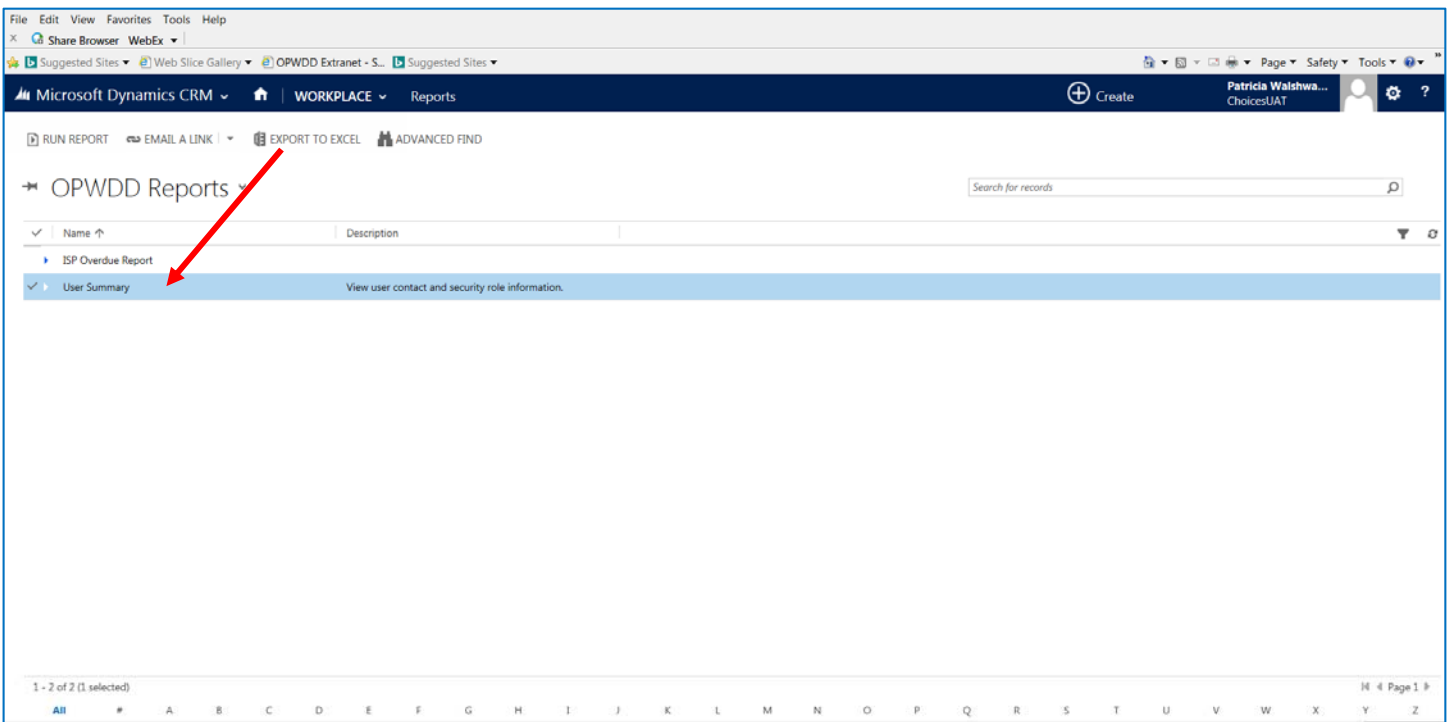# CHOICES User Summary Report
User Guide

How to Run the CHOICES User Summary Report

