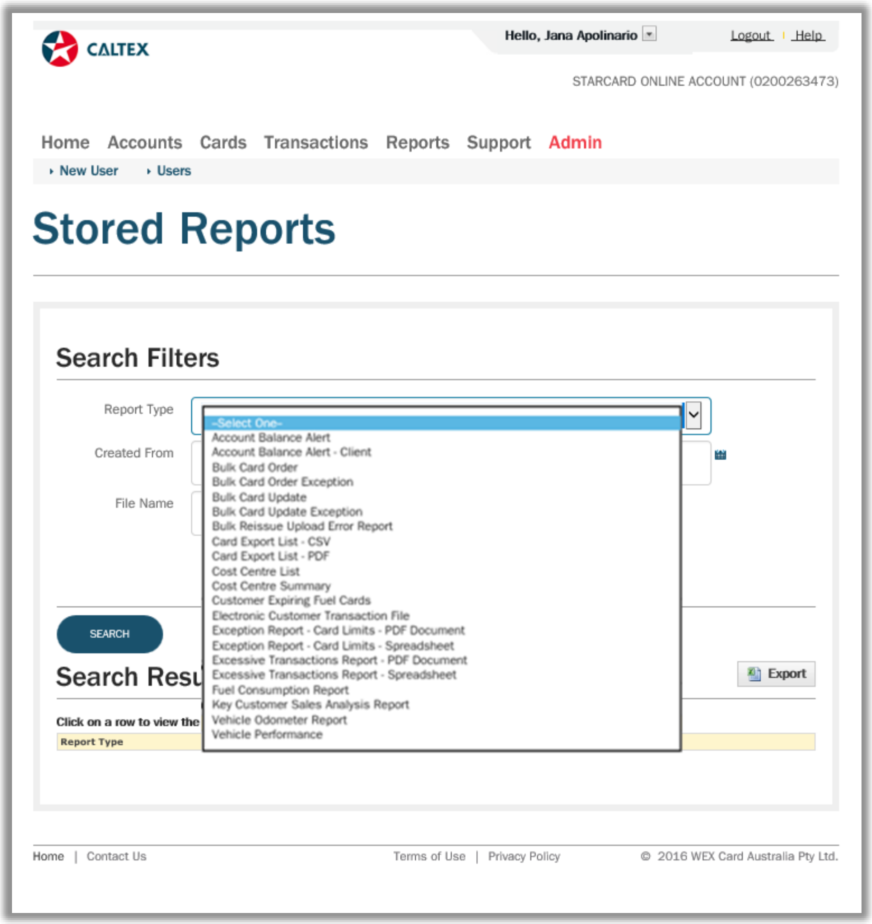
Starcard Online Quick Reference

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.

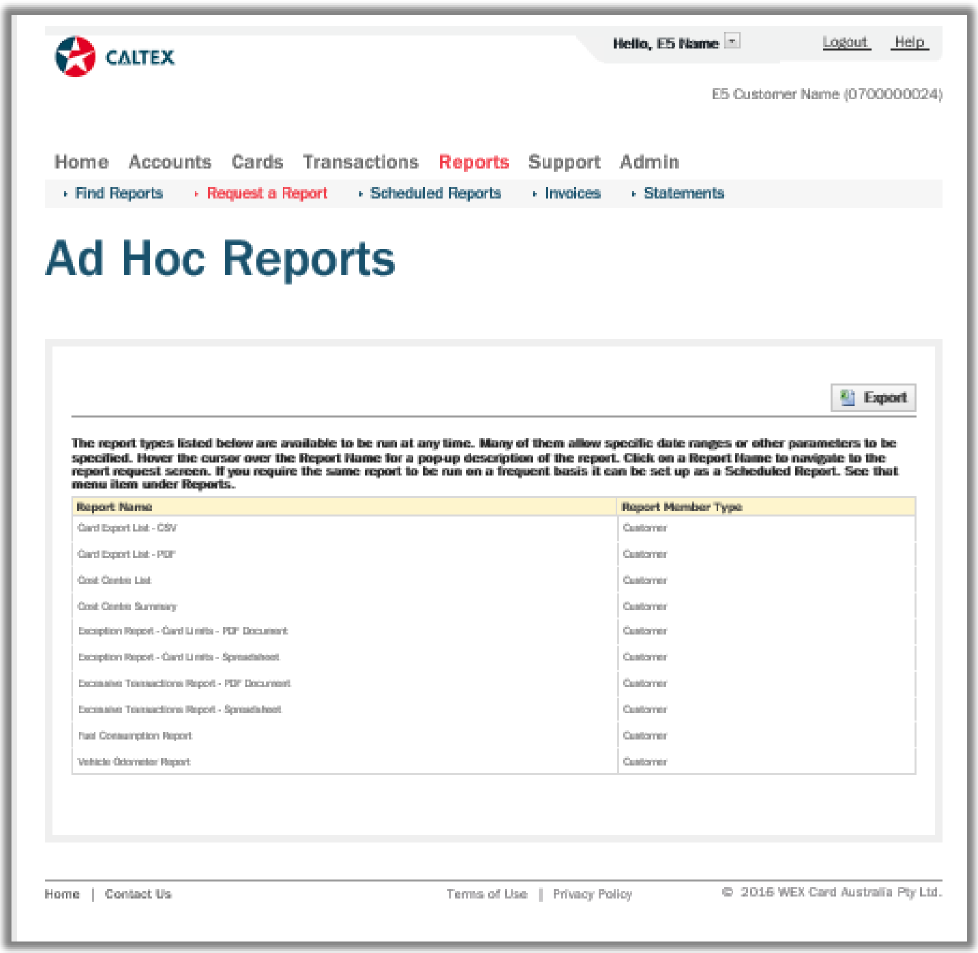
Reports > Find Reports



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

Reports > Request a Report

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



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."