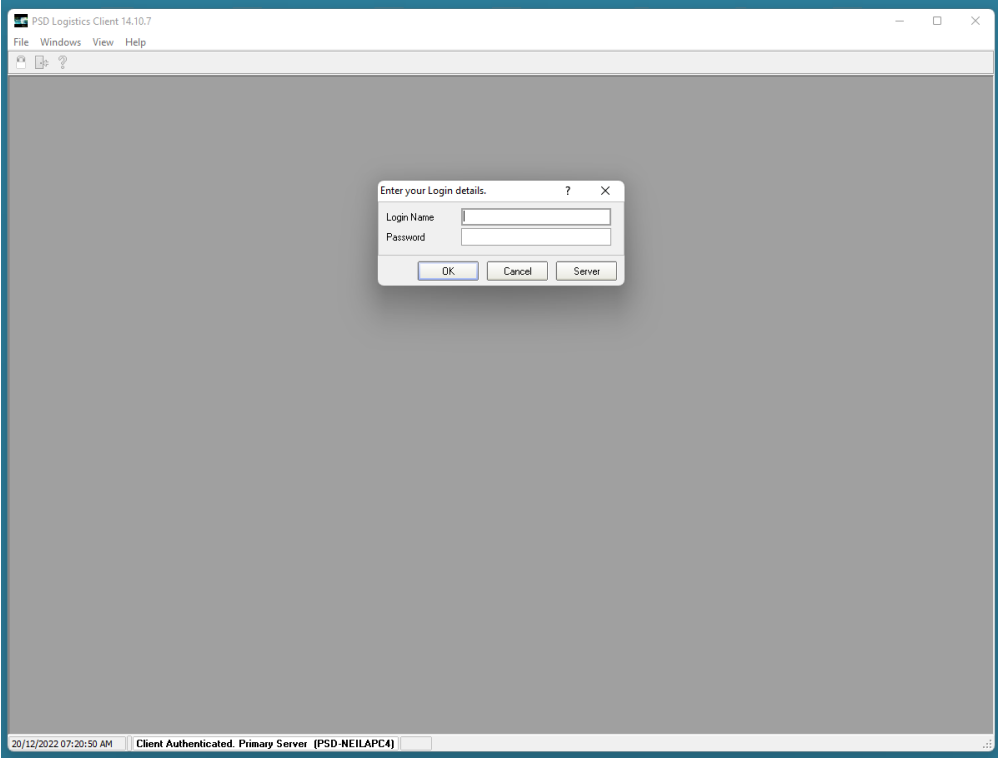



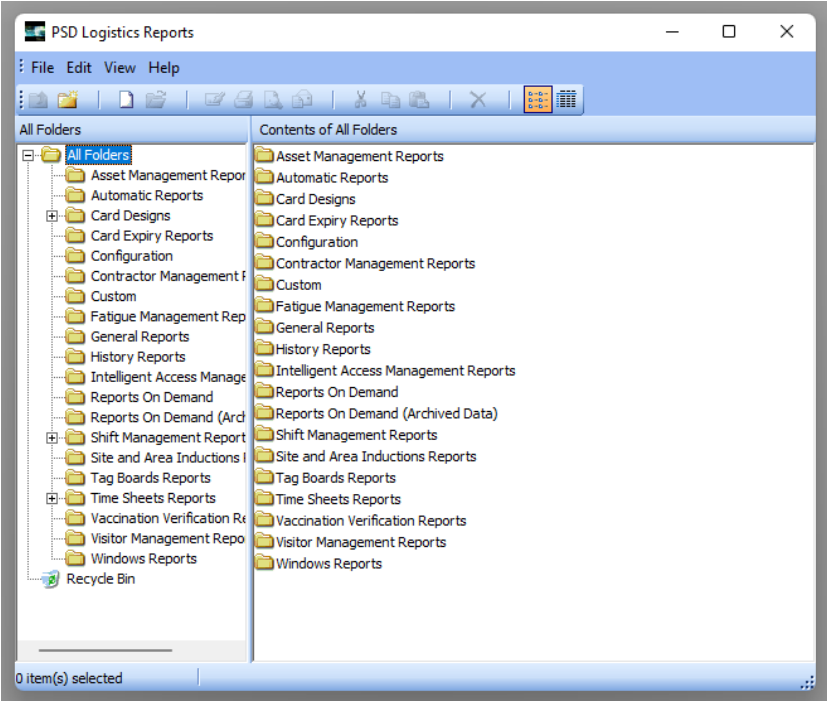
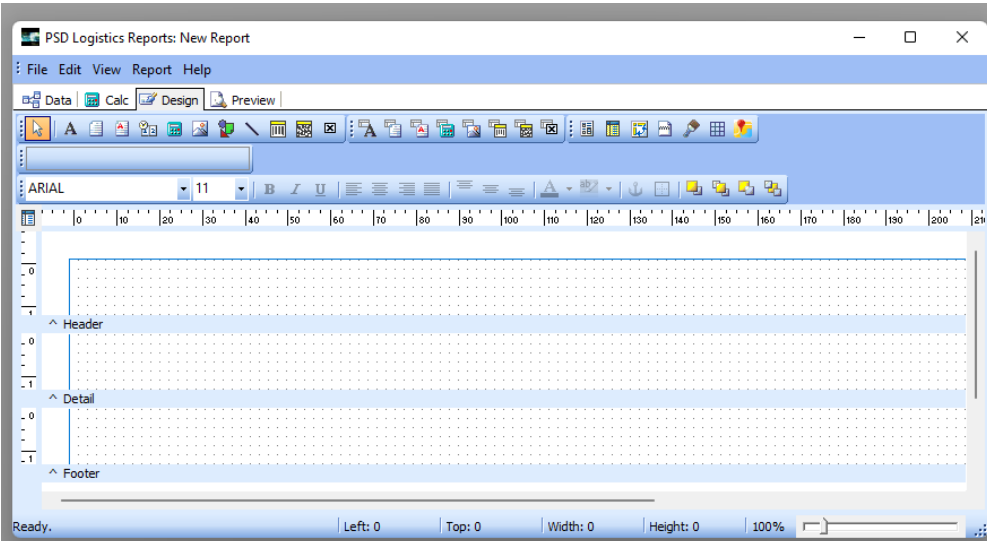
How To Import A Report Into PSD Logistics

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	<p>Open a PSD Logistics Client by running PSDLogisticsClient.exe using “Run As Administrator”.</p> <p>The default folder for this application is C:\Program Files (x86)\PSDLogistics\Client\.</p>  <p>The screenshot shows the PSD Logistics Client application window titled "PSD Logistics Client 14.10.7". The window has a menu bar with "File", "Windows", "View", and "Help". A central dialog box titled "Enter your Login details." is displayed, containing two input fields for "Login Name" and "Password", and three buttons: "OK", "Cancel", and "Server". The status bar at the bottom of the window shows the date and time "20/12/2022 07:20:50 AM" and the text "Client Authenticated. Primary Server [PSD-NEILAPC4]".</p>
2	<p>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.</p>  <p>The hammer icon is a small blue icon of a hammer, used to represent the "Admin" or "Logon As Administrator" option.</p>

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