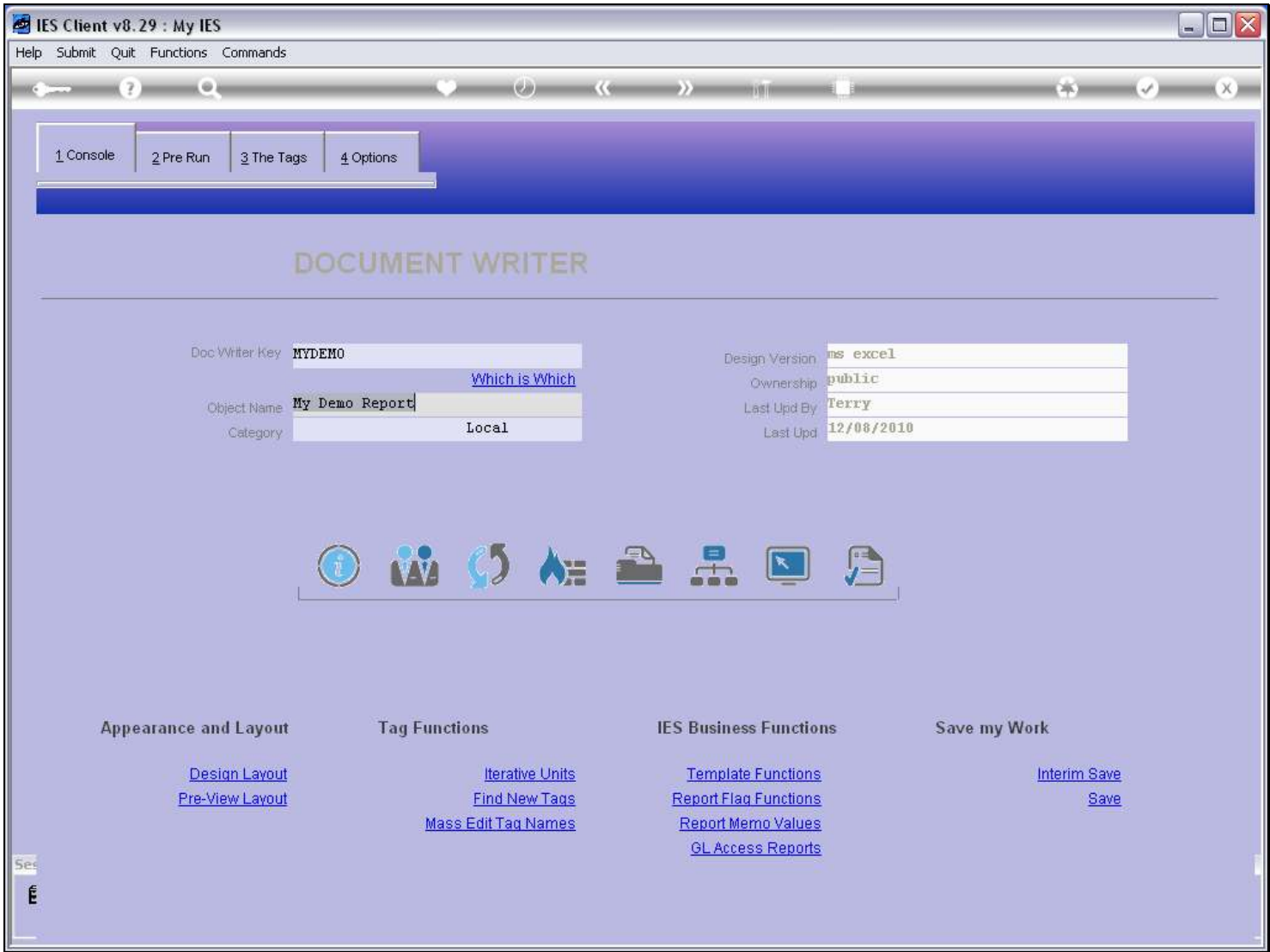


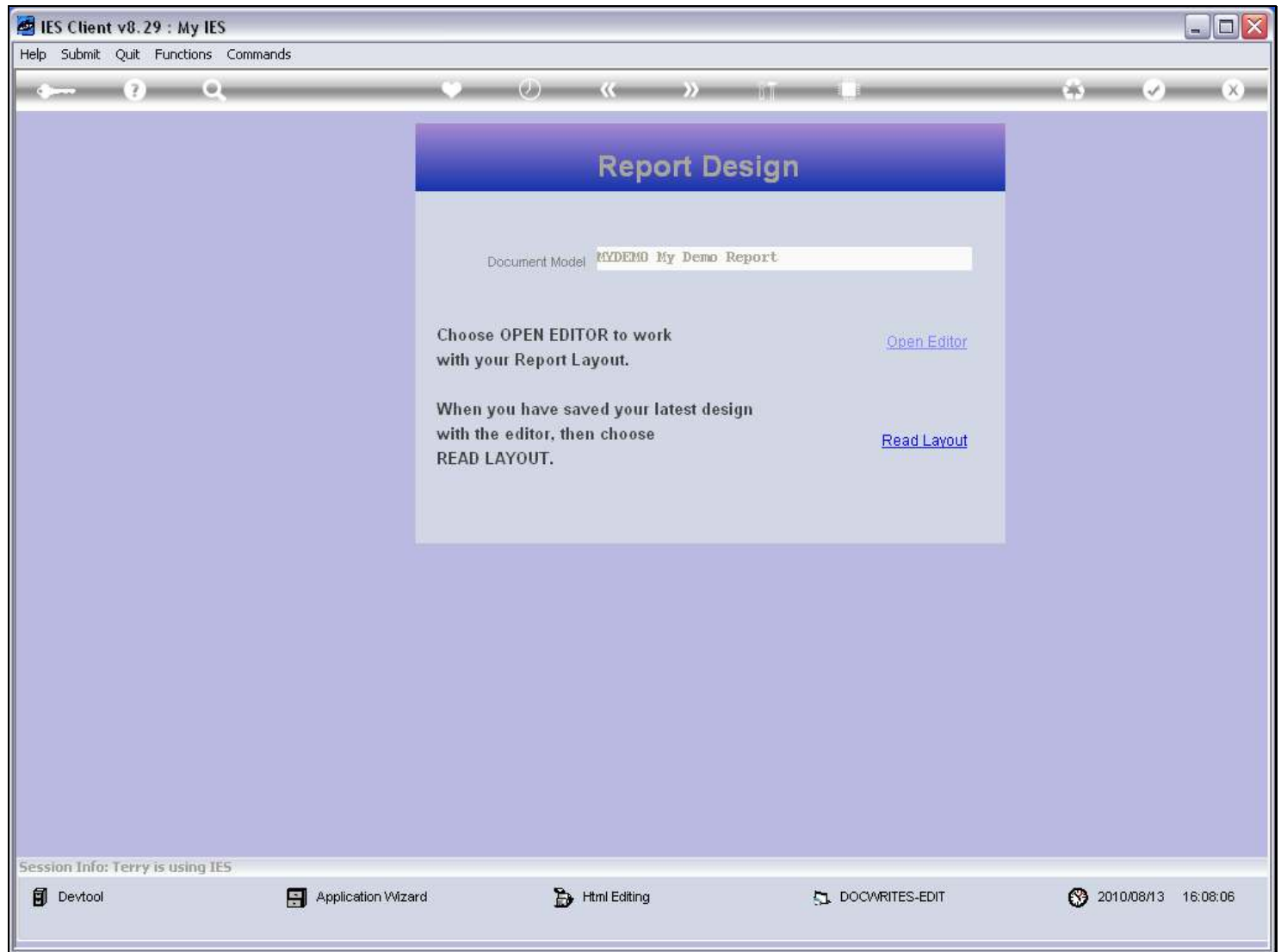
Slide 1 - Slide 1



Slide notes

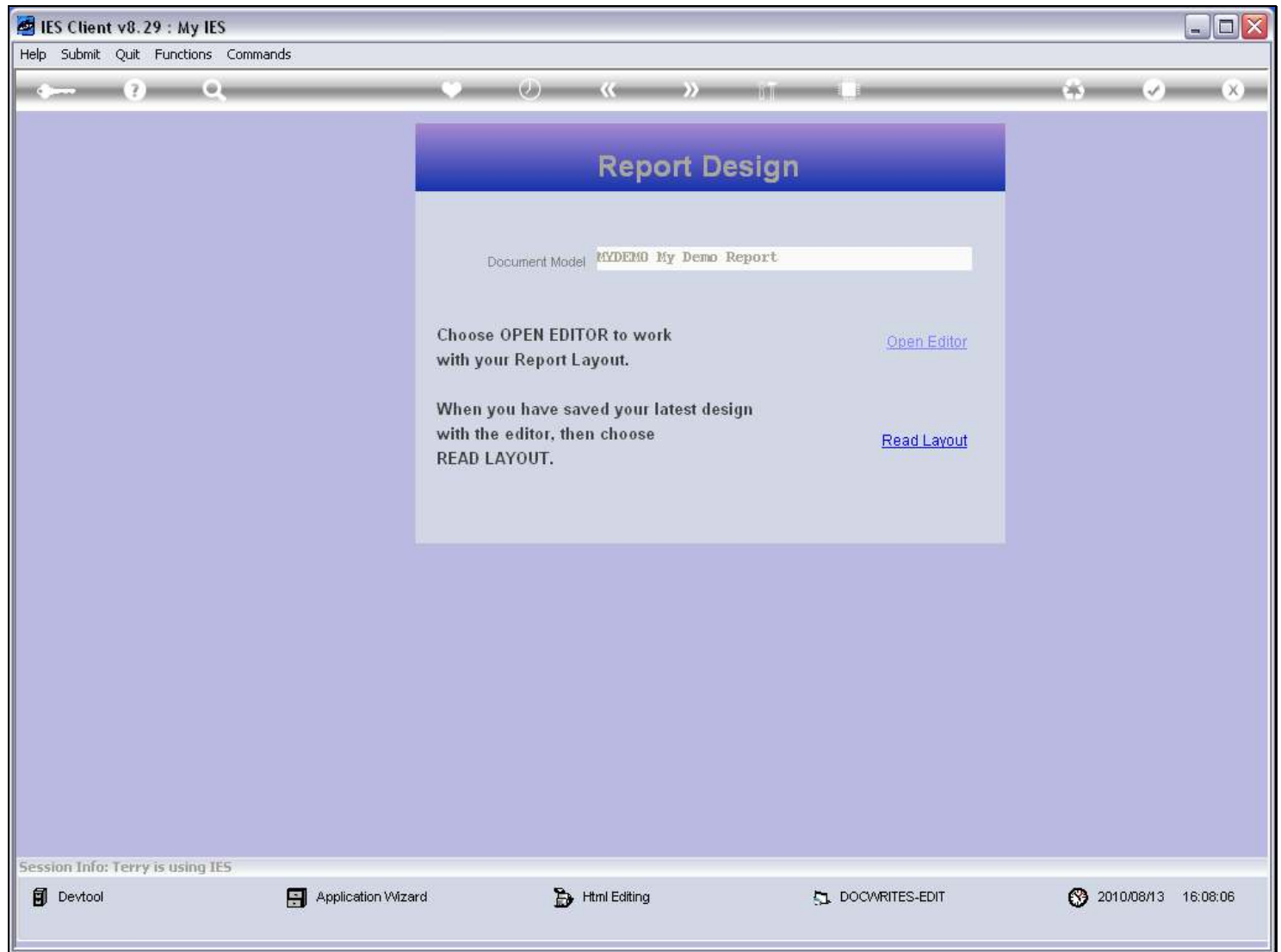
In this tutorial, we just familiarize ourselves with the Report Design cycle.

