

Excel Reports
User Guide

SmartOffice®



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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.

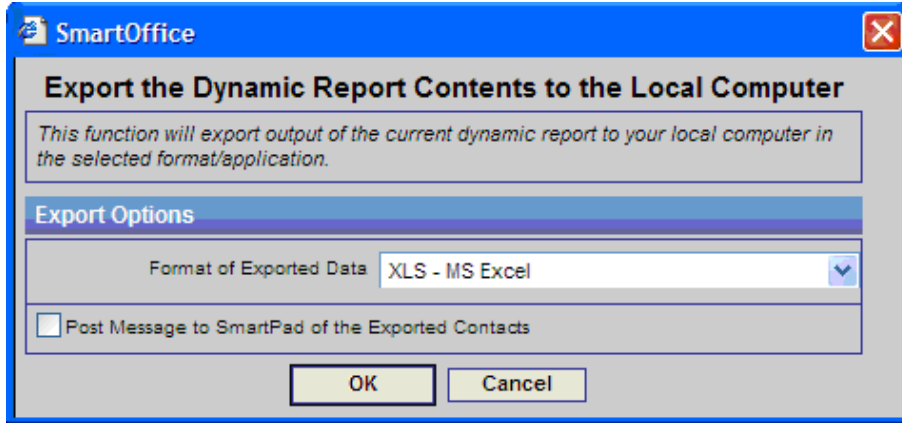
2. Enter the appropriate search criteria and then click the **Search** button to display the Dynamic Report Summary.

Dynamic Report Summary

Show my Favorite List

<input type="checkbox"/>	Report Name	Description	Category↑	Keywords
<input type="checkbox"/>	- Has homeowner no Life	Has homeowner but has no Life Insurance	Contact - Individual	Cross Marketing
<input type="checkbox"/>	- Life Insurance with No Invest	Clients with Life Insurances but No Investments	Contact - Individual	Cross Marketing
<input type="checkbox"/>	- Client Phone Report: Business	Client Phone Report: Business	Contact - Individual	
<input type="checkbox"/>	- Dependents w/ Birthdays next 30	Dependents w/ Birthdays next 30 days	Contact - Individual	
<input type="checkbox"/>	- All Clients 50 and Over	Type = Client and Age= 50 and over	Contact - Individual	
<input type="checkbox"/>	- Activity Profit Analysis	Activity Profit Analysis Using Microsoft Excel	Contact - Individual	Activity Profit Analysis Excel
<input type="checkbox"/>	- Contact - Excel	Contact benefit and premium information using Microsoft Excel	Contact - Individual	Contact Excel
<input type="checkbox"/>	- B - Clients	List of B Type Clients	Contact - Individual	Appreciation
<input type="checkbox"/>	- A - Clients - Sport = Golf	A type clients who like Golf	Contact - Individual	Appreciation

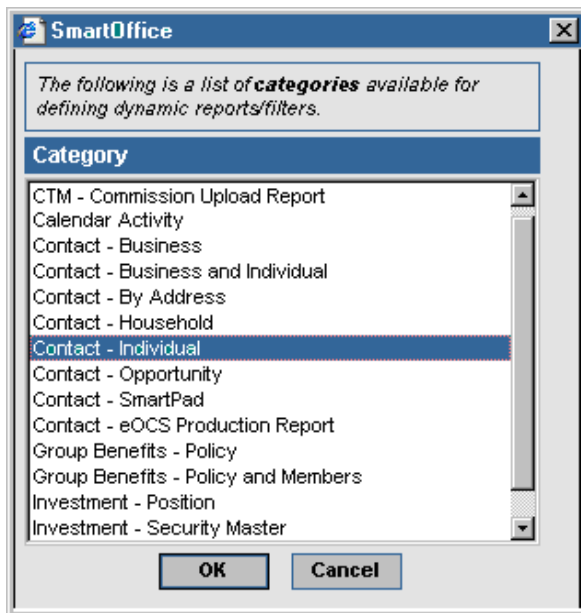
3. Select an Excel report and then click the **Run Excel Template** button.
 - If there is an Excel template attached to the Dynamic Report, then the Excel Report opens. After the Excel Report finishes loading, refer to the Table of Contents worksheet and follow the instructions on how to run the Excel 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.



