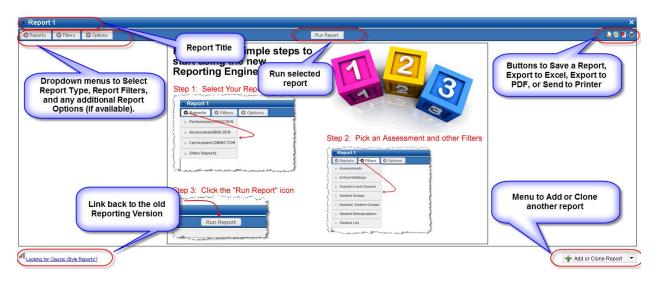


# Performance PLUS 9

PerformancePPLUS Reporting Engine 4.0 Overview

# Reports 4.0 Overview

#### Main Reporting Page



## Steps to running a report

#### Step 1



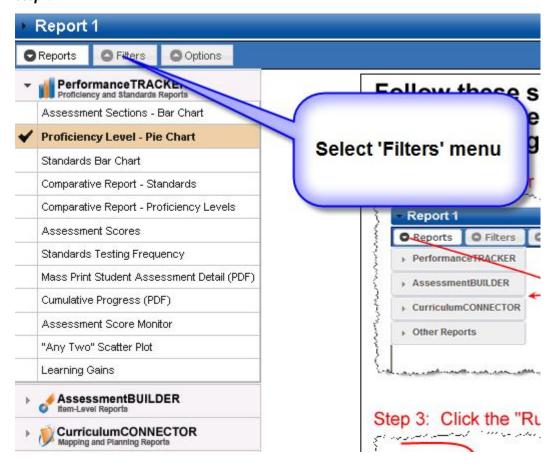
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#### Step 3



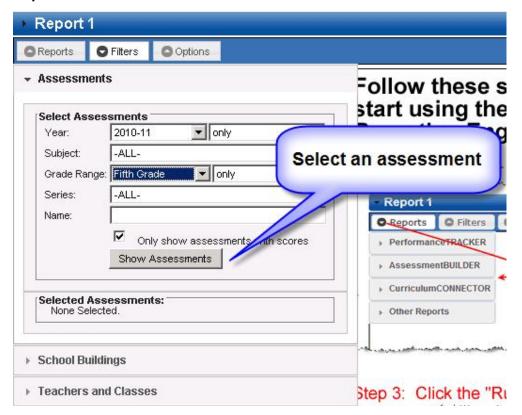
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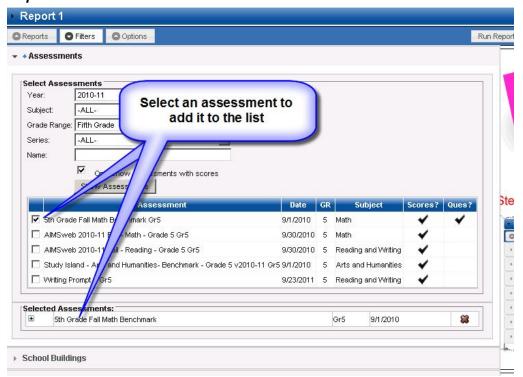
#### Step 5



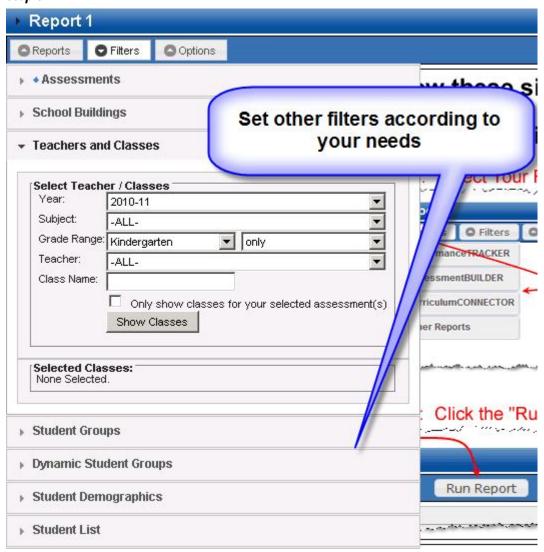
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#### Step 7



