



# NPrinting Certification Training Course

# TUTORIALS



**NPrinting**<sup>VIZUBI</sup>  
QlikView reporting done right

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# Basic

## Requirements for NPrinting 14 and following versions

You can download this tutorial by clicking here: "[Requirements for NPrinting 14 and following versions](#)".

### Before Starting

#### NPrinting Software Requirements:

- The latest version of NPrinting setup files: download Server, Client and Components from <http://www.vizubi.com/nprinting/downloads/>
- QlikView Desktop 9 (SR5 and SR6), QlikView Desktop 10 (SR2 or later) or QlikView Desktop 11. You will need this even if Enterprise Edition or Small Business Edition is installed.
- NPrinting doesn't support QlikView Desktop Personal Edition (free version)
- QlikView Desktop must have an active local license or a Named User CAL from your QlikView Server. Don't use shared licenses: when NPrinting, Client or Server, opens the local QlikView Desktop, the license must be active. Otherwise, the process stops and reports can't be generated
- Supportable Operating Systems: Microsoft Windows 8, Windows 7, Vista SP1 or later, Windows XP SP3, Server 2003 SP2, Server 2008, or Server 2012
- Minimum RAM requirements: 1 Gb. QlikView Desktop must have enough memory on the PC where NPrinting is installed to manage the QlikView documents you want to use for reporting
- Microsoft Office 2003, 2007, 2010, or 2013 (32 or 64 bit) only on the computers where templates will be created. Microsoft Office is not necessary to generate Microsoft Office or PDF reports from Microsoft Office templates.
- .NET framework 4.0 Full or higher

**NPrinting will function properly on both physical and virtual machines.** In both configurations, NPrinting requires that QlikView and Microsoft Office (for development only) are installed on the same machine. NPrinting will not function if it is installed on one machine and the virtualized applications are installed on different machines.

#### NPrinting On-Demand: (only for On-Demand users)

- QlikView Desktop 11.20 SR4 if you are using Internet Explorer 10
- QlikView Desktop 11.20 SR5 if you are using Internet Explorer 11

For more information about On-Demand report generation and distribution, go to: <http://community.vizubi.com/knowledgebase/topics/43914-on-demand>

## Specific Feature Requirements

**Attention: Starting from NPrinting 15.3, OpenSSL is no longer necessary in order to send email using TLS.**

NPrinting requires you to download additional software to enable certain features. All of this software is free for commercial use and is “open source” in many cases:

- Bullzip PDF Printer for distributing Legacy QlikView Reports in PDF, JPG, PNG. When installing Bullzip you'll be prompted to install Ghostscript if hadn't previously been installed <http://www.bullzip.com/download.php>. We strongly suggest that you convert your Legacy QlikView Reports into new QlikView Entity Reports
- GPG4win for generating encrypted reports: <http://www.gpg4win.org/download.html>
- To encrypt your reports refer to this tutorial <http://community.vizubi.com/knowledgebase/articles/261144-how-to-use-openpgp-encryption-with-nprinting>
- OpenSSL, if your SMTP server requires SSL or TLS. Be sure to install the 32 bit version even if you are running a 64 bit OS: <http://www.slproweb.com/products/Win32OpenSSL.html>

## Useful Information

- In order to activate NPrinting Client and/or Server, you need a trial or a purchased license code
- If you want to deliver reports via email, you'll need SMTP server parameters:
- name (e.g. smtp.gmail.com) or IP address
- userID and password. We strongly recommend that you create a dedicated NPrinting e-mail account

## Windows User (Dedicated to running the NPrinting Server Service)

**A Dedicated Windows UserID and Password needs to be reserved for the NPrinting Server Service. It must have administrator privileges on the local machine. This user needs also “Logon as a service” privileges and an active QlikView Desktop license.**

## Installation

- Verify that your PC or server meets all requirements (see above)
- Right click on the NPrinting Server and/or Client setup file and select “Run as Administrator”
- Follow installation wizard instructions



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- Installation path can be customized to your liking
- Activate the correct NPrinting license
- For an online activation refer to: <http://community.vizubi.com/knowledgebase/articles/260979-activate-or-reactivate-nprinting>
- If your server doesn't have internet access, you'll need to do offline activation: <http://community.vizubi.com/knowledgebase/articles/261103-activate-or-reactivate-nprinting-offline>
- If you are moving NPrinting from one computer to another, refer to: <http://community.vizubi.com/knowledgebase/articles/265445-moving-your-license-when-you-make-changes-to-your->

## Configuration

Follow the instructions from the respective tutorials

- To setup the SMTP server: <http://community.vizubi.com/knowledgebase/articles/260254-how-do-i-set-up-e-mail-in-nprinting->
- To customize log file paths and other options: <http://community.vizubi.com/knowledgebase/articles/260245-configure-options>
- To configure the NPrinting Service follow the tutorial: <http://community.vizubi.com/knowledgebase/articles/261244>
- Be sure to insert userID and password for a Windows user who is a local machine administrator, has "Logon as a service" privileges, and is used only by NPrinting
- Click on Test to verify the userID and password
- Log into Windows with the NPrinting user and open a .qvw. Check that QlikView Desktop has an active license. Note that QlikView Personal Edition is not supported
- If you want to change user, fill-in the Account and Password fields

## Install NPrinting Release 14.x and Later

You can download this tutorial by clicking here: "[Install NPrinting Release 14.x and Later](#)".

Download the latest version of NPrinting directly to the computer (that you wish to install NPrinting onto) from the following location (Do not install over the network):

[www.vizubi.com/nprinting/downloads](http://www.vizubi.com/nprinting/downloads)

There is only one setup file for each NPrinting product regardless the installed version of QlikView. NPrinting supports QlikView9 SR5 or later, QlikView10 SR2 or later, and QlikView11 SR3 or later.

There are three setup files:

- NPrinting\_Client\_14.x.y.z.exe the Client for developing NPrinting projects
- NPrinting\_Server\_14.x.y.z.exe the Server for executing the NPrinting projects

and

- NPrinting\_OnDemand\_Components\_x86\_14.x.y.z.exe for Windows 32 bit

or

- NPrinting\_OnDemand\_Components\_x64\_14.x.y.x.exe for Windows 64 bit

You can install NPrinting Server on a different machine than NPrinting Client, or on the same.

NPrinting On-Demand Components contain:

- **Custom Objects for Internet Explorer Plugin:** must be installed on each NPrinting development/QV desktop computer and on the server that will publish the QVW's via AccessPoint
- **Extension Objects (Use when Internet Explorer plugin not installed):** must be installed on each NPrinting development/QV desktop computer and on the server that will publish the QVW's via AccessPoint

# NPrinting Certification Training Course Tutorials

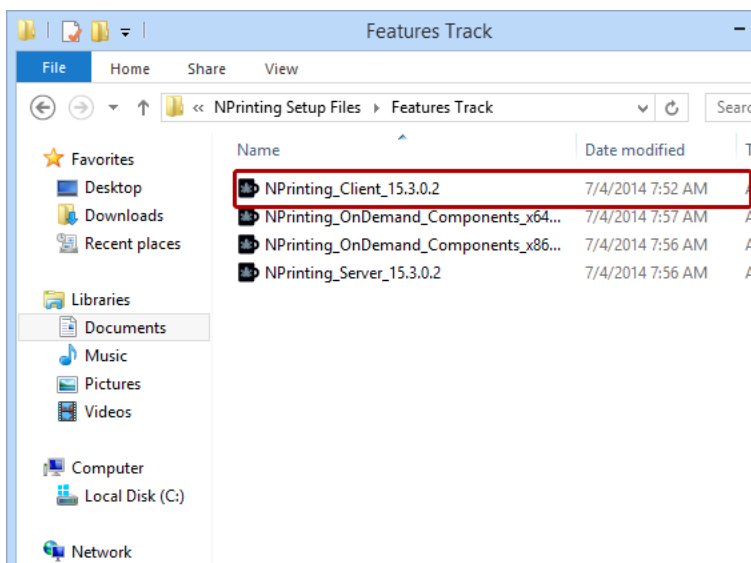
Please keep the three installation packages updated to the to the most recently released version available. NP Client, NP Server and NP Server Components must always be the same version/release number.

You also must download [NPrinting Training Material](#) and extract its zipped contents into **C:\NPrintingTraining\** so that the the relative path structure continues to be valid.

## Part 1 - Install NPrinting Server or Client

**NB:** Installation of **NPrinting Client** follows the same steps as the **NPrinting Server**. Activation for NPrinting Client is done from within the Client. While for Server, activation is done within the NPrinting Management Console. In either case, the respective application will open at the end of the installation process if you put a check in the **Launch NPrinting Client/Server** box before clicking on the **Finish** button. See the first four steps of: [How to Update Your License](#) and all of [Activate or Reactivate NPrinting](#).

## Begin Installation



- You may install NPrinting Client alone on a computer for developing NPrinting Projects and manual report distribution.
- You may install NPrinting Client and On-Demand Components on a computer for developing NPrinting Projects, whether On-Demand or not.
- You may install NPrinting Server alone on a computer for running NPrinting Service to automate execution of scheduled jobs.
- You may install NPrinting Server and On-Demand Components on a computer for running NPrinting Service to automate execution of scheduled jobs and provide On-Demand reporting.

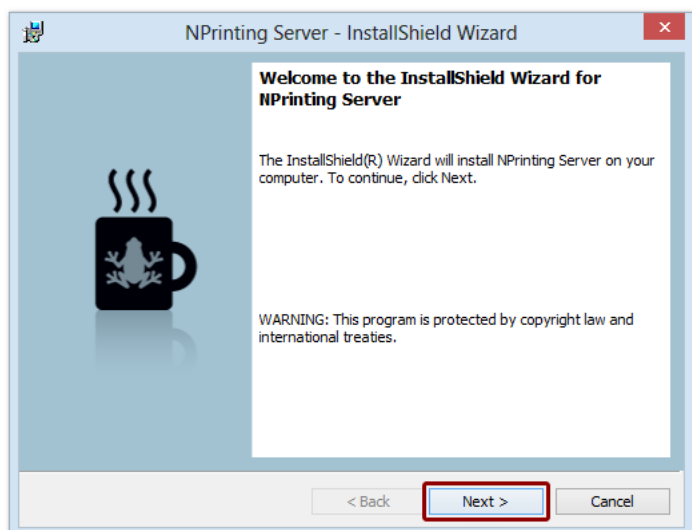
# NPrinting Certification Training Course Tutorials

- You may install NPrinting Client, Server and On-Demand Components on a computer for developing NPrinting Projects, whether On-Demand or not, running NPrinting Service to automate execution of scheduled jobs and provide On-Demand reporting, all on the same computer.

All three products have been downloaded to the **Downloads** folder to be installed on a single computer for doing all of the above.

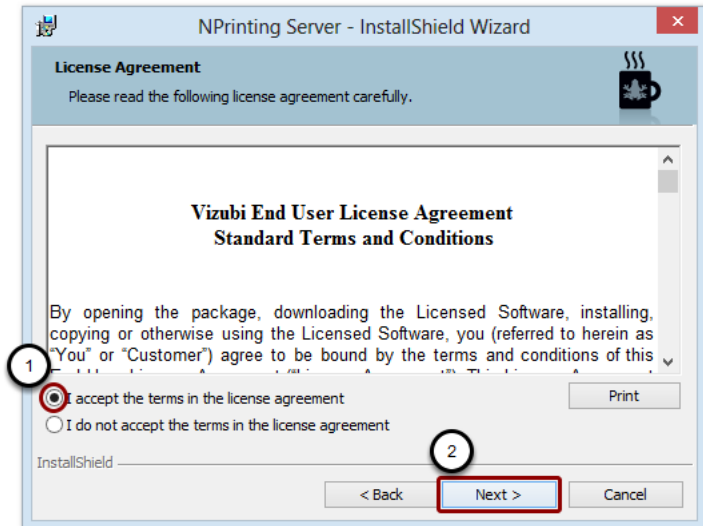
Double click on and install the NPrinting setup files in any order. I will start with **NPrinting Server**.

## InstallShield Copyright Warning



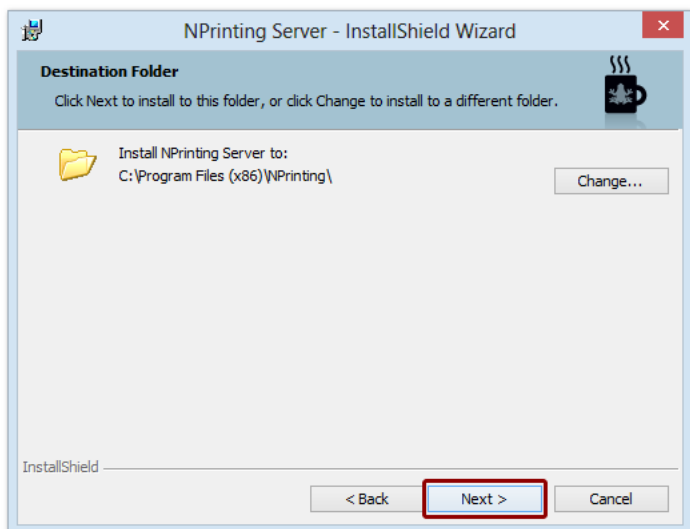
Click on the **Next** button.

## Accept or Reject EULA



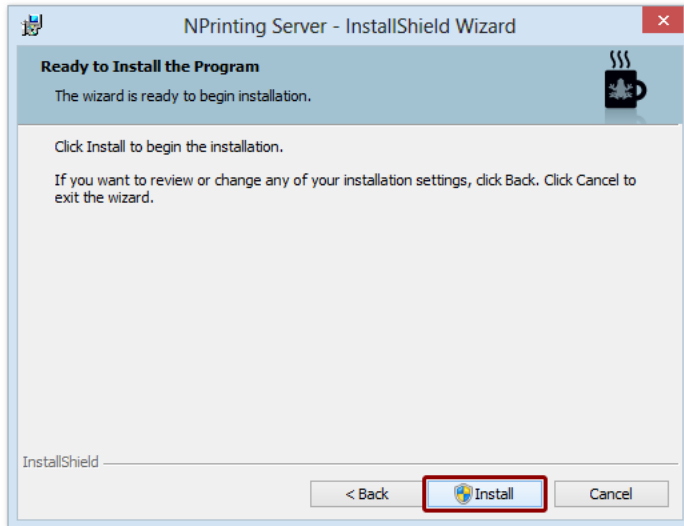
1. Select the **I accept the terms...** radio button
2. Click on the **Next** button

## Opportunity to Change Installation Folder



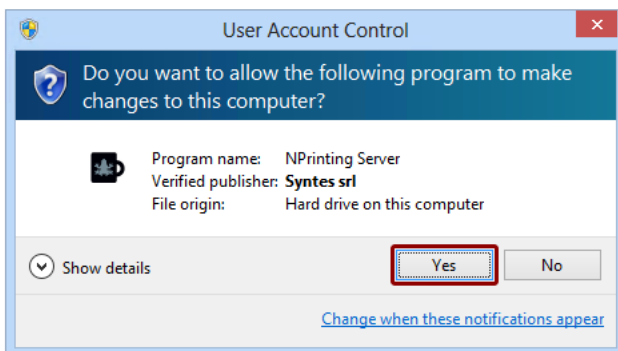
Unless you have a specific need to change the installation folder, just click on the **Next** button.

## Last Chance



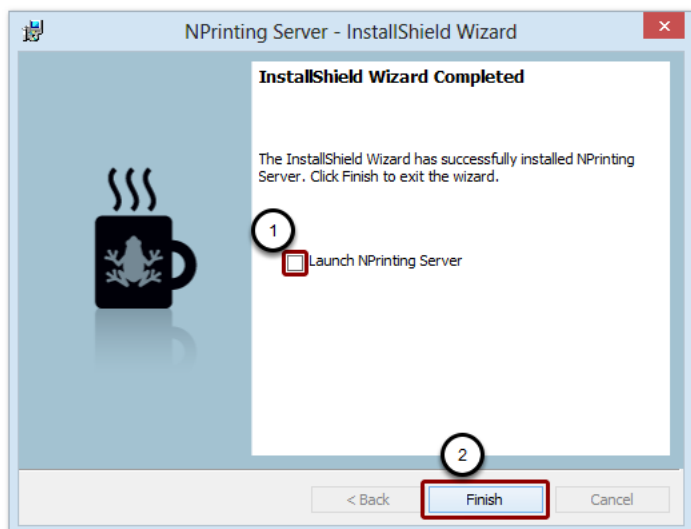
This is your last chance to go back and revise your selections. If you are content with your selections, click on the **Install** button.

## Allow Installation



Click on the **Yes** button.

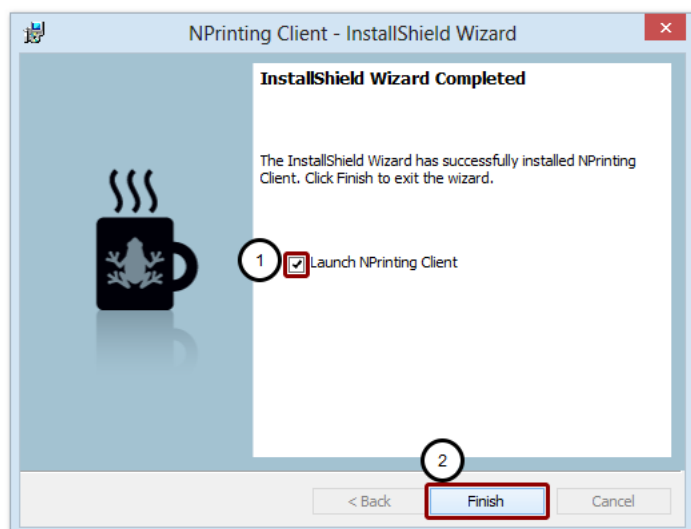
## Finish and Launch NPrinting Management Console



**NPrinting Management Console** is an external application that is installed with **NPrinting Server** for configuring **NPrinting Service**.

1. If you put a check mark in the **Launch NPrinting Server** box, **NPrinting Management Console** will start up and allow you to configure and start **NPrinting Service**. If not, you will have to start **NPrinting Management Console** up manually at some later time to configure and start **NPrinting Service**.
2. Click on the **Finish** button

## Finish Procedure for NPrinting Client Installation

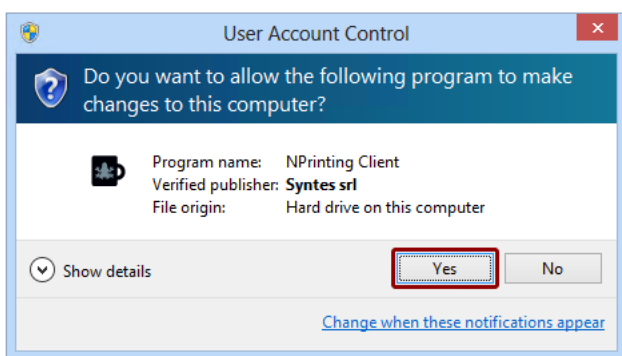


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1. Put a check in the **Launch NPrinting Client** box if you want to get started developing and distributing NPrinting reports immediately
2. Click on the **Finish** button

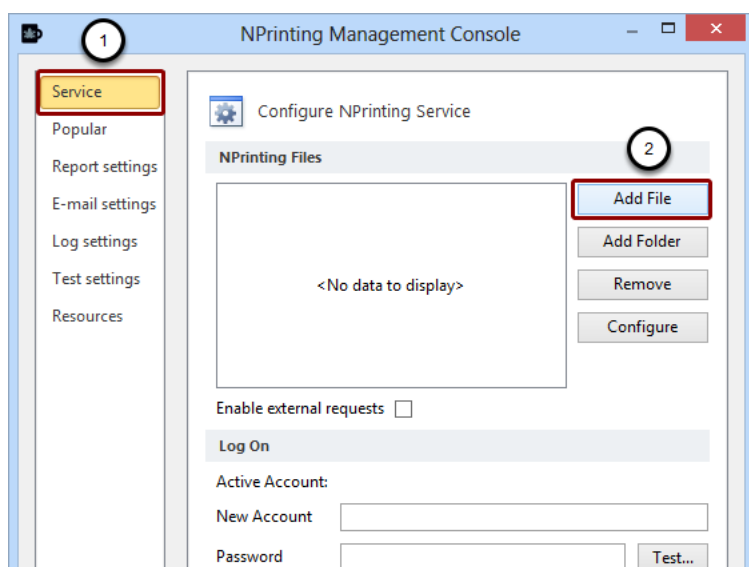
## Part 2 - Configure NPrinting Service with NPrinting Management Console

### Allow Changes to System



Click on the **Yes** button.

### Add Initial NPrinting Project File

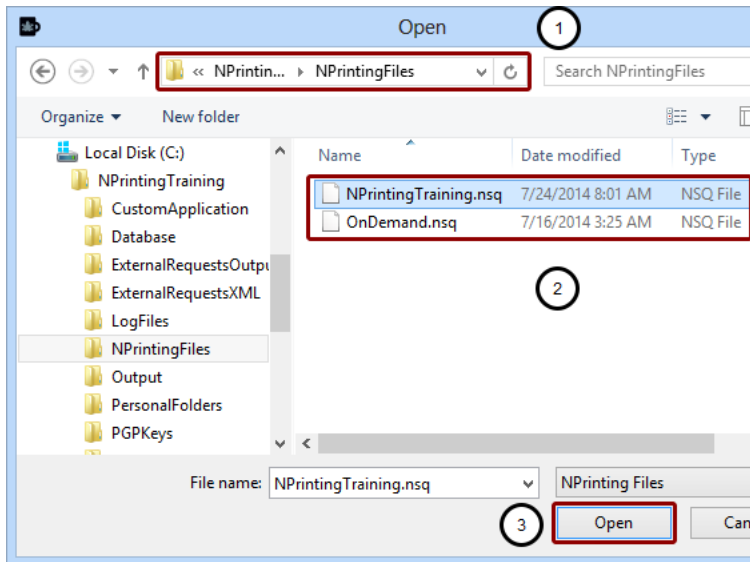




# NPrinting Certification Training Course Tutorials

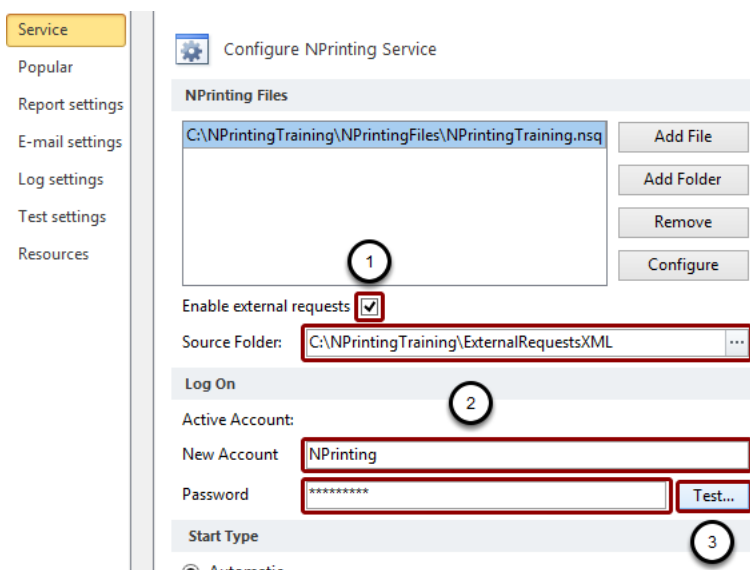
1. Select the **Service** window of **NPrinting Management Console** if it is not already selected
2. Click on the **Add File** or on the **Add Folder** button

## Select NPrinting Project File



1. Browse to **C:\NPrintingTraining\NPrintingFiles\**
2. Select the **OnDemand NPrinting Project** file. If you select **NPrintingTraining.nsq**, all the scheduled jobs in the working examples that it contains will begin executing according to their schedules
3. Click on the **Open** button

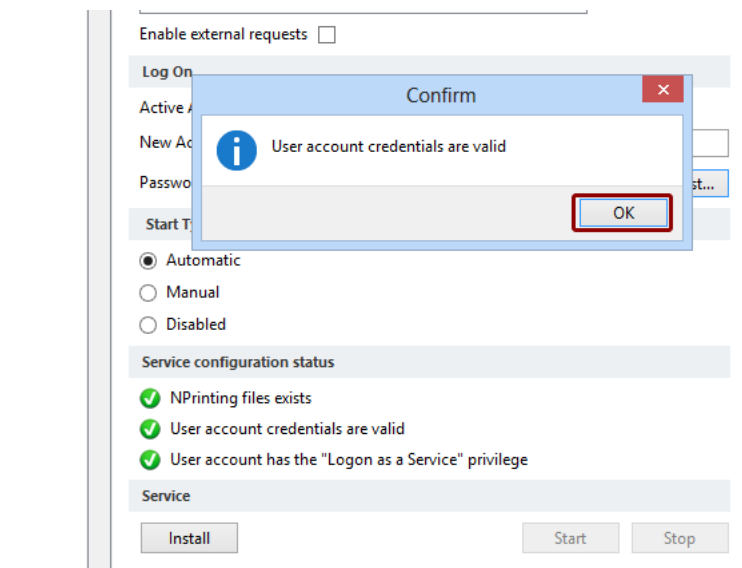
## Configure NPrinting Service



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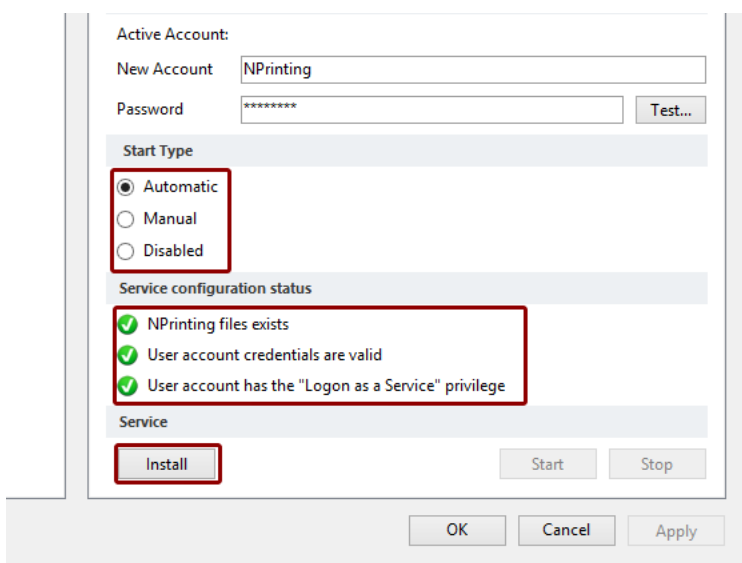
1. Put a check mark in the Enable external requests box if you want to run jobs from XML request files, see: [How to Execute NPrinting Reports on Demand](#) and [How to Configure NPrinting as a Service](#)
2. Enter the User ID of a machine administrator in the **New Account** field the corresponding password in the **Password** field, see: [How to Configure NPrinting as a Service](#) again
3. Click on the Test... button and if configured correctly, you will see the confirmation message below

## Confirm Correct NPrinting Service Log On Configuration



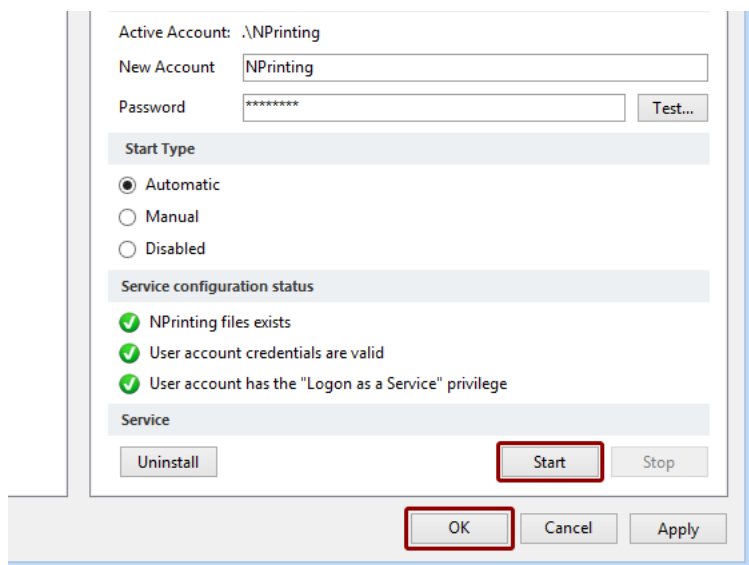
Click on the **OK** button.

## Conclude Configuration and Install NPrinting Service



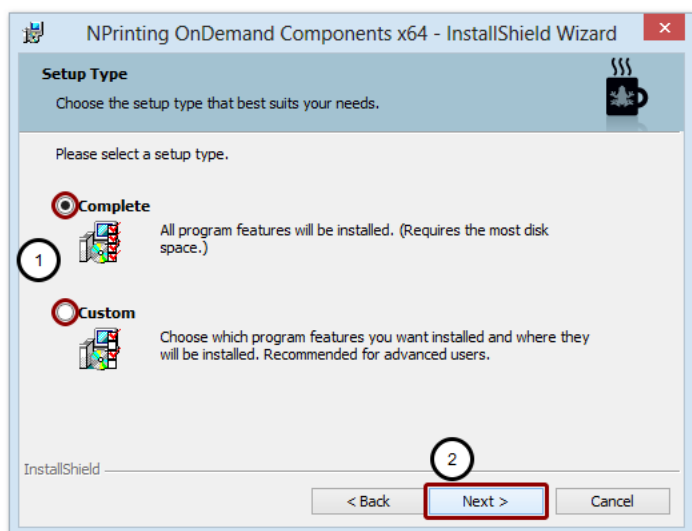
See: [How to Configure NPrinting as a Service](#)

## Start NPrinting Service



## Part 3 - Install NPrinting On-Demand Components

### NPrinting On-Demand Components Setup Type Dialog

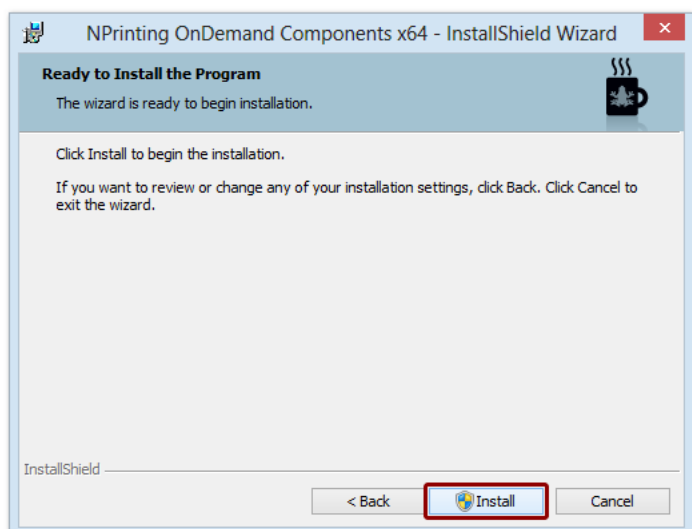


The installation of NPrinting On-Demand Components does present one dialog window that is unique to it.

# NPrinting Certification Training Course Tutorials

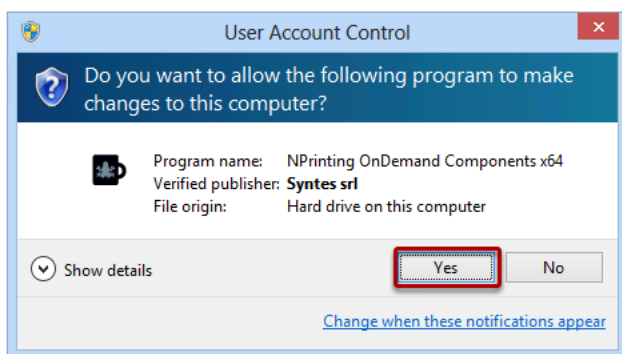
1. Choose the **Complete** "install everything in the default locations" setup or the **Custom** "specific needs and locations" setup
2. Click on the **Next** button

## Install NPrinting On-Demand Components



If you have any doubts, now is your last chance to go back and revise your settings.

## Permit Changes to Computer



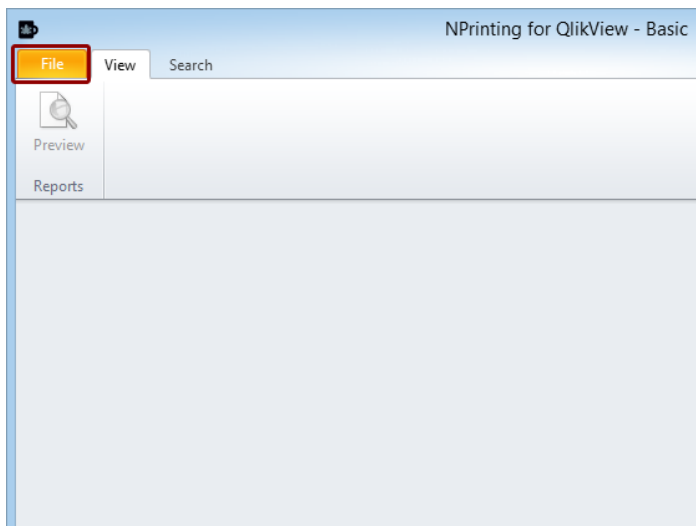
Answer **Yes** to the question "Do you want to allow the following program to make changes to this computer?" When the installation procedure for all three products is complete you'll be ready to use On-Demand reporting.

## Activate or Reactivate NPrinting Client

You can download this tutorial by clicking here: "[Activate or Reactivate NPrinting Client](#)".

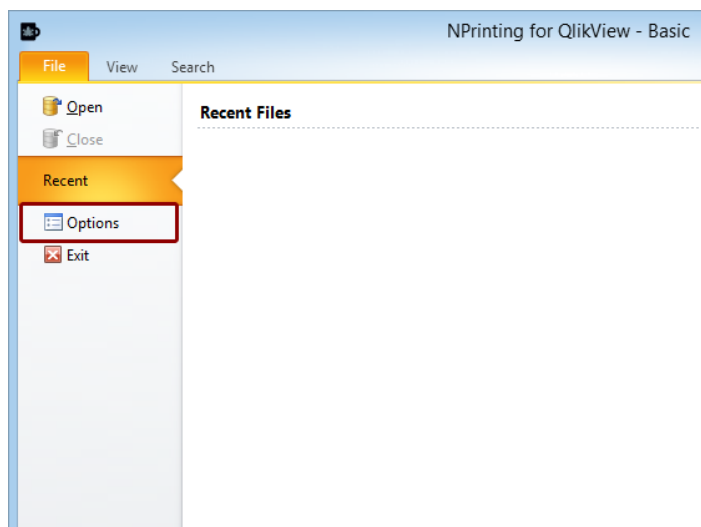
You can download, install and activate your copy of NPrinting Client or reactivate an installation that you deactivated to move to another machine after you have obtained a **Registration code**. One way to do this is by clicking on the **Download free trial** button in the upper right corner of this site's pages, registering and receiving a license Registration number automatically online. The another way is to receive one by e-mail after having purchased a license. When NPrinting Client opens, you will see the window below. NPrinting licenses have a "grace period" of at least 15 days after the license becomes deactivated. During the grace period the user will be notified through a window asking the user to reactivate NPrinting. In addition, if the "Send E-mail notification alerts" option is enabled, an email message will be sent to the "To" address every day during the grace period. Follow these steps to activate a new installation of NPrinting Client or reactivate a deactivated one automatically if you have internet access:

### Start up NPrinting Client



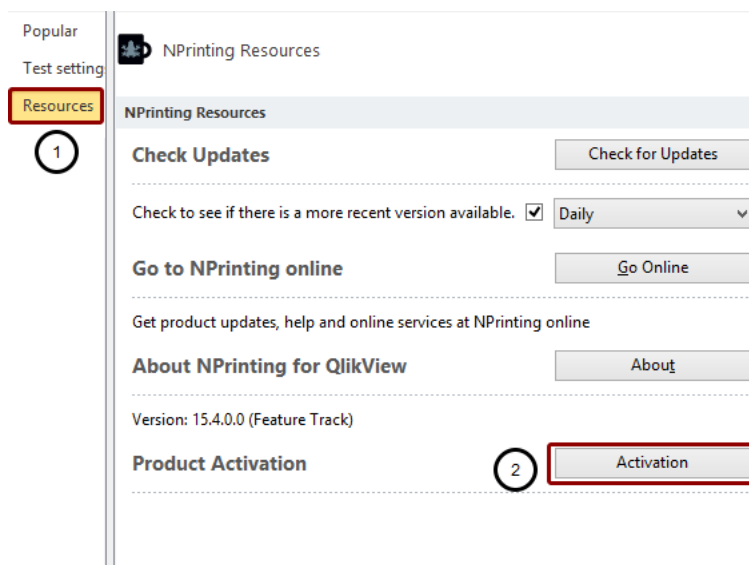
Select the **File** tab.

## Open Options Window



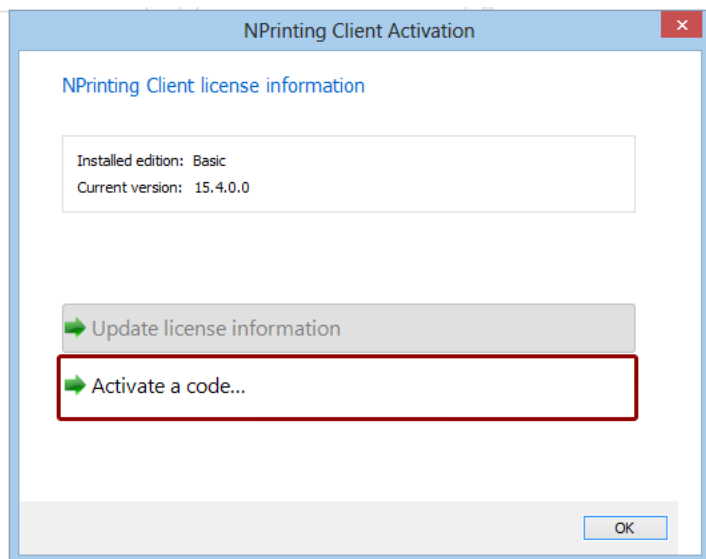
Select the **Options** icon.

## Go to Resources Page



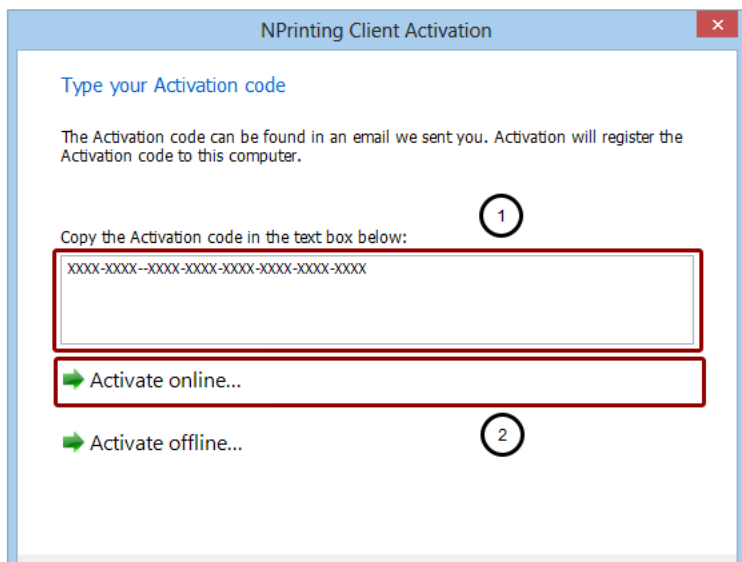
1. Select the **Resources** icon in the left pane
2. Click on the **Activation** button.

## (Re)Activate NPrinting Client



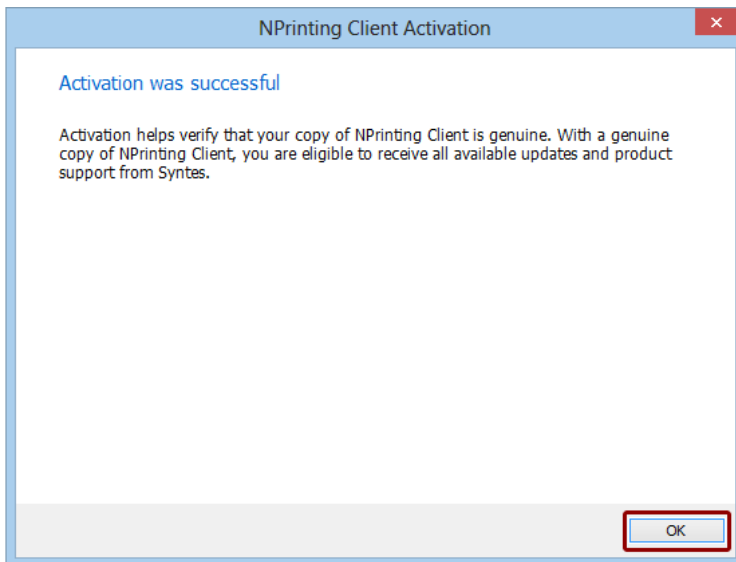
Copy your Registration code from the window that opens just after you register for a trial license or from the e-mail message that you receive after purchasing a license and click on **Activate a code...**

## Use Your Registration Code to Activate NPrinting



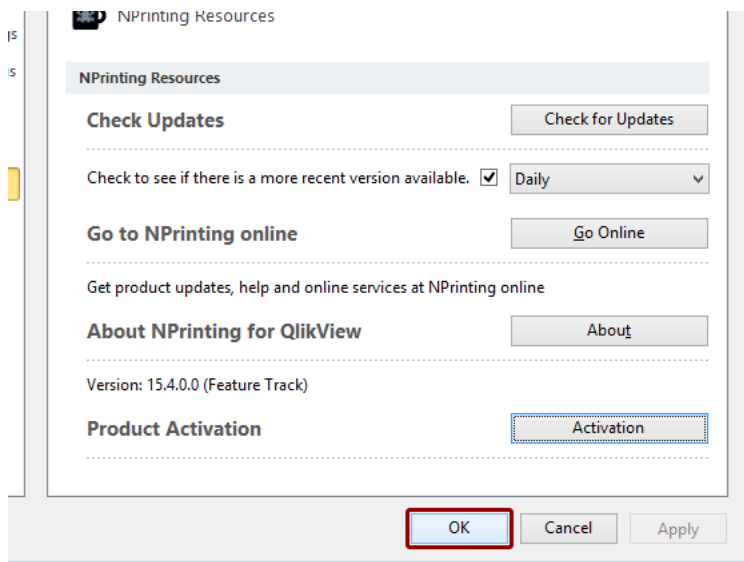
1. Paste your registration code into the **Copy the Activation code in the text box below:** box
2. Click on **Activate online...**

## Enjoy Success



Click on **OK**.

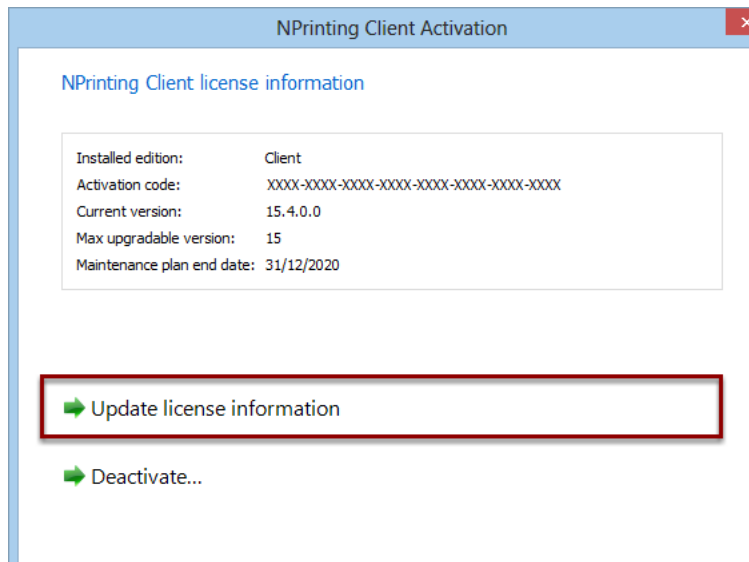
## Get Ready to Work



Click on **OK**.



## Update License Information



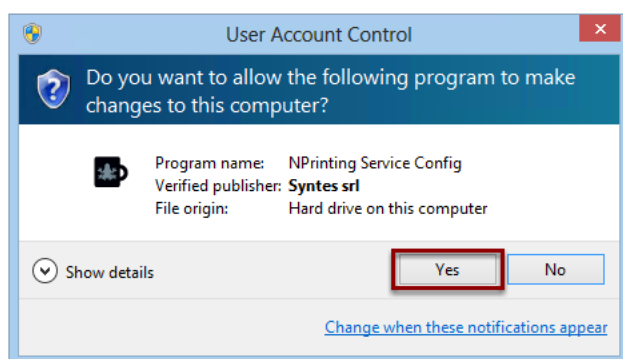
By clicking on **Update license information NPrinting** is forced to read again the license parameters. It's useful when something in your license change, for instance after On-Demand activation.

## Activate or Reactivate NPrinting Server

You can download this tutorial by clicking here: "[Activate or Reactivate NPrinting Server](#)".

You can download, install and activate your copy of NPrinting Server or reactivate an installation that you deactivated to move to another machine after you have obtained a **Registration code**. One way to do this is by clicking on the **Download free trial** button in the upper right corner of this site's pages, registering and receiving a license Registration number automatically online. The another way is to receive one by e-mail after having purchased a license. When you install NPrinting Server, you also install an application called NPrinting Management Console. If you put a check mark in the **Launch NPrinting Server** box before clicking on the **Finish** button in the last window (see: **Install NPrinting Release 14.x and Later**), **NPrinting Management Console** will start up automatically. NPrinting licenses have a "grace period" of at least 15 days after the license becomes deactivated. During the grace period a warning message will be logged each day and each time the NPrinting service starts. In addition, if the "Send E-mail notification alerts" option is enabled, an email message will be sent to the "To" address every day during the grace period. Otherwise, start it up and follow these steps to activate or reactivate your NPrinting Server installation automatically if you have internet access:

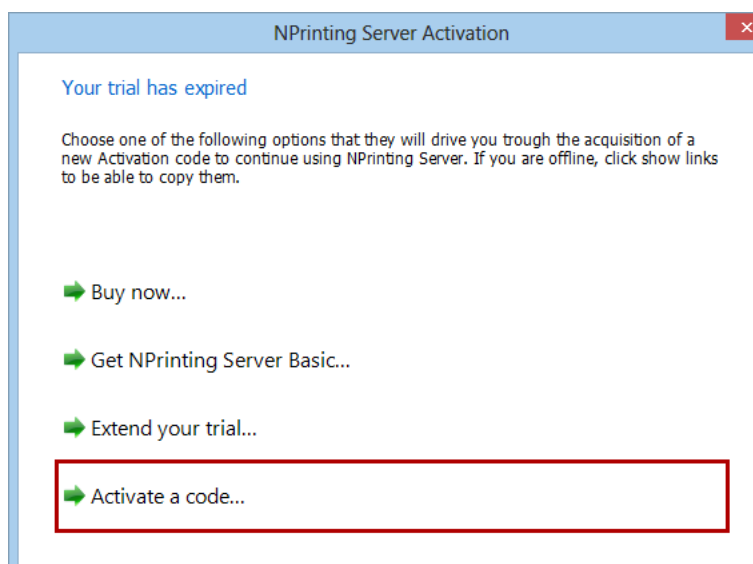
## User Account Control



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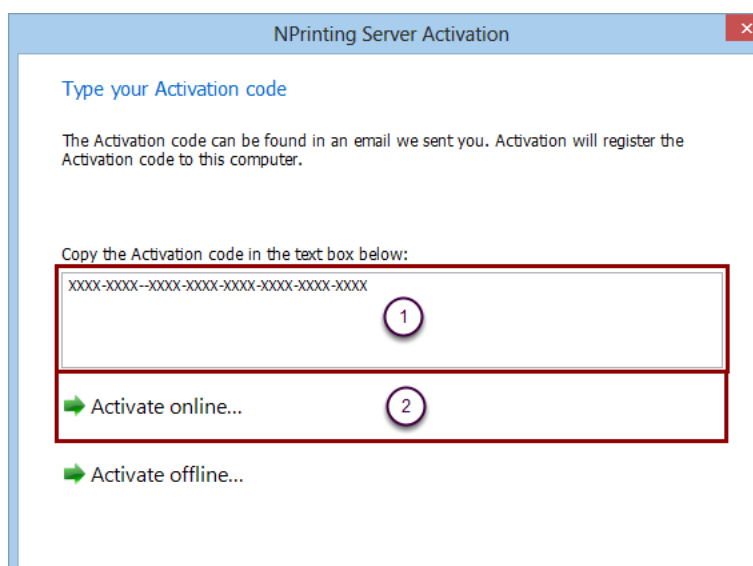
Click on the **Yes** button in answer to the question, "Do you want to allow the following program to make changes to this computer?"

## (Re)Activate NPrinting



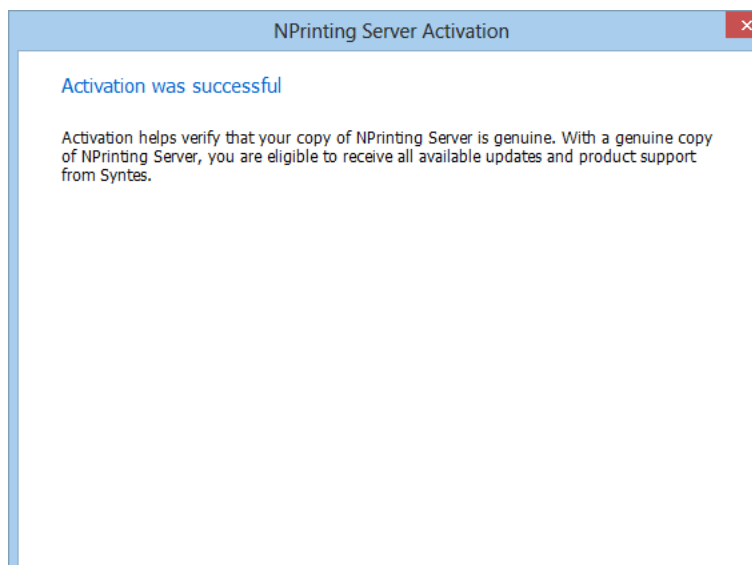
Copy your Registration code from the window that opens just after you register for a trial license or from the e-mail message that you receive after purchasing a license and click on **Activate a code...**

## Use Your Registration Code to Activate NPrinting



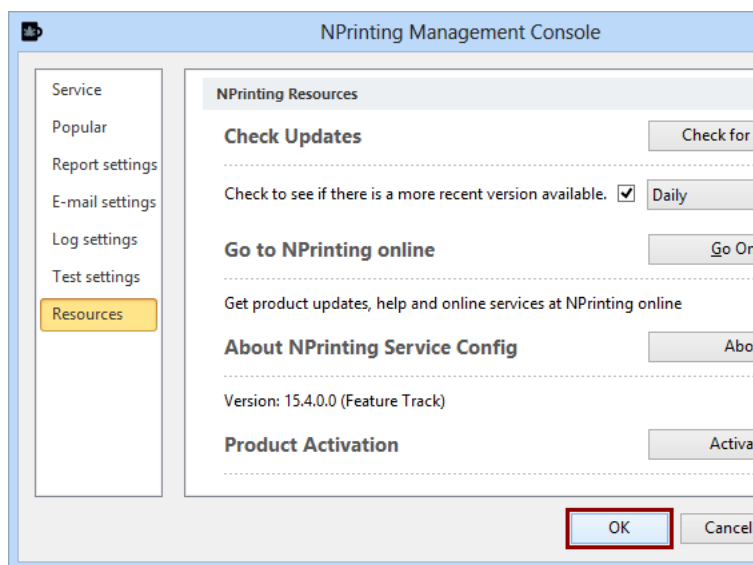
1. Paste your registration code into the **Copy the Activation code in the text box below:** box
2. Click on **Activate online...**

## Enjoy Success



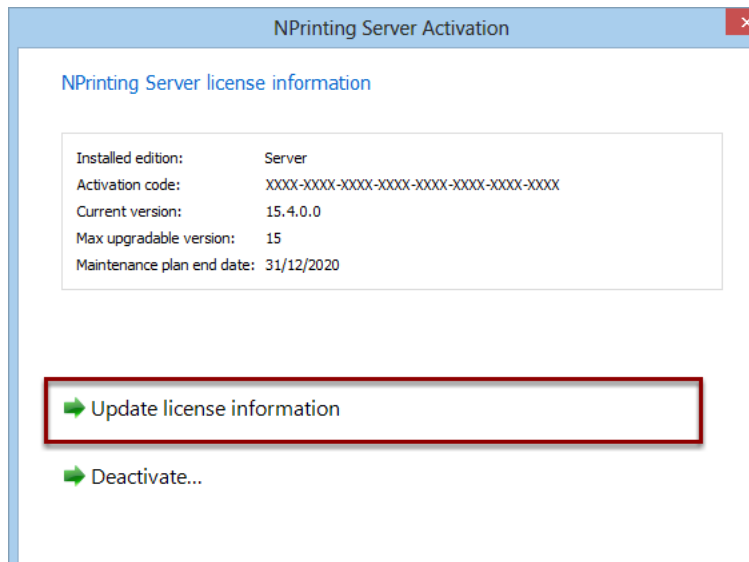
Click on **OK** in bottom-right corner of the window

## Prepare to Configure NPrinting Server



Click on the OK button or select another page in the left pane to start configuring, see: [Configure Options](#)

## Update License Information



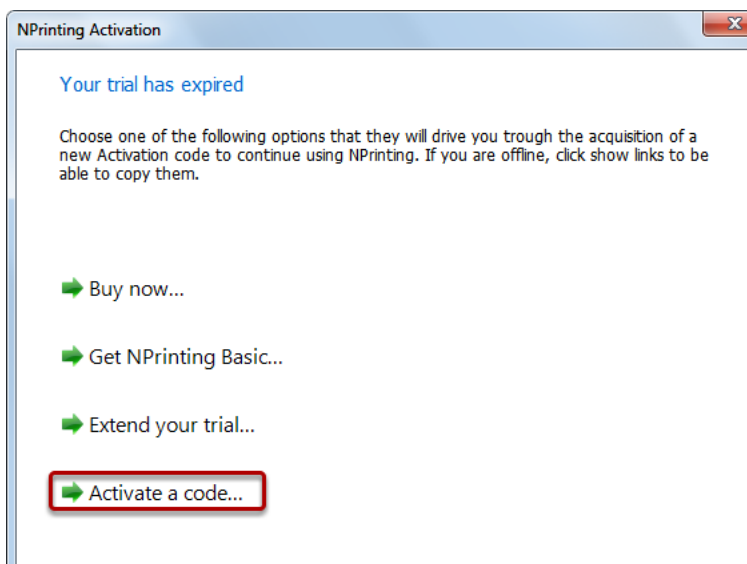
By clicking on **Update license information NPrinting** is forced to read again the license parameters. It's useful when something in your license change, for instance after On-Demand activation.

## Activate or Reactivate NPrinting Offline

You can download this tutorial by clicking here: "[Activate or Reactivate NPrinting Offline](#)".

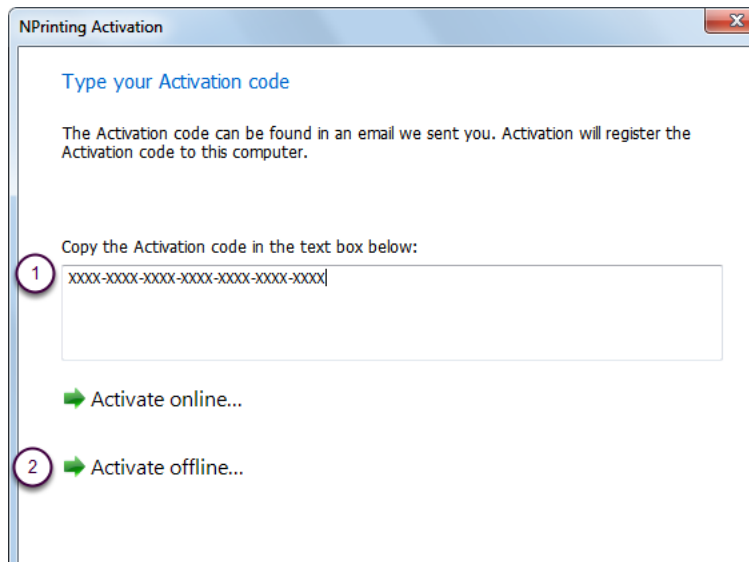
Follow these steps to activate a new installation of NPrinting or reactivate a deactivated one manually if you don't have internet access. You can download, install and activate your copy of NPrinting after receiving a **Registration code** or reactivate an installation that you have deactivated to move to another machine. When NPrinting opens, you will see the dialog window below.

### (Re)Activate NPrinting



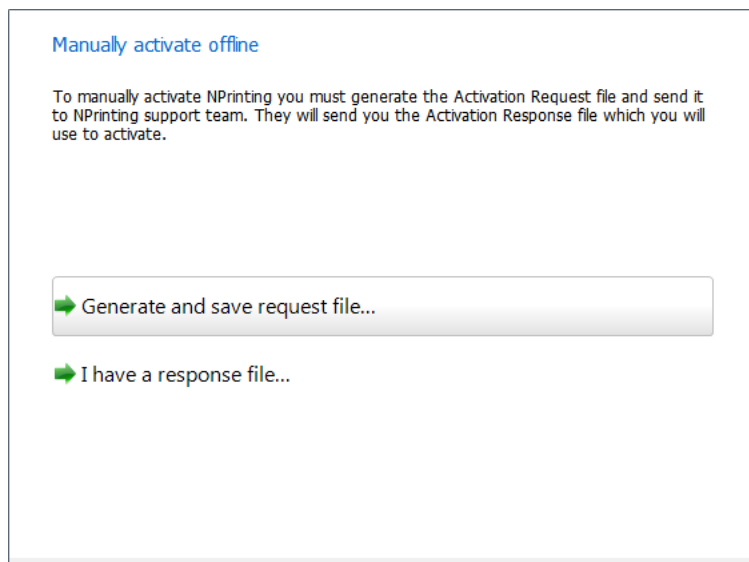
Copy your Registration code from the window that opens just after you register for a trial license or from the e-mail message that you receive after purchasing a license and click on **Activate a code...**

## Use Your Registration Code to Activate NPrinting



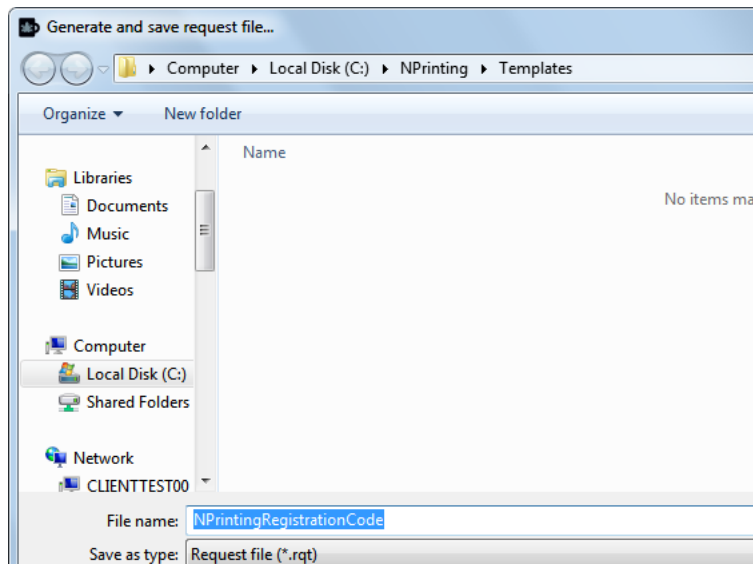
1. Paste your registration code into the **Copy the Activation code in the text box below:** box
2. Click on **Activate offline...**

## Generate Request File



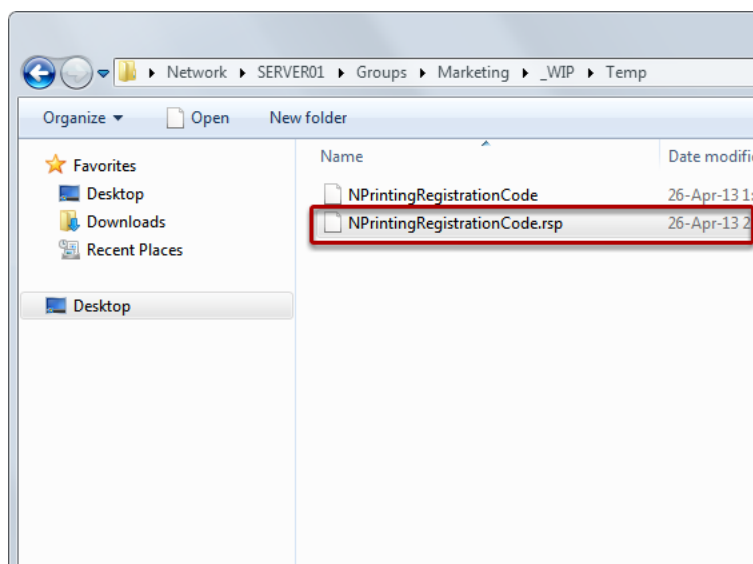
Click on Generate and save request file

## Name and Save Request File



Give it a name, save it, attach it to an explanatory message addressed to [support@vizubi.com](mailto:support@vizubi.com), and send it off. **Registration code** validation and activation is a manual process and so will not be instantaneous, though it is given priority.

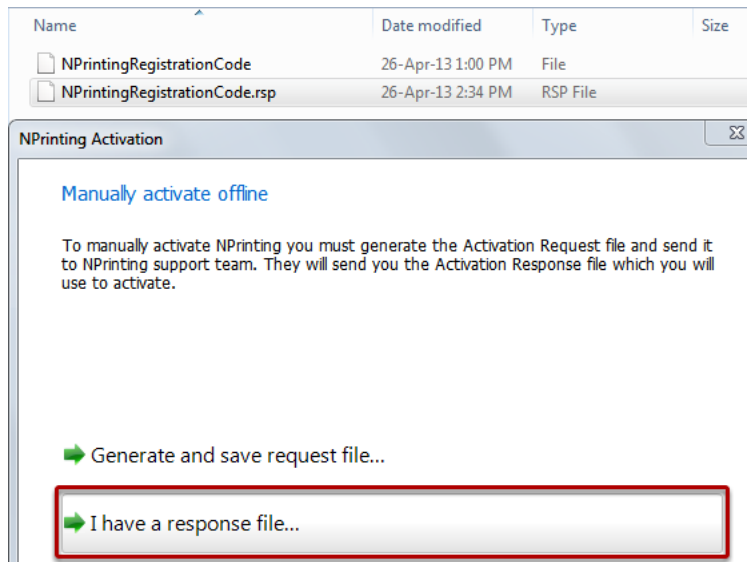
## Receive Response File



Receive and save the response file.

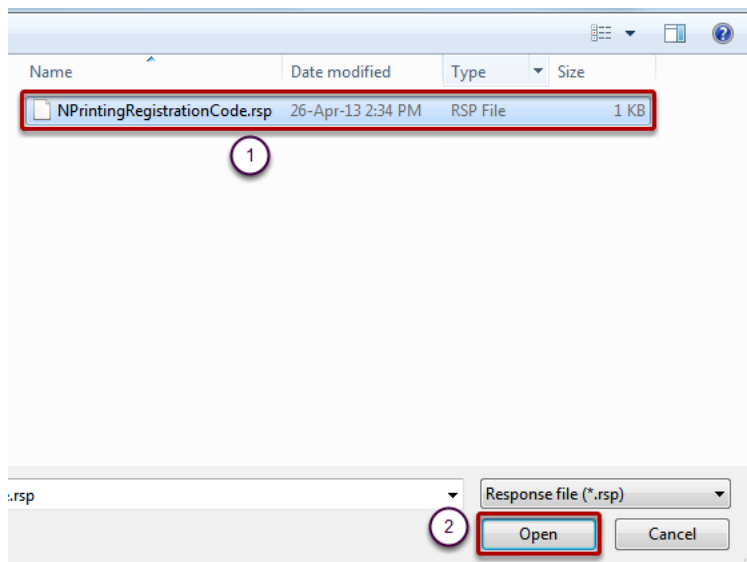


## Use Your Response File



Click on the **I have a response file** button.

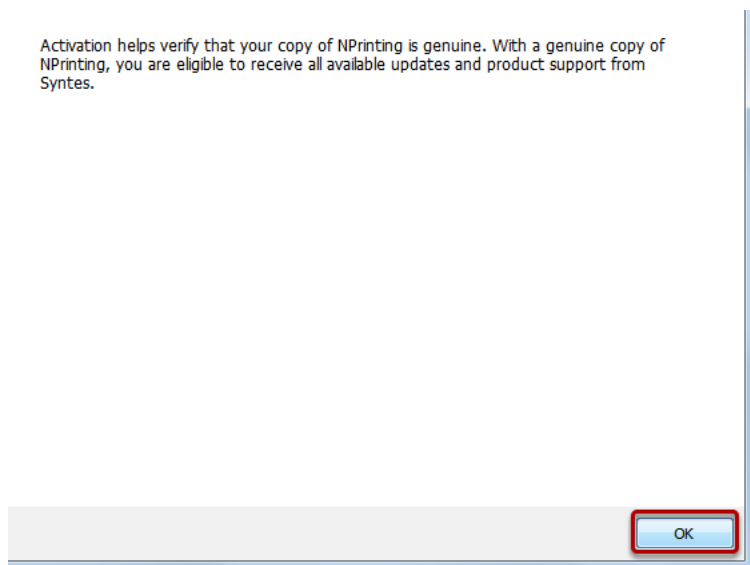
## Select Response File



1. Browse to and select the response file
2. Click on **Open**

## Get Ready to Work

Activation helps verify that your copy of NPrinting is genuine. With a genuine copy of NPrinting, you are eligible to receive all available updates and product support from Syntes.



Click on **OK**

NPrinting is now activated. Please remember that if you need to move your NPrinting installation to a different server or make a significant change to your computer hardware configuration, NPrinting will need to be deactivated before carrying out the operation and reactivated afterwards.

## How do I connect to my QlikView documents?

You can download this tutorial by clicking here: "[How do I connect to my QlikView documents?](#)".

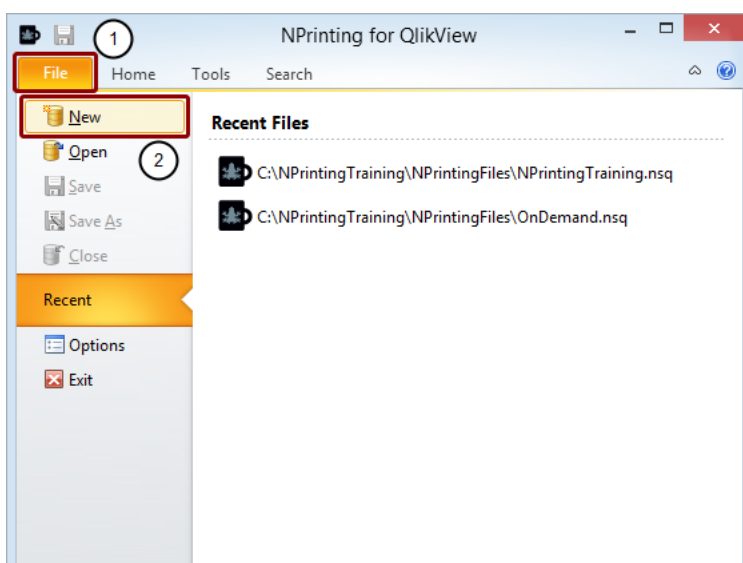
The first thing you need to do before creating report templates is to create a source connection to a QlikView document. A connection must be setup with the initial creation of an NSQ file. However, you can also add new connections or modify existing connections for each of your NPrinting NSQ files at a later time. You can add QlikView documents as NPrinting source connections that are either stored 1. On the local computer or 2. On a server to which you have network folder permission access.

### Prerequisites:

- The NPrinting Training Environment, which contains working examples for this tutorial, by downloading [NPrinting Training Material](#) and extracting the zipped contents into **C:\NPrintingTraining\** so that the relative path structure remains valid
- NPrinting Client installed after downloading it from our [download page](#), see: **Install NPrinting Release 14.x and Later**

**NOTE:** You can only create **one connection** per QlikView document.

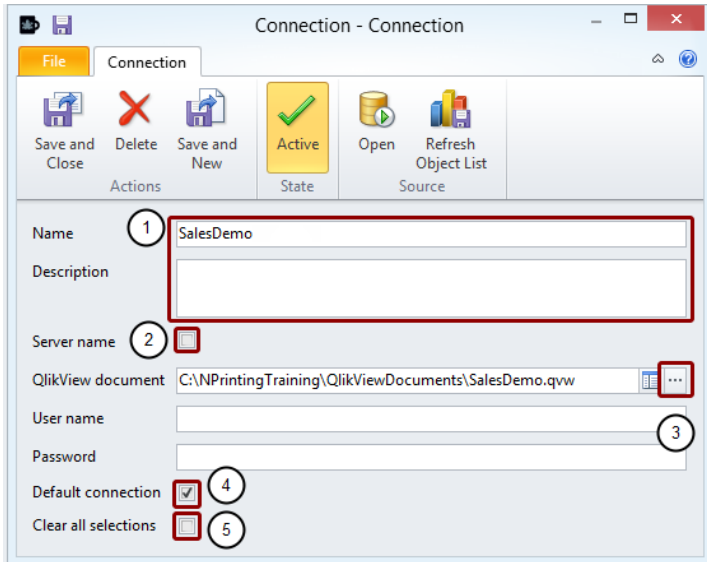
## Create New NPrinting Project File



# NPrinting Certification Training Course Tutorials

1. Click on the **File** tab in the upper left-hand corner of the window
2. Click on **New**. The **Connection** window will appear

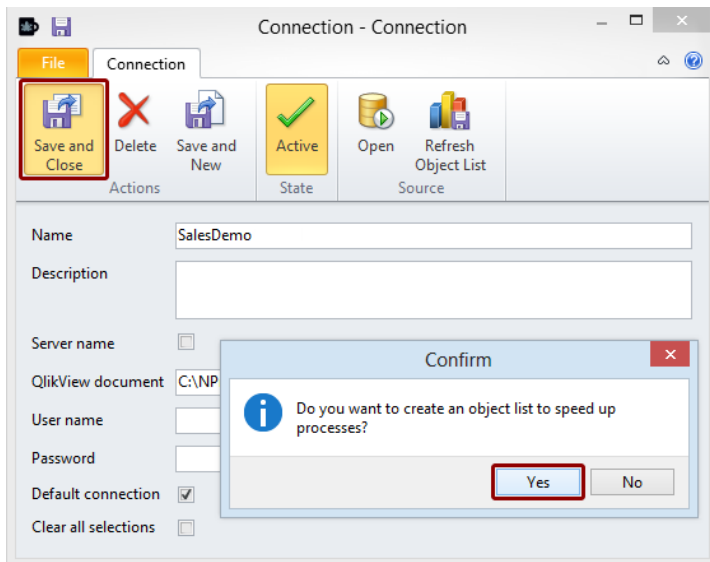
## Create New Connection



If you are connecting to a QlikView document on your local computer, follow these steps:

1. Enter **SalesDemo** and an optional **Description**
2. Leave the check box to the right of **Server name** unselected
3. Click on the browse button to the right of the **QlikView document** text box and browse to **C:\NPrintingTraining\QlikViewDocuments\**. Click on the QlikView document you want to use, **SalesDemo.qvw** in this case, and click on **OK** to select it
4. You can make this your default connection by flagging the **Default connection** box. If you do this, NPrinting will enter this connection in your filters, reports and tasks by default. The default connection will be presented first when adding additional entities that require a connection.
5. Put a check mark in this box if you want to clear all selections before running reports or tasks when using this connection. If you do not select this check box, all existing selections set in the QlikView document will be applied to all reports at run time

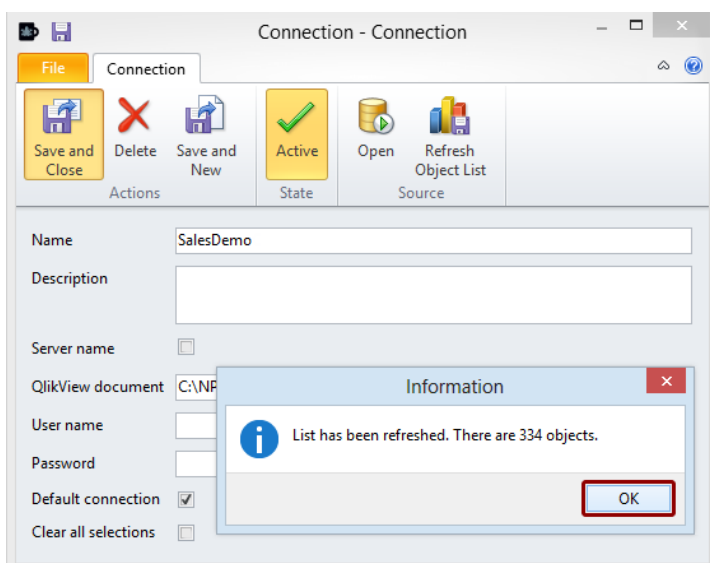
## Save and Allow Creation of Object List



1. Click on the **Save and Close** icon to save the new connection
2. Click on the **Yes** button. This will accelerate the display of an object list the first time you add an object to a template. Each time you add a new connection to a report template, the object list will need to be recompiled, which delays the display of the list. You can wait now or later, as you prefer

**NOTE:** When you save a new connection, the path to the .qvw is checked. If the path is invalid, you will get a error message. This will allow you to manually check the path before attempting to add/ save the new connection again.

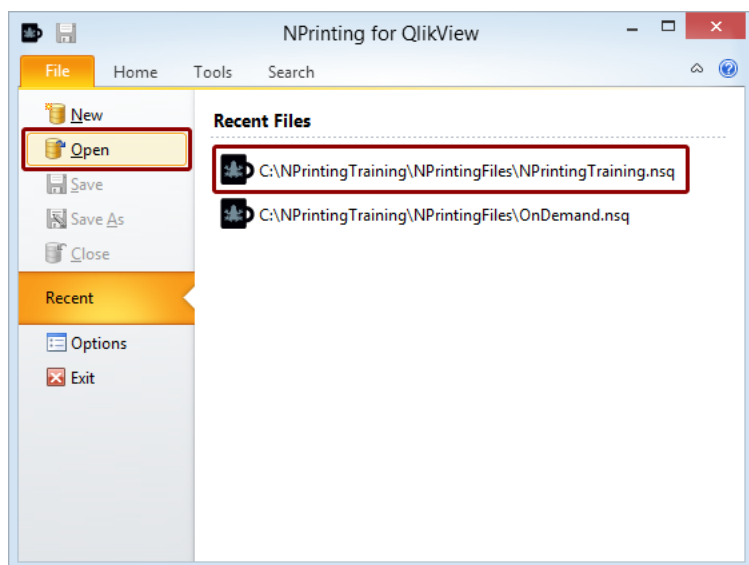
## Object List Compilation Completed



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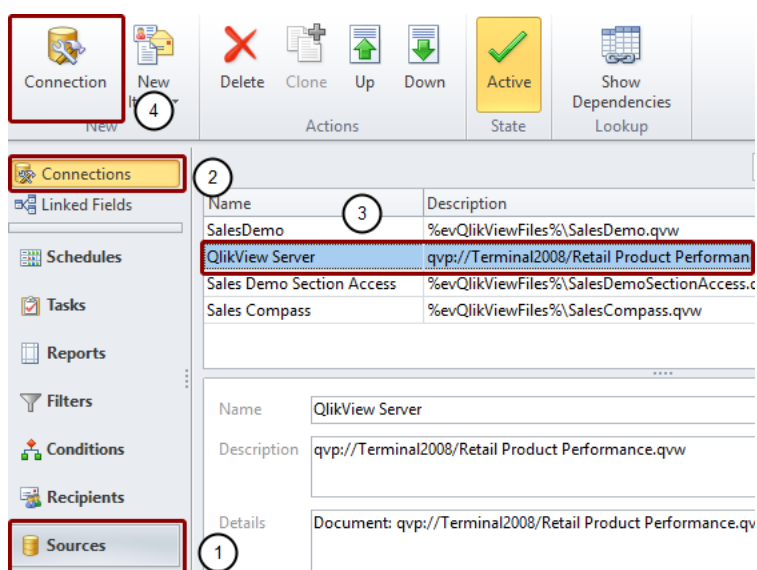
Click on the **OK** button to move on.

## Add or Modify Connection in Existing NPrinting Project File



Open an existing NSQ file **either** by clicking on the **Open** icon, browsing to and selecting the NSQ file **or** selecting it from the **Recent Files** list.

## Select and Open Connection in Connection Editor

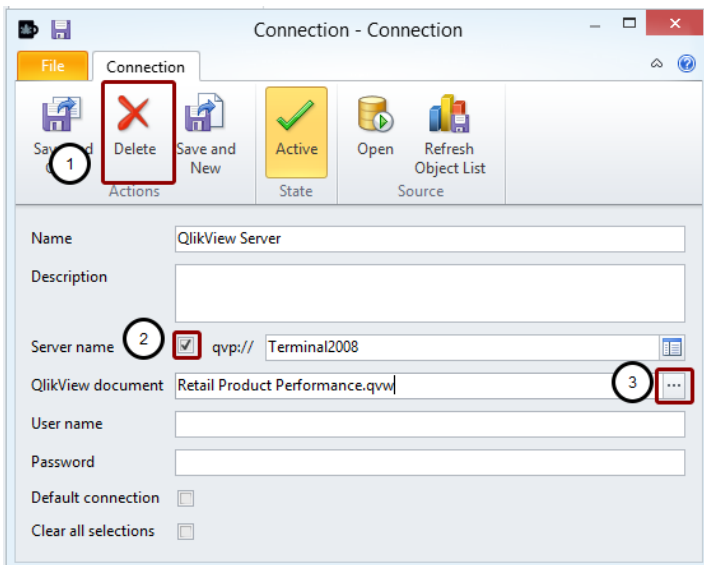


1. Select **Sources** in the lower left pane
2. **Connections** is usually pre-selected
3. Double-click on the Connection you want to modify or delete

or

4. Click on the **Connection** icon in the **New** group to open the Connection editor and create a new connection

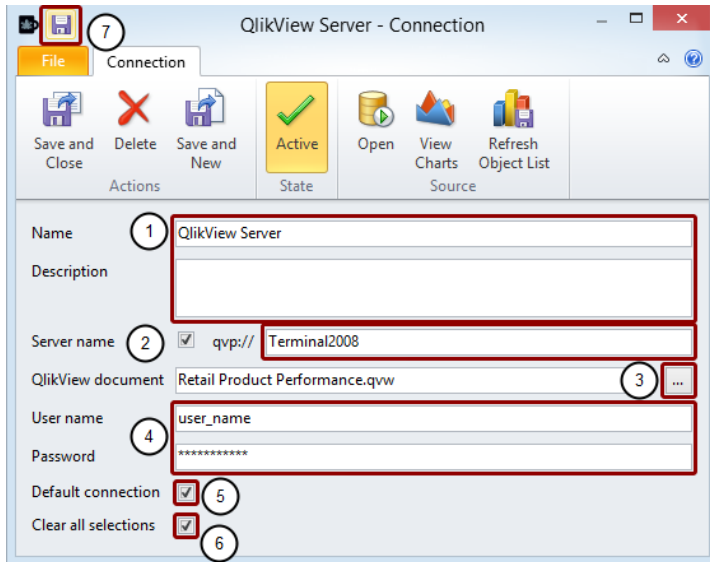
## Review Current Basic Settings for Connection to QlikView Document on QlikView Server



You need a licensed QlikView Server to open a .qvw from it.

1. If you want to completely delete a saved connection, click on the **Delete** icon in the **Actions** group. **Attention:** this operation is irreversible. After deleting you'll have to re-create the Connection from scratch
2. Putting a check mark here opens the **Server name** text box to the right so that you can enter the server name
3. Clicking on this browser button allows the selection of a QlikView document on the server

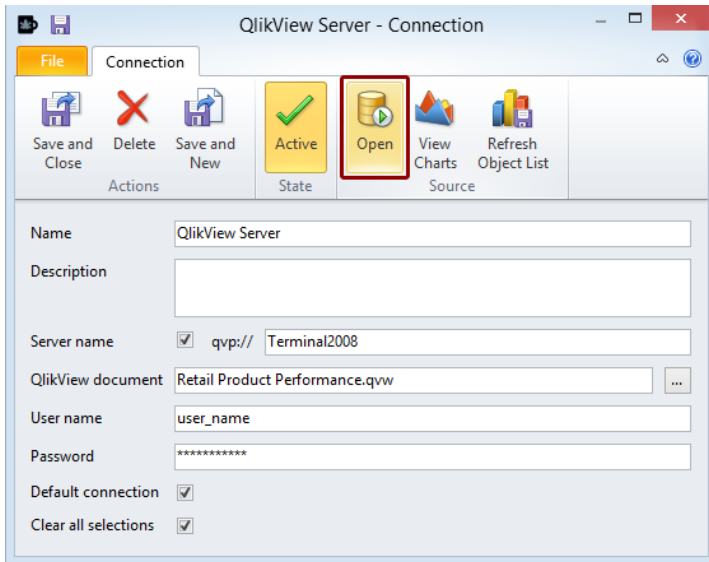
## Edit Settings for Connection to QlikView Document on QlikView Server



1. Modify **Name** and optionally **Description** if necessary
2. Modify the **Server name** if necessary
3. Click on the browse button to the right of the QlikView document text box to open a window and browse to a folder containing QlikView documents on that server if you desire to change the QlikView document to connect to. Click on the QlikView document you want to use and click on **OK** to select it.
4. Enter a **User name** and **Password** if they are required to access the QlikView document.
5. You can make this your default connection by flagging the **Default connection** box. If you do this, NPrinting will populate all your filters, reports and tasks with this connection where appropriate.
6. If you want to clear all selections before running reports when using this connection, then put a check mark in this check box. If you do not select this check box, all selections set in the QVW will be applied to all reports at run time.
7. Click on the floppy disk icon to save the modifications.

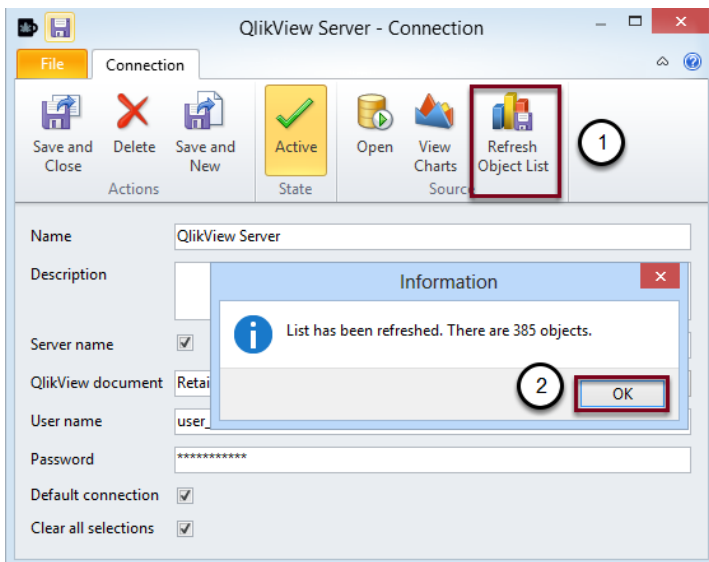


## Open Connection



Click on the **Open** icon in the **Source** group to establish the connection to the QlikView document.

## Force the Object List Refresh



When saving a new connection or substituting the .qvw in the same connection, NPrinting asks permission to create or refresh the object list. If you reply yes, NPrinting will save the list to a file in the folder %ProgramData%\NPrinting\QlikView\Cache.

1. Click on **Refresh Object List** to force a refresh of the object list.
2. Click **OK**

# NPrinting Certification Training Course Tutorials

**NOTE:** This should be done when objects are changed or updated in the source QVW. Creating or refreshing QlikView cached objects causes a delayed response only upon the cache refresh. Accessing QV objects from the object list will be dramatically sped up after Creating or refreshing the Object Cache.

## How to Create Excel Reports

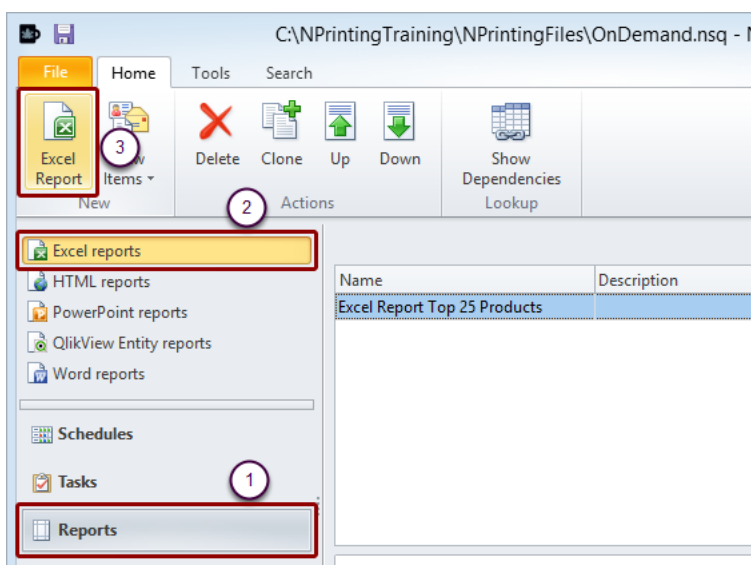
You can download this tutorial by clicking here: "[How to Create Excel Reports](#)".

This tutorial illustrates the basic techniques for creating an Excel report. It is presumed that you are familiar with common NPrinting procedures.

We are going to embed the image of one QlikView object and a QlikView object as a table in an Excel report in this tutorial. We are then going to add pages and the page variable tag to the report so that the Excel report has three pages with titles. You can select multiple values by keeping CTRL or SHIFT pressed during the columns selection then "drag and drop" them into the template. This will create all tags and insert them into a horizontal series of cells.

Open an existing NPrinting document or a new one. We will use a sample QlikView document, **SalesDemo.qvw**, for this tutorial, which is included in [NPrinting Training Material](#). Please download the zipped NPrinting Training Material and extract its contents into C:\NPrintingTraining\ so that the the relative path structure continues to be valid. Establish a connection to it (see: [How do I connect to my QlikView documents?](#)).

## Create a New Excel Report

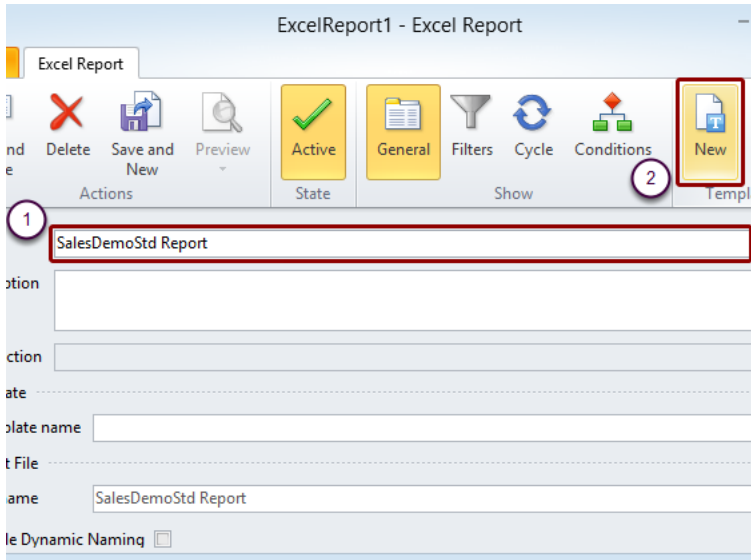


1. Select **Reports** in the lower left-hand panel
2. Select the **Excel reports** type in the panel immediately above

# NPrinting Certification Training Course Tutorials

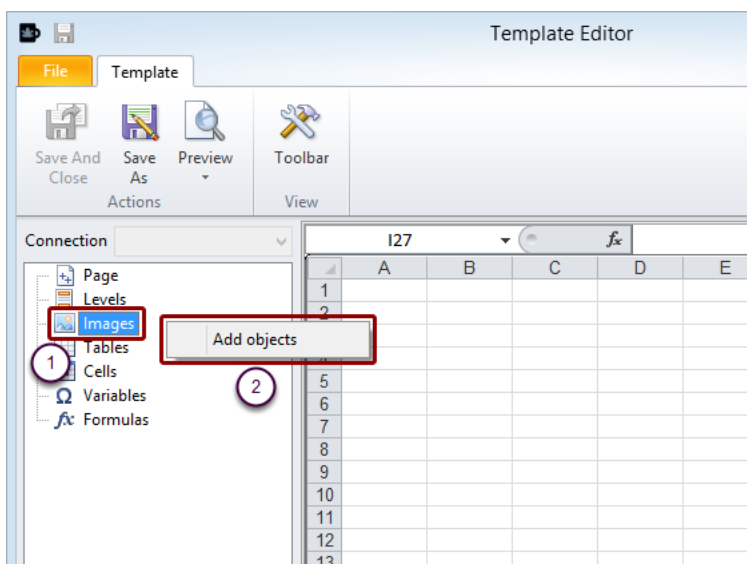
3. Select **Excel Report** in the **New** group of the tool bar

## Give Your Report a Name and Open Template Editor



1. Enter a **Name** for your report
2. Select **New** in the **Template** group of the tool bar

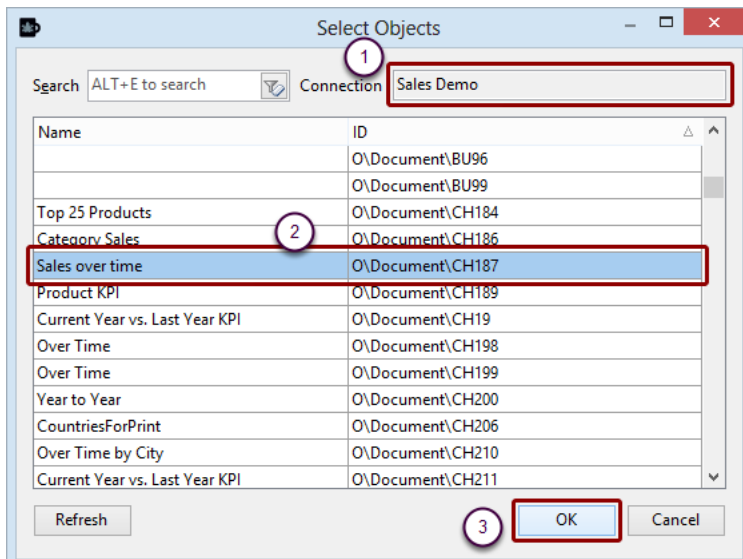
## Create New Excel Template: Import QlikView Object as Image



Open the **Select Objects** window:

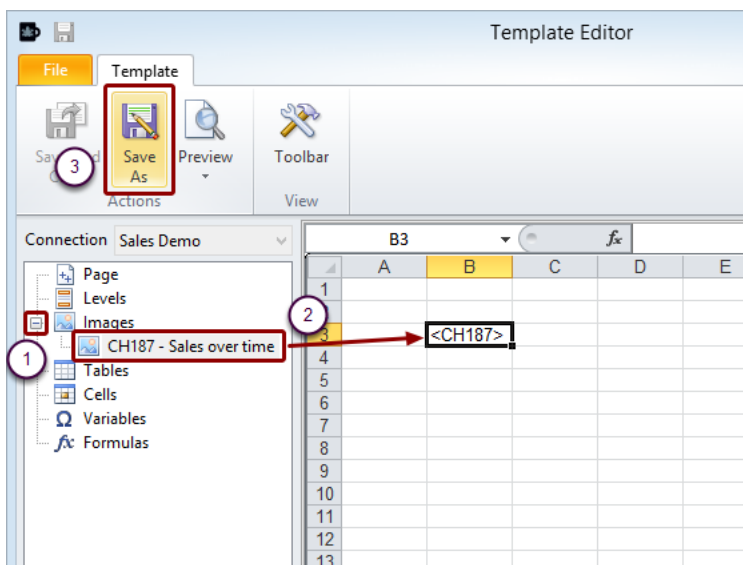
1. Right click on the **Images** node icon or label in the left pane
2. Select **Add objects**

## Select QlikView Object



1. Change the connection if you need to select an object from a different connected QlikView document
2. Select the QlikView object **CH187** in the **Select Objects** window to be included in your template as an image
3. Click the **OK** button

## Embed Image in Template

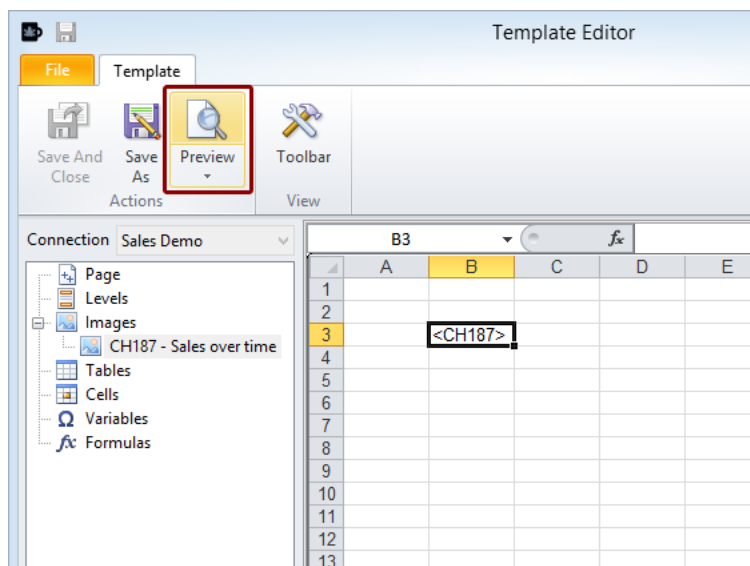


1. Expand the **Images** node in the left pane by clicking on the '+' to its left
2. Drag and drop the **CH187** token into a cell

# NPrinting Certification Training Course Tutorials

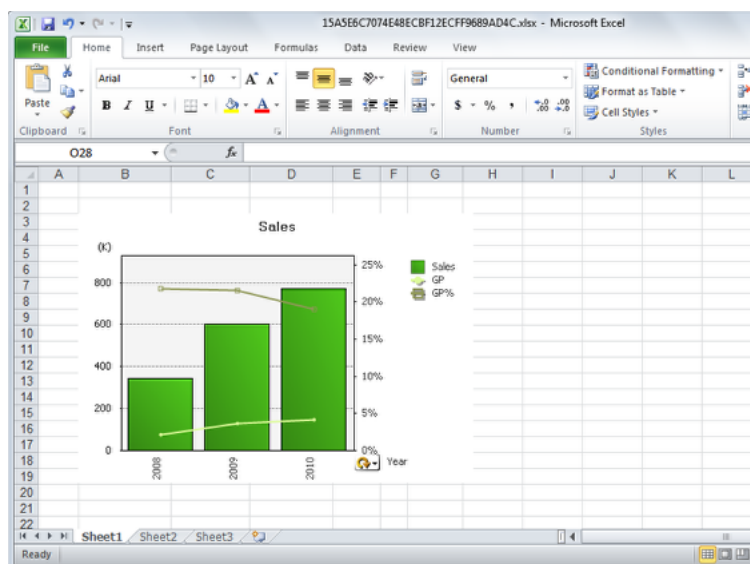
3. Click on the **Save as** icon and save your template with the default name or some other appropriate name

## Preview Resulting Excel Report



Select **Preview** in the **Actions** group in the **Report** window

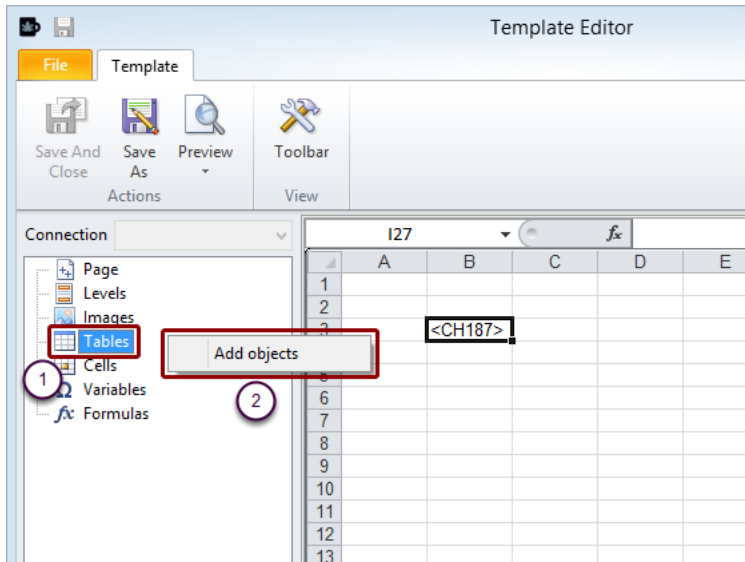
## Results so Far



The resulting Excel report should look like this.

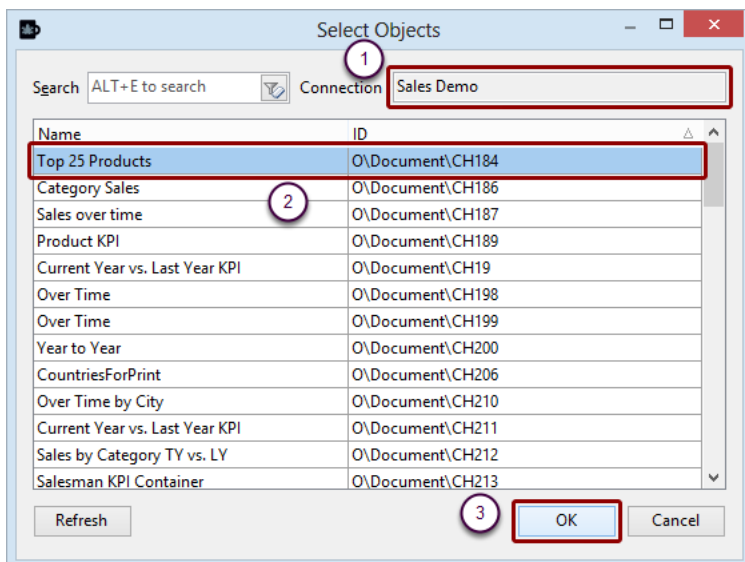
Close Excel.

## Reopen Select Objects Window



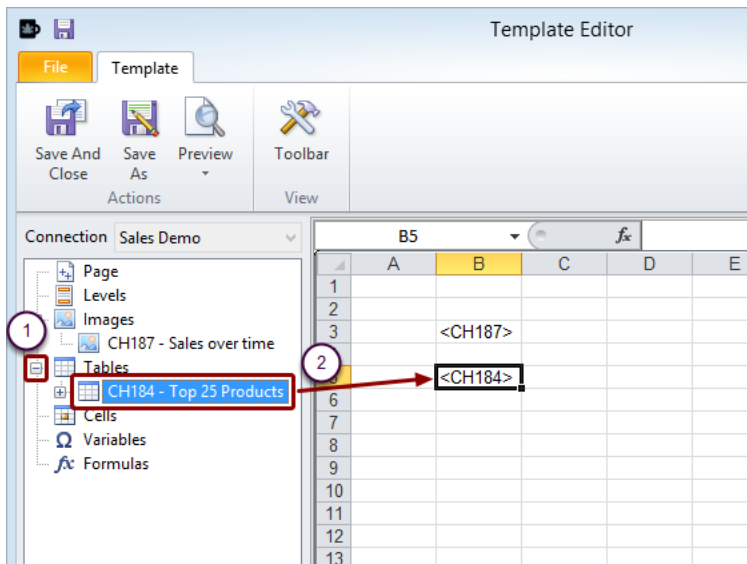
1. Right click on the **Tables** node icon or label in the left pane
2. Select **Add object**

## Select QlikView Object



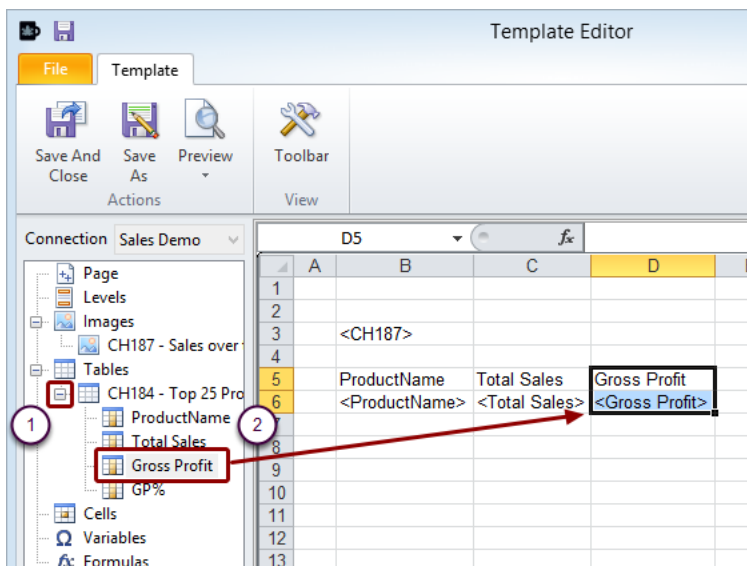
1. Change the connection if you need to select an object from a different connected QlikView document
2. Select **CH184** in the **Select object** window
3. Click on **OK**

## Embed Table as Block in Template Editor



1. Expand the **Tables** node in the left pane by clicking on the '+' to its left
2. Drag and drop the **CH184** token into a cell

## Embed Table Column by Column in Template Editor



NPrinting lets you manage the columns of QlikView straight table and tablebox objects one by one.

1. Expand the **CH184 - Top 25 Products** node in the left pane by clicking on the '+' to its left. The '+' sign that expands node to reveal column nodes is visible only if the added QlikView object is a straight table or a tablebox. Other QlikView objects such as QlikView pivot tables

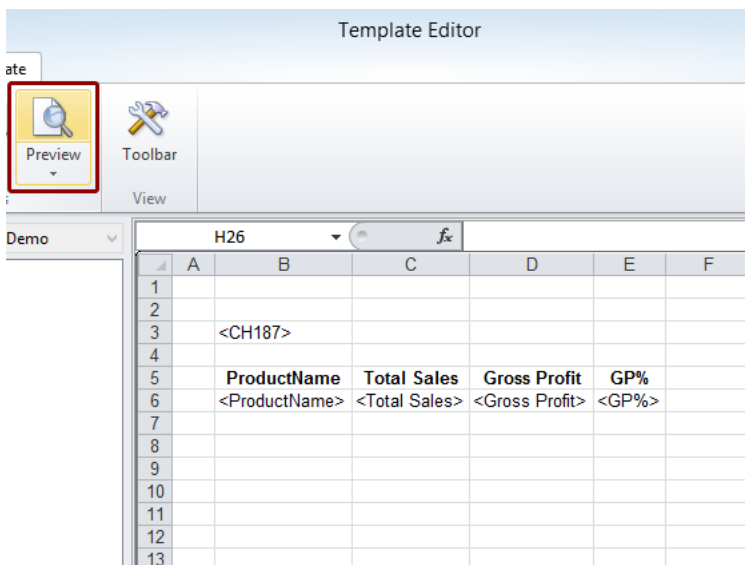


# NPrinting Certification Training Course Tutorials

for instance, cannot be manipulated at the column level. If your QlikView object is neither a straight table nor a tablebox, you can either convert, or clone and convert it. The object can then be hidden in the original .qvw in the latter case if desired.

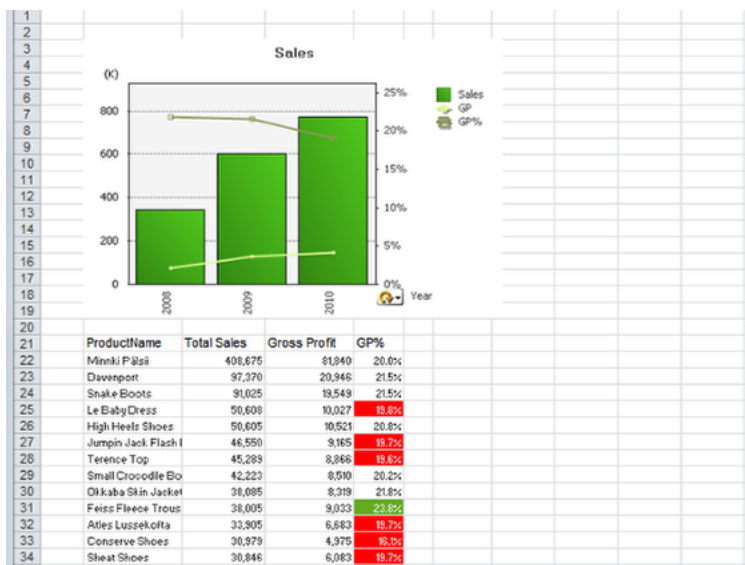
2. Drag and drop the column tokens into cells one at a time as you need
3. After all is done, **Preview** by clicking on the **Preview** icon in the **Actions** group

## Preview Current Results



After all is done, **Preview** by clicking on the **Preview** icon in the **Actions** group.

## Adjust Report Layout: Preview

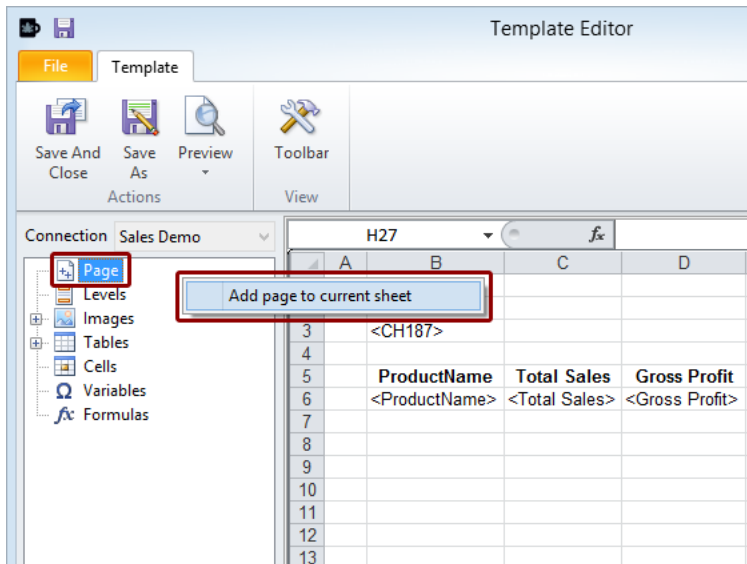


1. Select **Preview** in the **Actions** group in the **Template Editor** window

# NPrinting Certification Training Course Tutorials

Repeat the close Excel, **Edit** template, and **Preview** cycle until you get the report you want.

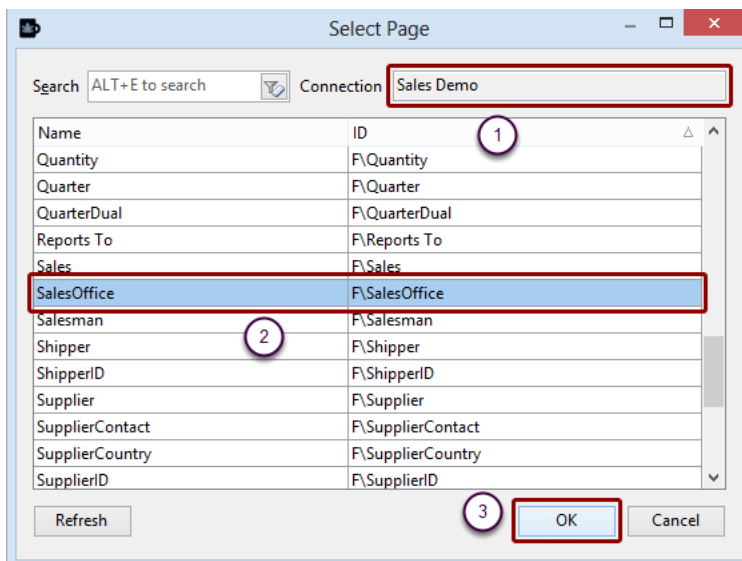
## Multi-Page Publishing: Open Select Page Window



Your report can be produced with a page for each Year, Month, Quarter, Customer, Country, etc. For example, to produce a page for each **Sales Office**:

1. Right click on the **Page** node icon or label in the left pane
2. Select **Add page to current sheet**

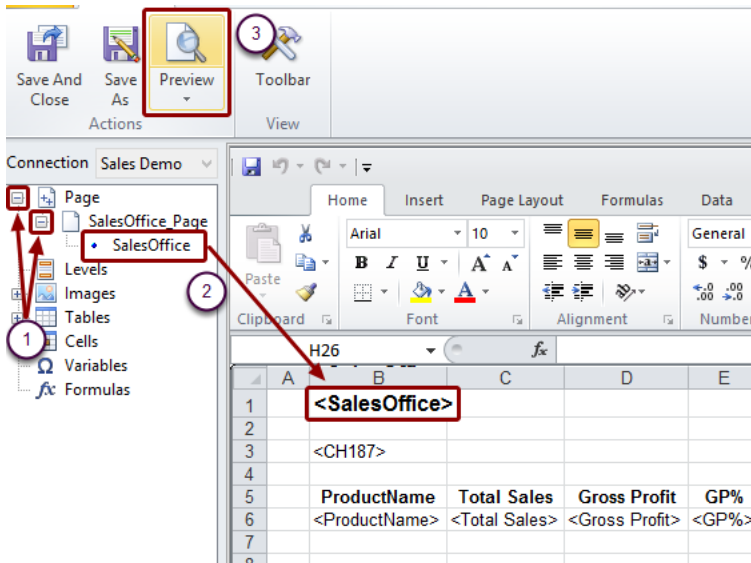
## Select Page



# NPrinting Certification Training Course Tutorials

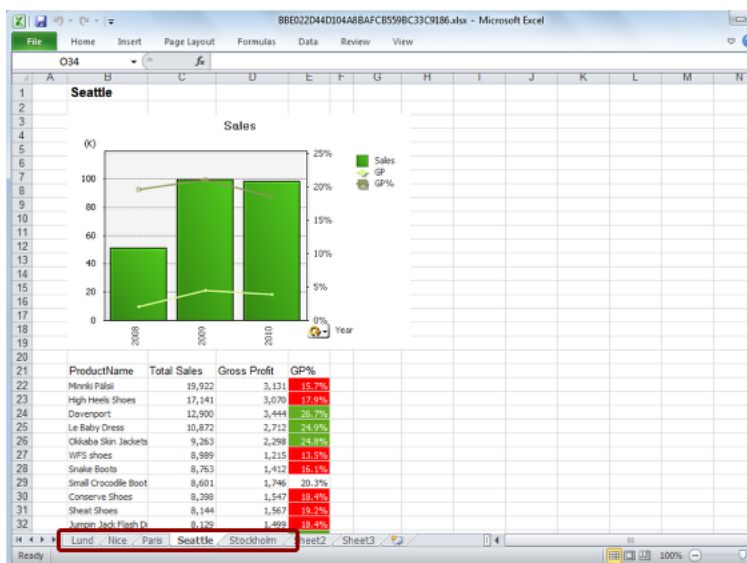
1. Change the connection if you need to select a field from a different connected QlikView document
2. Select **SalesOffice** in the list
3. Click on the **OK** button

## Add SalesOffice as Title



1. Expand the **Page** and **SalesOffice Page** nodes in the left pane by clicking on the '+'s to their left
2. Drag and drop the **SalesOffice** node token into a cell in the template
3. Click on **Preview** in the **Actions** group in the Template Editor window

## Resulting Report Has Page for Each Sales Office



# NPrinting Certification Training Course Tutorials

Your report will now be produced with a page for each **Sales Office** having the **Sales Office** name as title.

Tip: To avoid having a cell or cells selected in your distributed reports, always select a cell away from your report elements just before **Saving** and **Closing** the **Template Editor** window for what you think to be your last edit.

## How to Create PowerPoint Reports

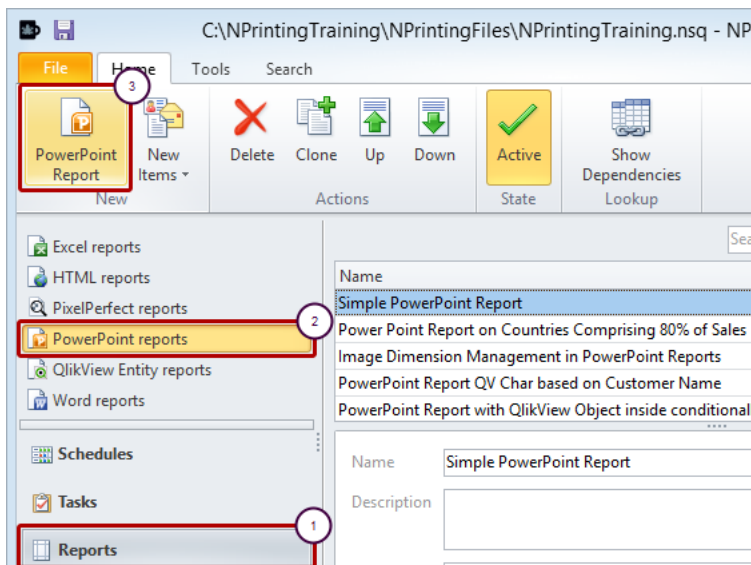
You can download this tutorial by clicking here: "[How to Create PowerPoint Reports](#)".

This tutorial illustrates the basics of creating PowerPoint reports. It is presumed that you are familiar with common NPrinting procedures.

Images of three QlikView objects and a QlikView variable will be embedded in a PowerPoint report.

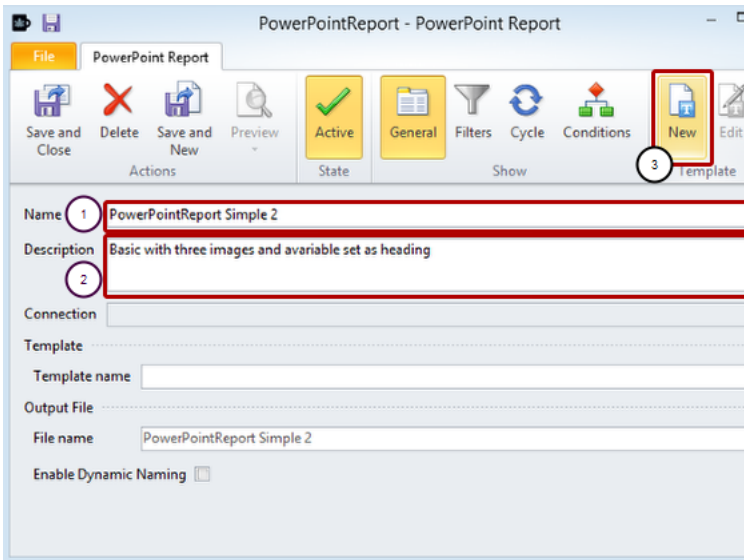
Open an existing NPrinting document or a new one. We will use a sample QlikView document, **SalesDemo.qvw**, for this tutorial. It is part of the NPrinting Training Materials that you need to [download](#) and expand into **C:\NPrintingTraining\** so that the the relative path structure continues to be valid. Establish a connection to it (see: [How do I connect to my QlikView documents?](#)).

### Create New PowerPoint Report



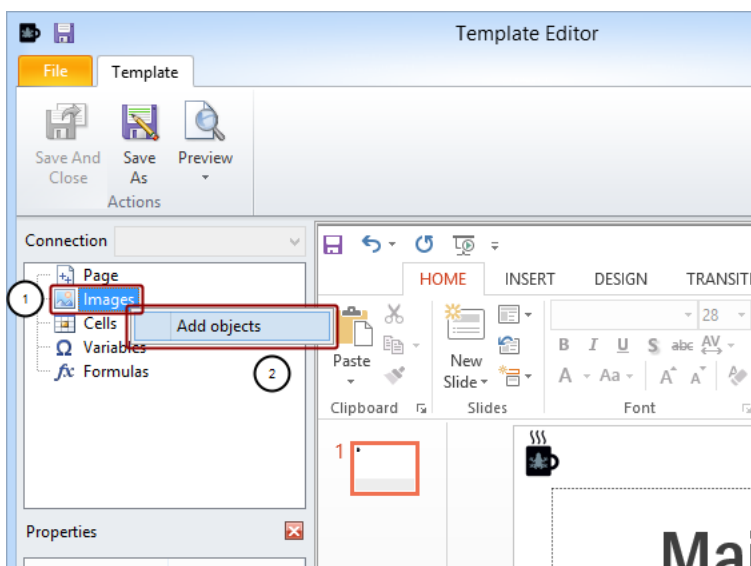
1. Select **Reports** in the lower left-hand pane
2. Select the **PowerPoint reports** type in the pane immediately above
3. Select **PowerPoint Report** in the **New** group of the tool bar

## Configure New PowerPoint Report and Open Template Editor



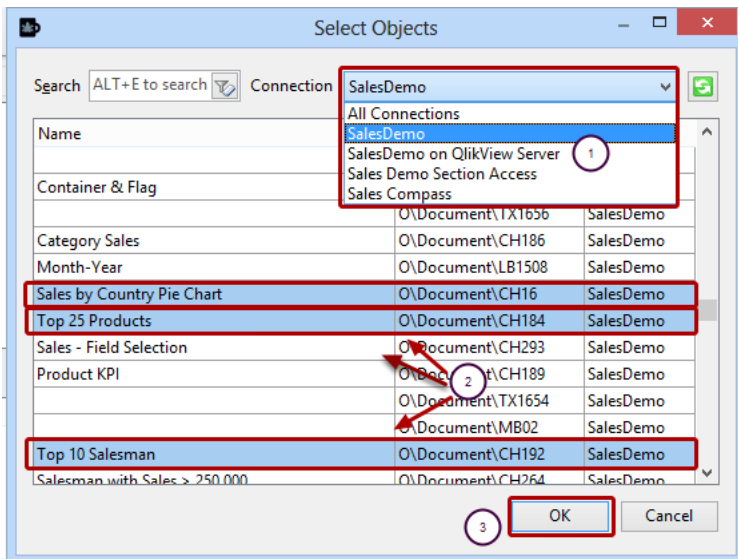
1. Give your report an appropriate **Name**
2. Enter optionally a **Description**
3. Click on **New** in the **Template** group

## Add QlikView Objects as Images to Template



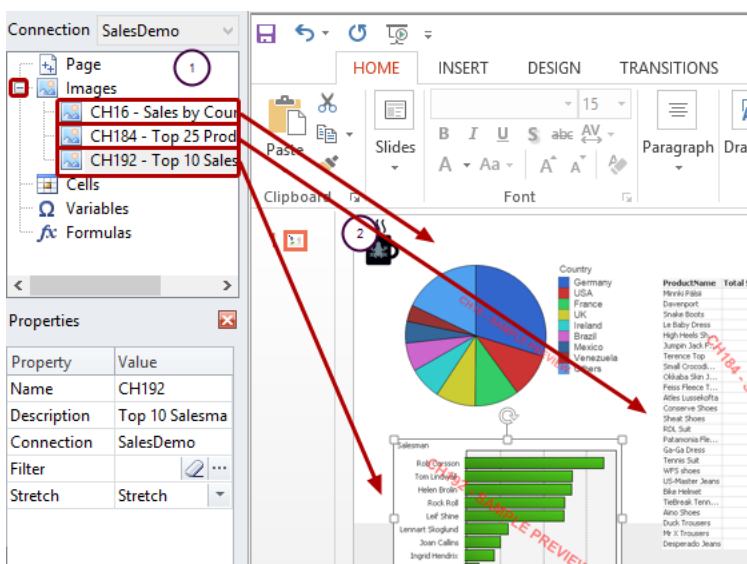
1. Right click the **Images** node
2. Click on the **Add objects** pop-up button

## Select QlikView Objects to Be Added as Images



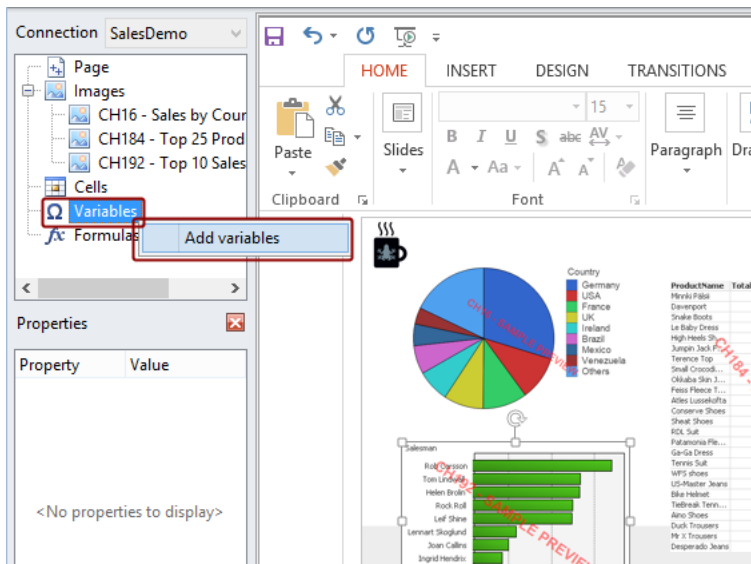
1. Select the **Connection** to the QlikView document that contains the objects you want
2. Select QlikView objects **CH16**, **CH184**, and **CH192** from the list in the **Select Objects** window
3. Click on the **OK** button

## Embed Images in Template



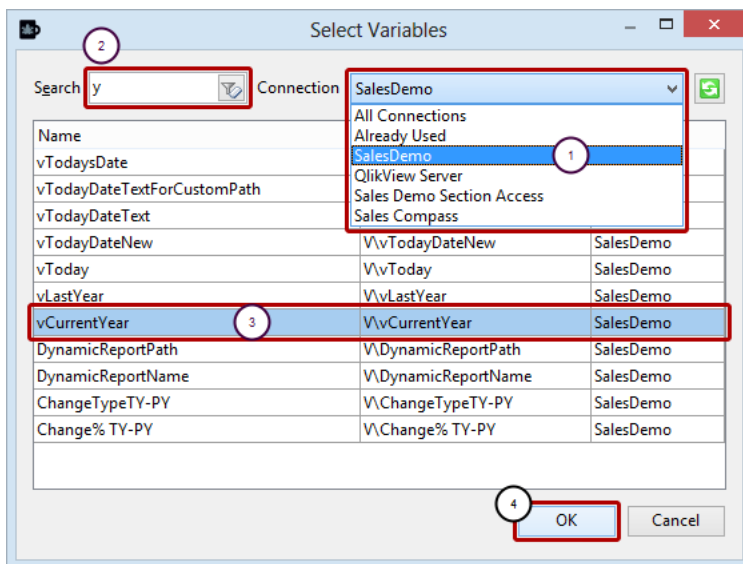
1. Expand the **Images** node in the left pane, if necessary, by clicking on the '+' to its left
2. Drag the **CH16**, **CH184**, and **CH192** tokens and drop them onto the slide

## Open Select Variable Window



1. Right click the **Variables** node
2. Click on the **Add variables** pop-up button

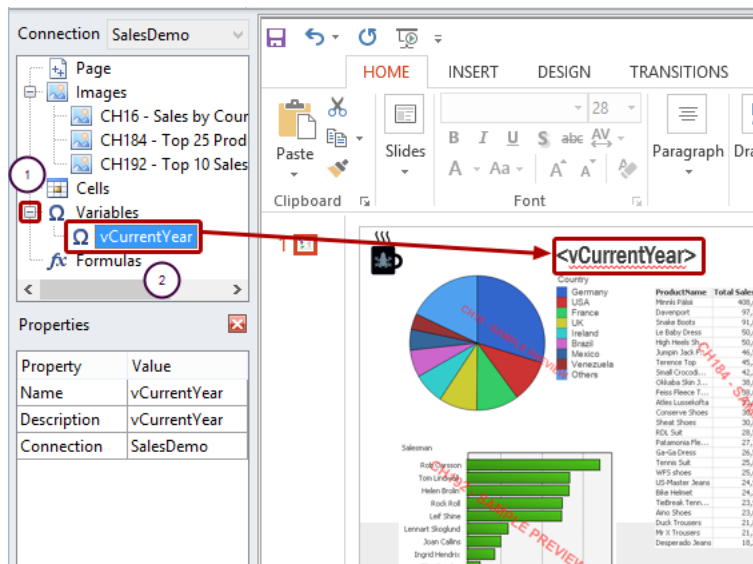
## Add Variable to Template



1. Select the **Connection** to the QlikView document that contains the variables you want
2. Enter 'y' in the Search field, to reduce the number of candidate variables
3. Select QlikView variable **vCurrentYear** from the list in the **Select Variables** window
4. Click on the **OK** button

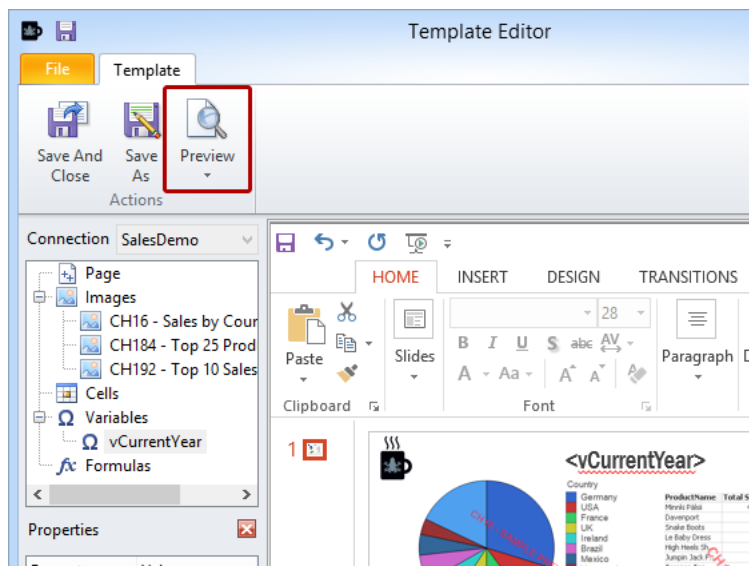


## Add Current Year Variable as Page Heading



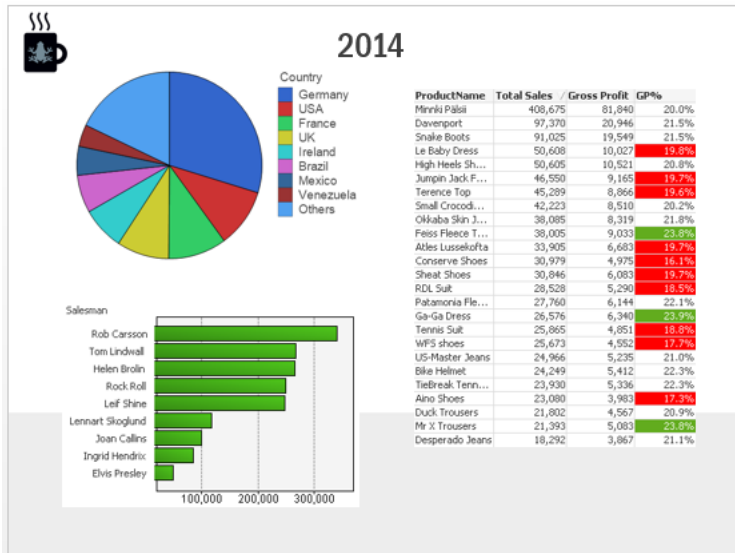
1. Expand the **Variables** node in the left pane, if necessary, by clicking on the '+' to its left
2. Drag and drop the **vCurrentYear** node token onto the slide

## Preview Resulting Powerpoint Report



Select **Preview** in the **Actions** group.

## The Result



The resulting PowerPoint report looks like this.

## How to Create Word Reports

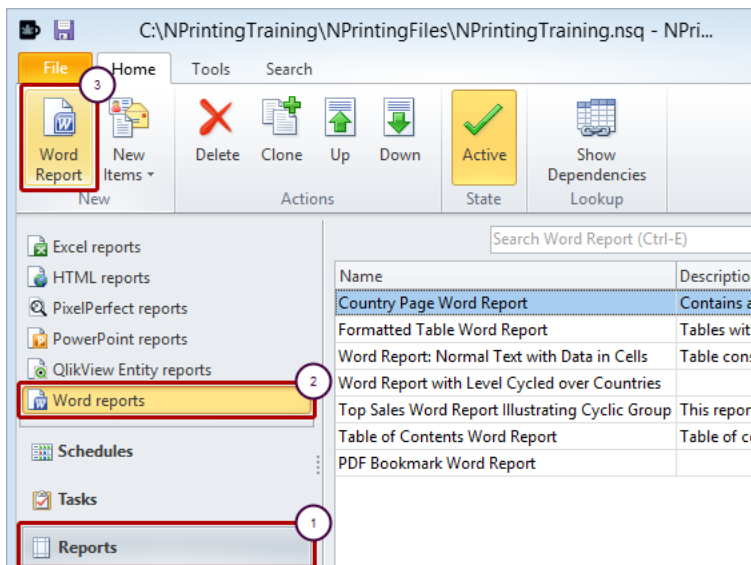
You can download this tutorial by clicking here: "[How to Create Word Reports](#)".

This tutorial illustrates the creation of Word reports. It is presumed that you are familiar with common NPrinting procedures.

The data of one QlikView object and the images of two others are going to be embedded in a Word report and two QlikView variables are going to be used in a heading.

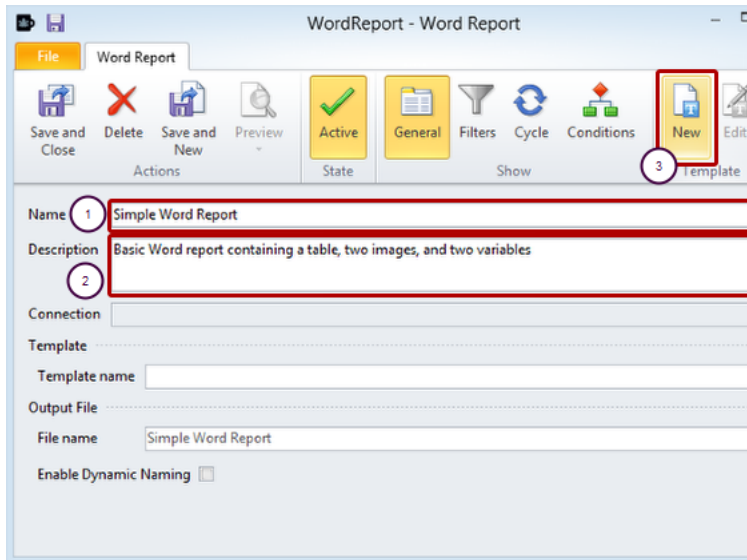
Open an existing NPrinting document or a new one. We will use a sample QlikView document, **SalesDemo.qvw**, for this tutorial. It is part of the NPrinting Training Materials that you need to [download](#) and expand into **C:\NPrintingTraining\** so that the the relative path structure continues to be valid. Establish a connection to it (see: [How do I connect to my QlikView documents?](#)).

### Add New Word Report



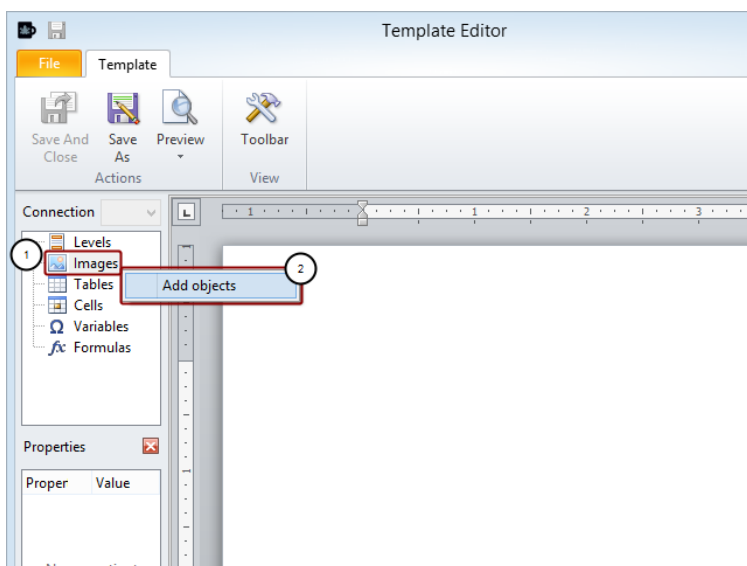
1. Select **Reports** in the lower left pane
2. Select the **Word reports** in the pane immediately above
3. Click on the **Word Report** icon in the **New** group of the tool bar

## Creating New Word Report



1. Enter an appropriate **Name**
2. Enter optionally a **Description** for your report
3. Click on **New** in the **Template** group of the tool ribbon

## Open Select Objects Window



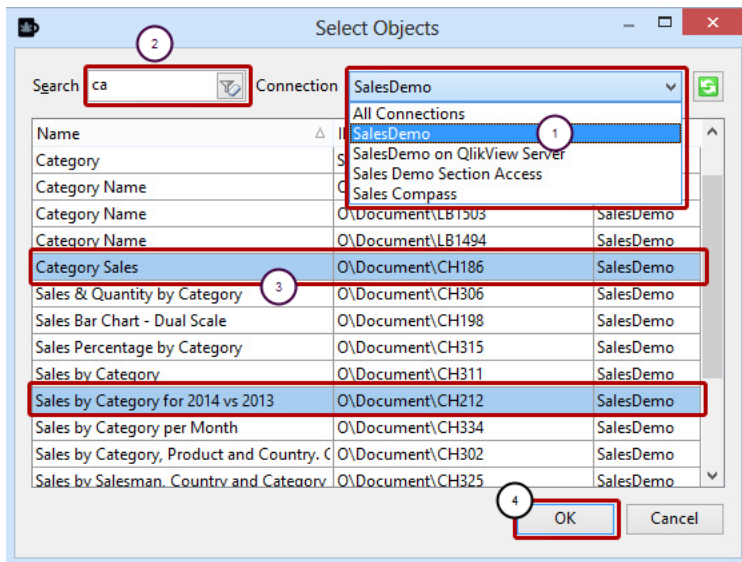
1. Right click on the **Images** node
2. Click on the **Add objects** pop-up button

You can select multiple values by keeping CTRL or SHIFT pressed during column selection then "drag and drop" them onto the template. This will create a Microsoft Word table with the selected

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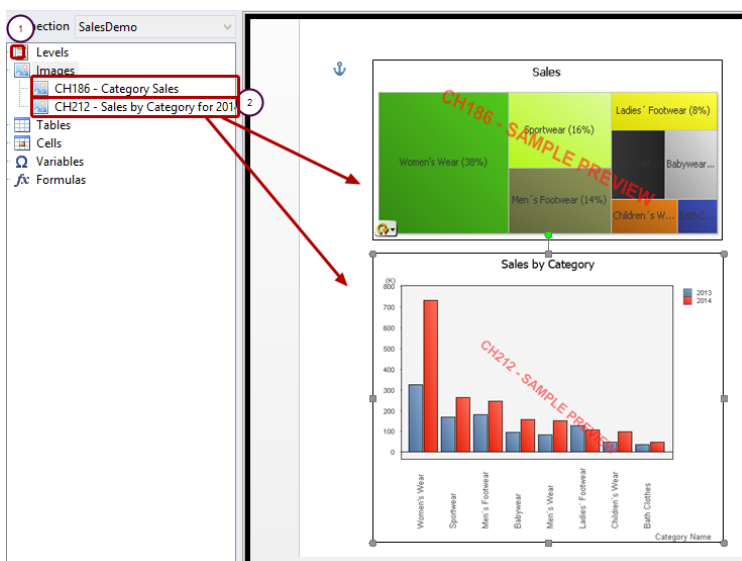
columns. Dragging and dropping multiple tags into an existing Microsoft Word table will add new cells to the row.

## Select QlikView Objects to Add as Images



1. Select the **Connection** to the QlikView document that contains the entities you want
2. Enter the letters or numbers that the entity identifiers have in common till you can see the entities in the list
3. Select the QlikView objects **CH186** and **CH212** in the **Select Objects** window to be included in your template as images
4. Select the **OK** button

## Embed Images in Template

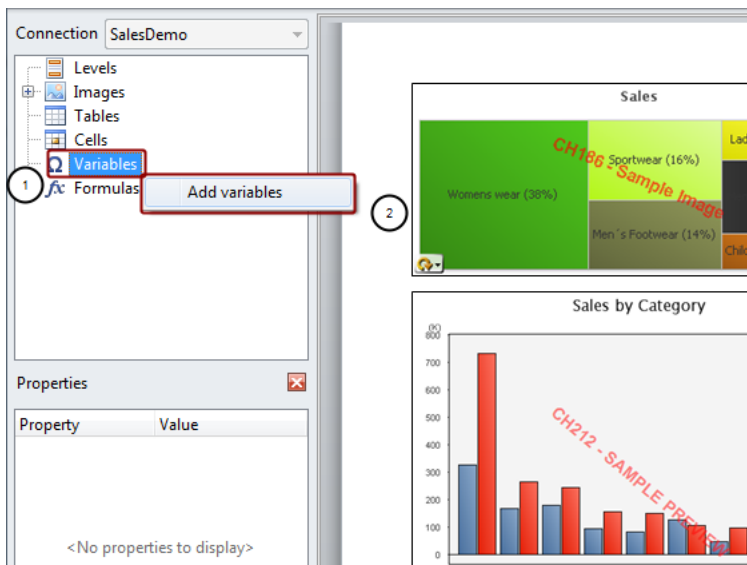


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1. Expand the **Images** node in the left pane by clicking on the '+' to its left
2. Drag and drop the **CH186** and **CH212** tokens onto the page

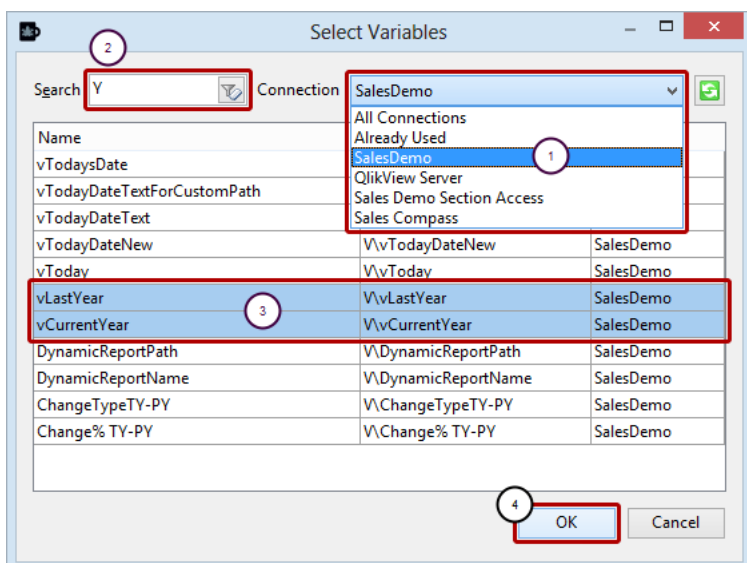
After "dragging and dropping" an image into the template it might be necessary to wait for a few seconds so NPrinting can retrieve the preview. You can then re-size and/or move the images onto the page just as in any Word document.

## Open Select Variables Window



1. Right click on the **Variables** node
2. Click on the **Add variables** pop-up button

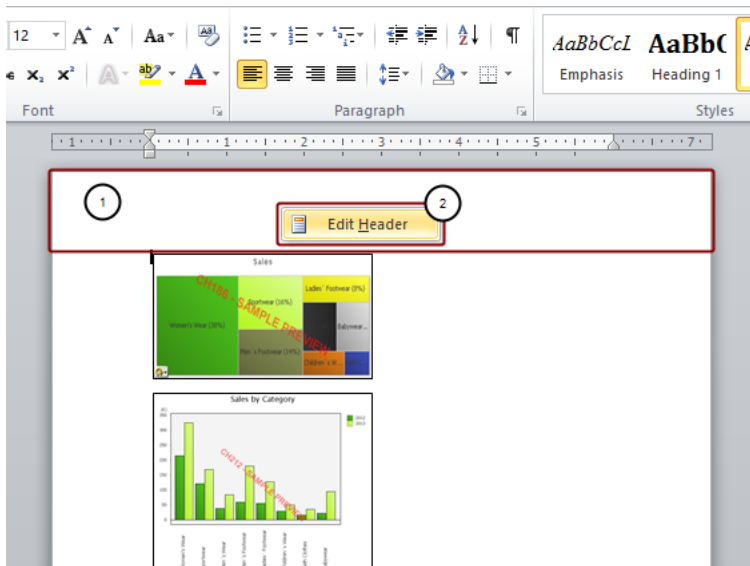
## Add Variables for Heading



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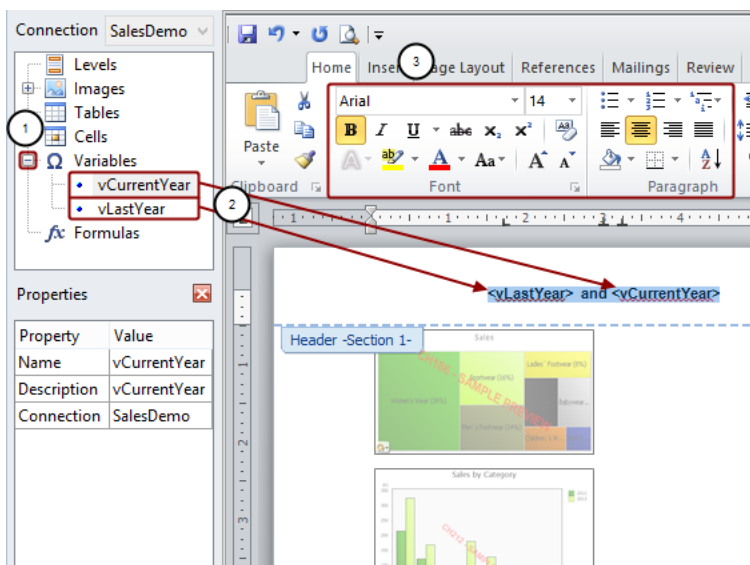
1. Select the **Connection** to the QlikView document that contains the entities you want
2. Enter the letters or numbers that the entity identifiers have in common until you can see the entities in the list
3. Select the **vLastYear** and **vCurrentYear** variables from the list in the **Select Variables** window
4. Select the **OK** button

## Open Header Editor



1. Right click anywhere at the top of the page and the **Edit Header** pop-up button will appear
2. Click on the **Edit Header** button to start creating header content

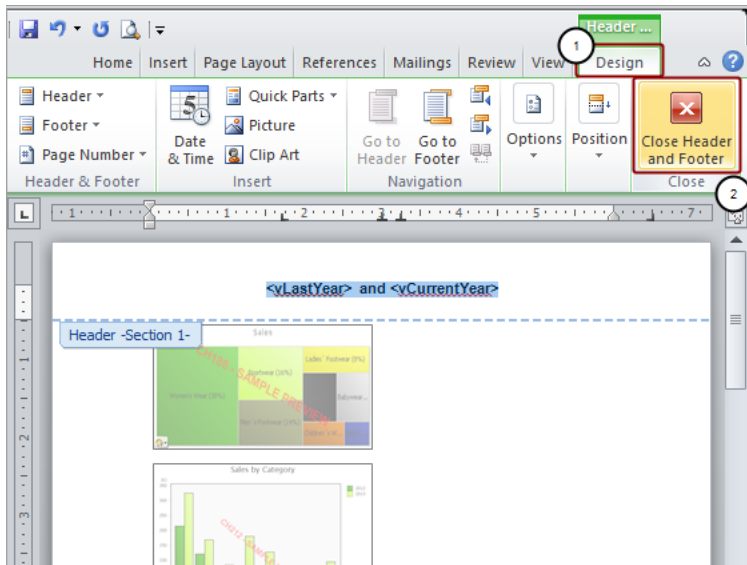
## Create and Format Heading



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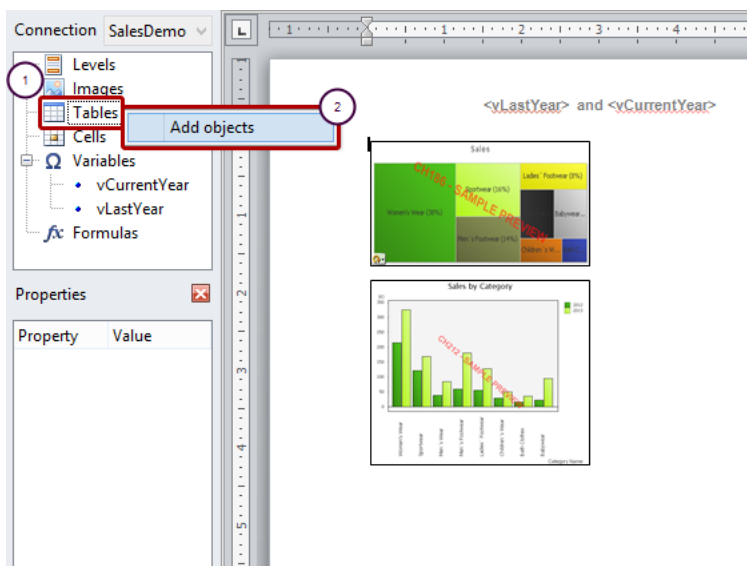
1. Expand the **Variables** node in the left pane by clicking on the '+' to its left
2. Drag and drop the **VvCurrentYear** and **VvLastYear** node tokens into the header section of the page and compose the heading
3. Highlight the heading and format it using Word formatting tools

## Close Header Editor



1. Select the **Design** tab
2. Click on the **Close Header and Footer** icon in the **Close** group

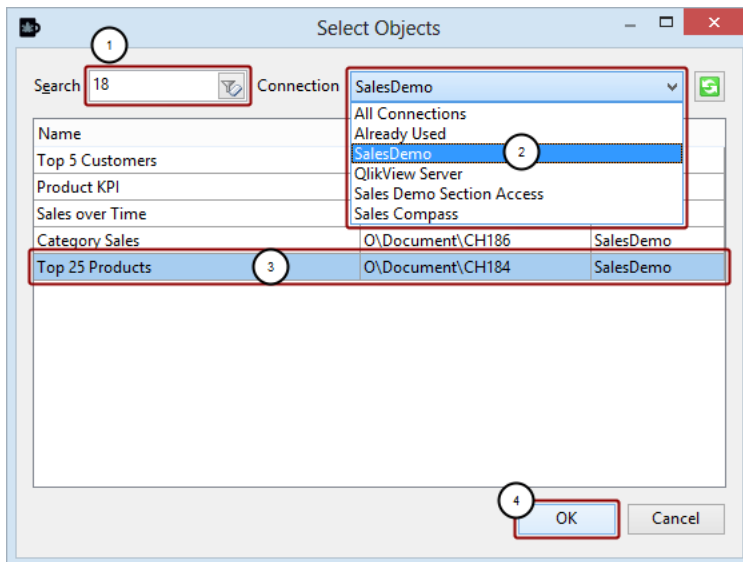
## Open Select Object as Table Window



1. Right click on the **Tables** node icon or label in the left pane
2. Click on the **Add objects** pop-up button

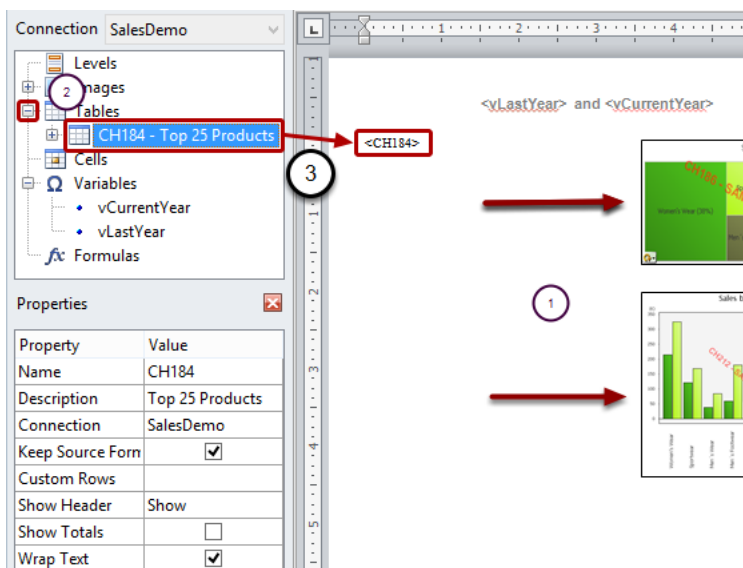


## Select Object to Add as Table



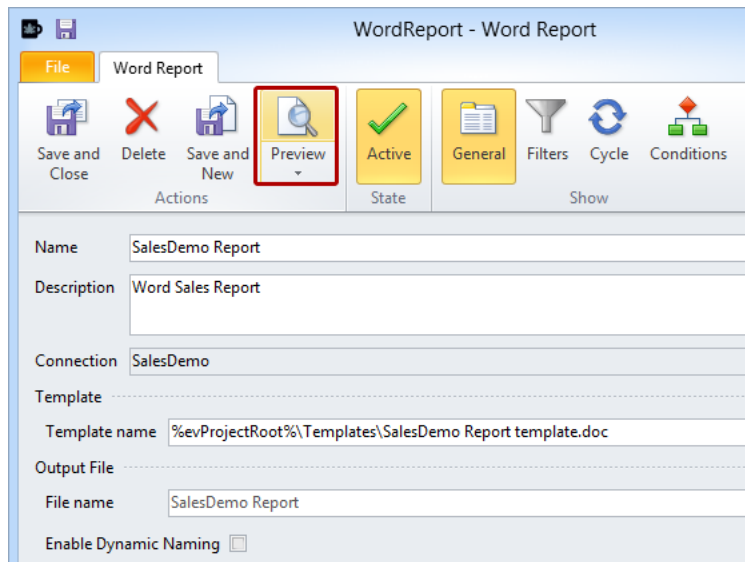
1. Select the **Connection** to the QlikView document that contains the entities you want
2. Begin entering an entity identifier, either its **Name** or its **ID**, until you can see the entity you are looking for in the list
3. Select the **Top 25 Products - CH184** in the **Select Objects** window
4. Click on the **OK** button

## Embed Table



1. Move the two charts from the left side to the right to create an empty space
2. Select Expand the **Tables** node in the left pane by clicking on the '+' to its left
3. Drag and drop the **Top 25 Products - CH184** node token onto the page

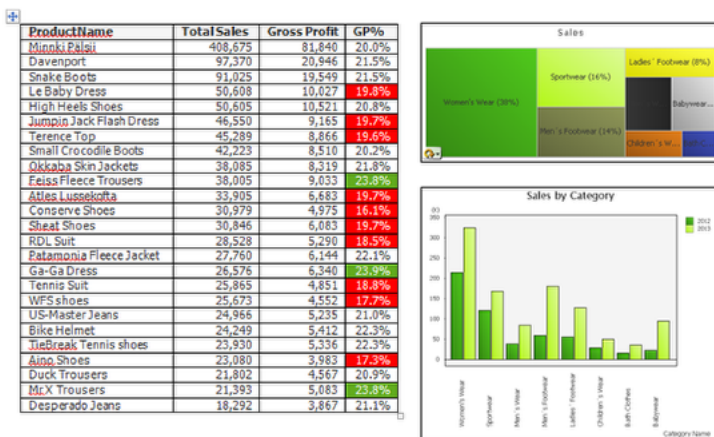
## Preview Resulting Word Report



Select **Preview** in the **Actions** group in the **Report** window

## The Result

2012 and 2013



The resulting Word report looks like this.

## How to Create HTML Reports

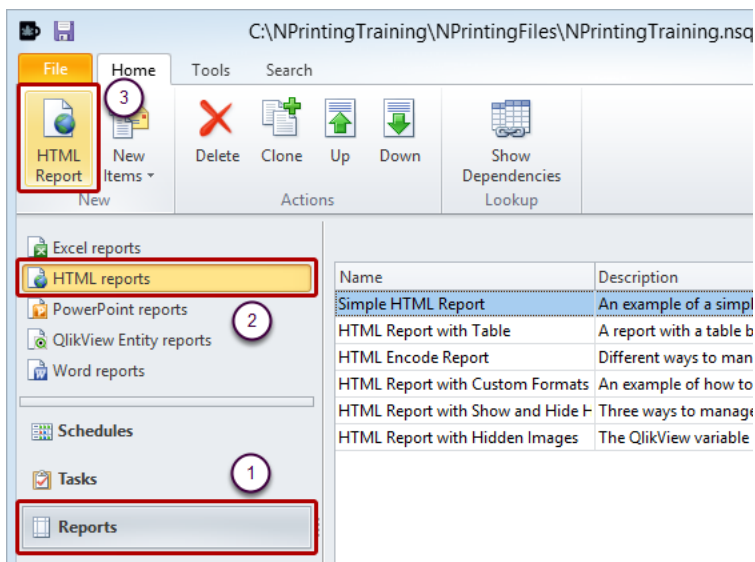
You can download this tutorial by clicking here: "[How to Create HTML Reports](#)".

This tutorial is intended to illustrate HTML report creation. It is presumed that you are familiar with common NPrinting procedures.

We are going to embed images of two QlikView objects in an HTML report in this tutorial, and then add a level and the level variable tag as the label to HTML report which will then have an appropriate title and images in a frame for each of three years.

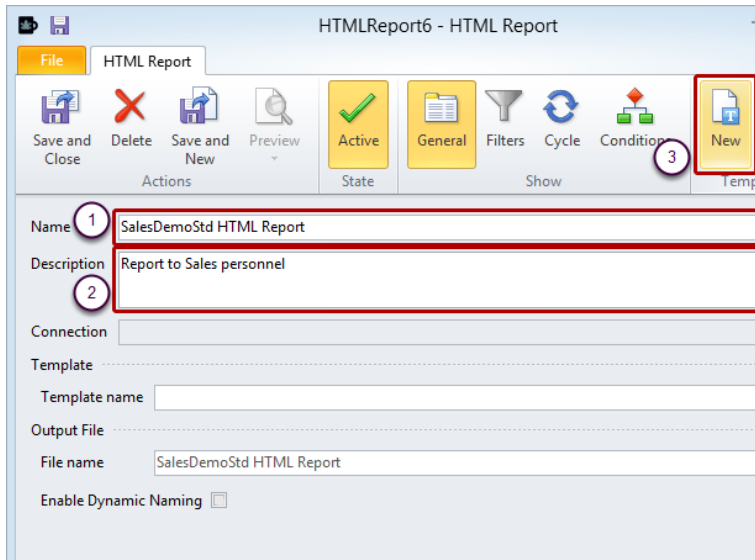
Open an existing NPrinting document or a new one. We will use a sample QlikView document, **SalesDemo.qvw**, for this tutorial, which is included in [NPrinting Training Material](#). Please download NPrinting Training Material and extract it into C:\NPrintingTraining\ so that the relative path structure continues to be valid. Establish a connection to **SalesDemo.qvw** (see: [How do I connect to my QlikView documents?](#)).

### Add New HTML Report



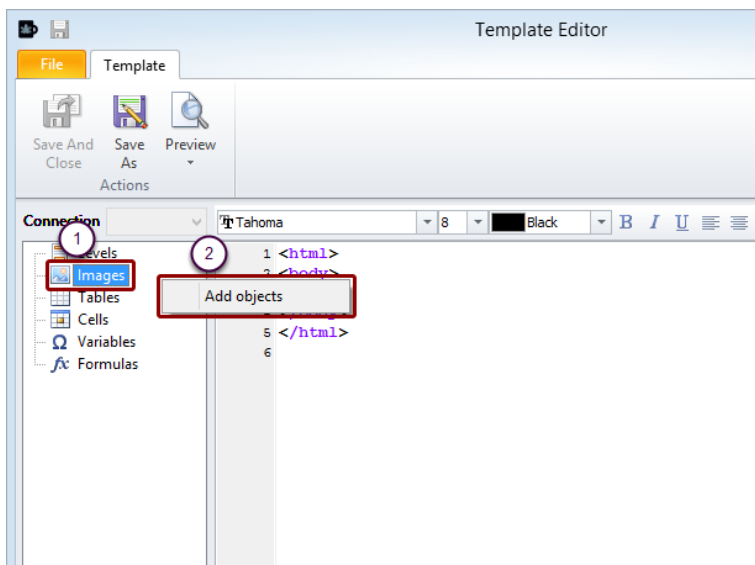
1. Select **Office Reports** in the lower left-hand pane
2. Select the **HTML reports** in the pane immediately above
3. Select **HTML Report** in the **New** group of the tool ribbon

## Create New HTML Report



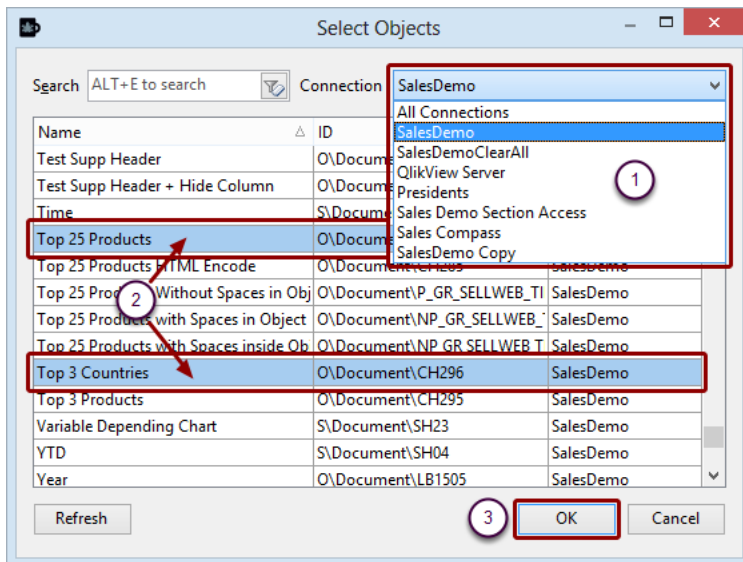
1. Enter a **Name** for your report
2. Enter optionally a **Description**
3. Select **New** in the **Template** group of the tool ribbon.

## Create New HTML Template: Open Select Objects Window for Images



1. Right click on the **Images** node icon or label in the left pane
2. Select **Add objects**

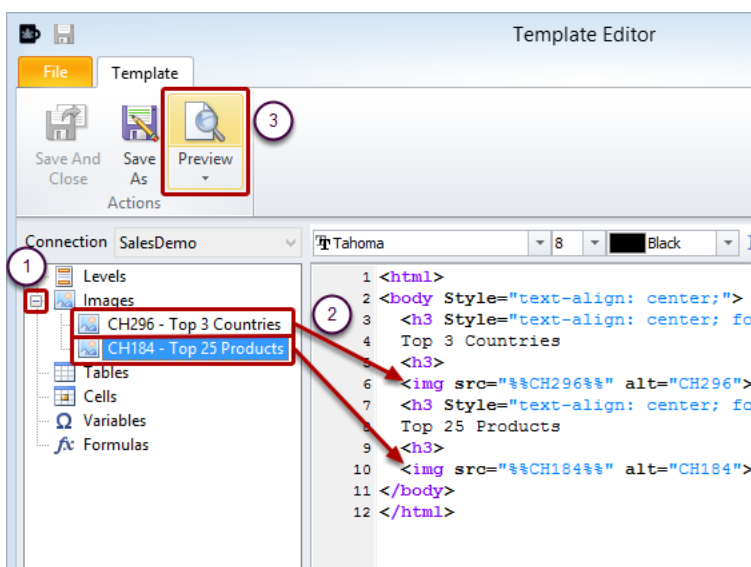
## Select Connection and Objects to Add



Import images of QlikView objects:

1. If you need QlikView objects from a specific connected QlikView document, select the corresponding connection
2. Select the objects, **Top 25 Products** and **Top 3 Countries** in this case
3. Click on the **OK** button

## Embed Images in Template



1. Expand the **Images** node in the left pane by clicking on the '+' to its left

# NPrinting Certification Training Course Tutorials

2. Drag and drop the **CH296 - Top 3 Countries**, and **CH184 - Top 25 Products** tokens onto lines between the **<body>** and **</body>** tags. Add lines as necessary and some block element tags such as **<p>**, **<table>**, or **<div>** for layout management and inline style elements if necessary
3. Click on the **Preview** icon in the **Actions** group

## Resulting Report

Top 3 Countries			
Country	Total Sales	Gross Profit	GP%
Germany	510,926	101,768	19.9%
USA	175,174	34,669	19.8%
France	174,856	37,345	21.4%

Top 25 Products			
ProductName	Total Sales	Gross Profit	GP%
Minnki Pälsii	408,675	81,840	20.0%
Davenport	97,370	20,946	21.5%
Snake Boots	91,025	19,549	21.5%
Le Baby Dress	50,608	10,027	19.8%
High Heels Sh...	50,605	10,521	20.8%
Jumpin Jack F...	46,550	9,165	19.7%
Terence Top	45,289	8,866	19.6%
Small Crocodi...	42,223	8,510	20.2%
Okkaba Skin J...	38,085	8,319	21.8%
Feiss Fleece T...	38,005	9,033	23.8%
Atlas Lussekofta	33,905	6,683	19.7%
Conserve Shoes	30,979	4,975	16.1%
Sheat Shoes	30,846	6,083	19.7%
RDL Suit	28,528	5,290	18.5%
Patamonia Fle...	27,760	6,144	22.1%

This resulting HTML report is the result of the code that follows:

```
<html>
<body Style="text-align: center;">
<h3 Style="text-align: center; font: 21px verdana;">
Top 3 Countries
<h3>

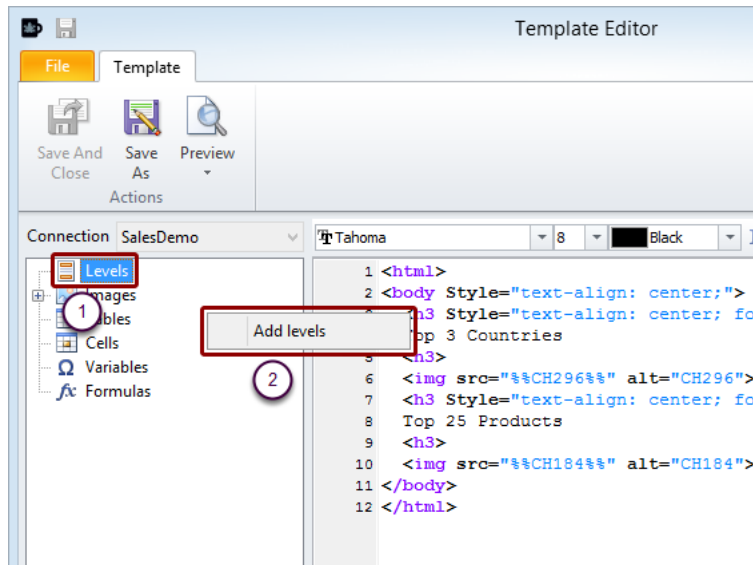
<h3 Style="text-align: center; font: 21px verdana;">
Top 25 Products
<h3>

```

</body>

</html>

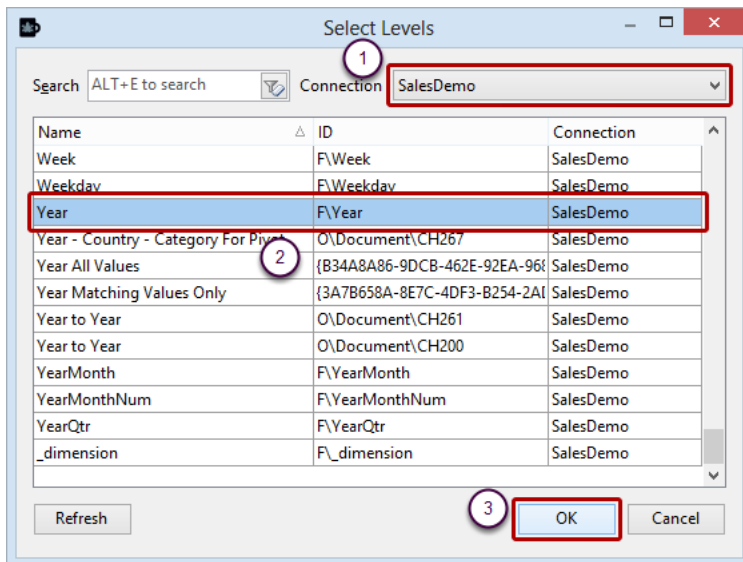
## Open Select Levels Window



Your HTML report can be produced with levels. For example, to produce a level that cycles through each year:

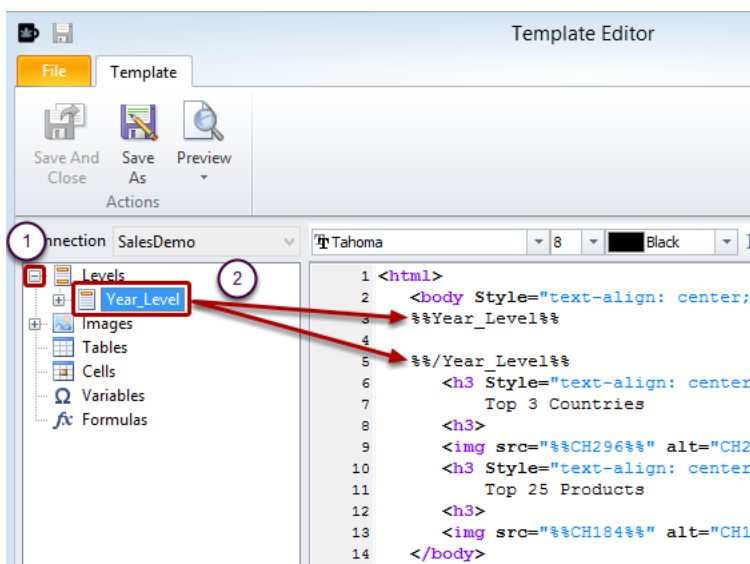
1. Right click on the **Levels** node icon or label in the left pane
2. Select **Add levels**

## Multi-Level HTML Report: Select Level



1. If you need a QlikView field from a specific connected QlikView document, select the corresponding **Connection**
2. Select the **Year** field from the list in the **Select Levels** window
3. Select **OK**

## Add Year\_Level to Template



1. Expand the **Levels** node in the left pane by clicking on the '+' to its left
2. Drag and drop the **Year\_Level** node token onto a line between the **<body>** and **</body>** tags



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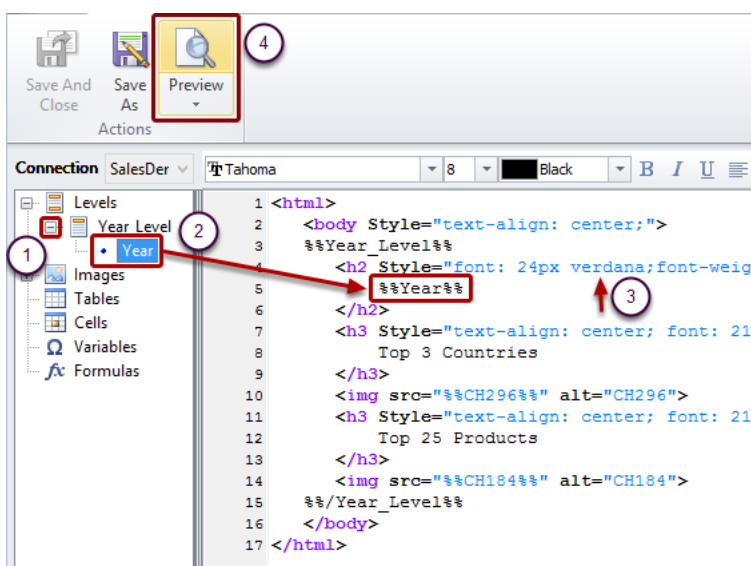
Add lines if necessary. The result is three new lines, `%%Year_Level%%`, `%%/Year_Level%%` with a blank line between.

## Place Content into Level Cycle

```
1 <html>
2 <body Style="text-align: center;">
3 %%Year_Level%%
4
5 <h3 Style="text-align: center; font: 21px verdana;">
6   Top 3 Countries
7 </h3>
8 
9 <h3 Style="text-align: center; font: 21px verdana;">
10   Top 25 Products
11 </h3>
12 
13 %%/Year_Level%%
14 </body>
15 </html>
```

Arrange the `%%Year_Level%%` line before and the `%%/Year_Level%%` line after the elements that you want to be included in the level cycle.

## Add Level Cycle Title



1. Expand the **Year\_Level** node in the left pane by clicking on the '+' to its left

# NPrinting Certification Training Course Tutorials

2. Drag and drop the **Year** node token onto a line between the `%%Year_Level%%` and the `%%/Year_Level%%` lines
3. Add inline style elements
4. Click on the **Preview** icon

Here is the code for this simple HTML report:

```
<html>

<body Style="text-align: center;">

%%Year_Level%%

<h2 Style="font: 24px verdana;font-weight: bold;">

%%Year%%

</h2>

<h3 Style="text-align: center; font: 21px verdana;">

Top 3 Countries

</h3>



<h3 Style="text-align: center; font: 21px verdana;">

Top 25 Products

</h3>



%%/Year_Level%%

</body>

</html>
```

## Preview Resulting HTML Report

Product	Total Sales	Gross Profit	GP%
Adihash Runn...	4,559	1,084	23.8%
TieBreak Tenn...	4,317	992	23.0%
Duck Trousers	4,258	1,153	27.1%
Conserve Shoes	4,069	935	23.0%
Tennis Suit	3,963	663	16.7%
Atlas Lussekofta	3,867	690	17.9%
US-Master Jeans	3,579	847	23.7%

### 2012

#### Top 3 Countries

Country	Total Sales	Gross Profit	GP%
Germany	221,337	45,632	20.6%
UK	61,226	12,075	19.7%
USA	56,251	12,764	22.7%

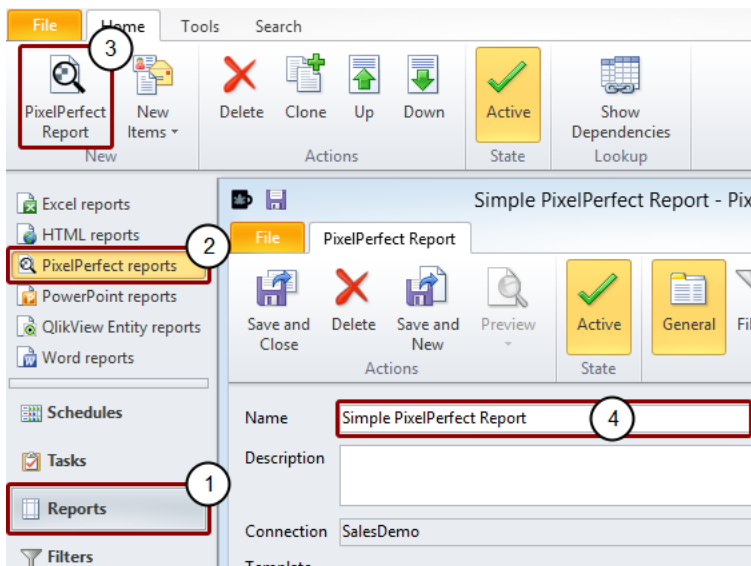
#### Top 25 Products

ProductName	Total Sales	Gross Profit	GP%
Minnki Pälsii	158,005	30,494	19.3%
Snake Boots	36,452	7,731	21.2%
Davenport	28,004	5,463	19.5%
Leik Hattar	27,512	6,424	23.3%

The code above produces this HTML report having three titled sections, one for each year. Simple results with simple style elements.

# How to Create a Simple PixelPerfect Report

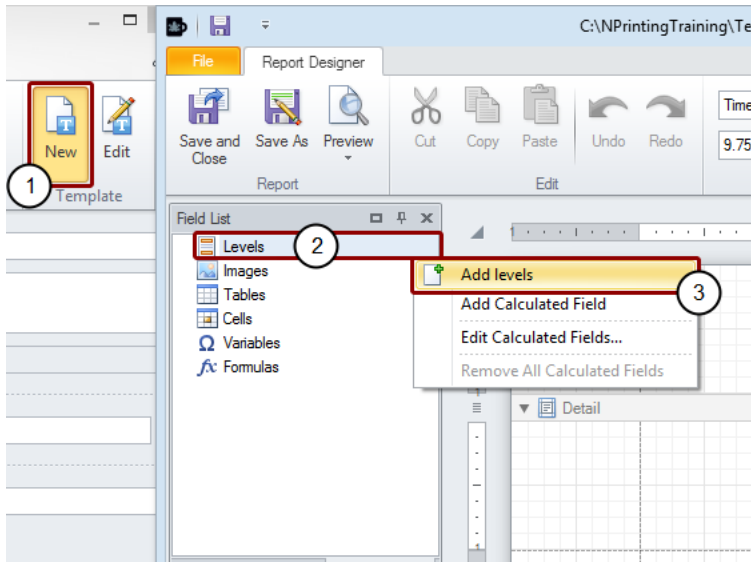
## Create New PixelPerfect Report



Run NPrinting and open the project **C:\NPrintingDemo\NPrintingFiles\NPrintingTraining.nsq**

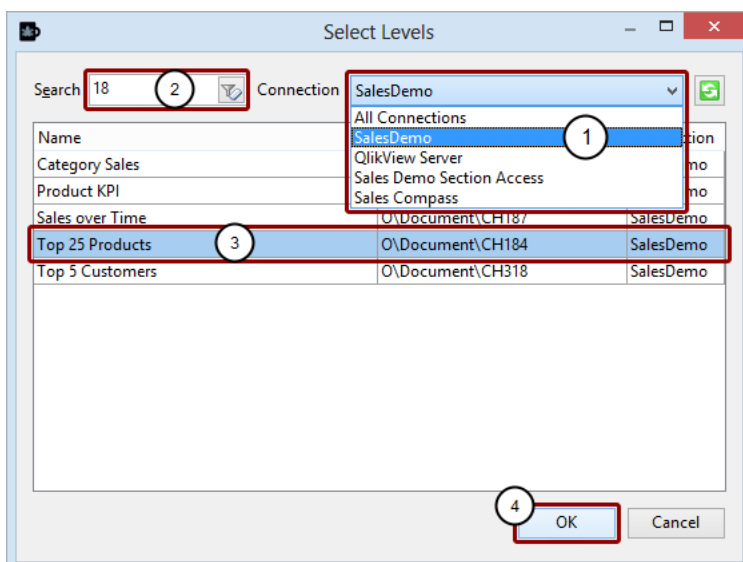
1. Click on **Reports**
2. Select **PixelPerfect** reports
3. Click on the **PixelPerfect Report** button to create a new one
4. Enter **Simple PixelPerfect Report** as the report **Name**

## Create New PixelPerfect Report Template



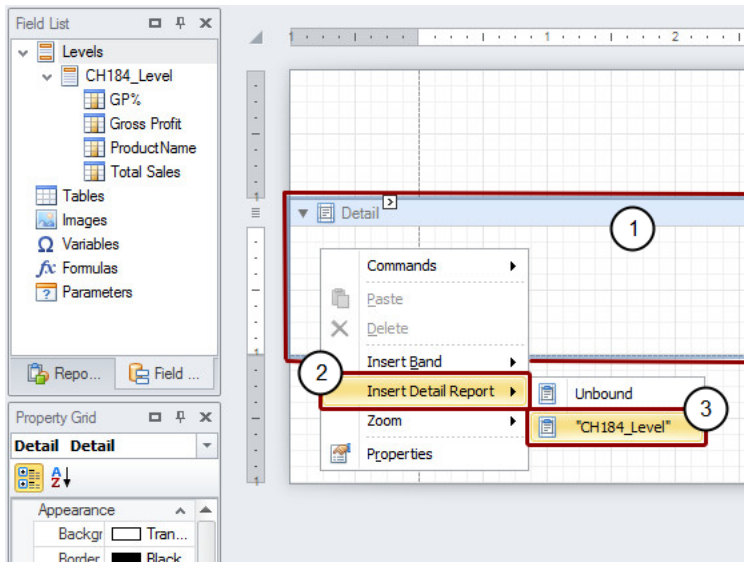
1. Click on **New** to open a blank template in the **Template Editor**
2. Right click on the **Levels** node to add a level
3. Select the **Add levels** option

## Insert QlikView Table as Level



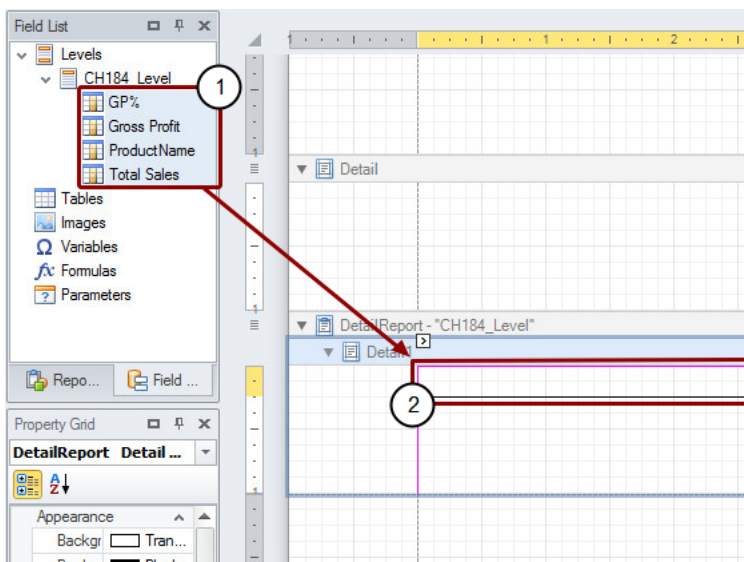
1. Select the **Connection** to the QlikView document that contains the object you want
2. Enter '1' and '8' into the search field and the number of candidate objects is reduced to five
3. If **Top 25 Products - CH184** is the only object visible, press **Enter** to add it into the **Levels** node, otherwise select it in the list
4. Click on the **OK** button

## Create Level Details



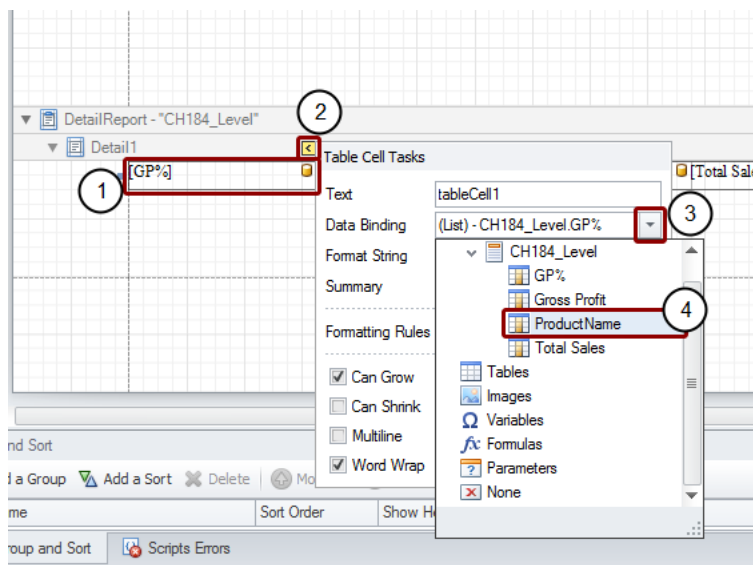
1. Right click on the **Detail** area in the middle of the page
2. Select **Insert Detail Report**
3. Choose **"CH184\_Level"** from the list

## Create Data Columns



1. Press **SHIFT** or **CTRL** and select the four columns of the **CH184** from the **Levels** node
2. Drag and drop them into the **DetailReport - "CH184\_Level"** area

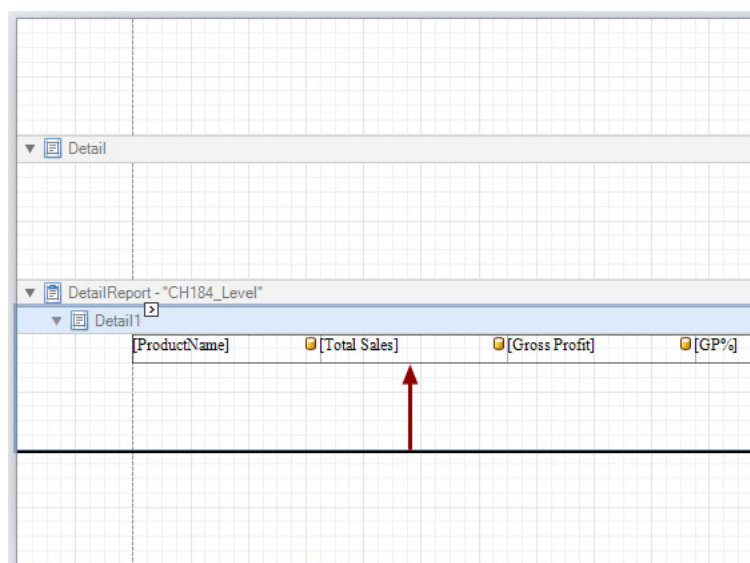
## Set Column Order



To change the order of the columns:

1. Click in a cell to select it, for instance the first **GP%**
2. Click on the small arrow that appears at the upper right corner, this opens the **Table Cell Tasks** menu
3. Open the **Data Binding** drop down menu and expand the **CH184\_Level.GP%** node
4. Select **Product Name** to set this field as first column
5. Repeat 1 through 4 for the other columns in the order **Total Sales**, **Gross Profit** and **GP%**

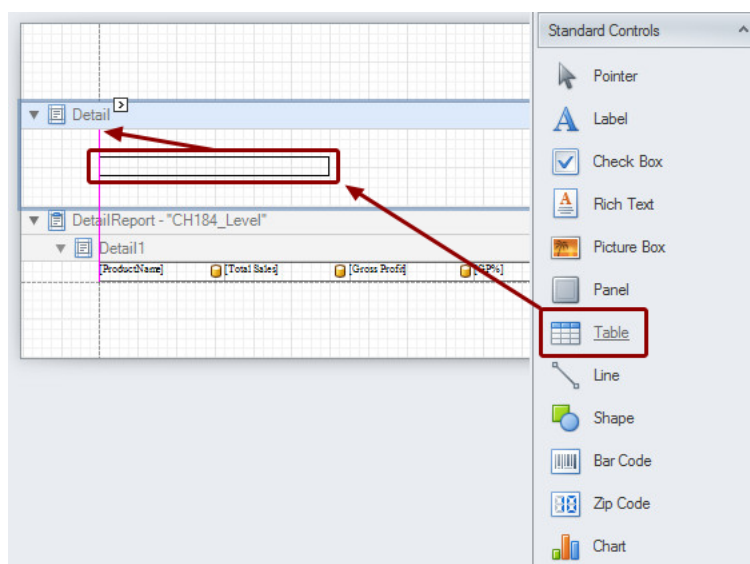
## Adjust inter-Row White Space



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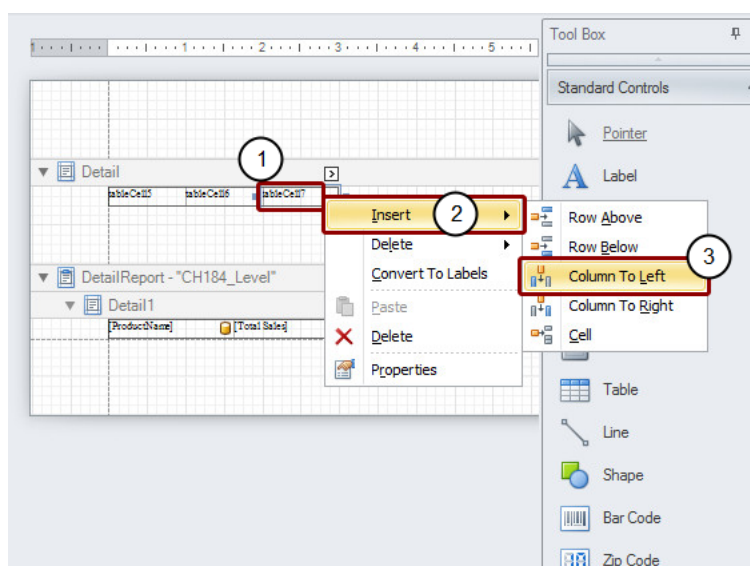
To eliminate inter-row white space, select the dotted line below the table and overlap it with the bottom line of the CH184\_level table.

## Create Table Headings



Drag and drop the **Table** object from the **Tool Box** on the right to add column headings. Align the new table with the upper left corner of the **Detail** area.

## Insert a Fourth Column



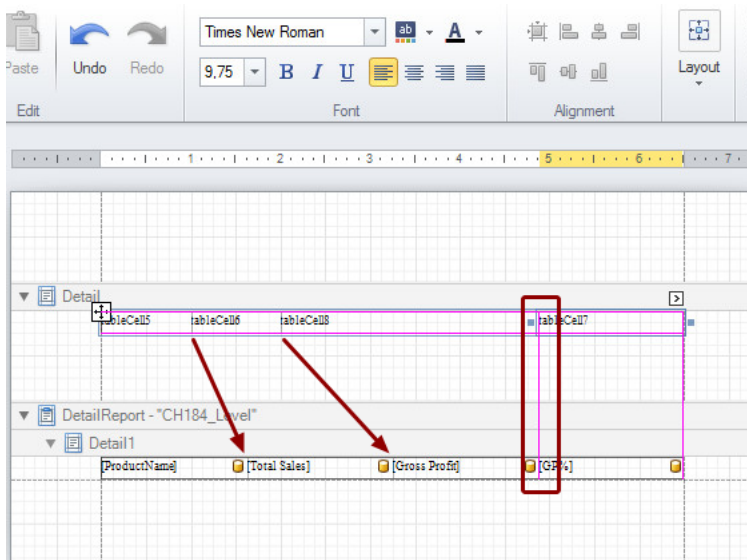
It is necessary to create a new column to match the data structure:



# NPrinting Certification Training Course Tutorials

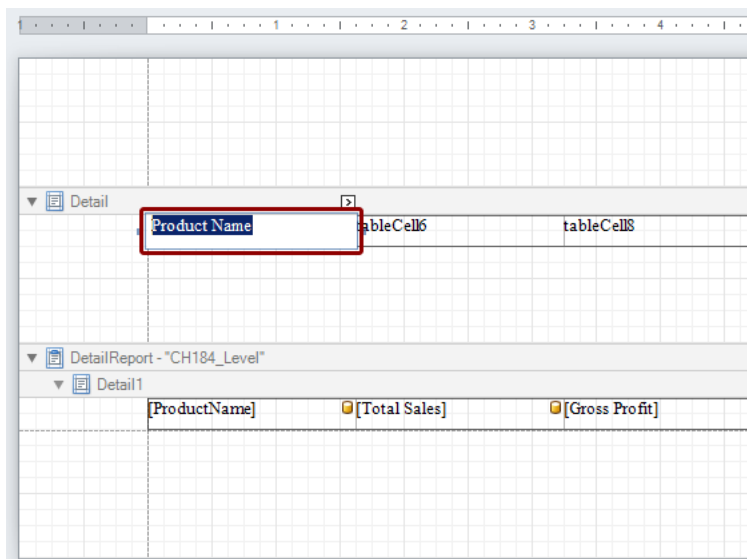
1. Right click on the third cell
2. Select **Insert**
3. Click on **Column to Left**

## Column Alignment



Select the right border of the third cell and drag it until the guideline overlaps with the right border of the third cell of the **CH184\_Level** table. Repeat this action with the other cells until they are aligned with the corresponding cells in the **CH184\_Level** table.

## Enter Column Heading Text

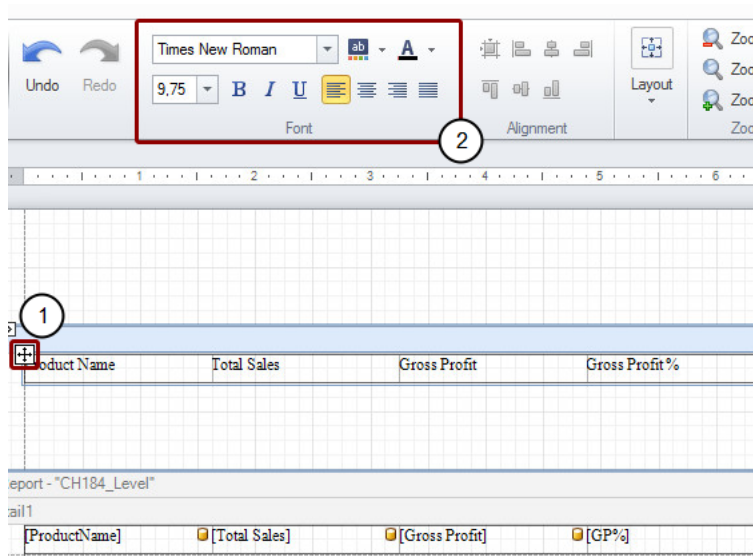


- Double click on the first column on the left to edit the text and enter **Product Name**

# NPrinting Certification Training Course Tutorials

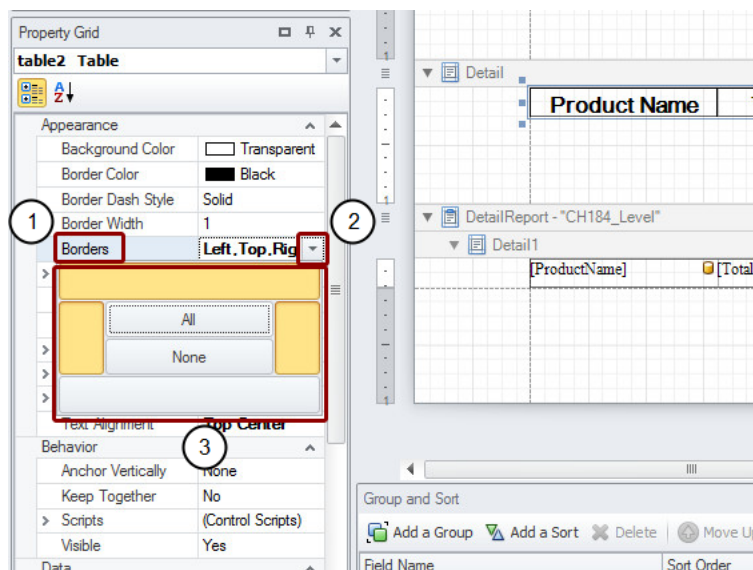
- Repeat the process with the second column and enter **Total Sales**
- Enter **Gross Profit** in the third cell and **Gross Profit %** in the last one

## Table Heading Text Format



1. Select the entire table by clicking on the upper left corner
2. Set the font type, dimension, alignment, etc. as you prefer. For instance select **sans serif**, **14px**, **Bold** and **Centered**

## Table Borders

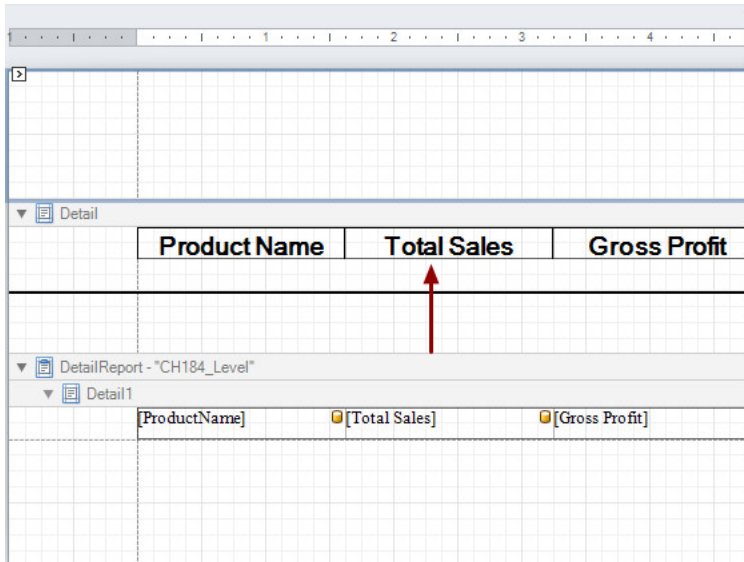


1. Select the row of table headings and then find **Borders** in the **Property Grid** in the lower left corner
2. Click on the drop down menu

# NPrinting Certification Training Course Tutorials

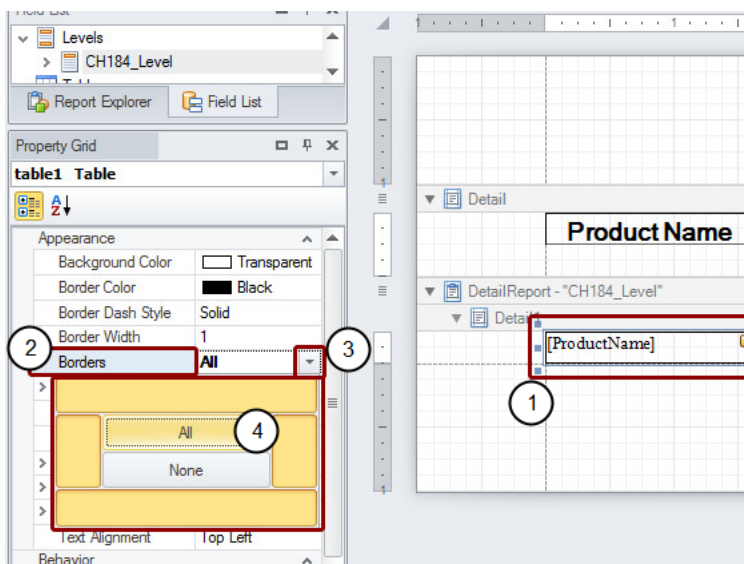
3. Click on **All**, and then click on the drop down button (in step 2) to accept the updated borders

## Eliminate Empty Space between Headings and Data



Select the bottom border of the **Detail** area and align it with the bottom border of the table to eliminate the empty space.

