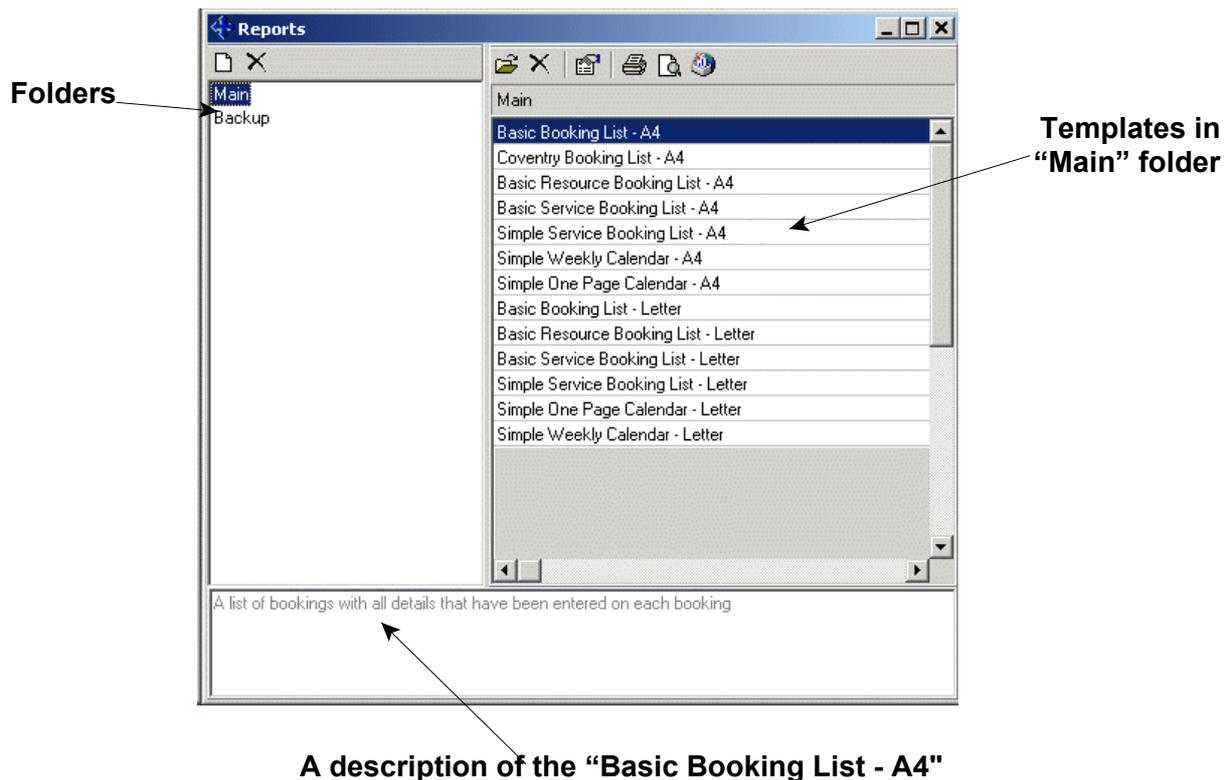


# Installing New Report Templates

In Libris the report layouts are not fixed within the program but are determined by report templates, meaning that new or revised reports can be added to the system without installing an updated version of the program. You can even remove the templates of the reports you will never use (all the templates are posted on the Crucial Software so you can always put them back later if you decide you do wish to use them). To add, delete and change report templates, log in to Libris as an Administrator and go to the Bookings →Reports option on the menu.

## 1. Creating Folders and Backing Up Templates

If you wish to group reports into separate types you can put different templates into different folders. See below:

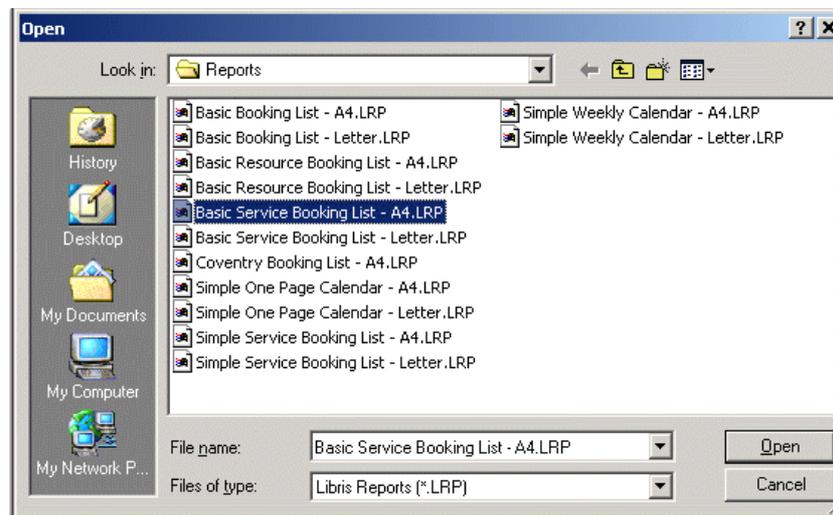


To create a new folder click on the  "New Folder" button in the top left of the window, type in the name for the folder and press the enter key. To rename an existing folder, click on the folder and leave the mouse pointing at the folder for a second.

Before installing new versions of existing templates you may wish to make a backup of the template. To do this create a "Backup" folder using the method described above and then move the template you wish to keep into this folder by "dragging" the template into it. Click on the template you wish to move and, while holding down the mouse button, move the cursor across to the folder you wish to put the template in, then let go of the mouse button. As you are moving the mouse the pointer should change to a , until the mouse is over a folder, at which point it will change to a .

## 2. Loading a New Template

After downloading the template file, save it in a folder on your hard disk where you will be able to find it (you can delete the file once you have loaded it in to Libris). Select the folder in Libris you wish to put the template in and then click on the  “Load Template From File” button. Find the folder you stored the template file, click on the template and then open it.



## 3. Deleting a Template

If you wish to replace a template with a revised version, you should delete the existing template first (or move it to a backup folder as described above). To delete a template select the template in the Reports window and then click on the  “Delete Report” button, you will then be asked to confirm that you are deleting the correct report.