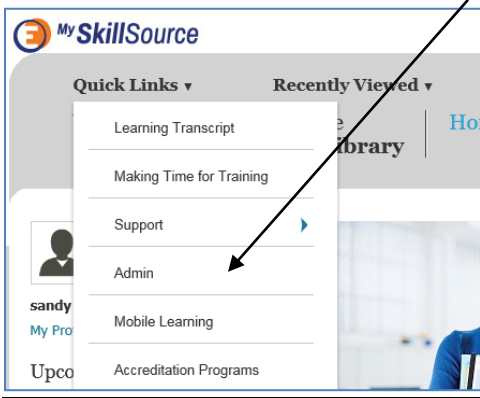
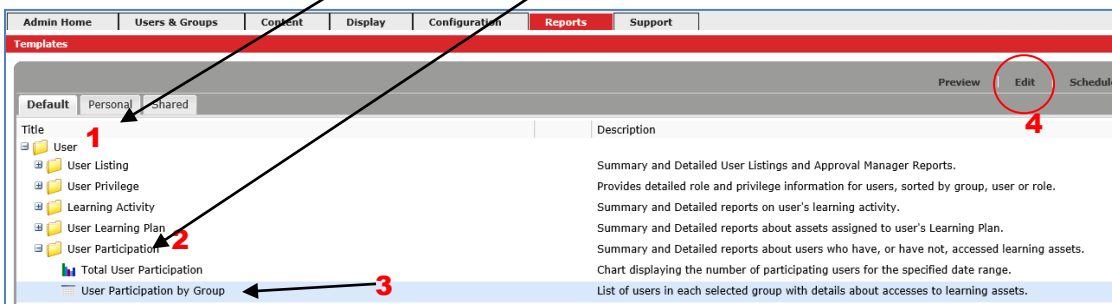


Non-Participating User Report – Step x Step

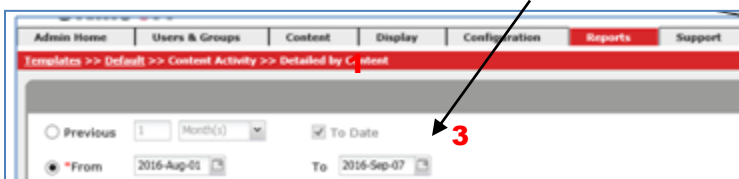
1. Log-in and select the Admin tab within Quick Links



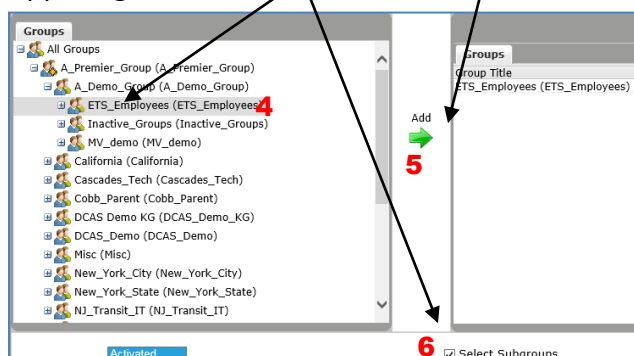
2. Report Tab / Templates / 1. User / 2. User Participation / 3. User Participation by Group /
4. Click on report and Edit



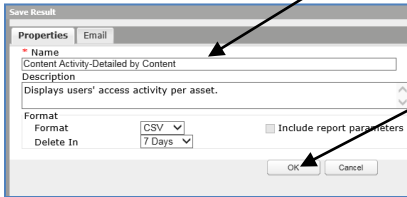
3. Activity Dates choose the desired date range for the report data



4. Click User & Groups (+). Select (highlight) the "group(s) of users you want to report on
5. Click the green arrow to move the group(s) to the box on the right
6. Check the Select Subgroups box
7. Upper right corner click Save Result



8. Change the report name if you wish and click OK (wait to be directed to the Results page)



Save Result

Properties Email

Name
Content Activity-Detailed by Content

Description
Displays users' access activity per asset.

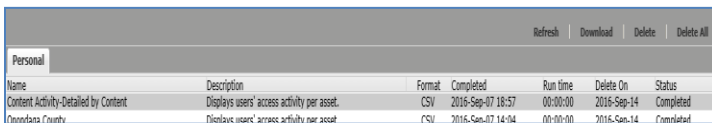
Format
Format CSV
Delete In 7 Days

☐ Include report parameters

OK Cancel

9. The report database query will run automatically, click Refresh until the report can be selected (highlighted)

- Click to open/download to Excel, manipulate data and **Save**



Refresh Download Delete Delete All

Name	Description	Format	Completed	Run time	Delete On	Status
Content Activity-Detailed by Content	Displays users' access activity per asset.	CSV	2016-Sep-07 18:57	00:00:00	2016-Sep-14	Completed
Content Activity-Detailed by Content	Displays users' access activity per asset.	CSV	2016-Sep-07 14:04	00:00:00	2016-Sep-14	Completed