Manual
for
Printing / Exporting Excel Reports
for
Superlock II

Table of Content

Revisions

Date	Version	State
2018.06.06	Version 0.22	Explain file options
2018.04.30	Version 0.21	Finished Draft. Pending revision
2018.10.18	Version 1	Revised
2018.11.12	Version 1.0.1	Label printing added
2019.01.21	Version 1.0.3	Reviewed steps to modify a report
2019.03.26	Version 1.0.3.84	Review general sections layout
2019.07.19	Version 2	Document Rename
2021.03.22	Version 3	Updated program requirements
2024.04.12	Version 4	Review of text

This guide explains how to generate reports of **keys**, **cylinders** and **lock charts** with Superlock in **Excel and/or PDF** format with examples.

First of all, we show how to generate reports with the default templates.

Secondly, how to change the reports logo.

Thirdly, we explain how to **create custom reports exporting and editing the style of the spreadsheet** (cell font, borders ...), header and table texts and also column contents.

Requirements

To view and edit the final reports and also the templates, you need **MS Office Excel**

Generate default reports

Types of reports

Superlock can generate these types of reports in these sections of the program:

- Keys: List of Keys
- Cylinders: List of Cylinders, List of Cylinder with subsection of keys
- Lock chart: Lock chart
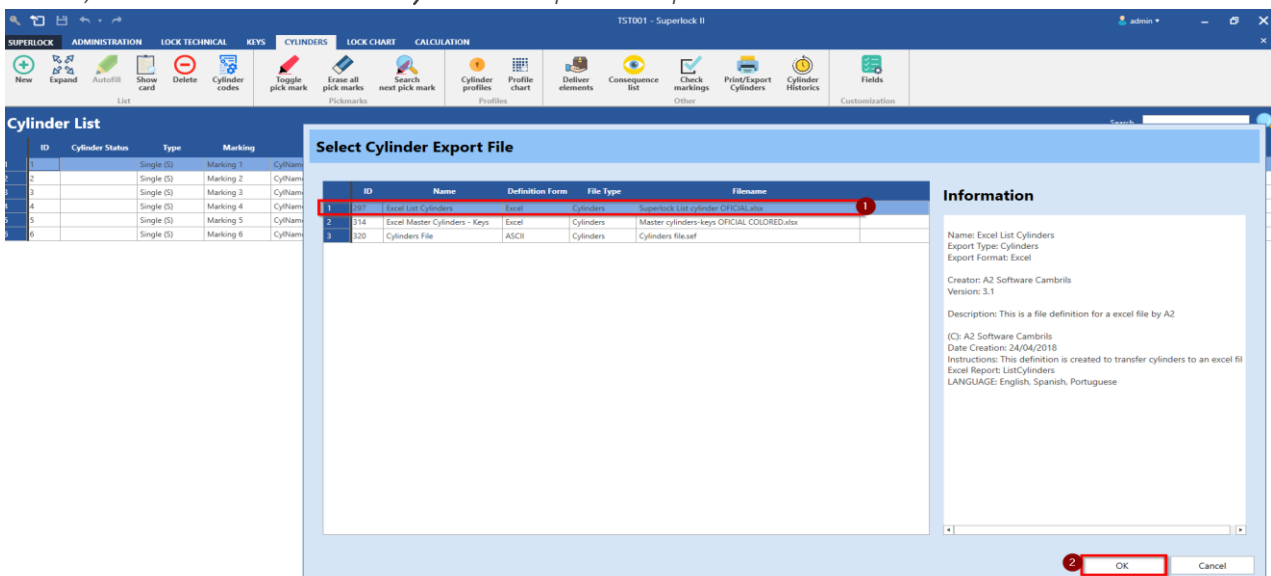
Print/Export report in Excel

We will see an example about how to create a list of cylinders report with the default template.

The steps to export another types of reports are exactly the same.

*Step 1. First of all, we **open a system**, go to **cylinders menu option** and press the button named **"Print/Export Cylinders"** (or press keys Shift+F9)*
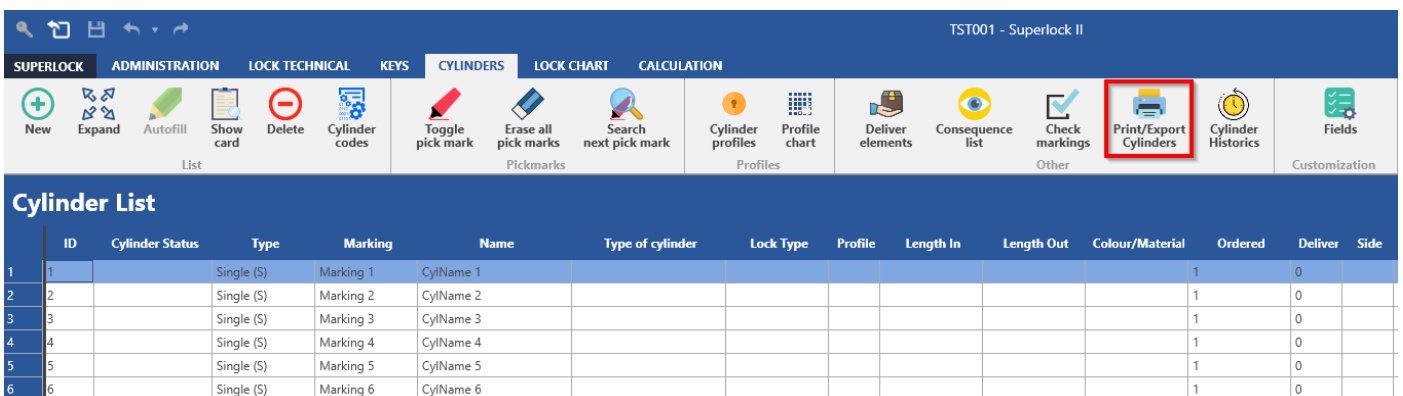
*Step 2. Then, let's choose the **Excel List Cylinders** template and press **OK**.*

Step 3. We leave the default options and press OK button.

Step 4. Finally, let's define the generated file name and save it.

Note that the default location to save generated files is:

<USER_FOLDER>\AppData\Local\Superlock\Export Files

USER_FOLDER is the value that references your user folder in Windows, something like: C:\Users\Administrator or C:\Users\<YourWindowsUserName>
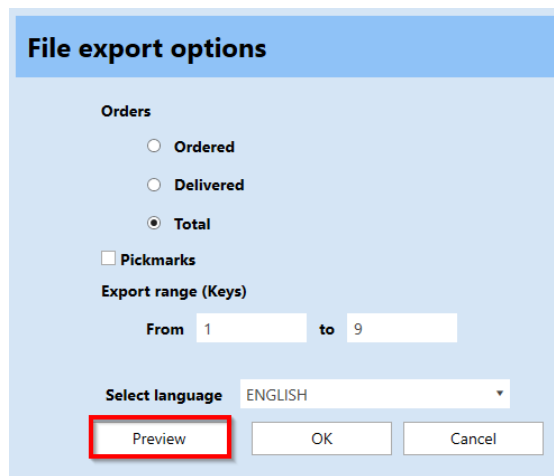
The resulting report is opened automatically:

The screenshot shows an Excel window titled "Excel List Cylinders.xlsx - Microsoft Excel" containing the following report:

