

YOUR USERS		Individual Reports, Adding and Deleting Users
Add a New User Look Up A User Delete Users	Add a new user to the system when not using self registration form. View an individual user's results in live time. Delete user accounts from database.	
AGGREGATE REPORTS		Reports of Multiple Groups of Users - View & Download CSV
Completed Modules Career Planning Involvement Am I Career Ready? Holland Code Personality Report Values Report Skills Report Saved Majors Saved Occupations Top Choice Major New Users Users Login User Demographic Email User	Completed modules and overall usage count. Scores of users Involvement. Sort high to low. Scores of users Readiness Competencies development. Sort high to low. Users grouped by first letter of Holland Code/ Download all 3 codes. Personality Types Top three Values selected by user Top three Skills selected by user Selected "Top Major" your users have identified. Count of occupations being saved and who saved them. A count of majors being saved who has saved them. Month to month usage pattern of new users logging in. A count of how many times each user has logged in to. Download users registration form demographics. Download email addresses.	
MANAGE USER GROUPS		Create Customized Groups of Users for Dynamic Reporting
Add / Modify Groups Transfer Groups	Manage your 3 group titles and categories. Move groups of users from one group to another.	
ADMINISTRATORS		Add & Delete Administrators and Sub Administrators - No limit
Add Administrator Your Administrators	Activate new administrators.. View who has administrative assess and manage access.	
CUSTOMIZING OPTIONS		Customize your FOCUS 2 Account - Seen on Student Site*
Website Branding Your Contact Information Main Menu Options Action Plan Links Scope of Occupations Occupation List Display Student Portal Customized Messages Case Note Subjects Am I Career Ready Site Footer	Logo specifications.* Add/delete contact information of your counselors/advisors* Select modules to be activated on user dashboard* Add links to your department pages for the action plan categories* Select occupations being displayed by degree level required* Select icons, salary data, etc. seen in users assessment results* Customize your user self registration form* Add your own messages to users* Activate your case notes for administrators and create subjects Add links, descriptions and suggestions* Add footnote/link seen by users on the bottom of each webpage*	
UPDATE MAJORS/DEGREES		Delete/Add /Your Customized Majors & Degrees Displayed
Your Current Majors Need Changes? Start Here	View the current list of your majors being displayed Make changes. Start with Step 1 and submit each page	
CUSTOMIZING MAJORS		Add Customized Descriptions, Links & Subtitles to Majors
Add Description Add Links Add Sub-Titles Add Minors	Enhance the major descriptions w/ your own college's descriptions. Enter links to your department pages on your website. Enter sub-titles to your majors to be more descriptive. Identify minors offered at your college.	
ADDITIONAL TOOLS		Adding Websites and Resource to the User Dashboard
Resource Links Calendar Job Board Links	Add website links of your choice. Manage a calendar of upcoming events at your college. Displays job board to over 100 websites	
SUPPORT MATERIALS		Download support materials for counselors, students, training
Dropbox link	Workbook, Powerpoint shows, FYE course materials, advertising, etc.	