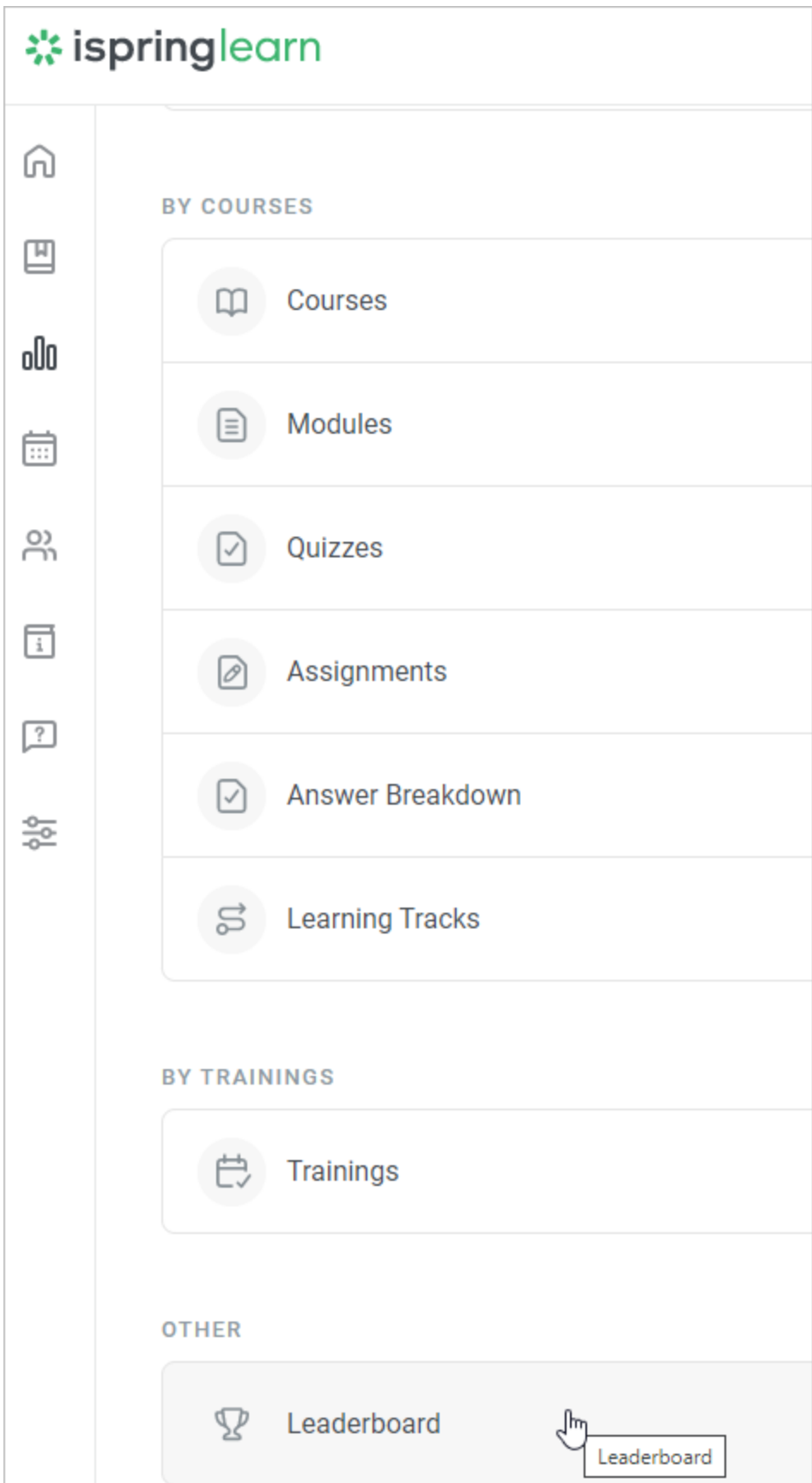


# Leaderboard

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