

Quick Reference Guide

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Exporting Snapshots of Access Reports from Terminal Server (Satellite)

The primary objective here is to get an exported file from the TS SiteManager > System Attachment > Access Report session saved down onto your hard drive so that you can find it and then print it using your PC's setup and local printer. Here are some steps intended to help you meet that objective:

1. Select your report option from the Access form pick list.
2. Click the Export Snapshot button – a window opens for you to dictate where you want the export to go.
3. If you are in a My Documents folder, click the Up One Level Icon on top tool bar (that's probably not your My Documents).
4. Double click on My Computer.
5. Double click on a drive listed for/on your own PC (Example: C on MATPC44).
NOTE: If you do not see a drive on your PC similar to Example above, see "Setting up Local Resources Instructions" below.
6. Save the snapshot where you can find it on your own PC.
7. Find the snapshot on your PC, open it and print it.

Setting up Local Resources Instructions

Right click on Terminal Services icon (Satellite SiteManager icon) on your desktop. Click Edit. Click on the Local Resources tab. Down at the bottom is Local Devices and Resources. Click on More. In the big white box is a list of resources and one of them is Drives. You can either check that box for all local drives or expand it out and choose only the ones you want.