



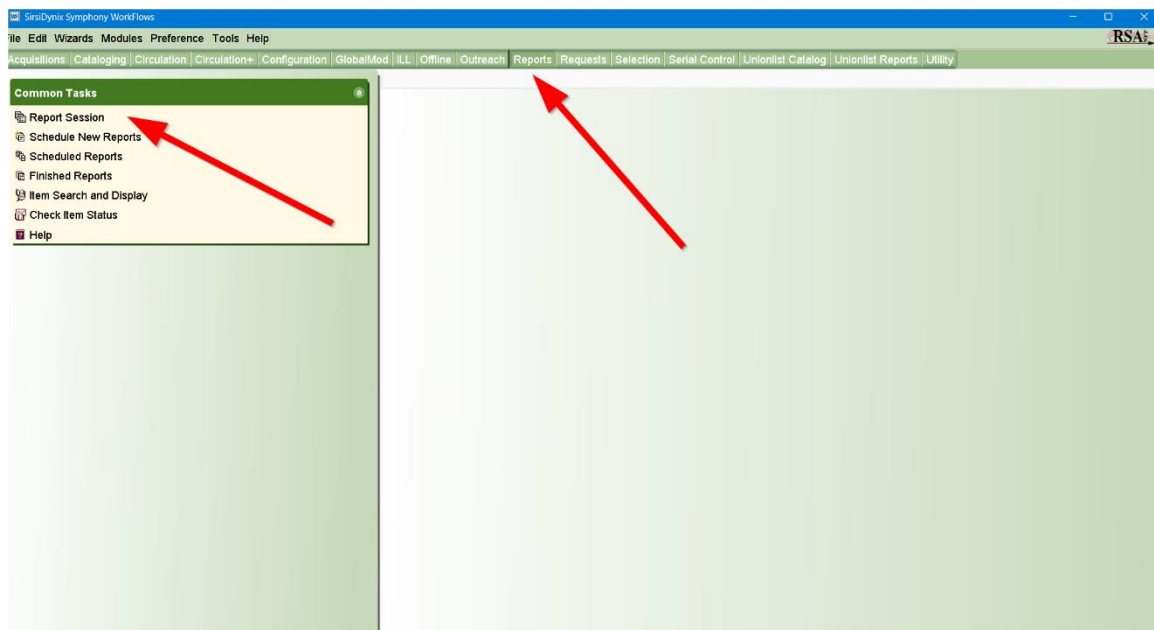
Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Correcting the Pathway for Viewing and Printing Reports in Workflows Cheat Sheet

