



Updating or Adding Reports in VIA

1. On the server, open VIA and go to File, Utilities, Reports/Documents, Restore Reports. This will generate the reports directory on the server and place the reports from the database in the appropriate folders, allowing you to access them.
2. Copy the new report that was sent to you.
3. Paste the new report in its respective folder on the server by doing the following:
 - ⇒ Right click Start, choose Explore
 - ⇒ Go to the Local Disk (D:)
 - ⇒ Expand VIA Data Files/Hospital/Reports....(continue to the appropriate area for the particular report)
 - ⇒ Paste in folder
4. When Windows asks to overwrite existing reports, choose Yes. Note: This step is not necessary if the report is new.
5. In VIA, go to File, Utilities, Reports/Documents, Update Database. This will copy the reports into the server and update all the workstations.
6. Run the new report to verify that it works properly.