

How to Import a Report Into SIMS.Net

Report received Via Email:-

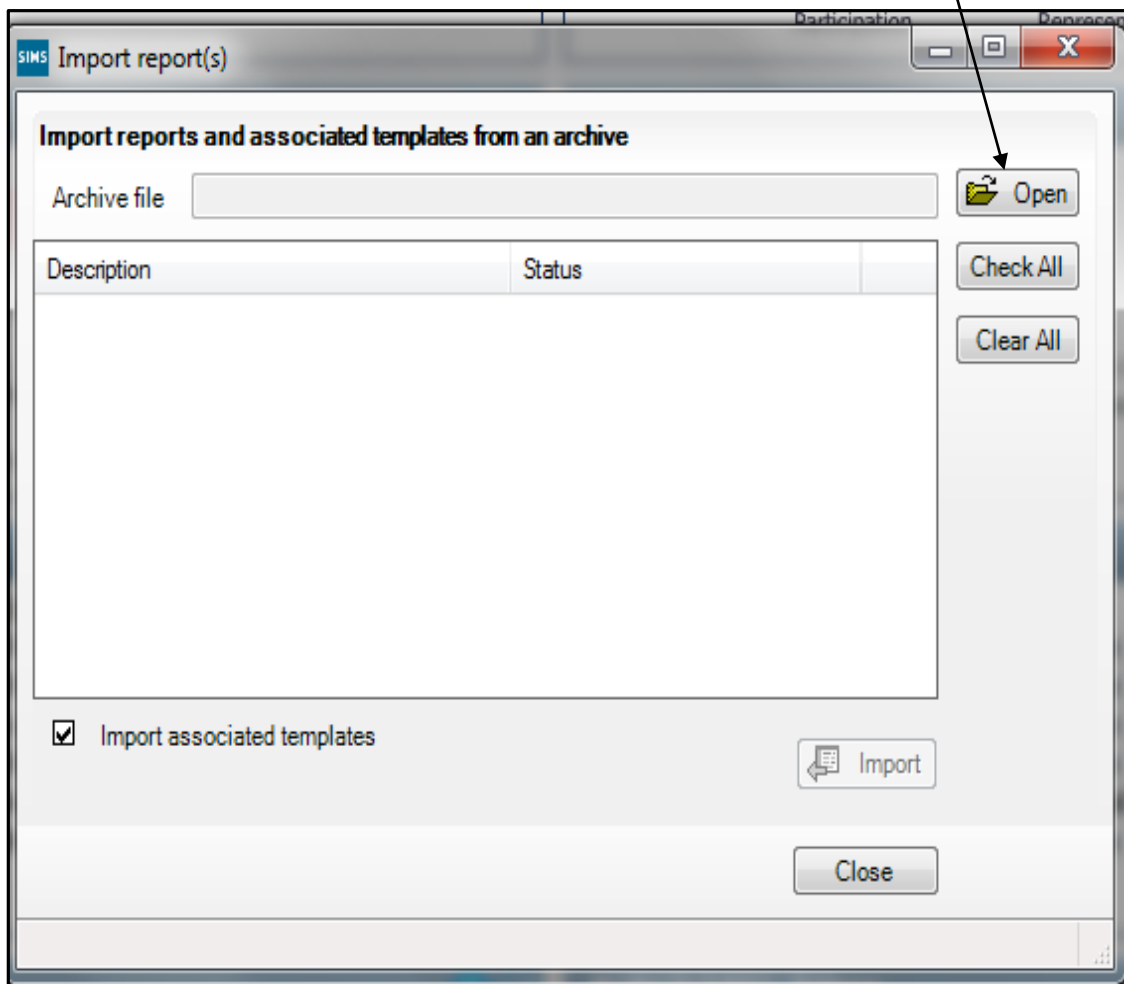
From the Email, select **File\Save Attachments**

Save the files to a location on your computer, making a note of where the files have been saved

