



CUES Activity Summary

For All Members

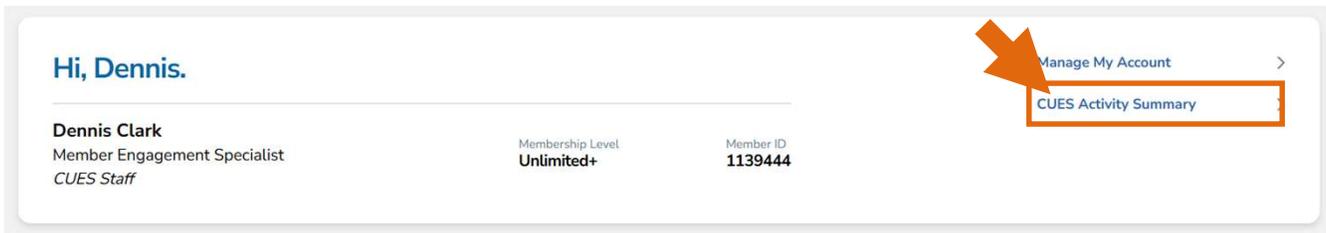
CUES Activity Summary | Individual Activity

The Process below is to view your own individual activity within the CUES platform.

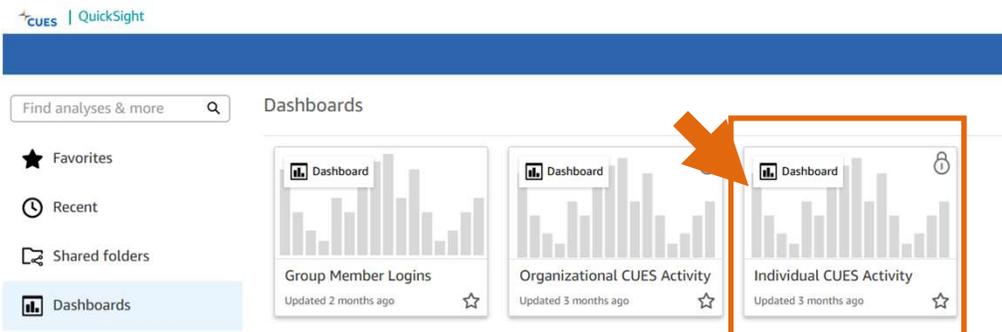
PROCESS

This Process is for all members.

1. Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "CUES Activity Summary".



2. From here, click on "Individual CUES Activity"



This dashboard allows you to see all courses you've completed, any events attended, and content consumed on CUManagement.

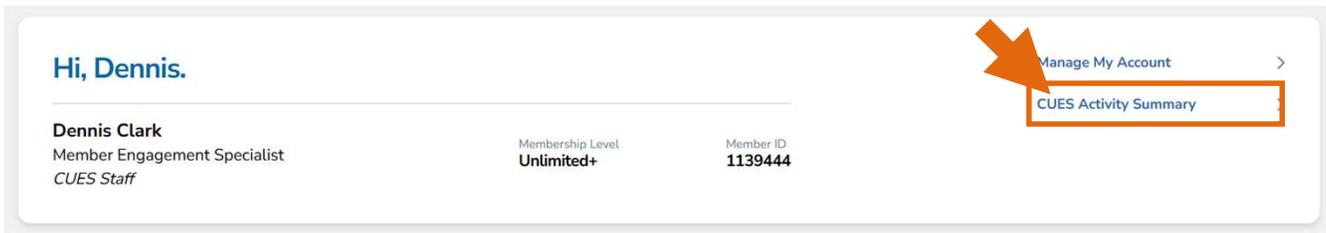
CUES Activity Summary | Organizational Activity

The Process below is to view your organization’s activity within the CUES platform.

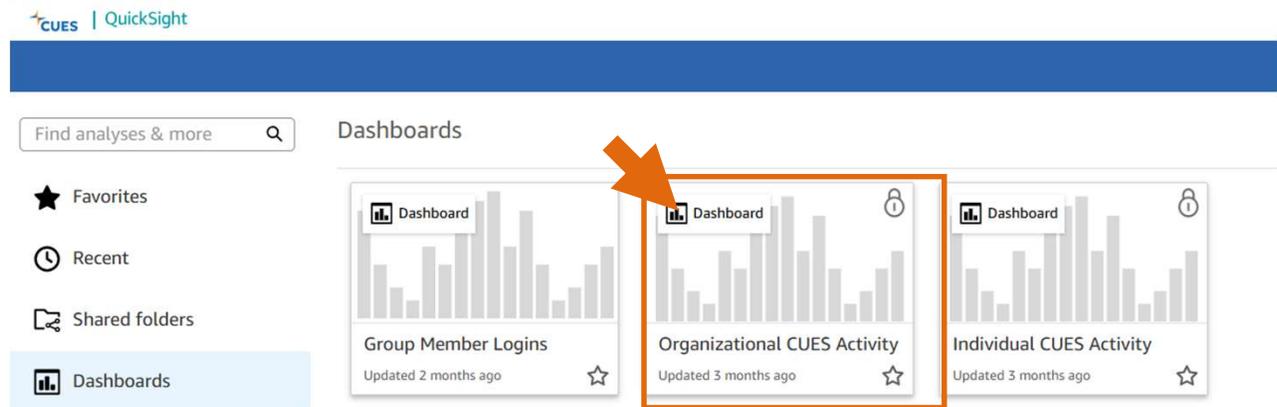
PROCESS

This Process is for company admins.

1. Once you are logged into cues.org, you’ll be in the myCUES Dashboard. From here, click “CUES Activity Summary”.



2. From here, click on “Organizational CUES Activity”

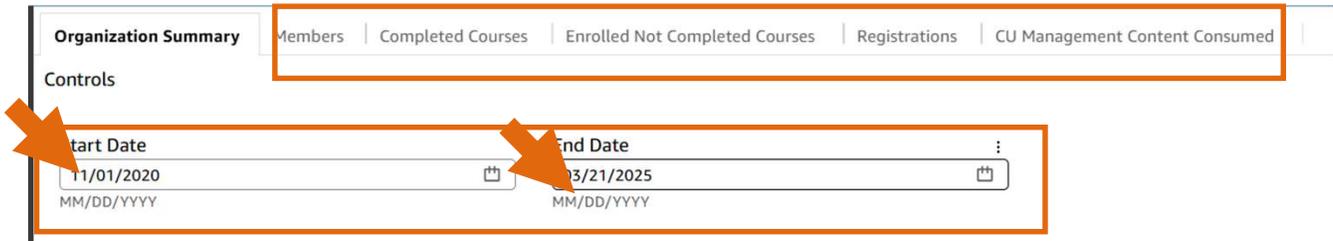


CUES Activity Summary | Organizational Activity

PROCESS Cont.

This Process is for company admins.

3. You will now be redirected to the organizational dashboard. From here you can Select a date range and use the tabs at the top to filter different options. You can view data from all years your CU has been a member.



4. To Export to Excel/CSV you can click the 3 dots at the top right of any report and choose the proper export option. To export the report as a whole, click the blue arrow at the top right of the page.

