Mezzanine Applications

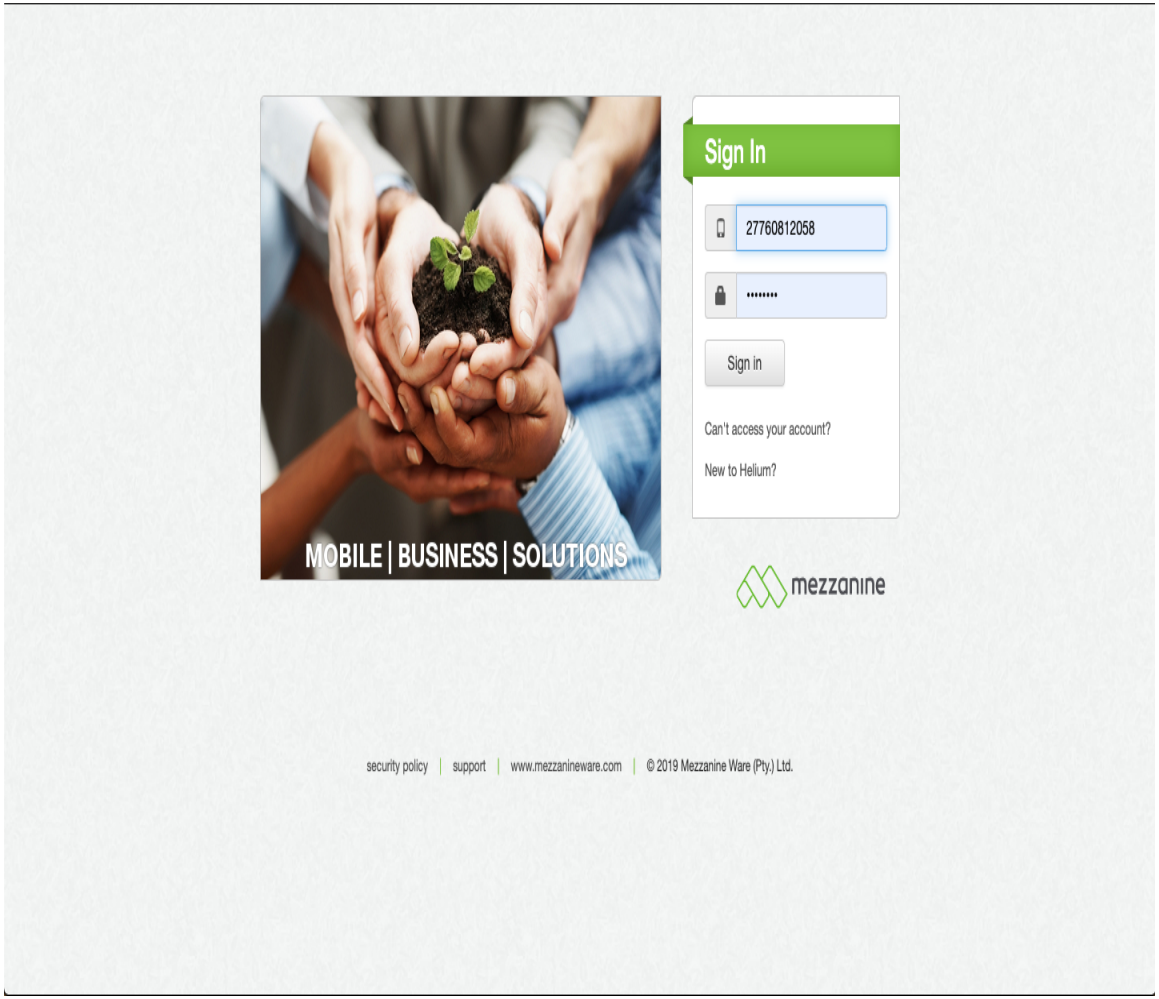
How to check the sub-district outstanding facility stock submission report?

