Create Template for RASWin report

How does it work?

Report

RASWin to generate a report does so by using bookmarks in a template document in order to gain more flexibility when printing.
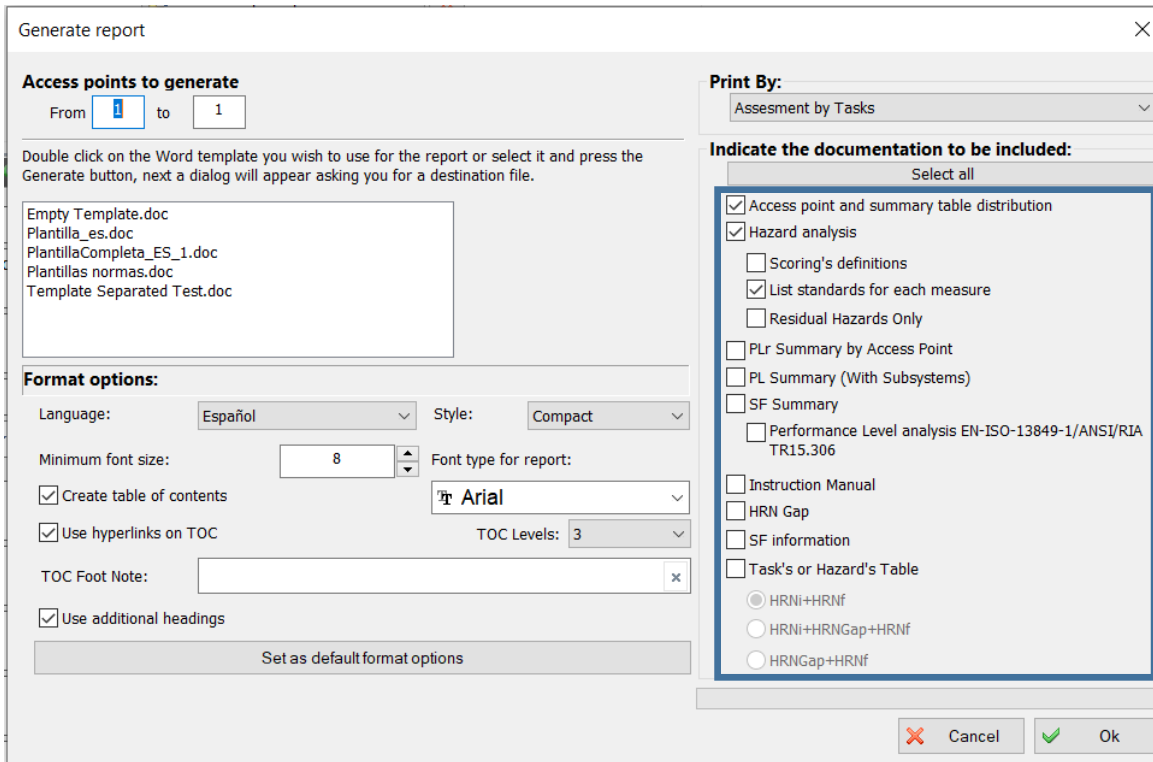
The Software works through 2 template styles:

- **Basic** report that uses a single Bookmark, on this type RASWin define the document structure.

- **Advanced** report that uses a Bookmark for each report selected and the user select the location and the order of the report.

[SOLIDsafe**]**

RAS
Risk Assessment Software

Basic Template

Report

The Basic Template makes use of a single Bookmark, "SARWINREPORT", if we use this, when generating our report, RASWin will print all the information on this Bookmark.

