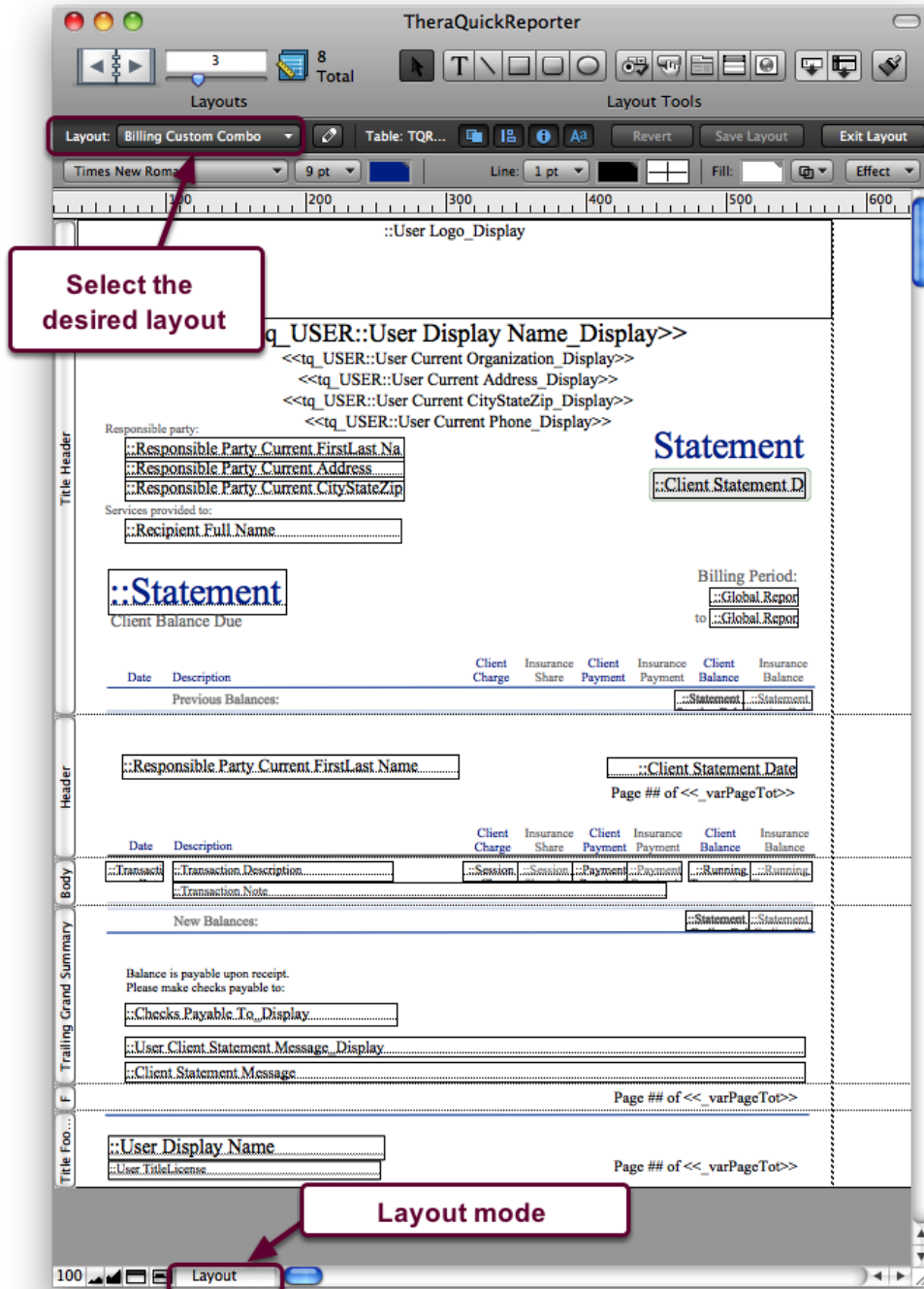


Using the Total Session Charge Field with the TheraQuick Reporter

