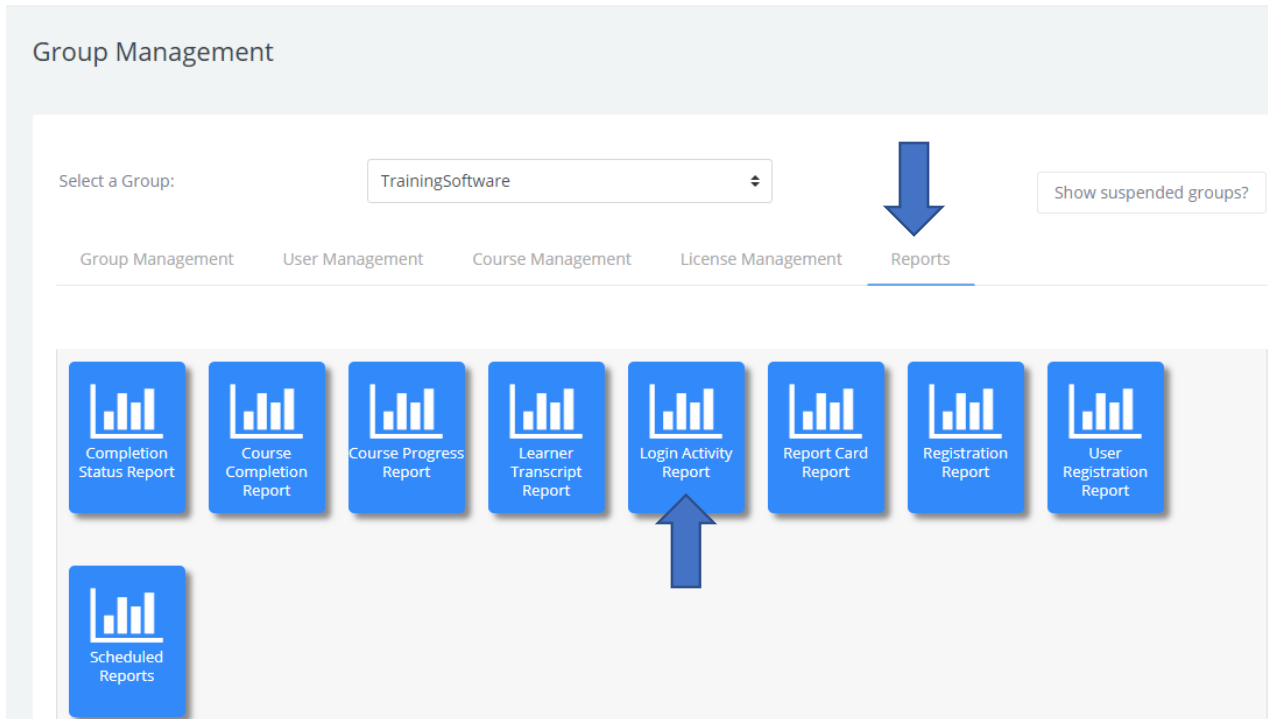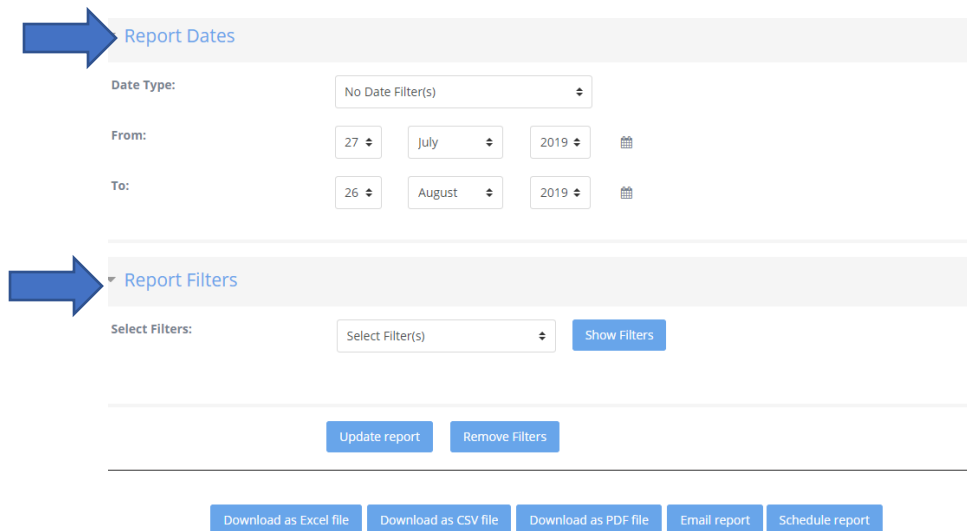# Reports

We have various reports you are able to utilize to pull information on your users. We are going to be looking at the "Login Activity Report". Please note all our reports operate in the same fashion. Begin by navigating to the "Reports" tab and click on "Login Activity Report".

