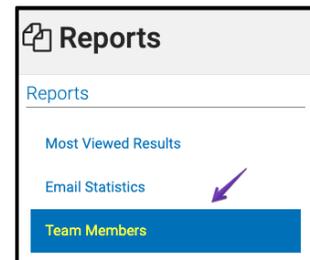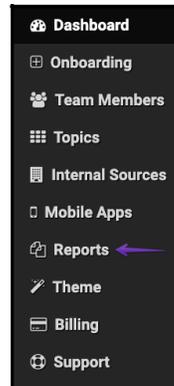*backstitch*

Generating Team Reports

Interested in how your Team is utilizing the App?
Follow these instructions to generate your custom Team Report!

Step #1: Launch "Reports" in backstitch Reader

1. In backstitch Reader, *select* **Organizational Admin** from the Hamburger menu.

2. *Select* **Reports** on the left sidebar.

3. *Select* **Team Members** on left side screen.
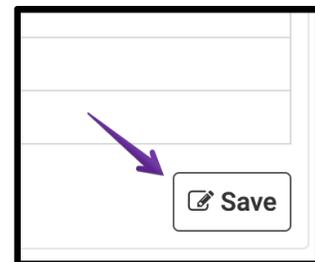
Step #2: Select Report Details

1. Under the **Team Member Details** header, select the applicable Team.

2. Once the Team has been selected, **[Checkmark]** each box to display the desired attribute in your report.

   Note: You must click on an attribute in order for the **[Save]** *button to be available for selection.*
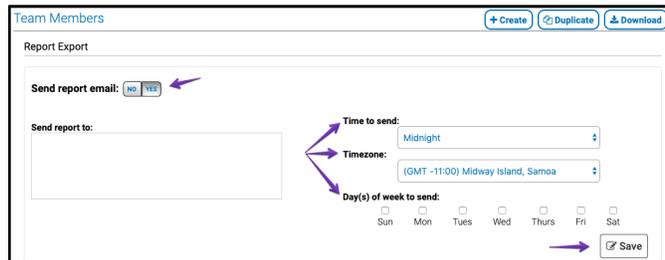
3. When completed, *select* **[Save]** at the bottom of the page.

backstitch

Step #3: Generate Report

1. To send Report via email, select **[Yes]** under "Report Export." Select desired "Time to Send," "Timezone," "Day of Week," and who to send the Report to. Select **[Save]**
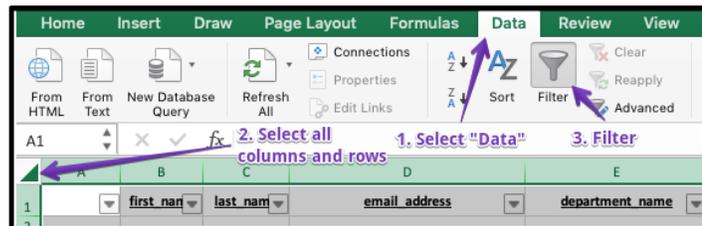

2. To download a Report instantly, select **[Download]** in the upper right corner.

   Pro Tip: For easy editing, open the Report in an Excel document!

Step #4: Format Excel Document

1. Format fonts, column/row width, and order.

2. Filter information by positioning cursor on top left cell (A1), select **[Data]**, and **[Filter]**. This allows you to organize the data as it is most helpful for you!

   Pro Tip: Generate Reports to analyze User Account usage, Users by Department, Users by Device and more!

Step #5: Understanding User Report - Key Elements

1. **Email Address**: Email associated with User ID.
2. **Display Name:** Name associated with User ID.
3. **Created At**: Date account was created.
4. **Last Request At**: Date account was last accessed.

5. **Devices**: Outlines the devices that each user has accessed.
   a. **iPhone**, **Android -** mobile devices (currently logged into app)
   b. **Web -** Web application
   c. **App -** accessed the application via mobile device