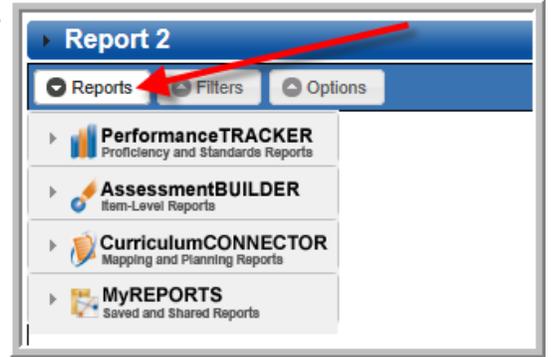


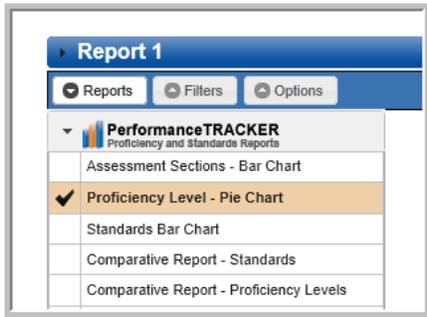
Log into PerformancePLUS and click the Reports icon in the navigation bar.



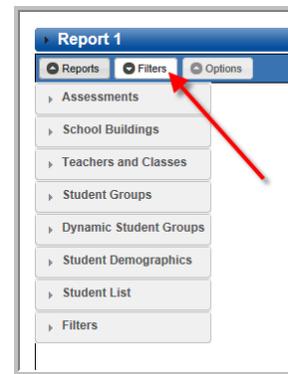
Click on the Reports menu to drop down the categories of reports.



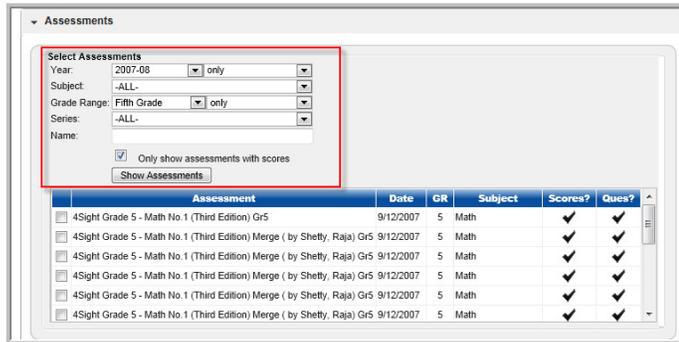
Click on the category to expand the report options. Click on the report type to select. A check mark will appear.



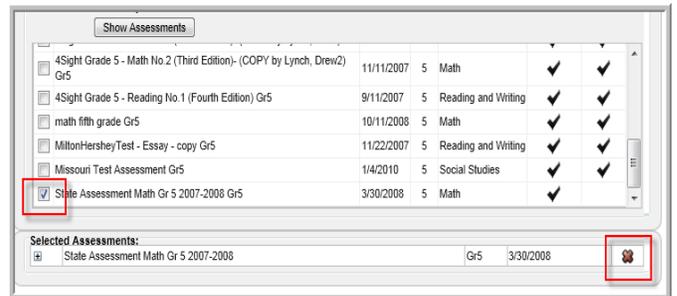
Click on the Filters menu to expand the categories of filters.



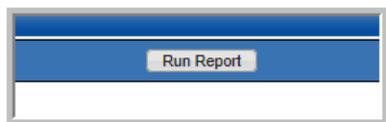
Use the drop downs provided for each filter to narrow the search criteria.



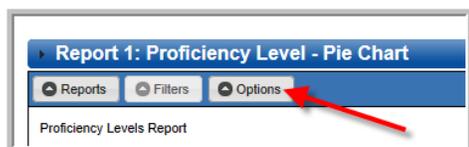
Make the selection by clicking on it. Remove it by either clicking the X or clicking on it again.



When ready, click the Run Report button to the right of the reporting menus.



If the report has an additional options, they can be found under the Options menu.



In the upper right corner in the blue menu bar are options to save and share, print, or export the report to Excel or PDF.

