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The Report Generator has been updated to include the Advanced Tab “Template”. Users can now generate reports in advanced mode of the method builder. This change is part of our ongoing commitment to improving or enhancing the usability of the Report Generator tool and also the presentation of data in various report themes. Report Generator already provides a platform to create custom raw data reports based on chemical inventory located in your collection.

This data can be exported using a variety of formats, including XML/XLS/CSV; however, we have been working on providing “Advanced Template format” for those users who have a keen interest in exported their data in a more polished modern report format using a variety of themes depending on selected data points.

This advanced report template comes in presentation-ready styled sheets and colour schemes where it can be customised through the “Wizard”.

Overview
Formated Advanced Template

The newly “formatted Template (XLSX)” will be triggered through the “Wizard” button from the Report Generator window when the format “Template” is assigned from the drop down list of various formats.

The Formatted Template Wizard

The template wizard contains the following elements to style your report:

<table>
<thead>
<tr>
<th>Template Wizard Element</th>
<th>Report Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Style</td>
<td>Choose the report style from the 4 options:</td>
</tr>
<tr>
<td></td>
<td>Soft Light, Light Grey-Blue, Grey-Blue, Grey-Blue RGB</td>
</tr>
<tr>
<td>Report Title</td>
<td>Assign a title to your type of report</td>
</tr>
<tr>
<td></td>
<td>o Gold Dps (Chemwatch Gold Datapoints)</td>
</tr>
<tr>
<td></td>
<td>o VGD Dps  (Vendor Gold Datapoints)</td>
</tr>
<tr>
<td></td>
<td>o UGD Dps (User Gold Datapoints)</td>
</tr>
<tr>
<td></td>
<td>o SISOT Dps (Assets and Containers Datapoints)</td>
</tr>
<tr>
<td></td>
<td>o RA Dps (Risk Assessment Datapoints)</td>
</tr>
<tr>
<td></td>
<td>And many more...</td>
</tr>
</tbody>
</table>
**Template Wizard Element** | **Report Options**
--- | ---
Report Name | Report file name during template creation
Type of Sort | Sort the report by “Location” or “By Material Name” or None
Change Cell Colour | Table cells can be set to desired colour(s).
Report Preview | Enables preview content and style of the formatted report

**What Are These Reports?**

The template based reports can vary from wide range of data points listed in the method builder directories. The descriptions of the method builder data points can be found [here](#). This means that these reports can contain datapoints for a range of common set of data; such as:

- **Gold** (Chemwatch Gold Datapoints)
- **VGD** (Vendor Gold Datapoints)
- **UGD** (User Gold Datapoints)
- **SISOT** (Assets and Containers Datapoints)
- **RA** (Risk Assessment Datapoints)

Samples of Advanced Template Reports based on the above data points

**Gold (Chemwatch Gold Datapoints)**

![Gold (Chemwatch Gold Datapoints)](image)

**VGD (Vendor Gold Datapoints)**

![VGD (Vendor Gold Datapoints)](image)

**UGD (User Gold Datapoints)**

![UGD (User Gold Datapoints)](image)
How to Generate these Reports?

The new report template is accessible through the report format wizard via the Report Generator’s “Report” button. The steps below illustrate how to create a report to export it using the advanced template format for VGD (Vendor Gold Datapoints).

The “Advanced Tab Data Points” applicable for generating the VGD Dps Report when exporting data are listed below in the method builder window.

**IMPORTANT**

Note that before selecting the advanced formatted template, a report template has to be created, which will be used to export data using the style’s template wizard.

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**Format (Style) Template Report**

1. Set Report Generator Report to "Selected/Current Page/All of your inventory list of materials in a folder"

2. Create a report template by selecting data points from the Method Builder window in Advanced Tab

3. Select the report template name and assign it to the new format template (advanced). Open the template wizard to assign report style and the type of sorting.
If the VDG data points are selected when creating a report template, then those data points will set as columns in the exported file.

Example: Report Generator Data Points for VGD Dps Report

The worked example below illustrates the conversion of the original volume/weight assigned to materials in the manifest store.

Steps: Export VDG Data (Advanced Template)

1. Select the “Home” module button

2. Select “folder/store” that contains materials with assigned volume/weight

3. Click on the “Report” button on the top right corner of the user interface

4. Select “Current Page” to set the list of material to export data

5. Click the “OK” button
6. Press the Report Generator panel’s **Advanced Tab**.

7. Choose “Both (Materials and Products)” from the “**Report On**” drop-down menu to export data based on the material names and product names.

8. Set the applicable “**Language**” from the Language drop-down menu, e.g., **English**.

9. Set the name of the “**Country**” from the country drop-down menu, e.g., **Australia**.

10. Set the SDS Format to “**GHS**”.

11. Select the existing **report name** from the “**Report**” field’s drop down list.

12. Set the applicable Unit of Measure, e.g. **“Original”** from the **Report Units’** drop-down list.

13. Choose the report format from the “**Format**” menu, e.g., **Template** in order to assign styles from the template wizard.
14. Check the box to “Download Images”

15. Click on the “Wizard” button to open the Template Wizard in order to apply styles

![Screenshot of Template Wizard]

16. Select the “Style’s” dropdown arrow to list the 4 types of styles

![Screenshot of Style Selection]

17. Click on the desired style, e.g., Light Grey-Blue

![Screenshot of Style Applied]

The style colour coding will be applied to the report template on the right hand side of the template wizard window.
18. Type your answer “report title name” to the question – “What title do you want for your report?” e.g., VGD Dps. Note that the report title will be reflected in the template header.

19. Type your answer “report file name” to the question – “What file Name do you want for your report?” e.g., CWWA-19180…has been assigned in this example

20. Select one “radio button” from the 3 options to answer the question– “Do you want to sort the report?” e.g., By Materia Name has been selected in this example
21. Horizontally scroll the template to view entire columns and then click the “Preview” button to show the template.

22. Click inside the table cell you wish to change a colour by selecting the colour of interest for background and text colors.

23. Select color for the cell background and text.

Cell background color changes and text color applied. For example:

- Background – maroon
- Text – white
24. Press the “Preview” button

25. Click the “Edit” button to go back to the template wizard edit mode

26. Click the “Next” button
27. Select “Coloring alternate row” checkbox” to the question – “How would you like to lay out your report?” e.g., Background color – white (checkbox assigned color) and Text (checkbox assigned color)

28. Click on the dropdown arrow to assign the “Grid Border” layer from the listed options

29. Select the “Orientation” radio button to choose the type of template orientation to either portrait or landscape

30. Press the “Save” button to lock the assigned alternate colors, grid border and orientation.
   Status message displays confirmation
31. Press the “Download” button to generate the report

32. Click on the downloaded report name from the desktop task bar

![CVWA-19180 ATE....xlsx](attachment://CVWA-19180 ATE....xlsx)

33. Open the report

**Sample Example Image:** “Materials and Products VGD Dps Advanced Report”.

End of Document!