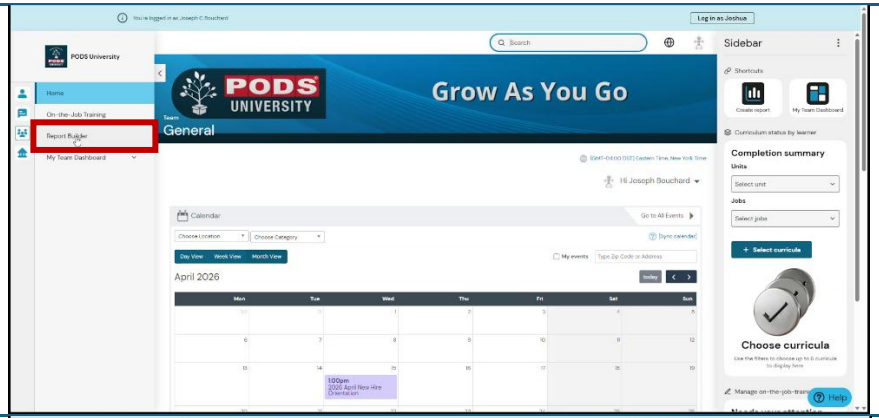
PODS University

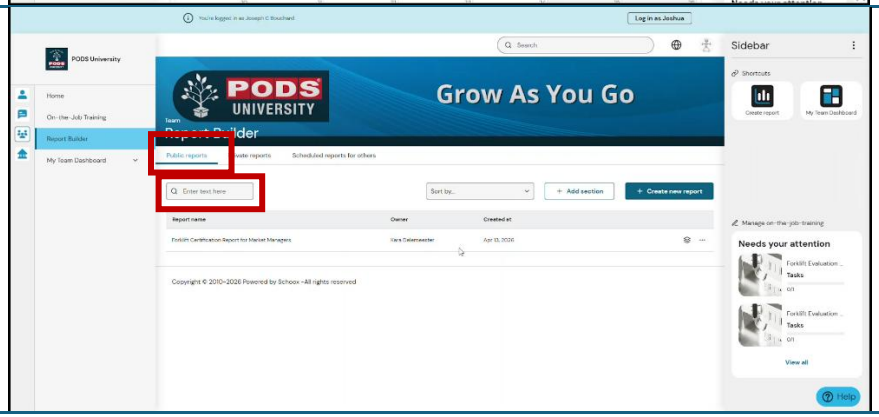
How To Access Reports

Grow As You Go

1. To access a report, start by selecting the **Report Builder** tab on the left-hand menu.

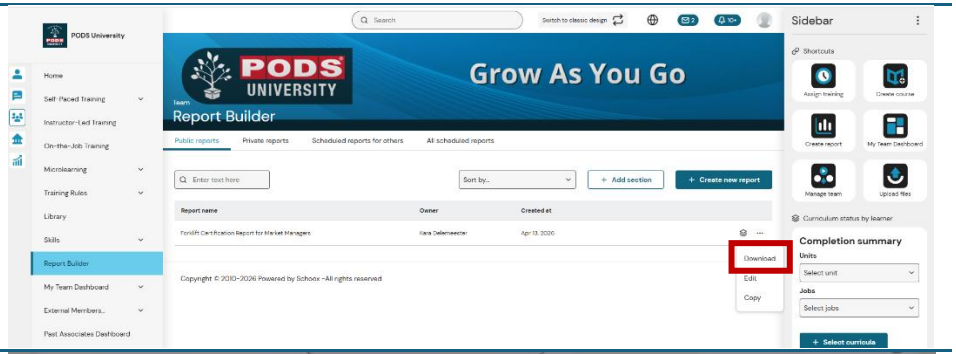


2. In the **Public Reports** tab, view the available reports.
3. Use the **Search** field to locate the desired report.

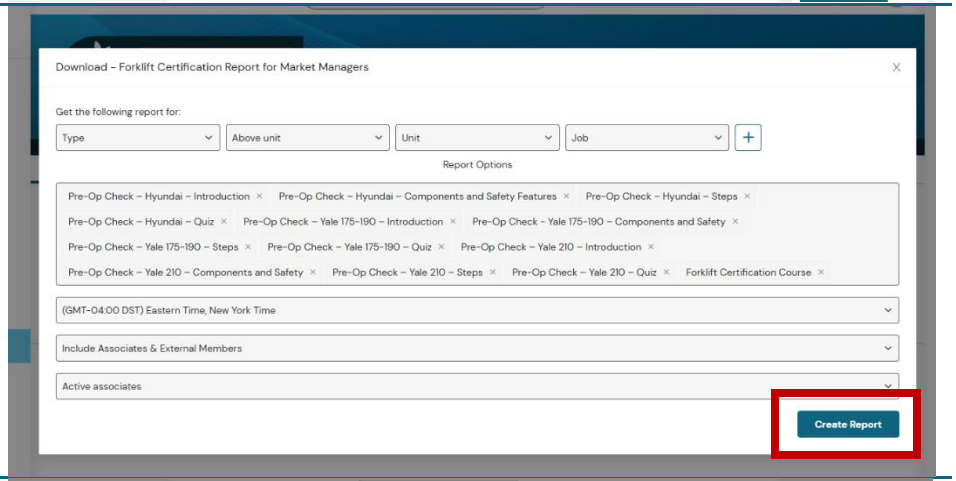


Created Date: 5.5.26
Created By: K.W.
Approved By: J.B.
Approved Date:

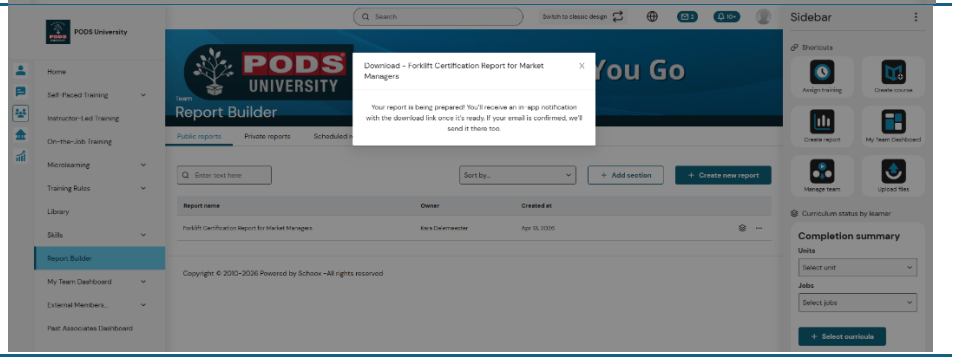
4. On the desired report, select the ellipsis menu (…) and choose **Download**.



5. Select **Create Report.**

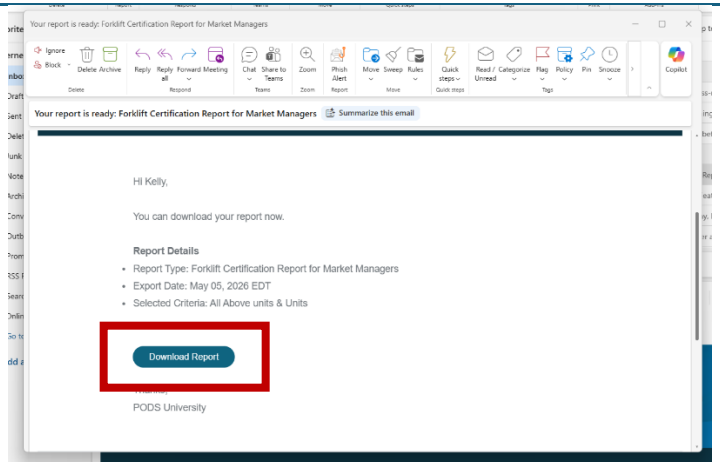


6. The Download message will appear.



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7. PODS University will send an email to let you know when your report is ready for download. Select the **Download Report** button to send the report to your **Downloads** folder.



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