



---

# Reporter 3.2 Software

## User Guide

---

This document is provided to customers who have purchased SCIEX equipment to use in the operation of such SCIEX equipment. This document is copyright protected and any reproduction of this document or any part of this document is strictly prohibited, except as SCIEX may authorize in writing.

Software that may be described in this document is furnished under a license agreement. It is against the law to copy, modify, or distribute the software on any medium, except as specifically allowed in the license agreement. Furthermore, the license agreement may prohibit the software from being disassembled, reverse engineered, or decompiled for any purpose. Warranties are as stated therein.

Portions of this document may make reference to other manufacturers and/or their products, which may contain parts whose names are registered as trademarks and/or function as trademarks of their respective owners. Any such use is intended only to designate those manufacturers' products as supplied by SCIEX for incorporation into its equipment and does not imply any right and/or license to use or permit others to use such manufacturers' and/or their product names as trademarks.

SCIEX warranties are limited to those express warranties provided at the time of sale or license of its products and are SCIEX's sole and exclusive representations, warranties, and obligations. SCIEX makes no other warranty of any kind whatsoever, expressed or implied, including without limitation, warranties of merchantability or fitness for a particular purpose, whether arising from a statute or otherwise in law or from a course of dealing or usage of trade, all of which are expressly disclaimed, and assumes no responsibility or contingent liability, including indirect or consequential damages, for any use by the purchaser or for any adverse circumstances arising therefrom.

**For In Vitro Diagnostic Use.**

**Rx only.**

Not available in all countries. Contact a SCIEX Sales Representative for details.

AB Sciex is doing business as SCIEX.

The trademarks mentioned herein are the property of AB Sciex Pte. Ltd. or their respective owners.

AB SCIEX™ is being used under license.

© 2017 AB Sciex



AB Sciex Netherlands B.V.  
1e Tochtweg 11,  
2913LN Nieuwerkerk aan den IJssel  
Netherlands



AB Sciex Pte. Ltd.  
Blk 33, #04-06  
Marsiling Ind Estate Road 3  
Woodlands Central Indus. Estate.  
SINGAPORE 739256

IVD

CE

# Contents

---

**Chapter 1 Introduction.....4**  
    Who Should Use Reporter 3.2 Software.....4  
    Analyst Reporter User Interface.....5

**Chapter 2 Create a Report from a Results Table.....8**

**Chapter 3 Edit a Report Template.....10**

**Revision History.....14**

Reporter 3.2 software allows a user to create Microsoft Word, text, HTML, Microsoft Excel (csv), and PDF formatted reports. The reports are populated with information from the Analyst<sup>®</sup> MD software Results Tables and associated data files.

- Use the Reporter 3.2 software to create well-formatted reports from Analyst<sup>®</sup> MD software Results Tables.
- Edit report templates.

## Who Should Use Reporter 3.2 Software

The Reporter 3.2 software has been developed for users of quantitative Results Table in the Analyst<sup>®</sup> MD 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 placed into a well-formatted final report.

The Reporter 3.2 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<sup>®</sup> MD software is completed, back up the installed report templates to a safe location.