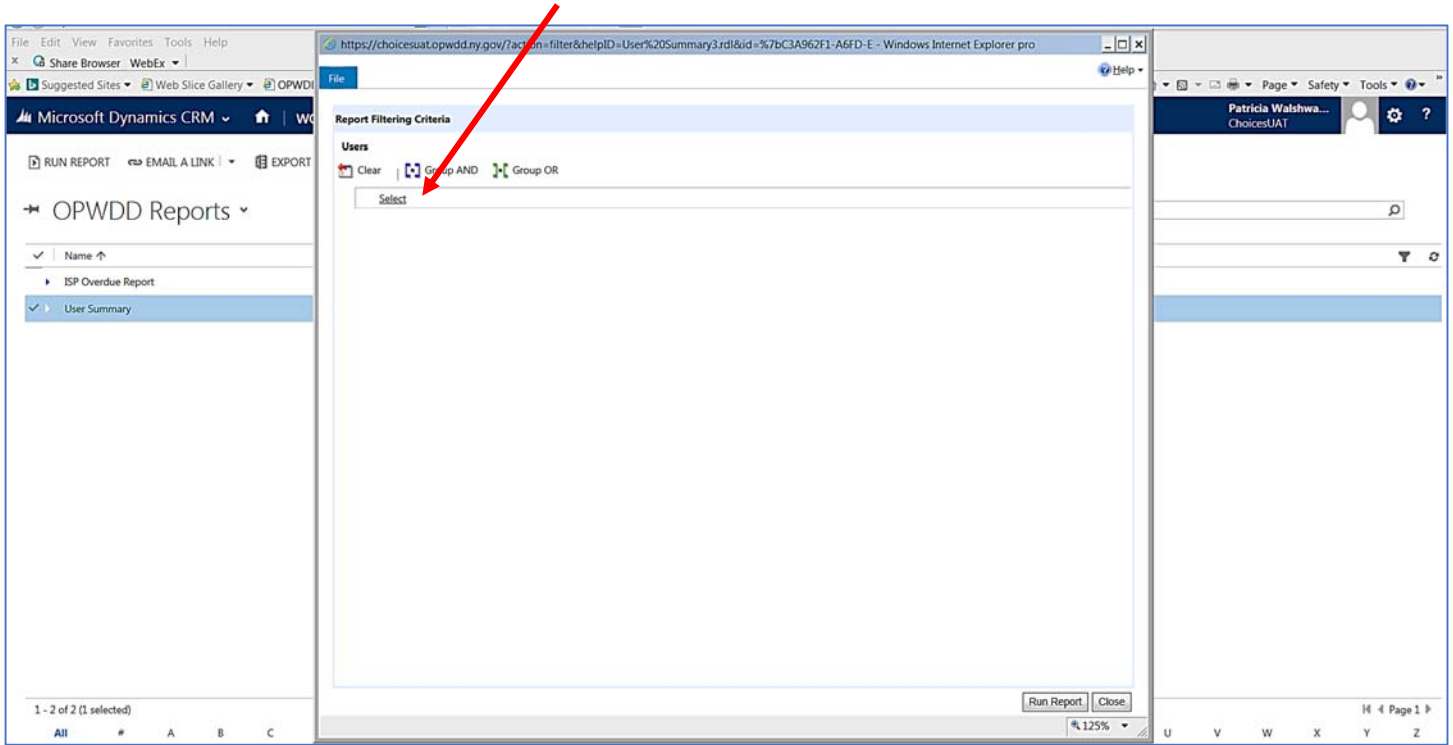(Data in this guide is fictional and for illustrative purposes only)
