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Report and Notebook

Report and Template

- Reports

- What are they and how do we set them up?
- Custom report formats

- Notebooks

- What they provide
- How to use them

Report Templates

- Electronic templates contained within OMNIC allows data display without exporting to external software
- Final results can be printed or saved in a format you design
- Fully editable
- Several example templates are loaded with OMNIC
- Can be electronically saved to Notebook

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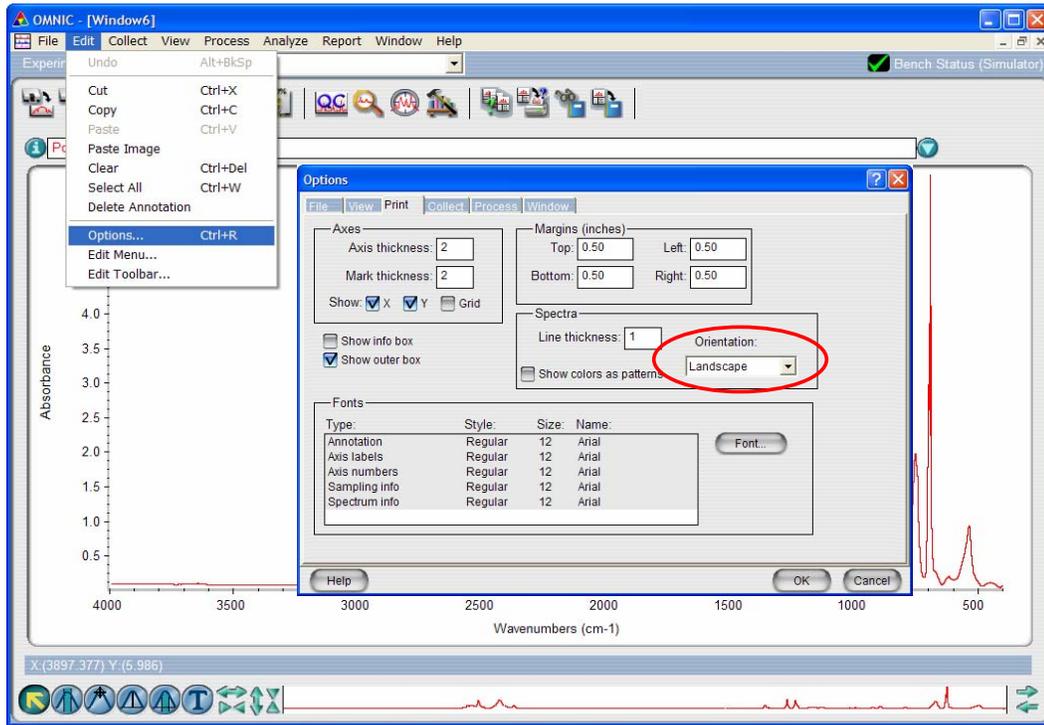
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Reports and Templates

In OMNIC, Reports are templates which you create or edit in a display format suitable to your final results. Once the template is created it can be used for routine printing of your results in a desired format. In addition to printing results, the report may be stored in an electronic notebook on your hard drive. Notebooks will be discussed later in this section.

Several templates are provided to you with installation of OMNIC. You may use an example template as is or as a starting point for your own template. Alternatively, a template can be created from scratch.

