



Print Merge Reporter for IBM Notes® and Domino®

HELP - Report requests

Requirements

Desktop Platforms: Windows 10/8/7/Vista/XP, Mac OS X/9
Desktop Software: Notes 9/8/7 and Word 2016/2013/2011/2008/2007/2003 [or]
Web client and Word 2016/2013/2011/2008/2010/2007/2003 [or]
Web client and Word Viewer (free)
Server Platforms: Windows 2016/2012/2008/2003, Linux, IBM i, AIX, Solaris
Windows server required for web client access
Server Software: Domino 9/8/7, Word 2016/2013/2010/2007/2003 required for web client access

The Domino Administrator should sign the Print Merge Reporter database, or you can click the button below to add/edit "**Lotus Notes Template Development/NotesMail**" entry in your Notes ECL with full Workstation security access. Click Refresh - OK after updating ECL and restart Notes.

[Edit Lotus Notes ECL](#)

If the Word [File Block](#) settings configured by you or your administrator are set to **Do not open selected file types** for "Word 97 Binary Documents and Templates", then the Mail merge printer request will not work properly and an error message will be displayed. The user can resolve this issue by trying one of the methods below.

1. [Disable the restriction by yourself](#) in Word 2010 or higher: (a) Click the File tab, (b) Under Help, click Options, (c) Click Trust Center, and then Click Trust Center Settings, (d) In the Trust Center, click File Block Settings, (e) Clear the check box for the "Word 97 Binary Documents and Templates" file type, (f) Click OK two times.
2. Launch the "MicrosoftFixit50454.msi" file below which is known as "Microsoft Fix It" for this issue.
3. Launch the appropriate "UnblockWord20XX.reg" Windows registry file below to re-enable certain file types that are blocked by default, then click Yes - OK when prompted and reboot the computer.
4. Contact your IT help desk (software administrator) to fix the issue.

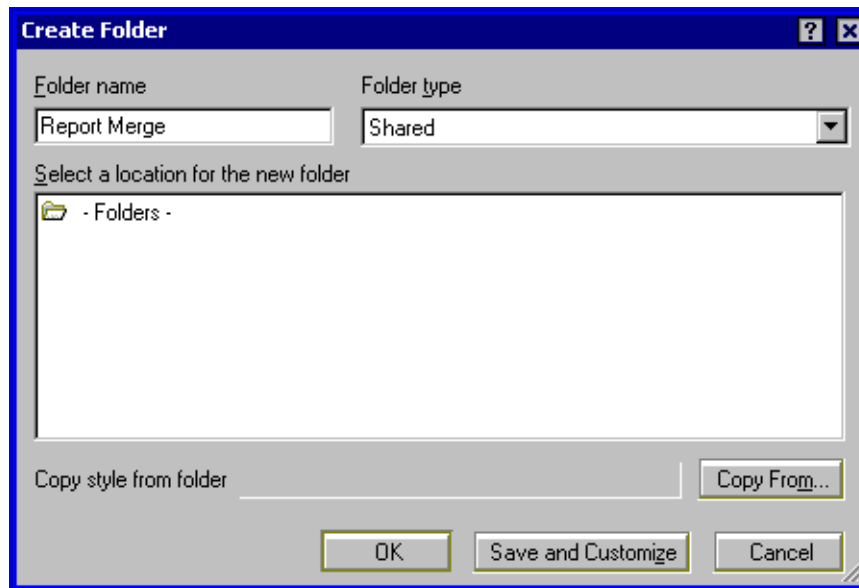


MicrosoftFixit50454.msi UnblockWord2016.reg UnblockWord2013.reg UnblockWord2010.reg UnblockWord2007.reg UnblockWord2003.reg

Instructions

Report request

1. Create a simple shared folder which contains between 1 and 256 columns of merge data in the database where your data resides . Each column will be mapped to a Merge Field in the Layout Template. i.e. Column 1 = Merge Field A, Column 2 = Merge Field B, Column 3 = Merge Field C, etc. The Layout Template is a MS Word file which contains a maximum of 256 Merge Fields using field names A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R,S ,T, U, V, W ,X ,Y, Z, AA, AB, AC, etc. which are similarly named as columns in a spreadsheet. i.e. In MS Word Click Insert - Field - MergeField - Field name A - OK
If you are using a web browser client you should verify that your web application allows users to move documents to a folder.



