

GRASP DATA

State of the Art Web-based Management Reporting Product

Recommended screen resolution 1024 x 768

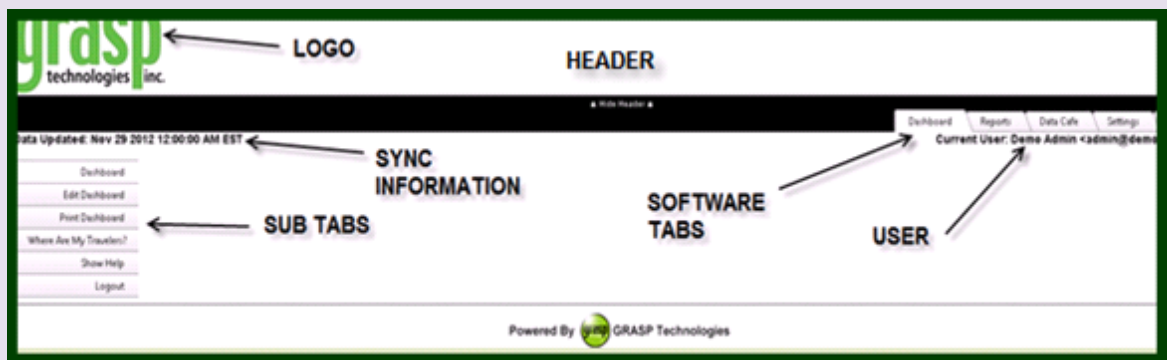
(Locate on desktop under Control Panel / Display Settings)

Website: www.graspdata.com

User Name: Your E-Mail Address (Example@gmail.com)

Password: XXXXXXXX (Eight Characters)

Forgot Password ? Contact support@grasptech.com or your Company Administrator.



❖ Overview

- Ad Hoc Reporting
- Automated Scheduling
- Personalization of Library Searches
- User Defined – Each User Has Individual Set-Up
- HTML5 – iPad, iPhone And Android Viewable

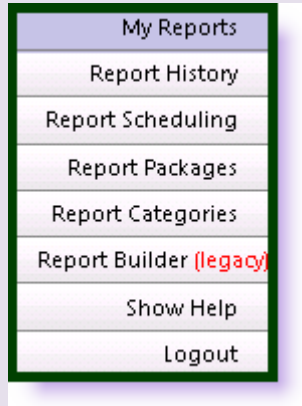
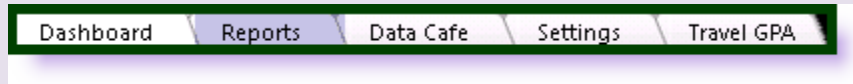
❖ Logo

- Provided By Client During Implementation
- Preferred Type And Size: 300 DPI jpeg
- Logo Stored In Settings – Agency
- Logo Located In The Same Location On All Tabs (Upper Left)

REPORTS

❖ Sync Information

- Automated Sync Runs Nightly, US Eastern Standard Time
- Located Upper Left (Below Logo) On Each Tab
- Controls Importing Of Data From The Back Office
- Verifies Incoming Data And Updates Records That Have Been Changed
- Optional: Automated Hourly Sync (Additional \$\$)
- Optional: Manual Sync (See Data Cafe – Data Import)

An 'Active Reports Filter' form. It includes a 'Category:' dropdown menu set to 'All', a 'Sub Category:' dropdown menu set to 'All', a text input field for 'Report Name / Report ID', and a 'Report Type:' section with three radio buttons: 'All' (selected), 'Report Builder', and 'Standard'. At the bottom are 'Apply Filter' and 'Reset Filter' buttons.

❖ My Reports

- Library Alphabetized By Report Name
- Standard Reports = Library Canned Reports
- Search By Key Word (Recommend Use Of Single Words)
 - Report Name / Report ID
 - Enter Word (Example: Exchange)
 - Hit Enter OR Apply Filter
- Search By Report ID
 - Report Name / Report ID
 - Enter Report ID (Example: 1029)
 - Hit Enter OR Apply Filter
- Report Tab View Setting Per User

REPORTS

Active Reports									
ReportID	Category	Sub Category	Report Name	Type	Desc.	Sample	Edit	Interact	Run
303	<Unassigned>	<Unassigned>	Exchange Detail Report						
37	_a_Favorite	Air/Car/Hotel	Exchange Ticket Cost Report						
108	New Reports	Air/Car/Hotel	Exchange Ticket Cost Report By Sort1						