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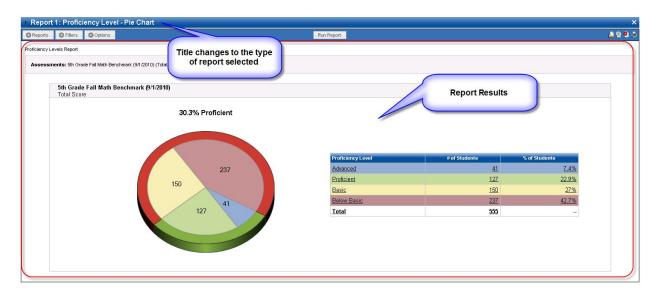


#### Step 9



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Step 10



More than one report can be added to the page or a new browser page, all running independently of each other.

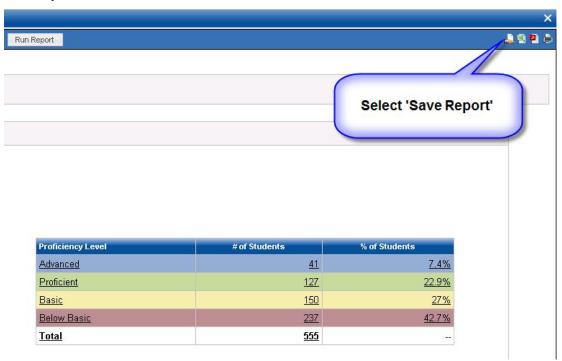


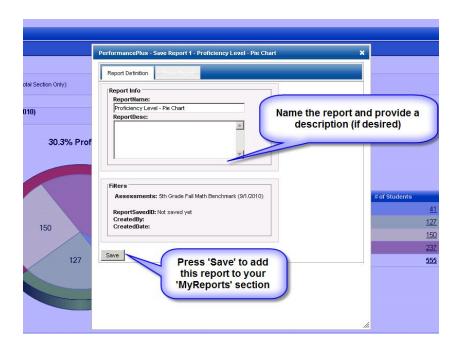


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Once a report is displayed on the screen, you will have the option to either **Save & Share** the report, **Export** the report to **Excel** or **PDF** format, or send the report to the **printer**.

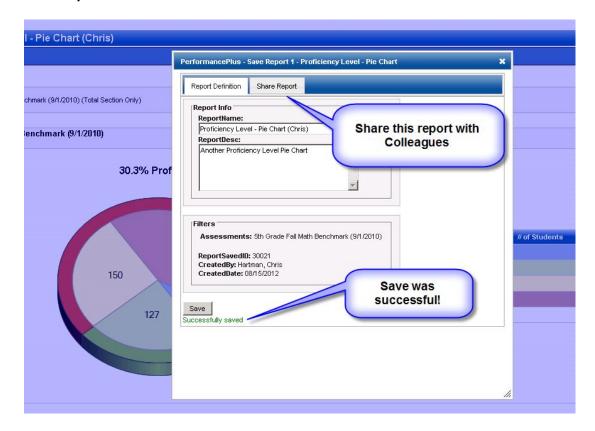
#### Save Report



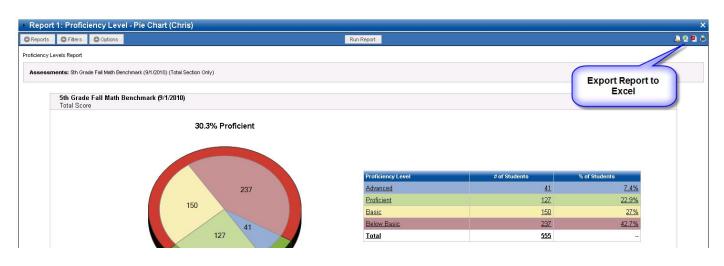


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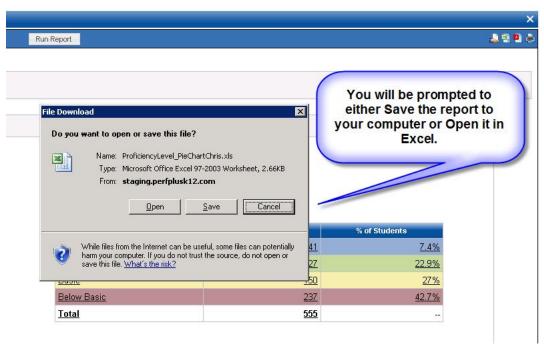
#### Share Report



