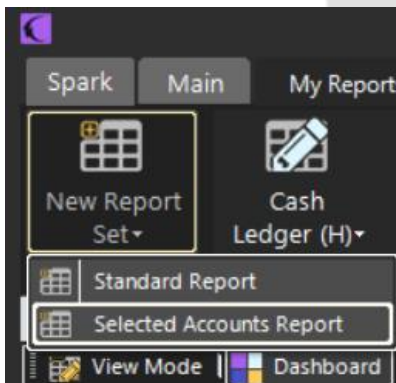
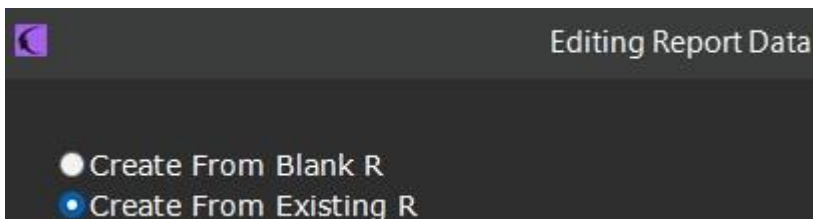


Report creation overview

1. Click on Menu.
2. Click on New Report Set.
3. Two options- standard Report or Select Accounts Report.
4. **Standard Report** is a report of all the data and all the accounts.
5. **Select Account Report** is a report that can be portioned into accounts. It can be set up to show different sets of accounts and portfolios.



6. Choose between 'Create from Blank Report' or 'Create from Existing Reports'.



7. When choosing 'Create from Existing Reports', a list will appear with the existing reports.



CONTACT US

Email: support@athenasystems.com

Website: www.athenasystems.com

AMERICAS:

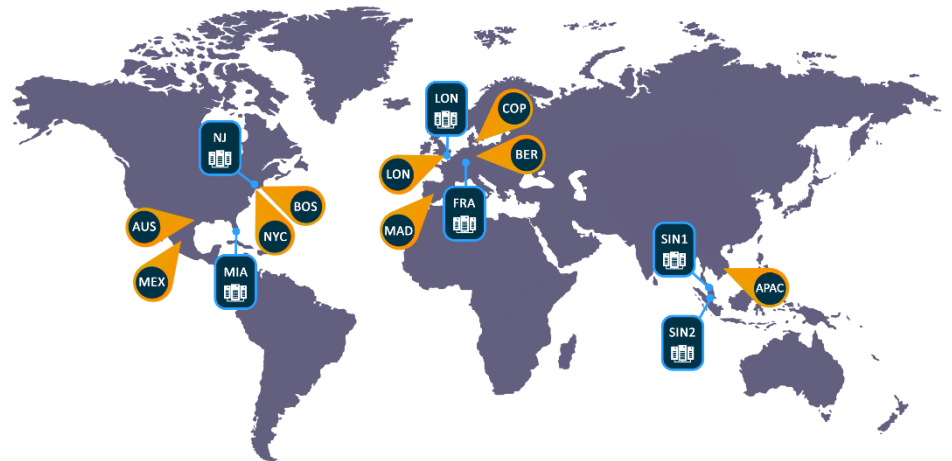
1411 Broadway, 16th Floor
New York, New York 10018, USA

UK, EUROPE & MIDDLE EAST:

Carrera de San Jerónimo, 17
28014 Madrid, SPAIN

APAC:

11 Doan Van Bo, 23rd Floor
Ward 12, District 4, 700000, Ho Chi Minh City, VIETNAM



[Visit the Spark Help Portal](#)