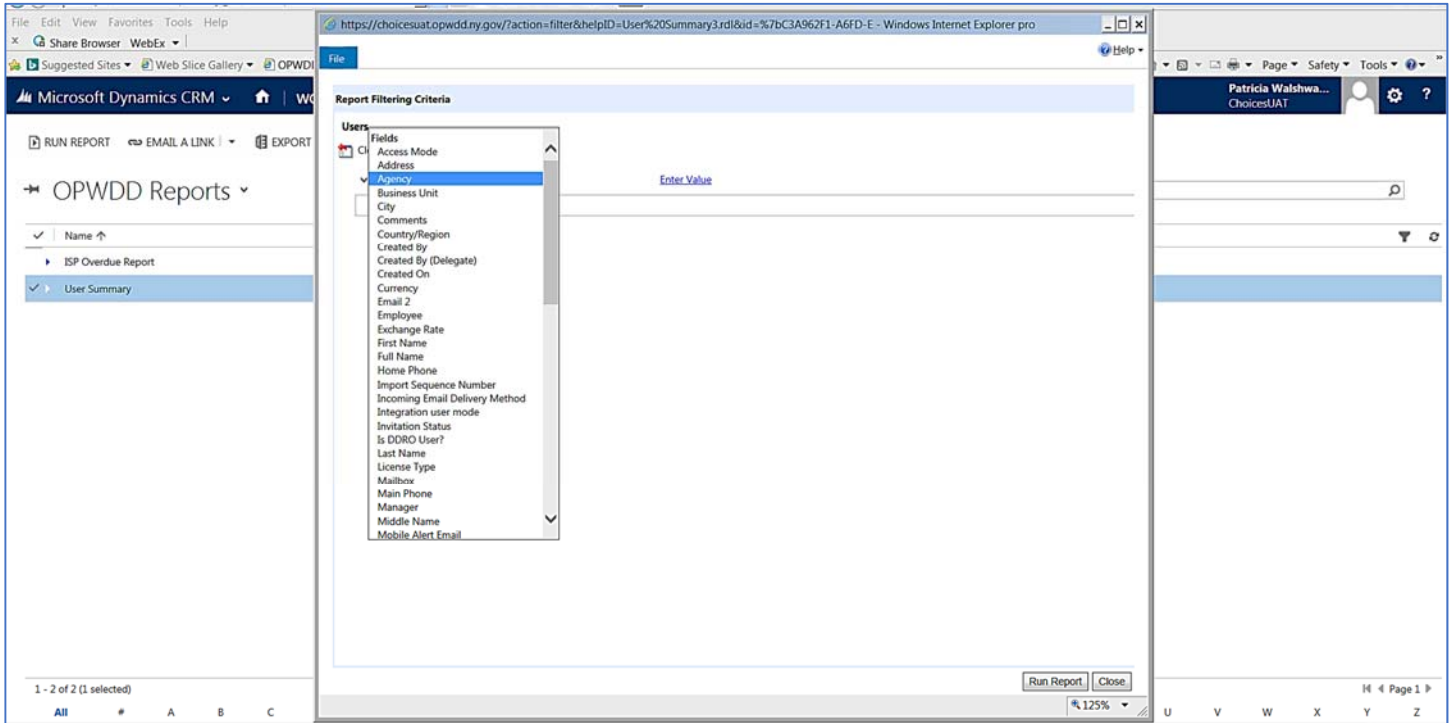
At Workplace, click on Reports
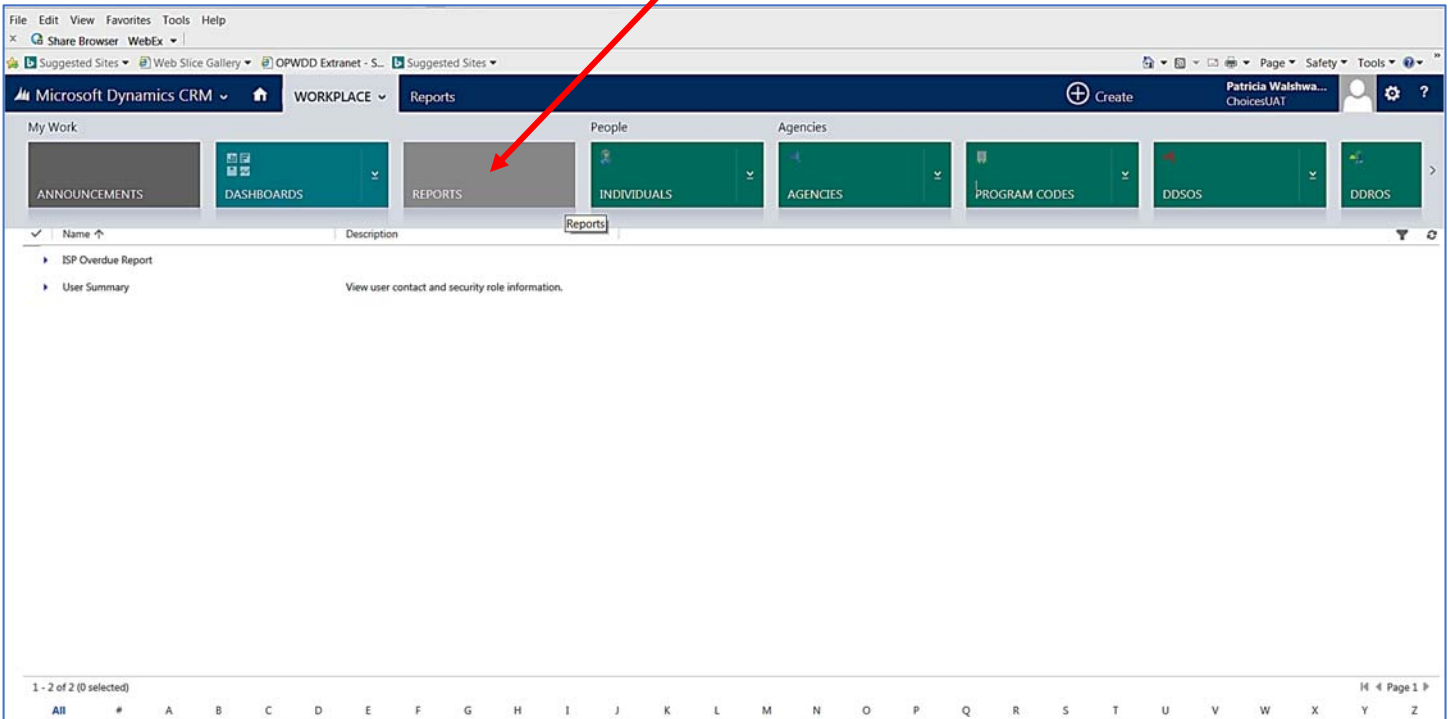
