



## Web Site Instructions for Downloading and Using Custom Report Sample Files

**Note:** Sample Custom Reports.zip file contains the files referred to in these instructions.

A number of Custom Report Samples have been created for use by the e-ISuite community. These Custom Report Sample are all contained in a single zip file that is organized as follows:

The Custom Reports Samples zip file, when extracted to a user's desktop, will contain five functional area Custom Report Sample Zip files, one each for Cost, Demob, Finance, Glidepath, and Resource reports.

Within each functional area zip file there are two pdf files plus the Exported Custom Report Sample Templates. The two pdf files are (1) an Instructions zip file describing the sample reports developed for that functional area and (2) a Custom Reports Sample Screens pdf file that shows a sample output plus the four report builder screens for each sample report. The exported custom report template files are .xml files that were created using the Custom Report Export process and are meant to be imported by the user into their Site database using the Custom Report Import function under Manage Custom Reports.

For example, the contents of the Finance Custom Report Zip file are:

1. Finance Custom Reports Samples Instructions.pdf
2. Finance Custom Reports Sample Screens.pdf
3. SAMPLE – LIST OF AD EMPLOYEES HERE NOW.XML
4. SAMPLE – LIST OF ALL AD EMPLOYEES.XML
5. SAMPLE – LIST OF OTHER EMPLOYEES.XML
6. SAMPLE – PERSONNEL WITH TIME POSTINGS.XML

The other four functional area zip files are organized in a similar fashion.

Questions regarding these Custom Report Sample can be addressed to [billdamon@me.com](mailto:billdamon@me.com).