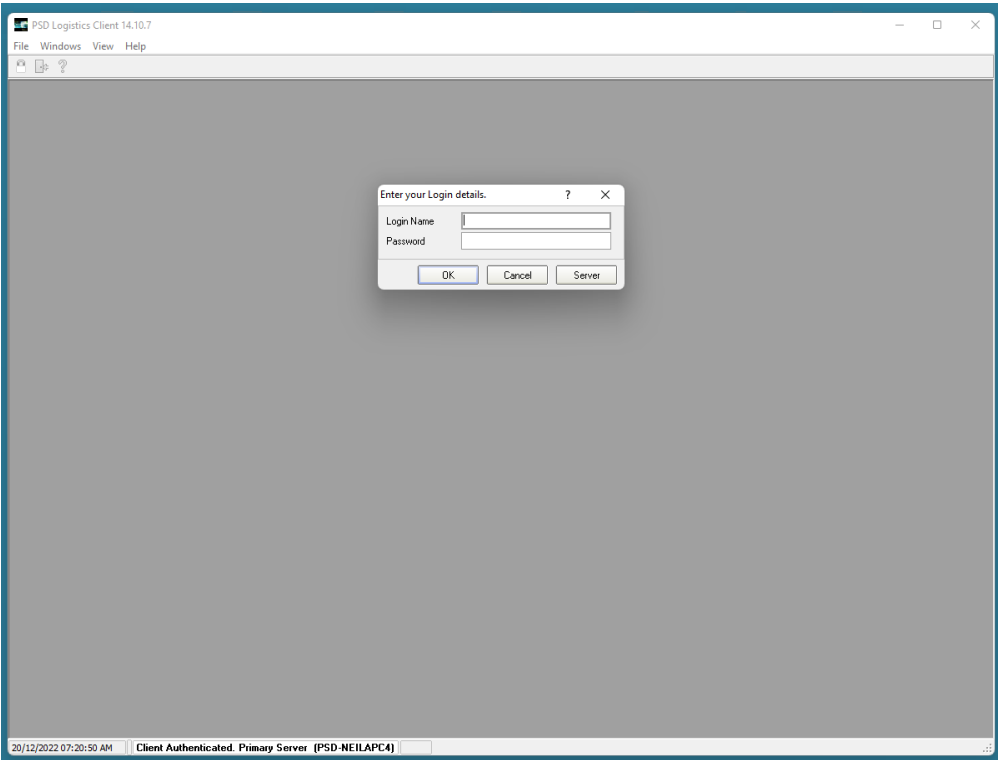



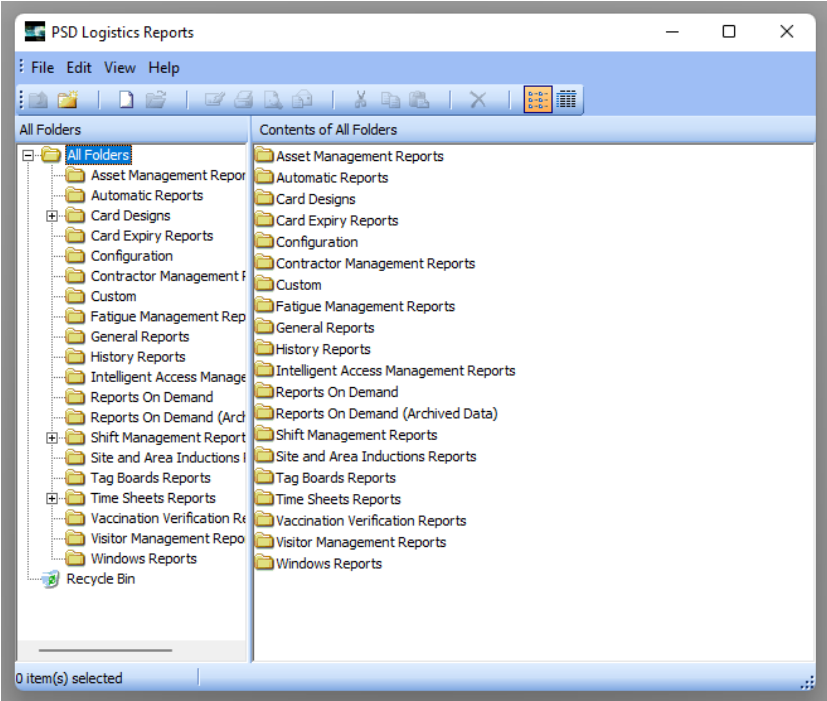
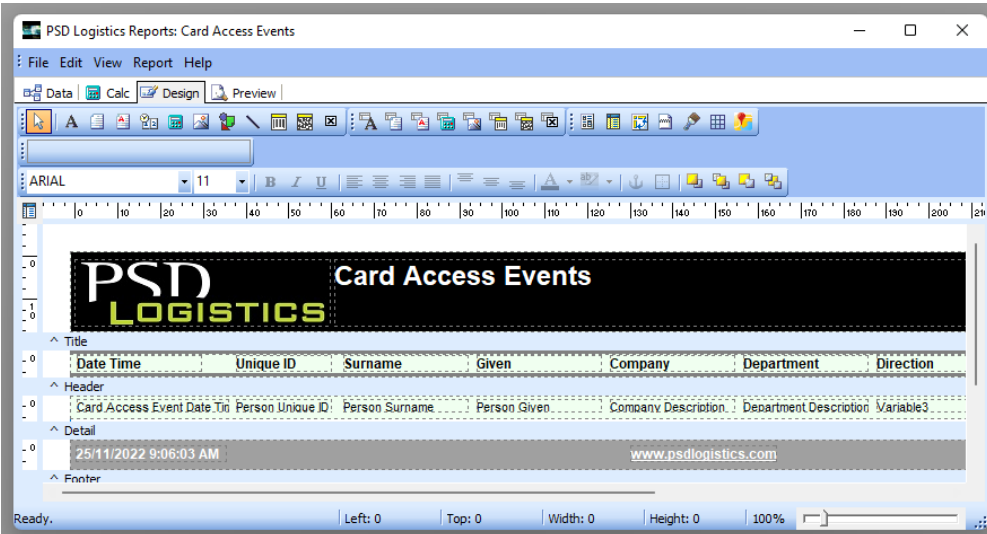
How To Export A Report File Out Of PSD Logistics

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This can be used when wanting to copy a report from one PSD Logistics site to another.

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 image shows a small icon of a hammer, which is used to access administrative functions in the PSD Logistics Client.</p>

Step	Action
3	<p>Select “Setup” -> “Reports” -> “Reports”. This will open the PSD Logistics Reports window.</p>  <p>The screenshot shows the PSD Logistics Reports application window. The title bar reads "PSD Logistics Reports". The menu bar includes "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into two panes: "All Folders" on the left and "Contents of All Folders" on the right. The "All Folders" pane shows a tree view with "All Folders" selected. The "Contents of All Folders" pane lists various report folders such as "Asset Management Reports", "Automatic Reports", "Card Designs", "Card Expiry Reports", "Configuration", "Contractor Management Reports", "Custom", "Fatigue Management Reports", "General Reports", "History Reports", "Intelligent Access Management Reports", "Reports On Demand", "Reports On Demand (Archived Data)", "Shift Management