**AUTOMATIC CERTIFICATE OF ANALYSIS (COA) WITH PRODUCT SPECIFICATIONS MAKER**

**FILES**

1. Shareable\_LaboratoryResults with Standards Workbook

2. VBA Enabled CertificateOfAnalysisMaker Workbook

3. ProductInfo Workbook

**INSTRUCTIONS**

**How to set up the COA Maker on your computer:**

1. Download all the GitHub files and store them in one folder.

2. Add a `Certificate of Analysis` folder for compiling the generated COA

3. Upload the Shareable\_LaboratoryResults file to Google Drive so that other people can input data of the Laboratory Results.

4. In the uploaded Shareable\_LaboratoryResults file, Click Share and Enable the `Anyone with the link: Editor` option.

5. Copy the link and share this to your co-worker/s so that they can input their laboratory results.

6. You and your co-workers should download and put in one folder all the GitHub files ***except the Shareable\_LaboratoryResults file.***

7. Set up the CertificateOfAnalysisMaker workbook (See instructions on how to set up the CertificateOfAnalysisMaker):

**How to set up the CertificateOfAnalysisMaker file: Data Query**

a. Open the CertificateOfAnalysisMaker file, at the top menu, **Click Data**

b. Click Queries and Connections

c. On Queries and Connections, **Right Click LabResults, Click Edit**

d. On Query Settings, Click Source, Click the "gear" symbol at the right

e. Update the URL: The URL that should be pasted in the Power Query should have the following format:

**How to get the URL for Power Query:**

1. Get the shareable link of the Shareable\_LaboratoryResults from Google Sheets
   1. Example shareable google sheets file: <https://docs.google.com/spreadsheets/d/13LUy_jrZIoKJG3Tsq5EIiRJWcDoL-qYd/edit?usp=sharing&ouid=107432090504987560346&rtpof=true&sd=true>
2. Replace the characters starting with edit with export?format=xlsx
   1. Example URL for Power Query: https://docs.google.com/spreadsheets/d/13LUy\_jrZIoKJG3Tsq5EIiRJWcDoL-qYd/ export?format=xlsx

f. Click OK, then Close & Load

**How to set up the CertificateOfAnalysisMaker file: ProductInfo Query**

a. Open the CertificateOfAnalysisMaker file, at the top menu, Click Data

b. Click Queries and Connections

c. Right click on ProductInfo then Edit

d. On Query Settings, Click Source, Click the "gear" symbol at the right

e. Update the File path by clicking Browse and browsing to the folder where the ProductInfo Workbook is located then Click OK

f. Go to file, click Close & Load

**How to set up the GENERATE PDF button:**

a. Open the CertificateOfAnalysis Maker file

b. Select the 'coa' sheet

c. Right click the GENERATE PDF button

d. Click Assign Macro, Choose GeneratePDF, Click Edit

e. Update the **FilePath** where your **Certificate of Analysis folder** is located

example: "C:\Users\username\Destop\Automatic Certificate of Analysis Maker\Certificate of Analysis\"

f. Select Run at the Top

g. Then Exit

**Once the file and the connections are set up: How to Use the CertificateOfAnalysisMaker file**

1. Open the CertificateOfAnalysisMaker file

2. Go to the `data` sheet

3. Click Refresh

4. Select a row with the specific Certificate Number that you want to generate coa

5. Click GENERATE REPORT

6. You will be directed to the 'coa' sheet, validate the results and fill up the other info, you can also edit from there.

7. Click GENERATE PDF, go to the Certificate of Analysis folder and access the printable COA

**NOTES:**

1. If you want to include/exclude other physical and chemical tests in the COA, just edit the CertificateofAnalysisMaker Particulary the `coa` sheet and the `standards` sheet.
2. You also have to edit the VBA codes
3. Also edit the Shareable\_LaboratoryResults google sheets and the product information workbook