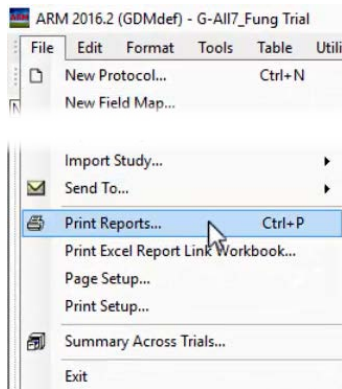# Creating an ARM Report Set

Printing reports is an important task in ARM, from printing labels, to Spray Sheets, to Data Collection forms, to AOV analysis. In this tutorial, we will demonstrate:

- how to configure the report list and important options,

- how to save the report list to a file, and then

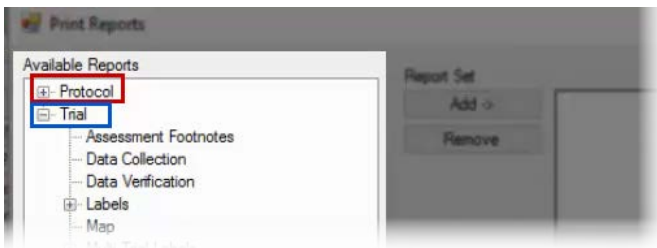- how to load this file back into ARM to restore the configuration.

So, what is a report set?

- A report set is a list of ARM reports,

- saved to a file,

- containing the options for each report, as well as the Global options.

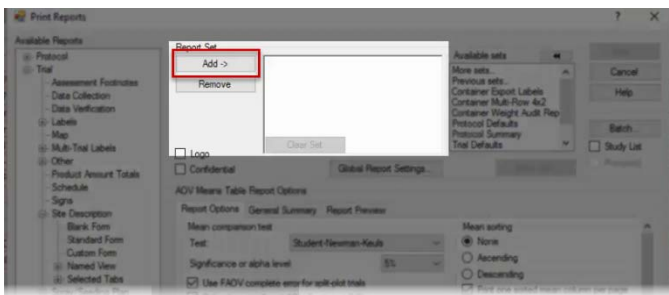Let's take a look at how to set up a report set for later use.

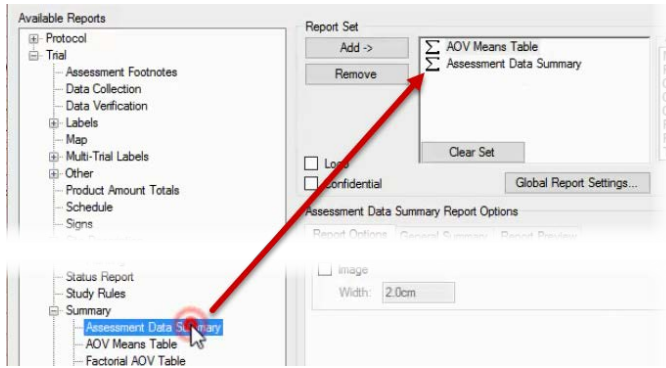First, open a study, and then select File, Print Reports.

The list of available reports to choose from is on the left. They are split into Protocol and Trial reports.

Let's select the AOV Means Table report, under the Summary section.
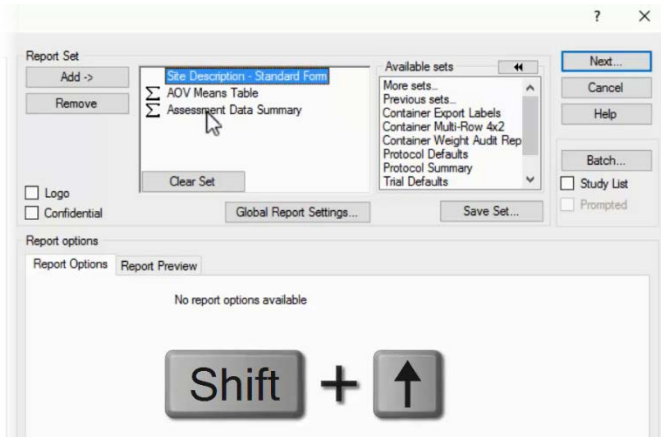

ARM can include 1 or more reports in a single print-out. The list of reports currently selected for printing are listed under the Report Set section.

