

## Saving and Printing COR Reports

COR Reports can be easily printed from within the COR program. However, if you are doing an adjustment in the field and you do not have ready access to a printer or you want a saved copy, the reports can be generated as WORD documents and saved for printing later, saved to a thumb drive or e-mailed.

1. The COR program may be opened or closed
2. Open MS WORD to a blank page
3. From the top menu bar click FILE, OPEN
4. The "Files of Type" window should be "All Files"
5. Click the "MY Computer" icon
6. Click the C drive
7. Open the Program Files folder
8. Open the COR folder
9. Open the MAP folder
10. Open the ZIP Code folder you are working in
11. Open the RPT folder
12. Click the "EXR20886" (zip code). This will open the **EXISTING ROUTE Summary** Report in the WORD document. Name and save as a WORD document.
13. Click "ADJ20886" (zip code). This will open the **ADJUSTED ROUTE Summary** Report. Name and save as a WORD document.
14. Click "alliedtm". This will open the **ALLIED TIME** Report. Name and save as a WORD document.
15. Click "routemap". This will open the **ROUTE RELATIONS Summary** Report. Name and save as a WORD document.
16. Click "RTESUM". This will open the **ROUTE SUMMARY** Report. Name and save as a WORD document.
17. Click "C009.PH3". This will open the **LINE of TRAVEL** Report for the route indicated. The Line of Travel has to be generated before this report is made available. Name and save as a WORD document.
18. Click "C009.PH4". This will open the **RE-SEQUENCED DELIVERY Points** Report for the route indicated. The Line of Travel has to be generated before this report is made available. Name and save as a WORD document.
19. Click "SchmChg". This will open the **SCHEME CHANGE** Report for the entire zone. Name and save as a WORD document.
20. Click "transom". This will open the **TERRITORY TRANSFER** Summary Report. Name and save as a WORD document.
21. Click "NODLDATA". This will open the **BLOCKFACES with NO DELIVERY DATA** report. Name and save as a WORD document.