

USAGE STATISTICS

- From your home page, look for the **Assessments Box** click **Usage Statistics**.

Assessments

- ▶ Take Assessment
- ▶ View Assessments
- ▶ Add/Purchase Assessments
- ▶ Usage Statistics ➔

- On the next page you will see two calendars. The top will allow you to select the **Beginning Date** of your search, the bottom will allow you to select the **Ending Date**.

▶ Beginning Date

June 2023								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<<	28	29	30	31	1	2	3	>>
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	1	
	2	3	4	5	6	7	8	

Use the left and right arrows located in the header to scroll by month.

Use the red left and right arrows to scroll by year.

Click any number to select the Beginning Date.

▶ Ending Date

July 2023								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<<	25	26	27	28	29	30	1	>>
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	

Use the same process to select your Ending Date.

▶ Group By

Products ▼

- Products
- Account

- The **Group by** function allows you to sort by Product or Account. **Products** are the different assessments your account uses. **Accounts** will sort by the usage of main account and each of your sub-accounts

▶ Export as .csv

▶ Search

- Once you have entered your beginning and ending dates, click the **Search** button and scroll down to view your results. Note that in the products view usage is listed according to the type of report. In the account view, usage is listed by account.

▶ Export as .csv

▶ Search

Area	All Reports	Incomplete Reports
Products: Acme Inc Training 2023		
Product ID: 487		
Account 19328: Your Company Name KeyCode: 34603	2	0
Total:	2	0
Products: DISC and TEAMS Report		
Product ID: 1021		
Account 41618: Untitled Account KeyCode: 61690	1	1
Total:	1	1
Products: DISC Standard Report		
Product ID: 466		
Account 36354: Old Test Subaccount KeyCode: 74908	1	1
Total:	1	1
Products: The DISC Report		
Product ID: 1030		
Account 19328: Your Company Name KeyCode: 69539	1	1
Total:	1	1
Products: Vensure HR (HRT Report)		
Product ID: 248		
Account 36354: Old Test Subaccount KeyCode: 71621	1	0
Total:	1	0
Total of all accounts and all products:	6	3

- To download these results, as a comma-separated values document copatable with Excel, click the **Export as .csv** button.