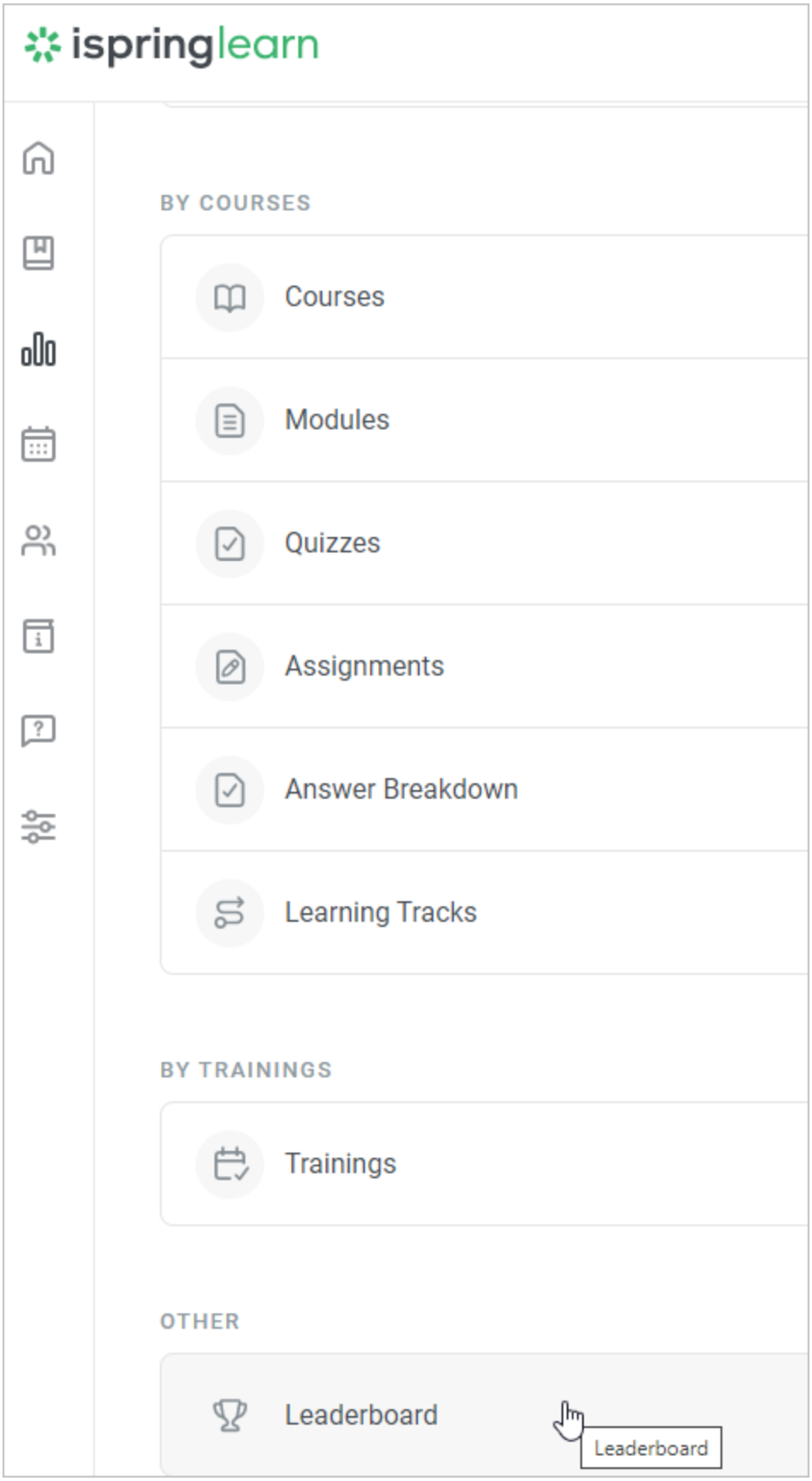
Leaderboard

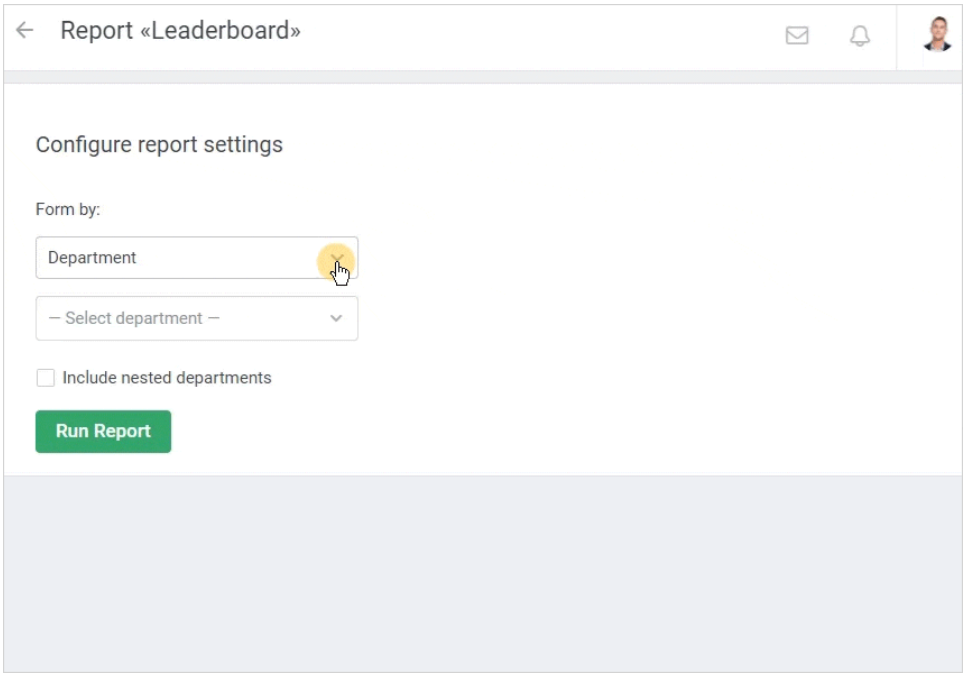
A leaderboard is a quick way for you to see how your users are ranking in a group or department. By visualizing this data, you can identify the top employees and those that might need additional help.

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**.



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

