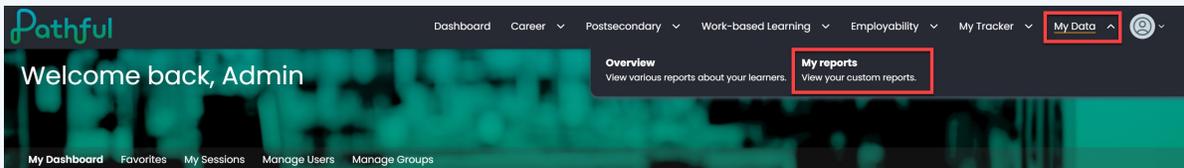


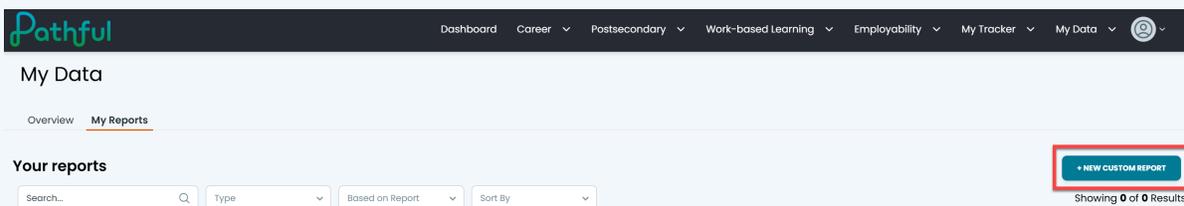
# Create a Custom Report

Last Modified on 10/25/2024 11:16 am EDT

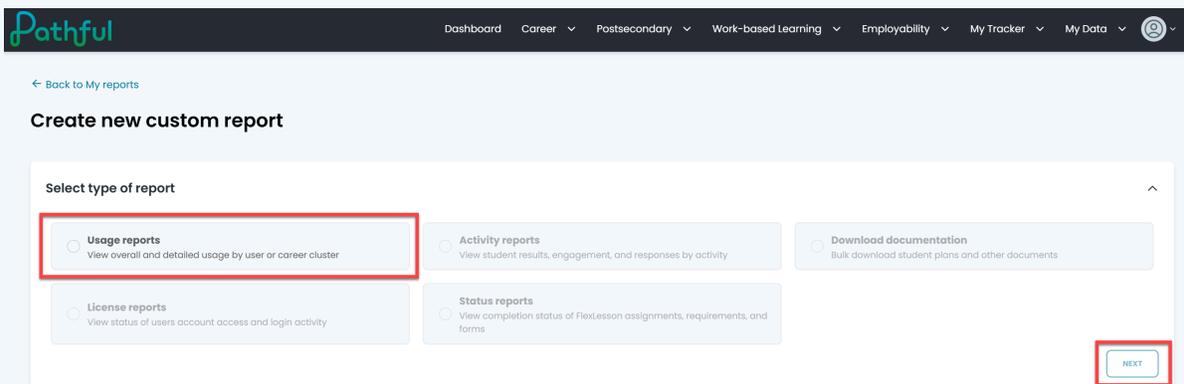
1. From the **My Data** menu, select **My Reports**.



2. Select **+New Custom Report**.



3. Select the type of report you want to generate. (i.e., Usage Reports)
4. Select **Next**.



5. From the **Build Your Report** drop-down menu, select the type of report.
6. Select a **Date Range**.
7. Select **Add Filter** to add filters (license, grade, group) to your report.  
You can add as many filters as you need. You can also **Remove** filters as needed.
8. Enter a **Report Name**.
9. Select **Run Once** to run the report now and not save it.
10. Select **Run and Add to my Reports** to generate the report immediately and save it for future use.

← Back to My reports

### Create new custom report

Select type of report

**Build your report**

Select report: User Total Usage Report | Last 30 days

Select filters

- License filter: QC license 1 - Full [REMOVE FILTER]
- Group filter: Select group(s) [REMOVE FILTER]
- User type filter: Select user type(s) [REMOVE FILTER]

Name report

Report name

[RUN ONCE] [RUN AND ADD TO MY REPORTS]

