Print Preview KPM Reports
(Without creating report(s))

The intent of the report creation piece of the system is to create the report AFTER you have finished entering in all of your data however, it is key to note there is no harm creating reports as you go.

Every time a report is created it is a snapshot of the data at the time it was created.

How to Print Preview Reports

- Go to Reports Screen
- Click "New Report" button
• The “Create Report” screen opens and defaults to the APPR (without changes listed) to view a different report select it from the “Report Type” dropdown (then click the “view preview” button to see the different reports information).

*here is a closer shot of it below

- This screen is where a print preview of your report(s) is possible without
- Scroll down the page to view the report in its entirety.

- DO NOT create a new report until you are ready to do something with it.