MadCap Software

Reports Guide

Flare 10

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CHAPTER 1

Introduction

In Flare you can generate custom reports based on the information contained in your project. You can create reports for just about any type of information that MadCap Analyzer captures. You can also design the look and feel of reports, save them for future access, and open them in a browser window (where you can print them).

Following are the main tasks associated with creating reports.

- **Add Report File** The first step in using Analyzer reports is to add a report file, which is stored in the Reports folder in the Project Organizer. See "Adding Report Files" on page 7.
- **Generate** You can easily create a report based on the information captured in Analyzer. When doing this, you can provide a name for the report and select the types of information that you want to include in it. Another option is to immediately print the report after it is generated. You can also design the look and feel of the report, and then compile it so that it displays the selected data in the format you provide. See "Generating Reports" on page 9.
- **Open in Browser** You can easily open a report file, which contains settings used for generating reports. Each report file can contain many generated reports in its archives. After generating a report, you can open it in a browser window. From the browser window, you can print the report. See "Opening Reports" on page 21.
- **Save/Archive** You can archive a generated report, which saves a copy of the report in the Project\Reports folder where your project is located. Each report file can contain many generated reports in its archives. See "Saving Reports" on page 19.

CHAPTER 2

Adding Report Files

The first step in using Analyzer reports is to add a report file, which is stored in the Reports folder in the Project Organizer.

HOW TO ADD A REPORT FILE

1. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Project** ribbon. In the **Content** section select **New>Report File**.

     You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

     Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
   - **Menu** Select **Project>Add Report File**.
   - **Right-Click** In the Project Organizer, right-click on the **Reports** folder and from the context menu select **Add Report File**.

   The Add File dialog opens.
2. In the **File Type** field at the top, make sure **Report** is selected.

3. In the **Source** area select one of the following:

   - **New from template** This lets you choose either the factory template file or one of your own customized template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own customized template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

     > **Note:** In some dialogs and wizards you can click the **Manage Templates** button if you want to open the Template Manager. This lets you manage any of your template files (e.g., add new templates, enter descriptions for templates). For more information see the online Help.

   - **New from existing** This lets you choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click the browse button ..., use the Open File dialog to find a file, and double-click it.

4. (Optional) If you want to place the file into a subfolder that you previously created in the Project Organizer, in the **Folder** field click ... and select the subfolder. Otherwise, keep the default location.
5. In the **File Name** field, type a new name for the report file.
6. Click **Add**. The report file is added to the Project Organizer. The Report Editor opens.

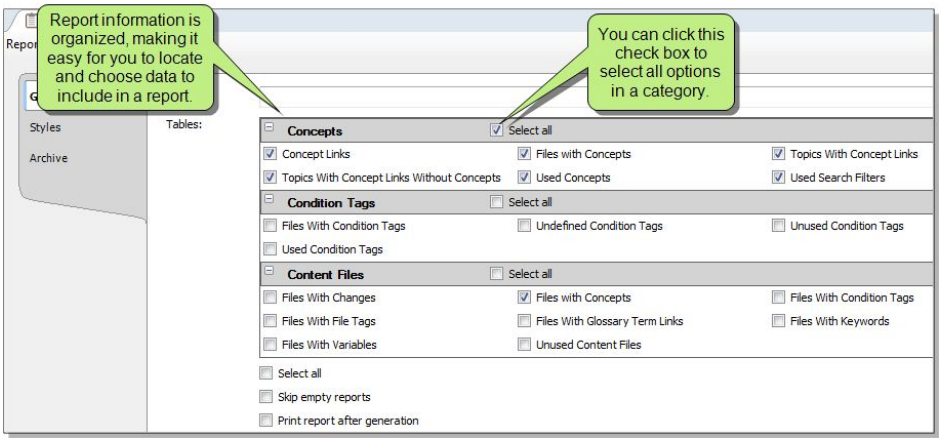
CHAPTER 3

Generating Reports

You can easily create a report based on the information captured in Analyzer. When doing this, you can provide a name for the report and select the types of information that you want to include in it. Another option is to immediately print the report after it is generated. You can also design the look and feel of the report, and then compile it so that it displays the selected data in the format you provide.

HOW TO GENERATE A REPORT

1. Add or open a report file. The Report Editor opens.
2. Select the **General** tab.
3. In the **Title** field, enter a title for the report you want to generate.
4. In the **Tables** section, click in the check boxes next to any information that you want to include in the report. Some items appear in multiple categories. Click the appropriate **Select All** check box to choose all items in a category.



