

## **Starcard Online Quick Reference**

### Reports

Find and download reports, Schedule a Report to receive it via email and Request a Report to download the reports available online. Availability of some Report Type is dependent on Account set up. Call CSC for more information.

### **Reports > Find Reports**

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#### 1. Go to Reports Menu > Find Reports Sub-menu > Stored Reports Section

- 2. Set filters as needed
- 3. Click the "Search" button
- 4. Available Reports for the account/s will populate at the bottom of the screen
- 5. Click the "Export" button. A report in CSV file format will be generated which gives an option to "Open" or "Save" the file to your computer or "Cancel" the export report request



# **Starcard Online Quick Reference**

#### **Reports > Request a Report**

It shows all the available customer Ad Hoc reports configured in the system.

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- 1. Go to Reports Menu > Request a Report Sub-menu > Ad Hoc Reports Section
- 2. Click the "Report Name" of the needed report (another window will pop-up)
- 3. Set the "Report Parameters"
- 4. Enter the "Email Address" where the Ad Hoc Report should be sent or leave it blank to have report to be delivered via the browser
- 5. Click on the "Generate" button
- 6. A confirmation message at the top of the screen will show up stating "Success! Email has been submitted."