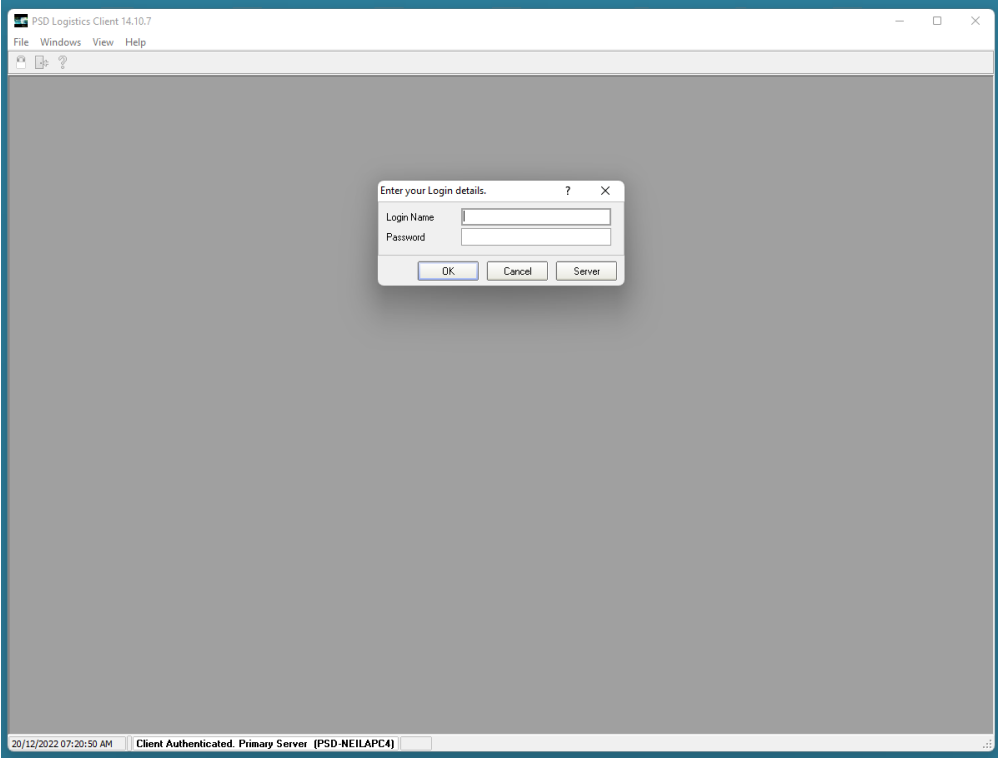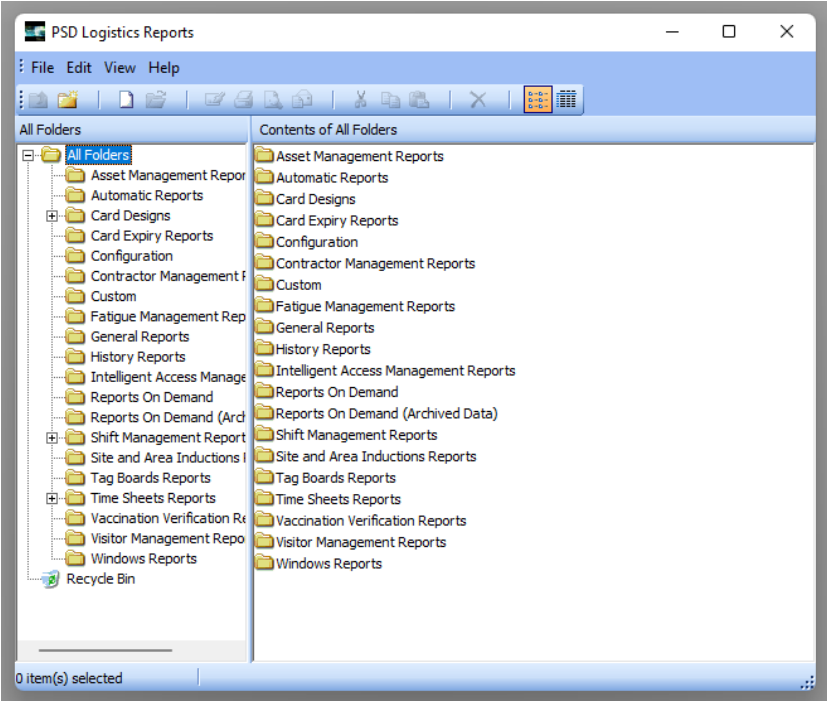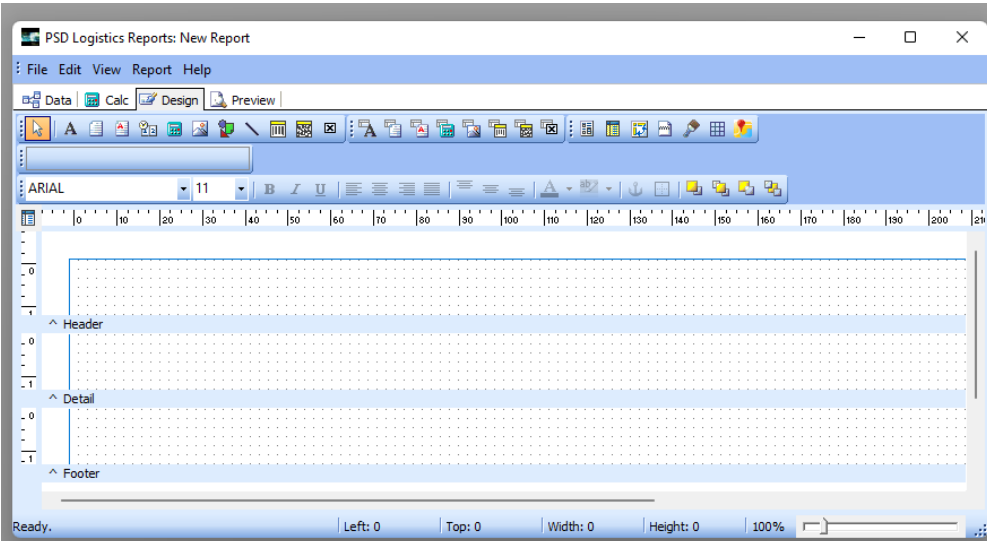# How To Import A Report Into PSD Logistics

Last Updated 20/12/2022

This can be used when wanting to install a new report, or copy a report from another PSD Logistics site.

Solution

Step	Action
1	Open a PSD Logistics Client by running PSDLogisticsClient.exe using "Run As Administrator". The default folder for this application is C:\Program Files (x86)\PSDLogistics\Client\.
2	Click the hammer icon, or select "Admin" -> "Logon As Administrator" to log in as a PSD Logistics administrator. If these options are not available, you do not have sufficient permissions to perform this operation. If this is the case, contact your PSD Logistics administrator.

Step	Action
3	Select "Setup" -> "Reports" -> "Reports". This will open the PSD Logistics Reports window.
4	Open the relevant folder then click the "New Report" tool button. This will open the PSD Logistics Reports: New Report window..
5	Select "File" -> "Load From File". This will open an MS Windows browser and allow you to select a report RTM file.
6	Select "File" -> "Save As" and assign the report a name.
7	Select "Save" and "Close".