

# Export Templates (DOCX/XLSX)

You can customize the Docx Exports to your individual needs. The following information will give you a detailed overview on how to use the different functions.

- [General](#)
- [Variables](#)

# General

You can find all variables that you can use here, depending on the document type:

Travel	Document
<ul style="list-style-type: none"><li>• <a href="#">Document</a></li><li>• <a href="#">Dossier</a></li><li>• <a href="#">Customer</a></li><li>• <a href="#">TotalPrice</a></li><li>• <a href="#">Travellers</a></li><li>• <a href="#">Products</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Document</a></li><li>• <a href="#">Dossier</a></li><li>• <a href="#">Customer</a></li><li>• <a href="#">TotalPrice</a></li><li>• <a href="#">Positions</a></li></ul>

If you want to get a deeper technology background, have a look at the [Apache FreeMarker Library](#).

## Date formatting

For example, formatting the current date:

```
${.now?string["dd. MM. YYYY"]} //returns 01. 01. 2022  
${.now?string["d. MMMM YYYY"]} //returns 1. January 2022
```

### See details about formatting

Format	Definition
<b>Month</b>	
M	Month, from 1 through 12
MM	Two digit month, from 01 through 12
MMM	Abbreviated name of the month, for example: Jan, Feb, etc.
MMMM	Full name of the month, for example: January, February, etc.
<b>Day</b>	
d	Day of the month from 1 through 31
dd	Day of the month from 01 through 31
ddd	Standard abbreviation for the day of the week, for example: Mon, Tue, etc.
dddd	Full name of the day of the week, for example: Monday, Tuesday, etc.
<b>Year</b>	
y	Year from 0 to 99

Format	Definition
yy	Year from 00 to 99
yyy	Year with minimum of 3 digits
yyyy	Year as a four digit number
<b>Hour</b>	
h	Hour using 12-hour clock from 1 - 12
hh	Hour using 12-hour clock from 01 - 12
H	Hour using 24-hour clock from 0 - 24
HH	Hour using 24-hour clock from 00 - 24
<b>Minute</b>	
m	Hour using 12-hour clock from 1 - 12
mm	Hour using 12-hour clock from 01 - 12
<b>Second</b>	
s	Second, from 0 through 59
ss	Second, from 00 through 59
<b>Other</b>	
t	First character of the AM/PM designator
tt	AM/PM designator
T	A literal to separate date and time in 8061 or other formats
z	Hours offset from UTC, with no leading zeros — Example: -5 or +530
zz	Hours offset from UTC, with leading zero — Example: -05 or +0530
zzz	Hours and minutes offset from UTC, with leading zeros — Example -0500 or +0530
g or gg	Period or era, such as A.D.
K	Zone information

# Lists

If you want to repeat something, for example, all products in an offer.

```
[ #list products as product
  // Use "product" for one product
[/#list]
```

# Sorting

You can sort lists directly in the export, for example to display all products, sorted by the field start.

```
[ #list products?sort_by('start') as product]
    // the products get listed, sorted by "start"
[/#list]
```

# Variables

## Customer

### Usage

```
${customer.VARIABLE} // Replace VARIABLE with the appropriate field
```

Definition	Description	Example
addressAddition		<code>\${customer.addressAddition}</code>
addressFormatted	The default formatting for a customer address.	<code>\${customer.addressFormatted}</code>
city		<code>\${customer.city}</code>
country	The country of the customer	<code>\${customer.country}</code>
creationDate	Date of the creation of the customer	<code>\${customer.creationDate?string["dd.MM.YY YY"]}</code>
creator	Name of the creator of the customer	<code>\${customer.creator}</code>
email		<code>\${customer.email}</code>
firstName		<code>\${customer.firstName}</code>
lastName		<code>\${customer.lastName}</code>
name	Combination of firstName and lastName	<code>\${customer.name}</code>
number	The customer number in advatra (K1000001)	<code>\${customer.number}</code>
phone		<code>\${customer.phone}</code>
state		<code>\${customer.state}</code>
street		<code>\${customer.street}</code>
website		<code>\${customer.website}</code>
zipCode		<code>\${customer.zipCode}</code>