Setting Orientation of Template



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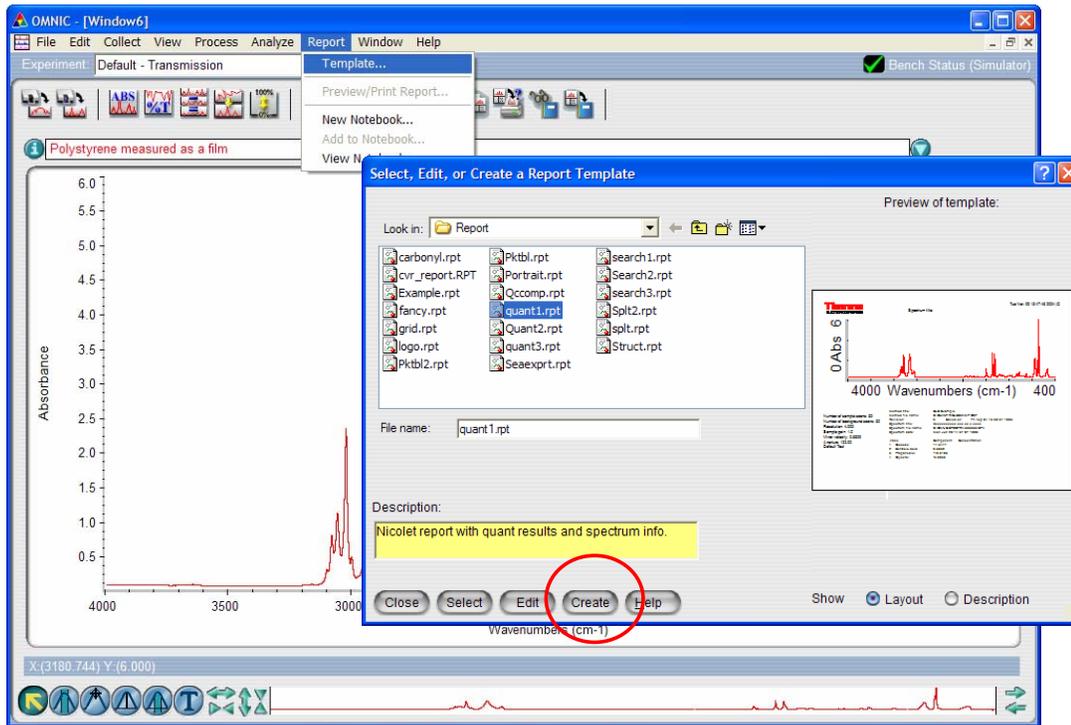
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Report Orientation and Margins

Prior to creating a new report template, select either portrait or landscape orientation, also change margins if desired by going to

Edit | Options | Print |

Additional Processing - Report Templates



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Template creation

To gain access to Reports select Report | Template

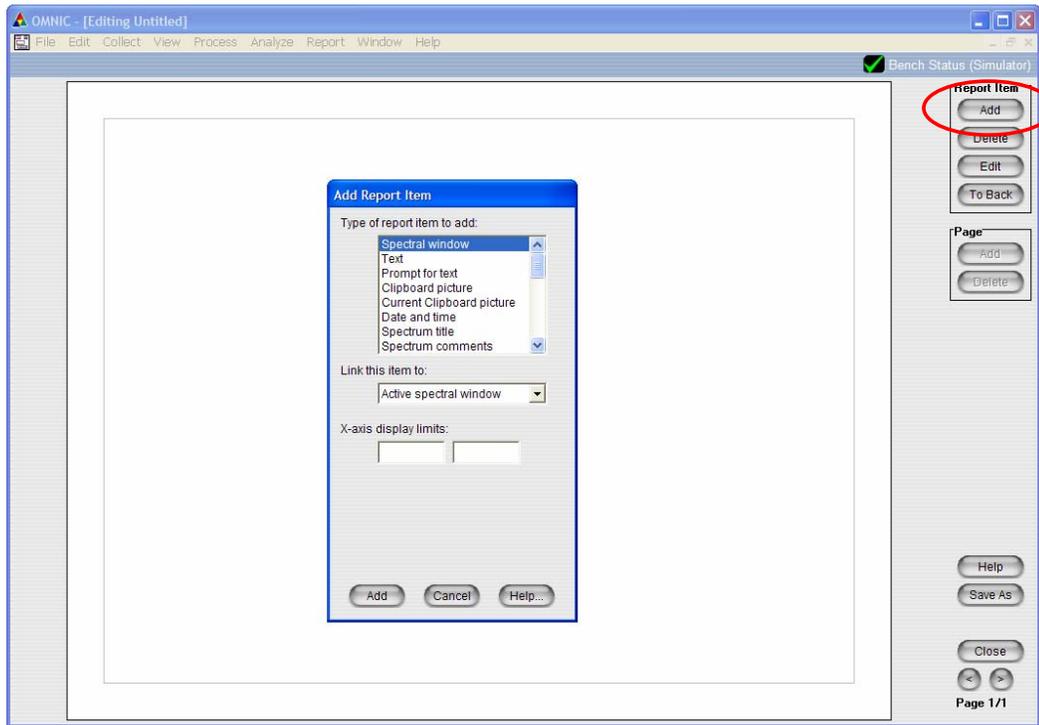
In OMNIC, reports are stored by default in the C:\My Documents\OMNIC\Report subdirectory. OMNIC has several preloaded templates to work with. Each time you highlight a new template, a preview appears on the right hand side of the screen. Also the file name and description of the template appear at the lower left. You may choose to preview the template as layout or as description. The example displays layout, with spectral data from the open OMNIC Window displayed. You may prefer to see the description of each field.

