Agilent Technologies

Custom Reports Software

Getting Started

Custom Reports software

Custom reporting

The Custom Reports software lets you transfer quantitative results from Data Analysis into the Custom Reports spreadsheet program where you can create your own custom reports. You can also set up databases of quantitative results from multiple samples, then view and print charts of the data.

Once a report template or database has been created and linked to a method, you can print the report or update the database automatically whenever the method is run.

Getting started

This booklet guides you through the basic steps of creating a custom report template or database. These steps are a starting point for becoming familiar with the software.

Once you are comfortable, explore the software on your own. Experiment with the editing or formatting features. Use the online help for more information about the features and how they work.

Starting the Custom Reports software

❖ In Enhanced Data Analysis, open the *Quantitate* menu and select *Custom Reports*.

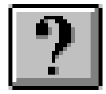
❖ In Environmental Data Analysis, open the *Cust Rept* menu and select *Custom Reports*.

❖ In Drug Data Analysis, open the *Reports* menu and select *Custom Reports*.

❖ In Aromatics Data Analysis, open the *Quantitate* menu and select *Custom Reports*.

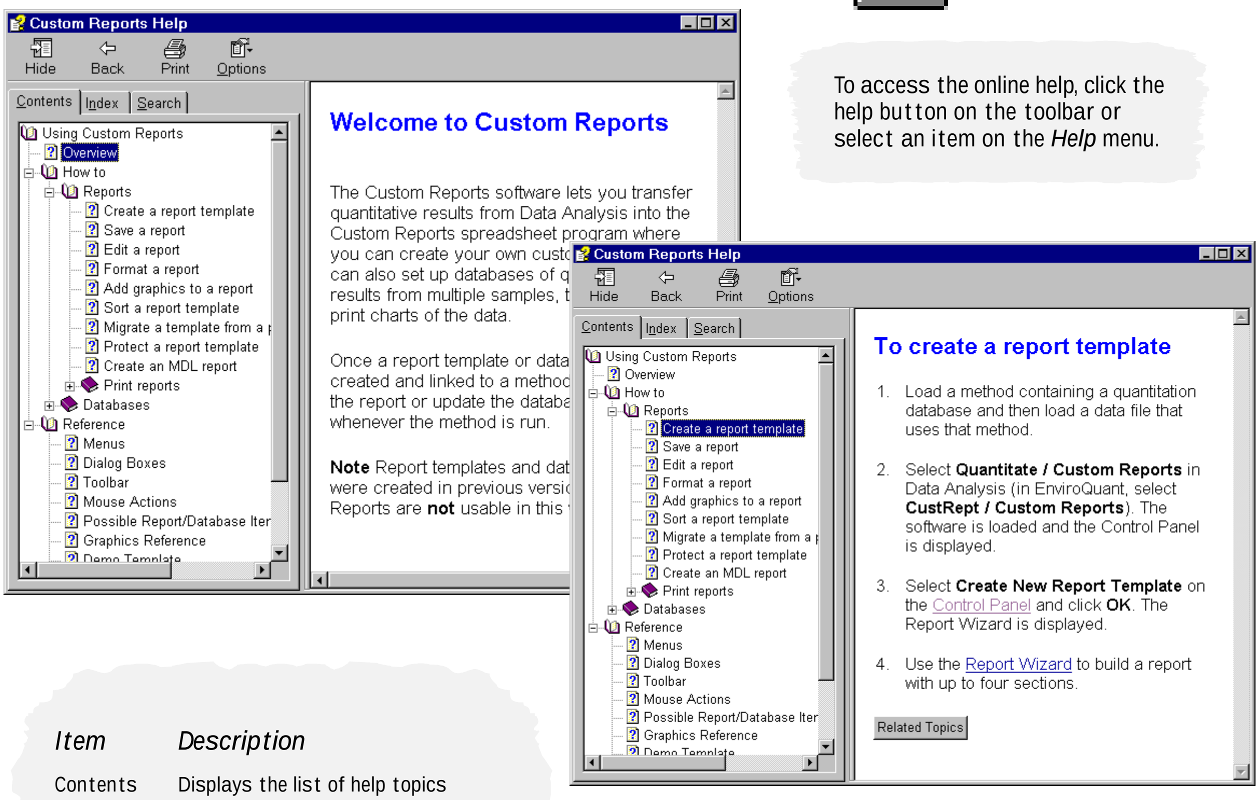
If the current method has no quantitation database or if a data file has not been loaded, you are asked if you want to use default values.

Use the online help



Help button

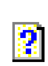
To access the online help, click the help button on the toolbar or select an item on the *Help* menu.



Item	*Description*
Contents	Displays the list of help topics (shown above).
Index	Lets you use keywords to search the help index for a particular topic.
Search	Lets you type a word or phrase and then displays a list of all the topics in the online help that contain those words.
Hide / Show	Lets you turn on or off the display of the list of help topics.
Back	Goes back to the previous help topic.
Print	Lets you print the current book or help topic.
Options	Lets you change various help options such as the display of tabs.

