



SICPATRACE run a report (all users)

Reports available depend on your role. Reports can have filters by date or other parameters, and can be exported to email to store locally.

9 Steps

Created by

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Last Updated

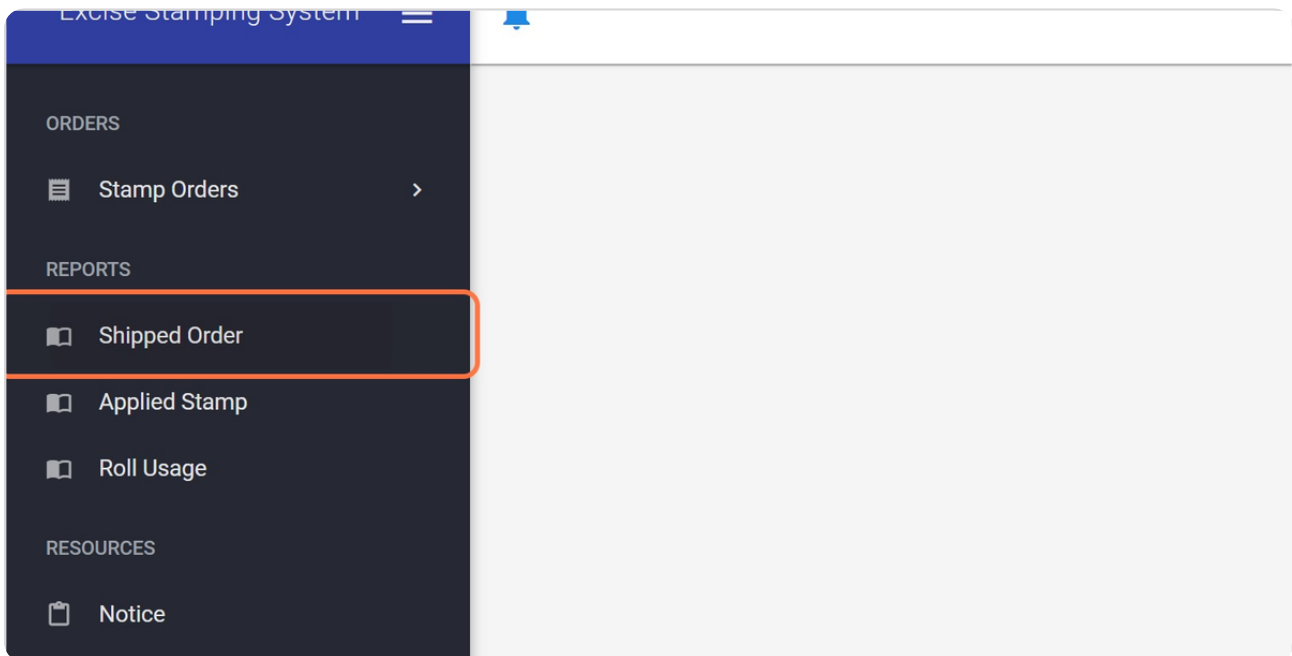