## Set Table Data Borders

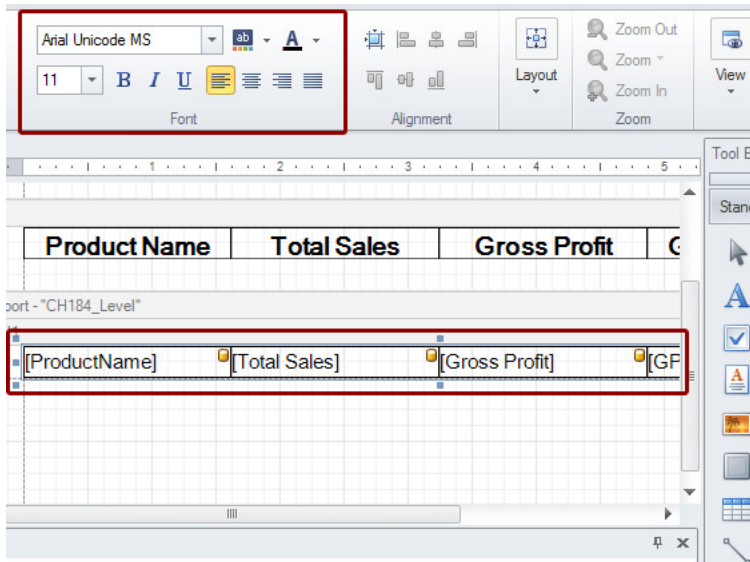


1. Select the entire data table in the **DetailReport - "CH184\_Level"** area
2. Find **Borders** in the **Property Grid**
3. Open the drop down menu

# NPrinting Certification Training Course Tutorials

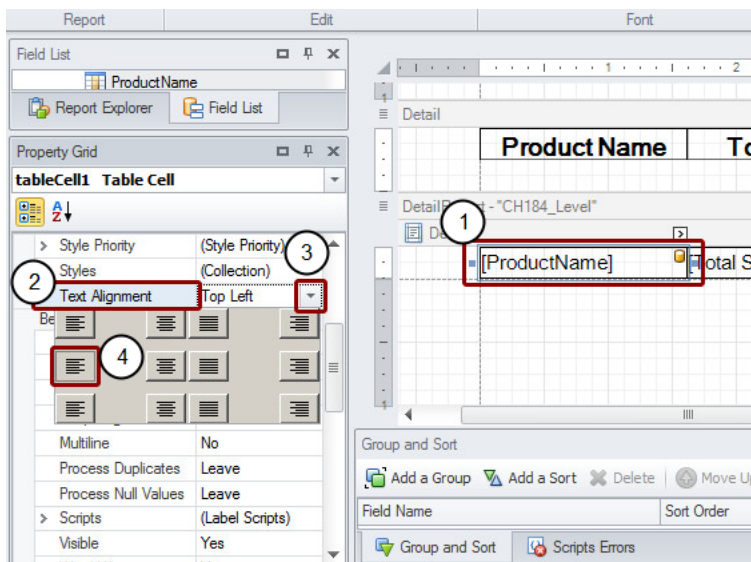
4. Select **All** and the **Border** icons become yellow and then click the drop down button (in step 3) to accept the updated borders

## Format Data Fonts



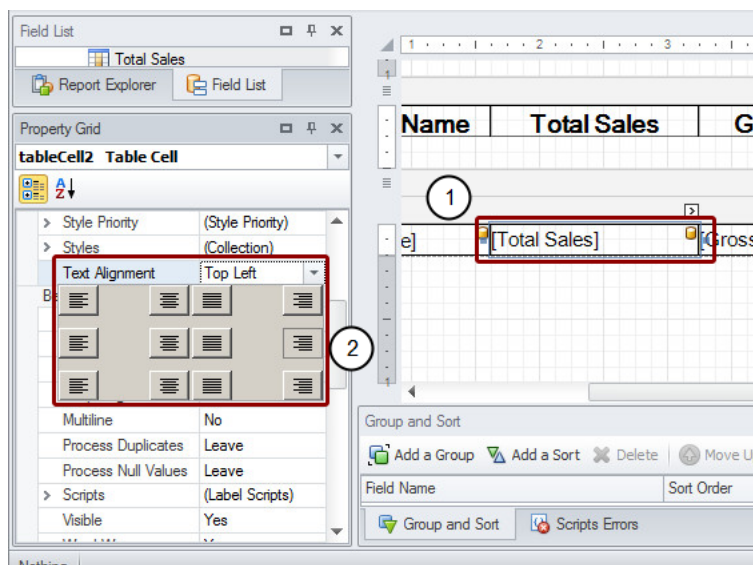
1. Keep the data table selected
2. Set the font format you prefer. For instance select **sans serif, 11px**

## Set Data Alignment



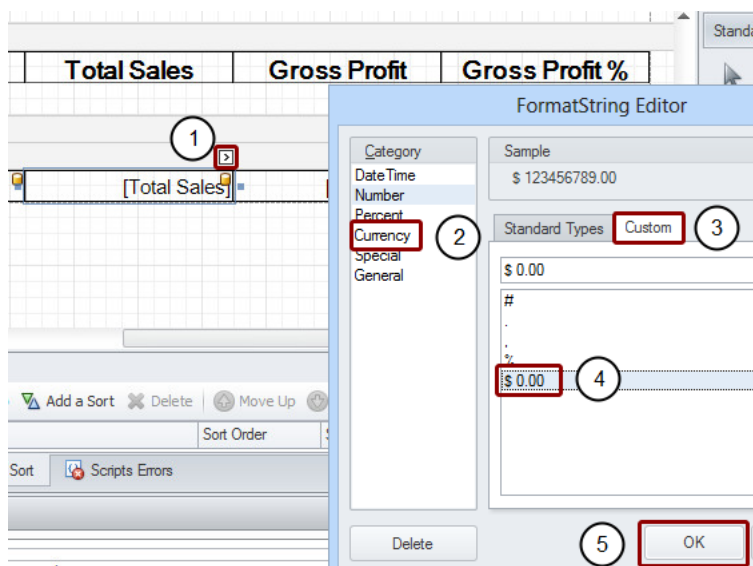
1. Select the **ProductName** cell
2. Find "Text Alignment" in the **Property Grid**
3. Click on the drop down menu
4. Set text alignment to Middle Left

## Finish Data Alignment



1. Select the **Total Sales** cell
2. Set text alignment to Middle Right in the **Property Grid**
3. Repeat steps 1 and 2 for columns **Gross Profit** and **Gross Profit %**

## Format Numbers



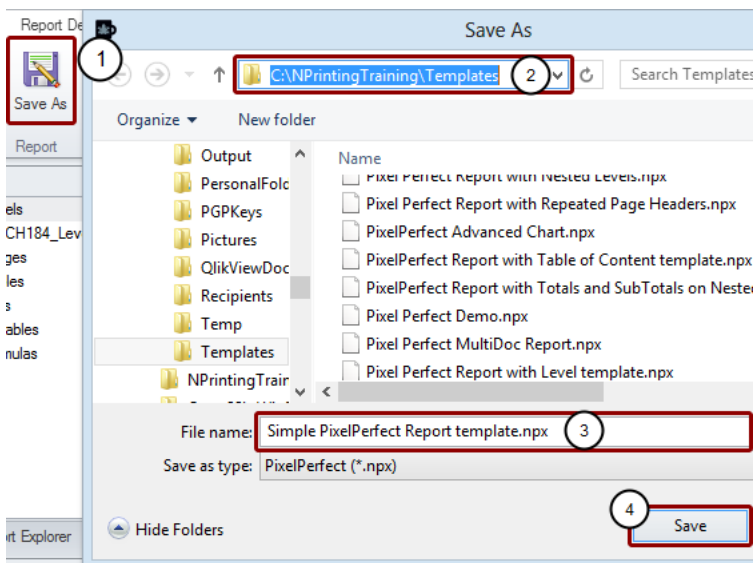
Set the number formatting to Dollar currency by:

1. Select the cell **Total Sales** and click on the upper right arrow ">"
2. Click on the dots on the right of **Format String** in the new window, then select **Currency**

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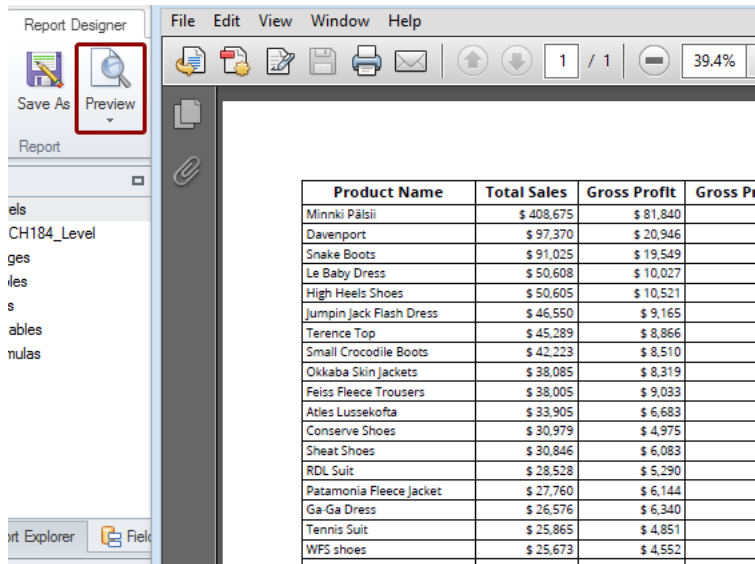
3. Click on the **Custom** tab
4. Select the **\$0.00** format
5. Confirm with **OK**.
6. Repeat steps 1 to 5 for the **Gross Profit** cell
7. Format **Gross Profit %** as **Percent 0.00%**

## Save the Template



1. Click on the **Save As** icon in the **Report** group of the tool bar
2. Make sure that the **Save As** window is set to save in the **C:\NPrintingTraining\Templates** folder
3. Enter **Simple PixelPerfect Report template.npx**
4. Click on the **Save** button

## Report Preview



The screenshot shows the Report Designer interface. The top menu bar includes File, Edit, View, Window, and Help. The toolbar contains various icons, with the 'Preview' icon (a magnifying glass over a document) highlighted by a red box. Below the toolbar, the 'Report' section shows a list of report elements on the left and a preview of the report content on the right. The preview content is a table with the following data:

Product Name	Total Sales	Gross Profit	Gross Pi
Minnki Pälsii	\$ 408,675	\$ 81,840	
Davenport	\$ 97,370	\$ 20,946	
Snake Boots	\$ 91,025	\$ 19,549	
Le Baby Dress	\$ 50,608	\$ 10,027	
High Heels Shoes	\$ 50,605	\$ 10,521	
Jumpin Jack Flash Dress	\$ 46,550	\$ 9,165	
Terence Top	\$ 45,289	\$ 8,866	
Small Crocodile Boots	\$ 42,223	\$ 8,510	
Okkaba Skin Jackets	\$ 38,085	\$ 8,319	
Feiss Fleece Trousers	\$ 38,005	\$ 9,033	
Aties Lussekofa	\$ 33,905	\$ 6,683	
Conserve Shoes	\$ 30,979	\$ 4,975	
Sheat Shoes	\$ 30,846	\$ 6,083	
RDL Suit	\$ 28,528	\$ 5,290	
Patamonia Fleece Jacket	\$ 27,760	\$ 6,144	
Ga-Ga Dress	\$ 26,576	\$ 6,340	
Tennis Suit	\$ 25,865	\$ 4,851	
WFS shoes	\$ 25,673	\$ 4,552	

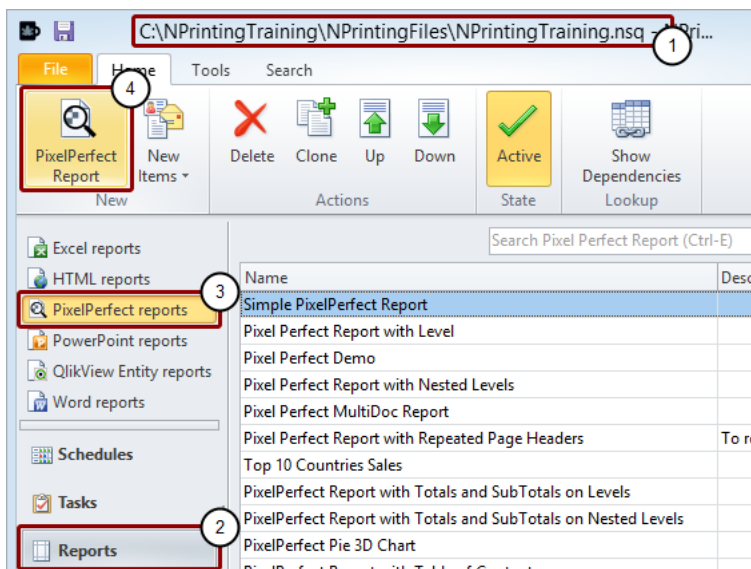
Click on the **Preview** icon to see the final report.

## How to Create PixelPerfect Reports with a Level

You can download this tutorial by clicking here: "[How to Create PixelPerfect Reports with a Level](#)".

This article explains how to create PixelPerfect reports with a level. The final output will show a page for each Year having two different charts from QlikView.

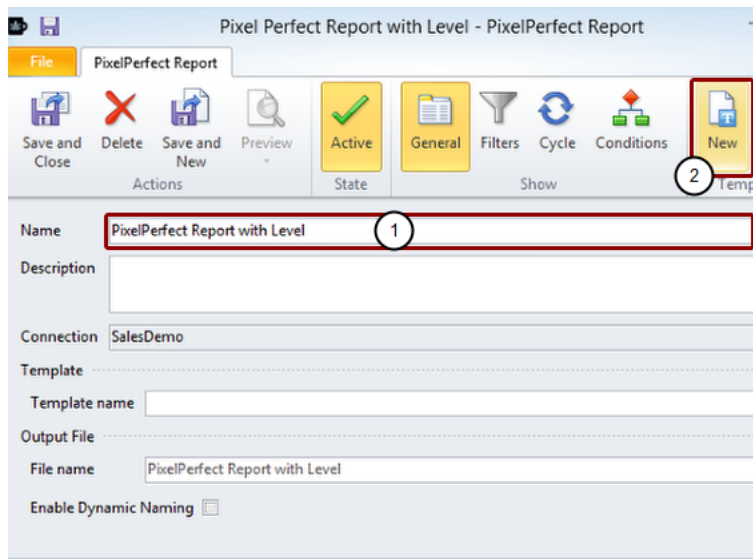
### Create a New PixelPerfect Report



1. Launch NPrinting and open the Project **C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq**
2. Go to **Reports**
3. Click on **PixelPerfect reports**
4. Create a new **PixelPerfect Report**

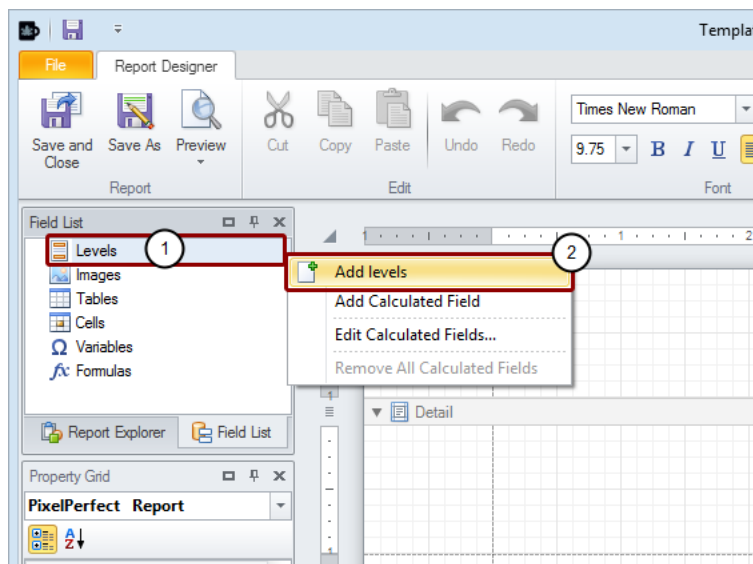


## Name the Report



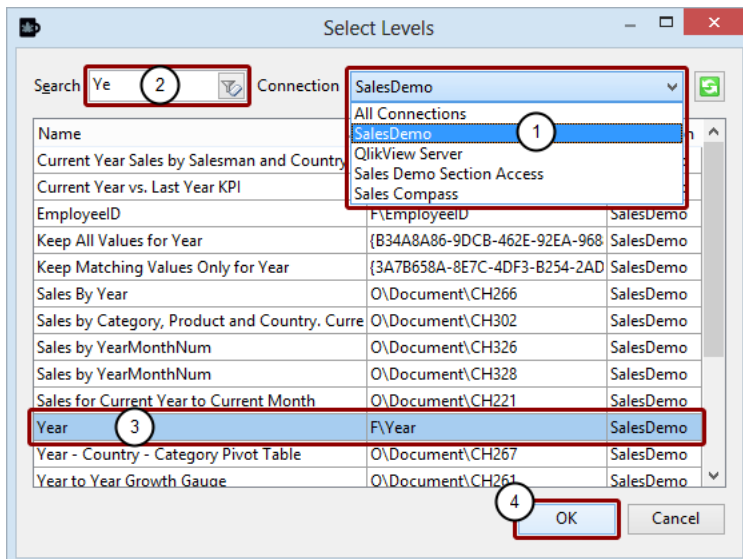
1. Enter **Simple PixelPerfect Report with Level** as the report **Name**
2. Click on **New**, the **Template Editor** will open

## Add Level



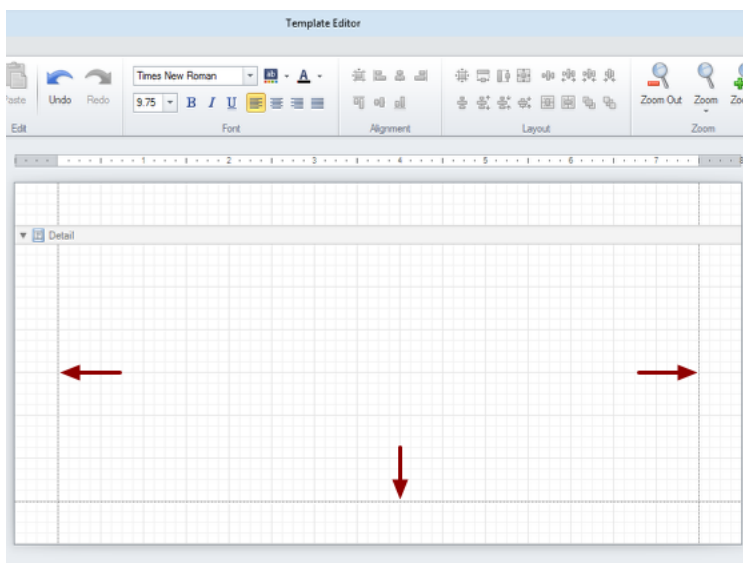
1. Right click on the **Levels** node
2. Select **Add levels**

## Select Level Entity



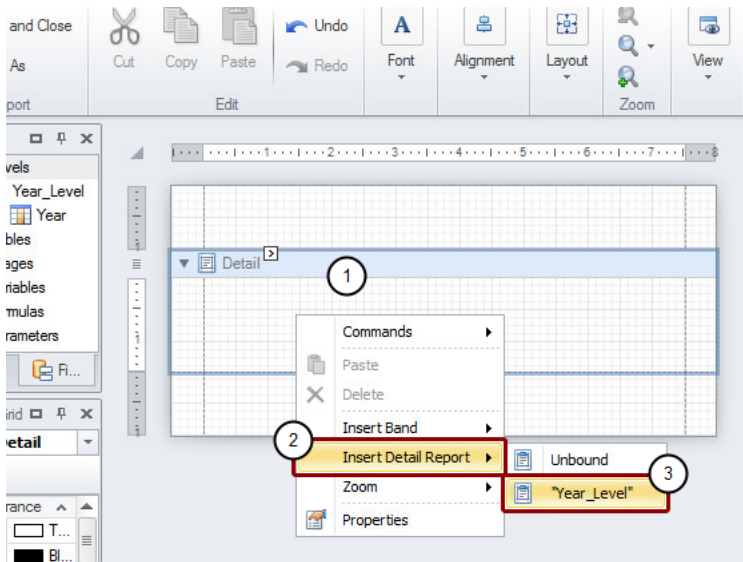
1. Select the **Connection** to the QlikView document containing the entity that you want
2. Type as much of the word "year" in the **Search** field as needed to see the **Year - F\Year** entity
3. Select the **Year** field
4. Click on the **OK** button to add it into the **Levels** node

## Move Report Margins



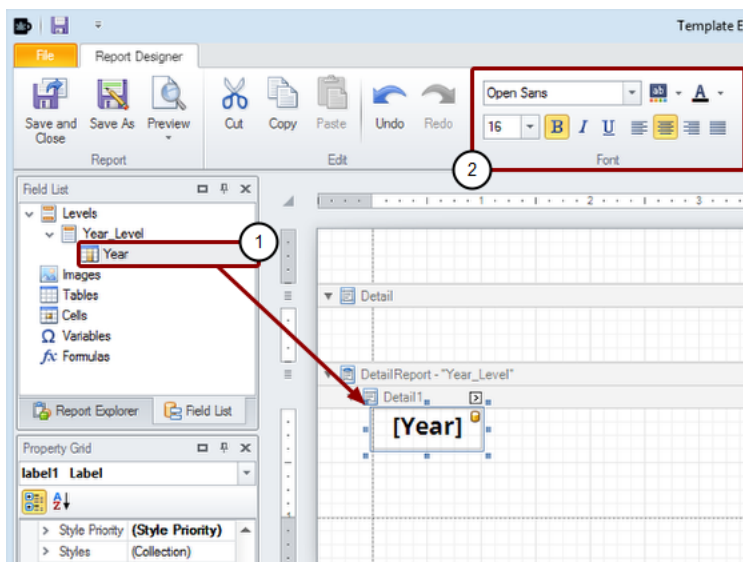
Select the left, right and bottom report margin dotted lines and move them to obtain a more ample workspace.

## Insert Detail Report Area



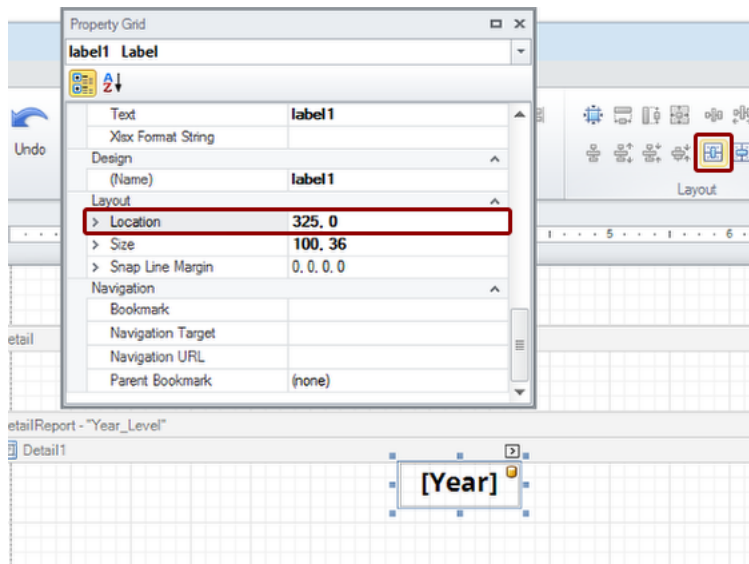
1. Right click on the **Detail** area
2. Select **Insert Detail Report**
3. Click on "**Year\_Level**"

## Embed Year Field in Template



1. Drag and drop the **Year** field under the **Levels** node into the **DetailReport - "Year\_Level"** area
2. Configure the text to **Open Sans, 16px, Bold, Centered**

## Center [Year] Cell



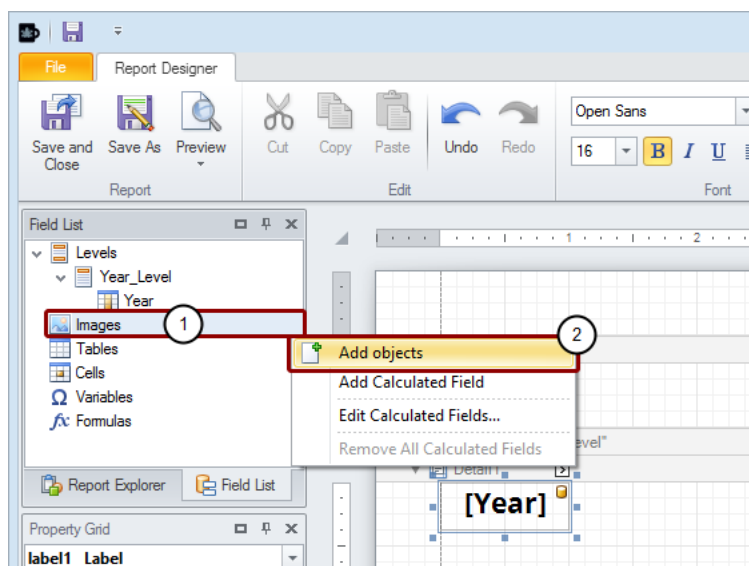
Center the [Year] cell between the left and right margins using either:

- the **Location** control under **Layout** in the **Property Grid**

or

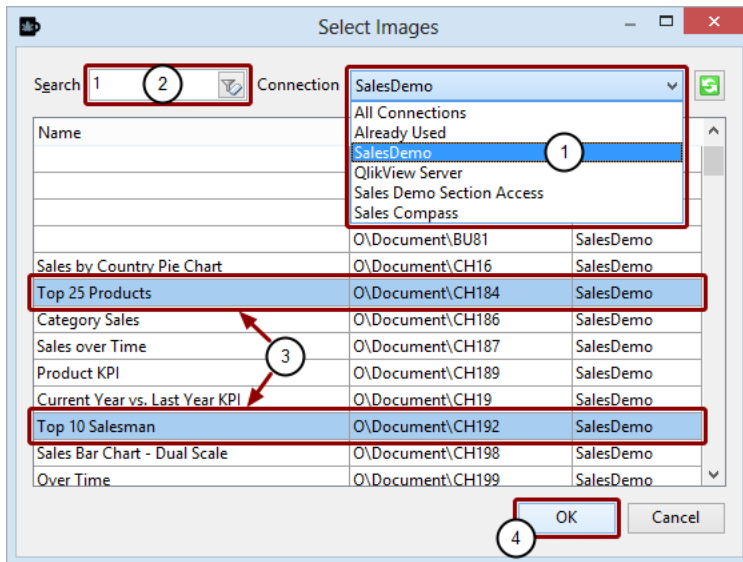
- the **Center Horizontally** control in the **Layout** group of the tool bar

## Add Two QlikView Objects as Images



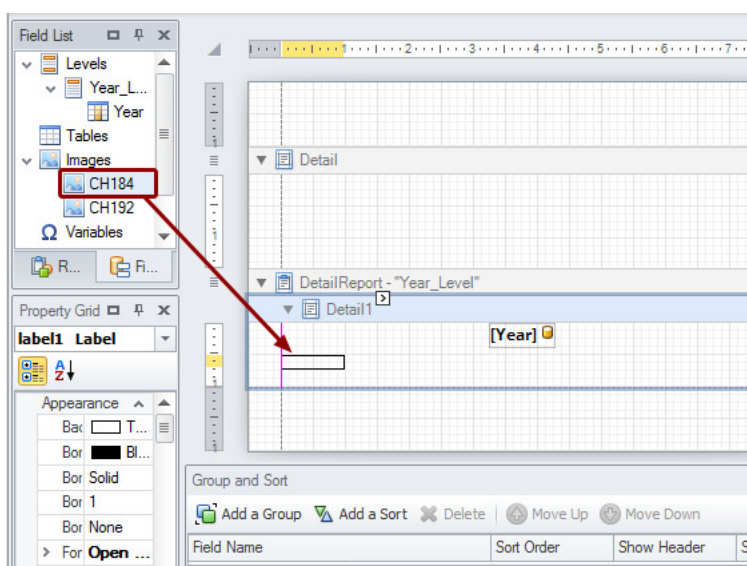
1. Right click on the **Images** node
2. Select **Add objects**

## Select Image Objects



1. Select the **Connection** to the QlikView document containing the entity that you want
2. Type the number '1' in the **Search** field and both **Top 25 Products - CH184** and **Top 10 Salesmen - CH192** are visible
3. Select **Top 25 Products - CH184** and **Top 10 Salesmen - CH192** from the QlikView object list holding down the **Ctrl** key when clicking on and selecting the second one
4. Click on the **OK** button to add them to the **Images** node

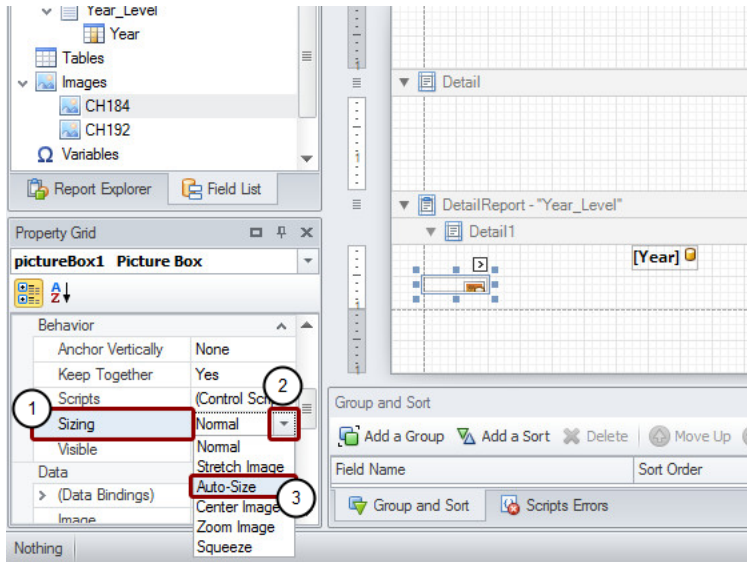
## Embed First Image in Report



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Drag the **CH184** node token into the template and drop it flush with the left margin.

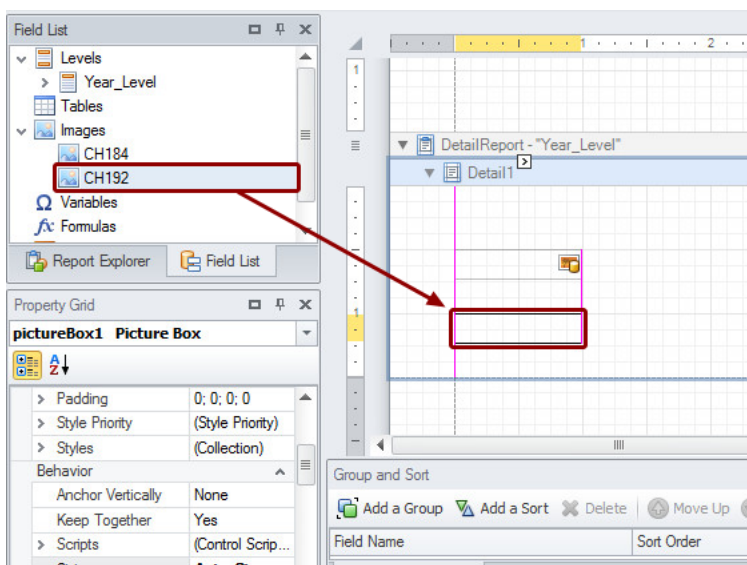
## Set Image Size



1. Find the **Sizing** attribute under **Behavior** in the **Property Grid**
2. Open the drop-down menu
3. Select **Auto-Size**

NPrinting will adapt the final image size to the QlikView object dimensions without need to set the size by hand.

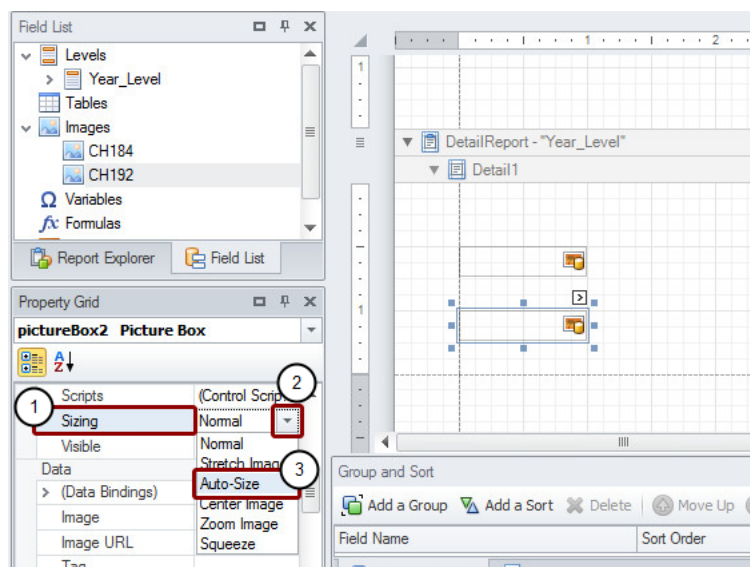
## Add Second Image to the Report



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Drag **CH192** from the **Images** node and drop it under **CH184**, flush with the left margin.

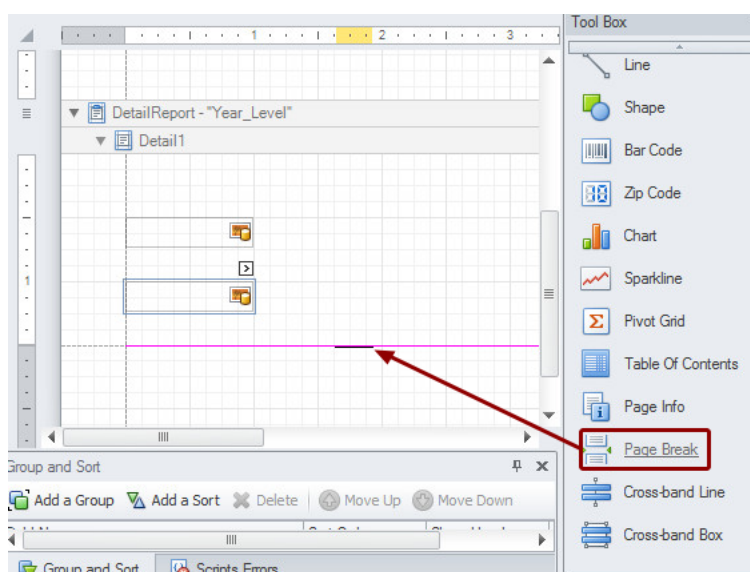
## Set the Image Size



1. Find the **Sizing** attribute under **Behavior** in the **Property Grid**
2. Open the drop-down menu
3. Select **Auto-Size**

NPrinting will adapt the final image size to the QlikView object dimensions without need to set the size by hand.

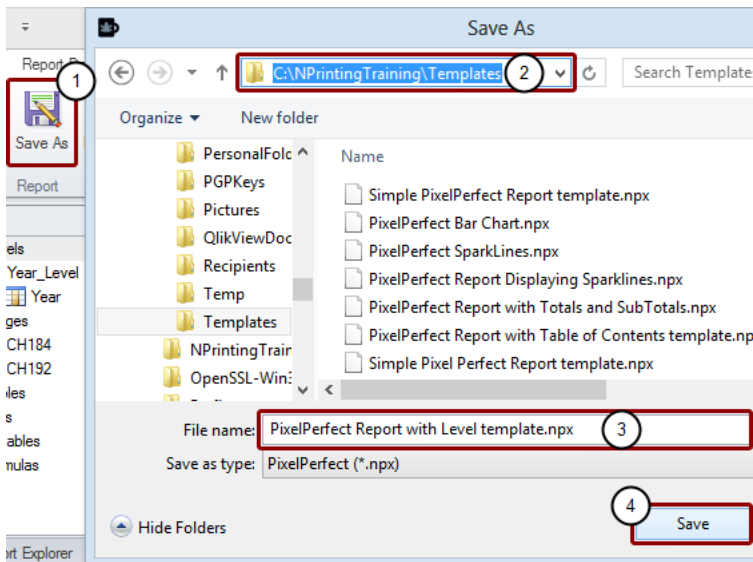
## Insert Page Break



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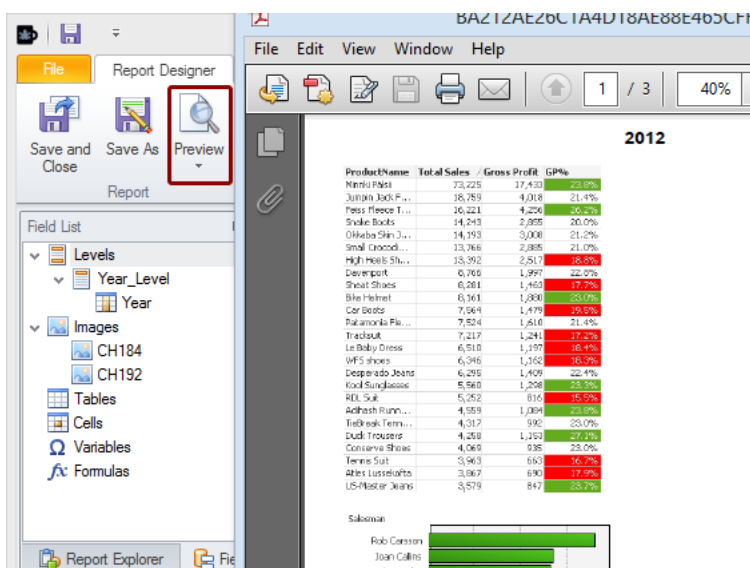
Drag the **Page Break** object from the **Tool Box**, which is usually docked on the right side of the **Template Editor**, and drop it onto the bottom of the page.

## Save Template



1. Click on the **Save As** icon
2. Be sure that the **Save As** window is set to save to the **C:\NPrintingTraining\Templates\** folder
3. Enter **PixelPerfect Report with Level template.npx** as **File name**
4. Click on the **Save** button

## Run Preview





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Run a report preview by clicking on the **Preview** icon in the **Report** group of the tool bar.

## How to Create QlikView Entity Reports

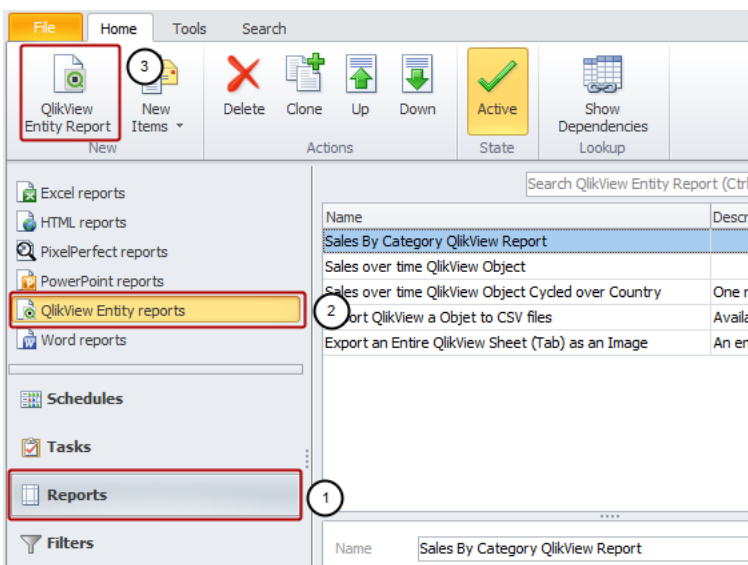
You can download this tutorial by clicking here: "[How to Create QlikView Entity Reports](#)".

The following types of QlikView objects can be distributed in PDF or as image files:

- Block charts
- Pie charts
- Straight tables
- Current selection boxes
- Scatter charts
- Combo charts
- Pivot tables
- Line charts
- Radar charts
- Bar charts
- Table boxes.

Follow this tutorial to learn how.

### Create New QlikView Entity Report for Distribution

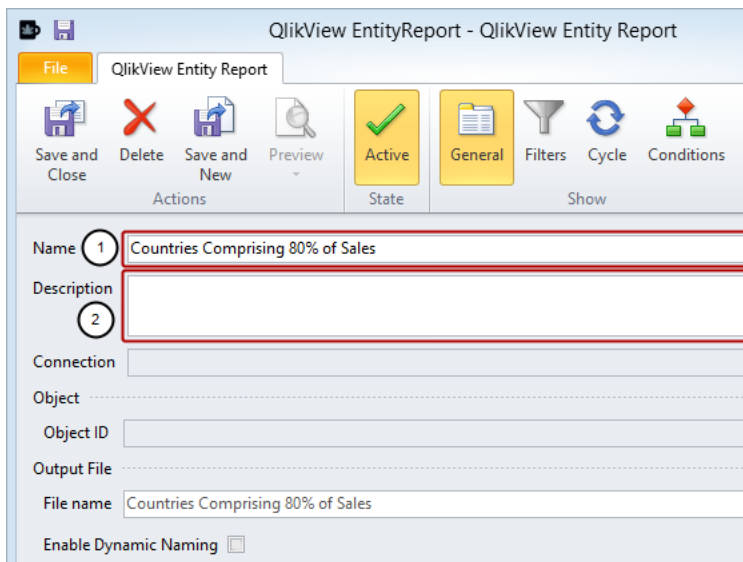


Open a New **QlikView Entity Report** window by:

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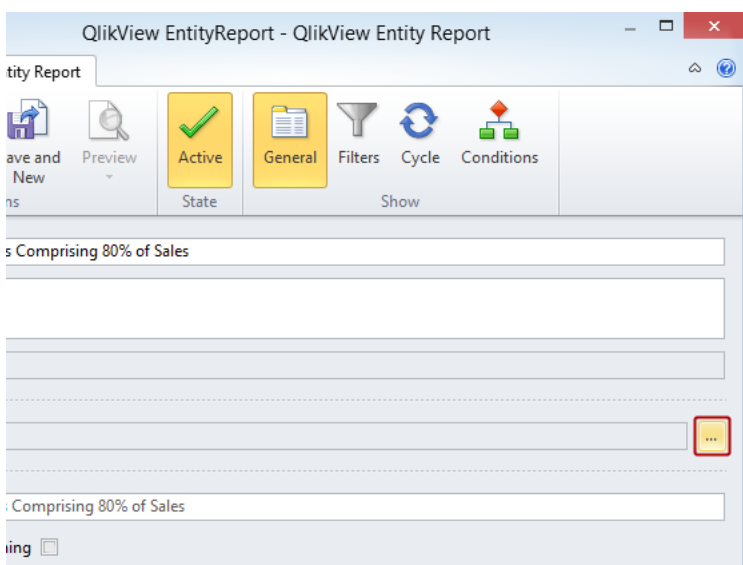
1. Selecting **Reports** in the lower left panel
2. Selecting **QlikView Entity reports** in the upper left panel
3. Click on **QlikView Entity Report** in the **New** group of the tool bar

## QlikView Entity Report



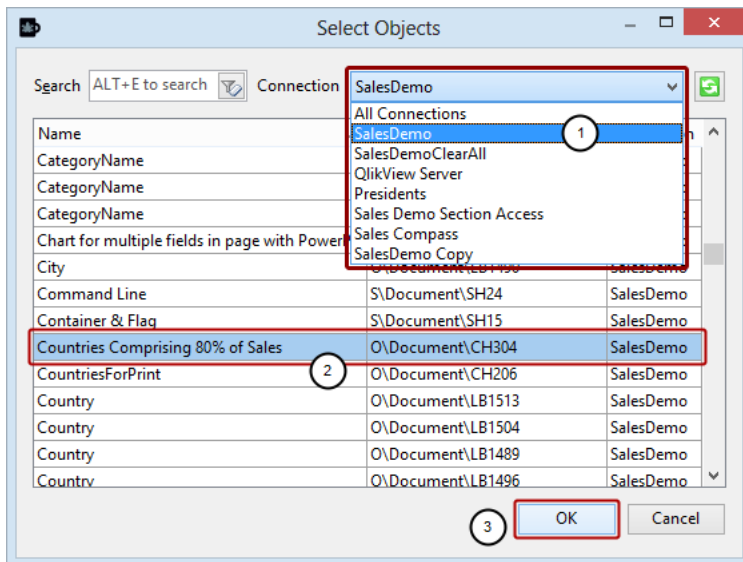
1. Enter a **Name** for your **QlikView Entity Report**. We are going to prepare **Countries Comprising 80% of Sales - CH304** to be distributed.
2. Optionally, enter a **Description** for your **QlikView Entity Report**

## Open Select Objects Window



Click on the browse button to open the **Select Objects** window

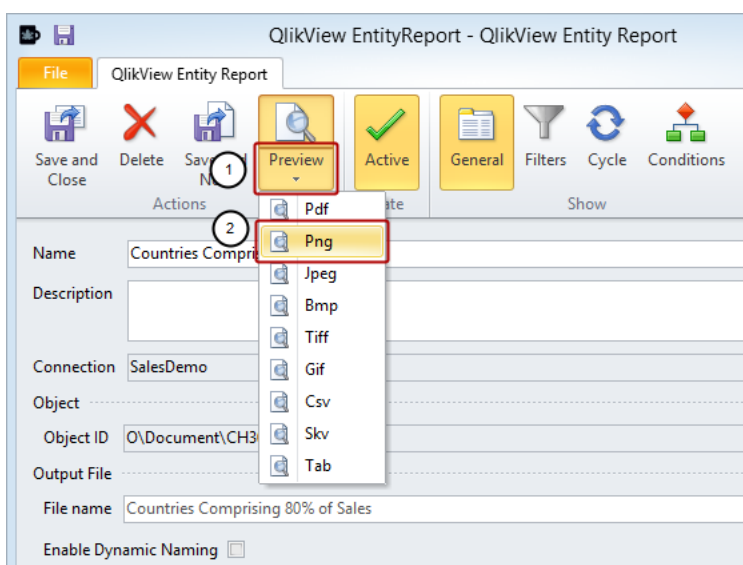
## Select Your QlikView Entity



1. Select the **Connection** to the QlikView document that contains the **Object** you want
2. Select **Countries Comprising 80% of Sales - CH304** from the list by clicking on it
3. Click on the **OK** button

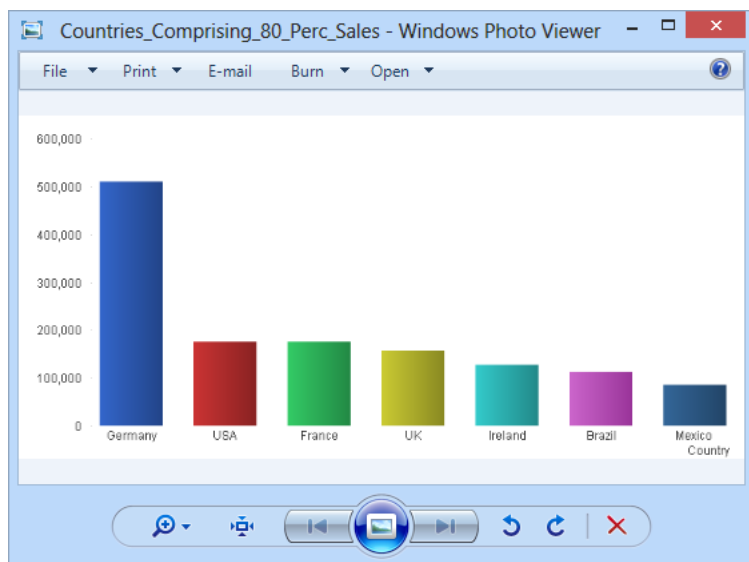
QlikView reports can also be selected. They are distinguished by an ID having the form "R\ Document\RP03" for example.

## Preview in the Output Format You Want



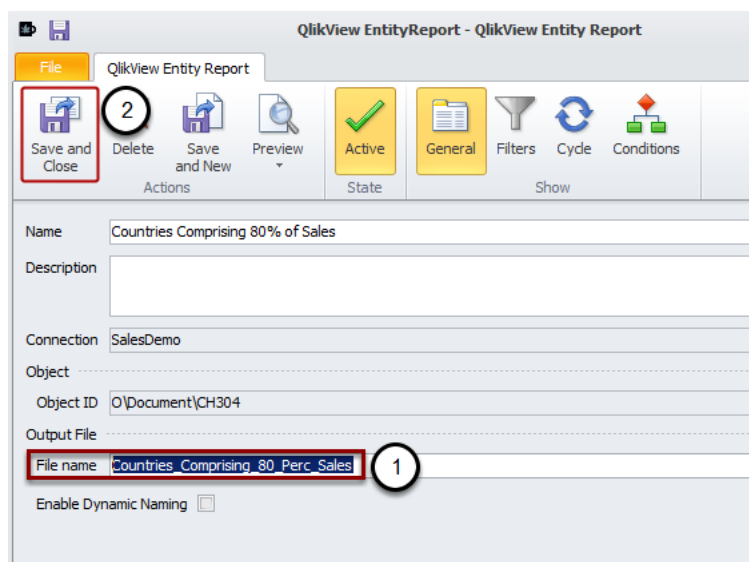
1. Click on the bottom part of the **Preview** icon
2. Select the format you prefer

## Report Preview



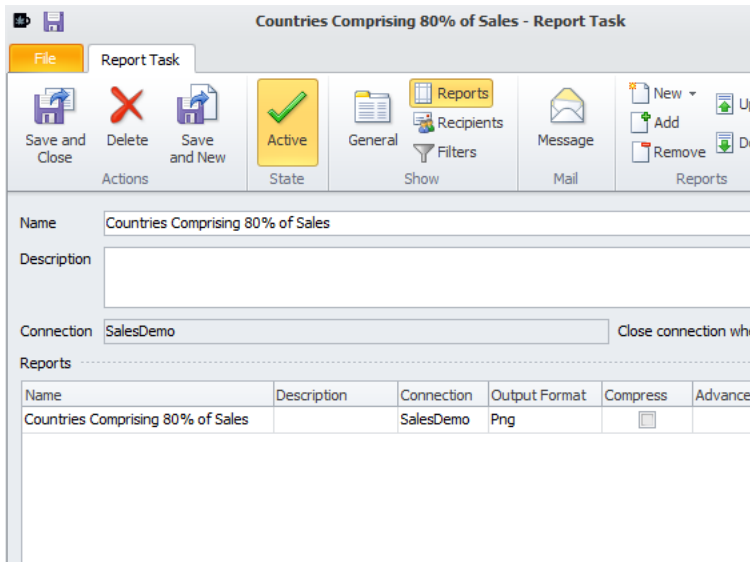
Preview as PNG image

## Save Your Work



1. Be sure to remove the "%" character from the File name: it isn't compatible with Windows file name conventions. For instance insert Countries\_Comprising\_80\_Perc\_Sales
2. Click on the **Save and Close** icon in the **Actions** group of the tool bar

## Prepare a QlikView Entity Report for Distribution



You can distribute one or more of these QlikView Entity Reports by creating a task to do so, see: [How to Distribute User Specific QlikView Reports to User Folders](#) or [How to Distribute User Specific QlikView Reports by E-mail](#)

# How to Create and Import Recipients with Filters and Distribution Groups

You can download this tutorial by clicking here: "[How to Create and Import Recipients with Filters and Distribution Groups](#)".

NPrinting recipients are people, directories or e-mail addresses that you want to send output to. With NPrinting you can create recipients manually or import them from a variety of sources including:

- Directory Service via LDAP
- Excel, Text and Access files
- Databases including Oracle and SQL server

When importing recipients, you can:

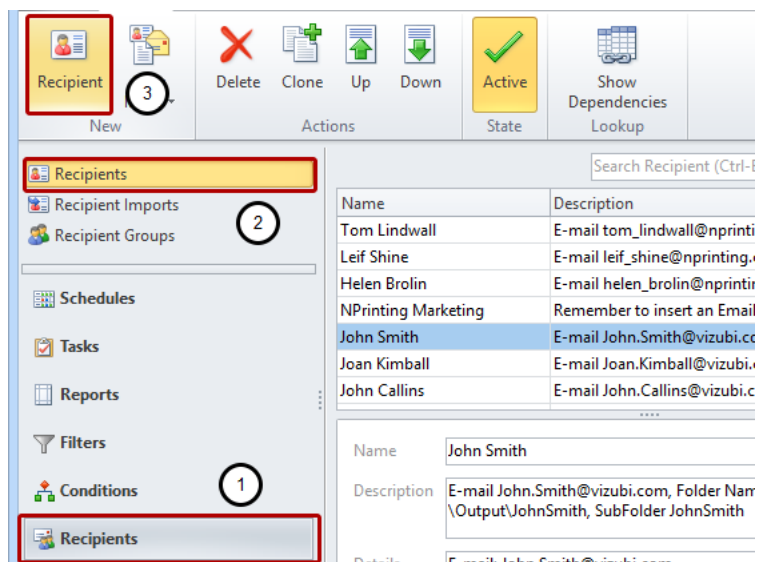
- Import rich data related to them including delivery and filtering information
- Assign recipients to distribution groups. This means they will automatically begin receiving reports if the distribution group is associated with a Report Task
- Activate and de-activate recipients; recipients which are de-activated may be associated with Report Tasks, but they will not receive reports because they are not in an active state
- Import security information including an encryption ID and QlikView section access user ID and password
- NPrinting will automatically delete Recipients when the task that imported them is rerun and the Recipients are no longer present in the data source. See: [How to Delete Recipients Automatically When Importing](#)

You can save import parameters and create Recipient Import Tasks which will periodically check the data source for new and modified recipients and load these into NPrinting.

Download the [NPrinting Training environment](#), which contains all files show in this tutorial, and decompress into the **C:\NPrintingTraining** folder.

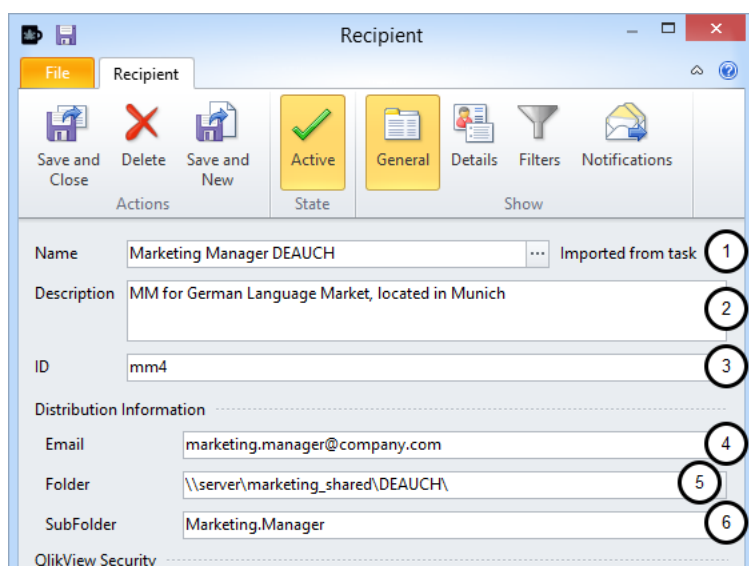
For more information on recipient management, take a look at the [Recipients & Users](#) section of our portal.

## Open Recipient Editor to Create Recipient Manually



1. Select **Recipients** in the lower left navigation pane
2. Select **Recipients** in the upper left navigation pane
3. Click on **Recipient** in the **New** group of the tool bar

## Configure Recipient - Identity & Distribution



1. **Name:** enter the recipient name, title or other identifier
2. **Description:** (optional) field to help identify recipient
3. **ID:** (optional) alpha-numeric field to assign a unique identifier to the recipient. If empty, entry in **Name** is used as the primary key in the recipient database. If ID is entered it acts as the primary key in the recipient database and **Name** becomes a secondary key. The use of ID



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imposes certain conditions on recipient management and import operations, see: [NPrinting 12.4.0.0 Release Notes](#)

4. **Email:** enter an e-mail address or a comma separated list of multiple e-mail addresses if needed
5. **Folder:** enter the path to a distribution folder where the recipient can find her/his reports (optional)
6. **SubFolder:** enter the name for a subfolder to the above folder (optional)

## Configure Recipient - Security & Encryption

The screenshot shows the 'Distribution information' section with the following fields:

- Email: marketing.manager@company.com, employee.name@company.com
- Folder: \\server\marketing\_shared\DEAUCH\marketing.manager\
- SubFolder: Marketing.Manager

The 'QlikView Security' section (marked with a '1') includes:

- Enable Security:
- User ID: MManager
- Password: \*\*\*\*\*

The 'Open PGP Encryption' section (marked with a '2') includes:

- Enable Encryption:
- User ID: MManager

The 'Report Security' section (marked with a '3') includes:

- Password to open: \*\*\*\*\*
- Password to write: \*\*\*\*\*
- Show password:

1. Optionally enable QlikView Security: activates Section Access filtering of reports. Enter Section Access User ID and Password, see: [Can I use Section Access with NPrinting?](#)
2. Optionally enable Encryption: activates Open PGP Encryption. Enter User ID registered in Kleopatra, see: [How to Use OpenPGP Encryption with NPrinting](#)
3. Optionally set a Password to open and/or one to write reports, see: [How to Manage Password Protection for Report Security](#)

## Configure Recipient - Details

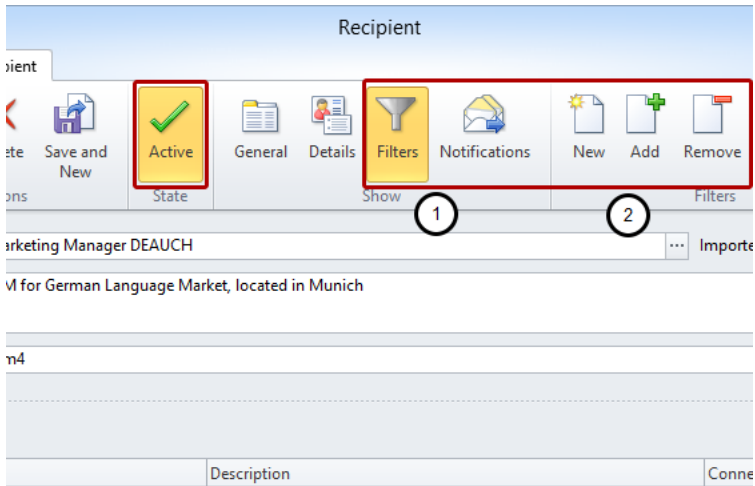
Description	MM for German Language Market, located in Munich
ID	mm4
Company	<input type="text"/>
Department	<input type="text"/>
Office	<input type="text"/>
Nickname	<input type="text"/>
Title	<input type="text"/>
Job Title	<input type="text"/>
Custom 1	<input type="text"/>
Custom 2	<input type="text"/>
Custom 3	<input type="text"/>

Recipients have the new **Details** tab that contains the following fields:

- Company
- Department
- Office
- Nickname
- Title
- Job Title
- Custom 1
- Custom 2
- Custom 3

All these fields are usable in email messages and can be set manually or imported by the **Recipient Imports** entity.

## Configure Recipient - Filters



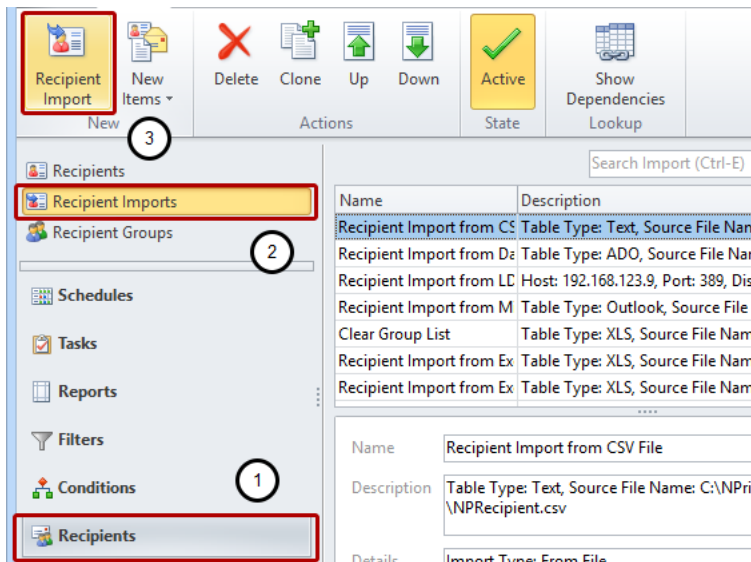
Manage recipient filters manually:

1. Select **Filters** in the **Show** group of the tool bar
2. Create **New**, **Add**, **Remove**, or reorder recipient filters by clicking the icons in the **Filters** group of the tool bar, see: [How to Add Filters to Recipients](#)

When sending reports to a recipient, all active recipient, task and report filters will be applied in the order: **Task - Recipient – Report**. Filters in an entity are applied sequentially in the listed order from top to bottom.

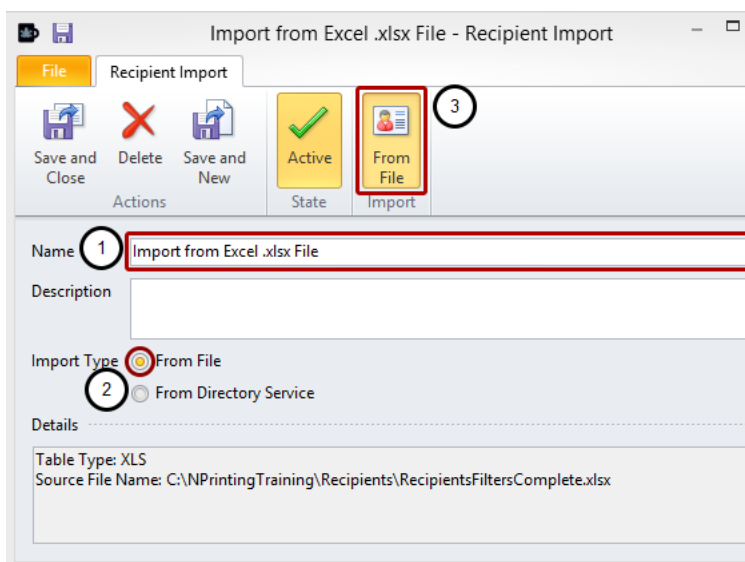
Filters created in the Recipient are not public and so, not available for independent application.

## Define New Import Recipient Entity



1. Select **Recipients** in the lower left navigation pane
2. Select **Recipient Imports** in the upper left navigation pane
3. Click on **Recipient Import** in the **New** group of the tool bar

## Import from File



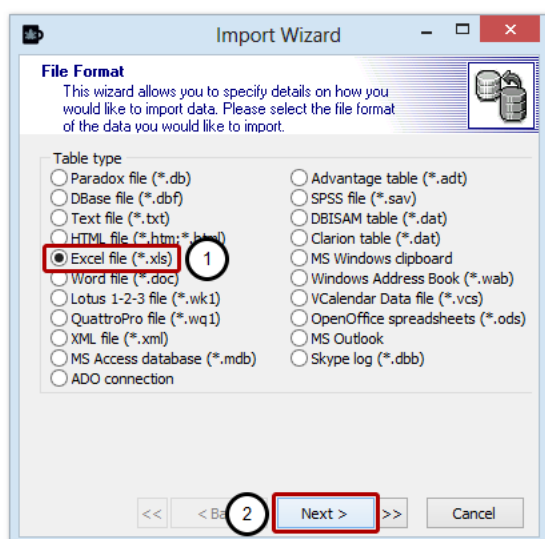
1. Enter a **Name** for your **Recipient Import** entity
2. Select **Import Type From File**
3. Click on the **From File** icon in the **Import** group of the tool bar

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NPrinting can import recipients from a variety of sources including text and Excel files, directory services using LDAP, as well as from Access, SQL Server, Oracle and many other databases through an ADO connection. When you import recipients, you need to map the information NPrinting needs to the columns in your recipient source. Once you do this, you can save your import parameters. You can then create an "Import Recipients" Task which you can schedule to check your recipient source regularly and import new and modified recipients.

We use an Excel file for simplicity in this example, but the steps are essentially the same for all sources.

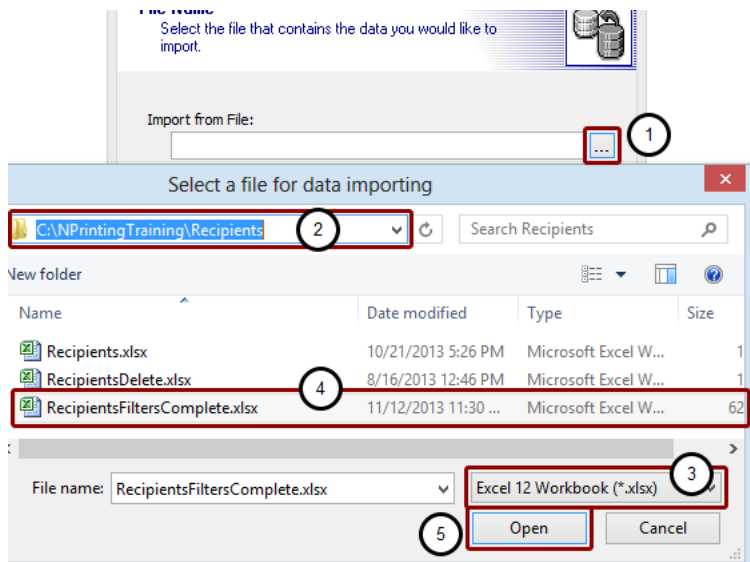
## Recipient Import Wizard: Select Your Source Type



Here we select the File Format of the source for our recipients. Use the ADO connection for databases other than MS Access.

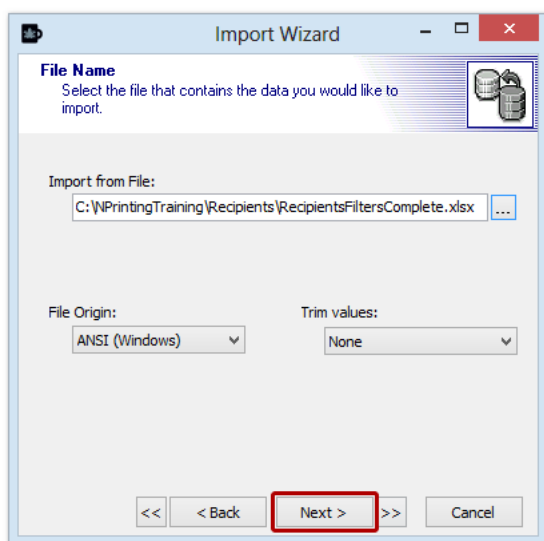
1. Select the source **File Format, Excel file (\*.xls)** even if your source file is an **Excel 12 Workbook (\*.xlsx)** file
2. Click on the **Next** button

## Recipient Import Wizard: Select Your Source File



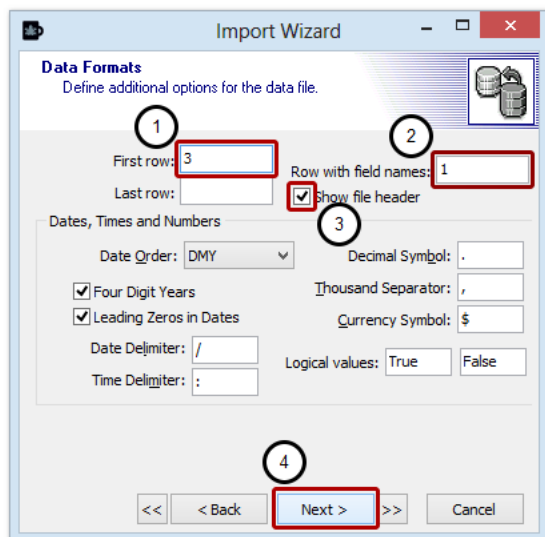
1. Click on the browse button to find your source file
2. Browse to **C:\NPrintingTraining\Recipients\**
3. You will need to change the file type if it is different from **Excel spreadsheet (\*.xls)**
4. Select your source file, **RecipientsFiltersComplete.xlsx** in our case
5. Click on the **Open** button

## Recipient Import Wizard: Confirm File Selection



Click on Next to confirm your selection.

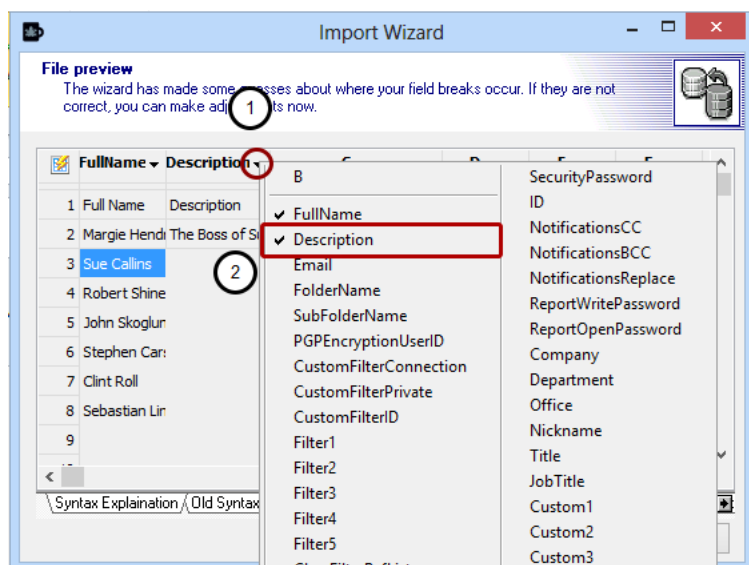
## Recipient Import Wizard: Setting format parameters



Set the Data Formats parameters for the file you are importing. In this case:

1. The **First row** is set to 3 because the first two rows of the Excel file do not contain data
2. The row 1 contains **field names**
3. **Show file header** is selected because row 3 contains column headings
4. Click on Next

## Recipient Import Wizard: Mapping Columns



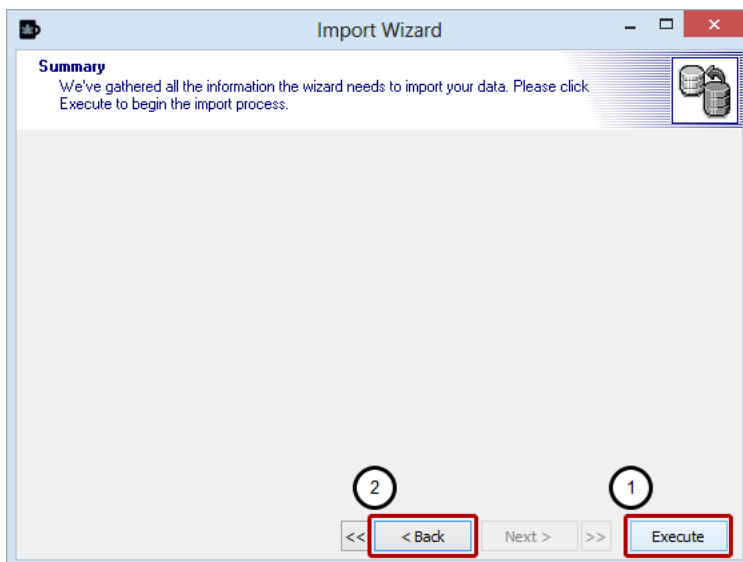
# NPrinting Certification Training Course Tutorials

Map the columns in your Excel file to the NPrinting fields to create your recipients. A description of the function of various NPrinting fields and the syntax for them is in the NPrinting Help file under the heading "Import recipients with filters & groups". See also: [Filter Syntax, Parameters, and Options for Importing Recipients](#)

1. Open the drop-down menu by clicking on the black triangle
2. Select the NPrinting field you want to map to that column
3. Click on the **Next** button to confirm your selections after having mapped all the fields that interest you (button hidden under NPrinting field selection window)

The only **mandatory field** is the **Recipient Name (FullName)** so be sure to map it. If you don't map an Excel column it will not be imported. You can also map CC and BCC addresses.

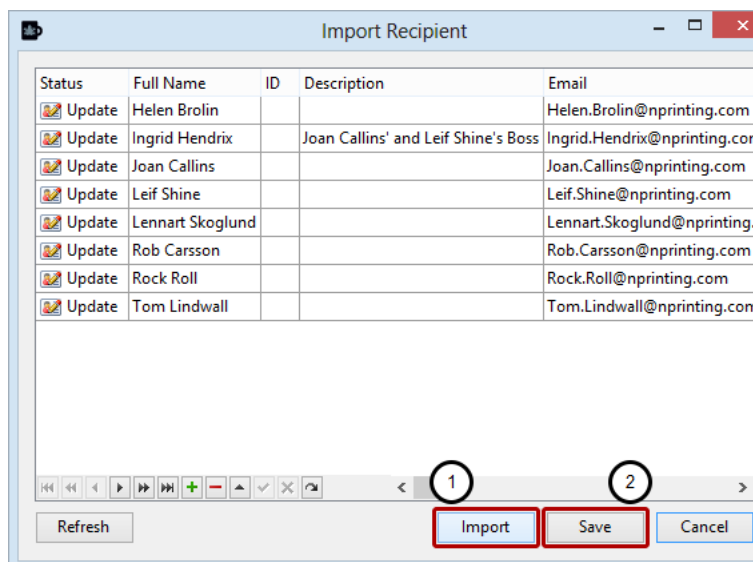
## Execute Recipient Import



1. Click on **Execute** to import recipients and save import parameters
2. Click **Back** to go back and change import parameters

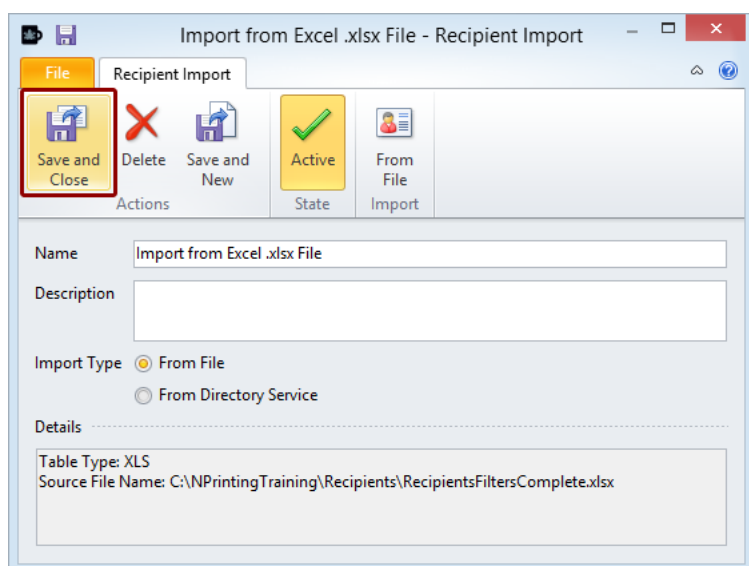


## Load Recipients and Save Configuration



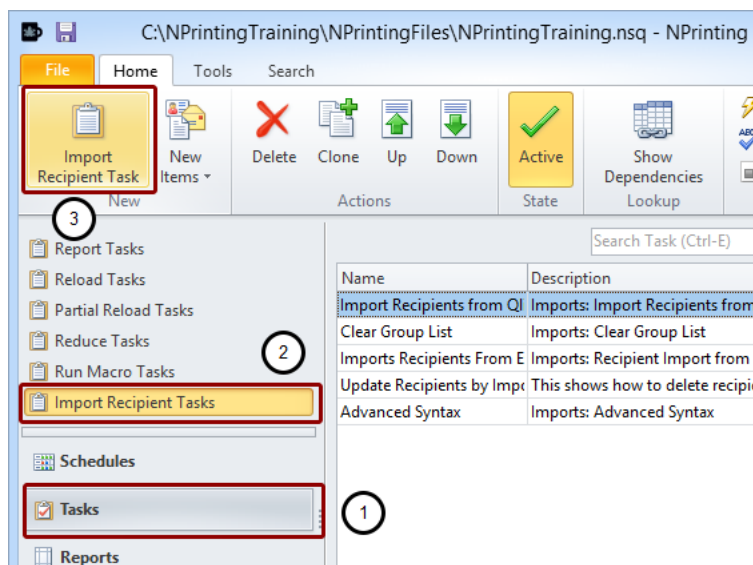
1. Click on **Import** to load recipients from your Excel file
2. Click on **Save** to save the import parameters; you can now create an Import Recipients Task which can check your source file for new and/or modified recipients on a scheduled basis using these parameters

## Save Recipient Import Entity



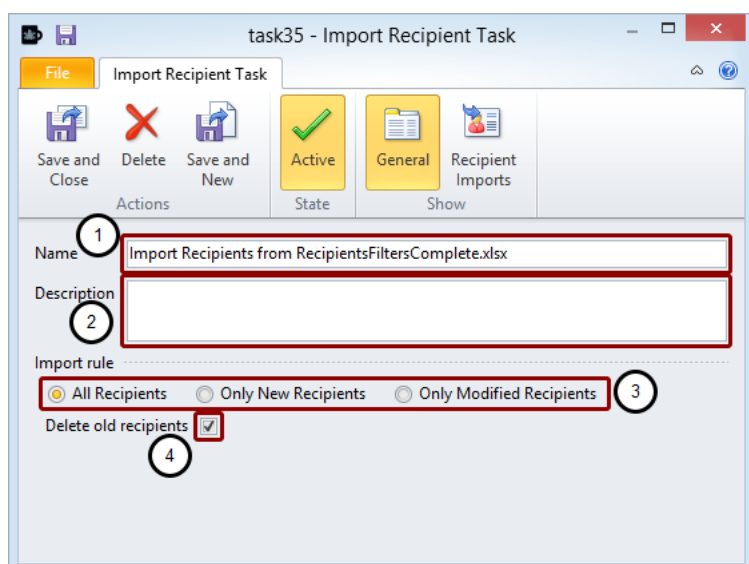
Click on the **Save and Close** icon to save the **Recipient Import** entity. It contains all the parameters you set in the previous steps.

## Open Import Recipient Task Editor



1. Select **Tasks** in the lower left navigation pane
2. Select **Import Recipient Tasks** in the upper left navigation pane
3. Click on the **Import Recipient Task** icon in the **New** group of the tool bar

## Configure Import Recipient Task



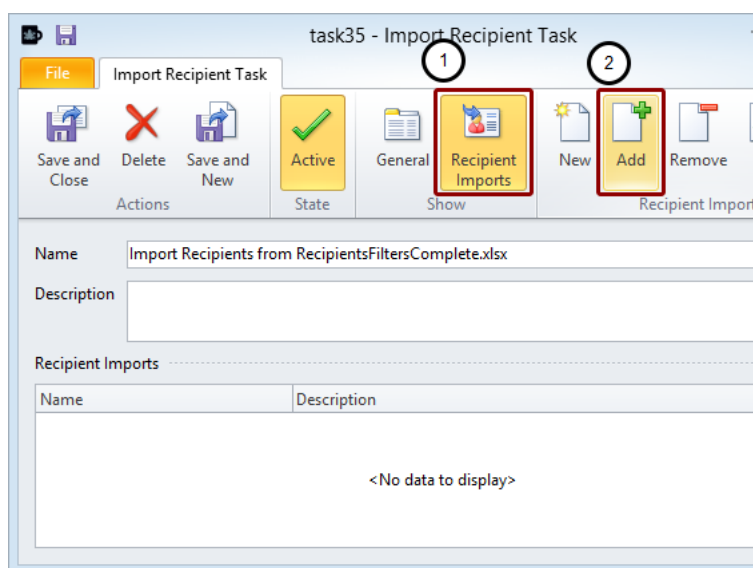
1. Enter a Name for your new **Import Recipient Task**
2. Enter a **Description** (optional)
3. Select one of the following:
  - **All Recipients**
  - **Only New Recipients**

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- **Only Modified Recipients**

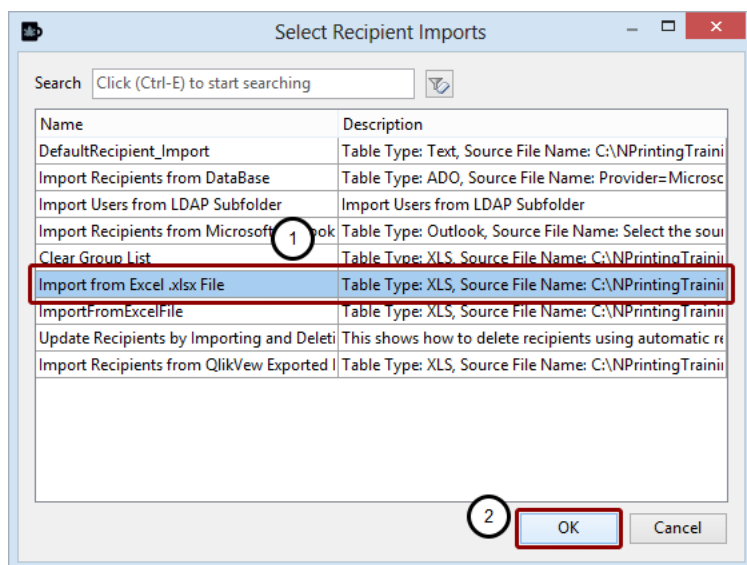
4. Put a check mark in the **Delete old recipients** box if you want to purge recipients that have been deleted from the data source on this and subsequent runs of this same task. See: [How to Delete Recipients Automatically When Importing](#)

## Open Select Recipient Imports Window



1. Select the **Recipient Imports** icon
2. Click on the **Add** icon

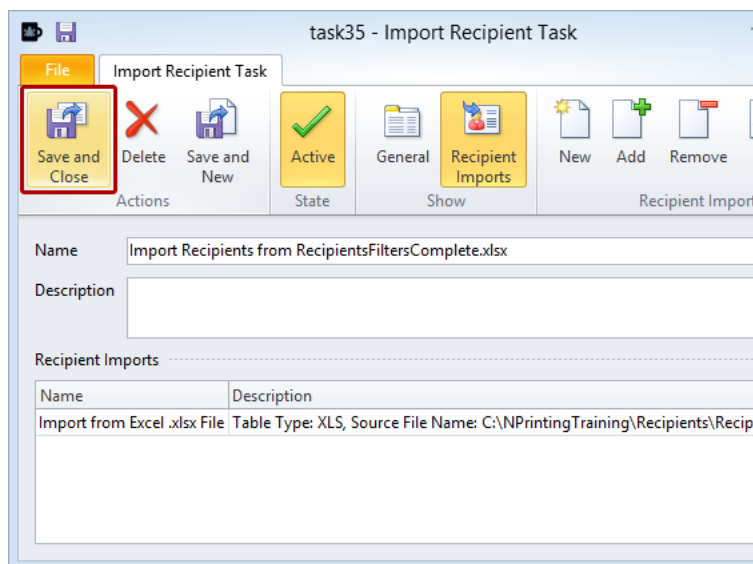
## Select Recipient Import Entity



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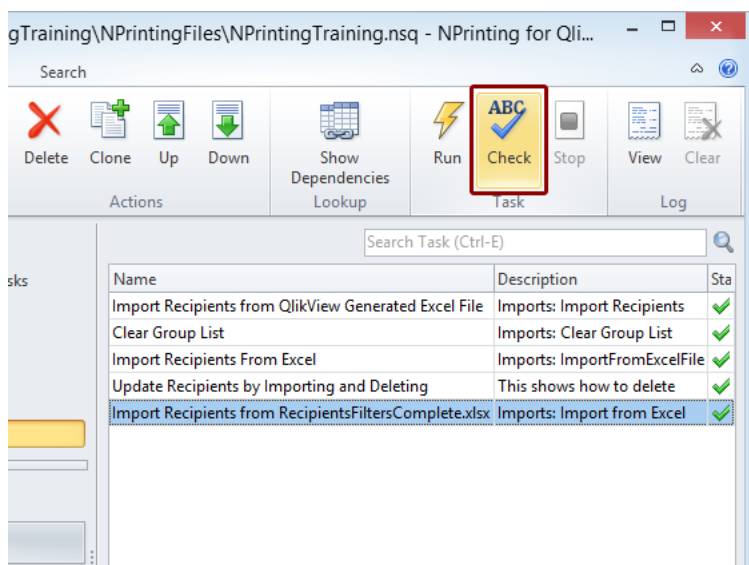
1. Select the **Import Recipient** entity that you prepared previously in this tutorial: **Import from Excel .xlsx File**
2. Click on the **OK** button

## Save Your Import Recipients Task




Click on the **Save and Close** icon.

## Check Your Import Recipients Task





















Run your task without sending any output to see if any error messages are registered in the log file.

## View Log

 **Process terminated successfully**

Details

Message	Date	Time
 Start Load Task	12/9/2013	02:49:15 PM
 End Load Task	12/9/2013	02:49:15 PM
 Start Execute Task	12/9/2013	02:49:15 PM
 Start Excel Chart for Exporting Recipients from QlikView	12/9/2013	02:49:15 PM
 Report type: Excel Workbook (Excel 97-2003 Workbook)	12/9/2013	02:49:15 PM
 Start create report: Excel Chart for Exporting Recipients from QlikView (C:\	12/9/2013	02:49:15 PM
 End Excel Chart for Exporting Recipients from QlikView	12/9/2013	02:49:15 PM
 End Execute Task	12/9/2013	02:49:16 PM
 Start Output Distribution	12/9/2013	02:49:16 PM
 Copying file: C:\NPrintingTraining\Recipients\Recipients.xls	12/9/2013	02:49:16 PM
 End Output Distribution	12/9/2013	02:49:16 PM
 Terminate Task: Recipient Export	12/9/2013	02:49:16 PM
 This task took 9 seconds to execute	12/9/2013	02:49:16 PM
 -----	12/9/2013	02:49:16 PM

 Error     Warning     Information     Message

Success!

## How to Create Static and Dynamic Filters Based on Fields

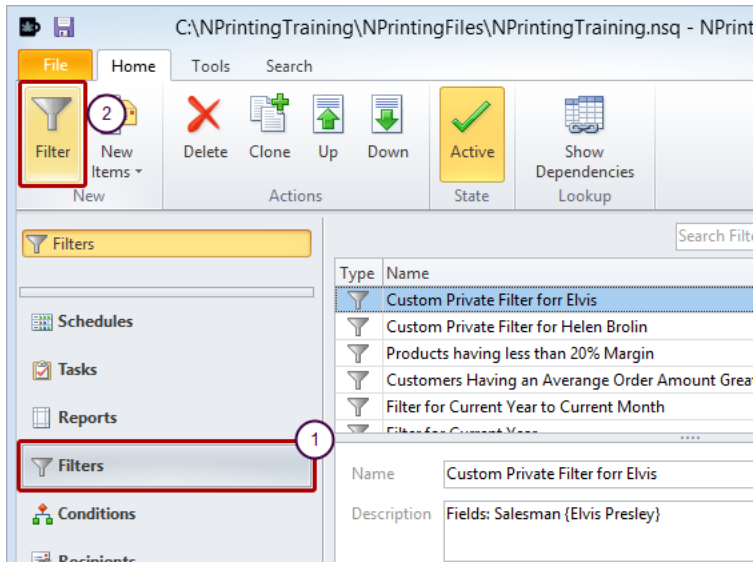
You can download this tutorial by clicking here: "[How to Create Static and Dynamic Filters Based on Fields](#)".

Static filters based on field values can be created in NPrinting and so can dynamic filters based on expressions in QlikView syntax. Filters based on fields can use both existing field values and also values which do not currently exist in the data (this may be useful for slowly changing fields). Dynamic filters use QlikView syntax expressions which are calculated at run time and then applied to the filter field. You can only use expressions whose output is a single value (e.g. "year(now())"). If you want more complex dynamic filters you have to create a bookmark in QlikView having the logical structure you want and use that as a filter in NPrinting (see: [Creating NPrinting Filters Based on Existing QlikView Bookmarks](#)).

NPrinting also supports QlikView Advanced Search. Refer to "[How to Use QlikView Advanced Search with NPrinting Filters](#)".

NPrinting allows users to associate filters with Tasks, Recipients and Reports. Filters are applied in a specific order: Task filters are applied first, then Recipient filters, and finally Report filters. This may have an impact on which values are in the final data set created for any given report. NPrinting filters are applied in the same way and with the same logic as filters applied by a QlikView user using the QlikView desktop application.

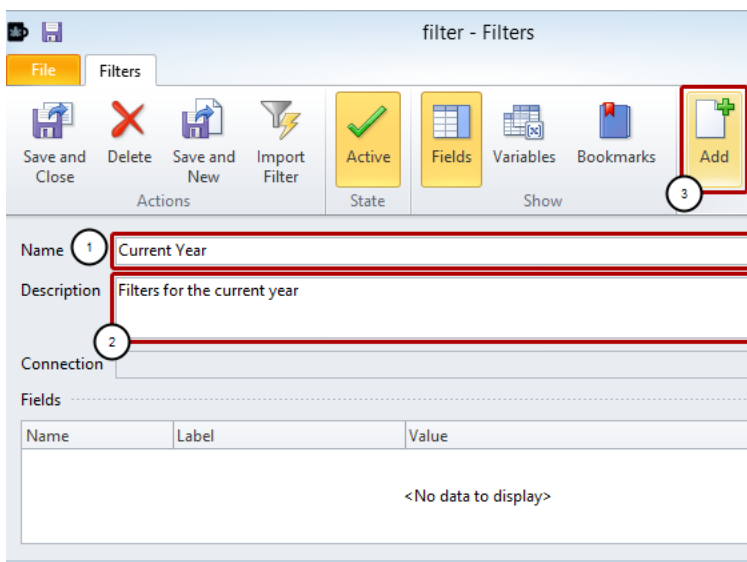
## Create New Filter



1. Click on **Filters** in the lower left pane
2. Click on **Filter** in the **New** group in the ribbon

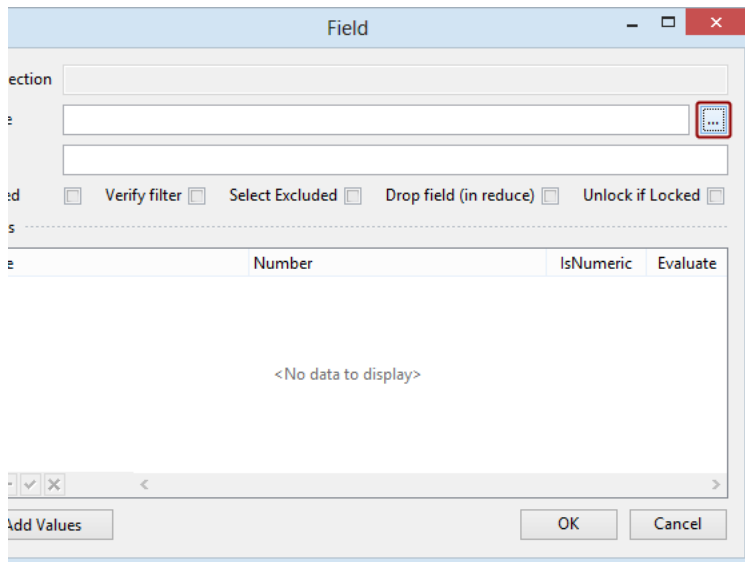
This opens the Filters window

## Configure Filter



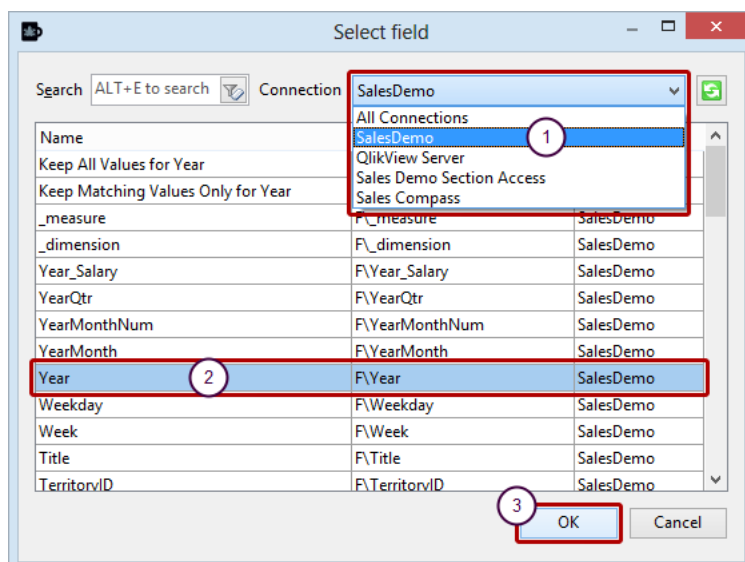
1. Give the filter a **Name**
2. Enter optionally a **Description**
3. Click on the **Add** button in the **Fields** group to add one or more fields to your filter

## Open Select Field Window



Click on the browse button at the extreme right end of the **Name** field.

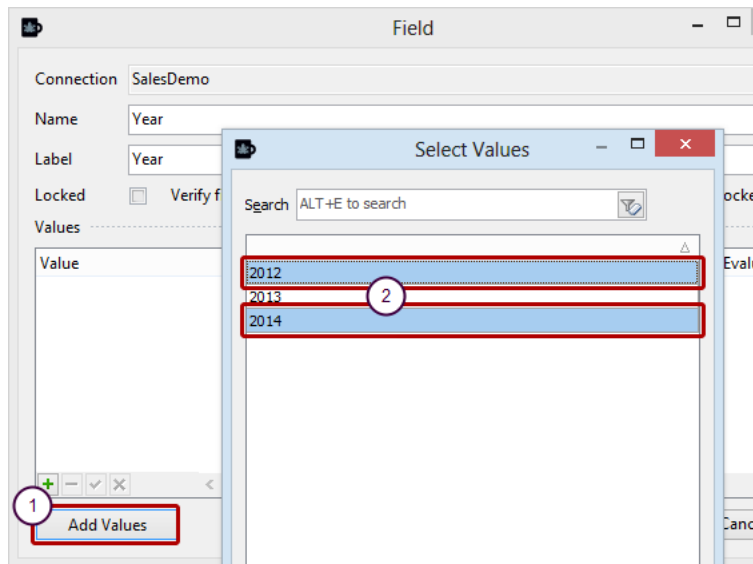
## Select Field(s) You Want to Use in Your Filter



1. Select the **Connection** to the QlikView document that contains the fields you want. The **Select Field** window lists all available QlikView documents and the fields they contain
2. Browse to and select the **Year** field
3. Click on the **OK** button to add the field

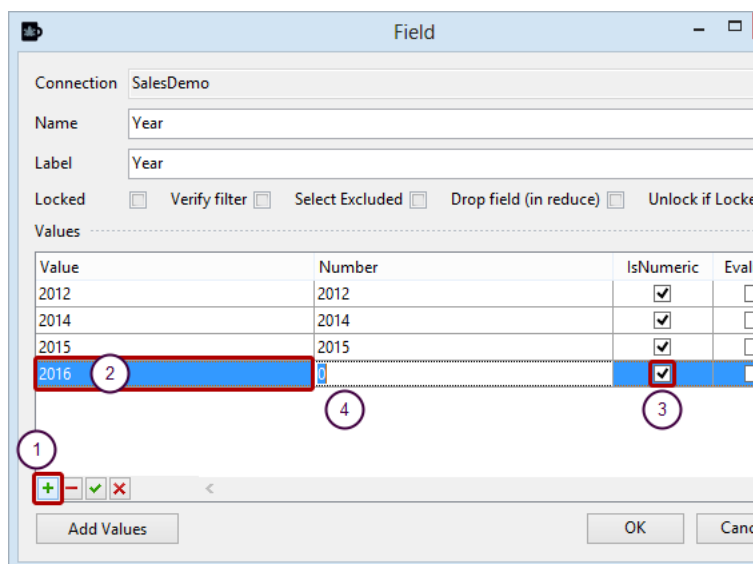


## Select Existing Field Values to Add to Filter



1. Click on the **Add Values** button in the **Field** window, which opens the **Select Values** window listing all the values for that field present in the QlikView document
2. You can select one or multiple values (use **Shift** or **Ctrl** + Click)
3. Click on the **OK** button at the bottom of the **Select Values** window

## Add New Value



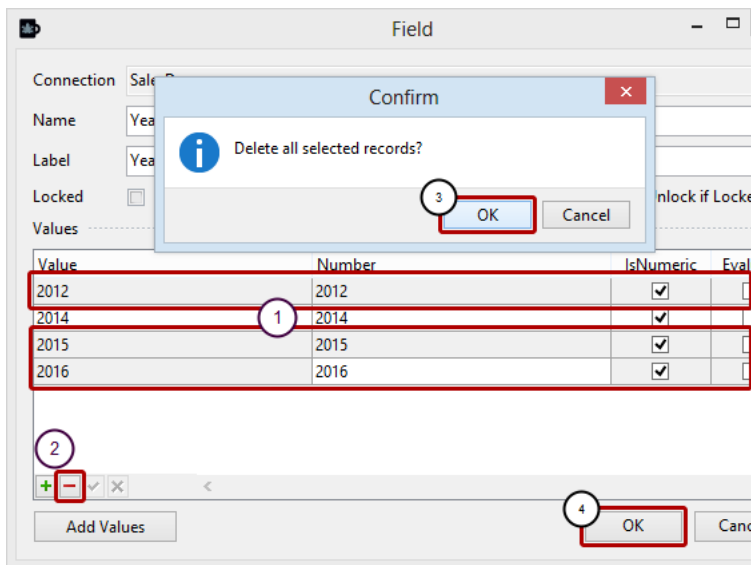
You can add values to the filter manually for values not present in the QlikView file.

1. Click on the green '+' button to add a new row below the existing values in your filter

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2. Click on the cell in the new row in the **Value** column and enter any year value. Any data related to that value will be included in the report if and when that data becomes available in the QlikView document
3. Click on the corresponding box in the **IsNumeric** column so that it is checked
4. Enter the numeric value corresponding to the string of numeric characters that has been entered in the **Value** column

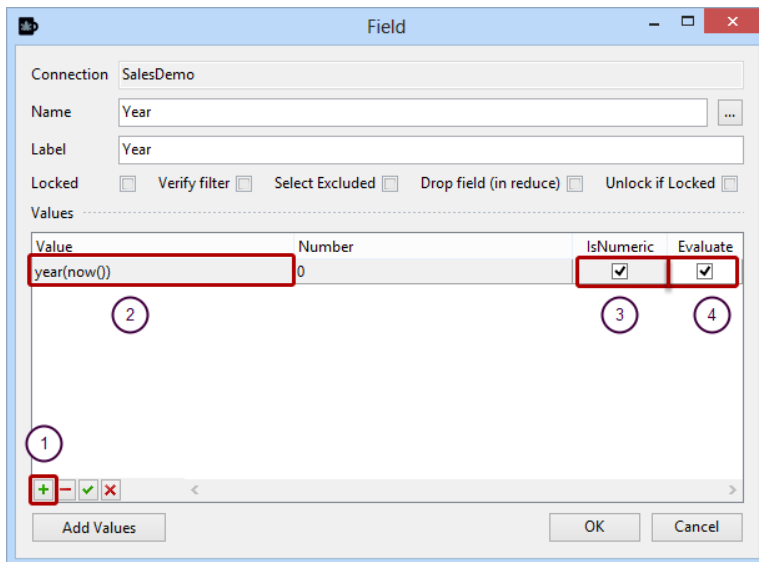
## Delete Values



You can delete rows with values you do not want

1. Select the row(s) you want to delete
2. Click on the red '-'
3. Click on **OK** in the **Confirm** dialog to delete them
4. Conclude by clicking on **OK** in the **Field** dialog window

## Add an Expression in QlikView Syntax



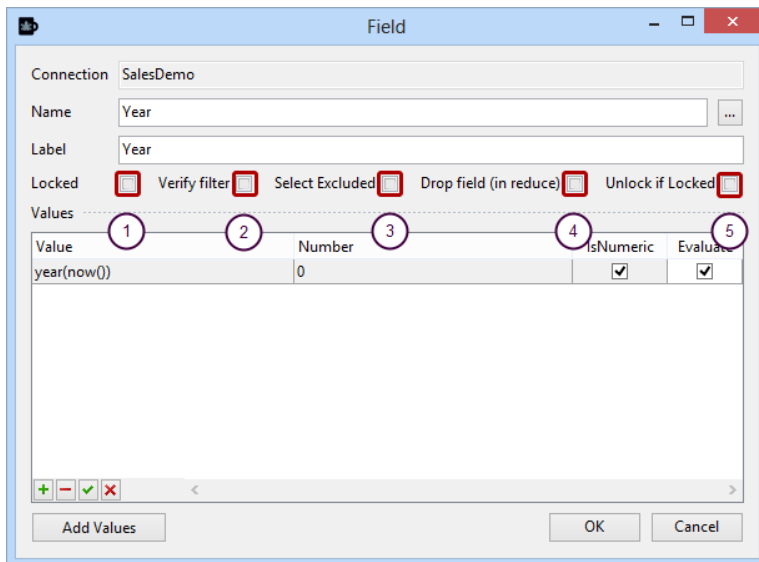
You can create filters based on expressions in Qlikview syntax. The limitation is that any expression to be passed by NPrinting to QlikView for evaluation must return a unique value compatible with the selected field. For instance, "year(now())" returns a unique integer value compatible with the field Year. As opposite "year>2010" returns a unique value but it's a boolean, true or false, and it's not compatible with the Year field that is an integer. Also ">year(now())" and "2014>year(now())" are incorrect. If you want to use more complex logic, you need to create a bookmark in QlikView and create an NPrinting filter based on that bookmark. See [Creating NPrinting filters based on existing QlikView bookmarks](#) for details on how to create an NPrinting filter using a QlikView bookmark.

NPrinting also supports QlikView Advanced Search. Refer to "[How to Use QlikView Advanced Search with NPrinting Filters](#)".

1. Click the green "+" to create a new row
2. Click on the cell in the **Value** column and type in the QlikView syntax expression you want to use
3. Select the **IsNumeric** check box so that the expression is used for comparison as a number and not as a string
4. Select the **Evaluate** check box so that NPrinting forwards the expression to QlikView for evaluation

QlikView advanced search is supported by NPrinting filters. Refer to "[How to Use QlikView Advanced Search with NPrinting Filters](#)"

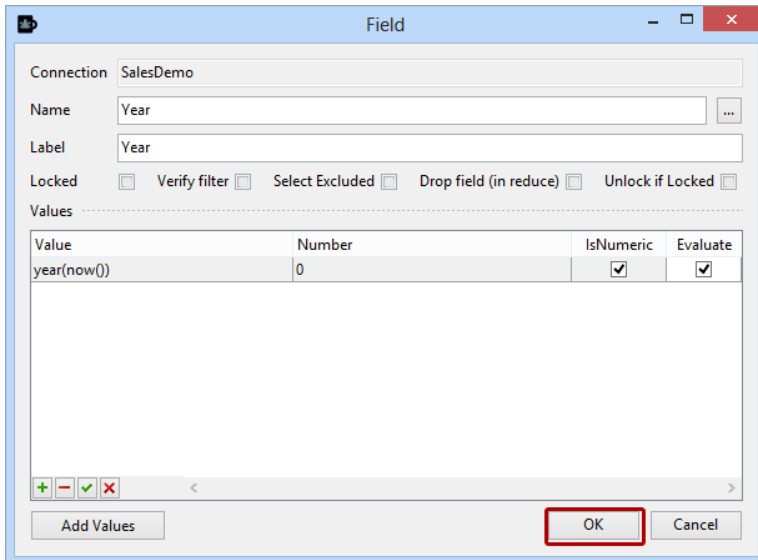
## Set Filter Parameters



There are five filter parameters in NPrinting field filters. You can set one or many of these parameters when you create your filter. Parameters are applied in the order that filters are applied (first Task filters, then Recipient filters and finally Report filters).

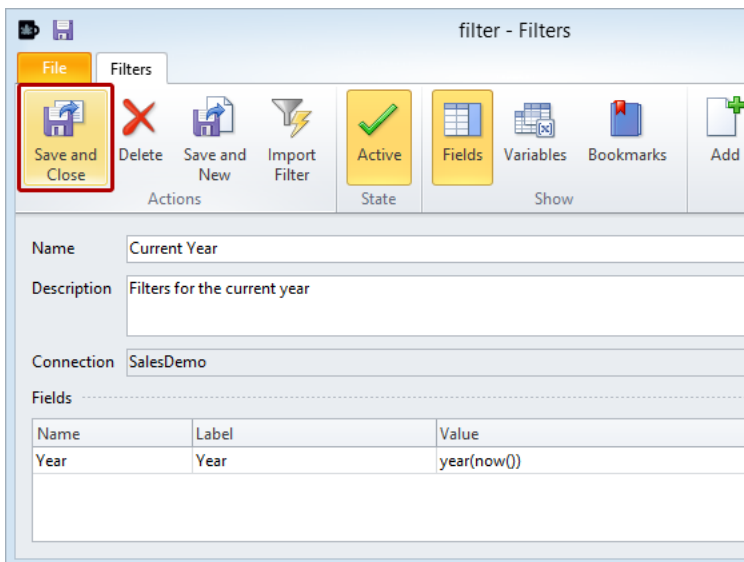
1. **Locked:** this will lock this field; if there are other filters based on this field in NPrinting, they will not be applied.
2. **Verify filter:** this will do two things:
  - a) If a filter **with Verify filter** is applied and the resulting data set is empty, then NPrinting will not generate a report. This can be used to do conditional reporting.
  - b) If a filter **without Verify filter** is applied NPrinting try to select values that not exist in the .qvw. In this case QlikView enables all values so NPrinting will generate a report with the unfiltered dataset. For instance, if you filter for France and 2013 but there were no sales in France in 2013, NPrinting create a report with sales on all other countries.
3. **Select Excluded:** If you select this check box, you will filter for all of the values of the field that you **DIDN'T** select (e.g. you filter Male for Gender and use the Select Excluded parameter, then the report will be filtered for Female)
4. **Drop Field (in reduce):** If you select this check box, when you run a reduce Task, the resulting QlikView QVW will not contain that field
5. **Unlocked if Locked:** this will unlock fields that are locked in Qlikview

## Save Field, Values and Parameter Settings



Click on **OK** to save the field, values and parameters settings

## Save Filter



Click on **Save and Close** to save and close the filter

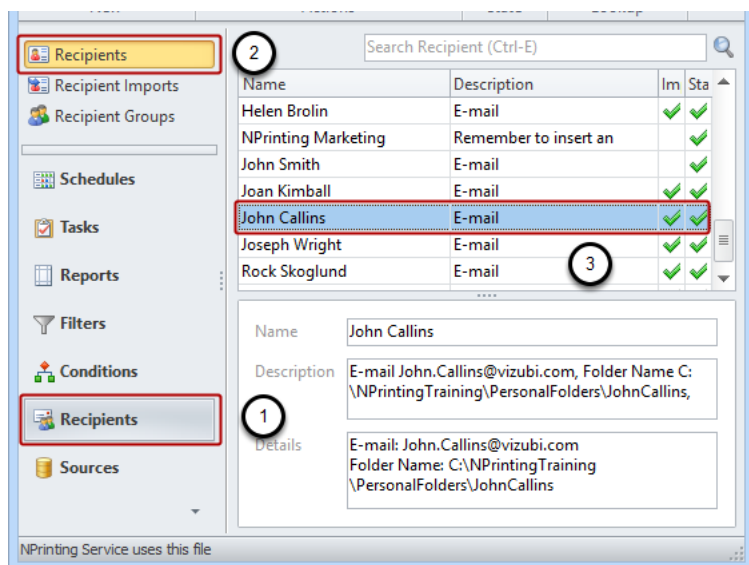
## How to Add Filters to Recipients

You can download this tutorial by clicking here: "[How to Add Filters to Recipients](#)"

Filters applied to recipients insure that each recipient receives only the data that is useful to him or her. Perhaps a recipient needs to receive only a part of the data from a data source, whether it be relevant to a particular period, specific fields, or values of those fields. The whole data set from a data source may not be pertinent to all the members of a group. Filters applied to recipients insure that each recipient receives only the data that is useful to him or her or that he or she is authorized to see. Here is how to add filters to recipients.

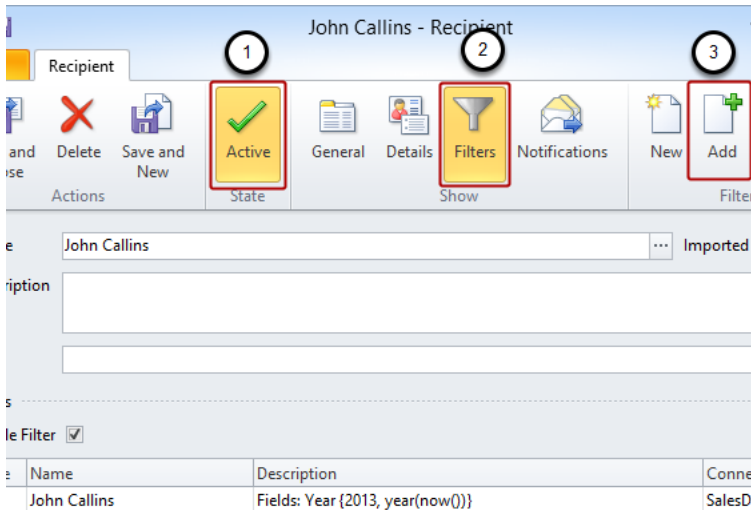
Refer also to "[How to Create and Import Recipients with Filters and Distribution Groups](#)" and "[Filter Syntax, Parameters, and Options for Importing Recipients](#)".

### Go to Recipient List



1. Select **Recipients** in the lower left pane
2. Select **Recipients** in the upper left pane
3. Double-click on the **Recipient**

## Edit Recipient

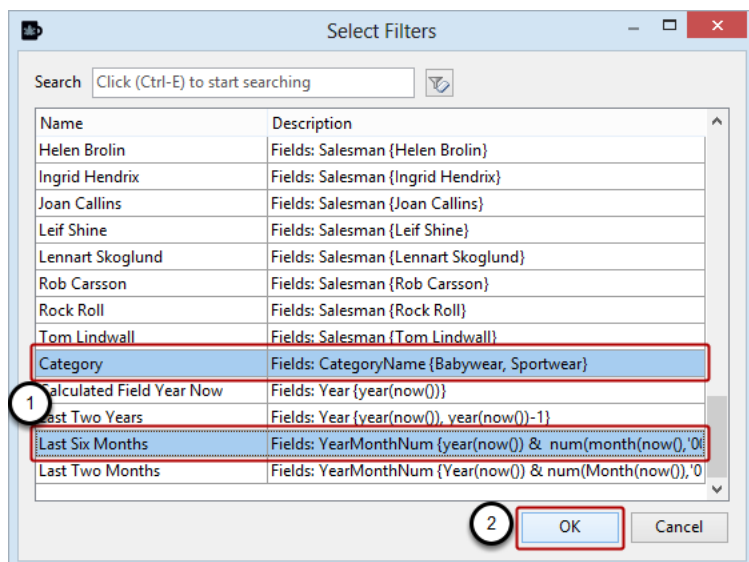


Recipients can be associated with one or more filters. A recipient, who is added to a Task, will receive output which is filtered according to the fields and values in the filters if the recipient's filters are active. Filtering parameters are: Field 1Value1 OR Field1Value2 AND Field2Value3 (e.g., filtering the country field for France and Germany and filtering the Year field for 2007 and 2008 will yield all sales in France AND Germany for the years 2007 and 2008).

### To add a filter to a recipient:

1. Note that the **Active** icon in the **State** group is "illuminated"
2. Click on the **Filters** button in the **Show** group of the ribbon
3. Click on **Add** to add from a list of existing **Public Filters**

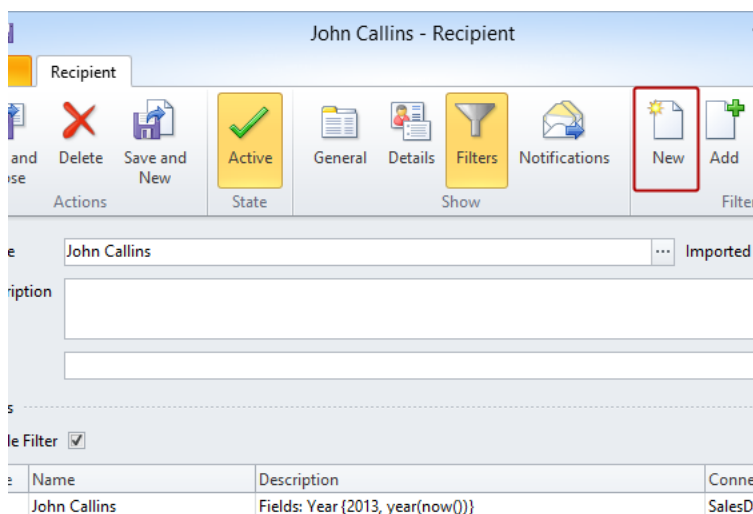
## Select Public Filters



1. Select the filter(s) you want to associate with the recipient
2. Click on **OK**.

Note: Two or more filters added as above are applied as if part of an AND statement. The result is data for the last six months of only the categories Babywear and Sportwear. Two values given in the same filter are applied as in an OR statement. The result of the filter Category is the union of Babywear and Sportwear.

## Create New Filters



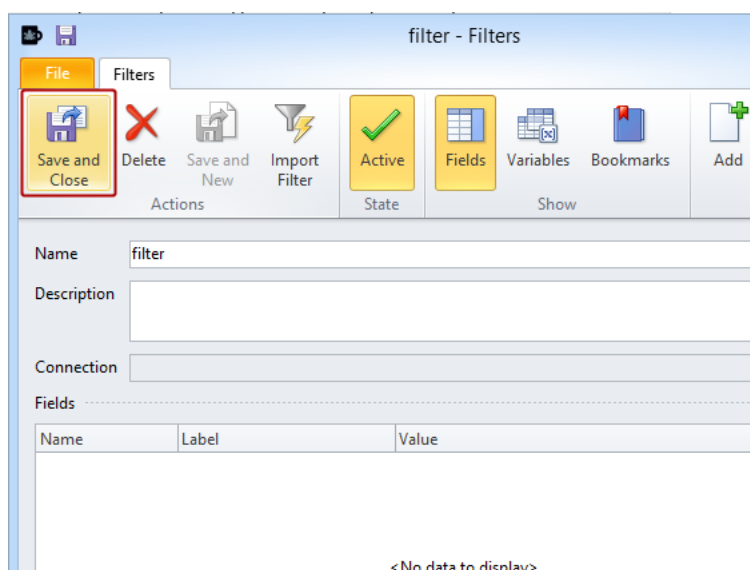


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Click on **New** to create a new filter

**NB:** Filters created from the Recipient window are called **Recipient Filters** and are only usable from within that recipient and its clones. You can view **Recipient Filters** in the filters window but you cannot associate them with other recipients, reports, or tasks. Create filters that you want to be generally applicable on the Filters page.

## Conclude Creating New Filters



After you have Imported, adapted, or created your new filter (see: [How to Create Static and Dynamic Filters Based on Fields](#)

and [Creating NPrinting Filters Based on Existing QlikView Bookmarks](#)),

Click on **Save and Close** and the filter will be added to the recipient.

## Save Your Changes



Click on the **Save and Close** icon to save your changes to the recipient and close the window.

## How to Create Tasks

This lesson demonstrates the procedure for creating a task. It is presumed that you are familiar with common NPrinting procedures.

We are going to create and send an e-mail message having a Word, an Excel, and a PowerPoint report as attachments and an HTML report embedded in the message.

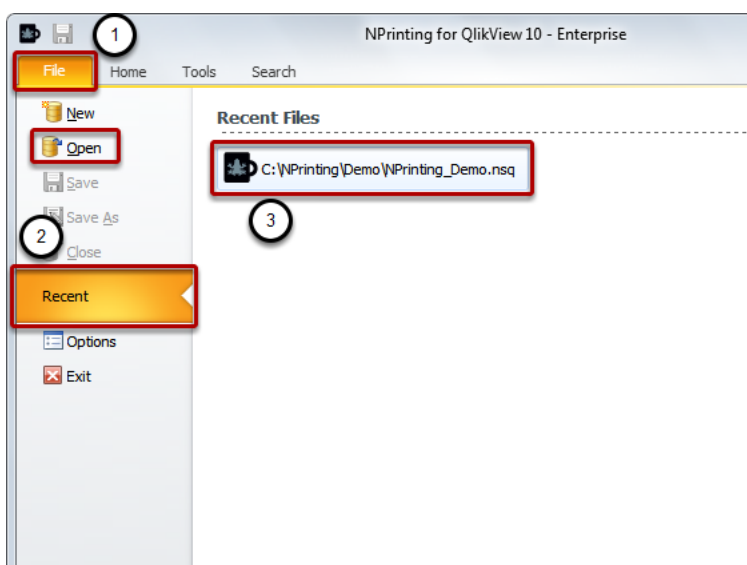
For the purposes of this demo the following have already been done:

- configure an output folder
- establish connection to a QlikView document
- configure E-mail properties
- create or import a recipient list
- create the Excel, Powerpoint, and HTML report templates for the reports to be distributed

(see: [New NPrinting Capabilities for Excel Reports](#), [New NPrinting Powerpoint Reports](#), and [New NPrinting HTML Reports](#))

- create the NPrinting file that uses all of these resources to create and distribute reports

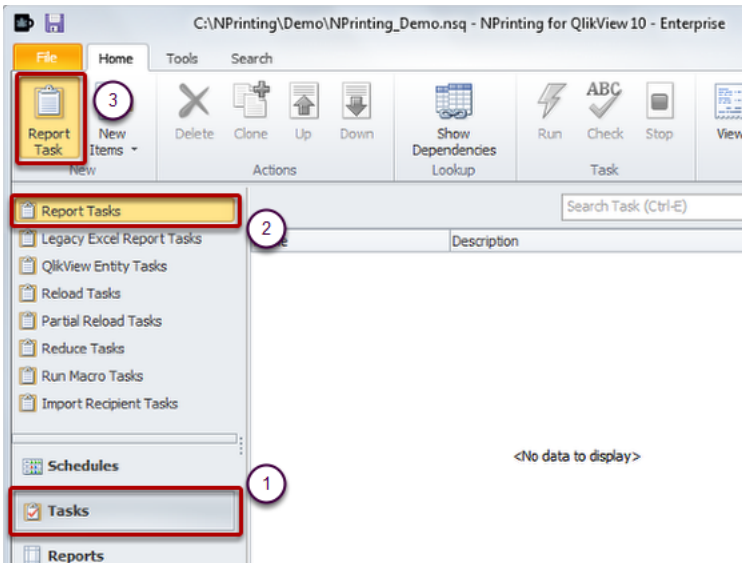
## Open NPrinting File



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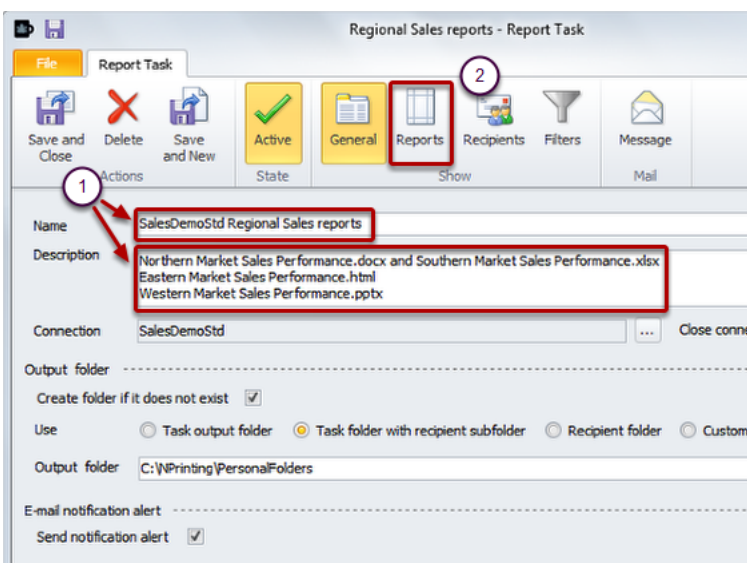
1. Select the **File** tab
2. Select **Recent**, or **O**pen and browse to the folder containing your .nsq file if it is not in the **Recent** list
3. Select your file from the **Recent** list

## Add New Task



1. Select **Tasks** in the lower left pane
2. Select **Report Tasks** in the upper pane
3. Select **Report Task** from the **New** group just under the **File** tab

## Create Task and Prepare to Add Reports to Task

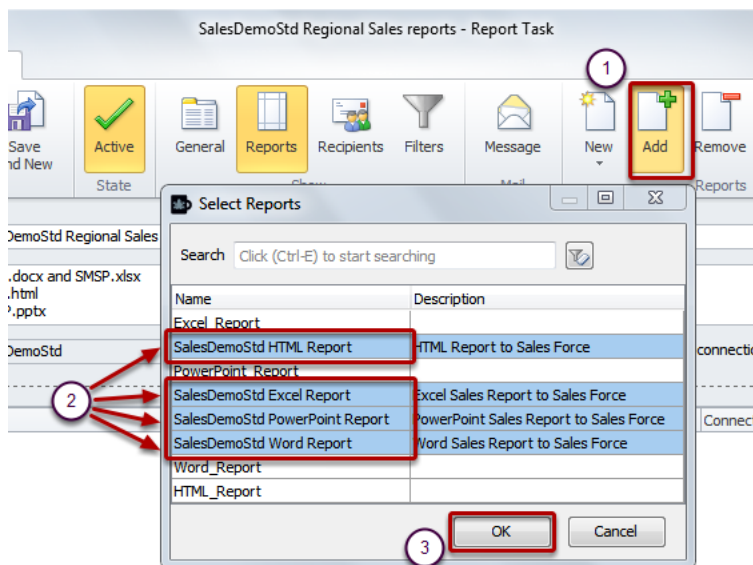


1. Give your task a **Name** and optionally a **Description**

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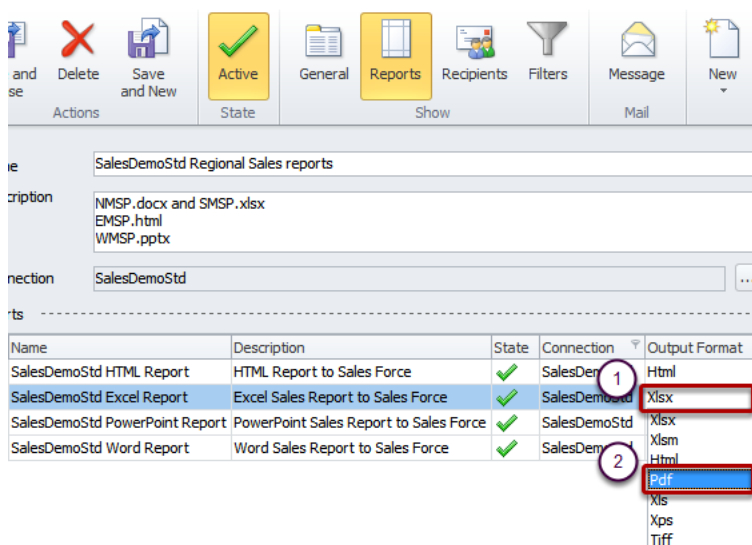
2. Select **Reports** in the **Show** group of the tool ribbon

## Select Reports to Distribute



1. Choose **Add** in the **Reports** group
2. Select the **Excel, Word, Powerpoint, and HTML Reports** or some of your own, and then
3. Select **OK**.

## Choose Report Output Type

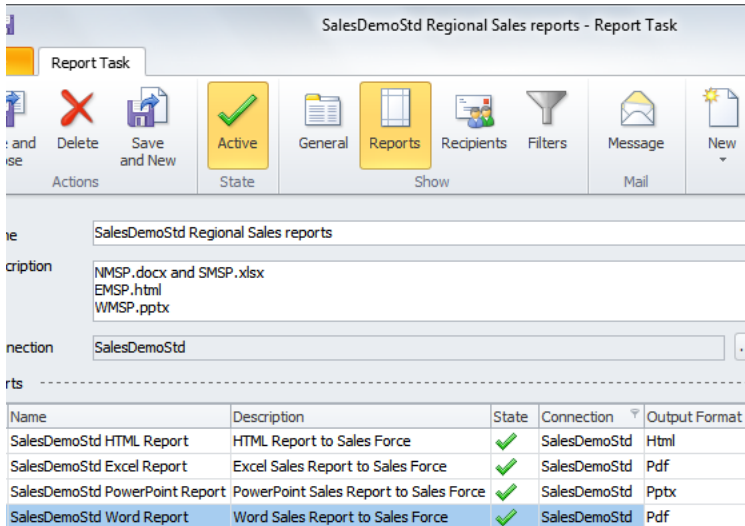


Choose the Output Format for those reports you want to distribute in a format different from their native one

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1. Click on the cell in the Output Format column next to the report
2. Select the Output Format from the drop-down menu

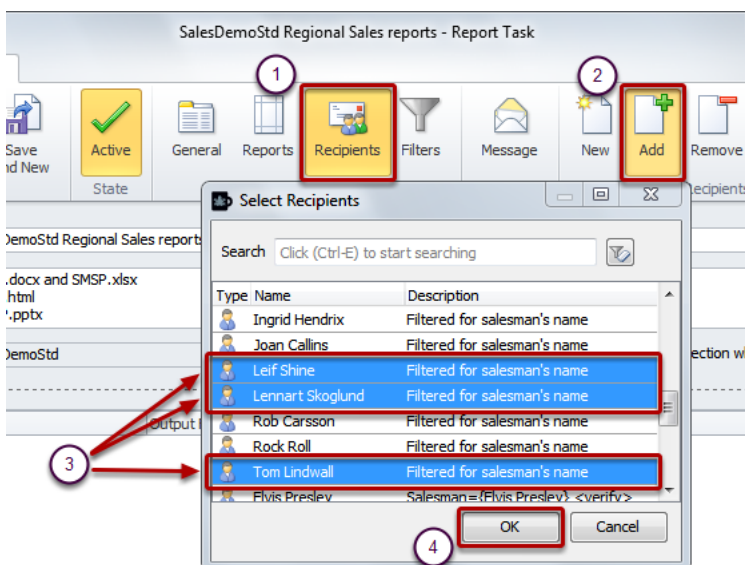
## Reviewing Output Formats



Name	Description	State	Connection	Output Format
SalesDemoStd HTML Report	HTML Report to Sales Force	✓	SalesDemoStd	Html
SalesDemoStd Excel Report	Excel Sales Report to Sales Force	✓	SalesDemoStd	Pdf
SalesDemoStd PowerPoint Report	PowerPoint Sales Report to Sales Force	✓	SalesDemoStd	Pptx
SalesDemoStd Word Report	Word Sales Report to Sales Force	✓	SalesDemoStd	Pdf

The Excel and Word reports will be issued as PDF reports, while the PowerPoint and HTML reports will be issued in their native formats for the purposes of this tutorial.

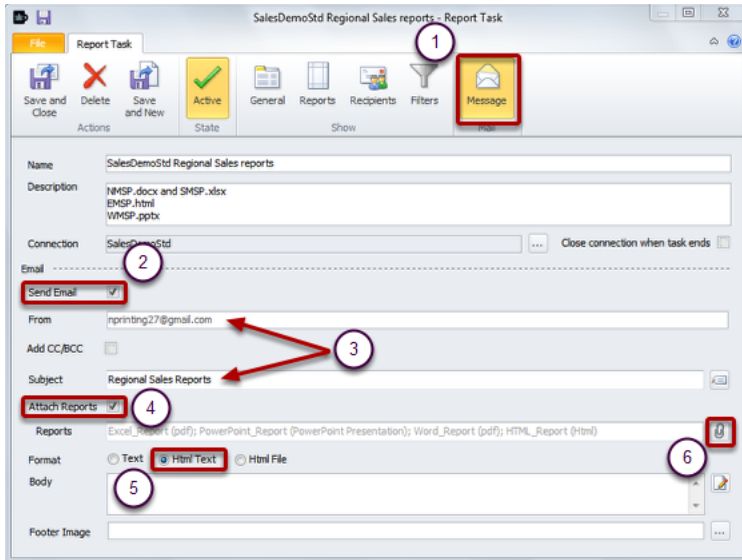
## Select Recipients



1. Select **Recipients** in the **Show** group of the tool ribbon.
2. Choose **Add** in the **Recipients** group
3. Select appropriate recipients from the **Recipients** list in the **Select Recipients** window

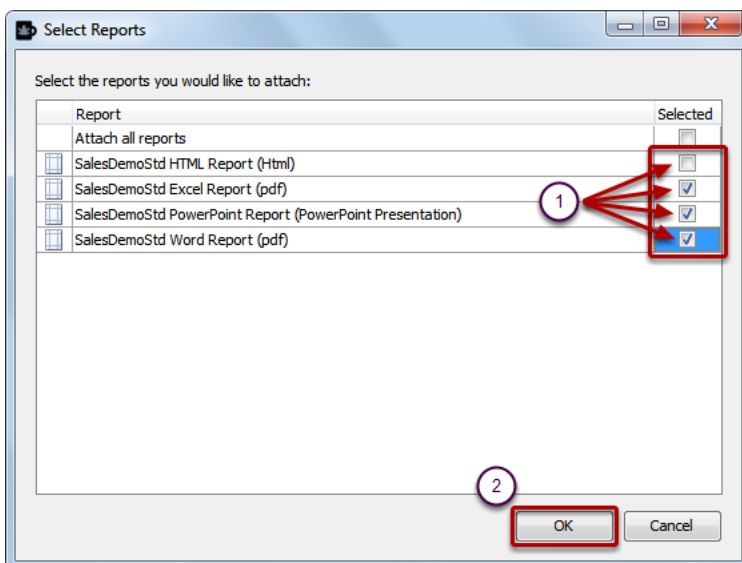
4. Click on **OK**

## Add Message



1. Select **Message** in the **Mail** group of the tool ribbon
2. Check the **Send Email** box at the left below the **Email** line
3. Enter the sender e-mail address in the **From** field and fill in the **Subject** field
4. Make sure the **Attach Reports** box is checked
5. Make sure the **Format** radio buttons are set to **HTML Text**
6. Click on the Paperclip icon to the right of the **Reports** field to select the reports to be distributed as attachments

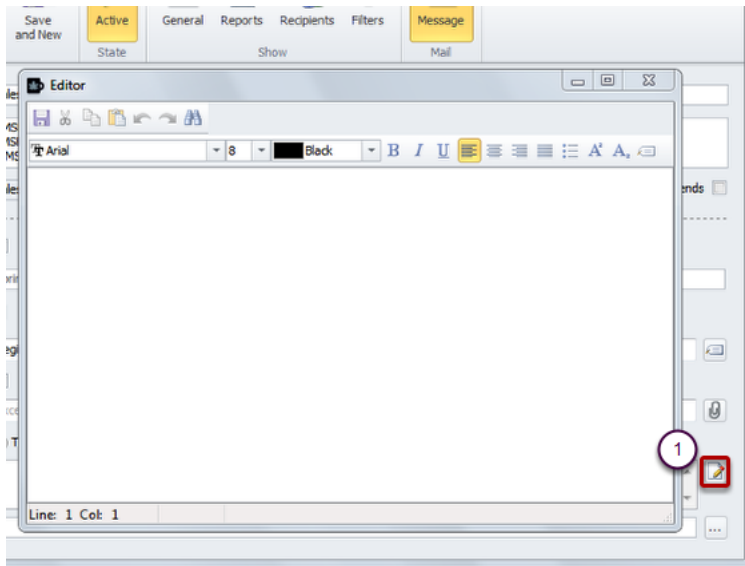
## Select Reports to Be Distributed as Attachments



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1. Select the **Excel**, **Powerpoint**, and **Word** reports or your own and deselect the **HTML** report by clicking on the corresponding boxes in the **Selected** column
2. Select **OK**

## Prepare to Write Your Message and Include QlikView and NPrinting Variable Tags in It

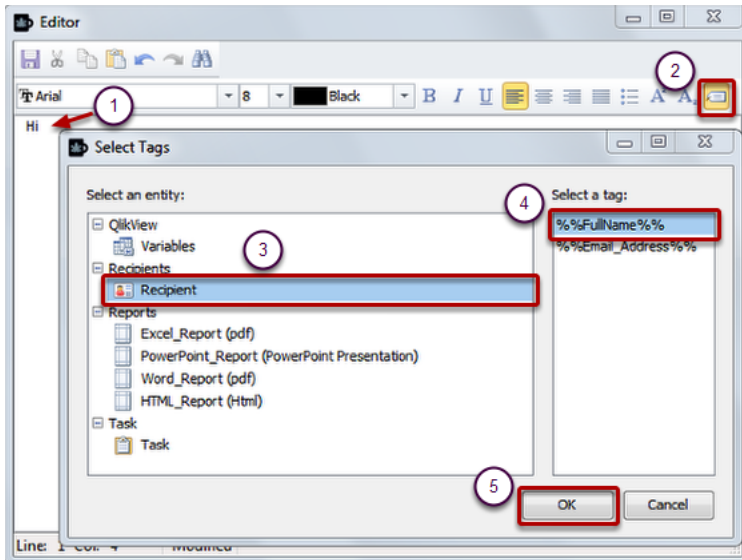


QlikView and Nprinting variable tags can be included in your message. To preview what are available:

1. Open the message **Editor** window by clicking on the paper and pencil icon to the right of the message **Body** box

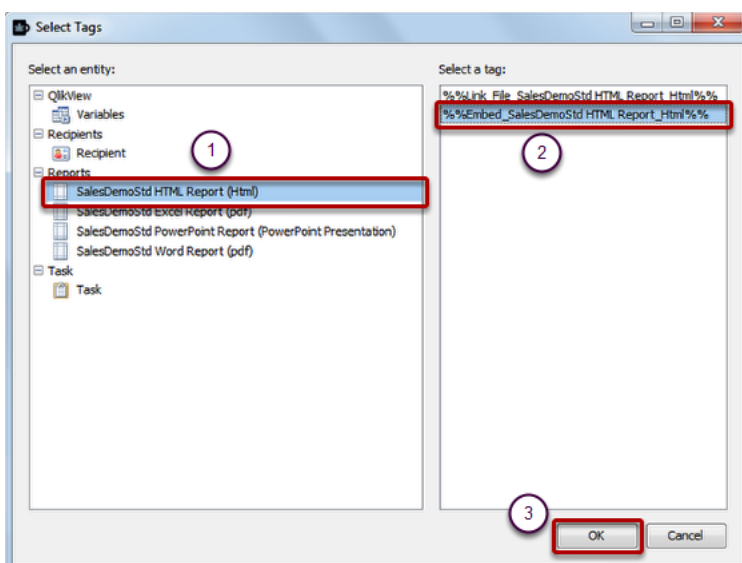


## Write Greeting and then Select Recipient's Name Variable Tag



1. Type "Hi" or some appropriate greeting and a space in the message **Editor** window
2. Open the **Select tags** window by clicking on the tag icon at the right of the message formatting toolbar
3. Select **Recipient** in the **Select an entity** pane on the left
4. Find and select the **%%FullName%%** variable tag in the **Select a tag** pane on the right
5. Select **OK**, and continue writing your message

## Select Report Tag to Be Embedded in Message

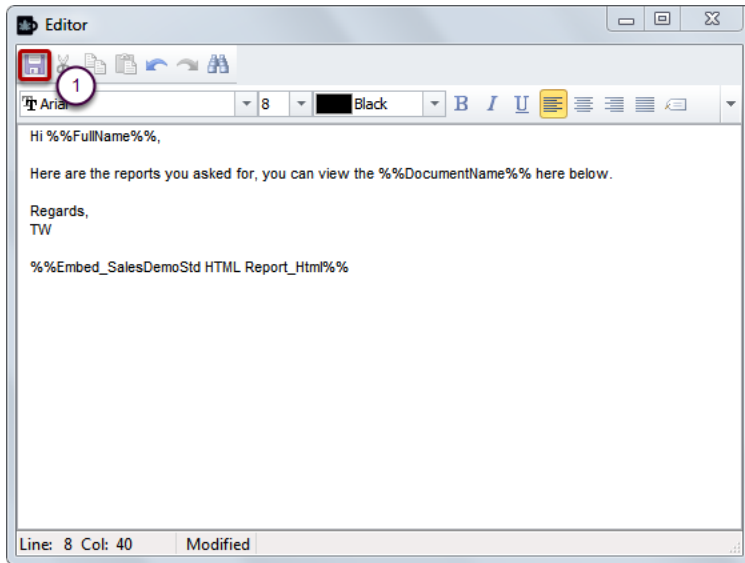


Embed the HTML report in the message, reopen the **Select tags** window

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1. Select **Reports** in the **Select an entity** pane of the **Select tags** window
2. Select the **%%Embed\_SalesDemoStd HTML Report\_html%%** variable tag in the **Select a tag** pane on the right
3. Select **OK**

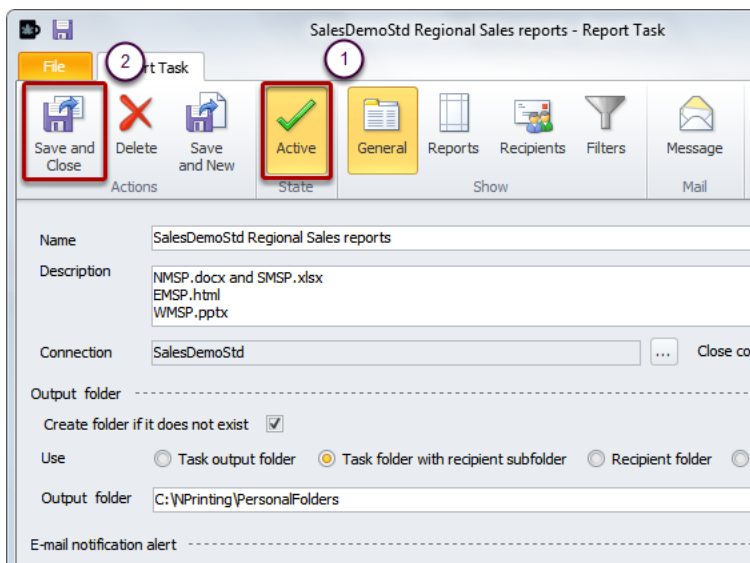
## Finish Message



Conclude the message and

1. Click on the save icon at the left end of the toolbar to save the message in the task

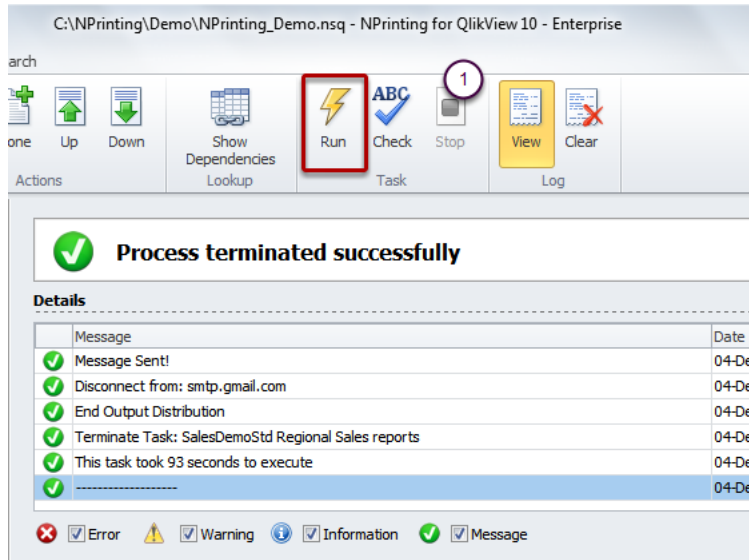
## Conclude Message, Save It in Task, and Make Last Checks



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1. Make sure that the **Active** button in the **State** group indicates that the task is active.
2. Select the **Save and Close** icon in the **Actions** group in the **Task** window

## Run Task



1. Click on the **Run** icon in the **Task** group and when processing finishes, check the recipient's mailbox

# How to Distribute User Specific QlikView Reports by E-mail

You can download this tutorial by clicking here: "[How to Distribute User Specific QlikView Reports by E-mail](#)".

In QlikView terminology, the word "report" usually refers to a static paper or PDF report of one or more sheets created with Report Editor. NPrinting can distribute native QlikView filtered reports. Filters in NPrinting can be set for reports, recipients, or tasks. NPrinting QlikView Entity reports output can be in PDF or one of several image formats such as PNG or JPEG. They can then be sent as e-mail attachments to the appropriate recipient e-mail address, saved to local or networked drives or sent to printers to create hard copies.

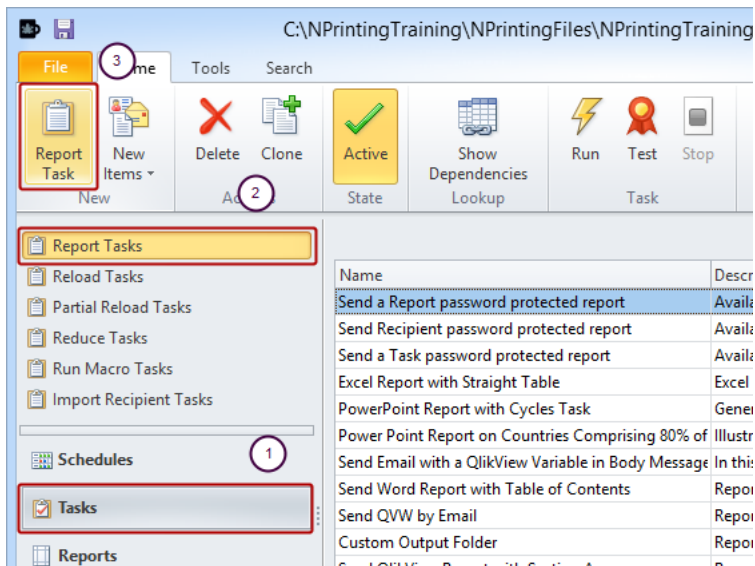
To distribute a "QlikView Report", also filtered, by using NPrinting QlikView Entity reports refer to: [How to Create QlikView Entity Reports](#).

For the purposes of this tutorial the following are necessary:

- a QlikView document containing at least one report. We suggest you to download the [NPrinting Training Material](#), and extract it into **C:\NPrintingTraining\** so that the relative path structure remains valid
- properly configured e-mail (See: [How do I set up e-mail in NPrinting?](#))

Here is how to distribute QlikView Reports as e-mail attachments.

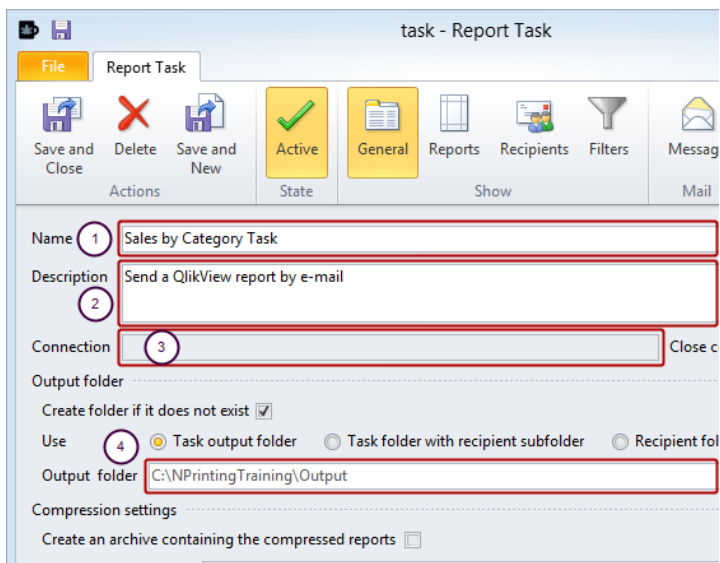
## Create New Report Task



1. Select **Tasks**
2. Select **Report Tasks**
3. Click on **Report Task**

See: [How to Create Tasks](#)

## Set up the New Task

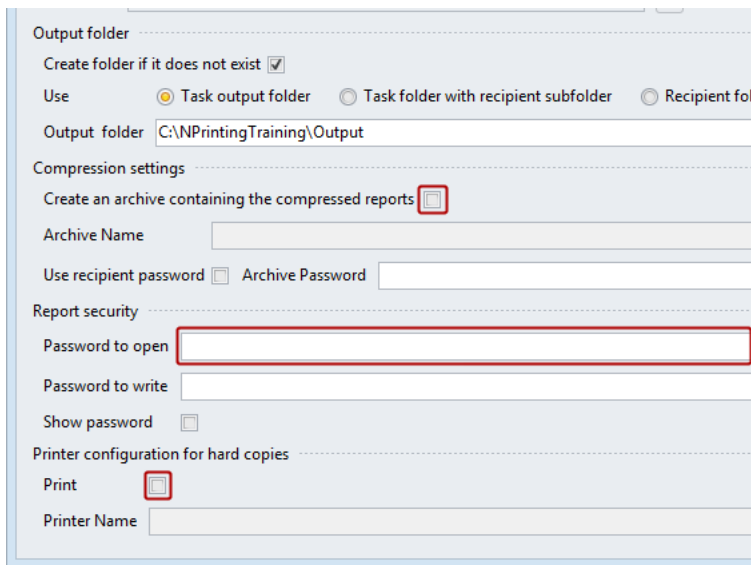


1. Enter a **Name** for the task
2. Enter a **Description** optionally

# NPrinting Certification Training Course Tutorials

3. Connections for the Task are retrieved automatically based on the reports contained in it. Tasks can generate reports and apply filters from more than one connection since NPrinting release 14.
4. Select an output folder for the task by clicking on the **browse** button to the right of the **Output folder** text box. This is the folder where output for this task will be saved automatically, but you can configure a different folder to receive output and/or you can save output to various other folders (see: [Configure Options](#), [How to Distribute User Specific QlikView Reports to User Folders](#), and [Dynamic Output Paths](#)). NPrinting will save a copy of all output **even** if you send the report off as an e-mail attachment.

## Set Other Task Parameters

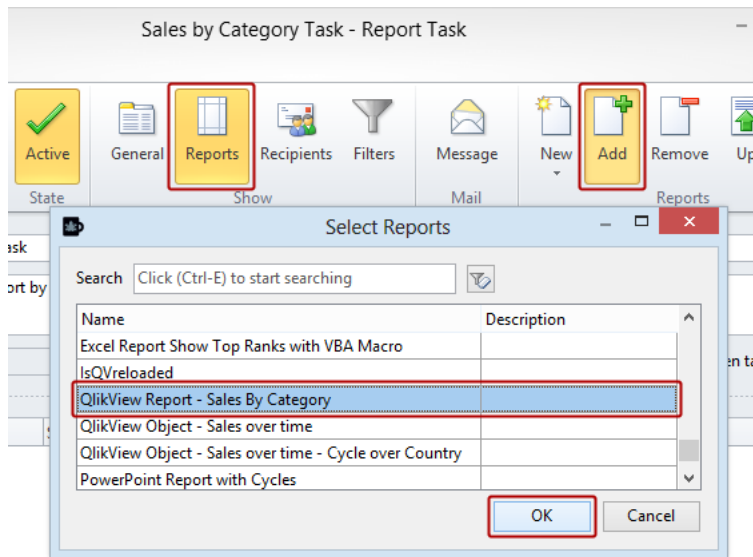


The screenshot displays the configuration interface for a task in NPrinting. It is organized into several sections:

- Output folder:** Includes a checkbox for "Create folder if it does not exist" (checked), radio buttons for "Use" (selected: "Task output folder", others: "Task folder with recipient subfolder", "Recipient folder"), and a text box for "Output folder" containing "C:\NPrintingTraining\Output".
- Compression settings:** Includes a checkbox for "Create an archive containing the compressed reports" (checked), a text box for "Archive Name", and a checkbox for "Use recipient password" (unchecked) with an "Archive Password" text box.
- Report security:** Includes text boxes for "Password to open" (highlighted with a red box) and "Password to write", and a checkbox for "Show password" (unchecked).
- Printer configuration for hard copies:** Includes a checkbox for "Print" (checked) and a text box for "Printer Name".

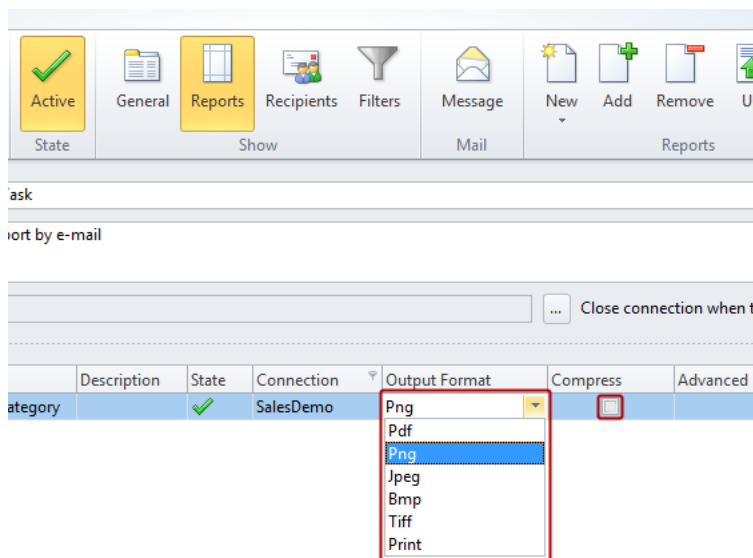
You can set other parameters for the task related to Compression of files into an archive and perhaps password protect it or send it to a printer for hard copies.

## Select Report(s) to Add



1. Select **Reports**
2. Click on **Add**
3. Select one or more reports from the list in the **Select Reports** window
4. Click on **OK**

## Select Output Format and Compression

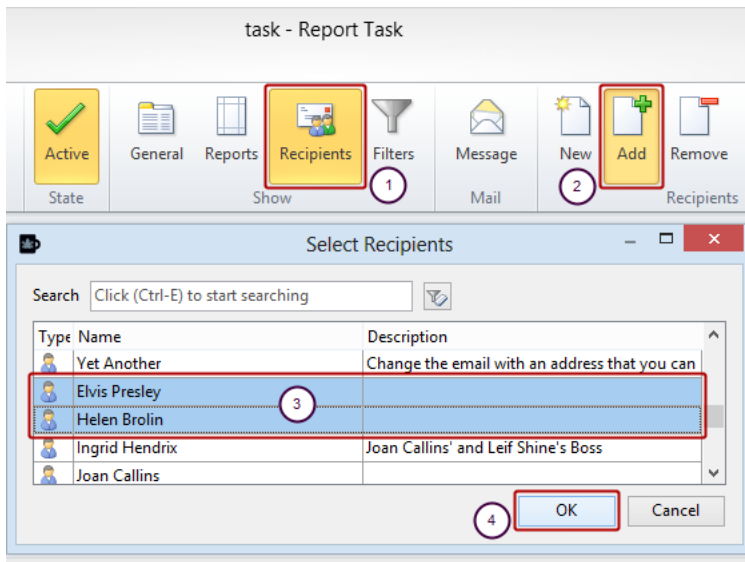


Output can be in PDF or one of several image formats. You can add the same report more than once and set the **Output Format** for each to a different format. Any number of different reports can be

# NPrinting Certification Training Course Tutorials

added and any available **Output Format** can be chosen for each individual report. One or more reports can also be compressed into an archive that can be password protected or not.

## Add Recipients

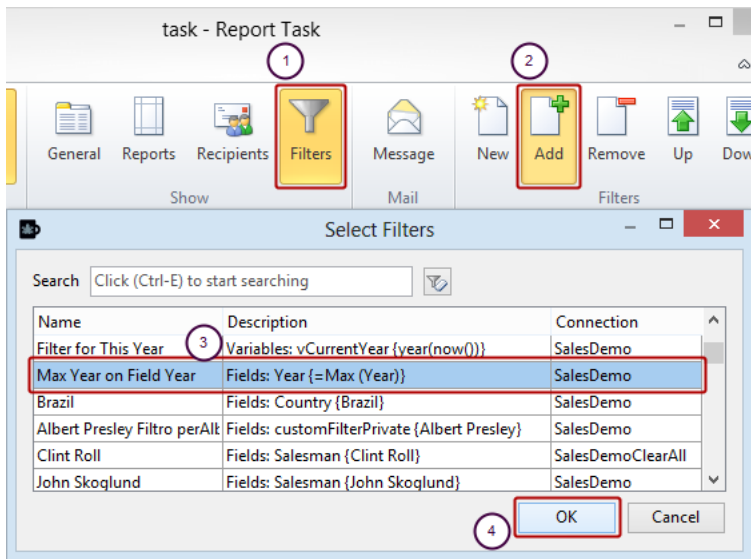


1. Select the **Recipients** icon in the **Show** group
2. click on the **Add** icon in the **Recipients** group
3. Select one or more recipients from the list in the **Select Recipients** window
4. Click on the **OK** button

You can add as many **Recipients** to a **Task** as you want. Separate output, filtered using each Recipient's filter(s), will be created for each recipient. You can see and modify **Recipient** details by double clicking on a **Recipient**. Any modifications that you make will be saved in the **Recipient** and will be reflected in all future output which that recipient receives.



## Add Filters



Add as many filters to your Task as are necessary. All Task output will be filtered using the Task filters. This will be in addition to Report filters and Recipient filters which are applied to specific Reports and/or Recipients

1. Add filters to the Task by clicking on the **Filters** button in the **Show** group of the tool ribbon
2. Click on the **Add** button in the **Filters** group in the ribbon. You can also create new filters by clicking on the **New** button (See: [How to Create Static and Dynamic Filters Based on Fields](#))
3. Select the filter or filters you want to add
4. Click on the **OK** button to confirm your selection

## Create E-mail Message

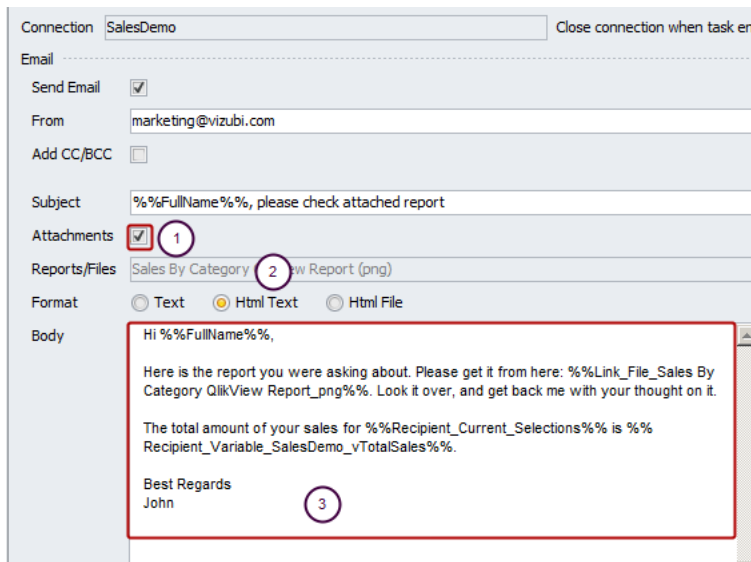
The screenshot shows the NPrinting software interface. At the top, there is a ribbon with various icons. The 'Mail' group is highlighted, and the 'Message' button is circled with a red box and the number 1. Below the ribbon, the 'Email' section is visible. The 'Send Email' checkbox is checked and circled with a red box and the number 2. The 'From' text box contains 'marketing@vizubi.com' and is circled with a red box and the number 3. The 'Add CC/BCC' checkbox is unchecked and circled with a red box and the number 4. The 'Subject' text box contains '%%FullName%%, please check attached report' and is circled with a red box and the number 5. The 'Attachments' checkbox is checked. The 'Reports/Files' section shows 'Sales By Category QlikView Report (png)'. The 'Format' section has 'Text' selected.

1. Click on the **Message** button in the **Mail** group in the tool ribbon.
2. Click on the **Send Email** check box to enable e-mails.
3. Enter your e-mail address in the **From** text box
4. If you need to CC or BCC someone, put a check mark in the **Add CC/BCC** box
5. Enter a **Subject**, here you see the use of an NPrinting variable tag (see: [Can I include dynamic elements in NPrinting e-mail?](#))

**NB:** you must enter your e-mail settings, sender e-mail address and outgoing SMTP mail server, in order to send e-mail from NPrinting.

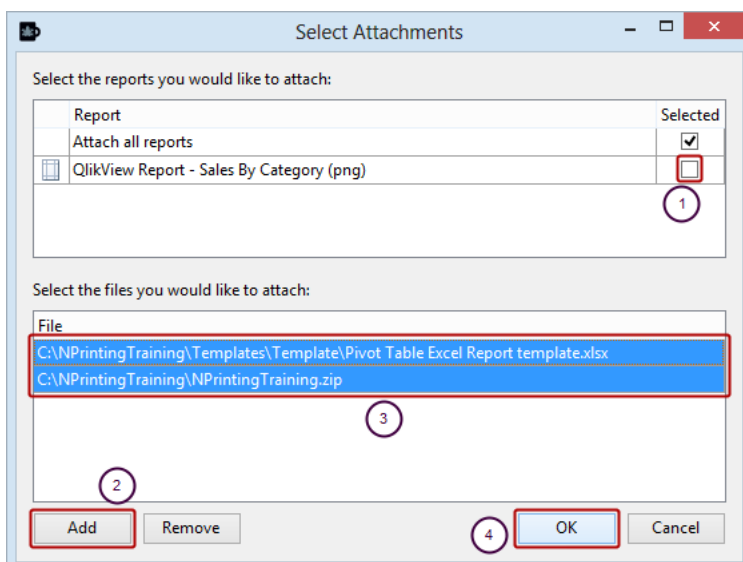
Do this in: **Start > Options > E-mail Settings** (see: [How do I set up e-mail in NPrinting?](#))

## Conclude Message Configuration and Composition



1. Be sure to put a check mark in the **Attachments** box
2. Select Html text and press the editor button to insert the custom message
3. Compose the message body

## Attach Files

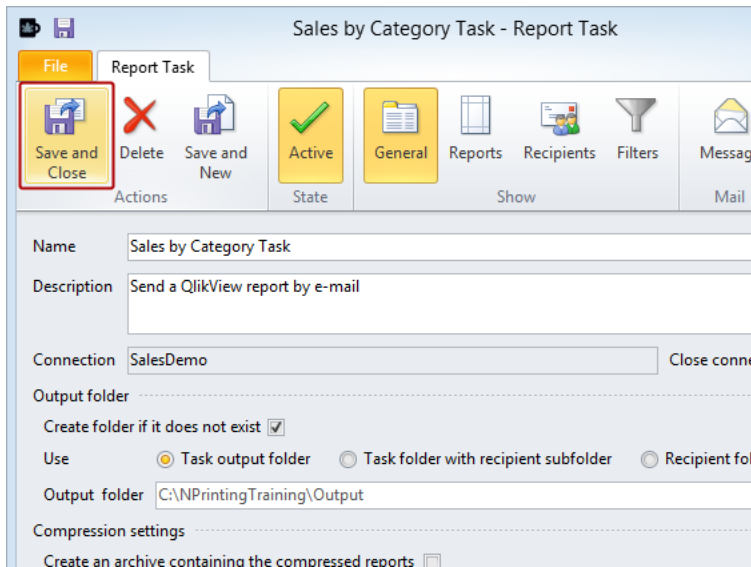


1. Put a check mark in the box in the **Selected** column next to each report in the list that you want to be attached. If you want all reports present in the list to be attached then just put a check mark in the box in the first row
2. Add any other external files to the list in the bottom pane by clicking on the **Add** button, browsing to their location and selecting them

# NPrinting Certification Training Course Tutorials

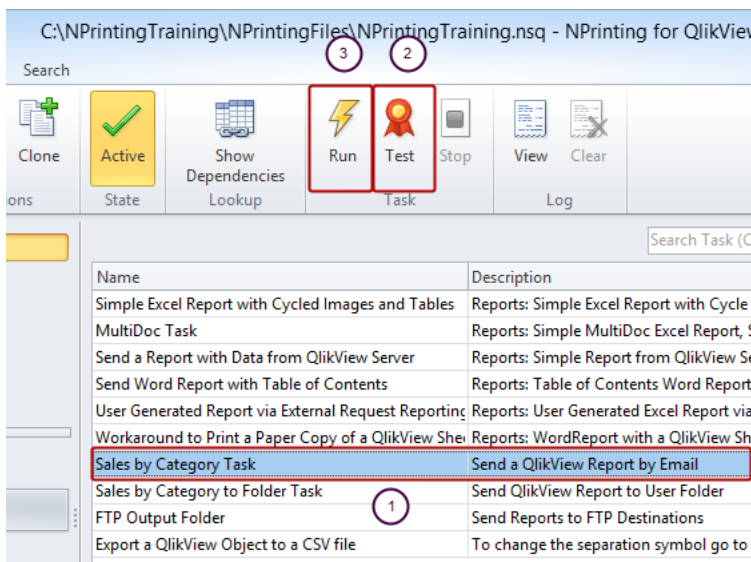
3. Select those that you want to be attached
4. Click on the **OK** button

## Conclude Task Preparation



Click on the **Save and Close** icon at the top left of the window to save the Task.

## Check and Run Task Manually



1. Select the **Sales by Category Task**
2. Check to make sure the Task functions properly by clicking on the **Test** button in the **Task** group of the tool ribbon. Also see "[How to Test a Task without Involving Recipients](#)"
3. Run the job manually by clicking on the **Run** button in the **Task** group in the tool ribbon

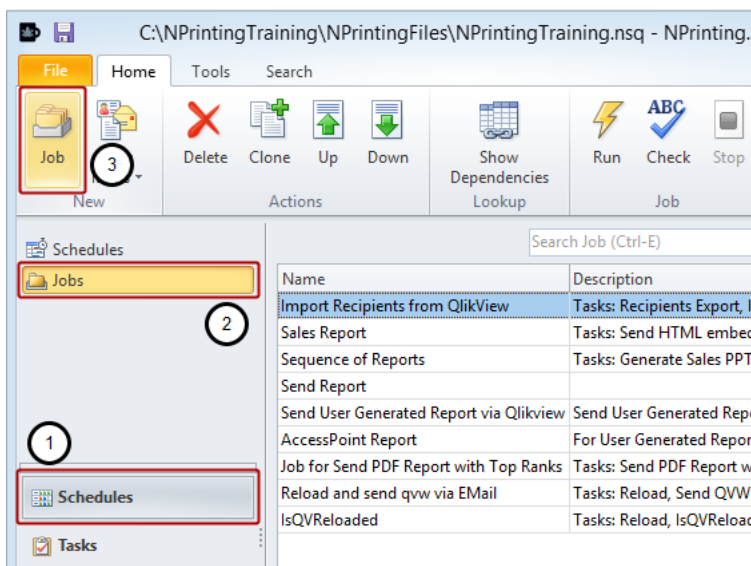
## How to Create Jobs

You can download this tutorial by clicking here: "[How to Create Jobs](#)".

Jobs are lists of tasks which you want to run sequentially, in a specific order. No task begins before the previous has finished. A typical job includes a reload task to update the data in the QlikView document followed by a series of Report tasks. Tasks run in the order in which they appear in the Job, so be sure to put the Reload task first.

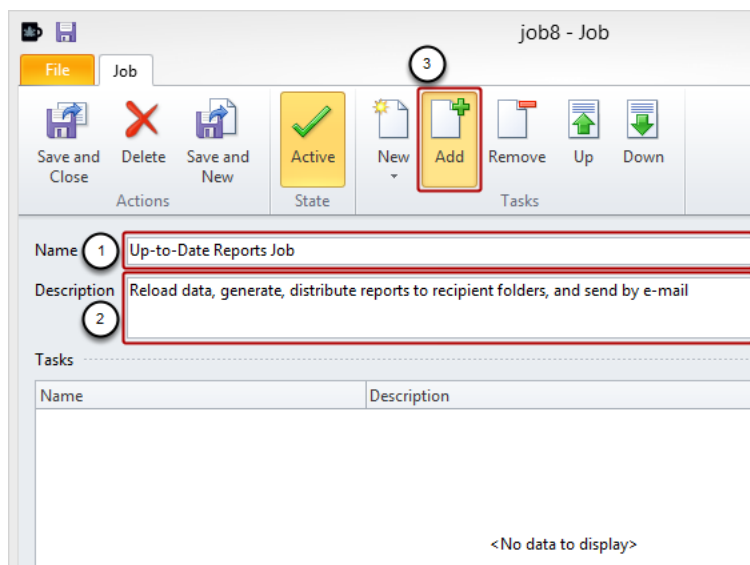
Learn how to create a job and add tasks to it in this tutorial.

### Create New Job



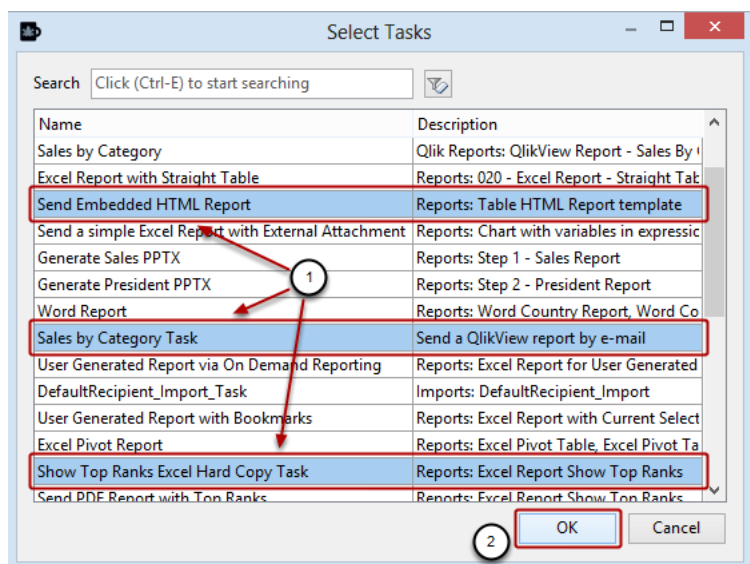
1. Select the **Schedules** icon in the lower pane
2. Select the **Jobs** icon in the upper pane
3. Click on the **Job** icon in the **New** group of the tool bar

## Set Basic Parameters



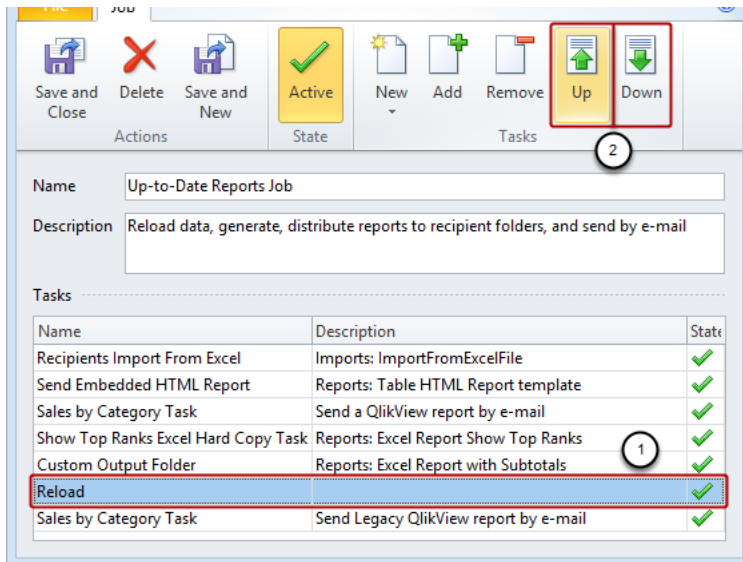
1. Enter a descriptive **Name** for your job
2. Enter a more elaborate **Description** (optionally)
3. Click on the **Add** icon

## Select Tasks to be Carried Out



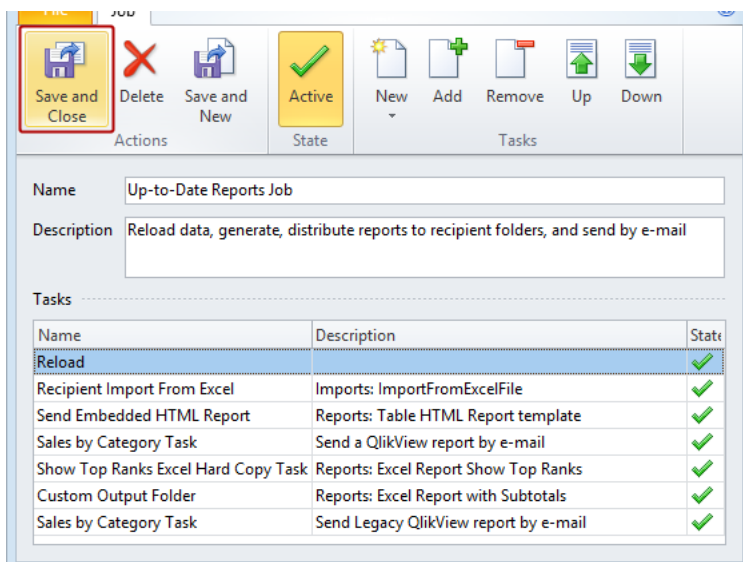
1. Select one or more tasks present in the list
2. Click on the **OK** button

## Re-order Tasks



1. Select a task by clicking on it
2. Move the task higher or lower on the list by clicking on the **Up** and **Down** icons in the **Tasks** group. Tasks are executed in order from top to bottom. Reload tasks should be at the top and Recipient Import... tasks should generally be second from the top, and so on.

## Conclude Task and Ordering



When you have finished selecting and re-ordering tasks, click on **Save and Close**.

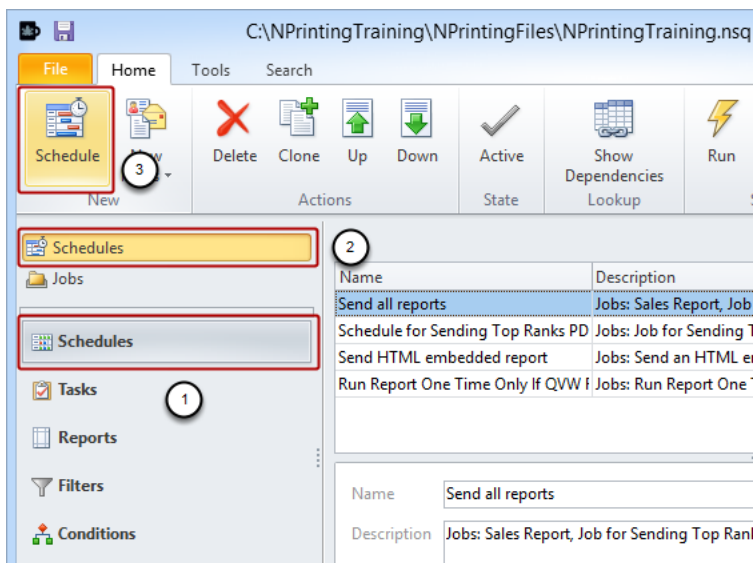
## How to Schedule Jobs

You can download this tutorial by clicking here: "[How to Schedule Jobs](#)".

Once you have created one or more **Jobs**, you can check and run them manually by clicking on the **Check** and **Run** icons. You may, however, want to schedule Job execution so that you don't have to worry about forgetting or someone being present to run them. One drawback to the Scheduler is that if NPrinting is shut down for any reason, such as a reboot or someone tripping over the power cord, the Scheduler must be restarted manually. A solution to this drawback is running NPrinting as a Windows Service and not using the scheduler (see: [How to Configure NPrinting as a Service](#)).

Learn how to set up a schedule for one or more jobs in this tutorial.

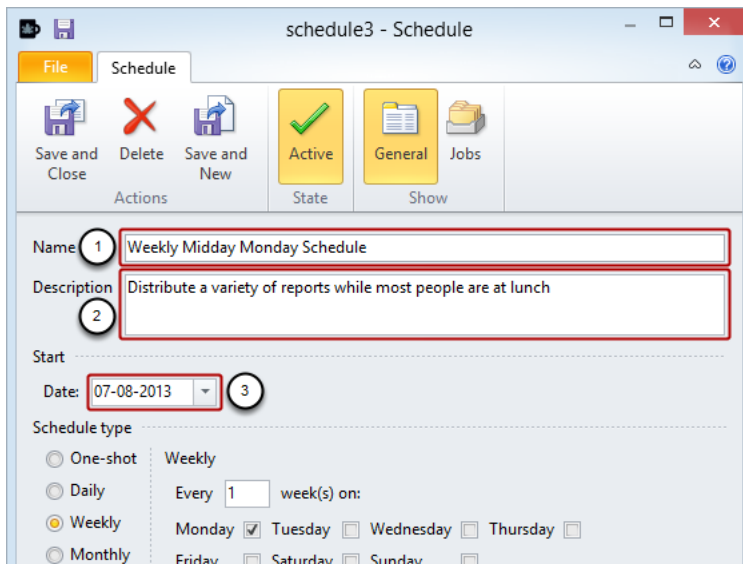
### Create a New Schedule for Jobs



1. Select the **Schedules** icon in the lower left pane
2. Select the **Schedules** icon in the upper left pane
3. Click on the **Schedule** icon in the **New** group

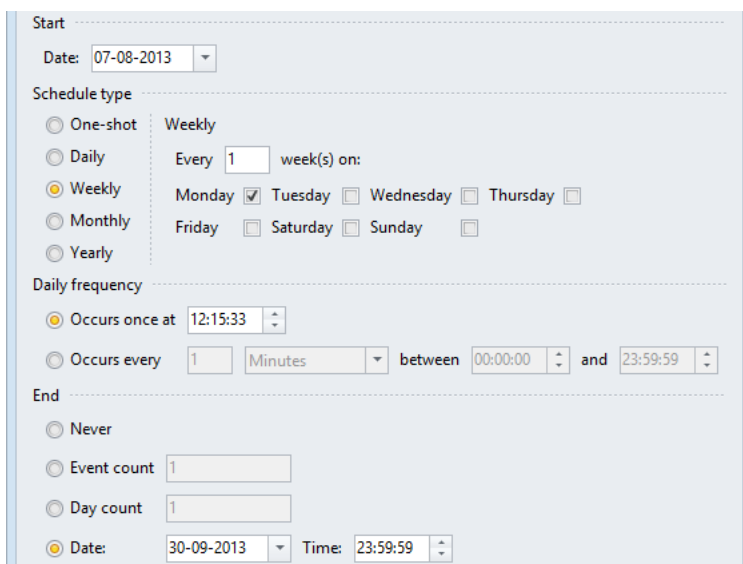


## Configure Schedule Parameters



1. Enter a meaningful **Name** for your **Schedule**
2. You may want to enter a more explanatory **Description** (optional)
3. Select a **Start date**. The Scheduler will begin checking for scheduled jobs at 00:00:01 on the start date.

## Configure More Schedule Parameters

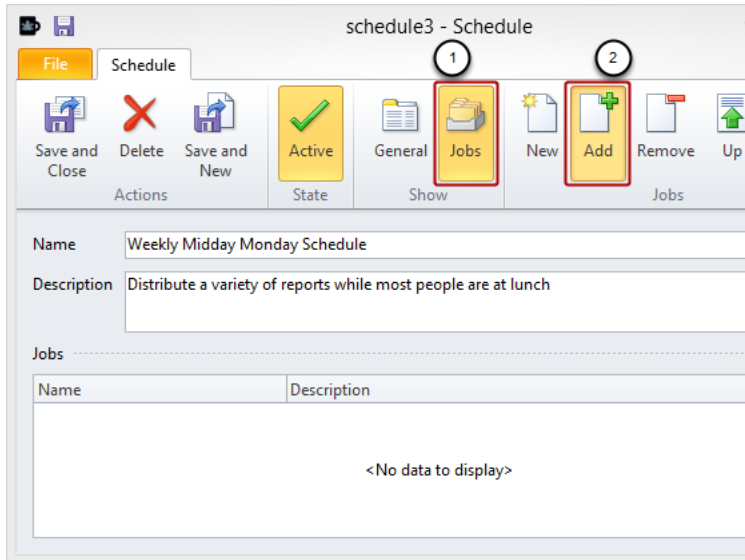


1. Select a **Schedule type**: One-shot will execute once at the selected Shot time on the start date, the other selections are self-explanatory (**Weekly** has been selected and job execution has been set for **Monday** of **Every week** in the example)
2. Set **Daily frequency**: the scheduler will run jobs once at 12:15:33 in the example

# NPrinting Certification Training Course Tutorials

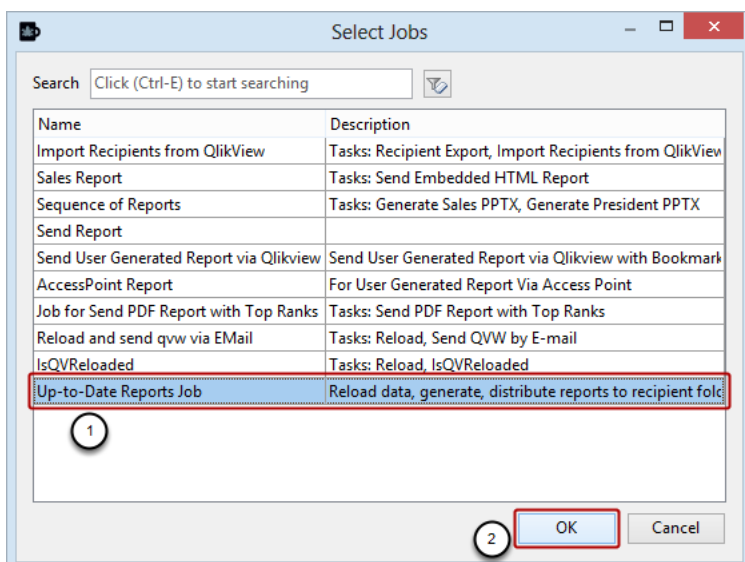
3. Set the **Date** and **Time** for this **Schedule** to become defunct

## Configure State and Add Jobs



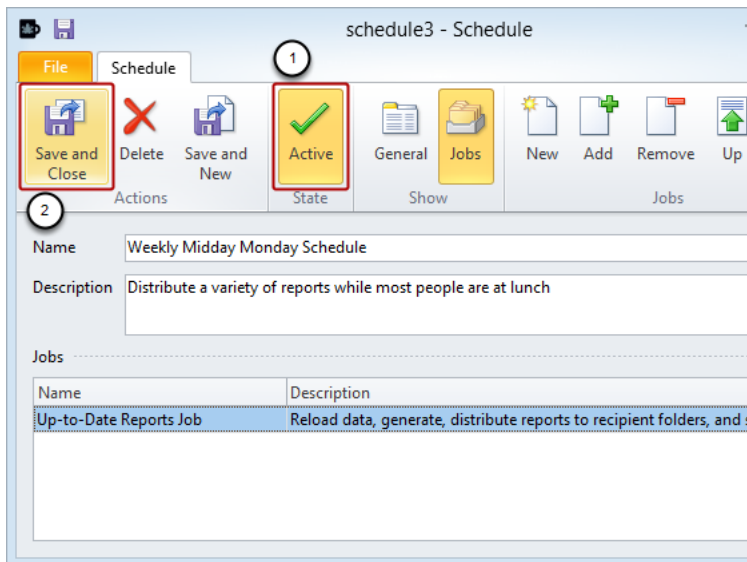
1. Select the **Jobs** icon in the **Show** group
2. Click on the **Add** icon

## Choose Jobs to be Triggered by This Schedule



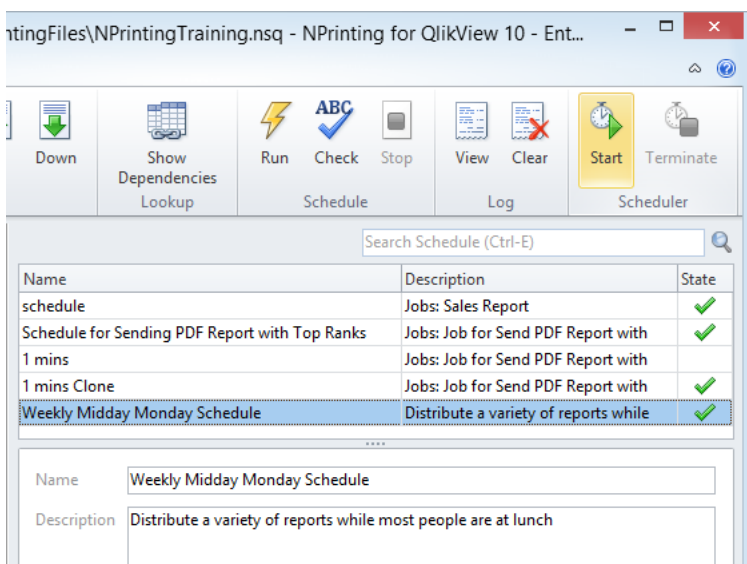
1. Select one or more jobs for this **Schedule**
2. Click on the **OK** button

## Save Schedule



1. You can toggle between active and inactive states for individual **Schedules** by clicking on the **Active** icon in the tool bar **State** group of the window for the specific Schedule
2. Click on **Save and Close** to conclude schedule creation by saving the schedule in the NPrinting file

## Start Scheduler



Be sure to put the **Scheduler** in an active state by clicking on the **Start** button in the **Scheduler** group of the tool bar.

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This sets NPrinting to check periodically for jobs scheduled for execution and to execute them as scheduled. You cannot use other NPrinting features, such as development tools, when the **Scheduler** is active. You can put the **Scheduler** in stand-by, suspending all scheduled job execution but re-enabling the other NPrinting features by clicking on the **Terminate** icon.

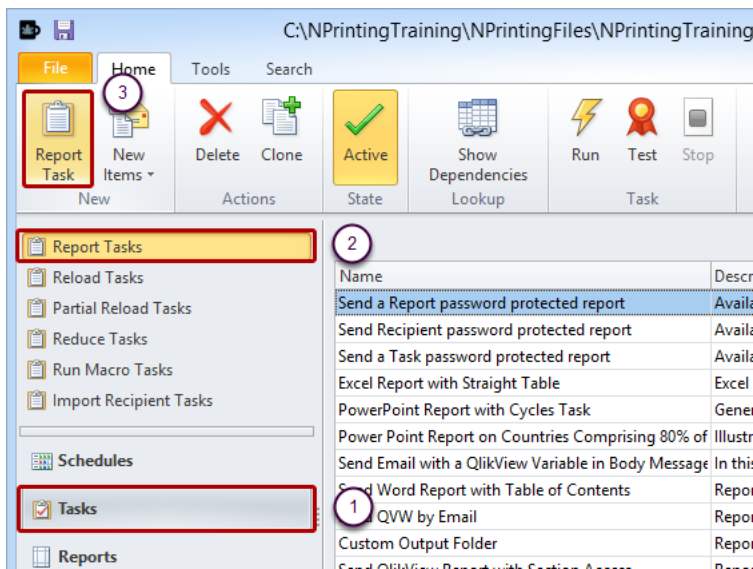
# Advanced

# How to Distribute User Specific QlikView Reports to User Folders

You can download this tutorial by clicking here: "[How to Distribute User Specific QlikView Reports to User Folders](#)".

NPrinting allows you to create reports which are filtered according to parameters you set for your recipients. These reports can then be sent directly to a recipient folder that has been specified in the **Recipient**. Output to be sent can be in PDF or an image format such as JPEG or PNG, see [How to Create Reports Based on QlikView Entities](#).

## Create New Report Task



1. Select **Tasks**
2. Select **Report Tasks**
3. Click on **Report Task**

## Set up New Task

File Report Task

Save and Close Delete Save and New Active General Reports Recipients Filters Message

Actions State Show Mail

Name 1 Sales by Category to Folder Task

Description 2 Send QlikView Report to User Folder

Connection SalesDemo

Output folder

Create folder if it does not exist  3

Use  Task output folder  Task folder with recipient subfolder  Recipient folder

Compression settings

Create an archive containing the compressed reports

Archive Name

Use recipient password  Archive Password

1. Enter a **Name** for the task
2. Enter a **Description** optionally
3. Select a Recipient/User output folder for the task by selecting either the **Task folder with recipient subfolder** or the **Recipient folder** radio button. This is the folder specified in the Recipient where output for this task will be saved automatically (you can save output to different folders; details are in another tutorial). NPrinting will save a copy of all output **also** if you send the report as an e-mail attachment.

## Select One or More QlikView Entity Reports

Save and New Active General Reports Recipients Filters Message New Add

State Show Mail

by Category to Folder Task

QlikView Report to User Folder

Select Reports

Search Sales by

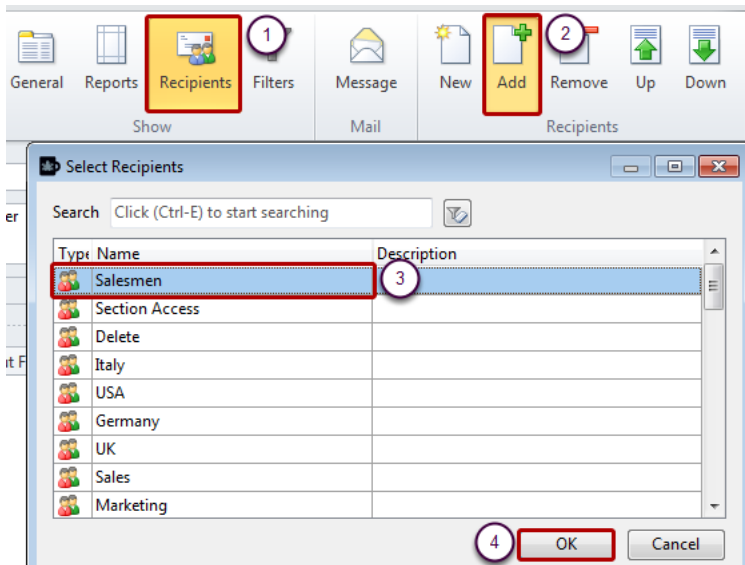
Name	Description	Connection
Sales By Category QlikView Report		SalesDemo

4 OK Cancel

# NPrinting Certification Training Course Tutorials

1. Click on **Reports**. You can insert any kind of reports, but, for this tutorial, we'll select only a QlikView Entity Reports. They are integrated with all other kind of reports, with the same features.
2. Click on **Add**
3. Type "Sales by" in the Search form, then select the report "Sales by Category QlikView Report"
4. Click on **OK**

## Add Recipients

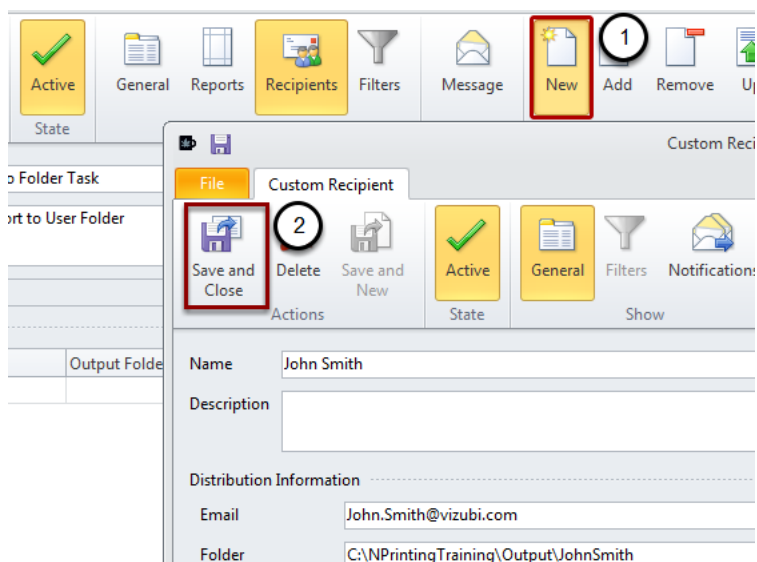


1. Select the **Recipients** icon
2. Click on the **Add** icon
3. Select one or more recipients or groups from the list in the **Select Recipients** window
4. Click on **OK**

You can add as many Recipients to a Task as you want. Separate output, filtered using each Recipient's filter(s), will be created for each recipient. You can see and modify Recipient details by double clicking on a Recipient (modifications are saved in the Recipient and will be reflected in all future output which that recipient receives).

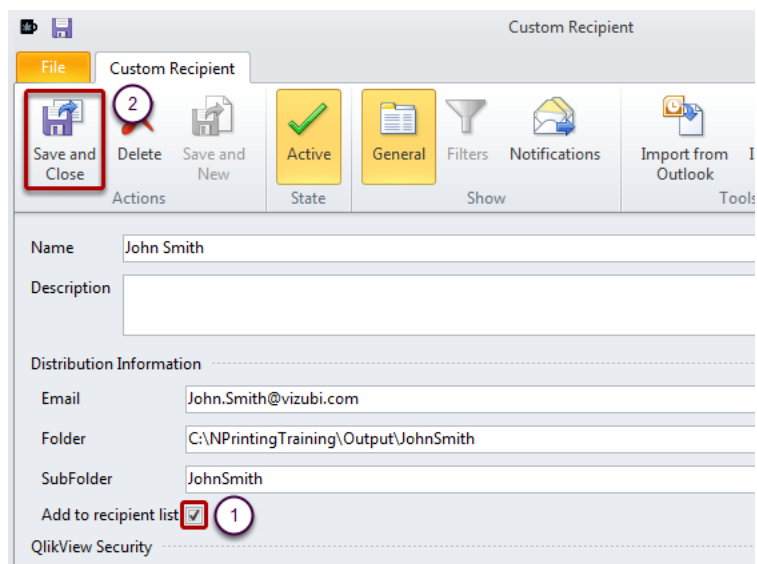


## Create New Recipient



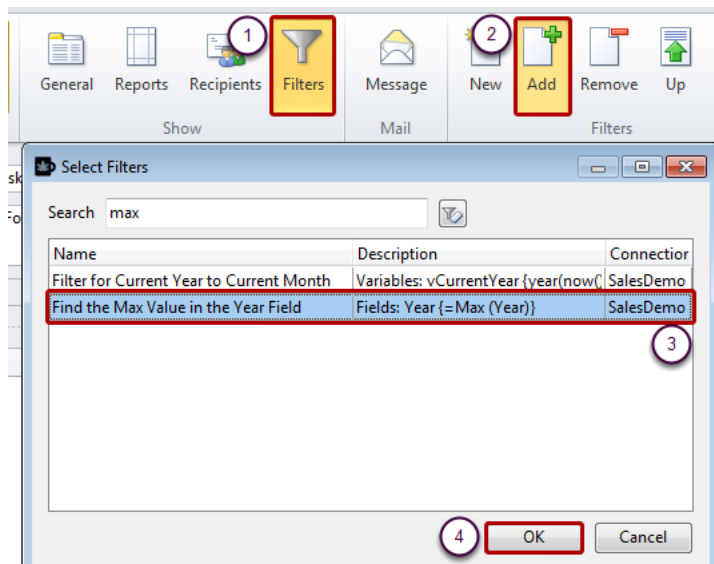
You can also create new recipients by clicking on the **New** button in the **Recipients** section of the tool ribbon. Then click on "Save and Close".

## Preserving Newly Created Custom Recipient



1. Recipients created from within a Task are **not** saved in the **Recipient** list and are visible only in the Task where they are created, **unless** you check the **Add to recipient list** check box at the bottom of the **CustomRecipient** form
2. Click on the **Save and Close** icon to save the new **Custom Recipient** in the Task

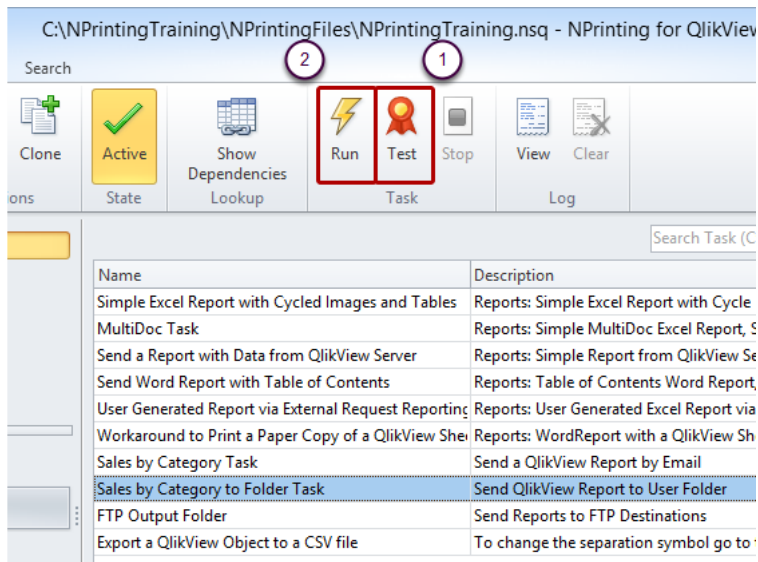
## Add Filters



Add as many filters to your Task as are necessary. All Task output will be filtered using the Task filters. This will be in addition to Report filters and Recipient filters which are applied to specific Reports and/or Recipients

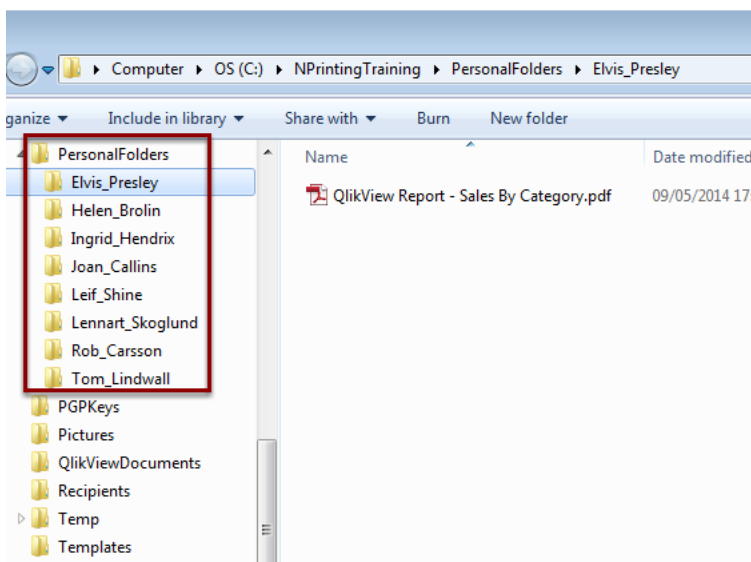
1. Add filters to the Task by clicking on the **Filters** button in the **Show** group of the tool ribbon.
2. Click on the **Add** button in the **Filters** group in the ribbon. You can also create new filters by clicking on the **New** button.
3. Select the filter you want to add.
4. Click on **OK** to confirm your selection.

