

Tutorial Tutorial

- Read all the directions before proceeding
- Anything that says “(click to learn more)” will point to a button that you can click to learn more information about that topic.
- In the bottom left hand corner are [Links](#) that will take you back to certain pages.
- Any steps will be numbered and colored in red. Follow the steps in numerical order.
- Follow the links in the tutorial, do not use your mouse wheel to advance slides, (it messes up the rotation)
- If you get stuck or are finished just right click and end show.

(Click here to go to the next slide and to learn more)

- Not now but I see you are getting the hang of it....

(Click here to learn more and go back to the start!)

Intro Page BGT Report Writer

- For help with
- Adding Reports (Click Here)
- Links & Images (Click Here)
- Image Rules (Click Here)

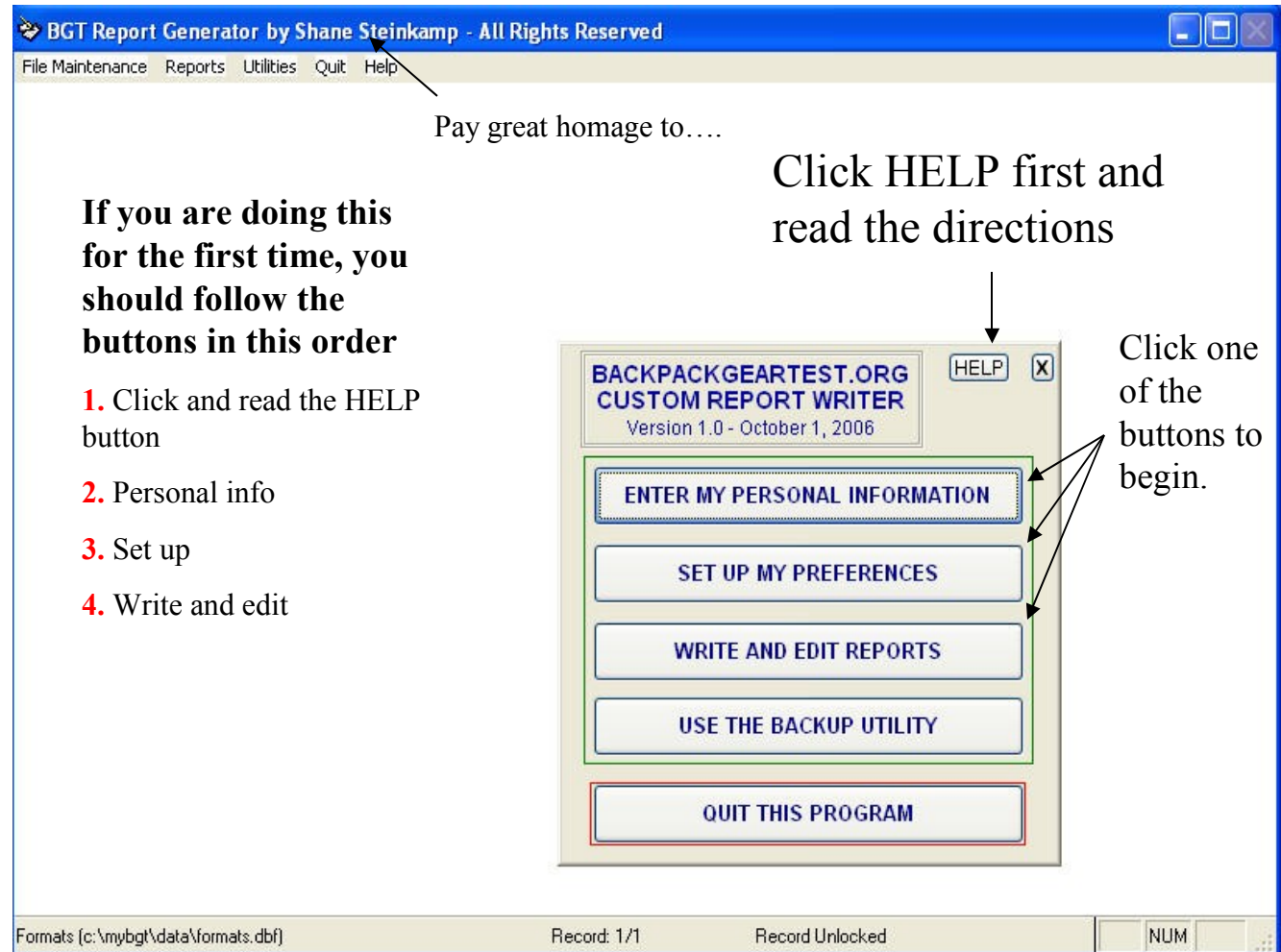
If you are doing this for the first time, you should follow the buttons in this order

1. Click and read the HELP button
2. Personal info
3. Set up
4. Write and edit

Pay great homage to....

