
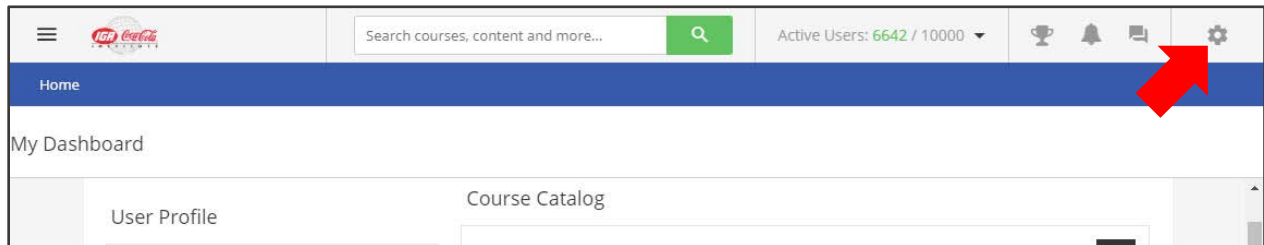
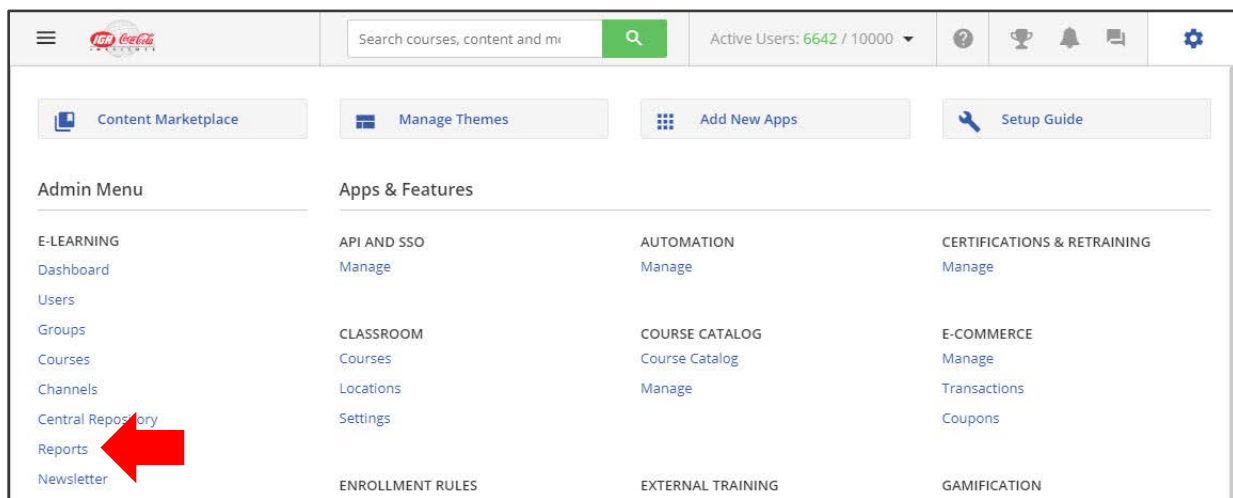


Run a User Report

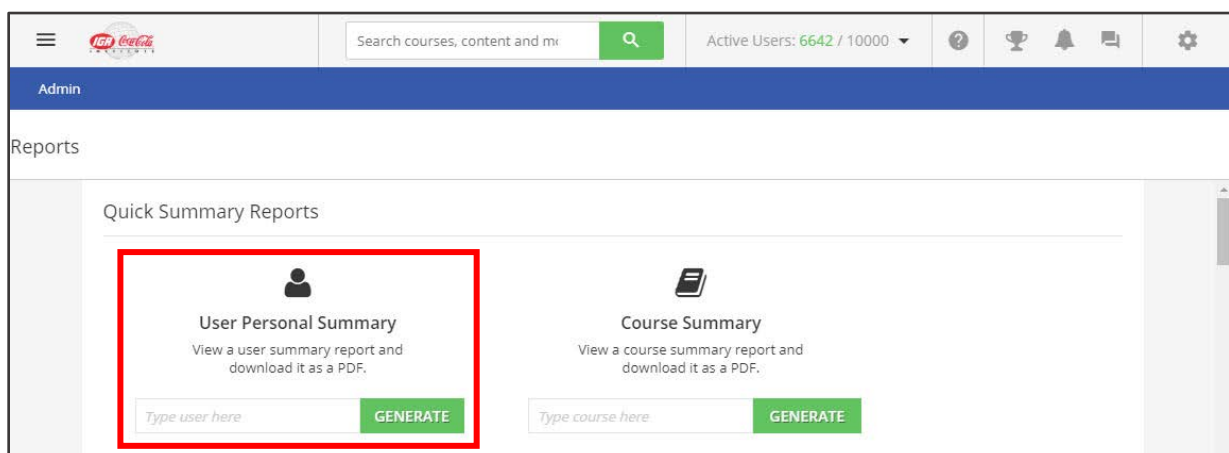
1. Log in with your administrator account.
2. Select the gear icon in the top right corner ().



3. Select **Reports** from the left column.



4. Find the User Personal Summary section.



- Type a user name in the field.

User Personal Summary
View a user summary report and download it as a PDF.

tdemo **GENERATE**

Can't recall their username? You may also enter their name (first or last) or their email address. As you type, the system automatically displays any usernames associated with that information. Select the desired username when it appears.

Tom **GENERATE**

tdemo - Tom Demo
tloord - Tom Loord

- Select the **Generate** button.

Admin

Search courses, content and more **Active Users: 6642 / 10000**

Reports

Quick Summary Reports

User Personal Summary
View a user summary report and download it as a PDF.

tdemo **GENERATE**

tdemo - Tom Demo

Course Summary
View a course summary report and download it as a PDF.

tdemo **GENERATE**

- The report appears.

The report is identical to the My Activities page, which every user can access from their Menu button.

Tom Demo
tdemo

Level: User
E-mail: tdemo@igainc.com
Groups

1/20/2015 9:42:08 am
Subscription date

1/3/2017 8:49:32 am
Last Access Date

30h 19m
Total time

67
Active courses

- Statistics
- Additional Info
- Courses
- Classrooms
- Learning plans
- External Training
- Badges
- Social
- Webinars
- Certification