rocscience

Report Generator

1.0 Introduction

This tutorial is a simple introductory to help you become familiar with the features of the **Report Generator** (formerly the **Info Viewer**). The Reporter Generator is a dynamic tool to help organize and present the results of your analysis in a sleek and customized report.

Topics Covered in this Tutorial:

- Navigating your Report
- Adding Views to your Report
- Adding Images and Comments
- Cover Page Options
- Editing Headers and Footers
- Export Options

Tutorial Files:

All tutorial files installed with **Slide2** can be accessed by selecting **File > Recent Folders > Tutorials Folder** from the Slide2 main menu.

2.0 Model

The Report Generator can be used with any completed model. For this tutorial we will use the Tutorial 24 Multi Scenario Modeling finished model.

1. From the **Slide2** main menu, select **File > Recent Folders > Tutorials**
2. Open *Tutorial_24_Multi_Scenario_Modeling.slmd.*

3.0 Adding Views to your Report

With the **Add Views** feature, you can add specific views of your computed model to your report.

3.1 ADD VIEW TO REPORT

Begin by opening the **Interpret** view:

1. Computer your model by clicking on the **Compute** icon in the tool bar.

2. Select **Analysis > Interpret** from the menu to open the Interpret view.

3. Select **View > Add View to Report** from the menu. The current view of the model will be added to your report and can be seen when we later open the Report Generator.
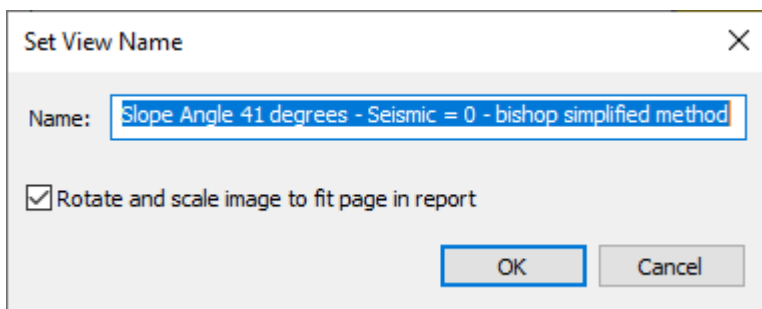

4. Enter a name for your view.

5. Click **OK**.

Repeat these steps to add as many views as you need to your report. They will be added to the end of the report.

3.2 MANAGE REPORT VIEWS

The **Manage Report Views** dialog allows you to review the views you have added to your report, add further details, and arrange the order of the views. To open the dialog:

1. Select **View > Manage Report Views** from the menu. A new dialog will appear.
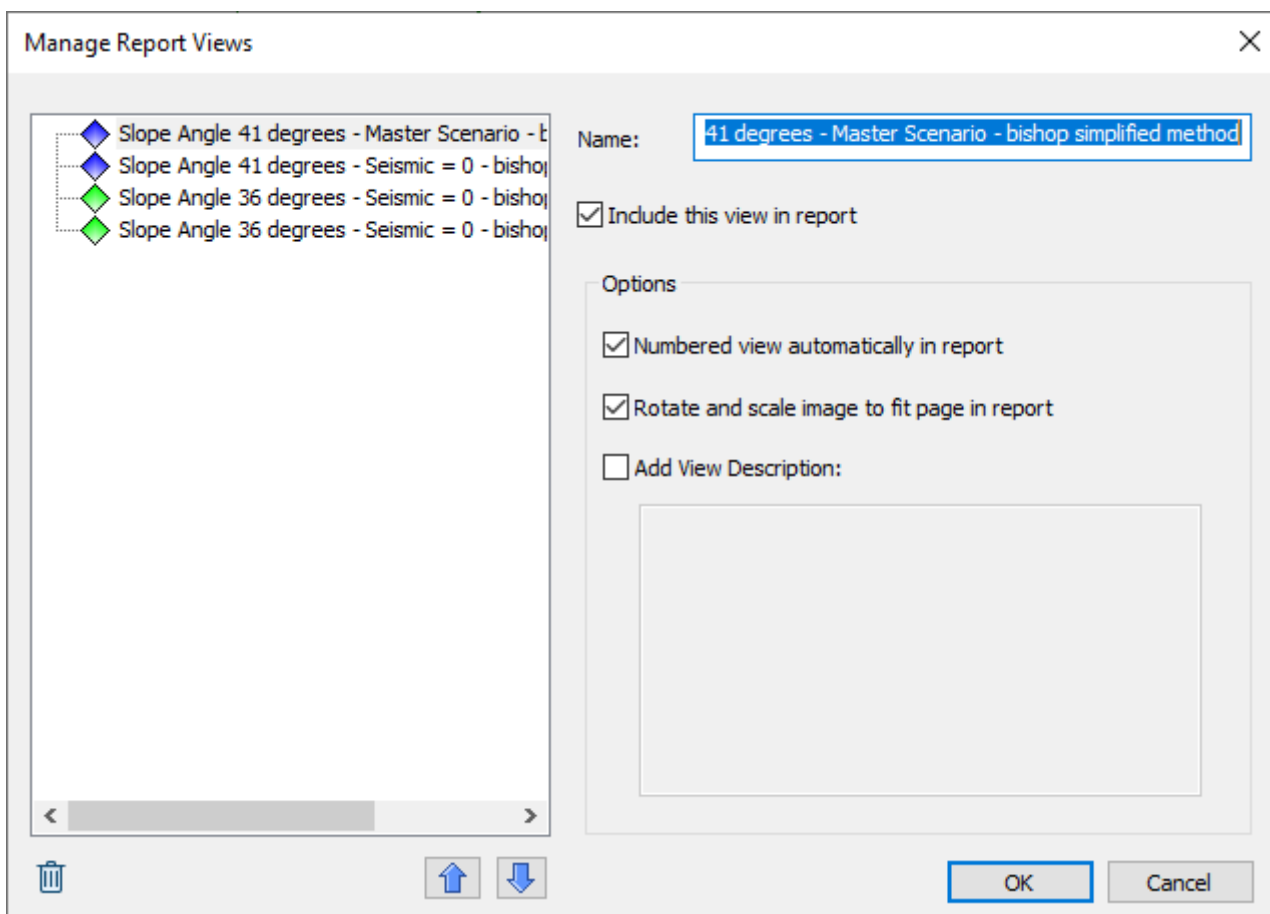
2. Use the checkboxes to select what views to add to your report.

3. Use the **Up** and **Down** arrows to change the order of the views.

4. To add a description to your view, select the view in the list of views and enter the description in the Description box.

5. Click **OK** to close the dialog.

4.0 Launching the Report Generator

Once you have added your views, it is now time to open the **Report Generator**. To launch the Report Generator:

1. Select **Analysis > Report Generator** from the menu or click on the 🗎 **Report Generator** icon in the toolbar.

A new window will open. Here is where you will see all the various options for customizing your report.


