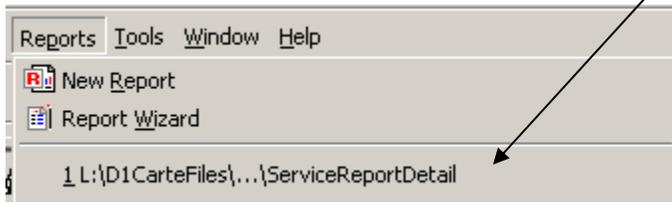


Running Reports

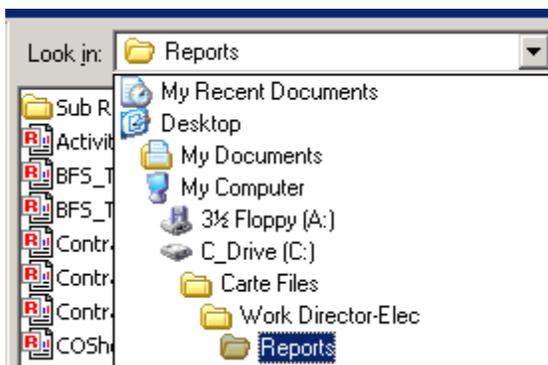
1. From WorkDirector or SignalView click on the **Reports** Menu option in the Tool Bar.
2. A list of previously run reports may appear in the list.



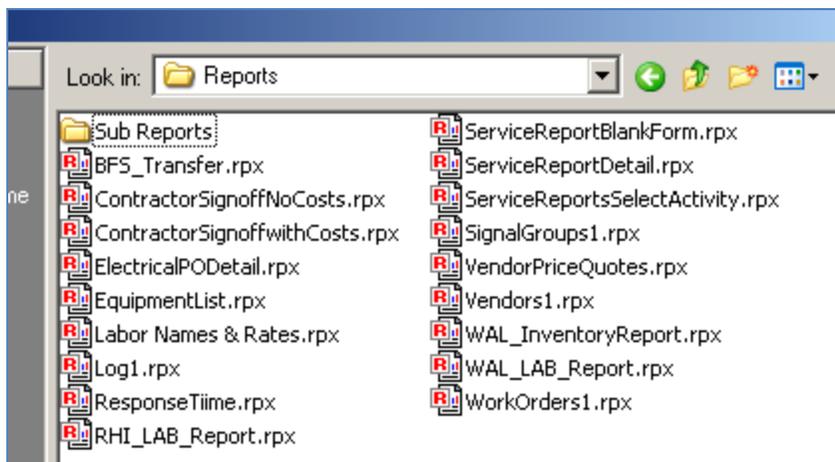
3. If the report you want is not in the list choose **More Reports** from the Reports Menu



4. Navigate to your report directory on **C:\Carte Files\Work Director-Elec\Reports** or **C:\Carte Files\SignalView\Reports**



5. A list of available reports will display.



6. Select the report from the list and click **Open**.
7. The report will generate on your screen.
8. It can then be printed or saved to a file for later reference.

Print the report.  Print...

9. Refer to pages 32 – 33 in the WorkDirector-Elec Training Guide for more details on exporting a report to a file.