Click HELP first and read the directions

Click one of the buttons to begin.



To Input Tester Info

Tester Bio Page

1. Click Add

2. Enter Information
to include 100
Word Bio

3. When finished
click Save
(Add turns to Save)

TESTER INFORMATION SCREEN

TESTER INFORMATION

USE THESE BUTTONS TO NAVIGATE AND MODIFY RECORDS

Add

Edit

Delete

Exit

CLICK ADD TO CREATE A NEW TESTER FILE, OR CLICK EDIT TO MODIFY THIS ONE.

Name:

Brian Tannehill

Email:

tannehillclan (at) gmail (dot) com

Birthday:

03/23/1975

Age:

31

Gender:

m

Location:

Colorado Springs, Co

ENGLISH

5 FT 7 IN

METRIC

1.70 M

Weight:

185.0 LBS

83.9 KG

EXTRA FIELDS - OPTIONAL

HELP

CAPTION

DATA

CONVERSION TOOL

TESTER BIOGRAPHY

CHECK SPELLING

I am fairly new to backpacking, but I have hunted/fished/camped all my life in East Texas, Colorado, and California. My young kids (4, 10, 12) limit me to weekend overnight camping trips, or day hikes Geocaching. I am also an avid mountain biker. I love the mountains. Pike National Forest. I spend 10 months out of the year and sleep in a tent. I love 45 deg F (7 C).

TESTER INFORMATION

i

This screen is used to enter tester information.

Multiple testers are supported.

To add a tester, click the ADD button.

To change tester information, click the EDIT button.

To move between testers, use the PREVIOUS and NEXT buttons.

OK

Report Preference Page

- This is the Report Format page. This will change how your report looks when you are done. You can manipulate headers, subtitles, and report text.
- To change font colors
- To change font size

The screenshot shows a 'Format Options' dialog box with a blue title bar and standard window controls. A red warning banner at the top states: 'THESE FORMAT OPTIONS WILL AFFECT ALL REPORTS. USE THE DEFAULTS IF YOU ARE NOT SURE WHAT TO DO!'. On the right, a 'DATE TYPE' dropdown is set to 'American'. The dialog is divided into three main sections: 'REPORT HEADER (TITLE)', 'REPORT SUBTITLES', and 'REPORT TEXT'. Each section has a 'SIZE' spinner, a 'CLICK ME TO CHOOSE COLOR' button, and checkboxes for 'Bold', 'Italic', and 'Underline'. The header text is 'I AM THE HEADER. I am th', the subtitle is 'I AM A SUBTITLE. I am a subtitle.', and the report text is 'I am report text. This is how the body of your report will appear.' Below these is an 'ADVANCED FORMATTING' section with a warning 'LEAVE THIS BLANK UNLESS YOU KNOW WHAT YOU ARE DOING!' and a 'HELP' button. At the bottom are 'RESET TO DEFAULT' and 'CLOSE' buttons. Arrows from the text on the left point to the 'CLICK ME TO CHOOSE COLOR' and 'SIZE' controls in the header, subtitle, and text sections.

Danger Will Robinson Danger!

Help Button
(for the
advanced
section only)

Edit Page

I feel the advanced page is easier.
(Click to learn more)

On this page you can
Edit Old reports,
Enter New Reports,
Output to HTML,
Change Grid Views,
or Exit

In the BGT Report Writer
To edit a report,

1. Choose a report from the grid
then click the button above titled
2. "I want to edit a Report"
(Click to learn more)

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST

☒ Normal Mode ☐ Advanced

SHOWING ALL REPORTS

EXIT HELP

SELECT THE BUTTON THAT DESCRIBES WHAT YOU WANT TO DO

I WANT TO EDIT A REPORT

I WANT TO MAKE NEW (OR MAINTAIN OLD) REPORTS

I WANT TO OUTPUT MY REPORT TO HTML

I WANT TO CHANGE THE GRID VIEW BELOW

I WANT TO EXIT THE REPORT EDITOR

Click One
(Click to learn more)

