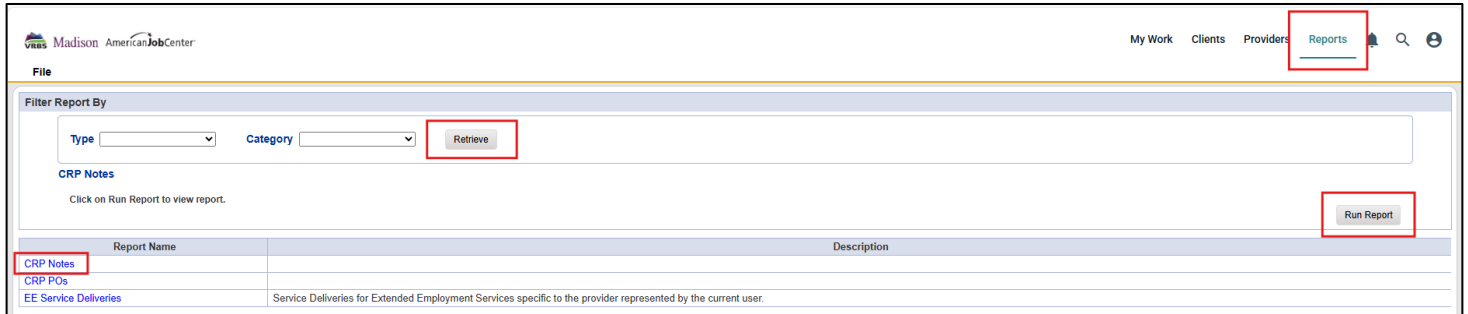
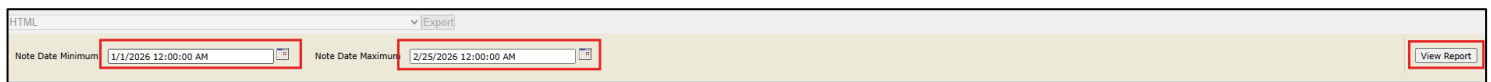


# Accessing the CRP Notes Report

1. Login to Madison.
2. Click on Reports Chapter.
3. Click on Retrieve.
4. Click on "CRP Notes"
5. Click on Run Report.



6. Set relevant parameters: "Note Date Minimum" & "Note Date Maximum"
7. Click "View Report."



Ex. if looking for notes submitted for the month of January 2026, input 01/01/2026 for "Note Date Minimum" and 02/28/2026 for "Note Date Maximum."

8. Export report to Excel for sorting:
  - a. Click the disc icon
  - b. Click Excel

