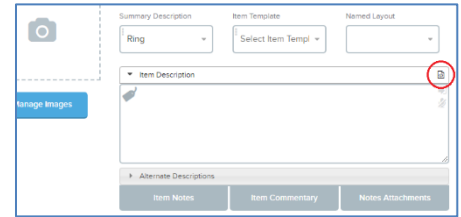
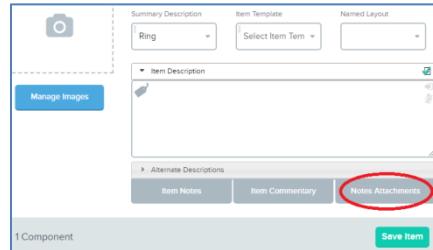
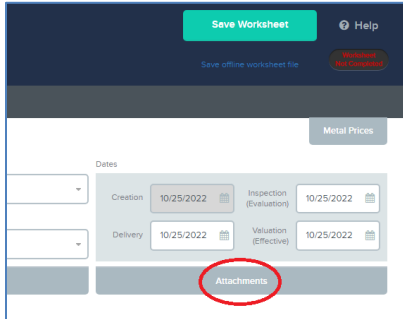


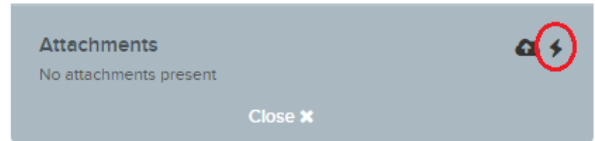
# Inserting Spreadsheet Data Into QL2 Reports

Spreadsheet and other tabular data can be added to QL2 worksheets and items and appear at a variety of locations within a report document. Where you choose to attach the data depends upon where within the report you would like to have the data displayed.



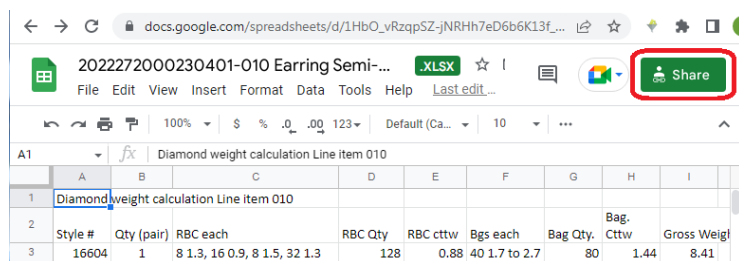
- Worksheet “Attachments” will generally display in the appendix portion of the report.
- Item “Notes Attachments” will generally display at the end of the specific item portion of the report.
- Item “Formatted Descriptions” will generally display beneath the standard description in the specific item portion of the report.

**Note:** For Worksheet Attachments and Item Notes Attachments, click on the “Create attachment content” icon to open the QL2 HTML editor.

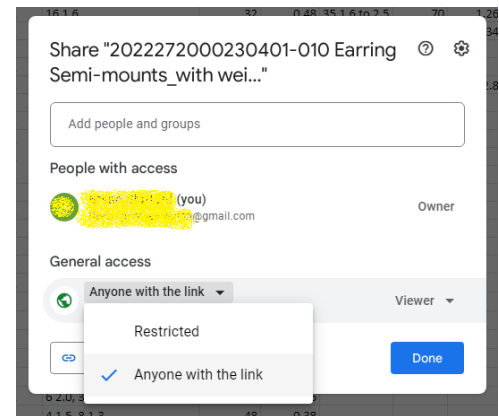


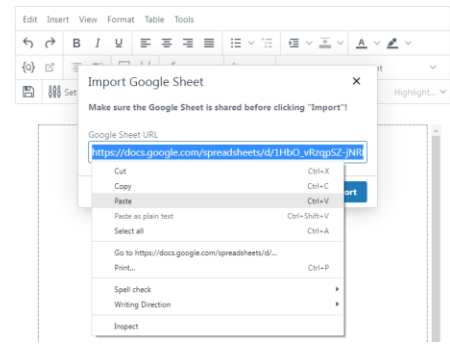
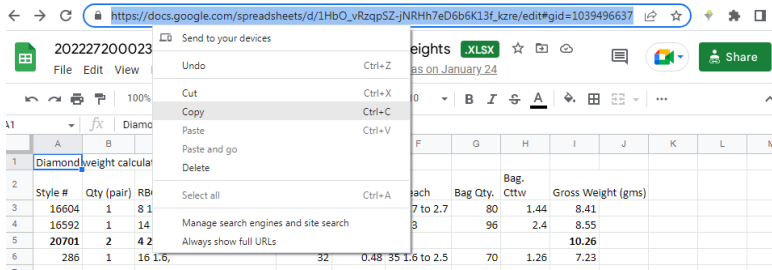
The first step is to create your spreadsheet in Google Sheets (see the end of this document for instruction on importing MS Excel spreadsheets into Google Sheets). Once you have your data created, there are two methods by which the data may be inserted into the QL2 HTML editor.

