

Report Maker 3

Installation manual

Title: Report Maker 3 | Installation manual

Written by: Various authors, PRé Sustainability

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About SimaPro

SimaPro was developed by PRé with the goal of making sustainability a fact-based endeavor. PRé has been a leading voice in sustainability metrics and life cycle thinking development for nearly 30 years, pioneering the field of environmental and social impact assessment. We develop tools that help you create value and drive sustainable change.



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Get in touch

T +31 33 450 40 10

E support@simapro.com

W simapro.com | support.simapro.com | pre-sustainability.com

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1 Prerequisites

Report Maker 3 is an add-on for SimaPro. It will work for SimaPro Analyst, Developer and PhD licenses (single-user and multi-user) but not with the SimaPro Demo. Furthermore, the following requirements have to be met:

- Work with SimaPro 8 or higher
- A SimaPro license that includes Report Maker
- Microsoft Office 2010 or higher (please refer to section 1.2)
- Microsoft .NET Framework 4.5 (will be automatically installed if not present)
- Minimum 100 Mb free disk space for installation

1.1 Technical requirements

Report Maker works on all computers SimaPro can run on. The system requirements for SimaPro can be found at <https://support.simapro.com/articles/Article/SimaPro-System-Requirements>.

SimaPro, Report Maker, and Microsoft Office need to be on the same machine. Please note that only one version of Microsoft Office should be available on the machine. The database can be located anywhere as long as SimaPro can open it.

1.2 Microsoft Office

Report Maker is a program to export and maintain charts, tables, and text in Microsoft Office programs so a recent version of MS Office should be installed before Report Maker can be installed. Only Microsoft Office (2010 or higher) is supported by Report Maker 3. Please note that only one local version of Microsoft Office should be available on the machine. If two or more versions of Office are installed, you are advised to uninstall the additional versions. If no version of Office is installed, the installation will continue, but you cannot use Report Maker until Office is installed. Please also note that MS Office, SimaPro, and Report Maker have to be installed on the same machine.

Other office applications such as OpenOffice, LibreOffice, and StarOffice are not supported. Also, cloud-based solutions like GoogleDocs and the cloud versions of Microsoft Office 365 are not supported. However, the locally installed Microsoft Office 365 such as Office 365 Click-To-Run and .msi based are supported. If you only have a cloud-based Office 365 subscription, you can extend the subscription and install the local version via your Microsoft account.

1.3 Automatically installed software

The installer of Report Maker will automatically download Microsoft .NET Framework 4.5 (Report Maker is a .Net4 application) during the installation process if it is not yet present on your computer. If this is not possible (or allowed), you should download and install this module manually before you run the Report Maker setup.

2 Installing SimaPro

Before installing Report Maker, SimaPro should be installed. Please see relevant instructions below for new installations or updating from versions earlier than SimaPro 8.

2.1 New installation of SimaPro

Download the installation files from <https://support.simapro.com/articles/Article/SimaPro-Installation/> and follow the instructions in the SimaPro installation manual.

Register SimaPro with the registration code you received from PRé or one of our resellers. There are two ways to enter the new registration code:

- During the installation process
- Via Help > Register in SimaPro

2.2 Update of SimaPro

Update your current version to SimaPro 8 or higher. Go to <https://support.simapro.com/articles/Article/SimaPro-Version-Check> to check for the latest version of SimaPro. Update the software and the database according to the instructions you find there.

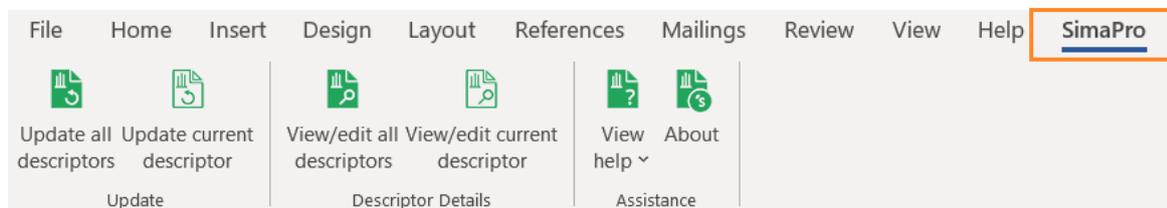
Register SimaPro with the registration code you received from PRé or one of our resellers. There are two ways to enter the new registration code:

- During the installation process
- Via Help > Register in SimaPro

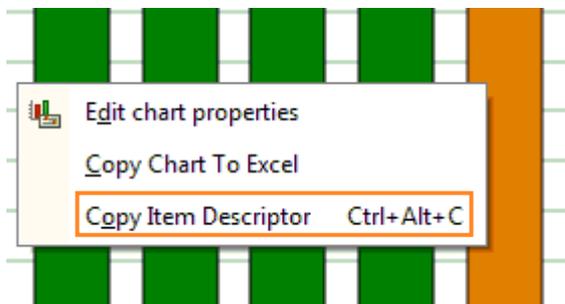
3 Installing Report Maker

- Close all MS Office programs.
- Download and install the Report Maker installation file from <https://support.simapro.com/articles/Article/SimaPro-Installation/>
- If you have previously installed Report Maker 2, this version will be automatically de-installed before Report Maker 3 is installed. You can also uninstall Report Maker 2 manually by going to the Windows Settings > Applications > SimaPro Report Maker 2 and then click Uninstall.
- Double-click on the installation file from Windows Explorer.

- To start the installation you need to have administrator privileges. Please enter credentials if requested and confirm the installation. Alternatively, you can right-click the installation file and select Run as Administrator.
- If .Net 4.5 is not installed on your computer, you get a message about “Microsoft .NET Framework 4.5 (x86 and x64)”. Accept this to install the .Net 4.5 platform. The procedure is identical for Windows Server 2003/2008.
- Accept the license agreement of Report Maker 3 and continue to follow the instructions on the installation wizard. The first part of the license agreement informs you about the requirements regarding MS Office. Please read it carefully.
- When the installation of Report Maker 3 is successful and an MS Office is installed, you should have:
 - An extra SimaPro ribbon bar menu in both Word and Excel



- An extra (right-click) menu option in SimaPro to “Copy Item Descriptor”



- You can learn further on how to use Report Maker by reviewing the Report Maker 3 User Manual or by viewing the local help file via SimaPro ribbon > View help > View local help file.

4 Troubleshooting

4.1 Slow on computers with limited memory

For computers with limited memory, please close all other applications (also SimaPro) when you update a MS Word or MS Excel document.

4.2 COM precautions with multiple SimaPro versions

Because a COM-interface can be registered only once on a computer, there might be a conflict between multiple suppliers of that COM-interface. In practice, it means that the last SimaPro that is installed will replace the COM-registration. You can influence this in SimaPro by doing an explicit unregister + register action from within the SimaPro version that you want to handle all COM-functionality (Help > (un)register COM server).

5 Backups

Report Maker itself does not store any information. All information you enter is stored in SimaPro, and the MS Word and MS Excel documents which are updated. So please make regular backups of your SimaPro database and your documents.

6 Updates

PRé regularly makes available SimaPro software and database updates to users with a valid service contract. If you do not have a valid service contract, please contact PRé or your local partner to renew your service contract.

7 Support

If you live in a country where we have a partner, please contact our correspondence [partner](#) to receive support in your own language. You can contact SimaPro Support directly via:

- SimaPro: Help > Contact SimaPro Helpdesk (**recommended**)
- SimaPro Report Maker ribbon (in MS Word or Excel): About > Support Email
- Phone: +31 33 4504010
- E-mail: support@simapro.com