Using MS Excel to Create Reports from TOPS Pro

System Requirements

1. Installed license of Tops Pro
2. Microsoft Excel 2000 or higher

Creating a Document Template for TOPS Pro

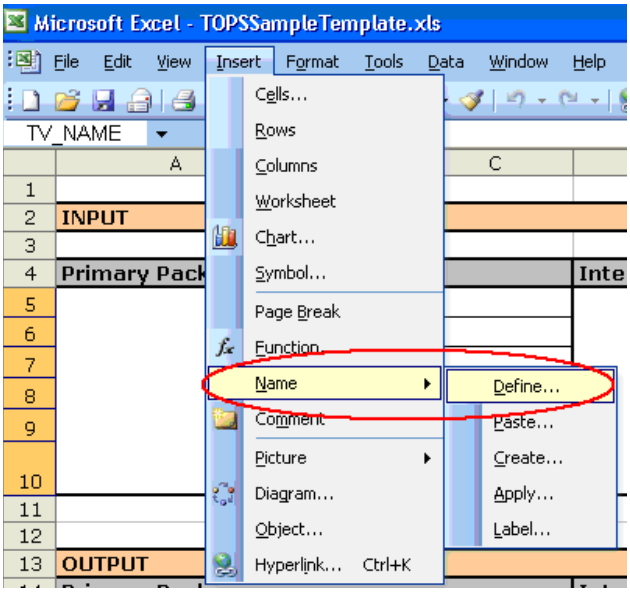
To create a document template for TOPS Pro, you first need to create a blank document template. To do so, you could do either of the following:

1. From Windows explorer, navigate to the folder where document templates for TOPS Pro were installed (normally in \PROGRAM FILES\TOPSAPPS\TOPSPRO\msword\ folder) and create a copy of one of these files. Start Microsoft Word from Start/Programs and open the new dot file that you just had copied.

2. From the Start/Programs, select Microsoft Word and open one of the templates installed by TOPS Pro. Once this file is opened, select **Files/Save As** from the main menu and save it using a different name. Make sure that you open the dot files from within Word.

Start formatting your document template. Think about what images and statistics from TOPS Pro you'd like to be included in the template and what other notes or references are required. **It is required that you use tables to display the images and data.** Once you are done formatting the template, make sure you save it.

The images and data available in the template are listed in the menu ***Insert Name***. To insert any name or data from the list, navigate to the cell where you would like them to appear. Go to **Insert/Name** and enter the name of the bookmark exactly as it appears on the list and click the **Add** button. Repeat the last step until all desired bookmarks are added.



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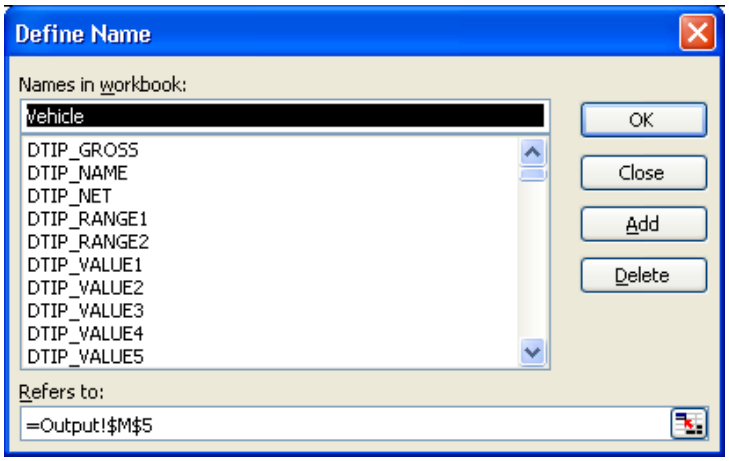
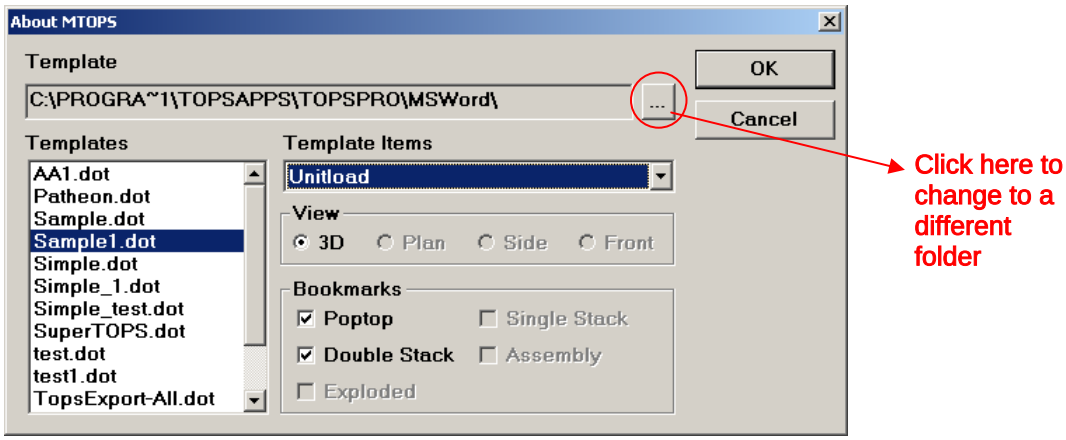


