

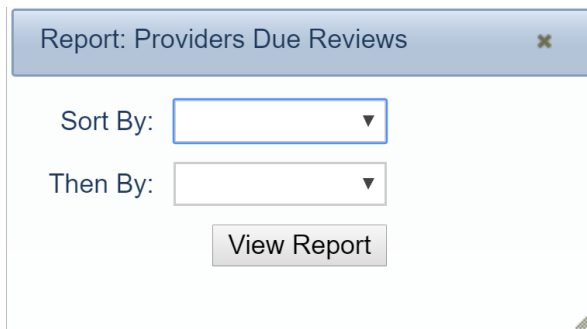
Print the Providers Due Reviews Report

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CST

The Providers Due report lists all providers who must be visited, as well as the days and meals you should visit. You can print this report in Minute Menu HX, or you can print it in the Admin Review site. For information about printing this report in Minute Menu HX, see [Identify Who to Visit and When](#).

To print this report in the Admin Review site:

1. Log in to <https://reviewadmin.minutemenu.com/Account/LogOn>.
2. Click the **Reports** tab.
3. Click **Other Reports, Reviews**, and **Providers Due Reviews**. The Reports: Providers Due Reports pop-up opens.



Report: Providers Due Reviews

Sort By:

Then By:

View Report

4. Click the **Sort By** drop-down menu and select the primary sort for the report.
5. Click the **Then By** drop-down menu and select the secondary sort for the report.
6. Click **View Report**. A PDF report downloads.