How to open a detailed printing report for a specific user

This report lists every job one user printed or copied in a period, with the date, printer, document name and cost. For more about the settings, see *How to open a printing report*.

1. Open **PD Reports**.
2. In the tree, click **Reports** > **Usage Reports** > **All Usage Reports** > **Grouped by User**.
3. On the **Data Options** tab:
   - Under **Report type**, choose **Detailed (Show every transaction)**.
   - Under **Time Period**, choose the **Period**, or choose **Custom** and set **From** and **To**.
   - Under **Include data**, tick what to include, for example **Print** and **Copy**.
4. Click the **Filter Users** tab and tick **Filter users**.
5. Type part of the user's name in **Search for**, then tick the user.
6. Click **Open Report**.

To save the report as a PDF or Excel file, see Save the report as a file in *How to open a printing report*.

Related articles

- *How to open a printing report*
- *How to open a detailed printing report for a specific device or devices*

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