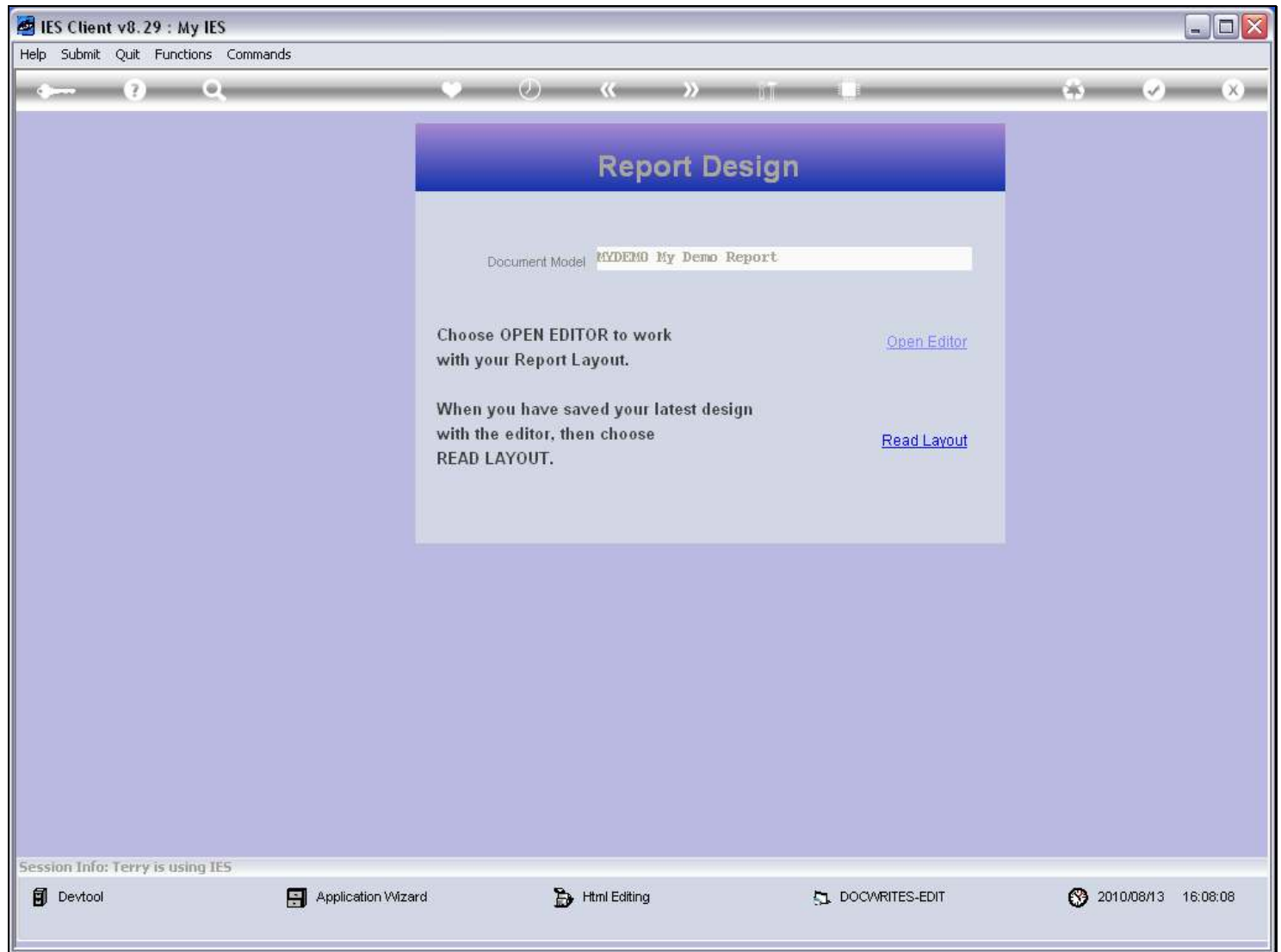
Slide 2 - Slide 2

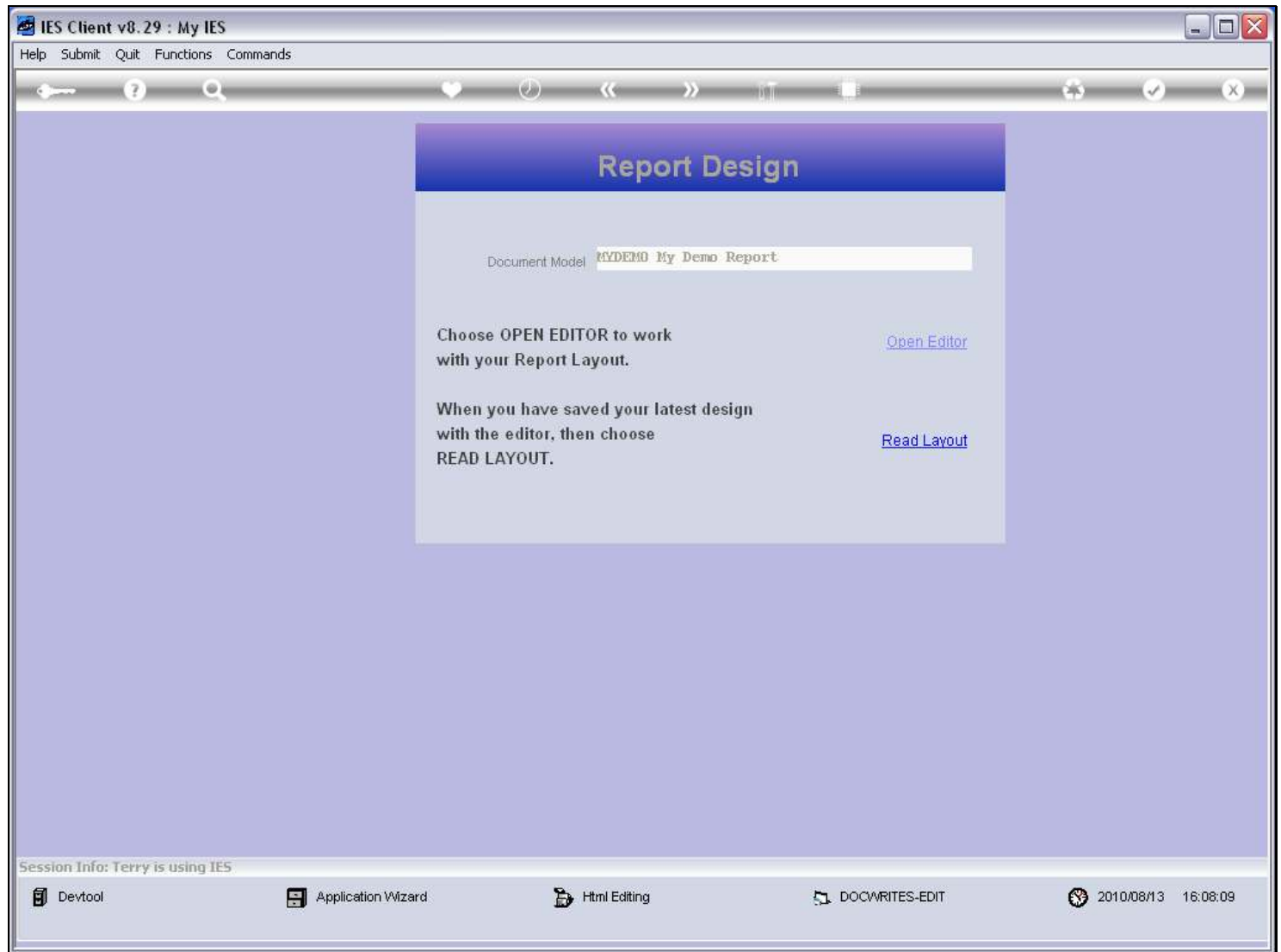


Slide notes

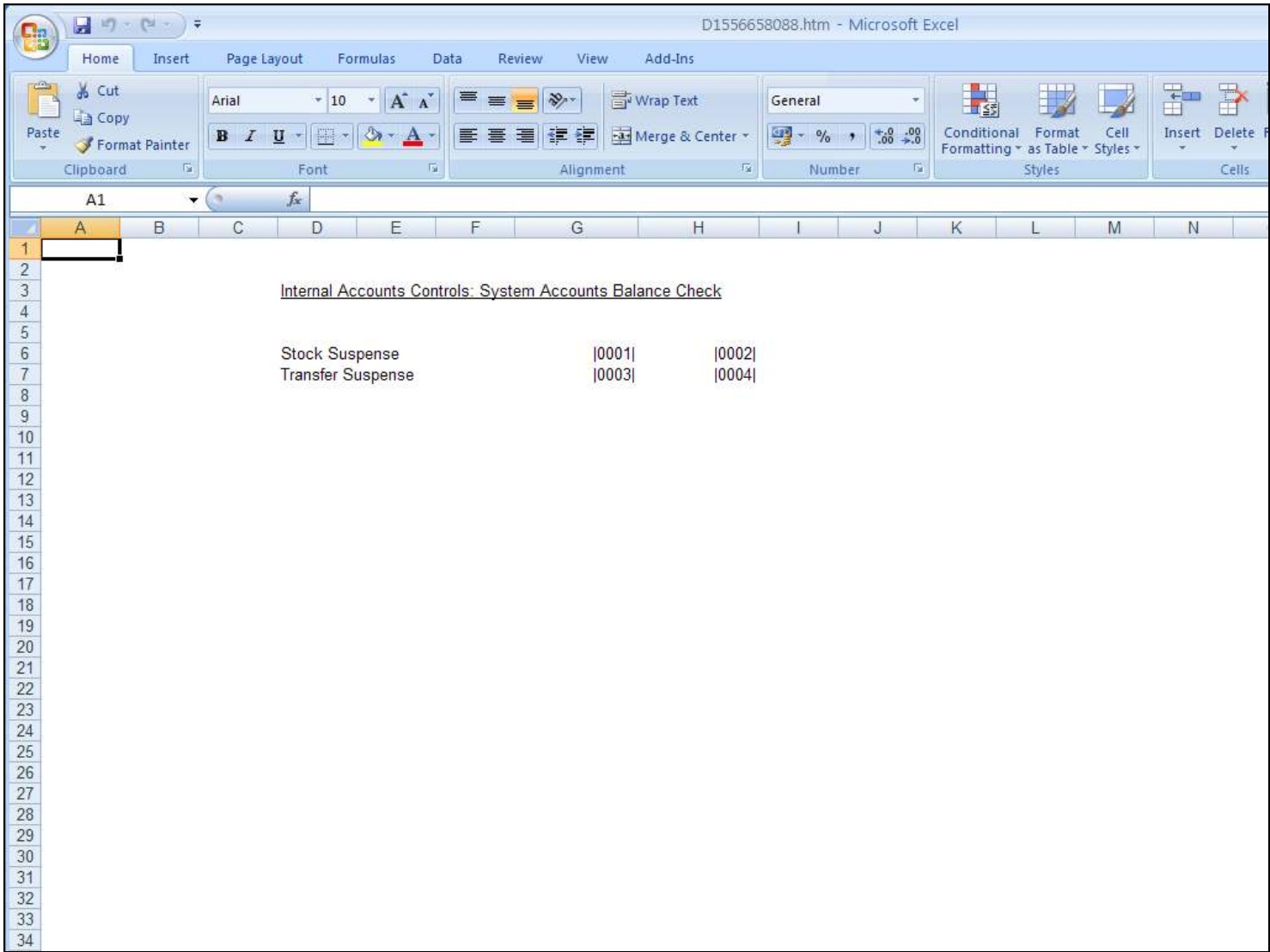
Each time we choose 'Design Layout', we get to open the Editor for this Report, and to work with the Layout.

Slide 3 - Slide 3**Slide notes**

Slide 4 - Slide 4**Slide notes**

Slide 5 - Slide 5**Slide notes**

Slide 6 - Slide 6



Slide notes

Here we can make further changes to our Report, as many times as we like.

[illegible]

Page 7 of 46

Slide 8 - Slide 8

The screenshot shows the Microsoft Excel interface with the file name "D1556658088.htm - Microsoft Excel". The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, and Cells. The worksheet grid shows columns A through N and rows 1 through 34. The content of the web page is as follows:

Internal Accounts Controls: System Accounts Balance Check

Stock Suspense	0001	0002
Transfer Suspense	0003	0004

Make [more changes](#) [add new tags](#) [delete tags](#)

A dialog box titled "Microsoft Office Excel" is displayed, asking: "D1556658088.htm may contain features that are not compatible with Web Page. Do you want to keep the workbook in this format?"

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

The dialog box has buttons for Yes, No, and Help.

Slide notes

After making changes, we save the latest Layout and exit the Editor.

D1556658088.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Cut Copy Format Painter Clipboard Font Alignment Number Styles Cells

F12

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
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29														
30														
31														
32														
33														
34														

Internal Accounts Controls: System Accounts Balance Check

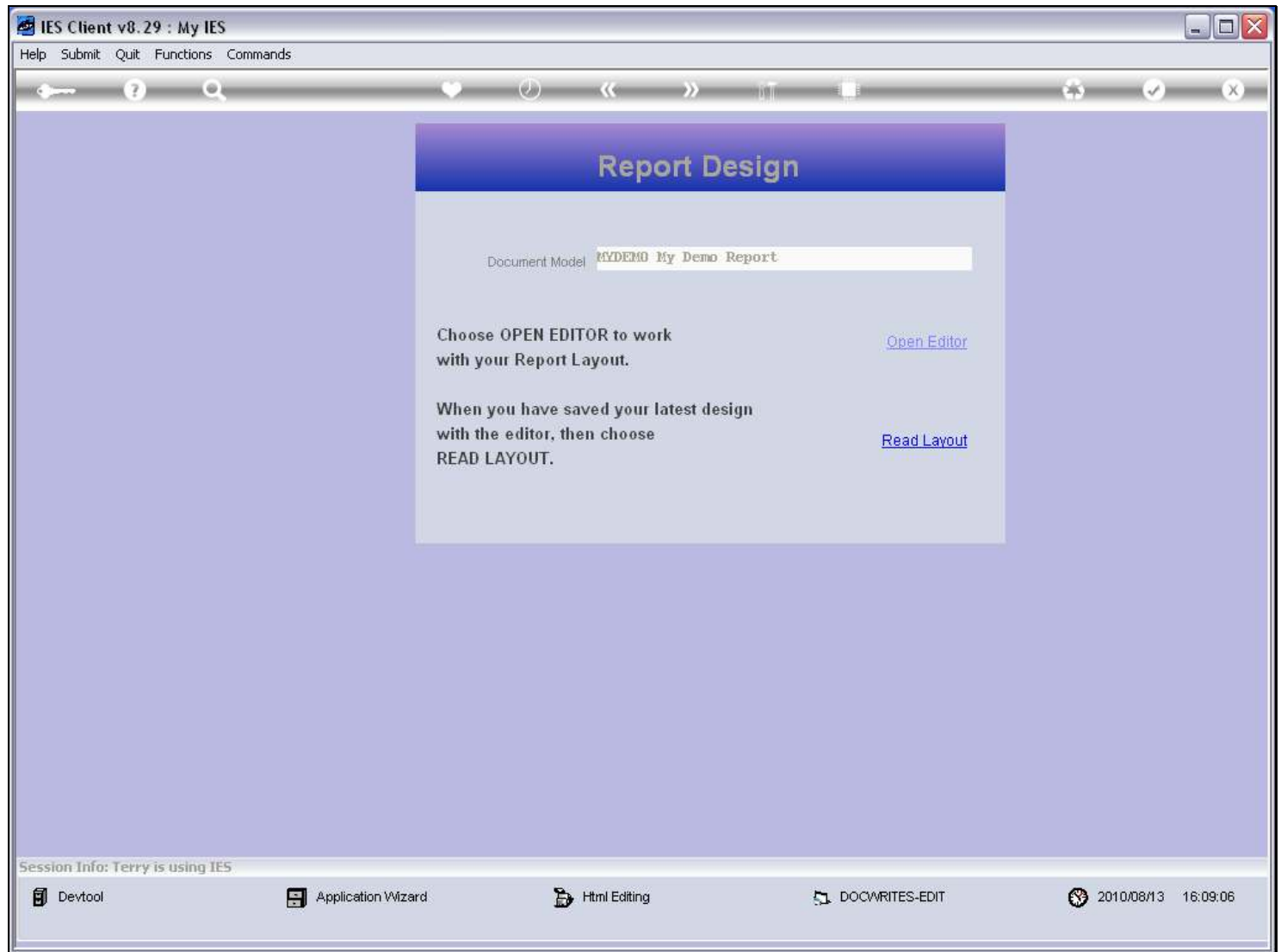
Stock Suspense |0001| |0002|

Transfer Suspense |0003| |0004|

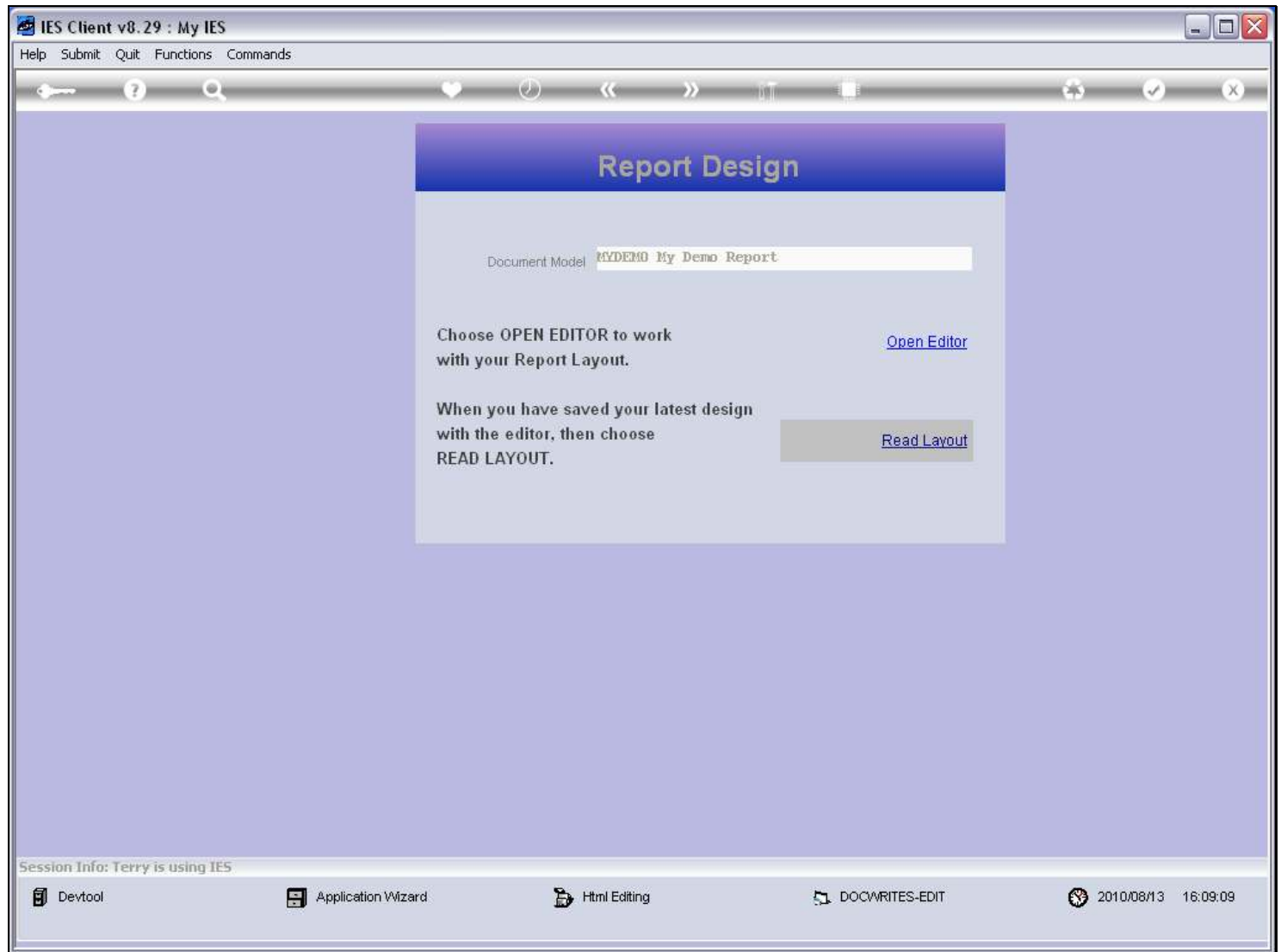
Make more changes, add new tags, delete tags ...

