

View Previously Generated Reports

To view Previously Generated Reports, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and select **View Previously Generated Reports**.



Application Tips

- When a report request is submitted and the Historical database is unavailable, an informational message appears stating, "Historical database is currently unavailable. All reports in Submitted status are processed when the Historical database is available." Report requests that are in **Submitted** status remain in **Submitted** status until the database is available and the report is generated. After the report is generated, a **Completed** status is displayed.
- When a report request is submitted and the report could not generate, its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.
- Report requests are user specific and are not viewable by other users.

2. The *View Previously Generated Reports* page appears as shown in Figure 1: The page lists reports that were requested within the last 7 days.
3. Select the **CSV icon** in the Download column to view your desired report. The report opens as a csv file.

Figure 1: View Previously Generated Reports

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
CIR File Status Report	07/19/2024 09:11:08 AM ET	▶	COMPLETED	
CIR File Status Report	07/19/2024 04:12:20 AM ET	▶	SUBMITTED	
CIR File Status Report	07/18/2024 04:17:13 AM ET	▶	ERROR	



Application Tips

- After the **CSV** file is downloaded, open it using Excel or Notepad.
- Duplicate report requests based on identical report parameters cannot be made within seven days, however, after 7 days a duplicate report request can be submitted.

4. The *File Download* dialog box appears. Select **Open**, **Save**, or **Cancel**.



Additional Buttons

- Select **Open** and the content of the file displays.
 - Select **Save to** and choose the location where you want to save the file.
 - Select **Cancel and** the dialog box closes. No data is saved.
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