

STEP 1

Click on the “Tools” (1) tab.



REGISTRIES TOOLS DASHBOARD MY ACCOUNT

My Registries

REGISTRY ID	REGISTRY NAME
000001	PSW REGISTRY OF ONTARIO

STEP 2

You will be redirected to the **My Tools (2A)** page.

Click on “Report Builder” (2B).



REGISTRIES TOOLS DASHBOARD MY ACCOUNT


My Tools

- Report Builder (2B)
- Master List

STEP 3

You will be redirected to the **Report Builder (3A)** page.

Select a report from the “Reports” (3B) drop down list.



REGISTRIES TOOLS DASHBOARD MY ACCOUNT

Report Builder

Registries: PSW REGISTRY OF ONTARIO

Reports: (3B) NEW

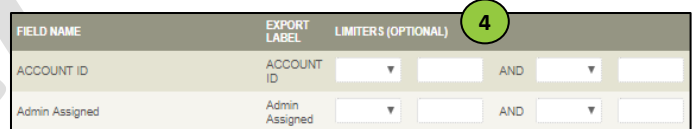
Name: _____

Fields From: PSW REGISTRY OF ONTARIO

FORM QUESTIONS

STEP 4

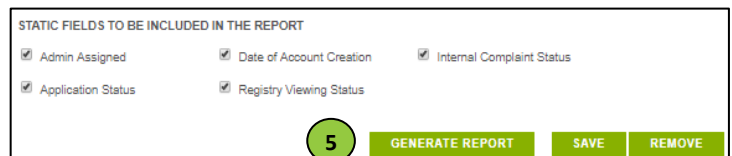
To limit the report to a particular range of data, enter the range in the “Limiters (optional)” (4) column beside the field that is being limited.



FIELD NAME	EXPORT LABEL	LIMITERS (OPTIONAL) (4)	
ACCOUNT ID	ACCOUNT ID	_____	AND _____
Admin Assigned	Admin Assigned	_____	AND _____

STEP 5

Scroll to the bottom of the page and click on “**GENERATE REPORT**” (5). Your report will download as a CSV file.



STATIC FIELDS TO BE INCLUDED IN THE REPORT

Admin Assigned Date of Account Creation Internal Complaint Status

Application Status Registry Viewing Status

(5) **GENERATE REPORT** **SAVE** **REMOVE**