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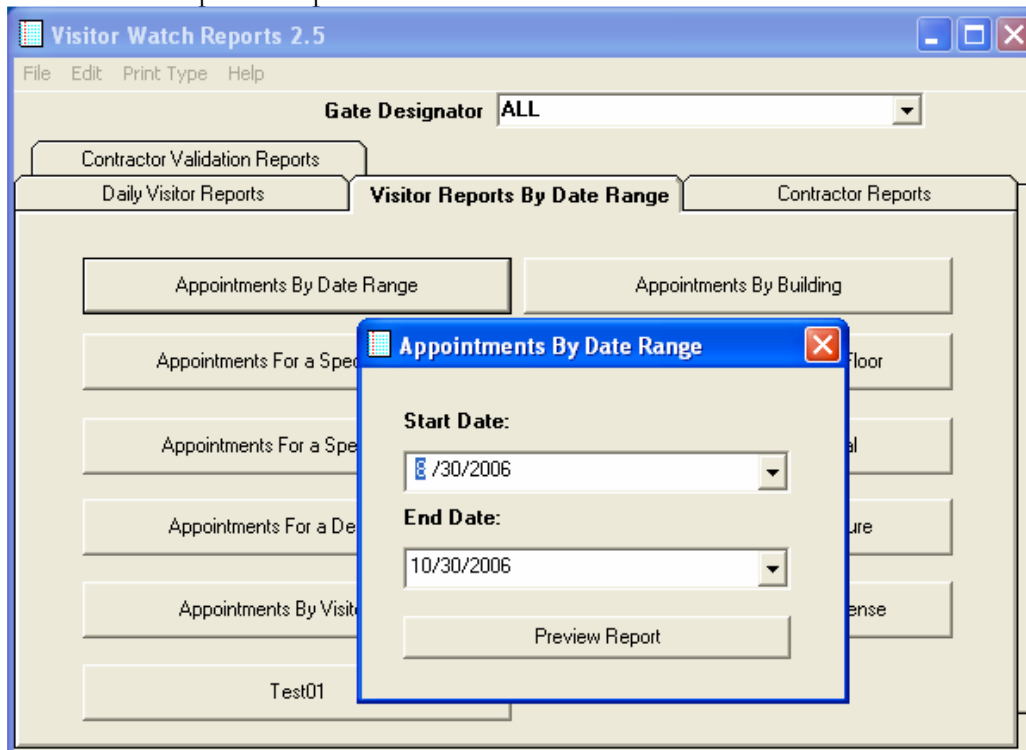


How to Save Visitor Watch Reports Using CutePDF

1. Login to the Reporting Utility.



2. Run the desired report and preview it.



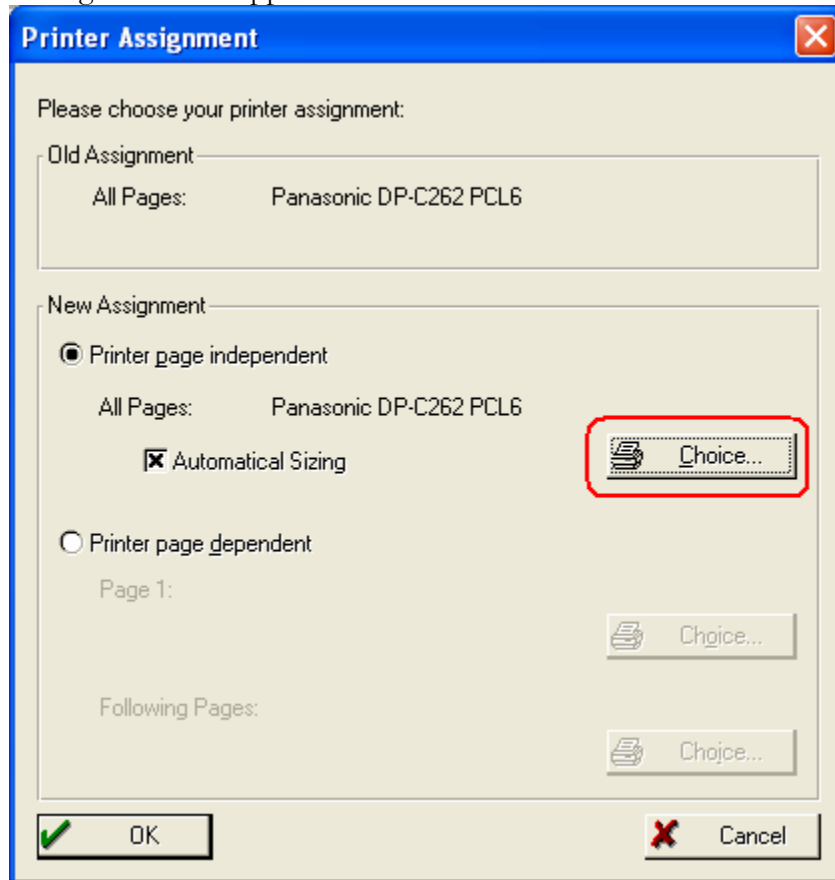
- From within the preview, right click on the desired print button (single page or all pages).

