

Installation of Curator Tool Reports (Labels)



Revision Date

May 27, 2025

Author

Martin Reisinger

Contributor

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



Curator Tool Reports (and labels) require pre-designed report files to be installed on the CT user's PC. The report files are typically created by software developers or users with advanced IT skills, using other software tools.

This guide explains how to:

- install the report files
- edit text files needed to coordinate the CT with the report files



Within the Curator Tool, a user does not have the capability to create report files.

Questions?

Please email any questions to [marty.reisinger \[at\] usda.gov](mailto:marty.reisinger@usda.gov).

Table of Contents

Summary	4
Three conditions must be met for CT reports to function	4
Brief descriptions for completing typical CT “report” tasks are summarized in the table below.	5
How Do I... ..	5
Background	6
Quick Overview	6
Wizard Reports caveat – a manual step must be completed... ..	6
Missing a Report?	8
Inventory Dataview Mapped to Reports (example)	9
Future Developments	9
Report Manager	10
Folder where CT report files are ultimately stored.....	10
Select a Report file Server	11
Report Server (NPGS) (example).....	11
Download (or Update) report files from the server.....	11
No reports mapped to the active dataview (example)	12
Mapping report files to dataviews using Report Manager	13
Copying report files from a drive into Report Manager	14
Replace a report file with a new version	14
Using Report Manager (and Windows Explorer) to add a report file.....	14
Two versions of a similar report file mapped to the same (Inventory) dataview (example):	15
Using Windows Explorer to add a report file.....	15
Delete a report file (disconnect it)	16
Launch (run) a report for an active dataview (example)	16
AppSettings.txt file (Order & Viability Wizard reports)	17
Extra step needed to activate reports used within the Order and Viability Wizards	17
Order Wizard missing its report files (example)	18
AppSettings.txt file (example).....	18
Order Wizard reports not working (example)	19
ReportsMapping.txt File (Manually editing)	20
CT user text files folder name	21
Keeping two versions of a report.....	21
Appendix A: GG Administrator/IT Support Notes	23
Report Mapping Details	23
ReportsMapping.txt file example.....	23
AppSettings.txt file	24
AppSettings Table on the Server.....	24
Report Files Source	25
Appendix B: Show hidden Windows folders	26

Default File Explorer Settings	26
Appendix C: Create Local Report Tables Feature	28
(v1.9.9.8 and later).....	28
Appendix D: Document Changes	29
2025 May 27.....	29
2025 February 19	29
2025 February 10 / 7	29
2024 December 17	29
2024 September 5.....	29
2024 February 9	29
2021 May 18.....	29
2018 August 31	29
2017 December 5	29
2017 July 5.....	29

Summary

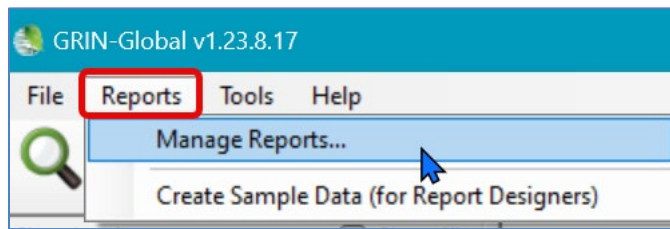
Three conditions must be met for CT reports to function

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 properly (via the Report Manager or by manually updating the **ReportsMapping.txt** file)
3. the.txt file **AppSettings.txt** on the user's PC must be properly configured for all reports used by the Order and Viability 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 most 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.



The report files initially used in the Curator Tool were reports created via the Crystal Reports software with an .rpt file extension. As of 2024, any report development at NPGS has been using Microsoft's report utility; you can recognize these reports by their file extension, .rdlc.

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



Also, refer to this document’s [Table of Contents](#) 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...
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...
Find “missing” reports	When installing a new CT version, you may need to re-map report files to dataviews. More...
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...
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...
Map reports	Report files do not work in the CT unless they have been mapped to a CT dataview. More...
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...
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...
Launch (run) a report	In a CT dataview, you select reports for the active dataview from a context menu. More...
Create a report	You can’t. At least not within the CT. Reports are designed externally to GG using other software. More...

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.



If you are using files provided by your genebank during the CT installation, then refer to the [Mapping](#) section for details. If you need to install report files after a CT installation, then refer to the [Copying Report Files](#) section.

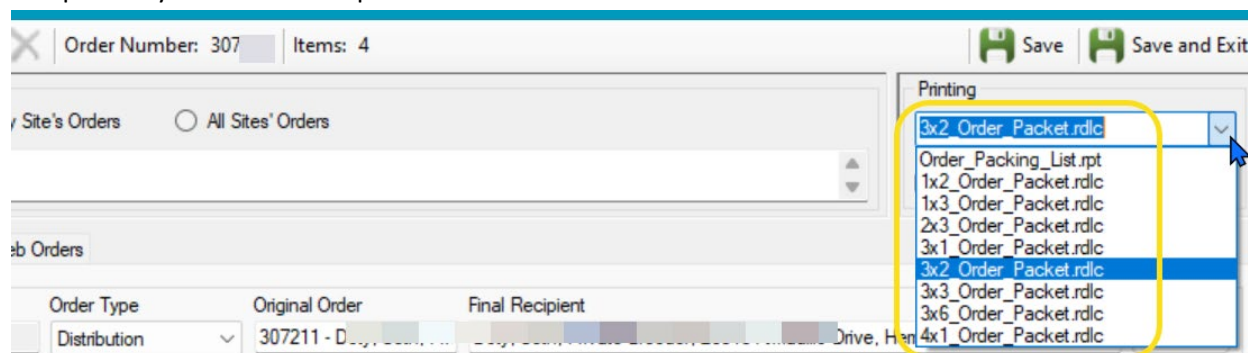
A **Report Manager** feature was added to the CT beginning with version 1.23.1.26. The Report Manager simplified adding and mapping report files because the user can now do these two steps via the Curator Tool. Prior to v. 1.23.1.26, these report files were manually added to a specific folder and in 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...

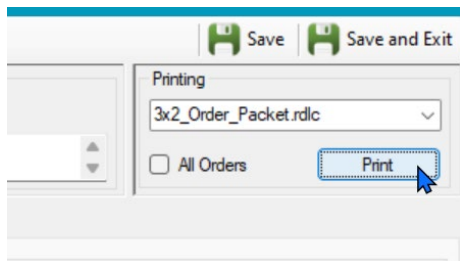


At this time, a user cannot *completely* map *wizard* reports via the **Report Manager**. Report files used within the Order Wizard or the Viability Wizard *require two steps to be completely mapped*. A [mapping](#) step still needs to be done via Report Manager, but the user must also configure a text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

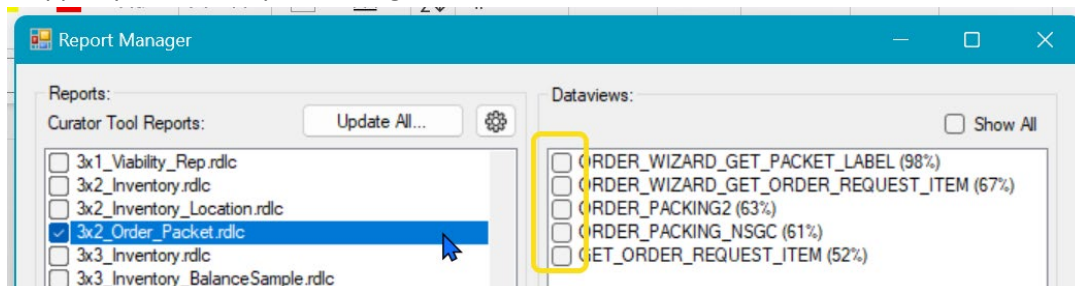
The current **Printing** drop down in the Order Wizard is misleading. Below it appears that you can select and print any one of these reports as listed:



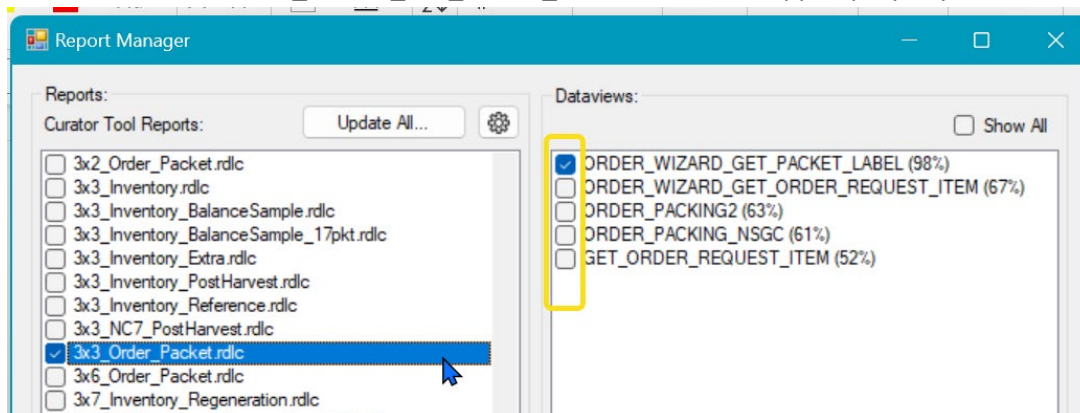
In this example, when the user selects the 3x2 Order Packet label from the list and clicks the **Print** button, nothing happens.