- **Active Reports**
 - Report ID (Unique Report Number)
 - Category (See Page For Category Tab)
 - Sub Category (See Page For Sub Category Tab)
 - Report Name (See Directly Below For Details)
 - Type = Icon Symbol Of A Can
 - Description (See Directly Below For Details)
 - Sample (See Page 4)
 - Edit (Not An Active Icon In Standard Reports)
 - Interact (Not An Active Icon In Standard Reports)
 - Run (See Page 4-5)
 - Delete ("X" Permanently Deletes Report From Library)
 - Inactive (See Page 9)

ReportID: 1006

Report Name: *Changing the report name applies to all users.

Report Description:

Report Category:

Report Sub Category:

Upload New Sample Report: No file selected.

- **Report Name**
 - Name Provided By Report Writer
 - Left Click On Report Name
 - Ability To Globally Change Report Name
 - Save Disk (Bottom Right Corner)

37	_a_Favorite	Air/Car/Hotel	Exchange Ticket Cost Report						
----	-------------	---------------	-----------------------------	--	--	--	--	--	--

Description: Exchange Ticket Cost Report Sorted by Passenger Name. This report includes Air and Rail. Transaction types include Sales and Exchanges. Vouchers excluded. Report results include Passenger Name, Issue Date, Depart Date, Return Date, Airline Code, Itinerary, Record Locator, Invoice #, Ticket #, Origin Ticket # and Total. Subtotalled per Invoice #. Grand Total provided. Start Date = Depart Date; End Date = Return Date; Itinerary by City Code Only; Total = Total Paid.

- **Report Descriptions**
 - Report Name Given By Writers
 - Booking Type Included On The Report
 - Transaction Type Included On The Report
 - Report Fields In The Order They Appear On The Report
 - Calculations And / Or Field Definition
 - Ability To Add / Delete Description Information
 - Globally Personalize Description (Example: Replaces IB Report 3030)

REPORTS

- **Report Samples**
 - Based On Demo Data
 - Provides Visual Sample Of Final Report
 - Not Available on All Reports
 - Ability To Globally Load Report Samples And Reset To Default Sample
- **Run Report**

Report Options

Report ID: 1029

Original Report Name: Real Time Where Are My Travelers

Runtime Report Name: Real Time Where Are My Travelers

Date Field: IssuedDate

Start Date: 4/1/2014

End Date: 4/30/2014

Export Type: PDF

Currency: No Currency Conversion

Report Description: Real Time Where Are My Travelers. This report shows by Traveler Name the active trips they are currently on based on the day the report was printed.

Show Filter Criteria: ☐ Yes ☒ No

Data Filters

Corporation: Choose Corporation...

- **Part 1: Report Options**
 - Report ID
 - Follows Report Thorough Process
 - Original Report Name
 - Name Currently Displayed In Report Name Field
 - Runtime Report Name
 - Free Form Field
 - Name Appears In Report Header
 - One-Time Run Name Change
 - Date Field
 - Issue Date
 - Date Invoice Or Ticket Was Issued In The Back Office
 - Tramada: Issue Date = Create Date
 - Departure Date
 - Date Leaving Origin City

REPORTS

Grasp Data Reports Instructions Page 5

- Vendor Payment Date
 - Date Booking Was Closed In The Back Office With A Vendor Payment
- Return Date
 - Date Of Last Leg Of The Itinerary
- Segments Arriving Or Departing Between (Segments Only)
 - Only Returns Segments That Are Between The Dates Selected

Example: Booking With 6 Segments – 3 Between 4/1 And 4/5 - 3 Between 6/10 And 6/12

