Generate a summary report

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Overview

You can get a summary report of the selected requests. The report will be in CSV format and will have the following information about the requests:

- Title
- Type of request
- Submission Date
- Number of emails/files in the source
- Number of emails/files in the destination
- Total data synced in bytes
- Status of the request
- Request ID
- Job ID

Steps to generate a summary report

1. Log in to the LegacyFlo application.
2. Filter the list of requests using the **Search** menu accessible by clicking on the **Search** button in the top menu.
3. Select the **Summary Report** option from the menu in the top right corner of the screen (depicted by three horizontal lines).
4. In the **Share Report** pop-up box, specify the email id which will receive the report. Click on **Submit**.
5. The report will be sent to the email id specified.