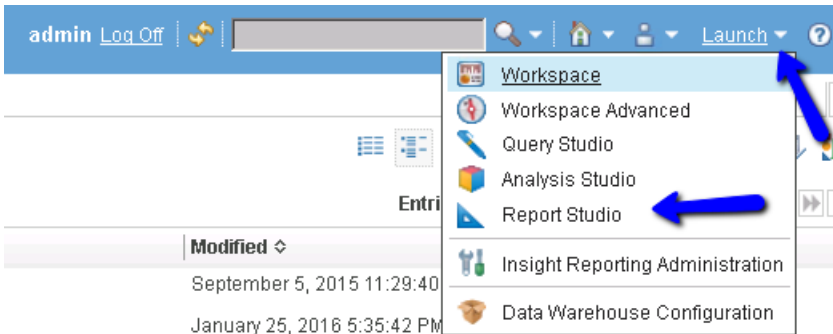


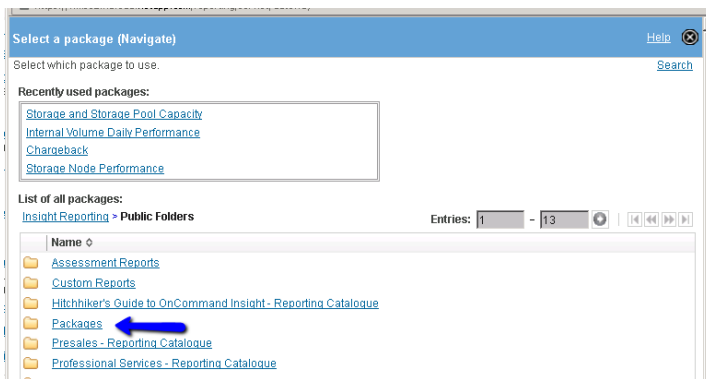
- 1) Log Into the Operational Servers WebUI using admin/admin123
- 2) Launch the Reporting Portal



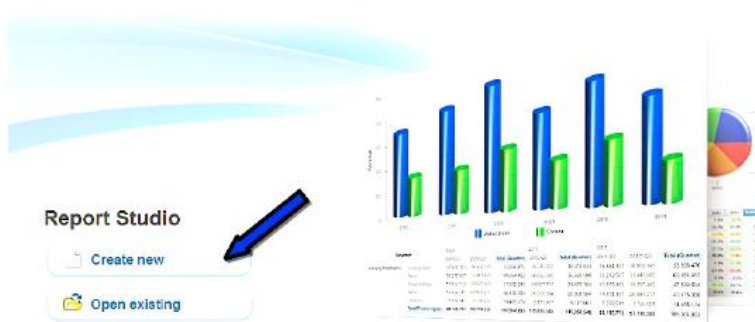
- 3) Login to the reporting portal with admin\admin123
- 4) Click on the Launch pull down, then select Report Studio



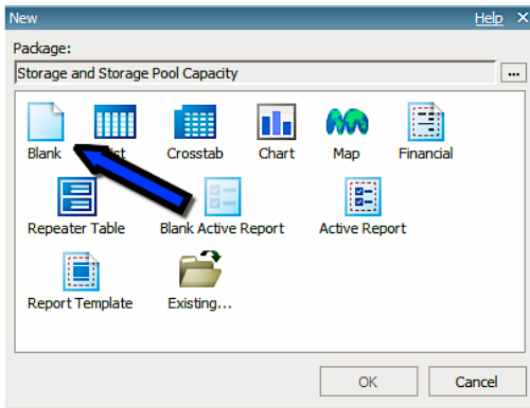
- 5) Select Packages Folder, Then Select ANY package