At the lower left, you can choose to Select, Edit or Create a template. To print a report, choose Select and the dialog box will close, allowing you to preview/print from OMNIC.

To make changes to an existing template, highlight template and select Edit.

To make a new template, select Create.

Create Template Dialogue Box



Create Dialogue Box

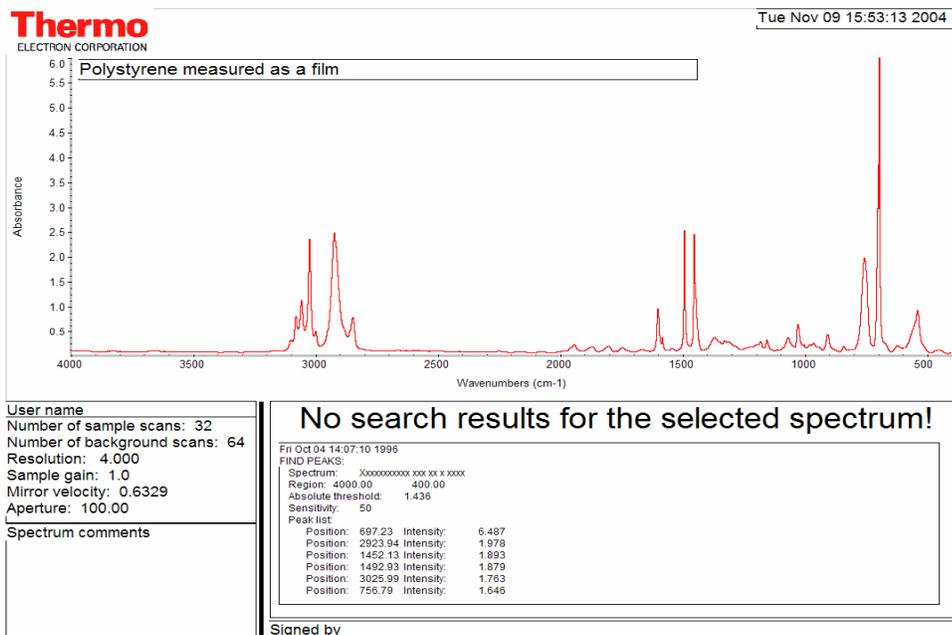
Report | Template | Create button

The example above is the Create Dialog Box. Report items can be added by selecting Add. You can delete, edit, or send items to the back of an image by first selecting the item (left mouse click), then selecting Delete, Edit, or To Back. Also note that additional pages may be added to your report if you require more information than a single page can hold.

Save As allows you to name and save your template. When the Save dialog box appears, you may enter descriptive information about the template in a box labeled Description at the lower left hand corner of the Save Dialog Box.

Once finished creating a template you may close the template.

Example of different Report Items



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Example

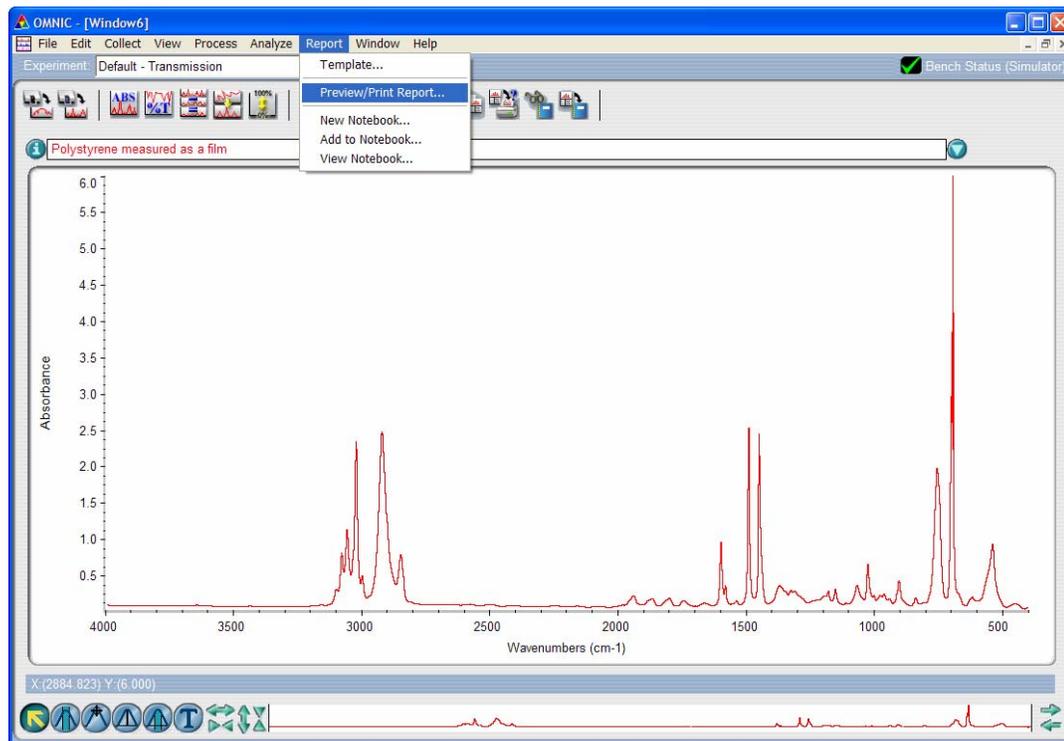
One interesting item to add to the report template is your company logo. In order to place the company logo, you must first copy the logo into your clipboard (the computers internal memory). There are many software programs which allow you to perform the copy task. One way is to utilize Paint under Accessories in Windows. Then open your logo in Paint as a Bitmap image. Copy the logo by using the copy command from the edit menu and then minimize Paint. Now your logo is in the clipboard and may be added to your report.

Another very useful item is Prompt for Text. If you add this item to your template, each time the template is used to Preview/Print your user will be prompted to enter specific information. In this example Sample Preparation is a "Prompt for Text."

Once inserted, items in template may be moved and resized by clicking and dragging. Items may be edited by clicking on the item and then the Edit button. Also, if you want to place items over one another (spectral window with default text on top), you may click on Move to Back to force the appropriate layout.

When your edits are complete, click on Save As and Close.

Preview / Print



Print Report

Report | Template |

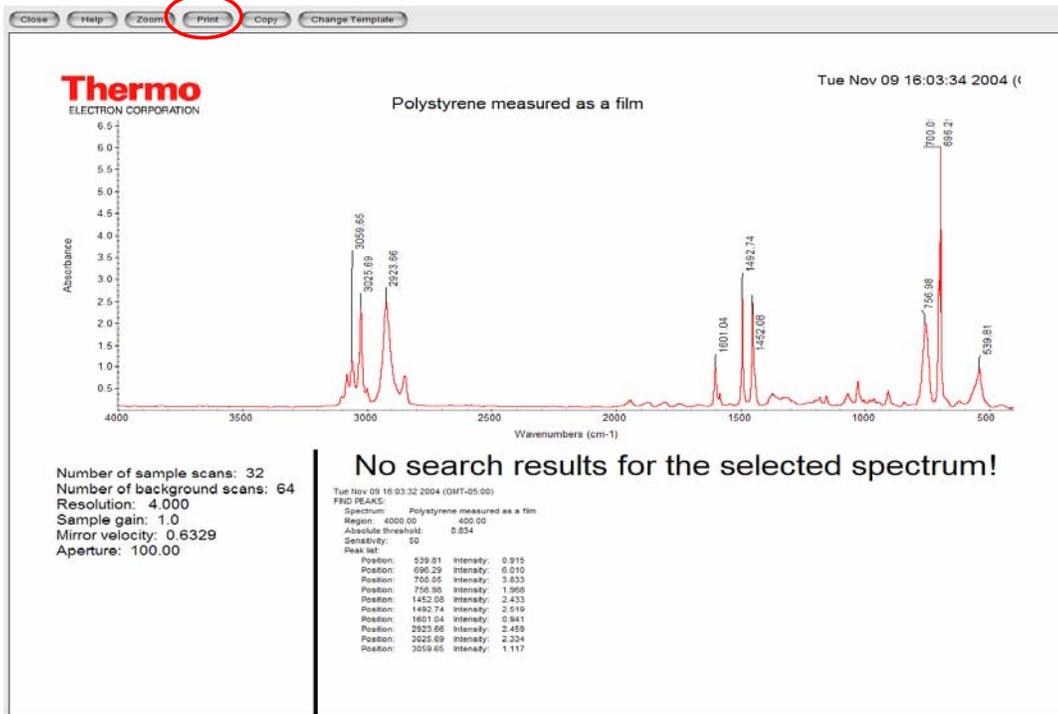
Highlight newly created template | Select

Report | Template | Preview/Print

To use your new template, go to the Report drop down menu. Click on Template and highlight your newly created template. Then click on the Select button. Now, go back to Report and click on Preview/Print.

Because the template contains 2 “prompt for text” statements, you will be prompted for text entry each time you select Preview/Print.

Preview / Print



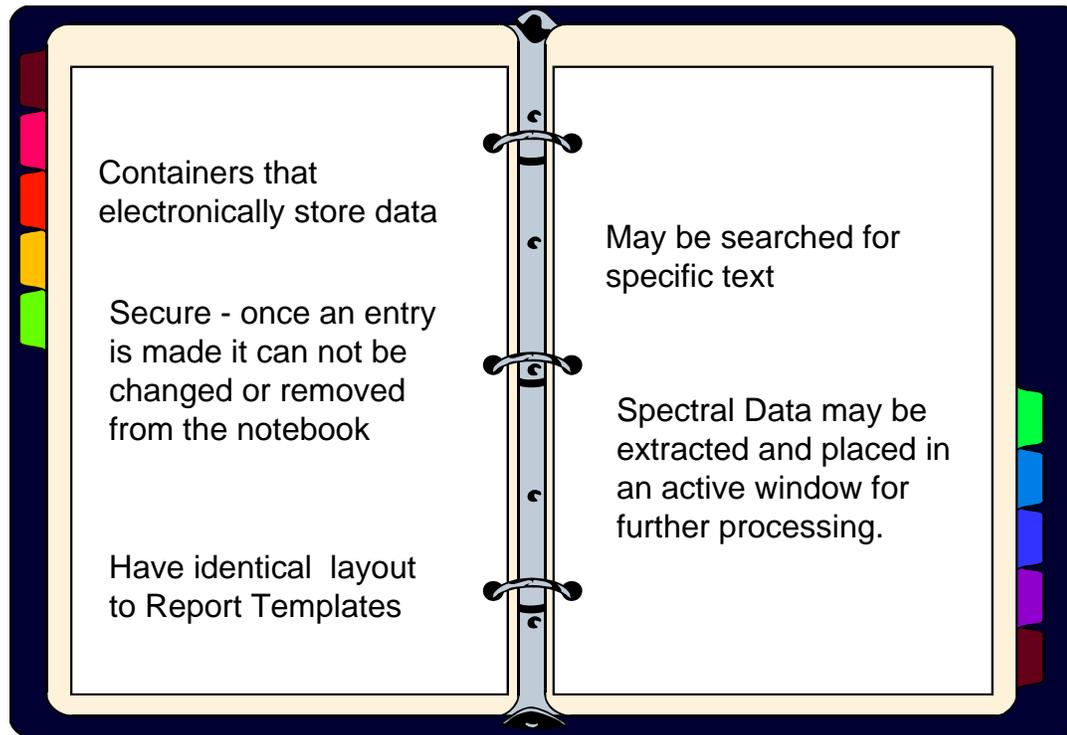
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From here you can print the report or change to a different template.

Notice the region where Pressed Film has been entered. The user was prompted to enter sample preparation because the “prompt for text” item was selected.

Notebooks Are:



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Notebooks

Report | Notebook

Notebooks are similar to your bound paper laboratory notebook, but in an electronic format. Similar to paper notebooks, OMNIC electronic notebooks are not editable; once the data is stored it can not be altered or deleted.

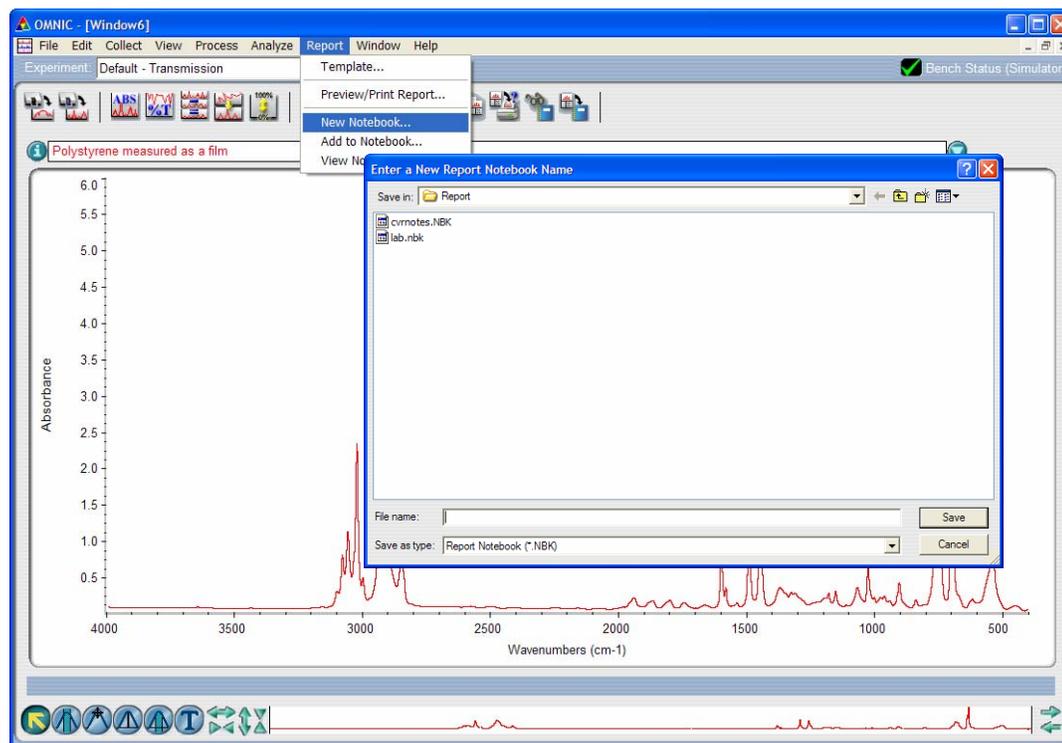
From notebooks, spectral data can be extracted and placed in active window in OMNIC. This gives you access to stored spectra. If the spectrum is altered, the software will not allow you to overwrite an existing notebook entry with changes. A new entry must be created to store this data.

Notebooks are also a convenient way to visually keep track of projects, especially those that may span several months or even years.

A notebook may be searched for specific information and pages can be printed.

Like all electronic data, your notebooks should be periodically backed up to another storage media.

Create a New Notebook



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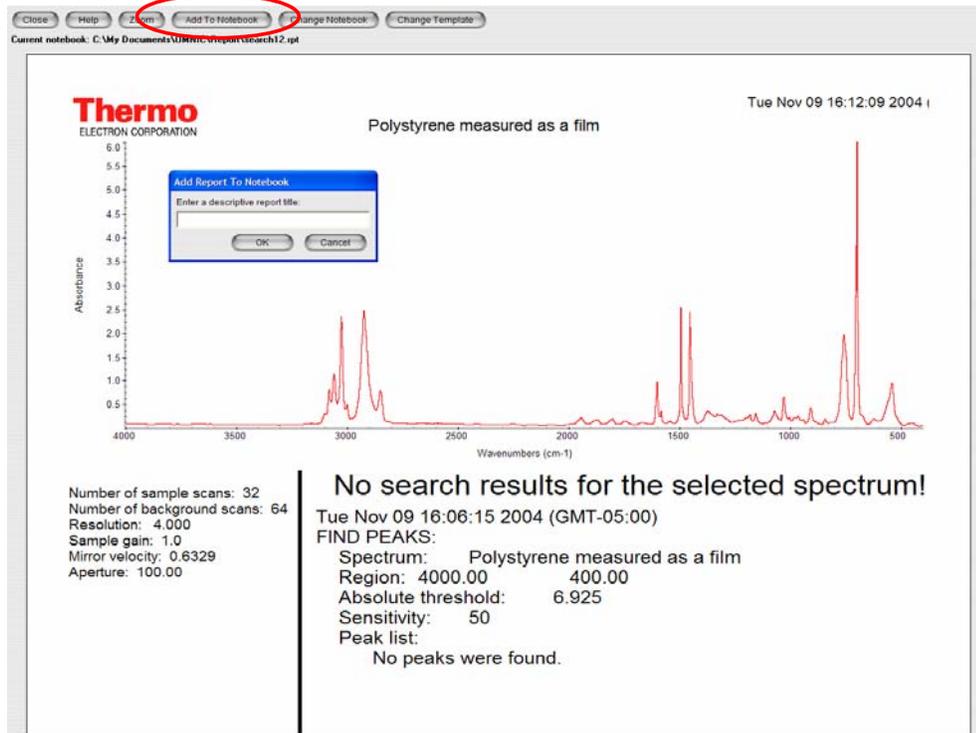
Create New Notebook

Report | New Notebook

The New Notebook dialog box comes up. Simply enter the name of your new notebook and click OK.