CYLINDERS CHECK LIST

Page : 1

CUSTOMER NR X09	**PROJECT** Calc test
CUSTOMER John Smith Inc.	**CASE NR** Case nr 11
DATE 24/04/2018	**INIT**

number 1 **SYSTEM NUMBER** TST001

POS.	CYL. NAME	MARKING	DELIVERY	ORDER	PROFILE	ALT.MARKING
1	CylName 1	Marking 1	0	1	0	
						4 1 3 4 6
						6 5 5

POS.	CYL. NAME	MARKING	DELIVERY	ORDER	PROFILE	ALT.MARKING
2	CylName 2	Marking 2	0	1	0	
						4 3 3 4 6
						6 5 5

POS.	CYL. NAME	MARKING	DELIVERY	ORDER	PROFILE	ALT.MARKING
3	CylName 3	Marking 3	0	1	0	
						4 5 3 4 6
						6 7 5

POS.	CYL. NAME	MARKING	DELIVERY	ORDER	PROFILE	ALT.MARKING
4	CylName 4	Marking 4	0	1	0	
						4 3 3 4 6
						8 5 5

POS.	CYL. NAME	MARKING	DELIVERY	ORDER	PROFILE	ALT.MARKING
5	CylName 5	Marking 5	0	1	0	
						4 5 3 4 6
						8 7 5

POS.	CYL. NAME	MARKING	DELIVERY	ORDER	PROFILE	ALT.MARKING
6	CylName 6	Marking 6	0	1	0	
						4 5 3 4 6
						8 9 5

POWERED BY SUPERLOCK

Print/Export report preview in PDF

To generate a preview of the report (a keys report in this case), we follow the same steps 1-2; but in step 3 (**File Export Options**) we choose **Preview** instead of OK button.
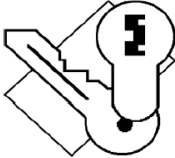

This action will show the report preview in PDF automatically:

Note that the preview option is only available if you have installed MS Office 2007 SP3 or later versions. Of course, to preview the report, you only need a PDF Viewer, like Adobe Acrobat Reader.

Print/Export filtered report

It's possible to generate reports filtered by these criteria:

1. **Orders.**
   a. Ordered. Only ordered
   b. Delivered. Only delivered.
   c. Total. All elements.
2. **Pickmarks.** If enabled, only select pickmarked elements.
3. **Export range**; by default, it selects all elements. Here you can change it (e.g. from 4 to 12)
4. **Select language.** Select a language from the list.
5. **Cylinder as** In cylinder reports, you can choose how the cylinder codes should be shown:
   a. As Pin/Fillers
   b. As Key Codes

Change report logo

It's possible to change the report logo image in Superlock.

The image is obtained from the company logo; so we can change report logo changing the company logo.

This is the current report logo:

To change it, let's change the company logo:

1. In the main window, go to **Setup → Company Data**.

2. Push Select Company Logo and select an image.
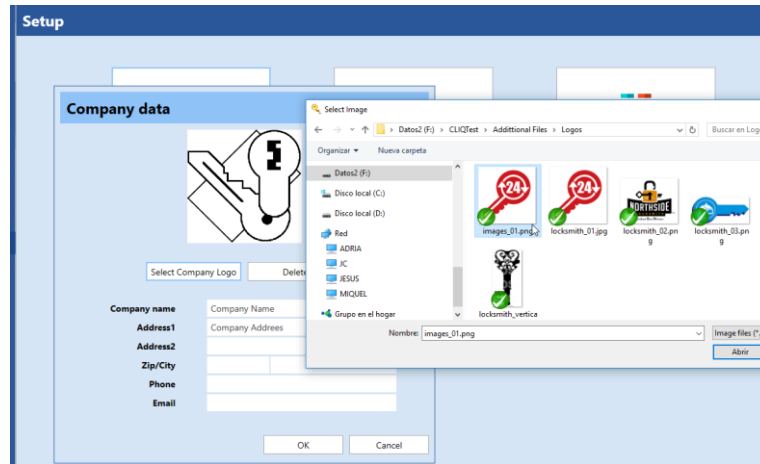
3. Click OK to save changes.

4. Let's try to generate a report, as we've done before.

    Open system -> go to Keys -> Print/Export Keys -> Select the template -> OK -> Define File Name and Folder.

We can see the logo has been updated successfully in the report.

Customize reports

First of all, it's highly recommended to make a **backup of the template files** before continue.

To find the report template files to backup look into the following path by default:

C:\Program Files (x86)\A2 Software Cambrils\Superlock\Excel Generator\
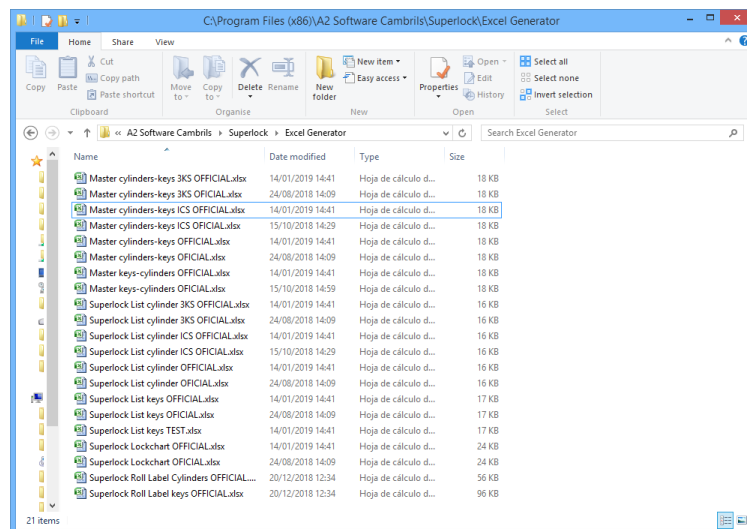
To backup a file you can copy & paste it using the file menu from your windows explorer
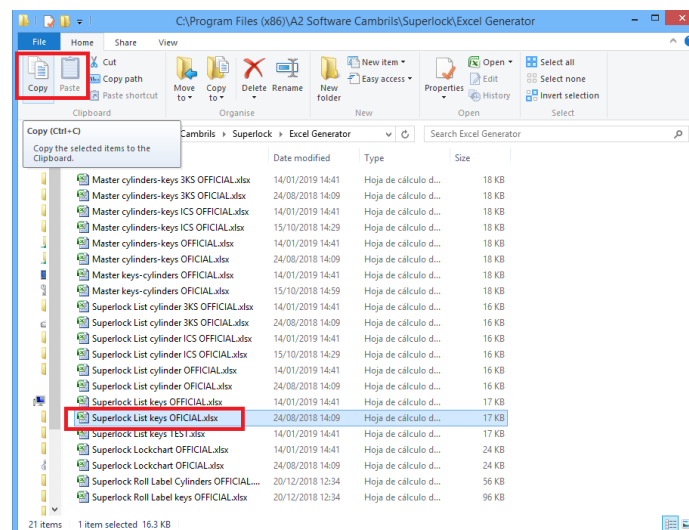
Then, let's open the new template file and go to **REPORT** sheet, to edit it with some examples.
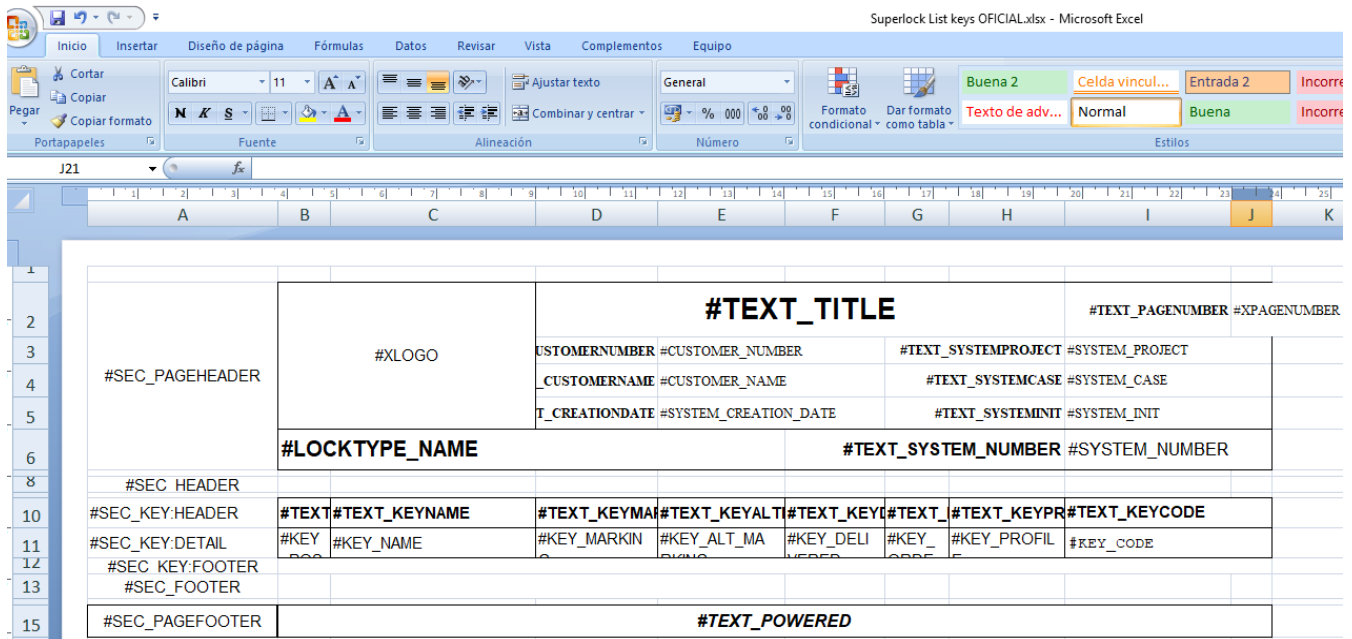
After that, we will import it in Superlock and generate a report to see the changes.