Indicates a book containing more help topics. To open a book, select it then double-click.

Indicates an open book of help topics. To close an open book, select it then double-click.



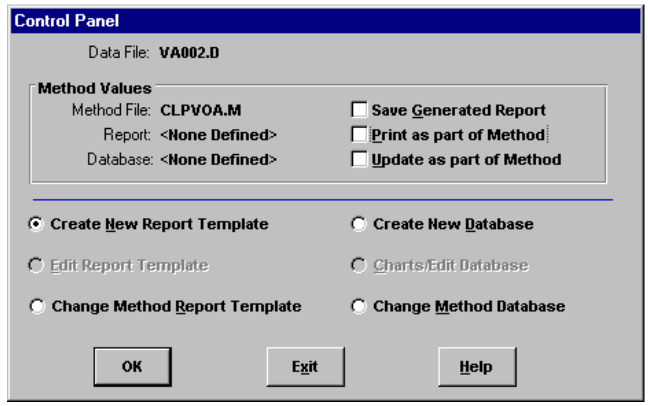
Indicates a help topic. To jump to a help topic, select it then double-click.

Creating a report template

Before you begin

- Load a quantitated data file in Data Analysis. If prompted, load the associated method.
- Load the Custom Reports software.

1



Select *Create New Report Template* on the Control Panel and click *OK*.

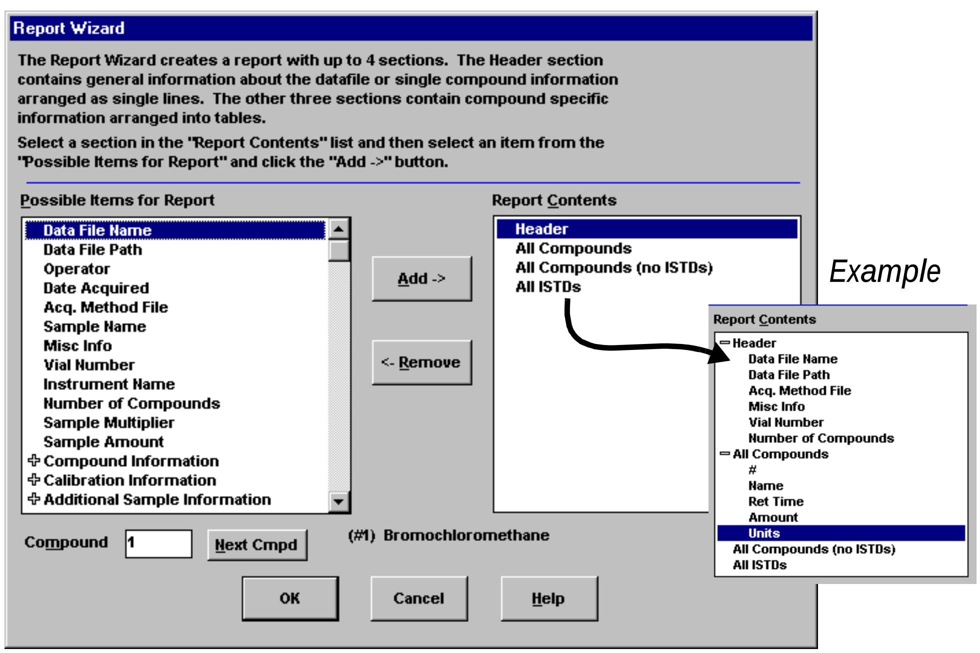
2

Use the Report Wizard to build the report template.

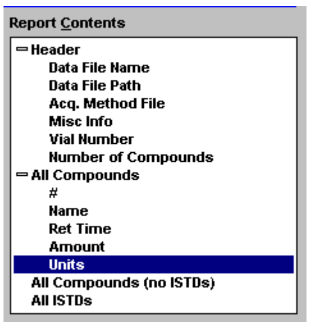
1. Select a *Report Contents* section from the list on the right.
2. Select an item from the *Possible Items for Report* list on the left.
3. Double-click on the selected item or click *Add*.
4. Repeat until all items and sections for your report are added.

