

Report Generator Manual

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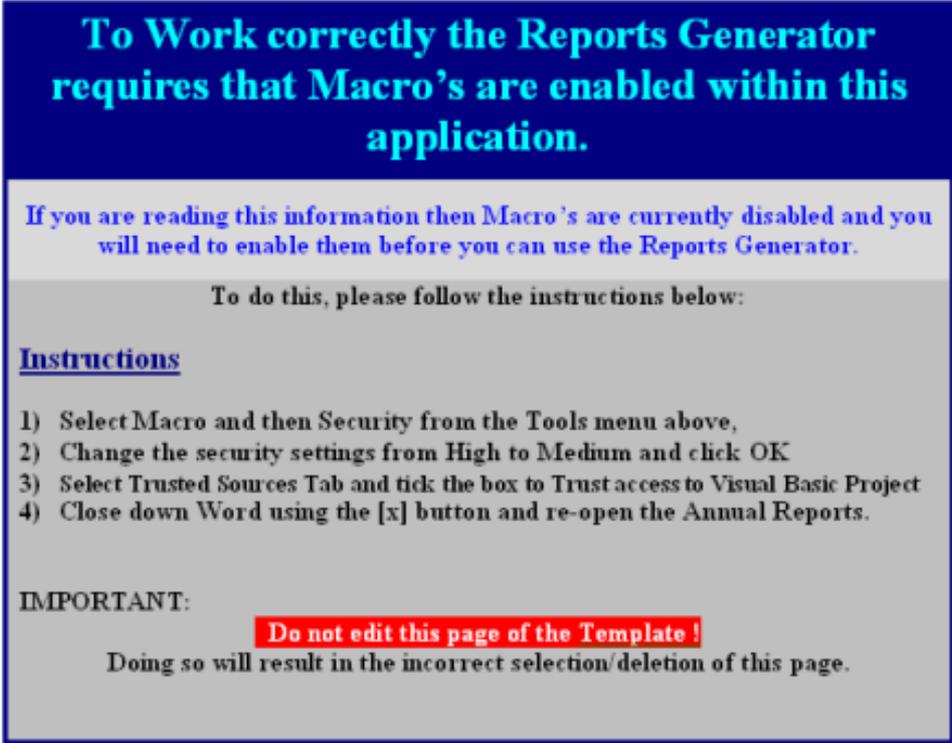
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What is it?

The annual reports generator is an MS Word template with considerable VBA coding to enhance and ease the creation of a class set of reports.

When you double click (or right click and select NEW) on the template MS word will may be faced with the message below. If this message isn't automatically removed within a few seconds then MS Word doesn't currently have it's Macro settings turned on.



To Work correctly the Reports Generator requires that Macro's are enabled within this application.

If you are reading this information then Macro's are currently disabled and you will need to enable them before you can use the Reports Generator.

To do this, please follow the instructions below:

Instructions

- 1) Select Macro and then Security from the Tools menu above,
- 2) Change the security settings from High to Medium and click OK
- 3) Select Trusted Sources Tab and tick the box to Trust access to Visual Basic Project
- 4) Close down Word using the [x] button and re-open the Annual Reports.

IMPORTANT:

Do not edit this page of the Template !

Doing so will result in the incorrect selection/deletion of this page.

Macro's are short pieces of programming code that increase the functionality of the application. In order to use the Report Generator, Macro's **MUST** be turned on hence you will need to follow the instructions on this message. If your desktop setting are being saved by the network then the next time you use Word, Macro's will continue to be turned on.

What does it do?

Firstly and most importantly it creates a whole document in Word with a report page for every pupil in the class. It does this by importing the pupil names and whatever other data you want entered from an excel sheet. After this creation this enables you to write comments and select targets fro each pupil in turn without having to scroll from page to page. It has auto inclusion of the pupils name when using the Reports Wizard and the option to create your own set of Targets for selection. For those of you that use my report writer – comment bank there is a button in the Wizard to activate it.

