

Downloading the To-Do List Summary Report

1. Sign in to myCB.CastleBranch.com
2. Hover over **Document Center** and then click on **My Documents**.
3. A list of folders should expand to the right. **Click the folder with the same name as your tracker** - e.g. Clinical Requirements BQ98
4. Within this list, click on the file titled **'Results_'**
5. Once the file name is selected, click the orange **download** button. This is your To-Do-List Summary Report.

The screenshot displays the 'My Documents' interface. On the left sidebar, the 'DOCUMENT CENTER' is expanded, and 'My Documents' is selected. The main content area shows a list of folders on the left and a list of files in the center. The selected file is 'Results_9016072511315700.pdf', which is highlighted in orange. Below the file list, there is an 'Upload File' button. The file details panel on the right shows the file description as 'undefined', tags as 'Add Tag', and a 'DOWNLOAD' button at the bottom right. Other buttons include 'Share', 'Merge', 'Reminder', and 'Move To'.

If you have trouble retrieving your Summary Report, Chat with us through your [myCB account](#) or call our User Experience Specialists at [888.723.4263](tel:888.723.4263).

