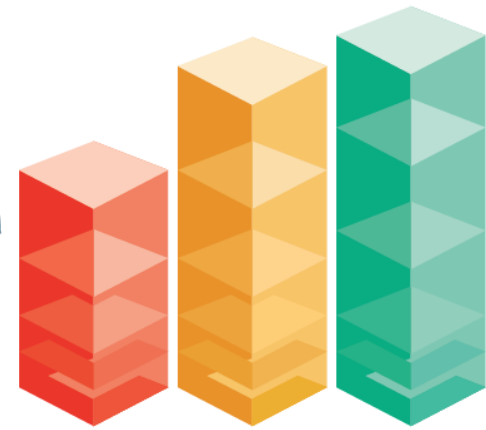


Concourse

SECURE HOSTING

ADVANCED DATA VISUALIZATION



How To Use Steps Recorder

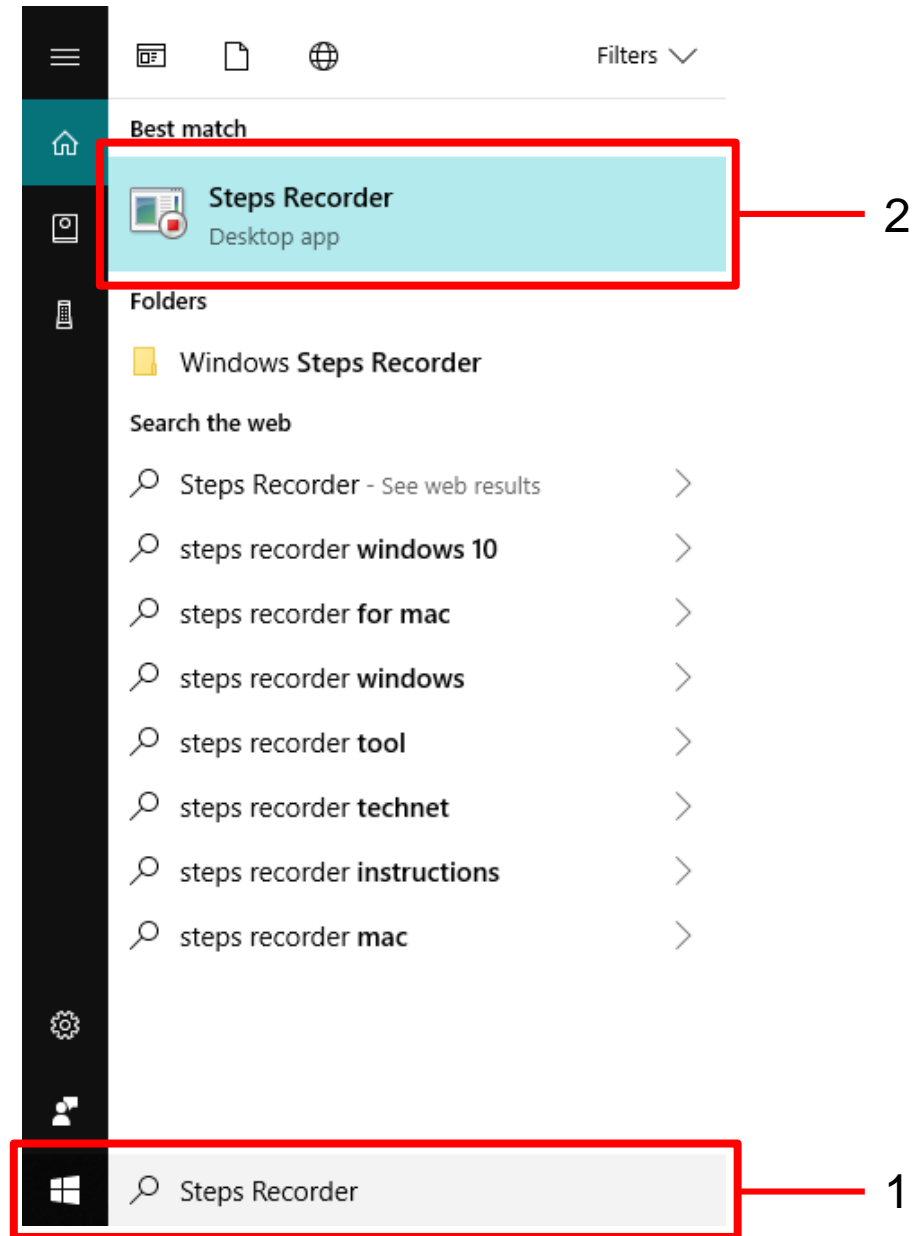
How To Use Steps Recorder

Getting Started:

(1) Go to *Start* and search *Steps Recorder*

(If you do not see a search bar you can start typing once the start menu is open and it will search.)

