# Reporting

## Downloading Reports Using Core FTP Pro

Procedure

For this scenario, you are asked to download the most recent KPAY710 report from your agency MVS mailbox using the Core FTP Pro software.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Double-click the **Core FTP Pro** icon. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | The **Site Manager** window opens.Click in the **Password** field. |
| 1.
 | Enter your password into the field. For this simulation, enter "**training1**". |
| 1.
 | Click the **Connect** button. |
| 1.
 | When the MVS mailbox (or the remote site) opens, you can see all of the files available to you in the right pane.  The bottom status bar will also indicate it's "Ready". |
| 1.
 | It's often difficult to locate a specific report from the long list of reports in the mailbox.  You can narrow down the list by entering a few beginning letters of your report name in the **File Mask** field, then press the Enter key to perform the search.  Click in front of (to the left of)  the asterisk in the **File Mask** field. |
| 1.
 | The filter is case sensitive, so the letters entered must be in caps to locate the reports.Press the **[Caps Lock]** key on the left of your keyboard. |
| 1.
 | Enter the first few letters of the desired report name into the field. For this simulation, we will download the most recent KPAY710 report.Enter "**KPAY**" into the **File Mask** field. |
| 1.
 | Press **[Enter]** to start the search. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | After filtering the list, the system will return only files named  "KPAY...".  You may need to scroll down to find the file you are looking for.For this simulation, click on the **right scroll bar**. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | When you see the report you are looking for, click to select it.For this simulation, click the **KPAY710.D0310.T054600.LIS.PDF** report. |
| 1.
 | With the selected report highlighted, click the **Left Arrow** button. |
| 1.
 | The report is transferred from the remote site (MVS mailbox) to your workstation (your local drive).  With the correct software, you can view the downloaded report by double clicking the report name.Double-click the **KPAY710.D0310.T054600.LIS.PDF** report in the local folder. |
| 1.
 | With the View radio button on,click the **OK** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | If the report is not legible, you can enlarge the print by clicking the + button or selecting a higher zoom percentage.Click the **Drop Down Arrow** by the **Percentage** box. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **100%** level. |
| 1.
 | The print is enlarged with the new setting.  When you are done viewing the report, close the report. Click the **Close** button. |
| 1.
 | **Congratulations!** You have successfully downloaded a report using the CoreFTP software!**End of Procedure.** |