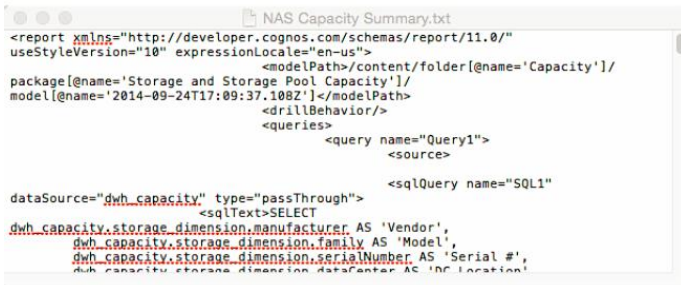
- 6) Select Create New



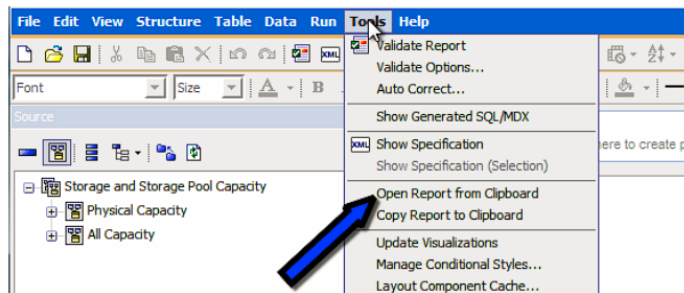
7) Select Blank



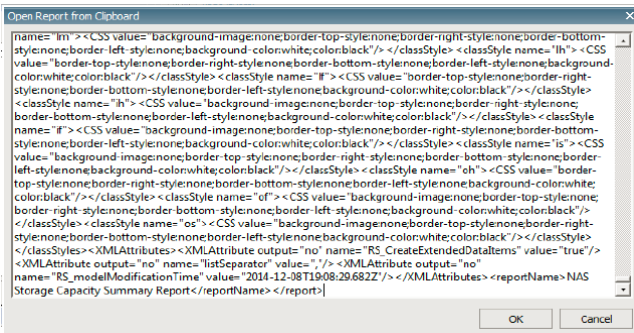
- 8) Using Notepad open one of the .txt report files, this is actually HTML code for the report.
Within notepad press Control-A to select all the txt
Then Control-C to copy all the selected text



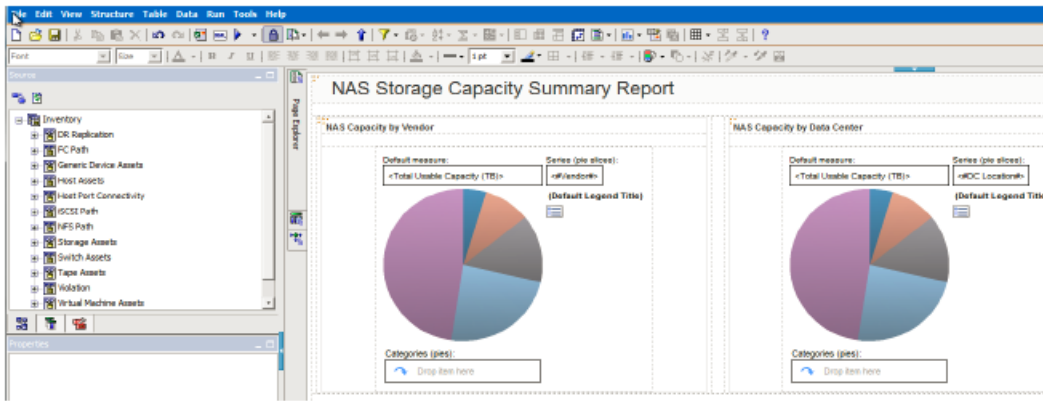
9) Within Report Studio Select Tools \ Open Report from Clipboard