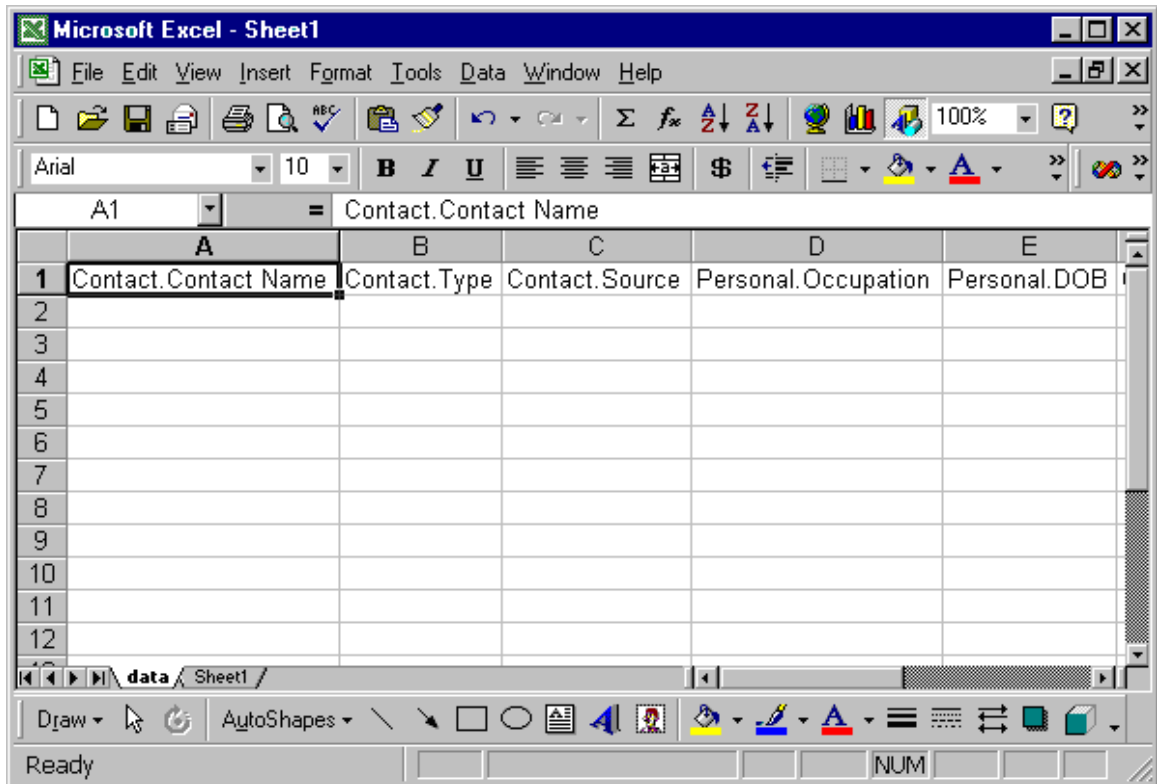
Creating Excel Templates

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.

