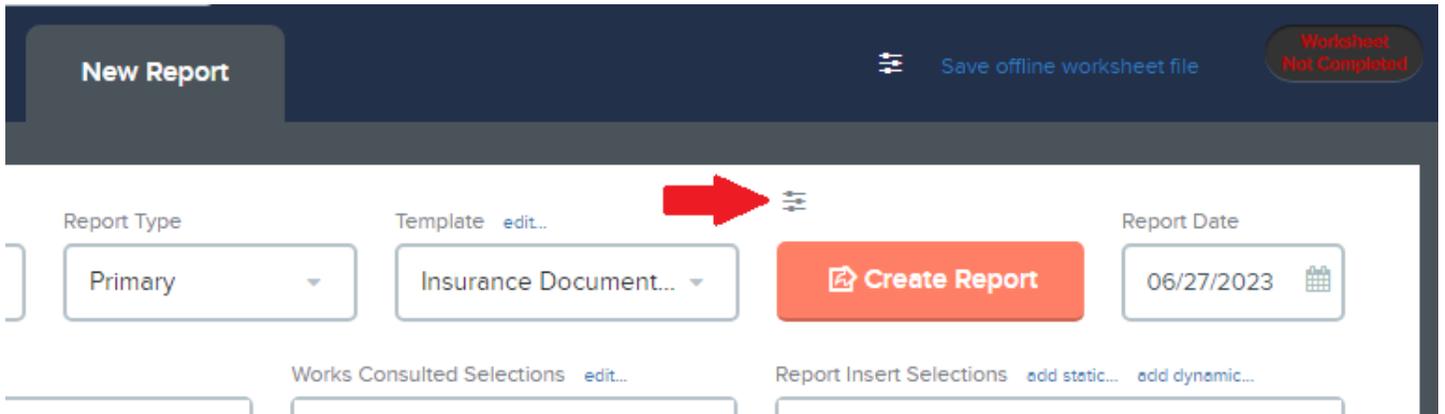


Preventing Glossary Addition In QL2 Reports

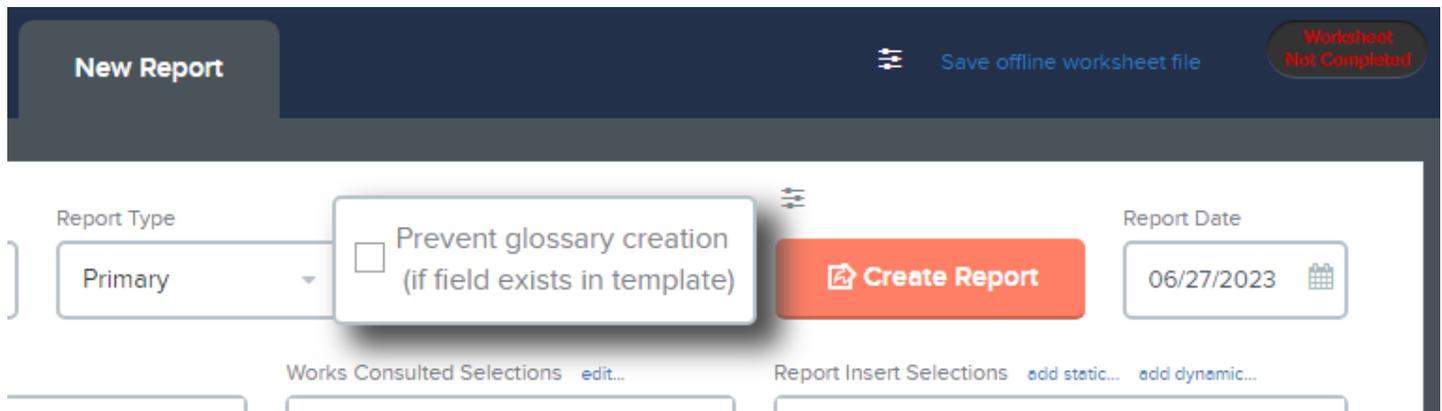
If during setup you chose to have your QL2 report templates configured to include a glossary of terms there is an option to exclude the glossary on a report by report basis. To exclude the glossary from a report that would normally contain one, before clicking the “Create Report” button, hover your mouse over the



The screenshot shows the 'New Report' form. At the top, there is a 'New Report' button on the left, a 'Save offline worksheet file' link in the center, and a 'Worksheet Not Completed' indicator on the right. Below this, the form has several sections: 'Report Type' with a dropdown set to 'Primary'; 'Template' with a dropdown set to 'Insurance Document...' and an 'edit...' link; 'Report Date' with a date field set to '06/27/2023' and a calendar icon; 'Works Consulted Selections' with an 'edit...' link; and 'Report Insert Selections' with 'add static...' and 'add dynamic...' links. A red arrow points to a small icon (three horizontal lines) located between the 'Template' and 'Report Date' sections, which is the 'Additional report settings' icon.

“Additional report settings” icon....

In the resulting popup, place a check in the “Prevent glossary creation” checkbox....



This screenshot shows the same 'New Report' form as above, but with a popup window open over the 'Additional report settings' icon. The popup contains a single checkbox labeled 'Prevent glossary creation (if field exists in template)'. The checkbox is checked. The rest of the form, including the 'Create Report' button, remains visible in the background.

Then click the “Create Report” button to create the report without the glossary. This setting is not saved so if the worksheet is closed, “Prevent glossary creation” will not be checked the next time it is opened.