

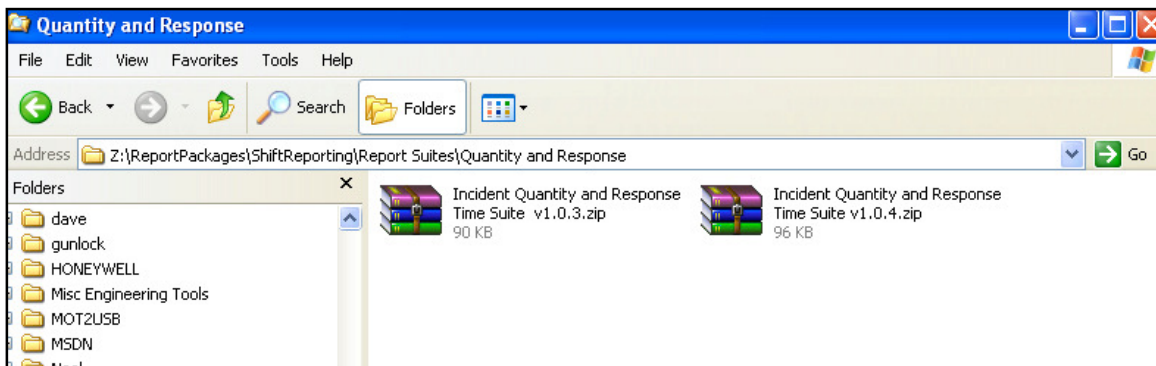


How to Install a Report Suite

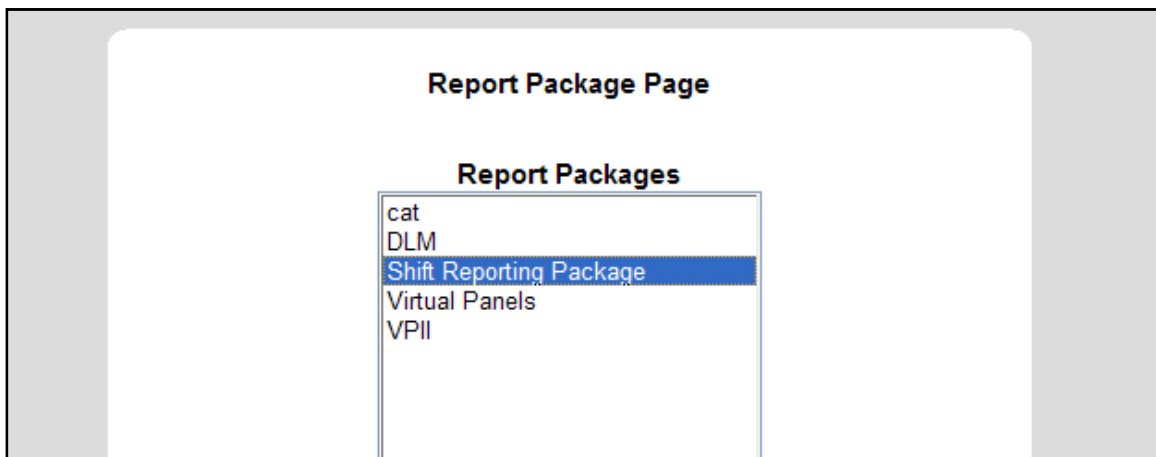
Doc. HT107

A VersaCall representative will send you your **Report Suite** in the form of a .ZIP file.

