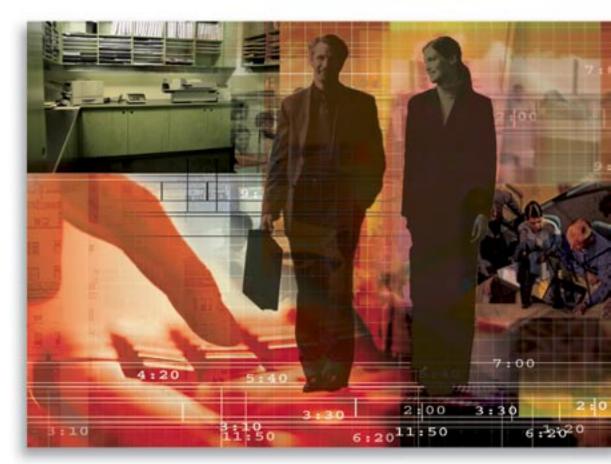
Excel Reports User Guide





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Excel Reports

Excel Reports provide flexibility and analytical tools for those users who are familiar with Microsoft® Excel®. The integration of Excel into SmartOffice® enables the user to create their own reports in Excel. SmartOffice Dynamic Reports™ export the data to Excel. SmartOffice packaged Excel Reports are based on pre-defined Excel templates to facilitate the use of Excel. Pre-defined formulas, PivotTables®, and coding in Excel Reports enable users unfamiliar with Excel to easily analyze and maneuver data. Those users who are familiar with Excel no longer have to create Excel Reports manually and can customize the reports to meet their specific needs.

Running Excel Reports

1. Select Dynamic Reports from the expanded **Reporting/Marketing** menu to open the Search Dynamic Reports dialog box.

🚰 SmartOffice	×
Search Dynamic Rep	orts
Report Name	
Keyword	
Category	All
Created By	
	Show my Favorite List
Search	Add Close

2. Enter the appropriate search criteria and then click the **Search** button to display the Dynamic Report Summary.

Dynamic Report Summary

	Show my Favorite List	🏂 🗈 🛓 🜆 🕒 🕇	+ 🗊 🏆 🏒 🛃	5 🖩 🕂 🚅 🕊
	Report Name	Description	Categoryŵ	Keywords
	- Has homeowner no Life	Has homeowner but has no Life Insurance	Contact - Individual	Cross Marketing
	 Life Insurance with No Invest 	Clients with Life Insurances but No Investments	Contact - Individual	Cross Marketing
	- Client Phone Report: Business	Client Phone Report: Business	Contact - Individual	
	- Dependents w/ Birthdays next 30	Dependents w/ Birthdays next 30 days	Contact - Individual	
	- All Clients 50 and Over	Type = Client and Age= 50 and over	Contact - Individual	
	 Activity Profit Analysis 	Activity Profit Analysis Using Microsoft Excel	Contact - Individual	Activity Profit Analysis Excel
	- Contact - Excel	Contact benefit and premium information using Microsoft Exce	Contact - Individual	Contact Excel
	- B - Clients	List of B Type Clients	Contact - Individual	Appreciation
	- A - Clients - Sport = Golf	A type clients who like Golf	Contact - Individual	Appreciation
•				

- 3. Select an Excel report and then click the **Run Excel Template** button.
 - If there is an Excel template attached to the Dynamic Report, then the Excel Report opens. After the Excel Report finishes loading, refer to the Table of Contents worksheet and follow the instructions on how to run the Excel Report.
 - If there is no Excel template attached to the Dynamic Report, the dialog box to export the data to Excel or another format displays.

SmartOffice	×
Export the Dynamic Report Contents to the Local Computer	
This function will export output of the current dynamic report to your local computer in the selected format/application.	
Export Options	
Format of Exported Data XLS - MS Excel	
Post Message to SmartPad of the Exported Contacts	
OK Cancel	

Creating Excel Templates

Users who know how to create Excel Templates can pre-define the templates and just export the data out to the template. There are several ways to create the Excel Template. The following example shows how to create a simple Excel Template. Advanced Excel users can add formulas, PivotTables, and coding to the template. Pre-defined formulas and PivotTables require coding. You must create the Dynamic Report to run with the Excel template. Refer to the *Adding Excel Reports* section to create the Dynamic Report to run with the Excel template.

