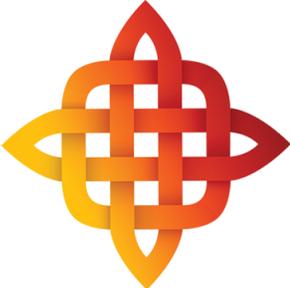


How to Refresh a Living Report



repfabric®

Connecting the threads of multi-line selling

The screenshot displays a dashboard with the following sections:

- Companies:** Represented by six 3D building icons.
- Contacts:** Represented by five person icons.
- Activity Journal:** Represented by six person icons with briefcases.
- Opportunities:** A grid showing 'Line 1', 'Line 2', 'Customer 1', 'Customer 1 Line 1 Stage "Quote"', 'Customer 1', and 'Customer 2'.
- Projects/Jobs:** A grid showing 'Project "Seat Module"', 'Customer 1', and 'Job "The Meridian"'. The 'Job "The Meridian"' cell contains a large green dollar sign icon.
- Sales and Comms:** A row of three green dollar sign icons.

On the right side, there are vertical navigation buttons for 'Email', 'Web Portal', and 'Mobile'.

Need help?

Email:

Support@repfabric.com

Or call

(844) 737-7253

For videos and more tutorials, log on to:

<https://support.repfabric.com>

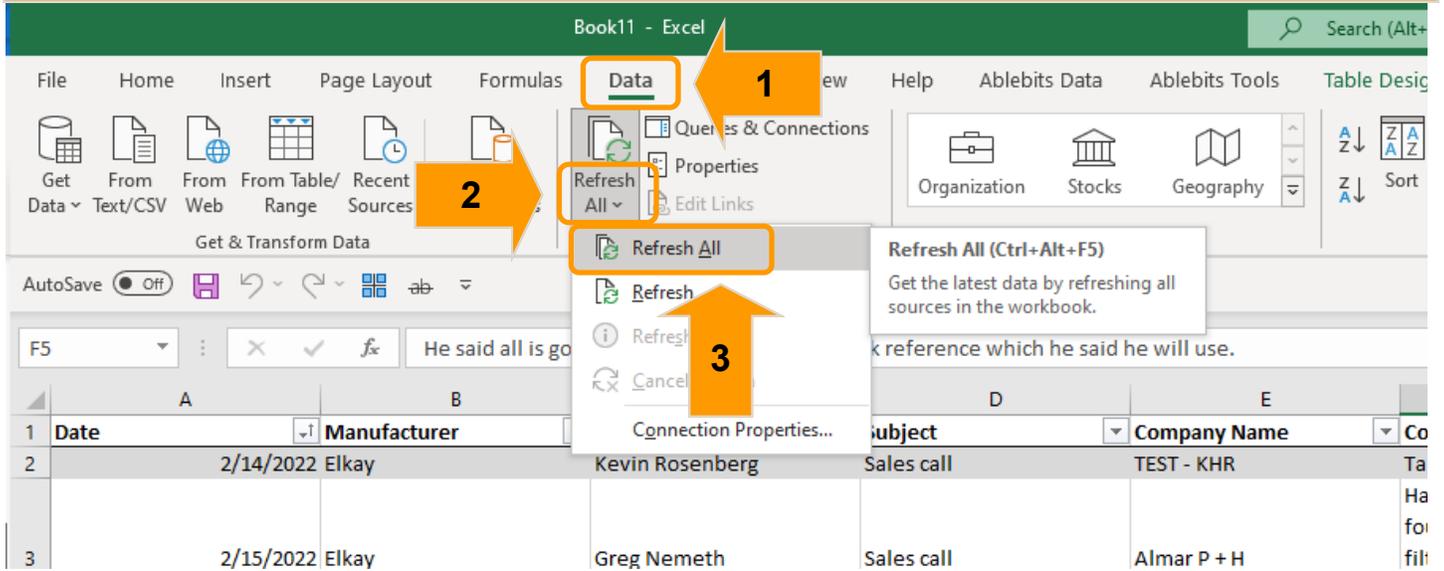


How to Refresh a Living Report

You can refresh a living report as often as you need to. The first time you refresh you will be asked to enter your credentials.

1. Click “Data” tab.
2. Click arrow on “Refresh All” button.
3. Click “Refresh All.”
4. Click “Basic.”
5. Enter your email address and password you use to login to Repfabric.
6. Click “Save.” Your file will be updated with the most up-to-date information.

This image shows the “Refresh All” button.



This image shows where to enter your email address and Repfabric password.

