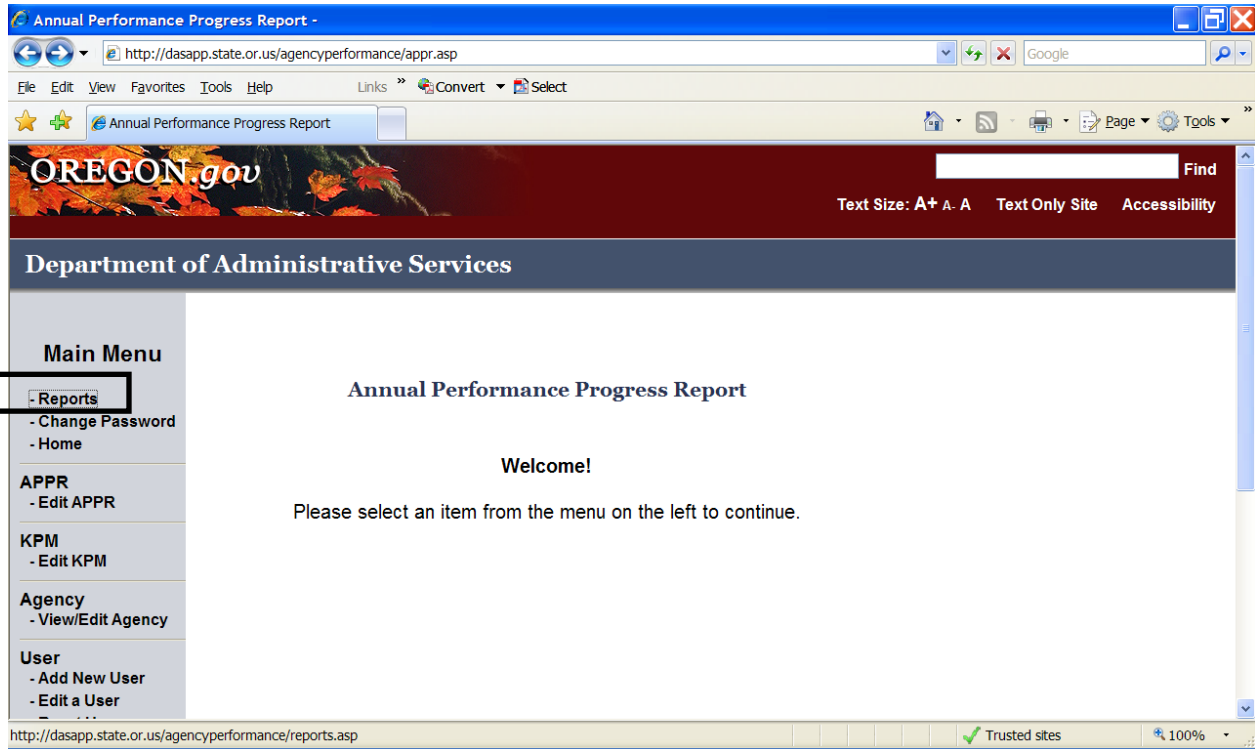
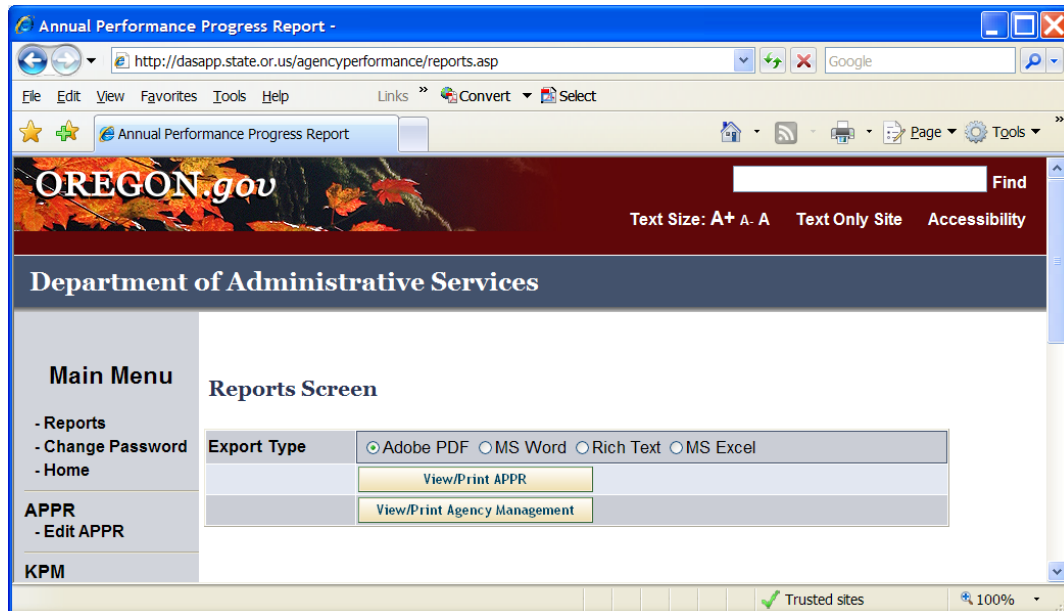


