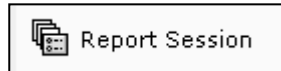


Report Session
Setting pathway to print/view reports

When you first load Sirsi on a computer, after a major software update, or if your computer has been reimaged, you will need to set your Report Session settings. You also will need to do it if you get the error message, "The specified path was not found." when you go to view a report.



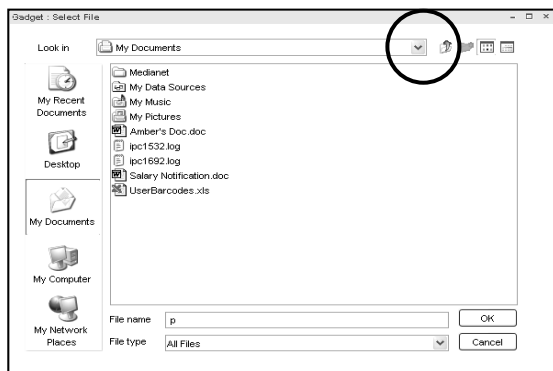
1. **Click** on the Reports wizard group.
2. **Click** on the Report Session wizard.
Set Session Settings screen displays.



The default settings do not need to be changed except for Application to view reports and Application to print reports. They must be set on each specific computer.

3. **Set** path for Application to view reports and Application to print reports.
 - **Click** on the gadget next to the entry box.
 - **Select** the path to your Microsoft Word or AppleWorks program.

Gadget: Select File screen.



Examples follow – yours may be slightly different (or contact your Tech support.)

PC – to Microsoft Word program:

c:\Program Files\Microsoft Office\OFFICE11(or something similar)\WINWORD.EXE

PC - **Windows 7** users, depending on your hardware and software, you may need to use:

c:\Program Files (x86)\Microsoft Office\OFFICE11(or something similar)\WINWORD.EXE

MAC – to Microsoft Word program: /Applications/Microsoft Office X/Microsoft Word

MAC – to TextEdit: /Applications/TextEdit.app

4. **Click** on OK to save your settings.