Reports", "Site and Area Inductions Reports", "Tag Boards Reports", "Time Sheets Reports", "Vaccination Verification Reports", "Visitor Management Reports", and "Windows Reports". The status bar at the bottom indicates "0 item(s) selected".</p>
4	<p>Open the relevant folder then double click on the desired report. This will open the PSD Logistics Reports window.</p>  <p>The screenshot shows the PSD Logistics Reports: Card Access Events window. The title bar reads "PSD Logistics Reports: Card Access Events". The menu bar includes "File", "Edit", "View", "Report", and "Help". Below the menu bar is a toolbar with icons for "Data", "Calc", "Design", and "Preview". The main area displays a report preview with the PSD LOGISTICS logo and the title "Card Access Events". The report content includes a table with the following columns: Date Time, Unique ID, Surname, Given, Company, Department, and Direction. The table has a header row and a data row. The data row shows: 25/11/2022 9:06:03 AM, www.psdlogistics.com. The status bar at the bottom indicates "Ready." and "Left: 0 Top: 0 Width: 0 Height: 0 100%".</p>
5	<p>Select “File” -> “Save To File”. This will open an MS Windows browser and allow you to save the report as an RTM file. RTM files are report definition files that can be imported into other PSD Logistics systems.</p>
6	<p>Select “Save” and “Close”.</p>