There can be multiple notebooks on the system. Each OMNIC user can have their own collection of notebooks stored in the directory they have selected in the options. This allows for unique storage of information for all users and prevents errors in logging data.

Add Report to Notebook



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Add to Notebook

To add data to a notebook, select a report template using Report | Template. Then select Report | Add to Notebook. This is an example of the Add to Notebook screen.

At the upper right of the screen notice that the current notebook is displayed. Notice also that you can change the notebook or the template.

When you are satisfied that the correct template and notebook are selected, you may add this report by clicking on the Add to Notebook button. Then, the software will prompt you to enter a title for the report. This title is used in the Table of Contents to list each spectrum the notebook contains.

Notebook - Table of Contents Tab

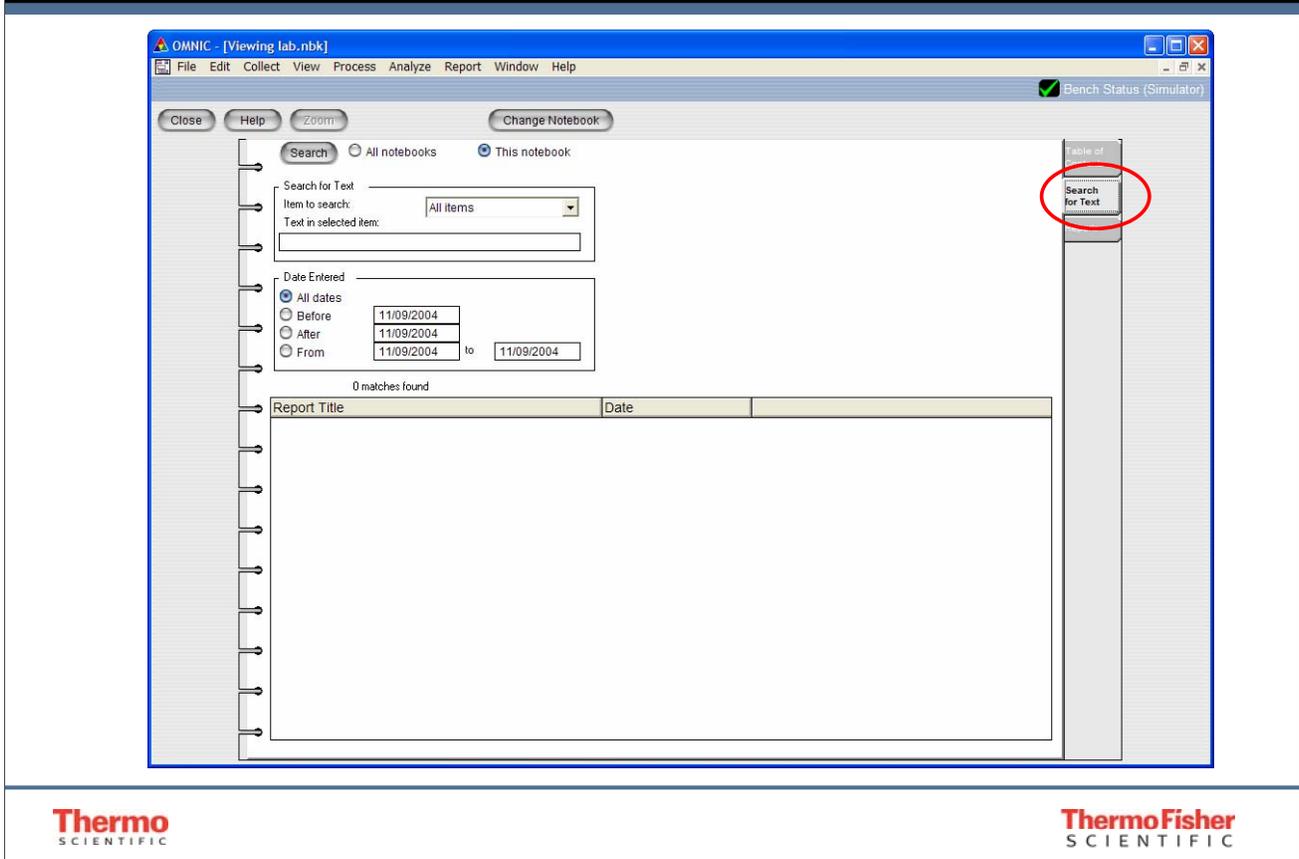
Report Title	Date
2-Bromopropane analysis	Sep 16, 1996
Cyclohexane by Raman analysis	Sep 17, 1996
Methanol by ATR analysis	Sep 18, 1996
Diphenylmethane analysis	Sep 19, 1996
Aspirin QC Verification	Sep 20, 1996
Polystyrene by thin film	Sep 23, 1996
Unknown drug sample analysis	Sep 24, 1996
Report with a chemical structure	Dec 03, 1996

Report - Table of Contents

To view the contents of a notebook in OMNIC click on Report and View Notebook. Highlight the notebook you wish to view when the Select Notebook dialog box appears, then, you will see a screen similar to what is shown here.

