Compansol
Computer Analysis & Solutions

Instructions for downloaded file which has 'exe' extension:
Please follow the instructions to install the custom report on your computer:

Step 1 - Download and save the custom report
1.- Download the custom report file (**newreport**.exe) to "C:\My Documents"
Note: newreport.exe or **newreport.xml** is a generic name; note and replace the name
for the specific custom report you are downloading.
2.- Click on Start
3.- Click on Run
4.- Click on Browse...
5.- Select C:\My Documents from Look in pull down list
6.- Select the newreport.exe file
7.- Click on open
8.- Click on OK
9.- Click on Unzip
10.- Click on OK
11.- Click on Close

Step 2 - Install Report in Blumen
1.- Run Blumen 8.0
2.- Go to Reports
3.- Go to Request Manager
4.- Click on File
5.- Click on Import
6.- Click on the button with the three dots. . .
7.- Select the C:\My Documents folder from the Look in pull down list
8.- Select the file newreport.xml
9.- Click on OK
10.- Click on the Down arrow button with a line below it.
11.- Click on Import button.
12.- Click on OK.

Now your Custom Report is installed in Blumen.

Instructions for downloaded file which has 'zip' extension:
Please follow the instructions to install the custom report on your computer:

Note: To use the custom report with **zip** format, you require Winzip program in your system.

Step 1 - Download and save the custom report
1.- Download the custom report file (**newreport**.zip) to "C:\My Documents"
Note: newreport.zip or **newreport.xml** is a generic name; note and replace the name for the specific custom report you are downloading.
2.- Click on Start
3.- Click on Run
4.- Click on Browse...
5.- Select C:\My Documents from Look in pull down list
6.- Select the newreport.zip file
7.- Click on open
8.- Click on OK
9.- Click on Extract Icon at the top
10.- Type C:\My Documents in the 'Extract to' box
11.- Click on Extract button

Step 2 - Install Report in Blumen
1.- Run Blumen 8.0
2.- Go to Reports
3.- Go to Request Manager
4.- Click on File
5.- Click on Import
6.- Click on the button with the three dots. . .
7.- Select the C:\My Documents folder from the Look in pull down list
8.- Select the file newreport.xml
9.- Click on OK
10.- Click on the Down arrow button with a line below it.
11.- Click on Import button.
12.- Click on OK.

Now your Custom Report is installed in Blumen.

Instructions for downloaded file which has 'abc' extension:
Please follow the instructions to install the custom report on your computer:

Step 1 - Download and save the custom report
1.- Download the custom report file (**newreport**.abc) to "C:\My Documents"
Note: newreport.abc or **newreport.xml** is a generic name; note and replace the name
for the specific custom report you are downloading.
2.- Click on Start
3.- Click on Run
4.- Click on Browse...
5.- Select C:\My Documents from Look in pull down list
6.- Select the newreport.abc file
7.- Press 'F2'
8.- Replace **abc** with **exe**
9.- Click on Yes
10.- Click on open
11.- Click on OK
12.- Click on Unzip
13.- Click on OK
14.- Click on Close

Step 2 - Install Report in Blumen
1.- Run Blumen 8.0
2.- Go to Reports
3.- Go to Request Manager
4.- Click on File
5.- Click on Import
6.- Click on the button with the three dots. . .
7.- Select the C:\My Documents folder from the Look in pull down list
8.- Select the file newreport.xml
9.- Click on OK
10.- Click on the Down arrow button with a line below it.
11.- Click on Import button.
12.- Click on OK.

Now your Custom Report is installed in Blumen.