



Module: m/08/110

'Selecting a timeware® report template...'

1. To access the timeware® reports, select the Report Quick link,

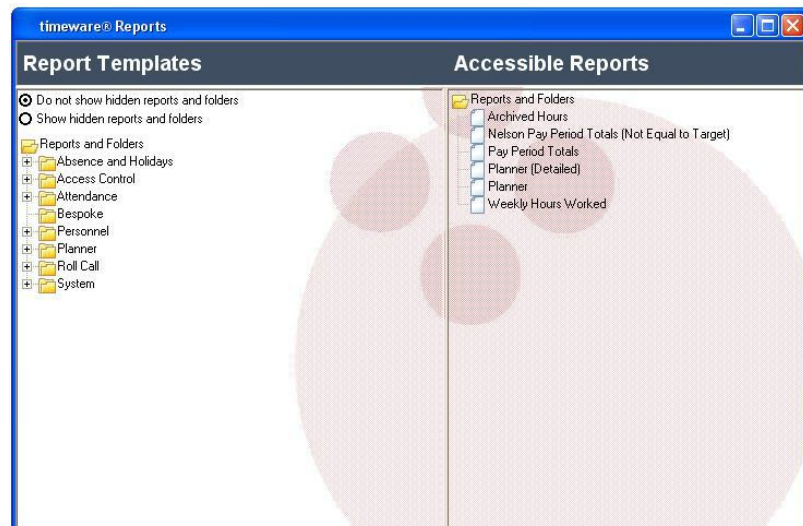


or, select File, then Reporting and click on Reports...

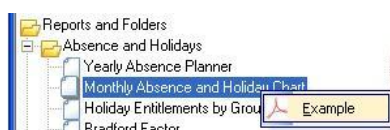
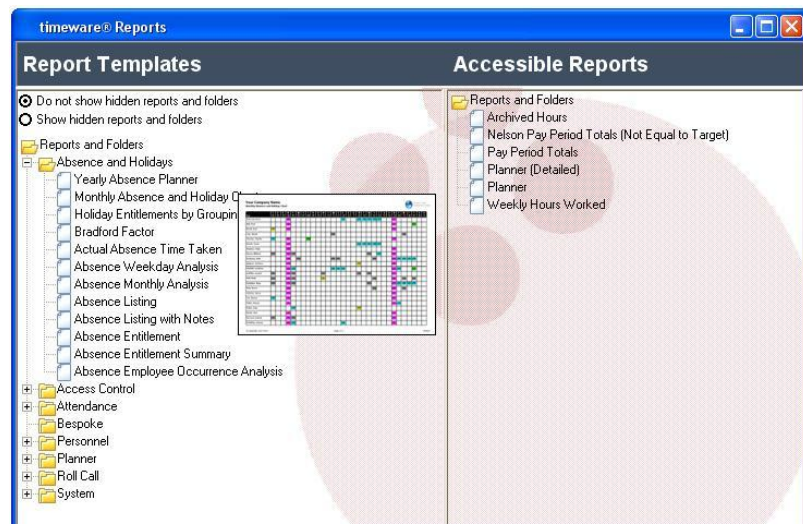




- The timeware® Reports screen is divided into two sections. On the left are all the available Report Templates. On the right are the Accessible Reports previously setup by you.

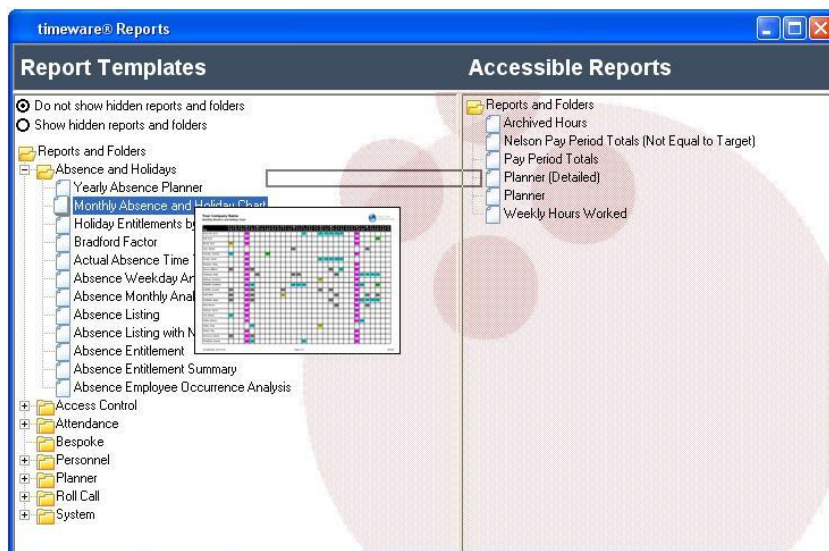


- Double-click on one of the Report Template report folders and all its reports become visible. Moving the mouse over each report displays a thumbnail report. By <Right-clicking> on a report, it is possible to display a full-screen version of the report.

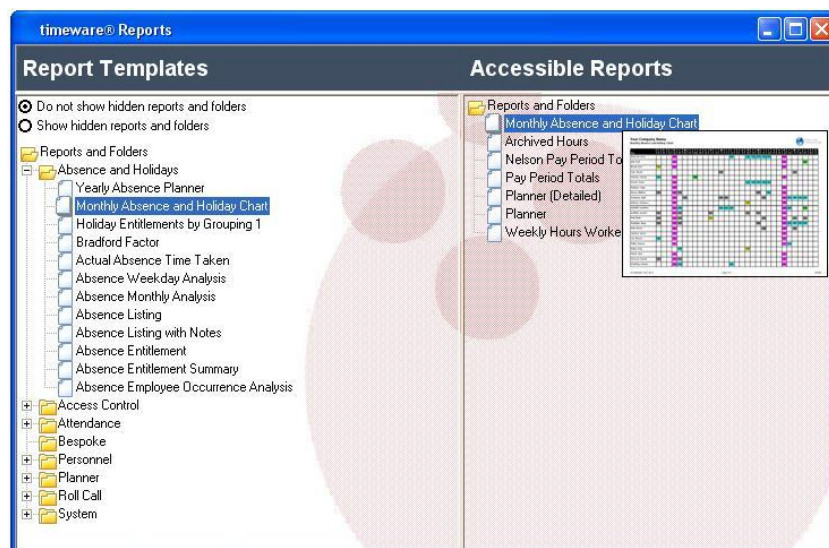




- When you have identified a suitable report, drag the report to the right side of the screen and drop onto *Reports and Folders* beneath the Accessible Reports header



- A copy of the report will then appear within *Reports and Folders*.



- You have now successfully selected a timeware® report template.



Notes