# elecworks™ Tips & Tricks

Customising the Reports

The document template that you create new projects from not only contains the minimum set of documents you wish to start with but also the number of reports and their styles that you wish to use. Ideally if making changes to the reports, these should be done in the IEC project template so that all new projects have these new reports.

In this Tips and Tricks we will change one of the default reports in order to show how easy the reports can be manipulated and also we can add a new report into the standard set of reports produced.
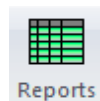
Select the *Process* tab > Select *Reports*
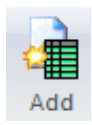
Select *Add*

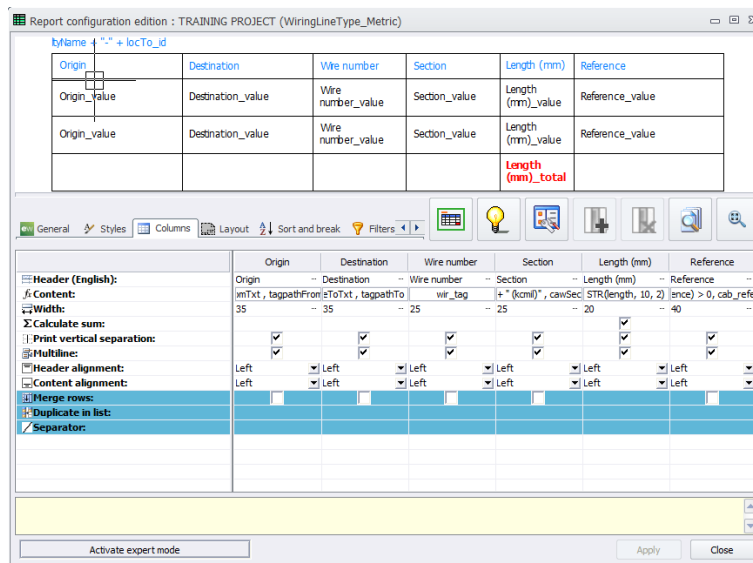Select ☑ *List of Components tags*

Select

The new report list will now be shown. This information can be easily taken into marking systems such as *Weidmuller's PrintJet Pro* system

Select the report from the left hand side

Select *Properties*

Select *Columns* tab

The columns that are already select will be shown

Right click on the area highlighted above and you will see a dropdown list of available fields

Clicking the additional fields will *add* or *remove* them from the list

Left clicking on a column and dragging it to a different position will change the order of the fields

Select **Apply**

Select **Sort and break** tab

From the *Available Fields*, select *Wire number* and then

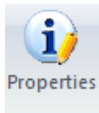The field will be added into the *Sort and break Condition* fields changing the way the report is sorted.

Change the break conditions to be:

Select **Apply**

Select **Close**

Select the **List of cable cores** report from the left hand side

Select **Properties** *Properties*

Select *Layout* tab

Options – one table per page ☑

Select **Sort and break** tab

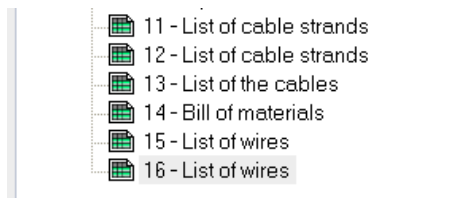From the *Available Fields*, select *Cable (cabtag)* and then ➡

Change the break conditions to be

Select **Update** *Update* to refresh the report information

Right click over the *any report* in the Documents book

- 11 - List of cable strands
- 12 - List of cable strands
- 13 - List of the cables
- 14 - Bill of materials
- 15 - List of wires
- 16 - List of wires

Select **Update reports drawings** *Update reports drawings* to refresh the drawing reports