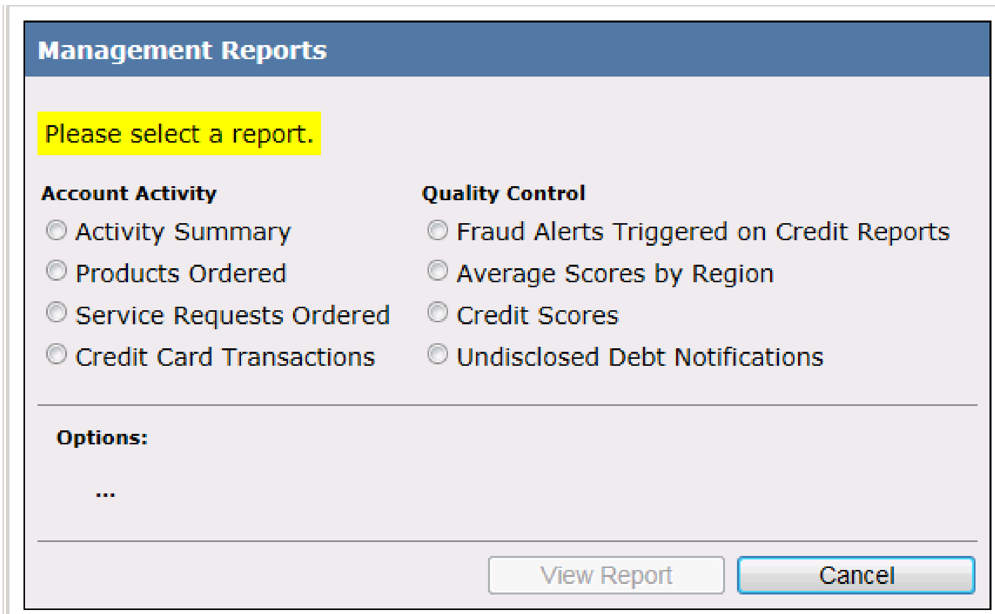
Advantage Credit **Management Reports**

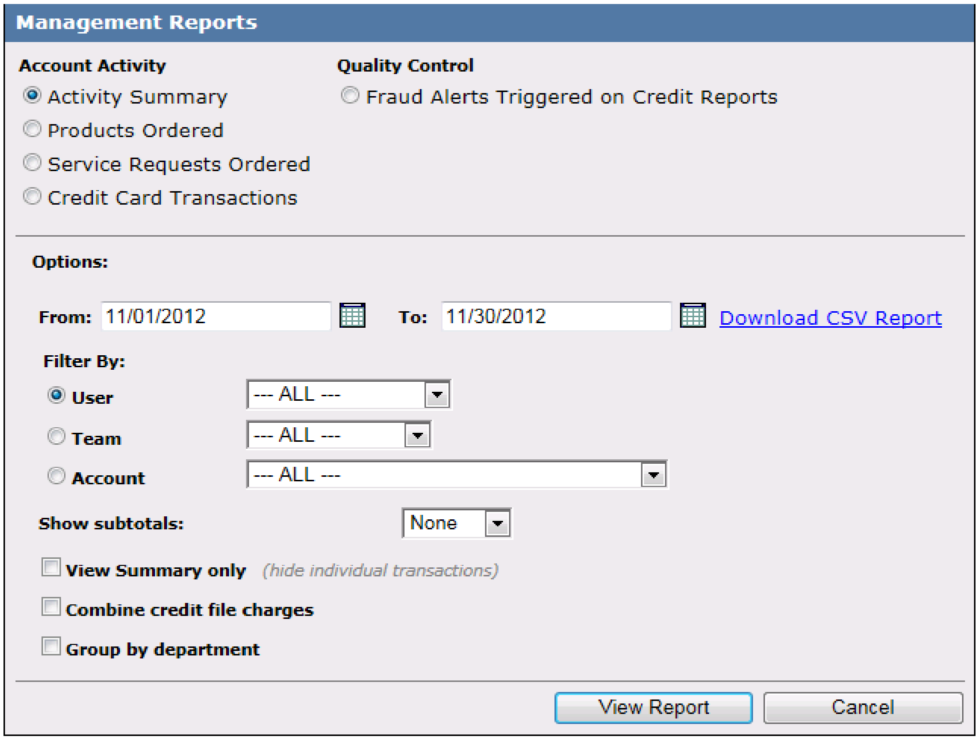
Administrators and those with access to view invoices can use the **Management Reports** feature to get daily and weekly activity summaries for all users in their company. To access this feature from the main desktop, click the **Management Reports** link under the **Tools** section



This screen allows you to generate daily, weekly, and overall report summaries within a given date range

Activity Summary

This screen allows you to generate daily, weekly, and overall report summaries within a given date range.



