

KnowItAll Software Training

Create Reports

Create Reports

How to Create Customized Report Templates

Purpose

KnowItAll users can use report templates to easily generate high-quality documents including structures, spectra, tables, clip art, and more. Reports can be exported using a variety of formats, making it easier to share results with others.

Objectives

These exercises will teach you:

- How to open and use predefined KnowItAll report templates
- How to create and use customized report templates

Background

In addition to serving as the basis for reports, templates are used when objects and information are transferred to the ReportIt application from other KnowItAll applications. A template must be selected before any transfer can occur. A default template can be selected for each application, or a template can be chosen every time information is transferred to the ReportIt application.

Training Files Used in This Lesson

C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates

- Wiley.gif
- \Minelt\Landscape.rtt

KnowItAll Applications Used

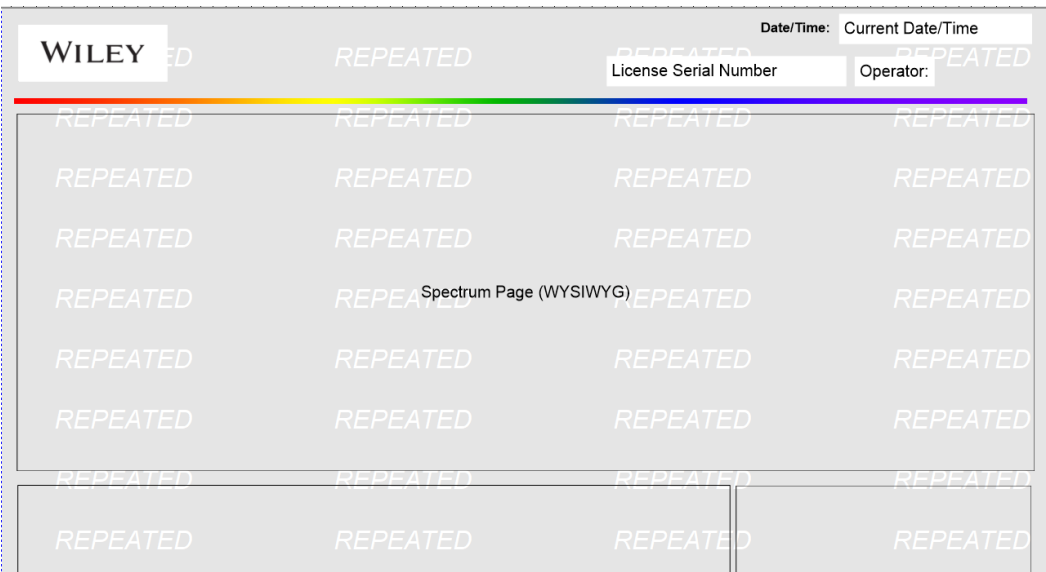
- ReportIt
- Minelt

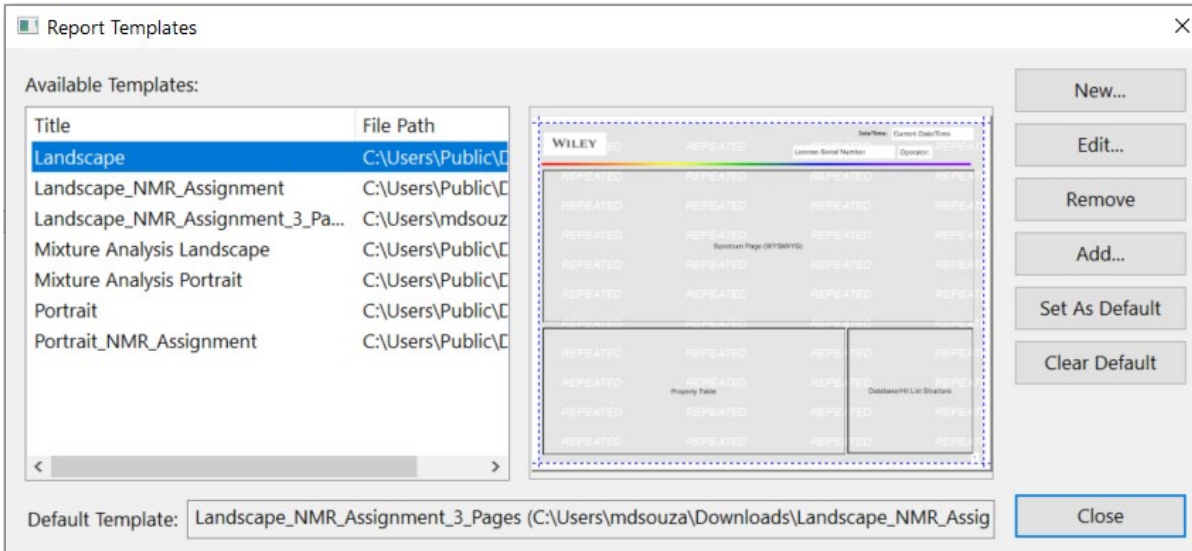
Examine predefined KnowItAll templates

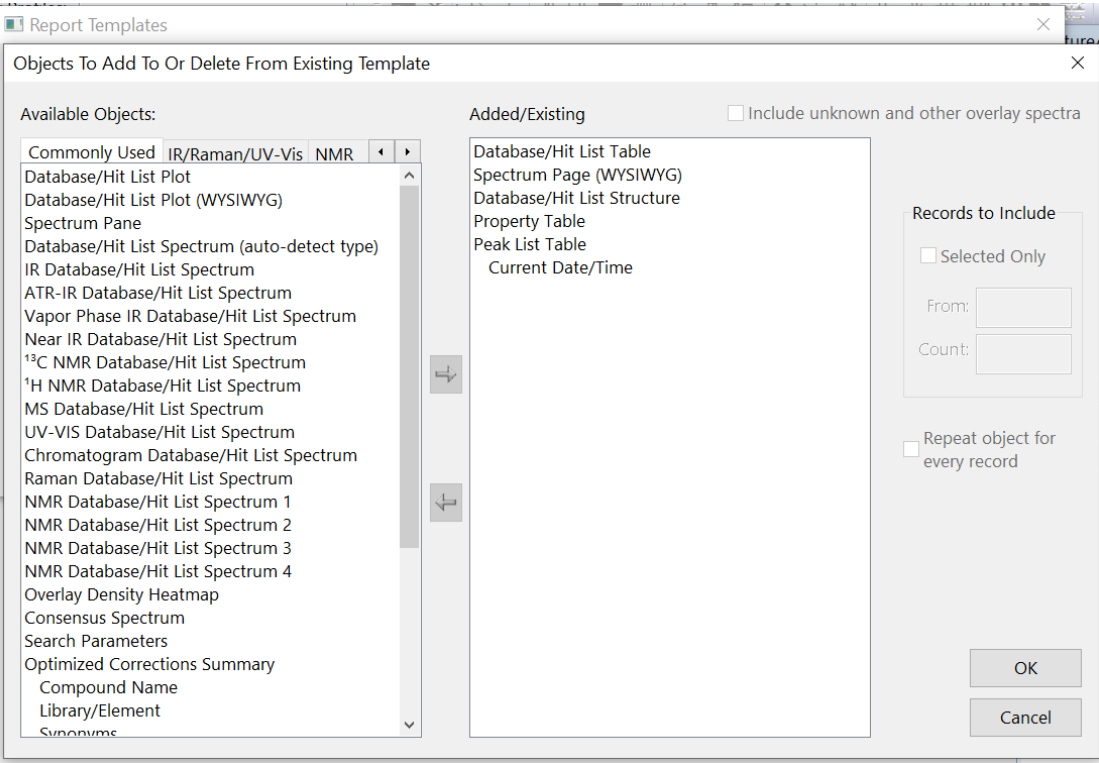
	Action	Result																																																												
1	Open Windows Explorer, then navigate to Documents > Wiley > KnowItAll > Report Templates. Note: If you cannot find it in your version of Windows, use Explorer search to locate it.	Most KnowItAll applications has its own report templates folder. ... Users > Public > Public Documents > Wiley > KnowItAll > Report Templates > Sort View ... <table><thead><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr></thead><tbody><tr><td>Analyzelt IR</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>Analyzelt Polymer IR</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>Analyzelt Raman</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>Analyzelt VaporPhase IR</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>ID Expert</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>LC Expert</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>Minelt</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>MS Expert</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>PredictIt NMR</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>ProcessIt