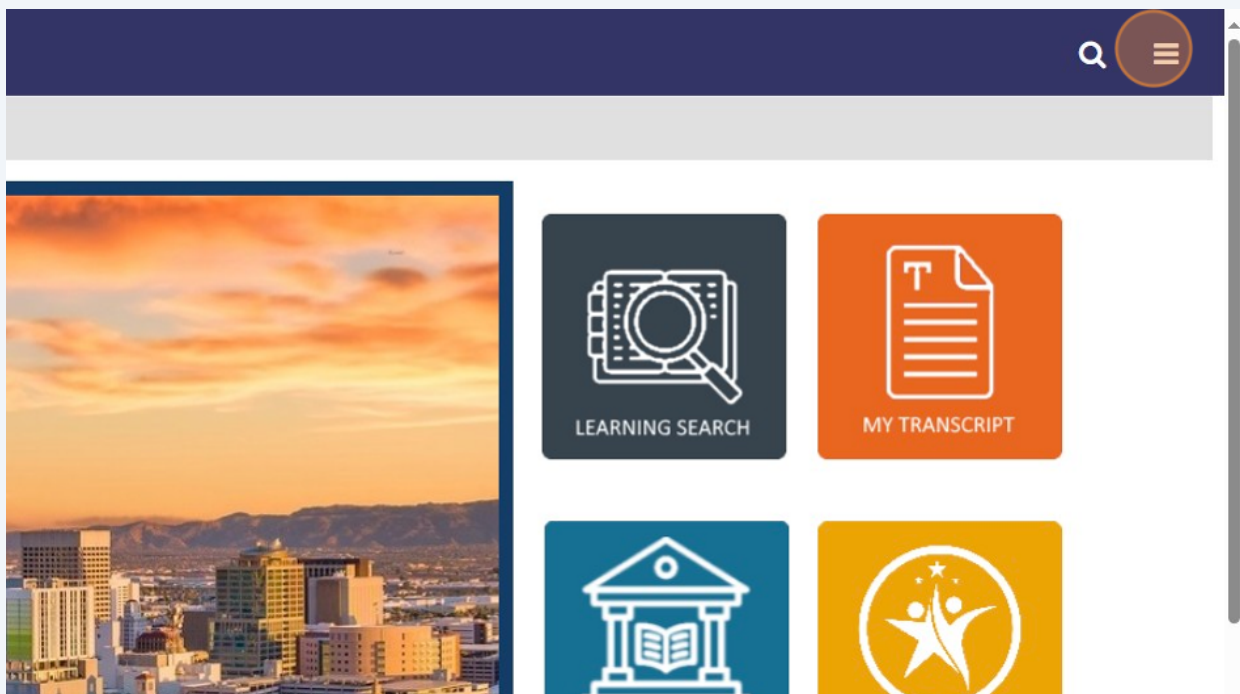


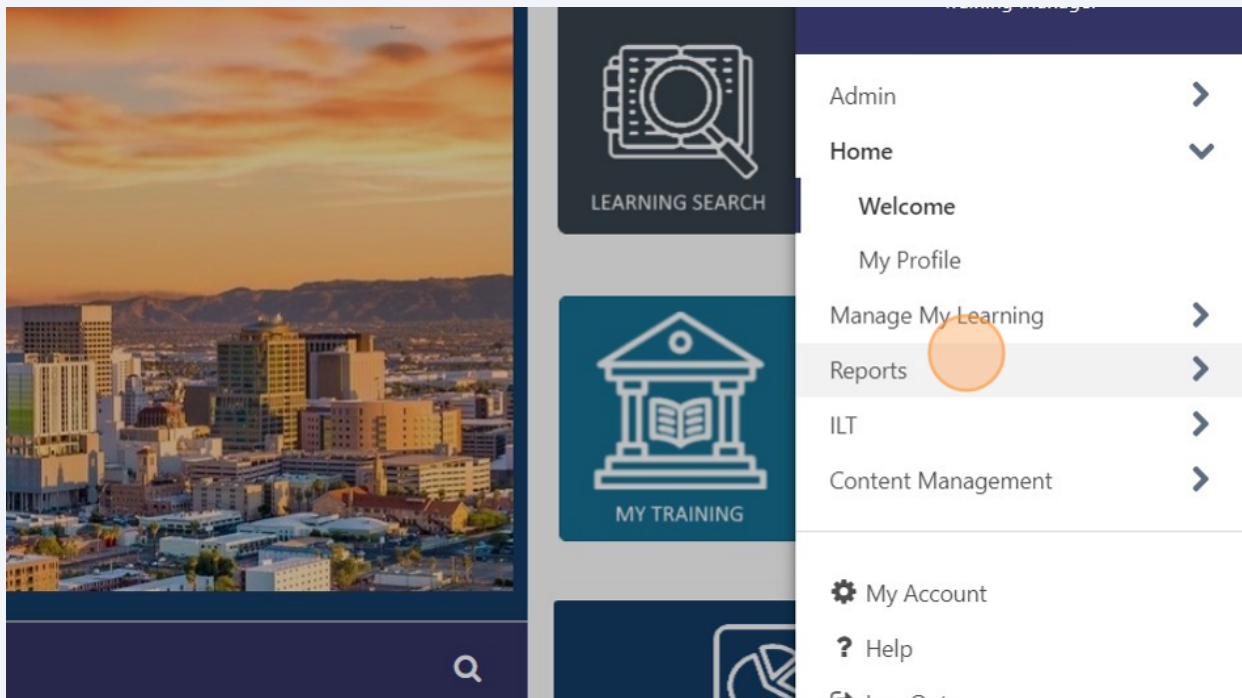
Viewing your staff's COJET Report (as a Manager)

