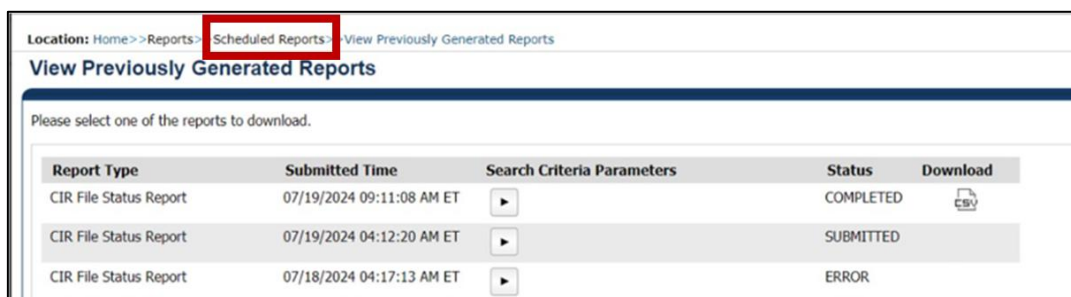## View Previously Generated Reports

To view previously generated historical reports, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and then select **View Previously Generated Reports**. The *View Previously Generated Reports* page appears as shown in Figure 1.

Figure 1: View Previously Generated Reports

2. Select the **CSV icon** in the Download column to view your desired report. The report opens as a csv file.

💡 **Application Tips**

- Once the Comma Separated Values (CSV) file is downloaded, it can be opened using Excel or Notepad.
- Previously generated reports are available for 30 days. Duplicate report requests based on identical report parameters cannot be made within the same 7-day period; however, after 7 days a duplicate report request can be submitted. Report requests are user specific and are not viewable by other users.
- The CIRA CSV Historical Report page is configured to download a maximum of 31 days of search results. This range parameter applies when a user searches using **Received Date, Check Capture Date, Settlement Date** or **Return Settlement Date**. The system will display an error message to you when searching for results beyond the configured range.

3. Select **Open**, **Save**, or **Cancel**.

🖱 **Additional Button**

- Select **Open** and the file content displays.
- Select **Save** and choose the location for saving the file.
- Select **Cancel** and the dialog box closes. No data is saved.
- Select **Cancel** again to return to the OTCnet Home Page. No data is saved.