Other aspects include

- a utility for scrolling automatically to any selected pupils report from a drop down list.
- provides a utility to add and remove reports if the imported data is not up to date.
- Provides a facility to copy reports from another pupils and changes the name.
- Provides a facility to enter a statement either before or after **all** 'Teachers comments'. (ie a course description)

How to Edit the template to create a personalised Report form

To edit the template to create a report form you can open the template (Right click on the template file in My Computer and select “Open”) You will then be able to make changes to the template report form on Page 2 Please do not alter Page 1 of the template (“Security Warning”) this page gets automatically deleted when a user runs the Report Generator.

Important – limitations

- *Each pupil must have a separate page for their report*
- *Only one TABLE per page can be used since each table is each pupils report.*

Make whatever changes you want to the visual aspect of the Report Page 2.

Make sure that when you place your cursor at the end of page 2 and press enter it will produce the next page.

In order to setup the report so that it knows where to place the imported Excel data select the Document Properties from the File menu and then select the Custom Tab as shown.

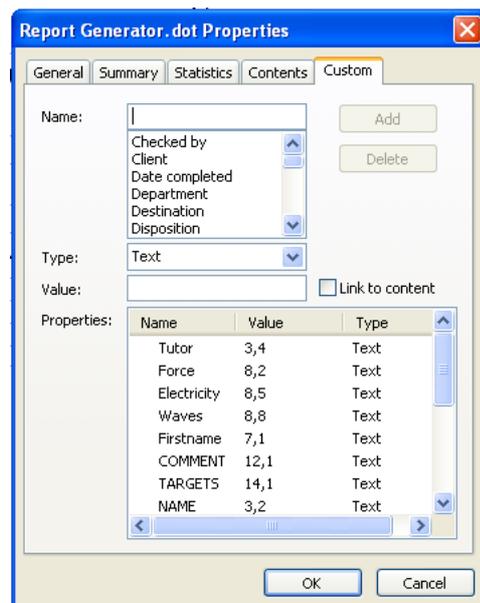
The Properties can be added and removed according to what you want to refer to them as. The value of a property is the Cell in the table where it should be placed

ie Tutor group should be placed in the 3rd Row 4th Column of the Report table.

As can be seen when you look at the Table in the Report.

DO NOT REMOVE THE PROPERTIES COMMENT, TARGET or NAME

Although you can change the cell which corresponds to these report properties.



Here is a picture of the Included Report

Title of Report With logos etc			
Subtitles or anything else.			
Name:		Tutor Group:	
Teacher Comment:			Grade:
	gained the following test marks this term		
Force and Motion		Electricity	Waves
Radioactivity		Electromagnetism	Energy
Pressure		Y10 End:	Y11 Mock:

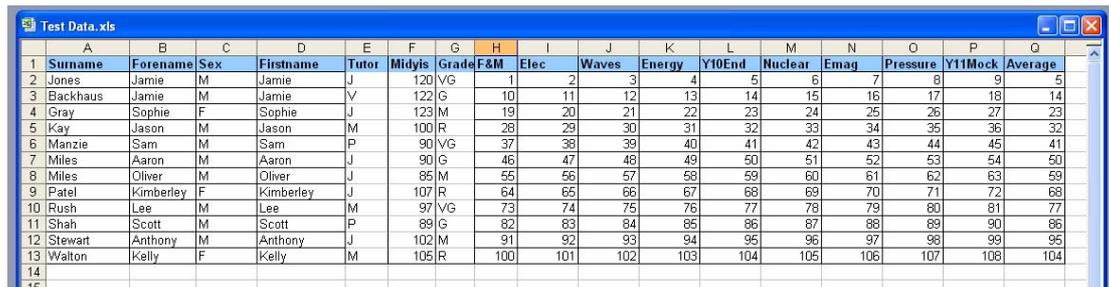
Row 3 Column 4

What do you need to be able to use the Report Generator?

To use the report generator template you only need MS Word 2000 + however to use all the facilities of this program you also need an MS Excel file of your class names.

The format of this file must contain the Surname in Column A and the Forename in Column B.

Other than that you can have whatever you want in the excel file. The picture below shows the Test Data.xls shipped with the template.