mezzanine

creating productive societies

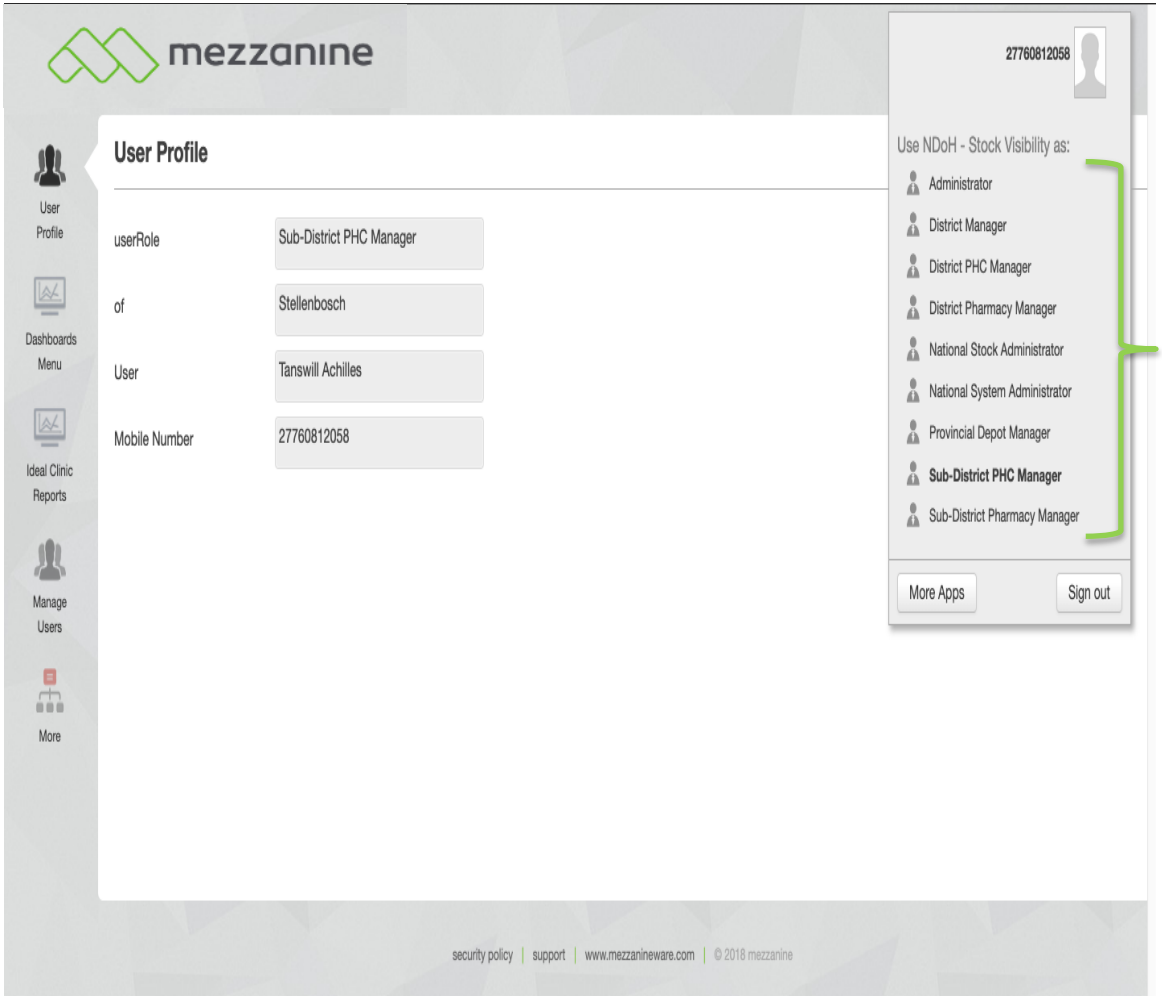
1. Login Screen

- Open the helium web portal.