|| ||

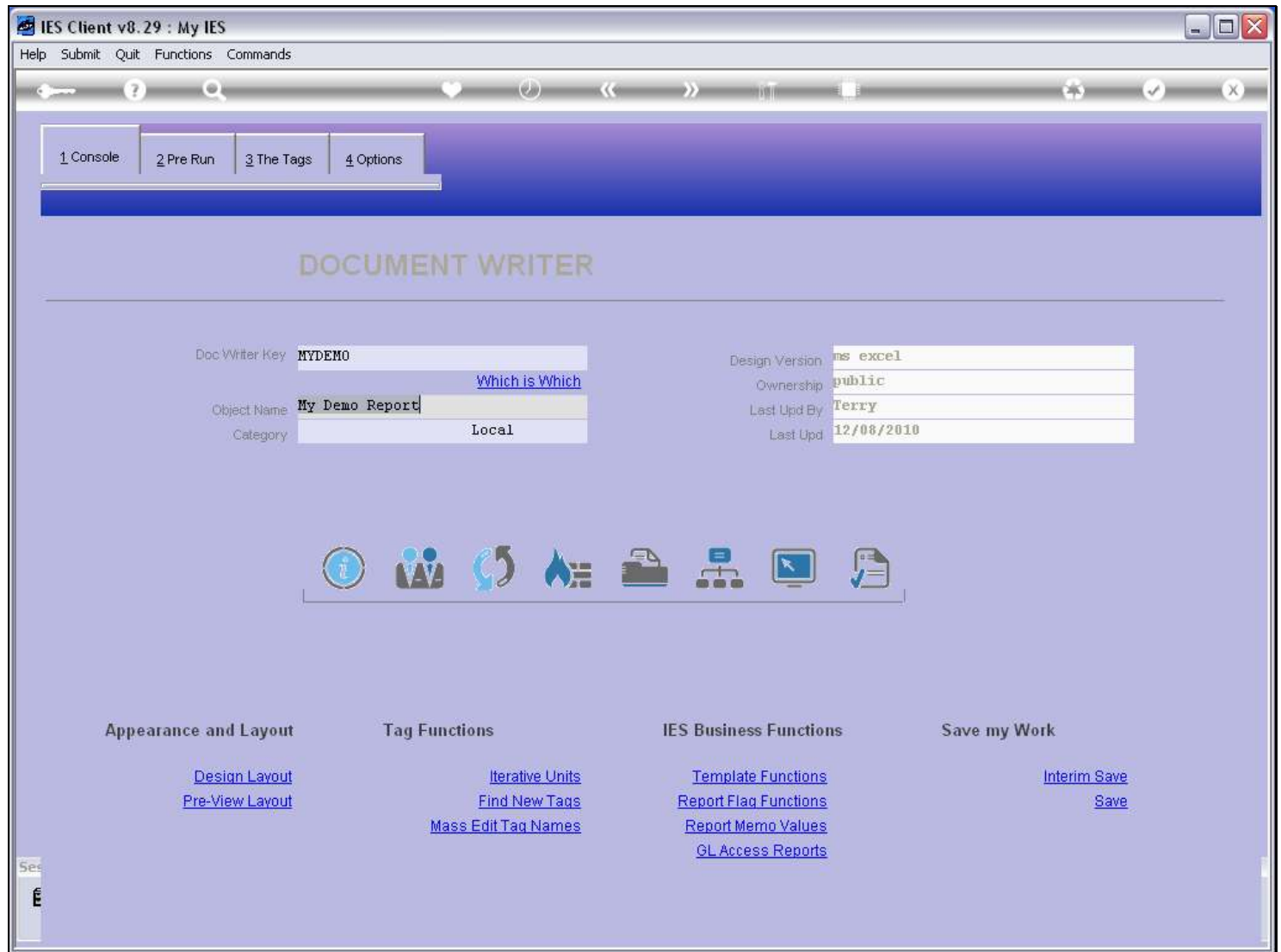
Page 9 of 46

Slide 10 - Slide 10**Slide notes**

Next, we always choose 'Read Layout' here so that DocWriter can learn the latest layout from what we have done during editing. If for some reason we do not want to read the latest version, then we can just exit this screen, and we will still have what we had before choosing 'Open Editor'.

Slide 11 - Slide 11**Slide notes**

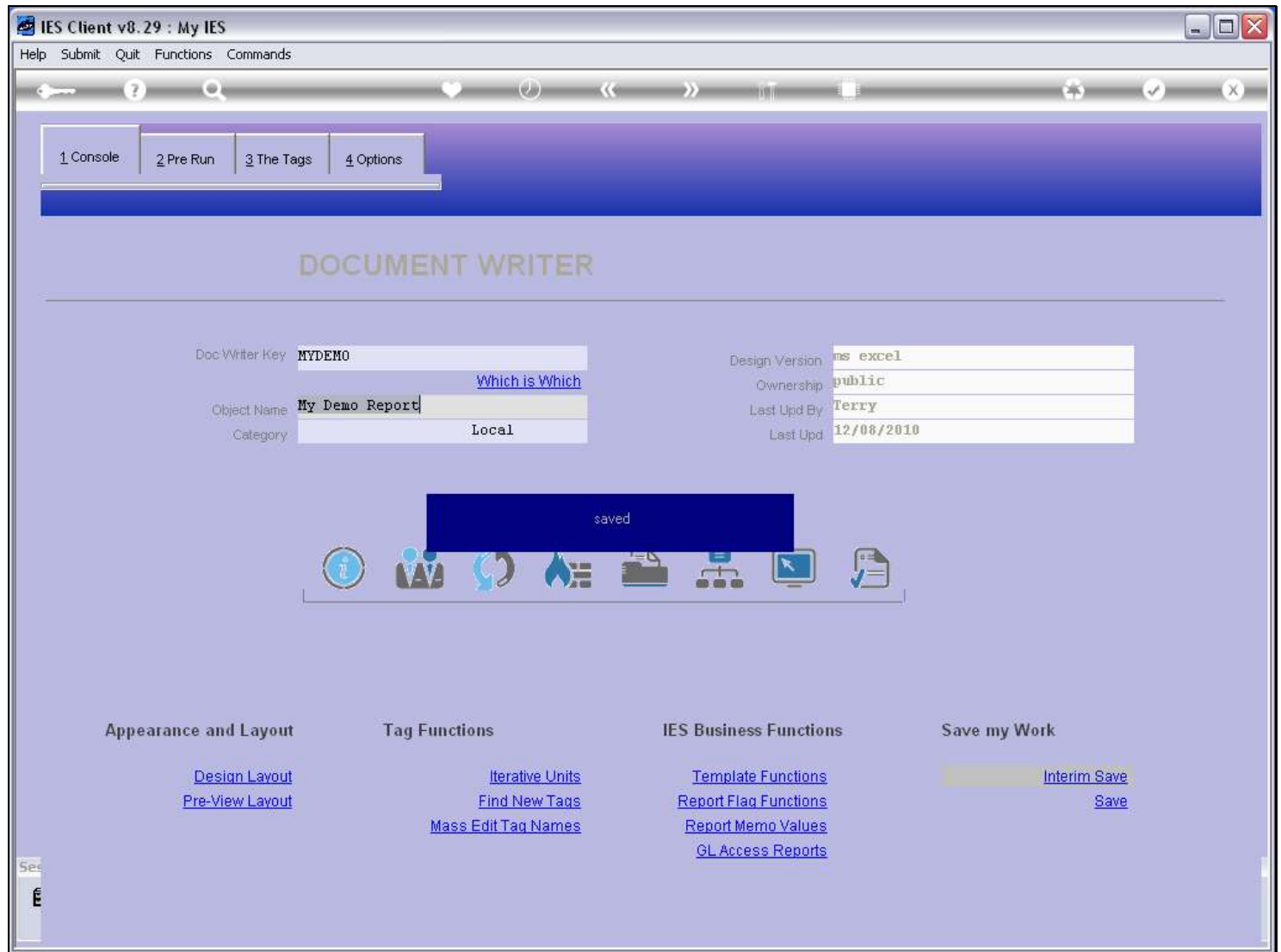
Slide 12 - Slide 12



Slide notes

An 'Interim Save' after any changes is always a good idea.

