



AUCOTEC
Create Synergy – Connect Processes

Engineering Base

Advanced Reports Quick Reference

AUCOTEC AG

Oldenburger Allee 24
D-30659 Hannover
Phone: +49 (0)511 61 03-0
Fax: +49 (0)511 61 40 74

www.aucotec.com

AUCOTEC, INC.

17177 North Laurel Park Drive,
Suite 437
Livonia, MI 48152
Phone: +1 630 485 5600
Fax: +1 248 655 7800

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1 Advanced Reports Quick Reference

1.1 Copying an existing template

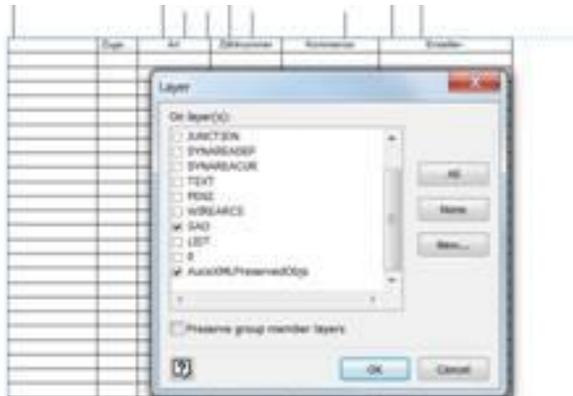
1. In the folder **Templates/Sheets/Favorites** copy a report from a suitable template, e.g. „Device List EVU DIN“. Open it with Visio.

1.2 Graphical Design (e.g. Lines for columns separation)

1. Unlock the layer „FORMS“.
2. Insert graphical elements as required (lines, ...).
3. Lock the layer „FORMS“.
4. The Report is now prepared for inserting the worksheet.

1.3 Inserting the worksheet

1. Activate Layer **AucoXMLPreservedObjs** (visible, print, active).
2. Where/if applicable, delete existing worksheet.
3. From an object (e.g. a location) in the Equipment folder insert the desired worksheet by “Insert Worksheet in Visio”.
4. Check the worksheet to be assigned to layer **AucoXMLPreservedObjs**.
5. Close the sheet.



1.4 Column Design

1. On the report start assistant „Advanced Reports / Open Template“.
2. On top you see a red box representing the header of the report. It shows **HeaderPos**. This box defines the position of report header.
3. On the left side you see all attributes from inserted worksheet:

| 1 | 2 | 3 | 4 | 5 | 6 |
|---------------------|-------------------|---------|----------|---------------------------|---|
| HeaderPos | | | | | |
| Part of Designation | Short Description | Comment | Material | Circuit Diagram Reference | |
| | | | | | |
| | | | | | |

Attributes on the left:

- Row Number
- Position
- Lock Structure
- Type
- Associated Function
- Layout Reference
- Single-Line Reference
- Hydraulic / Pneumatic Reference
- Width
- Height
- Depth

- Below the header you see a second line box. It shows **FirstRowPos**. It defines the position of the first report line and the position of all attributes.
- In this line box you see the position of the attributes in the line. Move all desired attributes from left side in right position of this red line box:

| 1 | 2 | 3 | 4 | 5 | 6 |
|---------------------|-------------------|---------|---------------|---------------------------|--------|
| HeaderPos | | | | | |
| Part of Designation | Short Description | Comment | Material Type | Circuit Diagram Reference | Width |
| | | | | | Height |
| | | | | | Depth |

Attributes on the left:

- Row Number
- Position
- Lock Structure
- Associated Function
- Layout Reference
- Single-Line Reference
- Hydraulic / Pneumatic Reference

- On the bottom you see a third red box. It shows **LastRowPos**. It defines the position of the last report line.
- After positioning the attributes please close the sheet with **Save**.
- You can adapt the line height by adapting the size of the red boxes. If you do so, please adapt all three red boxes to the same size.
- Open report sheet again with Visio.
- Delete the association of worksheet,
- Set layer **AucoXMLPreservedObjs** to non visible and non active.
- Close report sheet.
- For redesign / modification of an existing Advanced Report template take care that the embedded worksheet has an association before you open it with assistant „Advanced Reports / Open Template“.
- Now this report is ready to be used like other reports in project too.