

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

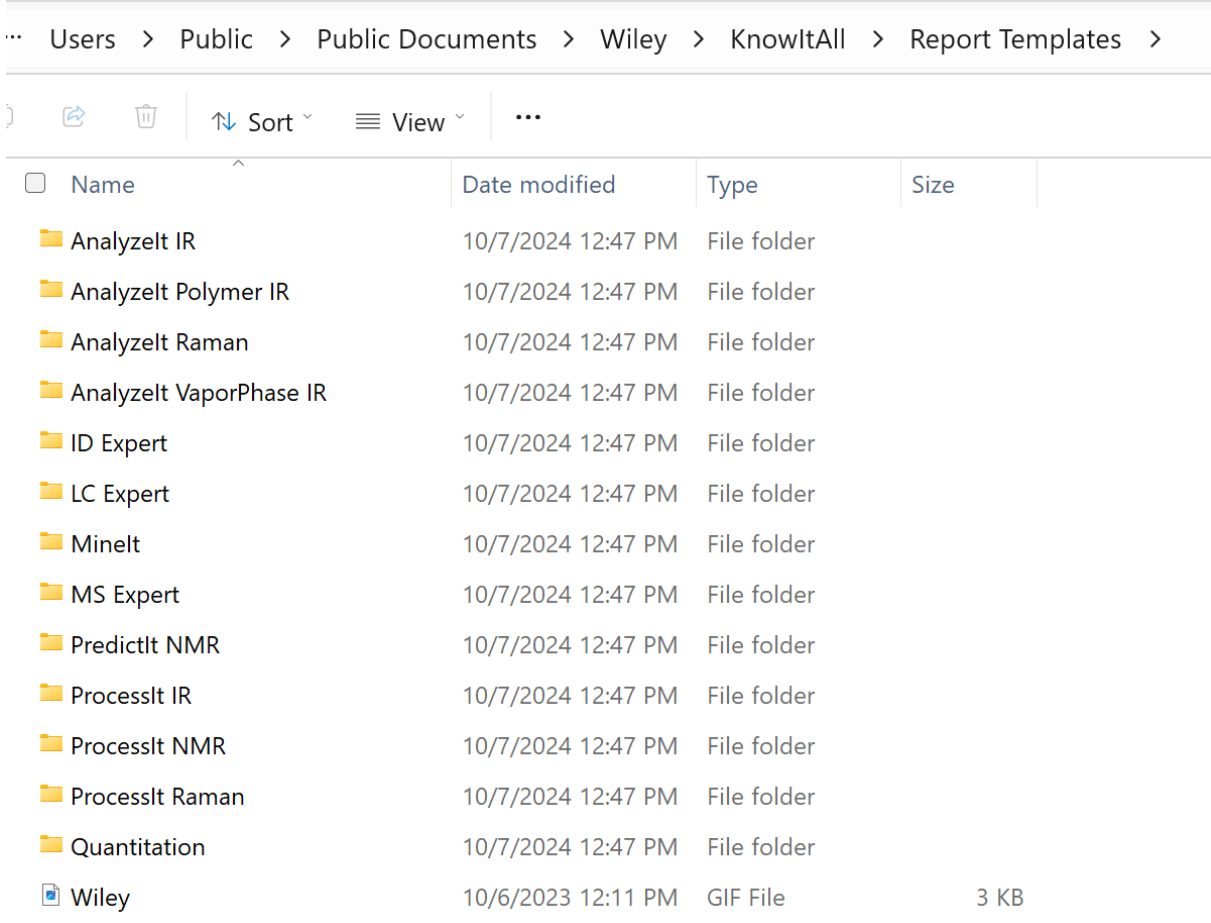
C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates






