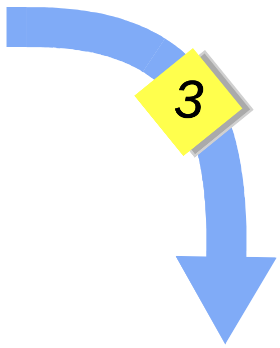
Click on plus sign to open sub-item listing

Click on minus sign to close sub-item listing



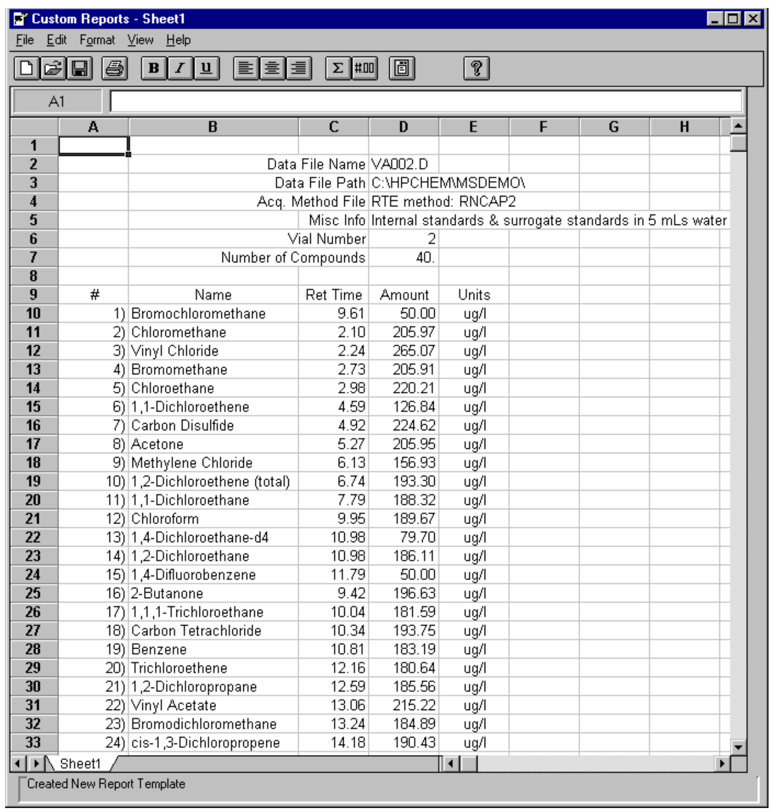
Example





When you have finished selecting report items using the Report Wizard, click *OK*. A report template is created based on the selections you made.

Note If you add graphics to your report template, at this point you are prompted to save the report.



	A	B	C	D	E	F	G	H
1								
2		Data File Name	VA002.D					
3		Data File Path	C:\HPCHEM\MSDEMO\					
4		Acq. Method File	RTE method: RNCAP2					
5		Misc Info	Internal standards & surrogate standards in 5 mLs water					
6		Vial Number		2				
7		Number of Compounds		40.				
8								
9	#	Name	Ret Time	Amount	Units			
10	1)	Bromochloromethane	9.61	50.00	ug/l			
11	2)	Chloromethane	2.10	205.97	ug/l			
12	3)	Vinyl Chloride	2.24	265.07	ug/l			
13	4)	Bromomethane	2.73	205.91	ug/l			
14	5)	Chloroethane	2.98	220.21	ug/l			
15	6)	1,1-Dichloroethene	4.59	126.84	ug/l			
16	7)	Carbon Disulfide	4.92	224.62	ug/l			
17	8)	Acetone	5.27	205.95	ug/l			
18	9)	Methylene Chloride	6.13	156.93	ug/l			
19	10)	1,2-Dichloroethene (total)	6.74	193.30	ug/l			
20	11)	1,1-Dichloroethane	7.79	188.32	ug/l			
21	12)	Chloroform	9.95	189.67	ug/l			
22	13)	1,4-Dichloroethane-d4	10.98	79.70	ug/l			
23	14)	1,2-Dichloroethane	10.98	186.11	ug/l			
24	15)	1,4-Difluorobenzene	11.79	50.00	ug/l			
25	16)	2-Butanone	9.42	196.63	ug/l			
26	17)	1,1,1-Trichloroethane	10.04	181.59	ug/l			
27	18)	Carbon Tetrachloride	10.34	193.75	ug/l			
28	19)	Benzene	10.81	183.19	ug/l			
29	20)	Trichloroethene	12.16	180.64	ug/l			
30	21)	1,2-Dichloropropane	12.59	185.56	ug/l			
31	22)	Vinyl Acetate	13.06	215.22	ug/l			
32	23)	Bromodichloromethane	13.24	184.89	ug/l			
33	24)	cis-1,3-Dichloropropene	14.18	190.43	ug/l			

See Also

Customizing reports
Printing reports

Customizing reports

To edit a report

1 Select *Edit Template <report.CRD>* on the Control Panel (where *<report.CRD>* is the name of the report template you want to modify).

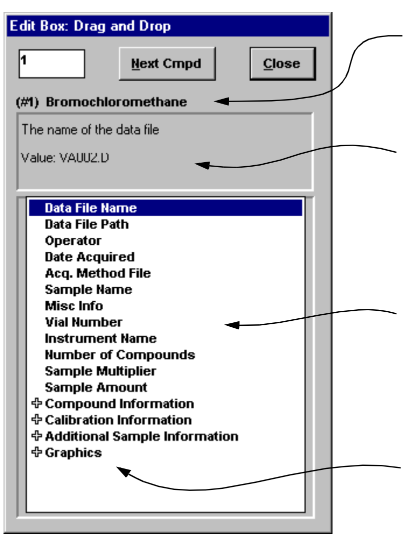
If the name of the report you want is not displayed, select *Change Method Report* on the Control Panel and select the report. When the Control Panel is redisplayed, select *Edit Template <report.CRD>*.