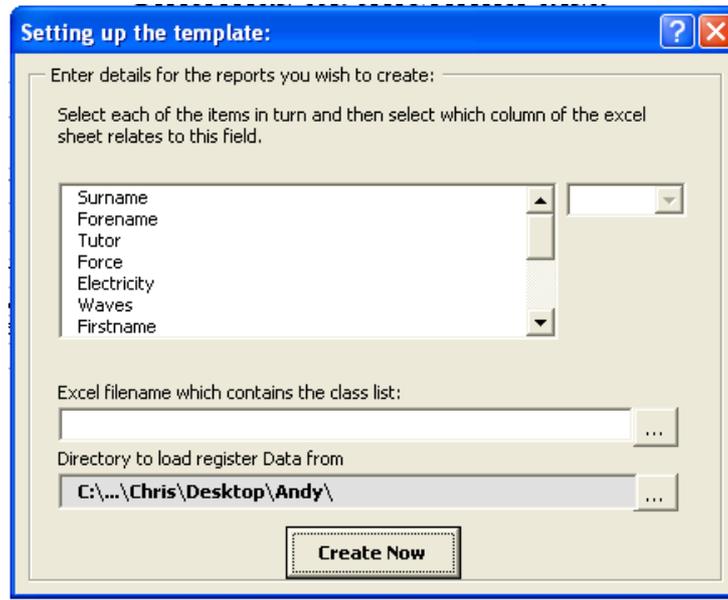


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Surname	Forename	Sex	Firstname	Tutor	Midyis	Grade	F&M	Elec	Waves	Energy	Y10End	Nuclear	Emag	Pressure	Y11Mock	Average	
2	Jones	Jamie	M	Jamie	J	120	VG		1	2	3	4	5	6	7	8	9	5
3	Backhaus	Jamie	M	Jamie	V	122	G		10	11	12	13	14	15	16	17	18	14
4	Gray	Sophie	F	Sophie	J	123	M		19	20	21	22	23	24	25	26	27	23
5	Kay	Jason	M	Jason	M	100	R		28	29	30	31	32	33	34	35	36	32
6	Manzie	Sam	M	Sam	P	90	VG		37	38	39	40	41	42	43	44	45	41
7	Miles	Aaron	M	Aaron	J	90	G		46	47	48	49	50	51	52	53	54	50
8	Miles	Oliver	M	Oliver	J	85	M		55	56	57	58	59	60	61	62	63	59
9	Patel	Kimberley	F	Kimberley	J	107	R		64	65	66	67	68	69	70	71	72	68
10	Rush	Lee	M	Lee	M	97	VG		73	74	75	76	77	78	79	80	81	77
11	Shah	Scott	M	Scott	P	89	G		82	83	84	85	86	87	88	89	90	86
12	Stewart	Anthony	M	Anthony	J	102	M		91	92	93	94	95	96	97	98	99	95
13	Walton	Kelly	F	Kelly	M	105	R		100	101	102	103	104	105	106	107	108	104
14																		
15																		

It is best to note down which data belongs in which column as when you generate the reports the report generator will ask you what column of the excel sheet to look for the specific data in.

