

## Appendix F

# Saving Your T.O.M. Reports as Word, Excel, Text or Other Files.

Reports are many times the reason why you purchase a software product like T.O.M. spend all the effort to use it. You want T.O.M. to give you reports to let you know your field trip activity. Gecko takes reporting seriously and it's reflected in T.O.M.'s rich set of reports as well as report customization capabilities in T.O.M. T.O.M. has yet another dimension to addressing your reporting needs. T.O.M. allows you to create a report and then to save the report as a file such as Microsoft Word or Excel. You may then load up your report in these programs and further tailor it to you exact reporting requirements. You can also incorporate your T.O.M. Report in another document that draws information from your T.O.M. report.

T.O.M. allows you to save your T.O.M. Report in the following formats:

- Microsoft Word
- Microsoft Excel
- HTML
- Microsoft Access Snapshot
- Text file

All your T.O.M. Reports allow you to export the reports as a file. The following is an example of how you would do this. For this example we chose to save a Money Owed Report as an Excel Spreadsheet. First we would select the Money Owed Report and enter reporting parameters. Then we would tell T.O.M. that we want to save the report as a file. To do this we click on the Report to File Check box found in the Other Section of the Money Owed Report Screen and then click the Print button (Figure F- 1). NOTE: Clicking the Preview button will NOT cause the report to be saved as a file.

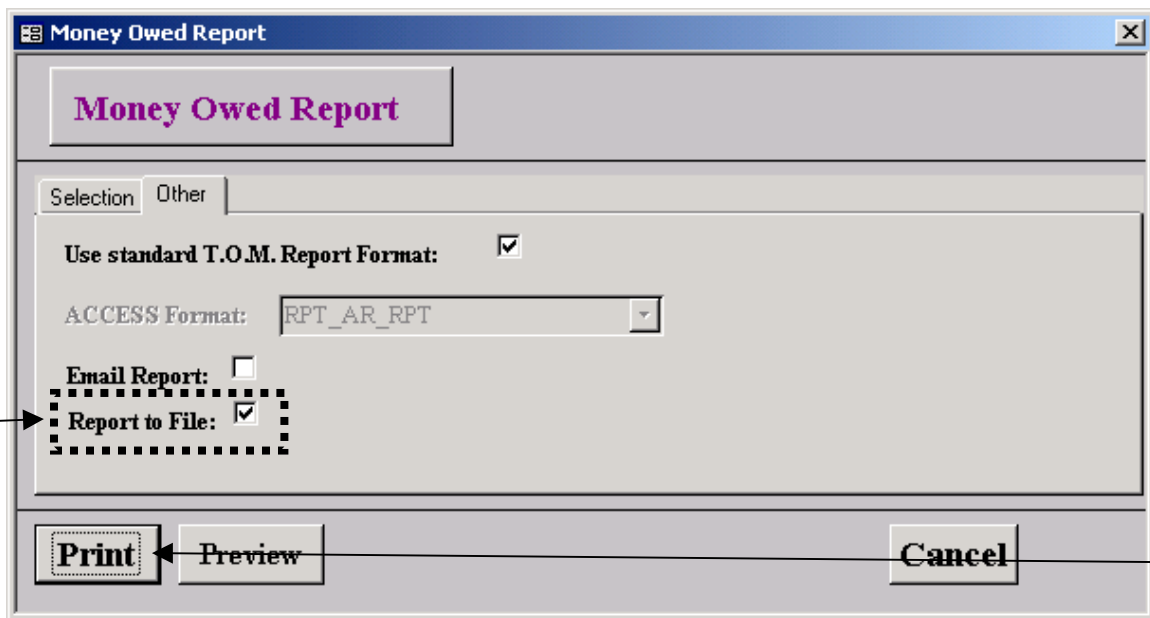


Figure F- 1- Instructing T.O.M. to Save the Money Owed Report to a File.

First, Click on the Report to File Checkbox to tell T.O.M. to save the report as a file.

Then click on the Print button (Preview will NOT cause the file to be created).



The Output to What screen will then display asking you which type of file you want to save your report to (Figure F- 2). NOTE: Rich Text Format or RTF is used and understood by Microsoft Word. If you want to save your report as a Word document then select Rich Text Format. HTML is a format you would choose if you want to post your report to a Webpage on the Internet or Intranet. MS-DOS Text is simply a text file that will write the report with just the characters and spaces. All the fonts will be changed to single font. All formatting like bold or underline will be dropped.

