

ClickStart



Managing Projects: File Tagging and Reporting in MadCap Flare & Analyzer



Scott DeLoach
ClickStart

Flare and Analyzer Reports

- ❑ “Seeing vs Doing”
 - ❑ Analyzer reports in Flare
(View > Project Analysis)
 - ❑ Enabling Analyzer scanning
(File > Options > Analyzer tab)
-

Analyzer reports

Project Management

- Statistics
- Accessibility Suggestions
- Used Language Tags
- Topics Not Linked by Map ID
- Markup Suggestions
- Writing Suggestions

File Tags

- Files without File Tags
- Used File Tags
- Undefined File Tags

Condition Tags

- Used Condition Tags
- Undefined Condition Tags

Index, TOC, & Glossary

- Topics Not in Index
- Index Keyword Links
- Index Keyword Suggestions
- Used Index Keywords
- Topics Not in Selected TOC
- Duplicate TOC Items
- Undefined Glossary Term Links

Styles

- New Style Suggestions
- Replace Local Style Suggestions
- Duplicate Styles
- Undefined Styles

Links

- Broken Links
- Broken Bookmarks
- Cross Reference Suggestions
- External Links
- Absolute Links
- Named Destinations
- Concept Links
- Topics without Concepts
- Used Concepts

Reviews

- Files with Annotations
- Files with Changes

Variables and Snippets

- Used Variables
- Undefined Variables
- Variable Suggestions
- Snippet Suggestions
- Frequent Segments
- Similar Segments

Problem Solving

- Database Errors
- File Issues
- Non-XML Topics
- Topics not Linked by Map ID

Creating a report in Flare

- 1 Select **File** > **New**.
- 2 For **File Type**, select **Report**.
- 3 Select a **Template**.
- 4 Type a **Name**.
- 5 Click **OK**.
- 6 Select the table(s) to include.
- 7 Click **Generate**.

Formatting, sharing, & printing

- ❑ **Emailing and printing**
- ❑ **Reformatting in Excel -**
forums.madcapsoftware.com/viewtopic.php?p=78895

Popular file tags

- ❑ Author
 - ❑ Reviewer
 - ❑ Status
 - ❑ Critical path
 - ❑ Version
-

Creating a file tag

- 1 Select **File** > **New**.
- 2 For **File Type**, select **File Tag Set**.
- 3 Select a **Template**.
- 4 Type a **Name**.
- 5 Click **OK**.
- 6 Add tags.



Applying a File Tag

- 1 Select a topic or topics.
 - 2 Press **F4**.
 - 3 Select **File Tags**.
 - 4 Select the tag you want to assign.
 - 5 Click **OK**.
-

Using the File List

- ❑ **Rearranging columns**
 - ❑ **Adding/removing columns**
 - ❑ **Exporting to Excel**
-

“Hidden reports”

- ❑ Project Properties – Defaults
 - ❑ Formatting window
 - ❑ TOC grid view and export
 - ❑ Link Viewer
-

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