1. Log in to the BDC web account. Select Past Drives on the Account Homepage.

2. The Past Drives page is displayed. Type the date from which the search should begin in the From Date field.

3. Type the date on which the search should end in the To Date field. Note: From Date and To Date should be dates in the past.

4. Click [Submit].
5. View the Past Drives search result displayed for the specified time period. Click [Print Report].

6. Click [Print Report].
7. Click [Print].

8. The Past Drives have been displayed and printed.