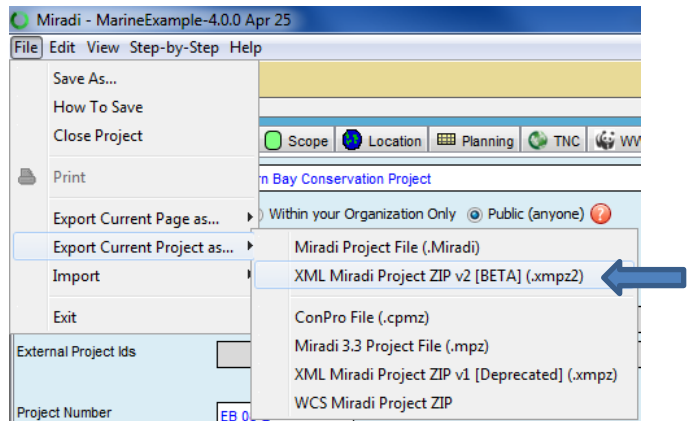


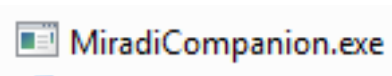
Instructions for using the Miradi Companion Reporting Tool

1. Unzip the **MiradiCompanion.zip** file to a folder on your computer

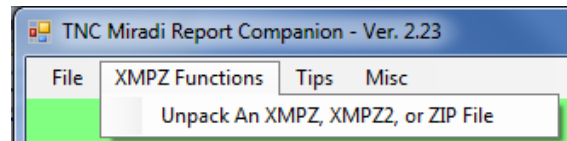
2. Export information from Miradi using the XML format option



3. Open the Miradi Companion tool by double-clicking on the **MiradiCompanion.exe** file from Windows File Explorer



4. Unpack the file you exported from Miradi. If you are exporting from Miradi 3.3.4 , follow the on-screen instructions to make a minor edit to the XML file and save the XML file. If you are using Miradi 4.0 (recommended) – this minor editing step is not required.



5. Click on one of the buttons (now grouped on 4 tabs) to run any of the reports. When prompted, open the XML file you saved in Step 4.

