

SAVING TO DESKTOP

Below are instructions on how to save important documents to your desktop, such as the Transmittal Cover Sheet and Weekly Report Cover Sheet.

1. Right-click the Document You Wish to Download

REPORTING RESOURCES

Transmittal Reports

[Transmittal Report Cover Sheet Guide](#)

[Transmittal Cover Sheet](#)

PODD Setup

[Step 1: TBarCode](#)

[Step 2: Scanning](#)

[Barcode Reader](#)

[Scan to Configure](#)

Point of Sale

[POS Reports Manager](#)

Weekly Reports

[Weekly Report Cover Sheet Guide](#)

[Weekly Report Cover Sheet](#)

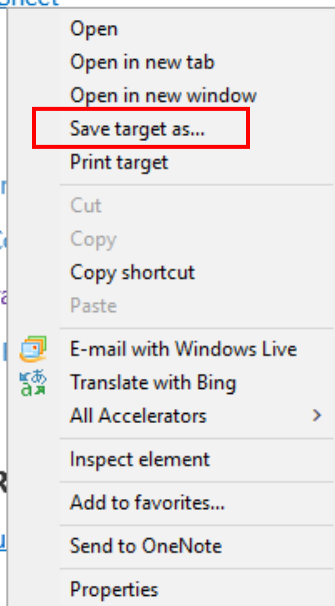
[DOR Notification of Weekly Recap Report in PODD](#)

Extract Files

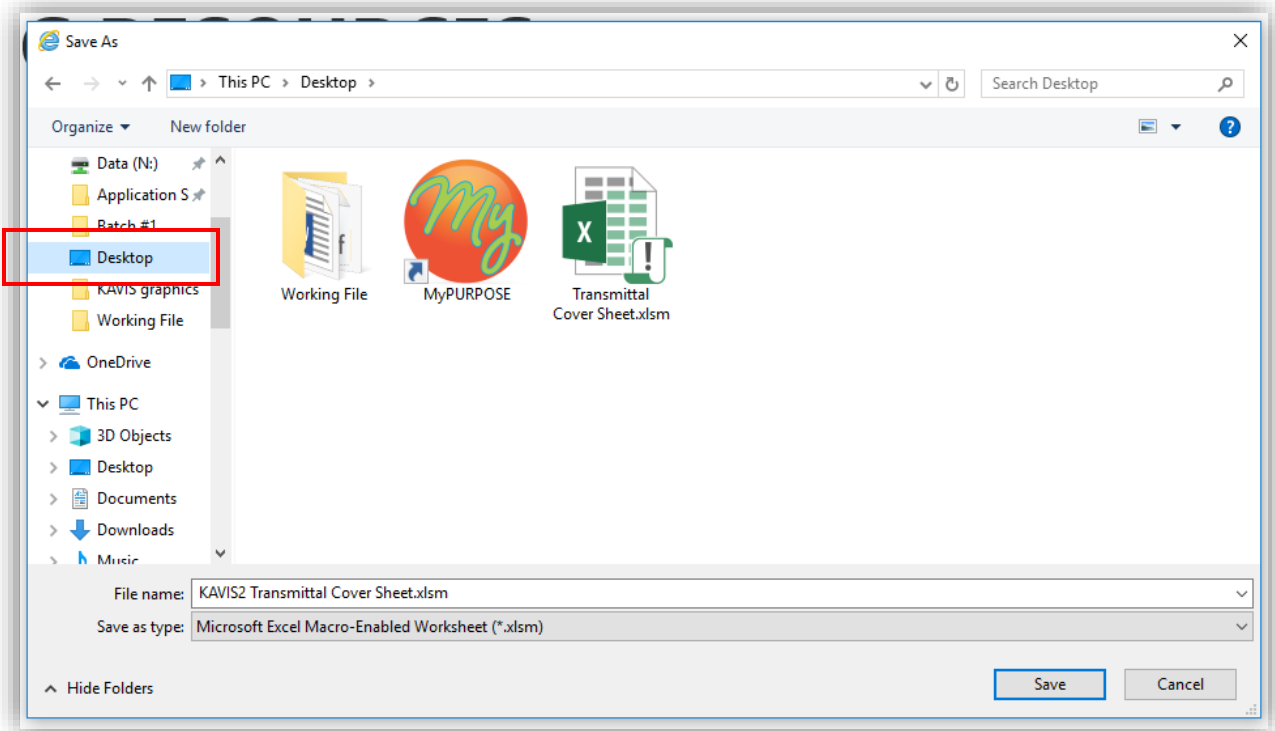
[Extract File How-To](#)

[Extract File Location Instructions](#)

2. Choose "Save target as..."



3. Select "Desktop" as Your Destination



4. Save and Confirm Document is on Desktop

