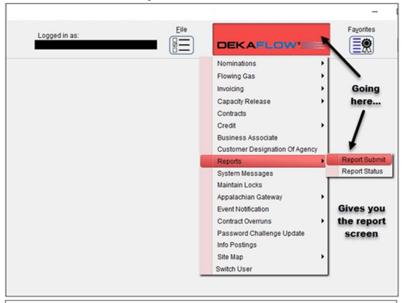


## **How to...Run Reports**



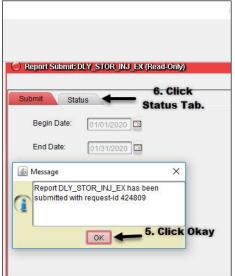
- Log into Dekaflow.
- From the Dekaflow icon, go to Reports/Report Submit.



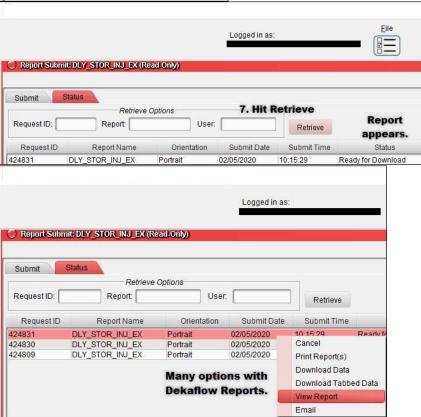
- Click on the Report Group.
- Double-click on the Report.
- Enter Dates for the Report.
- Choose Output Selection for the information download preference.
- Right-click Submit.







- Click OK.
- Go to the Status Tab.



• Hit Retrieve.

- Select Submitted Report.
- Right Click.
- View Report.

