Module: m/08/130

'Running a timeware® report...'

1. If the report is a favourite, select the Favourite Report Quick Links and <Double-click> the desired report.

2. If the report is not a favourite, select the Report Quick link:
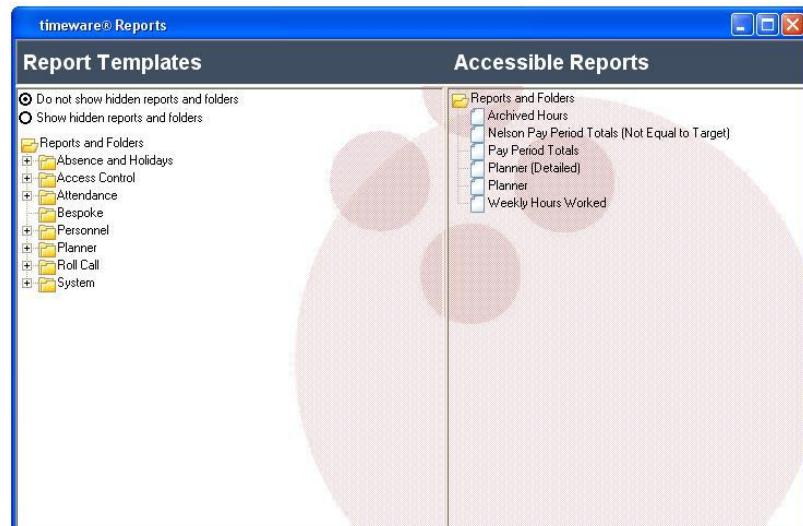
    or, select File, then Reporting and click on Reports...
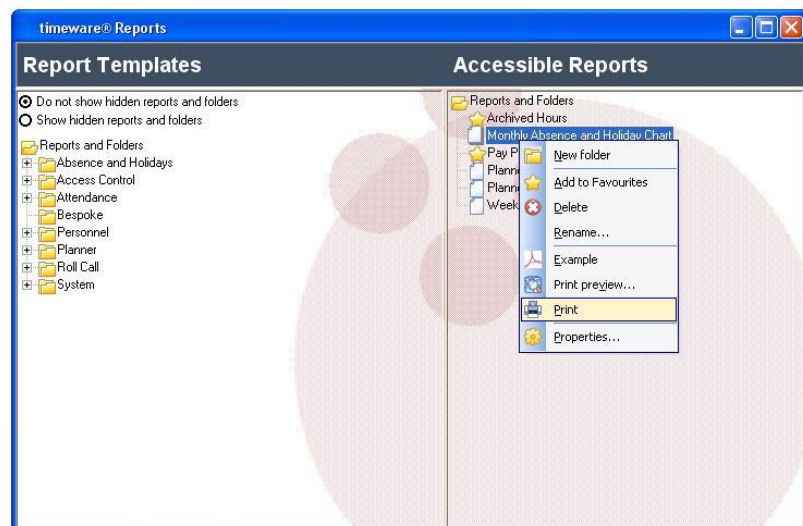
3. The Accessible Reports appear on the right side of the report screen.

4. <Double-click> the report to display the report on the screen or <Right-click> and select Print to send the report to your default printer.
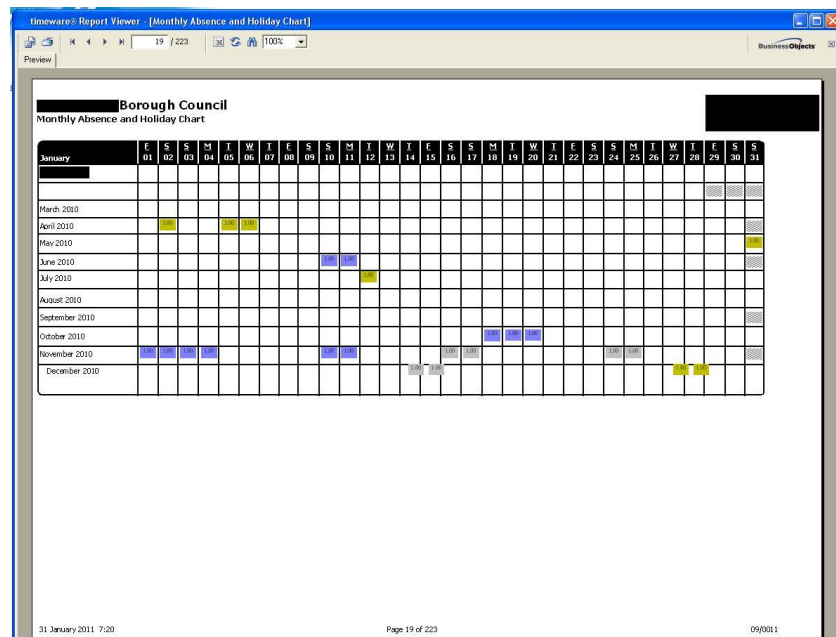
5. Next, the following message will appear at the top of the Report window. If the report has a lot of data to process, This step may take several minutes. Please be patient!

6. If you select to print the report, the report will sent to your default printer. If you chose to display the report, the report will appear in your default report viewer window:

7. You have now successfully run a timeware® report.

Notes