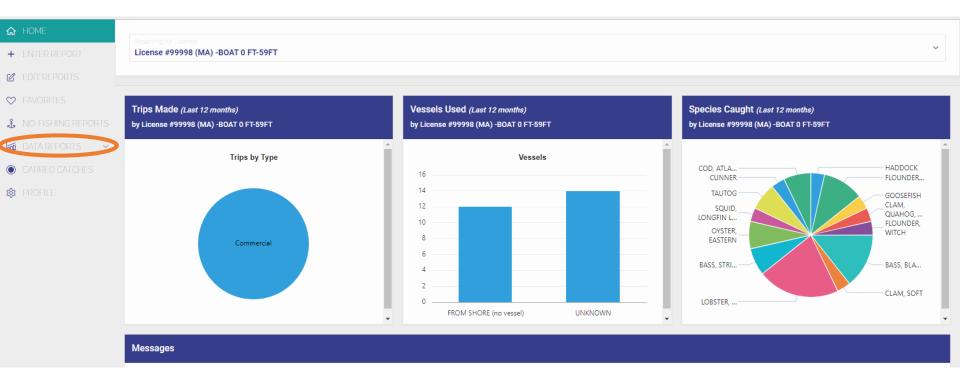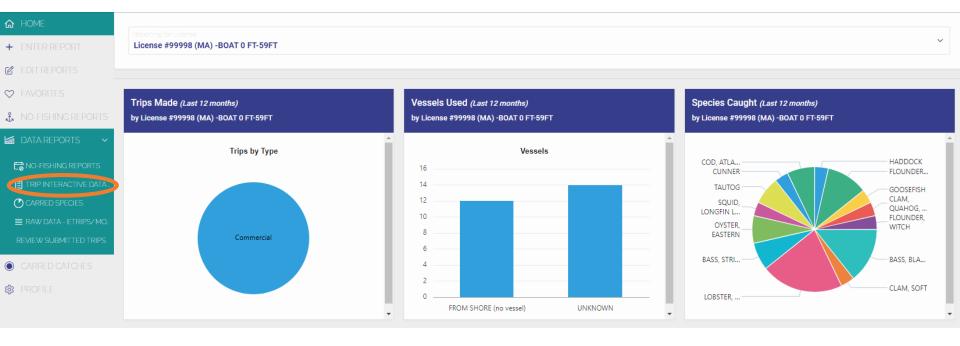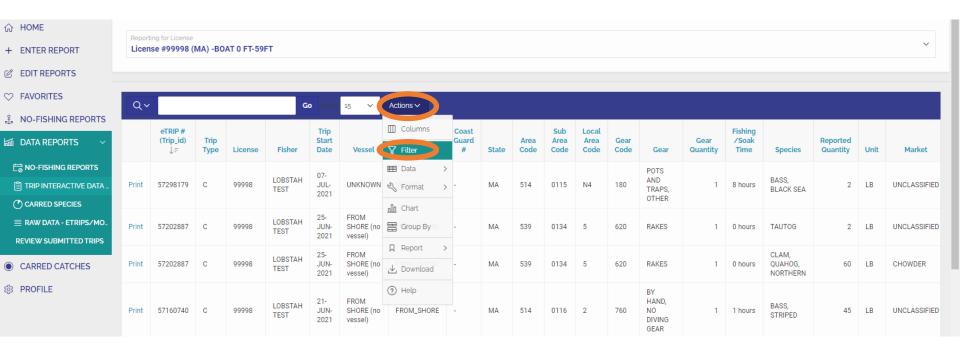To download a copy of previously submitted trip-level reports, begin by selecting
DATA REPORTS on the left-hand side of the SCREEN.
