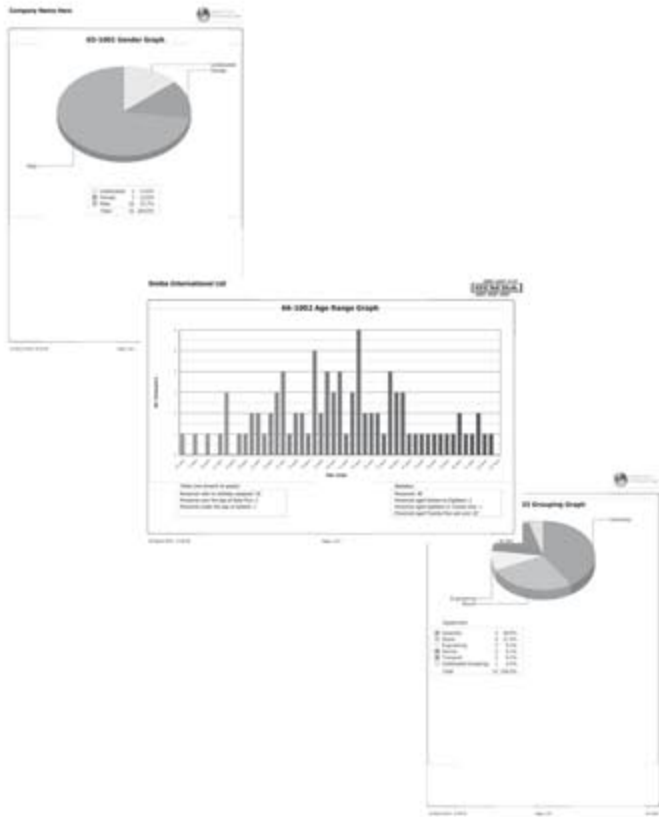


ActIn Time Reports Installation Guide



www.actintime.co.uk/community

Selecting a report...

1

- Go to www.actintime.co.uk/community and select the report page.
- Download the desired report and save in your documents folder.

Placing the report in the ActIn Time report folder...

2

- Copy the downloaded report from your document folder into the ActIn Time report folder.

This default path is:
program files/actintime/tdata/reports

- The next time you run ActIn Time, the new report will appear in the list on the left hand side of the screen. Drag the new report to the right hand side and place in the correct folder. Finally change the properties of the report as required.

For further information on the product range please refer to...

www.actintime.co.uk/community



Description: Report installation guide.