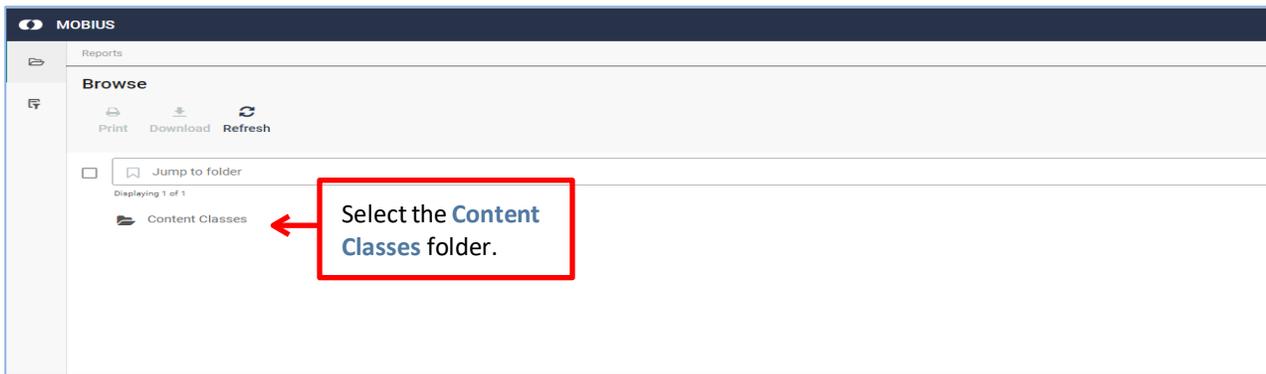
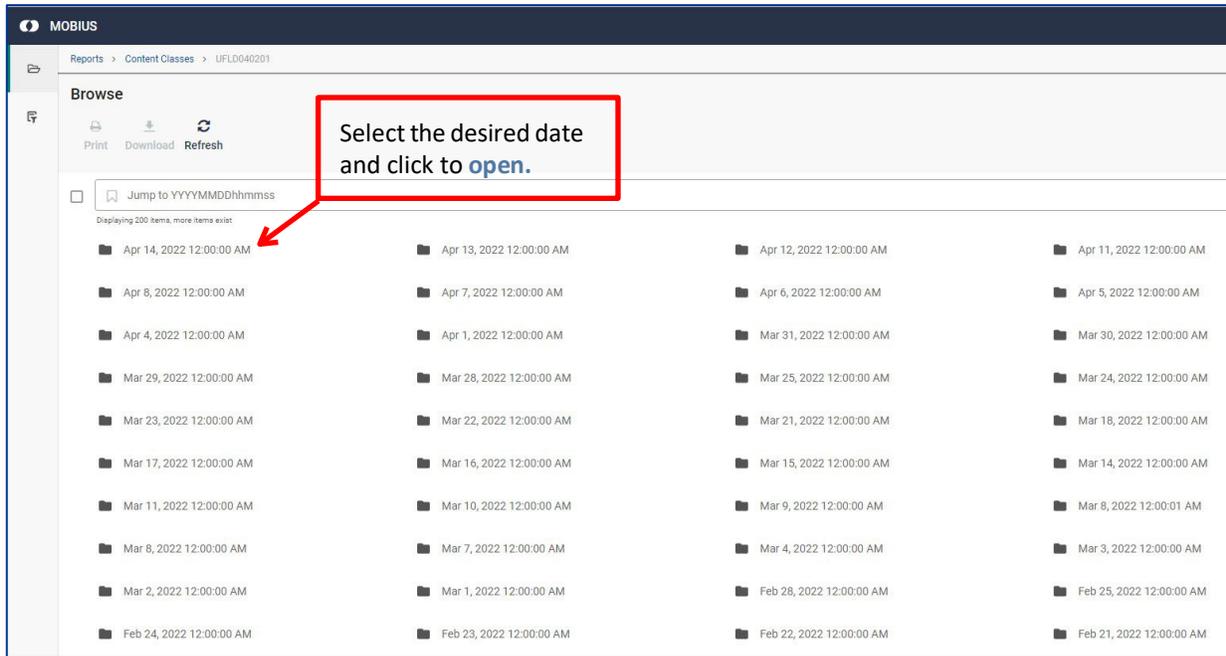


Mobius View™ - View and Print Reports

- 1 Select the **Content Classes Reports** folder to expand contents.



