



Make Reports Available

In order for reports to be effective, they need to be in the hands of the people who need them.

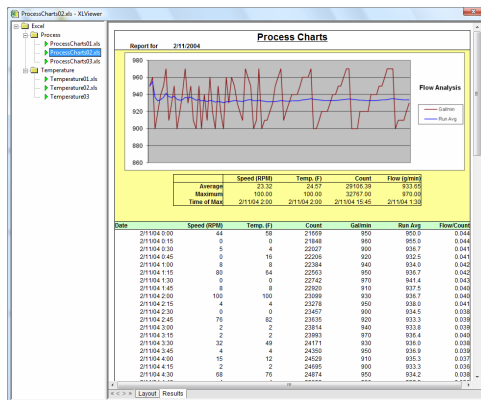
XLReporter provides a number of publishing options that you can use to distribute completed reports throughout your organization.

Excel Reports

Any report produced by **XLReporter** is automatically saved in Excel format. This means that it can be viewed by anyone who has Excel and access to the directory where the report is stored.

By default, the directory where Excel reports are stored is the directory shown on the right pane of the Project Explorer. This directory may be edited to point to any available directory on the local machine or across the network.

In some cases it is not desirable to open the report in Excel since its content can potentially be altered. **XLViewer**, provided in the **XLReporter** suite) provides a view-only environment with which users can access completed reports. When reports are opened with **XLViewer**, the results may be viewed but cannot be edited.



XLViewer

XLViewer can be launched from an HMI display to give operators secure access to the reports they need. XLViewer can also be customized to limit the list of available reports shown and to limit the options the operator has to print or email the report.

Printing Reports

Reports can be printed automatically by **XLReporter** to any printer available to your system, both locally and over the network.

The **PrintSheet** and **PrintBook** commands are provided to print either a specific worksheet in the report workbook or every sheet in the entire workbook.

Any page formatting you have set up as part of the report template in Excel will be applied to the report when it is printed by **XLReporter**. This includes configured headers and footers, margins, portrait or landscape page orientation, etc.

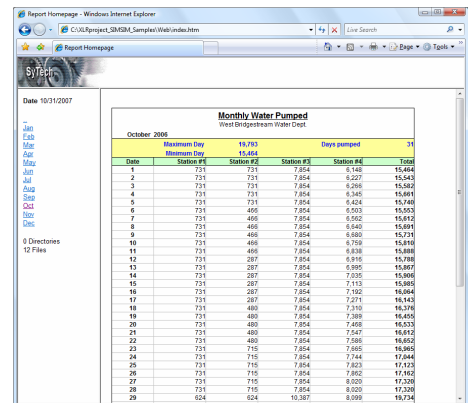
Web Publishing Reports

Reports can be published as web pages in HTML format. This HTML file can be stored to a local drive or to a web server making it available to anyone with a web browser and access to the server.

By default, Web reports are published in the Web directory defined in the right pane of the Project Explorer. This directory may be edited to any available directory on the local machine or across the network.

The **SaveSheetHTML** and **SaveBookHTML** commands are provided to publish either a specific worksheet in the report workbook or every sheet in the entire workbook to an HTML file.

XLReporter provides an option called XWeb Director that can take a collection of published web reports and create a web site.



Web Site produced by XWeb Director

Reports are now accessed by visiting the homepage produced by XWeb Director and clicking on the links displayed.

When a new report is published, XWeb Director can be set up to automatically update the web site.

PDF Reports

To publish a report in secure, encrypted PDF format, **XLReporter** has provided a PDF driver that can publish any report as a PDF file.

By default, PDF reports are published in the PDF directory defined in the right pane of the Project Explorer. This directory may be edited to any available directory on the local machine or across the network.

Reports are published to PDF by configuring the PrintSheet or PrintBook command to publish either a specific worksheet in the report workbook or every sheet in the entire workbook and specifying the **XLReporter** PDF driver as the Printer (XLRtoPDF).

Once published as a PDF file, the report can be viewed by any available PDF viewer such as Adobe Acrobat Reader.

However, for added security, **XLReporter** has provided PDF viewing as part of XLViewer option.

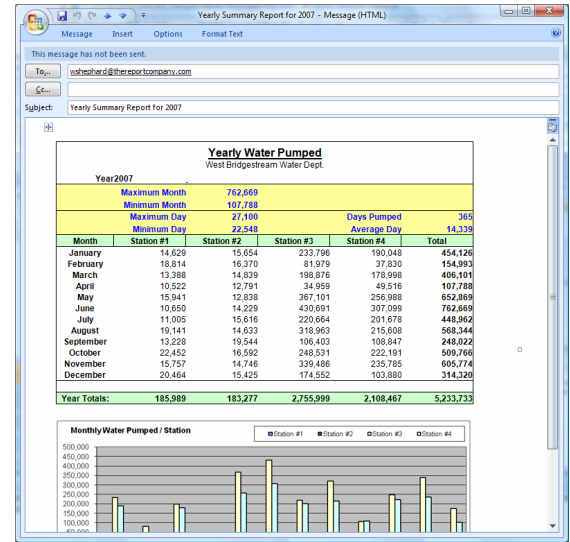
Using XLViewer to view PDF files prevents operators from accessing the file system. This is because it presents all the available reports as a single, clickable list. This is ideal for viewing from an HMI display.

Emailing Reports

Emailing reports makes sure that reports are sent to the right people at the right time. Using XMailer, you can automatically email completed reports.

The list of recipients that will receive the email can either be hard coded or derived from a database query.

Reports can be sent as file attachments in either Excel or PDF format. As an alternative, a report published in HTML format may be used as the body of the email message.



Report in the email body

Emails are sent by XMailer directly to an existing SMTP mail server. They can be broadcasted as a single message to the list of people or set up as a mail merge which customizes each email for each recipient.

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