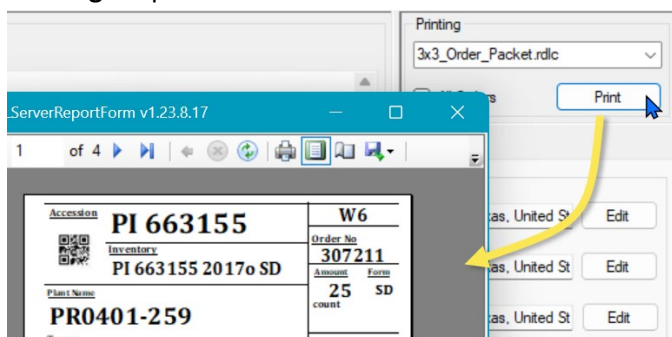
A review of the Report Manager provides the answer: that 3x2 Order Packet report has not been mapped yet in the Report Manager.



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.

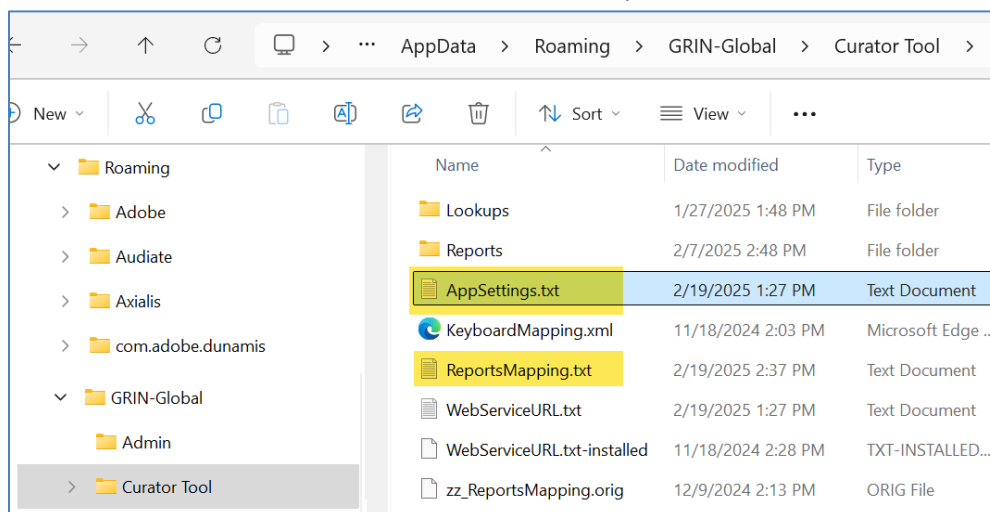


When mapped, this 3x3 Order Packet produces a report (label) when selected in the Order Wizard's **Printing** dropdown:



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.



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**.

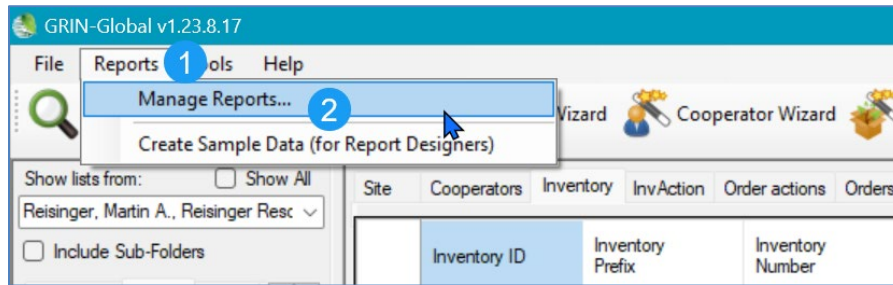
[If you are a GG administrator or an advanced user wanting more details, please refer to the [Report Mapping Details](#) section.]



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

To start the Report Manager

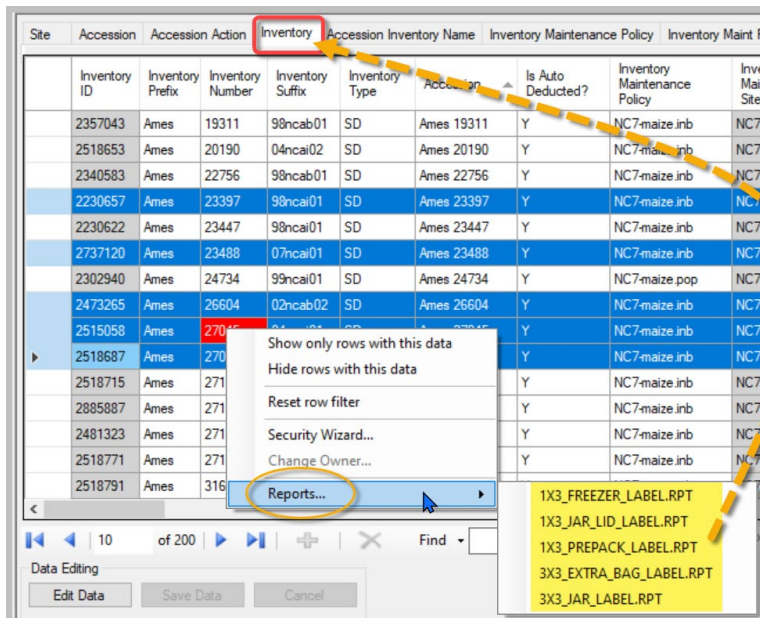
In the Curator Tool, select **Reports | Manage Reports**



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.



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



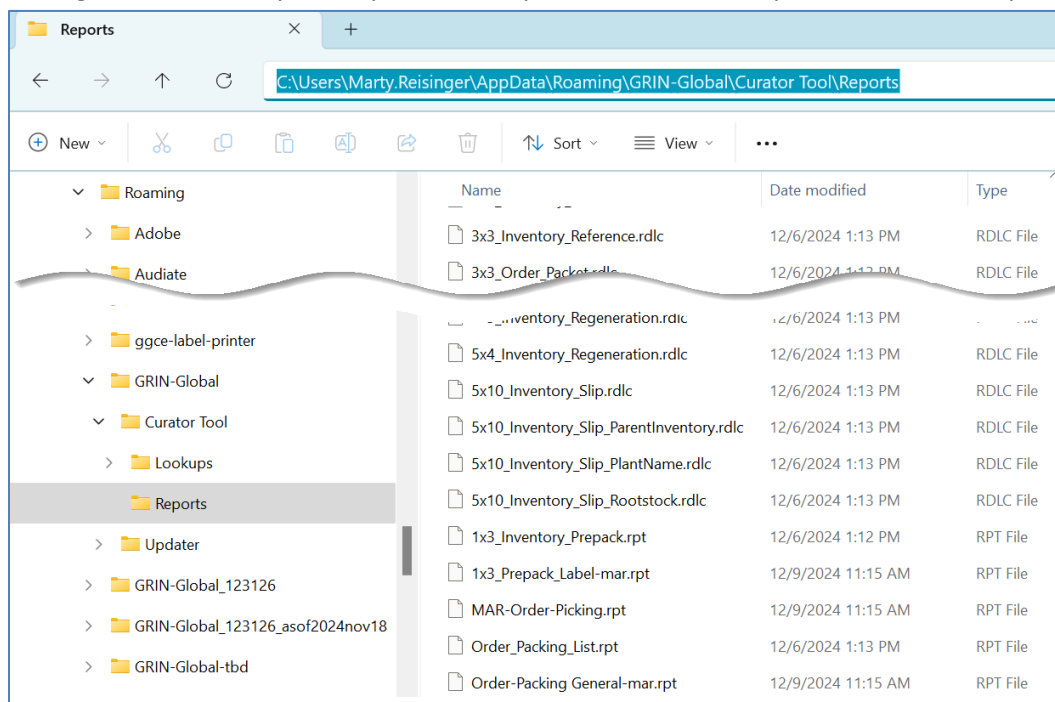
Reports used within the wizards must also be manually configured; presently the **Report Manager** cannot do this necessary step.

