

# Apet®360Pro<sup>™</sup> Procurement Portal User Guide 25



# Administrative Reports

#### Overview

This User Guide describes the steps involved to access administrative reports.

## **Administrative Reports**

### **Types of Reports**



**Figure 1 Administrative reports** 

#### **Addenda Report**

The Addenda Report provides a listing by Job of all of the Addenda messages that have been issued.

This report is used for Audit / Probity reasons.

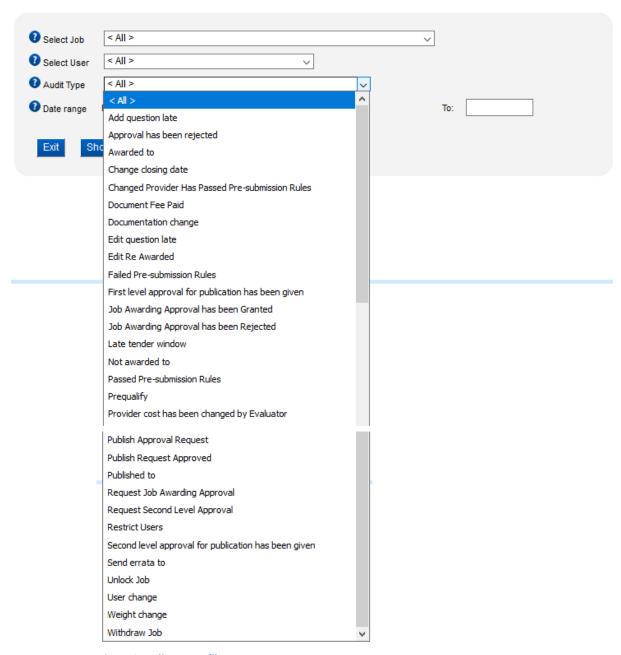
#### **Audit Report**

The Audit Report provides a report on all auditable activities that have been actioned in the account; such as changing weights, restricting users, changing closing date, and changing documents etc.

This report is also used for Audit / Probity reasons.







**Figure 2 Audit Report filters** 

#### **Provider Listing Report**

The Provider Listing Report provides a report of all the Providers associated with the account.

This report is used for Audit / Probity or Account management reasons.