

# Accessing Reports & Historical Data

## Where to Find Reports

- Log in to [portal.grintops.com](https://portal.grintops.com)
- Navigate to **Reports** section
- Filter by service, date, or status

## Report Retention Policy

Plan	Access Period (after expiry)
Starter	14 days
Pro	30 days
Enterprise	90 days (archived)

## Export Formats

- PDF (standard)
- HTML (interactive)
- JSON (optional, Pro+ only)

“ Enterprise plans can request full raw logs or custom dashboards.

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