IR</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>ProcessIt NMR</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>ProcessIt Raman</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>Quantitation</td><td>10/7/2024 12:47 PM</td><td>File folder</td><td></td></tr><tr><td>Wiley</td><td>10/6/2023 12:11 PM</td><td>GIF File</td><td>3 KB</td></tr></tbody></table>	Name	Date modified	Type	Size	Analyzelt IR	10/7/2024 12:47 PM	File folder		Analyzelt Polymer IR	10/7/2024 12:47 PM	File folder		Analyzelt Raman	10/7/2024 12:47 PM	File folder		Analyzelt VaporPhase IR	10/7/2024 12:47 PM	File folder		ID Expert	10/7/2024 12:47 PM	File folder		LC Expert	10/7/2024 12:47 PM	File folder		Minelt	10/7/2024 12:47 PM	File folder		MS Expert	10/7/2024 12:47 PM	File folder		PredictIt NMR	10/7/2024 12:47 PM	File folder		ProcessIt IR	10/7/2024 12:47 PM	File folder		ProcessIt NMR	10/7/2024 12:47 PM	File folder		ProcessIt Raman	10/7/2024 12:47 PM	File folder		Quantitation	10/7/2024 12:47 PM	File folder		Wiley	10/6/2023 12:11 PM	GIF File	3 KB
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	Action	Result																																
2	Open the Minelt folder.	The Minelt report templates are displayed. Wiley > Releases after KIA 2023 > KIA 2024 > Report > Report Templates > Minelt <table><tr><th>^</th><th>Name</th><th>Date modified</th><th>Type</th></tr><tr><td></td><td> Japanese</td><td>8/1/2023 4:40 PM</td><td>File folder</td></tr><tr><td></td><td> Landscape</td><td>8/1/2023 10:54 AM</td><td>RTT File</td></tr><tr><td></td><td> Landscape_NMR_Assignment</td><td>8/1/2023 4:35 PM</td><td>RTT File</td></tr><tr><td></td><td> Mixture Analysis Landscape</td><td>8/1/2023 11:36 AM</td><td>RTT File</td></tr><tr><td></td><td> Mixture Analysis Portrait</td><td>8/1/2023 11:29 AM</td><td>RTT File</td></tr><tr><td></td><td> Portrait</td><td>8/1/2023 11:22 AM</td><td>RTT File</td></tr><tr><td></td><td> Portrait_NMR_Assignment</td><td>8/1/2023 4:36 PM</td><td>RTT File</td></tr></table>	^	Name	Date modified	Type		 Japanese	8/1/2023 4:40 PM	File folder		 Landscape	8/1/2023 10:54 AM	RTT File		 Landscape_NMR_Assignment	8/1/2023 4:35 PM	RTT File		 Mixture Analysis Landscape	8/1/2023 11:36 AM	RTT File		 Mixture Analysis Portrait	8/1/2023 11:29 AM	RTT File		 Portrait	8/1/2023 11:22 AM	RTT File		 Portrait_NMR_Assignment	8/1/2023 4:36 PM	RTT File
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3	Close Windows Explorer.																																	

