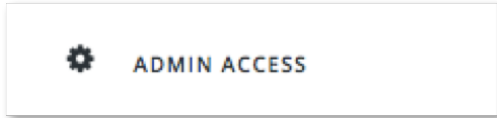


Nepris Admin Access Made Easy

Follow the steps below to run Nepris usage reports:

From the left side of the Nepris Dashboard, click the Admin Access button.

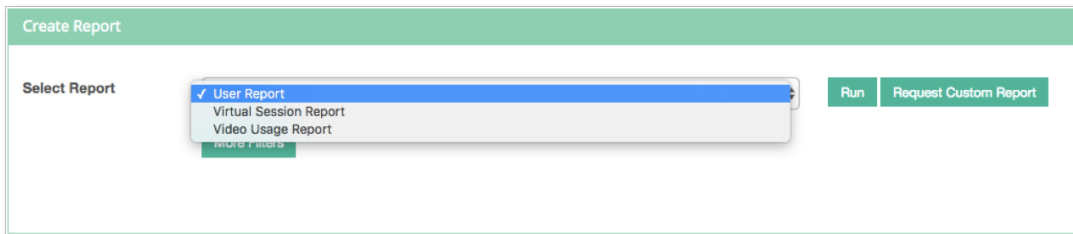


On the right side of the next screen, click Run Reports

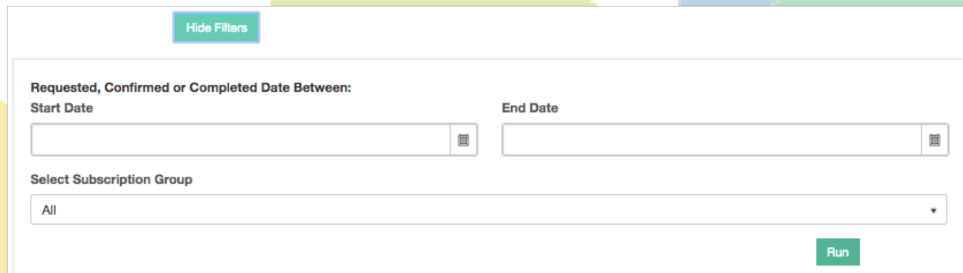


From the next screen, select one of three reports then select the **Run** button:

- User Report - Lists the Last User Login
- Virtual Session Report - List of All Virtual Sessions
- Video Views - Identifies All Videos Viewed



To filter by date, select the **More Filters** button. This filter enables administrators to select a specific date range to view. Next select a subscription group. Then select the **Run** button.



From the same page, the selected report can be downloaded and then viewed by selecting the word **download** in the chart below:

A screenshot of the "Report History" table. The table has columns for Report Name, Date, Status, and actions (Download and View Criteria). The first row shows a "User Report" generated on 08/15/2017. The second row shows a "Virtual Session Report" generated on 12/14/2016. The third row shows a "User Report" generated on 12/13/2016. The fourth row shows a "Video Usage Report" generated on 12/01/2016. The table includes a pagination bar at the bottom showing "10 items per page" and "1 - 10 of 11 items".

Report Name	Date	Status		
User Report	08/15/2017	Generated	Download	View Criteria
Virtual Session Report	12/14/2016	Generated	Download	View Criteria
User Report	12/13/2016	Generated	Download	View Criteria
Video Usage Report	12/01/2016	Generated	Download	View Criteria