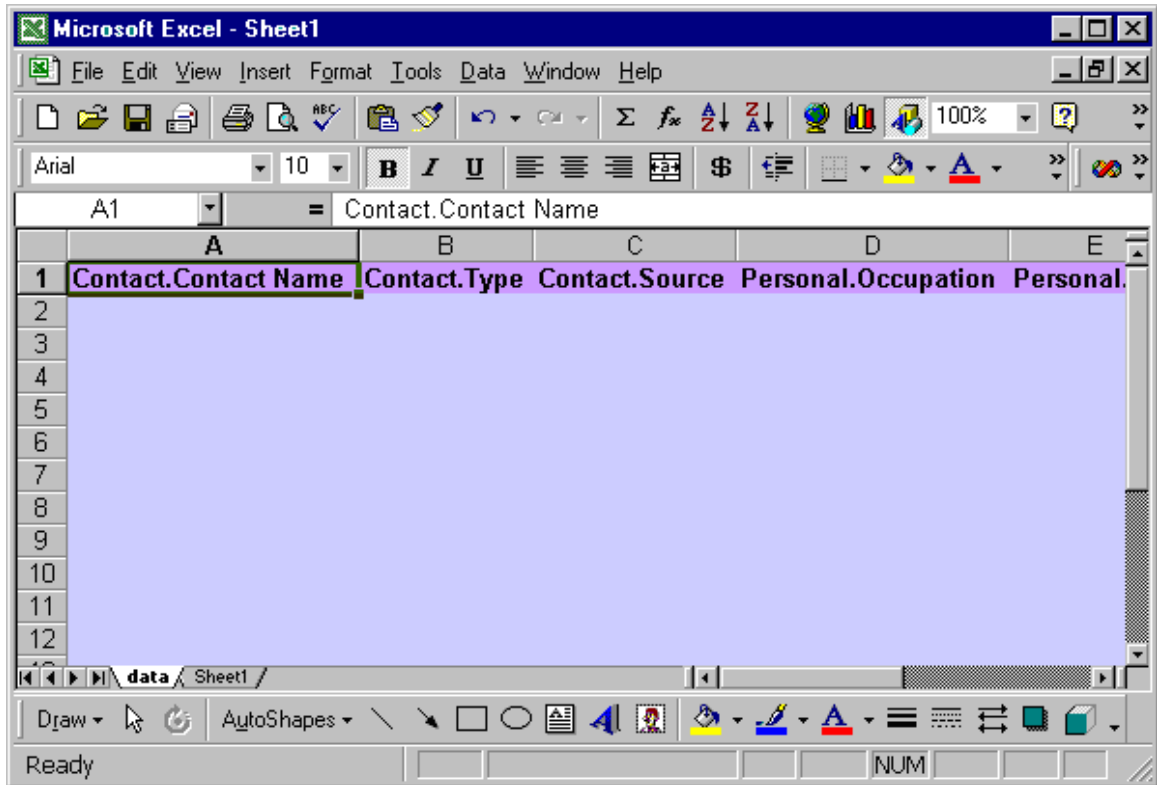


5. Select a Category and then click the **OK** button to open the Column Definition dialog box.
6. To select the columns from the list of Columns Available, select the appropriate columns and then click the **Right Arrow** button. Make sure that the selected columns match exactly with the columns in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



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.






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.



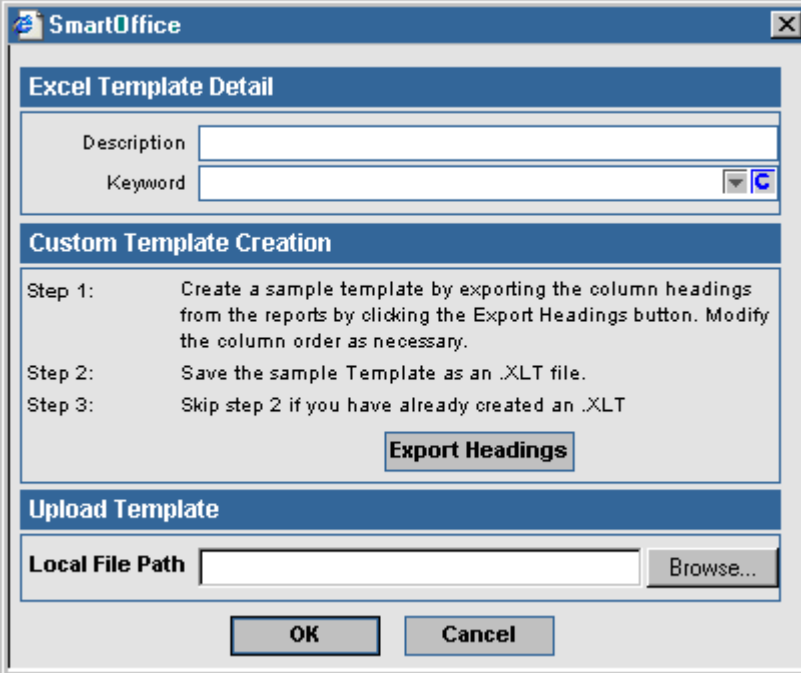
2. Click the **Search** button to display the Excel Template Summary.