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:



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



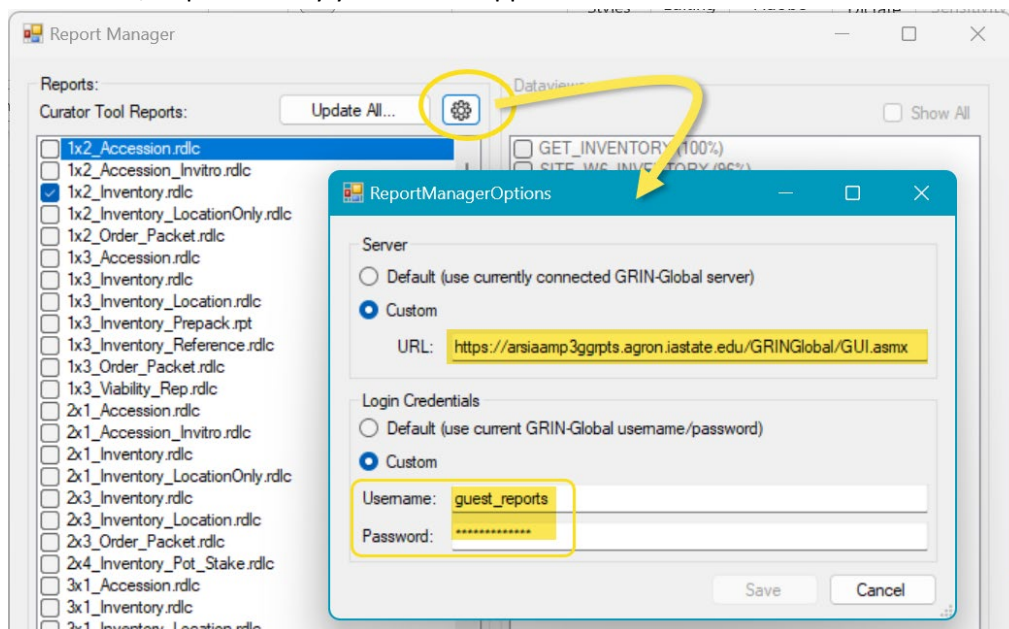
The **Report Manager** is designed to download report files typically from a networked server and place them in a folder which the CT can access. Later, when invoking a CT report via the Curator Tool, you are using a local copy from your PC.

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](#)
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.



NPGS: – use:

URL: <https://arsiaamp3ggrpts.agron.iastate.edu/GRINGlobal/GUI.aspx>

Username & Password (for both) – use: **guest_reports**

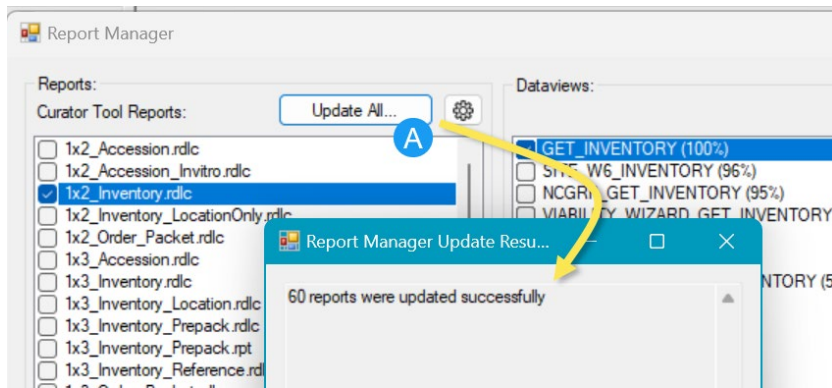


Genbanks supporting GRIN-Global can have their own report file server. In that case, the GG database admin or the IT person supporting GG can provide the requisite credentials needed to log in to the server. The screens will be similar to the above screen.

Download (or Update) report files from the server

1. Start [Report Manager](#)
2. Select the [report file server](#)

- Click the **Update All** button on the Report Manager window:



No reports mapped to the active dataview (example)

Initially, the report files are not mapped to dataviews.

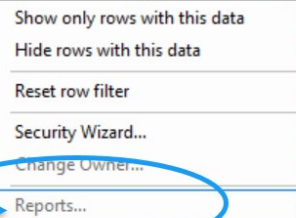
In the example below, this CT's Inventory dataview has never been mapped to any report file. The gray option indicates that no reports have been mapped for the active dataview. To display the menu, the CT user first selected a few inventory records and then right-clicked to display a menu, but the **Reports**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



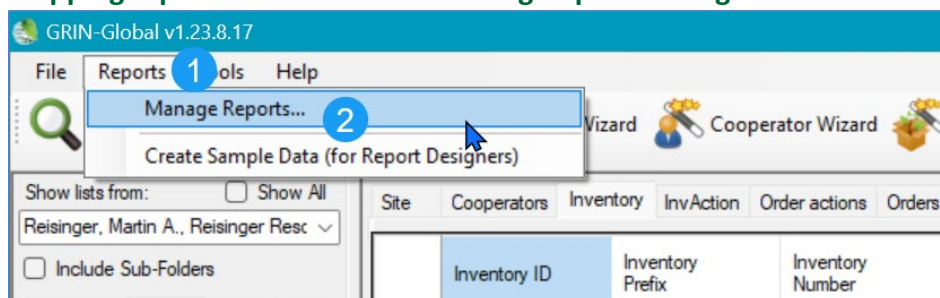
When the **Reports...** menu is grayed, this indicates that no report files have been mapped to the active dataview.

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.

Site	Cooperators	Inventory	InvAction	Order actions	Orders	Order items	Accession IPR	Accessions	WOR req
	Inventory ID	Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession			
	1013678	CFRA	522	.000	SD	PI 551853			
	1021064	CRUB	1664	.000	SD	PI 606467			
	1998730	CRIB	394	.000	SD	PI 556260			
	2000961	CRUB	1702			PI 604618			
	2004162	CSAM	44			PI 652796			
	3091896	PI	642015			PI 642015			
	3095253	PI	665407			PI 665407			
	3172077	PI	572855			PI 572855			
	5013155	PI	661512			PI 661512			
	5013156	PI	661970			PI 661970			

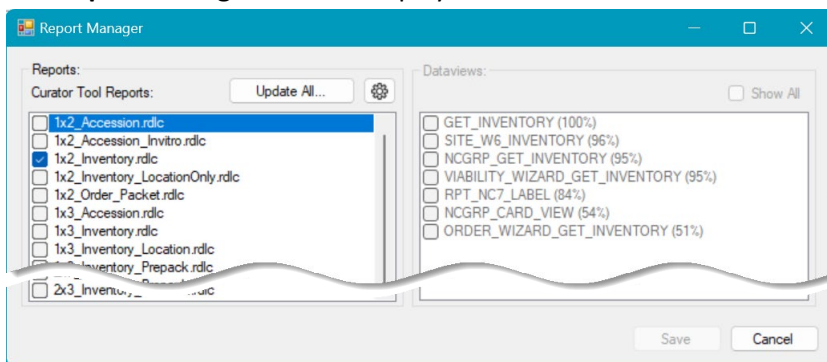


Mapping report files to dataviews using Report Manager



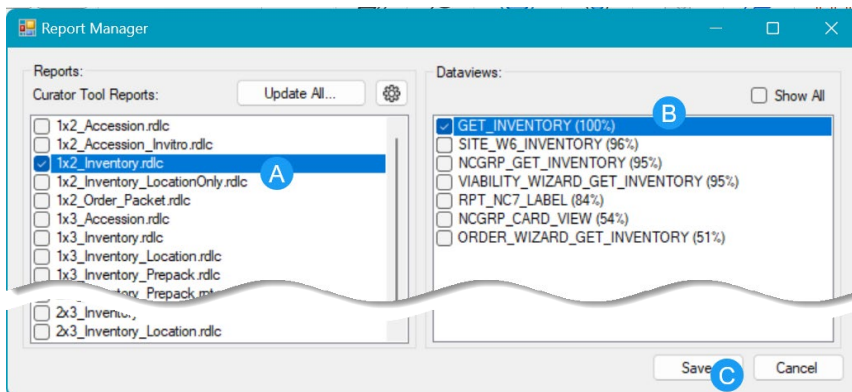
A noticeable delay (~20 seconds) will occur when you select **Reports** → **Manage Reports...**

The **Report Manager** window displays:

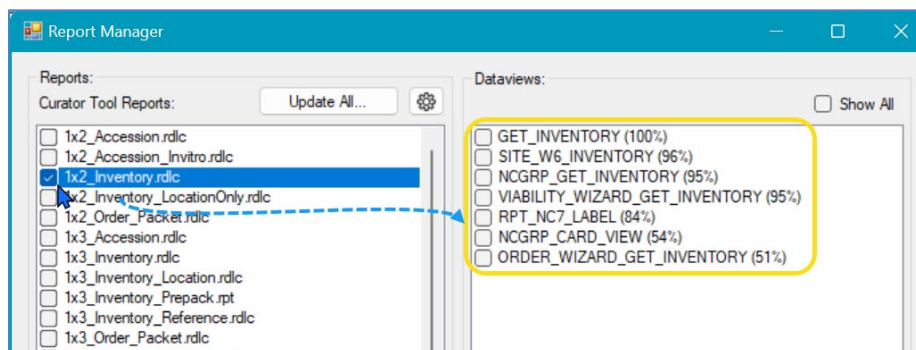


Initially the report files in the left frame are not selected. The dataviews in the Report Manager's right frame are displayed in a faint gray.

