



User Guide

Reporter Software 3.2

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Use the Reporter software to create Microsoft Word, text, HTML, Microsoft Excel (csv), and PDF formatted reports. The reports are populated with information from the Results Tables and associated data files made by the Analyst software or SCIEX OS software.

- Use the Reporter software to create well-formatted reports from Results Tables.
- Edit report templates.

Who Should Use Reporter Software

The Reporter software has been developed for users of quantitative Results Table in the Analyst software or SCIEX OS software. The software uses Microsoft Word documents as predefined templates. When a report is created, values are extracted from the saved Results Table and associated files, and then written in a well-formatted final report.

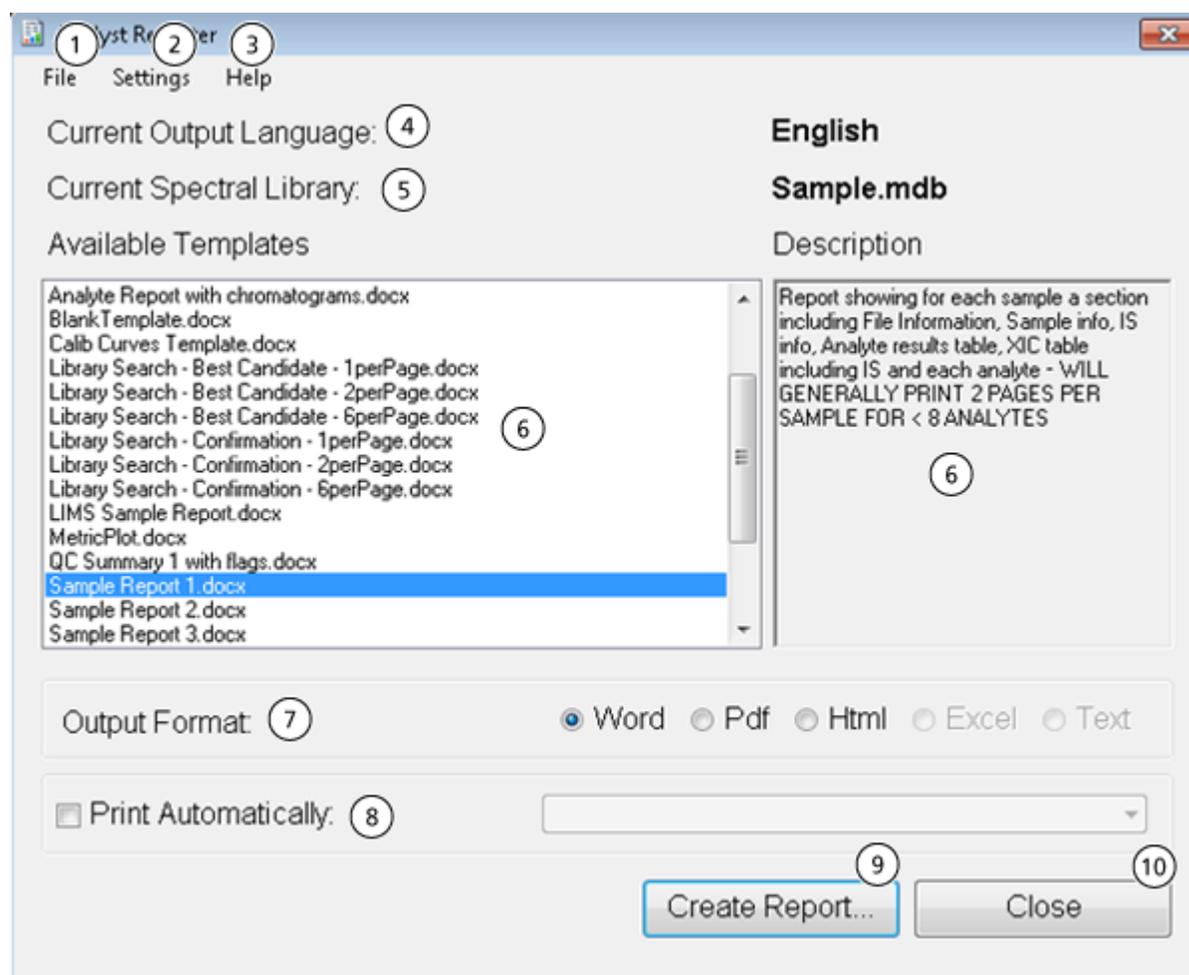
The Reporter software includes several report template styles. These Microsoft Word documents (docx format) are installed in the **Analyst Data > Projects > API Instrument > Templates** folder.

Note: After the installation of the Analyst software or SCIEX OS software is completed, back up the installed report templates to a safe location.

