

PRINTING THE TO-DO LIST SUMMARY REPORT

1. Sign in to myCB.CastleBranch.com
2. Hover over **Document Center** and then click on **My Documents**.
3. A list of folders should expand to the right. **Click the folder with the same name as your tracker** - e.g. Clinical Requirements Fall 2016
4. Within this list, click on the file titled '**Results_90.....**'
5. Once the file name is selected, click the orange **download** button.
This is your To-Do-List Summary Report.

The screenshot shows the 'My Documents' interface. On the left, a sidebar contains 'MESSAGES (4)', 'TO-DO LISTS', 'DOCUMENT CENTER ^', 'My Documents', 'Share Documents', 'Build Portfolio', and 'RESOURCE CENTER'. The main area is titled 'My Documents' and includes a 'Tags' dropdown, 'Print Fax/Mail Cover Sheet', and 'Merge Queue (0)'. A list of folders is shown on the left, with 'Clinical Requirements PP32' selected. A list of files is shown in the center, with 'Results_9016072511315700.pdf' selected. The file details panel on the right shows the file name, size (41K), date uploaded (07/28/2016), and a 'DOWNLOAD' button. The file description is undefined, and there is an 'Add Tag' button. At the bottom of the file details panel, there are buttons for 'Share', 'Merge', 'Reminder', 'Move To', and 'DOWNLOAD'.

If you have trouble retrieving your Summary Report, please contact the Service Desk at: 888.914.7279