Preview - page 1 of [1..6]

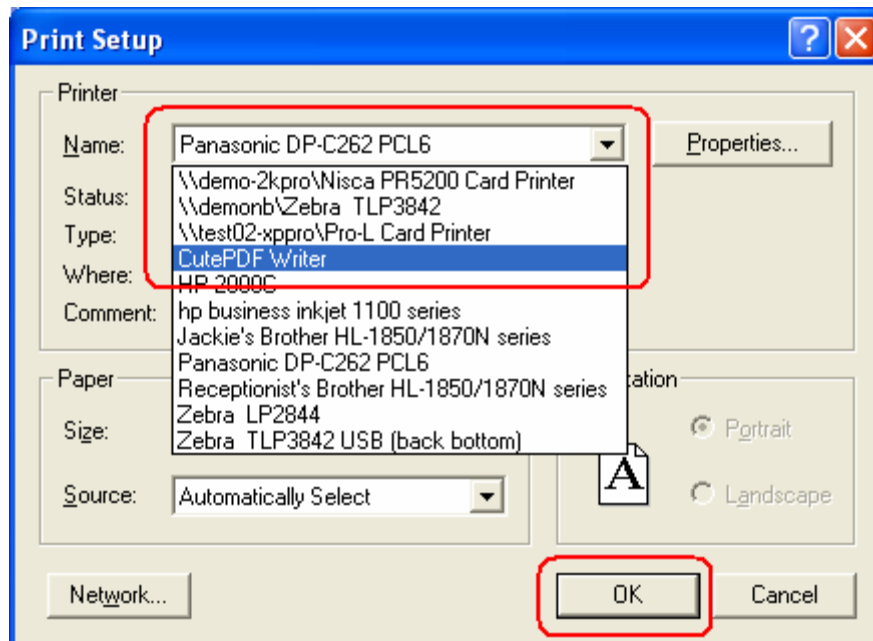
Appointment By Date R

Arrival	Visitor's Name & Co.	Visitor Type	Host	Entry Loc.
8/30/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
8/31/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/1/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/2/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/3/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/4/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/5/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/6/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/6/2006 1/1/1 900 11:45:00 AM	Visitor, Test All-Star ID	Visitor	Host, Test	
9/7/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test	
9/11/2006	Demo, Test	Visitor	Host, Test	

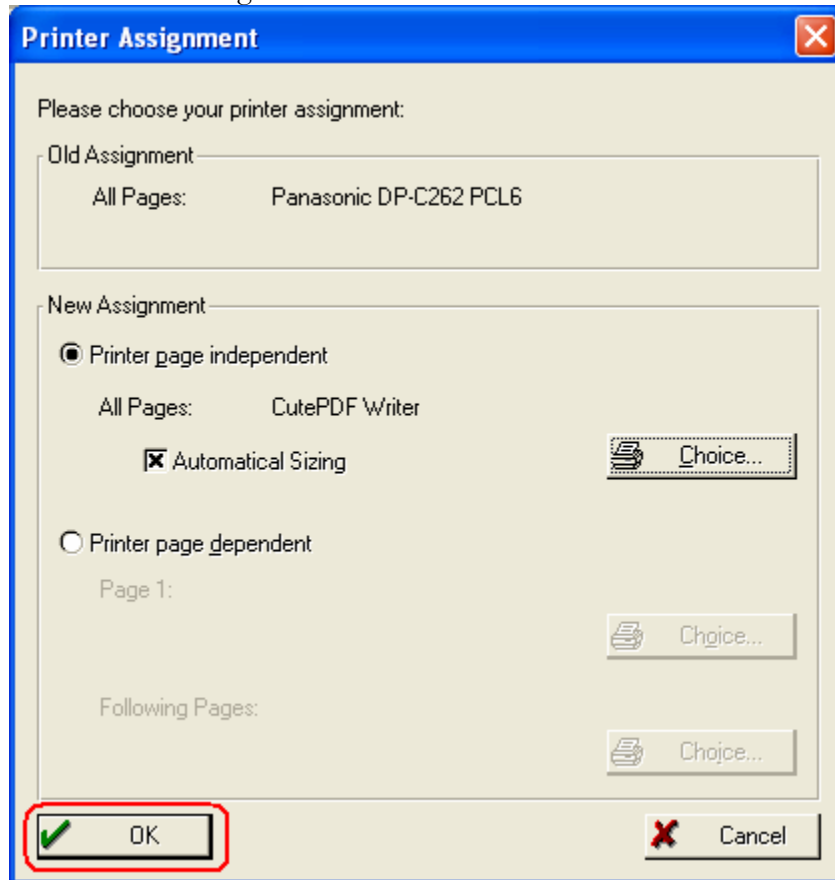
4. The Printer Assignment box appears. Click on Choice...



