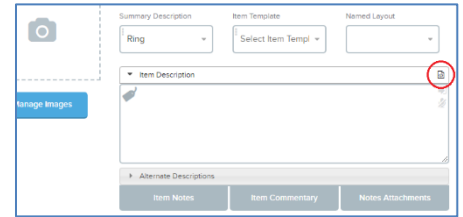
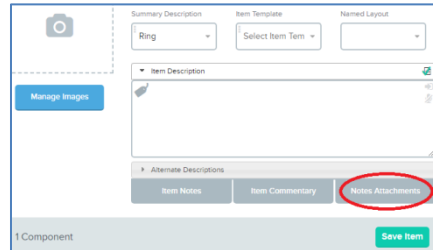
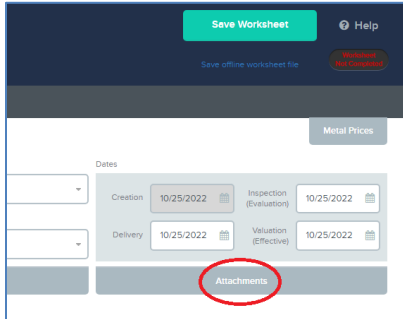


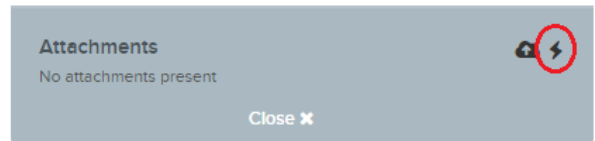
Inserting Spreadsheet Data into QL2 Reports

Spreadsheet and other tabular data can be added to QL2 worksheets and items and appear at a variety of locations within a report document. Where you choose to attach the data depends upon where within the report you would like to have the data displayed.



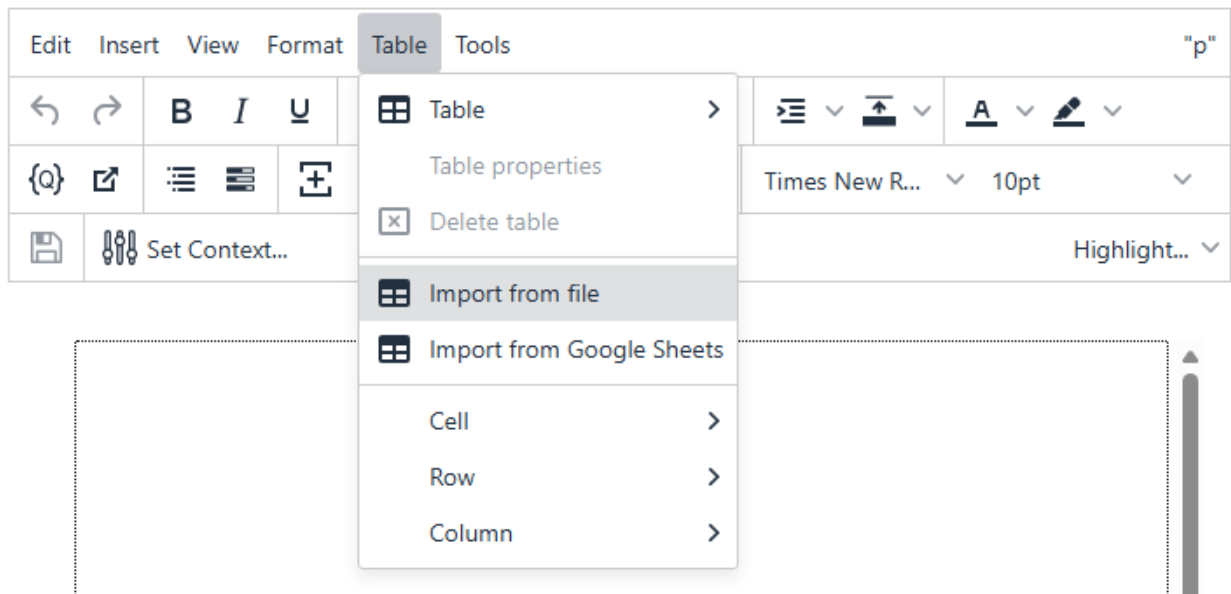
- Worksheet “Attachments” will generally display in the appendix portion of the report.
- Item “Notes Attachments” will generally display at the end of the specific item portion of the report.
- Item “Formatted Descriptions” will generally display beneath the standard description in the specific item portion of the report.