The report template is displayed.

2 Modify the report. You can make changes to any cell in the spreadsheet. You can use the *Edit Box* (shown below) to make changes. You may want to save the report periodically to avoid losing any of your changes.

3 Save the report template.

To access this dialog box, select *View / Edit Box* or click the Edit Box button on the toolbar.



To format a report

When you create a report template, the software formats the report automatically. You can customize the report format using the Format menu or by performing a mouse action or using the toolbar. Any formatting changes are saved when the report template is saved.

1 Highlight the cell(s) you want to format.

2 Choose a format in one of the following ways:

- ❖ Select an item from the Format menu. Make selections on the dialog box and click *OK*.
- ❖ Click a format button on the toolbar (for example, Bold or Left Align).
- ❖ Perform a mouse action (for example, adjust the column width or row height).

3 Continue until the report is formatted the way you want. (You may want to save the report periodically to avoid losing any formatting changes.)

4 Save the report template.

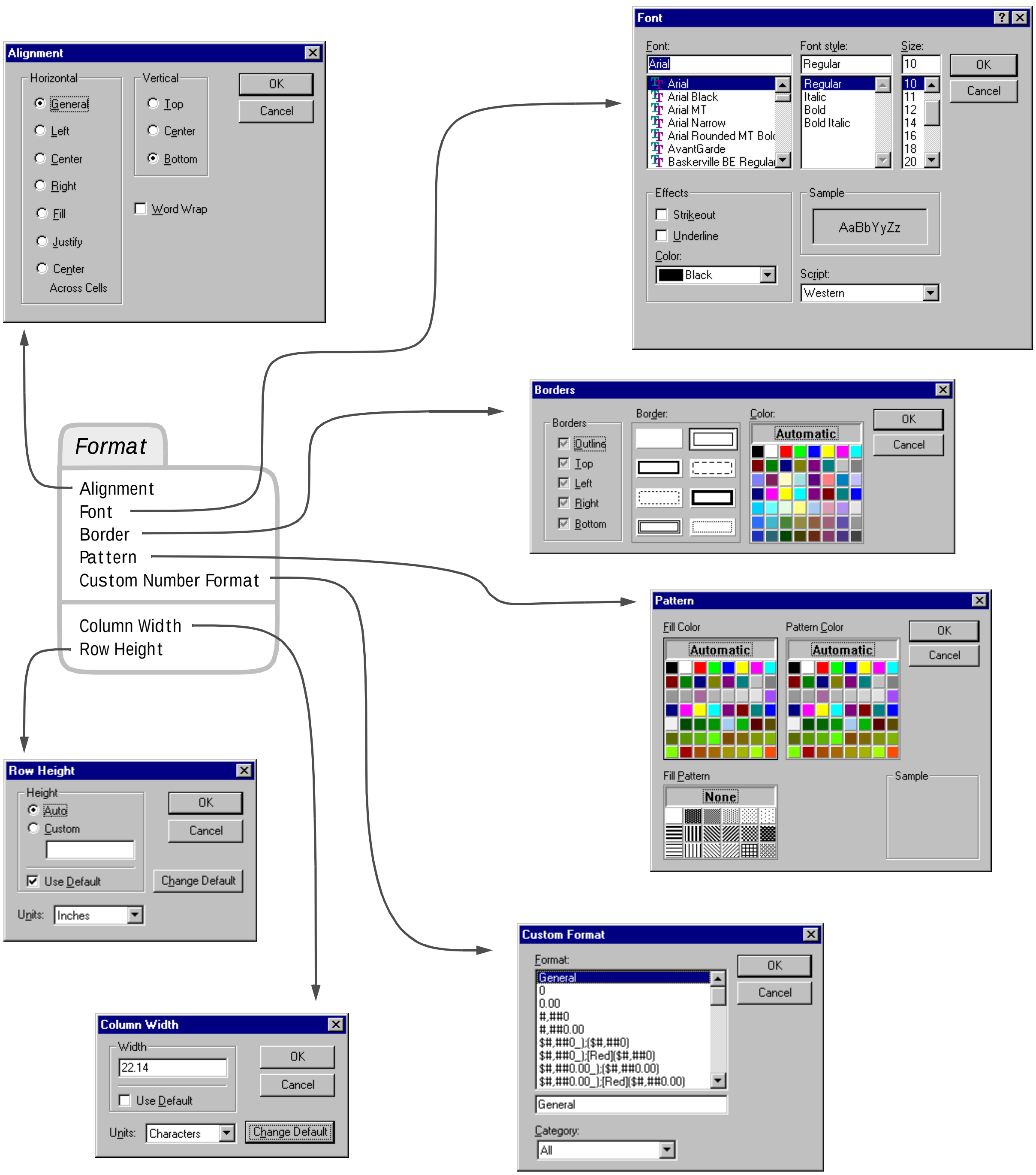
To save a report

1 Select *File / Save* or click the *Save* button on the toolbar.

2 Enter a file name (do *not* type the .CRT extension) and click *OK*. The Link With Method dialog box is displayed. This dialog box lets you select this template as the default for the method and to automatically print whenever the method is run.

