# Run filings report

Run reports of your organisation's previous filings and case access requests.

| Step | Action | Result |
| --- | --- | --- |
|  | Log into the CMS Portal | The **CMS Portal Home** screen displays:The Home screen displaying available jurisdiction: Magistrates Court of Victoria and available options: File on One of My Cases, My Account and Organisation Administration. |
| 1.
 | Click: **Organisational Administration**Organisation Administration button | The **Organisational Administration** screen displays:The Organisation Administration screen displaying available options: Manage Users, Resend Account Invitation Email and Filings Report.  |
|  | Click: **Filings Report****Filings Report link** | The **Filings Report** screen displays:The Filings Report screen shows with the Search button and recent cases listed.  |
|  | Click: **Search****Search button** | The **Filings Report** with panels screen displays: |
|  | Complete the required panels and fields:

|  |  |
| --- | --- |
|  | **Note**:A Filings report can be sorted by a list of fields, as per table below. Single or multiple fields can be selected. |

|  |
| --- |
| PANEL: Filings Report |
| In this field … | Provide this information … |
| My Reference | Type the case reference assigned to the case. |
| Case/Record Number | Type the Case/Record number assigned to the case. |
| Submitted by (Email) | Type the email address of person who submitted the case. |
| Filing Status | From the menu, select one file status function.Second lot of drop down options display - Tracking, Case Access Denied, Case Access Granted and Case Access Requested. First lot of drop down options display - Accepted, Partially Accepted, Pending Review and Rejected.  |
| Filing Date From | Select filing date range. |
| Filing Date To | Select filing date range. |

 |
|  | Click: **Search****Search button** | The relevant cases appear at the bottom of the screen:Screenshot of case search results in the portal.  |
|  | Click: **Download Results****Download button** | The Results download as an Excel spreadsheet:Screenshot of case search results in an excel spreadsheet.  |
|  | **Hint**: Save the file as per your internal processes and naming convention. |
|  | **Note**:No more than 1000 records can be downloaded at a time. |