---

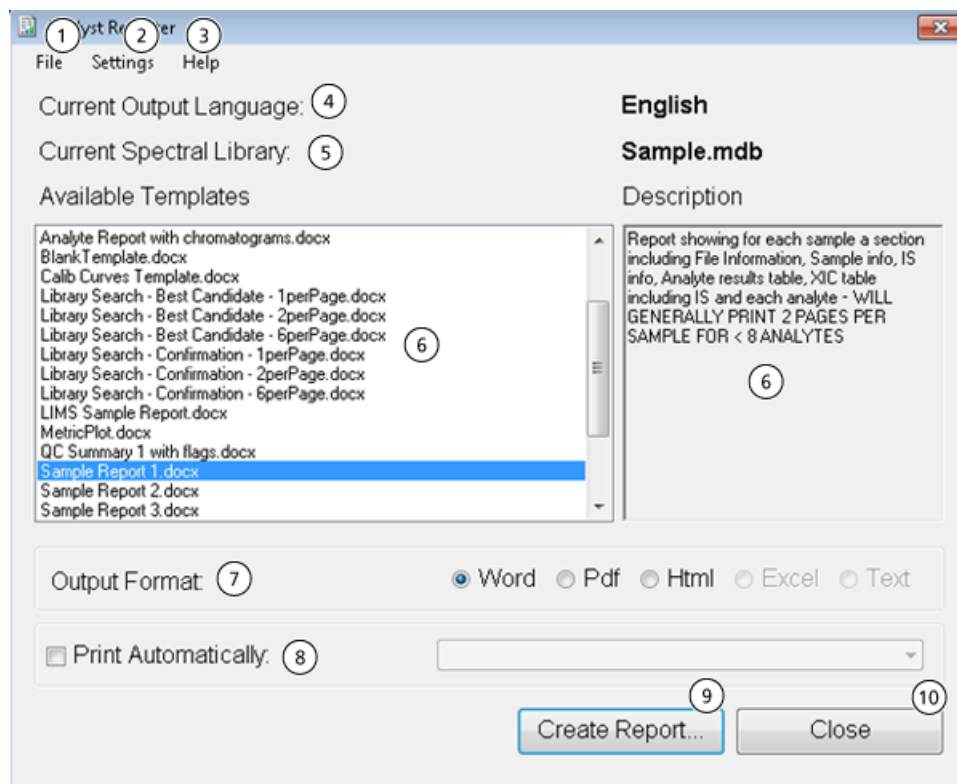
---

**CAUTION: Potential Loss of Data.** In regulated environments, to prevent users from modifying templates, make sure 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	<b>File &gt; Exit</b>	Exits the program and releases all resources.
2	<b>Settings &gt; Select Output Language</b>	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\AB SCIEX\AnalystReporter\Resources\Languages on Windows 7, 32-bit operating systems or C:\Program Files (x86)\AB SCIEX\AnalystReporter\Resources\Languages on Windows 7, 64-bit or Windows 10, 64-bit operating systems.

Item	Option	Description
2	<b>Settings &gt; Select Library</b>	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	<b>Settings &gt; Select Template Folder</b>	Sets the folder from which the available templates will be read. To return to the default template folder, select the <b>Default</b> option.
3	<b>Help &gt; About</b>	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. The language dictionary can be selected using <b>Settings &gt; Select Output Language</b> .
5	Current Spectral Library	Shows the currently selected spectral library. The spectral library can be selected using <b>Settings &gt; Select Library</b> .
6	Available Templates and Description	Shows a list of available report templates. Selecting a template will show a description of the template. To change the folder from which available templates are read, select <b>Settings &gt; Select Template Folder &gt; Browse</b> .
7	Output Format	Shows the output formats that are supported by the Reporter software. Only formats that are compatible with the selected report template are enabled. <ul style="list-style-type: none"> <li>• Word: Microsoft Word document (docx) is produced. This document can be viewed by Microsoft Word 2010 and above.</li> <li>• PDF: A report is created directly in PDF format.</li> <li>• 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.</li> <li>• 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.</li> <li>• Text: A plain text document (txt) is produced. Only templates that are specifically marked as text compatible can be used for this output format.</li> </ul>
8	Print Automatically	After the report has been created it is printed to the selected printer. Select any available printer.

---

<b>Item</b>	<b>Option</b>	<b>Description</b>
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