3 Select or deselect the appropriate checkboxes and click *OK*.

Formatting possibilities



Mouse actions

To select a group of cells

Click and drag within spreadsheet to select the group of cells you want.

To select a row or column

Click on the row number or column letter.

To select multiple rows or columns

Click and drag on row numbers or column letters.

To select multiple, non-continuous, single cells

Hold down Ctrl key and click on cells.

To select multiple, non-continuous, rows or columns

Hold down Ctrl key and click on row numbers or column letters.

To select multiple items

1 Click on the first item (cell, column, or row) you want to select.

2 Press and hold the Shift key while you click on the last item in the group. All items in between first and last item are selected.

To adjust row height

1 Put cursor near bottom of row number box where cursor changes.

2 Click and drag to adjust the row to the height you want.

To adjust column width

1 Put cursor near column letter where cursor changes.

2 Click and drag to adjust the column to the width you want.

To make multiple rows same height

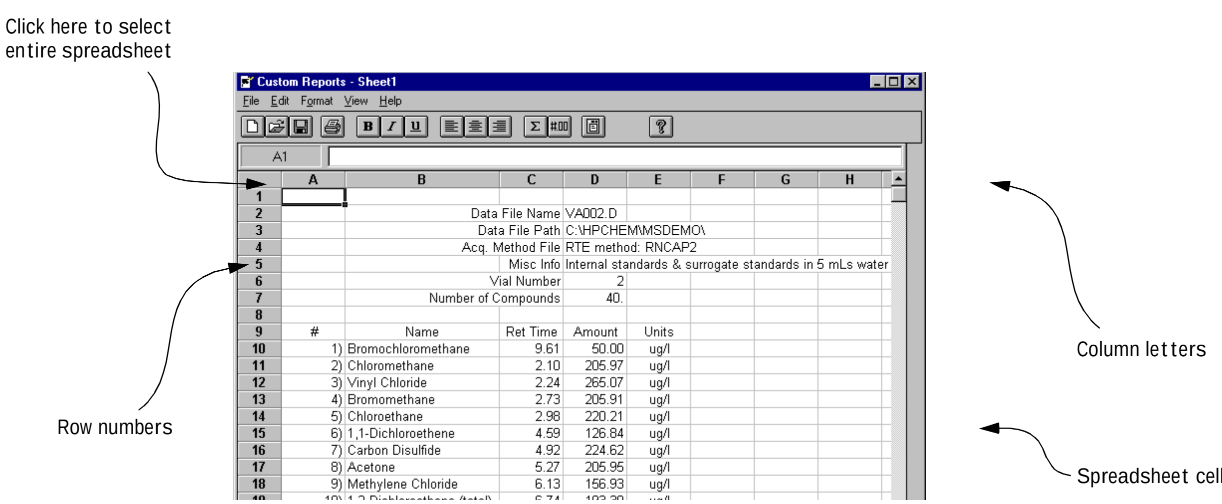
1 Click and drag on row numbers to select rows.

2 Adjust the row height of one row and all others are set to the same height.

To make multiple columns same width

1 Click and drag on column letters to select columns.

2 Adjust the column width of one column and all others are set to the same width.



Printing reports

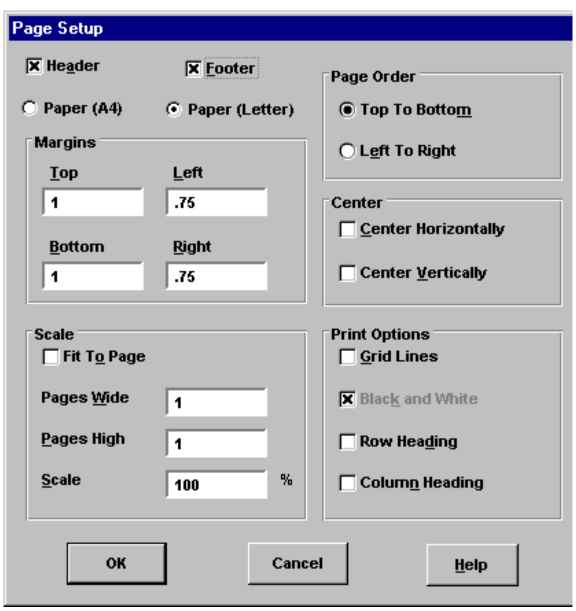
To preview a report before printing

1. Select *File / Print Preview*. The report is displayed in a preview panel that lets you see how it will look when it's printed.
2. Use the *Next Page* and *Prev Page* buttons to move from one page to another.
3. Click the *Print* button. The preview panel is closed and the report is printed.

