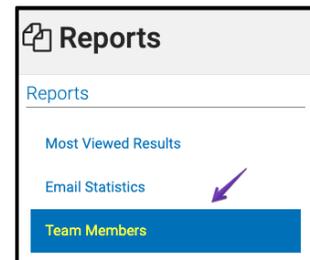
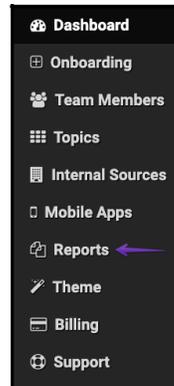


## Generating Team Reports

*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.



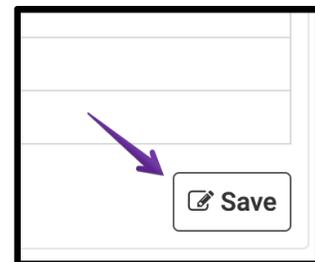
### Step #2: Select Report Details

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.*

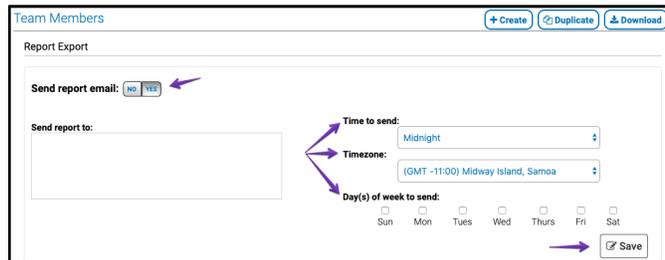
3. When completed, *select [ Save ]* at the bottom of the page.



# 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 ]**

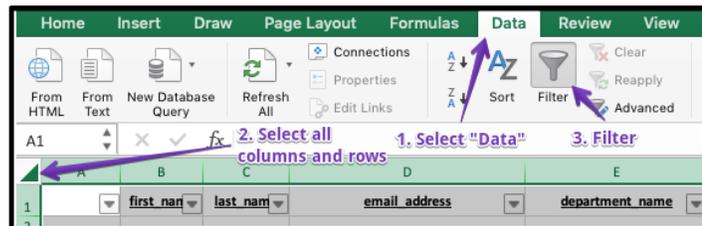


2. To download a Report instantly, select **[ Download ]** in the upper right corner.

*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

first_name	last_name	email_address	department_name	display_name	created_at_in_iso	last_request_at_in_iso	devices
					6/26/19 13:26	10/29/19 18:04	Android, iPhone, app, web
					7/17/19 13:54	10/29/19 18:04	iPhone, app, web
					9/9/19 17:38	10/29/19 14:05	iPhone, app, web
					9/23/19 13:15	10/28/19 23:50	iPhone, app
					9/23/19 13:22	10/22/19 16:37	iPhone, app, web
					9/23/19 13:25	10/28/19 20:41	iPhone, app, web
					9/23/19 17:15	9/23/19 17:24	Web
					9/23/19 17:27	10/29/19 13:26	Android, app, web
					9/24/19 12:22	9/23/19 23:28	Web
					9/24/19 23:17	10/24/19 19:07	Web
					9/26/19 13:48	10/21/19 18:20	Web
					10/1/19 17:16	10/1/19 17:16	Web
					10/1/19 17:22	10/1/19 17:22	Web
					10/21/19 15:40	10/21/19 15:40	Web
					10/24/19 22:51	10/24/19 22:53	Web