BOOKMARKS

- Broken Bookmarks
- Unused Bookmarks
- Used Bookmarks

CONCEPTS

- Concept Links
- Files With Concepts
- Files Without Concepts
- Topics With Concept Links
- Topics With Concept Links Missing a Concept
- Used Concepts

- Used Search Filters

CONDITION TAGS

- Applied Conditions

  This report lists every conditional expression that is applied to content, files, or folders throughout the project. For example, Topic1.htm has the condition "web" applied. Topic2.htm has that same condition applied, in addition to the condition called "advanced." *This report lists all items that have the "web" condition and all items that have the "web and advanced" condition.*

- Files With Condition Tags
- Topics With Snippet Conditions
- Undefined Condition Tags
- Unused Condition Tags
- Used Condition Tags

  This report lists every tag from every condition tag set and displays all files, folders, and tags to which each is applied. For example, Topic1.htm has the condition "web" applied. Topic2.htm has that same condition applied, in addition to the condition called "advanced." *This report lists each place the "advanced" condition is applied and then each place the "web" condition is applied.*

CONTENT FILES

- Empty Content Folders
- File Word Count
- Files With Annotations
- Files With Changes (includes annotations)
- Files With Concepts
- Files With Condition Tags
- Files With Equations
- Files With File Tags
- Files With Glossary Term Links
- Files With Images
- Files With Keywords
- Files With Language Tags
- Files With Multimedia
- Files With Named Destinations

- Files With QR Codes
- Files With Snippets
- Files With Variables
- Files Without Concepts
- Files Without File Tags
- Unused Content Files

CSH

- Assigned CSH IDs
- Duplicate Map IDs
- Topics Linked By Map ID
- Topics Not Linked By Map ID
- Unused CSH IDs

FILE TAGS

- Files With File Tags
- Files With Tag: Author
- Files With Tag: Status
- Files Without File Tags
- Undefined File Tags
- Unused File Tags
- Used File Tags

GLOSSARY TERM LINKS

- Files With Glossary Term Links
- Undefined Glossary Term Links
- Used Glossary Term Links

IMAGES

- Files With Images
- Unused Images
- Used Images

INDEX

- Files With Keywords

- Index Keyword Links
- Index Keyword Suggestions
- Topics Not In Index
- Topics With Index Keyword Links
- Topics With Keyword Links Missing a Keyword
- Used Index Keywords

LANGUAGE TAGS

- Files With Language Tags
- Used Language Tags

LINKS

- Absolute Links
- Broken Bookmarks
- Broken Links
- Broken Snippet Links
- Concept Links
- Cross-Reference Suggestions
- External Links
- Index Keyword Links
- Named Destinations
- Topics Linked By Map ID
- Topics Not Linked
- Topics Not Linked By Map ID
- Topics With Concept Links
- Topics With Concept Links Missing a Concept
- Topics With Keyword Links
- Topics With Keyword Links Missing a Keyword
- Undefined Glossary Term Links
- Unused Bookmarks
- Used Bookmarks
- Used Glossary Term Links

MULTIMEDIA

- Files With Multimedia
- Unused Multimedia
- Used Multimedia

PROJECT

- Database Errors
- Files With Annotations
- Statistics
  - Broken links
  - Image count
  - Segment count
  - Snippet count
  - Topic count
  - Undefined condition tags
  - Undefined glossary term links
  - Undefined styles
  - Undefined variables
  - Word count

SNIPPETS

- Broken Snippet Links
- Files With Snippets
- Snippet Suggestions
- Topics With Snippet Conditions
- Unused Snippets
- Used Snippets

STYLES

- Duplicate Styles
- New Style Suggestions
- Replace Local Style Suggestions
- Undefined Styles

- Unused Styles
- Used Stylesheets

TOC

- Duplicate TOC Items
- TOC - Primary Target
- Topics Not In Any TOC

TOPICS

- Accessibility Suggestions
- Broken Bookmarks
- Broken Links
- Cross-Reference Suggestions
- File Word Count
- Files Without Concepts
- Markup Suggestions
- Non-XML Topics
- Topics Linked By Map ID
- Topics Not In Any TOC
- Topics Not In Index
- Topics Not Linked
- Topics Not Linked By Map ID
- Topics With Concept Links
- Topics With Concept Links Missing a Concept
- Topics With Keyword Links
- Topics With Keyword Links Missing a Keyword
- Topics With Meta Tags
- Topics With Snippet Conditions
- Writing Suggestions

VARIABLES

- Files With Variables
- Undefined Variables

- Unused Variables
- Used Variables
- Variable Suggestions

Note: For items starting with the words "Files With…," the files listed in the report may include topics, snippets, master pages, stylesheets, or page layouts. For example, if you run a report for "Files With Variables," the results may show a list of topics, snippets, and page layouts that contain variables.

