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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.

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

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

Field	Description
<b>Coop</b>	The name of the coop or district.
<b>Defined Users</b>	The number of internal users who have accounts.
<b>Logins 24hrs</b>	The number of unique internal users who have logged into CareerPortal in the past 24 hours.
<b>Logins 30 Days</b>	The number of unique internal users who have logged into CareerPortal in the past 30 days.
<b>Logins 90 Days</b>	The number of unique internal users who have logged into CareerPortal in the past 90 days.
<b>Never Logged in</b>	The number of unique internal users who have never logged into CareerPortal.
<b>Current Jobs</b>	The number of jobs currently posted and not hidden (see the <b>Job Visibility</b> field under <a href="#">Step 1 - Position on the Post a Job</a> page for more information).
<b>Applicants 30 Days</b>	The number of job applicants that have been received in the past 30 days.
<b>Jobs Posted 30 Days</b>	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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<https://help.ascendertx.com/careerportal/> - CP

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