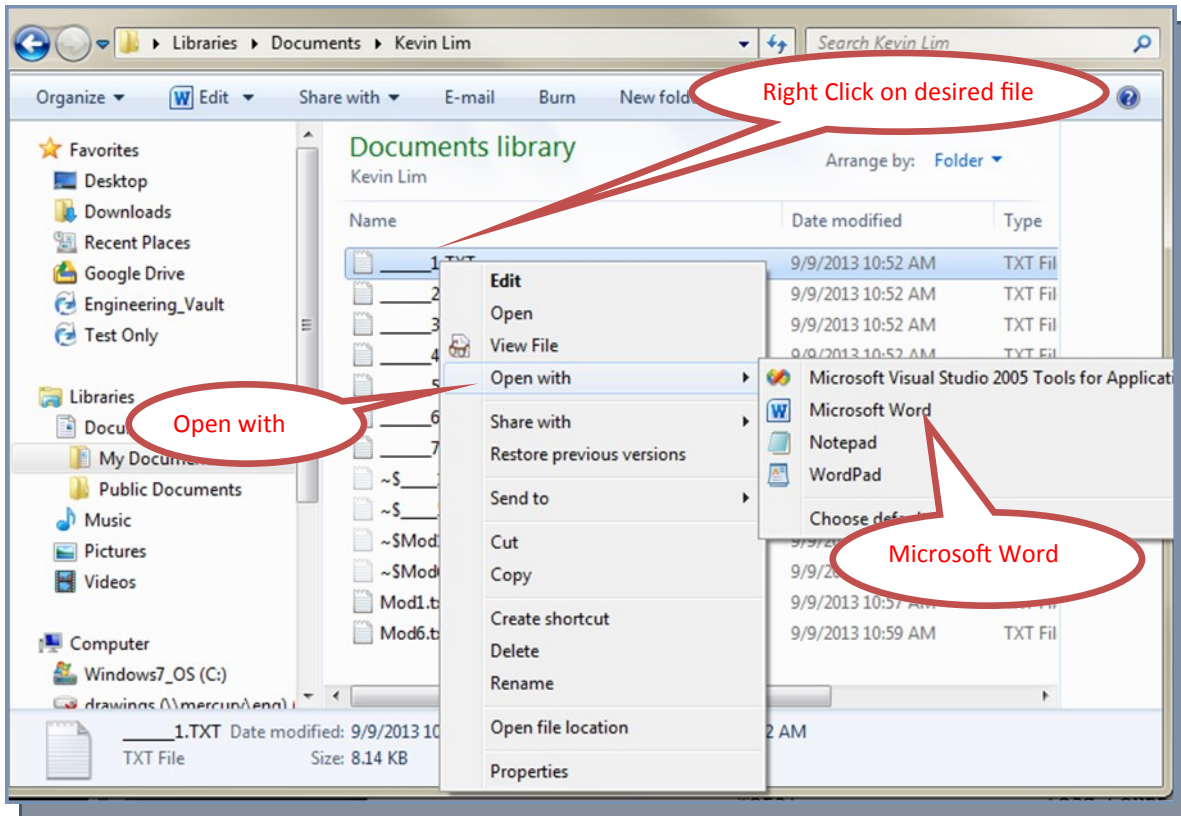


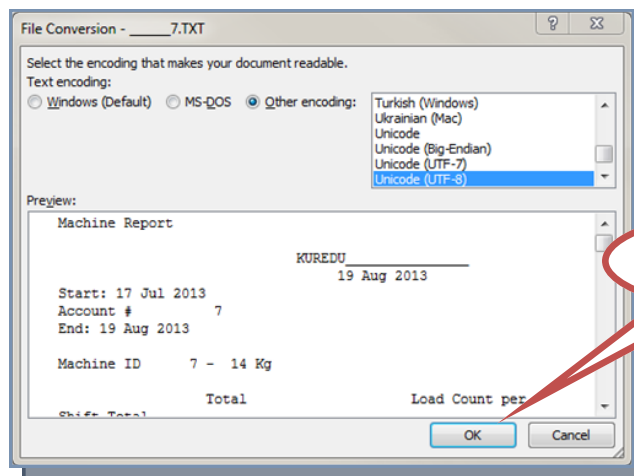
Opening and Viewing Data Grip Reports

Opening up a Report (.TXT) file using Microsoft Word. The examples below describe and illustrate this process using Windows 7 and Microsoft Word 2010 for PC. Other versions of Windows and Microsoft Word may have some variations to the procedure, but should be similar as described below.