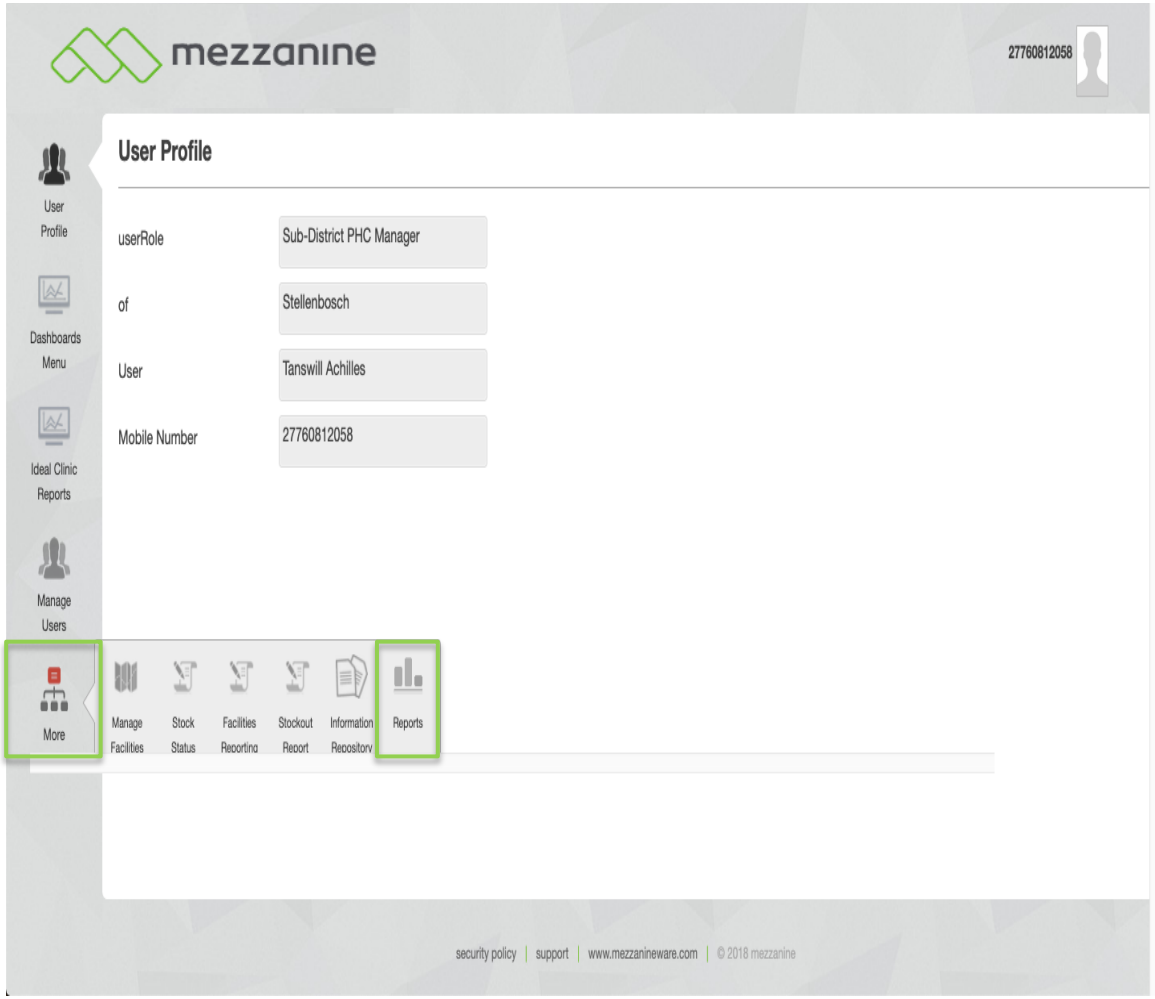
2. Select Role

- Login with your manager or administrator role.