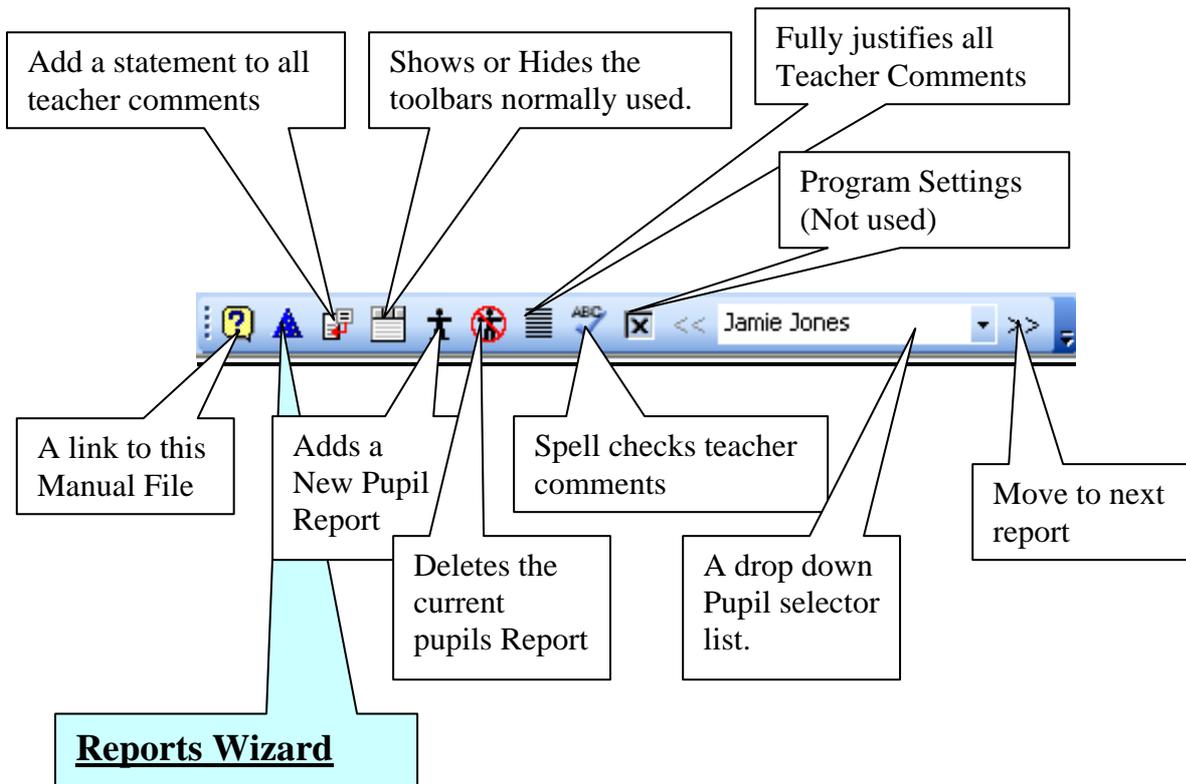
How do I use the Reports Generator?

Once the security settings have been turned on when you double click (or right click and select NEW) you will be prompted with the report page and the Import Dialog.