Note: For Worksheet Attachments and Item Notes Attachments, click on the “Create attachment content” icon to open the QL2 HTML editor.



Importing MS Excel and Other File Based Spreadsheets

In the QL2 HTML Editor, go to the Table menu and select “Import from file”.



Style #	Qty (pairs)	RBC Qty	RBC cttw	Bag Qty	Bag Cttw	Gross Weight (gms)	FMV 10-25-22
16604	1	128	0.88	80	1.44	8.41	\$2,320.00
16592	1	100	1.12	96	2.4	8.55	\$3,320.00
20701	2	208	1.9			10.26	\$1,900.00
206	1	32	0.48	70	1.26	7.23	\$1,740.00
6457	1	120	1.22	42	1.34	7.38	\$2,560.00
20703	1	120	1.14			6.67	\$1,140.00
20696	2	220	2.06			12.27	\$2,060.00
15523	1	16	0.24	80	2.8	7.03	\$3,040.00
20769	3	96	1.44			10.49	\$1,440.00
18671	2	80	0.88			5.93	\$880.00
16550	2	48	1.44			6.8	\$1,440.00
21-033	2	44	1.25			4.77	\$1,250.00
3372	1	8	0.28			2.43	\$350.00
15547	3	72	0.72			7.95	\$720.00
15516	2	48	1.25			9.16	\$1,250.00
21788	1	32	0.64			4.97	\$800.00
							removable jacket
20742	1	56	0.72			6.32	\$710.00
	1	80	0.46			3.22	\$460.00
3528	1	82	0.58			3.91	\$650.00
21778	2	100	1.32			9.66	\$1,320.00
3505	1	96	1.01			6.51	\$1,010.00
21758	1	66	1.02			5.21	\$1,020.00
Totals	33	1852	22.05	368	9.24	155.13	\$31,580.00

Once the table data is in the QL2 HTML editor, do any desired formatting such as column/row alignment and bolding. Then save and return to the Worksheet / Item interface.

Render Properties

Save
Close

Do not render
 Render in Item

Render in Data Field
 Render in Report

Show list Add to list

Render content at the following bookmark in the selected location

Enter bookmark

Remove bookmark after content is rendered

Insert a page break before after content

HTML context
 Show list Add to list

(use ###CONTENT### to indicate insertion point)

Summary Description
Item Template
Named Layout

Ring

Select Item Temj

Item Description

Alternate Descriptions

Attachments

attachment.txt

Item Notes
Item Commentary
Close

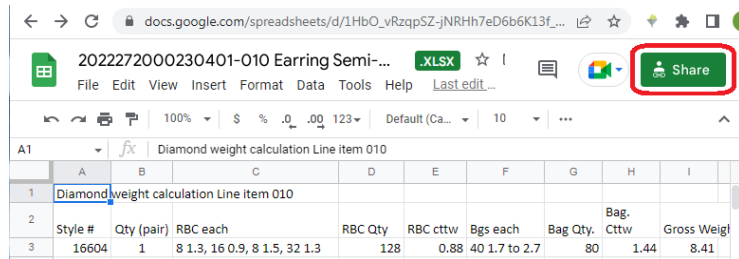
Manage Images
Close

For Worksheet Attachments and Item Notes Attachments, you will need to configure where and how you want the data to be rendered. The Render Properties dialog will be displayed when returning to the worksheet after the content has been created. Select the desired properties and save. To access the properties dialog at a later time, click on the “Configure” icon for the selected attachment which will display the dialog.

