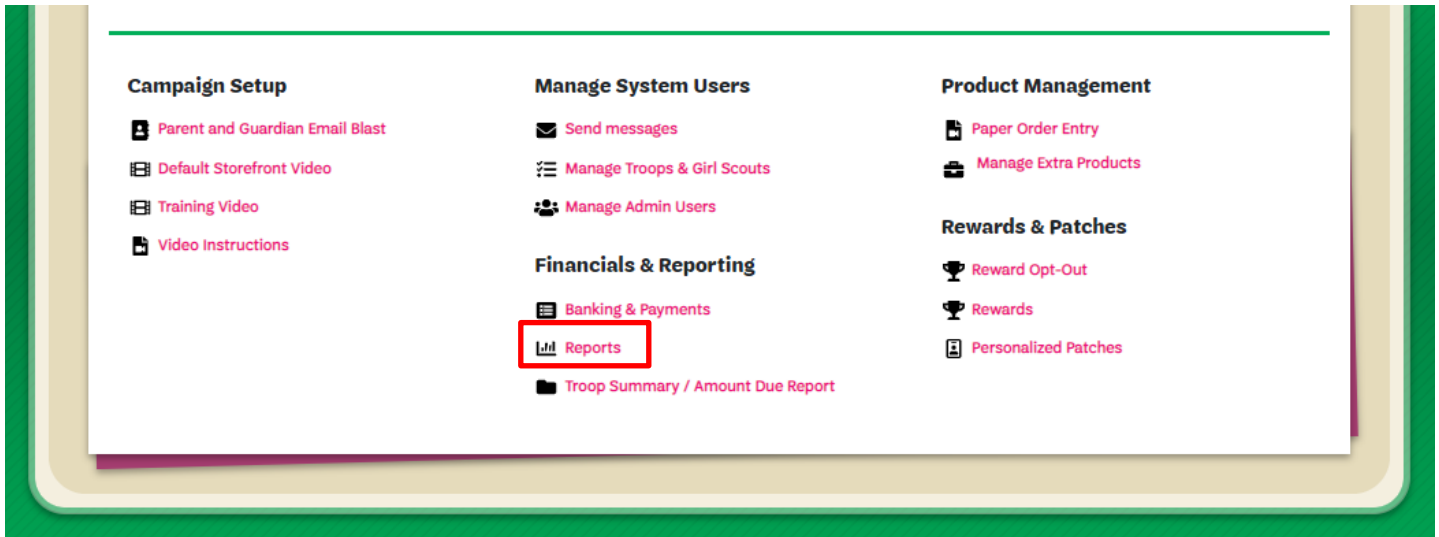
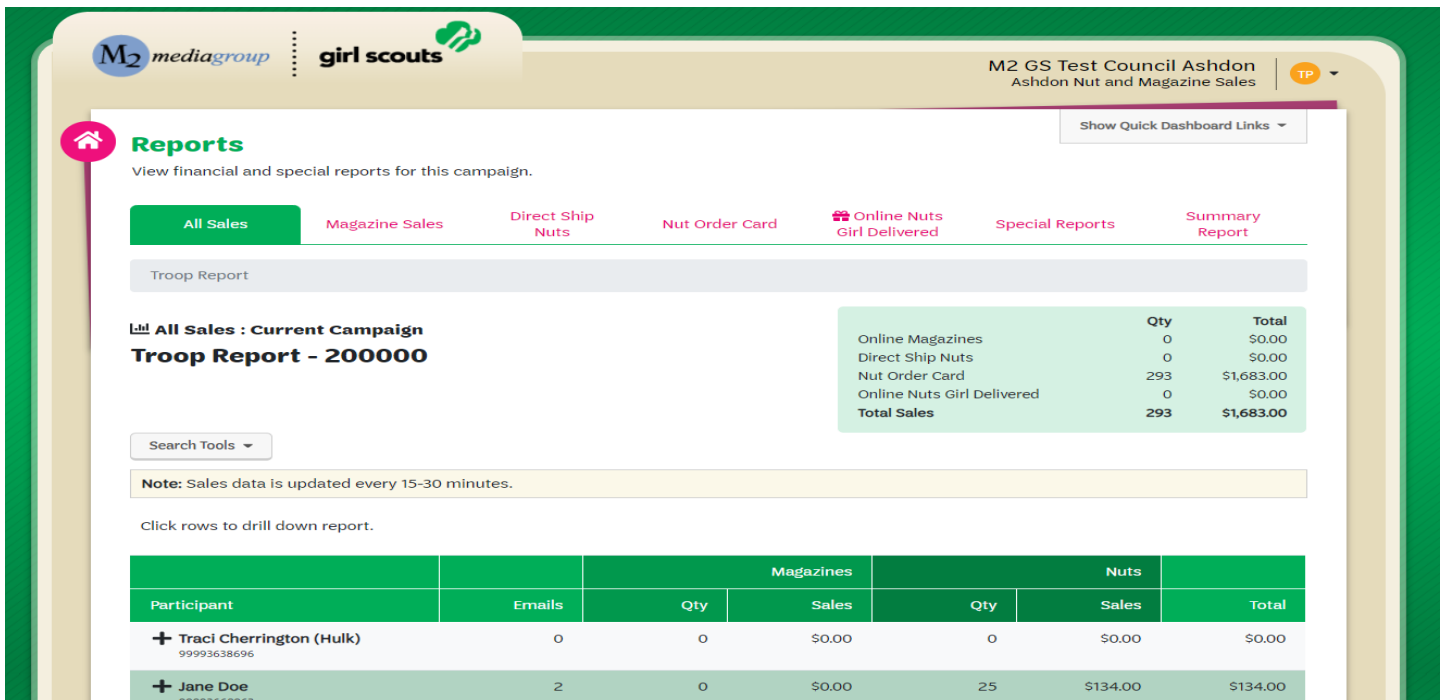


