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| **Steps Recorder**  **To clearly demonstrate steps for troubleshooting, or simply demonstrating what processes were carried out before something went wrong, in a clear defined steps with screen captures.** | | |
| **To record and save steps on your computer**   1. To open Steps Recorder, select the **Start** button, and then select **Windows Accessories** > **Steps Recorder** (in Windows 10), or **Accessories** > **Problem Steps Recorder** (in Windows 7 or Windows 8.1). 2. Select **Start Record**. 3. Go through the steps to reproduce the problem you’re trying to diagnose. You can pause and resume the recording at any time. 4. (Optional) As you record, select **Add Comment**, use your mouse to select the part of the screen that you want to comment on, type your comment, and then select **OK**. | 1. When you’re done, select **Stop Record**. 2. Review the record of the steps you followed to make sure it shows what you want it to show. Select **Save**, name the .zip file, choose where to save it, and then select **Save**. Now you can attach and send this .zip file to the person helping you troubleshoot the problem on your PC. It can be viewed in any web browser. | **Sample recordings :**  How to navigate to REGIS production website.    How to navigate to REGIS user reports. |