How to Create a Basic QuickView+ Report

1. Your **Account Number** will automatically display
2. Select **Display** to view the report
3. Enter the **Date Range** by selecting a specific Begin Date and End Date or an individual month
4. Select **Summary-Account by Client by User by Day** for the best breakdown of usage by each of those levels
5. Select **Separate Included/Excluded Charges**
6. Select **Hours-Minutes-Seconds**
7. Leave the **Apply Special Pricing**, **Calculate Tax**, and **Target Options** boxes unchecked
8. Click **Submit** to view the report