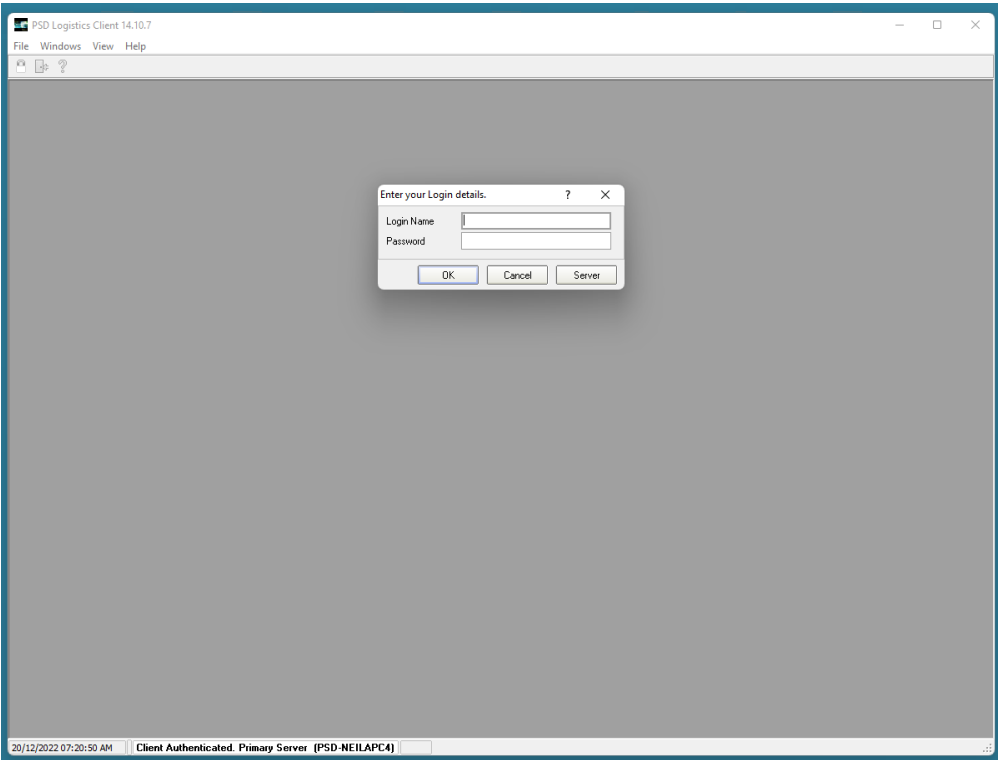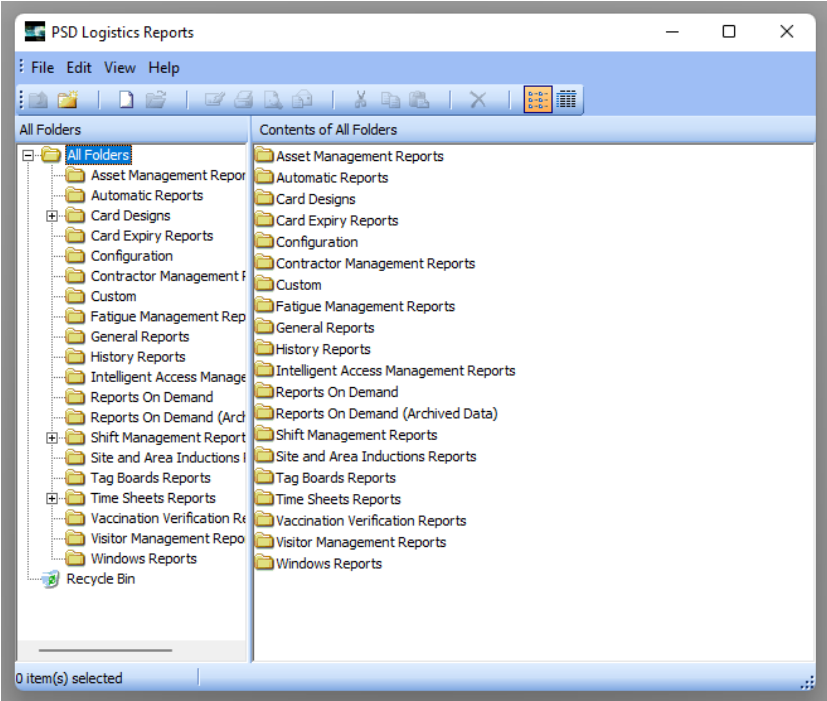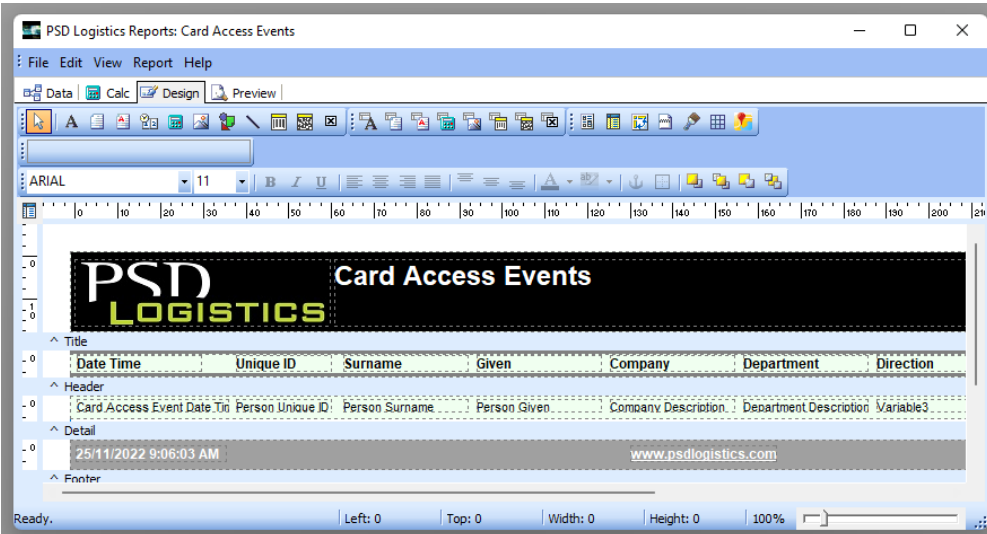# How To Export A Report File Out Of PSD Logistics

Last Updated 20/12/2022

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

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 double click on the desired report. This will open the PSD Logistics Reports window.
5	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.
6	Select "Save" and "Close".