## Run Task Manually



1. Check to make sure the Task functions properly by clicking on the **Test** button in the **Task** group of the tool ribbon. Also see "[How to Test a Task without Involving Recipients](#)"
2. Run the job manually by clicking on the **Run** button in the **Task** group in the tool ribbon

## Check that Report was Distributed to User Folder



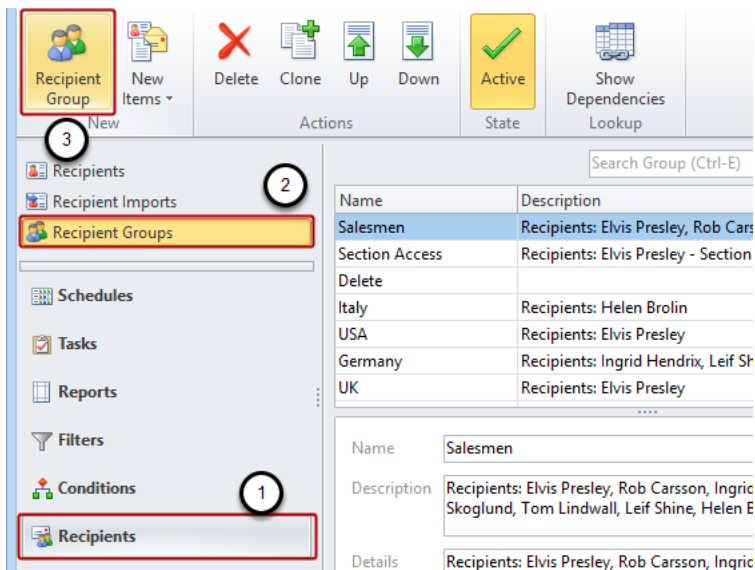
Each Salesman Folder did not exist before the task was run, but was created by the task.

## How to Create Recipient Groups

You can download this tutorial by clicking here: "[How to Create Recipient Groups](#)".

Recipients who need to receive the same Reports, whether filtered or not, can be put into groups. This simplifies distribution and avoids anyone being over looked. Adding recipients to or subtracting them from groups simplifies maintenance and avoids errors. Here's how.

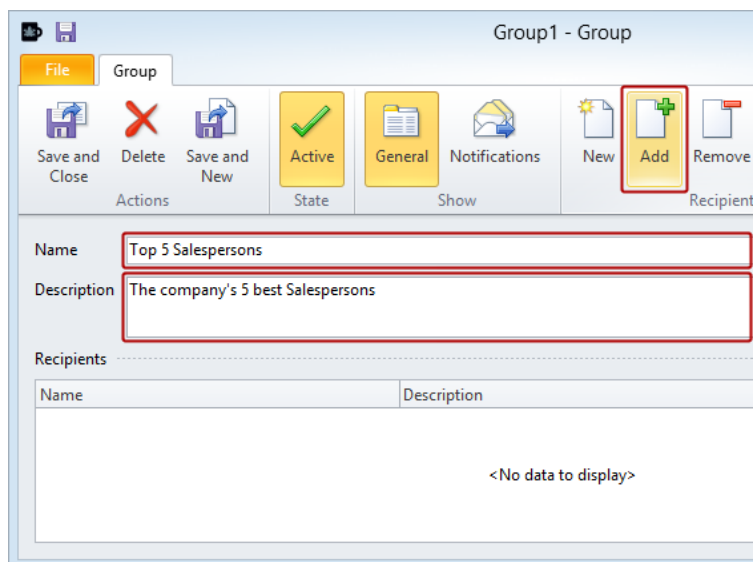
### Create Recipient Groups



1. Select **Recipients** in the lower left navigation pane
2. Click on **Recipient Groups** in the upper navigation pane
3. Click on **Recipient Group** in the **New** group of the tool ribbon

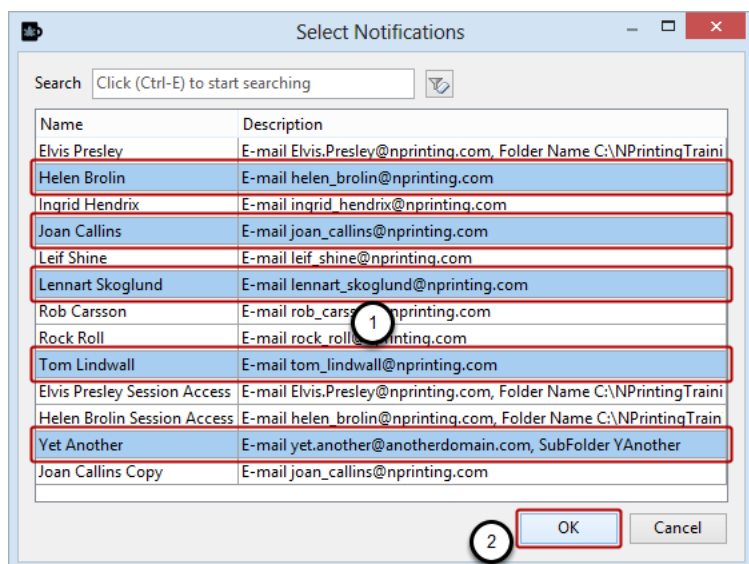
Groups are lists of recipients. The reports received by recipients in the same group are based on the same templates but the data received by any particular recipient has been filtered according to the filters applied to that recipient.

## Define Group



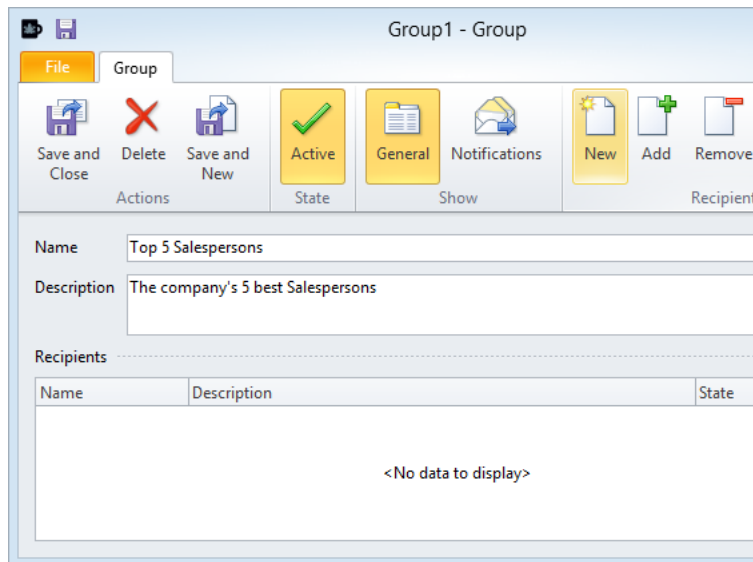
1. Give the **Group** a **Name**
2. Give it a **Description** (optional).
3. Click on **Add** to add recipients from a list of existing **Recipients**

## Select Recipient(s) to be Added



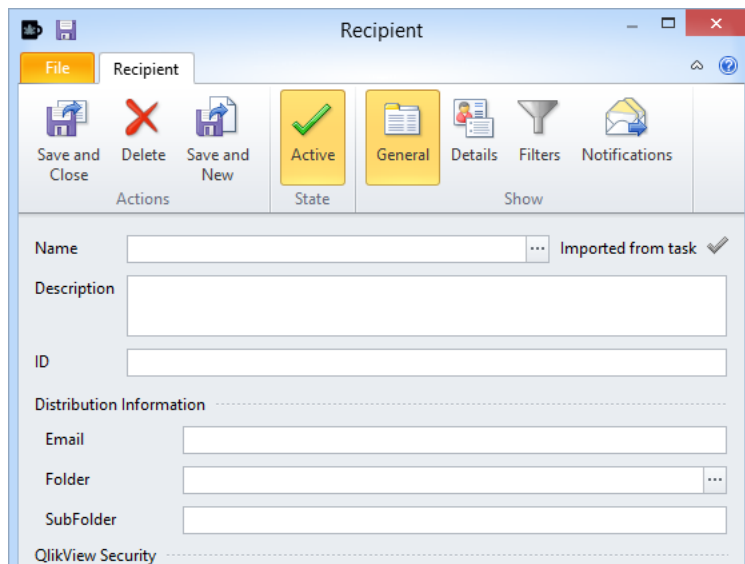
1. Select one or more of the recipients contained in the list. Use the progressive search feature on the top part of the window if you have lots of recipients. Multiple recipients can be selected using the standard **Shift + Ctrl** key combination.
2. Click on **OK**

## Create New Recipients



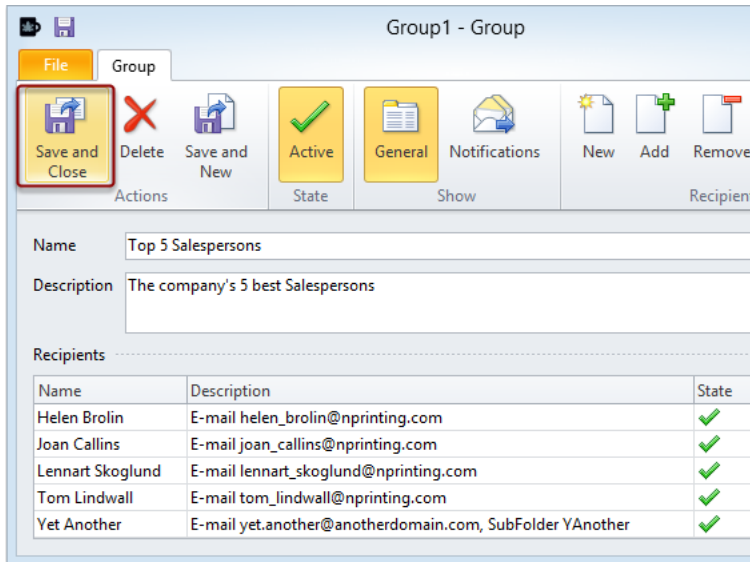
Click on the **New** icon in the **Recipients** group

## Complete Recipient Window



When you click on **Save and Close**, the newly created **Recipient** will be saved in the group.

## Save Your New Group



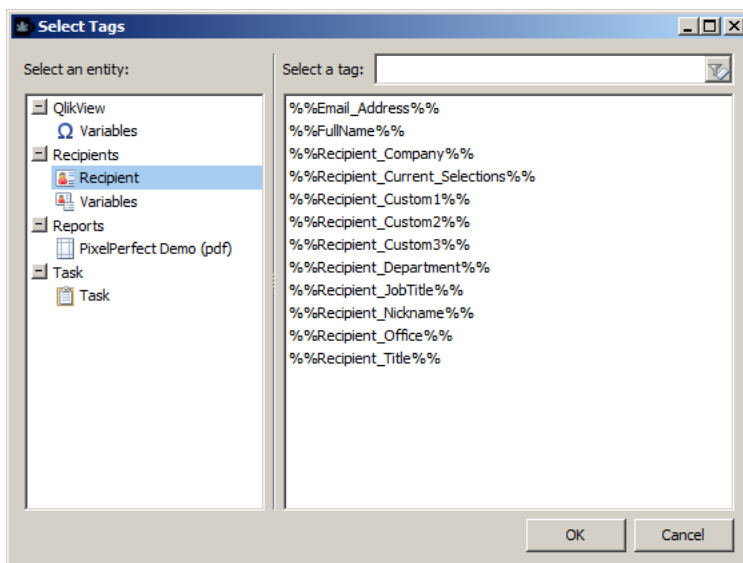
Click on the **Save and Close** icon to save your group in the NPrinting file.

## How to Include Dynamic Elements in NPrinting E-mail

You can download this tutorial by clicking here: "[How to Include Dynamic Elements in NPrinting E-mail](#)".

It is often convenient to include recipient details, reports, measure totals or subtotals and other information in the **Subject** field and the message **Body** accompanying reports being distributed by e-mail. This can be done by inserting QlikView variables or dynamic tags in either or both while creating a **Report Task**. All QlikView variables contained in the connected QlikView document can be used and are present in the **Select Tags** dialog window. Tags present under **Recipients**, **Reports**, **QlikView**, and **Tasks** categories are NPrinting dynamic tags. The variables are alphabetically sorted.

### Recipients Details



When creating your recipients, you can add details like:

- Fullname
- Email address
- Company
- Department
- Office
- Nickname
- Title

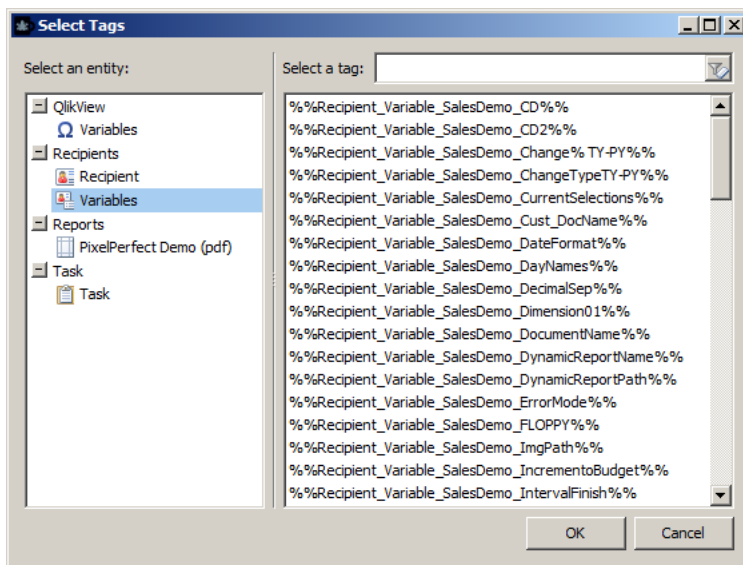


# NPrinting Certification Training Course Tutorials

- Job Title
- Custom 1
- Custom 2
- Custom 3

Any or all of these details can be inserted into the email subject or message body.

## Recipients Variables



Recipients **Variables** are automatically replaced with the values of corresponding QlikView variables. This replacement happens after the filters associated with the recipients and the filters associated with the task that generates the email have been applied. Tags are made following the scheme: %%Recipient\_Variables\_QlikViewDocumentName\_QlikViewVariableName%%. Tags can be found in the **Recipients** node.

For instance:

Create a variable in QlikView called “vTotalSales” and set the value to the formula **=money(sum(Sales),'\$ #,##0.00')**

Add the variable tag “%%Recipient\_Variable\_SalesDemo\_vTotalSales%%” to an email message

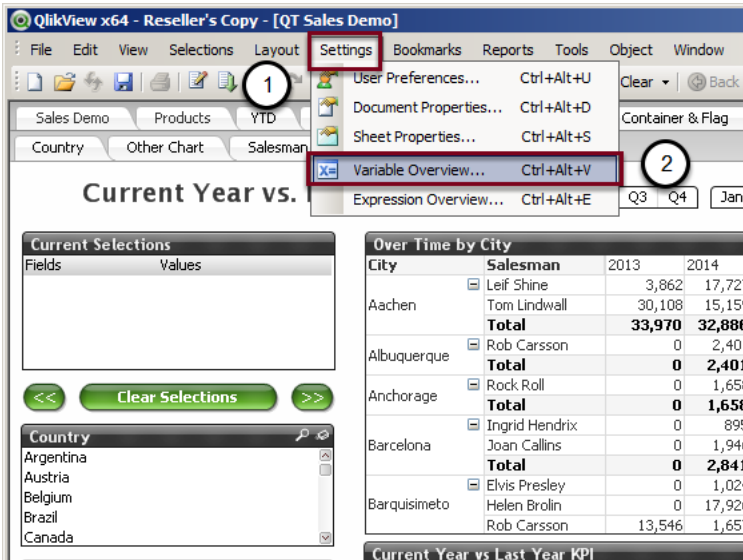
When you send the email to your recipients, recipient filters will be applied before the value of the variable is calculated. So, if your recipients have filters based on their sales territories, then the expression **=money(sum(Sales),'\$ #,##0.00')** will show sales in the appropriate territory for each salesman.

We’ve also added the new tag %%Recipient\_Current\_Selections%%, which when used, is replaced by the QlikView current selections associated with the recipient and task for each connection. This

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tag does not display report filters because you can attach as many different reports to the same email as you like.

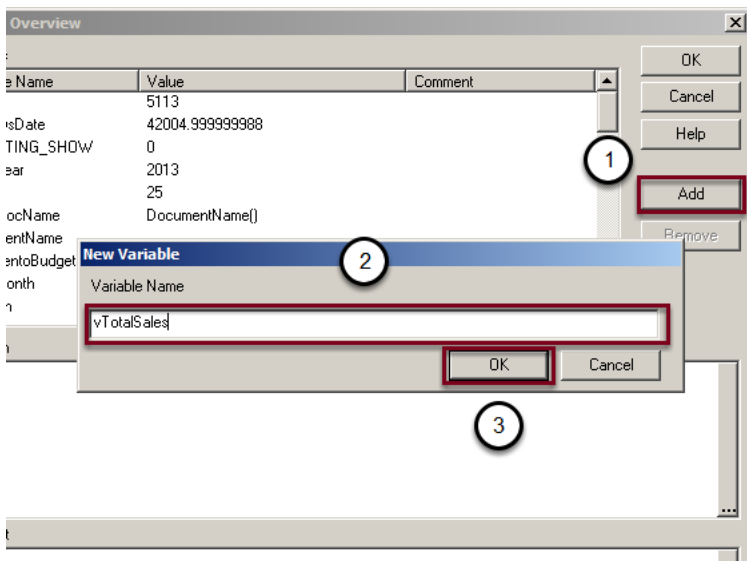
## Create a variable in QlikView called “vTotalSales”



After opened your QlikView document:

1. Select **Settings**
2. Click on **Variable Overview**

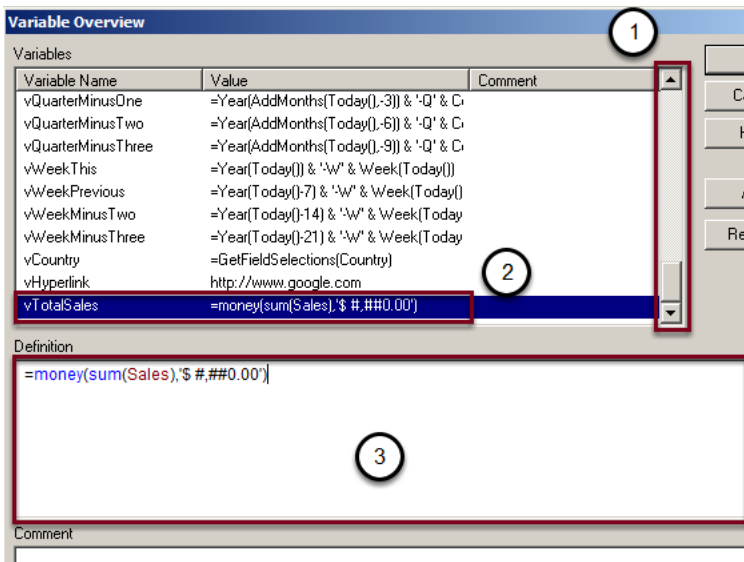
## Create the New QlikView Variable



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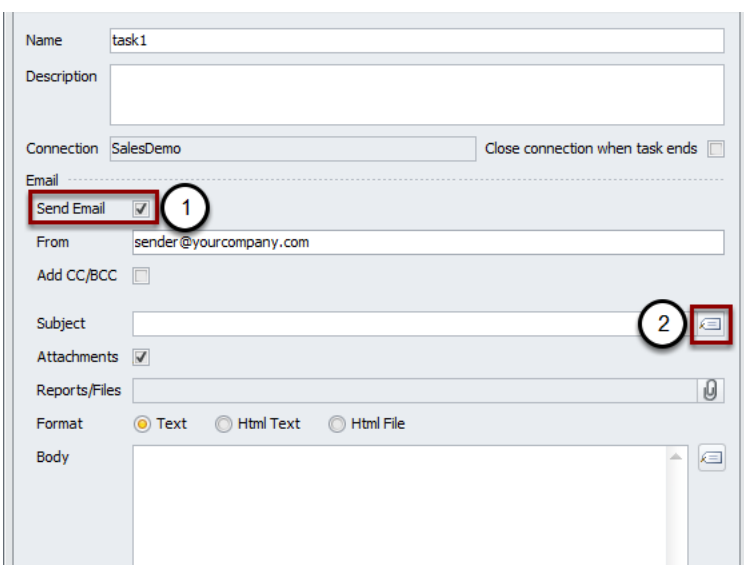
1. Click on the **Add** button
2. Enter **vTotalSales**
3. Click **OK**

## Add a Definition to the QlikView Variable



1. Scroll down using the scroll bar
2. Select the **vTotalSales** variable
3. Enter **=money(sum(Sales),'\$ #,##0.00')** in the **Definition** box

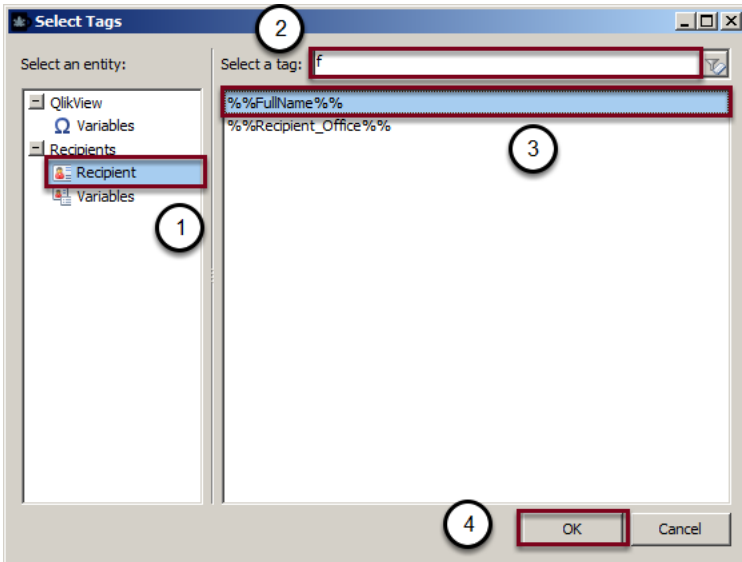
## Insert Tags in Subject Field



1. Enable the **Send Email** flag

2. Enter text in the **Subject** field and click on the tag icon at the right of the **Subject** field when the cursor is on the tag text position

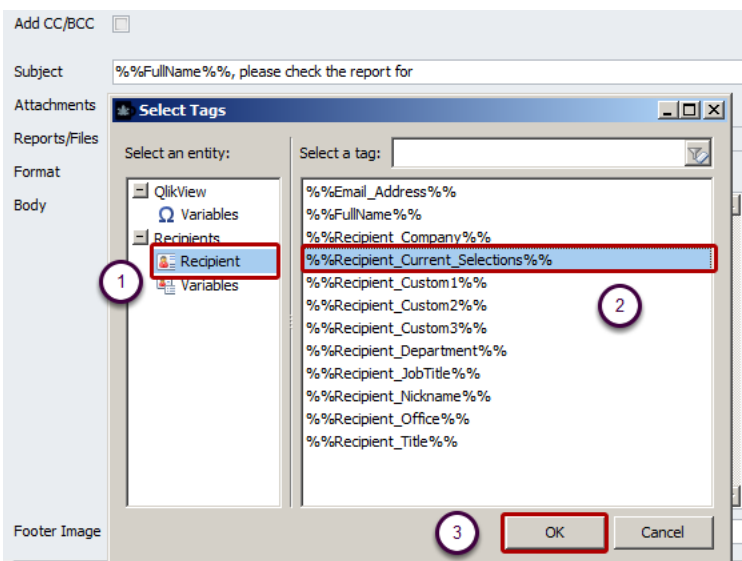
## Search the FullName Among Available Tags



1. Select Recipient category in the Recipients node
2. Start typing **FullName** in the Select a tag: box
3. Select the %%FullName%% tag. This will be replaced with the recipient name in the **Subject** field
4. Click on **OK**

You can also use these tags in the e-mail message body.

## Select Tag to Insert



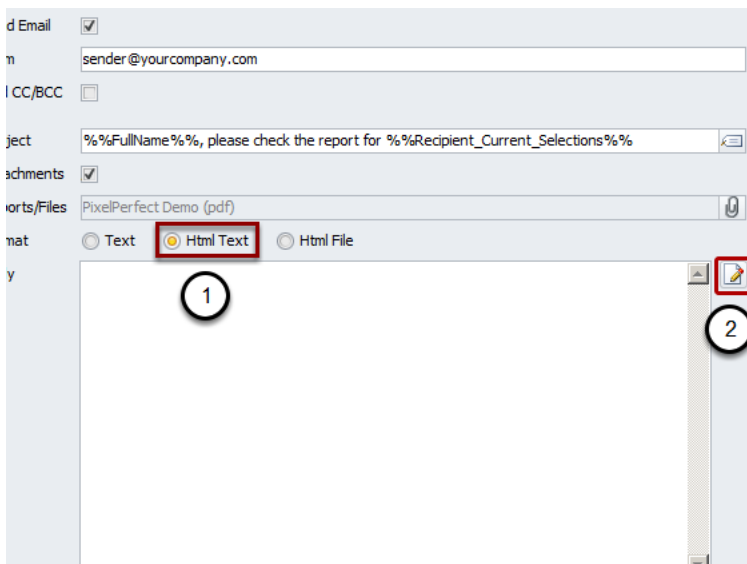
# NPrinting Certification Training Course Tutorials

1. Select Recipient category in the Recipients node
2. Select the %%Recipient\_Current\_Selections%% tag. This will be replaced with the recipient selection active when the report is generated
3. Click on **OK**

Repeat the process as many times as is required.

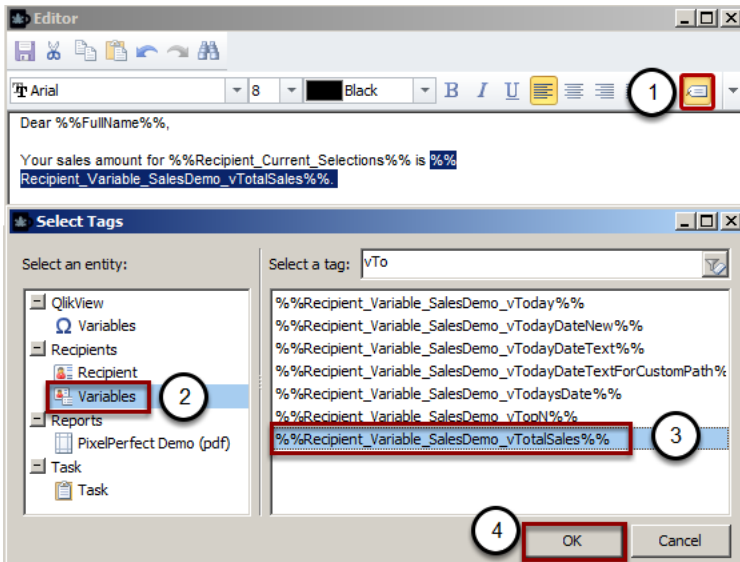
The %%Recipient\_Current\_Selections%% tag is a recipient filter dependent tag. This type of tag can be used in the subject and body of any email. They are automatically replaced with the values of the corresponding QlikView filters. The values are generated after the Recipient and Task filters have been applied for that Task for that Recipient.

## Insert Variable Tags in Message Body



1. Set the format to **Html Text**
2. To open the Html editor, click on the edit page icon to the right of the **Body** box

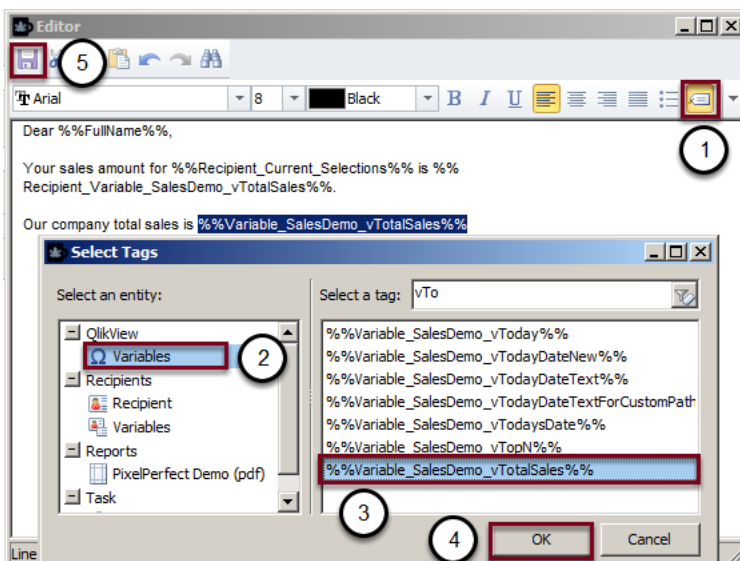
## Add a Recipient Variable



To insert a Recipient Variable, type in the fixed text of the email then:

1. Select the tag icon at the right of the Editor toolbar each time you need to insert a tag
2. Expand the node that contains the tag or variable you need. For instance expand Recipients -> Variables to insert a **recipient filter dependent tag**
3. Select the tag, for instance %%Recipient\_Variable\_SalesDemo\_vTotalSales%%. You can insert as many tags as you want in a single email
4. Confirm with **OK**

## Add a QlikView Variable



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To insert a QlikView Variable:

1. Select the tag icon at the right of the Editor toolbar each time you need to insert a tag
2. Expand the node that contains the tag or variable you need. For instance expand QlikView -> Variables to insert a **QlikView Variable**
3. Select the tag `%%Variable_SalesDemo_vTotalSales%%`. This type of variable is not filtered by the recipient.
4. Confirm with **OK**
5. Save the email message template

## Send the Email

Elvis Presley, please check the report for Salesman=Elvis Presley

marketing@vizubi.com  
to me

Dear Elvis Presley,

Your sales amount for Salesman=Elvis Presley is \$ 48,576.02.

Our company total sales is \$ 1,717,188.33.

For more details check the attached report PixelPerfect Demo.pdf.

Best Regards



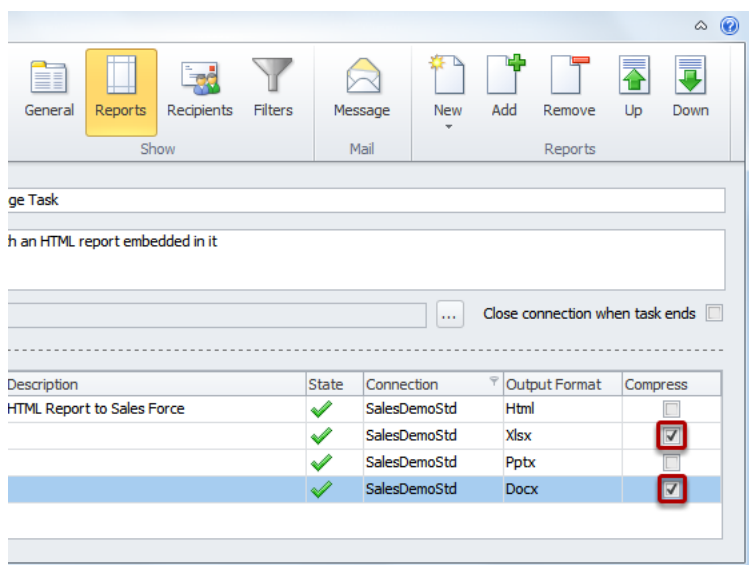
"Save and Close" the report Task and run it by clicking **Run** in the Task area of the ribbon bar. Then open your email account to check the result. Please note that Recipient variables like `%%Recipient_Current_Selections%%` which show current selections, are **affected only by recipient and task filters**. Report filters don't affect the values shown.

## How do I ZIP my reports?

You can download this tutorial by clicking here: "[How do I ZIP my reports?](#)".

There are various reasons for compressing files, though some are less pressing today than in the past. Whether you have transmission restrictions, those of space, need to distribute in organized packets, or provide password security, NPrinting has you covered. Here is how you compress, or ZIP, your files.

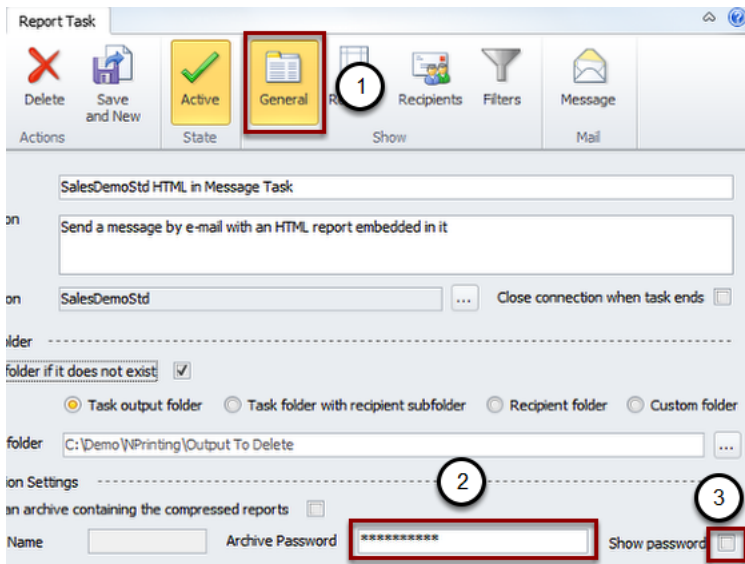
### Select Reports to be Compressed



After you have added the reports that you want to be generated by your **Report Task**, select the ones you want to be compressed by selecting the respective boxes in the **Compress** column at the far right of the list.



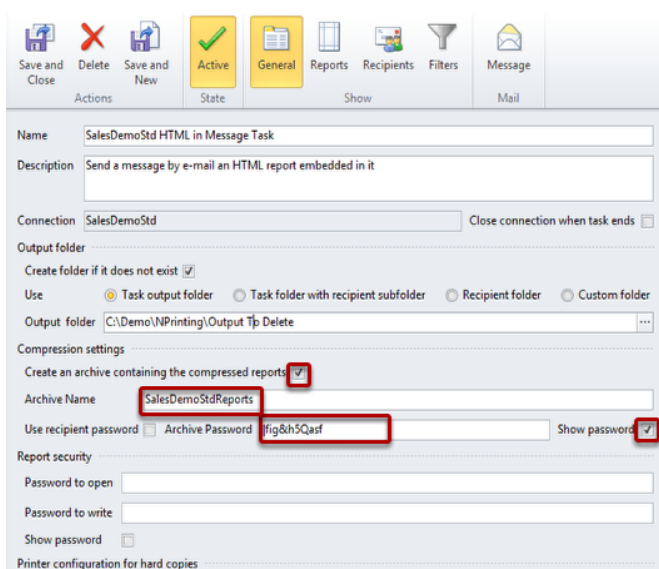
## Create Password Protection



1. Select the **General** tab under **Report Task**
2. Enter a password in the **Archive Password** field
3. Click on the **Show password** box if you desire to see the password in the clear

Now each individual report that you have selected to be compressed requires a password to view it. Password protection can be nullified by deleting the password from the **Archive Password** field.

## Create Archive



If you prefer to put all your reports in one archive file:

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1. Select the **Create an archive containing the compressed reports** box so that it is checked
2. Enter a name in the **Archive Name** field
3. Enter a password in the **Archive Password** field *if* you desire to provide password protection (optional). You can also check **Use recipient password** if you want to set the recipient's password to that of the compressed archive
4. We can see the password in the clear because the **Show password** box is checked

Now all reports that you have selected to be compressed will be contained in one archive file. Since we entered an optional password, the archive file requires a password to open it and view its contents. Password protection can be nullified by deleting the password from the **Archive Password** field.

See "Can I include dynamic elements in NPrinting e-mail?" to find out how you can automatically include the password you have entered above in the body of the e-mail message.

## How to Embed an HTML Report into the Body of an E-mail Message

You can download this tutorial by clicking here: "[How to Embed an HTML Report into the Body of an E-mail Message](#)".

This Tutorial explains how to embed an HTML report into the body of an e-mail message - also one with attached reports. You will need to use an NPrinting Project file containing at least one HTML report template or another report template that you intend to output as HTML.

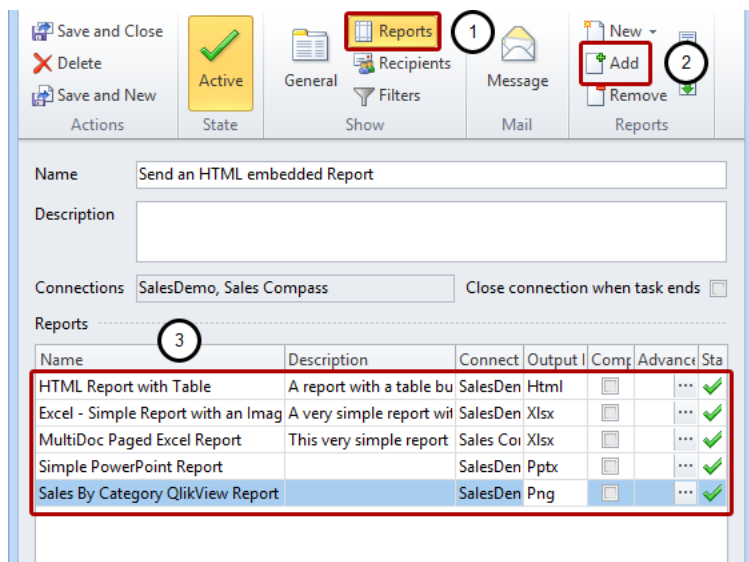
### Table of Embeddable Formats

Report type	Embeddable formats
Excel reports	Html, Tiff
HTML reports	Html, Htm
PixelPerfect Reports	Html, Png, Bmp, Gif, Jpg, Tiff
QlikView Entity reports	Png, Jpeg, Bmp, Tiff
Word reports	Html

**For visualization purposes, we recommend you develop HTML reports.**

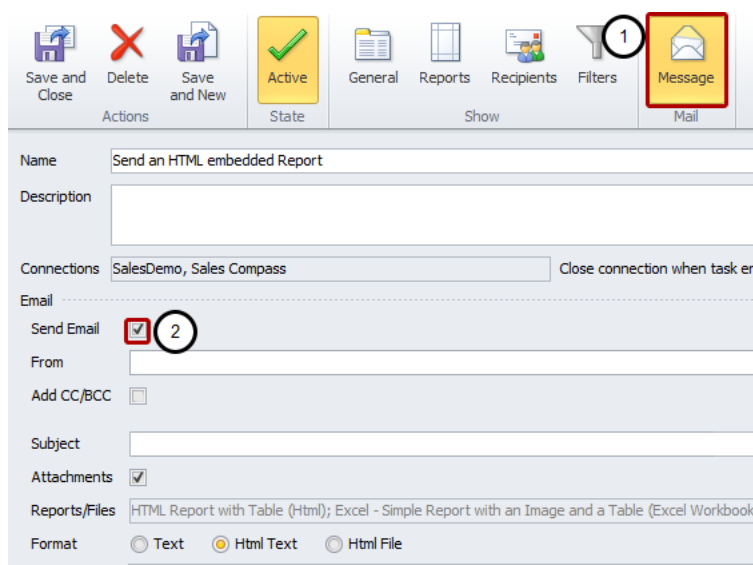
You can also embed reports as images; however, be sure to select a compatible format before embedding a report, as above.

## Add an HTML Report to Task



1. Open a task and click the **Reports** icon in the **Show** group
2. Click on **Add** in the ribbon bar
3. Select the report you want to embed into your message body in the **Select Reports** dialog window, and if it is not an HTML report, set its **Output Format** to HTML. You can also select and alter, the **Output Format** of any other reports you want to send as attachments. After clicking on **OK**, you will see them listed as above

## Open Message Window



1. Click on **Message** in the **Mail** group of the ribbon bar
2. Flag the **Send Email** box

## Complete Message Settings

The screenshot shows the 'Complete Message Settings' dialog box. The 'From' field is set to 'marketing@vizubi.com' (1). The 'Add CC/BCC' checkbox is checked (2). The 'CC' field contains 'rob\_carsson@vizubi.com' (2). The 'Subject' field contains 'HTML embedded Report - %%Recipient\_Variable\_SalesDemo\_vTodayDateText%%' (3). The 'Attachments' checkbox is checked (4). The 'Format' is set to 'Html Text'.

1. Enter the sender's e-mail address
2. If you want to send a CC or a BCC, check the **Add CC/BCC** box and enter recipient e-mail addresses or select them from the recipients list by clicking on the right dots
3. Enter text and/or a variable from your QlikView document in the **Subject** field by clicking on the tag to the right of the **Subject** text box.
4. You can attach any reports you added to the task by checking **Attach Reports**.

## De-select HTML Report to be Embedded

The screenshot shows the 'Select Attachments' dialog box. The 'Attach all reports' checkbox is checked (1). The 'HTML Report with Table (Html)' checkbox is unchecked (2). The 'OK' button is highlighted (3).

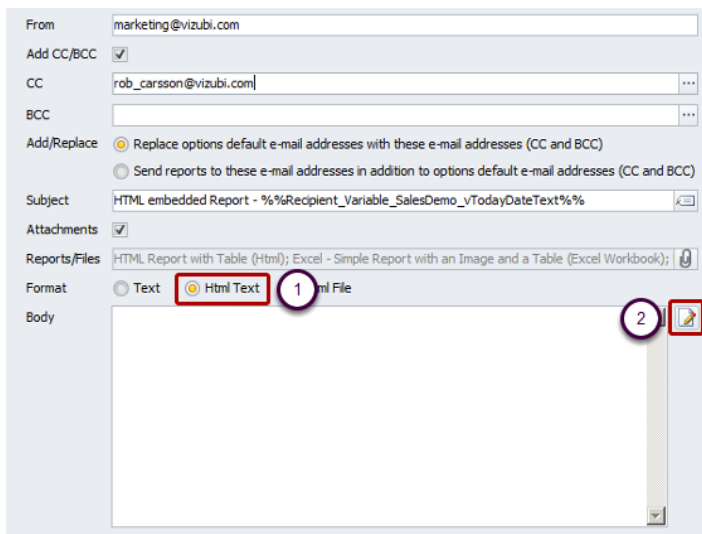
1. Select the reports to be attached

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2. De-select the HTML report to be embedded in the message unless you want to send it as an attachment also
3. Click on **OK**

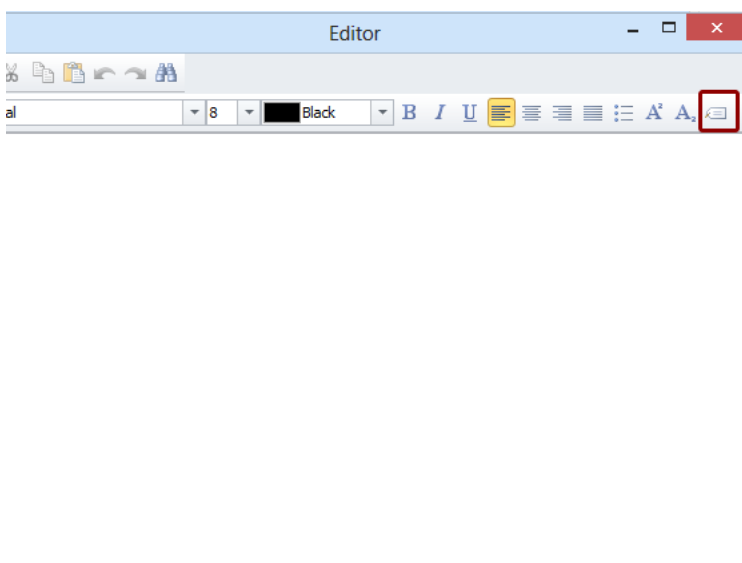
To embedd HTML or images from other reports, select the report name on the left treeview then use the tag that starts with %%Embed\_ on the right.

## Before Composition



1. Choose **Html Text** as **Format**
2. Click on the tag at the right of the **Body** text box to add the HTML report.

## Compose Your Message

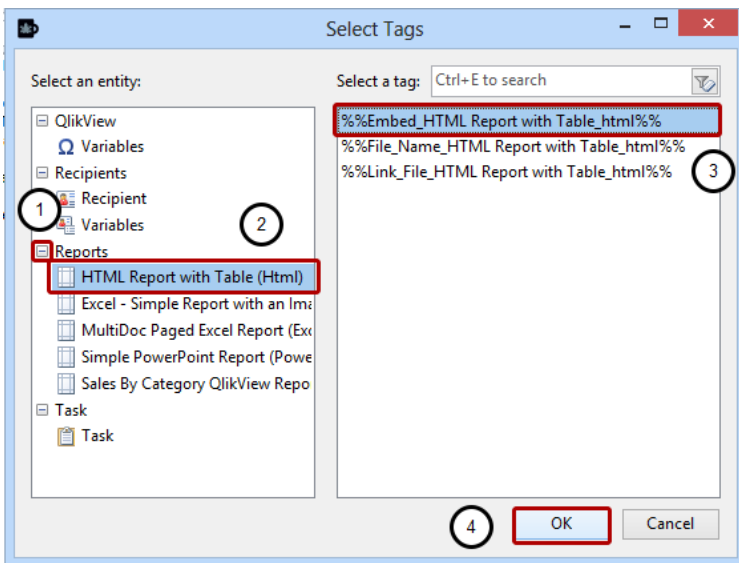


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Compose the message using variables where needed. Inclusion of the HTML report variable that follows illustrates this process.

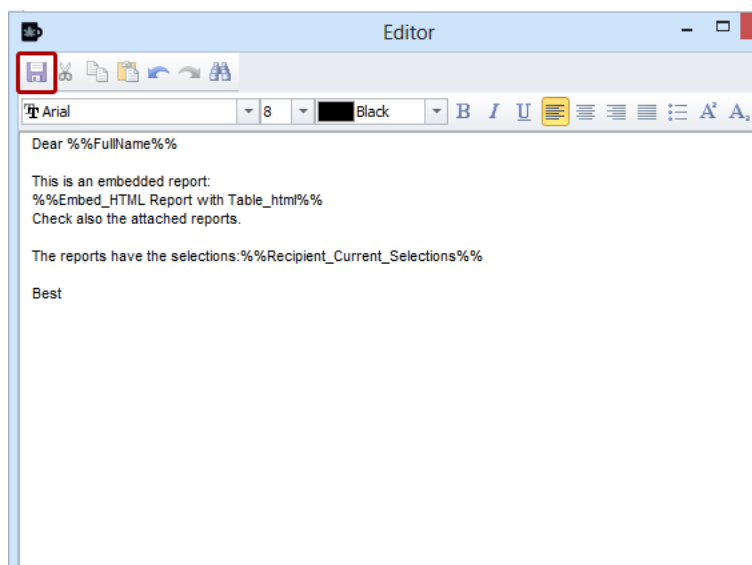
- Click on the tag icon in the ribbon bar to open the **Select Tags** dialog

## Add an HTML Report to Message Body



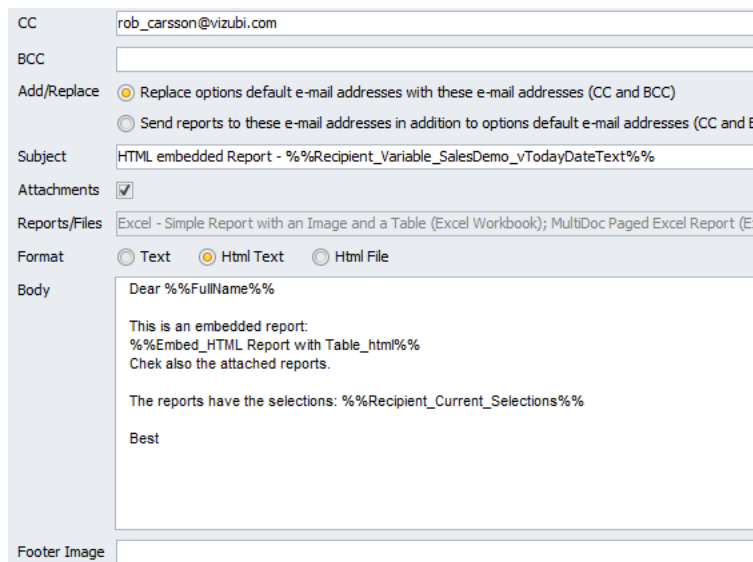
1. Expand the **Reports** node, if necessary, in the the window that opens
2. Select the HTML report to be embedded in the **Select an entity** panel
3. Choose the `%%Embed_HTML Report Name_HTML%%` variable tag in the **Select a tag** dialog window
4. Click on **OK**.

## Complete and Save Message



Apply any formatting that you desire and click on the save icon

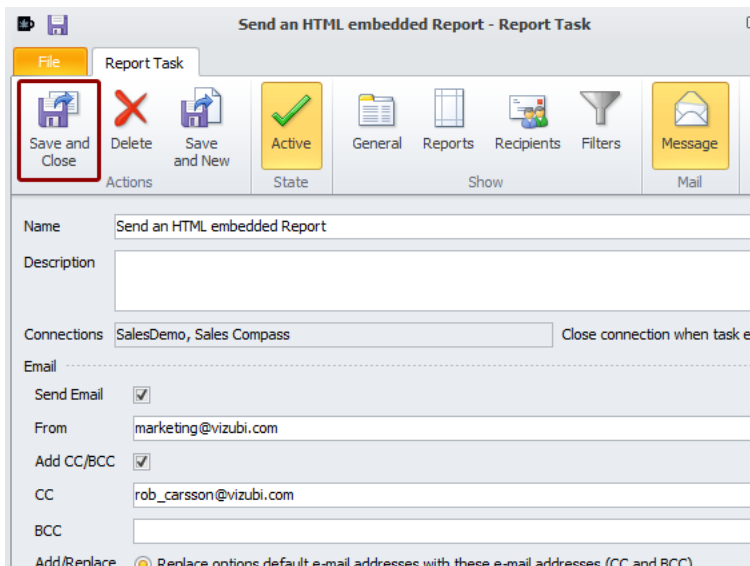
## HTML Report is Embedded



Finish the task and the HTML report will be reproduced in its entirety in the message that accompanies the attached reports.

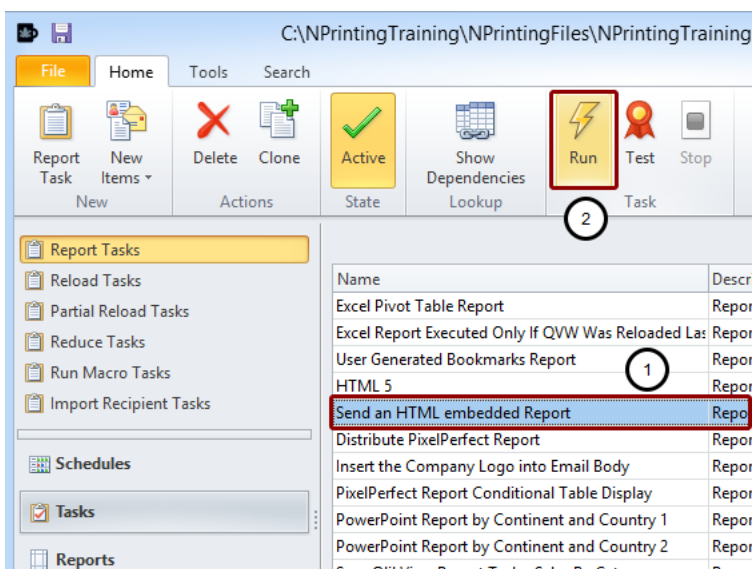


## Save Work



Click on the **Save and Close** icon in the Actions group.

## Run Task



1. Make sure the task is selected
2. Click on the **Run** icon

## Check out Received Message

Dear Internal for Test

This is an embedded report:

Salesman	Quantity	Sales
Salesman	Quantity	Sales
Elvis Presley	2.165	\$48.576,02

Check also the attached reports.

The reports have the selections: SalesDemo:

Salesman=Elvis Presley

Sales Compass:

Best

3 Attachments



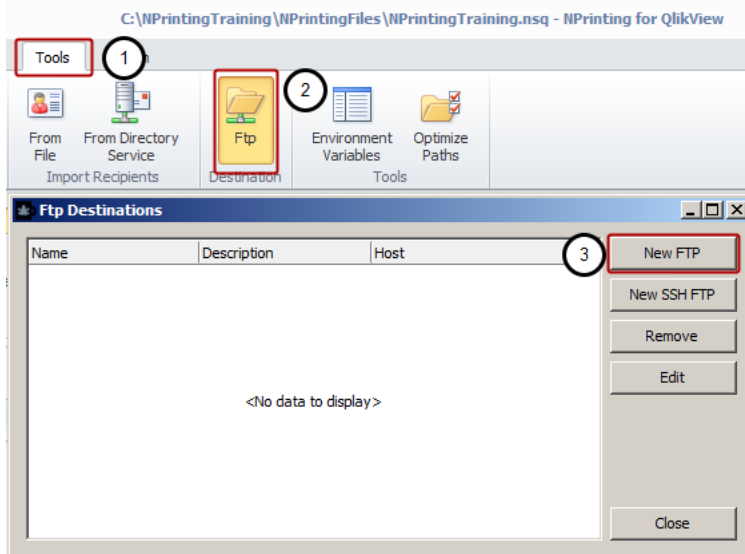
As you can see in the e-mail received, we have the **embedded report** and all **three attachments**.

## Distributing Reports to FTP Destinations

You can download this tutorial by clicking here: "[Distributing Reports to FTP Destinations](#)".

Reports can be sent directly to FTP destinations by NPrinting. Setting this up is a two-step process. First you need to create an FTP destination and then you need to define that destination as the "output folder" for your Task.

### Open FTP Window



1. Click on the **Tools** tab in the NPrinting ribbon.
2. Click on the **Ftp** button in the **Destination** group in the ribbon.
3. Click on **New FTP**

Note: You will not be able to **Remove any pre-existing FTP Destinations** of any tasks until you delete them from the tasks.

## Create an FTP Destination

The screenshot shows the 'New Ftp Destination' dialog box with the following fields and values:

- Name: FTP Server Name
- Description: (empty)
- Host: ftp://ftp.company.com
- Port: 21
- Username: FTPUser
- Password: \*\*\*\*\*
- HTTP URL: (empty)

Buttons: Advanced >>, Verify connection, OK, Cancel

1. Enter a **Name**
2. Enter a **Description** (optional)
3. Enter **Host** IP address and **Port** number
4. Enter a **Username**
5. Enter a **Password**, if necessary
6. If the destination folder of the FTP Host above is also published on the Internet through a web server, the URL can be entered here. The URL can be included in the body of an e-mail message by adding a tag, see: [What elements can I add to NPrinting e-mail?](#)
7. Click on **Advanced** to open the advanced parameters dialog, if necessary

## Set Advanced Parameters

The screenshot shows the 'Advanced >>' dialog box with the following options:

- Use SSL/TLS:  SSL2  SSL3  TLS1  TLS1.1
- Auth command: Autodetect
- Use compression:  Use clear data channel
- Select certificate: (empty)
- Certificate Pwd: (empty)
- Use implicit SSL:  Passive FTP mode

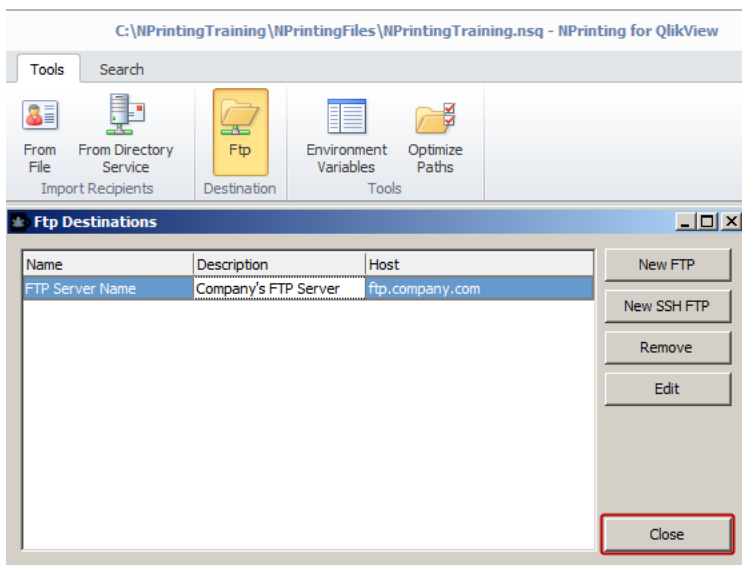
Buttons: Verify connection, OK, Cancel

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After you have completed your advanced selections:

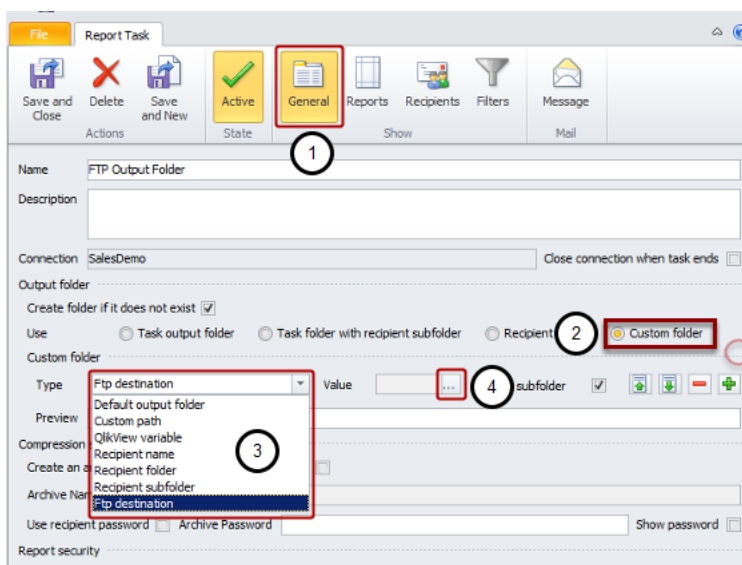
1. Click on **Verify connection** to see if the connection is configured correctly
2. Click on **OK** to save the FTP destination

## Finish Creating FTP Destination



Click on **Close**.

## Send Reports to an FTP Destination



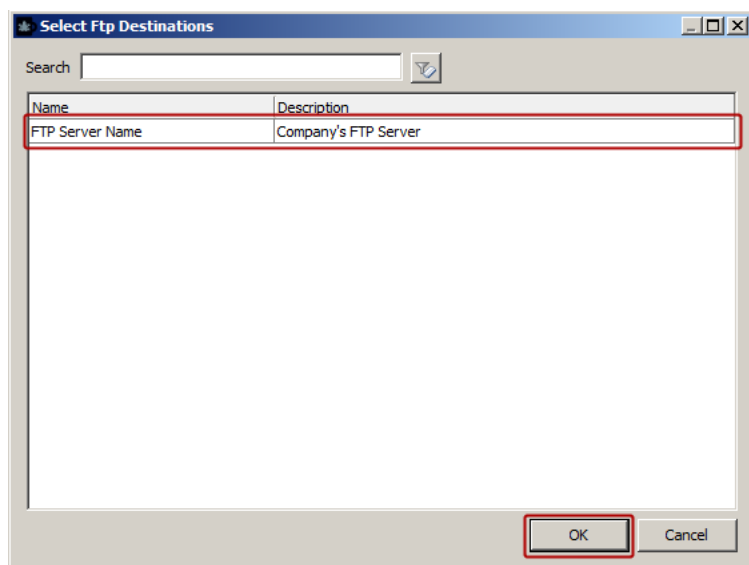
1. Click on the **General** tab of an Excel Report or QlikView Report Task

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2. Select the **Custom folder** radio button under **Use**
3. Open the **Type** drop-down window and select **Ftp destination**
4. Click on the browse button to the right of the **Value** text box

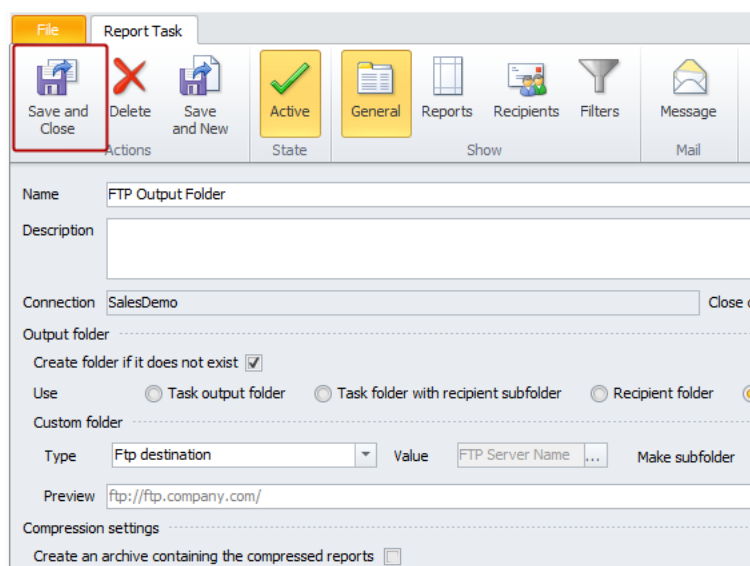
Add other sub-locations to the end of the ftp destination (like ftp://my\_file\_server/Recipient name). Add the recipient subfolder, for instance. See: [Dynamic Output Paths](#)

## Select FTP Destinations



1. Select the FTP destination from the list
2. Click on **OK**

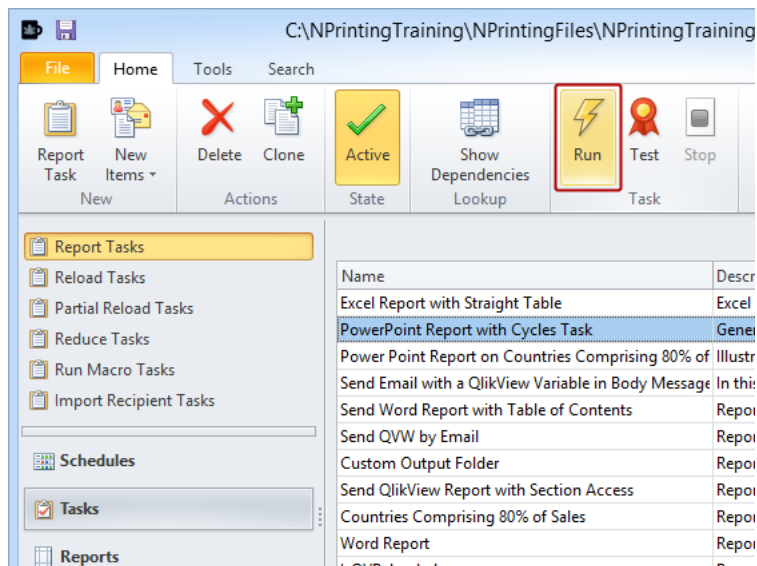
## Save the Task up with FTP Destination



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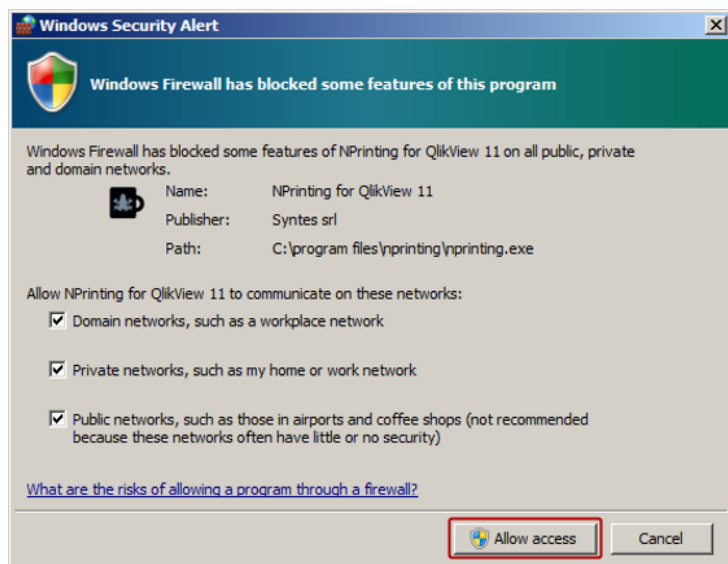
Save and Close the Report Task.

## Launch Task



Click on the **Run** icon.

## Possible Need of Intervention



You may receive a security alert from Windows Firewall. In this case, click on **Allow access**. Making these selections permanently resolves the issue.

## Send to FTP

✓	Start Load Task
✓	End Load Task
✓	Start Execute Task
✓	Apply filter: Custom Private Filter forr Elvis
✓	Filter field: Salesman {Elvis Presley} ()
✓	Start Excel - Simple Report with an Image and a Table
✓	Report type: Excel Workbook (pdf)
✓	Start create report: Excel - Simple Report with an Image and a Table (C:\NPrintingTraining\Temp\NPrint
✓	End Excel - Simple Report with an Image and a Table
✓	End Execute Task
✓	Start Output Distribution
✓	Connecting to mail server using TLS (Transport Layer Security)
✓	Connecting to ftp://ftp. ....com/
✓	Connected to ftp://ftp. ....com/
✓	Logged in
✓	Copying file: C:\NPrintingTraining\Temp\NPrinting_Temporary_Distribution_7B8C5E5A69AA4FB2AF8D3E
✓	Copied file: C:\NPrintingTraining\Temp\NPrinting_Temporary_Distribution_7B8C5E5A69AA4FB2AF8D3E
✓	Copying file: ftp://ftp. ....com/InternalForTest/Excel_Simple_Report_with_Image_and_Table
✓	Copied file: ftp://ftp. ....com/InternalForTest/Excel_Simple_Report_with_Image_and_Table
✓	Disconnecting from ftp://ftp. ....com/
✓	Disconnected from ftp://ftp. ....com/
✓	Creating Message

NPrinting logs show that the report has been copied into the remote FTP destination

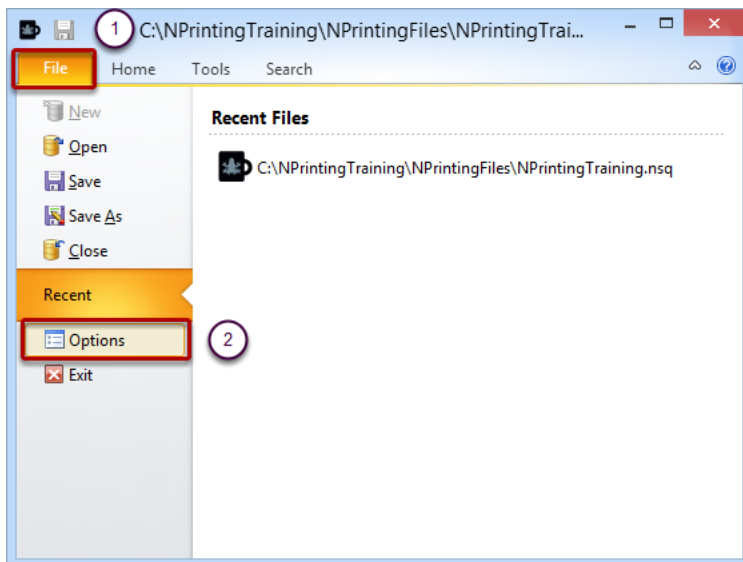


## How do I set up e-mail in NPrinting?

You can download this tutorial by clicking here: "[How do I set up e-mail in NPrinting?](#)".

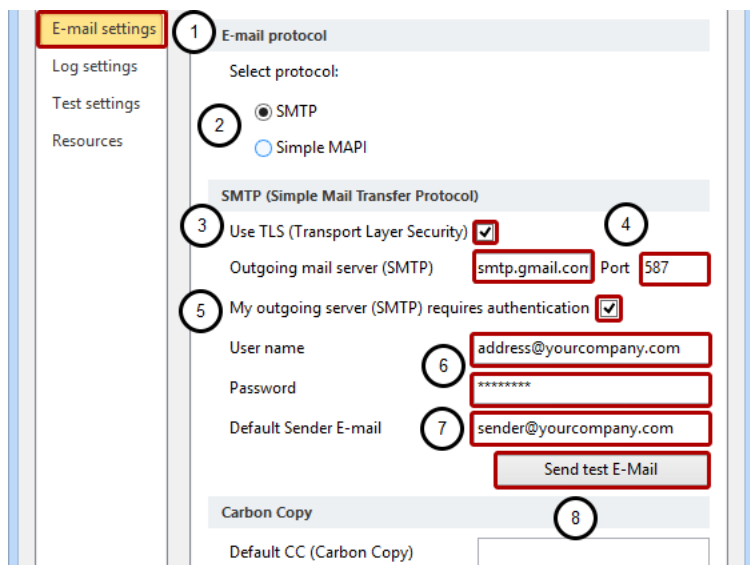
NPrinting, not only generates your reports, but also distributes them. This can be done by attaching them to an e-mail message, but you need to set several e-mail parameters in order to send your reports as e-mail attachments.

### Set up E-mail



1. Click on the **File** tab in the upper left-hand corner of the window.
2. Click on the **Options** button. This will open the **Options** window.

## Go to E-mail Settings



**Attention: Starting from NPrinting 15.3, OpenSSL is no longer necessary in order to send email using TLS.**

1. Click on the **E-mail settings** button
2. Select the E-mail protocol you are going to use: **SMTP** or **Simple MAPI\***. If you select SMTP the **SMTP (Simple Mail Transfer Protocol)** section will become available
3. Select the **Use TLS (Transport Layer Security)** check box if your SMTP server requires you to use **Transport Layer Security\*\***
4. Enter the name of your SMTP server in the **Outgoing mail server (SMTP)** text box. Enter the port number. If you are using TLS, NPrinting will specify the values you can choose
5. If your SMTP server requires authentication, check the box
6. Specify a **User name** and **Password**
7. Enter a **Default Sender E-mail** address
8. Click on **Send test E-mail** to test the connection. Insert your e-mail address in the little window that appears and click on **OK**. This will send an automatically generated message to your e-mail address

\* If you use simple MAPI then you must have a MAPI client installed and NPrinting must be set as a "trusted" application for the MAPI client otherwise a warning will be generated when NPrinting sends e-mail messages.

\*\* If your SMTP server requires TLS, then you must install the 32 bit version of OpenSSL which you can download here: <http://www.slproweb.com/products/Win32OpenSSL.html>.

## Conclude Setting Up E-mail

urces

**SMTP (Simple Mail Transfer Protocol)**

Use TLS (Transport Layer Security)

Outgoing mail server (SMTP)  Port

My outgoing server (SMTP) requires authentication

User name

Password

Default Sender E-mail

**Carbon Copy**

Default CC (Carbon Copy)

Default BCC (Blind Carbon Copy)

1. Enter e-mail addresses to which you want all of your reports to be **CC'd** or **BCC'd** if so desired
2. Click on **OK**

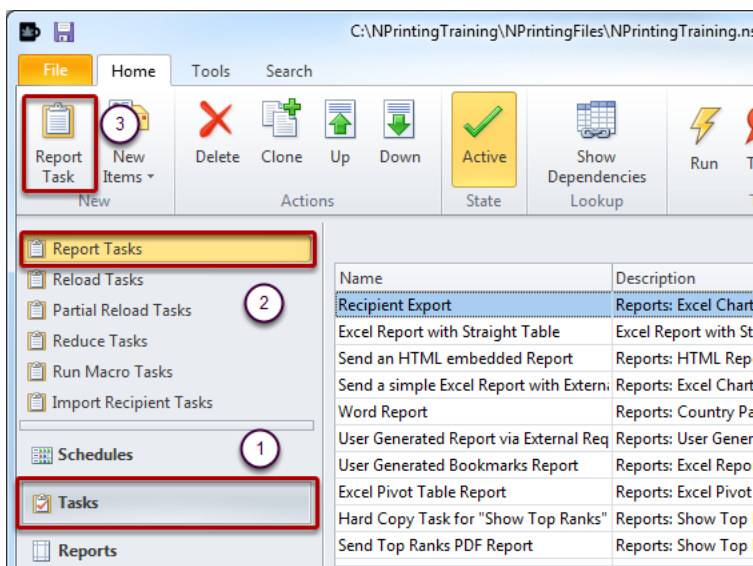
## How to Create Hard Copies of Your Reports

You can download this tutorial by clicking here: "[How to Create Hard Copies of Your Reports](#)".

There is no need to generate Office reports and then print them out by hand. NPrinting can send reports directly to printers to produce hard copies automatically. This tutorial shows how to create a task to do this.

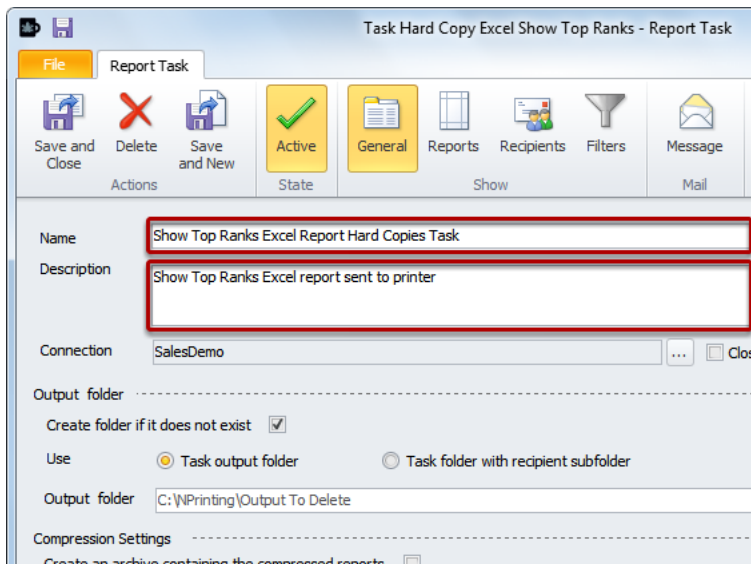
For the purposes of this tutorial, you have launched NPrinting and opened an NPrinting file.

### Create Task



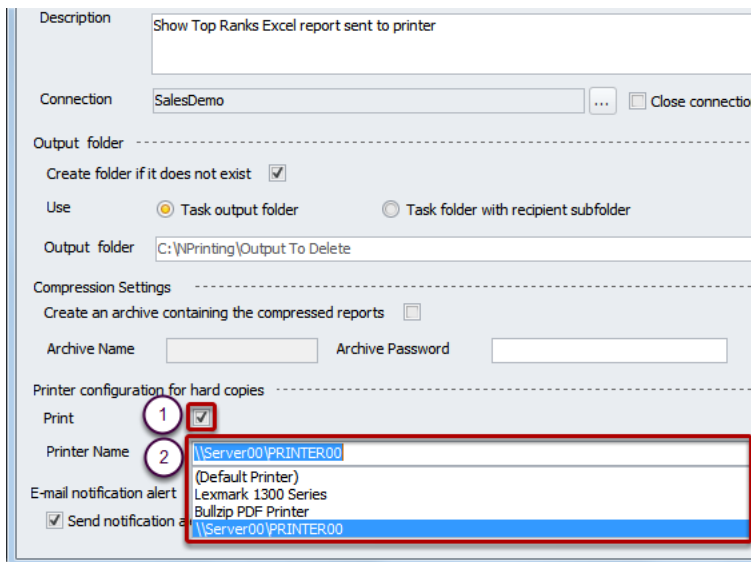
1. Select **Tasks** on the **Home** tab
2. Select **Report Tasks**
3. Create a new task by clicking on **Report Task**

## Give Task a Name



Give your new task a **Name** and enter a **Description** (optional)

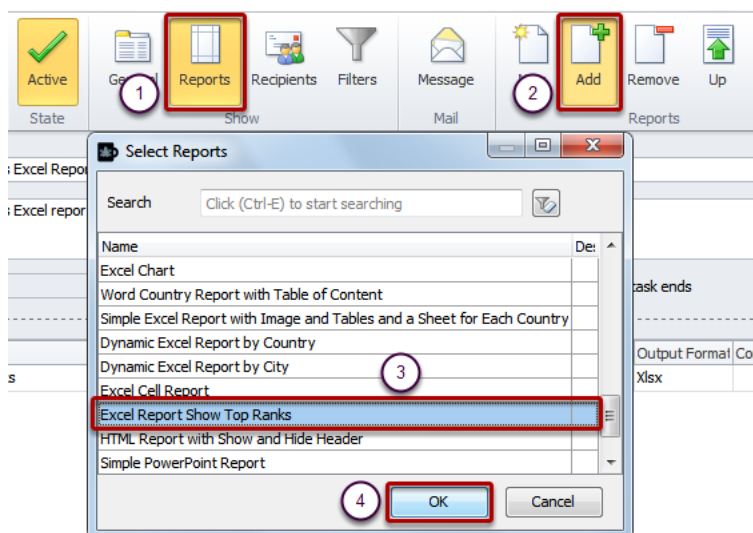
## Send to Printer



1. Make sure the **Print** box is checked
2. Enter a **Printer Path** and **Name** or select a printer from the drop-down menu

If you need to send the same report to various printers, clone the task to create a separate task for each printer. You cannot currently print more than one copy of a report per task without running the task repeatedly.

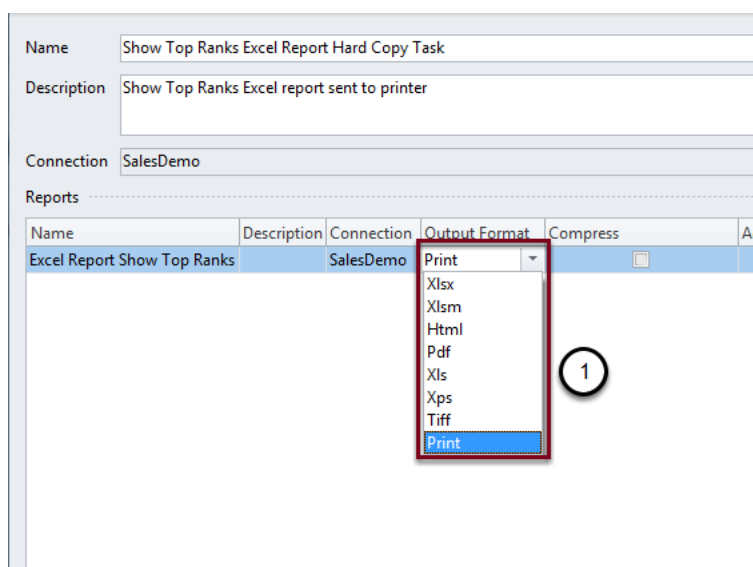
## Add One or More Reports



1. Select the **Reports** icon
2. Click on the **Add** icon in the **Reports** section
3. Select one or more reports in the **Select Reports** dialog that opens
4. Click on **OK**

Page size, orientation, margins, etc. must be set in the report template.

## Prepare to Make Test Run



1. Open the **Output** format drop-down menu and select **Print**

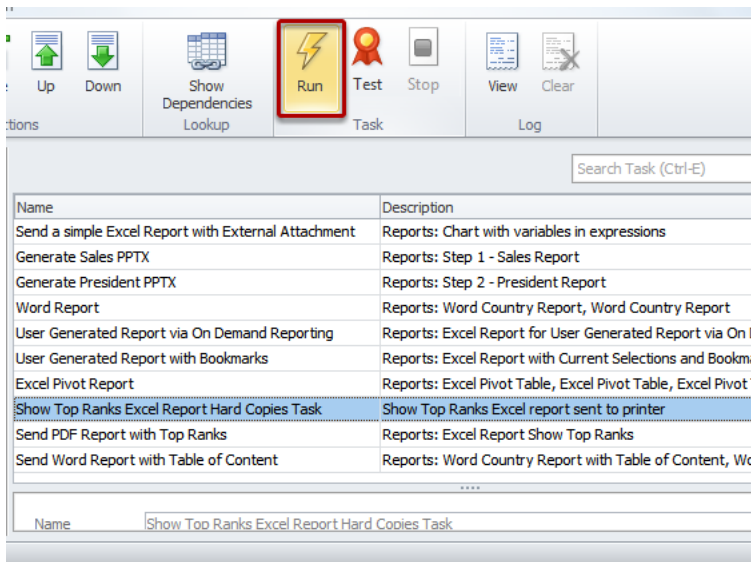
# NPrinting Certification Training Course Tutorials

2. Save and Close the task by clicking on the **Save and Close** icon in the **Actions** section of the menu bar.

The option **Print** is not available in the reports that export an Entire QlikView Sheet in QlikView Entity reports. If you want to export an Entire QlikView Sheet you can do these steps:

1. Create a Word report
2. Insert the QlikView sheet into the Word template
3. Create a new task and insert the Word report into it
4. Set the task options to print a paper copy of the QlikView Sheet

## Run Trial



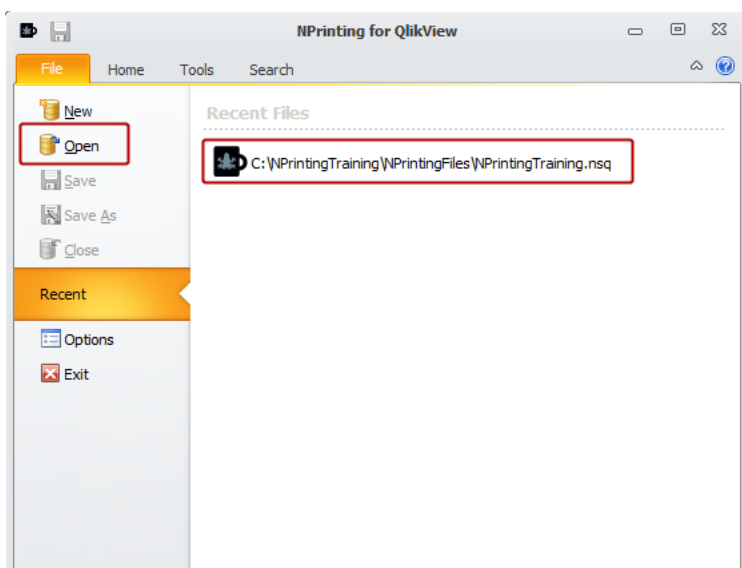
Before clicking on the **Run** icon in the **Task** section of the menu bar, it may be a good idea to reflect on the number of pages that will be printed.

## How to Import Current Selections

You can download this tutorial by clicking here: "[How to Import Current Selections](#)".

Here is how to create an NPrinting filter from a QlikView Current Selection.

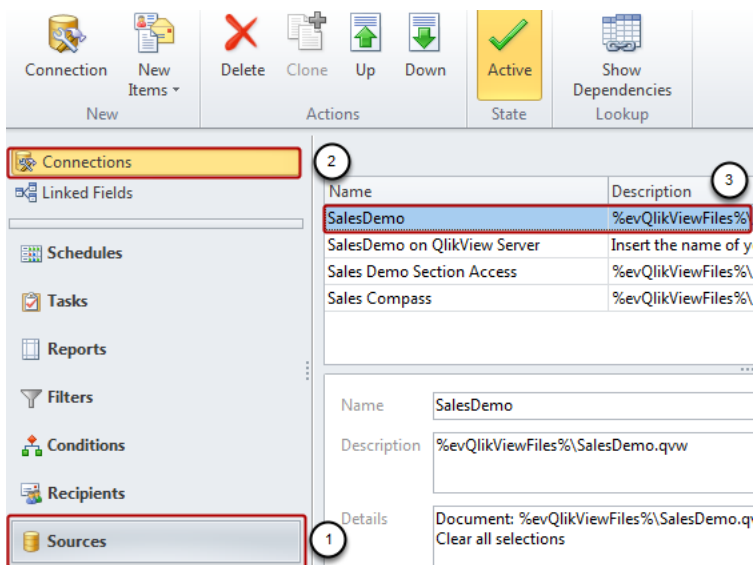
### Open NPrinting File



Select the **File** tab and click on **Open** and browse to the folder where you have **NPrintingTraining.nsq** or click directly on it if it is in the **Recent Files** list.

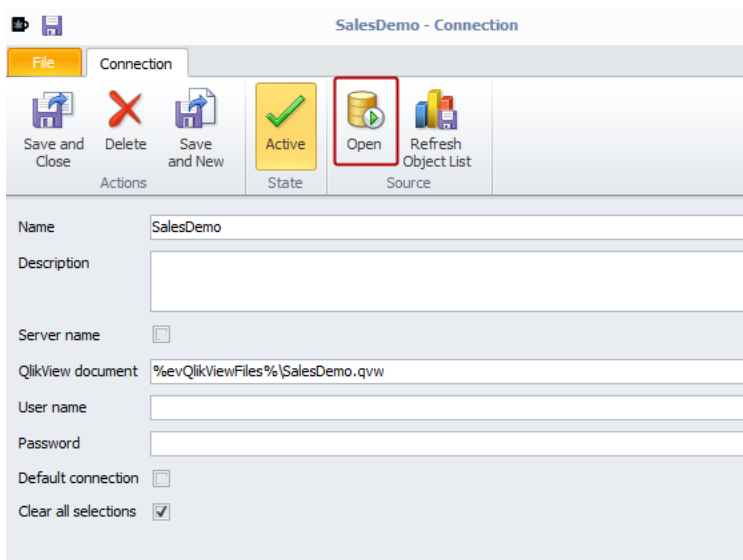


## Select QlikView Document to Connect to



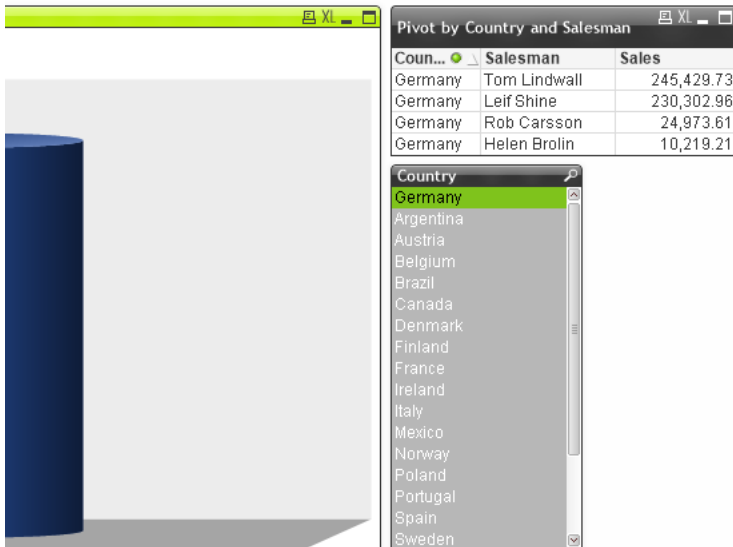
1. Select **Sources** in the lower left pane
2. **Connections** is pre-selected in the upper left pane
3. Double click on **SalesDemo** to open it in the **Connection Editor**

## Open Connection



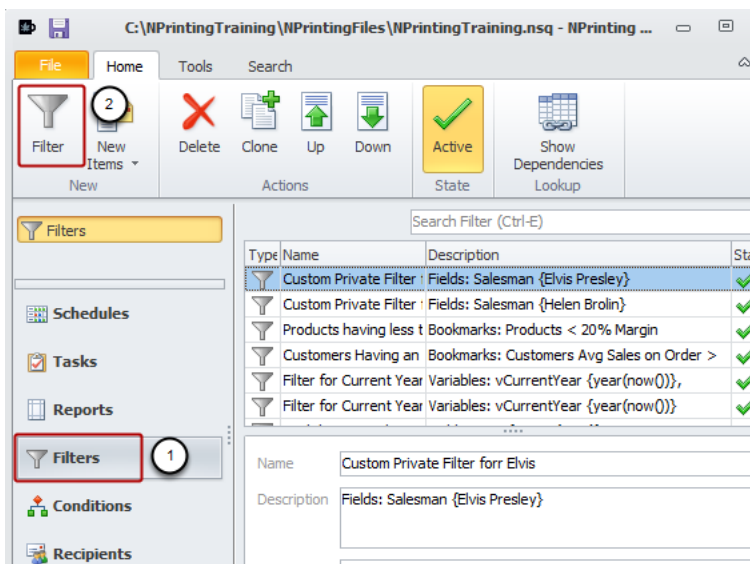
Click on the **Open** icon in the **Source** group.

## Make Current Selection in QlikView



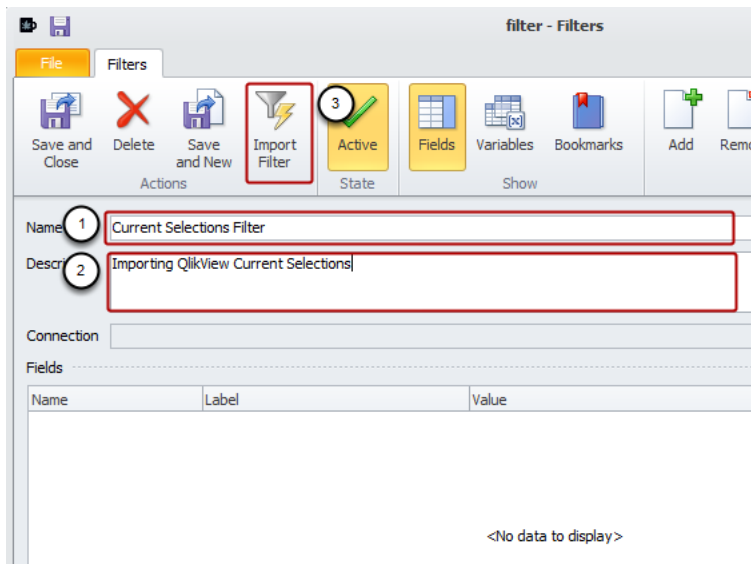
Go into one or more **QlikView Sheet(s)** in a connected QlikView document and make one or more selections. **Germany** has been selected under **Country** on the **Country** sheet of the connected **SalesDemo.qvw**.

## Add New Filter in Filter Editor



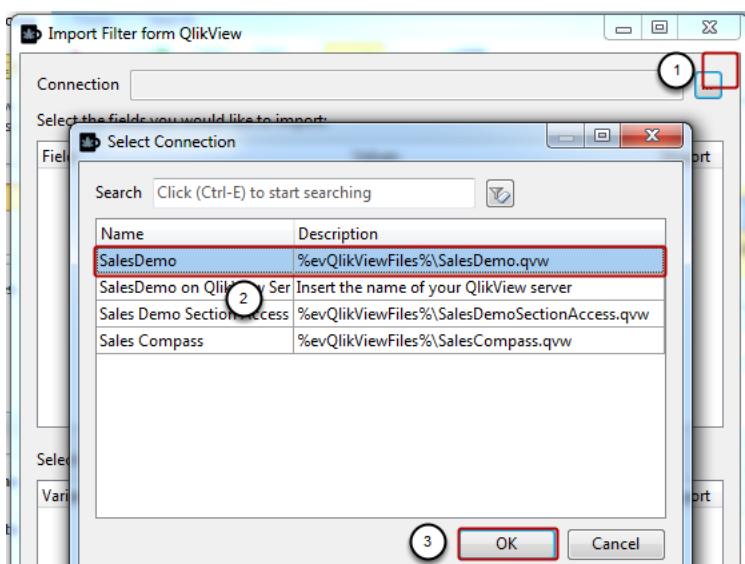
1. Select **Filters** in the lower left pane
2. Click on **Filter** in the **New** group of the tool bar

## Define and Import Filter



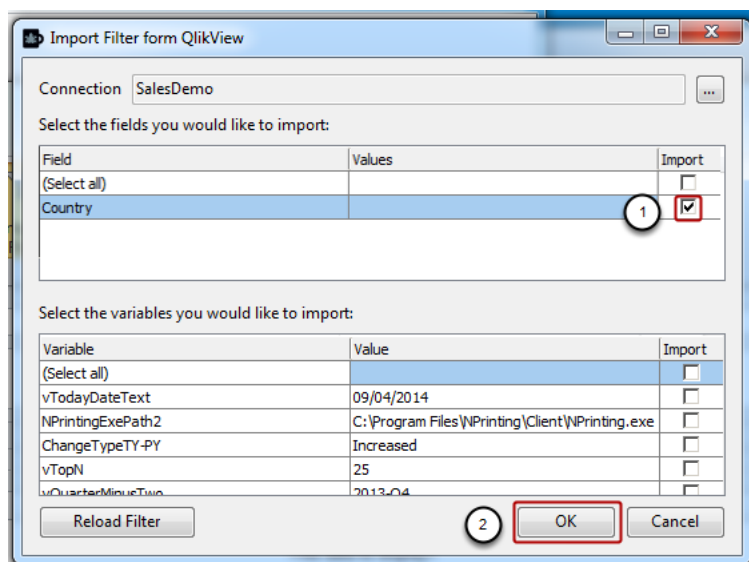
1. Enter an appropriate name such as **Current Selection Filter** in this tutorial
2. Enter a **Description** (optional)
3. Click on the **Import Filter** icon in the **Actions** group of the tool bar

## Select Connection



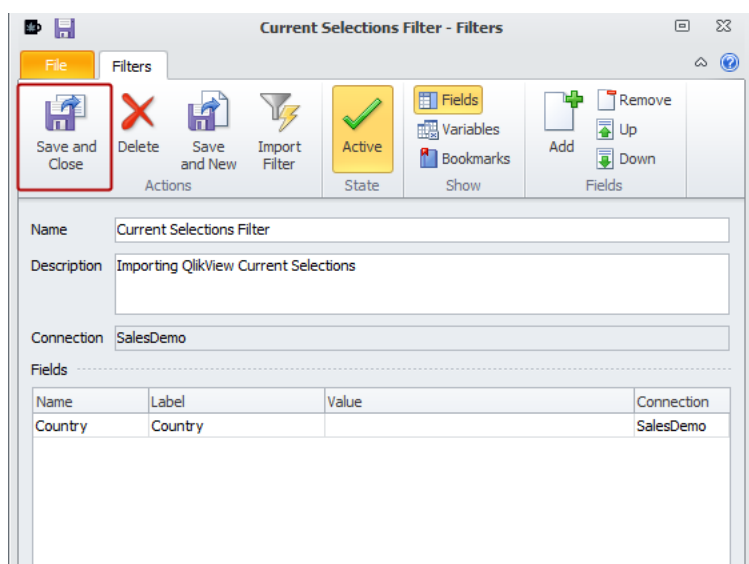
1. Click on the browse button at the right of the **Connection** field to open the **Select Connection** window
2. Select the connected QlikView document that contains the **Current Selections** you want to make a filter from
3. Click on the **OK** button

## Select Fields to Import



1. Put a check in the box in the **Import** column for each field you want to import. Here, we have only **Country**
2. Click on the **OK** button

## Save Filter



Click on the **Save and Close** icon. You now have your filter in your NPrinting file.

## Creating NPrinting Filters Based on Existing QlikView Bookmarks

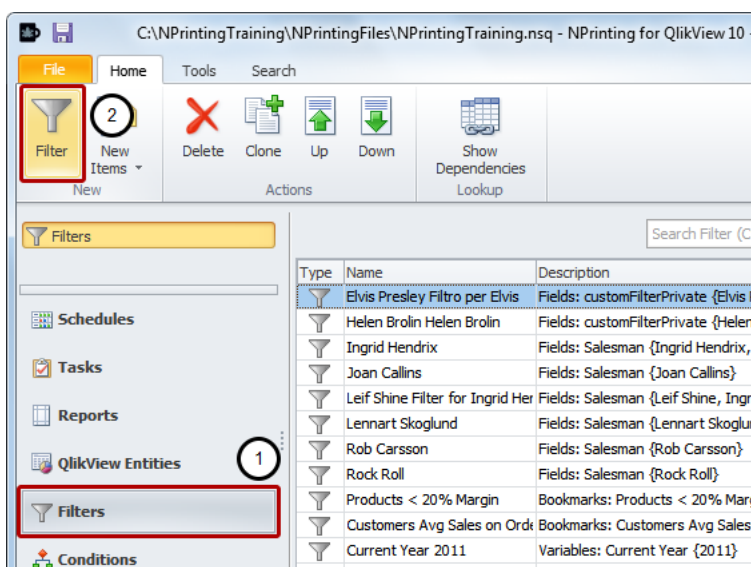
You can download this tutorial by clicking here: "[Creating NPrinting Filters Based on Existing QlikView Bookmarks](#)".

NPrinting can create filters based on existing QlikView bookmarks.

This type of filter allows you to use the complex logic you create in a QlikView bookmark. Bookmark-based filters mimic the behavior of QlikView bookmarks and are not be modifiable in NPrinting.

NPrinting allows users to associate filters with Tasks, Recipients, and Reports. Filters are applied in a specific order: Task filters are applied first, then Recipient filters, and Report filters last. This may have an impact on which values are in the final data set created for any given report. NPrinting filters are applied in the same way and with the same logic as QlikView filters are in the QlikView desktop application.

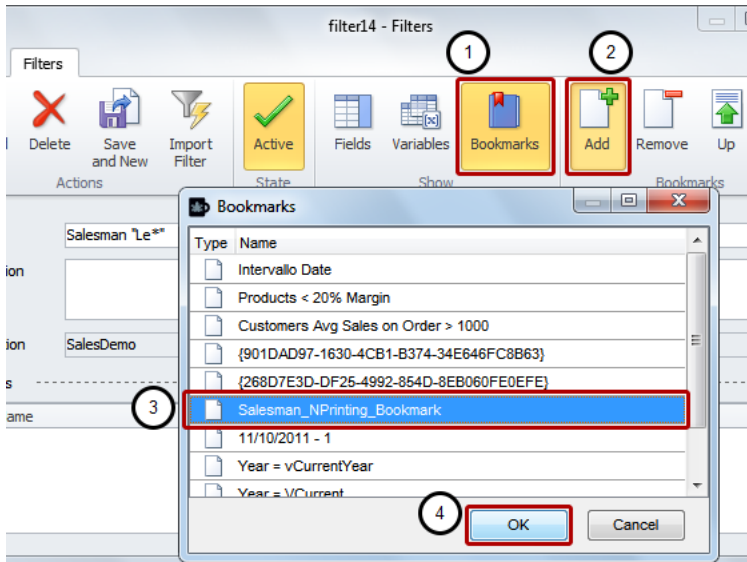
### Create New Filter



1. Click on **Filters** in the Navigation Pane
2. Click on **Filter** in the **New** group in the tool ribbon

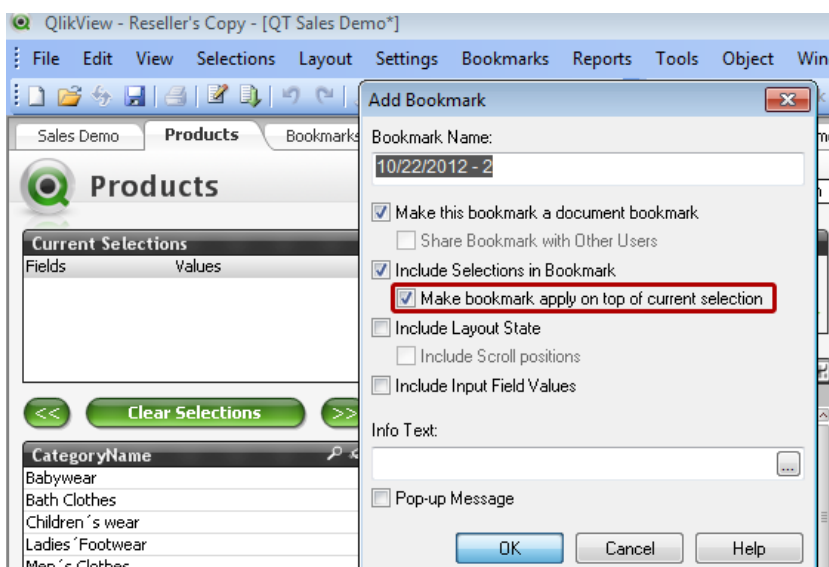
This opens the **Filters** window

## Open Bookmarks Window to Select and Add Bookmark



1. Click on **Bookmarks** in the **Show** group in the tool ribbon
2. Click on **Add** in the **Bookmarks** group in the ribbon
3. Select the bookmark you want to use from the list in the **Bookmarks** window
4. Click on **OK**

## NPrinting Bookmark Filters Work Same Way as QlikView Bookmarks



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There are a number of options you can select when adding a bookmark in QlikView. NPrinting will be governed by these when you apply a filter based on your bookmark. Remember that you may apply filters to different objects in NPrinting at different times.

If **Make bookmark apply on top of current selection** is *not* selected, the bookmark will clear all selections and then apply the bookmark.

## How to Use QlikView Advanced Search with NPrinting Filters

You can download this tutorial by clicking here: "[How to Use QlikView Advanced Search with NPrinting Filters](#)".

This tutorial illustrates how to create an NPrinting filter, which leverages QlikView advanced search functionality, for use within an NPrinting report.

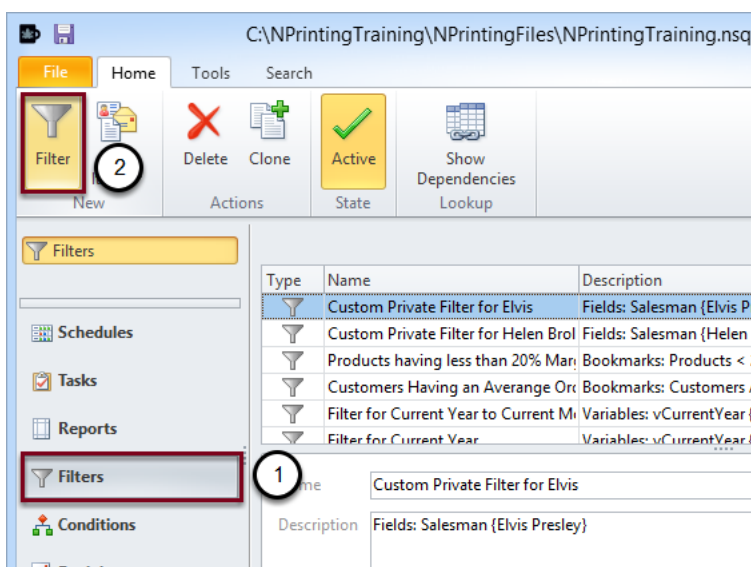
To create an NPrinting advanced search filter you need to insert the search expression in the filter's field value.

For instance, the formula to find **all SalesOffice that start with 'S'** appears as follows **"=SalesOffice like 'S\*' "**

QlikView also allows you to specify a condition to retrieve the values of a field that satisfy a condition based on different fields. For instance, you can select all SalesOffices that sell more than \$250,000.00

For the exact Qlikview formula syntax details, refer to your QlikView documentation.

### Create a New Filter



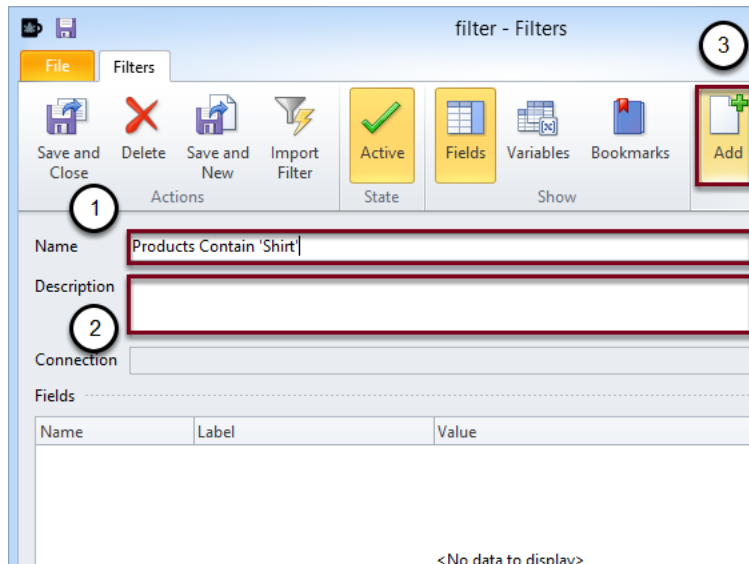
1. Click on **Filters** in the lower left pane



# NPrinting Certification Training Course Tutorials

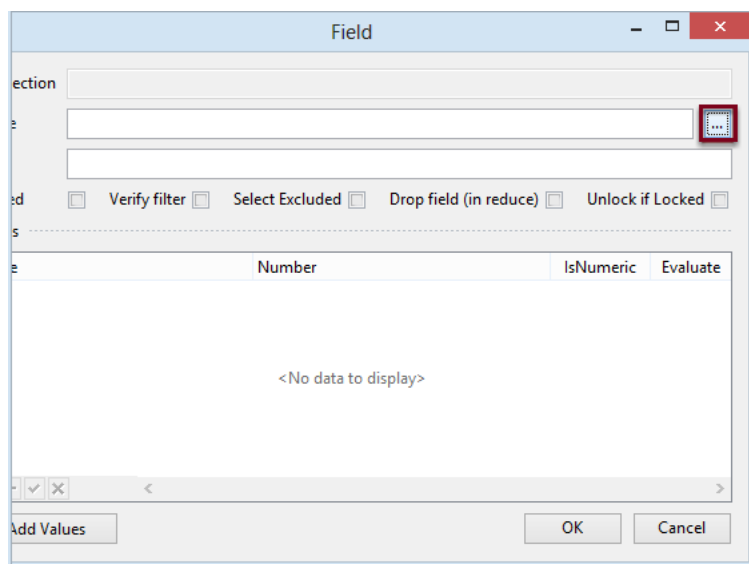
2. Click on **Filter** in the **New** group in the ribbon

## Configure Filter



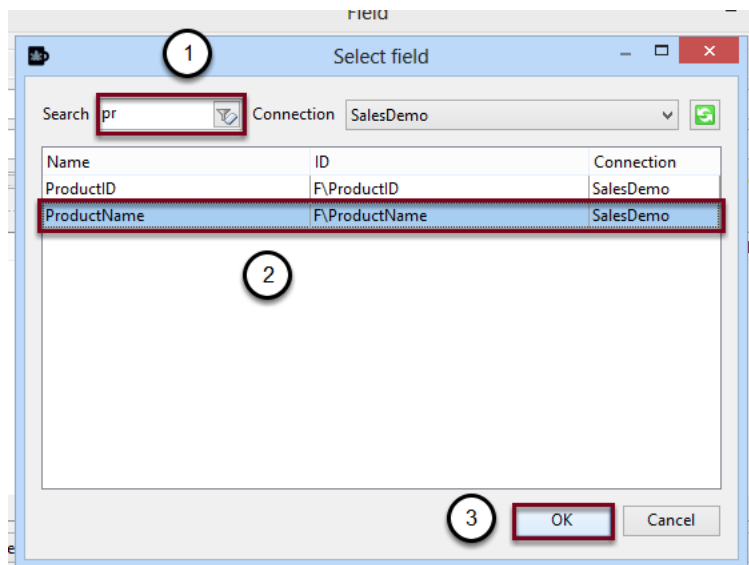
1. Enter **Products Contain 'Shirt'**
2. Enter optionally a **Description**
3. Click on **Add**

## Open Select Field Window



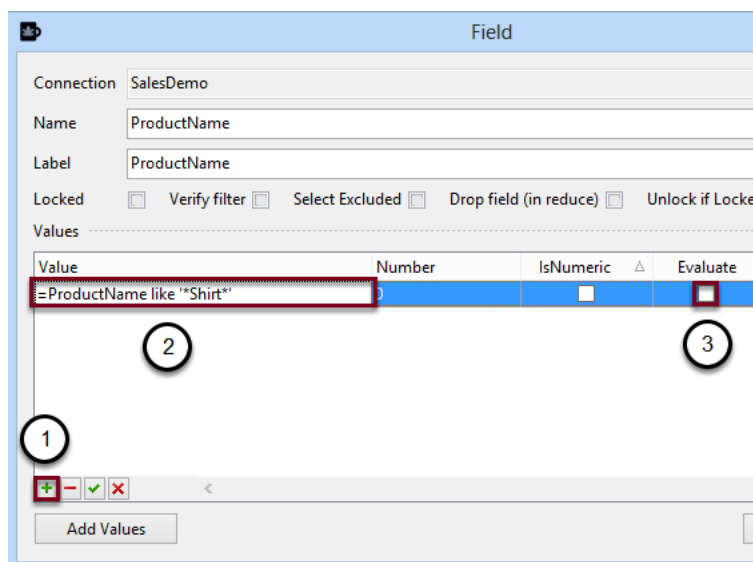
Click on the browse button at the extreme right of the **Name** field.

## Add ProductName Field



1. Start typing **ProductName**
2. Select **ProductName** from the list
3. Click on **OK**

## Add an Advanced Formula

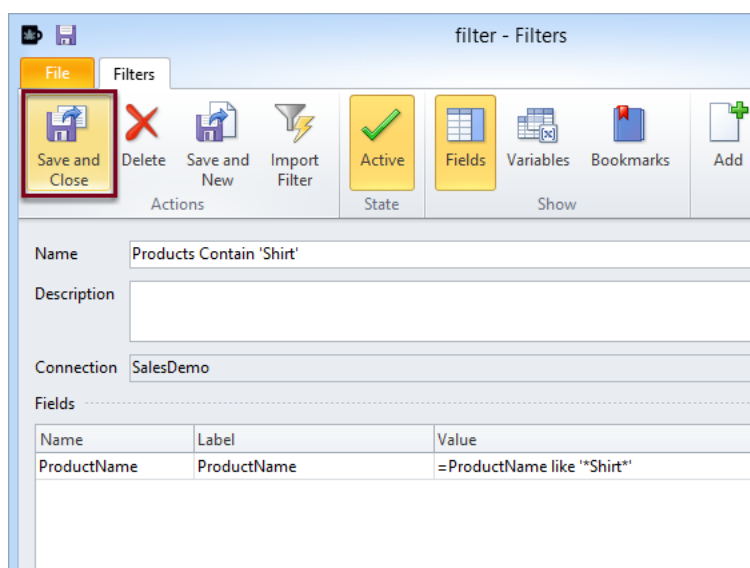


1. Click on the green '+' button to add a new row
2. Enter **=ProductName like \*Shirt\*** as **Value**
3. Leave **Evaluate** check box unchecked. Click on **OK**

# NPrinting Certification Training Course Tutorials

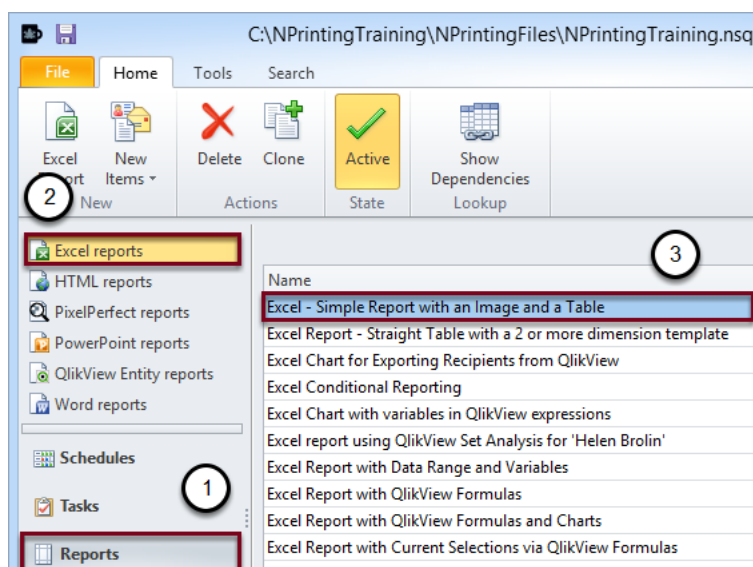
If you wish to use advanced search criteria, you must insert an equal character ("=") at the beginning and the "Evaluate" flag must be deselected. Multiple rows of values or advanced search expressions for the same field will be applied in "OR" mode. Refer to "[How to Create Static and Dynamic Filters Based on Fields](#)"

## Save and Close the Filter



Click on **Save and Close**

## Open a Report

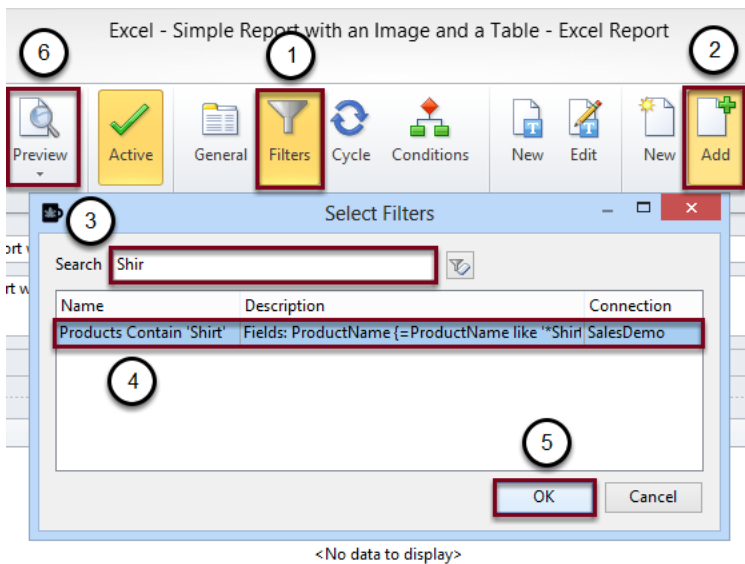


1. Click on **Reports**

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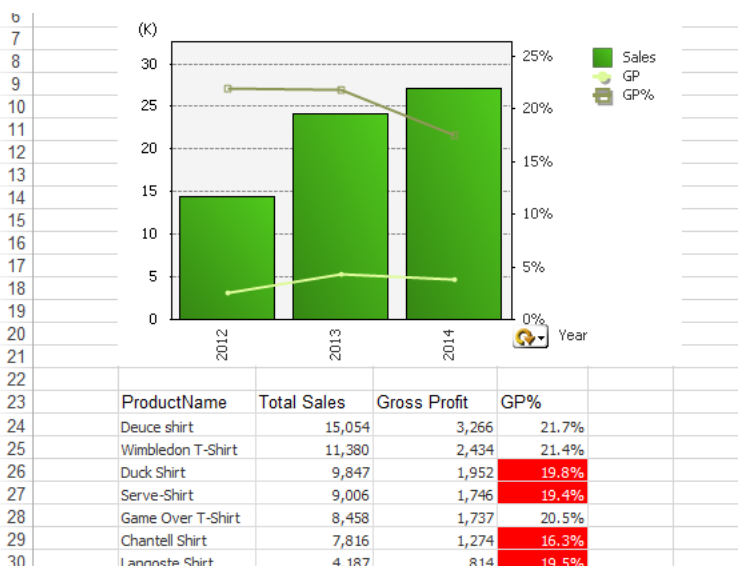
2. Select **Excel reports**
3. Select a report and double click on it (e.g. **Excel - Simple Report with an Image and a Table**)

## Apply the Filter to the Report



1. Click on **Filters**
2. Click on **Add**
3. Start typing **Shirt**
4. Select **Product Contain 'Shirt'** from the list
5. Click on **OK** to apply the filter to the report
6. Click on **Preview**

## Result



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The report contains only the products that contain the string 'shirt'.

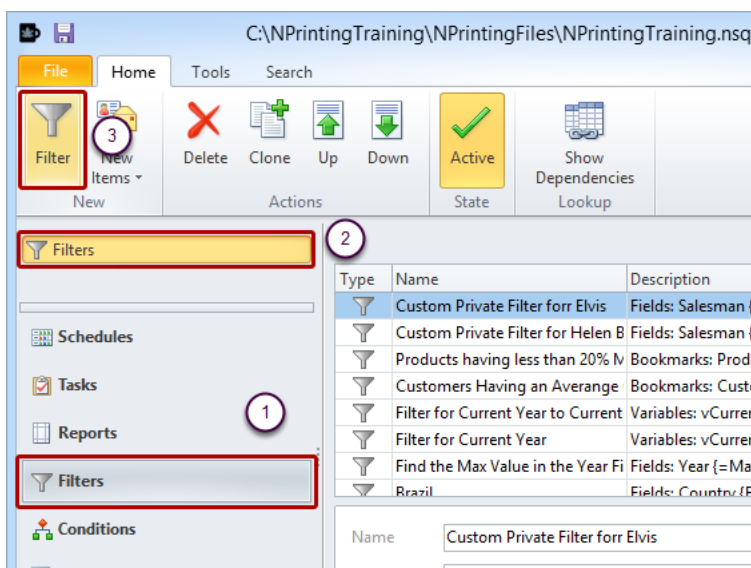
Review also "[How to Create QlikView Bookmark Filters Using Dynamic Search Expressions](#)"

# How to Report Sales for Last Year and This to Date

You can download this tutorial by clicking here: "[How to Report Sales for Last Year and This to Date](#)".

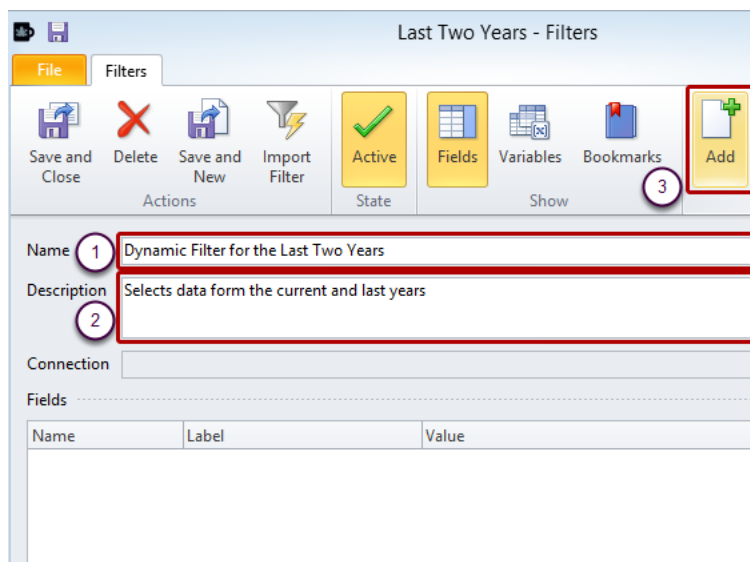
A filter employing a simple QlikView formula will be created and used to generate a report. The filter will dynamically select for data this year and last, with no need to modify the filter as time passes. See also **How to Report Sales for the Last Six Months and This to Date**.

## Create a New Filter



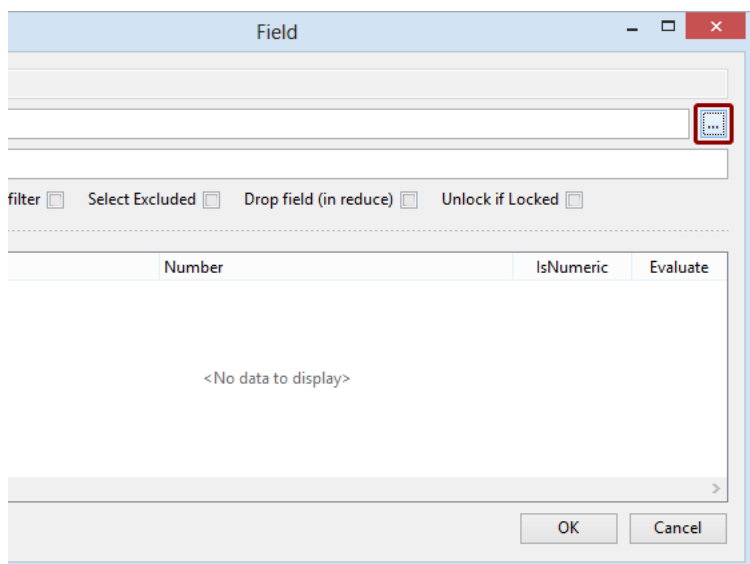
1. Select **Filters** in the lower left pane
2. **Filters** will be selected in the upper left pane automatically
3. Click on **Filter** in the New group in the tool bar

## Name the Filter and Add One or More Fields



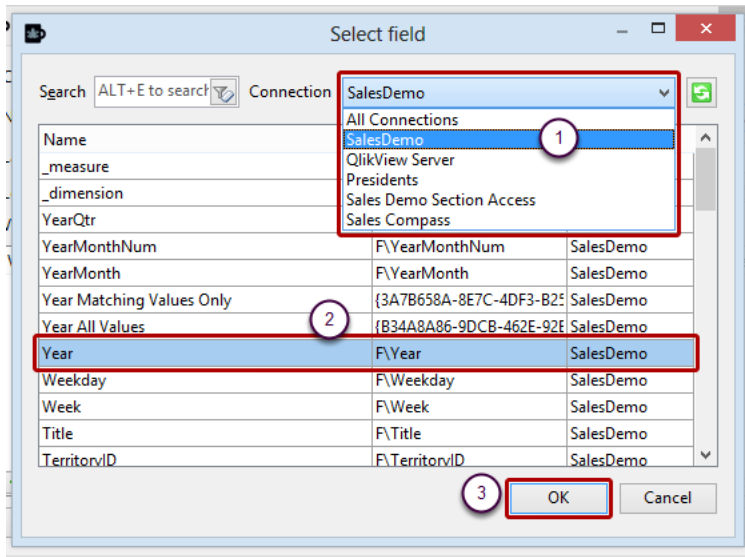
1. Enter a **Name** for your filter
2. Enter a description (optionally)
3. Click on **Add**

## Select the Field



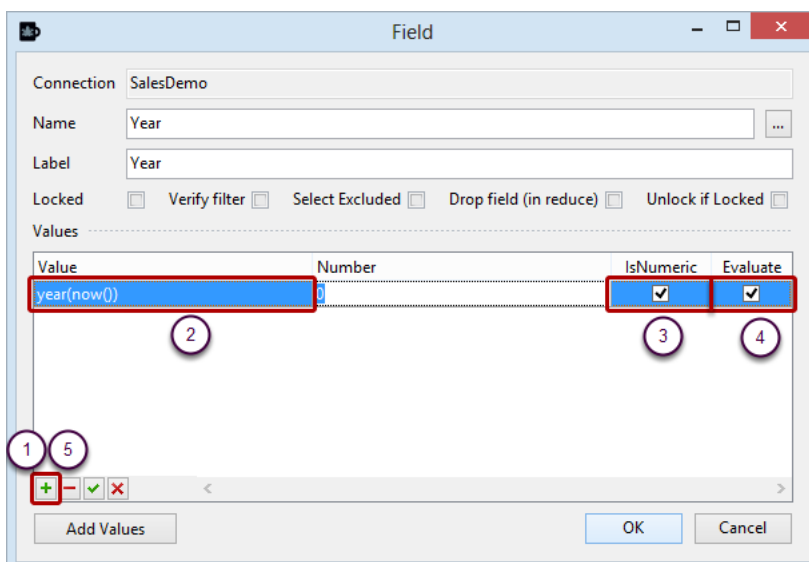
Click on the browse icon at the extreme right of the **Field Name** field.

## Select a Field



1. Select the **Connection** to the QlikView document that contains the **Field** you want
2. Select **Year** from the list in the **Fields** dialog window
3. Conclude the selection by clicking on **OK**

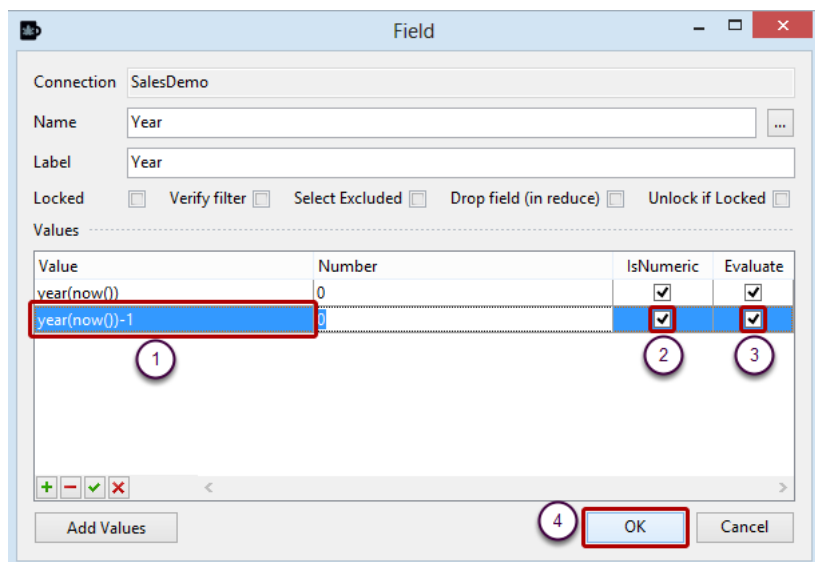
## Add Formulas to Field



1. Click on the green '+' in the lower left corner of the dialog window
2. Enter a formula in the **Value** box
3. Check the **IsNumeric** box
4. Check the **Evaluate** box
5. Click on the green '+' in the lower left corner of the dialog window again

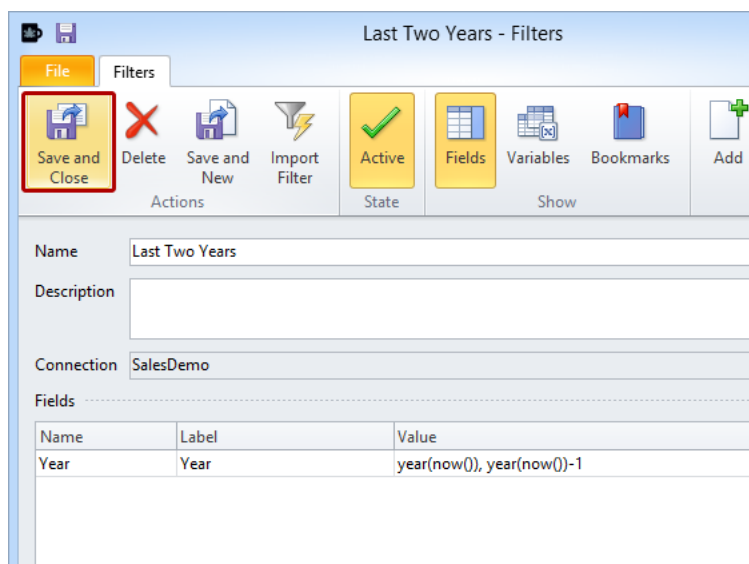


## Add Another Formula to Field



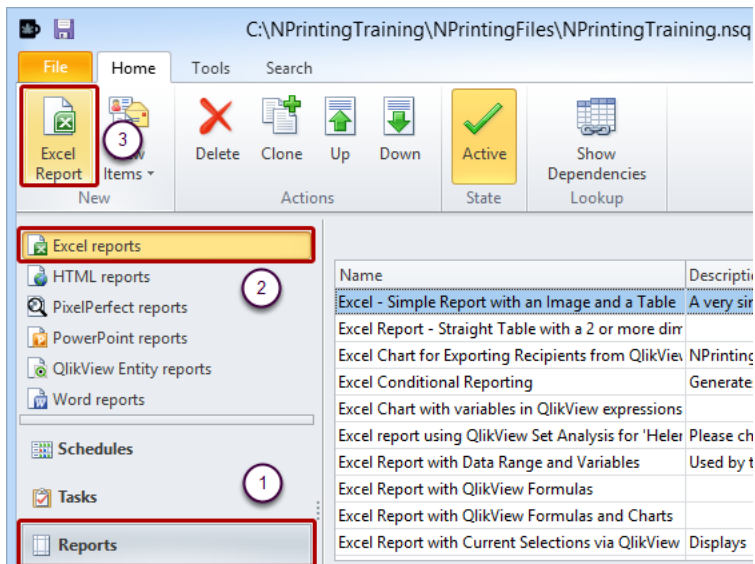
1. Enter a formula in the **Value** box
2. Check the **IsNumeric** box
3. Check the **Evaluate** box
4. Click on **OK**

## Save Filter



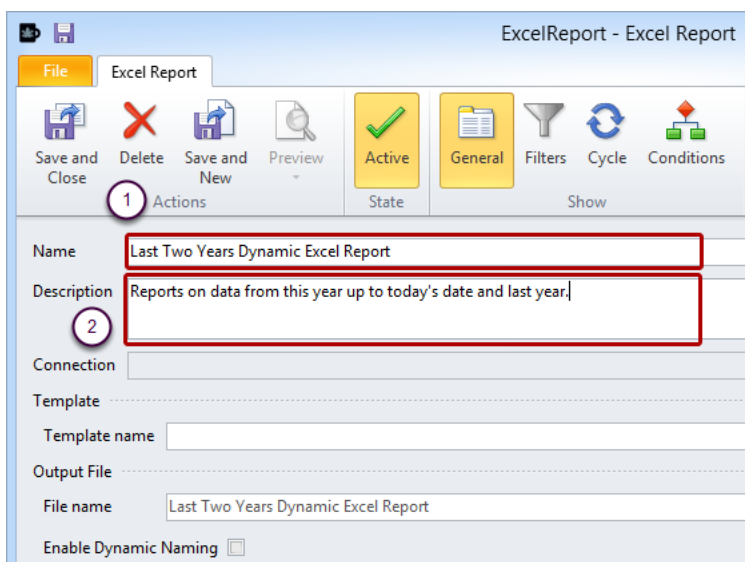
Click on the **Save and Close** icon

## Create New Report



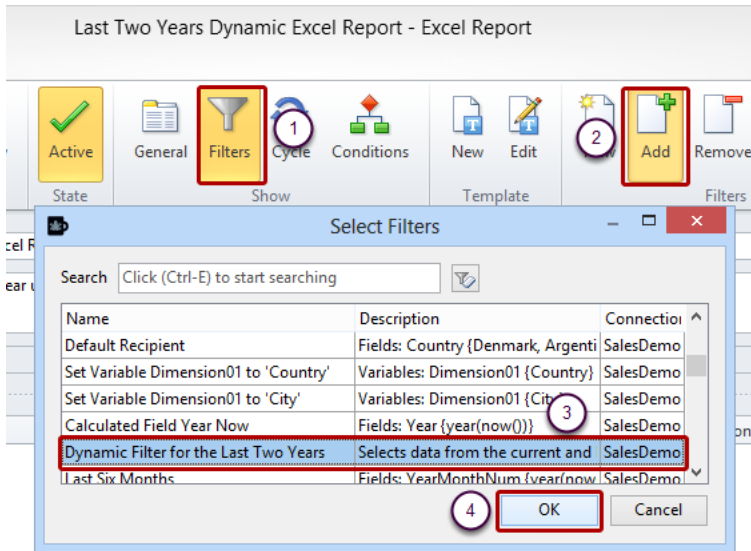
1. Select **Reports** in the lower left pane
2. Select **Excel reports** in the upper left pane
3. Click on **Excel report** in the **New** group of the tool bar

## Name and Describe



1. Enter a **Name** for your report
2. Enter a **Description** (optional)

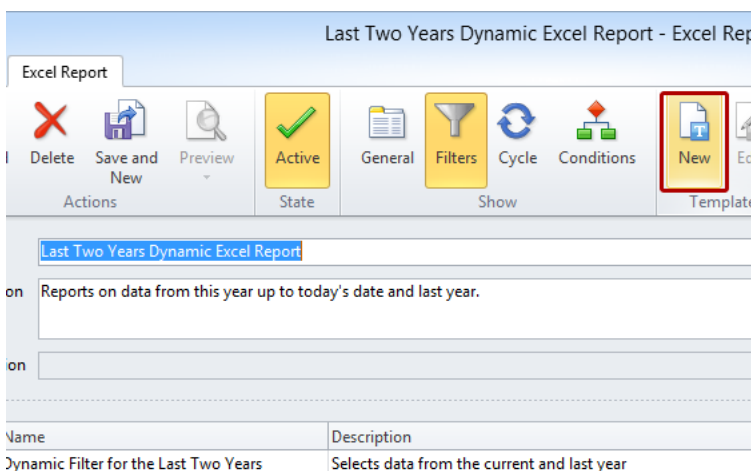
## Add Prepared Filter to Report



The order of the **Add Prepared Filter to Report** and the **Create New Report Template** phases is a matter of choice and unimportant.

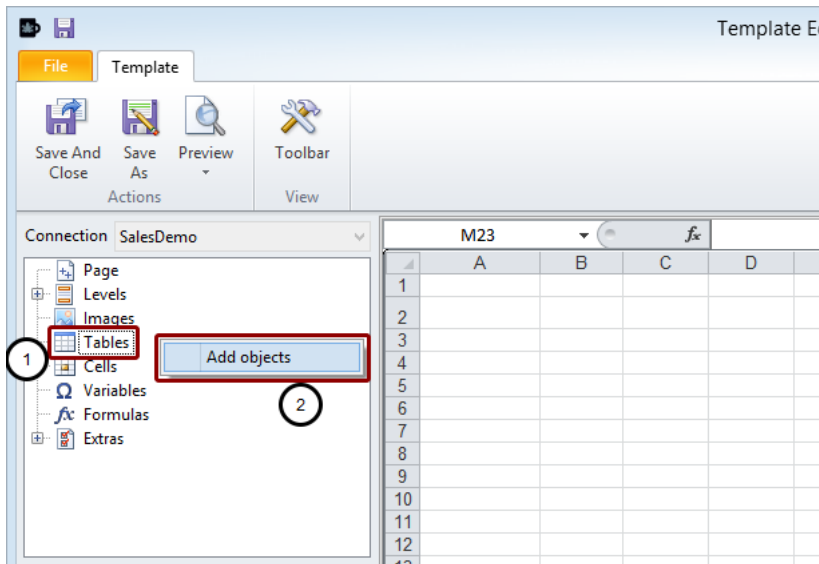
1. Click on the **Filters** icon in the **Show** group of the tool bar
2. Click on the **Add** icon in the **Filters** group of the tool bar
3. Select the **Dynamic Filter for the Last Two Years** filter from the list in the **Select Filters** dialog window
4. Click on **OK**

## Create New Report Template



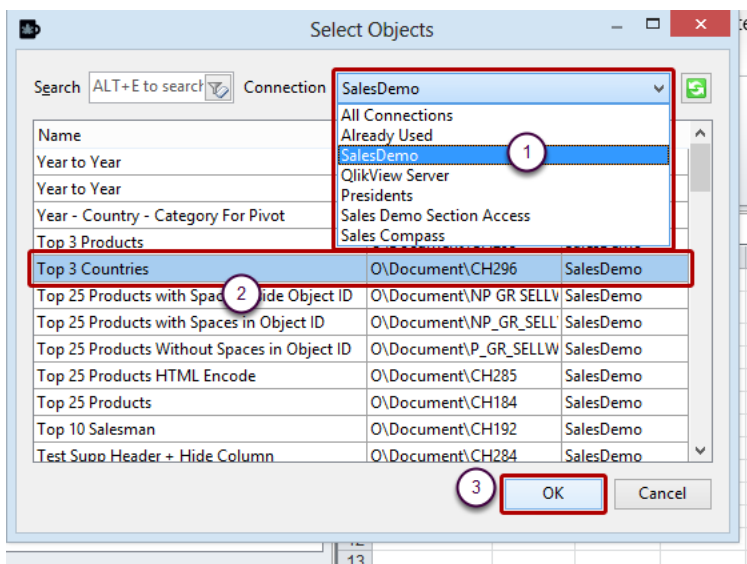
Select **New** in the **Template** group of the tool bar

## Open Select Objects Window



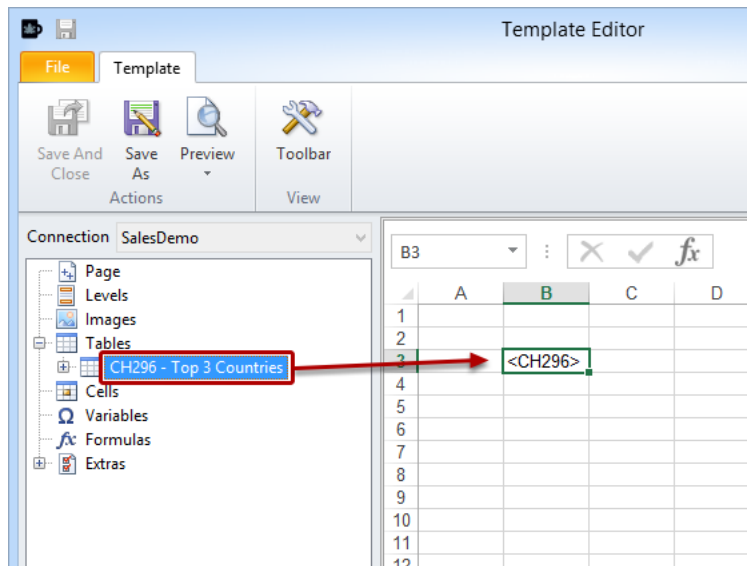
1. Right click on the **Tables** node
2. Click on **Add objects**

## Add QlikView Object as Table



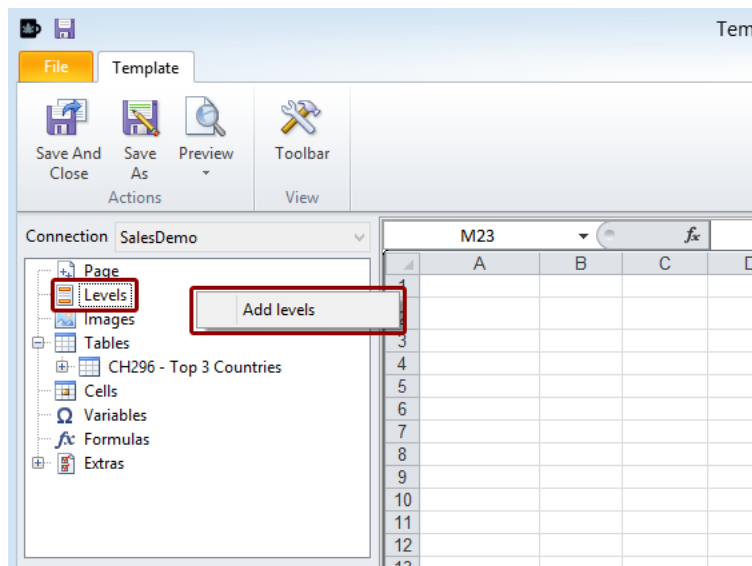
1. Select the **Connection** to the QlikView document containing the object you want to add
2. Select the **Top 3 Countries - CH296** from the list in the **Select objects** dialog window
3. Click on **OK** to conclude the selection

## Embed Table in Template



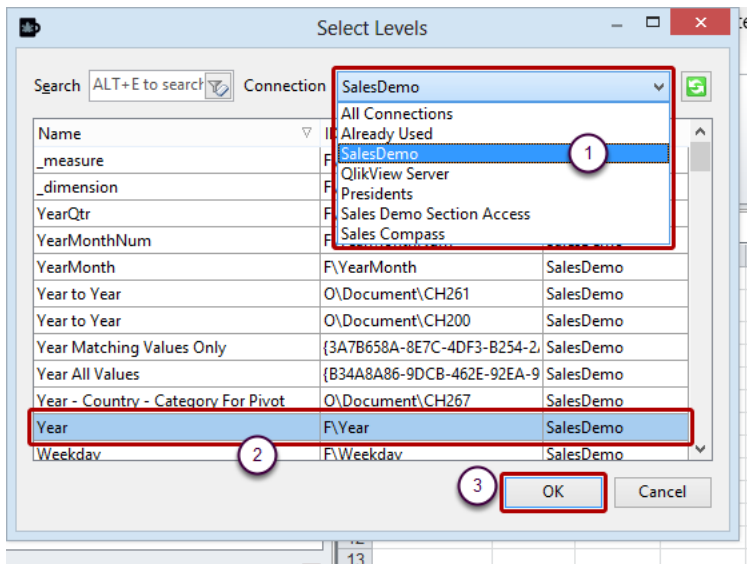
Drag the **Top 3 Countries - CH296** node token into the template and drop onto an empty cell

## Open Select Levels Window



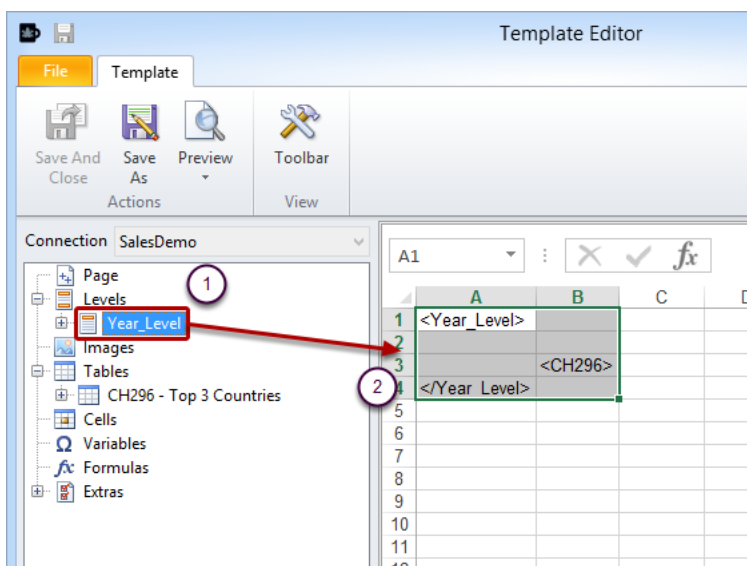
1. Right click on the **Levels** node
2. Click on **Add levels**

## Add Level to Template



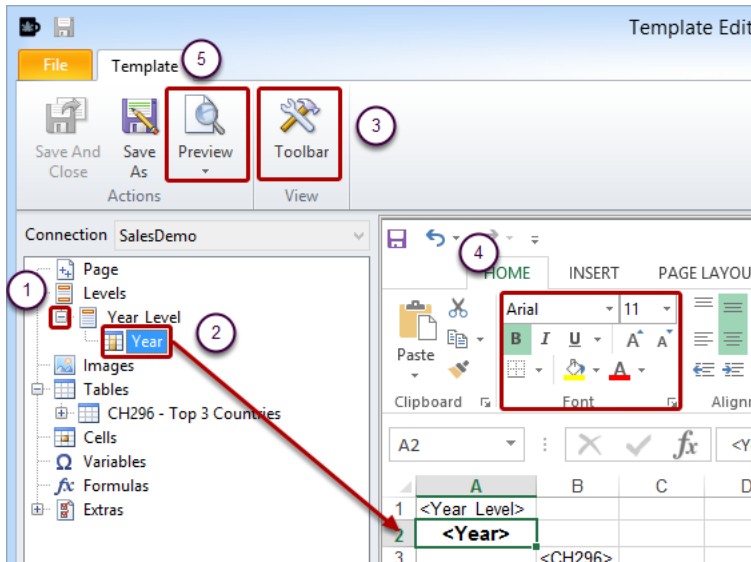
1. Select the **Connection** to QlikView document that contains the **Field** that you want
2. Select **Year** from the list presented in the **Select Levels** dialog window
3. Click on **OK** to conclude the selection

## Define Year\_Level Range



1. Drag the **Year\_Level** node token into the template and drop it onto three, empty, vertically sequential cells. The three cells have to be in the same column as, or in one left of, the tags and content to be cycled in the level
2. Reposition the **Year\_Level** tags as necessary. In this example, we leave an empty row above the **CH296** tag for a heading

## Add Year Tag as Level Cycle Heading



1. Expand the **Year\_Level** node by clicking on the '+' to its left
2. Drag the **Year** node token into the template and drop it onto an appropriate empty cell, **A2** in this case
3. Select the **Toolbar** icon in the view group of the NPrinting tool bar if the Excel tool bar is not visible
4. Format the **Year** tag cell using Excel formatting tools
5. Click on the upper part of the **Preview** icon to have a look at the resulting report

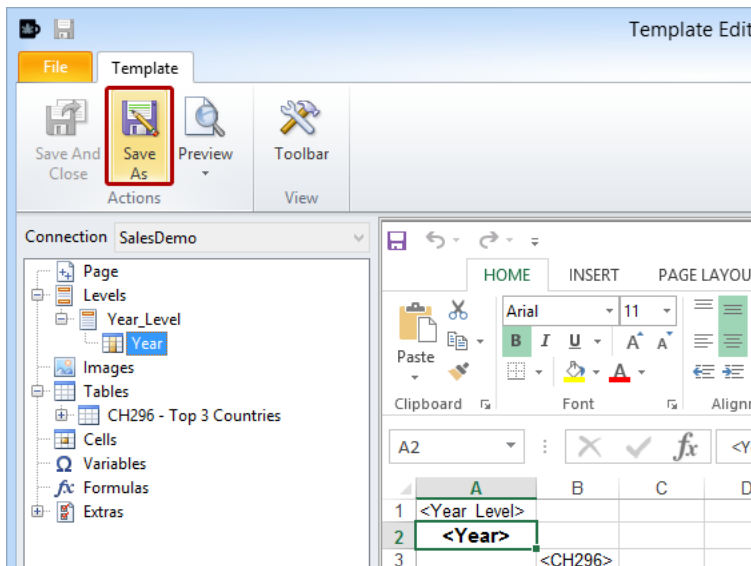
## Inspect Results

	A	B	C	D	E	F	G
1	2013						
2		Country	Total Sales	Gross Profit	GP%		
3		Germany	221,337	45,632	20.6%		
4		UK	61,226	12,075	19.7%		
5		USA	56,251	12,764	22.7%		
6	2014						
7		Country	Total Sales	Gross Profit	GP%		
8		Germany	227,275	43,227	19.0%		
9		France	81,615	15,259	18.7%		
10		Brazil	63,069	10,549	16.7%		
11							
12							
13							
14							
15							
16							
17							

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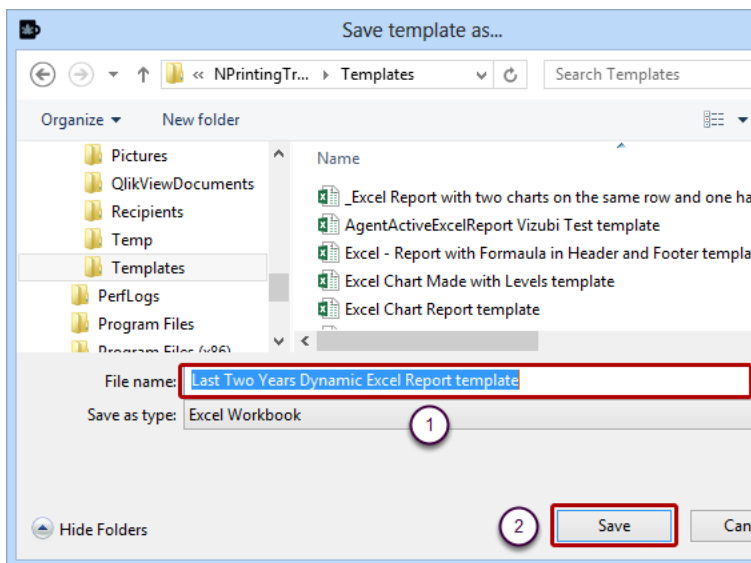
Note that though there are three years of data available, only this year's and last year's data are displayed.

## Save Template



Click on the **Save As** icon to open the **Save template as** dialog window

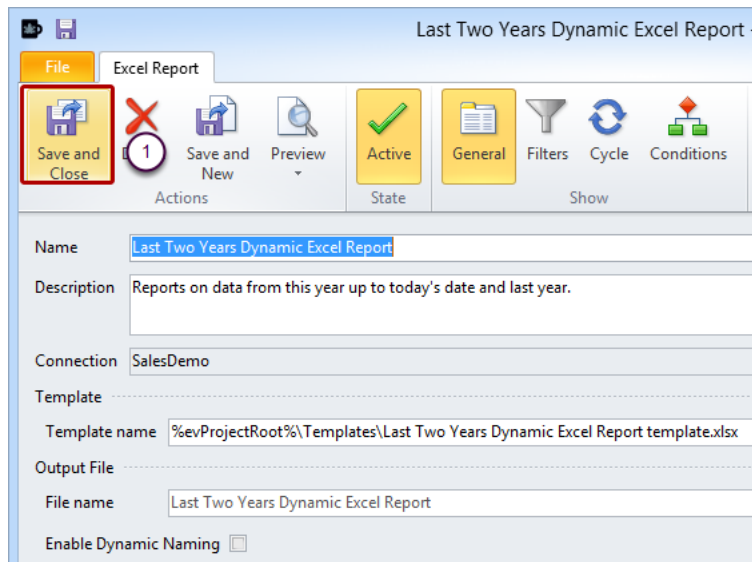
## Complete Template Saving Operation



1. Enter Template name in the **File name** field
2. Click on the **Save** button to conclude the operation

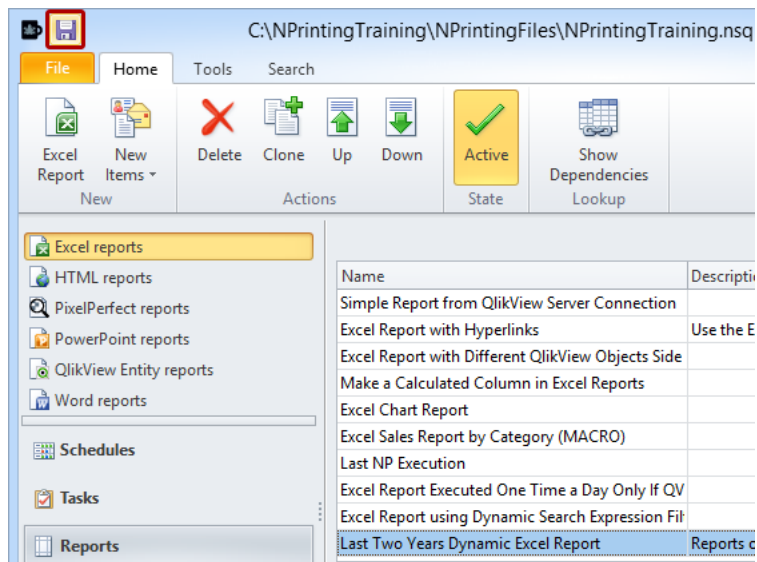


## Save Your Report



Click on the **Save and Close** button.

## Save NPrinting Project File



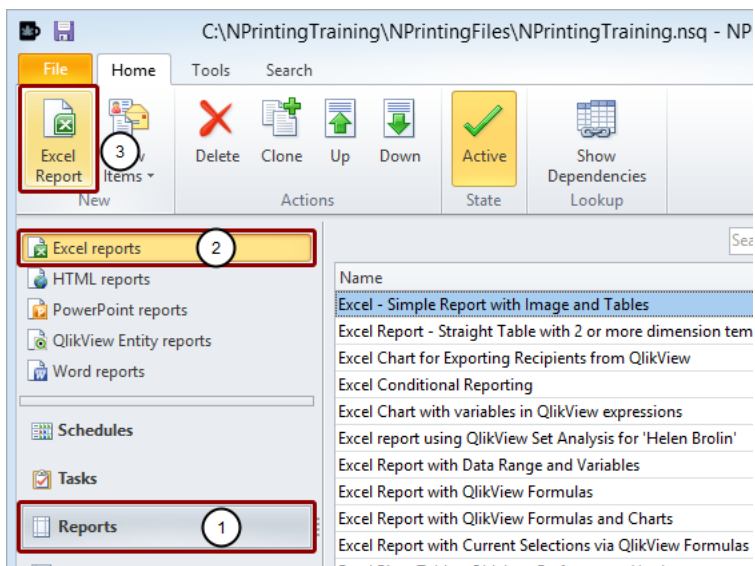
Click on the floppy disc icon to save all your work in the NPrinting Project file, and your done.

# How to Set a QlikView Variable to a Specific Value Using Filters

You can download this tutorial by clicking here: "[How to Set a QlikView Variable to a Specific Value Using Filters](#)".

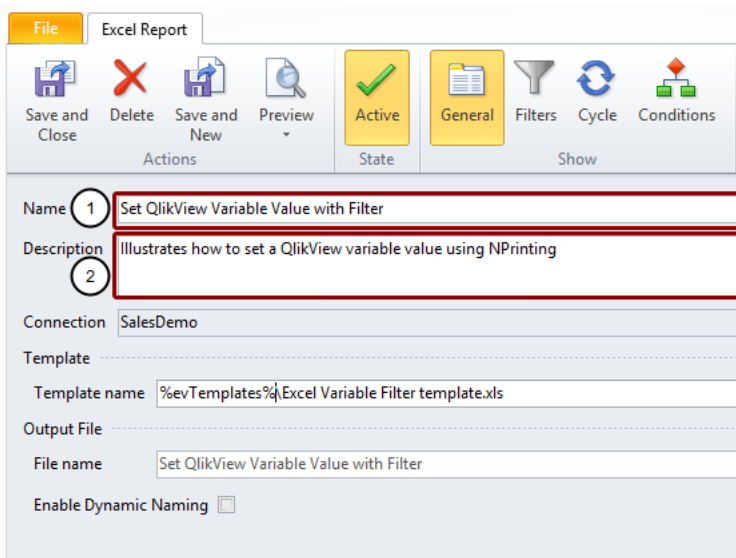
Use NPrinting filters to set the value of a variable in a QlikView document. This tutorial uses SalesDemo.qvw

## Begin Creating New Excel Report



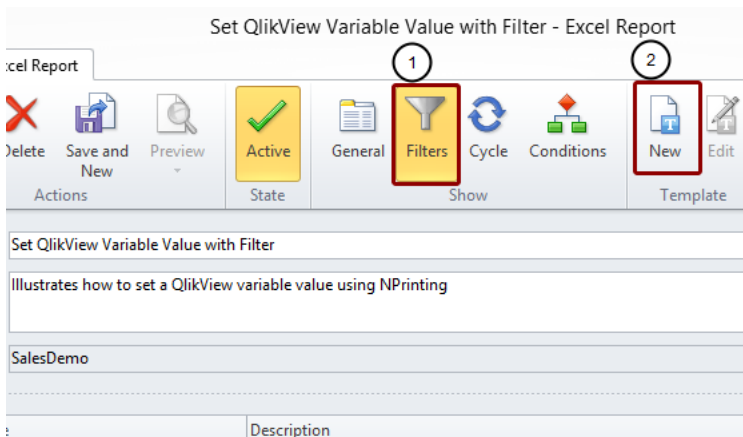
1. Select **Reports** in the lower left pane
2. Select **Excel reports** in the upper left pane
3. Click on **Excel Report** in the **New** group of the tool bar

## Identify New Report



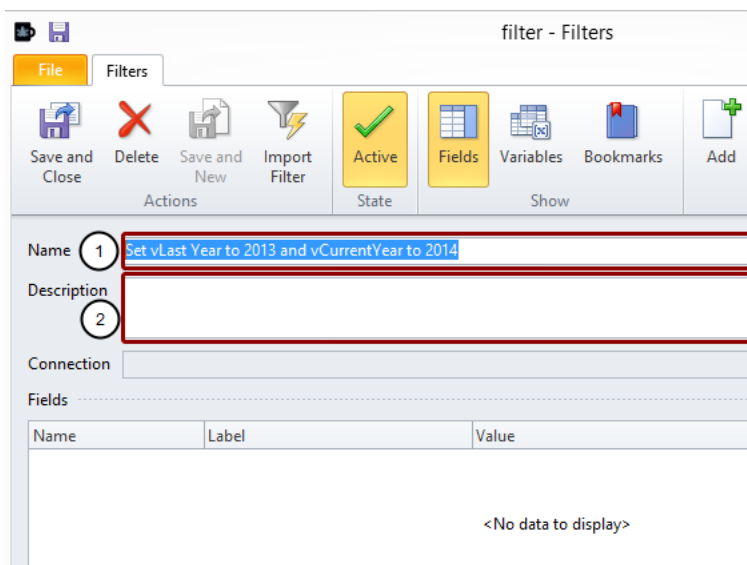
1. Enter **Set QlikView Variable Value with Filters** as report **Name**
2. Enter a clarifying **Description** if need be (optional)

## Begin Creating New Filter



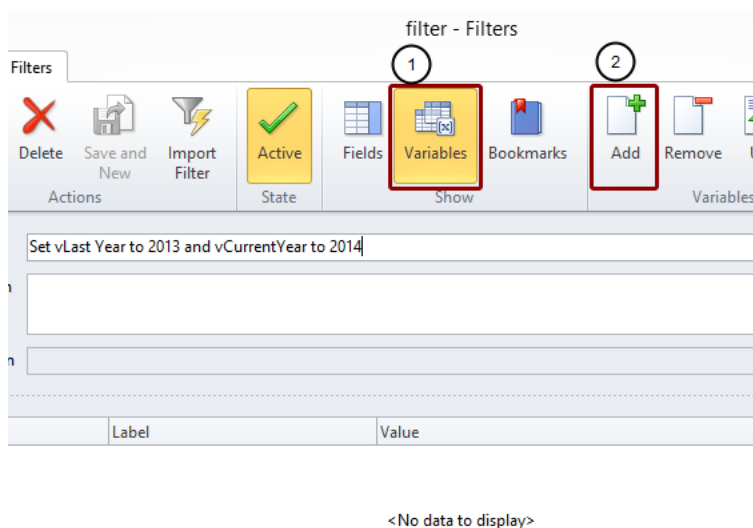
1. Click on the **Filters** icon in the **Show** group of the tool bar
2. Click on the **New** icon in the **Filters** group of the tool bar

## Identify Filter



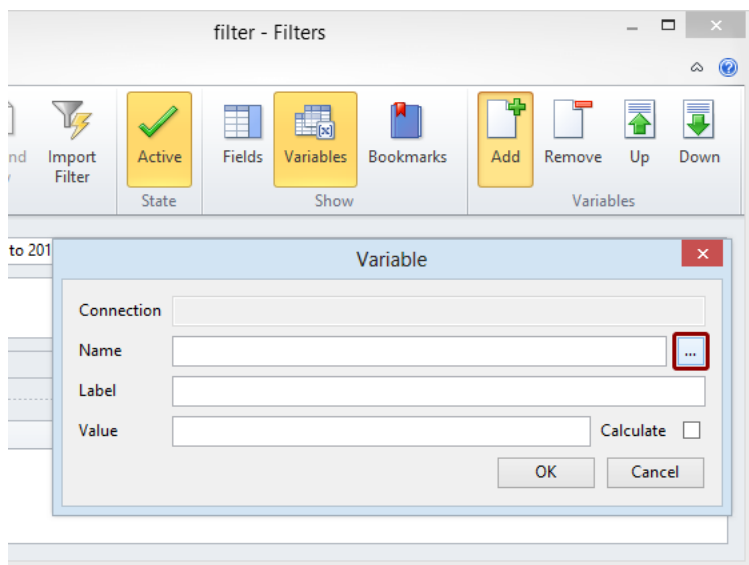
1. Enter **Set vLast Year to 2013 and vCurrentYear to 2014** as filter **Name**
2. Enter a clarifying **Description** if need be (optional)

## Open Variable Configuration Window



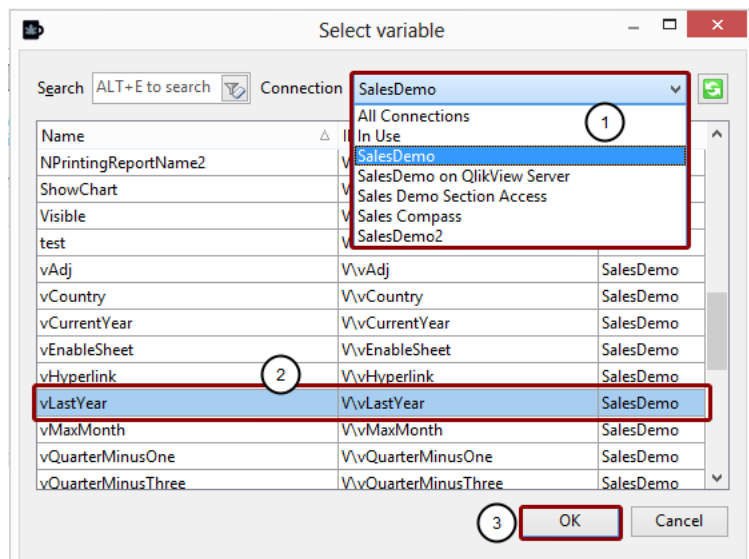
1. Select the **Variables** icon in the **Show** group of the tool bar
2. Click on the **Add** icon in the **Variables** group of the tool bar

## Open Select Variable Window



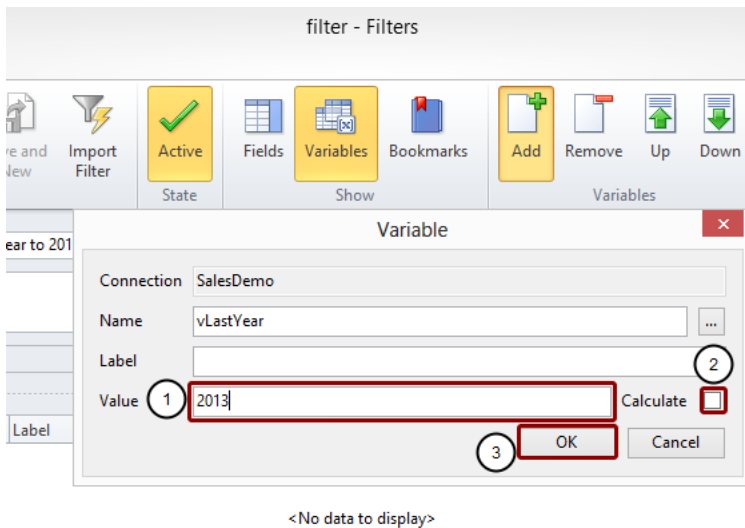
Click on the browse button at the extreme right of the **Name** field in the **Variable** window

## Select Variable



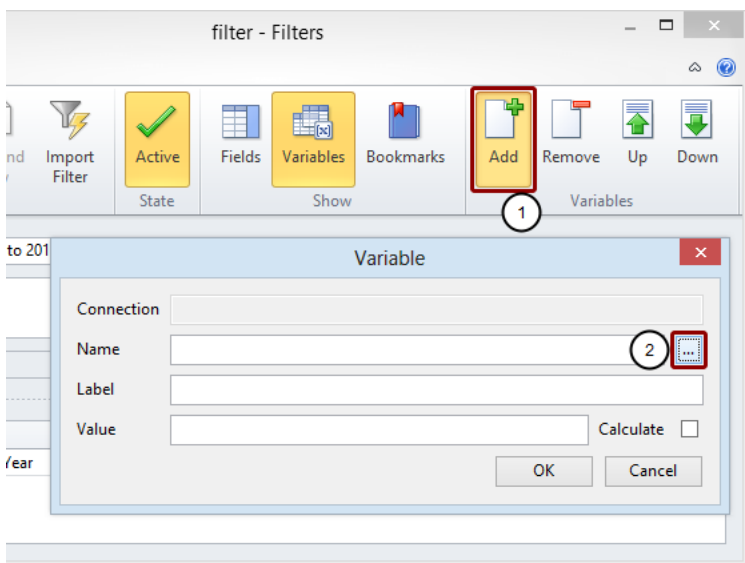
1. Select the **Connection** to the QlikView document that contains the **Variable** you want
2. Select the **vLastYear** variable
3. Click on the **OK** button

## Set Variable Value



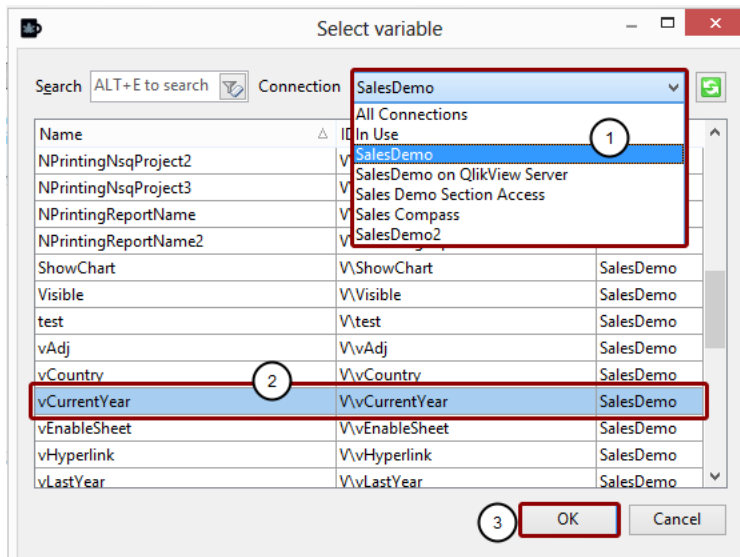
1. Enter **2013** in the **Value** field
2. Put a check mark in the **Calculate** box *only* if you enter a formula in the **Value** field, as it will need to be evaluated by QlikView. A constant has been entered here, so leave the **Calculate** box unchecked
3. Click on the **OK** button

## Add Another Variable



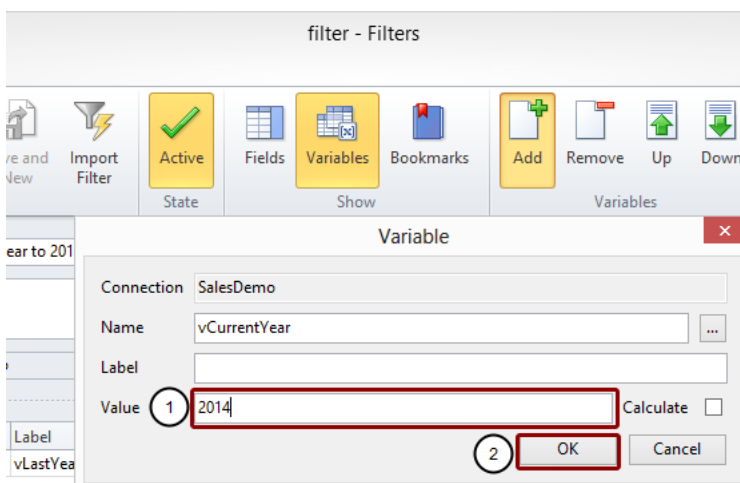
1. Click on the **Add** icon again
2. Click on the browse button again

## Set Another Variable Value



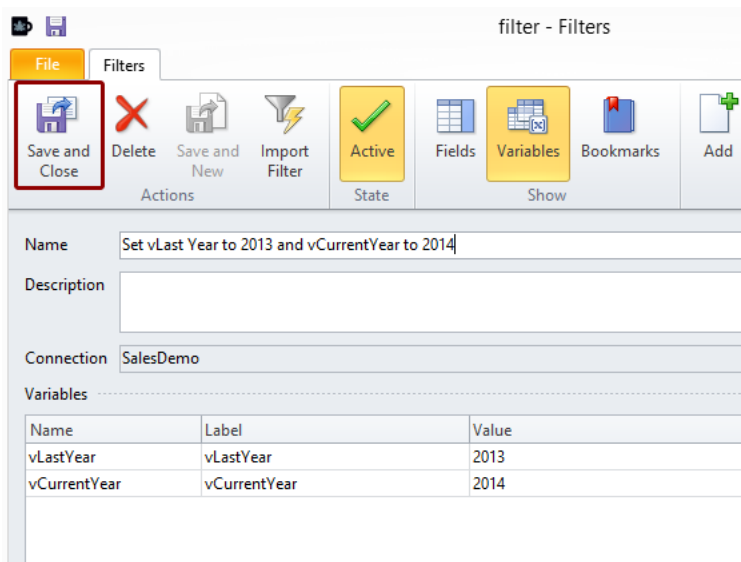
1. Select the **Connection** to the QlikView document that contains the **Variable** you want
2. Select the **vCurrentYear** variable
3. Click on the **OK** button

## Set vCurrentYear to 2014



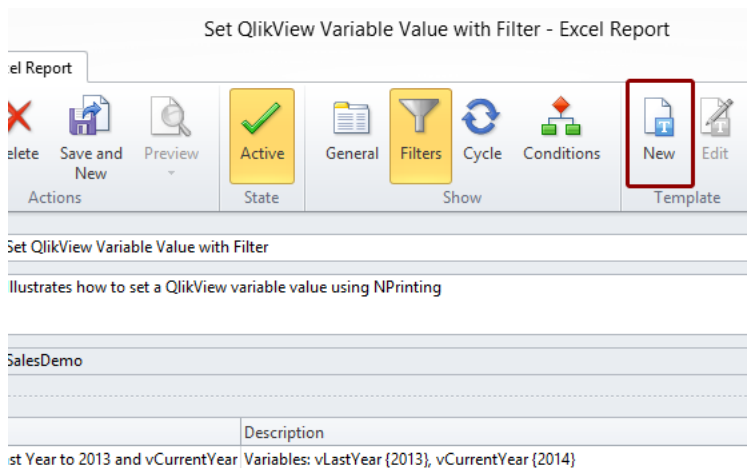
1. Enter **2013** in the **Value** field
2. Click on the **OK** button

## Save Filters



Click on the **Save and Close** icon in the **Actions** group.

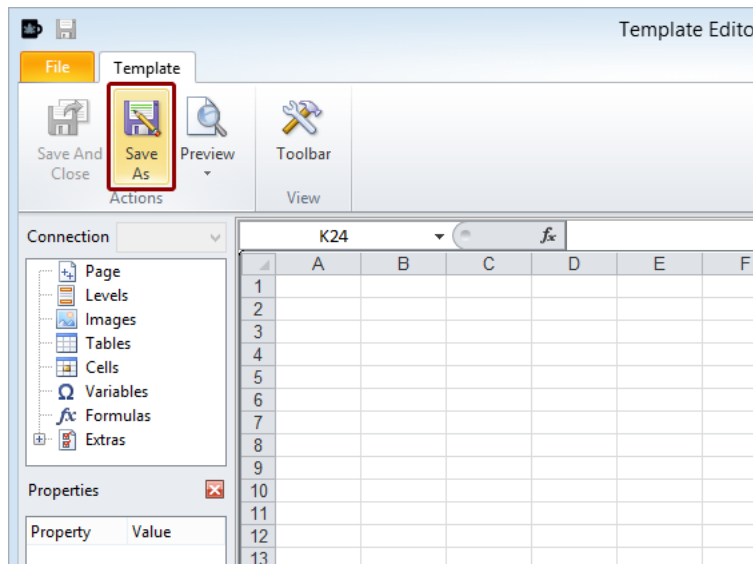
## Open New Template in Template Editor



Click on **New** in the **Template** group of the tool bar.

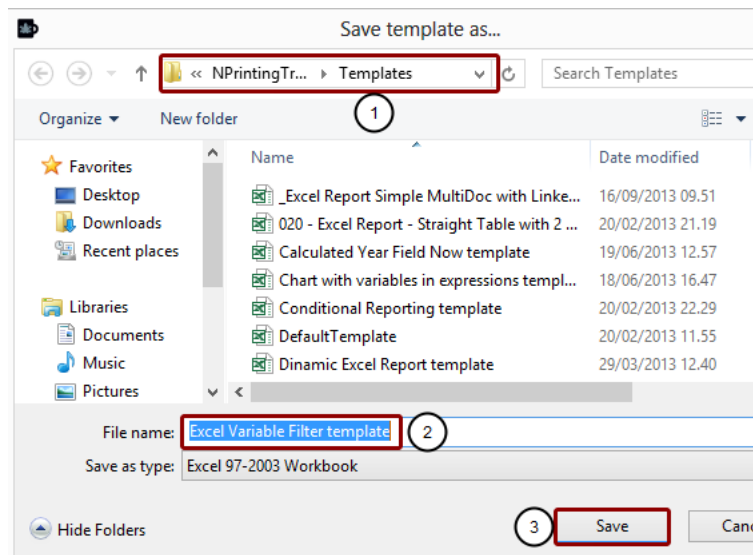


## Open "Save template as..." Window



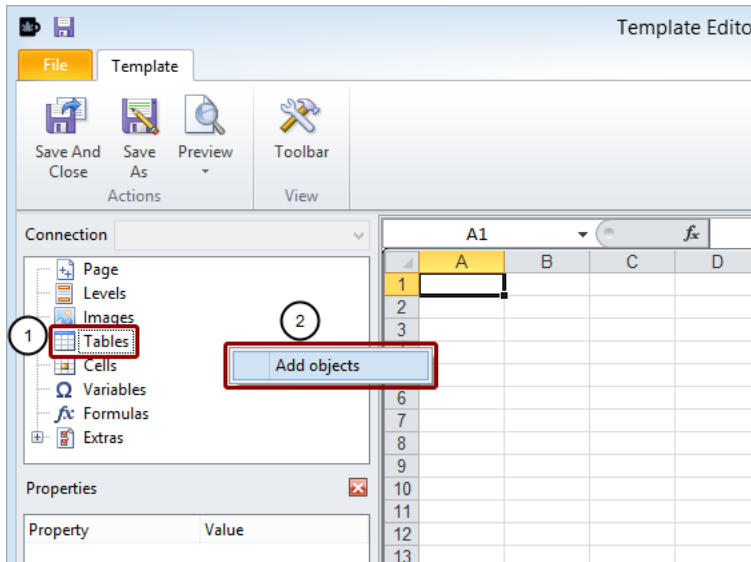
Click on the **Save As** icon in the **Actions** group.

## Save Template



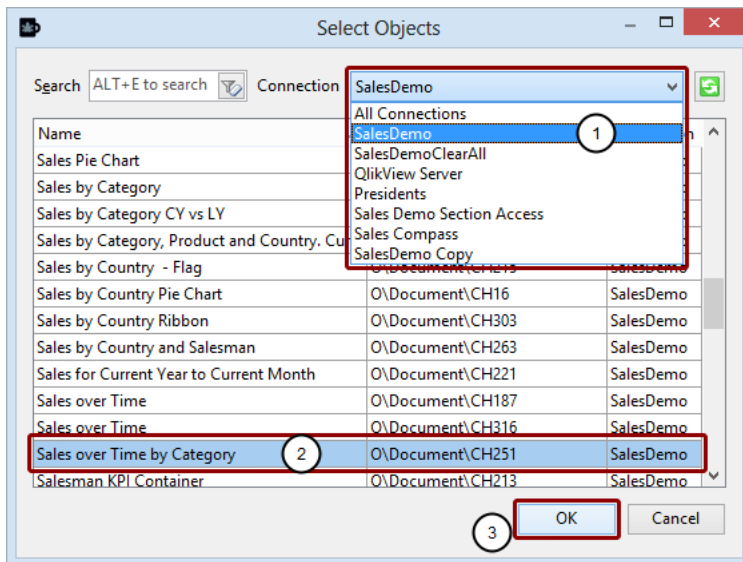
1. Make sure the **Save template as...** window has opened in the **C:\NPrintingTraining\Templates\** folder. If not, browse to it.
2. Enter a **File name** or accept the suggested one
3. Click on the **Save** button

## Open Select Objects Window



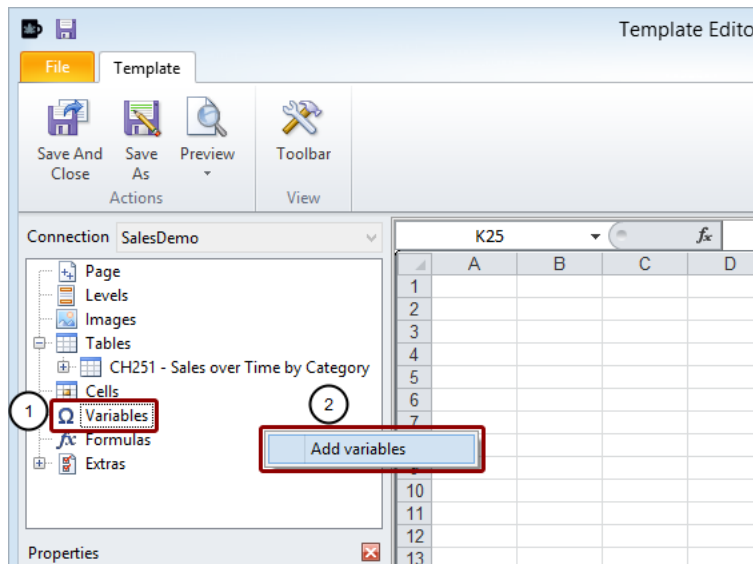
1. Right click on the **Tables** node
2. Click on the **Add objects** button

## Select Object to Embed as Table



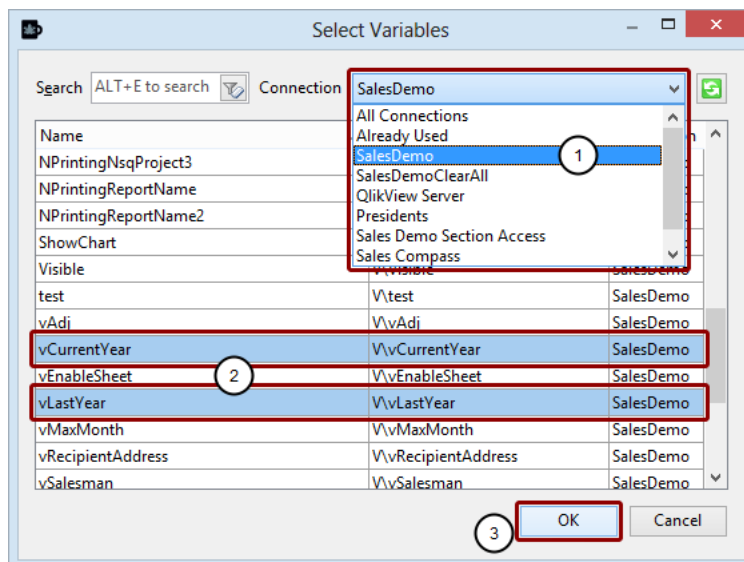
1. Select the **Connection** to the QlikView document that contains the object to be added as a table
2. Select the **Sales over Time by Category - CH251** object
3. Click on the **OK** button

## Open Select Variables Window



1. Right click on the **Variables** node
2. Click on the **Add variables** button

## Select Variables to Be Added

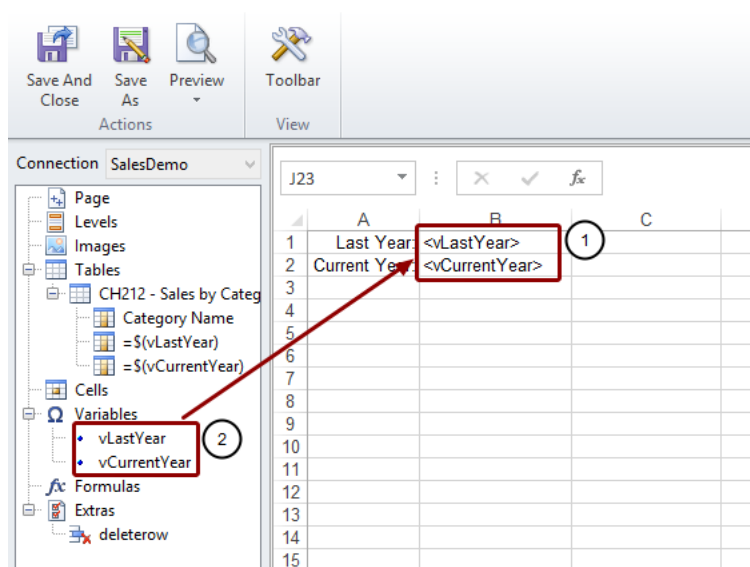


1. Select the **Connection** to the QlikView document that contains the object(s) to be added as a table
2. Select the **vCurrentYear** and **vLastYear** objects from the **SalesDemo** connection.

Repeat **1.** and **2.** as necessary

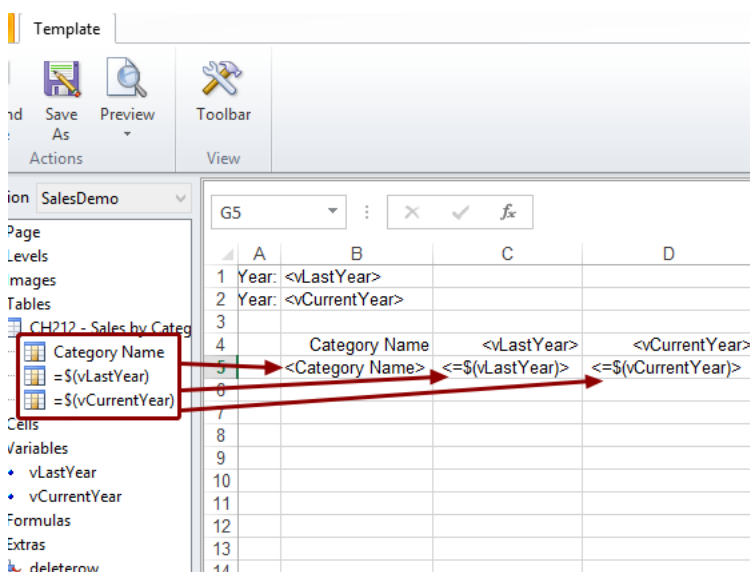
3. Click on the **OK** button

## Add Headings to and Embed Variables in Template



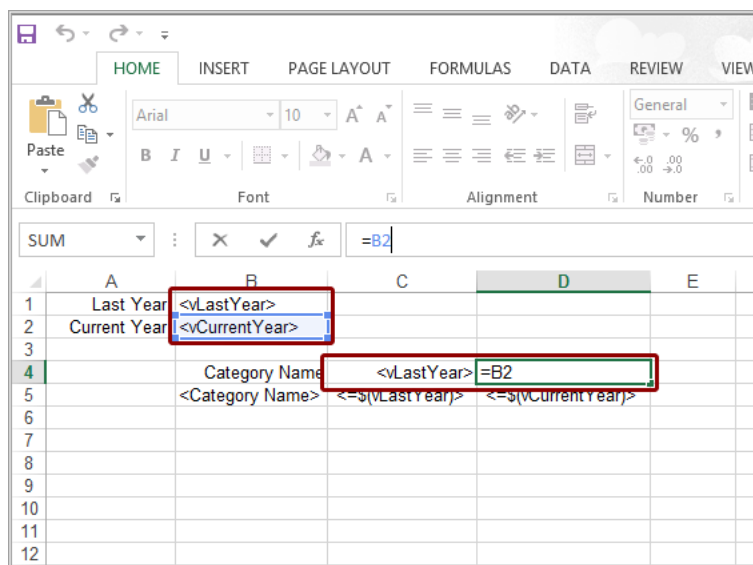
1. Enter the headings **Last Year** and **Current Year** into cells **A1** and **B1** respectively
2. Drag the variables **vLastYear** and **vCurrentYear** and drop them onto cells **A2** and **B2** respectively

## Embed Table Columns in Template



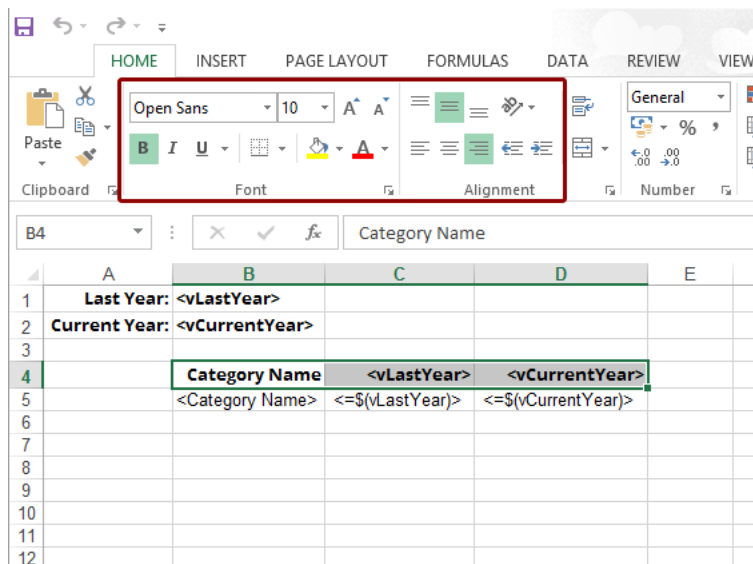
1. Expand the **CH251 - Sales over Time by Category** node by clicking on the '+' to its left
2. Drag the **Category Name**, **=\$(vLastYear)**, and **=\$(vCurrentYear)** node tokens into the template and drop them onto cells **B4**, **C4**, and **D4** respectively

## Change Headings



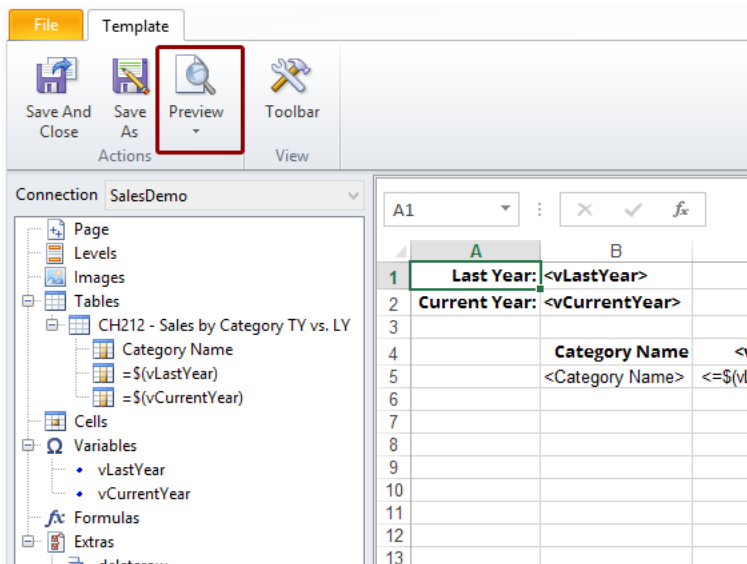
Substitute the `=$(<vLastYear>)`, and `=$(<vCurrentYear>)` headings with `=B1` and `=B2` respectively.

## Apply Formatting



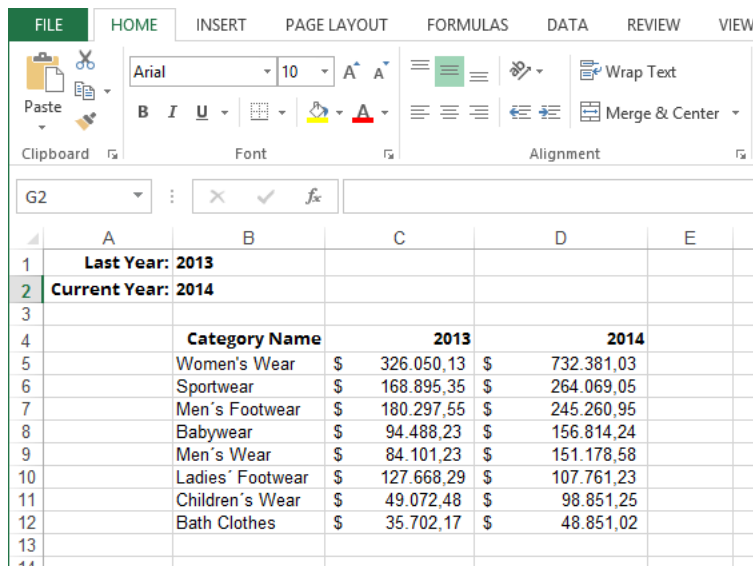
Use Excel formatting tools to format headings and data.

## Run Preview



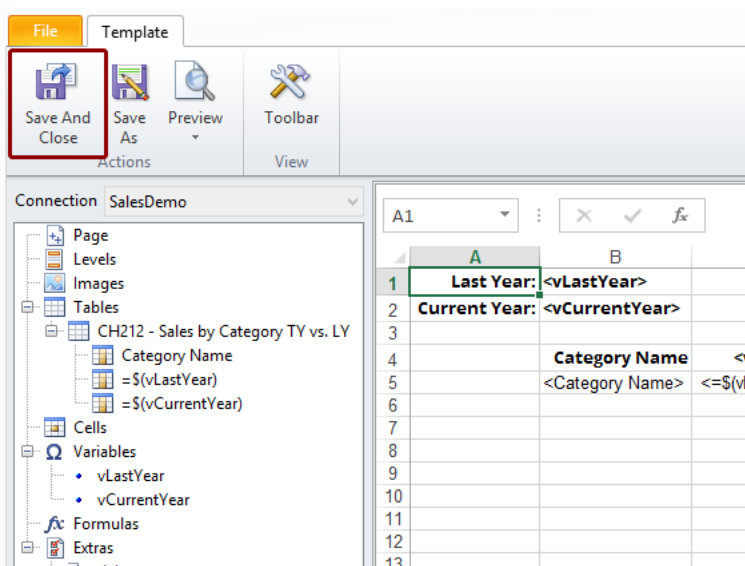
Click on the upper part of the **Preview** icon in the **Actions** group of the tool bar.

## Inspect Results



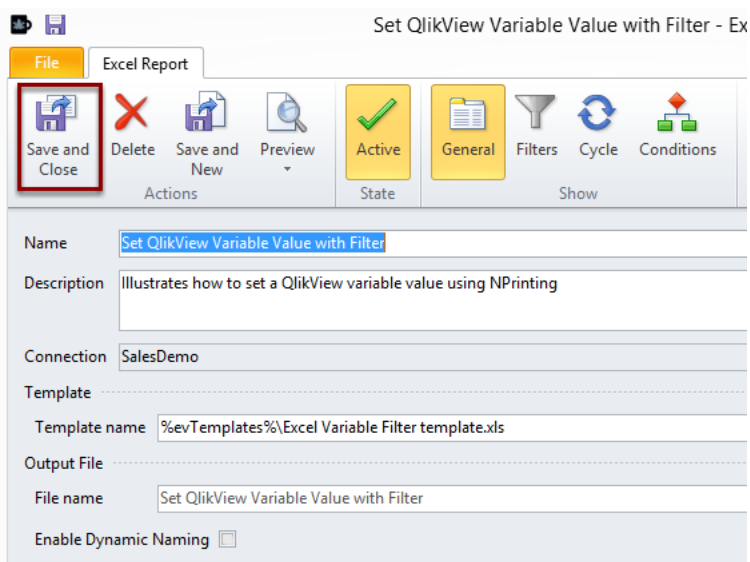
You will see the data for 2013 and 2014 regardless of the year in which you launch the preview.

## Save Your Work in Template and Close Template Editor



Click on the **Save and Close** icon in the **Actions** group.

## Save and Close Report



Click on the **Save and Close** icon in the **Actions** group.

## How to Import Recipients from QlikView Documents - Enterprise Track

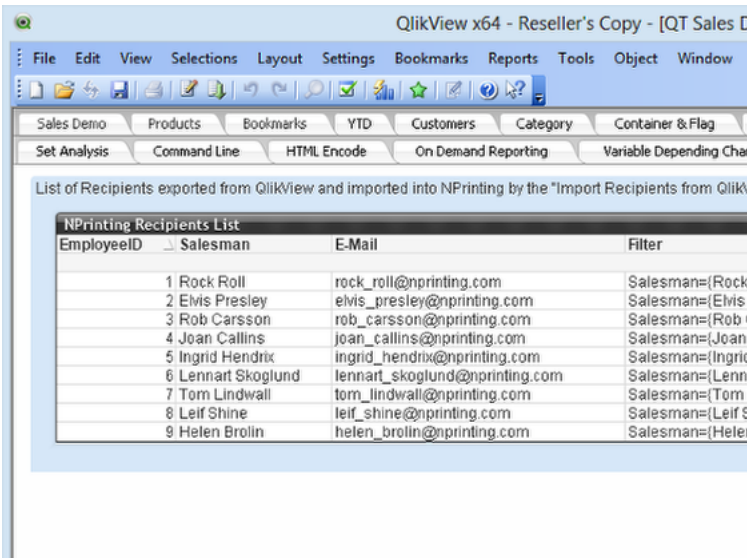
You can download this tutorial by clicking here: "[How to Import Recipients from QlikView Documents - Old Version](#)".

**WARNING: This article applies to NPrinting Features Track versions prior to 15.4.0.0 and NPrinting Enterprise Track.**

Import Recipients from QlikView documents into NPrinting projects. The procedure is as follows:

- create a QlikView chart with all useful recipient information
- create an Excel report for exporting the QlikView object
- create a Task to generate the report
- create a Recipient Import entity
- create a Task to run the Recipient Import
- create a Job that runs the two tasks in sequence

### QlikView Straight Table CH265



The screenshot shows the QlikView interface with a straight table object. The table is titled "NPrinting Recipients List" and contains the following data:

EmployeeID	Salesman	E-Mail	Filter
1	Rock Roll	rock_roll@nprinting.com	Salesman={Rock
2	Elvis Presley	elvis_presley@nprinting.com	Salesman={Elvis
3	Rob Carsson	rob_carsson@nprinting.com	Salesman={Rob t
4	Joan Callins	joan_callins@nprinting.com	Salesman={Joan
5	Ingrid Hendrix	ingrid_hendrix@nprinting.com	Salesman={Ingrid
6	Lennart Skoglund	lennart_skoglund@nprinting.com	Salesman={Lenn
7	Tom Lindwall	tom_lindwall@nprinting.com	Salesman={Tom
8	Leif Shine	leif_shine@nprinting.com	Salesman={Leif S
9	Helen Brolin	helen_brolin@nprinting.com	Salesman={Heler

Create a QlikView straight table object (**CH265** in NPrintingTraining environment) containing the recipient information that you need in columns, depending on your data and goals. Columns can be



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filled with fixed data, imported from your data sources, calculated by the QlikView load script, or obtained from calculated dimensions.