## 2

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

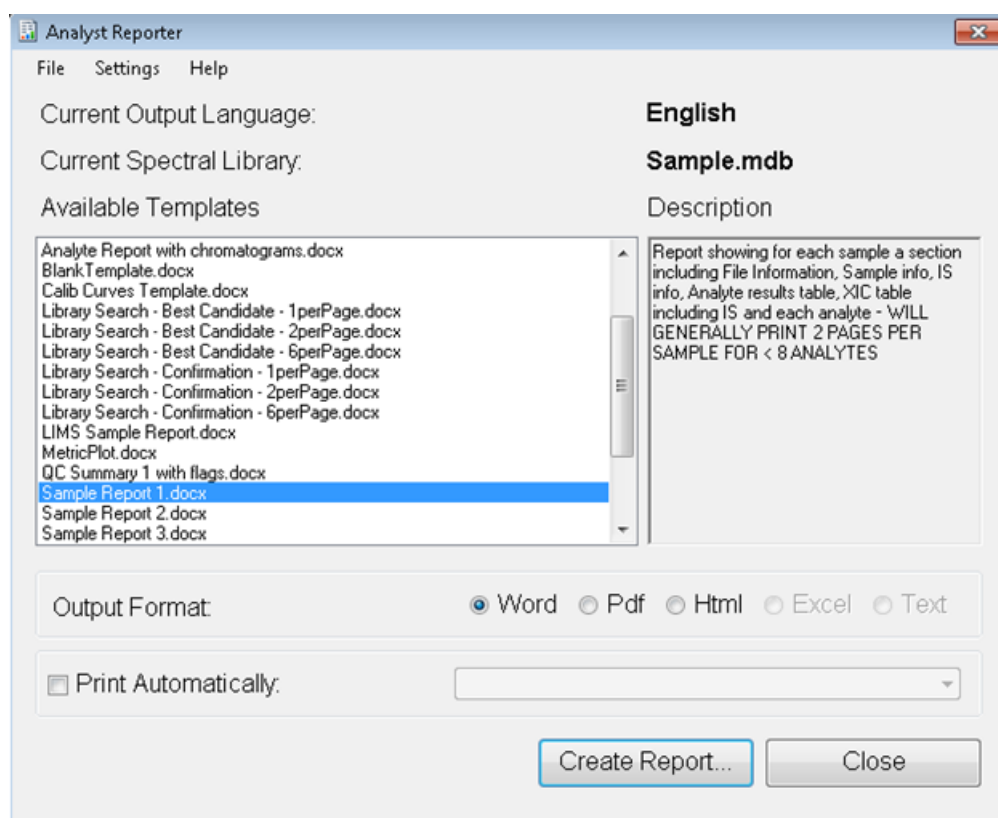
1. Open a Results Table in the Analyst<sup>®</sup> MD software.

If a Results Table is already open, then save it before selecting **Reporter 3.2** in step 2.

2. Double-click **Reporter 3.2** in the **Companion Software** section.

The Analyst Reporter dialog is shown.

**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 is responsible for validating the results.

---

4. Select an **Output Format**.

---

**Note:** Options that are grayed out, are not available for the selected template. For example, some templates are not compatible with a 'text only' format such as txt or Excel (csv file).

---

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

---

**Note:** The Default Printer set in Windows will be used unless a different printer is selected. The Reporter software will retain the selected printer between operations.

---

6. Click **Create Report**.

7. Browse to the location where you want to save the report, 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 creating a custom template, the user is responsible for validating the template.

---

# Edit a Report Template

---

# 3

---

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

---

The Reporter 3.2 software 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 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.

