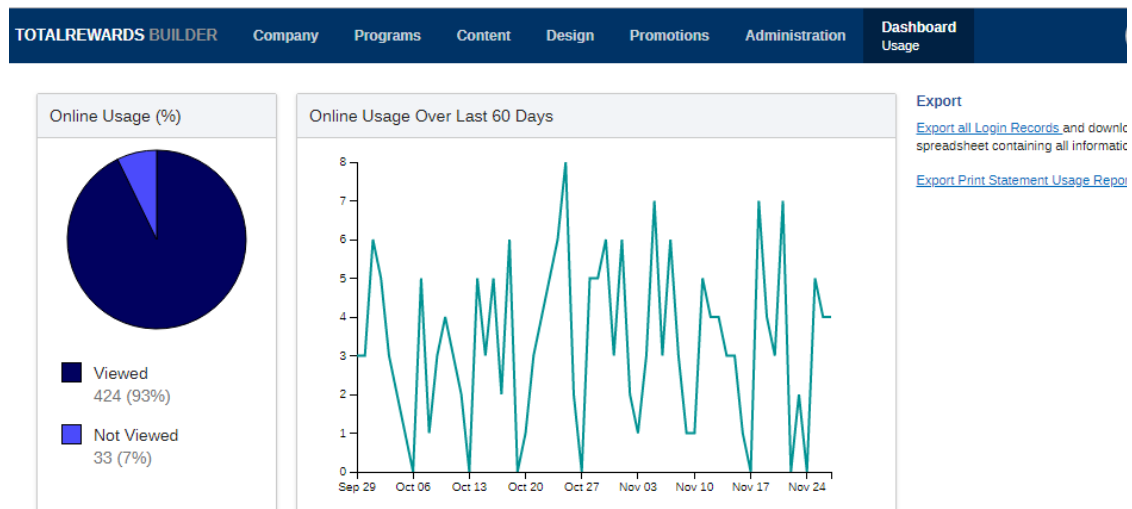# How to Read Utilization Export

Last Modified on 12/13/2019 11:35 am EST

Utilization records are available for your review to check on specific employees who may or may not have logged in to view their statements

Select **Dashboard** then **Usage,** then click **Export all Login Records** link.

The counter will show **Preparing** and a **Download** link will show once completed. Once your utilization records are ready to download you can click **Download.**

The .CSV file will be available for your review

	A	B	C	D	E	F	G
1	Id	Name	Email	Inactive	Last Login	Platform	Browser
2	123456	Carolyn Robinson	catchison@acam.com	No	8/15/19 23:13	windows	msie
3	123879	Blake Stubbe	bastu@arm.com	No	8/15/19 23:15	windows	chrome
4	879827	Kim Powell	kmpwl@dia.com	No	8/15/19 23:15	ipad	safari
5							

The **Login Records** report in CSV format identifies the employee (ID, Name, Email, Inactive and Last Login)

Last Login indicates that the employee has viewed their statement and that the date displayed was the last time they had logged in.

Platform provides information on what computer platform the employee have signed in such as Windows, Android, iOS, iPAD, etc.

Browser provides information where the statement was accessed from: Firefox, Opera, Safari, Chrome, MSIE, Brave, etc.