**How to Import a Report into PecStar using PecReport**

1. Start PecReport in PecStar iEMS.



1. Choose **Edit** Mode.



1. Click **File** -> **Import/Export**.



1. Click **Import** **Report**, choose the root folder **Report Library**, then click **Import**.



1. Choose the report file and click **Open**.



1. Click **OK** when import successfully. This would be a little difference in description, since we may use different version of PecStar.



1. Click Cancel to return to the main window. Now you can check the settings or switch to the Query Mode to view the report.

