



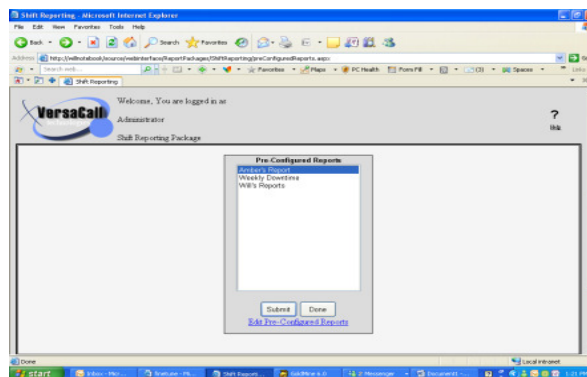
“How to” Document Series

How to Set up a Pre-Configured Report

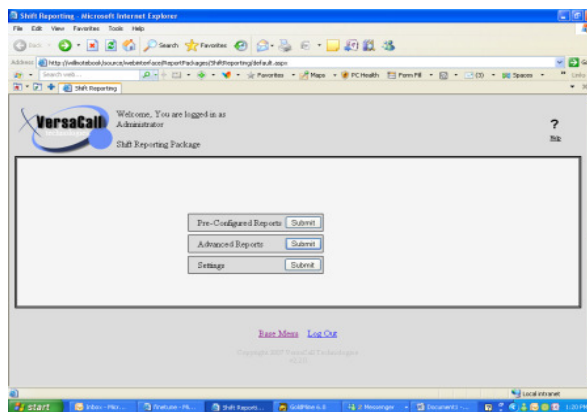
Doc. HT105

To setup a pre configured report.

- 1.) Go to Shift reporting packaging which can be accessed threw the Reporting Package section on the main Web Interface page.



- 2.) Click on the Pre Configured Reports button.



- 3.) Select Edit Pre-Configuration reports link. *If the link is not available, consult you administrator for access rights.

