

WorkSmart guide to downloading reports

Published reports

This guide provides instructions for downloading your **published** reports.

1

Login to WorkSmart:

Login to your account

Email	<input type="text"/>	Discover the benefits of using isurv WorkSmart to deliver RICS Home Surveys. Click here for more details
Password	<input type="password"/>	
	<input type="button" value="LOGIN"/>	Register an account now Latest news Contact us
	I forgot my password	

2

Navigate to the folder that contains your **published** reports:

The screenshot shows the 'Form manager' interface. It includes a 'CREATE NEW FORM' button, a 'CREATE NEW FOLDER' button, a search bar labeled 'Search forms', and a dropdown menu for 'Order folders by' set to 'Name'. Below these are four folders: 'abs', 'Accen't', 'AK Copied', and 'Aman'. The 'abs' folder is highlighted with a red rectangular box.

3

Click on the report to be downloaded:



FORM TYPE ▼	REFERENCE	STATUS	LAST UPDATED
RICS HomeBuyer Report	PA11012017172105	Published	Product Technology Account on 11/01/2017 17:21
RICS HomeBuyer Report	RA07072016153600	Draft	Rebecca Amos on 07/07/2016 15:36 
RICS HomeBuyer Report	PA14072016114421	Draft	Product Technology Account on 14/07/2016 11:44 
RICS HomeBuyer Report	PA14072016112907	Published	Product Technology Account on 14/07/2016 11:30
RICS HomeBuyer Report	PA15072016093601	Draft	Product Technology Account on 15/07/2016 09:36 

4

Download the report and save to a location on your computer:

Downloading and distribution

Click to download

 [RICS HomeBuyer Report \(PA11012017172105\)](#)

5

Repeat steps 1-4 for all **published** reports within all folders.

Note: Do not forget any archived folders you may have.

Draft Reports

If you have any **draft** reports that you wish to save then the steps are slightly different.

1

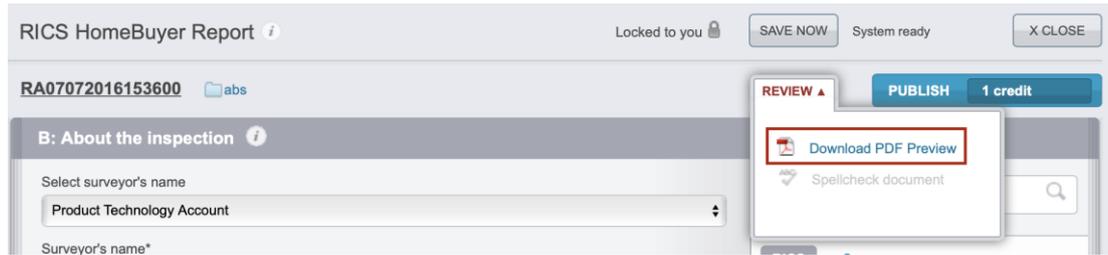
Login to WorkSmart and navigate to the folder that contains your forms as described in steps 1 and 2 above.

2

Click on the report to be downloaded. **Note** if the report is greyed out then it is locked and you will need to click on the padlock  next to the report to unlock it.

3

Click on the Review button to download:



Note: This will be a draft and watermarked as such.

4

As per the instructions above, this will need to be repeated for each draft report and within all folders (including any archived folders).