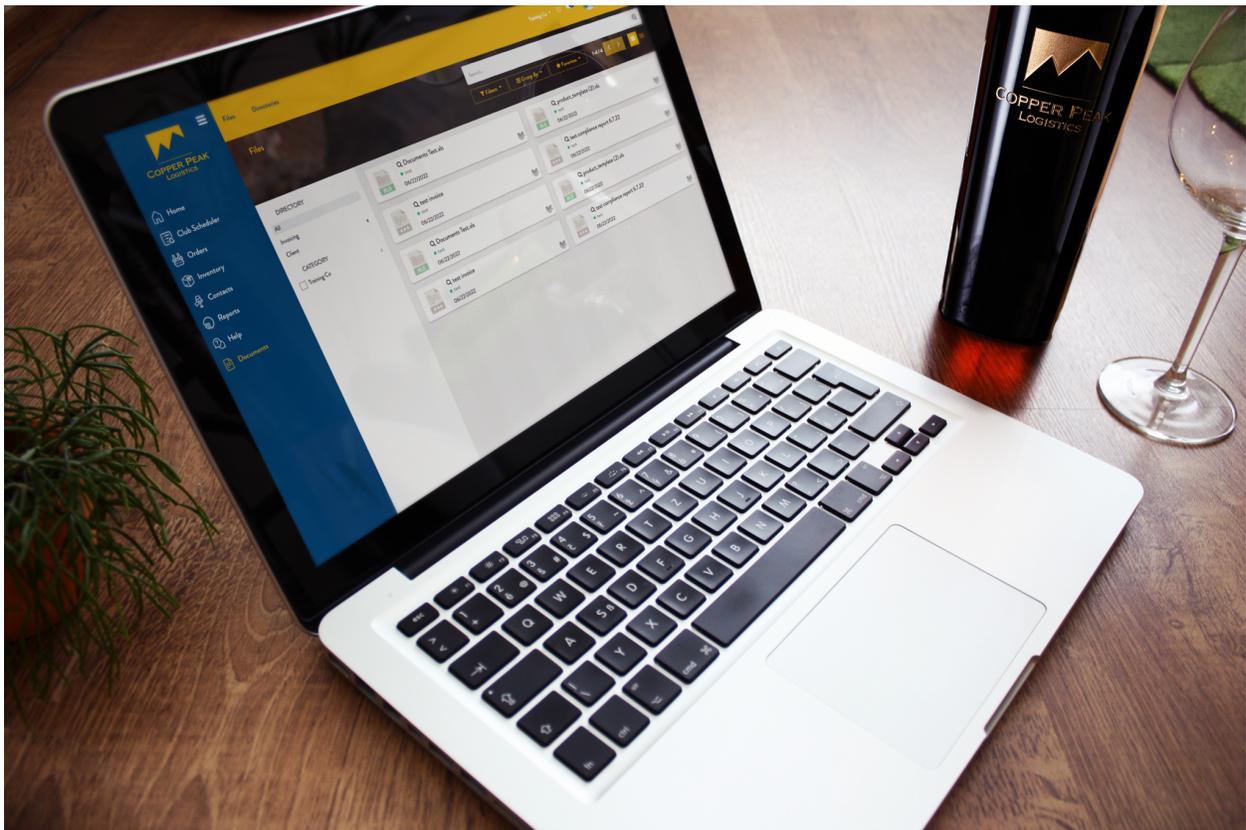# CopperLink Documents Support Documentation