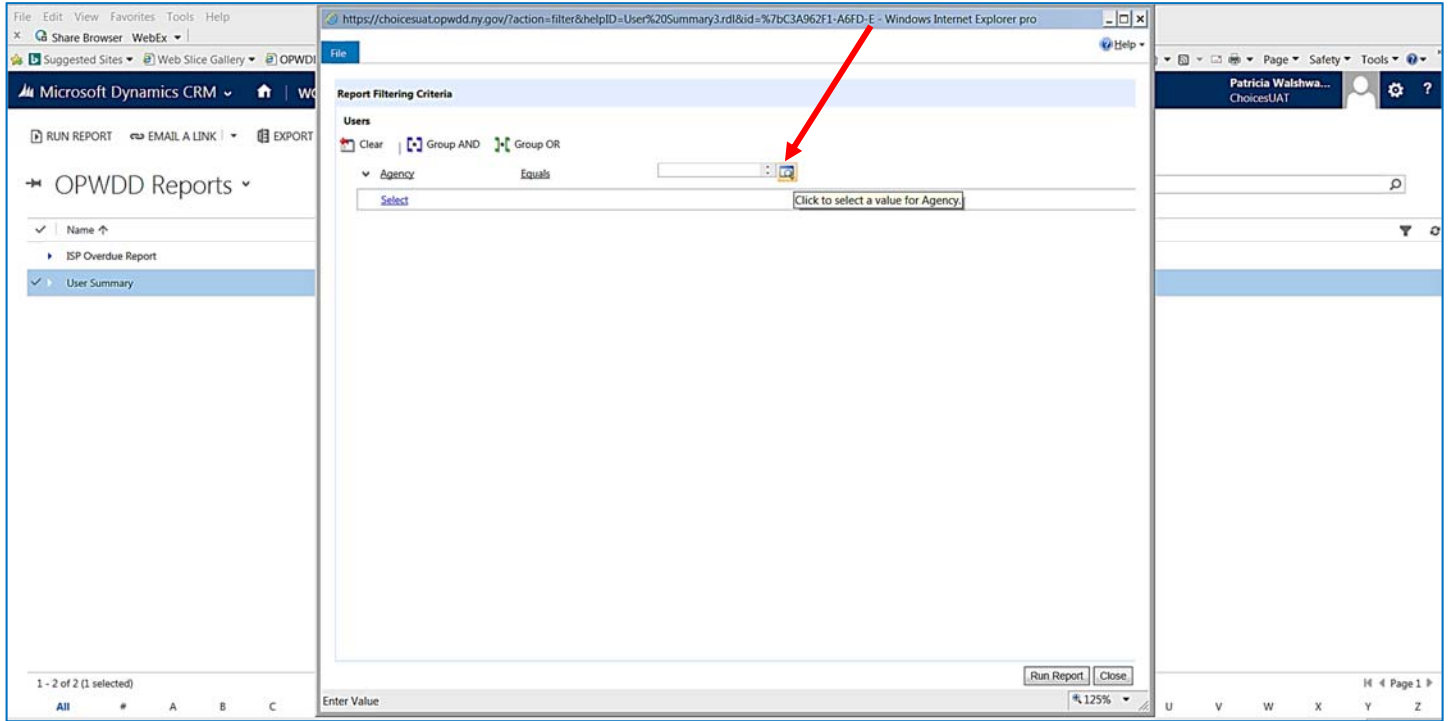*User Summary* will display, click it and a window opens.

