

Using Reports

(Secure Portal Guidance)



Using Reports

There are a number of useful reports available to Secure Portal users. Navigate to the Reports pages for more details.

To utilise any of the reports within the menu, simply click the report name. When the report screen appears, you may be asked to enter parameters for the report before being able to click 'View Report'. We recommend that you export the data into MS Excel (using the disk icon), to be able to utilise the data if necessary.

If you require any further information, or if there is a new report that you would find beneficial, please [contact your Customer Service Advisor](#).

Click here to return to the [Secure Portal Guidance Menu](#).

More Information?

For more information, [contact your Customer Service Advisor](#), who will be happy to help.