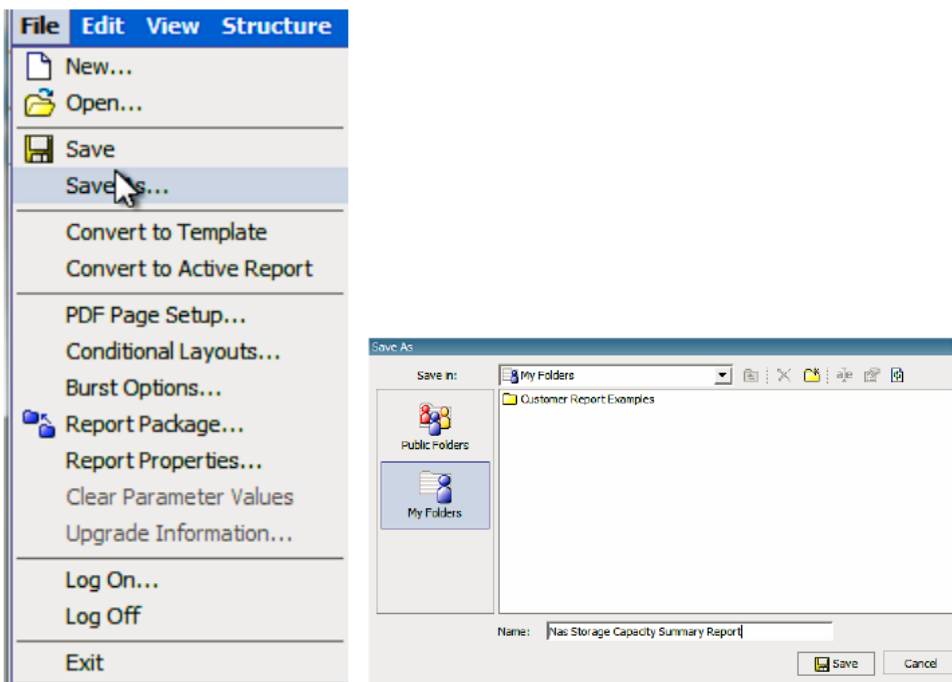
10) Paste using Control-V the text into the open report from the clipboard



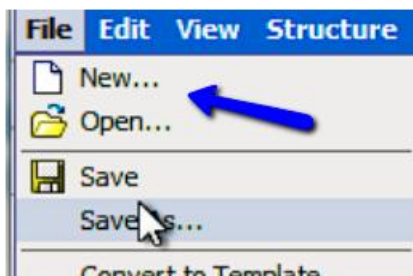
The report will appear in Report Studio Desktop



11) Save the report to **My Folders** and name it the name of the original .txt file omitting “.txt”

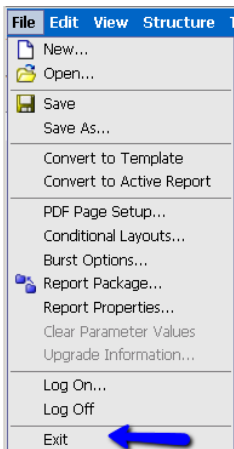


12) Click on File / New

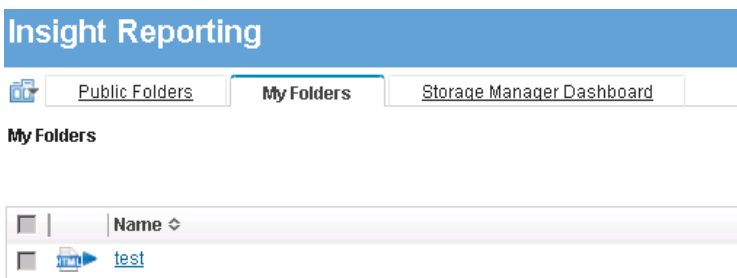


Repeat Steps 8 through 12 if there are any additional reports to be imported

Once All reports have been saved to the My Folders location click on “File \ Exit”



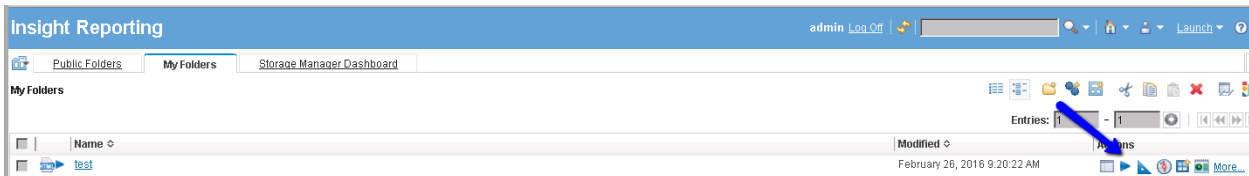
13) Navigate to the “My Folders” Tab



Here you should see your saved reports.

Now click on each report to run them. By default each report will run in it's native HTML format.

To Change the format of the report output, select the “Run with Options” icon to the right of the report you want to execute.



Select the output you want for the report and then select RUN