For example, the **Salesman** column in **CH265** contains fixed data and the **Filter** column is a calculated dimension that uses the QlikView formula '**Salesman={ ' & Salesman & ' }<verify>**' to dynamically create a **Salesman** filter using NPrinting import filter syntax.

Salesman:

- EmployeeID
- Recipient's name
- E-Mail
- Filter
- Group
- Folder
- Subfolder

See [Filter Syntax, Parameters, and Options for Importing Recipients](#) for detailed information on the syntax and a complete list of importable fields.

## Configure Excel Report in Editor

ExcelReport27 - Excel Report

File Excel Report

Save and Close Delete Save and New Preview Active General Filters Cycle Conditions

Actions State Show

Name 1 Excel Chart for Exporting Recipients from QlikView into NPrinting

Description 2

Connection

Template

Template name

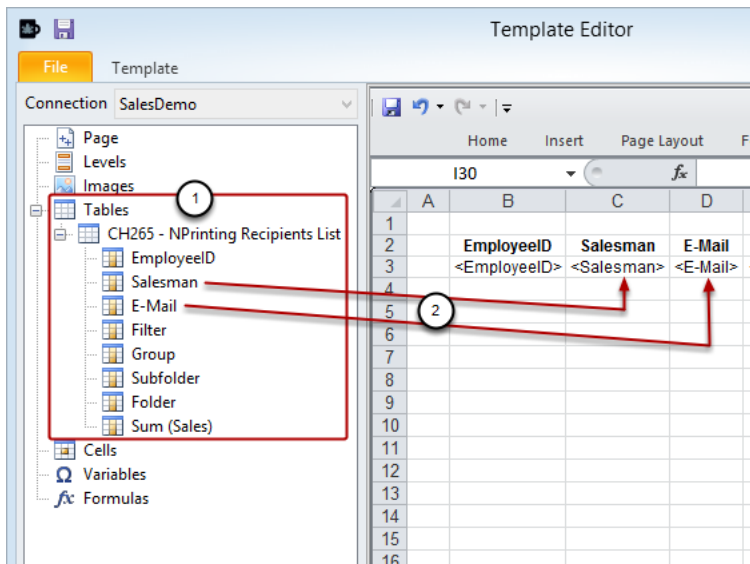
Output File

File name Excel Chart for Exporting Recipients from QlikView into NPrinting

Enable Dynamic Naming

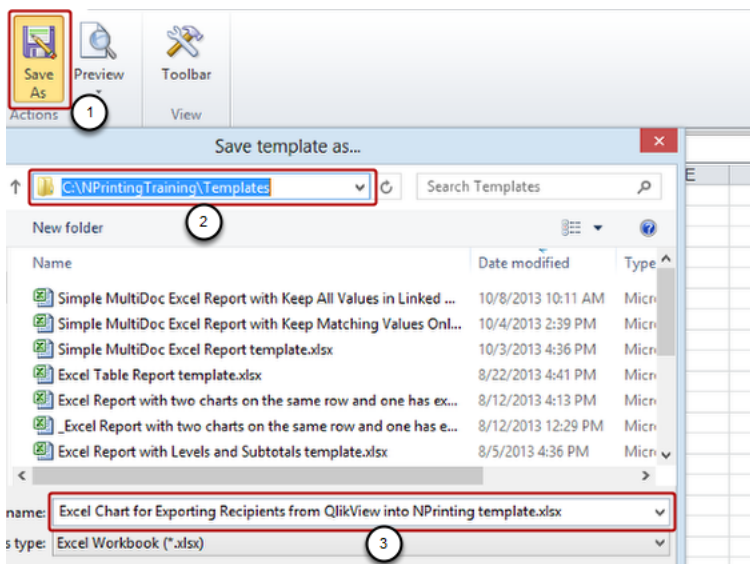
1. Enter **Excel Chart for Exporting Recipients from QlikView into NPrinting** for the **Name** of your **Excel Report**
2. Enter a **Description** (optional)

## Edit Template



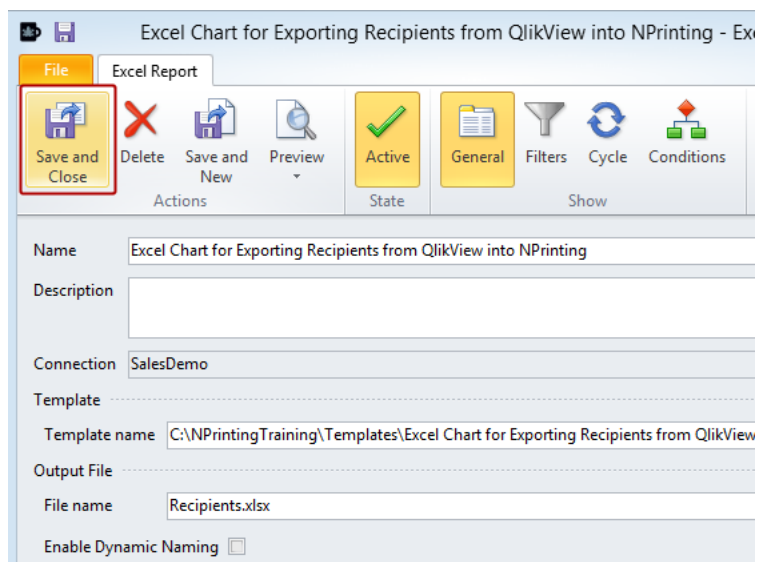
1. Add **CH265 - NPrinting Recipients List** to the template as a table
2. Drag the columns that are useful to you into the template

## Save Template



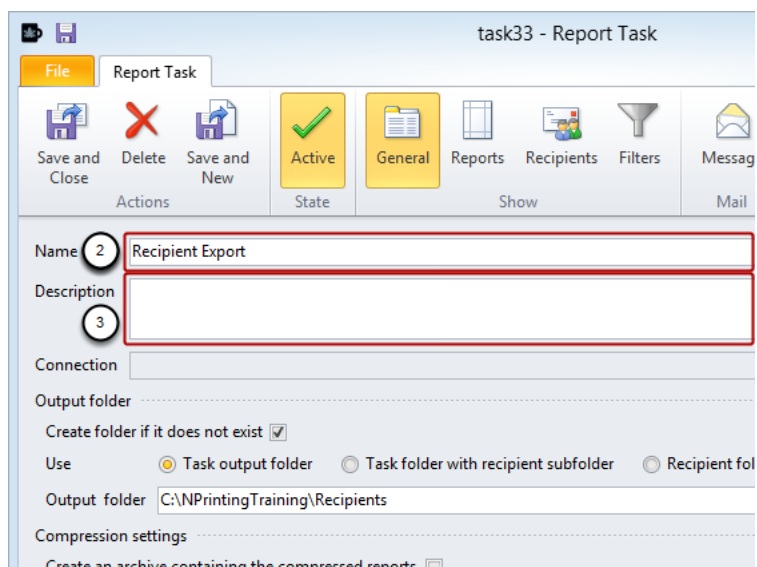
1. Click on the **Save As** icon
2. Browse to **C:\NPrintingTraining\Templates**, if necessary
3. Enter **Excel Chart for Exporting Recipients from QlikView into NPrinting template** for the **Filename**
4. Click on the **Save** button at the bottom of the **Save template as...** window

## Save Report



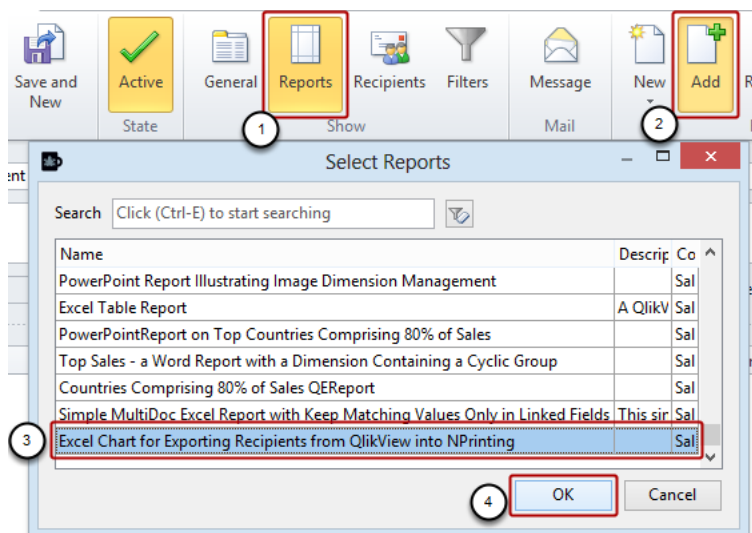
Click on the **Save and Close** icon.

## Configure Report Task



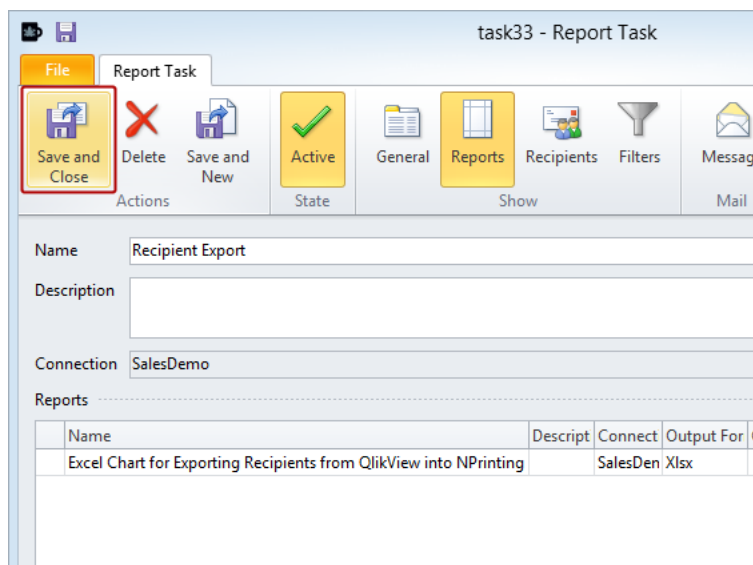
1. Open **Report Task** editor
2. Enter **Recipient Export** for the **Name** of your **Task**
3. Enter a **Description** (optional)
4. Set **Use** to **Task output folder** if it not already so
5. Set **Output folder** to **C:\NPrintingTraining\Recipients**

## Add Report to Task



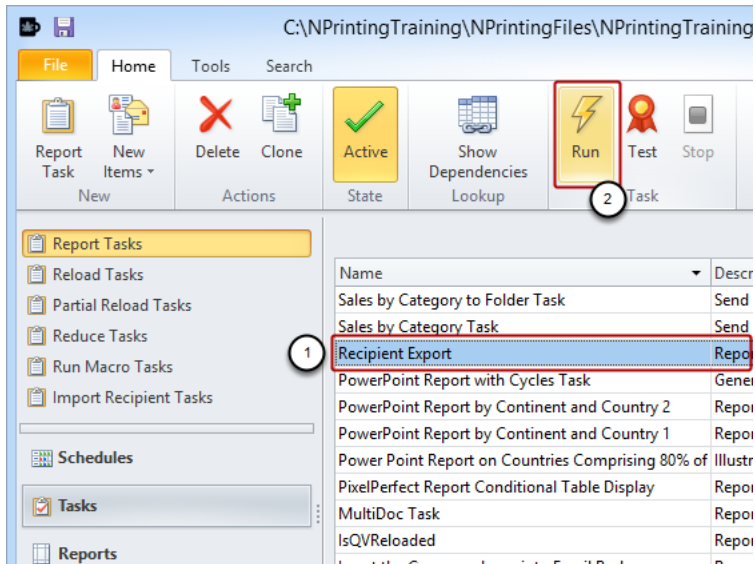
1. Select **Reports** in the **Show** group of the tool bar
2. Click on the **Add** icon in the **Reports** group
3. Find and select the **Excel Chart for Exporting Recipients from QlikView into NPrinting** report in the list
4. Click on the **OK** button

## Save Report Task



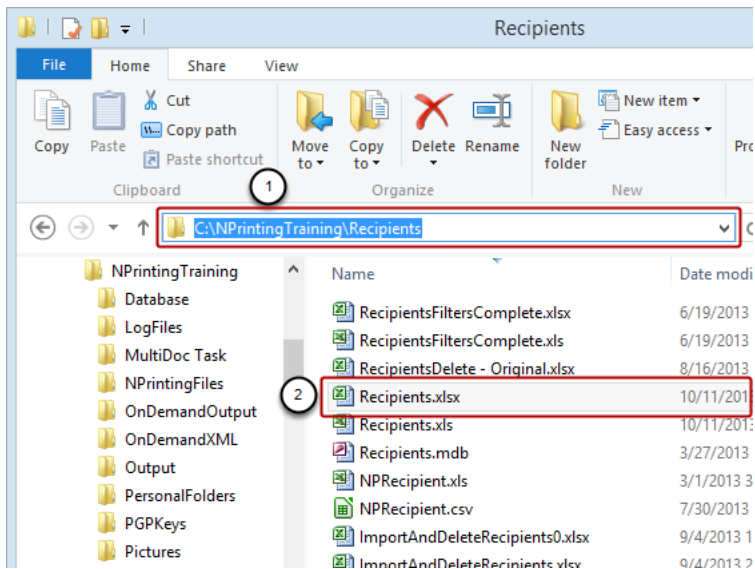
Click on the **Save and Close** icon in the **Actions** group

## Create First Copy of "Recipients.xlsx"



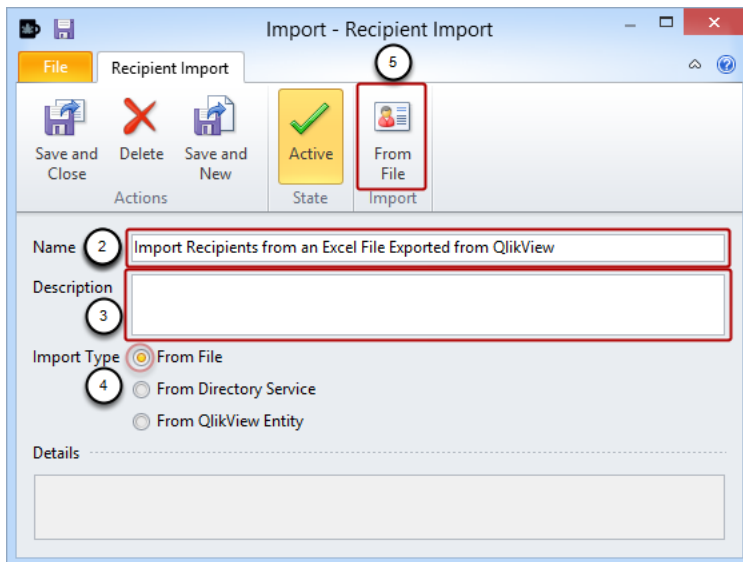
1. Make sure the **Recipient Export** task is selected
2. Click on the **Run** icon in the **Task** group

## Check Report



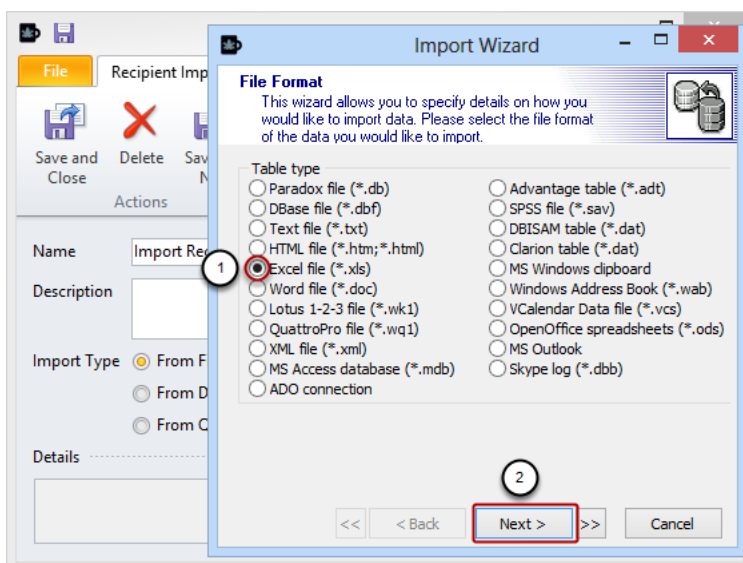
1. Browse to the output folder, **C:\NPrintingTraining\Recipients**
2. Check that the **Recipients.xlsx** report file exists; you may want to inspect its contents in Excel

## Configure Recipient Import



1. Open the **Recipient Import** editor (see: [How to Create and Import Recipients with Filters and Distribution Groups](#))
2. Enter **Import Recipients from an Excel File Exported from QlikView** for the **Recipient Import** entity **Name**
3. Enter a **Description** (optional)
4. Set **Import Type** to **From File**
5. Click on the **From File** icon in the **Import** group

## Set File Format

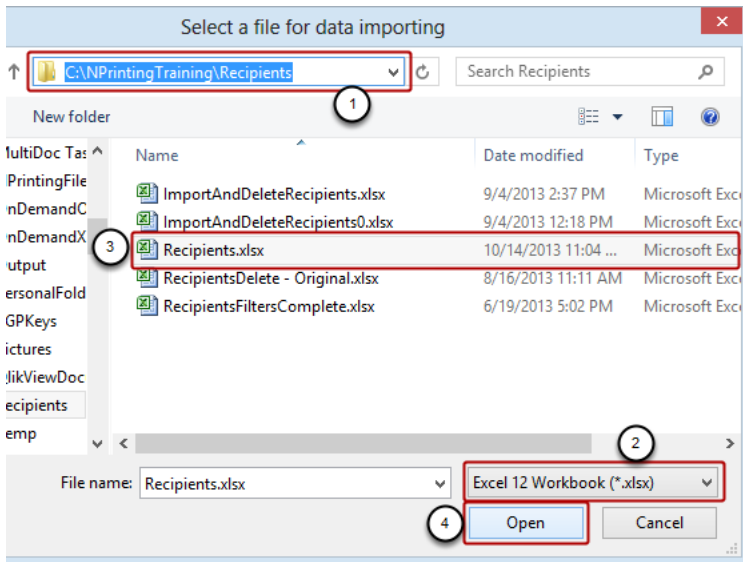


1. Select the type of file you are importing from: **Excel file (\*.xls)**

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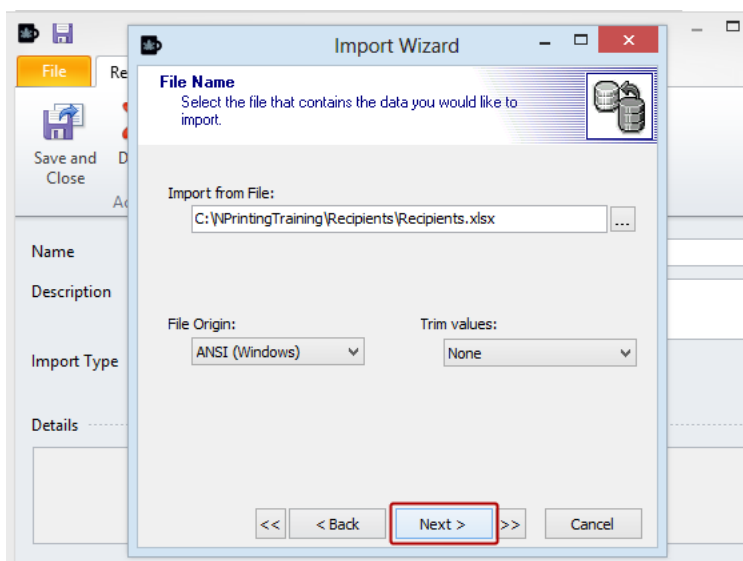
2. Click on the **Next** button

## Select Recipient Data File



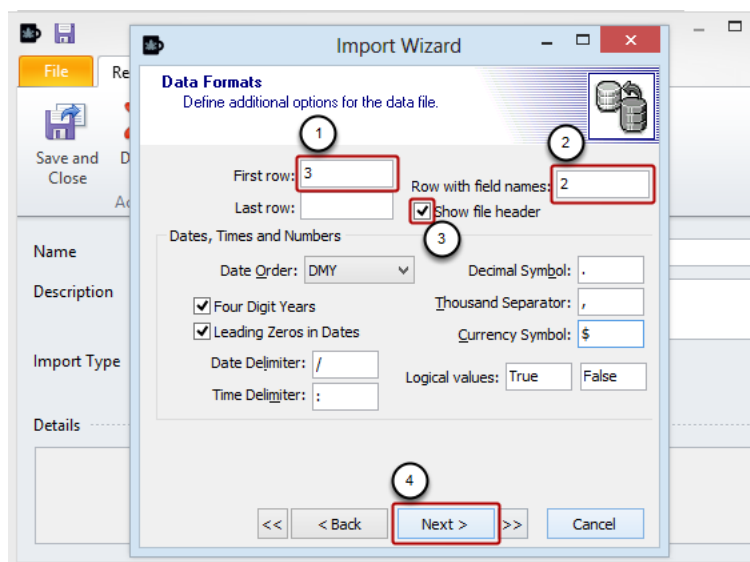
1. Browse to **C:\NPrintingTraining\Recipients**
2. You will need to change visible file type filter from **Excel file (\*.xls)** to **Excel 12 Workbook (\*.xlsx)** if you generated your file in this format as has been done in this tutorial
3. Select **Recipients.xlsx**
4. Click on the **Open** button

## Adjust Import Parameters



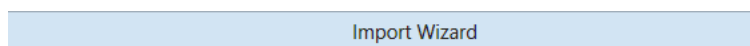
The **File Origin:** and **Trim values:** are correct so just click on the **Next** button.

## Configure Data Formats

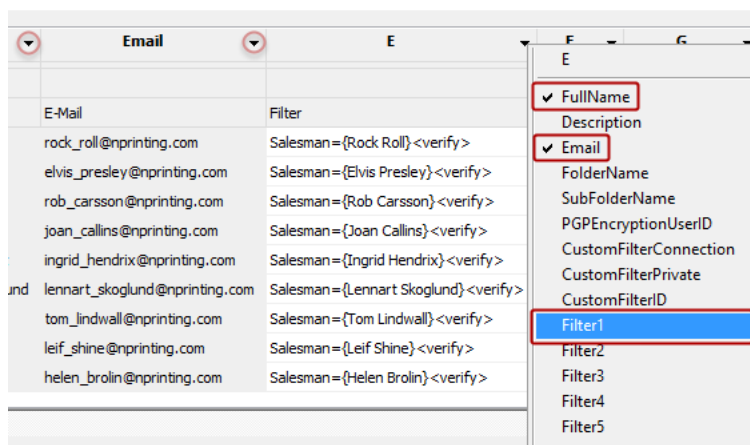


1. Set **First row:** to 3
2. Set **Row with field names:** to 2
3. Put a check mark in the **Show file header** box
4. Click on the **Next** button

## Map Columns



here your field breaks occur. If they are not correct, you can make adjustments now.



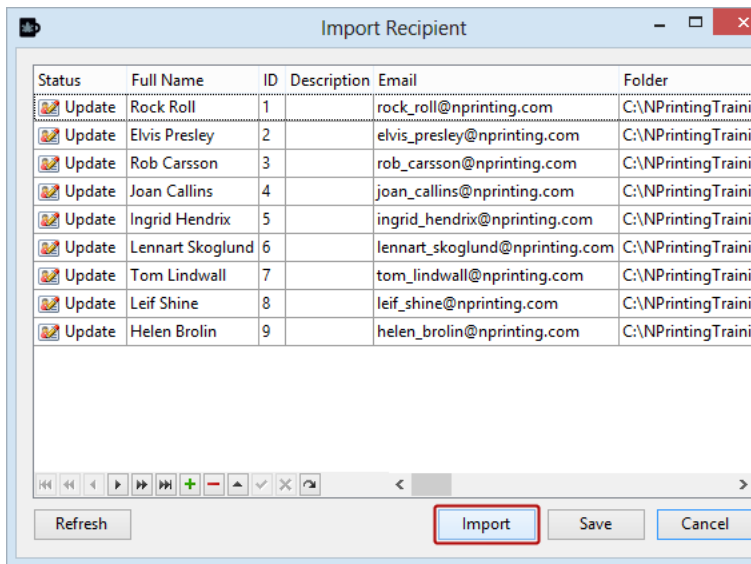
Set the mappings column by column by clicking on the small down-pointing arrows and then selecting appropriate value from the drop-down menu.



# NPrinting Certification Training Course Tutorials

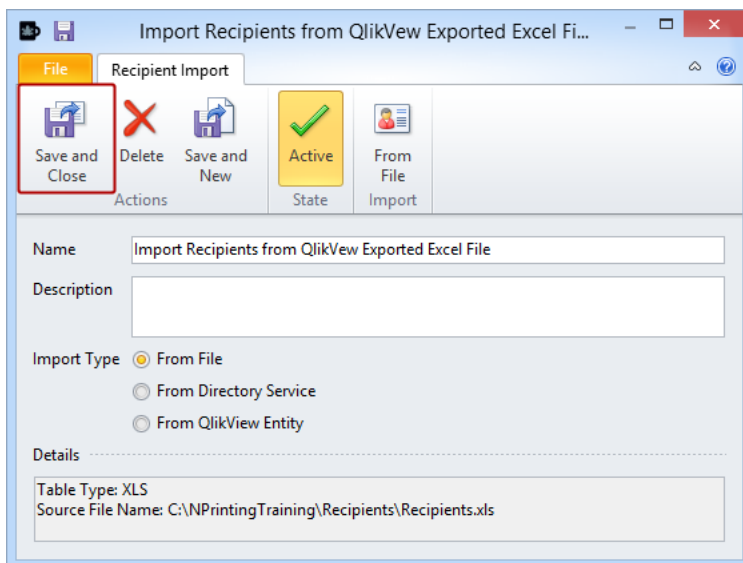
The only **mandatory field** is the **Recipient Name (FullName)**: be sure at least to map it. If you don't map an Excel column it will not be imported.

## Import



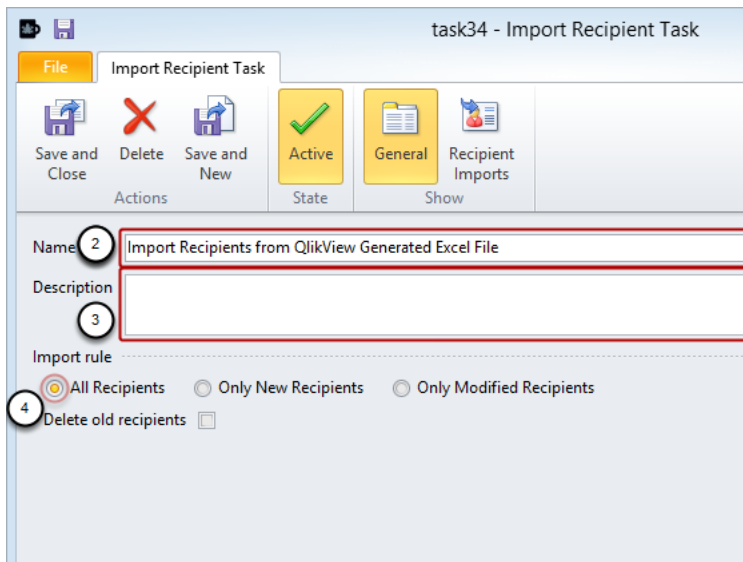
Click on the **Import** button.

## Save Recipient Import Entity



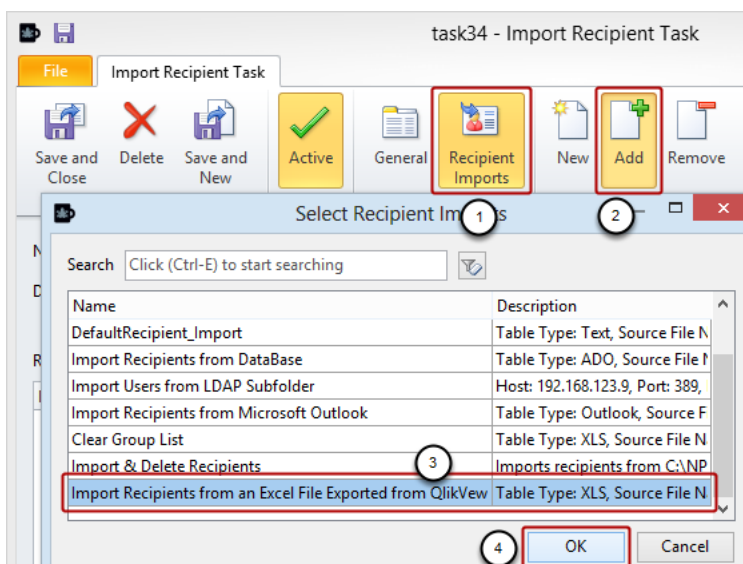
Click on the **Save and Close** icon.

## Configure Import Recipient Task



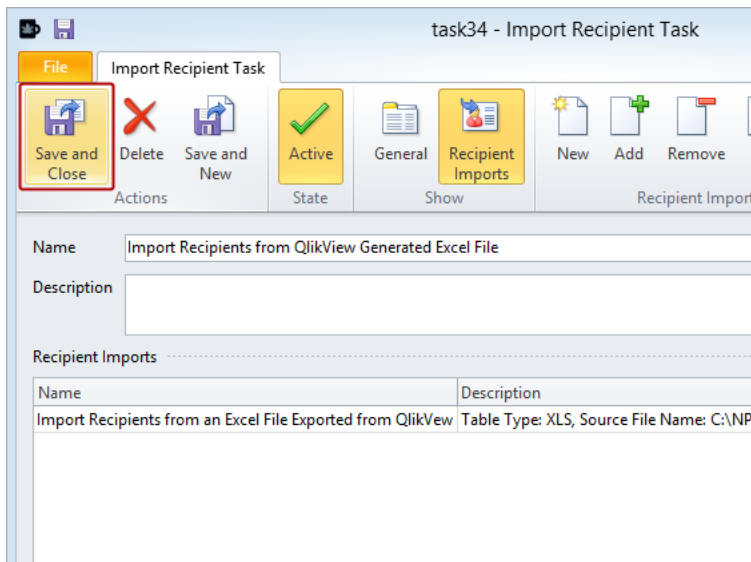
1. Open the **Import Recipient Task** editor
2. Enter **Import Recipients from QlikView Generated Excel File** as the **Name** of the task
3. Enter a **Description** (optional)
4. Make sure **Import rule** is set to **All Recipients**

## Add Recipient Import Entities to Task



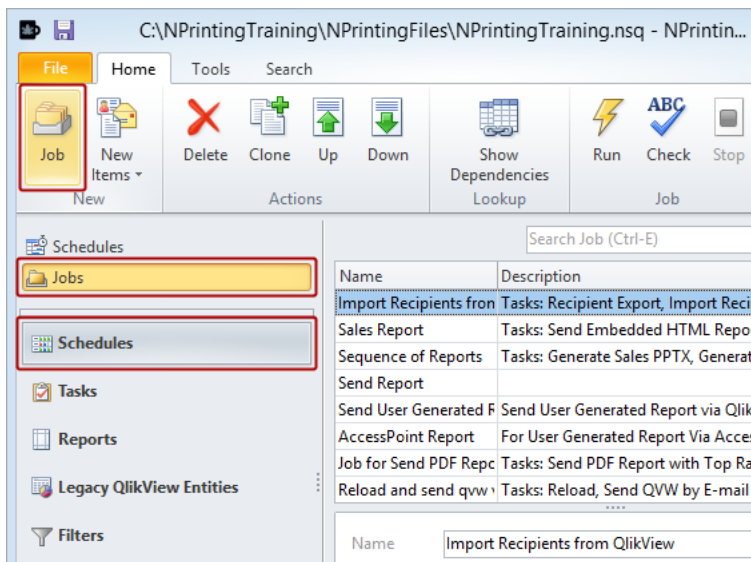
1. Select the **Recipient Imports** icon in the **Show** group
2. Click on the **Add** button
3. Select the **Import Recipients from an Excel File Exported from QlikView** from the list
4. Click on the **OK** button

## Save Task



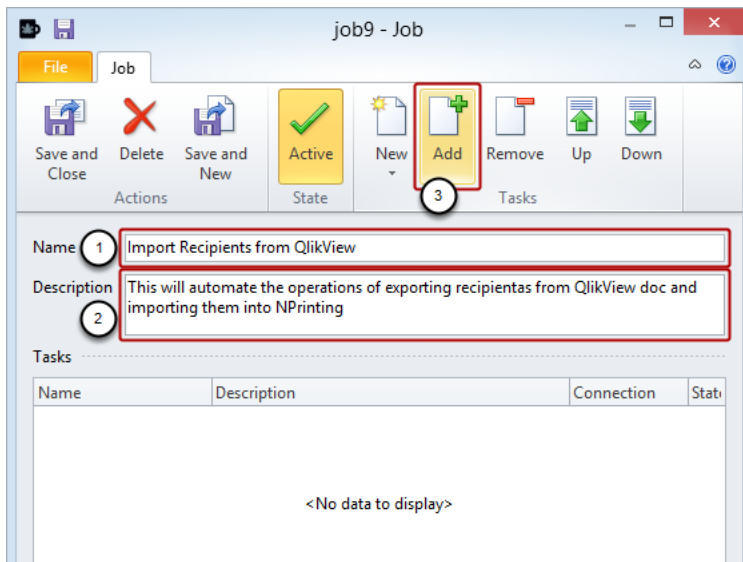
Click on the **Save and Close** button.

## Open Job Editor



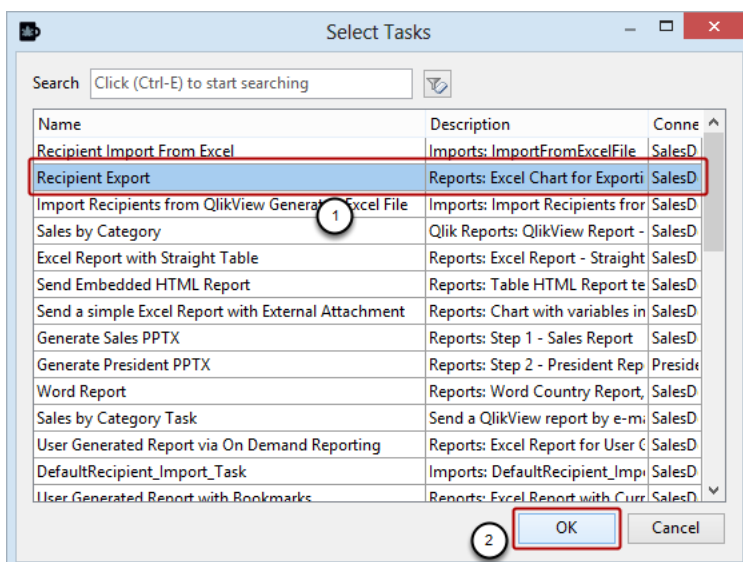
1. Select **Schedules** in the lower left pane
2. Select **Jobs** in the upper left pane
3. Click on the **Job** icon in the **New** group of the tool bar

## Configure Job



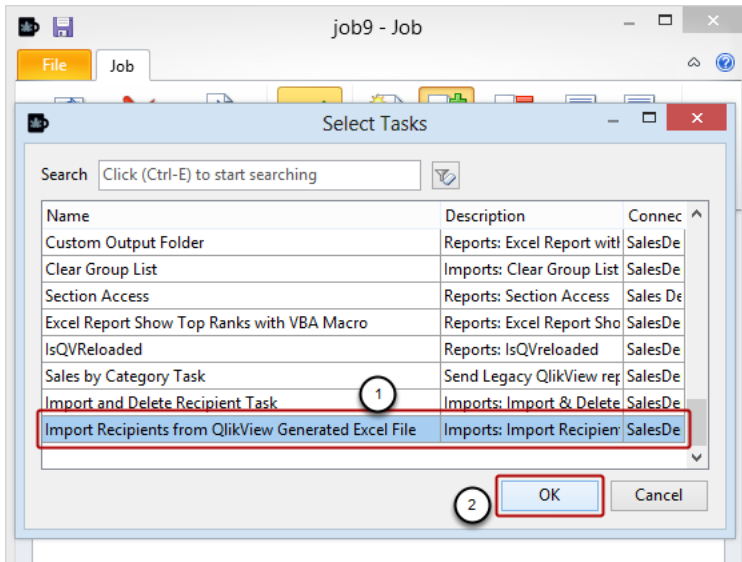
1. Enter **Import Recipients from QlikView** for the **Name** of your **Job**
2. Enter a **Description** (optional)
3. Click on the **Add** icon in the **Tasks** group of the tool bar

## Add First Task



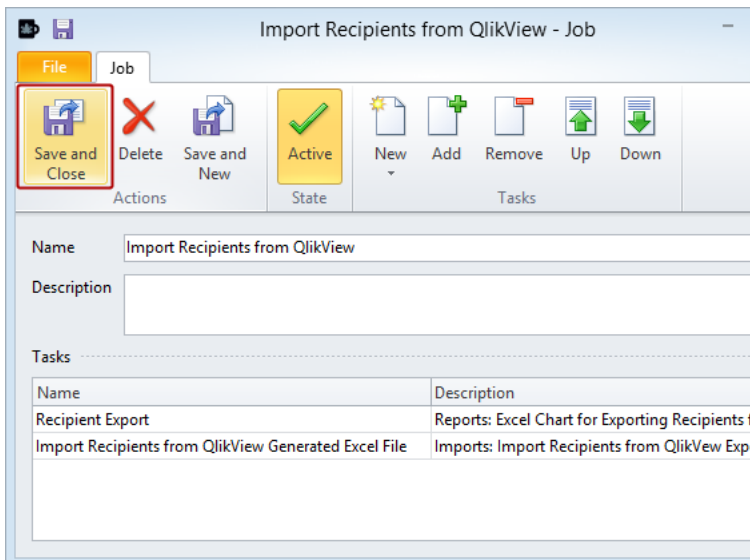
1. Select **Recipient Export** from the **Select Tasks** list
2. Click on the **OK** button

## Add Second Task



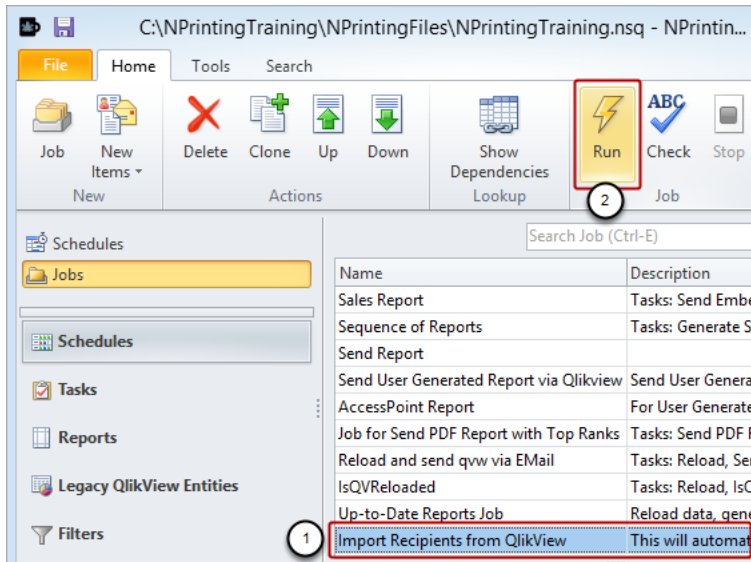
1. Select **Import Recipients from QlikView Generated Excel File** from the **Select Tasks** list
2. Click on the **OK** button

## Save Job



Click on the **Save and Close** icon.

## Run Job



Run the **Import Recipients from QlikView** Job to test the entire process:

1. Make sure the **Import Recipients from QlikView** job is selected
2. Click on the **Run** icon in the **Job** group of the tool bar

You can schedule the job to keep the recipient list up-to-date. Please remember that you can only delete recipients using the same recipient import entity that imported the recipients in the first place (see: [How to Delete Recipients Automatically When Importing](#)) or you can deactivate it so it will be ignored by all tasks. You can also remove a recipient from a group so the recipient will no longer receive reports sent to that group but will still remain active.

# Import Users from LDAP Directory Subfolders

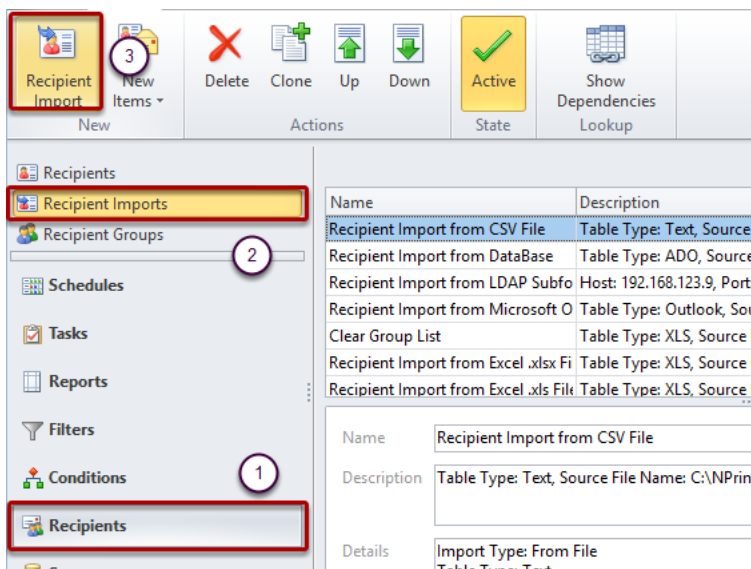
You can download this tutorial by clicking here: "[Import Users from LDAP Directory Subfolders](#)".

Individual or lists of recipients can be imported by NPrinting and become an integral part of an NPrinting file. Sources include text and Excel files, databases, and LDAP directories. Here is how to import from LDAP directory subfolders.

For the purposes of this tutorial you must:

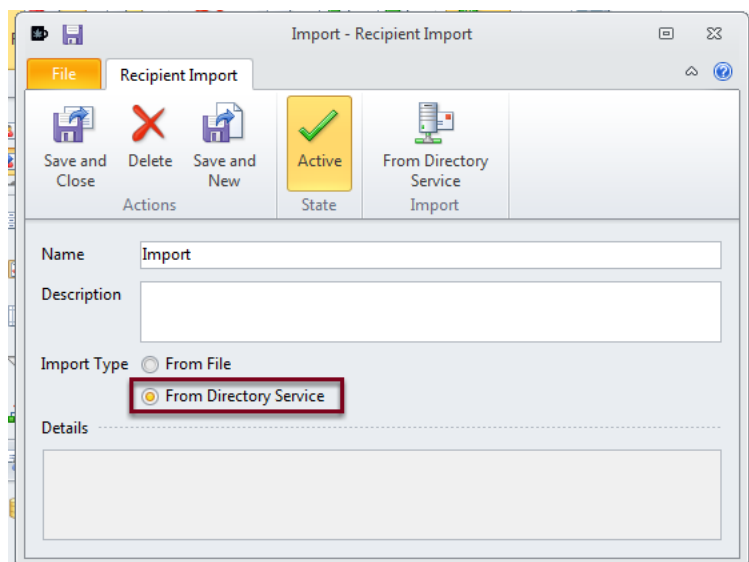
- launch NPrinting
- open an NPrinting file
- know the IP address of an LDAP directory server, port number, and authentication protocol
- have proper credentials
- know the directory structure parameters

## Begin Defining Recipient Import Operation

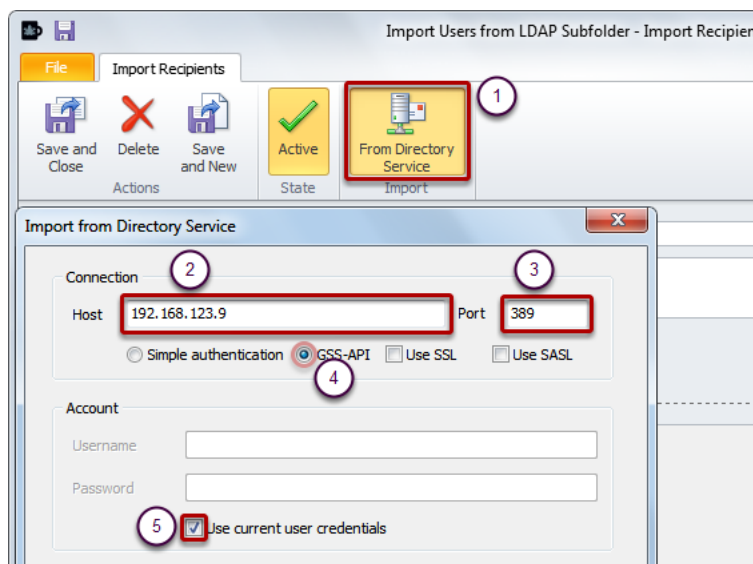


1. Select **Recipients**
2. Select **Recipient Imports**
3. Click on **Recipient Import**

## Select Import Type



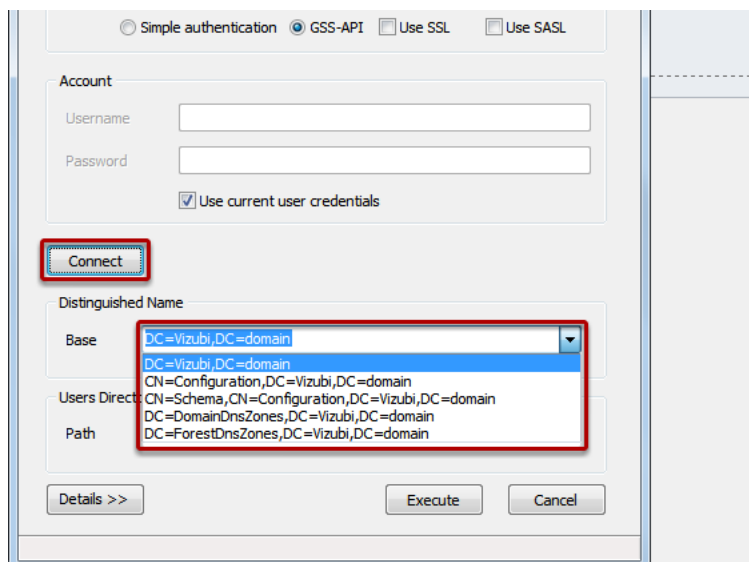
## Open "Import from Directory Service" Dialog Window and Begin Entering Parameters



1. Click on **From Directory Service** in the **Import** section of the menu bar
2. Enter the **IP address of your LDAP directory or Windows Active Directory server**
3. Enter the **Port** number
4. Select the appropriate authentication protocol
5. Put a check in the **Use current user credentials** box or enter the credentials you have been furnished

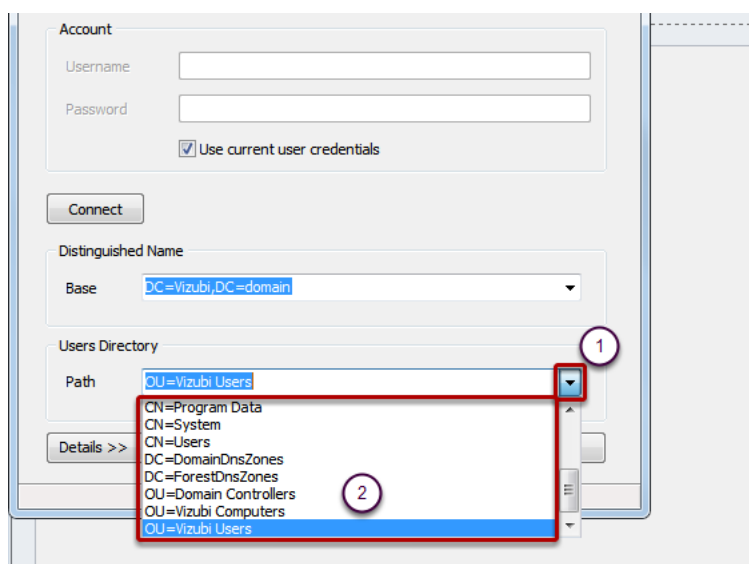


## Connect and Select Base Parameters



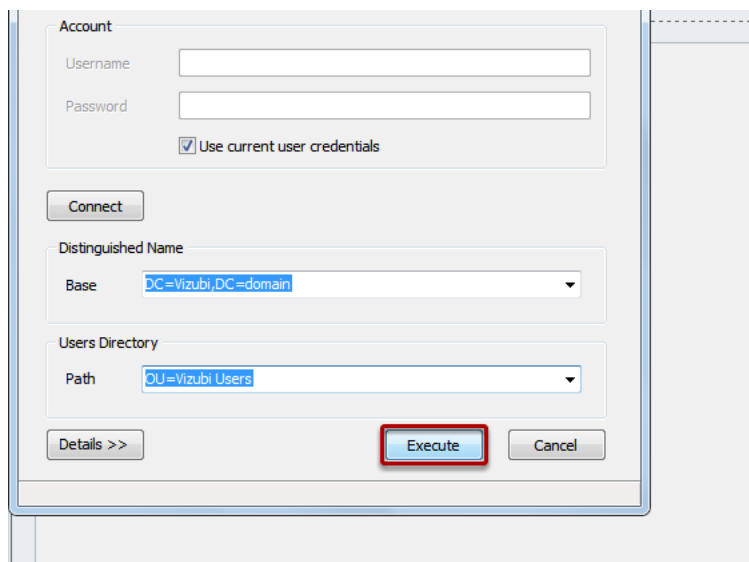
1. Click on **Connect**. If all of the above parameters are correct, the **Base** drop-down menu will open automatically
2. Select the appropriate **Base** parameter combination

## Select Path Parameter



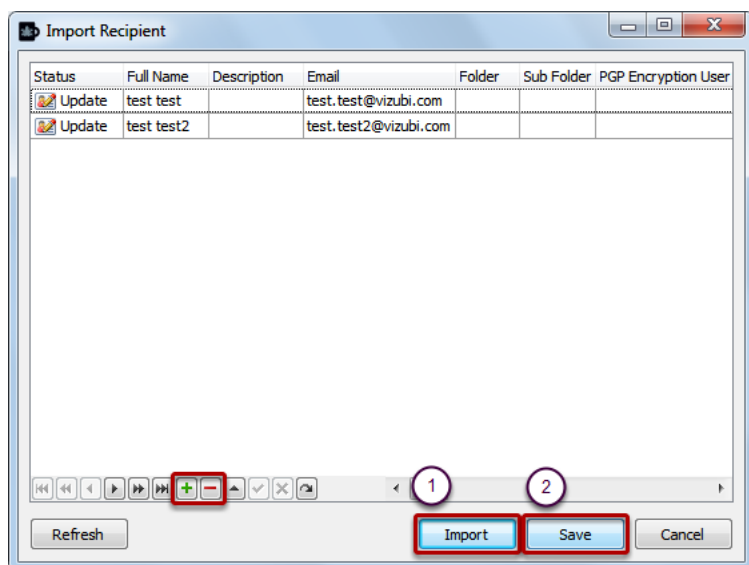
1. Click on the arrow at the extreme right of the **Path** field
2. Select the appropriate **Path** parameter

## Conclude Defining Source



Click on the **Execute** button

## Import Recipient(s)

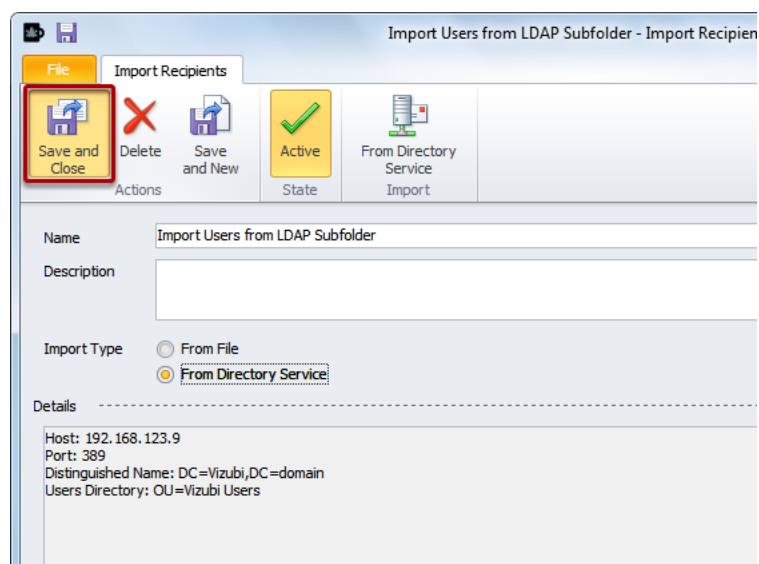


1. Click on **Import**
2. Click on **Save**

Recipients can be added to or eliminated from the list by using the green '+' and red '-'. When you have finished adjusting the list, click on **Import** to import the recipients that you have specified. Click

on **Save** to save this specified group of recipient import operation parameters in the **Recipient Imports** list.

## Save and Close



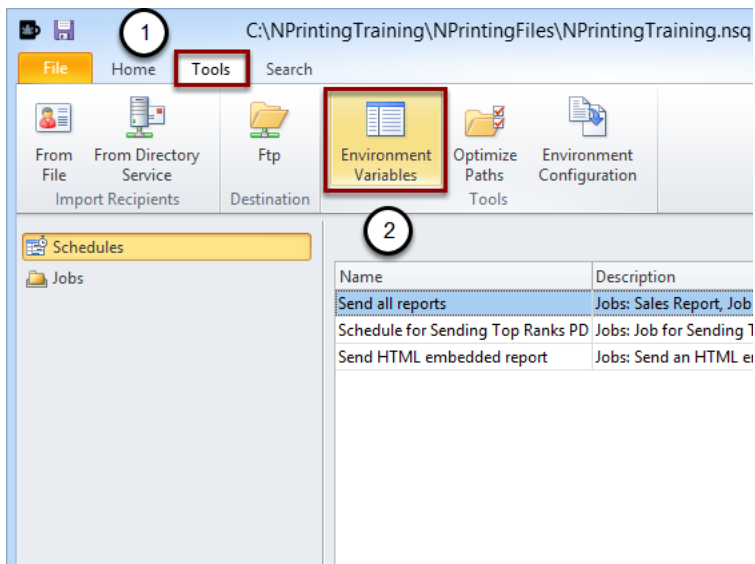
Click on the **Save and Close** icon

## How to Use Environment Variables

You can download this tutorial by clicking here: "[How to Use Environment Variables](#)".

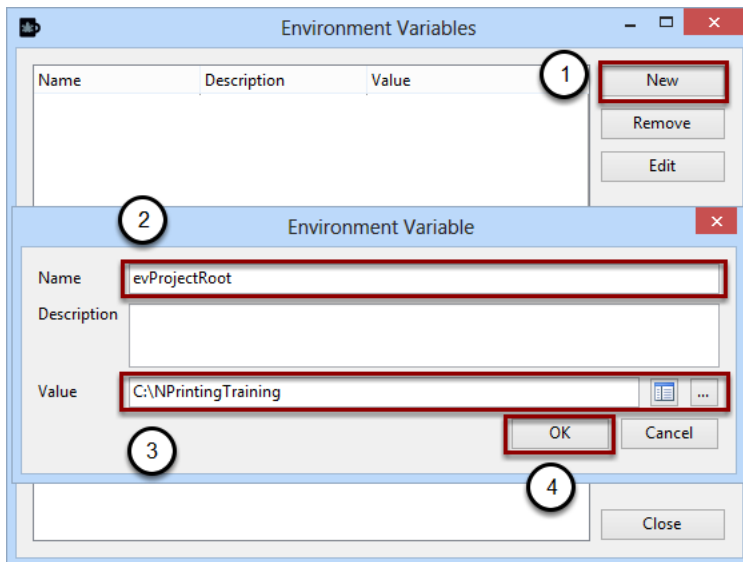
Moving an NPrinting project is easier thanks to the new feature that lets you configure environment variables. NPrinting supports environment variables, custom variables and relative paths in template files and .qvw paths. When you move your project you'll only need to change the variable values.

### Open the Environment Variables



1. Select **Tools** tab in the upper-right side of the window
2. Click on **Environment Variables**

## Create a New Environment Variable

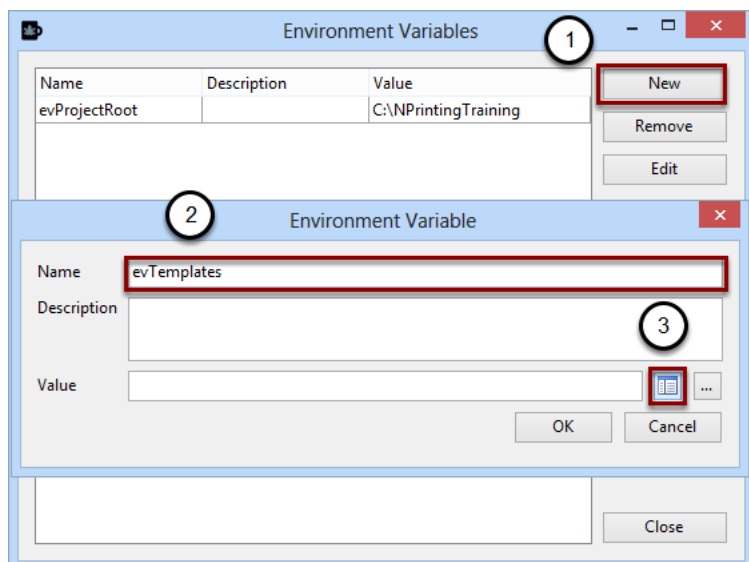


The **Environment Variables** window lets you manage the environment variables that can be used in paths. A grid shows all configurable environment variables. The "Environment Configuration" can be also opened using the new "Configure" button in the "NPrinting Files" section of the **Management Console**.

1. Click on the **New** button
2. Enter **evProjectRoot** as **Name**. We suggest beginning the name with "ev"
3. Enter the path to the NPrinting project folder or browse - select the folder by clicking on the browse button at the far right.
4. Click **OK**

If this variable already exists, click on the **Edit** button and change its **Value** with the new project folder.

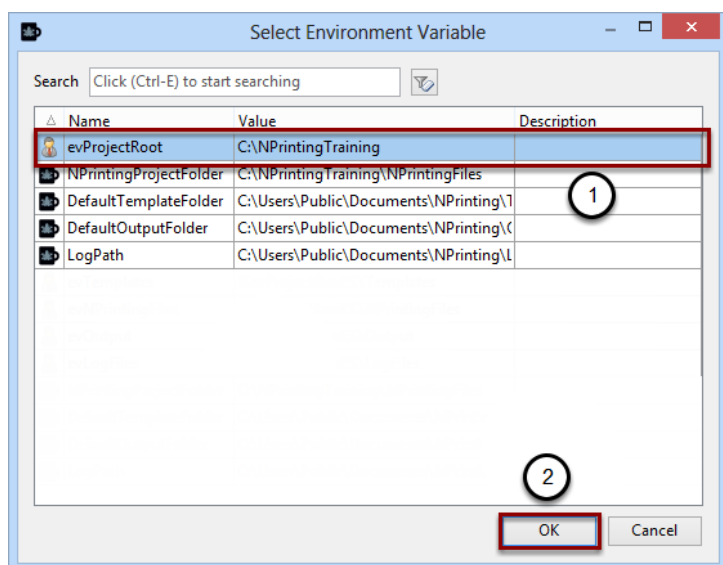
## Create the Template Files Variable



You can use an Environment Variable to create another variable. The second variable will be affected by changes made to the first one.

1. Click on **New**
2. Enter **evTemplates** as **Name**
3. Click on the **Environment Variables** button

## Select the Environment Variable Already Created



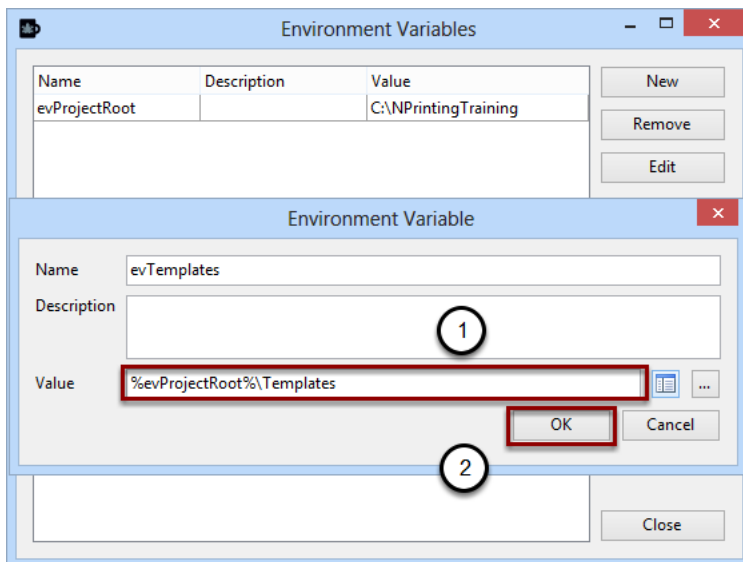
In this window you can see three kinds of variables:

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- **NPrinting Variables:** there are variables for some of the folders you specify in the NPrinting Options. For example: “Default output folder”, “Default templates folder”, etc. These variables have the NPrinting logo as icon.
- **User Variables:** inserted by the developer using the “Environment Variables” icon in the “Tools” bar and represented by a “man-shaped” icon
- **System Variables:** are the path variables defined in your OS and represented by a PC icon. To see them in a Report template or a QlikView document path, click on the variable icon (the blue one near the “dots” on the right) then right-click on one row and select “Show system variables”

1. Select the **evProjectRoot** variable just created
2. Click on **OK**

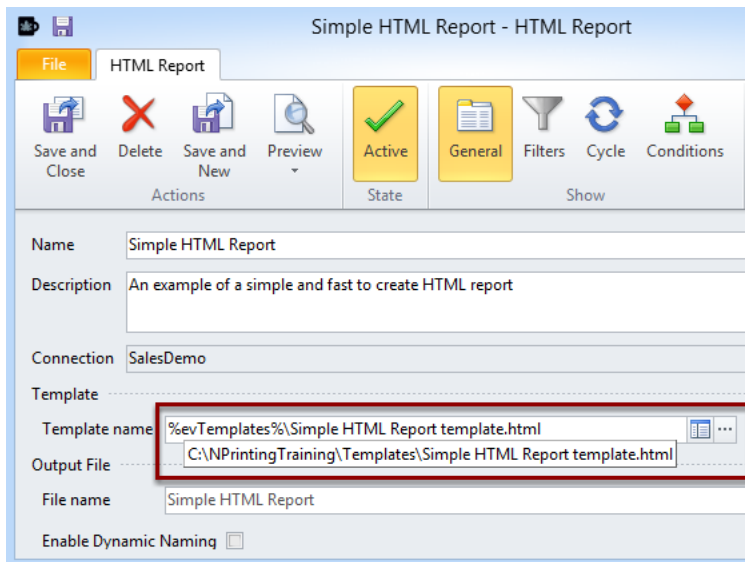
## Complete the Template Path



1. Add the name of the **Templates** folder
2. Click on **OK**

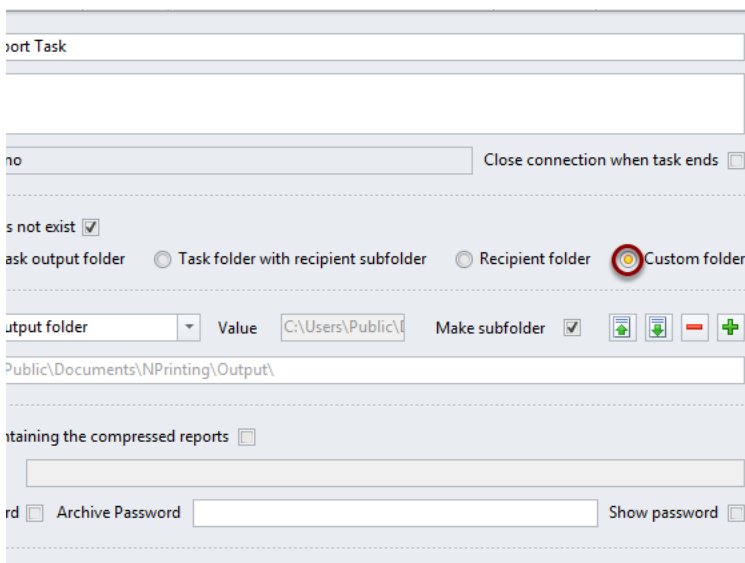
Repeat these steps for each folder that you want to add. Do this if you want to transfer projects between computers. Simply change the **evProjectRoot** variable value.

## The Use of Environment Variables in Reports



You can use **Environment Variables** by clicking on the button to the right of the **Template name** field to set the path. It's also possible to insert an environment variable in the **Tasks** output folder. If you hover your mouse pointer over the inserted environment variable tag you will see the **complete path**.

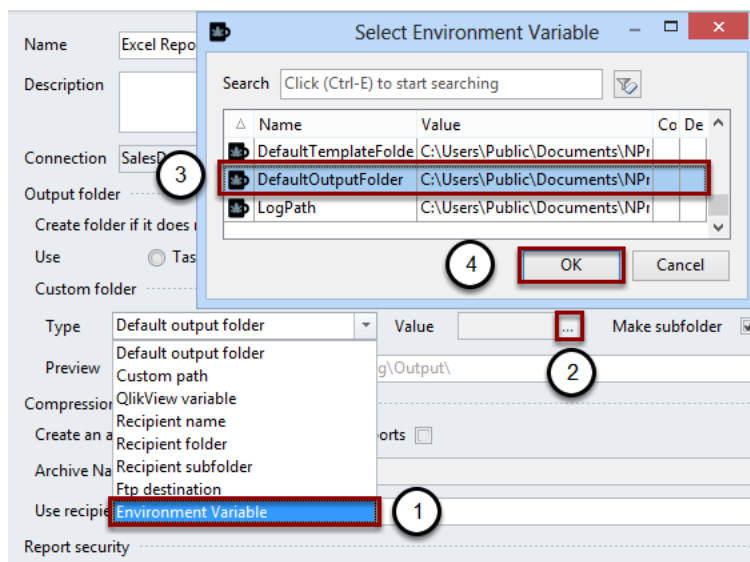
## The Use of Environment Variables in Tasks



In the task setting window, select **Custom folder** as the **Output folder** field

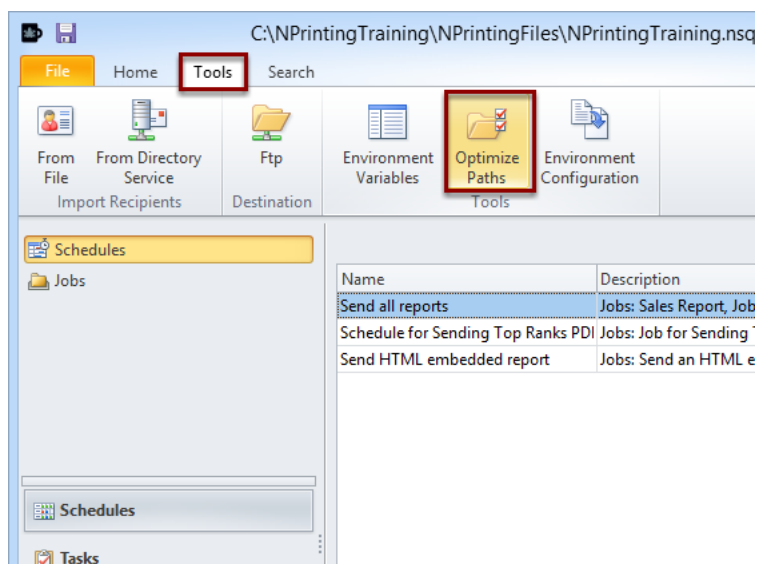


## Add the Environment Variable



1. Select **Environment Variable** as **Type** from the drop-down menu
2. Click on the three dots
3. Select desired variable
4. Click **OK**

## Path updates with Environment Variables

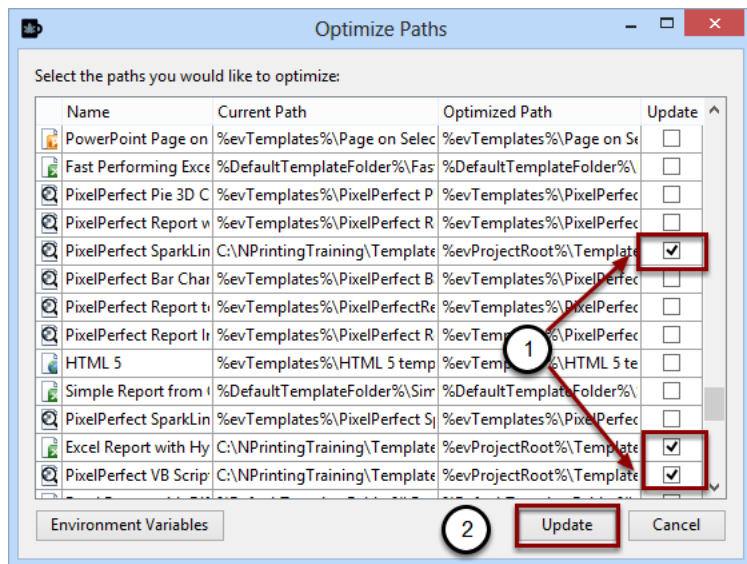


**Optimize Paths** easily converts absolute paths from old NPrinting projects into paths that include Environment Variables in an NPrinting project.

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1. Select **Tools** tab on the upper-right side of the window
2. Click on **Optimize Paths**

## Update Paths



The **Current Path** column represents the old path whereas the **Optimized Path** includes the proposed path with variables.

1. Select the paths you want to update by checking their respective boxes in the **Update** column
2. Click the **Update** button

# Image Dimension Management in Microsoft Office Reports

You can download this tutorial by clicking here: "[Image Dimension Management in Microsoft Office Reports](#)".

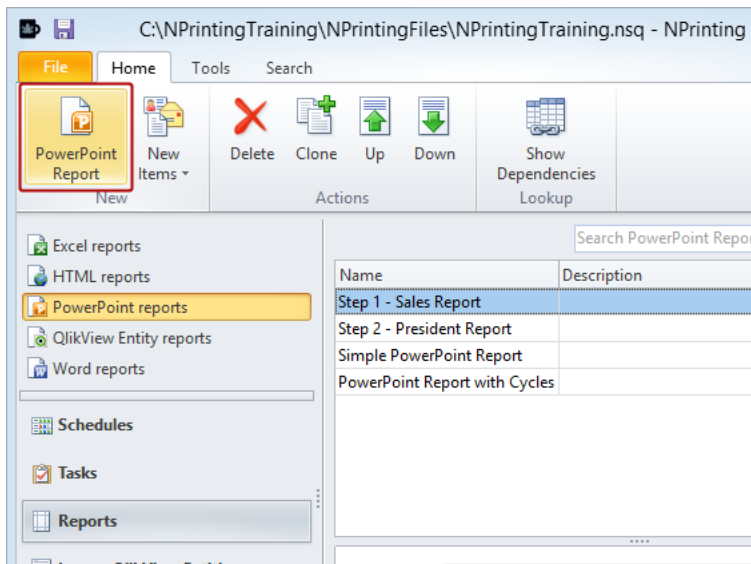
Excel, Word and Powerpoint hold image dimensions fixed as defined at the moment the image is dragged and dropped into the template. Later application of filters sometimes caused distortion in the final result due to changes in dimensions.

The Images node has a new "Stretch" property that can be set to:

- **Don't Fit:** (Default in Excel): embeds images exactly as they are exported from QlikView.
- **Fit Inside:** image height and width are the same as exported from QlikView or the height and width are reduced proportionally until both are smaller than the settings in the template. Image quality is not degraded.
- **Fit Width:** image width is the same width as exported from QlikView or the width set in the template, whichever is less. Image height is adjusted proportionally.
- **Fit Height:** image height is the same height as exported from QlikView or the height set in the template, whichever is less. Image width is adjusted proportionally.
- **Stretch:** (Default in PowerPoint and Word): image dimensions are increased or decreased proportionately until one is the same as set in the template and the other is less than the corresponding dimension.

If you unlock the aspect ratio of an image when making adjustments to dimensions, the image may become distorted, but the image in the generated report will have the original aspect ratio.

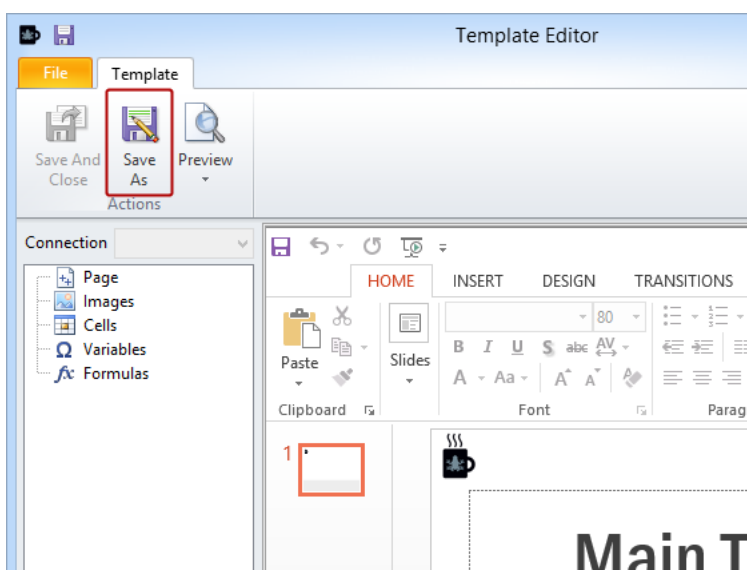
## Create Microsoft Office Report



This tutorial is relevant to Excel, PowerPoint, and Word reports. Image Dimension Management will be illustrated creating a PowerPoint report template.

See: [How to Create Excel Reports](#) , [How to Create PowerPoint Reports](#), or [How to Create Word Reports](#) as is appropriate for your report template type.

## Create and Save Template

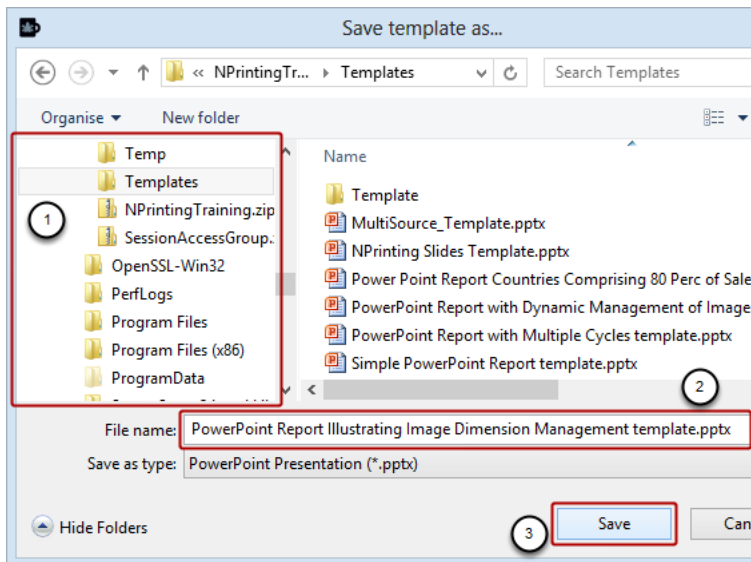


After creating the report and entering a **Name**, optionally a **Description**, and setting any other parameters, open a new template in the **Template Editor** by clicking on the **New** icon in the

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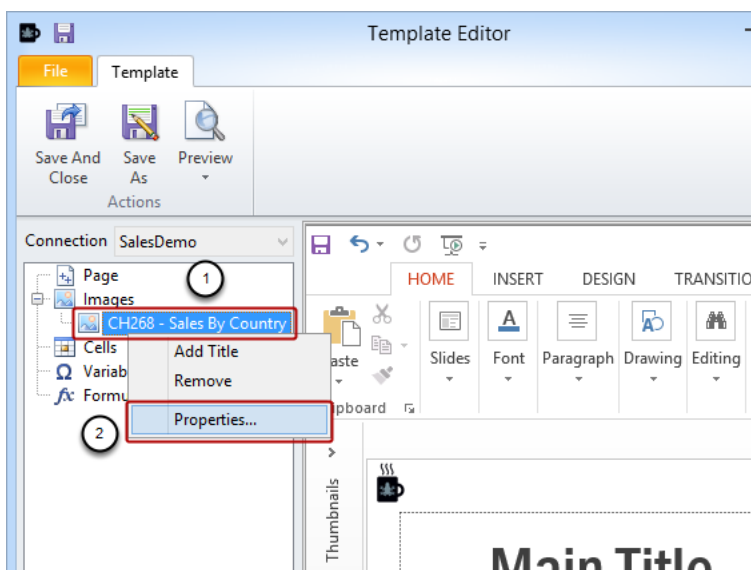
**Template** group and then open the **Save template as...** window by clicking on the **Save As** icon in the **Actions** group.

## Save Your Template



1. Browse to the **C:\NPrintingTraining\Template** folder
2. Enter a name for the template or accept the proposed name
3. Click on the **Save** button.

## Open Properties Dialog



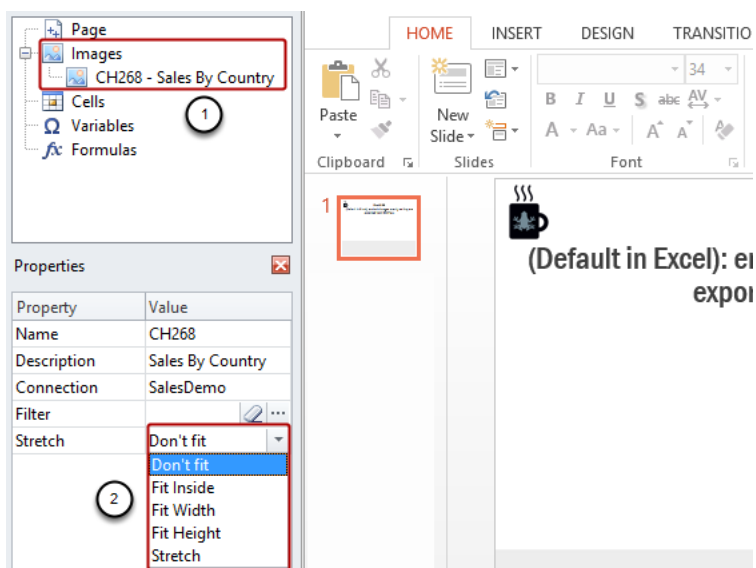
# NPrinting Certification Training Course Tutorials

After adding a QlikView object to a template as an Image or Table, some properties can be altered. To do so:

1. Open the **Properties...** dialog window by right clicking on the object node
2. Select the **Properties...** button

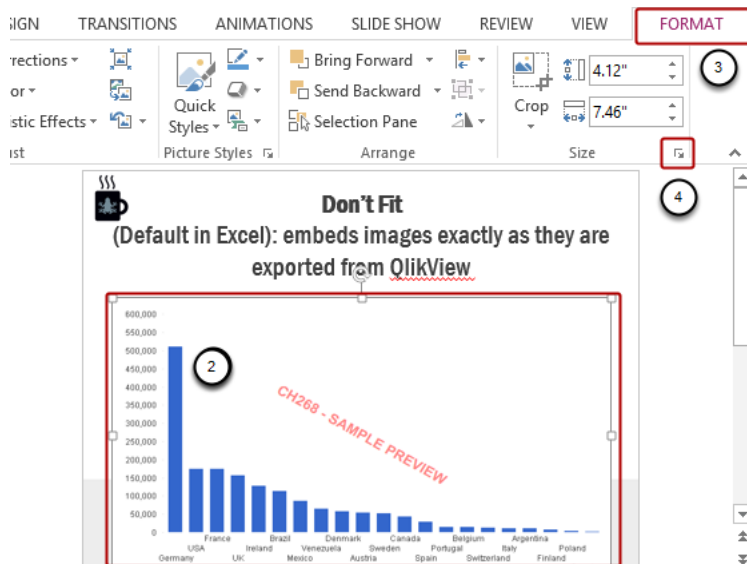
Now that you know how to do that, we can proceed.

## Add QlikView Object as Image and Set Stretch Property



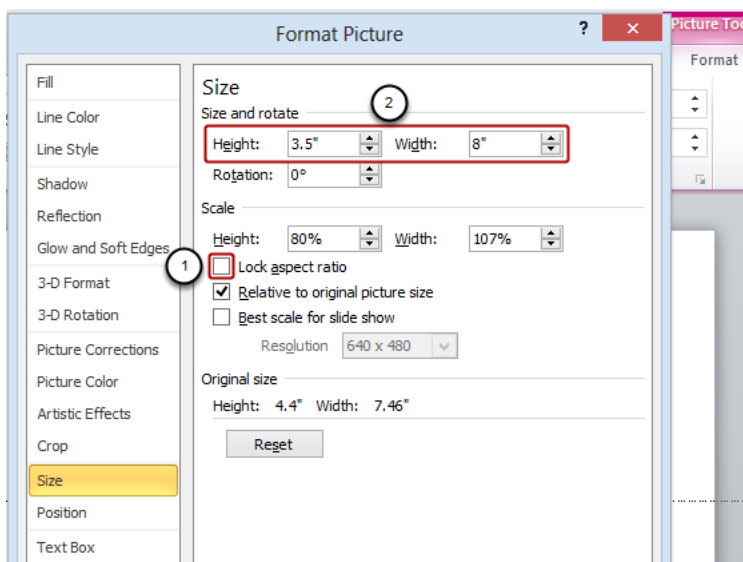
1. Add **CH268 - Sales by Country** to the template (see: [How to Create PowerPoint Reports](#))
2. Open the **Properties...** window and set the **Stretch** property to **Don't fit** by clicking on the **Stretch Value** cell and selecting **Don't fit** from the drop-down menu

## Embed Chart Image in Template and Set Height



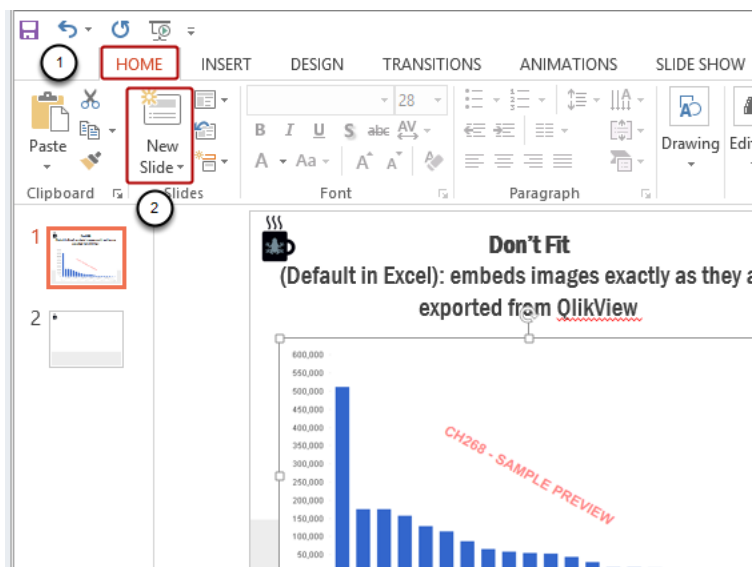
1. Drag and drop **CH268 - Sales by Country** into the template
2. Select the **CH268 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group

## Edit Image Settings



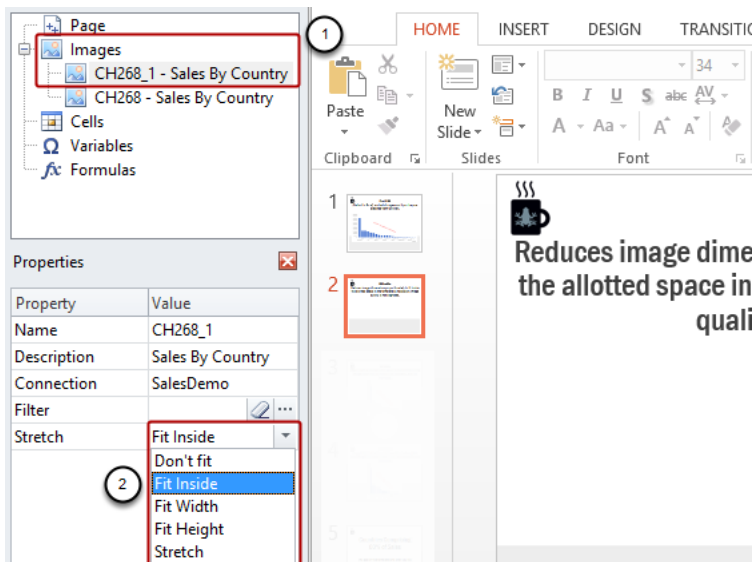
1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **3.5"** or **8.75cm** and **8"** or **20cm** respectively
3. Click on the **Close** button at the bottom right of the window

## Add New Slide



1. Select the **Home** tab
2. Click on **New Slide** icon

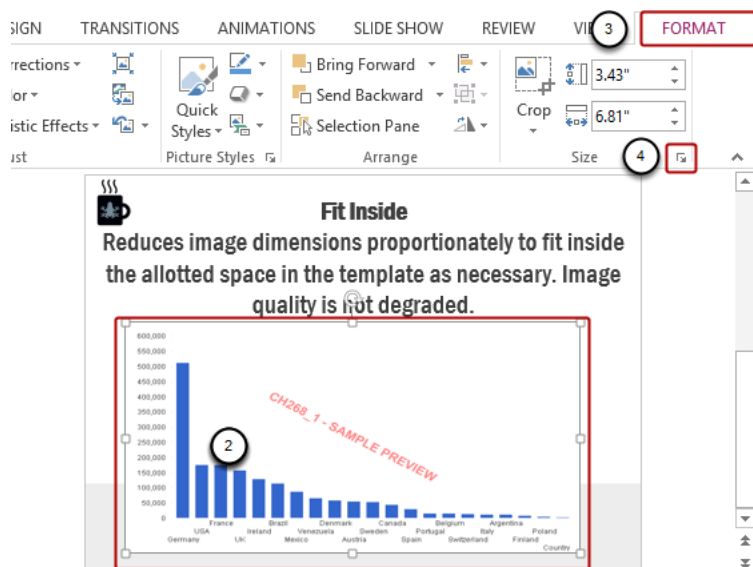
## Add Chart Again and Configure Stretch Property



1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268\_1 - Sales by Country**
2. Set the **Stretch** property to **Fit Inside** in the **Properties** panel

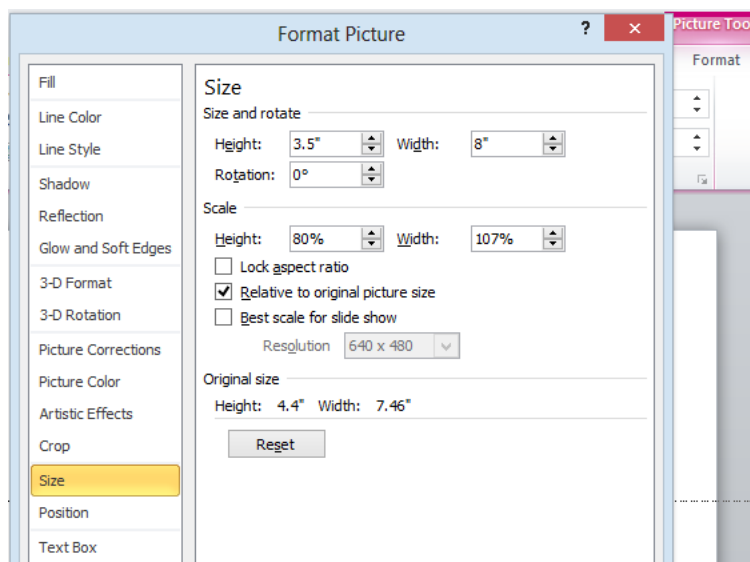


## Embed Chart Image in Template and Set Height



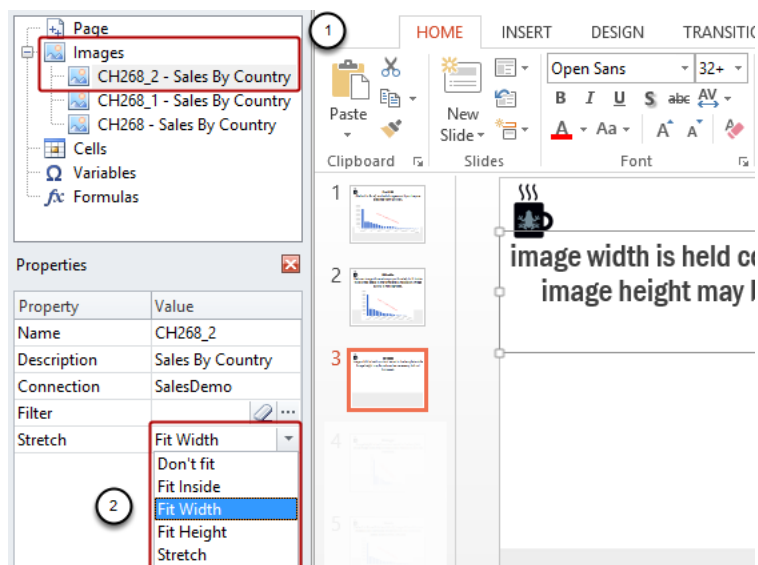
1. Drag and drop **CH268\_1 - Sales by Country** into the template
2. Select the **CH268\_1 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group

## Edit This Second Image's Settings



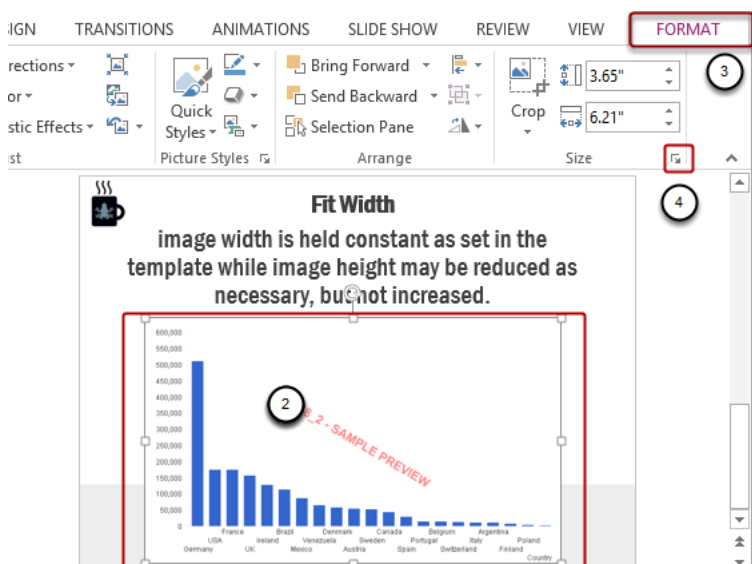
1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **3.5"** or **8.75cm** and **8"** or **20cm** respectively
3. Click on the **Close** button at the bottom right of the window

## Add Chart a Third Time and Configure Stretch Property



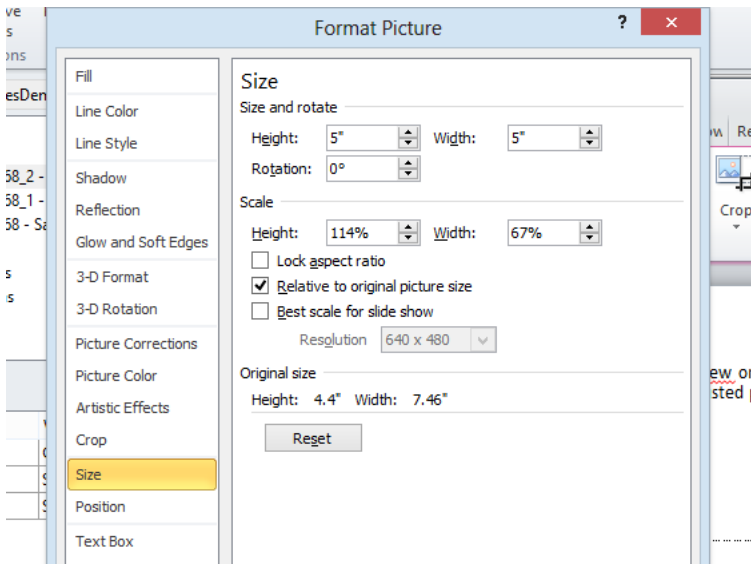
1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268\_2 - Sales by Country**
2. Set the **Stretch** property to **Fit Width** in the **Properties** panel

## Embed Chart Image in Template and Set Width



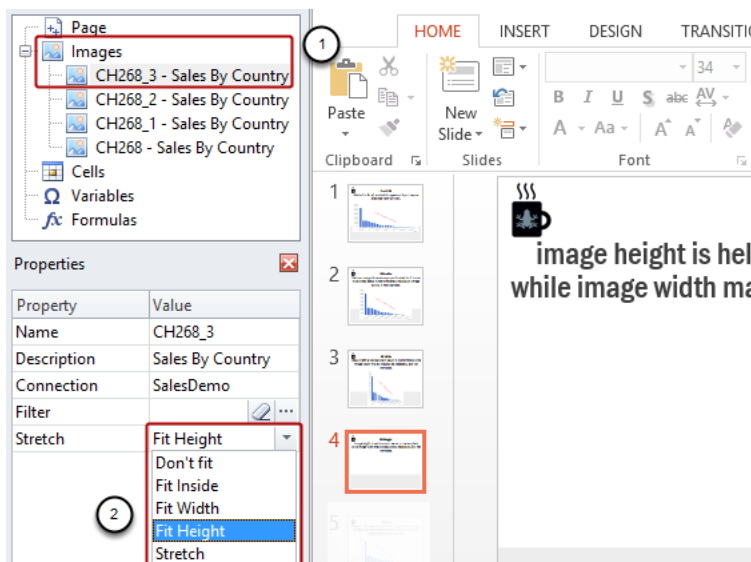
1. Drag and drop **CH268\_2 - Sales by Country** into the template
2. Select the **CH268\_2 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group

## Edit This Third Image's Settings



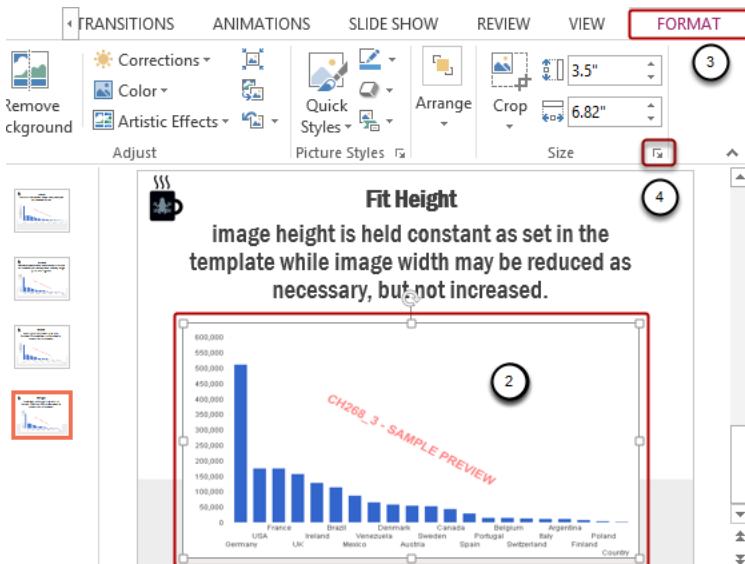
1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **5"** or **12.7cm** and **5"** or **12.7cm** respectively
3. Click on the **Close** button at the bottom right of the window

## Add Chart a Fourth Time and Configure Stretch Property



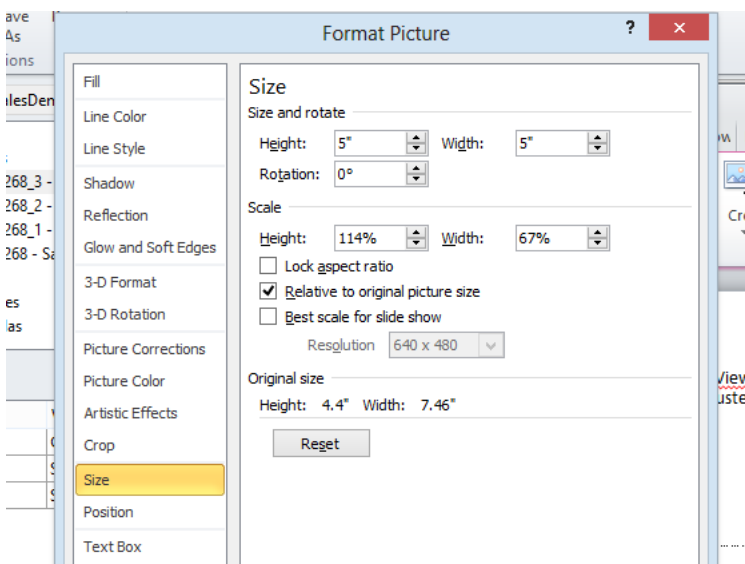
1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268\_3 - Sales by Country**
2. Set the **Stretch** property to **Fit Height** in the **Properties** panel

## Embed Chart Image in Template and Set Height



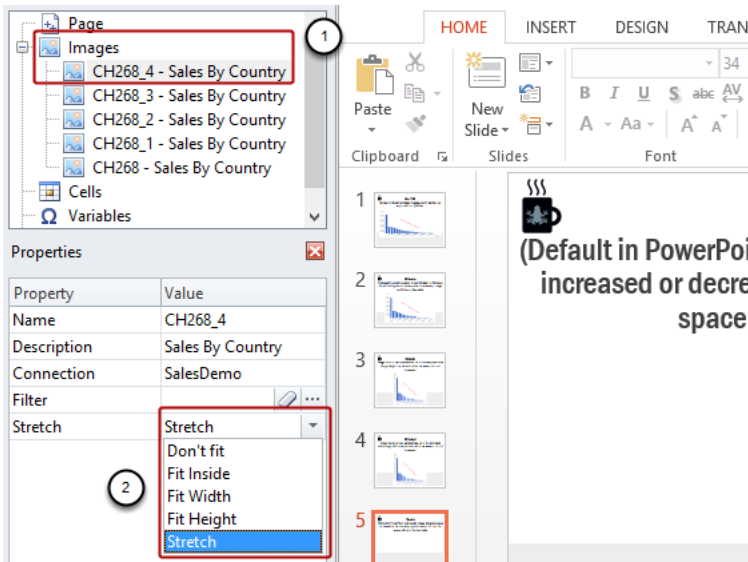
1. Drag and drop **CH268\_3 - Sales by Country** into the template
2. Select the **CH268\_3 - Sales by Country** image
3. Select **Format** under **Picture Tools**
4. Expand the **Size** tool by clicking on the icon in the lower right corner of the **Size** group

## Edit This Fourth Image's Settings



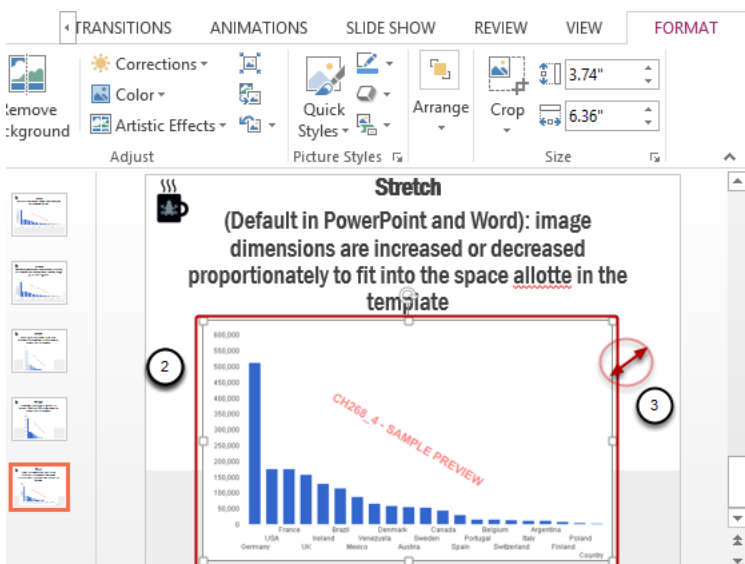
1. Uncheck the **Lock aspect ratio** box
2. Change the **Height** and **Width** to **5"** or **12.7cm** and **5"** or **12.7cm** respectively
3. Click on the **Close** button at the bottom right of the window

## Add Chart One Last Time and Configure Stretch Property



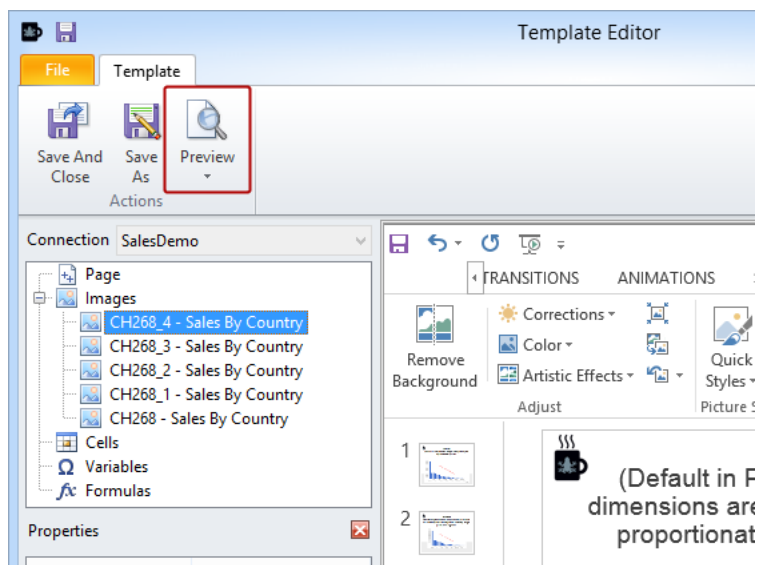
1. Add **CH268 - Sales by Country** to the template again resulting in Image node **CH268\_4 - Sales by Country**
2. Set the **Stretch** property in the **Properties** panel to **Stretch** if necessary

## Embed Chart Image in Template and Adjust Size Manually



1. Drag and drop **CH268\_4 - Sales by Country** into the template
2. Select the **CH268\_4 - Sales by Country** image
3. Adjust image size to fill the slide by dragging a corner handle, one of the light blue disks at the corners of the selected image, and then repositioning the image until the image fills the slide appropriately

## Preview Report



Click on **Preview**

## Inspect Slide 1

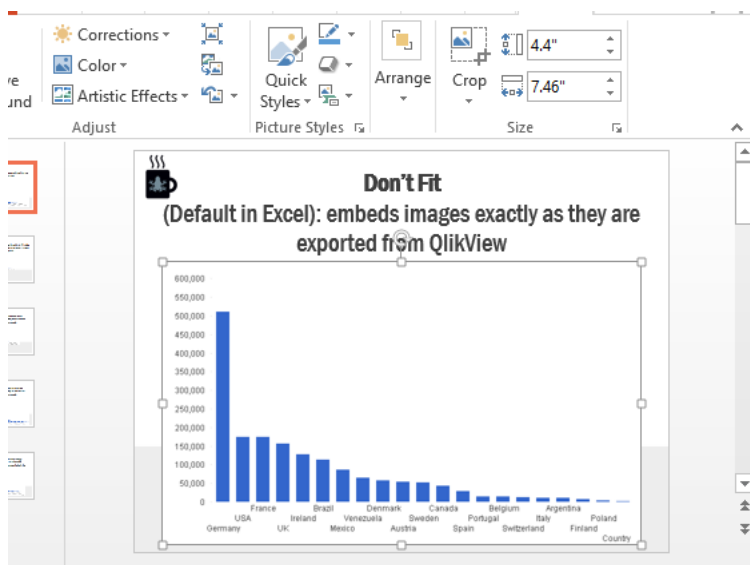
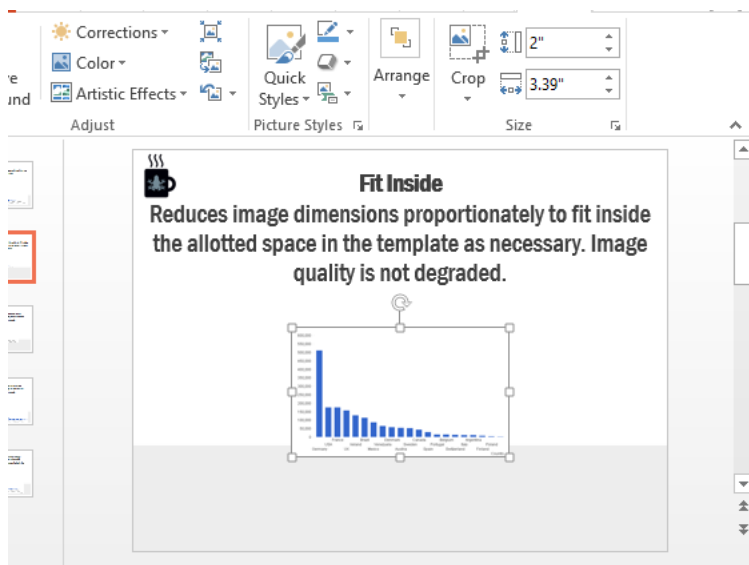


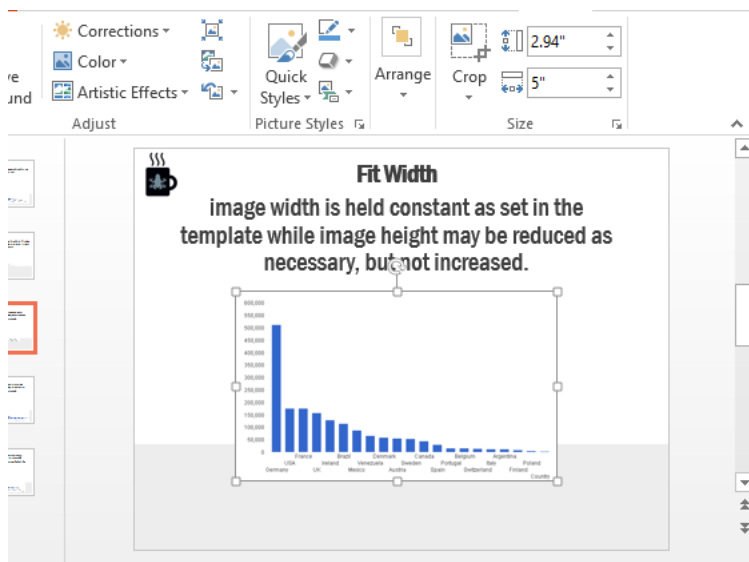
Image has the same size as in the QlikView doc, 7.46" x 4.4". NPrinting has ignored the height and width settings.

## Inspect Slide 2



The image has the height specified in height setting, 2" and the width has been adjusted proportionately to 3.39".

## Inspect Slide 3



The image width has been reduced to the specified 5" width and the aspect ratio kept at 1:1.7.

## Inspect Slide 4

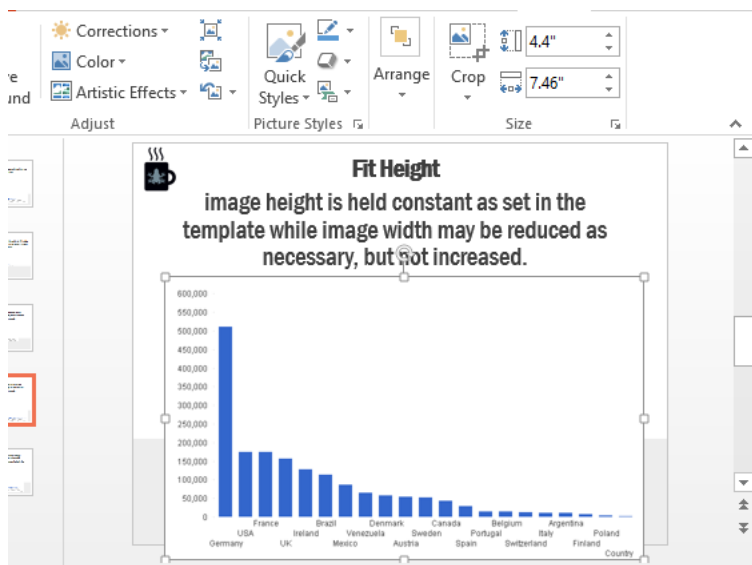
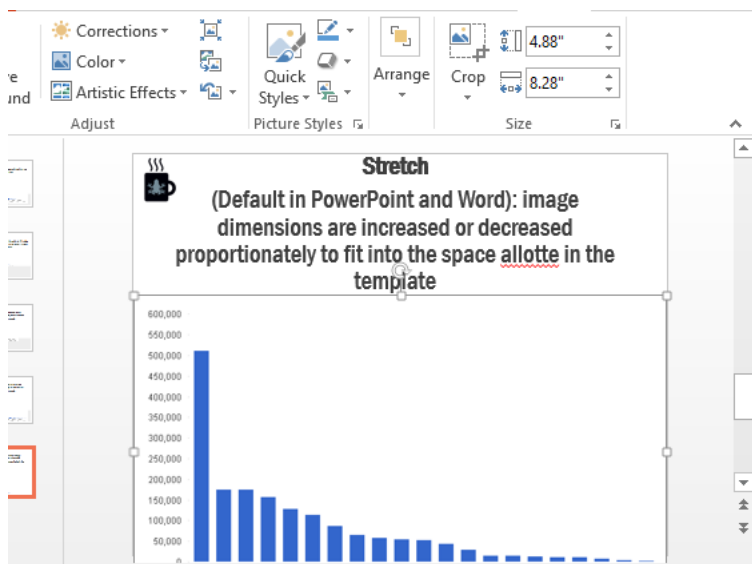


Image height and width may be equal to or less than the QlikView image dimensions. Given that the height has been set to 5", the height remains 4.4" and the aspect ratio 1:1.7

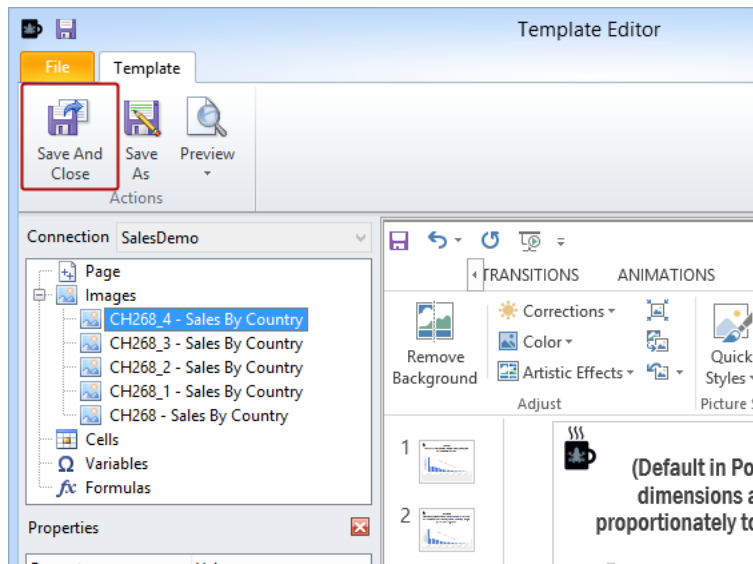
## Inspect Slide 5



The dimensions have been increased proportionately to 8.28" x 4.88", maintaining an aspect ratio of 1:1.7 but potentially causing image resolution problems.

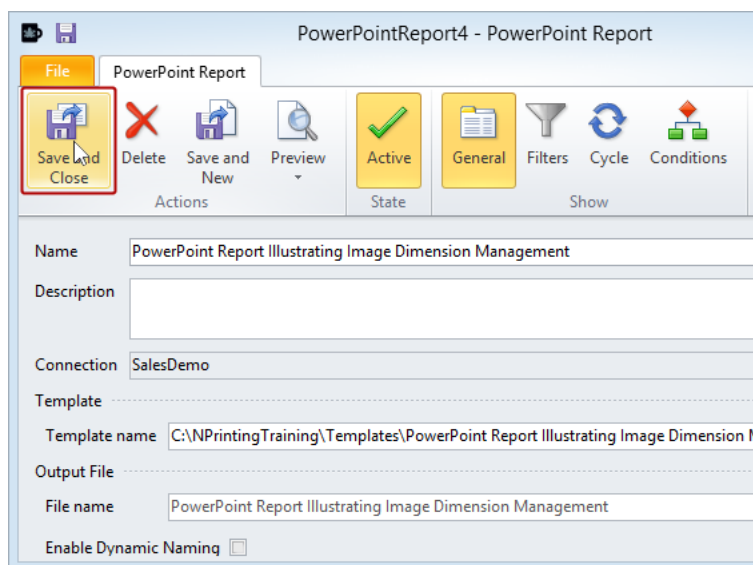


## Save Template



Click on **Save and Close**

## Save PowerPoint Report



Click on the **Save and Close** icon

## Which Formats Can I Use in Columns?

You can download this tutorial by clicking here: "[Which Formats Can I Use in Columns?](#)".

Tables or columns from tables exported from QlikView can be presented with the same formatting as that in the QlikView document. However, sometimes you may desire to present the information in tables or columns differently. When you format the columns of a table or individual columns from a table, you must follow the procedure in [Can I apply Excel formatting to my reports?](#).

**Keep Source Formats** is active by default and if you leave it so, i.e. leave the box checked, fields maintain the formatting that has been applied in QlikView. They appear in your reports as they do in QlikView. After clearing the **Keep Source Formats** box you can apply Excel formatting to the table as a whole or to component columns. Both numerical and time/date data are numerical entities. When **Keep Source Formats** is deactivated for a column, a row presenting a new **Format** field for entering format code appears and you can set specific formatting for the column data. Examples are #,##0.00 or 0,00% and also € #,##0.

The following lists the results of the various combinations of choices for the different templates.

Deactivating **Keep Source Formats** without setting a format code in the **Format** field:

- Excel: the Excel format is applied to the cell containing the field tag
- Word and PowerPoint: the relative format is applied to the entity at the point of field tag embedding
- HTML: the inline style set for the field tag container (div, span, p, th, td, li, etc.) is applied

Deactivating **Keep Source Formats** and entering a format code in the **Format** field:

- Excel: the code in the **Format** field defines the numerical or time/date format, while graphic style is controlled by the Excel format tools applied to the cell containing the field tag (color, font, size, style, justification, etc.)
- Word and PowerPoint: both the relative format and the format field are applied to the entity or container at the point of field tag embedding

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- HTML: both the inline style set and the format field are applied for the field tag container

Deactivating **Keep Source Formats** for a field used in a level:

The time/date or numerical type of data is determined by the QlikView tag associated with the field. This can be determined by opening the QlikView document in QlikView and pressing **CTRL+ALT+D**, select the **Tables** tab, and look in the **Tags** column of the **Fields** list next to the Field name. If either \$date or \$timestamp, or both appear, then the field is a time/date type. These tags are associated automatically on Reload.

Here below is the specification of the effects the elements have that are used to compose the formatting code. This code is entered into the **Format** field that appears after deactivating **Keep Source Formats**.

## Floating Point Numbers

Specifier	Represents
0	Digit placeholder. If the value being formatted has a digit in the position where '0' appears in the format string, then that digit is copied to the output string. Otherwise, a '0' is stored in that position in the output string.
#	Digit placeholder. If the value being formatted has a digit in the position where '#' appears in the format string, then that digit is copied to the output string. Otherwise, nothing is stored in that position in the output string.
.	Decimal point. The first '.' character in the format string determines the location of the decimal separator in the formatted value; any additional '.' characters are ignored. The actual character used as a decimal separator in the output string is determined by the <code>DecimalSeparator</code> global variable or its <code>TFormatSettings</code> equivalent.
,	Thousand separator. If the format string contains one or more ',' characters, the output will have thousand separators inserted between each group of three digits to the left of the decimal point. The placement and number of ',' characters in the format string does not affect the output, except to indicate that thousand separators are wanted. The actual character used as a thousand separator in the output is determined by the <code>ThousandSeparator</code> global variable or its <code>TFormatSettings</code> equivalent.
E+	Scientific notation. If any of the strings 'E+', 'E-', 'e+', or 'e-' are contained in the format string, the number is formatted using scientific notation. A group of up to four '0' characters can immediately follow the 'E+', 'E-', 'e+', or 'e-' to determine the minimum number of digits in the exponent. The 'E+' and 'e+' formats cause a plus sign to be output for positive exponents and a minus sign to be output for negative exponents. The 'E-' and 'e-' formats output a sign character only for negative exponents.
'xx'/'xx'	Characters enclosed in single or double quotation marks are output as such and do not affect formatting.
;	Separates sections for positive, negative, and zero numbers in the format string.

## Time/Date page 1

Specifier	Displays
c	Displays the date using the format given by the <a href="#">ShortDateFormat</a> global variable, followed by the time using the format given by the <a href="#">LongTimeFormat</a> global variable. The time is not displayed if the date-time value indicates midnight precisely.
d	Displays the day as a number without a leading zero (1-31).
dd	Displays the day as a number with a leading zero (01-31).
ddd	Displays the day as an abbreviation (Sun-Sat) using the strings given by the <a href="#">ShortDayNames</a> global variable.
dddd	Displays the day as a full name (Sunday-Saturday) using the strings given by the <a href="#">LongDayNames</a> global variable.
ddddd	Displays the date using the format given by the <a href="#">ShortDateFormat</a> global variable.
dddddd	Displays the date using the format given by the <a href="#">LongDateFormat</a> global variable.
e	(Windows only) Displays the year in the current period/era as a number without a leading zero (Japanese, Korean, and Taiwanese locales only).
ee	(Windows only) Displays the year in the current period/era as a number with a leading zero (Japanese, Korean, and Taiwanese locales only).
g	(Windows only) Displays the period/era as an abbreviation (Japanese and Taiwanese locales only).
gg	(Windows only) Displays the period/era as a full name (Japanese and Taiwanese locales only).
m	Displays the month as a number without a leading zero (1-12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01-12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mmm	Displays the month as an abbreviation (Jan-Dec) using the strings given by the <a href="#">ShortMonthNames</a> global variable.
mmmm	Displays the month as a full name (January-December) using the strings given by the <a href="#">LongMonthNames</a> global variable.

## Time/Date page 2

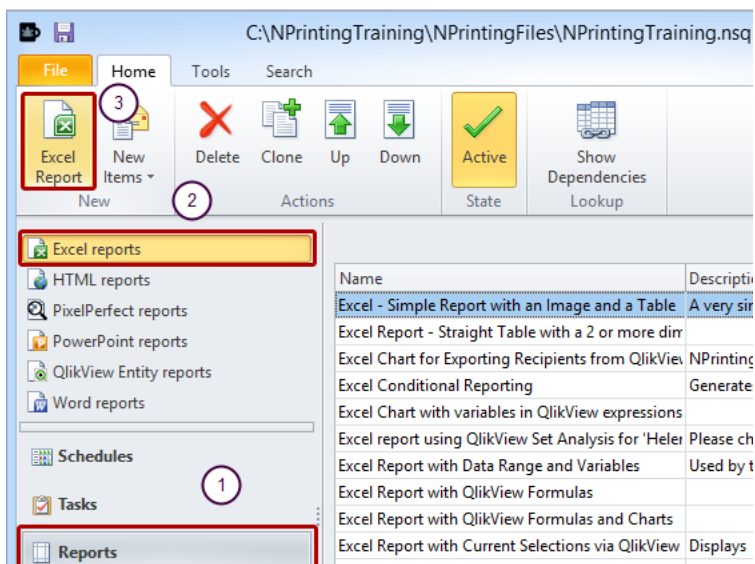
yy	Displays the year as a two-digit number (00-99).
yyyy	Displays the year as a four-digit number (0000-9999).
h	Displays the hour without a leading zero (0-23).
hh	Displays the hour with a leading zero (00-23).
n	Displays the minute without a leading zero (0-59).
nn	Displays the minute with a leading zero (00-59).
s	Displays the second without a leading zero (0-59).
ss	Displays the second with a leading zero (00-59).
z	Displays the millisecond without a leading zero (0-999).
zzz	Displays the millisecond with a leading zero (000-999).
t	Displays the time using the format given by the <a href="#">ShortTimeFormat</a> global variable.
tt	Displays the time using the format given by the <a href="#">LongTimeFormat</a> global variable.
am/pm	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'am' for any hour before noon, and 'pm' for any hour after noon. The am/pm specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
a/p	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'a' for any hour before noon, and 'p' for any hour after noon. The a/p specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
ampm	Uses the 12-hour clock for the preceding h or hh specifier, and displays the contents of the <a href="#">TimeAMString</a> global variable for any hour before noon, and the contents of the <a href="#">TimePMString</a> global variable for any hour after noon.
/	Displays the date separator character given by the <a href="#">DateSeparator</a> global variable.
:	Displays the time separator character given by the <a href="#">TimeSeparator</a> global variable.
'xx"xx"	Characters enclosed in single or double quotation marks are displayed as such, and do not affect formatting.

# Selected QlikView Cell Values Used in Excel Reports

You can download this tutorial by clicking here: "[Selected QlikView Cell Values Used in Excel Reports](#)".

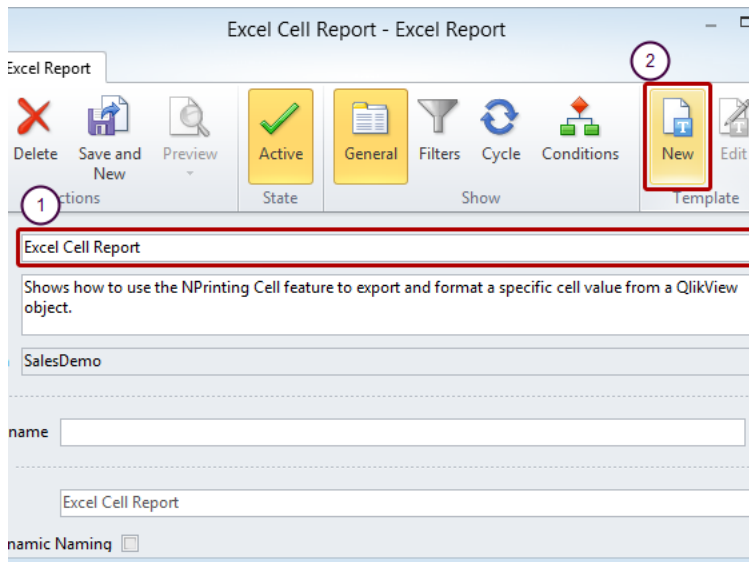
Use any cell value or group of cell values from QlikView objects in your Excel reports.

## Create New Excel Report



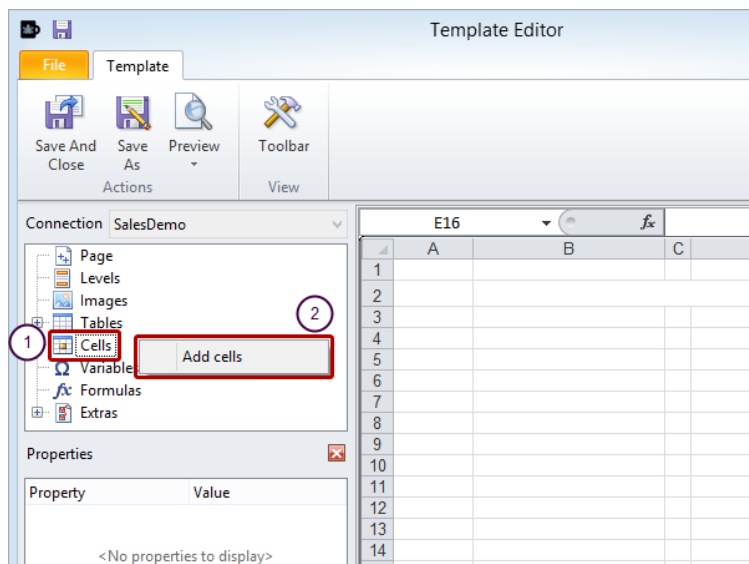
1. Select **Reports**
2. Select **Excel reports**
3. Click on **Excel Report**

## Create New Template



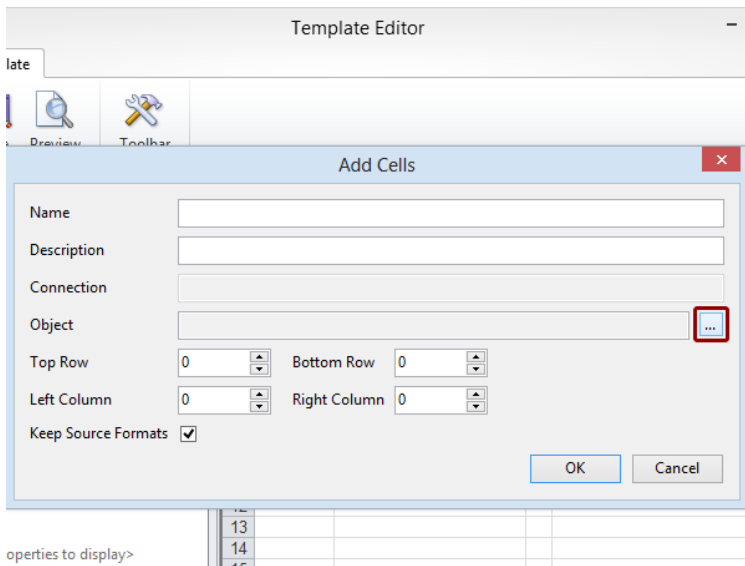
1. Enter a meaningful **Name** for the report
2. Select **New** in the **Template** section of the menu

## Open Add Cells Window



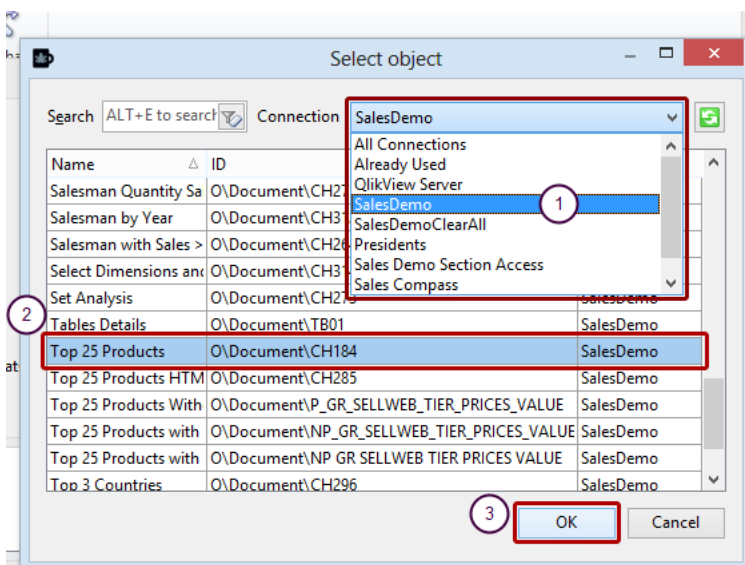
1. Right click on the **Cells** node
2. Click on **Add cells**

## Open Select Object Window



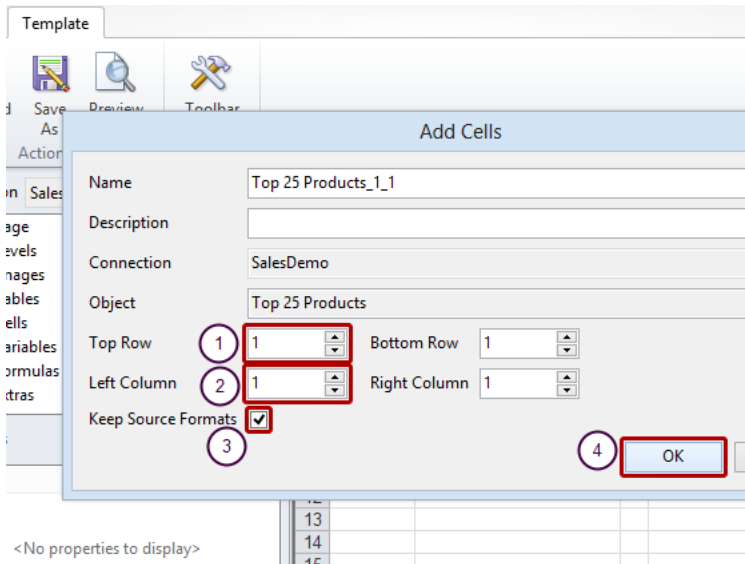
Select the browse icon to the right of the **Object** field.

## Select Object to Import



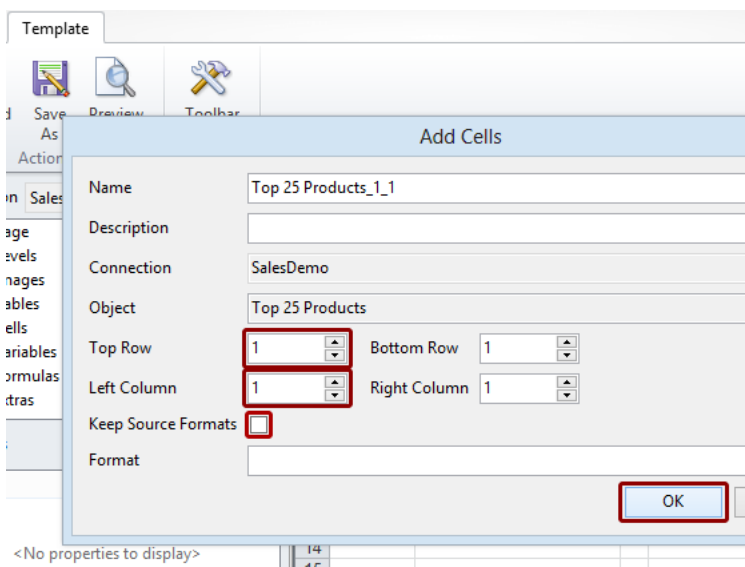
1. Select a **Connection** to the QlikView document containing the object you want to add, in this case, **SalesDemo**
2. Select the **Top 25 Products - CH184** object
3. Click on **OK**

## Specify Cell



1. Enter the number one in the **Top Row** field. Notice that the **Bottom Row** field also contains the number one now. The fact that they contain the same number means that you are selecting cells from only one row.
2. Enter the number one in the **Left Column** field. You will notice that the **Right Column** field also contains the number one now. The fact that they contain the same number means that you are selecting cells from only one column.
3. The **Keep Source Formats** box is checked by default. Leave it so.
4. Click on **OK**

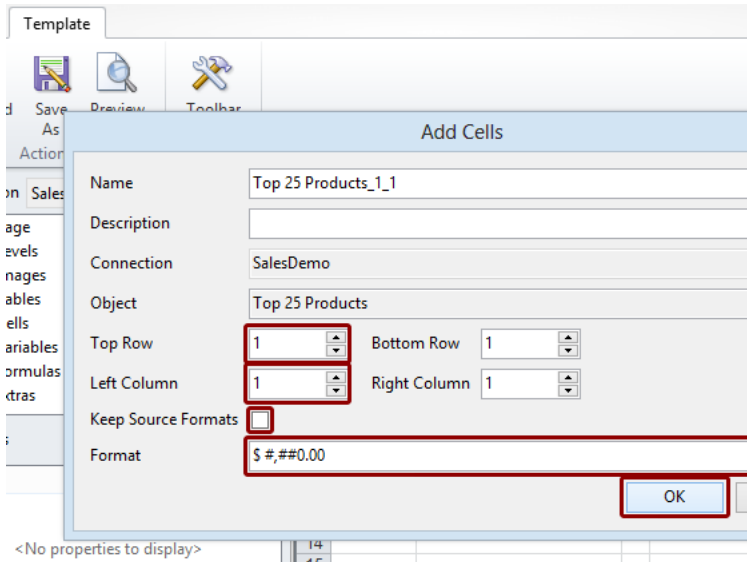
## Select Same Cell to Import





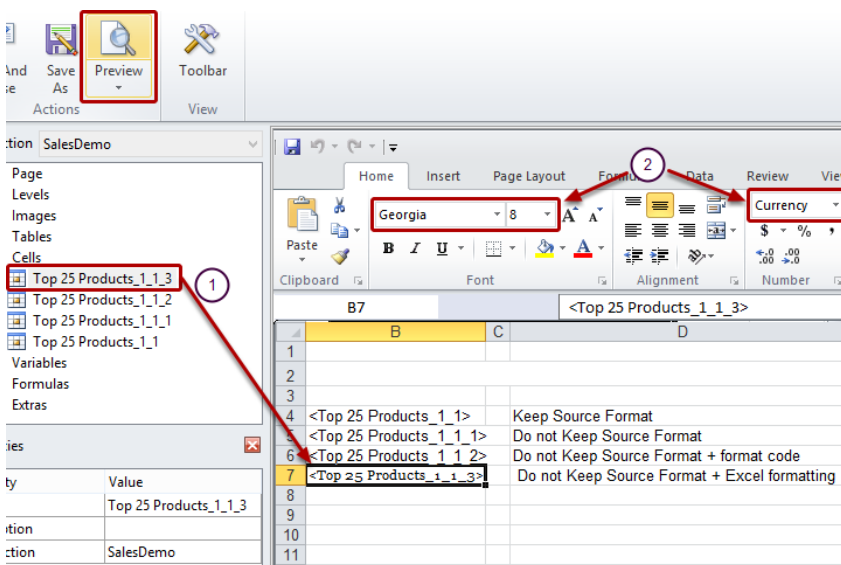
Repeat the three previous steps again but uncheck the Keep Source Formats box this time.

## Select Same Cell to Import Twice Again



Repeat the previous step again but add the format code "\$ #,##0.00" to the **Format** field this time. Then do it once more, but leave out the **Format** code because we are going to apply Excel format tools to the cell containing this last imported cell value.

## Embed Cell Values in Template

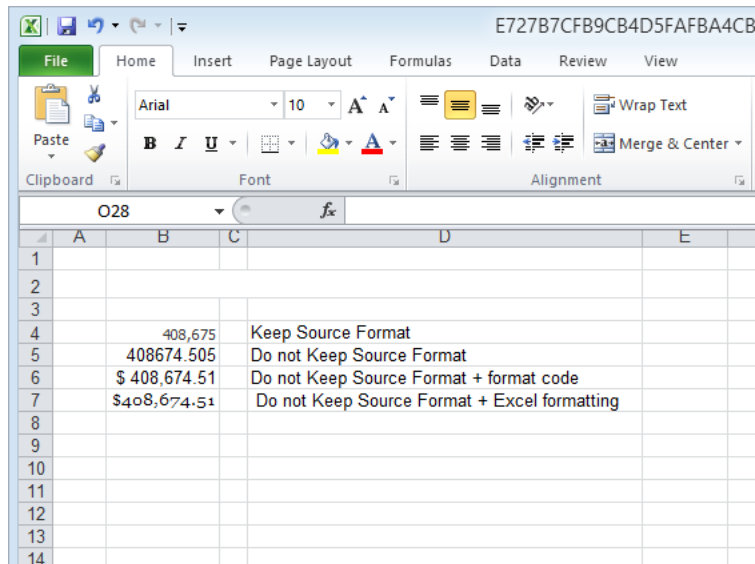


1. Drag the cell value node tokens into the template and drop them on an empty cell one at a time

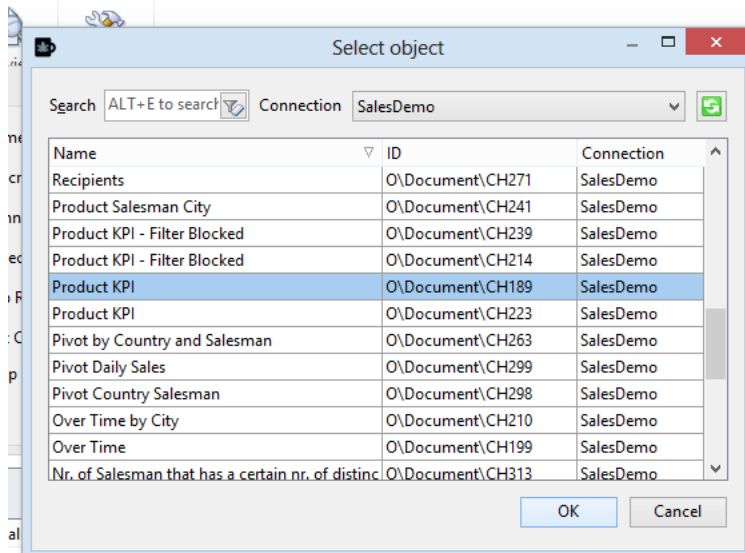
# NPrinting Certification Training Course Tutorials

2. Format the cell containing **Top 25 Products\_1\_1\_3** with Excel formatting tools
3. Click on **Preview**

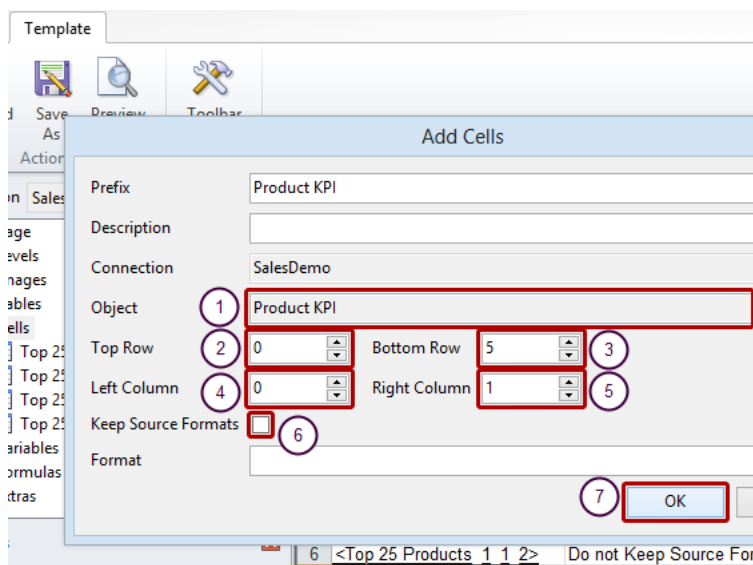
## Inspect Results



## Select the QlikView Object



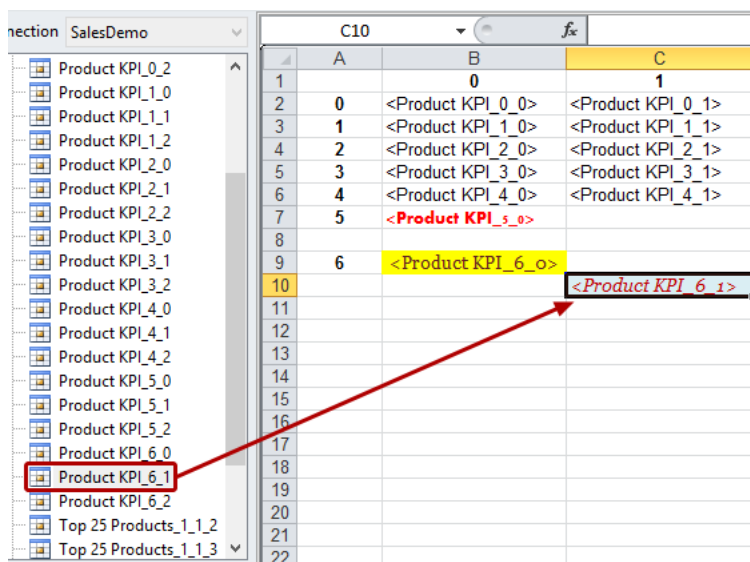
## Select New Source Object to Import Cells from



### Switch to another Worksheet

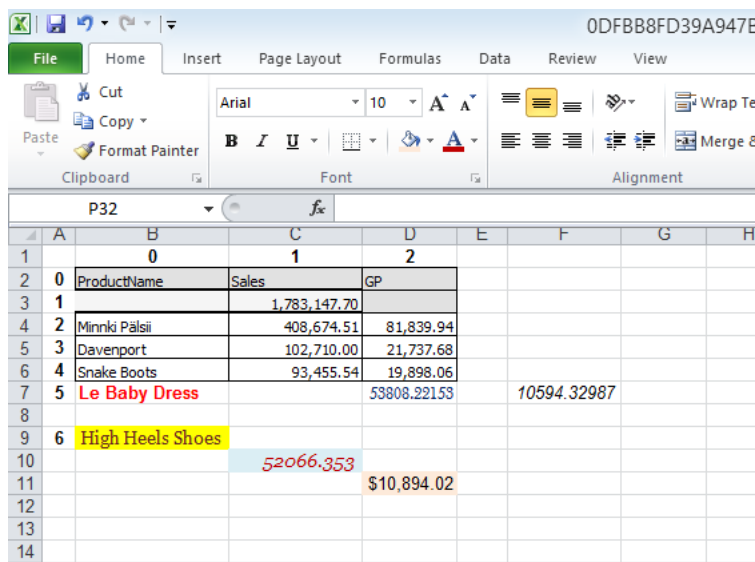
1. Chose the Product KPI - CH189 object
2. Enter the number zero in the **Top Row** field
3. Enter the number five in the **Bottom Row** field. This combination selects cells from rows zero (row 0 is the heading row) through row five
4. Enter the number zero in the **Left Column** field
5. Enter the number one in the **Right Column** field. This combination selects cells from the first two columns in the chart
6. Uncheck the **Keep Source Formats** box
7. Click on **OK**

## Build Table



Drag each of the Cell node tokens into the template and drop them onto appropriate empty cells one by one. Note the progression of indices. Format to please. The last few cells have been embedded and formatted outside the scheme to show that they can be placed and formatted independently.

## Results from Build Table Template



## Formulas

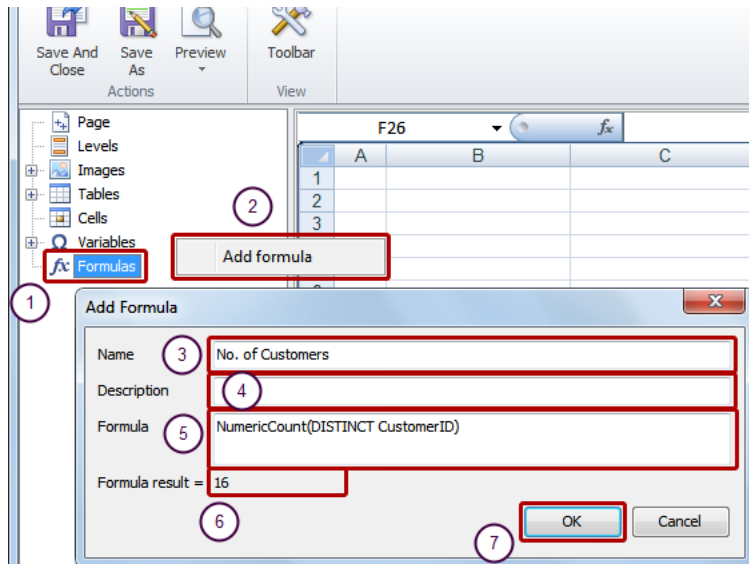
You can download this tutorial by clicking here: "[Formulas](#)".

Formulas provide you with the means to calculate unique values in QlikView and then export them from QlikView into your reports. Formula use in NPrinting will be explored in this tutorial. It is presumed that you are familiar with more the fundamental aspects of Excel template creation using NPrinting. If not, see [How to Create Excel Reports](#) and [How to Create One or More Levels in Excel Reports](#).

First of all, **formulas must be QlikView formulas**, i.e. they must use reserved words as defined for QlikView and according to QlikView syntax. **Formulas to be used in NPrinting must evaluate to a unique value**. Please notice that `=getCurrentSelections()` returns a unique string - it's composed by merging the selected values with a separator, but it's a single string so this function is admitted.

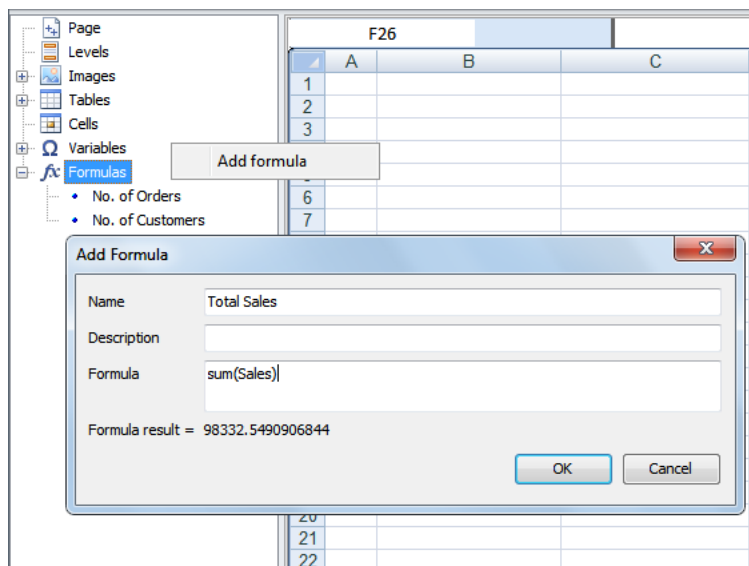
The series of formulas that will be created here are simple because the objective is to show how to use them in NPrinting and we do not want to distract your attention from this. The formulas will be employed with and without numerical and time formatting. NPrinting sends the formula to QlikView for evaluation and any numerical or time formatting must be applied by QlikView at the moment of evaluating the formula to its unique value. The value is exported from QlikView with whatever numerical or time formatting that has been applied and will fail to be altered by any attempt to apply similar formatting in the template. The result of using formulas in levels and pages will also be demonstrated.

## Add Formula



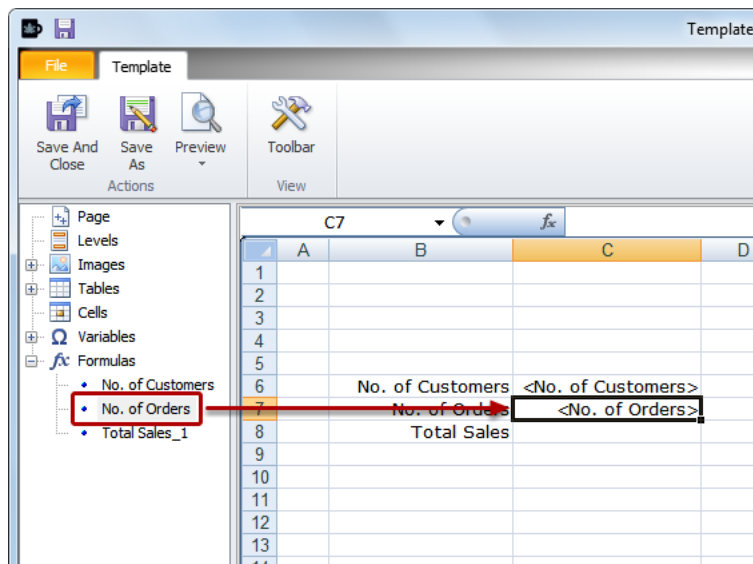
1. Right click on the **Formulas** node
2. Select **Add formula**
3. Enter a **Name** in the **Add Formula** dialog window
4. Enter a **Description** (Optional)
5. Enter your **Formula**
6. You can already see the calculated result
7. Click on **OK**

## Add Other Formulas



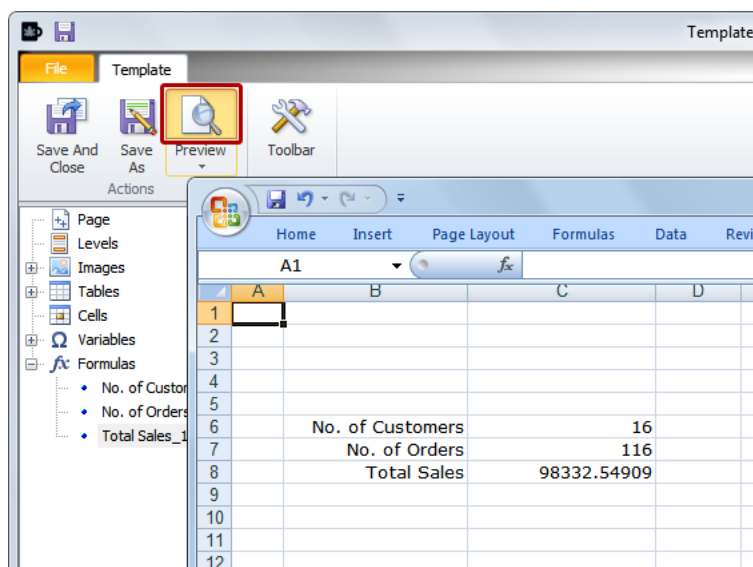
Add as many as you want.

## Add Formulas to Template



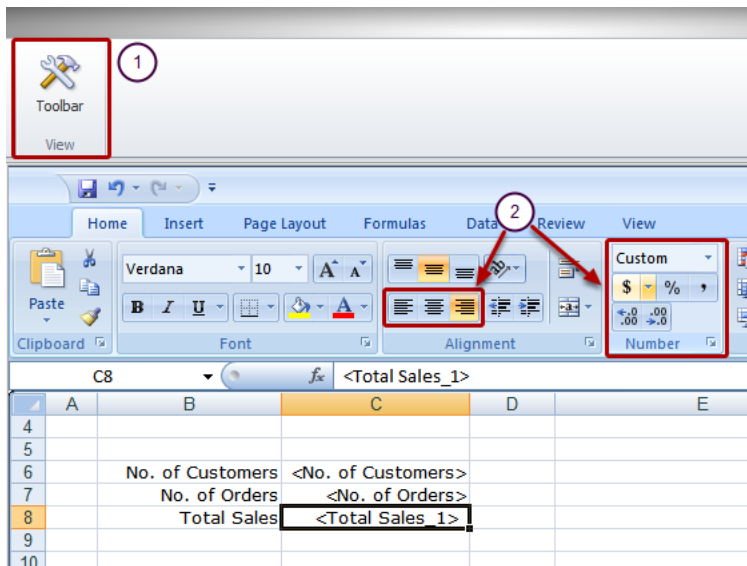
Drag the formula node tokens into the template and drop them onto the appropriate empty cells one at a time.

## Preview Your Work



You see the QlikView source formatting when you click on **Preview**.

## Format



1. Click on the Toolbar icon to make the Excel formatting tools appear
2. Apply appropriate formatting

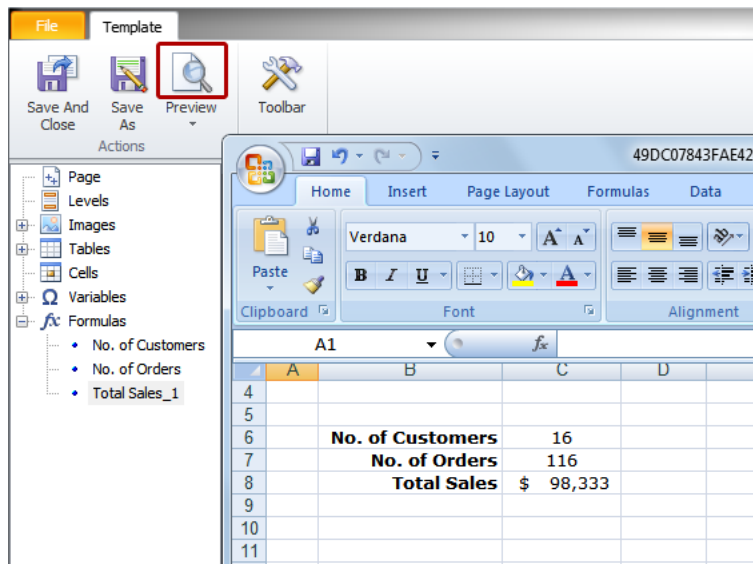
Cells containing **formulas** or **variables** will appear in your report with formatting from the source until you apply formatting in Excel. They will then appear in your report with the formatting you apply with Excel formatting tools.

Formatting for **fields** is controlled from the **Properties** menu of the **table** or **field** (see [Can I apply Excel formatting to my Excel reports?](#)):

- If the **Keep Source Format** box is checked (default), the generated column in your report will appear as in your QlikView document (see [How do I keep QlikView formatting in my report?](#))
- If the **Keep Source Format** box is unchecked and a format code is entered for the value of **Format** (see [Which formats can I use in columns?](#)), the cell contents will be presented in your report according to the code
- If the **Keep Source Format** box is unchecked and **no** format code is entered for the value of **Format**, the cell contents will be presented in your report in its raw form or according to the formatting you apply with Excel formatting tools

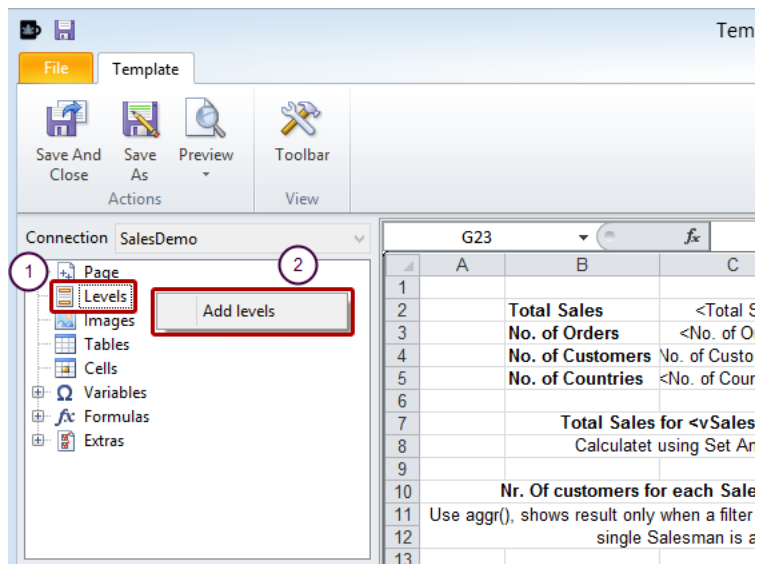


## See Effects of Formatting Immediately



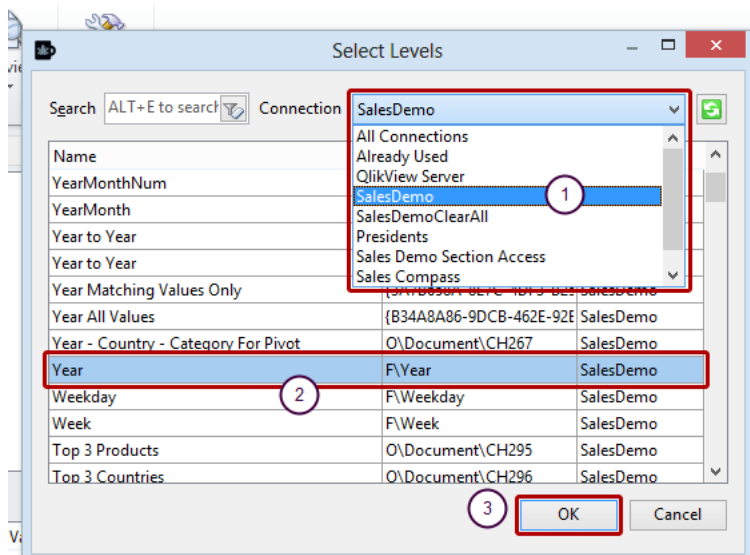
Click on **Preview** to see the results of the changes you have made, close Excel, adjust your formatting, and preview again until it is just right.

## Add a Level



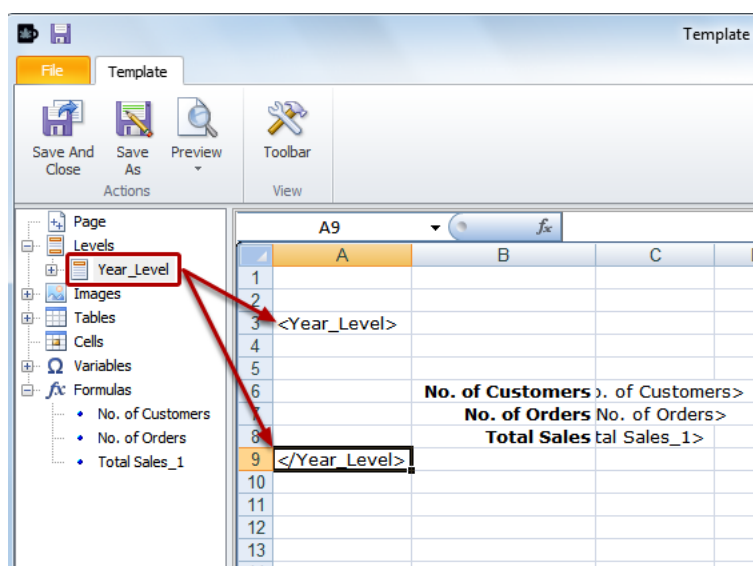
1. Right click on the **Levels** node
2. Click on **Add levels**

## Add Level to Template



1. Select the **Connection** to the QlikView document containing the object you want to add
2. Select **Year** in the **Select level** dialog window
3. Click on **OK**

## Apply Level to Template

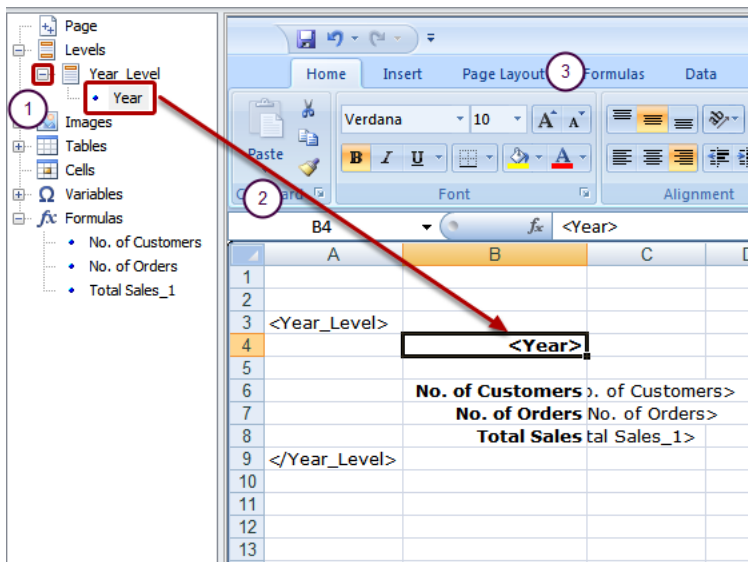


1. Drag the Year\_Level node token onto a group of three consecutive empty cells in a column that is to the left of or contains the left most element to be contained in the level
2. Reposition the **<Year\_Level>** and **</Year\_Level>** so that they are on rows above and below all elements to be included in the level as necessary

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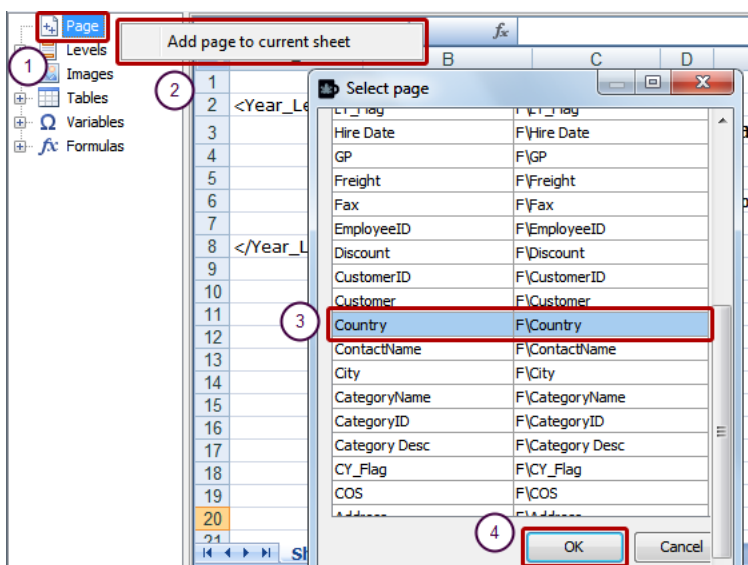
The rows containing the level tags will be eliminated during report generation, but leave room for the Year heading we are going to include.

## Add Heading



1. Expand the **Year\_Level** by clicking on the '+' to its left
2. Drag the Year node token into the template and drop it onto an empty cell within the **Year\_Level** range
3. Apply formatting from the toolbar

## Set Page

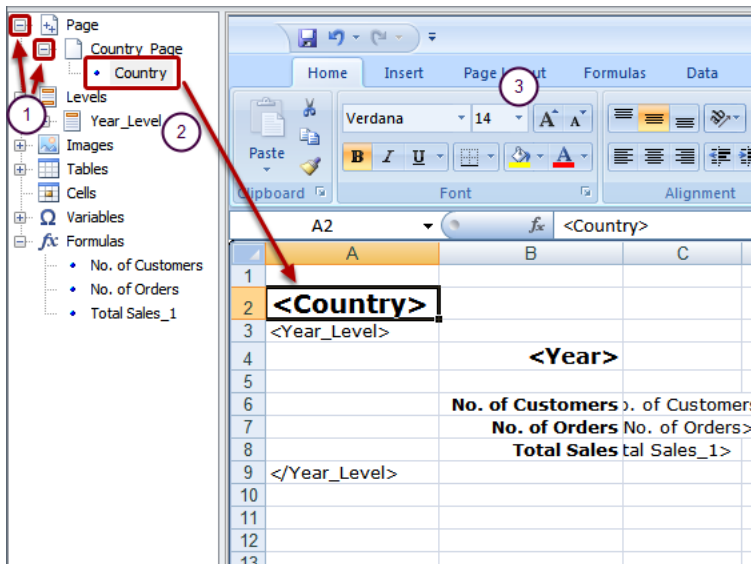


1. Right click on the **Page** node

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2. Select **Add page to current sheet**
3. Select **Country** in the **Select page** dialog window
4. Click on **OK**

## Add Title



1. Expand the **Page** and **Country\_Page** nodes
2. Drag the **Country** node into the template and drop it onto an empty cell outside of the **Year\_Level** range
3. Format to please

## Admire Results

	A	B	C	D	E
1					
2		<b>Germany</b>			
3					
4			<b>2010</b>		
5					
6			<b>No. of Customers</b>	8	
7			<b>No. of Orders</b>	69	
8			<b>Total Sales</b>	\$ 62,313	
9					
10			<b>2011</b>		
11					
12			<b>No. of Customers</b>	11	
13			<b>No. of Orders</b>	202	
14			<b>Total Sales</b>	\$221,337	
15					
16			<b>2012</b>		
17					
18			<b>No. of Customers</b>	10	
19			<b>No. of Orders</b>	205	
20			<b>Total Sales</b>	\$227,275	
21					

# NPrinting Certification Training Course Tutorials

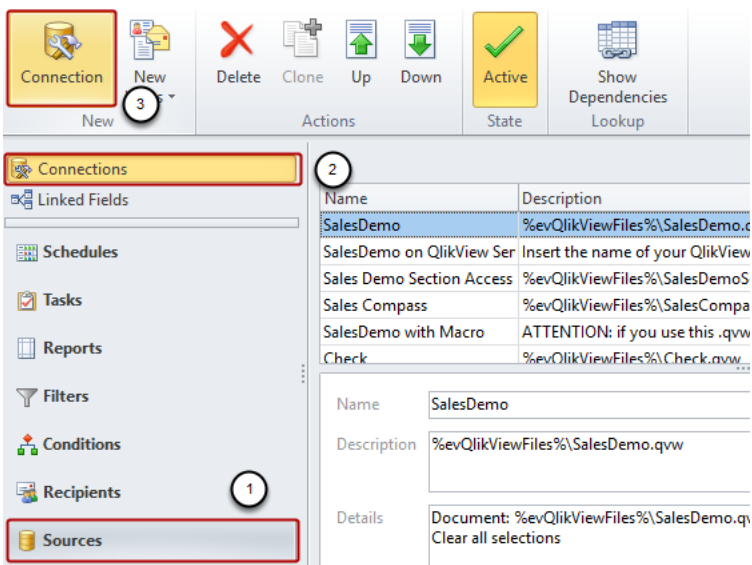
Click on the **Preview** icon and note that each country has a separate sheet or page.

## How to Create Simple Excel Reports with Objects from Multiple QlikView Documents

You can download this tutorial by clicking here: "[How to Create Simple Excel Reports with Objects from Multiple QlikView Documents](#)".

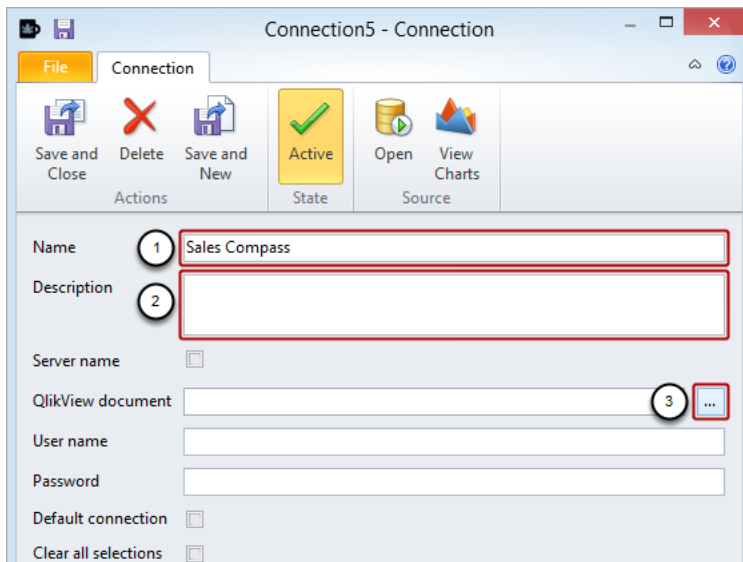
Create Excel reports incorporating objects from more than one QlikView document. Connect more than one QlikView document to a single report and add one or more objects from each connected QlikView document to the report. This and the tutorials, "How to Use Linked Fields with Keep All Values" and "How to Use Linked Fields with Keep All Matching Values Only", illustrate various aspects of this NPrinting feature. We suggest that you do all three in sequence. Here are the basics.

### Open New Connection Window



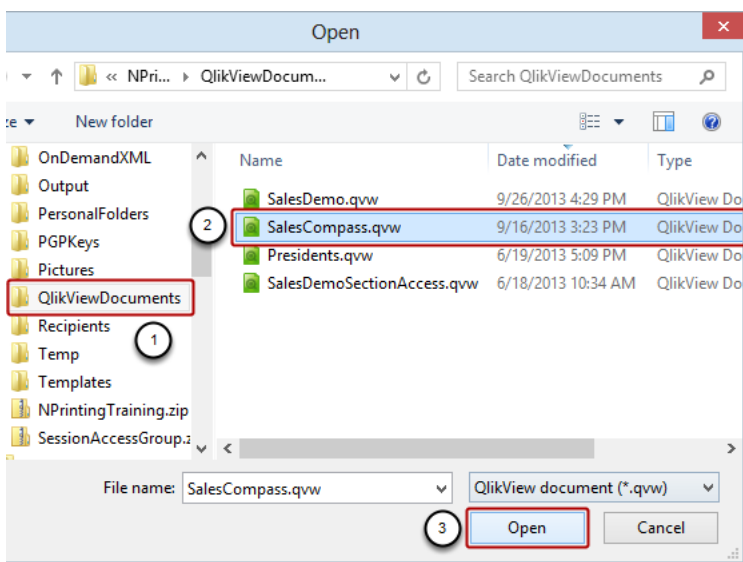
1. Select **Sources** in the lower left pane
2. Select **Connections** in the upper left pane
3. Click on **Connection** in the **New** group of the tool bar

## Create New Connection



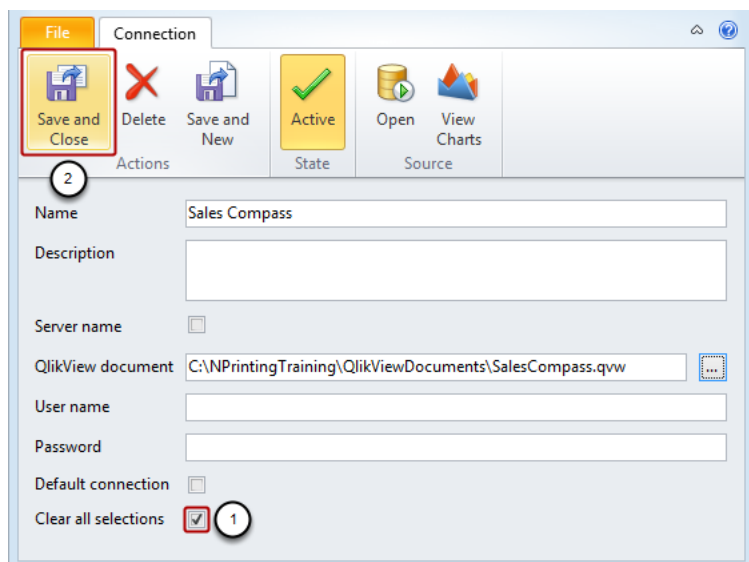
1. Enter "Sales Compass" as the connection **Name**
2. Enter an explanatory **Description** (optional)
3. Click on the browse button

## Select and Open "SalesCompass.qvw"



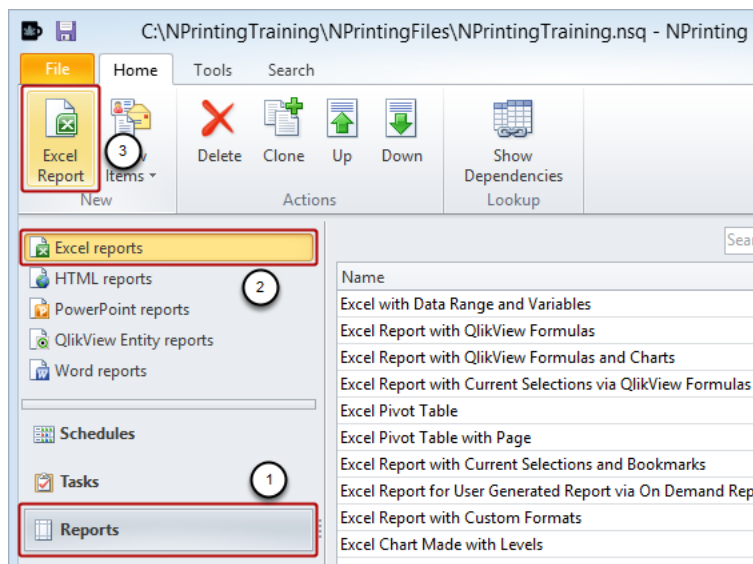
1. Browse to **C:\NPrintingTraining\QlikViewDocuments**
2. Select **SalesCompass.qvw**, our modified version, not QlikTech's standard version
3. Click on **Open**

## Complete Connection Settings and Save Your Work



1. Make sure the **Clear all selections** box is checked
2. Click on **Save and Close**

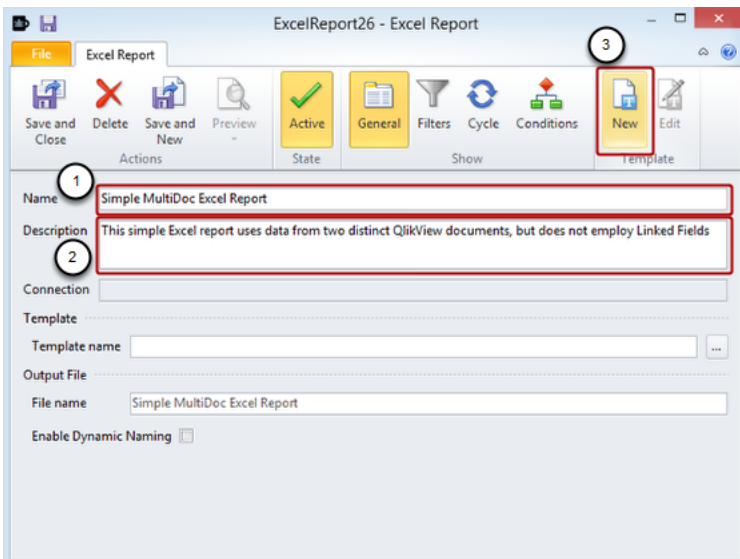
## Open New Excel Report Window



1. Select **Reports** in the lower left pane
2. Select **Excel reports** in the upper left pane
3. Click on **Excel report** in the **New** group of the tool bar

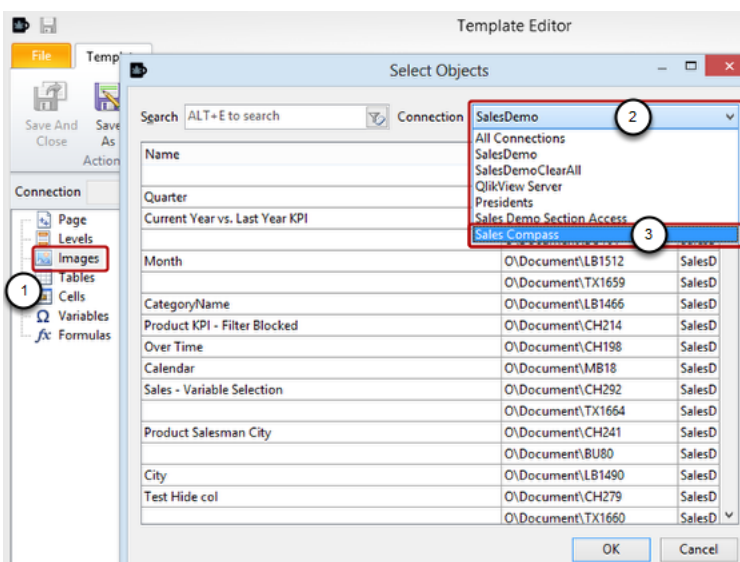


## Create New Excel Report



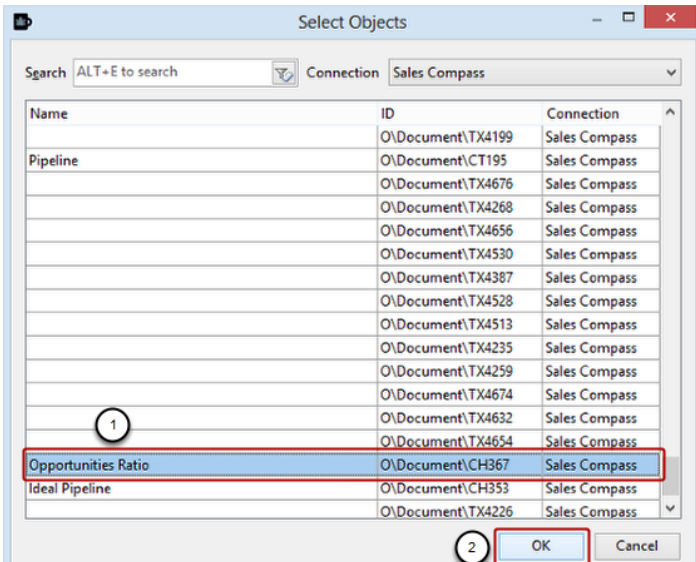
1. Enter "Simple MultiDoc Excel Report" as the connection **Name**
2. Enter an explanatory **Description** (optional)
3. Click on the **New** button in the **Template** group of the tool bar

## Select Connection to Add QlikView Object as Image



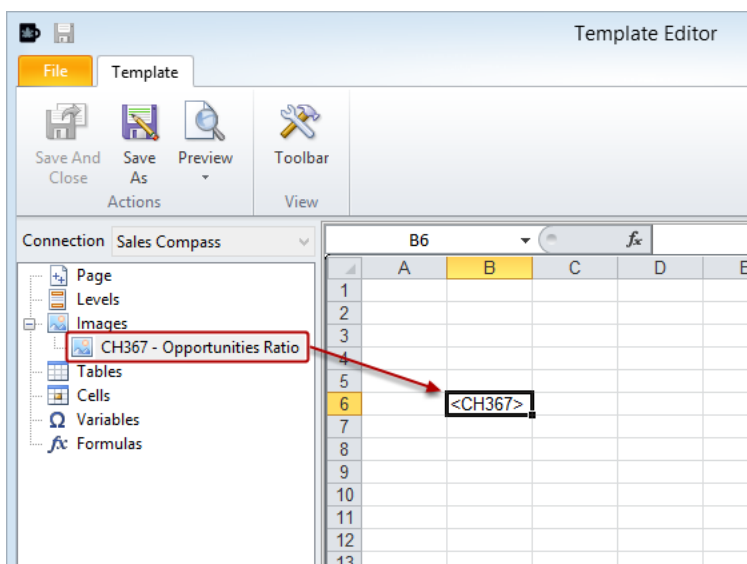
1. Right click on the **Images** node and then on the **Add objects** button that appears, see: [How to Create Excel Reports](#)
2. Click on the **Connection** field to open the drop-down menu
3. Select **Sales Compass**

## Select Object



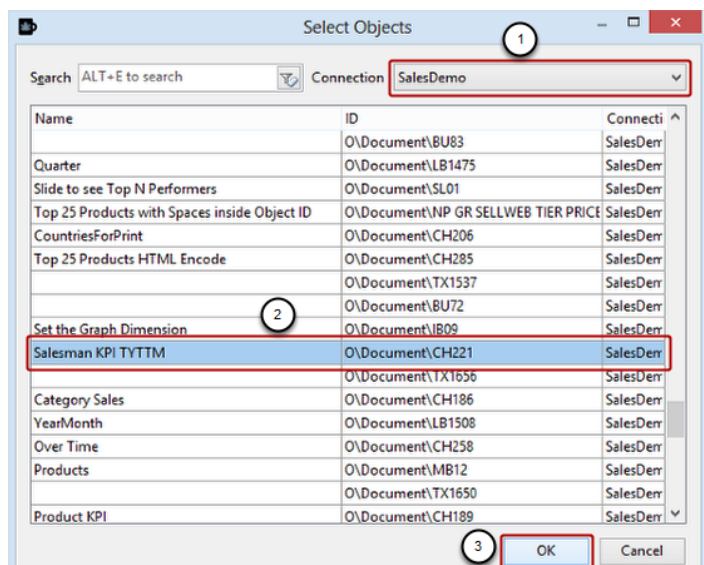
1. Find and select the **Opportunities Ratio** object from among all available objects through the SalesCompass connection in the **Select Objects** window
2. Click on the **OK** button

## Embed Chart 367 Image in Template



Drag the **CH367 - Opportunities Ratio** node token onto the template and drop it into cell **B6**

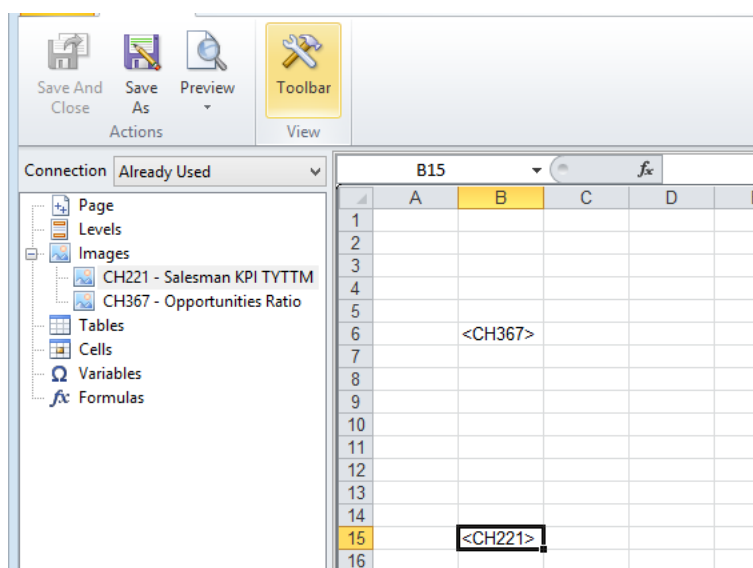
## Add SalesDemo Object to Template



Reopen the Select Objects window:

1. Set **Connection** to **SalesDemo**
2. Select **Salesman KPI TYTTM** from the list of objects
3. Click on the **OK** button

## Embed Chart 221 Image in Template



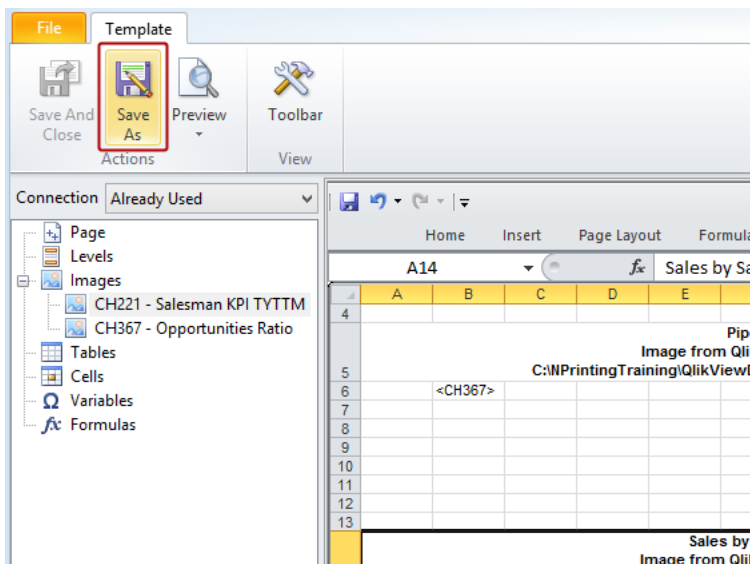
Drag the **CH221 - Salesman KPI TYTTM** node token onto the template and drop it into cell **B15**.

## Add Table Headings

A	B	C	D	E	F	G	H	I	J
Pipeline Image from QlikView document C:\NPrintingTraining\QlikViewDocuments\SalesCompass.qvw									
<CH367>									
Sales by Salesman Image from QlikView document C:\NPrintingTraining\QlikViewDocuments\SalesDemo.qvw									
<CH221>									

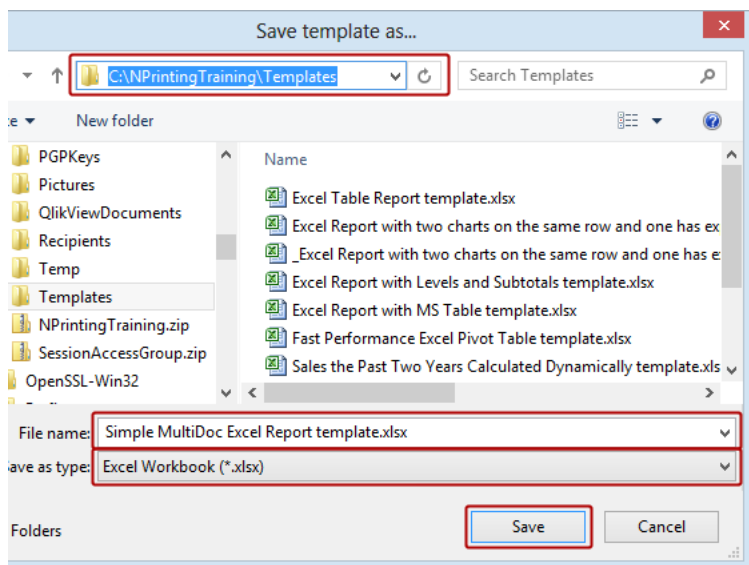
Add headings for the tables into cells A5-K5 and A14-K14 that have been merged and format to please.

## Open "Save template as..." Window



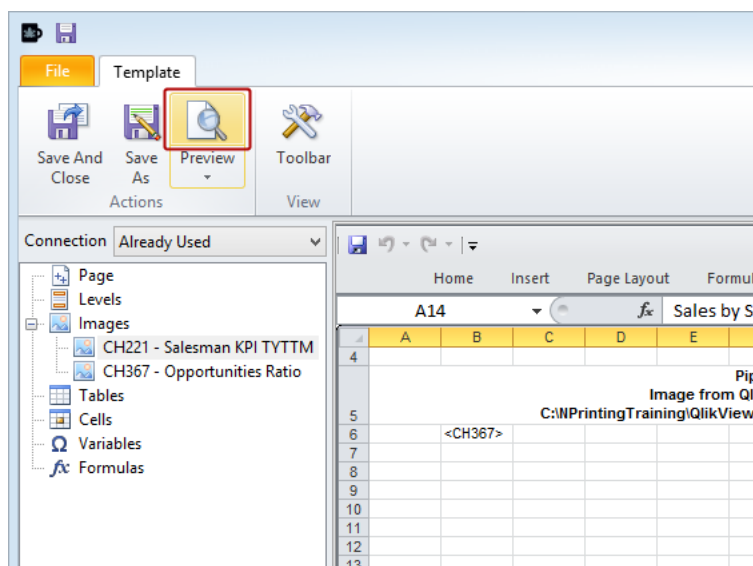
Click on **Save As**

## Save Your Work



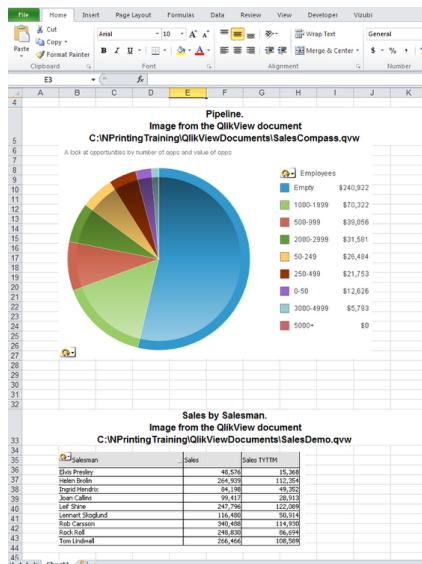
1. Browse to **C:\NPrintingTraining\Templates**
2. Enter a **File name** or accept the prepopulated one
3. Make sure to **Save as type Excel Workbook (\*.xlsx)**
4. Click on the **Save** button

## Run Preview



Click on the Preview icon.

## Resulting Report



The report is populated with two images from two distinct QlikView documents.

NPrinting MultiDoc lets you link different QlikView documents through the new Linked Field entity. Discover how by reading the tutorial "How To Use Linked Field with Keep All Values".

Download the [NPrinting Training Material](#). Unzip it into **C:\NPrintingTraining**. This will maintain path references in the NPrinting file.

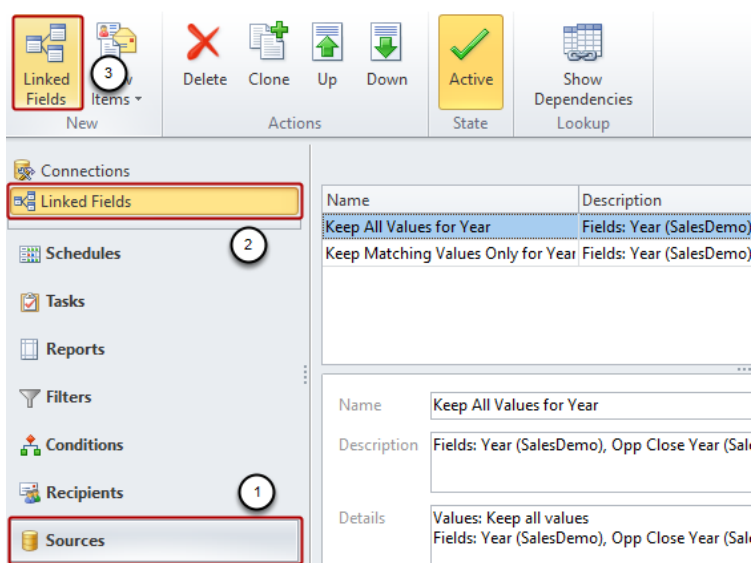
# How to Use Linked Fields with Keep All Values

You can download this tutorial by clicking here: "[How to Use Linked Fields with Keep All Values](#)".

Get an understanding of the basic NPrinting Multidoc concept by reading "[Office and HTML Reports containing data from multiple QlikView Documents](#)" and execute the tutorial "[How to Create a Simple Excel Report with Objects from Multiple QlikView Documents](#)" before starting with this one.

Linked Fields is a new entity type that enables linking fields from more than one connected QlikView document. Each Linked Fields entity can link only one field from any connected QlikView document, but from as many as you like. When configuring a Linked Fields entity, you must specify whether you want to "Keep all values" or "Keep all matching values only". Selecting "Keep all values" causes NPrinting to create and use the union of the data sets for the fields that are linked. Selecting "Keep all matching values only" causes NPrinting to create and use the intersection of the data sets for the fields that are linked, i.e. only those values that are present in each and every linked field in the QlikView documents connected to a specific report. Linked fields can be used with Filters, Levels, Pages and Cycles.

