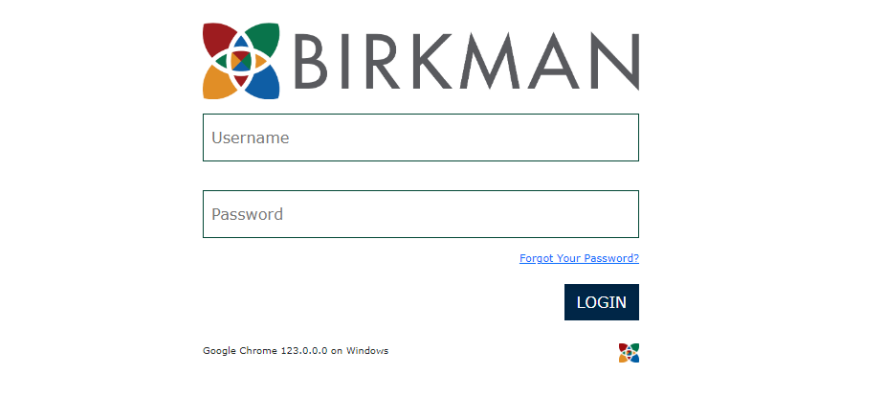
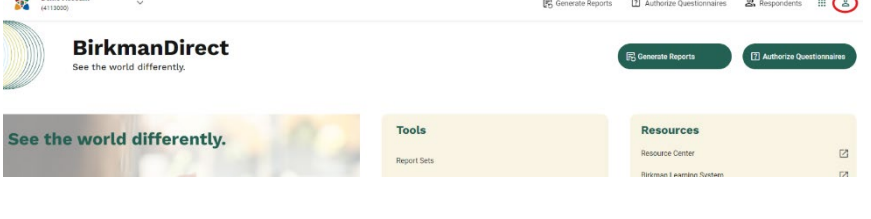
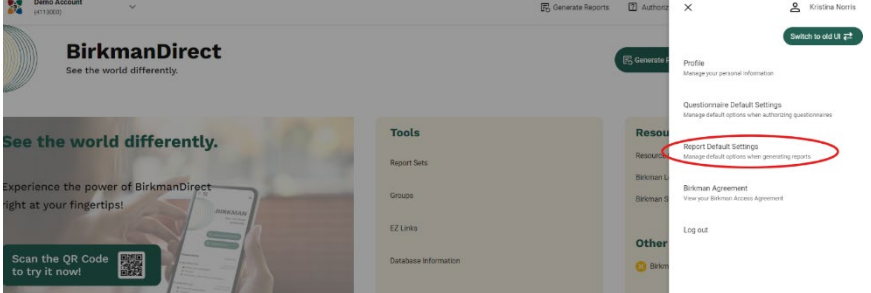


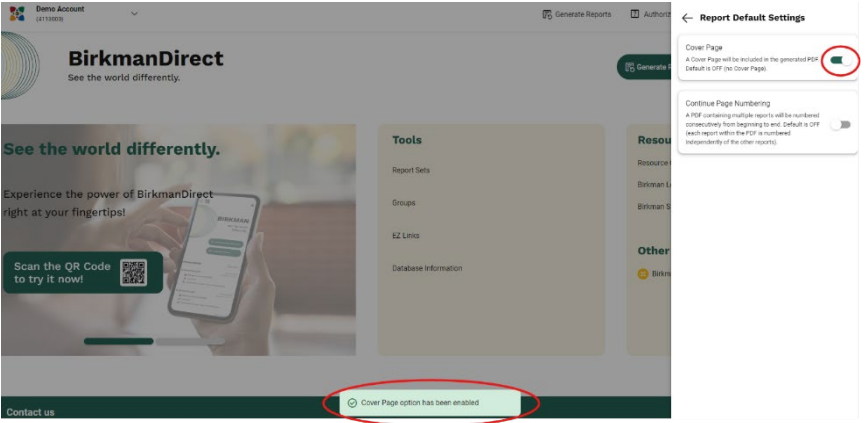
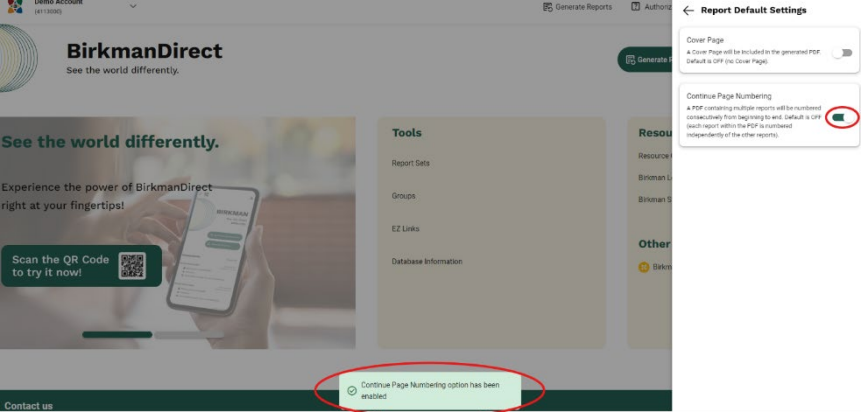
Create Birkman Report Default Settings

Purpose:

Use these steps to create settings that will format reports with:

- A cover page.
- Continuous page numbers when combining reports into one pdf.

Step	Action	Result
1	Log in to BirkmanDirect direct.birkman.com . Note: To reset your password, click Forgot Your Password?	
2	Click the Person Icon .	
3	Click Report Default Settings .	

Step	Action	Result
4	<p>To automatically add a Cover Page to your reports, slide the toggle switch next to Cover Page. You will receive a notice at the bottom of the screen indicating that your selection has been saved.</p>	 <p>The screenshot shows the 'Report Default Settings' overlay on the BirkmanDirect mobile app. The 'Cover Page' toggle is turned on (indicated by a green circle). Below it, the 'Continue Page Numbering' toggle is turned off. At the bottom of the screen, a green notification bar states 'Cover Page option has been enabled' (circled in red).</p>
5	<p>To continue page numbering when combining multiple reports, slide the toggle switch next to Continue Page Numbering. You will receive a notice at the bottom of the screen indicating that your selection has been saved.</p>	 <p>The screenshot shows the 'Report Default Settings' overlay on the BirkmanDirect mobile app. The 'Cover Page' toggle is turned off. The 'Continue Page Numbering' toggle is turned on (indicated by a green circle). At the bottom of the screen, a green notification bar states 'Continue Page Numbering option has been enabled' (circled in red).</p>