1. The preferred method is to share the Google Sheet and then use the “Import from Google Sheets” option on the “Table” menu in the QL2 HTML editor.



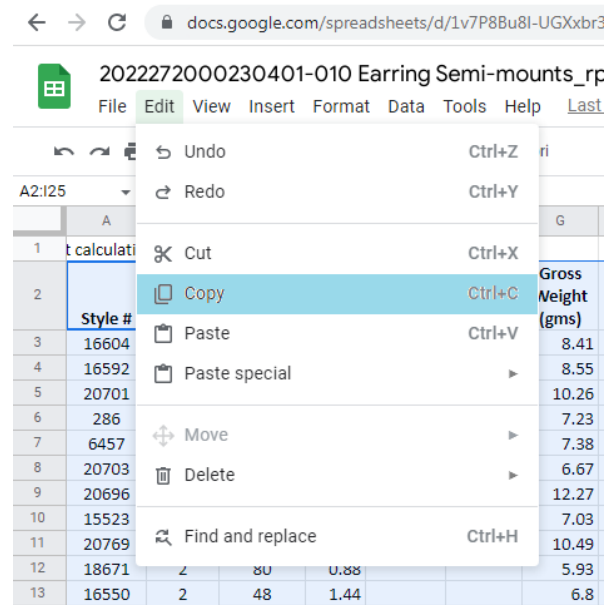
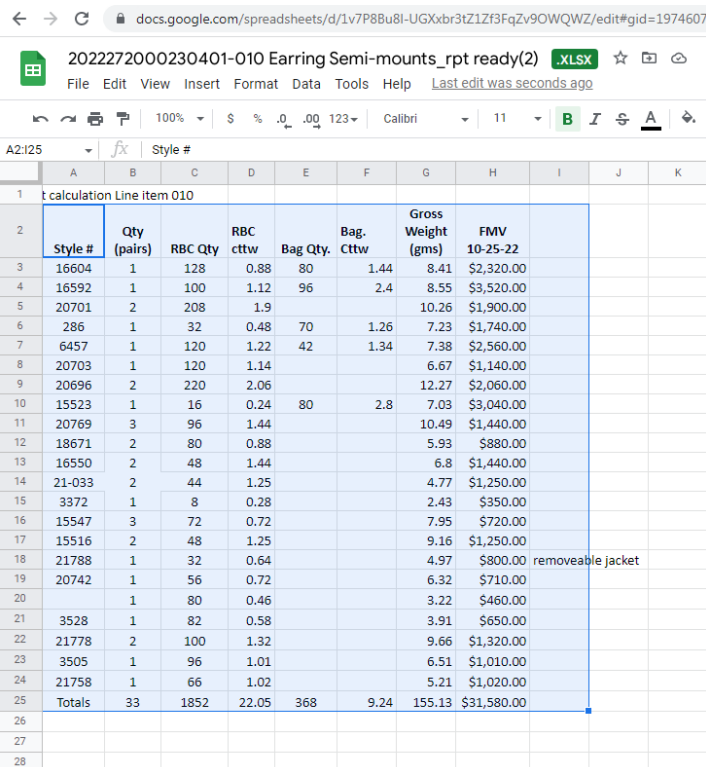
Click “Share” and then set “Anyone with the link”





Highlight and copy the Google Sheet URL and paste it into the QL2 import dialog. Then click “Import”.

- The second option is to click and drag to highlight the portion of the spreadsheet that you want to display in your QL2 report followed by pasting the content into the QL2 HTML editor.

