

Using System Attachments

- Double click on the **Accessories** icon from the **Main Panel**.
- Double click on the **System Attachments** icon from the **Accessories** tab.
- Highlight **SM/CRS Reports** by clicking on it once.
- Click on the **Run Attachment** button (looks like a man running) on the tool bar to take you to the report menu.
- Click on the report that you want to run and fill in any necessary data that the program needs. **Hint:** If you hold your cursor over the report name you want, a description of the report will be displayed on the left-hand side of the screen. **Note:** If you do not have Adobe Acrobat on your computer, click on the **Get Acrobat** button before you submit your report.
- After you have filled in any data requested, click on the **Submit** button. You will get another box asking if you want to submit the request. Click **OK** – be patient – the program is running.
- Your report will execute and be brought up in **Adobe Acrobat** format. You can use the tool bar at the top of the report to print, etc.
- To close out the screen, click in the **X** in the upper right-hand corner.
- This will take you completely out of the **Adobe Acrobat** but it will leave your SiteManager session open at the **System Attachments** screen.