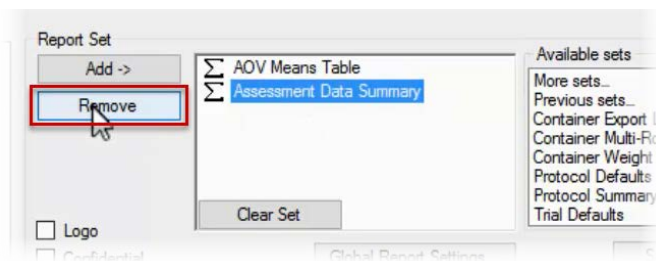Press the Add button to add the AOV report to the list of reports.

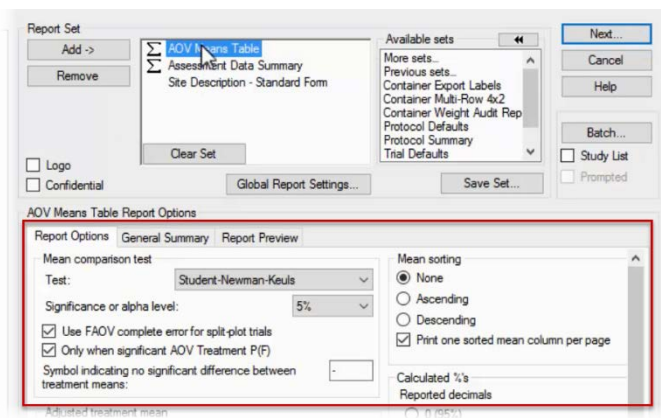Reports can also be added to the list by double-clicking on the name in the Available Reports section.

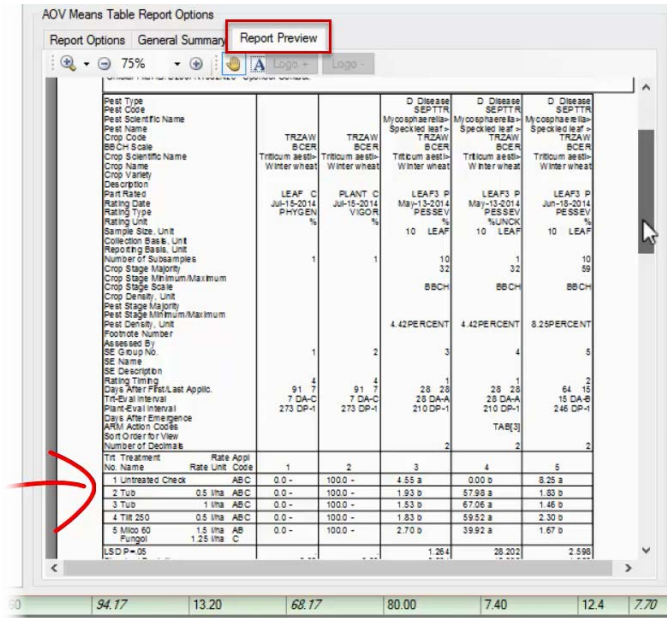Let's add a third report to our list as well.

To change the order of the reports, select a report, and press the Up or Down arrow key while holding down the Shift key. This moves the selected report up or down in the list.

To remove a report from the list, highlight the name in the Report Set section and select the Remove button.
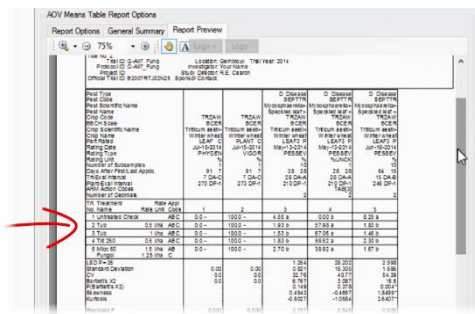