You can enable the "Report Dates" filter and there are different "Report Filters" you can apply to your report as well.

Under the Reports Dates filter you can choose a session start date. For instance, you can create a report showing information from July 1st to July 31st.

Report Dates				
Date Type:	No Date Filter(s)			
	No Date Filter(s)			
	Session Start			
From:	27	July	2019	🗓
To:	26	August	2019	🗓

Report Dates				
Date Type:	Session Start			
From:	1	July	2019	🗓
To:	31	July	2019	🗓

When you click the "Update Report" button your report will now show only show information from the 1st to the 31st of July.

1　2　3　4　5　...　26　>

User Name	First Name	Last Name	Session Start	Session End	Time Connected (hrs:mins:secs)
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/10/2019 10:59:00 AM	07/10/2019 11:03:00 AM	00:04:15
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/10/2019 11:05:00 AM	07/10/2019 11:05:00 AM	00:00:21
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/10/2019 11:28:00 AM	07/10/2019 11:58:00 AM	00:30:50
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/11/2019 12:32:00 PM	07/11/2019 12:39:00 PM	00:07:00
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/15/2019 02:23:00 PM	07/15/2019 02:36:00 PM	00:13:11
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/15/2019 02:36:00 PM	07/15/2019 02:36:00 PM	00:00:00
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/15/2019 03:01:00 PM	07/15/2019 03:58:00 PM	00:57:05
mgmtts@careeracademy.com	Manager	TrainingSoftware	07/15/2019 03:01:00 PM	07/15/2019 05:53:00 PM	02:51:13

If you'd like to narrow the report down further you can do so with the "Reports Filter" section. All of our reports have different filters based on the report you are using. We have upwards of 15 different filters that can be applied. This particular report has 3 filters we can choose from.

If you want to enable a "Report Filter" click on the filter you'd like to use then click "Show Filters", the filter will populate below.

If you are searching for a particular user you can click the "Select User" box, type in the users name then click "Update Report".

You can also export the data. You can export the data as an Excel, CSV, and PDF file. You can also email the report to yourself and you can schedule a report to be sent out.
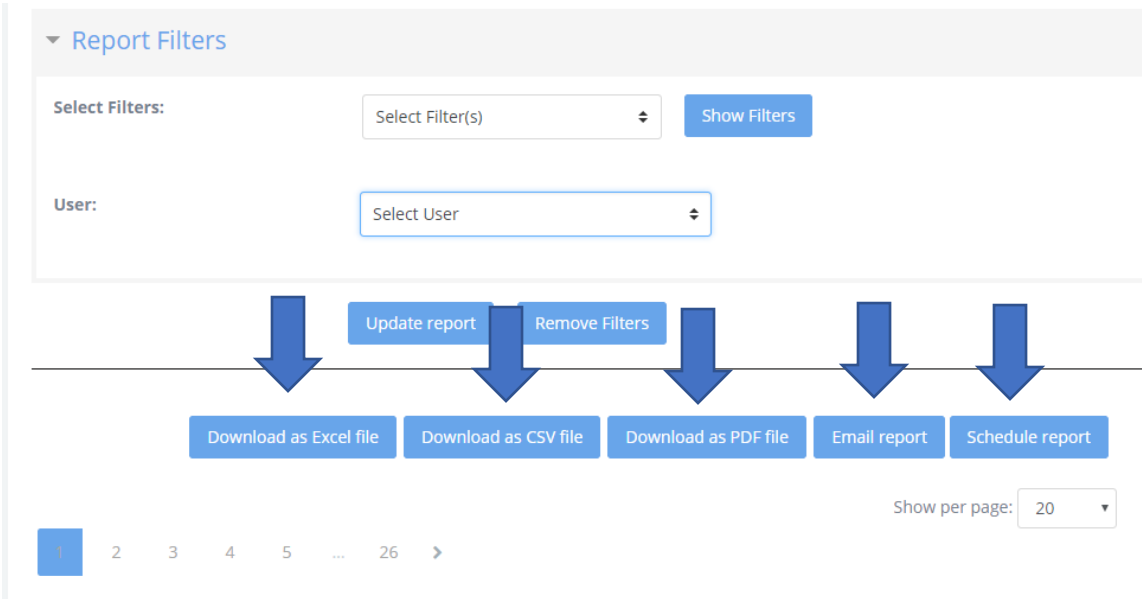
In order to download the data as an excel file, simply click on the "Download as Excel file" button. Once you've downloaded the file you can manipulate the data in it.