Open a predefined template in the ReportIt and Minelt applications

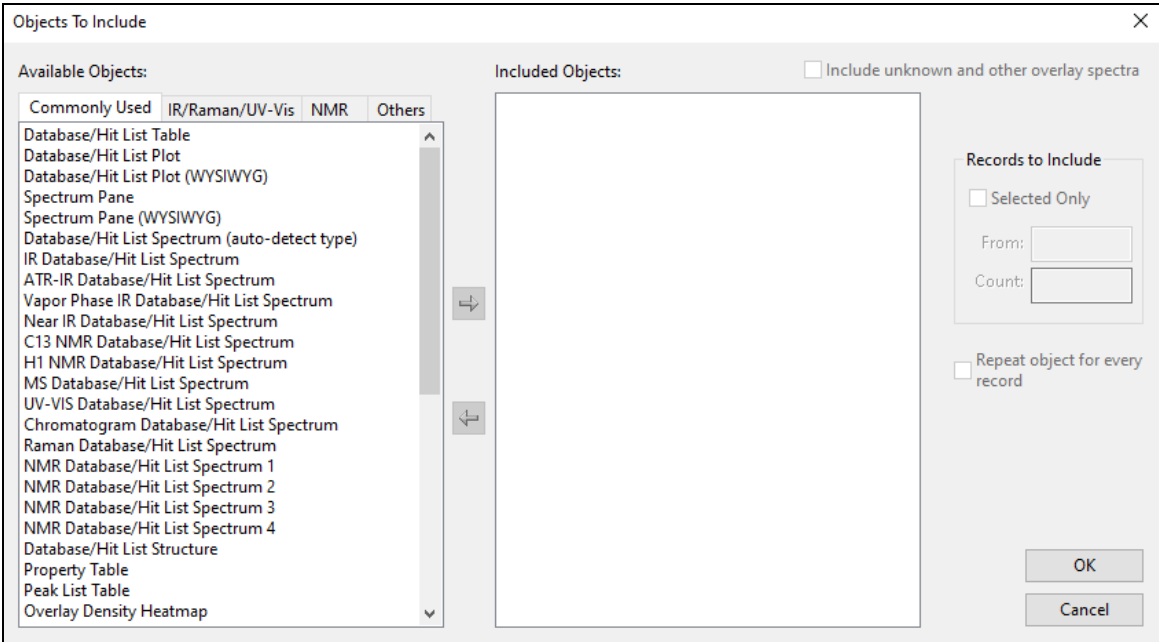
	Action	Result
1	Start KnowItAll Navigate to the Basics toolbox. Open the ReportIt application by clicking its icon. Then choose File > Open.	An Open dialog box appears.
2	Set the Files of type filter to ReportIt Template Document Files (*.rtt). Navigate to the C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates\Minelt folder. Open Landscape.rtt.	

