

RDO (FDO) Store List Report

a Report Manager report pulling Extranet store data by RDO/FDO

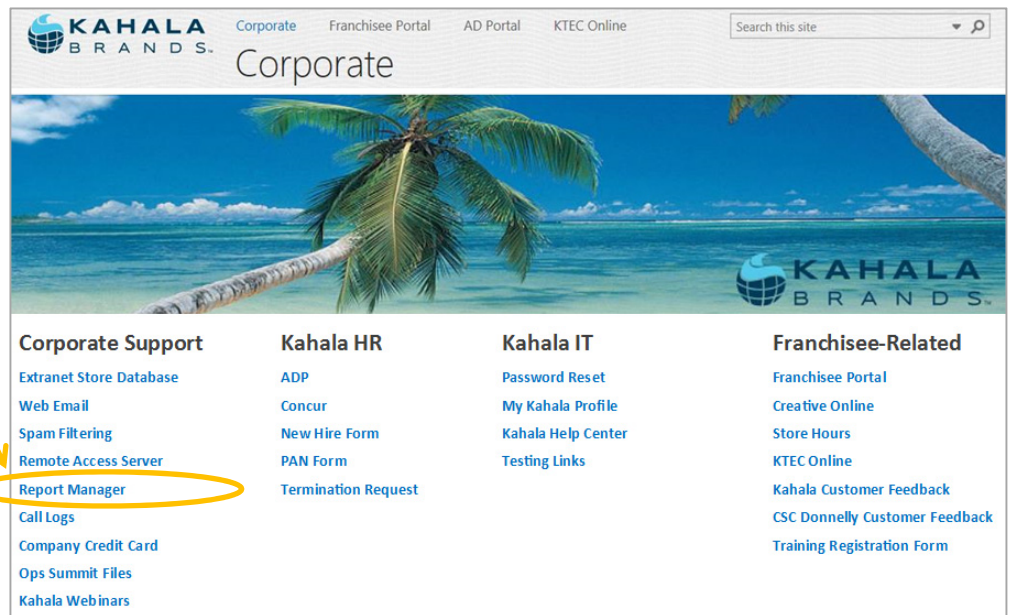
This report can be used to verify or track:

- Franchisee **Email Address** (for PerformaLogics, Kahala/brand communications, customer feedback)
- Franchisee **Username** (for Franchisee Portal login)
- Franchisee Food Safety Manager **Certification Expiration**