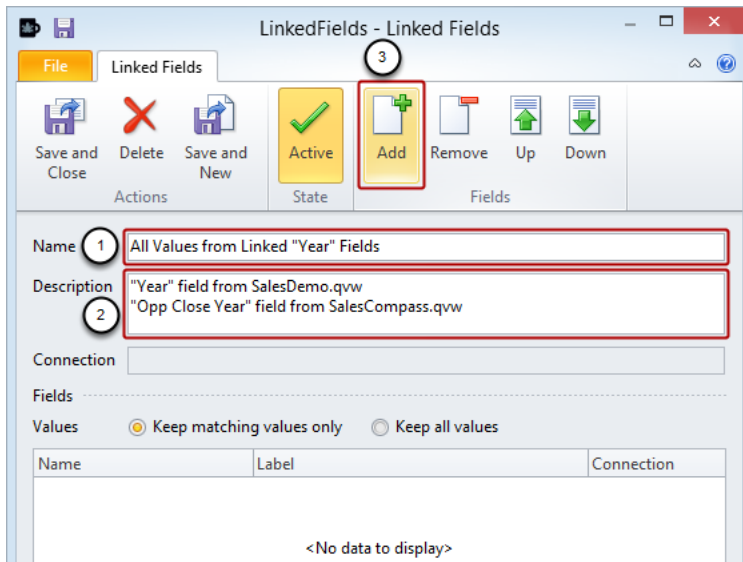
## Open New Linked Fields Window



1. Select **Sources** in the lower left pane
2. Select **Linked Fields** in the upper left pane

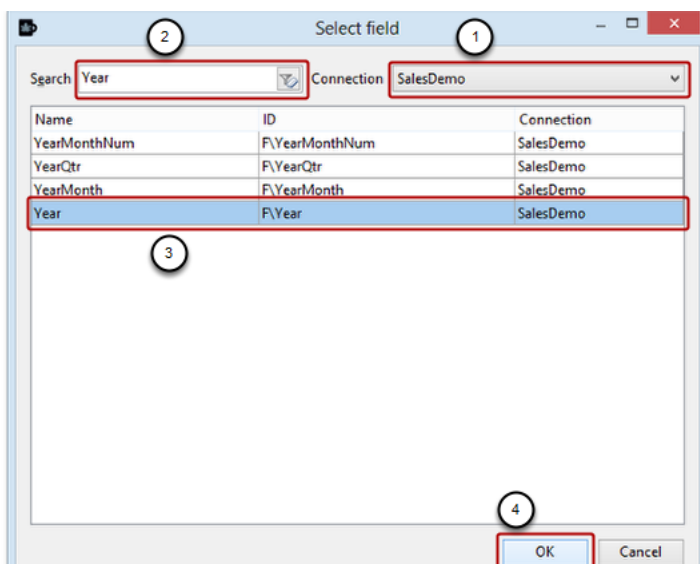
3. Click on the **Linked Fields** icon in the **New** group

## Give Identity to LinkedFields Object



1. Enter **All Values from Linked "Year" Fields** for your LinkedFields object **Name**
2. Enter a **Description** (optional)
3. Click on the **Add** icon

## Add One or More Fields from First Connection

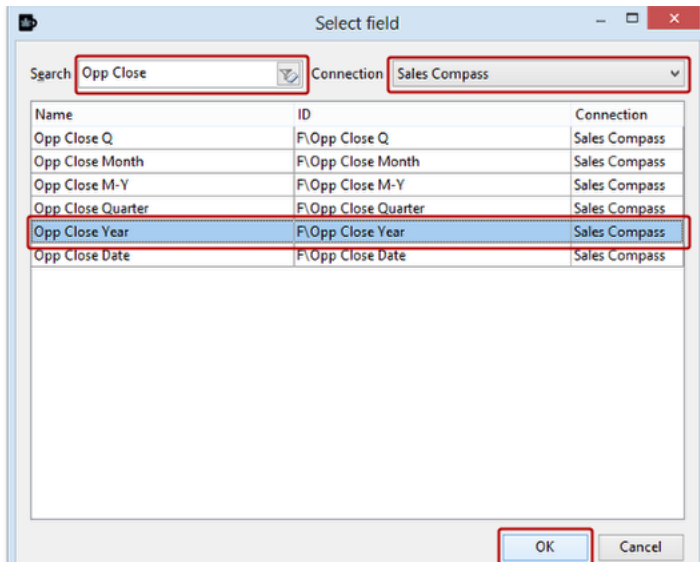


1. Select **SalesDemo** as the **Connection** if it is not already selected, it may take a minute for QlikView to load the document and transmit to this window
2. Enter a key word to facilitate finding the field you want, **Year** in this case
3. Select the **Year** field



4. Click on the **OK** button

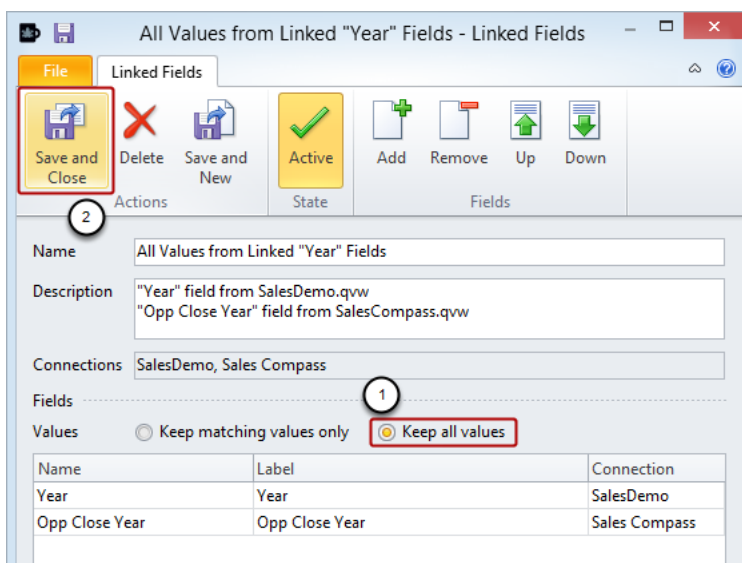
## Add One or More Fields from Another Connection



Open the **Select field** window again then by clicking on the **Add** icon:

1. Select **Sales Compass** as the **Connection**, the list may take some time to appear if this is the first use of this connection and the document is large.
2. Enter key words to facilitate finding the field you want, **Opp Close Year** in this case
3. Select the **Opp Close Year** field
4. Click on the **OK** button

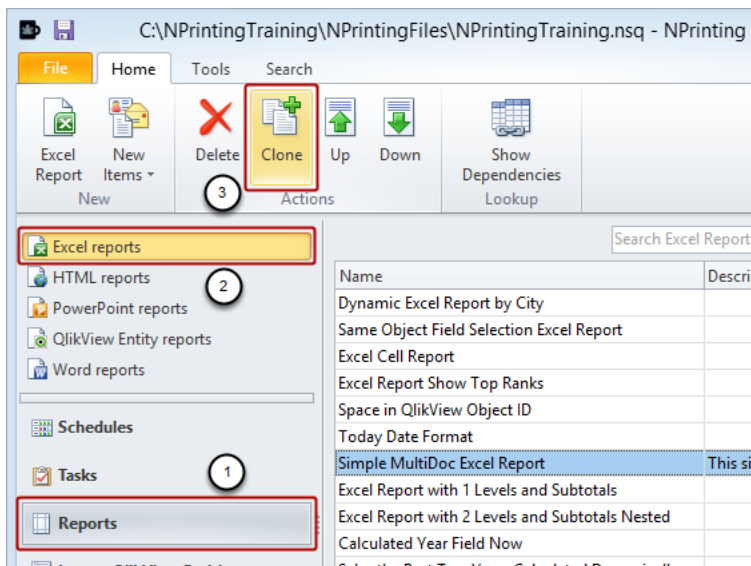
## Save Your LinkedFields Object



# NPrinting Certification Training Course Tutorials

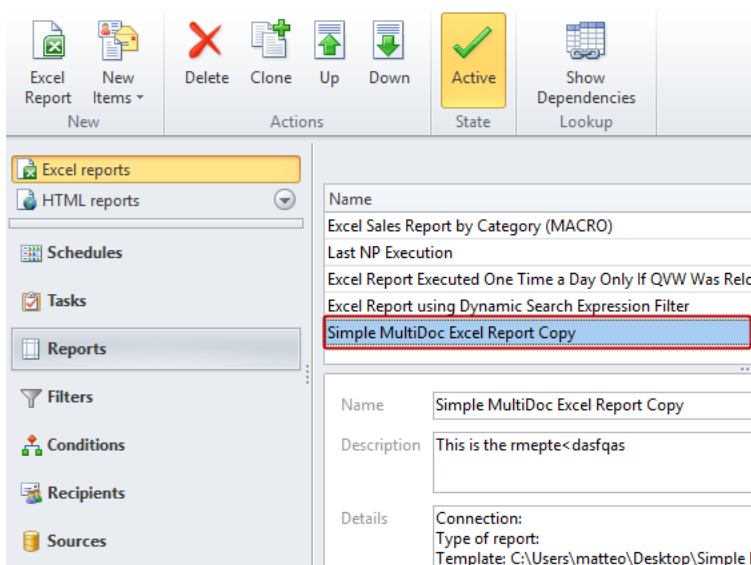
1. Make sure that **Keep all values** has been selected for **Values**. This will form the union of the data sets in these linked fields
2. Click on the **Save and Close** icon

## Select and Clone Excel Report



1. Select **Reports** in the lower left pane
2. Select **Excel reports** in the upper left pane
3. Click on the **Clone** icon

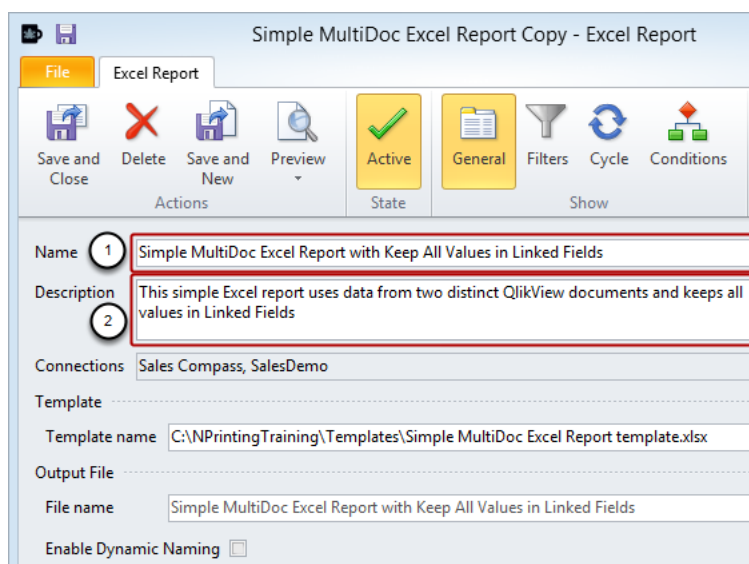
## Open "Simple MultiDoc Excel Report" Clone



# NPrinting Certification Training Course Tutorials

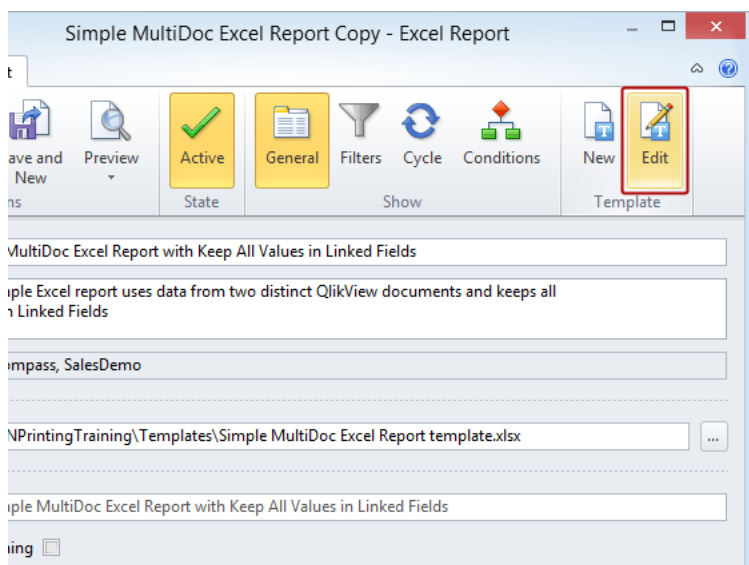
Double click on **Simple MultiDoc Excel Report Copy**, which you'll find at the bottom of the list, to open the Excel Report window.

## Re-Identify Report



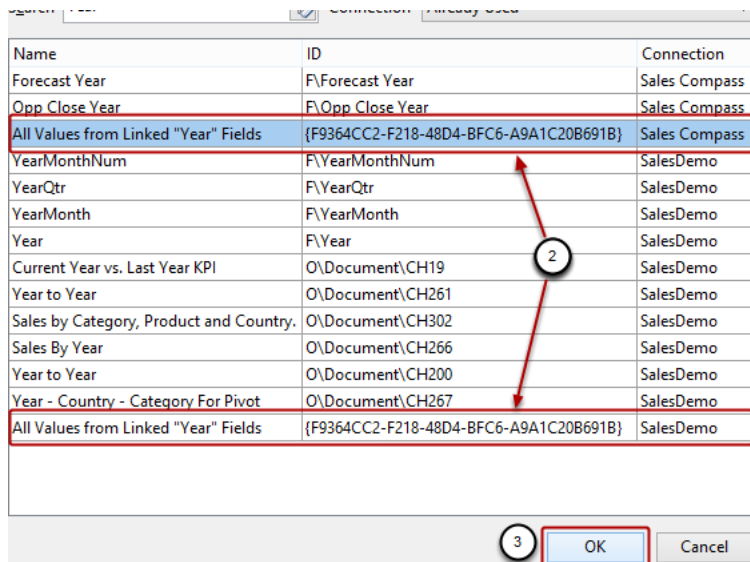
1. Add "with Keep All Values in Linked Fields" to the **Name**
2. Adapt the **Description** if there is one

## Open Report in Template Editor



Click on **Edit** in the **Template** group of the tool bar

## Add Level to Template

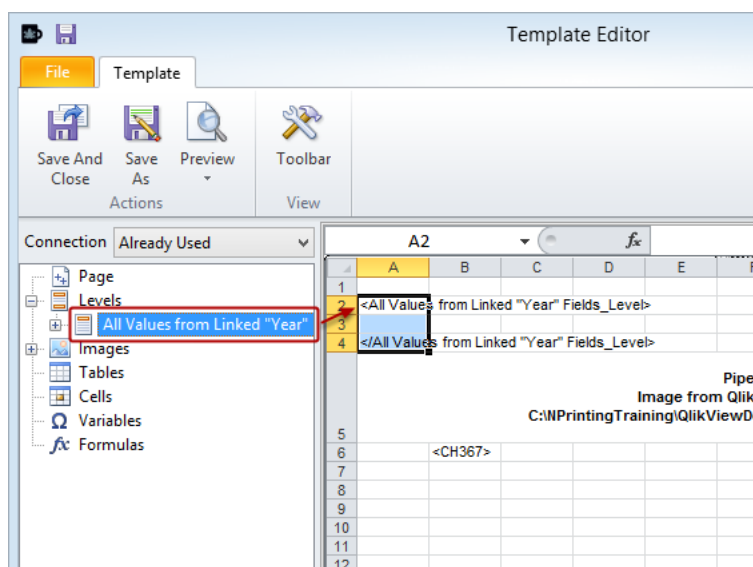


1. Open the **Select Levels** window by right clicking on the **Levels** node and clicking on the **Add levels** button (see: )
2. Select either of the **All Values from Linked "Year" Fields**. They are equivalent since they are linked.
3. Click on the **OK** button

Linked fields can be selected for:

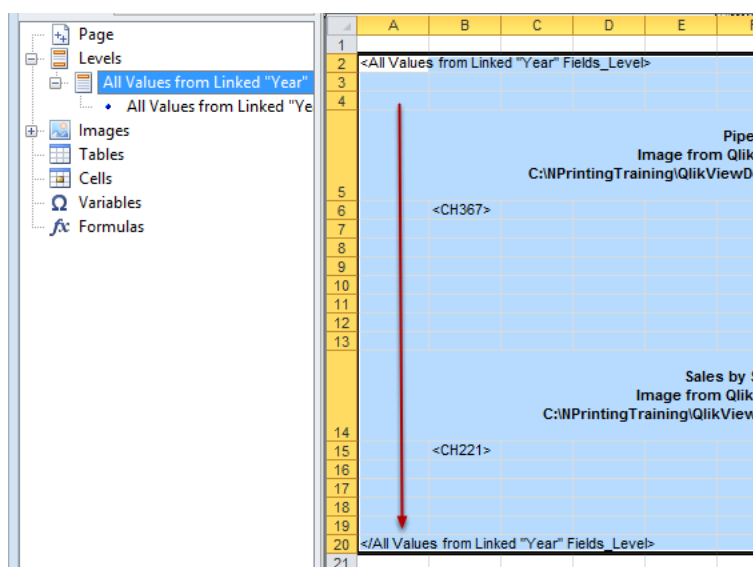
- Cycles
- Levels
- Pages
- Filters

## Embed 'All Values from Linked "Year" Fields' Level in Template



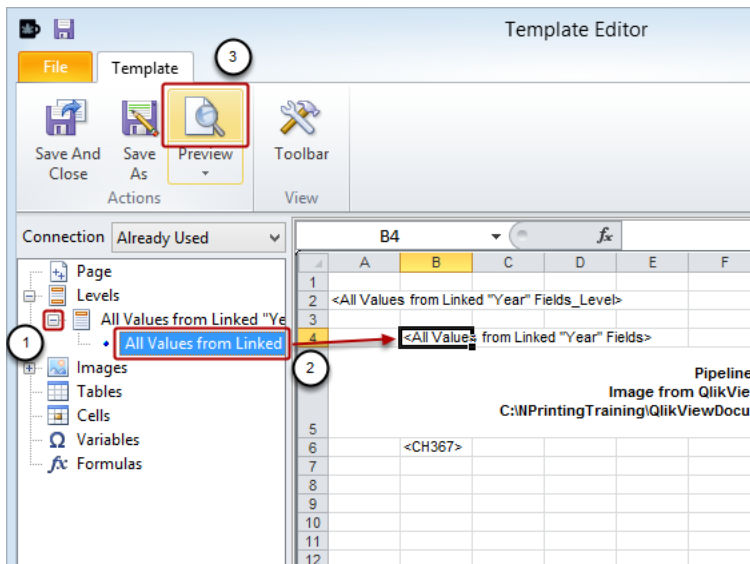
Drag and drop the **All Values from Linked "Year" Fields** level node token into the template onto cell **A2**. It will expand to become two tags, one start and one end.

## Redefine Level Range



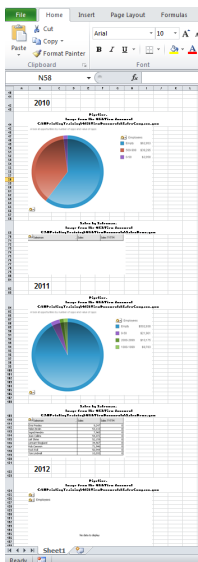
Reposition the **</All Values from Linked "Year" Fields\_Level>** tag to cell **A20**, redefining the level range so that it includes both charts and their headings.

## Embed Heading



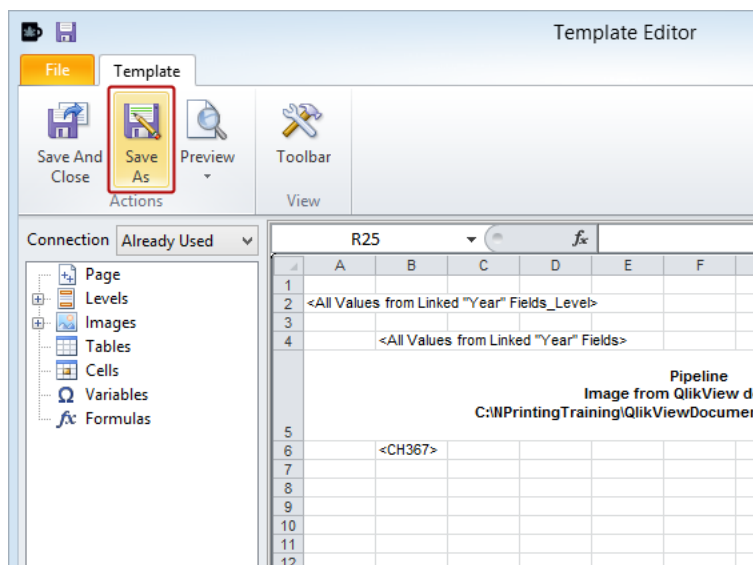
1. Expand the **All Values...** level node by clicking on the '+' to its left
2. Drag the **All Values...** name node into the template and drop it on cell **B4**
3. Click on the **Preview** icon

## Inspect MultiDoc Report



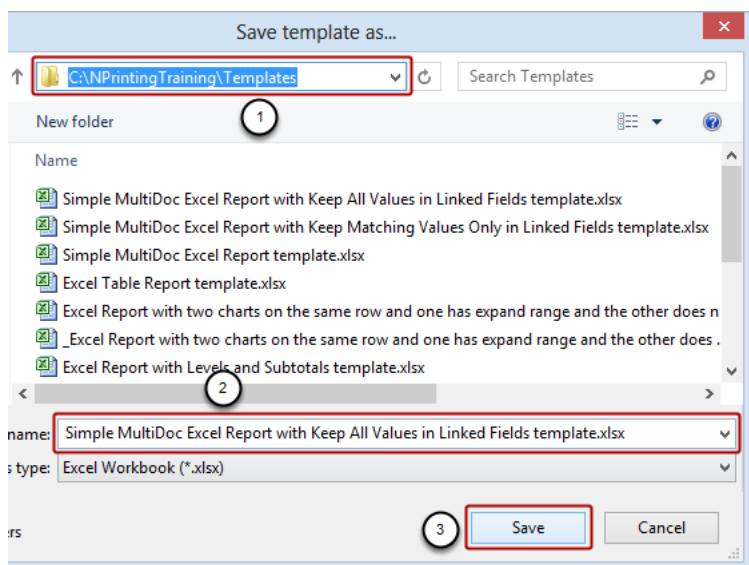
The report displays charts from 2009 to 2013. These years are in at least one of the two connected QlikView documents. An empty chart means that the associated connected QlikView document has no data for the selected year

## Save Your Template



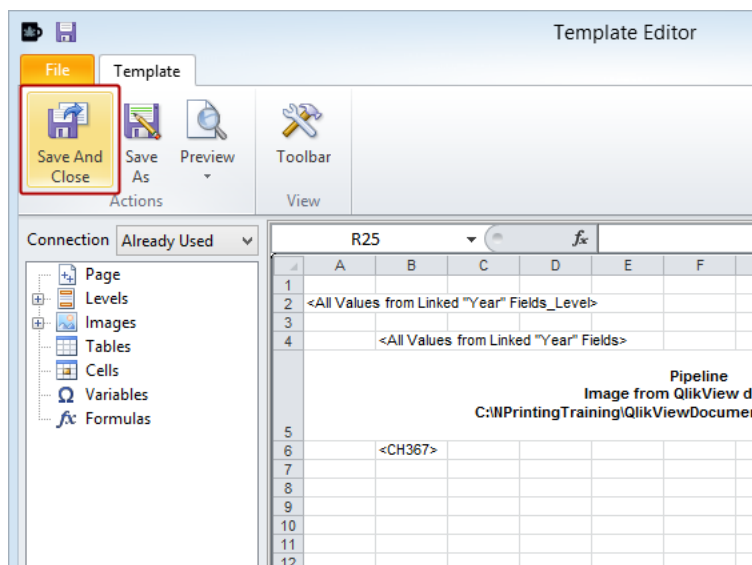
Click on the **Save As** icon.

## Rename and Save



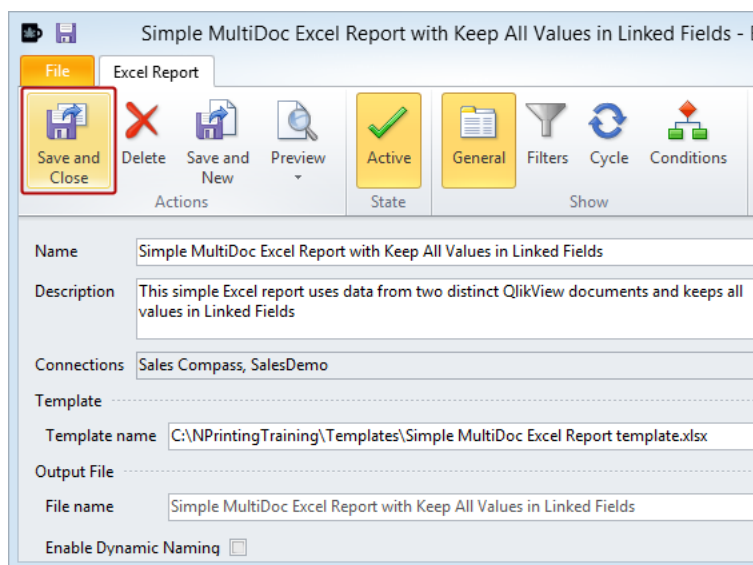
1. Make sure you are saving to **C:\NPrintingTraining\Templates**
2. Rename the template to **Simple MultiDoc Excel Report with Keep All Values in Linked Fields template.xlsx**
3. Click on the **Save** button

## Close Template Editor



Click on the **Save and Close** icon.

## Save Your MultiDoc Report



Click on the **Save and Close** icon to save your Excel MultiDoc report.

Now we suggest that you execute the third tutorial of this series, “How to Use Linked Fields with Keep All Matching Values Only”, to see the difference between the options “Keep all values” and “Keep matching values only”.



# NPrinting Certification Training Course Tutorials

Download the [NPrinting Training Material](#). Unzip it into C:\NPrintingTraining. This will maintain path references in the NPrinting file.

# How to Use Linked Fields with Keep All Matching Values Only

You can download this tutorial by clicking here: "[How to Use Linked Fields with Keep All Matching Values Only](#)".

Get an understanding of the basic NPrinting Multidoc concept by reading "[Office and HTML Reports containing data from multiple QlikView Documents](#)" and execute the tutorials "[How to Create a Simple Excel Report with Objects from Multiple QlikView Documents](#)" and "[How to Use Linked Fields with Keep All Values](#)" before starting with this one.

Linked Fields is a new entity type that enables linking fields from more than one connected QlikView document. Each Linked Fields entity can link only one field from any connected QlikView document, but from as many as you like. When configuring a Linked Fields entity, you must specify whether you want to "Keep all values" or "Keep all matching values only". Selecting "Keep all values" causes NPrinting to create and use the union of the data sets for the fields that are linked. Selecting "Keep all matching values only" causes NPrinting to create and use the intersection of the data sets for the fields that are linked, i.e. only those values that are present in each and every linked field in the QlikView documents connected to a specific report. Linked fields can be used with Filters, Levels, Pages and Cycles.

## Clone 'All Values from Linked "Year" Fields'

The screenshot shows the NPrinting configuration interface. The 'Actions' menu is open, and the 'Clone' option is highlighted with a red box and a circled '4'. In the left sidebar, the 'Sources' section is highlighted with a red box and a circled '1'. The 'Connections' list shows 'Linked Fields' highlighted with a red box and a circled '2'. The main pane displays the details for the 'All Values from Linked "Year" Fields' entity, which is also highlighted with a red box and a circled '3'. The details show the Name, Description, and Values (Keep all values).

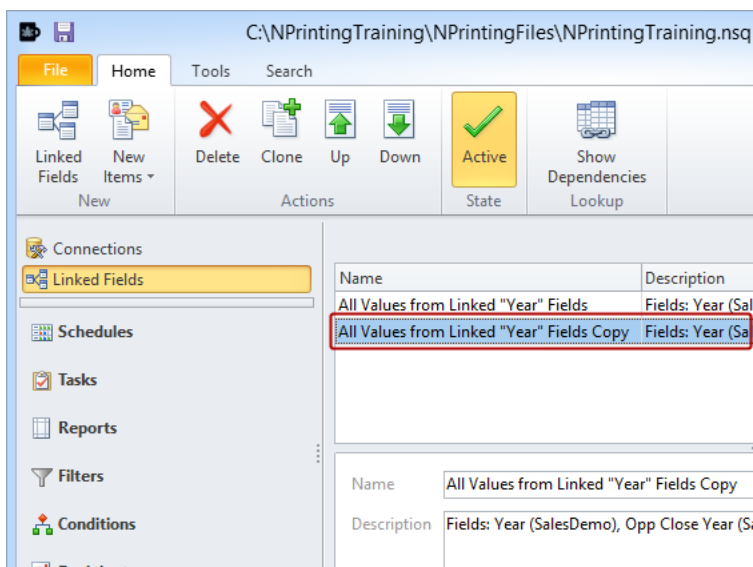
Name	Description
All Values from Linked "Year" Fields	Fields: Year (SalesDemo), Opp Close Year (SalesDemo)

Details:  
 Values: Keep all values  
 Fields: Year (SalesDemo), Opp Close Year (SalesDemo)

# NPrinting Certification Training Course Tutorials

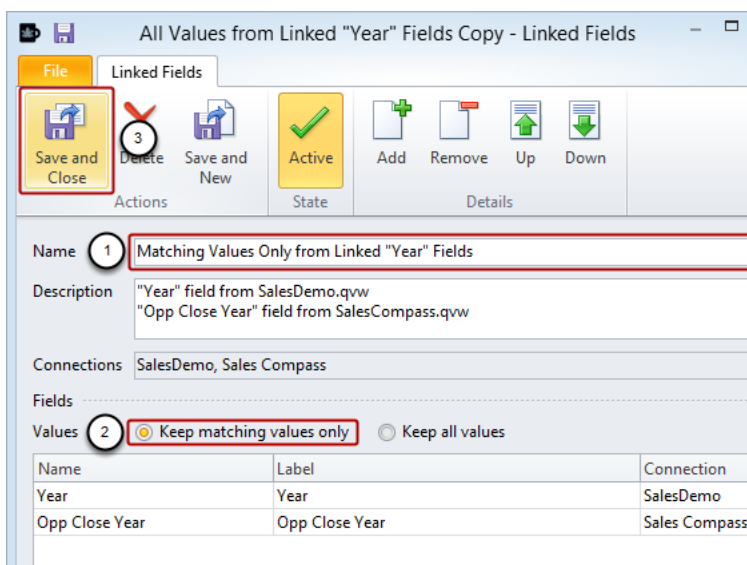
1. Select **Sources** in the lower left panel
2. Select **Linked Fields** in the upper left panel
3. Select **All Values from Linked "Year" Fields** in the upper right panel
4. Click on the **Clone** icon in the **Actions** group of the tool bar

## Open 'All Values from Linked "Year" Fields Copy' in Linked Fields Window



Double click on **All Values from Linked "Year" Fields Copy** to open it in the **Linked Fields Editor**.

## Edit 'All Values from Linked "Year" Fields Copy'

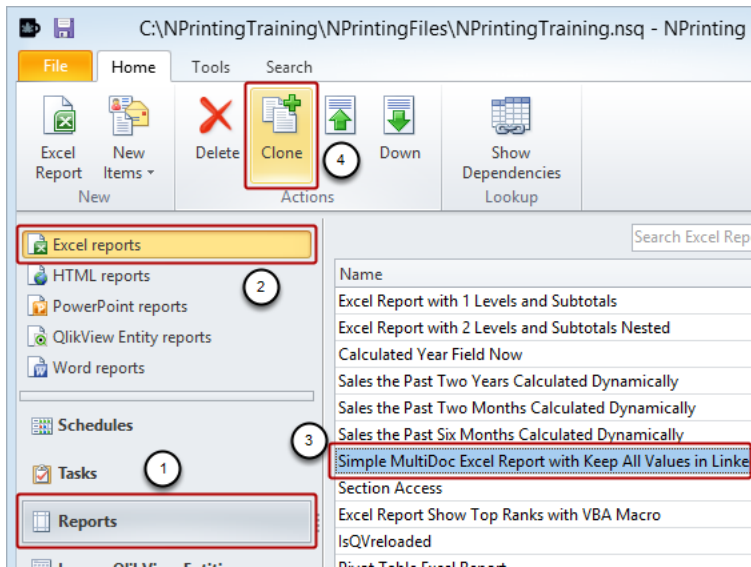


1. Change its **Name** to **Matching Values Only from Linked "Year" Fields**

# NPrinting Certification Training Course Tutorials

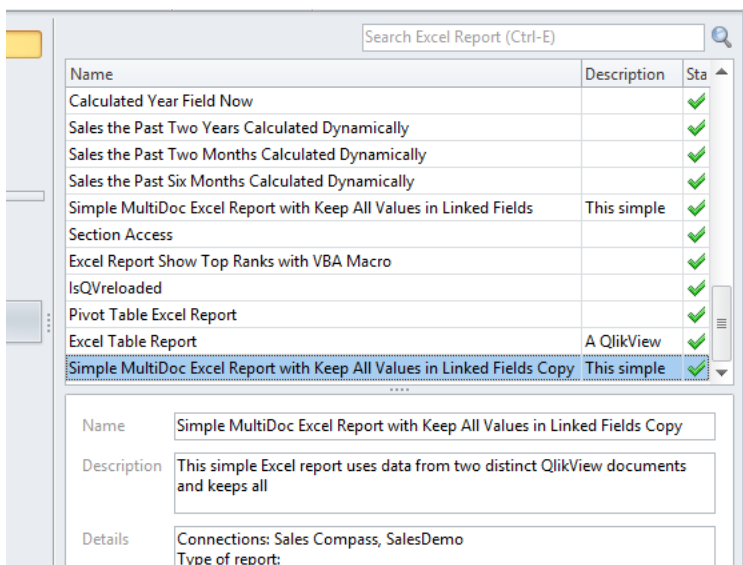
2. Change **Values** from **Keep all values** to **Keep matching values only**
3. Click on the **Save and Close** icon in the **Actions** group of the tool bar

## Clone Excel Report



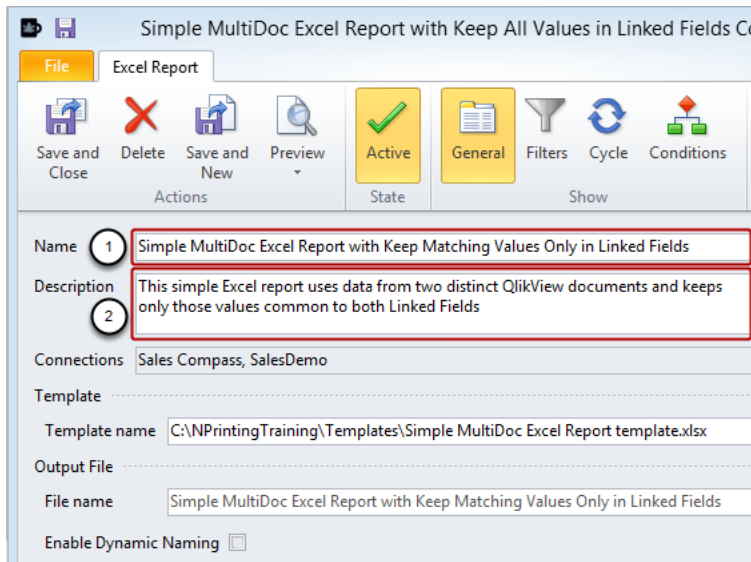
1. Select **Reports** in the lower left panel
2. Select **Excel reports** in the upper left panel
3. Select **Simple MultiDoc Excel Report with Keep All Values in Linked Fields** in the upper right panel
4. Click on the **Clone** icon in the **Actions** group of the tool bar

## Open 'Simple MultiDoc Excel Report with Keep All Values in Linked Fields Copy' in Report Editor



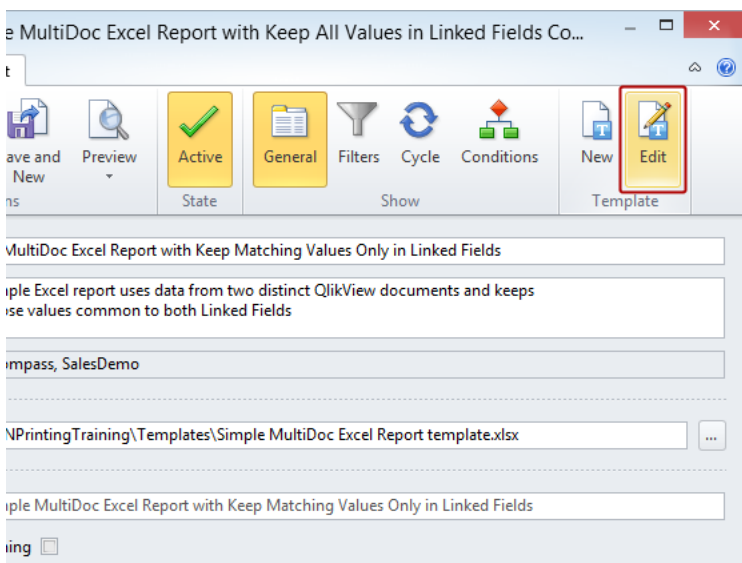
Double click on **Simple MultiDoc Excel Report with Keep All Values in Linked Fields Copy**.

## Edit "Simple MultiDoc Excel Report with Keep All Values in Linked Fields Copy"



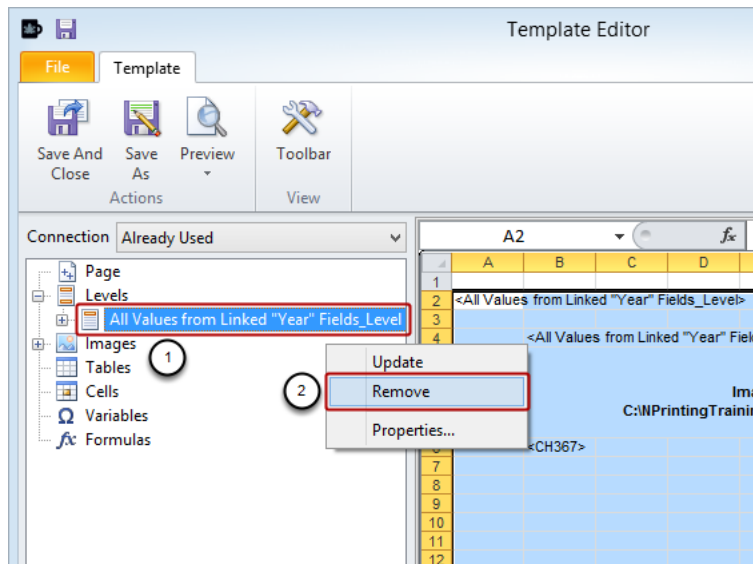
1. Edit the Name to **Simple MultiDoc Excel Report with Keep Matching Values Only in Linked Fields**
2. Adapt the **Description** if there is one

## Open Template Editor



Click on **Edit** in the **Template** group of the tool bar.

## Remove 'All Values from Linked "Year" Fields' Level



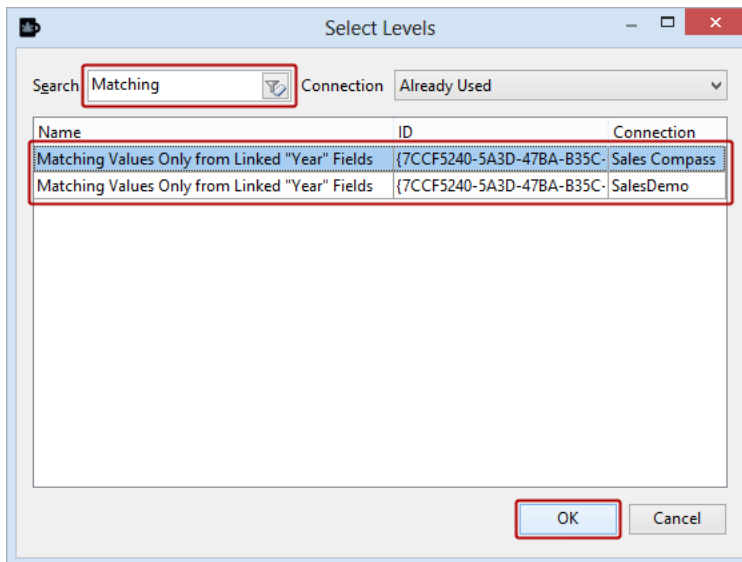
1. Right click on the **All Values from Linked "Year" Fields** level node
2. Click on **Remove** in the pop-up menu

## Eliminate All 'All Values from Linked "Year" Fields' Related Tags from Template

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

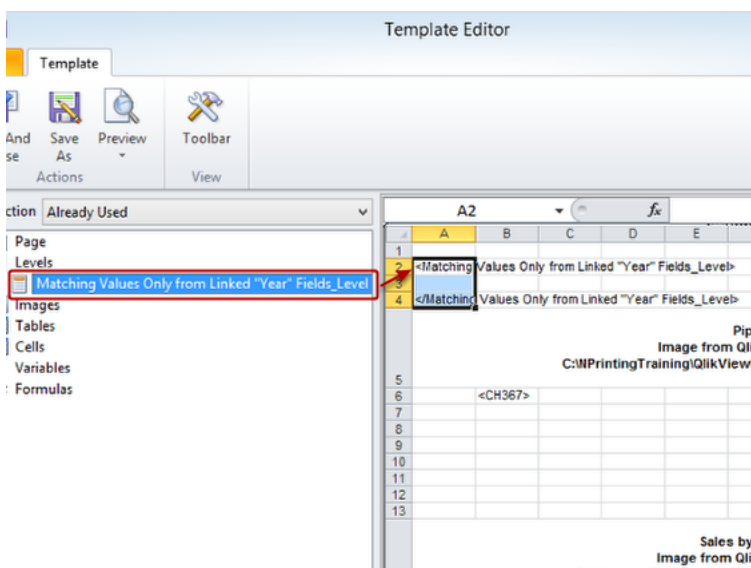
Select the cells containing the **All Values from Linked "Year" Fields** tags in turn and **Delete** them.

## Add 'Matching Values Only from Linked "Year" Fields' Level



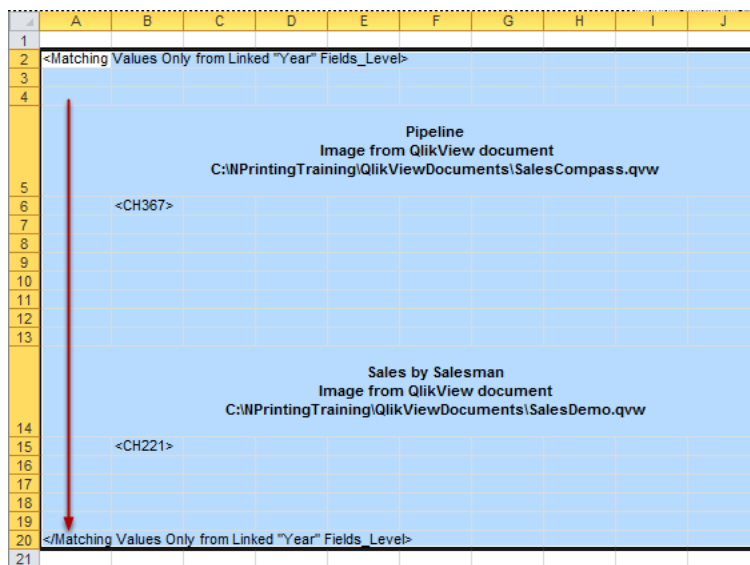
1. Enter a key word into the **Search** field to facilitate finding the level you want
2. Select **Matching Values Only from Linked "Year" Fields** from either **Connection** as they are equivalent
3. Click on the **OK** button

## Embed 'Matching Values Only from Linked "Year" Fields' Level in Template



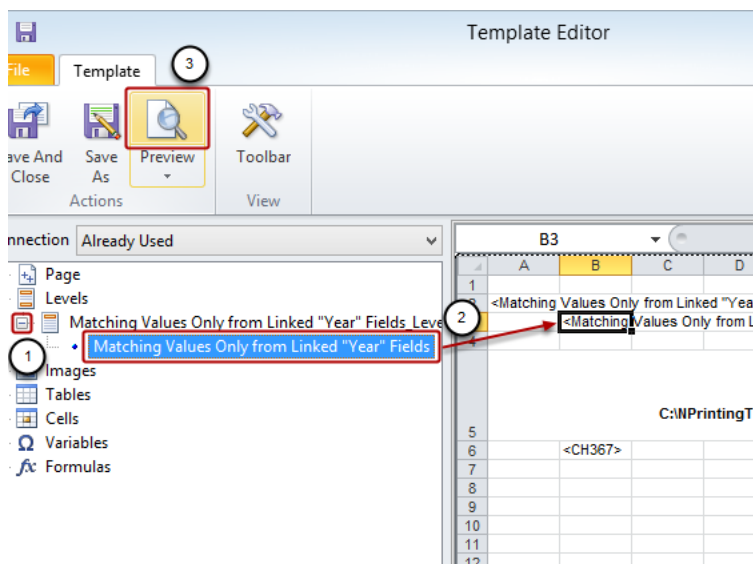
Drag and drop the **Matching Values Only from Linked "Year" Fields** level node token into the template onto cell **A2**. It will expand to become two tags, one start and one end.

## Redefine Level Range



Reposition the **</Matching Values Only from Linked "Year" Fields\_Level>** tag to cell **A20**, redefining the level range so that it includes both charts and their headings.

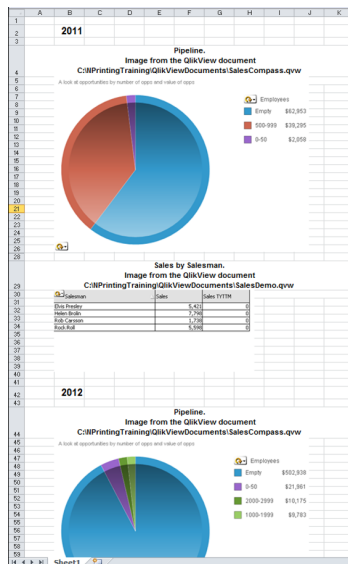
## Embed Heading



1. Expand the **Matching Values...** level node by clicking on the '+' to its left
2. Drag the **Matching Values...** name node into the template and drop it on cell **B3**
3. Click on the **Preview** icon

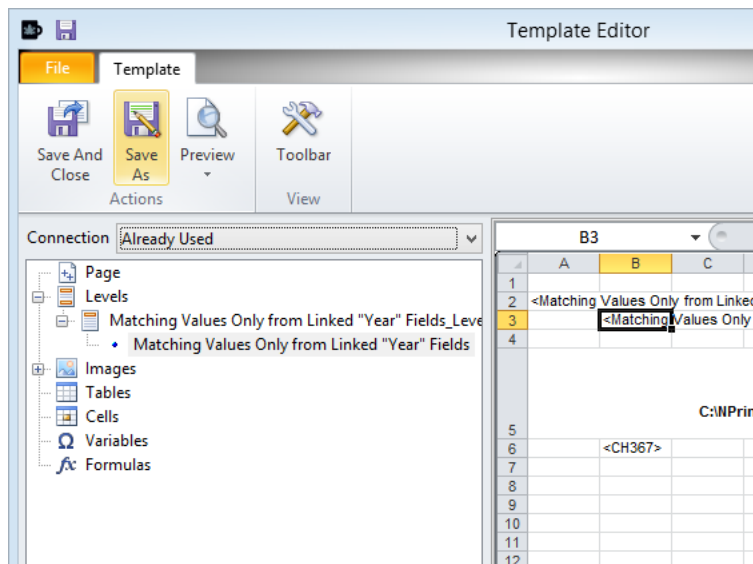


## Resulting Report



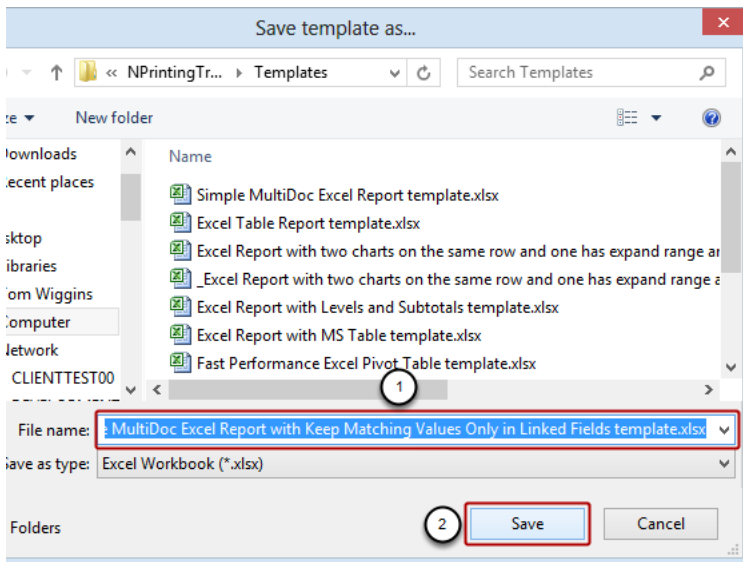
Inspect and admire. The report displays charts for 2011 and 2012 because they are the only years containing data present in both connected QlikView documents.

## Open Save As Window



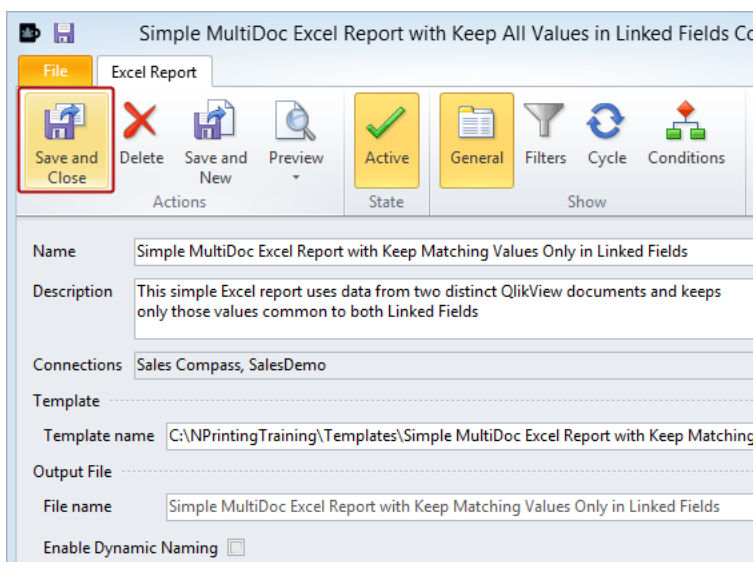
Click on the **Save As** icon

## Save Template



1. Change the template Name to **Simple MultiDoc Excel Report with Keep Matching Values Only in Linked Fields template.xlsx**
2. Click on the **Save** button

## Save Your Report



Click on the **Save and Close** icon.

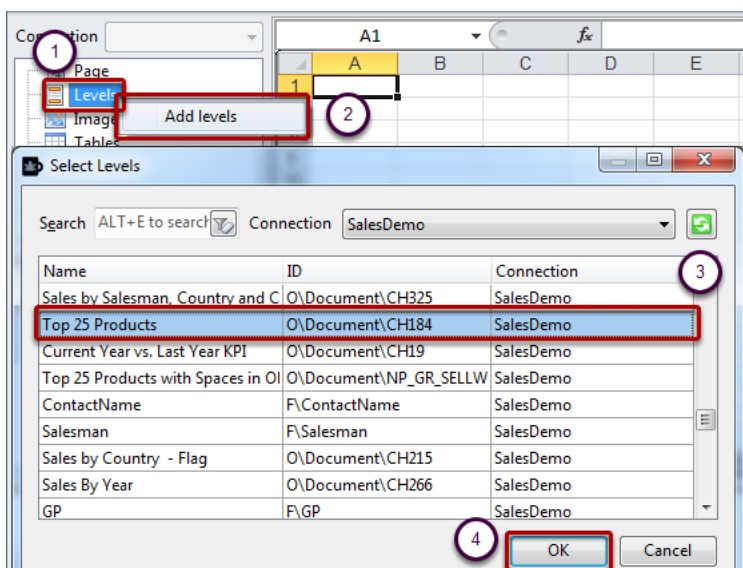
Click here to download the [NPrinting Training Material](#). Unzip it into c:\NPrintingTraining. This will maintain path references in the NPrinting file.

# How to Make a Calculated Column in Excel Reports

You can download this tutorial by clicking here: "[How to Make a Calculated Column in Excel Reports](#)".

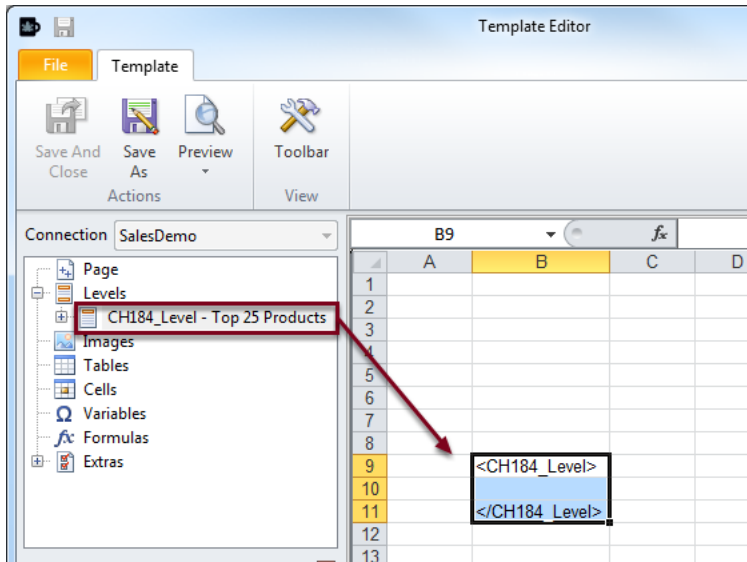
When creating a template for an Excel report, you may need to create a column that combines the values of two or more other columns with or without coefficients. A third column will be obtained by subtracting the values in one column from the values in the other. Then the derived values of the third column will be divided by the corresponding values from one of the original two columns.

## Add Table as Level



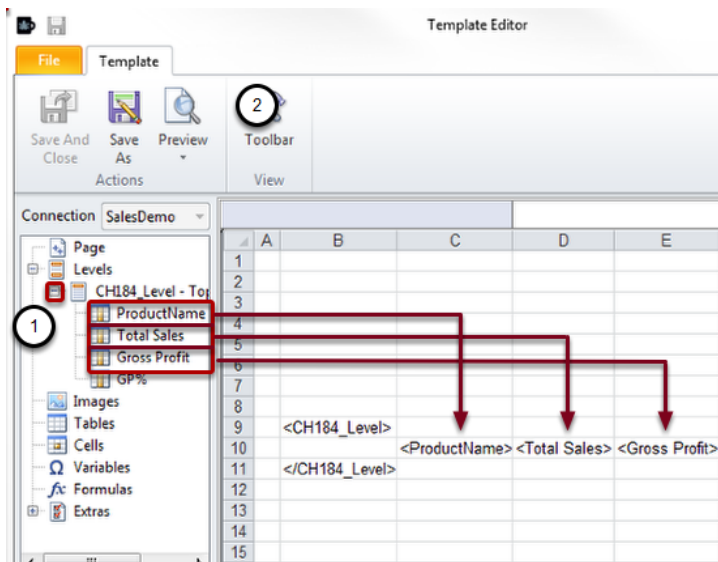
1. Right click on the **Levels** node
2. Select **Add level**
3. Select one or more charts that have the fields you want to combine to create an additional field
4. Click on **OK**

## Embed Table Level in Template



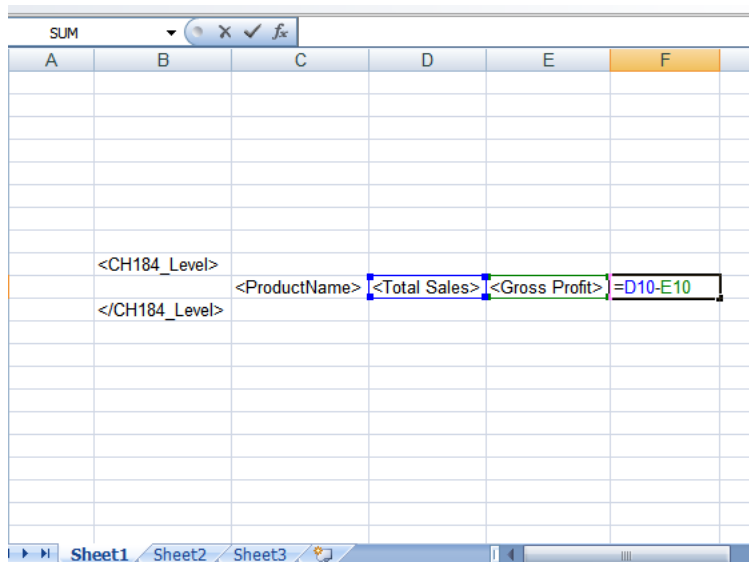
Drag the chart node into the template and drop it onto the first cell of three vertically aligned empty cells.

## Add Fields to Template



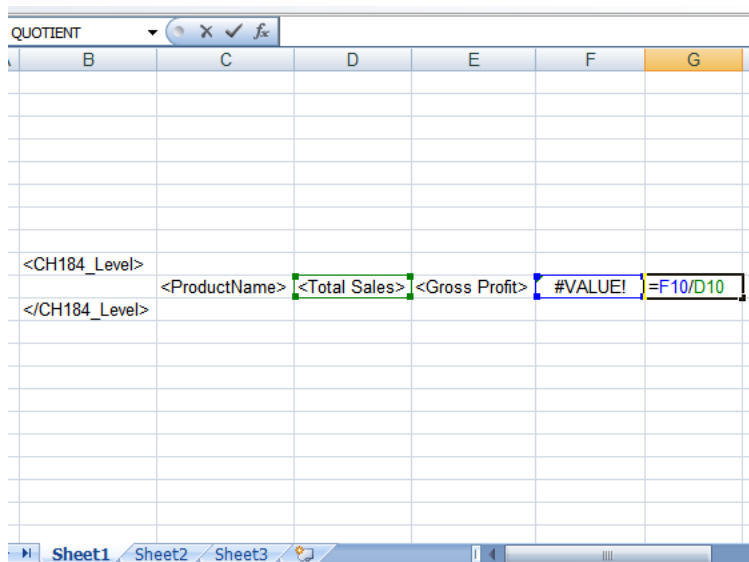
1. Expand the table node(s) by clicking on the '+' to the left of each
2. Drag field nodes into the template, dropping them onto empty cells in columns that are in the same column or to the right of the column containing the level tags and in a row that is between the rows containing the level tags

## Enter Formula to Be Calculated



Enter the formula either in the cell editor at the top or directly in the cell.

## Use Calculated Field as Input for Another Calculated Field



Enter the formula either in the cell editor at the top or directly in the cell.

## Add Headings to Columns

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8			ProductName	Total Sales	Gross Profit	Costs	Cost/Sales
9	<CH184_Level>						
10		<ProductName>	<Total Sales>	<Gross Profit>	#VALUE!		=F10/D10
11	</CH184_Level>						
12							
13							
14							
15							
16							

Enter headings for each of the columns in a row one or two above the row containing the <CH184\_Level> tag and format them.

## View Results

Product Name	Total Sales	Gross Profit	Costs	Cost/Sales
Minnki Palsii	€ 408,674.51	€ 81,839.94	€ 326,834.56	80%
Davenport	€ 97,370.08	€ 20,946.24	€ 76,423.83	78%
Snake Boots	€ 91,025.31	€ 19,549.14	€ 71,476.17	79%
Le Baby Dress	€ 50,607.82	€ 10,027.40	€ 40,580.42	80%
High Heels Shoes	€ 50,604.67	€ 10,521.16	€ 40,083.51	79%
Jumpin Jack Flash Dress	€ 46,550.00	€ 9,165.03	€ 37,384.96	80%
Terence Top	€ 45,288.56	€ 8,865.95	€ 36,422.61	80%
Small Crocodile Boots	€ 42,222.95	€ 8,510.22	€ 33,712.73	80%
Okkaba Skin Jackets	€ 38,085.37	€ 8,318.94	€ 29,766.43	78%
Feiss Fleece Trousers	€ 38,005.07	€ 9,033.44	€ 28,971.63	76%
Atles Lussekofta	€ 33,904.80	€ 6,682.88	€ 27,221.92	80%
Conserve Shoes	€ 30,979.39	€ 4,975.44	€ 26,003.95	84%
Sheat Shoes	€ 30,846.20	€ 6,082.63	€ 24,763.56	80%
RDL Suit	€ 28,527.65	€ 5,289.58	€ 23,238.08	81%
Patamonia Fleece Jacket	€ 27,759.95	€ 6,143.72	€ 21,616.23	78%
Ga-Ga Dress	€ 26,575.64	€ 6,339.51	€ 20,236.13	76%
Tennis Suit	€ 25,864.95	€ 4,850.98	€ 21,013.97	81%
WFS shoes	€ 25,673.13	€ 4,552.28	€ 21,120.84	82%
US-Master Jeans	€ 24,966.16	€ 5,234.71	€ 19,731.45	79%
Bike Helmet	€ 24,249.35	€ 5,411.92	€ 18,837.44	78%
TieBreak Tennis shoes	€ 23,929.96	€ 5,335.52	€ 18,594.44	78%
Aino Shoes	€ 23,079.65	€ 3,982.74	€ 19,096.90	83%
Duck Trousers	€ 21,802.49	€ 4,566.51	€ 17,235.98	79%

I have applied conditional formatting to the last column, **Saved**, **Closed**, and **Previewed**.

## How to Create One or More Levels in Excel Reports

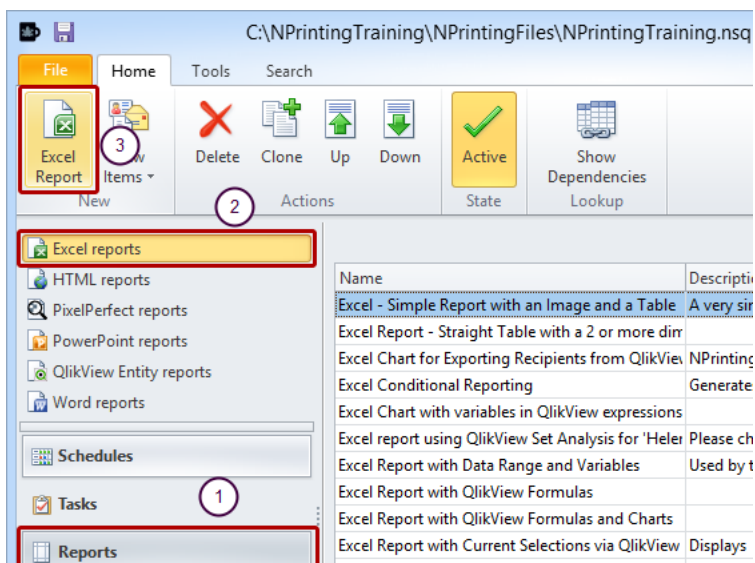
You can download this tutorial by clicking here: "[How to Create One or More Levels in Excel Reports](#)".

This tutorial is intended to illustrate the creation of NPrinting of Excel reports containing one or more levels. It is presumed that you are familiar with common NPrinting procedures.

We are going to embed a QlikView object as a table and one as an image in an Excel report. We are then going to select two fields as levels so that the Excel report presents three tiers of information with titles and headings.

Open an existing NPrinting document or a new one. We will use a sample QlikView document, **SalesDemo.qvw**, which is found in the NPrinting Training Environment that also contains working examples for this tutorial. Download [NPrinting Training Material](#) and extract it into **C:\NPrintingTraining\** so that the relative path structure remains valid. Establish a connection to it (see: [How do I connect to my QlikView documents?](#)).

### Create New Excel Report

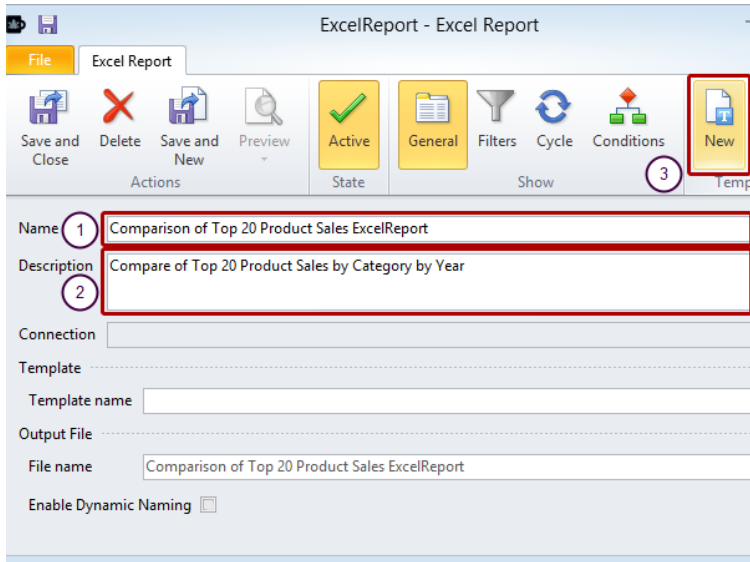


1. Select **Reports** in the lower left-hand pane

# NPrinting Certification Training Course Tutorials

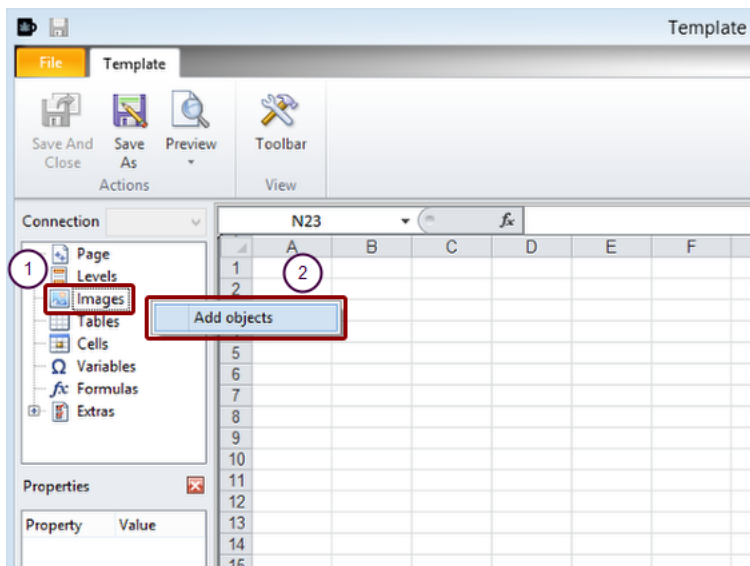
2. Select the **Excel reports** type in the pane immediately above
3. Select **Excel Report** in the **New** group of the tool bar

## Begin Creating New Report



1. Enter a **Name** for your report
2. Enter a **Description** (optional)
3. Select **New** in the **Template** group of the tool bar to open the **Template Editor**

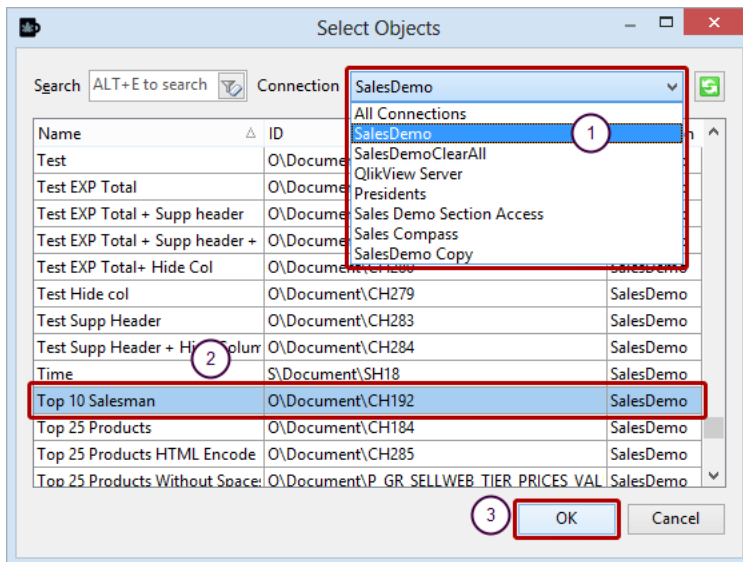
## Open Select Objects Window



1. Right click on the **Images** node icon or label in the left pane
2. Click on the **Add object** icon



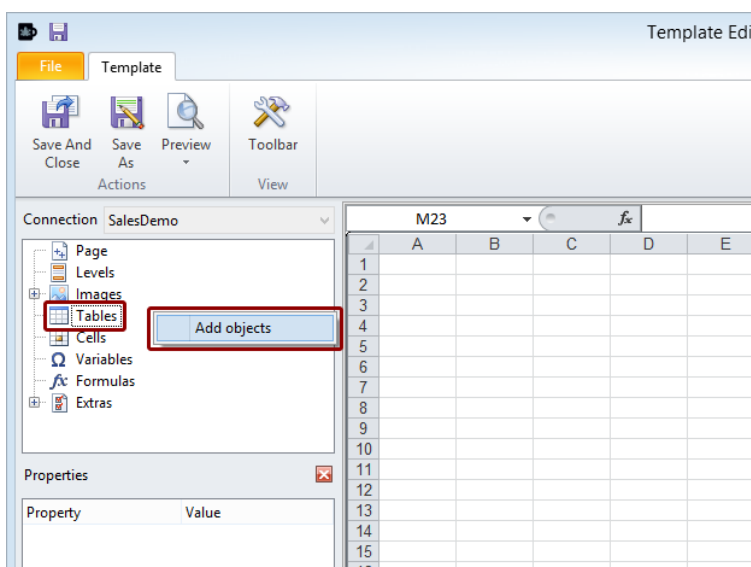
## Import QlikView Object as Image



Import an image of the QlikView **Top 10 Salesman** bar graph:

1. Select the **Connection** to the QlikView document that contains the object you want
2. Select the QlikView object **CH192** in the **Select object** window to be included in your template as an image
3. Click on the **OK** button

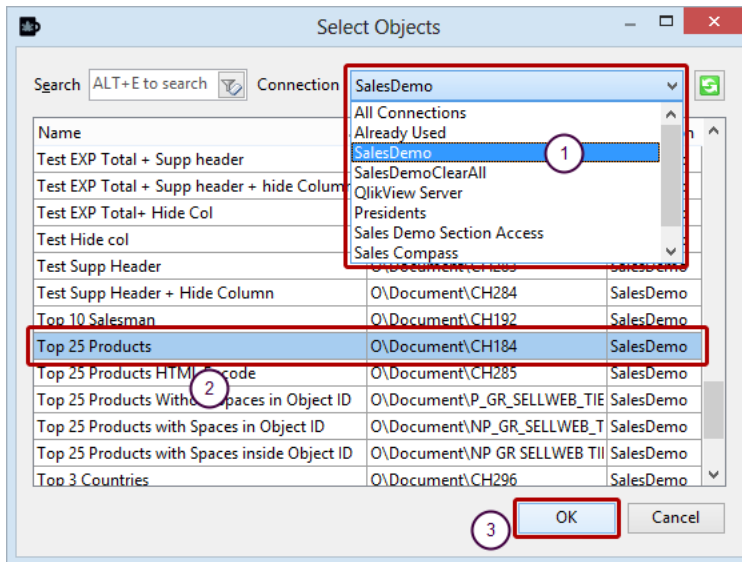
## Add QlikView Object as Table



1. Right click on the **Tables** node icon or label in the left pane

## 2. Select Add object

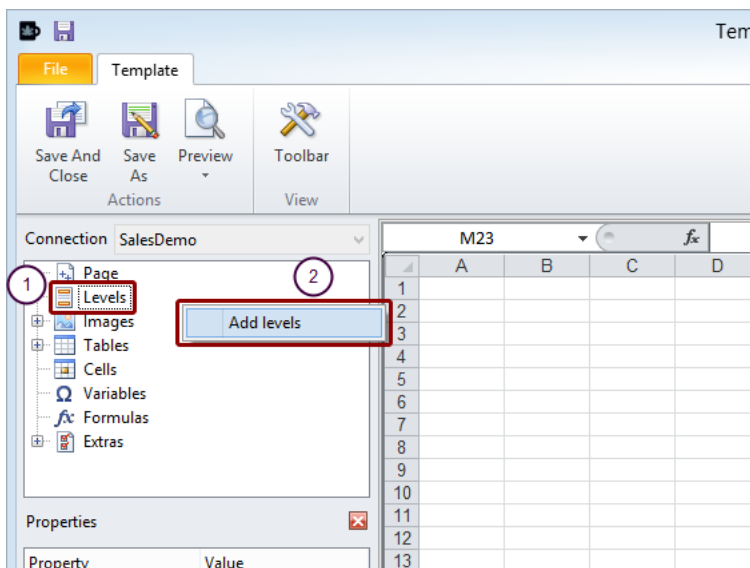
### Select Object as Table



Import the QlikView **Top 25 Products** table as a table:

1. Select the **Connection** to the QlikView document that contains the object you want
2. Select the QlikView object **CH184** in the **Select object** window to be included in your template as a table
3. Click the **OK** button

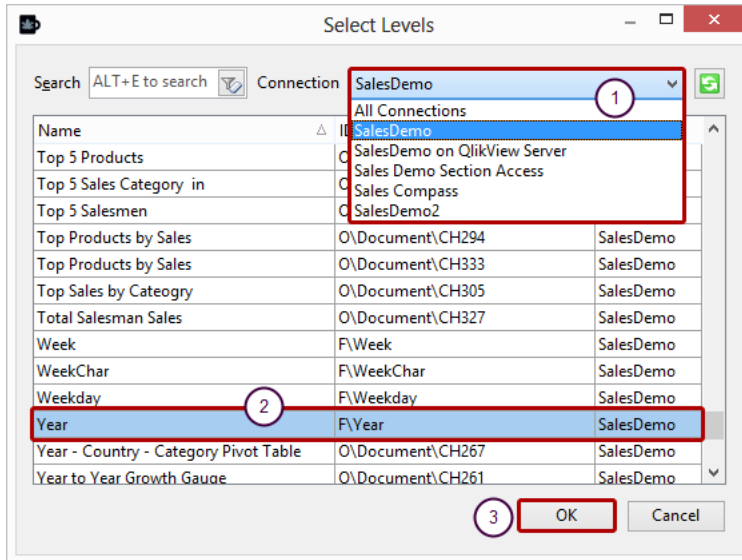
### Open the Select Levels Window



# NPrinting Certification Training Course Tutorials

1. Right click on the **Levels** node icon or label in the left pane
2. Select **Add level**

## Add Level to Template

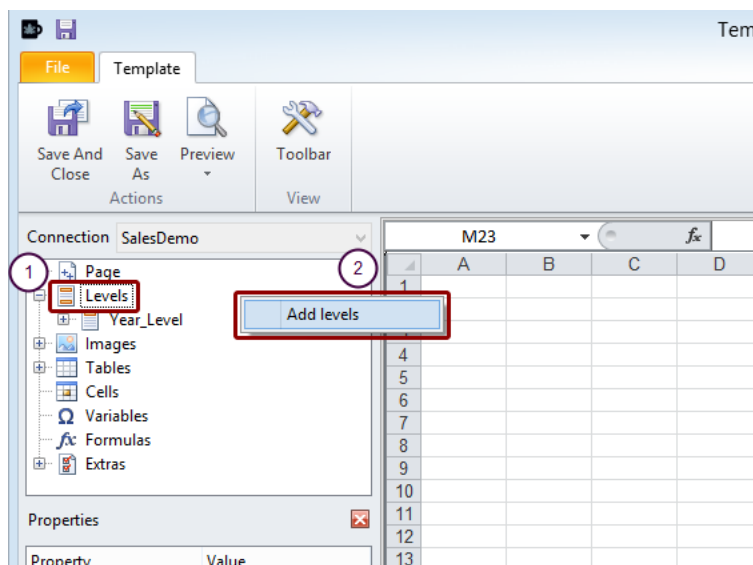


Add the **Year** field as a level:

1. Select the **Connection** to the QlikView document that contains the object you want
2. Select the QlikView **Year** field in the **Select levels** window
3. Click on the **OK** button

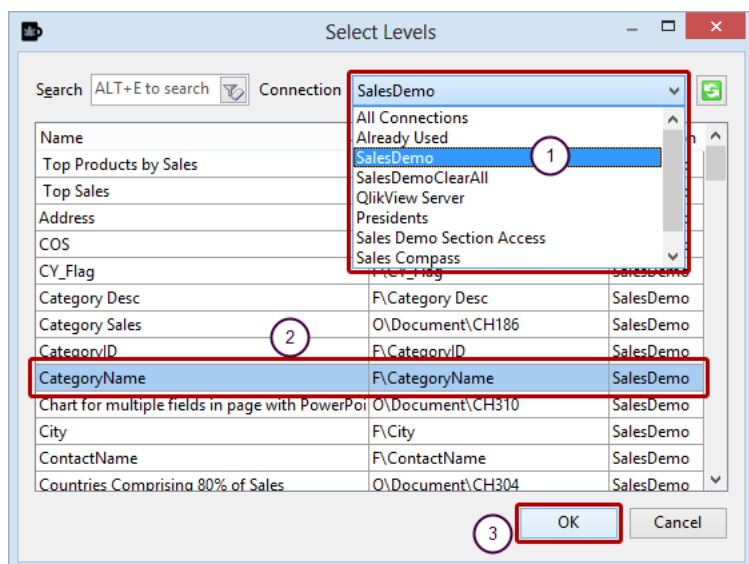
More than one field you want to cycle on can be selected by using Ctrl + click to select fields additional to the first selected one.

## Open the Select Levels Window



1. Right click on the **Levels** node icon or label in the left pane
2. Click on the **Add levels** icon

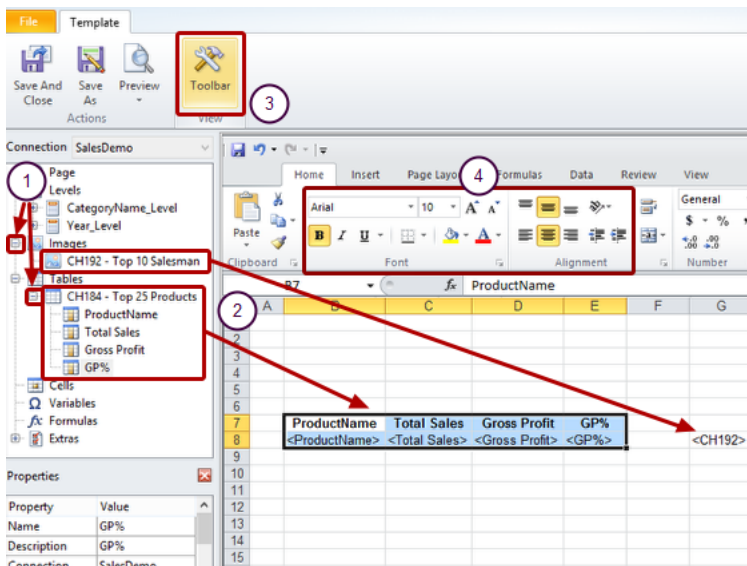
## Add Second Level to Template



Add the **CategoryName** field as a level:

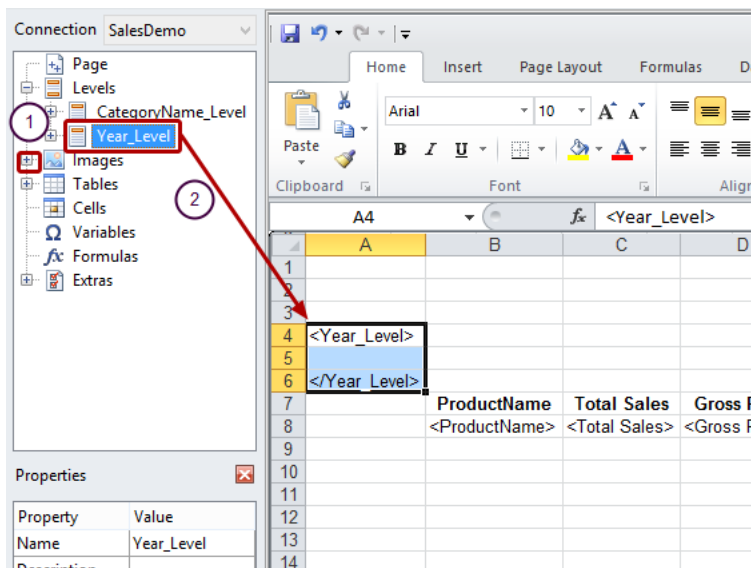
1. Select the QlikView **CategoryName** field in the **Select level** window
2. Click on the **OK** button

## Embed Image and Table in Template



1. Expand the **Images** and **Tables** nodes in the left pane by clicking on the '+'s to their left
2. Drag and drop the **CH184** and **CH192** tokens into empty cells Make sure to place the **CH192** tag on the same line as the tags for **CH184**
3. Open the Excel tool bar by clicking on **Toolbar**, if it is not already open
4. Apply appropriate formatting to the column headings

## Apply First Level

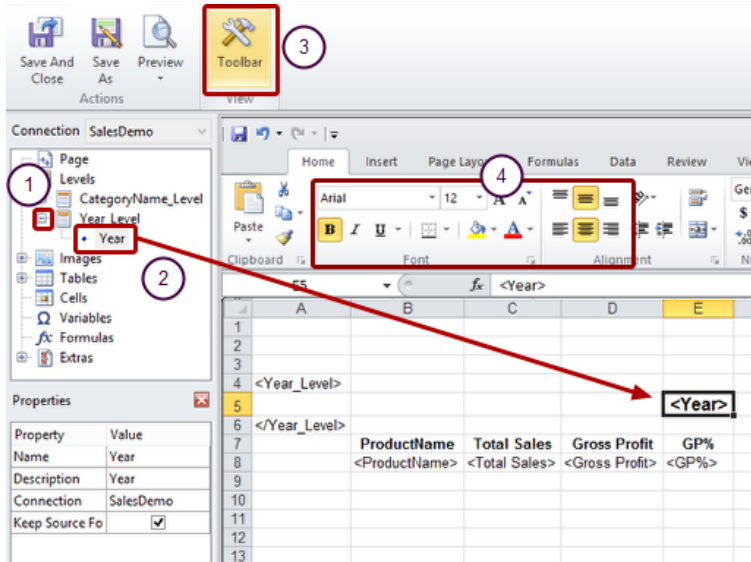


1. Expand the **Levels** node in the left pane by clicking on the '+' to its left, if **Year\_Level** and **CatagoryName\_Level** nodes are not visible

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2. Drag and drop the **Year\_Level** token into an empty cell at the top of a group of three vertically contiguous empty cells

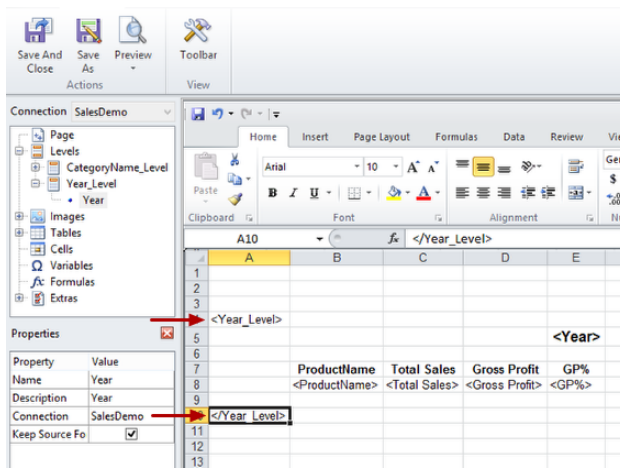
## Add Field Name as Header



If you desire to include a dynamic **Year** heading for the level cycle:

1. Expand the **Year\_Level** node in the left pane by clicking on the '+' to its left, if the **Year** node is not visible
2. Drag and drop the **Year** node token into an empty cell
3. Open the Excel tool bar by clicking on **Toolbar**, if it is not already open
4. Apply appropriate formatting to the **Year** tag

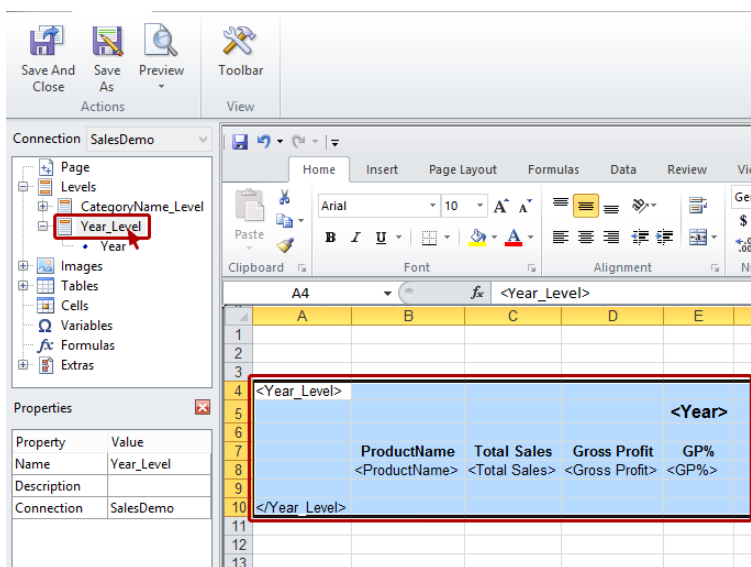
## Position Level Tags



Drag and drop or cut and paste the **Year\_Level** opening and closing tags to position them so that:

- The opening level tag is in a row above any and all rows to be repeated in the level cycle and in the same column or a column to the left of any and all columns to be repeated in the level cycle. Empty rows included in the level range will be reproduced in the level cycle.
- The closing level tag must be in a row below any and all rows to be included in the level cycle.

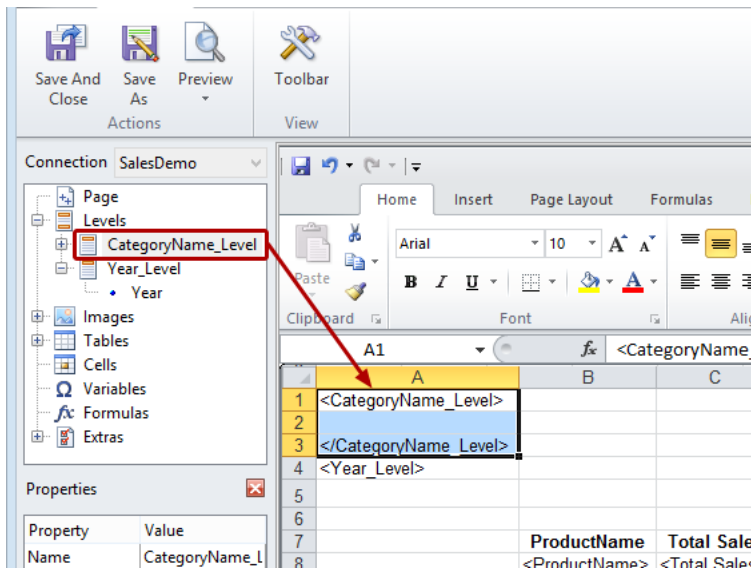
## Verify Level Range



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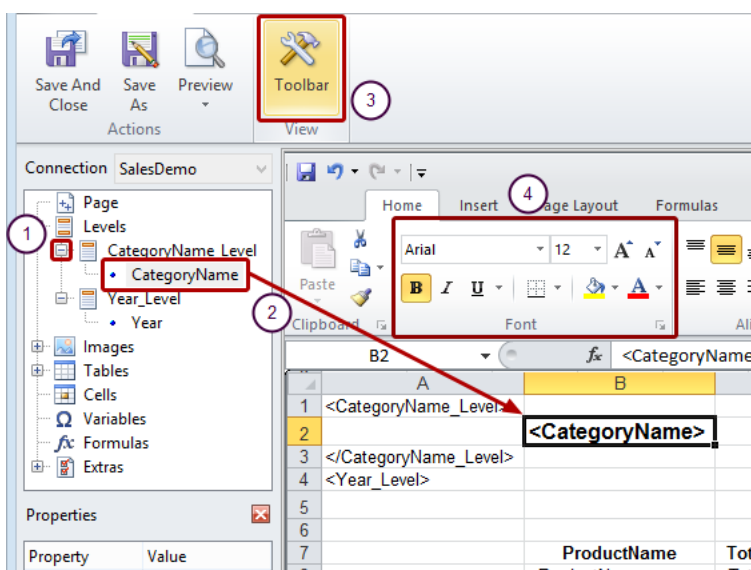
Verify the elements to be cycled in the level by clicking on the **Year\_Level** node in the left pane. The level range becomes delimited and highlighted

## Apply Second Level



Drag and drop the **CategoryName\_Level** token into an empty cell at the top of a group of three vertically contiguous empty cells. Its current three cell range is delimited and highlighted.

## Add Field Name as Header



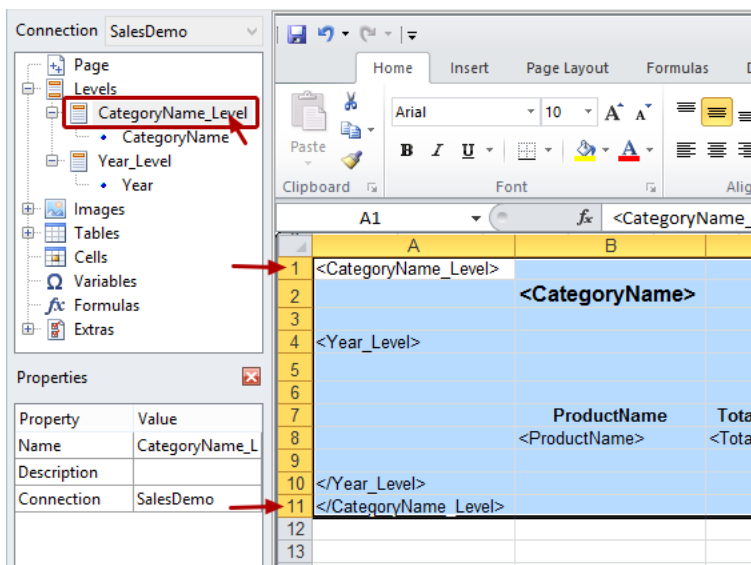
If you desire to include a dynamic **CategoryName** heading for the level cycle:



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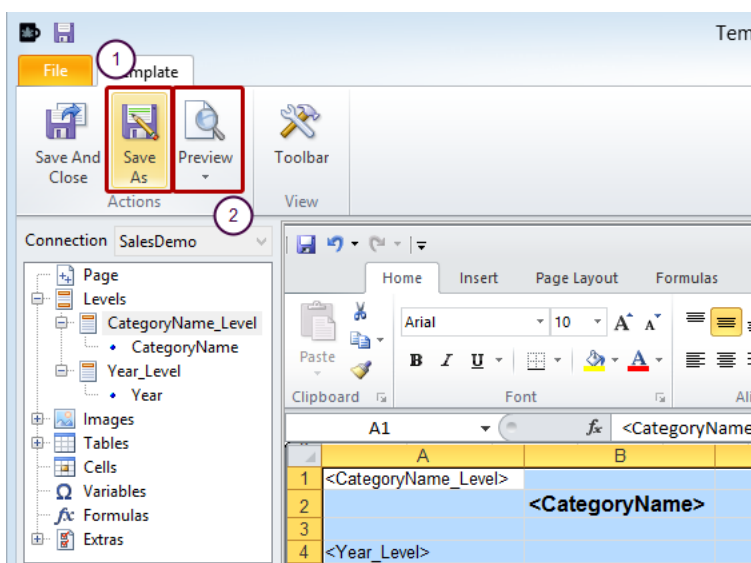
1. Expand the **CategoryName\_Level** node in the left pane by clicking on the '+' to its left, if the **CategoryName** node is not visible
2. Drag and drop the **CategoryName** node token into an empty cell
3. Open the Excel tool bar by clicking on **Toolbar**, if it is not already open
4. Apply appropriate formatting to the **CategoryName** tag

## Determine Level Range by Positioning Level Tags



Position the level tags as described in the **Position the Level Tags** section above and verify the extent of the level range

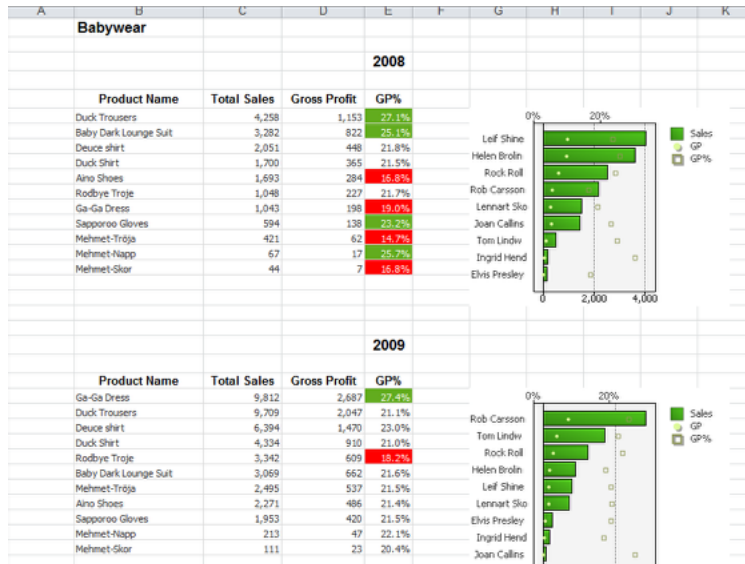
## Conclude Template Editing and Preview Resulting Excel Report



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1. Click on the **Save As** icon with the default or some other appropriate name for your template
2. Click on the **Preview** icon in the **Actions** group in the **Template Editor** window

## Result



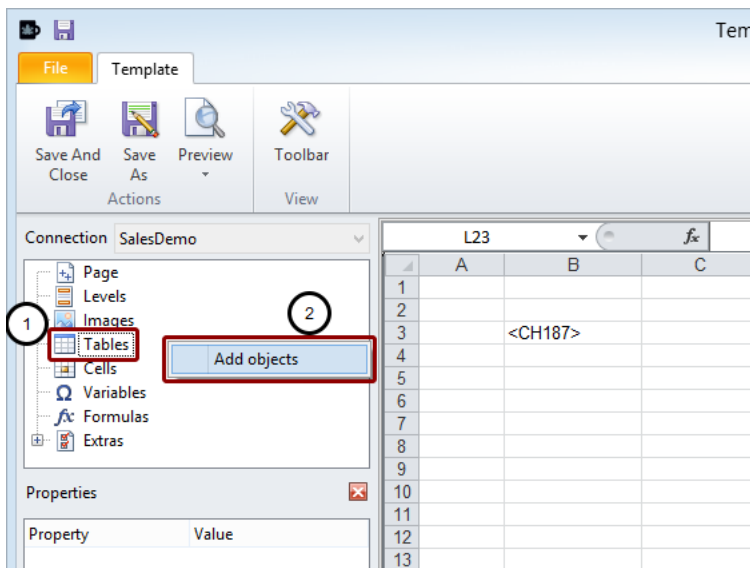
The resulting Excel report should look like this.

## Totals at the Feet of Columns in Tables

You can download this tutorial by clicking here: "[Totals at the Feet of Columns in Tables](#)".

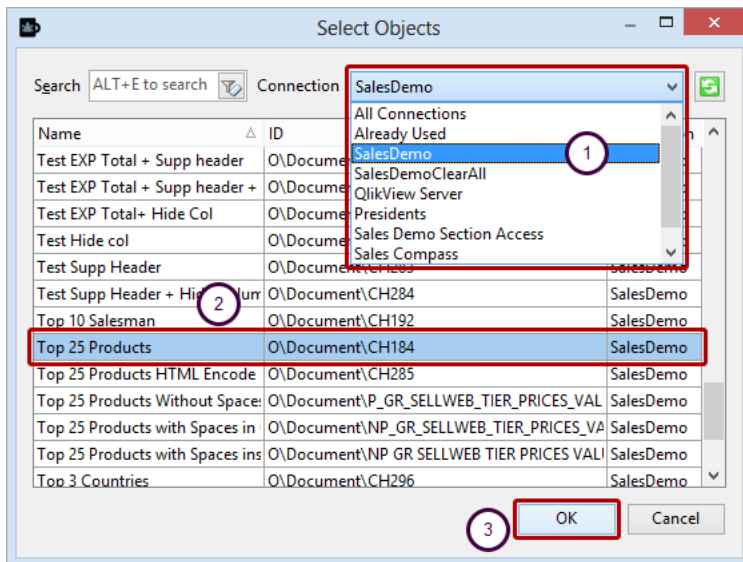
When your report includes a table or one or more columns from tables, it is often desirable to display a sum for the columns where appropriate. The first example is from a table that has been embedded in the template column by column. The second example contains a table with calculated columns, which requires the application of a level.

### Open Select Object Window



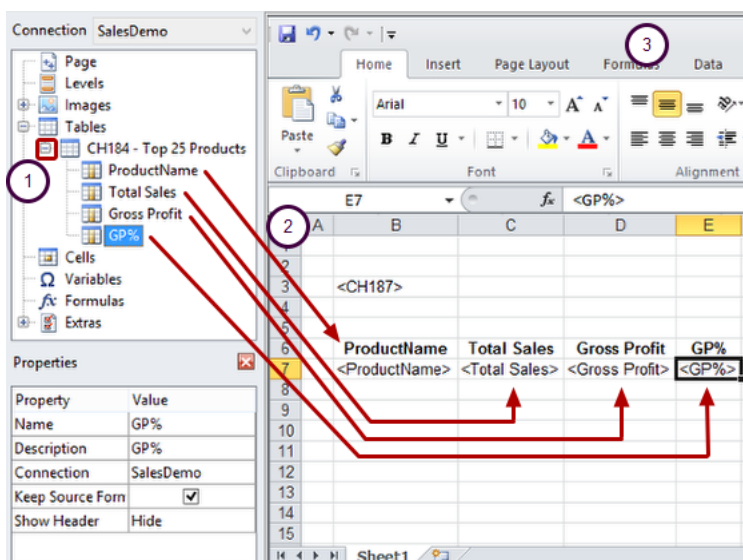
1. Right click on the **Tables** node
2. Select **Add object**

## Add Table Object to Template



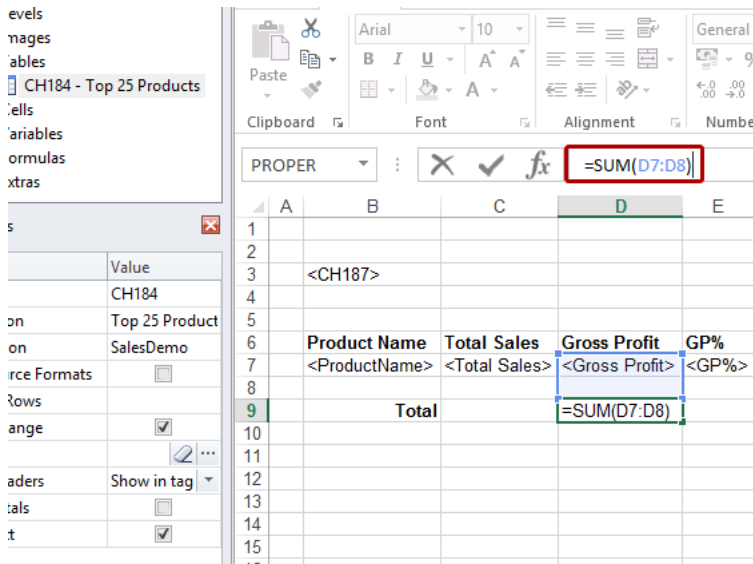
1. Select the **Connection** to the QlikView document that contains the object that you want
2. Select the **Top 25 Products - CH184**
3. Click on the **OK** button

## Embed Columns in Template



1. Expand the **CH184 - Top 25 Products** node by clicking on the '+' to its left
2. Drag the field node tokens into the template one by one and drop them into empty cells. They expand to produce a heading and a field tag.
3. Apply Excel formatting to the headings and columns (see [Can I apply Excel formatting to my Excel reports?](#))

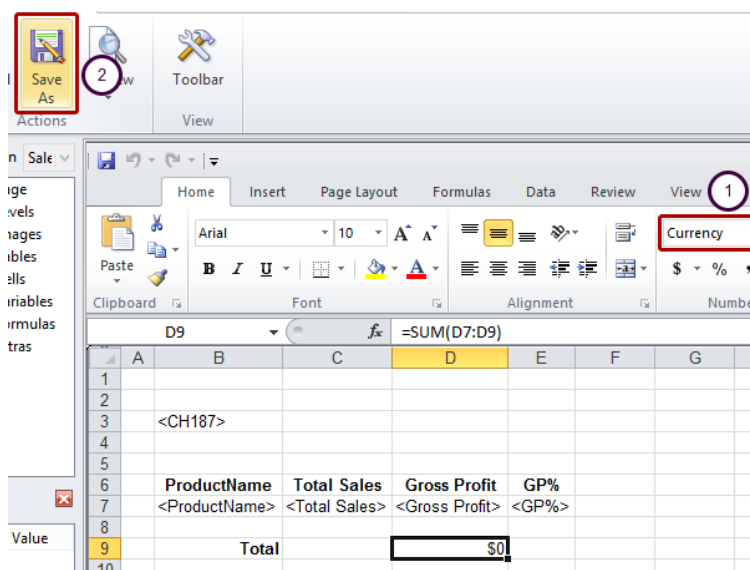
## Set up Total Row



1. Select a cell below the field tag so that there is at least one intervening empty cell
2. Enter the Excel sum function formula either in the cell editing field or directly in the cell by double clicking on it

The sum range should include the field tag cell address, D4 in this example, and the address of the empty cell below it, D5 in this case, separated by a colon.

## Format Total Row



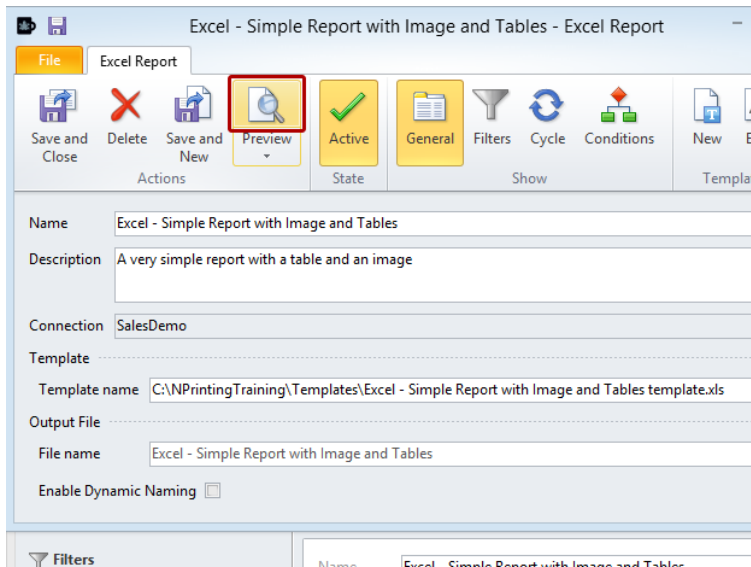
1. Apply Excel formatting tools to the elements of the **Total** row. The **Product Name** and **Total Sales** elements in the **Total** row have the **General Number** format, while the **Gross Profit**

# NPrinting Certification Training Course Tutorials

element has the **Currency** format with no decimal places. This is so that you can see the difference.

2. Click on the **Save As** icon in the **Actions** group

## Request Preview



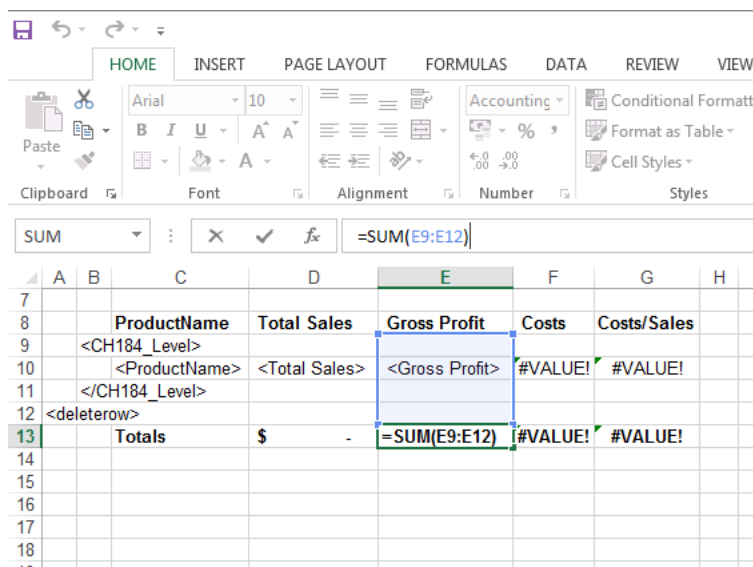
Click on the **Preview** button

## Preview Results

	A	B	C	D	E	F	G	H
1								
2								
3		<b>Product Name</b>	<b>Total Sales</b>	<b>Gross Profit</b>	<b>GP%</b>			
4		Atlas Lussekofta	2,307	421	18.2%			
5		Davenport	1,158	220	19.0%			
6		Kool Sunglasses	809	172	21.3%			
7		Aino Shoes	559	111	19.8%			
8		Summer Shorts	327	44	13.6%			
9		Mehmet-Tröja	233	32	13.6%			
10		Lenin Jeansshorts	215	35	16.2%			
11		Finnish Sport Blades	203	24	11.8%			
12		Game Over T-Shirt	141	42	29.6%			
13		Adihash Running Shoe	139	13	9.3%			
14		Tiny Winy Hot Bikini	128	23	17.7%			
15		Basket Shoes	116	16	14.2%			
16		Squash Shorts	101	12	11.8%			
17		Racing Truck Socks	22	7	29.6%			
18								
19		<b>Total</b>	6457.663005	\$ 1,171				
20								
21								
22								

Note the form of the number without specific numerical formatting that you can see in the **Total Sales** column.

## Use Results from "How to Make Calculated Columns in Excel Reports"



This part starts from the results of [How to Make Calculated Columns in Excel Reports](#) which contains a table in a level. If you need help with levels, see [How to Create One or More Levels in Excel Reports](#).

1. Using the table created in the above cited tutorial, select an empty cell below the row containing the level closure tag, **</CH184\_Level>** in this example
2. Enter the Excel sum function formula either in the cell editor field or directly in the cell by double clicking on it
3. Format the totals as you prefer
4. Drag the tag **<deleterow>** from the Extras tab to the cell A12. This will remove the row 12 from the final report

The range of the sum function needs to include the address of the cell in the row containing the level opening tag, the cell containing the field tag, and the address of at least the empty cell immediately below it. In this example, the function could read =SUM(E9:E11).

## Preview Results

ProductName	Total Sales	Gross Profit	Costs	Costs/Sales
Minnki Palsii	\$ 408.674,51	\$ 81.839,94	\$ 326.834,56	80%
Davenport	\$ 97.370,08	\$ 20.946,24	\$ 76.423,83	78%
Snake Boots	\$ 91.025,31	\$ 19.549,14	\$ 71.476,17	79%
Le Baby Dress	\$ 50.607,82	\$ 10.027,40	\$ 40.580,42	80%
High Heels Shoes	\$ 50.604,67	\$ 10.521,16	\$ 40.083,51	79%
Jumpin Jack Flash Dress	\$ 46.550,00	\$ 9.165,03	\$ 37.384,96	80%
Terence Top	\$ 45.288,56	\$ 8.865,95	\$ 36.422,61	80%
Small Crocodile Boots	\$ 42.222,95	\$ 8.510,22	\$ 33.712,73	80%
Okkaba Skin Jackets	\$ 38.085,37	\$ 8.318,94	\$ 29.766,43	78%
Feiss Fleece Trousers	\$ 38.005,07	\$ 9.033,44	\$ 28.971,63	76%
WFS shoes	\$ 31.973,81	\$ 6.872,88	\$ 25.100,93	81%
US-Master Jeans	\$ 31.898,21	\$ 6.184,53	\$ 25.713,68	81%
Polarnia Fleece Jacket	\$ 27.522,65	\$ 5.184,53	\$ 22.338,12	81%
Ga-Ga Dress	\$ 26.575,64	\$ 6.339,51	\$ 20.236,13	76%
Tennis Suit	\$ 25.864,95	\$ 4.850,98	\$ 21.013,97	81%
WFS shoes	\$ 25.673,13	\$ 4.552,28	\$ 21.120,84	82%
US-Master Jeans	\$ 24.966,16	\$ 5.234,71	\$ 19.731,45	79%
Bike Helmet	\$ 24.249,35	\$ 5.411,92	\$ 18.837,44	78%
TieBreak Tennis shoes	\$ 23.929,96	\$ 5.335,52	\$ 18.594,44	78%
Aino Shoes	\$ 23.079,65	\$ 3.982,74	\$ 19.096,90	83%
Duck Trousers	\$ 21.802,49	\$ 4.566,51	\$ 17.235,98	79%
Mr X Trousers	\$ 21.393,40	\$ 5.082,88	\$ 16.310,52	76%
Desperado Jeans	\$ 18.292,50	\$ 3.867,29	\$ 14.425,21	79%
<b>Totals</b>	<b>\$ 1.296.279,54</b>	<b>\$ 265.176,05</b>	<b>\$ 1.031.103,49</b>	<b>80%</b>

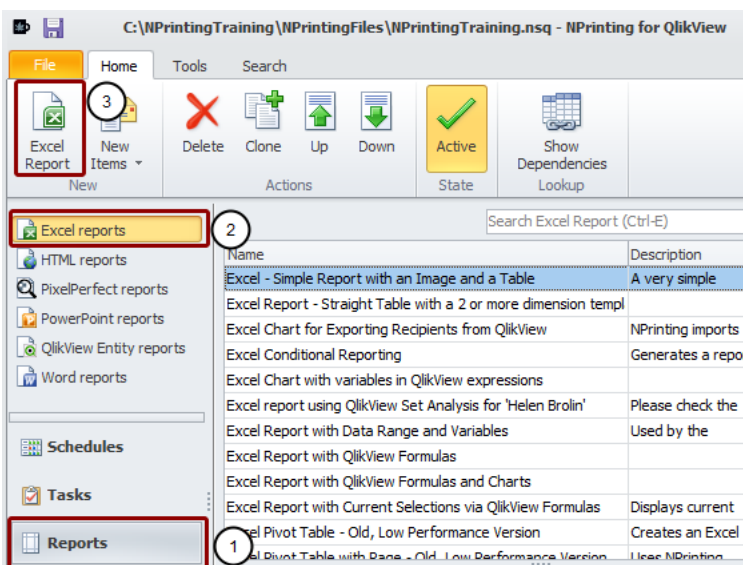
Remember to **Save** and **Close** the template editor, then click on **Preview**.



# How to Create Excel Reports with Nested Levels and Subtotals

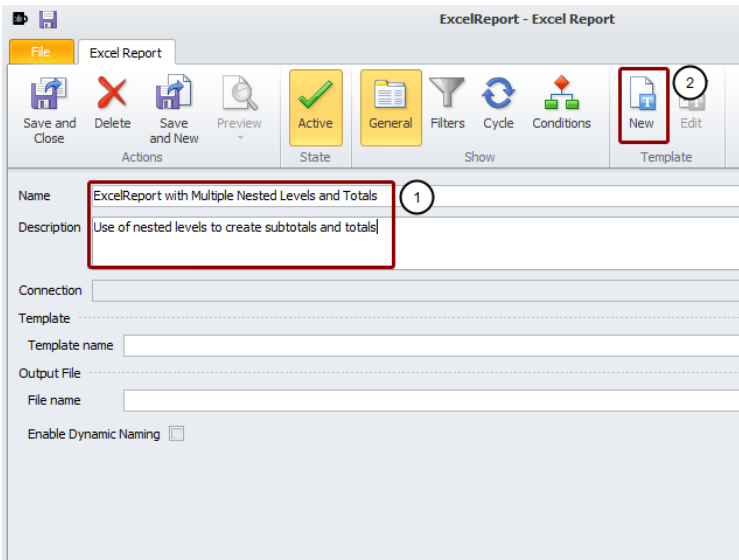
You can download this tutorial by clicking here: "[How to Create Excel Reports with Nested Levels and Subtotals](#)".

## Begin Creating New Excel Report



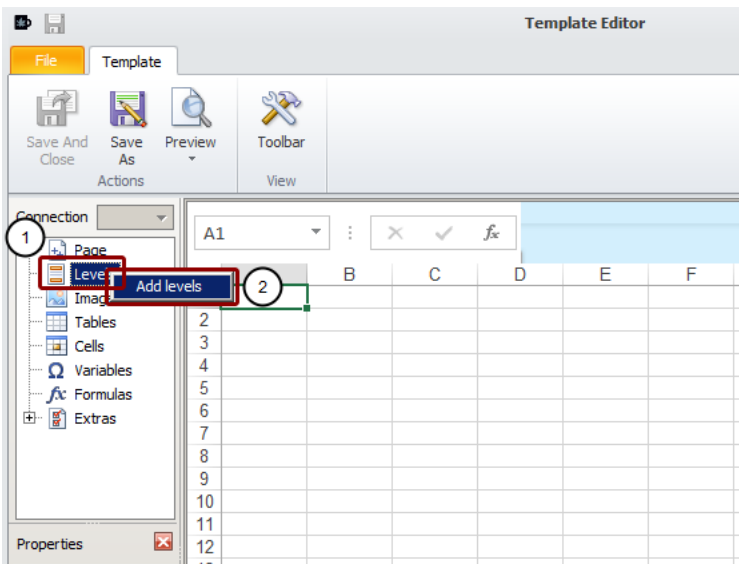
1. Select Reports in the lower left pane
2. Select Excel reports in the upper left pane
3. Click on the Excel Report icon in the New group of the tool bar

## Name and Describe New Report



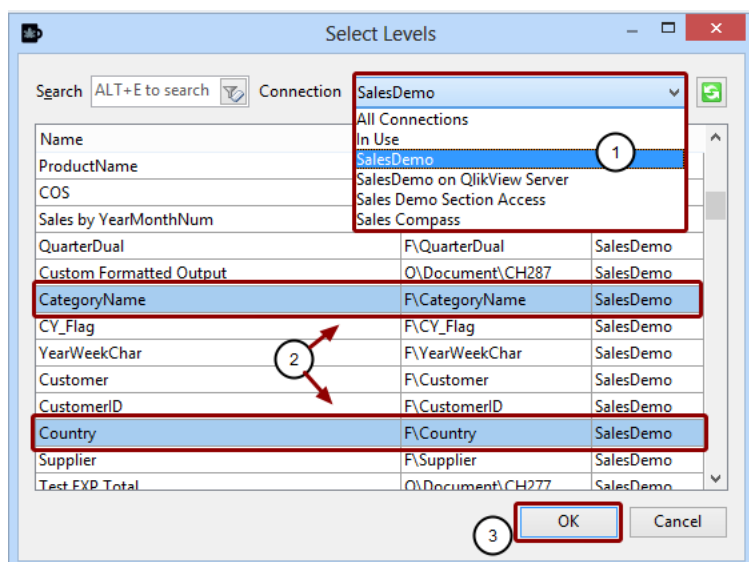
1. Enter a **Name** and an explanatory **Description**. The **Description** is optional.
2. Click on the **New** icon in the **Template** group to open the **Template Editor**

## Add Levels to Template



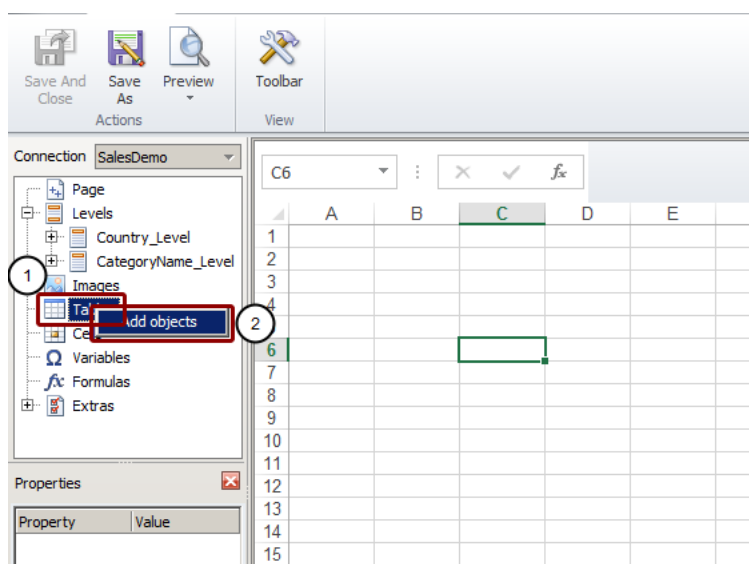
1. Right click on the **Levels** node
2. Click on the **Add levels** button

## Select Levels to Add



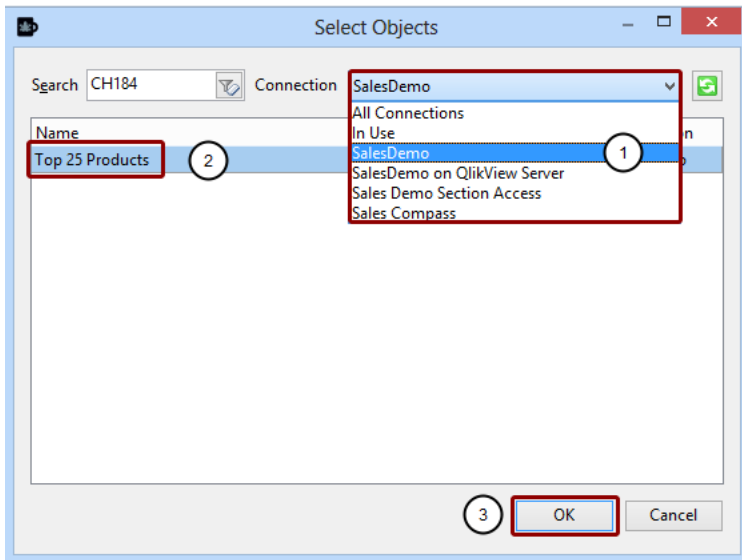
1. Select the **Connection** to the QlikView document that contains the object you want
2. Click on the **Field** or **Object** to add, Ctrl+Click to select additional **Fields** or **Objects**
3. Click on the **OK** button

## Add Object as Table to Template



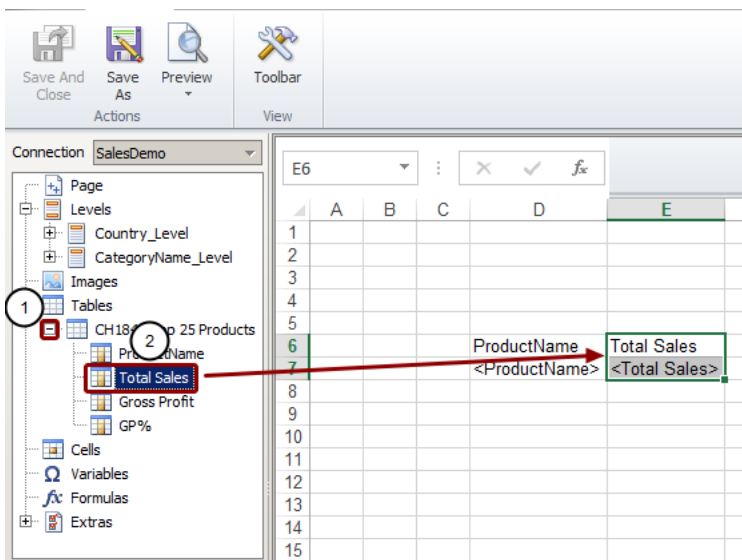
1. Right click on the **Tables** node
2. Click on the **Add objects** button

## Select Object to Add to Template



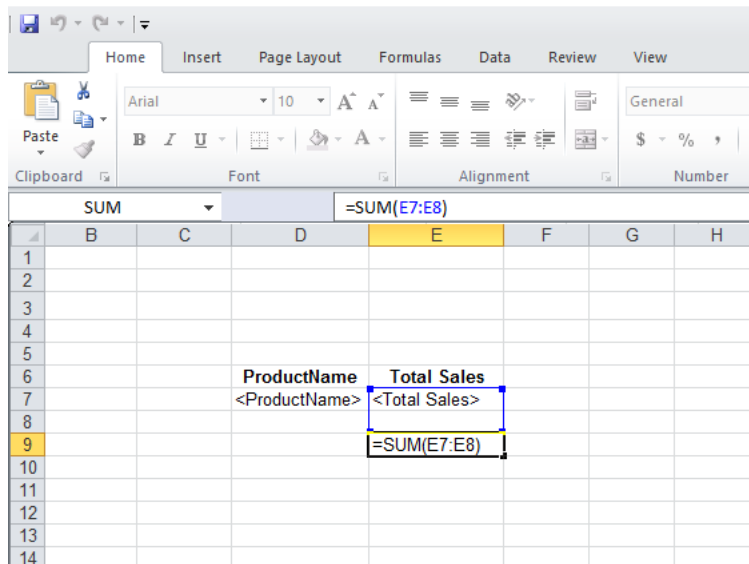
1. Select the **Connection** to the QlikView document that contains the object you want
2. Click on the **Object** to add, Ctrl+Click to select additional **Objects**
3. Click on the **OK** button

## Embed ProductName and Total Sales in Template



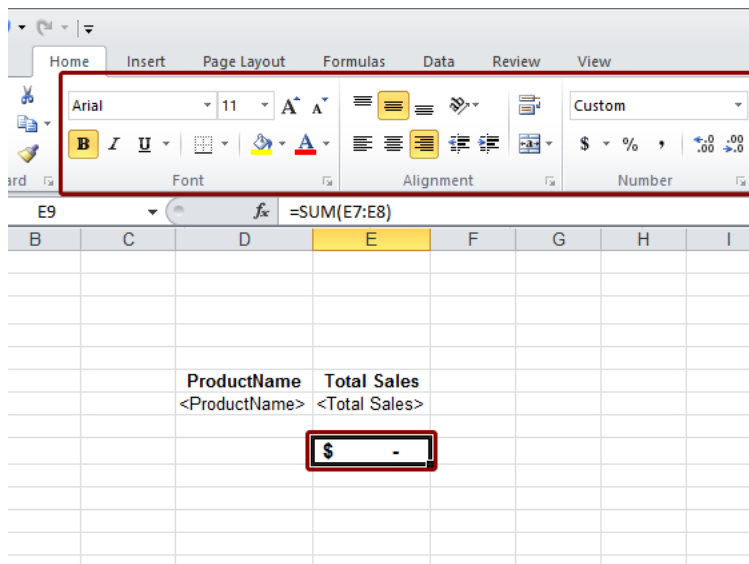
1. Expand the CH184 - Top 25 Products node by clicking on the '+' on its left
2. Drag the **ProductName** and **Total Sales** node tokens into the template and drop them on **D6** and **E6** respectively

## Add Sum for Total Sales



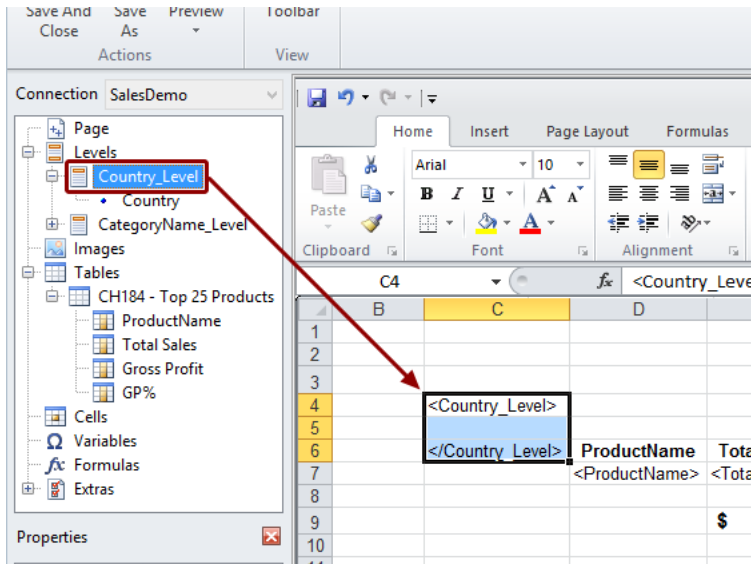
Enter **=SUM(E7:E8)** in cell **E9**. NPrinting will add rows as necessary to contain all values

## Format Sum



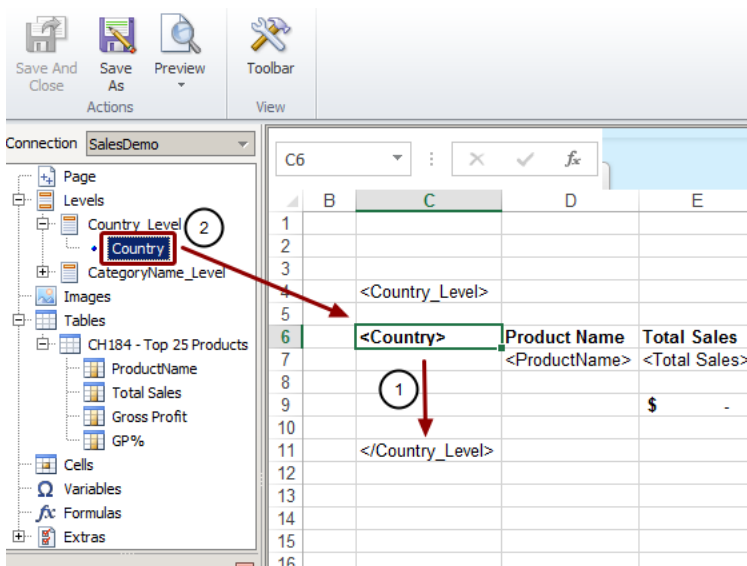
Format cell **E9** to **11px**, **Bold**, **right justified**, **Custom** = Accounting with no digits to the right of the decimal point.

## Embed Country\_Level in Template



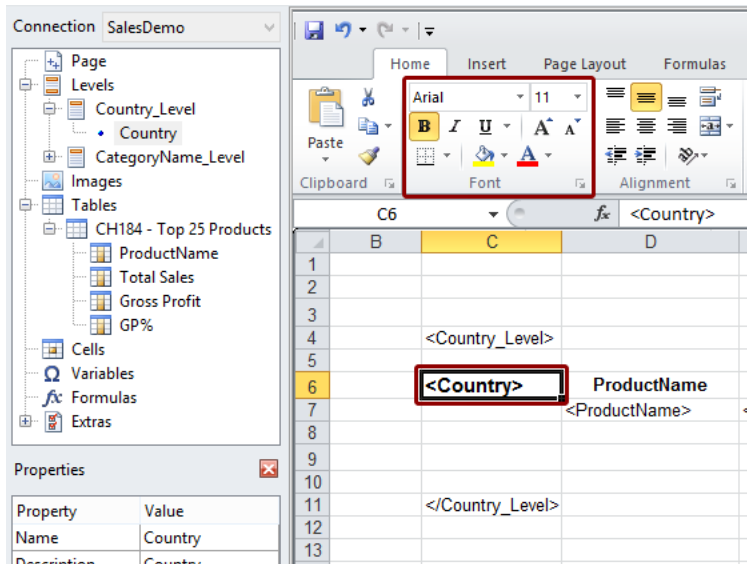
Drag the **Country\_Level** node token into the template and drop it onto cell **C4**.

## Adjust Country\_Level Range



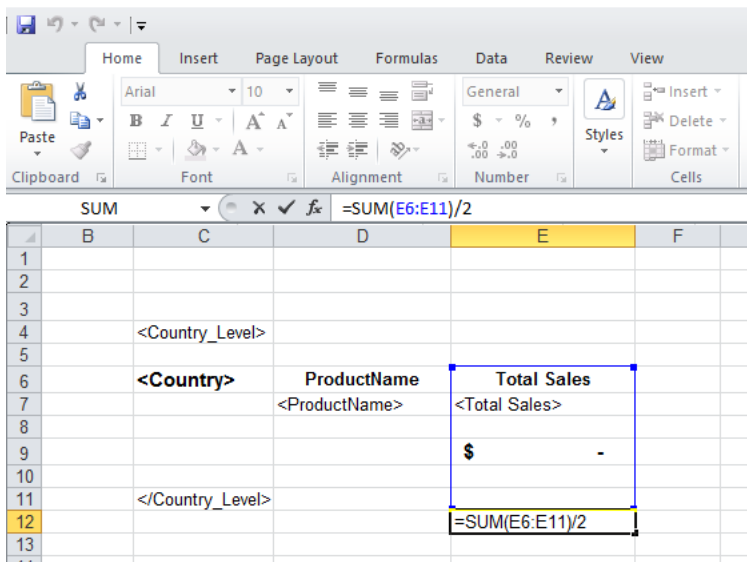
1. Drag the **</Country\_Level>** tag down to **C11** so that the **Country Level** includes the cell containing the sum plus an empty row
2. Drag the **Country** node token into the template and drop it onto cell **C6**

## Format Country Tag



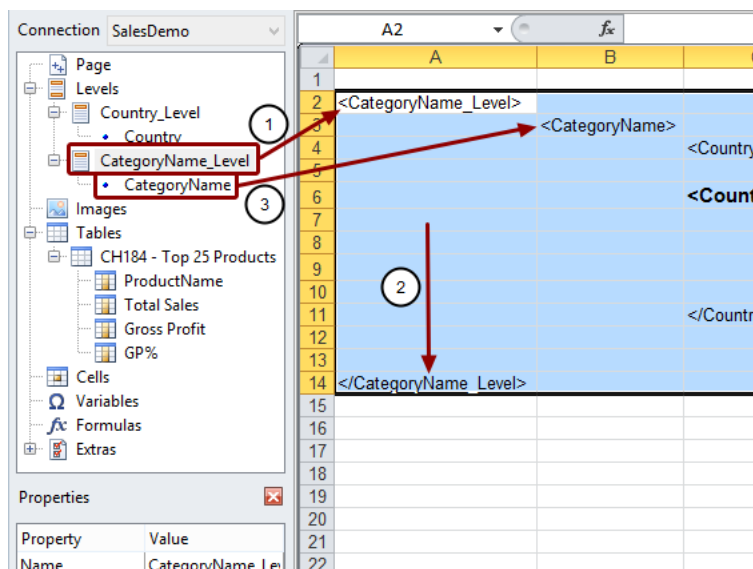
Format cell **C6** to **11px, Bold**.

## Add Another Total to Template



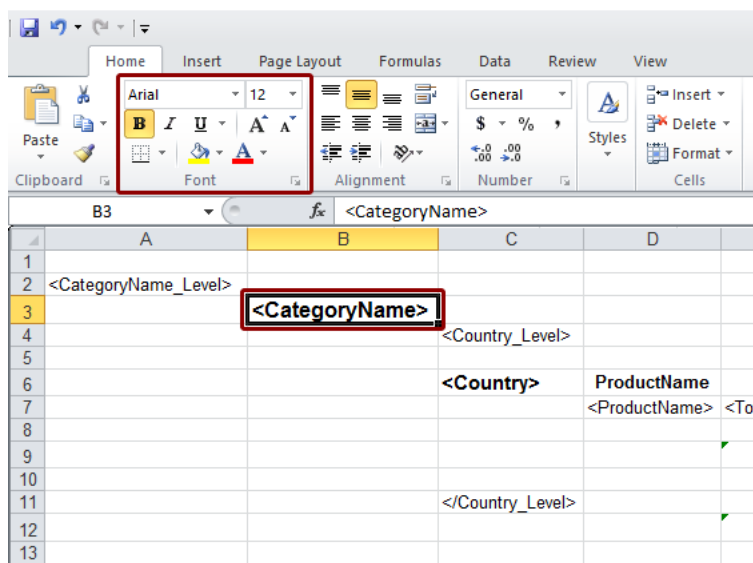
Enter the formula **=SUM(E6:E11)/2** into cell **E12**. The sum is divided by 2 because the **SUM** function will add all the values including the sum of those values that is in cell **E9**. Format cell **E9** to **11px, Bold, right justified, Custom = Accounting** with no digits to the right of the decimal point.

## Embed CategoryName Level and CategoryName Tag in Template



1. Drag the **CategoryName\_Level** node token into the template and drop it onto cell **A2**
2. Drag the **</CategoryName\_Level>** tag down to **A14**
3. Drag the **CategoryName** node token into the template and drop it onto cell **B3**

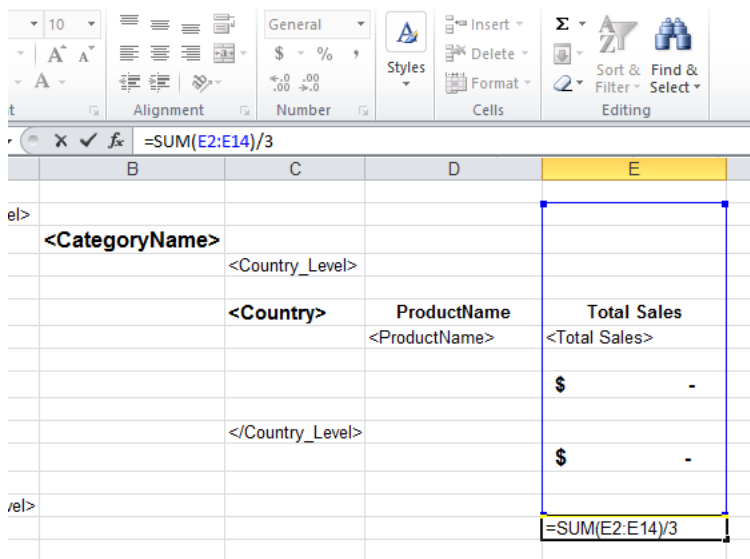
## Format CategoryName Tag



Format cell **B3** to **12px, Bold**.

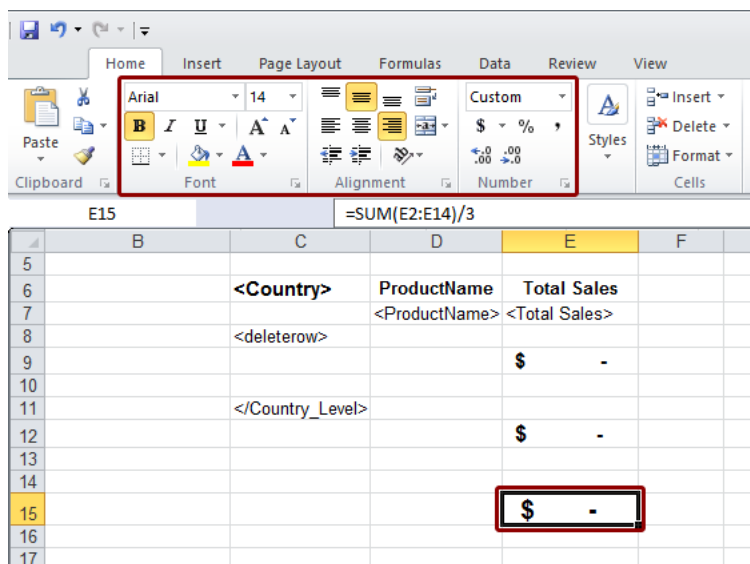


## Add Sum as Grand Total



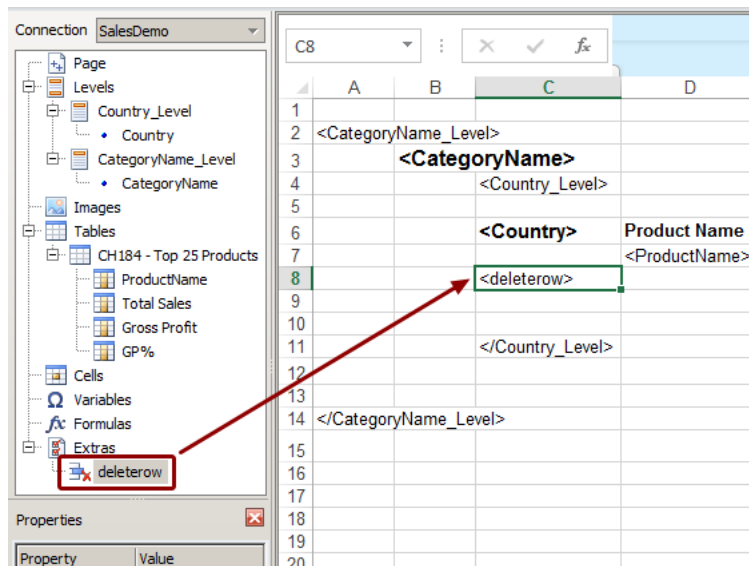
Enter the formula **=SUM(E2:E14)/3** into cell **E15**. The sum is divided by 3 because the **SUM** function will add all the values including the subtotals in cells **E9** and **E12**.

## Format Grand Total



Format cell **E15** to **14px**, **Bold**, **right justified**, **Custom** = Accounting with no digits to the right of the decimal point.

## Eliminate Empty Rows

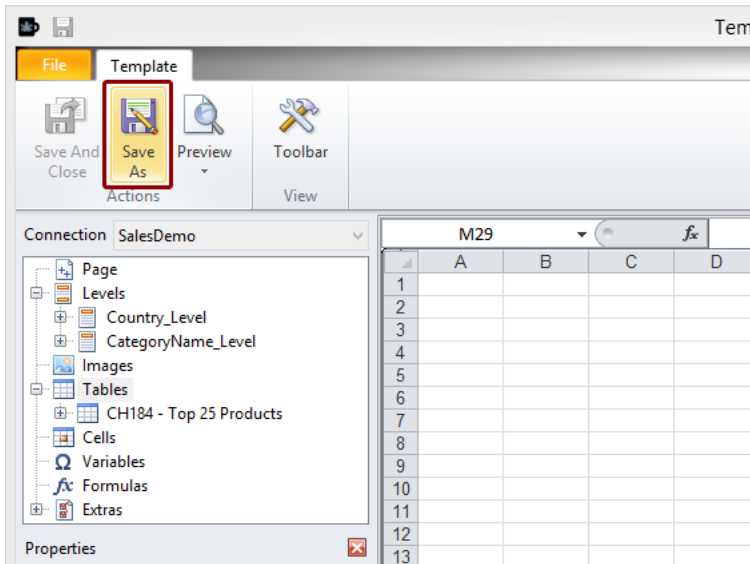


Drag the **deleterow** node token to any cell in an empty row that you desire or need to eliminate.

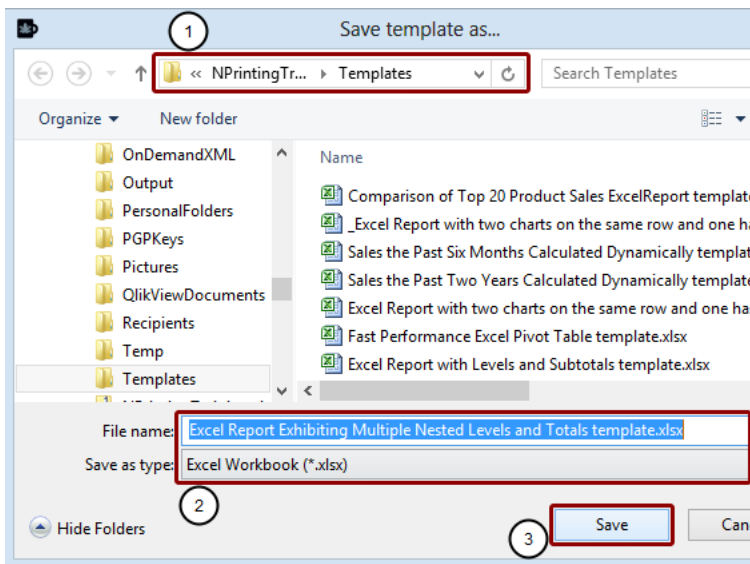
## Inspect Report

	Stretch oui-pants		1,298
	Skirt		740
	X-Dress		454
	Sumi Underwear		384
	Tuxedo		253
	Langoste Shirt		219
		<b>\$</b>	<b>40,023</b>
<b>Venezuela</b>	<b>ProductName</b>	<b>Total Sales</b>	
	Jumpin Jack Flash Dress		5,110
	Terence Top		1,571
	Chantell Shirt		1,401
	Okkaba Skin Jackets		714
	Skirt		595
	Stretch oui-pants		213
	Sumi Underwear		131
		<b>\$</b>	<b>9,734</b>
		<b>\$</b>	<b>659,067</b>
		<b>\$</b>	<b>1,717,188</b>

## Save Template



## Set a Template File Name



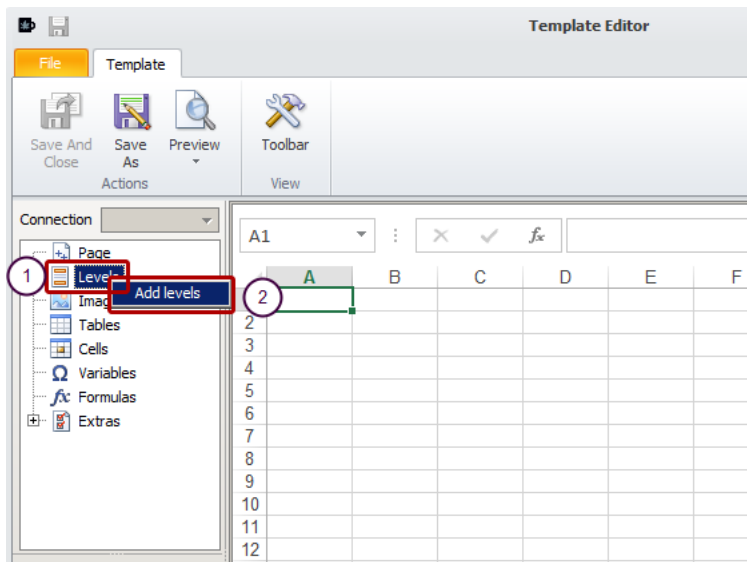
1. Make sure the **Save template as...** window is open to **C:\NPrintingTraining\Templates**
2. Enter a **File name** or accept the suggested name derived from the report name
3. Click on the **Save** button

## How to Create Excel Charts

You can download this tutorial by clicking here: "[How to Create Excel Charts](#)".

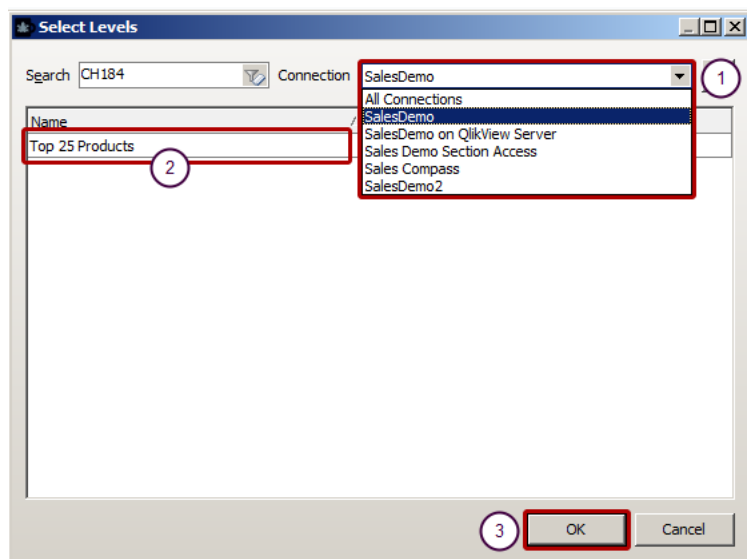
This tutorial illustrates how to create a native Excel graph in your NPrinting reports. A table will be added to the template as a level. Fields will be embedded in the template and an Excel chart will be created with the data exported from QlikView.

### Start New Excel Report Template and Open Select Levels Window



1. Right click on the **Levels** node
2. Click on **Add level**

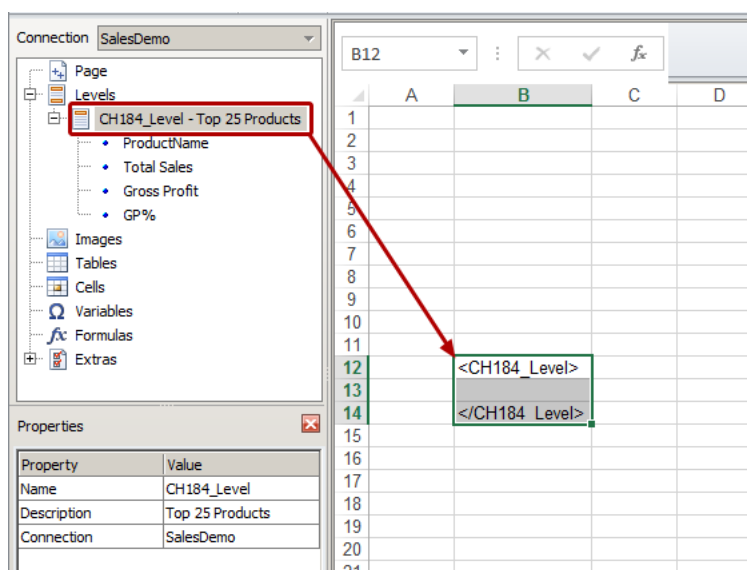
## Select Level



Add the **Top 25 Products - CH184** as a level by:

1. Select the **Connection SalesDemo** to the QlikView document that contains the object you want
2. Type CH184 in the search box and select the **Top 25 Products**
3. Click on **OK**

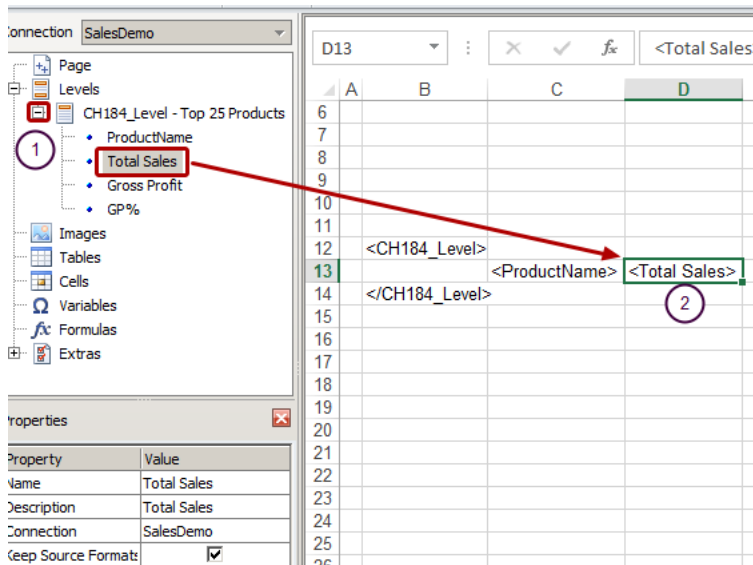
## Embed Level in Template



# NPrinting Certification Training Course Tutorials

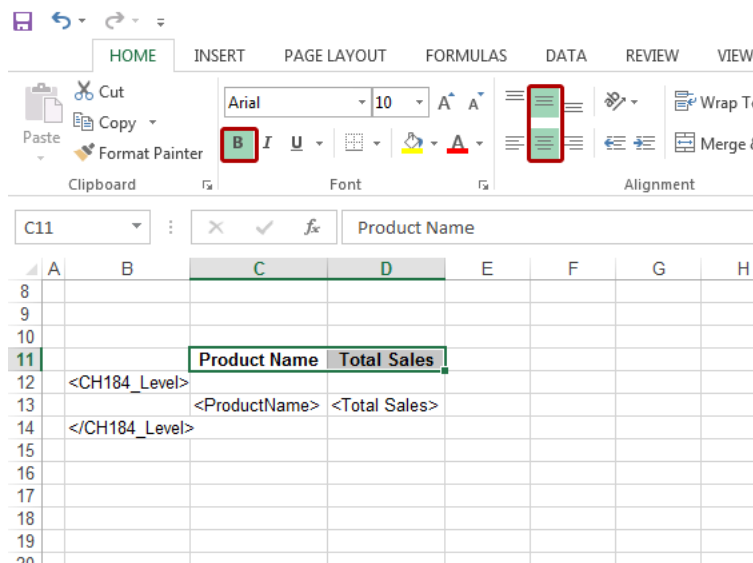
Drag the **CH184\_Level - Top 25 Products** node into the template and drop it onto three vertically consecutive cells. I have dropped them into the 12th-14th rows to make room for the graph that I intend to place above.

## Embed Fields for Columns



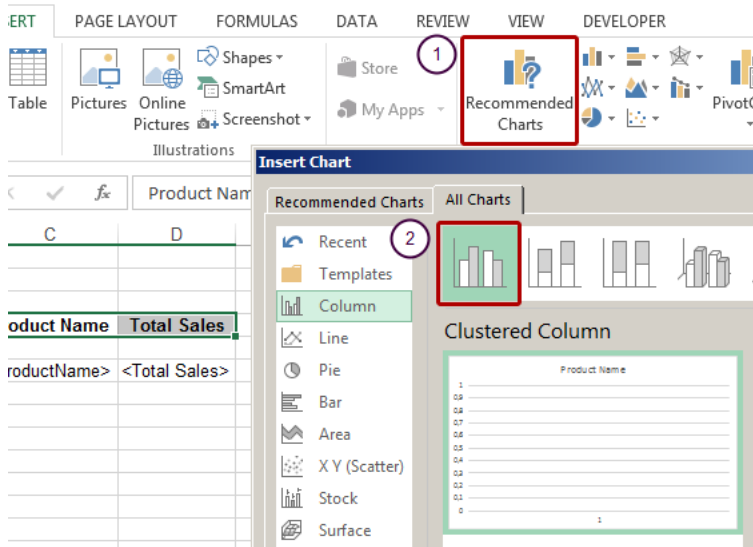
1. Expand the **CH184\_Level - Top 25 Products** node by clicking on the '+' to its left
2. Drag the field nodes to be used into the template one at a time and drop them onto empty cells in a row between the level tags

## Add Column Headings



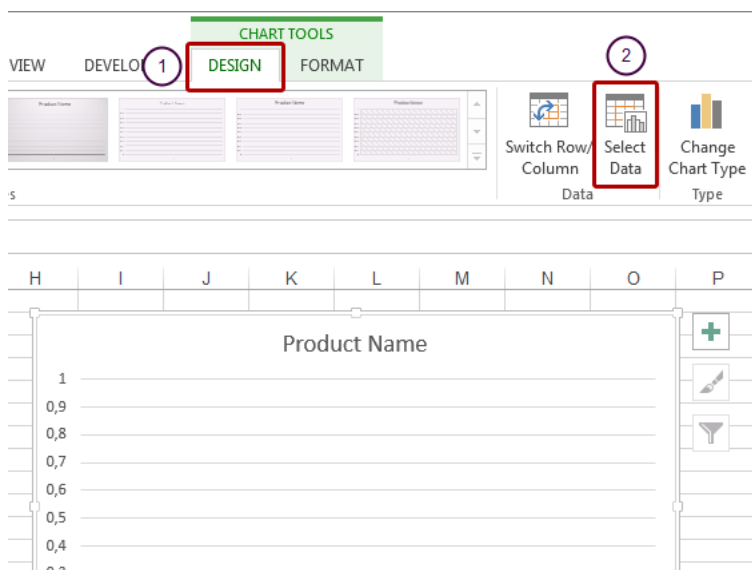
Add headings in a row that is above the row containing the level opening tag and format them with the Excel formatting tools that are made visible by clicking on the **Toolbar** icon. The rows containing the level opening and closing tags will be eliminated during the table generation process.

## Add Chart



1. Click on the Recommended Charts icon
2. Select a column chart
3. Confirm with OK

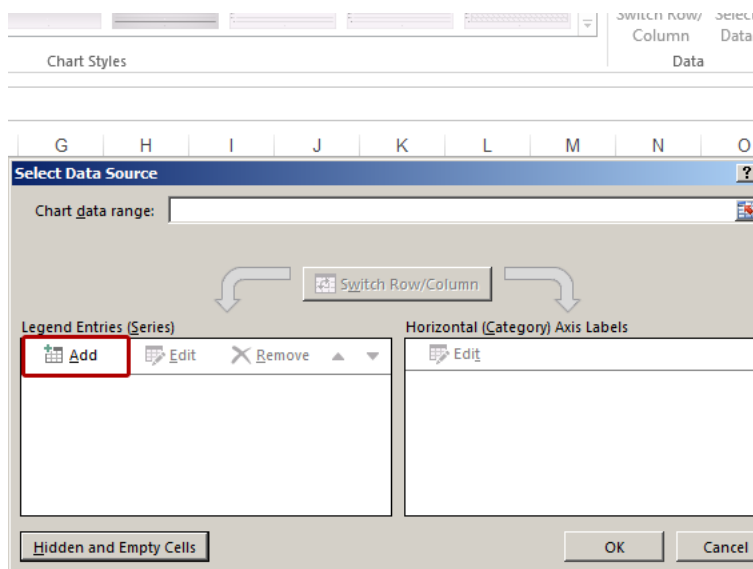
## Begin to Define Chart



1. Select the **Design** tab

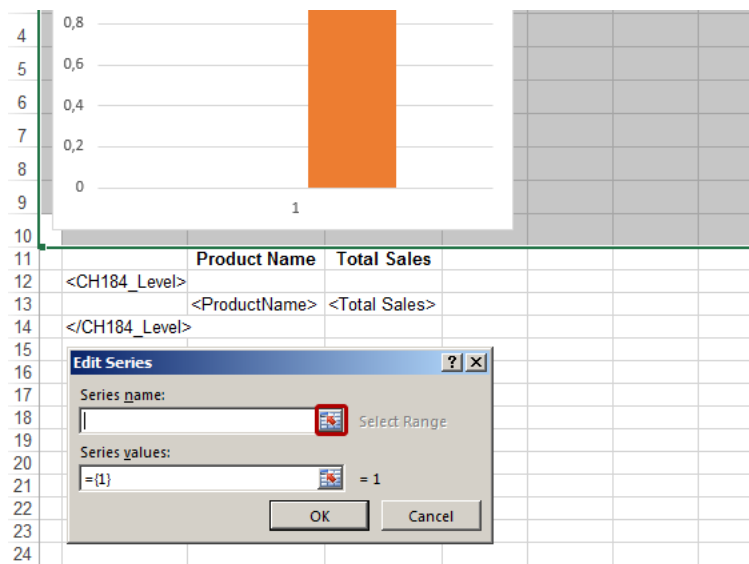
2. Click on the **Select Data** icon

## Begin to Define Vertical Axis



Click on the **Add** button in the **Legend Entries (Series)** pane

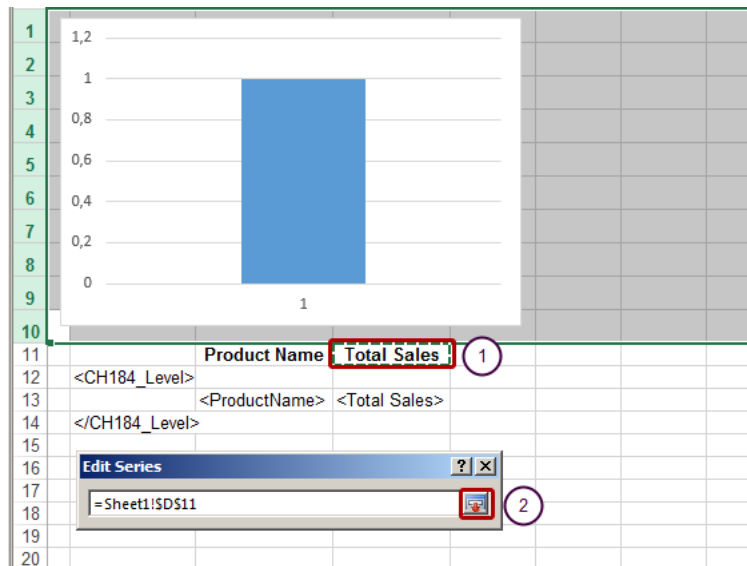
## Continue to Define Vertical Axis



Click on the icon at the right of the **Series name**.

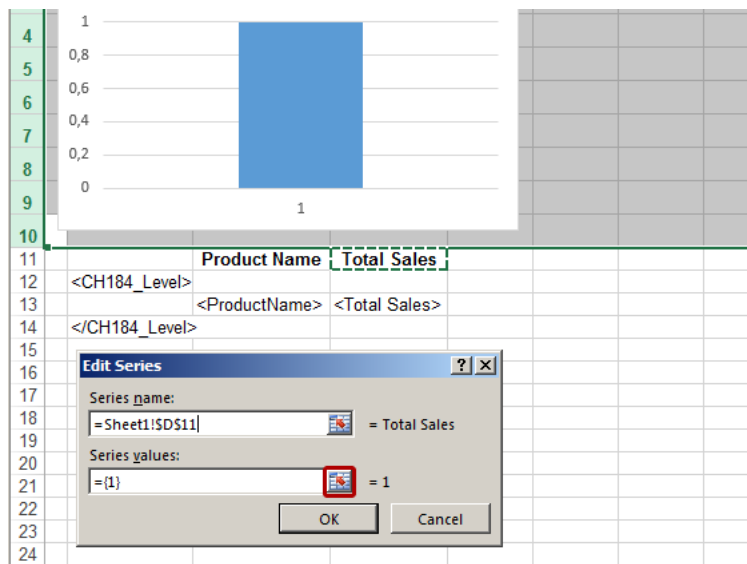


## Select Series Name = Vertical Axis Legend



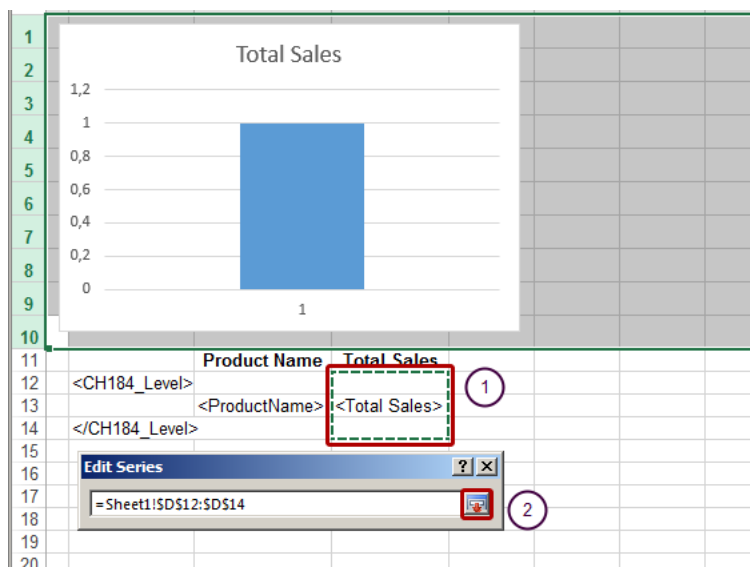
1. Select the cell with the **Total Sales** heading
2. Confirm by clicking on the icon at the right end of the **Edit Series** field

## Proceed to define Series values



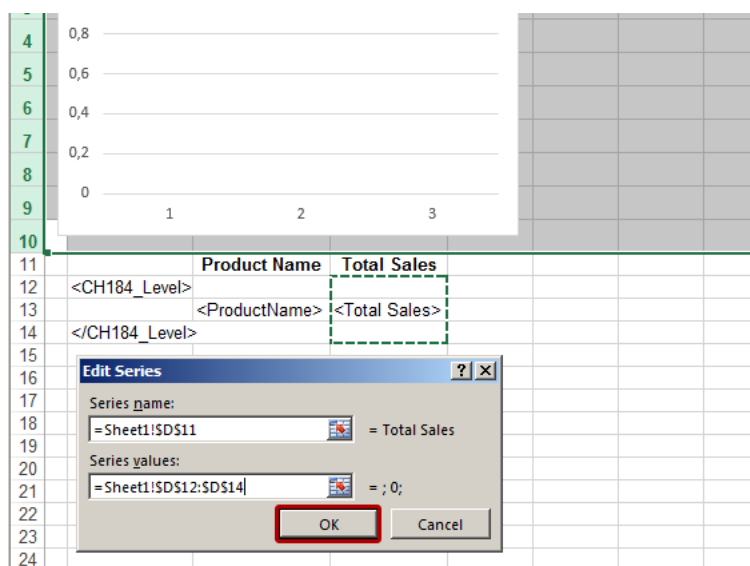
Select the icon at the right end of the **Series values**.

## Select Vertical Axis Range



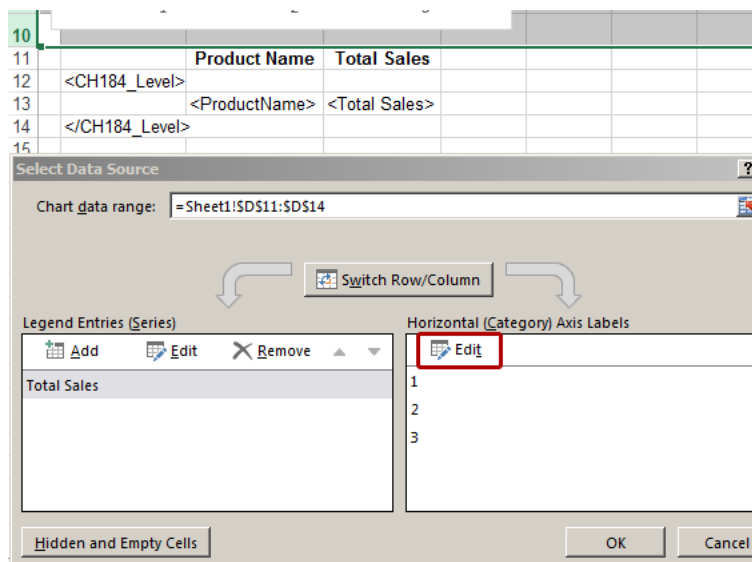
1. Select the **Total Sales** range by including the cells in the rows containing the level opening and closing tags along with the cell containing the **<Total Sales\_1>** tag
2. Confirm the selection by clicking on the icon at the extreme right end of the **Edit Series** field

## Finish Editing Legend Entries (Series)



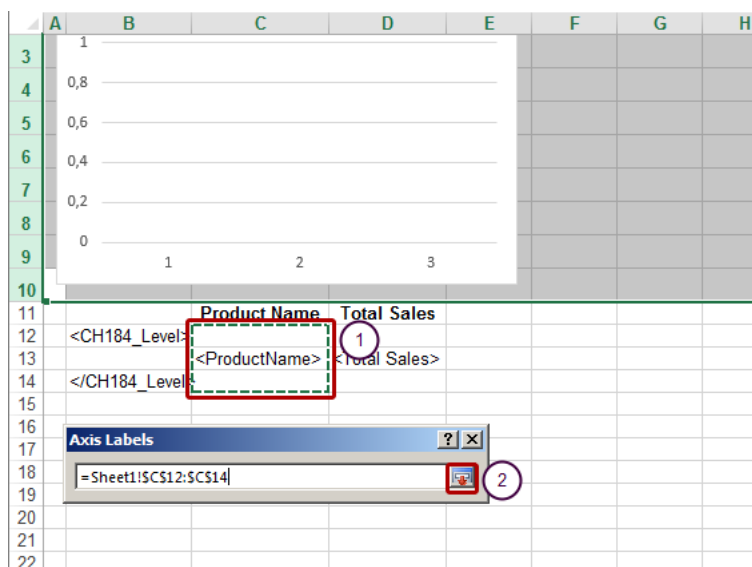
Select **OK**

## Begin Defining Horizontal (Category) Axis Labels



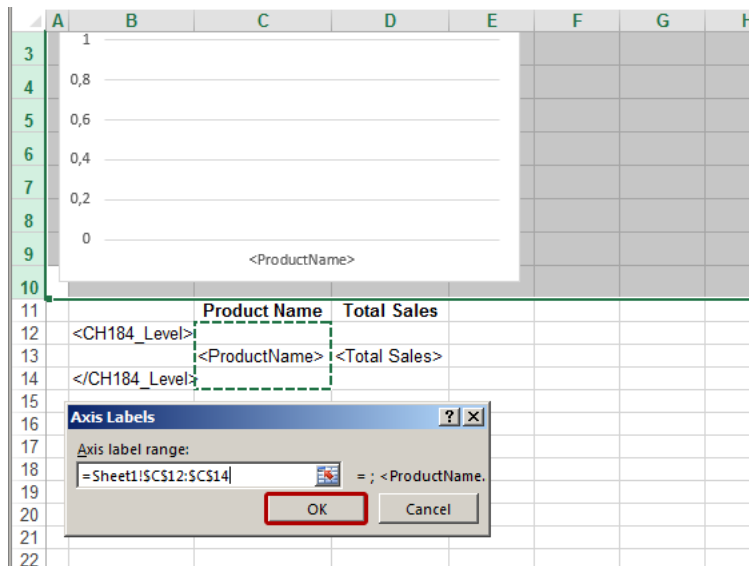
Click on **Edit** in the **Horizontal (Category) Axis Labels** pane

## Select Horizontal Axis Range



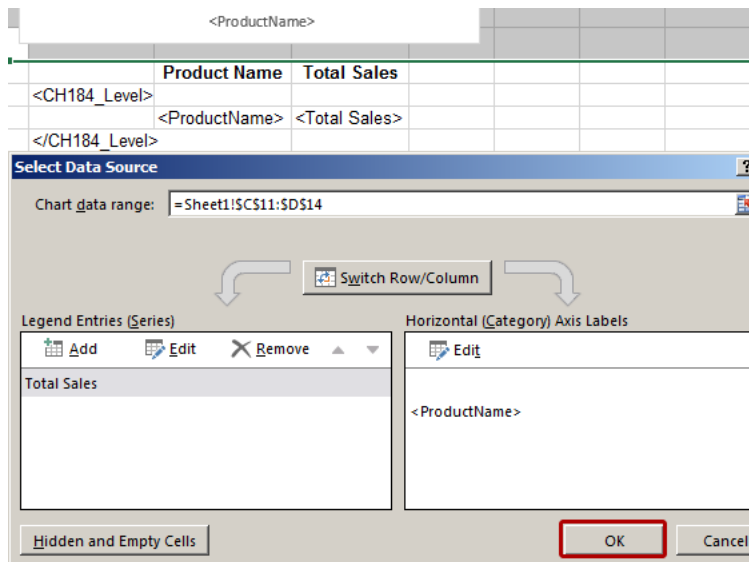
1. Select the **Product Name** range by including the cells in the rows containing the level opening and closing tags along with the cell containing the **<ProductName>** tag
2. Confirm the selection by clicking on the icon at the right end of the **Axis Labels** field

## Confirm Horizontal Axis Range



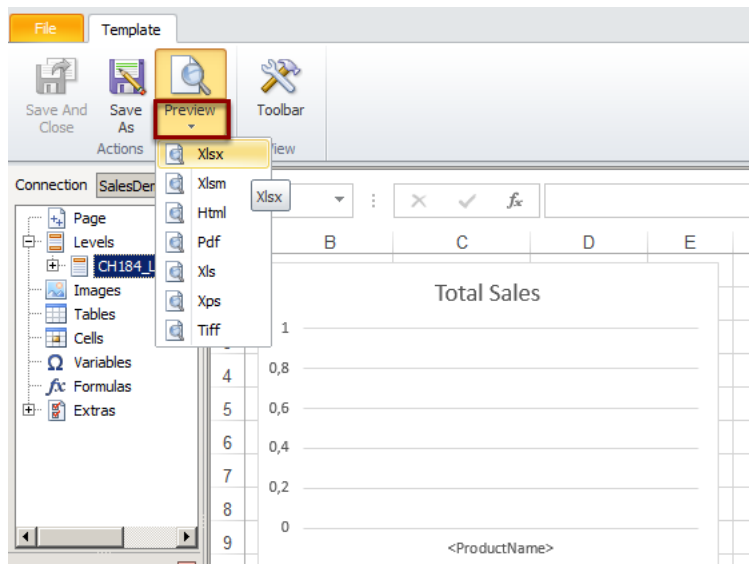
Click on **OK**

## Conclude Chart Creation



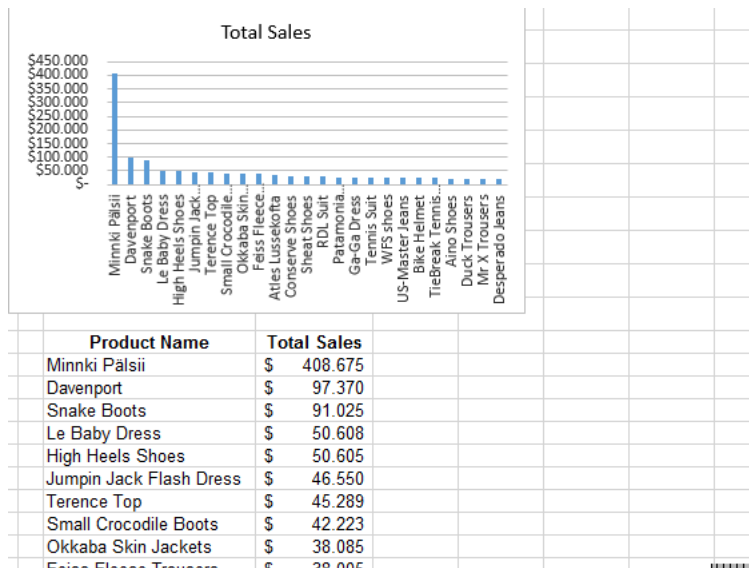
Click on **OK**

## Generate Preview



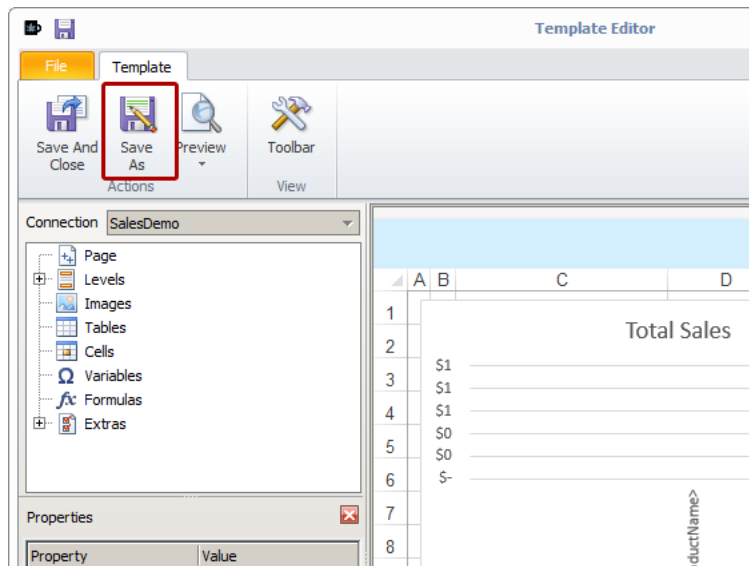
Select preferred **Preview** output format (eg .xlsx).

## View Preview



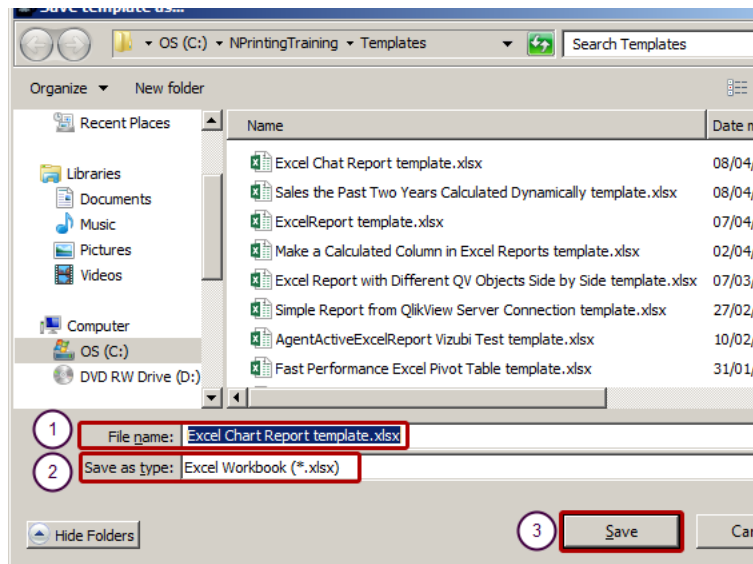
The Excel chart is visible on the upper left corner.

## Call up Save Dialog



Select the **Save As** icon

## Save Template



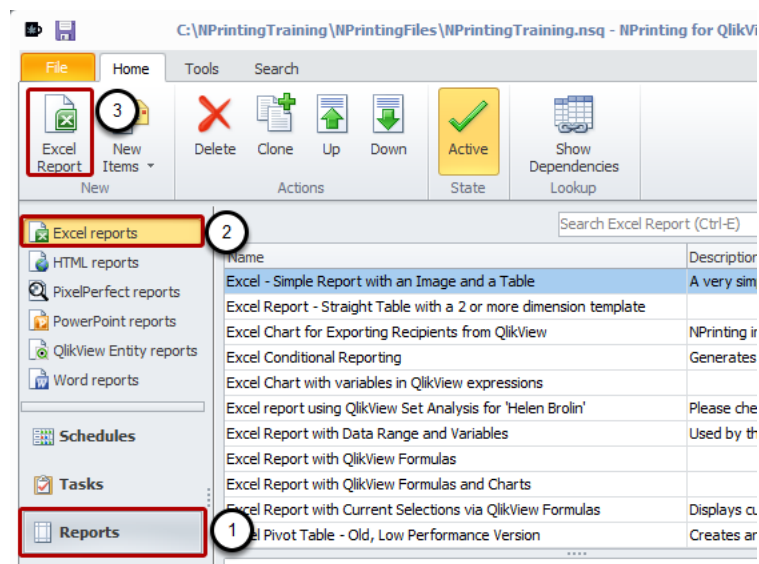
1. Insert "Excel Chart Report template.xlsx" as **File name**
2. Select .xlsx as **type of Excel Workbook**
3. Click on **Save**

# Select Top Ranks from QlikView and Use Them With Custom Excel Formulas

You can download this tutorial by clicking here: "[Select Top Ranks from QlikView and Use Them With Custom Excel Formulas](#)".

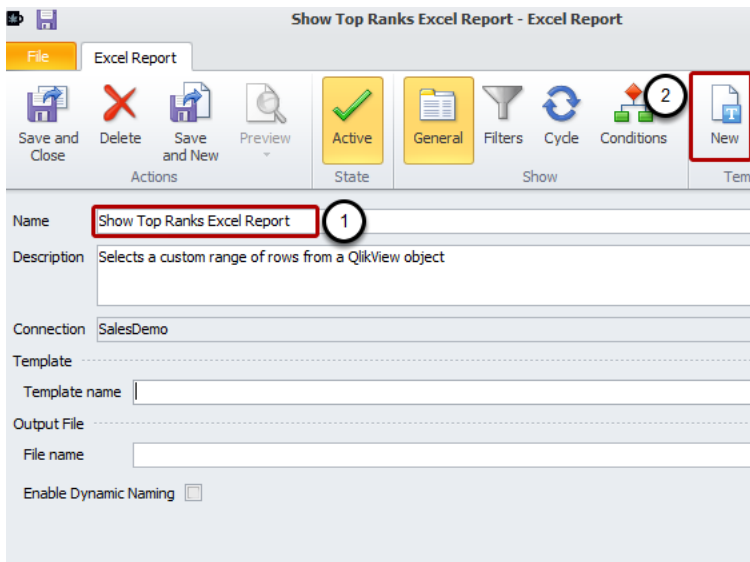
You will learn how to create a chart using a defined range of rows from a QlikView chart object in this tutorial. Avoid table expansion invalidating cell references in custom Excel formulas.

## Create New Excel Report



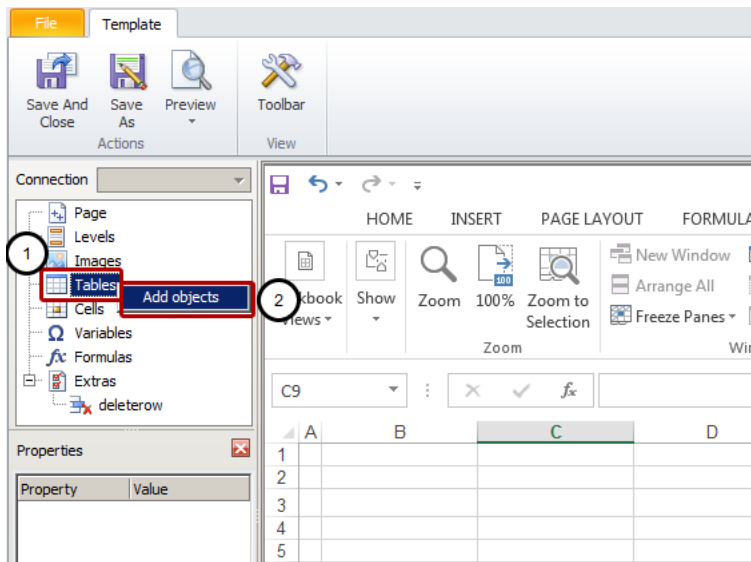
1. Select **Reports** in the lower left pane
2. Select **Excel reports** in the upper left pane
3. Select **Excel Report** in the New group of the function ribbon

## Name Report and Create New Template



1. Enter **Show Top Ranks Excel Report** as **Name** for your report and optionally a **Description**
2. Select **New** in the **Template** group

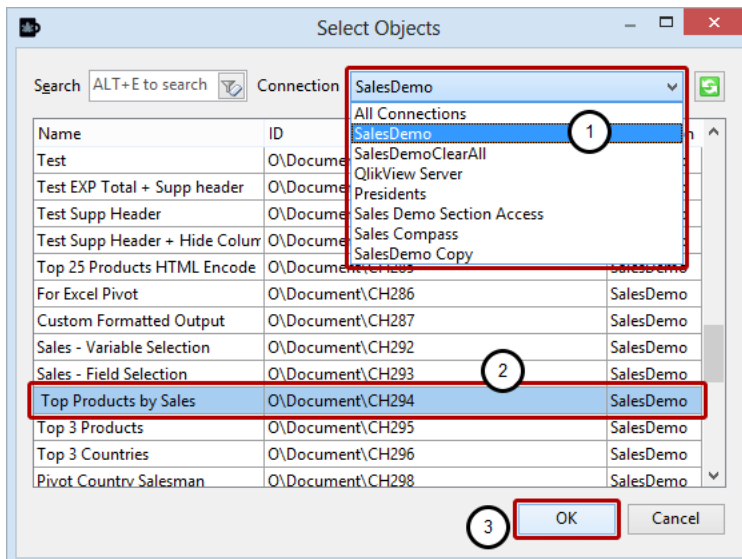
## Open Select Objects Window



1. Right click on the **Tables** node
2. Click on **Add objects**

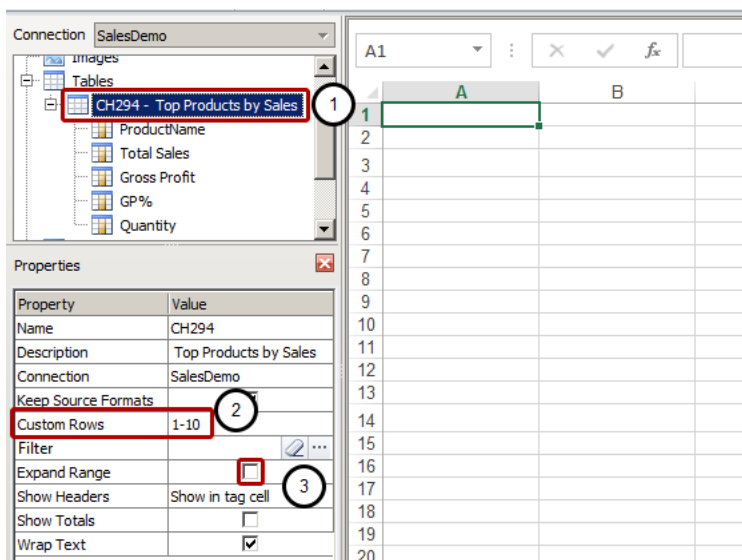


## Select Object



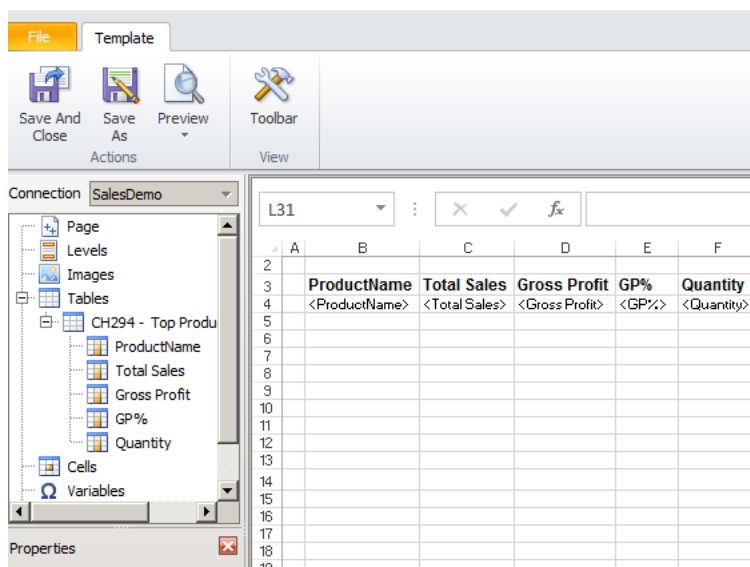
1. Select the **Connection** to the QlikView document that contains the object that you want, **SalesDemo** in this case
2. Select **Top Products by Sales - CH294**
3. Click on the **OK** button

## Adjust Table Properties



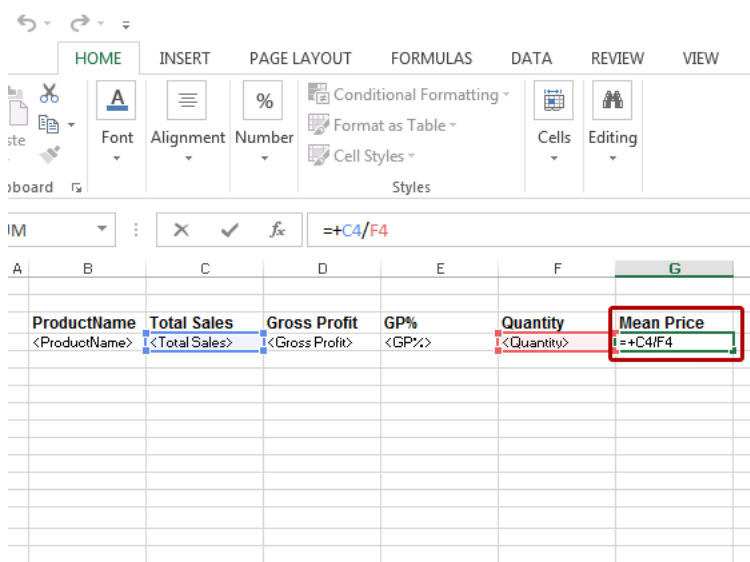
1. Make sure **CH294 - Top Products by Sales** is selected
2. Enter the row range you want to import in the **Custom Rows** field
3. Unflag the **Expand Range** Option

## Drag Your Chart into Template



Drag your chart columns into the template. Make sure that there are at least 10 blank rows above the chart.

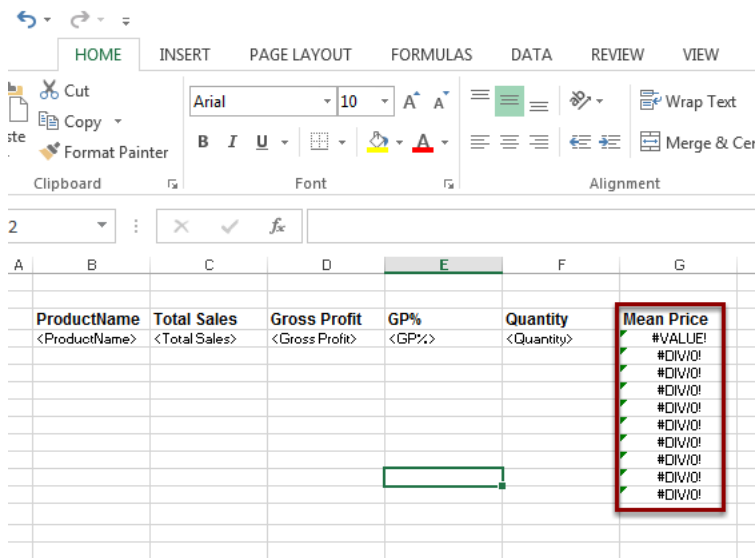
## Mean Price Formula



We are going to add a new column to calculate the mean price. We will use a simple formula that refers to the value in specific cells.

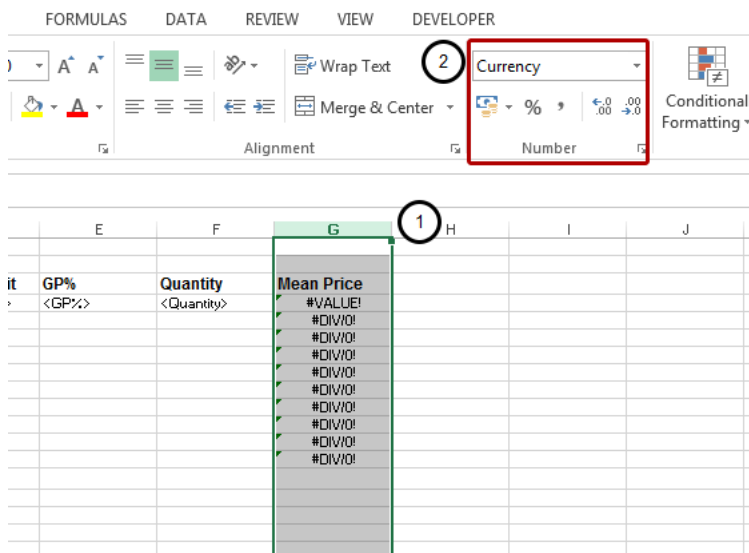
1. Enter the Mean Price column heading
2. Enter the formula to calculate the mean price

## Expand Formula



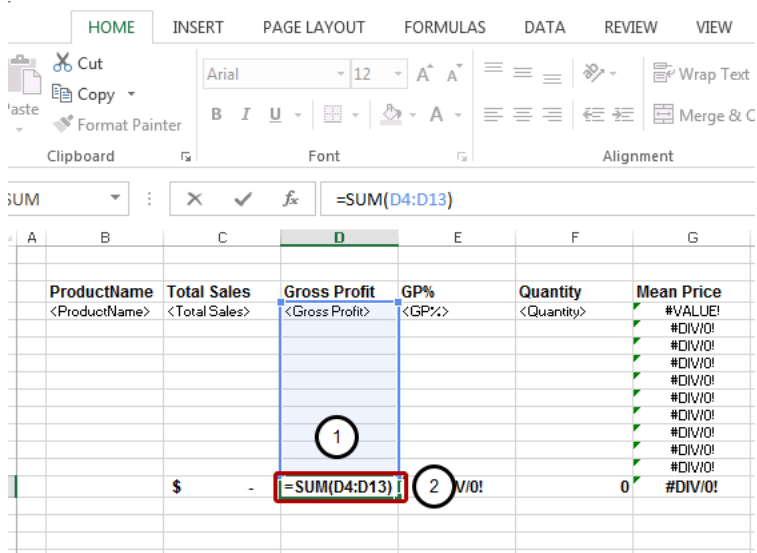
Expand the formula in the Mean Price column for 10 rows

## Format Mean Price



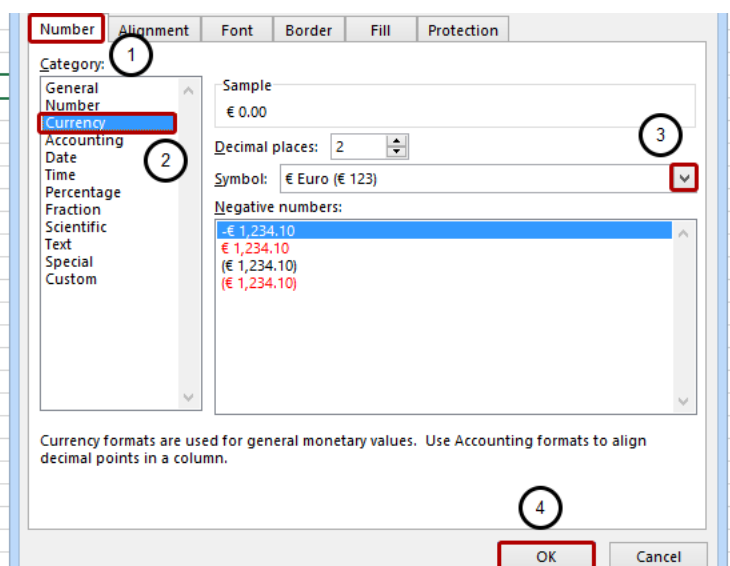
1. Select the Mean Price Column
2. Format the column as Currency

## Add Gross Profit Total



1. Select the 10th cell under the Gross Profit Sales heading.
2. Enter the formula to calculate Total Sales. Note that you don't need to leave a blank row since NPrinting will not expand the table
3. Format the total cells as you prefer

## Choose Correct Format



1. Select Number
2. Choose Currency in the category table
3. Choose the symbol you need from the **Symbol** menu
4. Click **OK**

# NPrinting Certification Training Course Tutorials

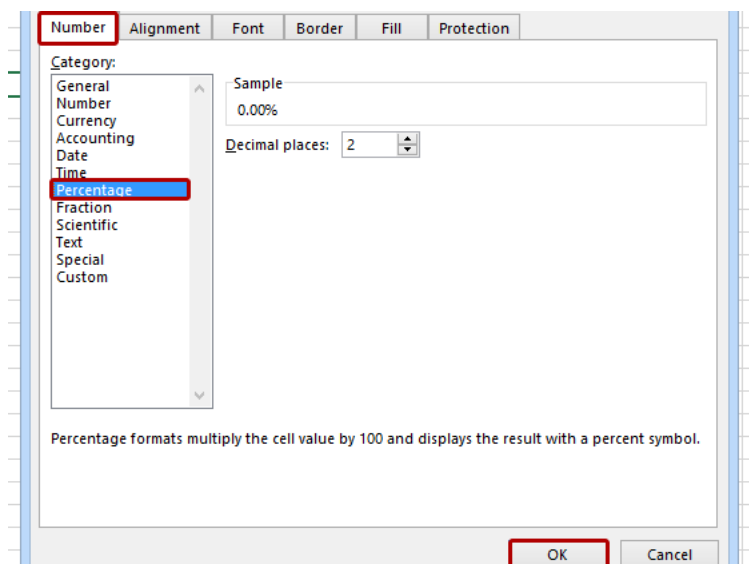
5. Add formatted totals also for "**Total Sales**" and for "**Quantity**"

## Add GP% Formula

	A	B	C	D	E	F	G
1							
2							
3		ProductName	Total Sales	Gross Profit	GP%	Quantity	Mean Price
4		<ProductName>	<Total Sales>	<Gross Profit>	<GP%>	<Quantity>	#VALUE!
5							#DIV/0!
6							#DIV/0!
7							#DIV/0!
8							#DIV/0!
9							#DIV/0!
10							#DIV/0!
11							#DIV/0!
12							#DIV/0!
13							#DIV/0!
14		\$ -	\$ -	=+D14/C14		0	#DIV/0!
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

1. Select the 14th cell under the GP% column heading.
2. Enter the formula to calculate the mean GP%

## Format Mean GP%



1. Right click on the cell containing the mean GP% formula
2. Choose **Format Cells...**. The **Format Cells** window opens
3. Select **Number**
4. Choose **Percentage** in the category table
5. Click **OK**

# NPrinting Certification Training Course Tutorials

## Preview

The screenshot shows the NPrinting ribbon bar with the following options:

- Page Break Preview
- Page Layout
- Custom Views
- Ruler
- Formula Bar
- Gridlines
- Headings
- Zoom (100%)
- Zoom to Selection
- New Window
- Arrange All

Below the ribbon bar is a data table with the following content:

ProductName	Total Sales	Gross Profit	GP%	Quantity	Mean Price
Adihash Running Shoe	17.949	4.583	25,5%	603	\$ 29,77
Aino Shoes	23.080	3.983	17,3%	877	\$ 26,32
Atlas Lussekofta	33.905	6.683	19,7%	1.052	\$ 32,23
Baby Dark Lounge Suit	15.773	3.436	21,8%	554	\$ 28,47
Ballett Shoes	10.702	2.270	21,2%	707	\$ 15,14
Basket Shoes	10.811	2.096	19,4%	1.026	\$ 10,54
Basket Vest	3.847	868	22,6%	254	\$ 15,14
Baywatch Bikini	4.016	721	17,9%	486	\$ 8,26
Bike Helmet	24.249	5.412	22,3%	713	\$ 34,01
Bow tie	10.429	2.069	19,8%	1.279	\$ 8,15
	<b>\$ 154.760,50</b>	<b>\$ 32.121,11</b>	<b>21%</b>	<b>7.551</b>	<b>\$ 20,50</b>

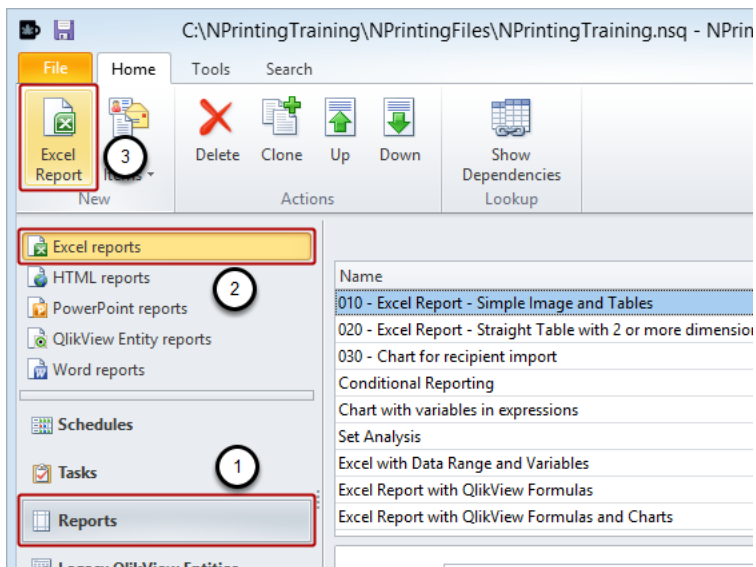
Click **Preview** in the template ribbon bar

# How to Create a Pivot Table from Excel Table Columns

You can download this tutorial by clicking here: "[How to Create a Pivot Table from Excel Table Columns](#)".

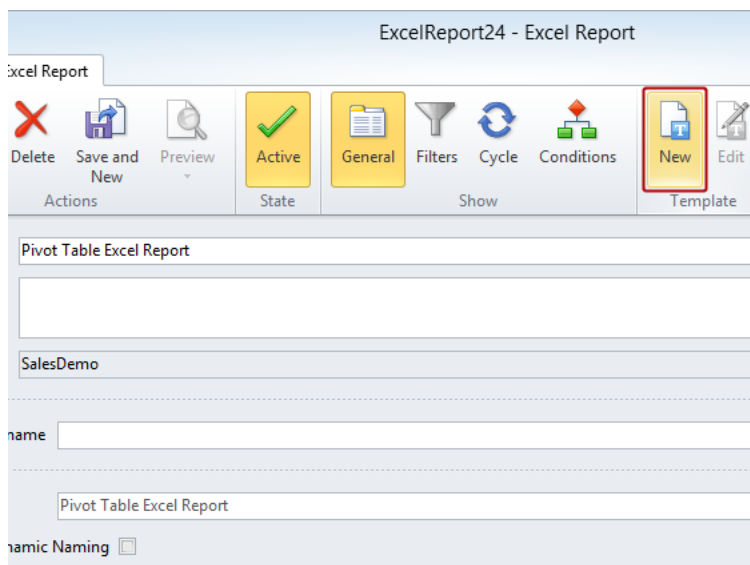
Excel Pivot tables can be created using levels (see: [How to Create an Excel PivotTable Report](#)), but the following method is simpler and quicker and furthermore we recommend it. Excel 2007 or a later version is necessary for this procedure. Here's how.

## Create New Excel Report



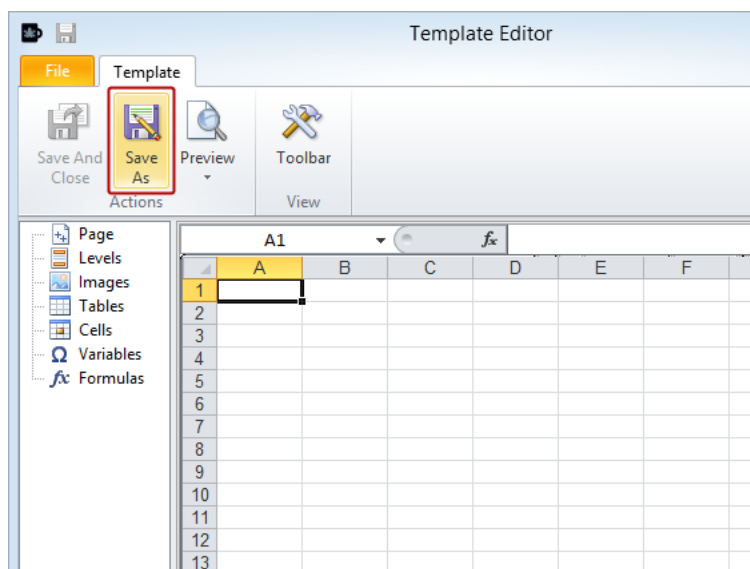
1. Select **Reports** in the lower left pane
2. Select **Excel Reports** in the upper left pane
3. Click on **Excel Report** in the **New** group of the tool bar

## Create New Template



Click on **New** in the **Template** group of the tool bar

## Save New Template as .xlsx

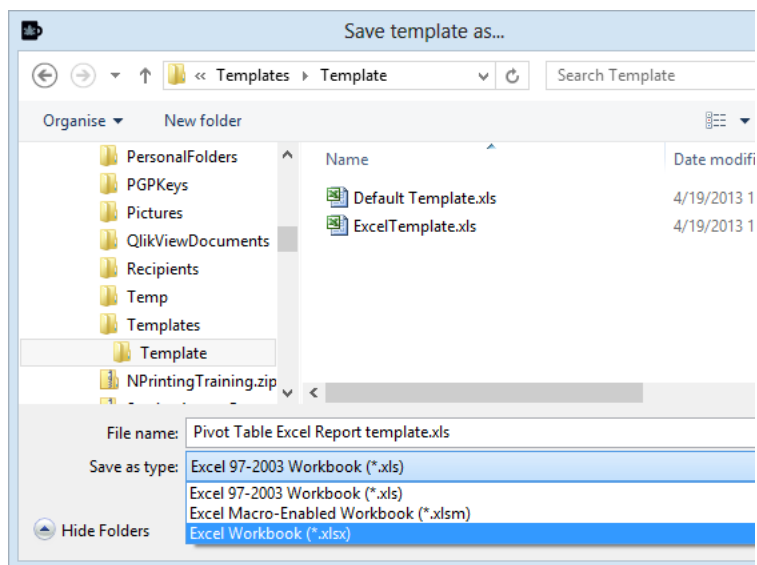


The template must be saved in .xlsx or .xlsm format to be able store the information necessary for a pivot table. It can be saved in either of these formats the *first* time at any time between creation and the last save when the template is complete. Let's save it in .xlsx format now before forgetting latter on.

