

STORED FILES REPORT

The **Stored Files** report enables you to find the location of all the files you have uploaded to Watermark FS. This report provides information about the screen, item and field to which each file is uploaded. The report also provides the item number you have assigned to a file you included as Additional Materials for Review.

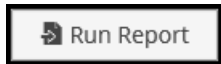
LOGGING INTO WATERMARK FS

1. Go to <https://www.msudenver.edu/watermark-fs/> using a browser.
2. Click the **Logon to Watermark FS** link.
3. Enter your **MSU Denver NetID** and **Password**. This is the same password that you use to log in to your office computer and email account at MSU Denver.

RUNNING THE STORED FILES REPORT

WATERMARK FS TIPS

The files uploaded to Watermark FS are stored on a secure server. The process for accessing the files varies depending on whether or not the computer you are using is connected to the MSU Denver network. For step-by-step directions on how to access uploaded files, please see the "Accessing Files using Watermark FS Reports" document located on the [MSU Denver Watermark FS website](#). The Auraria Campus wireless network does not allow you to access the files, but other wireless networks will.

1. Click **Run Reports** in the Left Navigation Bar.
2. From the **Report** drop-down menu, select **Stored Files**.
3. Under **Date Range** choose a **Start Date** and an **End Date** for the report you want to run. This option allows you to restrict the information on the report to only data within the date range specified.
4. Under **File Format**, choose the file format for the report from the **File Format** drop-down menu.
5. Click  in the upper right corner.
6. Click **Open** to open the report or **Save** to save the report.