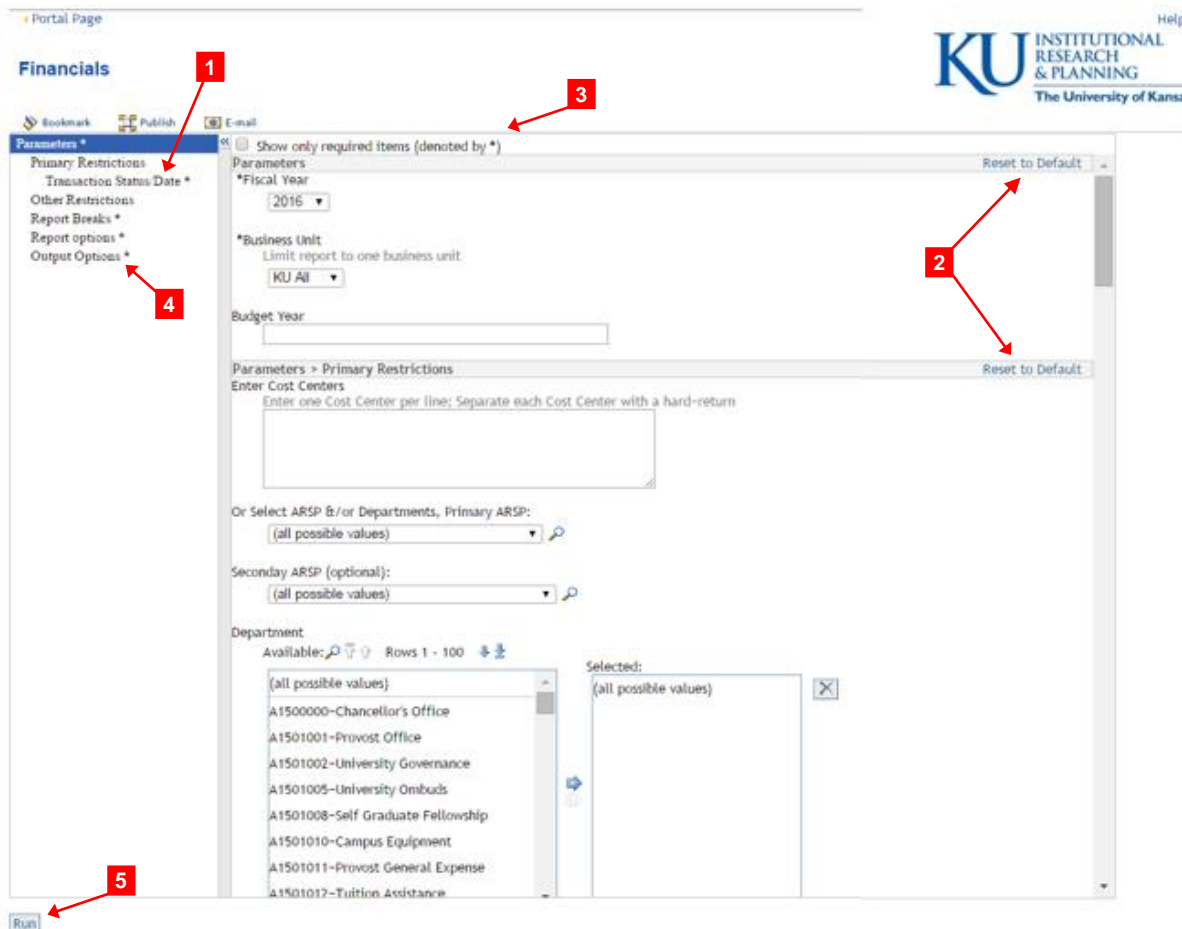


DEMIS Financials web reports all contain the same basic functionality to run reports.



1 Parameter Selections. Parameter selections should be made to narrow down the data returned in the report. For more detailed instructions on the parameter selection options please see the 'Primary & Other Parameter Selections' quick tips sheet.

2 Reset Parameters to Default. In each parameter selection block the user can hit the 'Reset to Default' button to clear their selections. The first 'Parameters' block will reset all selections.

3 Required Selections. To verify that all required fields have been filled out click the box next to the 'Show only required items (denoted by *)'. Many fields will have a value by default, but if needed the field can be changed. After all required fields have a value selected the report may be run.

4 Output Options. For each report the user can select different options for how the report will be delivered (i.e. web report (default), PDF, Word, Excel data file, and Excel report).

5 Run Report. After selections have been made click the 'Run' button to run the report.

Note: Make sure that your browser allows pop-ups so the report can be populated!