If Date Selection Is 4/1 – 4/5 Then The Results Will Show Only 3 Segments

- Segment Arrive Date (Segment Only)
 - See Segments Arriving Or Departing Between (Segments Only)
- Segment Depart Date (Segment Only)
 - See Segments Arriving Or Departing Between (Segments Only)
- Segments Arriving Or Departing Between (Bookings Only)
 - Returns All Segments Where Any Of The Segments Fall Within The Date Range
 - Returns Full Trip / Booking
- Segments Arriving Or Departing Between (GDS)
 - Requires GDS Feed (Add-on Product)
 - Bookings Only
- On The Road
 - Bookings Only
 - All Segments Where Any Segment Falls Within The Date Range Selected
 - Includes Cars and Hotels
- On The Road (GDS)
 - Requires GDS Feed (Add-On Product)
 - See On The Road
- Client Payment Date
 - Date Booking is Closed In Back Office With A Client Payment
- Booking Date
 - Available For Tramada, Globalware, Travcom, Trams
 - Available For Sabre and GDS Feeds
- Start Date
 - Pop-Up Calendar
 - Free Flow Date Fields
- End Date
 - Pop-Up Calendar
 - Free Flow Date Fields

REPORTS

Grasp Data Reports Instructions Page 6

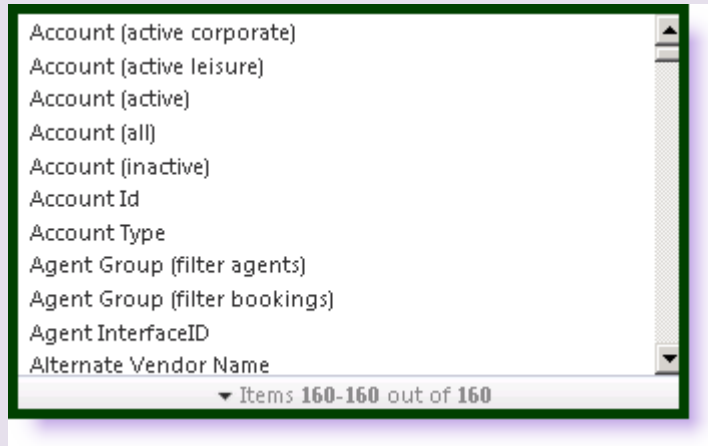
- Export Type
 - PDF
 - Excel
 - PDF Dropped Onto Excel Spreadsheet
 - All Functionality Of Excel
 - Contains PDF Sorting, Subtotals, Headers, Footers
 - Excel Data Only
 - Report Raw Data
 - No Sorting, Subtotals, etc.
 - Word
 - Rich Text
 - XML
 - Currency
 - Converts Report From Native Currency To Selected Currency
 - Add-On Option
 - Report Description
 - Follows Through Reporting Process
 - Ability To Edit
 - One-Time Run Change
 - Show Filter Criteria
 - Yes
 - First Page Summary Of Report Options And Filters
 - No
 - Report Begins On First Page
 - Corporation
 - Drop Down Selection
 - First Choice Always "All"
 - Selection Field Begins Sorting Immediately Upon Typing
- Run Now

The screenshot shows a dialog box titled "Data Filter 1". It contains a "Choose Filter..." dropdown menu, a "Choose Value..." dropdown menu, and a "Values:" text area. A blue oval highlights the "Values:" text area. A green plus sign icon is next to the "Choose Value..." dropdown menu.

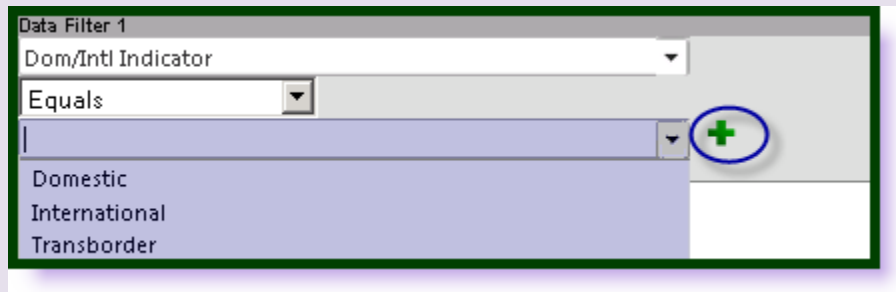
- Part 2: Add Data Filters (Optional)
- Five Filter Areas Available
 - Filter From Top To Bottom (1-5)

Grasp Data Reports Instructions Page 6 Continues On Page 7

REPORTS



- Choose Filter
 - Back Office Booking Table
 - Alphabetical
 - Selection Field Begins Sorting Immediately Upon Typing
- Operation Selection
 - Equals
 - Greater Than
 - Greater Than Or Equal To
 - Less Than
 - Less Than Or Equal To
 - Like
 - Not Equal
 - Not Like



- Choose Values
 - Select Results From Drop Down Box
 - Selection Field Begins Sorting Immediately Upon Typing
 - Click Green Plus Sign (IMPORTANT)
 - If Multiple Results Required – Hit Green Plus Sign After Each Selection
- Run Now

REPORTS

Report Distribution


From:

Subject:


Message:

Recipients:

☐ Melinda Eudy
melinda@grasptech.com

 ✗

☐ Trish
trish@grasptech.com

 ✗

New Contact Name:

New Contact Email:

Add Contact

Send Reports As:

☒ Attach copies of reports

☐ Web links to reports

Options: ☐ Only email when reports are generated.

