

File Download (EDI Reporting setup of non-primary users)



Add Service and Account Entitlements

1. Click **Administration > Company Administration > Manage Users**.
2. Click the link in the **User ID** column for the user you want to change.
3. Click the edit icon (✎) beside the **Edit Services & Accounts** heading.

Click the add icon (+) beside **File Download** to enable the service and select the reports the user is to receive in D1B.

4.

Report Name	Receive
740 TRANSLATED EDI	<input type="checkbox"/>
741 TRANSLATED EDI NON STD	<input type="checkbox"/>

5. Click **Save Changes**.
6. If your company requires multiple approvals for user administration, click **Submit**. Once a user profile has been submitted for approval, further changes cannot be made until all approvals have been received or the request is canceled. The changes to the user profile become effective once the required number of approvals is received.

Subscribe to Non-account Alerts

1. Click **Administration > Communications > Manage Alerts**.
2. Click the **Non-Account** tab.
3. Click the add icon (+) beside the alert subscription you want to add. The table row expands, showing the alert description and delivery options.
4. Click the check box beside each **Send To** option to which you want the alert sent. The **Send To** option does not appear if an email or mobile telephone (if applicable) is not defined.
5. Click **Add**.

Manage Alerts (Non-Account) Page Sample

Available	
Wire File Import Completed With Errors	+
New Balance Account	+
File Available for Download	+
User Profile Approval Pending	+

File Download

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Downloadable Reports

About Downloadable Reports

Downloadable Reports allows company users to view, print, and download files.

Search for Downloadable Reports

1. Click **Reports > Downloadable Reports**. All reports that are available for the current date are provided by default.
2. Click the **Modify Search** link.
3. Complete the following fields:

Report Name List of entitled reports.

Date **Previous Business Day, Current Day, or Date Range.**

4. Click **Submit**.
5. Do one of the following:
 - Click the check box beside a report and then click **Download**.
 - Click the link in the **Date/Time Received** column to view the details.

Report Download - Selection Page Sample

[Downloadable Reports](#)
[Modify Search](#)

<input type="checkbox"/>	Report Name	Account	Date/Time Received	Date/Time Last Accessed
<input type="checkbox"/>	720 -MKERTN		06/25/2020 09:29:22 AM(ET)	

Download