



Sharing Ad Hoc Report Formats in *HelpSU*

1. After receiving a report format as an attachment, move it to the following location in order to use it:
 - >My computer
 - >Local Disk (C Drive)
 - >Program Files
 - >AR System folder
 - >Home folder
 - >ARCmids folder
2. From the Report Console, the report format is now listed and available in the Report Styles window.