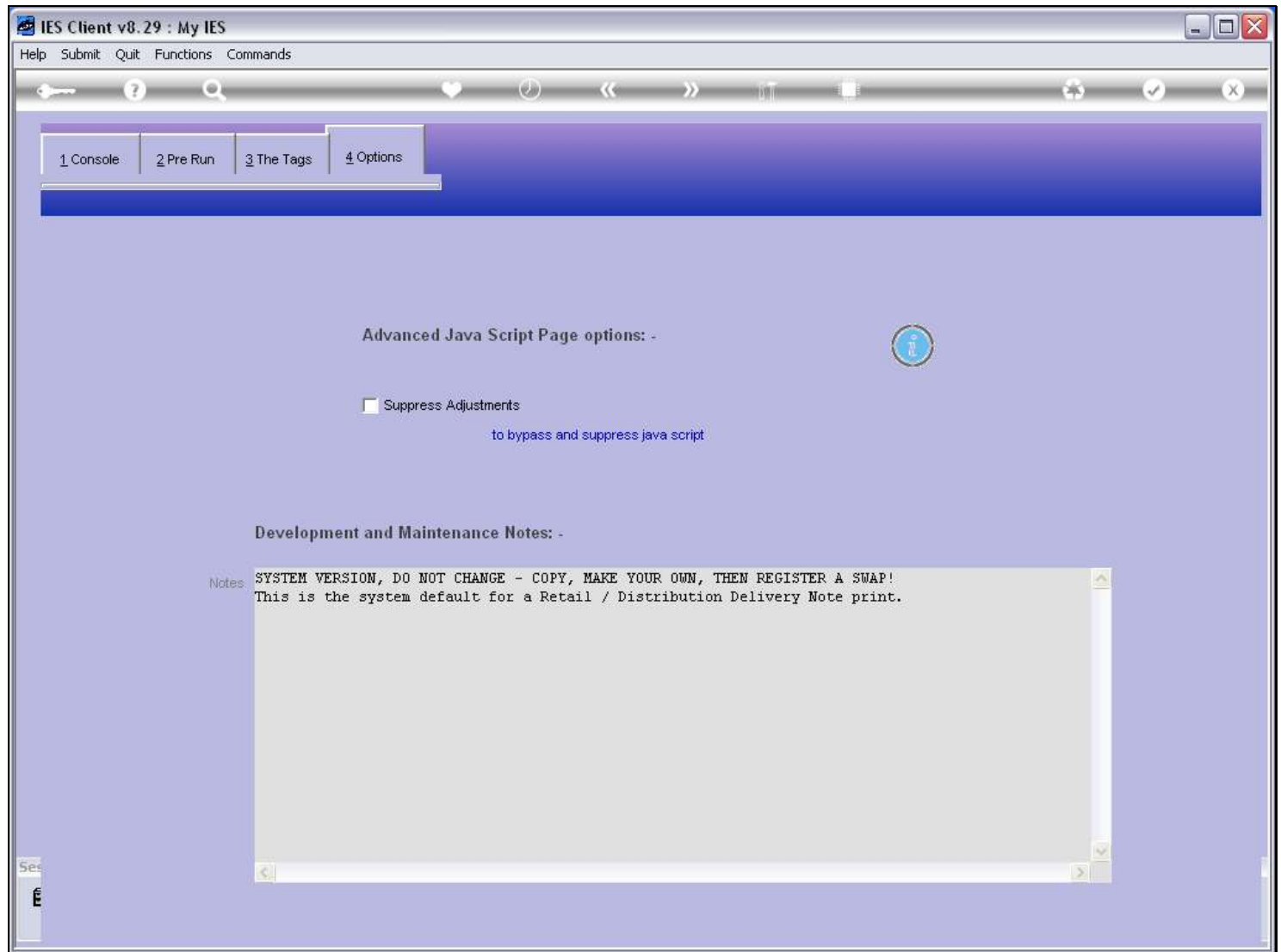
Slide 12 - Slide 12**Slide notes**

Slide 13 - Slide 13**Slide notes**

Here is an example of an existing IES Report. Let's look at the Notes.

Slide 14 - Slide 14**Slide notes**

All IES Reports usually have an indication that it is a System Version, and not to be changed locally, and what the Report is used for. So when we want to make a local version by copying, modifying and making a Swap, then it is easy to identify which Report to use as the basis for the Copy and the Swap.

Slide 15 - Slide 15**Slide notes**