- Wiley.gif
- \Minelt\Landscape.rtt

KnowItAll Applications Used

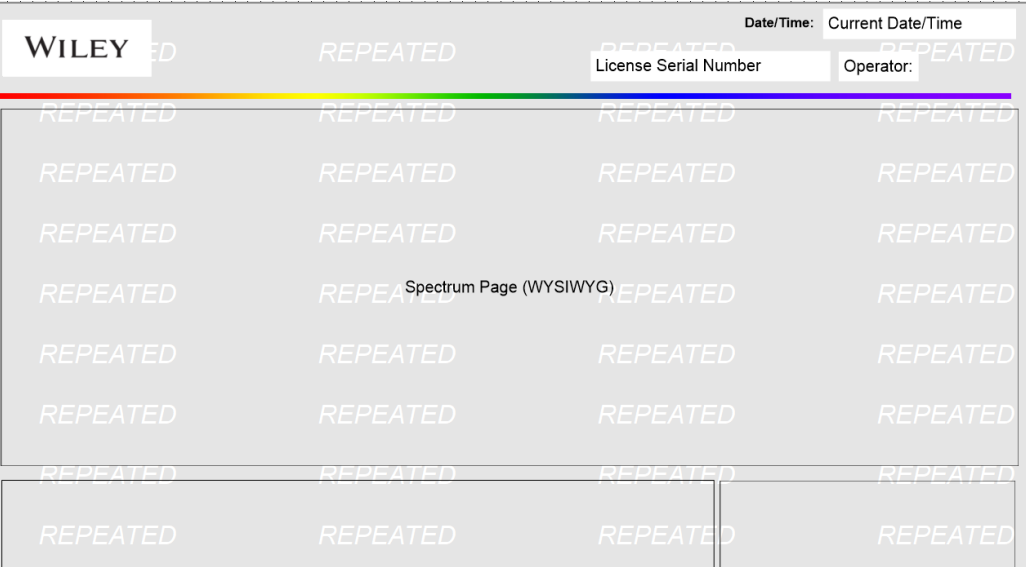
- ReportIt
- Minelt

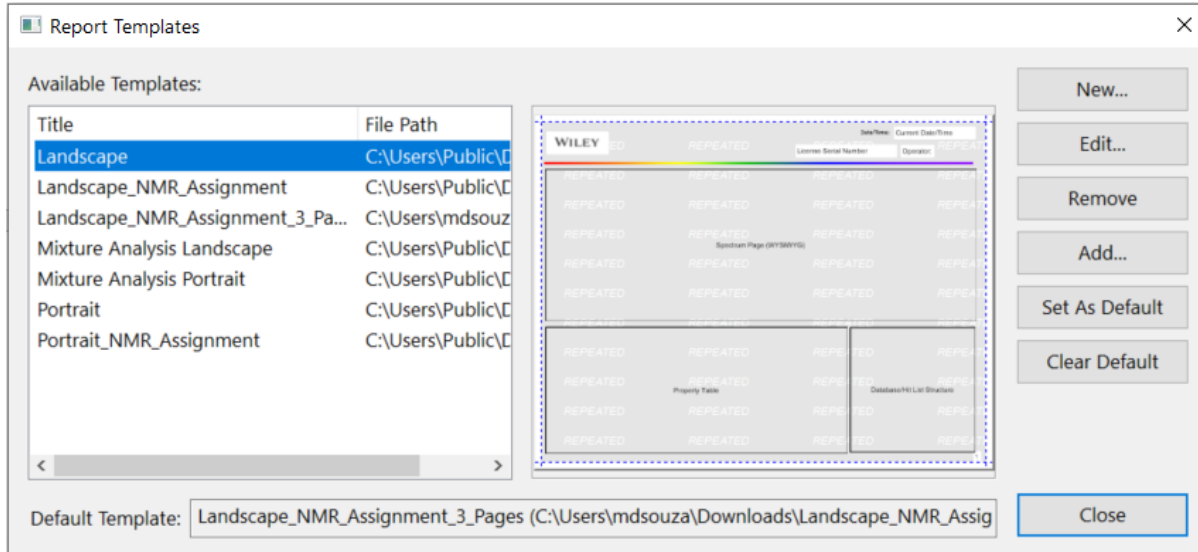
Examine predefined KnowItAll templates

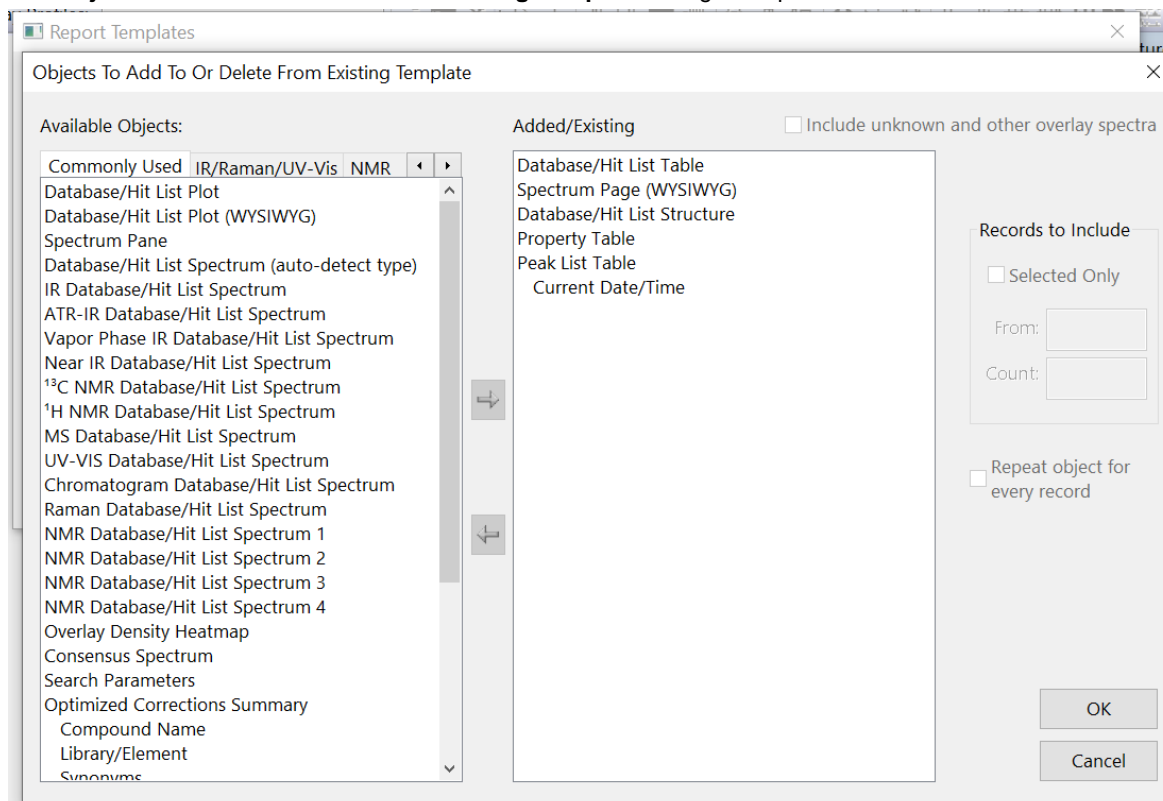
	Action	Result																																																												
1	<p>Open Windows Explorer, then navigate to Documents > Wiley > KnowItAll > Report Templates.</p> <p>Note: If you cannot find it in your version of Windows, use Explorer search to locate it.</p>	<p>Most KnowItAll applications has its own report templates folder.</p>  <p>... Users > Public > Public Documents > Wiley > KnowItAll > Report Templates ></p> <p>Sort View ...</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Analzyelt IR</td> <td>10/7/2024 12:47 PM</td> <td>File folder</td> <td></td> </tr> <tr> <td>Analzyelt Polymer IR</td> <td>10/7/2024 12:47 PM</td> <td>File folder</td> <td></td> </tr> <tr> <td>Analzyelt Raman</td> <td>10/7/2024 12:47 PM</td> <td>File folder</td> <td></td> </tr> <tr> <td>Analzyelt 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	Analzyelt IR	10/7/2024 12:47 PM	File folder		Analzyelt Polymer IR	10/7/2024 12:47 PM	File folder		Analzyelt Raman	10/7/2024 12:47 PM	File folder		Analzyelt 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.	<p>The Minelt report templates are displayed.</p> <p>Wiley > Releases after KIA 2023 > KIA 2024 > Report > Report Templates > Minelt</p> <table border="1"> <thead> <tr> <th data-bbox="709 472 1402 532">Name</th> <th data-bbox="1402 472 1749 532">Date modified</th> <th data-bbox="1749 472 1913 532">Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="709 532 1402 586">  Japanese </td> <td data-bbox="1402 532 1749 586">8/1/2023 4:40 PM</td> <td data-bbox="1749 532 1913 586">File folder</td> </tr> <tr> <td data-bbox="709 586 1402 630">  Landscape </td> <td data-bbox="1402 586 1749 630">8/1/2023 10:54 AM</td> <td data-bbox="1749 586 1913 630">RTT File</td> </tr> <tr> <td data-bbox="709 630 1402 673">  Landscape_NMR_Assignment </td> <td data-bbox="1402 630 1749 673">8/1/2023 4:35 PM</td> <td data-bbox="1749 630 1913 673">RTT File</td> </tr> <tr> <td data-bbox="709 673 1402 717">  Mixture Analysis Landscape </td> <td data-bbox="1402 673 1749 717">8/1/2023 11:36 AM</td> <td data-bbox="1749 673 1913 717">RTT File</td> </tr> <tr> <td data-bbox="709 717 1402 761">  Mixture Analysis Portrait </td> <td data-bbox="1402 717 1749 761">8/1/2023 11:29 AM</td> <td data-bbox="1749 717 1913 761">RTT File</td> </tr> <tr> <td data-bbox="709 761 1402 805">  Portrait </td> <td data-bbox="1402 761 1749 805">8/1/2023 11:22 AM</td> <td data-bbox="1749 761 1913 805">RTT File</td> </tr> <tr> <td data-bbox="709 805 1402 849">  Portrait_NMR_Assignment </td> <td data-bbox="1402 805 1749 849">8/1/2023 4:36 PM</td> <td data-bbox="1749 805 1913 849">RTT File</td> </tr> </tbody> </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	<p>Start KnowItAll</p> <p>Navigate to the Basics toolbox. Open the ReportIt application by clicking its icon. Then choose File > Open.</p>	<p>An Open dialog box appears.</p>
2	<p>Set the Files of type filter to ReportIt Template Document Files (*.rtt).</p> <p>Navigate to the C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates\Minelt folder.</p> <p>Open Landscape.rtt.</p>	 <p>The screenshot shows the WILEY application interface. At the top right, there is a 'Date/Time: Current Date/Time' label. Below it, there are input fields for 'License Serial Number' and 'Operator:'. A horizontal color bar with a rainbow gradient is visible. The main area contains a grid of data with the word 'REPEATED' repeated in each cell. The text 'Spectrum Page (WYSIWYG)' is overlaid on the grid.</p>