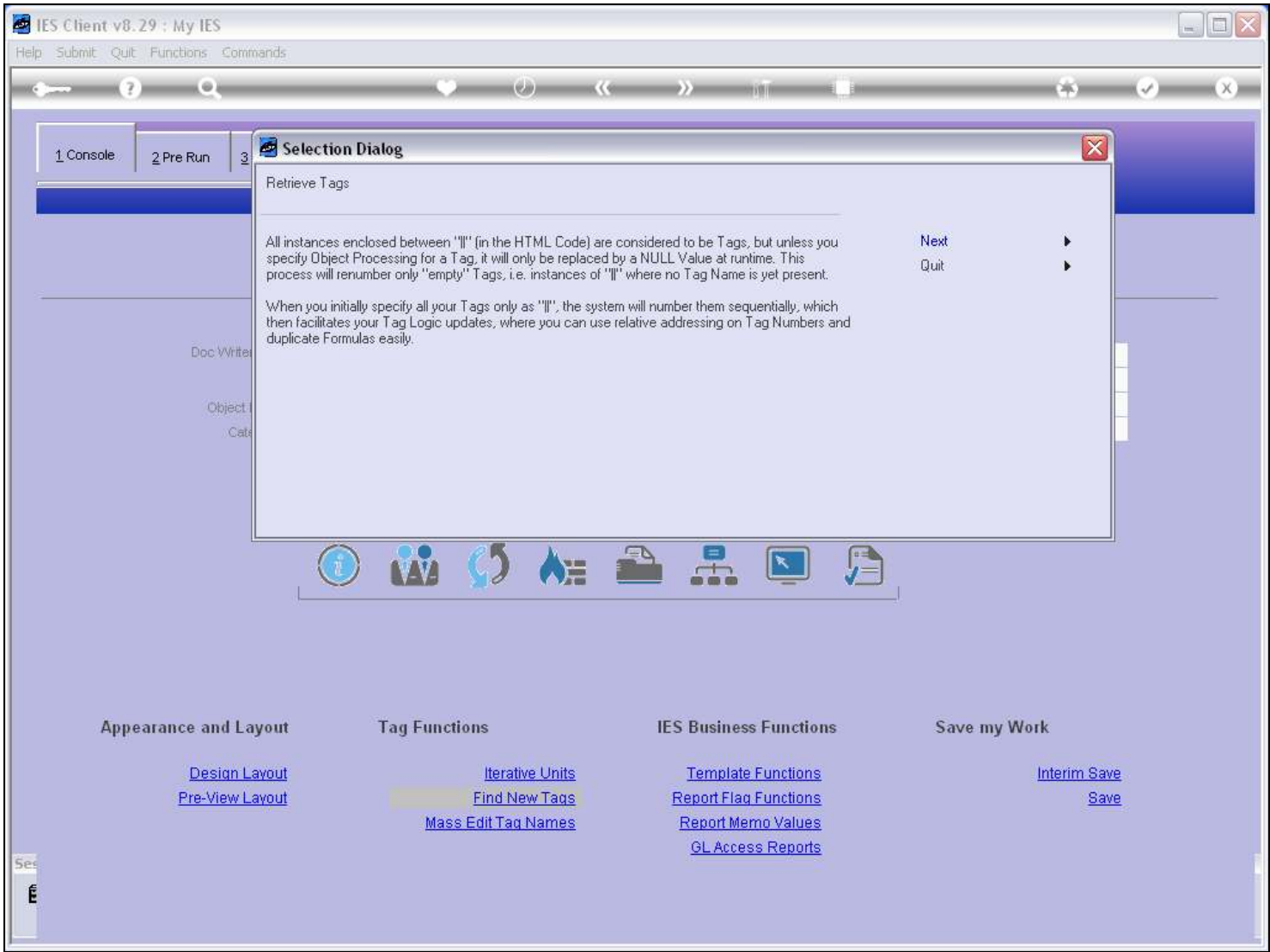
Slide 13 - Slide 13



Slide notes

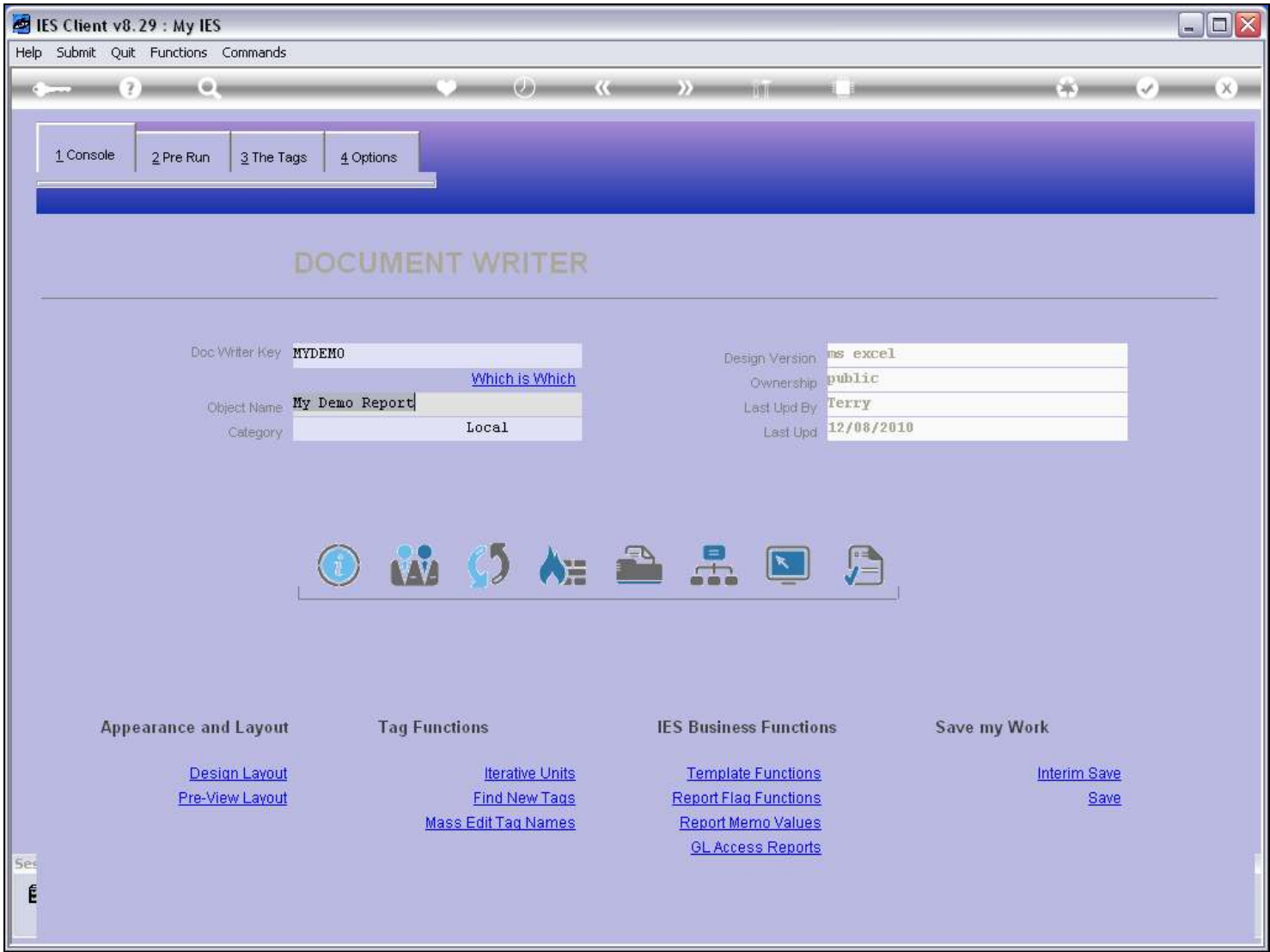
If we have made changes, we will probably want to use 'Find New Tags', and this function will not only find new Tags but will also sense Tags that have been dropped from the Layout.

Slide 14 - Slide 14



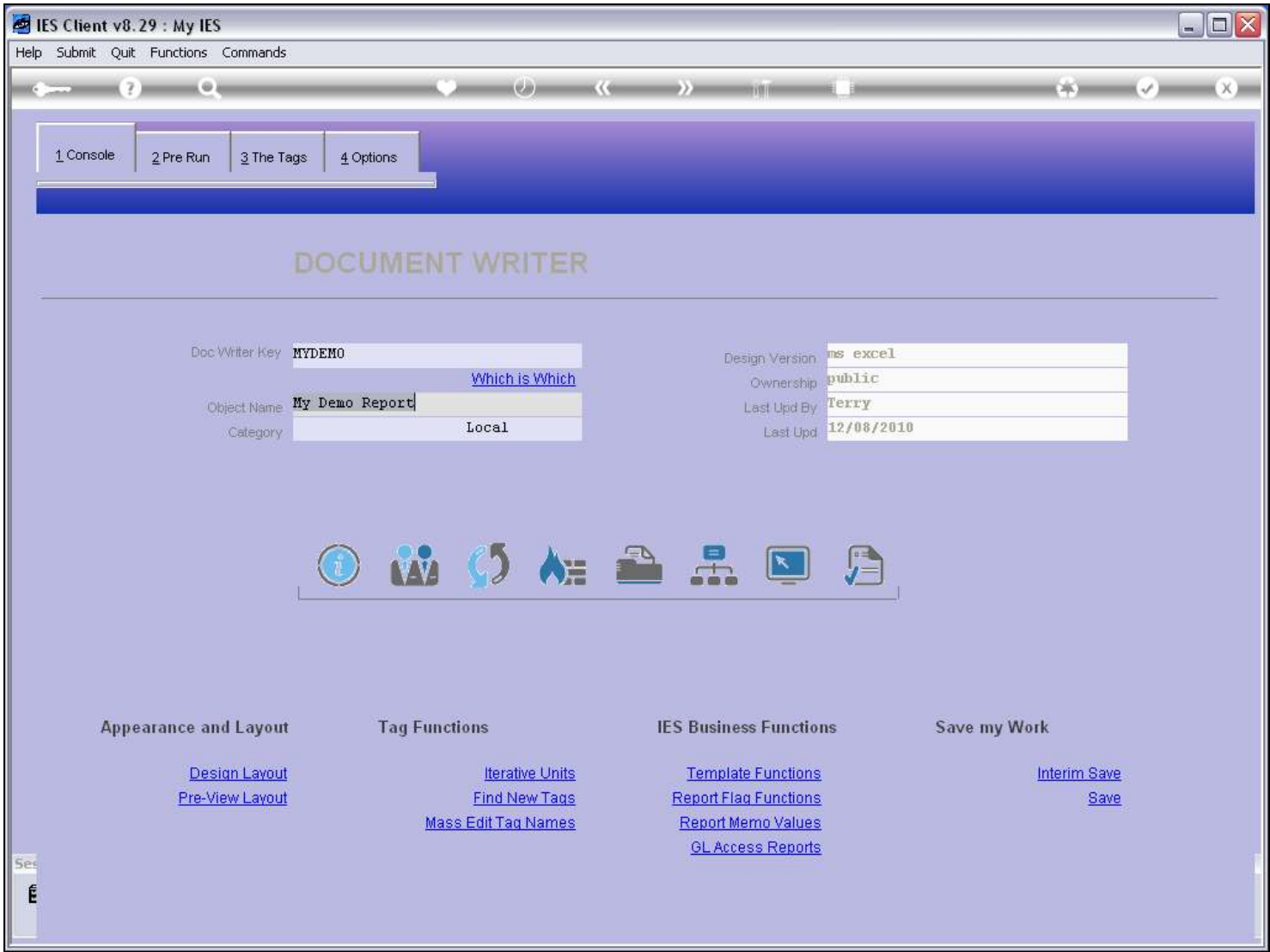
Slide notes

Slide 15 - Slide 15



Slide notes

Slide 16 - Slide 16



Slide notes

[illegible]

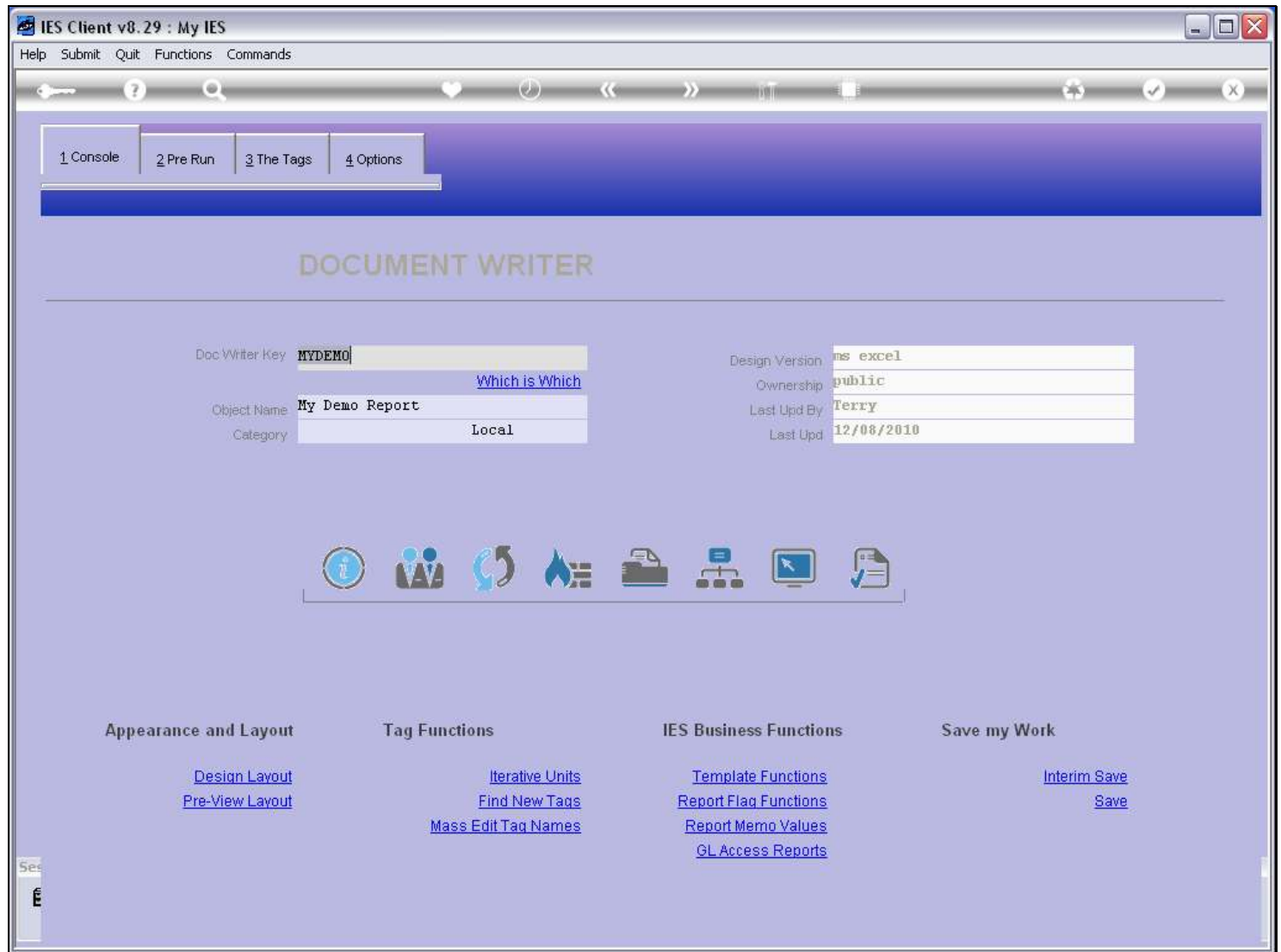
Tags 5 and 6 are new, from the last editing session.

[illegible]

