

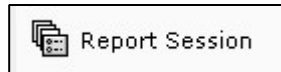
## Report Session

Setting pathway to print/view reports

When you first load Workflows on a computer, after a major software update, or if your computer has been reimaged, you will need to set your Report Session settings. You also will need to do it if you get the error message, "The specified path was not found." when you go to view a report.



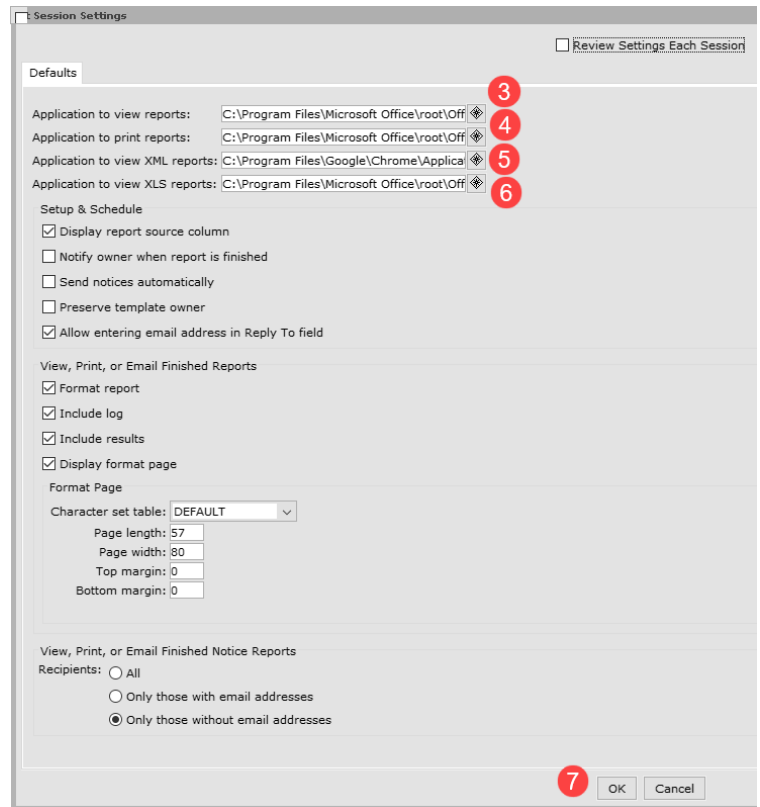
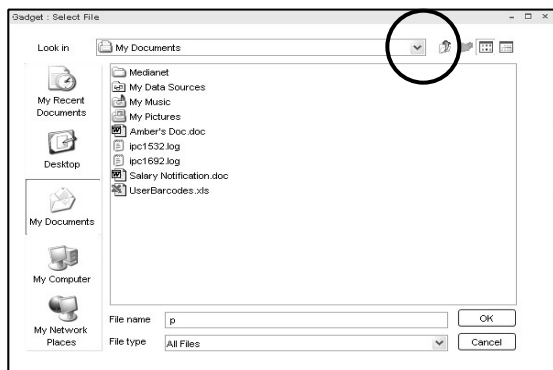
1. **Click** on the Reports wizard group.
2. **Click** on the Report Session wizard.  
*Set Session Settings* screen displays.



The default settings do not need to be changed except for Application to view reports and Application to print reports. They must be set on each specific computer. You may also choose to set Application to view XML reports, which will open the report in a web browser, and Application to view XLS reports, which will open the report as a spreadsheet.

3. **Set** path for Application to view reports.
  - **Click** on the gadget next to the entry box.
  - **Select** the path to your Microsoft Word or AppleWorks program.

**Gadget: Select File** screen.



Examples follow. Yours may be slightly different (or contact your ITC's Library Support Staff for help).

PC - to Microsoft Word program:

C:\Program Files\Microsoft Office\Office16(or something similar)\WINWORD.EXE

PC - **Windows 7** users, depending on your hardware and software, you may need to use:

C:\Program Files (x86)\Microsoft Office\Office16(or something similar)\WINWORD.EXE

PC - **Windows 10** users, depending on your hardware and software you may need to use:

64-bit: C:\Program Files\Microsoft Office\root\Office16(or something similar)\WINWORD.EXE

32-bit: C:\Program Files (x86)\Microsoft Office\root\Office16(or something similar)\WINWORD.EXE

4. **Set** path for Application to print reports.

- **Click** on the gadget next to the entry box.
- **Select** the path to your Microsoft Excel or another spreadsheet program

Possible Paths to Microsoft Excel:

- C:\Program Files\Microsoft Office\Office16(or something similar)\EXCEL.EXE
- C:\Program Files (x86)\Microsoft Office\Office16(or something similar)\EXCEL.EXE
- 64-bit: C:\Program Files\Microsoft Office\root\Office16(or something similar)\EXCEL.EXE
- 32-bit: C:\Program Files (x86)\Microsoft Office\root\Office16(or something similar)\EXCEL.EXE

5. **Set** path for Application to view XML reports.

- **Click** on the gadget next to the entry box.
- **Select** the path to a web browser such as Google Chrome.

Possible Paths to a web browser like Google Chrome:

- C:\Program Files\Google\Chrome\Application\chrome.exe
- C:\Program Files (x86)\Google\Chrome\Application\chrome.exe

6. **Set** path for Application to view XLS reports.

- **Click** on the gadget next to the entry box.
- **Select** the path to your Microsoft Excel or another spreadsheet program.

Possible Paths to Microsoft Excel:

- C:\Program Files\Microsoft Office\Office16(or something similar)\EXCEL.EXE
- C:\Program Files (x86)\Microsoft Office\Office16(or something similar)\EXCEL.EXE
- 64-bit: C:\Program Files\Microsoft Office\root\Office16(or something similar)\EXCEL.EXE
- 32-bit: C:\Program Files (x86)\Microsoft Office\root\Office16(or something similar)\EXCEL.EXE

7. **Click** on OK to save your settings.

8. When exiting out of Workflows after you have made these changes, be sure to **select** Yes to save your Report Session Properties.