## Document

### Usage

```
${document.VARIABLE} // Replace VARIABLE with the appropriate field
```

Definition	Description	Example
travelStart	Start of the travel, <i>only on travel documents</i>	<code>\${document.travelStart?string["dd.MM.YYYY Y"]}</code>

Definition	Description	Example
travelEnd	End of the travel, <i>only on travel documents</i>	<code>\${document.travelEnd?string["dd.MM.YYYY"]}</code>
expirationDate	Date until the document is valid	<code>\${document.expirationDate?string["dd.MM.YYYY"]}</code>
number	The document number (D1000001.101)	<code>\${document.number}</code>
currency	The Currency of the document, ISO 4217	<code>\${document.currency}</code>
note		<code>\${document.note}</code>
type	Offer, Confirmation, Invoice, Deposit, Prepayment	<code>\${document.type}</code>
language		<code>\${document.language}</code>
locale	Can be used for the translation of the document	<code>\${document.locale}</code>
date		<code>\${document.date?string["dd.MM.YYYY"]}</code>
charged	Used for Deposit and Prepayment. Defines if they have been charged to an invoice.	<code>\${document.charged}</code>
exportDate	Date, when the document have been exported to the accounting system	<code>\${document.exportDate?string["dd.MM.YYYY"]}</code>
canton	Location	<code>\${document.canton}</code>
image		
days	List of days contained in the offer/confirmation	

# Dossier

## Usage

```
${dossier.VARIABLE} // Replace VARIABLE with the appropriate field
```

Definition	Description	Example
name		
openingDate		
status		
employee		
responsibleEmployee		
travelAgent		
number		

# Product

## Usage

```
[ #list products as product]
```

```
  ${product.VARIABLE} // Replace VARIABLE with the appropriate field
```

```
[ #/list]
```

Definition	Description	Example
note		
start		
end		
title		
description		
voucherRelevant		
voucherText		
person		
images		
images3x2		
type		
travellers	<a href="#">See details here</a>	
customer	<a href="#">See details here</a>	
notes		
prices	<a href="#">See details here</a>	
guides	<a href="#">See details here</a>	
drivers	<a href="#">See details here</a>	
supplierNotes		
locationSmall	only available, when a template is linked.	
locationMedium	only available, when a template is linked.	
locationLarge	only available, when a template is linked.	
hasKickback	true, if any service has a commission	

# Price

## Usage

```
[ #list products as product]
```

```
[ #list product.prices as price]
```

```
[[${price.VARIABLE} // Replace VARIABLE with the appropriate field
```

```
[ /#list]
```

```
[ #/list]
```

Definition	Description	Example
name		
person		
quantity		
price		
type		
discount		
purchasingPrice		
creditorInvoiceReceived		
billingText		
effectivePurchasingPrice		
vat	Vat Object	
kickback		
kickbackAmount		
kickbackInvoiceCreated		
kickbackVat		
total	TotalPrice Object	
hotelNights		
supplier	<a href="#">See details here</a>	



# TotalPrice

## Usage

```
`${totalPrice.VARIABLE}` // Replace VARIABLE with the appropriate field
```

Definition	Description	Example
vats		
surcharges		
priceNetto		
priceVat		
priceBrutto		
totalPriceBrutto		
priceNettoFormatted		
totalPriceFormatted		

# Traveller

## Usage

```
[ #list travellers as traveller]
```

```
`${traveller.VARIABLE}` // Replace VARIABLE with the appropriate field
```

```
[ #/list]
```

Definition	Description	Example
firstName		
lastName		
name		
phone		
email		
passportNumber		
placeOfIssue		
birthday		
arrivalType		
arrivalDate		
arrivalTime		

Definition	Description	Example
arrivalNumber		
arrivalFlightClass		
arrivalSeat		
departureType		

# Guide

## Usage

```
[ #list guides as guide]

    ${guide.VARIABLE} // Replace VARIABLE with the appropriate field

[ #/list]
```

Definition	Description	Example
firstName		
lastName		
name		
phone		
email		

# Driver

## Usage

```
[ #list drivers as driver]

    ${driver.VARIABLE} // Replace VARIABLE with the appropriate field

[ #/list]
```

Definition	Description	Example
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firstName		
lastName		
name		
phone		
email		