CAUTION: Potential Data Loss. To prevent users from modifying templates, make sure that the Reporter templates are located in secured, read-only folders that are accessible for writing only by system administrators.

Analyst Reporter User Interface

Figure 1-1 Analyst Reporter



Item	Option	Description
1	File > Exit	Exits the program and releases all resources.
2	Settings > Select Output Language	Sets the language dictionary that will be used to replace language tags within a report template. Templates that contain language tags can be used to generate reports in any language. The language tags are replaced with text from a matching tag in the dictionary file for the selected language. These dictionary files are contained in the folder: C:\Program Files (x86)\AB SCIEX\AnalystReporter\Resources\Languages.

Introduction

Item	Option	Description
2	Settings > Select Library	Browse to a spectral library. This library will be used for matching and scoring MS/MS data from Results Tables that contain data from information dependent acquisition (IDA) triggered MS/MS scan types.
2	Settings > Select Template Folder	Sets the folder from which the available templates will be read. To return to the default template folder, select the Default option.
3	Help > About	Shows information about the version of Reporter software currently installed.
4	Current Output Language	Shows the currently selected language dictionary used for replacing language tags within a report template. To select a language dictionary, click Settings > Select Output Language .
5	Current Spectral Library	Shows the currently selected spectral library. To select a spectral library, click Settings > Select Library .
6	Available Templates and Description	Shows a list of available report templates. Select a template to show a description of the template. To change the folder from which available templates are read, select Settings > Select Template Folder > Browse .

Item	Option	Description
7	Output Format	<p>Shows the output formats that are supported by the Reporter software. Only formats that are compatible with the selected report template are enabled.</p> <ul style="list-style-type: none">• Word: Microsoft Word document (docx) is produced. This document can be viewed by Microsoft Word 2010 and above.• PDF: A report is created directly in PDF format.• HTML: Microsoft Word is used to generate an HTML file. Associated image files are stored in a folder with the same name as the HTML file.• Excel: A plain text file (csv) is produced. Report templates that contain values separated by commas can be opened in Microsoft Excel, where each value will be shown in a separate cell. Only templates that are specifically marked as text-compatible can be used for this output format.• Text: A plain text document (txt) is produced. Only templates that are specifically marked as text compatible can be used for this output format.
8	Print Automatically	After the report has been created it is printed to the selected printer. Select any available printer.
9	Create Report	Creates the report in the selected output format using the selected report template.
10	Close	Exits the program and releases all resources.

Create a Report from a Results Table (Analyst Software)

