How to open a top ten users report

The **Top / Bottom N** report shows graphs of who prints or copies the most (or the least). It works for users, departments, printers, accounts and more. For more about periods and saving reports, see *How to open a printing report*.

1. Open **PD Reports**.
2. In the tree, click **Reports** > **Analysis** > **Top / Bottom N**.
3. In **Show the**, choose **top**, enter **10**, and choose **Users**. (Choose **bottom** for the least, or another item instead of **Users**, for example **Departments** or **Devices**.)
4. Under **Show graphs for**, choose what the graphs show:
   - **Volumes & amounts**, **Volumes only** or **Amounts only**,
   - **Total colour & b&w**, **Colour only** or **B&w only**,
   - **Total prints & copies**, **Prints only** or **Copies only**.
5. Under **Use data for the period**, choose the **Period**, for example **A full 3 months until today**. To choose your own dates, choose **Custom** and set **From** and **To**.
6. Users who have been deleted are left out unless you tick **Include deleted Users**.
7. 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*

Print Director version at time of publish: 2.5.15.3. Publish date: 05/11/2026.