Usage and Utilization

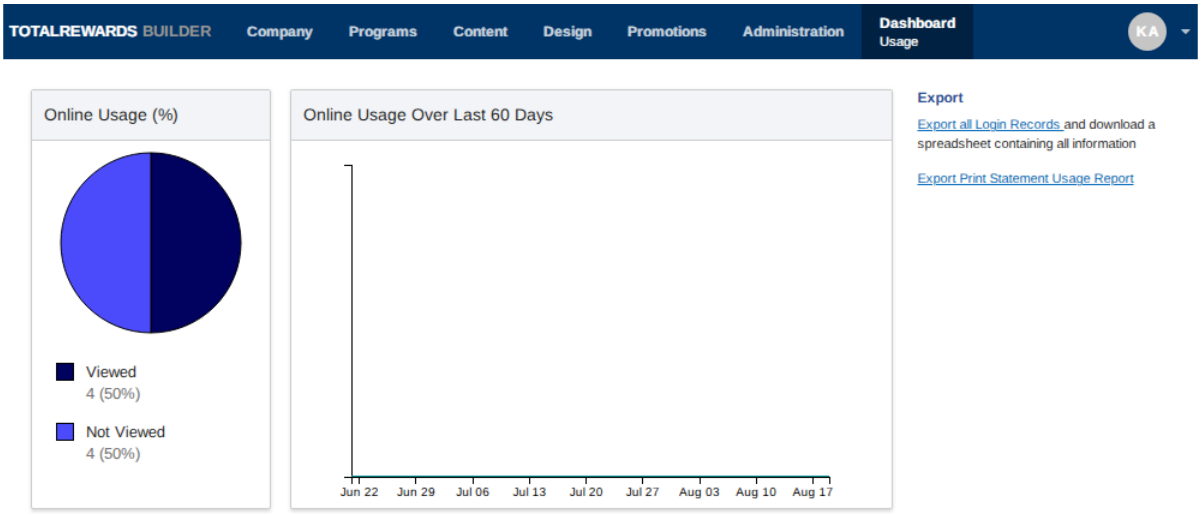
Last Modified on 10/24/2025 1:42 pm PDT

Utilization Rate defines the success of online statement implementation.

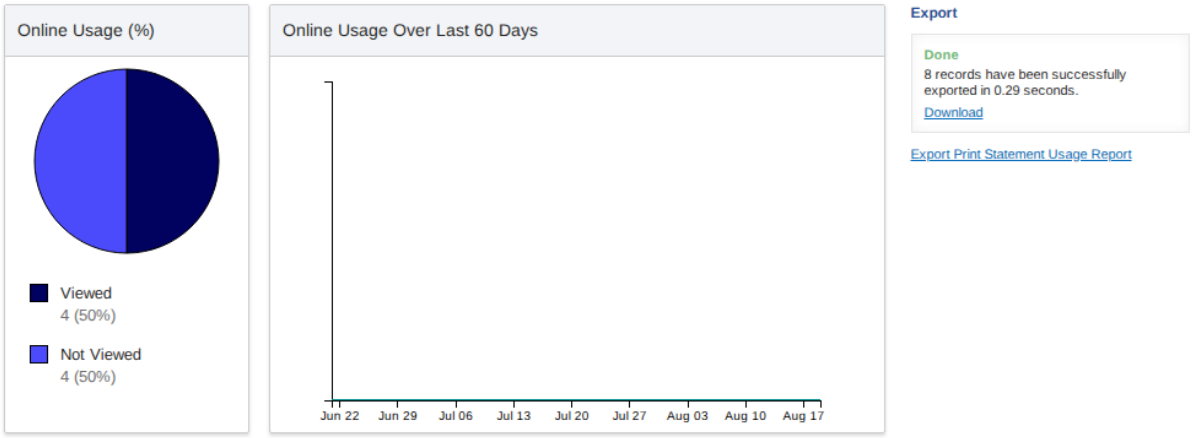
Your browser does not support HTML5 video.

Check Usage and Download Utilization:

1. Go to **Dashboard**.
2. Select **Usage** from the drop-down menu.
3. Graph shows **viewed and not viewed** percentage.



4. Click **Export all Login Records** to download utilization report.
5. A counter will display, showing that records are being prepared.
6. When the file is ready, click the **Download** link to save a **CSV report**.



