How to Access the Company Report

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					Account Setting	js
					in Settings	
John Omithia Dealsheand					Downloads & T	ools
John Smith's Das	nboard			SEND NOW	Biometric Auth	entication
				CHECK INBOX	Support Desk	

From the Account Main Menu, mouse over "**Options**" and select "**Company Admin Settings**" from the drop down options.

Subscription: Corporate Renews On: 1/1/2015 11:59:00 PM Company: Privacy Data Systems Image: Company Information User Accounts Company Information User Accounts Company Report View Report Export To Excel	Company	✓ Save Changes × Cancel
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On the **"Company Settings**" page, click on the **"Company Reporting"** tab. Next, select the type of report you would like to access. A "View" is available that will open the company report in a browser window. In addition, the company report can be exported to Microsoft Excel.

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	User Name	Last Name	First Name	Is Active?	Rate Plan	Account Type	Last Login	Last SecurePackage	Se Se
	Unreg_UVE2_11-7-2012@pdsteam.com	Test_Blackburn	Test_Unreg2	False	Yearly	Corporate	11/07/2012 10:04:11 PM	11/07/2012 9:51:54 PM	1
	UnRegisteredUserTest23@pdsteam.com	Smith	John	False	Yearly	Corporate	11/08/2012 9:17:05 PM	11/08/2012	1

The company report will provide information for all users including the current account status and usage.

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