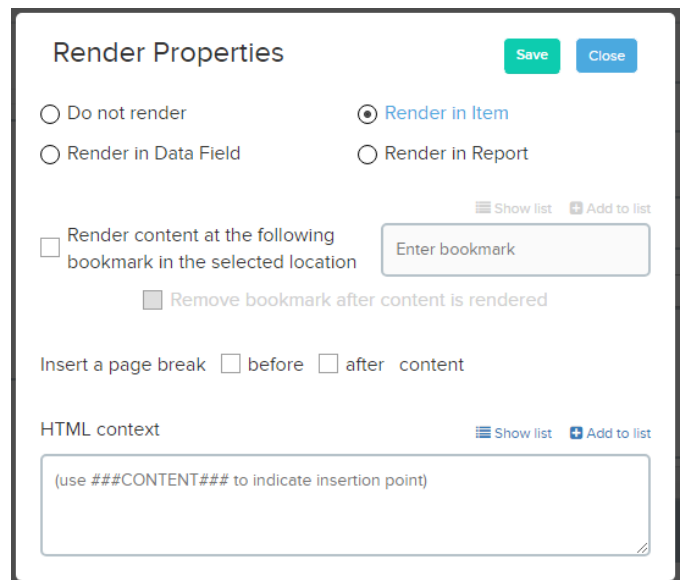
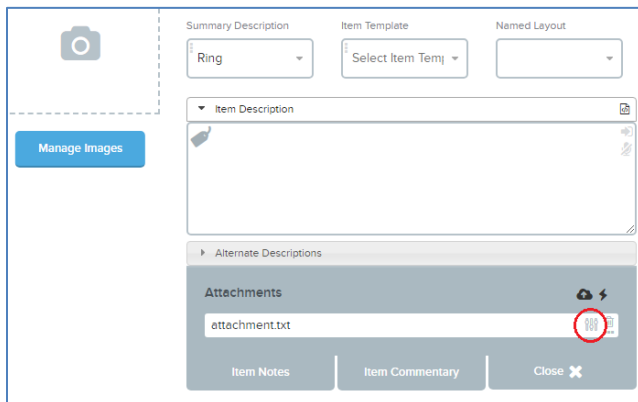


After highlighting the desired data, click the “Edit” menu and select the “Copy” option or, for Windows, use the “Ctrl + C” or MAC, use the “Command + C” keyboard shortcut to copy the data to the clipboard.

Style #	Qty (pairs)	RBC Qty	RBC cttw	Bag Qty.	Bag. Cttw	Gross Weight (gms)	FMV 10-25-22
16604	1	128	0.88	80	1.44	8.41	\$2,320.00
16592	1	100	1.12	96	2.4	8.55	\$3,520.00
20701	2	208	1.9			10.26	\$1,900.00
286	1	32	0.48	70	1.26	7.23	\$1,740.00
8457	1	120	1.22	42	1.34	7.38	\$2,560.00
20703	1	120	1.14			6.67	\$1,140.00
20696	2	220	2.06			12.27	\$2,060.00
15523	1	16	0.24	80	2.8	7.03	\$3,040.00
20769	3	96	1.44			10.49	\$1,440.00
118671	2	80	0.88			5.93	\$880.00
16550	2	48	1.44			6.8	\$1,440.00
21-033	2	44	1.25			4.77	\$1,250.00
3372	1	8	0.28			2.43	\$350.00
15547	3	72	0.72			7.95	\$720.00
15516	2	48	1.25			9.16	\$1,250.00
21788	1	32	0.64			4.97	\$800.00
20742	1	56	0.72			6.32	\$710.00
	1	80	0.46			3.22	\$460.00
3528	1	82	0.58			3.91	\$650.00
21778	2	100	1.32			9.66	\$1,320.00
3505	1	96	1.01			6.51	\$1,010.00
21758	1	66	1.02			5.21	\$1,020.00
<b>Totals</b>	<b>33</b>	<b>1852</b>	<b>22.05</b>	<b>368</b>	<b>9.24</b>	<b>155.13</b>	<b>\$31,580.00</b>

Once the data is copied to the clipboard, move to QL2 and paste it into the QL2 HTML editor.

