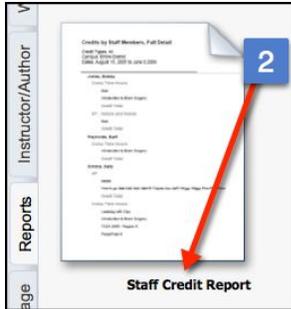# Running a November Trade Credit Report in Eduphoria Workshop

1. Once in Eduphoria Workshop, click on the **Reports** tab on the left side.
2. Scroll down in the first column and select **Staff Credit Report**.

3. Select how you want to view your document. All three views work.
4. Select **August 2017** or **November 2017 Trade Credit**.
5. The Start Date needs to be the day before credit can be earned. You MUST use the calendar icon and select **5/31/2017**. Use the calendar icon to select the End Date: **3/31/2018**.
6. Select your **campus** in the drop down.
7. **Submit Report**.