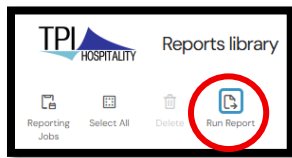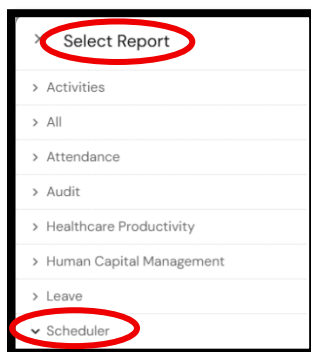# HOW TO VIEW/PRINT REPORTS IN SCHEDULES

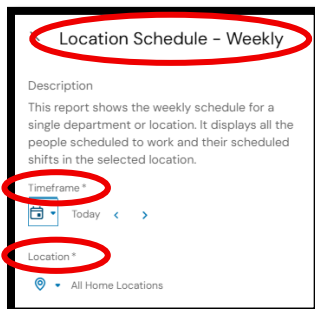**Administration > Reporting > Reports Library**
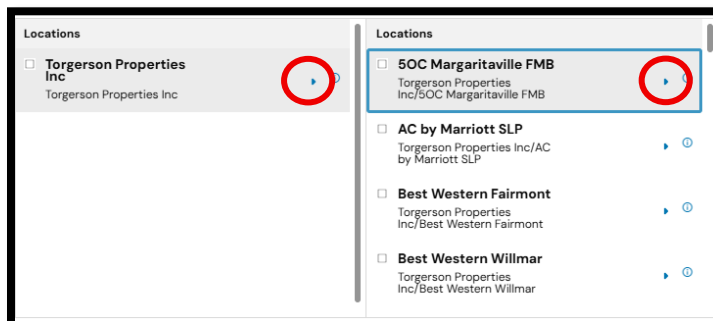
- Click on **run report**

- The **select report** side bar will appear. Click on the **scheduler** drop-down and choose the option you need (ex. location schedule – weekly) and click **select**.
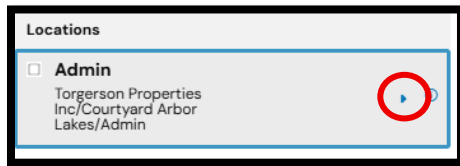

- The **location schedule – weekly** side bar will appear. Change the **timeframe**, click on **location,** and **select locations**.
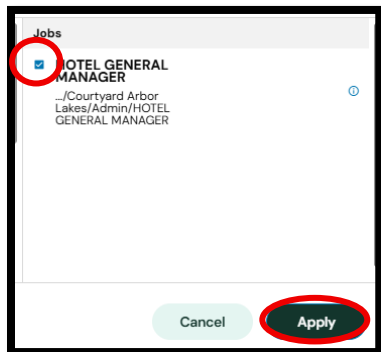

- Click on the blue arrow next to **Torgerson Properties Inc** and select the blue arrow next to the desired **location**.
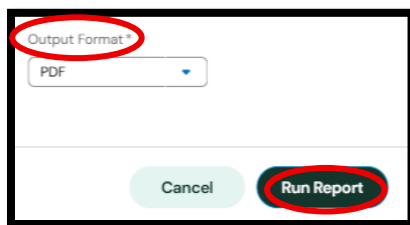
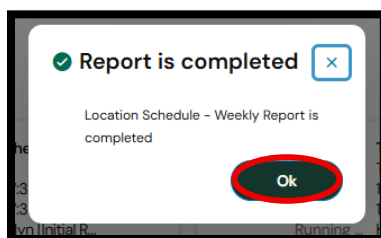- Select the blue arrow next to the desired location/department

- Check the box next to the job, and click **apply**.

- Click on the **output format** drop-down, choose **PDF** and **run report**.

- After a few seconds a notification should pop up that says **report is completed**, click **ok** and the report should download.

- To clear the report, if you don't need it anymore, select the checkbox and click **delete**.