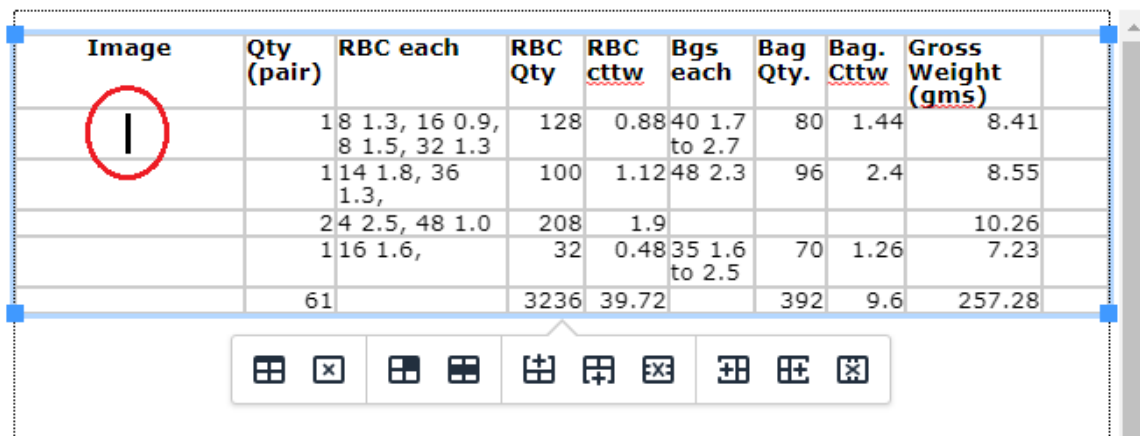
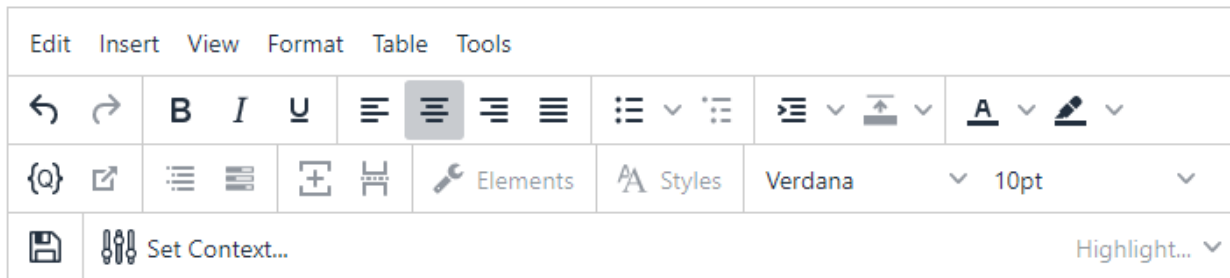
Once the table data is in the QL2 HTML editor, do any desired formatting such as column/row alignment and bolding. Then save and return to the Worksheet / Item interface.



For Worksheet Attachments and Item Notes Attachments, you will need to configure where and how you want the data to be rendered. Start by clicking the “Configure” icon for the selected attachment which will display the “Render Properties” dialog. Select the desired properties and save.

## Spreadsheets with images....

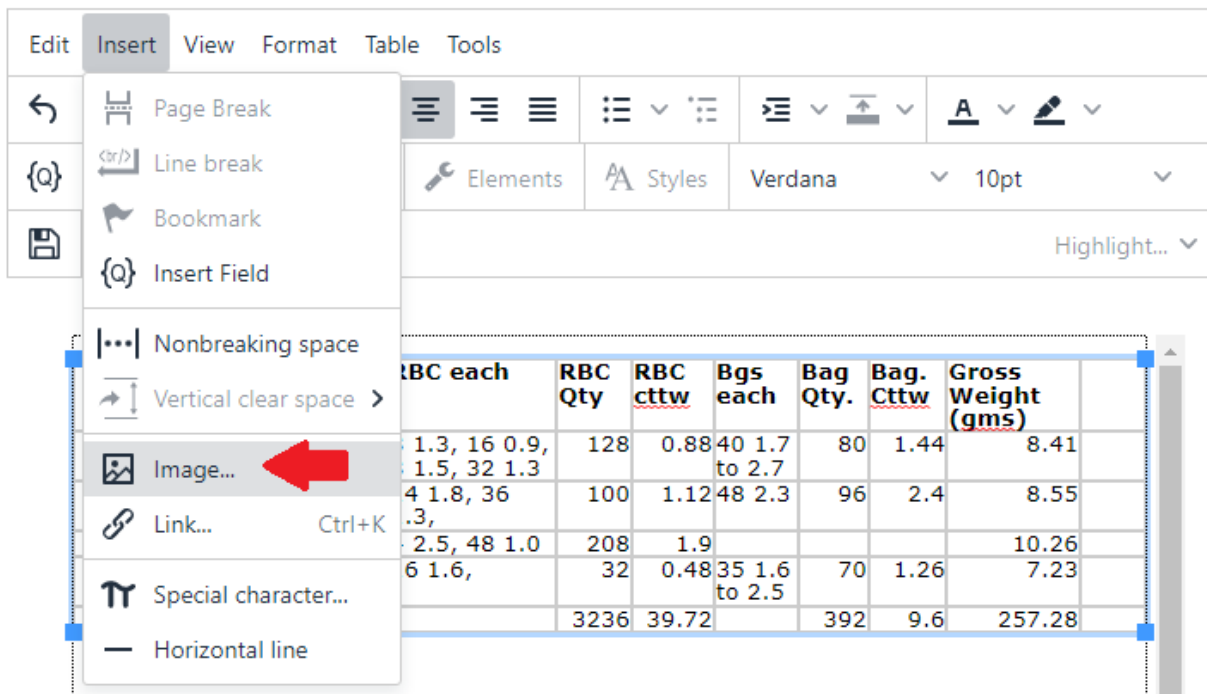
If your Google Sheet contains images, the image data is not currently provided by Google Sheets when exporting or copying a spreadsheet. However, images can be added to a spreadsheet once the spreadsheet has been imported into the QL2 HTML editor.



