

Commission Reports Help

Navigation Tools

When you Sign In, the **Commission Reports Menu** displays with a list of the Commission Reports you can request.

The Help link always displays in the upper navigation bar. From any place the application you can click Help to access the Online Commission Reports Help.

Security

For increased security, the Commission Reports application will time out after 35 minutes of inactivity, and you will need to sign in again.

Commission Reports

On all the Commission Reports pages, the upper right displays three links: Edit Profile, Change Password, and Sign Out. Throughout the application you have the option to edit your profile, to change your password, or to sign out.

Always click Sign Out to close the Commission Reports. Do not click the X.

Edit Profile Process

The Edit Profile process allows you to edit your profile. Click Edit Profile to display the **Edit Profile** page. Make the changes, and then click Update. A confirmation message displays: "Your profile has been changed." Click OK to accept the changes and return to the previous inquiry page.

Change Password Process

Use this process to change your password.

1. Click Change Password to display the **Password Change Request** page.
 - a. In the Current Password field, enter in your current password.
 - b. In the New Password field, enter in your new password.

Passwords must contain eight alphanumeric characters.

- c. In the Confirm Password field, reenter your new password.
2. Click Update to accept the changes and display the **Password Change Information** window; then, click OK to return to the previous inquiry page.

Accessing the Commission Reports

On the **Commission Reports Menu** page, the Reports are listed along with a description of each Report. Click the Report you want to request; the Report expands to display the parameter fields in which to either select data or enter data. You can request up to 24 months of data for any time frame.

- Enter the data in the fields, and click Submit to generate the report and display the **Reports Requested** page.
- The Report Processing Status column indicates the report is processing; when the processing is complete, the report type (either Text File or PDF) displays as a link in the Data File column. You can view the report, or you can choose to save and download it.

View the Requested Reports

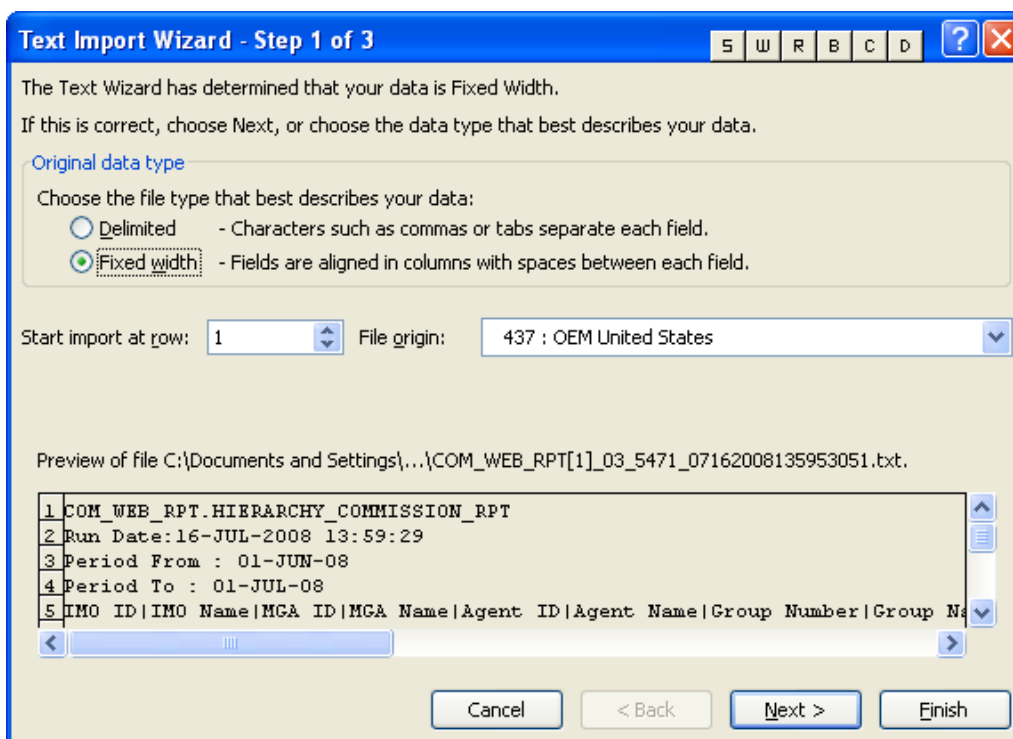
To see the reports you have requested, click the Reports Requested link on the **Commission Reports Menu** page. The **Reports Requested** page displays listing the report(s) you generated during the previous 48 hours; after 48 hours the report(s) list is deleted.

