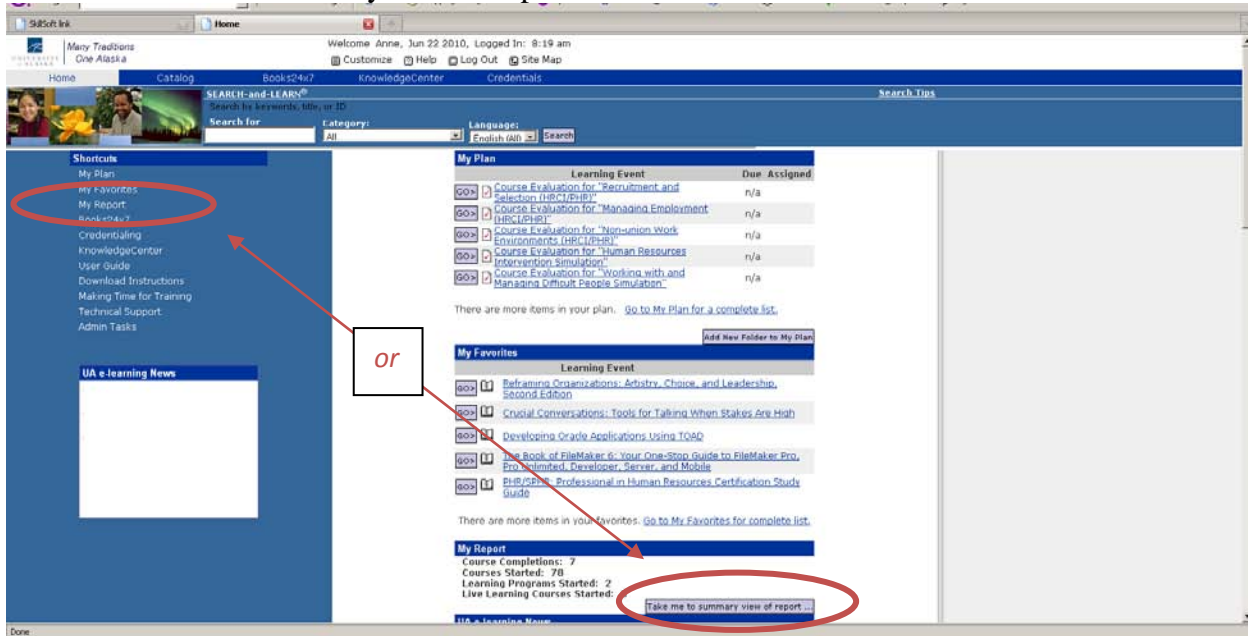


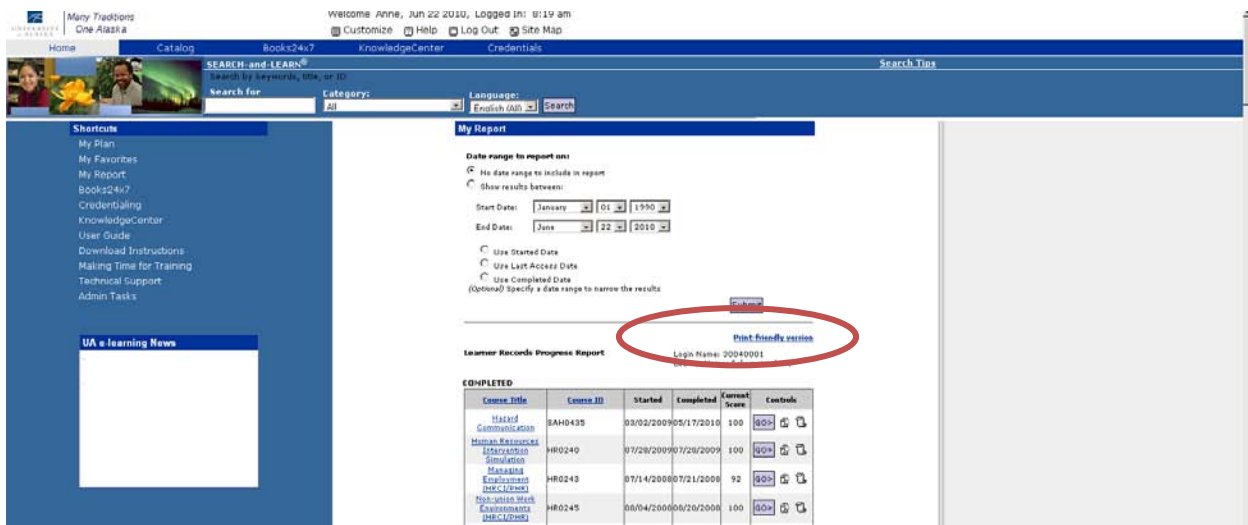
Pulling Your Report

You can pull your report one of two (2) ways:

1. Under Shortcuts: “My Report,”
OR
2. “Take me to summary view of report”



Option 1. If you click on “My Report” under Shortcuts:
Click on “Print-friendly version” for full report, or you can select criteria to limit the report, e.g. “Use Completed Date.”



Option 2: If you click on “Take me to summary view of report,” you will see the same screen as shown above.