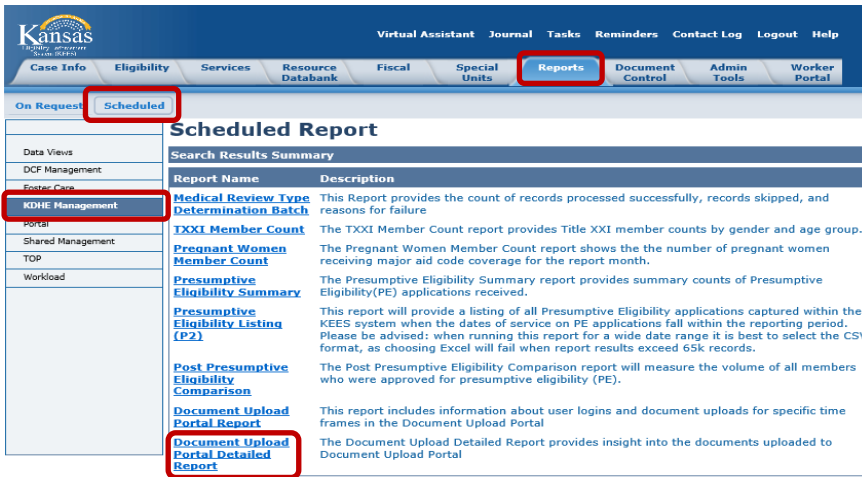


# Document Upload Portal Detailed Report



The Document Upload Detailed Report provides information about the documents uploaded to the Document Upload Portal.

The report includes the following fields: Upload Date Timestamp, Case Number, Client Name, Username of the person who uploaded and File Name.

The Document Upload Portal Detailed Report is ran on a regular schedule and retained for end users to retrieve based on time frame. The Document Upload Detailed Report opens in Excel.

1. Select **Reports** from Global Navigation. The Local Navigation defaults to **On Request** and the **Report Search** page displays.
2. Select **Scheduled** from Local Navigation. The **Scheduled Report** page displays.
3. Select **KDHE Management** from Task Navigation.
4. Click the **Document Upload Portal Detailed Report** hyperlink.
5. The **Scheduled Report Detail** page displays.
6. Update the **Run Begin Date** and/or **Run End Date** to broaden or limit the **Search Results Summary**. Click the **Search** button.

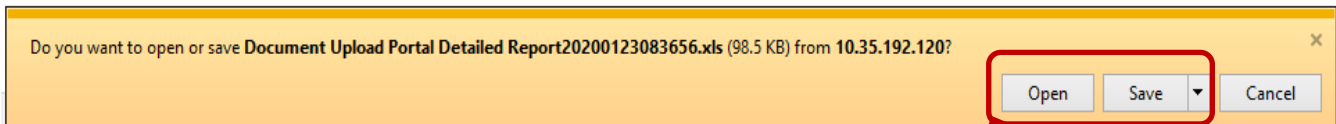


The Document Upload Detailed Report is run nightly.

The most current report displaying will be from the previous day.

Data will be available for the past 3 months.

7. The screen automatically loads and displays a chronological list of **Report Run Dates** for the designated time frame.
8. Click the **Report Run Date** hyperlink to access the report the user wants to view. A dialogue box opens and allows the user to either *Open* or *Save* the report.



**Document Upload Portal Detailed Report**  
 Produced on : 01/23/2020 08:36:56 AM

Date: 01/09/2020

Upload Date Timestamp	Case Number	Client Name	User ID	File Name
01/09/2020 10:34	20002356	Ryan, Chuck	MarySmith2	Chuck Ryan 20002356 Income.pdf
01/09/2020 10:34	200032122	Braddock, Laura	MarySmith2	Laura Braddock Case 200032122.pdf

Each row is associated with a document uploaded by an end user to the Document Upload Portal. This report will aid in tracking document uploads to the portal and help troubleshoot incorrect or insufficient uploads.