- 1. Select **Excel Templates** from the expanded **Reporting/Marketing** menu to open the Search Excel Template dialog box.
- 2. Click the **Search** button to display the Excel Template Summary.
- 3. Click the Add button to open the Excel Template Setup dialog box.
- 4. Click the **Export Headings** button to open the Dynamic Report Category dialog box.

🚰 SmartOffice	×
The following is a list of categories available for defining dynamic reports/filters.	
Category	
CTM - Commission Upload Report Calendar Activity Contact - Business Contact - Business and Individual Contact - By Address Contact - Household	
Contact - Individual Contact - Opportunity Contact - SmartPad Contact - eOCS Production Report Group Benefits - Policy Group Benefits - Policy and Members Investment - Position Investment - Security Master	
OK Cancel	

- 5. Select a Category and then click the **OK** button to open the Column Definition dialog box.
- 6. To select the columns from the list of Columns Available, select the appropriate columns and then click the **Right Arrow** button. Make sure that the selected columns match exactly with the columns in the Excel template.
- 7. Click the **OK** button to export the heading columns.
- 8. MS Excel opens with the heading columns displayed.

Microsoft Excel - Sheet1				_ 🗆 ×			
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Ready			NUM				

9. Do not change the "data" worksheet's name because the data from SmartOffice will export to the worksheet named "data."

10. Add color to the cells or background as appropriate.

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Microsoft Excel - Sheet1				- 🗆 ×
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Ready			NUM NUM	

11. Select **Save As** from the expanded **File** menu and then change the file type to **XLT**.

Adding Excel Templates

1. Select **Excel Templates** from the expanded **Reporting/Marketing** menu to open the Search Excel Template dialog box.

SmartOffice	x
Search Excel Ten	nplate
Description Keyword	
	Search Close

2. Click the **Search** button to display the Excel Template Summary.

	Excel Template Summary +				
	Description		Keyword	Category	Created On
	ActHistory				11/16/2004 02:50PM
	ActHistoryChart				06/21/2004 10:08AM
	Birthday				12/20/2004 11:27AM
	Contact				07/27/2004 04:37PM
	ProdRec				04/23/2004 12:25PM
	ActProfitTest				11/23/2004 10:38AM
Recor	ds Shown: 14	Total Records: 14			

3. Click the **Add** button to open the Excel Template Detail dialog box.

🎒 SmartOl	ffice X				
Excel Ter	nplate Detail				
Descr Kej	iption				
Custom T	emplate Creation				
Step 1:	Step 1: Create a sample template by exporting the column headings from the reports by clicking the Export Headings button. Modify the column order as necessary.				
Step 2:	Save the sample Template as an .XLT file.				
Step 3:	Skip step 2 if you have already created an .XLT				
	Export Headings				
Upload Te	emplate				
Local File Path Browse					
	OK Cancel				

- 4. Enter the Description and Keyword to define the Excel Template.
- 5. Click the **Browse** button to locate where the Excel template is saved.
- 6. Click the **OK** button to complete the uploading of the Excel template.

Adding Excel Reports

- 1. Select **Dynamic Reports** from the expanded **Reporting/Marketing** menu to open the Search Dynamic Reports dialog box.
- 2. Click the **Add** button to open the Category dialog box.

🕗 SmartOffice		X
The following is a list of categories available for defining dynamic reports/filters.		
Category		
Advisor - Pending Case and Appointments Advisor - Product Marketing CTM - Advisor Commission Report CTM - Advisor Contract CTM - Projected Advisor Commission Report CTM - Projected Agency Commission Report Contact - By Address Contact - Household Contact - Individual		
Contact - eOCS Production Report	-	
Cancel		

3. Select a Category and then click the **OK** button to open the Dynamic Report dialog box.

SmartOffice						×
Dynamic Report						
Column Description Na	me/Description					
Columns Width						
Contract No	Appointment	Resident	Status	Start Dat	e	
100	100	100	100	100		
Column Width		Increment	5	4	s 5	<p< th=""></p<>
Columns Available	Colum	nns Selected	☆ ↓	Sort By		
Document		tment.Contract N		Advisor	· (Σ)	•
End Date LOBs		itment.Appointme itment.Resident	ent [S]	Options		
States Term Reason	Appoin	itment.Status [S] itment.Start Date	[S]	No Horizonta Column	I Scrolling of Fir	'st 🗖
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				Selecting thi	s option slows	-
				Use this opti	e spreadsheet. on carefully.	
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Carrier Basic Info Advisor	Sul	btotal [Total	Do Not Show	∧ Office Name	-
Advisor Basic Info Personal		iimum 🗆	Maximum	Sort by (
		ОК	Cancel			

4. Select the columns from the list of Columns Available by clicking on the appropriate column and then clicking on the **Right Arrow** button. To display additional columns available, select a different table in the **Tables** drop-down list. Define the sort order for the report by clicking on a column in the Columns Selected list and then clicking the **Up** and **Down Arrows** below the Columns Selected list and the Sort By list.

