

Creating an Excel report template

To create a new Excel report template, first navigate to the menu item “ Reports” -> “Select tests”. Search for the relevant test or the relevant test object for which an Excel report template is to be created. Then click on the corresponding result tile “Feedback”.

This will take you to the detailed feedback analysis and you will see four buttons above it.

Click on the “New Excel report template” button to open a pop-up window in which you can assign a name for the new template. Then click on “Save template & download Excel file”.

The screenshot displays the Teamware Reports interface. The top navigation bar includes 'Customer Demo', 'Logged in as: Evan Wood', and various utility icons. The left sidebar contains a menu with 'Startpage', 'Evaluations', 'Reports', 'Select Tests', 'Select Test Objects', 'Excel report templates', 'Data pool', 'Templates', 'Master Data', and 'Buchungskalender'. The main content area is titled 'Report' and shows a breadcrumb path: 'Select Tests > Management Drives > Winter Drive > Feedback'. A search bar and a dropdown menu are visible. The 'New Excel report template' button is highlighted with a red box. Below the navigation, there is a 'Selection' panel with a search bar and a list of categories: 'Customer Demo', 'Management Drives' (with sub-items 'Summer Drive' and 'Winter Drive'), 'Benchmarking Tests', 'Technical Development', and 'Fleet Management'. The 'Overview' section features a bar chart with a mean value of 6.5 and a scale of 10. The 'Feedback' section shows a table with 26 of 26 items, with 1 validated and 26 completed. The table includes columns for Test Objects / Test, Description, Rating, Tester, Status, Validated, and Actions.

Test Objects / Test	Description	Rating	Tester	Status	Validated	Actions
03-C-Class luxury car_MD_3	Interior does not look cohesive or well thought out.	4 / 10	Garner Matthew	Completed	✓	⋮
Winter Drive			09/07/2023 03:49 pm			

The screenshot displays the IVA system interface. At the top, it shows 'Customer Demo' and 'Logged in as: Evan Wood'. The main navigation menu on the left includes 'Startpage', 'Evaluations', 'Reports', 'Select Tests', 'Select Test Objects', 'Excel report templates', 'Data pool', 'Templates', 'Master Data', and 'Buchungskalender'. The 'Reports' section is active, showing a breadcrumb trail: 'Select Tests > Management Drives > Winter Drive > Feedback'. A 'Create new Excel report template' dialog box is open, containing the text: 'An empty template with table layout from "Testname" is saved in the Excel report template.' Below this is a text input field with the placeholder 'Specify a name for the new Excel report template' and a 'publish report template' toggle switch. At the bottom of the dialog are 'Cancel' and 'Save Template & Download Excel File' buttons. In the background, a bar chart shows data points (09, 09, 02, 06) and a table of feedback items. The table has columns: Test Objects / Test, Description, Rating, Tester, Status, Validated, and Actions. One row is visible: '03-C-Class luxury car_MD_3 Winter Drive' with a rating of 4/10, tester 'Garner Matthew', and status 'Completed'.

After downloading the file, you have the option of switching to the list of Excel report templates. To do this, click on the corresponding button or click on “Close” if you want to remain in the feedback analysis. You can view the list of Excel report templates at any time under “ Reports” -> “Excel report templates”.

If you make any changes, remember to click on the “Save” button at the bottom right.

You can also edit the Excel file locally and then upload it again in IVA using drag & drop.

More information: [Editing Excel report templates](#)

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