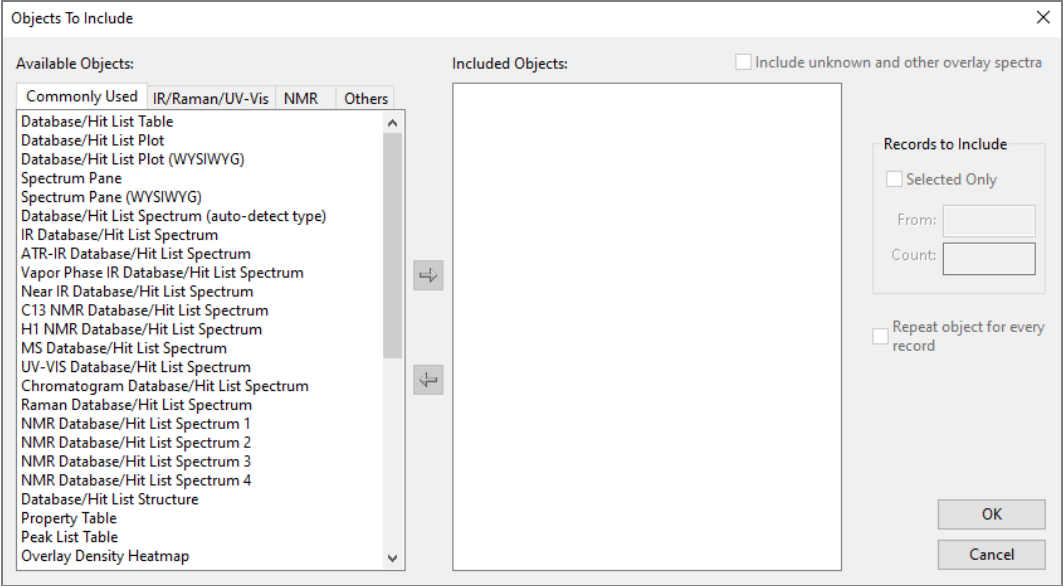
	Action	Result																
3	<p>Navigate to the Data toolbox.</p> <p>Open the Minelt application by clicking its icon.</p> <p>Choose File > Edit Report Templates.</p> <p>Select the Landscape template.</p>	<p>The Report Templates dialog box opens.</p>  <p>The screenshot shows the 'Report Templates' dialog box. On the left, a table lists available templates:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>File Path</th> </tr> </thead> <tbody> <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\mdsouza\Downloads\Landscape_NMR_Assig...</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> </tbody> </table> <p>The 'Landscape' template is selected. A preview of this template is shown on the right, featuring a WILEY logo and a spectrum plot. The 'Default Template' field at the bottom is set to 'Landscape_NMR_Assignment_3_Pages (C:\Users\mdsouza\Downloads\Landscape_NMR_Assig...').</p>	Title	File Path	Landscape	C:\Users\Public\...	Landscape_NMR_Assignment	C:\Users\Public\...	Landscape_NMR_Assignment_3_Pa...	C:\Users\mdsouza\Downloads\Landscape_NMR_Assig...	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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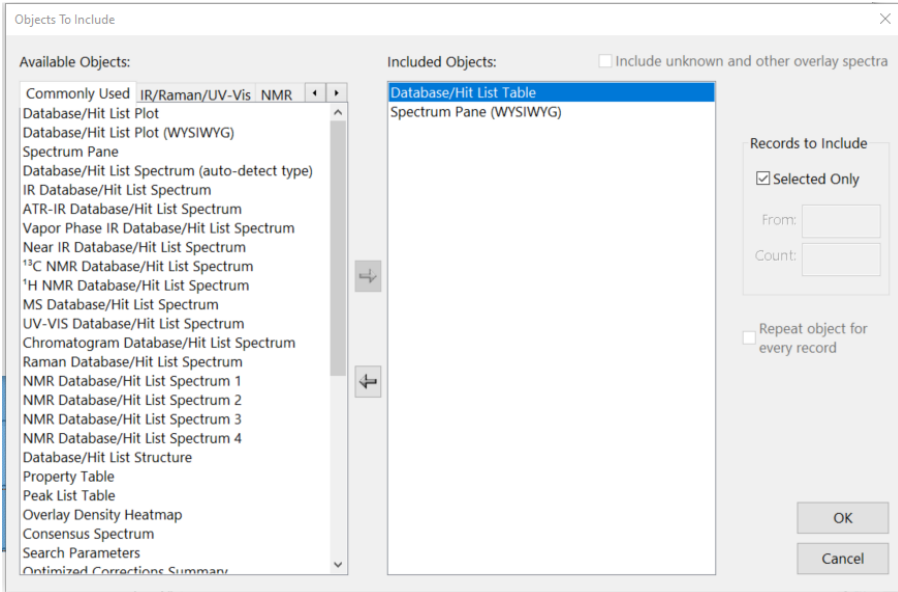
4 Click **Edit**.The **Objects to Add to Or Delete from Existing Template** dialog box opens.