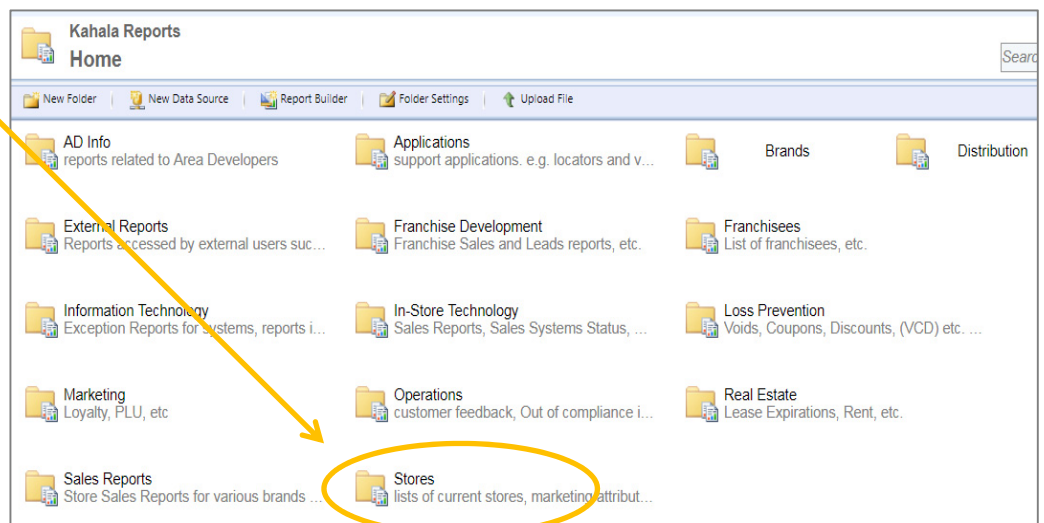
1. Log into the **Corporate Portal**

<https://corporate.kahalamgmt.com> use your Outlook username & password

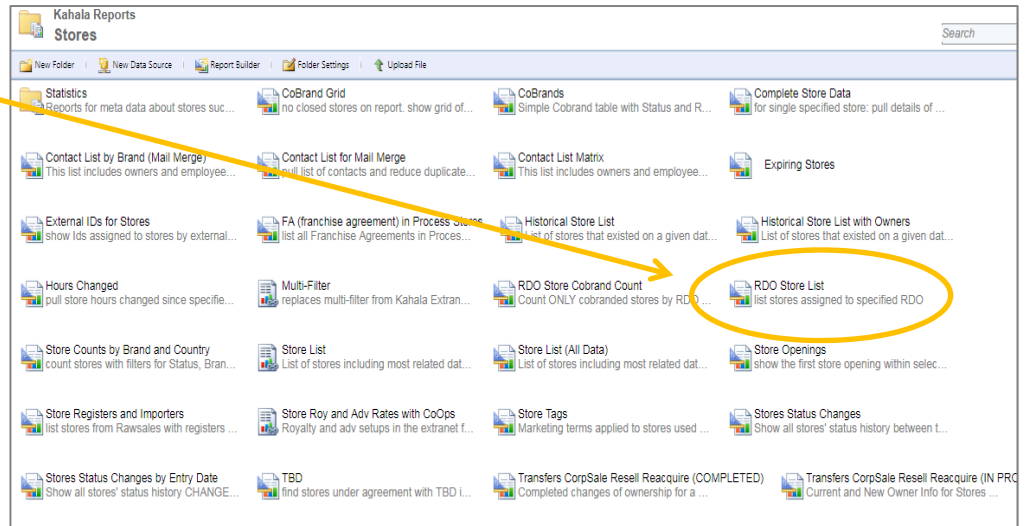
2. Click on the **Report Manager** link to view the report topic folders



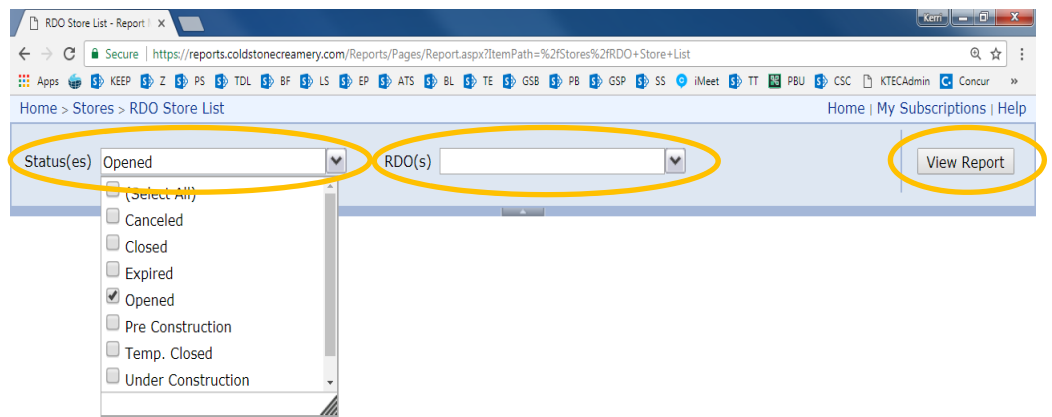
3. Click on the **Stores folder** to open the list of available reports



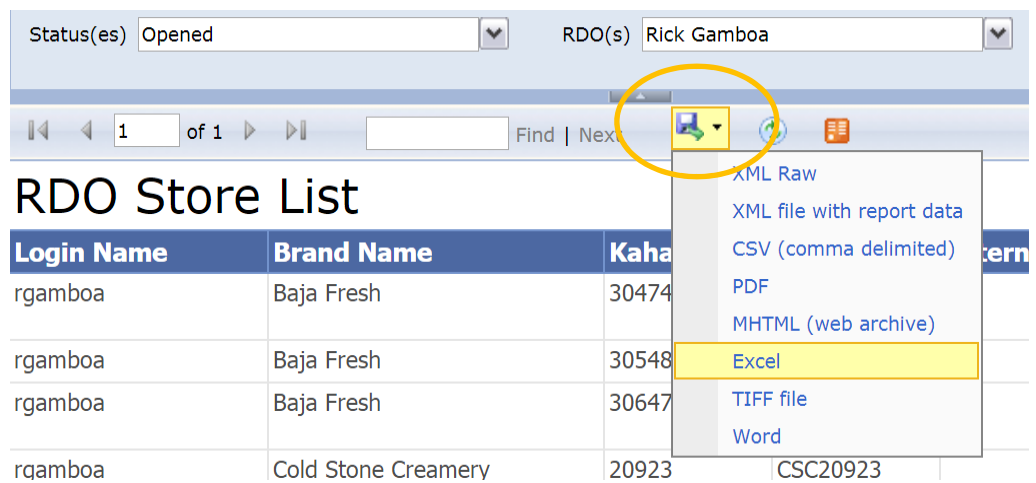
- Click on the **RDO Store List** report



- Select **search criteria** from the two drop down menus (Status and RDO), then click **View Report**



- Once the report has generated, click on the **SAVE** icon to save the Excel report onto your computer; SAVE tends to default to your *downloads* folder, but you can specify another location on your computer



- With the report saved in Excel on your computer, you can adjust the columns, delete columns and format to your liking/needs