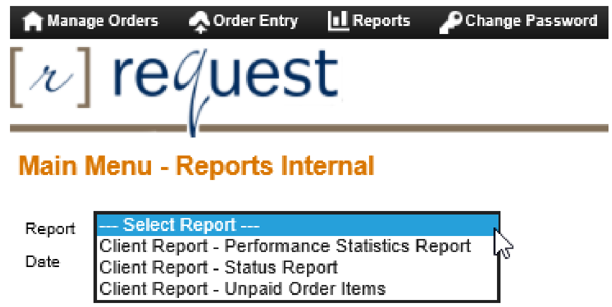
[r]eQuest

Quick Reference Guide
Running Reports

1 On the Main Menu, click **Reports**.

2 In the Report drop down menu, select the report you would like to run.



Performance Statistics Report – Choose to view an annual snapshot of your accounts order activity.

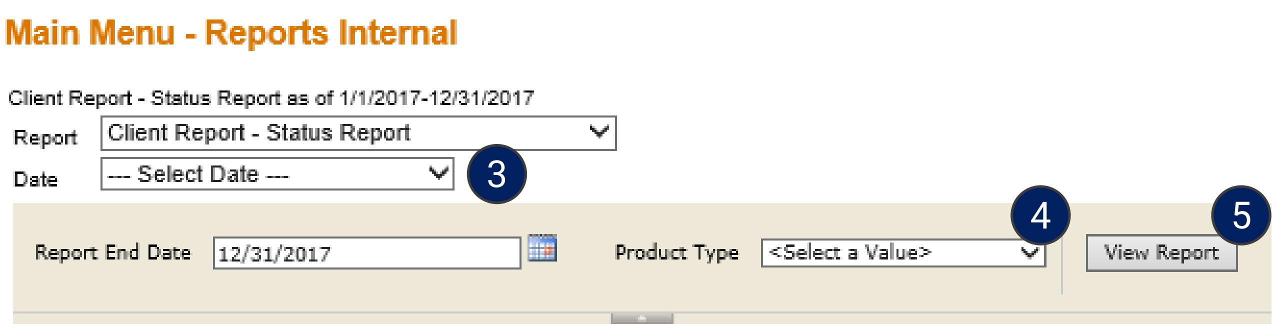
Status Report – Choose to view file status information for any file entered within selected date range.

Unpaid Order Items – Choose to view orders awaiting payment within selected date range.

3 In the Date drop down menu, select the date range you would like to run the report for.

4 In the Product Type drop down menu, select the appropriate reQuire product type.

5 Click View Report.



6 Reports can be printed or exported to the software of your choice.