## Installation of Curator Tool Reports (Labels)



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Contributor

NPGS’s Stacey Estrada did much of the work in designing the newer .rdlc files and testing the Report Manager’s server capabilities.

|  |  |
| --- | --- |
|  | Reports (and labels) within the Curator Tool require pre-designed report files to be installed on the user’s PC. The report files are typically created by software developers or users with advanced IT skills, using other software tools. (Within the Curator Tool, a user does not have the capability to create report files.)  This guide explains how to:   * install the report files * edit text files needed to coordinate the CT with the report files |

Questions?

Please email any questions to marty.reisinger [at] usda.gov.

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#### Summary

##### Three conditions must be met

GRIN-Global’s Curator Tool can display and print reports as long as three conditions are met:

1. the report files are installed/stored on the CT user’s PC
2. the report files have been “mapped” to CT dataviews
3. two .txt files on the user’s PC are properly configured
   1. **ReportsMapping.txt**
   2. **AppSettings.txt\***

\***AppSettings.txt** affects reports used by Wizards

*More on the three conditions…*

When the CT is installed, a base set of report files will be automatically installed on the user’s PC, but they are not automatically usable. To use the reports, the CT user must map them to dataviews via the CT’s Report Manager feature. The Report Manager can handle the mapping for all dataviews, but an additional step must be completed for reports used within the CT’s Order or Viability Wizards. This last step must be done manually.

Brief descriptions for completing typical CT “report” tasks are summarized in the table below.

|  |  |
| --- | --- |
|  | Also, refer to this document’s [**Table of Contents**](#toc) to click on, and navigate directly to a topic. |

#### How Do I…

| **Task (“How do I….”)** |  |
| --- | --- |
| Install new reports | To retrieve copies of the latest version of the report files, use the Report Manager and select the report file server. [More…](#select_server) |
| Update reports from a server | To retrieve copies of the latest version of the report files, use the Report Manager and select the report file server. [More…](#select_server) |
| Find “missing” reports | When installing a new CT version, you may need to re map report files to dataviews. [More…](#select_server) |
| Copy reports from a folder on your hard drive | It is possible to use report files that you previously used if these files are somewhere where you can access them – on a network drive or your hard drive. [More…](#copying) |
| Delete (or disconnect) reports | You don’t need to delete the physical file if you no longer wish to use it in the CT, you simply “disconnect” it. [More…](#unmap) |
| Map reports | Report files do not work in the CT unless they have been mapped to a CT dataview. [More…](#mapping) |
| Display report names in the Order Wizard’s Printing dropdown | Report files do not work in the Order Wizard unless (1) they have been mapped to a CT dataview and (2) have been configured properly in the **AppSettings.txt** file. [More…](#app_settings) |
| Edit .txt files | Two .txt files exist on the PC that coordinate the CT reports with dataviews. The Report Manager updates the **ReportsMapping.txt** file and does this for dataviews, but the **AppSettings.txt** file must be manually edited for any Order Wizard reports. [More…](#app_settings) |
| Launch (run) a report | In a CT dataview, you select reports for the active dataview from a context menu. [More…](#launch) |
| Create a report | You can’t. At least not within the CT. Reports are designed externally to GG using other software. [More…](#rpt_design) |

#### Background

##### Quick Overview

The Curator Tool (CT) comes “bundled” with a current set of report files. When the CT is installed on a user’s PC, the report files are also copied onto the user’s hard drive. Additionally, two unique .txt files are installed on the user’s PC. These text files are critically important in “mapping” the report files so that the reports properly function when accessed in the CT.

The report files can be either SAP’s Crystal Report (.rpt) files and / or reports created via Microsoft’s SQL Server Reporting Services (SQL Server Reports (.rdlc) files. These report files were designed and created to work with specific CT dataviews.

|  |  |
| --- | --- |
| A light bulb with rays of light  Description automatically generated | If you are using files provided by your genebank during the CT installation, then refer to the [*Mapping*](#mapping) section for details. If you need to install report files after a CT installation, then refer to the [*Copying Report Files*](#copying) section. |

A **Report Manager** feature was added to the CT beginning with version 1.23.1.26. The Report Manager simplified adding and mapping report files because the user can now do these two steps via the Curator Tool. Prior to v. 1.23.1.26, these report files were manually added to a specific folder and in many genebanks, their security requirements prevented the typical CT user from doing this. However, the Report Manager still has a limitation with respect to wizard reports. Please read the next section closely.