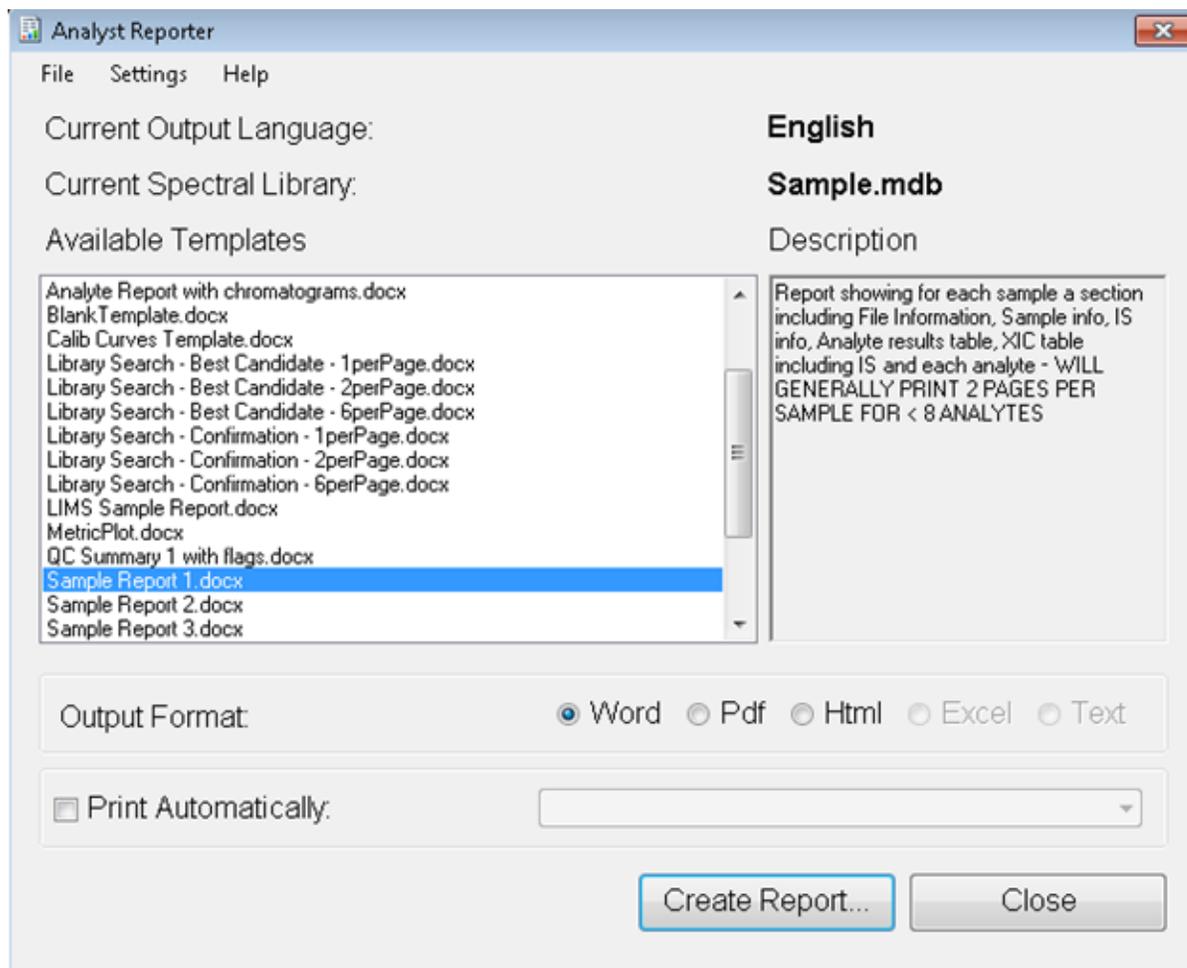
2

CAUTION: Potential Data Loss. To prevent users from modifying templates, make sure that the Reporter templates are located in secured, read-only folders that are accessible for writing only by system administrators.

Note: For instructions on how to create a report in the SCIEX OS software, refer to the document: *Help*.

1. Open a Results Table in the Analyst software.
If a Results Table is already open, then save it, and then select **Reporter 3.2** in step 2.
2. Double-click **Reporter 3.2** in the **Companion Software** section.
The Analyst Reporter dialog opens.

Figure 2-1 Analyst Reporter Dialog



3. Select a template in the **Available Templates** field.

Note: A description, if available, of the selected template is shown in the **Description** field. Some report templates are designed for 'per analyte' reporting while others are designed for 'per sample' reporting. Other report templates include calibration curves, ion ratio, quality control summary, and Library search results.

Note: If a template that contains an embedded query is used, then the user must validate the results.

4. Select an **Output Format**.

Note: Some options are not available for the selected template. For example, some templates are not compatible with a 'text only' format: text (txt) or Excel (csv file).

Create a Report from a Results Table (Analyst Software)

5. Select **Print Automatically** to print reports automatically to a selected printer.

Note: The default printer configured in Windows is used unless a different printer is selected. The Reporter software keeps the printer that was last used.

6. Click **Create Report**.

7. Browse to the location where the report will be saved, type the **File name**, and then click **Save**.

Note: The Analyst Reporter dialog shows a progress indicator as the software opens the selected template and then populates it with data from the open Results Table.

Note: When a custom template is created, the user must validate the template.

Edit a Report Template

3

CAUTION: Potential Data Loss. To prevent users from modifying templates, make sure that the report templates are located in secured, read-only folders that are accessible for writing only by system administrators.

The Reporter software 3.2 includes several report template styles. These templates are Microsoft Word documents (docx format). When the Reporter software generates reports, special tags in the document are replaced with information from the currently active Results Table.

If none of the available templates are suitable, then they can be edited. This section gives a brief description of the procedure for editing these templates. Contact a SCIEX representative for other options in creating customized report templates.

Note: When editing a report template or creating a template, the user is responsible for validating the template.