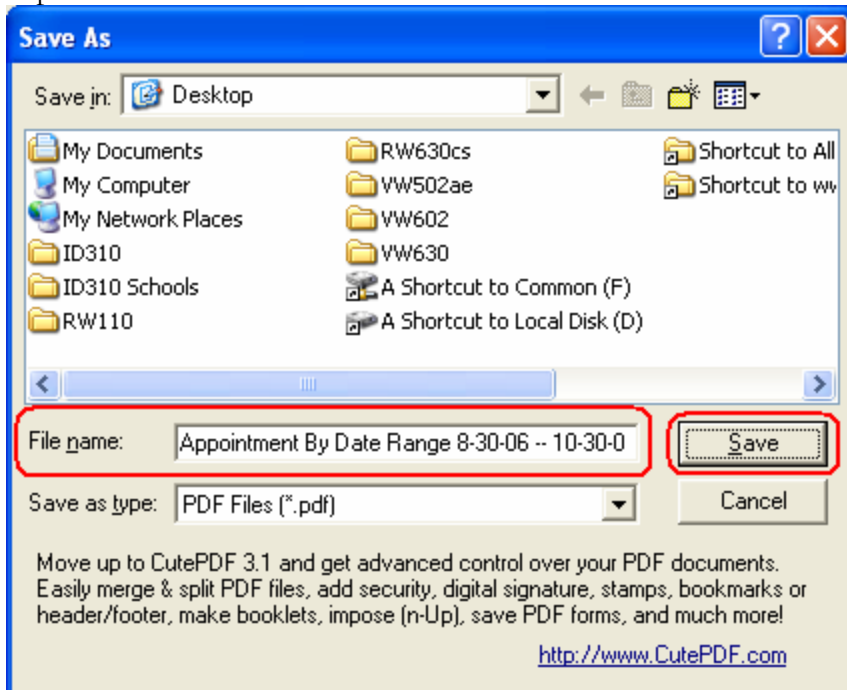
5. The Print Setup box appears. Click on the drop-down box and select CutePDF Writer. Then click OK.



- Click OK on the Printer Assignment box.



- Give your report a name and click Save.



8. Now you can close the Reporting Utility, browse to where you save the report and open it using Adobe Reader. This file can be saved, emailed, or copied.

The screenshot shows the Adobe Reader interface with a PDF document open. The document title is "Appointment By Date Range 8-30-06 -- 10-30-06.pdf". The main content is a table with the following data:

Arrival	Visitor's Name & Co.	Visitor Type	Host	Entry Loc.	Departure	Exit Loc.
8/30/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
8/31/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/1/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/2/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/3/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/4/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/5/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/6/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/6/2006 1/1/1900 11:45:00 AM	Visitor, Test All-Star ID	Visitor	Host, Test			
9/7/2006 12:00:00 AM	FifteenDays, Test All-Star ID	Visitor	Host, Test			
9/11/2006	Demo, Test All-Star ID	Visitor	Host, Test			
9/12/2006	Photo03, Test	Visitor	Host, Test			
9/12/2006	Photo01, Test All-Star ID	Visitor	Host, Test			

The Adobe Reader interface includes a menu bar (File, Edit, View, Document, Tools, Window, Help), a toolbar with various icons, and a sidebar with "Bookmarks", "Signatures", "Layers", and "Pages" panels. The status bar at the bottom shows "8.5 x 11 in" and "1 of 6".