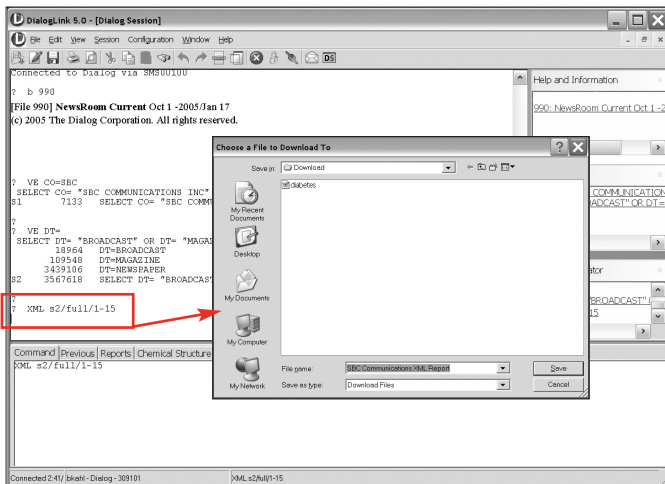


Reports

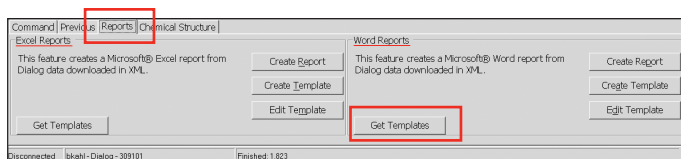
DialogLink 5

DialogLink 5 provides you with a library of pre-formatted report templates enabling you to produce custom professional reports.

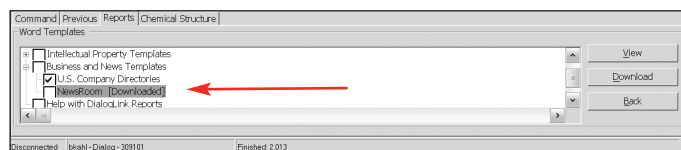
1. Begin by conducting a search and saving the XML output using the XML command `XML s2/full/1-15`. (See the *DialogLink 5 XML Quick Reference Card* for details about XML.)



2. Log off and click the Reports tab, then click Get Templates. Be sure to select the appropriate Get Templates button, depending on whether you need to create a Microsoft® Word or Excel report.

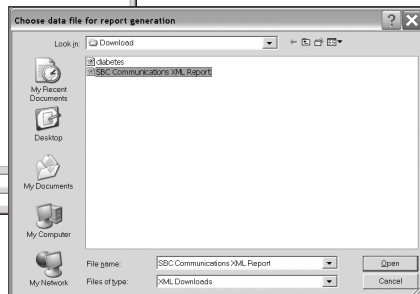
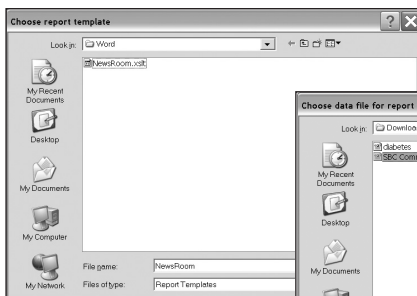
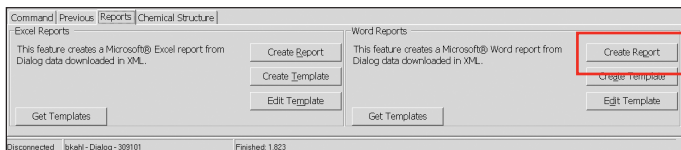


3. When the Templates menu appears, check the boxes for any templates you want to download. Previously downloaded templates will be denoted as such.

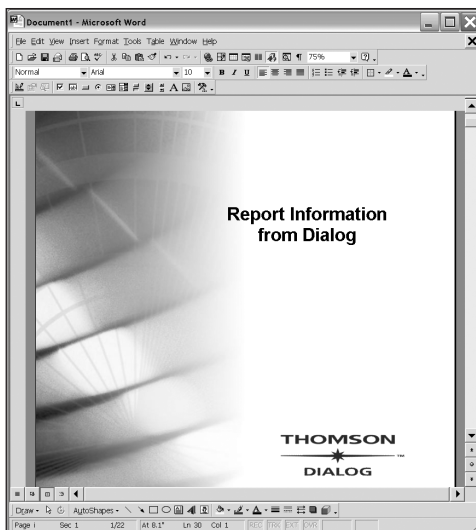


4. Once the templates are downloaded, click the Back button, then click Create Report. Choose the template you want to use, then the XML file you would like to put into the template.

TIP Once you select the template you want, the box prompting you to choose the XML output opens automatically.



5. Within seconds, your formatted report will open. Edit and save the document as you would any other Word or Excel document. The title and company logo on the front of the report also can be customized by highlighting and changing the text.



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