Click on the **Save As** icon

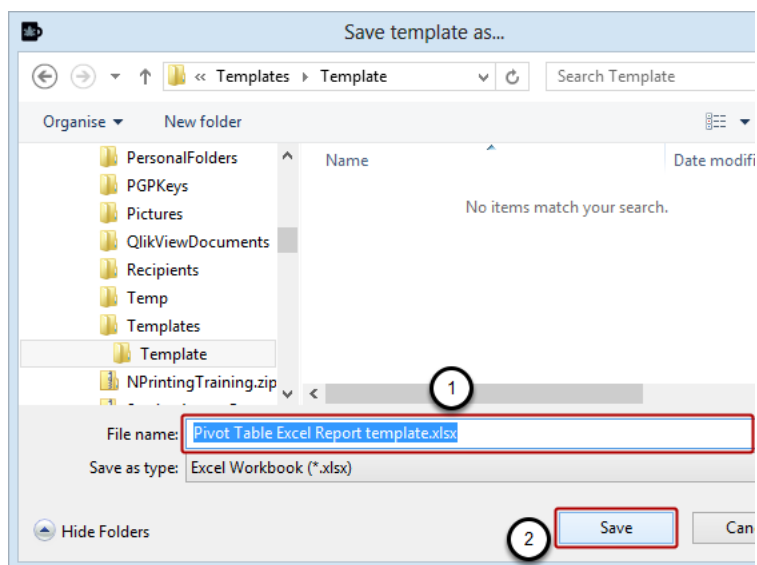


## Select Save as Type:



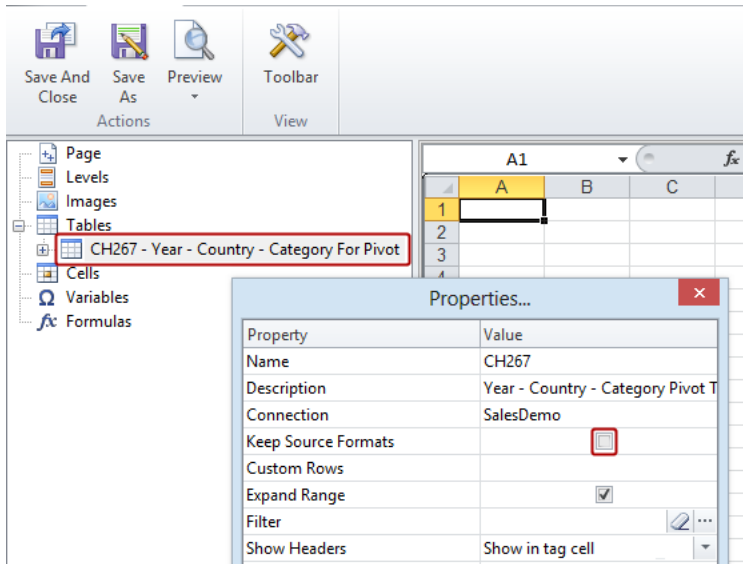
Expand the **Save as type:** drop-down menu and select **Excel Workbook (\*.xlsx)**

## Conclude Saving Process



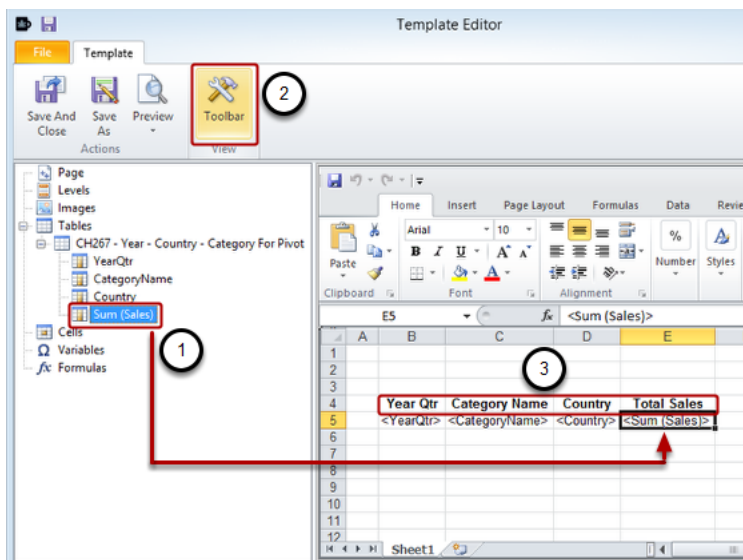
1. Note that the file extension has been changed to **.xlsx**
2. Click on the **Save** button

## Add Object as Table and Change "Keep Source Formats" Property



1. Add **CH267** to the template as a **Table** (See: the "**Add QlikView Objects as Tables: Selection**" step in [How to Create Excel Reports](#)). Only QlikView Straight Tables can be used to create your template. If you want to use a QlikView PivotTable you must either convert it to a straight table or, to preserve the original, clone it and convert the clone. Then add the converted table to your template.
2. Unflag the **Keep Source Formats** box in the **Properties** dialog window for **CH267** (See: [Can I apply Excel formatting to my Excel reports?](#))

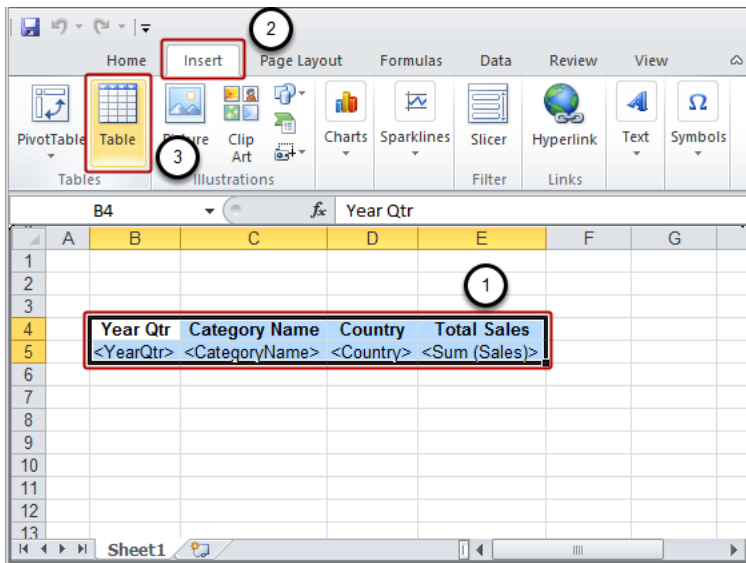
## Construct Table from Columns



# NPrinting Certification Training Course Tutorials

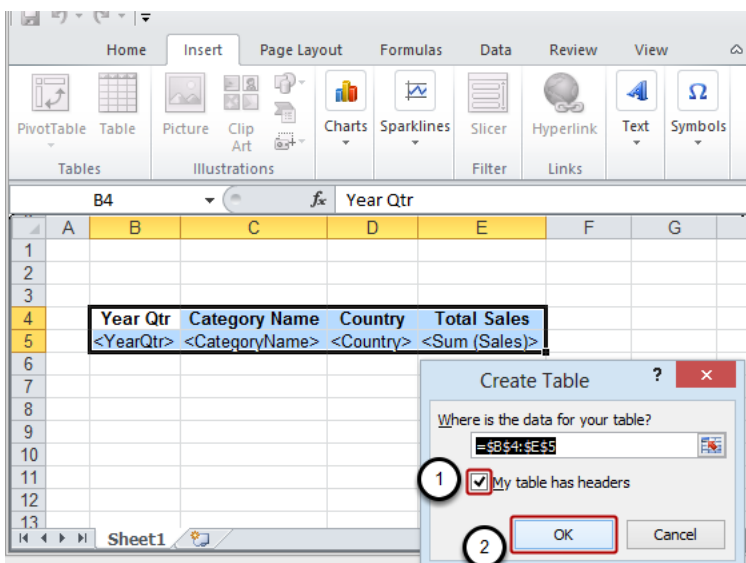
1. Construct the basic table by dragging columns separately into the template and dropping them onto empty cells. Use only those columns that you want.
2. Open the **Toolbar** by clicking on the **Toolbar** icon in the **View** group of the NPrinting toolbar
3. Adjust and format column headings as needed

## Create Table



1. Highlight the column tag and heading cells to select them
2. Select the **Insert** tab on the Excel toolbar
3. Click on **Table** in the **Tables** group of the Excel toolbar

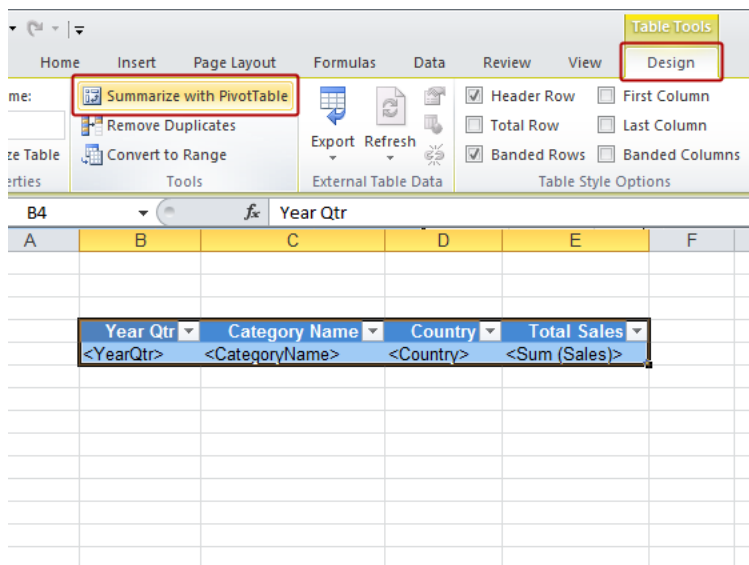
## Complete Table Conversion



1. Make sure the **My table has headers** box is checked

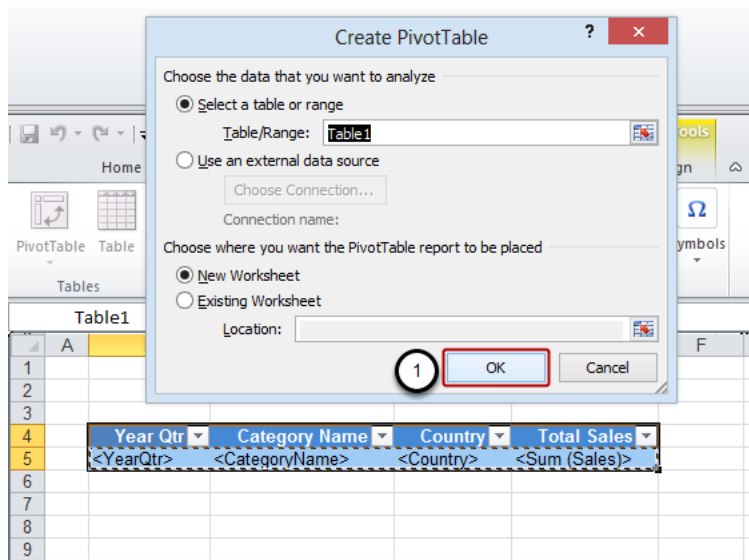
2. Click on the **OK** button

## Convert to Pivot Table



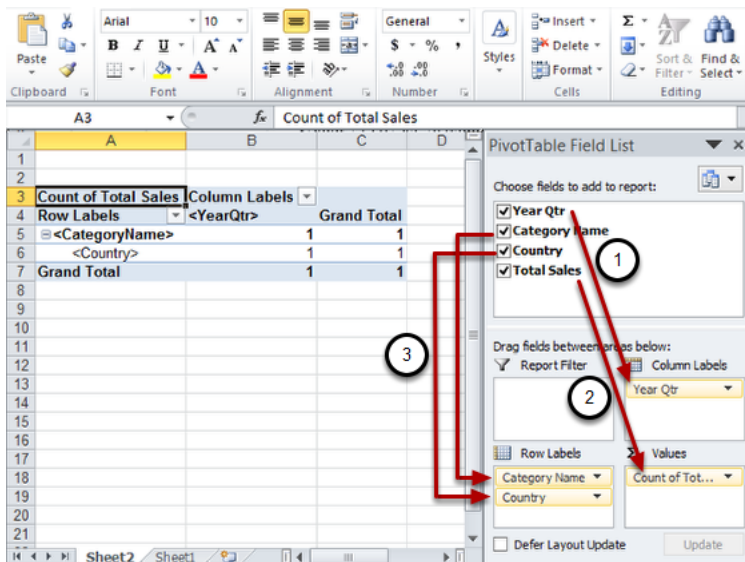
1. Re-highlight the column tag and heading cells to select them if necessary
2. Select the **Design** tab under **Table Tools** on the Excel toolbar
3. Click on **Summarize with PivotTable** in the **Tools** group of the Excel toolbar

## Conclude PivotTable Creation



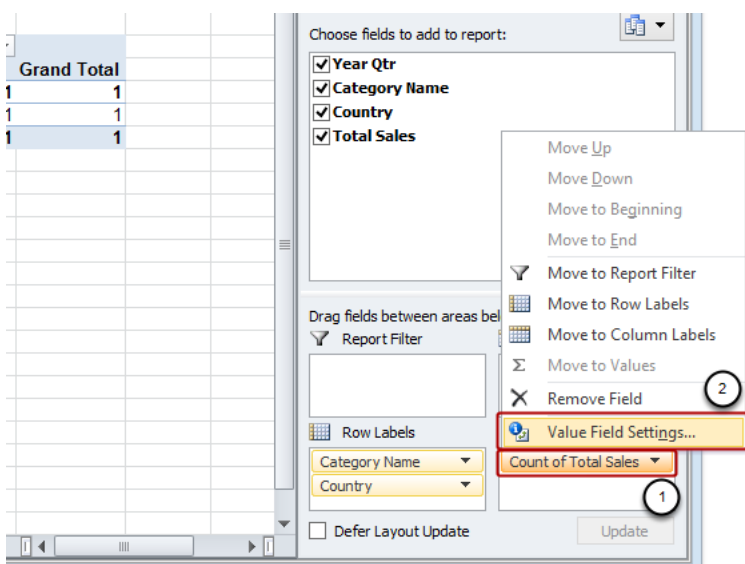
1. Click on the **OK** button

## Organize Dimensions



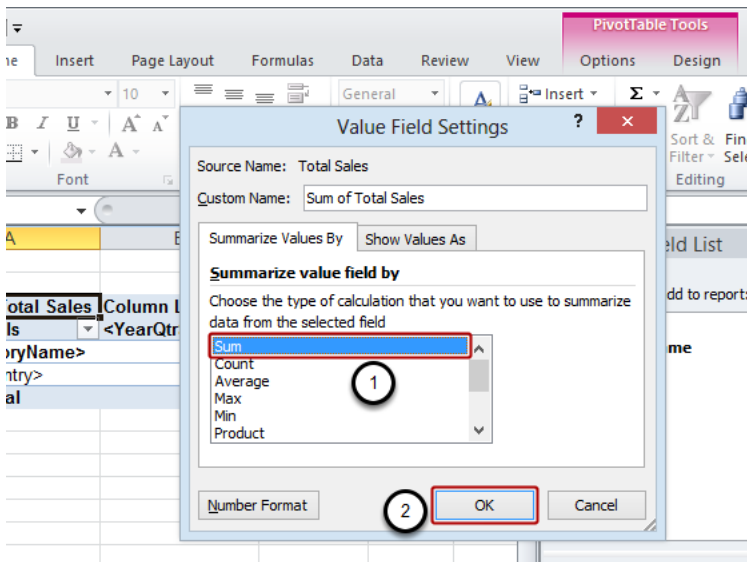
1. Drag the **Year Qtr** field into the **Column Labels** box
2. Drag the **Total Sales** field into the **Values** box
3. Drag the **Category Name** and **Country** fields into the **Row Labels** box

## Open Value Field Settings Dialog Window



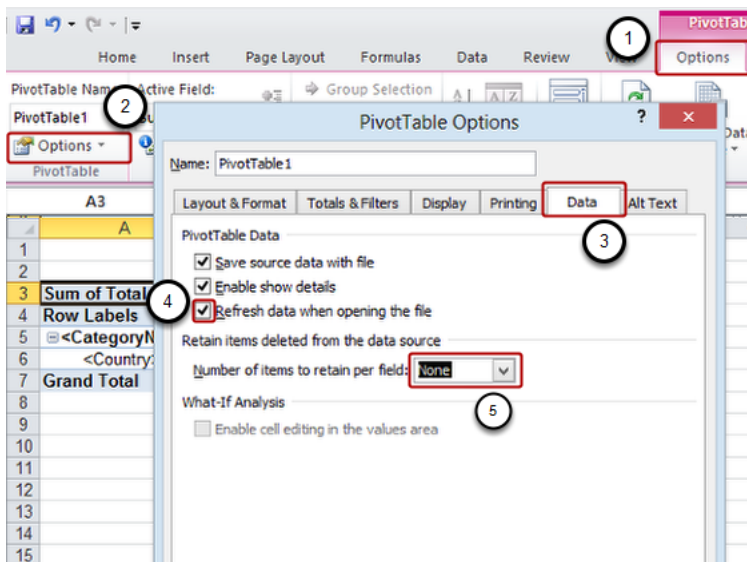
1. Click on the **Count of Total Sales** button to open the menu
2. Select **Value Field Settings...**

## Adjust Value Field Settings



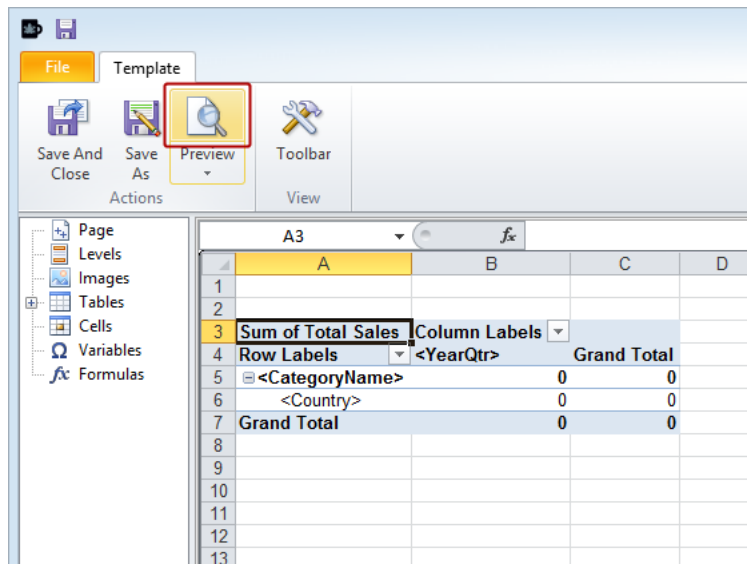
1. Select **Sum** on the **Summarize Values By** tab in the **Value Field Settings** dialog window
2. Click on the **OK** button

## Set Data to Be Refreshed



1. Select the **Options** tab under **PivotTable Tools**
2. Click on the **Options** icon in the **PivotTable** group
3. Select the **Data** tab
4. Check the **Refresh data when opening the file** checkbox
5. Set **Number of items to retain per field:** to **None**
6. Click on the **OK** button at the bottom of the **PivotTable Options** dialog window

## Preview



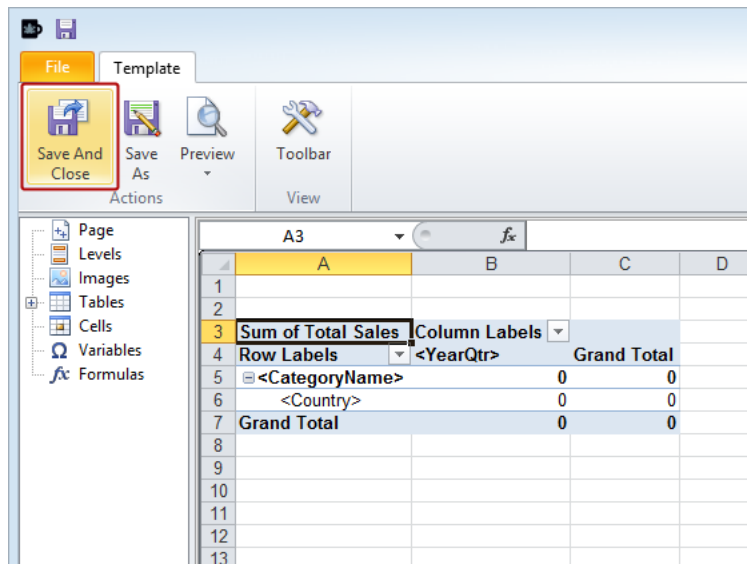
Click on the **Preview** icon

## View PivotTable Report

	A	B	C	D	E	F	
4	Row Labels	2011-Q1	2011-Q2	2011-Q3	2011-Q4	2012-Q1	2012
5	+Babywear	3006.852	4246.440003	3793.419005	5154.998005	2279.08	144
6	+Bath Clothes	981.8010001	5582.726006	696.17	810.9775019	1904.156001	129
7	+Children's wear	1714.44	9392.460007	5510.875013	439.84	3110.95	123
8	-Ladies'Footwear	9458.710002	5734.680009	6388.005012	15841.072	12077.905	100
9	Brazil		1061.1				
10	France	1759.6	1915.200005		2554.2	2860.660004	
11	Germany	3032.62		1438.305007	1383.690002	1684.305001	451
12	Ireland	424.77		2275.000005	2142.14	27.24	
13	Sweden					2147.5	
14	USA	1266.540002	1020.6	2674.7	3179	4579.2	156
15	Canada		210.12		781.0520009	415.4	322
16	UK	841.4	257.22		5688.9		
17	Denmark						
18	Portugal	1072.68					
19	Italy		561.5400004				
20	Venezuela		1225.8000004				
21	Switzerland						
22	Austria		544.2			363.6	502
23	Mexico				112.0900002		
24	Spain						
25	Belgium						
26	+Men's Clothes	5952.50701	5013.895007	3378.575004	7970.095011	4648.692001	132
27	-Men's Footwear	9042.702019	11731.09401	2718.915014	10879.35	2837.750003	260
28	Brazil						
29	France	2412.72	2441.040006		2447.6		
30	Germany		1366.070005		5042.5	2627.910003	1

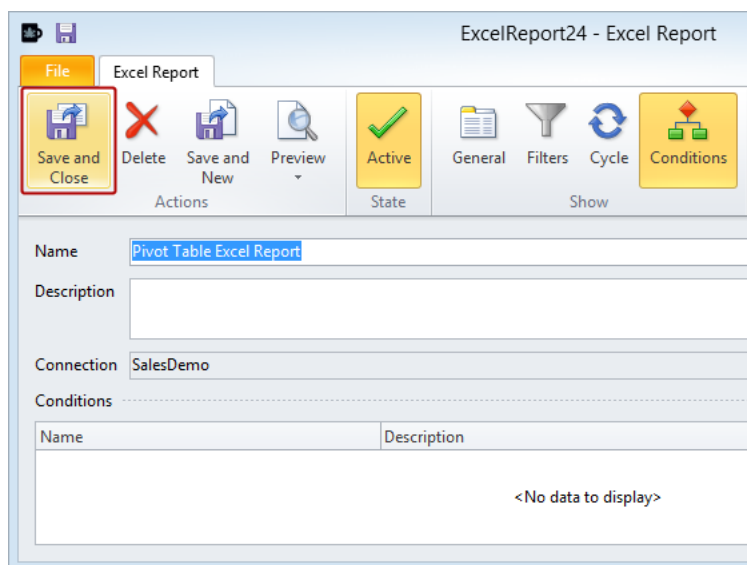
Give a sigh of satisfaction.

## Conclude Template Creation



Click on **Save and Close**

## Save Your Work in NPrinting File



Click on **Save and Close**



## Image Resolution Management for PDF Output

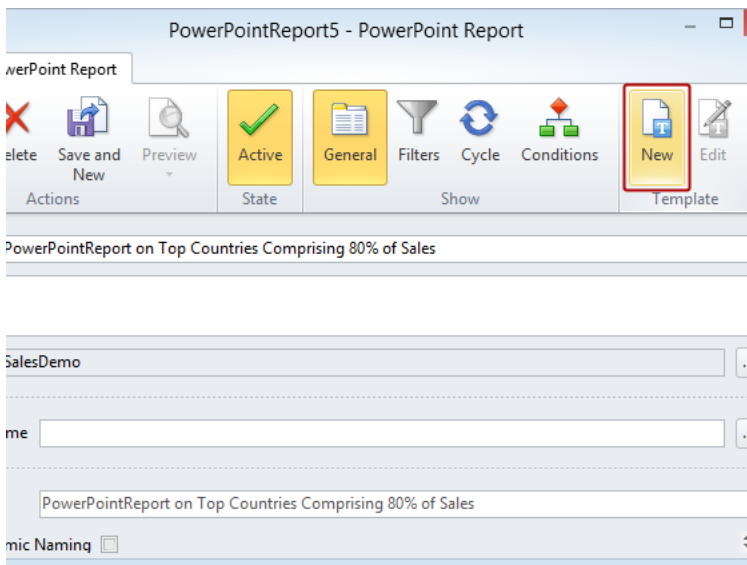
You can download this tutorial by clicking here: "[Image Resolution Management for PDF Output](#)".

The resolution of images in PDF output generated from Word, Excel, PowerPoint, and PixelPerfect reports can be regulated.

You can select between:

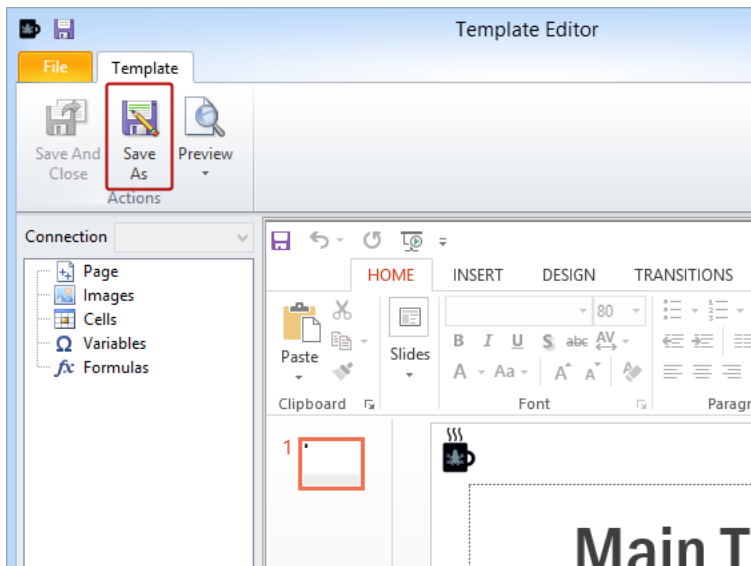
- **High** = which is the default (no compression) and is good for printing
- **Medium** = resolution resampled to 150 ppi
- **Low** = resolution resampled to 72 ppi is good for viewing on a monitor

## Create New PowerPoint Report and Open Template Editor



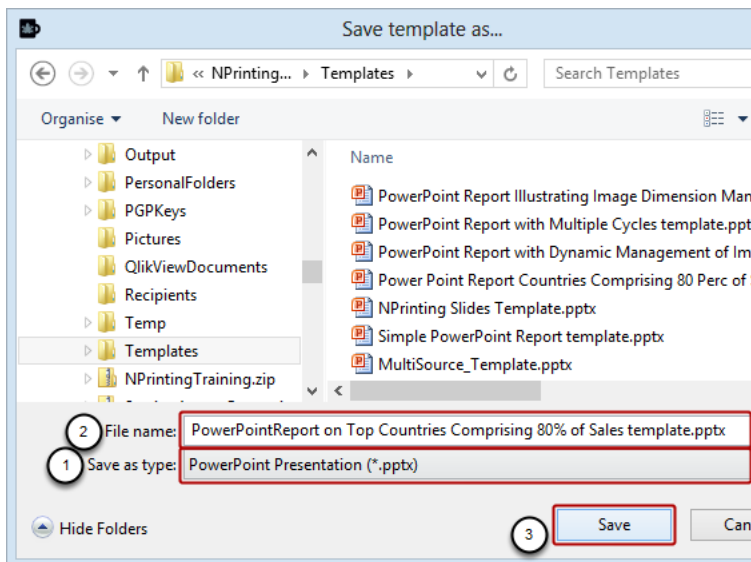
Create **PowerPointReport on Top Countries Comprising 80% of Sales**. See: [How to Create PowerPoint Reports](#)

## Open "Save template as..." Dialog



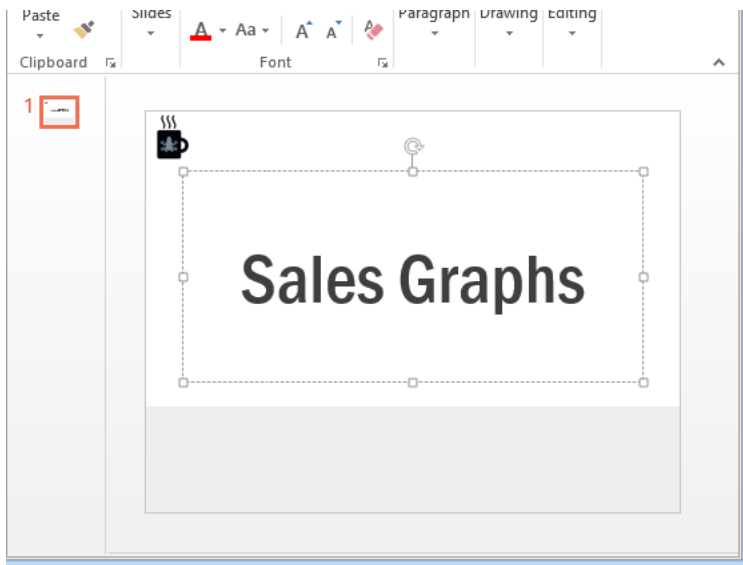
Click on the **Save As** icon in the **Actions** group

## Save Template



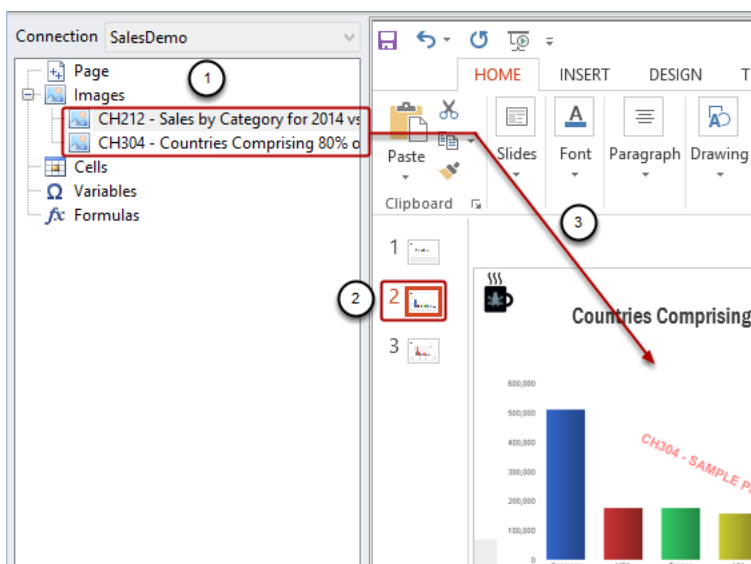
1. Make sure that **PowerPoint Presentation (\*.pptx)** is selected in the **Save as type:** field
2. Enter a **File name** or accept the suggested one
3. Click on the **Save** button

## Create Title Slide



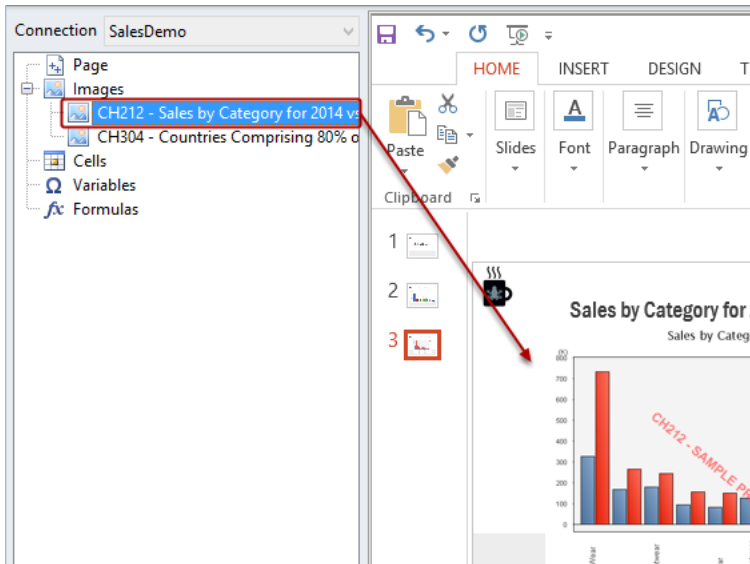
Enter, position and format the presentation title.

## Add QlikView Objects to Template as Images and Create Content Slide



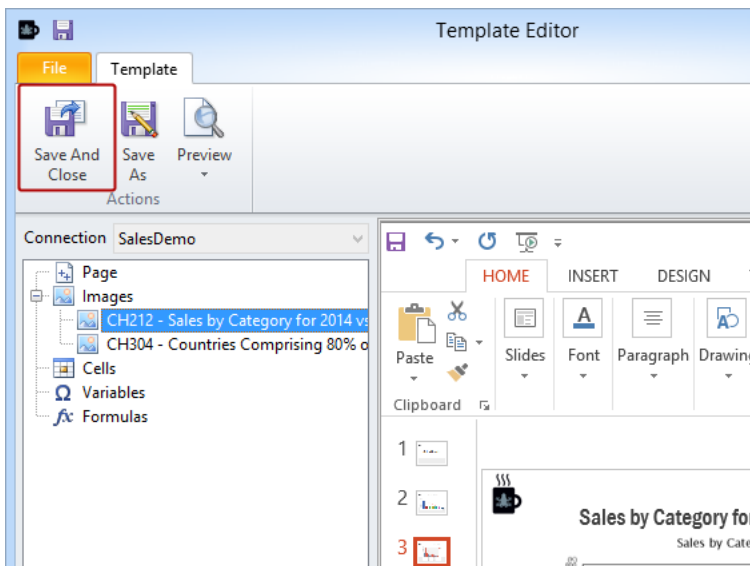
1. Add **CH304** and **CH212** to the template as Images
2. Add a slide to the template
3. Drag and drop the **CH304 - Countries Comprising 80% of Sales** node token onto the slide and add a slide heading

## Add Second Content Slide



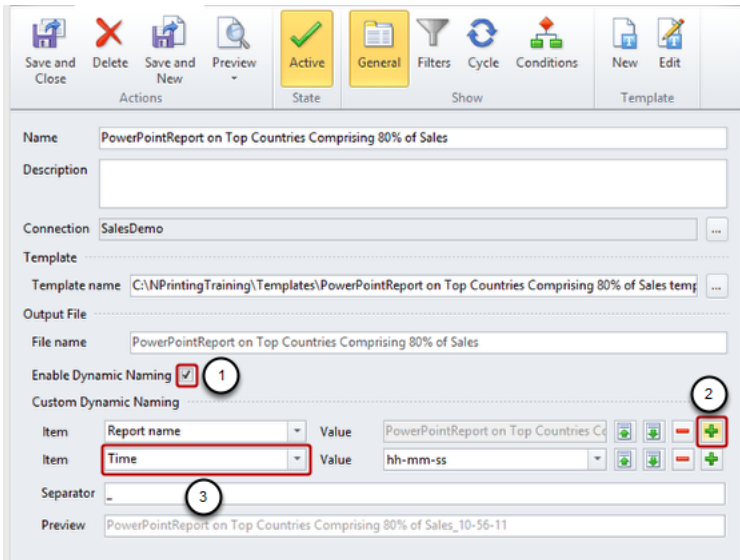
Add content to this third slide

## Save Template



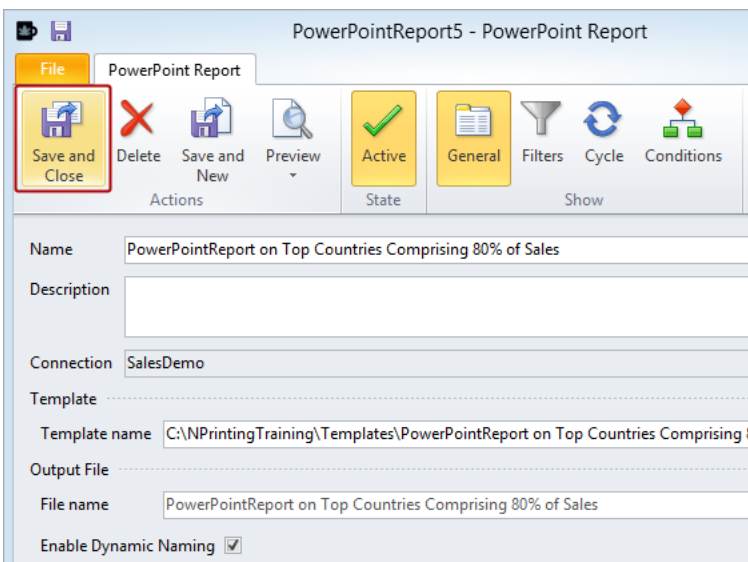
Click on the **Save and Close** icon.

## Enable Dynamic Naming and Add Time Element



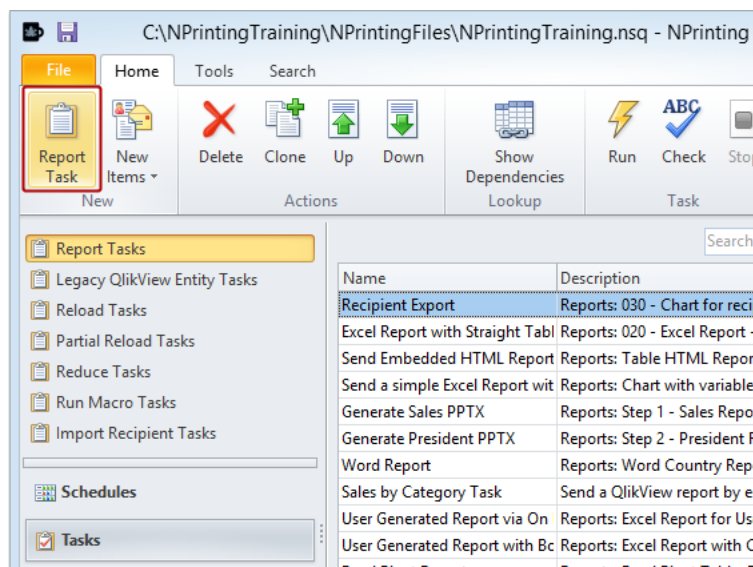
1. Put a check mark in the **Enable Dynamic Naming** box by clicking on it
2. Add another **Item** to the file name by clicking on the green plus at the extreme right of the **Item** row
3. Set the **Item** to **Time**

## Save Report Template



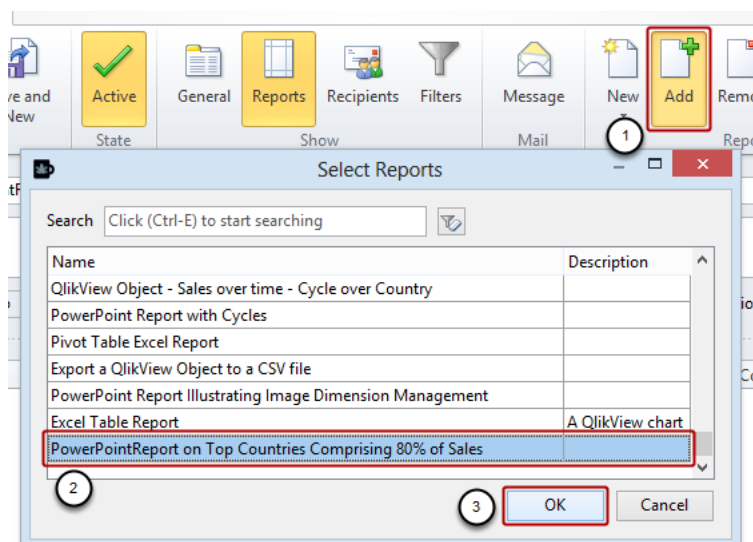
Click on the **Save and Close** icon

## Create new Report Task



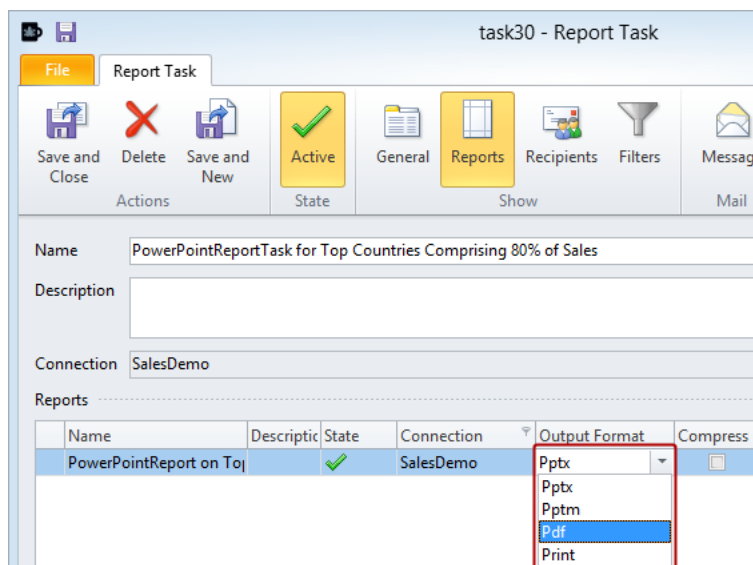
Create the Recipient Export task. See: [How to Create Tasks](#)

## Add Report to Task



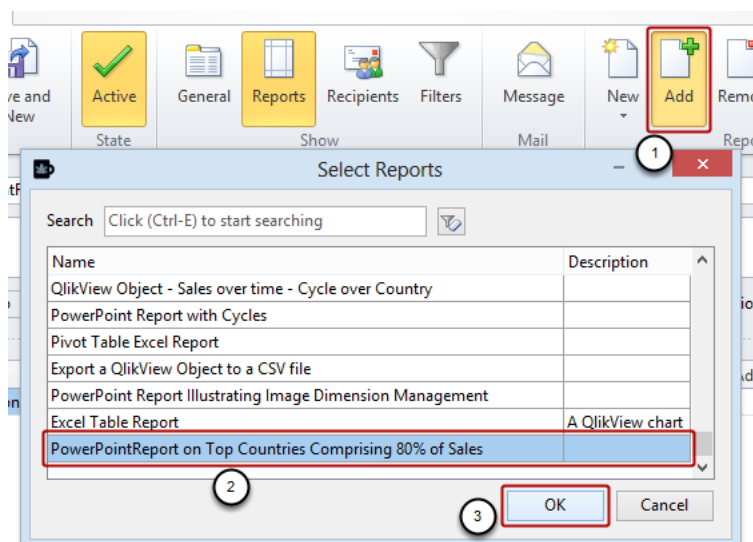
1. Click on the **Add** icon in the **Reports** group
2. Select the **PowerPoint Report on Top Countries Comprising 80% of Sales** report
3. Click on the **OK** button to add it to the **Task**

## Change Output Format



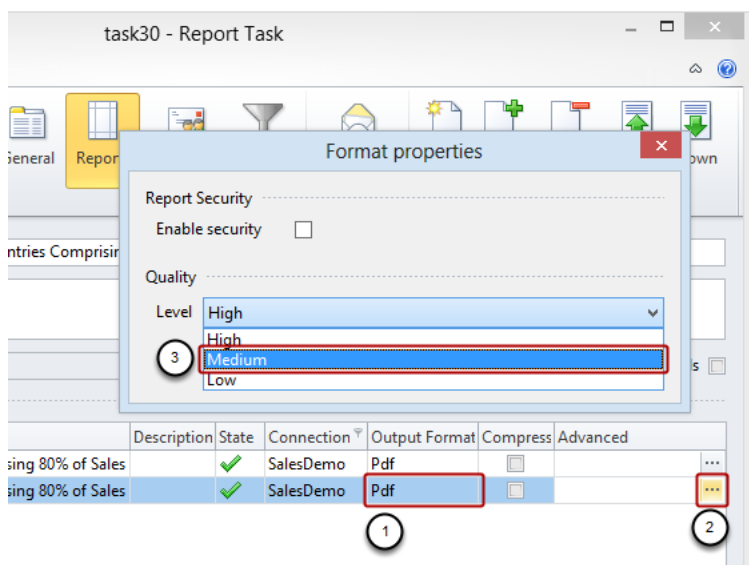
Click on the **Output Format** cell for the report and select **Pdf** in the drop-down menu

## Add Same Report to Task Again



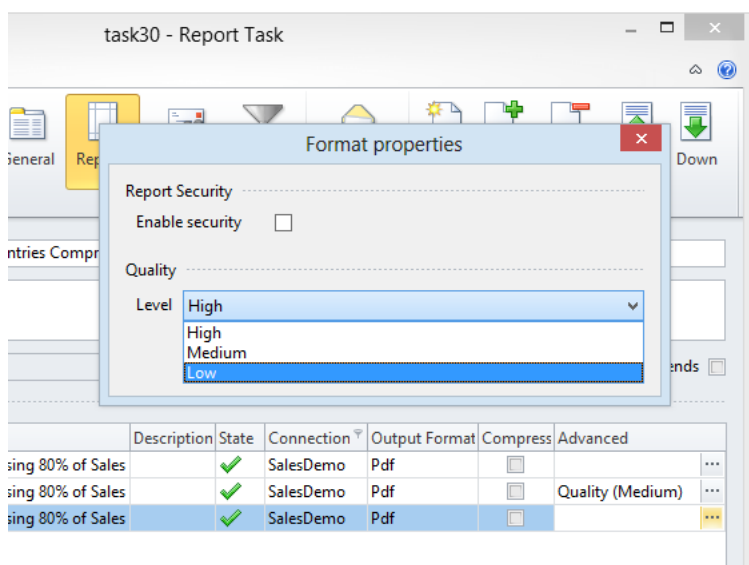
See sequence above.

## Adjust Output Format Properties



1. Change the report **Output Format** to **Pdf**
2. Click on the additional options button at the extreme right of the row under **Advanced** to open the **Format properties** dialog
3. Set **Quality Level** to **Medium**

## Add Same Report to Task One Last Time and Adjust Output Format Properties



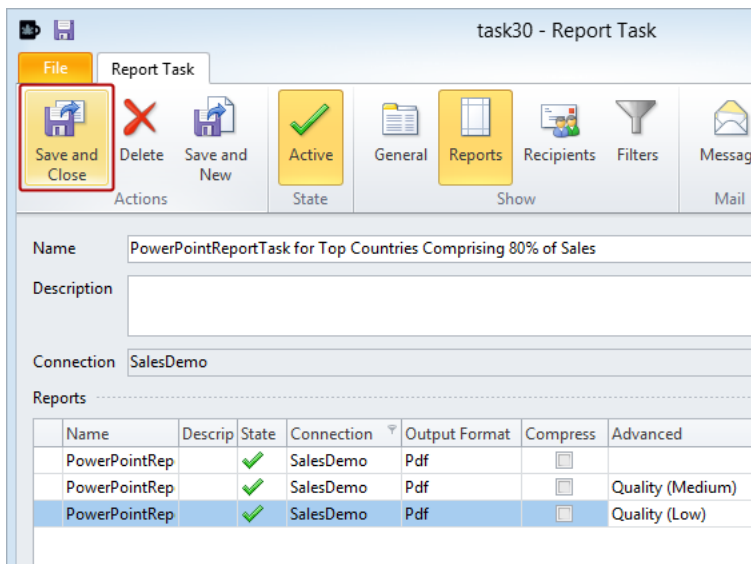
1. Change the report **Output Format** to **Pdf**



# NPrinting Certification Training Course Tutorials

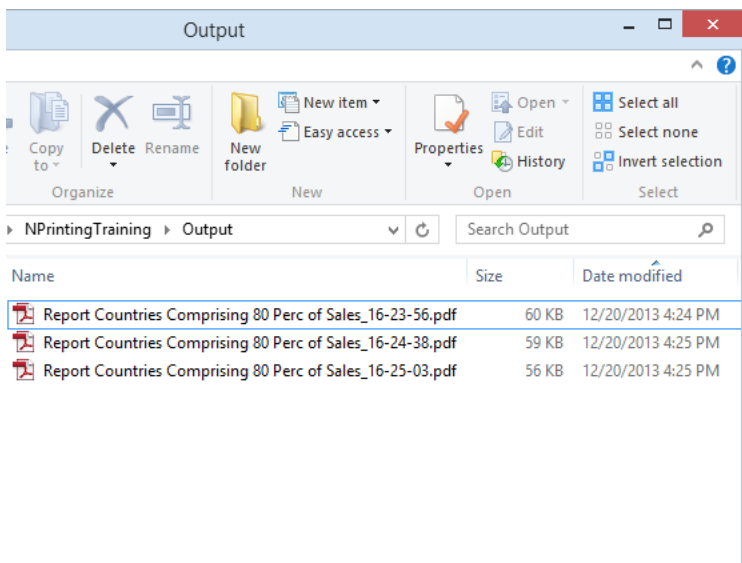
2. Click on the additional options button at the extreme right of the row under **Advanced** to open the **Format properties** dialog
3. Set **Quality Level** to **Low**

## Save Report Task



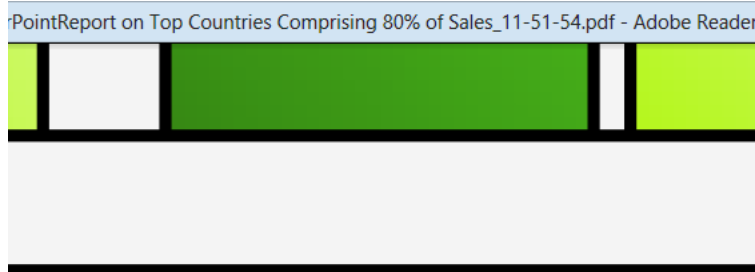
Click on the **Save and Close** icon

## Run Task and Check Output

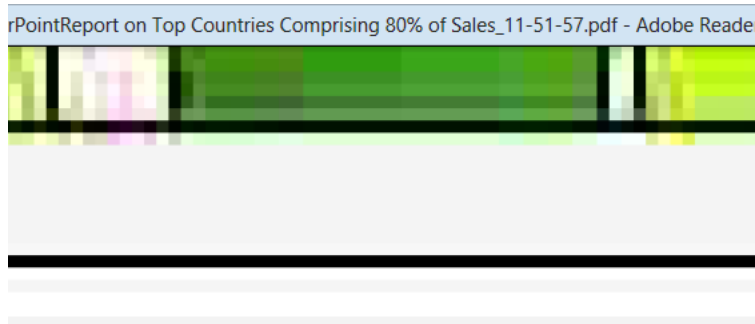


See the three separate PDF output files created due to the Time element in the output file name. The default high resolution one created at 16:23:56, the medium resolution one created at 16:24:38, and the low resolution one created at 16:25:03.

## Zoom in a High Resolution Output



## Zoom in a Low Resolution Output



A report with low resolution images save disk space but the quality of the final result can be compromised.

## Dynamic Report Naming

You can download this tutorial by clicking here: "[Dynamic Report Naming](#)".

The names you give your reports can be crucial for aiding people to access the right information quickly. Control the names assigned to your reports with NPrinting by creating static elements in report names as well as inserting arbitrary text, variable elements like cycle field values, and the values of QlikView variables. This tutorial explains how to use the NPrinting dynamic report naming feature.

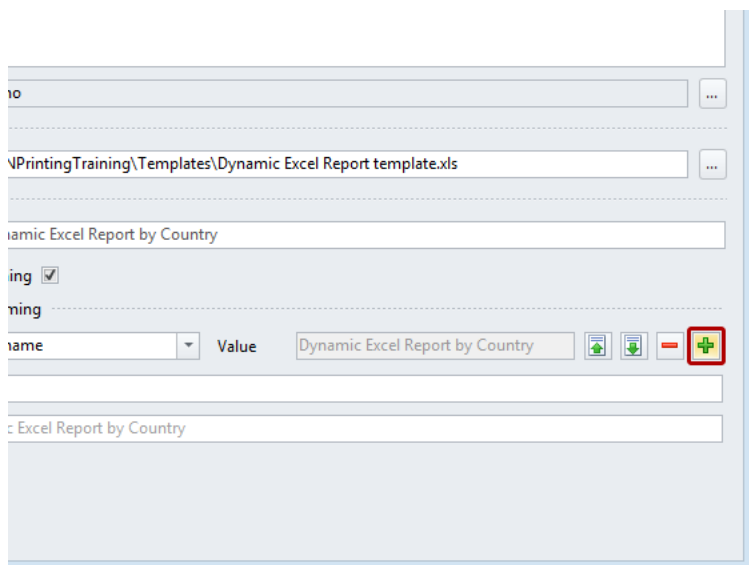
### Enable Dynamic Naming

The screenshot shows the NPrinting configuration window with the following details:

- Menu: Save and Close, Delete, Save and New, Preview, Active, General, Filters, Cycle, Conditions, New, Edit
- Name: Dynamic Excel Report by Country
- Description: (empty)
- Connection: SalesDemo
- Template: C:\NPrintingTraining\Templates\Dynamic Excel Report template.xls
- Output File: Dynamic Excel Report by Country
- Enable Dynamic Naming:  (circled with 1)
- Custom Dynamic Naming section (circled with 2):
  - Item: Report name
  - Value: Dynamic Excel Report by Country
  - Separator: -
  - Preview: Dynamic Excel Report by Country

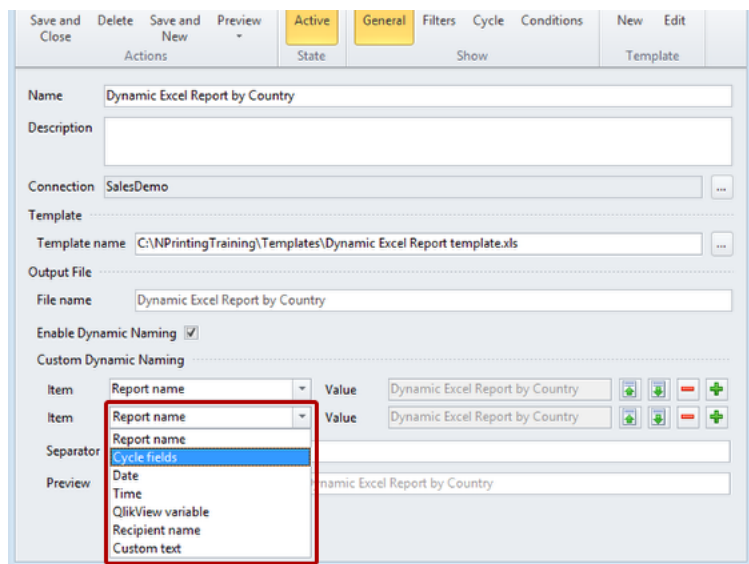
1. Put a check mark in the dynamic naming check box by clicking on it
2. The Custom Dynamic Naming section appears. This allows you to add different elements to your report names

## Add Elements to Your Report Names



Click on the green '+' sign to add another element to the names of your reports. Add more than one if need be.

## Select Item Type



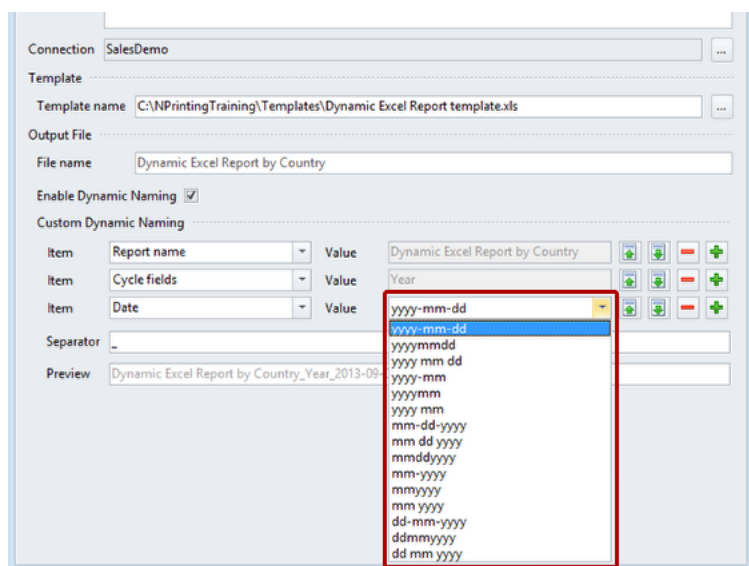
Select the element you want to use from the drop down menu; the following elements are available:

- **Report name**
- **Cycle fields**
- **Date** the report was generated

# NPrinting Certification Training Course Tutorials

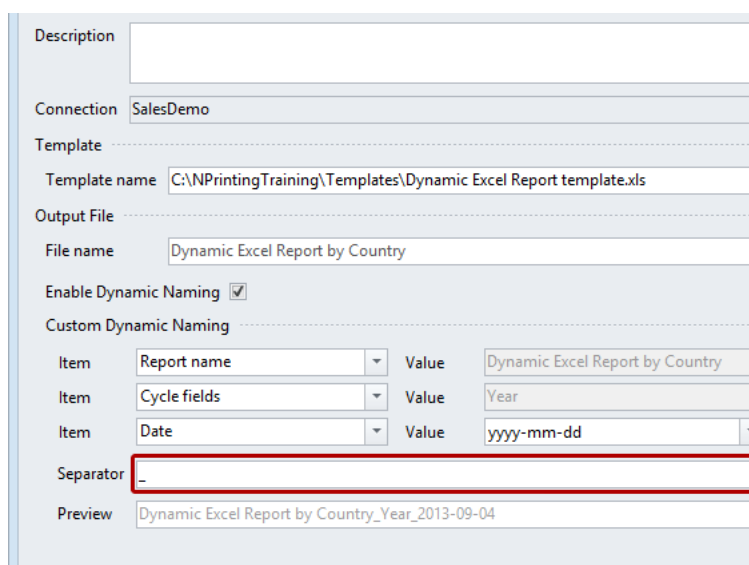
- **Time** of day the report was generated
- **QlikView variable** value of any QlikView variable existing at the time the report is produced
- **Recipient name**
- **Custom text** conforming to Windows file name standards

## Select from Various Format Options for Date



Open the drop-down menu and select a format.

## Choose Separator



Select a **Separator** to divide the elements of the report name, the underscore is the default.

## Preview The Report Name

Description			
Connection	SalesDemo		
Template			
Template name	C:\NPrintingTraining\Templates\Dynamic Excel Report template.xls		
Output File			
File name	Dynamic Excel Report by Country		
Enable Dynamic Naming	<input checked="" type="checkbox"/>		
Custom Dynamic Naming			
Item	Report name	Value	Dynamic Excel Report by Country
Item	Cycle fields	Value	Year
Item	Custom text	Value	ver_3
Separator	_		
Preview	Dynamic Excel Report by Country_Year_ver_3		

The report name is displayed in the **Preview** field at the bottom of the **Output File** area; variable values are represented by the name of the variable. Note the **Custom text** field added here in place of the **Date** field.

## Changing The Order Of Elements In Report Names

Name				
Name	Dynamic Excel Report by Country			
Description				
Connection	SalesDemo			
Template				
Template name	C:\NPrintingTraining\Templates\Dynamic Excel Report template.xls			
Output File				
File name	Dynamic Excel Report by Country			
Enable Dynamic Naming	<input checked="" type="checkbox"/>			
Custom Dynamic Naming				
Item	Cycle fields	Value	Year	
Item	Report name	Value	Dynamic Excel Report by Country	
Item	Custom text	Value	ver_3	
Separator	_			
Preview	Year_Dynamic Excel Report by Country_ver_3			

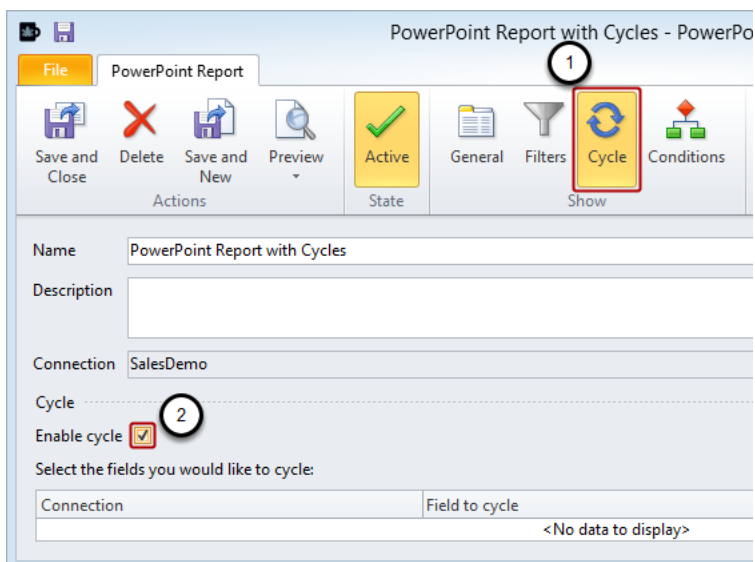
1. You can move elements to the left and right in the report name by clicking on the green up and down arrows. Moving an element up shifts it to the left in the name.
2. You can delete single elements by clicking on the red '-'

## Cycling Reports on Multiple Fields

You can download this tutorial by clicking here: "[Cycling Reports on Multiple Fields](#)".

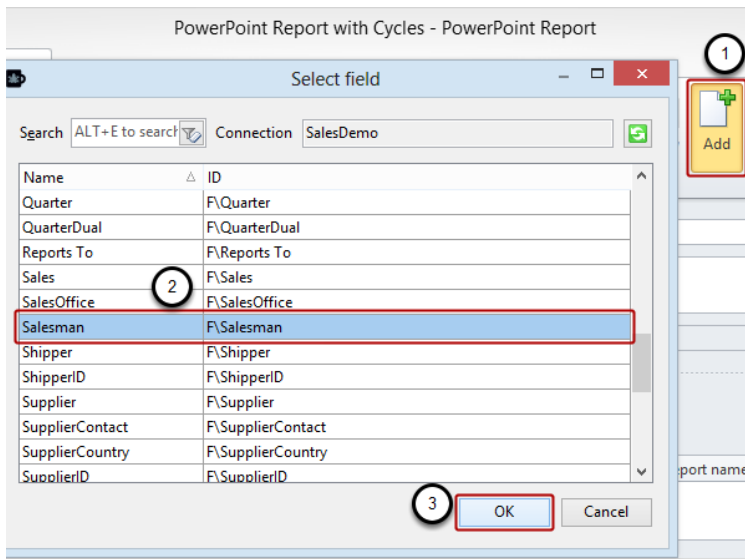
Separate reports can be created automatically with NPrinting for all of the combinations of values of the fields you want. If, for example, you want to create a sales report for each year and country combination, all you need to do is add the year and country fields into the cycle feature in your report and NPrinting will generate an individual file for each country, each year.

### Report Predisposed for Cycles



1. Select a report
2. Click on the **Cycle** icon in the **Show** group of the tool bar
3. Put a check mark in the **Enable cycle** box by clicking on it

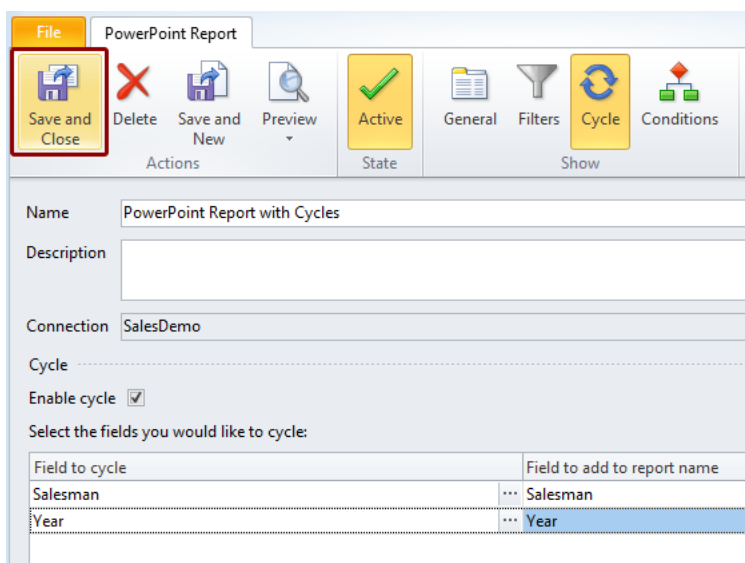
## Add Field(s) to Cycle on



1. Click on the **Add** icon in the **Cycle** group of the tool bar
2. Select a **Field** to cycle on
3. Click on the **OK** button

Repeat this series of sub-steps to add other fields one at a time. Be aware that the number of reports that will be created is the product of the number of values for each field, e.g. your Salesman field has 2 values, Products field has 3 values, and you want quarterly reports for last year =>  $2 \times 3 \times 4 = 24$  individual reports will be created.

## Save Report with Cycle Settings





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Select the **Save and Close** icon

## Dynamic Naming

Close and New Actions State Show Ten

Name **PowerPoint Report with Cycles**

Description

Connection SalesDemo

Template

Template name %evTemplates%\PowerPoint Report with Cycles template.pptx

Output File

File name

Enable Dynamic Naming

Custom Dynamic Naming

Item	Report name	Value	PowerPoint Report with Cycles
Item	Cycle fields	Value	Salesman;Year

Separator \_

Preview PowerPoint Report with Cycles\_Salesman\_Year

When you **Enable cycles**, **Dynamic Naming** is enabled automatically. If it were not, all cycle generated reports would have the same name and would therefore be written each over the preceding one. See: [Dynamic Report Naming](#)

## Adapt Report

Save And Close Save As Preview

Connection SalesDemo

Page

Images

**CH212 - Sales by Category TY vs. LY**

Cells

Variables

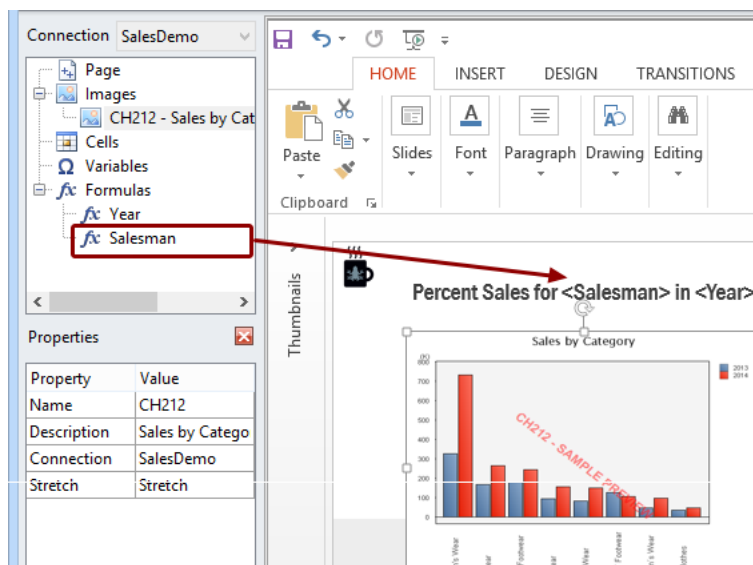
Formulas

Properties

Property	Value
Name	CH212
Description	Sales by Category TY vs.
Connection	SalesDemo
Filter	
Stretch	Stretch

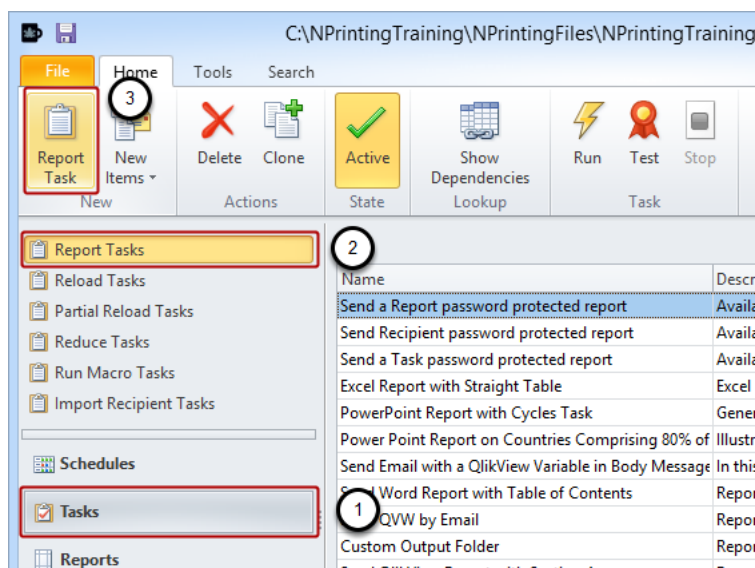
Add **CH212 - Sales by Category TY vs. LY** to the Template as an image, see [How to Create PowerPoint Reports](#)

## Add Formulas



This report will be cycled on Salesmen and Years so the "**getFieldSelections(Salesman)**" and "**=getFieldSelections(Year)**" formulas have been added to the template to make identifying the report easy, see [Formulas](#)

## Create Report Task

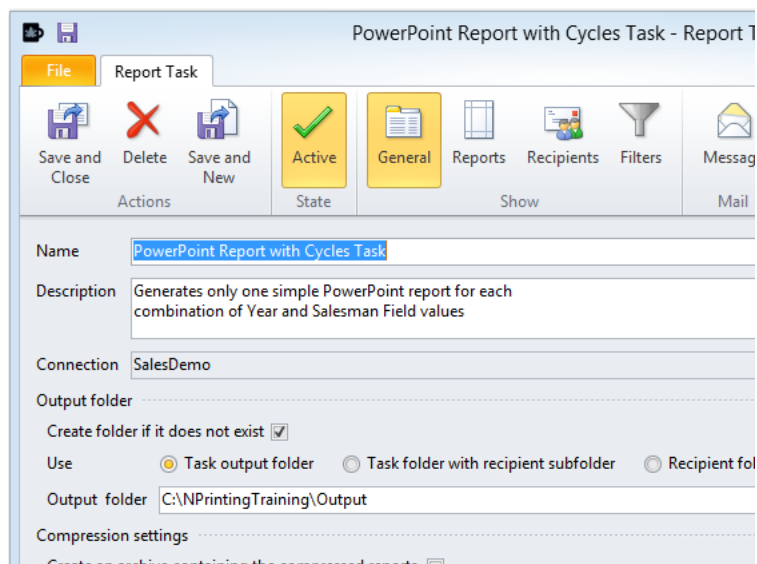


1. Select Tasks in the bottom left pane
2. Select Report Tasks in the upper left pane
3. Click on Report Task in the New group of the tool bar

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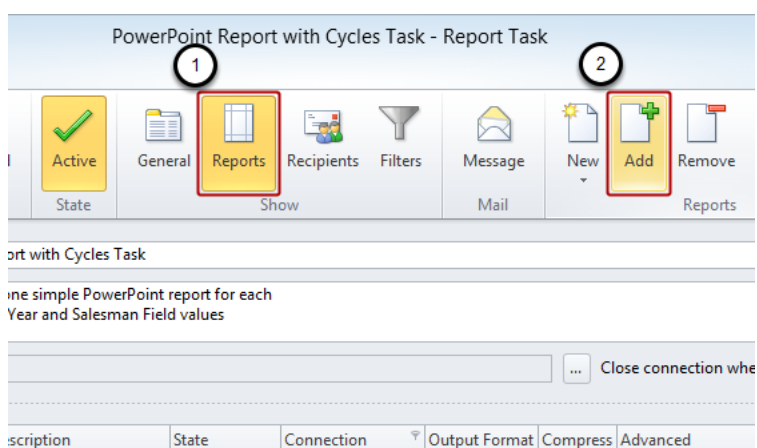
Cycles are run in tasks. Preview of a report will not generate cycles.

## Set up Report Task



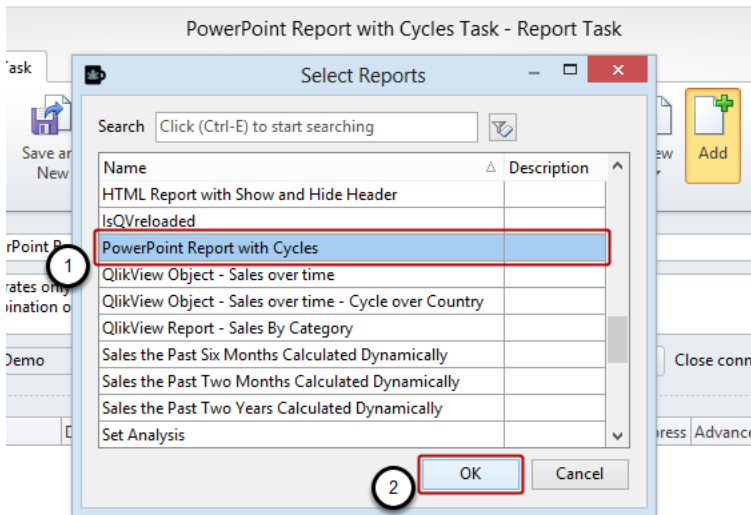
Identify the task and enter the basic task parameters.

## Add Report to Task



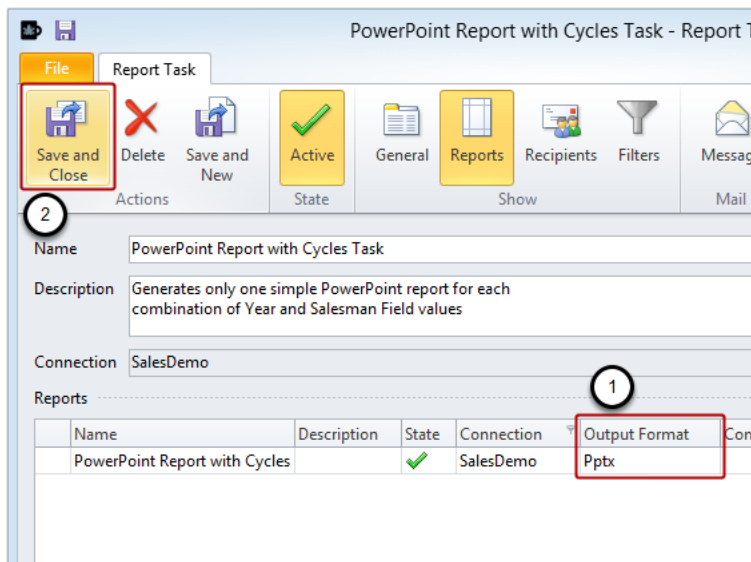
1. Select the **Reports** icon in the **Show** group of the tool bar
2. Click on **Add** in the **Reports** group

## Select Report



1. Select the report to be generated
2. Click on the **OK** button

## Conclude Task Creation



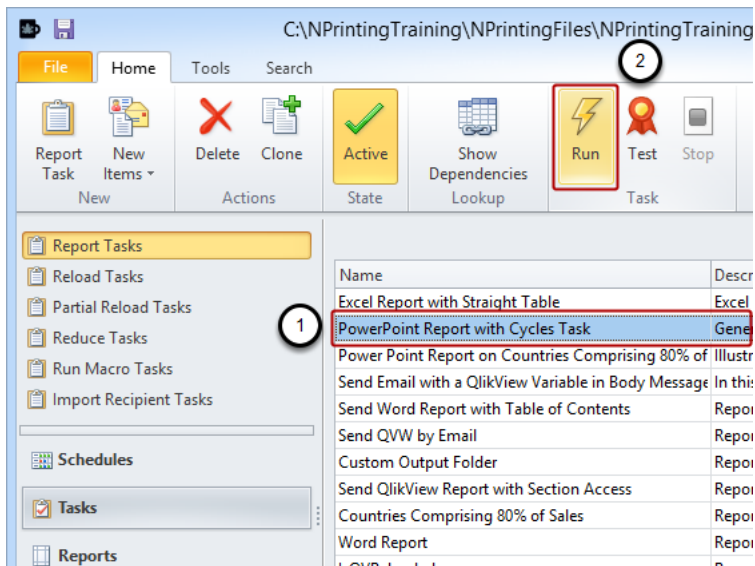
1. Output can be in a different format than the original template. See: [How to Create Tasks](#)
2. Select **Save and Close**

We suggest that you to insert a couple of filters to limit the number of combinations for a reasonably brief generation time while training. For instance, add a filter to the task that eliminates all but two

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years and another that eliminates all but two salesman. That way you'll get 2 years multiplied by two salesmen producing four different PowerPoint files.

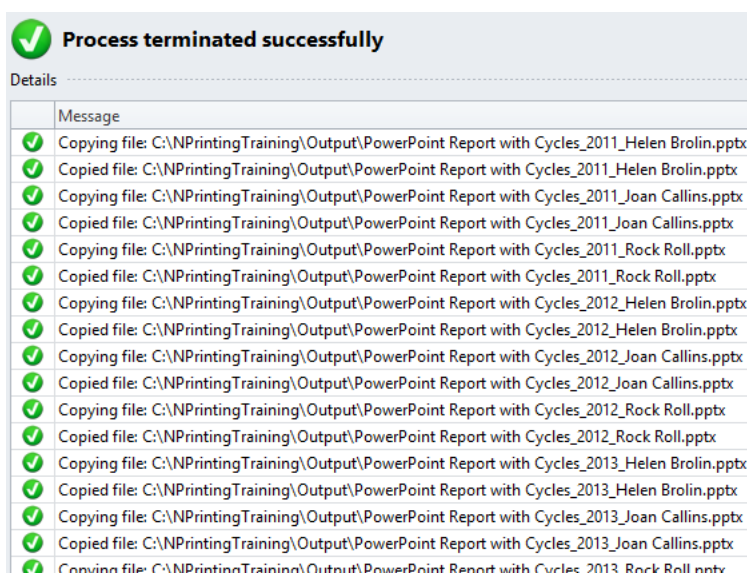
## Generate the Reports



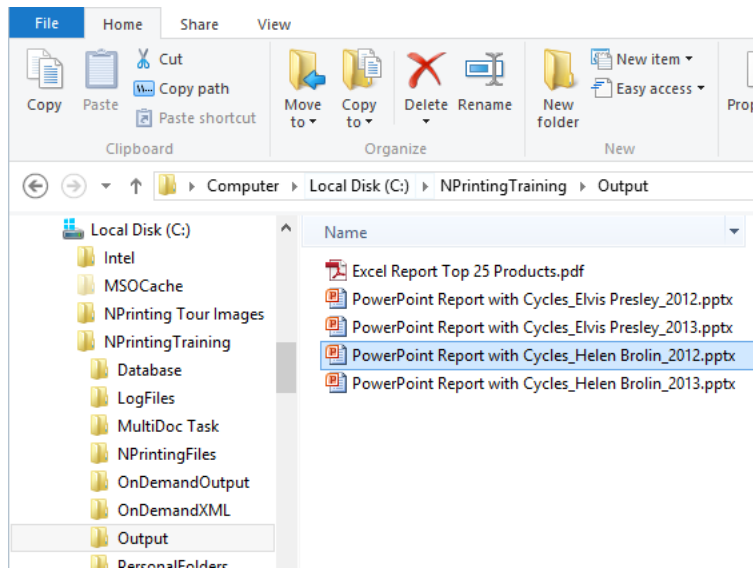
1. Make sure the task for generating the report is selected
2. Click on **Run** in the **Task** group

The task can be checked for errors without generating any reports by clicking on the **ABC Check** button in the **Task** group

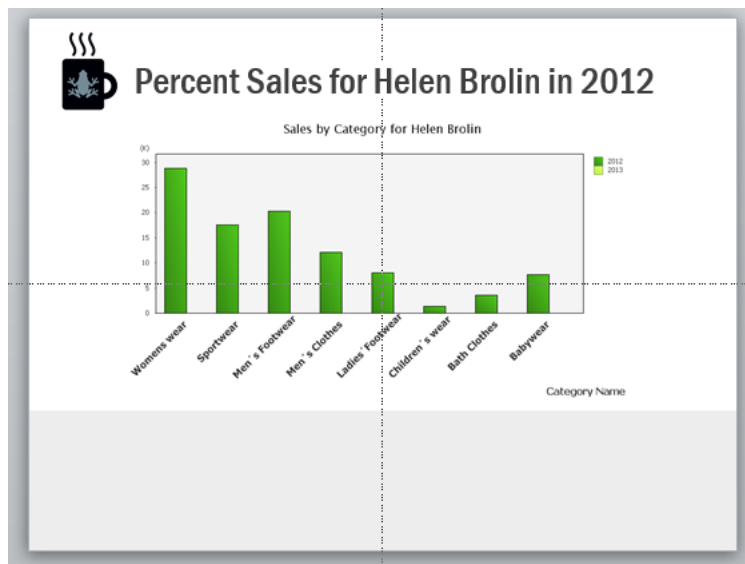
## Jubilate Success



## Select from Generated Reports



## Admire



# How to Control Report Generation with Conditions

You can download this tutorial by clicking here: "[How to Control Report Generation with Conditions](#)".

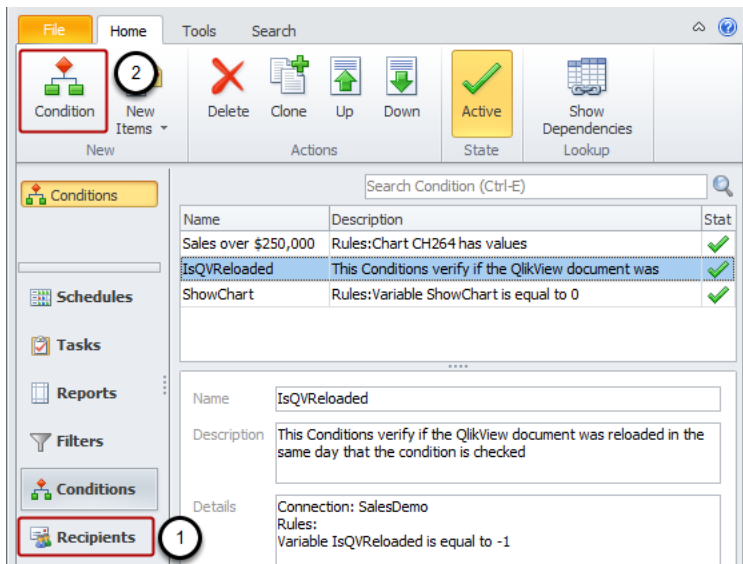
Control report generation by applying conditions to reports. Add multiple conditions to any report. Reports are generated **ONLY** when their conditions are satisfied.

There are three types of conditions that can be created using this feature:

1. Check if an existing QlikView variable is greater, less or equal to a fixed value or a QlikView syntax expression at run time. In the latter case, you must also select the **Calculate** check box.
2. Compare the values of two QlikView variables. **Available comparisons are: equal to, not equal to, greater then, greater then or equal to, less then, less then or equal to.**
3. Check that a certain QlikView chart **HAS VALUES** or **IS EMPTY** at run time. The result is that reports are generated for some recipients and not for others. This type of condition is illustrated in this tutorial.

A Task will be created that generates Sales Reports only for those salesmen whose total sales for a given period exceeds a specified value.

## Create Condition



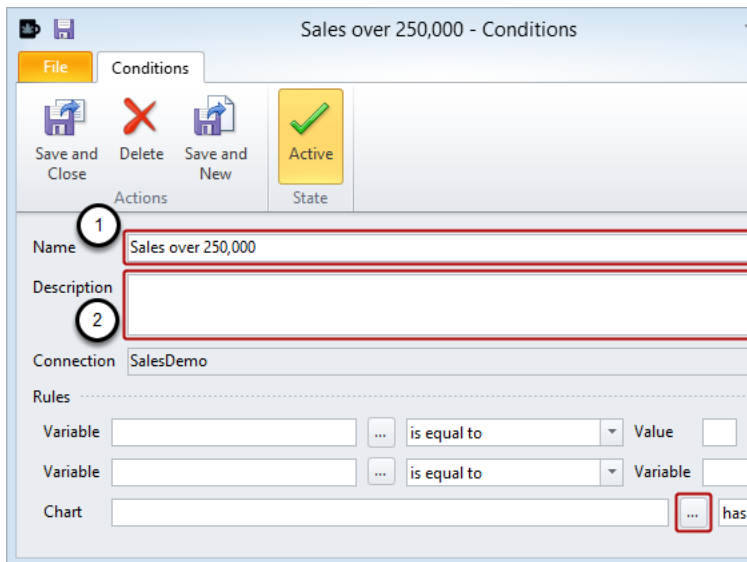
We are going to set a condition which will generate reports only if a specific QlikView chart has values at run time. The chart we are selecting has two fields; the salesman dimension and the sales expression which is calculated as follows:  $\text{if}(\text{sum}(\text{Sales}) > 250000, \text{sum}(\text{Sales}), 0)$ .

This chart only displays values for those salesmen whose sales are greater than 250000. Only those recipients who have filters for salesmen whose sales were  $>250000$  will receive reports because we are sending reports to recipients who have filters on the salesman field, only those recipients who have filters for salesmen whose sales were  $>250000$  will receive reports. When filters for the other recipients are applied, the chart we use will be empty because those salesmen whose sales were  $>250000$  will be filtered out and therefore will not receive reports.

1. Select **Conditions** in the lower left pane
2. Click on the **Condition** button to start the creation of a new condition

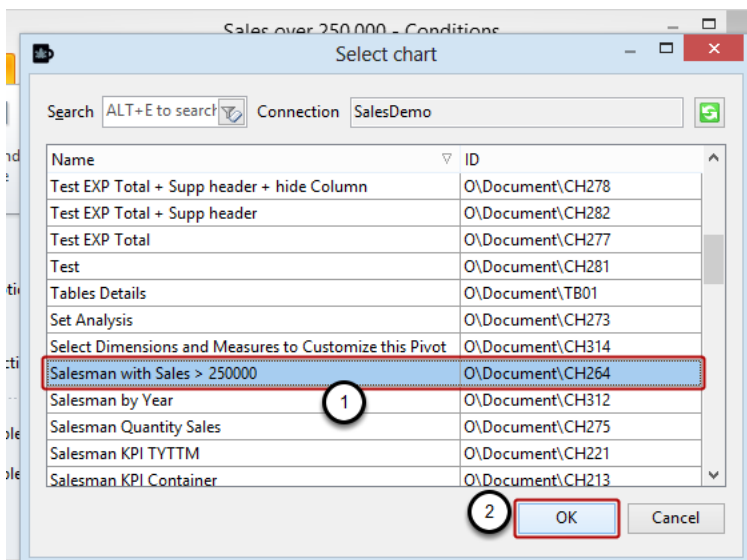


## Enter Basic Parameters



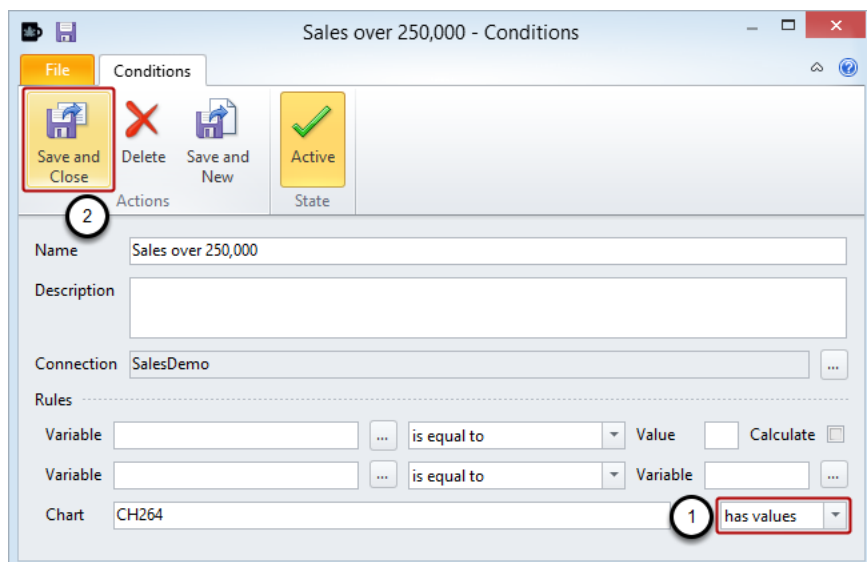
1. Enter a descriptive **Name** for your **Condition**
2. Enter a **Description** (optional)
3. Select the browse button at the extreme right of the **Chart** field since the determining condition is going to be whether CH264 has values to display or not

## Select Chart(s) to Import



1. Highlight the chart by clicking on it
2. Click on the **OK** button

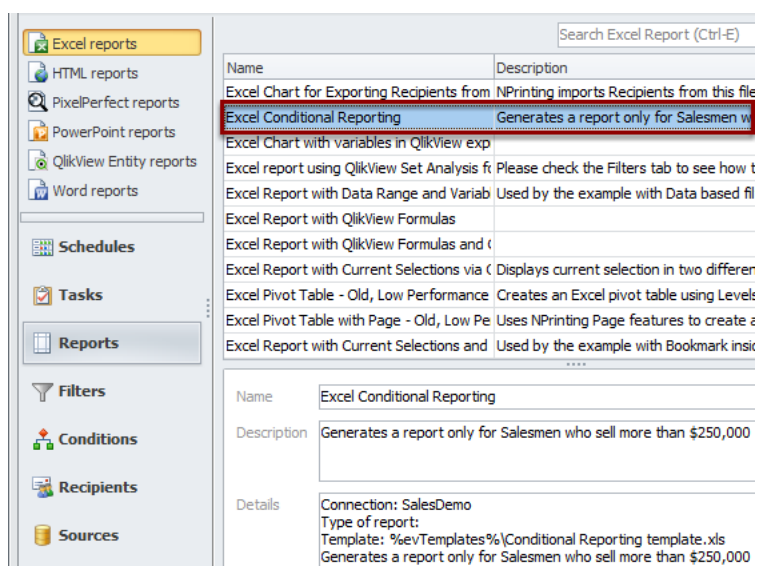
## Set Chart Condition



Set your condition in the **Rules** section. Choose for a **Variable** to be **equal to** or **not equal to** a certain value and/or whether a **Chart** from your QlikView document **has values** or **is empty**.

1. Select for the condition to be satisfied when CH264 **has values** for this tutorial
2. Click on **Save and Close**

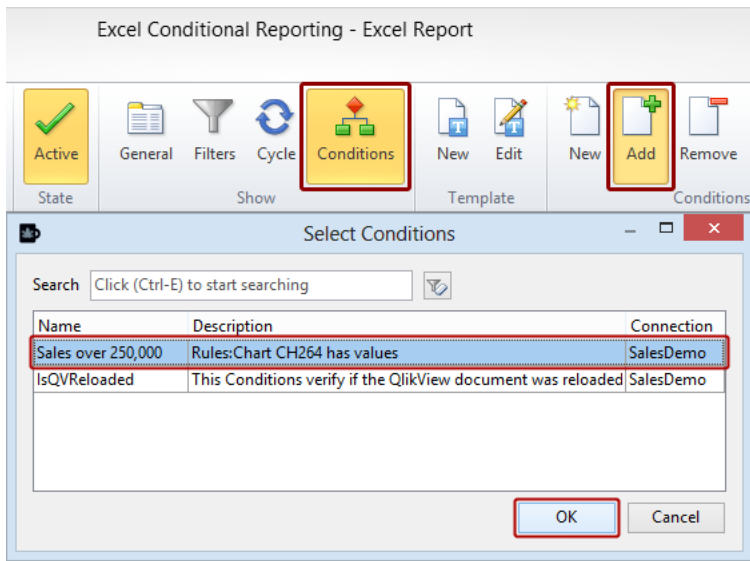
## Set the Condition for a Report



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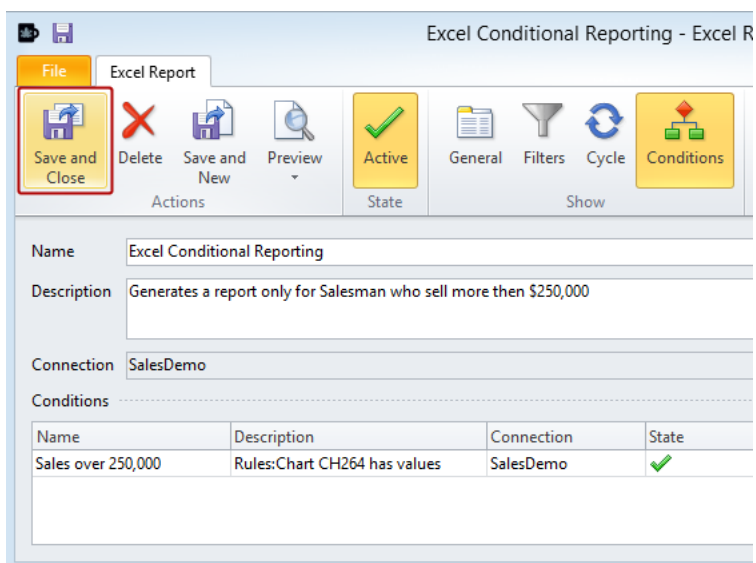
Select the "Excel Conditional Reporting" report and double click on it. The report window will open. Whatever report you choose must contain CH264 in its template and the chart must have values for at least one salesman or no report will be generated.

## Add Condition to Report



1. Select the **Conditions** icon in the **Show** group
2. Click on the **Add** icon in the **Conditions** group
3. Select the condition you want to apply
4. Click on the **OK** button

## Conclude Applying Condition



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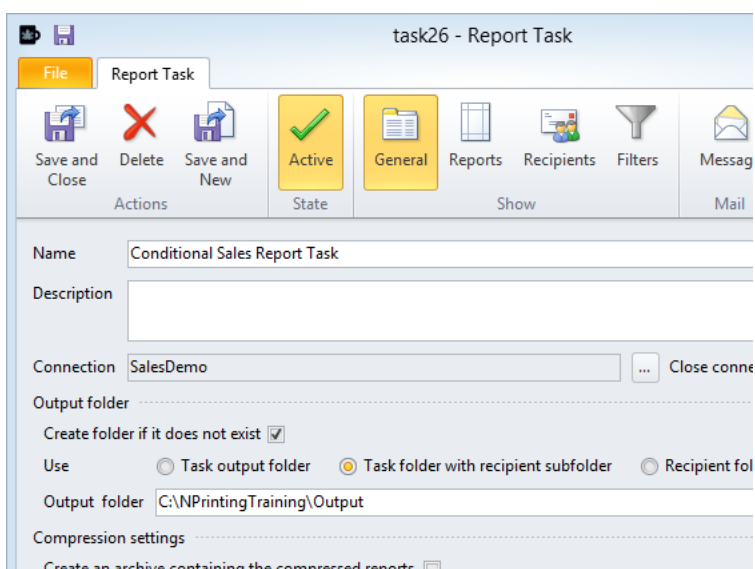
Click on the Save and Close icon to save the report settings

## Create Report Task



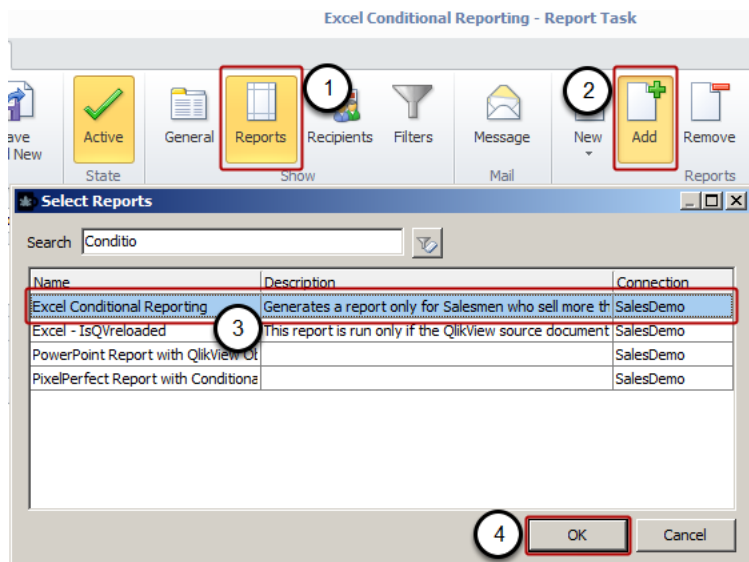
1. Select **Tasks** in the lower left pane
2. Select **Report Tasks** in the upper left pane
3. Click on **Report Task** in the **New** group on the ribbon at the top of the window. The **Task** window will appear.

## Add Basic Parameters



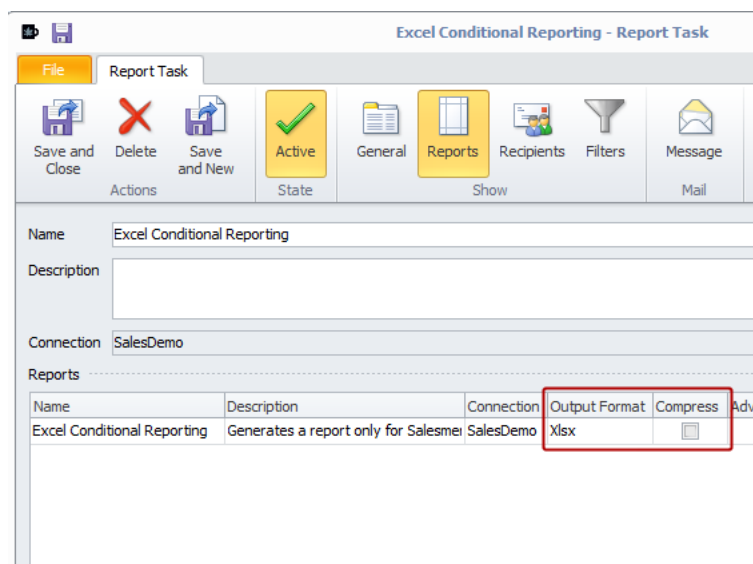
1. Enter a **Name** for your Task
2. Enter a **Description** (optional).

## Add Conditional Report to Task



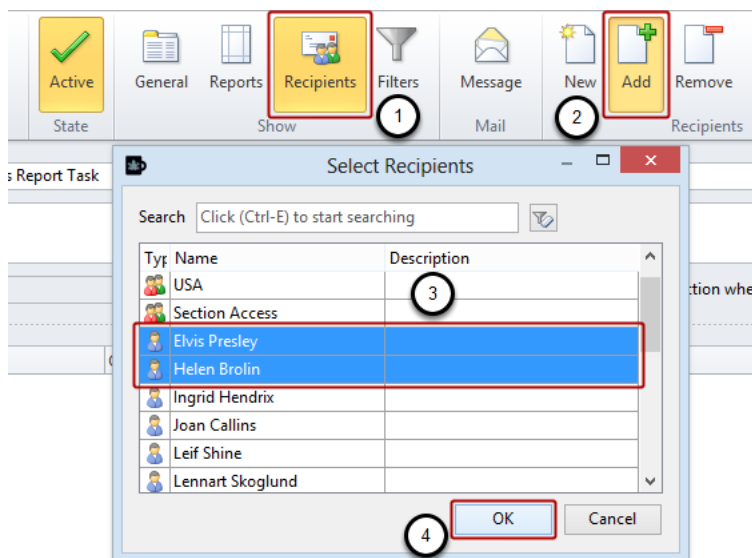
1. Select the **Reports** icon in the **Show** group
2. Click on the **Add** icon in the **Reports** group
3. Highlight the **Conditional Reporting** report
4. Click on the **OK** button

## Revise Report Settings



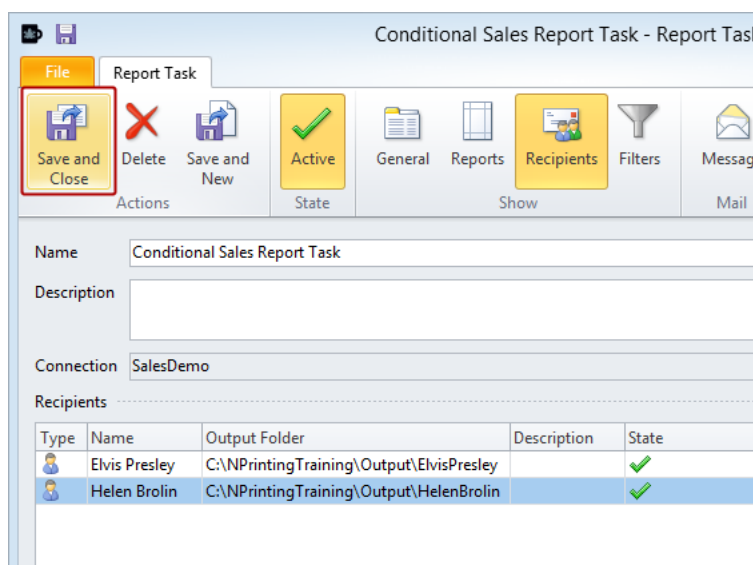
Reports can be generated in formats different from the template format and/or compressed. See: [How to Create Tasks](#)

## Add Recipients to Task



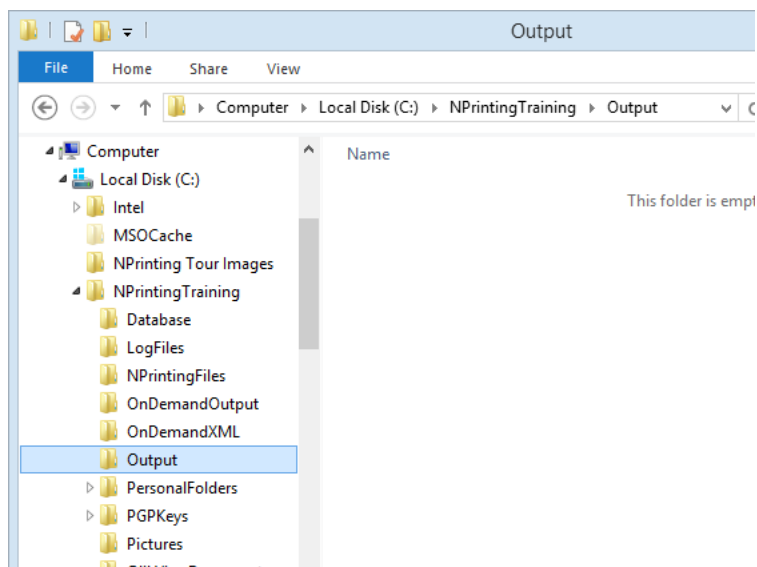
1. Select the **Recipients** icon in the **Show** group
2. Click on the **Add** icon in the **Recipients** group
3. Highlight the Recipients the report should go to. Two recipients have been highlighted here, one recipient is a salesman whose total sales amounted to more than 250,000 and the other, not
4. Click on the **OK** button

## Conclude Task Creation



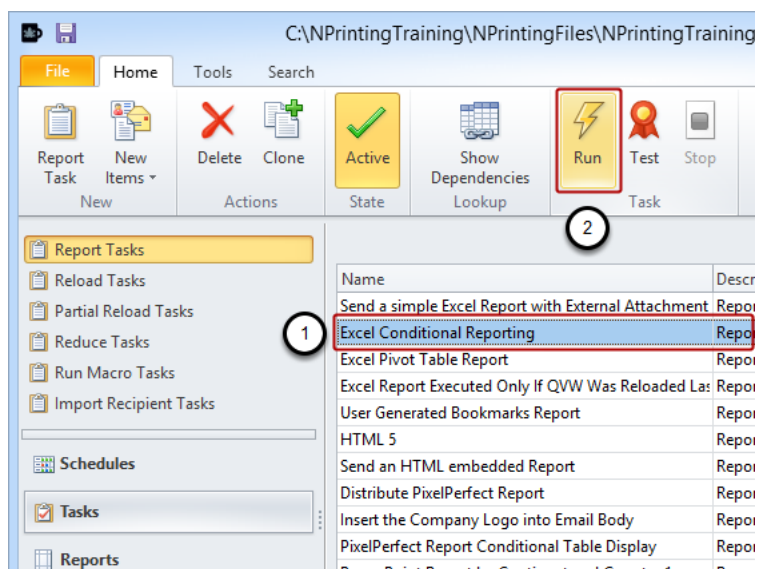
Click on the **Save and Close** icon

## Preview Output Folder



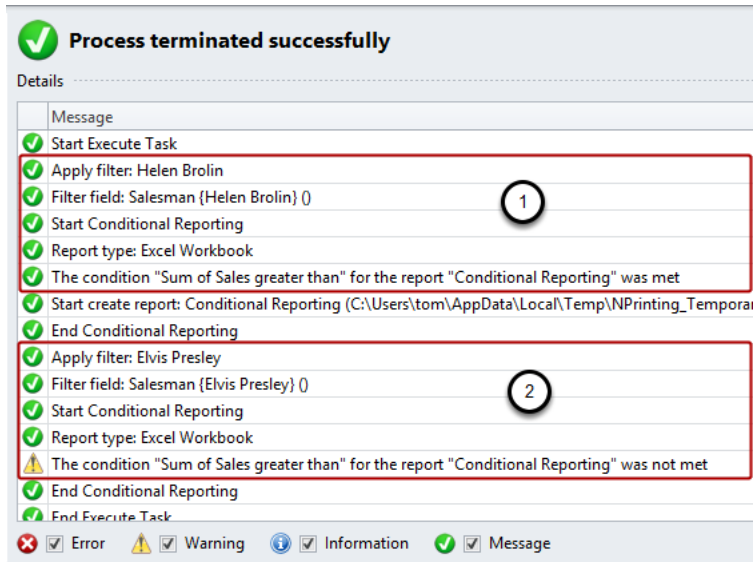
It is empty!

## Run Task



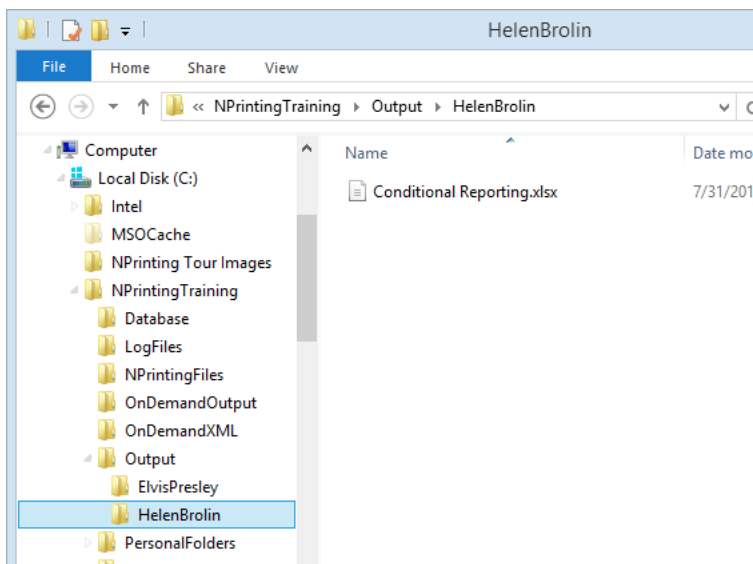
1. Select the **Conditional Sales Report Task**
2. Click on the **Run** icon

## Review Log Messages



1. The **Sum of Sales greater than** condition was satisfied for **Helen Brolin** in the **Conditional Reporting** report
2. The **Sum of Sales greater than** condition was not satisfied for **Elvis Presley** in the **Conditional Reporting** report

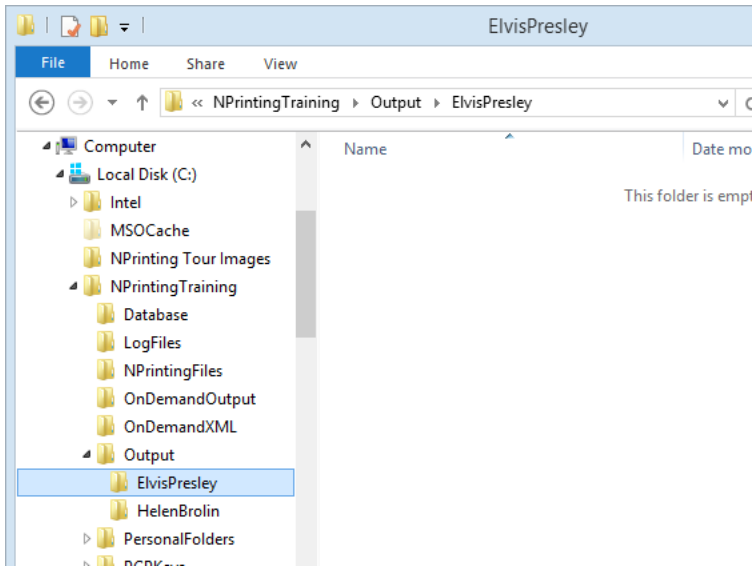
## Check the HelenBrolin Sub-Folder



A report was generated



## Check the ElvisPresley Sub-Folder



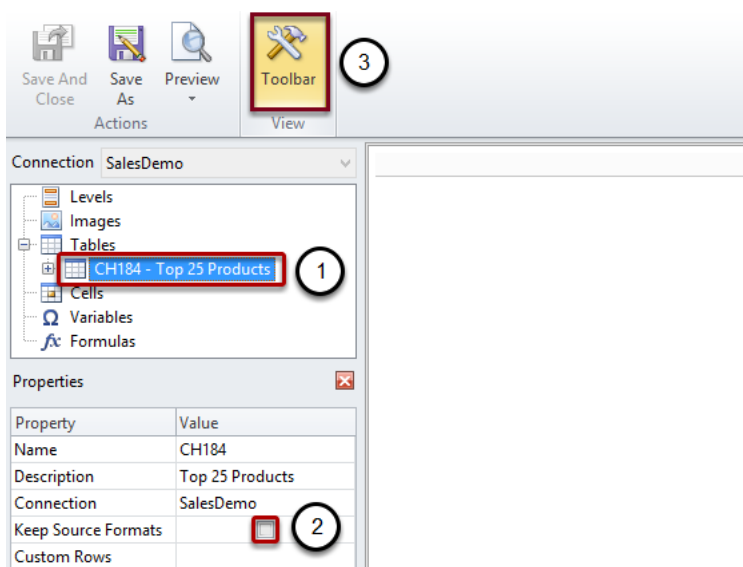
No report was generated.

# Can I Apply Word Formatting to my Word Reports?

You can download this tutorial by clicking here: "[Can I Apply Word Formatting to my Word Reports?](#)".

When creating templates for generating Word reports, you might sometimes want to present information with the formatting as it is in QlikView. This is the default setting. Other times you might want to apply formatting using the tools that Word provides. We are going to deselect **Keep Source Formats** for the table as a whole and then apply Word formatting. Table formatting using tools provided by Word work only if you save your template in .docx format and not if your template is saved in .doc format. Save Word templates in .doc format only if necessary for backward compatibility.

## Allow Application of Word Formatting for Whole Chart



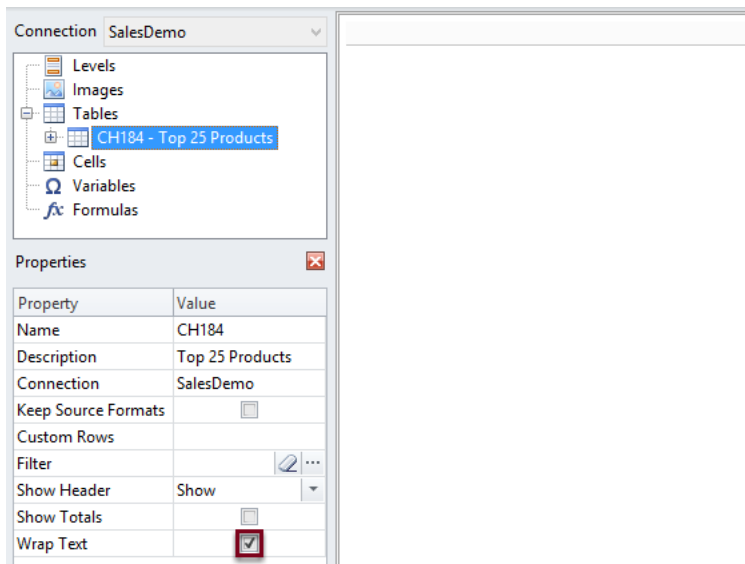
After you have added a QlikView object as a table:

1. Click on the table node
2. Uncheck the **Keep Source Formats** box and click on **OK** at the bottom of the **Properties** dialog window. If you don't find the **Properties** windows, right click on the table node and select **Properties...**
3. Click on the **Toolbar** button.

# NPrinting Certification Training Course Tutorials

This will cause the contents of all cells in all columns of the table to be exported from QlikView without formatting.

## Wrap Text Feature



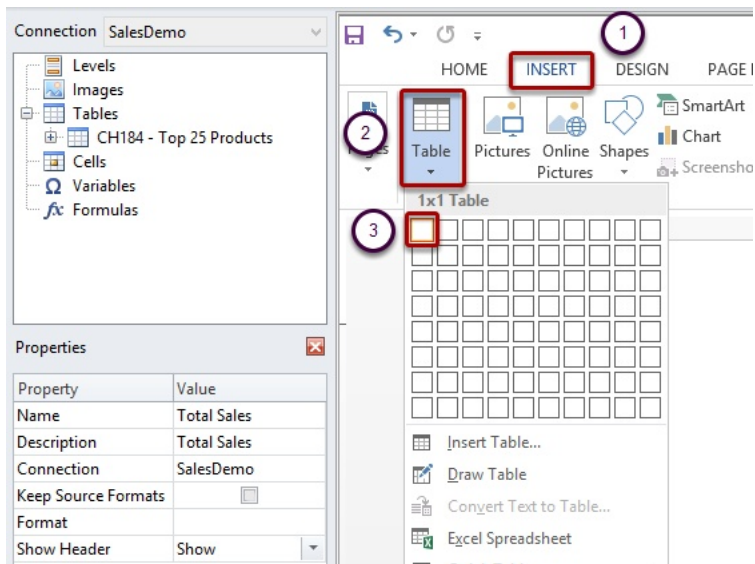
Checking **Wrap Text** causes NPrinting to automatically create two lines if the cell is too small. This works only with **Keep Source Formats** unchecked. **Wrap Text** is a Table property that affects all columns of the table.

## Resulting Unformatted Table

ProductName	Total Sales	Gross Profit	GP%
Minnki Palsii	408674,505	81839,94077	0,200257025
Davenport	97370,07703	20946,24498	0,215119938
Snake Boots	91025,30609	19549,13867	0,214765976
Le Baby Dress	50607,82153	10027,40187	0,19813937
High Heels Shoes	50604,66504	10521,15822	0,20790886
Jumpin Jack Flash Dress	46549,99503	9165,03319	0,196885804
Terence Top	45288,56403	8865,950988	0,195765778
Small Crocodile Boots	42222,94653	8510,217348	0,201554322
Okkaba Skin Jackets	38085,36603	8318,938294	0,218428734
Feiss Fleece Trousers	38005,06906	9033,439486	0,237690385
Atles Lussekofta	33904,80452	6682,881475	0,197107211
Conserve Shoes	30979,39202	4975,438813	0,160604792
Sheat Shoes	30846,19803	6082,633238	0,197192316
RDL Suit	28527,65301	5289,577722	0,185419309
Patmanic	27750,05303	6143,710004	0,221315041

Not very nice. Now, to apply Word formatting.

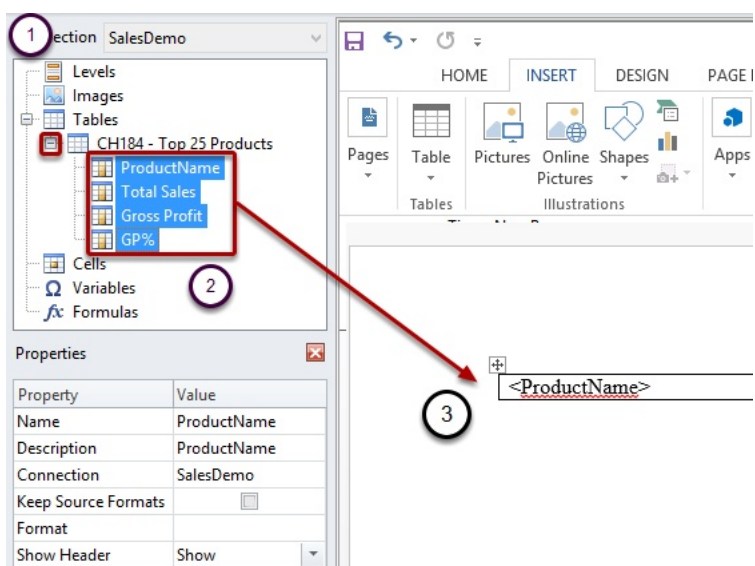
## Apply Word Formatting to Entire Table



Before adding the table to the template:

1. Select the **Insert** tab on the toolbar
2. Select **Table**
3. Select the uppermost left cell to insert a 1x1 **Table** into the template

## Add Your Table to the Template

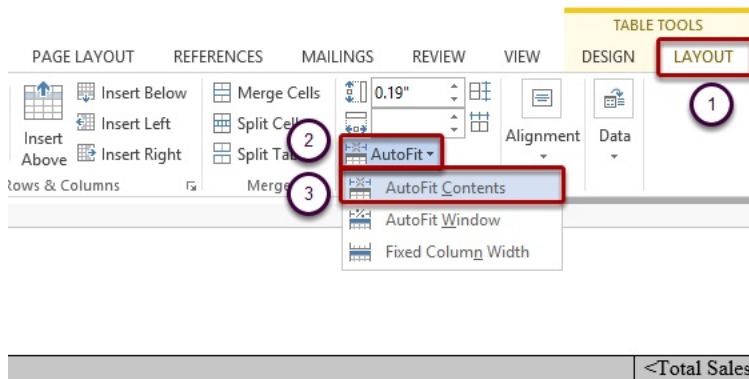


1. Expand the **CH184 - Top 25 Products** node by clicking on the '+' to its left if necessary

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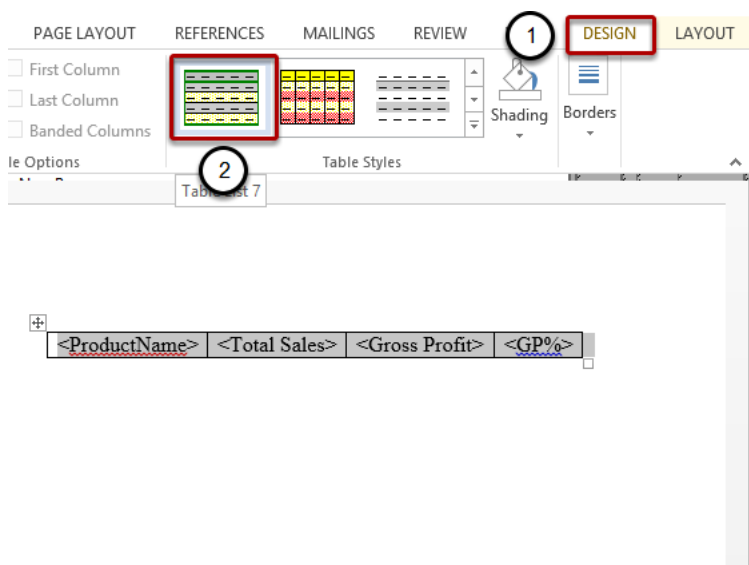
2. You can select multiple values by keeping **CTRL** or **SHIFT** pressed during the columns selection
3. "**Drag and drop**" them into the template. This will create all tags and insert them into a horizontal series of cells.

## Set Table to AutoFit Columns



1. Select the **Layout** tab in the **Table Tools** section of the toolbar
2. Click on **AutoFit** in the **Cell Size** section of the toolbar
3. Select **AutoFit Contents**

## Apply Table Style

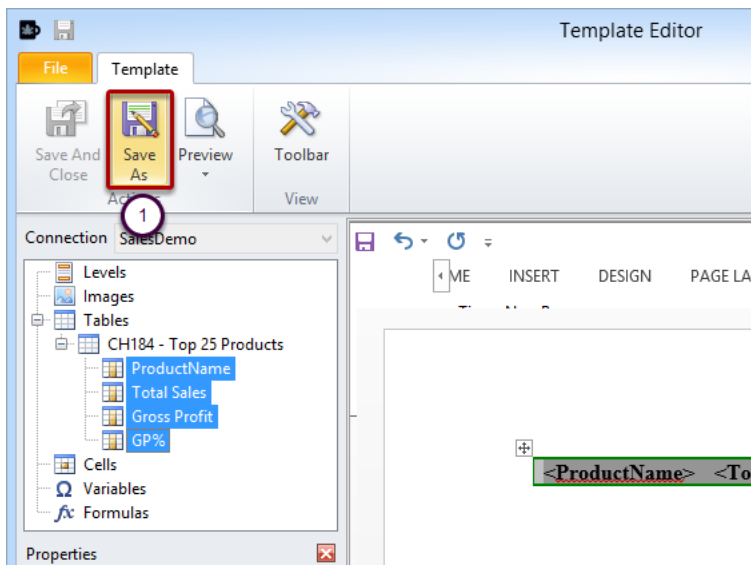


# NPrinting Certification Training Course Tutorials

After selecting the table:

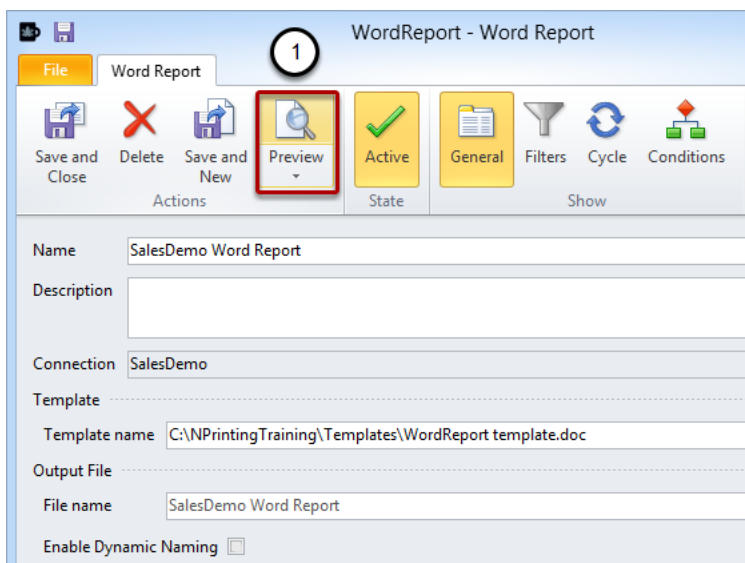
1. Select the **Design** tab in the **Table Tools** section of the toolbar
2. Select a general style in the **Table Styles** section of the toolbar

## Prepare to Preview



1. Click on **Save As** and save the template
2. **Close**

## Preview



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1. Click on **Preview** in the Actions section of the toolbar.

## Inspect Result

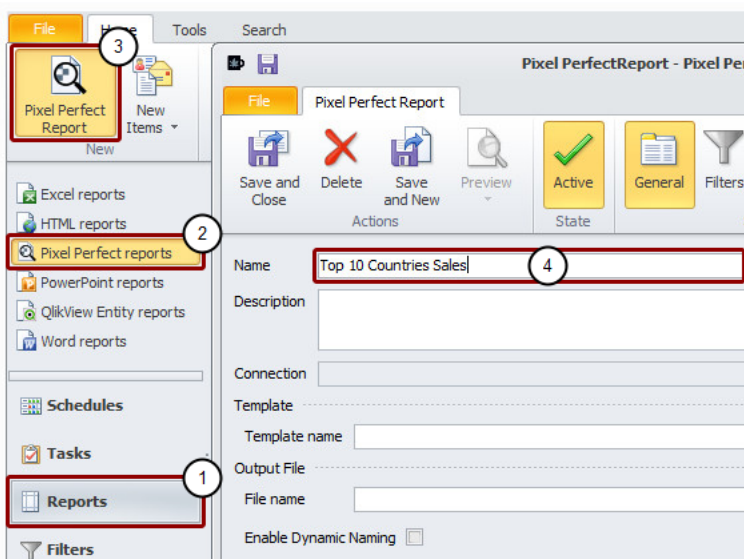
ProductName	Total Sales	Gross Profit	GP%
Minnki Pälsii	408674,505	81839,94077	0,200257025
Davenport	97370,07703	20946,24498	0,215119938
Snake Boots	91025,30609	19549,13867	0,214765976
Le Baby Dress	50607,82153	10027,40187	0,19813937
High Heels Shoes	50604,66504	10521,15822	0,20790886
Jumpin Jack Flash Dress	46549,99503	9165,03319	0,196885804
Terence Top	45288,56403	8865,950988	0,195765778
Small Crocodile Boots	42222,94653	8510,217348	0,201554322
Okkaba Skin Jackets	38085,36603	8318,938294	0,218428734
Feiss Fleece Trousers	38005,06906	9033,439486	0,237690385
Atles Lussekofta	33904,80452	6682,881475	0,197107211
Conserve Shoes	30979,39202	4975,438813	0,160604792
Sheat Shoes	30846,19803	6082,633238	0,197192316
RDL Suit	28527,65301	5289,577722	0,185419309
Patamonia Fleece Jacket	27759,95203	6143,719904	0,221315941
Ga-Ga Dress	26575,64404	6339,511357	0,238545916
Tennis Suit	25864,94601	4850,979933	0,18755036
WFS shoes	25673,12501	4552,281654	0,177317006
US-Master Jeans	24966,15752	5234,705335	0,209672046

## How to Create PixelPerfect Charts

You can download this tutorial by clicking here: "[How to Create PixelPerfect Charts](#)".

Learn how to create PixelPerfect Charts filled with QlikView data.

### Create New Template

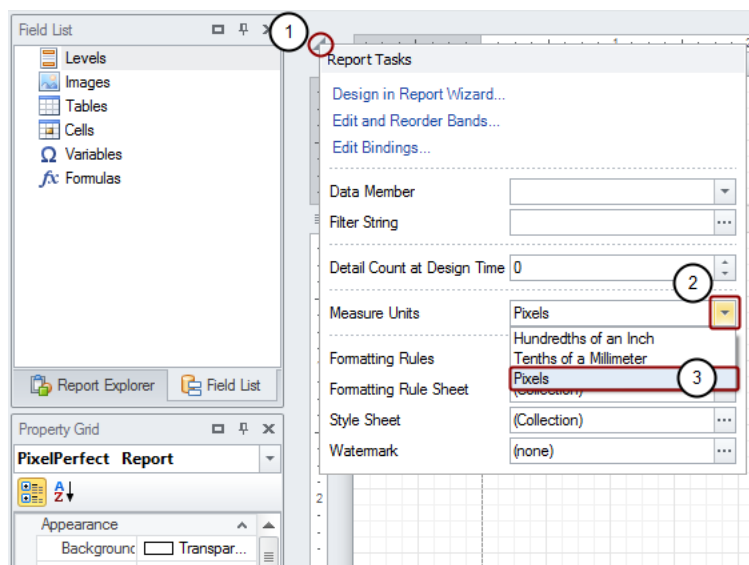


Launch NPrinting and open the **C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq** file

1. Go to **Reports**
2. Select **PixelPerfect reports**
3. Click on the **PixelPerfect Report** button to create a new one
4. Change the name to **Top 10 Countries Sales**
5. Click on **New** to create a new template. The template editor will open.

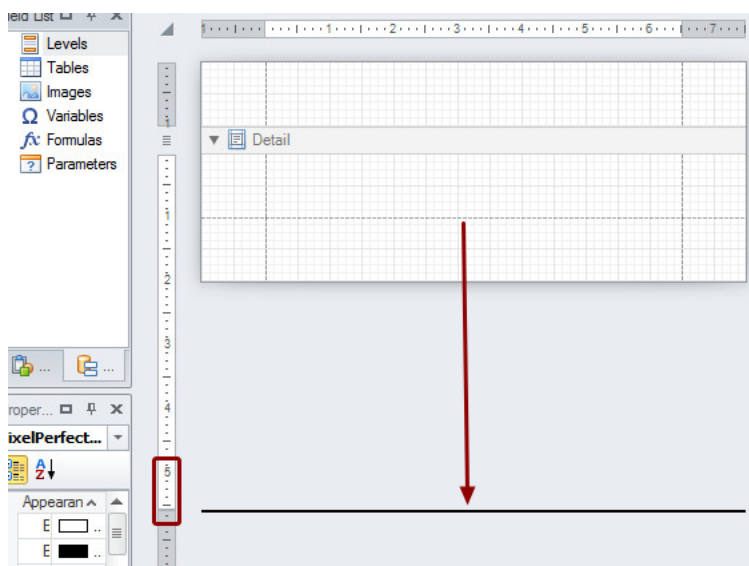


## Set Grid Scale Units



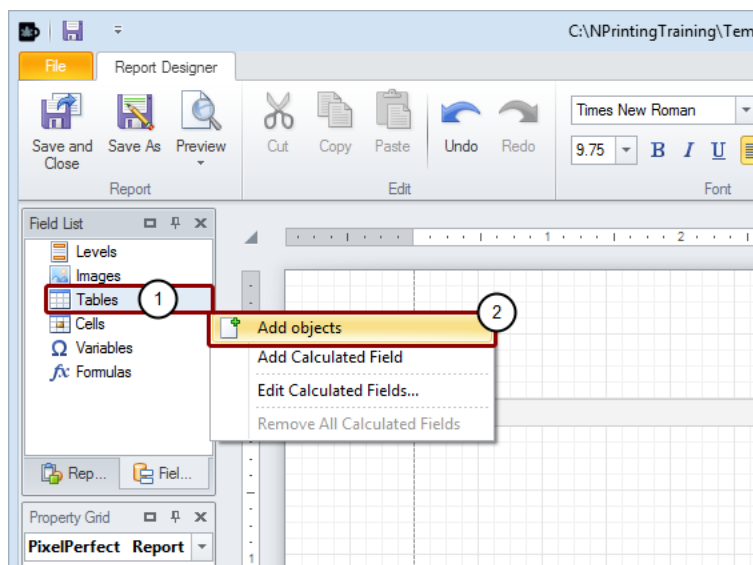
1. Click on the triangle in the corner between the two rulers
2. Open the drop-down menu of the **Measure Units** field
3. Select **Pixels** from the menu

## Increase Chart Area



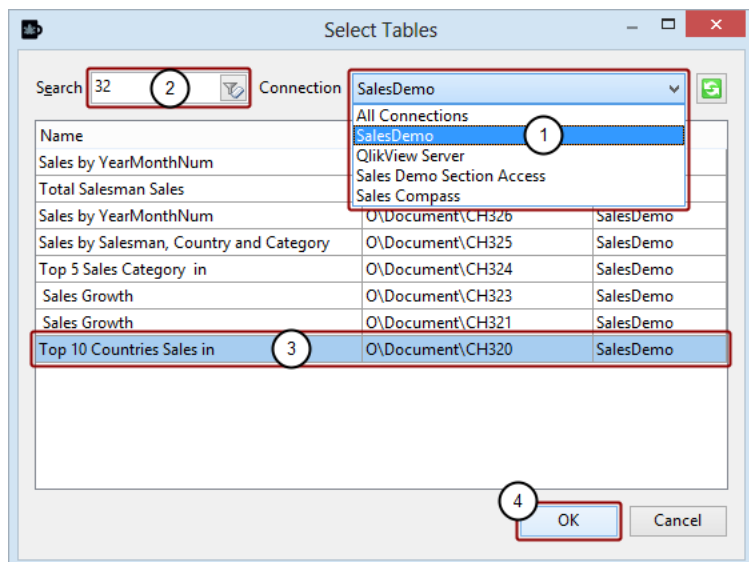
Click on the bottom margin dotted line and drag it to the 550 pixel mark to increase the area of the report reserved for the chart. Read the height on the vertical ruler.

## Add QlikView Object



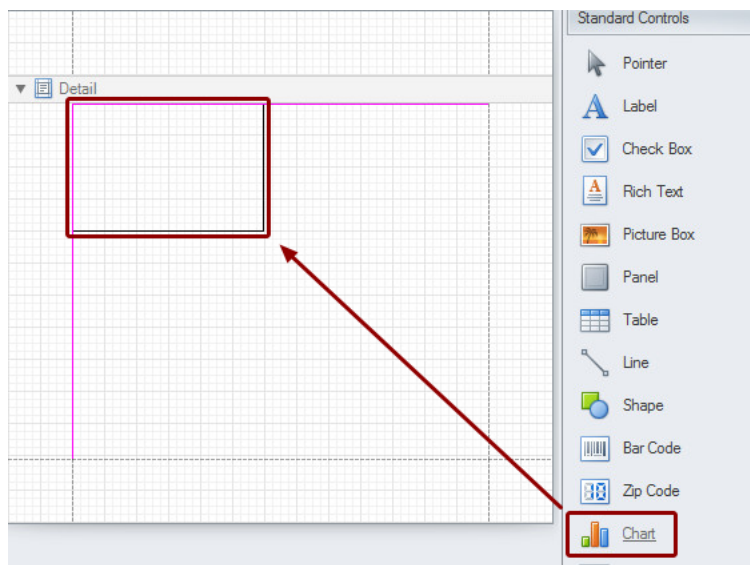
1. Right click on the **Tables** node
2. Select **Add objects**

## Select Table Object



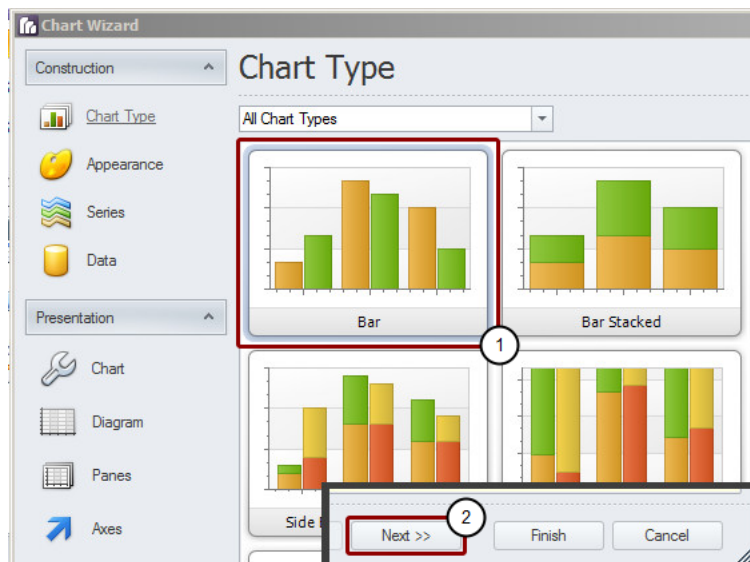
1. Select the **Connection** to the QlikView document that contains the table you want
2. Enter '**3**' and '**2**' in the **Select Tables Search** field
3. Select the **Top 10 Countries Sales in** chart from the **SalesDemo** connection
4. Click on the **OK** button

## Embed New Chart



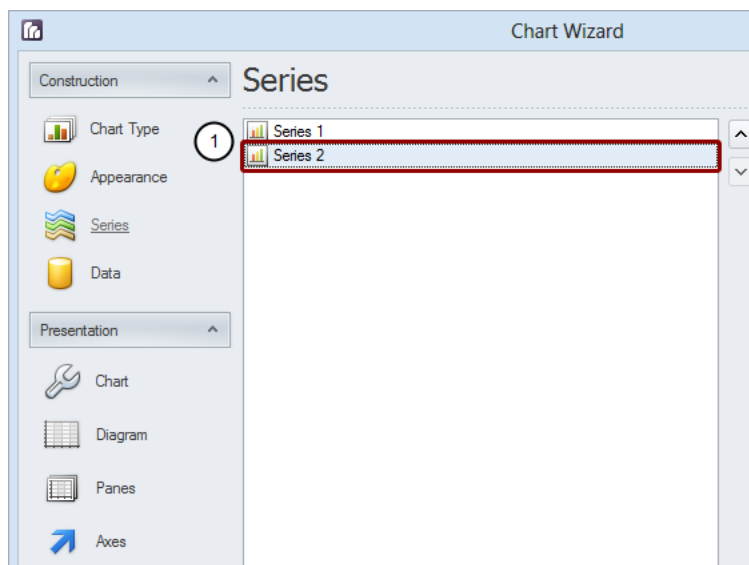
From the **Toolbox** on the right side select the **Chart** object then drag and drop it into the **Detail** area. The Chart wizard will open.

## Select the Chart Type



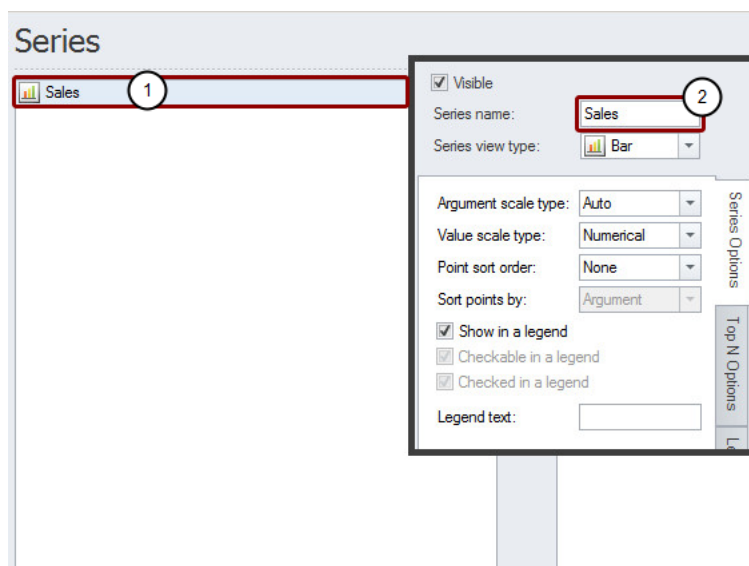
1. Leave the **Bar** type chart selected
2. Click on **Next** button at the bottom of the wizard
3. Click on **Next** again to reach the **Series** window

## Delete Useless Data Sources



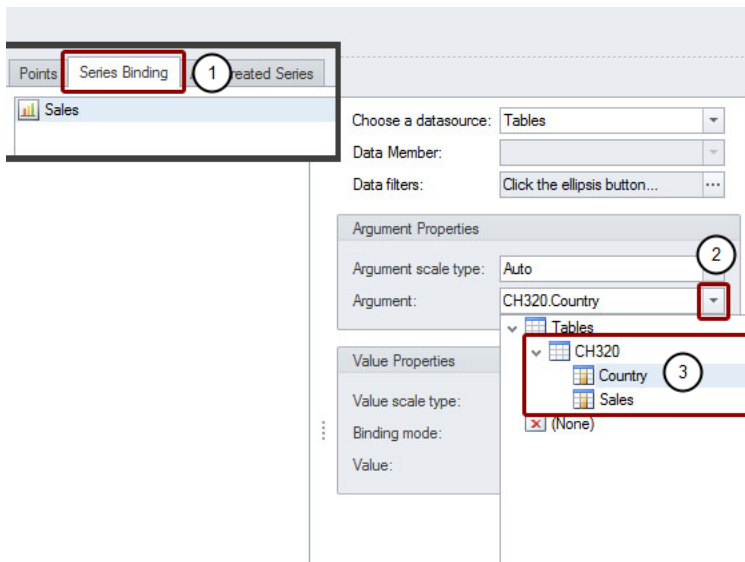
1. Select **Series 2**
2. Click on the **Remove** button at the bottom of the Series pane

## Rename Series 1



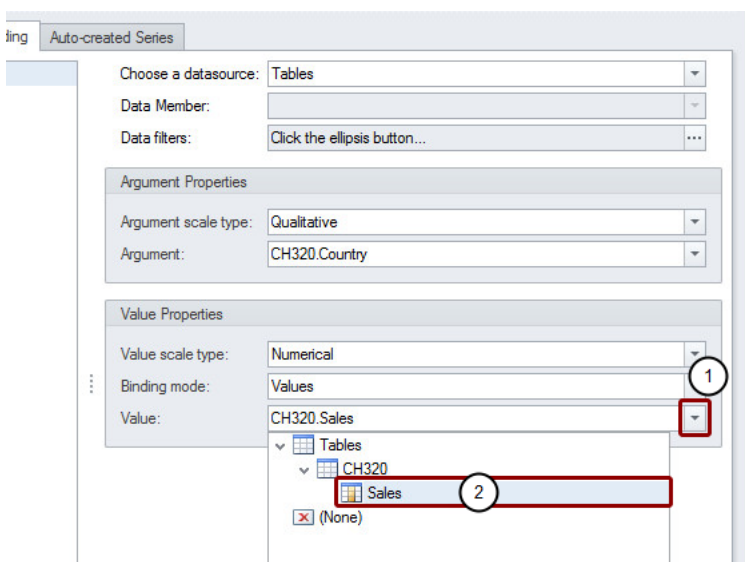
1. **Series 1** will be selected automatically
2. Enter **Sales** as the new **Name** for **Series 1**
3. Click on **Next** at the bottom of the wizard

## Configure Argument



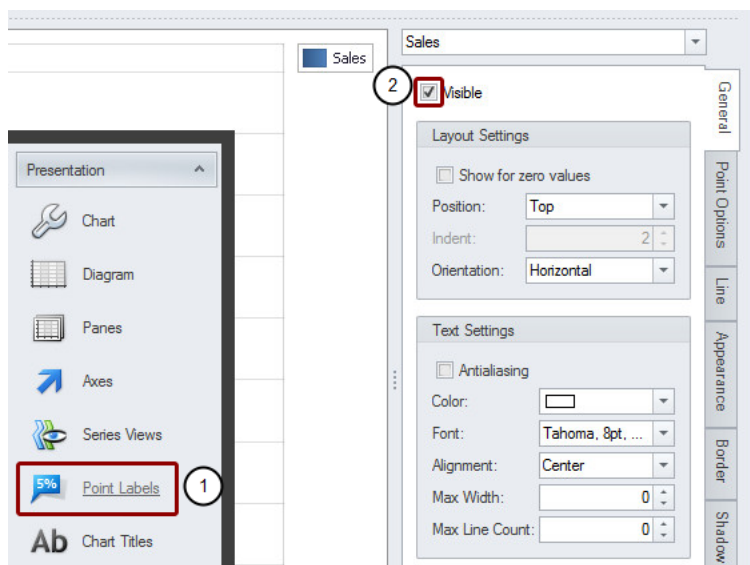
1. Select the **Series Binding** tab
2. Open the **Argument** drop-down menu in the **Argument Properties** area
3. Expand the node **CH320** and double click on the **Country** field to select it

## Configure Values



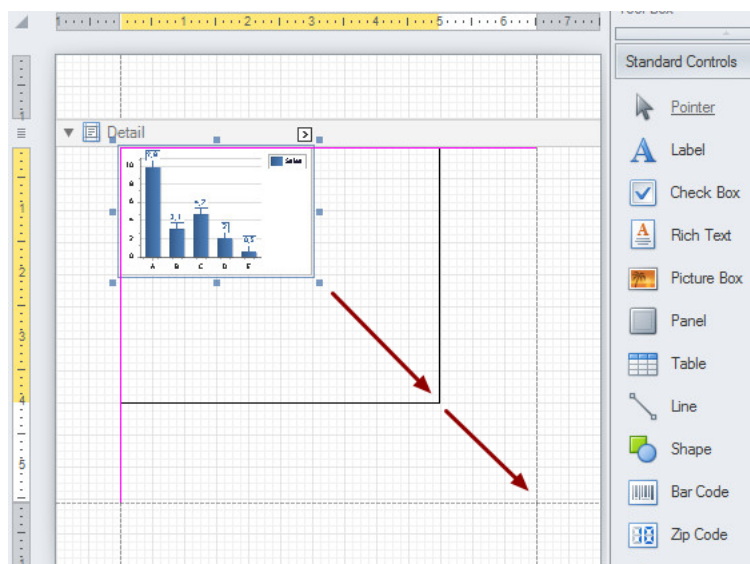
1. Open the **Value** drop-down menu in the **Value Properties** area
2. Double click on the **Sales** field
3. Click on **Next**

## Hide Point Labels



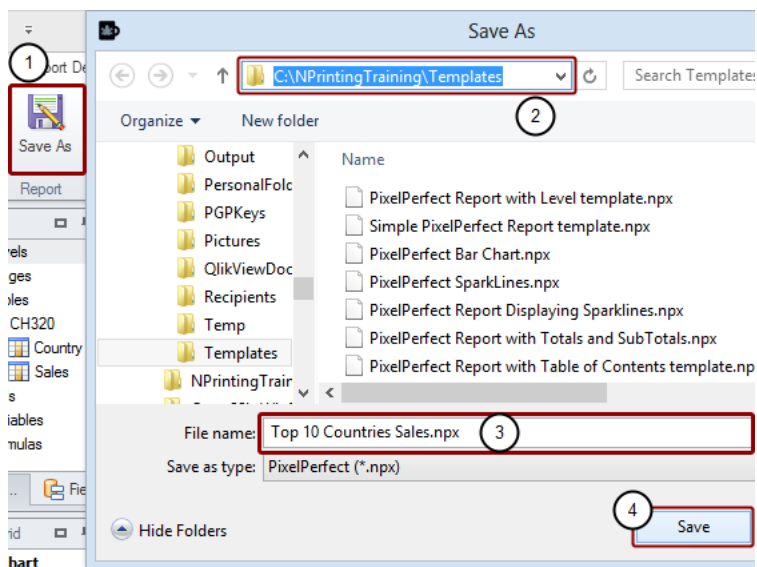
1. Click on **Point Labels** in the **Presentation** area at the left
2. Remove the **Visible** flag
3. Click on **Finish** in the bottom right corner

## Set Chart Dimensions



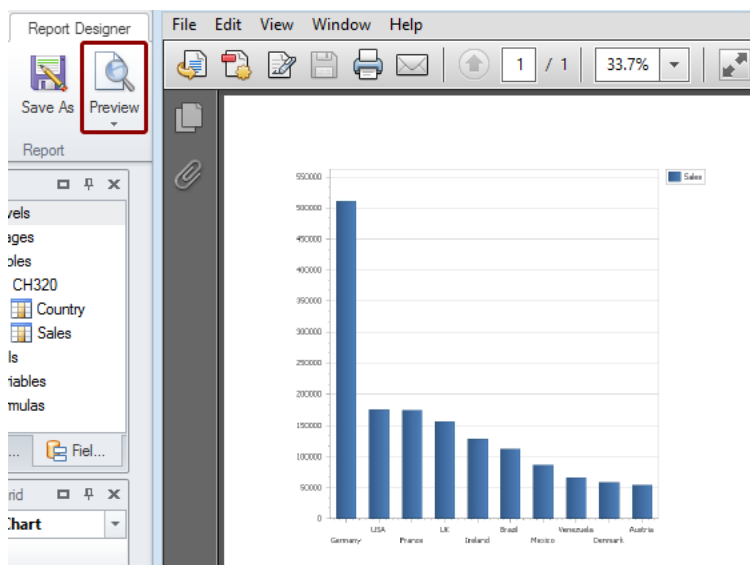
Drag the bottom right corner of the chart to fill all the available space.

## Save the Template



1. Click on the **Save As** icon in the **Report** group of the tool bar
2. Make sure that the Save As window is set to save in the **C:\NPrintingTraining\Templates\** folder
3. Confirm the **File Name, Top 10 Countries Sales.npx**
4. Click on the **Save** button

## Preview Report



Click on the **Preview** icon in the **Report** group to check the final result.

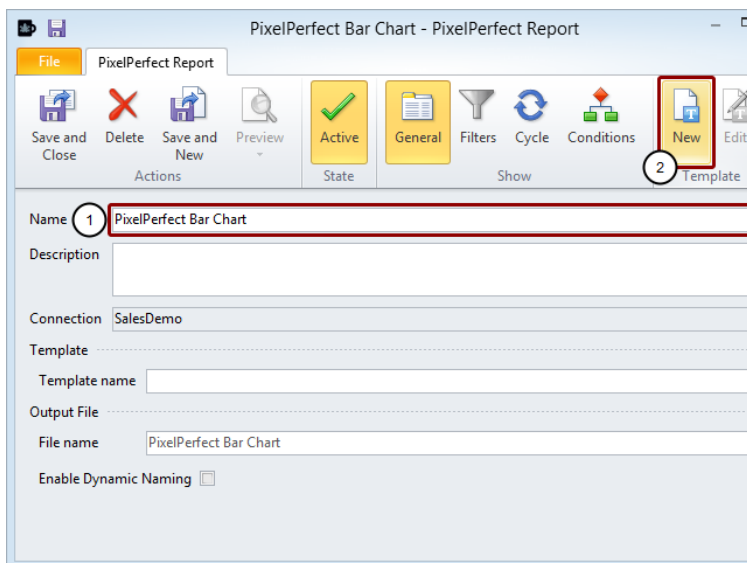
## How to Create a Well Formatted PixelPerfect Chart

You can download this tutorial by clicking here: "[How to Create a Well Formatted PixelPerfect Chart](#)".

Learn how to create a PixelPerfect Chart based on QlikView data. The new chart imports data from a QlikView document but does not exist in QlikView. The chart is created in the report. Learn also how to set advanced graphic attributes.

If you haven't recently done so, download the latest version of Vizubi [NPrinting Training](#) environment and extract it into the **C:\NPrintingTraining** folder so that all relative paths remain valid.

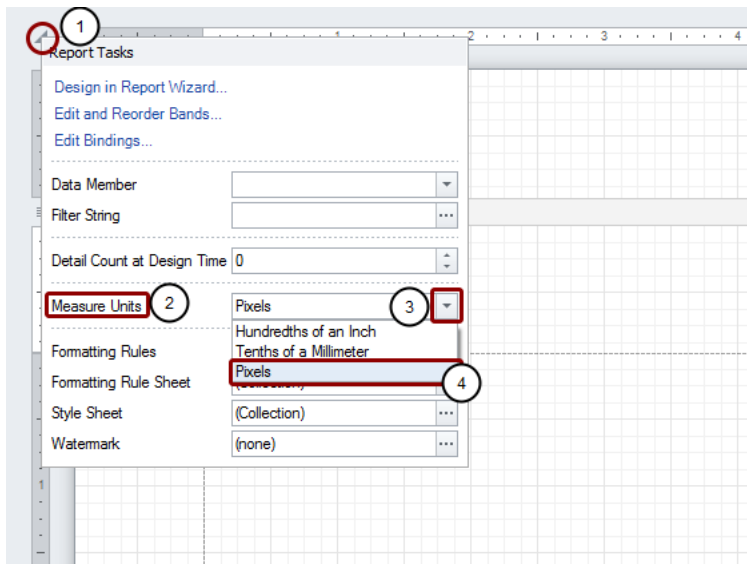
### Create New Report and Template



1. Enter **PixelPerfect Bar Chart** as the report **Name**
2. Click on the **New** icon in the **Template** group of the tool bar

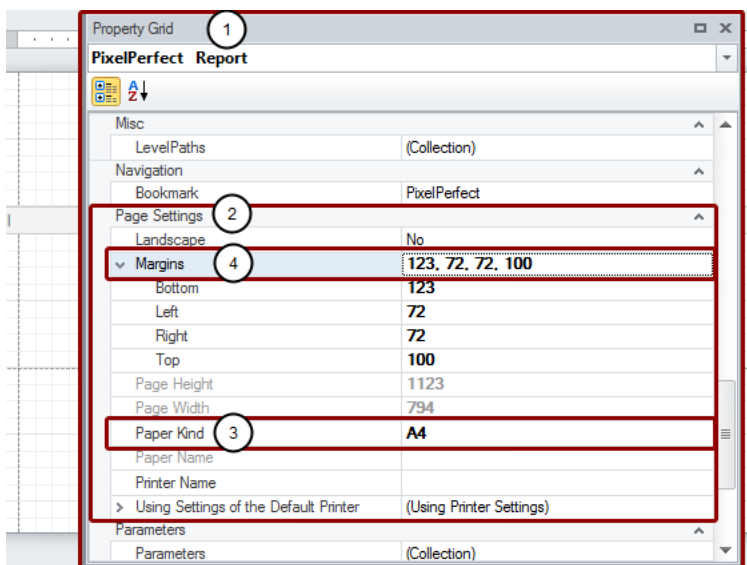


## Set Template Scale to Pixels



1. Click on the triangle at the corner between the two rulers
2. Go to the **Measure Units** menu item
3. Open the drop-down menu by clicking on the down pointing triangle at the extreme right of the field
4. Select **Pixels**

## Configure Workspace Format

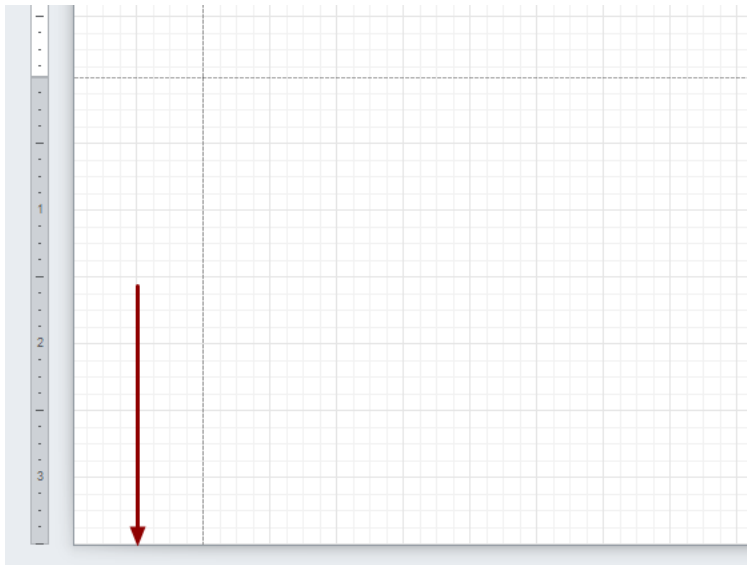


1. Go to the **Property Grid**, which is usually docked at the lower left of the work area but can be enlarged and floated to any convenient position in the workspace or even docked on another side

# NPrinting Certification Training Course Tutorials

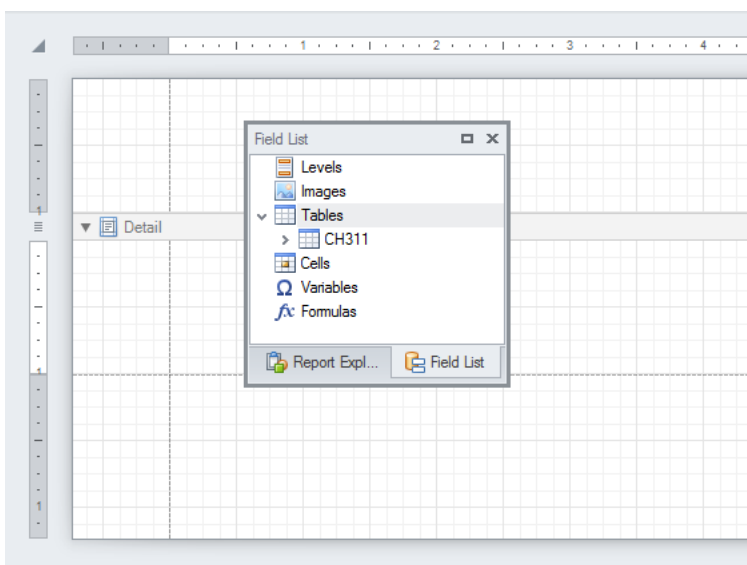
2. Go down to the **Page Settings** group of attribute controls
3. Change the **Paper Kind** to the size that you normally use
4. Set **Margins** as appropriate (the **Margins** node has been expanded here so that you can see the unconventional order)

## Make Room in Template Workspace



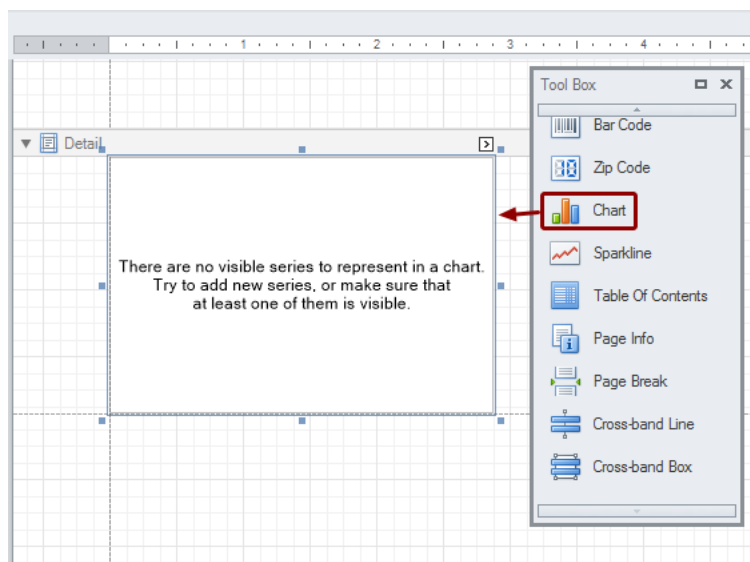
Drag the bottom border of the template down to the **350** pixel mark.

## Add Object to Template as Table



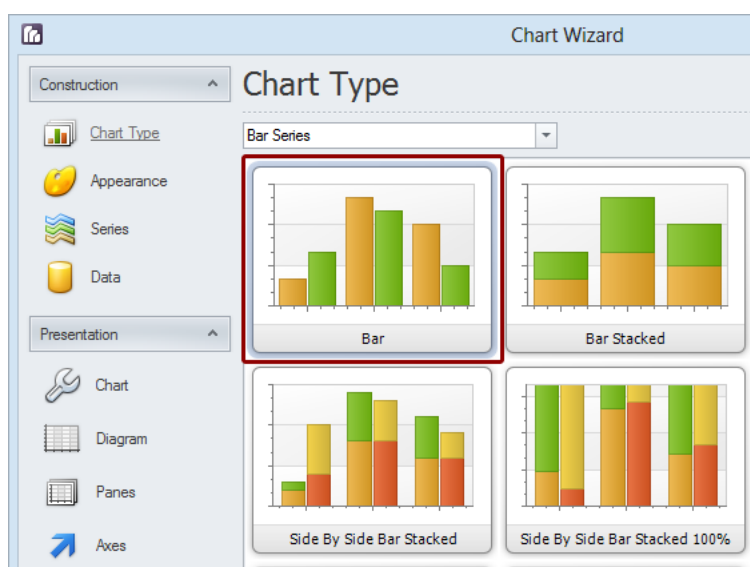
Add **CH311** to the **Tables** node.

## Embed Chart Object



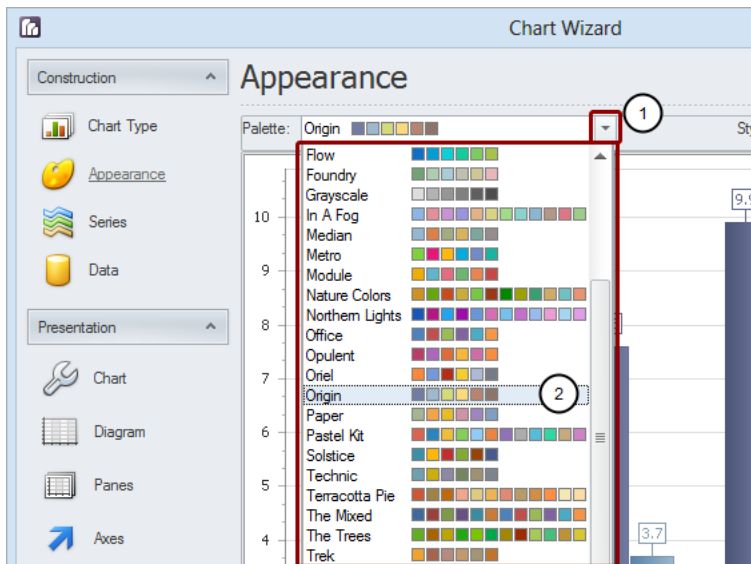
Drag the **Chart** object from the **Tool Box** into the template and drop it into the upper left corner of the **Detail** range aligned with the left margin and the bottom border of the **Detail** bar. The **Chart Wizard** opens automatically to the **Chart Type** page.

## Select Chart Type



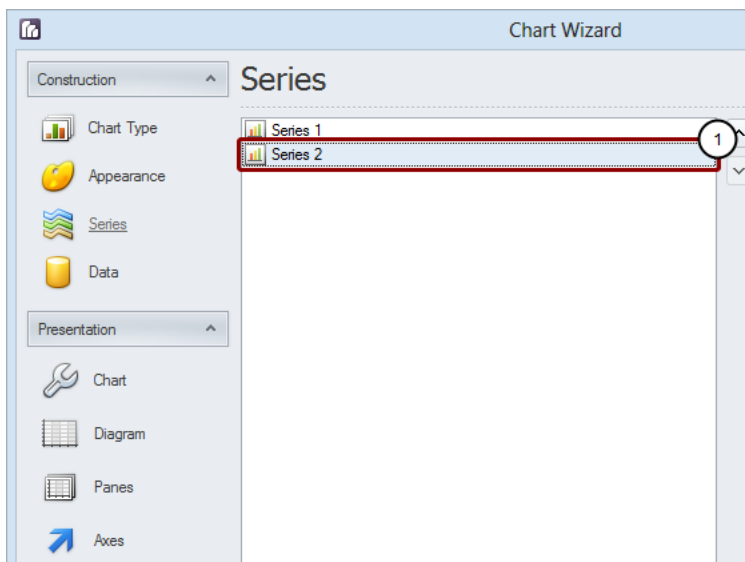
Select **Bar** for the **Chart Type** and click on the **Next >>** button at the bottom of the window. This moves you to the **Appearance** page.

## Select Color Palette



1. Open the **Palette** drop-down menu
2. Select the color palette that looks best. The **Origin** palette has been chosen here.
3. Click on the **Next >>** button at the bottom of the window

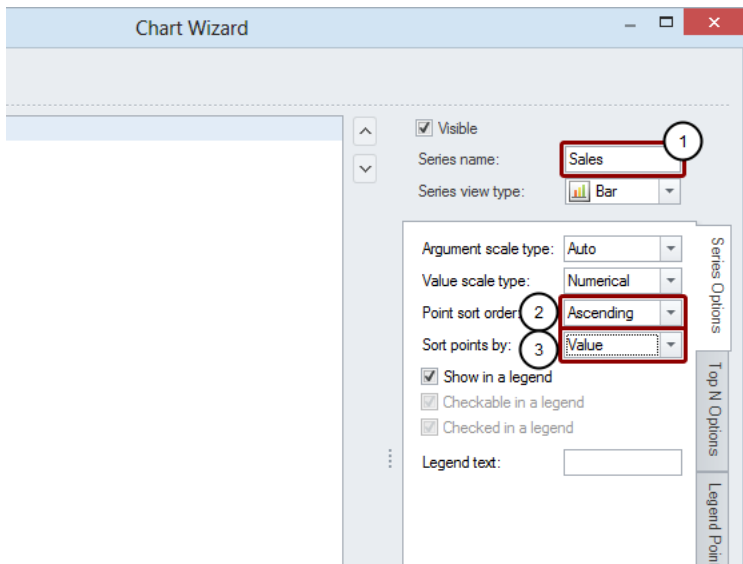
## Create and Configure Series



1. Select **Series 2**
2. Click on the **Remove** button at the bottom of the **Series** pane

This creates a simple chart displaying only one series.

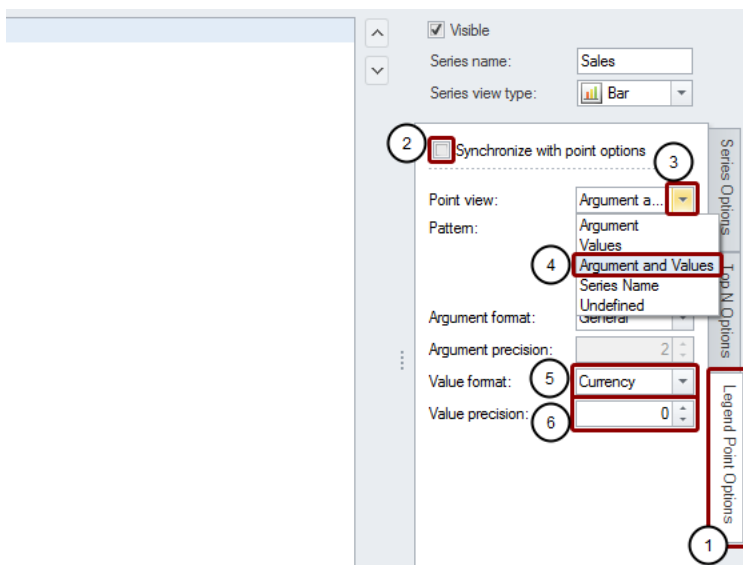
## Configure Series 1



1. Enter **Sales** for the **Series name**
2. Set **Point sort order** to **Ascending**
3. Set **Sort points by** to **Value**

Setting **Sort points by** to **Argument** would list points by category names in alphabetical order

## Configure Legend Points

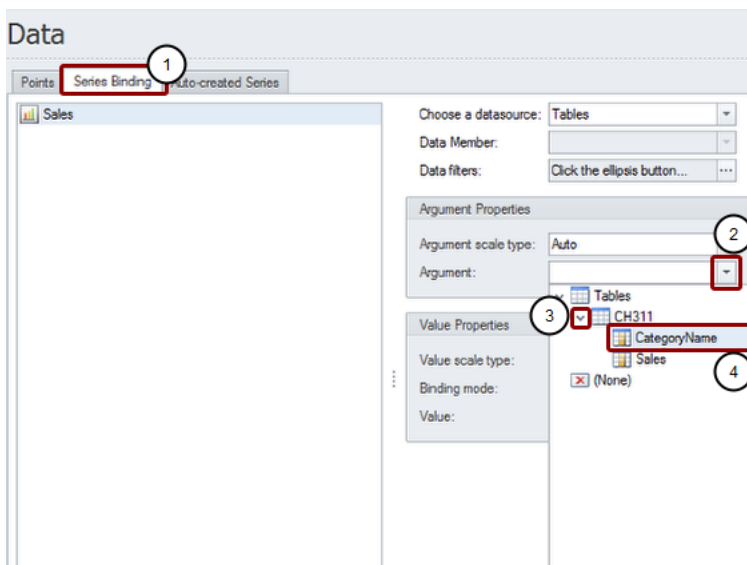


1. Select the **Legend Point Options** tab
2. Deselect **Synchronize with point options**
3. Open the **Point view** drop-down menu

# NPrinting Certification Training Course Tutorials

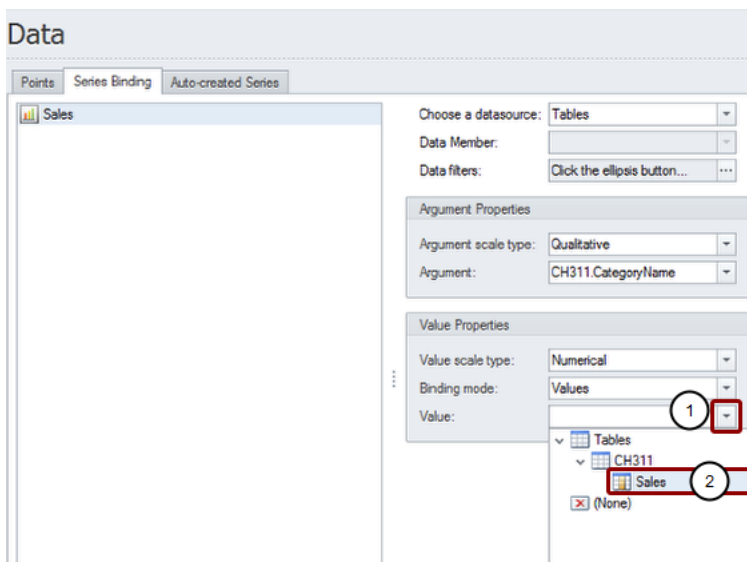
4. Select **Argument and Values**
5. Set **Value format** to **Currency**
6. Set **Value precision** to **0**, this sets the number of significant digits to the right of the decimal point to none
7. Click on the **Next >>** button at the bottom of the window

## Bind Argument



1. Select the **Series Binding** tab
2. Open the **Argument** drop-down menu in the **Argument Properties** box
3. Expand the **CH311** node
4. Select **CategoryName** node

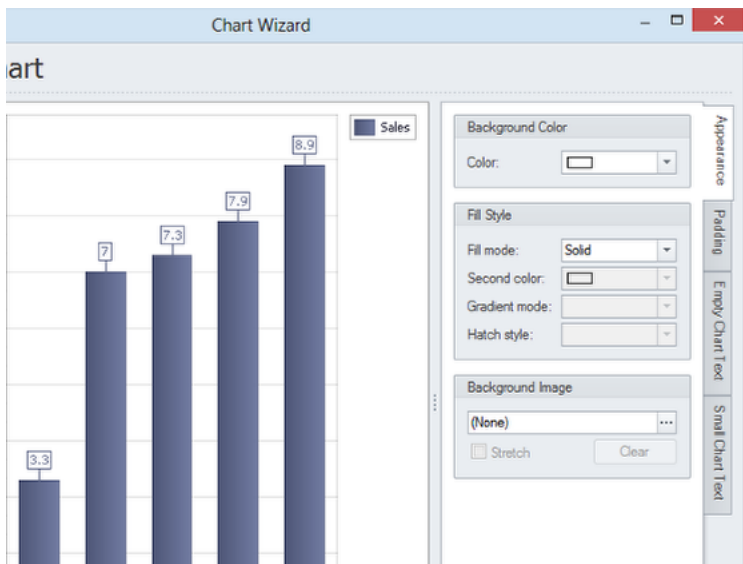
## Bind Value



# NPrinting Certification Training Course Tutorials

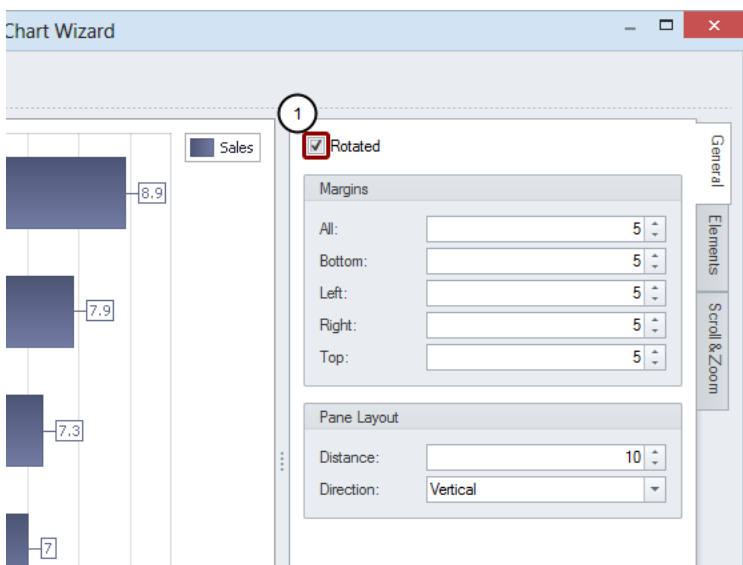
1. Open the **Value** field drop-down menu under **Value Properties**
2. Select the **Sales** node under the **CH311** node
3. Click on the **Next >>** button at the bottom of the window

## Explore Chart Page



The Chart page provides controls for appearance attributes such as background color, padding (internal distance of content from margins), text in empty and small charts. Explore various values, but the predefined settings are used for this tutorial. Click on the **Next >>** button.

## Change Diagram Orientation

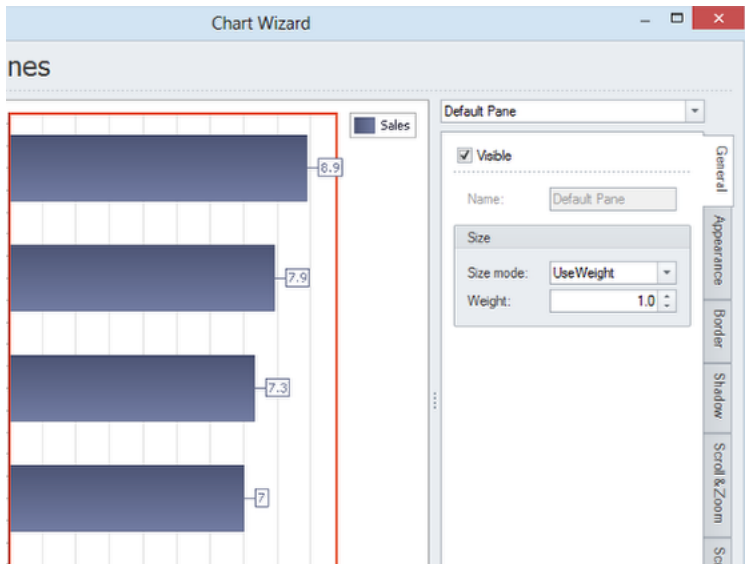


Configure secondary axes, margins, and other diagram attributes on the Diagram page.

# NPrinting Certification Training Course Tutorials

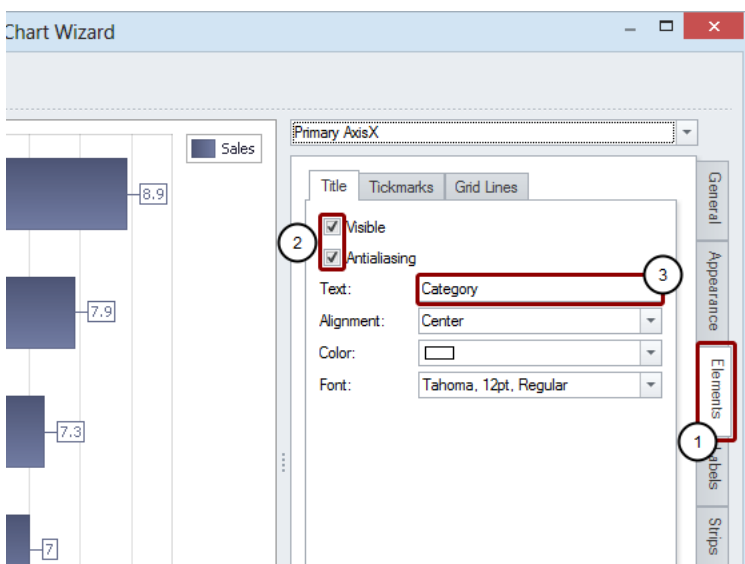
1. Put a check mark in the **Rotated** box so that the bars will be displayed horizontally
2. Click on the **Next >>** button

## Inspect Panes Page



Have a look at the Panes page but leave the default settings. Click on the **Next >>** button.

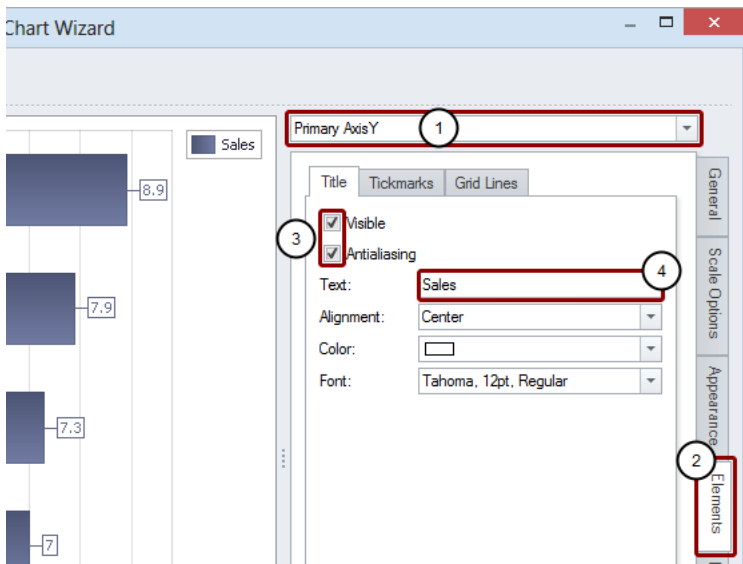
## Label X Axis



1. Select the **Elements** tab on the right
2. Put a check mark in the **Visible** box. **Antialiasing** will also be activated automatically
3. Enter **Category** in the **Text** field, it appears on the vertical axis because the diagram has been rotated

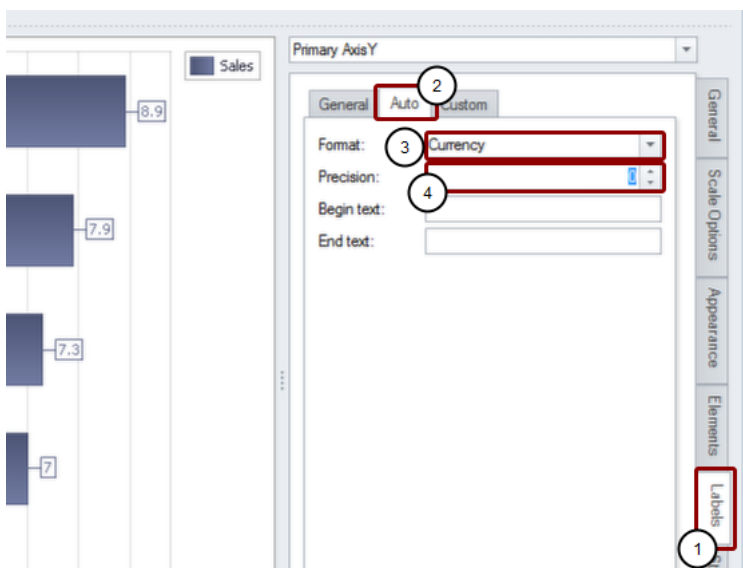


## Label Y Axis



1. Change from **Primary AxisX** to **Primary AxisY** in the drop-down menu at the top
2. Make sure the **Elements** tab on the right is still selected
3. Put a check mark in the **Visible** box. **Antialiasing** will also be activated automatically
4. Enter **Sales** in the **Text** field, it appears on the horizontal axis because the diagram has been rotated

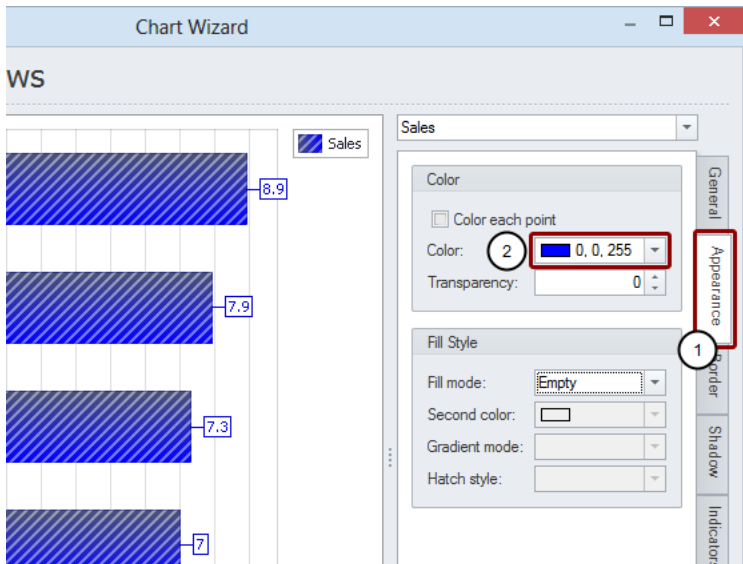
## Format Label Content



1. Select the **Labels** tab on the right
2. Select the **Auto** tab
3. Set **Format** to **Currency**

4. Set **Precision** to **0**
5. Click on the **Next >>** button

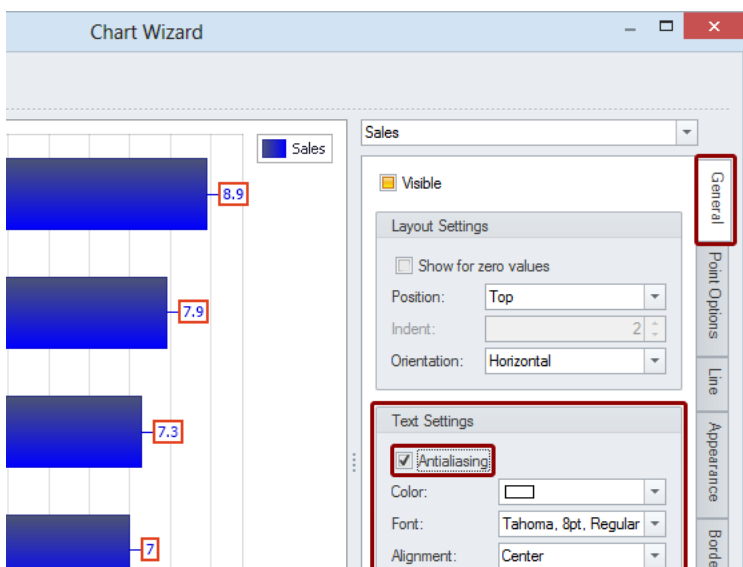
## Set Bar Color



The Series View page let you to customize some visualization options

1. Select the **Appearance** tab on the right
2. Select pure, saturated blue (0; 0; 255) from the Color drop-down menu
3. Click on the **Next >>** button

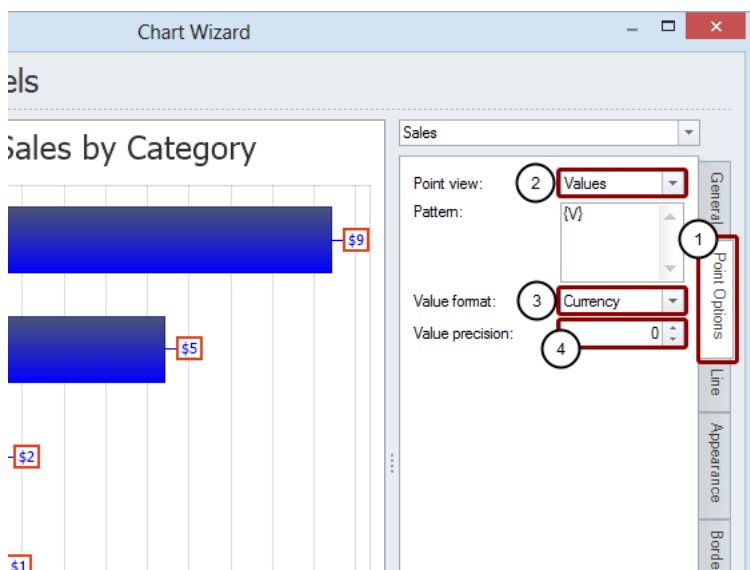
## Antialias Point Labels



Customize point display on the **Point Labels** page.

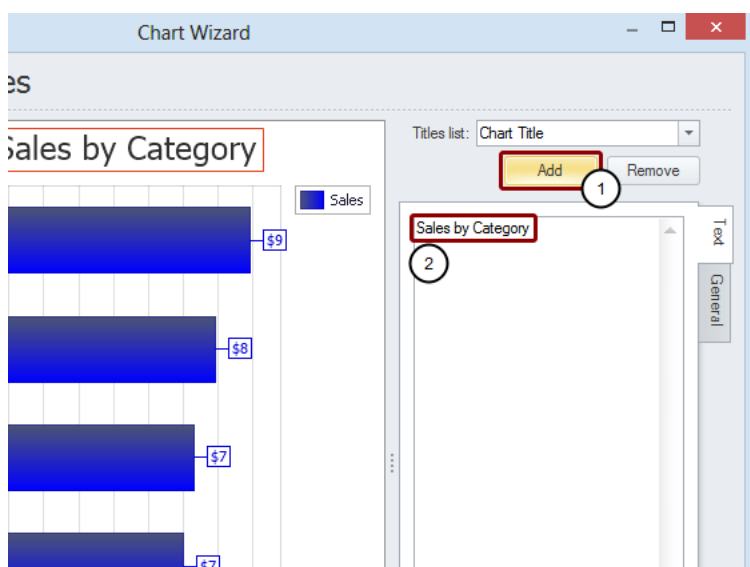
Put a check mark in the **Antialiasing** box under **Text Settings** on the **General** tab

## Configure Point Label Content



1. Select the **Point Options** tab
2. Leave **Point view** set to **Values**
3. Select **Currency** for **Value format**
4. Set **Value precision** to **0**
5. Click on the **Next >>** button

## Add Chart

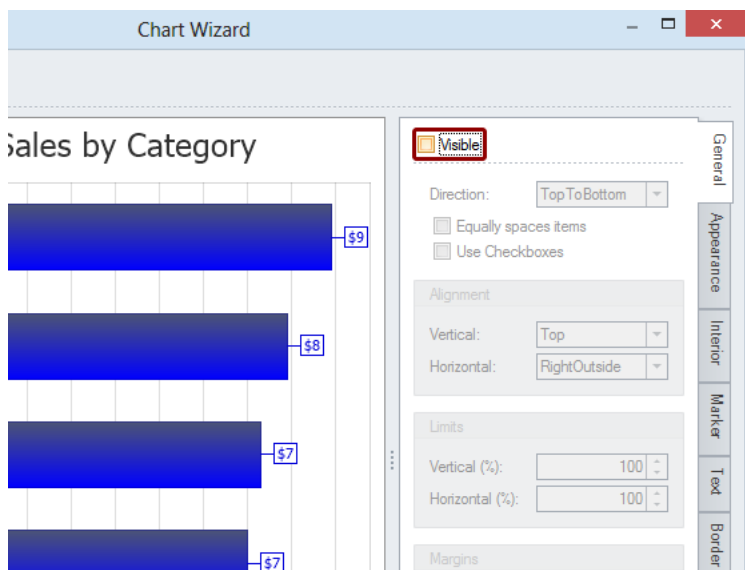


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Configure the chart heading on the **Chart Titles** page

1. Click on the **Add** button to create a new title
2. Enter **Sales by Category** as the heading
3. Click on the **Next >>** button

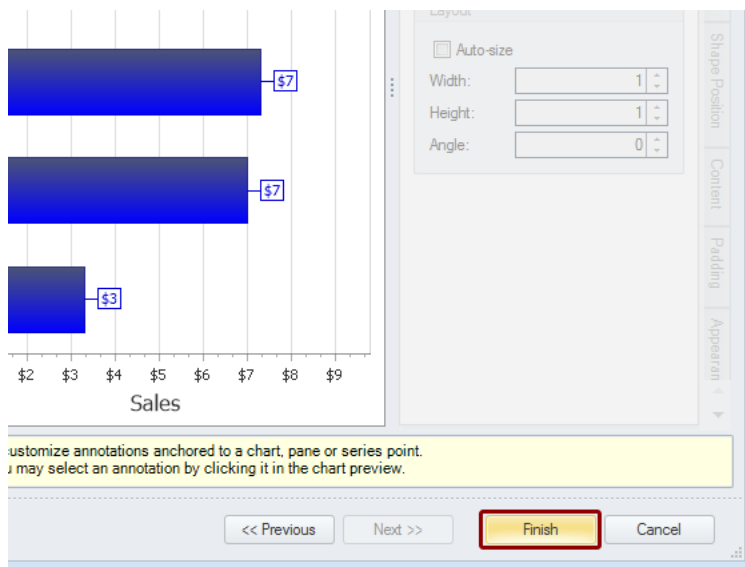
## Render Legend Invisible



Configure a chart legend on the **Legend** page. Set whether or not a legend is displayed and how. A legend is unnecessary for this simple chart so make sure that there is no check mark in the **Visible** box.

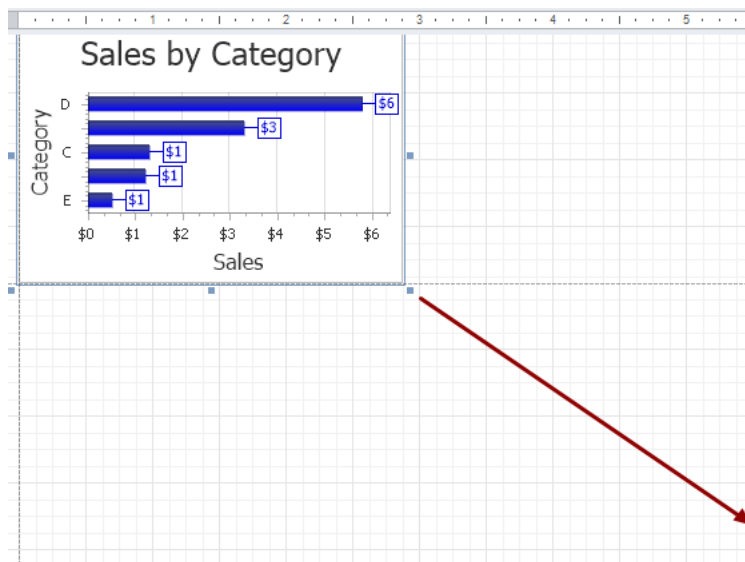
Click on the **Next >>** button.

## Add No Annotations



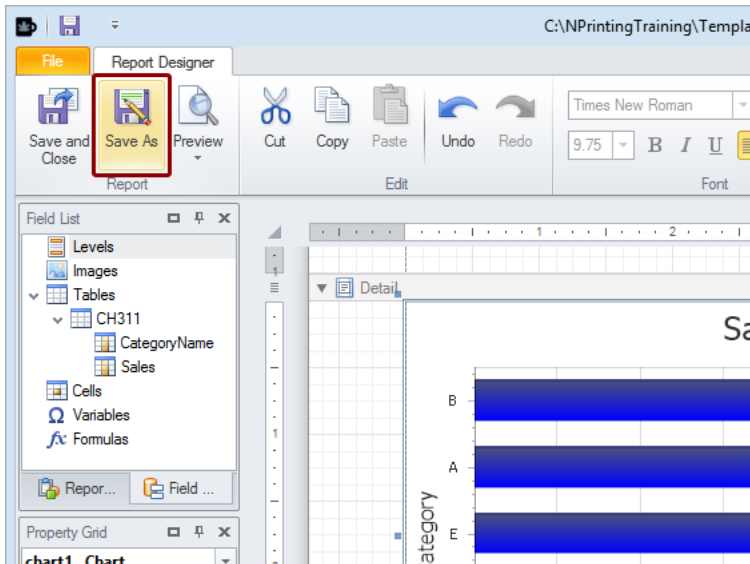
No Annotations are to be added. Click on the **Finish** button to close the **Chart Wizard**.

## Adjust Chart Size



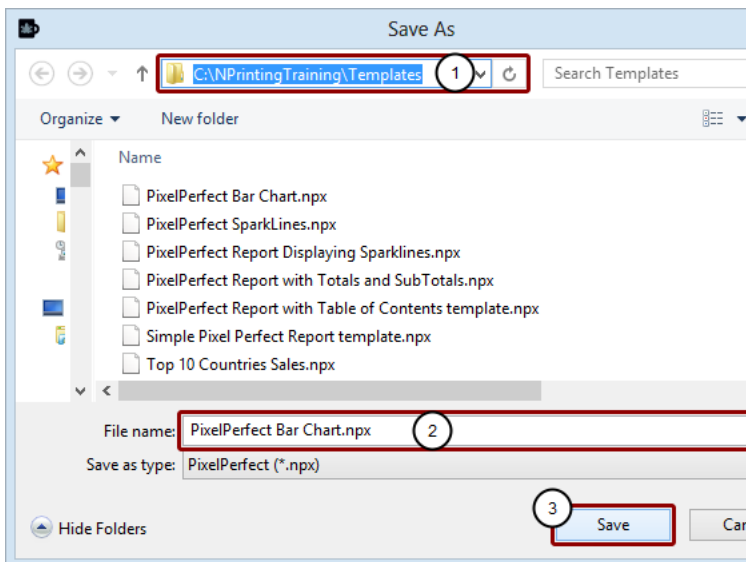
Drag the bottom right corner of the chart to fill all the available space.

## Open Save As Window



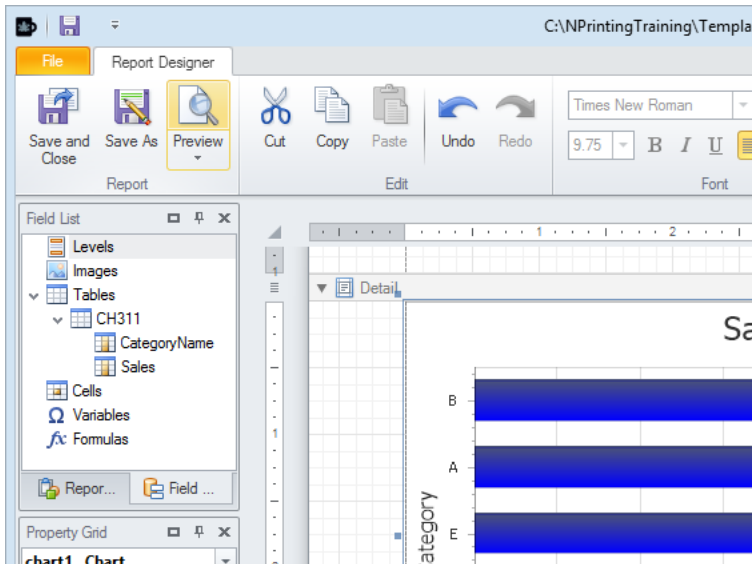
Click on the **Save As** icon in the **Report** group of the tool bar.