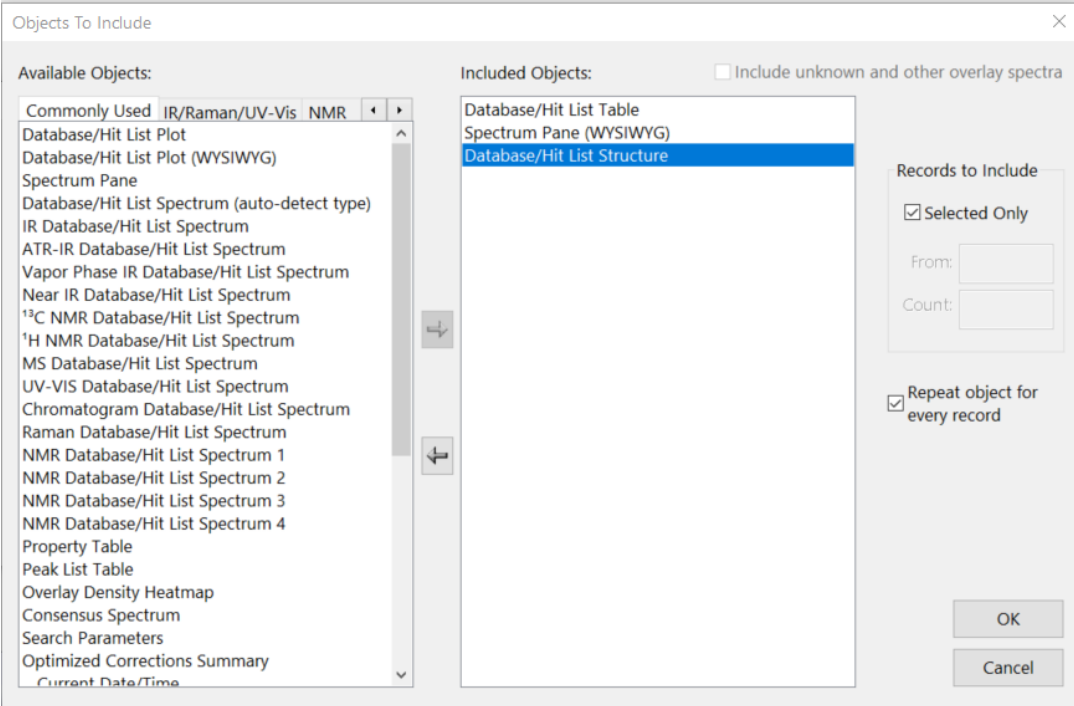
Use this dialog box to see which objects are included with the template. You can also use this dialog box to add or remove objects.


