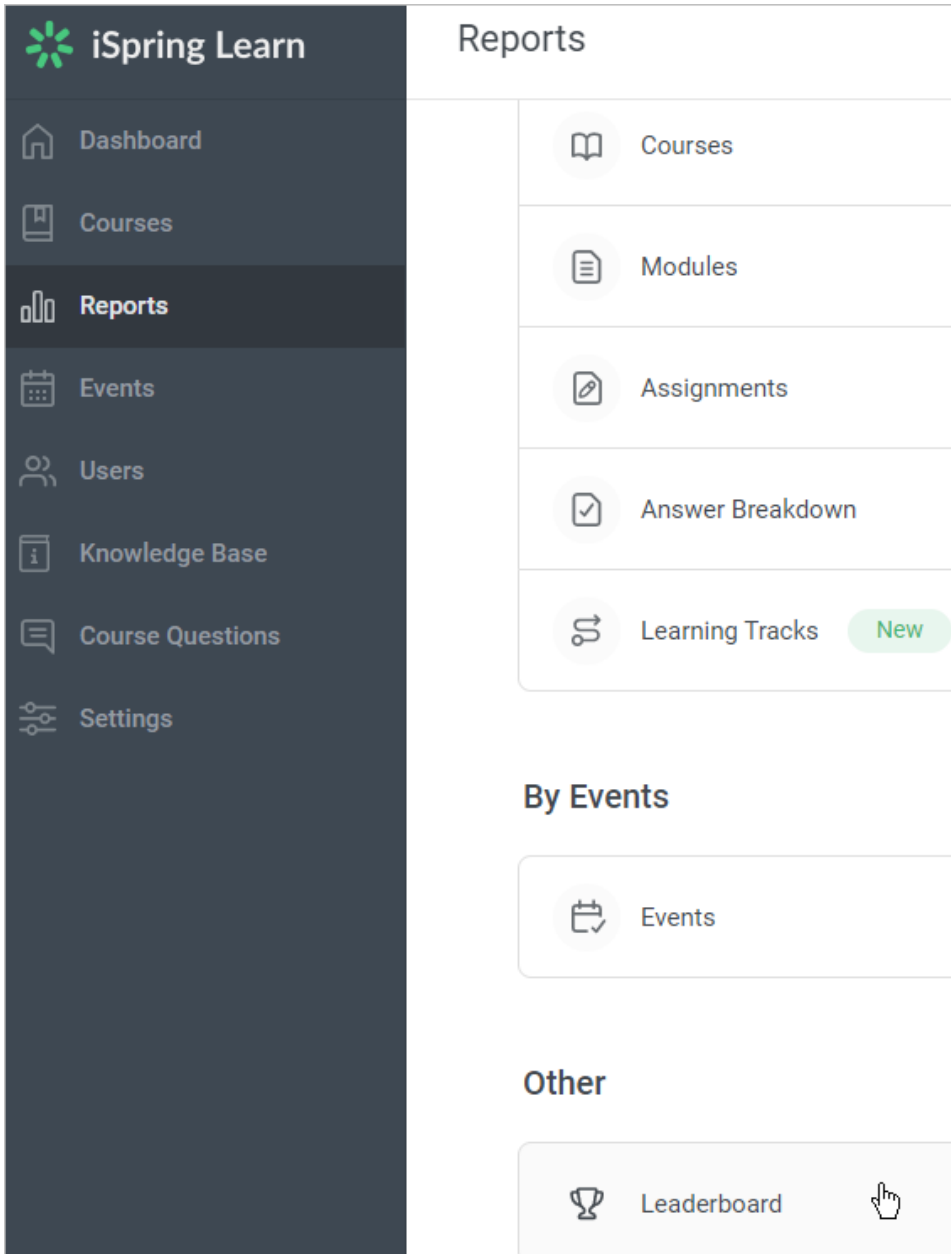


Leaderboard

A leaderboard is a quick way for you to see how your users are ranking in a group or department. By visualizing this data, you can identify the top employees and those that might need additional help.

1. Open the **Reports** section and click **Leaderboard**.




2. Select a department or a group you would like to run a report on. Then, click **Run Report**.

If you are running a report on a department, specify whether you want to include its enclosed sub-departments in the report. If yes, select **Include nested departments**.

Report «Leaderboard»

Configure report settings

Form by:

Department 

– Select department –


Include nested departments


Run Report

3. Once the report is ready, you can either export it to a document or refine parameters by selecting **Change report settings**.



















Leaderboard

Leaderboard by department "My Company" [Change report settings](#)

Search 

Export 

- Export to CSV
- Export to PDF

| User | Points | |
|--|---|--|
| 1.  Nick Moore |  2,870 |  6 |
| 2.  Bella Stone |  1,380 |  2 |
| 3.  Brian Richards |  950 |  2 |
| 4.  Julie Gibson |  600 |  2 |
| 4.  Leigh Ann Bellamy |  600 |  2 |
| 6.  Christine Becker |  400 |  1 |