



## FLOW DESCRIPTION

From **Dashboard Page 1.0** user can view reports via two paths.

- A** Navigate to Reporting Center by global navigation and run report.
- B** Click on relevant dashboard summary report CTA to view Online Report 4.1

From **Reporting Page 4.0** user can view existing reports.

- C** Click on relevant existing report to view Online Report 4.1

**Online Report Page 4.1**, the selected report is in focus with relevant sections expanded to see details.

- Report can be exported or shared with other users.
- Report can be modified/personalized before sharing by going to modify flow.

Within the **Modify Report Flow 4.2**, user is able to make any necessary changes to report.

Updated report can then be saved as a new report to dashboard and/or shared.