When a report is selected, the specific options for that report are loaded in the Report Options section, and can be changed directly on the Print Reports dialog.
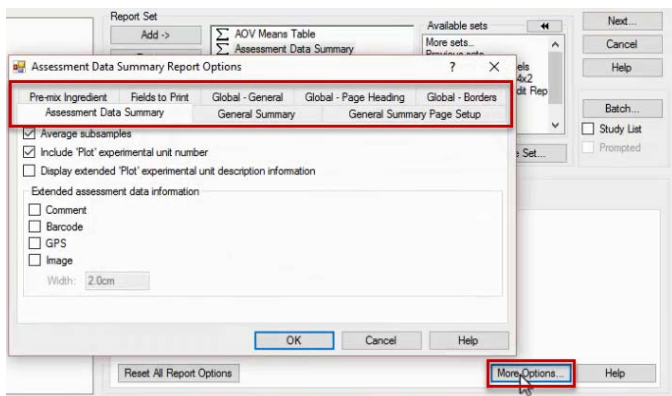
The Report Preview tab displays the *general* appearance of the current report. This is helpful to see how changing an option can affect the overall appearance of the report.

In this example, changing the number of Assessment Header rows to 'All' adds a lot of extra information to the report, pushing the analysis lower on the page.

Let's change the option back to Automatic so the Means table is the main focus of the page.

Select the More Options button to open the report options in another window, which displays all of the possible options for the report as different tabs.

Changes are not made to the report until the OK button is pressed, and changes are discarded when Cancel is selected.
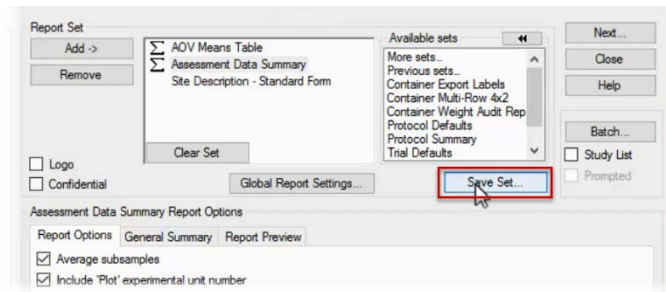

If you are uncertain what a particular option does, select the Help button to open the Help topic for the displayed options.
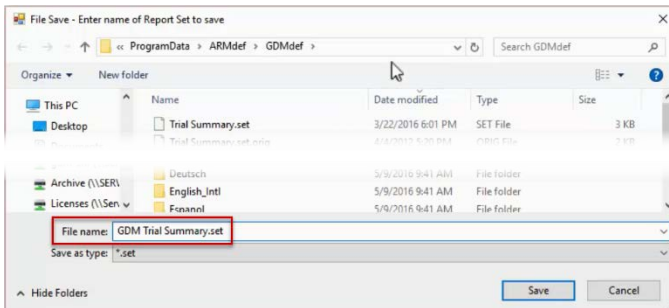
These topics describe every available option, and some recommendations for when best to use a particular option.
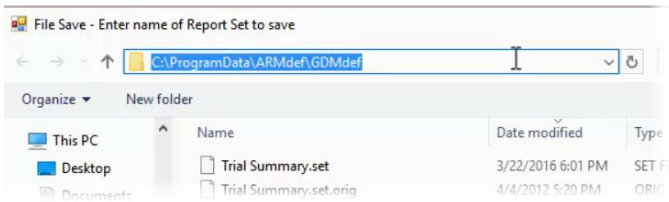
Saving and Loading the Report Set

Once the report list and options are set the way we want them, we can save this configuration to a file.
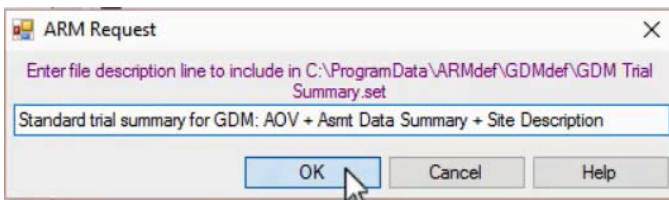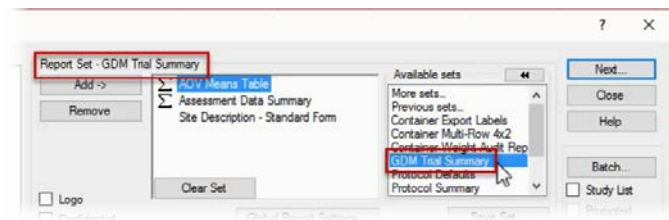

First, select the Save Set button.

