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Table Bookmarks

Guidelines on how to use Table Bookmarks
within hub2

Introduction

This guide has been created to assist with automatic population of data within a table on DOTX templates for ITR generation. This guide provides information on conventions used to define tabular templates with the help of bookmarks and instructions. This user guide provides information specifically for defining table bookmark templates.

Table Bookmark Naming Convention

Table bookmarks are worked out differently to a standard bookmark.

With a standard bookmark, we put the path to the item we require, for example, if we want the Tag Equipment Type's Name, the bookmark is "TagEquipmentTypeName".
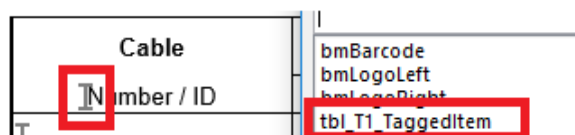
For table bookmarks, each bookmark can have multiple values and populate multiple rows on a table. The table itself can also have multiple columns, therefore we need two bookmarks to make it work:

- A Table Bookmark which defines what type of table we want to display
- A Column Bookmark which defines what property of that table we want to view

The Table bookmark has 3 parts which are split out by "_":

- The first part is 'tbl' which tells us we are dealing with a table bookmark. For example.
- The second part is a unique and distinct name for this table within the document. This can be as simple as "T1" which will allow us to find the columns associated with this table. Note: its important to keep this as short as possible due to the limitations of bookmark names within Word.
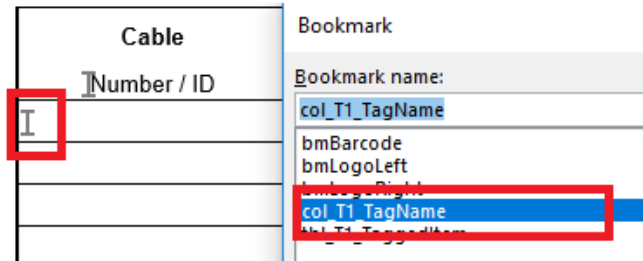- The third part is the path to the table. For example, 'TaggedItem'.

This would make the table bookmark **"tbl_T1_TaggedItem".** This would be placed in the header of the table.

The Column bookmark also has 3 parts, each split out by "_" and defines a single column within the table:

- The first part is "col"
- The second part is the same distinct table name we previously used, i.e. "T1"
- The third part is the path from the table to the property we want to use. For example, "TagName".

This would make the column bookmark "**col_T1_TagName**". This would be placed in the first cell of the relevant column under the header.

We can have multiple column bookmarks for the same table and each one should match a column in a Word Document table. This allows us to put as much or as little information as needed onto one table.

Table Layout

Insert the table(s) in the DOTX template document and define its columns in the header row. Add an extra blank data row where we would be defining the column bookmarks.

The first set of values would be populated on this data row and further rows would be appended based on the values.

Any styling can be defined to cells in the data row that needs to be applied to all the rows while values are populated.

SubSystem	Desc	System

Tag	SubSystem	System

Adding Table Bookmarks to Word Documents

Table bookmark name is added to the first header column of each table. The table bookmark name should be unique to each table and have reference to a valid source field whose values can be populated in the table.
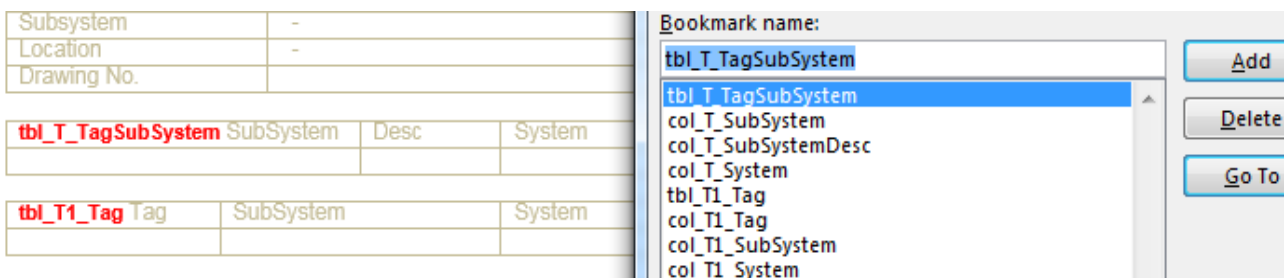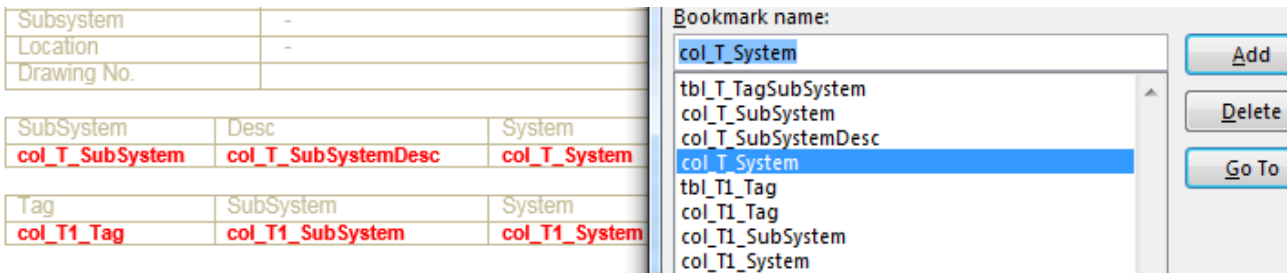

Table Bookmark Name

Column Bookmark Name

Any styling can be optionally applied to each data column in the data row. This would be applied to all the data rows in the generated document.

Generated Table Bookmark Example

For example, consider the two Tags below, Tag 01-TP-003 with one Sub System and Tag 076-FT-1005 with two:

Tag	SubSystem
01-TP-003	AL-045-501
076-FT-1005	AL-045-501, AL-074-506

And Description and System details of their Sub Systems are:

SubSystem	Desc	System
AL-045-501	Flash Gas From ALPHA LP	AL-045
AL-074-506	JRP Bridge Deluge Skid and Pipework - Phase 2B	AL-074

The data source for the table bookmark 'tbl_T1_Tag' is the last part of the bookmark name "Tag" which is the 2 Tags and their sub properties.

In the Tag table, the first column defined with bookmark col_T1_Tag is populated with Tag Names, the second column col_T1_SubSystem with a CSV list of its Sub Systems and third column col_T1_System with corresponding systems. A populated table bookmark would look like:

Tag	SubSystem	System
01-TP-003	AL-045-501	AL-045
076-FT-1005	AL-045-501, AL-074-506	AL-045, AL-074

Populated Tag Table Bookmark

The data source for the table bookmark tbl_T_Subsystems is the last part of the bookmark name "TagSubSystems" which are the Sub Systems associated to the two tags and their sub properties. In the Sub Systems table, the first column col_T_SubSystem is populated with the distinct list of Sub Systems belonging to both tags, the second column col_T_SubSystemsDesc with Sub System description and the third column, col_T_System with corresponding Systems.

A populated table bookmark would look like:

SubSystem	Desc	System
AL-045-501	Flash Gas From ALPHA LP	AL-045
AL-074-506	JRP Bridge Deluge Skid and Pipework - Phase 2B	AL-074

Populated Sub Systems Table Bookmark