

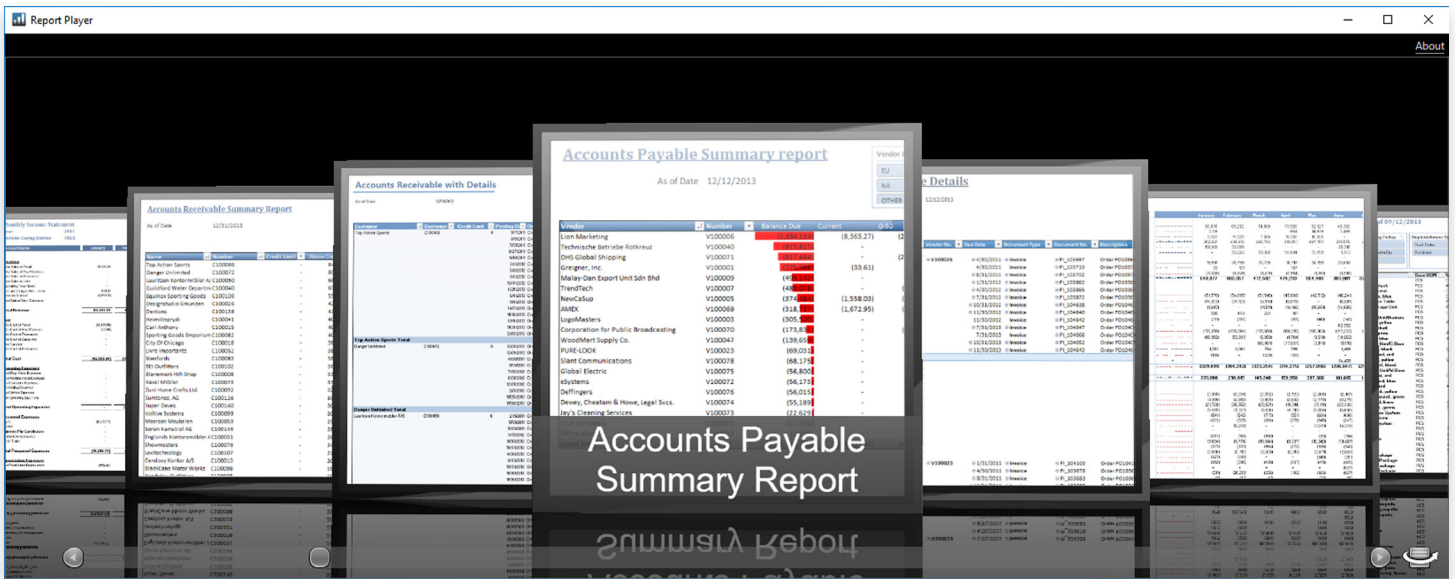


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How to use
the Jet Report Player

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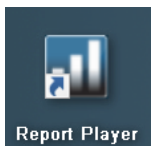
About the Report Player

The Report Player is a library where reports can be stored with descriptive information about each report such as the report name, a description, an image of the report, etc. The Report Player provides users with a convenient and attractive way to manage and view their reports. The Report Player also provides Jet partners with an easy way to distribute a group of reports to their users.

Installing the Report Player

To install the Report Player, **unzip** the file containing the Report Player setup files, and then run **setup.exe**. This does three things-

1. Installs the Report Player app on your computer
2. Adds a shortcut to your desktop.



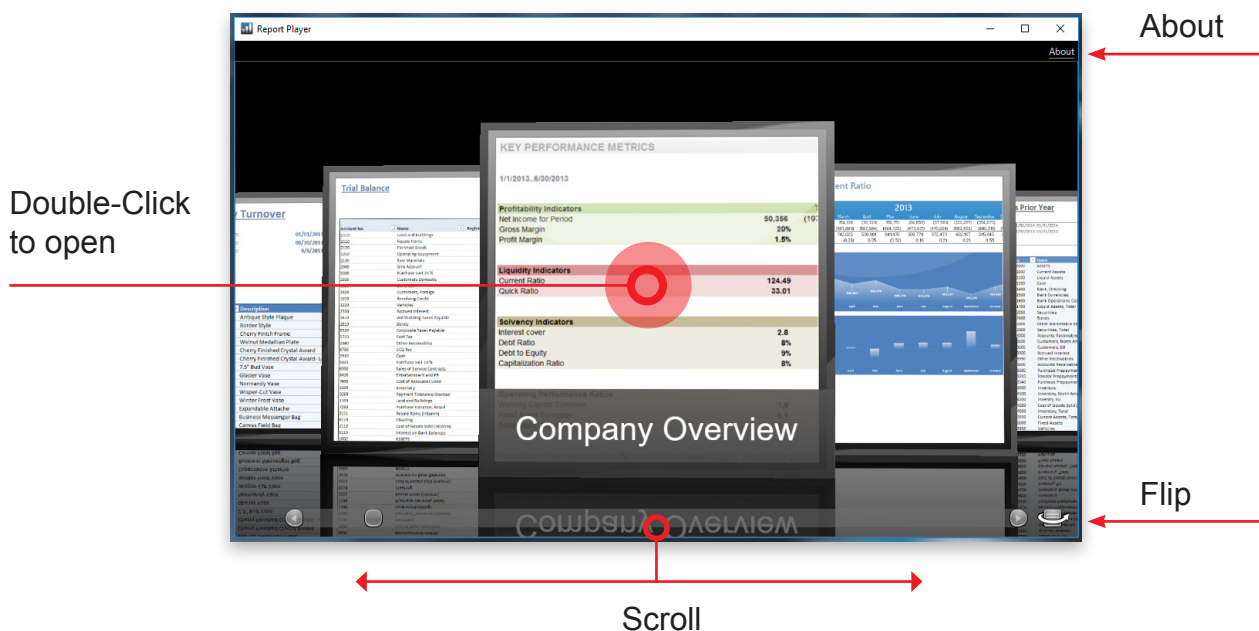
3. Creates a folder called "My Reports" in your "document" folder.