> ℹ️ **Note**
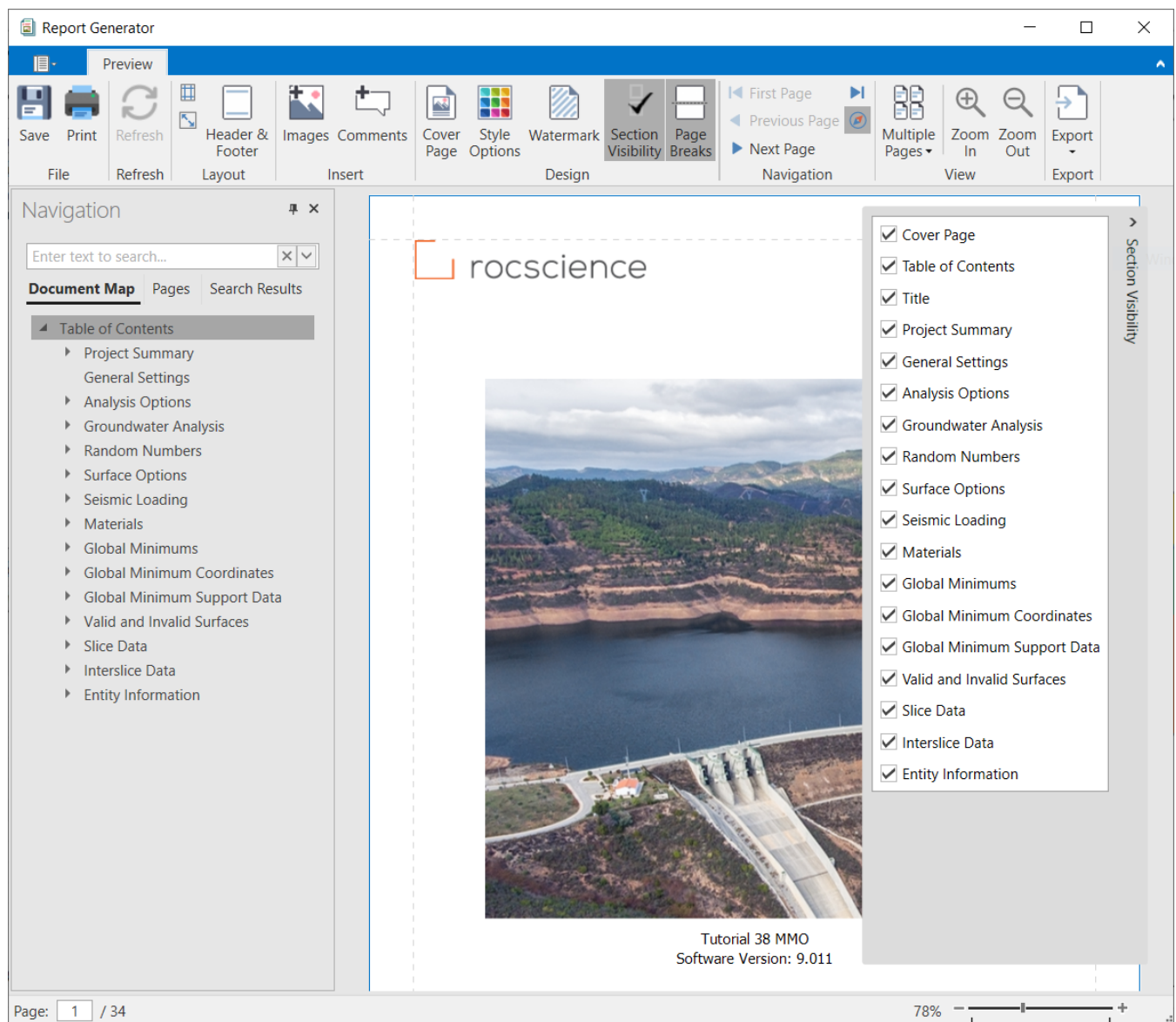
> When using the **Multi-Scenario modelling** feature, the report will generate information for all OPEN scenarios only. Any scenarios that are currently 'closed' will not be included in the report.

5.0 Navigating the Report

When you launch the Report Generator, the details of your project are automatically populated into the report. The table of contents page and cover page are automatically created as well.