1. After downloading the file to the USB memory stick, save the file to a local directory on a computer.
2. Open the file by going to the directory on the computer where it has been saved and right click on the file.

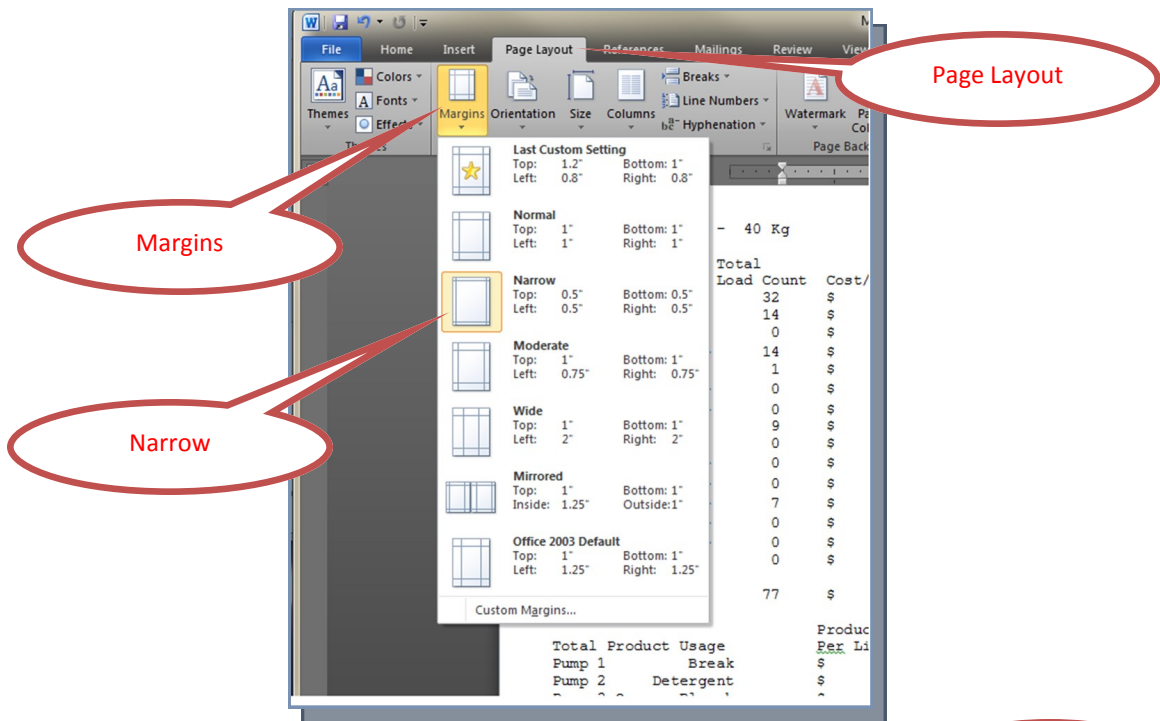


4. A "File Conversion..." box will appear. Click OK.



Opening and Viewing Data Grip Reports

5. The report will appear, but the columns and rows of information may appear to be out of alignment. This can be resolved by going to Page Layout and Margins. Select "Narrow" margins. The report should appear to correctly. The margins may be adjusted to other custom settings, but this could affect the layout and justification of the columns and rows.



Before Narrow Margins are set, columns and rows misaligned

After Narrow Margins are set, columns and rows aligned

Formula	Total Load Count	Cost/Load	Load Count	per Shift	Total
1) Sheets-White	142	\$.53	142	0	0
2) Towels-White	22	\$.85	22	0	0
3) Towels-Color	0	\$.00	0	0	0
4) WHT FNB	29	\$.84	29	0	0
5) COL FNB	20	\$.70	20	0	0
6) Overall-White	14	\$.45	14	0	0
7) Overall-Color	0	\$.00	0	0	0
8) Uniform-Chef	19	\$ 1.12	19	0	0
9) Delicates	0	\$.00	0	0	0
10) Reclaim	0	\$.00	0	0	0
11) WHT STF UNI	0	\$.00	0	0	0
12) COL STF UNI	22	\$ 1.37	22	0	0
13) Kitchen Rags	0	\$.00	0	0	0
14) FNB NAPKI STA	0	\$.00	0	0	0
Total	268	\$ 1.02			

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10) Reclaim	0	\$.00	0	0	0
11) WHT STF UNI	0	\$.00	0	0	0
12) COL STF UNI	22	\$ 1.37	22	0	0
13) Kitchen Rags	0	\$.00	0	0	0
14) FNB NAPKI STA	0	\$.00	0	0	0
Total	268	\$ 1.02			\$ 272.82