(2) Click *Steps Recorder*



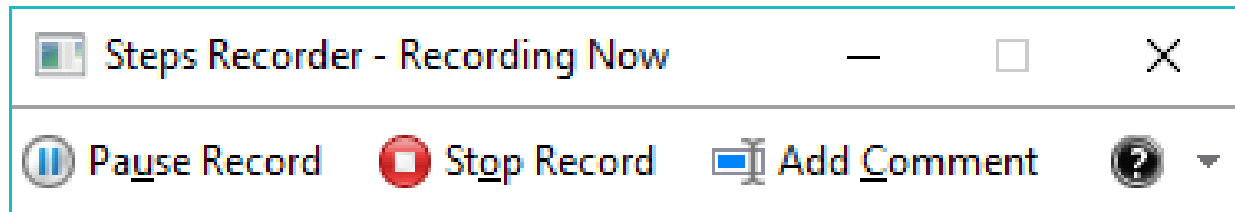
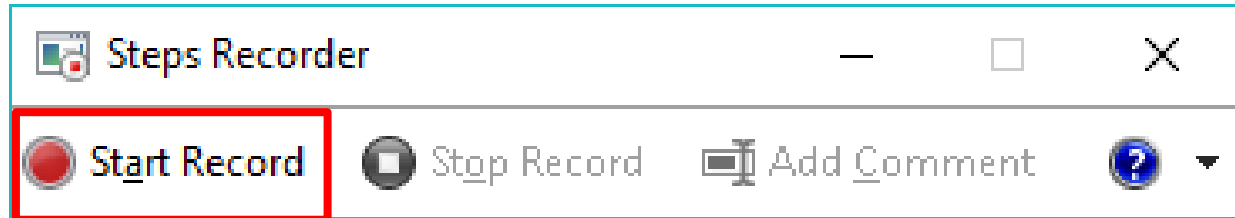
How To Use Steps Recorder

Start Record:

When you are ready to go through your steps click *Start Record*.

From here *Steps Recorder* will make a note after each click you make. It will also take a screenshot up to a set screenshot limit.

Note: If you have two monitors it will take screenshots of both monitors. Be sure you are ok with what is being taken.



How To Use Steps Recorder

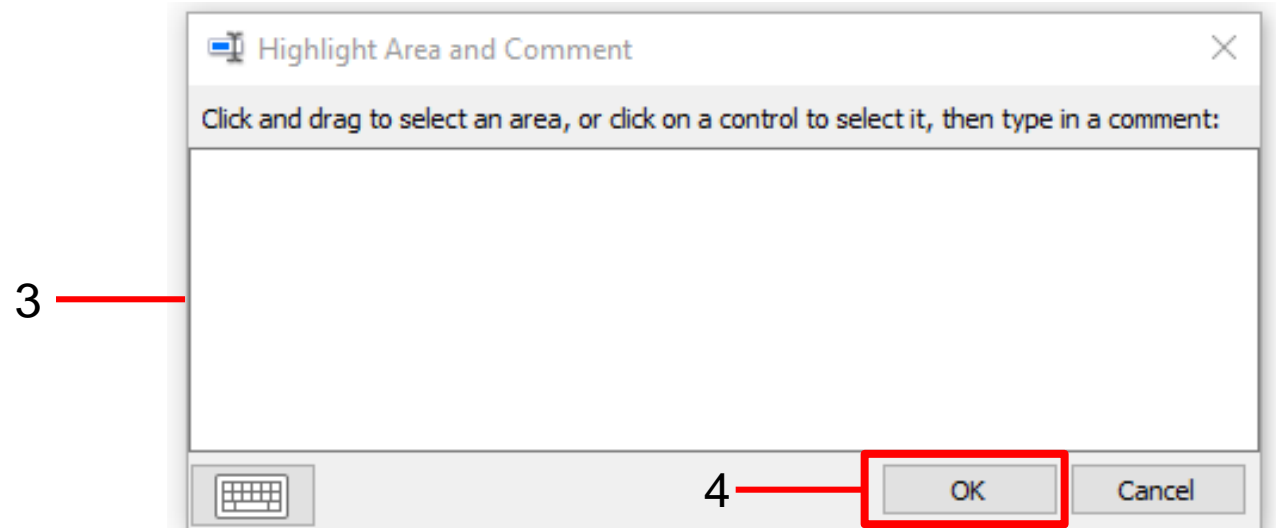
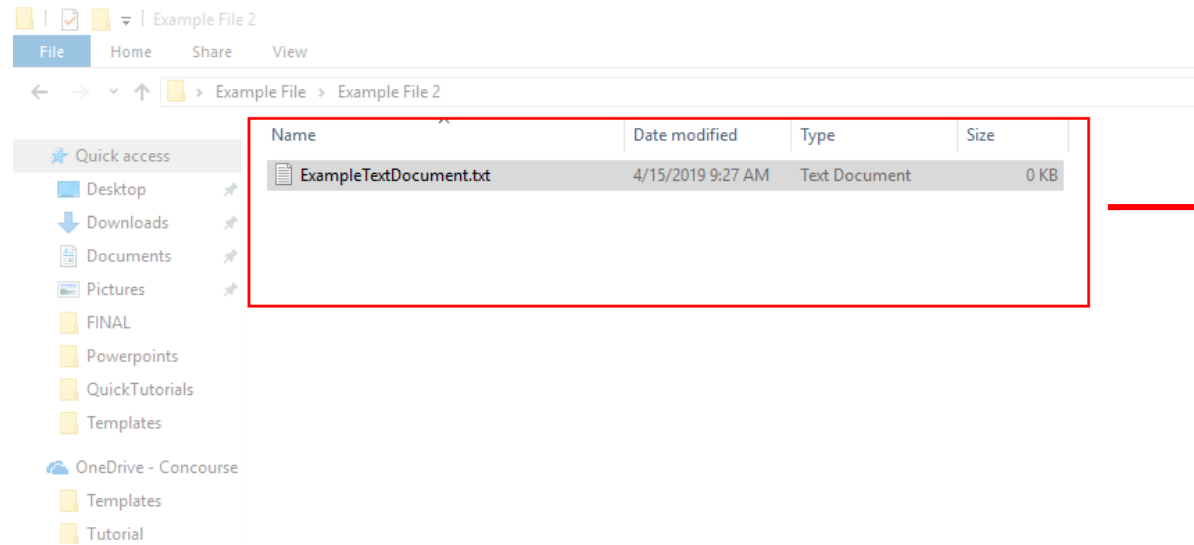
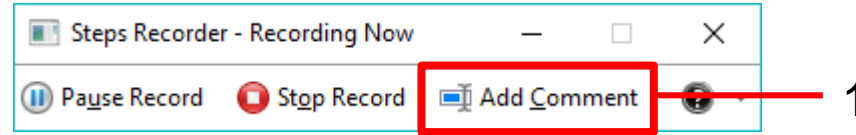
Add Comment:

(1) If you would like to highlight a specific part of the screen you can click the *Add Comment* button.

(2) Drag your cursor across the section you would like to highlight.

(3) Write a comment in the box on the lower right.

(4) Click ok.



How To Use Steps Recorder

Stop Record:

(1) When you are done recording click *Stop Record*.

(2) Once done you can review your recording.

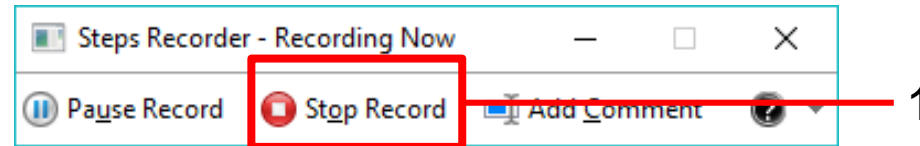
(3) If you like it, then click *Save*. This will save it into a .zip file.

Name the file

Click Save

(4) Your steps are saved and ready to be sent.

4/26/2019



Recorded Steps

This file contains all the steps and information that was recorded to help you describe the recorded steps to others. Before sharing this file, you should verify the following:

- The steps below accurately describe the recording.
- There is no information below or on any screenshots that you do not want others to see.

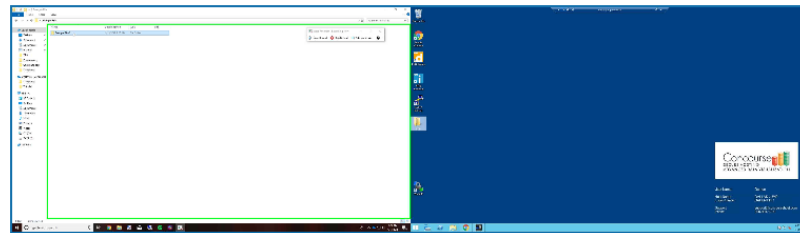
Passwords or any other text you typed were not recorded, except for function and shortcut keys that you used.

You can do the following:

- [Review the recorded steps](#)
- [Review the recorded steps as a slide show](#)
- [Review the additional details](#)

Steps

Step 1: (4/15/2019 9:27:06 AM) User left click on "Name (edit)" in "Exa"



Step 2: (4/15/2019 9:27:07 AM) User left double click on "Name (edit)" in "Exa"