To print a report

1. Create (or load) a report template.
2. Select *File / Print* or click the *Print* button on the toolbar. The Print dialog box is displayed.
3. Select print options (print range, number of copies, and print quality), then click *OK*.

Use the Page Setup dialog box to set up how pages are printed (see online help).



To print reports automatically

You can also print reports automatically when a method is run:

- Create (or load) the report template, then select *Print as part of Method* in the Method Values section of the Control Panel.
- When you save a report template, the Link With Method dialog box is displayed. Select the first two checkboxes and click *OK*.

To print multiple reports

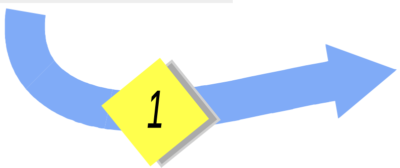
1. Create (or load) a report template.
2. Select *File / Multiple File Select*. The Multiple File Select dialog box (see page 12) is displayed.
3. Select the directory where your data files are located (if it's not already selected).
4. Select the data files you want to print.
   - Select a data file name.
   - Double-click on the selected file (or click the right arrow button).
   - Repeat until all data files are listed in the *Files Selected for Processing* section.

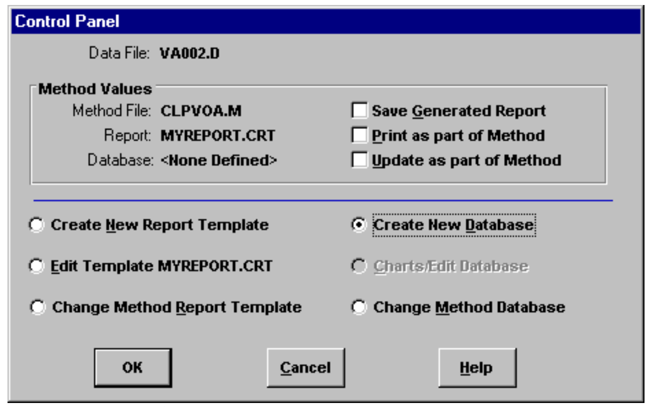
   Note You can select files individually or use standard Windows file selection techniques to select files as a group.
5. Click *OK*. The data files are printed in the order listed using the current report template.

Creating a database

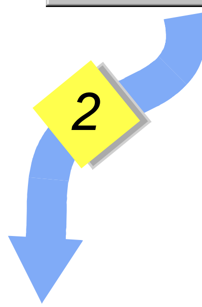
Before you begin

- Load the quantitation method.
- Load the Custom Reports software.





Select *Create New Database* on the Control Panel and click *OK*.

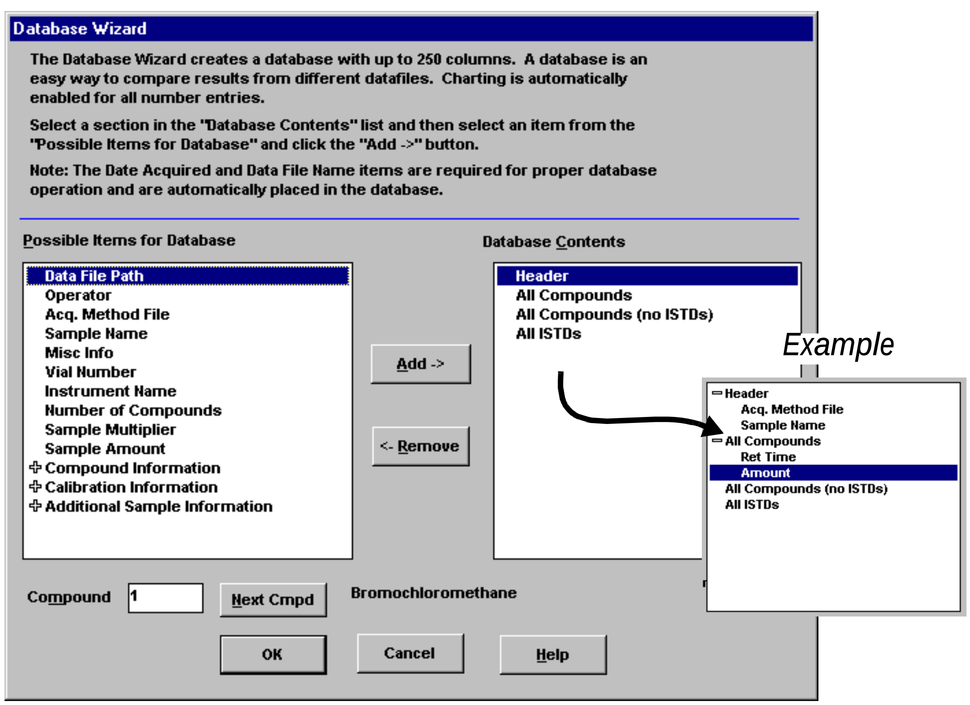


Use the Database Wizard to build the database.