5.1 NAVIGATION BAR

Use the **Navigation Bar** on the left of the screen to quickly navigate to the different sections of the report. You will note that the added Views have been added to the end of your report.
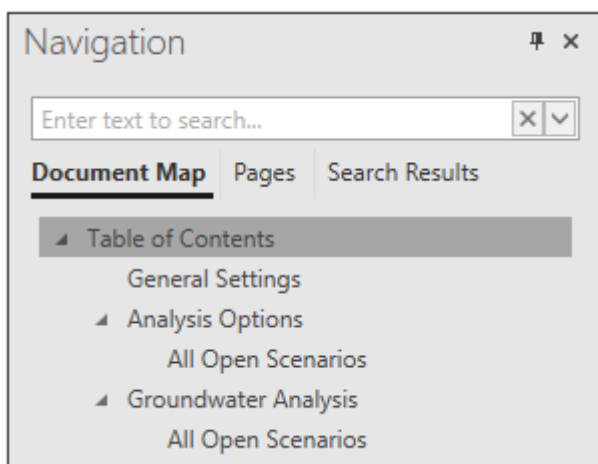
- Use the **Document Map** tab to find specific sections.

- Use the **Pages** tab to navigate to specific pages.

- You can also use the **Search Field** to search for specific sections of your report.

> **ⓘ Note**
>
> Clicking on a section in the **Table of Contents** will also take you to that section of the report.

5.2 SECTION VISIBILITY

The Report Generator allows you to select which sections you wish to include in the report. By default, all sections are included. To add or remove a section from your report:

1. Click on the **Section Visibility** button in the toolbar (or the popout menu on the right of the screen). The list of sections will appear.
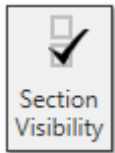
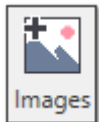2. Un-check the boxes next to sections you do not want included in the report.
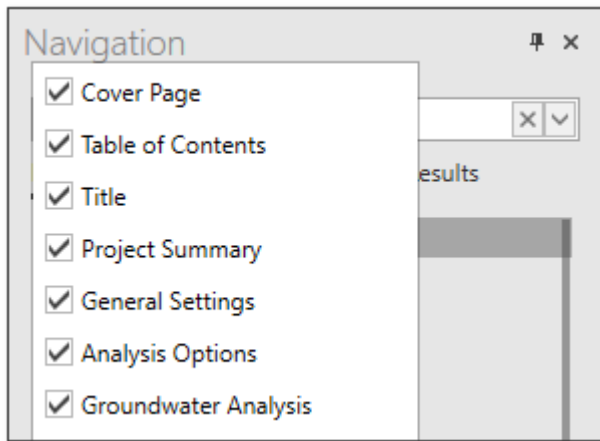
3. When you're done, click on the **Section Visibility** button again to close the menu.
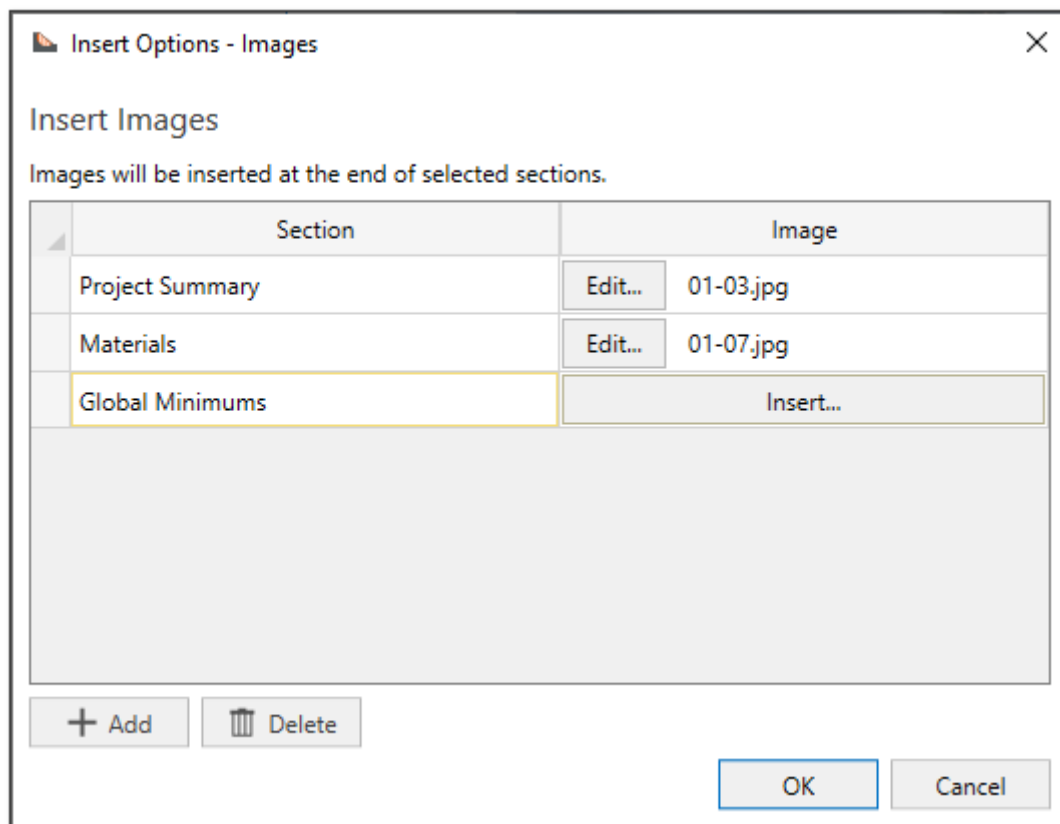
6.0 Adding Images and Comments