##### Wizard Reports caveat – a manual step must be completed…

|  |  |
| --- | --- |
| A blue pencil in a rectangular box  Description automatically generated | At this time, a user cannot *completely* map *wizard* reports via the **Report Manager**. Report files used within the Order Wizard or the Viability Wizard *require two steps to be completely mapped. A* [mapping](#mapping) step still needs to be done via Report Manager, but the user must also configure a text file, the ***AppSettings.txt*** file, on the user’s PC. See [AppSettings.txt](#app_settings) for details. (Note that a request ticket has been submitted to the GRIN-Global development team to simplify this situation.) |

The current **Printing** drop down in the Order Wizard is misleading. Below it appears that you can select and print any one of these reports as listed:  
A screenshot of a computer

AI-generated content may be incorrect.

In this example, when the user selects the 3x2 Order Packet label from the list and clicks the **Print** button, nothing happens.  
A screenshot of a computer

AI-generated content may be incorrect.

A review of the Report Manager provides the answer: that 3x2 Order Packet report has not been mapped yet in the Report Manager.  
A screenshot of a computer

AI-generated content may be incorrect.

However, in the example below, when the 3x3 Order Packet is selected on the left panel, the right panel indicates that the Order\_Wizard\_Get\_Packet\_Label had been mapped properly. A screenshot of a computer

AI-generated content may be incorrect.

When mapped, this 3x3 Order Packet produces a report (label) when selected in the Order Wizard’s **Printing** dropdown:  
A computer screen shot of a computer

AI-generated content may be incorrect.

##### Missing a Report?

Note that two text files (.txt) coordinate the CT report files with the CT dataviews. A user cannot see these files within the CT; these are files stored in a specific folder on the user’s PC.  
A screenshot of a computer

AI-generated content may be incorrect.

When using a CT dataview, a user may not be seeing a report because the report file was inadequately “mapped, that is, the report file was never adequately mapped to the dataview. Report files must be mapped to dataviews via the Report Manager.

When working with wizards, the Order Wizard or the Viability Wizard, a manual step most likely was never completed.

(Other reasons for a report not being visible to the CT are often due to typing errors in the user’s two CT .txt files or in the report filenames.)

|  |  |
| --- | --- |
|  | To use reports designed to work with a Curator Tool dataview, the user must first map the report file to corresponding CT dataviews via the CT’s **Report Manager**.   [If you are a GG administrator or an advanced user wanting more details, please refer to the [Report Mapping Details](#mapping_details) section.] |

|  |  |
| --- | --- |
|  | In Windows, by default, a typical user cannot see certain folders, filenames, and file extensions. See the [Appendix](#appendix_showfiles) if you need to change the PC’s Windows settings. |

To start the Report Manager

In the Curator Tool, select **Reports | Manage Reports**A screenshot of a computer

Description automatically generated

|  |  |
| --- | --- |
| A blue pencil in a rectangular box  Description automatically generated | A noticeable delay (~20 seconds) will occur when you select **Reports 🡪 Manage Reports…**  (No wait time indicator is displayed.) |

##### Inventory Dataview Mapped to Reports (example)

Example: with the Inventory dataview active the user right-clicks after selecting a few inventory records. After selecting the **Reports…** menu option, five reports that have been associated with the inventory dataview are listed. The user can select any one of these to run a corresponding report.  
A screenshot of a data report

Description automatically generated

##### Future Developments

The January 1, 2025 server release added a new field ("is\_smta\_restricted") that is being used to recognize the condition when a web requested item is considered an SMTA order item. This field was needed to reflect a change made in the US that impacted NPGS. Now accessions, even though they do not have a related SMTA accession-IPR record, under certain conditions will be considered as an SMTA covered item. None of the available reports are using this new field (but will).

All report files currently on the Ames report server are being maintained and updated on an ongoing basis as conditions change or because of popular demand!

