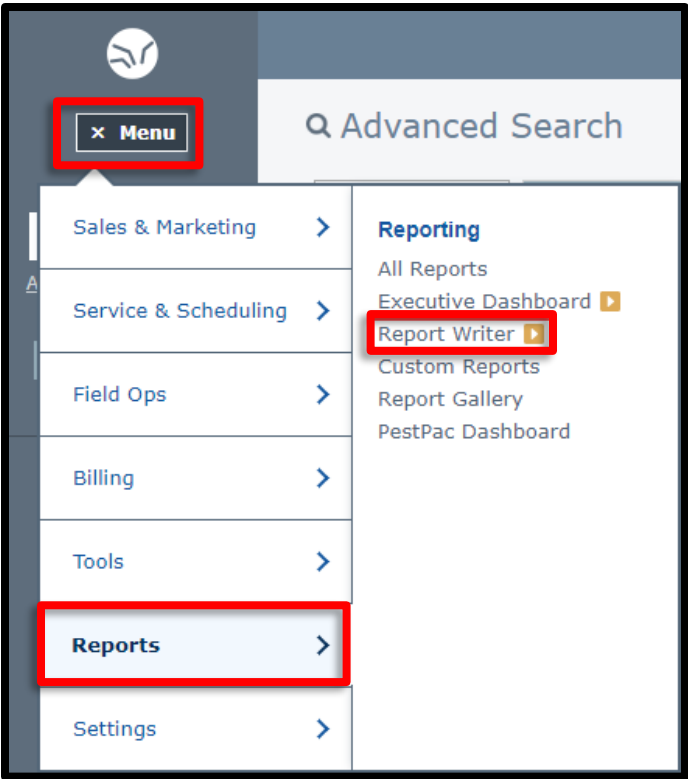


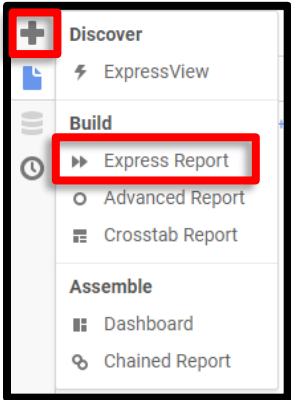
PestPac CustomerConnect Report Writer Report

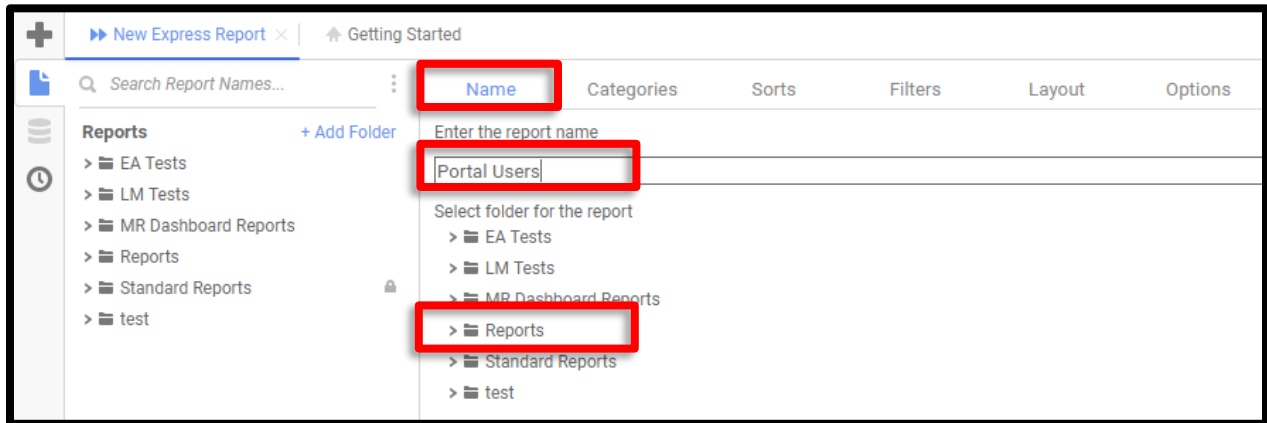
To use Report Writer for a list of current portal customers, complete the following steps:

- 1. Go to *Menu > Reports > Report Writer*.

