

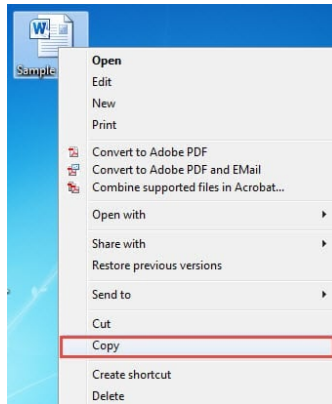
HOW TO: IMPORT REPORT TEMPLATES

Minimum Requirements: Noxturnal 6.0.1

Note: In all prior versions of Noxturnal, report templates can be imported via the import/export function. This is not the case in Noxturnal 6.0.1 and forthcoming renditions.

1. Copy the selected report template(s):

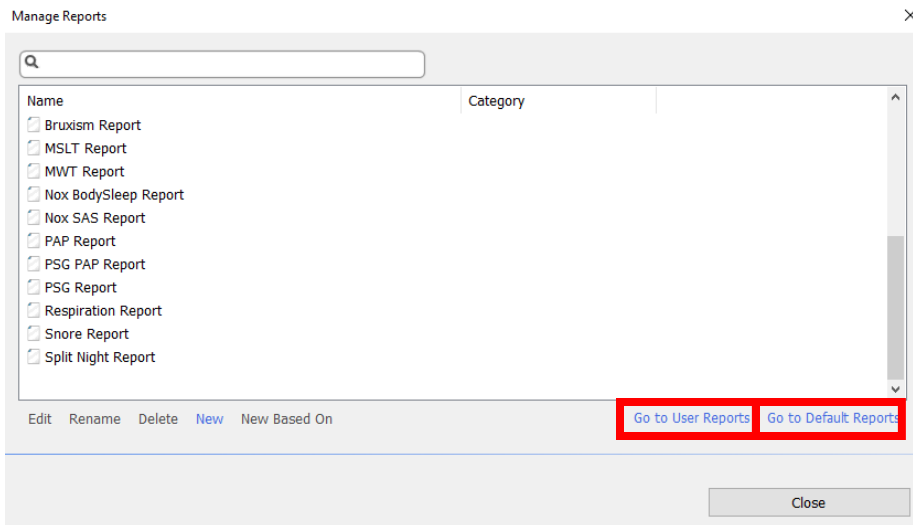
Copy the required report template (.doc format) by right clicking on the selected document(s) and selecting copy.



2. Navigate to Manage Reports:

Open Noxturnal and hover over “Reports” in the taskbar. Select “Manage Reports” from the drop-down menu. Open the desired folder location, by selecting either:

- Go to User Reports.
- Go to Default Reports



3. Paste the Report Templates into the file location:

Paste the previously copied (step 1) report templates into the open file location. This can be done by right clicking the mouse and selecting "Paste" (shortcut: CTRL + V).

To take effect, please close the file explorer window and the manage reports window.