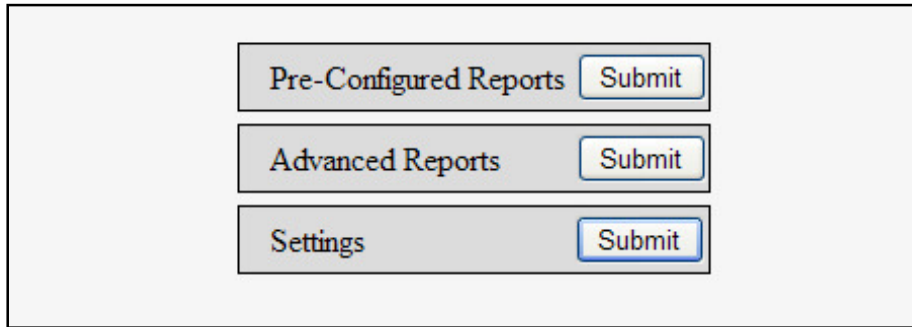
1. Locate the **Report Suite** you wish to install and take note. DO NOT extract this file. For example, you may wish to install the Incident Quantity and Response Time Suite v1.0.4.zip.



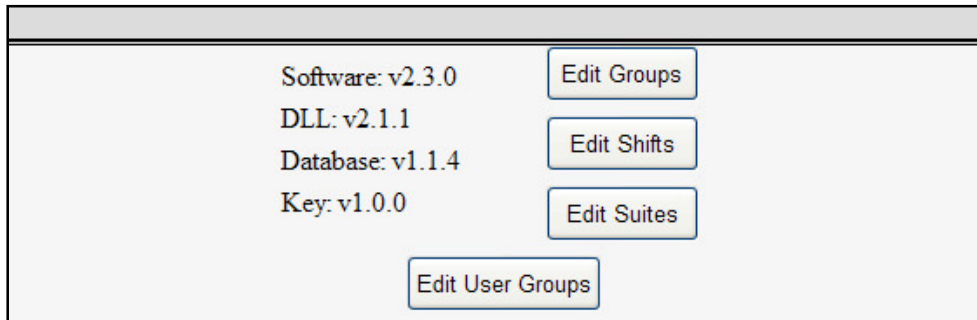
2. Login to the VT2000 WebInterface system.
3. Click **Report Packages** from the menu to the left side of the screen.
4. From the **Report Packages** page, select the **Shift Reporting Package** and click **Submit**.



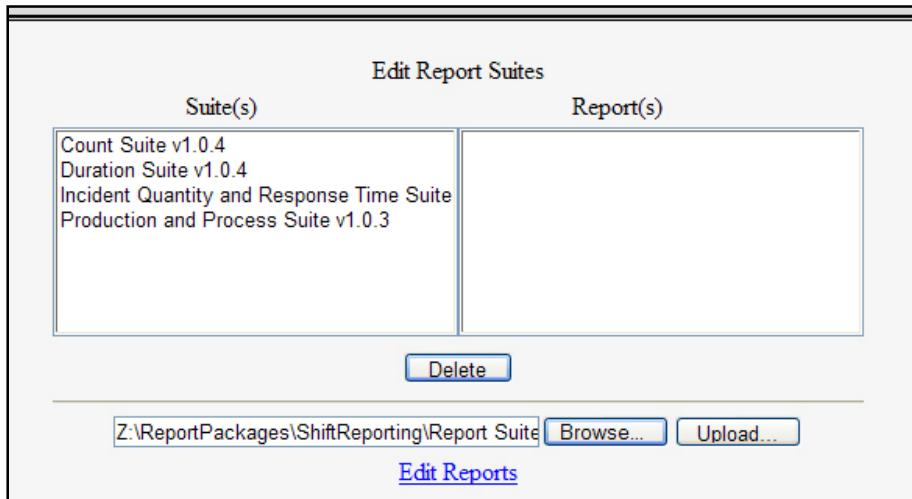
5. From the **Shift Reporting Package** page, locate **Settings** and click **Submit**.



6. From the **Administration** page, click **Edit Suites**.



7. From the **Edit Suites** page, click **Browse** and then locate the **Report Suite** .ZIP file mentioned above.



8. Click **Upload**. Your newly uploaded suite shows up in the **Suite(s)** list.

Note: Your suite will not install successfully if the suite you are trying to install is older than a previously installed version.

9. Your suite is now installed and ready for use.