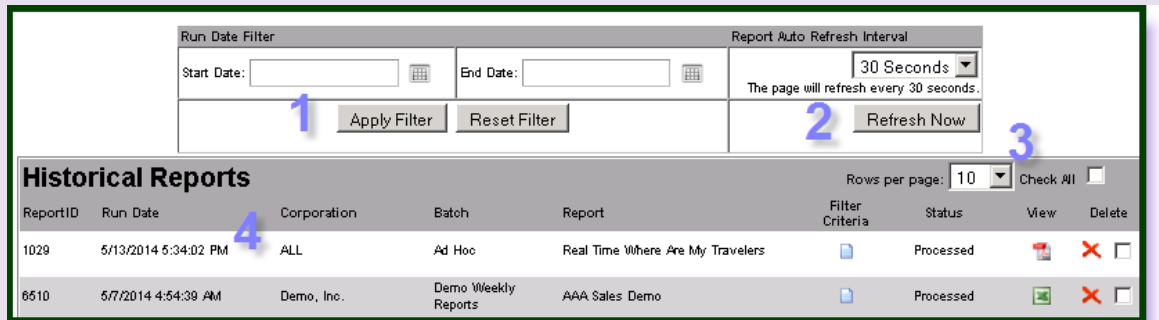
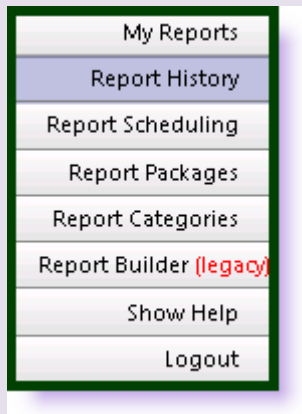
*Please note to receive a copy of this email, please check yourself in the email recipient list. When emailing multiple recipients (whether or not you include yourself), you will always receive a copy of this email.

- Part 3: Add Distribution (Optional)
 - From
 - Defaults To User That Is Logged In
 - Ability To Change E-mail Address
 - Subject
 - Pre-Filled With Generic Subject
 - Free Form Edit
 - Message
 - Pre-Filled With Generic Message
 - Free Form Edit

REPORTS

Grasp Data Reports Instructions Page 9

- Recipients
 - One Time Name Load
 - Enter New Contact Name
 - Enter New Contact Email
 - Click Add Contact
 - Ability To Edit Name
 - Ability To Delete Name From List
 - Ability To Select Multiple Recipients
 - Recipient List Unique To Each User
- Send Reports As
 - Attach Copies Of Reports
 - Web Links To Reports
 - Available For Six Months Or
 - If Report Is Deleted From History Tab
- Options
 - Only Email When Reports Are Generated
 - Does Not Email Report If Results Are “No Data” Or “Failed”
- Run Now
- Inactivate
 - Remove Report From Active Report List



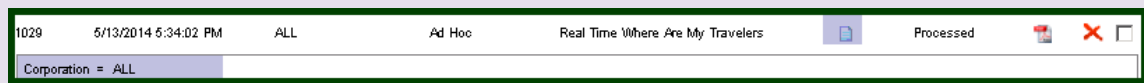
❖ Report History

- List Of User Run Reports
- Maintains Report In History For Six Months
- Current Report On Top
- Ability To Set Number Of Reports Per Page
- Option To Email Reports Directly From History Tab

