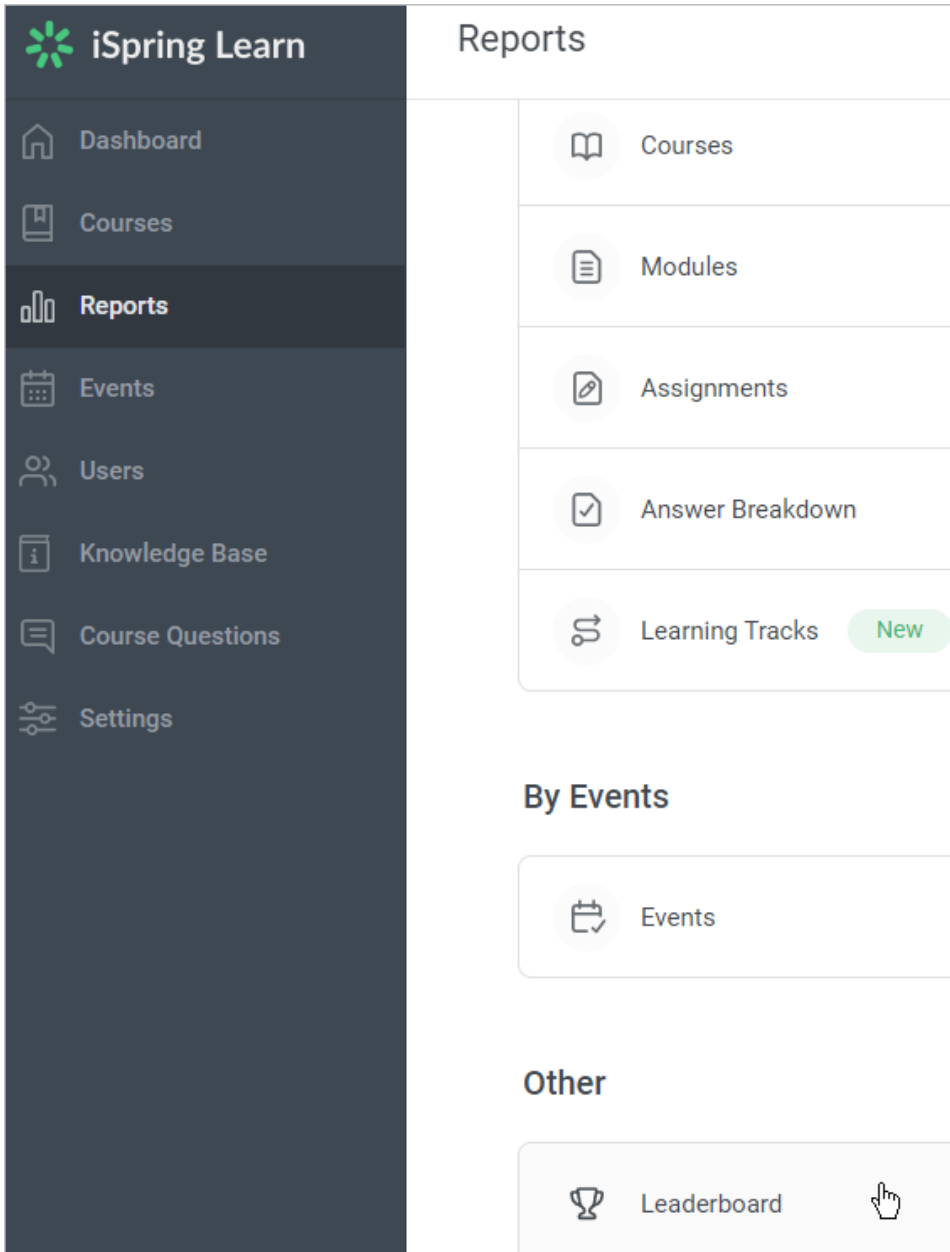


# Leaderboard

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