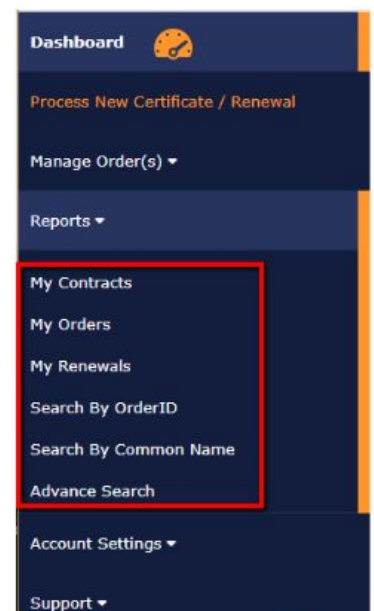


How to Make a Report - Search for an Order?

Report creation in the SSL Partner center is easy. Simply click on Reports. After you have searched through the various report generation options simply click Print, PDF, CSV located above your pulled up search results.

My Contracts						
<div> Print PDF CSV </div> <div> Show 10 entries Search: <input type="text"/> </div>						
Contract Name	Contract Type	Start Date	End Date	Units	Unit left	
Reg004107	Regular	4/20/2017	4/20/2018	1	0	Orders
Reg004100	Regular	3/29/2017	3/29/2018	11	11	Orders
Reg004101	Regular	3/29/2017	3/29/2018	11	11	Orders
Reg004102	Regular	3/29/2017	3/29/2018	11	11	Orders
Reg004103	Regular	3/29/2017	3/29/2018	11	11	Orders
Reg004104	Regular	3/29/2017	3/29/2018	11	11	Orders
Reg004105	Regular	3/29/2017	3/29/2018	11	10	Orders
BLK004098	Bulk	3/9/2017	3/9/2018	2	1	Orders
BLK004099	Bulk	3/9/2017	3/9/2018	1	-1	Orders
BLK004097	Bulk	2/24/2017	2/24/2018	6	6	Orders
Showing 1 to 10 of 28 entries Previous 123 Next 						

- On the left pane under Dashboard, Click on **Reports**.
Under reports you will find the following:
 - My Contracts:**
Builds a report of Contracts Associated with your Profile/Account.
 - My Orders:**
Builds a report of certificate enrollment orders placed.
 - My Renewals:**
Builds a report of upcoming certificates about to expire.
 - Search:**
Build a report from various search functions.
 - Advanced Search:**
Through Advanced Search you will have a variety of options to build a report from.
 - Click **Advanced Search**.
 - Specify the **Order Date** range.



3. **Order ID.**

4. **Product Type.**

A drop down list off all available certificate products from your account to choose from.

5. **Status.**

A drop down menu with the following options:

- **All**
- **Active**
- **Complete**
- **Pending**
- **Canceled**

6. Click **Show Orders.**

Advance Search

Our helpline is always open to receive any inquiry or feedback. Please feel free to drop us an email from the form below and we will get back to you as soon as we can.

Order Date

 to

Select date range

Order ID

Product

Status

Enter the Common Name

SHOW ORDERS

Once you have gotten your search results in the upper left you will find the following options **Print**, download a **PDF**, download **CSV** spreadsheet. You can also click on your individual orders to see that orders details.

If you have any questions, please feel free to contact us.

Our SSL Solution specialists can evaluate your website, email servers, internal servers and tell you how to effectively manage SSL needs.

Within your SSL Partner Center Dashboard, click **Support** > **Submit a Ticket**.
