

# 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 shows the Teamware Reports interface. The left sidebar contains a navigation menu with items: Startpage, Evaluations, Reports, Select Tests (highlighted), Select Test Objects, Excel report templates, Data pool, Templates, Master Data, and Buchungskalender. The main content area is titled 'Report' and shows a breadcrumb trail: Select Tests > Management Drives > Winter Drive > Feedback. Above the main content, there are four buttons: Reload, New Excel report template (highlighted with a red box), Create report, and Validate feedback. The main content area is divided into two sections: Selection and Overview. The Selection section shows a list of tests with checkboxes and radio buttons. The Overview section shows a bar chart with 11 bars, each labeled with a rating (e.g., 07, 05.6, 08, 06.5, 04.7, 05.4, 07.6, 05, 09.5, 09, 05.5, 07.8, 010, 05.8, 09, 09, 02, 06). Below the chart, there is a Feedback section with a table of test results.

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			

**Report**

Select Tests > Management Drives > Winter Drive > Feedback

Search list

**Create new Excel report template**

An empty template with table layout from "Testname" is saved in the Excel report template.

Name \*

Specify a name for the new Excel report template

☐ publish report template

Cancel Save Template & Download Excel File

Technical Development

Fleet Management

Feedback

Interior

26 of 26, with 1 validated, 26 completed

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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](#)

Revision #3

Created 2 June 2024 22:37:29 by sgu

Updated 5 June 2024 21:44:11 by sgu