April 25, 2022

STEP 1

Go to SICPATRACE web page and login as shown earlier

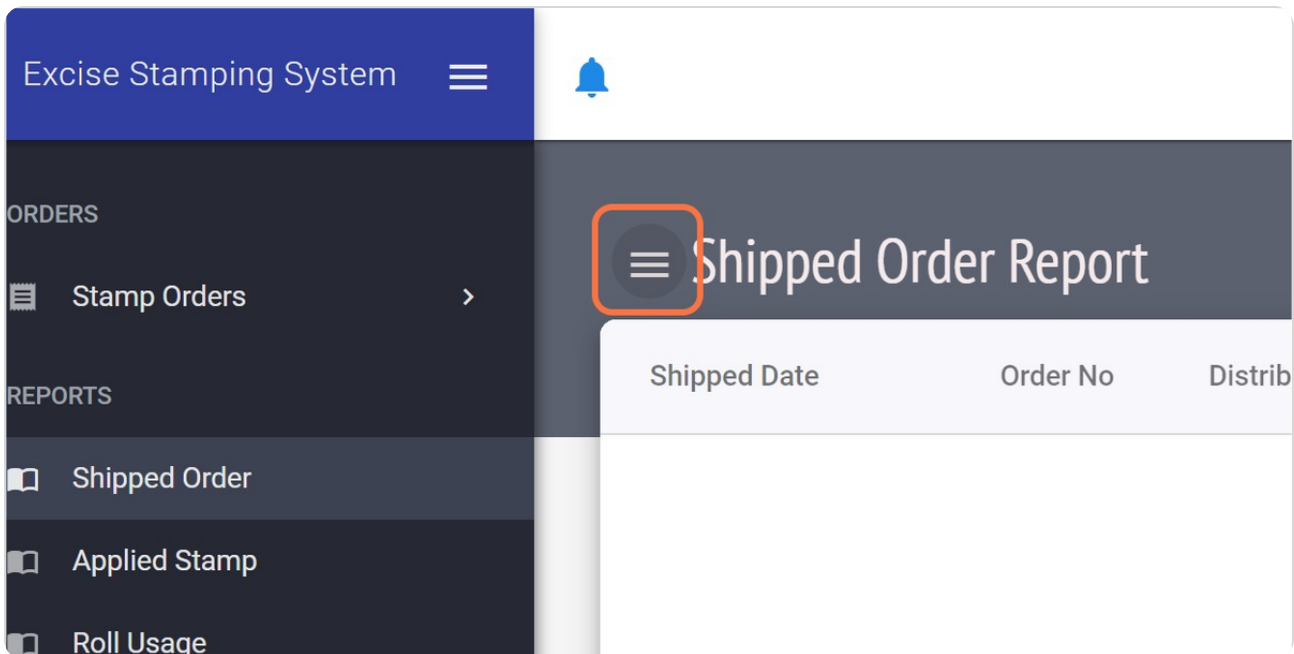
STEP 2

Click on the desired report type



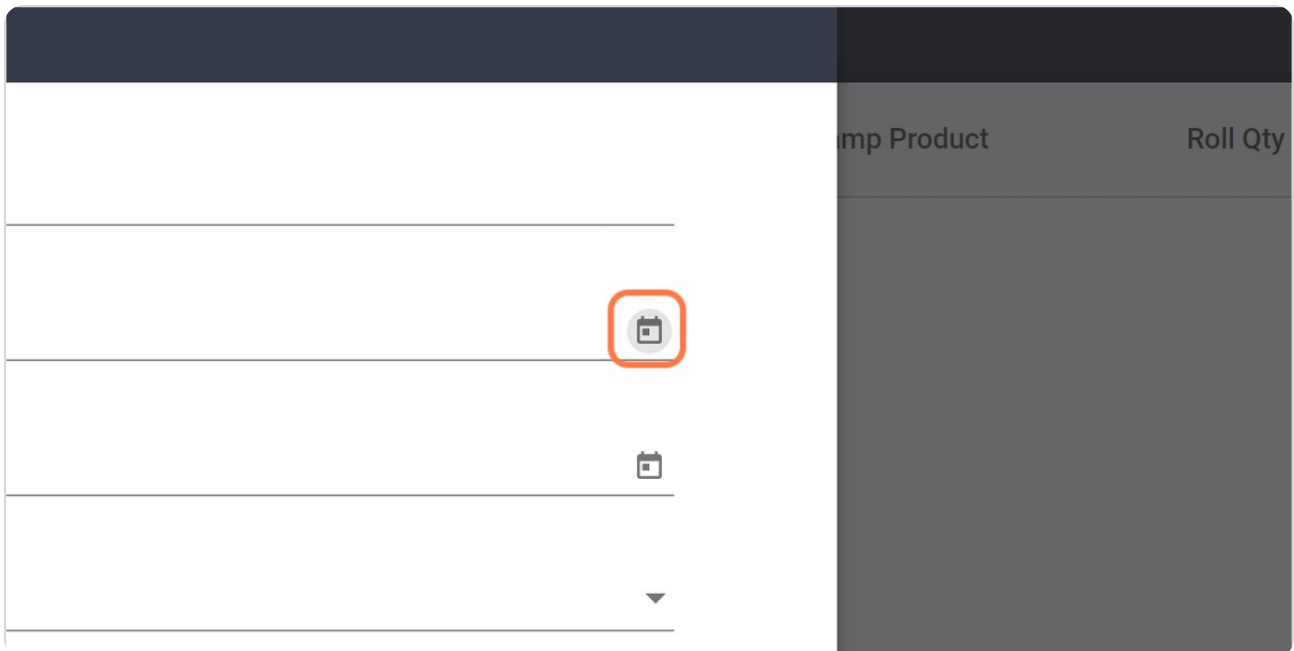
STEP 3

Click on the "hamburger" icon, three parallel lines, to access filters



STEP 4

