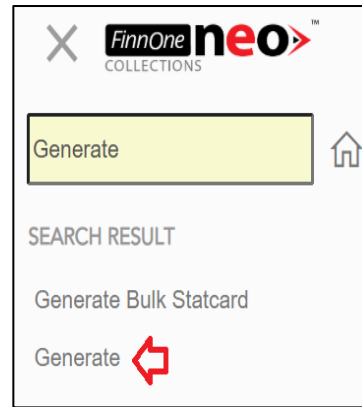




Agency
Enablers
download
guide

Agency Enablers Download Guide

1. In Neo Collections, Search for "Generate" and click on the search result as per the first screenshot
2. Now it takes us to report page, here search for "Agency_Enabler" in the report search bar.
3. Click on the blue download icon highlighted in the 2nd screenshot
4. Enter the Unit level ,Unit ID, Heirarchy 'Yes/No' and Output Format.
5. Click on the generate button. This will queue you download to artifact.



Report Id	Report Name	Report Description	Sample Report	Generate
5000957	Agency_Enabler_HL_AFD	Agency_Enabler_HL_AFD		
5000956	Agency_Enabler_CC_AFD	Agency_Enabler_CC_AFD		
5000955	Agency_Enabler_OD_AFD	Agency_Enabler_OD_AFD		
5000941	Agency_Enabler_RL_AFD	Agency_Enabler_RL_AFD		

Count : 4

Marked for queued generation.

Enter Parameters

Unit Level *

Unit Code *

Product

Include Hierarchy No Yes

Login User

Output Format *

Report Description



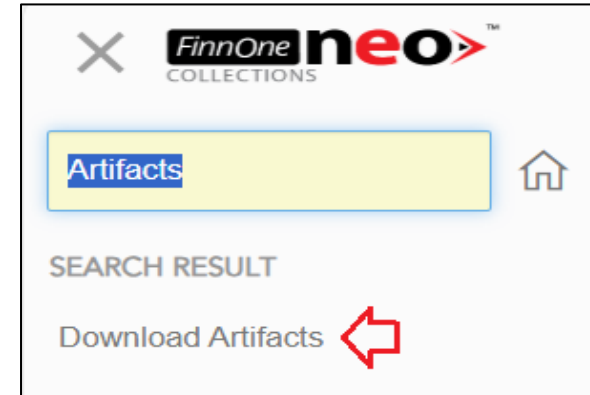
Agency Enablers Download Guide

6. Now search for "Artifacts" in Neo Collection and click on the search result as per the screenshot.

7. On the Download Artifact screen, on Artifact type – type 'Report' and click on search icon.

8. Once the Artifact type displays 'REPORT_MANAGER_DUMP', click on the Search button in blue.

8. Your download would be visible on the below menu. Click on 'ZIP' icon. Your file will be downloaded



Download Dump Artifacts

ArtifactType: REPORT_MANAGER_DUMP

User:

From Date:

To Date:

Batch Id:

Available Artifacts

Search: Show 10 Entries

Serial #	Reference Value	File Name	Creation Date	Status	File Size	Download
1	5000941	Agency_Enabler_RL_AFD_1770700825946.zip	10/02/2026 10:50:31 AM	Successful	331 KB	
2	5000957	Agency_Enabler_HL_AFD_1769684243295.zip	29/01/2026 4:27:24 PM	Successful	4 KB	





Thank you