

Configuring Templates for Model Reports

The **Reports** menu allows you to manage the Word template for reports you can create within your models.

On page [Creating Diagram Reports](#) is explained in detail how to create a report in a model.

Related Pages:

- [PAS Designer Administration](#)
- [Working with the BPMN Editor](#)
 - [Creating Diagram Reports](#)

Related Documentation:

- [Administration Guide](#)
- [DocxTemplater](#)

	<p>When you open the Reports menu, you must first select the namespace for which you want to create a report template.</p>
	<p>Then click on Print to Word to open the Edit Report section.</p>
	<p>Use the Download button to save the system template ExportAsWordTemplate.docx on your computer.</p>
	<p>The default template contains:</p> <ul style="list-style-type: none">the model name as page title (modelName) and the command to print the header (showHeader)an image of the model (imagePlaceholder).

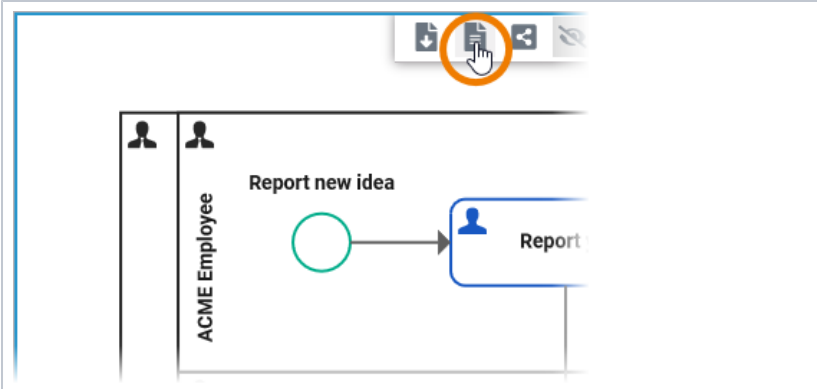
Content of the Template

```
{#showHeader}  
{modelName}  
{  
/showHeader}
```

```
{#modelImages}  
{imagePlaceholder}  
{  
/modelImages}
```

The syntax comes from [DocxTemplater](#). The following placeholders are usable:

	<div data-bbox="979 149 1089 369">Example of Placehol der Values</div> <div data-bbox="979 369 1089 1192"><pre>{ 'showHeader': true, 'modelName': 'Model Name', 'modelImages': [{ 'imagePlaceholder': 'http://test1. png' }, { 'imagePlaceholder': 'http://test2. png' }] } }</pre></div>
<div data-bbox="157 1255 735 1417"><div>Edit Report: Print to Word</div><div>Template</div><div><div>Change File</div><div>customizedTemplate.docx</div></div><div><div>Upload</div><div>Cancel</div></div></div>	<p>You can adapt the template and upload the customized file.</p> <p>Click Change File to select the adjusted Word file, then press Upload.</p>

	<p>Now this new template will be used when you create reports within your model.</p>
<div data-bbox="146 514 730 829"><h3>Select Report</h3><div data-bbox="349 588 535 619">Print model to Word ▾</div><p>Choose Print Options:</p><div data-bbox="186 651 397 766"><input type="radio"/> Multiple pages <input checked="" type="radio"/> Fit to one page <input type="radio"/> Fit to multiple pages (scaled) <input checked="" type="checkbox"/> Show header</div><div data-bbox="365 777 714 808"><div>Save as Word Document</div><div>Cancel</div></div></div>	<p>During the creation of your report, you can choose the formatting of the Word file.</p> <div data-bbox="974 735 1088 1543"><div>✓</div><div>S e e p a g e C r e a t i n g D i a g r a m R e p o r t s f o r d e t a i ls.</div></div>