SELECT A REPORT BY CLICKING IN THE GRID

CLICK GRID HEADERS BELOW TO SET ORDER

#	NAME	DATE	TYPE	DONE?
3	Exped WallCreeper	10/26/2006	LTR	YES
6	CRAZY CREEK LEX ULTRALIGHT HAMMOCK	10/28/2006	LTR	YES
7	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	IR	YES
8	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	FR	NO
9	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	LTR	NO
10	TITLE OF YOUR REPORT	12/25/2006	OR	NO

[Click here to learn how to add a report](#)

Advanced Edit

Click Normal to return to Normal Editing Mode (Click to go back)

To edit a report in Advanced Mode

1. Click a report to Edit

2. Click on tabs to edit report (Click to learn more)

You can change the view of the report grid here. The reports that are finished show "yes" in the done column

4. When you are ready to post your text version Click "Make Text for Posting" and follow the Prompts. (click to learn more)

3. Click Links or Images to add (Click learn more)

Add new report (Click to learn more)

#	NAME	DATE	TYPE	DONE?
3	Exped WallCreeper	10/26/2006	LTR	YES
6	CRAZY CREEK LEX ULTRALIGHT HAMMOCK	10/28/2006	LTR	YES
7	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	IR	YES
8	BLACK DIAMOND ALPINE CF HIKING POLES	11	FR	NO
9	BLACK DIAMOND ALPINE CF HIKING POLES	11	LTR	NO
10	TITLE OF YOUR REPORT	12/25/2006	OR	NO

Help Button from Main Page

REPORT SECTION HELP



Welcome to the BackpackGearTest.org Report Writer.

This program is specifically designed to help you create reports and reviews for BackpackGearTest.org.

To use this program, follow the buttons in order and fill out each screen.

ENTER MY PERSONAL INFORMATION will take you to a screen where you can enter your physical and demographic data.

SET UP MY PREFERENCES will allow you to set formatting conditions for your reports. If you are unsure of what settings to use, then just use the default settings.

WRITE AND EDIT REPORTS will open a screen where you can create reports and reviews.

USE THE BACKUP UTILITY will perform backup operations to save your reports in an archive.

QUIT will close the program.

Look for HELP buttons like this one all along the way that can assist you with specific tasks.

OK

Edit Reports

To Edit reports, click on the tabs across the top of the screen.
(Click to learn more)

Note: click the links and images buttons to learn more about those.

OWNER REVIEW - TITLE OF YOUR REPORT, YOU CAN CHANGE IT HERE OWNER REVIEW...

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

REPORT TITLE: TITLE OF YOUR REPORT, You can change it here

REPORT SUBTITLE: OWNER REVIEW BY YOUR NAME

THIS IS THE REPORT EDITOR - YOU CAN CHANGE THE TITLE AND SUBTITLE IF YOU WISH.
YOU CAN EDIT DIFFERENT SECTIONS OF THE REPORT BY USING THE TABS AT THE TOP OF THIS PAGE.
TO RETURN TO THE REPORT LIST, CLICK THE REPORT LIST TAB.

Normal Mode Add Report

OWNER REVIEW - TITLE OF YOUR REPORT, YOU CAN CHANGE IT HERE OWNER REVIEW...

REPORT LIST

Normal Mode Advanced SHOWING ALL REPORTS EXIT HELP

CLICK ADD TO MAKE A NEW REPORT. CLICK HELP FOR MORE INFORMATION.

MAKE AND MAINTAIN REPORTS

NAME: TITLE OF YOUR REPORT

TYPE: ☒ Owner Review ☐ Test Series

TESTER: Your Name

DATE: 12/25/2006

REPORT FOLDER: 20061213_TITLEOFOUR

ADD NEW REPORT
CANCEL NEW REPORT
SAVE NEW REPORT
DELETE THIS REPORT
HELP

GO BACK

SELECT A REPORT BY CLICKING IN THE GRID

#	NAME	DATE	TYPE	DONE?
3	Exped WallCreeper	10/26/2006	LTR	YES
6	CRAZY CREEK LEX ULTRALIGHT HAMMOCK	10/28/2006	LTR	YES
7	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	IR	YES
8	BLACK DIAMOND ALPINE CF HIKING POLES	11	FR	NO
9	BLACK DIAMOND ALPINE CF HIKING POLES	11	LTR	NO
10	TITLE OF YOUR REPORT	12/25/2006	OR	NO

U_0_.HTM

REPORT LIST

Normal Mode Advanced SHOWING ALL REPORTS EXIT HELP

CLICK ADD TO MAKE A NEW REPORT. CLICK HELP FOR MORE INFORMATION.

