How to open a top ten users report

- Open PDReports.
- Navigate to **Reports** > **Analysis** > **Top / Bottom N**.
- On the right hand side, click on the drop-down menus at the top to select **top**, **10** and **Users**.
- Choose which data must be shown in the report from the **Show graphs for** frame.
- In the **Use data for the period** frame, choose the period for which you would like data, e.g. Today, Last Week, A full 3 months until today, etc. To choose your own dates, change the **Period** drop-down to **Custom**.
- Click **Open Report**.

How to export a report

- Once the report is open, click the button in the top left.
- Change the Save as type drop down to the format you would like (e.g. Microsoft Excel *.xlsx).
- Browse to where you would like to save the file.
- Enter a name for the file in the **File name** text box.
- Click **Save**.

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