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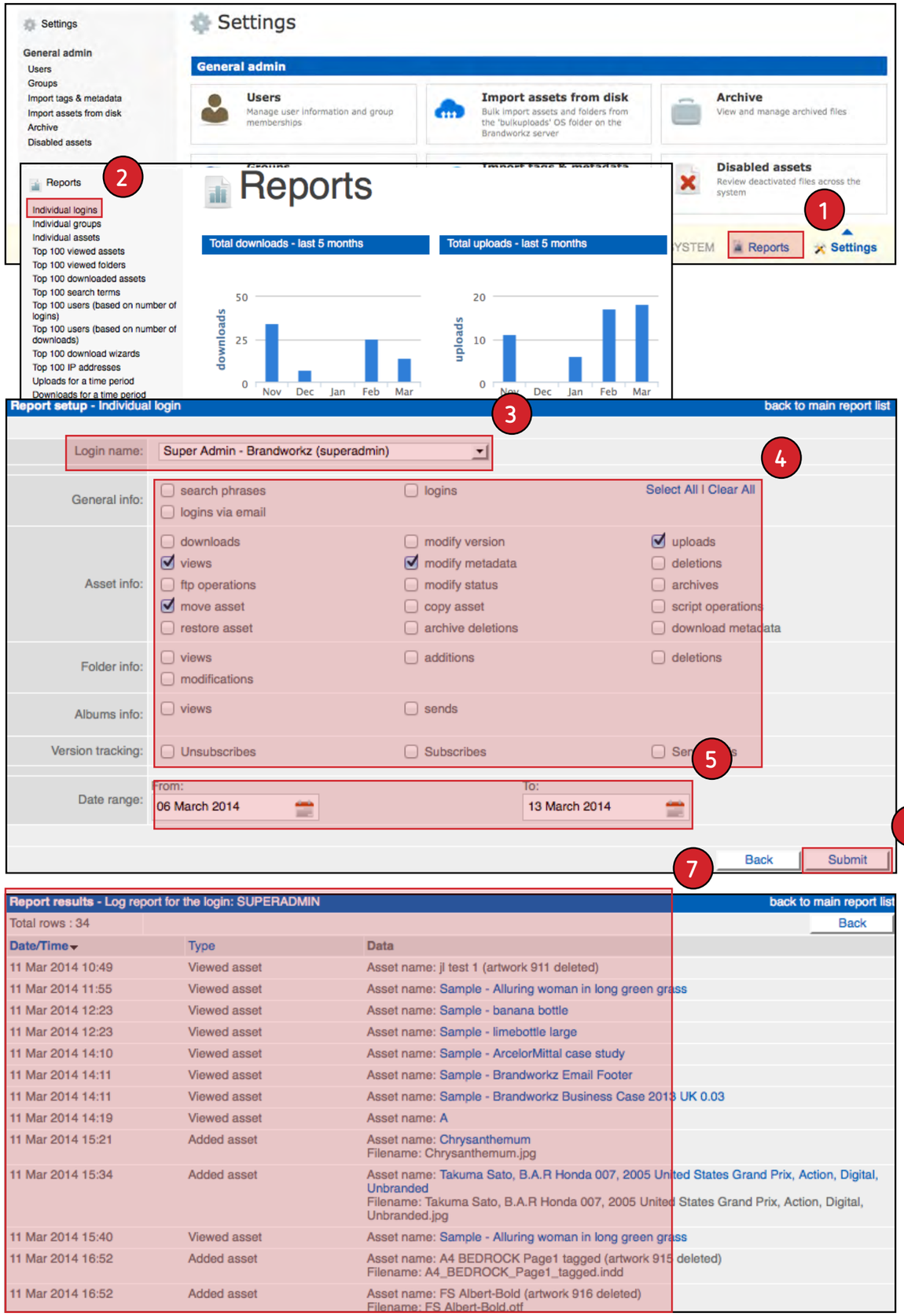
System Admin Training Materials

Chapter 6: Reports

Reports enable SysAdmins to see how the system is being used, how processes can be improved and communicate the latest information to the appropriate audience

This chapter would be used by all users who are responsible for creation and maintenance of the site



Reports

Brandworkz offers you a large variety of ways to see how people are using the system. This can be helpful in many ways, from making sure the latest information is being communicated efficiently to helping improve processes.

Click ‘Reports’ in the bottom admin bar to access the reports section. The landing page shows your uploads, downloads and login for the last five months.

Using the options in the left hand pane you can generate custom reports can be generated about almost anything from individual logins to which download wizards are being used the most frequently.

Exercise –
Create a report based on Individual Logins

1. Click on ‘Reports’ via the bottom admin bar.
2. Click on ‘Individual logins’ from the list on the left.
3. Select a user from the Login Name drop down.
4. Tick the boxes for the options you wold like a report on.
5. Use the calendars to select a date range between a day last week and today.
6. Click submit.
7. A report is generated with the information you require.