## Save Template



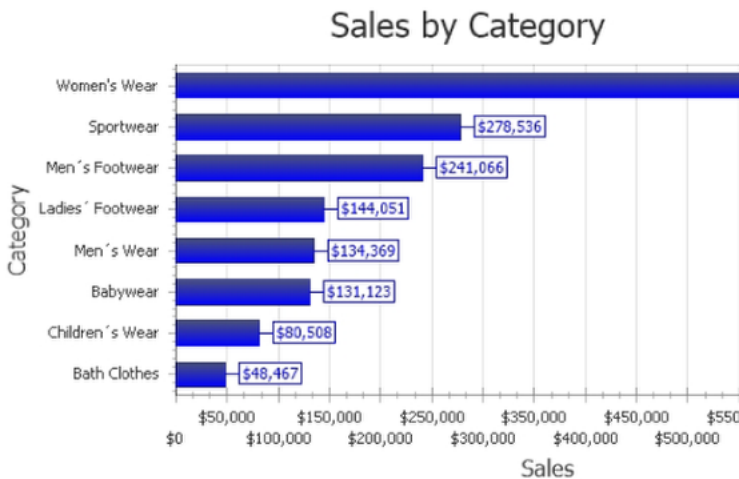
1. Make sure the **Save As** window is open in the **C:\NPrintingTraining\Templates** folder
2. Enter an appropriate **File name** or accept the suggested one: **PixelPerfect Bar Chart.npx**
3. Click on the **Save** button

## Run Preview



Click on the upper part of the **Preview** button.

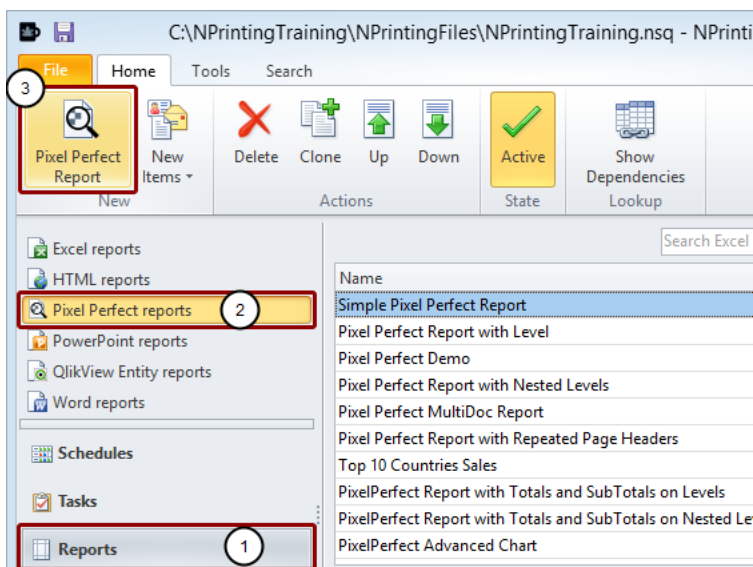
## Inspect Report



## How to Add Totals and Subtotals to PixelPerfect Reports

You can download this tutorial by clicking here: "[How to Add Totals and Subtotals to PixelPerfect Reports](#)".

### Begin Creating New PixelPerfect Report

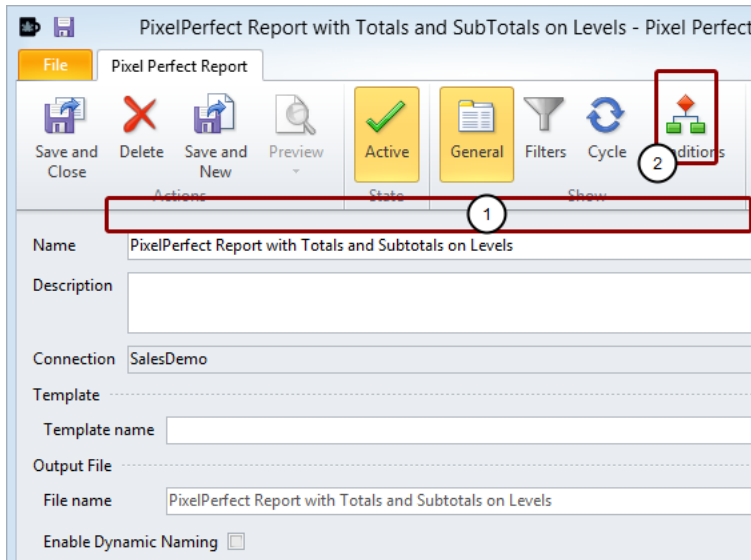


Open the NPrinting Project **NPrintingTraining.nsq** found in the **C:\NPrintingTraining\NPrintingFiles\** folder.

1. Select **Reports** in the lower left pane
2. Select **PixelPerfect reports**
3. Click on the **PixelPerfect Report** icon to create a new report

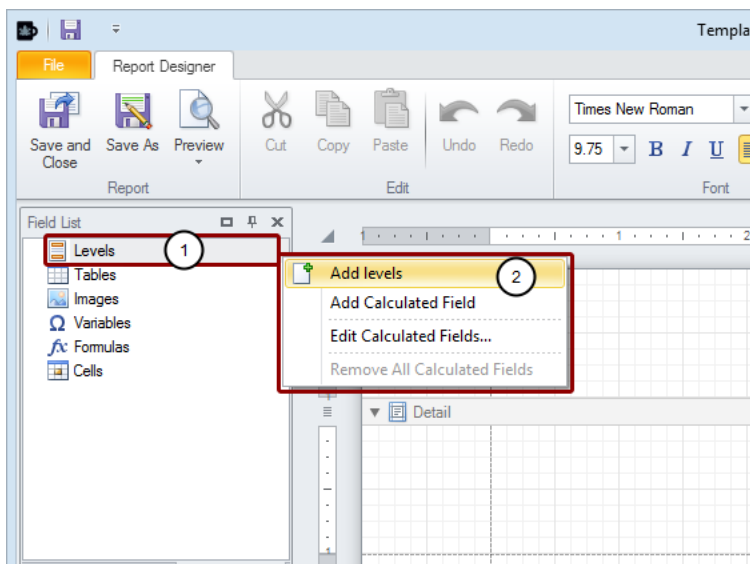


## Name Report and Open New Template in Template Editor



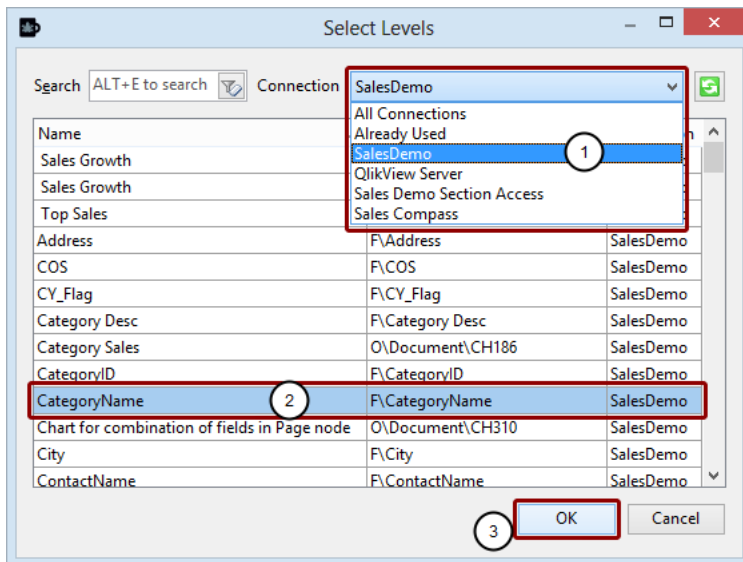
1. Enter **PixelPerfect Report with Totals and SubTotals on Levels** as the report **Name**
2. Click on **New** in the **Template** group of the tool bar to create a new template

## Add Levels to Template



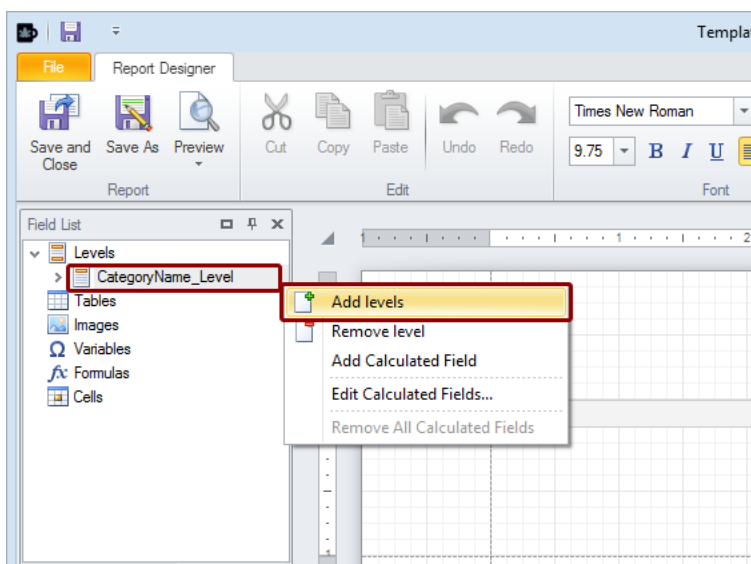
1. Right click on the **Levels** node
2. Click on **Add levels** in the pop-up menu

## Select Object for Level



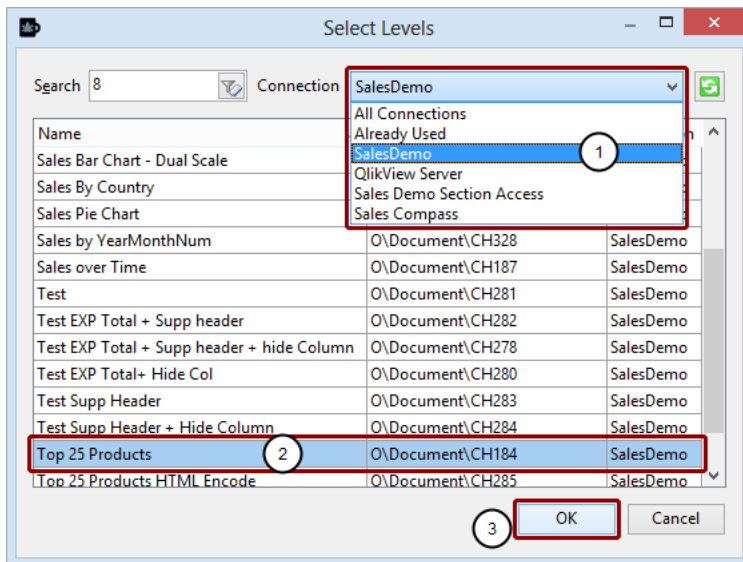
1. Select the **Connection** to the QlikView document that contains the object you want
2. Select the **CategoryName** field
3. Click on the **OK** button

## Begin Nesting Levels



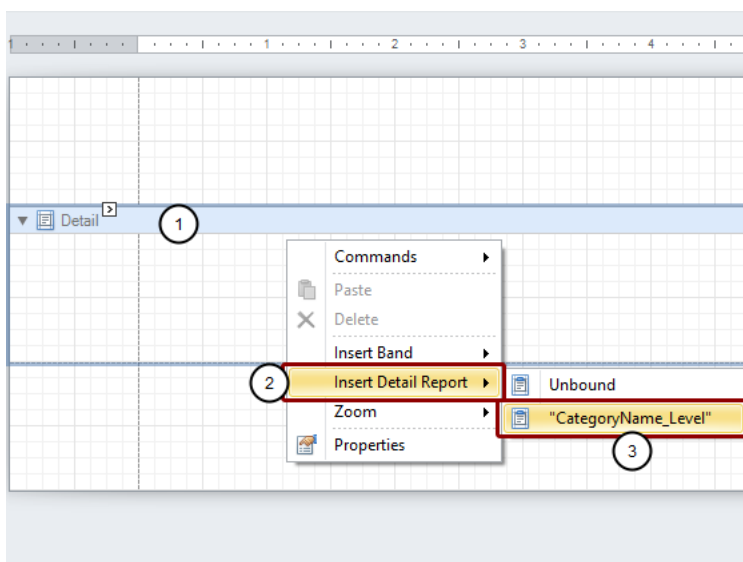
1. Right click on the **CategoryName\_Level** node
2. Click on **Add levels** in the pop-up menu

## Select Object for Sublevel



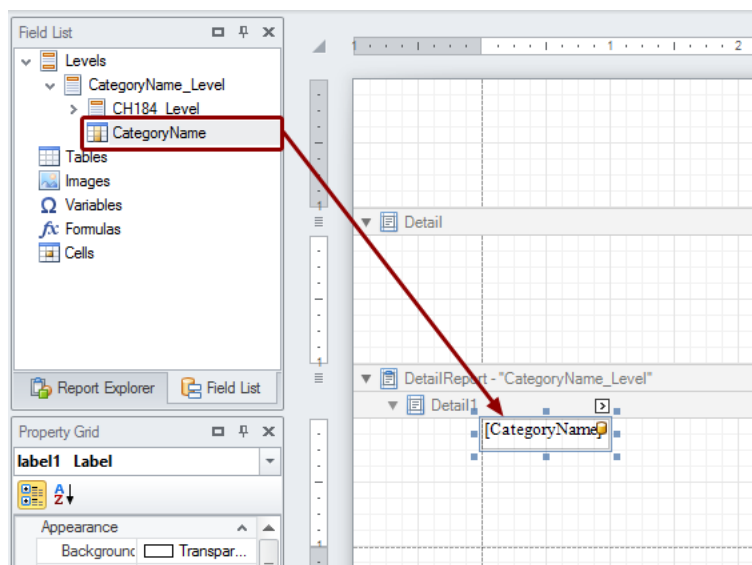
1. Select the **Connection** to the QlikView document that contains the object you want
2. Select the **Top 25 Products** chart
3. Click on the **OK** button

## Begin Creating Levels in Template



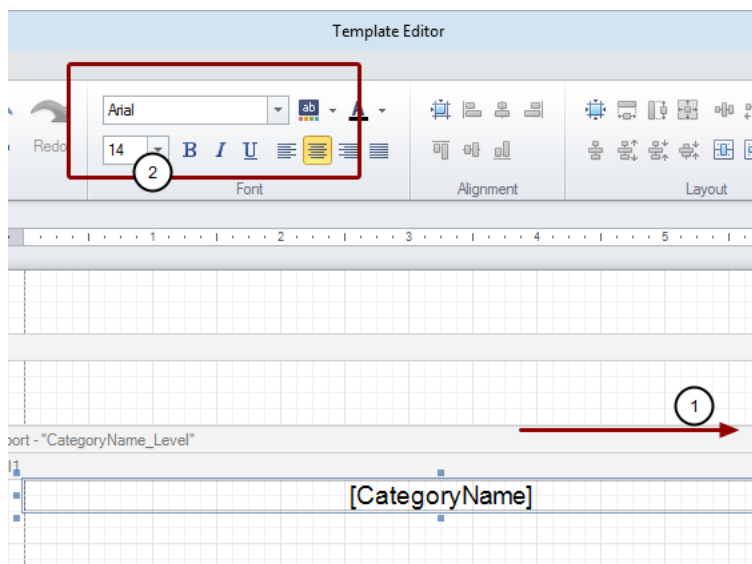
1. Right click on the **Detail** bar or within its range
2. Select **Insert Detail Report**
3. Select **"CategoryName\_Level"**

## Embed Field in Detail1 Band



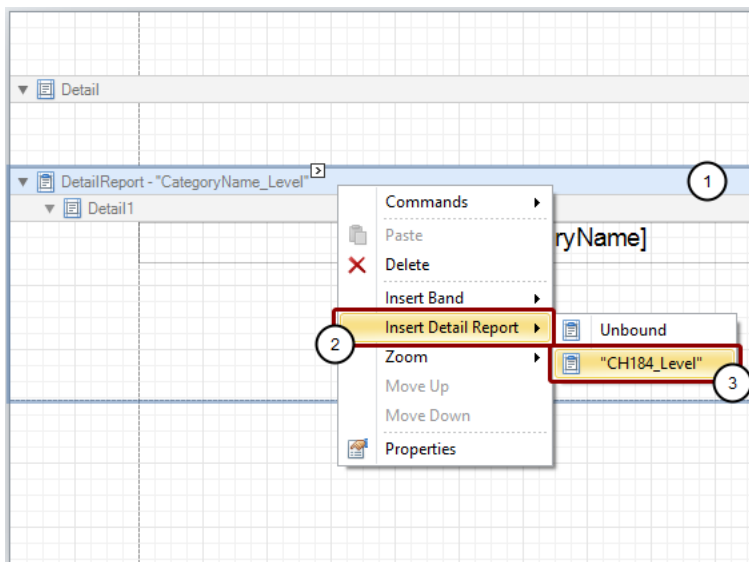
Drag the **CategoryName** node token from the **Levels** hierarchy and drop it into the **Detail1** open template area.

## Format Category Heading



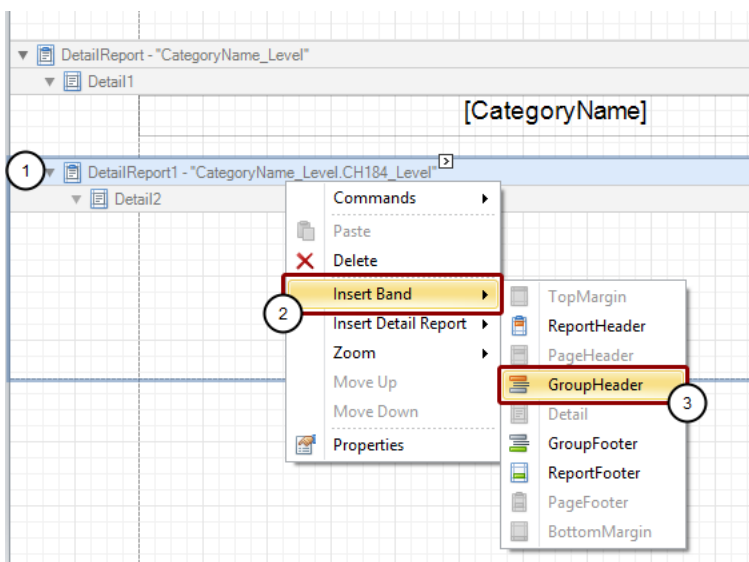
1. Drag the label left and right borders to cover the entire width of the range from margin to margin
2. Set the font to **Arial, 16pt, Bold, centered** or format it as is appropriate for a category heading

## Create the CH184 Sublevel



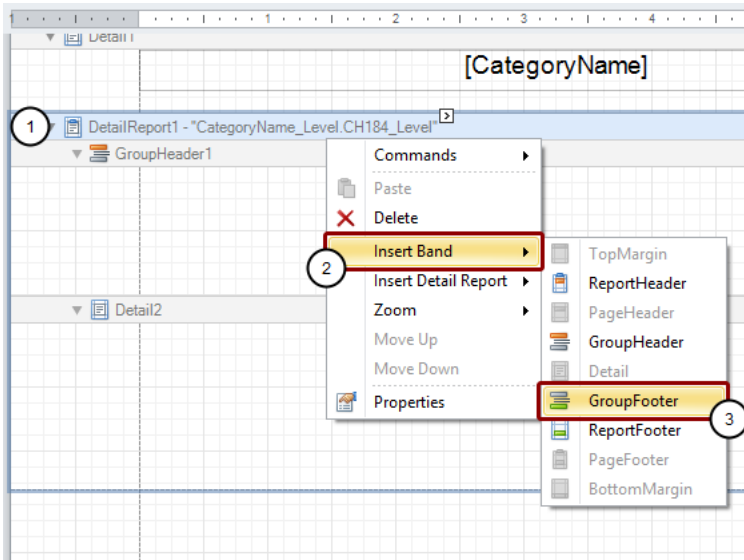
1. Right click on the **DetailReport - “CategoryName\_Level”** bar
2. Select **Insert Detail Report**
3. Select **“CH184\_Level”**. The result is **DetailReport1 - “CategoryName\_Level.CH184\_Level”** bar.

## Add Group Header



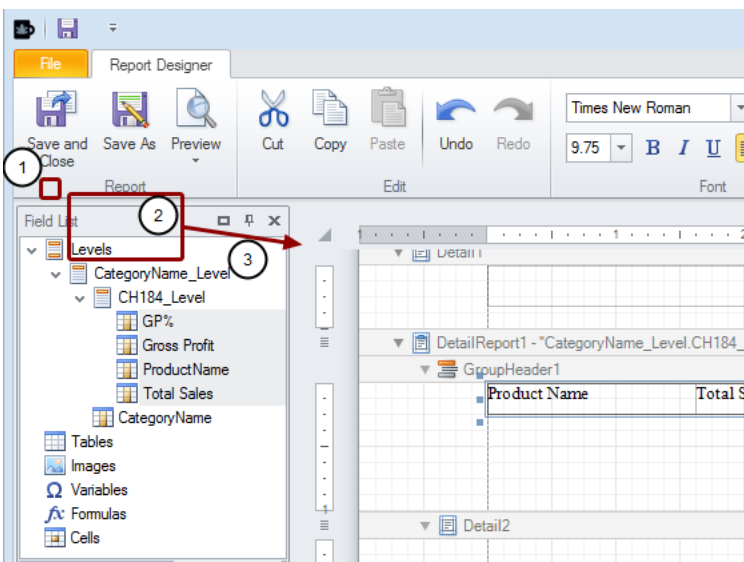
1. Right click on the **DetailReport - “CategoryName\_Level.CH184\_Level”** bar
2. Select **Insert Band**
3. Select **“GroupHeader”**. The result is a **“GroupHeader1”** bar appears.

## Add Group Footer



1. Right click on the **DetailReport - "CategoryName\_Level.CH184\_Level"** bar
2. Select **Insert Band**
3. Select **"GroupFooter"**. The result is a **"GroupFooter1"** bar appears.

## Embed Headings in Template



1. Expand the **CH184\_Level** by clicking on the right pointing chevron to its left
2. Hold down the **CTRL** or the **SHIFT** key on your keyboard and keep it so while you select the following fields in the order specified:
  - o **ProductName**
  - o **Total Sales**

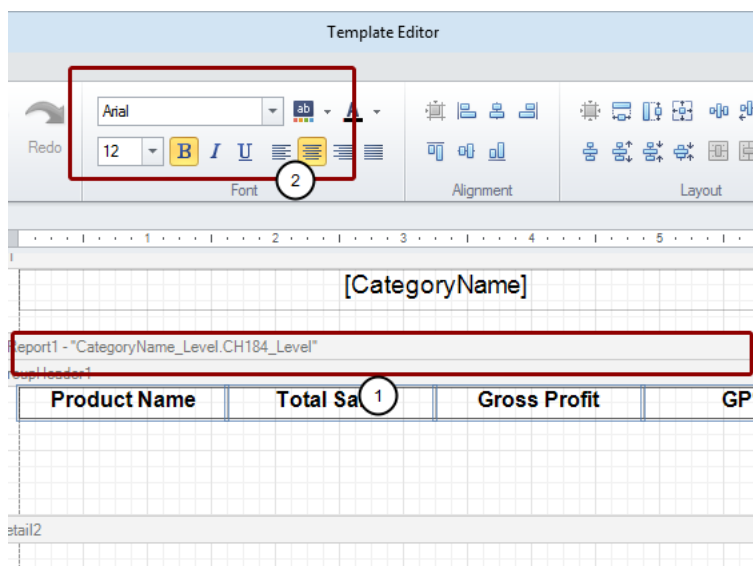
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- **Gross Profit**
- **GP%**

release the **CTRL** or the **SHIFT** key

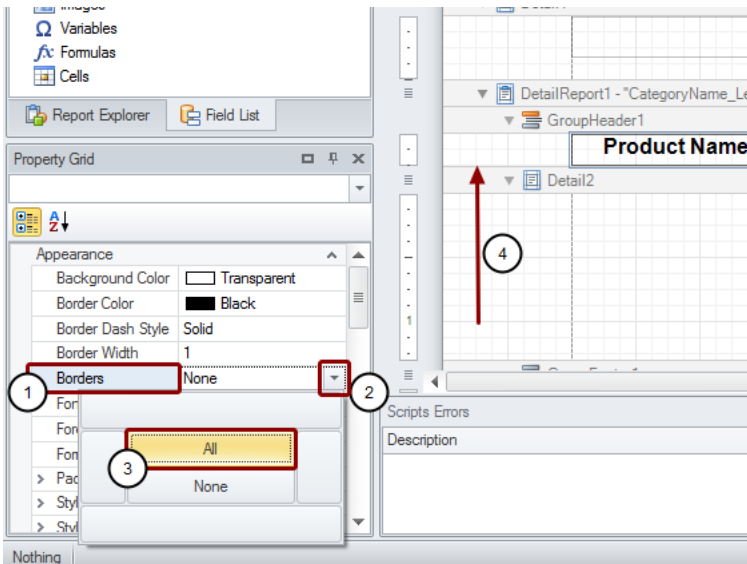
3. Right click the mouse on these selected fields then drag and drop them into the **GroupHeader1** range so that the upper border of the fields are aligned with the lower border of the **GroupHeader1** bar. NPrinting automatically creates a table with the column names in the selected order!

## Format Heading Text



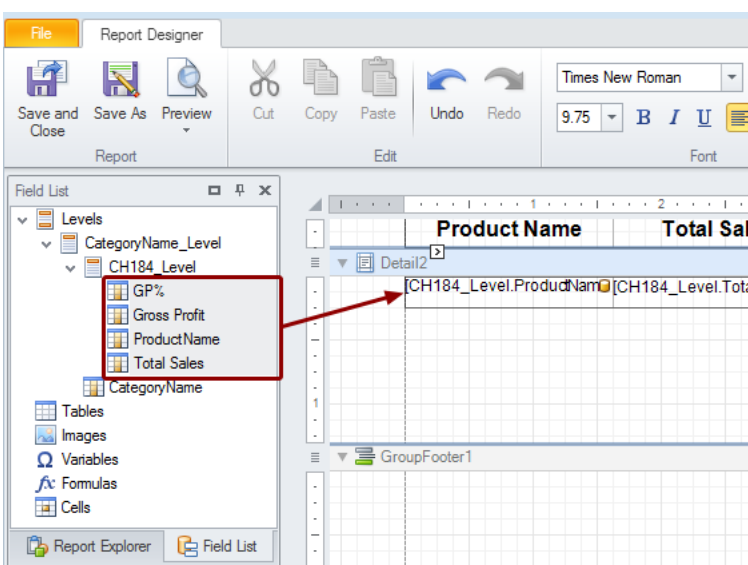
1. Select the entire header table
2. Format the text **Arial**, **16px**, **Bold**, **centered** or as appropriate

## Format Heading Borders



1. Select the **Borders** option in **Property Grid**, which is the lower left pane
2. Open the drop-down menu by clicking on the down-pointing triangle at the extreme right of the field
3. Click on **All** to render all cell borders visible
4. Drag the **Detail2** bar upper border till it coincides with the lower border of the **GroupHeader1** border to eliminate the white space between the headings and the data in the final report

## Embed Data in Template



1. Hold down the **CTRL**key on your keyboard and keep it so while you select the following fields in the order specified:



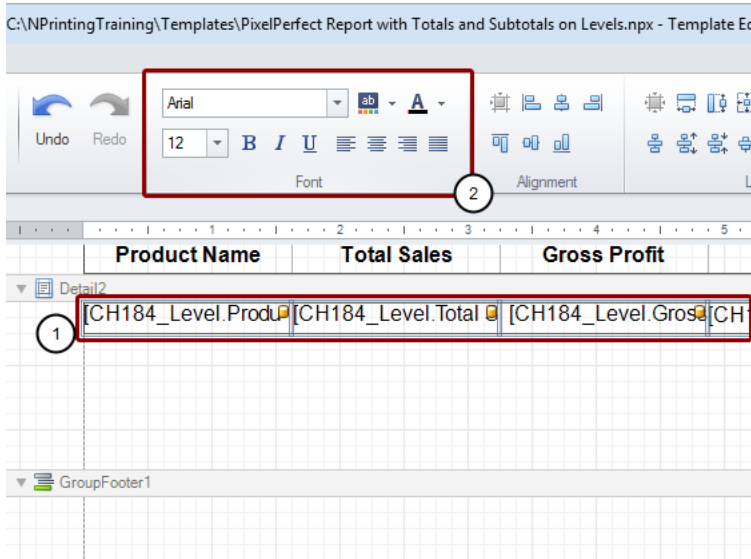
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- **ProductName**
- **Total Sales**
- **Gross Profit**
- **GP%**

release the **CTRL** key

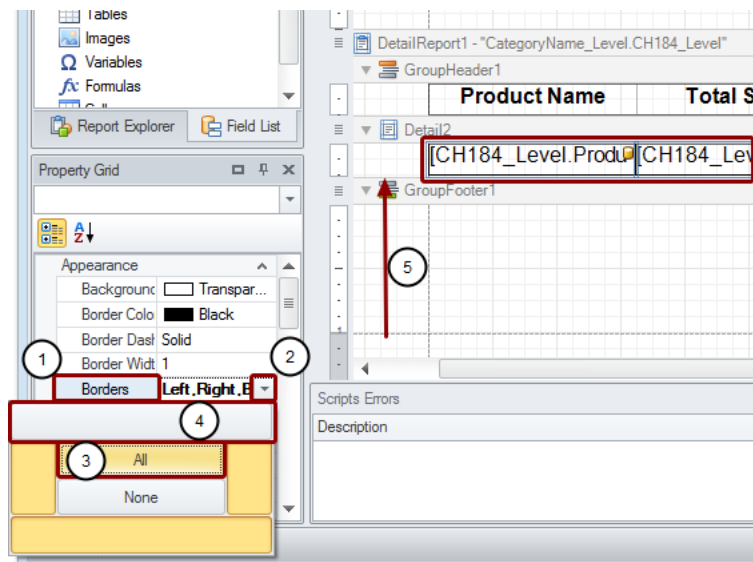
2. Left click and drag the collection of highlighted data fields and drop them into the **Detail2** range so that the upper border of the fields are aligned with the lower border of the **Detail2** bar. NPrinting automatically creates a table with the tags for the columns of data in the order that they are selected.

## Format Data in Template



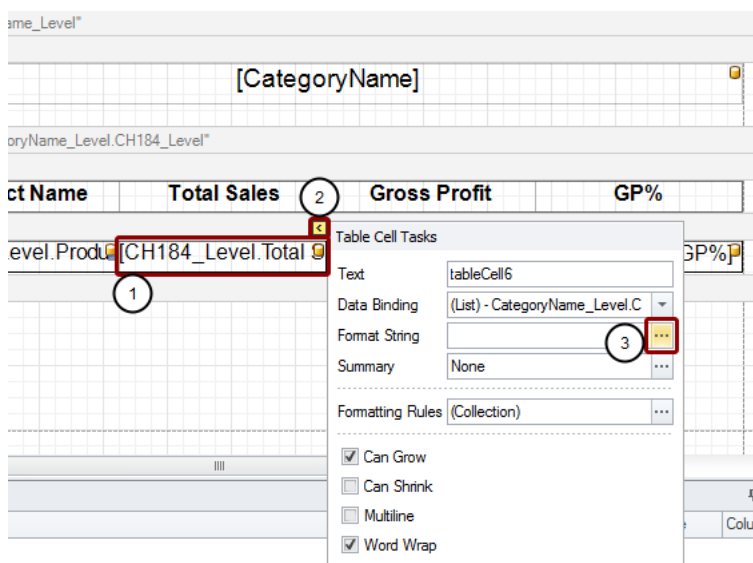
1. Select the whole row of data field tags
2. Format them **Arial & 12pt**

## Render Borders Visible and Eliminate White Space



1. Select the **Borders** option in **Property Grid**, which is the lower left pane
2. Open the drop-down menu by clicking on the down-pointing triangle at the extreme right of the field
3. Click on **All** to render all cell borders visible
4. Deselect the top border
5. Drag the **GroupFooter1** bar upper border till it coincides with the lower border of the **Detail2** range border to eliminate the white space between the footer and the data in the final report

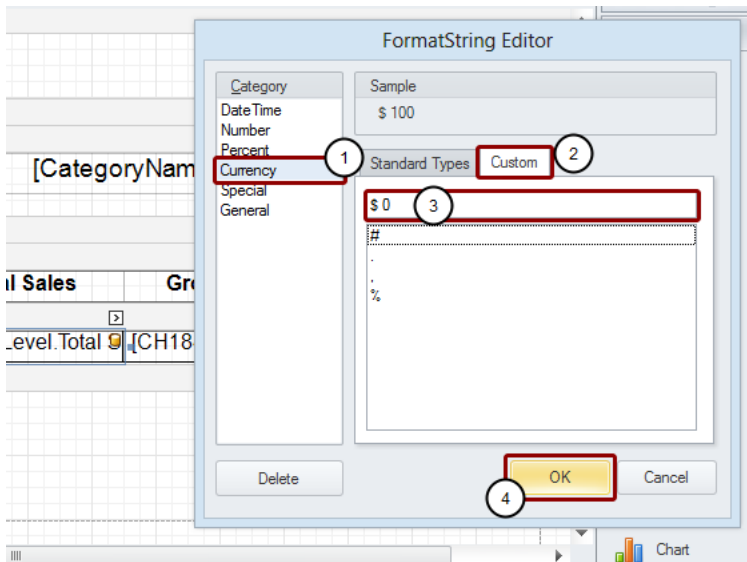
## Open Table Cell Tasks and FormatString Editor



1. Select the **CH184\_Level.Total Sales** cell

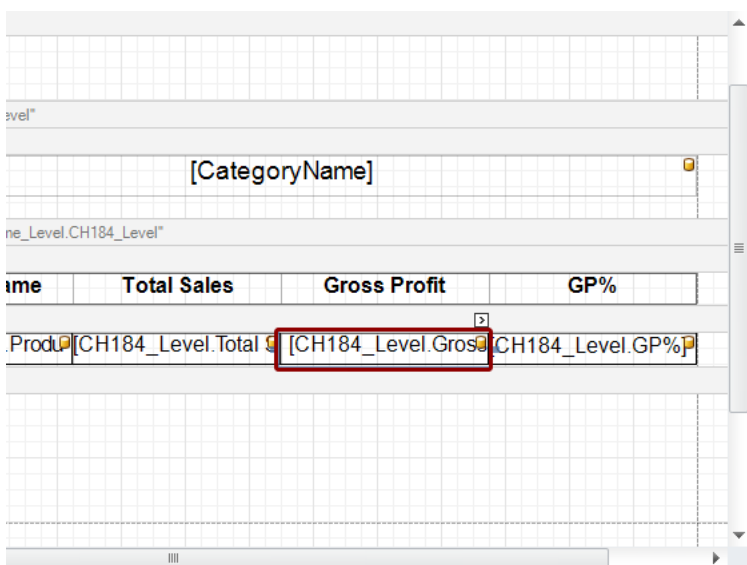
2. Click on the small arrow above the upper right corner of the cell
3. Click on the browse button at the extreme right of the **Format String** field

## Format "CH184\_Level.Total Sales" Cell



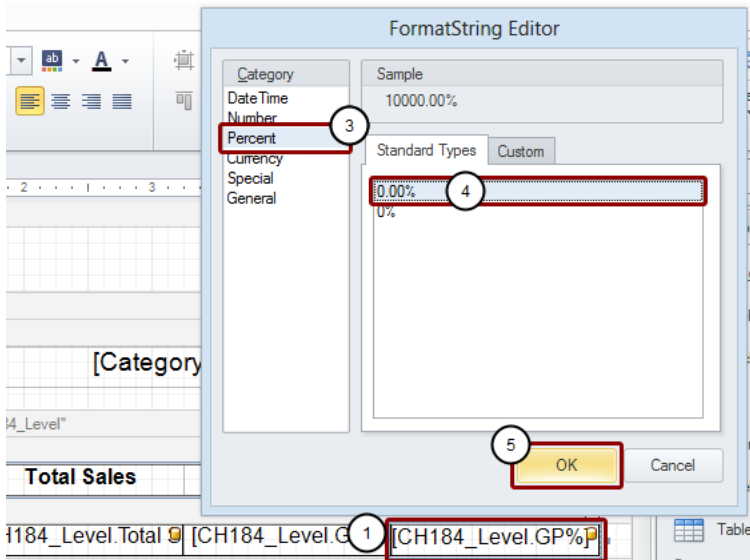
1. Select **Currency**
2. Select **Custom**
3. Enter **\$ 0**
4. Click on the **OK** button
5. Right justify the text

## Format "CH184\_Level.Gross Profit" Cell



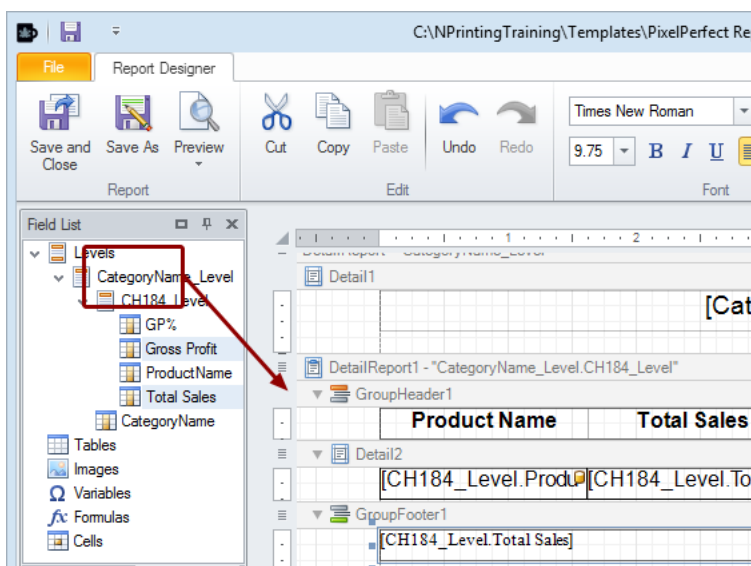
Repeat the above process for the **CH184\_Level.Gross Profit** cell.

## Format "CH184\_Level.GP%" Cell



1. Select the **CH184\_Level.GP%** cell
2. Open the **FormatString Editor** again
3. Select **Percent**
4. Click on **0.00%**
5. Click on the **OK** button
6. Right justify the text

## Start Creating Subtotals



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1. Hold down the **CTRL** key on your keyboard and keep it so while you select the following fields in the order specified:
  - **Total Sales**
  - **Gross Profit**

release the **CTRL** key

2. Drag the collection of highlighted data field node tokens and drop them into the **GroupFooter1** range so that the upper border of the fields are aligned with the lower border of the **GroupFooter1** bar.

## Adapt Cells

The screenshot shows a report design interface with a grid. A table structure is visible with the following sections:

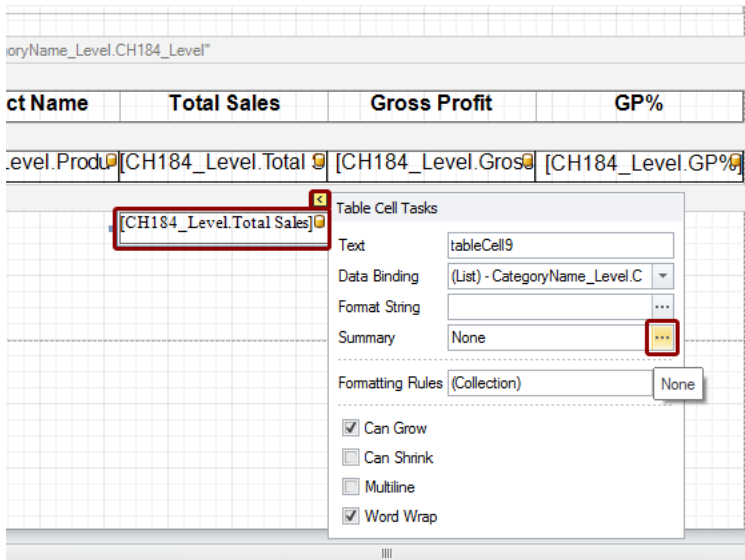
- Report - "CategoryName\_Level"**
- Detail1**: [CategoryName]
- DetailReport1 - "CategoryName\_Level.CH184\_Level"**
- GroupHeader1**:

Product Name	Total Sales	Gross Profit	G
--------------	-------------	--------------	---
- Detail2**: [CH184\_Level.Produ] [CH184\_Level.Total] [CH184\_Level.Gros] [CH184\_
- GroupFooter1**: [CH184\_Level.Total Sales] [CH184\_Level.Gross Profit]

Red arrows indicate the alignment process: one arrow points from the left border of the 'Total Sales' cell in GroupFooter1 to the left border of the 'Total Sales' cell in Detail2, and another arrow points from the right border of the 'Gross Profit' cell in GroupFooter1 to the right border of the 'Gross Profit' cell in Detail2.

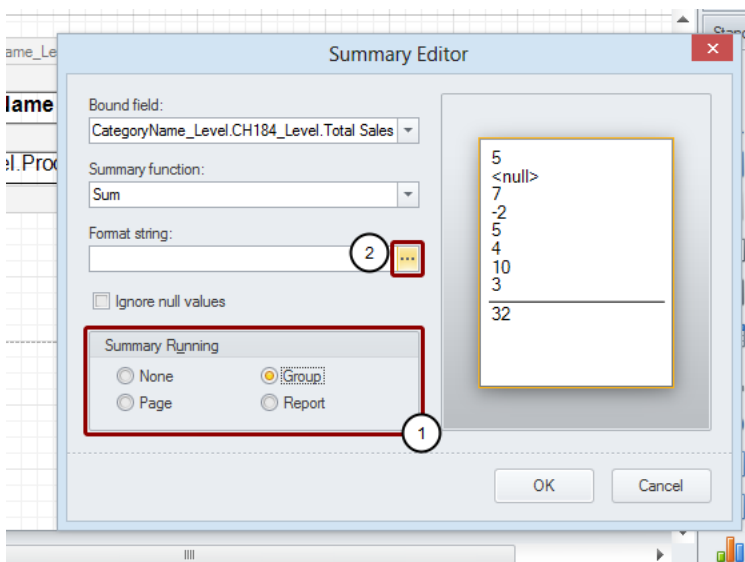
Drag the left border of the **CH184\_Level.Total Sales** cell and the right border of the **CH184\_Level.Gross Profit** cell in **GroupFooter1** until they line up with those of the corresponding cells in **Detail2**.

## Open Summary Editor for CH184\_Level.Total Sales Cell



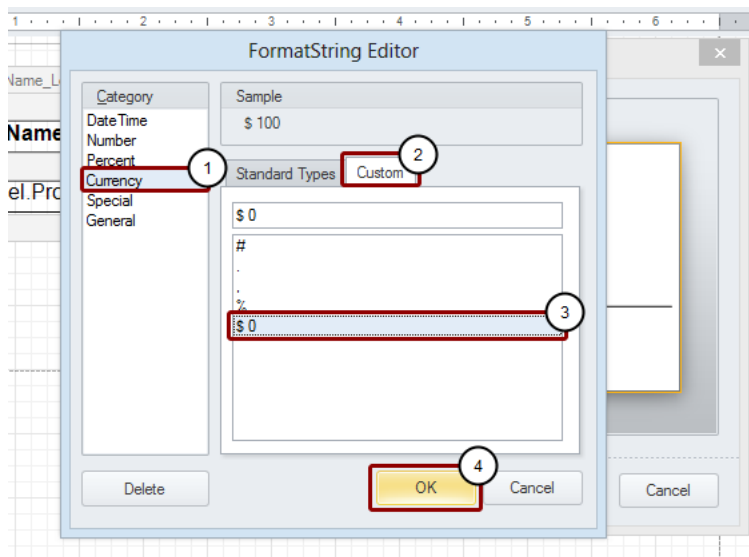
1. Select the **CH184\_Level.Total Sales** cell
2. Click on the small arrow above the upper right corner of the cell
3. Click on the browse button at the extreme right of the **Summary** field

## Set Summary Running and Open Format String Editor



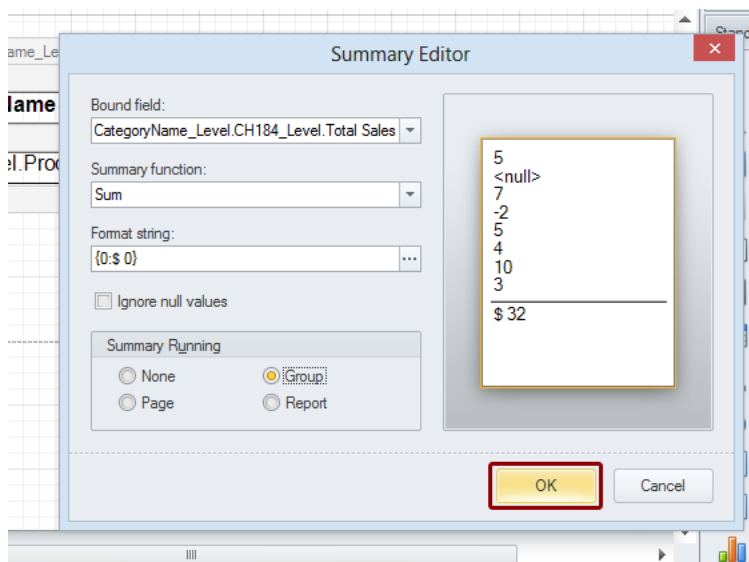
1. Set the **Summary Running** radio button to **Group**
2. Click on the browse button at the extreme right of the **Format string** field

## Format Cell Content and Close



1. Select **Currency**
2. Select the **Custom** tab
3. Choose the **\$ 0** format
4. Click on the **OK** button

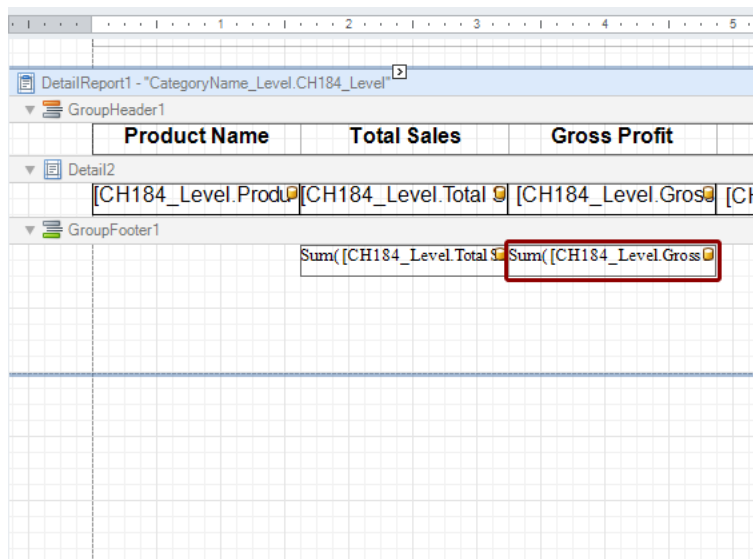
## Close Summary Editor



Click on the **OK** button.

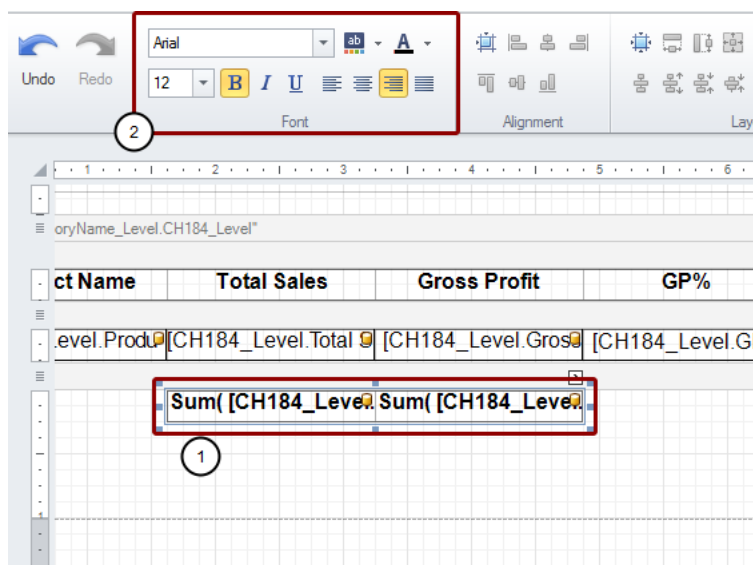
Note that the cell content has become **Sum([CH184\_Level.Total Sales])**.

## Repeat Process for CH184\_Level.Gross Profit Cell



Repeat the above process for the **CH184\_Level.Gross Profit** cell.

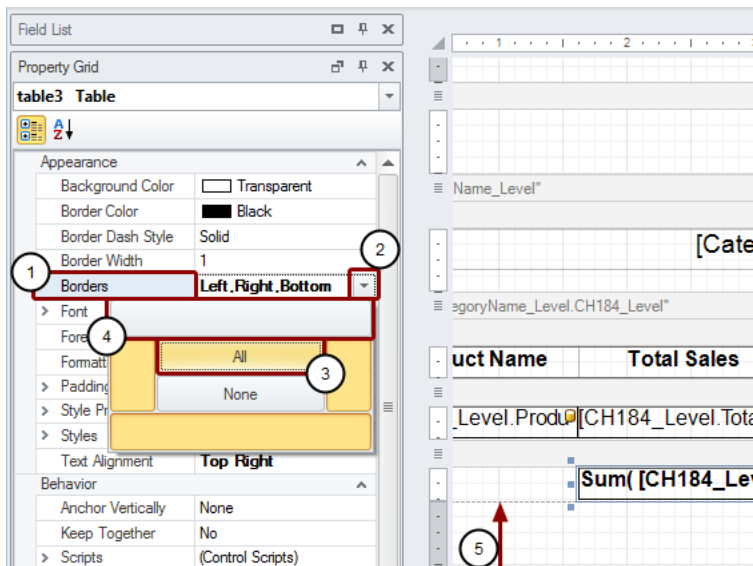
## Format Subtotal Cell Content



1. Select the two subtotal cells by drawing a rectangle that includes both while holding the left mouse button down
2. Format the text as Arial, 12px, Bold, Right justified

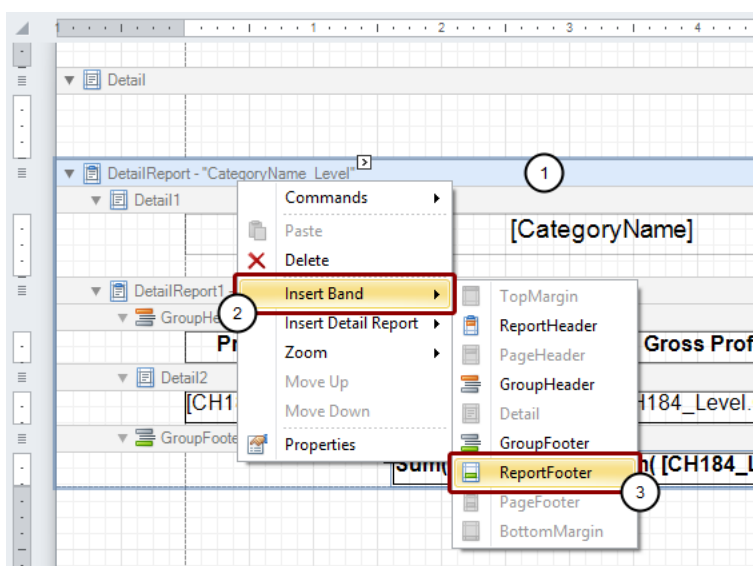


## Render Subtotal Cell Borders Visible and Eliminate White Space



1. Select the **Borders** option in **Property Grid**, which is the lower left pane
2. Open the drop-down menu by clicking on the down-pointing triangle at the extreme right of the field
3. Click on **All** to render all cell borders visible
4. Deselect the top border
5. Drag the **GroupFooter1** range lower border till it coincides with the lower border of the subtotal cell lower border to eliminate the white space below the footer in the final report

## Begin Creating Report Totals



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1. Right click on the **DetailReport - "CategoryName\_Level"** bar
2. Select **Insert Band**
3. Select **"ReportFooter"**. The result is a **"ReportFooter1"** bar appears.

## Copy Subtotal Cells

The screenshot shows a report design with the following structure:

- DetailReport - "CategoryName\_Level"**
  - Detail1**: [CategoryName]
  - DetailReport1 - "CategoryName\_Level.CH184\_Level"**
    - GroupHeader1**:

Product Name	Total Sales	Gross Profit		
[CH184_Level.Produp	[CH184_Level.Total	[CH184_Level.Gros		
<b>GroupFooter1</b> : <table border="1"><tr><td>Sum( [CH184_Level</td><td>Sum( [CH184_Level</td></tr></table>			Sum( [CH184_Level	Sum( [CH184_Level
Sum( [CH184_Level	Sum( [CH184_Level			
    - ReportFooter**

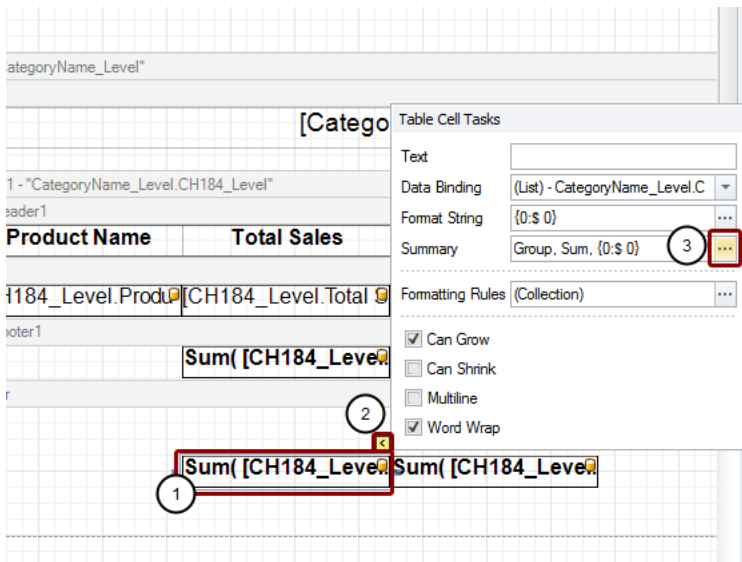
Select both sum cells in **GroupFooter1** and copy them by pressing **Ctrl + C**.

## Paste Subtotal Cells in ReportFooter

The screenshot shows the same report design as above, but with the two sum cells from the **GroupFooter1** band now pasted into the **ReportFooter** band. The original **GroupFooter1** band still contains the sum cells, but the **ReportFooter** band now contains a duplicate of them.

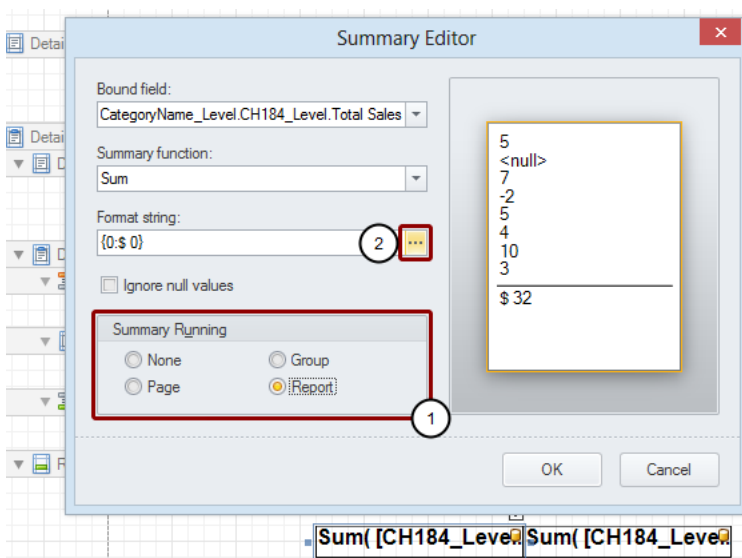
Paste them into **ReportFooter** by selecting the **ReportFooter** range and pressing **Ctrl + V**.

## Open Summary Editor



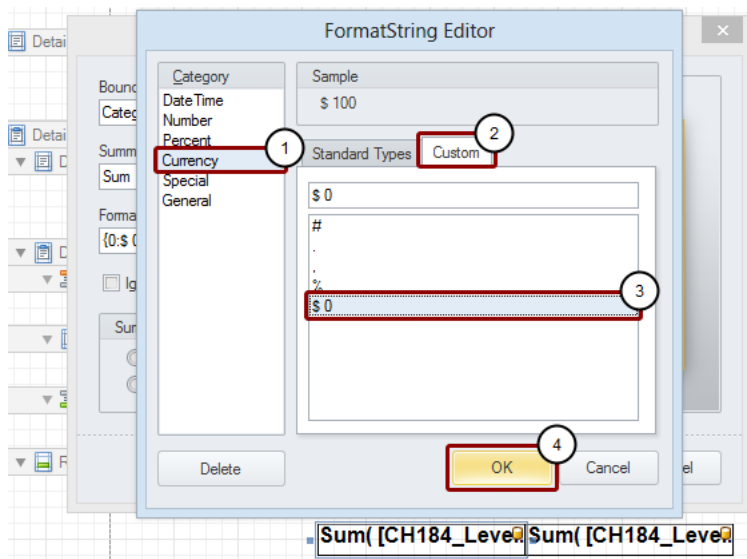
1. Select the **Sum([CH184\_Level.Total Sales])** cell in **ReportFooter**
2. Click on the small arrow above the upper right corner of the cell
3. Click on the browse button at the extreme right of the **Summary** field

## Set Summary Running and Open FormatString Editor



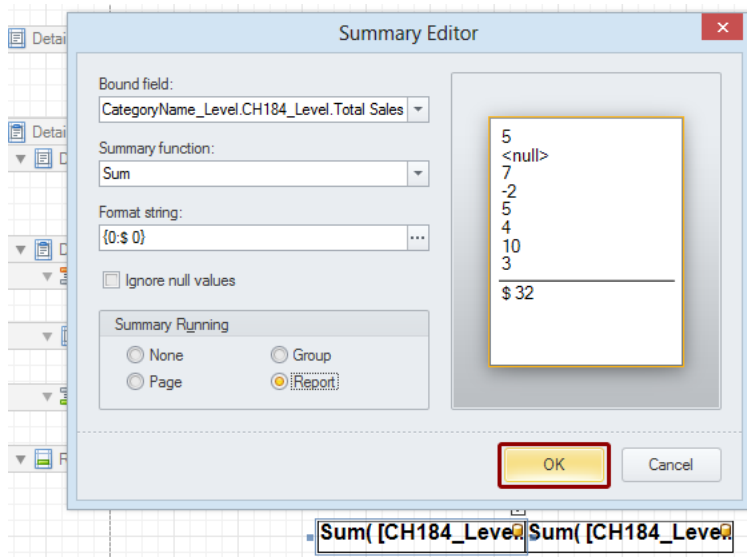
1. Set the **Summary Running** radio button to **Report**
2. Click on the browse button at the extreme right of the **Format string** field

## Format Cell Data Content



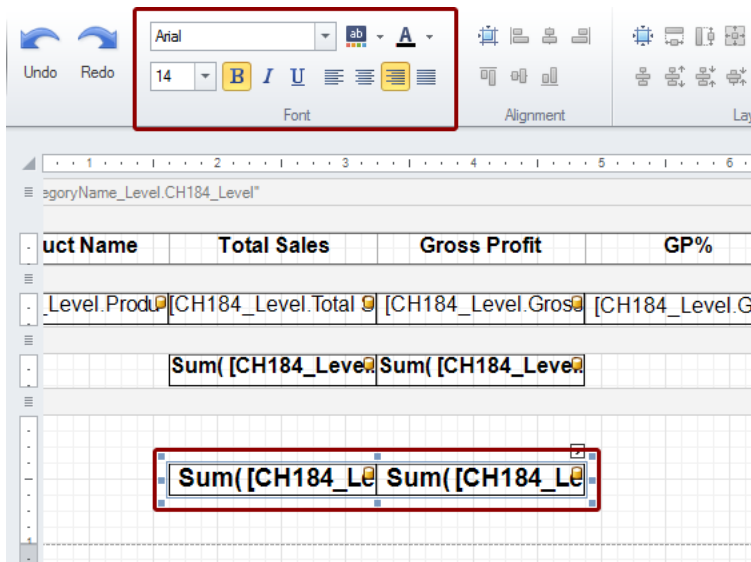
1. Select **Currency**
2. Select the **Custom** tab
3. Choose the **\$ 0** format
4. Click on the **OK** button

## Close Summary Editor

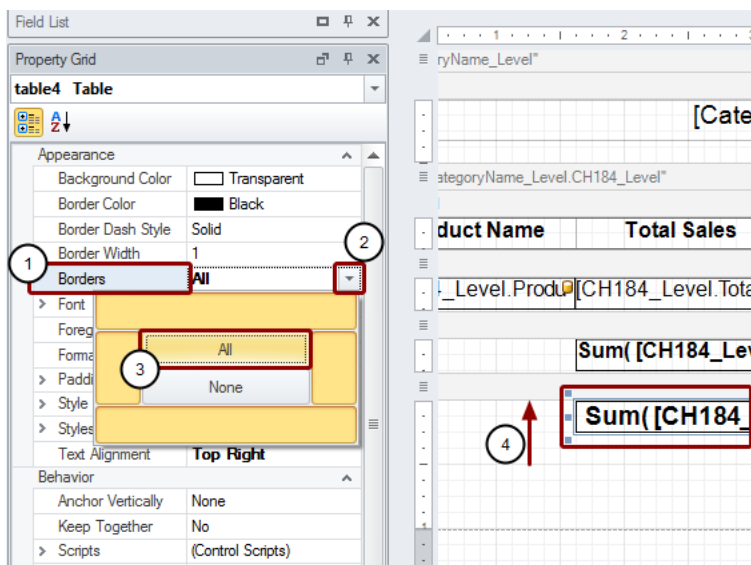


Click on the **OK** button. Repeat the above process for the **Sum([CH184\_Level.Total Sales])** cell in **ReportFooter**.

## Format Report Total Cell Contents

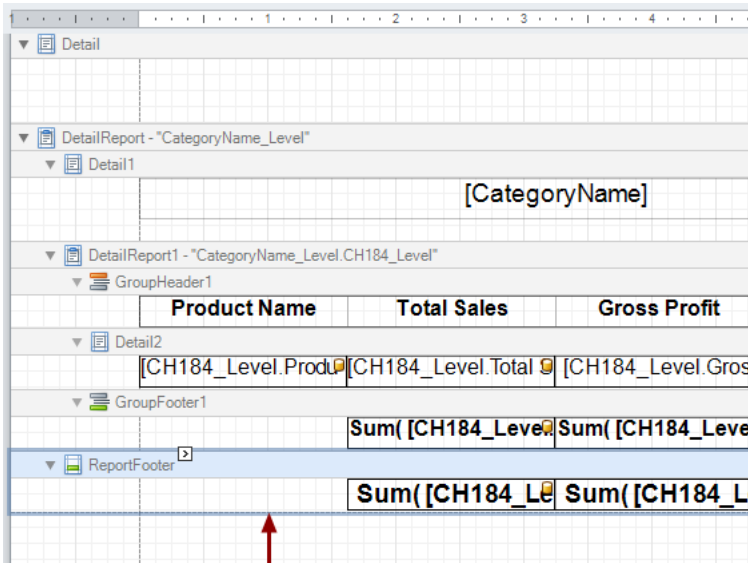


Format the text as Arial, 14px, Bold, Right justified.



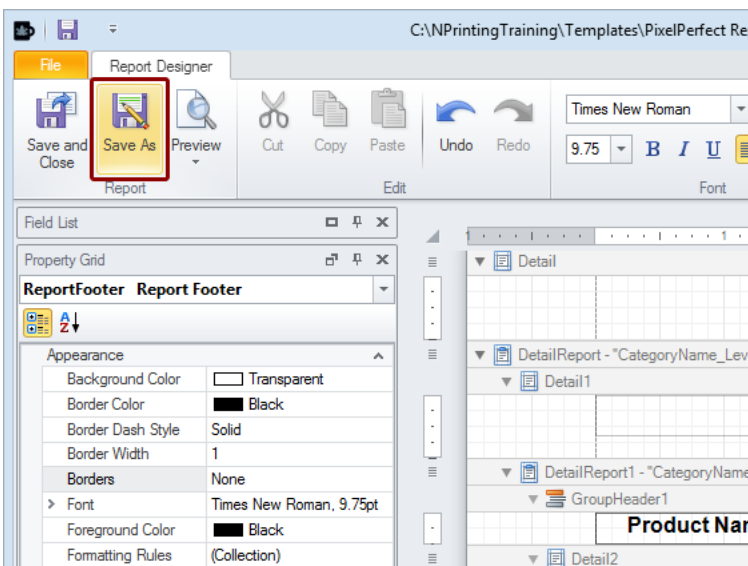
1. Select the **Borders** option in **Property Grid**, which is the lower left pane
2. Open the drop-down menu by clicking on the down-pointing triangle at the extreme right of the field
3. Click on **All** to render all cell borders visible
4. Drag the **Report Total** cell upper border till it coincides with the lower border of the **ReportFooter** bar lower border to eliminate the white space between the **Category Subtotals** and the **Report Totals** in the final report

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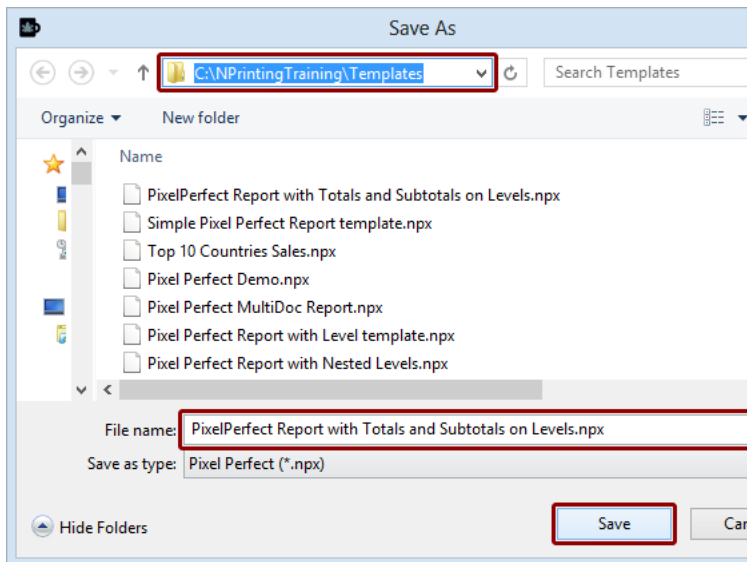
Drag the **ReportFooter** range lower border up to coincide with the **Report Total** cell lower border to eliminate the white space at the bottom of the report.

## Save Template



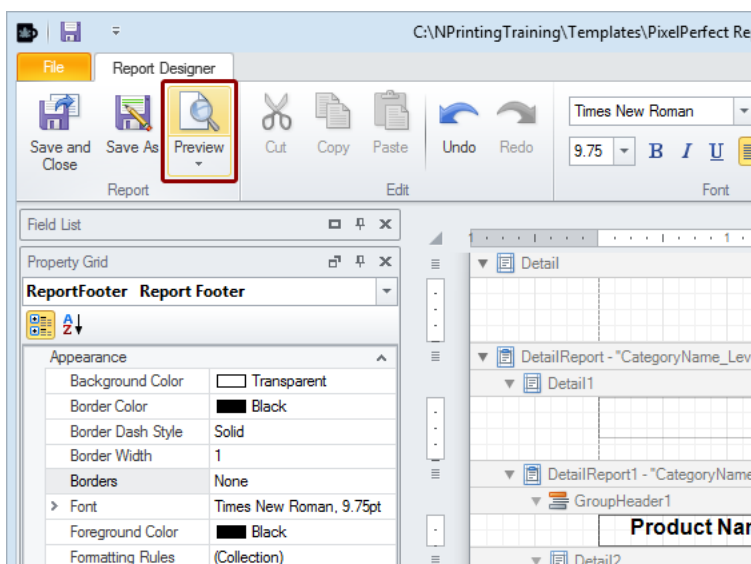
Click on the **Save As** icon in the **Report** group.

## Name and Save to Specific Folder



1. Make sure the **Save As** window is opened in the **C:\NPrintingTraining\Templates** folder, browse to it if not
2. Enter a **File name** or accept the suggested one
3. Click on the **Save** button

## Preview Report



Click on the upper part of the **Preview** icon in the **Report** group.

## Inspect Report Detail

Danske Treshoe	\$ 5,206	\$ 1,183
Root Boot	\$ 4,943	\$ 1,302
Fuji Boots	\$ 4,881	\$ 1,389
<b>Category Totals</b>	<b>\$ 241,066</b>	<b>\$ 53,007</b>

### Sports Clothing

Product Name	Total Sales	Gross Profit
Feiss Fleece Trousers	\$ 38,005	\$ 9,033
Sheat Shoes	\$ 30,848	\$ 6,083
Patamonia Fleece Jacket	\$ 27,780	\$ 6,144
Tennis Suit	\$ 25,895	\$ 4,851
Bike Helmet	\$ 24,249	\$ 5,412
Car Boots	\$ 18,001	\$ 3,353
Adihash Running Shoe	\$ 17,949	\$ 4,583
Tracksuit	\$ 15,454	\$ 2,507

Rasta WCT	\$ 13,052	\$ 2,857
Wimbledon T-Shirt	\$ 11,380	\$ 2,434

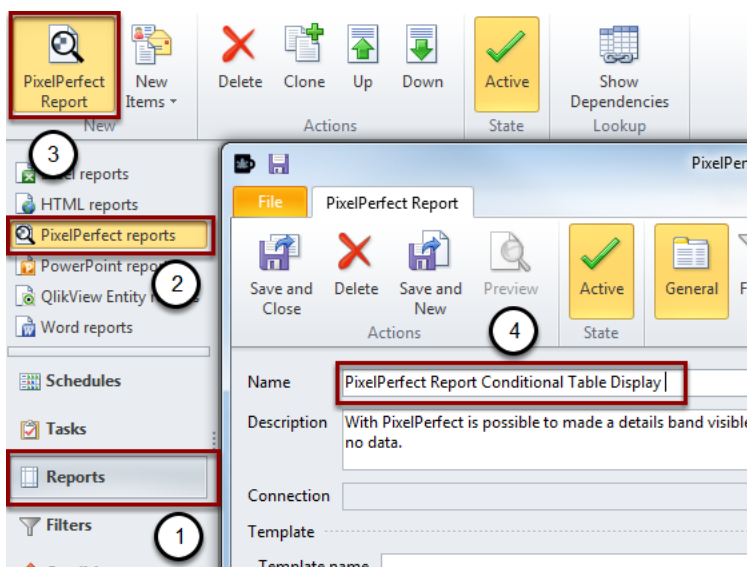


# How to Manage PixelPerfect Conditional Output Formats Using the Formatting Rules Editor

You can download this tutorial by clicking here: "[How to Manage PixelPerfect Conditional Output Formats Using the Formatting Rules Editor](#)".

This article explains how to create PixelPerfect reports with a conditional table display view. The final output will show a page that contains a Chart and a Table that will completely be hidden when it doesn't contain data.

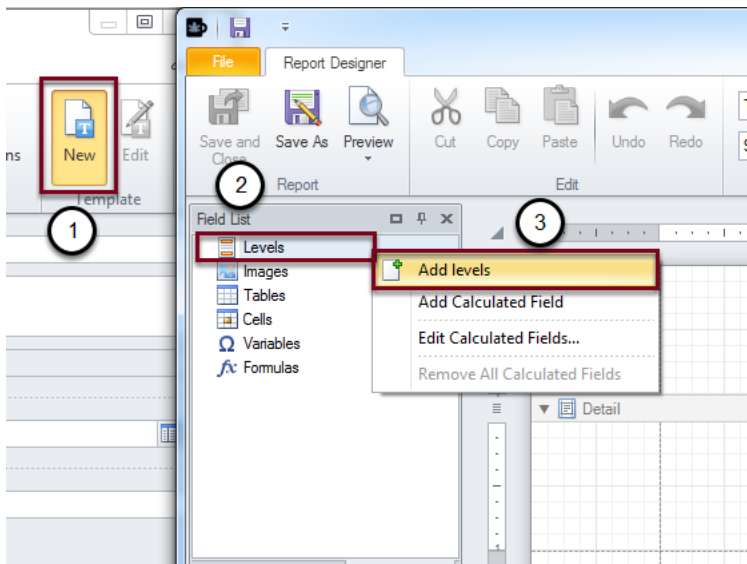
## Create New PixelPerfect Report



Run NPrinting Client and open the project **C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq**

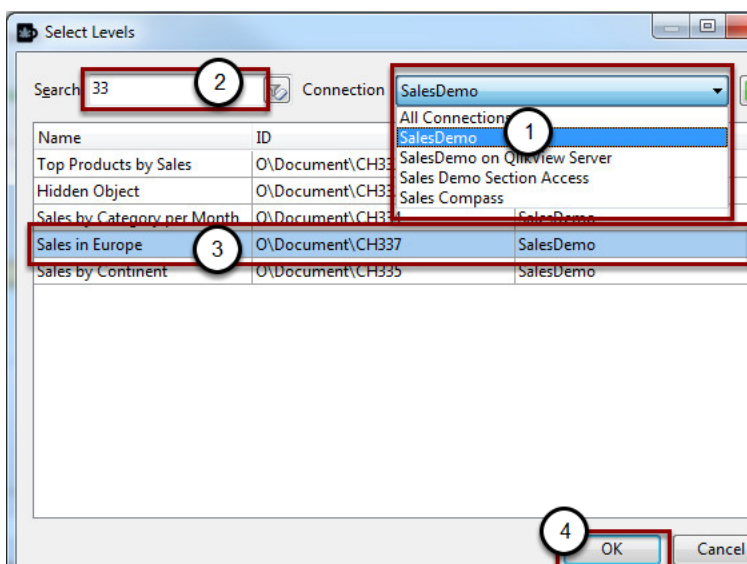
1. Click on **Reports**
2. Select **PixelPerfect** reports
3. Click on the **PixelPerfect Report** button to create a new one
4. Enter **PixelPerfect Report Conditional Table Display** as the report **Name**

## Create a New PixelPerfect Report Template



1. Click on **New** to open a blank template in the **Template Editor**
2. Right-click on the **Levels** node to add a level
3. Select the **Add levels** option

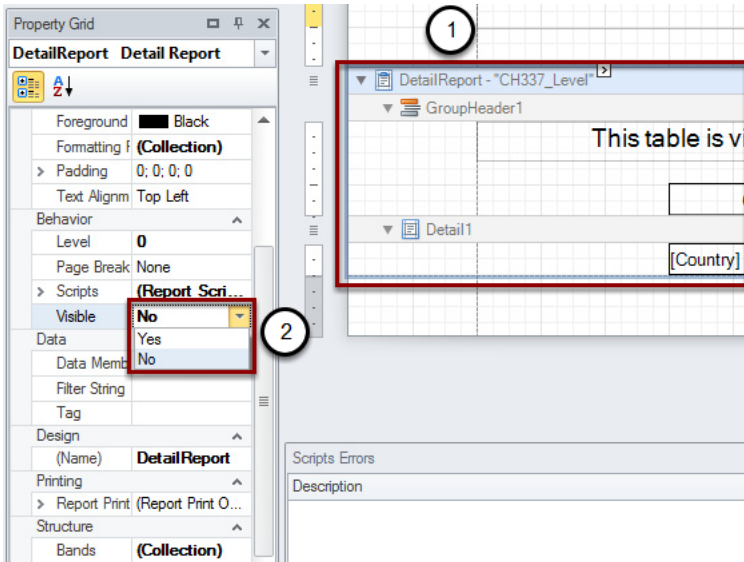
## Insert a QlikView Table as a Level



1. Be sure that the **Connection** "SalesDemo" is selected, otherwise open the "Connection" drop-down menu and select it
2. Enter '337' into the search field and the number of candidate objects will be reduced
3. If **Sales in Europe (CH337)** is the only visible object, press **Enter** to add it into the **Levels** node; otherwise select it in the list

4. Click on the **OK** button

## Change the "Visible" Property in the Details Band

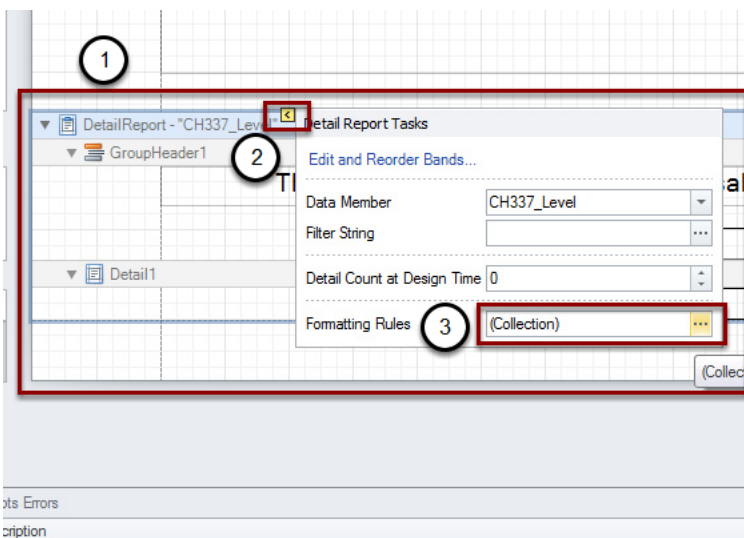


Create a new table, as you would normally do in a PixelPerfect report, based on CH337. Refer to the tutorial "[How to Create a Simple PixelPerfect Report](#)".

Then:

1. Select **DetailReport - "CH337\_Level"**
2. Change the **"Visible"** property from **"Yes"** to **"No"**.

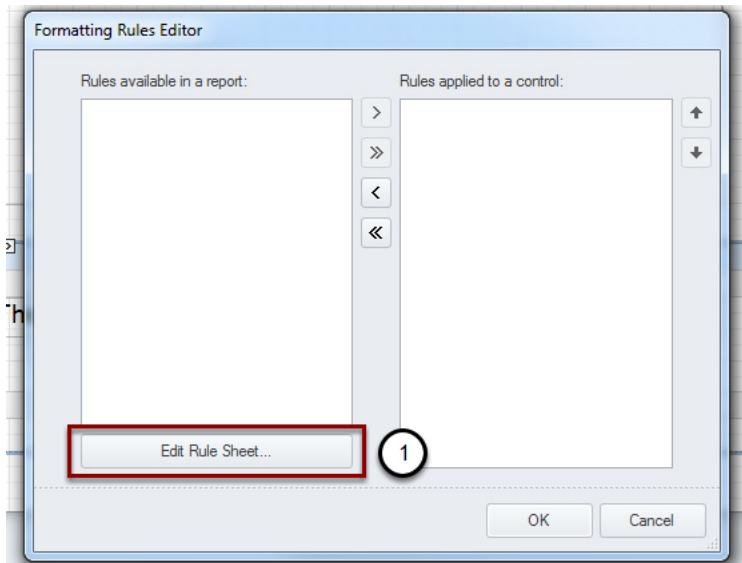
## Open the Formatting Rule Editor



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1. Select the **Detail Band**
2. Click on the **smart tag** (">") button at the top of the band
3. Click on the **browse** button at the right end of the **Formatting Rules** field to open the Formatting Rules Editor.

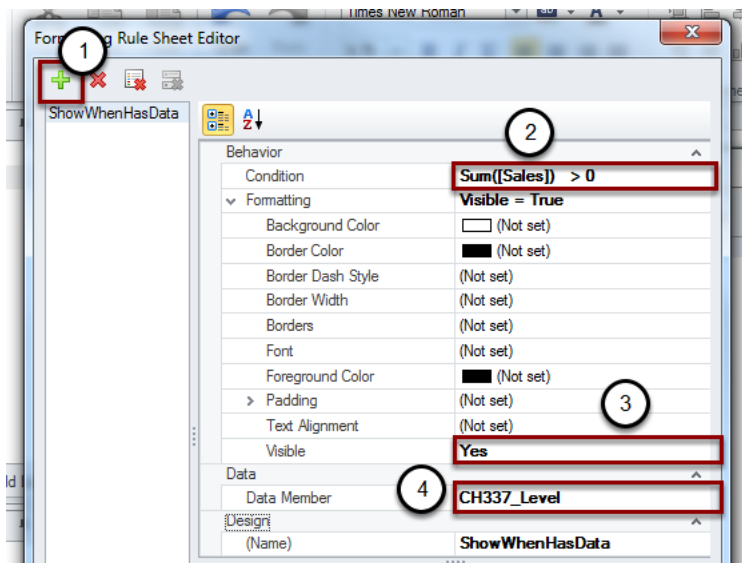
## Create a New Rule



This form shows all the available rules in a report.

1. Click on **Edit Rule Sheet**.

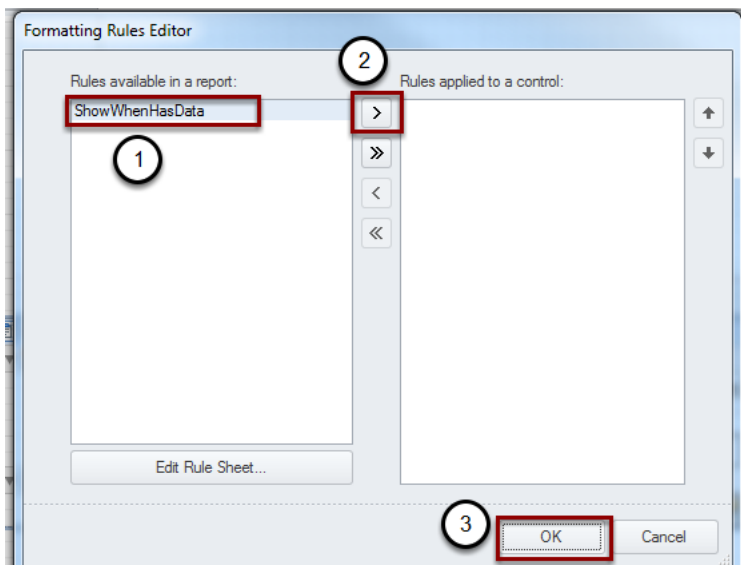
## Create a New Formatting Rule



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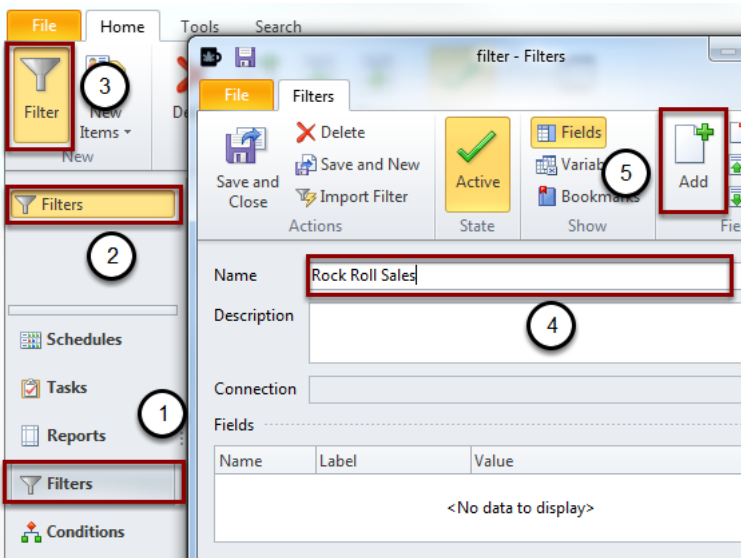
1. Click on the "+" button to add a new rule
2. Select **CH337\_Level** as a **Data Member** value
3. Insert **Sum([Sales]) > 0** in the **Condition** property. This condition will be true when the selected QlikView Object contains data. By customizing this condition you can met your needs.
4. Set the "**Visible**" property to "**Yes**" from the drop-down menu. This means that when the condition is true the objects with the condition applied will be made visible
5. Insert **ShowWhenHasData** as Name
6. Click **Close**.

## Apply the Formatting Rule to the Table



1. Select **ShowWhenHasData** Rule from the list
2. Click on the button ">" to apply the rule
3. Confirm with **OK**.

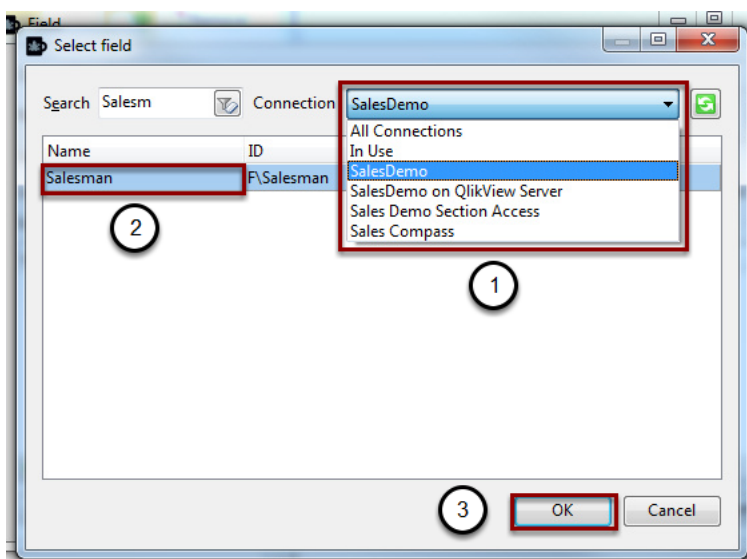
## Create a New Filter



1. Click on **Filters**
2. **Filters** will be automatically select
3. Click on the **Filter** button to create a new one
4. Insert **Rock Roll Sales** as Name
5. Click **Add** button.

For more details on how to create a field based filter refer to the tutorial [How to Create Static and Dynamic Filters Based on Fields](#)

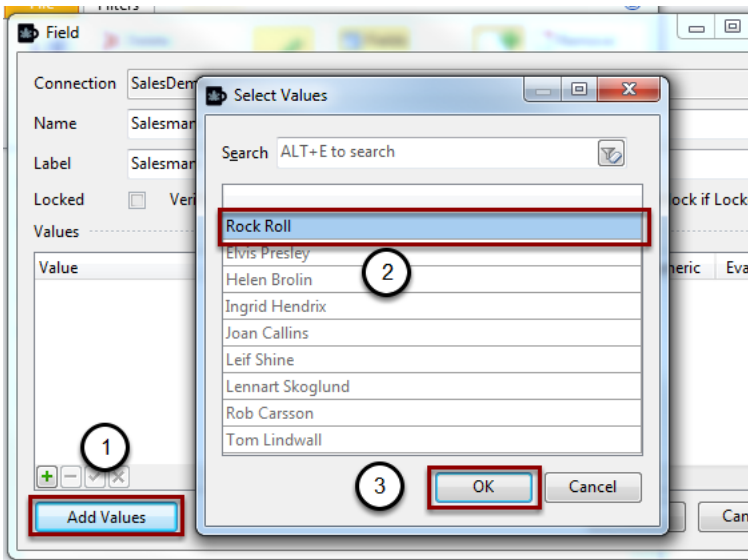
## Select Field



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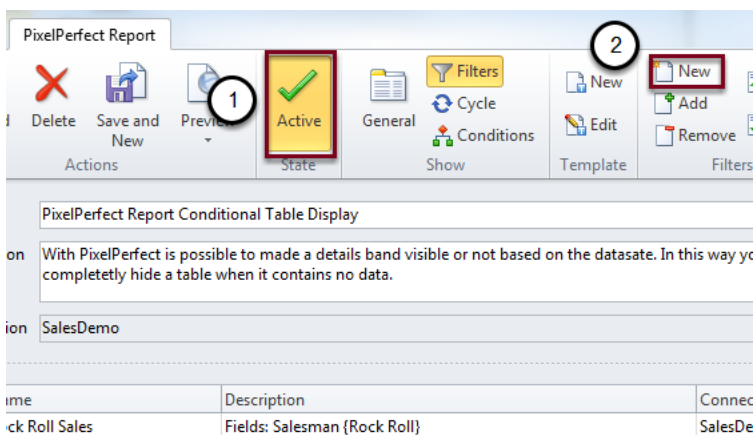
1. Select the **Connection "SalesDemo"**
2. Search and select the **Salesman** field
3. Click on the **OK** button to add the field.

## Select "Rock Roll"



1. Click on the **Add Values** button in the **Field** window, which opens the **Select Values** window listing all the values for that field present in the QlikView document
2. Select **Rock Roll**
3. Click on the **OK** button at the bottom of the **Select Values** window
4. **Save and Close.**

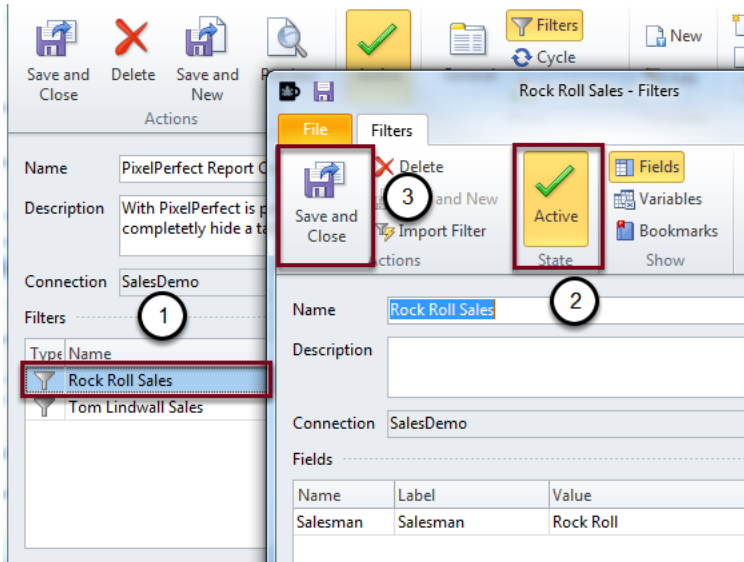
## Create a Filter for "Tom Lindwall"



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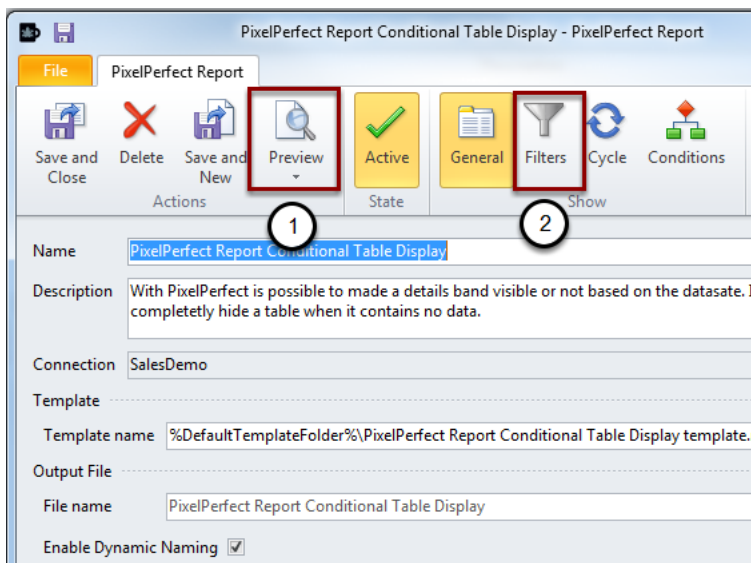
1. Create another **Filter** for "Tom Lindwall"
2. Add it to the report.

## Deactivate a Filter



1. **Double-click** on the first Filter (Rock Roll Sales)
2. Click on **Active** button to deactivate the Filter
3. Exit by clicking on **Save and Close**.

## Generate Preview



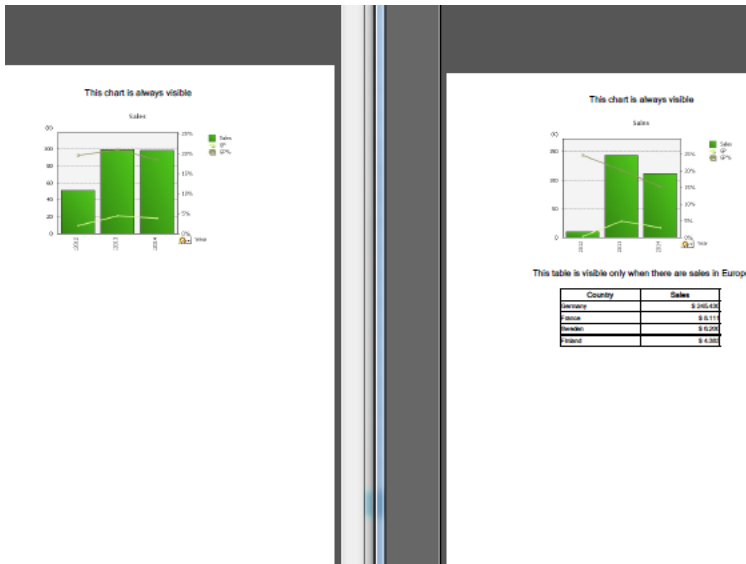
1. Select **Preview** button to generate the preview. Keep it open.
2. Click on **Filters** button and **re-activate** "Rock Roll" Filter and **disable** "Tom Lindwall"
3. **Save and Close**



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4. Re-click on **Preview** button.

## Compare Previews



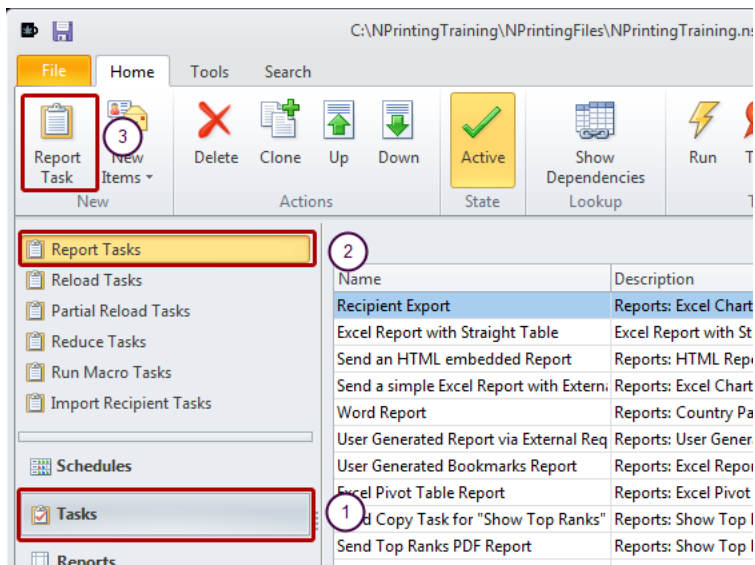
You can see the table only on the second **Preview**.

## How to Reload Data into Your QlikView Document

You can download this tutorial by clicking here: "[How to Reload Data into Your QlikView Document](#)".

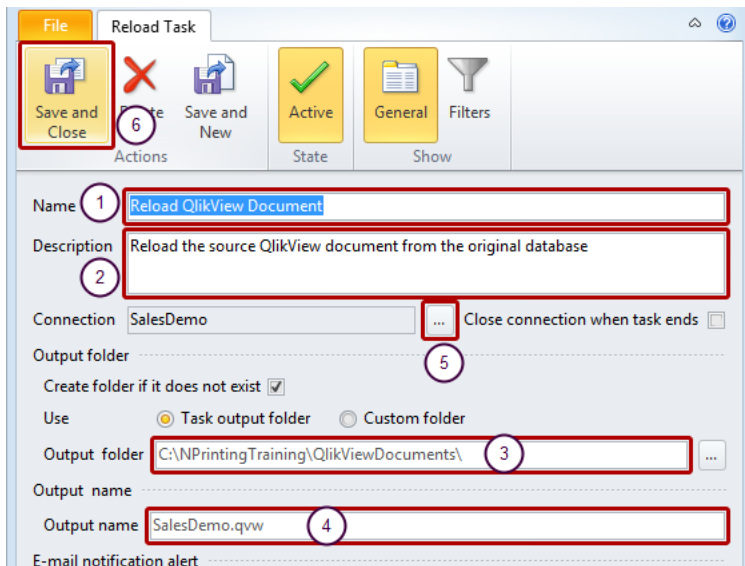
NPrinting will reload data into your **locally saved QlikView documents**. **Reload**, **Partial Reload**, and **Reduce Tasks** can only be run using connections to **locally saved QVWs** and not over connections through QlikView Enterprise Server or Small Business Edition. You can do either reload or partial reload tasks to refresh your data. NPrinting uses parameters you set in your QlikView document to perform these Tasks. Reload Tasks are typically run to update the data in a QlikView document before generating reports. You need to ensure that the refreshed QlikView document overwrites the original to do this, otherwise your connections will not use the updated data. Reload tasks can be added to jobs as one of the first tasks so that reports are generated with fresh data.

### Create New Reload Task



1. Select **Tasks** in the lower left pane
2. Select **Reload Tasks** in the upper left pane
3. Click on **Reload Task**

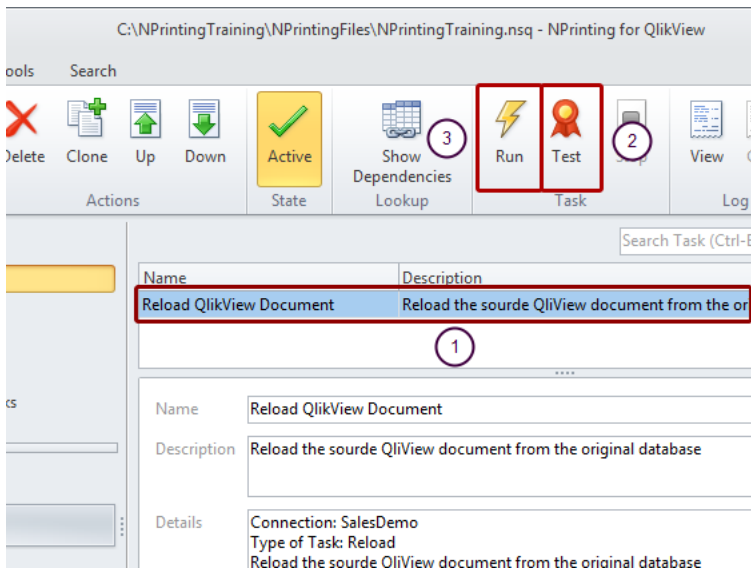
## Enter Reload Task Parameters



1. Give the Task a **Name**
2. Enter a **Description** (optional).
3. Enter or select an **Output folder**
4. Enter an **Output name**
5. Click on the browse button to find and select the connection corresponding to the QlikView document you want to reload
6. Click on **Save and Close** to save the Task

You usually want the **Output folder** and **Output name** to be the same as the location and name of the QVW in the connection so that reloading replaces the old QVW with one containing fresh data.

## Check and/or Run Task



1. Make sure the correct Task is selected
2. Make sure the Task functions properly by clicking on the **Test** button in the **Task** group of the tool ribbon. Also see "[How to Test a Task without Involving Recipients](#)"
3. Run the task manually by clicking on the **Run** button in the **Task** group in the tool ribbon

## How to Configure NPrinting Service

You can download this tutorial by clicking here: "[How to Configure NPrinting Service](#)".

NPrinting can be run as a Windows service to execute scheduled jobs, External XML Request, and On-Demand reports. The NPrinting service does not require any user to be logged on to the machine to run because it does not run on a user session. The service may also start up without any manual intervention every time the machine is re-started if the "Start Type" is set to "Automatic" because it is a Windows service.

NPrinting Service can be configured to use:

- NPrinting NSQ files which contain the tasks and scheduled jobs you want it to execute
- Folders that contains NSQ files. All NPrinting projects saved in the configured folders will be executed
- It is no longer necessary to insert On-Demand NSQ files and NPrinting projects (.nsq files)

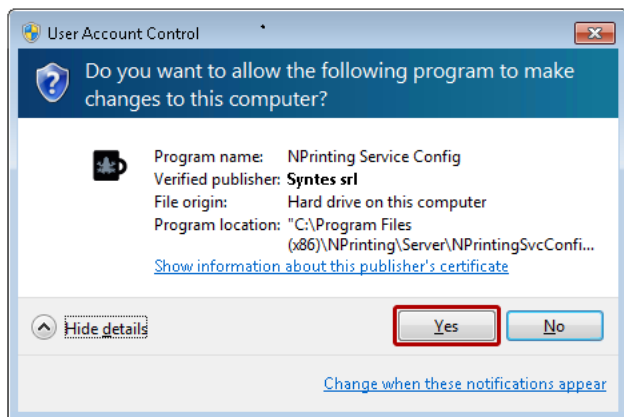
You can also assign a source folder to NPrinting Service for External XML Request reporting. NPrinting Service regularly checks for new XML files with the **.request** extension in the defined source folder, parses any new ones it finds, executes the contained instructions, and renames the file by changing the **.request** extension to **.processed**. It then writes information into a new file about what Task(s) or Job(s) that were run and their outcome. Finally it names the file with the **.result** extension. You can find detailed information about the syntax of these XML files and how the process works in this [How to Execute NPrinting Reports by External XML Request](#) tutorial.

### Note:

- You have to be an administrator on the computer to configure NPrinting Service
- The service will no start if the chosen .nsq file is no longer valid. For instance, when the .nsq is saved with a client with a different version than the server.

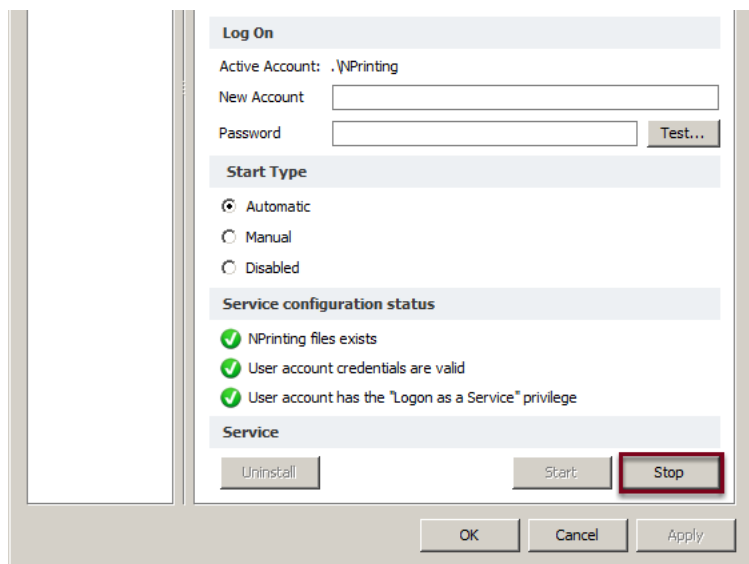
When you install **NPrinting Server**, **NPrinting Management Console** is also installed as a component and is the GUI for configuring automated report generation and distribution. Launch NPrinting Management Console by clicking on its desktop or taskbar icon or searching for **NPrintingSvcConfig.exe** and double clicking on it.

## Permit NPrinting Service Config to Make Changes



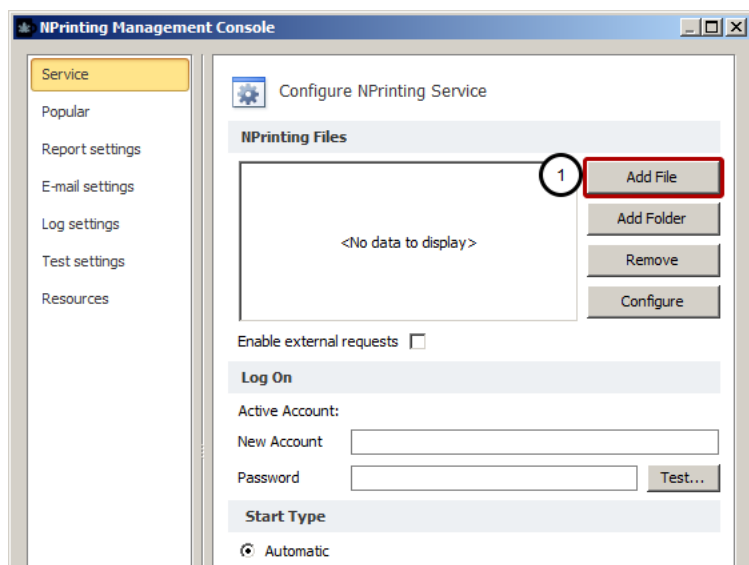
The first thing that happens when you start **NPrinting Management Console** up is the **User Account Control** window pops up. Click on the **Yes** button to proceed.

## Stop the NPrinting Service



The Service page is pre-selected. Stop the server if it's running to be able to configure it. Skip this step if the service is stopped.

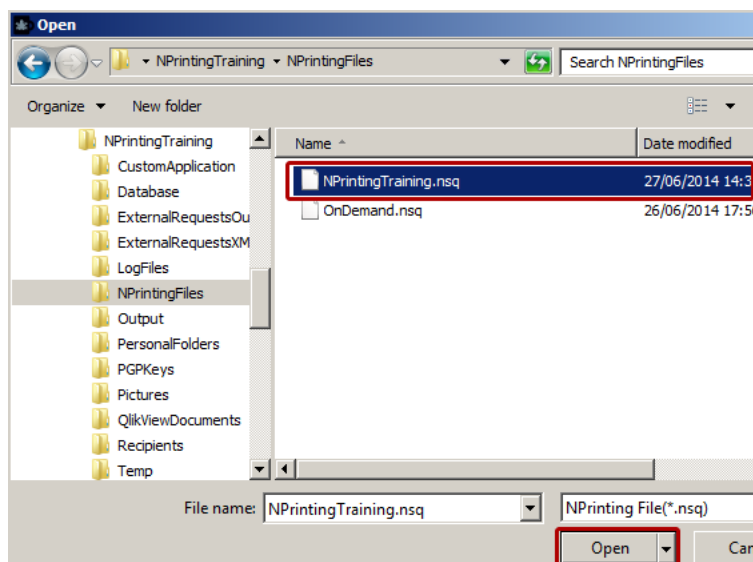
## Adding NPrinting Project Files



1. Click on the **Add File** button

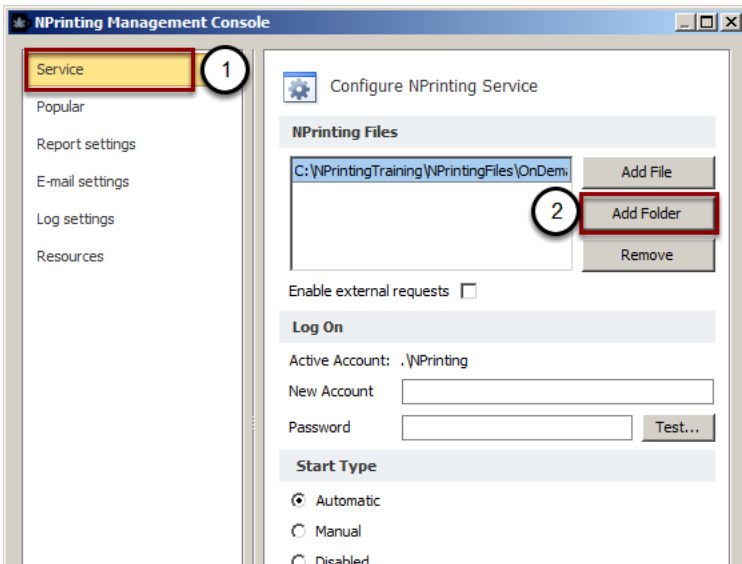
All paths to NPrinting files saved on computers different from the one running NPrinting Service must be absolute paths (e.g. \\Server\NPrinting\Templates - NOT Z:\NPrinting\Templates).

## Select NPrinting Project Files



1. Browse to **C:\NPrintingTraining\NPrintingFiles\** and select **NPrintingTraining.nsq**
2. Click on the **Open** button

## Adding an NPrinting Project Folder



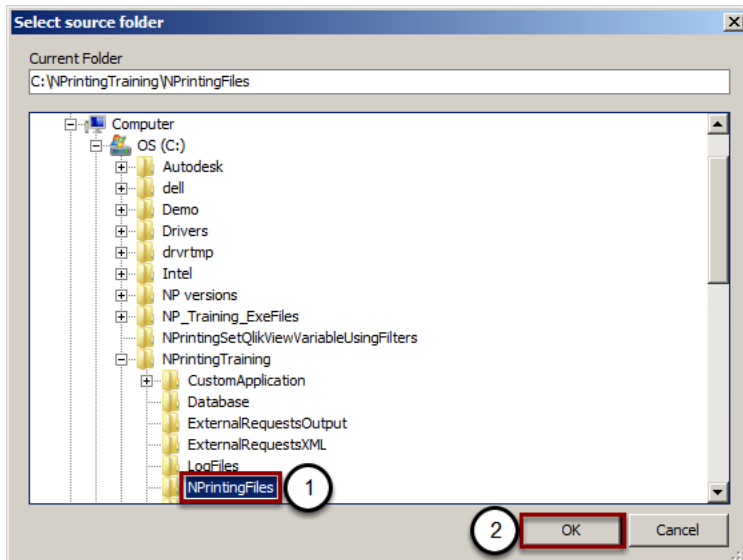
It's also possible to add an entire folder. All NPrinting projects (.nsq files) contained in the folder will be scheduled. Add an empty folder to save the .nsq files when they are ready. The Jobs will be automatically executed after saving. This could be useful if you prefer not to permit a developer to access the server configuration.

1. The **Service** page is pre-selected
2. Click on the **Add Folder** button

Adding at least one NPrinting project (.nsq file) is not mandatory. The Service will also start without it. This is useful if you plan to use NPrinting On-Demand. When the NPrinting Service receives an On-Demand request, automatically it retrieves the .nsq. For instance, when the .nsq is saved with a Client with a different version than the Server

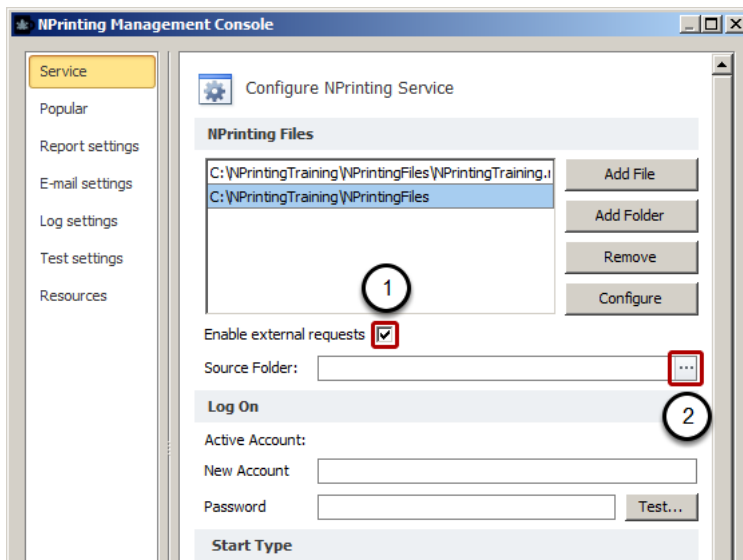


## Select NPrinting Project Folder



1. Expand the file system node until you find the folder you wish to add
2. Confirm by pressing OK

## Enable External Requests

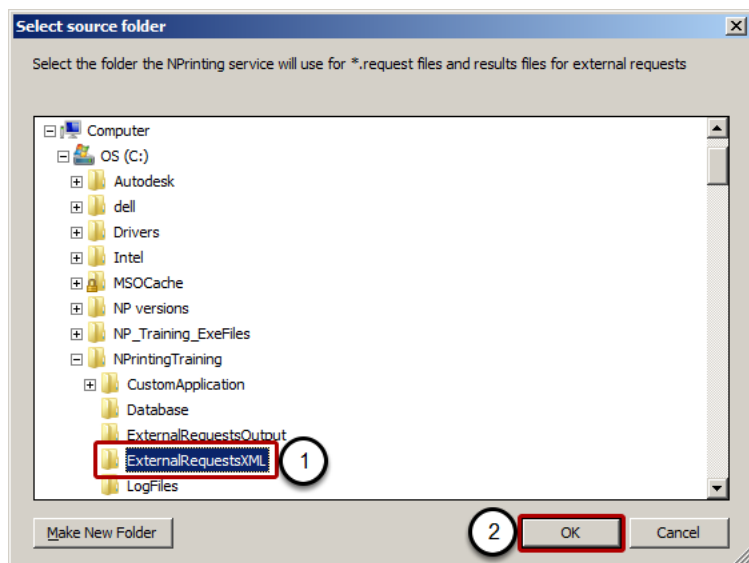


1. If you want to use the service for **External Request** reporting, put a check mark in the **Enable external requests** box
2. Click the browse button to configure the directory where XML files to be executed by NPrinting Service are to be saved.

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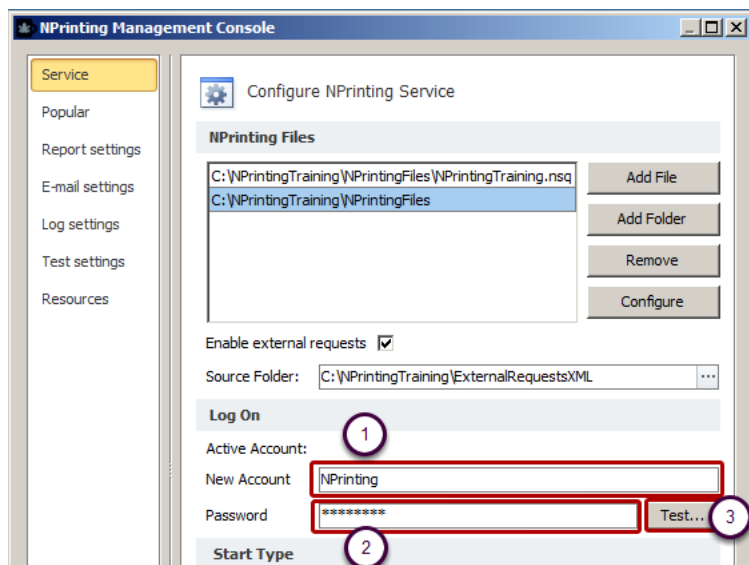
If you start the service but the .nsq is no longer available, you'll get an error message in the log and the service will continue to work. This means that you can also use External Requests and On-Demand without a .nsq file configured in the Management Console.

## Select Source Folder



1. Browse to **C:\NPrintingTraining\** and select the **ExternalRequestsXML** folder. Use **Make New Folder** if necessary
2. Click on the **OK** button

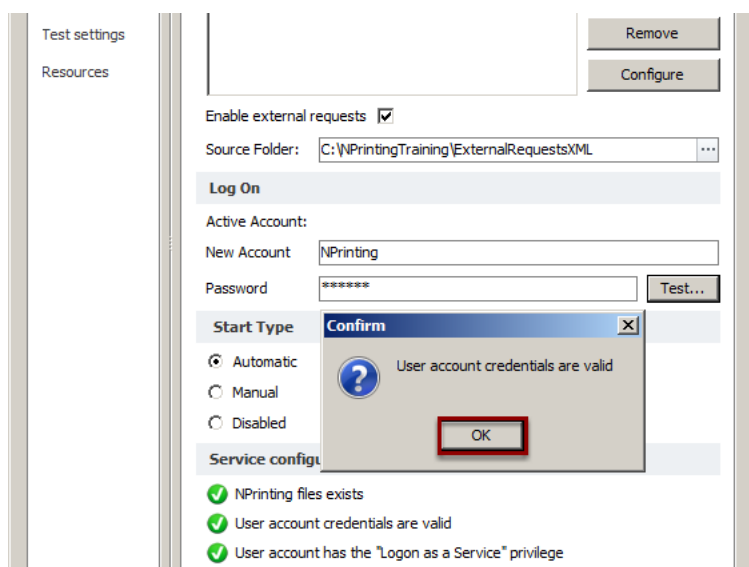
## Enter Log-on Account Info



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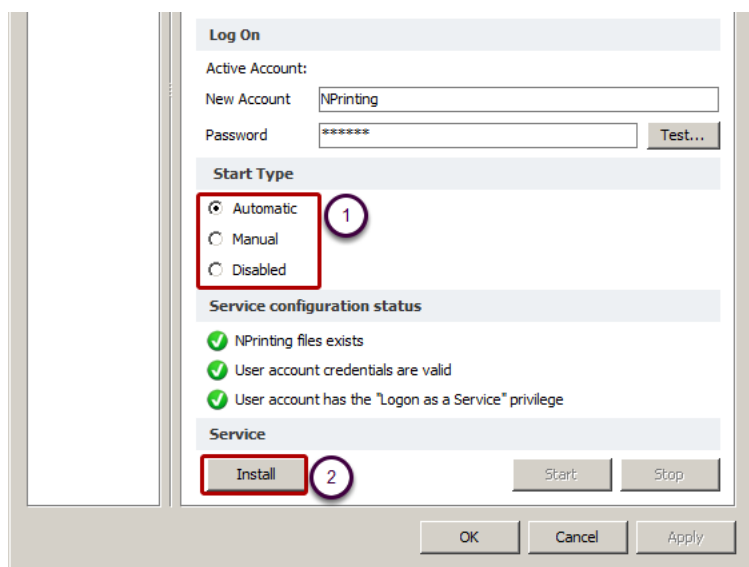
1. Enter the Windows User ID of a **computer administrator** in the **New Account** field. It is best to create a user reserved for NPrinting Service. The user must have "**Login as a service**" privileges
2. Enter the corresponding **Password**
3. Click on the Test button to validate the **User Account** and **Password**

## Credential Validity Confirmed



Click on the **OK** button.

## Conclude Configuration and Install



1. Select how you want NPrinting Service to start:

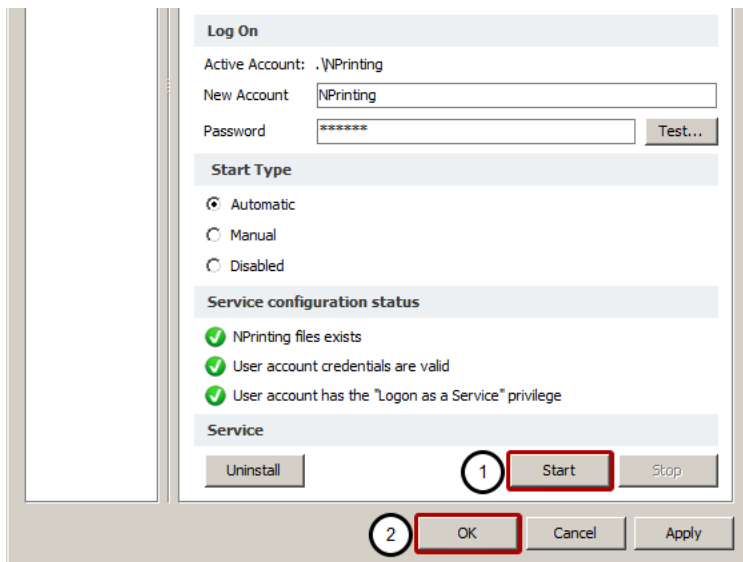
# NPrinting Certification Training Course Tutorials

- **Automatic:** starts every time the computer is re-started
- **Manual:** you will need to open the NPrinting Management Console to start the service. Use the NPrinting Management Console so you can check that all parameters are correctly configured.
- **Disabled:** you will need to enable it again in order to run the service

2. All Service configuration status indicators must be green before clicking on the **Install** button to install the service

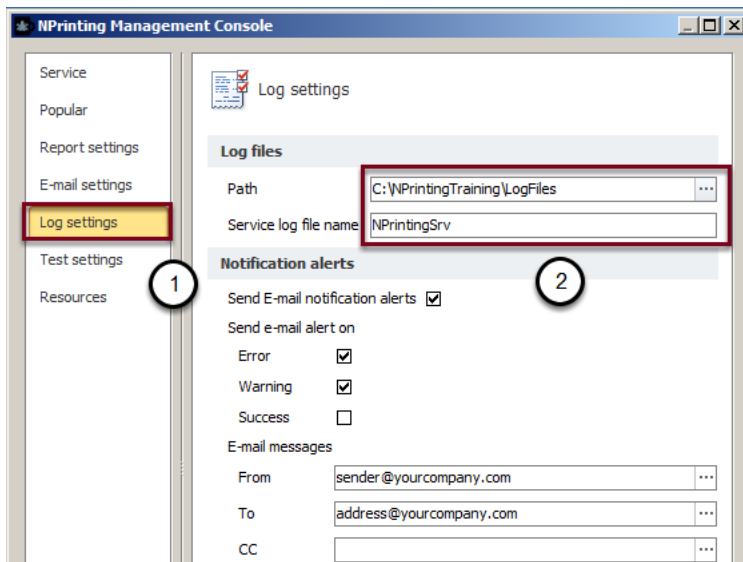
**Note:** You will have to click on the **Stop** button to change these settings and manually restart the service when you have finished by clicking on the **Start** button.

## Start Up Service so It Will Execute Your Schedules



1. Click on **Start** to start the service. It will now automatically run scheduled jobs
2. Click on **OK** to save your NPrinting Service settings

## Log Settings



1. Select **Log settings** from the panel
2. Type or select the **log files path** and its **name**.

- **Path** is the folder where Service logs will be saved. Select an easy-to-find folder.
- **Service log file name**, type here the name of the Service log file. The default file name follow the scheme YearMonthDay\_NPrintingSvc.log (e.g. 20140821\_NPrintingSvc.log). NPrinting Server will create a new log file each day. You have to delete them manually, there isn't a feature to delete automatically old log files. We suggest you insert something that lets you to easily distinguish the service log file from the one of the client. Please send us a copy of the logs if you need help.

When starting, the service adds two different log messages to the log file; one for starting the On-Demand thread and the other for the External Request thread.

## Troubleshooting: NPrinting Server Service and Schedules

### Installation Requirements

See "[Requirements for NPrinting 14 and following versions](#)". Log into the server with a local machine administrator account. When you'll run the NPrinting management Console you'll need to be able to make upgrade on the Windows operating system. Confirm with "OK" in case of authorization request.

### Dedicated NPrinting Service Account Configuration

Please ensure that you are using a dedicated Windows Account to run your NPrinting Service.

If you have not yet created a dedicated NPrinting Service Account, please do so with the following attributes:

#### The NPrinting Service Account must:

1. Be dedicated and not shared with any other Windows Server Service. Do not use the QlikView service account to run the NPrinting service for example
2. Have the "Logon as a Service" privilege. This will be automatically assigned during the NPrinting installation. Be sure that the corresponding bullet in the NPrinting Management Console is green. If the user has not the "Logon as a service" privilege, the NPrinting Service Config Window will give it. If the privilege is revoked after, the NPrinting Service cannot start.
3. Be a Local Machine Administrator

#### Other troubleshooting considerations:

- Try to perform the same operations that NPrinting Service is performing directly using the QlikView Desktop. For instance, if you experienced an issue when opening a .QVW try to open it with QlikView Desktop and check that everything is fine. The same if you have issues by applying filters.
- NPrinting Server and Client needs a fully licensed version of QlikView Desktop. You can activate QlikView Desktop by inserting a license code or by assigning a Named User CAL from a QlikView Server. **Leased licenses and Personal Edition are not supported.** Log into the NPrinting Server with the Windows Account used by the NPrinting Service and open QlikView Desktop. It must be activated. You can also click on "View message" when the

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Windows Interactive Service message appears. If you see "Personal Edition" on the QlikView Desktop you must activate it in the way you prefer.

1. **Mapped Drives:** Windows services run in Session 0, and mapped drives are not supported in Session 0. So the NPrinting Service does not support the use of Mapped Drives. UNC (Universal Naming Convention) paths must be used for any NPrinting related files that are accessed over the network. For instance \\ServerName\SharedFolderName\... is a correct path instead of Z:\SharedFolderName\... is not supported.
2. **Folders Access:** The Windows account assigned to run the NPrinting server service must have access to any remote files which NPrinting needs to access (.nsq, templates, etc). Therefore a domain user account would be needed in this case. That account must then have read/write access to remotely shared folders that contain files required by NPrinting to process reports.
3. **The QVW and NPrinting Source Connection:** Check for any QVW's that may have recently been changed. This is easily identified when opening a QVW and a chart object crashes on open. Also check that the NPrinting source connection is working properly. If a QVW location has changed, you will need to update the related NPrinting source connection.
4. **Windows Event Logs:** Check the Windows event logs of the QlikView server. If there is a problem with the QlikView Server setup or if something has gone awry in the QlikView Server, the Windows System and Application logs will deliver errors and warning which could also help troubleshoot the issues.
5. **Configuring NPrinting Service Account 'Session 0':** If you have macros that require permission to run, you must log onto the NPrinting Server with the NPrinting Service Account. Next, open a QVW containing a macro requiring permission to run and click "Ok" when prompted to "run safe macros".
6. **All NPrinting Clients and Servers must be the same version:** Ensure that all NSQ's are created and saved with the same version of the NPrinting Client. NSQ's saved with different versions of NPrinting can cause schedules to fail. The service does not start if the chosen .nsq file was saved with a client with a different version than the server.

# How to Execute NPrinting Reports by External XML Request

You can download this tutorial by clicking here: "[How to Execute NPrinting Reports by External XML Request](#)".

You can set up the NPrinting service to accept requests to execute Tasks and Jobs that are submitted by XML files saved in a specific folder.

There are two steps to this process:

1. Configure NPrinting Service to accept XML requests (see [How to Configure NPrinting Service](#))
2. Generate XML files with a specific syntax and save them in the folder you specify in the previous step.

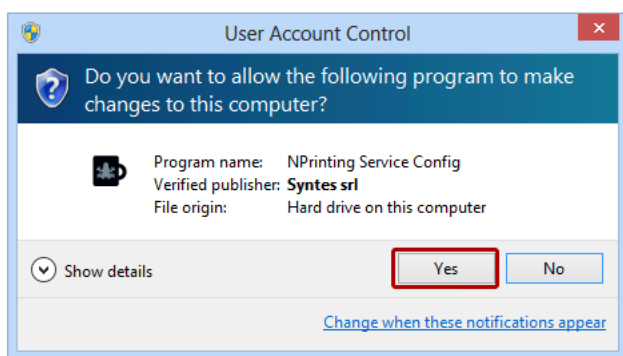
NPrinting Service regularly checks for new XML files with the **.request** extension in the defined source folder, parses any new ones it finds, executes the contained instructions, and renames the file by changing the **.request** extension to **.processed**. It then writes information into a new file about what Task(s) or Job(s) were run and their outcome. Finally it names the file with the **.result** extension. Execution will be queued with any other schedule jobs to be executed.

The Task or Job can be reactivated just by changing the extension on the XML file back to **.request**. Paths to files on remote servers must be absolute paths.

When you install **NPrinting Server**, **NPrinting Management Console** is also installed as a component and is the GUI for configuring automated report generation and distribution. Launch NPrinting Management Console by clicking on its desktop or taskbar icon or searching for **NPrintingSvcConfig.exe** and double clicking on it.

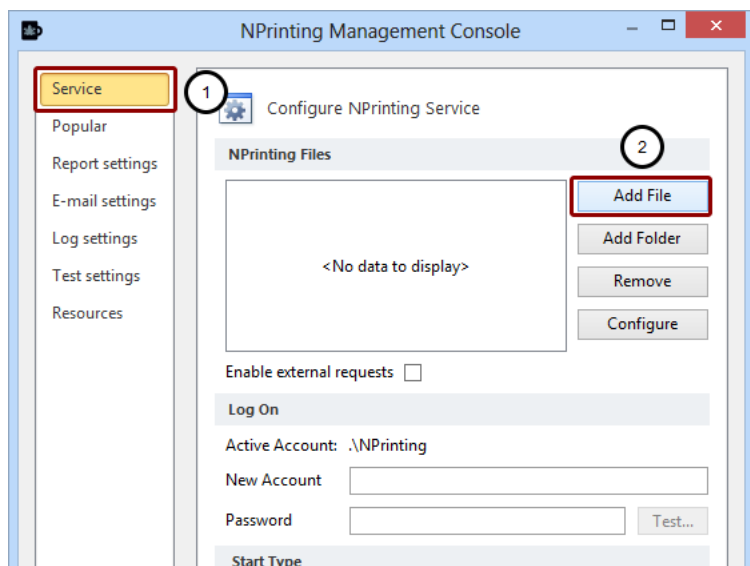


## Permit NPrinting Service Config to Make Changes



The first thing that happens when you start **NPrinting Management Console** up is the **User Account Control** window pops up. Click on the **Yes** button to proceed.

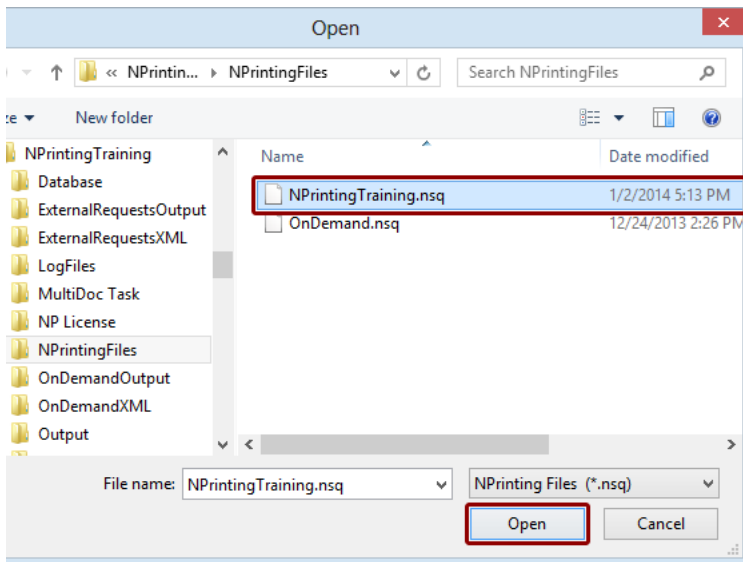
## Add NPrinting Project File(s)



1. The **Service** page is pre-selected
2. Click on the **Add** button

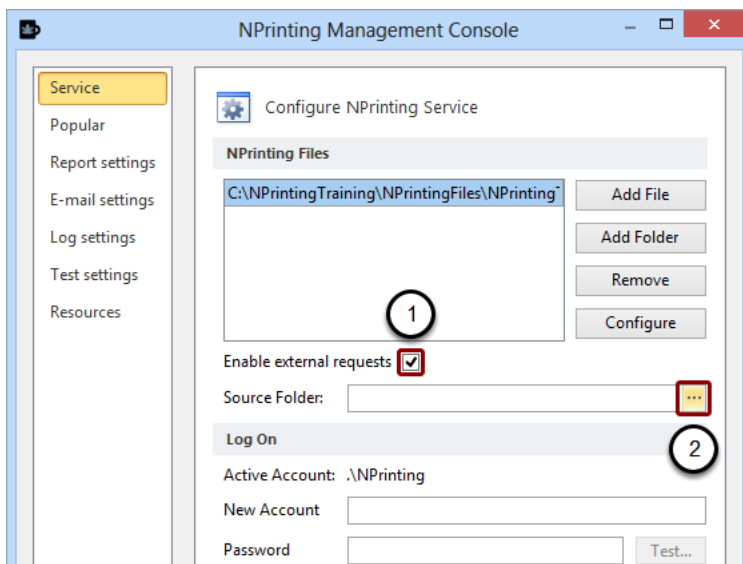
All paths to NPrinting files saved on computers different from the one running NPrinting Service must be absolute paths (e.g. **\\Server\NPrinting\Templates** - NOT **Z:\NPrinting\Templates**).

## Select NPrinting Project File(s)



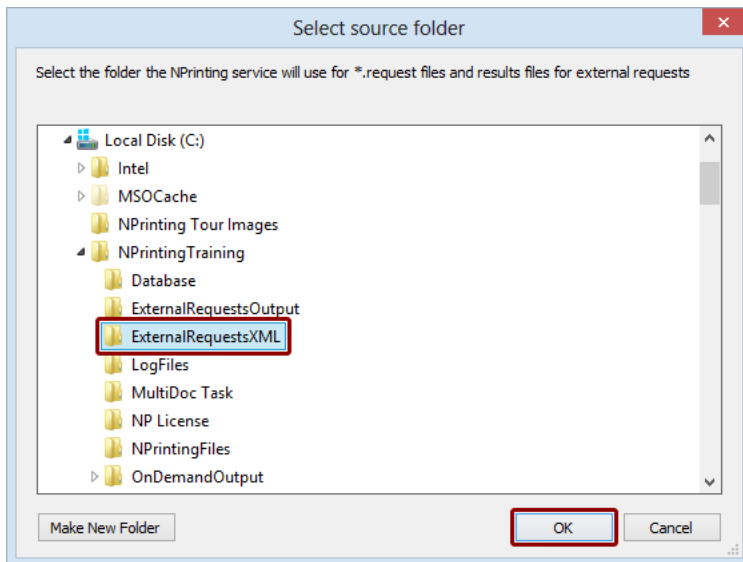
1. Browse to **C:\NPrintingTraining\NPrintingFiles\** and select **NPrintingTraining.nsq**
2. Click on the **Open** button

## Enable External Requests



1. Put a check mark in the **Enable external requests** box
2. Click the browse button to configure the directory where XML files to be executed by NPrinting Service are to be saved. See: [How to Configure NPrinting Service](#)

## Select Source Folder



1. Browse to **C:\NPrintingTraining\** and select the **ExternalRequestsXML** folder. Use **Make New Folder** if necessary
2. Click on the **OK** button

## Request files

Request files are XML files with **.request** extension. Once they get processed the extension is changed to **.processed** without changing the content. A **.processed** extension file can be renamed to a **.request** extension file by a batch file or other process, reactivating the Task or Job.

The following is given in the file (feel free to copy, paste, and put in the necessary parameters):

- .nsq file to use
- type of entity: Job or Task
- name of the entity

File structure:

```
<?xml version="1.0"?>
<schedules>
<schedule file="" type="" entityName="" />
</schedules>
```

Example1:

# NPrinting Certification Training Course Tutorials

```
<?xml version="1.0"?>
<schedules>
<schedule file="C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq" type="job"
entityName="AccessPoint Report" />
</schedules>
```

**Note:** remember that an absolute path must be used for files residing on a remote server.

This will execute:

- NPrinting Job called "AccessPoint Report"

Example2:

```
<?xml version="1.0"?>
<schedules>
<schedule file="C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq" type="task"
entityName="Send an HTML embedded Report" />
<schedule file="C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq" type="job"
entityName="Sales Report" />
</schedules>
```

This will execute:

- NPrinting Task called "Send an HTML embedded Report"
- NPrinting Job called "Sales Report"

## Result files

Results files are XML files with the **.result** extension. They contain information regarding execution of the XML **.request** files

The information they contain is:

- .nsq file which was used
- type of entity: Job or Task
- name of the entity
- Date-Time of the start of the processing in ISO format
- Number of errors/warnings (if any)
- List of errors/warnings (if any)

File structure:

# NPrinting Certification Training Course Tutorials

```
<?xml version="1.0"?>
<scheduleResults>
<scheduleResult file="" type="" entityName="" startTime="" result=""/>
<scheduleResult file="" type="" entityName="" startTime="" result="" warningCount=""
warningMessage=""/>
<scheduleResult file="" type="" entityName="" startTime="" result="" errorCount=""
errorMessage=""/>
</scheduleResults>
```

## Example1:

```
<?xml version="1.0"?>
<scheduleResults><scheduleResult file="C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.
nsq" type="job" entityName="AccessPoint Report" startTime="2013-12-27T16:55:27.421+01:00"
result="success"/></scheduleResults>
```

## Deactivate Your License Before Making Changes to Your Computer or Move NPrinting to Another Computer

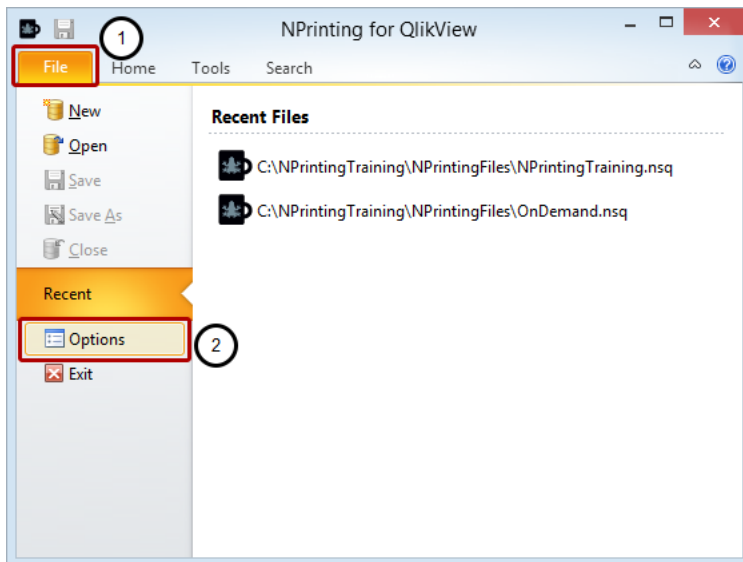
You can download this tutorial by clicking here: "[Deactivate Your License Before Making Changes to Your Computer or Move NPrinting to Another Computer](#)".

The NPrinting suite has three elements: Server, Client, and Components. Licenses need to be managed for the Server and Client products. Components does not need activation. Activation keys for Servers are different from those for Clients and cannot be exchanged.

If you need to move NPrinting from one computer to another, or if you are making major changes to a computer (upgrading CPUs, upgrading or adding RAM), you will need to de-activate your NPrinting license and then re-activate it on the new or modified computer. The reason for this is that the NPrinting licensing system uses a unique machine ID based on a number of parameters including the CPU ID and the amount of primary and secondary memory. If these are changed, our licensing server will no longer recognize your computer.

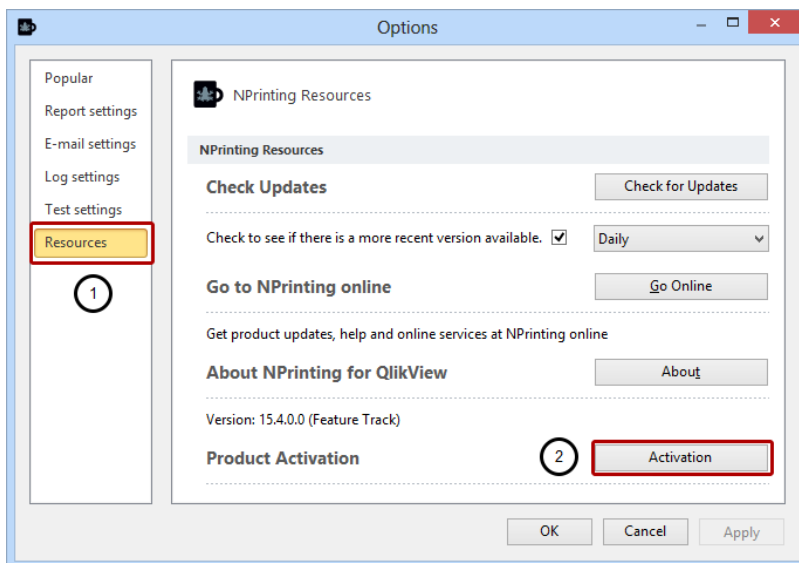
## Part I: Deactivating NPrinting Client

### Open the NPrinting Client Options Window



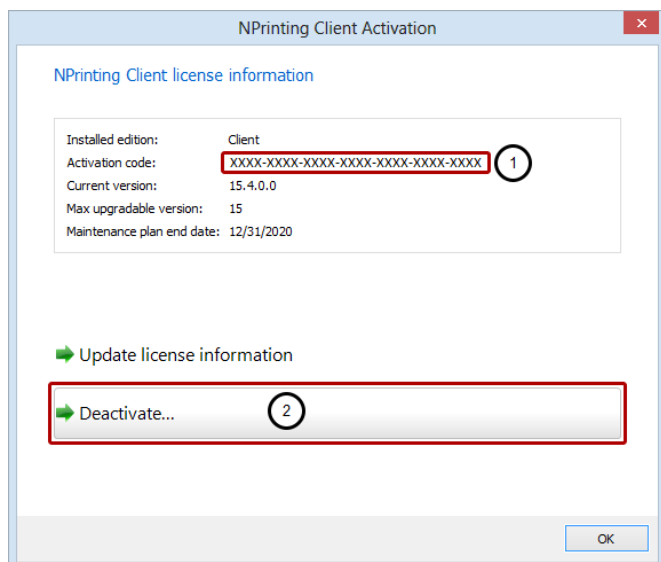
1. Select the **File** tab in the upper left-hand corner of the NPrinting window.
2. Click on **Options** to open the Options window.

### Open the NPrinting Resources Page



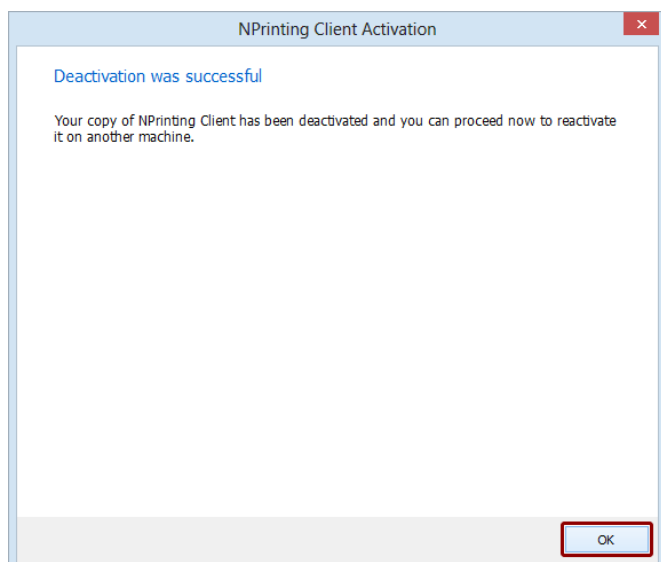
1. Select the **Resources** icon
2. Click on the **Activation** button

## Deactivate Your Client License



1. Copy the **Activation code** to some secure location.
2. Click on the **Deactivate...** bar to disassociate your **Activation code** from the machine ID so that you can use it to activate NPrinting Client on the new or modified computer

## Deactivation Procedure Completed



Click on the **OK** button.

Now you can modify the components on your computer and use your **Activation code** to reactivate the NPrinting Client installation on your modified computer or activate an NPrinting Client installation



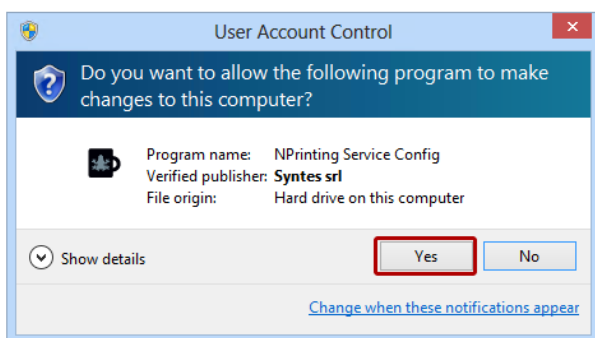
# NPrinting Certification Training Course Tutorials

on a different computer. See: [Activate or Reactivate NPrinting](#) or [Activate or Reactivate NPrinting Offline](#).

## Part II: Deactivating NPrinting Server

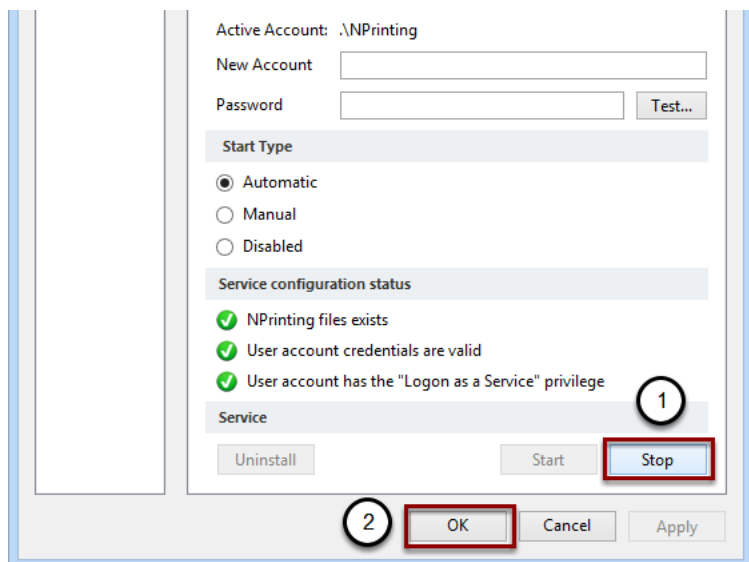
When you install NPrinting Server, NPrinting Management Console is also installed as a component and is the GUI for configuring automated report generation and distribution. Launch NPrinting Management Console by clicking on its desktop or taskbar icon or searching for NPrintingSvcConfig.exe and double clicking on it.

### Permit NPrinting Service Config to Make Changes



The first thing that happens when you start NPrinting Management Console up is the User Account Control window pops up. Click on the **Yes** button to proceed.

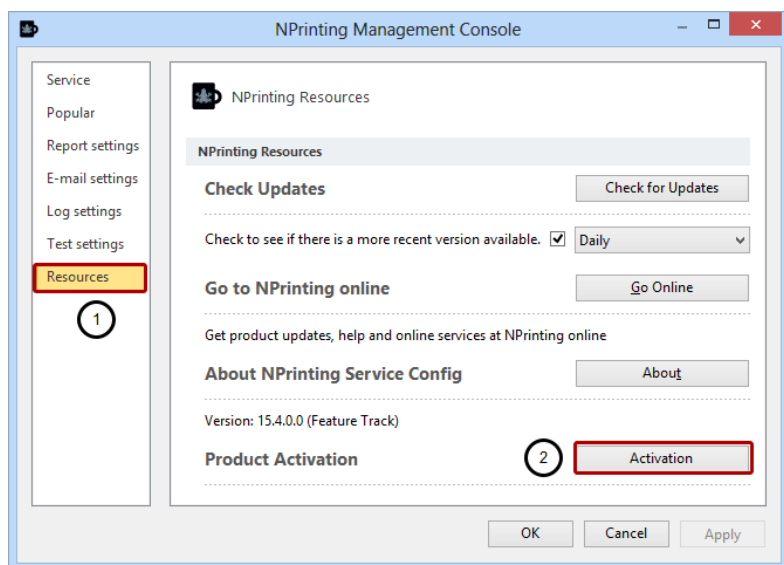
## Stopping the NPrinting Service



Open the NPrinting Management Console

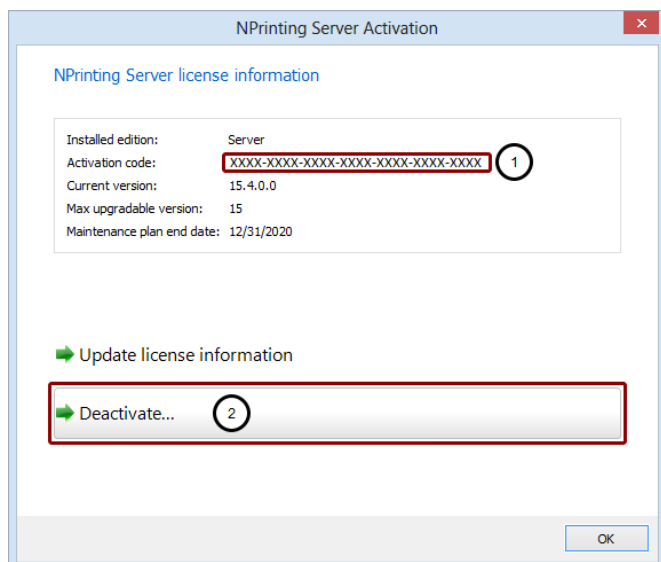
1. Click on Stop to deactivate the Service
2. Close the Management Console by pressing OK

## Go to Resources Page



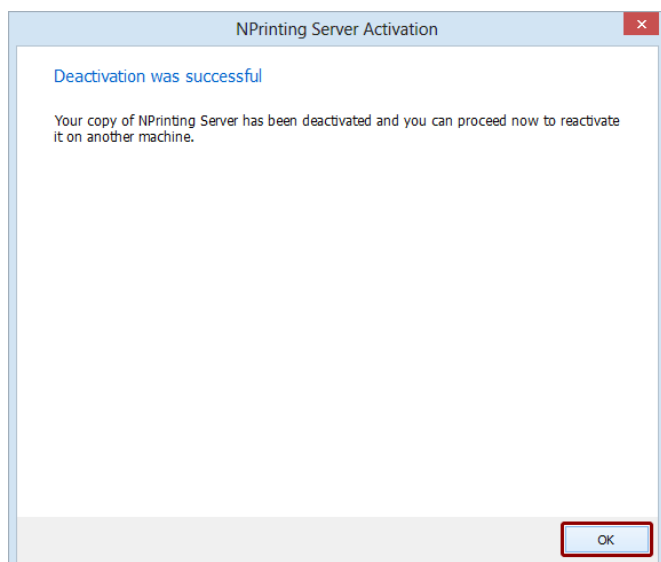
1. Select the **Resources** icon
2. Click on the **Activation** button

## Deactivate Your Server License



1. Copy the **Activation code** to some secure location.
2. Click on the **Deactivate...** bar to disassociate your **Activation code** from the machine ID so that you can use it to activate NPrinting Server on the new or modified computer

## Procedure Completed



Click on the **OK** button.

Now you can modify the components on your computer and use your **Activation code** to reactivate the NPrinting Server installation on your modified computer or activate an NPrinting Server

# NPrinting Certification Training Course Tutorials

installation on a different computer. See: [Activate or Reactivate NPrinting](#) or [Activate or Reactivate NPrinting Offline](#).

## How to Manage Password Protection for Report Security

You can download this tutorial by clicking here: "[How to Manage Password Protection for Report Security](#)".

Read and write password protection has been added for Report Security. Reports can now be sent with either read password protection, write password protection, or both. There are three types of passwords you can use:

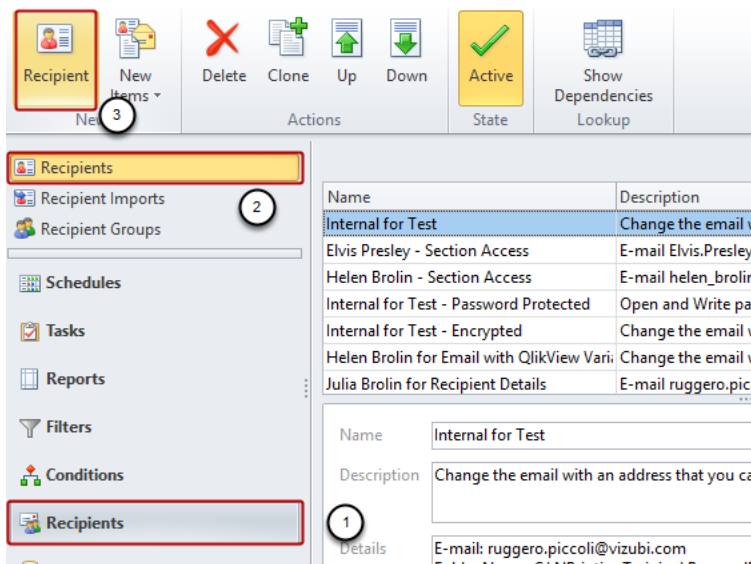
- Create read and/or write passwords as an attribute of the recipient. Reports sent to a recipient can be set to require these passwords for read and/or write
- Create read and/or write passwords as an attribute of the Task. All reports in the Task can be set to require these passwords for read and/or write
- Create different read and/or write passwords for each report in a specific task. Each report in that Task can have its own unique password(s) or no password(s)

The passwords used to protect reports is set in the Format properties window. This window is visible in the Set Report Password Protection step in the Recipient Level Password Protection for Reports section, the Set Password Protection Type step in the Task Level Password Protection for Reports section, and the Set Password Source step in the Report Password section below.

### Recipient Level Password Protection for Reports

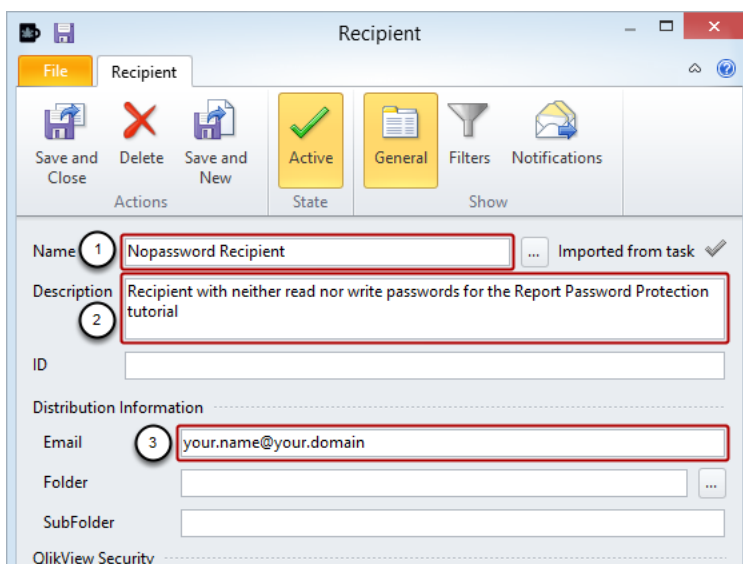
Preset read and/or write passwords at the individual recipient level in each recipient's settings.

## Prepare Special Recipients



1. Select Recipients in the lower left panel
2. Select Recipients in the upper left panel
3. Click on Recipient in the New group of the tool bar

## Define New Recipient



1. Enter a **Name** for a **Recipient** that will have no password, **Nopassword Recipient** for example
2. Enter a **Description** (optional)
3. Enter your own **E-mail** address

## Enter No Password

Description: Recipient with neither read nor write passwords for the Report Password Protection tutorial

ID: [Empty field]

Distribution Information

Email: your.name@your.domain

Folder: [Empty field]

SubFolder: [Empty field]

QlikView Security

Enable Security:

Open PGP Encryption

Enable Encryption:

Report Security

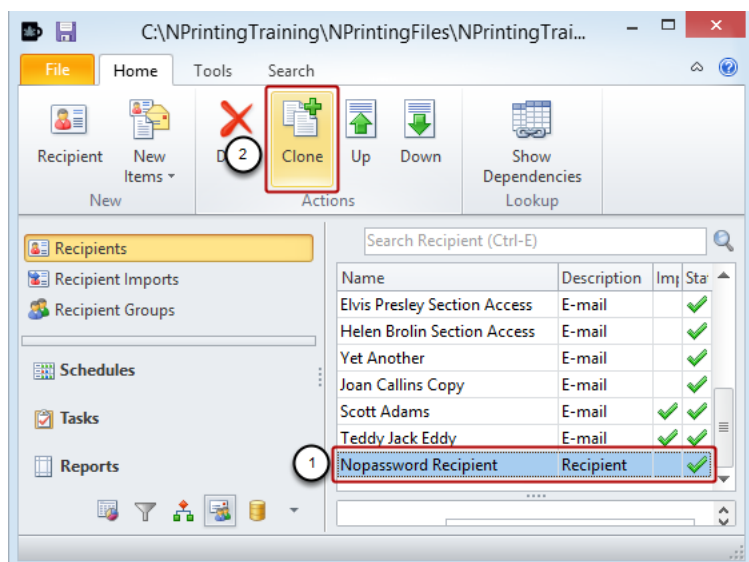
Password to open: [Empty field]

Password to write: [Empty field]

Show password:

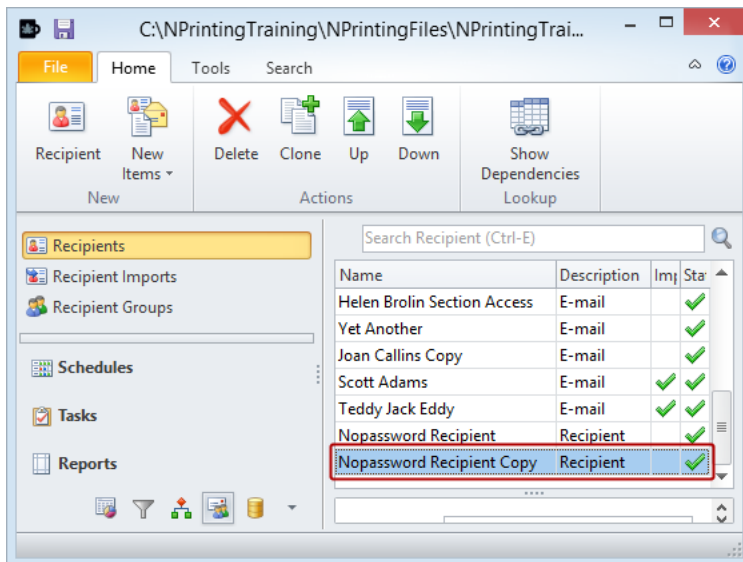
Leave **Password** fields empty and click on **Save and Close** in the **Actions** group of the tool bar

## Clone Nopassword Recipient



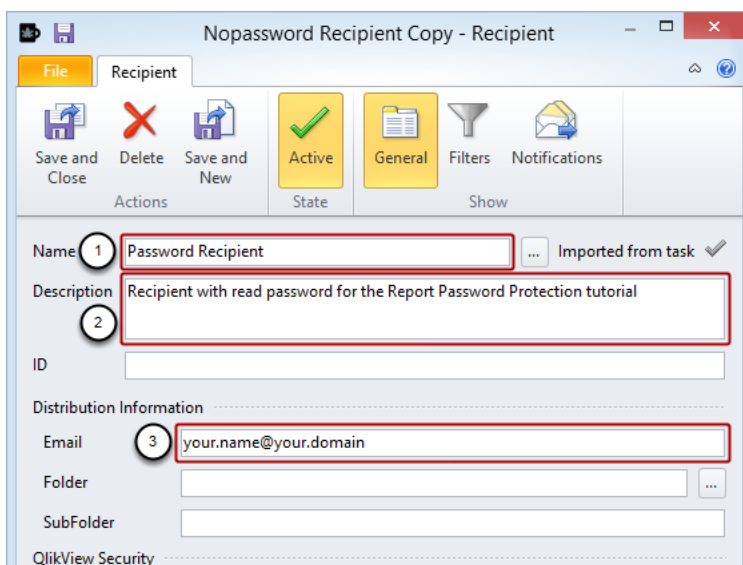
1. Select **Nopassword Recipient**
2. Click on the **Clone** icon in the **Actions** group

## Open "Nopassword Recipient Copy" in Editor Window



Double click on **Nopassword Recipient Copy**, which you will find at the bottom of the list.

## Edit Nopassword Recipient Copy



1. Adapt the **Name** to **Password Recipient** for example
2. Adapt the **Description** if it exists
3. Leave your E-mail address in the **Email** field



## Enter Password

Description: Recipient with read password for the Report Password Protection tutorial

ID: [Empty]

Distribution Information

Email: your.name@your.domain

Folder: [Empty]

SubFolder: [Empty]

QlikView Security

Enable Security:

Open PGP Encryption

Enable Encryption:

Report Security

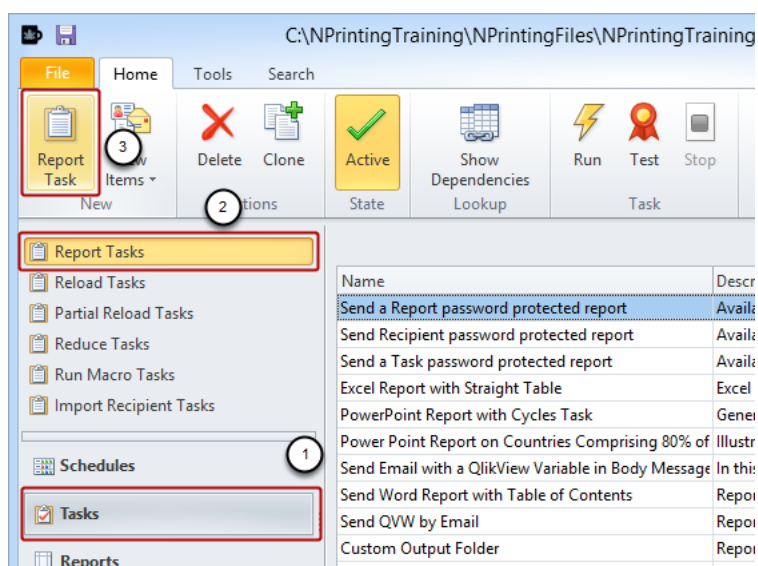
Password to open: Pa55w0rd

Password to write: [Empty]

Show password:

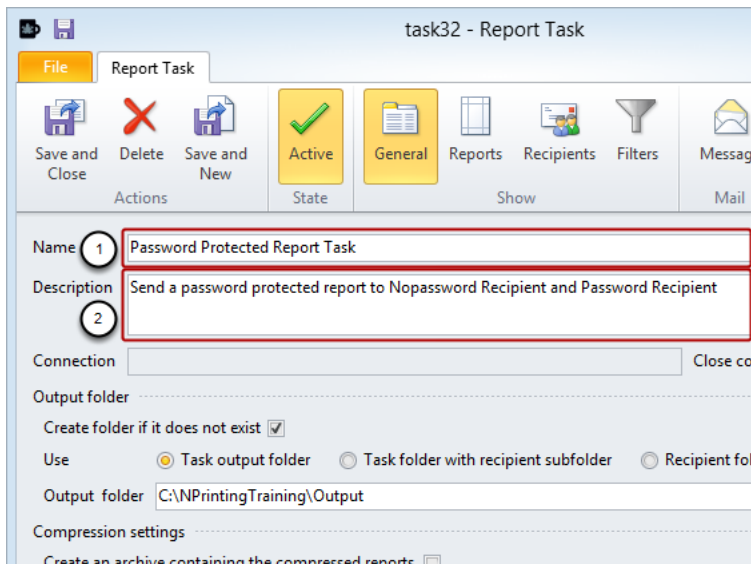
1. Enter **Pa55w0rd** in the **Password to open** field... you can enter one in the **Password to write** field if you like, just to see what happens.
2. Check the **Show password** box if you want visual confirmation of what you have entered

## Create New Report Task



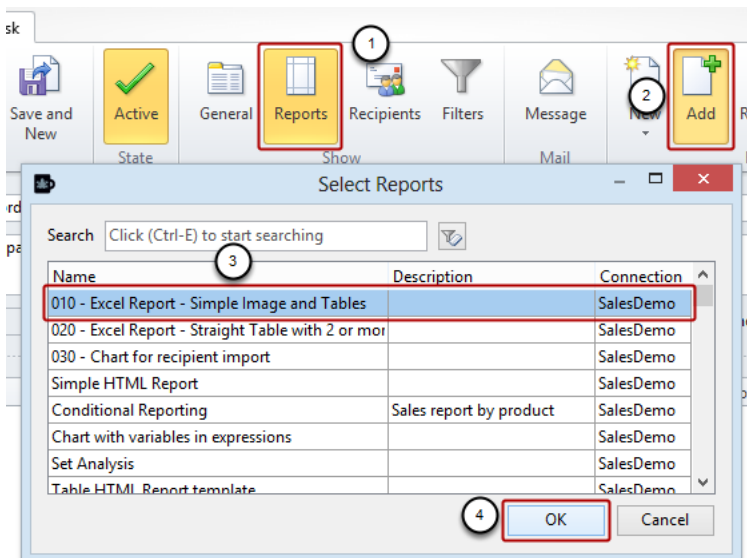
1. Select **Tasks** in the lower left panel
2. Select **Report Tasks** in the upper left panel
3. Click on **Report Task** in the **New** group of the tool bar

## Define New Task



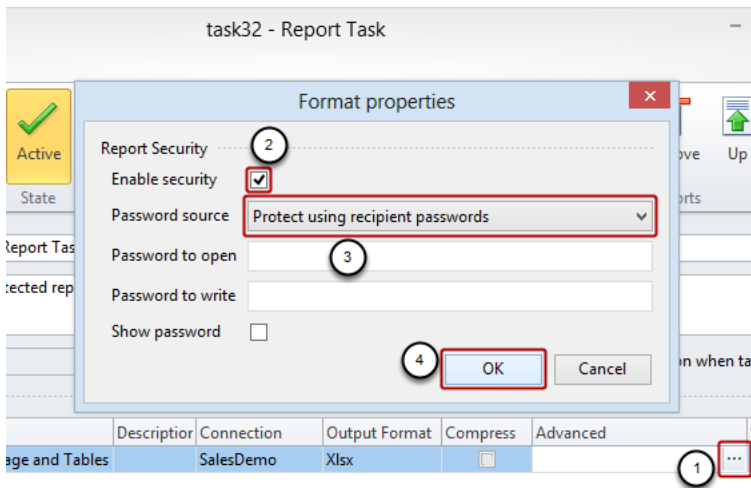
1. Enter a name for your **Task** in the **Name** field
2. Enter a **Description** (optional)

## Add Report to Task



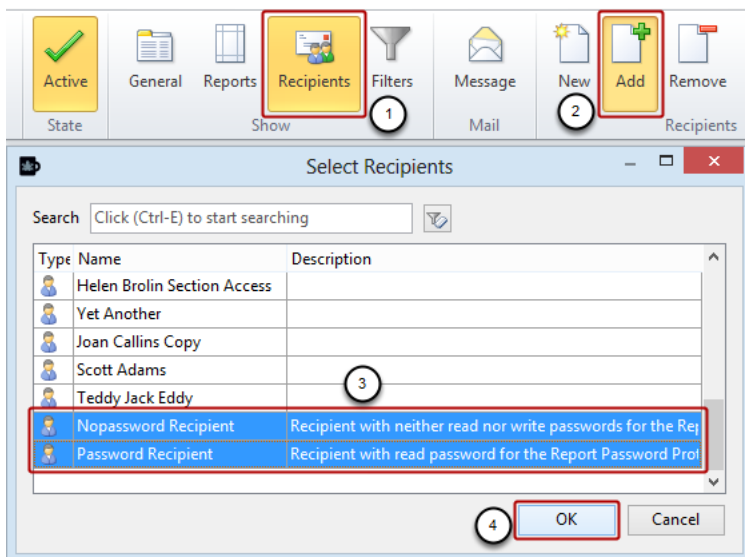
1. Select the **Reports** icon in the **Show** group of the tool bar
2. Click on the **Add** icon in the **Reports** group
3. Select **010 - Excel Report - Simple Image and Tables** in the **Select Reports** list
4. Click on the **OK** button

## Set Report Password Protection



1. Click on the browse button at the extreme right of the **Advanced** cell in the report item row
2. Check the **Enable security** box in the **Format properties** dialog window
3. Select **Protection using recipient passwords** for **Password source** if it is not already selected
4. Click on the **OK** button

## Add Recipient(s) to Task



1. Select the **Recipients** icon in the **Show** group of the tool bar
2. Click on the **Add** icon in the **Recipients** group
3. Select **"Nopassword Recipient"** and **"Password Recipient"** by keeping **SHIFT** pressed

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4. Click on the **OK** button

## Prepare Message

The screenshot shows the 'Report Task' dialog box with the following details:

- Name:** Password Protected Report Task
- Description:** Send a password protected report to Nopassword Recipient and Password Recipient
- Connection:** SalesDemo
- Email:**
  - Send Email:**  (circled with '2')
  - From:** [Empty field]
  - Add CC/BCC:**
  - Subject:** [Empty field]

1. Click on the **Message** icon in the **Mail** group
2. Check the **Send Email** box

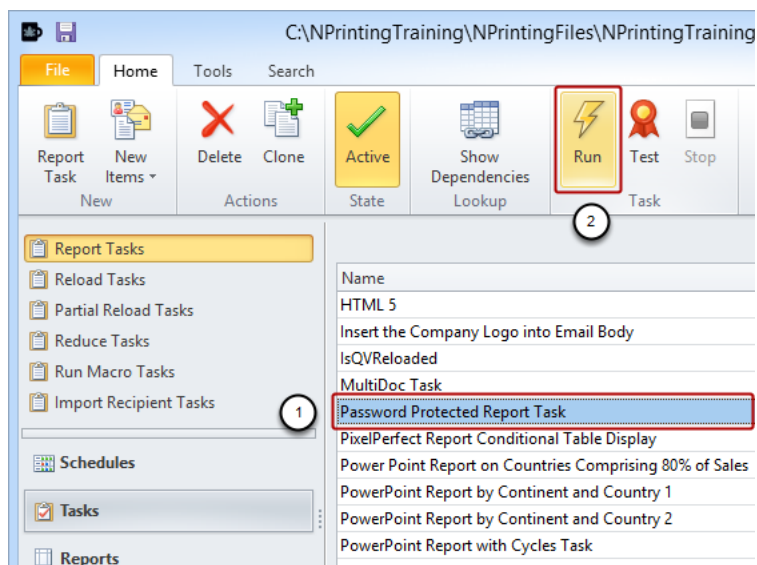
## Complete Message and Task

The screenshot shows the 'Report Task' dialog box with the following details:

- Connection:** SalesDemo
- Email:**
  - Send Email:**
  - From:** [Empty field]
  - Add CC/BCC:**
  - Subject:** %%Variable\_SalesDemo\_NPrintingReportName%% to be discussed at tomorrow's meeting (highlighted with a red box)
  - Attachments:**
  - Reports/Files:** 010 - Excel Report - Simple Image and Tables (Excel Workbook)
  - Format:**  Text  Html Text  Html File
  - Body:** Here it is. Be prepared for the meeting!  
TJE (highlighted with a red box)

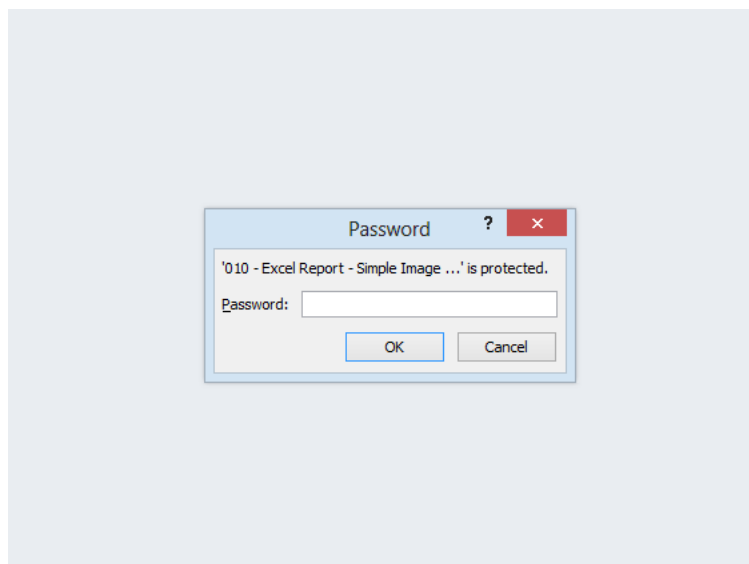
1. Enter a **Subject**, using variable tags if you desire (see: Can I include dynamic elements in NPrinting e-mail?)
2. Enter a message in the **Body** of the e-mail message
3. Click on **Save and Close** in the **Actions** group of the tool bar

## Run Task



1. Select **Password Protected Report Task**
2. Click on the **Run** icon in the **Task** group of the tool bar

## Report Sent to Password Recipient

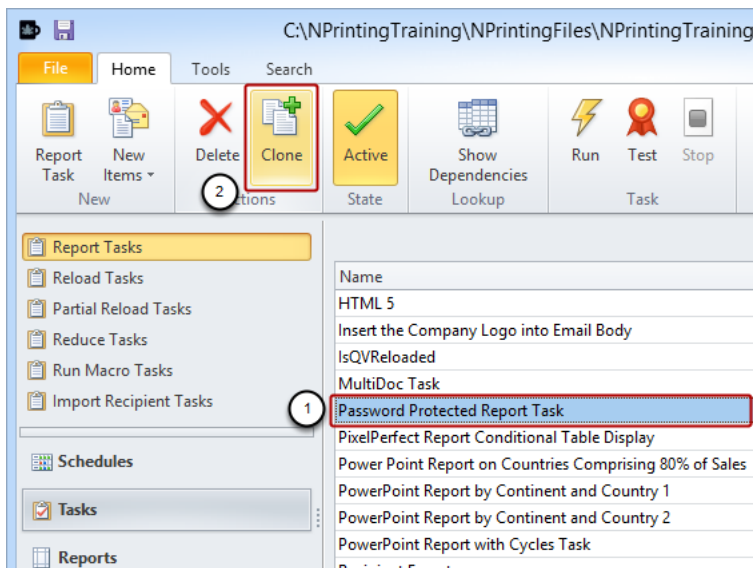


This Password window pops up when opening the Report sent to Password Recipient while the Report sent to Nopassword Recipient opens with no challenge.

## Task Level Password Protection for Reports

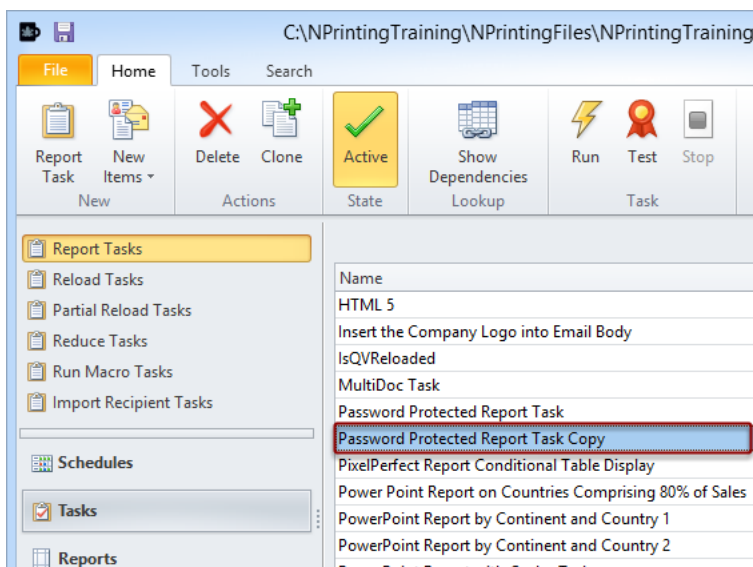
Preset read and/or write passwords at the Task level for all reports and recipients contained in a task.

### Clone "Password Protected Report Task"



1. Make sure **Password Protected Report Task** is selected
2. Click on the **Clone** icon

### Open Cloned "Password Protected Report Task"



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Double click on **Password Protected Report Task Copy**, that you will find at the bottom of the list. This will open it in **Task Editor**.

## Edit Cloned Task

The screenshot shows the 'Task Editor' window for a 'Password Protected Report Task Copy'. The 'Name' field is highlighted with a red box and a circled '1'. The 'Description' field is also highlighted with a red box and a circled '2'. The 'Output folder' is 'C:\NPrintingTraining\Output'. The 'Connection' is 'SalesDemo'. The 'Compression settings' section is partially visible.

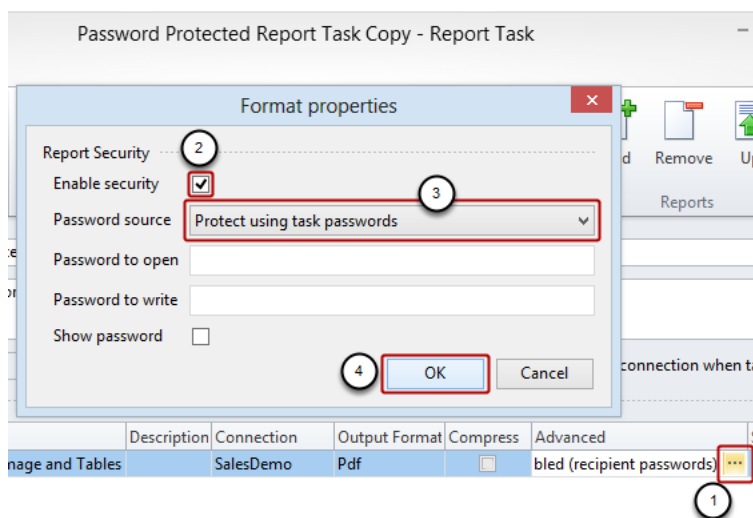
1. Adapt task **Name**. Use **Task-Password Protected Report Task** for example
2. Adapt **Description** if it exists

## Set Task-Level Password

The screenshot shows the 'Report security' section of the 'Task Editor'. The 'Password to open' field is set to 'Pr0t3ct'. The 'Archive Name' field is empty. The 'Use recipient password' checkbox is unchecked. The 'Printer Name' is 'Bullzip PDF Printer'.

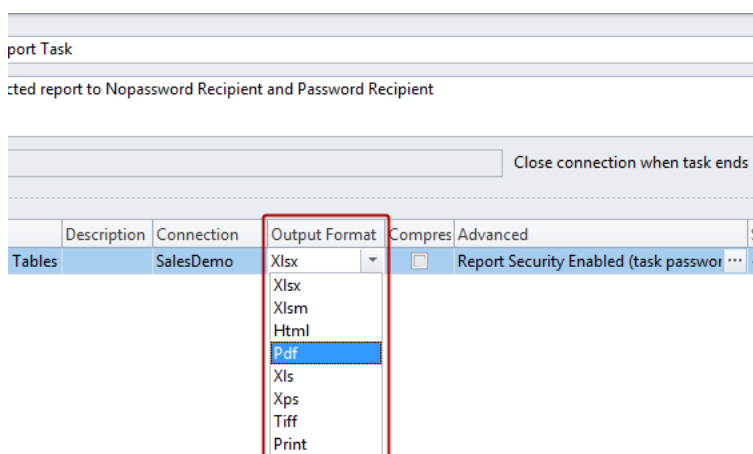
Set **Password to open** to **Pr0t3ct**. You can set a password for the **Password to write** field if you so desire.

## Set Password Protection Type



1. Click on the browse button in the **Advanced** cell of the report item
2. Make sure that the **Enable security** box is checked
3. Set **Password source** to **Protect using task passwords**
4. Click on the **OK** button

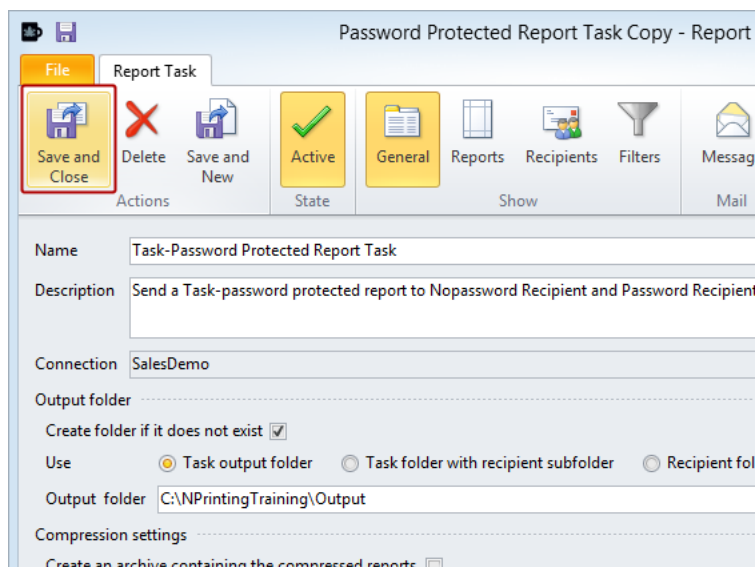
## Set Output Format



Set report **Output Format** to **PDF**.

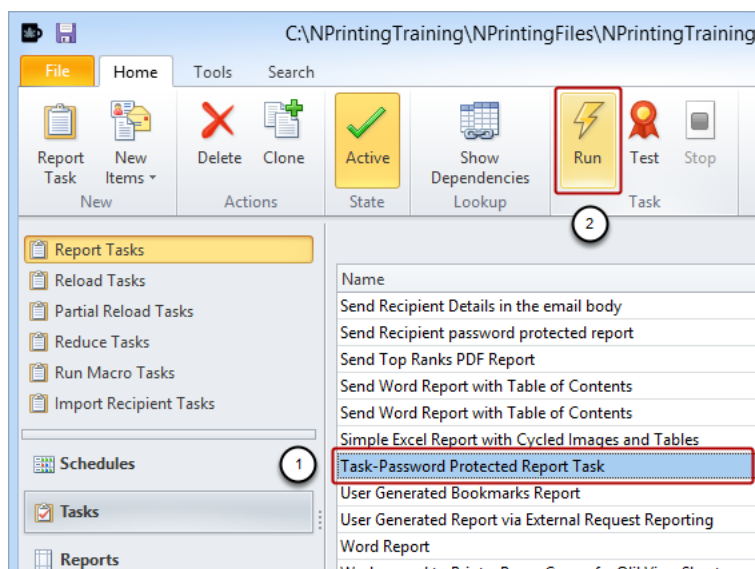


## Save Task



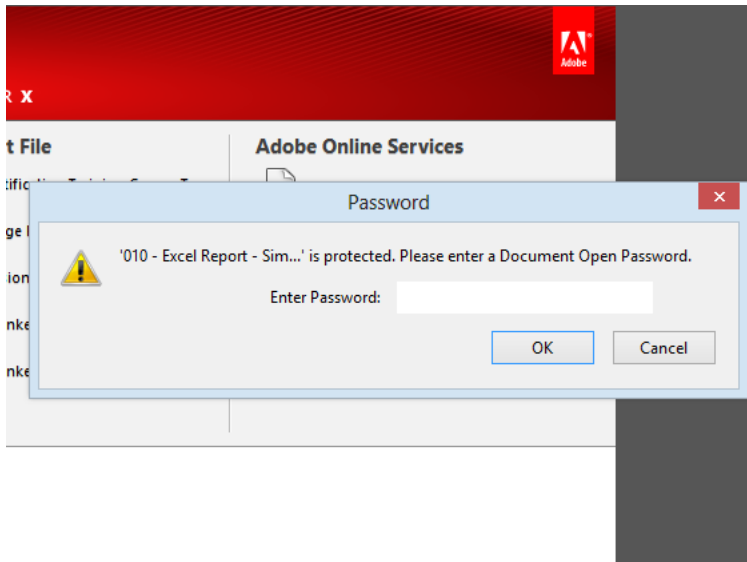
Click on the **Save and Close** icon in the **Actions** group of the tool bar.

## Run "Task-Password Protected Report Task"



1. Make sure the task, **Task-Password Protected Report Task**, is selected
2. Click on the **Run** icon in the **Task** group of the tool bar

## Open Received Reports

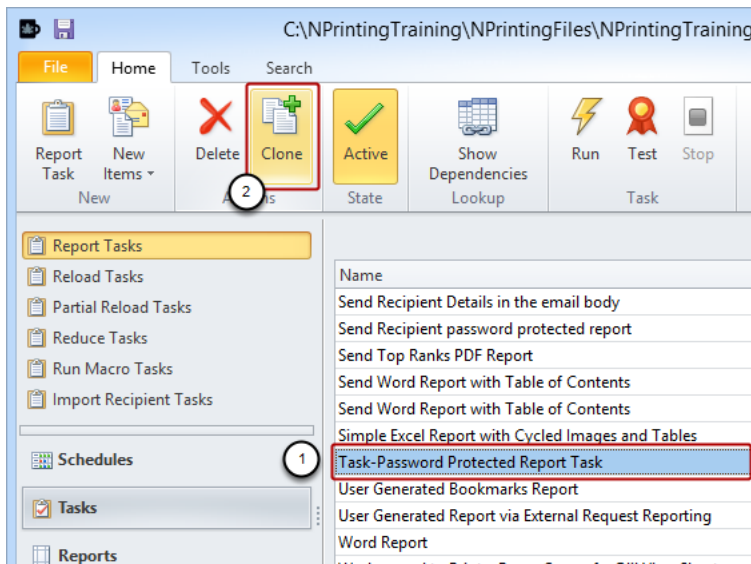


When attempting to open the report sent either to **Nopassword Recipient** or **Password Recipient**, this dialog window appears. The recipient must, of course, enter the password **Pr0t3ct** to access the report in both cases.

## Centrally Controlled Password Protection

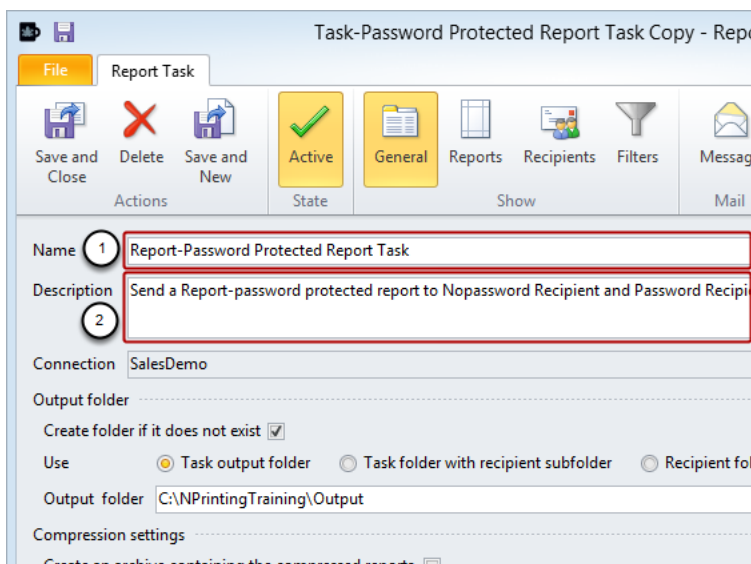
Control individually for each report in a task which type of password protection is applied with the additional choice to set read and/or write passwords for each individual report

## Clone "Task-Password Protected Report Task"



1. Make sure **Task-Password Protected Report Task** is selected
2. Click on the **Clone** icon

## Open Cloned "Task-Password Protected Report Task" and Edit



Double click on **Task-Password Protected Report Task Copy**, that you will find at the bottom of the list. This will open it in **Task Editor**.

1. Adapt task **Name**. Use **Report-Password Protected Report Task** for example

## 2. Adapt **Description** if it exists

## Remove Task-Level Password

The screenshot shows the 'Report security' section of the NPrinting task configuration dialog. The 'Password to open' field is highlighted with a red box and is currently empty. Other fields like 'Password to write' and 'Archive Password' are also empty. The 'Show password' checkbox is unchecked. The 'Printer Name' is set to 'Bullzip PDF Printer'.

Make sure that the password fields under **Report Security** are empty, especially the **Password to open** field.

## Set Password Source

The screenshot shows the 'Format properties' dialog box for a task. The 'Report Security' section is highlighted with a red box. The 'Enable security' checkbox is checked. The 'Password source' dropdown is set to 'Protect using the following passwords'. The 'Password to open' field contains the text 'F0ll0w1ng'. The 'Show password' checkbox is checked. The 'OK' button is highlighted with a red box. The background shows a table with columns: Description, Connection, Output Format, Compress, Advanced, and State. The 'Advanced' column has a checkbox labeled 'Security Enabled (task passwords)' which is checked. A red box highlights the '...' button next to this checkbox, with a circled '1' below it.

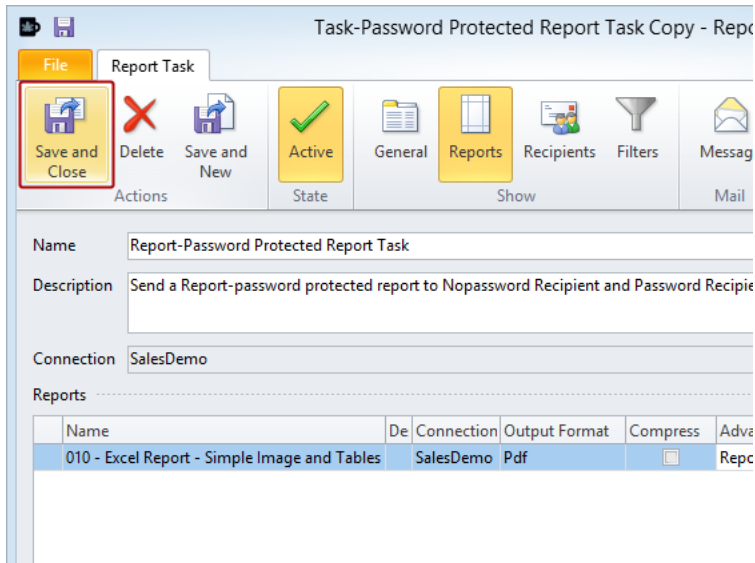
1. Open the **Format properties** dialog window
2. Make sure the **Enable security** box is checked
3. Set **Password source** to **Protect using the following passwords**
4. Enter the password **F0ll0w1ng** in the **Password to open** field

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5. Click on the **OK** button

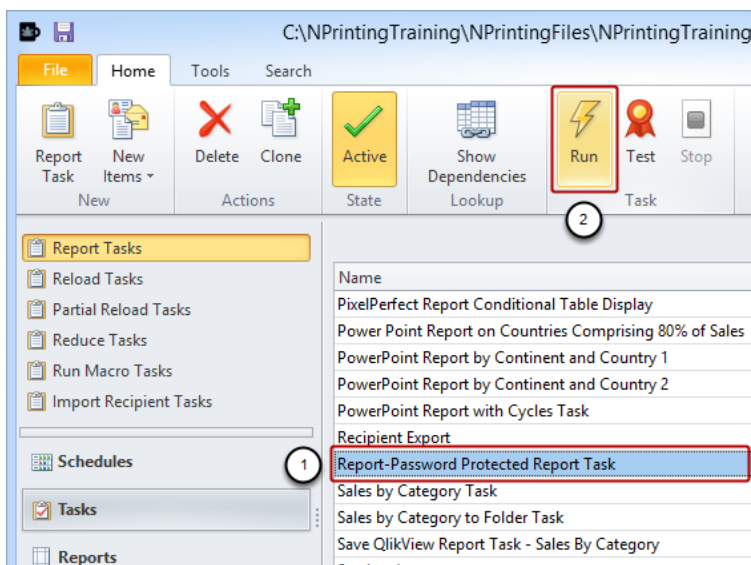
These sub-steps must be done for each and every report in the list that needs to be password protected.

## Save "Report-Password Protected Report Task"



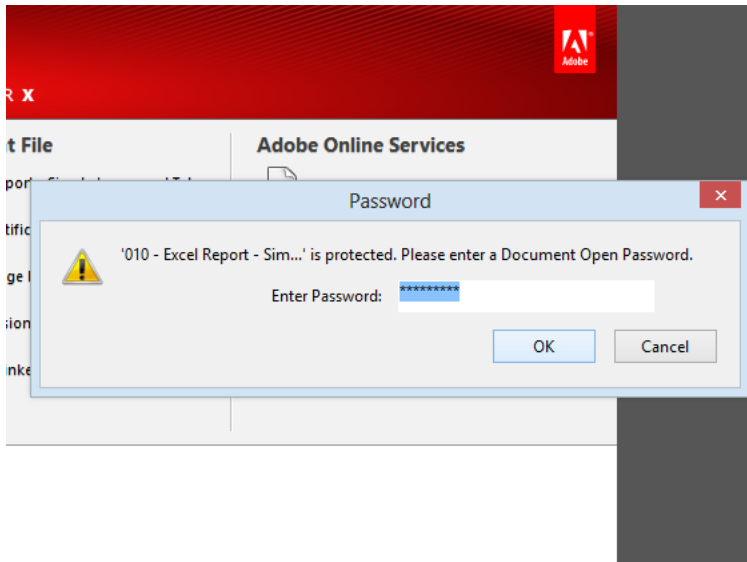
Click on the **Save and Close** icon.

## Run "Report-Password Protected Report Task"



1. Make sure the task, **Report-Password Protected Report Task**, is selected
2. Click on the **Run** icon in the **Task** group of the tool bar

## Open Received "Report-Password Protected" Reports



When attempting to open the report sent either to **Nopassword Recipient** or **Password Recipient**, this dialog window appears. The recipient must, of course, enter the password **F0llw1ng** to access the report in both cases.

## Can I use Section Access with NPrinting?

You can download this tutorial by clicking here: "[Can I use Section Access with NPrinting?](#)".

This tutorial illustrates how to create NPrinting reports from QlikView documents created with **Section Access**. Please refer to the official QlikView documentation which explains QlikView **Section Access** in detail very well.

The file **C:\NPrintingTraining\QlikViewDocuments\SalesDemoSectionAccess.qvw** contains this script at the beginning:

Section Access;

```
LOAD * INLINE [  
ACCESS, USERID, PASSWORD, MAN  
ADMIN, ADMIN, ADMIN, *  
USER, Elvis, Elvis, 2  
USER, Helen, Helen, 9  
];  
SECTION APPLICATION;  
SALES:  
LOAD * INLINE [  
MAN, EmployeeID  
2, 2  
9, 9  
];
```

which creates section access with an admin and two users. Each user can see only his data because of the filter on EmployeeID.

The users and passwords are:

admin admin

Elvis Elvis

Helen Helen

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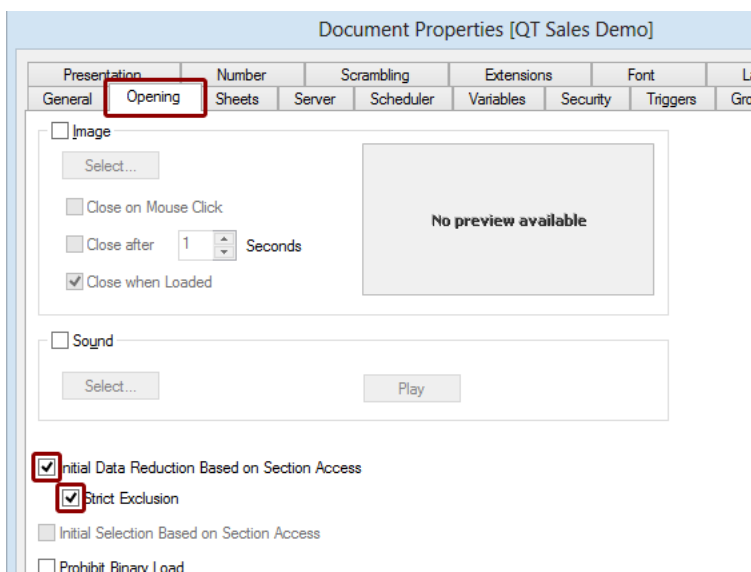
**N.B. NPrinting is not compatible with NT security** in regards to recipients and associated filters, as things stand now.

