# Usage by Agent Report

**SUMMARY**

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

**IN THIS ARTICLE**

## Introduction

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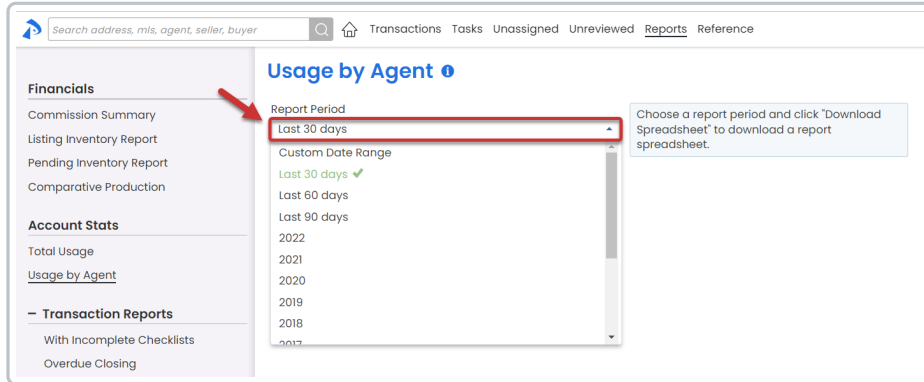
## Who Can Do This?

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.

③ **Choose your desired** *Report Period.* By default, Last 30 days is chosen.



④ **Click [Download Spreadsheet].**

## View a Usage by Agent Report

To view a *Usage by Agent Report*:

① 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.

| | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Coffee is for Closers Realty - Usage by | | | | | | | | | | | | | |
| 2 | From 07/23/2022 to 08/22/2022 | | | | | | | | | | | | | |
| 4 | Hank | Aaron | hollis+hank( | Austin, Elsev | Agent | 06/23/2020 | 02/12/2021 | 1 | 0 | 1 | 0 | 1 | | |
| 5 | Amanda | Abernathy | monta+ama | Austin, TX | agent | 02/05/2018 | | 3 | 0 | 0 | 0 | 0 | | Yes |
| 6 | Chief | Accountant | chiefaccoun | Canal Lane | Cheif Accou | 06/23/2016 | 07/07/2022 | 5 | 0 | 0 | 1 | 0 | | |
| 7 | Carol | Admin | carol+cake5 | Austin, Elsev | Admin | 03/21/2018 | 10/07/2021 | 7 | 0 | 0 | 0 | 7 | | Yes |
| 8 | Kristian | Agent Keane | kristian_age | Austin, TX | Agent | 10/27/2014 | 10/01/2020 | 8 | 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 | | |
| 11 | Janet | Angel | janetangel@ | Bunker Islan | agent | 11/01/2019 | | 0 | 0 | 0 | 0 | 0 | | Yes |
| 12 | Michael | Angeletti | michael@pa | Bunker Islan | Office Staff | 08/22/2013 | 11/12/2019 | 0 | 0 | 0 | 0 | 0 | | |
| 13 | James | Bond | hollis+007@ | Jupiter, FL | Agent | 03/28/2019 | 03/28/2019 | 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.