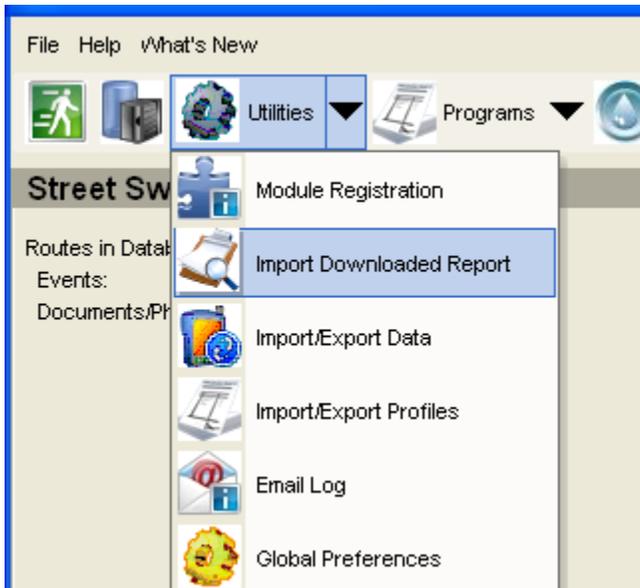


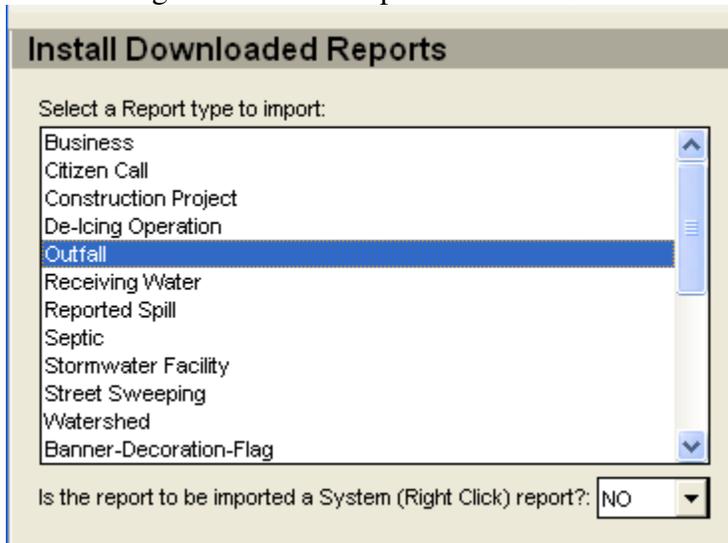
Report Installation Instructions

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**.

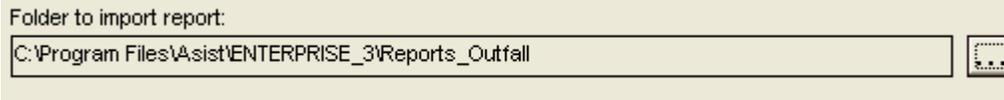


3. When the Install screen appears select the module for which the report has been designed. In the example below the **Outfall** module has been selected.



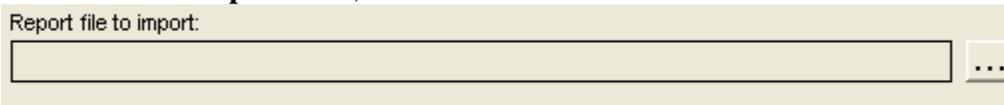
(Note: Do not change the System (Right Click) Report field.)

- 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.

