

Help & Troubleshooting — PrincipalReport

July 31, 2026

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PrincipalReport

Symptom	Likely cause	Fix
The report is difficult to identify after download.	The value in Enter Report Name... is unclear or too general.	Use a specific report name before selecting Generate Report .
Required supporting documentation is missing from the report record.	Files were not added before report generation.	Select Attach , add the required files, and verify them in files[] .
A message remains on screen after generating the report.	The message requires acknowledgement.	Select Ok to acknowledge the message.
A PDF is not available.	The report has not yet been generated.	Select Generate Report , acknowledge any message with Ok , then select Download as PDF .

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