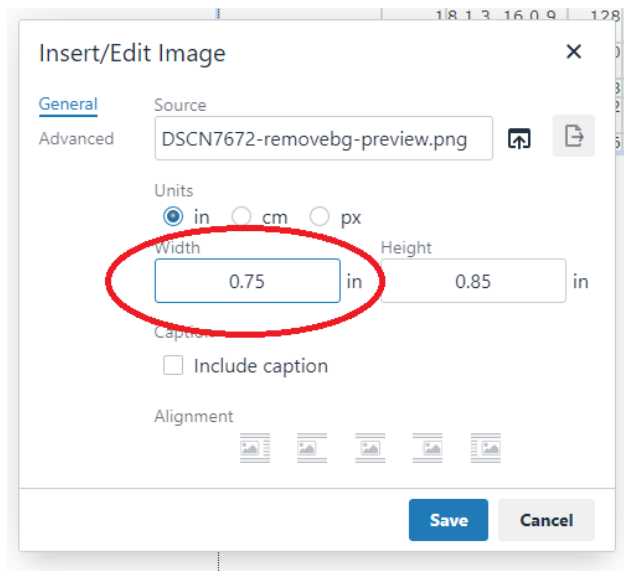
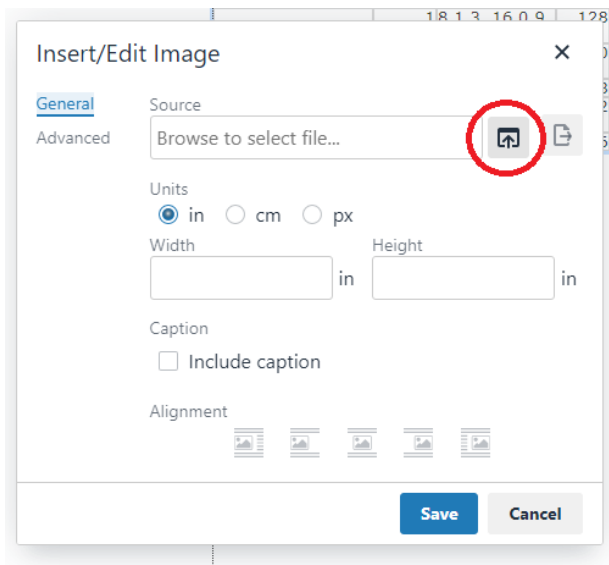
The image shows a table with 9 columns and 5 rows. The first cell of the first row contains a vertical bar character '|', which is circled in red. The table is surrounded by a blue border, and a floating toolbar is visible below it. The table data is as follows:

Image	Qty (pair)	RBC each	RBC Qty	RBC cttw	Bgs each	Bag Qty.	Bag. Cttw	Gross Weight (gms)
		18 1.3, 16 0.9, 8 1.5, 32 1.3	128	0.88	40 1.7 to 2.7	80	1.44	8.41
		114 1.8, 36 1.3,	100	1.12	48 2.3	96	2.4	8.55
		24 2.5, 48 1.0	208	1.9				10.26
		116 1.6,	32	0.48	35 1.6 to 2.5	70	1.26	7.23
	61		3236	39.72		392	9.6	257.28

Place the cursor in the table cell where you want the image to appear.



