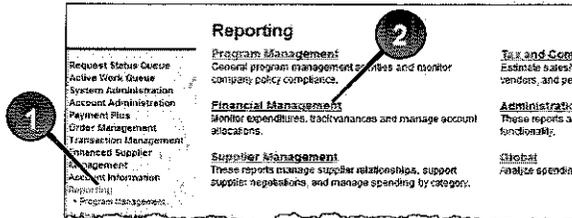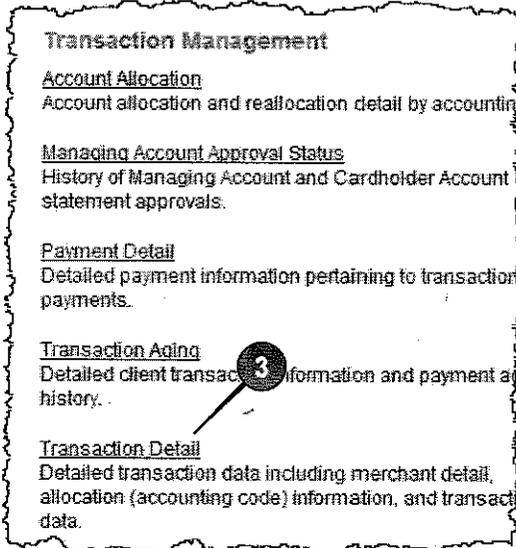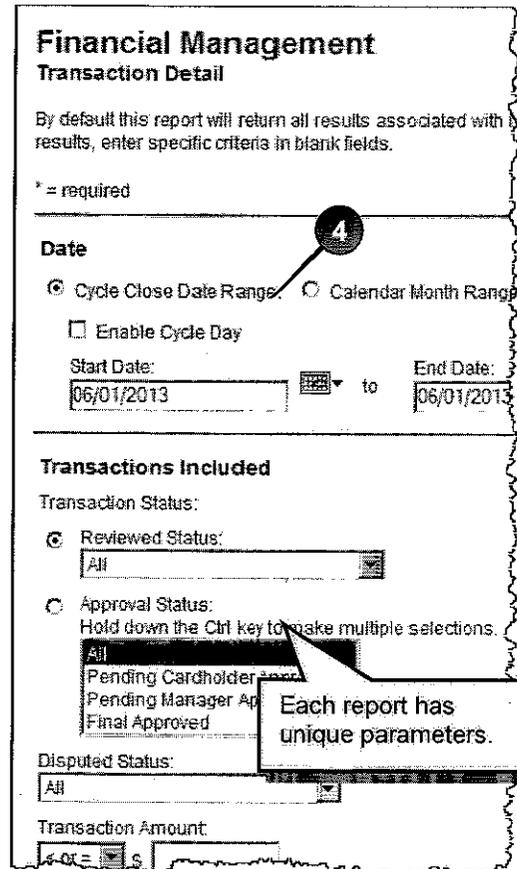# Run a Report

You can use this quick reference guide as a fast reminder of the basic steps for running a report in Access® Online.
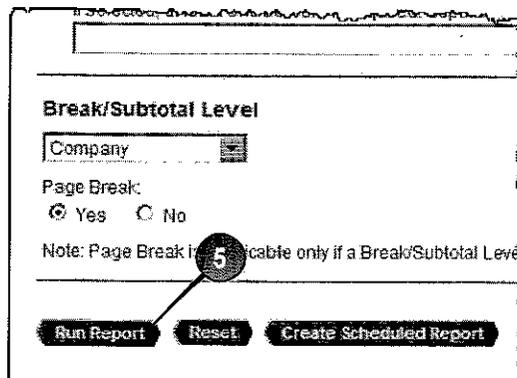

1. Select the **Reporting** high-level task.

2. Select the category for the report you want to run.

3. Click the report's name link.

4. Specify report criteria, such as date range, sorting preferences, and output preferences.

5. Click the **Run Report** button.

6. Click a link to drill down to additional detail, if available.