

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

View Saved Reports Window

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General Description

View Saved Reports is a User-defined archive for reports. SiteManager saves reports using a .PSR extension and a User provides the report name and designates the storage drive. The User may select a saved-report to view, copy or print.

Procedure

In KYTC, the View Saved Reports icon may be accessed to review reports that have been previously generated and saved to a directory outside of SiteManager. For example, a SiteManager User may generate the Test and Fee Schedule Report and save it. The user may then retrieve the Test and Fee Schedule Report through the View Saved Reports icon at a later date.

All SiteManager Users may access the View Saved Reports icon.