SLGSafe User’s Guide

Subscription Advanced Search

Using this report, you can narrow your search within your outstanding subscriptions. These are cases that have not yet issued.
Reports — Subscription Advanced Search

From the Reports Home screen, click on Subscription Advanced Search Report under the Statements and Reports section.
You can search by Case Number, Owner TIN, Issue Date, Issue Amount, Status (Complete or Incomplete), or Owner Name.
Enter your search criteria and hit the Search button.
The results of your search will display information regarding all of your outstanding subscriptions. To do another search, click on Return to Previous Screen. To print the report, click on the Print button. You may have to set your print properties to Landscape for best results.