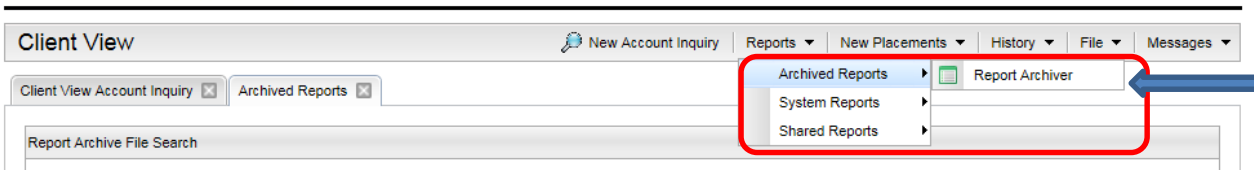
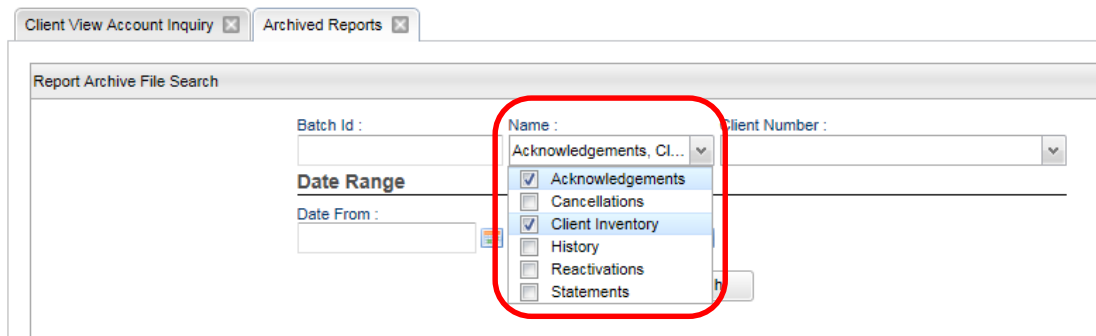


## Directions to get reports:

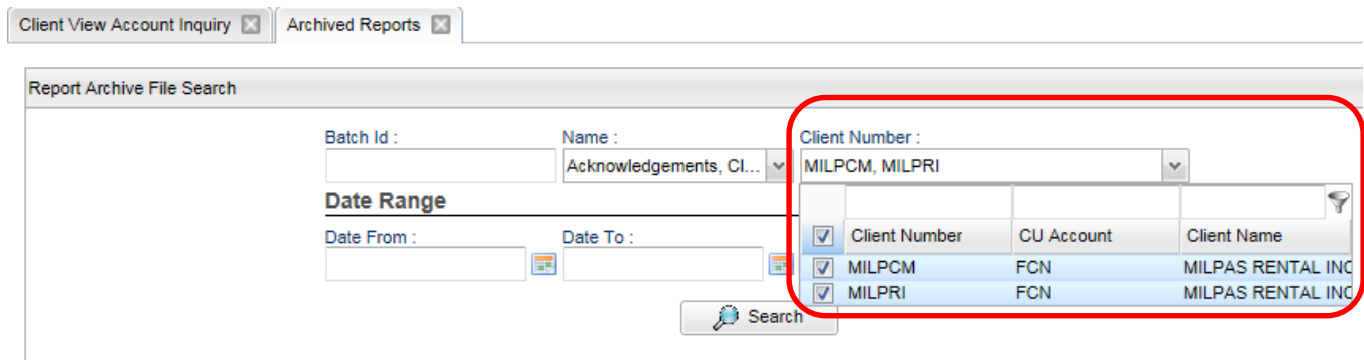
- Go to Report tab on top menu bar
- Drop Down Arrow
- Hover over Archived Reports, Report Archiver will come up
- Click on Report Archiver