Excel Template Summary +   

<input type="checkbox"/>	Description	Keyword	Category	Created On
<input type="checkbox"/>	ActHistory			11/16/2004 02:50PM
<input type="checkbox"/>	ActHistoryChart			06/21/2004 10:08AM
<input type="checkbox"/>	Birthday			12/20/2004 11:27AM
<input type="checkbox"/>	Contact			07/27/2004 04:37PM
<input type="checkbox"/>	ProdRec			04/23/2004 12:25PM
<input type="checkbox"/>	ActProfitTest			11/23/2004 10:38AM

Records Shown: 14 Total Records: 14

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



The dialog box is titled "SmartOffice" and "Excel Template Detail". It contains the following sections:

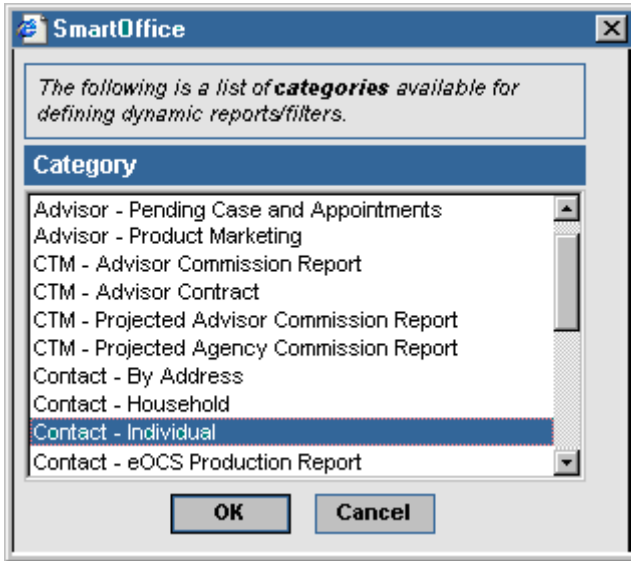
- Description:** A text input field for the description and a text input field for the keyword with a dropdown arrow and a blue 'C' icon.
- Custom Template Creation:** A section with three steps:
 - Step 1: Create a sample template by exporting the column headings from the reports by clicking the Export 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 .XLTAn "Export Headings" button is located below the steps.
- Upload Template:** A section with a "Local File Path" text input field and a "Browse..." button.

At the bottom of the dialog box are "OK" and "Cancel" buttons.

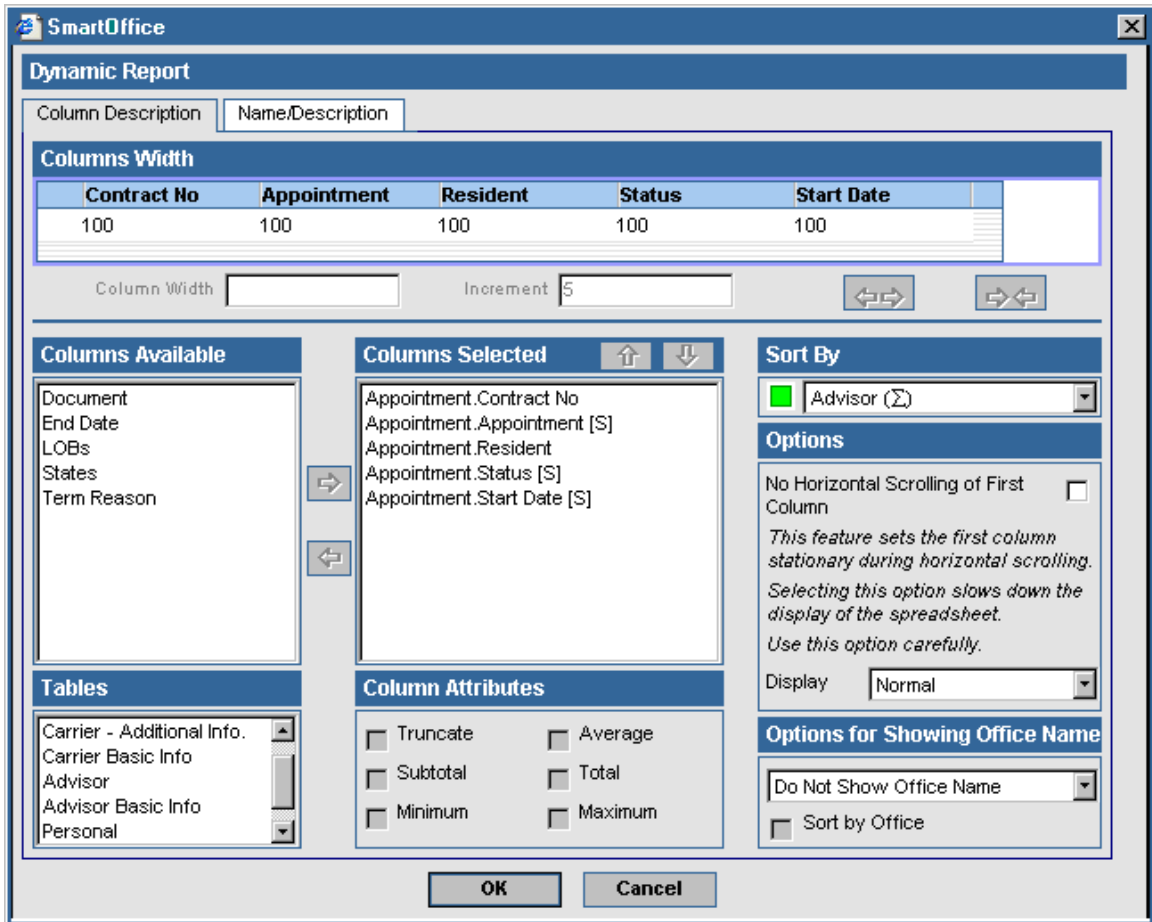
4. Enter the Description and Keyword to define the Excel Template.
5. Click the **Browse** button to locate where the Excel template is saved.
6. Click the **OK** button to complete the uploading of the Excel template.

