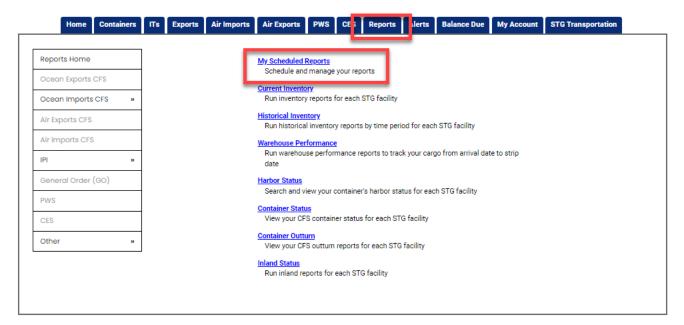


## **Self Service Reporting**

To run and view reports click the Reports tab and My Schedule Reports.

To complete these processes, you will need to Login.



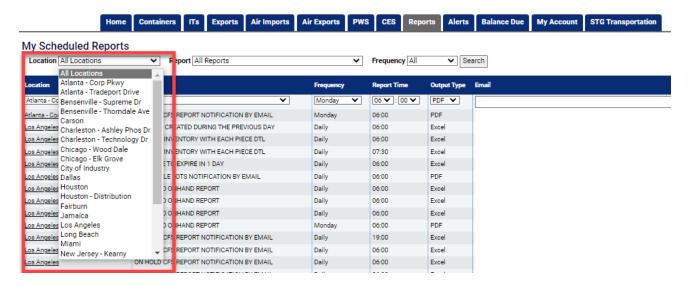
From drop down menu select **Location or All Locations, Report or All Report, Frequency or All** and click **Search**.



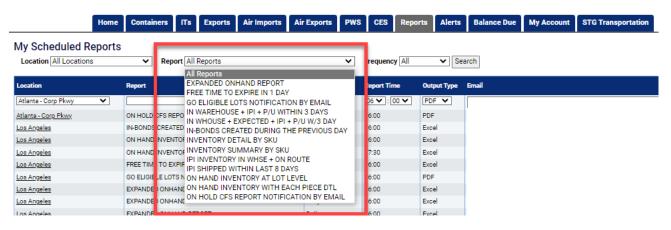
Issue Date: January 2023 Property of STG Logistics 2021



## Select Location you wish to Schedule Report.



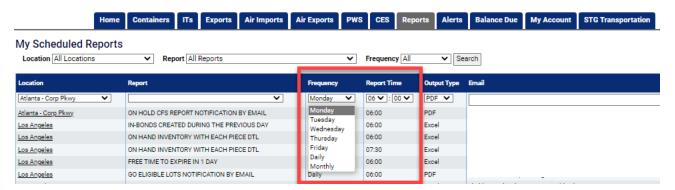
## Select Report you wish to Schedule.



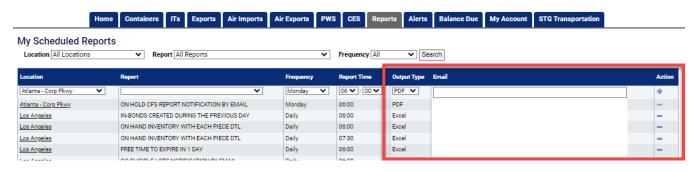
Issue Date: January 2023 Property of STG Logistics 2021



Select Frequency and time you wish to receive report.



Select format you wish to receive report (PDF, EXCEL, CSV) under the **Output Type** column. Enter **email** address(es) and under the **Action** column click the plus sign button to Save.



Issue Date: January 2023 Property of STG Logistics 2021