Using the "Create Report" feature:
The Create Report feature allows the user to gather all requested documents into an html or Word document for review as follows:

1. From the Project Details page click on the Create Report dropdown menu to view a list of documents.

2. Select the type of document you want to generate then click Create Report. The system generates the document in html.

3. Click on the open in word link in the top right corner to open the file as a Word document that can be saved to your hard drive and printed. (Or you can print directly from the screen using the print icon.)

*Note: Format changes like margins, headers, and page numbers can be made as desired for internal review or board approval purposes. Any changes made in the Word document will not be part of the official data fields, so desired changes will have to be made in the individual VAC sections of the RIS project.

The following describe the types of documents that can be generated using Create Reports.

a. Sections: Creates a document with all of the sections in the project displayed from end to end in one document for review in a single-spaced format.
b. Sections (Resolved): Creates a document with all of the sections in the project displayed from end to end in one document with strikethrough text removed and text that is underscored changed to plain text. This is how the text will appear when the project becomes final.

c. Sections (Double spaced): Creates a document with all of the sections in the project in a double-spaced format.

d. Sections (With Notes): Creates a document with all of the sections in the project displayed from end to end in one document with the Statutory Authority and Historical Notes appended to each section.
e. **Transmittal Sheet**: Creates a copy of the transmittal sheet that was filed with the Registrar of Regulations. You can print from this screen by clicking print in the upper right hand corner.

*Note: If you are a non-Town Hall agency, use this report to generate the Transmittal Sheet to fill in so that you can submit the project to the Registrar’s Office. After the project has been submitted, you can view and print the Transmittal Sheet using instructions provided.*

f. **Petition sheet**: Creates a copy of the Petition for Rulemaking sheet that was filed with the Registrar of Regulations.

g. **All Documents and Documents and Section**: These reports vary based on the stage of the project and what data has been added to the project.