The item "Files With Condition Tags" may include any content or project files, as well as content folders. The item "Files With File Tags" may include any content or project files.

Note: Reports that begin with "Undefined" (e.g., Undefined Styles, Undefined Variables) list files that have references to elements that do not exist. You might experience this is you rename an element, but the name does not also get changed in the file where it is referenced. For example, let's say you have a variable called "CompanyName" and you insert it into a topic. Later, you are working in the topic in code view and change the name of the variable where it is referenced to "Company," but it remains as "CompanyName" in the variable set, so the two do not match. Or the opposite might happen. You might change the name of the variable in the Variable Set Editor, but somehow the old name remains where it is referenced in the topic. Either way, you have a reference to a variable that does not exist. To fix this, you can rename the variable in the Variable Set Editor or rename it in the topic.

5. (Optional) Select **Skip empty reports** if you want to see only reports that contain information.

E X A M P L E

Let's say you are generating a report and have selected ten different types of information to include. Perhaps one of those types of information—"Unused Condition Tags"—will not return any results because all of your condition tags have been used somewhere. However, the other nine types of information do have data to report.

If you select the "skip" option, the generated report will include nine sections, one for each type of information containing data. You will not see a section in the generated report for "unused condition tags."

If you do not select the "skip" option, you will see ten sections in the generated result. Nine of those sections will show data, and the tenth (for "unused condition tags") will simply mention that no data exists.

6. (Optional) Select **Print report after generation** if you want to print a report immediately after you generate it. If this option is selected, the Print dialog opens as soon as a report is finished generating.
7. (Optional) If you want to modify the look of the report, use the following steps.
   a. Select the **Styles** tab.
   b. Select the style item that you want to modify (e.g., ReportEntry, ReportHeading, ReportText). You can select a basic style node, or you can expand the node and select an option under it.
      - **ReportEntry** This affects the individual lines of data in a report, displaying the information you selected when generating the report. You can add borders, padding, and margins to those entries. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
      - **ReportGroup** This affects the chunks or groups of data in a report, displaying the information you selected when generating the report. You can add borders, padding, and margins to those entries.
      - **ReportHeading** This affects the individual headings that display in the report, based on the types of information that you selected when generating the report. For example, if you select four different types of data for the report (e.g., Absolute Links, Broken Links, External Links, Snippet Suggestions), you will see a different heading for each of those. You can change the heading label, as well as font, border, padding, and margin settings.
      - **ReportPrefix** This affects the prefix text that is displayed before the individual lines of data in a report so that you know what you are looking at in an entry (e.g., File, Condition Tag, Link, Bookmark). You can change the font settings for those prefixes. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
      - **ReportSection** This affects the entire section where a type of information is displayed in a report. For example, if you selected to view absolute links and external links in a report, you can modify the section for each, to change the look of the area where the heading and individual entries are shown. You can add borders, padding, and margins to those sections. You can also specify that a page break should be inserted before or after the heading in a report.
      - **ReportText** This affects the text of the individual lines of data in a report. You can change the font settings for the text. Depending on the depth of the information in the report, the data may display on one of three levels. You can expand the style item and use the Level1, Level2, and Level 3 options to specify settings for each level.
   c. Select the **Property Groups** or **Alphabetical List** option to display the properties for the style item.
   d. In the **Properties** section, set the values for the properties that you want modify.
8. Click to save your work.
9. Select the **General** tab.

10. In the **Report** section, click the **Generate** button. The report is generated and displays below. If you change the options and click Generate again, the report will be replaced with a new one.

CHAPTER 4

Saving Reports

You can archive a generated report, which saves a copy of the report in the Project\Reports folder where your project is located. Each report file can contain many generated reports in its archives.

HOW TO SAVE A REPORT

1. Generate a report.
2. In the Report Editor, select the **General** tab.
3. Click the **Add to Archive** button. The Archive Report dialog opens. By default, the name of the report file is displayed, followed by the current date.
4. Leave the report name as it is, or enter a new name.
5. Click **OK**.