- Click the link to display the report; then, click the X to close the report.
- To return to the **Commission Reports Menu** page, either click Menu or click a Report title.

Import a Saved Text File to a Spreadsheet

To make the Text File easier to read, you can download the report and import it into a spreadsheet. To import into a Microsoft Office Excel spreadsheet, follow these steps.

1. Download the Text File.
 - a. When the Text File is open, click File|Save As... to display the **Save Web Page** dialog.
 - b. In the **Save in:** field, accept Desktop (the default).
 - c. In the **Save as Type:** field select Text File (*.txt).
 - d. Select the appropriate Text File from the document list, and click Save.
2. Import the Text File.
 - a. Access Excel, and click Open.
 - b. In **Files of Type:** field select Text Files.
 - c. In **Look In:** field, select Desktop, click the appropriate Text File, and click Open.
3. The first Text Import Wizard dialog displays.
 - a. **Text Import Wizard – Step 1 of 3.** Under **Original data type**, select Delimited, and click Next.



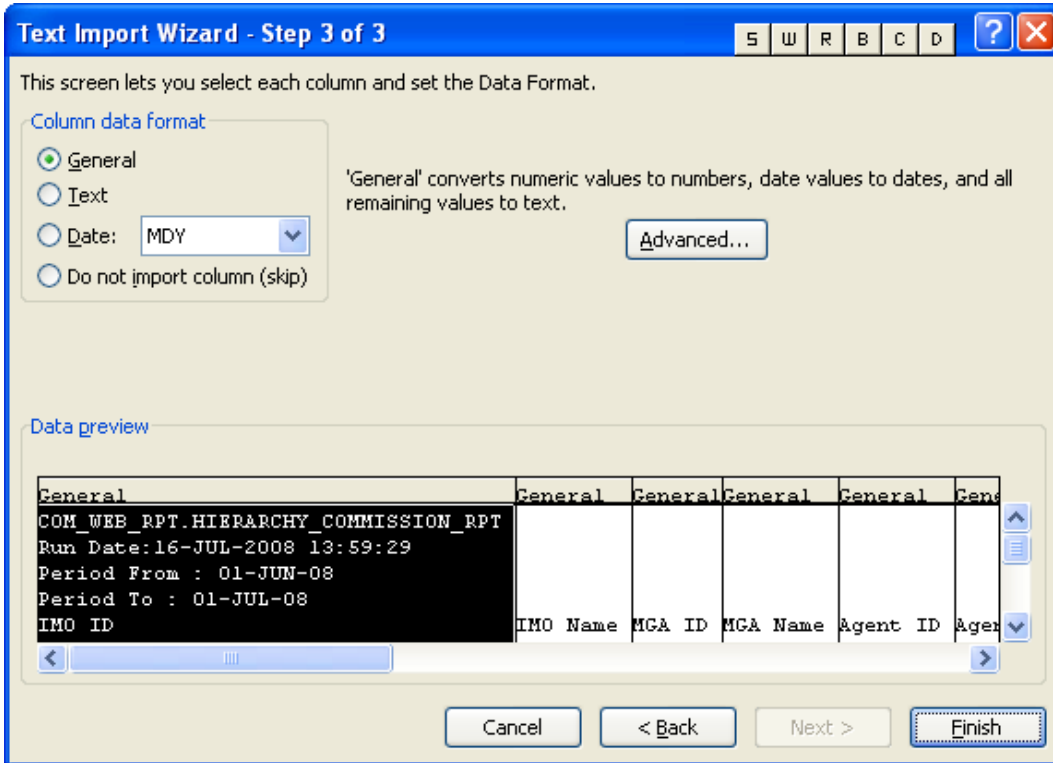
- b. **Text Import Wizard – Step 2 of 3.** Under **Delimiters**, deselect Tab.



- c. Now select Other, insert the pipe delimited symbol in the field, and click Next. (The pipe symbol is on the key above Enter; press Shift+|.)



- d. **Text Import Wizard – Step 3 of 3.** Under **Column data format**, accept General (or select another appropriate format). **Data preview** displays what the selected format looks like.



- e. Click Finish to display the report on the spreadsheet.
- f. Save the renamed Excel spreadsheet to the appropriate location.