

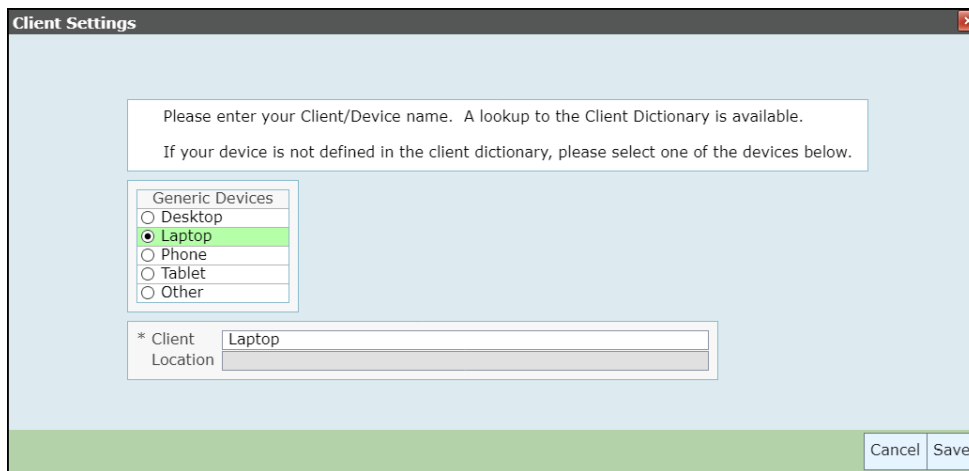
Web Client File Download

All Modules

This tip sheet explains how to download files when using the web client (WPL)

Client Settings

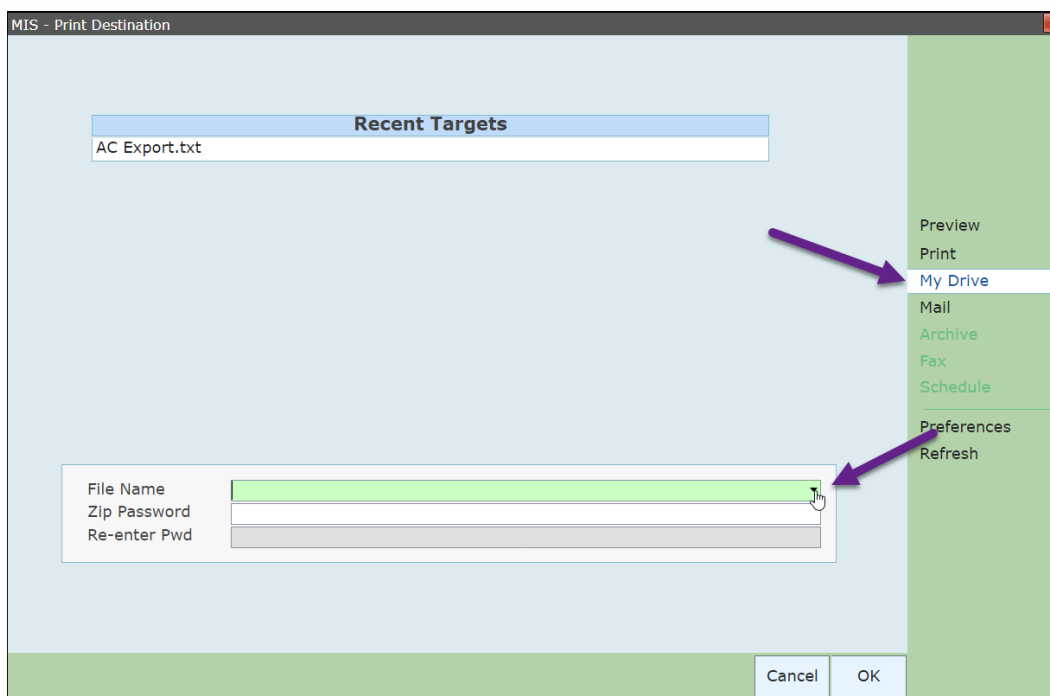
The following screen may come up periodically. Choose whether you have a desktop or laptop computer and click Save.



The 'Client Settings' dialog box contains the following elements:

- Instructional text: "Please enter your Client/Device name. A lookup to the Client Dictionary is available. If your device is not defined in the client dictionary, please select one of the devices below."
- 'Generic Devices' section with radio buttons for Desktop, Laptop (selected), Phone, Tablet, and Other.
- * Client: Laptop
- Location: (empty text field)
- Buttons: Cancel, Save

My Drive



The 'MIS - Print Destination' dialog box contains the following elements:

- Recent Targets: AC Export.txt
- File Name, Zip Password, and Re-enter Pwd input fields.
- Right-hand menu with options: Preview, Print, My Drive (highlighted with a purple arrow), Mail, Archive, Fax, Schedule, Preferences, Refresh.
- Buttons: Cancel, OK

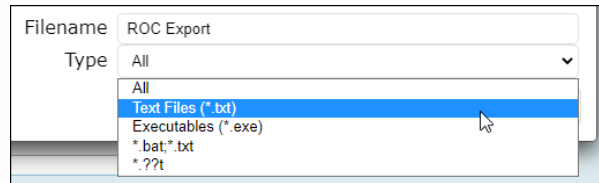
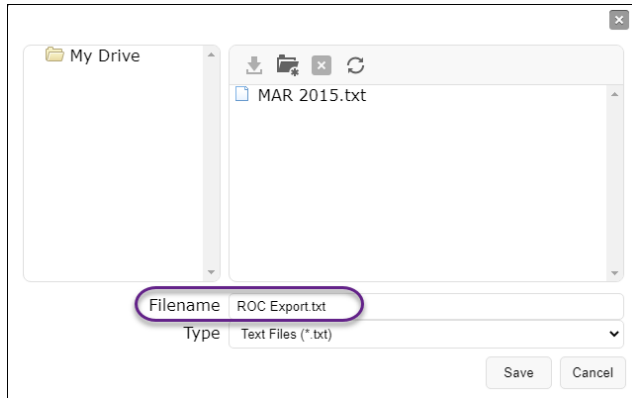
In the Print Destination window choose the report output.