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



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.



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.)



Prior to 2024, NPGS uses a series of reports that have been stored at https://grin-global.org/ct_reportfiles/. The zip file contains them all: https://grin-global.org/ct_reportfiles/CR_rpts.zip.



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

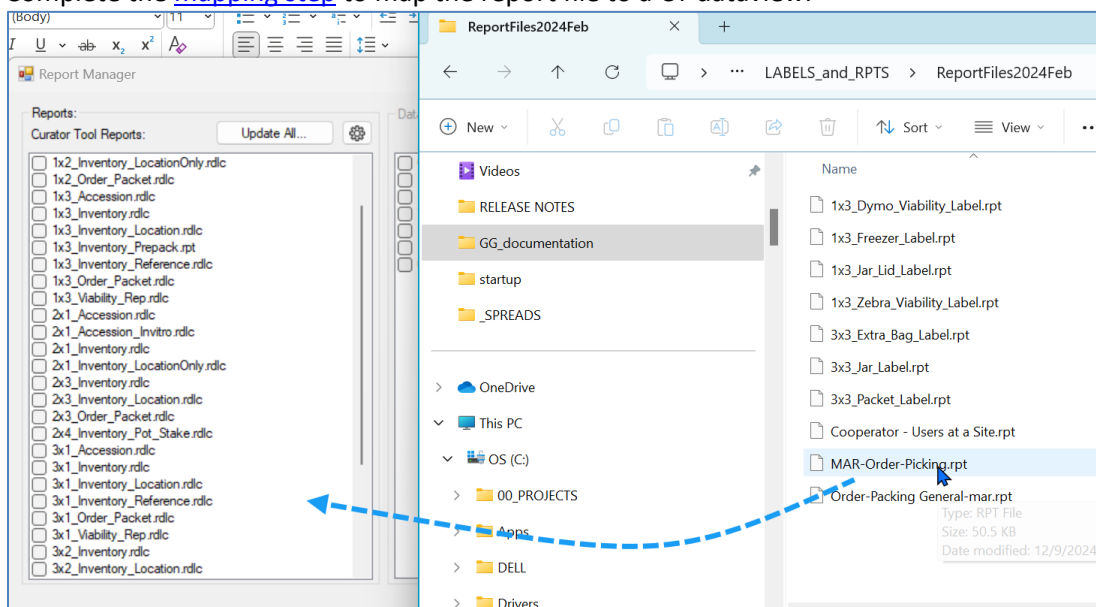
Two versions of a similar report file mapped to the same (Inventory) dataview (example):

Inventory ID	Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession	Invent Maint Policy
2375103	PI	698965	01ncao01	SD	PI 698965	NC7m
2442549	PI	698965	02ncei01	SD	PI 698965	NC7m
2446664	PI	698965	02ncal01	SD	PI 698965	NC7m
2446665	PI	698965	02ncal02	SD	PI 698965	NC7m
3202979	PI			D	PI 698965	NC7m
3227776	PI			D	PI 698965	NC7m
4613051	PI			D	PI 698965	SYSTEM
5554064	NSSL			D	PI 698965	COLD

Using Windows Explorer to add a report file

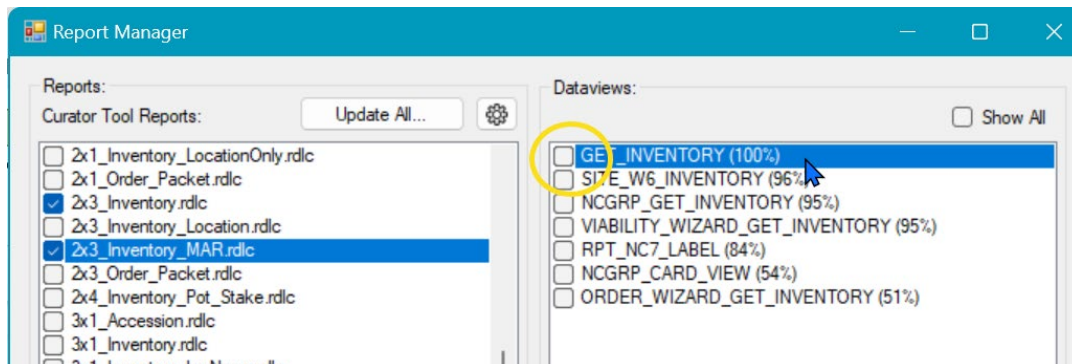
The CT Reports folder is: **Users\yourname\AppData\Roaming\GRIN-Global\Curator Tool\Reports**

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](#) to map the report file to a CT dataview.

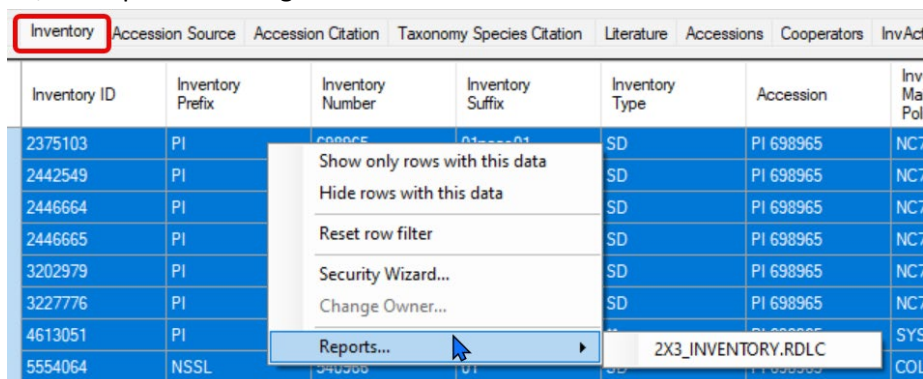


Delete a report file (disconnect it)

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**.



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.



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

The following directions apply to the standard CT dataviews. See [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).

Inventory ID	Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession	Inventory Maintenance Policy
1013678	CFRA	522	.000	SD	PI 551853	COR-FRA-SD
1021064	CRUB	1664	.000	SD	PI 606467	COR-RUB-SD
1998730	CRIB	394	.000	SD	PI 556260	COR-RIB-SD
2000961	CRUB	1702	.000	SD	PI 604618	COR-RUB-SD
2004162	CSAM	44	.000	SD	PI 652796	COR-SAM-SD
3091896	PI	642015	.000	SD	PI 642015	w6_beans
3095253	PI	665407	.000	SD	PI 665407	POTATO_IN_VI...
3172077	PI	572855	.000	SD	PI 572855	WHEAT
5013155	PI	661512	.000	SD	PI 661512	WHEAT
5013156	PI	661970	.000	SD	PI 661970	WHEAT

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](#).

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.

Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession	Inventory Maintenance Policy
CFRA	522	.000	SD	PI 551853	COR-FRA-SD
CRUB	1664	.000	SD	PI 606467	COR-RUB-SD
CRIB	394	.000	SD	PI 556260	COR-RIB-SD
CRUB	1702	.000	SD	PI 604618	COR-RUB-SD
CSAM	44	.000	SD	PI 652796	COR-SAM-SD
PI	642015	.000	SD	PI 642015	w6_beans
PI	665407	.000	SD	PI 665407	POTATO_IN_VI...
PI	572855	.000	SD	PI 572855	WHEAT
PI	661512	.000	SD	PI 661512	WHEAT
PI	661970	.000	SD	PI 661970	WHEAT
PI	663155	.000	SD	PI 663155	WHEAT
PI	603903	.000	SD	PI 603903	WHEAT
PI	613151	.000	SD	PI 613151	WHEAT
PI	614138	.000	SD	PI 614138	WHEAT

AppSettings.txt file (Order & Viability Wizard reports)

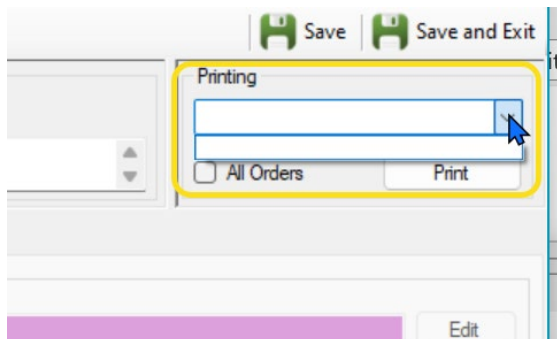
Extra step needed to activate reports used within the Order and Viability Wizards

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.