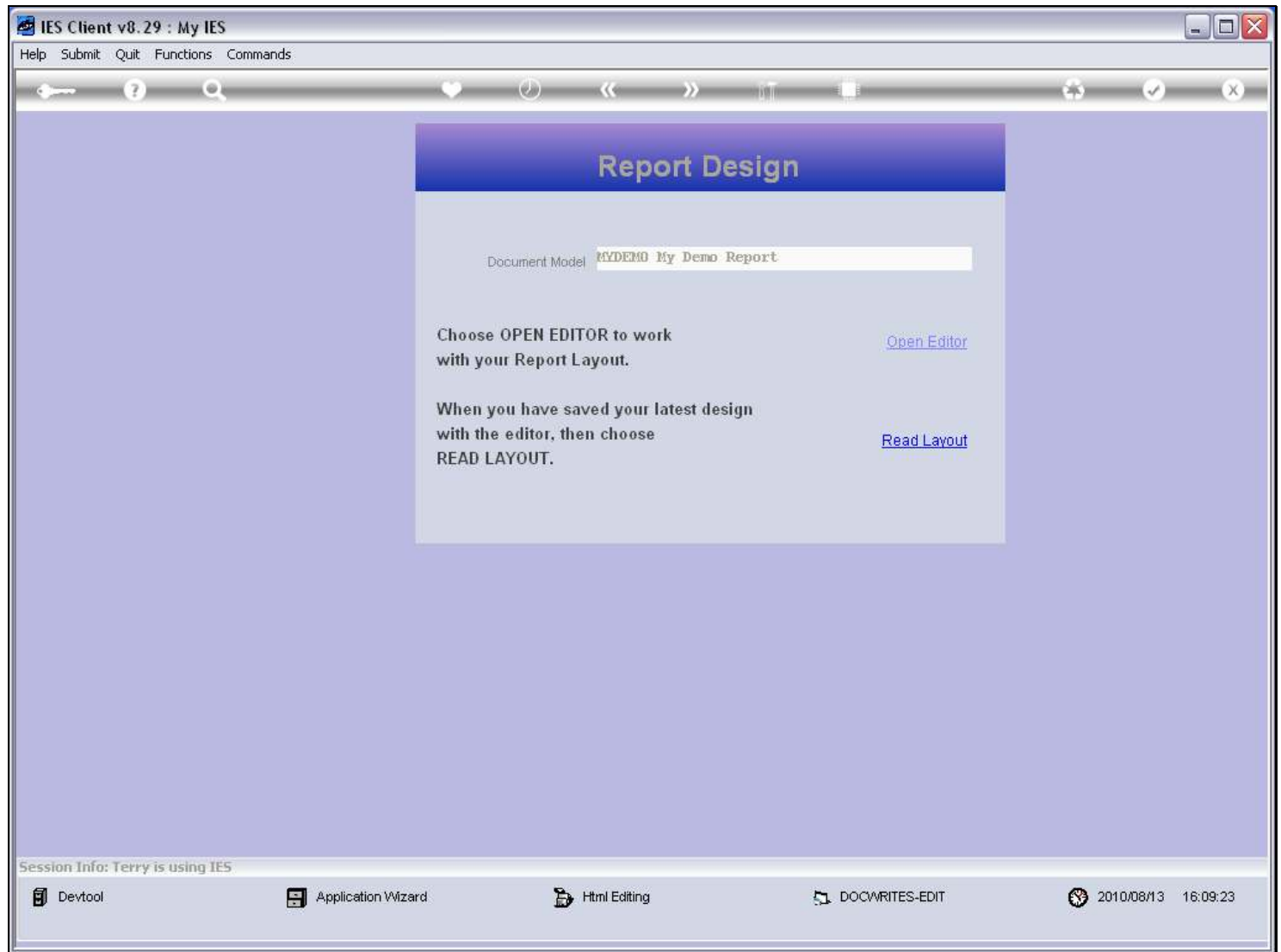
Page 18 of 46

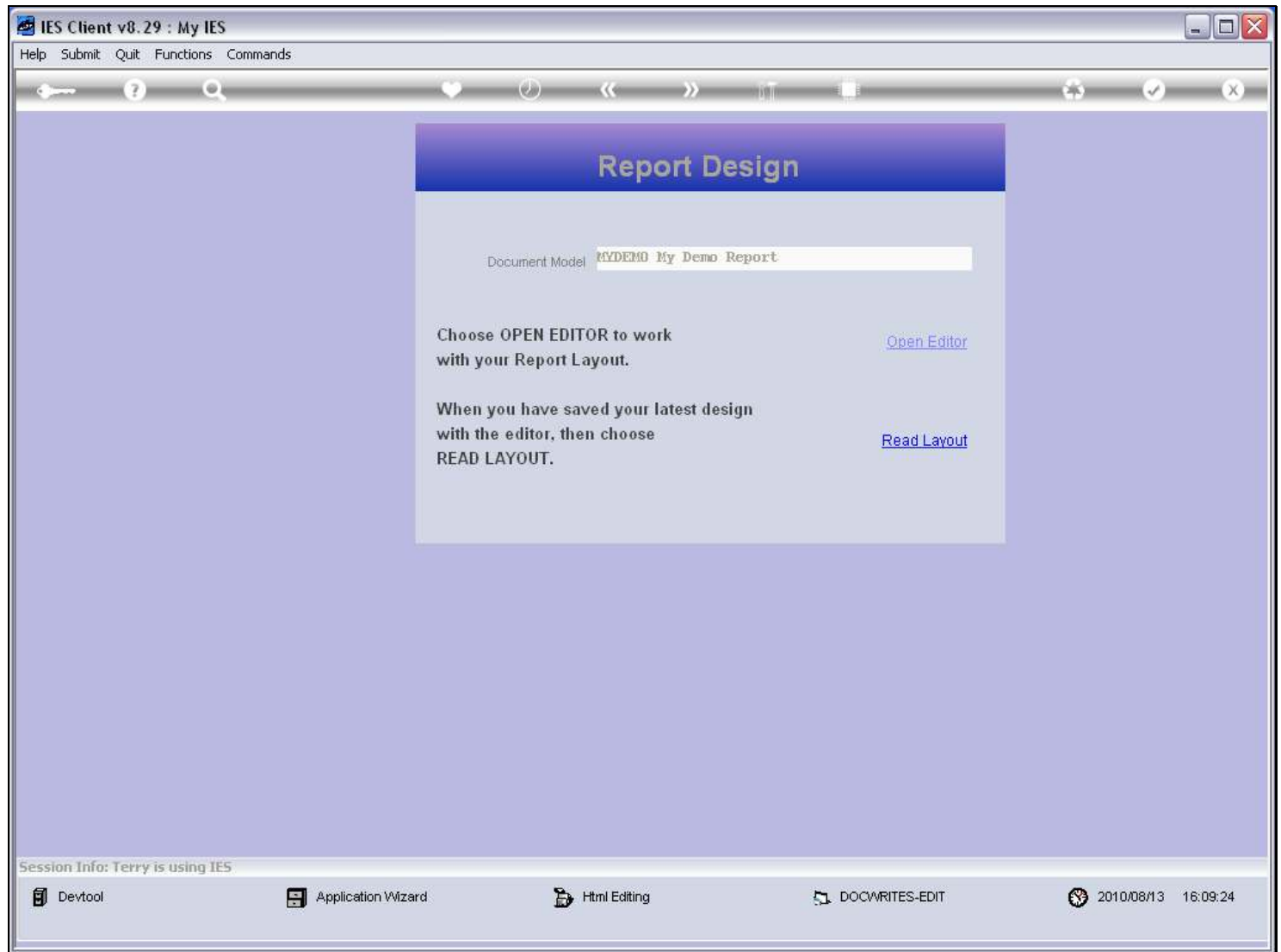
[illegible]

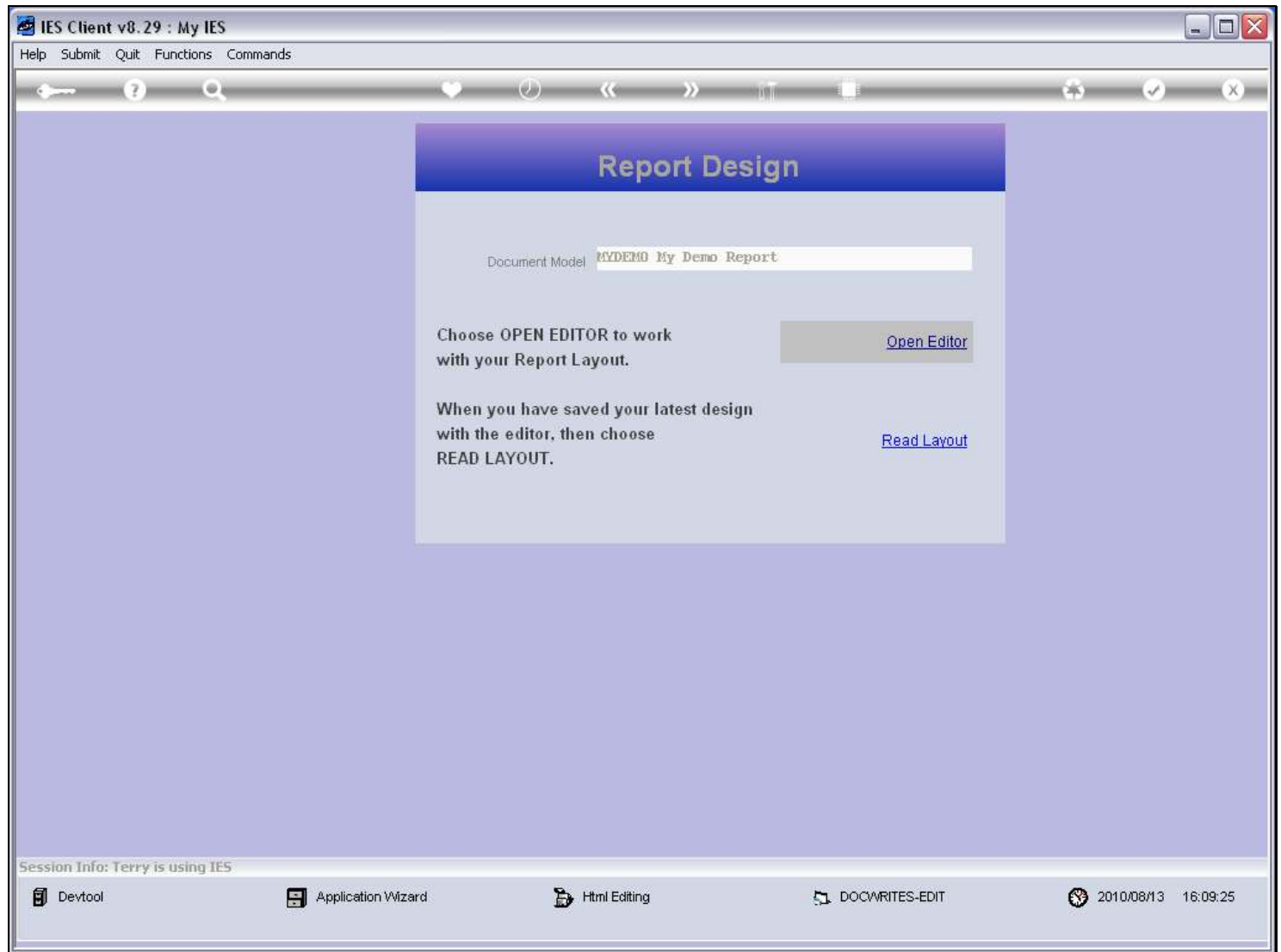
Page 19 of 46

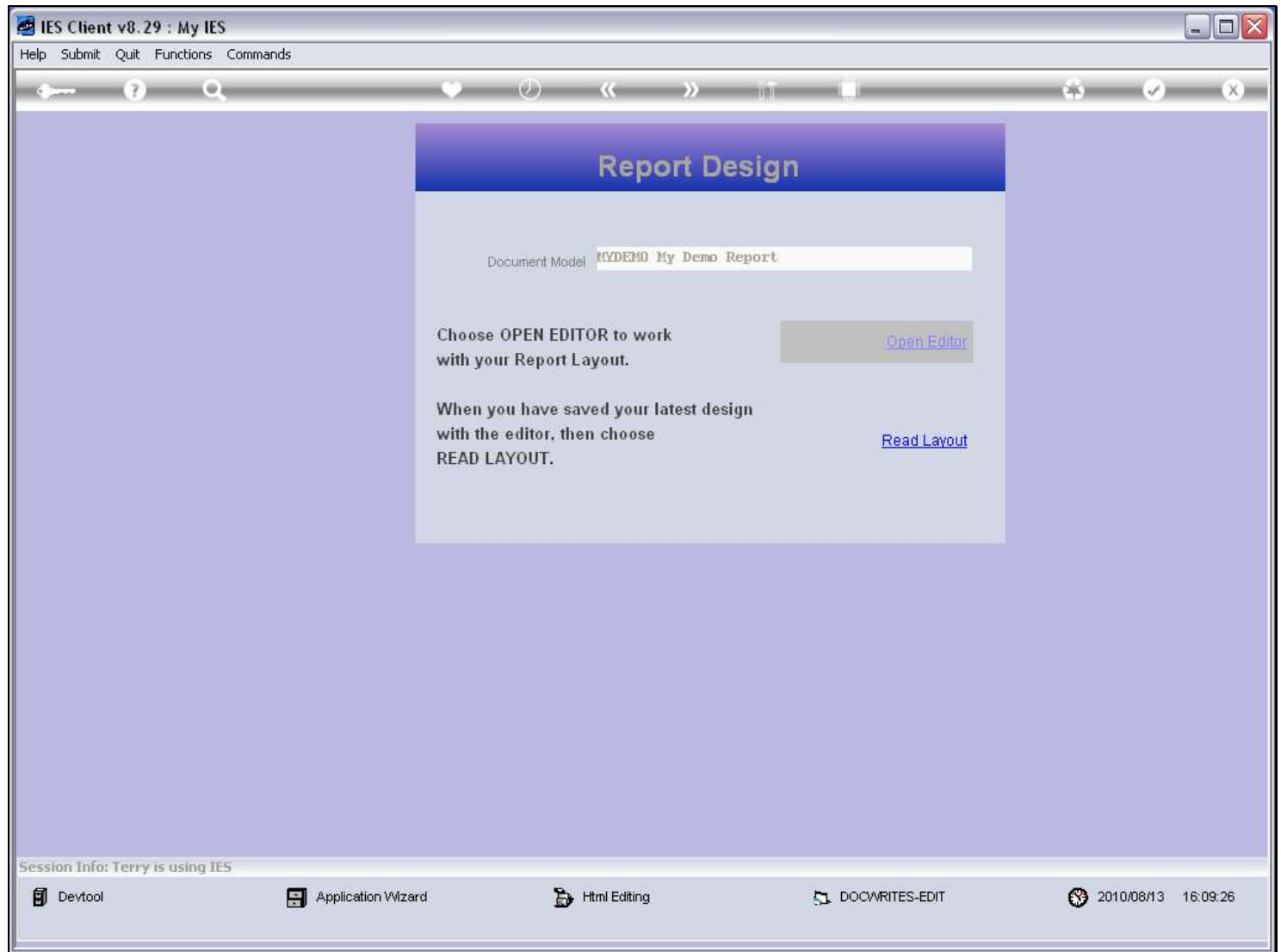
Slide 20 - Slide 20**Slide notes**

So we can work on the Tags, exit DocWriter, re-enter, and choose 'Design Layout' again at any time.

Slide 21 - Slide 21**Slide notes**

Slide 22 - Slide 22**Slide notes**

Slide 23 - Slide 23**Slide notes**

Slide 24 - Slide 24**Slide notes**

Slide 25 - Slide 25

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
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27														
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30														
31														
32														
33														
34														

The data in the spreadsheet is as follows:

Internal Accounts Controls: System Accounts Balance Check			
Stock Suspense	0001	0002	
Transfer Suspense	0003	0004	
Make more changes, add new tags, delete tags ...			
0005	0006		

Slide notes

Once again we can make changes if we want.

[illegible]

Page 26 of 46

[illegible]

Page 27 of 46

Slide 28 - Slide 28

D1556658165.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

Internal Accounts Controls: System Accounts Balance Check

1															
2															
3															
4															
5															
6				Stock Suspense			0001						0002		
7				Transfer Suspense			0003						0004		
8															
9															
10															
11															
12															
13															
14															
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28															
29															
30															
31															
32															
33															
34															

Slide notes

Slide 29 - Slide 29

D1556658165.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

E12

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4														
5														
6					Stock Suspense		0001		0002					
7					Transfer Suspense		0003		0004					
8														
9														
10														
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33														
34														

Slide notes

D1556658165.htm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

Internal Accounts Controls: System Accounts Balance Check

Stock Suspense |0001| |0002|

Transfer Suspense |0003| |0004|

Microsoft Office Excel

D1556658165.htm may contain features that are not compatible with Web Page. Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

Page 30 of 46

[illegible]

Page 31 of 46

Slide 32 - Slide 32

New

Open

Convert

Save

Save As

Print

Prepare

Send

Publish

Close

Recent Documents

1

D1556658165.htm

2

D1556658088.htm

3

D1556653694.htm

4

D1556652764.htm

5

D1556560415.htm

6

D1556560386.htm

7

D1556441870.htm

8

D1556438699.htm

9

C1555956570A.CSV

C1555954700.CSV

C1555954538.CSV

C1555951316.CSV

C1555950890.CSV

C1555942439.CSV

C1555942245.CSV

CLAIM FORM1 .xls

C1555642213.CSV

Excel Options

Exit Excel

View

Add-Ins

Wrap Text

Merge & Center

General

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Alignment

Number

Styles

Cells

G

H

I

J

K

L

M

N

Accounts Balance Check

|0001|

|0002|

|0003|

|0004|

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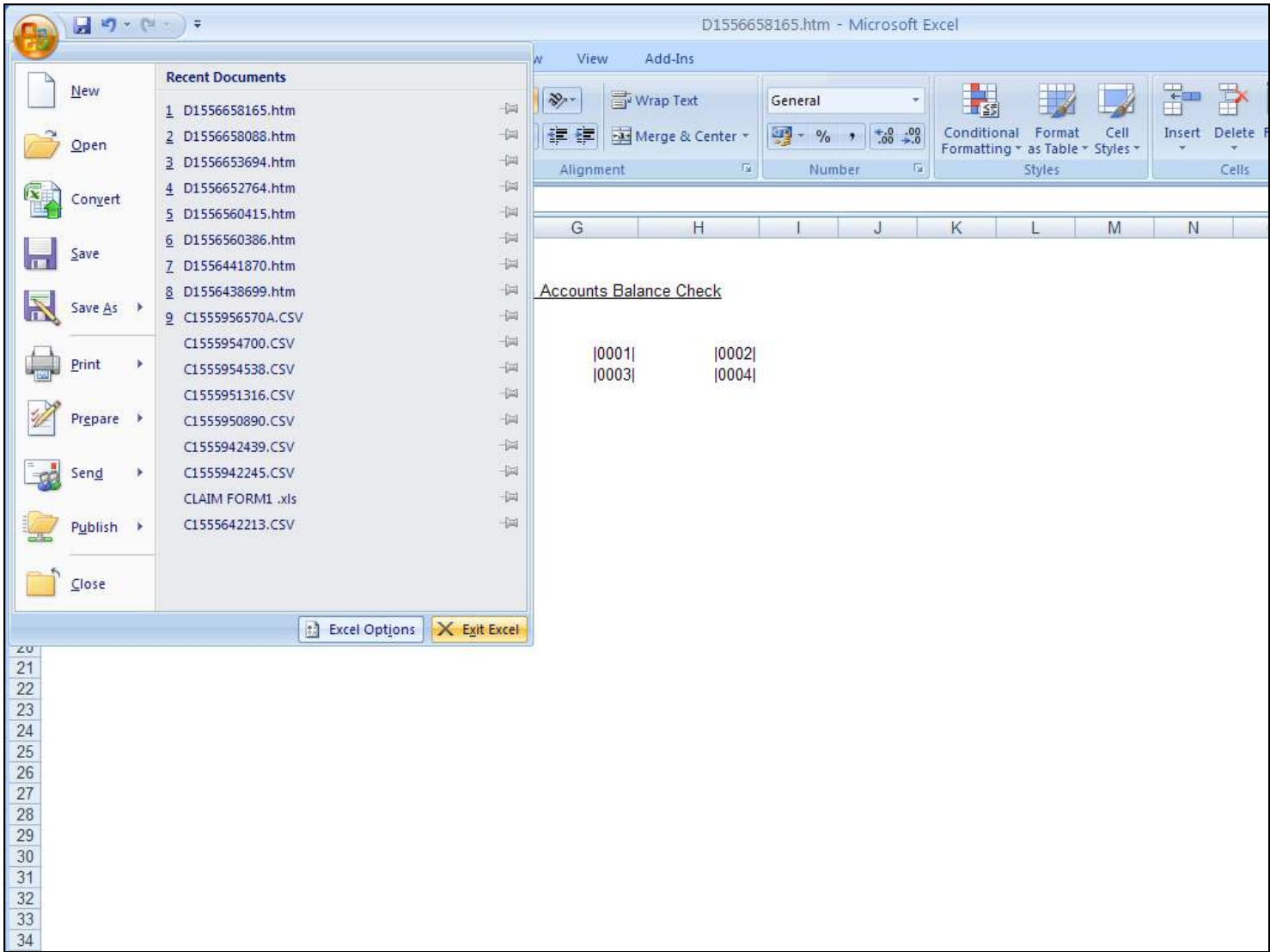
32

