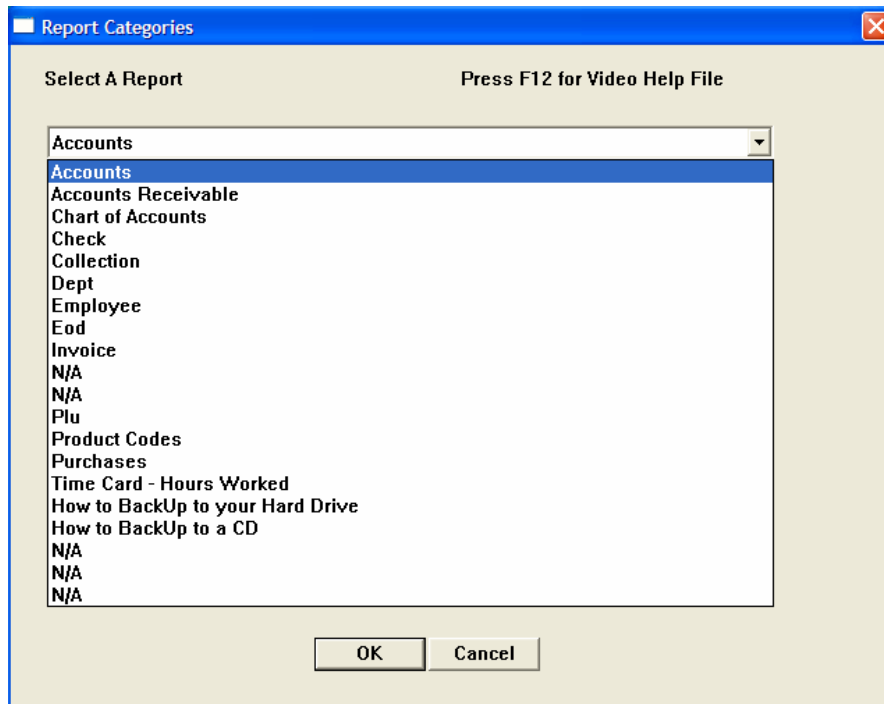




The main toolbar is active in ALL views.

REPORTS

- 1) **How to Access your ADBM Back Office Reports.**
 - a) From the main Accounts View click the 'REPORTS' Button.
 - b) A pop-up box will ask you to 'Select a Report'.
 - i) Click the down arrow to find the right one.



- 2) Selecting a Report:
 - a) Your ADBM Reports are grouped together by their common information.
 - i. If you want to access a report about how fast or slow your PLU's are selling, this can be found under PLU.
 - i. If you want to access a printout of all the names and addresses of your Accounts and their Contacts, this would be under Accounts.
 - ii. If you want to access a report regarding your checks you would look under Checks.