Instructions for using the Miradi Companion Reporting Tool

1. Go to: "*http://nature.org/miradi*" to open the Miradi page on the "Conservation Gateway" then click on "Miradi Companion Reporting Tool".
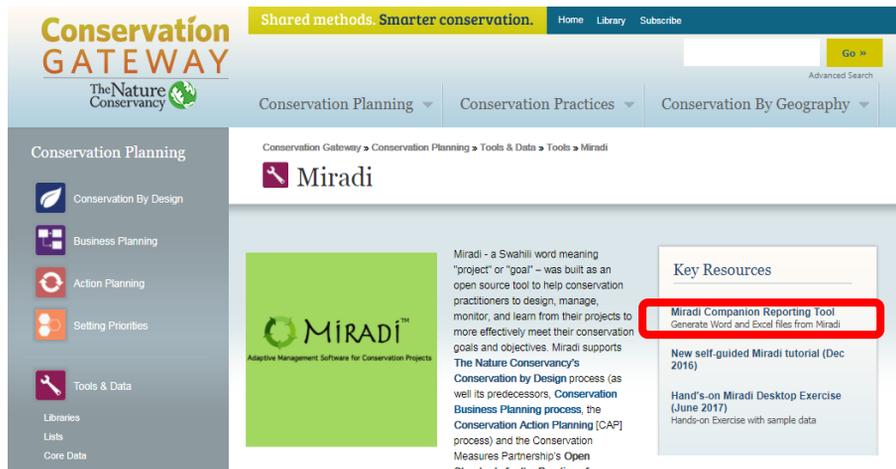

2. Under "Key Miradi Resources" click on "Download Miradi Companion Reporting Tool Application Files (Version 5.2: 2017-5-11). This is a .zip file. Note: These instructions and a WebEx recording can also be opened from this page.
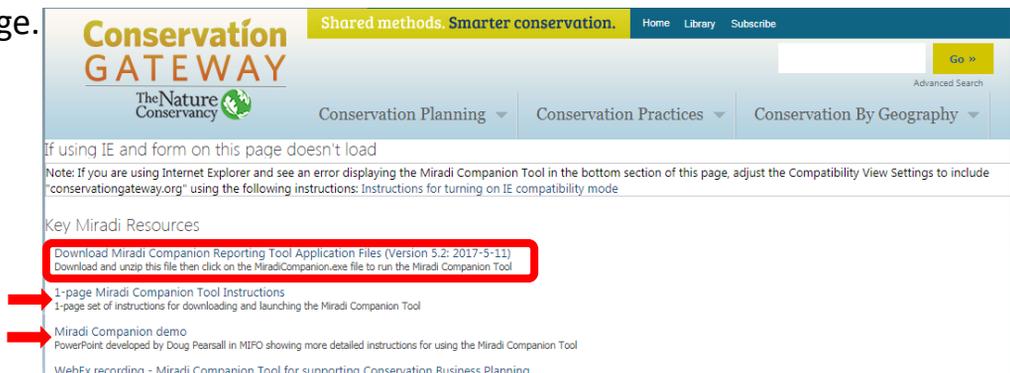
3. Unzip the **MiradiCompanion.zip** file to a folder on your computer.
   - Keep the set of unzipped files together in the same folder.
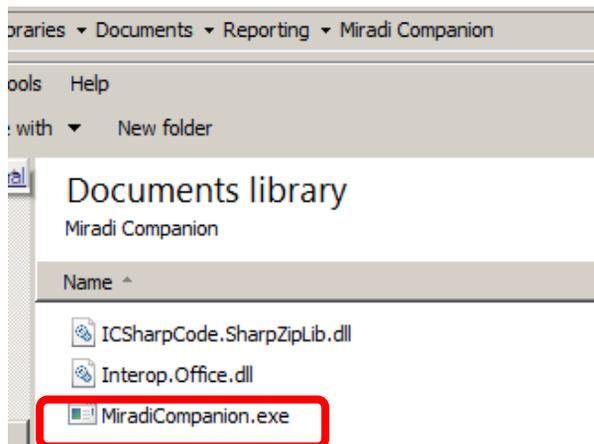
Instructions for using the Miradi Companion Reporting Tool, continued

4. Open Miradi and open a project.
   - Click on "**File**" in the upper left hand corner then click on "**Export Miradi Share Project File (.xmpz2)**".
   - Save the file to the same folder where you unzipped the Miradi Companion Tool files.
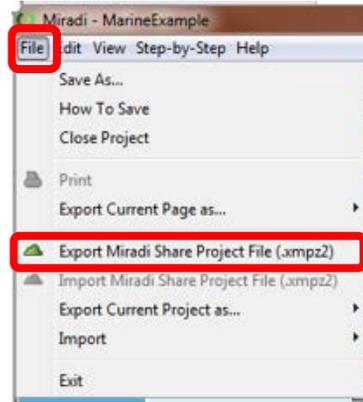
5. Open the Miradi Companion tool by double-clicking on the **MiradiCompanion.exe** file from Windows File Explorer.

6. Unpack the file you exported from Miradi by clicking on "**XMPZ Functions**" then "**Unpack an ZMPZ, XMPZ2, or ZIP File**". This will provide the XML file you need to run any of the reports.

7. Click on one of the buttons to run any of the reports. When prompted, open the XML file you unpacked in step 6.

8. The Report Companion will ask several questions as it formats the report. Try different options to see the types of reports that can be produced.