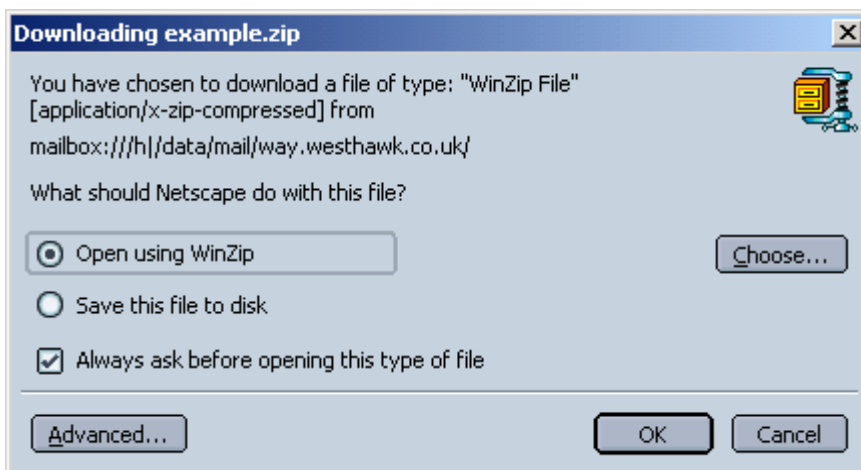


# How to View Reports

To view the reports, you must have WinZip installed on your computer. You can download a trial version of WinZip for free from <http://www.winzip.com/>

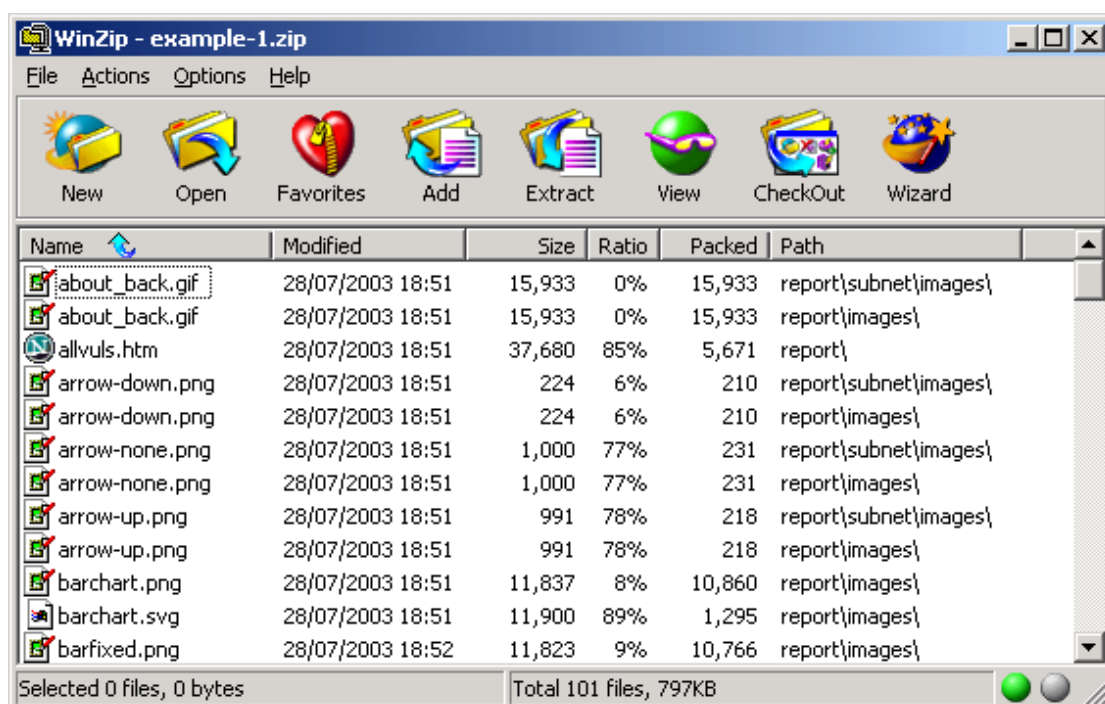
If you have any trouble following these instructions, please contact the Eurotek Networking Solutions Office on: 01908 -565608

1) In your mail client, double-click the .zip attachment to open it. You may get a message similar to this:



In this case, choose to open the file with WinZip. If your mail client will only let you save the attachment, rather than opening it, you should first save it to your desktop and then double click the icon.