Options

- User - Allows you to see an activity summary for all or a specific user. Selecting **ALL** will not include users in sub-accounts.
- Team - Allows you to see an activity summary for all teams or a specific team. Invoice items may appear multiple times if a user belongs to multiple teams.
- Account - Allows you to see an activity summary for all users in a specific branch. Selecting **ALL** will include all users in both the master and sub accounts.
- Show Subtotals - You can add subtotals to the report and the subtotals can be sorted Daily, Weekly, or Monthly. If you filter by User the options None and User also appears. If you filter by Team the option Team will appear. If you filter by Account the options None, Account and User appears.
- View Summary only - If you would like to hide all the individual charges and view a summary only, check this box. Note: if you check this box the Combine Credit File Charges will become disabled.
- Combine Credit file charges - Checking this box combines multiple charges within a single credit file into one entry.
- Group by department - Check this box to group activity by department. This is disabled if you filter by Team or Account.

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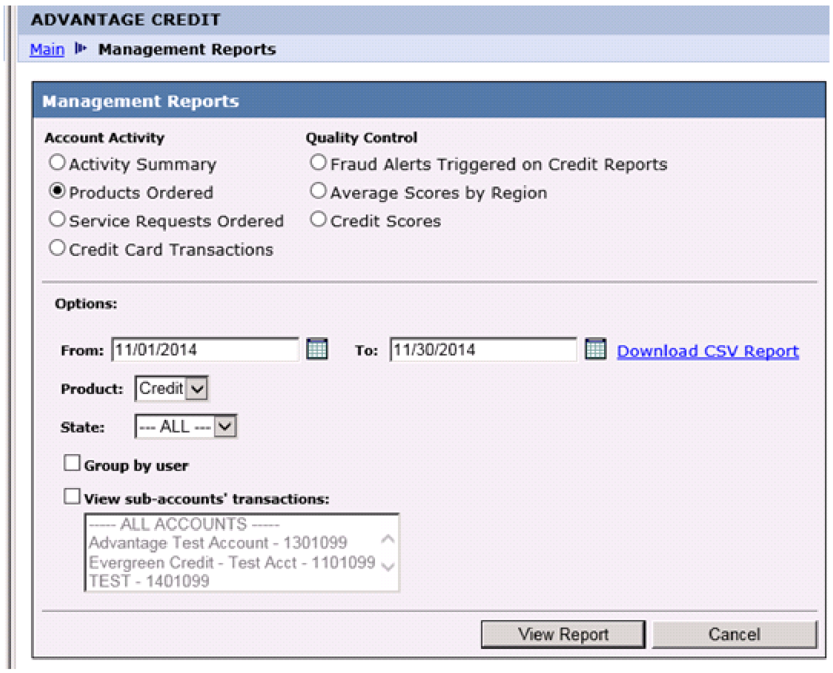
Products Ordered

This screen allows you to generate summaries of products ordered within a given date range.