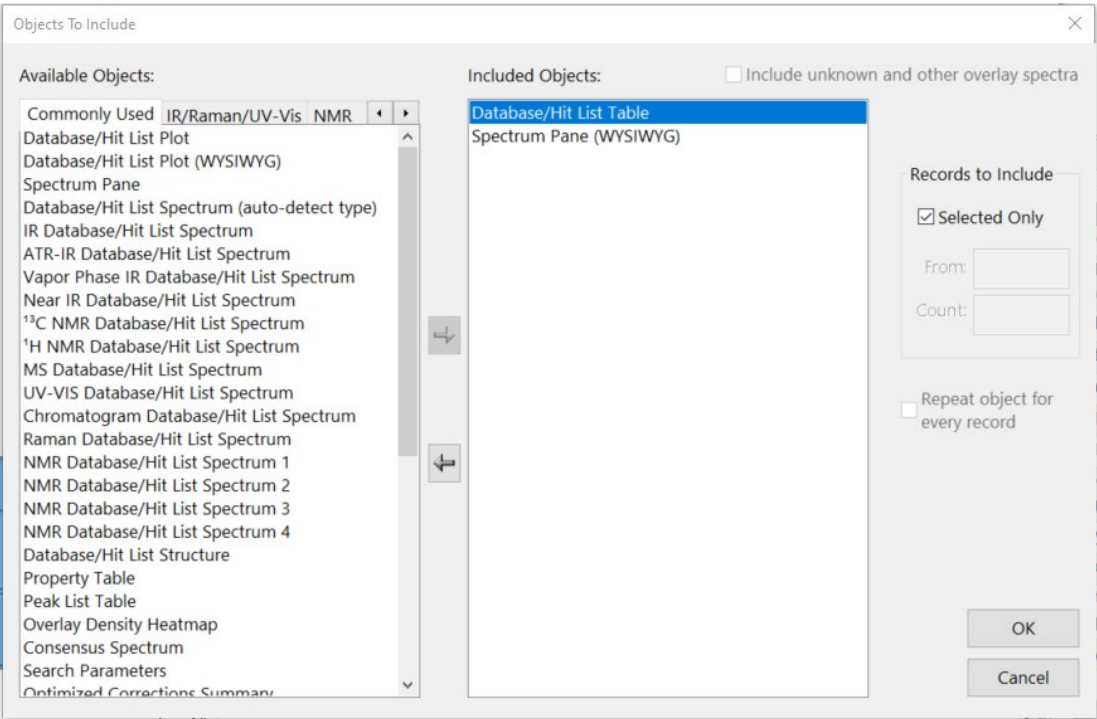
	Action	Result																
3	Navigate to the Data toolbox. Open the Minelt application by clicking its icon. Choose File > Edit Report Templates. Select the Landscape template.	The Report Templates dialog box opens.  The Report Templates dialog box displays a list of available templates. The selected template is Landscape, which is highlighted in blue. The list shows the following templates and their file paths: <table><tr><th>Title</th><th>File Path</th></tr><tr><td>Landscape</td><td>C:\Users\Public\...</td></tr><tr><td>Landscape_NMR_Assignment</td><td>C:\Users\Public\...</td></tr><tr><td>Landscape_NMR_Assignment_3_Pa...</td><td>C:\Users\mdsouz...</td></tr><tr><td>Mixture Analysis Landscape</td><td>C:\Users\Public\...</td></tr><tr><td>Mixture Analysis Portrait</td><td>C:\Users\Public\...</td></tr><tr><td>Portrait</td><td>C:\Users\Public\...</td></tr><tr><td>Portrait_NMR_Assignment</td><td>C:\Users\Public\...