

Web Report Setup Issues and Procedures

<p>There are instances when the OMT "Web Report" may not open each time correctly on some computers. In addition, "Standard Reports" may cause problems if it is set to open in the background in OMT along with "Web Report". If the user can not get OMT "Web Report" to open correctly here are some steps that can be followed :</p>	
Step 1.	<p>Open OMT, select "Options", select "General Settings", and select "Start Options" under the "General Folder".</p>
<p>Make sure that the option to start "Standard Report in the background" is not checked. "Web Reports" will not start if "Standard Reports" has already started.</p>	
Step 2.	<p>Select "Start", select "All Programs", select "OMNITREND", select "Web Report (Singer User)"</p>
Step 3.	<p>A log in box should appear</p>
Step 4.	<p>Two check boxes may show on this screen. The first one will allow "Web Reports" to start in the background. The second will allow "Web Reports" to start on computer startup. Both boxes should be checked.</p>
Step 5.	<p>Log in as "Supervisor"</p>
Step 6.	<p>Open "Web Reports", select "Options", and select "Start Mode".</p>
Step 7.	<p>Make sure both options (as referenced in step 4) are checked.</p>
Step 8.	<p>Restart the computer. An "OMNITREND Web" icon should now appear in the task bar in the bottom right hand side of the screen. If this icon appears, then "Web Report" should start from OMNITREND correctly. I would suggest that the computer be re-started several times to verify that the icon appears each time.</p>

If for some reason the " OMNITREND Web " icon does not appear when the computer is started, then " Web Report " is not starting correctly. Proceed as follows:	
Step 9.	Select " Start ", select " All Programs ", select " OMNITREND ", and right click the mouse on the " Web Report (Singer User) icon.
Step 10.	Select " Create Shortcut "
Step 11.	Drag the new " Web Report (Single User) " icon into the " Startup " folder under " All Programs "
Step 12.	Repeat step 8.