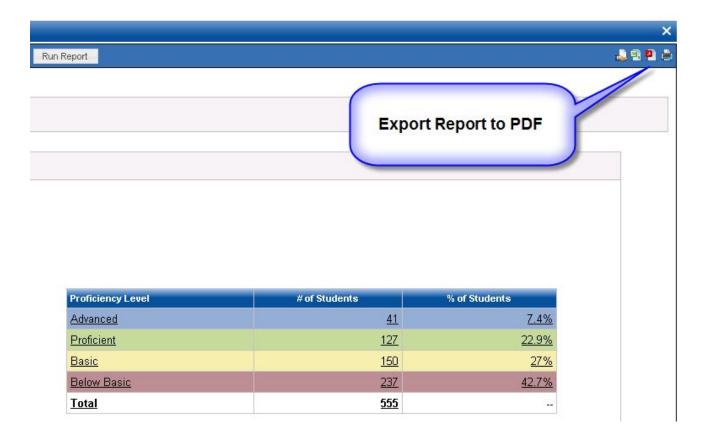
### **Export to Excel**



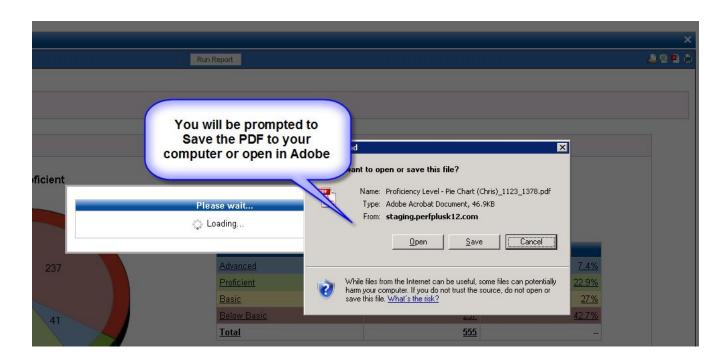
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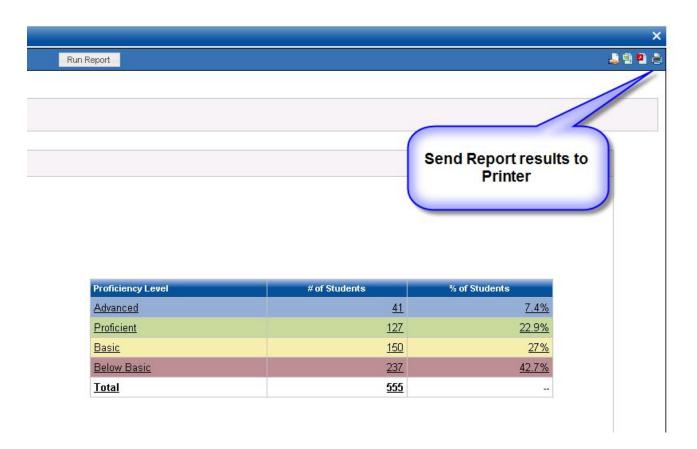
#### Export to PDF



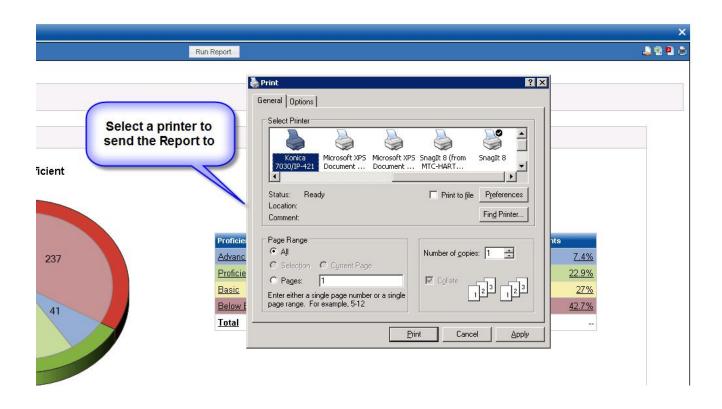
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#### Send to Printer



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