</td></tr></table> The preview on the right shows the Landscape template layout, which includes a header with WILEY and REPEATED text, and a main area with a grid of REPEATED text. The Default Template is set to Landscape_NMR_Assignment_3_Pages (C:\Users\mdsouza\Downloads\Landscape_NMR_Assig).	Title	File Path	Landscape	C:\Users\Public\...	Landscape_NMR_Assignment	C:\Users\Public\...	Landscape_NMR_Assignment_3_Pa...	C:\Users\mdsouz...	Mixture Analysis Landscape	C:\Users\Public\...	Mixture Analysis Portrait	C:\Users\Public\...	Portrait	C:\Users\Public\...	Portrait_NMR_Assignment	C:\Users\Public\...
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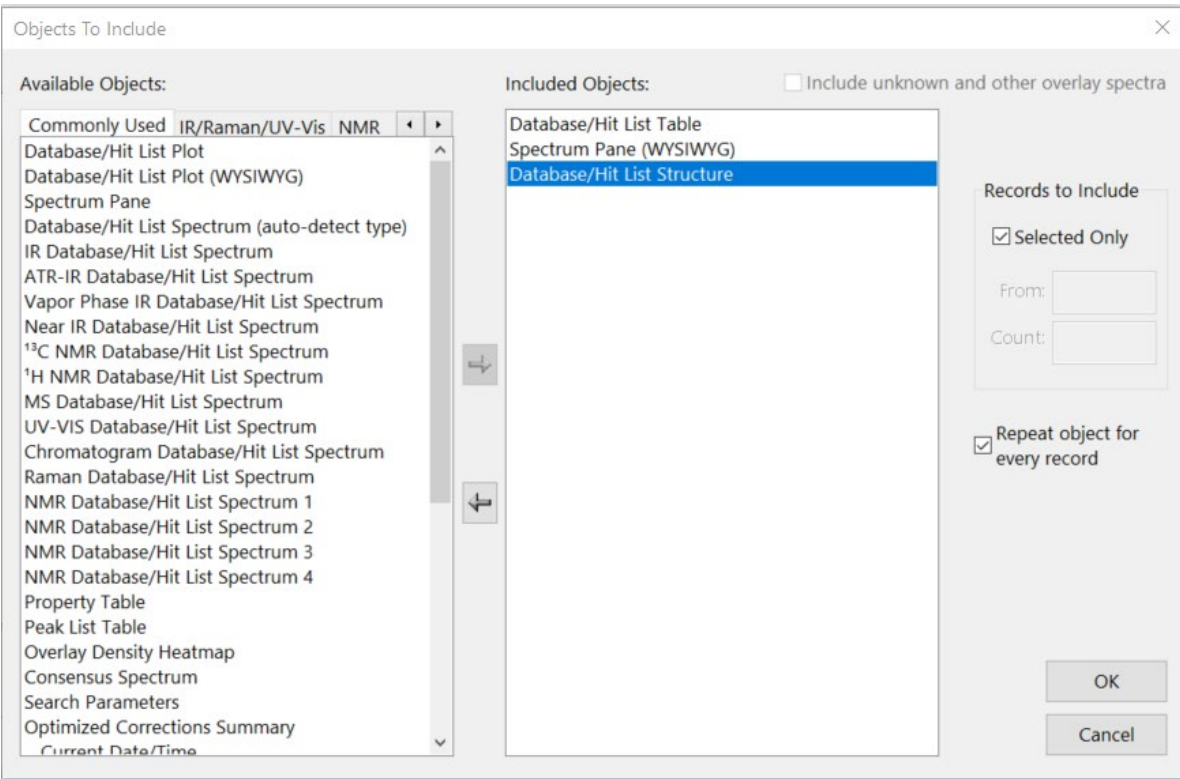
	Action	Result
4	Click Edit .	The Objects to Add to Or Delete from Existing Template dialog box opens.  Use this dialog box to see which objects are included with the template. You can also use this dialog box to add or remove objects.