First time template edition

Edit template file

Let's try some small style changes:

- text **title size at 20**
- **background color** of #SYSTEM_NUMBER in blue
- **ticker page footer border**

Finally **SAVE** the changes and Close file.
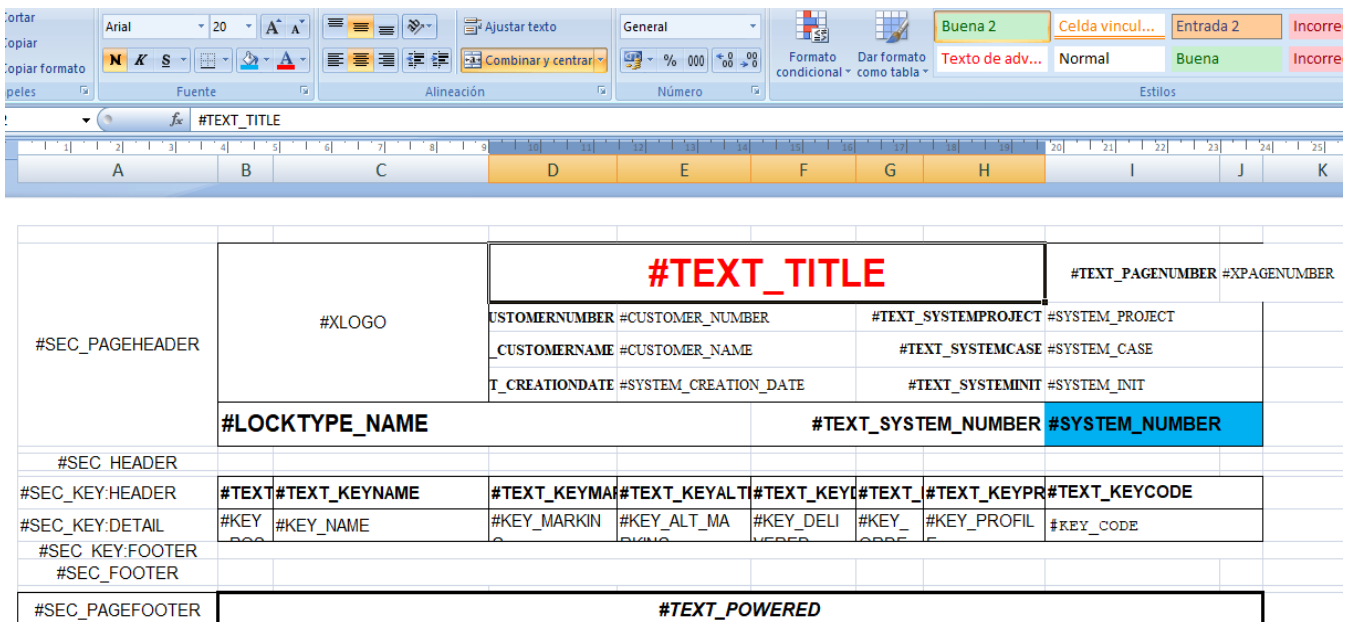
Import edited template

Now, go to Superlock, choose menu **Setup** -> option **Printing / Export Files**.
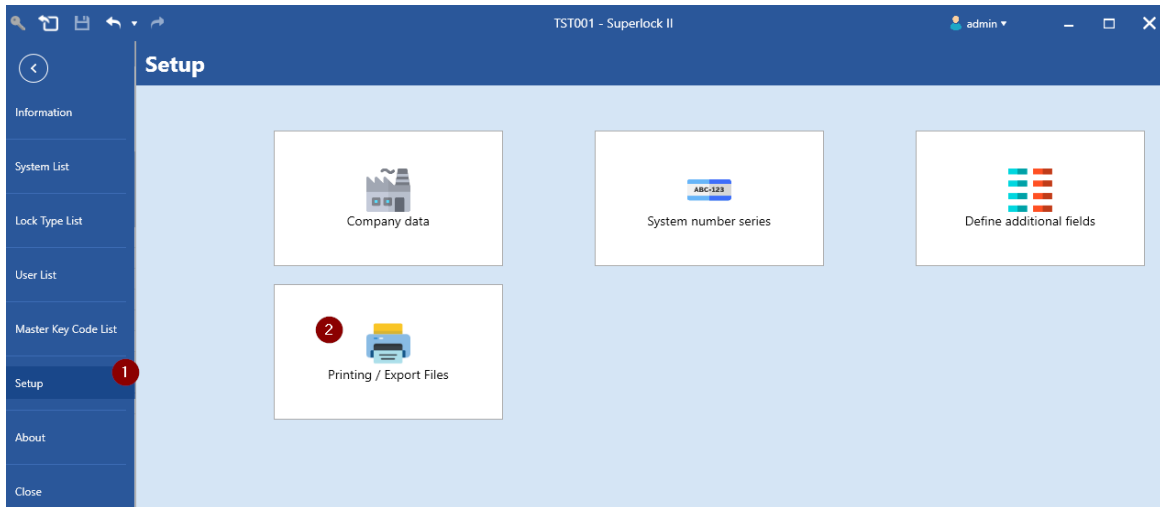
Then, click on the Import button.
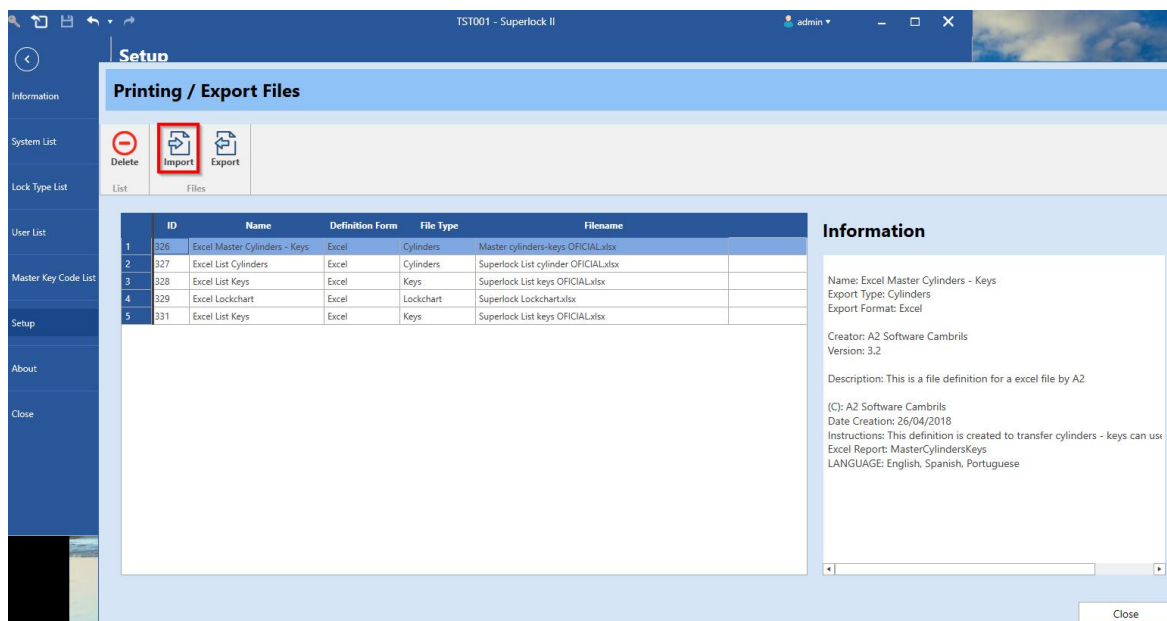
Select the edited template and open it.