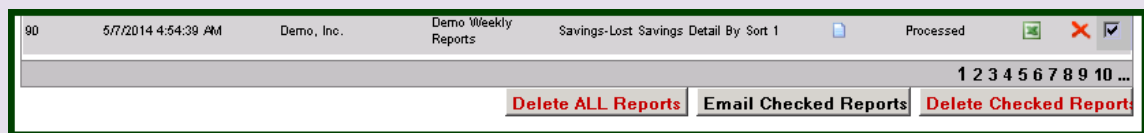
REPORTS

Grasp Data Reports Instructions Page 10

- Run Date Filter (1)
 - Filter By Date Range To Locate Reports In History
 - Reset Filter For View Of All Reports In History
- Report Auto Refresh Interval (2)
 - User Selection Of Refresh Intervals To Meet Their Preferences
 - 5 Seconds
 - 15 Seconds
 - 30 Seconds
 - 60 Seconds
 - 90 Seconds
 - Never
 - Option To Manually Refresh By Selecting “Refresh Now”
- Rows Per Page (3)
 - User Selection Of The Number Of Reports Viewed Per Page
 - 10 Reports
 - 20 Reports
 - 30 Reports
 - 40 Reports
 - 50 Reports
 - 100 Reports
- Historical Reports (4)
 - Report ID (Followed From My Reports Tab)
 - Run Date
 - Date And Time (Eastern Standard)
 - Corporation
 - Batch (Ad Hoc When Not Run In Scheduling)
 - Report Name (Runtime Report Name)



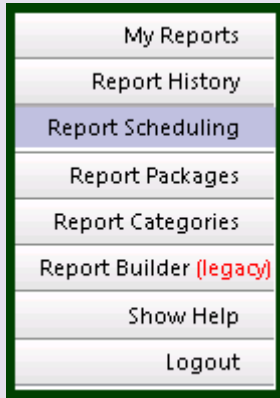
- Filter Criteria
 - List Of Filters Used
- Status
 - Queuing
 - Running
 - Processed
- View
- Delete (“X” Permanently Deletes Report From Report History)



- Delete All Reports
 - Permanently Remove Reports From Report History
- Checked Reports Options
 - Email Checked Reports (Opens Report Distribution – See Page 8-9)
 - Delete Checked Reports

Grasp Data Reports Instructions Page 10 Continues On Page 11

REPORTS



The screenshot shows a table with the following columns: Scheduled, BatchID, Name, Next Run Time, Last Run Time, and Options. A single row is visible with BatchID 210 and Name 'Test Monthly Demo Inc.'. Callout 1 points to the '+Add Batch' button. Callout 2 points to the 'Scheduled' checkbox. Callout 3 points to the row of icons in the Options column. Callout 4 points to the 'Delete Checked' button.

Scheduled	BatchID	Name	Next Run Time	Last Run Time	Options
<input checked="" type="checkbox"/>	210	Test Monthly Demo Inc.	6/3/2014 4:00:00 AM	5/3/2014 4:00:00 AM	

❖ Report Scheduling

- Batches Specific To User
- Add Batch (1)

A dialog box titled 'Batch Name' with a text input field containing 'New Batch' and two buttons: 'Save Batch' and 'Cancel'.

- Create Batch Name
 - Be Specific With The Name
 - State Time Period – Daily, Weekly, Monthly
 - State Corporation Used In Batch
- Save Batch
- Batch ID Assigned (2)
 - Computer Generated Batch ID
- Batch Icons (3) *See Details Beginning Page 12*
 - Edit Icon
 - Scheduler/Distribution
 - Copy
 - Run
 - Distribution
 - Delete
- Checked Batch Option (4)
 - Delete Checked
 - Permanently Remove Batch From Report Scheduler
 - Run Checked *See Details On Page*

All Scheduled Reports Run Into Report History Tab (*See Page 9-10*)

REPORTS

Reports In Batch

ReportID	Runtime Report Name	Original Report Name	Options
314	Car Detail By Company	Car Detail By Company	

Add Report

Category: Sub Category:

Report Name / Report ID:

Report Type: ☒ All ☐ Report Builder ☐ Standard

ReportID	Report Name	Category	Sub Category	Add Report
6608	__ELC_Detail	<Unassigned>	<Unassigned>	
6609	__ELC_SavingsLoss	<Unassigned>	<Unassigned>	
5910	AAA	<Unassigned>	<Unassigned>	

- Edit Icon
 - Add Reports To Batch
 - Search for Report (*See Page 2*)
 - Click Green Plus Sign At End of Report Line

Report Options

Report ID: 308

Original Report Name: Advance Purchase Detail

Runtime Report Name:

Date Field:

Date Filter:

Export Type:

Currency:

Report Description:

Show Filter Criteria: ☐ Yes ☒ No

Data Filters

Corporation:

- Follow Directions on *Page 4 -7*
- Date Filter
 - Current Periods
 - Future Periods
 - Previous Period
- Save

REPORTS

Grasp Data Reports Instructions Page 13

- Repeat Process For Each Report
- Save Batch

▪ Scheduler/Distribution Icon

Batch: Test Monthly Demo In

Description:

Type: OneTime

Date: 5/14/2014

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

Batch: Test Monthly Demo In

Description:

Type: Hourly

Expire: ☐

Distribution: ☒

Save Cancel

Batch: Test Monthly Demo In

Description:

Type: Daily

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

REPORTS

Batch: Test Monthly Demo In

Description:

Type: Weekly

Day of Week: Monday

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

Batch: Test Monthly Demo In

Description:

Type: Monthly

Day of Month: 1st

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

Batch: Test Monthly Demo In

Description:

Type: Quarterly

Fiscal Start: Jan

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

REPORTS

Batch: Test Monthly Demo In

Description:

Type: Yearly

Date: 5/14/2014

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

Batch: Test Monthly Demo In

Description:

Type: Semiannual

Date: 5/14/2014

Time: 4:00 AM

Expire: ☐

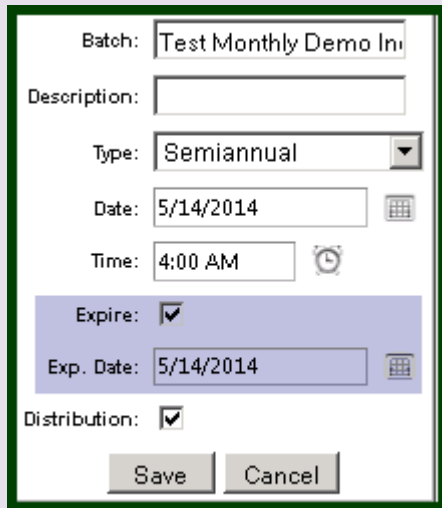
Distribution: ☒

Save Cancel

- Date
- Time
 - Reports Run Eastern Standard Time
 - Manually Change Date OR
 - Clock Pop-Up

Time Picker		
12:00 AM	1:00 AM	2:00 AM
3:00 AM	4:00 AM	5:00 AM
6:00 AM	7:00 AM	8:00 AM
9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM
3:00 PM	4:00 PM	5:00 PM
6:00 PM	7:00 PM	8:00 PM
9:00 PM	10:00 PM	11:00 PM

REPORTS



Batch: Test Monthly Demo In

Description:

Type: Semiannual

Date: 5/14/2014

Time: 4:00 AM

Expire: ☒

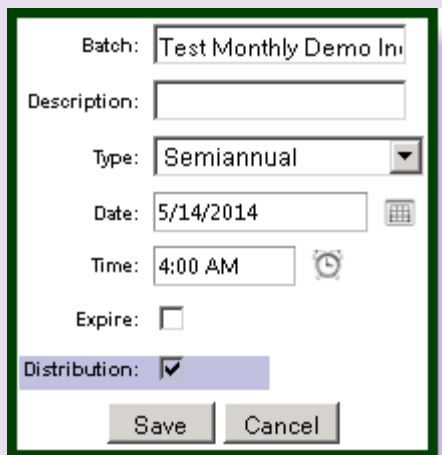
Exp. Date: 5/14/2014

Distribution: ☒

Save Cancel

- Expire

- Schedule Batch To Automatically Stop
- Useful For Groups, Special Batches
- Ability To Change Date At Anytime
- Ability To Remove Expiration



Batch: Test Monthly Demo In

Description:

Type: Semiannual

Date: 5/14/2014

Time: 4:00 AM

Expire: ☐

Distribution: ☒

Save Cancel

- Distribution *(See Page 8-9)*

REPORTS

Batch Name: Test Monthly Demo Inc.