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.



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



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).

The screenshot shows the 'Dynamic Report' dialog box in SmartOffice. The 'Name/Description' tab is selected. The dialog is divided into several sections:

- Dynamic Report Name/Description:** Contains input fields for 'Report Name', 'Report Class', 'Keywords' (with a dropdown arrow), and 'Excel Templates'.
- Description:** A large text area for entering a description, with an 'ABC' icon and a checkmark to its right.
- The Filter(s) Associated With This Report:** A section with a sub-header 'Selected Filter List' and a plus sign and trash icon. Below it is a list area. A checkbox below this section is labeled 'Click here to change the filter parameters at run time.'

Buttons for 'OK' and 'Cancel' are located at the bottom of the dialog.

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

The screenshot shows the 'Search Excel Template' dialog box in SmartOffice. It contains two input fields:

- Description:** A text input field.
- Keyword:** A dropdown menu.

Buttons for 'Search' and 'Close' are located at the bottom of the dialog.

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

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

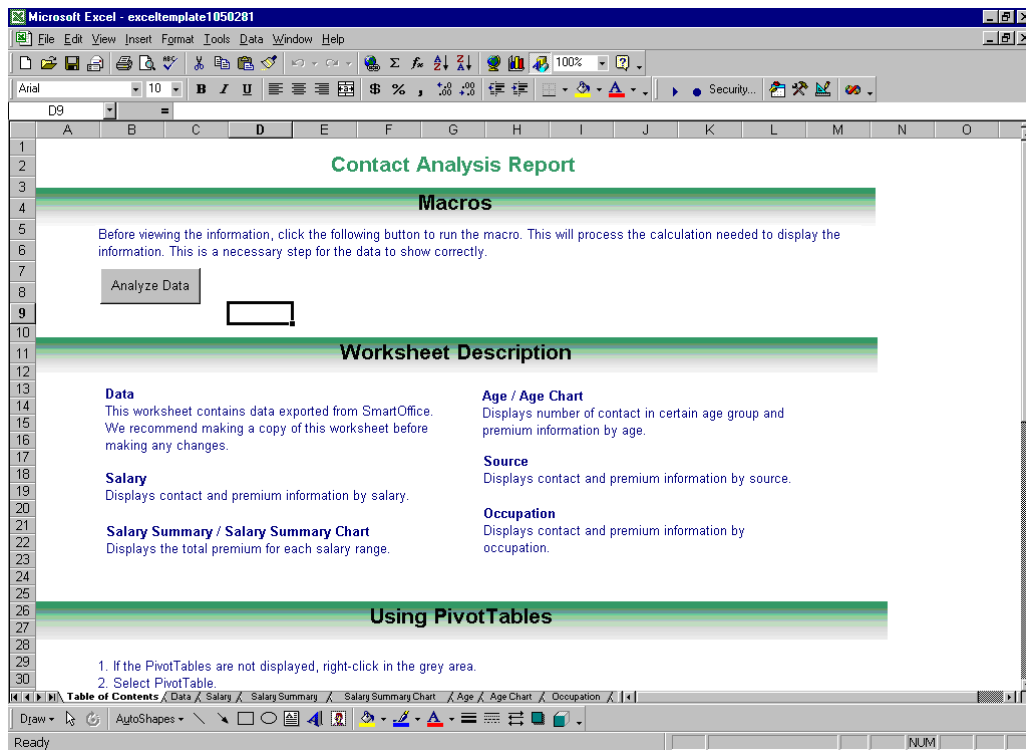
Records Shown: 13 Total Records: 13

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

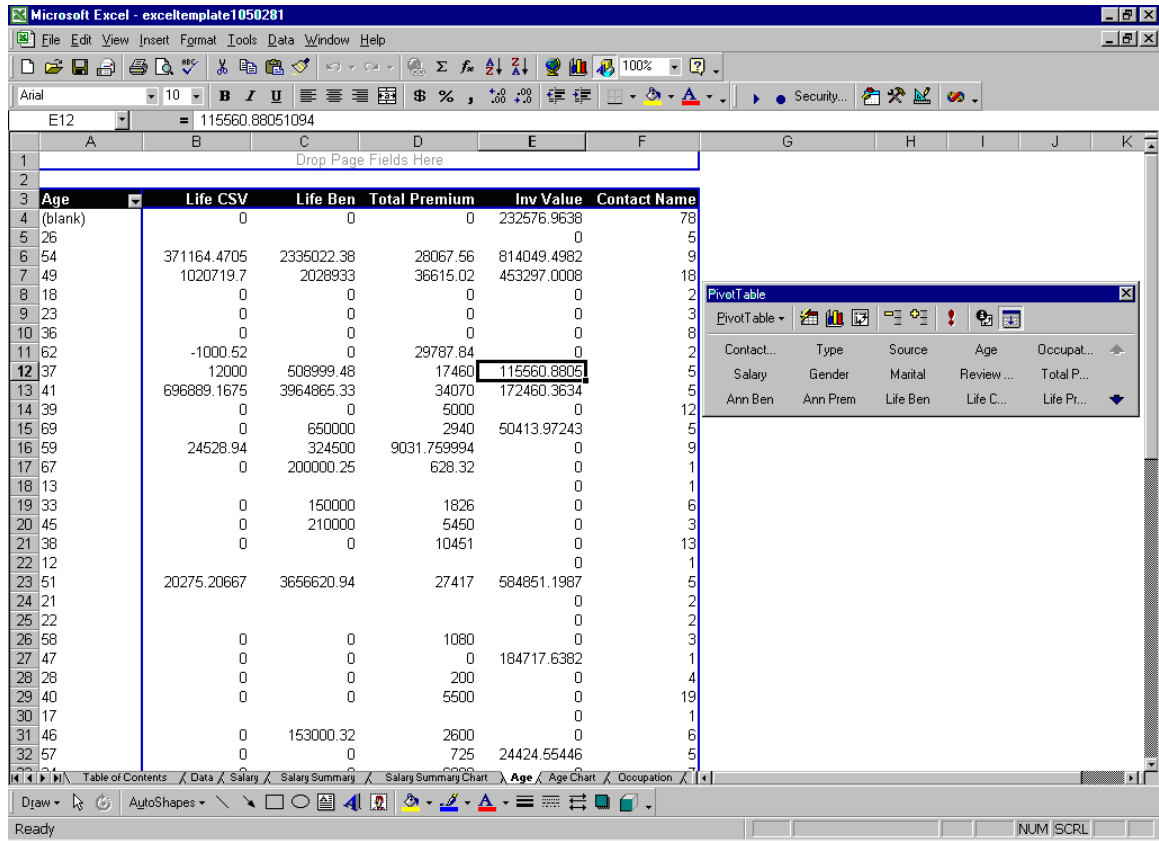
Navigating and Using Excel Reports

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.