APPR and Management Reports



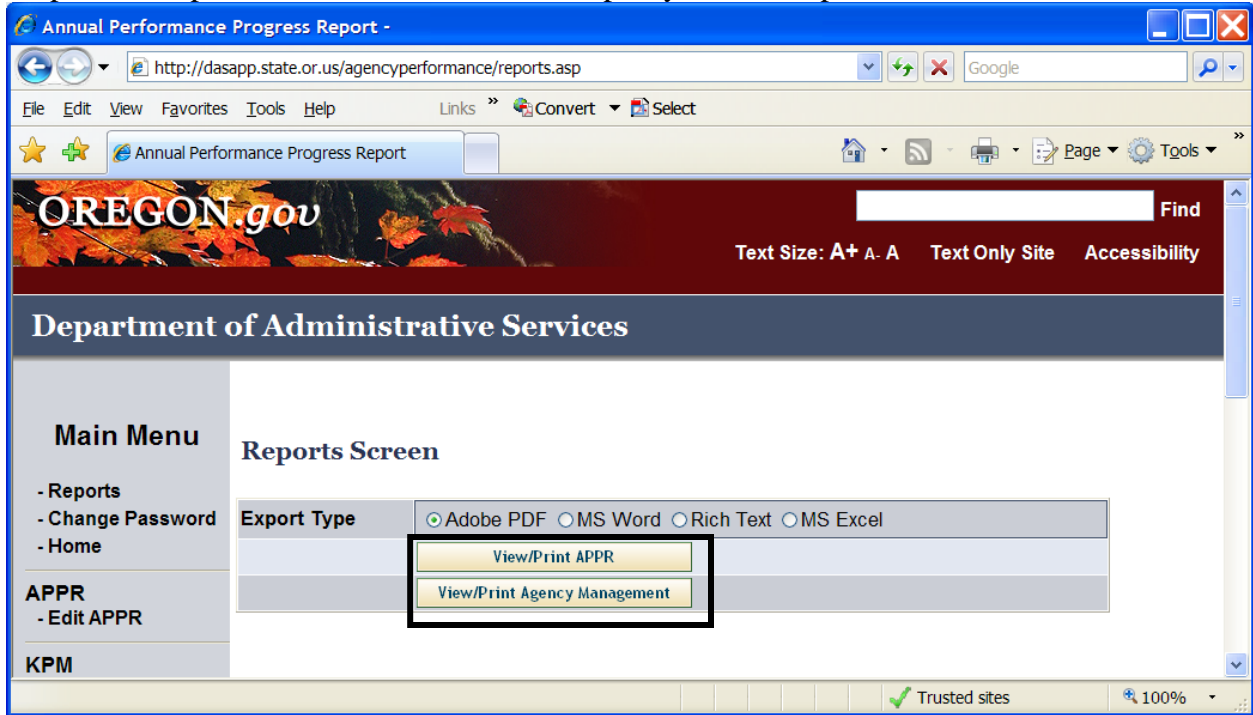
From the Main screen click on the “Reports” link upper left side of screen.



There are four export types available to choose from PDF, MS Word, Rich Text, or MS Excel. PDF is the standard and default.

Whichever Export type you choose the report will open up in that format. Save to desired location on your network drive.

To print the report click on the button of the report you wish to print.



Print APPR – click “View/Print APPR”

Print Management Report- click “View/Print Agency Management”