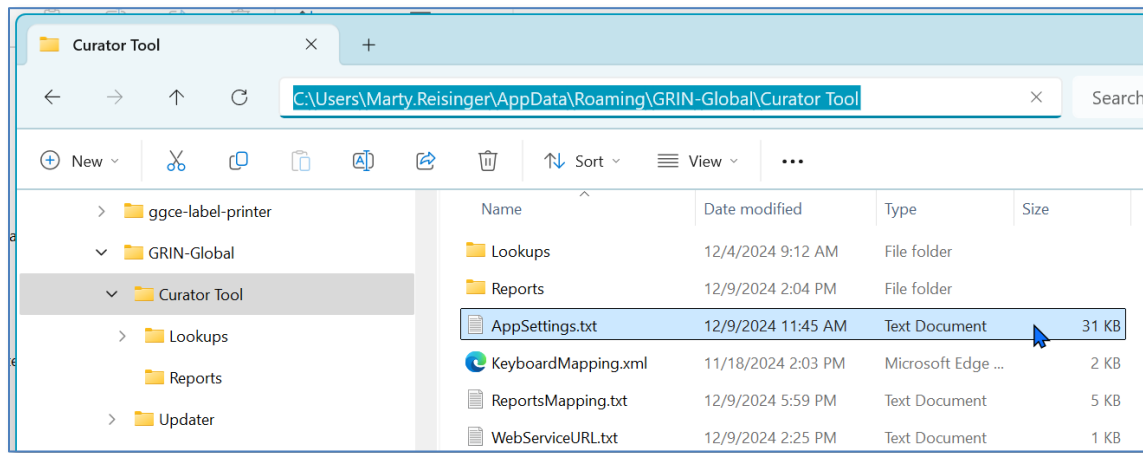


The CT user's **AppSettings.txt** file must be *manually edited* whenever a report is to work with the wizard. This **AppSettings.txt** file affects various CT features, but here we are only interested in reports. This .txt file must indicate which .rpt files can be used by the Order Wizard's **Printing**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

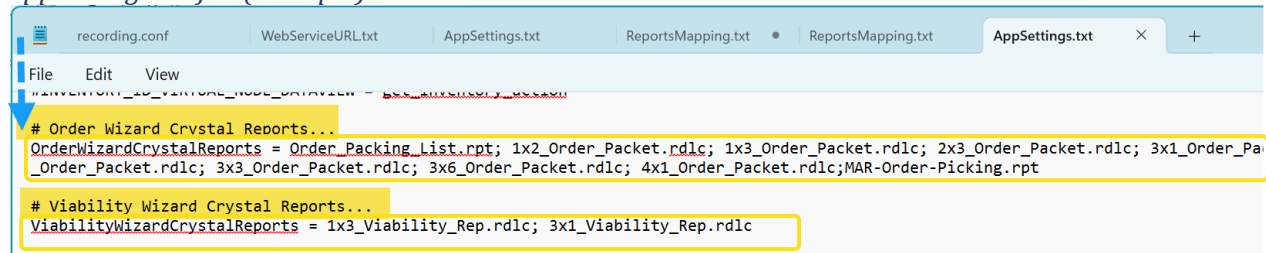
The **AppSettings.txt** file's location is at:

C:\Users\username\AppData\Roaming\GRIN-Global\Curator Tool

where *username* is the relevant user folder name. Example:



AppSettings.txt file (example)





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
```

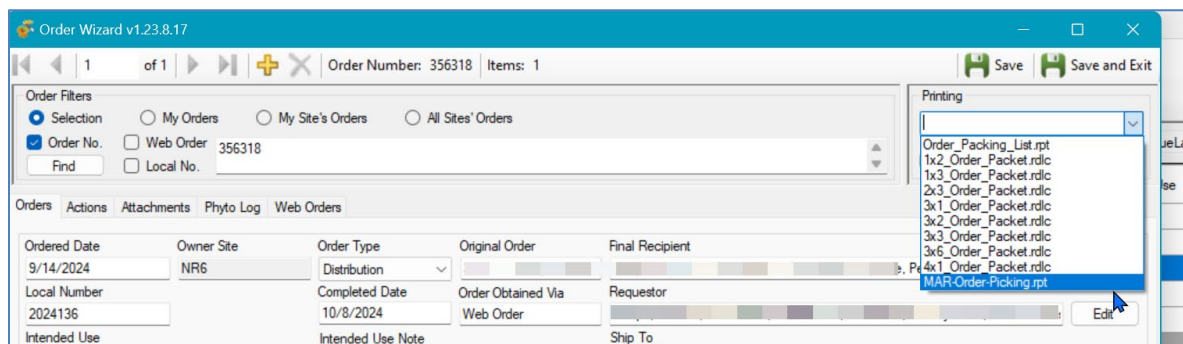
Viability Wizard Crystal Reports...