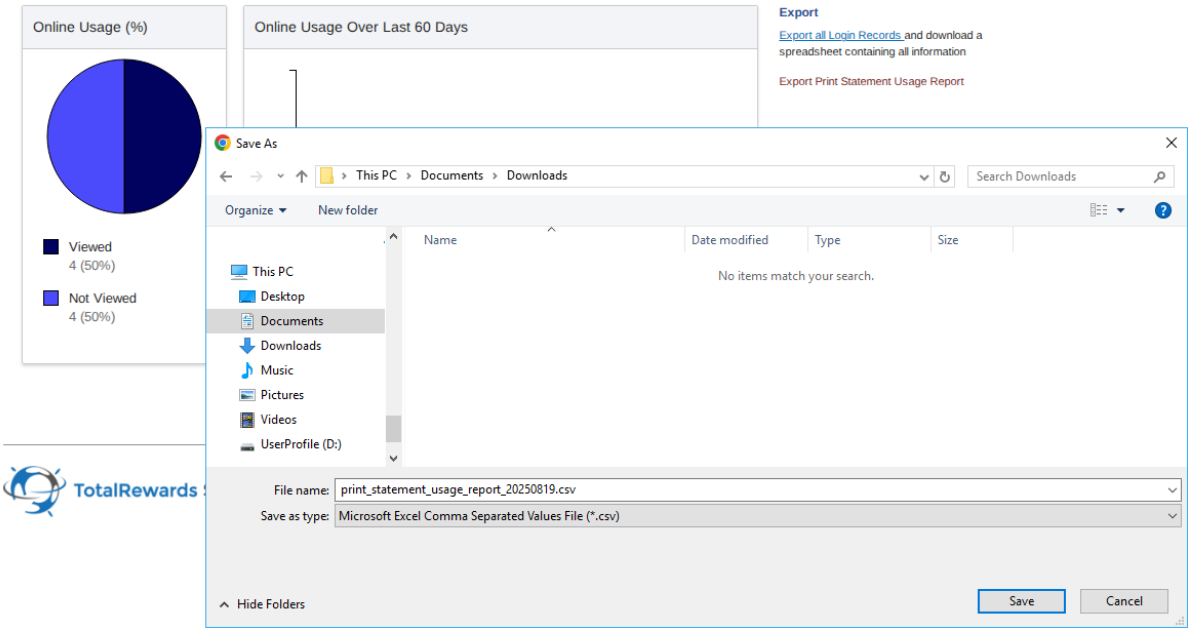
7. Check the **utilization report**.
    - **Last Login** – Indicates that the employee has viewed their statement and shows the

date of their most recent login.

- **Platform** – Displays the type of device or operating system the employee used to sign in, such as Windows, Android, iOS, iPad, etc.
- **Browser** – Shows which browser was used to access the statement, e.g., Firefox, Opera, Safari, Chrome, MSIE, Brave, etc.
- **Groups/Labels** – Displays any groups or labels assigned to the employee, helping categorize users for reporting or filtering purposes.

	A	B	C	D	E	F	G	H	I
1	ID	Name	Email	Inactive	Last Login	Platform	Browser	Groups	Labels
2	1000	Sample Sample	samplesample@totalrewardssoftware.com	No	3/21/2022 1:15	windows	chrome	NPT	
3	13757	AAA Sample	krishaguas@totalrewardssoftware.com	No	4/10/2024 18:36	windows	chrome	GPT	300
4	13758	AAB Bravo	aabbravo@totalrewardssoftware.com	No				NPT	400
5	13759	Leslie Liu	leslieliu@totalrewardssoftware.com	No	6/2/2021 21:34	windows	chrome	RPT	
6	13760	Sample Statement	samplestatement@totalrewardssoftware.com	No	3/10/2021 23:51	windows	msie	NPT	
7	13761	Test Employee	testemployee@totalrewardssoftware.com	No				RPT	

8. Click **Export Print Statement Usage Report** to download statement activity.



9. View **statement activity report**.
   - **DateTime** – the date and time the print/pdf version was viewed.
   - **Name** – Displays name of the employee, administrator or manager.
   - **Email** – Shows the email address.
   - **Role** – Displays role if employee, administrator or manager if applicable.
   - **Action** – Indicates whether the statement was **print_own** or **print_other**.
   - **Description** – Shows **printed own statement** for employee or **printed statement of** for administrator and manager.

	A	B	C	D	E	F	G
1	datetime	name	email	role	action	description	
2	8/19/2025 19:12	AAA Sample	aaasample@totalrewardssoftware.com	Employee	print_own	Printed their own statement.	
3	7/30/2025 18:01	Krish Aguas	krishaguas@totalrewardssoftware.com	Administrator	print_other	Printed statement of AAA Sample (krishaguas@totalrewardssoftware.com).	
4	5/7/2025 17:33	Krish Aguas	krishaguas@totalrewardssoftware.com	Administrator	print_other	Printed statement of AAC Sample (aacsample@totalrewardssoftware.com).	
5	5/7/2025 17:33	Krish Aguas	krishaguas@totalrewardssoftware.com	Administrator	print_other	Printed statement of AAB YOY Sample Employee (None).	
6	5/7/2025 17:32	Krish Aguas	krishaguas@totalrewardssoftware.com	Administrator	print_other	Printed statement of AAA No Benefits (michelleloiseaux@totalrewardssoftware.com).	
7	5/7/2025 17:32	Krish Aguas	krishaguas@totalrewardssoftware.com	Administrator	print_other	Printed statement of AAA Sample (aaasample@totalrewardssoftware.com).	

> **Note:** The reports provide insight into employee engagement with statements. Use the **Utilization Report** to track overall online statement access and trends, and the **Statement Activity Report** to monitor print or PDF activity by employees, administrators, and managers.

Quick Steps: Go to Dashboard → Select Usage → Export Login Records → Download CSV → Review Last Login, Platform, Browser, Groups → Export Print Usage Report → Review Date/Time, Role & Action