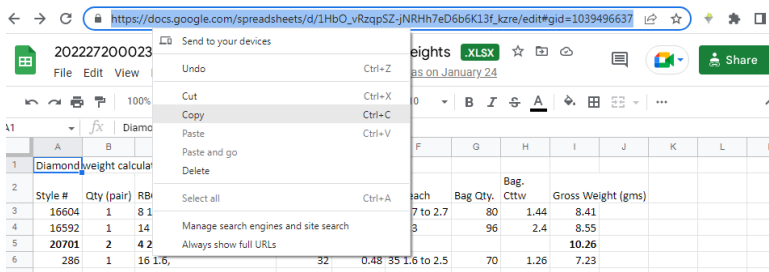
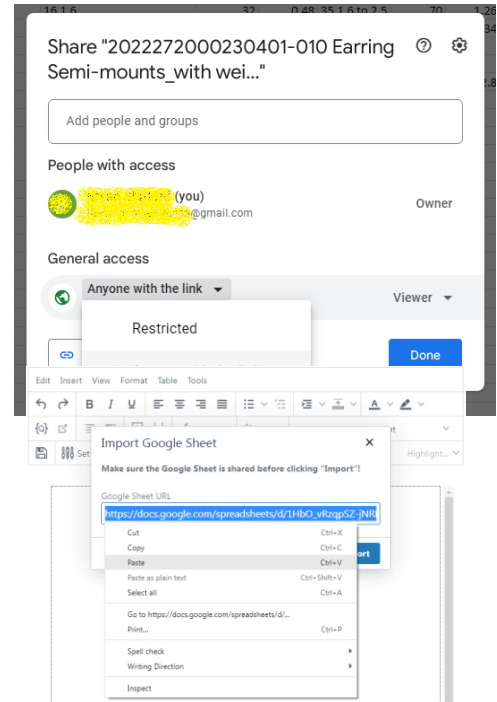
Importing From Google Sheets

The first step is to create your spreadsheet in Google Sheets. Once you have your data created, there are two methods by which the data may be inserted into the QL2 HTML editor.

1. The preferred method is to share the Google Sheet and then use the “Import from Google Sheets” option on the “Table” menu in the QL2 HTML editor.



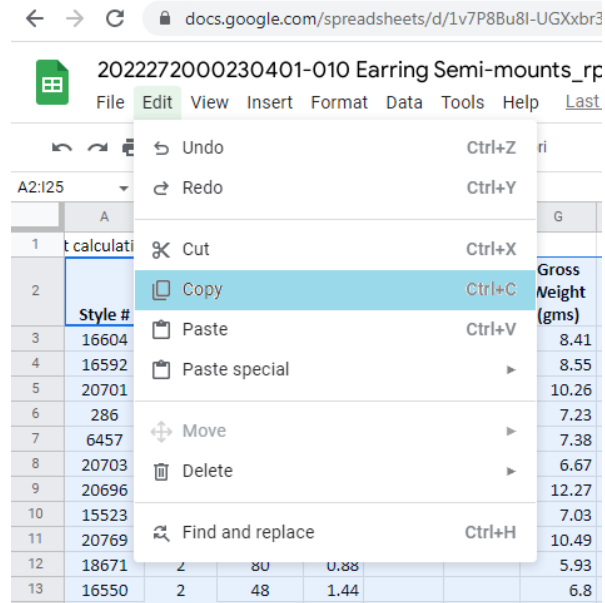
Click “Share” and then set “Anyone with the link”



Highlight and copy the Google Sheet URL and paste it into the QL2 import dialog. Then click “Import”.

2. The second option is to click and drag to highlight the portion of the spreadsheet that you want to display in your QL2 report followed by pasting the content into the QL2 HTML editor.