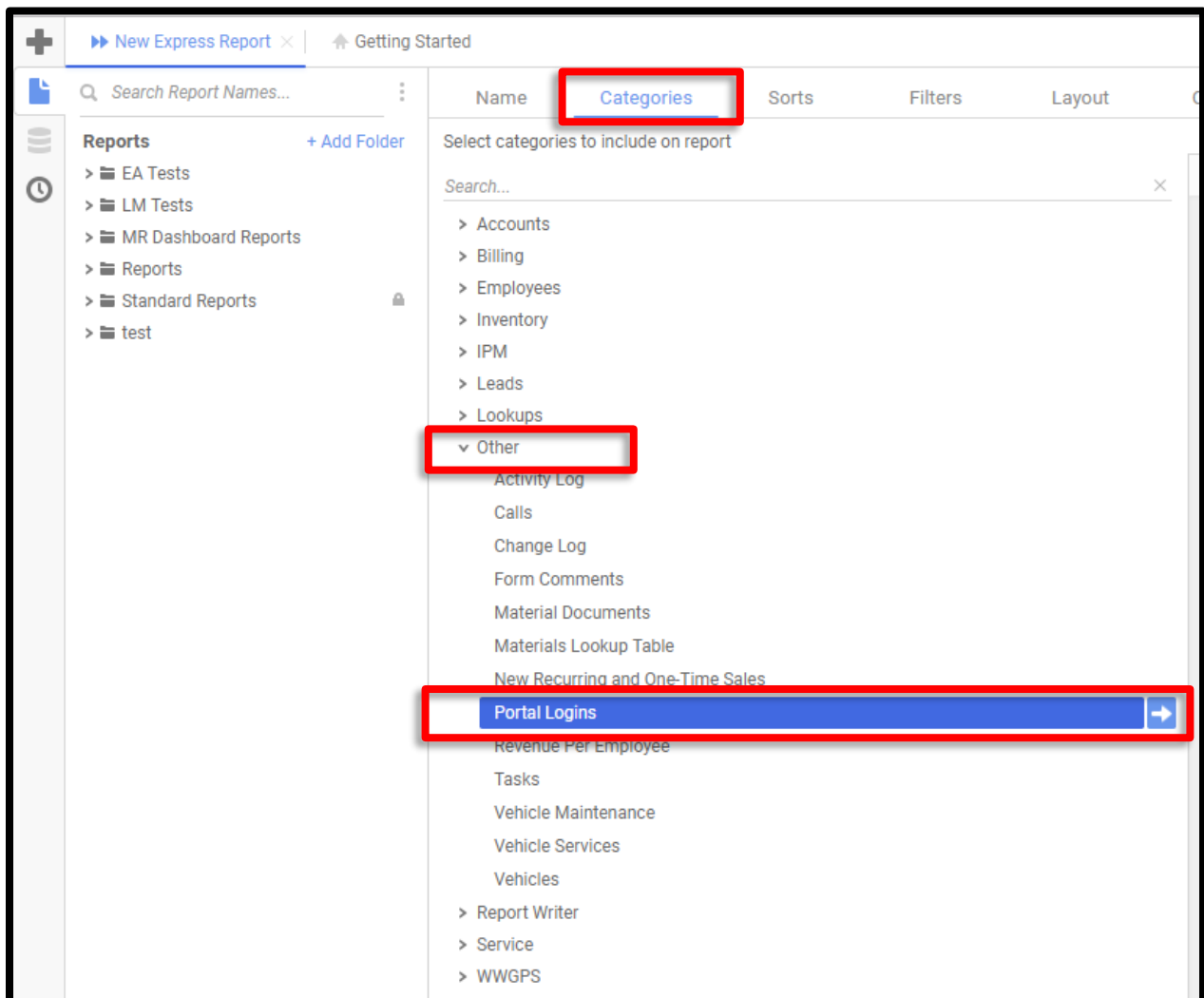


- 2. A new window will open with the Report Writer console. To create a new report, click the *plus sign* at the top-left of your screen and then click *Express Report*.
- 3. Click the *Name* tab, name the report (e.g., Portal Users), and select a folder where the report will live.