A field "Select" displays, hover to display the drop-down menu.


Select, **Agency**

Agency, Equals, and *Enter Value* fields displays, hover over "Enter Value" and the *Search* icon (magnifying glass symbol) displays, click the magnifying glass symbol


Look Up Records displays. In the *Search* box, type the agency name. Click the magnifying glass symbol. When the correct agency displays in the Agency Name box, hover over the agency name to highlight, then click the "Select" button to add it to, Selected records box.

Once the agency's name is in the Selected records box, click the "Add" button.
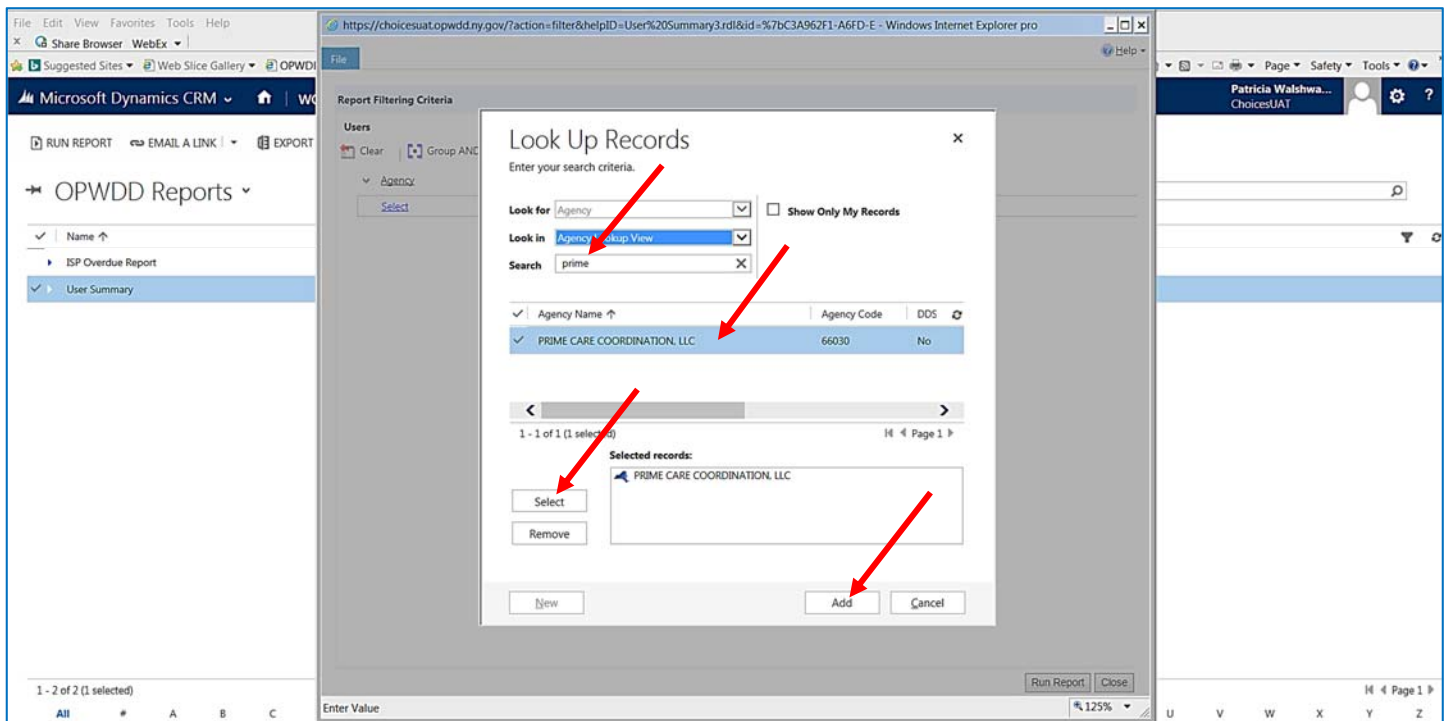
The report is now ready to run. Click the "Run Report" button
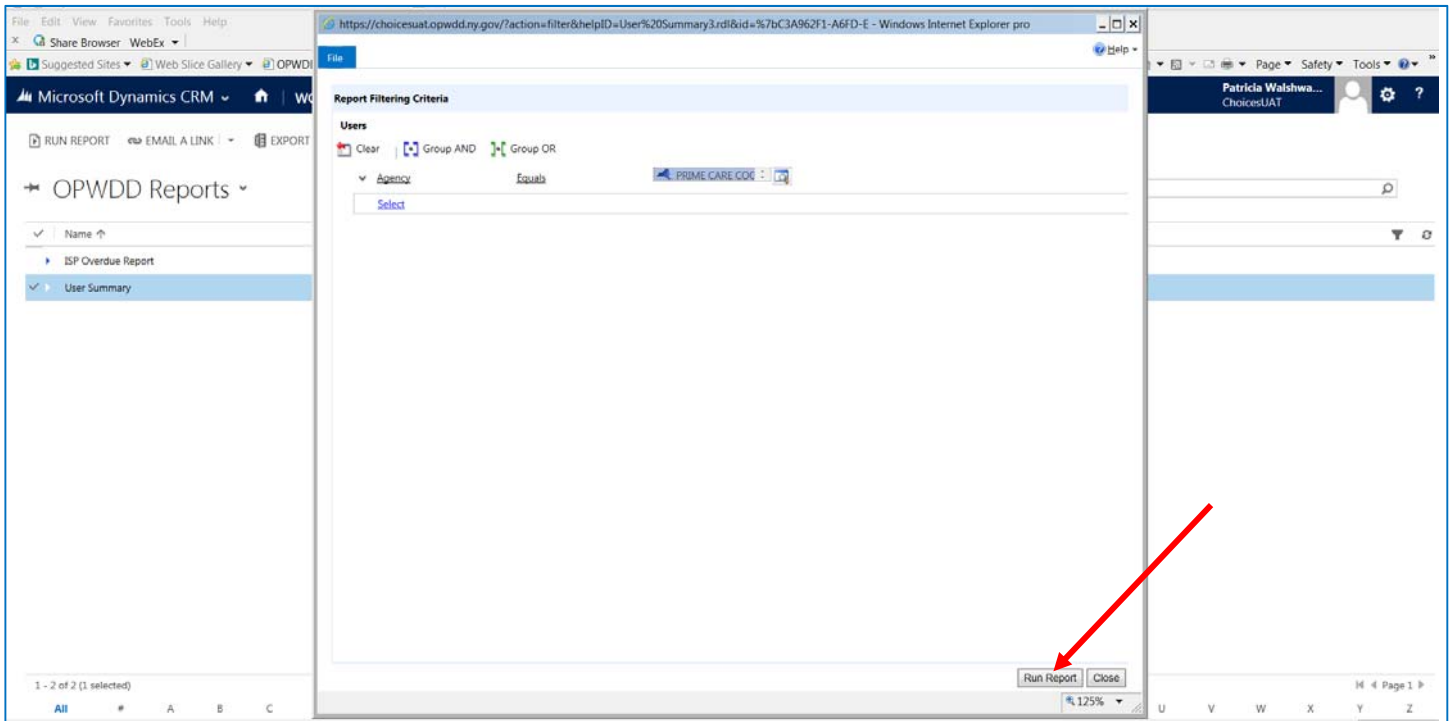
The report displays with all users' account status, work information and the role assigned.

The account status remains enabled if the user signs into CHOICES at least once in a six-month period. After six months of inactivity, the account will automatically be disabled.