Options

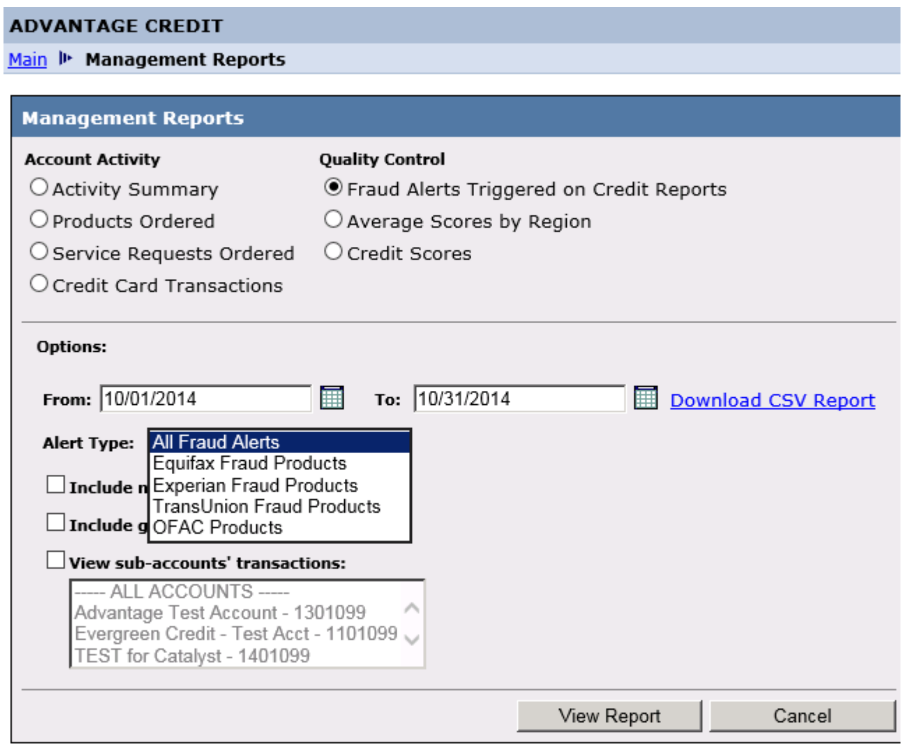
- Product - There are two options to choose from, Credit and Flood.
- State - Filter the products ordered report by selecting the desired State.
- Group as User - Check this box to group the products ordered by user.
- View sub-accounts' Transactions - Check this box to include sub accounts in the report. If you would like to select multiple users but not all, hold down the Ctrl key and click on the sub-accounts you would like to include.

Service Requests Ordered

This report allows you to generate report summaries of service requests, like Fact Act Mail Merge, that were ordered within a given date range.

Fraud Alerts Triggered

This screen allows you to generate report summaries of fraud alerts that were triggered on credit reports within a given date range.

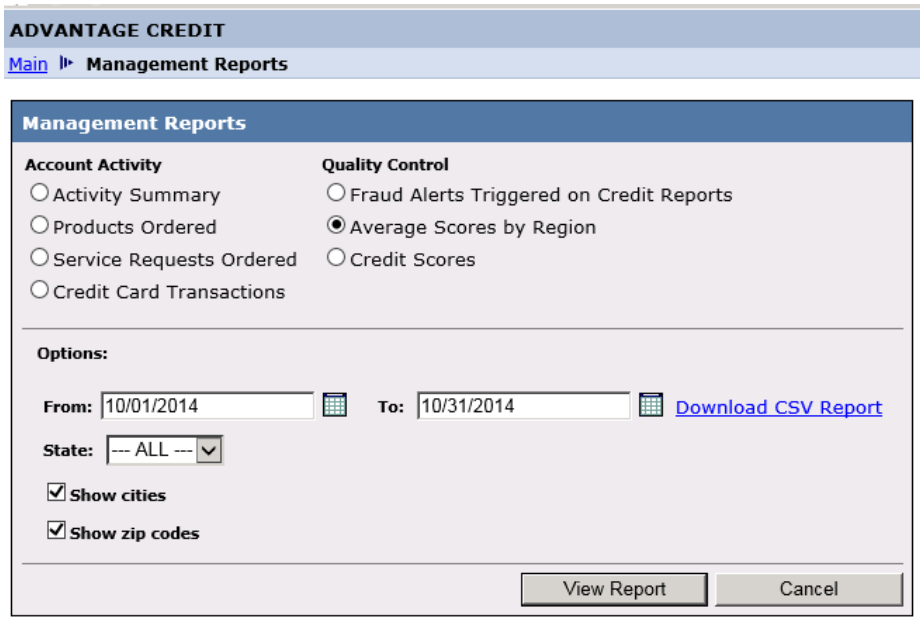


Options

- Alert Type - This drop down gives you the choice of All Fraud Alerts, Equifax Fraud Alerts, Experian Fraud Alerts, TransUnion Fraud Alerts, and OFAC products.
- Include No-Hits - Shows available and clear fraud records.
- Include general alerts - Checking this box will bring up alerts that do not necessarily indicate fraud, such as active duty alerts and credit data suppression.
- View sub-accounts' transactions- Check this box to include sub accounts. If you would like to select multiple users but not all, hold down the Ctrl key and click on the sub-accounts you would like to include.

Average Scores by Region

For companies which span across different regions there is an ability to look up average credit scores by bureau for a particular region.



- State- Allows you to see a report based on all states or only one state.
- Show cities- Check this box to break up the report by cities.
- Show zip codes- Check this box to break up the report by zip codes. If show cities is checked than the report will be broken up by cities first

Credit Scores

- This screen allows you to generate a report listing all the credit scores pulled by the company within a certain period. Credit analyzer will show the possible score increase.