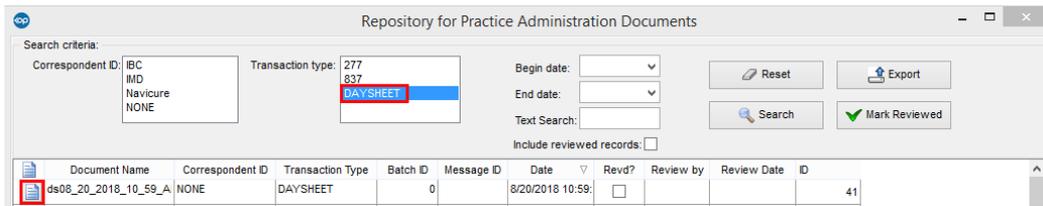


# How do I reprint a daysheet?

Last Modified on 05/04/2021 3:59 pm EDT

1. Navigate to **Admin tab > Admin Documents**. The Repository for Practice Administration Documents is displayed.
2. Select Transaction type: **Daysheet**.
3. *(Optional)* Enter a Begin and End Date range. This is the date that the daysheet was actually processed. It is not the date of the transactions contained in the daysheet.
4. Click the **Search** button. A list of processed daysheets is displayed.
5. *(Optional)* Click the **Date** column header to sort the data in ascending or descending order.
6. Click the document icon to the left of the Document Name to view and/or print the desired daysheet.



Document Name	Correspondent ID	Transaction Type	Batch ID	Message ID	Date	Revd?	Review by	Review Date	ID
ds08_20_2018_10_59_A	NONE	DAYSHEET	0		8/20/2018 10:59	<input type="checkbox"/>			41