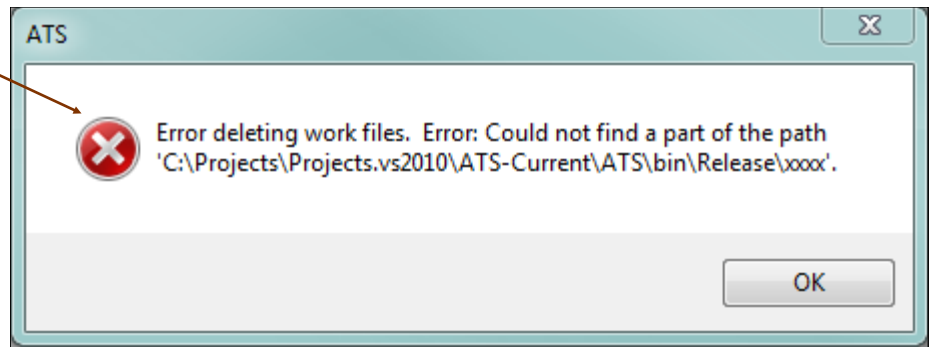**ATS makes use of a "working folder" for temporary files. The process of viewing electronic documents, exporting reports to Excel or some other format uses this folder.**
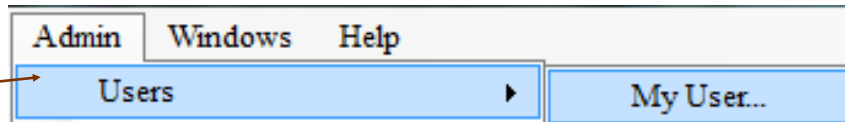
Below is the error you will receive if this is not set, and instructions for setting your information.
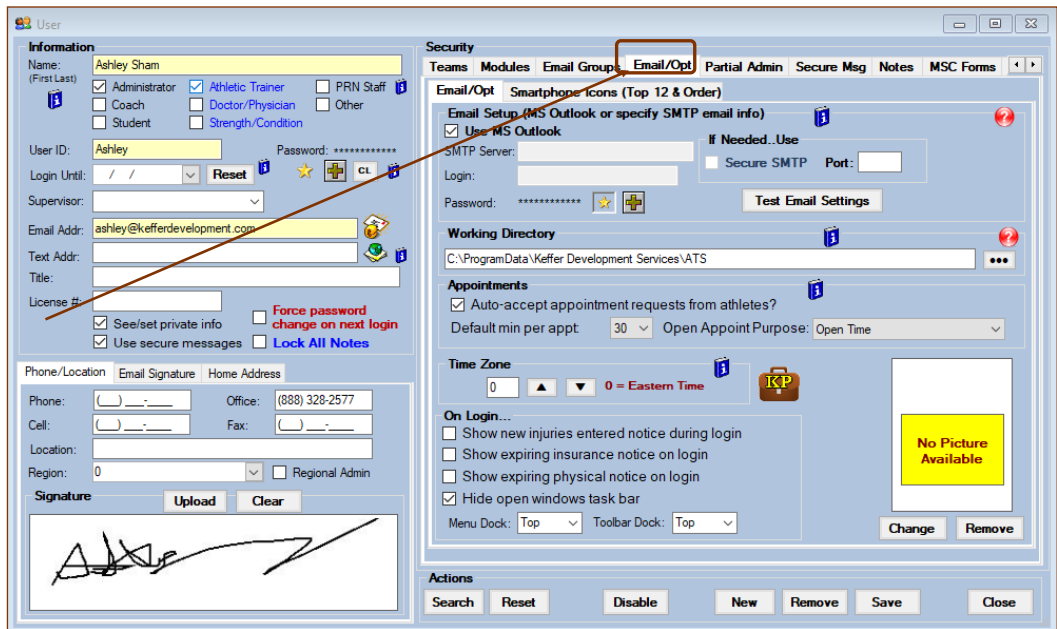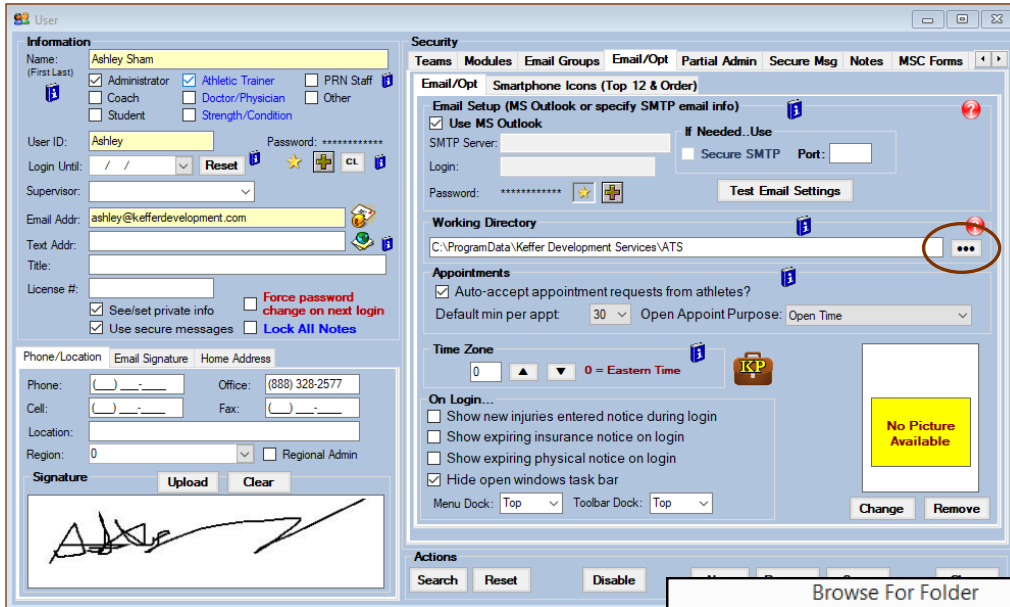
Error Message:

