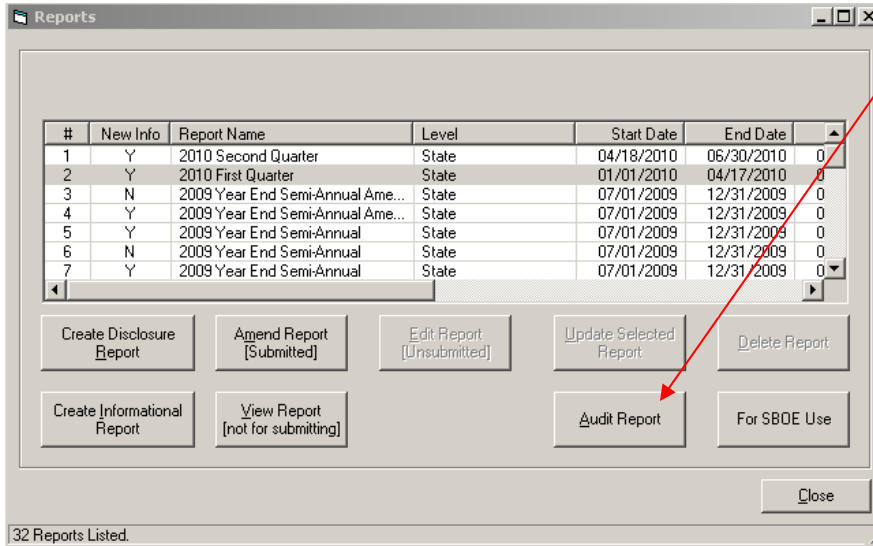
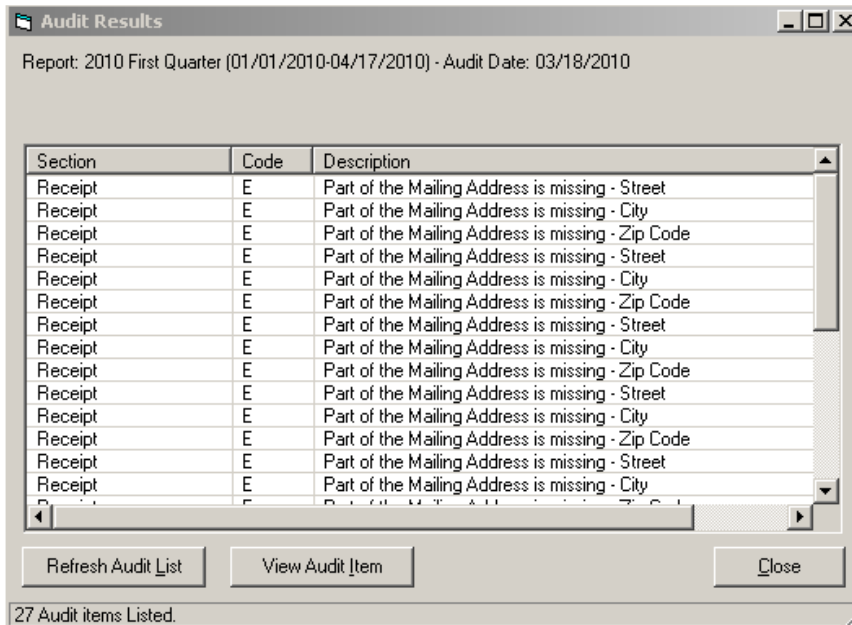


## Audit a Report

You should audit a report before sending as this will highlight any missing data. To audit a report go to Reporting → Report Information. Highlight the report and select Audit Report.



A list of Audit Results will be shown:



Highlight an entry and select "View Audit Item." This will bring up the entry screen. You can then make your changes and additions and save the entry. Back at the Audit Results screen you can then select "Refresh Audit List" and this will remove the corrected entry from the list.

Remember: Best efforts are required when securing information such as address and occupation information from contributors.