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RWA VIEWER INSTALLATION INSTRUCTIONS

If you do not have EVO permissions from HRCG, you will receive RWA files when requesting reports to be sent to you via email. These file types can only be opened on a computer that has the RWA Viewer program properly installed.

NOTE: YOU CANNOT INSTALL BOTH THE RWA VIEWER AND EVO CLIENT-SIDE SOFTWARE ON THE SAME COMPUTER.

Click on the Download RWA Viewer Files link on our web site and you will be directed to a password protected area and gain access to the .exe file. After you successfully log-in and click on the RWA Viewer file, a Pop up window will appear asking you to save the file.

Click on save and save the file to your desktop.

Close the web browser.

Double click the isRWpreview.exe from your desktop to run the program. It will ask you for a file to open. Browse to your desktop and select the "sample cover.rwa" that your HRCG representative will supply to you. Open the file to make sure the program is installed and operating properly.

When completed, you could delete the sample file we supplied to you.

If you are not able to open the file or need assistance, please call our office at 203-881-1755

Once you open a file in RWA viewer, you can save it as a PDF if you want to, but keep in mind that it is not a secure PDF. You will need Acrobat Pro if you wish to create secure PDFs.

As a reminder, if you receive any comma delimited files, they will appear as a text file upon opening the RWA file.

You can then choose save as, change the file type to "all files" and rename your report with the name you choose and .csv at the end. This will save your file as a comma delimited file.