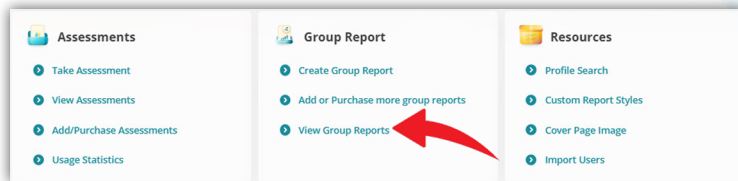


VIEW GROUP REPORTS

How to view a completed Group Dynamics report

1. From the home page locate the **Group Reports** box and click **View Group Reports**.



2. Completed reports will be listed by name under **Reports Used**. To view a report, click the **View Report** link.

The screenshot shows the 'View Group Report' page. It features a navigation bar with 'View Group Report' and a sidebar with 'Add/Purchase Group Reports', 'Create Group Report', and 'Go back'. The main content area is divided into two sections: 'Reports Remaining' and 'Reports Used'. The 'Reports Used' section contains a table with columns for Product Name, Report Name, Number in group, and Date Used. A red arrow points to the 'View Report PDF' link in the first row of the table.

Product Name	Total	Available	Used	Incomplete
Group Dynamics Report	7	5	2	0

Product Name	Report Name	Number in group	Date Used	Action
Group Dynamics Report	Manager Test	5	12/05/2023 11:10:44 AM UTC -04:00	View Report PDF
Group Dynamics Report	rtewrtwrt	4	03/29/2022 10:57:03 AM UTC -04:00	View Report PDF

You will be able to download, save and print the PDF version of your Group Dynamics report.