The Report Generator lets you add images and comments to any section of the report.

6.1 IMAGES

To add an image to your report:

1. Click the **Images** button in the toolbar. A new dialog will appear.

Insert Options - Images ✕

Insert Images

Images will be inserted at the end of selected sections.

Section	Image	
Project Summary	Edit...	01-03.jpg
Materials	Edit...	01-07.jpg
Global Minimums	Insert...	

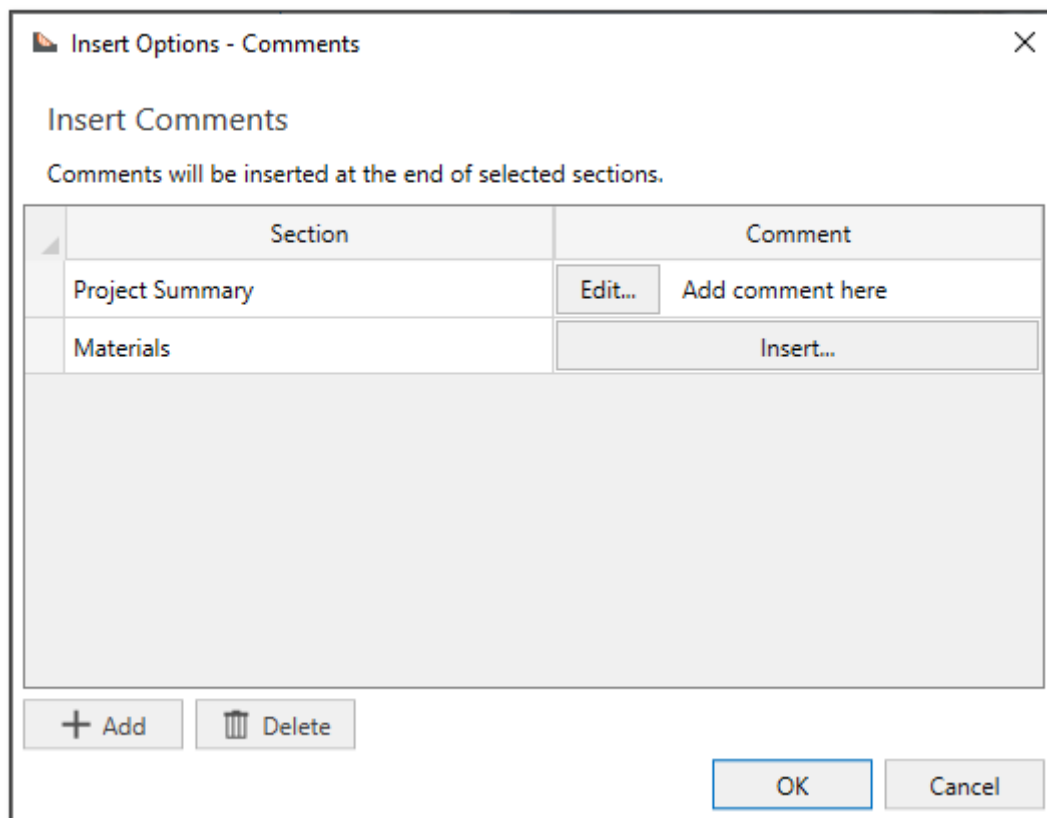➕ Add   🗑 Delete

OK   Cancel

2. Click the +Add button to begin adding images.

3. Use the **Section** drop-down to select the section where you want to add the image.

4. Click **Insert** to select a file to add.

5. Repeat the above steps to add more images.

6. If you wish to remove an image, click on the line you wish to remove and then click **Delete**.

7. Click **OK** to close the dialog.

6.2 COMMENTS

To add comments to your report:
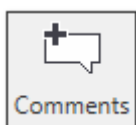