Style #	Qty (pairs)	RBC Qty	RBC cttw	Bag Qty.	Bag. Cttw	Gross Weight (gms)	FMV 10-25-22
16604	1	128	0.88	80	1.44	8.41	\$2,320.00
16592	1	100	1.12	96	2.4	8.55	\$3,520.00
20701	2	208	1.9			10.26	\$1,900.00
286	1	32	0.48	70	1.26	7.23	\$1,740.00
6457	1	120	1.22	42	1.34	7.38	\$2,560.00
20703	1	120	1.14			6.67	\$1,140.00
20696	2	220	2.06			12.27	\$2,060.00
15523	1	16	0.24	80	2.8	7.03	\$3,040.00
20769	3	96	1.44			10.49	\$1,440.00
18671	2	80	0.88			5.93	\$880.00
16550	2	48	1.44			6.8	\$1,440.00
21-033	2	44	1.25			4.77	\$1,250.00
3372	1	8	0.28			2.43	\$350.00
15547	3	72	0.72			7.95	\$720.00
15516	2	48	1.25			9.16	\$1,250.00
21788	1	32	0.64			4.97	\$800.00 removable jacket
20742	1	56	0.72			6.32	\$710.00
	1	80	0.46			3.22	\$460.00
3528	1	82	0.58			3.91	\$650.00
21778	2	100	1.32			9.66	\$1,320.00
3505	1	96	1.01			6.51	\$1,010.00
21758	1	66	1.02			5.21	\$1,020.00
Totals	33	1852	22.05	368	9.24	155.13	\$31,580.00

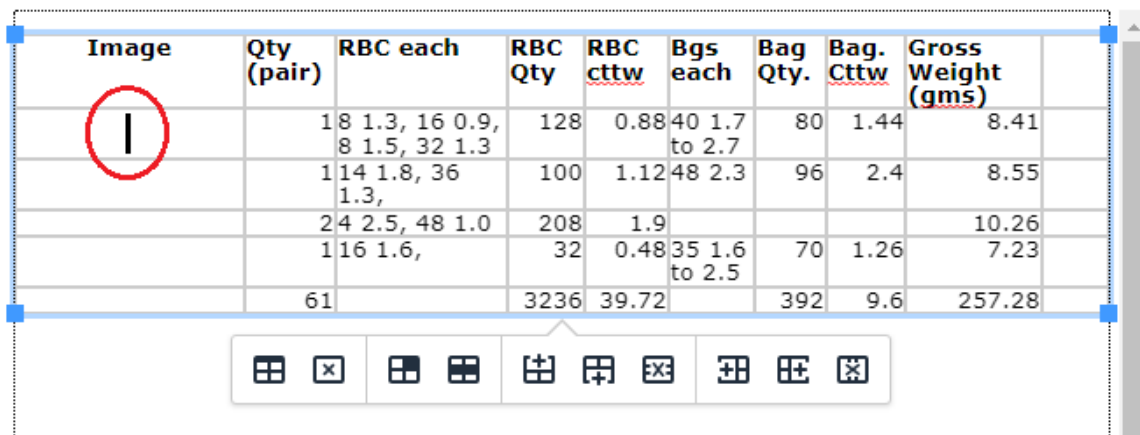
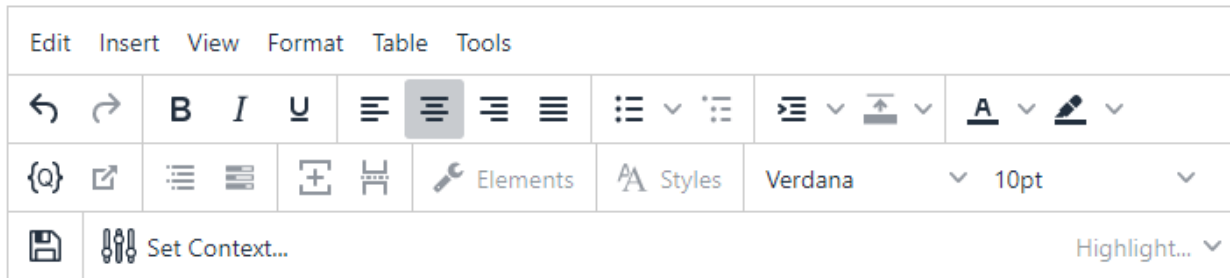


After highlighting the desired data, click the “Edit” menu and select the “Copy” option or, for Windows, use the “Ctrl + C” or MAC, use the “Command + C” keyboard shortcut to copy the data to the clipboard. Proceed by pasting the data into the QL2 HTML editor using the Edit menu or “Paste” keyboard shortcut “Ctrl + V” for Windows or “Command + V” for MAC.

Once the data is in the QL2 HTML editor, follow the instructions in the “Importing MS Excel and Other File Based Spreadsheets” portion of this document for any additional desired formatting.

Spreadsheets with images....

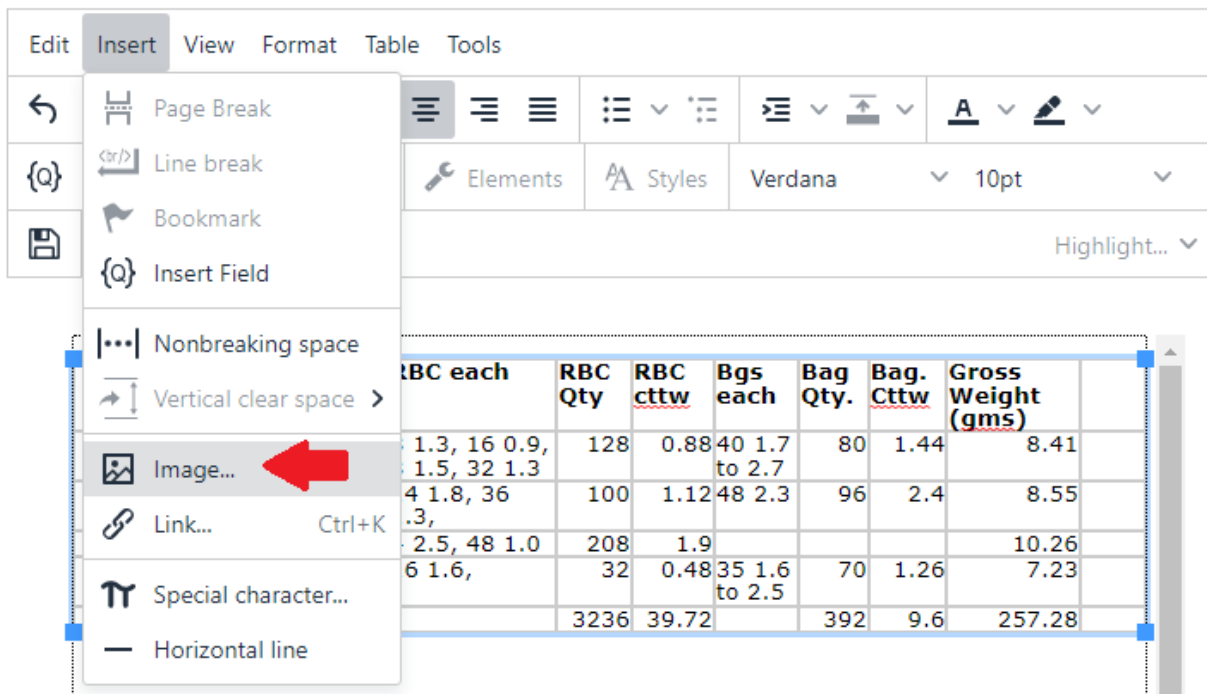
If your spreadsheet contains images, the image data is not currently provided in the import process. However, images can be added to a spreadsheet once the spreadsheet has been imported into the QL2 HTML editor.



