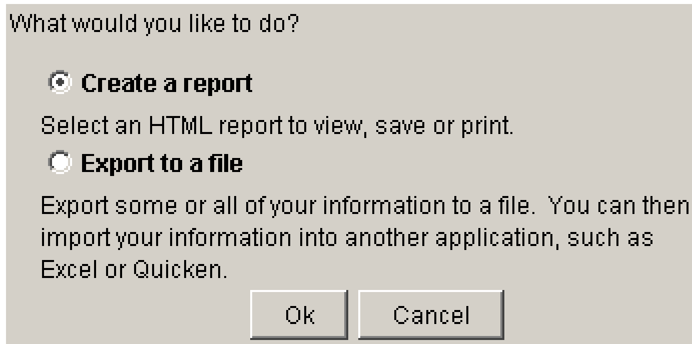
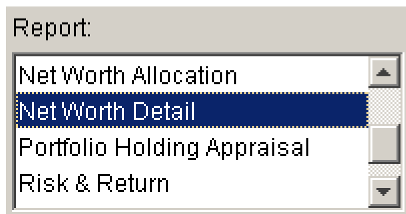
Printing Reports in WebPortfolio

Instructions to print reports.

1. Click the **printer icon** in the lower right toolbar.



2. Select **Create a Report**, then click **OK**



3. Highlight the **report** you want.

4. Choose either your **Portfolio** or an **Account**.

5. Select the tab **Period** and choose the dates you wish to see.

6. Click **View**

7. A new browser window will pop-up with your report. You can print as you would normally. Either:

- click the **print** button or
- choose the **file / print.**