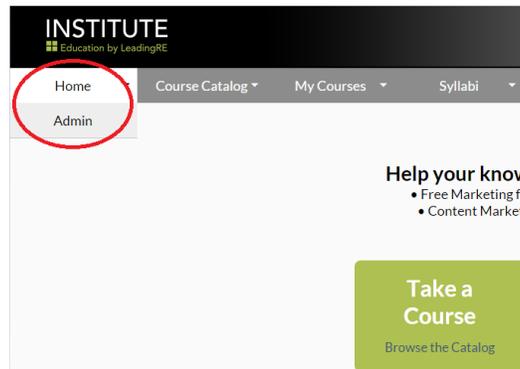# Reporting Help Guide
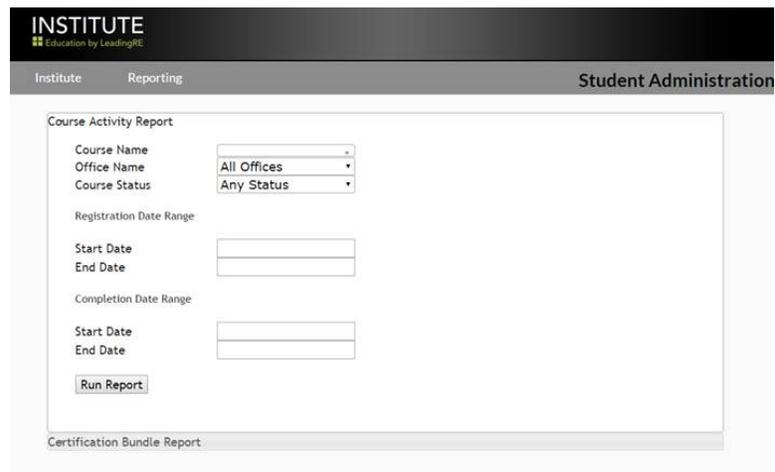
Report Access

Hover over the 'Home' navigation and select Admin from the drop down.

Course Activity Report

After selecting 'Admin', you will want to select Reporting from the grey navigation. You then will see the Course Activity Report which provides information about all course activity depending on the filters applied.

Course Name: Able to select single, multiple, or all courses for report (leave blank to report on all courses)

Office Name: Enterprise participants can pull reports for a specific office – Set up is required - contact Institute@leadingre.com

Status: Able to select by any (all) status, new registration, in progress or completed

Registration Date Range: Course activity based on when students registered for courses

Completion Date Range: Generates list of completed courses for the date range selected

Certification Bundle Report

To pull a report on LeadingRE certifications, select the 'Certification Bundle Report'

Certification Type: Default set to Certification

Office Name: Enterprise participants can pull reports for a specific office – Set up is required - contact Institute@leadingre.com

Certification Name: Either select all or specific certificate to pull report

Status: *All* generates report for activity regardless of status. *Only Completed Certifications* includes only certificates that have been completed

Date Range: Select the desired date range for activity