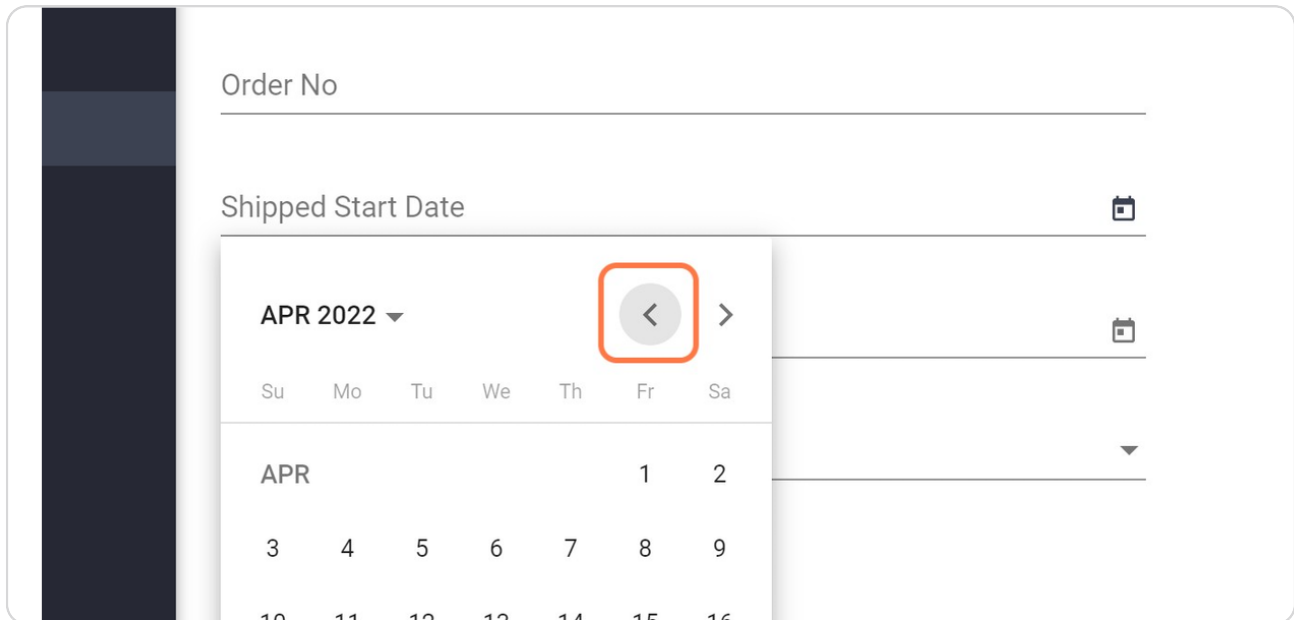
Click on Open calendar to set a start date



STEP 5

And then select an end date

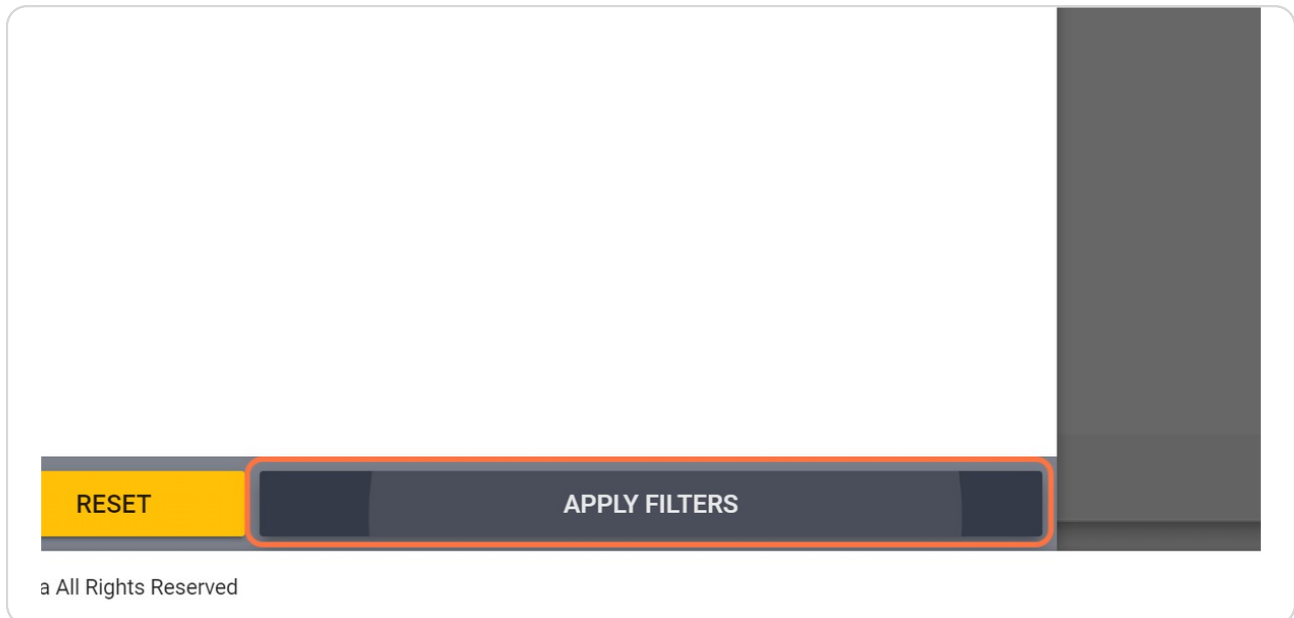
Most reports are date-driven; even if a date is not mandatory, limiting the date range searched results in faster report results.