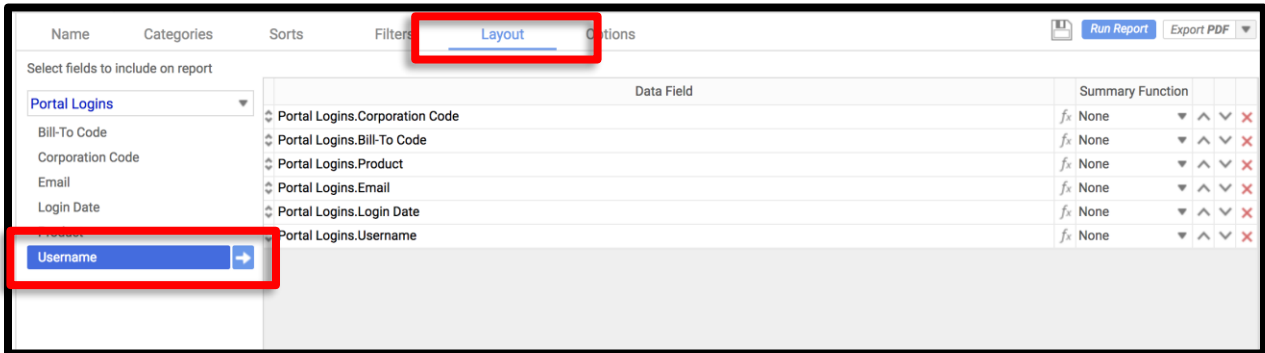




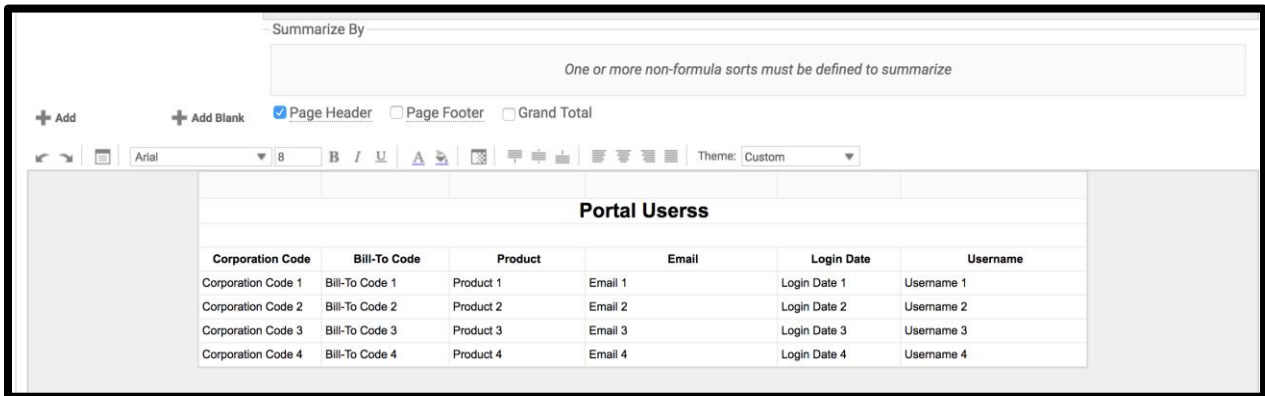
4. Click the *Categories* tab, click the *Other* dropdown, find the category labeled *Portal Logins*, and click the *blue arrow* to add the category.



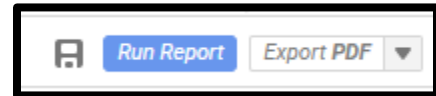
- Click the *Layout* tab, and click the arrows to select the following fields under *Select fields to include on report*: Bill-To Code, Corporation Code, Email, Login Date, Product, and Username.



- The report will automatically build for you on the bottom of the screen.



- Once you have added all the fields to the report, you can save, run, and/or export the report to view all current portal users.



REMEMBER: For additional setup, training, and usage resources, including live webinars and a robust video library, please visit [PestPac University](#).