Batch Description:

New Corporation Filter: —Do Not Change—

Copy Distribution? ☒

New Batch Name:

New Batch Description:

Copy Batch **Cancel**

- Copy Icon
 - New Corporation Filter
 - Copy Distribution, If Clicked
 - New Batch Name
 - Copy Batch

☒ Run Batch Reports As Configured

☐ Override All Batch Report Settings

Report Date Field: Use date field configured in reports

Report Start Date: 4/1/2014

Report End Date: 4/30/2014

Run Now **Run Now (no distribution)** **Distribution >>**

Cancel

- Run Icon
 - Run Batch As Configured
 - Run Now
 - Runs Exactly As Scheduled
 - Run Now (No Distribution)
 - Runs Into Report History Only
 - Distribution
 - Adjust Distribution For This Run Only

REPORTS

☐ Run Batch Reports As Configured
☒ Override All Batch Report Settings
 Report Date Field: Use date field configured in reports
 Report Start Date: 4/1/2014
 Report End Date: 4/30/2014
 Run Now Run Now (no distribution) Distribution >> Cancel

- Run
 - Override All Batch Report Settings
 - Report Date Field (*See Definitions Page 4-5*)
 - Issue Date
 - Departure Date
 - Vendor Payment Date
 - Return Date
 - Segments Arriving Or Departing Between (Segments Only)
 - Segment Arrive Date (Segment Only)
 - Segment Depart Date (Segment Only)
 - Segments Arriving Or Departing Between (Bookings Only)
 - Segments Arriving Or Departing Between (GDS)
 - On The Road
 - On The Road (GDS)
 - Client Payment Date
 - Booking Date
 - Start Date
 - Pop-Up Calendar
 - Free Flow Date Fields
 - End Date
 - Pop-Up Calendar
 - Free Flow Date Fields
 - Run Now (No Distribution)
 - Runs Into Report History Only
 - Distribution
 - Adjust Distribution For This Run Only
- Distribution Icon (*See Page 8-9*)
- Delete Icon ("**X**" Permanently Deletes Batch)

REPORTS

Grasp Data Reports Instructions Page 19

- Checked Batch Option (4)
 - Delete Checked
 - Permanently Remove Batch From Report Scheduler
 - Run Checked *See Details On Page 17-18*



- Copy Distribution To User
 - Use This Option With Copy Checked To User And Move Checked To User
- Copy Checked To User
 - Check Boxes Next To Batch
 - Select Name From Drop Down Box
 - Click Copy Checked To User
- Move Checked To User
 - Check Boxes Next To Batch
 - Select Name From Drop Down Box
 - Click Copy Move Checked To User

Package Name	Options
Corporate	
Demo	
today	

❖ Report Packages


- Used In Settings – Edit Users (See Settings Instructions)
- Ability To Change Package At Any Time
- Alphabetized Reports List
- Ability To Build Unlimited Number Of Report Packages
- No Size Limit To Report Package

REPORTS

New Package Name:  

- Name Package
- Save Disc

Edit Package

Package Name: 

Non-Packaged Reports		Reports in Package
<ul style="list-style-type: none"> __ELC_Detail __ELC_SavingsLoss __AAA _Air Vendor _TestReport 1 -Vendor 1-AIR A.A.A A Agent Detail Pivot A Agent Summary Pivot 	<div>>></div> <div>-></div> <div><-</div> <div><<</div>	<div>No reports in Package.</div>

- Select Report One At A Time
 - Click Arrow To Right
- Select Multiple Reports
 - Highlight Report Name
 - Hold Down Ctrl Key
 - Select Next Name
 - Click Arrow To Right
- Save Disc
 - Click Arrow To Right

My Reports
Report History
Report Scheduling
Report Packages
Report Categories
Report Builder (legacy)
Show Help
Logout

❖ Report Categories

- Used On My Reports Tab
- Ability To Use Pre-Named Categories Or Create New Categories
- No Limit To Number Of Categories
- Ability To Build Unlimited Number Of Report Packages
- No Size Limit To Report Package

REPORTS

New Category: + Add Category

Rows per page: Check All ☐

Category Name	Delete
_a_Favorite	X <input type="checkbox"/>
ABC Company	X <input type="checkbox"/>
ABC Inc	X <input type="checkbox"/>
Account	X <input type="checkbox"/>
Agency-Detail	X <input type="checkbox"/>
Agency-Graphic	X <input type="checkbox"/>
Agency-Summary	X <input type="checkbox"/>
Air	X <input type="checkbox"/>
Air now	X <input type="checkbox"/>
Air/Car/Hotel	X <input type="checkbox"/>

1 2 3 4 5 6 7 8

Reassign deleted category reports to:

Delete Checked Categories

- New Category
 - Create Category and Hit Green Plus Sign
- Rows Per Page
 - Number of Categories Seen On Each Page
- Category List
- Delete Category
 - “X” Permanently Deletes Batch
- Reassign Deleted Category Reports
 - Drop Down Box Allows You To Select Category

ReportID: 1006

Report Name: *Changing the report name applies to all users.