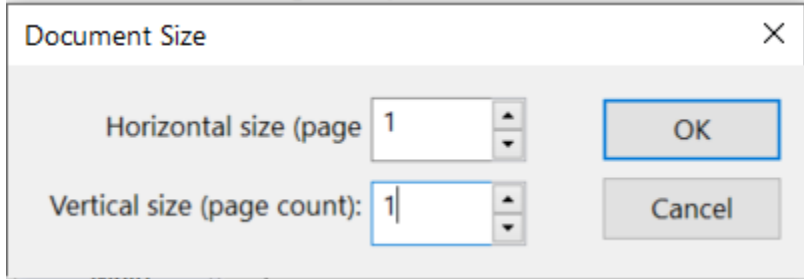
5	<p>Click Cancel. Then click Close on the Report Templates dialog box.</p> <p>Note: if a template is used for the first time, user has to do the following before transfer data to ReportIt application:</p> <p>File > Edit Report Templates Click Add button Navigate to the template file Open</p>	No changes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


	Action	Result
1	<p>With the Minelt application open, choose File > Edit Report Templates. Then click New on the Report Templates dialog box.</p>	<p>The Objects To Include dialog box opens.</p> 
2	<p>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.</p>	
3	<p>Move Database/Hit List Table from the list of Available Objects to the list of Included Objects.</p>	

<p>4</p>	<p>With Database/Hit List Table selected in the list of Included Objects, check Selected Only.</p>	<p>The first ten hits will be included on the template.</p> 
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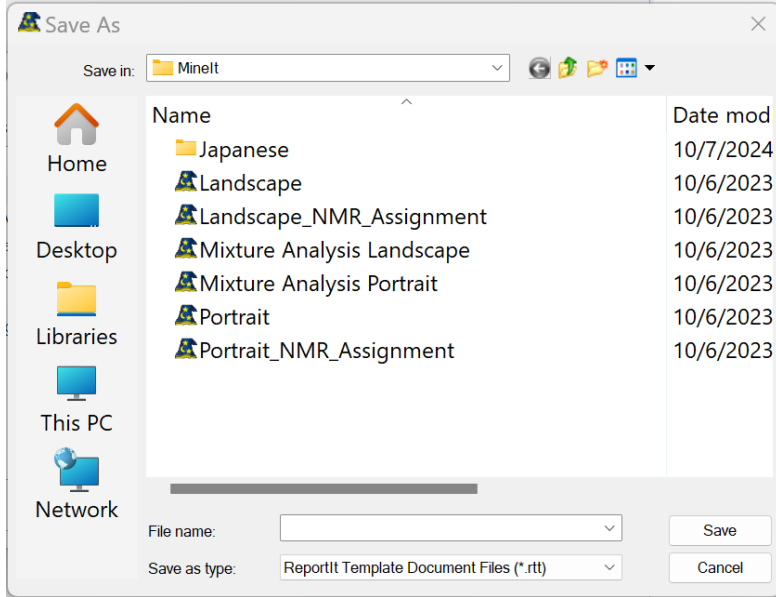
<p>5</p>	<p>Move Database/Hit List Structure from the list of Available Objects to the list of Included Objects.</p> <p>Check Repeat object for every record.</p> <p>Check Selected Only.</p>	
<p>6</p>	<p>Move Current Date/Time from the list of Available Objects to the list of Included Objects.</p>	<p>A date/time field is added to the template.</p>