Enter the name of the report set file to save. A descriptive name will help others recall what the set is useful for.

By default, ARM saves report sets in the current study definition folder. This is where other customized files (such as editor views and personal lists) are saved, so is the recommended location.
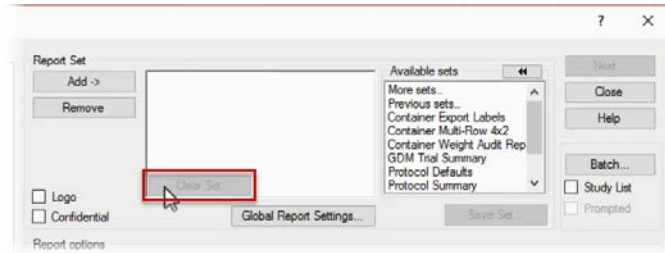

Next, enter a description of the report set. ARM will display this description when loading a report set, to also help recall what this set should be used for.
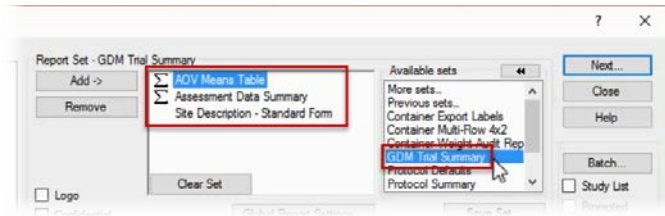

Since we saved the file in the default definitions directory, our set is visible in the Available sets list, for easy access.

Also note that when a report set is loaded, ARM displays the name of the set at the top of the dialog.
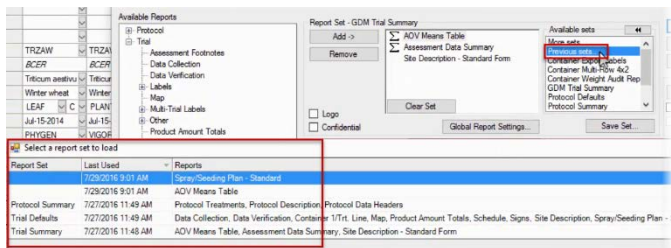
Now that we have saved our report set, there are several ways that we can load the file back into ARM to use the same options again.

So if at a later point the reports are cleared or options are changed,
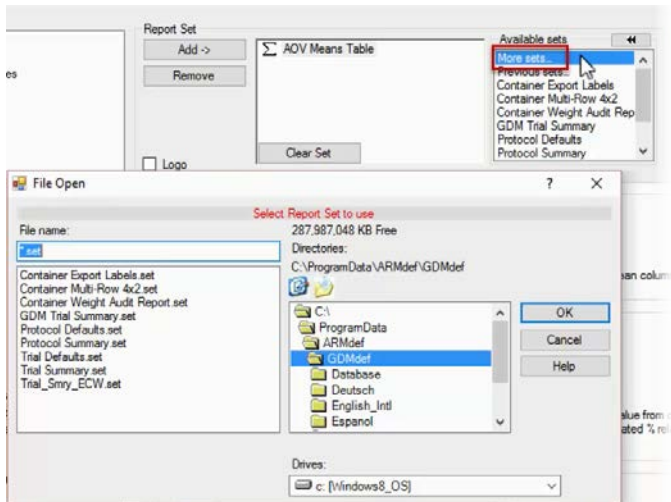

click on the report set name in the Available Sets list to load the saved set. This puts back all options to how we had configured them in the report set file.

ARM also saves an infinite list of all report sets, both saved and unsaved, to provide a history of used reports.

Select Previous Sets to load a set of options used in the past, even if you forgot to save it as a specific report set file.

To find report sets not saved to the default location, or to see the file description of the report set files, select More Sets to display the standard 'File Open' dialog.