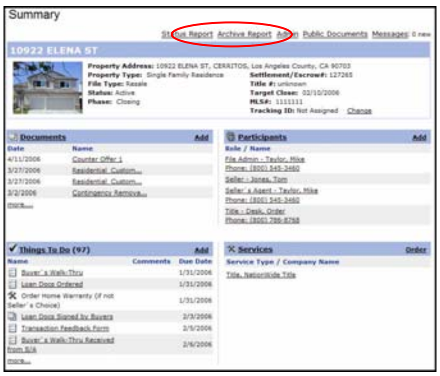
# Creating an Archive Report

Quick Reference Guide

1. Go to the logon page and enter you user name and password then click *Logon.*

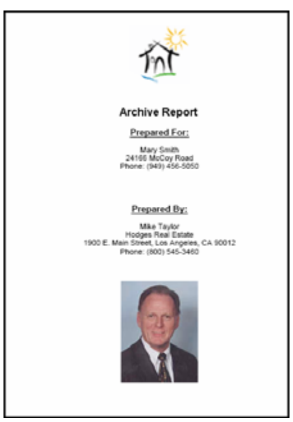

2. From the *Home* page click on the subject Property for your Archive Report.


3. From the Summary page click on the *Archive Report* link.




4. In the *Archive Report* screen follow the steps to determine which sections to include, choose the branding and your delivery method. Then click the *Generate Report* button.

5. If you chose to wait for your report, do not close the window until the report has been generated.

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