#### Report Manager

Think of the Curator Tool **Report Manager** as a tool that manages two distinct steps needed to activate reports for the CT. The **Report Manager** feature can:

1. Copy existing report files to a specific folder on the user’s PC (as required by the CT)
2. Map a report file to one or more CT dataviews

|  |  |
| --- | --- |
|  | Reports used within the wizards must also be manually configured; presently the **Report Manager** cannot do this necessary step. |

##### Folder where CT report files are ultimately stored

The CT report files must be stored in a specific folder on the CT user’s PC:  
**C:\Users\*username*\AppData\Roaming\GRIN-Global\Curator Tool\Reports**  
where *username* is the relevant user folder name. Starting with the 1.23.1.26 CT release, the Report Manager does this for you – it places the report files into this requisite folder. Example:  
A black line on a computer screen

Description automatically generated

In CT releases prior to 1.23.1.26, the user or IT support person did this manually

|  |  |
| --- | --- |
|  | The **Report Manager** is designed to download report files typically from a networked server and place them in a folder which the CT can access. Later, when invoking a CT report via the Curator Tool, you are using a local copy from your PC. |

##### Select a Report file Server

Initially, when using the **Report Manager**, the reports server information will be missing. After you enter this information, the **Report Manager** remembers this and will be provided in future uses.

###### Report Server (NPGS) (example)

1. Start [Report Manager](#start_rpt_mgr)
2. Click the “gear” icon to display the **Report Manager Options** window. Use the appropriate login credentials, as provided by your GG IT support staff.  
   A screenshot of a computer

   Description automatically generated

|  |  |
| --- | --- |
|  | NPGS: – use:  URL: https://arsiaamp3ggrpts.agron.iastate.edu/GRINGlobal/GUI.asmx  Username & Password (for both) – use: **guest\_reports** |
|  | Genebanks supporting GRIN-Global can have their own report file server. In that case, the GG database admin or the IT person supporting GG can provide the requisite credentials needed to log in to the server. The screens will be similar to the above screen. |

##### Download (or Update) report files from the server

1. Start [Report Manager](#start_rpt_mgr)
2. Select the [report file server](#select_server)
3. Click the **Update All** button on the Report Manager window:  
   A screenshot of a computer

   Description automatically generated

##### No reports mapped to the active dataview (example)

Initially, the report files are not mapped to dataviews.

In the example below, this CT’s Inventory dataview has never been mapped to any report file. The gray option indicates that no reports have been mapped for the active dataview. To display the menu, the CT user first selected a few inventory records and then right-clicked to display a menu, but the **Reports** option is grayed out.

|  |  |
| --- | --- |
|  | When the **Reports…** menu is grayed, this indicates that no report files have been mapped to the active dataview. |

Before proceeding, the user will need to invoke the **Report Manager** to map report files to the **Inventory** dataview. After the mapping step has been completed, in this example the user can return to the **Inventory** dataview and select a mapped report.   
A screenshot of a computer

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##### Mapping report files to dataviews using Report Manager

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|  |  |
| --- | --- |
|  | A noticeable delay (~20 seconds) will occur when you select **Reports 🡪 Manage Reports…** |

The **Report Manager** window displays:  
A screenshot of a computer

Description automatically generated  
Initially the report files in the left frame are not selected. The dataviews in the Report Manager’s right frame are displayed in a faint gray.

To pair a report file with a dataview, select the report, select the dataview(s), then **Save**:  
A screenshot of a computer

Description automatically generated

*After* you select a report filename in the left frame, only relevant dataviews with a score of 50% or better display in the right frame. In the example below, the 1x2\_Inventory report has been selected.  
A screenshot of a computer

Description automatically generated

|  |  |
| --- | --- |
|  | Only relevant dataviews are displayed The ideal match is 100%. (This score indicates the relative number of fields in the report that correspond to the dataview fields.) If you want to display all the dataviews, select the **Show All** checkbox. (rarely needed.) |

##### Copying report files from a drive into Report Manager

Besides the report files that come bundled with the CT installation, CT users can include other report files that have been designed to work with the CT. Users can drag report files using Windows Explorer into the Report Manager window. (This procedure is similar to the drag and drop feature used by the Curator Tool’s Attachment Wizard.)