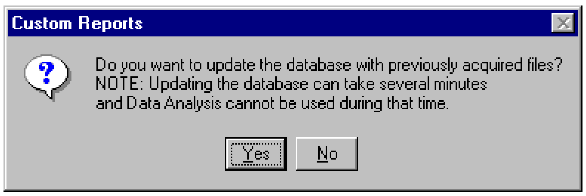
1. Select a *Database Contents* section from the list on the right.
2. Select an item from the *Possible items for Database* list on the left.
3. Double-click on the selected item or click *Add*.
4. When you have finished selecting items, click *OK*.

✚ Click on plus sign to open sub-item listing

▭ Click on minus sign to close sub-item listing



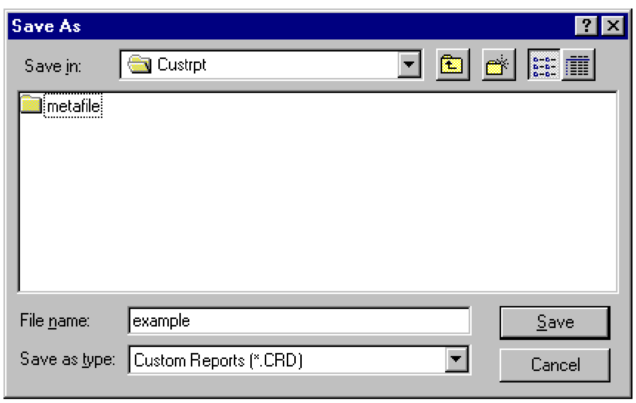
When you click OK on the Database Wizard, the following prompt is displayed:



3

If you click *Yes*, the Multiple File Select dialog box is displayed (see page 12). Select the data files you want to add to the database, and click *OK*.

If you don't want to update the database, click *No*.

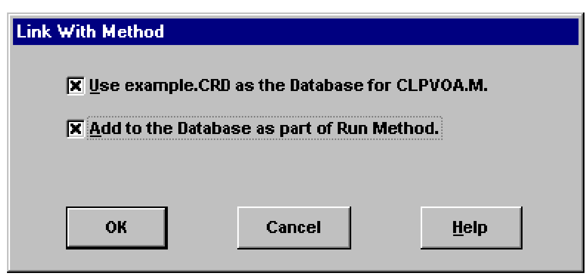


4

When the Save As dialog box is displayed, enter a file name and click *OK*.

When the Link With Method dialog box is displayed, select or deselect the appropriate checkboxes and click *OK*.

5



If you selected Yes in step 3 and you updated the database, the View Charts dialog box is displayed (see page 13).

If you selected No in step 3, the Control Panel is displayed instead of View Charts.

Selecting multiple data files

1

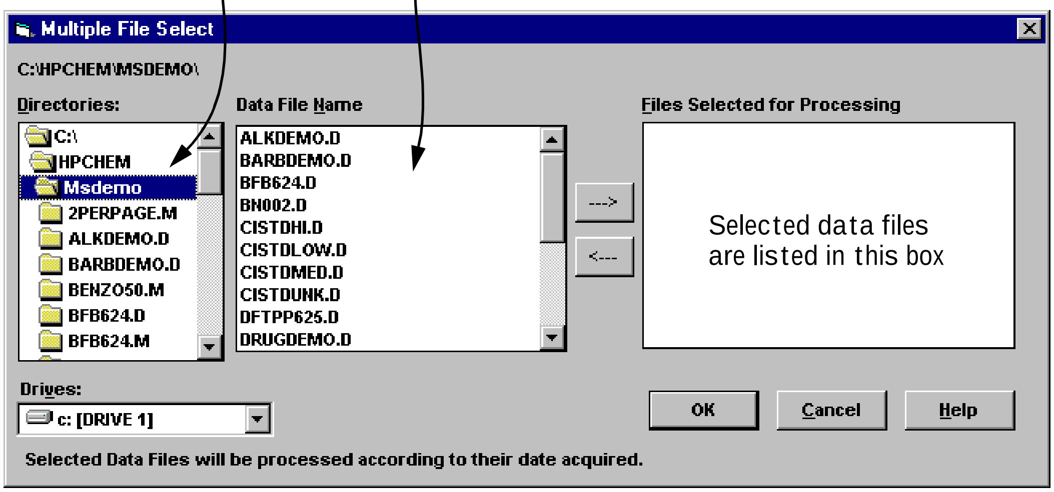
Select the directory where the data files are located

2

Select the data files you want to use and click the right arrow key (or double-click on a file name)

Use this dialog box when you want to print multiple reports or load previously acquired data files into a database.