33

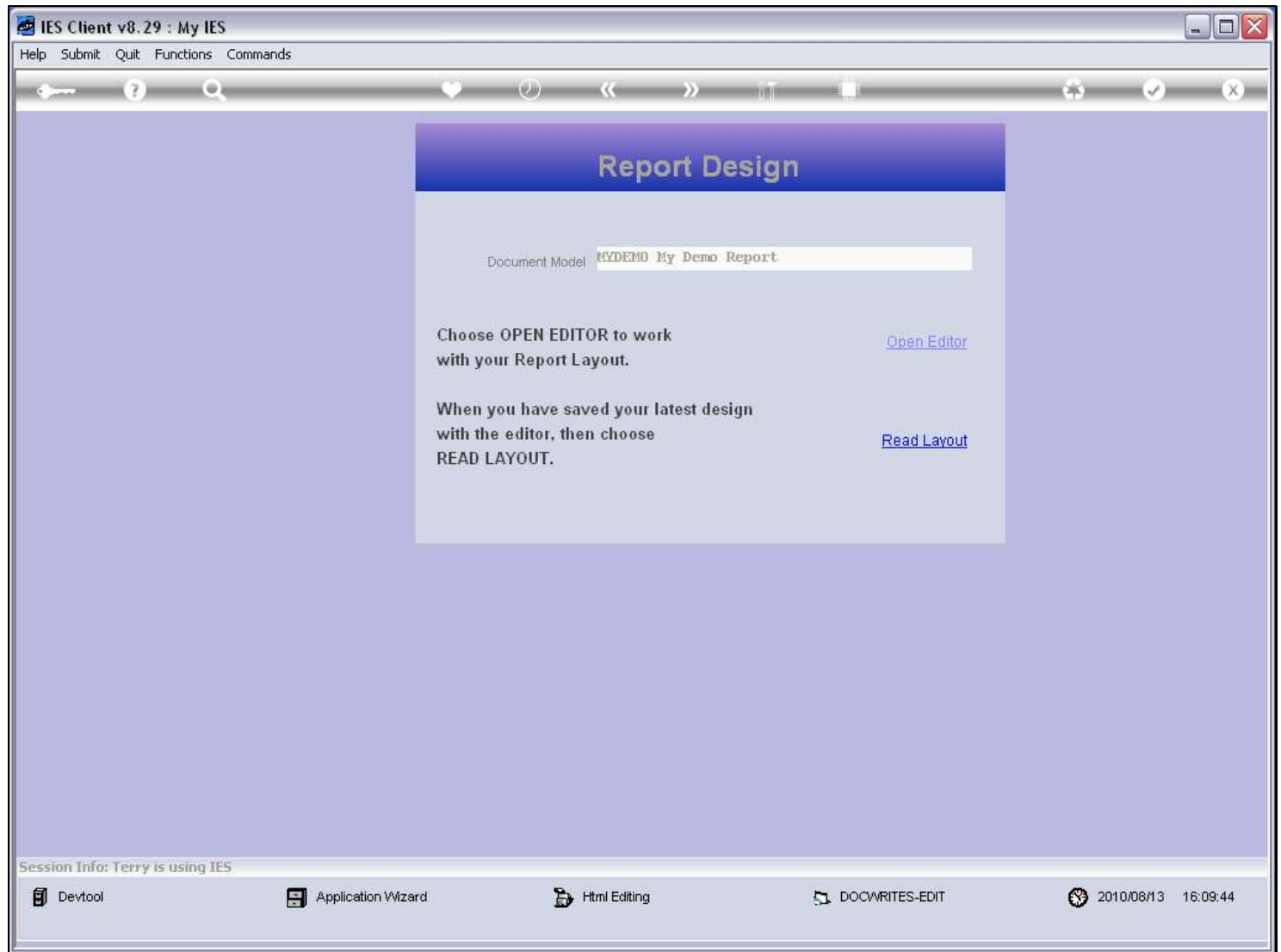
34

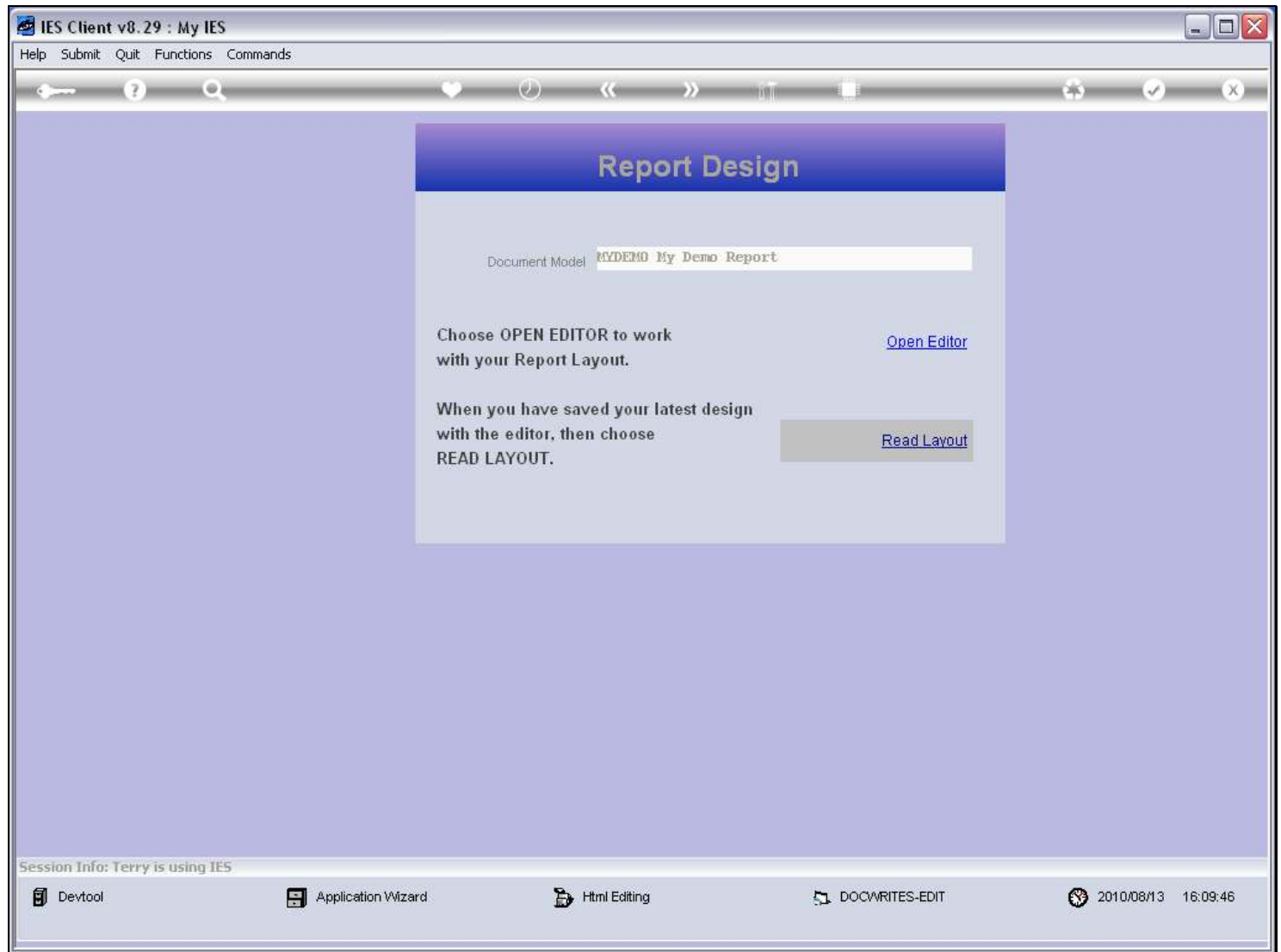
Slide notes

Slide 33 - Slide 33

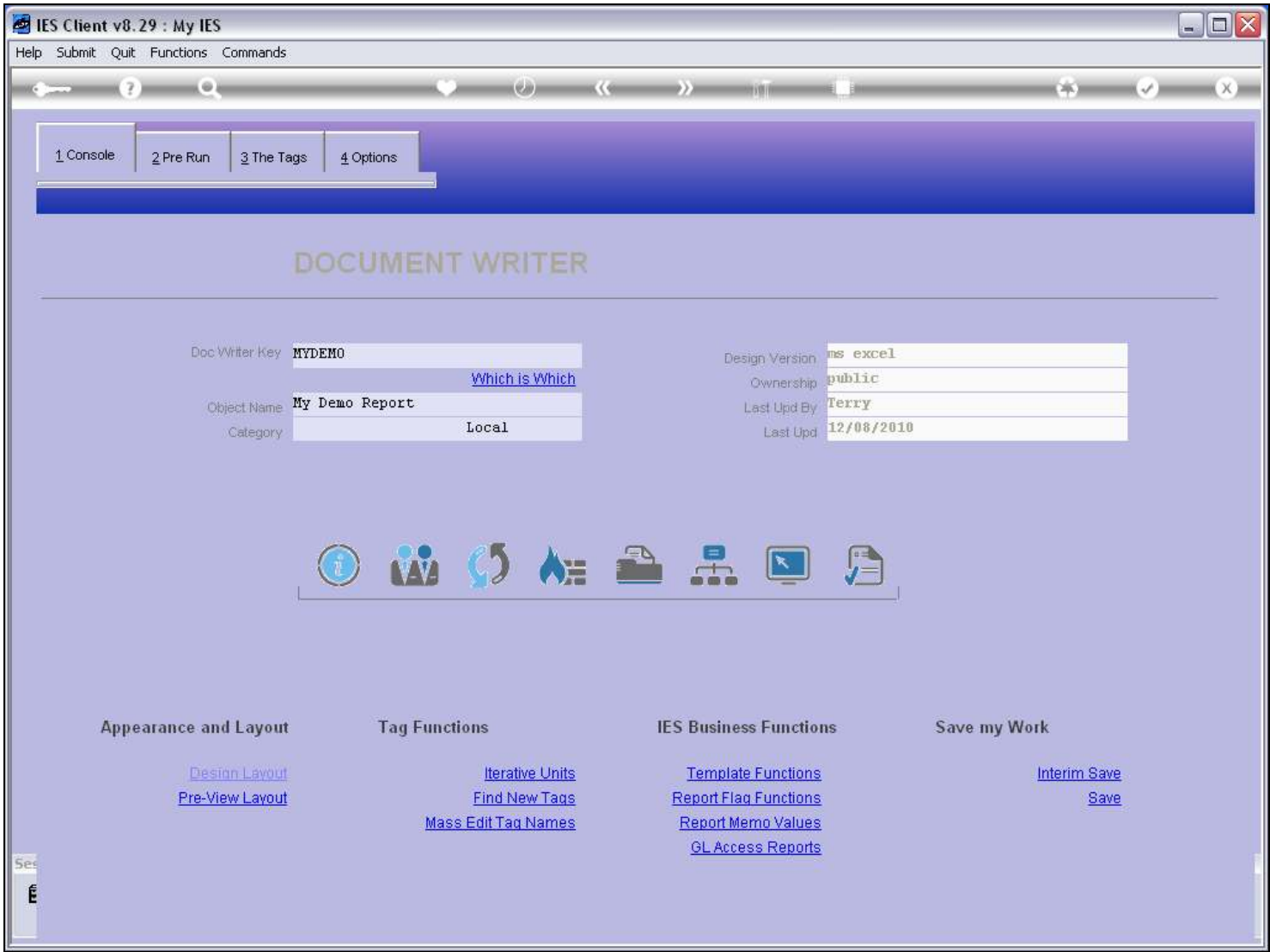


Slide notes

Slide 34 - Slide 34**Slide notes**

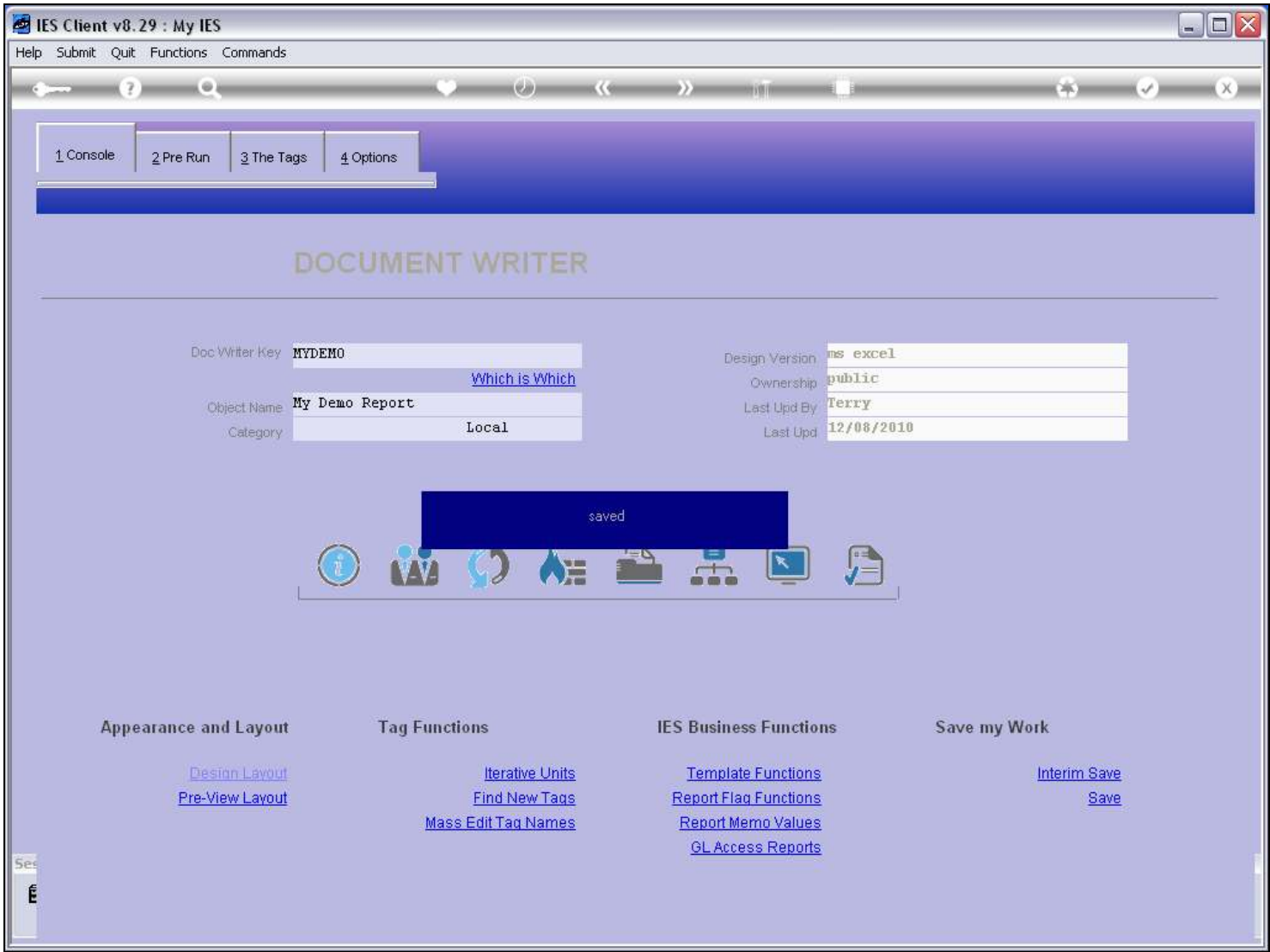
Slide 35 - Slide 35**Slide notes**

Slide 36 - Slide 36



Slide notes

Slide 37 - Slide 37



Slide notes

Slide 38 - Slide 38

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

1 Console 2 Pre Run 3 The Tags 4 Options

Tag Result Macros: -

>>> Tags	Value Names	Exec It
1 0001	Stock Suspense: Current	1
2 0002	Stock Suspense: Year to Date	1
3 0003	Transfer Suspense: Current	1
4 0004	Transfer Suspense: Year to Date	1
5 0005	0005	1
6 0006	0006	1

Where is that tag !

[Select from Tag List](#)

[Search for Tag Number](#)

[Search for Tag Name](#)

Current Tag Focus: -

Row: 1

Tag #: 0001

Name: Stock Suspense: Current

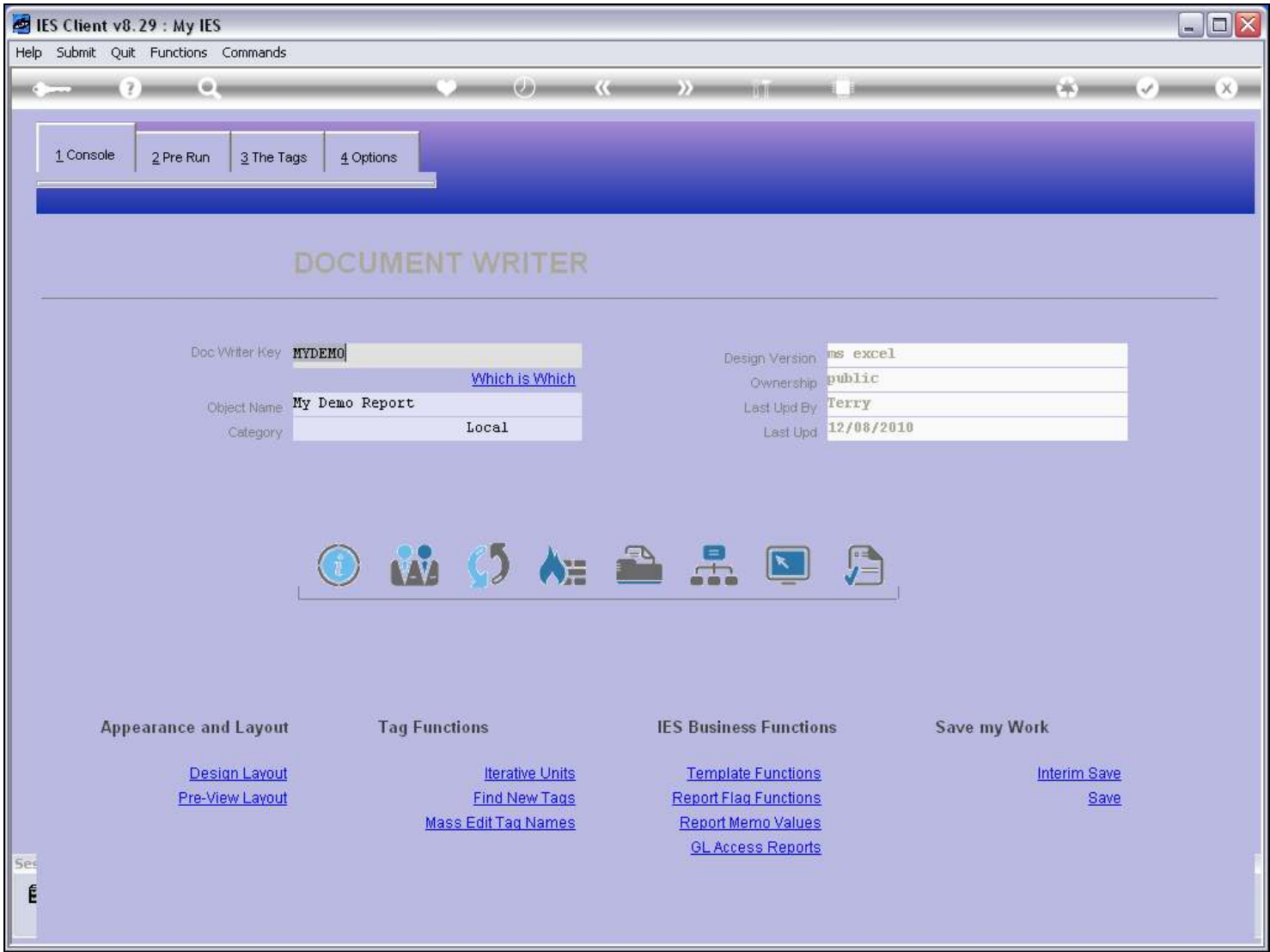
[Open the Tag Macro](#)

Nex Pre Add Ins Ed Del

Slide notes

Tags 5 and 6 have actually been dropped from the Layout, but DocWriter will not recognize this until we choose 'Find New Tags' again.