|  |  |
| --- | --- |
| A light bulb with rays of light  Description automatically generated | Before dragging into the Report Manager window, name the report files on your PC with unique names, so that you do not overlay an existing report file with the same name – *unless you mean to*. Consider establishing a folder on your PC for storing your report files. |

###### Replace a report file with a new version

To replace an older report with a newer version, you can manually overlay the original report file stored in the CT Reports folder: **Users\yourname\AppData\Roaming\GRIN-Global\Curator Tool\Reports**

1. Open Report Manager
2. In a Windows Explorer window, drag the newer report file to the Report Manager window’s left frame

**Both the old and the new file must have the same filename.**

The steps below assume you want to have both versions active.

###### Using Report Manager (and Windows Explorer) to add a report file

1. Open Report Manager
2. In a Windows Explorer window, rename a report file that is a different version of an existing report file
3. Drag the renamed report file to the Report Manager window’s left frame
4. Select this second file and map it to the dataview

###### Two versions of a similar report file mapped to the same (Inventory) dataview (example):

A screenshot of a computer

Description automatically generated

###### Using Windows Explorer to add a report file

The CT Reports folder is: **Users\yourname\AppData\Roaming\GRIN-Global\Curator Tool\Reports**

1. Open the CT Reports folder (refer to the folder name above)
2. Rename the original .rpt file
3. Copy the new .rpt file into the CT Reports folder (again, use folder name above)
4. Start up the CT – this revised report should display in the CT as needed
5. Complete the [mapping step](#mapping_step) to map the report file to a CT dataview.  
   A screenshot of a computer

   Description automatically generated

##### Delete a report file (disconnect it)

The Report Manager connects report files stored on your PC with Curator Tool dataviews. You don’t necessarily need to delete the physical file if you no longer wish to use it in the CT, you can simply “disconnect” it, that is, “un-map” it in the **Report Manager**. Deselect the dataview and save the **Report Manager.**   
A screenshot of a computer

Description automatically generated

The actual file still exists on the computer’s hard drive, but when the **Reports** option is selected in the CT, the report is no longer visible.  
A screenshot of a computer

Description automatically generated

##### Launch (run) a report for an active dataview (example)

The following directions apply to the standard CT dataviews. See [**Extra\_step…**](#extra_step) to learn how to map reports when used within the Order or Viability wizards. (This extra step for the Wizards is required, but must be done manually.)

* Select the dataview.
* Select the data.
* Right-click to display a menu.
* Select **Reports** and then select the desired report (label).

A screenshot of a computer

Description automatically generated  
In the example above, only one report (so far) has been mapped to the **Inventory** dataview.

|  |  |
| --- | --- |
|  | When using the CT, If you expect a report and it is not listed for the dataview, either the report file is not in the expected folder, or the report file was not mapped to the dataview. Use [the Report Manager](#invoke_rpt_mgr). |

In the CT dataview, after selecting the desired report, the appropriate report viewer will display its window with the report, including the selected data. Use the window’s navigation bar and icons to print, etc.   
A screenshot of a computer

Description automatically generated

##### AppSettings.txt file (Order & Viability Wizard reports)

###### Extra step needed to activate reports used within the Order and Viability Wizards

Two .txt files on the user’s PC coordinate with Curator Tool’s report files. The Report Manager (v. 1.23.1.26 and above) updates only one of the .txt files, the **ReportsMapping.txt** file. The Report Manager can map a report file with one or more dataviews and in doing so updates the **ReportsMapping.txt** file. However, the two wizards, the Order Wizard and the Viability Wizard, require an additional step to coordinate the **AppSettings.txt** file with the wizard dataviews.

If no files are listed in the wizard’s **Printing** dropdown, then most likely this second, manual step of editing the **AppSettings.txt** file was never completed properly.

###### Order Wizard missing its report files (example)

In this example, no reports are listed in the Order Wizard’s **Printing** dropdown. This usually indicates that the related **AppSettings.txt** file hasn’t been edited properly.

