



Module: m/08/190

'Downloading the latest reports from www.timeware.org...'

1. Visit www.timeware.org and click on the reports link:



2. Next, identify the required report and click Download Report/Graph.

03-1003 Grouping graph



Keywords: group,
graph, workforce

Date: 01/03/10

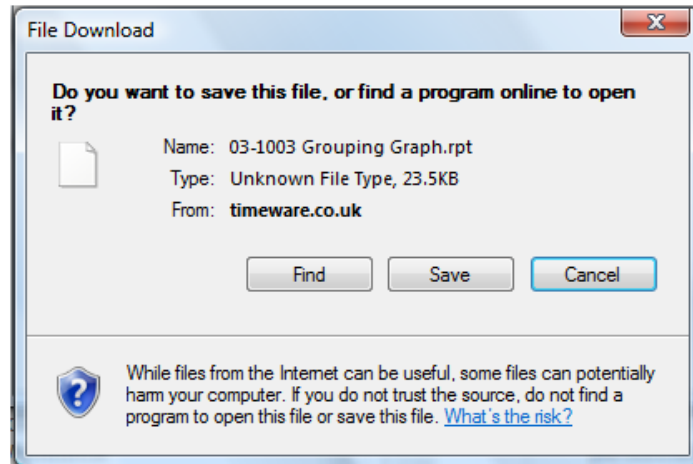
Download
graph



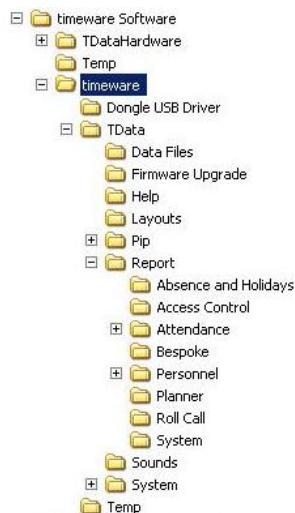
Training module: m-08-190 *Downloading the latest reports
from www.timeware.org...*



3. Select Save and ensure the file downloads to the desktop.



4. The download will only take a fraction of a second!
5. Next copy the new report file, (.rpt), to your timeware report folder. The report folders are usually found in Program Files / timeware / Report:



You may require assistance from your timeware® administrator to carry out this step.



6. The next time that you run the timeware application, the new report template will be available on the left side of the screen.



Notes