Type: Post-Sale Requests Report feature.

Feature Description: Report of all existing or pending Post-Sale requests which can be viewed on-screen or exported to Excel.

- 1. From the "3 lines" icon in top left corner,
 - Click "Accounts" clock icon
 - Click "Report" Paper/magnifying glass icon



2. Fill in the following headers: **Request type, Status, Seller, Buyer, Date Range**. Then click **"Search"**.

Post-Sale Report





3. Based on the previously selected criteria, all existing Post-Sale requests will appear, which can either be viewed on-screen or in an Excel spreadsheet by clicking "**Export to Excel**." (**NOTE:** *If exporting to Excel, keep in mind to change "Items Per Page" based on the number of requests there are*).



NOTE: While reviewing requests on screen, you have the option to click on an individual request to open it up and view that request ID details page, then click the back arrow in the top left-corner to return to previous reports view page with headers/filters remaining.



