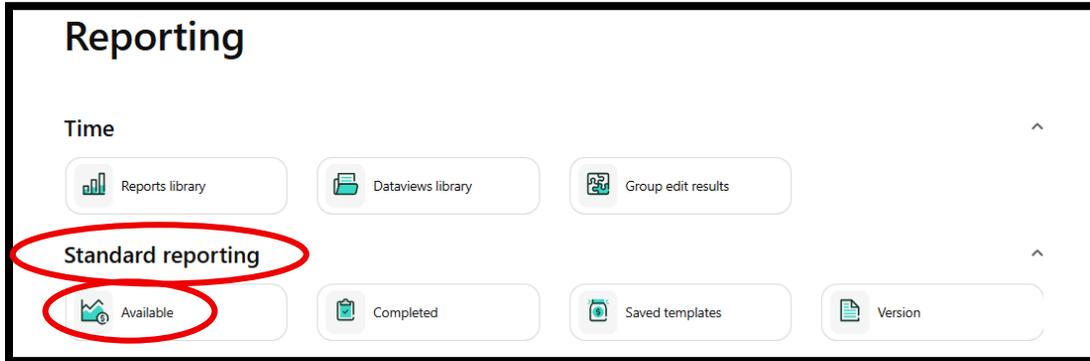


HOW TO RUN BIRTHDAY OR ANNIVERSARY REPORTS

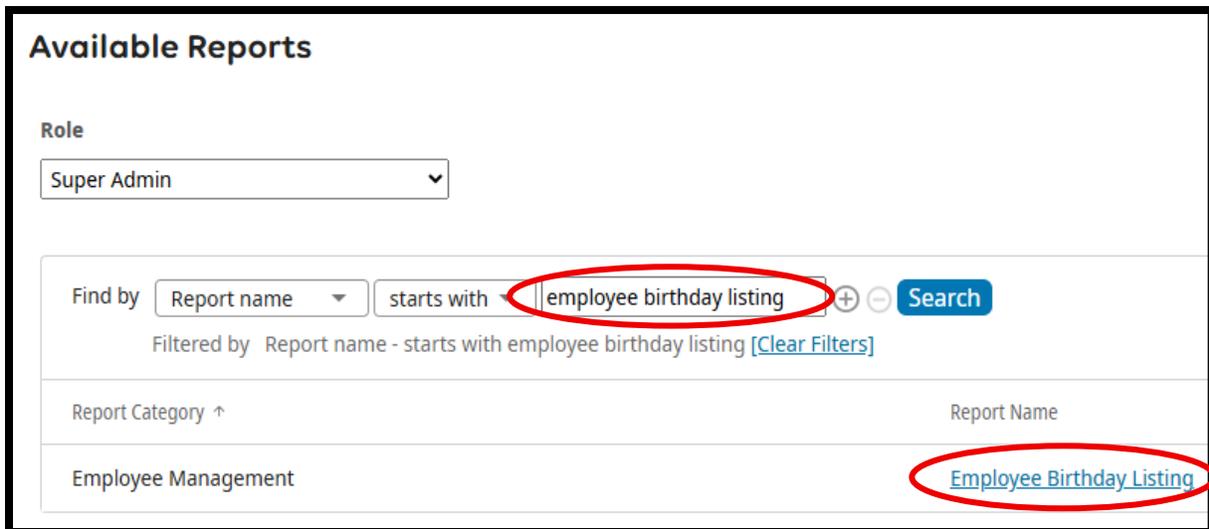
You can run an Anniversary report using these exact steps, just changing 'Birthday' to 'Anniversary'.

Administration > Reporting (drop-down) > Reporting

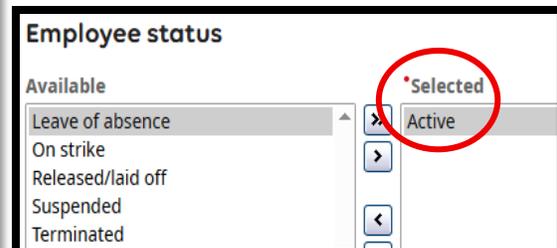
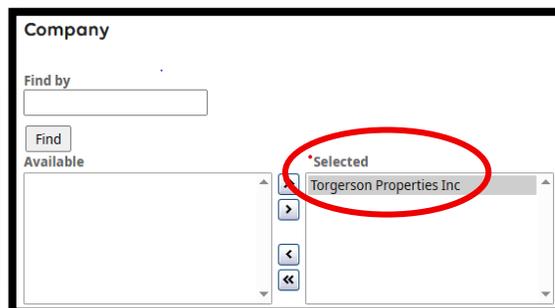
- Under the **standard reporting** section click on **available**



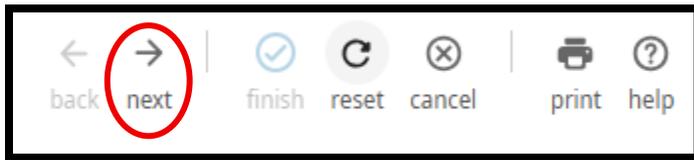
- Search **employee birthday listing** and click on the blue link below



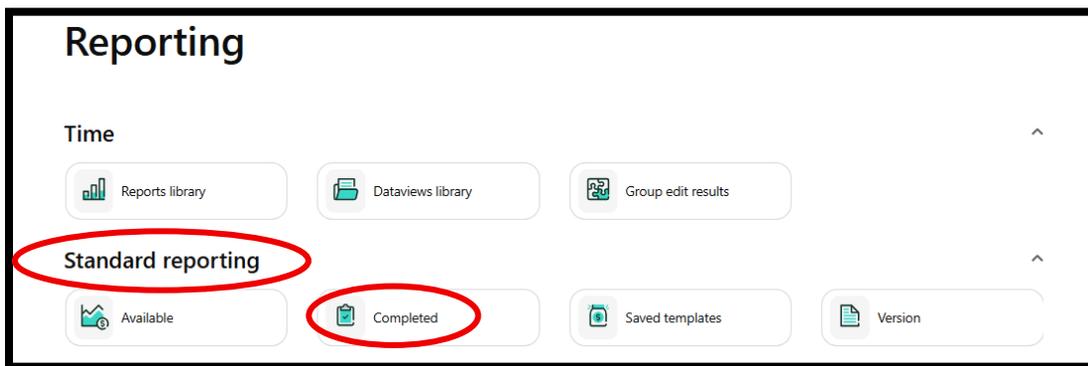
- On the report criteria page, select the **date range**, select **Torgerson Properties Inc**, and select **Active**



- Click **next** in the upper right-hand corner



- On the **grouping/sorting page**, select your desired section and click **next** in the upper right-hand corner, on the **report output** page click **next** again, and click **finish**
- Go back into **Administration > Reporting (drop-down) > Reporting**
- Under the **standard reporting** section click **completed**



- Search **employee birthday listing**, (if it doesn't automatically appear), click on the blue link and a PDF will appear.

