



View Previously Generated Historical Reports

To view previously generated historical reports:

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **View Previously Generated Reports**.



Application Tip

Consider the following information about generating a Historical Report:

- When a report request is submitted, its status is **Submitted**.
- When a report is successfully generated, the status is **Completed** and available for download.
- 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 will be processed when the Historical Database is available.*" Report requests that are in **Submitted** status will 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.

3. The *View Previously Generated Reports* page appears. The page lists reports that were requested within the last 7 days. Click the CSV icon () in the **Download** column for your desired report.



Application Tip

After the CSV file is downloaded, it can be opened using Excel or Notepad.



Application Tip

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. Click **Open**, **Save**, or **Cancel**.



Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes and no data will be saved.