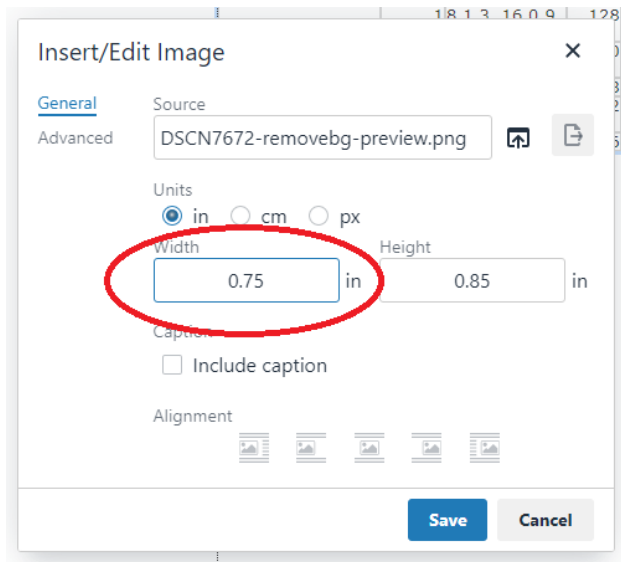
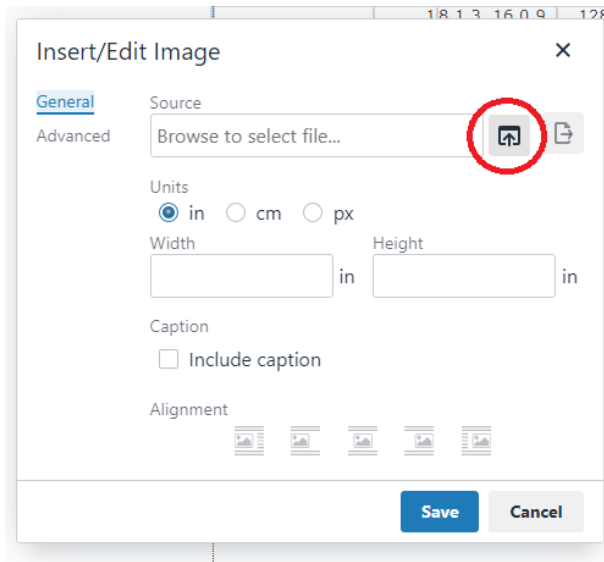
The screenshot shows a table with 10 columns: Image, Qty (pair), RBC each, RBC Qty, RBC cttw, Bgs each, Bag Qty., Bag. Cttw, and Gross Weight (gms). The first cell in the first row is circled in red. Below the table is a floating toolbar with icons for table operations like insert, delete, and merge.

Image	Qty (pair)	RBC each	RBC Qty	RBC cttw	Bgs each	Bag Qty.	Bag. Cttw	Gross Weight (gms)	
I		18 1.3, 16 0.9, 8 1.5, 32 1.3	128	0.88	40 1.7 to 2.7	80	1.44	8.41	
		114 1.8, 36 1.3,	100	1.12	48 2.3	96	2.4	8.55	
		24 2.5, 48 1.0	208	1.9				10.26	
		116 1.6,	32	0.48	35 1.6 to 2.5	70	1.26	7.23	
	61		3236	39.72		392	9.6	257.28	

Place the cursor in the table cell where you want the image to appear.



On the "Insert" menu, select "Image".



