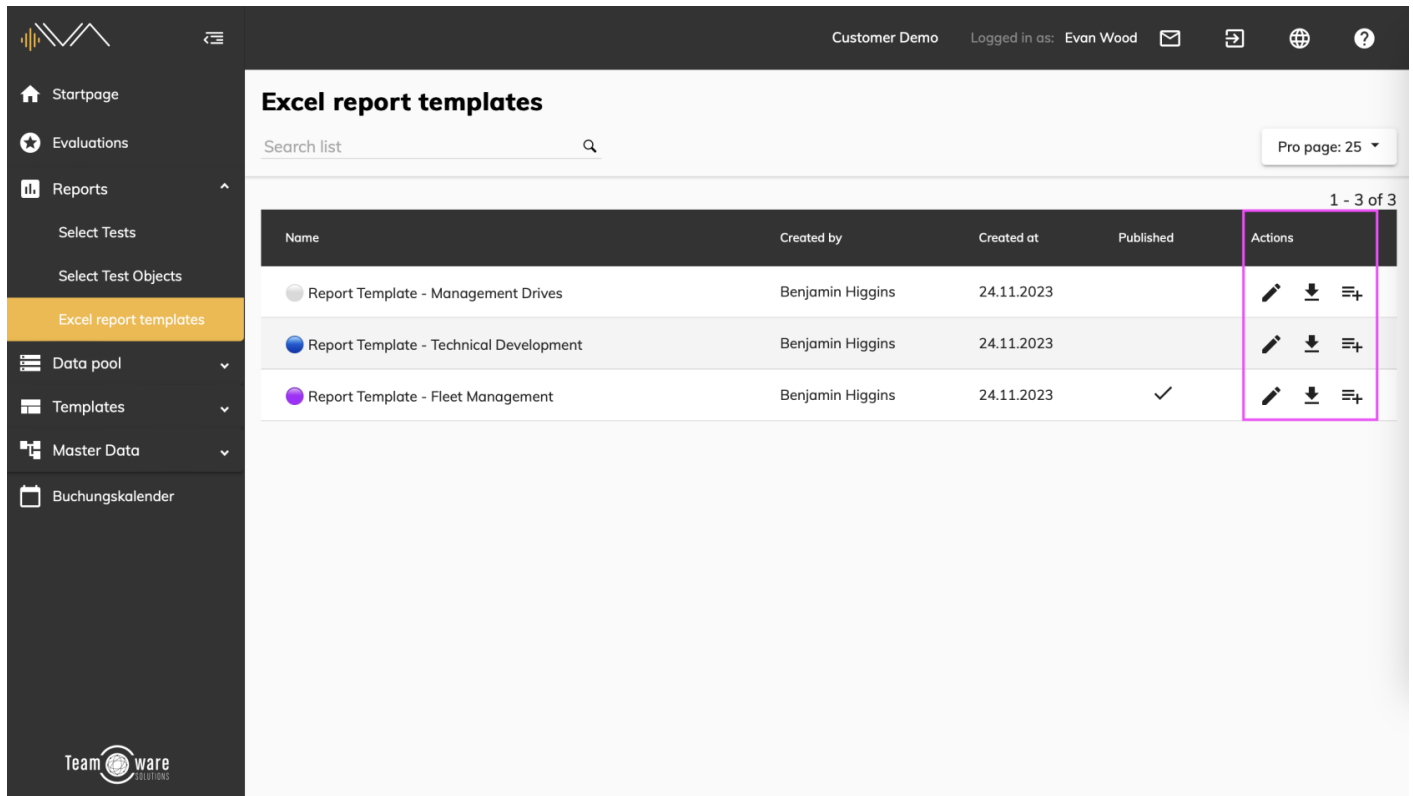











Editing an Excel report template

To edit an Excel report template, navigate to the menu item “ Reports” -> “Excel report templates”



The screenshot shows the 'Excel report templates' page in the IVA system. The left sidebar contains the navigation menu with 'Excel report templates' selected. The main content area displays a table of report templates. The table has columns for Name, Created by, Created at, Published, and Actions. Three templates are listed: 'Report Template - Management Drives', 'Report Template - Technical Development', and 'Report Template - Fleet Management'. The 'Actions' column for each row contains icons for edit, download, and delete. The 'Report Template - Fleet Management' row is marked as published with a checkmark. The 'Actions' column for each row is highlighted with a red box.

Name	Created by	Created at	Published	Actions
Report Template - Management Drives	Benjamin Higgins	24.11.2023		  
Report Template - Technical Development	Benjamin Higgins	24.11.2023		  
Report Template - Fleet Management	Benjamin Higgins	24.11.2023	✓	  

You will now see an overview of all Excel report templates in the currently selected division.

Here you can:

- edit and download the template
- change the attributes used

To **change the name of the template** or upload a template that you have extended, click on the **pencil icon** under the "Actions" column. A pop-up will then open in which you can make the desired change. If you upload an extended template, it will be used for future Excel reports and filled with data from the respective test. Here you can also delete the template using the "Delete template" button.

You can also edit the Excel file outside of IVA and then upload it again via drag & drop in the editing dialog. When uploading a template, the system checks whether all attributes are already present or whether they still need to be added.

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