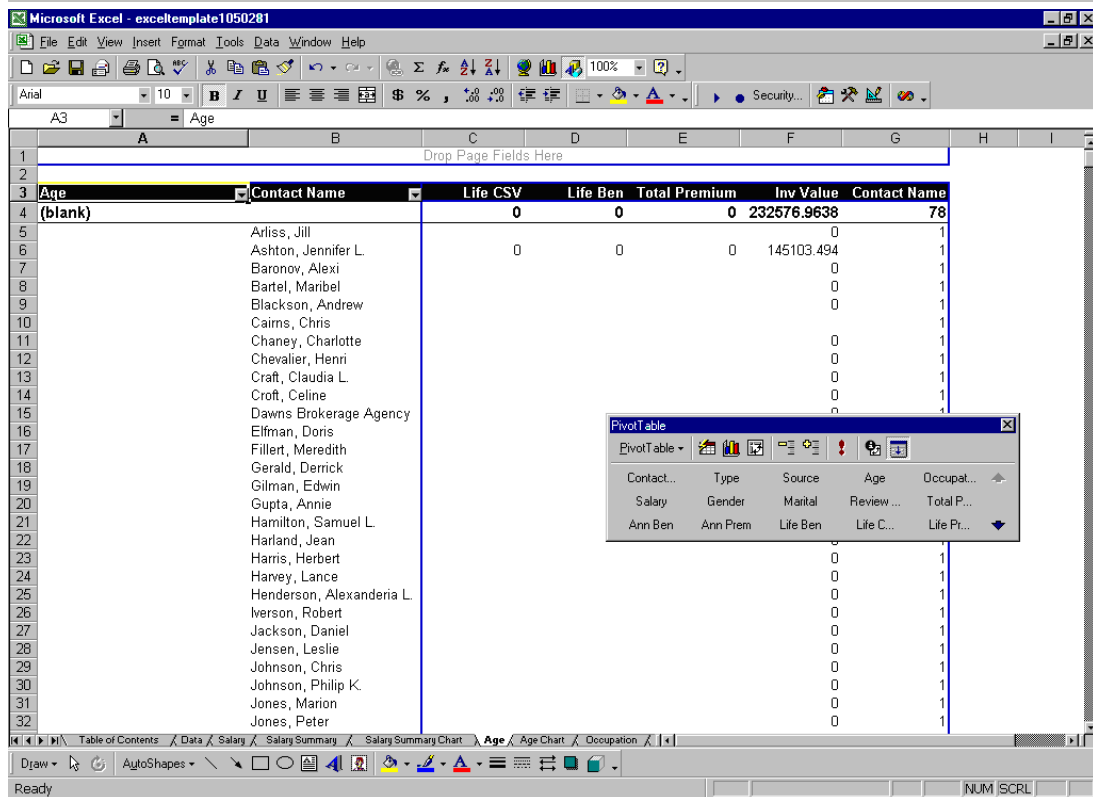
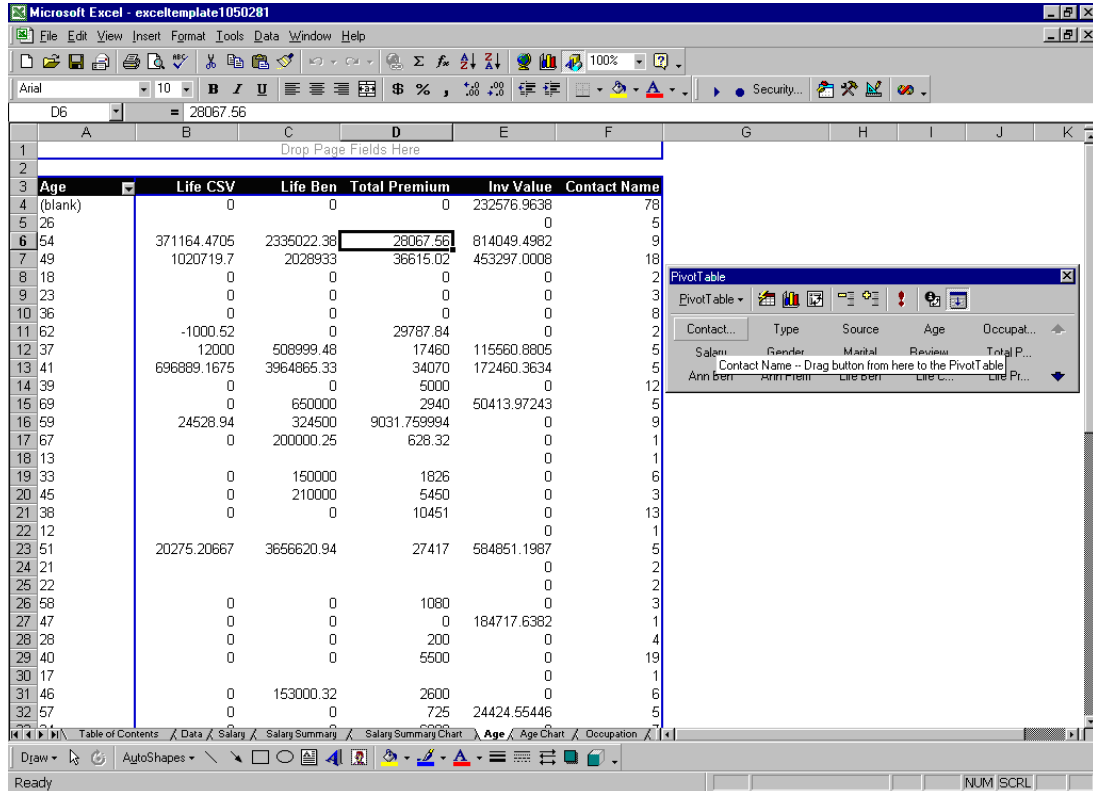
- Open the Table of Contents worksheet.
- Run the report by clicking the specified button under the Macro section on the Table of Contents worksheet.
- To navigate to other worksheets, click the worksheet name in the Worksheet Description section.