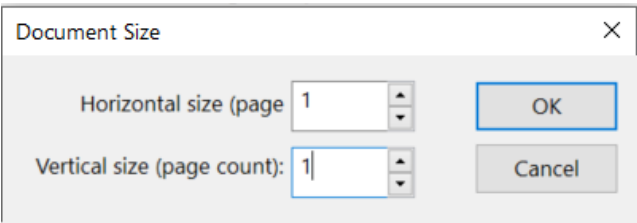
	Action	Result
5	Click Cancel. Then click Close on the Report Templates dialog box. Note: if a template is used for the first time, user has to do the following before transfer data to ReportIt application: File > Edit Report Templates Click Add button Navigate to the template file Open	No changes were made to the template.

Create a new Minelt template

	Action	Result
1	With the Minelt application open, choose File > Edit Report Templates . Then click New on the Report Templates dialog box.	The Objects To Include dialog box opens. 
2	Move Spectrum Pane (WYSIWYG) from the list of Available Objects to the list of Included Objects by selecting it in the list on the left and clicking the right arrow available between the two lists.	
3	Move Database/Hit List Table from the list of Available Objects to the list of Included Objects .	

	Action	Result
4	With Database/Hit List Table selected in the list of Included Objects , check Selected Only .	The first ten hits will be included on the template. 

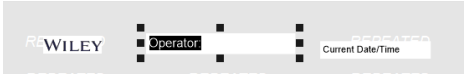
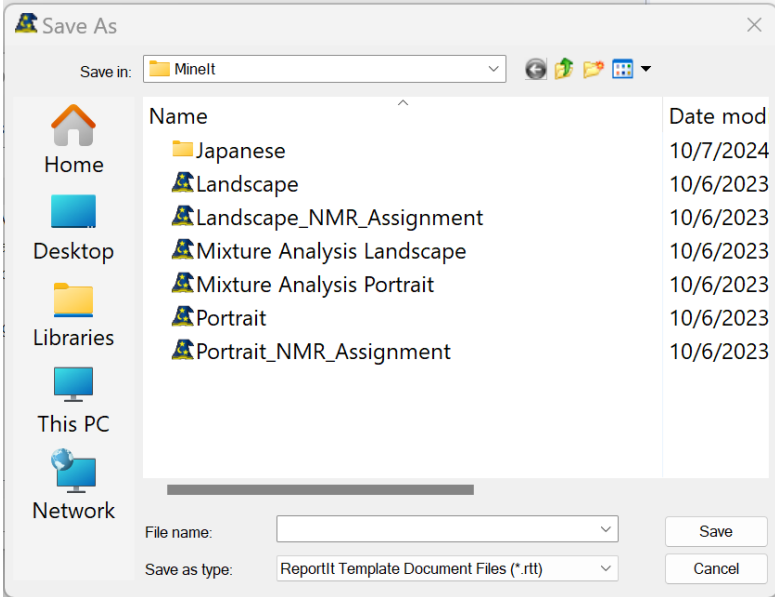
	Action	Result
5	Move Database/Hit List Structure from the list of Available Objects to the list of Included Objects. Check Repeat object for every record. Check Selected Only.	 Objects To Include Available Objects: - Commonly Used IR/Raman/UV-Vis NMR - Database/Hit List Plot - Database/Hit List Plot (WYSIWYG) - Spectrum Pane - Database/Hit List Spectrum (auto-detect type) - IR Database/Hit List Spectrum - ATR-IR Database/Hit List Spectrum - Vapor Phase IR Database/Hit List Spectrum - Near IR Database/Hit List Spectrum ¹³C NMR Database/Hit List Spectrum ¹H NMR Database/Hit List Spectrum - MS Database/Hit List Spectrum - UV-VIS Database/Hit List Spectrum - Chromatogram Database/Hit List Spectrum - Raman Database/Hit List Spectrum - NMR Database/Hit List Spectrum 1 - NMR Database/Hit List Spectrum 2 - NMR Database/Hit List Spectrum 3 - NMR Database/Hit List Spectrum 4 - Property Table - Peak List Table - Overlay Density Heatmap - Consensus Spectrum - Search Parameters - Optimized Corrections Summary - Current Date/Time Included Objects: - Database/Hit List Table - Spectrum Pane (WYSIWYG) - Database/Hit List Structure ☐ Include unknown and other overlay spectra Records to Include ☒ Selected Only From: Count: ☒ Repeat object for every record OK Cancel
6	Move Current Date/Time from the list of Available Objects to the list of Included Objects.	A date/time field is added to the template.