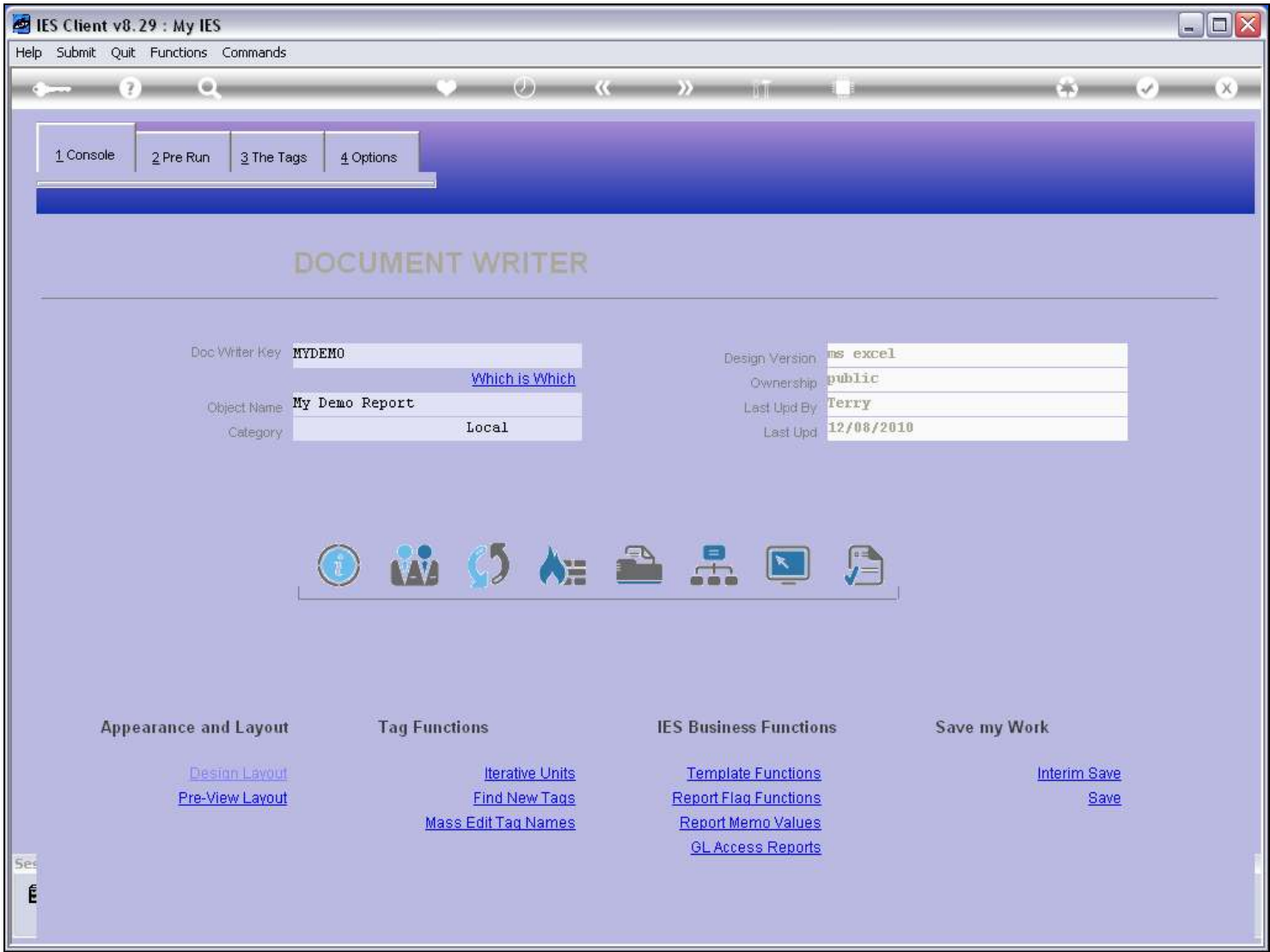
Slide 39 - Slide 39



Slide notes

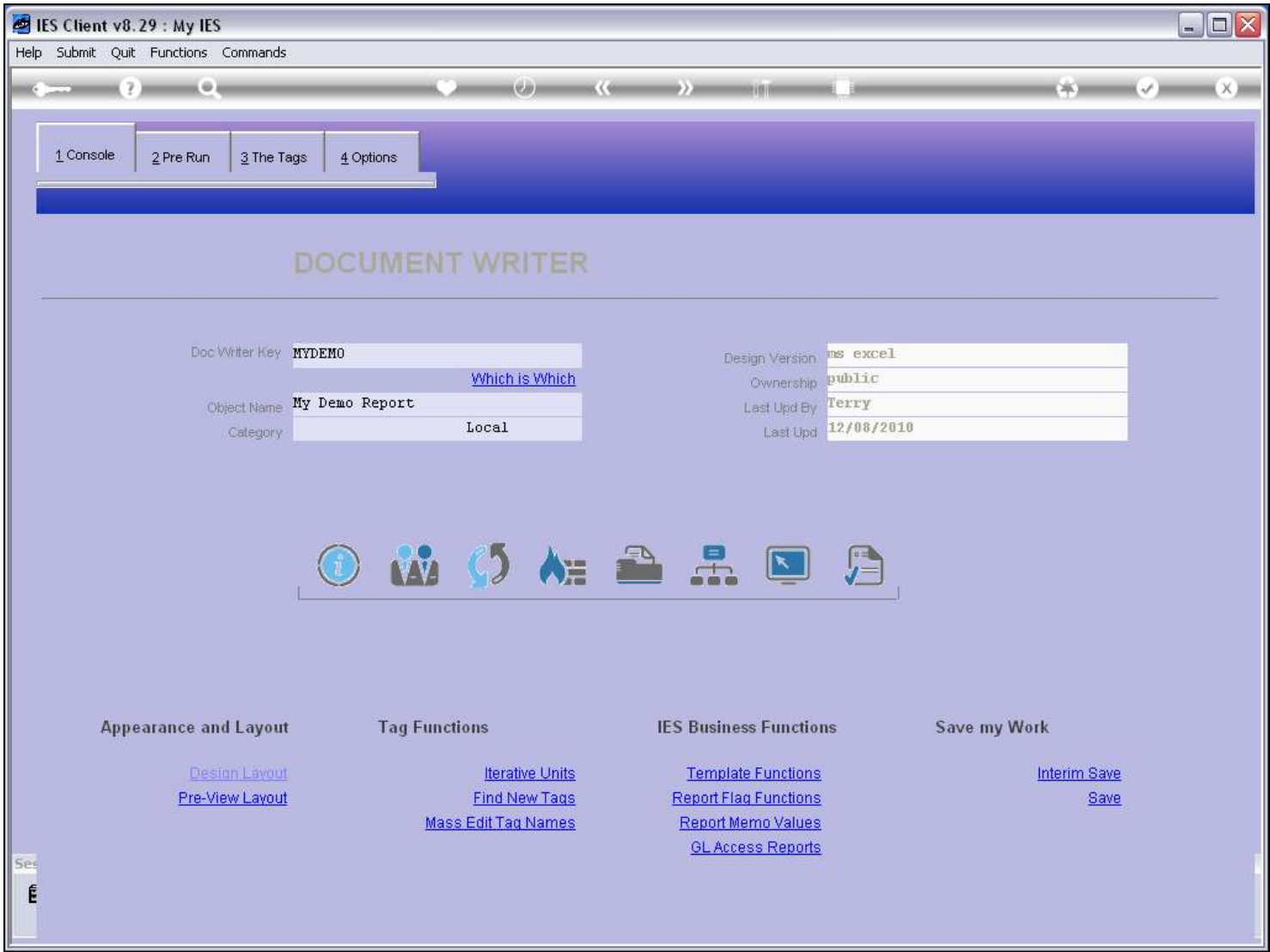
Slide 40 - Slide 40**Slide notes**

Slide 41 - Slide 41



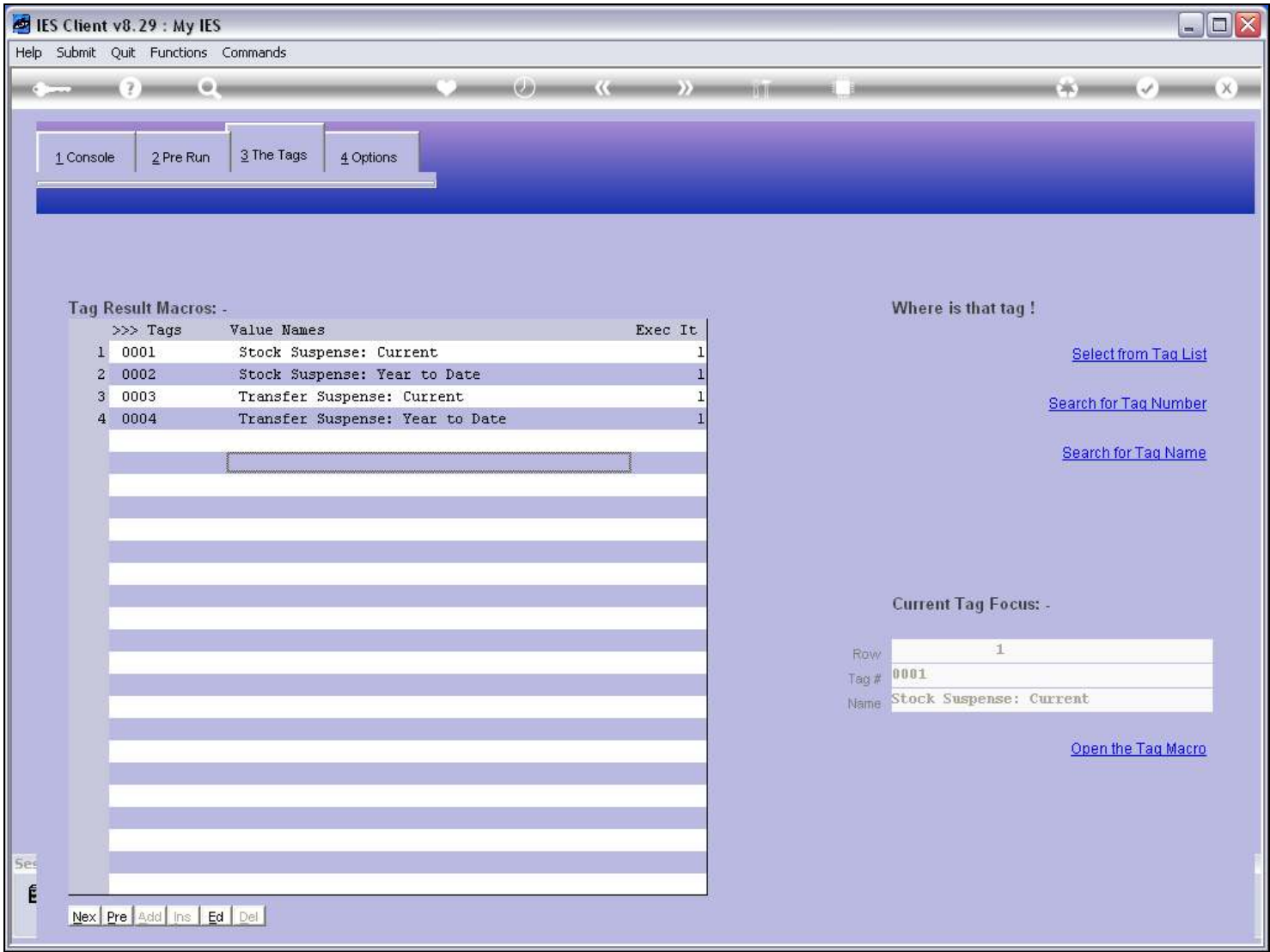
Slide notes

Slide 42 - Slide 42



Slide notes

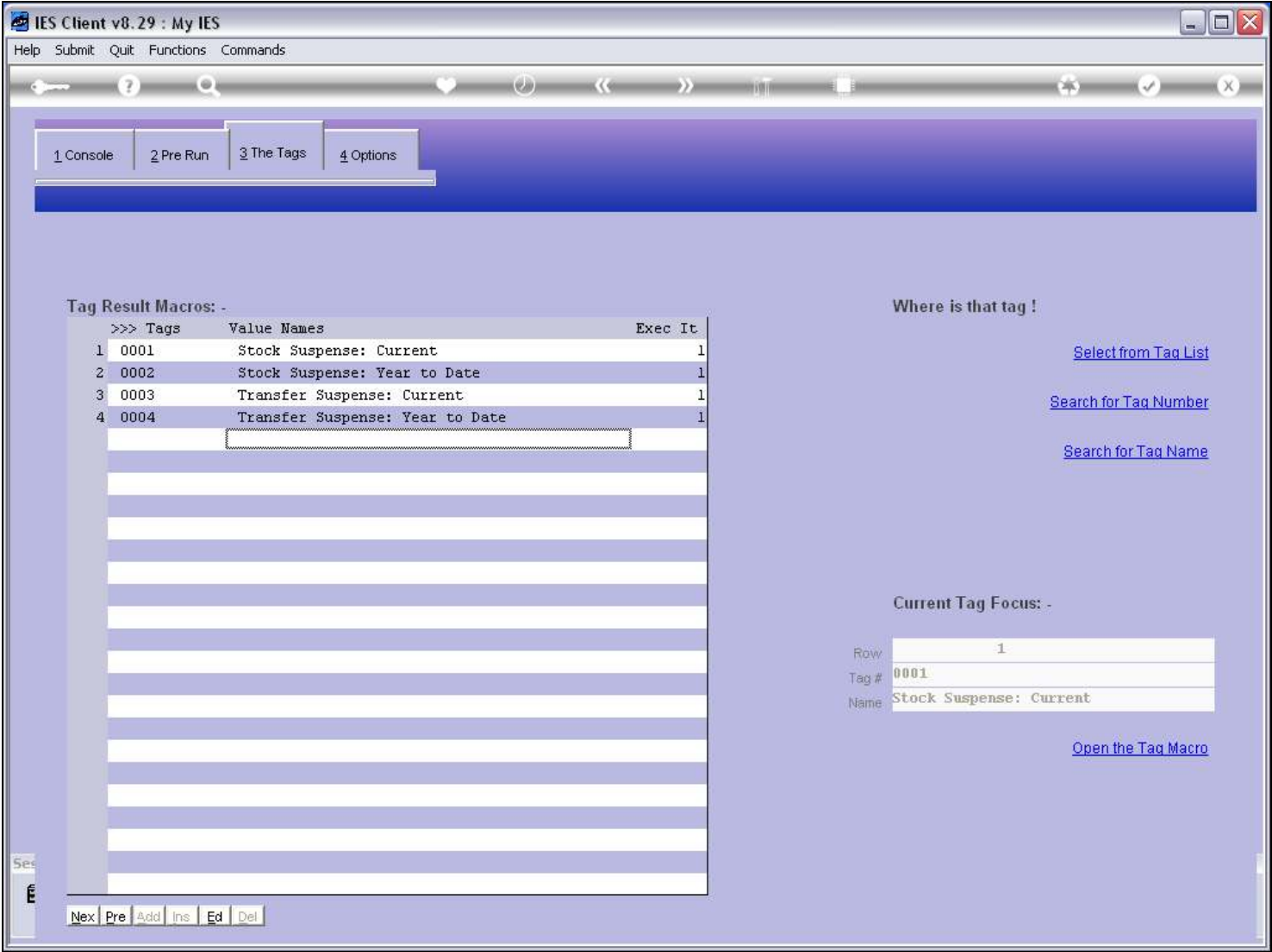
Slide 43 - Slide 43



