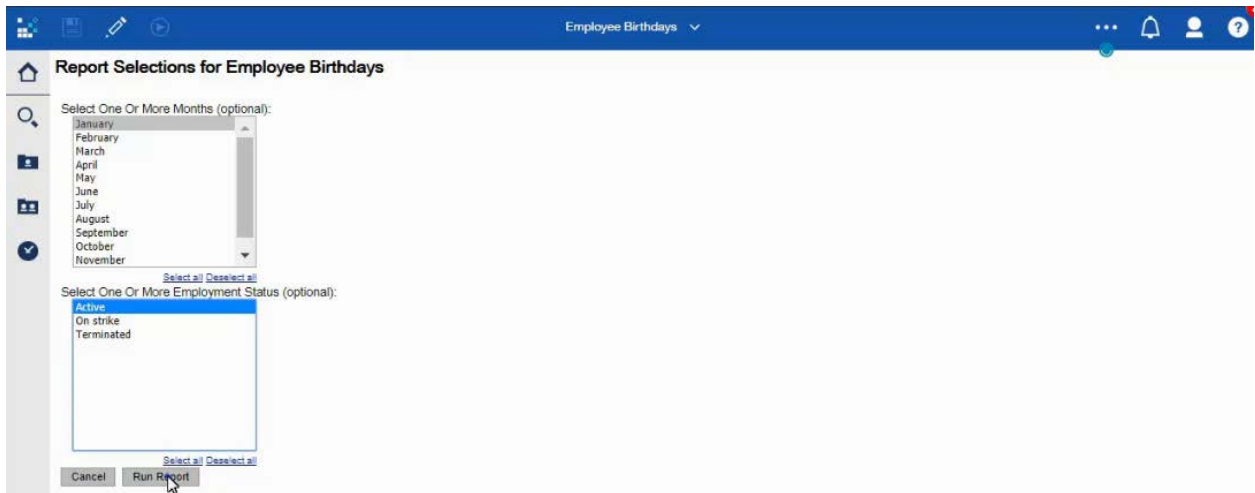


1. To run a report, navigate to the report's location, from the **Side Panel** click:
  - a. Team Content > zzzCompany Folders > COMPANY NAME > Ultipro > XXXXX (Company Code)
2. Select the Report Name to run the report.
3. If the report includes a prompt, make a selection and then press the "Run Report" button



4. Select the **Run As Icon** to:



- a. Run the report again with different prompts
- b. Select an output type