1 Navigate to The HUB

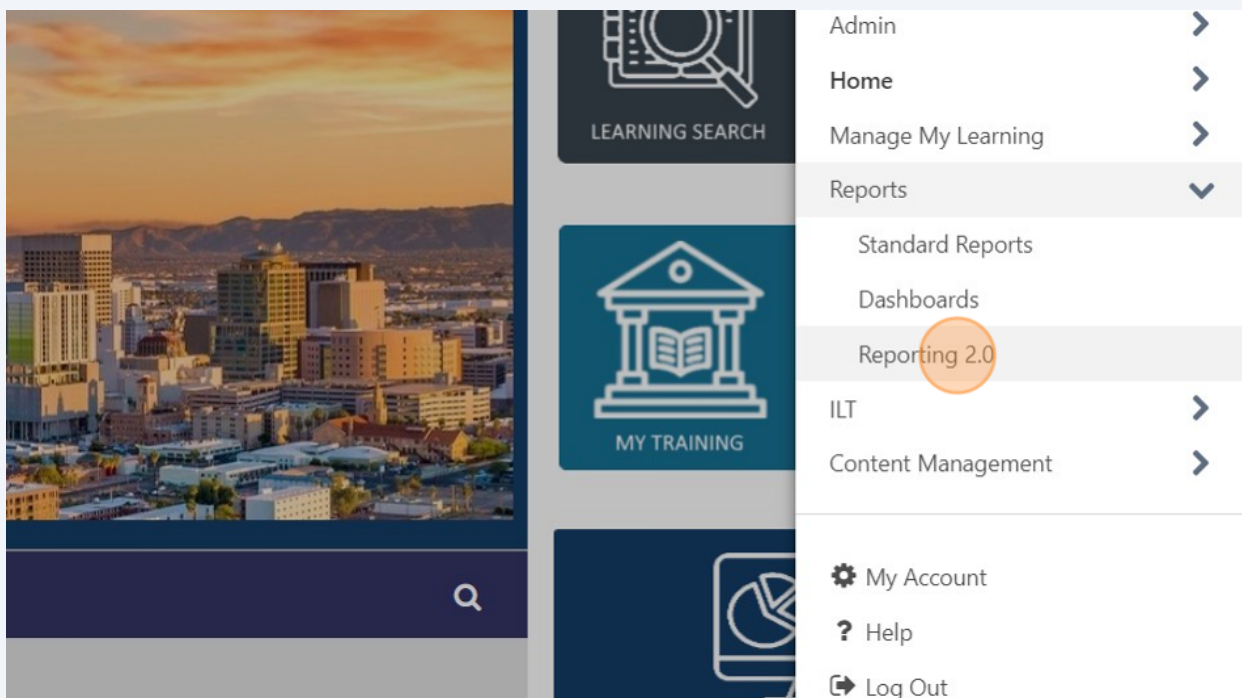
2 Click on the three dots in the upper right hand corner.



3 Click on "Reports"








4 Click on "Reporting 2.0"



5 Click on the Excel icon to export the file.

CREATE REPORT

OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS
 Ryan Harris	02/27/2024	Shared With Me	   

Export report to Excel file



Tip! The Reports Dashboard on the HUB home page can be used to retrieve the same information.