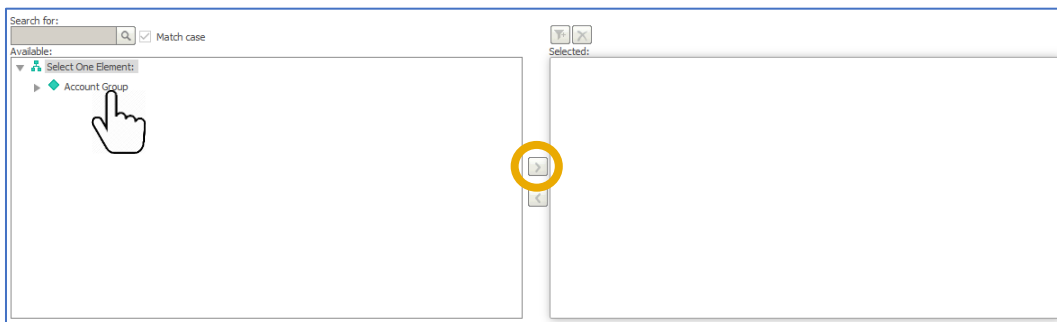


Running Reports in WorldAnalytics:

1. Locate the report you wish to run from the Menu Page.
 - a. Summary reports contain high-level metrics.
 - b. Detail reports contain details from the PNR.
 - c. Risk Management contains Where Are My Traveler reports.
 - d. Custom reports utilize your organization's custom fields.
2. Click on the name of the report to launch the report.
3. First enter the required fields to generate the report. Required fields are marked with a red **(Required)**.
 - a. Use the arrows to make your account group selection, or double click on your selection to move it to the selected box



5. If you have multiple account groups, click on Account Group and use the search bar to search for your desired account group name.
6. Select Invoice Booking Date or Travel Begin Date Selection
7. To select a date range, select from the prepopulated date options, or select Custom Date Range to enter your own date range.
8. Click **Run Report** in the lower left-hand corner.

Report Message Name:

9. On the next page, you will select your custom date range on this page if that is the date parameter you chose.
10. Click **Run Report** in the lower left-hand corner once more.
11. Your report has been generated!