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**General Usage Report** ..... 1

# General Usage Report

The report displays data about how a client's users are 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 the **Job Visibility** field under 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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Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/generalusage?rev=1490302772**

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