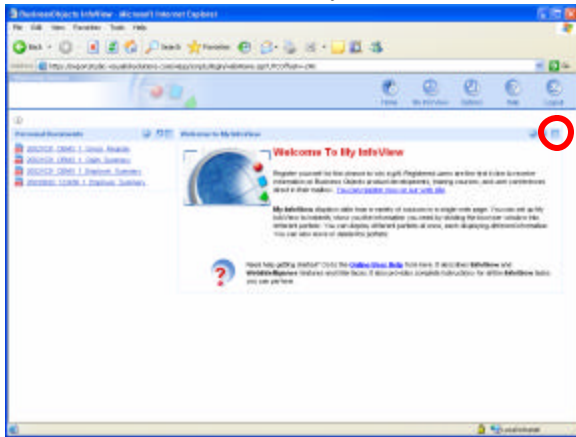
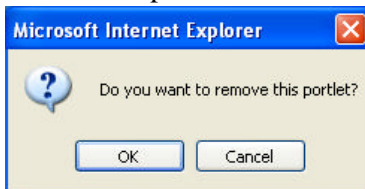


Configuring VISUAL Reports Studio To Go Directly to Personal Documents

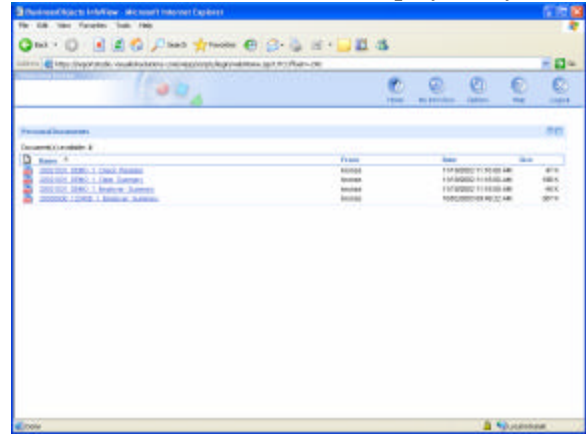
1. In your internet browser, go to <http://www.g2weblink.com>.
2. Click the **Log In Now** link.
3. Enter your *Name* and *Password* and click **OK**.
4. Click on **Personal Documents**.
5. Click on **All Documents**.
NOTE: At this point, your reports are displayed. If you would like to configure your settings to have this list display immediately on login, proceed to step 6.
6. Click on the **View List** link.
NOTE: If you do not have a View List link and instead have a View Details link, proceed to step 7.
7. Click on **Add to My InfoView**.
Result: The Welcome to My InfoView screen displays.



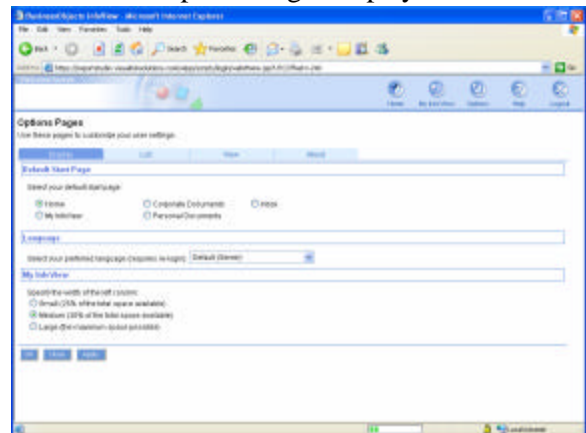
8. Click the **X** in the corner of the Welcome To My InfoView area to close it.
Result: You are prompted as to whether you want to remove this portlet.



9. Click **OK**.
Result: The Welcome to My InfoView area closes and the Personal Documents area displays fully on screen.



10. On the toolbar, click the **Options** button.
Result: The Options Pages display.



11. On the Display tab, under Default Start Page, select **My InfoView**.
12. Click **OK**.
13. On the toolbar, click **Logout**.
14. Click **Logout** again to confirm that you want to logout.
15. Click **Log In**.
16. Enter your *Name* and *Password* and click **OK**.
Result: Your Personal Documents folder displays.

You have successfully configured VISUAL Reports Studio to display your Personal Documents list on login.

NOTE: The newest reports are shown at the bottom of the personal document folder.

Need Help?

If you have any problems accessing your reports, please contact the customer call center at 800-727-4283 or email ccc@frankgates.com.