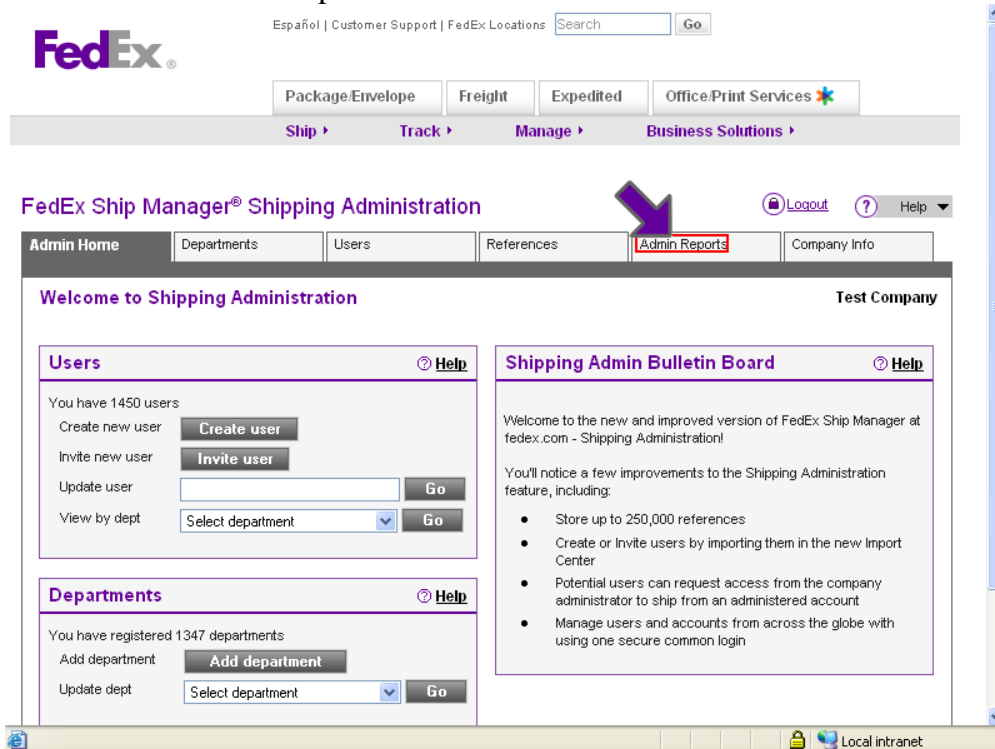


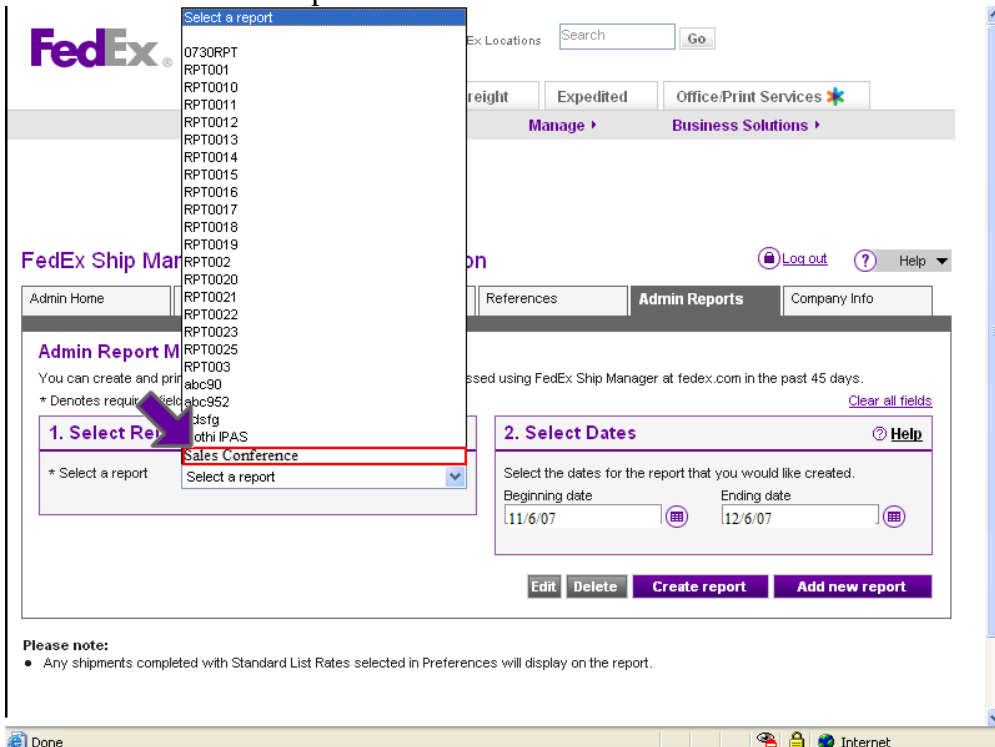
Create a Report on fedex.com

➤ Step by Step

1. Select the Admin Reports tab.



2. Select the desired report.



3. Select the desired dates for the report.

The screenshot shows the FedEx Ship Manager Admin Report Manager interface. The '1. Select Report' section has 'Sales Conference' selected. The '2. Select Dates' section has 'Beginning date' and 'Ending date' fields. A red box highlights the 'Beginning date' field, and a blue arrow points to it. Below the form are buttons for 'Edit', 'Delete', 'Create report', and 'Add new report'. A 'Please note' section is at the bottom.

4. Click the *Create report* button.

The screenshot shows the FedEx Ship Manager Admin Report Manager interface. The '1. Select Report' section has 'Sales Conference' selected. The '2. Select Dates' section has 'Beginning date' and 'Ending date' fields. The 'Beginning date' field contains '11/6/07' and the 'Ending date' field contains '12/6/07'. A red box highlights the 'Create report' button, and a blue arrow points to it. Below the form are buttons for 'Edit', 'Delete', 'Create report', and 'Add new report'. A 'Please note' section is at the bottom.

5. Next, either print the report, download the report, or return to reports.
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