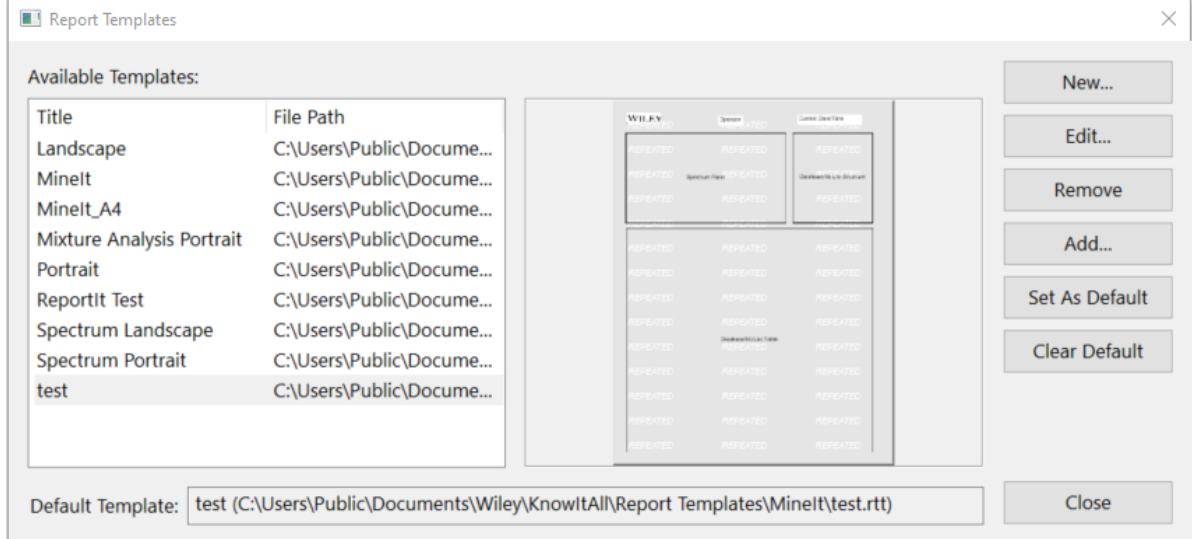
<p>7</p>	<p>Click OK.</p> <p>One may need to move all objects onto the first page page to see this:</p>	<p>The new template opens in the ReportIt application.</p> 
<p>8</p>	<p>File > Document Size</p> <p>In the box, enter horizontally and vertically 1 page.</p>	

Edit the template in ReportIt

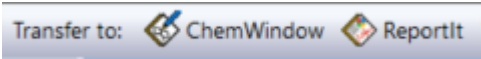
	Action	Result
1	<p>Move the database structure and property table to the second page and re-size them as desired.</p>	
2	<p>Use File Explorer, navigate to C:\Users\Public\Documents\Wiley\KnowItAll\Report Templates folder.</p> <p>Open Wiley.gif using any image editor (for example, MS Paint).</p> <p>Select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

<p>3 Return to the ReportIt application and choose Edit > Paste.</p>	<p>The image is added to the template.</p>  <p>The screenshot shows a report template with a grid layout. At the top left is the 'WILEY' logo. Below it is a grid of 'REPEATED' text. A 'Spectrum Pane' is positioned in the middle-left area. To its right is a 'Database/Hit List Structure' section. Below these is a 'Database/Hit List Table' section. A 'Current Date/Time' field is located at the top right of the grid area. The entire grid is surrounded by a light gray border.</p>
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	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 .	<p>A Save As dialog box opens.</p> 

<p>9</p>	<p>Type in the new template's name (WILEY) and click Save.</p>	<p>The dialog box closes, revealing that the new template has been added to Minelt's Report Templates dialog box.</p> 
<p>10</p>	<p>Select the new template and click Set as Default. Click Close.</p>	<p>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.</p>

