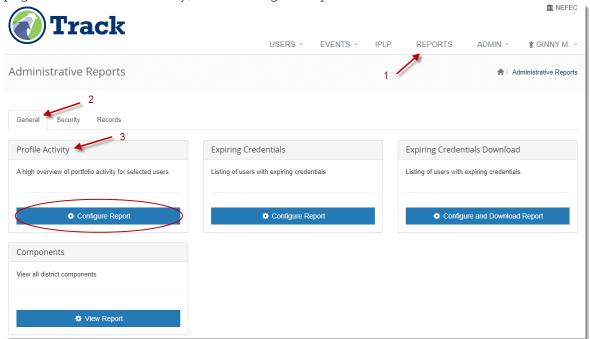
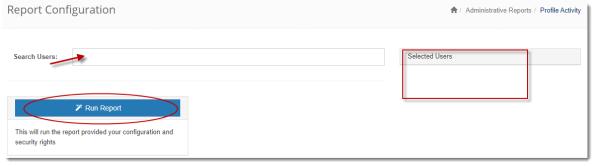


Profile Activity Report

1. A Profile Activity Report gives a high overview of portfolio activity for selected users. To run the report, click on 'Reports.' It is located on the 'General' tab of the Administrative Reports page. Under 'Profile Activity,' click 'Configure Report.'



2. Enter the name(s) for which you want a Profile Activity Report. As you select names, they will populate under 'Selected Users.' Once you have entered all names, click 'Run Report.'



3. A .pdf will generate with the report.