Like a notebook, along the right hand edge are tabs. The first tab is the Table of Contents. The title shown here is the title entry described on p.12. To view a specific report, simply double click on the report title.

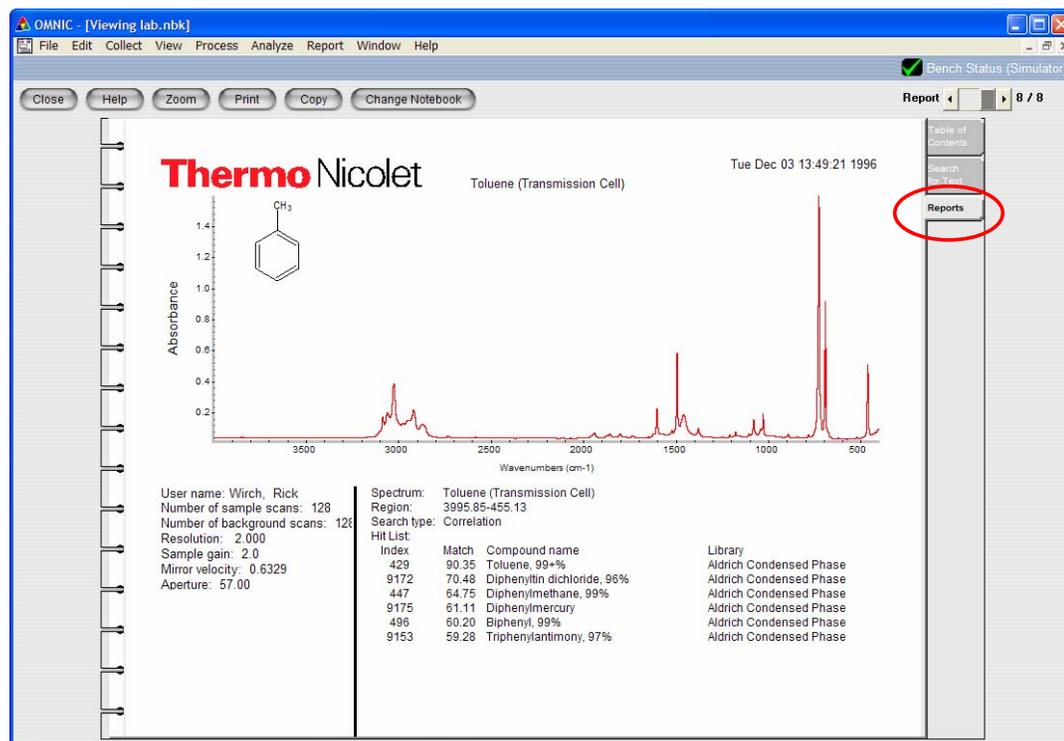
Notebook - Search for Text Tab



Report - Search Tab

Under “Search for Text” tab, you may search for data by entering text. In this example, the notebook was searched for any data which contained ATR. One report was found called Sample C. Again, you may double click on the report title to bring up the report.

Notebook - Reports Tab



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Report - Reports Tab

By selecting the Report Tab, all reports in the notebook become available. You may cycle through all reports in the notebook by clicking on the left or right arrows next to the phrase "Report" located in the upper right of the screen.

You may print this report by clicking on the Print button.

If you want to work with the spectral data again, simply double click on the spectrum and the data will be placed in a new window in OMNIC. If you reprocess data and wish to store it in the notebook you must add it as a new entry. This is part of OMNIC notebook security.

When adding data to a notebook, only a copy of the spectrum and collection/processing information is added. Interferogram data is not stored with the spectrum. Therefore, you will not be able to fully reprocess this data. If you may want to fully reprocess spectra, always save the original data file with the interferogram.

Report and Template - Review

- Reports

- What are they and how do we set them up?
- Custom report formats

- Notebooks

- What they provide
- How to use them