

Site Date Reports

Site Date Reports displays dates from the *Site Custom Fields* across all of your sites. It specifically shows dates that have been flagged to receive “*Expiry Reminders*”.

The *Site Date Reports* grid can be organised by *Site Name*, *Form Name*, *Question Name*, or *Date* by selecting the title of the column you wish to order by:

Site Name	Form Name	Question Name	Date
Kydd Building	Randstad Lease Info	Lease Start Date.	01/04/2015
Haddenham & Thame Parkway	Randstad Lease Info	Lease End Date	01/01/2016
Kylemore Park Nth 2	Randstad Lease Info	Lease Start Date.	01/05/2016
Calmount Business Park G5 - G4S Secure	Randstad Lease Info	Lease Start Date.	04/07/2016

Selecting a *Site Name* will lead to the *Site Details* page where the site can be Edited / Deleted.

The *Site Date Reports* list can also be exported as an Excel sheet by clicking on the three dots at the top-right of the page.