

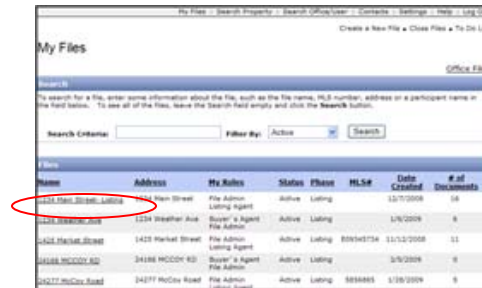
# Creating an Archive Report

Learn how to compile a report that includes all your documents and folder information. This report may be given to your client or kept as a complete record of the file for your own use.

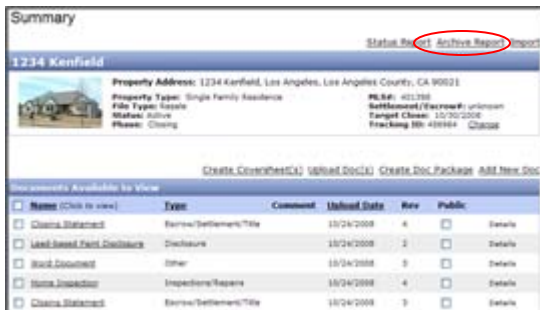
1. Go to the logon page and enter your user name and password then click **Logon**.



2. From the **My Files** page, choose the document folder you wish to create an Archive Report for by clicking the file name.



3. From the Doc Manager **Summary** screen, click on the **Archive Report** link.



4. On the **Archive Report** screen, follow the steps to determine which information 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.