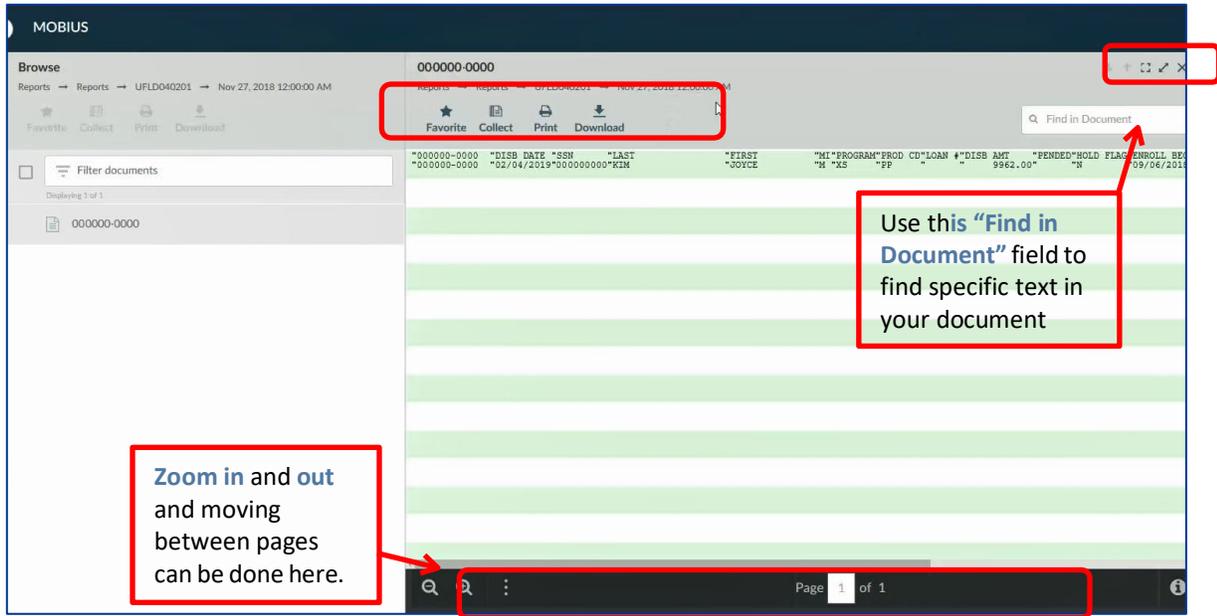
Report Dates display.



2. Open the report folder by selecting the desired date.
The folder will be empty if there is no data to populate the report on that given day.

(Continued on the next page)

3. If a document is available, it will automatically open and displays for viewing in the document viewer.



You can perform the following actions in the toolbar above your report.



- Select the **Favorite** button. Save the document as a favorite. Enter a name for the favorite and choose a folder where you want to place the favorite.
- Select the **Collect** button to add a document to the current collection.
- Select the **Print** button to print the document.
- Select the **Download** button to download the document.

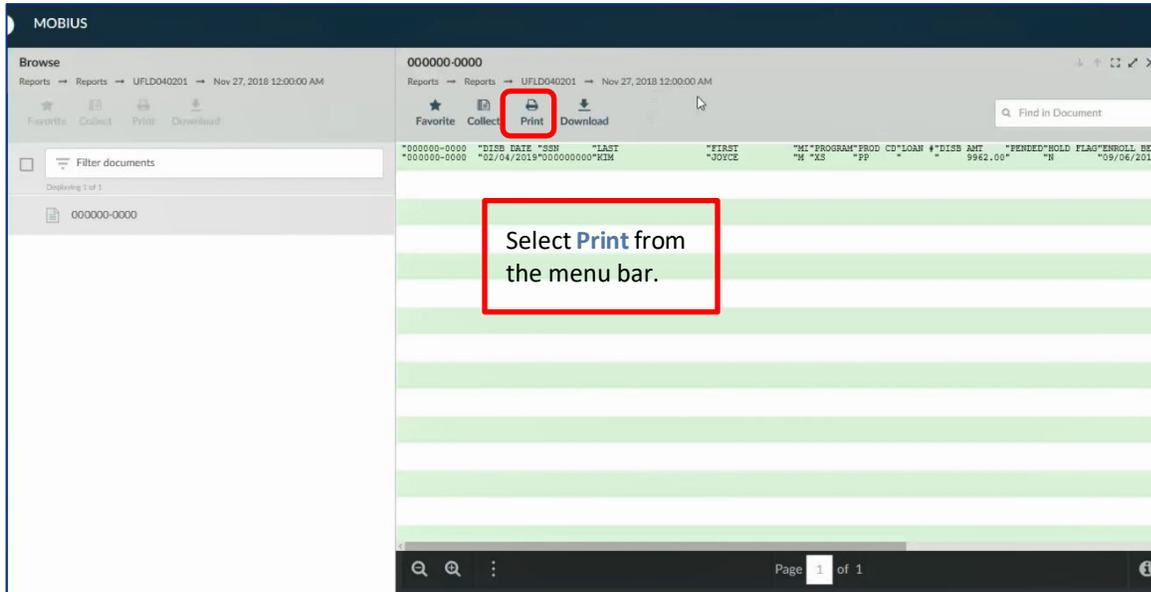
Screen controls: **Upper Right Corner**



- Controls at the upper right include a full-screen button. This expands the Document viewer to the entire screen.
- Pressing the Escape key in full-screen mode returns the Document Viewer to its previous size.
- You can also use the Page Up and Down keyboard keys to move between pages.

Mobius View™ -Print Reports

1. Select **Print** from the menu bar.



2. Select the entire document or a specific page range and select **Print** from the pop-up window.