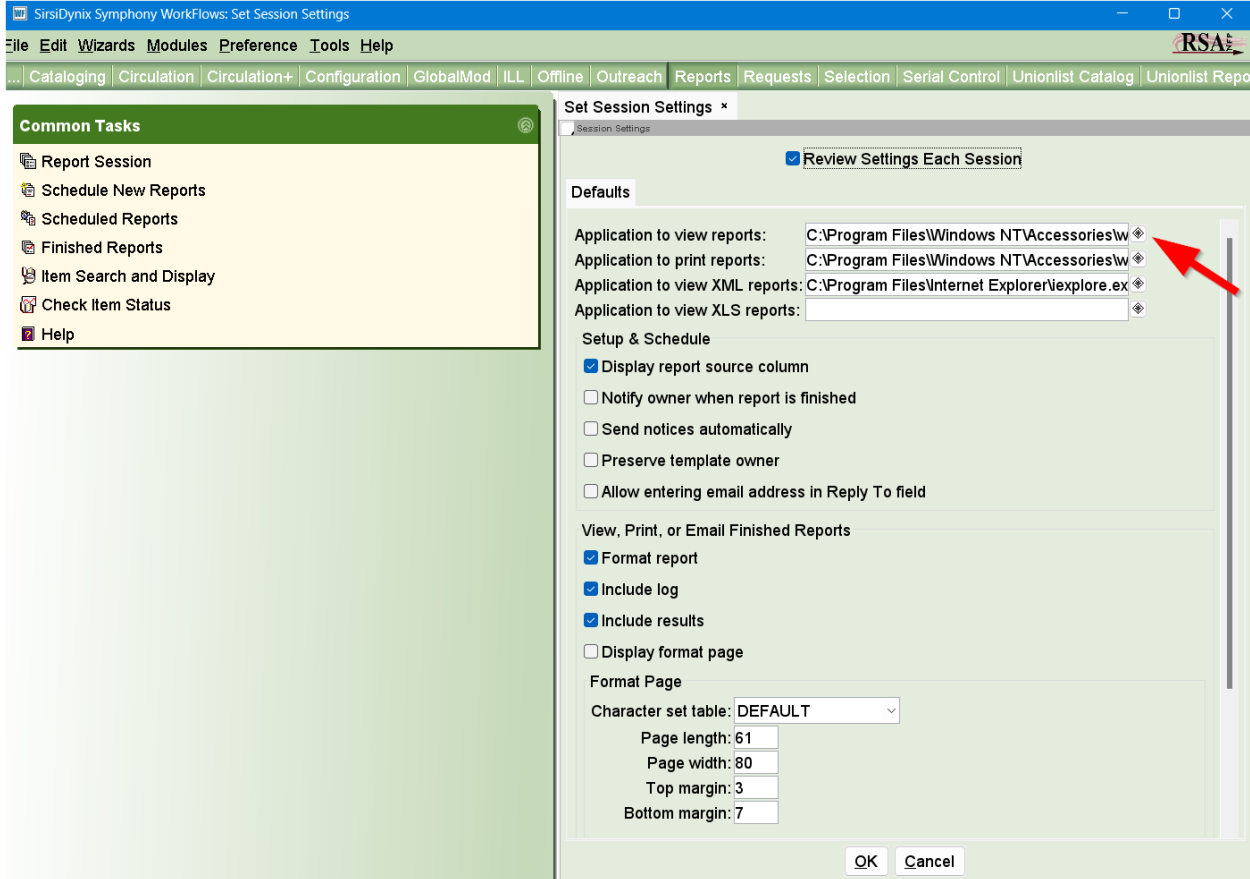
Last updated: October 18, 2024

Go to **Reports** module

Then Go to **Report Session** wizard

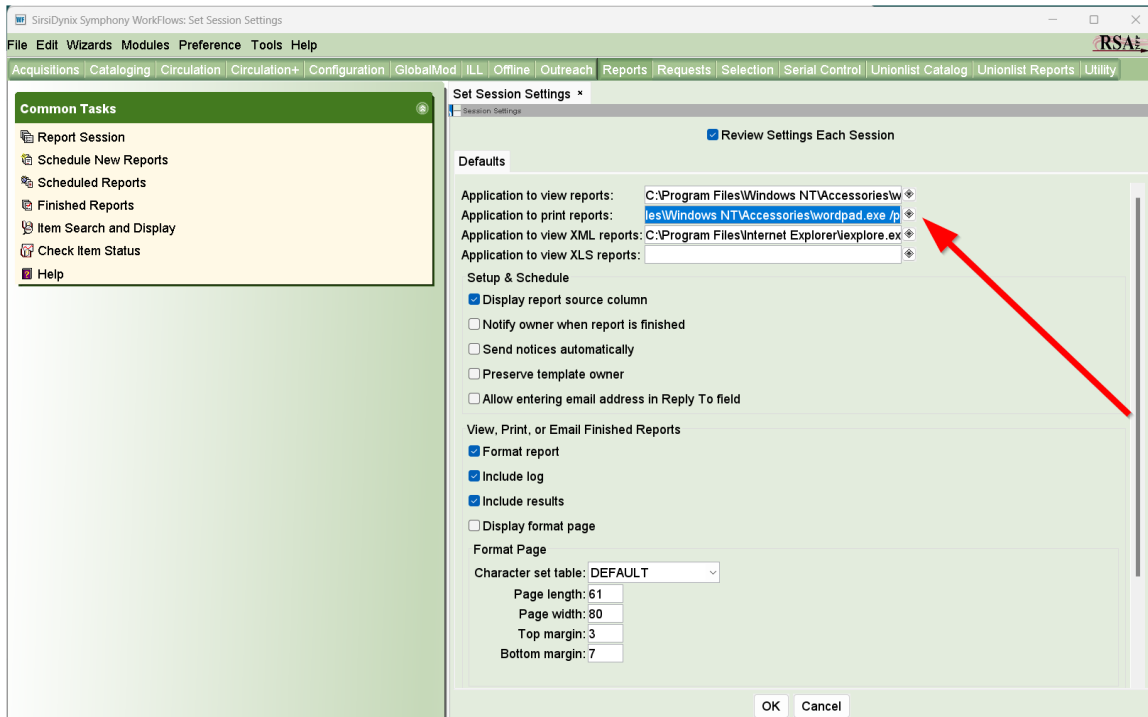


Under “Application to View Reports” highlight what is currently there and paste (or type in) the following: **C:\Program Files\Windows NT\Accessories\wordpad.exe**



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



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

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”** to save your changes.