In the same window, you can delete an existing template selecting it and clicking the button Delete.
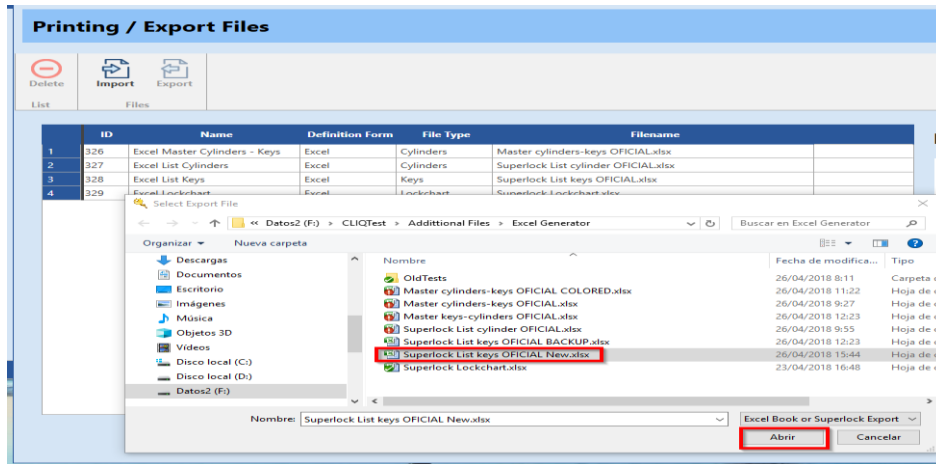
Note: The Excel template file must be closed; otherwise, Superlock will show an error message.

You can delete a template selecting the template and pressing the button Delete.

Superlock will inform you that the export file has been imported successfully and we can see the new template.
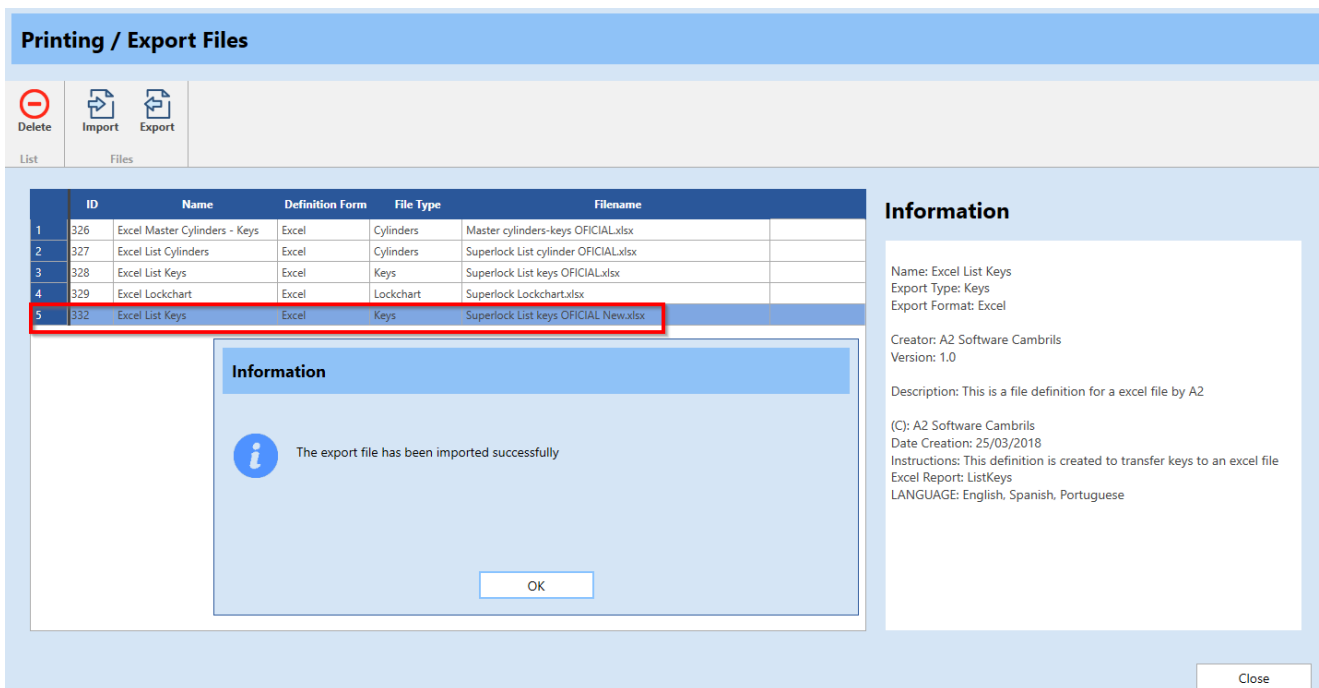
Test edited template

Now, we can see the changes using the template to print a report:

First, **open a system**, select **keys** and press **Print/Export Keys**.

Then, **select the new template**.

And press **Preview** in File Options Screen. Here is the result:

We can see the changes we made reflected in the report; the colors, the title font and the foot ticker border.

Edit Title and header texts

Now, let's try to change the text of the title and the text of the date label.