Use the new template in ReportIt

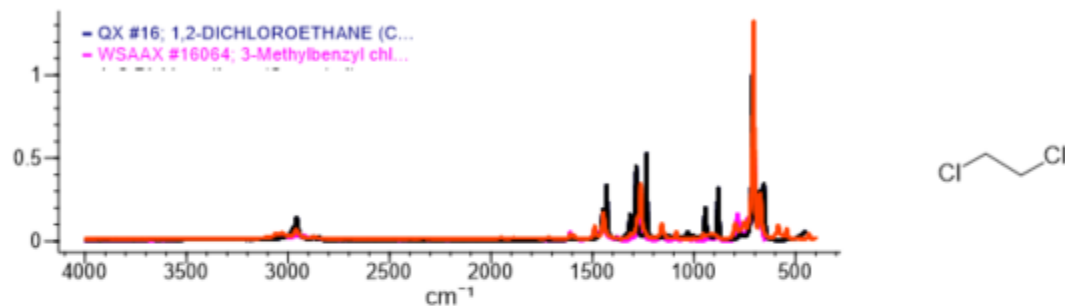
	Action	Result
1	Go to the SearchIt application.	Set up search parameters: <ul style="list-style-type: none">• Spectrum query: \\KnowItAll\Samples\IR\ 1,2-Dichloroethane• User-Select: add all IR databases for search• Set everything else as default Click Search .
2	In Minelt , select a few hits.	
3	Click Transfer to: ReportIt . 	You will see a multi-page report.

Page 1

WILEY

Operator

7/8/2022 8:40 AM



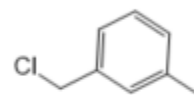
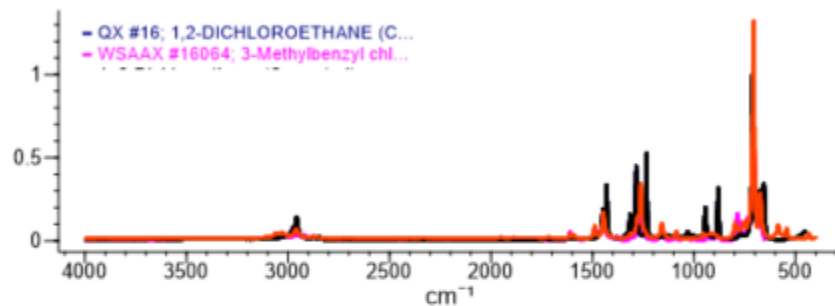
HQI	Tag	recti	DB	ID	Name	Spectrum
100.00			QX	16	1,2-DICHLOROETHANE	
61.22			WSAA	16064	3-Methylbenzyl chloride	
60.02			WSAI	156	Alpha, alpha'-Dichloro-m-xylene	

Page 2

WILEY

Operator

7/8/2022 8:40 AM



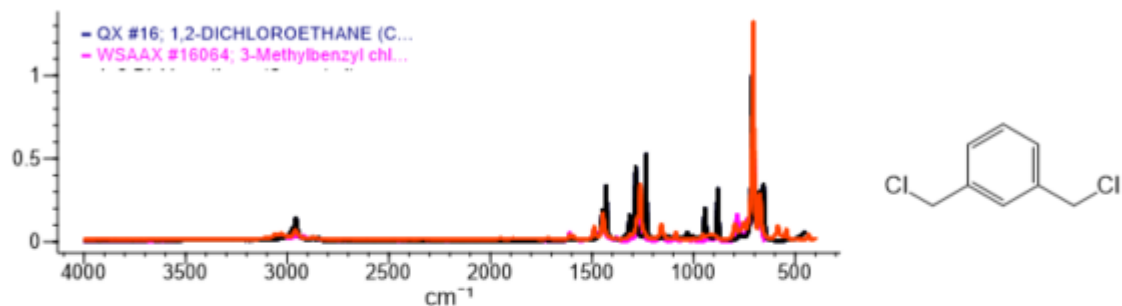
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Page 3

WILEY

Operator

7/8/2022 8:40 AM



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100.00			QX	16	1,2-DICHLOROETHANE	
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