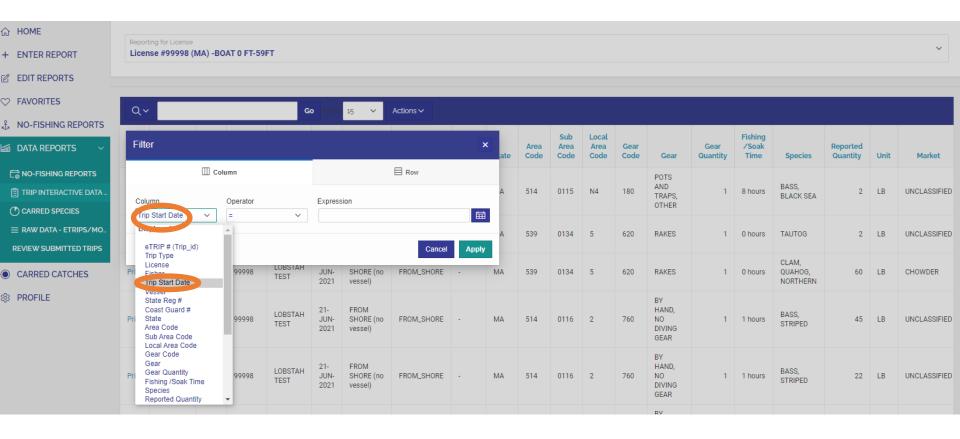
A drop-down of available reports will appear, choose "TRIP INTERACTIVE DATA"
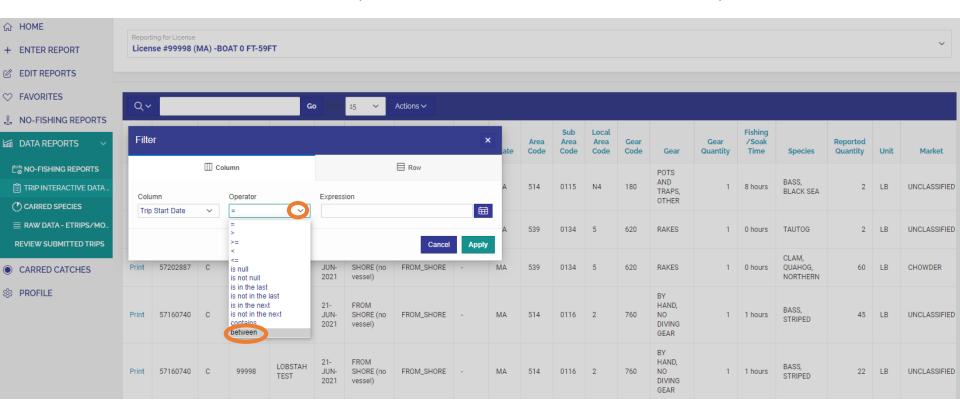
You will be brought to a report based on previously submitted trip reports. To select reports from a specific date range, select "Actions" then "Filter".
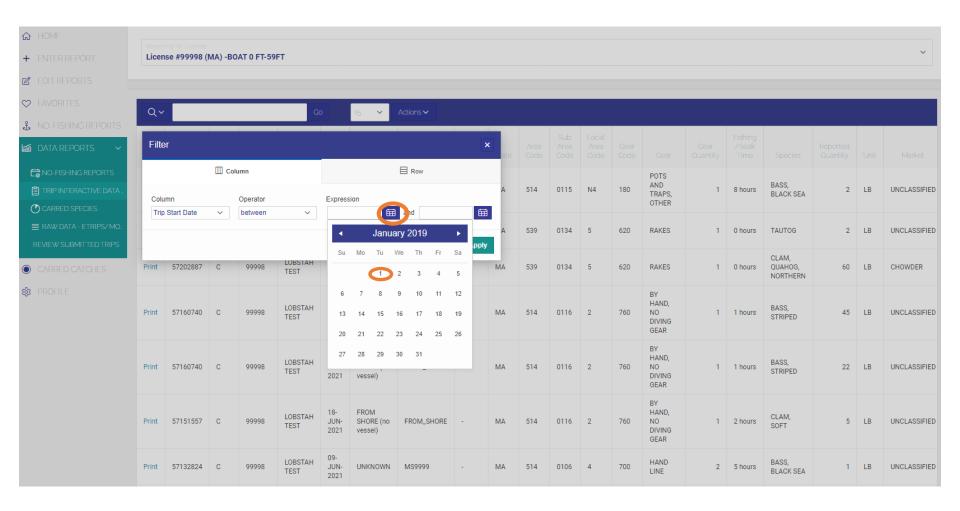
In the filter, begin by clicking the box under "Collumn" and then select "Trip Start Date" from the drop-down list.