```
ViabilityWizardCrystalReports = 1x3_Viability_Rep.rdlc; 3x1_Viability_Rep.rdlc
```

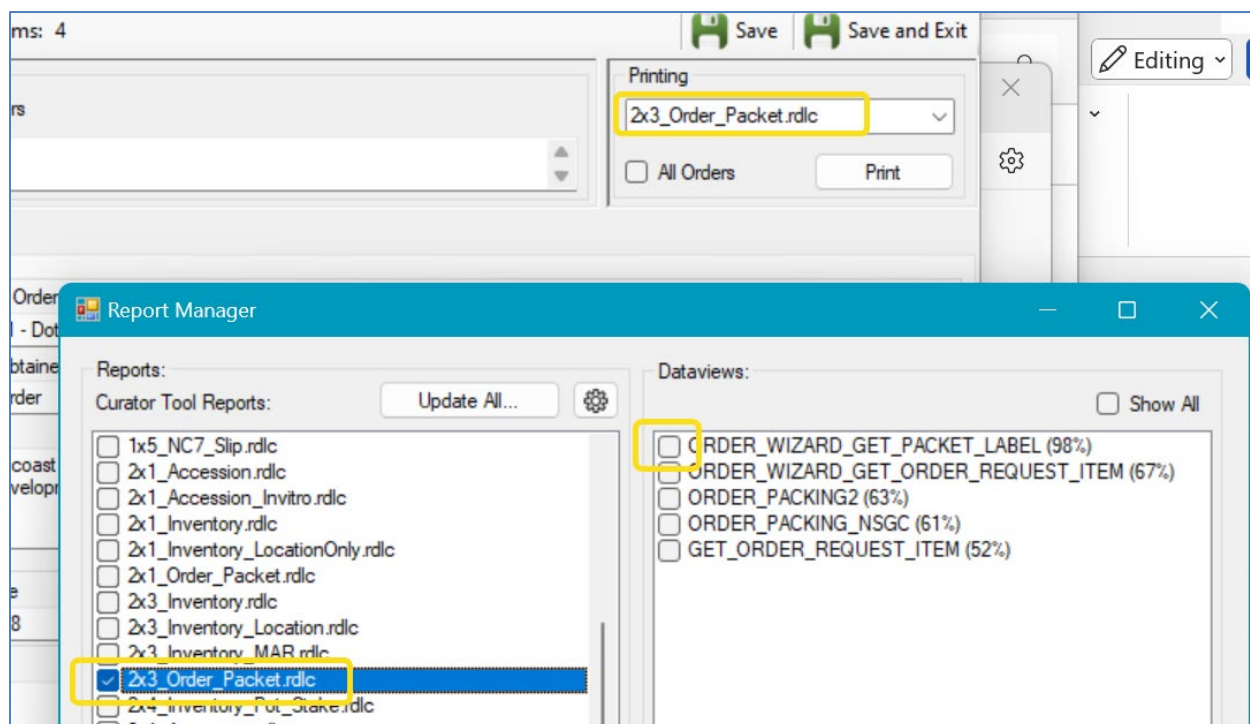
On some lines, the **AppSettings.txt** file will have a # symbol preceding the code, such as the two bolded headings in the above example. (The leading # character causes the code to be treated as a comment.)

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.



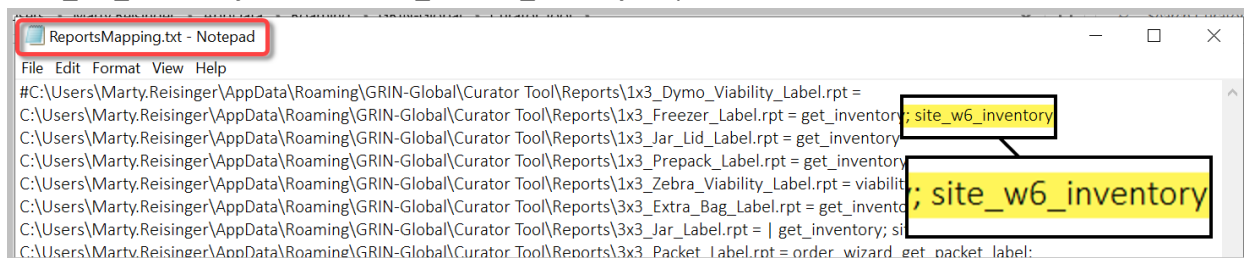
The following screen shows the 2x3 Order Packet label is in Report Manager, but in this case the report file has never been mapped yet to the Order_Wizard_Get_Packet_Label dataview.



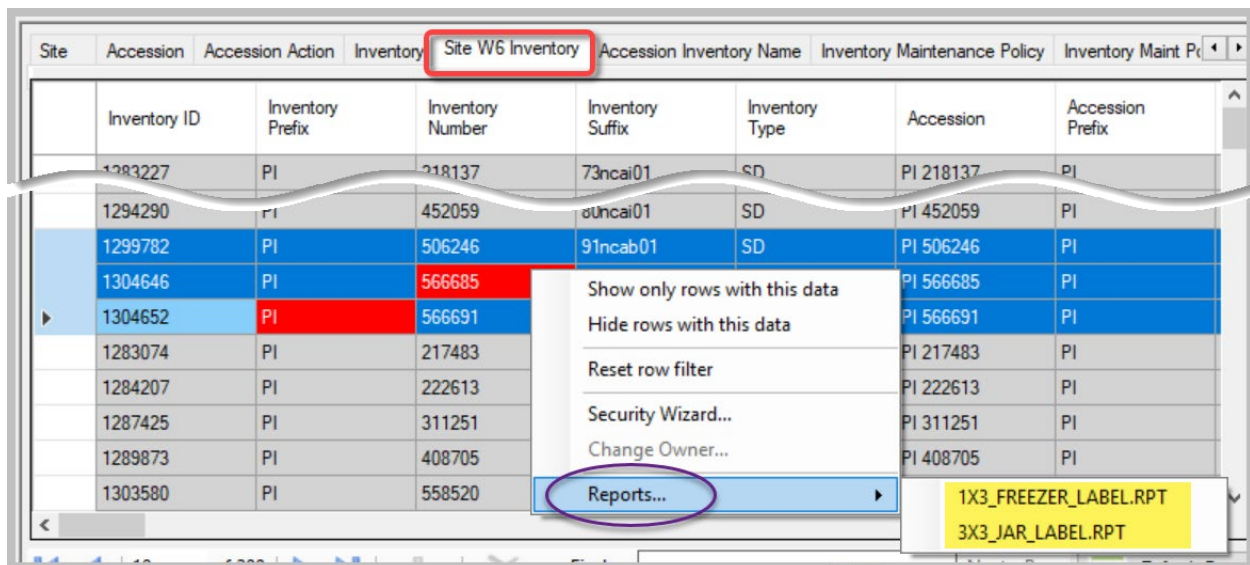
ReportsMapping.txt File (Manually editing)

Earlier, 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:

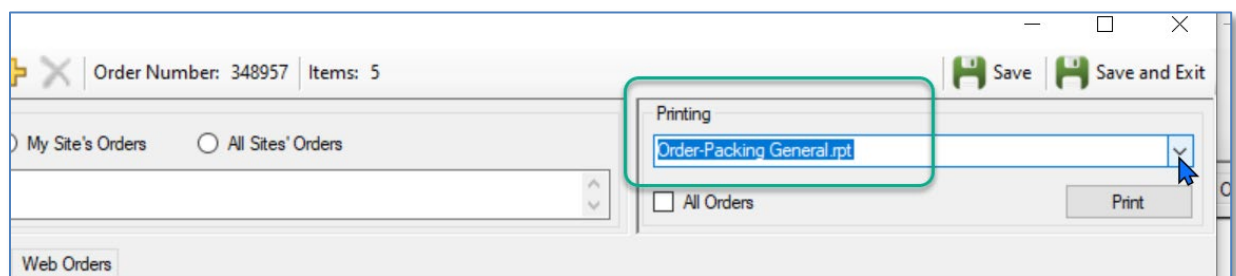


When editing the statements, use a semi-colon and then the dataview name, as shown above.



Example of adding a new report for the Order Wizard

Scenario: A revised version of the **Order-Packing General** report 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.



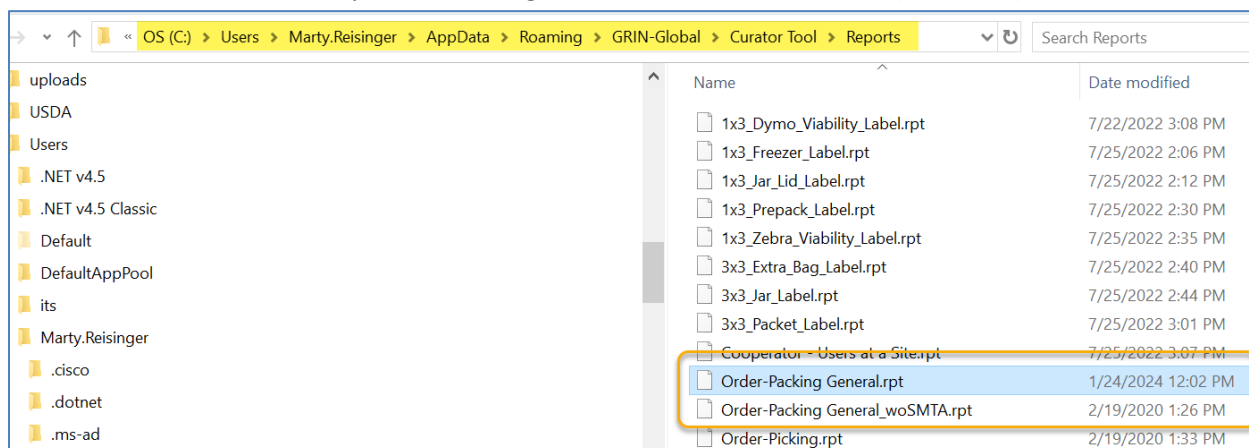