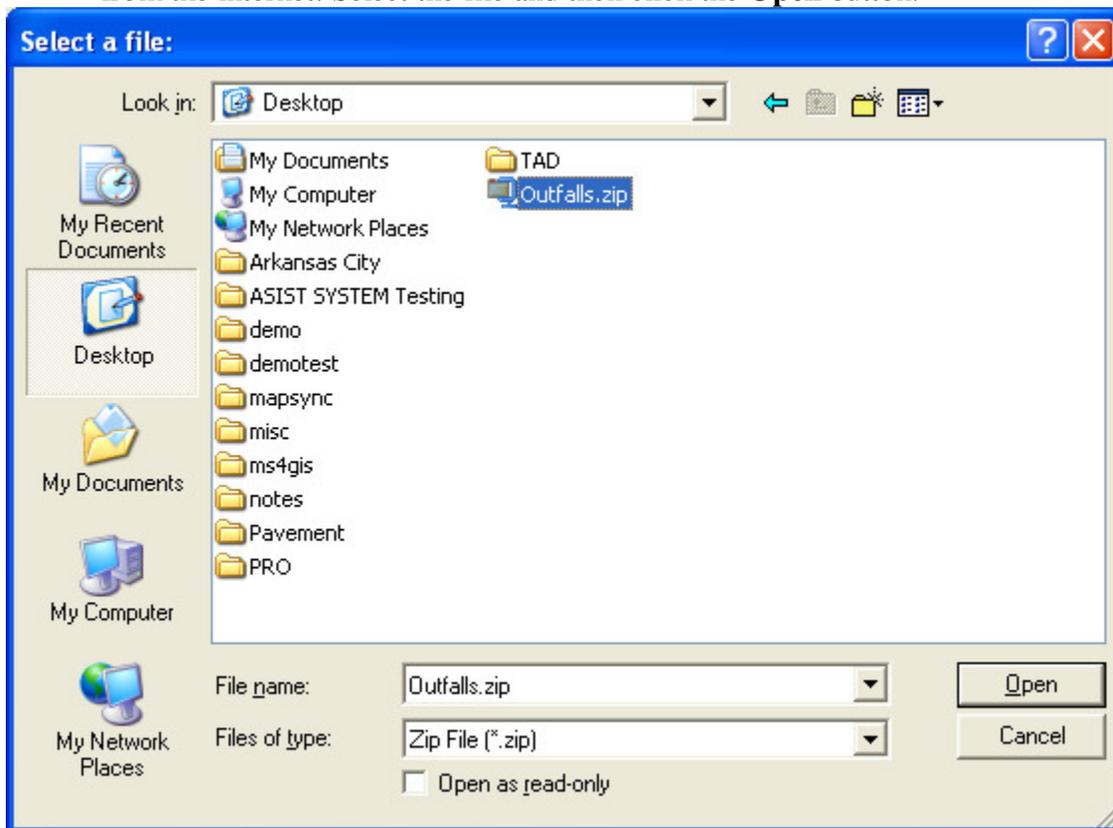


If the target folder is blank or if you wish to change the target click the button to the right of the box and browse to the desired location. By default the software will remember your last selection.

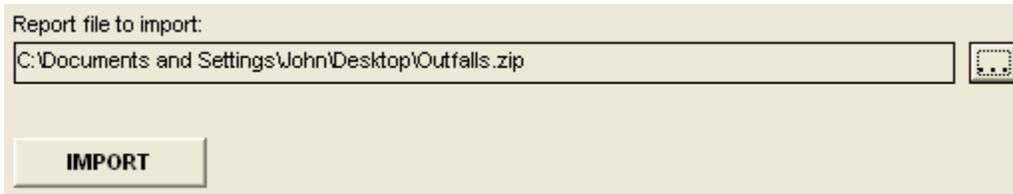
- Once the target folder has been set click on the button to the right of the **Report File to Import** field, as shown below.



- 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.



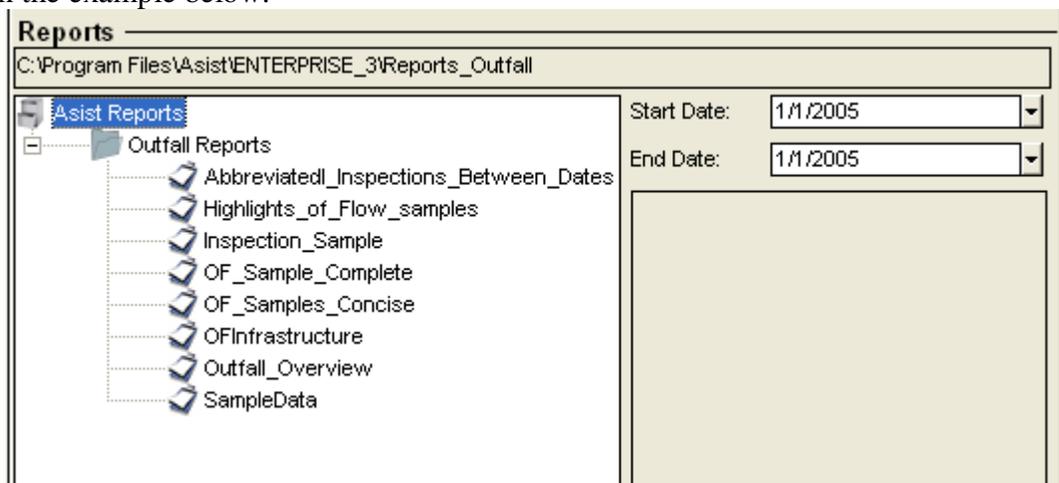
- After the **Open** button is clicked the **Report File to Import** field will fill in displaying your selection as in the example below.



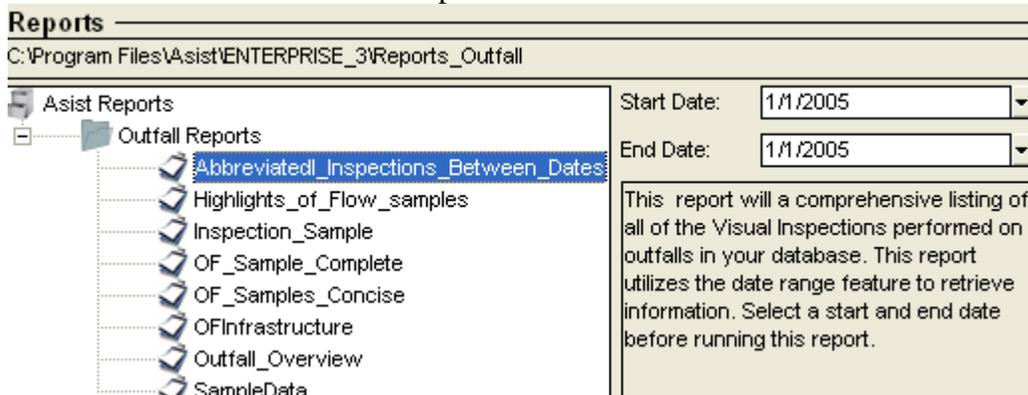
8. Click the **Import** button to import the report. If the report was successfully imported you will get the following message.



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



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.



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