2. Open Print Merge Reporter database. Click the "Create Report Request" button. Fill out the required fields.

Generate report

View Instructions:

1. Open the view containing the Generate Report action button.
2. Select (check) documents to be included in the report request.
3. Click the Generate Report action button.

NOTE: If a Domino developer has not customized the application as seen in the [Integration](#) section below, then it will be necessary to manually add documents into the folder assigned in the report request document, and then click this Action in the report request document.

	Date	Via	Check#	Type	Name	Account	Amount
	▼ Credit Card						(\$12079.11)
	12/03/98	Check	5047	<input checked="" type="checkbox"/>	Paymen Citibank VISA	1 - Wash	(\$932.25)
✓	11/15/98	Check	5041	<input checked="" type="checkbox"/>	Paymen American Express Corpo	1 - Wash	(\$902.95)
	10/28/98	Check	5031	<input checked="" type="checkbox"/>	Paymen Citibank VISA	1 - Wash	(\$32.00)
✓	10/28/98	Check	5037	<input checked="" type="checkbox"/>	Paymen American Express Corpo	1 - Wash	(\$1497.52)
✓	09/25/98	Check	5022	<input checked="" type="checkbox"/>	Paymen American Express Corpo	1 - Wash	(\$573.53)

Folder Instructions:


1. Drag & Drop documents into the folder assigned in the report request document.
2. Open the folder.
3. Click the Generate Report action button.

NOTE: If a Domino developer has not customized the application as seen in the [Integration](#) section below, then it will be necessary to click this Action in the report request document.

Generate Report		Remove From Folder				
Date	Via	Check#	Type	Name	Account	Amount
12/03/98	Check	5047	X	Paymen Citibank VISA	1 - Wash	(\$932.25)
11/15/98	Check	5041	X	Paymen American Express Corpo	1 - Wash	(\$902.95)
10/28/98	Check	5031	X	Paymen Citibank VISA	1 - Wash	(\$32.00)
10/28/98	Check	5037	X	Paymen American Express Corpo	1 - Wash	(\$1497.52)
09/25/98	Check	5022	X	Paymen American Express Corpo	1 - Wash	(\$573.53)

Integration

The formula code below can be used in an application Action for seamless integration. If you do not want to accept the NotesMail certificate, it is recommended to sign all the design elements in this database to prevent warning messages by clicking File - Tools - Server Administration - Database Tools - Sign a Database.

i.e. View Action Button:  Generate Report

You can create a View Action button in any EXISTING view using the code below. It will allow the user to select (check) documents in a view, and then generate a report automatically for the selected documents when clicked. NOTE: The view must have an associated shared folder (assigned in the report request document) which contains between 1 and 256 columns of merge data. Each column will be mapped to a Merge Field in the Layout Template. i.e. Column 1 = Merge Field A, Column 2 = Merge Field B, Column 3 = Merge Field C, etc.



PMR-Report-View-ButtonCode.txt

i.e. Folder Action Button:  Generate Report

You can create a Folder Action button in the folder assigned in the report request document. It will allow the user to drag & drop documents from any existing view, and then generate a report automatically for the folder documents when clicked. NOTE: The shared folder must contain between 1 and 256 columns of merge data. Each column will be mapped to a Merge Field in the Layout Template. i.e. Column 1 = Merge Field A, Column 2 = Merge Field B, Column 3 = Merge Field C, etc.



PMR-Report-Folder-ButtonCode.txt

i.e. Folder Action Button:  Remove From Folder

```
REM;
REM "Print Merge Reporter for Lotus Notes";
REM;
@Command([RemoveFromFolder])
```

Purchase information

Prices for this product are listed on our web site. We accept all major credit cards and company checks. Additional charges apply for shipping & handling and international checks. Payment options are listed below.

1. Phone credit card order: +1 212-599-2048
2. Fax purchase order: +1 800-839-8810 (toll-free)
3. Online credit card order: <http://www.notesmail.com/order>
4. Mail purchase order: See postal address below

Technical Support



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