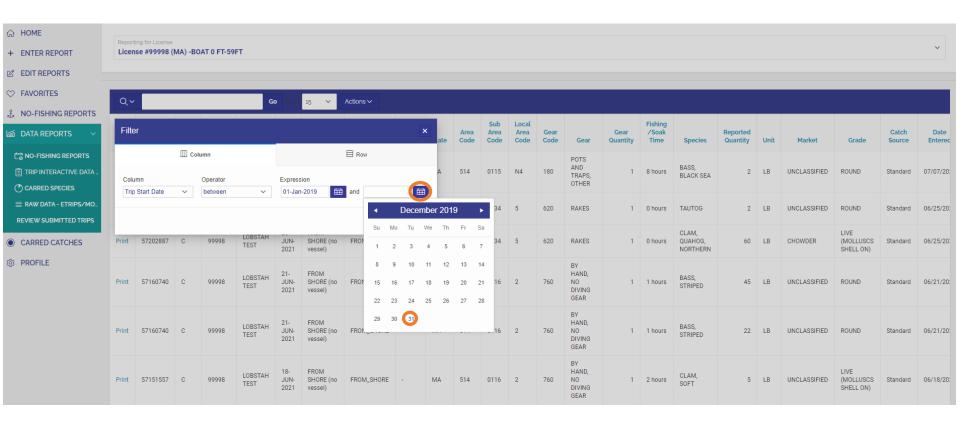
Then click the box under "Operator" and then select "between" from the drop-down list.
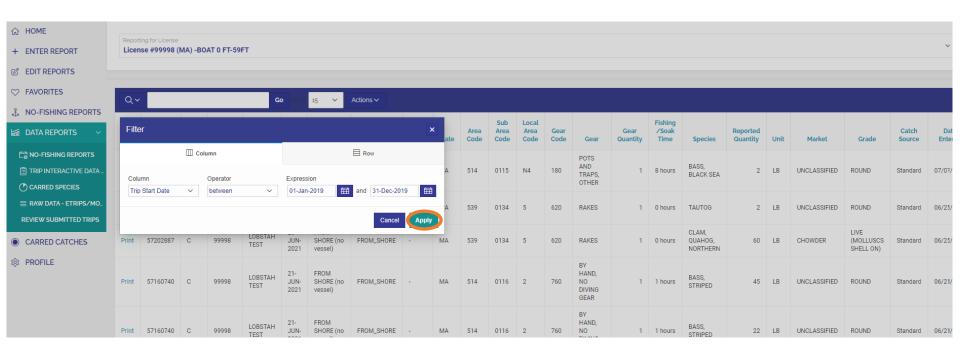
Choose the first date of the range of dates you wish to filter trips by. In this example, the harvester wishes to review all trips from 2019, the first date would be January 1st, 2019. Select the calendar icon, use the arrows to scroll to the correct month and year, then choose the correct date.
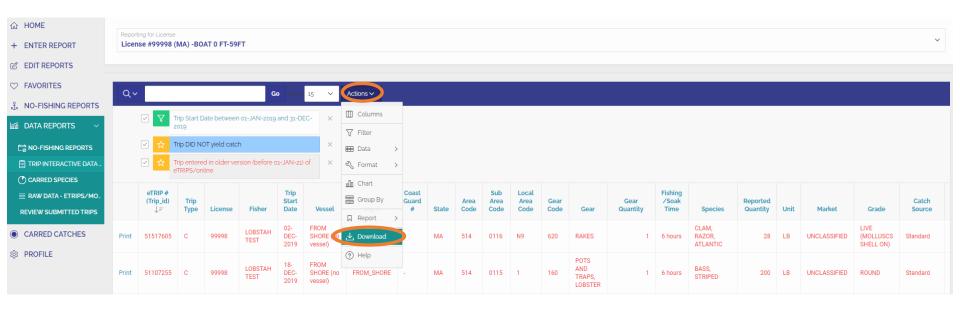
Then enter the end date of the date range you wish to filter by. In this example, the harvester wishes to review all trips from 2019, the end date would be December 31st, 2019. Select the calendar icon, use the arrows to scroll to the correct month and year, then choose the correct date.

Now a filter for 2019 has been defined, click "Apply" to implement the filter

Select "Actions" then choose "Download" from the drop-down list

A box reading "Download" will appear. Choose the appropriate file type you wish to download the information in. CSV is a common file type that can be easily used in programs like Excel. Once you select your file type, the download will begin.