MAKE AND MAINTAIN REPORTS

NAME:

TYPE: ☒ Owner Review ☐ Test Series

TESTER:

DATE: 11

REPORT FOLDER:

ADD NEW REPORT
CANCEL NEW REPORT
SAVE NEW REPORT
DELETE THIS REPORT
HELP

GO BACK

1. Click Add New Report

2. Name of your report

3. Click OR or Test Series

4. Choose Tester

5. Enter Date

6. Save your report

Add Report Page

Intro Page Edit Page

Advanced Mode Add Report

U_0_.HTM

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

☐ Normal Mode ☒ Advanced

SHOWING ALL REPORTS EXIT HELP

MAKE AND MAINTAIN REPORTS

NAME:

TYPE: ☐ Owner Review ☐ Test Series

TESTER:

REPORT FOLDER:

DATE:

CHANGE THE VIEW

MARK THIS REPORT COMPLETE

SHOW INCOMPLETE REPORTS ONLY

HELP

MAKE TEXT OR HTML FILE FOR UPLOAD

MAKE TEXT VERSION FOR POSTING

GENERATE HTML FILE FOR UPLOADING

HELP

NEW REPORT

ADD NEW REPORT

CANCEL NEW REPORT

SAVE NEW REPORT

DELETE THIS REPORT

HELP

To add a report in advanced mode

1. Name of your report

2. Choose OR or Test Series

3. Select Tester

4. Enter Date (MM/DD/YYYY)

5. Save New Report

[Add Report Page](#)

[Intro Page](#) [Edit Page](#)

Editing Sections

- The tabs across the top let you add content to your report. There are 10 sections to add information.
- Leave the section title blank if you do not want it show up in your report. Additionally if you don't like the title of the section you can change it as well.

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

TO DISABLE THIS SECTION EITHER BLANK THE TITLE, OR PUT AN ASTERISK * AS THE FIRST CHARACTER

SECTION TITLE: LONG-TERM TEST LOCATIONS

SECTION TEXT

The locations of my tests were in the Rocky Mountains of Pike National Forest just west of Colorado Springs. Elevations ranged from 7000 feet (2134 m) at my house up to around 10,000 feet (3048 m) in the local mountains. Weather at this time of the year is fairly warm. Temperatures ranged from an avg high of mid 80's F (26 C) and a low of mid 50's F (10 C) through the month of July to an avg of mid 60's F (15 C) for a high to mid 30's F (-1 C) for the low in the month of October. The terrain is typical rocky mountain terrain for the Rockies with numerous trees to hang from. I was also able to try the bag out in Northern Colorado on a hunting trip. Low temperatures at night ranged from 10 F (-12 C) to around 30 F (-1 C).

HELP

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

TO DISABLE THIS SECTION EITHER BLANK THE TITLE, OR PUT AN ASTERISK * AS THE FIRST CHARACTER

SECTION TITLE: Product Information

SECTION TEXT

<<IMAGE 2>>
Manufacturer: Exped
Year of Manufacture: 2006
URL: <http://www.exped.com/>
MSRP: \$ 238.00 USD
Weight: M:31 oz (890 g)
Packsack: 2 oz (50 g)

Actual weights and measurements:
Sleeping bag: 32 5/8 oz (928 g)
Stuff sack: 2 1/4 oz (64 g)
Stuff Size: 9 in (23 cm) across the top, 12 in (30 cm) tall

EXPAND EDIT WINDOW CHECK SPELLING CONVERSION TOOL

Links and Images

Choose one:

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

TO ADD LINKS TO YOUR REPORT, ENTER THE WEB ADDRESS (HTTP://) AND LINK TEXT BELOW
TO PLACE THE LINK IN YOUR REPORT USE THIS FORMAT: <<LINK 1>>
LINK 1 SHOULD BE THE MANUFACTURER'S WEBSITE

LINK 1
HTTP:// GO!
LINK TEXT

LINK 2
HTTP:// GO!
LINK TEXT

LINK 3
HTTP:// GO!
LINK TEXT

LINK 4
HTTP:// GO!
LINK TEXT

LINK 5
HTTP:// GO!
LINK TEXT

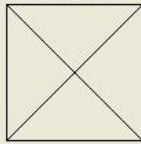

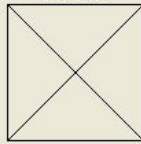
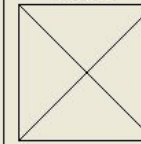
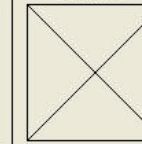
Links

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

TO INSERT AN IMAGE INTO YOUR REPORT, USE THIS FORMAT: <<IMAGE 1>>

IMAGE 1 IMAGE 2 IMAGE 3 IMAGE 4 IMAGE 5

				
ALT TEXT <input type="text" value="snow"/>	ALT TEXT <input type="text" value="IMAGE 2"/>	ALT TEXT <input type="text" value="IMAGE 3"/>	ALT TEXT <input type="text" value="IMAGE 4"/>	ALT TEXT <input type="text" value="IMAGE 5"/>
ALIGNMENT DEFAULT	ALIGNMENT CENTER	ALIGNMENT DEFAULT	ALIGNMENT DEFAULT	ALIGNMENT DEFAULT
FLOAT NONE	FLOAT <input type="text"/>	FLOAT <input type="text"/>	FLOAT <input type="text"/>	FLOAT <input type="text"/>
BORDER SIZE 1	BORDER SIZE 1	BORDER SIZE 0	BORDER SIZE 0	BORDER SIZE 0
BORDER COLOR <input type="text"/>	BORDER COLOR <input type="text"/>	BORDER COLOR <input type="text"/>	BORDER COLOR <input type="text"/>	BORDER COLOR <input type="text"/>
CAPTION <input type="text" value="At my hunting car"/>	CAPTION <input type="text"/>	CAPTION <input type="text"/>	CAPTION <input type="text"/>	CAPTION <input type="text"/>
REMOVE	REMOVE	REMOVE	REMOVE	REMOVE

Images

Links

The same method is used to insert links or images in a report

1. Click the Links button on the report writer
2. Type in full URL (web address)
3. Add link Text
4. Check Link (click the blue go button)

For links, type in the full URL (web address) of the page under the links Tab. To insert the link in your report type in the following <<LINK 1>> where the number corresponds to each link you add. I.E. 1,2,3,4
(Note: You need the http:// in your full address)

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 **LINKS** IMAGES A IMAGES B IMAGES C

TO ADD LINKS TO YOUR REPORT, ENTER THE WEB ADDRESS (HTTP://) AND LINK TEXT BELOW TO PLACE THE LINK IN YOUR REPORT USE THIS FORMAT: <<LINK 1>> LINK 1 SHOULD BE THE MANUFACTURER'S WEBSITE [HELP](#)

LINK 1
HTTP:// [GO!](#)
LINK TEXT

LINK 2
HTTP:// [GO!](#)
LINK TEXT

LINK 3
HTTP:// [GO!](#)
LINK TEXT

LINK 4
HTTP:// [GO!](#)
LINK TEXT

LINK 5
HTTP:// [GO!](#)
LINK TEXT

<<LINK 1>> adds 1st link in your report
Click here for an example

LINK tags must be in CAPITAL LETTERS at this time. I.E. <<LINK 1>>

Example Link/Image HTML

- Link

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

TO DISABLE THIS SECTION EITHER BLANK THE TITLE, OR PUT AN ASTERISK * AS THE FIRST CHARACTER

SECTION TITLE: PERFORMANCE IN THE FIELD HELP

SECTION TEXT

Please see my <<LINK 2>> for all my previous reports. Overall I have been very pleased with this sleeping bag. I was able to take it on my hunting trip to Northern Colorado 20-25 Oct 2006 and used it along with another sleeping bag for 5 days 4 nights.

Here is a picture of me wearing it outside our hunting camp in the driving snow. <<IMAGE 1>>

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

TO DISABLE THIS SECTION EITHER BLANK THE TITLE, OR PUT AN ASTERISK * AS THE FIRST CHARACTER

SECTION TITLE: Product Information HELP

SECTION TEXT

<<IMAGE 2>>

Manufacturer: Exped
Year of Manufacture: 2006
URL: <http://www.exped.com/>
MSRP: \$ 238.00 USD
Weight: M:31 oz (890 g)
Packsack: 2 oz (50 g)

- Image

Images

For images, click the large X under the image number. A file location dialogue will appear. Navigate to your image, and click on it to select it. Add Alt Text, Align the picture, Float, border around the picture, border color, and caption (optional).

You must use Alt Text when uploading pics to the BGT site. Float controls how text wraps around an image. It is not required, but users should experiment with it to discover exactly how it affects their Images and text.

<<IMAGE 1>> adds 1st image in your report
[Click here for an example](#)

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL																
REPORT LIST		TITLE	1	2	3	4	5	6	7	8	9	10	LINKS	IMAGES A	IMAGES B	IMAGES C
TO INSERT AN IMAGE INTO YOUR REPORT, USE THIS FORMAT: <<IMAGE 1>>																
		IMAGE 1		IMAGE 2		IMAGE 3		IMAGE 4		IMAGE 5						
		ALT TEXT		ALT TEXT		ALT TEXT		ALT TEXT		ALT TEXT						
		snow		IMAGE 2		IMAGE 3		IMAGE 4		IMAGE 5						
		ALIGNMENT		ALIGNMENT		ALIGNMENT		ALIGNMENT		ALIGNMENT						
		DEFAULT		CENTER		DEFAULT		DEFAULT		DEFAULT						
		FLOAT		FLOAT		FLOAT		FLOAT		FLOAT						
		NONE														
		BORDER SIZE		BORDER SIZE		BORDER SIZE		BORDER SIZE		BORDER SIZE						
		1		1		0		0		0						
		BORDER COLOR		BORDER COLOR		BORDER COLOR		BORDER COLOR		BORDER COLOR						
		CAPTION		CAPTION		CAPTION		CAPTION		CAPTION						
		At my hunting car														
		REMOVE		REMOVE		REMOVE		REMOVE		REMOVE						

To read more on image rules [click here](#)

Image Rules

- Each image must be 100 kilobytes or less.
- Allowed formats are .jpg, .jpeg, .png, or .gif files.
- Alt Text or Alternate Text is required when uploading pictures to the BackpackGearTest web site.
- Alt Text is a short description of what is in the image. This is used in browsers for the visually impaired. As such it is considered a required image attribute in the HTML specs.
- Alt attributes can also have a positive impact on the search engine rankings
- Please read the bylaws “[Chapter 11: Including pictures in your reports and reviews](#)” to learn more. (Click link above to go there now.)

Add reports

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST

☒ Normal Mode ☐ Advanced

SHOWING ALL REPORTS

EXIT HELP

SELECT THE BUTTON THAT DESCRIBES WHAT YOU WANT TO DO

I WANT TO EDIT A REPORT

I WANT TO MAKE NEW (OR MAINTAIN OLD) REPORTS

I WANT TO OUTPUT MY REPORT TO HTML

I WANT TO CHANGE THE GRID VIEW BELOW

I WANT TO EXIT THE REPORT EDITOR

SELECT A REPORT BY CLICKING IN THE GRID

CLICK GRID HEADERS BELOW TO SET ORDER

#	NAME	DATE	TYPE	DONE?
3	Exped WallCreeper	10/26/2006	LTR	YES
6	CRAZY CREEK LEX ULTRALIGHT HAMMOCK	10/28/2006	LTR	YES
7	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	IR	YES
8	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	FR	NO
9	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	LTR	NO
10	TITLE OF YOUR REPORT	12/25/2006	OR	NO

In Normal Mode Click on the
“I want to make new report” button
(click the button to learn more)

In Advanced mode click on the
“Add New Report” button
(click the button to learn more)

LONG-TERM REPORT - EXPED WALLCREEPER TEST SERIES BY BRIAN TANNEHILL

REPORT LIST TITLE 1 2 3 4 5 6 7 8 9 10 LINKS IMAGES A IMAGES B IMAGES C

☐ Normal Mode ☒ Advanced

SHOWING ALL REPORTS

EXIT HELP

SELECT A REPORT BY CLICKING IN THE GRID

CLICK GRID HEADERS BELOW TO SET ORDER

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6	CRAZY CREEK LEX ULTRALIGHT HAMMOCK	10/28/2006	LTR	YES
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8	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	FR	NO
9	BLACK DIAMOND ALPINE CF HIKING POLES	11/15/2006	LTR	NO
10	TITLE OF YOUR REPORT	12/25/2006	OR	NO

MAKE AND MAINTAIN REPORTS

NAME: Exped WallCreeper

TYPE: ☐ Owner Review ☐ Test Series

DATE: 10/26/2006

TESTER: Brian Tannehill

REPORT FOLDER: 20061026_TESTIR

ADD NEW REPORT

CANCEL NEW REPORT

SAVE NEW REPORT

DELETE THIS REPORT

HELP

CHANGE THE VIEW

MARK THIS REPORT INCOMPLETE

SHOW INCOMPLETE REPORTS ONLY

HELP

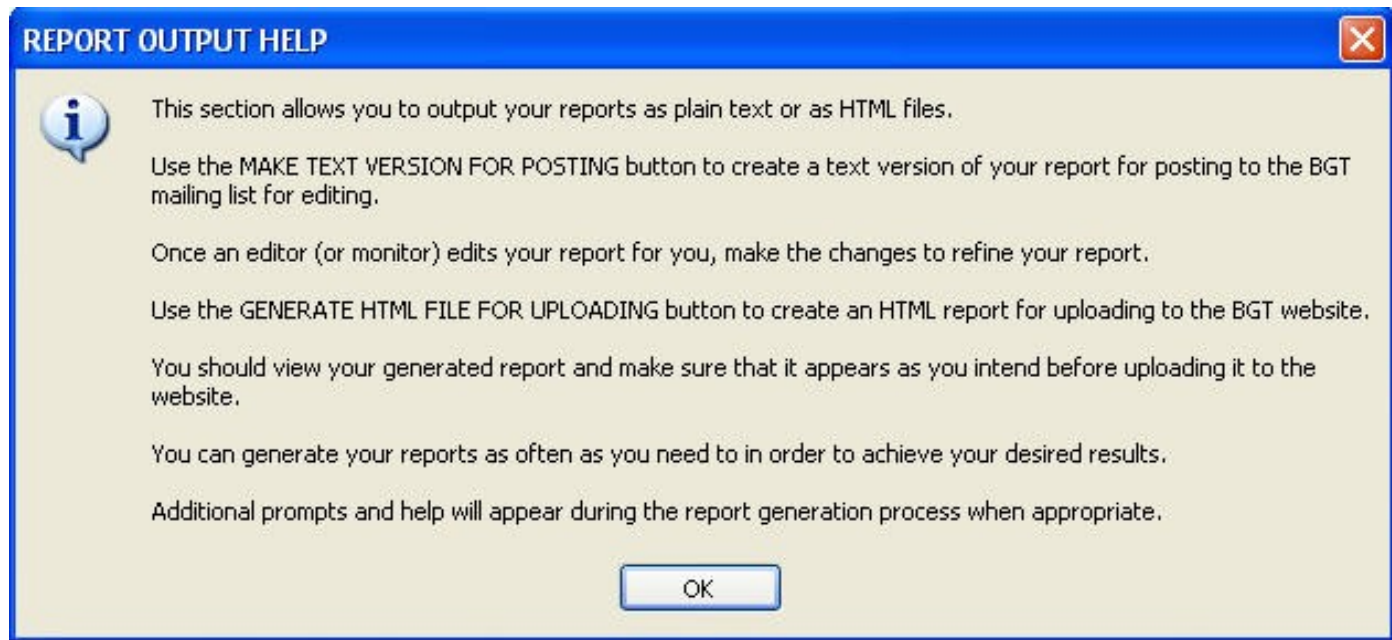
MAKE TEXT OR HTML FILE FOR UPLOAD

MAKE TEXT VERSION FOR POSTING

GENERATE HTML FILE FOR UPLOADING

HELP

Text & HTML



- When you generate both text and HTML, a pop up box will tell you where they are saved. Navigate there to upload your HTML files to the BGT Web site.
- There is no need to save the information in the report writer, except where prompted with a save button. Otherwise the report writer saves your information automatically.