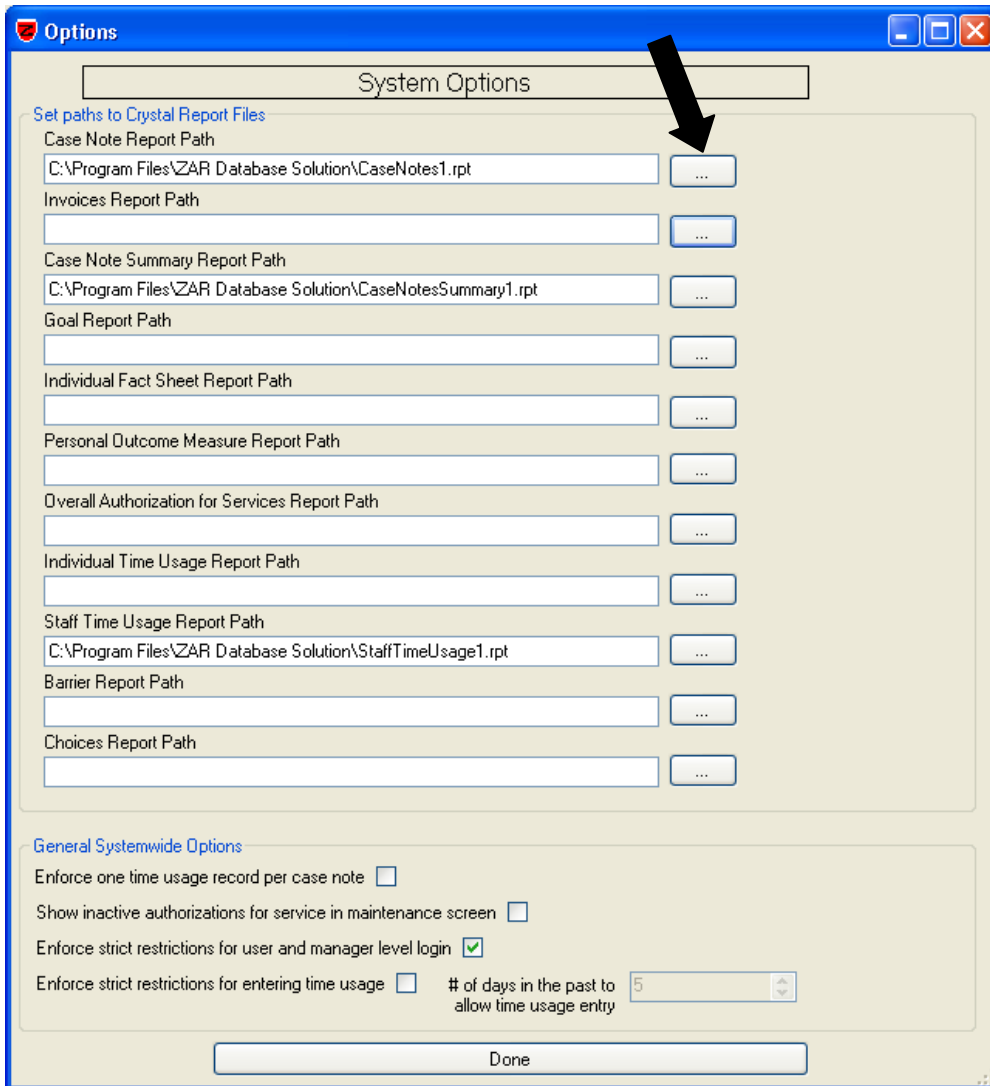


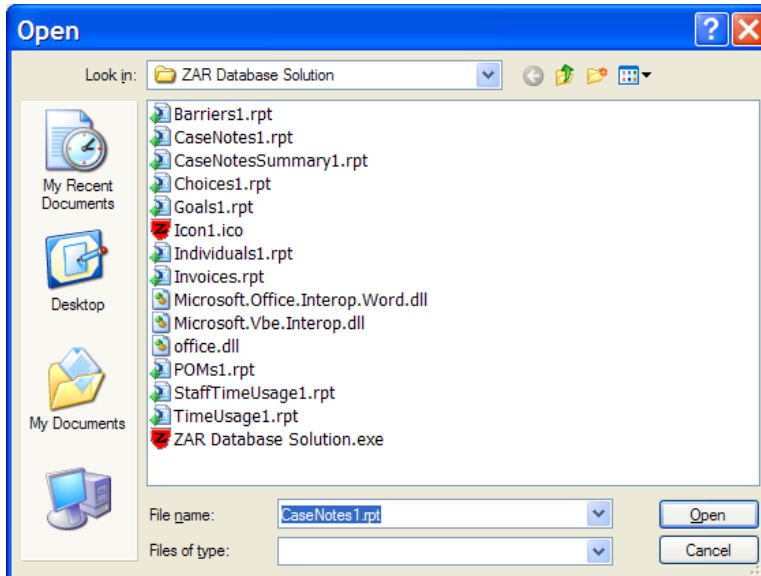
Procedure for Installing Custom Reports for ZAR Database Solution

This procedure describes the installation of custom reports (.rpt files) for use with the ZAR Database Solution software. You will be copying the file from the email attachments and placing it on your C: drive.

1. Place the .rpt files in the email attachments (CaseNotes_XXX.rpt and Invoices_XXX.rpt) and copy them to a directory that you will remember (i.e. My Documents/ZAR for a single workstation installation or in a folder on a network drive for multiple workstations)
2. Start up the ZAR Database Solution software and log in.
3. On the top menu strip click Tools, Option to get to the Systems Options screen. Now find the appropriate report path. Select the new report file (.rpt file) by clicking on the report path ellipses button (as shown):



4. This opens an Open file dialogue box where you can now select the new .rpt file by navigating to the directory you selected in step 5 and selecting the appropriate .rpt file. Click Open to select the file.



5. You should now see the new path appear on the Systems Options screen. Click on Done to save changes.
6. From this point on whenever you generate this report you will be using the new custom report file.
7. If you must revert back to using the default report files they are located in the c:/Report Files/ZAR Database Solution directory.