   If you later want to open the saved report, use the Archive tab in the Report Editor.

CHAPTER 5

Opening Reports

You can easily open a report file, which contains settings used for generating reports. Each report file can contain many generated reports in its archives. After generating a report, you can open it in a browser window. From the browser window, you can print the report.

HOW TO OPEN A REPORT FILE IN THE INTERFACE

1. Make sure the Project Organizer is open.
2. Double-click the **Reports** folder.
3. Double-click the report file that you want to open. The Report Editor opens, with the previous settings still in place. You can re-generate a report with those settings or use the Archive tab to open a report that you have saved previously.

HOW TO OPEN A GENERATED REPORT IN A BROWSER WINDOW

1. Generate a report. See "Generating Reports" on page 9.
2. In the Report Editor, do one of the following.
   - Select the **General** tab. Click the **Open in Browser** button.

     OR
   - If you have previously saved a generated report in the archive, select the **Archive** tab. Select the report and click the **Open in Browser** button.

   After opening a report in a browser window, you can print it.

Note: You can also open error reports that you have saved when generating output. See "Opening Error Reports" on page 27.

CHAPTER 6

Saving Error Reports

If warnings or errors surface when you build output, you can save the report log. You can then open the report anytime you like to review and address the error messages, or send it to technical support (**http://www.madcapsoftware.com/support/**). When you save an error report, it is saved in the Reports folder of the Project Organizer.

You can save reports automatically by selecting a check box in the Options dialog. This saves the log file every time you generate a target.

Alternatively, you can save reports manually for a target after you generate it.

HOW TO SAVE REPORTS AUTOMATICALLY

1. Do one of the following, depending on the part of the user interface you are using:

   » **Ribbon** Select **File>Options**.

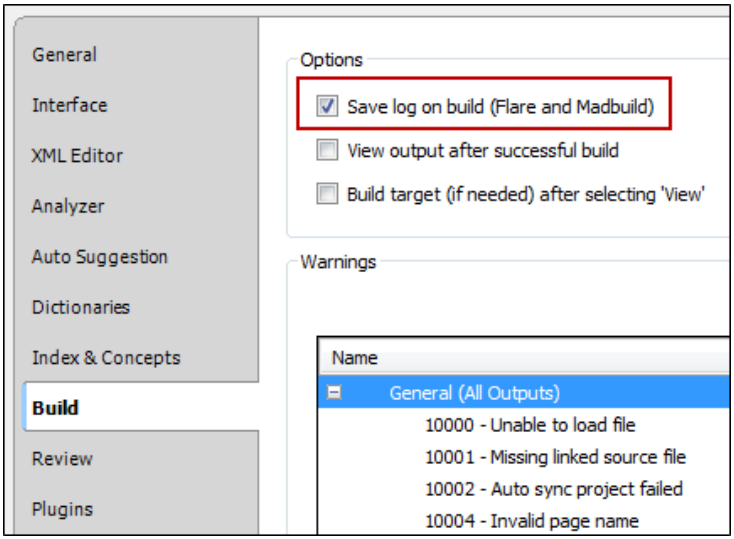
   You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

   Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

   » **Menu** Select **Tools>Options**.

   The Options dialog opens.

2. Select the **Build** tab.
3. Select **Save log on build**.



4. Click **OK**.

Note: This option works whether you are generating the output from the Flare interface or from the command line using madbuild.

HOW TO SAVE A REPORT MANUALLY

1. Build the output for a target.
2. After the process finishes, click **Save Log** in the Build Progress window.

CHAPTER 7

Opening Error Reports

If you save an error report at the end of the process for building a target, you can then open the report to review and address the error messages.

HOW TO OPEN AN ERROR REPORT

1. Make sure the Project Organizer is open.
2. Double-click the **Reports** folder.
3. Double-click the report that you'd like to open.

APPENDIX

PDF Guides

The following PDF guides are available for download from the online Help.

Accessibility Guide
Analyzer Guide
Autonumbers Guide
Condition Tags Guide
Context-sensitive Help Guide
DotNet Help Guide
Eclipse Help Guide
Getting Started Guide
Global Project Linking Guide
HTML Help Guide
HTML5 Guide
Images Guide
Importing Guide
Index Guide
Key Features Guide
Language Support Guide
Movies Guide
Navigation Links Guide
Print-based Output Guide
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Topics Guide

Touring the Workspace Guide

Transition From FrameMaker Guide

Variables Guide

WebHelp Outputs Guide

What's New Guide