

Saving Confirms

In MY DOCUMENTS

Create a folder within your MY DOCUMENTS folder for confirms.

In CSS Sabil:

Go to: **REPORT DISTRIBUTION**

Select: **INDIVIDUAL TRADE CONFIRMATION**

Enter date range: **ENTER DATES FROM – TO** (IF ONLY FOR CURRENT DATE, BEGIN & END WITH SAME DATE)

Select option button: **ENTITY**

Enter your branch office in: **Look Up box**

Press **ENTER** key

The “current look up details” will change to show your entity and load the reports requested.

Select option button: **SAVE TO DISK** – now this will not save the file to a “disk” but rather to a folder that you have to create in my documents or wherever you feel comfortable. I suggest my documents as that is the easiest way to locate items when burning to a CD.

If you selected one single day in the date range:

No list will appear

Click on **VIEW SELECTED REPORTS**

If you selected more than one day in the date range:

Click on **LIST REPORTS**

A list of reports will appear. You have a two options here in which way you want to save them.

- 1) Select All – this will select all the confirms that appeared from your date range search (this will bring up each days confirms in a separate report, one right after the other which makes it difficult to name each file as you save it)
- 2) Select each confirm individually (takes more time, but much easier to name each file as you save it)
(my preference is to select each one separately – I’ve found that to be much easier)

Select (check box under View? column) which file you want to save from the list (if doing each confirm individually – if doing a “select all” each will load in succession)

Click on **VIEW SELECTED REPORTS**

A “**SAVE AS**” window will appear. Make sure the folder or path that appears is where you want to save the file. You may see that your CD burner drive appears. **DO NOT USE THAT FOLDER.** It will not burn it to the CD; you will get an error message. Select the folder you created to save confirms in.

Name the file you are saving with the date of the confirm **and save**. You will get a confirmation pop-up box that shows where the confirm was saved. Click OK. The actual PDF file (confirm) will come up. Simply close it and answer “no” to saving the changes.

Go on to the next confirm.

When you have saved all the confirms you need to, burn the folder “CONFIRMS” onto a CD using your computers software for burning CD’s.

A suggestion: do not close the session on the CD. This will allow you to add additional files to the same CD. It is feasible to retain almost a years worth of confirms on one CD.