

Usage by Agent Report

SUMMARY

Learn how to download and view a *Usage by Agent Report*.

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Introduction

The *Usage by Agent Report* allows you to track and measure the activities performed in Paperless Pipeline for all users in your account.

Who Can Do This?

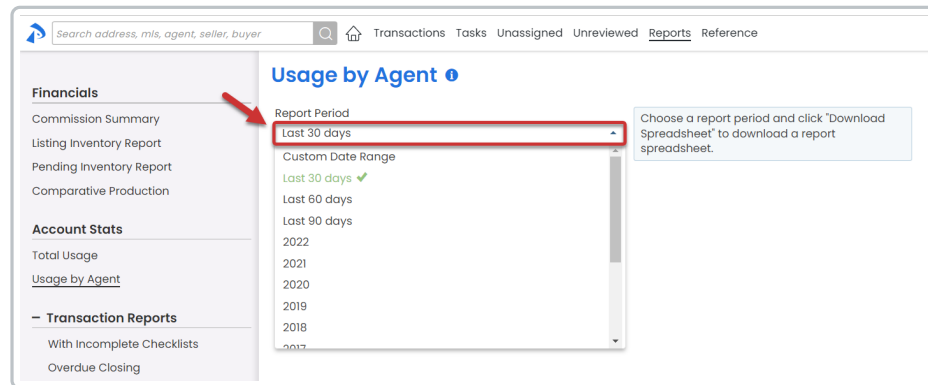
Only [master admins](#) may download the *Usage by Agent Report*.

Download a Usage by Agent Report

To download a *Usage by Agent Report*:

- 1 **Go to the [Reports Page](#)** by clicking [Reports] from the top menu.
- 2 **Select [\[Usage by Agent\]](#)** from the *Account Stats* section of the left menu.

- Choose your desired **Report Period**. By default, Last 30 days is chosen.



- Click [Download Spreadsheet].

View a Usage by Agent Report

To view a *Usage by Agent Report*:

- After **downloading the report** and saving it to your computer, **open the report in your preferred app for spreadsheets**.

The report will include separate rows for each user in your account, and separate columns for details about each user's Pipeline usage during the *Reporting Period* you chose for the download.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Coffee is for Closers Realty - Usage by													
2	From 07/23/2022 to 08/22/2022													
3	First Name	Last Name	Email	Location	Role	Account Added On	Last Login	Docs Uploaded	Docs Reviewed	Transactions Created	Transactions Closed	Maildrop Used	Logins in Period	Has Temp Password
4	Hank	Aaron	hollis+hank@Austin, Elsev	Agent	06/23/2020	02/12/2021	1	0	1	0	1	0	Yes	
5	Amanda	Abernathy	monta+ama Austin, TX	agent	02/05/2018		3	0	0	0	0	0		
6	Chief	Accountant	chiefaccoun Canal Lane	Cheif Accou	06/23/2016	07/07/2022	5	0	0	1	0	0		
7	Carol	Admin	carol+cake5 Austin, Elsev	Admin	03/21/2018	10/07/2021	7	0	0	0	7	0	Yes	
8	Kristian	Agent Keane	kristian_age Austin, TX	Agent	10/27/2014	10/01/2020	8	0	0	0	0	0		
9	Carol	Agent Only	carol+cake3 Austin, Elsev	Agent	01/09/2018	08/18/2022	13	20	0	1	0	1	Yes	
10	Dan	Alcorn	dan@paperl Austin, TX	Agent	06/13/2016	10/07/2019	0	0	0	0	0	0		
11	Janet	Angel	janetangel@ Bunker Islan	agent	11/01/2019		0	0	0	0	0	0	Yes	
12	Michael	Angeletti	michael@pe Bunker Islan	Office Staff	08/22/2013	11/12/2019	0	0	0	0	0	0		
13	James	Bond	hollis+007@ Jupiter, FL	Agent	03/28/2019	03/28/2019	0	0	0	0	0	0	Yes	

Pipeline Pro Tip: To quickly expand all columns in Excel to match the width of your specific timeline's data, click the upper left master cell, then double-click any column separator.

Column Definitions

Account Added On

Account Added On is the date the user was added to Paperless Pipeline.

Last Login

Last Login is the date the user last logged into Paperless Pipeline.

Docs Uploaded

Docs Uploaded is the number of docs uploaded by the user during the chosen *Reporting Period*.

Docs Reviewed

Docs Reviewed is the number of docs reviewed by the user during the chosen *Reporting Period*.

Transactions Created

Transactions Created is the number of transactions created by the user during the chosen *Reporting Period*.

Transactions Closed (Total Sides)

Transactions Closed (Total Sides) is the number of times the user was added as an agent to either side of a *Closed Status* transaction with a *Close Date* in the chosen *Reporting Period*.

Maildrop Used

Maildrop Used is the number of times the user sent an email or doc to Pipeline via their *Maildrop Address* during the chosen *Reporting Period*.

Logins in Period

Logins in Period is the number of times the logged in during the chosen *Reporting Period*.

Has Temp Password

Has Temp Password will display, "Yes," if the user is still using their temporary password to log in.
