



Oppm Report Studio - Quick Guide

1. System Setup & Security

Before you begin, ensure Excel is configured to allow the automation to run.

- **Unblock the File:** Right-click your .xlsm file > **Properties** > Check **Unblock** at the bottom of the General tab.
 - **Enable Macros:** Navigate to File > Options > Trust Center > Trust Center Settings > Macro Settings. Ensure **Enable VBA macros** and **Trust access to the VBA project object model** are selected.
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2. The Home Sheet & Toolbar

The **Home Sheet** is your command center for managing license details and report variables. Use the custom **Oppm Report Studio** tab on the Excel Ribbon to access core features.

- **Refresh:** Resets license data or clears minor errors.
 - **Import Reports:** Opens the selection dialog for 12d files.
 - **Final Print:** The final step to merge all sections into one document.
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3. Configuring Place Markers

Place Markers allow you to update project-wide data (like Job Name or Project Title) in one central location.

The values you enter in the **Value** column will automatically replace the <tags> in your Headers, Footers, and Covers during the final print process.

4. Designing Headers, Footers, and Covers

To ensure a consistent layout, you must follow the **25-column rule**:

- **Column Count:** Always exactly 25 columns (B through Z).
- **Column Width:** Fixed at 6.
- **The "END SHEET" Marker:** Always place this text in Column B below your content to tell the app where to stop printing.

Covers

You can set up multiple cover templates for different scenarios (e.g., Pavement Subgrade vs. Gravel). Use **START COVER** and **END COVER** in Column A to define each section.

5. Importing & Formatting Data

Click **Import Reports** to bring in your 12d .rpt files. You can select multiple files or use the **Manual Paste** tab.

Once imported, use the **Options** button on the Data Sheet to customize the output:

- Toggle columns (Easting, Northing, Level, etc.)
 - Set **Vertical and Thickness Tolerances**
 - Add **Additional Details** to transform standard reports into specialized subsoil or grade reports.
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6. Final Print & PDF Export

Once you are satisfied with the data:

1. Click **Final Print** in the toolbar.
2. Choose your page break and header preferences.
3. On the generated **Final Report Sheet**, use File > Print or Export > Create PDF.

Tip: Use **Page Break Preview** to ensure no rows are "leaking" onto extra pages. Simply delete a few blank rows if needed to tighten the layout.

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