For Copper Peak

The following documentation addresses the functionality under the Documents menu in the CopperLink system. Monthly reports are generated on your behalf and stored under the Documents section.
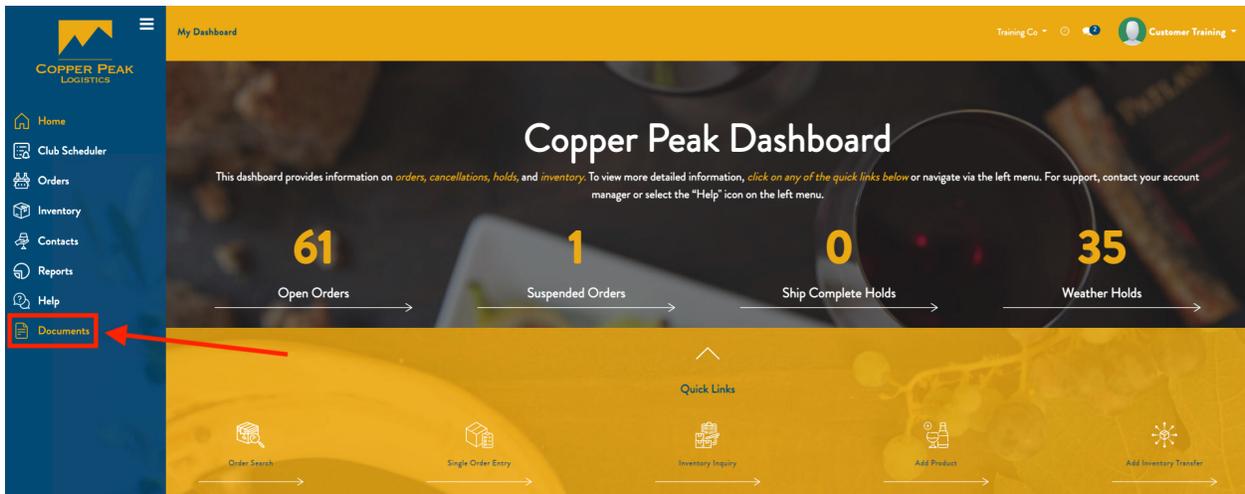
[Reports](#)
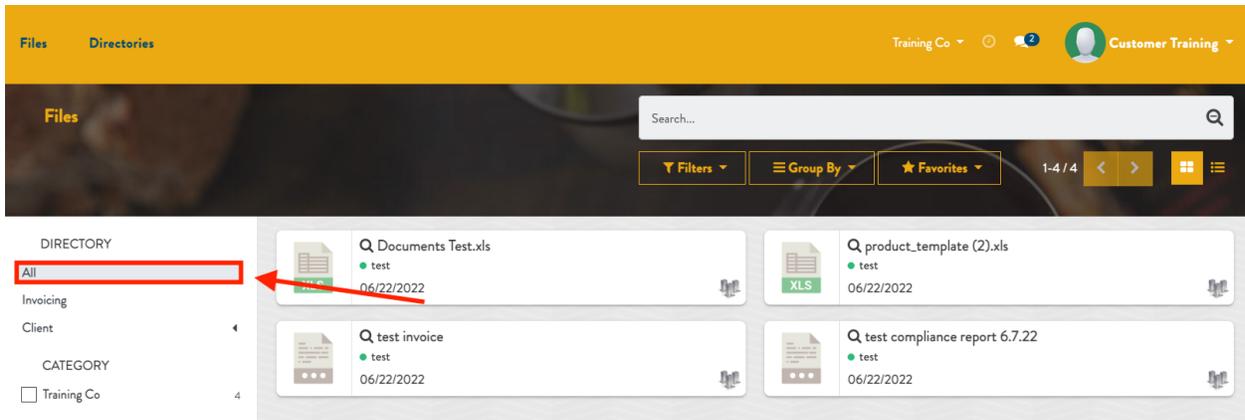
[Search](#)

[Download](#)

[Views](#)

Documents

From the Home screen, select Documents from the Main Menu options on the left.
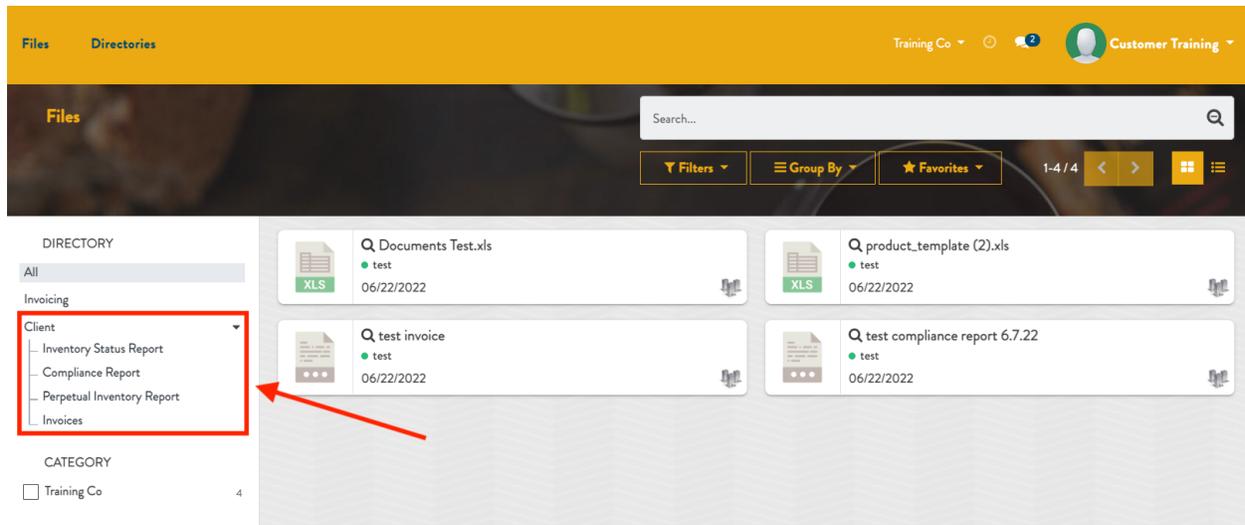

