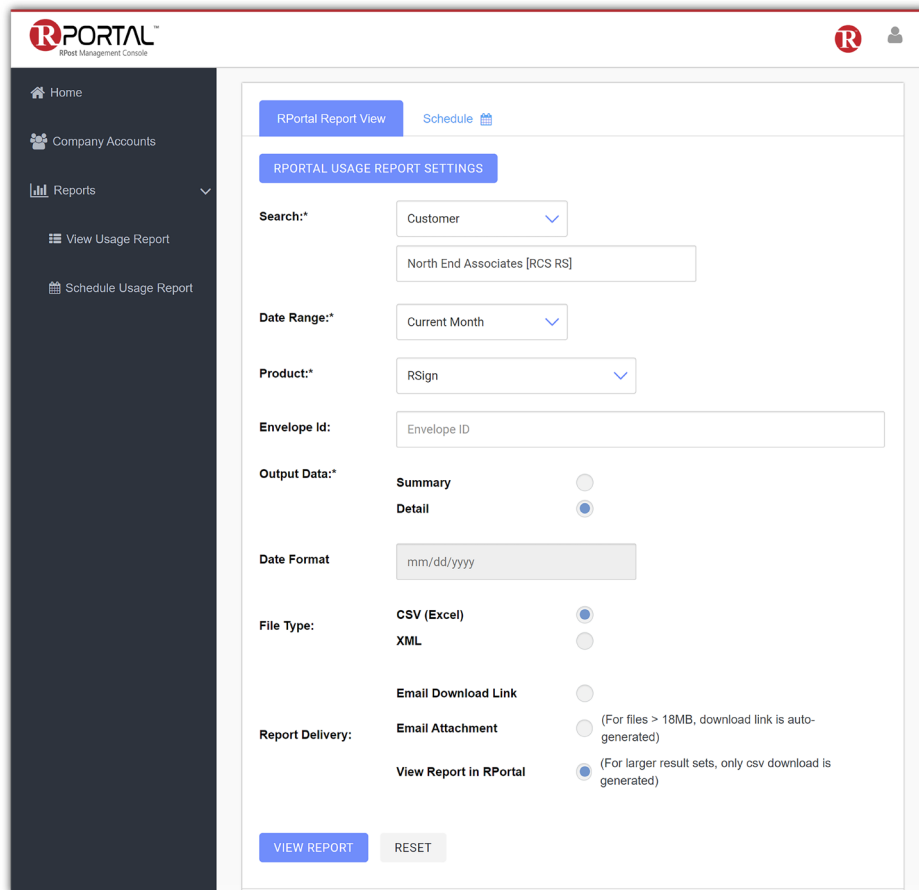


Custom Usage Reports



The screenshot shows the RPortal Management Console interface for generating usage reports. The left sidebar contains navigation links: Home, Company Accounts, Reports (expanded), View Usage Report, and Schedule Usage Report. The main content area is titled 'RPORTAL USAGE REPORT SETTINGS' and includes the following fields and options:

- Search:** A dropdown menu set to 'Customer' and a text input field containing 'North End Associates [RCS RS]'.
- Date Range:** A dropdown menu set to 'Current Month'.
- Product:** A dropdown menu set to 'RSign'.
- Envelope Id:** A text input field containing 'Envelope ID'.
- Output Data:** Two radio buttons: 'Summary' (unselected) and 'Detail' (selected).
- Date Format:** A text input field containing 'mm/dd/yyyy'.
- File Type:** Two radio buttons: 'CSV (Excel)' (selected) and 'XML' (unselected).
- Report Delivery:** Three radio buttons: 'Email Download Link' (unselected), 'Email Attachment' (unselected), and 'View Report in RPortal' (selected). Below these are two explanatory notes: '(For files > 18MB, download link is auto-generated)' and '(For larger result sets, only csv download is generated)'.

At the bottom of the form are two buttons: 'VIEW REPORT' and 'RESET'.

Run Reports to find out who's using RSign. Generate reports in real time or schedule reports to review usage on a company or user level to make sure which users are effectively using RSign.

Select how you want to run your report, by date ranges: weekly, monthly, quarterly, yearly or custom date range reports; run a summary or a detailed report to get a better idea of your company's usage.