First of all, let's look at the labels started with "#TEXT_" prefix. We want to change the value of these two:
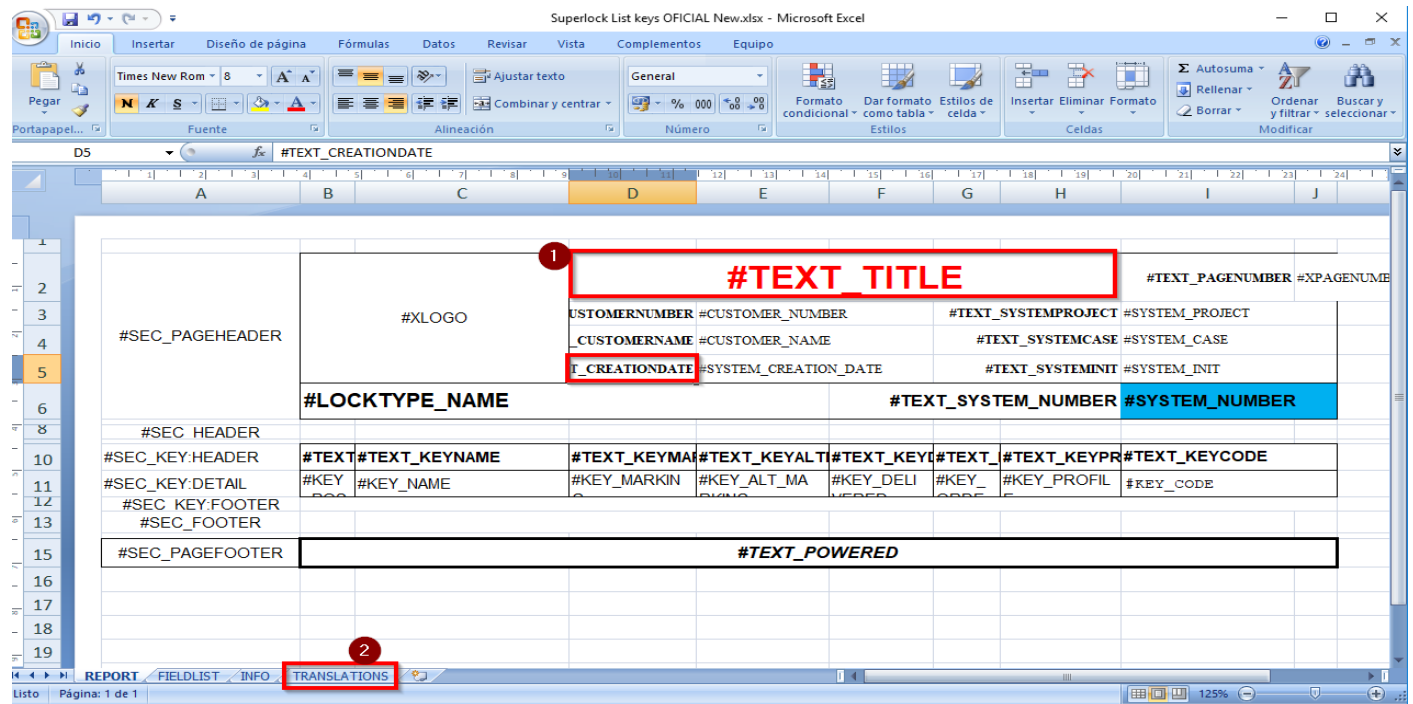
#TEXT_TITLE

#TEXT_CREATION_DATE

The real value of these labels is inside a table in the TRANSLATIONS sheet (now we are in REPORT sheet).

We suggest to copy and paste these labels in notepad to remember them before going to TRANSLATIONS.

Now, let's see translations sheet.

To edit the text simply we have to find it in the first column (TAGS) and then, replace the texts of the next columns:

And that's all.

Like we've done before (in "First time template Edition" chapter of this manual)

1. Save changes and close file.
2. Go to Superlock, delete the previous template and Import the template file.
3. Open system -> go to Keys -> Print/Export Keys -> Select the template -> OK -> Define File Name and Folder.

The resulting report header should have the texts modifications; in our case, different title and CREATION DATE field (instead of Date).

Change a field in the page header

Now, let's make these changes to template:

- Delete the Init field, merge cells, and put a new description text labeled as #TEXT_DESCRIPTION
- Change the field #CUSTOMER_NUMBER to #COMPANY_NAME
- And the label related to field, #TEXT_CUSTOMERNUMBER ,to #TEXT_COMPANYNAME

First, we put the new #TEXT_DESCRIPTION row in the table of the sheet TRANSLATIONS.

	A	B	C	
	A27		#TEXT_DESCRIPTION	
1	TEXT TRANSLATIONS			
2	TAGS	ENGLISH	SPANISH	
3	#TEXT_SYSTEM_NUMBER	System Number:	NÚMERO SISTEMA	
4	#TEXT_TITLE	KEY CODE LIST TOTAL	LISTA TOTAL CÓDIGOS LLAVE	
5	#TEXT_KEYNAME	KEY NAME	NOMBRE LLAVE	
6	#TEXT_KEYMARKING	KEY MARKING	MARCA LLAVE	
7	#TEXT_KEYSTATUS	KEY STATUS	ESTADO LLAVE	
8	#TEXT_KEYTYPE	KEY TYPE	TIPO LLAVE	
9	#TEXT_SYSTEM_CASE	SYSTEM CASE	CASO SISTEMA	
10	#TEXT_KEYCODE	KEY CODE	CODIGO LLAVE	
11	#TEXT_CUSTOMERNUMBER	Cust. No:	CLI. NUM:	
12	#TEXT_CUSTOMERNAME	Customer:	CLIENTE:	
13	#TEXT_CREATIONDATE	Date:	Fecha	
14	#TEXT_SYSTEMPROJECT	Project	Proyecto	
15	#TEXT_SYSTEMCASE	Case No:	Caso Núm:	
16	#TEXT_SYSTEMINIT	Init:	Init:	
17	#TEXT_COMPANYNAME	Company name	Nombre compañía	
18	#TEXT_POWERED	POWERED BY SUPERLOCK	DESARROLLADO POR SUPERLOCK	
19	#TEXT_KEYDELIVERED2	CURRENT QTY.	ENVIADAS CANT.	
20	#TEXT_KEYORDERED2	ORDERED	PEDIDAS	
21	#TEXT_KEYALTMARKING	ALT.MARKING	MARCAS ALT.	
22	#TEXT_KEYPROFILE	PROFILE	PERFIL	
23	#TEXT_KEYDELIVERED	DELIVERY	ENVIADAS	
24	#TEXT_KEYORDERED	ORDER	PEDIDAS	
25	#TEXT_KEY_POSITION	POS.	POS.	
26	#TEXT_PAGENUMBER	Page :	Página :	
27	#TEXT_DESCRIPTION	Key codes report by A2	Informe códigos de llaves por A2	
28				

REPORT / FIELDLIST / INFO / **TRANSLATIONS**

Listo   Recuento: 3

To know if a field is available, we have to search if it exists in the field list specifications document.

In our case, we found this field, so it will be generated in the report.

#COMPANY_NAME	Name of the company specified in the Superlock Company Data information

Finally, let's import file and generate a report.

We can see that the field and text has been updated successfully; now it shows the company name instead of customer number; and a description instead of Init:

Change visible table fields

In this example we want:

1. Delete Key Alt. Marking field
2. Readjust the table to give Name field more width. In this case it's a good idea to merge two columns (the name and the old column).

The template should look like this:


And the generated report looks like this:

Warning about resizing columns width

Cell text alignment and distribution is defined by Excel styles.

The width of the cells is not resizable automatically; it's the same as defined in the report styles.

About columns width

Note that if the **total width of the columns of the report** is greater than the **page width** (the first column with sections doesn't count) generated report will be **divided over 2 pages**; and that is not a good result:
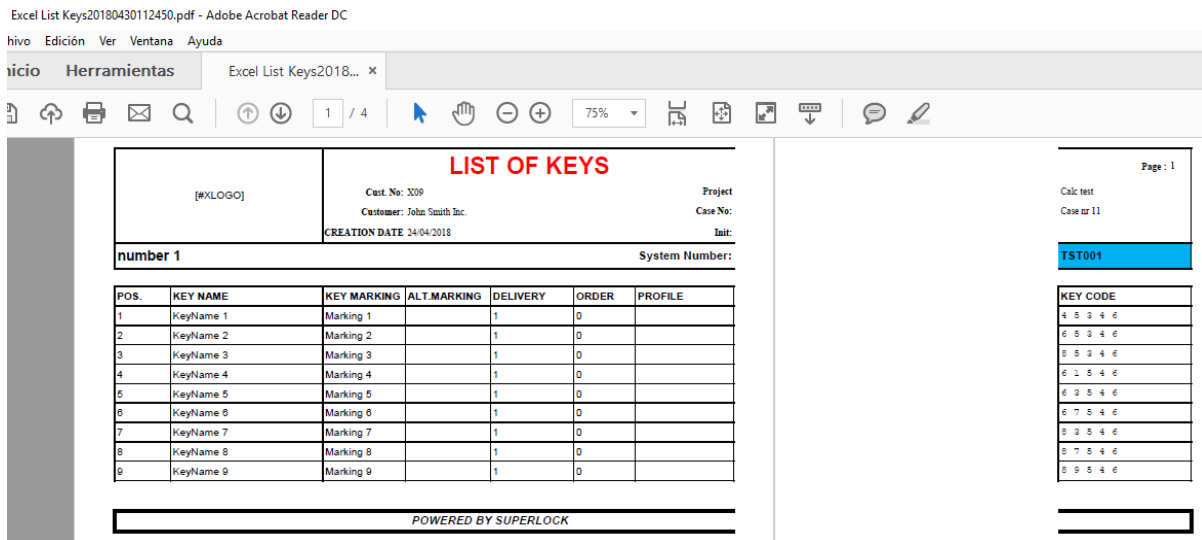
That screenshot is the resulting report of this template:
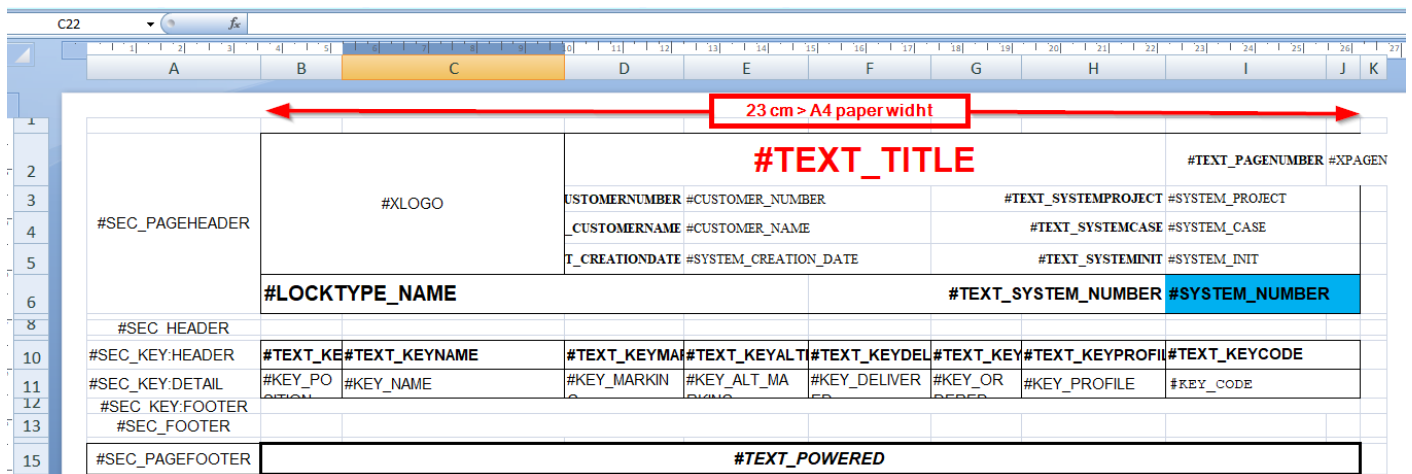
The width of all the columns is 23cm, greater than the page width; that in this case is:

Page width = A4 width size – Page Left margin – page Right Margin = 21 – 0.5 -0.5 = 20cm

So to avoid this problem the width has to be smaller than 20 cm

About cell text width

If there is a cell text that is grater there are two options that you can choose to manage this: **Wrap text (1)** or **Shrink fit (2).** To view and change these options, go to: **Select cell/s -> right click -> Format -> Alignment**
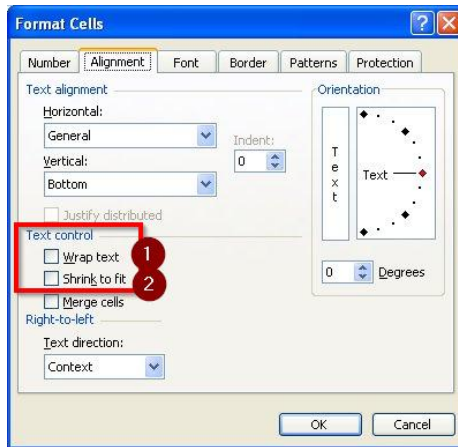
Wrap text means that the cell text will be represented in multiple lines.

Shrink to fit means that the text font will be reduced until the texts fits into cell.

Edit table fields

In this case, we want to go to a cylinders report; and replace the field #CYL_PROFILE to, and #CYL_ALTMARKING to #CYL_STATUS; and also their labels in table header. We can resize columns if we need it.

The original report generated is this:

Now, let's edit the template:

Let's check the field list specifications document to put the fields:

#CYL_STATUS	Status of the cylinder
#CYL_TYPE	Type of the cylinder

And the translation sheet to put the texts:

Now, let's import the template changes and print the report to see the changes.

The generated report sheet should look like this:

Note that if we try to put KEY values in a cylinder type report the generation can fail.
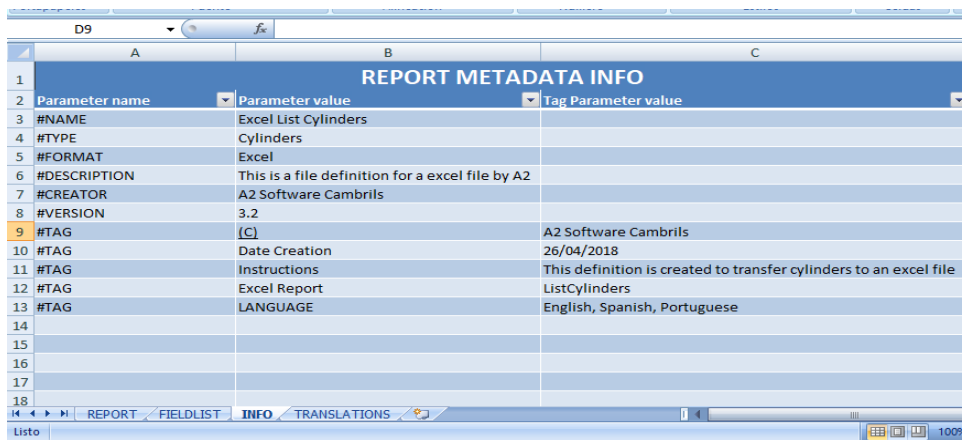
Update template version and other metadata info

To manage multiple templates of the same type (multiple cylinder reports) it's very useful to define metadata info: like the version, description, type of report, author etc...

In Superlock, we can see this info in Setup -> Printing /Export Files, and also when select a report template before generating the report.
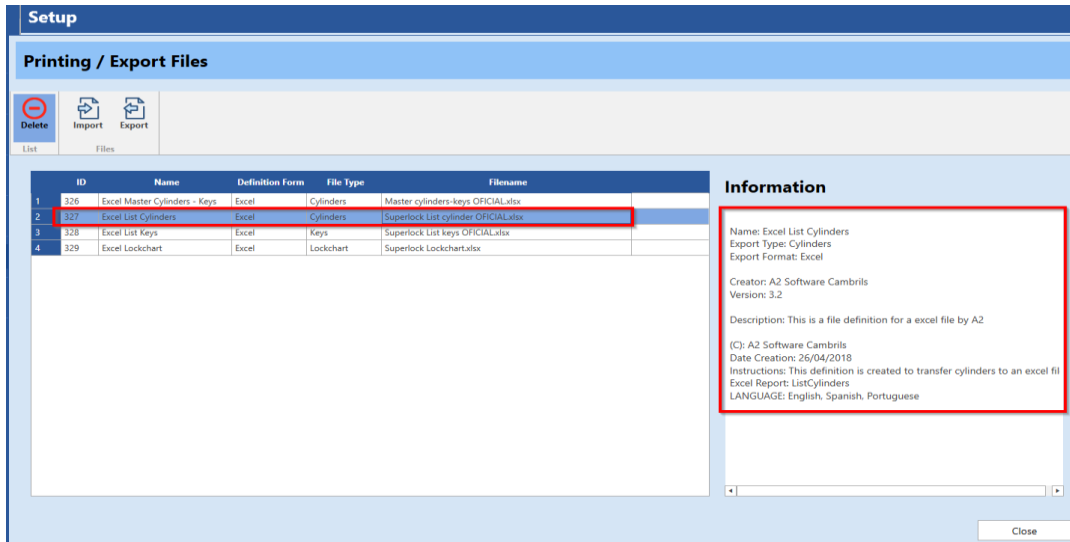
In the template, we can view and edit these fields in INFO sheet.

Let's change the values #VERSION, #TAG Date Creation, #TAG Instructions, and add the #TAG Date Update.

Now, we will import the template in Superlock to see how the metadata has changed when we select the imported template.

In Setup:

In Print/Export Cylinders:

Edit Cylinder-Keys nested table

We will see that the editing procedure of cylinders and the keys that access them is the same as other templates.

Let's see the template:

Now, let's do some changes:

- Change Cylinder Alt_marking to Status
- Change Key_order to Key_type.
- Put colors on system_number, cyl_codes and key_code.

The labels of these fields should be defined.

Now, like we've done in other examples, let's generate the report, in Spanish in this case.

The report result is like this:

CYLINDER/KEY CHECK LIST						Página : 1
CLIENTE NUM	X09			PROYECTO	Calc test	
CLIENTE	John Smith Inc.			CASO NUM	Case nr 11	
FECHA	24/04/2018			INIT		
number 1				NÚM. SISTEMA	TST001	

POS.	NOMBRE DE CILINDRO	MARCA CILINDR	ENVIADO	PEDIDO	PERFIL	ESTADO
1	CylName 1	Marking 1	1	0	0	None
						4 1 3 4 6
						6 5 5

	NOMBRE LLAVE	MARCA LLAVE	ENVIADAS	TIPO LLA	PERFIL	CODIGO LLAVE
	KeyName 1	Marking 1	1	Master		4 5 3 4 6
	KeyName 2	Marking 2	1	Group		6 5 3 4 6
	KeyName 4	Marking 4	1	Single		6 1 5 4 6

POS.	NOMBRE DE CILINDRO	MARCA CILINDR	ENVIADO	PEDIDO	PERFIL	ESTADO
2	CylName 2	Marking 2	1	0	0	None
						4 3 3 4 6
						6 5 5

	NOMBRE LLAVE	MARCA LLAVE	ENVIADAS	TIPO LLA	PERFIL	CODIGO LLAVE
	KeyName 1	Marking 1	1	Master		4 5 3 4 6
	KeyName 2	Marking 2	1	Group		6 5 3 4 6
	KeyName 5	Marking 5	1	Single		6 3 5 4 6

POS.	NOMBRE DE CILINDRO	MARCA CILINDR	ENVIADO	PEDIDO	PERFIL	ESTADO
3	CylName 3	Marking 3	1	0	0	None
						4 5 3 4 6
						6 7 5

|	NOMBRE LLAVE	MARCA LLAVE	ENVIADAS	TIPO LLA	PERFIL	CODIGO LLAVE
	KeyName 1	Marking 1	1	Master		4 5 3 4 6
	KeyName 2	Marking 2	1	Group		6 5 3 4 6
	KeyName 6	Marking 6	1	Single		6 7 5 4 6

Label printing

With the Superlock you can also print labels for putting on key and cylinder boxes, for example. These label can be printed in a single row and, of course, have a very different paper dimension, compared to regular reports. Also they have their own special printer. So there are a few steps to follow when making labels.
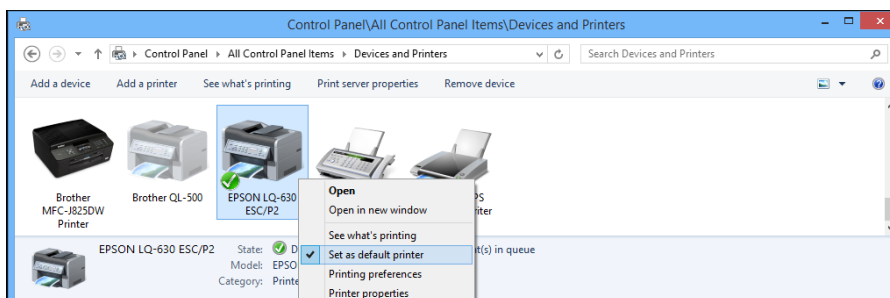
Step 1

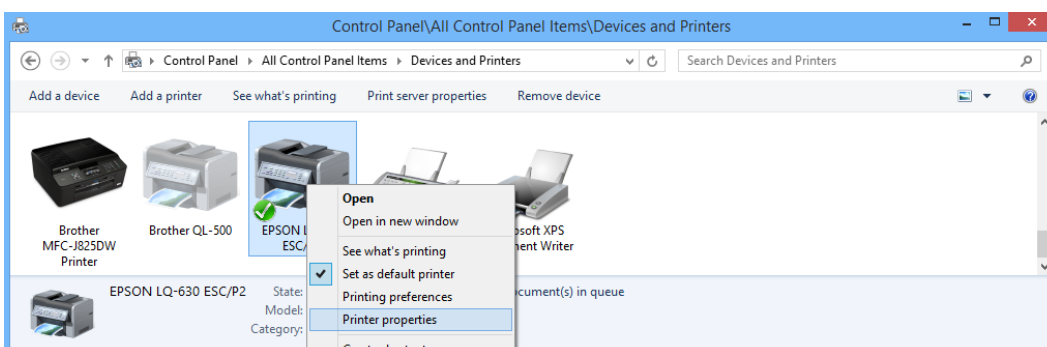Select the label printer as the default printer in Windows.

