



IOWA TITLE GUARANTY

INSTRUCTIONS TO ACCESS AND RUN REPORTS

To access and run a Participant report, please take the following steps:

1. From the Resource Desk (IowaTitleGuaranty.org) log on to CAP with your user name and password.
2. Click on “View/Renew/Edit my Participant record”
3. On the Participant Listing screen, click “View” next to the Participant’s name.
4. Directly below the banner on the Participant Detail screen, there are several tabs across the page. Click on the tab “Reports”. Only CAP Users who are designated as Staff Admin have access to the Reports tab.
5. Click on “View” next to the report name.
6. Enter a start and/or end date, if required. The default dates return all CAP records that meet the report criteria.
7. Click on “View Report”.
8. To sort report by Columns, click on the up/down arrow next to the Column header.
9. To print report, click on the File icon and select either Excel or PDF format.