Using Export to Word in TOPS Pro

We will now open an analysis in TOPS Pro and export it to Word using this new Sample1.dot template.

1. Run TOPS Pro and go to **File/Open**. Select GLUE_SAMPLE and click **OK**. TOPS Pro will open the analysis.

2. Go to **Export/Send to MSOffice**. You will see the following dialog box with TOPSSampleTemplate.xls under the Templates list. **Note**: If you do not see Sample1.dot, navigate to folder where the TOPSSampleTemplate.xls was previously saved.



3. Click **OK** to use TOPSSampleTemplate.xls. TOPS Pro will run Excel and create a new document based on Sample1.dot.

   Note: If you get a message saying "The macros in this project are disabled…", you will need to adjust the security setting in MS Word to enable macros. Please refer to page 7 for more details.

4. TOPS Pro will create a new document in Excel chart based on TOPSSampleTemplate.xls

5. MS Word will populate the document with images and data from TOPS Pro based on the saved bookmarks in the TOPSSampleTemplate.xls excel file.

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Tops Bookmarks

Product / Primary Pack

Bookmark	Description
IMAGE_PROD_SINGLE_STACK_3D	Primary Poptop 3D Image

Intermediate Pack

Bookmark	Description
IMAGE_IP_POPTOP_3D	Intermediate Pack Poptop 3D Image

Shipcase

Bookmark	Description
IMAGE_SC_POPTOP_3D	Shipcase Poptop 3D
IMAGE_SC_SINGLE_STACK_3D	Shipcase Single Stack 3D

Unitload

Bookmark	Description
IMAGE_UL_POPTOP_3D	Unitload Poptop 3D
IMAGE_UL_SINGLE_STACK_3D	Unitload Single Stack 3D
IMAGE_UL_DOUBLE_STACK_3D	Unitload Double Stack 3D