- Open Windows Control Panel
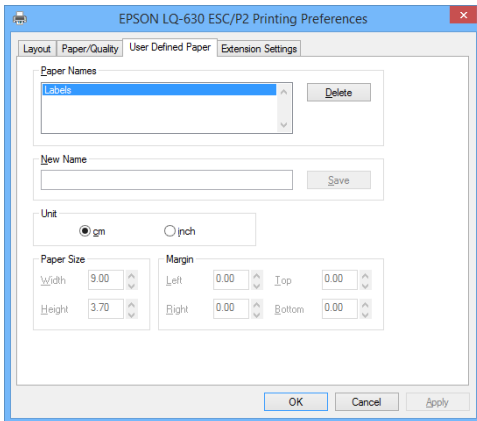- Search and click "Devices and Printers"
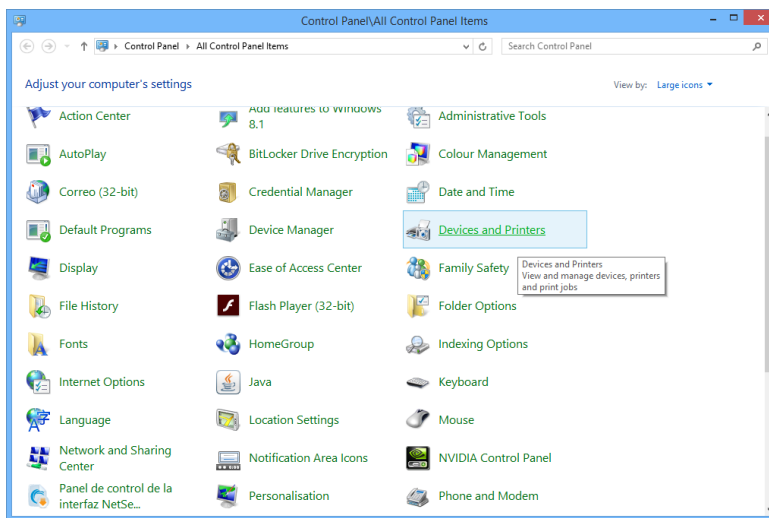
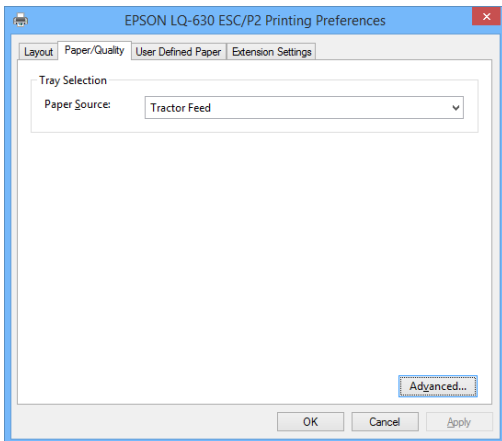- Right click over your label printer and select it as the default printer

- Right click again over your printer and open 'Printing preferences'
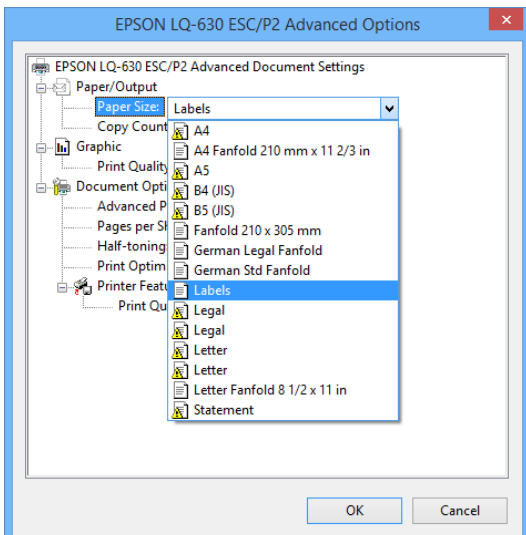
- If your custom paper label size is not present, create a profile and select it
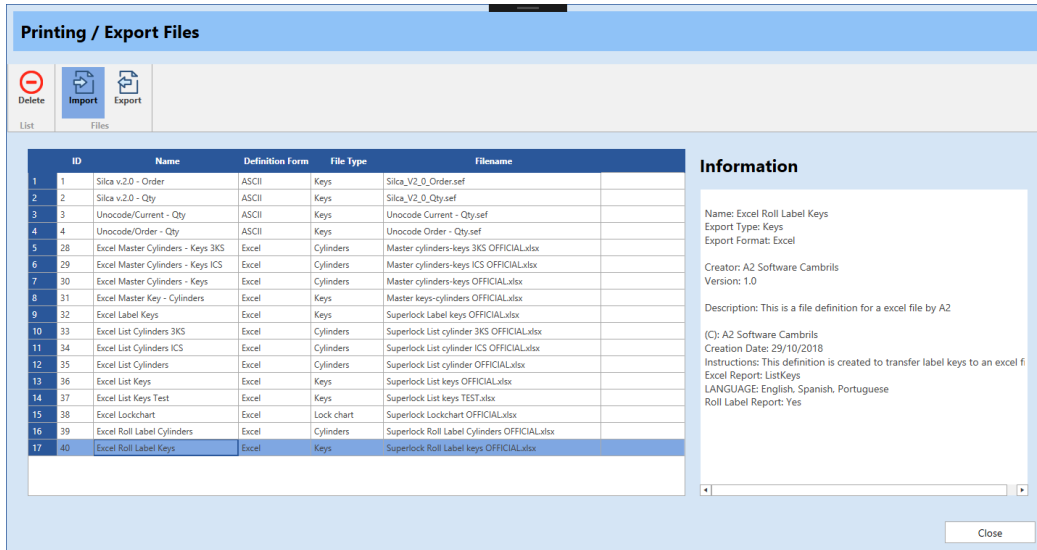

- In Paper/Quality select Advanced

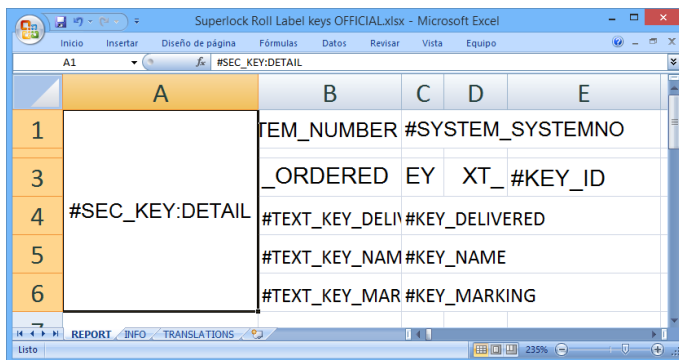- In Paper Size choose your custom size.

Step 2

Start Superlock II and navigate to Setup section and enter Print / Export Files.

- Import the Excel Roll Label files into 'Printing/Export Files' if was required

- You can create your own label report using the definitions of your choice from keys or cylinders list
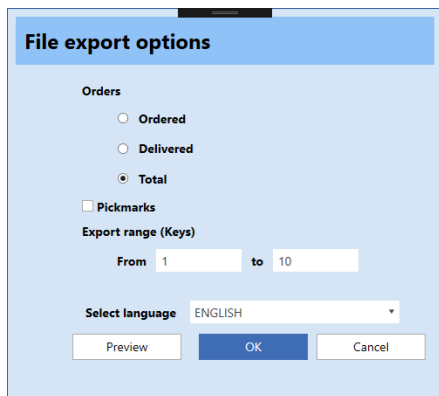

Step 3

Open a system and Print/Export in any Cylinders or Keys section.

Step 4

Select the imported Excel label file and hit OK.

In case there is no matching paper size:
- If in the preview it shows a non-matching label size, re-launch the report generation, using OK button for opening the Excel app.

- Inside Excel, we have much more control to force the selection of the right label size.
- Go to Print, Properties, Paper/Quality and select your default orientation / paper size. For example, the custom size for labels you may have created in the setting as default section of this explanation.
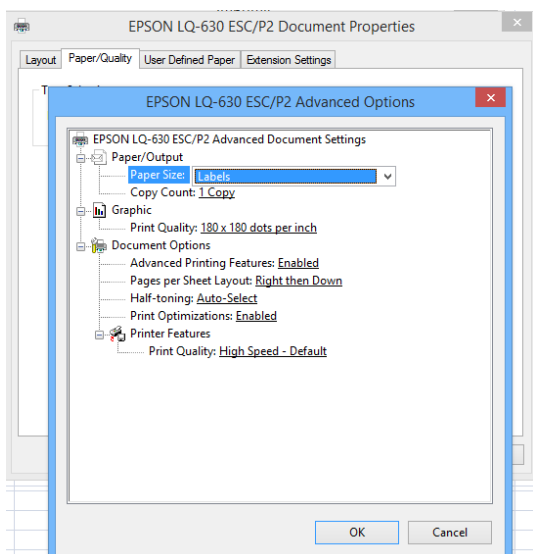
- Click on the Preview button to begin generating labels like this: