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General Usage Report 1

General Usage Report

The report displays how a client is using CareerPortal.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

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Records Click **Records** to select the number of records to display.

| Field | Description |
|----------------------------|---|
| Coop | The name of the coop or district. |
| Defined Users | The number of internal users who have accounts. |
| Logins 24hrs | The number of unique internal users who have logged into CareerPortal in the past 24 hours. |
| Logins 30 Days | The number of unique internal users who have logged into CareerPortal in the past 30 days. |
| Logins 90 Days | The number of unique internal users who have logged into CareerPortal in the past 90 days. |
| Never Logged in | The number of unique internal users who have never logged into CareerPortal. |
| Current Jobs | The number of jobs currently posted and not hidden (see Step 1 - Position on the Post a Job page for more information). |
| Applicants 30 Days | The number of job applicants that have been received in the past 30 days. |
| Jobs Posted 30 Days | The number of jobs that have been posted in the last 30 days. This includes all jobs regardless of whether they have been filled or active. |

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