

## View Reports

### *View reports of specific activations*

**Home Page:** Logon to the AlertFirst system, click the Reports tab in the top tool bar. On the Reports and Results page, select the Reports tab.

**Step 1:** Select Date Range on the Search Criteria screen.

**Step 2:** Click the Search button.

**Step 3:** Select the Report from the Message Activations screen.

**Step 4:** Click View Report. Default view Summary Report is displayed.

**Step 5:** You can click on the second tab, Detailed Report to view many details of the activation with links to further detail or the third tab, Message Information, for all the message content and activation criteria including the number of credits used.