

Fax Personnel Time Report



Setup Fax

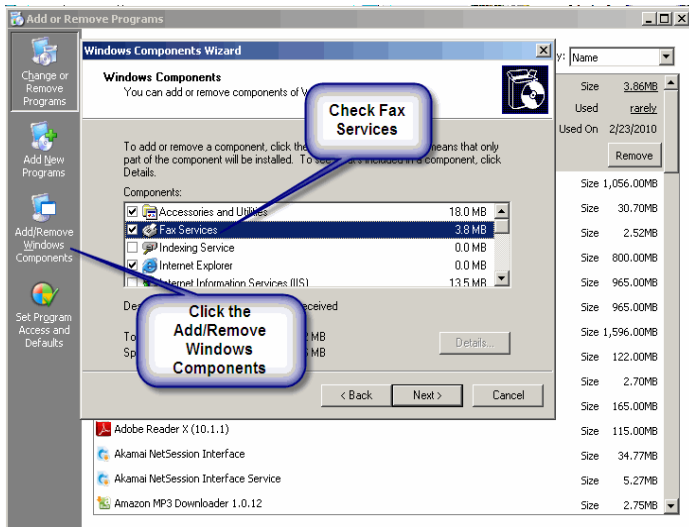
Important Setup Information

1. The computer must have an analog fax line. I-Suite will not work with a digital fax line.
2. Windows fax components must be enabled.
3. Adobe Reader must be installed.
4. Plug the analog line into the machine that will be performing the fax.

It is not necessary to set the Fax as the default printer.

Enable Windows Fax Service XP

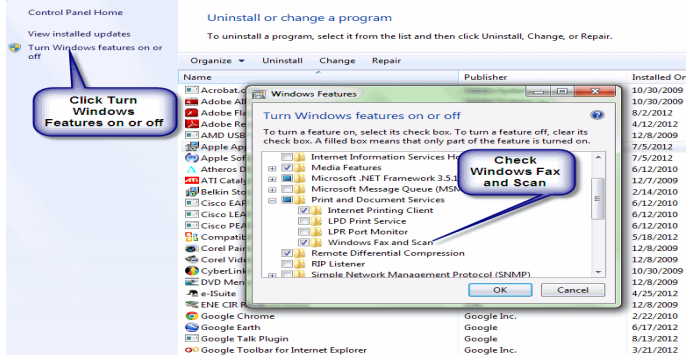
1. Select the **Start** menu.
2. Select the **Control Panel** option.
3. Click **Add or Remove Programs**.
4. Click **Add or Remove Windows Components**.
5. Check the **Fax Services** checkbox..
6. Click **Next** to configure the fax services.
7. Click **Finish** to complete the process.



Enable Windows Fax Service Windows 7

1. Select the **Start** menu.
2. Select the **Control Panel** option.
3. Select **Programs and Features**.
4. Select **Turn Windows features on or off**.
5. Select + next to **Print and Document Services**.
7. Check **Windows Fax and Scan**.

8. Click **OK** to complete the process.



Faxing Time Reports

Fax Personnel Time Report

Requirements:

- A fax modem properly installed and correctly configured.

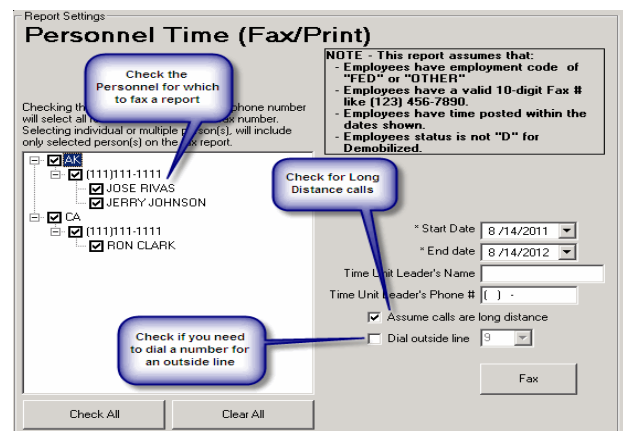
Criteria for generating a Personnel Time Report:

- A person with time posted, an assigned fax number, an employment code of **FED** or **OTHER**, and **NOT** demobilized.

1. On the Time Reports window, click the **Personnel Time Report (Print/Fax)** option.
2. Select a **Start Date** and an **End Date**. Enter the **Time Unit Leader's Name** and **Phone**.

Because the date range is selected, the treeview frame on the left is populated. If it does not populate, then one or more of the defined criteria was not met.

3. If the fax lines will be long distance, check the **Assume calls are long distance** checkbox.
4. If a number (e.g., 9) must be dialed before calling out, click to check the **Dial outside line** checkbox and enter the appropriate number.
5. Click to select the offices to which the report will be sent. Then click the **Fax** button.

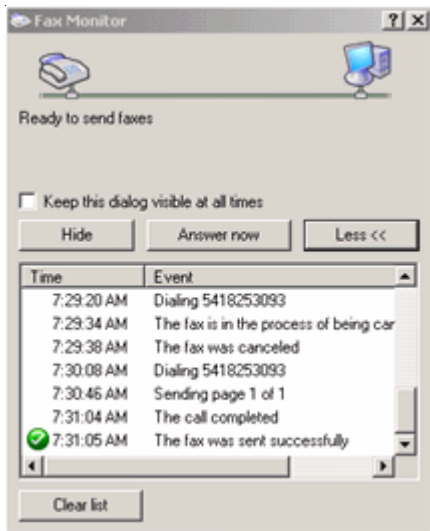


Faxing Time Reports

Fax Personnel Time Report

- Review the data on the Fax Monitor window to make sure the data is being faxed correctly.

Click the More button to see all of the details. To clear the list of messages, click the Clear List button.



- When the **Fax Summary** window displays, it will identify how many reports were successfully faxed. If you want to generate a summary report about the faxes, click either the **Print** or **Preview** buttons on this window.

