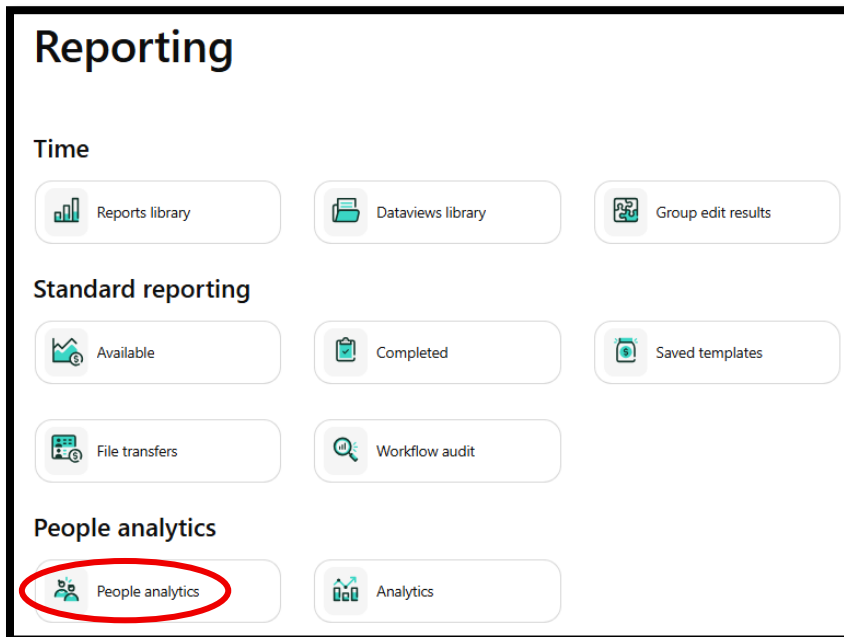
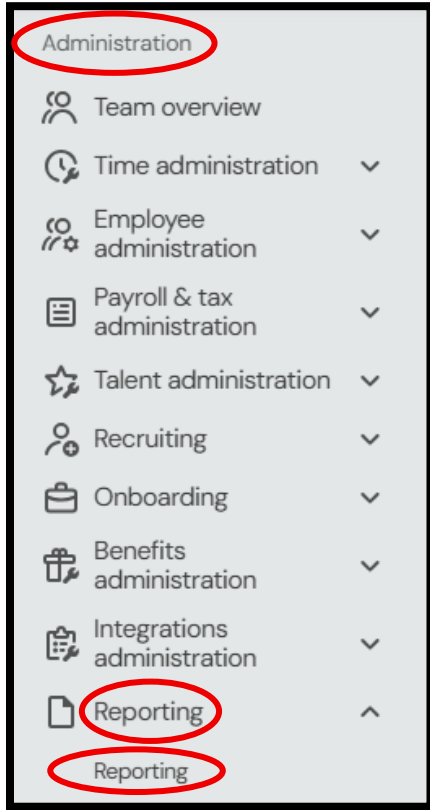
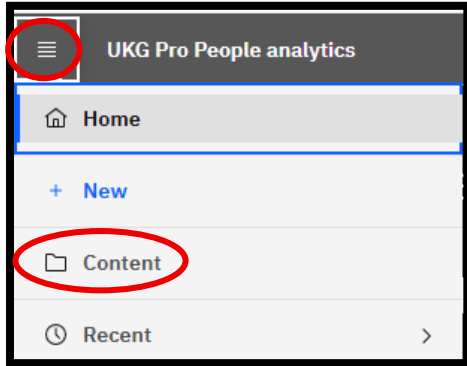


GENERAL MANAGER REPORTS

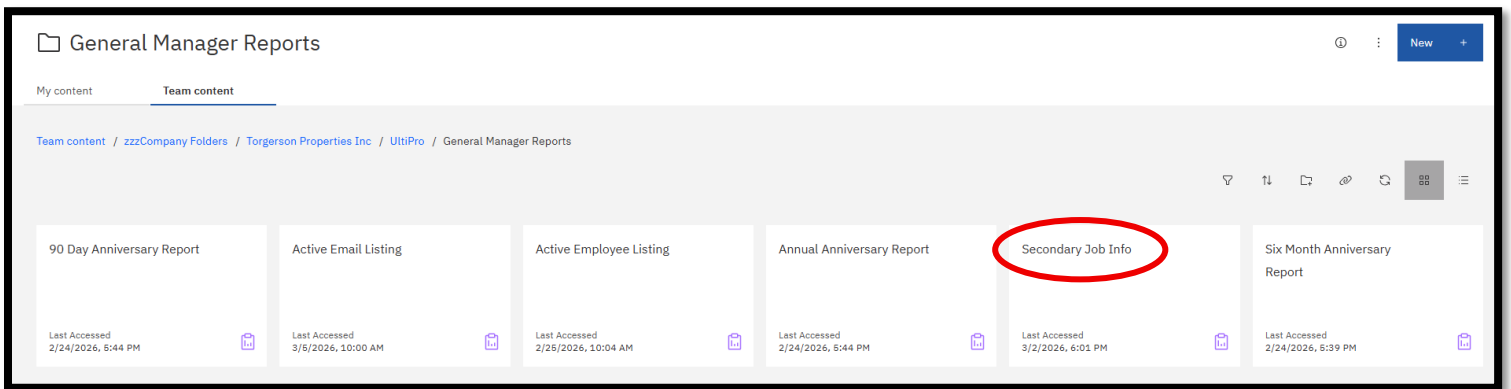
Administration > Reporting (drop-down) > Reporting > People Analytics



- In the top left-hand corner, click on the **4 lines** and click **content**



- Click on the following titles:
 - **zzzCompany Folders**
 - **Torgerson Properties Inc**
 - **UltiPro**
 - **General Manager Reports**
- Several reports will appear. Click on the title of the report you want to open (ex. Secondary Job Info) and it will display.



- At the top of the page, click on **HTML** and change it to **Excel** and it will automatically download the document.