The screenshot shows a form with two input fields. The first field is labeled 'Order No'. The second field is labeled 'Shipped Start Date' and has a calendar icon to its right. A calendar dropdown is open, showing 'APR 2022' with a dropdown arrow. A left arrow icon is circled in red. Below the month/year, the days of the week are listed: Su, Mo, Tu, We, Th, Fr, Sa. The calendar grid shows dates from 1 to 16. The right side of the calendar is partially obscured by another calendar icon and a dropdown arrow.

STEP 6

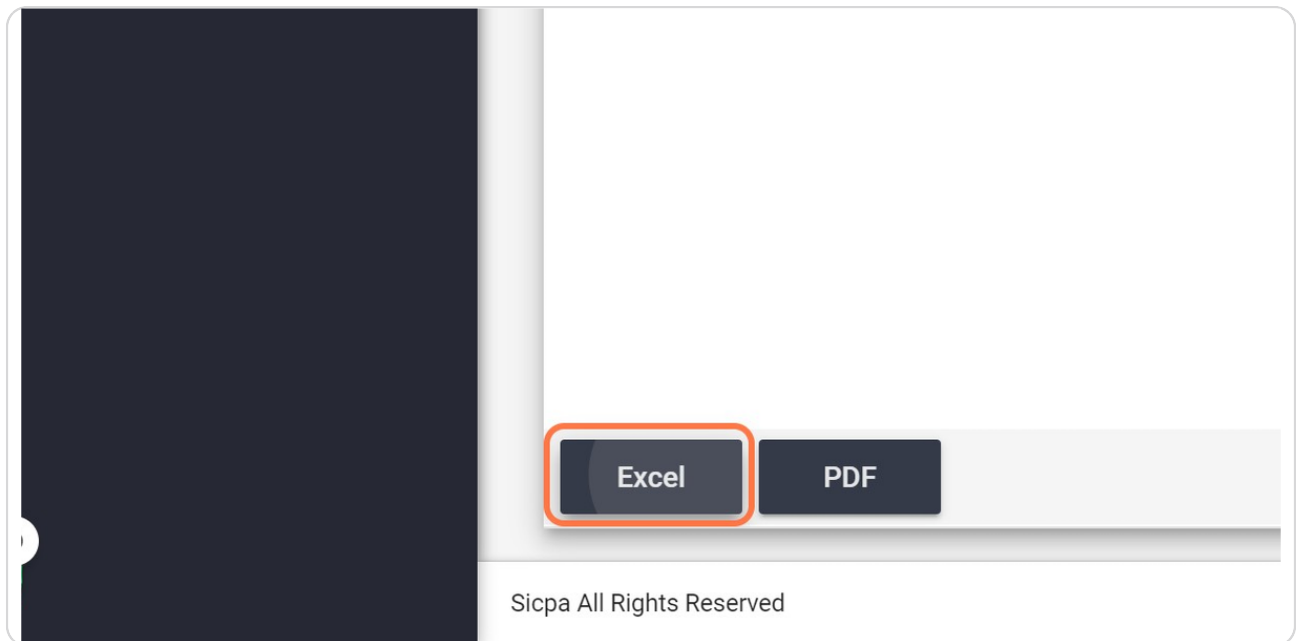
After setting other parameters as desired, click on APPLY FILTERS



The screenshot shows a filter bar at the bottom of a page. It contains two buttons: a yellow 'RESET' button and a dark grey 'APPLY FILTERS' button. The 'APPLY FILTERS' button is highlighted with a red border. Below the filter bar, the text 'a All Rights Reserved' is visible.

