

## **Reports**

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### **Generating a Report**

1.	Click the <b>Reports View</b> icon
	Note: There are tabs for <i>Reports</i> , <i>Custom Reports</i> , and/or <i>Crystal</i>
2.	Within the <b>Reports</b> tab, select a Report name from the list
3.	Enter the required criteria in the textboxes that appear to the right
4.	Click the <b>Generate Report</b> command button to display the report results in the lower pane of the window
	Note: The <i>Open Dashboard</i> icon will go to the dashboard of that contract

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### **Printing a Report**

1.	Complete the steps above for Generating a Standard or Custom Report
2.	In the report results page, click the <b>Printer Friendly View</b> command button
3.	In the Print window, select the printer; click the <b>Print</b> command button
4.	Close the <b>Printer Friendly View</b>

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### **Downloading a Report**

1.	Complete the steps above for Generating a Standard or Custom Report
2.	In the report results page, click the <b>Download Report</b> command button
3.	Within the <b>Export Contents to CSV</b> windows, <b>Select Columns</b> to include in the Report
4.	Click the <b>OK</b> command button
5.	Select Open, Save, or Save as ( <i>if Save or Save as, define destination</i> )