

How to Generate PCRes Public Computer Usage Reports

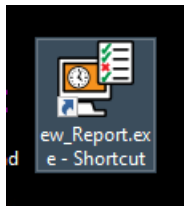
You can create a usage report of all of your public computer workstations for a given time period. On the PCRES server,

1. At the "Launch Command" window, select ALT key + F4 key. Then enter the password you use for administration. This will bypass the Launch command/OneStop window.

****NOTE:** It's very important to keep the admin password secure: keep it out of sight, don't enter it if a patron can view your screen, and don't share it with people who don't use it.**



2. From the Desktop, Double click on the "ew_Report" shortcut icon.



3. Enter the desired date range then select the generate button.

4. Once the PC usage report has been generated, close the "ew_Report" program.

5. Double click the "Launch Command" icon to return to the Self Service Station screen and you're done.

