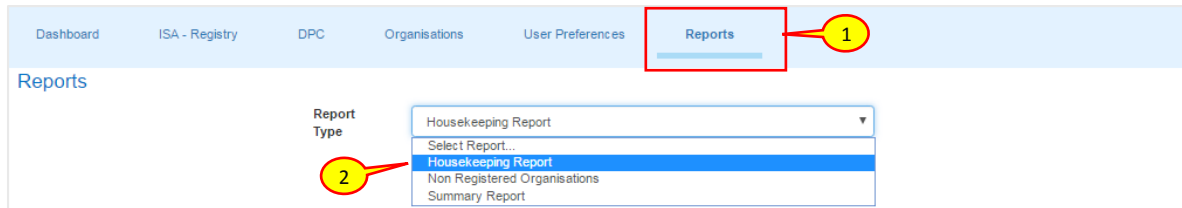





How to manage housekeeping reports (QRG)



1. Click on 'Reports' tab from the navigation tabs. The 'Reports' screen is displayed with the **Report Type** drop-down field visible at the top
2. To show a detailed report of the ISAs with missing ICO Registration numbers and ODS codes, select the **Housekeeping Reports** option from the 'Reports Type' drop-down select box
3. Select the **Run Report** () button to show a detailed list
4. To export the list to an Excel file, select the [\[Export Report\]](#) link above the table
5. The file will be downloaded onto your computer as 'Housekeeping Report.xlsx'. Once saved, open it to view the missing ICO and ODS data