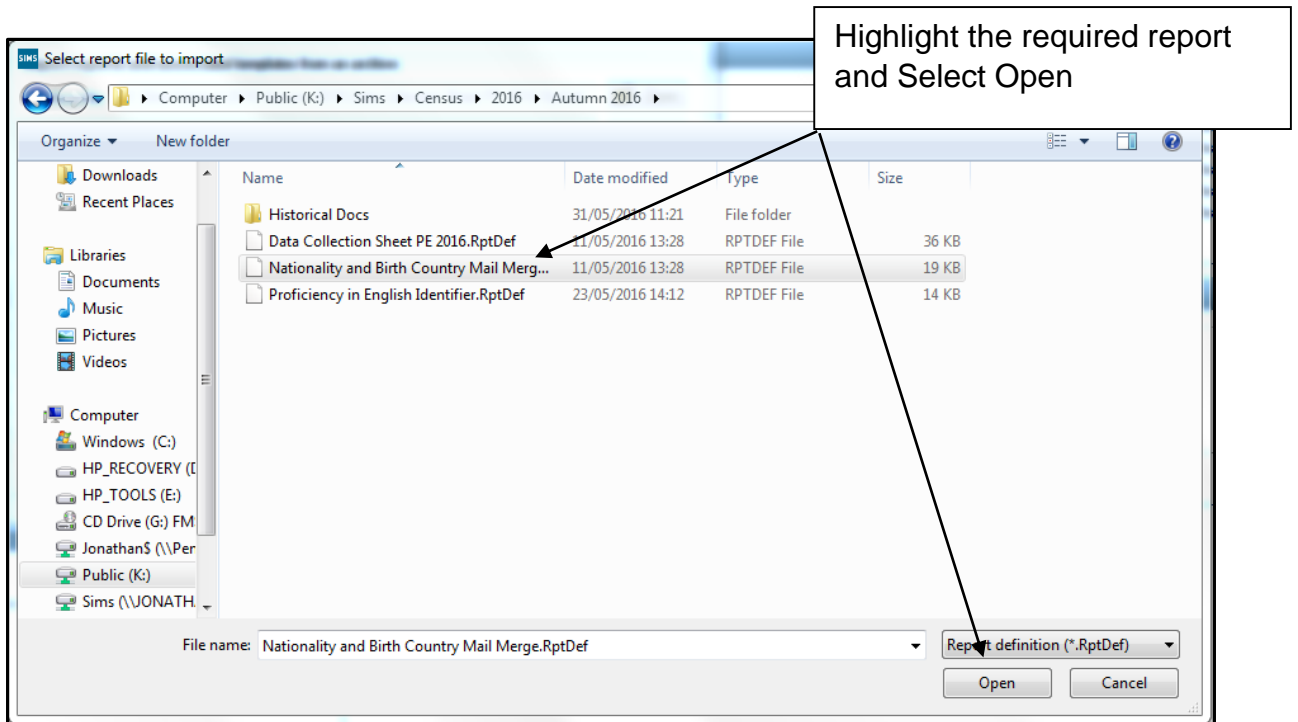
Log into SIMS.Net

Follow the route **Reports/Import**

You will then be presented with the Import Report screen. Click on the yellow **Open** folder

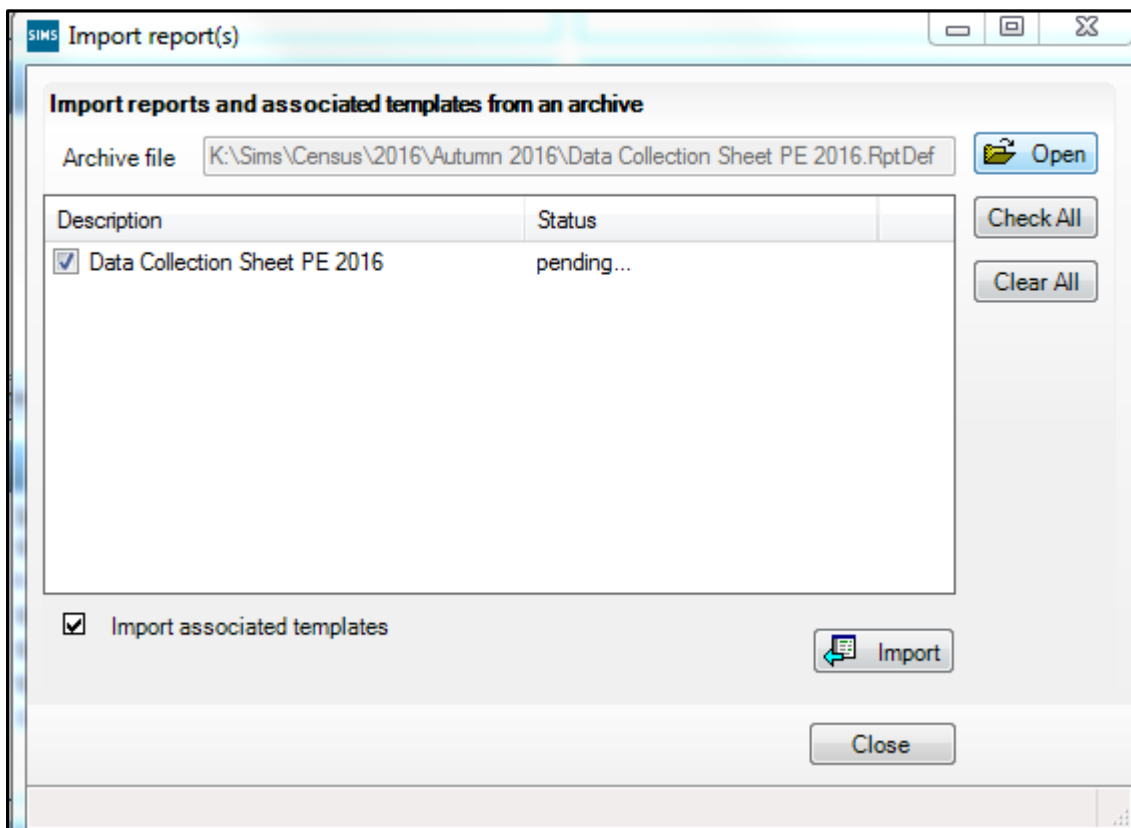


Navigate to the location that you had previously saved the reports to. Once located, highlight the required report and select Open



NOTE: It is only possible to select one report at a time.

You will then be returned to the SIMS Import Screen



Repeat to select any further report definitions that are required

Once all reports have been selected, with a tick next to it, click on the Import button.

Once the status changes from pending to imported the report has been successfully imported.

Select **Reports\Run Reports** to generate the imported reports.