

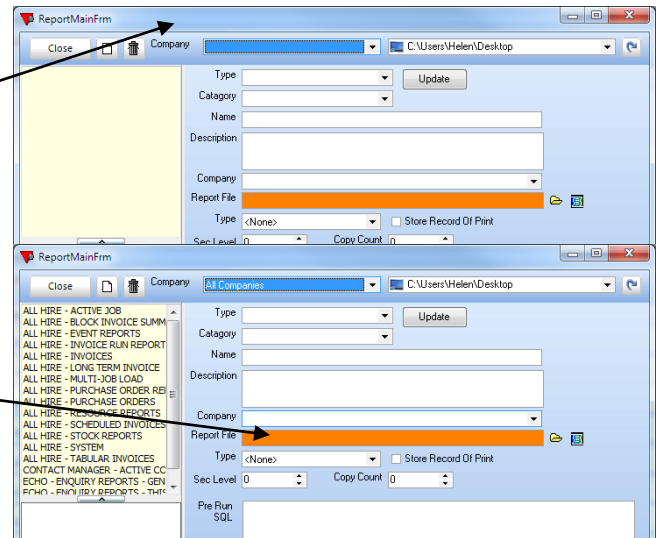


Go to Maintenance, General Maintenance Reports Maintenance.

Select ALL COMPANIES from the drop down (unless you know that you assign reports to a specific company). You will now see a category list on the left hand side.

To find your report location click on ALL HIRE – ACTIVE JOB then choose any of the sub categories that you use, (from the bottom list), and highlight a report.

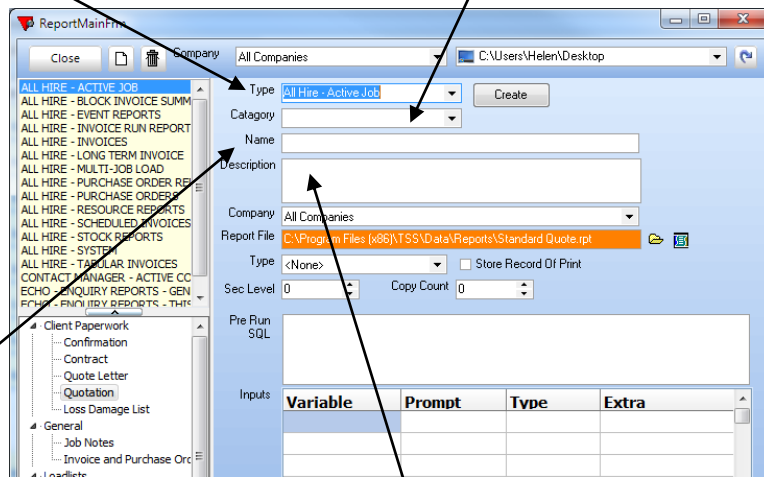
You will now see the path where your reports are stored in the **ORANGE BOX**. IGNORE the part after the last \ which ends in .rpt. This is where you should save the report(s) you have been sent. **NB** – make a note of / copy this if you need to create a new report.



To add a New Report, you need to go into reports file maintenance and select ALL COMPANIES exactly as above. After selecting a type and category you need to press the button at the top of the screen.

You will have been given the information you need to fill in the rest on the email you received the report attached to.

Start by setting the **TYPE** in the top drop down, then select the **CATEGORY**, (or type a new one in if there are none that are appropriate).



Add a **NAME** (this is what you will see in the list) and a **DESCRIPTION** (to tell you what it does).

Now you need to select the report.

IT IS IMPERATIVE THAT YOU USE EXACTLY THE SAME PATH TO THE REPORTS THAT YOU FOUND IN THE ORANGE BOX PREVIOUSLY.

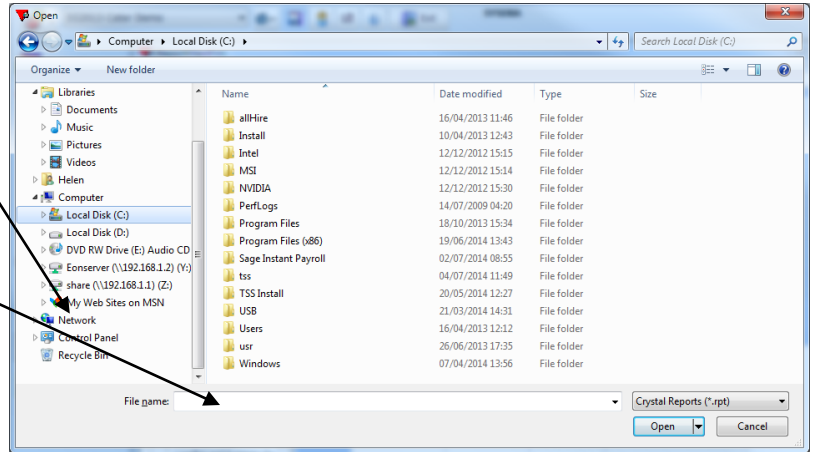
Press the button to go to the search screen.



Browse to the folder you need. It may be necessary to go through **NETWORK** on the left hand side to find the correct machine.

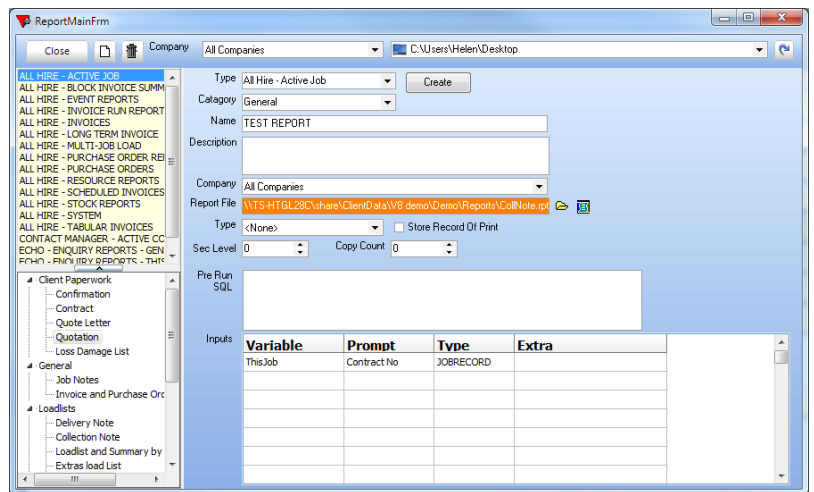
If you copied the file path earlier, you can paste it into the **File Name** box at the bottom.

When you have the correct report press the **Open** button.



This will fill in the orange box with the path to the report. (This may be long and complex or very simple – it doesn't matter as long as it is the same as the other reports.)

If you have been told to enter any variables, These go in the grid at the bottom and you will have the details in the email.



For example, your email may have said that you require the variables:

ThisJob Contract No JOBRECORD

The first column goes in the **Variable**, the 2nd in **Prompt** and the 3rd in **Type** (this is a drop down box). If you have a 4th column, enter the contents into the **Extra** column, but this is unlikely.

The completed screen will look something like the above. It is important that you enter the variable information EXACTLY as you were given it or the report may not run.

NOW PRESS THE  **CREATE** BUTTON TO ADD THE NEW REPORT.