It is very important to note that the Excel template depends on the Dynamic Report definition. Changing or moving fields around in the Dynamic Report may cause the Excel template to work incorrectly.

5. Click the **Name/Description** tab and enter a Report Name, Report Class (optional), Keywords (optional), and Description (optional).

SmartOffice				X
Dynamic Report	:			
Column Descriptio	n Name/Description			
Dynamic Repor	t Name/Description		The Filter(s) Associated With This Report	
Report Name Report Class			Add one or more filter(s) to the following spreadsheet to be associated with this report.	
Keywords			Selected Filter List 🗕 🕂 🗊	
Excel Templates				
Description		ABC		
			Click here to change the filter parameters at run time.	
		ОК	Cancel	

6. Click the **Excel Templates** hyperlink to open the Search Excel Template dialog box.

SmartOffice	×
Search Excel Ten	iplate
Description	
Keyword	T
	Search Close

7. Click the **Search** button to display the Excel Template Summary.

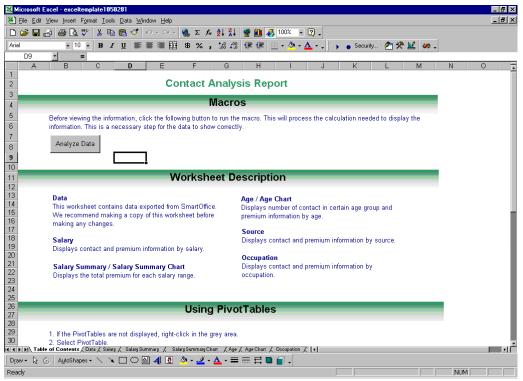
	Excel Template S	ummary	+ 📇 🖽 >
Description	Keyword	Category	Created On
ActHistory			11/16/2004 02:50PM
ActProfitAnalysis			08/02/2004 01:32PM
Call Center Report			03/29/2004 01:52PM
Activity Detail			07/22/2004 05:10AM
LeadStatistic			08/03/2004 09:52AM
SplitAgentReport			12/09/2004 01:00PM

8. Select the appropriate Excel template and then click the **OK** button.

Navigating and Using Excel Reports

Please refer to the Table of Contents on each Excel Report for details of the report functionality and features. Do not modify the Data worksheet, make a copy of the Data worksheet if you would like to modify or change the worksheet. Please note that changing anything in the existing worksheet may cause the reports to work incorrectly. For further details on how to use Excel formulas or PivotTables, refer to Microsoft Excel Help.

- 1. Open the Table of Contents worksheet.
- 2. Run the report by clicking the specified button under the Macro section on the Table of Contents worksheet.
- 3. To navigate to other worksheets, click the worksheet name in the Worksheet Description section.



4. Some worksheets in the Excel Report use PivotTables. If you know how to use PivotTables, you can modify those PivotTables. Otherwise, it is suggested that you do not modify the PivotTables or else the report may not work correctly.

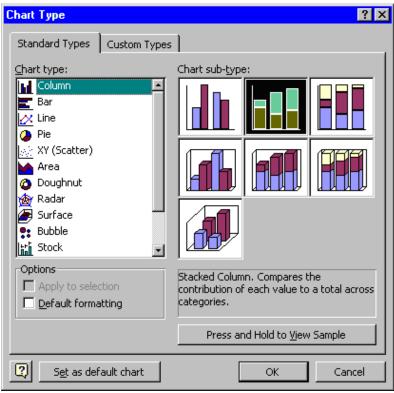
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6 54	371164.4705	2335022.38	28067.56	814049.4982	9						
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21 38	0	0	10451	0	13						
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24 21				0	2						
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5. To work with PivotTables, select a cell where data exists for the PivotTable menu to display.

6. Drag the available field from the PivotTable menu to the PivotTable. Please note that when you change the PivotTable, the chart worksheet with the same name will be automatically updated.

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7. To change the chart type, right-click on the chart for the chart properties to display. Select **Chart Type** to open the Chart Type dialog box.



8. Select the appropriate chart type. Other changes can be made to the chart by specifying the chart options.

