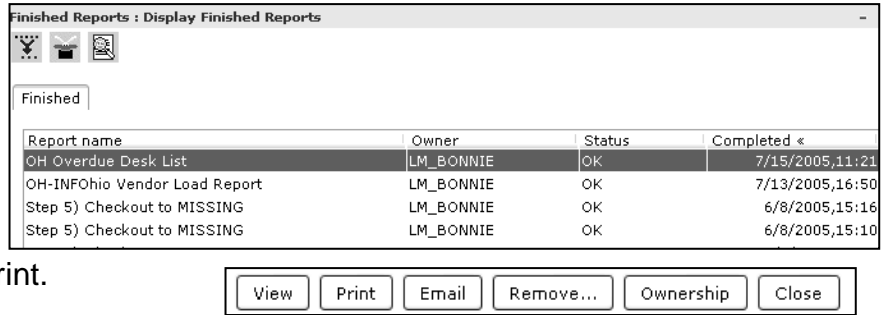


 **Finished Reports**

1. **Click** on Reports Wizard Group.
2. **Click** on Finished Reports Wizard.

Finished Reports: Display Finished Reports screen displays.



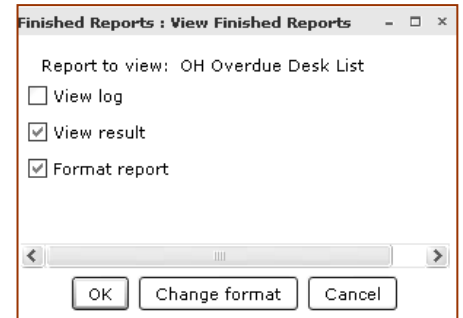
3. **Select** the report you wish to view/print.

4. **Click** on the View button.

Finished Reports: View Finished Report screen displays.

5. Uncheck View Log Option. Change format allows you to change the margins for the INFOhio reports. This is turned on in properties. **Click** OK

6. The report will open in your designated view/print application. (If the report does not open review your manual for set up.) View or Print your report from this screen.



7. Close the report document when you have completed your task.