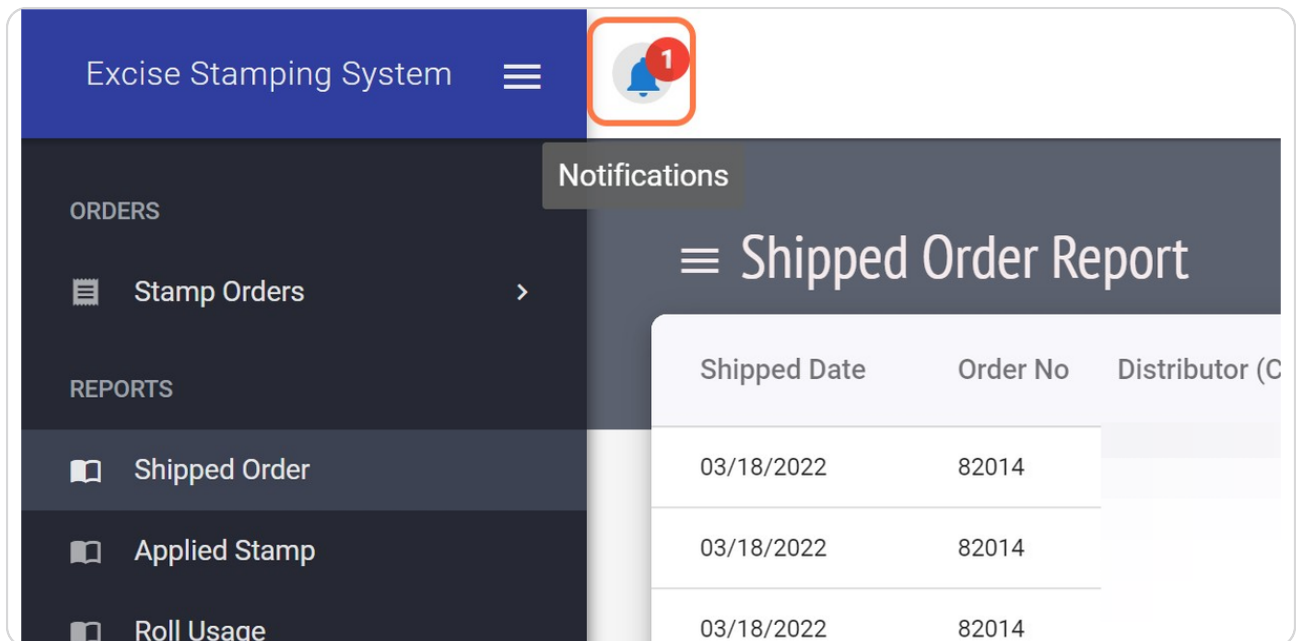
STEP 7

The report shows on screen; if an export is desired Click on Excel or PDF



STEP 8

Click on the notification bell when the number icon shows your report is ready



STEP 9

Click on the report you wish to download to your computer; now continue using web app or log out

The screenshot shows a web application interface. On the left is a dark sidebar with navigation items: 'Stamp Orders', 'Shipped Order', 'Applied Stamp', 'Roll Usage', 'URCES', 'Notice', 'Contact Us', and 'User Guides'. The top header is blue with the text 'ise Stamping System' and a menu icon. A 'Notifications' dropdown menu is open, containing two items: 'Shipped Order Report 2022-04-21 150344.xlsx' and 'Roll Usage Report 2022-04-20 125244.xlsx', each with a bell icon and a download icon. Below the notifications is a table with the following data:

			Stamp Product
03/18/2022	82014		S1 - MI-STATE Roll of 30,000 Stamps
03/18/2022	82014		S2 - MI-STATE Roll of 1,200 Stamps
03/18/2022	82014		S4 - MI-TRIBAL Roll of 30,000 Stamps
03/18/2022	82014		S5 - MI-TRIBAL Roll of 1,200 Stamps