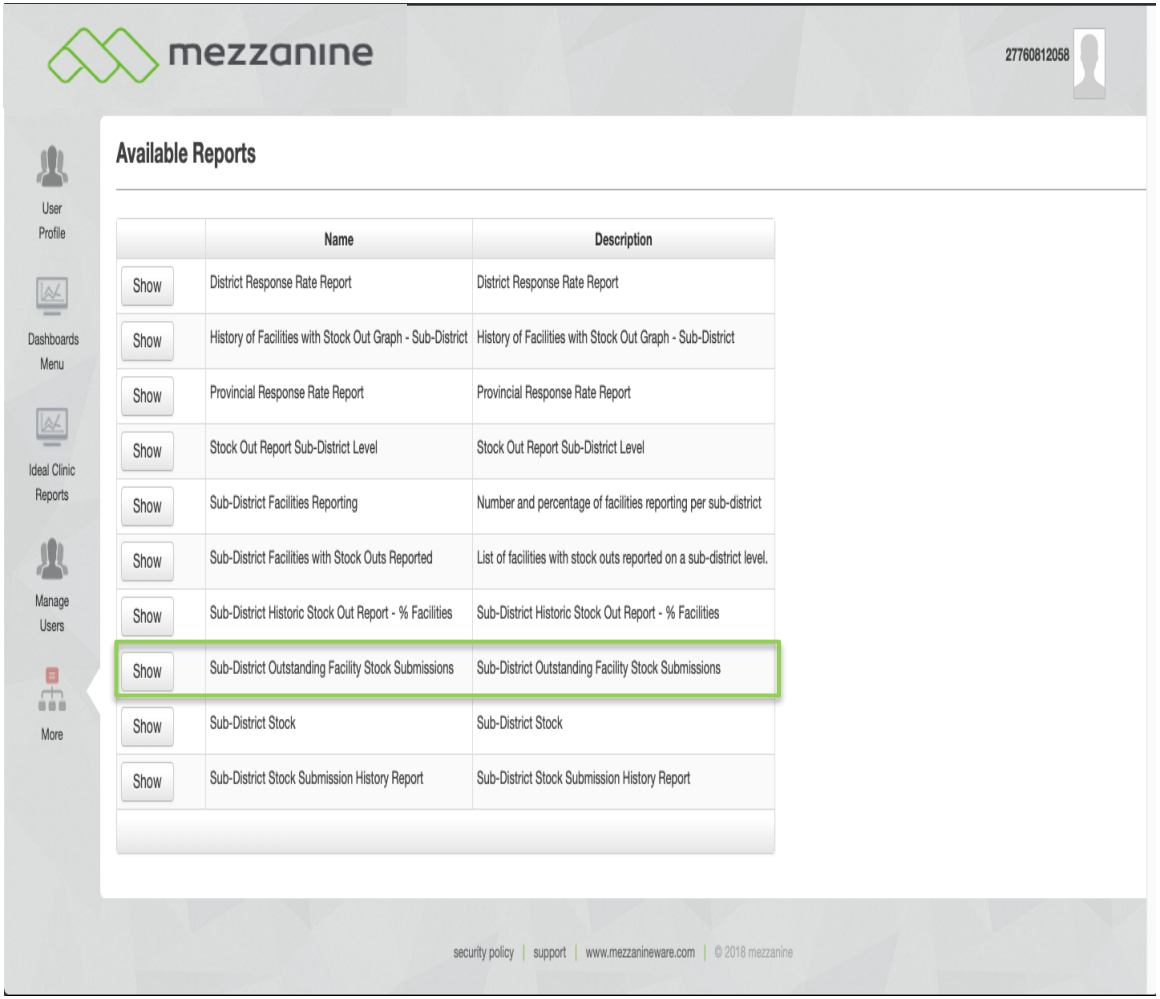
3. Reports

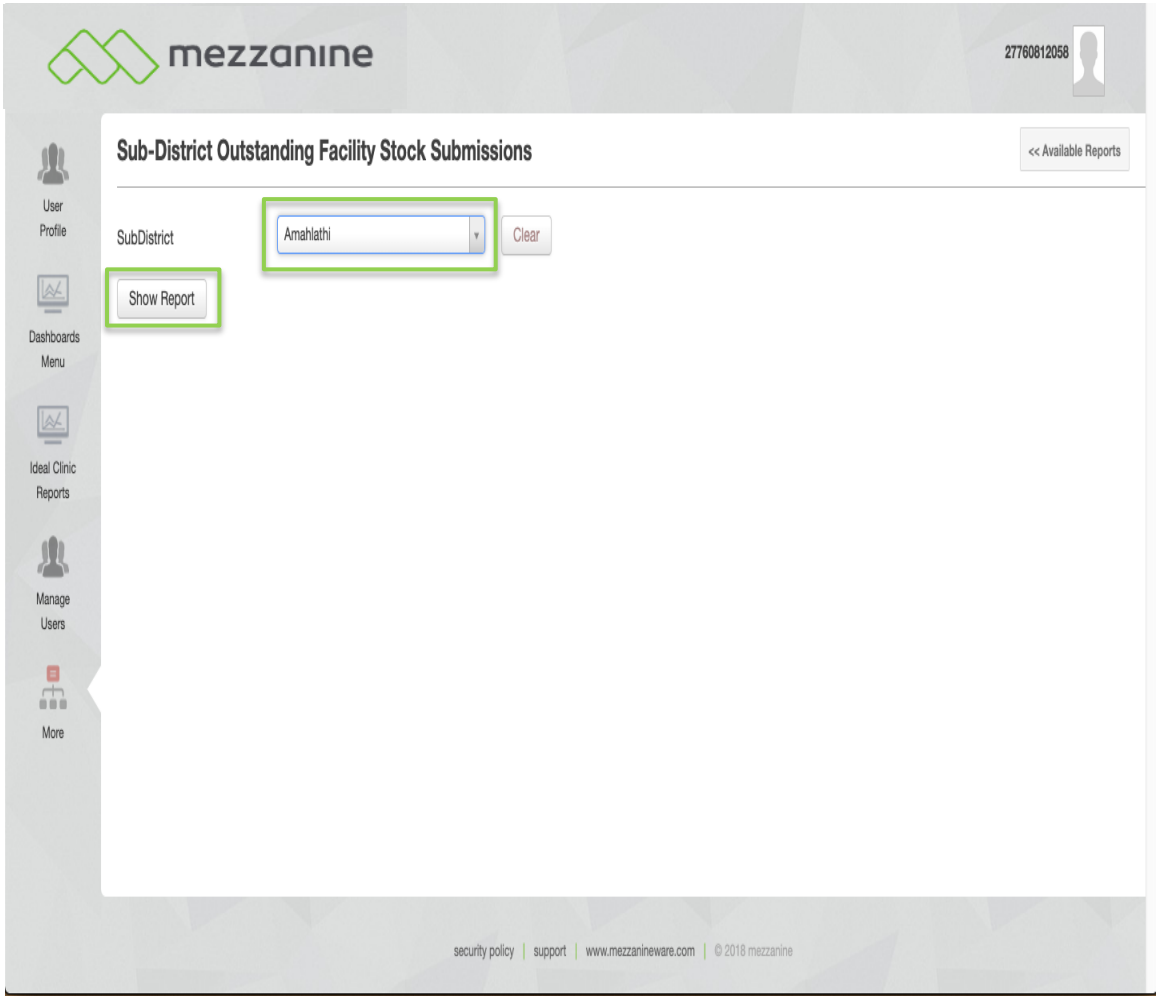
- Click on ‘More’ and select ‘Reports’.



4. Available Reports

- Click on ‘Show’ next to ‘Sub-District Outstanding Facility Stock Submissions’.



5. Show Report

- Type in your ‘Sub-District’ and click on ‘Show Report’.