Report Installation Instructions

These instructions apply for all reports that are downloaded from the website.

- 1. Select and download the desired report from the website.
- 2. Click the Utilities dropdown menu and select Import Downloaded Report.



3. When the Install screen appears select the module for which the report has been designed. In the example below the **Outfall** module has been selected.

Install Downloaded Reports	
Select a Report type to import:	
Business	
Citizen Cell	
Construction Project	
De long Operation	_
Outfall	
Receiving Mater	
Reported Spill	
Sentic	
Stormwater Facility	
Street Sweeping	
Watershed	
Banner-Decoration-Flag	~
Is the report to be imported a System (Right Click) report?: NO	•

(Note: Do not change the System (Right Click) Report field.)

4. Next you must select which folder the report should be extracted into. In the example shown below the default software folder is depicted. If your installation has been configured to share reports across a network the path to the report folder will be a network folder.

Folder to import report:	
C:\Program Files\Asist\ENTERPRISE_3\Reports_Outfall	

If the target folder is blank or if you wish to change the target click the button to the right of the box and browse to the desired location. By default the software will remember your last selection.

5. Once the target folder has been set click on the button to the right of the **Report File to Import** field, as shown below.

Report file to import:	

6. A dialog box will appear that will let you navigate to the report file downloaded from the internet. Select the file and then click the **Open** button.

Select a file:					? 🔀
Look in:	🞯 Desktop		-	← 💼 📸 🖬 -	
My Recent Documents Desktop My Documents	My Documents My Computer My Network Pla Arkansas City ASIST SYSTEM demo demotest mapsync misc ms4gis notes Pavement PRO	Ces Testing			
My Network Places	File <u>n</u> ame: Files of <u>typ</u> e:	Outfalls.zip Zip File (*.zip) Open as <u>r</u> ead-only		•	<u>O</u> pen Cancel

7. After the **Open** button is clicked the **Report File to Import** field will fill in displaying your selection as in the example below.

Report file to import:

C:\Documents and Settings\John\Desktop\Outfalls.zip

IMPORT

8. Click the **Import** button to import the report. If the report was successfully imported you will get the following message.

Import Success	×
The reports have been successfully imported!	
(OK)	

To run a report open the desired module and then open the **Reports** folder as shown in the example below.

Reports		
C:\Program Files\Asist\ENTERPRISE_3\Reports_Outfall		
Asist Reports Outfall Reports Outfall Reports Outfall Reports Abbreviatedl_Inspections_Between_Dates Highlights_of_Flow_samples Inspection_Sample OF_Sample_Complete OF_Samples_Concise OFInfrastructure Outfall_Overview	Start Date:	1/1/2005 1/1/2005
SampleData		

Select the report by left-clicking on it. A short description of the report may appear in the window as shown in the example below.

Reports			
C:\Program Files\Asist\ENTERPRISE_3\Reports_Outfall			
Asist Reports Cutfall Reports Abbreviatedl_Inspections_Between_Dates Highlights_of_Flow_samples OF_Sample_Complete OF_Samples_Concise OF_Samples_Concise Ofunfrastructure Outfall Overview	Start Date: End Date: This report w all of the Visu outfalls in you utilizes the da information. S before runnin	1/1/2005 1/1/2005 /ill a comprehensive listing al Inspections performed ir database. This report te range feature to retriev elect a start and end data g this report.	g of on ve
🔿 SampleData			

Set any appropriate dates and click the **Run Report** button to preview the report.