Downloading Reports

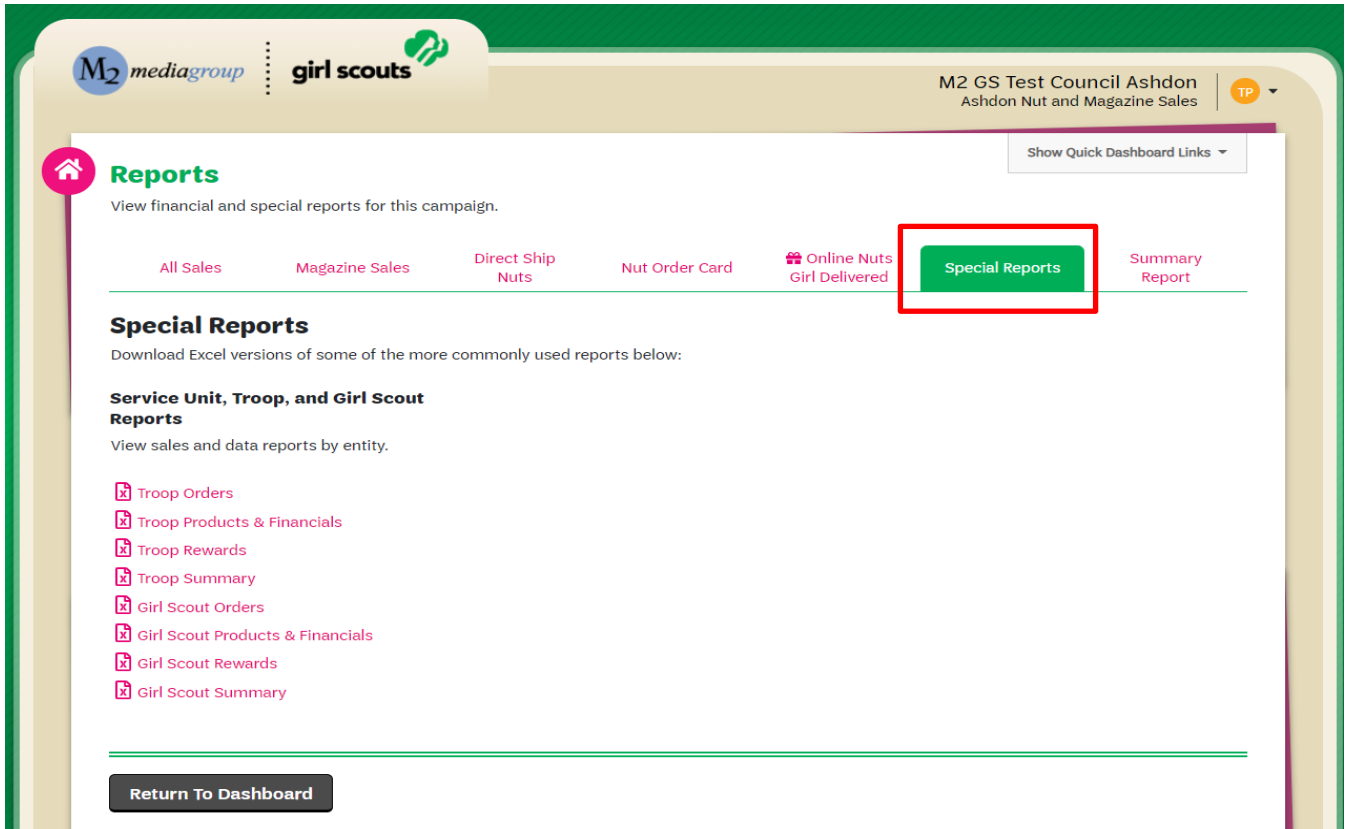
1. Log in to M2 system (gsnutsandmags.com).
2. Select **Reports** under the **Financials & Reporting** tab on your dashboard.



3. Quickly review reports by clicking any of the tabs on the top of the screen.



4. Download reports by selecting the Special Reports. Then click on the report you wish to download. Wait for the file to complete downloading before you open it through Excel.



The screenshot shows a web dashboard for M2 Media Group Girl Scouts. The top navigation bar includes the M2 mediagroup and girl scouts logos, the user name 'M2 GS Test Council Ashdon', and the report type 'Ashdon Nut and Magazine Sales'. A 'Show Quick Dashboard Links' dropdown menu is visible. The main content area is titled 'Reports' and contains a horizontal menu with buttons for 'All Sales', 'Magazine Sales', 'Direct Ship Nuts', 'Nut Order Card', 'Online Nuts Girl Delivered', 'Special Reports', and 'Summary Report'. The 'Special Reports' button is highlighted with a red rectangular box. Below this menu, the 'Special Reports' section is titled and includes a list of report categories: 'Service Unit, Troop, and Girl Scout Reports'. Under this category, there is a list of specific reports: Troop Orders, Troop Products & Financials, Troop Rewards, Troop Summary, Girl Scout Orders, Girl Scout Products & Financials, Girl Scout Rewards, and Girl Scout Summary. A 'Return To Dashboard' button is located at the bottom left of the dashboard area.