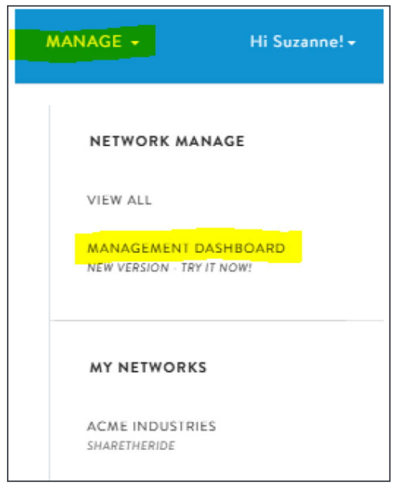
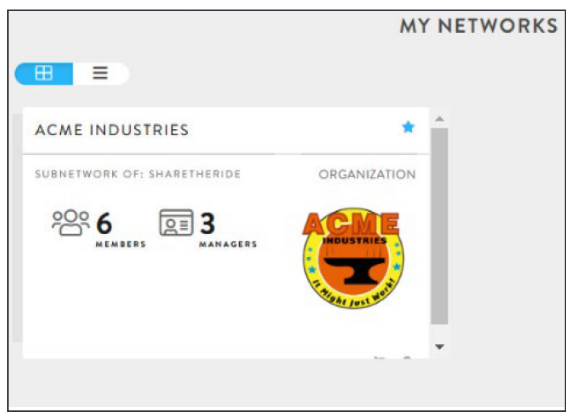
How to create User reports in ShareTheRide

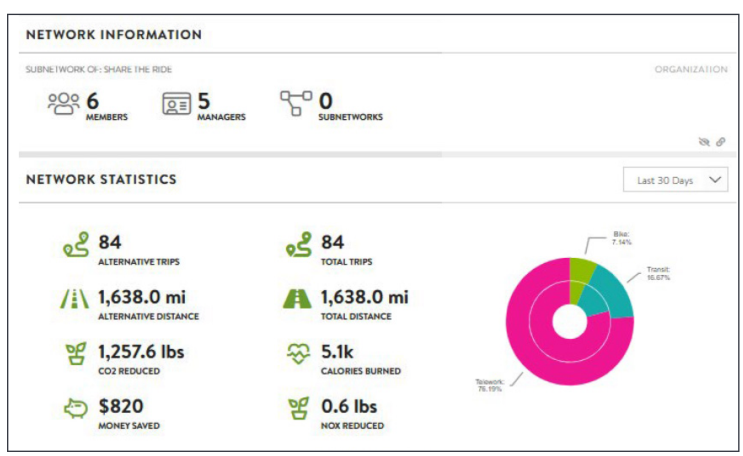
To begin, log in to ShareTheRide. From the blue navigation bar at the top of the page, click on MANAGE, then on MANAGEMENT DASHBOARD.

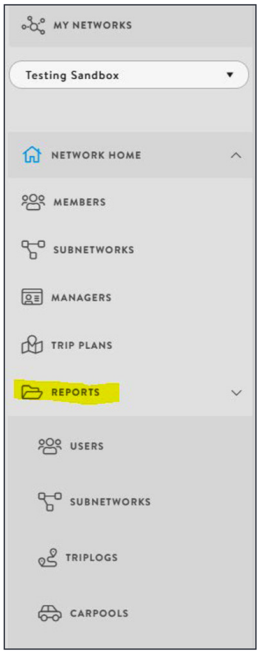


You will see a display of the network(s) you manage. Click on the network from which you wish to run reports.

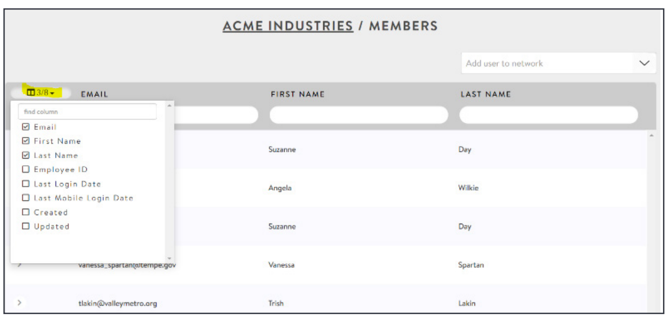


You will see summary information for your network(s), including the number of members and number and type of trips tracked.

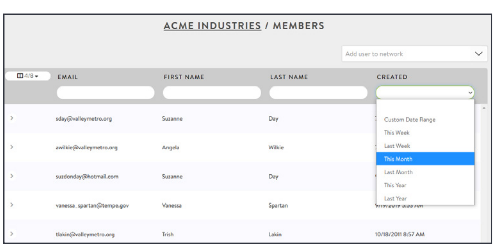




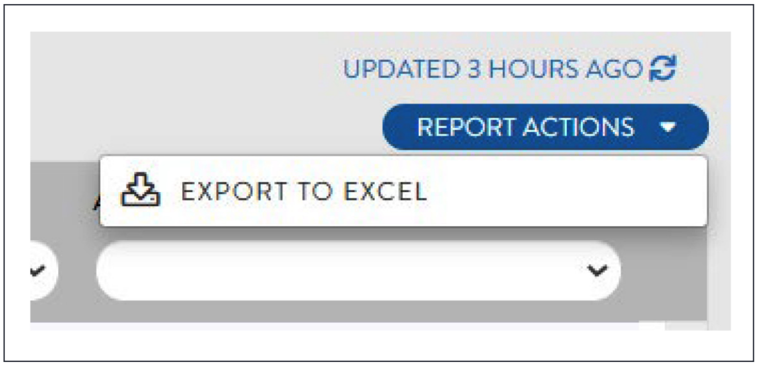
In the MY NETWORKS panel on the left side of the screen, click on Reports and choose from USERS, SUBNETWORKS, TRIPLOGS, or CARPOOLS.



The Users report defaults to show the member's Email, First Name and Last Name. To add filters such as the date the account was created or last login, click the small icon at the top left. A dropdown menu will appear with additional filtering options. Click the desired filter(s) and the columns will be added to the report.



To set ranges for date-sensitive filters such as Created, Updated, or Last Login: After adding the filter to the report, click in the oval at the top of the column and make a selection or enter a custom date range.



To export reports to Microsoft EXCEL, click the blue REPORT ACTIONS button and select EXPORT TO EXCEL.

Congratulations! You have created a ShareTheRide report.

ShareTheRide.com
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