

Download Report from SCO

You can save PDF reports when selecting the **View Reports by Date** or **View Reports by Name**. **Download Report from SCO** allows you to save multiple reports at once.

1. From the Online Reporting menu, click **Download Report from SCO**.

The screenshot shows a web application interface with a dark red header containing 'Applications' and 'Logoff'. Below the header, a light blue box contains the text 'Welcome' and 'Please make a selection from options below.' A white box with a purple border contains three buttons: 'View Reports by Name', 'View Reports by Date', and 'Download Report from SCO'.

2. Click **SELECT** next to a **SYSID** (or click the **Filter by SYSID** drop down menu to select a **SYSID**).

The screenshot shows a screen titled 'Select SYSID for Download'. It has a 'Filter by SYSID' dropdown menu and a checkbox for 'All SysIDs'. Below is a table with columns 'SYSID', 'Title', and 'Authority'. The first column contains 'SELECT' buttons for each row, which are highlighted with a red box.

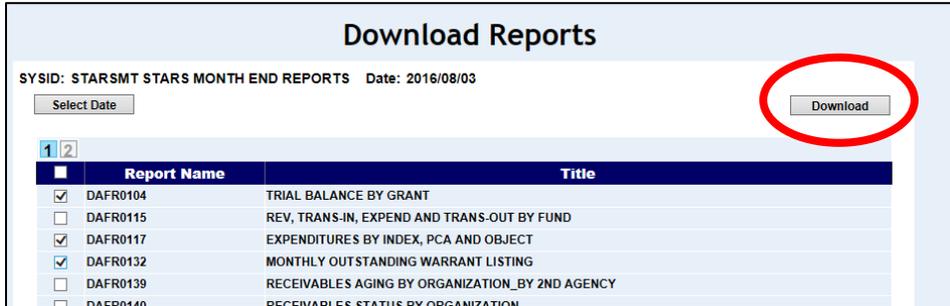
	SYSID	Title	Authority
SELECT	DSAONLY	DSA - INTERNAL REPORTS	ADMINISTRATIVE
SELECT	FASMT	FAS MONTH END REPORTS	ADMINISTRATIVE
SELECT	FASQT	FAS QUARTERLY REPORTS	ADMINISTRATIVE
SELECT	FASWK	FAS WEEKLY REPORTS	ADMINISTRATIVE
SELECT	FASYR	FAS FISCAL YEAR REPORTS	ADMINISTRATIVE
SELECT	FCNTRL	FAS DAILY CONTROL REPORTS	ADMINISTRATIVE
SELECT	FFINCL	FAS FINANCIAL REPORTS	ADMINISTRATIVE
SELECT	FTABLE	FAS TABLE REPORTS	ADMINISTRATIVE
SELECT	QUAL	STARS QUAL REPORTS	ADMINISTRATIVE
SELECT	SCNTRL	DSA DAILY CONTROL REPORTS	ADMINISTRATIVE
SELECT	SFINCL	DSA DAILY REPORT REQUESTS	ADMINISTRATIVE
SELECT	STABLE	STARS TABLE REPORTS	ADMINISTRATIVE

3. Click **Select** next to a **Run Date** (or enter a date range (yyy/mm/dd) to filter the report list by, click **Find**, and then select a date).

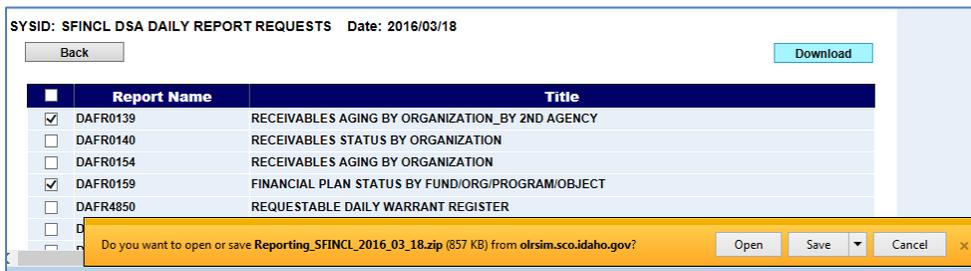
The screenshot shows a screen titled 'Select Date for Download'. It displays 'SYSID: STARSMT STARS MONTH END REPORTS'. There is a 'Select SYSID' button, a 'Filter by Date Range (YYYY/MM/DD)' input field, and a 'Find' button. Below is a table with a 'Run Date' column and 'Select' buttons.

	Run Date
Select	2016/08/03
Select	2016/07/12
Select	2016/06/03
Select	2016/05/04

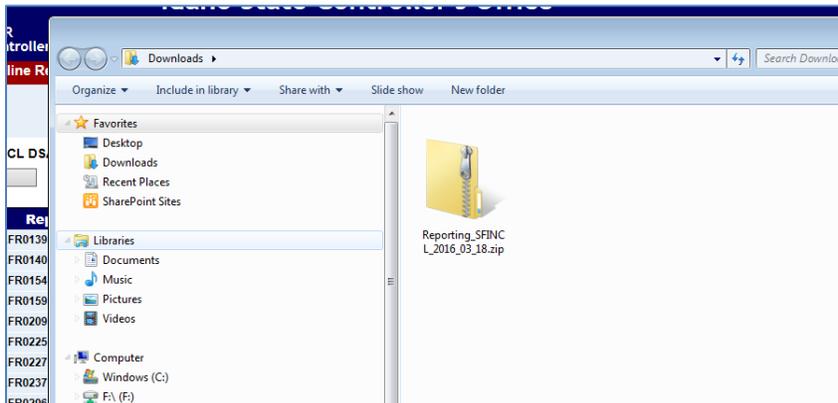
4. Click the check boxes next to the reports you want to download.
5. Click **Download**.



6. Click **Save**, or click the drop down menu and then click **Save As** to choose a specific location to save the file to.



7. Click **Open Folder** if you want to view the file immediately.
8. Double-click the zipped file, and then double-click the folder will be displayed to view the list of PDF reports. Open each as needed.



9. If you have saved the file, but did not open the file or you want to view the download later, you can (depending on your browser setup) find your downloads by clicking the **gear icon** in your browser and then **View Downloads**, or click **Tools, View Downloads**.