---

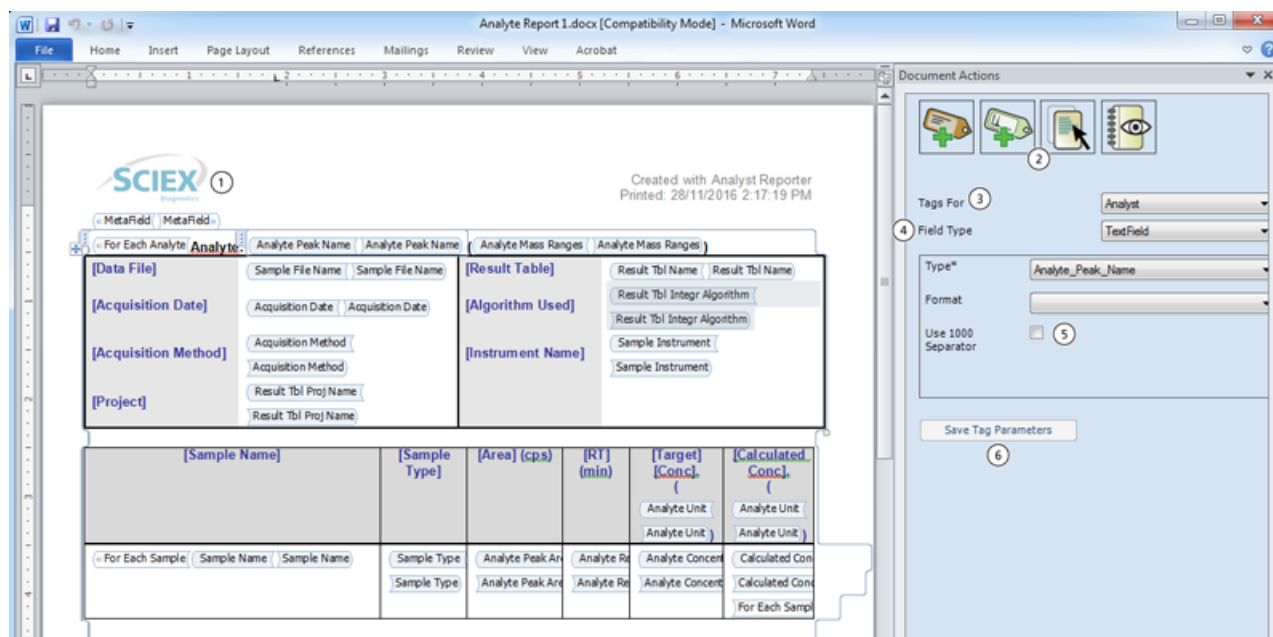
1. Browse to the folder containing the Reporter templates and then double-click the appropriate docx template. The docx template opens in Microsoft Word with the Reporter template editor shown on the right.

---

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





---

Figure 3-1 Report Template Editor User Interface



Item	Description
1	Report template showing the current tags.
2	Icons. Refer to <a href="#">Table 3-1</a> .
3	<b>Tags For:</b> Shows the name of the software providing the tag information.
4	<b>Field Type:</b> Shows the field types applicable to the software.
5	Shows a list of available attributes based on the selection in the <b>Type*</b> field. <ul style="list-style-type: none"> <li><b>Type*:</b> Provides a list of available field types.</li> <li><b>Format:</b> Provides a list of possible formats for the selected field type.</li> <li><b>Use 1000 Separator:</b> Provides the option to separate numbers by 1000 using a comma. For example, when Use 1000 Separator is checked, the number 1234567.89 would be shown as 1,234,567.89.</li> </ul>
6	<b>Save Tag Parameters:</b> Click to save changes. If changes are not saved, a message is shown prompting you 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!** Mandatory information is indicated by a flashing red exclamation sign at the left of the field.

---

**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 the <b>Add new tag</b> icon, select the <b>Field Type</b> , and then select the attributes.
Add a picture.	Click the <b>Add picture tag</b> icon and then select the attributes.
Show where a tag starts and ends.	Click the <b>Show content area</b> icon.
Show the document audit log.	Click the <b>View document change log</b> icon.
Copy tags.	Copy the selected tags and then paste them in the new location and then update the field type attributes.  <b>Note:</b> The attributes are not copied and must be selected.

Table 3-2 Reporter Functions (continued)

To do this...	...do this
Navigate between the tags.	Use the left and right arrow keys to move between the tags.
Delete tags.	Do one of the following: <ul style="list-style-type: none"><li>• If the cursor is to the left of the tag, then press <b>Delete</b>.</li><li>• If the cursor is to the right of the tag, then press <b>Backspace</b>.</li></ul>

# Revision History

---

Revision	Reason for Change	Date
A	First release of document.	January 2013
B	Changed Analyst <sup>®</sup> MD software version to 1.6.2.	June 2013
C	Changed AB SCIEX to SCIEX where required. Updated the copyright page. Changed the company logo in the document to Sciex Diagnostics. Added Revision History. Added storage location of language dictionary files on the Windows 10, 64-bit operating system. Added extra information in step 1 in Create a Report from a Results Table section. Changed figures 1-1, 2-1 and 3-1. Removed the version number for the Analyst <sup>®</sup> MD software. Added new items Format and Use 1000 Separator and descriptions in the table for Figure 3-1.	February 2017
D	Changed the screenshots in Figure 1-1 and Figure 2-1.	May 2017