

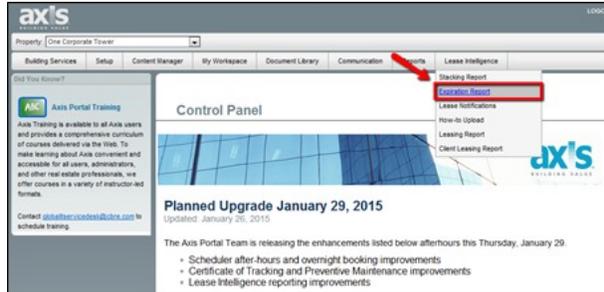
How to Run the Expiration Report

[Control Panel](#) > [Lease Intelligence](#) > [Expiration Report](#)

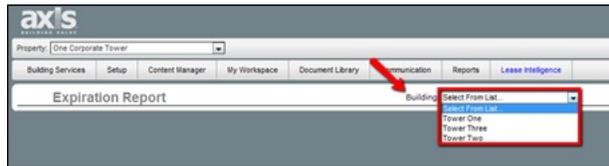
How to Run the Expiration Report:

To run the Expiration Report, follow these steps:

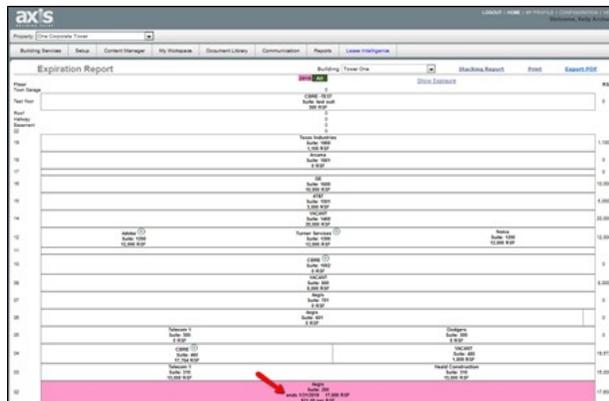
1. Log into the Axis Control Panel at <http://cp.axisportal.com>, hover over **Lease Intelligence**, and click on **Expiration Report**.



2. Select the **Building**.

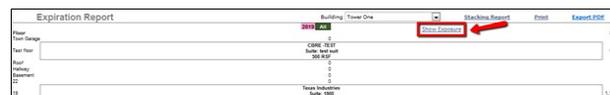


3. The Expiration Report will now be displayed, which will list the expiration dates (if available).



Note:

- To view the Exposure Timeline, click on **Show Exposure** at the top of the report.



The exposure timeline will now be displayed, which shows how much rentable square footage will be lost when leases expire.