Set your information:

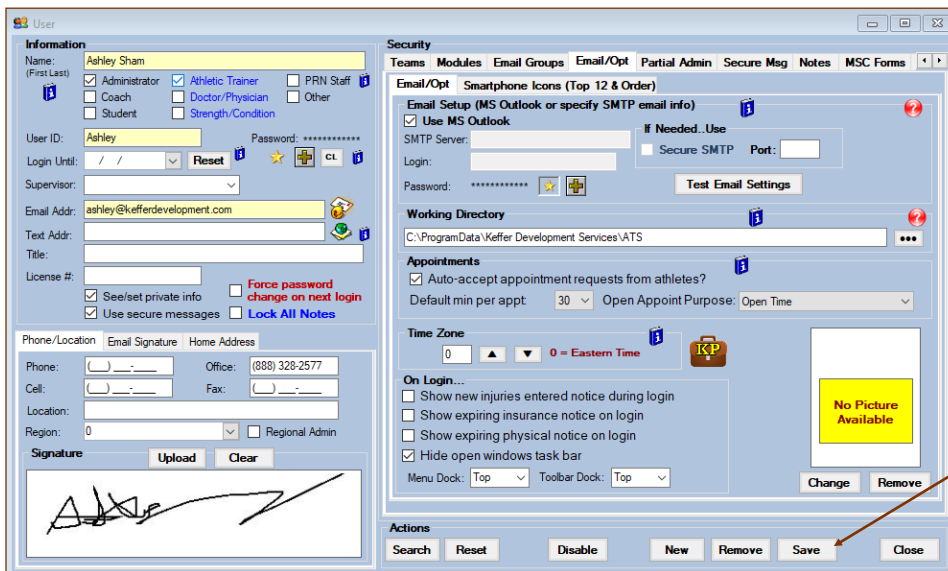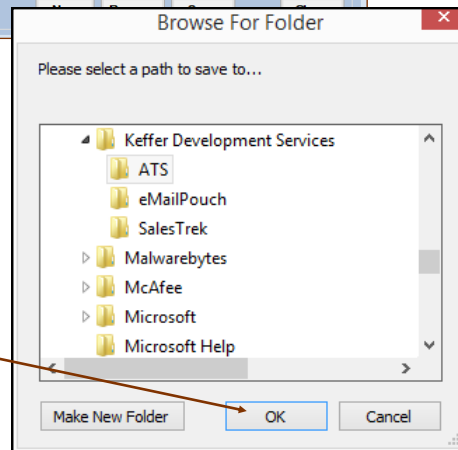Navigate to your user information following the menus shown here.

Click on the "Email/Opt" tab once the form opens.

Click the "..." button.

Once the "Browse For Folder" screen is shown; either navigate to the folder you wish to use, or click the "OK" button.

The working directory will be set. Click the "Close" button and click "Yes" to save your changes.