

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' (highlighted), 'Share Documents', 'Build Portfolio', and 'RESOURCE CENTER'. The main content area is titled 'My Documents' and includes a 'Tags' section. A list of folders is shown on the left, with 'Clinical Requirements PP32' selected. To the right, a list of files is displayed, including 'Confirmation_901607251131570...', 'Untitled 1.pdf', 'Merged-TDL-Files--2016072511...', and 'Results_9016072511315700.pdf' (selected). Below the file list is an 'Upload File' button. The selected file's details panel shows 'File Description: undefined', 'TAGS: Add Tag', and a 'DOWNLOAD' button. At the top right of the main area are links for 'Print Fax/Mail Cover Sheet' and 'Merge Queue (0)'.

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