Vehicle

Bookmark	Description
IMAGE_TV_SINGLE_STACK_3D	Vehicle 3D

Stats

Bookmark	Description
PP_NAME	Primary pack box style
PPIN_LEN	Primary Pack Length (Inside)
PPIN_LEN_METRIC	Primary Pack Length in metric format (Inside)
PPOUT_LEN	Primary Pack Length (Outside)
PPOUT_LEN_METRIC	Primary Pack Length in metric format (Outside)
PPIN_WID	Primary Pack Width (Inside)
PPIN_WID_METRIC	Primary Pack in metric format (Inside)
PPOUT_WID	Primary Pack Width (Outside)
PPOUT _WID_METRIC	Primary Pack in metric format (Outside)
PPIN_HGT	Primary Pack Height (Inside)
PPIN_HGT_METRIC	Primary Pack Height in metric format (Inside)
PPOUT _OUTSIDE	Primary Pack Height (Outside)
PPOUT _HGT_METRIC	Primary Pack Height in metric format (Outside)
PP_DIMVERT	Vertical Dimension of Pripack
PPIN_CUBE	Primary Pack Cube (Inside)
PPIN_CUBE_METRIC	Primary Pack Cube in metric format (Inside)
PPOUT_CUBE_OUTSIDE	Primary Pack Cube (Outside)
PPOUT_CUBE_METRIC	Primary Pack Cube in metric format (Outside)
PP_NET	Net Weight - Primary Pack
PP_WGT	Net Weight in metric format - Primary Pack
PP_CASESPERLAYER	Primary Pack per layer
PP_LAYERSPERLOAD	Primary pack layers per load
PP_COUNT	Primary Pack Count
IP_NAME	Intermediate pack box style
IPIN_LEN	Intermediate Pack Length (Inside)
IPIN_LEN_METRIC	Intermediate Pack Length in metric format (Inside)
IPOUT_LEN	Intermediate Pack Length (Outside)
IPOUT_LEN_METRIC	Intermediate Pack Length in metric format (Outside)
IPIN_WID	Intermediate Pack Width (Inside)
IPIN_WID_METRIC	Intermediate Pack Width in metric format (Inside)
IPOUT_WID	Intermediate Pack Width (Outside)
IPOUT_WID_METRIC	Intermediate Pack Width in metric format (Outside)
IPIN_HGT	Intermediate Pack Height (Inside)
IPIN_HGT_METRIC	Intermediate Pack Height in metric format (Inside)
IPOUT_HGT	Intermediate Pack Height (Outside)
IPOUT_HGT_METRIC	Intermediate Pack Height in metric format (Outside)

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IP_DIMVERT	Vertical Dimension of Intermediate pack
IP_PATTERN	Loading Pattern onto the intermediate pack
IPIN_CUBE	Intermediate Pack Cube (Inside)
IPIN_CUBE_METRIC	Intermediate Pack Cube in metric format (Inside)
IPOUT_CUBE_	Intermediate Pack Cube (Outside)
IPOUT_CUBE_METRIC	Intermediate Pack Cube in metric format (Outside)
IP_NET	Net Weight - Intermediate Pack
IP_NET_METRIC	Net Weight in metric format - Intermediate Pack
IP_GROSS	Gross Weight - Intermediate Pack
IP_GROSS_METRIC	Gross Weight in metric format - Intermediate Pack
IP_CASESPERLAYER	Intermediate Pack per layer
IP_LAYERSPERLOAD	Intermediate Pack layers per load
IP_COUNT	Intermediate Pack Count
SC_NAME	Shipper Box style
SCIN_LEN	Shippers Length (Inside)
SCIN_LEN_METRIC	Shippers Length in metric format (Inside)
SCOUT_LEN	Shippers Length (Outside)
SCOUT_LEN_METRIC	Shippers Length in metric format (Outside)
SCIN_WID	Shippers Width (Inside)
SCIN_WID_METRIC	Shippers Width in metric format (Inside)
SCOUT_WID	Shippers Width (Outside)
SCOUT_WID_METRIC	Shippers Width in metric format (Outside)
SCIN_HGT	Shippers Height (Inside)
SCIN_HGT_METRIC	Shippers Height in metric format (Inside)
SCOUT_HGT	Shippers Height (Outside)
SCOUT_HGT_METRIC	Shippers Height in metric format (Outside)
SC_DIMVERT	Vertical Dimension of Shipper
SC_PATTERN	Loading Pattern onto the shipper
SCIN_CUBE	Shippers Cube (Inside)
SCIN_CUBE_METRIC	Shippers Cube in metric format (Inside)
SCOUT_CUBE	Shippers Cube (Outside)
SCOUT_CUBE_METRIC	Shippers Cube in metric format (Outside)
SC_NET	Net Weight - Shipper
SC_NET_METRIC	Net Weight in metric format – Shipper
SC_GROSS	Gross Weight – Shipper
SC_GROSS_METRIC	Gross Weight in metric format - Shipper
SC_RSCAREA	RSC Area of Shipper
SC_CUBICEFF	Cubic Efficiency in % for Shipper
SC_AREAEFF	Area Efficiency in % for Shipper
SC_CASESPERLAYER	Cartons per layer in Shipper
SC_LAYERSPERLOAD	Shipper layers per Load
SC_COUNT	Cartons per Shipper – Count
ULIN_LEN	Unitload Length (Inside)
ULIN_LEN_METRIC	Unitload in metric format (Inside)
ULOUT_LEN_	Unitload Length (Outside)
ULOUT_LEN_METRIC	Unitload in metric format (Outside)
ULIN_WID	Unitload Width (Inside)
ULIN_WID_METRIC	Unitload Width in metric format (Inside)
ULOUT_WID	Unitload Width (Outside)
ULOUT_WID_METRIC	Unitload Width in metric format (Outside)
ULIN_HGT	Unitload Height (Inside)
ULIN_HGT_METRIC	Unitload Height in metric format (Inside)
ULOUT_HGT	Unitload Height (Outside)
ULOUT_HGT_METRIC	Unitload Height in metric format (Outside)
UL_PATTERN	Loading Pattern in the Unitload
ULIN_CUBE	Unitload Cube (Inside)
ULIN_CUBE_METRIC	Unitload Cube in metric format (Inside)
ULOUT_CUBE	Unitload Cube (Outside)
ULOUT_CUBE_METRIC_OUTSIDE	Unitload Cube in metric format (Outside)
UL_NET	Net Weight - Unitload
UL_NET_METRIC	Net Weight in metric format – Unitload
UL_GROSS	Gross Weight – Unitload
UL_GROSS_METRIC	Gross Weight in metric format – Unitload
UL_RSCAREA	RSC Area of Unitload
UL_CUBICEFF	Cubic Efficiency in %
UL_AREAEFF	Area Efficiency in %
UL_NAME	Pallet name
UL_PALLETLEN	Pallet Length

