



TeamMate EWP Reader Ready Reference

TeamMate EWP Reader delivers the following benefits:

- EWP R10 projects can be shared with non-TeamMate users
- Free download that can be distributed by licensed clients to any third parties
- EWP Reader users cannot make any changes to project data, irrespective of project status or user role
- The Restricted read-only role allows clients to choose whether or not non-TeamMate users can export work papers or generate reports
- Dramatically simplified ribbon user interface makes it easier for non-TeamMate users to navigate and view project data without training
- Utilizes the same leading edge security and encryption technology to protect your data as used by TeamMate EWP

To open EWP Reader:

From Windows, select **Start | Programs | TeamMate | TeamMate | EWP Reader** or click the EWP Reader desktop shortcut.

To Install an EWP Project in the Reader

1. From the EWP Explorer, click on the **Replica** button to install the Project transport file (.tmr).



Alternatively, you can open the file by double clicking on the transport file (.tmr).



The Install Replica Wizard opens.

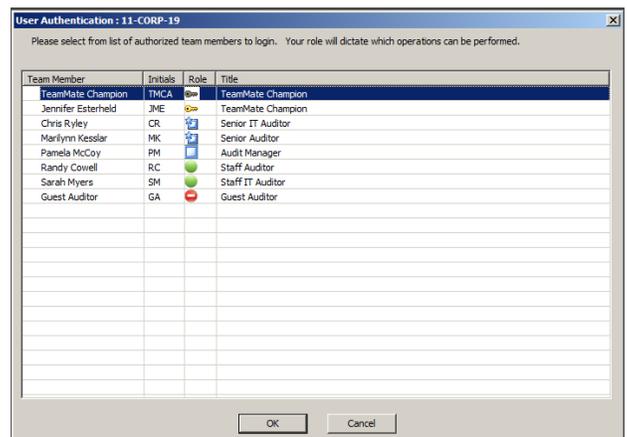
2. Select **Next**.
3. Click **Browse** and then select the Replica Location.
4. Select **Finish**.
5. After the installation is finished, you will be prompted to delete the replica file. If you need to retain the replica file, select No.

Projects the EWP Reader

Projects appear in your EWP Explorer after you load them. If you follow the steps for loading a project above, the audit opens and you are prompted to select your Team Member name.

To open a project in EWP:

1. Select **Start | Programs | TeamMate | EWP**.
2. Select the **Replica** tab from the EWP Browser and double-click on the project you want to open.
3. Select your Team Member name, and then click **OK**.



Using Viewers

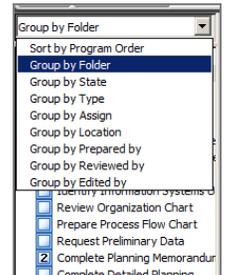
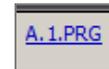
The Browser is the index or table of contents, of the project and is the first screen displayed after opening the project. You can access all Schedules in the Project and other information through the Browser, or use EWP Viewers to go directly to the information you need.

To use a viewer:

1. Select one of the viewer tabs at the bottom of the screen, such as the **Procedure Viewer**.



2. You can sort the contents by selecting one of the **Group by** options in the left hand corner. For example, **By Folder** reflects the order of procedure steps.
3. Scroll to view the steps. You can open work paper or issue links within the procedure step by double-clicking the link text.
4. You can click the ARC number in the upper left to go to the Program Folder in the Browser for the audit step.

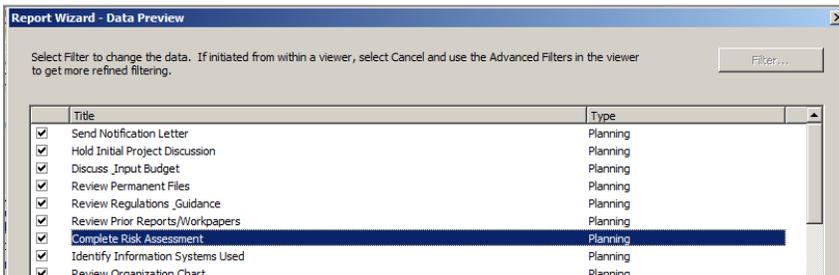


Generating Reports

You can generate a report in Microsoft Word format report showing all the procedures steps or other information to save to your desktop.

To generate a procedure report and save it to your desktop:

1. From the Procedure Viewer select the **Generate Report** icon from the Reports panel in the Review Ribbon.
2. Select the **Combined Procedures Report** in Report Wizard and select **Next** at the lower right.
3. Select the procedure steps you want to print.



4. Select **Next**.
5. Select **Save as an External Document** and select the **Finish** button. The report opens in Microsoft Word.
6. *Optional*. Save the report to your computer using **File | Save** in Word.

Exporting Work Papers

You can export supporting work papers such as Microsoft Excel or Word files and .pdf documents.

To export work papers:

1. From the Procedure Viewer select the **Export Work Papers** icon from the Reports panel in the Review Ribbon
2. Select the work papers you want to export.
3. Browse to the location you want to save them in, and then click **OK**.

