

Reinstalling a Custom Report

1. Save the report file to your desktop and unzip it.
2. To import it to FileOnQ, go to Reports > External Reports > Manage. Select the report you are going to update at the top of the Report Manager window.
3. Click the "Browse" button and find the report file you downloaded to your desktop in step-1 above, then click "Open".
4. Back in the Report Manager window, click the "Update" button. When it is grayed out the report has loaded, replacing the earlier version of the report.
5. Click "Ok" to close the Report Manager window and test the report.