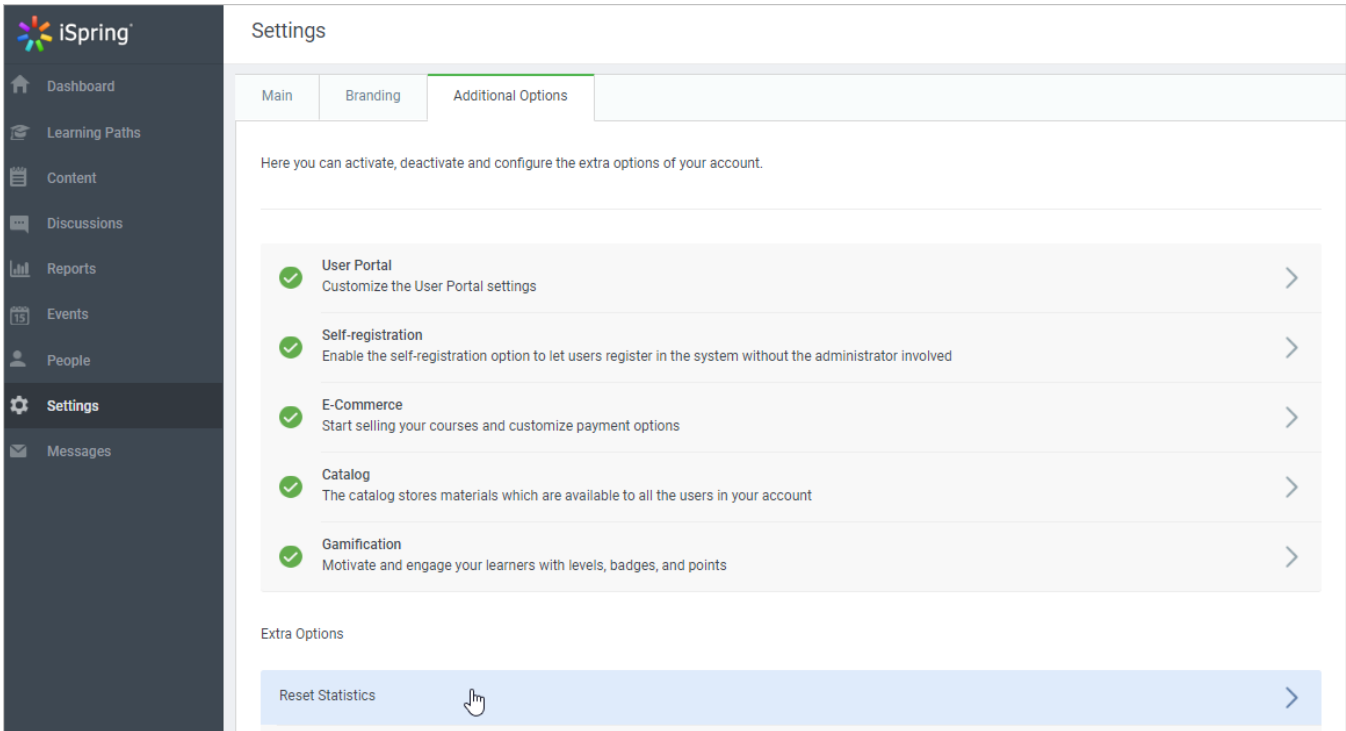


Reset Statistics

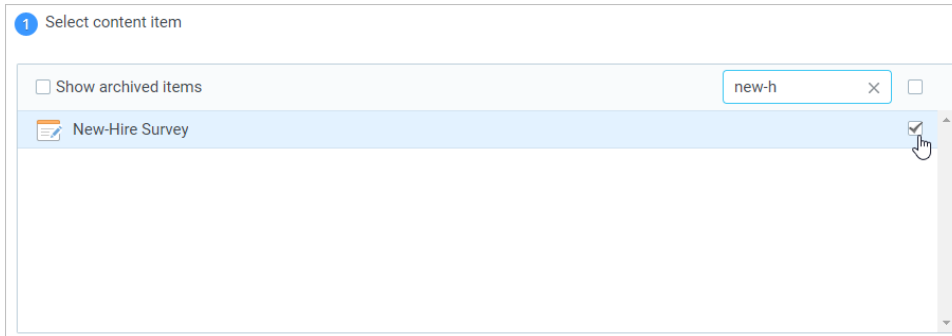
You can clear the data and cumulative time statistics for who, when and how interacted with your content. It's possible to reset statistics for users, groups, and organizations.

On the **Settings** page, go to the **Additional Options** tab and click **Reset Statistics**.



Please follow the steps below to clear statistics:

1. Select the content item. To locate the item, start typing its title in the **Search** field. Tick the right variant of the matches suggested by the system.



2. Select users and groups. You can pick all the users related to a specific organization, tick a group or multiple groups of users, add individual users. To locate a specific user, start typing his or her first name, last name, login or email and choose the right variant of the system suggestions.

2 Select users and groups

Show archived users

Organization:

Select all users in the organization

Groups (1)

- Administrators
- Authorized users
- Dealer 1
- Dealer 1, sales department
- Dealer 2

Users (0)

hel

Helen Jones (helenispring@gmail.com)

3. Click **Continue**.

← Reset Statistics

Here you can reset users, groups or organizations statistics. [Continue](#)

1 Select content item

Show archived items

- Home work_Oil Gas
- Presentation1
- Olympic Games
- Untitled
- Provide feedback
- Course with the slide backgrounds

1 2 3 4 5 ... 9 Next Show on page 20 Items of 168

4. On the next page, you will see a short summary of the selected items: a content item, an organization, group(s), user(s).

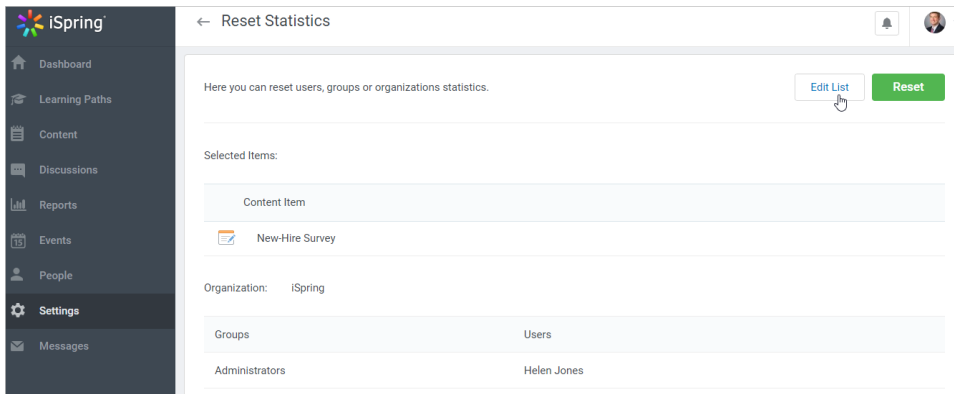
← Reset Statistics

Here you can reset users, groups or organizations statistics. [Edit List](#) [Reset](#)

Selected Items:

- Content Item
 - New-Hire Survey
- Organization: iSpring
- Groups: Administrators
- Users: Helen Jones

5. To get back and change criteria, click the **Edit List** link.



6. To clear statistics, click the **Reset** button.

