

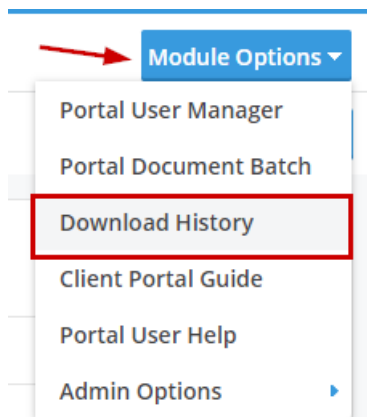
Accessing and Reviewing the Download History Report

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The Download History Report is a way to track what the portal users have downloaded in the portal. It contains dates the admin uploaded documents for the portal user to download; dates the portal user downloaded the documents; which admin uploaded the document; etc.

You may access the Download History link from four different locations.

1. The Global/Plan Level dashboard by selecting the Module Options button in the upper right-hand corner



2. Within the Wolters Kluwer Menu by selecting ftwPortal Pro and clicking on Download History.
3. Under the ftwPortal Pro menu in the upper left-hand corner of the home page
4. Links to this feature are also available in the batch menu of the Annual Questionnaire and Portal Document Batches

[Home](#) > Portal Documents Batches

NOTE: For efficiency, keep batches below 300 plans.

