

Saving Reports as Files

What It Does

If you access your eNsite or eNsite Pro system through our ASP service, your business information resides on a server in the colocation facility. You can save your reports as files on your local PC, though, so that you can e-mail them to others, or import them into spreadsheets and other programs.

We'll show you how to save your reports as files here.

How to Do It

To save reports as files, you need to set up a file printer. This requires two steps:

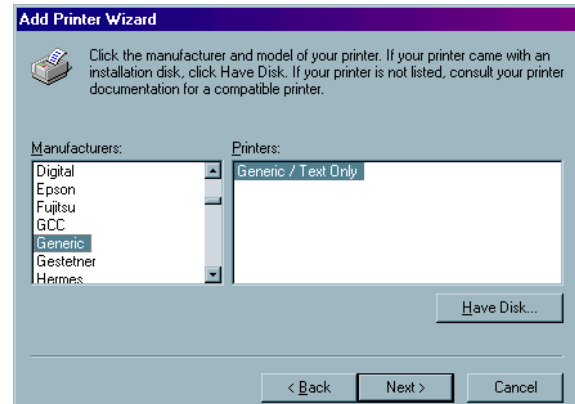
- Creating a file printer on your PC
- Adding the file printer to your IR Print Client.

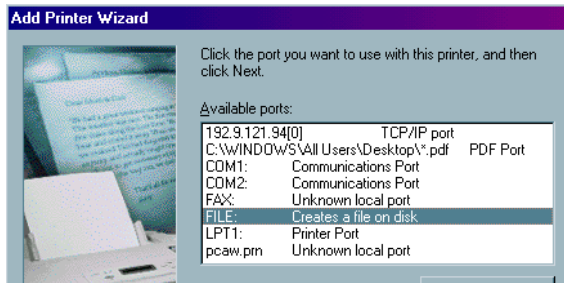
Note: You may need the CD that contains your computer's operating system for this procedure.

Creating a File Printer on Your PC

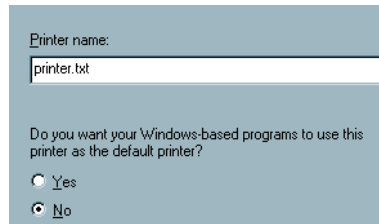
Note: These instructions are for Windows 98. Windows 2000 asks you to make the same choices, but the prompts appear in a different order.

- 1 Go to your PC. Click the **Start** button, point to **Settings** and click **Printers**.
- 2 In the Printers window, double-click **Add Printer**.
- 3 In the Add Printer Wizard window, click **Next**.
- 4 The next prompt gives you a choice of local or network printers. Select **Local Printer**, and click **Next**.
- 5 In the Manufacturers list, click **Generic**, as shown below. Click **Next**.





- 6** In the Available Ports list, select **FILE**, as shown above, and click **Next**.



- 7** At Printer Name, type **printer.txt**, as shown above.
- 8** The same window also displays Do You Want Windows-based Programs to Use This Printer as the Default Printer: click **No**. Then click **Next**.

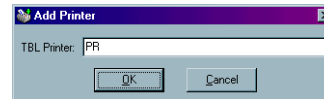
Note: At this point, Windows 2000 users will see a prompt about printer sharing. Select **Do not share this printer**, and click **Next**.

- 9** At Would You Like to Print a Test Page, click **No**, and click **Finish**.

Adding the File Printer to Your IR Print Client

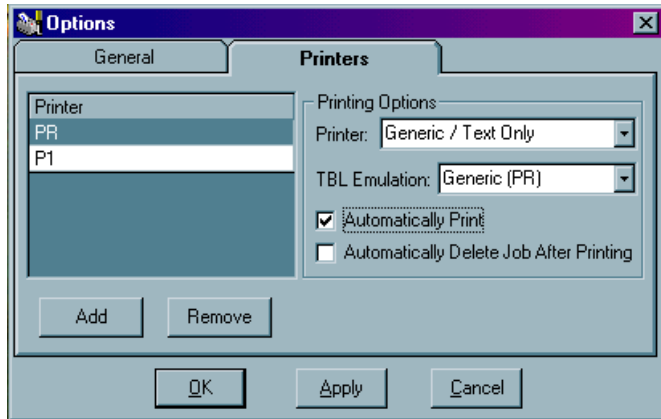
After adding the file printer, follow these steps:

- 10** Start IR Print Client.
- 12** In the IR Print Client window, open the Options window by pressing the CTRL and O keys at the same time.
- 13** Click the **Printers** tab.
- 14** Click the **Add** button.
- 15** In the TBL Printer box, type **PR**, as shown:



- 16** Click **OK**.
- 17** Highlight **PR** in the Printer list, if necessary, by clicking it.
- 18** Select **generic/ text only** from the list in the Printer box.
- 19** Select **Generic (PR)** in the TBL Emulation box, as shown on the next page.

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- 20 Select the **Automatically Print** check box, as shown.
- 21 Clear the **Automatically Delete Job After Printing** check box.

Your Options window should now look like the figure at left.

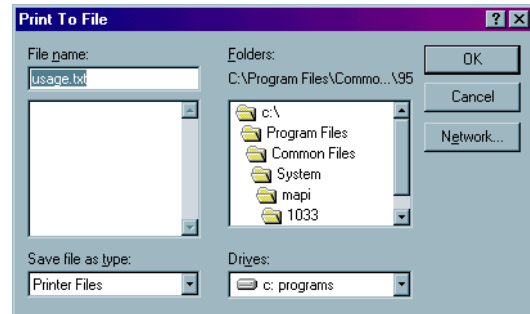
- 22 Click **OK**.

Saving a Report as a File

Once you've completed the steps above, follow these steps to print a report as a file:

- 23 Each time you want to save a report as a file, select printer **PR** within your applications.

- 24 When prompted for a file name, specify a path and a unique file name for your report. You may see a default file extension of .prn. ***Make sure you specify an extension of .txt*** for a usage report, for example, you might use the name usage.txt, as shown here:



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- Note:** For information about importing text files into Microsoft[®] Excel, see FAQ File 71: Exporting Reports from a Windows System.
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