On the "Insert" menu, select "Image".

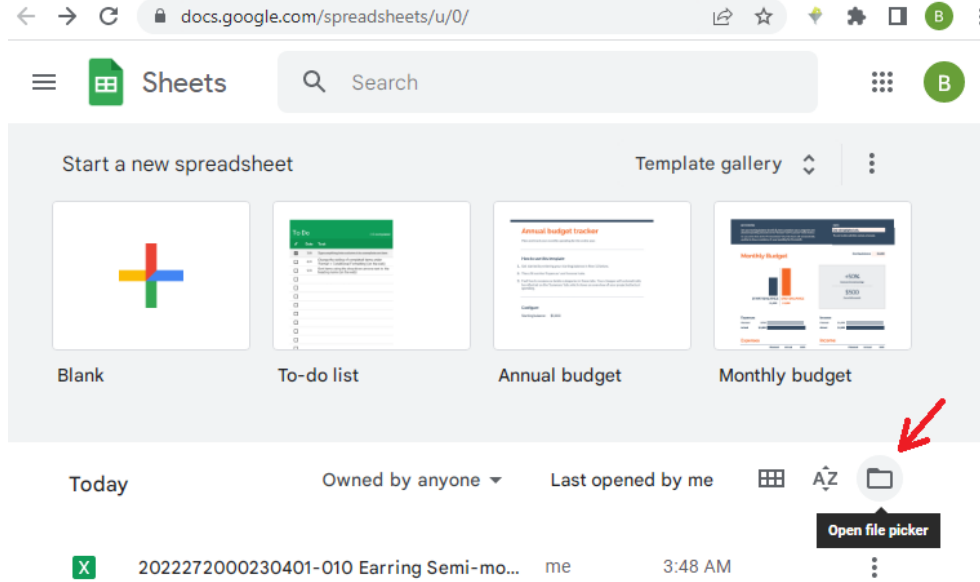


In the image dialog, browse and select the image you want to insert and set the desired image size followed by clicking the “Save” button.

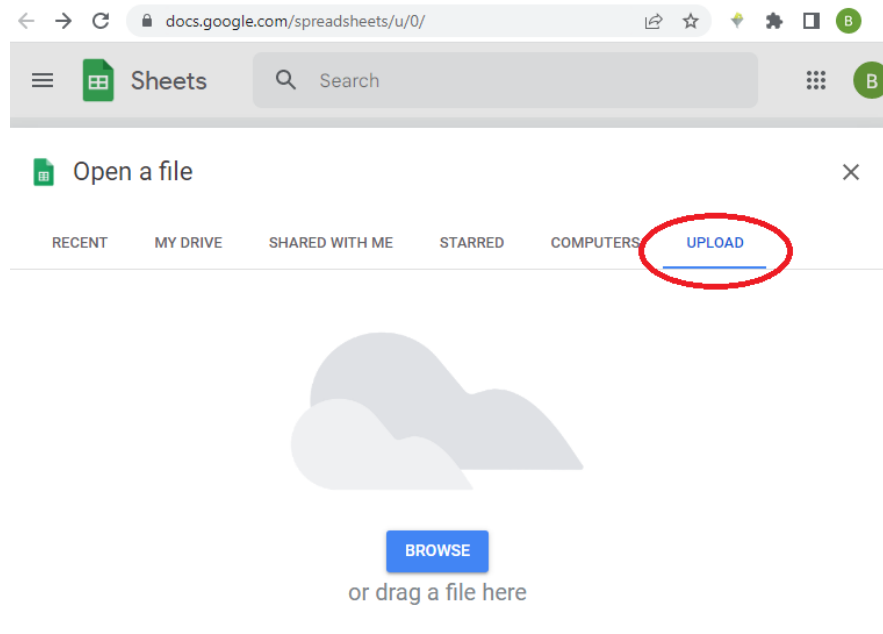
### **What if my data isn't displayed in the created report?**

It is possible that some fields have not yet been placed in your report templates to support data insertion for some of the available options. If you encounter this situation, contact us and we will be happy to resolve the issue for you.

# Importing MS Excel Spreadsheets Into Google Sheets



Open Google Sheets and click on the “Open file picker” icon to open the file browse dialog.



In the dialog, browse to the desired file or drag and drop the file into the specified space.