# Test Report - Template Usage Guide

This document serves as an example template to demonstrate how to build and use Word-based report templates. The goal is to define the structure of your report, including formatting, images, and tables. Then, replace real values with placeholders in the format **{placeholder}**.

The following sections explain how to use these placeholders in different scenarios.

# 1. Inserting Simple Values

To insert a simple value such as the report creation time, use a placeholder like this:

Created: **{dateTimeCreate}**

To insert any custom variable:

Variable: **{variable}**

# 2. Inserting Tables

You can dynamically generate tables based on collections. Create a table in Word with the desired number of columns, then use the following syntax:

|  |  |  |
| --- | --- | --- |
| Date | Tag 1 | Tag 2 |
| {FOR row IN tagValues} |  |  |
| {$row.tf} | {$row.tag1} | {$row.tag2} |
| {END-FOR row} |  |  |

# 3. Inserting Charts

Insert a placeholder image where you want the chart to appear. Then, use the Block Editor's Image section to replace it with the generated chart. This method maintains the formatting and size defined in your Word template.

Alternatively, you can insert charts using the **IMAGE** keyword followed by command **createChart** and index like this:

**{IMAGE createChart1()}**

# Summary

Use this template as a base for building your own reports. Replace static content with placeholders, embed charts using **IMAGE**, and generate dynamic tables with **FOR** loops.

Make sure your data source provides the required variables and functions at runtime. Proper placeholder usage ensures your template remains flexible, reusable, and easy to maintain.