The "My Reports" folder contains a set of reports, report images, and descriptive information about the reports that are included in your Report Player application.

If you have existing reports with the same name in your **[My Documents]\My Reports** folder you will be prompted to overwrite the report.

Using the Report Player

After installing and running the report player, you will see a collection of reports displayed as cards. You can use the right/left arrows, scroll bar, etc. to view the reports. Double-clicking on a report's card will open the report in Excel.



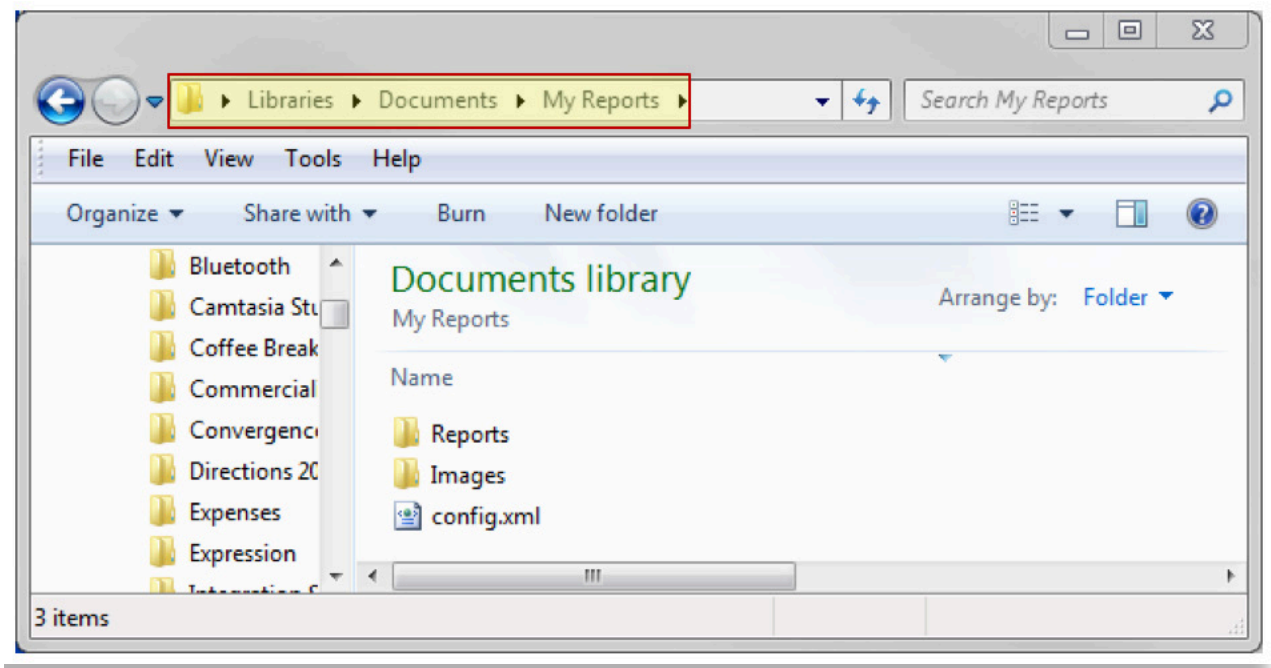
If you click the icon in the lower right area of the screen, the card will flip and you will see descriptive information about the report. If you press F2, you can edit the information about the report. If you flip the card back over while editing, you can also change the report name. Press Escape twice when you are finished to end editing. Any information you change will be saved and available to you the next time you open the Report Player.

If you click the About hyperlink in the upper right corner of the screen, you will see an About window with information about Jet Reports or the partner distributing the Report Player.

Adding Reports to the Player

All the Report Player information is stored in the folder **[My Documents]\My Reports**. The report files themselves are stored in the "Reports" sub folder. To add a report, simply copy the report file into this sub folder. If you have an image of the report you want displayed with it, give the image the **same filename** as the report and copy it into the "Images" sub folder. If you do not provide an image for your report, a default image will be displayed in the Report Player.

After you have copied the report and its image into the appropriate folders, open the Report Player. You should see your report there and you can edit its name and descriptive information by pressing F2. Press Escape twice when you are done editing the information. This information is stored in the **config.xml** file as seen in the image below.



Embedded within the familiar Excel environment, Jet Reports leverages the existing skillsets of users and offers out-of-the-box reports and dashboards so companies can immediately eliminate all expensive, time consuming and error-prone manual tasks to get the accurate business information they need, when and where they need it.

Over 10,000 companies rely on Jet Reports every day for their financial reporting.

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