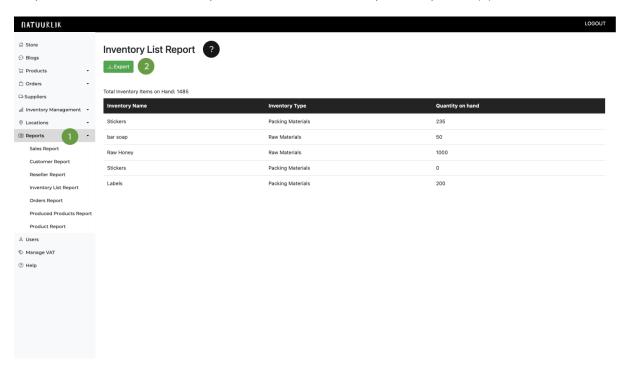## Viewing a Report

Step 1 – Click on the desired report nav item under the Reports dropdown (1)

Step 2 – Click the "Export" button (2) to download the report