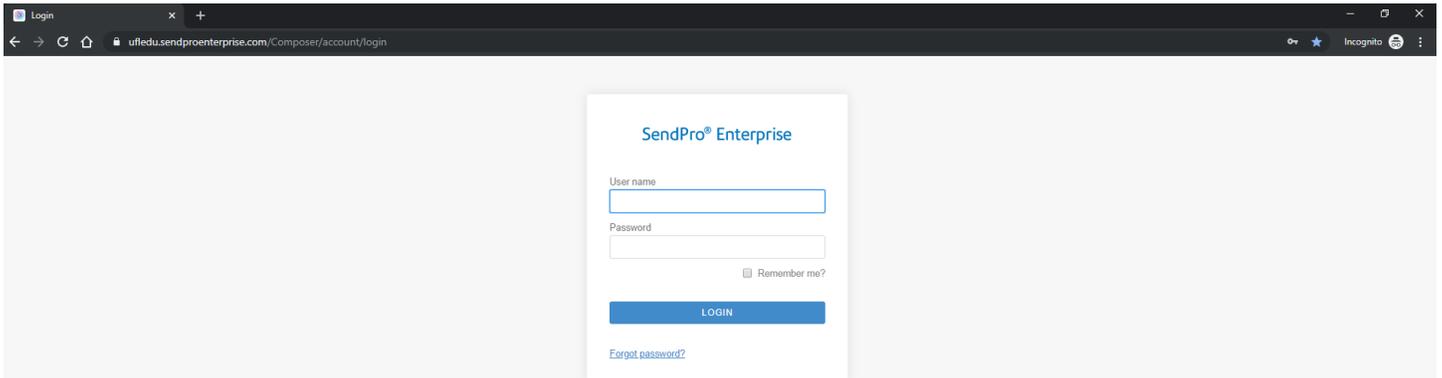# Running Reports Job Aid

https://ufledu.sendproenterprise.com
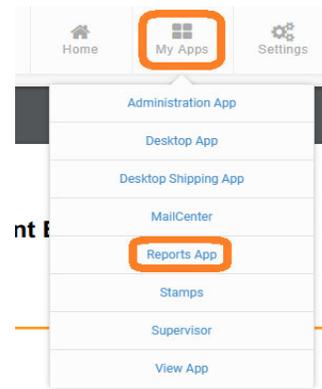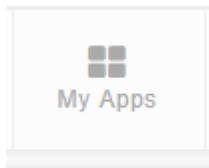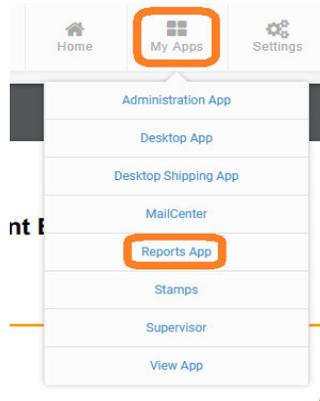

1) Enter your **User ID** and **Password**
2) The **View App** screen opens.
3) Click on the My Apps button.

Running Reports

To Print Carrier or Accounting Reports you will need to open the Reports App.

1) To open the Reports App, Select the **My Apps** button, Select **Reports App**.

2) The Reports App opens with the PB Shipping API – USPS Reports showing in the window.
3) Select the Dropdown to choose a different type of report. There are reports for Accounting and Carriers. You are not using the Meters Report.
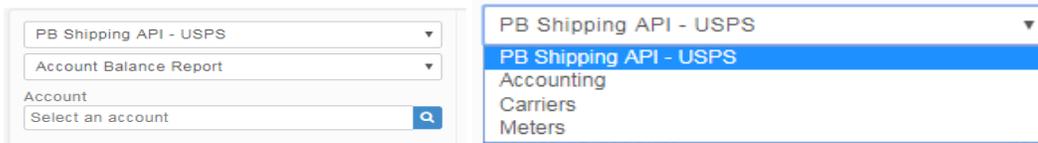
4) Select the <u>Report</u> you want, Select the <u>Type of Report</u>, Such as **Carrier Activity**, **Carrier Performance Analysis Detail**, ect.
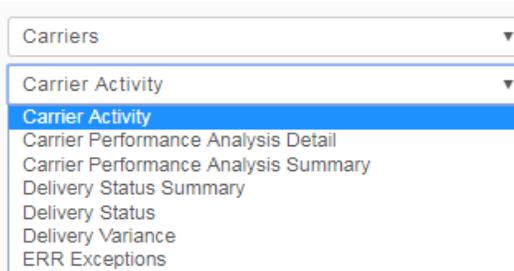
5) Complete the other criteria needed for the report and Select **Run**.