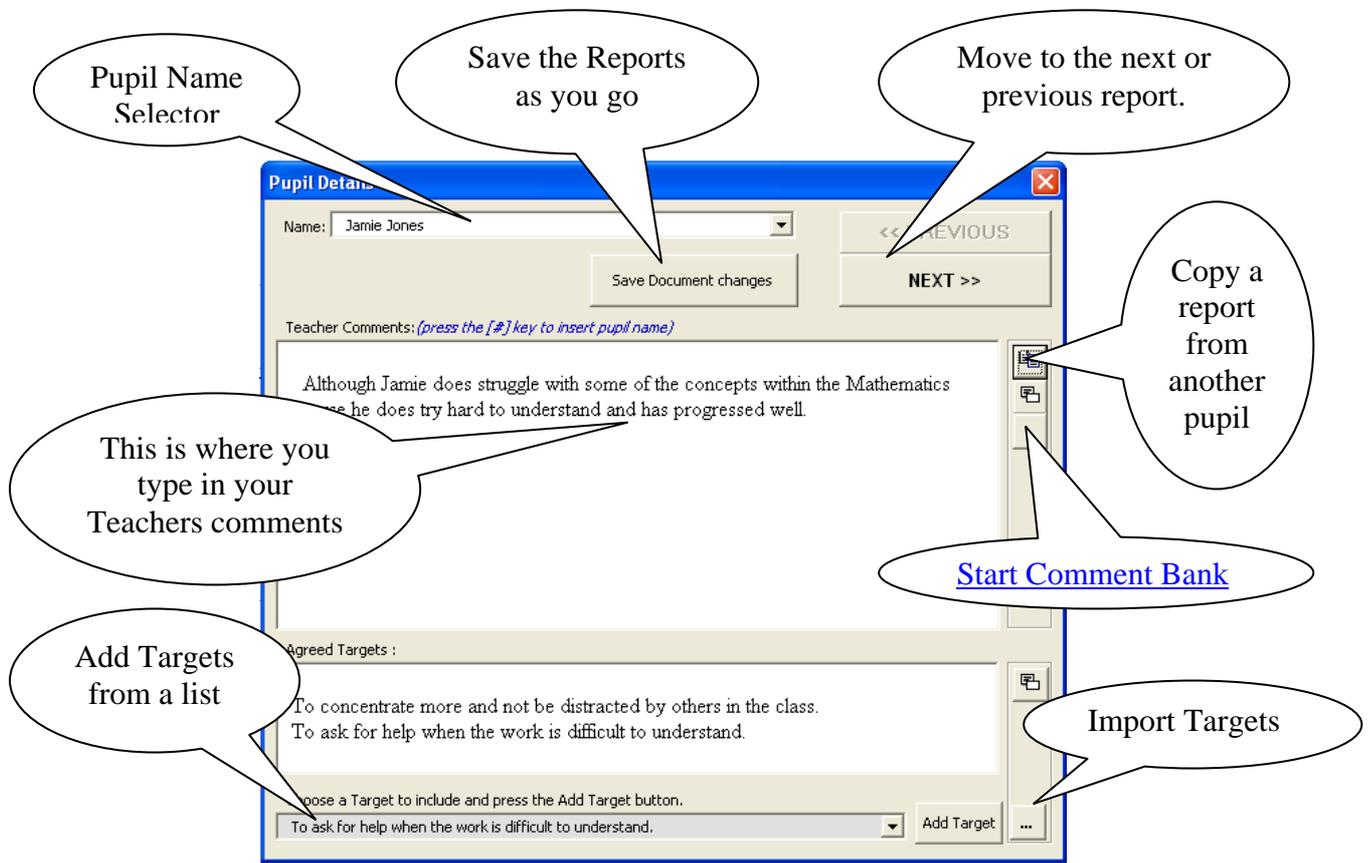


This is where you select the excel file to import the data from and tell the report generator which column in the excel sheet this data can be found in. The list of items is the document properties that you enter to be included in the report see [*How to Edit the template to create a personalised Report form*](#) Clicking on the Create Now button will create a full set of reports with the excel data. You can then use the [**Report Generator Toolbar**](#) to further edit your reports.

Using the Report Generator Toolbar:



When writing reports you can use the Reports Detail Form by selecting the little Wizard Hat on the toolbar. This will display the form as shown below.



How to add your own Targets file.

You must create a normal text file using notepad or another text editor. This text file must contain each target in one line. Each target must be enclosed with quotes E.G:

"To concentrate more and not be distracted by others in the class."

"To concentrate in class and avoid distracting other pupils."

"To ensure that all homework is completed to a high standard and handed in on time."

Save this file as anything you like and use the button next to the [Add Targets] button to locate and instruct the program to load your targets. The program will automatically remember this file the next time you write reports so that you don't have to keep loading the file.

Troubleshooting

In the past the main problem using this template has been when users have created their reports on one workstation and then saved the file on another drive (USB pen drive), then tried to edit or print on another system to the one that the reports were created on. The Reports document created is linked to the template that helped you create the reports. When you open the document it expects to find the template in the same place it was when you created the document. Unfortunately this is very unlikely if you are transferring the document from home to work or visa versa. This caused a link error and on some systems made it impossible to save any changes.

I have now added code to check if there are any bad links in the document and if there are delete them. If this is the case the program will inform you that the template is no longer available and as such the document will have to be edited manually from this point. If you know that the template exists on the system you are using then you can reattach it again in WORD by going to Tools – Templates and Addins and selecting the attach button to browse to where the template is located. When you reattach the template all the toolbar functions will become available again.

I have also found that there is a slight problem when using a system that has Adobe PDFMaker addin for WORD installed. This has been documented as a fault with the Adobe template :

<http://www.mv.com/ipusers/standards/OhMyWord/VBABugsFeatures.html>

The problem involves an error message when exiting word without first closing the document. The Error doesn't cause a problem although is annoying and requires that you press the END button to exit WORD

Disclaimer

I originally deigned this template to save me time and effort when writing reports. The software was never designed to be used by more than one person at once on a network system although it does seem to have worked with varying degrees of success. ***If you choose to use this software you do so at your own risk!*** I do not guarantee that this software is free from bugs and cannot be held responsible for any problems you have in using it. Having said this I would like to know of any problems you have and I am willing to help you try to solve these problems to the best of my ability. Please remember as with all ICT you should save your work on a regular basis and always make a backup.

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