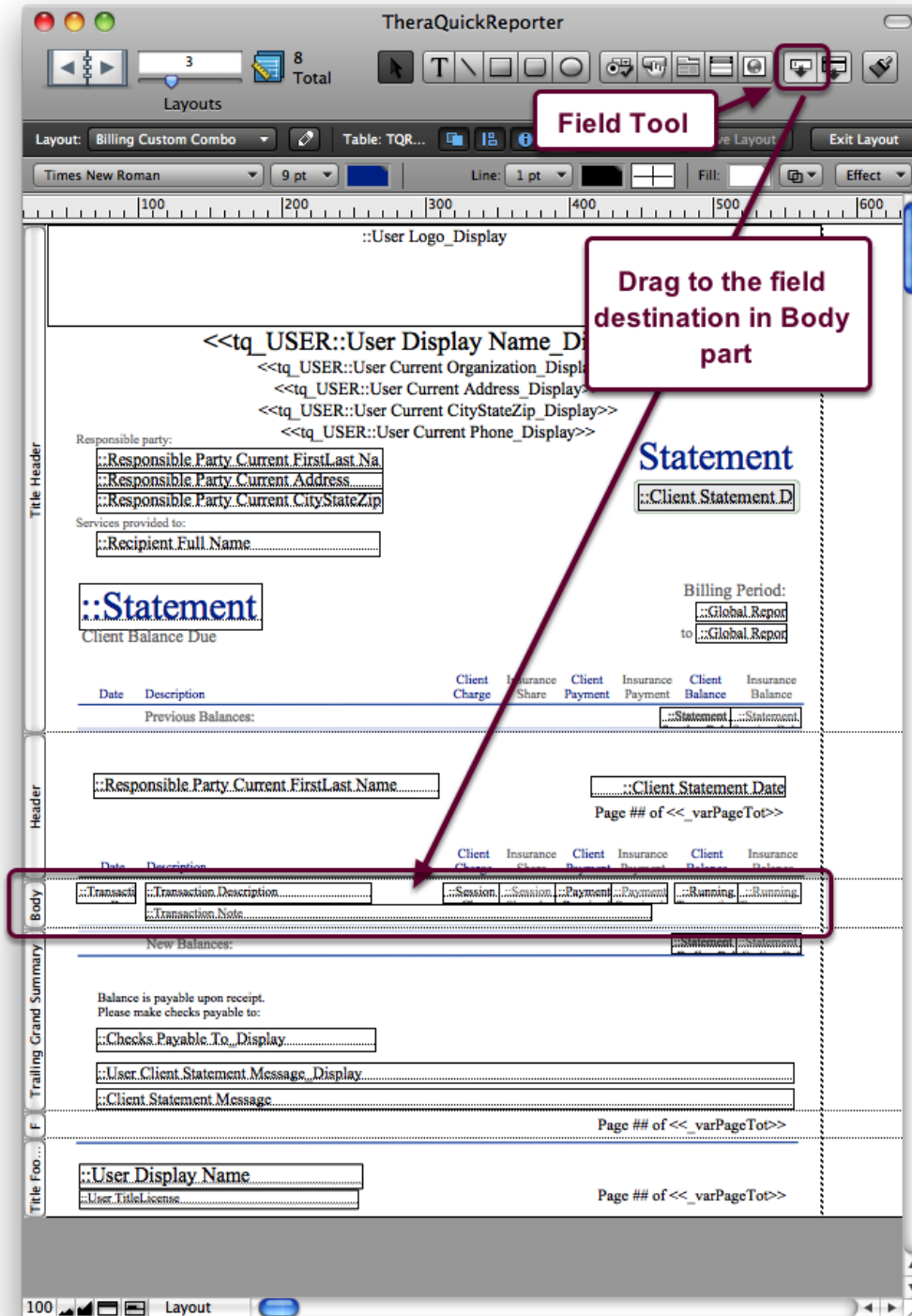
How to include the Total Session Charge field on a layout in the TheraQuick Reporter

Open the TheraQuickReporter file and navigate to the desired layout



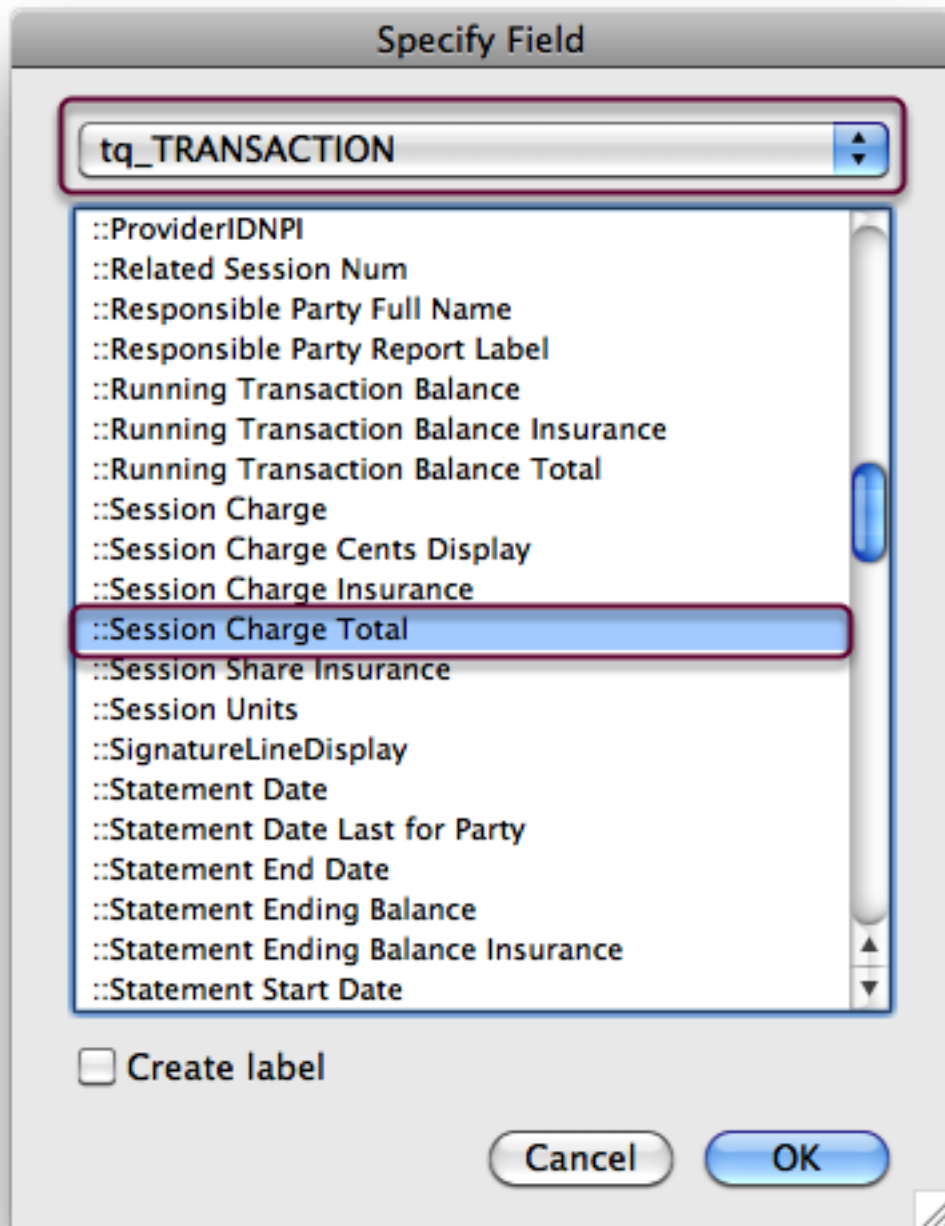
Navigate to the desired layout and enter layout mode. You will most likely be using the Total Session Charge field on a combo layout which includes both the client and insurance charges. You may need to resize or move existing fields to make room for the new field.

Place a new field onto the layout



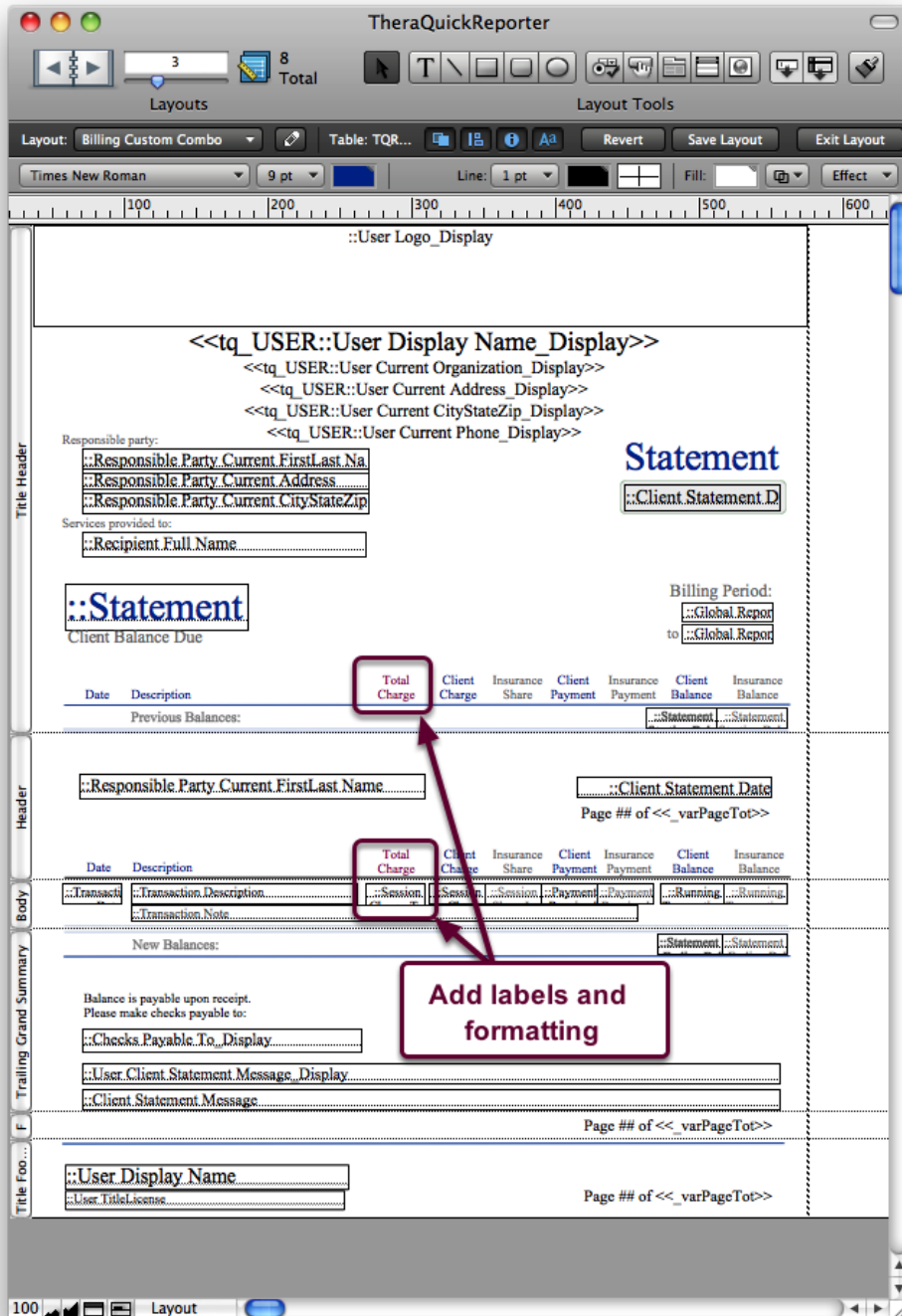
Using the Field Tool, drag to place a new field into the body part of the layout. IMPORTANT: The Session Charge Total field MUST be placed in the BODY part in order to contain the correct values.

Select "Session Charge Total" from the tq_Transactions table



When you release the Field Tool, a window will pop up to allow you to specify the field. Choose tq_Transaction from the drop-down menu at the top, then choose "Session Charge Total" and click OK.

Add a label and formatting



Format the field and add the labels in the Header parts. Be sure to also add the label in the Title Header part. [Advanced Users Note: The values in this field will appear for both the client and the insurance transactions. If you wish to suppress their appearance in an insurance transaction, you can apply conditional formatting to set the text color to white when the condition is: tq_Transactions::Flag Insurance Transaction = 1.]