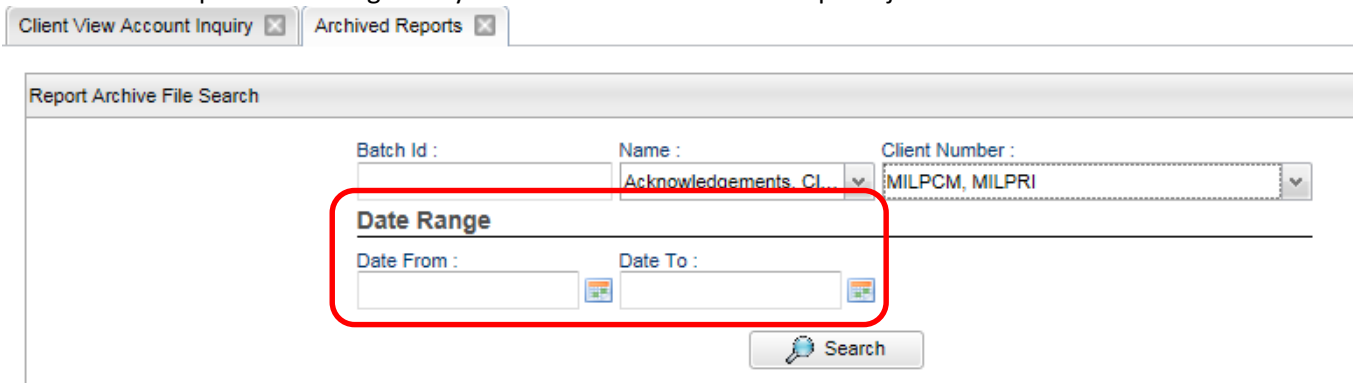
- Leave Batch ID blank
- Click Drop Down Arrow under Name:
- Put a check mark next to report you would like to see
- Click out of the box



- Click Drop Down Arrow under Client Number:
- Put a check mark next to the client code you want to see reports for
- Click out of the box



- You can put a date range in if you would like but to see all reports just leave it blank



- Click Search
- Your reports will show up in the bottom box
- You will see Client Inventories and Acknowledgements

Archived Reports							Export Selected
<input type="checkbox"/>	Report Type	Description	Client Number	Batch Id	Email Date	Process...	
<input type="checkbox"/>	Client Inventory	12/31/2015	MILPCM	FCN_20151231_142952	01/03/2016 2:37 PM	12/31/2015 2:29 PM	
<input type="checkbox"/>	Client Inventory	12/31/2015	MILPRI	FCN_20151231_142952	01/03/2016 2:37 PM	12/31/2015 2:29 PM	
<input type="checkbox"/>	Acknowledgements	11/18/2015	MILPCM	FCN_20151118_130139	11/19/2015 1:04 PM	11/18/2015 1:01 PM	
<input type="checkbox"/>	Client Inventory	09/30/2015	MILPCM	FCN_20150930_173958	10/02/2015 7:50 PM	09/30/2015 5:39 PM	
<input type="checkbox"/>	Client Inventory	09/30/2015	MILPRI	FCN_20150930_173958	10/02/2015 7:50 PM	09/30/2015 5:39 PM	
<input type="checkbox"/>	Acknowledgements	08/11/2015	MILPRI	FCN_20150811_124425	08/12/2015 12:50 PM	08/11/2015 12:44 PM	
<input type="checkbox"/>	Client Inventory	07/23/2015	MILPCM	FCN_20150723_072319	07/23/2015 7:40 AM	07/23/2015 7:23 AM	
<input type="checkbox"/>	Client Inventory	07/23/2015	MILPRI	FCN_20150723_072319	07/23/2015 7:40 AM	07/23/2015 7:23 AM	
<input type="checkbox"/>	Acknowledgements	04/12/2016	MILPRI	FCN_20160412_074210	04/13/2016 7:50 AM	04/12/2016 7:42 AM	
<input type="checkbox"/>	Acknowledgements	04/02/2015	MILPRI	FCN_20150402_065742	04/06/2015 1:44 PM	04/02/2015 6:57 AM	

- Click on the small icons to the left of the report name to open in PDF or TEXT