1. Click on the **Comments** button in the toolbar.

2. Click the **+Add** button to begin adding comments.

3. Use the **Section** drop-down to select the section where you want to add the comment.

4. Click **Insert**. A window will appear where you can enter your comment.

5. Click **OK**.

6. Repeat the above steps to add more comments.

7. If you wish to remove a comment, click on the line you wish to remove and then click **Delete**.

8. Click **OK** to close the dialog.

7.0 Page Breaks

The **Page Breaks** button allows you to add page breaks between all major sections in the report.

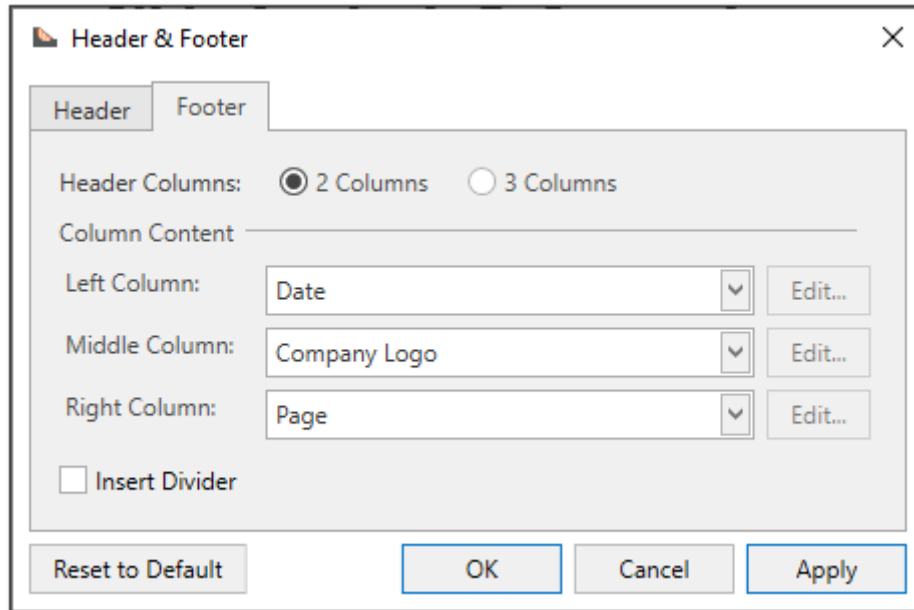Toggle the **Page Breaks** button on or off to add or remove the page breaks between each section.

8.0 Header & Footer

A **Header** and **Footer** are automatically added to your report with relevant content including the Date, Project Name and other details.