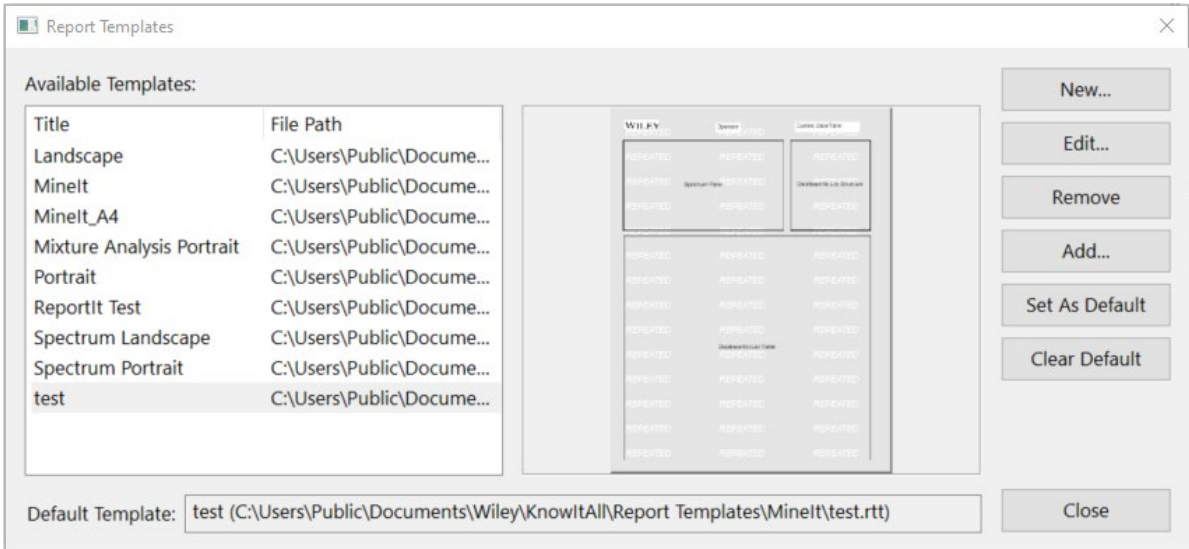
	Action	Result
7	Click OK. One may need to move all objects onto the first page page to see this:	The new template opens in the ReportIt application.  The screenshot shows a window titled 'Database/Hit List Table' containing a grid of objects. The objects are arranged in a 3x3 grid. The top two rows are labeled 'REPEATED'. The bottom row is labeled 'REPEATED' and 'Spectrum Pane'. The 'Database/Hit List Table' label is visible in the top left corner of the grid.
8	File > Document Size In the box, enter horizontally and vertically 1 page.	 The screenshot shows a dialog box titled 'Document Size' with a close button (X) in the top right corner. It contains two input fields: 'Horizontal size (page)' with a value of '1' and 'Vertical size (page count):' with a value of '1'. There are 'OK' and 'Cancel' buttons on the right side of the dialog.

Edit the template in ReportIt

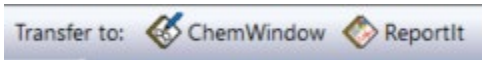
	Action	Result
1	Move the database structure and property table to the second page and re-size them as desired.	
2	Use File Explorer, navigate to C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates folder. Open Wiley.gif using any image editor (for example, MS Paint). Select and copy the image.	

	Action	Result
3	Return to the ReportIt application and choose Edit > Paste .	The image is added to the template.  The screenshot displays the ReportIt application interface. At the top left is the 'WILEY' logo. To its right is a 'Current Date/Time' field. Below these are two main sections: 'Spectrum Pane' on the left and 'Database/Hit List Structure' on the right. Both sections contain a grid of 'REPEATED' text, indicating a template structure. The 'Spectrum Pane' has a 'Database/Hit List Table' label at the bottom. The 'Database/Hit List Structure' section is also filled with 'REPEATED' text.

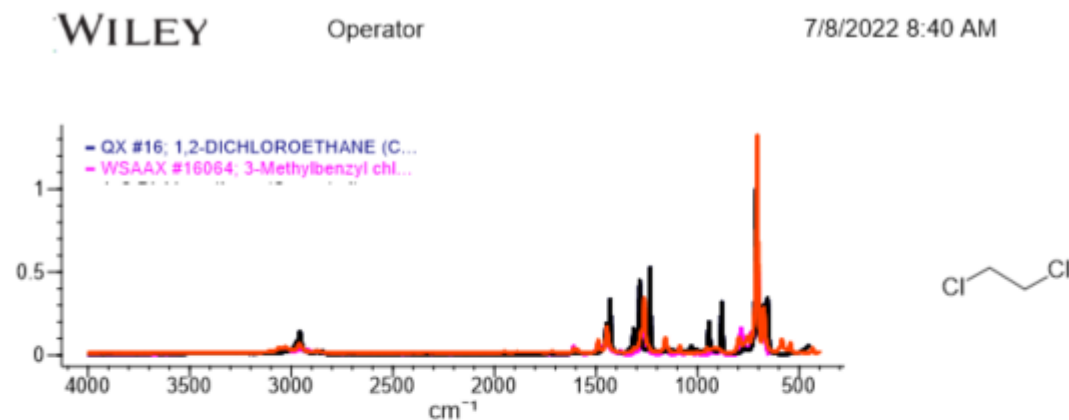
	Action	Result
4	Using the Text box tool  , draw a text box. Then type ' Operator: '	
5	Choose the Selection tool. Hold down the shift key and select both the Date/Time field and the text box.	
6	Choose Arrange > Group .	The two objects can now be moved, re-sized, etc., in the same way.
7	Double-click within the Spectrum Pane (WYSIWYG) .	A spectrum toolbar opens. These tools can be used to adjust the spectral display in the template.
8	Click Save .	A Save As dialog box opens. 

