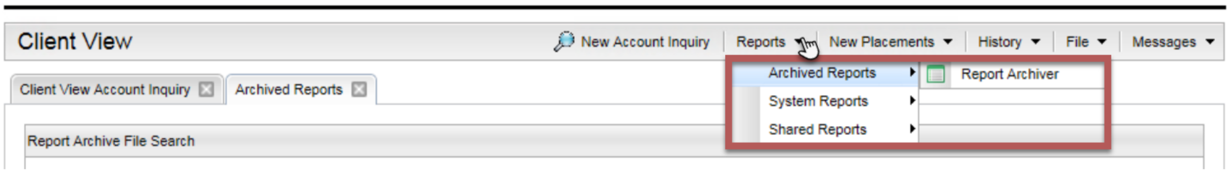
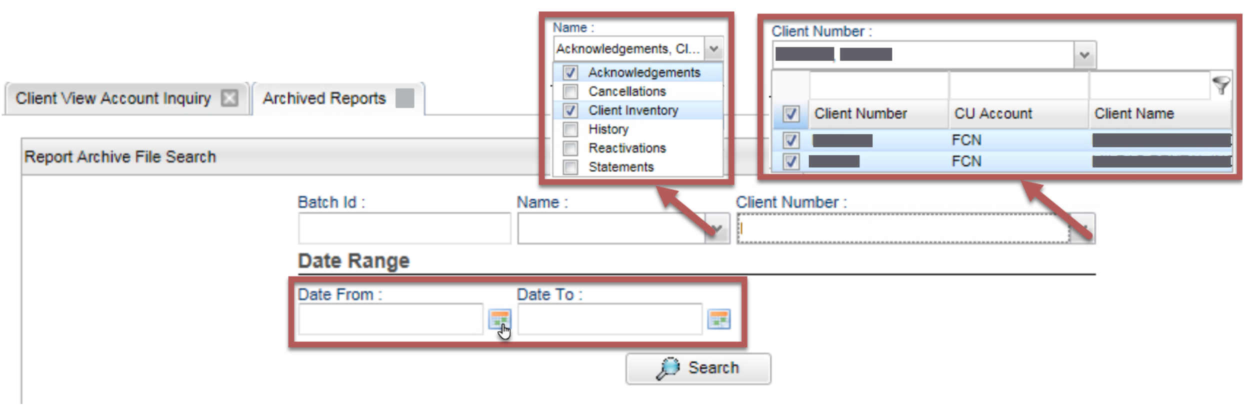
Get Reports

- Log into the portal.
- Go to the Report tab on the top menu bar.
- Select the dropdown arrow.
- Hover over Archived Reports and select Report Archiver.



- It will open a new “Archived Reports” tab.
- Complete the Archive File Search Form.
    - Leave Batch ID blank.
    - Click the dropdown arrow beside Name:
        - Place a checkmark next to each report you would like to see.
        - Click out of the box.
    - Click the dropdown arrow beside Client Number:
        - Place a checkmark next to the client code(s) you want to see reports for.
        - Click out of the box.
    - To find a report within a specific date range, click on the calendar and choose the correct date(s), or leave the date range blank to see all reports.



- Click Search.
- Your reports will show up in the bottom box.
- You will see Client Inventories and Acknowledgements.
- Click on the small icons to the left of the report name to open in PDF or TEXT

Archived Reports   Export Selected

Report Type	Description	Client Number	Batch Id	Email Date	Process...
Client Inventory	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Client Inventory	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Acknowledgements	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Client Inventory	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Client Inventory	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Acknowledgements	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Client Inventory	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Client Inventory	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Acknowledgements	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Acknowledgements	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]