

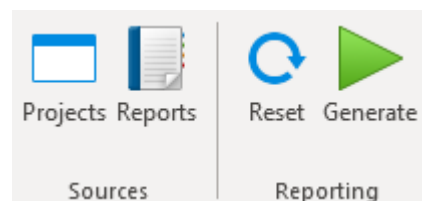
OpenGround Cloud: Excel Extension

The OpenGround Cloud Excel Extension is launched from the OpenGround Launcher, and sits in-side of normal Microsoft Excel. It allows the importing, manipulating and visualizing of information for reports, sending to third-party applications and summary reports of materials.

The Excel Extension consists of two key parts Creating Reports and Generating those reports for use with projects. The primary function for most users is to use pre-set reports for their projects.

Generating Reports

1. Select a project
 - Once Excel opens from the Launcher, select the OpenGround Cloud tab on the ribbon.
 - Click “Projects” to open the Project Menu
 - Select and Open your Project.
2. Select the Report Template
 - Selecting a project opens the “Reports” window, from here you can select the report that you wish to use.
 - Select your report and click “Open”
3. Generate the Report
 - Opening a report creates a sheet with the default template.
 - Clicking “Generate” on the ribbon will open the Generation window.
 - Depending on the report setup, there may be filters presented such as Location, Sample ID or Lithology for example.
 - The report(s) will open as a new sheet and can be used like a standard excel drawing.



Excel Extension Ribbon