This dialog box is accessed by selecting *File / Multiple File Select*.



3

Click *OK* to process the selected data files

To select two or more files in sequence

Click on the first file you want to select and drag the mouse to the last file in the group.

OR

Click on the first file you want to select. Press and hold down the SHIFT key while you click the last file in the group.

To select two or more items out of sequence

Press and hold down the CTRL key while you click on each file.

To cancel a selection

Press and hold down the CTRL key while you click on the highlighted file.

For reports
The selected data files are printed using the current report template. Reports are printed in the order of the listed files.

For databases
The selected data files are loaded into the current database. Files are automatically put into chronological order by Date Acquired when they are added to the database.

Viewing charts

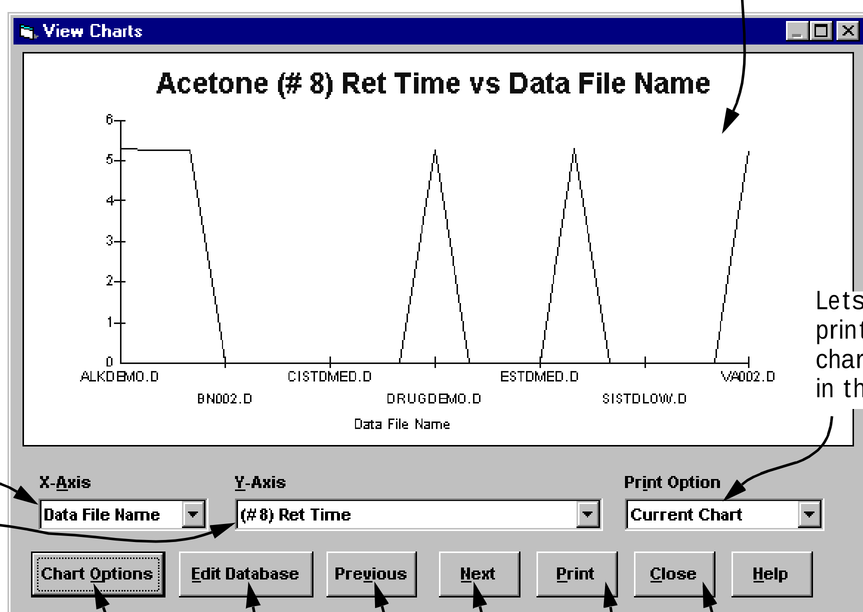
Use this dialog box to view and print charts of the data in a database.

This dialog box is displayed when you select *Charts / Edit* on the Control Panel, click the Charts button on the toolbar or select *Charts / View Charts*.

Click on the chart to display the Individual Chart Options dialog box

Selects the item to chart on X-Axis. Defaults are Data File Name and Date Acquired

Lets you choose to print the current chart or all charts in the database



Selects the item to chart on Y-Axis (only number items can be used)

Displays the Chart Options dialog box

Goes to the next or previous chart listed in the Y-Axis selection box

Closes the View Charts dialog box and displays the Control Panel

Exits the View Charts dialog box and lets you edit the current database

Prints the current chart or all charts as specified by Print Options

Software menus

File
- New (Control Panel)...
- Open...
- Close
- Save...
- Save As...
- Print
- Print Preview...
- Set Print Area
- Page Setup...
- Print Setup...
- Load New Data File...
- Multiple File Select...
- Exit

Edit
- Cut
- Copy
- Paste
- Paste Values & Format
- Clear
- Insert
- Delete
- Repeat Right
- Repeat Down
- Insert Page Break
- Remove Page Break
- Sort...

Format
- Alignment...
- Font...
- Border...
- Pattern...
- Custom Number Format...
- Column Width...
- Row Height...
- Enable Protection...

View
- Grid Lines
- Edit Box...
- Report Wizard...
- Template:
- Database:

Tools
- Migrate Template

Help
- Contents
- Dialog Boxes
- Menus
- About Custom Reports...

Toolbar buttons

Displays the Control Panel.

Lets you open a custom reports template (.crt) or database (.crd) file.

Lets you save a report or database then displays the Link With Method dialog box.

Lets you print a report or database.

Applies (or removes) bold format to the selected text.

Applies (or removes) italic format to the selected text.

Applies (or removes) an underline to the selected text.

Aligns the contents of selected cells to the left cell margin.

Centers the contents of selected cells between the left and right cell margins.

Aligns the contents of selected cells to the right cell margin.

Inserts a formula into the selected cell that is a summation of the cells above it.

Displays the Custom Format dialog box.

Displays the Edit Box: Drag & Drop dialog box.

Displays the View Charts dialog box. This button is only available for databases.

Displays the Contents page of the online help.

Agilent Technologies

Document History

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