Order of the structure of the report

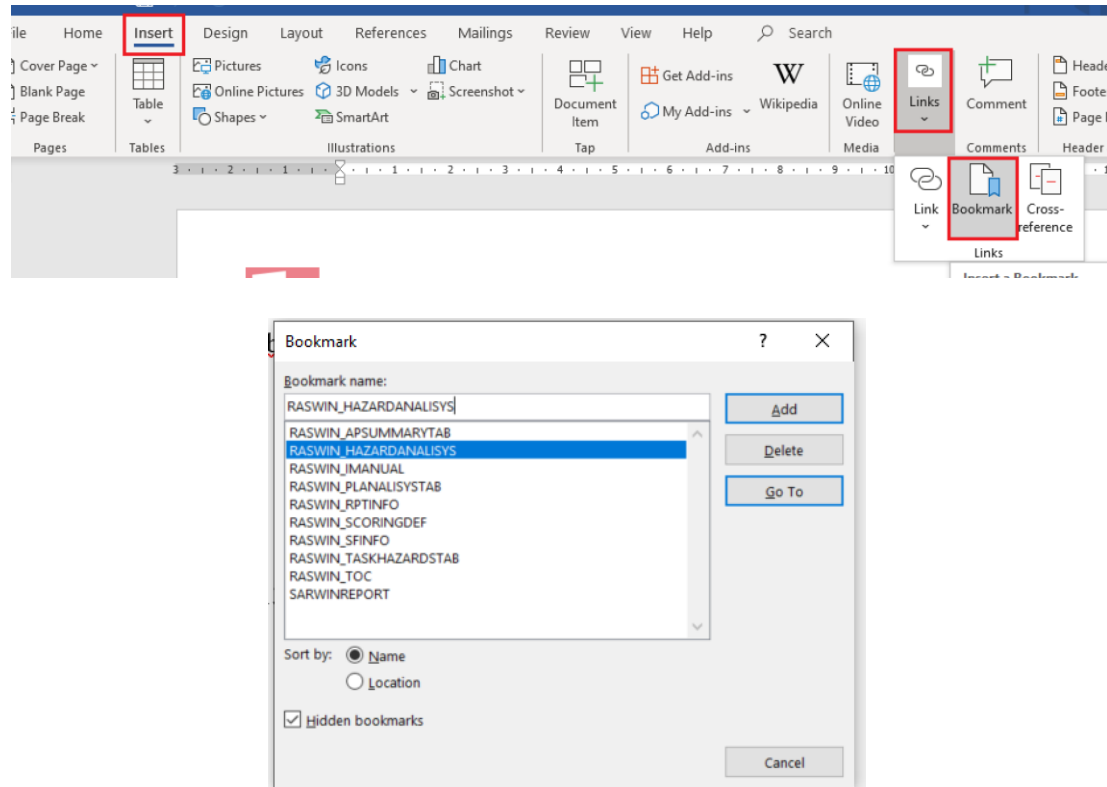Bookmarks

Advanced Template

Report

The Advanced Template uses a Bookmark for each of the options that RASWin presents when we are going to print the report, when designing the template it is not necessary to use all of them, the markers are the following:

1. **RASWIN_RPTINFO** – Project Information (This is not present in the list because it is managed internally).
2. **RASWIN_TOC** – Table of contents.
3. **RASWIN_APSUMMARYTAB** – Access point and Summary table distribution.
4. **RASWIN_HAZARDANALISYS** – Hazard Analysis.
5. **RASWIN_SCORINGDEF** – Scoring's definitions.
6. **RASWIN_PLANALISYSTAB** – Performance Level Analysis.
7. **RASWIN_IMANUAL** – Instruction Manual.
8. **RASWIN_SFINFO** – SF Information.
9. **RASWIN_TASKHAZARDSTAB** – Task's or Hazard's Table.

(NOTE: The Bookmarks have to be in Capital letter)

Bookmarks

Adding Bookmarks to the template

Report

Once we know what type of template and Bookmarks we are going to use, we can start creating our template through Microsoft Word.

1. From Microsoft Word we go to the place where we want to insert the Bookmark.

2. Once located in the place where we are going to insert the Bookmark we will go to Insert -> Links -> Bookmark.

3. Write the name of the Bookmark that we are going to insert and press "Add".

We will repeat this process for each Bookmark that we want to add, Once we finish adding them all, we will have our template ready to be used in RASWin.