

## Pulling Reports:

- Click **Reports** under Management Center in the left hand corner
- Type in the persons First & Last Name or Birkman ID
- Click **Search**
- Click the Name and press **ADD** (see arrows)
- It will appear in the box next to it
- Click **Individual, Comparative, Group, Single Format, or Nametag**
  - Individual and Single Format are the most common choices
- Choose the report you want to run and click **Continue**
- Click **View Report**
  - If emailing click **Email Report**
- Click **Open**
- It will print in PDF

The image displays two screenshots of the BirkmanDirect web application interface, illustrating the steps to pull reports.

**Top Screenshot: SEARCH RESULTS**

The interface shows the "REPORTS" section with a search bar. The search results list "NORRIS, KRISTINA N. - G3N2TC". An arrow points to the "ADD >>" button next to the search result. Below the search results, there are buttons for "SELECT A REPORT TO RUN": Individual, Comparative, Group, Single Format, and Nametag. Arrows point to the "Individual" and "Single Format" buttons.

**Bottom Screenshot: SELECT REPORT DETAILS**

The interface shows the "SELECT REPORT DETAILS" section. The search results list "NORRIS, KRISTINA N. - G3N2TC" is selected. A dropdown menu is open, showing a list of reports including "About U Dynamics Report [Compass Set]", "About U Report [Compass Settings]", "Academic Transition Report [MindSight]", "Areas of Interest with Dictionary", "Behavioral Patterns Analysis", "BPI Leader Report [Sight]", "BPI Life [Sight] - [English]", "BQCT Leader Report", "Birkman Intro/View", "Birkman North Star", "Birkman Preview", "Birkman Preview - A1", and "Birkman Preview - A31". An arrow points to the "Continue" button at the bottom of the page.