	Action	Result
9	Type in the new template's name (WILEY) and click Save .	The dialog box closes, revealing that the new template has been added to Minelt's Report Templates dialog box. 
10	Select the new template and click Set as Default . Click Close .	Because we have set the new template as the default template, it will be used automatically whenever information is transferred from Minelt to ReportIt. Setting a default template is useful when you want to use a single template most of the time. However, you can also choose not to have a default template and select from the list of available templates each time you transfer information to ReportIt.

Use the new template in ReportIt

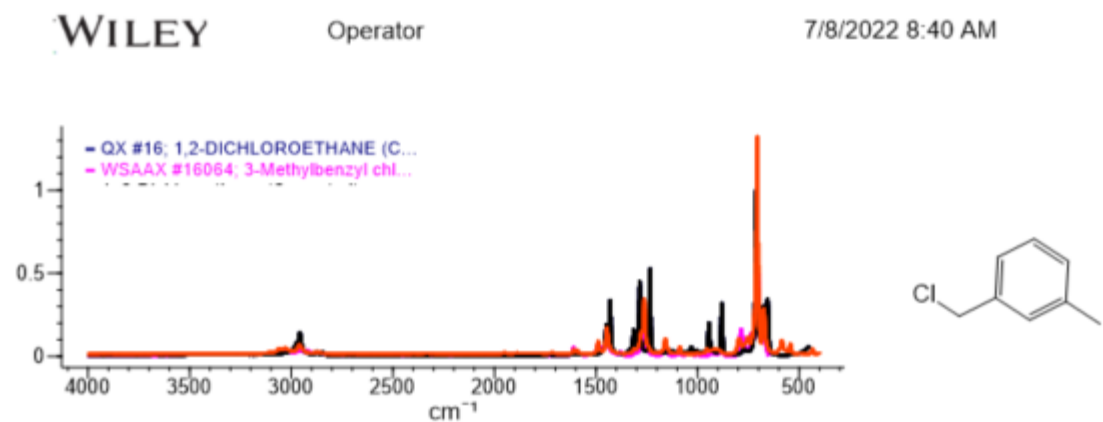
	Action	Result
1	Go to the SearchIt application.	Set up search parameters: • Spectrum query: \KnowItAll\Samples\IR\ 1,2-Dichloroethane • User-Select: add all IR databases for search • Set everything else as default Click Search .
2	In Minelt , select a few hits.	
3	Click Transfer to: ReportIt . 	You will see a multi-page report.

Page 1



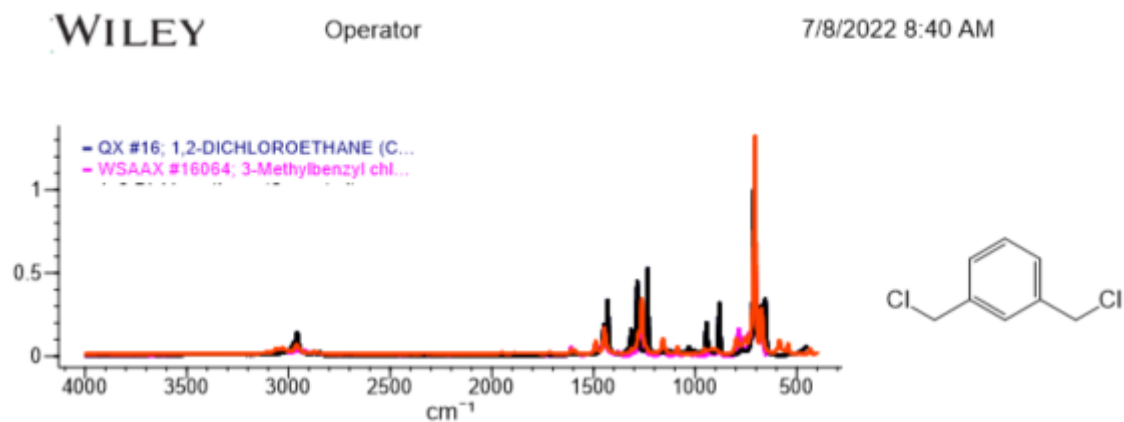
HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAAX	16064	3-Methylbenzyl chloride	
60.02			WSAI12	156	Alpha, alpha'-Dichloro-m-xylene	

Page 2



HQI	Tag	recti	DB	ID	Name	Spectrum
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Page 3



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