



## View Administration Reports: FRB CA\$HLINK Transmissions

To view an FRB CA\$HLINK Transmissions report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA\$HLINK Transmissions**. The *View FRB CA\$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
  - Select a **District Number**, *required*.
  - Select an **Office Number**
  - Enter the **From:** and **To:** Transmission Creation Dates
  - Enter the **From:** and **To:** Transmission Sent Dates
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA\$HLINK Transmission Details* page appears. Select a **Report Format**.



### Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

7. Click an **Office #**. The *CA\$HLINK Daily Activity* report appears in a new window.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.