- Click My Drive (even if there is a "Download" option)
- Click the dropdown arrow in the File Name field

My Drive file manager window

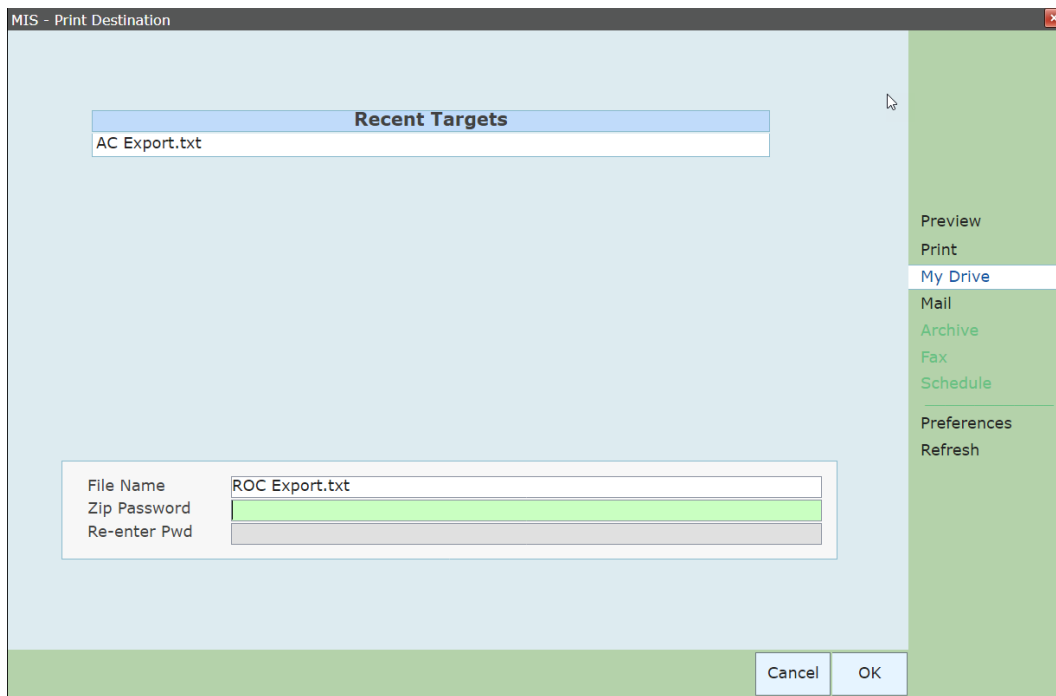
(Any past files will show in the right side box)

- Enter the Filename you want to save it as
- In the Type field, drop down and choose Text Files (*.txt)
- Click Save



Back at the Print Destination window the File Name will show

- Click OK



Report will run.

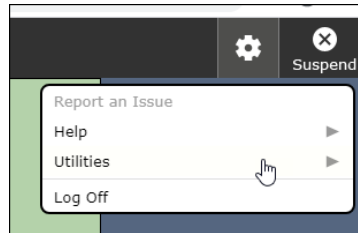
Depending on what report it is, a box may pop up indicating the report is complete or it may just go back to the report screen or the main menu.

Retrieving File

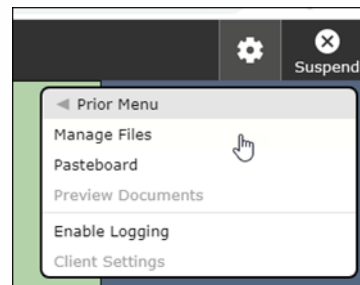
To retrieve the file:

- Click the gear icon in the top right corner of the page

- Click Utilities



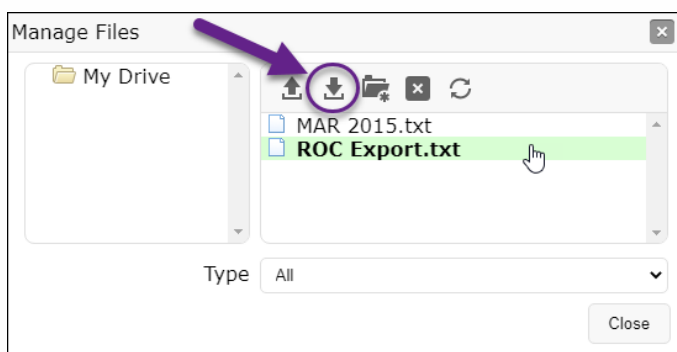
- Click Manage Files



If your file doesn't show in the box, click the button with the circular arrows (refresh)

Download to your computer:

- Select the file
- Click the Download button (downward pointing arrow)



A separate window will open confirming that the file has been downloaded to your computer. It will be saved in your “Downloads” folder

