

# How to Read Utilization Export

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Utilization records are available for your review to check on specific employees who may or may not have logged in to view their statements

□

Select **Dashboard** then **Usage**, then click **Export all Login Records** link.

□

The counter will show **Preparing** and a **Download** link will show once completed. Once your utilization records are ready to download you can click **Download**.

## Export

**Done**

3 records successfully prepared (in 1.06 seconds)

[Download](#)

[Export Print Statement Usage Report](#)

The .CSV file will be available for your review

	A	B	C	D	E	F	G
1	<b>Id</b>	<b>Name</b>	<b>Email</b>	<b>Inactive</b>	<b>Last Login</b>	<b>Platform</b>	<b>Browser</b>
2	123456	Carolyn Robinson	<a href="mailto:catchison@acam.com">catchison@acam.com</a>	No	8/15/19 23:13	windows	msie
3	123879	Blake Stubbe	<a href="mailto:bastu@arm.com">bastu@arm.com</a>	No	8/15/19 23:15	windows	chrome
4	879827	Kim Powell	<a href="mailto:kmpowl@dia.com">kmpowl@dia.com</a>	No	8/15/19 23:15	ipad	safari
5							

The **Login Records** report in CSV format identifies the employee (ID, Name, Email, Inactive and Last Login)

**Last Login** indicates that the employee has viewed their statement and that the date displayed was the last time they had logged in.

**Platform** provides information on what computer platform the employee have signed in such as Windows, Android, iOS, iPad, etc.

**Browser** provides information where the statement was accessed from: Firefox, Opera, Safari, Chrome, MSIE, Brave, etc.