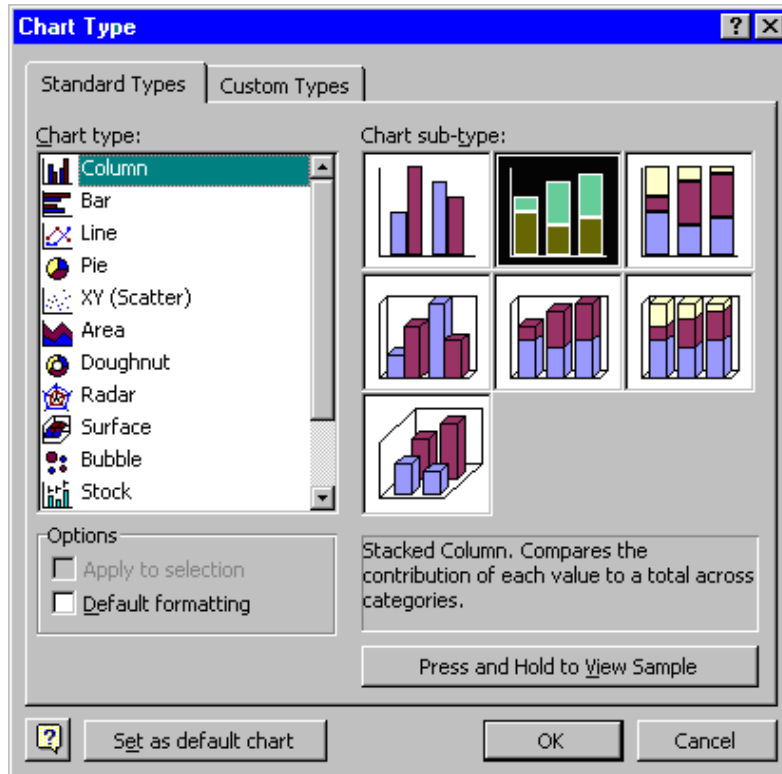
4. Some worksheets in the Excel Report use PivotTables. If you know how to use PivotTables, you can modify those PivotTables. Otherwise, it is suggested that you do not modify the PivotTables or else the report may not work correctly.
5. To work with PivotTables, select a cell where data exists for the PivotTable menu to display.



- 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.



- 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.



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