2) You will now be presented with a screen like this:

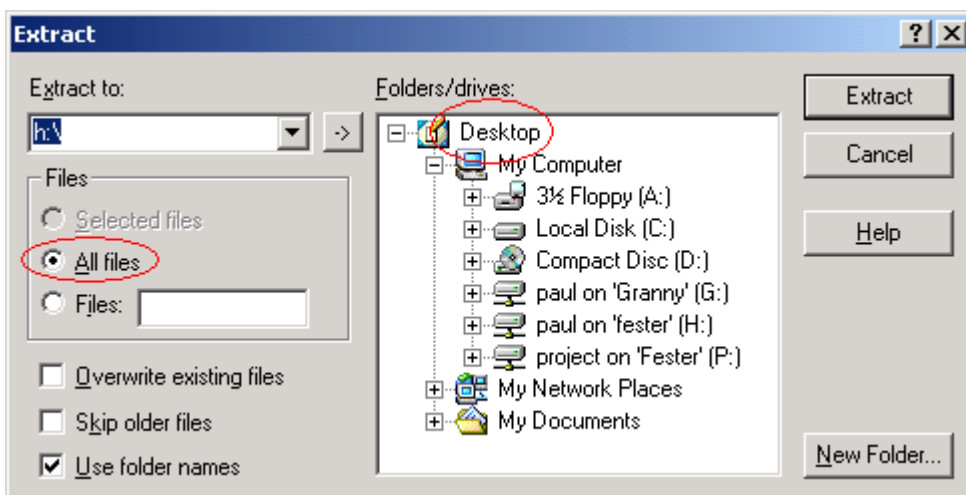


**Note:** if instead you see a screen like this:



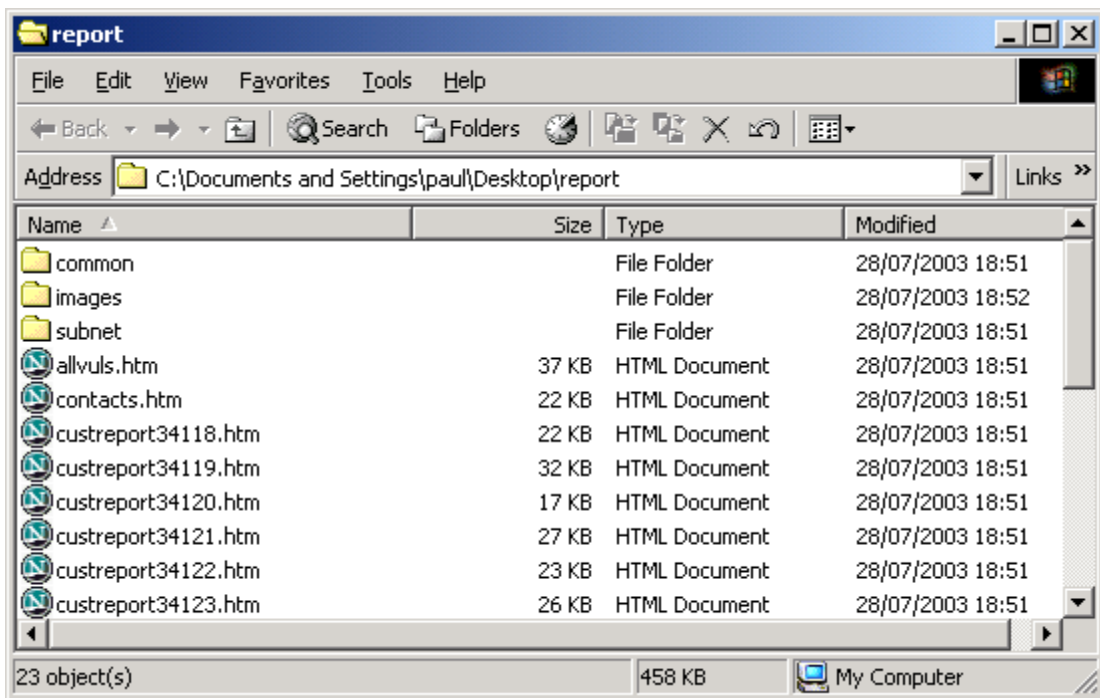
Then click “WinZip Classic” to access the appropriate screen.

3) Click the “Extract” button. You will be presented with a dialog like this:



4) Select the “Desktop” for “Extract to” and make sure “All Files” is selected. These options are highlighted in the image above. When this is done, click “Extract”.

5) This will create a “report” folder on the desktop. Double-click to open a window like this:



6) Scroll down and locate “index.htm”. Double-click this to open the report. For optimum viewing, we recommend you use Internet Explorer 6 and maximise the window.