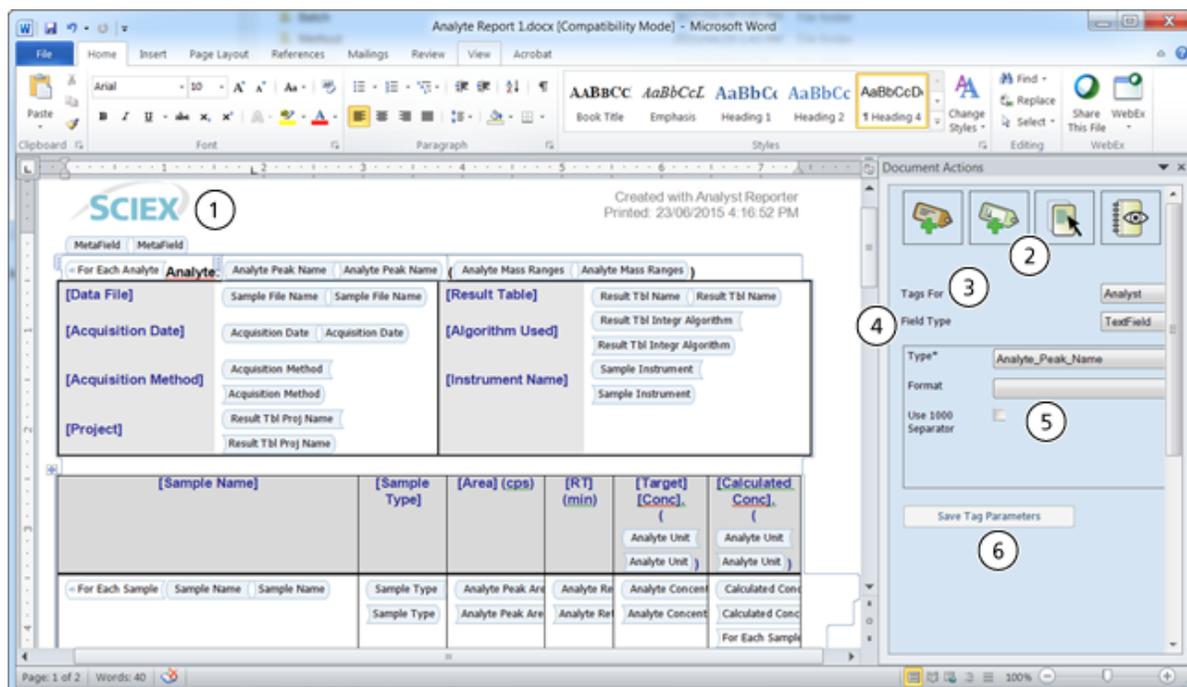
1. Browse to the folder containing the Reporter templates and then double-click the appropriate docx template.

The docx template opens in Microsoft Word with the template editor for the Reporter shown on the right.

Note: The template editor is automatically populated with the tag information provided by the Reporter software.

Edit a Report Template

Figure 3-1 Report Template Editor User Interface



Item	Description
1	Report template with the current tags shown.
2	Icons. Refer to Table 3-1 .
3	Tags For: Shows the name of the software that supplies the tag information.
4	Field Type: Shows the field types applicable to the software.
5	Shows a list of available attributes that can be used with the Type* field. <ul style="list-style-type: none"> Type*: Shows a list of available field types. Format: Shows a list of possible formats for the selected field type. Use 1000 Separator: Gives the option to use a comma to separate digits by 1000. For example, if Use 1000 Separator is selected, then the number 1234567.89 is shown as 1,234,567.89.
6	Save Tag Parameters: Click to save changes. If changes are not saved, then a message is shown that tells the user to save the changes.

Table 3-1 Editing Icons

Icon	Name (Tooltip)
	Add new tag
	Add picture tag
	Show content area
	View document change log

2. Use the procedures as required. Click **Save Tag Parameters** after any changes are made.

Tip! To the left of the field, a red exclamation sign that flashes shows where information is mandatory.

Table 3-2 Reporter Functions

To do this...	...do this
Change the field type.	Click inside the tag, select a new field type, and then select the attributes.
Change the attributes of the field type.	Click inside the tab, and then change the attributes as required.
Add a tag.	Click Add new tag , select the Field Type , and then select the attributes.
Add a picture.	Click Add picture tag , and then select the attributes.
Show where a tag starts and ends.	Click Show content area .
Show the document audit log.	Click View document change log .
Copy tags.	Copy the selected tags, paste them in the new location, and then update the field type attributes. Note: The attributes are not copied and must be selected.
Navigate between the tags.	Use the left and right arrow keys to move between the tags.

Table 3-2 Reporter Functions (continued)

To do this...	...do this
Delete tags.	Do one of the following: <ul style="list-style-type: none"><li data-bbox="885 407 1442 478">• If the cursor is to the left of the tag, then press Delete.<li data-bbox="885 495 1458 567">• If the cursor is to the right of the tag, then press Backspace.

Contact Us

Addresses



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Customer Training

- Global: sciex.com/contact-us

Online Learning Center

- [SCIEX Now Learning Hub](#)

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SCIEX and its representatives have a global staff of fully-trained service and technical specialists. They can supply answers to questions about the system or any technical issues that might occur. For more information, go to the SCIEX website at sciex.com or use one of the following links to contact us.

- sciex.com/contact-us
- sciex.com/request-support

Cybersecurity

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Documentation

This version of the document supersedes all of the previous versions of this document.

Contact Us

To find software product documentation, refer to the release notes or software installation guide that comes with the software.

To find hardware product documentation, refer to the documentation that comes with the system or component.

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