HOW TO: Generate a Sample Report

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- Log into your account.

- Select the 'Reports' tab along the top of the screen.

- Then select 'Reports' from the dropdown menu.

- In the column on the left, expand the relevant report group to find the report you wish to see a preview of.

- Click on the report.

- Click on the "Preview" button in the top or bottom left corner of your screen.

- Ensure "English Australasia" is selected.

- Click "OK".

- A sample PDF report will download to your computer.

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