QlikView NT security is based on Windows authentication, so it is not directly managed by QlikView. NT security checks the UserName of the user that is logged on the windows machine. This cannot be managed by NPrinting because the service does not log into the Window machine as a new user, so NT security access cannot be guaranteed to the NPrinting service.

It is necessary to remove NT security from the documents that is used by the NPrinting service to create reports.

If it's not possible we suggest you to create a copy of the QlikView document and save it on a protected folder.

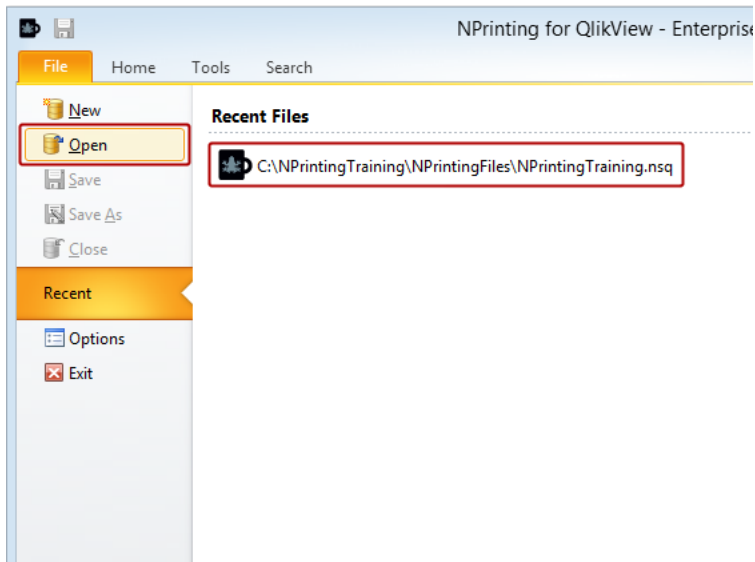
## Configure Document Properties



- Open QlikView Document Properties window (**Ctrl + Alt + D**) or **Settings -> Document Properties**
- Select the **Opening** tab
- Put a check mark in both the **Initial Data Reduction Based on Section Access** and the **Strict Exclusion** boxes

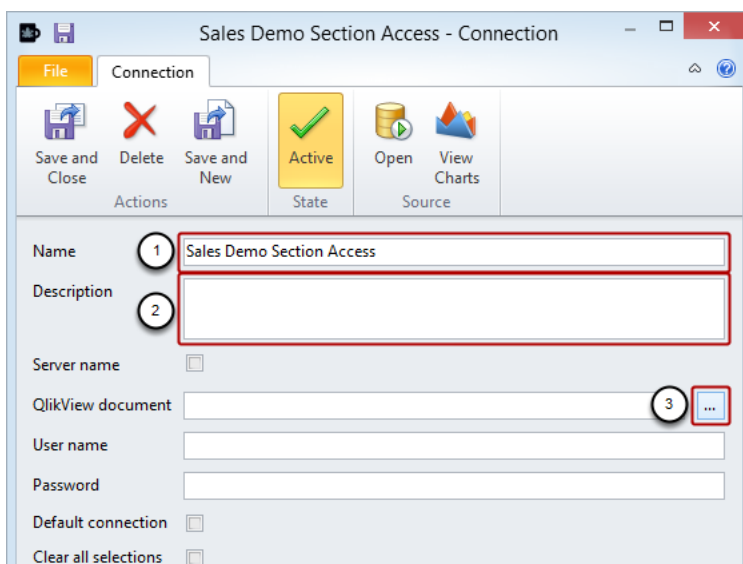


## Open NPrinting File in NPrinting



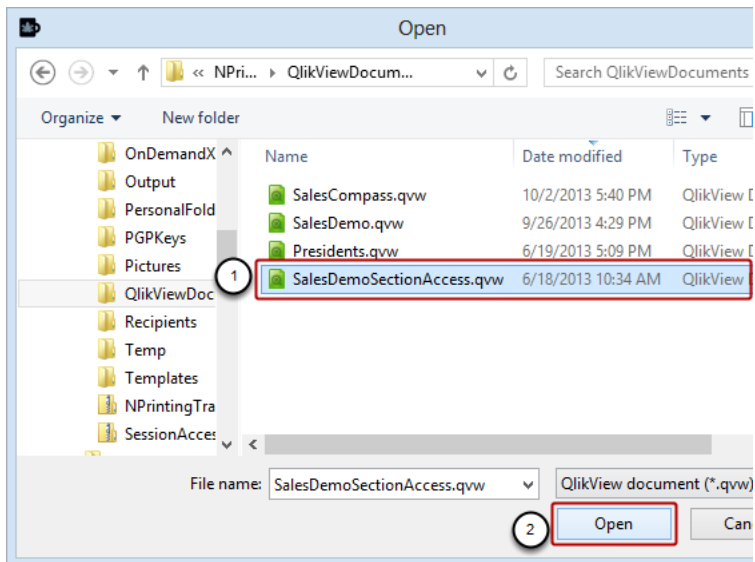
Click on the **Open** icon on the **File** tab and browse to **C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq** and open it or if **C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq** is already listed under **Recent Files**, click directly on it.

## Create New Connection



1. Enter **Sales Demo Section Access** as the **Name** of the **Connection**
2. Enter a **Description** (optional)
3. Click on the browse button at the extreme right of the **QlikView document** field

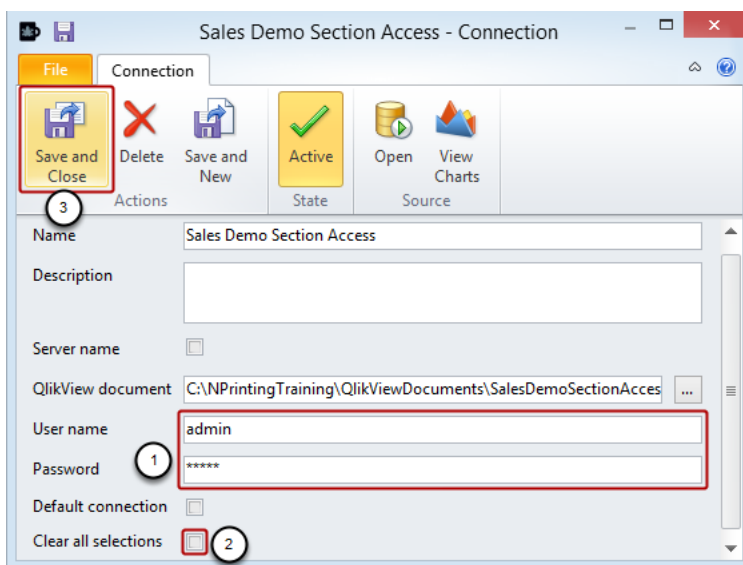
## Select QlikView Document



Browse to **C:\NPrintingTraining\QlikViewDocuments\** and:

1. Select **SalesDemoSectionAccess.qvw**
2. Click on the **Open** button

## Configure Last Parameters



1. Enter "admin" both as **User name** and **Password**
2. Make sure there is no check mark in the **Clear all selections** box
3. Click on the **Save and Close** icon

## Create New Recipient

The screenshot shows the 'Elvis Presley Section Access - Recipient' dialog box. The 'Name' field is highlighted with a red box and a circled '1'. The 'Folder' field is highlighted with a red box and a circled '2'. The 'SubFolder' field is highlighted with a red box and a circled '3'. The 'Email' field is set to 'Elvis.Presley@vizubi.com'. The 'Active' checkbox is checked. The 'Imported from task' checkbox is checked.

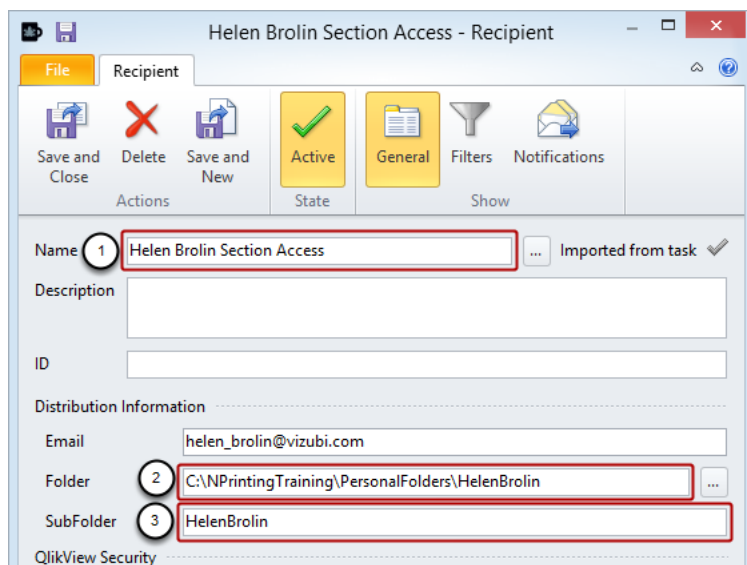
1. Enter **Elvis Presley Section Access** for the **Recipient Name**
2. Enter **C:\NPrintingTraining\PersonalFolders\ElvisPresley** as the **Folder** name
3. Enter **ElvisPresley** for the **SubFolder** name

## Configure Security

The screenshot shows the 'QlikView Security' section of the dialog box. The 'Enable Security' checkbox is checked and circled with a '1'. The 'User ID' field is set to 'Elvis' and circled with a '2'. The 'Password' field is set to '\*\*\*\*\*'. The 'Show password' checkbox is unchecked.

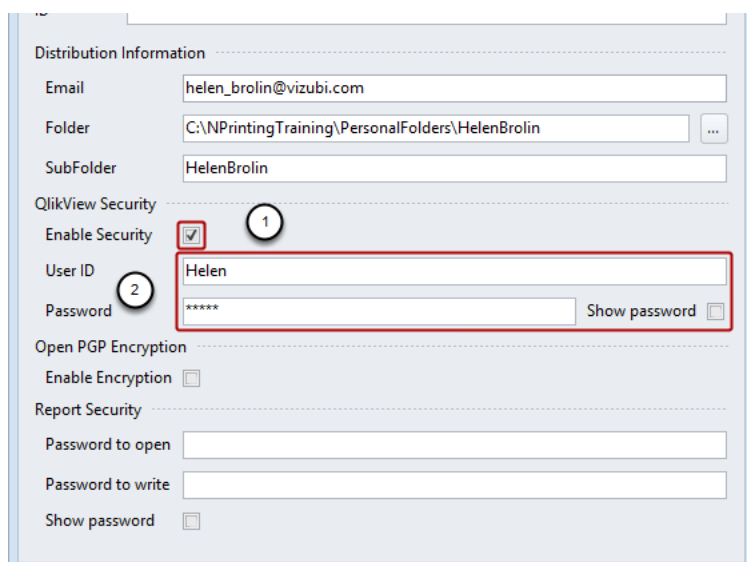
1. Put a check mark in the **Enable Security** box
2. Enter "Elvis" as both the **User ID** and **Password**
3. Click on the **Save and Close** icon in the **Actions** group of the tool bar

## Configure Helen Brolin Recipient



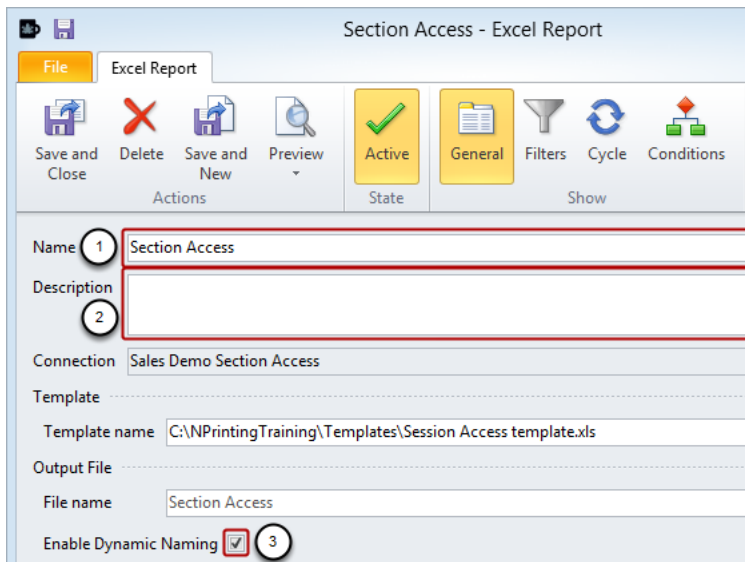
1. Enter **Helen Brolin Section Access** for the **Recipient Name**
2. Enter **C:\NPrintingTraining\PersonalFolders\HelenBrolin** as the **Folder** name
3. Enter **HelenBrolin** for the **SubFolder** name

## Configure Helen Brolin Security



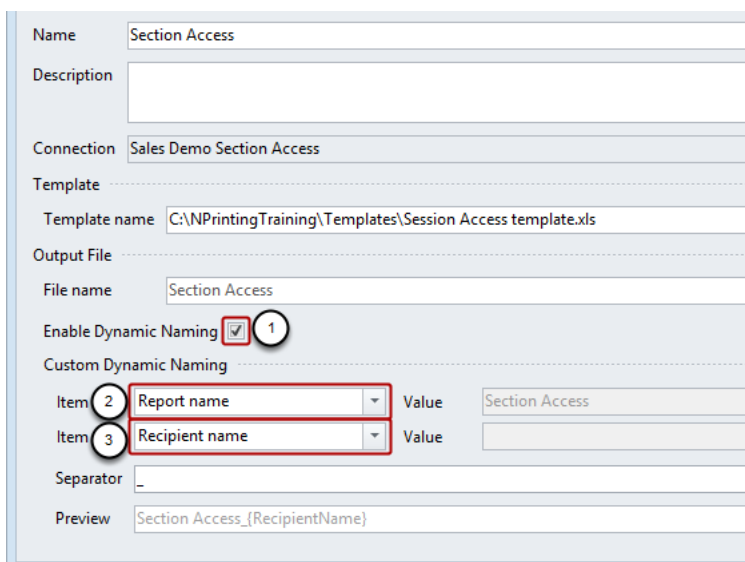
1. Put a check mark in the **Enable Security** box
2. Enter "Helen" as both the **User ID** and **Password**
3. Click on the **Save and Close** icon in the **Actions** group of the tool bar

## Configure New Excel Report



1. Enter **Section Access** as the report **Name**
2. Enter a **Description** (optional)
3. Check the **Enable Dynamic Naming** box

## Enable Dynamic Naming



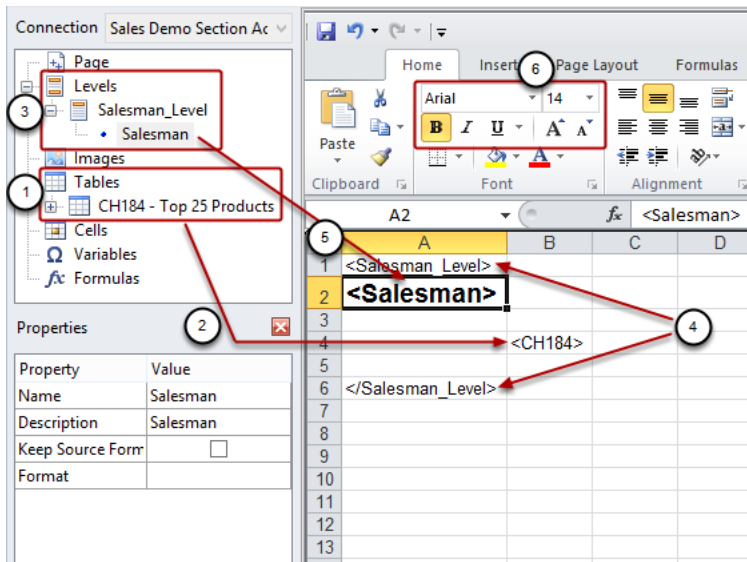
Though this step is optional, it provides for more distinct, understandable file names

1. Put a check mark in the **Enable Dynamic Naming** box
2. Make sure that **Report name** is selected for the first **Item** that is present

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3. Add a second Item by clicking on the green '+' at the far right of the **Item** fields and set it to **Recipient name**
4. Click on the **New** icon in the **Template** group to open the **Template Editor**

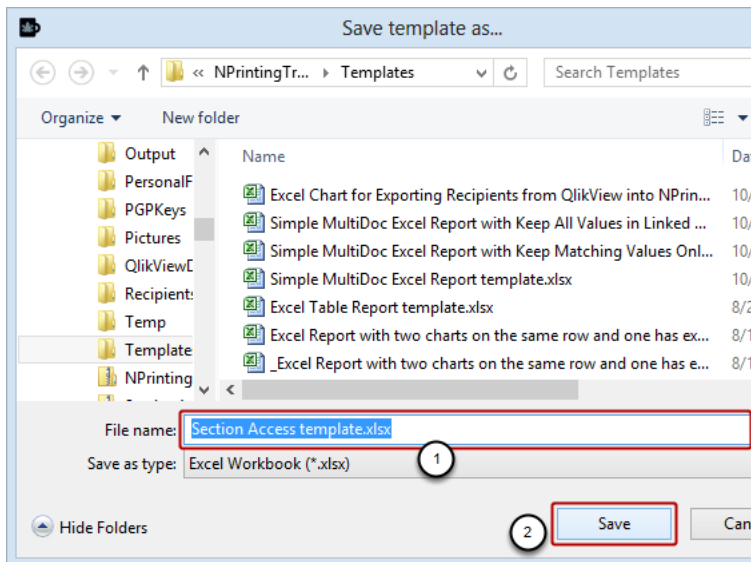
## Create Template



1. Add the QlikView object **CH184** to the table node
2. Drag and drop it in the cell **B4**
3. Add **Salesman** field as level
4. Drag the **Salesman\_Level** node token to **A1** and the end tag to **A6**
5. Drag the tag with the field value **<Salesman>** to **A2**
6. Format it as **14px, Bold**

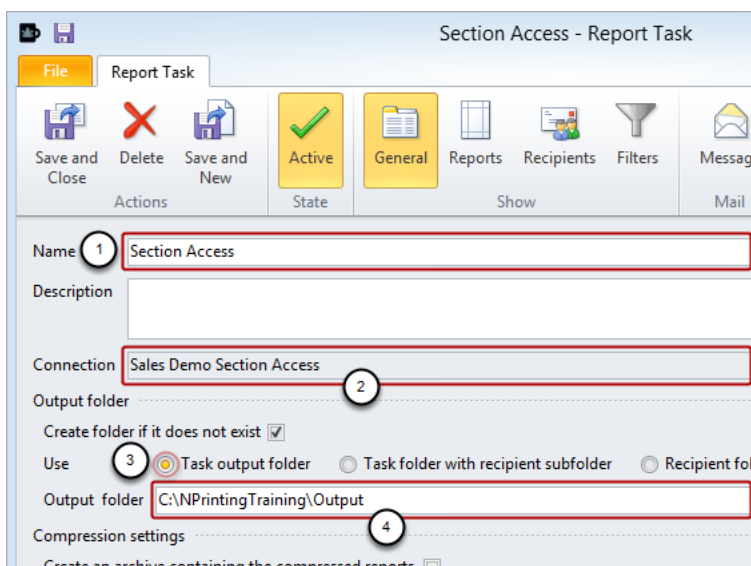
Click on the **Save As** icon to conclude template development.

## Save Template and Report



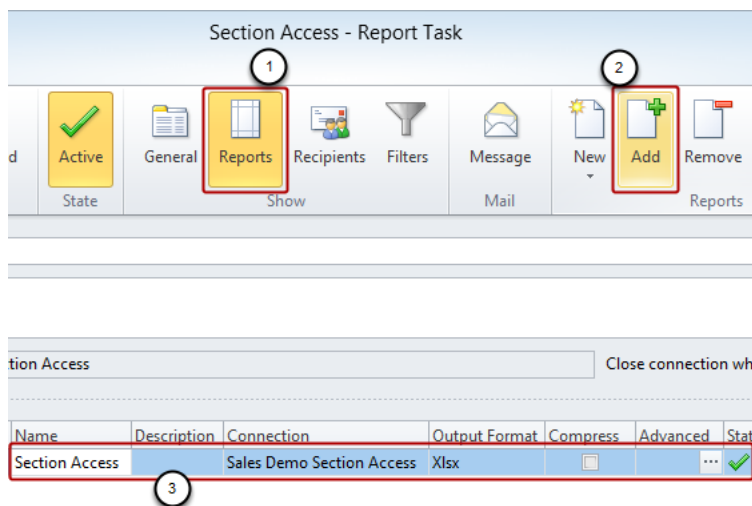
1. Enter **Section Access template.xlsx** for the **File name**
2. Click on the **Save** button
3. Click on the **Save and Close** icon in the **Report Editor** window to save the report

## Configure New Report Task



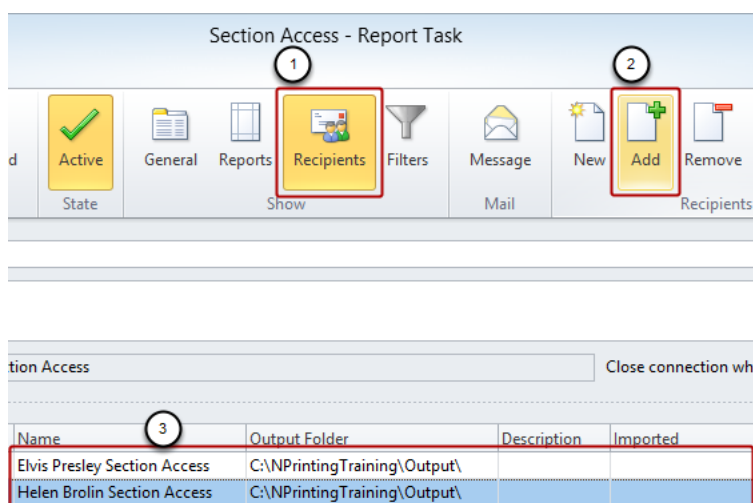
1. Create a new **Report Task** named **Section Access**
2. Set the **Connection** to **Sales Demo Section Access**
3. Set **Use** to **Task output folder**
4. Output folder to **C:\NPrintingTraining\Output**

## Add Report to Task



1. Select **Reports** in the **Show** group
2. Click on **Add** in the **Reports** group
3. Add the **Section Access** report

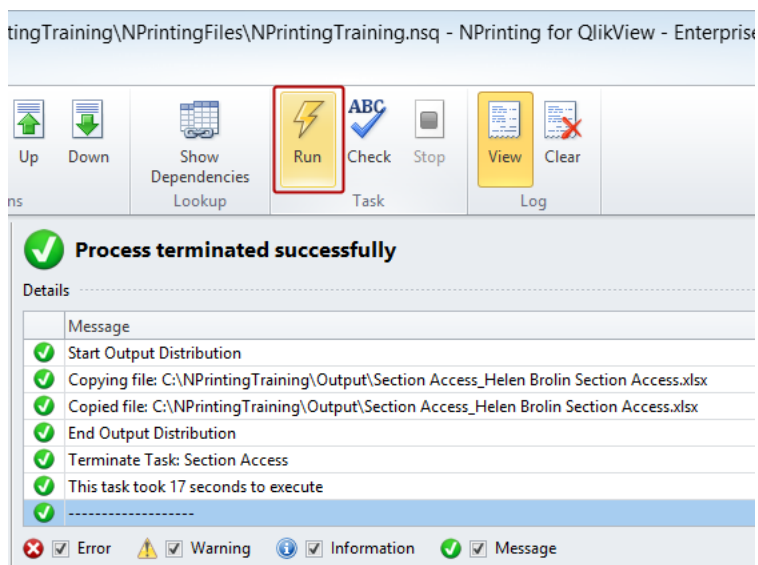
## Add Recipients to Task



1. Select the **Recipients** icon in the **Show** group
2. Click on the **Add** icon in the **Recipients** group
3. Select and add **Elvis** and **Helen** to the **Task**
4. Click on the **Save and Close** icon



## Run Task



Select the **Section Access** task in the list and click on the **Run** icon.

## Inspect Log

Message	Date
End Output Distribution	10/24/2013
Close file: C:\NPrintingTraining\QlikViewDocuments\SalesDemoSectionAccess.qvw	10/24/2013
Start QlikView security with the Helen user	10/24/2013
Open file: C:\NPrintingTraining\QlikViewDocuments\SalesDemoSectionAccess.qvw	10/24/2013
QlikView version: 11.20.12018.0	10/24/2013
Clear all selections: C:\NPrintingTraining\QlikViewDocuments\SalesDemoSectionAccess	10/24/2013
Creating output folder: C:\NPrintingTraining\Temp\NPrinting_Temporary_7C5F9F30540	10/24/2013
Output folder created: C:\NPrintingTraining\Temp\NPrinting_Temporary_7C5F9F30540	10/24/2013
Creating output folder: C:\NPrintingTraining\Temp\NPrinting_Temporary_Distribution_	10/24/2013
Output folder created: C:\NPrintingTraining\Temp\NPrinting_Temporary_Distribution_1	10/24/2013
Start Load Task	10/24/2013
End Load Task	10/24/2013
Start Execute Task	10/24/2013
Start Section Access	10/24/2013
Report type: Excel Workbook (Excel Workbook)	10/24/2013
Start create report: Section Access (C:\NPrintingTraining\Temp\NPrinting_Temporary_7	10/24/2013
End Section Access	10/24/2013
End Execute Task	10/24/2013
Start Output Distribution	10/24/2013
Copying file: C:\NPrintingTraining\Output\Section Access_Helen Brolin Section Access:	10/24/2013

Please note the start of QlikView security with the Helen user, the start of Section Access, and the end of Section Access.

## Inspect Elvis Presley Report

	A	B	C	D	E	F
1	<b>Elvis Presley</b>					
2						
3		<b>ProductName</b>	<b>Total Sales</b>	<b>Gross Profit</b>	<b>GP%</b>	
4		Snake Boots	4,662	1,240	26.6%	
5		Le Baby Dress	3,897	1,194	30.6%	
6		Patamonia Fleece Jacket	3,564	1,096	30.8%	
7		Tennis Suit	2,900	605	20.9%	
8		Bike Helmet	2,439	428	17.6%	
9		RDL Suit	2,187	541	24.7%	
10		Feiss Fleece Trousers	1,987	601	30.3%	
11		Serve-Shirt	1,894	471	24.9%	
12		Lenin Jeansshorts	1,758	309	17.6%	
13		Terence Top	1,522	180	11.8%	
14		Rossi Shorts	1,435	334	23.3%	
15		US-Master Jeans	1,333	281	21.1%	
16		Conserve Shoes	1,192	169	14.1%	
		Game Over T-				

## Inspect Helen Brolin Report

	A	B	C	D	E	F
1	<b>Helen Brolin</b>					
2						
3		<b>ProductName</b>	<b>Total Sales</b>	<b>Gross Profit</b>	<b>GP%</b>	
4		Minnki Palsii	37,442	9,232	24.7%	
5		Davenport	18,879	2,658	14.1%	
6		Snake Boots	15,830	4,084	25.8%	
7		Small Crocodile Boots	13,500	2,745	20.3%	
8		Le Baby Dress	11,237	1,576	14.0%	
9		Feiss Fleece Trousers	10,426	2,565	24.6%	
10		Okkaba Skin Jackets	9,872	2,016	20.4%	
11		High Heels Shoes	8,069	1,437	17.8%	
12		Tennis Suit	7,468	1,239	16.6%	
13		Ga-Ga Dress	7,306	1,861	25.5%	
14		Bike Helmet	7,032	1,812	25.8%	
15		Aino Shoes	6,667	1,187	17.8%	
16		RDL Suit	6,105	951	15.6%	
17		After Hourskoffs	5,521	1,284	23.3%	

The two reports contain only the data pertinent to the recipient.

# How to Use NPrinting On Demand Extensions in QlikView Documents

You can download this tutorial by clicking here: "[How to Use NPrinting Extensions in QlikView Documents](#)".

By executing this tutorial you will create your first working On-Demand Ajax application. We suggest that you execute the series of tutorials in order as each tutorial is based on the progress made in the previous. Please note that QlikView document used for this tutorial is called **SalesDemo for Ajax.qvw**. This QlikView document can be accessed locally with a QlikView Desktop or from your QlikView Server Access Point (if you have access to one). However, it is not necessary to have a QlikView server Access Point in order to develop or view NPrinting On-Demand objects. This can be achieved in the QV desktop directly.

Furthermore, you may create (or copy the original QVW) two separate QlikView QVWs to illustrate a useful feature of NPrinting On-Demand. For example, you can have a separate .qvw that contains business data and charts for analysis (the original QVW). The second qvw, (can be a copy of the original) which contains specific charts and data specifically required for your On Demand report. You can, of course, develop your solution using a single integrated .qvw if you prefer. It is a good idea to have a primary QVW to support day to day analysis and a separate QVW for On Demand reports.

**Attention:** remember to **save** QlikView documents used as NPrinting connections **with WebView mode deactivated**. NPrinting cannot open QlikView documents with WebView mode activated because it doesn't have full control of QlikView functionalities.

### Prerequisites

- Please download NPrinting Client, NPrinting Server and NPrinting Components from our [download page](#) then install and activate them to execute this series of tutorials. To activate NPrinting Client refer to [Activate or Reactivate NPrinting Client](#). You need to activate NPrinting Server, refer to [Activate or Reactivate NPrinting Server](#), by using a license code with the On-Demand feature enabled. To configure NPrinting Server follow the tutorial "[How to Configure](#)

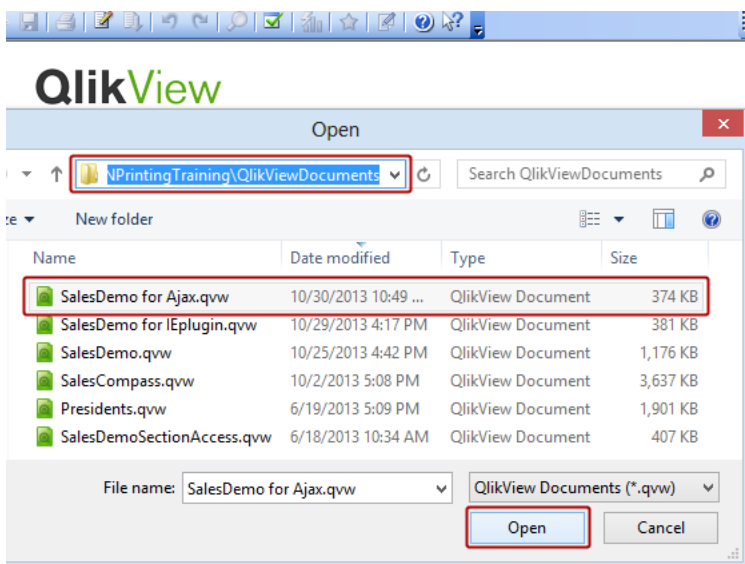
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[NPrinting Service](#)". If you experience some issues check the article "[Troubleshooting: NPrinting Server Service and Schedules](#)". You need everything installed on your local PC for training purposes so that NPrinting Server will be reachable at **localhost**. NPrinting Server can also be installed on a different PC. If so, replace **localhost** with the name or IP address of the server.

- Please download [NPrinting Training Material](#), which contains working examples for this tutorial, and extract it into **C:\NPrintingTraining\** so that the the relative path structure continues to be valid.

Go to [community.vizubi.com](http://community.vizubi.com) for further information on NPrinting project development.

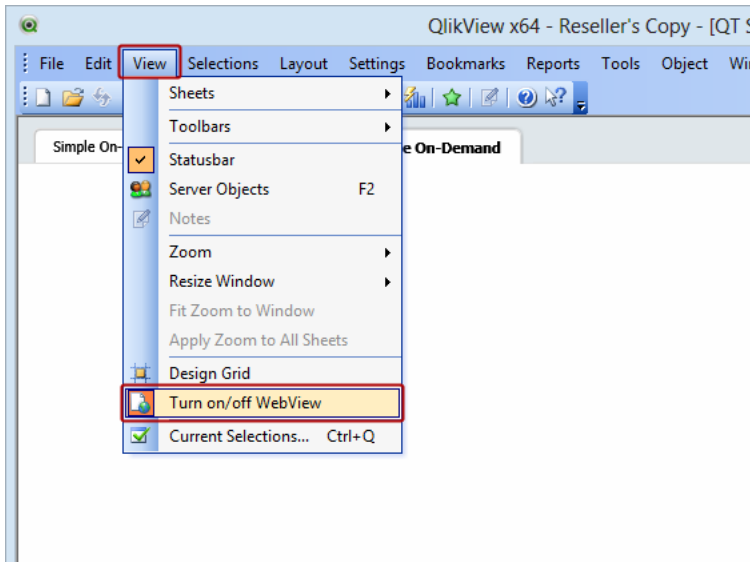
## Open SalesDemo for Ajax.qvw



Open **QlikView** and under **File** in the menu bar click on **Open...**

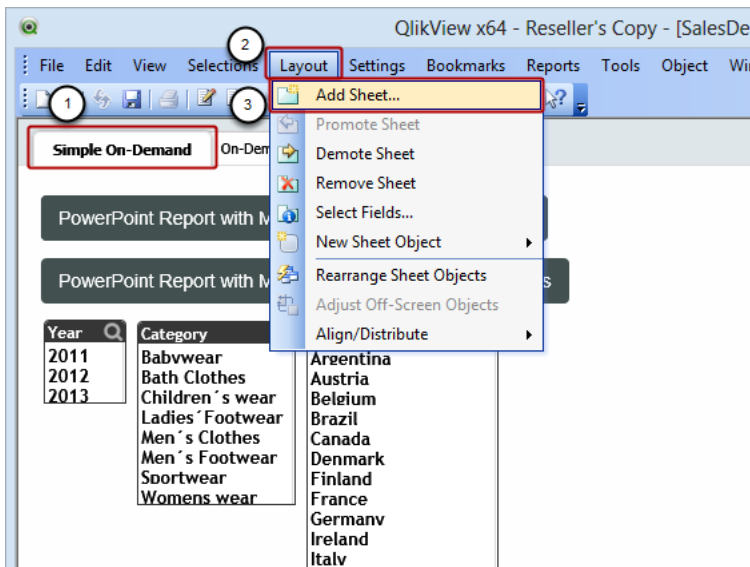
1. Browse to **C:\NPrintingTraining\QlikViewDocuments\**
2. Select the **SalesDemo for Ajax.qvw** file
3. Click on the **Open** button

## Check WebView Status



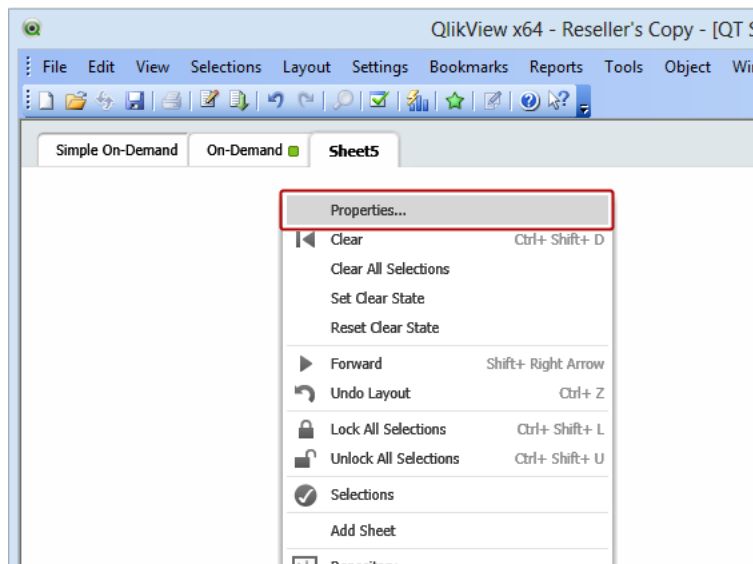
1. Select **View** in the menu bar
2. Make sure that **WebView** is turned on, the icon on the left will have an orange background

## Add New Sheet



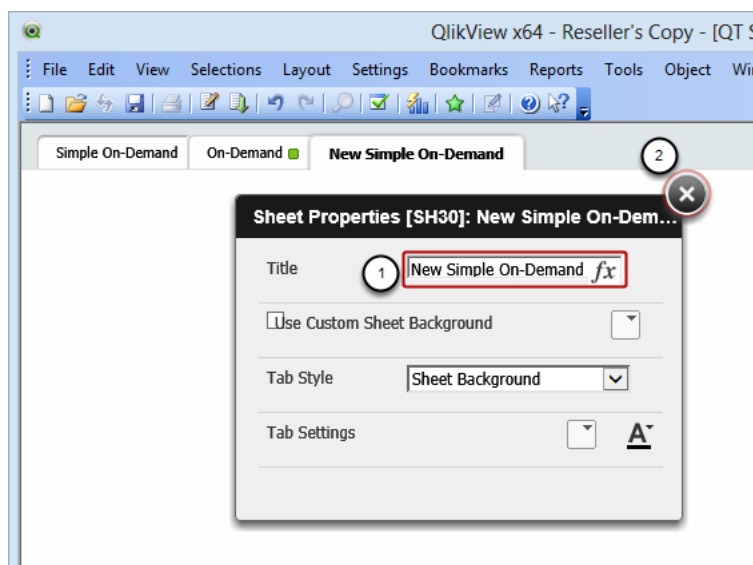
1. If you want to see what we are going to build, have a look at **Simple On-Demand** sheet. It contains working, as well as more advanced, examples of what we are creating in this series of tutorials.
2. Select **Layout** in the menu bar
3. Click on **Add Sheet...**

## Open Sheet Properties Dialog



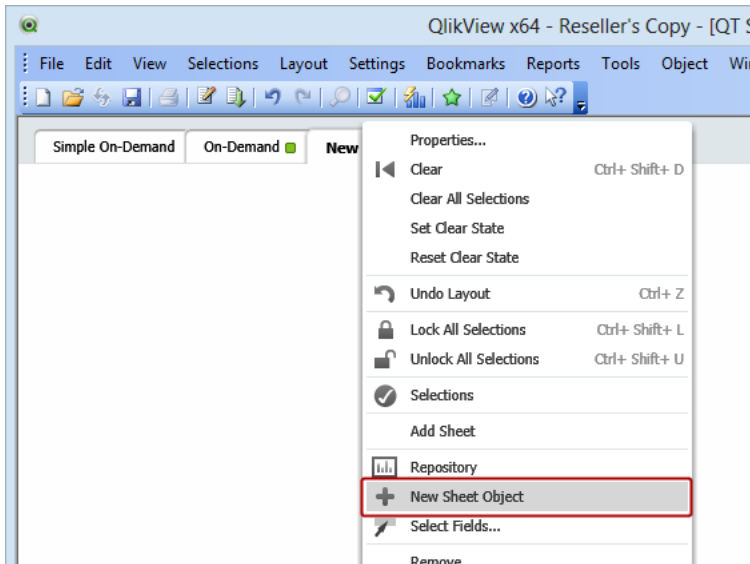
Right click on the empty sheet and click on **Properties...** in the menu that appears.

## Name New Sheet



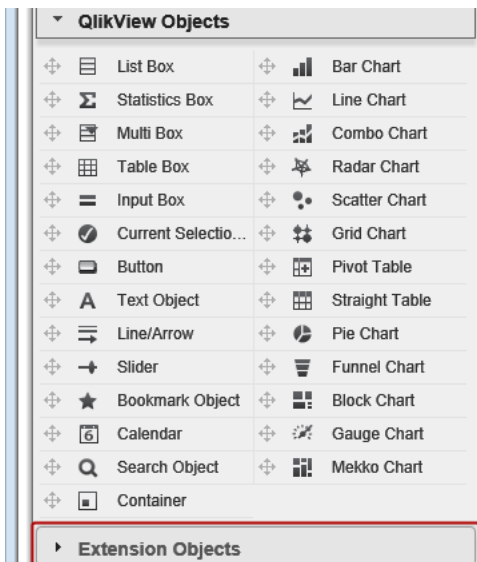
1. Enter **New Simple On-Demand** in the **Title** field
2. Click on the **'X'** to close the dialog

## Start Adding Objects to Sheet



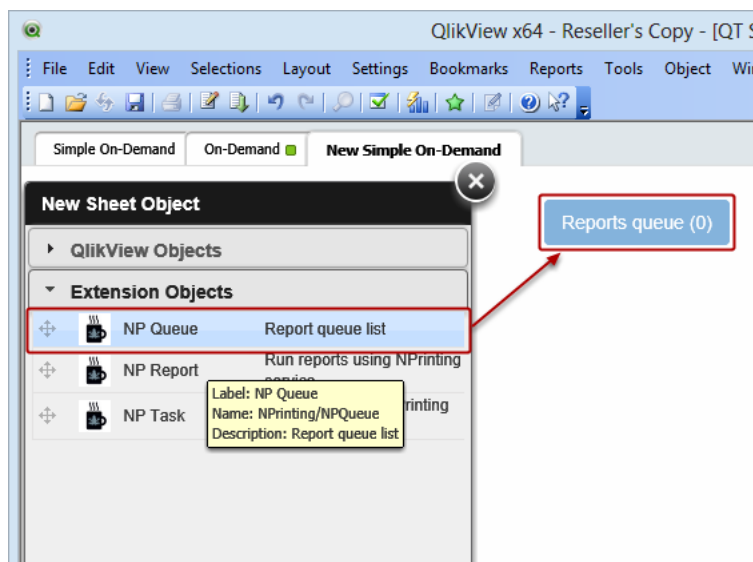
Right click on the empty sheet again and then Click on **+ New Sheet Object** near the bottom of the menu.

## Open Extension Objects Menu



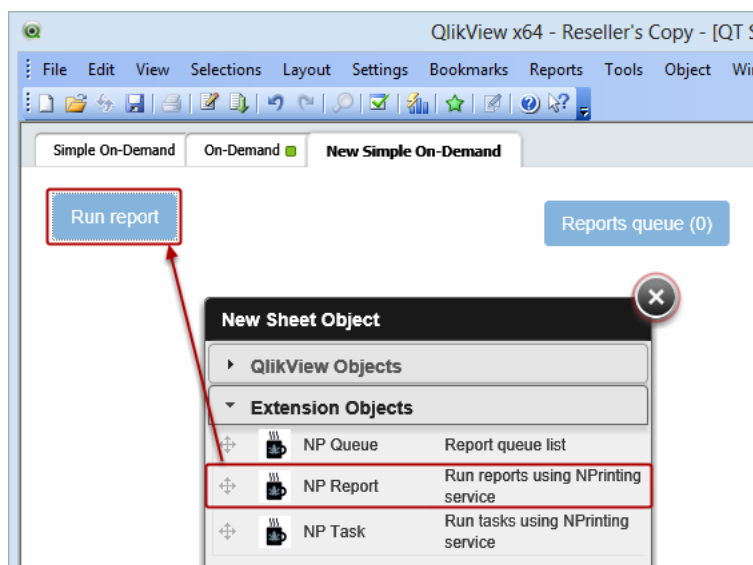
Click on the **Extension Objects** bar near the bottom of the menu.

## Embed NPrinting Queue in Sheet



Drag the **NPrinting Queue** bar and drop it onto the sheet. It will show all requests with last at the top of the list. You should add only one **NPrinting Queue** extension to the document because it shows all requests by all NPrinting buttons. More than one **NPrinting Queue** object can be embedded, though, say one on each sheet, and all of them will show the same information.

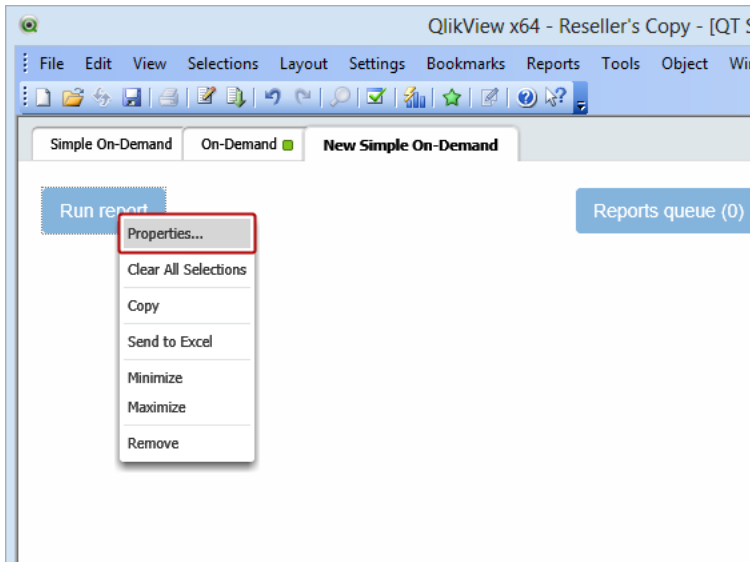
## Embed NPrinting Report in Sheet



Drag the **NPrinting Report** bar and drop it onto the sheet. When finished, we'll be able to run the report **PowerPoint Report with Multiple Pages** with the filters applied inside NPrinting.

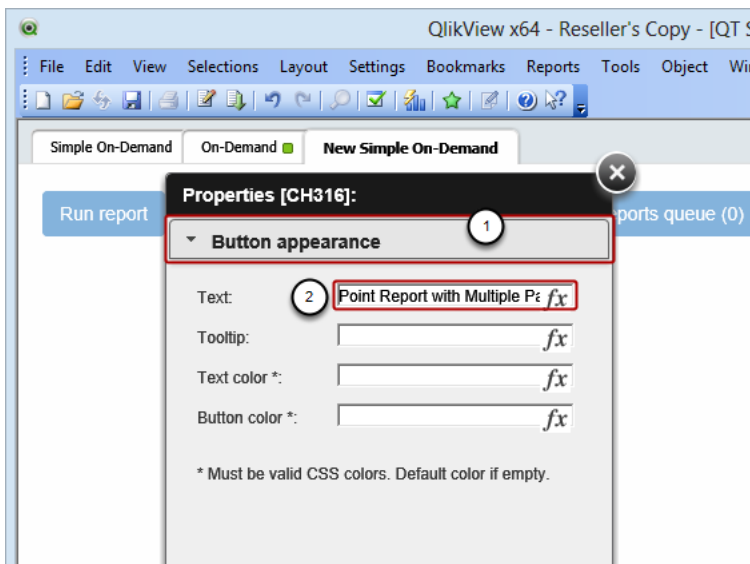


## Configure Run Report Object



Right click on the **Run Report** object and click on **Properties...** in the menu that appears.

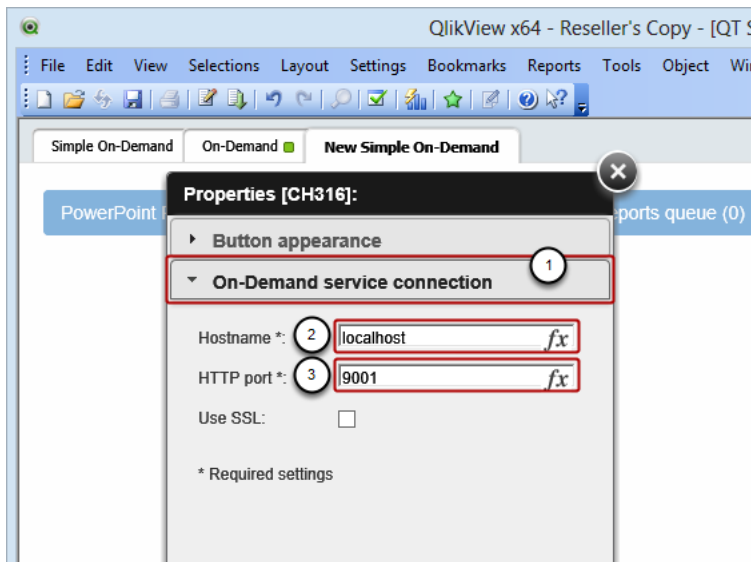
## Configure Button Appearance



1. Make sure the Button Appearance dialog is open
2. Enter the name, **PowerPoint Report with Multiple Pages** for the purposes of this tutorial, in the **Text** field. It's the name that will appear on the NPrinting Report button.

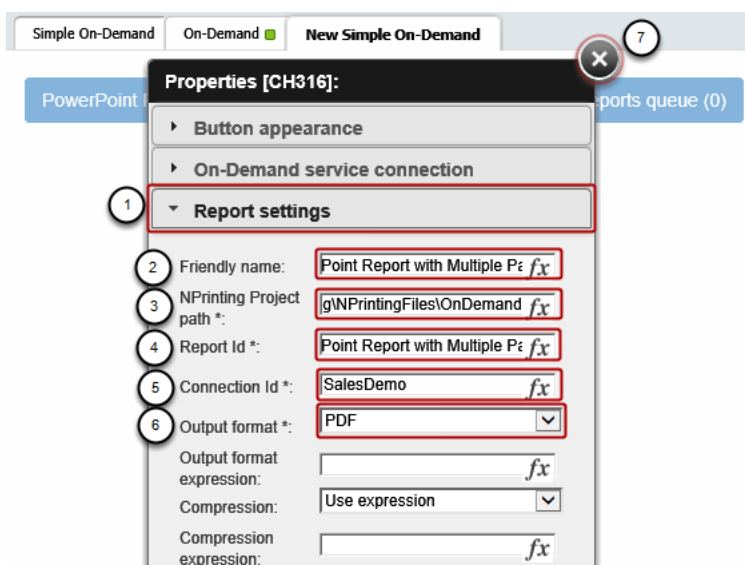
Click on "fx" at the right end of each input field to obtain a more user-friendly, spacious editor.

## Configure On-Demand Service Connection



1. Select the On-Demand service connection bar to open the dialog
2. Verify that the **Hostname** field contains **localhost** if NPrinting Server is installed on your PC. If, on the other hand, you use a remote installation of NPrinting Server, put the host name or the IP address of the server.
3. The HTTP Port should be 9001, unless you have configured a different port in the ods.config file.

## Configure Report Settings

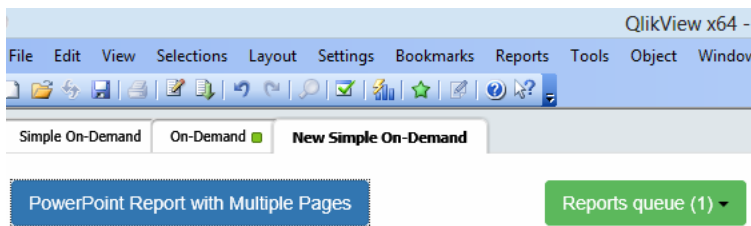


1. Select **Report settings** to access the **Report settings** fields

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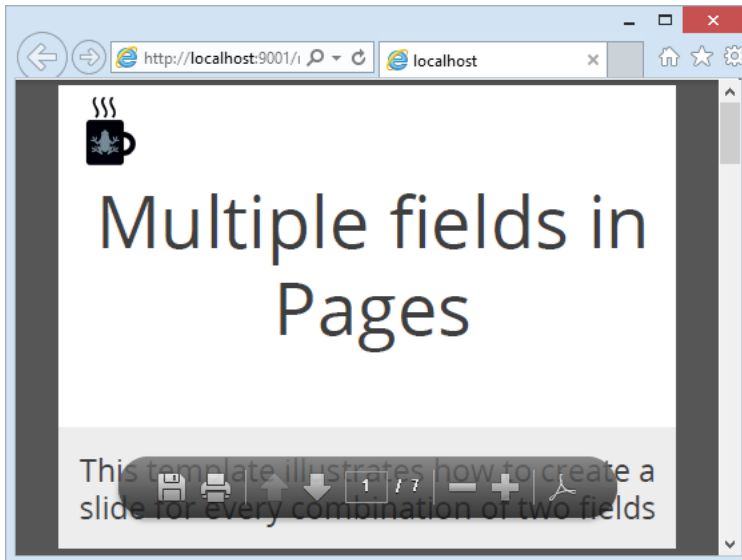
2. Copy and past the name of the report you want to run in the **Friendly name:** field. For instance **PowerPoint Report with Multiple Pages**. It's the name that will appear on the NPrinting queue extension. You can customize it
3. Enter the full path to the .nsq file that contains the reports and tasks to execute in **NPrinting project path:** field. Enter **C:\NPrintingTraining\NPrintingFiles\OnDemand.nsq** for this tutorial
4. Enter **PowerPoint Report with Multiple Pages** in **Report Id:** field. It is the report's name as registered in the .nsq
5. Enter **Sales Demo** in the **ConnectionID:** field
6. Select the output format you prefer, for instance PDF, in the **Output format:** field. Please be careful to select an output format compatible with the template. Don't select CSV if you are using a PowerPoint template for example
7. Click on the 'X' to close the dialog and save the settings

## Request Report



Click on the **PowerPoint Report...** button directly inside the QlikView document and wait until the **Reports queue** button turns green and the number of reports that are ready has been increased by one.

## Inspect Report



- Click on the green **Reports queue** button and click on your report in the queue of reports. The last generated is at the top of the list. It will open in your browser.
- Publish this .qvw on your QlikView server so users will be able to run reports from the web interface

We suggest that you now do the next tutorial: [How to Use NPrinting Custom Objects in Qlikview Documents](#)

## How to Use Current Selections with On-Demand Reporting

You'll learn in this tutorial how to send On-Demand reports that have been filtered dynamically by filters that the user has set specifically for this distribution. The suggested architecture has two .qvw's, one as GUI (Graphic User Interface) published on the QlikView server or opened by users locally on a QlikView Desktop, and one with data and charts used by NPrinting reports. You can, of course, use a single .qvw, but it is recommended to separate GUI from data. When we speak about current selections, we mean the filters applied by the final user on the .qvw providing the graphic interface. Add List Boxes to QlikView documents so users will be able to set filters and then request filtered reports. Please note that NPrinting filters, those saved in NPrinting Project files, have higher priority than Additional Filters added through current selections. This means:

- If current selections are set in a QlikView document and a report contains pre-existing NPrinting filters applied to the same fields, the current selections will be replaced by the pre-existing NPrinting filters. Example: a user selects Country=UK in a QlikView document's list box and an NPrinting Report contains filters for Country=Austria and Salesman=Joan Callins, the NPrinting selections will prevail
- If current selections are present in a QlikView document and a user adds additional filters to an NP Report Object (Right click on the NP Report Extension button -> Filters settings -> Additional saved filters, then enters the name of filters already saved in the NPrinting project) to the same fields, the additional filters will not be applied. Example: a user selects Country=UK in the QlikView filter box and then adds Country=USA as an additional filter, only Country=UK will be applied.
- If a user selects some values on fields not present in the NPrinting filters, they will be added to the filters. Example: a user selects Category=Babywear and the NPrinting filters are Country=Argentina and Year=2013, the report will contain data on Babywear sold in Argentina during 2013

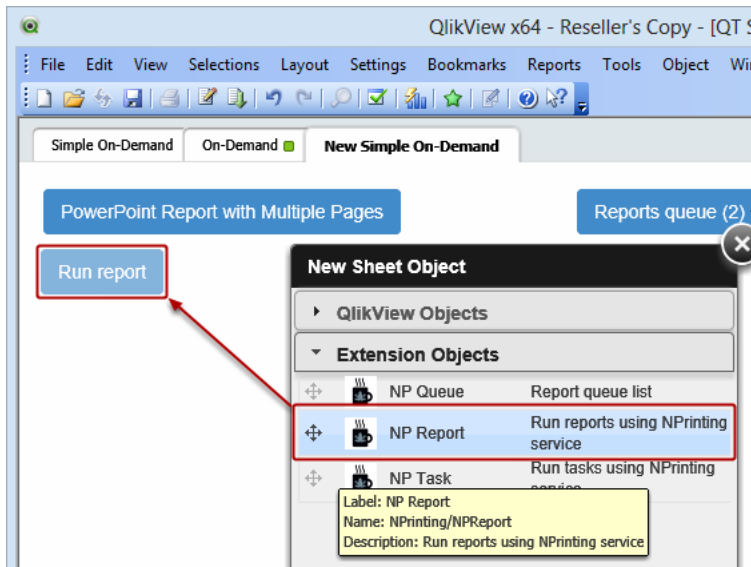
Preparatory activities:

- Start NPrinting up and open the NPrinting file **C:\NPrintingTraining\NPrintingFiles\OnDemand.nsq**

# NPrinting Certification Training Course Tutorials

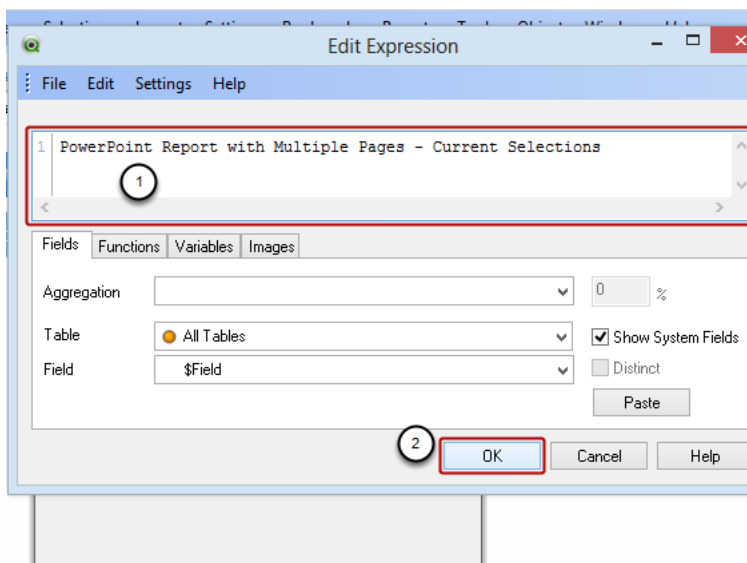
- Clone the report **PowerPoint Report with Multiple Pages** and rename the clone **PowerPoint Report with Multiple Pages - Current Selections**
- Clear all selections from **SalesDemo for Ajax.qvw**, then save and close

## Add New NP Report Extension to Sheet



Open the QlikView document **C:\NPrintingTraining\QlikViewDocuments\SalesDemo for Ajax.qvw** and add a new NP Report Extension, see: **How to Use NP Extensions in Qlikview Documents**.

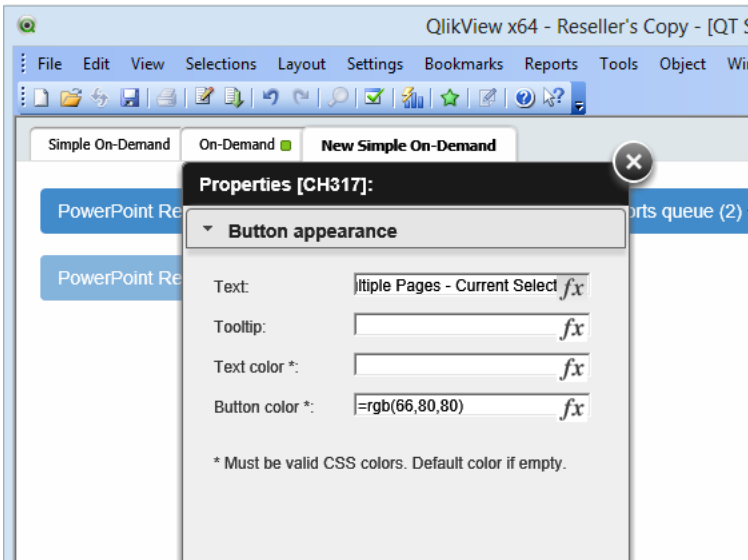
## Configure Button Appearance I



# NPrinting Certification Training Course Tutorials

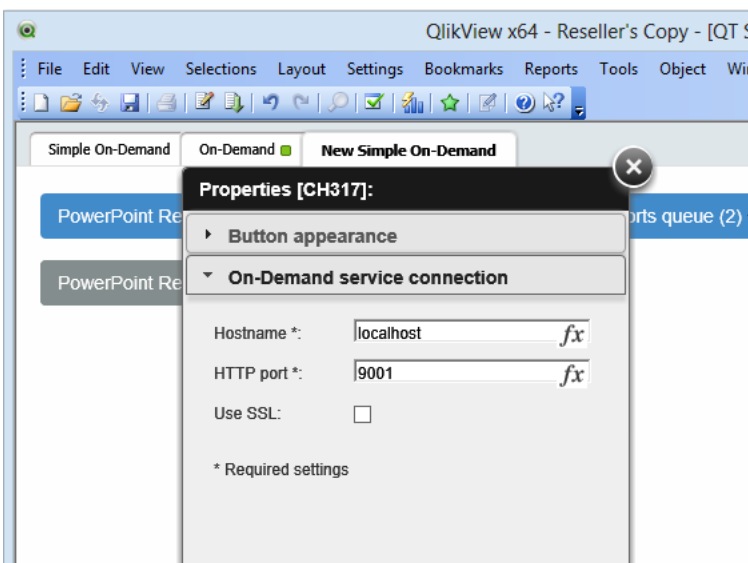
1. Click on the "fx" symbol at the extreme right of the **Text** field to open a more spacious editor for entering **PowerPoint Report with Multiple Pages - Current Selections**
2. Click on the **OK** button.

## Set Button Color



**Button color:** it's the color of the button in HTML format. Insert the QlikView formula **=rgb(66,80,80)** to convert an RGB sequence into an HTML color code.

## Configure On-Demand Service Connection

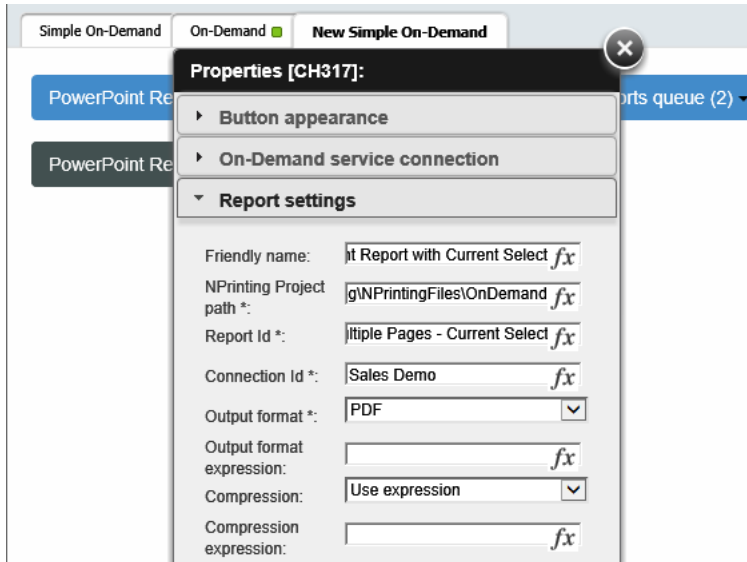


Check that the parameters are as below, or adjust them for your special circumstances:

# NPrinting Certification Training Course Tutorials

- **Hostname:** localhost or the name of your server
- **HTTP Port:** 9001

## Configure Report Settings

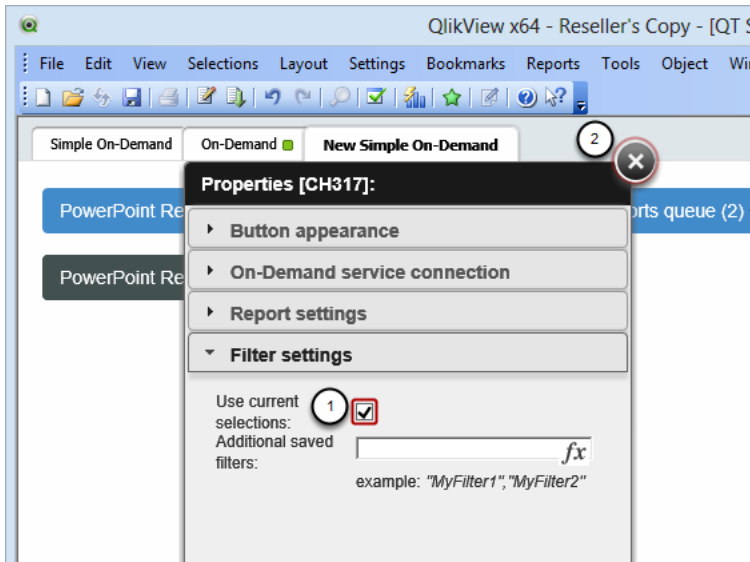


Set as follows:

- **Friendly name:** MultiPage PowerPoint Report with Current Selections, this appears in the log entry
- **NPrinting project path:** C:\NPrintingTraining\NPrintingFiles\OnDemand.nsq or your path to the NPrinting project file
- **Report ID:** PowerPoint Report with Multiple Pages - Current Selections, this must be exactly as in the NPrinting Project file
- **Connection ID:** Sales Demo
- **Output format:** PDF

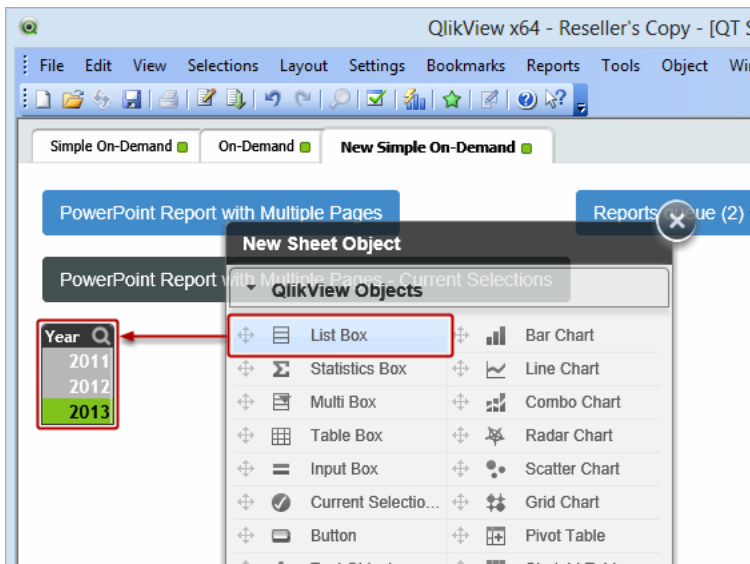


## Configure Filter Settings



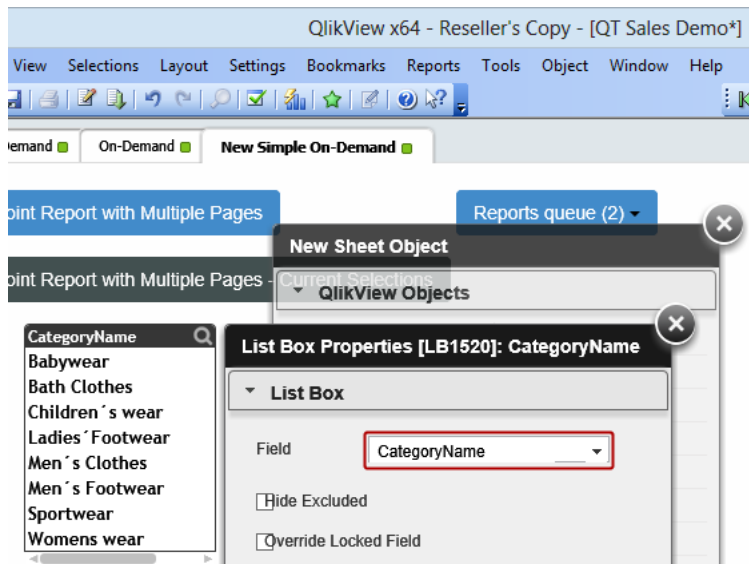
1. Put a check mark in the **Use current selections** box
2. Click on the 'X' to save and close

## Add Year List Box



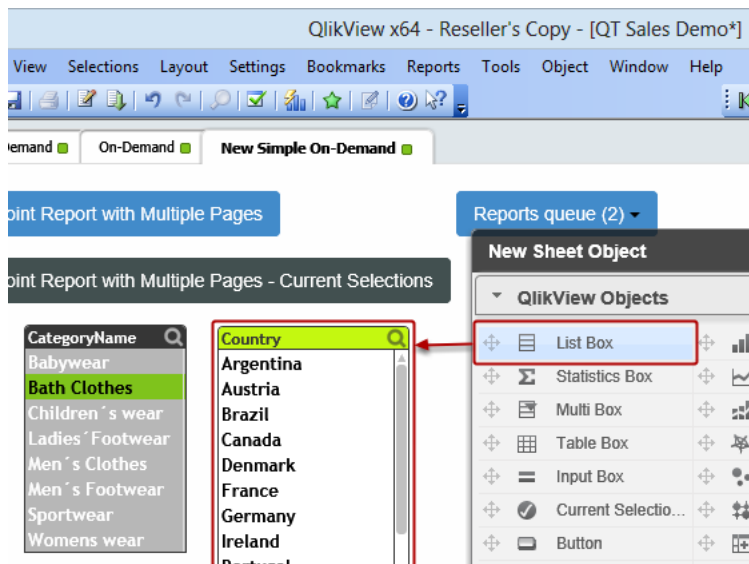
Drag and drop the **List Box** icon onto the sheet and edit the resulting list box so that its field is **Year**.

## Add CategoryName List Box



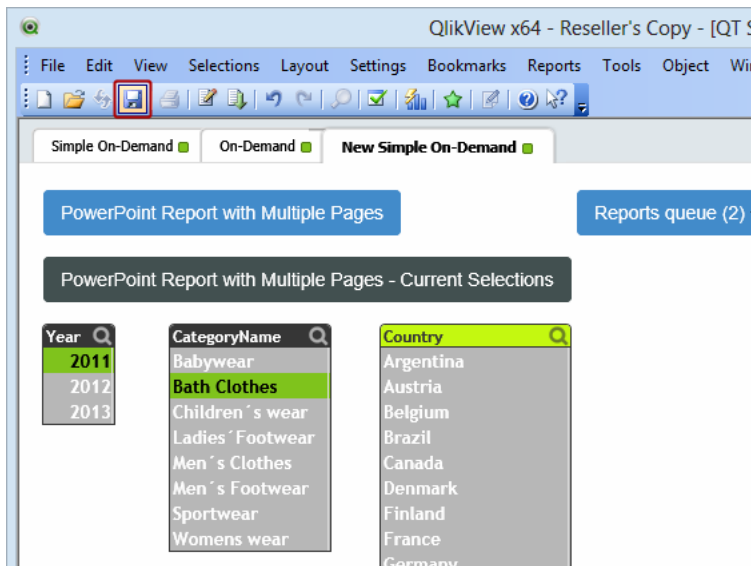
Drag and drop the **List Box** icon onto the sheet and edit the resulting list box so that its field is **CategoryName**.

## Add Country List Box



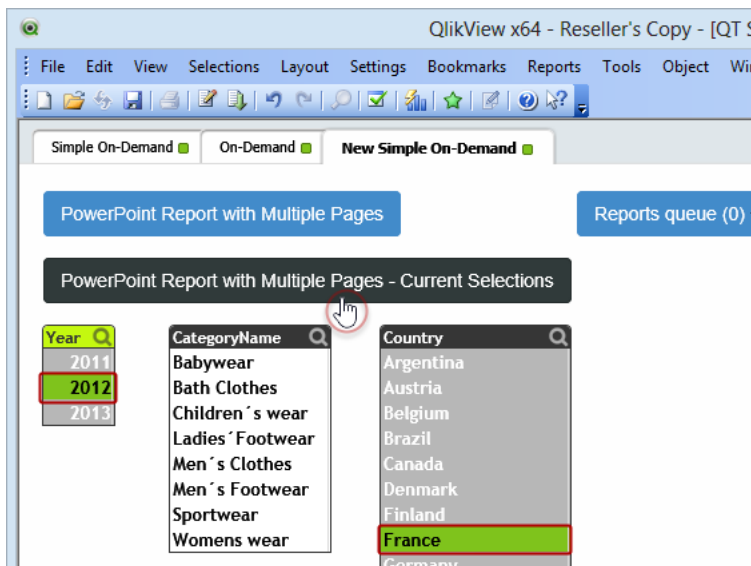
Drag and drop the **List Box** icon onto the sheet one more time and edit the resulting list box so that its field is **Country**.

## Save Your Work



Click on the 3.5" floppy disk icon to save the entire QlikView document.

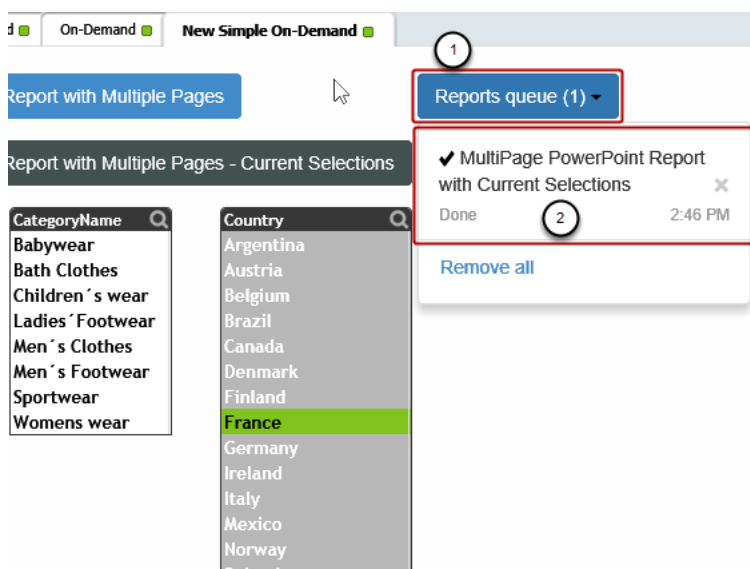
## Set Selections and Demand Report Generation



Make some selections in the list boxes. Select Year=2012 and Country=France for instance, then request generation of the **PowerPoint Report with Multiple Pages - Current Selections** report. Please ignore the **Interactive Services Detections** message if it appears and wait until the NP Queue button shows that the report is ready.

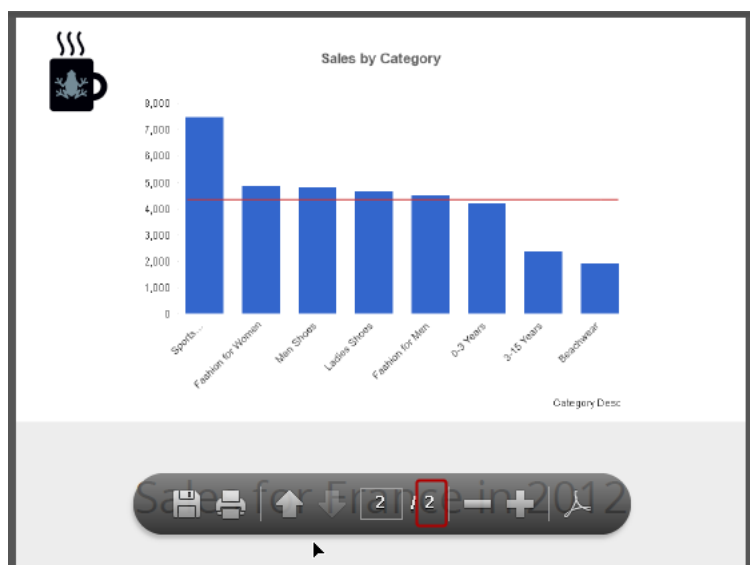
Trick: open the Windows task manager performance tab: keeping under control the CPU usage you'll see that your PC is working.

## Open Reports Queue and Report



1. Click directly on the **Reports queue (1)** button
2. Click on the **MultiPage PowerPoint Report with Current Selections** entry

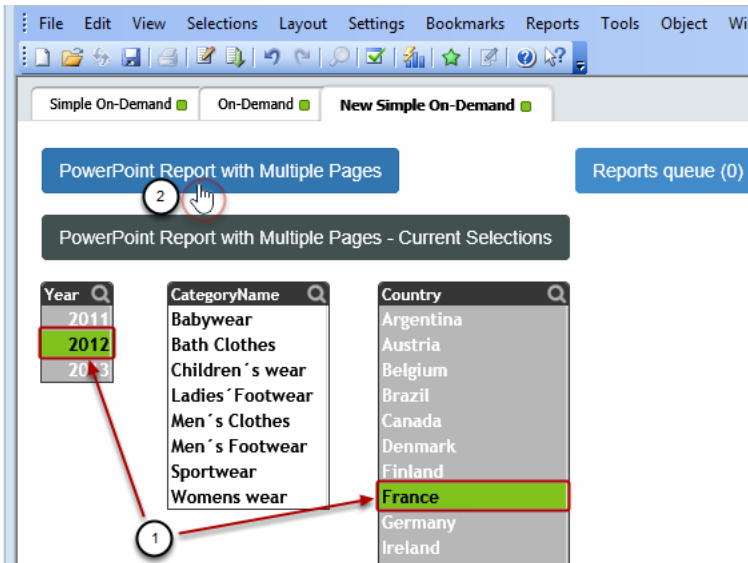
## Inspect Report



# NPrinting Certification Training Course Tutorials

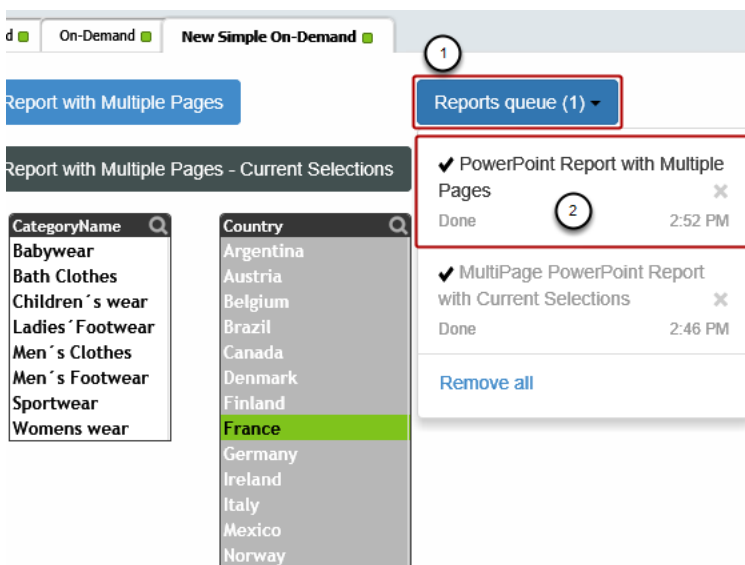
Click on the NP Queue button and open the report: it will have 2 pages as can be seen above, a cover, a report for France in 2012. NPrinting has applied the filters you selected in the QlikView document.

## Demand Report Generation



Keep the same selections in the list boxes: Year=2012 and Country=France and request generation of the **PowerPoint Report with Multiple Pages** report.

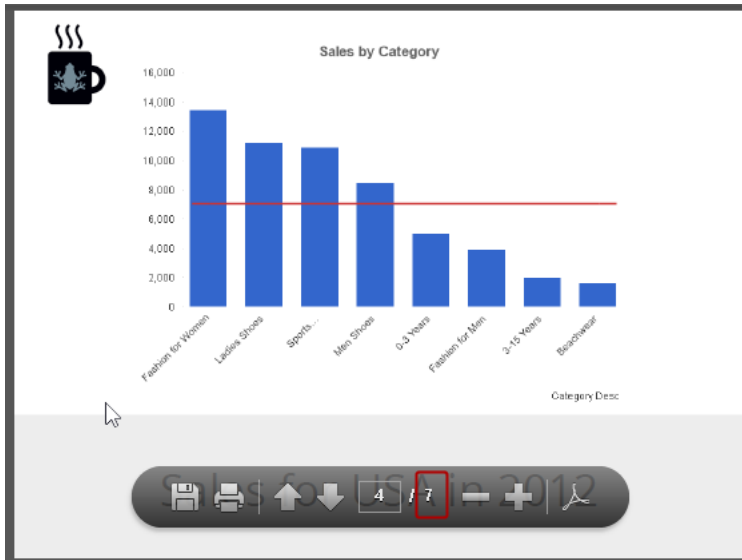
## Open Reports Queue and Report Again



1. Click directly on the **Reports queue (1)** button

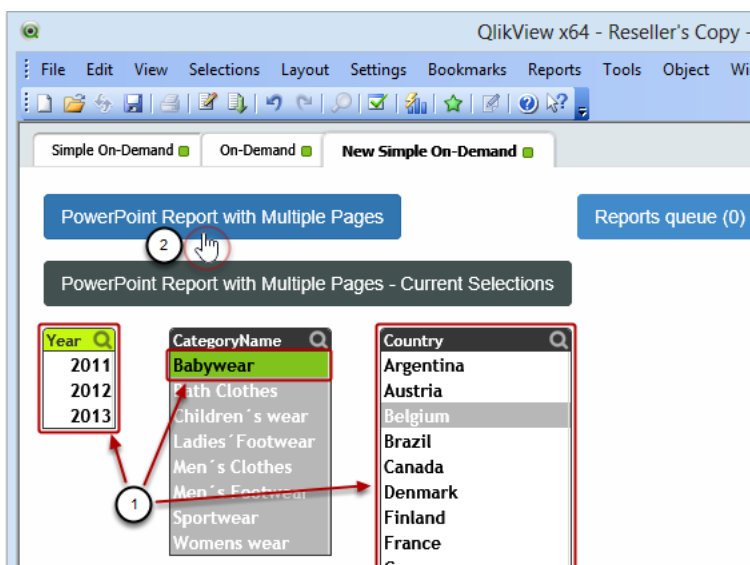
2. Click on the **PowerPoint Report with Multiple Pages** entry at the top of the list

## Inspect Second Report



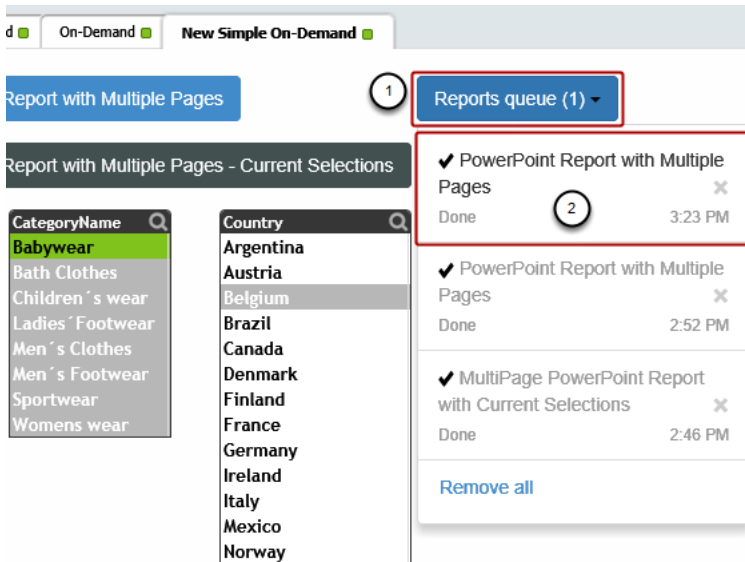
The report has 7 pages as can be seen above, a cover and two reports for Germany, the UK and the USA each, one for both 2012 and 2013. NPrinting applied the filters in the report in the .nsq file and ignored your current selections. If you set a current selection on fields already used in NPrinting filters these have an highest priority and the current selection on the same fields are ignored

## Demand Report Generation with Altered Selections



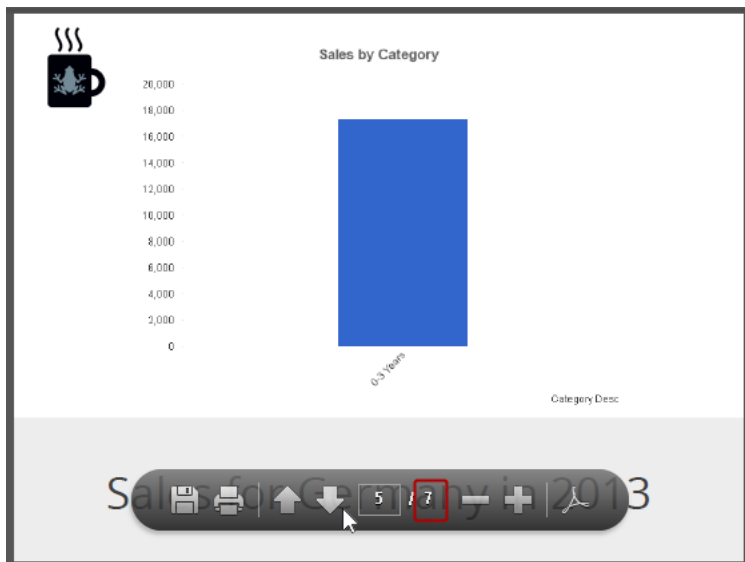
Clear the selections in the Year and Country list boxes and select Babywear in the CategoryName list box. Now request generation of the **PowerPoint Report with Multiple Pages** report.

## Open Reports Queue and Report One Last Time



1. Click directly on the **Reports queue (1)** button
2. Click on the **PowerPoint Report with Multiple Pages** entry at the top of the list

## Inspect This Last Report



The report will have 7 pages as can be seen above, the cover and 2 slides each for Germany, the UK and the USA, one for 2012 and one for 2013, having sales figures only for the category Babywear. The current selection was set on a field different from those having NPrinting filters applied to them, so all filters have their effect.

## How to Use NPrinting On-Demand to Set Recipients in Tasks

You can download this tutorial by clicking here: "[How to Use NPrinting On-Demand to Set Recipients in Tasks](#)".

We suggest that you review [How to Use Specific Filters with NPrinting On-Demand Reporting](#) before doing this tutorial.

**Forms inside NPrinting Extension Objects accept QlikView formulas as an argument.** You'll learn in this tutorial how to use them to select recipients and send reports. We'll display a list box containing recipients in a QlikView document to let users select one or more recipients. Users select recipients the same way they select any other kind of field values. Click on an NPrinting Task Extension that retrieves the names of the selected recipients and sends them filtered reports.

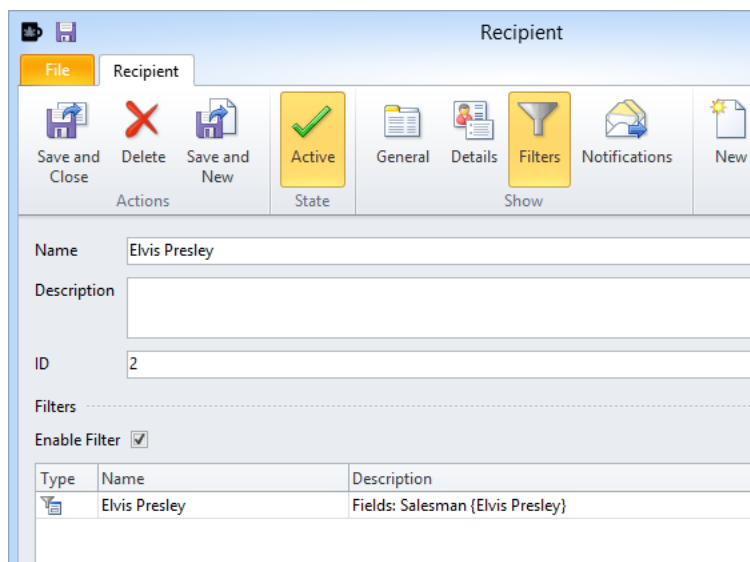
The steps are:

- Create recipients in NPrinting with filters
- Create an NPrinting task that sends a report via email
- Load a list of recipients into the QlikView document and display their names
- Create an NPrinting Task Extension that runs the task

The [NPrinting Training Material](#) contains a working example for this tutorial. Please download NPrinting Training Material if you haven't recently done so, and extract it into **C:\NPrintingTraining\** so that the relative path structure continues to be valid.



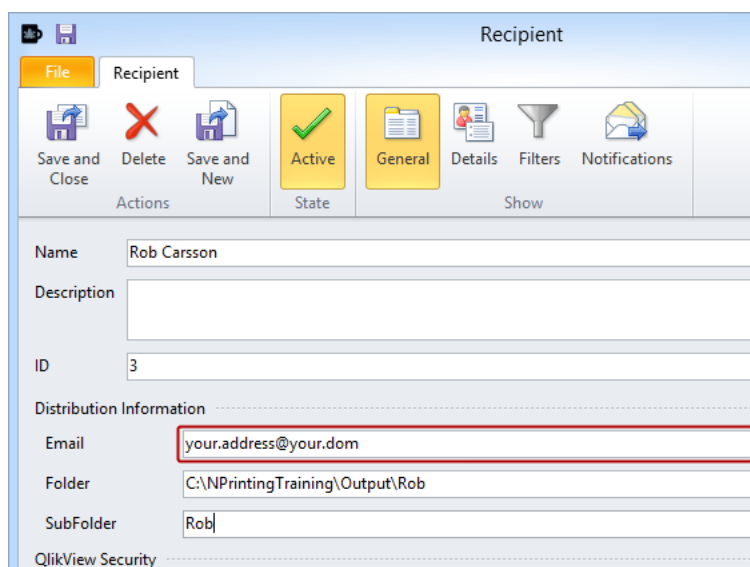
## Create New Recipient



Open the NPrinting document, **OnDemand.nsq**, in `C:\NPrintingTraining\NPrintingFiles\`

1. Add a recipient named **Elvis Presley**
2. Add a filter for **Salesman=Elvis Presley**, check out the tutorial: [Recipients & Users](#).
3. Set an email address that you can read
4. Save and New

## Create a Second Recipient

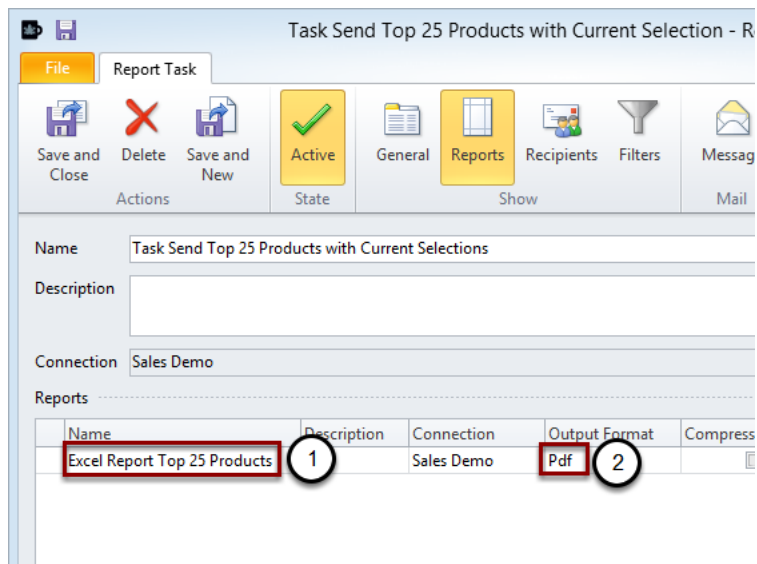


Add recipient Rob Carsson without filters

# NPrinting Certification Training Course Tutorials

- Set an email address that you have access to
- Save and Close

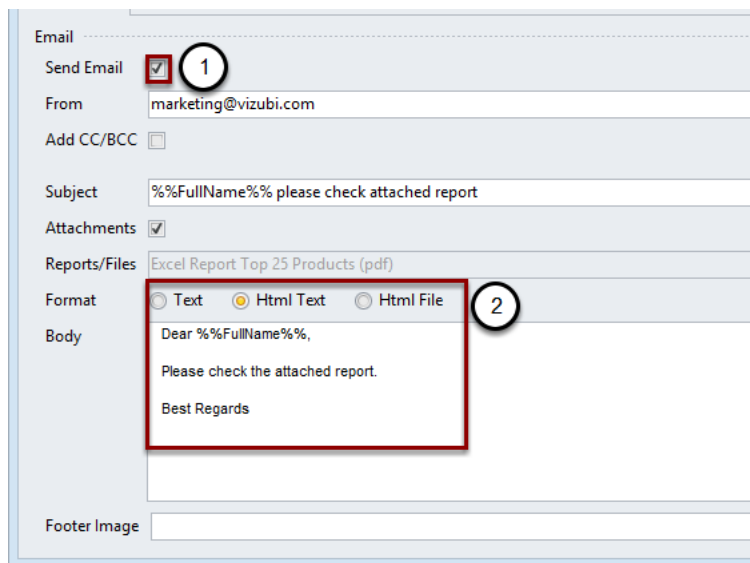
## Create an NPrinting Task



Create an NPrinting task named **Task Send Top 25 Products with Current Selections**. See: [How to Create Tasks](#).

1. Add the "Excel Report Top 25 Products" report
2. Set **Output Format** to **PDF**

## Activate Send Email and Create a Message



# NPrinting Certification Training Course Tutorials

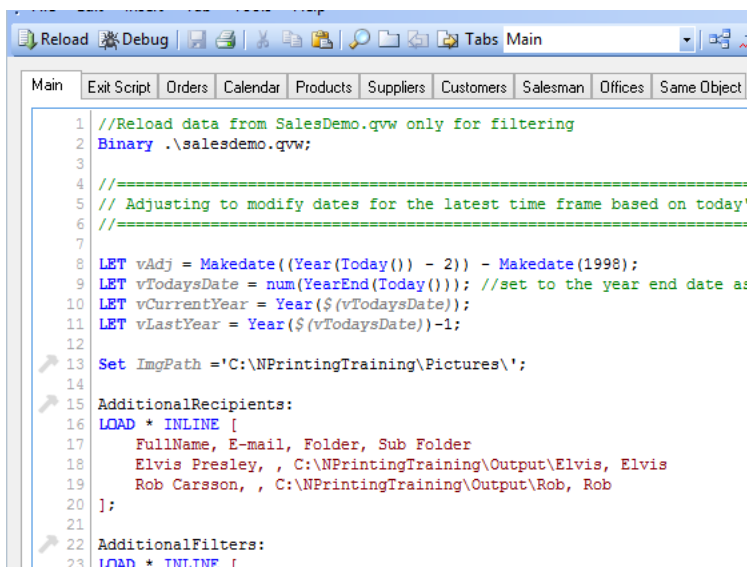
1. Activate the Send Email feature by putting a check mark in the box
2. Create a message. See: [What elements can I add to NPrinting e-mail?](#)

Save and close the task. Click on YES on the warning message that asks you to insert at least one recipient: you can leave the Recipients List empty. Save the NPrinting project.

## Load Recipients into the QlikView Document

Now, we can load our new recipients into the QlikView document using the load script. If you use NPrinting's features for importing recipients, you can develop a QlikView load script that loads recipients from a source file. See: [How to Import Recipients from QlikView Documents](#). You cannot import recipients directly from NPrinting to QlikView or vice versa at the present time.

## Add Additional Recipients to Script



```
1 //Reload data from SalesDemo.qvw only for filtering
2 Binary .\salesdemo.qvw;
3
4 //=====
5 // Adjusting to modify dates for the latest time frame based on today'
6 //=====
7
8 LET vAdj = Makedate((Year(Today()) - 2) - Makedate(1998));
9 LET vTodaysDate = num(YearEnd(Today())); //set to the year end date as
10 LET vCurrentYear = Year($(vTodaysDate));
11 LET vLastYear = Year($(vTodaysDate))-1;
12
13 Set ImgPath ='C:\NPrintingTraining\Pictures\';
14
15 AdditionalRecipients:
16 LOAD * INLINE [
17     FullName, E-mail, Folder, Sub Folder
18     Elvis Presley, , C:\NPrintingTraining\Output\Elvis, Elvis
19     Rob Carsson, , C:\NPrintingTraining\Output\Rob, Rob
20 ];
21
22 AdditionalFilters:
23 LOAD * TMI.TMF ;
```

Open the SalesDemo for Ajax.qvw document in C:\NPrintingTraining\QlikViewDocuments\

- Add this code at the beginning:

AdditionalRecipients:

LOAD \* INLINE [

FullName, E-mail, Folder, Sub Folder

Elvis Presley, , C:\NPrintingTraining\Output\Elvis, Elvis

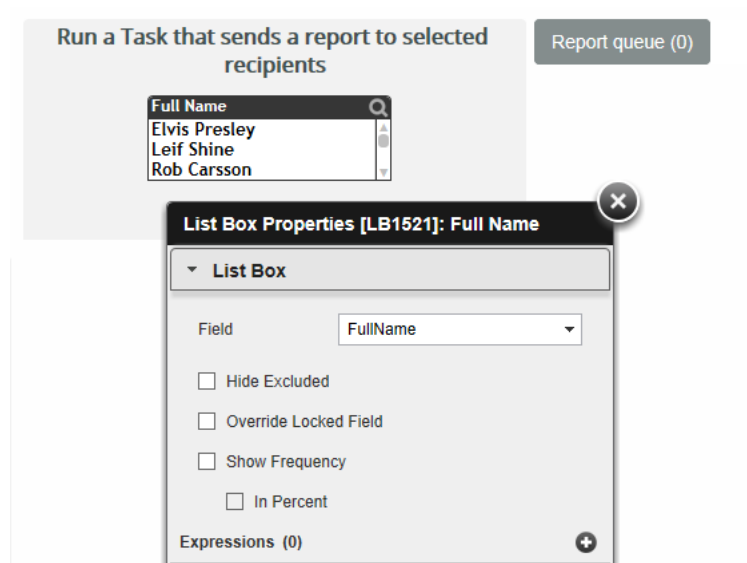
Rob Carsson, , C:\NPrintingTraining\Output\Rob, Rob

];

- Reload the document

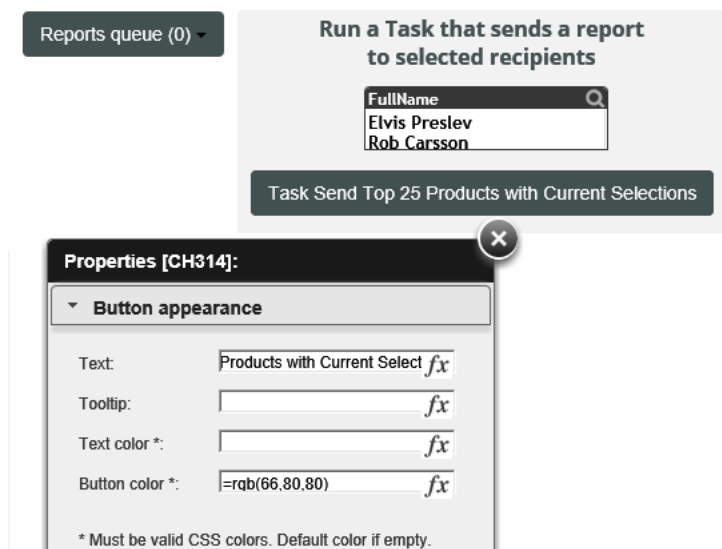
Be sure to insert the same recipients' names in the NPrinting project and in the QlikView document.

## Add a List Box



- Add a List box to the **Simple On-Demand** sheet to display the field **Fullname**
- Save the QlikView Document

## Embed NPrinting Task Extension and Configure Button Appearance

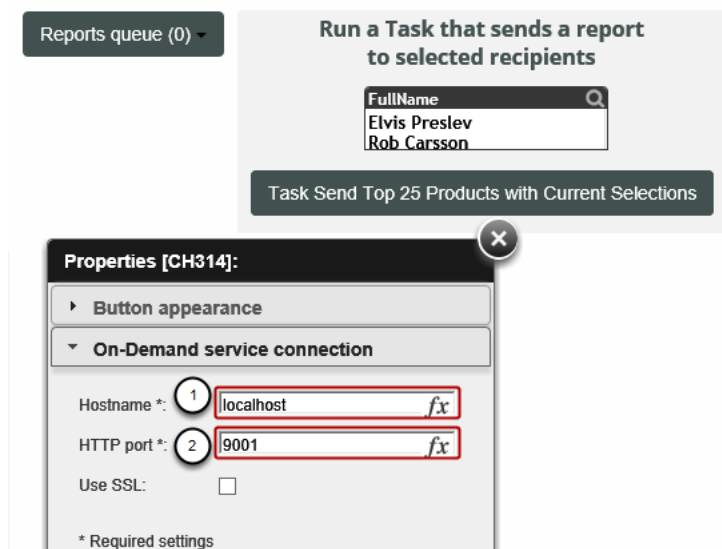


- Create an **NPrinting Task Extension** that runs the **Task Send Top 25 Products with Current Selections** task
- Right click on the sheet
- Select **New Sheet Object**
- Click on **Extension Objects**
- Drag and drop the **NPrinting Task** object onto the sheet
- Right click on the object
- Select **Properties**
- Click on the "**Button appearance**" bar and edit

**Insert the Text:** "Task Send Top 25 Products with Current Selections"

Set the **Button color:** =rgb(66,80,80)

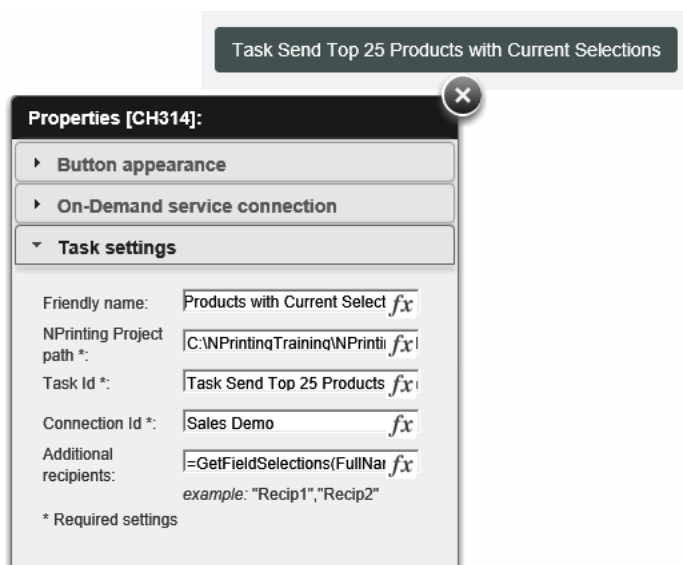
## Configure On-Demand Service Connection



Click on the **On-Demand service connection** bar

1. **Hostname:** localhost
2. **HTTP Port:** 9001

## Configure Task Settings

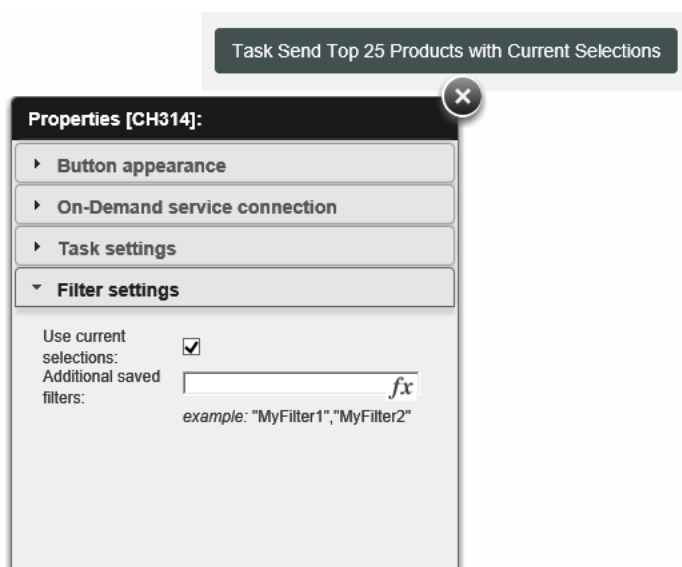


- Click on the **Task settings** bar
- **Friendly name:** Task Send Top 25 Products with Current Selections
- **NPrinting Project path:** C:\NPrintingTraining\NPrintingFiles\OnDemand.nsq

# NPrinting Certification Training Course Tutorials

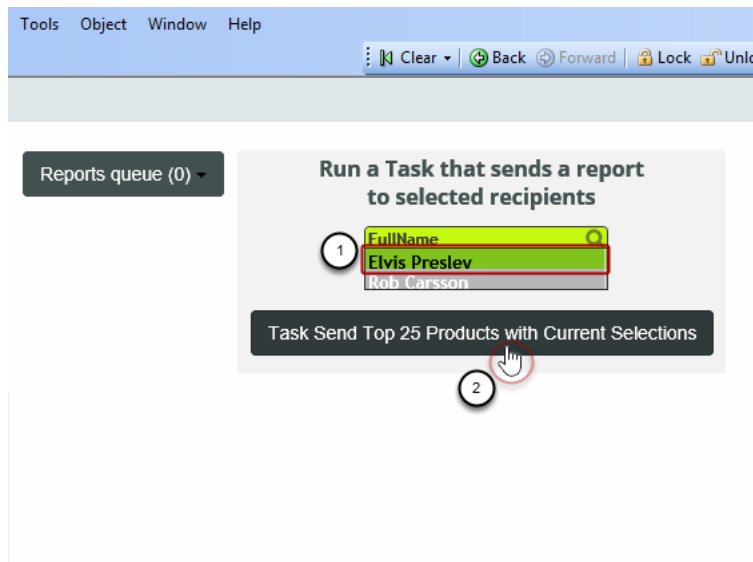
- **Report ID:** Task Send Top 25 Products with Current Selections
- **Connection ID:** Sales Demo
- **Additional recipients:** insert the QlikView formula **=GetFieldSelections(FullName)**. This formula returns the selected active recipients and sends them to NPrinting Service, so it will send them the reports. Dynamic selection is obtained using this QlikView formula.

## Configure Filter Settings



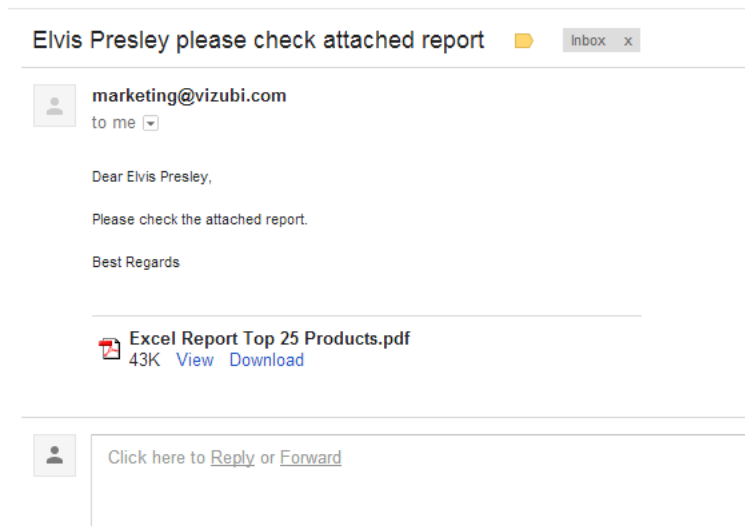
- Click on the **Filter settings** bar
- **Use current selections:** check marked
- Close the **Properties** editor
- Save the QlikView document

## Send Report to a Recipient



1. Select an additional recipient, Elvis Presley for instance
2. Click "Task Send Top 25 Products with Current Selections"

## Check E-mail



When the NPrinting Queue button shows that the task has completed, check the e-mail account that you've associated with the Elvis recipient and you'll find the report.



## Inspect Report

### Salesman: Elvis Presley

ProductName	Total Sales	Gross Profit	GP%
Snake Boots	4,662	1,240	26.6%
Le Baby Dress	3,897	1,194	30.6%
Patamonia			
Fleece Jacket	3,564	1,096	30.8%
Tennis Suit	2,900	605	20.9%
Bike Helmet	2,439	428	17.6%
RDL Suit	2,187	541	24.7%
Feiss Fleece			
Trousers	1,987	601	30.3%
Serve-Shirt	1,894	471	24.9%
Lenin			
Jeansshorts	1,758	309	17.6%
Terence Top	1,522	180	11.8%
Rossi Shorts	1,435	334	23.3%
US-Master Jeans	1,333	281	21.1%
Conserve Shoes	1,192	169	14.1%
Game Over T-Shirt	1,177	250	21.3%
Jumpin Jack			
Flash Dress	964	270	28.0%
Chantell Shirt	924	132	14.3%
Basket Shoes	880	160	18.2%
High Heels Shoes	796	137	17.2%
Best Boot	712	125	17.6%

We suggest you check out [How to Make Reports Selectable with NPrinting On-Demand](#)

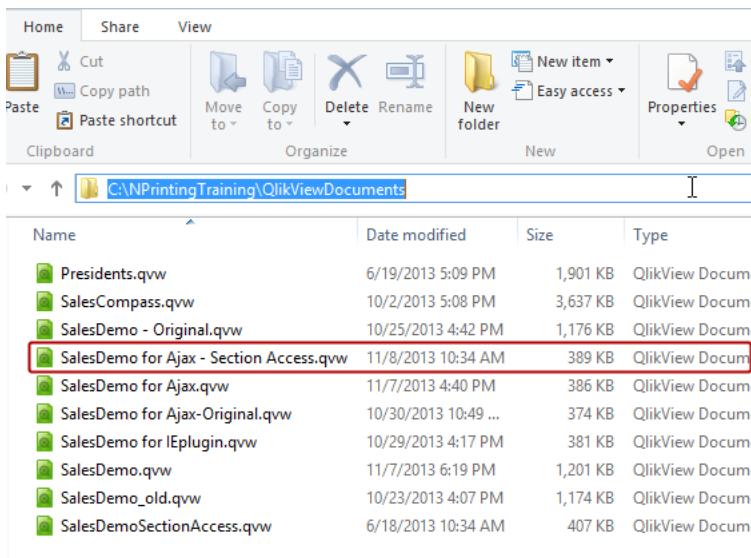
## How to Use NPrinting On-Demand with Section Access

This tutorial explains how to use Section Access combined with NPrinting On-Demand in order to get or send reports on demand that are filtered according to the Section Access connected user. NPrinting supports only users loaded with a LOAD \* INLINE instruction inside the QlikView load script. So we'll use this feature and the QlikView function QVUser() to retrieve the connected user.

The first part of the tutorial explains how to preview a report filtered for a Section Access user. The second part will explain how to send a report to the connected Section Access user.

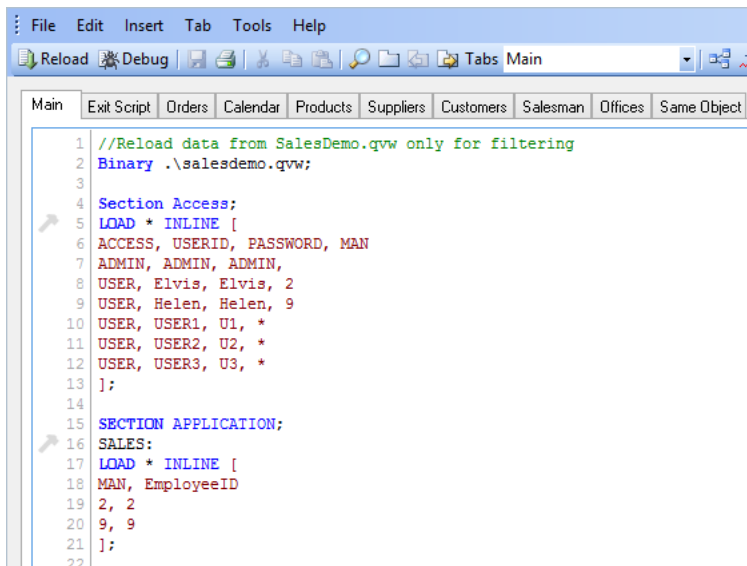
### Part I: Preview a Report Filtered for a Section Access User

#### Make & Rename Copy



Make a copy of **SalesDemo for Ajax.qvw** in **C:\NPrintingTraining\QlikViewDocuments\** and call it **SalesDemo for Ajax - Section Access.qvw**

## Change Script for QlikView



```
1 //Reload data from SalesDemo.qvw only for filtering
2 Binary .\salesdemo.qvw;
3
4 Section Access;
5 LOAD * INLINE [
6 ACCESS, USERID, PASSWORD, MAN
7 ADMIN, ADMIN, ADMIN,
8 USER, Elvis, Elvis, 2
9 USER, Helen, Helen, 9
10 USER, USER1, U1, *
11 USER, USER2, U2, *
12 USER, USER3, U3, *
13 ];
14
15 SECTION APPLICATION;
16 SALES:
17 LOAD * INLINE [
18 MAN, EmployeeID
19 2, 2
20 9, 9
21 ];
22
```

1. Open C:\NPrintingTraining\QlikViewDocuments\SalesDemo for Ajax - Section Access.qvw in QlikView
2. Open the script editor (press ctrl+e)
3. Add the following piece of script after the Binary .\salesdemo.qvw; instruction at the beginning of the script
  - Section Access;
  - LOAD \* INLINE [
    - ACCESS, USERID, PASSWORD, MAN
    - ADMIN, ADMIN, ADMIN,
    - USER, Elvis, Elvis, 2
    - USER, Helen, Helen, 9
    - USER, USER1, U1, \*
    - USER, USER2, U2, \*
    - USER, USER3, U3, \*
  - ];
  - SECTION APPLICATION;
  - SALES:
    - LOAD \* INLINE [
      - MAN, EmployeeID
      - 2, 2
      - 9, 9
    - ];
4. Save the script and reload (ctrl+r).

# NPrinting Certification Training Course Tutorials

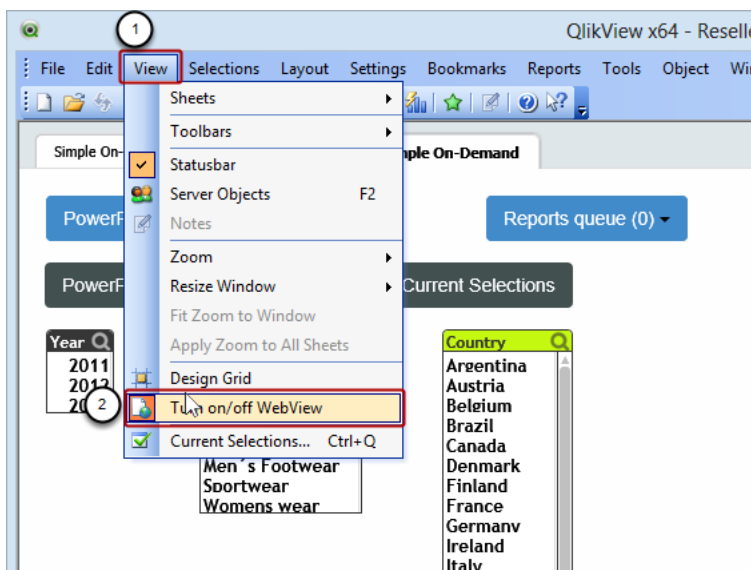
This will create the new Section Access users and connect Elvis and Helen to respective salesman in the .qvw so when Elvis will connect into the QlikView doc he will see only his data

## 5. Exit QlikView

**SalesDemo for Ajax.qvw - Section Access** in **C:\NPrintingTraining\QlikViewDocuments\** contains the NP Report Extension button called **PowerPoint Report with Multiple Pages - Current Selections** and the others. Do the tutorial, [How to Use NPrinting Extensions in Qlikview Documents](#), to learn more on how to create it. Let's embed a new text box to display the user who is currently logged in.

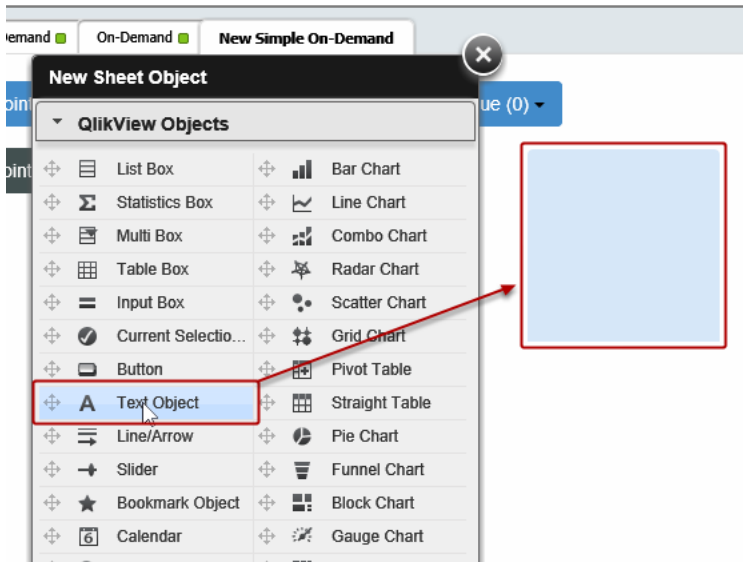
- Open **SalesDemo for Ajax - Section Access.qvw** and connect using **User ID: Admin** and **Password: Admin**

## Turn on WebView



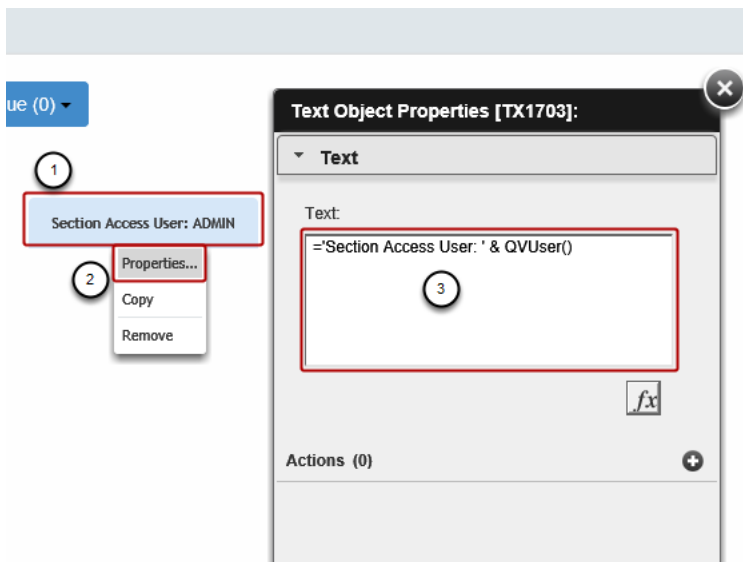
1. Click on **View** in the menu bar
2. Make sure **WebView** is turned on: the icon at the left has an orange background

## Embed Text Object in Sheet



Right click on an empty part of the sheet, select **New sheet object** from the menu that appears, then drag and drop a new Text Object onto the sheet.

## Configure Button Label

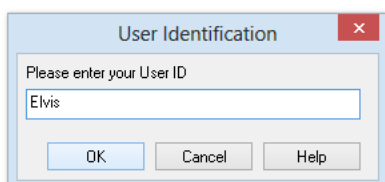


1. Right click on the new object
2. Select Properties
3. Enter the QlikView formula, **=Section Access User: ' & QVUser()**, into the **Text:** box. This will display the user who is currently logged in with section access.

# NPrinting Certification Training Course Tutorials

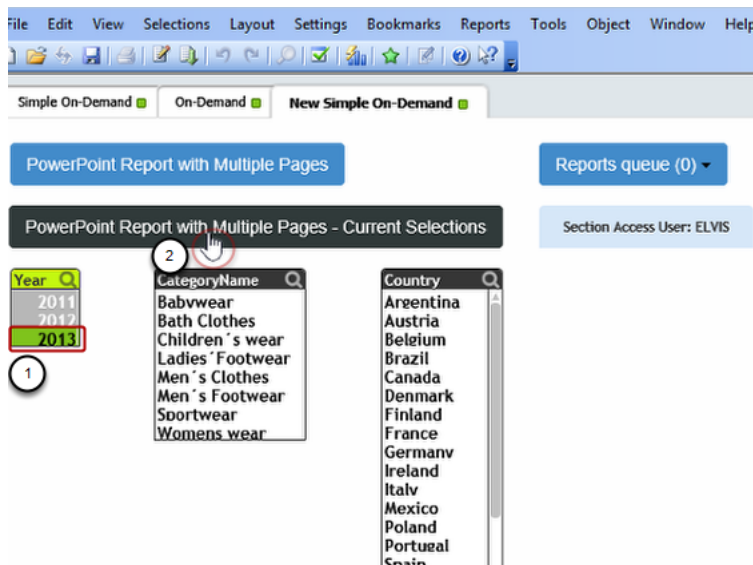
Now Save the QlikView document and exit QlikView. Reopen **SalesDemo for Ajax - Section Access.qvw** in **C:\NPrintingTraining\QlikViewDocuments\**

## Log in as Elvis



Enter **Elvis** in both the **User ID** and the **Password** fields clicking on the **OK** button each time.

## Set QlikView Selections



1. Select **2013** in **Year** list box
2. Demand to generation of the **PowerPoint Report with Multiple Pages - Current Selections** report

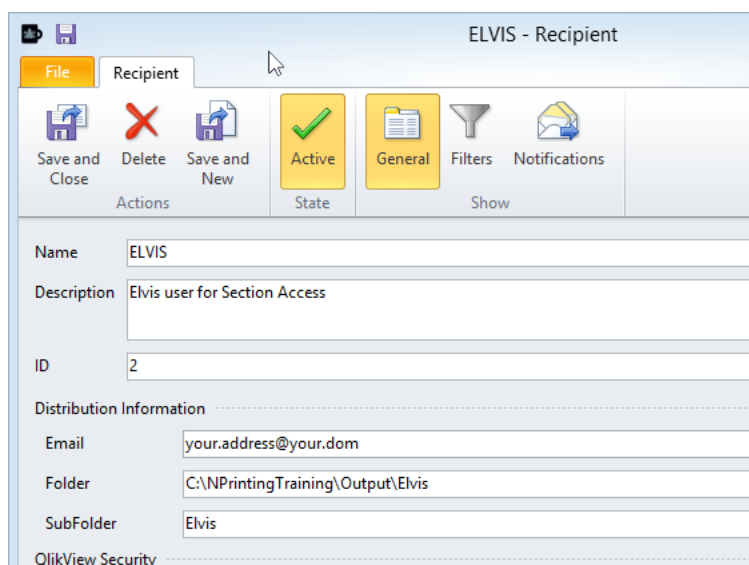
## Inspect Report



When the report is ready, open it. The first slide displays the selections applied at the moment of creation. **Year: 2013** from your current selection and **Salesman: Elvis Presley** from Section Access, as expected. Both filters were applied.

## Part II: Send Filtered Report to User logged in with Section Access

### Create or Clone New Recipient



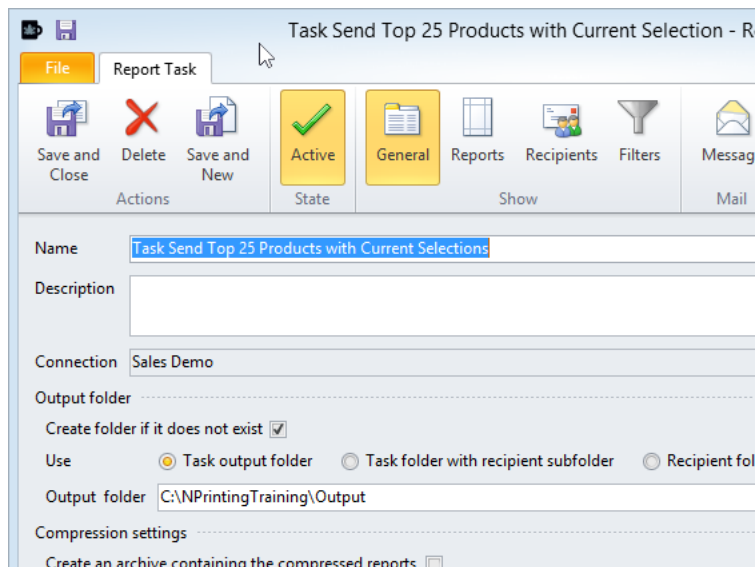
# NPrinting Certification Training Course Tutorials

Create an NPrinting recipient named **ELVIS** (all caps). It is easiest just to clone recipient Elvis Presley and change the Name to obtain the new Section Access user.

See these tutorials about recipients: [How to Create and Import Recipients with Filters and Distribution Groups](#) and [How to Clone Recipients](#).

Remember to customize the email address if you are using the NPrinting training environment.

## Create New Task

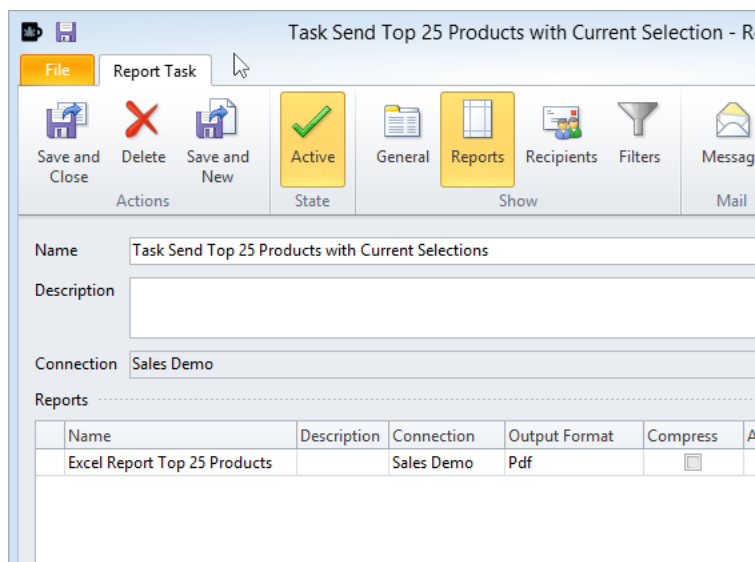


Create Task Send Top 25 Products with Current Selection in the NPrinting project

(see: link tutorial task on demand)

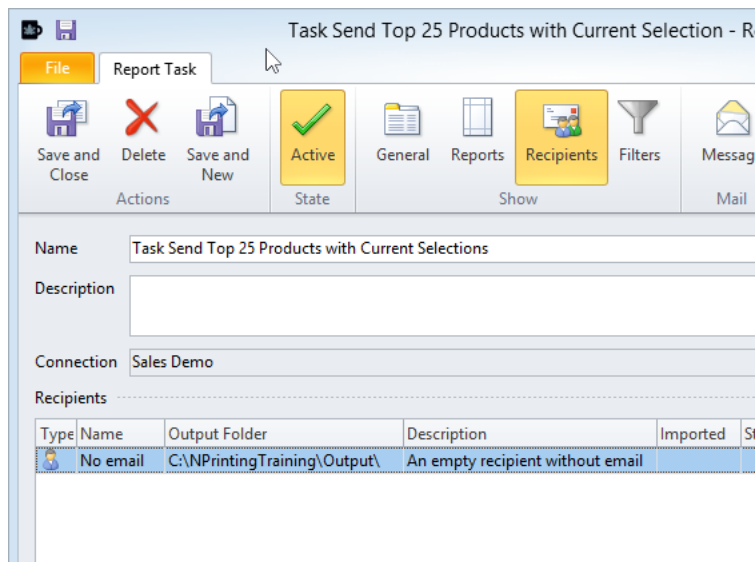


## Add Report to Task



Add Excel Report Top 25 Products to the task. This is a very simple Excel report, easy to create. See: [How to Create Excel Reports](#)

## Add Recipient to Task



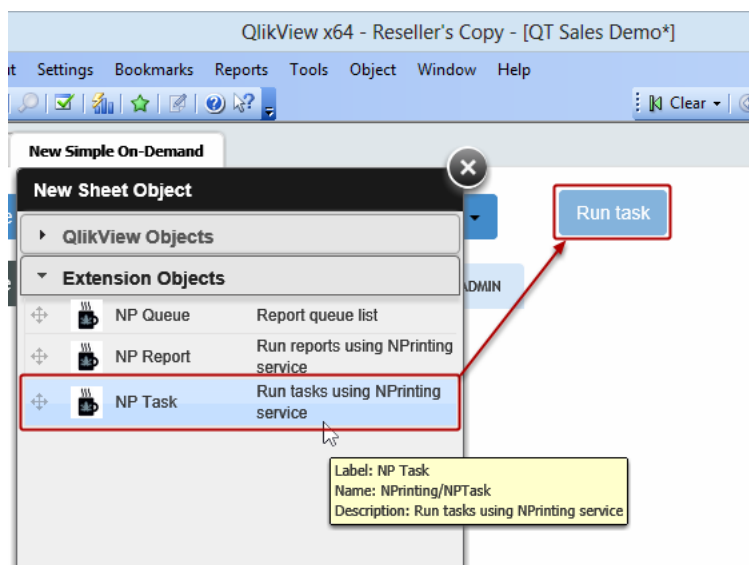
It is mandatory to insert a recipient, **No email**, here with an email address, otherwise NPrinting won't let you activate email report. You can insert an email address that nobody will read or an address like a@b.c.

## Create E-mail Message

Email configuration window showing fields for Send Email, From, Add CC/BCC, Subject, Attachments, Reports/Files, Format, and Body text.

- Put a check in the **Send Email** box to activate the email message, you can customize the text. See [How do I set up e-mail in NPrinting?](#) on how to setup the email server. See [Can I include dynamic elements in NPrinting e-mail?](#) and [What elements can I add to NPrinting e-mail?](#) on how to include dynamic email content. Check out this tutorial, [How to Distribute User Specific QlikView Reports by E-mail](#) on how to create an email message.
- Please feel free to use the text above or your own version
- **Save and Close**

## Embed Run Task Button in Sheet

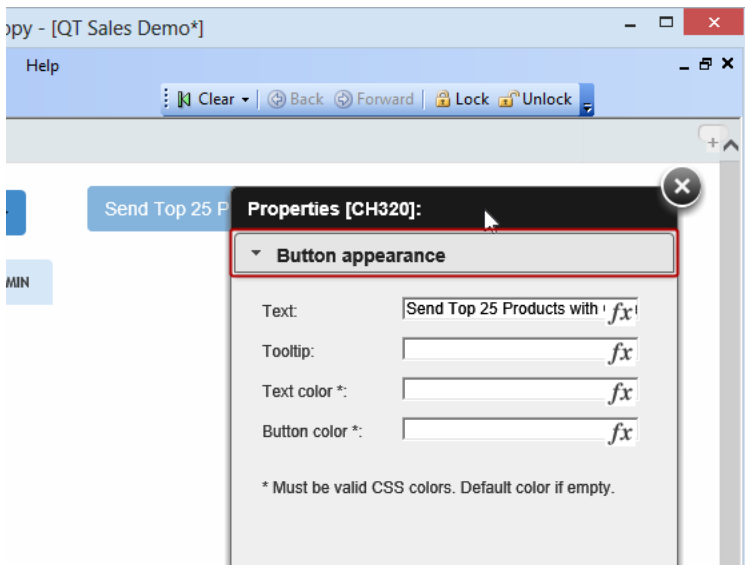


# NPrinting Certification Training Course Tutorials

Add an NPrinting task extension that runs **Task Send Top 25 Products with Current Selections**.

- Reopen **SalesDemo for Ajax - Section Access.qvw** using **User ID: Admin** and **Password: Admin**
- Right click on the sheet, select **New sheet object**, click on **Extension object**, and then drag and drop NP Task object onto the sheet.

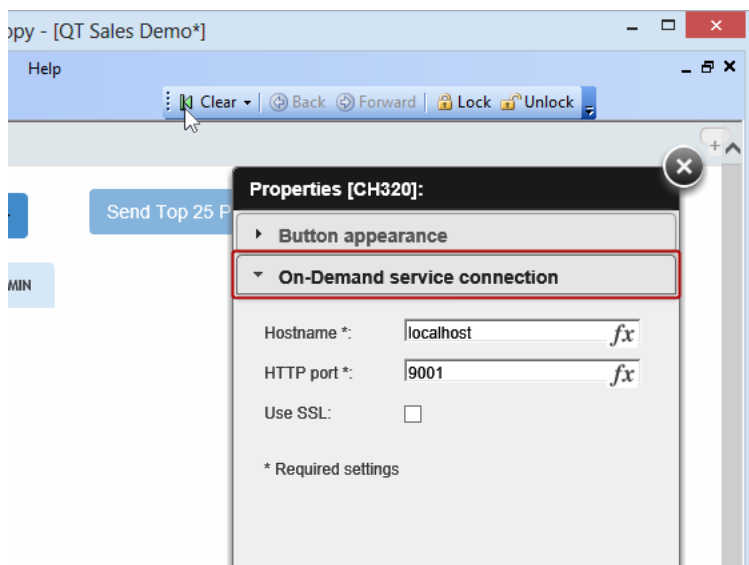
## Configure Button Appearance



Right click on the new button and select **Properties**. Select **Button appearance** and configure the following fields as indicated:

- **Text:** Task Send Top 25 Products with Current Selections
- **Button color:** =rgb(66,80,80)

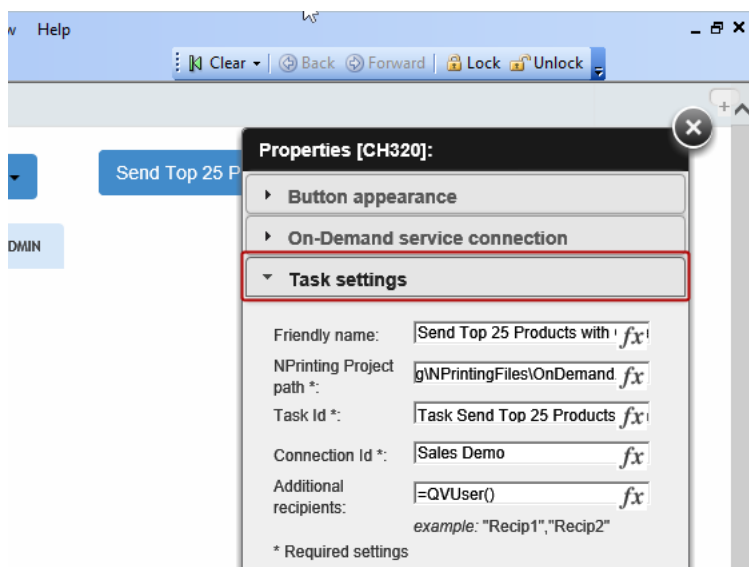
## Configure On-Demand Service Connection



Click on **On-Demand service connection** and configure the following fields as indicated:

- **Hostname:** localhost
- **HTTP Port:** 9001

## Configure Task Settings



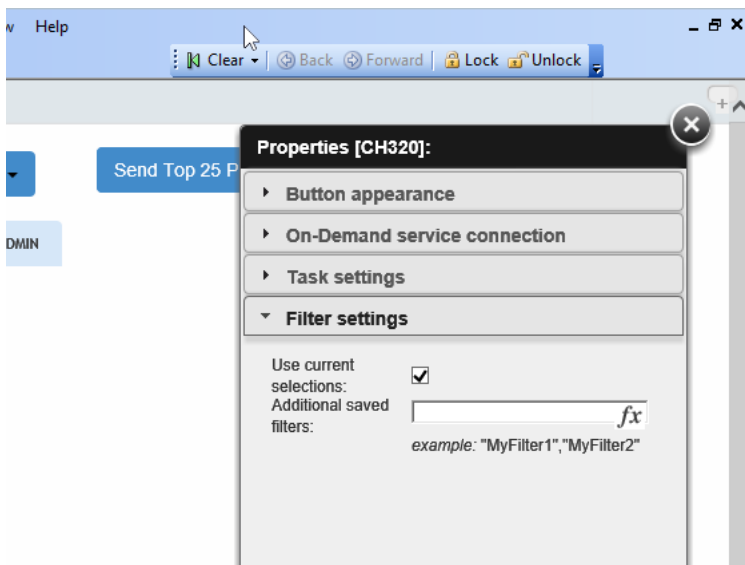
Click on **Task settings** and configure the following fields as indicated:

- **Friendly name:** Task Send Top 25 Products with Current Selections

# NPrinting Certification Training Course Tutorials

- **NPrinting Project path:** C:\NPrintingTraining\NPrintingFiles\OnDemand.nsq
- **Report ID:** Task Send Top 25 Products with Current Selection
- **Connection ID:** Sales Demo
- **Additional recipients:** enter the QlikView formula **=QVUser()**. This formula returns the active recipient and sends them to NPrinting service so it will send them the reports. Dynamic selection is obtained using this QlikView formula.

## Configure Filter Settings



Click on **Filter settings** and configure as indicated:

- **Use current selections:** check marked

Close the object Properties editor, then save the QVW and close it.

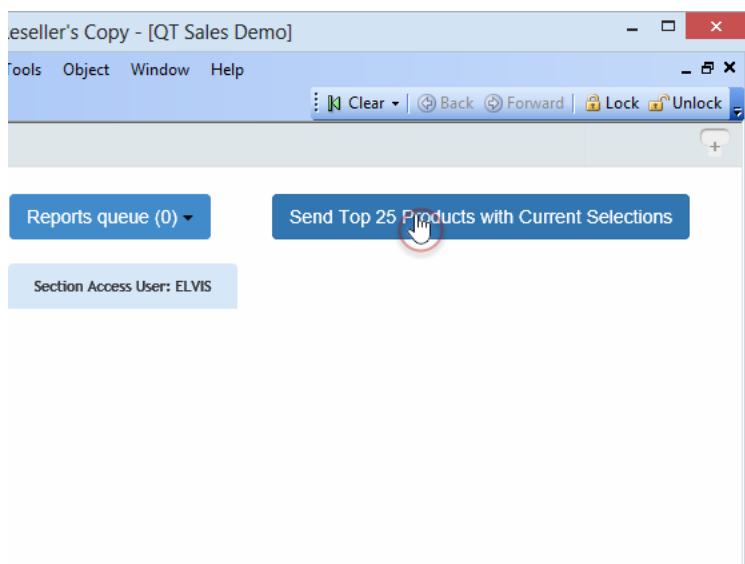
## Clear All Selections

PowerPoint Report with Multiple Pages - Current Selections Section Access User: E

Year	CategoryName	Country
2011	Babvwear	Argentina
2012	Bath Clothes	Austria
2013	Children's wear	Belgium
	Ladies' Footwear	Brazil
	Men's Clothes	Canada
	Men's Footwear	Denmark
	Sportwear	Finland
	Womens wear	France
		Germany
		Ireland
		Italy
		Mexico
		Norway
		Poland
		Portugal
		Spain
		Sweden

- Reopen **SalesDemo for Ajax - Section Access.qvw** in C:\NPrintingTraining\QlikViewDocuments\ and log in as the user Elvis.
- Clear all selections if any are set.

## Demand Report Generation and Distribution



Click on the run task button entitled: **Task Send Top 25 Products with Current Selections.**

## Check E-mail

ELVIS please check attached report

Inbox x

marketing@vizubi.com  
to me

Dear ELVIS,

Please check the attached report.

Best Regards

Excel Report Top 25 Products.pdf  
43K View Download

Click here to [Reply](#) or [Forward](#)

0.47 GB (1%) of 30 GB used

©2013 Google - [Terms of Service](#) - [Privacy Policy](#) - [Pr](#)

Go to the e-mail account you put in the **ELVIS** recipient and look for a message for ELVIS.

## Inspect New Report

Salesman: Elvis Presley

ProductName	Total Sales	Gross Profit	GP%
Snake Boots	4,662	1,240	26.6%
Le Baby Dress	3,897	1,194	30.6%
Patamonia	3,564	1,096	30.8%
Fleece Jacket	2,900	605	20.9%
Tennis Suit	2,439	428	17.6%
Bike Helmet	2,187	541	24.7%
RDL Suit	1,987	601	30.3%
Feiss Fleece	1,894	471	24.9%
Trousers	1,758	309	17.6%
Serve-Shirt	1,522	180	11.8%
Lenin	1,435	334	23.3%
Jeansshorts	1,333	281	21.1%
Terence Top	1,192	169	14.1%
Rossi Shorts	1,177	250	21.3%
US-Master Jeans	964	270	28.0%
Conserve Shoes	924	132	14.3%
Game Over T-Shirt	880	160	18.2%
Jumpin Jack	796	137	17.2%
Flash Dress	712	135	19.0%
Chantell Shirt	703	135	19.2%
Basket Shoes	693	206	29.7%
High Heels Shoes	660	125	19.0%
Root Boot	617	106	17.2%
Cap	602	131	21.8%
Oyaki Kimono	601	98	16.4%
Finnish Swimsuit			
Nikee Running Shoes			
LA Shorts			
Desperado Jeans			

Download and open the report for ELVIS. Note the heading.

## Add Selection

Simple On-Demand  On-Demand  **New Simple On-Demand**

PowerPoint Report with Multiple Pages Reports queue (2)

PowerPoint Report with Multiple Pages - Current Selections Section Access User: E

Year

2011

2012

**2013**

CategoryName

Babvwear

Bath Clothes

Children's wear

Ladies' Footwear

Men's Clothes

Men's Footwear

Sportwear

Womens wear

Country

Argentina

Austria

Belgium

Brazil

Canada

Denmark

Finland

France

Germany

Ireland

Italy

Mexico

Now add a selection, **Year=2013** for instance and run the task again. You'll find a report in the associated e-mail account box containing data filtered by **Salesman=Elvis Presley** (as before) and by **Year=2013**.

## Inspect This Third Report

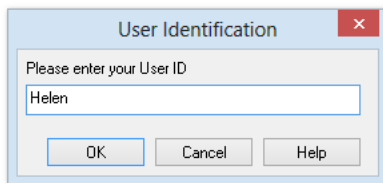
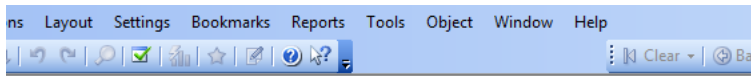
Year: 2013 Salesman: Elvis Presley

ProductName	Total Sales	Gross Profit	GP%
Snake Boots	3,931	1,101	28.0%
Le Baby Dress	3,897	1,194	30.6%
Terence Top	1,522	180	11.8%
Tennis Suit	1,219	376	30.9%
Game Over T-Shirt	900	195	21.6%
Rossi Shorts	663	190	28.7%
Levini			
Jeansshorts	390	53	13.6%
Tiebreak Tennis shoes	369	50	13.6%
Desperado Jeans	343	59	17.2%
Cap	316	17	5.4%
Summer Shorts	273	41	15.2%
Basket Shoes	200	27	13.6%
Bow tie	195	34	17.6%
Squash Shorts	165	22	13.6%
Stretch out-pants	163	46	28.9%
Ballet Shoes	140	24	17.2%
LA Shorts	131	15	11.6%
Sumi Underwear	131	18	13.6%
Duck Shirt	96	16	17.2%
US-Master Jeans	86	10	11.8%
Baywatch Bikini	85	15	17.2%
Sapporo Gloves	66	8	11.8%
Samba Socker			
Socks	62	11	17.2%
Shagall Socks	24	3	11.8%

Close the report and the QlikView document in QlikView.

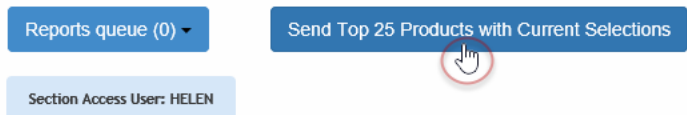
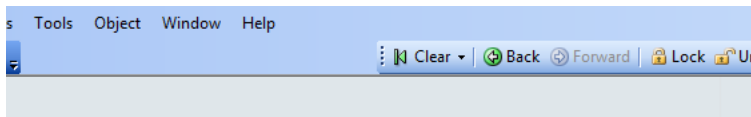


## Reopen SalesDemo for Ajax - Section Access.qvw as Helen



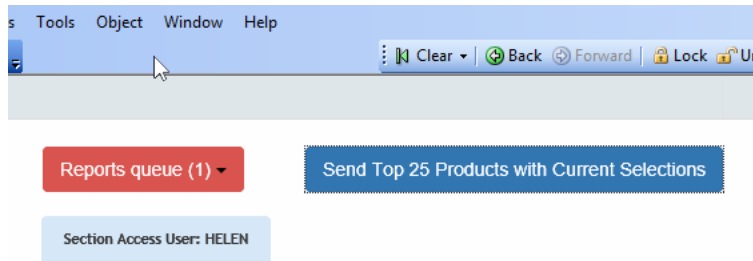
Open the document with **User ID:** Helen and **Password:** Helen

## Demand Report Generation and Distribution Again



Click on the run task button entitled: **Task Send Top 25 Products with Current Selections.**

## No E-mail Sent!



There is no NPrinting recipient associated with Helen.

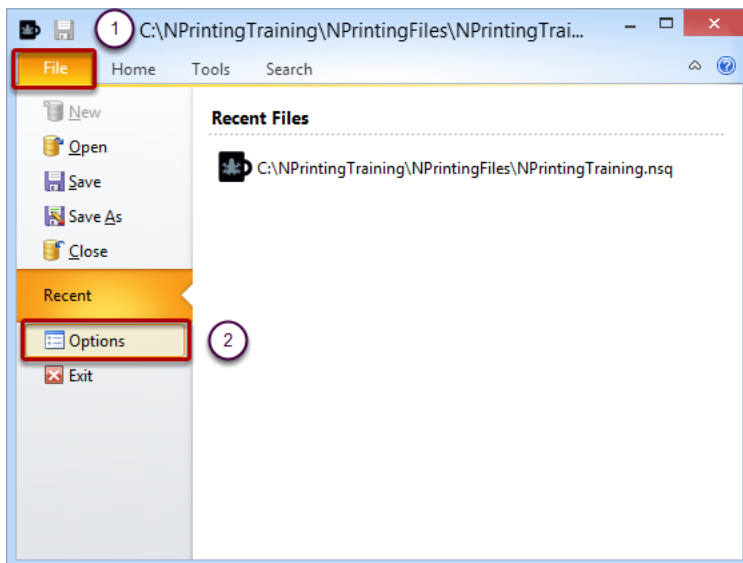
## Configure Options

You can download this tutorial by clicking here: "[Configure Options](#)".

NPrinting has several configuration settings to customize and make functional some program features that are not active by default. This tutorial will explain the purpose of many parameters and provide links to other tutorials that provide detailed instructions.

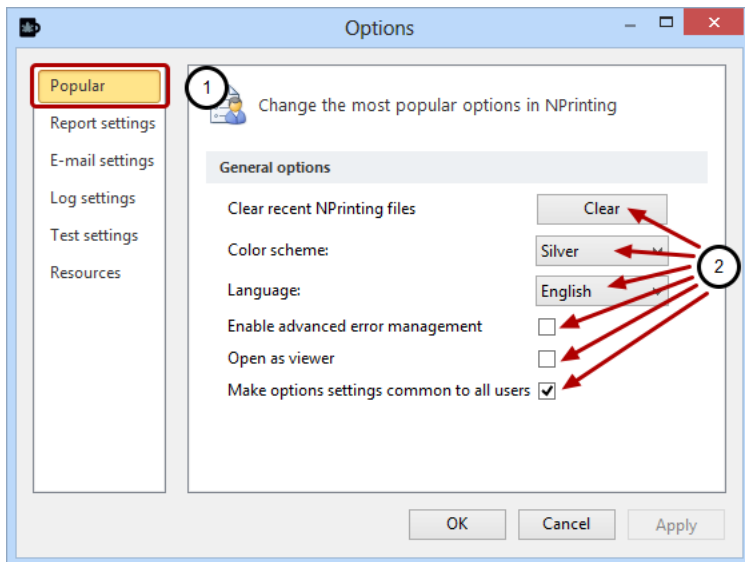
Configuration settings for NPrinting Service are found in the NPrinting Management Console. Some settings, like SMTP parameters, are common between NPrinting Client and Server and they can be configured once if both NPrinting Client and Server are installed on the same computer.

## Access Options Dialog Window



1. Open NPrinting and select the **File** tab.
2. Click on **Options**.

## Set General Options



1. Select **Popular** from the column of choices on the left-hand side of your screen.
2. Set **General options**:

- **Clear recent NPrinting files**: if the Recent Files list becomes overpopulated, clear it by clicking on the **Clear** button.

- **Color scheme**: select the color scheme you prefer from **Silver**, **Blue**, and **Black** by clicking on the button. Default setting is Silver

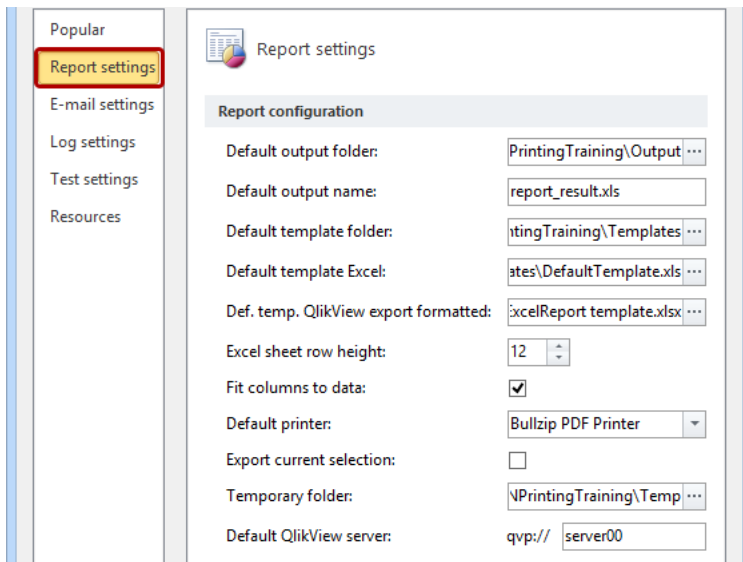
- **Language**: select the interface language you prefer from among those available. Default setting is English

- **Enable advanced error management**: if this box is checked and NPrinting generates an error message or crashes, it automatically creates a .zip file containing a screenshot and other information, and opens your e-mail agent with the file attached to a message ready to inspect and send to the NPrinting Support Team for analysis. Default: Inactive

- **Open as a viewer**: this permits NPrinting to be only used for previewing reports. Default: Inactive

- **Make options settings common to all users**: NPrinting will use the same option settings for all users of the NPrinting installation. Necessary for using NPrinting Service. Default: Inactive

## Report Settings



Select **Report Settings** from the column of choices on the left-hand side of your screen and set:

- **Default output folder:** insert the path to the folder where you want to save output files.
- **Default output name:** insert a default name for output files.
- **Default template folder:** insert the path to the folder where you want to keep templates.
- **Default template Excel:** note the default folder before changing this setting so that you can transfer its contents to the new folder. When you install NPrinting, a default template is saved to this directory. You can modify your default template in any way you wish, but you must always have a default template in .xls or .xlsx format in this folder.
- **Def. temp. QlikView export formatted:** note the default folder before changing this setting so that you can transfer its contents to the new folder. It contains a default QlikView template installed with NPrinting.
- **Excel sheet row height:** insert a value to set the row height.
- **Fit columns to data:** checking this box causes the width of each column to be set automatically to accommodate the data.
- **Default printer:** insert the path and the name of the printer to be used by default.
- **Export current selection:** checking this box causes current selection values to be included in report output.
- **Temporary folder:** is the folder where NPrinting temporary save the reports create. Clear it periodically.
- **Default QlikView server:** when creating new connections to a QlikView server this value will be presented.

## Legacy Settings

Popular

Report settings

E-mail settings

Log settings

Test settings

Resources

Report settings

Report configuration

Default output folder: PrintingTraining\Output ...

Default output name: report\_result.xls

Default template folder: PrintingTraining\Templates ...

Default template Excel: C:\Program Files\Qlik\Sense\DefaultTemplate.xls ...

Def. temp. QlikView export formatted: C:\Program Files\Qlik\Sense\excelReport template.xlsx ...

Excel sheet row height: 12

Fit columns to data:

Default printer: Bullzip PDF Printer

Export current selection:

Temporary folder: \PrintingTraining\Temp ...

Default QlikView server: qvp:// server00

Highlighted Settings affect only Legacy reports and they will be removed in a future version.

## E-mail Settings

E-mail settings

Log settings

Test settings

Resources

E-mail protocol

Select protocol:

SMTP

Simple MAPI

SMTP (Simple Mail Transfer Protocol)

Use TLS (Transport Layer Security)

Outgoing mail server (SMTP) smtp.gmail.com Port 587

My outgoing server (SMTP) requires authentication

User name address@yourcompany.com

Password \*\*\*\*\*

Default Sender E-mail sender@yourcompany.com

Send test E-Mail

Carbon Copy

Default CC (Carbon Copy)

The E-mail settings page gives access to settings that must be configured before NPrinting can distribute your reports by E-mail. Have a look at the following tutorial for detailed instructions: [How do I set up the e-mail in NPrinting?](#)

## Log Settings: Log Files and Notification alerts

The screenshot shows the 'Log settings' page in the NPrinting Management Console. On the left sidebar, 'Log settings' is highlighted. The main content area is split into two sections: 'Log files' and 'Notification alerts'. In the 'Log files' section, the 'Path' is 'C:\NPrintingTraining\LogFiles' and the 'Application log file name' is 'NPrintingApp.log'. In the 'Notification alerts' section, the 'Send E-mail notification alerts' checkbox is unchecked. Under 'Send e-mail alert on', the checkboxes for 'Error', 'Warning', and 'Success' are all checked. The 'E-mail messages' section includes fields for 'From' (sender@yourcompany.com), 'To' (address@yourcompany.com), 'CC', and 'BCC'. The 'Attach log file' checkbox is checked.

The **Log settings** page gives access to two groups of configuration parameters: **Log files** and **Notification alerts**.

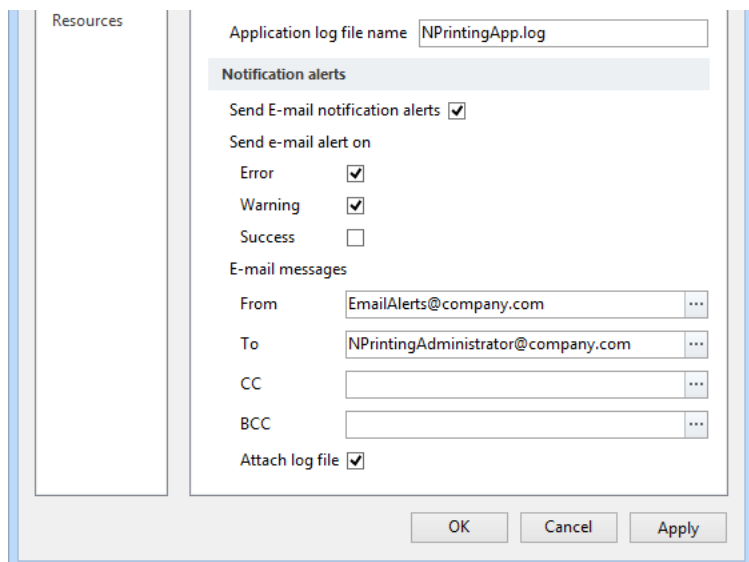
Under **Log files**:

Enter the path to the folder you prefer to find your log files under **Path** or browse to and select the folder by clicking on the browse button at the extreme right .

Assign a file name to save a general log file under **Application log file name**.

To set **Service log files** use the NPrinting Management Console.

## Log Settings: Notification alerts



The screenshot shows the 'Log Settings' dialog box with the 'Notification alerts' section highlighted. The 'Application log file name' is set to 'NPrintingApp.log'. The 'Send E-mail notification alerts' checkbox is checked. Under 'Send e-mail alert on', 'Error' and 'Warning' are checked, while 'Success' is unchecked. The 'E-mail messages' section includes fields for 'From' (EmailAlerts@company.com), 'To' (NPrintingAdministrator@company.com), 'CC', and 'BCC'. The 'Attach log file' checkbox is also checked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

When the **Send E-mail notification alerts** box is checked, an alert is sent out automatically by e-mail each time a schedule is executed by clicking the Start button, when NPrinting Service is run, or when a batch file triggers Schedule execution.

### Activate the option "Send e-mail alert on Error"

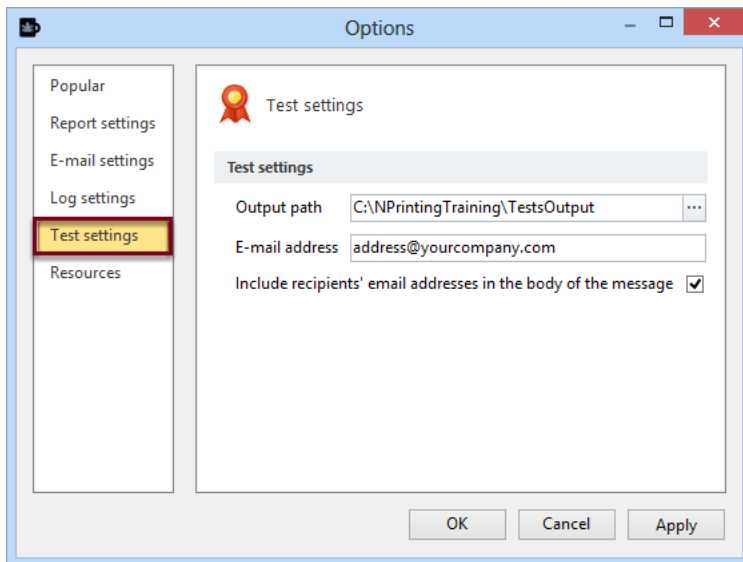
NPrinting sends email alerts when one or more of the following conditions are verified and their box is checked: **Error**, **Warning**, or **Success**.

You can enter one or more valid e-mail addresses for each of the following fields manually or by selecting them from the Recipient list by clicking on the browse button.

**Attach log file:** by checking this box will cause an NPrinting log file to be attached to every notification sent out.



## Test Settings



This feature allows you to test your task, without sending reports to the active 'report task' output destinations or e-mail the recipients' addresses. Test button is available only for Report Task.

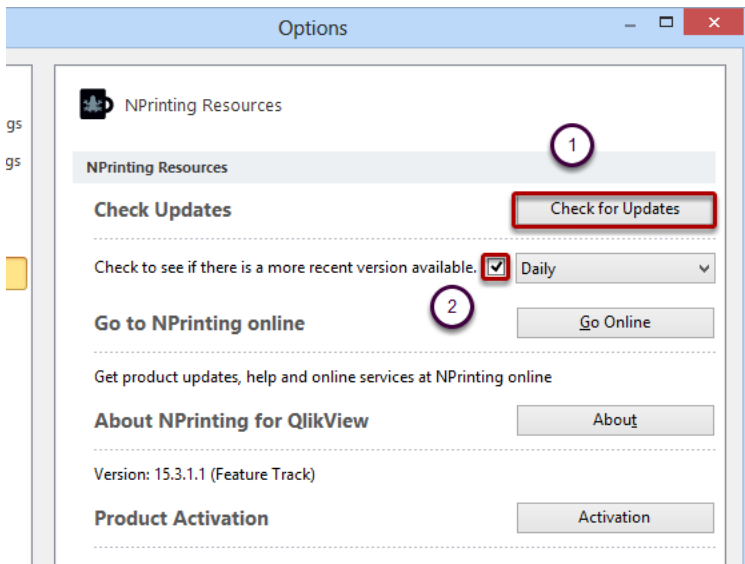
Select **Test Settings** from the column of choices on the left-hand side of your screen and set:

- **Output path:** insert the test output path
- **E-mail address:** insert the developer's or other test e-mail address
- **Include recipients' email addresses in the body of the message:** checking this box NPrinting will include in the e-mail message body the recipient's names

You can also include the recipient's e-mail in the message body by checking the option.

All task output will be produced as subfolder of the Output path. The Task's output folder will be combined with the "Output path" to reproduce the task output folder structure. For example, if your test "Output path" is "C:\Test" and your task's output path is "D:\Output\Task", the final path become "C:\Test\D\Output\Task". The drive letter becomes a subfolder.

## Resources



The **NPrinting Resources** page gives access to a series of buttons that trigger procedures, lead to a page of information, or set a parameter.

- **Check Updates**

1. **Check for Updates** button: click on this to see whether you have the latest version or not.
2. If the box immediately below **Check Updates** is checked, you will be notified if there is a newer version available on opening NPrinting at the frequency you select from the menu that drops down when you click on the button below the **Check for updates** button.

- **Go to NPrinting online**: find regular updates, help, and tutorials on our website by clicking on the **Go Online** button or visiting: [www.vizubi.com/nprinting](http://www.vizubi.com/nprinting)
- **About NPrinting**: clicking on the **About** button opens a a window providing information about NPrinting. Find the NPrinting version number and the version of QlikView that it is compatible with just under **About NPrinting**.
- **Product Activation**: clicking on the **Activation** button takes you to another dialog window where you can begin one of two activation processes: online or offline. Refer to: [Activate or Reactivate NPrinting Client](#), [Activate or Reactivate NPrinting Server](#) or [Activate or Reactivate NPrinting Offline](#)

## Advanced Filters Syntax on Recipients Import

You can download this tutorial by clicking here: "[Advanced Filters Syntax on Recipients Import](#)".

Starting with 15.2, it's possible to import filters specifying the ConnectionName and isNumeric and Evaluate parameters. With 15.3.0.1, you can also import a field that seems numeric as text. This tutorial explains this new syntax.

Read "[Filter Syntax, Parameters, and Options for Importing Recipients](#)" prior.

### NPrinting New Syntax Explanation

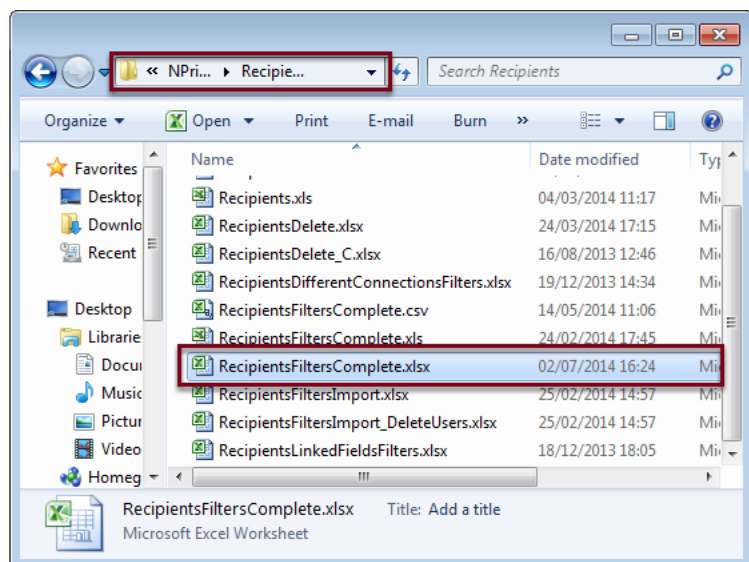
Starting with 15.2, you can use this syntax:

```
[connectionName].[field] =  
{value1<isnumeric,evaluate>,value2<isnumeric,evaluate>,...}<drop,unlock,lock,verify,excluded>
```

- **[connectionName]** = name of the connection. By specifying this you can create different filters based on fields with the same names from different connections
- **[field]** = field name
- **value1** = first value of the field to select. You can add as many values as you want
- **<isnumeric,evaluate>** = if one or both are specified, the correspondent flag will be activated
- **<drop,unlock,lock,verify,excluded,clearselections>** = filter options, the ones you add will be activated

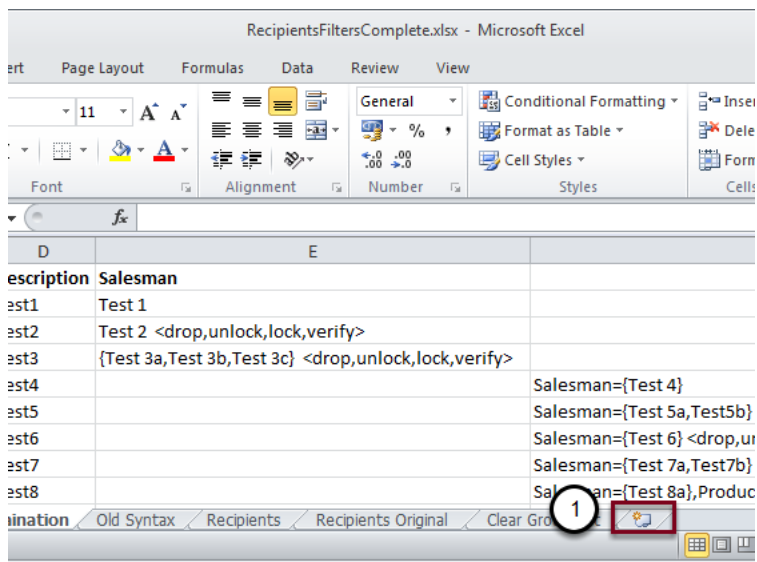
The old syntax still works. If you use the old syntax you don't need to specify the name of the connection, isNumeric and Evaluate parameters.

## Open the Excel Recipients Source File



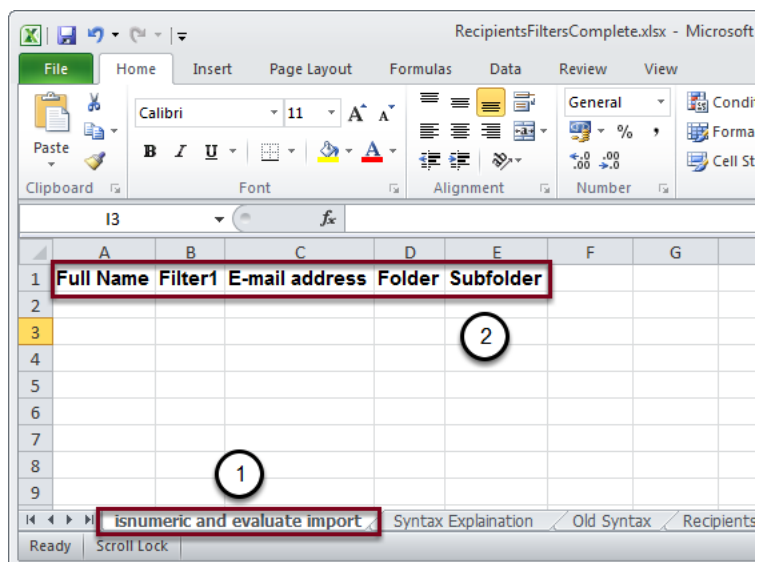
1. Go to **C:\NPrintingTraining\Recipients**
2. Double-click on **RecipientsFiltersComplete.xlsx**

## Add a New Worksheet



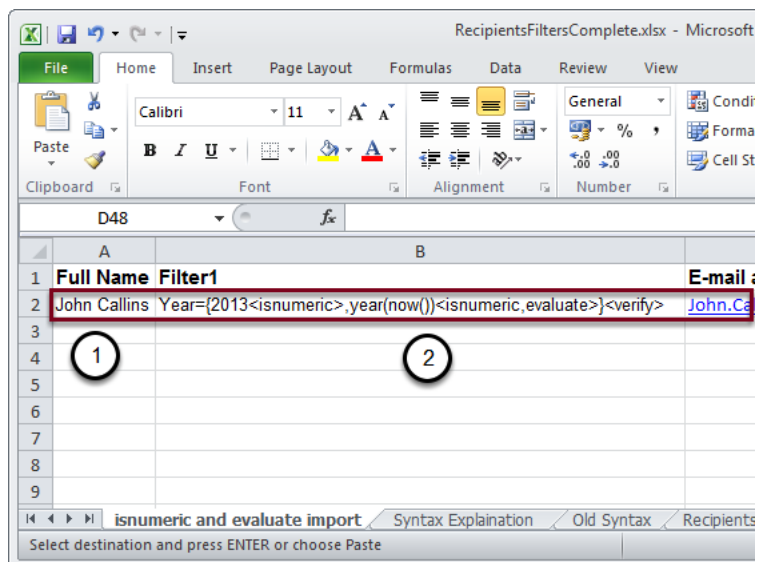
1. Click on the **New Sheet** icon.

## Rename the Worksheet



1. Rename it to **isnumeric and evaluate import**
2. Create a **header row**.

## Create a New Filter



1. **Full Name:** enter a persons name or other identifier
2. **Filter1:** enter **Year={2013<isnumeric>,year(now())<isnumeric,evaluate>}<verify>**

The other fields aren't mandatory.

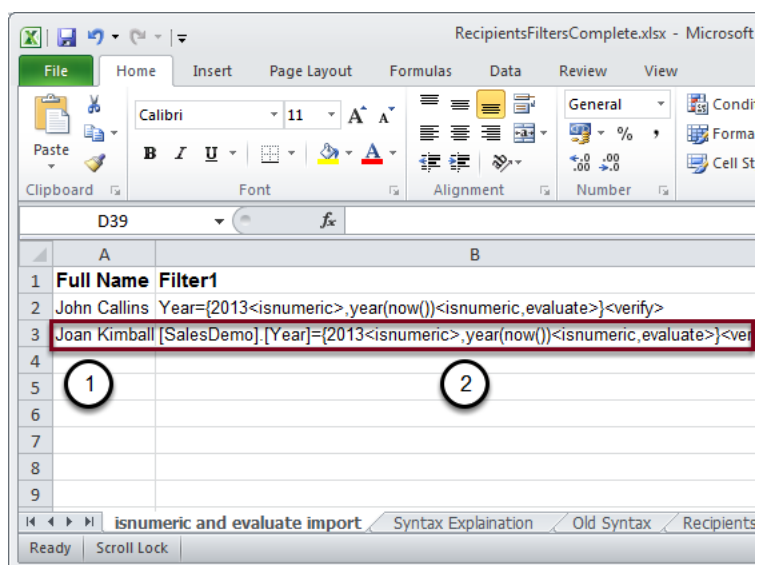
# NPrinting Certification Training Course Tutorials

If you don't specify the connection name, it will refer to the default connection. Entering this line of code, the Year field is set to two values:

- Numeric value set to **2013**
- Formula "**year(now())**" set to isNumeric and Evaluate. This formula returns the numeric value of the current year. Evaluate is necessary to force the evaluation of the formula.

Verify filter option is activated.

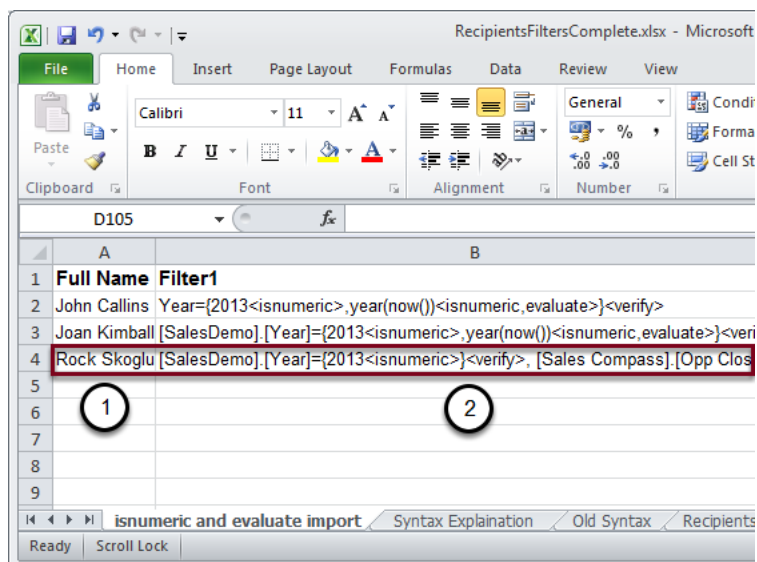
## Specify the Connection When Creating a New Filter



1. **Full Name:** enter another persons name or other identifier
2. **Filter1:** enter  
**[SalesDemo].[Year]={2013<isnumeric>,year(now())<isnumeric,evaluate>}<verify>**

In the first part of this line of code the name of the **connection** of the **Field** is specified. By specifying this you can create different filters based on **Fields** from different connections.

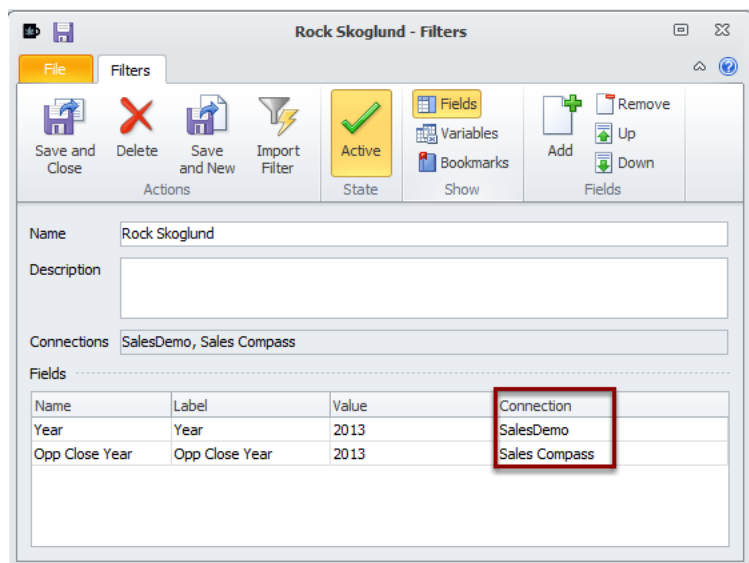
## Create Two New Filters Referring to Two Different Connections



1. **Full Name:** enter another persons name, title or other identifier
2. **Filter1:** enter `[SalesDemo].[Year]={2013<isnumeric>}<verify>, [Sales Compass].[Opp Close Year]={2013<isnumeric>}<verify>`

In this case two **Fields** from two **different connections** are specified. With this new syntax it is possible to create filters based on fields from different connections.

## Final Result



# NPrinting Certification Training Course Tutorials

After importing the Recipients, you'll find a new filter with two fields from two different connection.

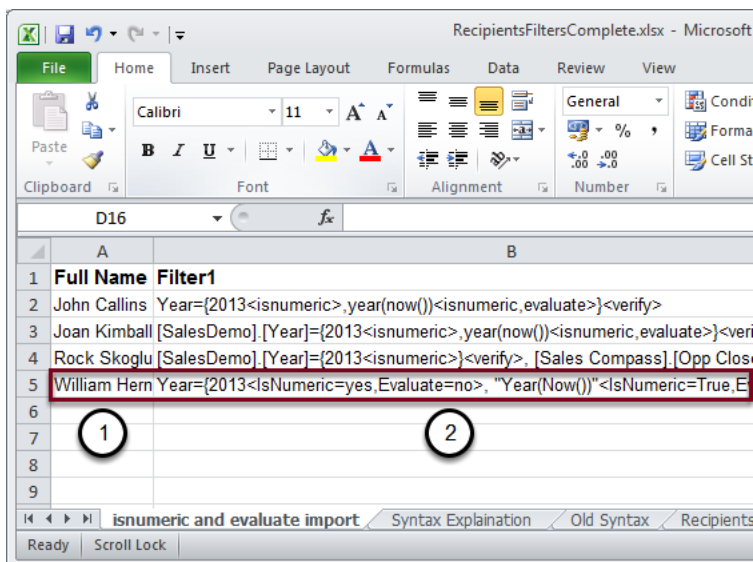
## Specify the Connection Name

Starting with 15.3, it's possible to explicitly **set** or **unset** a flag for the `isNumeric` and `Evaluate` parameters. Previous syntax will still work.

```
[connectionName].[field]={value1<isNumeric=yes,Evaluate=no>,  
value2<isNumeric=True,Evaluate=True>}
```

You can use **"Yes"** or **"No"** or the boolean values **"True"** or **"False"**.

## Explicit Set of `isNumeric` and `Evaluate`

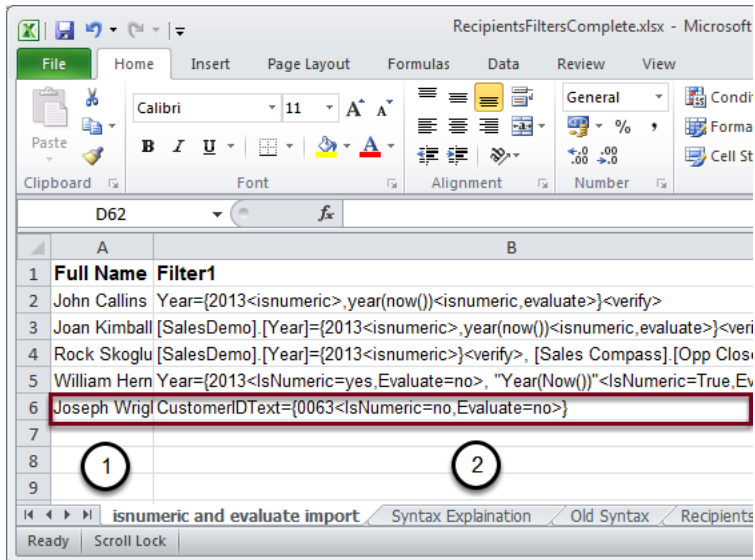


1. **Full Name:** enter another name or identifier
2. **Filter1:** enter `Year={2013<IsNumeric=yes,Evaluate=no>,"Year(Now())"<IsNumeric=True,Evaluate=True>}`

In the first part, the `IsNumeric` flag is explicitly set to Yes and `Evaluate` to No. In the second part the `IsNumeric` and `Evaluate` flags are both forced to True, which is synonymous with Yes. This means that the expression will be evaluated and return a numeric value.



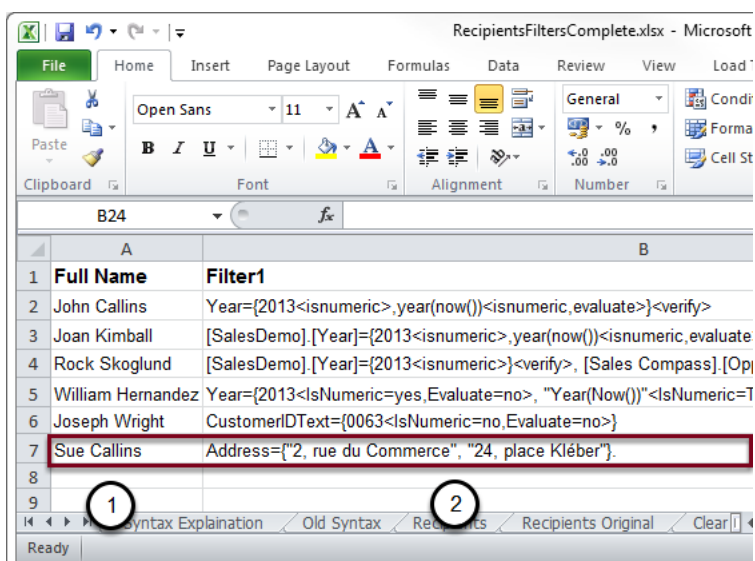
## Force a Value that Seems to be a Number to be Compared as a String



1. **Full Name:** enter another persons name, title or other identifier
2. **Filter1:** enter **CustomerIDText={0063<IsNumeric=no,Evaluate=no>}**

The QlikView field CustomerIDText is created as a text field but it contains values that seem to be numbers. By inserting "IsNumeric=no" we are sure that the flag will be disabled and the value "0063" will be compared as a string.

## Use double quotes (") to import filter values that contain commas

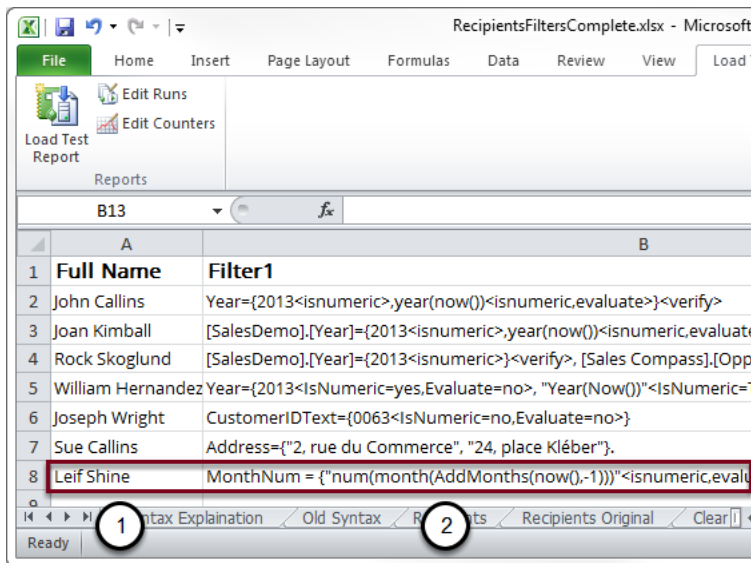


# NPrinting Certification Training Course Tutorials

1. **Full Name:** enter another persons name, title or other identifier
2. **Filter1:** enter **Address={"2, rue du Commerce", "24, place Kléber"}**

You can import filter values that contain commas (,) by enclosing them between double quotes ("). Using a comma outside will continue to be the separator between two value.

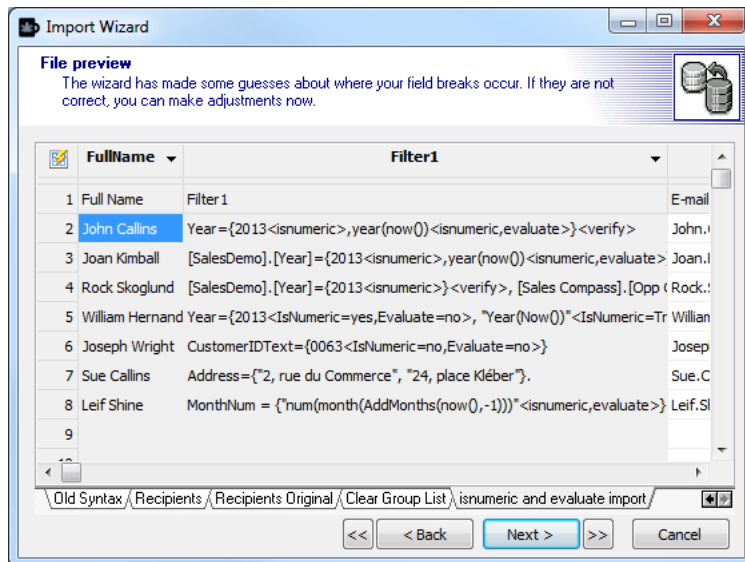
## Use double quotes (") to import filter values that contain formulas with commas



1. **Full Name:** enter another name or identifier
2. **Filter1:** enter **MonthNum = {"num(month(AddMonths(now(),-1)))"<isnumeric,evaluate>}**

You can import filter values that contain formulas with commas (,) by inserting them between double quotes(").

## Recipient import



To import new Recipients refer to "[How to Create and Import Recipients with Filters and Distribution Groups](#)".

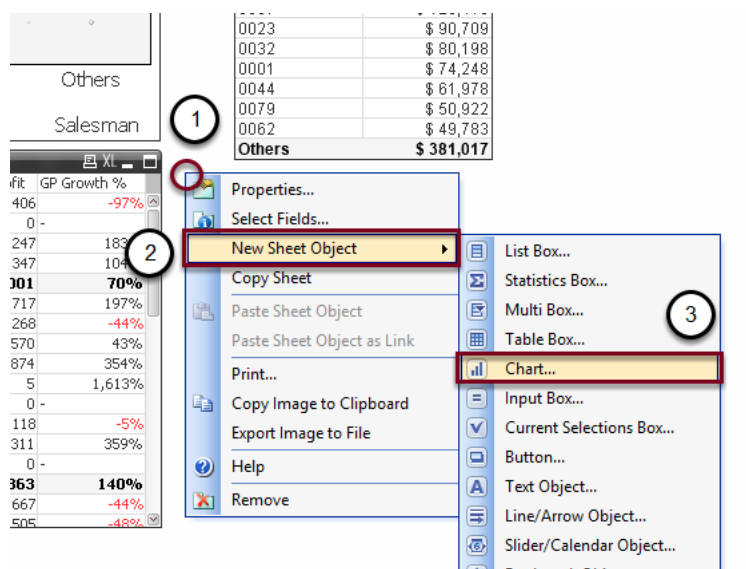
# How to Find Clients who Bought During the Previous Year but didn't During the Current Year

You can download this tutorial by clicking here: "[How to Find Clients who Bought During the Previous Year but didn't During the Current Year](#)".

This tutorial illustrates how to find customers who bought during the previous year but didn't during the current year.

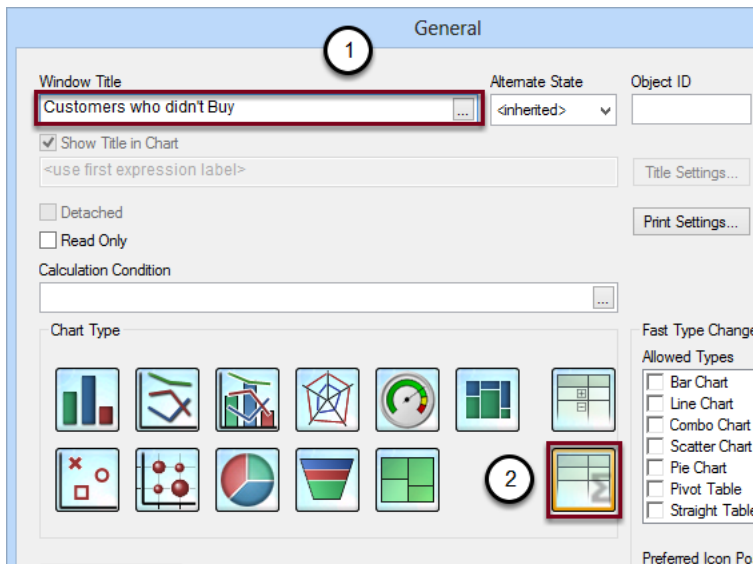
**Attention: this report is based on a specific QlikView chart. If you change the chart the report cloud not work any more.**

## Create a New Customer Table Chart



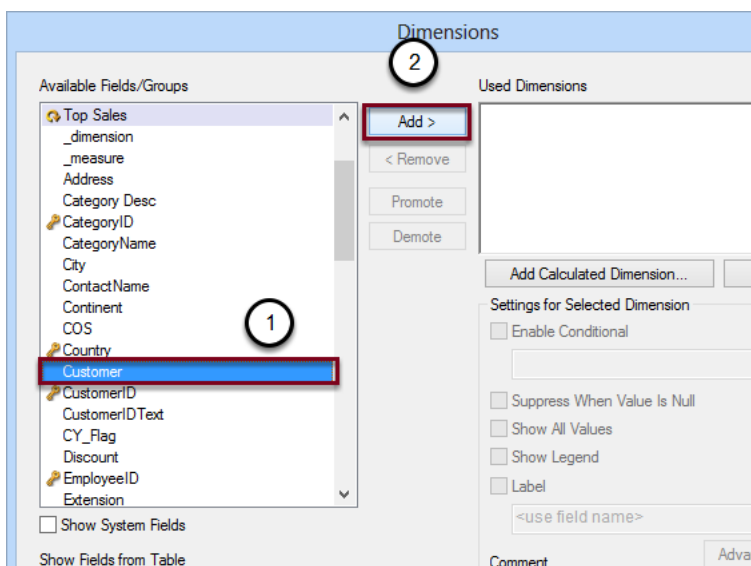
1. Right-click in the QlikView Sheet
2. Select New Sheet Object
3. Select Chart

## Select the Chart Type



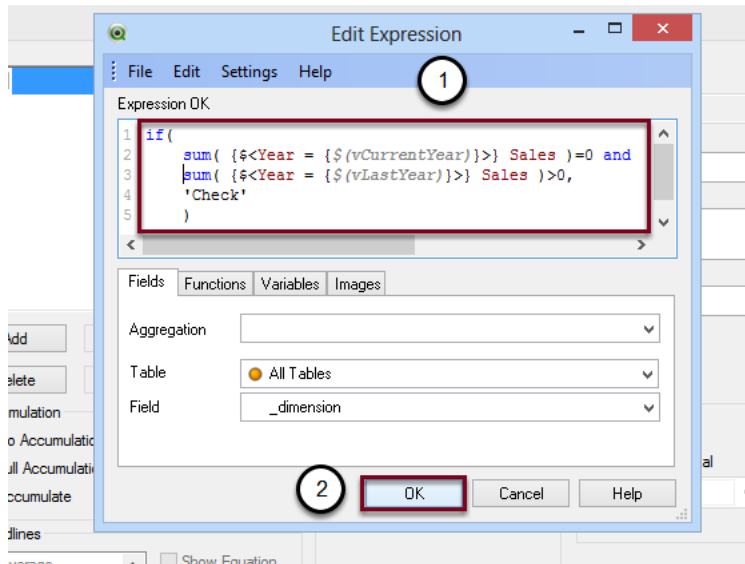
1. Enter **Customers who didn't Buy** as **Window Title**
2. Click on the **Straight Table** icon
3. Click on **Next** in the bottom-right side of the windows

## Add the Customer Field



1. Select **Customer** from the list
2. Click on **Add**
3. Click on **Next**

## Set the Expression

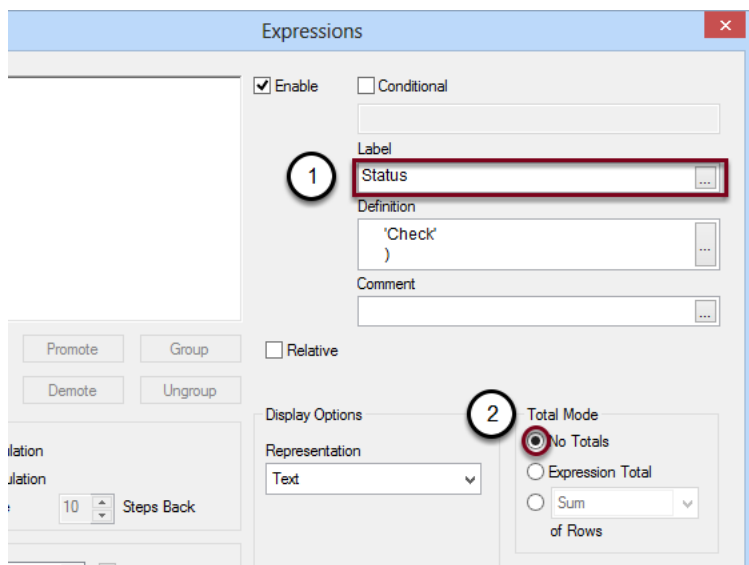


Enter the expression into the code field

```
if(  
    sum( {<Year = {$(vCurrentYear)}>} Sales )=0 and  
    sum( {<Year = {$(vLastYear)}>} Sales )>0,  
    'Check'  
)
```

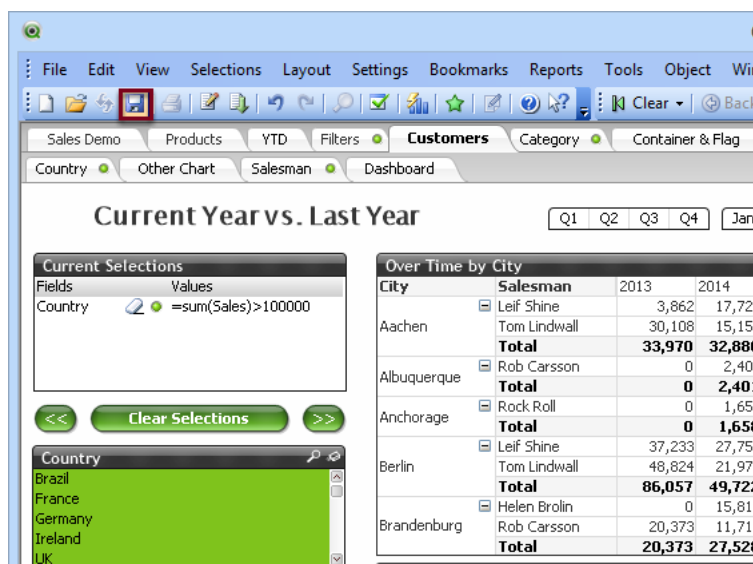
Click **OK**

## Set the Field Name



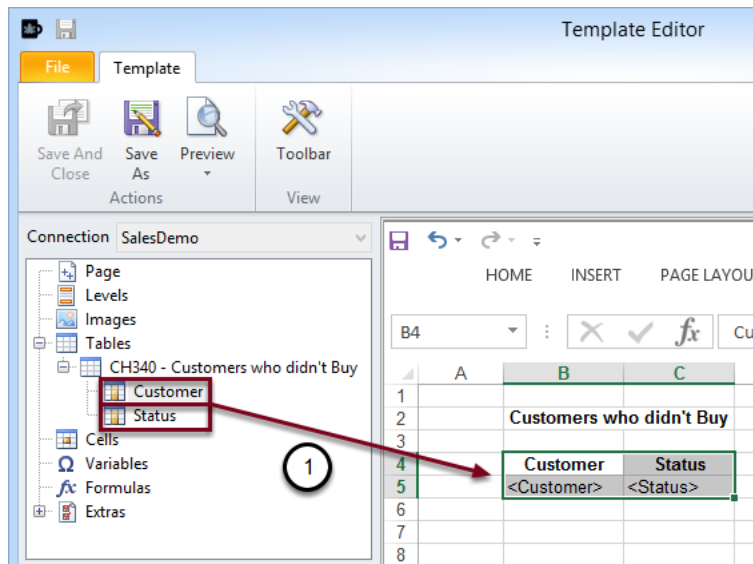
1. Enter **Status** as **Label**
2. Select **No Totals** in the Total Mode box
3. Click on **Next**

## Save the QlikView Document



Click on the **Save** icon

## Start New Excel Report Template



After adding **CH340 - Customers who didn't Buy**:

1. Drag the field nodes to be used into the template.

## Result

The screenshot shows the final NPrinting report output in an Excel spreadsheet. The report title is 'Customers who didn't Buy'. The table has two columns: 'Customer' and 'Status'. The data rows are as follows:

Customer	Status
Alles Lusekoffer	Check
Bobby Socks	Check
Das Alpen Shoe	Check
Fast Sunglasses	Check
Kohl Industries AG	Check

In the result you can see all the customers that did buy during the previous year but didn't during the current year