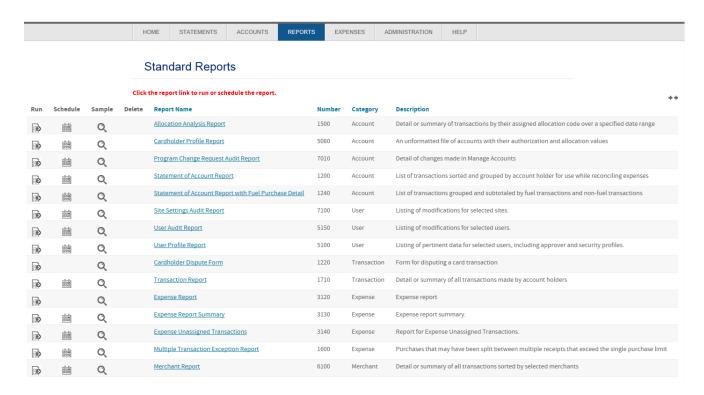
## **Report Module Enhancements**

With this release, we will deploy the new user design along with improved underlying code within the Report Module. The base functionality will remain as it is today while incorporating the new responsive design. Users will see the new "chevron" tool when completing various steps in the process. User permissions will continue to control which options display within the module.

## **Standard Reports**

The standard report listing layout has been modified to display icons to run, schedule, view a sample or delete (if applicable) a report in the first set of columns. The report name, number, category and description will then display after the action icons.

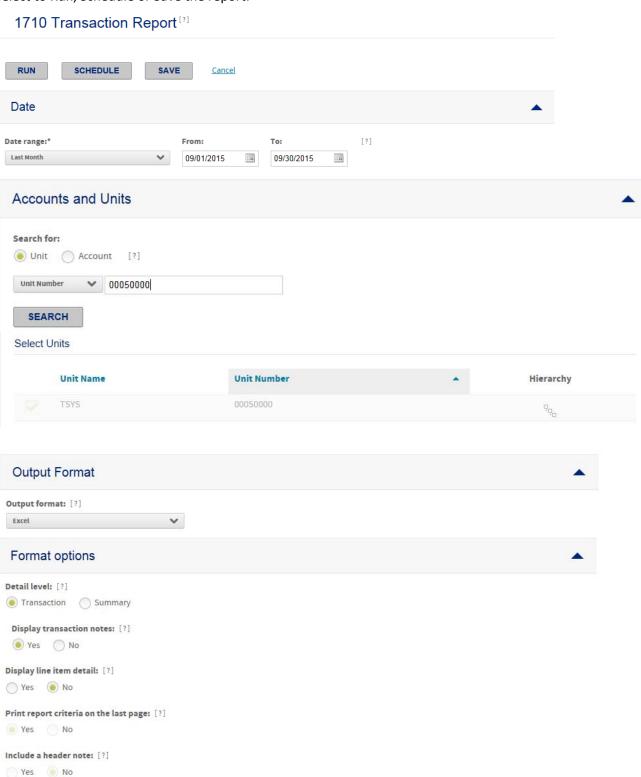


Users are able to click on the Run icon or click on the Report Name link to run the report. A new option to schedule the report from the grid has also been added.

The flow to setup and run a report will remain as it is today. Users will typically set their date range, select their accounts and/or units, select their output format and format options and run the report. Depending on the report selected, not all these options will display or users will see additional options.

The options will be the same as what users see for a report currently. The Run, Schedule and/or Save buttons display at the top and bottom of the report. The option to Cancel the report is now a link. Below is a sample of the Transaction Report.

The date range options will remain the same including custom cycles, if applicable. User's will then select their accounts and/or units for the report, their output format, format options and file destination options. Not all file destination options display depending on the users permissions. Users can then select to Run, Schedule or Save the report.





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