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UL_PALLETLEN_METRIC	Pallet Length in metric format
UL_PALLETWID	Pallet Width
UL_PALLETWID_METRIC	Pallet Width in metric format
UL_PALLETWGT	Pallet Weight
UL_PALLETWGT_METRIC	Pallet Weight in metric format
UL_OVERHANGLEN	Maximum length Overhang
UL_OVERHANGWID	Maximum width Overhang
UL_UNDERHANGLEN	Maximum length Underhang
UL_UNDERHANGWID	Maximum width Underhang
UL_CASESPERLAYER	Cases per layer
UL_LAYERSPERLOAD	Unitload layers per load
UL_COUNT	Unitload Count
UL_PRIPACKPERUL	Primary pack per Unitload
UL_IPACKPERUL	Intermediate pack per Unitload
TV_NAME	Vehicle name
TVOUT_LEN	Vehicle Length (Outside)
TVOUT_LEN_METRIC	Vehicle Length in metric format (Outside)
TVOUT_WID	Vehicle Width (Outside)
TVOUT_WID_METRIC	Vehicle Width in metric format (Outside)
TVOUT_HGT	Vehicle Height (Outside)
TVOUT_HGT_METRIC	Vehicle Height in metric format (Outside)
TV_PATTERN	Loading Pattern in the Vehicle
TVOUT_CUBE	Vehicle Cube (Outside)
TVOUT_CUBE_METRIC	Vehicle Cube in metric format(Outside)
TV_NET	Net Weight – Vehicle
TV_NET_METRIC	Net Weight in metric format – Vehicle
TV_GROSS	Gross Weight – Vehicle
TV_GROSS_METRIC	Gross Weight in metric format – Vehicle
TV_CUBICEFF	Cubic Efficiency in % for Vehicle
TV_AREAEFF	Area Efficiency in % for Vehicle
TV_COUNT	Unitloads per vehicle

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