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# General Usage

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.

**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</a> on the Post a Job 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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