



### **Instructions for viewing reports sent through VMR**

1. Go to My Computer, click tools menu and select folder options. Click the file types tab. If RWA is listed as an extension, then highlight RWA and click delete. If RWA is not listed, then click cancel and close out of my computer.
2. Go to <https://secure.gtm.com/evolution/rwpreview.exe>
3. Click save and save this file to your desktop. When download is complete, click close.
4. Double click on any file that was sent to you
5. Windows will ask you to choose the program you want to use
  - a. Click other
  - b. Choose desktop and select RWPReview
  - c. Click Open
  - d. Make sure "Always use this selected program to open this kind of file" is checked and click OK. You should now be able to see the report you selected. Association for RWA files has been created.