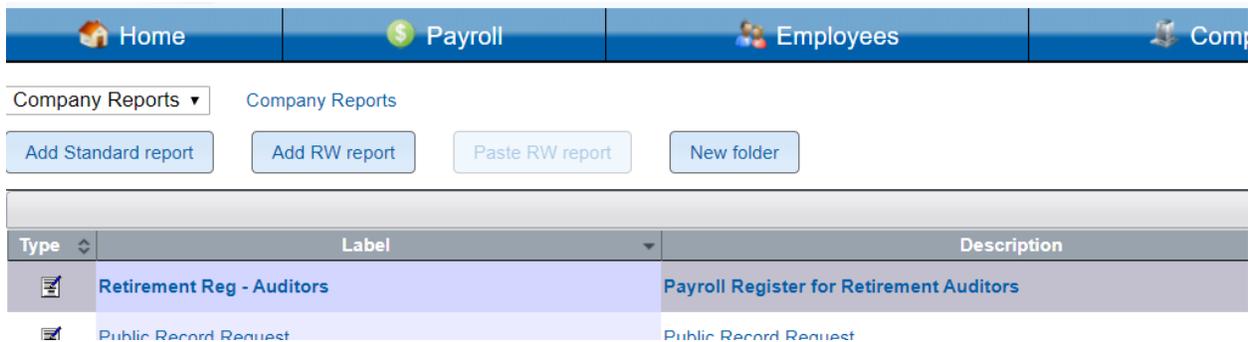


How to produce the FRRS (pdf) Register for Auditors (Harpers).

It's this report.



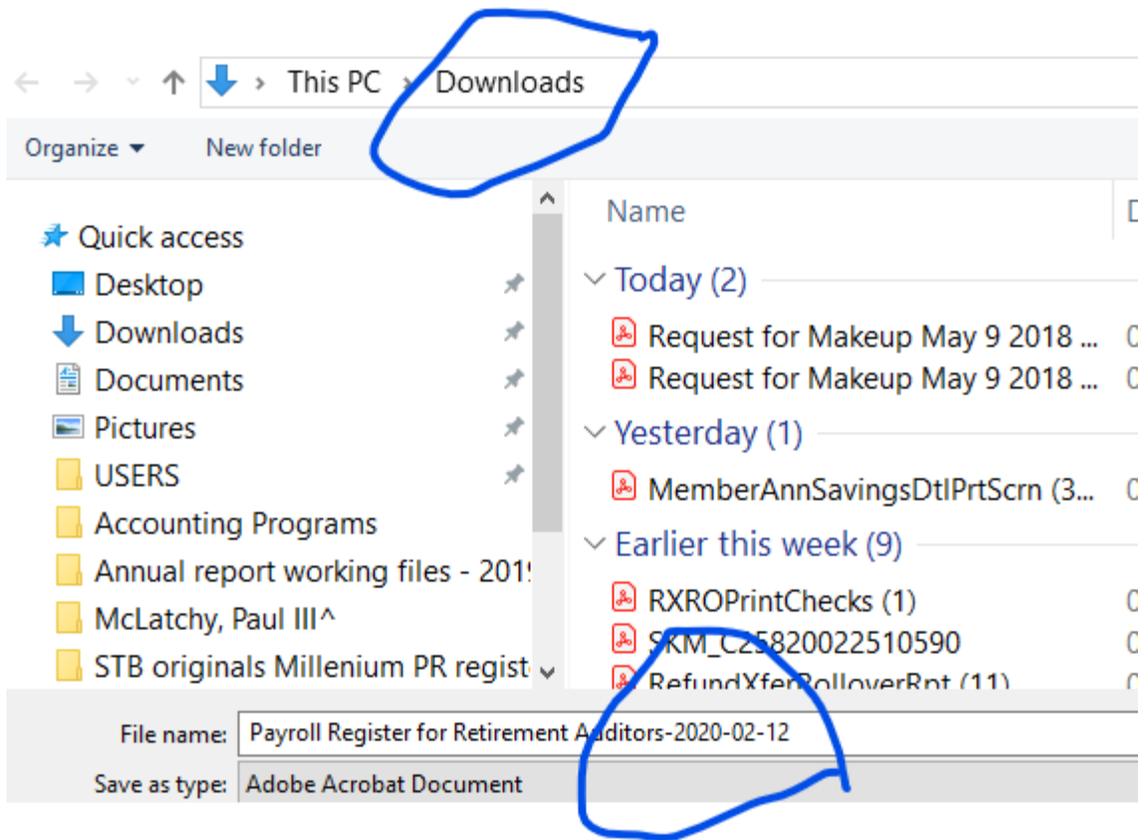
Just click the “Run” button and it will generate the PDF version of the report and ask where to save it.



Save it the “FRRS reports” folder that you use for the reports you send to FRRS (not just in your Downloads folder!).

Just like the name of the spreadsheet, add YYYYMMDD to the end of this file’s name (don’t need the dashes).

- When the Save As dialogue box pops up, just hit the right arrow key and that will park your cursor at the end of the prefilled part of the name. Then all you have to do is type the YYYYMMDD (20200212) and hit enter to save.



Now upload this latest file to the FRRS Sharefile webpage.

All done.