A screenshot of a computer

Description automatically generated

The CT user’s **AppSettings.txt** file must be *manually edited* whenever a report is to work with the wizard. This **AppSettings.txt** file affects various CT features, but here we are only interested in reports. This .txt file must indicate which .rpt files can be used by the Order Wizard’s **Printing** dropdown.  
  
The **AppSettings.txt** file’s location is at:  
**C:\Users\*username*\AppData\Roaming\GRIN-Global\Curator Tool**  
where *username* is the relevant user folder name. Example:  
A screenshot of a computer

Description automatically generated

###### AppSettings.txt file (example)

A screenshot of a computer

Description automatically generated

|  |  |
| --- | --- |
| A blue pencil in a rectangular box  AI-generated content may be incorrect. | The text in the above image is shown below for readability. Notice that the report list for each wizard uses a semi-colon ( ; ) between filenames AND not after the *last filename listed*. Correct spelling is critically important; be careful too with the file extensions. |

**# Order Wizard Crystal Reports...**OrderWizardCrystalReports = Order\_Packing\_List.rpt; 1x2\_Order\_Packet.rdlc; 1x3\_Order\_Packet.rdlc; 2x3\_Order\_Packet.rdlc; 3x1\_Order\_Packet.rdlc; 3x2\_Order\_Packet.rdlc; 3x3\_Order\_Packet.rdlc; 3x6\_Order\_Packet.rdlc; 4x1\_Order\_Packet.rdlc;MAR-Order-Picking.rpt

**# Viability Wizard Crystal Reports...**ViabilityWizardCrystalReports = 1x3\_Viability\_Rep.rdlc; 3x1\_Viability\_Rep.rdlc

On some lines, the **AppSettings.txt** file will have a **#** symbol preceding the code, such as the two bolded headings in the above example. (The leading # character causes the code to be treated as a comment.)

###### Order Wizard reports not working (example)

In the following example, reports are listed but when the user selects one, nothing happens. In that case, the mapping step of matching the report files to the dataview via the Report Manager was never completed properly.

A screenshot of a computer

Description automatically generated

The following screen shows the 2x3 Order Packet label is in Report Manager, but in this case the report file has never been mapped yet to the Order\_Wizard\_Get\_Packet\_Label dataview.

A screenshot of a computer

AI-generated content may be incorrect.

##### ReportsMapping.txt File (Manually editing)

Earllier we discussed how the CT’s **Report Manager** option can map report files to dataviews. When it does this mapping, it also configures the **ReportsMapping.txt** file on the user’s PC. However, this .txt file can be manually edited to relate a .rpt file with a dataview. (Before the Report Manager feature existed, this was the only method for mapping the report files to the CT dataviews.)

We see in the example below the user’s .txt file was modified to associate the dataview “**site\_w6\_inventory”** with the **1x3\_Freezer\_Label.rpt** report file:  
A picture containing text

Description automatically generated

|  |  |
| --- | --- |
| A light bulb with rays of light  Description automatically generated | When editing the statements, use a semi-colon and then the dataview name, as shown above. |

A screenshot of a computer

Description automatically generated

Example of adding a new report for the Order Wizard

Scenario: A revised version of the **Order-Packing General r**eport used within the Order Wizard has been updated with SMTA and additional disclaimer text. The CT user wants to keep his older report for a while, but also install the newer version.  
A screen shot of a computer

Description automatically generated

###### CT user text files folder name

To r**eplace** an older report with the new version, you can overlay the original report file stored in the CT Reports folder Users\yourname\AppData\Roaming\GRIN-Global\Curator Tool\Reports

###### Keeping two versions of a report

However, you may want to have both versions active, even if only temporarily. You need to do a bit more work. Two Curator Tool .txt files on your PC must be modified. The files are stored in a specific [CT user folder](#user_text_folder).

This folder location assumes you are running the current version of the CT (1.23.1.26).   
A screenshot of a computer

Description automatically generated

The following steps assume you will use a *similar,* but different, filename to have both versions active.

1. Rename the original .rpt file. In the example above, I tacked on “**\_woSMTA**”
2. Follow directions for [copying report files](#copying)
3. Edit the **AppSettings.txt** file.

A screenshot of a computer

Description automatically generated  
The yellow highlighted text was copied from the **ReportsMapping.txt** file and copied and used as the text in the **AppSettings.txt** file. (I could have simply typed the text *carefully*.)

A close up of a screen

Description automatically generated

### Appendix A: GG Administrator/IT Support Notes

|  |  |
| --- | --- |
|  | The following information is intended primarily for the GRIN-Global administrators. |

#### Report Mapping Details

The Curator Tool was designed to work with report files that are *mapped* to dataviews. In older CT versions, this mapping was done manually by editing two .txt files that are stored on the user’s PC. Beginning with v 1.23.1.26, mapping report files to dataviews is done via the Report Manager inside the CT. (However, the manual alternative is still doable.)  
A screenshot of a computer

Description automatically generated

##### ReportsMapping.txt file example

A black line on a white background

Description automatically generated

This highlighting in this mapping file shows that the file  
**...Reports\Order-Packing General-mar.rpt** = **order\_packing2**; **order\_packing**  
is mapped to dataviews, **order\_packing2** and **order\_packing**.

|  |  |
| --- | --- |
|  | The **ReportsMapping.txt** under the user’s **C:\Users\*username*\AppData\Roaming\GRIN-Global\Curator Tool** will initially reference the CT developer’s path. (This can be ignored.) When the CT user maps her first report file, the **ReportsMapping.txt file** is updated and will look similar to the following image. Shown here is one report file that has been mapped – the **1x2\_Inventory.rdlc** file is mapped to the **get\_inventory** dataview. |

##### AppSettings.txt file

The CT user’s **AppSettings.txt** file must be manually edited whenever a report is to work with the wizard. This **AppSettings.txt** file affects various CT features, but here we are only interested in reports. This .txt file must indicate which .rpt files can be used by the Order Wizard’s **Printing** dropdown.

Refer to the [AppSettings.txt](#app_settings) section for details on configuring.

|  |  |
| --- | --- |
| A blue pencil in a rectangular box  Description automatically generated | AppSettings Table on the Server A table that contains some default settings that control each user’s individual settings exists on the server. When the user’s PC contains an **AppSettings.txt** file with similar statements, the user’s AppSettings.txt file statements supersede the statements in the server’s **AppSettings** table. |

|  |  |
| --- | --- |
| A blue pencil in a rectangular box  Description automatically generated | This manual updating of the **AppSettings.txt** file has been recognized as an issue; in a future release, this should be addressed and ideally the Report Manager will handle the coordination with the reports used by the two wizards. |

#### Report Files Source

When a user uses the Report Manager for the first time, the report files in the PC’s **ProgramData** folder are copied to the user’s CT **Roaming** folder:

A screenshot of a computer

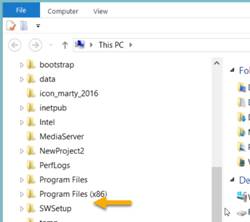
Description automatically generated

Same folder, *after* invoking the Report Manager within the CT:  
A screenshot of a computer

Description automatically generated

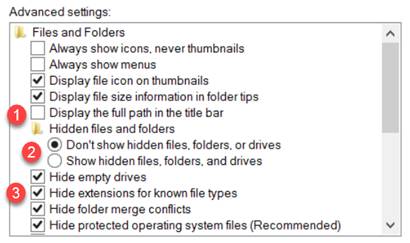
### Appendix B: Show hidden Windows folders

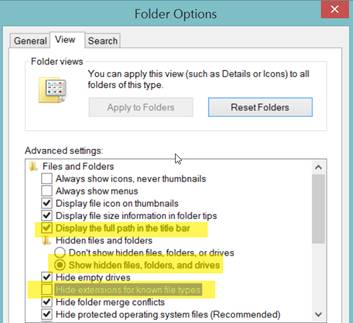
Changing Options for Folders   
(so that they display - Show hidden folders)

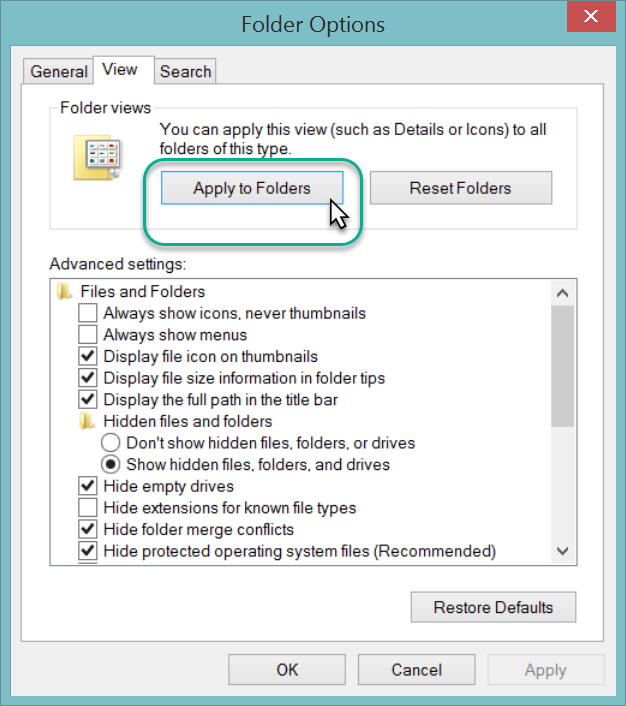
Unfortunately, in its wisdom, Microsoft a long time ago decided to hide certain folders as well as file extensions.  In the default view, the folder **C:\ProgramData** is hidden:  


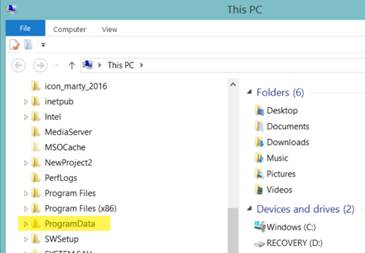
Whenever I get a new PC, I immediately change 3 of the default settings. I use File Explorer extensively, so I change the settings for "**Display full path**," "**Show hidden files…**," and "**Hide extensions for known types**"  to be able to see “hidden” folders and files.

##### Default File Explorer Settings



Preferred settings which you can make the default for the entire PC:  


To make the display options apply to all folders, select the **Apply to Folders** button:  


The **C:\ProgramData** should display. You may need to close the File Explorer window and then reopen it.  


### Appendix C: Create Local Report Tables Feature

###### (v1.9.9.8 and later)

|  |  |  |  |
| --- | --- | --- | --- |
| A blue pencil in a rectangular box  Description automatically generated | Beginning with CT version 1.9.9.8, a feature was added to the Curator Tool. A screenshot of a computer  Description automatically generated  When the **Create Local Report Tables** option is selected, a copy of the records in the active dataview is saved to a database on the user’s PC: A screenshot of a computer  Description automatically generated  This screen was produced using SQL Server Management Studio. These sample data tables are now ready to be used by a 3rd party tool. The CT does not make reports directly.   |  |  | | --- | --- | | A light bulb with rays of light  Description automatically generated | GG documentation does not include directions on how to create Crystal Reports files since this is beyond the scope of the typical genebank staff person. | |

### Appendix D: Document Changes

##### 2025 February 19

* Additional screens and text to explain the two .txt files

##### 2025 February 10 / 7

* Major editing and organizing of text
* Additional images

##### 2024 December 17

* Included new images based on CT v. 1.23.8.17
* Major editing of text
* Revised sections to downplay manual updating of ReportsSettings.txt file

##### 2024 September 5

* Expanded text with respect to the Report Manager
* Included links bookmarks to the Report Manager section

##### 2024 February 9

* Updated text and the location of .rpt files
* Major reorganization of document to reflect Report Manager in CT

##### 2021 May 18

* Updated the location of the ZIP file for the .rpt files

##### 2018 August 31

* Edited substantially to reflect the changes to a 64-bit platform and the move to different folders on the CT user’s PC

##### 2017 December 5

* changed the source zip file to https://www.grin-global.org/report\_files\_for\_ct\_2017dec05.zip

##### 2017 July 5

* changed the source location for the reports zip file to <https://www.grin-global.org/…>