

Installing Custom Reports For ProHelp™ EPM

This application note describes the steps necessary to install custom reports that have been created by MATTEC for your ProHelp™ EPM system.

1. Overview

The ProHelp™ EPM system comes with a number of standard or optional system reports. MATTEC occasionally develops custom / special reports for customers at an additional cost. These reports are always developed using Crystal Reports.

2. Installing Custom Reports

You have probably been provided with a floppy diskette that contains the custom report(s) and a custom menu file. To install the report(s) and menu, follow these steps:

- Install the ProHelp™ EPM software as required.
- Copy the contents of the floppy diskette into the directory where ProHelp™ EPM reports are stored, typically **C:\Program Files\Mattec\ProHelp\Reports**.

The new report(s) will now be available to users.

3. Executing Custom Reports

To execute your custom report(s), follow these steps:

- Start the ProHelp™ EPM Main Menu.
- Select the **Reports** option.
- Select one of the system menus, and search for the new **Custom** menu. Your report(s) will be listed here.