CT user text files folder name

To **replace** 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

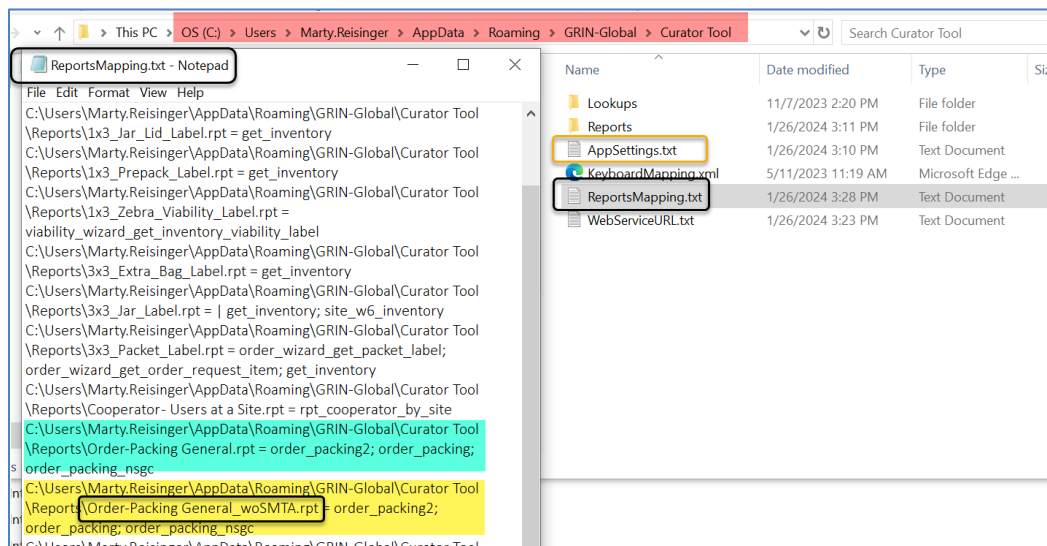
However, you may want to have both versions active, even if only temporarily. You need to do a bit more work. Two Curator Tool .txt files on your PC must be modified. The files are stored in a specific [CT user folder](#).

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

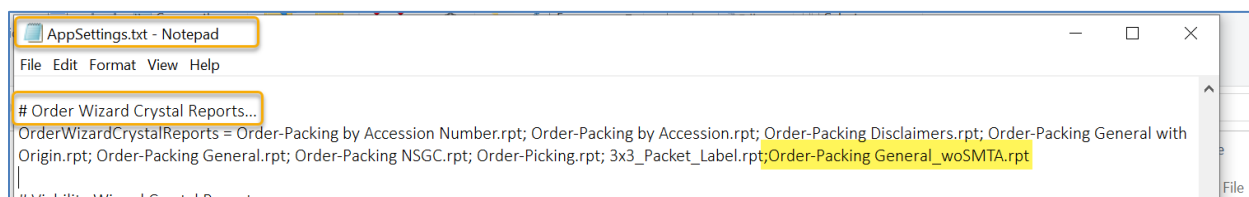


The following steps assume you will use a *similar*, but different, filename to have both versions active.

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



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*.)



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.)

Name	Date modified	Type	Size
Lookups	12/4/2024 9:12 AM	File folder	
Reports	12/9/2024 11:16 AM	File folder	
AppSettings.txt	12/9/2024 11:45 AM	Text Document	31 KB
KeyboardMapping.xml	11/18/2024 2:03 PM	Microsoft Edge ...	2 KB
ReportsMapping.txt	12/9/2024 11:18 AM	Text Document	5 KB
WebserviceURL.txt	12/9/2024 11:46 AM	Text Document	1 KB

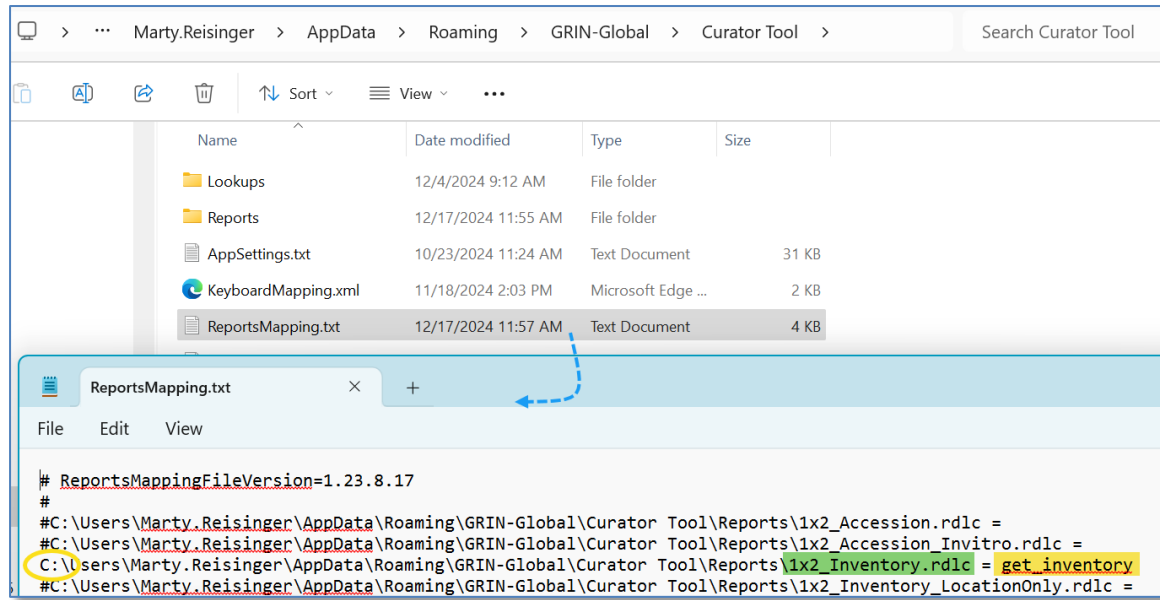
ReportsMapping.txt file example