On your Customer View, you can View All documents. This is the default view, as shown below:
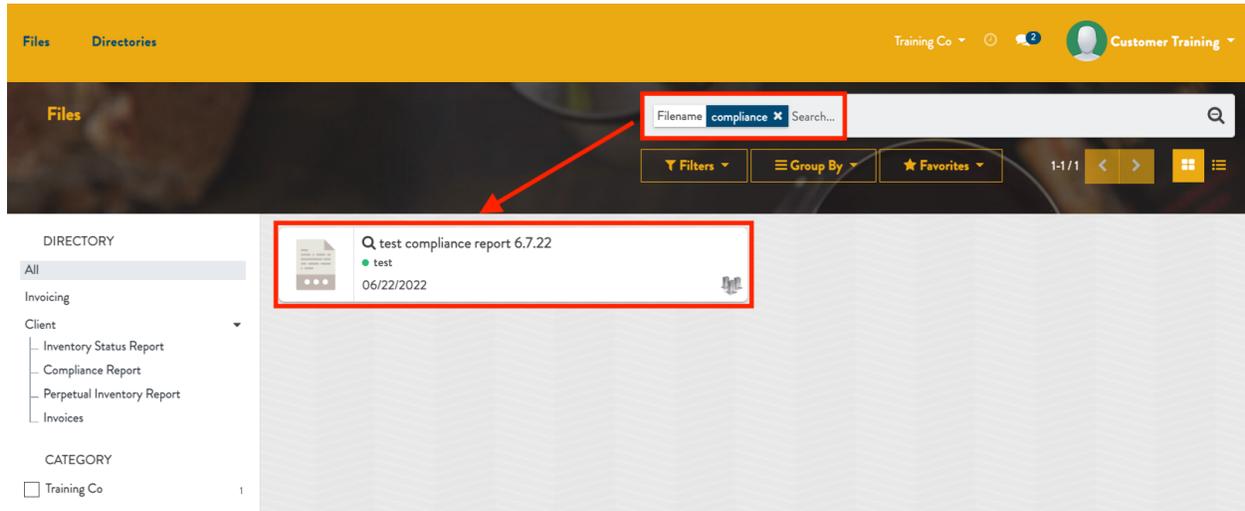
Reports

By clicking the drop down arrow to the right of Client, the following reports can be viewed:

- Inventory Status Report
- Compliance Report
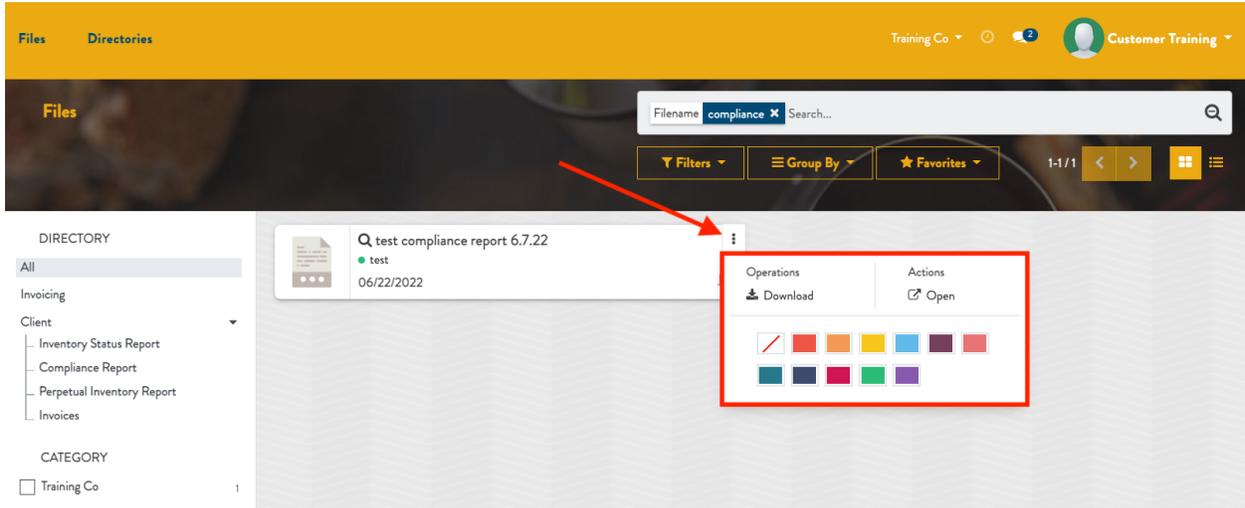- Perpetual Inventory Report
- Invoices

Search

Specific reports can be found by using the Search bar at the top of the page. For example, type "Compliance" and hit enter, and only compliance reports will be shown.

To show all reports, click the "x" to the right of "Compliance" in the Search.

Download

Clicking the 3 dots on the right of a card will allow you to download it.

Views

While Kanban View is the default, List View is also available via the button below: