

Get a detailed report of requests

Overview

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

Steps to submit a request to create and receive the detailed report

1. [Log in](https://docs.mithi.com/home/how-to-login-to-the-legacyflo-application) (https://docs.mithi.com/home/how-to-login-to-the-legacyflo-application) to the LegacyFlo application.
 2. [Filter the list of requests using the Search](https://docs.mithi.com/home/how-to-search-for-a-migration-request-in-the-legacyflo-application) (https://docs.mithi.com/home/how-to-search-for-a-migration-request-in-the-legacyflo-application) menu accessible by clicking on the **Search** button in the top menu.
 3. Select the **Detailed 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.
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