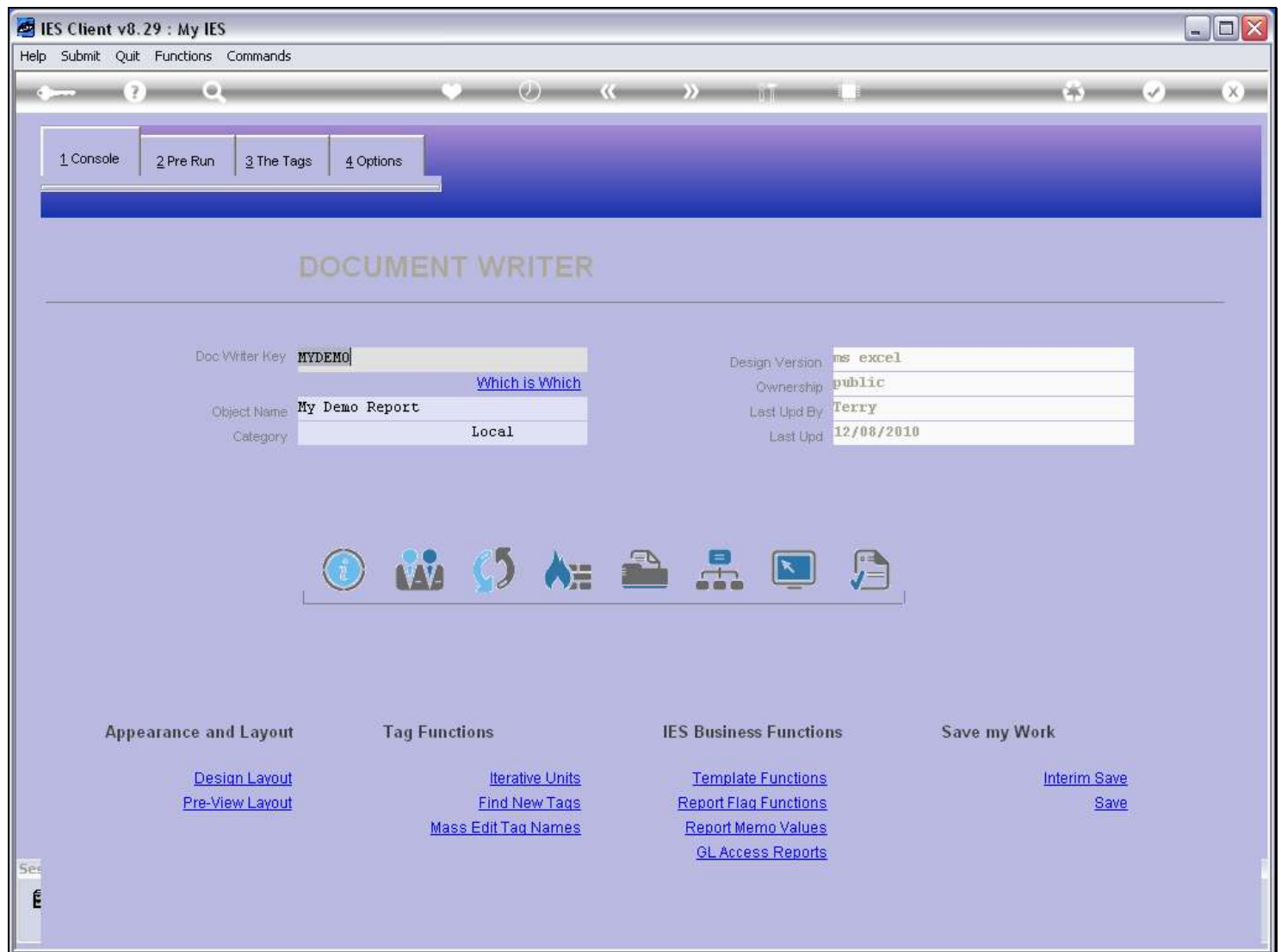
Slide notes

And now the redundant Tags have been removed.

Slide 44 - Slide 44

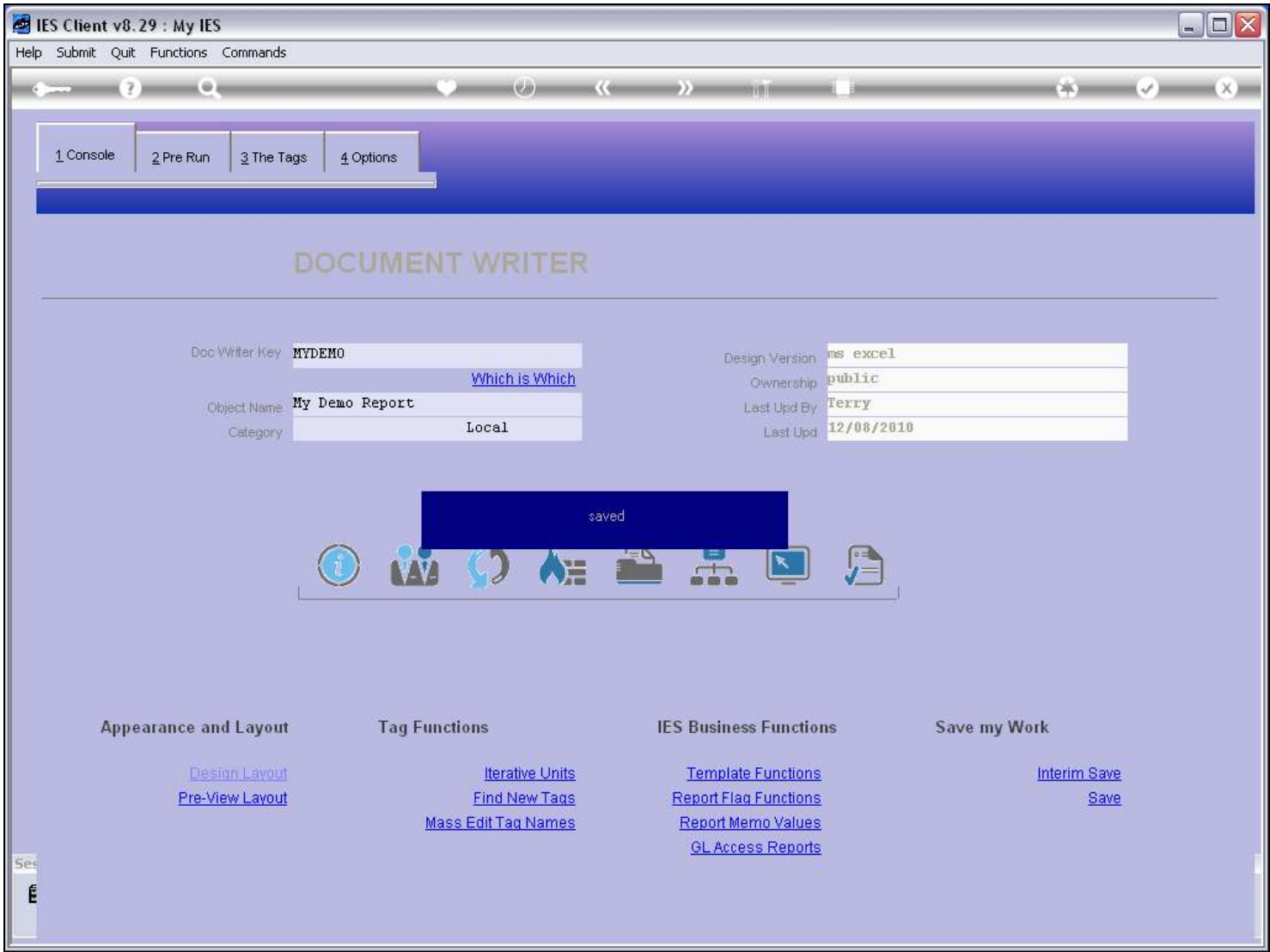


Slide notes

Slide 45 - Slide 45**Slide notes**

So there we have the regular cycle: as we make progress with a Report, make more changes, etc.

Slide 46 - Slide 46



Slide notes