Report Description:

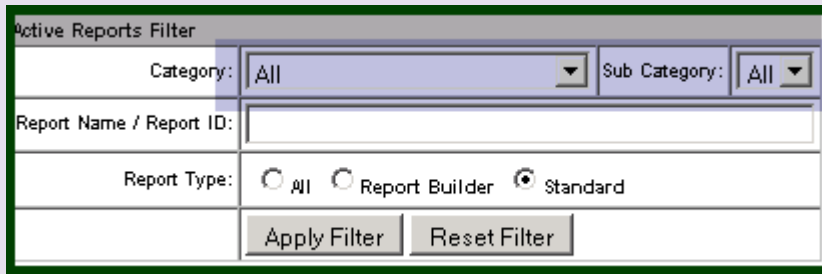
Report Category:

Report Sub Category:

Upload New Sample Report: No file selected.

- Name Provided By Report Writer
- Left Click On Report Name
- Ability To Globally Change Report Category and Sub Category
- Save Disk (Bottom Right Corner)

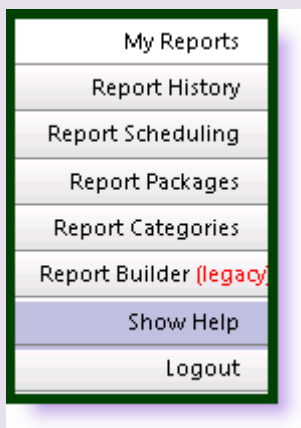
REPORTS



The 'Active Reports Filter' form contains the following fields and controls:

- Category:** A dropdown menu currently set to 'All'.
- Sub Category:** A dropdown menu currently set to 'All'.
- Report Name / Report ID:** A text input field.
- Report Type:** Three radio buttons labeled 'All', 'Report Builder', and 'Standard'. The 'Standard' option is selected.
- Buttons:** 'Apply Filter' and 'Reset Filter' buttons.

- Search Reports By Category
- Most Used Reports In One Place
- Ability To Categorize By User Type (Example: Sales)
- Save Time Searching For Multiple Reports
- Also Use In Report Scheduler



The sidebar menu titled 'My Reports' includes the following items:

- Report History
- Report Scheduling
- Report Packages
- Report Categories
- Report Builder (legacy)
- Show Help (highlighted)
- Logout

❖ Show Help

- Help Menu Available For The Following Tabs
 - My Reports
 - Report History
 - Report Scheduling
 - Report Packages
 - Report Categories
- Click on The Tab You Need The Help In (Example: Report History)
- Click On Show Help
- A Help Menu Will Appear At The Top Of The Page

 This page allows you to view, filter, refresh, email and delete reports that have been ran.
You can view a report by clicking on the report icon (). To delete a report, click the  icon or to delete multiple reports, check the boxes next to the report and click the "Delete Checked Reports" button. To email reports, check the boxes next to the reports and click the "Email Checked Reports" button.
The filter feature on this page allows you to filter on a date range when a report was ran. You can use this feature under the "Report List Date Filter" heading on this page.
The refresh feature on this page allows you to set a time interval for when this page will refresh and display any new reports or updated statuses. You can use this option under the "Report Refresh Interval" heading on this page.

- To Remove Help Menu – Click Hide Help

REPORTS

- ❖ What tab would you use to view your report history?
 - _____
- ❖ Can you e-mail reports from the Report History tab?
 - _____
- ❖ Are Categories user defined or global to the database?
 - _____
- ❖ Any user can see your scheduled reports?
 - YES
 - NO
- ❖ Name the five tabs in Reports.
 - _____
 - _____
 - _____
 - _____
 - _____
- ❖ Where does the sync information appear on the report screen?
 - _____
- ❖ Where does the user information appear on the report screen?
 - _____
- ❖ For what reason would a user place items on the dashboard screen?
 - _____
 - _____
 - _____
- ❖ Help is available for each of the tabs on the report screen?
 - YES
 - NO
- ❖ Name the six exports available for printing your report?
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

