ReadMe instruction to use the Abbreviated CSR TLF shell generation tool

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Note: not a final version, to-be-updated if having new questions.

* Input:
  + CSR\_safety\_LoA.xlsx
* Run R programs
  + CSR\_safety\_shell.R
  + CSR\_safety\_toc.R
* Output:
  + shells\_toc\CSR\_safety\_shell.rtf
  + shells\_toc\CSR\_safety\_TOC.xlsx

**Step 1:** Use 'CSR\_safety\_LoA.xlsx' as a template to add/revise the Title and the matched shell.

Note: Make sure the order of the Sheets is the same as the order showing in the LoA file.

1> Do not change the header part at Row 1.

2> Under column M when ID=head, the row is used as Heading 1 for the name of a section.

3> The column TITLE1 provides the title for each shell.

4> When setting the TLF ids, only fill in the cells under column A-E. Column G will be automatically updated.

5> Under column L, Notes in each cell will be inserted at the bottom for the shell as additional notes to programmer.

6> In each shell, for example, in the sheet 'T1111',

A. to add an empty row, " " in a cell in the row must be given.

B. to add space for indent, the backward slash "\" must be inserted in the beginning of the cell.

C. under table, the cells under column and under the cell include "note: " include the footnote and then notes to programmer. A cell with "&&&&End&&&&" under column A must be given to stop the reading of this sheet. Missing either of the 2 cells will result programming error later. Footnote will be the cells under column B between the row of ‘note: ‘ and the row of ‘--------------------‘. There are up to 8 rows of footnotes as required by SPA. General footnote should be above the superscript footnote.

**Step 2:** after completing the revision in the LoA file, open R script "CSR\_safety\_tlf.R" in a new R environment so that the default path stays as the same directory where the R script locates.

Note: 1> save and close the LoA excel file "CSR\_safety\_LoA.xlsx".

1> at Line 24, the value for loafile/mockfile/mockfileF should be "CSR\_safety\_LoA.xlsx".

2> if the LoA excel file is update with a new name, please also update it at Line 24.

3> run the module from Line 12 to 33

4> run the commands from Line 37 to 39

5> wait and until the Console shows the work is done.

6> the integrated and formated shells are generated in the file "CSR\_safety\_mockup.rtf". Open the file and update the Table Of Contents. This rtf file can be saved as docx or pdf format. Change the paragraph to single space, and check the box for “Don’t add space for paragraphs of the same style”.

Step 3: open R script "CSR\_safety\_toc.R" in the same R environment.

Notes: 1> make sure the correct LoA file name is give at Line 14.

2> run the module from Line 9 to 16.

3> make sure the LoA excel file is saved and closed.

4> run the commands form Line 20 to 22.

5> wait and until the Console shows the work is done.

6> open 'CSR\_safety\_TOC.xlsx' to check whether everything looks good.