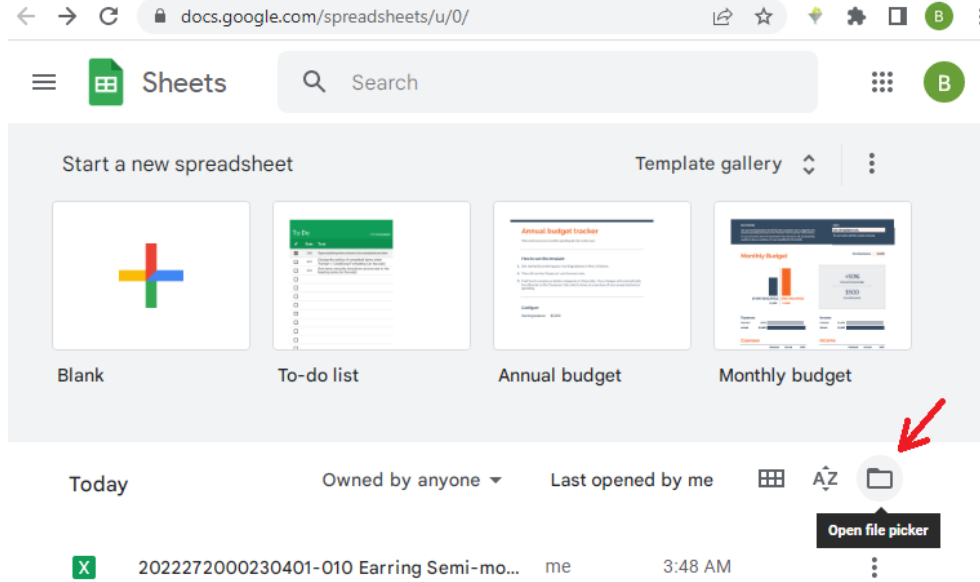
In the image dialog, browse and select the image you want to insert and set the desired image size followed by clicking the “Save” button. You should be mindful about the data size of the image file as large images will affect report size and performance.

What if my data isn't displayed in the created report?

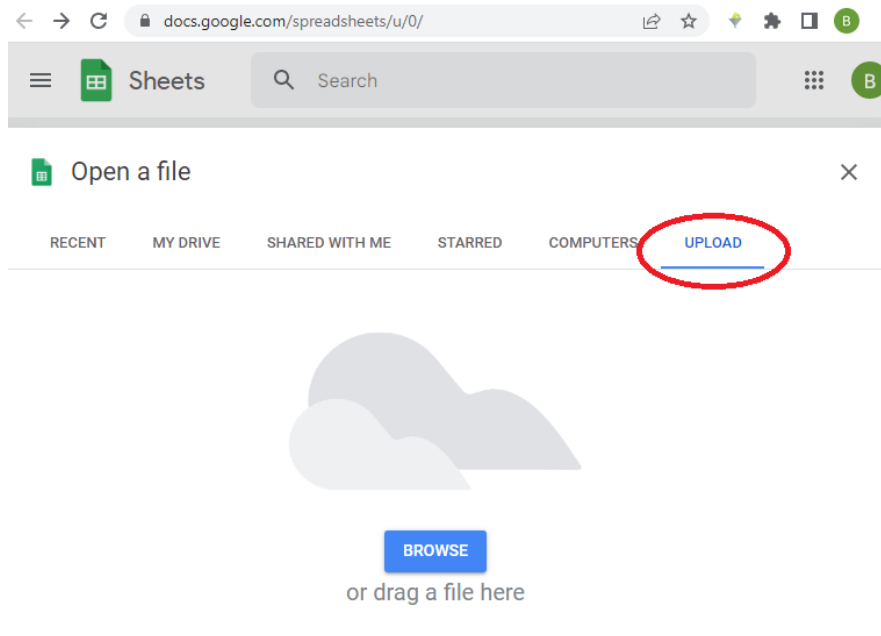
It is possible that some fields have not yet been placed in your report templates to support data insertion for some of the available options. If you encounter this situation, contact us and we will be happy to resolve the issue for you.

Importing MS Excel Spreadsheets into Google Sheets

If you prefer to import from Google Sheets, follow these steps....



Open Google Sheets and click on the “Open file picker” icon to open the file browse dialog.



In the dialog, browse to the desired file or drag and drop the file into the specified space.