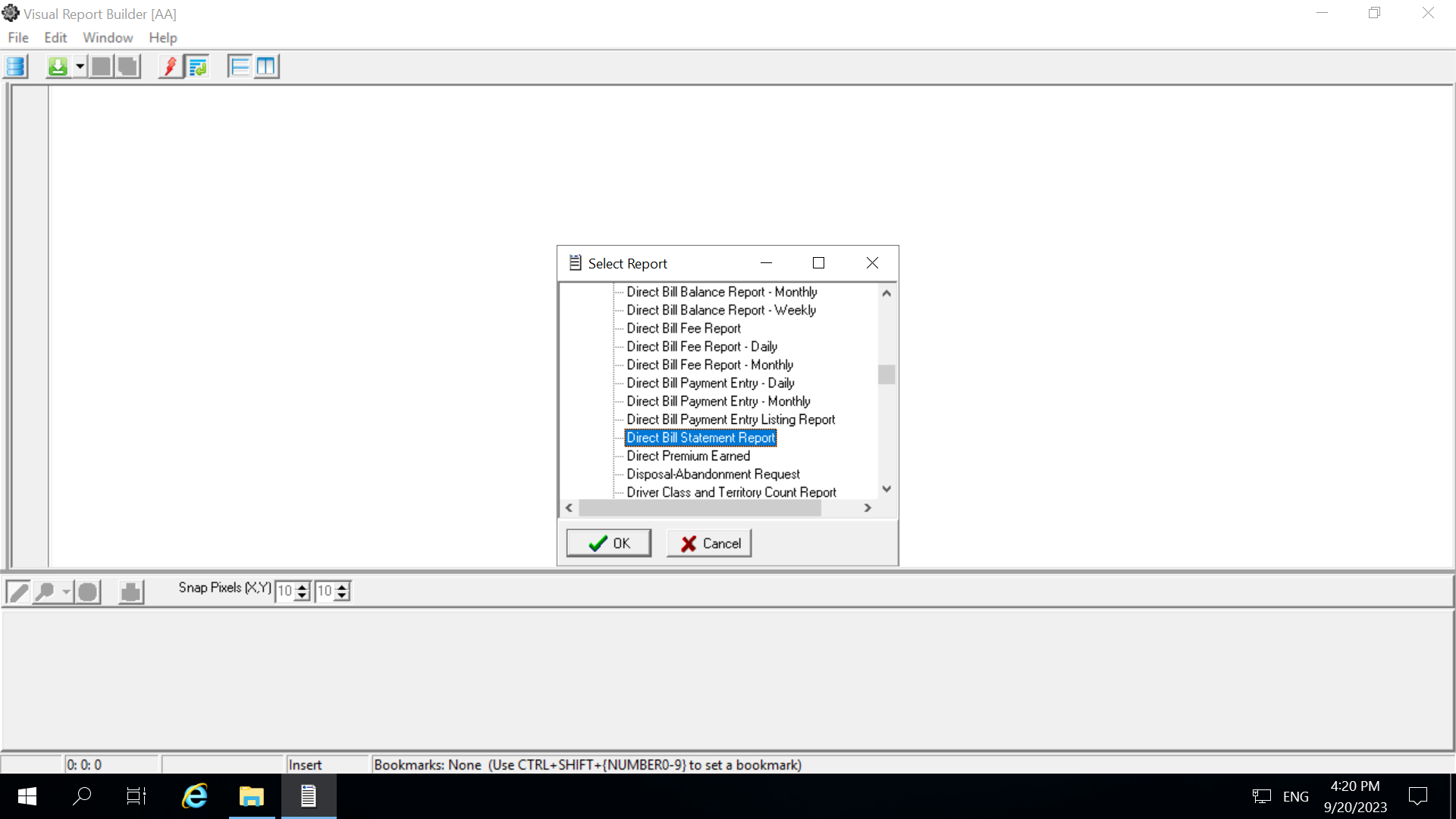
**Request to run Direct Bill Statement Report**   
  
Step1:  
  
Login to **10.90.151.132** SST Server  
  
step2:  
  
Go to below path  
C:\Report Builder  
  
Double click on MP\_Report\_Builder application  
  
A screenshot of a computer

Description automatically generated   
  
Click on Open report,  
  
A screenshot of a computer

Description automatically generated  
  
  
Go to System Reports, expand reports  
  
A computer screen shot of a computer

Description automatically generated  
  
Navigate to Direct Bill Statement Report (As per report name mentioned in the mail)  
  
  
  
Then Click Ok  
  
A screenshot of a computer

Description automatically generated  
  
  
Go to Files, click Preview  
  
A screenshot of a computer

Description automatically generated  
  
  
  
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Description automatically generated  
  
  
After preview  
Start date:  
End date:  
Agency:  
  
In right hand side, select the **(.)spread sheet XLS(Microsoft Excel 97)**   
  
then print  
  
You will see the below pop up window, just ignore the alert  
  
A screenshot of a computer

Description automatically generated  
  
to know the status of file generation  
  
Go to below path  
**C:\Report Builder\Temp**  
  
A screenshot of a computer

Description automatically generated  
  
Could see files are generated.

Note: Kindly don’t close the session, If it is closed   
Please run the report from first.  
  
As soon as files are generated, share the reports.