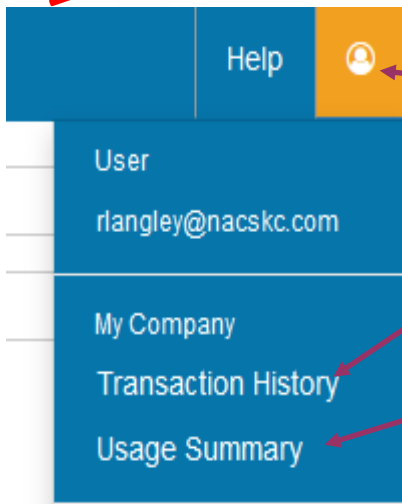




USAGE SUMMARY & TRANSACTION HISTORY

Missing the Usage Report
Members can access their Usage Summary and the Reports that have been ordered by Date



Click on the Round Icon - top Right of your Group Portal

From the Drop Down select

Transaction History

Usage Summary

Usage Summary

Start Date:	8/1/2020	End Date:	8/28/2020
Name		Qty	
NACS TRADE REPORT		3	
GROUP/MINI REPORT		1	
ASK MY ORG ADD ON		2	

The Usage Summary will show the Quantity of Each Report Type Ordered
You can select the date range within the Usage Summary and the Transaction History Tabs
Here You can also Filter by Login or Description

Transaction History

Export	Start Date:	End Date:	Filter:	Description						
Id	Date	Description	Type	Rating DBT	Risk Score	DBT	Cos	Login	Reference	
19683344	8/26/2020	DENVER CUTLERY PROPERTIES LLC	NACS TRADE REPORT	10K-8	80	6	6	credit@		
19677676	8/25/2020	TITAN FOOD SERVICE SOLUTIONS	GROUP/MINI REPORT	NOT AVAILABLE		0	6	Unknown	Group Response	

By clicking any Account above will open the credit report as it was ordered

Transaction History will List all Reports ordered within the selected Time Frame

***Please Note that all RFI's will show as Unknown Login*