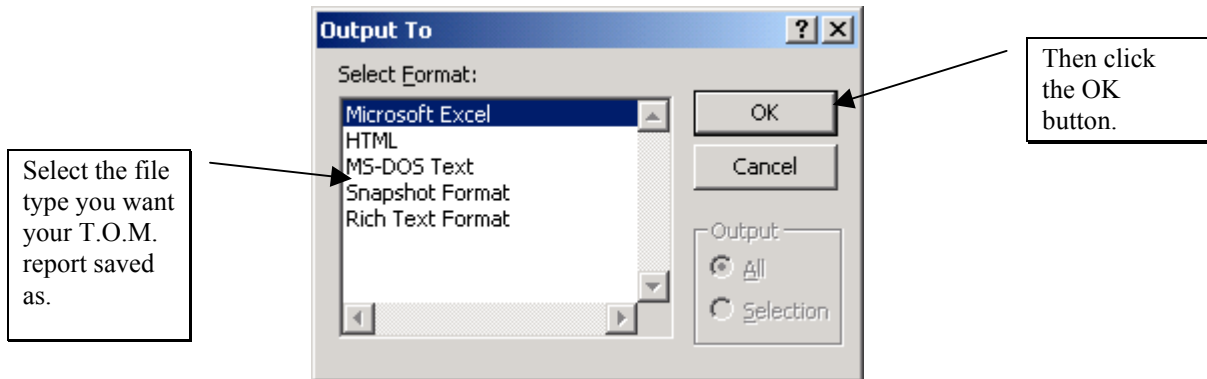


Figure F- 2 – The Output To What Screen that Allows You to Specify What Type of File You Wish to Have Your T.O.M. Report Saved As

The Output To Where Screen will then display (Figure F- 3). This is a Microsoft Windows Explorer like screen that allows you to specify exactly where your new report file is to be saved. Use this screen to navigate where you want your file saved and click the OK button to save your report file to this location.

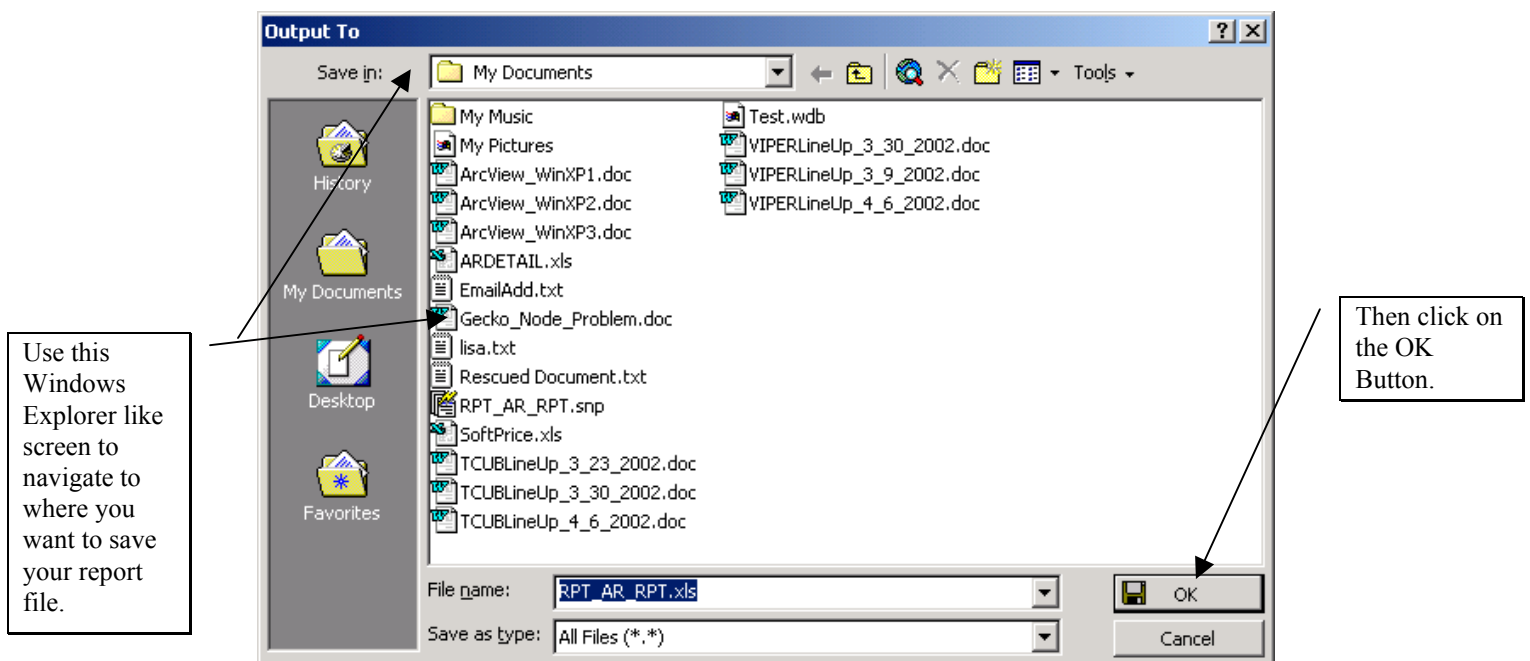


Figure F- 3- The Output To Where Screen that Allows You to Specify Where to Save Your Report File



You are then returned to your report screen to either exit or print the report normally or save it as another file format.

**NOTE:** Almost all of T.O.M.'s reports have this feature. Sometimes the Report to File Check box will not be in the same place depending on the complexity of the report's screen. If the Report to File Checkbox is not on the report's main screen then you should find it either in the Other or Sorting tab of the report's screen.

**NOTE:** You will find that on some of these file formats your T.O.M. Report does not retain all of the same formatting and style that it prints in. This is to be expected. Not all file formats accommodate some of the text formatting that is available in T.O.M. Report Writer.

Excel especially will have a tendency to have a blank sheet of nothing but page headings. If you scroll to the RIGHT you will find your T.O.M. Report with all of the data.