1. To print the **key initiatives report**, select the Strategic Plan tile (the default page is the key initiatives) then print.

2. To print the **KPI summary report**, select the Strategic Plan tile, select the key performance indicator tab, then print.

1. To print the **Personalised Summary Report**, select View SDZ Workspace, select from your login account options, then print.

2. To print the **business plan detailed report**, select the Business Plan Explorer tile, select the business area, select the detailed report, then print.

3. To print the **performance exception report**, select the Business Plan Explorer tile, select the business area, select the exception report, then print.

4. To print the **business unit summary report**, select the Business Plan Explorer tile, select the business area, select the summary report, then print.