Step by Step instructions for accessing findings report

1. Click on Reports tab on ACME screen
2. Click on “Report 07-Results letter
3. Add today’s date in “Results letter date” box
4. Add your initials in “CC Block” box
5. Drop down menu for “Salutation” and chose either one
6. Drop down menu for “Regional Representative” and select Bryan Ellis
7. Click “View Report” at top right of page
8. You will see a blue box that states:

**“Please select "Word designed by OfficeWriter" from the Export drop down on the menu bar above located to the left of the "Refresh" link button. When prompted, click the "Open" button to open the document in Microsoft Word. From there, you can print the document”.**

1. Drop down the “Export” box and select “Word designed by Office Writer”
2. You now have the option to Open/Save the file.

Use this report when monitoring your assigned customers. If you answer “No” to any of the monitoring questions, the finding will show up on this report. This report serves as a reminder to have all backup documentation saved for any of your findings on this list. It also helps to identify errors where the NO selection for a response was accidentally entered and you meant for it to be a YES. It is a good idea to check this daily when starting the official monitoring to keep track of your findings.