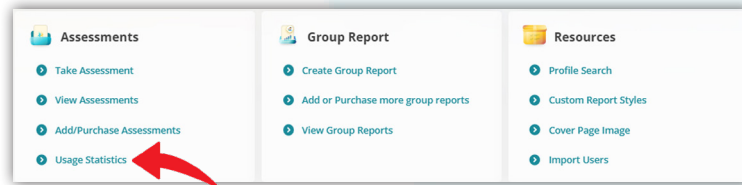


USAGE STATISTICS

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



2. Choose the **Beginning and Ending Date** of your search then select the following under **Group By**:
 - Products will sort by type of assessment.
 - Accounts will sort by usage of the main account and each of your sub-accounts.When you are ready, click the **Search** button.

The screenshot shows the 'Usage Statistics' form. It includes fields for 'Beginning Date' and 'Ending Date' (both with MM/DD/YYYY format and calendar icons), a 'Group By' dropdown menu set to 'Account', and buttons for 'Export as .CSV' and 'Search'. The 'Search' button is highlighted with a red arrow.

4. 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.

The screenshot shows the 'Usage Statistics' results table. The table has three columns: 'Account', 'Products', and 'Completed Reports'. The 'Account' column shows 'Working DEMO Account'. The 'Products' column lists various reports. The 'Completed Reports' column shows the count for each report. The 'Search' button is highlighted with a red arrow.

Account	Products	Completed Reports
Working DEMO Account	R3 Quadrant Report	1
	Velocity Sales Report	1
	Comprehensive DISC Report	3
	4D-DISC, TEAMS, VALUES with BAI	3
	PeopleKeys 4D Career Report	1
	The Biblical Leadership Report	1
	The Biblical Insights Report	1
	4D+Sales	1
	DISC and TEAMS Report	1
Total		13

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