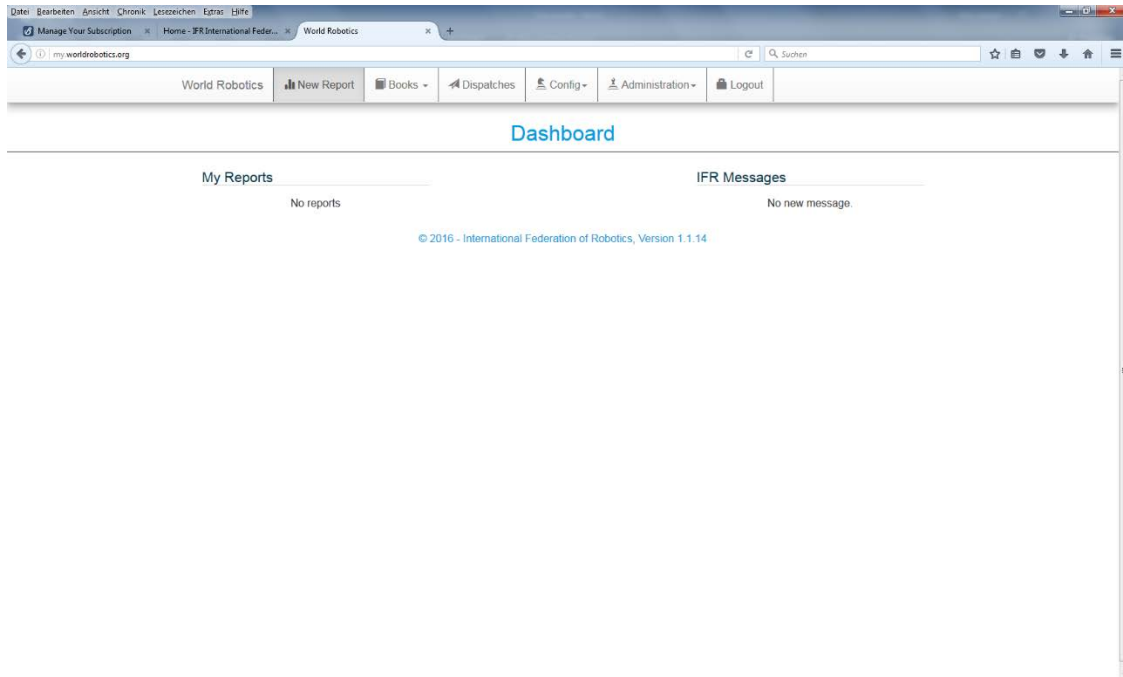# How to use the World Robotics Wizard

When you first log in you see the following screen.

My Reports show the reports that were created by yourself !!!

How to create an individual report

Select **New Report** in the menu and click on + in the table header to add the main category of your report. Then click on + in the table body and add at least two further categories including the **time period**. To save your report click on **save** or on **Excel** for an export of the data.

You may always change or add any information by clicking on +.

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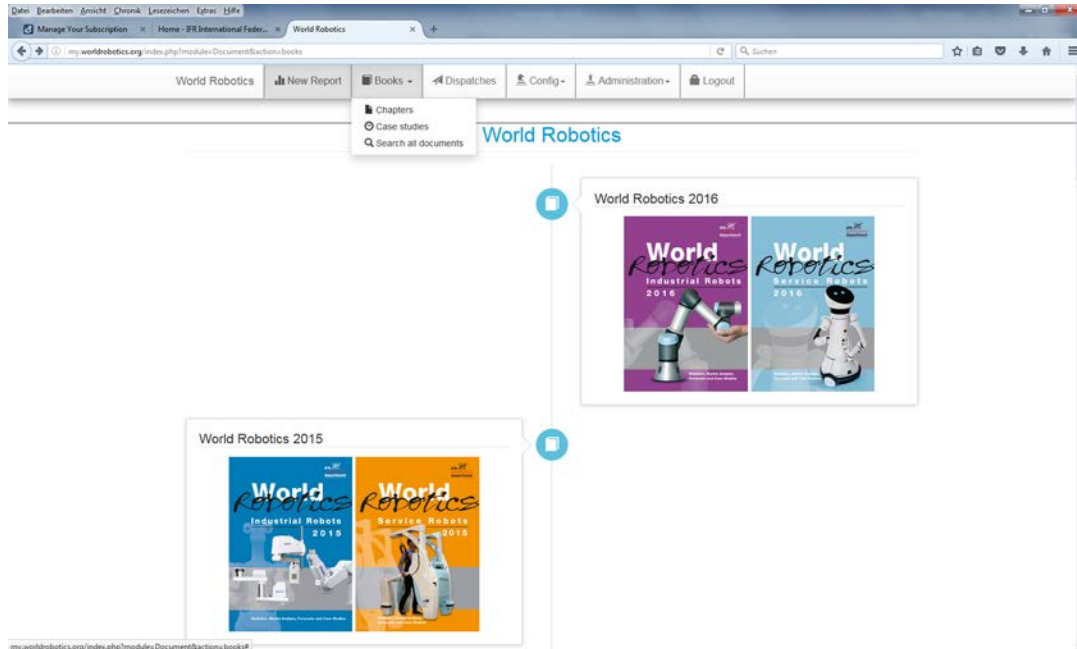
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