To customize the content in your header and footer:

1. Click on the **Header & Footer** icon. A dialog will appear.

2. Use click on **Header** or **Footer** tab to select what section edit.

3. Use the radio buttons to decide the number of columns you wish to include in your header or footer.

4. Use the drop-down menus to change what content appears.

5. Click Apply to apply the changes to your report.

6. Click **Reset to Default** to reset the header and footer to the default options.
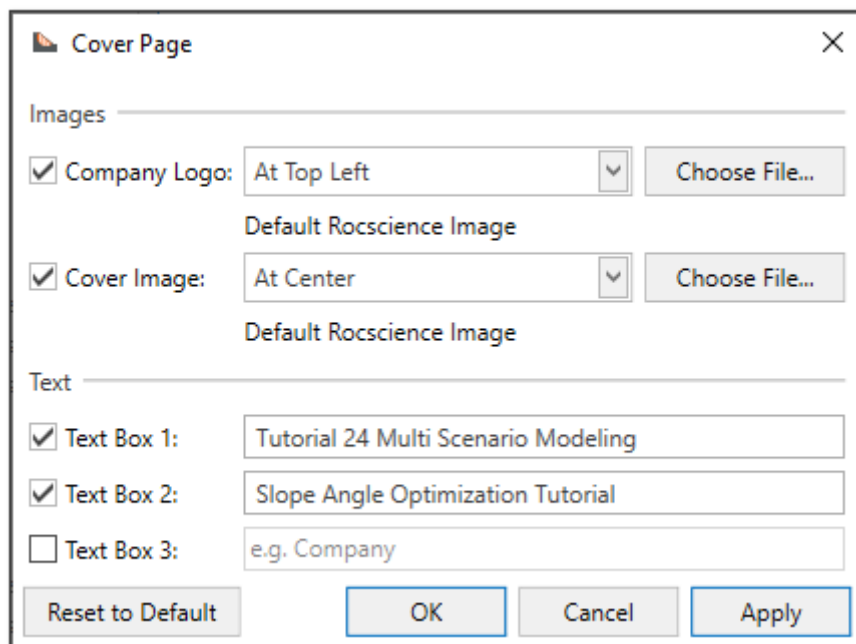
9.0 Cover Page options

When you launch the Report Generator a **Cover Page** is automatically created for your report.

To edit the contents of the Cover Page:
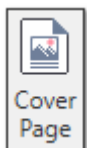
1. Click on the **Cover Page** button in the toolbar. A new dialog will appear.

2. Use the checkboxes on the left to select what elements to include on the cover page.

3. Use the drop-down menus to select the location and alignment of images.

4. Click the **Choose File** button to change the logo and/or cover image and select your own image file.

5. You can edit the text in any of the three text boxes.

6. Once you have made the necessary changes, click **OK** to close the dialog and apply your changes.

10.0 Export Options

When you have completed customizing your report, you have the option to export a digital copy of your report.

To export your report:

1. Click on the **Export** button in the toolbar.
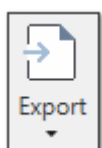
2. Select **PDF**. A new dialog will appear.

Export Document...

Export format: Pdf

File path: C:\Users\Desktop\DefaultMergeableReport.pdf

☑ Open file after exporting

▼ More Options

Page range:

Don't embed these fonts:

Export editing fields to AcroForms: False

Convert images to JPEG: True

Image quality: Highest

PDF/A compatibility: None

Password security: (none)

Digital signature: (none)

Application:

Author:

Keywords:

Subject:

Title:

OK   Cancel

3. Select the **File path** for your report.

4. Enter any additional details you wish to include by clicking **More Options**.

5. Click **OK** to finish exporting the file.

10.0 Saving your current display settings for future reports

You can save the current display settings for use on future reports. This includes Cover Page images and Header and Footer preferences.

To save your current display settings:

Click the **Save** button in the toolbar. Your settings will be saved and will be the default when you next open the program.