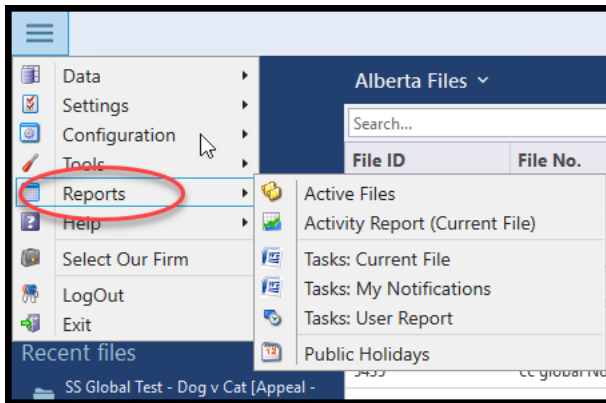




# ACL5

# USER REPORTS



Users have access to a variety of reports within ACL. To access the reports, users can click **Menu → Reports**.

## Active Files

This report lists all files currently open within ACL.

## Activity Report (Current File)

This report lists all documents generated for the highlighted file on the main page. The report lists the date each document was generated, the document name, and the specific user who created the document.

## Tasks Current File

This report lists all tasks for the file highlighted on the main page. The report includes all task information: task names, due dates, assigned to, e-mail reminders (if configured), category, notes, completed date (if applicable), and deadline.

## Tasks My Notifications

This report lists all tasks assigned to the user on all files in ACL. The report will have the same information as the **Tasks Current File** report.

## Tasks User Reports

This report lists all tasks for all users across all files in ACL. This report will contain the same information as the **Task Current File** report and the **Tasks My Notifications** report.

## Public Holidays

This report lists all public holidays for the jurisdiction selected.



**For assistance contact:**

**ACL Support**

416.363.1650 x100 / 1.800.340.3234 x100

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