


# Customer Portal - Reports / Documents

Last Modified on 07/01/2024 11:22 am EDT

**Pathway:** [Customer Portal](#) > [Reports/Documents](#)

The "Reports/Documents" button enables users to search for reports and documents associated with the selected account and service locations within a specified time frame. To enable accessibility to reports within the portal, both Account Class Setup 'Access to Reports' and Reports Setup 'Report Portal Access' must be set to yes.

 Upon customer request, custom reports can be created to meet specific needs.

**SELECT ACCOUNT** 1 of 11 **SELECT SERVICE LOCATION** 1 of 3

41898 Navusoft Premier Waste And Recycling 41898001 Navusoft - Demo Post Oak Blvd, Houston TX

**TEST MESSAGE TESTING**

**\$ 599.04** TOTAL DUE

**\$ 599.04** PAST DUE

DAY Portal Div Past Due Text

**Make a Payment**

Last Payment: 10-12-2023 - Bank Account 72873590\_ \$ 50.00

**Invoice History**

**Manage Auto Pay**

**Wallet**

**Reports / Documents**

**RECENT SERVICES**

	ID	SERVICE
Wed Feb 28, 2...	7462298 (Completed)	30 Yard Open Top Se...
Fri Jan 12, 2024	7261044 (Completed)	2 Yard Trash Service
Wed Nov 8, 20...	7039366 (Completed)	30 Yard Compactor S...
Wed Oct 11, 2...	6805040 (Completed)	30 Yard Compactor S...
Fri Apr 21, 2023	5915744 (Credit Hold)	30 Yard Compactor S...

[VIEW PREVIOUS AND FUTURE SERVICES](#)

**SELECT ACCOUNT** 1 of 11 **SELECT SERVICE LOCATION** 1 of 3

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**REPORT HISTORY** Period All

DATE ↓	FILE NAME
7/20/23	NAVU_DOCSHRED_v2.1.pdf
7/20/23	Navu Manifest.pdf

Select Report

## Report / Document Filter and Descriptions


Filter	Description
Select Account	Filter by the account the reports or documents are for.
Select Service Location	Filter by the service location the reports or documents are for.
Period	Filter by the month and year period of the document or report.
Select Report	Filter by the report or document type.



## Report History

The Report History displays the previous reports that have been completed. To the left of the listed report there is an option to 'download' the report into a PDF.

**SELECT ACCOUNT** 1 of 8 **SELECT SERVICE LOCATION** 1 of 2

26034 SUNLAND CONSTRUCTION INC 26034001 SUNLAND CONSTRUCTION INC 500 BAYOU DR, CHANNELVII

 **REPORT HISTORY** Period All

DATE ↓	FILE NAME
 7/20/23	NAVU_DOCSHRED_v2.1.pdf
 7/20/23	Navu Manifest.pdf

