

## Download & Install A New Reports Directory

To download the latest Reports directory, log on to our FTP Server:

Address: <a href="ftp.xpertmart.com">ftp.xpertmart.com</a>
User: XmartReports
Password: [Contact Us]

The password to our server changes frequently. Send us an email and we'll send you the current password.

## **PC** Users

If you are using Windows XP then all you need to do is type the address of the server into a browser, such as Explorer. If you are using an older version of windows then you can download ftp client software at <a href="https://www.smartftp.com">www.smartftp.com</a>

Once you are on the FTP server, download the folder called ReportsEnglish. Once it is done downloading you need to rename it Reports and place it in the C:/Main directory. It will replace the folder of the same name.

## Mac Users

You will need to use an ftp client to access our server. If you don't know which one to use, you can a free trial of Fetch at <a href="https://www.fetchsoftworks.com">www.fetchsoftworks.com</a>.

Once you are on the FTP server, download the folder called ReportsEnglish. Once you are done downloading you need to rename it Reports and place it in the ~/Main directory. It will replace the folder of the same name.

The new Reports directory will have all of the old reports you are working with plus several new ones. Check back frequently as new reports are added continuously.