```
recording.conf | WebserviceURL.txt | AppSettings.txt | ReportsMapping.txt | ReportsMapping.txt
File Edit View
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\3x1_Viability_Rep.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\3x2_Inventory.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\3x2_Inventory_Location.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\3x2_Order_Packet.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\3x2_Order_Packet.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\5x10_Inventory_Stock.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\5x4_Inventory_Regeneration.rdlc =
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\MAR-Order-Picking.rpt =
C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\Order-Packing General-mar.rpt = order_packing2; order_packing
#C:\Users\Marty.Reisinger\AppData\Roaming\GRIN-Global\Curator Tool\Reports\Order_Packing_List.rpt =
```

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](#) section for details on configuring.



AppSettings Table on the Server

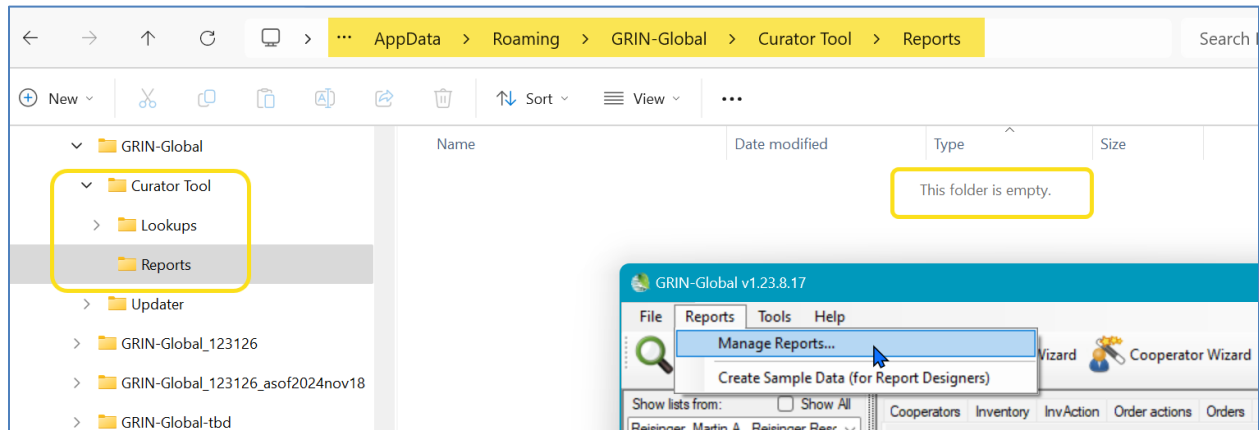
A table that contains some default settings that control each user's individual settings exists on the server. When the user's PC contains an **AppSettings.txt** file with similar statements, the user's **AppSettings.txt** file statements supersede the statements in the server's **AppSettings** table.



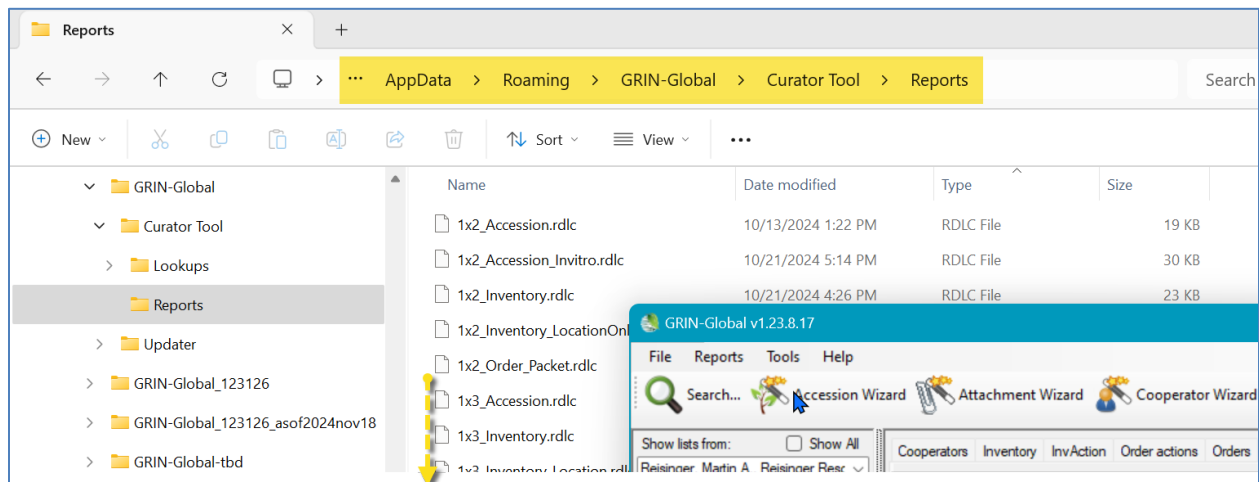
This manual updating of the **AppSettings.txt** file has been recognized as an issue; in a future release, this should be addressed and ideally the Report Manager will handle the coordination with the reports used by the two wizards.

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:



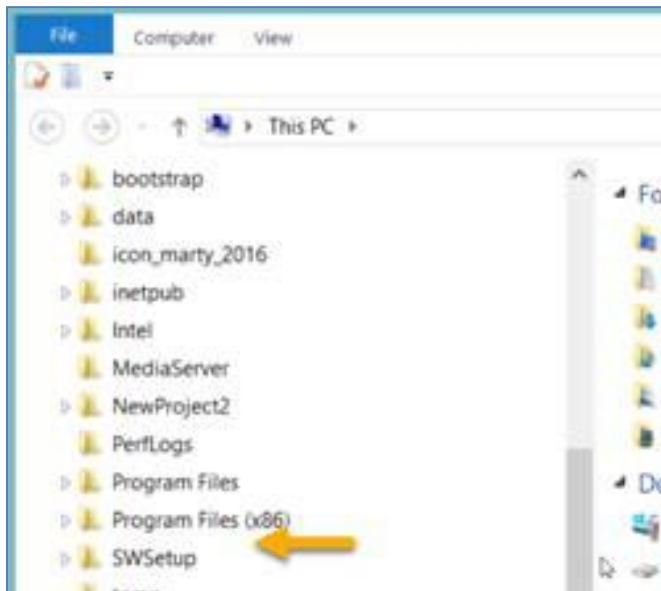
Same folder, *after* invoking the Report Manager within the CT:



Appendix B: Show hidden Windows folders

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

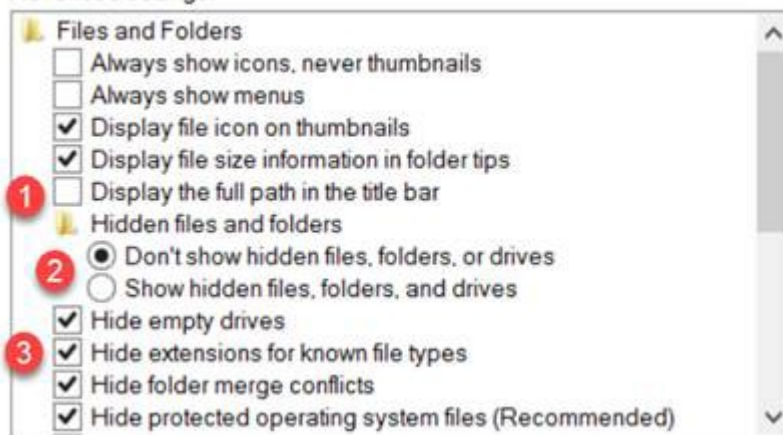
Unfortunately, in its wisdom, Microsoft a long time ago decided to hide certain folders as well as file extensions. In the default view, the folder **C:\ProgramData** is hidden:



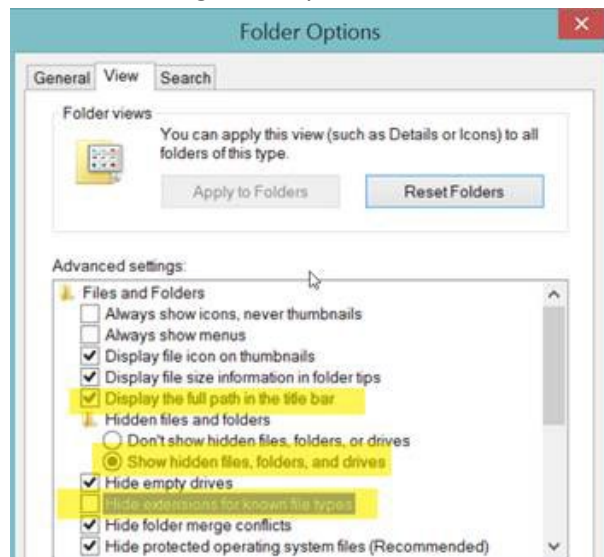
Whenever I get a new PC, I immediately change 3 of the default settings. I use File Explorer extensively, so I change the settings for "**Display full path**," "**Show hidden files...**," and "**Hide extensions for known types**" to be able to see "hidden" folders and files.

Default File Explorer Settings

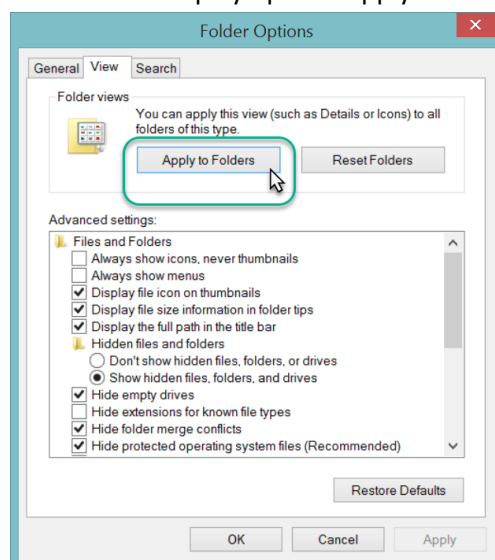
Advanced settings:



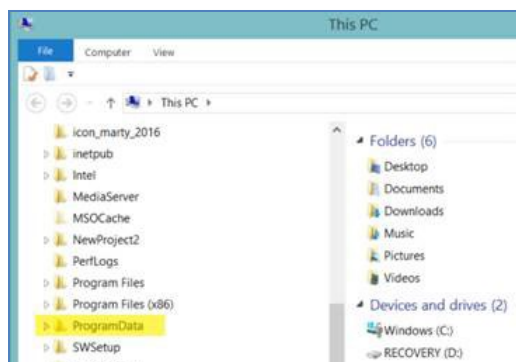
Preferred settings which you can make the default for the entire PC:



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.

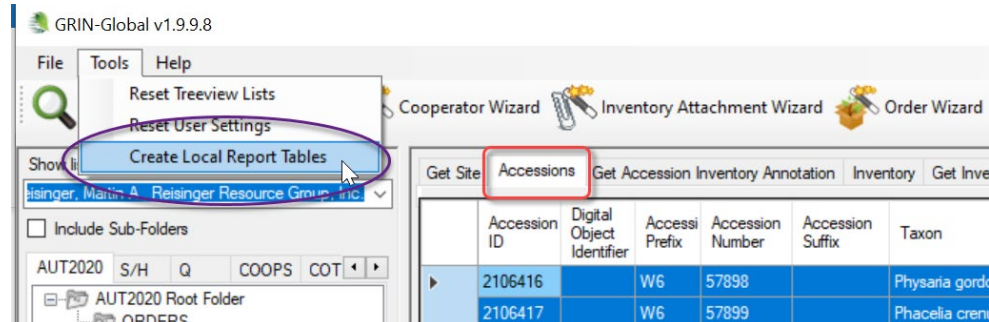


Appendix C: Create Local Report Tables Feature

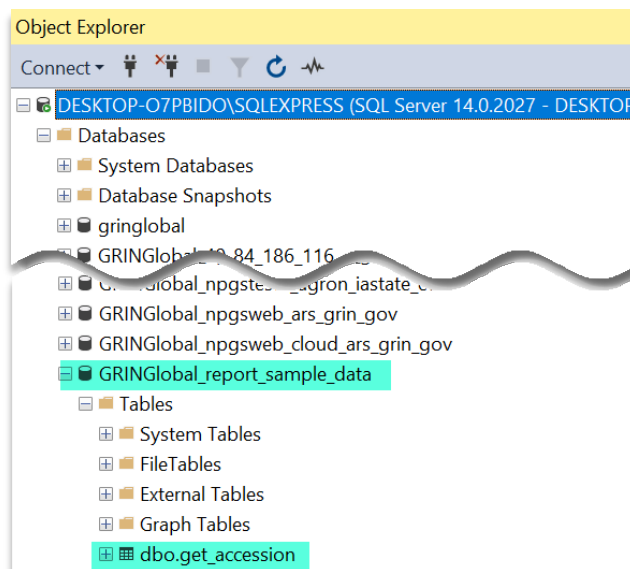
(v1.9.9.8 and later)



Beginning with CT version 1.9.9.8, a feature was added to the Curator Tool.



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:



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.



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 May 27

- Added links to online .rpt files used by NPGS
- Minor text 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/...>