

View Distribution Report

The Distribution Excel report provides information about which sites have had documents [distributed](#) to them. When SiteZone is in use, it will also provide information about acknowledgement date and user.

The View Distribution Report Menu Option is available on the Actions menu for a Program Level document if all of the following are true:

- Document is Final
- Distributable flag has been set to true for the associated document type in the Master List
- User has the 'DISTRIBUTE_DOCUMENTS' portal feature