# Run filings report

Run reports of your organisation's previous filings and case access requests.

| Step | Action | Result | |
| --- | --- | --- | --- |
|  | Log into the CMS Portal | The **CMS Portal Home** screen displays:  The Home screen displaying available jurisdiction: Magistrates Court of Victoria and available options: File on One of My Cases, My Account and Organisation Administration. | |
|  | Click: **Organisational Administration**  Organisation Administration button | The **Organisational Administration** screen displays:  The Organisation Administration screen displaying available options: Manage Users, Resend Account Invitation Email and Filings Report. | |
|  | Click: **Filings Report**  **Filings Report link** | The **Filings Report** screen displays:  The Filings Report screen shows with the Search button and recent cases listed. | |
|  | Click: **Search**  **Search button** | The **Filings Report** with panels screen displays: | |
|  | Complete the required panels and fields:   |  |  | | --- | --- | |  | **Note**: A Filings report can be sorted by a list of fields, as per table below. Single or multiple fields can be selected. |  |  |  | | --- | --- | | PANEL: Filings Report | | | In this field … | Provide this information … | | My Reference | Type the case reference assigned to the case. | | Case/Record Number | Type the Case/Record number assigned to the case. | | Submitted by (Email) | Type the email address of person who submitted the case. | | Filing Status | From the menu, select one file status function.  Second lot of drop down options display - Tracking, Case Access Denied, Case Access Granted and Case Access Requested. First lot of drop down options display - Accepted, Partially Accepted, Pending Review and Rejected. | | Filing Date From | Select filing date range. | | Filing Date To | Select filing date range. | | | |
|  | Click: **Search**  **Search button** | The relevant cases appear at the bottom of the screen:  Screenshot of case search results in the portal. | |
|  | Click: **Download Results**  **Download button** | The Results download as an Excel spreadsheet:  Screenshot of case search results in an excel spreadsheet. | |
|  | **Hint**:  Save the file as per your internal processes and naming convention. |
|  | **Note**: No more than 1000 records can be downloaded at a time. |