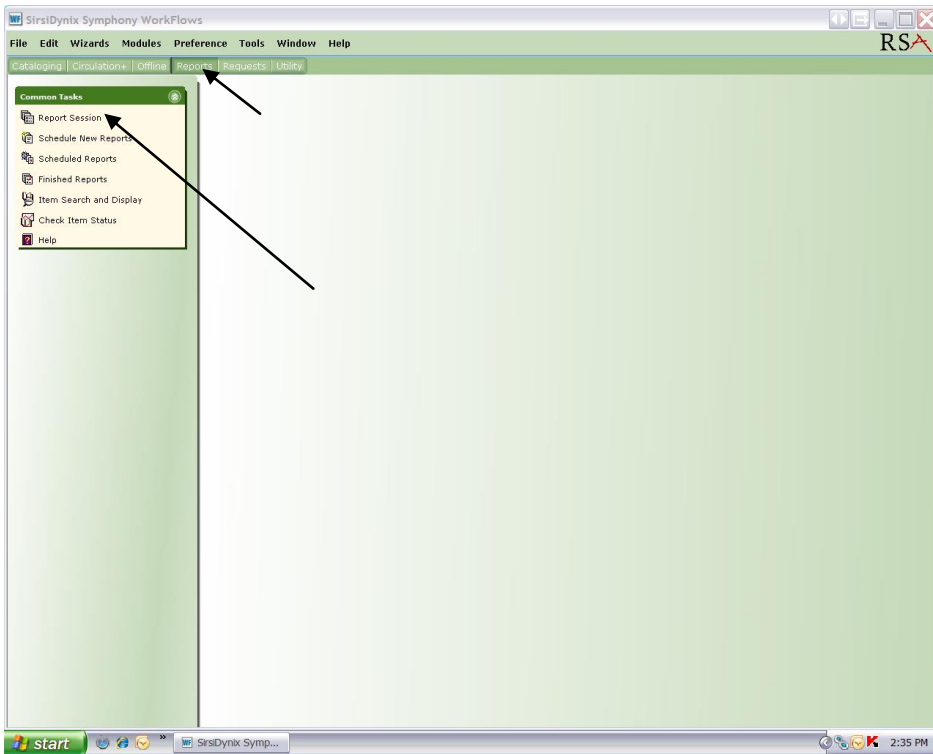


How to correct the pathway for Viewing and Printing Reports in Workflows

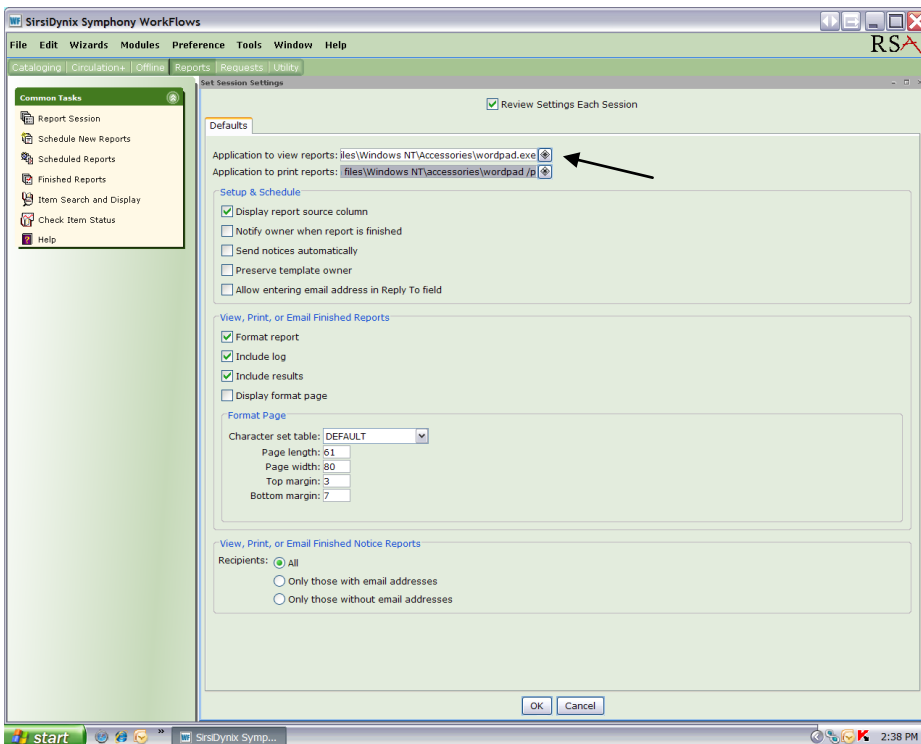
Go to Reports

Then Go to Report Session



Under "Application to View Reports" highlight what is currently there and paste (or type in) the following:

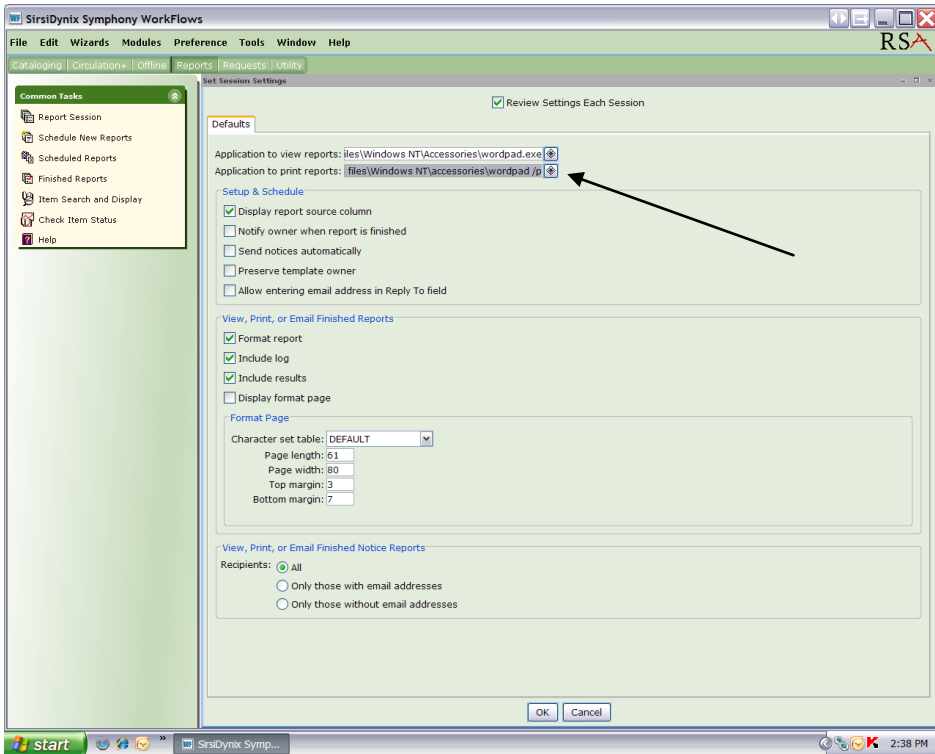
C:\Program Files\Windows NT\Accessories\wordpad.exe



To use the PASTE function you can highlight the text you want in this document and on keyboard press CTRL and the letter "C" at the same time. Then go to the location in Workflows (highlighted by the arrow) and highlight the existing text and on keyboard press CTRL and the letter "V".

Under “Application to Print Reports” highlight what is currently there and paste (or type in) the following:

C:\Program Files\Windows NT\Accessories\wordpad.exe /p



Then Click “OK” at the bottom of the screen

You will then need to close Workflows completely and you will get an extra message stating “Properties have been changed. Would you like to save changes?” – Click “YES” and this will save your changes.